

Minutes of the annual meeting of Darrington Parish Council held
Thursday 8 June 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, Cllr V. Stones, Cllr K. Whalley, Cllr L. Dale, Ms J. Jones

In Attendance

1 resident in attendance.

Action

1. Apologies

To note apologies and approve reasons for absence

NOTED apologies received from Cllr T. Hames.

2. To consider and decide upon an application for co-option

CONSIDERED an application for co-option received by resident Laurance (Laurie) Dale and
RESOLVED to approve the application and appoint Laurie Dale to the Council with immediate effect.

RESOLVED to notify Wakefield Council accordingly.

JJ

3. Declarations of Interest

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

None received.

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

None received.

4. Minutes of Previous Meeting

To confirm the minutes of the ordinary meeting of Darrington Parish Council held on 11 May 2023

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 11 May 2023.

5. To receive information on the following ongoing issues

5.1 To notify Wakefield Council of the co-option of Cllr K. Whalley

RESOLVED that no further action is required.

5.2 To approach residents that may be interested in applying to join the Council and, if no positive response received, to perform a further leaflet drop

RESOLVED that no further action is required.

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

RESOLVED to carry forward to the next meeting.

PB

5.4 To investigate if there are any organisations that could support the request for isolated residents visiting coffee mornings and nearby villages

NOTED feedback received from Cllr V. Stones that none of the interested residents were able to commit to attending the coffee mornings on a regular basis.

RESOLVED that due to the ongoing cost associated with coordinating this activity as well as the lack of consistent commitment from the interested residents, it is not financially or practically feasible to support this request.

RESOLVED further to provide the resident in question with feedback in this respect, as well as the alternative options available from Wakefield Council.

JJ

5.5 To place a request for volunteers to support the coffee morning visitation request in the village newsletter

RESOLVED that no further action is required.

5.6 To investigate who has possession of the litter equipment and whether this should remain on the Asset Register

NOTED that the litter equipment was purchased as part of a S137 grant and that it had been removed from the asset register.

RESOLVED that no further action is required.

5.7 To await the appointment of a new church warden and to discuss the parking challenges at Philips Lane with him, as well as options to solve the issue

NOTED feedback received from Cllr V. Stones and **RESOLVED** to notify the new church warden (Gary) of the agreed arrangement.

VS

- 5.8 To provide an update as to progress of creation of the “vulnerable residents” list
NOTED feedback received from Cllr V. Stones and **RESOLVED** that no further action is required.
- 5.9 To publish the Asset Management Plan on the Council website
RESOLVED that no further action is required.
- 5.10 To remove 6 benches and the picnic bench on the village field from the asset register
RESOLVED that no further action is required.
- 5.11 To engage with Nick Dyas in respect of taking responsibility for the implementation of the asset management plan
NOTED feedback received from Cllr L. Thompson and **RESOLVED** to carry forward to the next meeting. **LT**
- 5.12 To provide an update in respect of the demolition and removal of the old bus shelter
RESOLVED that no further action is required.
- 5.13 To respond to the resident in respect of the query regarding the church bells
RESOLVED that no further action is required.
- 5.14 To notify the Gardening Club in respect of the request to cover the Open Gardens event on the Council’s insurance policy
NOTED feedback received from Cllr F. Gray and **RESOLVED** that no further action is required.
- 5.15 To publish the updated Standing Orders on the Council’s website
RESOLVED that no further action is required.
- 5.16 To publish the updated Financial Regulations on the Council’s website
RESOLVED that no further action is required.
- 5.17 To implement the approved SLA’s for N. Dyas and PontyVA 925
RESOLVED to carry forward to the next meeting. **LT**

5.18 To obtain the full details of the proposed Marlpit Lane junction alteration from Gary Blenkinsop of Wakefield Council

NOTED feedback received from Cllr T. Hirst as well as potential changes being proposed by Wakefield Council to improve the intersection.

Further **NOTED** feedback received from Cllr L. Thompson in respect of the meeting held by Wakefield Council.

RESOLVED to liaise with Gary Blenkinsop, requesting that Wakefield Council engage directly with the Parish Council in respect of the proposed plan. **TH**

5.19 To notify Wakefield Council of the intention to add the Christmas tree lights to the lamp posts and that First Impressions will be conducting the lamp post testing in this respect

RESOLVED that no further action is required.

5.20 To engage with a member of the Gardening Club in respect of planting of the winter planters

NOTED feedback received from Cllr F. Gray and confirmation of interest from the resident in question.

RESOLVED to carry forward to the next meeting.

5.21 To distribute a rota to the Council for time slots on the table at the Feast & Fayre

RESOLVED that no further action is required.

5.22 To send Cllr V. Stones a photograph of themselves when they were babies, as well as where they were all born

RESOLVED to send Cllr V. Stones the requisite photographs. **ALL**

5.23 To prepare the boards for the Feast & Fayre

RESOLVED to have the boards prepared before the event. **JJ**

6. Correspondence

6.1 Request to add dentist registry to Council website

RESOLVED that no further action is required.

6.2 Request to add registry office details to Council website

RESOLVED that no further action is required.

6.3 Correspondence from Wakefield Council in respect of the Wakefield Council Local District Plan

RESOLVED that as the plan has little-to-no impact on Darrington, no further action is required in this respect.

6.4 Resident request to weed kill section of tarmacked footpath near Mill Hill Close

RESOLVED that this would be undertaken in due course.

PB

7 Financial Matters

7.1 NOTED payments to be approved for June 2023

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

7.2 NOTED payments made for May 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
11.05.23	06-2324	TRF	T Hirst	Reimb. Deposit Golf club King Charles Event	£150.00	£25.00
11.05.23	07-2324	TRF	N. Dyas	Gardening/Maintenance 16 hrs (June)	£256.00	£0.00
11.05.23	08-2324	TRF	PontyVA 925	Social Media/Website / residents (June)	£350.00	£0.00
11.05.23	09-2324	TRF	Darrington Golf Club	Kings Coronation Event 60@£6 Balance payment	£210.00	£35.00
11.05.23	10-2324	TRF	Catherine Dryden	Singer at Kings Coronation event	£500.00	£0.00
				TOTAL	£1,466.00	£60.00

NOTED income received during May 2023 totalled £1,479.47 and included £1,279.47 for the VAT refund, as well as £200.00 from Darrington Golf Club for advertising in the newsletter.

RESOLVED to settle all above accounts with immediate effect.

NOTED the bank balance at 31 May 2023 as £33,676.24.

7.3 To receive and approve the bank reconciliation to 31 May 2023 and review spend against the budget to 31 March 2024

RESOLVED to approve the bank reconciliation statement to 31 May 2023 and forecast to the end of the financial year of £15,800.71.

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

NOTED that the Council had passed its annual internal audit and that the number of action points had reduced from 13 in 2022, to 3 in 2023.

7.5 Annual Governance and Accountability Return (AGAR) 2022-23

7.5.1 To receive and approve the Internal Audit Report for 2022-23

RESOLVED to **APPROVE** the Internal Audit Report.

7.5.2 To approve and sign Section 1 of the AGAR – Annual Governance Statement 2022-23

RESOLVED TO APPROVE and **SIGN** Section 1 of the AGAR.

Further **RESOLVED** to submit same to the External Auditor (PKF Littlejohn) and **FG/JJ** publish on the Council website

7.5.3 To approve and sign Section 2 of the AGAR – Accounting Statements 2022-23

RESOLVED TO APPROVE and **SIGN** Section 2 of the AGAR.

Further **RESOLVED** to submit same to the External Auditor (PKF Littlejohn) and **FG/JJ** publish on the Council website

8. To consider planning applications received

	CYC Reference	Address/Description	Council Decision
8.1	23/00849/FUL	6Clump Grange Farm, Havercroft Lane – Extension of agricultural (general purpose) building	No objection
8.2	23/00753/OUT	Wrangham, Philips Lane – Proposed detached dwelling (outline application for access, appearance, layout and scale)	No objection

9. To receive information on finalised planning applications

NOTED no decisions published.

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

10.1 To consider school report

NOTED nothing to report.

10.2 To consider police report

NOTED that the crime statistics report had been received.

10.3 To consider Gardening Club report

NOTED that it was likely that the planned Open Gardens event would be cancelled due to low resident participation.

10.4 To consider Village Field report

NOTED that all plans were on track for the Feast & Fayre.

10.5 To consider newsletter report

NOTED that the hard copy newsletter had been distributed and that the digital newsletter **JJ** would be distributed in the coming days.

10.6 To consider Church report

NOTED that the 2nd church lunch had taken place and that attendance had worsened since the previous lunch.

NOTED further that due to the lack of attendance, church lunches will not continue.

10.7 To consider YLCA branch meeting report

NOTED nothing to report.

11. Governance matters

11.1 To consider and adopt a Disbursement Policy and Agreement

RESOLVED to carry forward to the next meeting. **JJ**

11.2 To consider and adopt a Gift Register

RESOLVED to adopt the Gift Register as approved by the Council,

11.3 To review Publication Scheme

NOTED the Publication Scheme and **RESOLVED** that no changes are required.

11.4 To review Transparency Code

NOTED the Transparency Code and **RESOLVED** that no changes are required.

12. Matters requested by Councillors

12.1 To consider and decide upon the establishment of an 'open' children's library in the village

RESOLVED to discuss the possible establishment of the children's library outside of the village shop, with the shop owners. **LT**

RESOLVED further to investigate the cost to build the children's library. **FG**

12.2 To consider and decide upon future ownership of the stone planter in Wentbridge

RESOLVED to investigate whether Wentbridge would like

12.3 To receive an update on the Feast & Fayre planning

NOTED that Feast & Fayre planning was ongoing, and no further action is required.

12.4 To approve the creation of a volunteer register

RESOLVED that a volunteer register should be created and presented to the Council for approval at the next meeting **LT**

12.5 To consider and decide upon a volunteer for the ongoing removal of dog waste from the dog waste stations

NOTED that Cllr F. Gray and Cllr K. Whalley had volunteered to take over the ongoing removal of dog waste from the outgoing volunteers.

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 the addition of a medical emergency kit to the defibrillator telephone box (MW/VS)

13. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be held on Thursday 13 July 2023 at 7pm at Darrington Reading Rooms.

Meeting closed at 20h22.