

## AGENDA

### Item

1. Apologies for absence
2. Approval of the minutes of the meeting on 2 November 2021 and matters arising
3. Declarations of interest
4. Confirmation of the election of a new Parish Council Chair and election of a new Vice Chair
5. Public forum  
*(The public can speak on an issue on the agenda and address the Parish Council)*
6. Police SAFE scheme  
*(The local policing team provide an update on crime and disorder issues)*
7. Wakefield MDC ward councillor update
8. Working party update
9. Planning committee
10. Finance
  - October 2021 bank reconciliation
  - November budget monitoring
11. Hanging baskets
12. Grant applications
13. Society of Local Council Clerks 2022 subscription renewal
14. Correspondence to the Parish Council  
*The public and press are excluded from the following items under Schedule 12A of the Local Government Act (1972) as item 15 relates to the disclosure of information relating to the business affairs of the council and item 16 relates to a named individual.*
15. Redevelopment of the tennis club tender specification
16. Caretaker salary bonus

I hereby give notice that a meeting of Walton Parish Council will take place on 7 December 2021.



Neil Shaw, Clerk to the Parish Council

All Parish Council meetings are held at:

Village Hall, School Lane, Walton, WF2 6PA at 7.15 PM

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**Present**

Cllr E Fairclough (Chair)  
Cllr K Shaw (Vice Chair)  
Cllr S Birkby  
Cllr J Carlon  
Cllr P Lee  
Cllr S Leith  
Cllr K Nixon  
Cllr T Saunders  
Cllr C Pearson  
Cllr C Wagstaff  
Mr N Shaw (Clerk)  
Cllr M Cummings, Wakefield MDC  
1 member of the public

**92. Apologies for absence**

Cllr W Parker  
PC Steel, West Yorkshire Police

**93. Minutes and matters arising**

RESOLVED: To approve the minutes of the meeting held on 5 October 2021 as a true and correct record.  
All matters arising are covered in the meeting's agenda items.

**94. Declarations of interest**

None.

**95. Election of a new Parish Council Chair**

Cllr Fairclough, as the Chair of the Parish Council, has verbally indicated they intend to retire after the December meeting. Cllr John Carlon was nominated and seconded as Chair. Cllr Carlon indicated he would like some time to consider the nomination. A decision on the election of a new Chair was therefore deferred to the December meeting.

Cllr Shaw has indicated verbally his intention to stand down as the Vice Chair and as a member of the council after today's meeting. Nominations for the Vice Chair were sought. There were no nominations for the role of Vice Chair. Cllr Wagstaff indicated verbally his intention to stand down as a member of the council after today's meeting. The Parish Clerk awaits formal written resignation for each councillor.

**96. Public forum**

No questions from members of the public.

**97. SAFE scheme**

PC Steel's report was circulated at the meeting and noted.

**98. Ward 5 councillor report**

- Traffic management meeting – a further meeting will be hosted by Highways on 30 November at the village hall and this date will be circulated. This will include possible future signage on the significant bend on Greenside/Common Lane
- Resurfacing of School Lane – this is on the Wakefield MDC road resurfacing programme for 2022/23
- Trees on Oakenshaw Lane – these overhanging trees have been reported for pruning where this can take place on Wakefield MDC land
- Gully at the junction of School Lane and Greenside is blocked

**99. Working Party update**

The update report was noted and the following points made:

- Recreation Field working party – the seesaw may need inspecting due to possible reported damage
- Environmental improvements working party – there has been further dialogue with the Wakefield MDC street lighting service about the hanging baskets. The contractor has been asked to remove the brackets as 28 of the 50 columns used have been judged not to be strong enough to take future baskets and Christmas trees. Christmas trees can still be erected for 22 columns. With a new bracket the council has been given assurance that all the 50 columns can be used next Spring for hanging baskets. The cost of the hanging baskets with a new bracket will need to be reviewed for Spring 2022. A discussion was undertaken on requesting Amey's data on the failed columns
- Communications working party – a proof for the Autumn 2021 edition has been prepared and had feedback. The final proof was agreed and will be circulated in November

99.1. RESOLVED: That the Parish Council writes to Wakefield MDCs Chief Executive as a Stage 1 complaint raising the lack of response to service issues and complaints seeking an improvement in service

**100. Village Hall Hiring Policy & Hiring Charge**

The proposed revisions to the village hall hiring policy was discussed. The following point was raised:

- Remove the reference to 'large scale' in the policy (section 6)

100.1 RESOLVED – The Parish Council agreed the amended Hiring Policy (which was attached to the report).

100.2. RESOLVED - The Parish Council agreed the revised schedule of charges specifically for adult celebration events, effective from 1 December 2021.

**101. Planning Committee**

There were no current planning applications to discuss for October 2021. A brief discussion was undertaken on a previous objected to planning application from a previous month.

**102. September 2021 bank reconciliation**

The September 2021 bank reconciliation was noted. The Clerk gave a verbal update of the details of accounts paid totalling £5,310.76 for October 2021 and income received of £1,693.76.

The account balances at the end of October 2021 (known by early Nov) are:

Current a/c:	£2,591.81
Barclays Business Res a/c:	£55,834.85
HSBC & Nationwide deposit a/cs:	<u>£50,947.32</u>
Total	£107,937.98*

\* The budget expectation is that the total balance will be in the region of £115,000 at the end of the financial year.

**103. Correspondence to the parish council**

The correspondence was noted.

**104. Walton Juniors FC**

The football club has sought the council's permission to use the Jubilee Field. The condition of the field was discussed and the scale of remediation that would be required. Potential safety concerns about the use of the field were discussed. The club has sought advice from a land engineer to provide an initial view.

104.1. RESOLVED - The Parish Council commit to undertake a site investigation to better understand the remediation issues, to a maximum of £2,000.

104.2. Walton Juniors be allowed, to the end of the current football season, to make use of the tennis club pavilion for storage of equipment (and make their own insurance provision for any stored equipment).

## ITEM 6

### Walton SAFE Scheme Police Report – November 2021

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
PC	16	13	10	14	14	13	20	14				
PCSO	0	0	0	0	0	0	2	4				

Crime 2021 - 22	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Burglary Residential	0	0	1	0	0	0	0	0				
Burglary Business/community	0	0	0	0	1	0	0	0				
Theft from Vehicle	0	0	0	0	0	0	0	0				
Theft of Vehicle	0	0	0	0	0	1	0	0				
Damage	1	0	1	1	0	0	2	0				
Other	0	0	0	0	0	1	0	0				

There have been 0 reported priority crimes in the Walton area during November.

Obviously this is good news, however there has been a couple of incidents involving abusive youths at the store on Cherry Tree Drive. The local NPT have been requested to visit, however I will pass the issues onto the SAFE scheme officers to nip in and show some presence to try prevent the issues escalating.

Our traffic officers have continued their patrols of the area, and again SHAY LANE was the hotspot area. Further patrols will be made, pending any requests from yourselves.

Patrols made on 28/11/2021 I/C PC 4499 between 00:00 X 02:00.

We spent the majority of the shift patrolling as much of the village as possible in our marked vehicle. There has been a slight increase in burglaries in neighbouring Crofton so our high vis patrols were an attempt to ensure this didn't become an issue in Walton. Due to the inclement icy weather there were virtually no vehicles present and no one on foot. As a result there were no stops of note at all throughout the evening.

Patrols made I/C PC 4499 on 27/11/2021 between 00:00 X 02:00.

A vehicle was sighted in the Nature Reserve Car Park. From looking at the snow in the car park it appeared the car may have been doing doughnuts etc, although this was impossible to prove for sure and the occupants denied any wrong doing. They were ordered to leave the area following our checks which they did. No further issues at that location.

Numerous vehicles stopped over all were in order and lived locally.

No pedestrians out and about and no other issues at all.

Safe scheme for Walton on 25/11.

High visibility patrols in the area this evening including monitoring speed on SHAY LANE. Patrol of the Walton Colliery Car Park, no vehicles and no youths in the area. Patrolled residential streets including CHERRY TREE ROAD as I received an email for an abandoned vehicle. During my patrols this vehicle was no longer present.

General patrols made in the area, there was not many people present in the area. I also paid attention to the BROOKLANDS estate in Walton as I have received some recent intelligence for ASB in the area. No issues at the time of patrols and there were no calls for service.

Safe Scheme hours on 23/11 for Walton.

High visibility patrols in Walton village including Walton golf course area and residential streets. Spoke to shop owners on Shay Lane, no issues and nothing to report. High vis patrols of Sports Club sports ground, nothing suspicious at time of patrols. Patrolled Walton Colliery Car park, spoke to dog walkers, no issues and nothing to report.

General high vis patrols of residential streets, during the hours of my safe scheme patrols there were no calls for service.

Friday 19th November 2021. \*\*\*OPERATION MINDSTOKE\*\*\*

Patrols made by PC 599/841 concentrating on traffic issues in the area. Numerous vehicles stopped and checked, and high vis patrols made of the area. 2 tickets issued to motorists speeding on SHAY LANE. Several concerned residents spoken to with regards to speeding and issues around school time. Further patrols will be made targeting these areas.

#### **Police Contact Details**

For ALL Emergency calls, ALWAYS call '999'

If the matter is not of such an urgent nature please ring 101

If you wish to contact the Wakefield Rural Neighbourhood Policing Team

Please email: [wakefield.rural@westyorkshire.pnn.police.uk](mailto:wakefield.rural@westyorkshire.pnn.police.uk)

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## **Working Party Update**

**December 2021**



## **1. OVERVIEW**

This report provides an update on the activities of all the council's working parties. The resignation of Councillors Fairclough, Shaw and Wagstaff have created vacancies on a number of working parties. The council will need to reallocate councillors to these working parties or wait until these places are filled. The affected working parties are:

- Florals – (vacancy created by Cllr Fairclough)
- Footpath – (two vacancies created by Cllrs Fairclough and Wagstaff)
- Tennis Club refurbishment - (vacancy created by Cllr Fairclough)

## **2. VILLAGE HALL WORKING PARTY**

- 2.1. The programme of regular and one-off hall hirers remains positive. 5 parties were booked in October and 7 booked in November. Total receipts through hirings in November were £1,268.87. The pattern of hirings for the forthcoming weeks looks quieter moving into the Christmas period. A number of long-term hirers have reduced their bookings in December for the Christmas break and there is currently only two party bookings in December.

## **3. CORONATION COTTAGE & TENNIS CLUB WORKING PARTY**

- 3.1. At the October 2021 council meeting, the council agreed to develop a specification for the redevelopment of the existing tennis courts. A draft has now been produced and will be discussed under agenda Item 15 at the December meeting.
- 3.2. The Clerk is in dialogue with the external funding officer at Wakefield MDC and exploring potential funding opportunities including; The Coal Industry Social Welfare Organisation (CISWO) and Local Capital Grant Fund (from Wakefield MDC).
- 3.3. The council paid an invoice for the repair works to the clubhouse gutters and fascias in November for £324.

## **4. RECREATION FIELD & PLAYGROUND WORKING PARTY**

On 15 November ENGIE responded to our request to install two new litter bins in the park. We are working with them to seek a date for installation.

## **5. ENVIRONMENTAL IMPROVEMENTS WORKING PARTY**

- 5.1. On 15 November a response was received from Waterton Academy to the council's letter around the reassignment of the lease on part of land leased by the school from Wakefield MDC to progress the development of a village green. The Academy have indicated they will raise this issue with their Trustees for discussion and will then respond further.
- 5.2. The proposal for the site investigation at the Jubilee Field has progressed. An estimate for an excavator to dig some trial pits has been obtained (£400+VAT).

MCS Contracting will supply an excavator and driver. An Envirocheck Report will also be obtained (£335+VAT) for the land and then indicate where the trial pits are to be excavated to locate any infrastructure under the soil for the old sewage works. Once the information is gathered then we should have an indication of the present site conditions and programme can be designed to improve the land with costings.

- 5.3. This will examine the feasibility of the removal of any remnant brickwork and then relaying the soil to produce a field for recreation. There will be some soil samples taken from the pits which will be analysed for the screening levels for open space that are not harmful to human health or the environment. The soil samples analysis is £360+VAT. Finally, a report will be prepared for the Parish Council at an estimated cost of £450+VAT. The total estimated cost of the investigation works will come within the council's agreed £2,000 budget.

## **6. TREES WORKING PARTY**

The Wakefield MDC arborist has been chased again in relation to the tree pruning works in the park adjacent to The Stables. We will then await a quote for reasonable pruning works. Communication is on-going with the residents.

## **7. COMMUNICATIONS WORKING PARTY**

The Autumn edition of the newsletter has been distributed and a promotional post was placed on the council's Facebook page to promote awareness of this. A further Facebook post was undertaken to promote the Traffic and Speeding meeting being held in the village hall at the end of the month.

## **8. FOOTPATH WORKING PARTY**

No update.

WALTON PARISH COUNCIL

PLANNING APPLICATIONS VALIDATED AND DECIDED

	DATE VALIDATED/ DECIDED	LOCATION	DESCRIPTION OF APPLICATION	STATUS
<b>PERIOD: 28/10/21-30/11/21</b>				
<b>APPLICATIONS VALIDATED</b>				
		NONE		
<b>APPLICATIONS DECIDED</b>				
21/02236/TPO	28/10/2021	48 School Lane, Walton, WF2 6NR	T12 Elm - Remove due to Dutch Elm Disease	Application refused
21/02324/FUL	11/11/2021	96 Oakenshaw Lane, Walton, WF2 6NL	Single storey extension to rear	Approved
<b>LICENSING APPLICATIONS</b>				

# OCTOBER 2021 BANK RECONCILIATION

# ITEM 10a

<b><u>2021/22</u></b>						
<b>October</b>	PETTY CASH	CURRENT A/C	BUS. PREM. A/C	SAVINGS	DEPOSIT	TOTAL
						BALANCES
Balances from Bank Statements end Sept	0.00	4208.81	57834.85	50046.87	887.69	112978.22
Less unpresented cheques (end Sept)						
Add receipts in September paid in in October						
Balances as per the Accounts end Sept	0.00	4208.81	57834.85	50046.87	887.69	112978.22
Add Receipts for month		1693.76		12.75	0.01	1706.52
Less Payments for month		5310.76				5310.76
Transfers		2000.00	-2000.00			0.00
						0.00
	0.00	<b>2591.81</b>	<b>55834.85</b>	<b>50059.62</b>	<b>887.70</b>	<b>109373.98</b>

## PAYMENTS

2021/22	OCTOBER												
			Voucher. No	Admin Employee Costs	Other Admin Expenses	Hall	Recreational Facilities	Environmental & 36 School Lane	Parish Security	Section 137	Neighbourhood Planning & Other	VAT	TOTAL
Date	Payee	Details											
01.10.21	DAVESOUNDS SERVICES	PAT TESTING	069			93.60							93.60
01.10.21	SDW PLUMBING & HEATING	VILLAGE HALL GAS PIPEWORK	070			1,520.00						304.00	1,824.00
04.10.21	TOTAL ENERGY	GAS UTILITIES	071			75.48						3.78	79.26
04.10.21	ROYAL BRITISH LEGION	REMBRANCE WREATH & DONATION	072								60.00		60.00
04.10.21	SAPPHIA TRADING LTD	CAR PARKING LINE MARKING PAINT	073			24.49							24.49
05.10.21	CARTRIDGE PEOPLE	PRINTER INK	074		47.48							9.50	56.98
11.10.21	EDF	UTILITIES	075			77.00							77.00
11.10.21	INFORMATION COMMISSIONERS OFFICE	INTERNET	076		35.00								35.00
21.10.21	HMRC	TAX & NI (JUL-SEPT)	065										1,798.29
29.10.21	PAUL READMAN	WAGES	077			404.00							404.00
29.10.21	NEIL SHAW	WAGES	078		17.00								858.14
					99.48	2,194.57					60.00	317.28	5,310.76

## RECEIPTS

2021/22	OCTOBER										
			Receipt No.	Precept	VAT Refund	Interest Received Premium A/C	Hirings	Grants	Support for floral displays	Other Receipts	TOTAL
Date	Received From	Details									
01.10.21	PAUL DOBSON	HALL HIRING (PARTY 28/11/21)	359				70.00				70.00
04.10.21	KATIE MARTIN	HALL HIRING (PARTY 7/11/21)	360				110.00				110.00
04.10.21	REBECCA BLACKETT	HALL HIRING (PARTY 26/2/22 DEPOSIT)	361				50.00				50.00
04.10.21	FLISS LALLY	HALL HIRING (PARTY 29/10/21)	362				60.00				60.00
05.10.21	GILL CHOYCE	FRENCH GROUP HALL HIRING (NOV & DEC)	363				120.00				120.00
06.10.21	WAKEFIELD U3A ARTS	U3A ARTS (OCT 21 HIRING)	364				200.00				200.00
06.10.21	STUDIO A THEATRE	HALL HIRING (OCT 21)	365				515.63				515.63
08.10.21	JEMMA CHALLENGER	HALL HIRING (PARTY 21/11/21)	366				80.00				80.00
08.10.21	JOHNNY LEA	RUGRATS RUGBY (SEPT 21)	367				140.63				140.63
15.10.21	JEAN HOLMES	KEEP FIT: HALL HIRING SEPT 21	368				48.00				48.00
18.10.21	VIKKI ARNOLD (RAINBOWS)	HALL HIRING SEPT 21	369				19.50				19.50
21.10.21	J IM	HALL HIRING (PARTY 14/11/21) DEPOSIT	370				50.00				50.00
22.10.21	REBECCA MARSHALL	HALL HIRING (PARTY 9/1/22)	371				80.00				80.00
26.10.21	K GLEDHILL	HALL HIRING (PARTY 23/01/22)	372				50.00				50.00
26.10.21	LISA BARKER	HALL HIRING (PARTY 06/11/21)	373				50.00				50.00
27.10.21	K NOBLE	HALL HIRING (PARTY 5/2/22) DEPOSIT	374				50.00				50.00
											0.00
	<b>TOTAL FOR OCTOBER</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,693.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,693.76</b>

# **Financial Monitoring Report**

**2021/22 as at end of November 2021**

	BUDGET	ACTUAL	FORECAST <sup>a</sup>	VARIANCE (ADV)/FAV <sup>b</sup>
<b><u>Administration</u></b>				
Clerk's Salary	12,140	7,184	10,548	-1,592
Inland Revenue	875	2,827	4,404	(3,529)
Telephone, Computer & Expenses	400	466	534	(134)
Printing, Stationery, Postage	340	136	166	-174
Office Equipment	600	533	533	-67
Training & Conferences	300	120	120	-180
Insurance	1,800	0	1,800	0
Audit Fees	700	600	600	-100
Legal Fees	1,000	0	0	-1,000
Subscriptions	960	771	960	0
Newsletter & Publicity	150	101	202	52
Grants	1,060	0	0	-1,060
Election Expenses	5,000	0	5,000	0
Other Admin	85	125	125	(40)
<b>Total administration</b>	<b>25,410</b>	<b>12,863</b>	<b>24,992</b>	<b>-418</b>
<b><u>Village Hall</u></b>				
Caretaker's Wages	5,300	3,244	5,100	-200
Electricity	1,250	344	944	-306
Gas	1,600	87	687	-913
Water	370	87	177	-193
Rates	0	0	0	0
Cleaning Materials, Windows etc.	1,200	768	1,068	-132
Furniture and Domestic Equipment	1,300	450	450	-850
Minor Repairs & Maintenance	3,370	416	416	-2,954
Painting & Refurbishment	0	5,490	5,490	(5,490)
Other	0	6	0	0
<b>Total Village Hall</b>	<b>14,390</b>	<b>10,892</b>	<b>14,332</b>	<b>-58</b>
<b><u>Other Payments</u></b>				
Recreation Ground (inc Tennis Club)	4,600	411	0	-4,189
Playground maint'nce & improvem't	1,250	0	0	-1,250
QEII Playing Field	0	0	0	0
36 School Lane	650	0	0	-650
Environmental improvements	2,700	4,107	6,107	(3,407)
Tree Maintenance	2,000	0	1,000	-1000
Floral displays & Xmas decorations	6,050	0	6,050	0
Parish Security	6,000	2,695	4,695	-1,305
Section 137	0	0	0	0
Neighbourhood Planning	2,000	0	0	-2,000
Contingency	3,000	60	60	-2,940
VAT	0	2,350	2,350	(2,350)
<b>Total Other Payments</b>	<b>28,250</b>	<b>9,623</b>	<b>20,262</b>	<b>-7,577</b>
<b>TOTAL PAYMENTS</b>	<b>68,050</b>	<b>33,378</b>	<b>59,586</b>	<b>-8,053</b>



<b>TOTAL PAYMENTS (From prev Pg)</b>	<b>68,050</b>	<b>33,378</b>	<b>59,586</b>	<b>-8,053</b>
<b>RECEIPTS</b>				
Precept	39,000	39,000	39,000	39,000
VAT refund	0	2,350	3,525	3,525
Interest Received (Savings a/c's)	50	40	92	42
Hirings	10,000	9,063	15,463	5,463
Grants	0	10,000	10,000	10,000
Support for floral displays	4,000	5,270	5,270	1,270
Other Receipts	0	351	351	351
<b>TOTAL RECEIPTS</b>	<b>53,050</b>	<b>66,074</b>	<b>73,701</b>	<b>20,651</b>
ANTICIPATED MONIES TO BE TRANSFERRED FROM RESERVES TO MEET EXPENDITURE	<b>-15,000</b>	<b>0</b>	<b>0</b>	<b>28,228</b>

<b>RESERVES</b>	
General	76,874.58
Playground	6,000.00
Roof	10,000.00
Grants	1,000.00
Coronation Cottage	5,000.00
Tennis Club	5,000.00
Village Hall	3,046.00
<b>Closing balance</b>	<b>106,920.58</b>

- a Forecast is the total of Actual expenditure (or income), plus the projected anticipated expenditure (or income) in the remaining months of the year
- b A adverse variance (ADV) means the budget is projected to be overspent. Averse figures are shown in brackets and red. A favourable (FAV) variance means the budget is projected to be underspent.

## **1. OVERVIEW**

- 1.1. The end of month 8 report for 2021/22 is projecting a positive variance of £28,228 at year end.
- 1.2. For this month's report, forecast expenditure and income has been revised (as it is after every monitoring report). The forecast figures include the total of actual expenditure (or income) to the end of November 2021, plus the projected anticipated expenditure (or income) in the remaining months of the year, to year end. Forecast projections have been based on either estimates of projected costs based on actual costs to date, for example, clerk's salary, or a projection based on an average of expenditure or income, for example, hiring income. As we are two-thirds through the year forecast expenditure and income is becoming more accurate.
- 1.3. Reserves have remained static since the start of the financial year. At month end total reserves are £106,920.58. It appears likely, given the higher than anticipated income and the lower projected costs, that current total reserves are projected to be in the region of £115,000 at year end if the current pattern of income and expenditure continues.

## **2. REVENUE BUDGET**

- 2.1. The main projected variances in the revenue budget so far are shown in the table on the previous pages and are be accompanied by the following notes:

### Projected positive variances

- Election expenses – it is not possible to determine at this time if there will definitely be elections to the vacant parish councillor seats before year end. If an election does not take place, this will result in a projected year end positive variance of £5,000.
- Recreation Ground & Tennis Club – £411 has been spent from the £4,600 budget so far. More substantive costs such as the cellar fire door and drainage works have been funded from the village hall reserve (explored later in the report). Previous repair work previously attributed to this budget in previous monitoring reports has now been aligned to the reserves. No further works have been committed to at this stage before year end. The cost of boarding the cellar looks very likely to be incurred in 2022/23. Any works on the redevelopment of the Tennis Club should be funded from the Tennis Club reserve.
- Contingency - given the higher than anticipated income and the lower projected costs, total reserves are projected to increase in year and the contingency looks highly unlikely to be needed, generating a positive variance of £2,940.
- Clerk's salary – now more accurate information has been received from HMRC more accurate salary and inland revenue costs have been obtained. The anticipated positive variance here (of £1,592) will be counterbalanced by the Inland Revenue cost (explored below).
- Minor repairs and maintenance - £416 has been spent from the £3,370 budget so far. No specific repair costs are known at this time before year end. With this provision, there is an anticipated positive variance of £2,954.

- Neighbourhood planning – no actual or committed spend has been identified against this budget at this time, making an anticipated variance at year end of £2,000.

## 2.2. Projected negative variances

- Village hall repainting – £5,490 expenditure has taken place to the end of November. The cost of repainting has currently been taken from the village hall reserve.
- VAT – this shows as a negative variance of £2,350 to year end but is reclaimed in-year. The expenditure on VAT is therefore anticipated to balance at year end.
- Inland revenue – this is projecting a year end overspend of £3,529. The budget was set realistically at the start of the financial year when the previous Clerk paid no income tax or national insurance. The current Clerk does pay tax and the costing for this is reflected in this budget line. The projected negative variance in this heading is partly counterbalanced by the positive variance for the Clerk's salary (outlined earlier), which is reduced due to tax/NI payments to the Inland Revenue.
- Environmental improvements - £2,000 of costs are attributed to the community planters. £1,603 is attributed to the annual grounds maintenance fee invoiced by Wakefield MDC.

## 3. **INCOME**

- 3.1. Income has been recovering since June 2021 with increased hall bookings following the relaxation of Covid restrictions. It is difficult to accurately predict the recovery in hall income for the whole year. Currently, £9,063 of hiring income has been received this year. The £10,000 budget income projection looks very likely to be exceeded. The projected future income is based on the average monthly income since June, which appears to be broadly representative of recommitted long-term hirers and a reasonable number of one-off bookings (August and December being quieter months).
- 3.2. The council received a Covid restart grant of £8k via Wakefield MDC in June. A further £2k was also received in June from Wakefield MDC for the planters. The council was not anticipating grant income of this nature at the start of the financial year and this has more than replaced lost hiring income (April-June).
- 3.3. The council projected £4k income from floral displays. Income to date has exceeded this - £5,270. The council has also been receiving a small amount of 'other' income attributed in part by refunds on utility costs.

## 4. **RESERVES**

- 4.1. Total reserves stand at £106,920.58. At the end of April reserves were £116,418. However, if the projected positive variance becomes a reality the council will not need the £15k it budgeted to come from reserves to balance the year end position. If the trend continued reserves are likely to be around £115k - rather than decreased at year end and this situation will be closely monitored.
- 4.2. As identified earlier, some reserves have been used for village hall improvements to date, leaving £3,046 of the village hall reserve for other works. The Roof and Coronation Cottage reserves both continue to accumulate as planned for future larger-scale improvement works beyond year-end.

- 4.3. For the Coronation Cottage reserve, future works to the boundary wall on the front of the cottage, inspection of the garage roof and chimney stack have been identified at an estimate of £1k and will be funded from this reserve.
- 4.4. For the Tennis Club reserve, the redevelopment of the tennis club is anticipated to commence before year end. Feasibility work will be funded from this £5,000 reserve.
- 4.5. With the exception of the installation of the picnic benches in the Recreation Ground – which we are awaiting an invoice for - there is no other committed spend yet for any of the other Working Party reserves.
- 4.6. At the start of the financial year the council agreed to move £50k of reserves to a new Nationwide 0.30% fixed rate savings account to improve the return in interest. The account was opened on 11 June and is subject to 95 day notification limit to withdraw funds. The council should continue to monitor the return on the account, although this is modest overall (estimated at approximately £12pm). In September the council agreed to transfer its remaining £887 of savings in the HSBC account to the Nationwide account. The closure of this account is underway and we await the closure from HSBC.

## CORRESPONDENCE TO THE PARISH COUNCIL DECEMBER 2021

In the last month the Parish Council received the following correspondence:

Dear Town and Parish Council Clerks

It has been some time since the last Town and Parish Council Liaison Group meeting. As such we are keen to relaunch the Group with a view to establishing a future regular cycle of meetings.

Since the previous Liaison Group there has been a reorganisation within the Council the result of which is that myself and the Overview and Scrutiny Team will be organising future meetings of the Group. Colleagues have identified a number of provisional agenda items for the first meeting which I am sure you will find useful.

One item which I would particularly like to include on the agenda is a presentation on a Community Governance Review which was recently approved by Council on 27<sup>th</sup> October. As a result of this decision, Wakefield Council will undertake a Community Governance Review under the powers within Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972, and in accordance with the following regulations:

- Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625);
- Local Government Finance (New Parishes) Regulations 2008 SI2008/626).

Under the Act, principal councils may conduct a Community Governance Review at any time and in order to follow good practice, councils should consider conducting a review every 10-15 years. In making its decision, Council were mindful that it has been over 15 years since the electoral arrangements for parishes were last reviewed in the Wakefield District. You will shortly be receiving a separate e-mail from the Elections Team outlining the details of the review including the consultation period. Andrew Raven, Deputy Electoral Services Manager will be undertaking the presentation at the meeting.

I am hoping to confirm a meeting date with you as soon as possible with the Chair (mid to late November). Given the current level of Covid infections it is suggested that the meeting will be undertaken remotely via Zoom.

If there is anything particular that you would like including on this agenda or have any specific questions please forward them to me and I can direct them to appropriate colleagues for an answer in advance of the meeting.

Kind regards

Mark Tolson  
Scrutiny and Political Support Manager  
Wakefield Metropolitan District Council  
County Hall  
Wakefield WF1 2HQ  
[mtolson@wakefield.gov.uk](mailto:mtolson@wakefield.gov.uk)  
01924 305014  
(Received 2 November 2021)

The Clerk received formal written notification from Cllr Shaw and Cllr Fairclough of their intention to retire as council members.

(Received 5 November 2021)

Hi Neil

Many thank for the use of the Village Hall for our Library AGM recently. We had a good turnout so please pass on our thanks the PC

We are hoping to open soon!

Best wishes

Colin

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Thanks Colin.

Neil Shaw  
Clerk to Walton Parish Council  
Mobile: 07414 257902

Email: [waltonparishcouncil@gmail.com](mailto:waltonparishcouncil@gmail.com)

(Received 9 November 2021)



Waterton Academy Trust  
The Grove  
Walton  
Wakefield  
WF2 6LD  
01924 240767  
watertonacademytrust.org

10<sup>th</sup> November 2021

Mr. N Shaw  
Walton Village Hall  
School Lane  
Walton  
WF2 6PA

Dear Mr. Shaw

**RE: Proposed Village Green**

I am writing in direct response to your letter dated 14<sup>th</sup> October 2021.

I understand that your request was directed to Mr. Harpham, however, as CEO and Accounting Officer of the Trust, such matters would fall under my remit. Given the nature of your request, I would defer any decision until having discussed matters with the school and Trustees. I will provide further response once we have arrived at a position.

In the meantime, it may be worth considering that should Trustees consent to such a transfer, it would incur legal costs and take some considerable time to complete. There would be an expectation that all costs would be met by the Parish Council.

- Lease Surrender
  - As I expect you're aware, the Trust has the right to terminate the lease but would need to give six months' notice.
- Supplemental Funding Agreement – Deed of Variation
  - As the land is noted in the SFA for Walton Primary Academy, the Trust would need to agree and complete a Deed of Variation to remove the references to it.
- Secretary of State Consent
  - As per the terms of the SFA, the Trust requires Secretary of State/DfE consent to the surrender of any land referred to in the SFA. The Trust will therefore need to obtain SoS/DfE consent before it can surrender the lease.

I trust my response makes clear our position. I look forward to working with you and supporting the Parish Council with this endeavor wherever possible.

Yours sincerely

Mr D Dickinson OBE  
CEO  
Waterton Academy Trust

Many thanks for your email. I will ensure this issue is raised with the attendees either before or during the upcoming meeting.

Neil Shaw  
Clerk to Walton Parish Council  
Mobile: 07414 257902

Email: [waltonparishcouncil@gmail.com](mailto:waltonparishcouncil@gmail.com)

On Tue, 16 Nov 2021 at 15:44, gap 64 <[gap64@hotmail.co.uk](mailto:gap64@hotmail.co.uk)> wrote:

Hi

We are unable to attend the meeting on 30th November relating to traffic speeding in Walton. However, we would like to raise the issue of speeding on Oakenshaw Lane around the East Coast main line bridge and Stockdale Stables. The position of the 30mph sign is totally wrong - it should be the other side of the stables entrance not near Walton Books & Herbs. Also, the flashing warning sign is hopelessly misplaced next to the now redundant bridge after Walton Books. Cars heading towards Walton are frequently driving between 50 and 60 mph over that East Coast bridge and this is incredibly dangerous for children on horses, ourselves trying to emerge from our drives or cars from Chevet Terrace and Walton Books. The drivers then have a sudden 30mph sign they meet once over the East Coast bridge. Many vehicles are unable to slow down before negotiating the bend under the subsequent redundant bridge just after the 30mph sign. They end up cutting the corner with potential for hitting vehicles coming the other way under the bridge.

For vehicles leaving Walton, once they are under the bridge, and sometimes before even reaching it, they are speeding up in excess of 30mph. They cannot see horses on the road over the East Coast bridge, nor anyone trying to pull out onto Oakenshaw Lane. It has become worse since the opening of the new by-pass road at the end of Oakenshaw Lane as this has promoted its use as a rat-run.

So, while vehicles may be within the speed limit of 60mph they are not driving with consideration of the dangers on the road. This section of Oakenshaw Lane is very dangerous and there will be an accident in due course. We have contacted Wakefield council on this topic and their response was that nothing could be done unless/until there was an accident!

Frequently, when we pull out onto Oakenshaw Lane, having checked the road is clear in both directions, once we are on the road there is a vehicle flashing its lights and honking its horn at us, as it tries frantically to slow down. This applies sometimes as we are heading east but most often when heading west into Walton.

The section of Oakenshaw Lane from before Stockdale Stables, Chevet Terrace and Walton Books should be 30mph NOT 60mph. Oakenshaw Lane continues along the edge of Walton at



30mph as does Greenside. Why the limit is removed too early heading east is a mystery - and wrong!

We hope these details help in your considerations at the meeting.

Peter & Gill Warren

54b Oakenshaw Lane

Walton

Wakefield

WF2 6NH

(Received 16 November 2021)

Thanks for your email, Tanya.

There is a formal route to electing or appointing a new member of the Parish Council. At the moment we have until 8 December to see if 10 or more electors in Walton contact the Electoral Services office in line with the attached public notice.

If this happens we will look to schedule an election early in 2022. If this does not happen the council can look to co-opt up to 3 people to become new councillors. This is where we seek nominations from existing councillors.

I'll need to wait til 8 December before I know if the council can undertake this. In the meantime, if you are interested in becoming a new parish councillor - either through election or co-option - can I recommend you have a little read through our website which would be helpful in giving you a better understanding of how the council operates and the role of a councillor. I will hold your details and come back to you after 8 December. Many thanks.

Neil Shaw

Clerk to Walton Parish Council

Mobile: 07414 257902

Email: [waltonparishcouncil@gmail.com](mailto:waltonparishcouncil@gmail.com)

On Wed, 24 Nov 2021 at 11:42, Tanya Earnshaw <[tanyaearnshaw0612@gmail.com](mailto:tanyaearnshaw0612@gmail.com)> wrote:

Hi

I'm Tanya Earnshaw from shay lane in Walton im intrested in becoming part of the Walton council group.. I spoke to Kate Nixon this morning and she advised to email yourself

(Received 24 November 2021)