

Minutes of the ordinary meeting of Darrington Parish Council held Thursday 11 April 2024 at DARRINGTON READING ROOMS, PHILIP'S LANE, DARRINGTON, PONTEFRAC, WF8 3BH

Present Cllr L. Thompson, Cllr J. Cox (JC), Cllr F. Gray (FG), Cllr V. Stones, Cllr L. Dale (LD), Cllr T. Hirst (TH), Cllr K. Whalley (KW) and Cllr P. Batty, Cllr D. Burns.

In Attendance

1 resident in attendance.

Action

1. Apologies

To note apologies and approve reasons for absence

NOTED no apologies received.

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 14 March 2024

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 14 March 2024, subject to an amendment to item 4.15, 3rd paragraph c): move the give-way lines forward at the junction of Havercroft Lane and Valley Road.

4. To receive information on the following ongoing issues

4.1 To provide an update on the installation of the dog waste stations and benches

NOTED that the dog waste stations have been installed and **RESOLVED** to carry forward the installation of the benches to the next meeting.

PB

4.2 To provide an update on the installation of the Darrington Plane Crash Memorial Plaque

RECEIVED an update and **NOTED** that there is a delay in the supply of the material.

- RESOLVED** to carry forward to the next meeting. **JC**
- 4.3 To distribute the final “vulnerable support” flyer with the next newsletter
RESOLVED to arrange the printing of the flyer for distribution with the next newsletter. **LD**
- 4.4 To begin preparing answers to the FAQ’s to be added to the website
RESOLVED to carry forward to the next meeting. **JJ**
- 4.5 To send out a survey to residents across various channels including written, spoken and online, to explore ways in which to improve the newsletter
RESOLVED to create a “mock-up” of the newsletter including colour and images. **JJ**
- 4.6 To provide an update on the laying of the bark for the Tithe Barn beds
RESOLVED that no further action is required.
- 4.7 To explore options to tracking and publishing speeds through the village, as captured by a speed camera
NOTED feedback received and **RESOLVED** to engage with Cllr T. Hames to investigate if there are any grants available to financially support the installation of traffic calming measures in the village. **PB**
- RESOLVED** further to engage with Steve Townsend in respect of the Valo Smart City Application. **PB**
- 4.8 To continue to engage with Wakefield Council through the working party and to provide an update at the next meeting
NOTED no progress since the previous meeting.
RESOLVED to carry forward to the next meeting. **JC/DB/PB**
- 4.9 To register the Council with the ICO
RESOLVED to carry forward to the next meeting. **JJ**
- 4.10 To engage directly with each councillor in respect of the data compliance checklists
RESOLVED to carry forward to the next meeting. **JJ**
- 4.11 To explore password protection options for Google Drive
RESOLVED to carry forward to the next meeting. **JJ/LD**

4.12 To consider and review a draft Business Continuity Plan

RESOLVED to carry forward to the net meeting.

JJ

4.13 To arrange a picnic in the park and plaque unveiling ceremony to celebrate the Anniversary of D-Day

RESOLVED that the picnic in the park will take place on Sunday 9 June 2024 at the village field and will include various children's activities.

VS/LT/
KW

RESOLVED further to provide details to advertise the event and create posters for the website, social media and the notice boards.

LT/JJ

4.14 To include the location of the grit bins in the next newsletter

RESOLVED that no further action is required.

4.15 To engage with the resident in respect of the email regarding dog fouling

RESOLVED that no further action is required.

4.16 To apply for the free portrait of the King

RESOLVED that no further action is required.

4.17 To engage with the resident in respect of the email regarding speeding in the village

RESOLVED that no further action is required.

4.18 To communicate to all residents that are in receipt of an electronic newsletter, that going forward they will also receive a hard copy newsletter

RESOLVED to carry forward to the next meeting.

JJ

4.19 To provide an article on the farm in the next newsletter.

RESOLVED to carry forward to the next meeting.

PB

4.20 To provide an article regarding how and why residents should be reporting issues directly to Wakefield Council

RESOLVED that no further action is required.

4.21 To consider and decide upon any action to be undertaken regarding TPO's (Tree Preservation Orders) in the village

RESOLVED to carry forward to the next meeting.

JC

4.22 To consider and decide upon an annual review of service providers

RESOLVED to introduce an annual review of service providers with effect from May 2024.

RESOLVED further to provide a list of current providers to Cllr D. Burns.

JJ/FG

4.23 To include an item in the next newsletter regarding the service available to residents through Age UK

RESOLVED that no further action is required.

5. Correspondence

5.1 Resident complaint regarding parking

RESOLVED to engage with the resident in this respect.

JC

6. Financial Matters

6.1 **NOTED** payments to be approved for April 2024

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
11.04.24	01-2425	TRF	1 st Impressions	Summer Baskets & beds with 5% discount	£4,001.81	£666.97
11.04.24	02-2425	TRF	Nick Dyas	Gardening – Tithe Barn 13hrs @ £16ph	£208.00	£0.00
11.04.24	03-2425	TRF	PontyVA925	Social Media, Website, Residents	£330.00	£0.00
11.04.24	04-2425	TRF	Fiona Gray	YLCA – Annual Membership	£476.00	£.00
TOTAL					£5,015.81	£666.97

6.2 **NOTED** payments made for March 2024

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
14.03.24	55-2324	TRF	Carter & Jackson	600 x Newsletters	£107.00	£0.00
14.03.24	56-2324	TRF	Nick Dyas	Gardening – Tithe Barn 7hrs @ £16ph	£112.00	£0.00
14.03.24	57-2324	TRF	PontyVA925	Social Media, Website, Residents	£330.00	£0.00
14.03.24	58-2324	TRF	Fiona Gray	D&R Group 45 x Polyanthus (Christmas tree bed)	£36.00	£6.00
TOTAL					£585.00	£60.00

NOTED total income received during March 2024 of £98.50.

RESOLVED to settle all April accounts with immediate effect.

NOTED the bank balance at 31 March 2024 as £20,463.71.

6.3 To receive and approve the bank reconciliation and review spend against the budget to 31 March 2024

RESOLVED to approve the bank reconciliation to 31 March 2024 of £20,463.71.

7. To consider planning applications received

7.1 None received.

8. To receive information on finalised planning applications

8.1 None received.

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

9.1 To consider school report

NOTED the school report as presented by Cllr L. Dale.

9.2 To consider police report

NOTED the police report as presented by Cllr V. Stones.

9.3 To consider Gardening Club report

NOTED the Gardening Club report as presented by Cllr L. Thompson.

9.4 To consider Village Field report

NOTED the Village Field report as presented by Cllr K. Whalley.

9.5 To consider newsletter report

NOTED the newsletter will be distributed during the middle of May 2024.

9.6 To consider Church report

NOTED the Church report as presented by Cllr L. Thompson.

9.7 To consider YLCA branch meeting report

NOTED nothing to report.

9.8 To note Newsletter-worthy items

NOTED no items raised.

10. Governance matters

10.1 To consider and review completed risk assessments

RESOLVED to approve the risk assessments for 2024.

10.2 To consider and approve any changes to the Document Retention Policy

RESOLVED to approve no changes to the Document Retention Policy.

10.3 To consider and approve any changes to the Website and Social Media Policy

RESOLVED to approve no changes to the Website and Social Media Policy.

11. Matters requested by Councillors

11.1 To consider feedback on joint meeting held with representatives on the surrounding parish councils regarding the establishment of a security-watch WhatsApp group

RESOLVED to carry forward to the next meeting.

KW

11.2 To consider and decide upon whether to contract the services of a handyman to perform the required repairs on the relevant Council assets

RESOLVED to contact Nick Dyas in respect of the maintenance work required and to offer him first right of refusal.

LT

RESOLVED further to obtain quotations for any work not taken up by Nick Dyas and to approve spend of up to £2,400 on the cost of such repair work (including the cost of any work undertaken by Nick Dyas).

TH

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

12.1 To receive feedback in respect of the “pick up or pay up” painted signs from Wakefield Council. (VS)

12.2 To receive feedback regarding other parish councils that are rejecting the cost from Wakefield Council on the cost for testing the lamp posts. (VS)

13. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be held on Thursday 9 May 2024 at 7pm at Darrington Reading Rooms.

Meeting closed at 20h37.