

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

Present Cllr L. Thompson (Chair) (LT), Cllr F. Gray (FG), Cllr V. Stones (VS), Cllr T. Hirst (TH); Cllr K. Whalley (KW), Cllr L. Dale (LD), Cllr M. Whiteley, Ms J. Jones (JJ)

In Attendance

6 residents and Cllr T. Hames was in attendance.

Action

1. Apologies

NOTED apologies received from Cllrs J. Cox and P. Batty and **RESOLVED** to approve reasons for absence.

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 8 June 2023

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 8 June 2023.

4. To receive information on the following ongoing issues

4.1 To notify Wakefield Council of the appointment of Cllr L. Dale

RESOLVED that no further action is required.

4.2 To install the benches and dog waste stations at the agreed locations

RESOLVED to carry forward to the next meeting.

PB

- 4.3 To provide the resident requesting support for isolated residents with the Council's feedback and alternative options
RESOLVED that no further action is required.
- 4.4 To notify the new church warden of the agreed parking arrangement for Philips Lane
RESOLVED that no further action is required.
- 4.5 To engage with Nick Dyas in respect of the implementation of the asset management plan
RESOLVED that no further action is required.
- 4.6 To implement the approved SLA's for N. Dyas and PontyVA 925
RESOLVED that no further action is required.
- 4.7 To liaise with Gary Blenkinsop in respect of the proposed plan for Marlpit Lane junction
NOTED feedback that had been provided by Cllr T. Hirst and **RESOLVED** that no further action is required.
- 4.8 To send Cllr V. Stones the baby photographs
RESOLVED that no further action is required.
- 4.9 To prepare the parish council notice boards for the Feast & Fayre
RESOLVED that no further action is required.
- 4.10 To weed kill a section of tarmacked footpath near Mill Hill Close
RESOLVED that no further action is required.
- 4.11 To submit Section 1 of the AGAR – Annual Governance Statement 2022-23 to the External Auditor and publish on the Council website
RESOLVED that no further action is required.
- 4.12 To submit Section 2 of the AGAR – Accounting Statement 2022-23 to the External Auditor and publish on the Council website
RESOLVED that no further action is required.
- 4.13 To distribute the digital newsletter to residents
RESOLVED that no further action is required.

- 4.14 To discuss the possible establishment of an 'open' children's library in the village
NOTED that several locations had been explored, but unfortunately none of these are feasible due to various concerns. **RESOLVED** to further investigate a feasible location for the children's library and if a solution is agreed upon, to once again table it for discussion and decision.
- 4.15 To further investigate the cost to build the children's library
RESOLVED that this project is within the Council's budget and that should a suitable location be found, the Council will approve the budget for such expenditure.
- 4.16 To create a volunteer register and present to the council for approval
RESOLVED to investigate the legal requirements for a volunteer register, as well as to consider volunteer registers in place for other organisations, and to propose a workable solution at the next meeting. **LT/JJ**

5. Correspondence

- 5.1 To consider correspondence regarding an incident which took place at the junction of Valley Road and Havercroft Lane
RESOLVED to contact Wakefield Council and request that they investigate options to making the junction safer. **TH**
- 5.2 To consider request to advertise yoga classes held at Reading Rooms in Council newsletter and on Facebook page
RESOLVED that the newsletter and Facebook cannot be used for business advertising purposes and that the resident can place posters on the village notice boards free of charge.
RESOLVED further to notify the resident accordingly. **JJ**
- 5.3 To consider request for the Council to investigate the possibility of putting up acoustic barrier fencing along the A1 through Darrington
RESOLVED to notify the resident that this request falls outside of the remit of the Council, and to refer her to Highways England. **JJ**
- 5.4 To consider appeal for planning application 21/02089/FUL – Use of Annex 5, Hillcroft Close, Darrington, WF8 3BD as an independent dwelling
RESOLVED to hold an extraordinary meeting in the coming weeks to consider and decide upon whether to uphold the Council's initial objection to the planning application. **JJ**

6. Financial Matters

6.1 NOTED payments to be approved for July 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
13.07.23	15-2324	TRF	WMDC	Ground Maintenance Contract 2023/2024 Social	£1,196.24	£199.37
13.07.23	16-2324	TRF	PontyVA 925	Media/Website Services (June)	£330.00	£0.00
13.07.23	17-2324	TRF	N. Dyas	Gardening services (June)	£160.00	£0.00
13.07.23	18-2324	D/D	PWLB	Coronation event balance	£1,104.17	£0.00
13.07.23	19-2325	TRF	Millenium Travel	S137 – Darrington ladies group event	£420.00	£0.00
				TOTAL	£3,210.41	£199.37

6.2 NOTED payments made for June 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
08.06.23	11-2324	TFR	Fiona Gray	Reimburse AJG Insurance	£705.77	£0.00
08.06.23	12-2324	TFR	Carter & Jackson	Printing of 600 May Newsletters	£107.00	£0.00
08.06.23	13-2324	TRF	PontyVA 925	Social Media/Website services (May)	£330.00	£0.00
08.06.23	14-2324	TRF	N Dyas	Gardening services (May – 17 hrs)	£272.00	£0.00
				TOTAL	£1,414.77	£0.00

NOTED income received during June 2023 as follows:

- Newsletter advertisement Darrington Golf Club - £100.00

NOTED further the closing balance on 30 June 2023 of £31,941.47.

RESOLVED to settle all above accounts with immediate effect.

6.3 To receive and approve the bank reconciliation to 30 June 2023 and review spend against the budget to 30 June 2023

RESOLVED to approve the bank reconciliation statement to 30 June 2023.

6.4 To receive an update in respect of the progress of the annual audit process

NOTED that PKF Littlejohn has confirmed receipt of Form 2 of the AGAR and that a final outcome is awaited by the end of July.

7. To consider planning applications received

	CYC Reference	Address/Description	Council Decision
7.1	23/01216/TPO	Squirrel House, 9 Elm Close – Fell 1 lime tree	No objection

8. To receive information on finalised planning applications

The Council noted decisions reached by Wakefield Council on the following applications:

	CYC Reference	Address/Description	Wakefield Decision
8.1	22/01918/FUL	Ingle Nook Lodge, Valley Road – Conversion and extension of existing garage to form one new dwelling	Application refused
8.2	23/00468/FUL	Westend Farm, Carleton Road – Application of rendering to external walls	Application approved
8.3	22/02438/FUL	Hawthorne Cottage, Estcourt Road – Proposed First Floor extension above existing garage to create a 1.5 storey extension to side	Application approved

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

9.1 To consider school report

NOTED report presented by Cllr K. Whalley.

9.2 To consider police report

NOTED report presented by Cllr V. Stones.

9.3 To consider Gardening Club report

NOTED report presented by Cllr F. Gray.

9.4 To consider Village Field report

NOTED report presented by Cllrs V. Stones and K. Whalley, including confirmation that the fireworks event will go ahead and is confirmed for 4th November.

9.5 To consider newsletter report

NOTED ongoing concerns regarding the distribution of the newsletter.

NOTED further that the next newsletter is due to be distributed during October 2023.

9.6 To consider Church report

NOTED report presented by Cllr L. Thompson

- 9.7 To consider YLCA branch meeting report
NOTED feedback received from Cllr L. Thompson.

10. Governance matters

- 10.1 To review and approve any changes to General Privacy Notice
RESOLVED to approve the Council's unamended General Privacy Notice for 2023/24.
- 10.2 To review and approve any changes to Privacy Notice for Employees, Councillors, Volunteers and other Role Holders
RESOLVED to approve the Council's unamended Privacy Notice for Employees, Councillors, Volunteers and other Role Holders for 2023/24.
- 10.3 To review and approve any changes to Complaints Procedure
RESOLVED to approve the Council's unamended Complaints Procedure for 2023/24.

11. Matters requested by Councillors

- 11.1 To consider and approve the addition of 4 display boards to the Asset Register
RESOLVED to approve 4 display boards to the Asset Register, to the value of approximately value of £60 each.
- 11.2 To consider and decide upon new registration nationwide for defibrillators
NOTED that the parish defibrillator has been registered on the new Wakefield Council system.
- 11.3 To consider and decide upon ensuring correct delivery of newsletters
RESOLVED to investigate options for more effective digital newsletter distribution. **JJ**
- RESOLVED** that Cllr V. Stones will provide a list of the residents who have not received the newsletter via email, to Ms J. Jones, who in turn will test these email addresses to verify if they are correct. **VS/JJ**
- 11.4 To consider and decide upon a proposal to update website during August holiday period
RESOLVED that the website will be updated during August with a working group including Cllrs L. Thompson, T. Hirst, F. Gray and V. Stones to provide content and history pertaining to Darrington. **JJ/LT/
TH/FG
/VS**

11.5 To consider and decide upon a logo and adopted letterhead for the Council

RESOLVED that a logo should be adopted for the Parish Council and that it should be symbolic of Darrington.

RESOLVED further that councillors will present their ideas for a logo at the next meeting. **ALL**

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 To consider and decide upon whether to add a "plaster kit" in the defibrillator box (MW).
- 12.2 To consider and decide upon repairs to the weather-damaged air crash memorial (TH).
- 12.3 To consider and decide upon request to church for "payment in kind" for delivering the church newsletters (TH).
- 12.4 To propose ways in which to support vulnerable residents regarding financial scams and ways in which to help them mitigate this risk (LD).
- 12.5 To note an update on support for vulnerable residents (VS).

13. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be Thursday 14 September 2023 at 7pm at Darrington Reading Rooms.

Meeting closed at 20h33.