

# WALTON PARISH COUNCIL minutes

## Minutes of the Parish Council Meeting held on 3<sup>rd</sup> March 2020

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

**In attendance:** Cllrs A Manifold (Ward Councillors), 2 members of the public and the Clerk to the Council.

**158. To receive apologies for absence.**

Apologies were received from Parish Councillor E Prince and T Saunders, Cllr F Heptinstall and Cllr M Cummings (WMDC) and PC Carl Hall.

**159. To receive declarations of interest.**

None.

**160. To approve the minutes of the Parish Council meetings held on 4<sup>th</sup> February 2020.**

Cllr P Lee queried minute 149(iv) as he felt the Parish Council had resolved to submit the Millennium Gardens border as an entry to the 2020 Open Garden Event. The remaining members did not agree this was the decision and required no amendment.

**Resolved** to approve the minutes of the meeting held on 4<sup>th</sup> February 2020 without amendment as a correct record.

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

The Clerk confirmed a VAT reclaim for the last 6 months will be submitted once the payments for February are authorised. Ref 148 (3) the gas contract has been renewed with Total Gas & Power for 5 years at a cheaper rate than quoted. Ref 148(4) the plants for summer have been ordered.

**162. 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.**

A representative of Working for Walton attended to comment they were disappointed not to be allowed to continue planting the Millennium Gardens border and had spent approximately £250 on bulbs on the basis they would be expected to tend to this area for an extended period of time. A member confirmed the Parish Council's view was that W4W offered to purchase plants for the entrance of playground and it was agreed they could plant up the area in advance of the playground opening only. W4W confirmed they had received noting in writing to indicate this was an ongoing arrangement. The Clerk confirmed discussions were held with W4W at a meeting with the Recreation Ground working party and then a decision made by full Council. As this was not an agenda item, it was suggested that if W4W had any future requests they wished to discuss at a meeting which required a decision, they submit them to be itemised on an agenda.

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

A member noted it was disappointing this was the second consecutive time to have no police presence at a Parish Council meeting. Looking at the report, it appears there is reference to a property in Sandal and it is hoped police hours logged are being spent patrolling only properties within the village. It was also requested if possible, patrols are increased overnight which is not reflected in the latest report.

**Resolved** to note the report.

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

Cllr A Manifold reported:

- Signage requested to discourage speeding on School Lane has been resolved;
- Enquiry regarding traffic survey is ongoing with Highways;
- PACT meeting dates has been fixed. The Clerk confirmed the dates and times to be 23<sup>rd</sup> June 2020, 15<sup>th</sup> September 2020 and 19<sup>th</sup> January 2021 – all at 7.30pm;

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- Proposed drawings for work at Chevet Lane/Common Lane crossroads were circulated. Members felt the proposals would go some way but not far enough to address the most dangerous manoeuvre being oncoming traffic from Notton, travelling at speed. Requests were made for sleeping policemen and traffic lights to be explored with Highways;

A member asked for the hedge from Brooklands up to the nine arches to be cut. Another member raised the potholes on School Lane and Walton Station Lane. It was confirmed School Lane was on the Highways programme for this next financial year. A member also raised the faded 'Give Way' line marking on School Lane in front of the bridge had faded causing drivers' confusion on whose right of way it was for traffic turning onto School lane from Oakenshaw Lane.

**Resolved** to note the report.

## 165. Finance & Governance

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

The Clerk submitted details (copy attached to minutes) of accounts paid totalling £7,216.83 for February 2020, and income received of £1,709.13.

The account balances at the end of February 2020 are:

Current a/c:	£(3,906.74)
Barclays Business Res a/c:	£11,018.93
HSBC deposit a/c:	<u>£50,831.26</u>
Total	£57,943.45

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

### 2. To consider the insurance premium and long-term agreement contract.

The Clerk had circulated quotes from the current provider and three new quotes from insurance broker Came & Co who specialise in local council insurance. Based on the four quotes, a policy with Pen/Axa provided better or equal cover for current assets at the cheapest rate except for 'Money Loss' but the Council does not hold petty cash. Members agreed and felt a three-year deal offered the best value for money.

The Clerk raised the issue of Fidelity Guarantee cover which was not listed but cover is listed under 'Employee Dishonesty', which appears to be same circumstances with different terminology.

As cover is required for 31<sup>st</sup> March 2020, the Clerk may need to forward payment before next meeting and asked for authorisation for bank signatories to sign a cheque and for this to be released before next month's meeting if required.

**Resolved:**

- To take out a new three agreement with Pen Axa Insurance via Came & Co Insurance at a cost of £1,756.74 inc IPT for insurance from 31<sup>st</sup> March 2020;
- The Clerk to confirm cover is in place for 'Fidelity Guarantee' and if not, to add this to the policy as per recommendations by YLCA;
- To authorise the bank signatories to sign a cheque and for the Clerk to release payment in advance of next Parish Council meeting to ensure cover is in place.

### 3. To consider Asset Register and valuations for 2020/21.

The Clerk circulated an Asset Register and valuations for 20/21. The Clerk confirmed the valuations will be updated to reflect the figures provided by Pen/Axa which are slightly higher than our current insurer. The Clerk also noted that if any new items were purchased before the financial year end, these would be added, including a memorial bench for VE Day.

**Resolved** to approve the Asset Listing and valuations for 2020/21 with the amendments listed above.

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## **4. To consider contribution to SAFE Scheme for 20/21.**

The Clerk confirmed last year the Parish Council pledged £6,000 and it was anticipated £298.13 surplus to carry over to next year. The Council budgeted £6200 for the next financial year.

**Resolved** to pledge £6,200 to SAFE Scheme for 20/21 in addition to any surplus carried over.

## **5. To consider the cost of servicing petrol-operated equipment for 20/21.**

The Clerk had obtained estimates from two companies for servicing the Council's petrol operated equipment following a recommendation made by the Staffing Committee in late 2019. The estimates were high due to the work required for each item, which is not based on the cost of an item. One company could only service the lawnmower due to difficulty obtaining parts.

Members felt it was a necessary requirement to ensure equipment is safe to use for employees and based on the replacement value of each item, it was still cheaper to undertake a service. Members felt a service every two years was enough for the strimmer and hedge cutter. The Chair advised the Clerk of a further company that could be approached for an estimate.

**Resolved** to authorise the Clerk to commission a service of the Council's petrol operated lawnmower annually, the strimmer and hedge cutter every two years and to add the leaf blower/vacuum to next years' service given this is a new piece of equipment.

## **6. To consider the Risk Management Plan for 2020.**

The Clerk confirmed all items were up-to date except for servicing the petrol-operated equipment which required Council approval and would be actioned after this meeting.

**Resolved** to approve the Risk Management Plan for 2020.

## **166. To consider correspondence received.**

The Clerk summarised the correspondence received this month and listed the invitations. The Clerk noted a resident asked for the fingerpost sign to be renovated in time for Open Garden's event.

**Resolved** to authorise the Clerk to engage a signwriting company to restore the sign or if it was possible for it to be cleaned and powder coated.

## **167. Planning Working Party.**

### **1. To consider planning applications validated and decided February 2020.**

There have been 3 applications validated and 2 application decided since the last meeting.

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

### **2. To consider request for support by a local Pharmacy in the Community Hub at the Grove.**

**Resolved** for the Clerk to provide a letter of support to the local Pharmacy based on the same terms as previously provided.

The Chair moved item 12.2 from the agenda to accommodate members of the Public Forum who were representing Working for Walton.

## **168. Recreation & Playgrounds Working Party – Part 1**

### **1. To consider request by Working for Walton regarding arrangements for VE celebration event.**

The Clerk circulated a request made by W4W in preparation of the VE Day celebration event due to be held in May 2020. The Chair suggested the Tennis Club may be preferable as this was more enclosed and could minimise disruption.

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**Resolved:**

- (i) To offer use of the Tennis Club as an additional/alternative option;
- (ii) Allow tables and blue chairs to be used outside;
- (iii) Restrict access to basketball area for ticketed event;
- (iv) Allow a small generator to be placed on recreation ground once the neighbour resident to the proposed location is informed;
- (v) 2 vehicles could be parked on recreation ground if the ground is not waterlogged.

2 members of the public left the meeting at this point.

**Planning Working Party continued**

- 3. 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:**

- (vi) exclude the Press and Public to receive an update on the proposed lease for the allotment space – 2 members of the public left at this stage;
- (vii) write to the developer requesting their final version for approval.

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

**1. To consider quote for cleaning of chairs in the hall.**

The Clerk had obtained an estimate to clean 100 chairs for £200.

**Resolved** to approve the cost, add on the Committee Room chairs and delay work until after 8<sup>th</sup> May VE Day celebrations if chairs are to be used outside.

**2. To consider quotes for replacement of ceiling fans.**

The Clerk had received a quote for supply and installation of replacing the existing two ceiling fans for four new fans.

**Resolved** to approve J C Electrical services of £670 plus VAT to undertake this work.

**3. To consider request by Walton PTA for hire of hall in July 2020.**

The local school's PTA, which are a registered charity, have requested use of the hall at a reduced rate for their house winners party in July 2020. There is also a future fundraising event which they hope to hold at the hall. It was noted as a registered charity, they were eligible be added to the Council's Charitable Lettings policy which aims to provide local charities arranging community events use of the hall for a specified number of event free of charge.

**Resolved** to allow Walton PTA two events under the Charitable Lettings Policy from 2020.

**4. To receive report on Village Hall fire risk Assessment.**

Following a risk assessment completed on 24<sup>th</sup> February 2020 several recommendations were made by Cllrs Shaw, Birkby and Pearson (who is the designated Responsible Person).

A member proposed a professional fire risk assessment was obtained due to the length of time lapsed since a specialist officer attended to assess risks.

**Resolved** for the Clerk to proceed in engaging a professional fire risk assessment.

**5. To receive risk assessment report on Coronation Cottage.**

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Cllr Carlon had attended Coronation Cottage and observed the following:

- Repair on the garage roof was completed;
- Some vegetation on the chimney which would require someone to look at the haunch of the chimney;
- Gutter connectors needed repairing both for Coronation Cottage and the Tennis Club;
- Flagging at the rear of the property is a trip hazard;
- Seal has burst on a pane of window in the kitchen.

**Resolved** for the Clerk to contact a local contractor who could undertake the above work, with priority added to the flagging.

## 170. Recreation Ground & Playgrounds Working Party – Part 2

### 1. To receive report on Recreation Ground risk assessment.

Following a risk assessment completed on 24th February 2020, a summary of the recommendations were:

- 2 fencing panels are broken belonging to house on The Stables – write to homeowner to repair;
- Repaint goal posts and monitor stability of goalposts when ground is dry;
- Surrounding hedges to be cut on all boundaries and weed killer applied to the moss/grass on basketball court;
- Remove the rope net from basketball loop;
- Monitor basketball hoop;
- Request WMDC properly cut/clear the overgrown grass near the tennis club pavilion hedge facing onto Recreation Ground.
- Ask Kompan/WMDC to bolt down bin closest to basketball pitch.

Finally, it was recommended the £1,000 credit with Kompan be utilised to purchase a further picnic table to be placed on a concrete pad behind the Millennium Garden stone walls.

**Resolved** to note and approve the recommendations and to utilise £1000 credit balance on a new picnic table by Kompan in the same style as previously installed.

**Item 12.2 considered above.**

## 171. Environmental Improvements Working Party

### 1. To receive a risk assessment report on the village seats

Cllr Saunders was not in attendance and so the item was deferred to next month's meeting.

### 2. To consider quote and style for new memorial bench to commemorate VE Day 2020.

Pictures and sketches were circulated of the proposed style and cost of three companies for a memorial bench in place of the wooden bench at the War Memorial.

It was noted two companies could only provide a smaller sized bench measuring 2metres. One company was able to provide an extended bench measuring 2.4metres at a comparable price.

**Resolved** to commission a new extended and bespoke memorial bench based on an amended sketched style from Fab-Weld Engineering at a cost of £900 plus VAT.

## 172. To finalise plans for the Community Spirit Award.

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**Resolved:**

- (i) to award the Young person's category an engraved trophy and £15 Waterstone gift voucher; and
- (ii) award the Individual an engraved trophy and a 'One for all' £20 voucher.

**173. To consider employee terms and conditions**

**Resolved:**

- (i) To confirm dates for Sick Pay eligibility.
- (ii) To pay the Clerk a 'working from home' allowance in accordance with the terms of her contract at the amount agreed.

**174. To receive matters reported directly to the Clerk.**

None.

Meeting closed at 10.30 pm.