

# WALTON PARISH COUNCIL minutes

## Minutes of the Annual Parish Council Meeting held on 14 May 2019

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

**In attendance:** Cllr A Manifold (WMDC) & the Clerk to the Council.

All Parish Councillors present signed a Declaration of Acceptance of Office. Councillor Shaw and Carlon are permitted to sign their declarations before the next meeting.

**01. To elect the Chair.**

**Resolved** to elect Councillor Elizabeth Fairclough as Chair who then signed a Declaration of Acceptance of Office.

**02. To elect the Vice-Chair.**

**Resolved** to elect Councillor Keith Shaw, in his absence, as Vice Chair.

**03. To receive apologies for absence.**

Apologies were received from: Cllrs: K Shaw, T Saunders will be arriving late, Cllr M Cummings and F Heptinstall (WMDC).

**04. To receive declarations of interest.**

There were none.

**05. To approve the minutes of the council meeting held on 2 April 2018.**

**Resolved** to approve the minutes of the meeting held on 2 April 2018 without amendment.

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

The Clerk confirmed the application for Local Capital Grant funding for the seating by WMDC has been completed and signed today on behalf of the Parish Council

The anti-virus software purchased and installed.

The railings outside Village Hall is due to be refurbished and the new fireguard installed in May 2019.

Work agreed for Coronation Cottage at £700 plus VAT and a final specification for toilets refurbishment will be finalised for next month's meeting with final costings.

**07. 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.**

None.

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

The report was delivered at the Annual Parish Meeting on 7 May and therefore subject to new further issues, will be noted at that meeting. No new issues were raised.

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**Resolved** to note the report.

**09. To receive a report from WMDC Ward 5 Councillors.**

The Chair noted on last month's SAFE report, a road traffic accident was logged at the Chevet cross-roads and wondered whether this could be raised again by the Ward Councillors with Highways. Cllr Manifold confirmed he will raise this.

Cllr Manifold also noted the application for the capital fund has been returned and he will progress. Feedback was provided by councillors that one resident was disappointed a roundabout was not being installed at the play area near Brooklands.

**Resolved** to note the reports.

**10. Finance & Governance**

**1. To approve accounts to be paid, already paid under delegated powers and income received April 2019.**

The Clerk submitted details (copy attached to minutes) of accounts paid totalling £4,917.06 and income received of £21,164.75 for April which includes half of the year's precept.

The account balances at the end of April are:

Current a/c:	£16,580.48
Barclays Business Res a/c:	£34,485.46
HSBC deposit a/c:	<u>£50,355.48</u>
Total	£101,421.42

The Clerk noted the names pertaining to monies paid into the bank account will be redacted from the schedules attached to the minutes for Data Protection reasons.

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

**2. To receive the report of the Internal Auditor and consider re-appointment for 2019/20.**

A copy of the report was circulated in advance of the meeting. The Clerk reported no issues raised with the internal audit.

**Resolved**

- (i) to receive the report and note its contents
- (ii) to re-appoint Yorkshire Internal Audit Services as internal auditor.

**3. To consider approval of the Parish Council Final Accounts for the year 2018/19.**

**Resolved** to approve the year end accounts.

**4. To consider agreement to the nine statements for the Annual Governance Statement (Sec<sup>n</sup> 1 of the Annual Return).**

**Resolved** to agree the nine statements for the Annual Governance Statement of the Annual Return.

Councillor T Saunders arrives.

**5. To consider approval of the Accounting Statements (Sec<sup>n</sup> 2 of the Annual Return).**

**Resolved** to approve the Accounting Statements of the Annual Return.

**6. To confirm Bank Signatories.**

**Resolved** to reconfirm the current signatories: Cllrs S Birkby, E Fairclough, K Shaw and the Clerk.

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### **7. To consider eligibility of the Parish Council to use the General Power of Competence**

**Resolved** that Walton Parish Council meets the conditions of eligibility to make use of the General Power of Competence granted by the Localism Act 2011 (section 1).

### **8. To consider and approve the increase of one salary point to the Clerk's salary following the successful completion of The Certificate in Local Council Administration.**

**Resolved** to approve the increase by one spinal column point with effect from 1<sup>st</sup> May 2019.

### **11. To consider correspondence received.**

#### **Resolved:**

- (i) To forward the offer of First Aid sessions to Working for Walton, Walton Community Library and Friends of Walton Colliery Nature Park;
- (ii) To respond to WMDC setting out the Walton Neighbourhood Plan will be considered for review if necessary, once the Local Plan is finalised.
- (iii) To note other correspondence.

### **12. To consider the appointment of Parish Council representatives to outside bodies.**

#### **Resolved that representation is as follows:**

1. Barnsley Canals Consortium - Cllr C Wagstaff.
2. Sandal Charities (Sandal Magna Relief in Need Charity & Harrison's Almshouse Charity) – Cllr E Fairclough (appointed for 4 years in 2019).
3. Town & Parish Council Liaison Group – the Clerk will attend meetings and advise the Council of topics of interest.
4. Walton Community Centre – Cllr J Carlon.
5. Walton Safe Scheme point of contact - Cllr E Fairclough.
6. Walton Library - Cllr P Lee.
7. YLCA - Cllr T Saunders and Cllr S Leith to stand in.

### **13. To consider membership of Working Parties.**

#### **Resolved**

- (i) A Planning Committee be created, with draft terms of reference to be approved at next month's meeting, to deal with any one-off issues pertaining to any land or property of the Council.
- (ii) Membership of the working parties/committee should be as follows:
  1. Planning Committee - Cllrs: J Carlon, P Lee, H Massey.
  2. Village Hall & Coronation Cottage WP -  
Village Hall - Cllrs: S Birkby, E Prince, K Shaw.  
Coronation Cottage & Tennis Club - Cllrs: S Leith, H Massey.
  3. Recreation Field and Playground WP - Cllrs: S Birkby, C Pearson, E Prince, K Shaw.
  4. Environmental Improvements WP - Cllrs: S Leith, C Wagstaff, T Saunders.
  5. Tree WP - Cllrs: S Birkby, C Pearson. Florals – Cllr E Fairclough.
  6. Website WP - Cllrs H Massey, T Saunders and the Clerk.
  7. Footpath WP – Cllrs E Fairclough, K Shaw and C Wagstaff.

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**14. To appoint a Staffing Committee (3 members) and an Appeal Panel (3 members).**

**Resolved:**

- (i) to appoint Cllrs C Pearson, S Leith and K Shaw to the Staffing Committee.
- (ii) to appoint Cllrs S Birkby, P Lee and T Saunders to an Appeal Panel.

**15. To review the General Data Protection Regulations policies and audit.**

The Clerk circulated a draft policy prepared in line with YLCA/NALC recommendations in the event of a security breach.

**Resolved:**

- 1. To add YLCA to General Privacy Policy for Staff and Cllrs
- 2. To adopt the Security Breach incident policy with the addition of Councillor Saunders's contact details in place of private messaging to the Parish Council Facebook page.

**16. To consider adoption of the Equal Opportunities policy and amendment to Grants/Donations policy.**

The Clerk circulated a draft Equal Opportunities policy and suggested additional wording to the Grants/Donations policy.

**Resolved**

- (i) to adopt the Equal Opportunities policy as drafted;
- (ii) to amend the Grants/Donations policy to require recipients to advertise their award and for the Parish Council to do the same.

**17. Planning Working Party.**

**1. To review planning applications validated and decided April 2019.**

There were 8 planning applications validated and 8 decided since the last meeting.

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

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

The Stone planter was completed in April 2019. It was noted weep holes should be added to allow for better drainage when the coping was completed.

**Resolved** to note the report.

**19. Recreation & Playgrounds Working Party - to receive reports.**

**1. To receive an update on playground opening event and risk assessment**

The Clerk and the working party members have undertaken a risk assessment in advance of the playground opening event.

Two qualified first aiders have been booked from St John's Ambulance at a cost of £96 plus VAT.

A police officer and/or PCSO's have been asked to attend to ensure road safety and deal with any other issues.

Members would wear lanyards to identify themselves to residents/children who need assistance.

A team of entertainers have been booked for a sum of £700 plus VAT for two hours, also to provide two gazabo's. Insurance certificates have been provided and a risk assessment conducted.

An ice cream van has been booked and has also provided his insurance certificate.

Three vinyl banners have been ordered and will be erected in the coming days to advertise the event, to be placed on School Lane, Greenside and Cherry Tree at a cost of £43.99.

Finally, the three benches to remain on the recreation have been refurbished.

WMDC officers have procured two bins and one additional bench free of charge and are regularly liaising with the contractors on progress.

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**Resolved** to note the report.

**2. To authorise the Clerk to commission two new signs for the Park entrances.**

**Resolved** to approve the order at a cost of £110.16 by ENGIE.

**20. Environmental Improvements Working Party - to receive reports.**

None.

**21. Tree Working Party - to receive reports.**

The working party members have been de-weeding and tidying the recreation ground in advance of the opening event.

**Resolved** to note the report.

**22. Website Working Party - to receive reports.**

None.

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

The Clerk reported a response was requested by a resident regarding the use of the School as a Polling Station in addition to having the Hall as a polling station. The resident was asked to contact WMDC who is responsible for Electoral services.

Finally, the School's PTA chair has requested if the Council would like to get involved with the School's summer fair scheduled in July 2019. The Clerk is asked to request any ideas of how the Council could assist from the PTA for consideration at next month's meeting.

Meeting closed at 9.05pm