

# **CRIGGLESTONE PARISH COUNCIL**

## **Minutes of the meeting held on Tuesday 7th June at 6pm in The Village Institute, High Street, Crigglestone WF4 3EB**

**Present:** Cllrs, P Daniels (Chair), P Crompton, J Craven, G Maconachie, C Platten, A Roe, M Oxspring, Cynthia Binns, Paul Denton, Andrew Wilby.

**Attendees:** Sarah Knowles-Clerk to the Council

**Members of the public:** District Cllrs Cynthia Binns, Ian Sanders, Samantha Harvey, Steven Firth WY Police Safe Scheme

- 37. To receive apologies and accept reasons for absence**  
None received
- 38. To receive any declarations of interest from Members**  
*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Crigglestone Parish Council Code of Conduct for Members and by the Localism Act 2011.*  
Cllrs Oxspring, Binns, Craven as Hall Green Management Committee members
- 39. To consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011. None received**
- 40. To receive such items that the Chairman may wish to lay before the Council**  
None received
- 41. To approve as an accurate record the minutes of the council meeting held on 3<sup>rd</sup> May 2022**  
Circulated prior. **Resolved:** Approved as an accurate record and duly signed by the Chair
- 42. To approve as an accurate record the minutes of the extra-ordinary meeting of Monday 30<sup>th</sup> May 2022.** Circulated prior. **Resolved:** With the amendments to Cllr Oxspring's name the minutes were Approved as an accurate record and duly signed by the Chair.
- 43. Financial Matters:**
- 1.** To receive and approve the CPC year end accounts for 1 April 2021 – 31 March 2022  
Tabled, received and considered. **Resolved:** That the accounts are approved as an accurate indication of the year end account balance.
  - 2.** To receive and approve account reconciliation to 31<sup>st</sup> May 2022 **Resolved:** Approved
  - 3.** To approve: a) payment of accounts schedule b) Clerk's/VI Clerk's expenses (tabled)  
Checked by councillor. **Resolved:** Approved
- 44. To consider for approval, the statements of Section 1 Annual Governance & Accountability Return 2021-22**  
Circulated prior and taken as read. **Resolved:** That the parish council agree they can answer YES to all statements and the document was agreed to be signed.
- 45. To consider for approval the Section 2 Annual Governance & Accountability Return 2021-22 accounting statement**  
The document had been circulated prior to the meeting and was taken as read.

**Resolved:** That the parish council agree the amounts stated and the bank balance on 31 March 2022 are correct and the document is agreed to be signed.

**46. To receive 'Confirmation of the dates of the period for the exercise of public rights of unaudited Annual Governance & Accountability Return'**

*Monday 13<sup>th</sup> June 2022 – Friday 22 July 2022 noted:*

**47. To receive Internal Auditors report for 2021-22 and consider any recommendations highlighted.**

Report circulated prior. **Resolved:** That the Internal Auditors report is received, and the recommendations received and understood.

It was again noted that this is the last year for Diane Brown as our auditor and alternative provider needs to be arranged.

**48. To receive updates from and submit issues to the Ward District Councillors regarding matters in and affecting our Parish**

The Chair congratulated District Cllr Samantha Harvey on being re-elected. Cllr Harvey spoke of her involvement with speeding through Calder Grove, Fly tipping on Daw Lane, Denby Dale Road East residents and their frustration and request for help with parking and access issues with multi agencies including the Police, it was hoped that the parish council will lend their support also to this. Helping a Stoney Lane resident with their medication mix-up with the local Drs. Tree on highway causing problems for neighbouring resident. The cost-of-living crisis is affecting many in our parish and it is hoped the More Money in your Pocket roadshows will help people. Awareness of the event at the Village Institute to be advertised on Facebook.

Cllr Sanders spoke of the road closure on Almshouse Lane and Haigh Lane diversions are in place and will affect this parish. PACT meeting 3 people attended, sadly the timing and the address were incorrect, but hopefully that will be resolved for the next one.

Cllr Binns spoke of her involvement with Wakefield for Ukraine who are gathering funds and emergency items to send to Ukraine, via Poland, and also supporting Ukrainian families that are settling in our area.

Cllr Platten enquired with the district Cllrs if the speed reduction initiative to aid pollution improvements on the M1 near Sheffield should be something the parish council should be getting involved in for the M1 Jct 39 for our parish.

The council agreed to move the Police report agenda item to be dealt with next.

**49. Police Safe Scheme report**

PC Steven Firth was in attendance. He gave the like for like and pro rata month to month figures of the report, which indicated a quieter month, decrease could be because of the holidays. Increased Police patrols due to vehicle crime in previous month of April this has had the knock-on effect for May.

Cllr Craven raised HGVs still going down Durkar Lane. Clerk advised there was an item in correspondence with details that will be shared with the Police.

Priorities remain the same with the addition of inconsiderate parking at Castle Meadows. Sadly the Jubilee Bunting in Betty Eastwood Park is being vandalised, it was hoped to leave it up for the Friends of Betty Eastwood Park's Teddy Bears Picnic.

**18.41 Police and District Cllrs Harvey, Sanders and Binns were thanked for their attendance and left the meeting**

**50. Matters requested by Cllrs**

1. Cllr Crompton – Regarding a) Public Path Extinguishment Order and Definitive Map & Statement Modification Order No 3, 2022. Non-Definitive Footpath, Off Denby Dale Road, Crigglestone. b) Diversion Order and Definitive Map & Statement Modification Order No 2, 2022. Public Bridleway Crigglestone No.34 New Lane Footpath/ Public Bridleway No. 34. To consider objecting to the above Modification Order to the above footpaths. **Resolved:** To write to the WMDC Chief Legal Officer, in support of the comprehensive objection comments raised and submitted by Mr J Donlon, a resident of the Parish in the above.
2. Cllr Daniels and Cllr Wilby – Arnold Clark tannoy announcement disturbance **Resolved:** To submit the resident's activity log to planning enforcement and ask the question if permission for tannoy use has been granted in the planning permissions, as the frequency/noise level of the music and announcements is affecting the residents close by. Resident requested to continue keeping a log.
3. Cllr Daniels – Flag with Parish Council logo. **Resolved:** Approved to be procured and sited on the wall mounted flagpole at the Village Institute.

**51. To receive Clerks report and approve recommendations from committee meetings held between 17th April 31<sup>st</sup> May 2022 contained within.**

**Personnel Committee meeting of Monday 9th May 2022**

- 1) Terms of Reference are reviewed and approved as fit for purpose. That the meeting quorum is 3 Cllrs in attendance. 2) ILCA training - To recommend for approval, payment of 20hrs spent over the last 12 months at the Clerks current rate of pay. 3) That it is recommended the Deputy Clerk from 6 May 2022 is given 8hrs per month to run the VI and 10 hrs per month to help the clerk with the running of the parish council. This is a decrease in hours from 12 hrs per week. Working 10hrs for the council is on a 3month trial and will be reviewed in August 2022. **Resolved: To be an agenda item for September's meeting.**

**Health Safety and Finance meeting of 10th May 2022**

1. That the Financial Regulations continue to be fit for purpose. 2. That the Risk Assessment continues to be fit for purpose. 3. That the installation of 3 x benches in the community is begun as soon as possible. 4. That the Asset Register is continues to be fit for purpose. 5. To increase the Village Institute contents to 25k. To query if laptop cover currently sufficient, and if not increase to £2,500. Understand that Hall Green Community Centre will, once refurbished need to have its insurance cover re-evaluated and the lease for HGCC will need to be updated to specify the health and Safety inspections will need to be conducted by external contractor. 6. That the Terms of Reference continue to be fit for purpose.

**Parks and Open spaces meeting 15th May 2022**

1. Terms of Reference are fit for purpose but would benefit from the following amendments... general spending power is increased to £700 (purchase of plants/conduct inspections). Emergency spending to the value of £1,000 (alternative external contractors for grass cutting dangerous tree works requiring immediate attention). Anything above this is with the Clerk in consultation with the chairman, e.g path works/tree works. Major projects still to come to CPC e.g CIL money spending suggestions, Section 106 spending suggestions. All to facilitate quicker response/delivery times. 2. To recommend Mick Platten as FBEP representative and Brian Jennings as non-Cllr.

Lamppost Christmas Trees – Working party zoom meeting arranged for 6.30pm Thursday 30 June 2022.

Section 106 monies for BEP – Working party zoom meeting arranged for 6.30pm Thursday 7<sup>th</sup> July

**Resolved:** That the Clerks report is received and the above recommendations from the respective committee meetings and other actions required for the business to be transacted are approved.

**52. To receive items of correspondence (emailed prior)**

- a. YLCA White Rose weekly bulleting 13 May 2022 - Noted
- b. Resident HGV's using Durkar Lane – Send details to the Police
- c. YLCA White Rose weekly bulleting 6 May 2022 - Noted
- d. The Big Conversation Community newsletter - Noted
- e. YLCA Wakefield Branch meeting 16 June 2022 - Noted
- f. YLCA White Rose weekly bulleting 27 May 2022 Noted
- g. Council for British Archaeology Invitation to join and share information about our parish to facilitate a better understanding of our nation - Noted
- h. YLCA training Section 137, GPC, Duties and procedures webinar - Noted
- i. YLCA Cllr Discussion Forum - Noted
- j. Resident - Enquiring about allotments – Reply asking them to contact WMDC
- k. WMDC Housing Plan 2023- 2026 Stakeholder and Public questionnaire – closing date 10th June - Noted
- l. Spatial Policy Team -Response to Pre-Main Modifications Consultation New Sites Spring 2022 – CPC's submission - Noted

**53. To consider quotations for Village Institute roof works (circulated prior)**

The quotations had been scrutinised further by Cllrs Wilby, Denton and Maconachie who gave their feedback. **Resolved: 1)** That GB Roofing are given the contract on the understanding that the works are conducted in the August 2022 holidays and that additional works may be required once the roof has been removed but will be discussed before any additional works commence. **2)** That roof/loft insulation levels are checked and improved upon at the same time as the roofing works are undertaken. VI clerk to look into funding availability for the cost of this.

**54. Planning applications for consideration**

- 1. 22/00583/FUL** 45 Hollingthorpe Road Hall Green Wakefield WF4 3NL To increase the roof height of existing garage
- 2. 22/00917/FUL** Red Gable Cottage Boyne Hill Chapelthorpe Wakefield WF4 3JH Conversion and extension of existing outbuilding to form a self-contained annex (resubmission of 17/03226/FUL)
- 3. 22/00929/FUL** 2 Painthorpe Lane Hall Green Wakefield West Yorkshire WF4 3JU Proposed first floor extension above existing garage with rendering
- 4. 22/00935/TPO** Mill Farmhouse 17 Mill Farm Drive Newmillerdam Wakefield WF2 6QP Fell 1 Lime Tree
- 5. 22/01133/TPO** 15 Mackie Road, Crigglestone, WF4 3FS, Fell Tree or Remove the Tree's Canopy Back to the Property Boundary Line
- 6. 22/00948/FUL** Crigglestone 29 Hopewell Way, Crigglestone, WF4 3PU  
Erection of detached dwelling with associated off-street parking
- 22/01010/CPL** 16 Kingfisher Close, Durkar, Wakefield, WF4 3NE  
Single storey rear extension with a maximum projection of 3.23m, a maximum height of 3.57m and a maximum eaves height of 2.19m.

**Resolved: Noted**

55. **Queens Platinum Jubilee event update**  
Beacon Lighting event cancelled event due to ill health of Clerk, last minute unavoidable and personal commitments of the Chair and Vice Chair. Transpires the Beacon lighter is missing and needs replacing. Bunting trimming up in BEP was well received by the residents as per the comments on social media. Potential to use the services of the Yorkshire Imperial Band for other occasions are to be explored e.g BEP Teddy Bears Picnic on 17<sup>th</sup> July 2022 and the annual Christmas tree decorating. Parish Council provisionally agree to pay for their attendance once costings are submitted.
56. **To receive feedback from representatives of external committees or other meetings/training.**  
PACT meeting –District Cllr Sanders will look into the overgrown Conifer issue on ginnel on Hollin Lane,  
Cllr Daniels - Attended Highways meeting at Wakefield Town Hall re the residents of Denby Dale Road East residents' issues over non-resident parking and traffic controls. Meeting was disappointing as nothing was agreed. The road markings have been reinstated, but the hashed area will not be reinstated. No other meeting was suggested.
57. **To consider implementing alternative arrangements for receipt of supporting and other documents, to reduce printing ink, printing time and paper use.** (see clerks report)  
**Resolved: 1)** To continue uploading the documents to the website, but to print off agenda, minutes, financial docs, and clerks report. Cllrs may need this via email if the link does not work on their own computer system.  
**2)** Next agenda item to consider individual notebook/tablet for each Cllrs and their costings to facilitate greater access to council documents/planning applications/consultations and so forth, whilst also addressing the council's carbon footprint. **3)** to enquire with the IT provider the difficulty in printing from the website. **4)** To enquire with IT provider re a different link if Microsoft office not installed on Cllr's own system at the moment.
58. **To consider communication items:**  
Press reports –Input to next Parish Link magazine, FB & Website.  
Usual items but include the positive comments re the Jubilee bunting in the BE park.
59. **To confirm date and time of next scheduled meeting of the Parish Council**  
Tuesday 5<sup>th</sup> July 2022 at 6pm
60. **IN PRIVATE- Public Bodies (Admission to Meeting Act 1960) that the press and the public be excluded from the remainder of the meeting on the grounds that the publicity would be prejudicial to the confidential nature of the business to be transacted.**

As there was no further business to be transacted the Chair thanked everyone for attending and closed the meeting at 20.01pm

Signed.....Date.....  
Chair of Crigglestone Parish Council