

AGENDA

Item

1. Apologies for absence
2. Approval of the minutes of the meeting on 10 May 2022 and matters arising
3. Declarations of interest
4. Public forum
(The public can speak on an issue on the agenda and address the Parish Council)
5. Police SAFE scheme
(The local policing team provide an update on crime and disorder issues)
6. Wakefield MDC ward councillor update
7. April 2022 bank reconciliation
8. 2021/22 year end accounts
9. 2021/22 Annual Governance & Accountability Return (paper to follow)
(and the reappointment of Yorkshire Internal Audit Services for 22/23)
10. Working parties update
(including a discussion on the Jubilee Field)
11. Planning Committee

I hereby give notice that a meeting of Walton Parish Council will take place on 7 June 2022.



Neil Shaw
Clerk to the Parish Council

This Parish Council meeting will be held at:
Village Hall, School Lane, Walton, WF2 6PA at **7.15 PM**

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Present

Cllr J Carlon (Chair)
Cllr S Birkby
Cllr S Baker
Cllr T Earnshaw
Cllr K Nixon
Cllr T Saunders
Cllr C Pearson
Mr N Shaw (Clerk)
Cllr M Cummings, Wakefield MDC
Cllr U Ali, Wakefield MDC
4 members of the public

172. Apologies for absence

Cllr W Parker
Cllr C Pearson

173. Minutes and matters arising

RESOLVED: To approve the minutes of the meeting held on 5 April 2022 as a true and correct record. The following matters arising were noted:

- Item 166 (Planning) application 16/03005/S7301 (51 Oakenshaw Lane) – the objection letter has been sent to Wakefield MDC Planning
- Item 167 – the deposit has been paid on the jubilee bench and £250 has been paid to Working for Walton to support the jubilee event (as agreed at the April 2022 meeting)
- Item 171 – the £1,000 parish council grant to Walton Library has now been paid

174. Election of the Parish Council Chair and Vice Chair

Cllr Saunders nominated Cllr Carlon as Chair. This was seconded by Cllr Nixon.

Cllr Birkby nominated Cllr Pearson as Vice Chair. This was seconded Cllr Parker.

RESOLVED: That Cllr Carlon was appointed as Chair and Cllr Pearson appointed as Vice Chair of Walton Parish Council for 2022/23.

175. Declarations of interest

None.

176. Public forum

Walton Juniors FC checking on progress on the Jubilee Field – the council have obtained a quote for the site investigation work. The equipment to undertake the investigation is ready. A second quote is being sought and chased. The item is to be discussed at the June 2022 meeting. The council will explore the ownership of the adjoining fields to explore if this might be an alternative site.

Walton Juniors FC would like to explore a lease on Walton Park – the council has explored this and the land is covenanted for use by residents of the village. The council does not have the power to grant any organisation any unencumbered use of land on Walton Park, so this will not be possible.

177. Ward 5 councillor report

Cllr Cummings provided the following update:

- School Lane resurfacing work – the works have not yet been undertaken but the ward councillors are pushing for a firm date for the works
- VMS – no update
- Brook Farm – no clear idea for the usage of the land at this time

178. SAFE scheme

PC Steel was not in attendance at the meeting. A SAFE report has not been received this month. The 2022/23 renewal for the SAFE scheme was confirmed with West Yorkshire Police.

179. Appointment to Working Parties

The following working parties and membership were agreed for 2022/23:

- Planning – Cllr Nixon (lead), Cllr Carlon, Cllr Baker and Cllr Earnshaw
- Village hall & Coronation Cottage – Cllr Birkby (lead), Cllr Carlon and Cllr Leith
- Park – Cllr Pearson (lead), Cllr Birkby and Cllr Nixon
- Parish environment – Cllr Saunders (lead), Cllr Carlon, Cllr Earnshaw and Cllr Parker
- Floral displays – Cllr Leith (lead), Cllr Parker and Cllr Earnshaw
- Communications – Cllr Parker (lead) Cllr Nixon and Cllr Saunders (supported by the Clerk)
- Tennis club refurbishment – Cllr Saunders (lead), Cllr Leith, Cllr Carlon, Cllr Birkby, Cllr Baker and Cllr Nixon
- Finance – Cllr Baker (lead) and Cllr Saunders (supported by the Clerk)

The membership of the following committees were agreed for 2022/23:

- Staffing committee: Cllr Parker (chair), Cllr Pearson and Cllr Leith
- Appeals committee: Cllr Earnshaw (chair, Cllr Saunders and Cllr Birkby)

The council appointed the following councillors to the following outside bodies:

- YLCA: Cllr Saunders and Cllr Baker (and one vacancy)
- Walton Community Centre: Cllr Carlon
- SAFE Scheme: Cllr Pearson
- Walton Library: Cllr Birkby
- Sandal Charities (Sandal Magna Relief in Need Charity & Harrison's Almshouse Charity): Cllr Carlon
- Town & Parish Council Liaison: Clerk

180. Report of the Internal Auditor and re-appointment of the Internal Auditor for 2022/23

Item deferred to the June 2022 meeting.

181. Parish Council Final Accounts 2021/22

Item deferred to the June 2022 meeting.

182. Working Parties update

- **Floral displays** – the sponsorship renewal letter has been sent to all existing sponsors. 11 have already paid their 2022 sponsorship. A deadline for the erection of the baskets has been given to the contractor of 15 June.

- **Parks** – discussion was undertaken on the two quotes for the works to prune the trees in Walton Park adjacent to The Stables. RESOLVED: The council approved the quote from Wakefield MDC up to a maximum of £600 for the tree pruning works in Walton Park.
- **Tennis Club refurbishment:** discussion was undertaken on the two quotes for tree removal and associated site works adjacent to the tennis club site in Walton Park. RESOLVED: The council approved the quote from Altofts Tree Services for £8,956.80 for the tree felling and removal of fence on the tennis club site in Walton Park.
- **Communications** – the draft Summer newsletter was discussed and a number of small amends were agreed. The newsletter will be tabled at the June 2022 meeting for approval.

183. Wakefield grounds maintenance service level agreement

RESOLVED: The council agreed to pay Wakefield MDC £1,635.88 for the annual grounds maintenance service for 2022/23.

184. March 2022 bank reconciliation

The reconciliation was noted. Accounts paid totalled £3,576.21 for March 2022 and income received totalled £3,976.68. The account balances at the end of March 2022 are:

Current a/c:	£1,701.81
Barclays Business Res a/c:	£45,837.55
HSBC & Nationwide deposit a/cs:	<u>£51,021.71</u>
Total	£98,561.07

185. Planning Committee

A discussion was undertaken on the current planning applications received by Wakefield MDC in the last month, with the following point raised:

- 22/00821/FUL (2 Overton Court) – the planning committee will examine the application in more detail.

WALTON
PARISH COUNCIL
www.waltonparishcouncil.org.uk

2021/22 Year End Accounts

for the year ending 31 March 2022

These end of year accounts were approved at a meeting of the Parish Council on _____

Approved by:

Chair of Walton Parish Council:

Date:

Clerk of Walton Parish Council:

Date:

	2020/21 ACTUAL	2021/22 BUDGET	2021/22 ACTUAL	VARIANCE (ADV)/FAV*
<u>Administration</u>				
Clerk's Salary	12,210	12,140	10,330	1,810
Inland Revenue	916	875	2,828	(1,953)
Telephone, Computer & Expenses	351	400	535	(135)
Printing, Stationery, Postage	163	340	221	119
Office Equipment	70	600	533	67
Training & Conferences	115	300	165	135
Insurance	1,808	1,800	0	1,800
Audit Fees	700	700	600	100
Legal Fees	0	1,000	0	1,000
Subscriptions	923	960	831	129
Newsletter & Publicity	250	150	214	(64)
Grants	327	1,060	1,000	60
Election Expenses	0	5,000	0	5,000
Other Admin	150	85	126	(41)
Total administration	17,982	25,410	17,383	8,027
<u>Village Hall</u>				
Caretaker's Wages	5,182	5,300	5,940	(640)
Electricity	801	1,250	653	597
Gas	958	1,600	1,091	509
Water	211	370	279	91
Rates	0	0	0	0
Cleaning Materials, Windows etc.	860	1,200	818	382
Furniture and Domestic Equipment	715	1,300	450	850
Minor Repairs & Maintenance	2,421	3,370	827	2,543
Painting & Refurbishment	4,309	0	5,490	(5,490)
Other	130	0	6	(6)
Total Village Hall	15,589	14,390	15,554	(1,164)
<u>Other Payments</u>				
Recreation Ground (inc Tennis Club)	2,255	4,600	488	4,112
Playground maint'nce & improvem'nt	59	1,250	36	1,214
QEII Playing Field	0	0	0	0
36 School Lane	1,180	650	135	515
Environmental improvements	1,280	2,700	4,108	(1,408)
Tree Maintenance	0	2,000	0	2,000
Floral displays & Xmas decorations	3,461	6,050	4,750	1,300
Parish Security	3,789	6,000	4,943	1,057
Section 137	0	0	0	0
Neighbourhood Planning	0	2,000	0	2,000
Contingency	0	3,000	60	2,940
VAT	2,646	0	3,471	(3,471)
Total Other Payments	14,683	28,250	17,991	10,259
TOTAL PAYMENTS	48,254	68,050	50,928	17,122

TOTAL PAYMENTS (from prev page)	48,254	68,050	50,928	17,122
RECEIPTS				
Precept	38,000	39,000	39,000	0
VAT refund	1,501	0	3,392	3,392
Interest Received (Savings a/c's)	89	50	131	81
Hirings	3,724	10,000	13,459	3,459
Grants	21,750	0	10,000	10,000
Support for floral displays	3,900	4,000	5,270	1,270
Other Receipts	4,561	0	352	352
TOTAL RECEIPTS	73,527	53,050	71,604	18,553

* An adverse variance (ADV) means the budget is overspent. Adverse figures are shown in brackets and red. A favourable (FAV) variance means the budget is underspent.

RESERVES 2021/22	
General	68,515.07
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
Closing balance	98,561.07

1. REVENUE BUDGET

1.1. The main projected variances in the revenue budget are shown in the table on the previous pages and are accompanied by the following explanatory notes:

Positive variances

- Election expenses – as no elections took place in 21/22, a positive variance of £5,000 was achieved.
- Recreation Ground & Tennis Club – £488 was spent from the £4,600 budget. 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.
- Minor repairs and maintenance - £827 was spent from the £3,370 budget.
- Contingency - the contingency was not needed during the year, generating a positive variance of £2,940.
- Clerk's salary – the positive variance here (of £1,810) is counterbalanced by the higher than budgeted Inland Revenue cost (explored below).

1.2. Negative variances

- Village hall repainting – £5,490 expenditure was undertaken which could have been funded from the village hall reserve, but was instead funded from the revenue budget.
- VAT – VAT is reclaimed. This negative variance of £3,471 is nearly entirely recouped through the VAT refund (£3,392). VAT has been reclaimed from 1 April 2021 to 28 February 2022. VAT for March 2022 will be reclaimed in 2022/23.
- Inland revenue – there is a negative variance of £1,953. 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 negative variance in this budget line is nearly entirely counterbalanced by the positive variance for the Clerk's salary: £1,810 (outlined earlier), which is reduced due to tax/NI payments to the Inland Revenue.
- Environmental improvements – the negative variance is £1,408. £2,000 of costs are attributed to the community planters, which are partially recouped through the receipt of £10,000 of Covid grant income via Wakefield MDC.

2. INCOME

2.1. Income has recovered well since June 2021 with increased hall bookings following the relaxation of Covid restrictions. The pattern of income is not uniform throughout the year. Currently, £13,459 hiring income was received this year. The £10,000 income projection was exceeded. All the hall's long-term hirers have restarted their hiring at various stages throughout Summer 2021. There has also been a reasonable number of one-off bookings (August, December and January being quieter months).

- 2.2. 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 in the period April-June 2021.
- 2.3. The council projected £4k income from floral displays. Income exceeded this: £5,270. The council has also been receiving a small amount of 'other' income attributed mainly to refunds on utility costs.

3. RESERVES AND SAVINGS

- 3.1. Total reserves stand at £98,561. As identified earlier, some reserves have been used for village hall improvements, leaving £3,046 of the village hall reserve. All the other reserves continue to accumulate as planned for future larger-scale improvement works beyond year-end.
- 3.2. 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 return on this was £131 in 2021/22.

4. BANK RECONCILIATION

- 4.1. Balance per bank statement as at 31 March 2022.

Barclays current account	1,701.81
Barclays reserve account	45,836.27
Nationwide fixed rate deposit account	50,133.93
HSBC savings account	887.75
TOTAL	£98,561.04

- 4.2. The net balances reconcile to the cash book (receipts and payments account) for the year as follows:

Opening balance at 1 April 2021	77,885.70
Receipts in the year	71,604.12
Payments in the year	-50,928.75
Closing balance per receipts & payments book at 31 March 2022	98,561.07

5. ASSET LISTING

As at 31st March		2020	2021	2022
1	Village Hall, School Lane	£674,338	£674,338	£687,824
2	Coronation Cottage, 36, School Lane	£204,744	£204,744	£208,838
3	Tennis Courts, Clubhouse, School Ln Recreation Ground	£51,031	£51,031	£51,031
4	Village War Memorial	£62,043	£62,043	£62,043
5	Village Hall Contents	£20,736	£22,138	£22,138
6	Playground equipment at School Ln Recreation Ground	£92,324	£92,324	£92,324
7	27 Village Seats	£14,371	£14,371	£14,901
8	4 Stone Village Signs	£5,540	£5,540	£5,540
9	Stone Bus Shelter (Shay Lane nr School Lane)	£31,725	£31,725	£31,725
10	Land at School Lane Recreation Ground	£1	£1	£1
11	Land at Queen Elizabeth II Playing Field	£1	£1	£1
12	Assets Acquired 20/21 (VE Day bench & wooden bench)	n/a	£1,790	£1,790
TOTAL		£1,156,854	£1,159,966	£1,178,156

APRIL 2022 BANK RECONCILIATION

ITEM 7

	Barclays Current a/c	Barclays Premium a/c	HSBC Savings	Nationwide savings	TOTAL
Apr-22					
Balances from Bank Statements end March	1,701.81	45,837.55	887.78	50,133.93	98,561.07
Less unpresented cheques (end March)					
Add receipts in March paid in April					
Balances as per the Accounts end March	1,701.81	45,837.55	887.78	50,133.93	98,561.07
Add Receipts for month	40,417.63		0.04	18.54	40,436.21
Less Payments for month	7,265.29				7,265.29
Transfers	-32,100.00	32,000.00	100.00		0.00
Balances as per the Accounts end April	2,754.15	77,837.55	987.82	50,152.47	131,731.99

PAYMENTS

<u>Date</u>	<u>Payee</u>	<u>Details</u>	Voucher No.	Clerks salary	Telephone, laptop & expenses	Printing, stationery, postage	Training & conferences	Insurance	Subscriptions	Grants	Caretakers salary	Electricity	Gas	Cleaning materials, windows etc	Queens Jubilee	TOTAL
01.04.22	YLCA	22/23 MEMBERSHIP SUBSCRIPTION	1						£784.00							£784.00
01.04.22	GALLAGHER INSURANCE	ANNUAL INSURANCE PREMIUM	2					£1,931.07								£1,931.07
01.04.22	THE WORKS	STATIONERY	3			£4.50										£4.50
01.04.22	MORRISONS	TOILET ROLLS	4											£2.99		£2.99
01.04.22	WALTON LIBRARY	PARISH COUNCIL GRANT	5							£1,000.00						£1,000.00
04.04.22	WAKEFIELD COUNCIL	ANNUAL REFUSE COLLECTION INVOICE	6											£469.04		£469.04
06.04.22	YLCA	TRAINING WEBINARS	7				£50.00									£50.00
07.04.22	MARK CARTER	WINDOW CLEANING - MAR 2022	8											£38.00		£38.00
29.04.22	M HAWWORTH	WAGES - 2021/22 BACK PAY	9	£77.50												£77.50
07.04.22	WORKING FOR WALTON	JUBILEE EVENT PAYMENT	10												£250.00	£250.00
11.04.22	EDF	UTILITIES - ELECTRICITY	11									£77.00				£77.00
12.04.22	FAB WELD ENGINEERING	JUBILEE BENCH DEPOSIT	12												£600.00	£600.00
29.04.22	PAUL READMAN	WAGES	13								£498.75					£498.75
29.04.22	NEIL SHAW	WAGES	14	£872.89	£17.00											£889.89
21.04.22	TOTAL ENERGIES	GAS UTILITIES QUARTERLY	15										£592.55			£592.55
	TOTAL FOR APRIL			£950.39	£17.00	£4.50	£50.00	£1,931.07	£784.00	£1,000.00	£498.75	£77.00	£592.55	£510.03	£850.00	£7,265.29

RECEIPTS

Apr-22											
<u>Date</u>	<u>Received from</u>	<u>Details</u>	<u>Receipt No.</u>	<u>Precept</u>	<u>VAT refund</u>	<u>Interest</u>	<u>Hirings</u>	<u>Grants</u>	<u>Floral displays</u>	<u>Other</u>	<u>TOTAL</u>
01.04.22	Rainbows	Hall hire - Jan 2022	1				29.25				29.25
01.04.22	Rainbows	Hall hire - Feb 2022	2				39.00				39.00
04.04.22	J Evans	Hall hire - party 21/5/22	3				60.00				60.00
04.04.22	Wakefield & District U3A	Hall hire - Jan 2022	4				150.00				150.00
07.04.22	Alison Bennett	Hall hire (U3A Arts Wed grp) - Mar 2022	5				60.00				60.00
11.04.22	Gill Choyce	Hall hire (French grp) Mar 22	6				100.00				100.00
14.04.22	Wakefield MDC	Precept 22/23	7	39,000.00							39,000.00
12.04.22	C Brown	Hall hire (party 23/7/22)	8				50.00				50.00
14.04.22	J Lea	Hall hire (Rugrats rugby - Mar 22)	9				109.38				109.38
21.04.22	Redrox Quarry Products	Florals	10						110.00		110.00
22.04.22	S Holmes	Hall hire (Keep Fit - Mar 22)	11				60.00				60.00
22.04.22	Working for Walton	Florals	12						110.00		110.00
22.04.22	Ashtree Roofing	Florals	13						110.00		110.00
25.04.22	Peter Yates	Hall hire - party 22/5/22	14				100.00				100.00
26.04.22	M Chippendale	Florals	15						110.00		110.00
27.04.22	Taylor Roofing	Florals	16						110.00		110.00
29.03.22	Anne Wroe	Florals	17						110.00		110.00
30.03.22	All bank accounts	Interest	N/A			18.58					18.58
	TOTAL FOR APRIL			39,000.00		18.58	757.63		660.00		40,436.21

WALTON PARISH COUNCIL

PLANNING APPLICATIONS VALIDATED AND DECIDED

	DATE VALIDATED/ DECIDED	LOCATION	DESCRIPTION OF APPLICATION	STATUS
APPLICATIONS VALIDATED				
22/00971/TPO	05/05/2022	48 School Lane, Walton, WF2 6NR	T12 Elm - Fell	Awaiting decision
APPLICATIONS DECIDED				
22/00521/FUL	09/05/2022	18 Manor Rise, Walton, WF2 6PE	Proposed undercroft parking bay car port with bedroom over and loft conversion with dormer to rear	Approved
LICENSING APPLICATIONS				