

CRIGGLESTONE PARISH COUNCIL

Minutes of the meeting held on Tuesday 16th May 2023 at 6pm in The Village Institute, High Street, Crigglestone WF4 3EB

Present: Cllrs: P Daniels (Chair), C Binns, J Craven, P Denton, J Ellis, M Oxspring, A Roe, G Maconachie.

Attendees: Sarah Knowles-Clerk to the Council

Members of the public: District Cllrs: Cynthia Binns, Sam Harvey

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

Sections 15(2) and 34(2) of the 1972 Act (for England and Wales respectively).

Resolved: That Cllr Paul Denton is elected as chairman and signed the declaration of acceptance of office

To elect the Vice Chairman

Resolved: That Cllr Michael Oxspring is elected as Vice Chair

2. 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.

Resolved: That Cllr Wilby is allowed to sign his acceptance of office before the next meeting.

Resolved: that members present have signed and submitted their acceptance of office and to abide by the code of conduct.

3.1 To welcome new councillor Jane Ellis. Cllr Ellis was welcomed and congratulation on being elected.

3.2 To register councillors for new councillor or refresher training

Resolved: that the Chairman attends the Chairman training parts 1 & 2 and new Cllr Ellis attends the 'Off to a flying start' training.

3. To receive Cllrs Declarations of Interest document

Resolved: that Cllrs handed in their register of interests except Cllrs Wilby and Crompton

4. 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.

Hall Green CC – Cllrs Oxspring, and Craven as trustees, Cllr Binns as secretary.

5. To consider requests received by the Clerk for dispensations under Section of the Localism Act 2011. None received

6. To receive apologies and accept reasons for absence

Paul Crompton – on annual leave

A Wilby – Work Commitments

Resolved: That the reasons for absence are accepted

7. To proceed to fill 1x councillor vacancy by Co-Option

Resolved: To progress filling the vacancy

8. 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.

Resolved: All Approved

9. To review Committee Terms of Reference for 2023/24 (circulated prior, taken as read)

1. Parks and Open Spaces
2. Village Institute Charity Committee
3. Personnel Committee
4. Rights of Way Committee
5. Finance & General-Purpose Committee

Resolved: Approved, no amendments at this time.

10. 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, Ellis.
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, Ellis. Non-Cllr – Keith Wainwright. (8)
5. Complaints Committee – Cllrs Craven, Crompton, Binns, and chair of the council -P Denton.
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, Ellis
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.

Resolved: Approved

11. To ratify the renaming of the HS & F committee to Finance & General Purposes Committee.

Resolved: Approved

12. To review & adopt any amendments to Standing Orders and Financial Regulations

Resolved: Changes Received. To amend Financial Regulations at 11.1.b The Public Contracts Regulations 2015 ("the Regulations") to be changed from £25,000 to £30,000 or more and Standing Orders at 18 c to reflect the change from £25,000 to £30,000.

13. 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 –

Resolved: No changes to these arrangements

14. Review of representation on or work with external bodies and arrangements for reporting back

1. YLCA & NALC (Voting reps x 2 Cllrs Craven and Daniels, Deputy Cllr Crompton)
2. Police Safe Scheme (Cllrs chair P Denton & Maconachie)
3. Town and Parish liaison chairman (Cllr Denton)
4. Sandal Magna Relief in Need and Harrison's Alms-houses Charities (Jackie Craven)
5. Representative for Worrill's Charity – (Cllr Wilby)

Resolved: That the representations are as indicated above. That Cllrs shall bring a verbal or written report of the key points of the meeting.

15. Review of inventory of land and other assets including building and office equipment (asset register circulated prior)

Resolved: With the inclusion of the 11 x ASAUS Notebooks as per the internal auditor the F&GP committee recommend that the asset register is approved.

16. Confirmation of arrangements for insurance cover in respect of all insurable risks

Circulated prior. F&GP Committee have reviewed the schedule and recommend it continues to meet the Council's needs. The Clerk informed of the renewal price recently received and that this could change due to the land and building valuations being undertaken.

Resolved: That a 3-year Long Term Agreement is entered into.

17. 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
 3. The Society of Local Council Clerks (SLCC)
 4. Campaign for the Protection of Rural England (CPRE)
 5. New arrangement - Wakefield Civic Society £75
- Resolved:** Subscriptions 1-4 approved to continue. Subscription 5 approved to be entered into.

18. Review of the Council's policies, procedures and practices in respect of.
(Circulated prior taken as read)

1. Discipline and Grievance arrangements
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

Resolved: All policies reviewed as continuing to be fit for purpose

19. Review of Councils expenditure incurred under s.137 of the LGA 1972

PP

Spent in 2022-3 £3,923.59
WDC Supply/install waste bins x 12 £3,148.00
Fuel Poverty min 164. 6/12/22 £400.00
Friends of BEP (grant Aid) Annual insurance £225.59
WECTF (grant Aid) Painthorpe Xmas Tree £150.00
Budgeted for 2023-24 £3,000
Resolved: Noted

20. 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.

Resolved: Approved

21. To approve that Committees can fix the dates and times of their respective meetings and to amend Standing Orders to reflect this.

Resolved: Approved

22. To appoint members, including Convenors, to serve on the under-mentioned Working Groups as required and review terms of reference.

Resolved: Community Hero Working Group Members Peter Daniels, Michael Oxspring, Kevin Barker, Nick Castle, Terry Sykes, Kevin Greaves. Convenor – The Clerk to the Council.

23. To approve the continued appointment of the Parish Council as Sole Trustee to the Village Institute. Resolved: Approved

24. To receive such items that the Chairman may wish to lay before the Council.

Outgoing Chair Peter Daniels thanked Cllr Paul Denton for his support in the recent Kings Coronation project and attending the J&I schools with him.

Incoming Chair thanked Cllr Daniels for the opportunity of being the chairman and hopes that he will be amiable to imparting his guidance when needed.

25. To approve the minutes of the Annual Parish meeting held on 4th April 2023

Resolved: That the minutes are agreed as a correct reflection of the parish meeting and signed by the chairman.

26. To approve as an accurate record the minutes of the Council meeting held on 4th April 2023

Resolved: That with the amendment to minute no. 256 which should read Denby Dale Road East, the minutes are approved as a correct record and signed by the chairman.

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

Dist. Cllr Sam Harvey spoke of the recent elections, the low turnout, sadness that Ian Sanders was not successful, and her determination to work with the new Labour dist. Cllr Jordan Bryan for the benefit of the Rural Ward. Issues on Denby Dale Road frustratingly continue, recent Planning application from Arnold Clark is being discussed in detail, lots of ongoing cases and new cases to juggle, Invite to the Mayor Making ceremony on Thursday.

Dist. Cllr Cynthia Binns spoke of Standbridge Lane resurfacing from May 21st, Refurbishment works to Seckar Woods from 15th May, flooding of Beech View causing disruption to residents and the community allotment project – sadly WMDC and WDH are at loggerheads as to whose responsibility it is.

PP

Cllr Daniels raised minute no. 256 of previous minutes – Cllr Binns to continue investigations.
Dist. Cllr Jordan Bryan – apologies, tied up with WMDC training

28. Financial Matters:

1. To receive and approve the Year End 2022/23 Receipts and Payments Account reconciliation and Budget Monitoring report. Circulated prior.
Resolved: Received and approved. Year end balance of £90,316, Allocated reserves of £70,987. General reserves carry forward £19,330.
2. To receive and approve account reconciliation to 30th April 2023 - **unavailable**
3. To receive and approve the schedule of payments with invoices inc Clerk and Deputy Clerk expenses reimbursements. **Resolved:** Approved
4. Notification of CIL receipt of £275.63 for application 21/00410/FUL – 5 Painthorpe Lane, Hall Green , Wakefield WF4 3LA **Resolved:** Noted
5. Request from Clerk to attend 2-day SLCC Management in Action 2023 training (£400+vat inc food & 1 night accommodation, June 20th & 21st)
Resolved: Approved

29. To receive the minutes of and approve the recommendations from the Finance & General Purposes Committee meeting of 27th April.

Resolved: That the minutes are approved as an accurate record by the committee, received by full council and recommendations approved by full council.

30. To receive the minutes and recommendations of the Village Institute meeting held on 19th April 2023. Resolved: Noted

31. To receive update on Howard Crescent Possessory Title and approve further actions

Evidence dating back to 1986 has been found in the office archives, 2 statements of fact required from long serving members and Keith Wainwright re how the transfer of Howard Crescent came to be. As part of building valuation, land valuation to be carried out at the same time. Conversation to be had with opposite resident to ascertain what they factually know.
Resolved: Approval of Solicitor fees of £1,000 required for conducting possessory title.

32. Matters requested by Cllrs

Cllr Maconachie - Crigglestone VI Local Business Markets/Fayres –

Detailed update from Cllr Maconachie received which indicated potential market dates of 10th September and late November.

Resolved: Council agree to a market page on the council's website at the cost of £40 + vat to be created to facilitate signposting and updates. Only Cllr Maconachie to have access to the page for regular updates required.

33. Planning applications for consideration (circulated prior)

23/00657/FUL Arnold Clark 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) **Resolved:** to object on the following grounds;

They support that a sufficient drainage assessment has not been carried out and should be received before the application is determined, bearing in mind this area is recognised as a flood plain which contributes to the regular flooding of Denby Dale Road and especially in heavy rainfall. External lighting is excessive which again affects users of Jct 39 of the M1 and is a safety issue as it blinds drivers. The lighting captured in the retrospective permission should not go unchecked for its affect on the community.

PD

23/00651/TEL Land Opposite 19 Cliff Road Crigglestone Wakefield WF4 3EQ: installation of 30m lattice mast, 7 cabinets, 6 antennas on 1 head frame, 2 transmission link dishes and ancillary development (existing mast to be removed) **Resolved:** Noted, no further comments.

Resolved: All other applications noted

23/00773/FUL 14 Cliff Road Crigglestone Single-storey extension with balcony to rear, replace window with door and canopy to front.

23/00746/FUL Land Adjacent To St John Church, Denby Dale Road Erection of one detached dwelling with associated boundary and landscaping works

23/00373/FUL 688 Barnsley Road Newmillerdam Formation of new vehicle access, parking and turning area. Alterations to ground level and other associated works

23/00671/FUL Orchard Cottage Hall Lane Chapelthorpe Construction of garden room within the rear garden

23/00825/FUL 7 Fishponds Drive Crigglestone First floor rear extension

23/00773/FUL 14 Cliff Road Crigglestone Single-storey extension with balcony to rear, replace window with door and canopy to front

23/00336/FUL 14 Green Acres Durkar Boundary Fencing and Gated Access (Part Retrospective)

23/00540/CPE 7 Hall Lane Chapelthorpe Use of land as residential garden ancillary to the existing dwellinghouse at 7 Hall Lane, Chapelthorpe

23/00709/FUL 80A Hollin Drive Durkar alterations to and subsequent retention of dwelling, and a detached garage (part retrospective)

34. To receive the Police report - PC Firth unable to attend due to family commitments

The report had been circulated prior and was received. Cllr Denton reported that the quad bike issue had been dealt with locally.

Priorities – Denby Dale Road ‘boy racers’ with loud exhausts continue to be a noise issue all day long as well as evenings.

Standing orders 3X were moved for an additional 15-minute time allowance.

35. 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.
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

Resolved: Noted

36. Hall Green Community Centre matters

The recent Kings Coronation event was a great success, well attended and raised £335. The centre has needed 2 new LED strip lights and a new fly zapper.

37. **Hall Green extension matters** WMDC funding team are querying the ownership of the building. A meeting has been arranged for Monday 5th June with WMDC funding team, clerk to the council and HG trustees to ascertain anomalies around ownership and outstanding loan repayments that require clarification.
38. **To consider communication items:**
Press reports –Input to next Parish Link magazine, Items for the web site/FB.
Usual information to include new Cllr and co-option.
39. **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
(presentation to Christine Platten for her 22yrs served will be carried out at this meeting)
40. **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.

A handwritten signature in black ink, appearing to be 'P. A.', followed by a small checkmark.

