



clerk@waltonparishcouncil.gov.uk

AGENDA

Under the Public Bodies (Admission to Meetings Act 1960) the meeting is open to public & press

Item Items marked * have a separate briefing note

1. To receive apologies for absence & approve reasons for absence
2. To approve the minutes of the council meeting held on 2nd December 2025*
3. To receive declarations of interest
4. To be advised of matters achieved or arisen since the last meeting not already on this Agenda

OUTSTANDING ACTIONS FROM LAST MEETING...

- **108** The minutes of the Parish Council meeting held on 4th November 2025 were **approved** as a correct record subject to the amendment of minute 104 to read "YLCA to be approached for advice on the actions the Council should take following the external auditor PKF Littlejohn LLP's comment in section 3 of the AGAR that the internal auditor was involved in the completion of section 2 of the AGAR and that consequently, the internal auditor is not independent of the authority's financial procedures."
- **111.1** It was **resolved** that the **Clerk** should provide the agenda to Councillors in editable (e.g. Word) so that they could make their own annotations.
- The Ward Councillors were asked to consider a request for a crossing on The Balk opposite St Pauls. This is a particular requirement on Sundays. It was acknowledged that a crossing would reduce the available kerbside parking space.
- **115.3** The decision to appoint an internal auditor was deferred pending the advice from YLCA (minute 104 Refers)
- **116.2.2** It was **resolved** that **Cllr Carlon** would contact WMDC Planning to request a meeting seeking advice and support in making any necessary drafting changes to the plan to reflect current legislation and planning policies.
- **116.2.3** The following element of Council's previous resolution (minute 63) was restated: It was **resolved** that the Clerk should write to WMDC providing the prescribed information for a formal redesignation of the Neighbourhood Area.
- **117.1** The order for a replacement DVR for the VH CCTV (£274+VAT) was **approved**.
- **117.2** It was **resolved** that the **Clerk** should arrange for the alarm at Coronation Cottage to be serviced. It was Further **resolved** that the **Clerk** should check that the insurance cover for Coronation Cottage reflected the presence of the alarm and any other matters relevant to the recent refurbishment of the building.
- **117.3** Council's previous resolution (minute 106) was restated: To proceed with the fitting of a lock on the door by the toilets so that there two ways of getting into the village hall. **Cllr Carlon** to action.
- The recommendations of the ROPSA report were still to be progressed. **Cllr Sutcliffe** offered to review the actions required.

- **118.2** It was **resolved** that the **Clerk** should write to the relevant property(s) in Scholars Court asking them to attend to the condition of the wall adjoining about the play area. It was further **resolved** that the **Clerk** should arrange for a warning notice and /or barricade to be erected at the damaged area of wall.
- It was **resolved** that the **Clerk** should seek quotes from Altofts Tree Services and Bowmans to perform the tree works as authorised in the TPO planning application. It was further **resolved** that the quote should include the planting of a suitable Christmas Tree in the park adjacent to the Millennium entrance (as discussed at the February 2024 meeting).
- It was **resolved** that **Cllr Carlon** would approach Dave Penney for a cost for removal and refurbishment of the Waterton blue plaque. It was further **resolved** that unless the Penney quote was cheaper, the **Clerk** should instruct Iain Foster to remove the plaque and arrange for it to be shipped to Leander Architectural for restoration at £400 + VAT.
- It was **RESOLVED** that the appointment of a landscape architect from the short-list of two preferred candidates be delegated to the Tennis Court Working Party.
- It was **resolved** that the **Clerk** should contact First Impressions to:

Ensure that they perform regular checks that the Christmas tree lights were working correctly.
Fit the missing plaque (Julie & Dave) to School Lane 12.
Ascertain what happens to redundant plaques (Council's preference is for them to be retained in case the sponsor returns.
- It was **resolved** that the **Clerk** should set up an automatic receipt for all emails so that correspondents were assured that their email had been received by the Council.
- **Correspondence received – School Lane (Whisk) bus stop**
It was **resolved** that the **Clerk** should:
 1. Share the correspondence with Arriva and ask for their comment.
 2. Ask First Impressions whether the tree can be repositioned at a different height on the post
 3. Let the correspondent know the actions taken (including that taken by the Ward Councillor)
- 5. Wakefield MDC Ward 5 Councillor update
Public Forum – to permit members of the public to make representations, answer questions and give evidence for up to three minutes on any item of business included on the agenda
- 6. Police SAFE Scheme* (an update on local crime issues)
- 7. Finance & Governance
 - To consider and approve accounts to be paid or already paid under delegated powers and income received during November 2025*
 - To approve a Precept of £45,000 for 2026-27*
 - To appoint Barry Riley/Internal Audit Services Yorkshire as internal auditor for the 2025-26 AGAR*
 - To consider the annual renewal of the parish council's website hosting with Matt Harrison/SR creative at £250*
 - To consider a grant application from FoWW*
- 8. Planning Committee Working Party
25/02359/FUL - 204 Shay Lane Walton Wakefield WF2 6NW - Single storey rear and side extension
- 9. To consider the Parish Council's support for the Community Safe Places Project (from December 2025 meeting)*
- 10. To receive Working Party Updates and Correspondence Received
 - Village Hall & Coronation Cottage
 - Park & Jubilee Field
 - Parish Environment
 - Floral displays

- Communications
- Tennis club refurbishment*

Cllr Saunders proposes the following...

A formal pre-application to WMDC Planning for the tennis court garden design

To seek quotes for arboricultural services for the tennis court garden as follows:

BS:5837:2012 Tree survey and Report

AIA (Arboricultural Implication Assessment) in support of our proposals for a Planning Application.

TPP (Tree Protection Plan) necessary to include within our Tender Pack to Contractors

AMS (Arboricultural Method Statement) necessary to include within our Tender Pack to Contractors

- Correspondence received* Update re Scholar's Court wall adjoining Walton Park

I hereby give notice that a meeting of Walton Parish Council will take place on Tuesday 6th January 2026 at the Village Hall, School Lane, Walton, WF2 6PA at 7pm.

Peter Walsh

Clerk & Responsible Financial Officer to Walton Parish Council