

WALTON PARISH COUNCIL minutes

Minutes of the Parish Council Meeting held on 10th April 2018

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

In attendance: Three members of the public & the Clerk to the Council.

177. To receive apologies for absence.

Apologies were received from Cllr T Saunders, M Cummings, F Heptinstall, A Manifold (WMDC) and Sgt Matt Jackson.

178. To receive declarations of interest.

None.

179. To approve the minutes of the Parish Council meetings held on 6th March 2018.

Resolved to approve the minutes of both parts of the meeting held on 6th March 2018 with one amendment at paragraph 166 to insert the words: whilst having regard to the interest of Walton Primary Academy (the School)/WAT.

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

The Clerk confirmed the VAT refund has been received.

181. 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.

It was agreed the Chair of WCL to address the Parish Council under the relevant agenda item.

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

In Sgt Jackson's absence, the Chair asked members to review the report supplied and raise comments to be forwarded after the meeting.

The Clerk updated members on a littering complaint that had been raised by Working for Walton following their litter pick relating to broken alcohol bottles that were seemingly being thrown at one of the village signs.

Cllr Carlon reported the planning appeal by a traveller for the siting of a caravan to occupy land on Oakenshaw Lane had been approved. There was concerns raised that WMDC were not keeping track of their land as it was thought this piece of land was gifted by British Coal after the closure of Walton Colliery. It is believed this planning application has circumvented the planning system by allowing the individual concerned to occupy the site before the appeal was approved. It is believed WMDC have identified an insufficient number of sites for use by travellers. The Clerk was requested to raise this with a planning enforcement officer at the forthcoming Town and Parish Council Liaison meeting.

Resolved to note the reports.

183. To receive an update and for the Parish Council to resolve their position regarding Walton Community Library (WCL).

The Chair of WCL confirmed they had met with the WAT, who had requested Heads of Terms on the new proposed lease to occupy space on the School site. WCL have agreed to reduce their space by one third, whilst the modular building is being constructed, with the School to occupy the remainder two thirds, however no plans have yet been provided by the School as to how this would work in in reality. A further

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meeting is scheduled next week. The WCL are seeking to use the reduced space for 2 years until the project is completed. The WCL has the support of many professional individuals in the community who are assisting with the planning stage. Land near the war memorial has been discounted due to access issues and arguably still on school grounds. The identified location has easy access, does not impinge on anything and not used by the School. The Chair confirmed the WCL may be looking for funding from the Parish Council in the future to secure the best possible building.

One issue is that the School are wishing to let the space on commercial terms whilst the School is paying a peppercorn rent. A preferred option is to agree a lease with WMDC directly. Members considered a deed of variation would always this. The relevant land could revert to WMDC if no longer used by WCL. It is believed WCL still remain within the red line boundary. WCL were advised to keep WMDC informed and requested a note be sent to the Clerk following their meeting for consideration to be made as to whether it would be appropriate to write to WMDC to intervene.

Resolved: to note the report.

184. To receive reports from WMDC Ward 5 Councillors.

In the Ward Councillors absence, a written report was presented as follows:

- Waterton Green development signage along The Balk has been reported to Highways who are looking at the configuration of new road signs;
- The VMS sign on Shay Lane was in fact NOT working but it is now working;
- The earth on the footpath towards Crofton has been cleaned up.

Members requested the Clerk raise concerns regarding the road surfacing on Shay Lane from the top of School Lane roundabout next to the war memorial leading down to Greenside/Common Lane with Ward Councillors. Cllrs are concerned of the number of pot holes and generally the condition of the road.

Resolved:

- (i) To convey concerns regarding the road surfacing on Shay Lane to the Ward Councillors;
- (ii) to note the report.

185. Finance & Governance

1. To approve accounts to be paid, already paid under delegated powers and income received March 2018.

The Clerk submitted details (copy attached to minutes) of accounts paid totalling £4,911.52 and income received of £4,593.15 in March 2018.

The account balances at the end of March

Current a/c:	£856.68
Barclays Business Res a/c:	£14,208.33
HSBC deposit a/c:	<u>£40,146.68</u>
Total	£55,211.69

Cllrs queried whether a time limit should be implemented for payment of the hiring fees. The Clerk confirmed one-off hirers are required to pay in advance of their event. Regular hirers pay in arrears and are invoiced every half school term except for one, who hires more often. All regular hirers settle their invoices relatively promptly. There is one outstanding debt for £11 from a previous regular hirer that has been overdue since October 2017, however the Clerk will not allow further bookings until this invoice is settled. Members felt if the current system works and the addition of a time limit to pay was unnecessary.

Resolved: to approve the financial statements and payments.

2. To receive a draft Budget Monitor for the year 2017/18.

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The Clerk presented a Budget Monitor showing the draft (unaudited) final figures for the year 2017/18 compared with the budget and the forecast figures (as used in preparing the budget for 2018/19). The actual figures for 2016/17 and the budget for 2018/19 were also shown for comparison. The draft figures show that receipts exceeded payments by £17,112 in the year and explanations of how this varied from the forecast were noted in the monitor.

Resolved to note the report.

3. To review Direct Debits in place and consider setting up direct debit for Yorkshire Water and HMRC for PAYE/Employer National Insurance.

Members are required to review direct debits every two years. The Clerk reported the Parish Council currently pays for gas and electricity by direct debit. It is recommended the Parish Council also include payment to Yorkshire Water for the water supply and HMRC for payment of PAYE/National Insurance.

Resolved to authorise the Clerk to set up a direct debit with Yorkshire Water and HMRC.

4. To approve the payment of salaries by on-line BACS transfers.

Resolved to authorise the Clerk to issue payment of salaries by online BACS transfers.

5. To consider the purchase of anti-virus software for Parish Council computer and additional devices.

The Clerk advised antivirus software is required under the Parish Council's Financial Regulations to safeguard the Parish Council computer and for the bank signatories who will need to log into the bank account to authorise online BACS payments, totalling 4 devices.

Members asked the Clerk to review how the Parish Council information/work is backed up.

Resolved to purchase Norton antivirus software for 5 devices.

6. To approve the purchase of a Microsoft Office licence for 2018/19.

Resolved to renew Microsoft Office licence for 2018/19 at a cost of £59.99 plus VAT.

7. To consider renewal of the subscription to YLCA: £727.00 (last year £715.00).

Resolved to renew subscription to YLCA at a rate of £727.00

8. To consider renewal of the waste contract with WMDC: £87.21 rental + £345.28 collection (last year's notice: £85.50 rental + £338.52 collection).

Resolved to renew waste contract for 2018/19 with WMDC at a rate of £432.49.

9. To authorise the Clerk to attend GDPR training at a cost of £45.00.

Resolved to authorise the Clerk to attend GDPR training.

186. To consider correspondence received.

Resolved:

- (i) To invite Keepmoat to attend the Annual Parish Meeting on 19th April to update residents and the Parish Council on the Waterton Green development. It is considered a planning liaison group would be of benefit;

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- (ii) The Chair and Cllrs Shaw, Massey and Pearson to attend a groundbreaking event on 24th April at 9.30am relating to the Waterton Green development;
- (iii) The planning working group to meet with the Chair the Newmillerdam Area Liaison Group regarding the Chevet Lane/Lodge Lane road closure;
- (iv) To note all other correspondence.

187. Planning Working Party.

1. To consider planning applications validated and decided March 2018.

There have been 4 applications for Walton validated and 3 application decided since the last meeting.

Resolved:

- (i) **To comment on planning application - 18/00546/FUL**
The Parish Council queries if it is appropriate to develop the floor space right up to the boundary as appears to be the case.
- (ii) To note the remaining validated and decided applications.

2. To consider the priorities for spending the community benefits fund expected from Brook Farm development and the proposal circulated by Cllr P Lee.

The Chair reported she had attended a meeting with Cllrs Shaw, Wagstaff and the footpaths officer from WMDC. It was the officers view that moving a footpath was a lengthy and costly process. A preferred option would be to agree a compromise with the landowner.

The recommendations are to make a new footpath on the edge of the Brook Farm development to have a trail finders board and have a new footpath/cycle track link with the Nature Reserve. The Footpaths officer's estimations were that £2,000 would be needed for supply, installation and drawings for a single trail finder's board, therefore a total cost would be £24,000 for an estimated 10/12 boards that would be required. The pond where the allotments would be cited needs moving towards the nine-arches after Brooklands. Plans are been looked at to see if this was part of the planning permission at the time it was passed and should be paid for by the developer. The footpath north of Stubbs Woods needs a lot of repair.

It was agreed consideration of how this windfall should be spent is dependant on the outcome of various projects, mainly the playground bid, therefore further consideration should be deferred until process are followed through.

Resolved: to defer consideration of priorities until September 2018 or when matters are known relating to relevant projects.

188. Village Hall and Coronation Cottage Working Party - to receive reports.

The Clerk updated members that a replacement sink had been purchased and fitted at a cost of £34.99 plus VAT and draw clips had been found to secure the top drawers containing sharp objects. The plastering has also been completed. A new thermocouple required for one of the heaters had also been fitted.

1. To consider quotes for replacement items/work identified following risk assessment.

Resolved:

- (i) To purchase cord tensioners to secure the curtain drawstrings:
- (ii) To put on hold a roof inspection pending images from obtained from a drone.

189. Recreation & Playgrounds Working Party

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- 1. To receive an update on the grant application for playground equipment and to consider any recommendations from the Working Party on consultation with the community/outstanding paperwork and undertaking the procurement process.**

The Clerk confirmed third party funded had been approved by WMDC in the sum of £5,375 and that WMDC have agreed to undertake the procurement process, which will be completed once any funding had been secured. The Working Party met with officers from WMDC who advised all 9 pieces of equipment should be replaced to include a full refurbishment as part of the grant application. This would increase the project cost at an estimated sum of £60,000 to £80,000.

Members agreed letters of support to be obtained from local community groups, library, school and police and questionnaires to be circulated to residents, hirers especially playgroups and ballet and results to be uploaded to evidence community need and a request to the School for children's pictures of their dream/preferred playground be included.

Resolved:

- To request letters of support from various community organisations including Working for Walton, WCL, the School, Neighbourhood Policing Team;
- To prepare a questionnaire and circulate to residents at events including the Annual Parish Meeting, to playgroups, ballet and School;
- To liaise with Ward Councillors to determine if further funding could be secured towards the playground equipment;
- To request school children submit pictures of their dream/preferred playground to form part of the consultation.

190. Environmental Improvements Working Party

- 1. To consider request to erect signs around the village providing commentary on Historical locations.**

It was felt the request falls within the remit of the trail finders board and Working for Walton's vision to create a map of the village.

Resolved: to respond to the resident with an update on these on-going projects.

191. Tree Working Party

The Clerk noted the tree with a longitudinal crack had been removed.

Resolved to note the report.

192. Website Working Party

Cllr Massey reported much of the content had been uploaded but new photos were required of the Village Hall for the hirings page and word documents to be uploaded.

Resolved to note the report.

- 193. 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 consider the Recreation Ground boundary walls to the School Lane development.**

Resolved to note the correspondence.

194. To review the draft minutes of the Annual Parish Meeting April 2017.

The draft minutes were circulated with the agenda in preparation for the Annual Parish Meeting on 19th April 2018. Cllr Lee requested one amendment.

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Resolved to note the contents of the minutes with the above amendment.

195. To consider next steps in filling the casual vacancy.

The deadline for applications from prospective candidates is 20 April 2018 in line with the timeline set out in the standing orders. The next stage would be to schedule a co-option selection meeting.

Resolved to invite candidates to attend a co-option selection meeting on 1st May 2018 at 6.30pm.

196. To receive matters reported directly to the Clerk.

A cllr requested the Clerk to chase for advise as to whether planning permission is required to erect a banner on railings.

Resolved to note the request.

Meeting closed at 9.30 p.m.