

# AGENDA

**Item**

1. Apologies for absence
2. Approval of the minutes of the meeting on 7 December 2021 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. Community Governance Review  
*(discussing the parish council's response to Wakefield MDCs consultation)*
8. Working party update (verbal)
9. Planning committee
10. November 2021 bank reconciliation
11. 2022/23 budget

I hereby give notice that a meeting of Walton Parish Council will take place on 11 January 2022.



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 S Birkby  
Cllr J Carlon  
Cllr P Lee  
Cllr S Leith  
Cllr K Nixon  
Cllr T Saunders  
Cllr W Parker  
Cllr C Pearson  
Mr N Shaw (Clerk)  
Cllr M Cummings, Wakefield MDC  
PC Craig Steel, West Yorkshire Police  
2 members of the public

**105. Apologies for absence**

None.

**106. Minutes and matters arising**

RESOLVED: To approve the minutes of the meeting held on 5 October 2021 as a true and correct record, with the following amendment – Item 102: the accurate total reconciliation for October 2021 should be £109,373.98. All matters arising are covered in the meeting's agenda items.

**107. Declarations of interest**

Item 116 – during the meeting Cllr Nixon declared an interest on this item as she has a relative who is a member of Walton Juniors FC.

**108. Confirmation of the election of a new Parish Council Chair and the election of a Vice Chair**

Cllr John Carlon was nominated by Cllr Shaw and seconded as Cllr Fairclough at the November meeting of the Parish Council as the Chair. Cllr Carlon accepted the role of the Chair and will take up this role at the next meeting.

Cllr Pearson was nominated Cllr Saunders and seconded by Cllr Nixon as the Vice Chair. Cllr Pearson accepted the nomination and will take up the role at the next meeting.

**109. Public forum**

No questions from members of the public.

**110. SAFE scheme**

PC Steel's report was circulated at the meeting and noted. This was followed by a verbal discussion on speed enforcement activity and anti-social behaviour at the shop on Shay Lane. Further speed enforcement activity will be undertaken by the Police in proximity to the school in January 2022.

**111. Ward 5 councillor report**

- A thank you was given to the outgoing Parish Council Chair

- Brook Farm – the farmhouse and land to the East (towards the Brooklands Estate) has been sold for personal residential use which is likely to include a conversion to the existing property (subject to planning permission). The new West Yorkshire Sports & Social Club (WYSSC) site is the land to the West. On completion of the housing development on the existing WYSSC site the Brook Farm land will be transferred to WYSSC. Persimmon have had to revise and re-submit their previously approved planning application for the existing WYSSC site after their previous planning lapsed. Further requirements have been placed on them in terms of drainage and the number of affordable properties that will be required on the site. This has had an impact on the viability of the site and the capital receipt that will be paid to Wakefield MDC. Discussions are on-going with Persimmon in order to get to a satisfactory outcome.
- Traffic management meeting – following the meeting with Wakefield MDC Highways on 30 November two further traffic surveys will be undertaken before any information is sent to the West Yorkshire Safety Camera Partnership. The suggested 20 MPH zone for Shay Lane will be focused solely on Shay Lane (not adjoining roads). A variable speed flashing road sign will be installed on Common Lane/Greenside. Consultation with the Parish Council will be undertaken on the exact siting of the sign.
- Street lighting columns – the Town & Parish Council Liaison Group discussed the issue. A further meeting will take place in February 2022 so parish councils can get clarity ahead of Spring 2022.
- Roadworks – planned works on Greenside are now being undertaken.

#### **112. Working Party update**

The update report was noted and the following points made:

- Working party nominations:
  - Florals: Cllr Leith volunteered to join the working party
  - Staffing Committee: Cllr Parker to join the committee
  - Environmental improvements: Cllr Parker to join the working party
  - Footpaths: Cllrs Saunders and Leith to join the working party
- Environmental Improvement working party – Cllr Carlon provides a verbal summary of the site investigation works summarised in the report on the Jubilee Field. The council discussed the procurement of the works and will seek up to a further two quotes for the work to be undertaken. The council will then make a decision on the awarding of the works.
- Communications working party – additional newsletters are available following distribution to households and we will explore if a rack can be obtained and mounted in the village hall for spare newsletters.
- Footpath working party – the footpath off Common Lane approaching the top step on the bridge has a loose step. The top concrete step has moved so is loose and does not rest on the concrete step below and Wakefield MDC should be alerted for a repair.
- Pavement on Walton Station Lane near the beck now appears to be getting dangerous and, again, Wakefield MDC should be alerted.

#### **113. Planning Committee**

There were no current planning applications to discuss for November 2021. There was a verbal discussion on a previous planning application rejected (and subsequently appealed) which has been approved on appeal.

#### **114. Finance**

##### October 2021 bank reconciliation

The reconciliation was noted. Accounts paid totalled £5,310.76 for October 2021 and income received totalled £1,693.76. The account balances at the end of October 2021 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	£109,373.98

##### November 2021 budget monitoring

One error was identified in the budget monitoring information – the year end forecast figure for the Recreation Ground should be £411 (although the projected variance is still correct). The council agreed that for future budget monitoring reports adverse variance figures would be presented as ‘+’ and positive variance figures would be presented as ‘-’.

#### **115. Hanging baskets**

A verbal summary of the Christmas tree issue on failed street lighting columns was provided. Letters/emails have been circulated to affected sponsors this week offering a refund for the affected Christmas trees.

#### **116. Grant applications**

The Chair proposed a £1,000 donation to Walton Juniors FC in light of no grant applications being made by any local organisation in the year to date. The issue was discussed by parish council members. Cllr Nixon declared an interest (with a relative a member of the football club). Key points included:

- A previous parish council donation to Walton Library prior to this financial year
- The potential further promotion of the grant scheme to encourage bids before year end
- A proposal to award a grant of £250 to Walton Juniors FC in line with the grant award limit
- The need to give non-agenda items due consideration prior to councillors making a decision

Following discussion the Chair withdrew the proposal.

RESOLVED: That the grant scheme be further promoted including a paper based campaign.

#### **117. Society of Local Council Clerks 2022 subscription**

RESOLVED: That the parish council approve the Society of Local Council Clerks 2022/23 subscription .

#### **118. Correspondence to the parish council**

The correspondence was noted. The Parish Council should respond to Wakefield MDCs Area Governance consultation by 31 January 2022. This item will be added to the agenda for the January 2022 meeting.

#### **119. Redevelopment of the Tennis Club tender specification**

The draft tender document was discussed by councillors and the following key points were made:

- Is there a need to develop a clearer more detailed specification first?
- Should the tender be broken down into three parts/lots: site preparation, redevelopment of the site and possibly the redevelopment of the pavilion?
- Do we want to use the £5,000 to develop the specification?

RESOLVED: That the Parish Council develop a more detailed specification for the redevelopment of the tennis club site through the Working Party.

RESOLVED: Cllrs Carlon and Lee are co-opted onto the working party.

**120. Caretaker salary bonus**

The Chair made a proposal that a Christmas gift is provided to the caretaker. The size of the gift was discussed.

RESOLVED: That the Parish Council award the caretaker a £125 Christmas gift.

DRAFT

## Walton SAFE Scheme Police Report – December 2021

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

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

### Crime

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

There have been reports of quads around the Brooklands Estate which we will look at. We have several speeding operations set up this month for some of our SAFE Scheme patrols.

### Patrols:

PC 6487 Steel (Off Road Motorbike Team)

PC 841 Shaw

PC 4499 Miller

PC 599 Thimm

PCSO Sammut

### PC Steel reports,

Patrols made on 19/12 IC 4499 between 00:00 X 02:00. There was a lot of footfall this evening. Initially we patrolled around the Village Hall. The front door was wide open so we entered the village hall. There was a function on which was at the closing stages however the people present did not notice us enter at all. All the coats/bags were on show and easily seen from the wide open door. Crime prevention advised and the building was properly secured.

There was a large group of revellers outside the club who began getting a bit rowdy. These were dealt with and dispersed with no further issues.

High vis patrols then made of all other hotspot areas. Nobody in the Walton Colliery Car Park. Very little vehicular traffic other than taxis.

PCSO 214 Sammut reports -

Safe scheme patrols this evening between 21:30 x 23:30.

High vis patrols of the area covering the Brooklands Estate, Elmwood, Cherry Tree, no concerns and nothing suspicious seen during patrols. I also patrolled the Walton Sports and Social Car Park as there has previously been reports of drug dealing.

I patrolled the Walton golf course car park including country lane that leads down a dirt track off The Balk, no concerns at time of my patrols. Passing attention paid to Walton Colliery Car Park due to the hour of night and a semi-rural place, no vehicles or people present.

During the time of my patrols there were no calls for service.

PC Shaw reports,

On Friday 10th December 2021 officers from the neighbourhood policing team, assisted by Roads Policing officers conducted an Operation in the Rural wards of Wakefield, including Walton.

On Shay lane, Walton two Traffic offence reports were issued for the offence of excess speed in a 30mph limit.

A vehicle was seized and the driver reported for offences of no insurance, not wearing a seatbelt and drive otherwise than in accordance with a licence

PC Steel reports,

Patrols made on 10/12/2021 between 09:00 X 11:00 I/C PC 4499.

We initially patrolled the area in a high vis capacity. Whilst around the Cherry Tree Road Area we had cause to speak with a gentleman who's dog had fouled on the footpath. It was not possible to say whether he would have left it had he not seen us, however the impression we got was that he was going to leave it. Obviously he was instructed to clear the mess which he did.

We were then flagged down by a concerned local regarding a suspicious male in a scrap van going around the village. After an extensive search we located the van which was indeed a scrap collector. All insurance and permits were checked and all were in order. It was made very clear that we were in the area and that we would make further checks of the items in the van if required. There were no further sightings/reports of the vehicle.

finally, we made a high vis patrol of Walton Colliery. This was more of a reassurance due to reports this year of a robbery and a flasher in the area. Absolutely no issues today and numerous members of the public pleased to see us.

PCSO 214 Sammut reports -

Safe scheme patrols at 19:00hrs - 20:00hrs and then 22:30 - 23:00hrs to target ASB and suspicious vehicles in the area.

During my high vis patrols I paid passing attention to the Brooklands Estate due to recent intelligence regarding drug use and ASB in the area, I did see any suspicious behaviour during the hours of my patrol. I also visited WALTON COLLIERY CAR PARK and two vehicles were parked up separately. One vehicle and male driving was checked and was not suspicious however the other vehicle quickly left the car park upon seeing the marked Police vehicle. I then came across the male again driving



the vehicle in Walton 5 minutes later, I checked the car and driver through and there was nothing outstanding/suspicious.

I paid passing attention to the residential areas including ELMWOOD, MANOR estate and The Grove residential area which is occupied mostly by elderly people. Patrols also included the Cherry Tree Road areas and the local CTS shop, no issues to report.

During the time of my patrols there were no calls for service and not much footfall/vehicles in the area.

**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)

Follow/Like us on Facebook at [www.facebook.com/wakefieldruralnpt](https://www.facebook.com/wakefieldruralnpt)

Or Twitter @WakeyRuralNPT

## **Notice of Community Governance Review**

### **Local Government and Public Involvement in Health Act 2007**

Wakefield Metropolitan District Council ('the Council') has begun a Community Governance Review covering the whole of the Wakefield district. The purpose of the review is to enable the Council to consider what changes might be needed to parish arrangements.

The Council has published its detailed Terms of Reference document for the review and a copy can be viewed on the Council website at [www.wakefield.gov.uk/elections/cgr](http://www.wakefield.gov.uk/elections/cgr)

The Council is now conducting the first stage of consultation as part of the review process and is inviting residents and other interested persons or organisations to submit their views on the above issue.

The Council welcomes representations from any residents and other interested persons or organisations who may wish to comment on the proposals in their local area or on any aspect of the matters under review.

#### **How to take part in the review**

Should you wish to make a written submission to the review you can do this by letter to:

Community Governance Review  
Electoral Services  
County Hall  
Wakefield  
WF1 2QW

You can also make a written representation by email to [cgr@wakefield.gov.uk](mailto:cgr@wakefield.gov.uk)

**The deadline for submissions to the first phase of the consultation is 31 January 2022.**

**Monday, 1 November 2021**

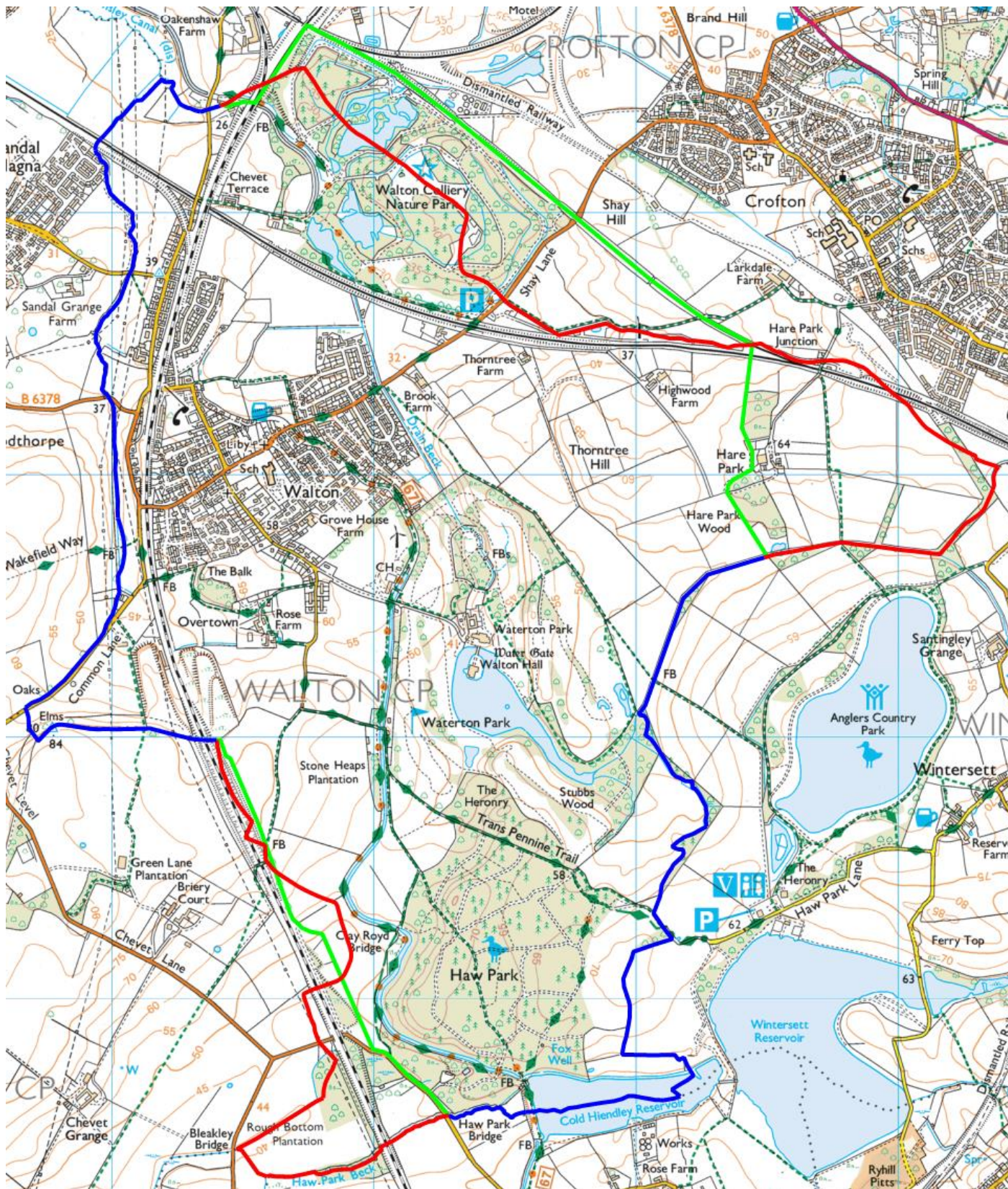
**Gillian Marshall, Electoral Registration Officer and Returning Officer**

This notice was published by the Electoral Registration Officer and Returning Officer, Wakefield Council, Electoral Services, County Hall, Wakefield, WF1 2QW



## Walton Parish Council proposed response to Wakefield Community Governance Review

Walton Parish Council requests that the Review considers amendments to the boundary of Walton civil parish as follows. On the accompanying map, the red line indicates the current boundary where it is proposed for deletion, the green line the proposed new boundary, and the blue line the current boundary where no changes are required.





**South West proposal:** Between the point where the boundary crosses the railway line at the north end of Chevet cutting to the point where the boundary crosses Haw Park Lane at Haw Park Bridge. The current boundary in the northern part of this section no longer matches features on the ground. The southern section currently encompasses a property on Haw Park Lane which is geographically detached from the rest of Walton and can only be reached on public roads by passing through Chevet parish. The proposed amendment would follow the line of boundary fences east of the railway line on the northern section and follow Haw Park Lane in the southern section. The area thus excluded from Walton would fall into Chevet.

**Eastern proposal:** Between the point where the boundary passes south of Hare Park Wood to the point where the boundary crosses the railway at Hare Park Junction. The current boundary encompasses the property at Hare Park that is geographically detached from the rest of Walton and can only be reached on public roads by passing through Crofton parish. The proposed amendment would follow the line of boundary fences immediately west of Hare Park. The area thus excluded from Walton would fall into Crofton.

**Northern proposal:** Between the point where the boundary crosses the railway at Hare Park Junction and the point where the boundary crosses Oakenshaw Lane. The current boundary no longer matches features on the ground, arbitrarily bisecting the area now known as Walton Colliery Nature Park. The proposed amendment follows the railway lines along the north eastern and north western boundaries of the nature park to the point where it meets the course of the Barnsley canal and the existing watercourse.

**WALTON PARISH COUNCIL**

**PLANNING APPLICATIONS VALIDATED AND DECIDED**

	DATE VALIDATED/ DECIDED	LOCATION	DESCRIPTION OF APPLICATION	STATUS
<b>PERIOD: 1/12/21-31/12/21</b>				
<b>APPLICATIONS VALIDATED</b>				
21/02672/FUL	16.12.21	7 Manor Crescent, Walton, Wakefield	Single storey extension to side and rear, loft conversion comprising of dormer to rear	Extension to consultation sought
<b>APPLICATIONS DECIDED</b>				
01.12.21	21/02513/FUL	78 Oakenshaw Lane, Walton, WF2 6NH	First Floor Extension above Garage to create additional Bedroom	Approved
09.12.21	21/02480/FUL	18 Brooklands Road, Walton, WF2 6LY	Single storey extension to side and canopy to front	Approved
<b>LICENSING APPLICATIONS</b>				

# NOVEMBER 2021 BANK RECONCILIATION

# ITEM 10

November	PETTY CASH	CURRENT A/C	BUS. PREM. A/C	SAVINGS	DEPOSIT	TOTAL
						<b>BALANCES</b>
<b>Balances from Bank Statements end Oct</b>	0.00	2591.81	55834.85	50059.62	887.70	109373.98
Less unpresented cheques (end Oct)						
Add receipts in Oct paid in in Nov						
<b>Balances as per the Accounts end Oct</b>	0.00	2591.81	55834.85	50059.62	887.70	109373.98
Add Receipts for month		1268.87		12.34	0.01	1281.22
Less Payments for month		3752.27				3752.27
Transfers		1000.00	-1000.00			0.00
<b>Balances as per the Accounts end Nov</b>	0.00	1108.41	54834.85	50071.96	887.71	106902.93
Less receipts paid in in Dec						
<b>TOTAL</b>	<b>0.00</b>	<b>1108.41</b>	<b>54834.85</b>	<b>50071.96</b>	<b>887.71</b>	<b>106902.93</b>

## PAYMENTS

2021/22	NOVEMBER												
			Voucher. No	Admin Employee Costs	Other Admin Expenses	Hall	Recreational Facilities	Environmental & 36 School Lane	Parish Security	Section 137	Neighbourhood Planning & Other	VAT	TOTAL
<u>Date</u>	<u>Payee</u>	<u>Details</u>											
01.11.21	TAYLOR ROOFING	TENNIS CLUB PAVILLION ROOF	079				270.00					54.00	324.00
01.11.21	WEST YORKSHIRE POLICE	QUARTERLY SAFE SCHEME	080						1,500.00				1,500.00
02.11.21	GARDENING DIRECT	PRIMROSE BULBS	081					19.99				6.99	26.98
02.11.21	SCREWFIX	OUTSIDE LIGHT SENSOR	082			10.99							10.99
	JRB ENTERPRISES	DOG WASTE BAGS	083				118.80					23.76	142.56
03.11.21	M CARTER	WINDOW CLEANING (OCT 21)	084			38.00							38.00
08.11.21	SAINSBURYS	TOILET ROLL & BLEACH	085			9.50							9.50
11.11.21	EDF	UTILITIES	086			77.00							77.00
13.11.21	POST OFFICE	STAMPS	087		20.40								20.40
15.11.21	SHACKLETON ROLLIN	ANNUAL WEBSITE HOSTING FEE	088		150.00							30.00	180.00
18.11.21	GALLEON SUPPLIES	PAPER TOWELS	089			33.25						6.65	39.90
19.11.21	JRB ENTERPRISES	DOG WASTE BAGS	090									6.25	37.50
29.11.21	PAUL READMAN	WAGES	091	487.50		487.50							487.50
29.11.21	NEIL SHAW	WAGES	092	840.94	17.00								857.94
01.12.21	LEAFLET FROG	PARISH NEWSLETTER	093		101.00								
	<b>TOTAL FOR NOVEMBER</b>			<b>840.94</b>	<b>288.40</b>	<b>656.24</b>	<b>388.80</b>	<b>19.99</b>	<b>1,500.00</b>			<b>97.65</b>	<b>3,752.27</b>

## RECEIPTS

2021/22	NOVEMBER	NOVEMBER									
			Receipt No.	Precept	VAT Refund	Interest Received Premium A/C	Hirings	Grants	Support for floral displays	Other Receipts	TOTAL
Date	Received From	Details									
01.11.21	DANCE THROUGH THE AGES	HALL HIRING (OCT 21)	375				40.00				40.00
02.11.21	FLISS LALLY	HALL HIRING (PARTY 19/12/21 DEP)	376				50.00				50.00
04.11.21	SARAH RANDALL	HALL HIRING (PARTY 6/2/22)	377				80.00				80.00
04.11.21	U3A ARTS	HALL HIRING (OCT 21)	378				175.00				175.00
05.11.21	RUGRATS RUGBY	HALL HIRING (OCT 21)	379				84.37				84.37
10.11.21	JD TAYLOR	HALL HIRING (PARTY 27/2/22)	380				80.00				80.00
11.11.21	J IM	HALL HIRING (PARTY 14/11/21) DEP	381				10.00				10.00
22.11.21	STUDIO A THEATRE	HALL HIRING (OCT 21)	382				525.00				525.00
23.11.21	DANCE THROUGH THE AGES	HALL HIRING (OCT 21 & NOV 21)	383				80.00				80.00
24.11.21	NEWMILLERDAM WI	HALL HIRING	384				50.00				50.00
25.11.21	RAINBOWS	HALL HIRING (OCT 21)	385				19.50				19.50
29.11.21	BRYAN HARVEY	HALL HIRING (PARTY 18/12/21)	386				75.00				75.00
	<b>TOTAL FOR NOVEMBER</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,268.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,268.87</b>



# **Walton Parish Council**

## **2022/23 Draft Revenue Budget**

## **1. OVERVIEW**

This report proposes the Parish Council's budget for 2022/23 for approval.

## **2. REVENUE BUDGET**

- 2.1. The appendix contains the draft budget proposal with a breakdown within each budget line for 2022/23 for consideration based on the forecast for 2021/22 presented at the December meeting. This has been further informed by the budget roundtable discussion undertaken with councillors in November 2021.
- 2.2. In order to meet the precept deadline for Wakefield MDC, the Parish Council must agree its 2022/23 budget and submit a return no later than 11 February 2022.
- 2.3. Key points to note about the draft budget for 2022/23:
  - Clerk's salary (row 1): this reflects the Clerk's move to scale point 23 and the anticipated annual inflationary increase
  - Inland Revenue (row 2): this reflects the higher HMRC costs for the existing Clerk (off-set by reduced costs in row 1) and the Government's planned increase in national insurance contributions from April 2022
  - Printing (row 4): reduced for 22/23 due to lower actual printing costs in 21/22 than budgeted
  - Office equipment (row 5): reduced for 22/23 as no significant office equipment costs anticipated
  - Subscriptions (row 10): slightly increased anticipating an increase in subscription costs for 22/23
  - Newsletter (row 11): more accurate budget introduced for 22/23 to reflect the cost of the new newsletter
  - Election expenses (row 13): the actual cost of elections is difficult to predict given it is not known if there will be any need for election(s) in 22/23. We would recommend this budget line is retained at the amount it was budgeted for in 21/22
  - Caretaker wages (row 16): maintained at 21/22 levels to reflect the National Living Wage will rise to £9.50 per/hr from April 2022 and the caretaker is currently paid at that level
  - Utilities (rows 17-19): increased by 15% for 22/23 to reflect anticipated increase in utility costs
  - Minor repair/maintenance (row 23): budget maintained at 21/22 level to cover costs of paving works to front of village hall and possibly Wi-Fi installation at the village hall and running costs

- Recreation ground (row 27): budget reduced in line with discussions at the November budget workshop
- Floral displays (row 33): budget reduced due to the reduction in number of lighting columns available for hire, leading to reduced income from 21/22
- Neighbourhood planning (row 36): budget line to be removed for 22/23 in line with discussions at the November budget workshop
- VAT (row 38): provision to be made for VAT payments in 22/23, although this payment will be reclaimed from the HMRC (in row 42)
- Hirings (row 44): projected at £12,000 (increased from £10,000 in 21/22) to more realistically reflect projected income
- Grants (row 45): although the council is not anticipating receiving grant income in 22/23 should there be a further Covid lockdown and the council is again eligible for Covid Government grant support the council may receive income in the coming year
- Support for floral displays (row 46): projected income has been reduced in line with the reduced number of lighting columns available for hire
- Balance of receipts over income (row 49): based on reduced payment costs and higher income than budgeted in 21/22 there is a projected positive difference of £11,067 of income over payments. If this is realised it will be added to the reserves

2.4. The precept (row 41) is proposed at £39,000 for 2022/23. This is a standstill on the 2021/22 budget. The council is currently projecting an excess of income over payments of £11,230 for 22/23. This will be used to increase reserves. The use of reserves is explored in greater detail later in this report.

2.5. The Council Tax base for Walton has increased slightly to 1,212. The precept equates to £32.18 per annum for a Council Tax Band D property (which Wakefield MDC use to publish their council tax information). This a reduction from the £33.05 pa paid by Walton council taxpayers in 2021/22.

### 3. RESERVES

#### 3.1. Earmarked Reserves

The proposed earmarked reserves for 2022/23 are contained in the appendix and summarised below:

	2021/22	2022/23
Playground	6,000	9,000
Roof	10,000	15,000
Grants	1,000	0
Coronation Cottage	5,000	25,000
Tennis Club	5,000	30,000
Village Hall	3,046	0
<b>Projected closing balance at yr end</b>	<b>30,046</b>	<b>79,000</b>

### 3.2. Key points to note about the draft earmarked reserves for 2022/23:

- Playground (row 51): this is proposed to increase by £3,000 in line with discussions at the November budget workshop
- Village hall roof (row 52): this is proposed to increase by £5,000 in line with discussions at the November budget workshop to make greater medium term provision for the future replacement of the roof, or major works
- Grants (row 53): budget line to be removed for 22/23 in line with discussions at the November budget workshop
- Coronation cottage (row 54): this is proposed to increase by £20,000, to £25,000, in anticipation of larger scale refurbishment works to be undertaken on the cottage
- Tennis club (row 55): this is proposed to increase by £25,000, to £30,000, in anticipation of the redevelopment of the tennis club site agreed at the November 2021 Parish Council meeting
- Village hall (row 56): budget line to be removed for 22/23 in line with discussions at the November budget workshop

The level of earmarked reserves will require the council to precept £39,000 in 2022/23. The existing reserves at 2021/22 year end will be realigned to support the anticipated projects outlined above.

### 3.3. General Reserves

The council is projecting total reserves of £106k at year end 2021/22 (including a general reserve of £76k), row 57. Councils are advised by the internal auditor to maintain a minimum level of general reserves equating to 3 to 6 months expenditure. In a normal year, our annual expenditure excluding capital projects is estimated around £67k. This would suggest a reserve of £16k-£33k. It is recommended that the council take a more cautious approach to general reserves with the risks associated with a Covid related national lockdown and the consequent negative impact on income. Taking this into consideration and the proposed move of greater fund to specific earmarked reserves, the council is budgeting for 2022/23 a projected general reserve of circa £39k.

#### 4. **HIRING CHARGES**

4.1. Currently the council charge the following rates (reviewed in November 2021):

	OCCASIONAL HIRER £ P/H	REGULAR & COMMITTED	
		COMMUNAL inc CHILDRENS GROUPS £ P/H	BUSINESS/COMMERCIAL £ P/H
HALL	20.00 50.00 (Adult celebrations)	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 50.00 (Adult celebrations)		

\* After 12 months of regular hiring.

4.2. Given that income from hiring has been higher than anticipated at the start of 2021/22 and the proposal to retain the existing level of precept, the council is proposed to freeze the existing hirer charges for 2022/23. This is projected to still generate a good level of income for the council, particularly given the agreed increase in hiring charges for adult celebrations.

#### 5. **RECOMMENDATIONS**

- 5.1. That the council approve the 2022/23 budget outlined in this report.
- 5.2. That the council approve the transfer of £11,230 to reserves during 2022/23.
- 5.3. That the council approve the changes to the earmarked reserves for 2022/23 outlined in this report.
- 5.4. That the council approve a precept of £39,000, being a £32.18 per annum rate for a Council Tax Band D property.
- 5.5. That the council agrees the technical resolutions necessary to give effect to these proposals in liaison with Wakefield MDC.

## 2023 PROPOSED BUDGET

## APPENDIX 1

row		ACTUAL 2020/21	BUDGET 2021/22	FORECAST 2021/22	BUDGET 2022/23
	<b><u>Administration</u></b>				
1	Clerk's Salary	12,210	12,140	10,551	10,600
2	Inland Revenue	916	875	4,404	5,500
3	Telephone, Computer & Expenses	351	400	534	400
4	Printing, Stationery, Postage	163	340	166	300
5	Office Equipment	70	600	533	200
6	Training & Conferences	115	300	120	300
7	Insurance	1,808	1,800	1,800	1,800
8	Audit Fees	700	700	600	700
9	Legal Fees	0	1,000	0	1,000
10	Subscriptions	923	960	1,400	975
11	Newsletter & Publicity	250	150	202	1,000
12	Grants	327	1,060	0	1,000
13	Election Expenses	0	5,000	5,000	5,000
14	Other Admin	150	85	125	100
15	<b>Total administration</b>	<b>17,982</b>	<b>25,410</b>	<b>25,435</b>	<b>28,875</b>
	<b><u>Village Hall</u></b>				
16	Caretaker's Wages	5,182	5,300	4,820	,300
17	Electricity	801	1,250	700	1,440
18	Gas	958	1,600	950	1,840
19	Water	211	370	350	425
20	Rates	0	0	0	0
21	Cleaning Materials, Windows etc.	860	1,200	900	1,200
22	Furniture and Domestic Equipment	715	1,300	450	1,300
23	Minor Repairs & Maintenance	2,421	3,370	500	3,370
24	Painting & Refurbishment	4,309	0	5,490	0
25	Other	130	0	6	0
26	<b>Total Village Hall</b>	<b>15,589</b>	<b>14,390</b>	<b>14,166</b>	<b>14,875</b>
	<b><u>Other Payments</u></b>				
27	Recreation Ground (inc Tennis Club)	2,255	4,600	411	1,500
28	Playground maint'nce & improvem'nt	59	1,250	0	1,250
29	QEII Playing Field	0	0	0	0
30	36 School Lane	1,180	650	0	650
31	Environmental improvements	1,280	2,700	4,107	2,700
32	Tree maintenance	0	2,000	1,000	2,000
33	Floral displays & Xmas decorations	3,461	6,050	6,050	4,000
34	Parish security	3,789	6,000	4,695	6,000
35	Section 137	0	0	0	0
36	Neighbourhood Planning	0	2,000	0	0
37	Contingency	14	3,000	60	3,000
38	VAT	2,646	0	3,000	3,000
39	<b>Total Other Payments</b>	<b>14,683</b>	<b>28,250</b>	<b>19,323</b>	<b>24,100</b>
40	<b>TOTAL PAYMENTS</b>	<b>48,254.00</b>	<b>68,050</b>	<b>58,924</b>	<b>67,850</b>

	<b>TOTAL PAYMENTS (From prev Pg)</b>	<b>48,254.00</b>	<b>68,050</b>	<b>58,924</b>	<b>67,850</b>
	<b>RECEIPTS</b>				
41	Precept	38,000.00	39,000	39,000	39,000
42	VAT refund	1,501.16	0	3,000	3,000
43	Interest received (Savings a/c's)	89.26	50	108	120
44	Hirings	3,724.02	10,000	14,000	12,000
45	Grants	21,750.86	0	10,000	0
46	Support for floral displays	3,900.00	4,000	5,260	2,500
47	Other Receipts	4,561.98	0	351	0
48	<b>TOTAL RECEIPTS</b>	<b>73,527.28</b>	<b>53,050</b>	<b>71,719</b>	<b>56,620</b>
49	ANTICIPATED MONIES TO BE TRANSFERRED FROM RESERVES TO MEET EXPENDITURE	<b>-25,273.28</b>	<b>15,000</b>	<b>-12,795</b>	<b>-11,230</b>
	<b>RESERVES</b>				
50	General			76,874	39,150
51	Playground			6,000	9,000
52	Roof			10,000	15,000
53	Grants			1,000	0
54	Coronation Cottage			5,000	25,000
55	Tennis Club			5,000	30,000
56	Village Hall			3,046	0
57	<b>Projected closing balance at yr end</b>			<b>106,920</b>	<b>118,150</b>