

WALTON PARISH COUNCIL minutes

Minutes of the Annual Parish Council Meeting held on 6 June 2017

Present: Cllrs: E Fairclough (Chair), P Lee, H Massey, E Prince, K Shaw, C Wagstaff, C Pearson, K Rolinson, J Carlon and T Saunders.

In attendance: APS Matthew Jackson, Albert Manifold (Ward Councillor), M Cummings (Ward Councillor), 6 members of the public & the Clerk to the Council.

22. To receive apologies for absence.

Apologies were received from: S Birkby and F Heptinstall (Ward Councillor)

23. To receive declarations of interest.

There were none.

24. To approve the minutes of the meeting held on 2nd May 2017 or make any amendments.

Discussion ensued as to the correct procedure for making amendments to the minutes, whether it was appropriate to publish draft minutes and when to raise a request for amendments. The Chair requested clarification from the Ward Councillors as to how other Parish Councils dealt with amendments. Councillors Manifold and Cummings clarified only approved minutes should be published.

Resolved:

- i. to discontinue the practice of publishing draft minutes.
- ii. to approve the minutes with the following amendments:

Minute 15(1) to read: **Resolved:**

- i. to comment on application 17/00936/FUL that the Parish Council is not intending to object but comment that the proposed materials should be in keeping with the original structure.
- ii. to comment on 16/02703/SUB01 that the planners contact both property owners either side of the temporary access road, the Golf Club and Waterton Hotel to make them aware of the applicant's intentions.
- iii. Not to comment on the other applications.

Minute 15(3) to read: Councillor P Lee reported following his meeting with Keepmoat Ltd, he had requested copies of their Traffic Management Plan, Health & Safety Plan and Project Programme. Keepmoat have agreed to provide the Traffic Management Plan and Project Programme only. Keepmoat have also confirmed they will not be allowing articulated vehicles along The Balk to the temporary access road. Access will be restricted to construction traffic, Monday to Thursday 8.00am to 4.30pm and Friday 8 to 3.30pm. Access to the proposed marketing suite will be via The Grove.

Minute 17(2) to read: **Resolved** to keep the older post at its current height for the benefit of younger children using the recreation ground.

Minute 17(3) to read: Councillor Lee had received a request from the tennis club that blossom from overhanging trees was damaging the tennis court surface. The tree was identified and that it was subject to a Tree Preservation Order.

25. To be notified of matters accomplished or arisen since the last meeting not included elsewhere on the Agenda.

None.

26. Public forum session – To permit members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda.

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The Library Manager at Walton Community Library spoke of how the community had worked really hard to establish the Library and make it a success but it was now in jeopardy. She has received reports the Academy intend to ask the Library to vacate the premises at the end of July 2017. Walton Academy has not communicated any requests so far but she believes their intention is to open a café in place of the Library. She has written to the Academy to request clarification on various matters. The Library Manager highlighted that section 3.6 of the Neighbourhood Plan provides for safeguarding the village's existing facilities. She acknowledged she was unsure what weight it carried but requested the support of the Parish Council for the Library to continue to occupy the premises within the Academy. The Library Manager confirmed no planning application had been submitted to the planning authorities regarding the change of use to the building and as such, Wakefield Council could not intervene. It was felt by the Library Manager, if the Academy's intentions prove to be true, they had not dealt with the situation appropriately and any support from the Parish Council would be greatly appreciated.

Clarification was sought as to whether she had a written agreement with the Academy to occupy their premises and whether this contained termination provisions. It was confirmed they did and each party was required to give one year's notice to terminate. Councillor Massey advised of an organisation called Planning Aid which is a free organisation, amongst others, that could provide assistance.

The Chair thanked the Library Manager for the update and explained the Councillors would debate the issue at the next Council meeting at which point more information should be available.

A local resident, observed the revamping of the Council's website was itemised on the agenda. She explained she has a particular interest in publicising events in Walton to villagers and oversees an online calendar maintained on the Library website. The resident offered to share the information and incorporate the calendar onto the Parish Council's new website. The Chair thanked the resident for her offer which will be considered by the Parish Council.

27. To receive a report on the SAFE scheme and Police matters.

APS Jackson confirmed that 18 hours were worked over the last month by PC Tinker, PC Kurtovic and PC Steele observing parking, looking for off road bikes and patrolling the Nature Reserve after reports made of a couple courting. Further patrols of the area are to be made.

There was one crime involving the handling of stolen goods on Shay Lane, namely a bike, which was dealt with by police. The second crime was of theft from Waterton Park Hotel, whose alcohol delivery was stolen when left unattended. Two counts of Anti Social Behaviour occurred, the first being youths reported hanging around the Garages on Shay Lane who were asked to move on. The second of a nuisance vehicle on Oakenshaw Lane playing loud music between 11pm to midnight before it left.

Resolved to note the reports.

28. To receive a report from WMDC Ward 5 Councillors.

The Chair welcomed Councillor Manifold back to council meetings after a period of absence.

Councillor Cummings explained no ward councillors attended the last Parish Council meeting and no issues had been reported. She reported:

- Following a Street Surgery at Elmwood, the road resurfacing on Cherry Tree was part completed and she would be chasing for completion of the bottom end.
- No update was available on the Grove development and suggested a further meeting be organised with Kevin Fisher which she will arrange;
- The Council has been approached to support the inclusion of a Pharmacy on the Grove development and she believes the Parish Council have been asked to support the same. The Council is minded to follow the Parish Council with their support;
- She was aware of the Library's predicament and does not feel the Academy could dismiss any termination provisions;
- The VMS signs had been ordered.

Councillor Manifold reported:

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- Following the Street Surgery, he became aware of flooding on the Elmwood Estate, which also occurred in 2007. Yorkshire Water is investigating the problem and trying to determine where the drains lead to. The Council will also start an investigation following photos being sent by a resident. A record of the plans will be shared with the Parish Council once the position of the drains has been established. The Canals Trust is also investigating the flooding. Councillor Massey suggested Yorkshire Water consider providing a storm water sewer which could alleviate the problem.
- A complaint was received by a resident from Crofton whose family occupy an allotment on School Lane. The gentleman's friend had recently passed and his family had received two letters from the Secretary, one of which they deemed slightly aggressive requesting the allotment be cleared and an update provided as to their intentions. Councillor Shaw was aware of the issue and felt the complaint was unjustified and not accurate. The Secretary was unaware the gentlemen concerned had passed away and the allotment had been left untended for three years. The Secretary had simply asked the family member when they attended for an update on their position and future intentions.

The Clerk raised details of three separate complaints received directly. The first was regarding the resurfacing of the road on Cherry Tree whereby a resident was unhappy with the quality of work and the second was regarding overflowing drains following a thunderstorm, both of which Councillor Cummings confirmed they were aware of. The third complaint related to littering at Walton Colliery off Oakenshaw Lane towards Doncaster Road. Councillor Cummings was unaware of this complaint.

Resolved to note the reports and for the Clerk to forward the litter complaint to Councillor Cummings.

29. Finance –

1. To approve accounts to be paid, already paid under delegated powers and income received since May 2017.

The Clerk submitted details (copy attached to minutes) of accounts paid totalling £1,417.59 and income received of £2,431.90 in May. The account balances at the end of May are:

Current a/c:	£7,873.27
Barclays Reserve:	£30,338.54
HSBC deposit a/c:	<u>£15,129.36</u>
Total:	£53,341.17

Resolved: to approve the final statements and payments.

2. To consider insurance provisions and budgeting for revaluation of assets.

The Chair queried whether the Parish Council fully insured all its assets adequately given values may have increased since a last valuation was obtained in 2008.

Councillors reported given that the valuations specified on the Asset Listings had benefited from indexation, the increased values were adequately covered. Councillors, however, raised concern over the bus shelter not being insured and felt it would not be desirable to have a standard bus shelter in the event the existing stone shelter was damaged. It was noted that if Walton was classified a conservation area, then they would be required to replace 'like for like'. It was also noted that if a car was to damage the bus shelter the damage should be covered by the driver's insurance policy assuming they had valid insurance. In the event this was not the case, the Parish Council would require insurance.

Resolved: for the Clerk to request a quote from the current insurance provider to add the bus shelter to their existing policy based on a reinstatement value of £30,000.

3. To consider adding the Clerk as a bank signatory.

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The Clerk reported that she currently has viewing only rights and in order to transact payments online the bank has specified she would need to be a bank signatory. The Clerk does not intend to sign cheques and even if she was requested to do so by the Parish Council, would still need a second signatory. The Clerk would still need authorisation to make a payment online prior to the transfer and would need to complete a monthly reconciliation cross referenced with the bank accounts.

Resolved to add the Clerk as a bank signatory to allow for online payments.

4. To consider payment for the Clerk to enrol and complete the ILCA and CILCA courses.

Resolved to approve payment of £99 plus VAT and payment of £250 for registration for CILCA qualification once ILCA was completed.

30. To consider correspondence received.

Resolved:

- i. To circulate the link for the new Good Councillor Guide 2017 to all Councillors;
- ii. To invite Eibe to quote for new outside play equipment;
- iii. To refer Rossington Parish Council to our website for information on village signs;
- iv. To consider the availability of activity grants for outside equipment for adults;
- v. To note all other correspondence.

31. Planning Working Party.

1. To consider planning applications validated and decided since May 2017.

12 applications have been validated and 5 have been decided since last meeting.

Resolved to make no comment on the validated applications and note the decided applications.

2. To receive an update on the Grove

Councillor P Lee reported he had spoken to Stuart Downs on 24 May 2017 who confirmed they are due to start work in July/August 2017. Councillor Lee has become aware the Academy has provided WMDC with the pupils' suggested street names without a copy being sent to the Parish Council. A copy of the street names has been requested but not yet provided. This is being chased as the Parish Council would like input on this issue.

Resolved: for the Clerk to;

- i. add an agenda item to receive an update report on the Grove and Brook Farm developments each month;
- ii. write to Councillor Maureen Cummings to request a copy of the street names.

32. Village Hall and Coronation Cottage Working Party

Councillor Massey reported the Caretaker had discovered a manhole under some flags at Coronation Cottage. Councillor Massey advised him to return the flags over the manhole as it is likely to be a surface water cover.

1. To consider quotes for removing a conifer tree at Coronation Cottage.

The Clerk provided three quotes for the removal and disposal of the conifer tree at Coronation Cottage.

Resolved: to engage SR Trees to remove and dispose of the conifer tree provided it holds adequate public indemnity insurance.

2. To consider a request from a regular hirer to hold a 'nearly new/table top sale' at the Village Hall.

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Resolved: to allow the hirer to hold a nearly new sale at the Village Hall and a discounted rate be applied.

3. To consider the purchase of sanitary disposal bins.

The Clerk provided three quotes for sanitary bins of £26.99, £29.99 and £28.65 from various providers. The Council will monitor waste levels and if excessive, consideration will be given at that time for engaging in a waste disposal service.

Resolved: for the Clerk to purchase three suitable sanitary bins, one for each cubicle from the quotes provided.

33. Recreation & Playgrounds Working Party

1. To consider the quote of £1,550 for repainting the children's play equipment.

Councillor Shaw reported the paint required for the play equipment is guaranteed for 8 years and was expensive. Discussion was had as to whether three quotes should be obtained in accordance with the Financial Regulations given the quote was in excess of £500. It was reported the previous Clerk had difficulty in finding a painter who was prepared to quote for the work due to the technicalities of the work required and the practicalities of completing the work when the equipment was not in use.

Resolved: on the basis the previous Clerk had striven to obtain three estimates and none were forthcoming except this quote, it is resolved to approve the quote of £1,550.

34. Environmental Improvements Working Party

1. Update on floral displays.

The Chair reported the testing of the lampposts had been completed and three had failed, one of which had been allocated a hanging basket, which has now been relocated. There is still one basket available for sponsorship, given the withdrawal of one sponsor whom had funded two baskets last year. If a sponsor is not found which appears likely, the Parish Council will bear the cost of this.

Resolved: to note the report.

2. To consider the purchase of replacement bench opposite the Golf Club.

The Clerk circulated a list of possible replacement options. It was reported that if the village was designated a conservation area, then the street furniture would need to reflect this. Councillor K Shaw reported Normanton Town Council have purchased a reasonably priced bench which would be suitable and could be used as a basis to replace future benches. It was further reported a galvanised bench could be constructed at a reasonable price similar to one commissioned for the Neighbourhood Plan.

Resolved: to defer the purchase of a bench until further costs/pictures were obtained from Normanton Town Council and a quote had been obtained for a galvanised bench.

3. To consider quotes received to paint the four village signs and finger post.

The Clerk provided a quote of £50 each to paint the four village signs and another £50 for the finger post.

Resolved: to approve the quotes for the painting of the four signs and finger post in the sum of £250 total.

4. To consider offering sponsorship of refurbished benches for memorial purposes.

Councillor H Massey reported that it would be a good opportunity for the Council to allow residents to dedicate memorial benches, to allow an interested party to make a dedication at a place of interest to them. Councillors discussed one uniform bench would be desirable for consistency, which could then be offered to the public to purchase and affix a dedication plaque.

Resolved: to defer until the Parish Council had chosen a suitable bench as standard.

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35. Tree Working Party

Councillor C Pearson reported the overhanging trees and hedges had been cut back around the Recreation Ground.

Resolved to note the report.

36. To receive an update on Working for Walton events.

Councillor K Rolinson reported the group's AGM is scheduled for 13th June 2017. Three members had resigned and they are looking for new members but enthusiasm for the group remains strong. There is a revival scheduled for 22 and 23rd July 2017 at Walton Club. On 22nd July, activities have been organised during the day and an event at night. On 23rd July, there will be a classic car event. Funds from the revival event are being used to raise money for the second defibrillator. Grant applications have been submitted to WMDC for the two defibrillators. One to be placed outside the Village Hall and the second outside Walton Club. There has been verbal agreement from an electricity company to complete the electrical work for free.

The Scarecrows Festival is scheduled for 16th and 17th September, the same dates as last year. There will be a litter pick on 7th October and Christmas events on 1st and 2nd December.

Resolved to note the report.

37. To consider the progress on the Neighbourhood Plan projects.

The Chair noted items in red were outstanding and to be reviewed and items in green and amber had previously been considered.

Resolved:

- i. to await the impact of the new relief road and budget for a traffic survey in due course;
- ii. to review new footpath between Waterton Historic Park and Haw Park Woods once CIL funding known;
- iii. for Councillor Rolinson to meet with a local resident to discuss progression of a Heritage Trail;
- iv. for Councillors to raise any overhanging trees, bushes along roads/paths to Ward Councillors at next month's meeting and to request WMDC cut back hedges on council property;
- v. for Councillor J Carlon to meet with Friends Group next week to discuss funding and wishlist regarding the provision of MUGA and Skate Park;
- vi. to investigate promoting the village with either fold away maps or a large scale map mounted on a display board.
- vii. to review items where no progress has been made to date at a further meeting.

38. To consider a request for sponsorship by the Local Amateur Rugby League Club (Walton Warriors).

Discussion centred as to whether a deadline should be applied to receive applications and when the Parish Council was permitted to consider such applications (previously September of each year) to allow all applicants the same opportunity to access a grant and to regulate the process. Councillors reported that in previous years, some applications had been of poor quality but it was noted this application was well presented and the applicant was applauded for their efforts. On the basis not all the funds were awarded in the last two financial years, Councillors felt that it was appropriate to consider the application now. Consideration was given as to whether to apply the maximum limit of £250 per application against £350 requested. Assurances were requested from the applicant that the money would be spent in a manner that benefits the team and not set aside until such time as further funding had been raised, making the grant redundant. The applicant agreed to provide evidence of expenditure if requested.

Resolved to nominally donate £250 on notification of bank account details being forthcoming.

39. To consider updating ideas for updating the Parish Council website.

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Resolved: to formulate a small working party to work with the Clerk and to report to the Parish Council comprising Councillors Rolinson and Massey.

40. To receive matters reported directly to the Clerk.

There were none.

Meeting closed at 10pm.