

# WALTON PARISH COUNCIL minutes

## Minutes of the Parish Council Meeting held on 4<sup>th</sup> February 2020

**Present:** Cllrs: E Fairclough (Chair), K Shaw, P Lee, S Birkby, T Saunders, H Massey, C Wagstaff, C Pearson, Cllrs S Leith, and J Carlon.

**In attendance:** Cllrs A Manifold, Cllr F Heptinstall and Cllr M Cummings WMDC (Ward Councillors), 8 members of the public and the Clerk to the Council.

**141. To receive apologies for absence.**

Apologies were received from Parish councillor E Prince and PC Carl Hall.

**142. To receive declarations of interest.**

Cllr J Carlon declared an interest in item 10.1 as he has advised on a planning application to be considered.

Cllr H Massey declared an interest in item 11.1 as the contractor who has undertaken work that is subject of issues highlighted in the risk assessment are personally known to her.

Cllr E Fairclough declared an interest in item 11.2 as one of the contractors is personally known to her.

The Chair reminded Parish Councillors that if they are representing the Council externally, they must be mindful to represent the views of the Council and not their own personal views, nor those of any other groups to which they may be affiliated.

**143. To approve the minutes of the Parish Council meetings held on 7<sup>th</sup> January 2020.**

**Resolved** to approve the minutes of the meeting held on 7<sup>th</sup> January 2020 without amendment as a correct record.

**144. To be notified of matters accomplished or arisen since the last meeting not included elsewhere on the agenda.**

Kompan has attended to remove the concrete pieces found on the recreation ground.

The playground signs have been returned and replacements reordered. The Tennis Club have provided written confirmation they have vacated the premises and surrendered their lease. The area has been secured.

Last year's floral sponsors have been written to re-confirm their continued sponsorship, but it is recommended an advertisement be placed on our Facebook page.

Hirers have been contacted with charges for 2020 and closure dates.

Finally, £35,000 has been reinvested for 3 months with HSBC Money Market.

**145. Public forum session – To permit members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda.**

Members of Working for Walton to discuss the recent burglaries in Walton with the Police representative but understand he has offered his apologies for absence. In addition, members wished to put forward two requests from the Parish Council to submit the millennium border garden as an entry at the Open Gardens 2020 event and to hire the hall on 8<sup>th</sup> May for VE Day despite this being a bank holiday. It is proposed the Hall would be used to host a VE celebration with an evening event proposed but it would be too late to organise if the matter was delayed for consideration until next month's meeting.

The Clerk advised members this request was submitted after the agenda was published and therefore is not itemised for consideration by the Council. Further, the Parish Council resolved last month to close the village hall for hiring on bank holidays. Under legislation and current standing orders, the Parish Council is not permitted to make decisions on items not published on the current agenda and/or reverse decisions made within a 6-month period. The Chair noted the Village Hall made the decision to close on public holidays for HR reasons.

A motion was submitted to suspend standing orders to allow members to consider the request due to the special nature of the event, which they were not aware of the time they made the decision to close on

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bank holidays. The motion was carried, and the Chair allowed the request to be considered under item 9 of the agenda.

6 members of the public left at this point.

**146. To receive a report on the SAFE scheme and Police matters.**

The Chair updated members on the recent burglaries in Walton and some in Crofton in PC Hall's absence indicating this is a problem in neighbouring areas also. A councillor noted the Parish Council contributes £6,000 towards extra policing hours in the village with requests for key areas to be patrolled. A discussion took place to encourage individuals to report non-urgent issues via the online chat linked to West Yorkshire Police website as this allows individuals to directly communicate with someone quickly. The Clerk advised the link to online reporting is on the Parish Council website.

A councillor noted patrols are being made during the day and a request was submitted last month for patrols to be increased during early hours if possible.

**Resolved** to note the report.

**147. To receive reports from WMDC Ward 5 Councillors.**

Cllr Cummings noted none on the Ward Councillors were in attendance last month so wished to pass on Happy New Year wishes, albeit belated.

Cllr Cummings reported:

- A resident has requested a mirror be displayed at the Shay Lane/Common Lane junction but after investigation, this is not something they can do;
- Work has been completed to resurface The Balk;
- Ward Councillor hope to support the Parish Council on planning objection concerning the Driving Range;
- Highways are yet to respond on the traffic survey;
- Proposals are being drawn up by Highways to address issues at Chevet Crossroads;
- Highways report for 20/21 programme has recently been circulated and any works pertaining to Walton will be reported via the Clerk;
- No update on Brook Farm.

**Resolved** to note the report.

**148. Finance & Governance**

**1. To approve accounts to be paid, already paid under delegated powers and income received January 2020.**

The Clerk submitted details (copy attached to minutes) of accounts paid totalling £2,719.94 for January 2020, and income received of £1,190.15

The account balances at the end of January 2020 are:

Current a/c:	£1,003.46
Barclays Business Res a/c:	£11,018.93
HSBC deposit a/c:	<u>£50,827.13</u>
Total	£62,849.52

**Resolved:** to approve the financial statements and payments.

**2. To consider attendance at the YLCA Spring Training Conference and to approve the cost.**

**Resolved** to authorise the Clerk to attend at a cost of £120.

**3. To consider gas supplier and quotes for renewal of contract.**

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**Resolved** to renew contract with current supplier for 5 years at the cheapest rates quoted.

**4. To authorise the Clerk to order seedlings for summer planters.**

**Resolved** to authorise the Clerk to order seedling for planters arounds the village using the debit card.

**149. To consider correspondence received.**

The Clerk summarised the correspondence received this month and listed the invitations.

**Resolved:**

- (i) To decline permission by a local individual to detect metal on Parish Council land;
- (ii) To respond to WNP team to request any contact meetings are not allocated resources from Parish Council budget are these are reserved purely for extra policing hours;
- (iii) Following advice from the Clerk on Standing Order 7(a), members resolved to suspend Standing orders and agreed to allow W4W to hire the hall on 8<sup>th</sup> May 2020 subject to a risk assessment being provided to the Parish Council and appropriate licences secured. A member will open and lock up for the group to allow staff to take necessary holidays. A vote was taken on the proposed motion which was carried. The Clerk was asked to highlight to W4W to ensure any requests are submitted before the agenda is published so the Parish council can consider the requests in accordance with its Standing Orders.
- (iv) To decline a request by W4W to continue planting the Millennium Gardens and to submit it as an entry for the forthcoming Opens Gardens event. Members resolved to resume overseeing the gardens but not to submit it as an entry at the Open Gardens event on behalf of the Council.

**150. Planning Working Party.**

**1. To consider planning applications validated and decided January 2020.**

There have been 4 applications validated and 4 application decided since the last meeting.

**Resolved** to note the validated and decided applications.

**2. Public Bodies (Admission to Meetings) Act 1960 s1(2) – In view of the confidential nature of the business concerned, to resolve to exclude the Press and Public to receive an update on the proposed lease for the allotment space.**

**Resolved** to write to developer with a final version of the lease to be approved at next month's Parish Council meeting.

**151. Village Hall and Coronation Cottage Working Party**

**1. To receive risk assessment report for Village Hall and car park.**

The Clerk noted the roof continues to leak in the same place which now appears to have caused damaged to the wall/paintwork surrounding the beams. The Clerk has approved a quote of £250 for a roofing contractor to undertake more investigative work and a further £300 estimated for any remedial work under delegated powers to avoid any further damage to the roof/walls/paint work.

Several faults with the electrical work undertaken as part of the bathroom refurbishment have been identified and the bathroom contractors have endeavoured to rectify these. The power supply has been restored and two independent qualified electricians agree some issues remain.

**Resolved**

- (i) To approve the quote of £250 for roofing investigate work and £300 for remedial work;
- (ii) To request the bathroom contractors commission a suitably qualified electrician to address the outstanding concerns and issue the appropriate paperwork;
- (iii) To authorise the cost of the gutters to be cleared at the Hall for £90, and Clerk to authorise the additional cost to clear Coronation Cottage and the Tennis Club;

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- (iv) To authorise the cost to clean the inside of the windows within the hall;
- (v) For the Clerk to authorise the cost for thermostats to be fitted to gas heaters in the hall and committee room.
- (vi) For the Clerk to authorise cost of professionally cleaning the hall chairs.

## **2. To consider quotes for replacement curtains within the Hall.**

Three quotes were submitted. A motion was submitted to appoint The Curtain Shop due to number of positive recommendations received. A vote took place and 9 voting in favour and 1 against.

**Resolved** to appoint The Curtain Shop to replace existing 5 sets of curtains with fire retardant curtains and to record all 5 tracks at a cost of £1,800 plus VAT.

## **3. To receive Risk Assessment report on Coronation Cottage.**

Resolved to defer item until next month.

## **152. Recreation Ground & Playgrounds Working Party**

### **1. To consider quotes for fencing near the Tennis Club.**

Three quotes were submitted for timber and concrete posts.

**Resolved** to appoint Barker's Fencing to erect concrete posts at a cost of £881.67 plus VAT.

## **153. Environmental Improvements Working Party**

The Clerk reported the Village stone signs had been cleaned by KleenBinz on 27<sup>th</sup> January 2020.

### **1. To receive a risk assessment report on the village seats, bus shelter and war memorial.**

Cllr Saunders indicated he had inspected one side of village but to complete the other.

#### **Resolved**

- (i) To defer consideration of the village seats risk assessment to next month;
- (ii) To write to the headteacher at Walton Primary School to request the tree/hedges next to bus shelter to be cut back so not to obscure the view from the window for oncoming buses.
- (iii) For the Clerk to authorise and order a replacement bench of the existing timber bench at the War memorial with a steel bench in commemoration for 75<sup>th</sup> anniversary of VE Day up to a limit of £1,500 plus VAT. The Clerk to look for suitable styles from a previous supplier and to request a quote from Fab-Weld Engineering who provide donated benches.

## **154. To receive a report on School visit and consider request by Walton Primary Academy's PTA to judge their Summer Fair Bake Off competition.**

The Chair commented members appeared to enjoy the visit to School and to look around the facilities.

**Resolved** to accept the offer to judge the Bake Off at the summer fair.

## **155. To consider policy and guidelines for the new Community Spirit scheme proposed by Cllr Massey.**

The Clerk noted the Parish Council can offer awards in the form of book tokens and vouchers for the initiative under the Council's General Power of Competence.

#### **Resolved:**

- (i) Approve the draft nomination form with an adjustment to exclude members from being eligible nominees and to provide hard copies around the village;

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- (ii) to award a trophy for each category, to be engraved with any tokens/vouchers to be decided at next month's meeting;
- (iii) to defer consideration of scheduling an extraordinary meeting to decide winners of each category depending on volume of forms receipts.

### **156. To consider the format of the Annual Parish Meeting.**

Previous year's agenda was circulated.

#### **Resolved:**

- (i) To itemise meeting local NPT in place of a PACT meeting for April 2020;
- (ii) To amend financial statements to a financial summary;
- (iii) To add Community Spirit Award to the agenda.

### **157. To receive matters reported directly to the Clerk.**

None.

Meeting closed at 9.55pm.