



CRIGGLESTONE PARISH COUNCIL

Web site: www.crigglestonepc.org

Parish Clerk – Ms S Mozer

104 Field Lane, Upton, Pontefract, West Yorkshire, WF9 1DB

Tel: 07419 585 227 Email: clerk@crigglestonepc.org

25th April 2022

The Annual meeting of Crigglestone Parish Council will be held on Tuesday 3rd May at 6pm in The Village Institute, High Street, Crigglestone, where the following business will be transacted:

S Knowles

Mrs Sarah Knowles
Clerk to Crigglestone Parish Council

Members of the public are welcome to attend a Public Session at 6pm for a maximum of 15 minutes.

A G E N D A

- 1. To elect the Chairman of the Council and to receive the Chairman's signed Declaration of Acceptance of Office**
- 2. To elect the Vice Chairman**
- 3. To receive apologies and accept reasons for absence**
- 4. 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.
- 5. To consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011.**
- 6. To receive such items that the Chairman may wish to lay before the Council**
- 7. To fix the dates and times of ordinary meetings of the Council for the ensuing year**
To review Standing Orders and any amendments required for 2022-2023
- 8. To review Committee Structures and to appoint members to serve on the under mentioned Committees for 2022-2023**
 - 1. Parks and Open Spaces** (Platten, Oxspring, G Maconachie, A Wilby, Non-Cllr S Pearson, 1 x vacancy)
 - 2. Health & Safety and Finance** (Craven, Daniels, Crompton, Oxspring, Denton – no vacancies)
 - 3. Personnel** (Craven, Roe, Oxspring, Denton, Binns- no vacancies)
 - 4. Planning & Rights of Way** (Daniels, Crompton, Roe, Craven, Wilby. Non-Cllr K Wainwright -2 non cllr vacancies)
 - 5. Complaints** (Chair, Craven, Crompton, Binns-sub – no vacancies)

6. CPC Appointees to Hall Green Community Centre Management (Craven, Oxspring, G Maconachie)
7. **Village Institute Charity** (all cllrs are trustees. Management committee consists of Binns, Craven, Roe, Daniels, Oxspring – no vacancies)
8. **Appeals committee** (3 from those not on personnel, currently Daniels, Crompton. currently inquorate, needs 1 more person. To date this committee has never met!)
9. **Community Hero** (Daniels, Oxspring, Non-Cllrs N Castle, T Sykes, K Barker, K Greaves)
10. **Events Working Party** (Daniels, Craven, Platten, Crompton, Denton, plus any from community groups)

To review council's representation on/with outside bodies

1. **Sandal Magna Relief in Need and Harrison's Alms-houses Charities** (Cllr Craven)
2. **Representative for Worrill's Charity** (Cllr Wilby)
3. **Transport** (buses and trains- Craven and Daniels)
4. **YLCA/NALC** Voting reps x 2 Cllrs Craven and Binns, Deputy Cllr Crompton
5. **Town and Parish Liaison meetings** Clerk and Cllr Daniels
6. **West Yorkshire Combined Authority** Cllr Daniels

9. To review financial delegation to committees and staff for 2022-2023

1. POS Committee - £500 per year
2. H&S and Finance Committee - £500 per year
3. Clerk £500 per year, unless additional interim delegated powers have been given

10. Village Institute

1. To approve the continued appointment of the Parish Council as Sole Trustee to the Village Institute

11. To review the Council's and employees' membership of other bodies.

1. Yorkshire Local Council's Association (YLCA)
2. National Association of Local Councils (NALC)
3. Community First Yorkshire (ACRE guidance on community centres and halls)
4. The Society of Local Council Clerks (SLCC)
5. Campaign to Protect Rural England (CPRE)

12. To Review the Councils Asset Register

13. Review of council's arrangements for holding and accessing title deeds, leases and contracts and other legal documents.

14. To receive feedback from recent internal controls sample testing

15. To approve as an accurate record the minutes of the Annual Parish meeting held on 5th April 2022

16. To approve as an accurate record the minutes of the council meeting held on 5th April 2022

17. Financial Matters:

1. To receive and approve the CPC year end accounts for 1 April 2021 – 31 March 2022
2. To receive and approve account reconciliation to 30 April 2022
3. To approve; a) payment of accounts schedule b) Clerk's/VI Clerk's expenses

18. To consider for approval, the statements of Section 1 Annual Governance & Accountability Return 2021-22

19. To consider for approval the Section 2 Annual Governance & Accountability Return 2021-22 accounting statement

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

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

22. **To receive items of correspondence**
 1. Residents concern about skin irritant plant in BEP
 2. Wakefield Council - Housing Plan 2022 - In person event - Kingswood Suite, Wakefield Town Hall, Friday 13th May 2022
 3. White Rose Weekly Bulletin 14 April 2022
 4. YLCA Training Programme June/July 2022
 5. Crigglestone Parish Council - Your insurance policy is due for renewal 1st June
 6. Grow Wakefield request to hold woodland events in Betty Eastwood Park –
 7. Denby Dale Road East resident – update and forthcoming meeting with other agencies
24. **Planning & Rights of Way Committee (PROW)**
 - 1 To consider the prepared response to section 49 of the Local Development Plan
25. **Planning applications for consideration**
 - a) **22/00572/TPO** 5 Cliff Grove, Crigglestone, WF4 3EP Crown Lift and Crown Reduce Trees T1 and T2 (Oak) to clear adjacent building and allow pedestrian access beneath the tree canopy.
 - b) **22/00578/TPO** 5 Painthorpe Lane, Hall Green, WF4 3LA Sycamore tree (T1) - Fell.
 - c) **22/00584/FUL** 86 88 Wood Lane, Chapelthorpe, WF4 3JL Two storey rear extension to 86 88 Wood Lane
 - d) **22/00607/FUL** 355 Denby Dale Road East, Durkar, WF4 3NB Single Storey Extension to Side
 - e) **22/00661/FUL** 568 Denby Dale Road, Calder Grove, WF4 3DH Change of use from hairdressers shop to residential, to form one unit with 568 Denby Dale Road.
 - f) **22/00769/TPO** 7 Hall Lane, Chapelthorpe, WF4 3JE, "Lime (T1), Sycamores (T2 and T3) - crown lift giving clearance of approximately 4.5 metres between branch tips and ground level, to create clearance for ride on lawn mower. Sycamore (T2) - crown lift giving clearance of approximately 4.5 metres between b"
 - g) **22/00804/FUL** 11A Howard Crescent, Durkar, WF4 3AJ, Proposed hip to gable loft conversion, dormers to front and rear and new roof to existing single storey side extension
 - h) **22/00852/FUL** Tithe Laithe, Stoney Lane, Woolley, WF4 2LH Single storey extension to rear
 - i) **22/00855/FUL** 6 Hollingthorpe Road, Hall Green, WF4 3NH, Dormer to rear
26. **Police Safe Scheme**
 1. To receive Safe Scheme report
27. **Queens Platinum Jubilee event update**
28. **To receive feedback from representatives of external committees or other meetings, training**
29. **To consider communication items:**
 1. Press reports – Wakefield Express, Input to next Parish Link magazine, FB & Website
30. **To confirm date and time of next scheduled meeting of the Parish Council**

Tuesday 7th June 2022 at 6pm
31. **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.**