

# AGENDA

**Item**

1. Apologies for absence
2. Approval of the minutes of the meeting on 7 September 2021
3. Declarations of interest
4. Public forum
5. Police SAFE scheme
6. Wakefield MDC ward councillor update
7. Working party update
8. Queens Jubilee
9. Village hall hiring policy & hiring charge
10. Remembrance Day wreath
11. 2020/21 Annual Governance & Accountability Return audit
12. Planning committee
13. September 2021 bank reconciliation (to follow)

I hereby give notice that a meeting of Walton Parish Council will take place on 5 October 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



**Present**

Cllr E Fairclough (Chair)  
Cllr S Birkby  
Cllr J Carlon  
Cllr P Lee  
Cllr K Nixon  
Cllr T Saunders  
Cllr W Parker  
Cllr C Pearson  
Cllr C Wagstaff  
Mr N Shaw (Clerk)  
Cllr M Cummings, Wakefield MDC  
9 members of the public

**68. Apologies for absence**

Cllr K Shaw (Vice Chair)  
Cllr S Leith  
PC Steel, West Yorkshire Police

**70. Minutes and matters arising**

RESOLVED: To approve the minutes of the meeting held on 7 July 2021 as a true and correct record.

All matters arising are covered in the meeting's agenda items.

**71. Declarations of interest**

Cllr E Fairclough to Minute 73 (as she has a planning application under consideration by Wakefield MDC)

**72. Public forum**

Planning application 21/01778/OUT – the proposed alterations to the access road on this planning application would restrict other residents' access. The volume of traffic on Greenside means the road has become more hazardous. Pedestrian access is also challenging. The issue of speeding should be noted. Exiting onto Greenside was endorsed by a second resident. Issues of accuracy were also raised in the planning application supporting documents e.g. visibility distance for the exit onto Greenside. Proximity to local services is inaccurate. Drainage connection to the existing drainage system not included. Council planning committee needs to have accurate information to determine the application. A third resident commented that their residence was not noted on the application, relevant due to its proximity to the residence. The third resident endorsed the previous point in relation to speeding on Greenside and the access road's exit. The number of properties using the access road is claimed to be inaccurate. Objection to the two passing bays, feeling they would impede access to residents properties. Request for planning officers to visit the site. A fourth resident endorsed the summary of the key points raised by the other three residents. A fifth resident questioned how the application will affect access to properties from the access road. A brief discussion followed and this was continued under agenda item 73.

Traffic management survey – did the Parish Council approve the timing of the traffic management survey?  
Noted that this was the responsibility of Wakefield MDC.

Speeding – is this on the agenda tonight? Will there be a working party? We will schedule a future Graham West from Wakefield MDC to address the issues.

**73. Planning**

Cllr Fairclough stood down as Chair.

Cllr Pearson took over as Chair.

21/01778/OUT – clarification for residents that Walton Parish Council do not have the authority to make a decision on planning applications. This is a decision for Wakefield MDC. Issues which are not material to Wakefield MDC's planning decision are likely to be ignored. Access to site, highway safety and removal of the turning head may be an issue residents may want to raise in principle, if they wish to make a formal objection to Wakefield MDC Planning. The Planning Working Party have met informally and discussed the issues.

RESOLVED:

That Walton Parish Council draft a holding objection that determination on planning application 21/01778/OUT should not take place before clarification has been sought on the accuracy of information in the application, access to site, highway safety, position/use of the turning head - the potential impact of these issues - and whether this should lead to a request to modify to the planning application.

The Planning Working Party to draft the holding objection and the Clerk to submit to Wakefield MDC Planning.

Cllr Pearson stood down as Chair.

Cllr Fairclough took over as Chair.

21/01822/FUL – Planning Working Party proposed objection to the application as it runs against existing planning policies.

RESOLVED

The Planning Working Party to draft an objection to planning application 21/01822/FUL and the Clerk to submit to Wakefield MDC Planning.

The following applications were noted with no additional comments raised:

21/00669/FUL

21/01704/TPO

21/01767/FUL

21/02074/TPO

**74. SAFE scheme**

PC Steel's report was noted. Time has been spent targeting road safety issues. Patrols have been undertaken throughout the village and the details were noted in the report.

**75. Ward 5 councillor report**

- Policing – met with the new Inspector, noting the reduction in the number of policing areas
- The Grove allotments – this query has been chased up but no progress to date
- No update on Brook Farm
- Gate into the old reclamation site has been knocked down and this has been reported
- A funding bid has been submitted for two new waste bins for Walton Colliery Nature Park. The bunding issue on Walton Colliery Nature Park noted and discussed

- Speeding issues noted again for Shay Lane, Greenside and Common Lane. Graham West from Wakefield MDC Highways to attend a future meeting to discuss progress from the recent traffic meeting
- Village green proposal – the council have had no response yet from Wakefield MDC, can Cllr Cummings chase this up

**76. Month 5 budget monitoring report**

The report was noted. The following key points were raised:

- Future budget monitoring reports to include ‘anticipated expenditure’ income to identify expenditure which is likely to be incurred. This should be included as a ‘forecast’ column instead of ‘committed expenditure’.
- Working parties need to respond to provide information on likely/forecasted spend to the Clerk to better enable tracking of expenditure throughout the year.

RESOLVED:

- To monitor the negative variances and the council’s overall budget position at the December 2021 meeting.
- To use the upcoming Tennis Club meeting to consider options for the use of the Tennis Club reserve.
- To consolidate all savings in the Nationwide savings account.
- To undertake a 2022/23 budget workshop in October to discuss future budget proposals.

The Clerk also circulated details of accounts paid totalling £1,215.46 for August 2021 and income received of £481.09.

The account balances at the end of August 2021 are:

Current a/c:	£3,309.91
Barclays Business Res a/c:	£57,833.35
HSBC & Nationwide deposit a/cs:	<u>£50,922.20</u>
Total	£112,065.46

**77. Working Party update**

The update report was noted and the following points made:

Village hall – progress the works to the outside paving. Previous quotes need to be refreshed quote through a site visit. Possible rendering needed around the exterior door. Is there a need for more low level lights in the car park?

Coronation Cottage & Tennis Club – meeting on 16 September to discuss the future of the tennis club.

Recreation Field – Cllr Fairclough will chase the contractor related to the four outstanding planters.

Trees – RESOLVED: Agreed to remove the three diseased trees identified in the 2021 tree survey. Agree with the Wakefield MDC TPO officer to begin the process to formally approve their removal and undertake the works. Obtain quote(s) to remove/prune back trees in the park adjacent to the tennis club.

Communications - a discussion was undertaken on Cllr Nixon’s proposal for a new parish newsletter. Template draft newsletter formats were circulated at the meeting and discussed. Discussion included format, frequency and sign off process for content. Distribution would be by volunteers. Seeking initial feedback from councillors for a further discussion and decision.

**78. Queens Jubilee**

Item deferred to the October meeting.

DRAFT

# **Working Party Update**

**October 2021**

## 1. OVERVIEW

This report provides an update on the activities of all the council's working parties.

## 2. VILLAGE HALL WORKING PARTY

- 2.1. PAT testing has been satisfactorily completed in September (including Coronation Cottage).
- 2.2. The works on dropping the cellar gas pipes was undertaken at the end of August. A joiner has been engaged to visit the hall to quote for the cellar boarding works. No other improvement/maintenance works are currently planned for the Village Hall.
- 2.3. With the relaxation of Covid restrictions in July, regular and one-off hirers have started to return to the hall. All regular hirers have resumed their programme of activities throughout July and August. Lace makers will resume their hiring, starting on Tuesday 19 October.

## 3. CORONATION COTTAGE & TENNIS CLUB WORKING PARTY

- 3.1. Works around tennis court tree trimming and foliage clearance have been undertaken. Repair works to the club house gutters and fascias have been completed and we await an invoice. The estimated quote was £325.
- 3.2. The Tennis Club Working Group met on 16 September to discuss options for the redevelopment of land associated with the tennis club and pavilion. An outline of these options will be discussed at the October Parish Council meeting to get a steer from councillors before looking to proceed to a feasibility and costing exercise.
- 3.3. The group reviewed the submission from HAGS comprising a hard surfaced Multi Use Games Area (for basketball, football, netball, tennis and volleyball) on the site of the tennis courts themselves, plus a petanque court and six items of fitness equipment for age 14+ (hand bike, lateral pull down & chest press, leg press, sit up bench, ski stepper and spinning bike) in the area between the courts and the pavilion. We noted that the costs were as follows:

<b>Set up costs and removal of existing courts</b>	<b>MUGA</b>	<b>Petanque</b>	<b>Fitness</b>	<b>Total</b>
£48,070.00	£159,654.02	£4,546.00	£13,160.57	<b>£225,430.59</b>

- 3.4. The Working Party were unanimous in recommending to Council that £160k for a hard surfaced MUGA did not represent good value for money, given the existing hard surfaced area in the North East corner of the park, which could perhaps be repurposed for multi games use.
- 3.5. The Working Party discussed, and is unanimous in recommending to Council, an alternative proposal as follows:



- Remove the existing tennis courts, surrounding fence, boundary hedges and conifers (to make the area more visible and therefore less susceptible to anti-social behaviour)
- Grassing over the courts and thereby making it fully integrated into the remaining park
- The area closest to the pavilion would be used to locate a petanque court and fitness equipment as envisaged in the HACS proposal (with possible additions of a wider range of equipment appealing to adults if funds and space permit).
- Additionally, some activity/play equipment aimed at young teens would be located on the site of the courts, such as a climbing wall/net, larger swings, zipline and/or spinners. This would fill a gap in provision for this age range (and reduce the temptation to misuse equipment designed for younger children).

3.6. The Working Party also discussed the pavilion but were unable to reach a consensus on a recommendation. We identified the following options, and we invite Council to reduce this list to a couple of options that can be taken forward for further examination:

- Conversion to a meeting room
- Conversion to public toilets
- Conversion to a small residential property
- Demolition and rebuild as a studio space (to accommodate bookings for which the village hall has reached capacity)
- Subject to market testing, commercial rental to a third party for business use (e.g. café, cycle repairs, craft workshop, small retail, Guides/Scouts)

3.7. The Working Party felt that it would be beneficial to consult with the community on the recommended proposals. This would build on the engagement of the original consultation about uses for the tennis courts and would be very valuable in supporting any grant applications that we might want to make. The Clerk offered to investigate funding opportunities. Council is asked to endorse the two recommendations above, to reduce the list of possible uses for the pavilion and to note the contents of the rest of this report.

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

Engie visited site on 17 October, agreed siting of new picnic benches and these have now been installed.

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

The planters have been sited and planted with seasonally appropriate plants. No future improvement works have currently been identified.

#### **6. TREES WORKING PARTY**

6.1. Three trees have been identified for removal in principle and a quote for works provided by Wakefield MDC. These works can be undertaken up to the next two or three years and are deemed non-urgent. The working party is yet to decide on the timescale for these works.

- 6.2. Following resident complaints from The Stables we have been exploring issues with overhanging trees in the Recreation Ground. The Wakefield MDC arborist visited site on 16 July and will have further dialogue with the Wakefield MDC Tree Preservation Order Officer. This has been chased again in September. We will then await a quote for reasonable pruning works. Communication is on-going with the residents.

## **7. COMMUNICATIONS WORKING PARTY**

- 7.1. Updates have taken place to the website in September.
- 7.2. Cllrs Nixon and Parker presented a proposal to launch a village newsletter at the September parish council meeting and councillors have been asked to provide feedback.

## **8. FOOTPATH WORKING PARTY**

Wakefield MDC have issued a consultation on access to Haw Park Wood (via the main entrance from Haw Park Lane). This has been referred to the Working Party for any response they may like to provide to the consultation on 15 September.

<b>Subject:</b>	Village Hall hiring policy	<b>Status:</b>	Public report
<b>Report from:</b>	Parish Clerk	<b>Date:</b>	5 October 2021
<b>Contact:</b>	Neil Shaw, Clerk`		

## RECOMMENDATIONS

1. **To consider and agree amendments to the Village Hall hiring policy (attached as Appendix 1).**
2. **Agree a revised schedule of charges specifically for large-scale adult celebration events.**

### 1. PURPOSE

To consider proposed amendments to the existing Village Hall hiring policy and hiring charges.

### 2. THE HALL HIRING POLICY

2.1. The Parish Council significantly set out its policy for hall hiring in 2009. It has been amended a number of times, most recently in 2019 and 2020. The policy outlines the:

- People who may hire the hall.
- Purposes for which the hall may be used.
- Categories of hirer.
- Conditions of hire.
- Charges

2.2. After an informal discussion between parish councillors and in response to feedback from some residents, the Council agreed to re-examine its hiring policy focused on the following aims:

- Examine if the existing policy could be reshaped to reduce the risk of anti-social behaviour from a small minority of hirers
- Use the charging structure to make a more commercial return and financial leverage on hirers for large-scale celebration events.

2.3. For the purpose of this review of the policy the council will use the following working definition of a celebration event as: 'a one-off event that people organise to mark a special event; typically a birthday, anniversary, wedding or other special occasion'. The council is not seeking to discourage the hire of the hall for events and in fact, positively encourages these. The hall is a local asset for the benefit of all. However, the council is seeking to mitigate the risk of anti-social behaviour including activities that spill outside the hall into the car park and surrounding area. These changes are aimed at celebration events with attendees in excess of 50 people. Ultimately, it is the responsibility of the hirer to act reasonably and comply with the hiring policy. However, the council is keen to make its expectations to hirers clearer through amending its hiring policy.

2.4. The council acknowledges its limitations in controlling activities which are undertaken off its property in the surrounding area.

2.5. The following specific amendments are proposed to the policy:

- Section 3 - Purposes for which the Hall may be used: insertion of the following – ‘No use of indoor or outdoor fireworks can take place within the hall, in the car park or area surrounding the hall’
- Section 3 - Purposes for which the Hall may be used: insertion of the following – ‘In the case of large-scale celebration events, hirers are asked to minimise excessive noise and anti-social behaviour.’
- Section 5 – Conditions of hire: insertion of the following – ‘Large-scale celebration events will be subject to the payment of a refundable bond. The bond will be refunded to all hirers who comply with the hiring conditions.’
- Section 5 - Conditions of hire: insertion of the following – ‘Hirers should be aware of the traffic order restricting parking on School Lane immediately adjacent to the village hall.’
- Section 6 – Charges: insertion of the following ‘A commercial approach can be taken for one-off hiring for celebration events (including, large-scale adult birthday parties and large-scale group activities)’

### 3. FINANCE

3.1. The council reviews its hall hiring charges each year. The council used a varied approach to charging for the hiring of the hall. The existing charges are:

NEW HIRERS	OCCASIONAL £	REGULAR & COMMITTED	
		COMMUNAL inc CHILDRENS GROUPS £ P/H	BUSINESS/COMMERCIAL £ P/H
HALL	20.00	Reduced rate of 16.50 then 10.00 flat rate *	16.50 then 12.50*
COMMITTEE ROOM	10.00	Reduced rate of 8.30 then 5.50 flat rate*	8.30 then 7.00*
WHOLE HALL	25.00		

\* After 12 months of regular hiring.

3.2. The £20.00 per/hour charging rate for one-off larger celebration events is extremely attractive compared to other venues. The council is keen not to deter bookings for children’s parties and is not proposing to alter its charges for these hiring events. The council is keen to introduce a refundable bond to hold against any contraventions of the hiring policy. Typically, this would mean additional cleaning following a party or for anti-social behaviour impacting residents. The bond is intended to create financial leverage to strengthen hirers likelihood of complying with the hiring policy.

3.3. Effective from 1 November 2021 the council is proposing the following alteration to its charges for large-scale adult celebration events only:

- A £200 refundable bond for all adult large-scale celebration events
- A £50 per/hour hall hiring charge for all adult large-scale celebration events

The hourly hiring rates include setting up and clearing up time (as it does at the moment).

3.4. The proposed increase in this specific hiring event is projected to increase the council's income by approximately £1,800 per annum.

#### **4. CONCLUSIONS**

The council is considering how best to reduce the risk of anti-social behaviour from a small minority of village hall hirers hiring for larger-scale events. A series of amendments are proposed to the existing Village Hall hiring policy and hiring charges to provide hirers with a clearer understanding of the council's expectations for such events. As a secondary, issue the council is considering how it can use its charging structure to increase its income and retain financial leverage over hirers for such events to, again, hopefully strengthen hirers willingness to comply with the hiring policy.

## HIRING POLICY FOR WALTON VILLAGE HALL

### 1. The Hiring Policy exists to:

- Provide consistent and transparent practices.
- Provide a record of decisions taken by the Parish Council.
- Make Council members, whether new or longstanding, aware of what has been agreed.
- Save time at Council meetings as previously agreed matters will not need to come up for debate.
- Be reviewed periodically or as necessity requires.
- Be used in the event of an insurance claim as evidence of the policy.

### 2. People who may hire the Hall.

- The Parish Council (PC) wishes to encourage as many people as possible to hire the Hall & Committee Room
- The PC wishes to promote hiring and use advertising to do so where this is at no cost. When recommended by the Village Hall Working Group, advertising may be made use of to the amount agreed in the Council's budget.
- No one under the age of 18 may hire the Hall.
- Political organisations are allowed to hire the Hall.

### 3. Purposes for which the Hall may be used.

- The primary use is for the benefit of village inhabitants (those on the Parish electoral roll.)
- The Hall may be used for commercial bookings.
- Hirers must accept responsibility for safeguarding children and vulnerable adults where they are present during the event.
- In the case of children's parties, hiring of the Hall is not to be encouraged for parties of those between the ages of 13 and 18.
- In the case of large-scale celebration events, hirers are asked to minimise excessive noise and anti-social behaviour.
- The Hall may be used for New Year's Eve parties and other special events, but with a finishing time restriction of 12.30 am.
- To protect the floor of the Hall, no tap dancing, or other activity which might damage the floor, is allowed.
- With the exception of dogs used for assistance, pets are not allowed in the Village Hall.
- It is against the law to smoke in any enclosed public place, so no smoking is allowed in any areas of the Hall.
- When the Main Hall is hired for children's parties, no food or drink is allowed to be taken into the Committee Room.
- No use of indoor or outdoor fireworks can take place within the hall, in the car park or area surrounding the hall.

### 4. Categories of hirer.

- Occasional hirers: those hiring on an ad hoc basis.
- Regular hirers: those hiring on a weekly, monthly, annual or other frequent basis.
- Committed hirers: regular hirers who have regularly hired for more than a year.

### 5. Conditions of hire.

- For occasional hirers, payment of the hiring charge is required before hiring.
- For regular hirers, payment of the hiring charge will be invoiced in arrears subject to continued timely payment.

- Occasional hirers are to be provided with a list of points related to the hiring, Health and Safety matters and their responsibilities.
- Occasional hirers are to be made aware that by paying the hiring charge, they accept this list of points.
- Large-scale celebration events will be subject to the payment of a refundable bond. The bond will be refunded to all hirers who comply with the hiring conditions.
- Hirers should be aware of the traffic order restricting parking on School Lane immediately adjacent to the village hall.

## **6. Charges**

- Council will review charges on an annual basis.
- Charges for both occasional and regular use are to be on a per hour basis (to the nearest half hour) including setting up and clearing away time.
- Charges are determined on the basis that:
  - i. Preferential rates are offered to regular and committed hirers.
  - ii. Preferential rates are offered to non profit making organisations.
  - iii. A commercial approach can be taken for one-off hiring for celebration events (including, large-scale adult birthday parties and large-scale group activities)
- No charge is made for Parish Council or District Council meetings held for electors or meetings of Public Bodies held for electors.
- Special discounts or special rates may be allowed, and this decision is delegated to the Clerk acting in consultation with the Chairman and reported to the next Council meeting for recording and for future consistency.
- No additional charge is made for use of tables, chairs, the kitchen or crockery etc.

**Agreed: 3<sup>rd</sup> February 2009**

**Amended:**

Ms Marianne Haworth  
Walton Parish Council  
Walton Village Hall  
School Lane  
Walton  
Wakefield  
WF2 6PA

Our ref WY0082  
SAAA ref SB09925

Email sba@pkf-l.com

11 September 2021

Dear Ms Haworth

### **Walton Parish Council**

#### **Completion of the limited assurance review for the year ended 31 March 2021**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Walton Parish Council for the year ended 31 March 2021. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

#### **Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

#### **Fee**

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:



- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference WY0082 or Walton Parish Council as a reference when paying by BACS.

### **Timetable for 2021/22**

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
  - at the latest, between Friday 1 July and Thursday 11 August 2022.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

### **Feedback on 2020/21**

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

# Walton Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Walton Parish Council</b> for the year ended 31 March 2021 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Walton Parish Council</b> on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>

Ms Marianne Haworth  
Walton Parish Council  
Walton Village Hall  
School Lane  
Walton  
Wakefield  
WF2 6PA

Our ref      WY0082  
SAAA ref     SB09925  
Invoice no:   SB20212083  
  
VAT no:      GB 440 4982 50  
  
Email        [sba@pkf-l.com](mailto:sba@pkf-l.com)

11 September 2021

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2021	£300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£300.00</b>
VAT @ 20%	£60.00
<b>TOTAL PAYABLE</b>	<b>£360.00</b>

### PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:  
PKF Littlejohn LLP, Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf,  
London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc Sort Code: 40-02-31  
Account number: 11070797  
Account Name: PKF Littlejohn LLP  
Please include WY0082 or Walton Parish Council as the reference.**

**For account queries, contact [creditcontrol@pkf-l.com](mailto:creditcontrol@pkf-l.com).**

Ms Marianne Haworth  
Walton Parish Council  
Walton Village Hall  
School Lane  
Walton  
Wakefield  
WF2 6PA

Our ref: WY0082  
SAAA ref: SB09925  
Invoice no: SB20212083  
VAT no: GB 440 4982 50  
Email: [sba@pkf-l.com](mailto:sba@pkf-l.com)

11 September 2021

## REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2021	£300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£300.00</b>
<b>VAT @ 20%</b>	<b>£60.00</b>
<b>TOTAL PAYABLE</b>	<b>£360.00</b>

### PAYMENT IS DUE ON RECEIPT OF INVOICE

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London E14 4HD**

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Account Name: PKF Littlejohn LLP  
Please include WY0082 or Walton Parish Council as the reference.**

**For account queries, contact [creditcontrol@pkf-l.com](mailto:creditcontrol@pkf-l.com).**

WALTON PARISH COUNCIL

PLANNING APPLICATIONS VALIDATED AND DECIDED

	DATE VALIDATED/ DECIDED	LOCATION	DESCRIPTION OF APPLICATION	STATUS
<b>PERIOD: 01/09/21-30/09/21</b>				
<b>APPLICATIONS VALIDATED</b>				
21/02236/TPO	06.09.21	48 School Lane Walton, WF2 6NR	T12 Elm - Remove due to Dutch Elm Disease	Awaiting decision
21/02242/FUL	03.09.21	72 Manor Rise Walton, WF2 6PF	Fence 3.5m high	Application withdrawn
<b>APPLICATIONS DECIDED</b>				
21/02074/TPO	06.09.21	4 Oaklands Croft, Walton, WF2 6LU	Birch Tree - Do not intend to replace because of a lack of space	Refused with alternati
<b>LICENSING APPLICATIONS</b>				