

**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.