

AGENDA

Item

1. Apologies for absence
2. Approval of the minutes of the meeting on 6 July 2021
3. Declarations of interest
4. Public forum
5. Police SAFE scheme
6. Wakefield MDC ward councillor update
7. Month 5 budget monitoring report
8. Planning committee
9. Working party update
10. Queens Jubilee
11. Any other business

All Parish Council meetings are held at:

Village Hall, School Lane, Walton, WF2 6PA at 7.00 PM

Present

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

52. Apologies for absence

Cllr S Birkby
Cllr A Manifold, Wakefield MDC
PC Steel, West Yorkshire Police

53. Declarations of interest

Cllr C Wagstaff in relation to Minute 60 (as he knows one of the Planning applicants)

54. Minutes and matters arising

Resolved to approve the minutes of the meeting held on 6 June 2021 as a true and correct record, with one amendment: Item 31 – amend last paragraph to include reference to ‘Greenside’.

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

55. Public forum

Lighting on the village hall – a resident commented that alteration to the lighting had been made and the situation has improved. Glare from lower lights still an issue. The issues was agreed as not as urgent by the resident, but can this be looked at by the electrician.

5G mast – a resident noted that the Neighbourhood Plan provided a strong reason to object to the mast. It was noted that Wakefield MDC have now accepted that a planning application is lawful and the opportunity to comment has therefore now passed.

56. SAFE scheme

PC Steel’s report was noted. Patrols have been undertaken near the school in relation to traffic management and speeding. It was noted that PC Steel will not be able to attend the next meeting of the Parish Council.

57. Ward 5 councillor report

- No update on Brook Farm.
- No update on the Midland train line.

- Waste bin on Cherry Tree Road has been ordered and will be erected soon.
- 20 July meeting scheduled with Graham West on traffic/speeding and what measures might be introduced. 7.00pm at the Village Hall. PC Steel is to be invited.
- Police – the neighbourhood police teams have been reorganised. From 7 teams down to 6. A new Inspector has been appointed.
- Tarmacing of land to side of New Inn identified as permitted development.
- Planning for Saturday market – a planning application has been submitted.
- Allotments off The Grove – a meeting took place on 5 March 2021 with ENGIE. ENGIE have agreed to manage the site to make plots available and not develop the site. The s106 agreement needs to be altered. Several reminders have been sent to Wakefield MDC and there has been no response to date. Cllr Cummings asked and agreed to raise the issue.

58. Finance

The Clerk submitted details (copy attached to minutes) of accounts paid totalling £11,530.80 for June 2021 and income received of £11,928.69.

The account balances at the end of June 2021 are:

Current a/c:	£4,011.05
Barclays Business Res a/c:	£61,833.35
HSBC & Nationwide deposit a/cs:	<u>£50,917.54</u>
Total	£116,761.94

Delegated authority decisions were noted.

RESOLVED: To ratify decisions as scheduled.

A budget reporting proposal was considered. Cllrs Lee and Saunders are keen to monitor the overall financial progress of the council. To improve financial reporting each of the three annual updates will now follow the same format. The format is to be amended to add in information on:

- variance
- committed spend/forecast and
- narrative content to help councillors understand key project decisions

RESOLVED: That the Parish Council receive financial monitoring to include clearer information and explanation on budget variance, committed/projected spend and a narrative explanation to enable better informed future decision-making on projects.

59. Correspondence

All correspondence items noted from the Clerk's note.

The council has provided a written response to Wakefield MDC in relation to their letter investigating a possible statutory nuisance complaint in relation to the village hall lights. Councillors noted the letter from Walton Juniors, which is covered in minute 62.

60. Planning

The following applications were noted with no additional comments raised:

21/01273/AGR

21/01480/FUL

21/01471/FUL

21/00913/FUL

5G mast application - Councillors noted that Wakefield MDC have now accepted that a planning application for the mast is lawful and within permitted development.

Grove allotments – referred already to and commented under minute 57.

61. Village Hall Working Party

No update.

62. Recreation & Playgrounds Working Party

Walton Juniors FC have made an enquiry to hire the Recreation Ground pitch for next season, starting in September. They have requested the pitch be relined and their own posts to be inserted. Further clarification will be obtained on the start/end dates for hiring and their exact pitch lining requirements. A cost will be obtained from Wakefield MDC for the lining and this cost will be added to the annual hire fee.

RESOLVED: Walton Juniors FC pitch hire request be accepted, for an annual hire fee. Walton Juniors to accept cost of pitch lining.

63. Environmental Improvements Working Party

Installation of bench on the Grove to be chased with Dave Penny. Siting of planters to be chased with First Impressions.

64. Tree Working Party

Inspection of trees has taken place and actions reported to the Working Party. Three of the trees in the Recreation Ground identified as diseased and will require removal within 2-3 years. The Working Party are to review the actions and costs e.g. trees for felling.

RESOLVED: The Parish Council to seek list of approved contractors from Wakefield MDC for the Working Party to then consider specific actions, cost and timescale.

65. Grants

Parish Council agreed that it should still offer grants to local organisations in line with the existing policy. The grants will be promoted on the Facebook page to raise awareness and promote applications.

66. Cllrs Parker & Nixon's report

Issues raised by residents included speeding, hanging baskets, rail link and dog fouling. Proposal suggested to introduce a village newsletter to promote role of parish council and local projects/events.

RESOLVED:

- i) That the Parish Council receive a proposal to undertake a new village newsletter at its next meeting.
- ii) The Website Working Party be renamed Communications Working Party.

67. YLCA Spring Conference

Cllr Leith provided an update on the conference. A range of presentations and information was provided including maintaining play areas, tackling the climate change agenda, member code of conduct updates, community engagement, data protection and presentations from parish councils on good practice projects.

Financial Monitoring Report

2021/22 as at end of August 2021

	BUDGET	ACTUAL	COMMITTED	VARIANCE
<u>Administration</u>				
Clerk's Salary	12,140	4,844	4,604	-2,692
Inland Revenue	875	1,467	3,069	3,661
Telephone, Computer & Expenses	400	204	119	-77
Printing, Stationery, Postage	340	55	0	-285
Office Equipment	600	533	0	-67
Training & Conferences	300	120	0	-180
Insurance	1,800	0	1800	0
Audit Fees	700	300	400	0
Legal Fees	1,000	0	0	-1,000
Subscriptions	960	771	189	-189
Newsletter & Publicity	150	0	0	-150
Grants	1,060	0	0	-1,060
Election Expenses	5,000	0	5,000	0
Other Admin	85	125	0	40
Total administration	25,410	8,419	15,181	-1,999
<u>Village Hall</u>				
Caretaker's Wages	5,300	1,950	2,828	-522
Electricity	1,250	113	1,000	-137
Gas	1,600	576	1,000	-24
Water	370	42	328	0
Rates	0	0	0	0
Cleaning Materials, Windows etc.	1,200	649	140	-411
Furniture and Domestic Equipment	1,300	450	0	-850
Minor Repairs & Maintenance	3,370	287	0	-3,083
Painting & Refurbishment	0	3,970	0	3,970
Other	0	6	0	6
Total Village Hall	14,390	8043	5,296	-1,051
<u>Other Payments</u>				
Recreation Ground (inc Tennis Club)	4,600	22	0	-4,578
Playground maint'nce & improvem'nt	1,250	0	0	-1,250
QEII Playing Field	0	0	0	0
36 School Lane	650	0	0	-650
Environmental improvements	2,700	4,087	0	1,387
Tree maintenance	2,000	0	0	-2,000
Floral displays & Xmas decorations	6,050	0	0	-6,050
Parish security	6,000	1,195	0	-4,805
Section 137	0	0	0	0
Neighbourhood Planning	2,000	0	0	-2,000
Contingency	3,000	0	0	-3,000
VAT	0	1873	0	1,873
Total Other Payments	28,250	7177	0	-21,073
TOTAL PAYMENTS	68,050	23,639	20,477	-24,123

TOTAL PAYMENTS (From prev Pg)	68,050	23,639	20,477	-24,123
RECEIPTS				
Precept	39,000	39,000	0	0
VAT refund	0	0	1,873	1,873
Interest received (Savings a/c's)	50	14	89	53
Hirings	10,000	3,702	9,100	2,802
Grants	0	10,000	0	10,000
Support for floral displays	4,000	5,270	0	1,270
Other receipts	0	351	0	351
TOTAL RECEIPTS	53,050	58,337	11,062	16,349
ANTICIPATED MONIES TO BE TRANSFERRED FROM RESERVES TO MEET EXPENDITURE	-15,000	0	0	37,422

RESERVES	
General	82,040.30
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	112,086.30

1. OVERVIEW

- 1.1. The end of month 5 report for 2021/22 is projecting a positive variance of £37,422 at year end. It is however, early in the financial year and it is to be expected that significant variances may exist as a number of costs have not been invoiced or committed to.
- 1.2. Reserves have remained static since the start of the financial year. At month end total reserves are £112,086.

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

- Administration – insurance and any Walton Parish Council (WPC) grant payment have not been requested for payment in periods 1-5. A number of administration costs are due in the remainder of the year but await invoicing e.g. insurance and audit. No legal fees have been accumulated or, at this time, are anticipated.
- Village hall repairs – only a modest amount of repair work has been undertaken up to the end of month 5. This includes roof repair and redecorating. Other more

substantive cost such as the cellar fire door and drainage works have been funded from the village hall reserve (explored later in the report).

- Tennis club – only £22 has been spent from the £4,600 budget so far. No further works have been committed to for the forthcoming year from this revenue budget.
- Playground maintenance – no works have been funded yet. The replacement of the picnic benches will be funded from this budget but we await a formal cost estimate or invoice for these works and therefore no further works have been committed to yet for the forthcoming year.
- Tree maintenance – no works have been undertaken in-year to date. Pruning of trees in the Recreation Ground is to take place but we await a cost estimate for the works.
- Floral displays – although this shows as a positive variance, once the cost of the hanging baskets has been paid this will alter.
- Neighbourhood planning – no actual or committed spend has been identified against this budget at this time.
- Clerk's salary – the anticipated positive variance here will be counterbalanced by the Inland Revenue cost (explored below).

2.2. Projected negative variances

- Inland revenue – this is projecting a year end overspend of £3,661. 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 largely (but not completely) counterbalanced by the positive variance for the Clerk's salary (£2,692), which is reduced due to tax payments to the Inland Revenue.
- Village hall repainting – the cost of repainting has currently been taken from the village hall reserve. Councillors may wish this to be attributed to this budget heading to address the variance.
- 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.
- VAT – this shows as a negative variance but is reclaimed at three points during the year and is therefore anticipated to balance at year end.

3. **INCOME**

- 3.1. Income has begun to recover 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, £3,702 of hiring income has been received this year. The £10,000 budget income projection may well be an under projection. This will only become clearer as the year progresses. The projected future income is based on the average monthly income based on July/August 2021 bookings which appears to be broadly representative of recommitted long-term hirers and a reasonable number of one-off bookings.

- 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.

4. RESERVES

- 4.1. Total reserves stand at £112,086. Reserves have stayed static since the start of the year. At the end of April they 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 have increased, rather than decreased at year end and this situation should be closely monitored.
- 4.2. The breakdown of reserves at month end is as follows:

RESERVES	
General	82,040.30
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	112,086.30

- 4.3. 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.
- 4.4. 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.
- 4.5. For the Tennis Club reserve, future works around the tennis court tree trimming, foliage clearance and potential works to the club house gutters and fascias have been identified at a current estimate in the region of £1k and will be funded from this reserve.
- 4.4. With the exception of the installation of the picnic benches in the Recreation Ground, there is no other committed spend yet for any of the other Working Party reserves. Councillors will now need to urgently review their plans in each Working Party to clearly identify spend for the coming months.
- 4.5. 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). Nationally savings rates remain low and this report does not recommend any movement of reserves out of this account at this time. £887 of savings remains in the HSBC account. The council may wish to transfer this to the Nationwide account to consolidate its savings.

5. RECOMMENDATIONS

- 5.1. To monitor the negative variances and the council's overall financial position at the December 2021 meeting.**
- 5.2. To consider funding options for the Tennis Club reserve.**
- 5.3. To decide whether to consolidate all savings in the Nationwide savings account.**
- 5.4. To undertake a 2022/23 budget workshop in Autumn to discuss future budget proposals.**

WALTON PARISH COUNCIL

PLANNING APPLICATIONS VALIDATED AND DECIDED

	DATE VALIDATED/ DECIDED	LOCATION	DESCRIPTION OF APPLICATION	STATUS
PERIOD: 01/07/21 - 31/08/21				
APPLICATIONS VALIDATED				
21/00669/FUL	02.07.21	54b Oakenshaw Lane, Walton, WF2 6NH	Proposed detached garage	Awaiting decision
21/01704/TPO	02.07.21	1 Woodfield Park, WF2 6PL	Lime Tree: Crown raise to create clearance from property roofs. Clear epicormic growth. Deadwood and crown clean to remove any rubbing and crossing branches.	Awaiting decision
21/01778/OUT	7.7.21	Land To The Rear Of The Old Alehouse Greenside Walton, WF2 6NN	Proposed detached dwelling with detached garage plus assoc works.	Awaiting decision
21/01767/FUL	13.7.21	9-13 Cherry Tree Drive, Walton	New rear external store.	Awaiting decision
21/01822/FUL	12.07.21	1 Overtown Court Off The Balk Walton, W	Erection of replacement garden room.	Awaiting decision
21/02074/TPO	12.08.21	4 Oaklands Croft, Walton, WF2 6LU	T1 Birch Tree - do not intend to replace the birch tree because of a lack of space, only a small private garden	Awaiting decision
APPLICATIONS DECIDED				
21/00822/FUL	12.7.21	152 Shay Lane (Land Adjacent) Walton, W	Erection of 2 bed bungalow	Approved
21/01471/FUL	22.07.21	24 High Meadows, Walton, WF2 6TN	Sun lounge, utility and WC extension	Approved
21/01480/FUL	24.08.21	Overtown Court 2, The Balk, Walton, WF2	Replacement garage door	Approved
21/01833/FUL	24.08.21	17 Cherry Tree Crescent, Walton, WF2 6L	Dormers to front and rear	Approved

PLANNING APPLICATIONS VALIDATED AND DECIDED

	DATE VALIDATED/ DECIDED	LOCATION	DESCRIPTION OF APPLICATION	STATUS
PERIOD: 01/07/21 - 31/08/21				
LICENSING APPLICATIONS				

PLANNING APPLICATIONS VALIDATED AND DECIDED

COMMENT

Working Party Update

September 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. Minor repairs have been undertaken to the village hall over the Summer. This has included minor roof repairs and tree stump removal. The CCTV has had its annual inspection. PAT testing is scheduled to be undertaken in September.
- 2.2. The works on dropping the cellar gas pipes was undertaken at the end of August. The cellar is yet to be boarded, having chased the joiner many times. No other major 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. One new longer-term hirer has taken a booking – Zumbini, who have hired the hall once per week until Christmas.

3. CORONATION COTTAGE & TENNIS CLUB WORKING PARTY

- 3.1. On Coronation Cottage, future improvement works are planned to the boundary wall on the front of the cottage and pointing to the chimney stack. No other works are planned to the cottage.
- 3.2. Works around tennis court tree trimming, foliage clearance and potential works to the club house gutters and fascias are planned. Guttering repair works will take place in September, previously agreed, at an estimated cost of £325.

4. RECREATION FIELD & PLAYGROUND WORKING PARTY

- 4.1. The installation of new picnic benches in the Recreation Ground was agreed at the start of the Summer. Installation has been chased a number of times and we are still awaiting a date for installation. An additional bench was installed in the park on 16 August and also at The Grove on the same date.
- 4.2. Following the council decision in July we have been working with Walton Juniors FC and Wakefield MDC to agree a new football pitch lining and the installation of goalposts for smaller football pitches. This was delayed during August due to Wakefield MDC staff absence but has now been agreed. The pitches have been lined, one set of posts arranged for removal and the siting of smaller sets of posts are being arranged for the start of the football season in September.

5. ENVIRONMENTAL IMPROVEMENTS WORKING PARTY

- 5.1. The planters have been chased seven times for siting (and planting with seasonally appropriate plants). During late June/early July the hanging basket plaques were erected. No future improvement works have currently been identified.

6. TREES WORKING PARTY

- 6.1. A tree survey was undertaken by Wakefield MDC and reported back to the working party in June. Three trees have been identified for removal and a quote for works obtained. 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. We will then await a quote for reasonable pruning works. Communication is on-going with the residents.

7. COMMUNICATIONS WORKING PARTY

- 7.1. The Website Working Party was renamed at the July council meeting. A range of smaller updates have taken place to the website in July and August. This included updating information on the traffic management meeting in July and the July committee papers. Regular facebook updates have taken place to promote the traffic management meeting, speeding enforcement activity and to promote the council's grant scheme.
- 7.2. Cllrs Nixon and Parker are leading work to propose the launch of a village newsletter. Their report is included in the agenda papers for this meeting.

8. FOOTPATH WORKING PARTY

No update.

Subject:	Parish Newsletter	Status:	Public report
Report from:	Communications Working Party	Date:	7 September 2021
Contact:	Cllrs Nixon and Parker		

RECOMMENDATIONS

1. To discuss in principle if a parish newsletter should be undertaken.
2. Agree the indicative content, frequency of production, cost and method of distribution.

1. PURPOSE

To consider the development of a parish newsletter, its content and production.

2. THE NEWSLETTER

- 2.1. The development of a parish newsletter could be an ideal way to improve community engagement and information in the village. It could be used to promote good news stories about the village and raise awareness of current topical issues.
- 2.2. Following informal research with residents the following suggestions could be incorporated in future newsletters:
 - A village quiz
 - Introduce the Parish Councillors
 - Update on discussions from recent parish meetings
 - Local crime issues/vigilance/watch out points
 - Anything pertinent from the school and library
 - Local businesses i.e. pub, cafe, milkman or other local business updates
 - Colliery Park updates
 - Working for Walton upcoming events
- 2.3. A proforma 'mock up' of the newsletter will be circulated at the meeting for discussion. Production of the newsletter will be in the form of an A4 double sided newsletter, professionally printed on 135gsm silk paper.
- 2.4. Key issues for discussion by the Parish Council include:
 - Frequency and scale of production
 - Cost
 - Distribution
 - Use of advertising

3. FINANCE

The council has allocated a budget of £150 in the 2021/22 revenue budget for 'newsletter and publicity'. Currently there are no financial commitments on this budget. The production cost is estimated to be £0.19p per copy.

INDICATIVE CONTENT FOR DISCUSSION

FRONT PAGE

A short Introduction and welcome to Walton Parish Council/Newsletter, it might be a nice personal touch if the Chair could write this if she feels it's appropriate? Perhaps with a short personal bio, area of responsibility/safe scheme, and perhaps a photo?

A short personal bio and area of responsibility within the PC/photo from Keith, Vice Chair, plus one other Parish Councillor?

Suggest we cover all Parish Councillors over a period of time, we can then plan ahead in readiness for future publications

A DIFFERENT WORKING PARTY UPDATE IN EACH NEWSLETTER- *Discussion points.*

May I suggest either;

Environmental Update. Removal of trees/ reasons/permissions/possible plans to replace etc as these have been a hot topic on Social Media recently. Include an update & photos of the floral displays as these have been a triumph- invite sponsors.

OR

Planning- simply outlining what the responsibilities of the Parish Council are and explaining the limited powers of the PC. Also confirmation of the action taken regarding the 5G mast.

ANY PLANNED PARISH COUNCIL ACTIVITY IN THE NEXT THREE MONTHS

HOT TOPICS;

- Output from the meetings with Highways in July and the way forward led by the PC - we can flesh this out after September's meeting when this topic is discussed at length.

SIGNPOST TO THE WEBSITE/Facebook page. Contact details of the Clerk.

BACK PAGE- perhaps reserve this page for other organisations in the village?

FRIENDS OF WALTON COLLIERY NATURE PARK. An update from Friends of Walton Nature Park/ litter picking/ working parties/bundings/ include recent photos of various activities.

WALTON COMMUNITY LIBRARY update requested from Colin Moran

WATERTONS WALL 2026 project, including photos. I have requested permission to include a brief update of this exciting initiative in the first Newsletter as it has not been widely promoted in the village at the time of writing, though John Smith has recently presented to the PC.

Back up topics;

Remembrance Sunday

W4W Christmas lights switch on

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