



CRIGGLESTONE PARISH COUNCIL

Web site: www.crigglestonepc.org

Parish Clerk – Mrs Sarah Knowles

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

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

Dear Councillor

10th May 2023

ANNUAL MEETING of CRIGGLESTONE PARISH COUNCIL

You are hereby summoned to attend the Annual Meeting of Crigglestone Parish Council, which will be held on Tuesday 16th May 2023 at 6pm in the Village Institute, High Street, Crigglestone where the following business will be transacted:

This agenda is longer than a normal monthly agenda due to the requirements after an election and the start of a new council year.

Members of the public are welcome to attend a Public Session at the beginning of the meeting 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 Declaration of Acceptance of Office

Sections 15 and 34 of the 1972 Act (for England and Wales respectively) provide that the Chair of a local council must be elected from among the councillors as the first business of the annual council meeting in May. They remain in office until their successor is elected (at the following meeting unless in the interim they resign, die or otherwise vacate office). The Local Government Act 1972 and standing orders state that the election of Chair and Vice Chair has to be the first item on the agenda.

2. To elect the Vice Chairman *A councillor elected to the office of vice-chair does not have to sign and deliver a declaration of acceptance of that office (although they must deliver their signed acceptance of office as a councillor*

3. To receive acceptance of office from elected councillors

In accordance with section 83(4) of the 1972 Act, on being elected to office, a councillor must sign a declaration of their acceptance of office, in the presence of another councillor or the clerk. The declaration must be delivered before or at the first meeting of the council after election or, if permitted by the council at that meeting, before or at a later meeting fixed by the council.

3.1 To welcome new councillor Jane Ellis.

3.2 To register councillors for new councillor or refresher training

4. To receive Cllrs Declarations of Interest document

*Register of Disclosable Pecuniary Interest & other Registerable Interests
For Members to complete their forms if they have not already done so.*

Members are reminded that they are personally responsible for ensuring that these declaration forms are complete and are kept up to date and that they should be submitted to the Monitoring Officer at WDC (via the clerk). This is a legal requirement.

5. **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.**
6. **To consider requests received by the Clerk for dispensations under Section of the Localism Act 2011. (where cllrs have declared an 'interest' in a certain agenda item, but still wish to speak or speak and vote)**
7. **To receive apologies and accept reasons for absence**
8. **To proceed to fill 1x councillor vacancy by Co-Option**
Within 35 days after 9th May but before 27th June exc BH & W/E advertise to co-opt as per the Section 21 of the Representation of the People Act 1985
9. **To review delegation to committees and staff for 2023/24**
 1. POS Committee - £500 per year
 2. Finance & General Purposes Committee - £500 per year
 3. Clerk - £1,000 per year
 4. Clerk is given delegated decision-making authority July and August where there are no meetings, in consultation with either the Chair or Vice Chair.
10. **To review Committee Terms of Reference for 2023/24**
 1. Parks and Open Spaces
 2. Village Institute Charity Committee
 3. Personnel Committee
 4. Rights of Way Committee
 5. Finance & General Purpose Committee
11. **To review Committee Structures and to appoint members to serve on the under mentioned Committees for 2023/24**
 1. Parks and Open Spaces - Cllrs Oxspring, Wilby, Maconachie, Non-cllr C Platten, M Platten (7)
 2. Finance & General Purpose – Cllrs Craven, Daniels, Crompton, Oxspring, Denton (5)
 3. Personnel – Cllrs Craven, Binns, Roe, Oxspring, Denton (5)
 4. Planning & Public Rights of Way (Footpaths) – Cllrs Craven, Roe, Daniels, Crompton, Wilby. Non-Cllr – Keith Wainwright. 2 x vacancy (8)
 5. Complaints Committee – Cllrs Craven, Crompton, Binns, and chair of the council
 6. Appointees by CPC to Hall Green Community Centre Management Committee – Cllrs Craven, Oxspring.
Appointed by HG Management Cttee - Secretary Binns, Chair K Wainwright
 7. Village Institute Charity – Cllrs Binns, Craven, Roe, Daniels, Oxspring (5)
 8. Appeals committee – (3 from those not on personnel) Cllrs Daniels, Crompton, 1 x vacancy
 9. Community Hero Committee – Cllrs Daniels, Oxspring. Non-Cllrs Kevin Barker, Nick Castle, Terry Sykes, Rev'd Kevin Greaves

10. Events Working party – Cllrs Daniels, Craven, Crompton Denton, plus any from the community.
12. **To ratify the renaming of the HS & F committee to Finance & General Purposes Committee.**
13. **To review & adopt any amendments to Standing Orders and Financial Regulations**
14. **Review of council's arrangements for holding and accessing title deeds, leases, and contracts and with other local authorities, not for profit bodies and businesses.**
 1. Minutes – West Yorkshire Archives -
 2. Title Deeds & Leases – West Yorkshire Archives or Village Institute safe -
 3. Contracts – Village Institute safe -
 4. Any other legal documentation - Village Institute safe –
15. **Review of representation on or work with external bodies and arrangements for reporting back**
 1. YLCA & NALC (Voting reps x 2 Cllrs Craven and Binns, Deputy Cllr Crompton)
 2. Police Safe Scheme (Cllrs chair and Denton)
 3. Town and Parish liaison chairman (currently Cllr Daniels)
 4. Sandal Magna Relief in Need and Harrison's Alms-houses Charities (Jackie Craven)
 5. Representative for Worrill's Charity – (Cllr Wilby)
16. **Review of inventory of land and other assets including building and office equipment (asset register)**

Council's Asset Register
17. **Confirmation of arrangements for insurance cover in respect of all insurable risks**

Council's annual insurance policy- renewal date 1st June 2023
18. **Review of the Council's and/or staff subscriptions to other bodies**
 1. Yorkshire Local Council's Association (YLCA) & National Association of Local Councils (NALC)
 2. Rural Action Yorkshire (RAY) now called Community First Yorkshire £35
 3. The Society of Local Council Clerks (SLCC)
 4. Campaign for the Protection of Rural England (CPRE)
 5. New arrangement - Wakefield Civic Society £75
19. **Review of the Council's policies, procedures and practices in respect of;**
 1. Discipline and Grievance arrangements (supporting)☐
 2. Complaints procedure
 3. Model Publication Scheme
 4. Recording of Meetings
 5. Press and Media Policy
 6. Grant Aid policy and application form
 7. Village Institute Risk Assessment
 8. Crigglestone Parish Council Risk Assessment
 9. Internal Financial Controls policy (approved at last meeting as fit for purpose)
 10. Online banking policy with Unity Trust Bank
 11. Freedom of Information policy

- 20. Review of Councils expenditure incurred under s.137 of the LGA 1972**
- 21. To fix the dates and times of ordinary meetings of the Council**
6pm first Tuesday of the month unless otherwise advised. August no meeting,
January 2nd Tuesday
- 22. To approve that Committees can fix the dates and times of their respective meetings and to amend Standing Orders to reflect this.**
- 23. To appoint members, including Convenors, to serve on the under-mentioned Working Groups as required and review terms of reference.**
Community Hero Working Group
- 24. To approve the continued appointment of the Parish Council as Sole Trustee to the Village Institute.**
- 25. To receive such items that the Chairman may wish to lay before the Council.**
- 26. To approve the minutes of the Annual Parish meeting held on 4th April 2023**
- 27. To approve as an accurate record the minutes of the Council meeting held on 4th April 2023**
- 28. To receive updates from and submit issues to the Ward District Councillors regarding matters in and affecting our Parish**
- 29. Financial Matters:**
 1. To receive and approve the Year End 2022/23 Receipts and Payments Account reconciliation and Budget Monitoring report
 2. To receive and approve account reconciliation to 30th April 2023
 3. To receive and approve the schedule of payments with invoices inc Clerk and Deputy Clerk expenses reimbursements
 4. Notification of CIL receipt of £275.63 for application 21/00410/FUL – 5 Painthorpe Lane, Hall Green , Wakefield WF4 3LA
 5. Request from Clerk to attend 2 day SLCC Management in Action 2023 training (£400+vat inc food & 1 night accommodation, June 20th & 21st)
- 30. To receive the minutes of and approve the recommendations from the Finance & General Purposes Committee meeting of 27th April**
- 31. To receive the minutes and recommendations of the Village Institute meeting held on 19th April 2023**
- 32. To receive update on Howard Crescent Possessory Title and approve further actions**
- 33. Matters requested by Cllrs**
Cllr Maconachie - Crigglestone VI Local Business Markets/Fayres –

34. Planning applications for consideration (supporting)

23/00773/FUL Crigglestone 14 Cliff Road Crigglestone Wakefield WF4 3EQ Nicki Batley Single-storey extension with balcony to rear, replace window with door and canopy to front Ms Bethany Jackson 15/06/2023 11/05/2023

23/00651/TEL PROPOSED DEVELOPMENT AT: Land Opposite 19 Cliff Road Crigglestone Wakefield WF4 3EQ I give notice that Icon Tower Infrastructure Limited is applying to City of Wakefield Metropolitan District Council for permission for: installation of 30m lattice mast, 7 cabinets, 6 antennas on 1head frame, 2 transmission link dishes and ancillary development (existing mast to be removed)

CPC comments to be received no later than 18th May.

The installation of a new sharable 30m lattice mast which is collocated with an existing mast approximately to the south of the site. The proposal also includes the installation of 7no. cabinets, 6no. antennas on 1no. headframe, 2no. 600mm diameter transmission link dishes and ancillary development thereto). The new base station is required due to the existing mast being unsuitable for the necessary upgrade of equipment. Additionally, the proposed mast will future-proof the site as it has the capacity to host multiple operators equipment and the ability to host 5G technologies.

23/00657/FUL Arnold Clark Wakefield Motorstore Peel Avenue Durkar Wakefield WF2 7BL Mr Neil Lawson Change in use of land to form vehicle compound storage area, the construction of a new vehicle valet building and smart repair facility and external lighting (part-retrospective) Ms Melissa Marshall

23/00746/FUL Land Adjacent To St John Church, Denby Dale Road Calder Grove WF4 3FG Erection of one detached dwelling with associated boundary and landscaping works Hannah Lyth 28/06/2023 08/06/2023

23/00373/FUL 688 Barnsley Road Newmillerdam WF2 6QQ Formation of new vehicle access, parking and turning area. Alterations to ground level and other associated works Ms Melissa Marshall 19/06/2023 08/06/2023

23/00671/FUL Orchard Cottage Hall Lane Chapelthorpe WF4 3JE Construction of garden room within the rear garden Ms Melissa Marshall 21/06/2023 08/06/2023

23/00825/FUL 7 Fishponds Drive Crigglestone WF4 3PA 23/00825/FUL Crigglestone First floor rear extension Ms Bethany Jackson 20/06/2023 18/05/2023

23/00773/FUL 14 Cliff Road Crigglestone WF4 3EQ Single-storey extension with balcony to rear, replace window with door and canopy to front Ms Bethany Jackson 15/06/2023 11/05/2023

23/00336/FUL 14 Green Acres Durkar WF4 3BG Boundary Fencing and Gated Access (Part Retrospective) Mr Paul Barber 31/05/2023 02/05/2023

23/00540/CPE 7 Hall Lane Chapelthorpe WF4 3JE Use of land as residential garden ancillary to the existing dwellinghouse at 7 Hall Lane, Chapelthorpe Rob Mason 30/05/2023

23/00709/FUL 80A Hollin Drive Durkar WF4 3PR alterations to and subsequent retention of dwelling, and a detached garage (part retrospective) Hannah Lyth 06/06/2023

35. To receive the Police report (enc if available)

36. Correspondence - to consider the following newly received and decide action where necessary

1. Grow Wakefield – request to conduct wild food walk around BEP on May 17th. Same format as last year's request – Clerk given permission on behalf of council based on successful event last year and receipt of public liability and risk assessment
2. Speech, Language and Communication Webinar Invitation
3. LCA Training & Discussion Forum Bulletin 9/5/23
4. NALC Chief Executive's Bulletin 5 May 2023
5. LCA White Rose Bulletin 5 May 2023 and NALC Infrastructure Levy
6. YLCA Law and Governance Bulletin May 2023
7. CHIEF EXECUTIVE'S BULLETIN 2/5/23
8. RNIB - Visual Impairment Awareness sessions
9. White Rose Bulletin- 24 April 2023
10. WMDC Regen brochure coming your way
11. DLUHC Consultation On new Infrastructure Levy
12. NALC Chief Executive's Bulletin 14 April

37. Hall Green Community Centre matters

38. Hall Green extension matters

39. To consider communication items:

Press reports –Input to next Parish Link magazine, Items for the web site/FB.

40. To confirm date and time of next meeting of the Parish Council in the Village Institute, High Street, Crigglestone. Tuesday 6th June 2023 at 6pm

41. 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.