

WALTON PARISH COUNCIL minutes

Minutes of the Annual Parish Council Meeting held on 1 May 2018

Present: Cllrs: E Fairclough, P Lee, S Birkby, E Prince, K Shaw, C Pearson and T Saunders

In attendance: Sgt Matthew Jackson, Cllr M Cummings and F Heptinstall (WMDC) & the Clerk to the Council.

01. To elect the Chair.

Resolved to elect Councillor Elizabeth Fairclough as Chair who then signed a Declaration of Acceptance of Office.

02. To elect the Vice-Chair.

Resolved to elect Councillor Keith Shaw as Vice Chair.

03. To receive apologies for absence.

Apologies were received from: Cllrs: H Massey, C Wagstaff and J Carlon and Cllr A Manifold (WMDC).

04. To receive declarations of interest.

There were none.

05. To approve the minutes of the council meeting held on 10 April 2018.

Resolved to approve the minutes of the meeting held on 10 April 2018 with one amendment at 182 to stipulate that WCL had agreed to reduce their space by one third.

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

None.

07. 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.

None.

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

Sgt Jackson apologised that only 1.5 hours could be worked over the last month for various reasons which are being addressed.

No crime was reported this month, however cold callers reported on the Balk and quad bikes reported on the railway tracks near the Balk.

There was a report of two staff bull dog terriers attacking another dog in the woods near Waterton Park Golf Club. All three dogs were on a lead, but the two bulldog terriers could not be controlled by owner. Any concerns about an aggressive dog should be reported immediately.

Fly tipping on Common Lane possibly linked to the littering reported last month and some asbestos fly tipped on Oakenshaw Lane.

There were separate reports of quad bikes in Haw Park Wood. These will be passed to the traffic officers if they are available especially if live reports.

Resolved to note the reports.

09. To receive an update on Walton Community Library.

WALTON PARISH COUNCIL minutes

Cllr P Lee explained progress had been made on the lease for WCL to occupy land on the School's grounds but asked if WMDC Legal Services would provide a balanced draft lease between the parties free of charge or at a reduced fee. Cllr Cummings confirmed that WMDC services would most likely not extend to this, but she believes these questions are being asked directly by WCL to relevant WMDC employees.

Scheduling a potential meeting with WCL and representatives from the School was discussed as an option to obtain full updates from both parties but this was put on hold for the time being as progress is underway.

Resolved to note the reports.

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

Cllr M Cummings confirmed they were not present at the last meeting with apologies, but she had the following updates:

- Both VMS's are now operational;
- WCL already discussed;
- A bollard was now in place on the Balk and a Road Safety report has been requested from Keepmoat following several complaints.
- The ground-breaking event organised by Keepmoat took place although the Ward Councillors were not invited and therefore cannot report any further details;
- The traveller planning appeal has been approved for 4 years with strict conditions for 2 caravans, one static and one for travel. WMDC are looking at a permanent site to comply with its obligations going forward. Cllrs commented they were extremely disappointed with this decision bearing in mind the relevant site is on Greenbelt land;
- Road surfacing requested last month on Shay Lane is on the Highways maintenance schedule for this financial year.

Resolved to note the reports.

11. Finance & Governance

1. To approve accounts to be paid, already paid under delegated powers and income received April 2018.

The Clerk submitted details (copy attached to minutes) of accounts paid totalling £4,465.96 and income received of £38,217.11 for April which includes half of the year's precept.

The account balances at the end of April are:

Current a/c:	£34,607.83
Barclays Business Res a/c:	£14,208.33
HSBC deposit a/c:	<u>£40,146.68</u>
Total	£88,962.84

The Clerk confirmed that a sum of money had been received categorised as CIL monies, but this was not confirmed as being correct with WMDC at this stage. A question was raised as to whether the Parish Council had planned for this money and what it would be spent on. The Clerk confirmed it had not been included as part of the annual budget as it was unclear when it would be received. It was agreed that an agenda item would be added to next month's meeting to discuss this receipt.

Resolved:

- (i) to approve the financial statements and payments;
- (ii) to add the receipt of CIL monies on next month's agenda.

2. To receive the report of the Internal Auditor and consider re-appointment for 2018/19.

The Clerk reported no issues were raised as a concern however it was recommended a contingency plan be put in place in the event the Clerk was absent for a prolonged period. The Chair noted in the past, the Parish Council had a reciprocal arrangement for a clerk at another Parish Council to cover and this option be explored. It was noted the Parish Council has the relevant reserves to pay another Clerk in this eventuality.

WALTON PARISH COUNCIL minutes

Resolved

- (i) to receive the report and note its contents
- (ii) to re-appoint Yorkshire Internal Audit Services as internal auditor;
- (iii) to explore if a reciprocal arrangement could be put in place in the event the Parish Clerk was absent for a prolonged period.

3. To review the system of Internal Control and its effectiveness for 2018/19.

Only one amendment from previous years being the payment of salaries to be made by online BACS transfers on approval by two signatories.

The Clerk also updated members that the Parish Council no longer had the general power of competence following the departure of the previous clerk. It will only be possible to resolve this once the current Clerk obtains a CILCA qualification.

Resolved to note the report and approve the systems of Internal Control.

4. To consider approval of the Parish Council Final Accounts for the year 2017/18.

Resolved to approve the year end accounts.

5. To consider agreement to the nine statements for the Annual Governance Statement (Secⁿ 1 of the Annual Return).

Resolved to agree the nine statements for the Annual Governance Statement of the Annual Return.

6. To consider approval of the Accounting Statements (Secⁿ 2 of the Annual Return).

Resolved to approve the Accounting Statements of the Annual Return.

7. To confirm Bank Signatories.

Resolved to reconfirm the current signatories: Cllrs S Birkby, E Fairclough, K Shaw and the Clerk.

12. To consider correspondence received.

Resolved:

- (i) To contact Working for Walton to confirm interest in support the lighting of a beacon for the 100 centenary WW1 Remembrance on 11 November 2018;
- (ii) To adopt the new pay NJC pay scales from 1 April 2018 in accordance with the Clerk's contract;
- (iii) For representatives from the Tree Working Party and the Chair to meet with the Chair of Walton Tennis Club following a request to discuss various matters;
- (iv) To note other correspondence.

13. To consider the appointment of Parish Council representatives to outside bodies.

Resolved that representation is as follows:

1. Barnsley Canals Consortium - Cllr C Wagstaff.
2. Sandal Charities (Sandal Magna Relief in Need Charity & Harrison's Almshouse Charity) – Cllr E Fairclough (appointed for 4 years in 2015).
3. Town & Parish Council Liaison Group – the Clerk will attend meetings and advise the Council of topics of interest.
4. Walton Community Centre – Cllr J Carlon.
5. Walton Safe Scheme point of contact - Cllr E Fairclough.

WALTON PARISH COUNCIL minutes

6. Walton Library (including Arts Festival Fund) - Cllr P Lee.
7. YLCA - Cllr T Saunders and Cllr H Massey to stand in.

14. To consider membership of Working Parties.

Resolved that membership of the working parties should be as follows:

1. Planning WP - Cllrs: J Carlon, P Lee, H Massey.
2. Village Hall & Coronation Cottage WP -
Village Hall - Cllrs: S Birkby, E Prince, K Shaw.
Coronation Cottage & Tennis Club - Cllrs: J Carlon, H Massey.
3. Recreation Field and Playground WP - Cllrs: S Birkby, C Pearson, E Prince, K Shaw.
4. Environmental Improvements WP - Cllrs: J Carlon, C Wagstaff, T Saunders.
5. Tree WP - Cllrs: S Birkby, C Pearson. Florals – Cllr E Fairclough.
6. Website WP - Cllrs H Massey, T Saunders and the Clerk.
7. Footpath WP – Cllrs E Fairclough, K Shaw and C Wagstaff.

15. To appoint a Staffing Committee (3 members) and an Appeal Panel (3 members).

It is hoped any new councillor appointed to fill the current vacancy will sit on the Staffing Committee.

Resolved:

- (i) to appoint Cllrs C Pearson and K Shaw to the Staffing Committee.
- (ii) to appoint Cllrs S Birkby, P Lee and T Saunders to an Appeal Panel.

16. To consider the impact of the General Data Protection Regulations:

The Clerk circulated draft policies prepared in line with YLCA/NALC recommendations. The data audit is in progress and arrangements will be made to review hard copy documentation/archived documents once a template data retention/disposal policy is issued by YLCA.

Resolved:

1. To defer the appointment of a Data Protection Officer until further updates received on final proposed legislative requirements;
2. To adopt the Data Protection policy and Subject Access Request policies and the two Privacy Notices;
3. To update the Terms and Conditions of hire to incorporate the new policies.

17. Planning Working Party.

1. To review planning applications validated and decided April 2018.

2 planning applications were validated and 4 decided since the last meeting.

Resolved to note the applications.

18. Village Hall and Coronation Cottage Working Party - to receive reports.

The Clerk reported the taps were leaking in the Village Hall kitchen.

Cllr Shaw commented following the microphone not working properly at the Annual Parish Meeting, quotes should be obtained for a replacement.

Resolved to note the report.

19. Recreation & Playgrounds Working Party - to receive reports.

1. To receive an update on the grant application bid for new playground equipment.

WALTON PARISH COUNCIL minutes

The Clerk reported 4 letters of support had been returned signed and only 7 questionnaires completed. More have now been distributed to hirers and WCL.

It was suggested the Clerk contact the Rev. at St Helens to ask if questionnaires could be disturbed to visitors at their playgroups and to ask the secretary if they could be left at Walton Community Club.

Resolved to note the report.

2. To consider repairing or replacing the two flat benches behind the play equipment.

The Clerk circulated pictures of the two benches within the playground that require replacement or fixing as the wood is splintering. Members did not wish to replace with a new uniform bench at the present stage due to the proposed refurbishment to the playground.

It was agreed that the bench should be repaired with the addition of a wooden or plastic top to safeguard any hazards and new options will be considered as part of, or following, the refurbishment of the play equipment.

Resolved for the Clerk to purchase a replacement top for the bench in conjunction with Cllr K Shaw.

20. Environmental Improvements Working Party - to receive reports.

The Chair reported that metal signs will be replaced once it is possible to determine how the stone signs can be best fixed to the walls.

The Chair also reported two sponsors had pulled out of this years' floral displays but have been replaced. Invoices have been issued.

Resolved to note the report.

21. Tree Working Party - to receive reports.

The Clerk reported the replanting scheme is still being considered.

Resolved to note the report.

22. Website Working Party - to receive reports.

None.

23. To consider issues raised at the Annual Parish Meeting.

None to note.

24. Public Bodies (Admission to Meetings) Act 1960 s1(2) – In view of the confidential nature of the business concerned, to resolve to exclude the Press and Public to consider correspondence received and any action required regarding the Recreation Ground boundary walls to the School Lane development.

Resolved to write to the developer.

25. To receive matters reported directly to the Clerk.

The co-option meeting needed to be re-arranged.

Resolved to schedule the co-option meeting on 5th June 2018.

Meeting closed at 9.40pm