

Minutes of the ordinary meeting of Darrington Parish Council
Meeting held Thursday 13 April 2023 at DARRINGTON READING
ROOMS, PHILIP'S LANE, DARRINGTON,
PONTEFRACT, WF8 3BH

Present Cllr L. Thompson (Chair) (LT), Cllr J. Cox, Cllr F. Gray (FG), Cllr M. Whiteley (MW), Cllr T. Hirst (TH); Cllr P. Batty, Ms J. Jones

In Attendance

Cllr T. Hames in attendance.

Action

1. Apologies

To note apologies and approve reasons for absence

NOTED apologies received from Cllr D. Jones and Cllr G. Ayre, and noted and **APPROVED** apology received from Cllr V. Stones

2. Declarations of Interest

2.1 To note any declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

None received.

2.2 To receive, consider and decide upon any applications for dispensation

None received.

3. Minutes of Previous Meeting

To confirm the minutes of the ordinary meeting of Darrington Parish Council held on 9 March 2023

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 9 March 2023.

4. To receive information on the following ongoing issues

4.1 To provide feedback on the repair of the village notice boards

RESOLVED that no further action is required.

4.2 To publish the sale of the air crash anniversary CDs on the website

RESOLVED to carry forward to the next meeting.

- 4.3 To investigate whether the maps pertaining to the allocation of responsibility for maintenance of the village grass verges can be published on the website
RESOLVED that no further action is required.
- 4.4 To install the benches and dog waste stations at the agreed locations
RESOLVED to carry forward to the next meeting. **PB**
- 4.5 To arrange the 1940's Coronation Event
NOTED feedback received as to progress with planning of the event and **RESOLVED** to print and distribute flyers around the village in an effort to generate more interest. **JJ/TH**
- 4.6 To advertise the 1940's Coronation Event on the notice boards and social media
NOTED that advertising was on ongoing and **RESOLVED** that no further action is required.
- 4.7 To arrange a bring-your-own picnic Coronation Games Day
NOTED feedback received as to progress with planning of the event and **RESOLVED** to re-send the previous email sent and to engage outside of the meeting in this respect. **LT**
- 4.8 To liaise with the Village Field Committee in respect of the Games Day
NOTED that the Village Field Committee had donated refreshments left over from the Feast & Fayre in 2022 for sale on the day.

RESOLVED that no further action is required.
- 4.9 To liaise with the residents of Wentbridge to discuss and agree next steps
RECEIVED feedback on recent engagement with Wentbridge residents and **RESOLVED** that no further action is required.
- 4.10 To return the signed Ground Maintenance SLA to Wakefield Council
RESOLVED that no further action is required.
- 4.11 To investigate whether a "tourist" sign could be erected for the church highlighting that it is a 12th century church
NOTED that the cost of such a sign would likely be prohibitive and that feedback was still awaited from Wakefield Council.

- 4.12 To investigate whether the Council-owned lawnmower can be “donated” to Wilson Farm
NOTED that the lawnmower was given to the previous Chairman a few years previously, to replace his mower which broke whilst he was cutting grass on behalf of the Council.

RESOLVED to approve the removal of the lawnmower from the asset register.

FG

- 4.13 To publish the Risk Assessment Policy on the website

RESOLVED that no further action is required.

- 4.14 To coordinate completion of the required risk assessments with the rest of the councillors

NOTED feedback that all risk assessment had been completed, with the exception of the hanging baskets, the assessment of which would be undertaken by First Impressions Nursery.

RESOLVED to publish the completed risk assessments on the website.

JJ

- 4.15 To consider and adopt a Disbursement Policy and Agreement

RESOLVED to carry forward to the next meeting.

- 4.16 To consider and adopt a Gift Register

RESOLVED to carry forward to the next meeting.

5. Correspondence

- 5.1 Resident correspondence in respect of chopped tree and bushes planted at bottom of Wentworth Park Rise

NOTED the complaint received and upon assessing of the location of the tree and **NOTED** that the tree belongs to the Highways Department.

RESOLVED to refer the resident to Wakefield Council.

JJ

- 5.2 Resident correspondence in respect of planning application 21/01969/S7301 – 6 Wentworth Park Rise

NOTED correspondence received from the applicant and **RESOLVED** to acknowledge receipt of same to the applicant.

LT

5.3 Resident objection in respect of planning application 21/01969/S7301 – 6 Wentworth Park Rise

NOTED correspondence received from the complainant and **RESOLVED** to re-submit the Council’s initial objection to the retrospective planning application on the basis that the proposed construction causes damage to the character and visual amenity of the immediate surrounding area.

JJ

NOTED further to acknowledge receipt of the same to the complainant.

JJ

5.4 Resident request for support for isolated residents visiting coffee mornings at nearby villages

NOTED the request received and **RESOLVED** that the Council is not currently in a financial and resource-capacity position to financially support this initiative.

RESOLVED further to respond to the resident with the aforesaid feedback.

JJ

5.5 Resident complaint in respect of insufficiently restrained/fenced German Shepherd

NOTED the complaint received and **RESOLVED** to respond to the complainant advising that it appears that more secure fencing has been erected and the dog appears to have calmed down somewhat, so should no longer be a problem

JC

6 Financial Matters

6.1 **NOTED** payments to be approved for April 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
13.04.23	01-2324	TRF	N. Dyas	Gardening/ maint – Mar 23	£288.00	£0.00
13.04.23	02-2324	TRF	Ponty VA	Social media / website – Mar 23	£300.00	£0.00
13.04.23	03-2324	TRF	YLCA	Annual membership	£451.00	£0.00
13.04.23	04-2324	TRF	PCC	Maintenance of church clock	£104.00	£0.00
13.04.23	05.2324	TRF	PCC	Hire of reading rooms	£176.00	£0.00
TOTAL					£1,319.00	£0.00

6.2 **NOTED** payments made for March 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
09.03.23	57-2223	TRF	YLCA	Risk Assessment Training	£25.00	£0.00
09.03.23	58-2223	TRF	PontyVA 925	Social Media/Website services	£300.00	£0.00
09.03.23	59-2223	TRF	N. Dyas	Gardening services	£320.00	£0.00
09.03.23	60-2223	TRF	Fiona Gray	Repmt JRB Ents Dog poo bags	£161.10	£26.85
13.04.23	61-2223	TRF	YLCA	10 x Good Councillor Guides	£43.10	£0.00
TOTAL					£849.20	£26.85

NOTED income received during March 2023 totalled £100.00 and was received from Darrington Golf Club in respect of advertising placed in the November 2022 newsletter.

Further **NOTED** closing balance on 31 March 2023 of £18,952.16.

RESOLVED to settle all above accounts with immediate effect.

RESOLVED further to update the Financial Regulations to include authority for Cllr F. Gray to make payments up to a certain amount prior to Council approval. **JJ**

6.3 To receive and approve the bank reconciliation to 31 March 2023 and review spend against the budget to 31 March 2023

RESOLVED to approve the bank reconciliation statement to 31 March 2023 and forecast to the end of the financial year of £16,639.83.

6.4 To note commentary in respect of the impact of the precept increase on council taxes

NOTED that the precept increase, in percentage terms, appeared to be higher than the initial requested increase, this due to the reduced number of electors in April 2023, with the removal of a portion of Wentbridge from Darrington Parish.

7. To consider planning applications received

	CYC Reference	Address/Description	Council Decision
7.1	23/00437/FUL	6 New Row – Dropped kerb. Driveway and parking for two cars. Installation of EV charging points. Demolition of existing stone wall and front gate	No objection

8. To receive information on finalised planning applications

NOTED no decisions published.

9. Reports – School, Police, Gardening Club, Village Field, Newsletter

9.1 To consider school report

NOTED nothing to report.

9.2 To consider police report

NOTED nothing to report.

9.3 To consider Gardening Club report

NOTED the Gardening Club report as provided by Cllr F. Gray, including the planned open gardens event scheduled to take place after the Feast & Fayre in June 2023.

9.4 To consider Village Field report

NOTED that all plans were on track for the Feast & Fayre in June 2023, as well as the AGM due to be held on 17 April 2023 at 7pm.

9.5 To consider newsletter report

NOTED that the next newsletter is due to be distributed after the local elections in May 2023.

9.6 To consider Church report

NOTED the Church report as provided by Cllr L. Thompson and that there will be a church service after the Coronation with a “Kings and Queens” fancy dress theme.

NOTED further that the annual Parochial Church Council AGM is due to be held after the Sunday service on the 23rd of April.

9.7 To consider YLCA branch meeting report

NOTED feedback received in respect of the most recent YLCA branch meeting and the newly established Chairman meetings.

RESOLVED to distribute flyers inviting residents to join the Council to fill the anticipated remaining councillor vacancies. **JJ**

10. Governance matters

10.1 To review the updated Council Asset Register

RESOLVED to adopt the updated Council Asset Register and to publish it on the website. **JJ**

RESOLVED further to investigate who has possession of the litter picking equipment and whether this should remain on the Asset Register. **LT**

10.2 To consider and adopt a Document Retention Policy

RESOLVED to adopt the proposed Document Retention Policy and to publish it on the website. **JJ**

10.3 To consider and adopt a Social Media Policy

RESOLVED to adopt the proposed Social Media Policy and to publish it on the website. **JJ**

10.4 To consider and adopt a Website Management Policy

RESOLVED that no further action is required.

11. Matters requested by Councillors

11.1 To receive an update in respect of the Community Infrastructure Levy

NOTED an update received and **RESOLVED** that no further action is required.

11.2 To consider and decide upon a request for the implementation of restricted parking (double yellow lines) at the bottom of Philips Lane

NOTED that positive feedback had been received in respect of the painting of double yellow lines at the bottom of Philips Lane and that an outcome should be received by the next meeting.

VS

11.3 To consider and decide upon a request for Cllr V. Stones and resident Ruth Cane to compile and maintain a contact list of vulnerable residents in Darrington

RESOLVED that further investigation is required as to the correct way to create this list to ensure GDPR compliance and that inclusion on such a list is voluntary in nature.

VS

11.4 To consider and approve completed risk assessments

RESOLVED to approve the completed risk assessments and to publish these on the website.

JJ

11.5 To consider and decide upon proposals for risk assessment action plan and/or asset maintenance plan

RESOLVED to prepare an asset management plan and submit for approval at the following meeting.

TH

RESOLVED further to assess the safety of the old bus shelter at the Marlpit Lane / Estcourt Road intersection and, if considered unsafe, to remove it with immediate effect to ensure resident safety.

PB

12. Matters for inclusion on the agenda for the next meeting

RESOLVED to include the following items on the following month's agenda:

12.1 Approval of a service level agreement for N. Dyas and PontyVA 925.

JJ

12.2 To receive feedback on approval for Christmas lights to be installed on lamp posts and costs for such installation.

JJ

13. Date of Next Meeting

It was **RESOLVED** that the next meeting of Darrington Parish Council will be the Annual Meeting of the Council, to be held on Friday 11 May 2023 at Darrington Reading Rooms, immediately following the Annual Parish meeting, which commences at 7pm.

Meeting closed at 21h00.