

Minutes of the Parish Council Meeting held on 1st November 2022

Present

Cllr J Carlon (Chair)
Cllr C Pearson (Vice Chair)
Cllr S Leith
Cllr S Baker
Cllr T Saunders
Cllr K Nixon
Cllr W Parker

In attendance

Cllr M Cummings, Wakefield MDC
0 members of the public

236. Apologies for absence

Cllr Usman Ali, Wakefield WMC
Cllr Tanya Earnshaw
Cllr Garry Newby

The reasons for absence were **approved**

237. Minutes and matters arising

RESOLVED: To approve the minutes of the meeting held on 1st October 2022 as a true and correct record.

Matters arising

- Environment- The Bench on Shay Lane still needs replacing.
- Defer revision of standing orders until a Clerk is recruited.
- Jubilee Field- discuss next steps
- Tennis Club regeneration- next steps following the poll results.

238. Declarations of interest

None.

239. Public forum

No members of the public attended the meeting.

240. SAFE scheme.

PC Steel was not in attendance, a SAFE report has been received after the agenda papers were published and are noted.

241. To receive a report from Wakefield MDC councillors

- Solar powered traffic lights requested for the crossroads of Common Lane; Chevet & Lodge Lane have not been approved by Highways. They are unreliable and there are none in the UK as a result.
- The missing 'keep clear', hatching under the bridge on School Lane is in hand.

- Traffic Calming measures – Martin Barnes is actively chasing, but no response received yet.
- There has been a spate of theft of motor vehicles across ward 5 to be aware of.
- The PACT meeting went ahead but with little attendance from the public. The way and timeliness of promotion of the meetings is being addressed.
- Kids Kitchen was run for the first time in Walton, very well received, 42 young people attended and had a great time. The activity will be run again in February 2023- donations welcome.
- VMS- still no installation date. Contractors were chased on the 28th September, will continue to chase.

242. Finance:

242.1 Month end 26th September will have impacted payments/receipts.

242.2 An administrative error has been identified. Acting Finance Clerk Cllr Steve Baker is not able to access HMRC. This is being addressed.

242.3 Letter received from N Shaw to advise he has received a penalty of termination of telephone contract £126. At the end of his contract the phone and equipment should have been handed back. NS advised he would keep the contract until it had expired. **RESOLVED:** to audit accounts for payments to mobile telephone company.

242.4 Budget monitor.

- Savings from clerks' salary 3-4 months
- Savings from HMRC
- Caretaker wages- no pay review recommended
- £13,000 favourable variance against budget. These figures will form basis of 2023 budget.
- It was **noted that** we cannot spend money on projects we might like, such as the Coronation as we do not have a qualified clerk and that the Council's general power of competence is valid until 4 May 2023

242.5. RESOLVED: to approve applying for a business debit card but will wait for a clerk to be appointed.

243. Parish Clerk: The Staffing Committee reported that two applications had been received and that both applicants had been invited to interview on Friday 4th November 2022. **RESOLVED:** to aggressively advertise if vacancy exists following interviews.

Caretaker/Grounds person: **RESOLVED:** to review working hours and remuneration of the role in the new year. Cllr Parker will action.

244. Item 13 moved up the agenda- Microsoft Office. **RESOLVED:** to purchase Office 365 Personal. Cllr Saunders will action.

245. Village Hall Working Party

245.1 Fire Safety

- Cllr Pearson explains a Fire Officer assesses a public building for fire safety and can do this at any time.

- All present discussed, fire drill, Test Alarm, evacuation of users
RESOLVED: To introduce a fire drill refresher, produce information note for hirers to outline safety procedures. This will be signed by a Councillor present and countersigned by hirer.
RESOLVED: Test alarm whilst users in hall, varying times. Cllr Pearson will action.

245.2 First Aid Box **RESOLVED:** to check contents and sign to confirm.

245.3 Repair/rebuild front wall of Coronation Cottage. **RESOLVED:** to ask for revised builders quotes as previous will be time expired. Cllr Carlon will action.

245.4 Coronation Cottage Risk Assessment required. **RESOLVED:** to complete the RA. Cllr Carlon will action

246. Floral displays working party

- Invoice for Florals has been received.
RESOLVED: to contact First Impressions and order Christmas trees (inclusive of lights) at price quoted. **RESOLVED:** to request a quote for x 49 Summer Florals and Christmas Trees. Cllr Leith to action.
 Still some missing information on Florals master spreadsheet. Cllr Parker will look at 2 on Greenside and 1 on Shay Lane- a gentleman's Gentlemen

247. The Park working party

- Invoice received from WMDC for work done to trees on the side of The Stables. Assess if work has been completed in accordance with TPO permissions? **RESOLVED:** To request WMDC confirm their contractors have undertaken work requested satisfactorily. Action Cllr Saunders

248. Communications Working Party

- Newsletters and voting forms have all been distributed with assistance from Parish Councillors, several residents, Walton Juniors Utd, W4W and FOWW. Darker Nights here so need to consider health and safety of volunteers. **RESOLVED:** to order 12 Hi Viz Vests with Walton Parish Council logo. Cllr Parker will action.

249. Planning

To consider planning applications validated since the previous meeting.

- **22/01997/FUL RESOLVED:** no comment
- **22/01845/FUL RESOLVED:** no comment
- **22?02066/FUL- Driving Range- RESOLVED:** no comment
- **22/00343/SUB01-** outline planning permission granted for 3 storey/3bed dwelling **RESOLVED:** to request information on the size of property. On seeing the plans Parish Council have concerns regarding size, appearance, height and street scene. Cllr Carlon will action.
- **22/02106/TPO RESOLVED:** no comment

250. To receive a report on the status of the Councils Risk Assessments

- Insurance- Active Insurance policy in place
- CCTV- Paid for Service 29/7/22. Calder Security. Next due July 2023
- Fire Extinguisher Tennis Court. **RESOLVE:** to check this is in place. ACTION ???
- Annual Fire Risk Assessment Village Hall- not required

251. To receive a report on the survey of Jubilee Fields and to consider next steps

- Trial pits have been dug. Very thin concrete pad revealed. This may indicate sewage works might have been above ground.
- Soil samples taken, subject to test results might indicate the grass just needs scarifying to turn into a playing field. **RESOLVED:** to discuss further at next meeting

Due to the time-23.10. RESOLVED: TO DEFER THE REMAINING AGENDA ITEMS TO THE NEXT MEETING

1. To review a list of annual tasks and duties for the Clerk
2. To consider correspondence received
 - 2.1. To consider a response to the email about the cutting down of trees
 - 2.2. To consider a response to the email request from a prospective new resident
3. To appoint to vacancies on committees, working parties & representative's arising from the resignation of Councillor Birkby.
 - 3.1. Lead Village Hall & Coronation Cottage Working Party
 - 3.2. Appeals Committee
 - 3.3. Walton Library Representative
4. To temporarily appoint Councillors to Proper Officer roles as necessary in the absence of a Clerk
 - 4.1. To appoint someone responsible for maintenance of the Village Hall
 - 4.2. To appoint a representative to attend WMDC Town & Parish Council Liaison Meetings (15th November & 14th March)
5. To agree Parish meeting dates 2023
6. Meeting Closed 23.15

