

Minutes of the Annual Meeting of Darrington Parish Council
Meeting held Thursday 11 May 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 V. Stones (VS), Cllr T. Hirst (TH); Cllr P. Batty, Cllr K. Whalley, Ms J. Jones

In Attendance

1 resident was in attendance.

Action

1. Election of a Chairman

RESOLVED to approve the re-election of Cllr L. Thompson as Chairman for the 2023/2024 period.

NOTED Cllr L. Thompson's acceptance of the office of Chairman and **RECEIVED** written acceptance of office.

2. Apologies

NOTED no apologies received.

3. Election of a Vice-Chairman

RESOLVED to approve the re-election of Cllr J. Cox as Vice-Chairman for the 2023/2024 period.

NOTED Cllr J. Cox's acceptance of the office of Vice-Chairman and **RECEIVED** written acceptance of office.

4. Election Results and Application for Co-option

NOTED an uncontested election for the 2023 to 2026 period.

CONSIDERED an application for co-option received by resident Karina Whalley and **RESOLVED** to approve the application and appoint Karina Whalley to the Council with immediate effect.

RESOLVED to notify Wakefield Council accordingly.

JJ

RESOLVED further 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 to invite residents to apply for co-option to the Council.

VS/JJ

NOTED new declarations of interest signed by all newly elected councillors.

5. Declarations of Interest

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

None received.

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

None received.

6. Minutes of Previous Meeting

To confirm the minutes of the ordinary meeting of Darrington Parish Council held on 13 April 2023

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 13 April 2023, subject to a change requested by Cllr L. Thompson.

7. To receive information on the following ongoing issues

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

RESOLVED to carry forward to the next meeting.

PB

7.2 To print and distribute flyers to generate interest in the Coronation events

RESOLVED that no further action is required

7.3 To re-send previous email regarding "Bring your own picnic" Coronation games day

RESOLVED that no further action is required.

7.4 To remove the lawnmower from the asset register

RESOLVED that no further action is required.

7.5 To publish the completed risk assessments on the website

RESOLVED that no further action is required.

7.6 To refer the complaining resident in respect of the chopped trees at the bottom of Wentworth Park Rise, to Wakefield Council

RESOLVED that no further action is required.

7.7 To acknowledge receipt of correspondence in respect of planning application 21/01969/S7301

RESOLVED that no further action is required.

7.8 To re-submit the Council's initial objection to planning application 21/01969/S7301 to Wakefield Council

RESOLVED that no further action is required.

7.9 To acknowledge receipt of complainant's objection to planning application 21/01969/S7301

RESOLVED that no further action is required.

7.10 To respond to resident requesting support for isolated residents visiting coffee mornings at nearby villages.

NOTED feedback received from the resident in respect of the initial response.

NOTED concerns raised by councillors in respect of the amount of time that would be required by councillors to coordinate an ongoing service of this nature.

RESOLVED to investigate further to determine if there are any other organisations that could support this request or that offer similar services for the elderly.

JJ

RESOLVED further to place a request for volunteers to support this initiative in the village newsletter and, if any positive responses are received, to explore opportunities to implement the initiative.

VS

7.11 To respond to resident in respect of dog complaint

RESOLVED that no further action is required.

7.12 To update the Financial Regulations to include authority for Cllr F. Gray to make payments up to a certain amount prior to Council approval

RESOLVED that no further action is required.

- 7.13 To distribute flyers inviting residents to join the Council to fill the anticipated remaining councillor vacancies
RESOLVED that this would only be actioned if the remaining prospective councillor decided to not apply to be co-opted onto the council. **VS/JJ**
- 7.14 To publish the Asset Register on the Council website
RESOLVED that no further action is required.
- 7.15 To investigate who has possession of the litter equipment and whether this should remain on the Asset Register
RESOLVED to carry forward to the next meeting. **FG**
- 7.16 To publish the Documentation Retention Policy on the Council website
RESOLVED that no further action is required.
- 7.17 To publish the Social Media Policy on the Council website
RESOLVED that no further action is required.
- 7.18 To provide feedback on the outcome of the request for painting of restricted parking (double yellow lines) at the bottom of Philips Lane
NOTED that Wakefield Council had declined the request for creation of a hatched area to stop parking along Church Lane.

NOTED further the suggestion by Wakefield Council for the church to make use of traffic cones to cordon off the affected area during wedding and funeral times.

RESOLVED to await the appointment of a new church warden and to discuss the options with him once appointed. **VS**
- 7.19 To investigate the correct way to create the “vulnerable residents” list to ensure GDPR compliance and that inclusion on the list is voluntary
NOTED that Cllr V. Stones is engaging with Age Concern as to the best way in which to create the list.

RESOLVED that the list will be created by word-of-mouth and through residents requesting to be added to the list, so there will be no risk of GDPR non-compliance.

RESOLVED to provide an update at the next meeting. **VS**

7.20 To prepare and asset management plan and submit for approval

RESOLVED to approve the asset management plan and to publish it on the Council website.

JJ

RESOLVED further to remove 6 benches and the picnic bench on the village field from the asset register as these had previously been donated to the Village Field Committee.

FG

RESOLVED to engage with Nick Dyas in respect of taking responsibility for the implementation of the asset management plan, including sanding and repainting of the notice boards as well as repair of the broken planters.

LT

7.21 To assess the safety of the old bus shelter and, if considered unsafe, to remove it

NOTED that this is ongoing and **RESOLVED** to follow up with the volunteer involved.

MW

8. Correspondence

8.1 Query from resident as to why the church clock hourly bells no longer ring

RESOLVED to advise the resident to approach the church directly in this respect.

JJ

9 Financial Matters

9.1 **NOTED** payments to be approved for May 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
11.05.23	06-2324	TRF	Trish Hirst	Reimb. dep. golf Club Coronation event	£150.00	£25.00
11.05.23	07-2324	TRF	N. Dyas	Gardening services (Apr – 16 hrs)	£256.00	£0.00
11.05.23	08-2324	TRF	PontyVA 925	Social Media/Website Services (Mar)	£350.00	£0.00
11.05.23	09-2324	TRF	Darrington Golf Club	Coronation event balance	£210.0	£35.00
11.05.23	10-2324		Catherine Dryden	Singer at Coronation event	£500.00	£0.00
11.05.23				TOTAL	£1,466.00	£60.00

9.2 **NOTED** payments made for April 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
13.04.23	01-2324	TFR	N. Dyas	Gardening services (March – 18 hrs)	£288.00	£0.00
13.04.23	02-2324	TFR	PontyVA 925	Social Media/Website services (March)	£300.00	£0.00
13.04.23	03-2324	TRF	YLCA	Annual membership	£451.00	£0.00

13.04.23	04-2324	CHQ 0983	PCC Darrington	Annual maintenance of church clock	£104.00	£0.00
13.04.23	05-2324	CHQ 0984	PCC Darrington	Hire of reading rooms annual cost	£176.00	£0.00
TOTAL					£1,319.00	£0.00

NOTED income received during April 2023 as follows:

- Precept receipt - £16,500.68
- Sales of tickets for Coronation event - £120.48

NOTED further the closing balance on 30 April 2023 of £34,254.32

RESOLVED to settle all above accounts with immediate effect.

9.3 To receive and approve the bank reconciliation to 28 February 2023 and review spend against the budget to 28 February 2023

RESOLVED to approve the bank reconciliation statement to 30 April 2024.

10. To consider planning applications received

	CYC Reference	Address/Description	Council Decision
10.1	23/00468/FUL	Westend Farm, Carleton Road – Application of rendering to external walls	No objection
10.2	23/00729/FUL	Holly Cottage, Estcourt Road – Demolition of existing conservatory and erection of single storey extension to rear to provide additional living space to mixed use building	No objection

11. 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
11.1	22/01563/FUL	Honeycutt, Great North Road – Change of use, alteration, and addition of openings to existing stables to form 1no. dwellinghouse	Application approved

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

12.1 To consider school report

NOTED nothing to report.

12.2 To consider police report

NOTED nothing to report.

12.3 To consider Gardening Club report

NOTED the Gardening Club report as provided by Cllr F. Gray, including a planned 'Open Gardens' event after the Feast & Fayre in June.

NOTED a request from the Gardening Club to cover the event on the Council's insurance policy and **RESOLVED** that as there is no insurable interest for the Council, this event cannot be placed on the Council's insurance policy.

RESOLVED to notify the Gardening Club accordingly.

FG

12.4 To consider Village Field report

NOTED that plans for the Feast & Fayre are ongoing.

12.5 To consider newsletter report

NOTED that contribution requests for the May/June 2023 newsletter would be sent out the following week.

NOTED further that the Vicar had been invited to provide a one-page Church newsletter to be included with the distribution of the Council newsletter.

12.6 To consider Church report

NOTED that the existing church warden would be stepping down and that a new church warden would be appointed.

12.7 To consider YLCA branch meeting report

NOTED feedback received from Cllr L. Thompson.

13. Governance matters

13.1 To approve updated Standing Orders

RESOLVED to approve the Council's updated Standing Orders and to publish this on the Council's website.

JJ

13.2 To approve updated Financial Regulations

RESOLVED to approve the Council's updated Financial Regulations and to publish this on the Council's website.

JJ

13.3 To note Member's Code of Conduct

NOTED Member's Code of Conduct and **RESOLVED** that no further action is required.

13.4 To receive feedback in respect of progress of the annual audit process

RESOLVED to carry this forward to the next meeting.

13.5 To consider and adopt a Disbursement Policy and Agreement

RESOLVED to carry this forward to the next meeting.

13.6 To consider and adopt a Gift Register

RESOLVED to carry this forward to the next meeting.

13.7 To consider and approve a service level agreement for N. Dyas and Ponty VA

RESOLVED to approve the draft agreement and to implement the agreements for both parties.

JJ

14. Matters requested by Councillors

14.1 To receive feedback in respect of proposed alterations to Marlpit Lane junction

NOTED the feedback received from Cllr T. Hirst in respect of the proposed alterations.

RESOLVED that prior to taking a view on the proposed alteration, a discussion needs to be held with Gary Blenkinsop from Wakefield Council and a request made to provide the full details of the alteration including *inter alia* the planned upgrade of the lights and what the benefits will be for road users.

TH

14.2 To consider and decide upon S137 grant application received from The Thursday Ladies Group

NOTED that the value of the grant application was in the allocated budget for the financial year.

RESOLVED to approve the S137 grant application to the value of £400.00 and to communicate same to the applicant.

14.3 To consider and decide upon quotes received for the erection of Christmas trees on lamp posts

NOTED quotations received from First Impressions and Plantscape for the erection of Christmas tree lights on the village lamp posts.

RESOLVED to approve the quotation from First Impressions for approximately £2,000 for the first 20 Christmas tree lights.

RESOLVED further 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. **JJ**

NOTED various options to raise funds for the financing of the Christmas tree lights.

RESOLVED to engage with a member of the gardening club (Amanda) in respect of the planting of the winter planters, to save money from the budget to allocate to the cost of the Christmas tree lights. **FG**

14.4 To consider and decide upon table rota for Feast & Fayre

RESOLVED that a rota is to be distributed to the council for councillors to advise their selected time slot at the table. **VS**

RESOLVED that councillors will send Cllr V. Stones a photograph of themselves when they were babies, as well as where they were born. **ALL**

RESOLVED to prepare the boards for the Feast & Fayre, including images from the events held, work undertaken in the village, future plans for the village (the Christmas tree lights) and a request to sponsor a tree. **JJ**

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 approve the creation of a volunteer register

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

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

13. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be Thursday 8 June 2023 at 7pm at Darrington Reading Rooms.

Meeting closed at 20h59.