

Minutes of the annual meeting of Darrington Parish Council held
Thursday 14 September 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 T. Hirst (TH); Cllr P. Batty, Cllr V. Stones, Cllr K. Whalley, Cllr L. Dale, Ms J. Jones

In Attendance

2 residents and 2 WMPD Police Officers in attendance.

Action

1. Apologies

To note apologies and approve reasons for absence

NOTED apologies received from Cllr T. Hames.

1.1 To receive the resignation of Cllr M. Whiteley and declare a vacancy in respect of the council seat

NOTED the resignation of Cllr M. Whiteley and RESOLVED to declare a vacancy in respect of the council seat.

RESOVLED further to notify Wakefield Council accordingly.

JJ

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 13 July 2023

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 13 July 2023.

4. To receive information on the following ongoing issues

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

RESOLVED to carry forward to the next meeting.

PB

4.2 To investigate the legal requirements for a volunteer register and consider volunteer registers in place for other organisations

RESOLVED to approve the proposed format of the volunteer register.

RESOLVED further to table the prepared register for approval at the next meeting.

JJ

4.3 To contact Wakefield Council and request that they investigate options to making the junction of Valley Road and Havercroft Lane safer

NOTED that this was ongoing and **RESOLVED** to carry forward to the next meeting.

TH

4.4 To provide feedback to the resident requesting to advertise her yoga business in the newsletter

RESOLVED that no further action is required.

4.5 To refer the resident requesting the Council to investigate the possibility of putting up acoustic barrier fencing along the A1 through Darrington, to Highways England

NOTED response received from the resident and **RESOLVED** to respond accordingly.

JJ

4.6 To hold an extraordinary meeting to consider and decide upon whether to uphold the Council's initial objection to planning application 21/02089/FUL

RESOLVED that no further action is required.

4.7 To investigate options for more effective digital newsletter distribution and better mailbox management

NOTED digital newsletter distribution options presented and **RESOLVED** to firstly sample the newsletter with the Councillors and if acceptable, approve the implementation of Mailerlite as the preferred digital newsletter platform.

JJ

NOTED costs to introduce a mailbox management service and **RESOLVED** to continue in the same manner for the time being.

4.8 To 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

RESOLVED to carry forward to the next meeting.

VS/JJ

4.9 To update the Parish Council website to be more accessible and relevant

RESOLVED to carry forward to the next meeting.

JJ

4.10 To present a logo idea and decide upon a suitable Parish Council logo for the Council

RESOLVED to carry forward to the next meeting.

ALL

5. Correspondence

5.1 Resident request to consider repairing or replacing the Darrington Plane Crash Memorial Plaque

RESOLVED to investigate the options to repairing or replacing the plaque, with requisite costs for each alternative and to table these for decision at the next meeting.

JC

5.2 Section 137 grant request received from Yorkshire Air Ambulance

RESOLVED to approve a grant to the value of £250.

RESOLVED further to request that a S137 application form be completed and submitted, and thereafter to make payment of such grant to Yorkshire Air Ambulance.

JJ/FG

5.3 A letter to council leaders on support and delivery of Remembrance parades and services

NOTED a letter from the National Association of Local Councils (NALC) in respect of this.

5.4 Resident complaint in respect of maintenance of 'Darrington Park'

NOTED a complaint received in respect of the maintenance of the Village Field and **RESOLVED** to forward this to Mr John Hoyle, Chairman of the Village Field Trust, for his attention and response.

JJ

5.5 Ongoing resident complaint to National Highways regarding overhanging vegetation

NOTED an ongoing complaint from a resident to National Highways regarding overhanging vegetation.

NOTED further that the resident had been contacted and **RESOLVED** that no further action is required.

6. Financial Matters

6.1 NOTED payments to be approved for September 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
14.09.23	23-2324	TRF	PontyVA 925	Social Media / website / residents (Aug)	£330.00	£0.00
14.09.23	24-2324	TRF	N. Dyas	Gardening / Maintenance 16 hrs (Aug)	£256.00	£0.00
				TOTAL	£586.00	£0.00

6.2 NOTED payments made and to be retrospectively approved for August 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
10.08.23	20-2324	TRF	N. Dyas	Gardening/Maintenance 12 hrs (Jul)	£192.00	£0.00
10.08.23	21-2324	TRF	PontyVA 925	Social Media/Website / residents (Jul)	£330.00	£0.00
10.08.23	22-2324	TRF	F. Gray	Re-imburse JRB Ents. Dog Waste Bags	£297.60	£49.60
				TOTAL	£819.60	£49.60

6.3 NOTED payments previously authorised for July 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
13.07.23	15-2324	TRF	WMDC	Grounds Maintenance Contract 2023/24	£1,196.24	£199.67
13.07.23	16-2324	TRF	PontyVA 925	Social Media/Website / residents (Jun)	£330.00	£0.00
13.07.23	17-2324	TRF	N. Dyas	Gardening/Maintenance 10 hrs (Jul)	£160.00	£0.00
13.07.23	18-2324	D/D	PWLB	Loan Repayment	£1,104.17	£0.00
713.08.23	19-2324	TRF	Millennium Travel	S137 Grant Darrington Ladies Group Coach Hire	£420.00	£0.00
				TOTAL	£3,210.41	£199.67

NOTED no income received during July and August 2023

RESOLVED to retrospectively approve payments made during August 2023 and to settle all above September accounts with immediate effect.

NOTED the bank balance at 31 August 2023 as £28,331.46

6.4 To receive and approve the bank reconciliation and review spend against the budget to 31 July 2023 and 31 August 2023

RESOLVED to approve the bank reconciliation to 31 July 2023 and 31 August 2023, and forecast to the end of the financial year of £14,276.00.

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

NOTED that the external auditor PKF Littlejohn had accepted the Council's application for audit exemption and that the audit for 2022/23 was not complete.

7. To consider planning applications received

	CYC Reference	Address/Description	Council Decision
7.1	23/01469/FUL	13 Valley Road – Single storey extension to Side/Rear	No objection
7.2	23/01519/COU	Grove Hall Farm, Great North Road – Conversion of agricultural barns to dwellinghouses under permitted development rights (class Q) – proposed to create 5no. two-bedroom 2 person dwellings with allocated parking spaces and external amenity space	No objection

8. To receive information on finalised planning applications

	CYC Reference	Address/Description	Council Decision
8.1	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	Application Approved
8.2	21/01969/S7301	6 Wentworth Park Ris – Variation of Condition 2 (Approved Plans) of approved application 21/01969/FUL, to allow for a raised balcony height, narrower first floor bi-fold doors, revised balustrades, narrower garage door, bifold doors to existing lounge, solar panels to roof and variations to walling materials	Application Approved
8.3	23/01362/TEL	Westend Farm, Westfield Lane (field Off) – Installation of electronic communications apparatus/development ancillary to radio equipment housing	Application Withdrawn
8.4	23/00753/OUT	Wrangham, Philips Lane – Proposed detached dwelling (outline application for access, appearance, layout and scale)	Application Refused
8.5	23/00849/FUL	Clump Grange Farm, Havercroft Lane – Extension of agricultural (general purpose) building	Application Approved
8.6	23/01216/TPO	Squirrel House, 9 Elm Close – Fell 1 Lime tree	Application Approved

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

9.1 To consider school report

NOTED a report presented by Cllr L. Dale and a request from the school to establish stronger links with the community. **NOTED** further a request for the school to participate in the Air Crash Remembrance Event scheduled for 12 November 2023.

NOTED a request for the Gardening Club to consider supporting the school by teaching the children to plant and maintain a school garden.

RESOLVED to engage further with the Gardening Club and the Council in respect of these requests. **LD**

9.2 To consider police report

NOTED a crime statistics report presented by WMPD officers in attendance at the meeting.
NOTED further that the A1 roadworks are expected to extend into 2025.

9.3 To consider Gardening Club report

NOTED the Gardening Club report as presented by Cllr F. Gray.

9.4 To consider Village Field report

NOTED that a meeting was scheduled for the 25th of September to discuss problems with maintenance of the village field.

NOTED further, that plans for the firework event, scheduled for the 4th of November, were ongoing.

9.5 To consider newsletter report

NOTED that the next newsletter was due to be distributed mid-October 2023.

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 the YLCA branch meeting report as presented by Cllr L. Thompson.

10. Governance matters

10.1 Updating of Declaration of Interest Form

RECEIVED the updated Declaration of Interest form as required by Wakefield Council and provided completed forms for submission to Wakefield Council

RESOLVED further to submit the completed forms to Wakefield Council.

JJ

11. Matters requested by Councillors

11.1 To consider and decide upon arrangements for the Air Disaster Memorial Service

RESOLVED to follow up with the Royal British Legion in respect of a representative in attendance at the Memorial Service.

JC

RESOLVED further to hold the Memorial Service at the Reading Rooms and to ask for donations during the service, to assist in funding the repair of the Aircraft Crash Memorial Plaque.

RESOLVED further to sell the remaining Aircraft Crash Memorial CD's during the service and that the proceeds of the sale would be allocated to the cost of the repair / replacement of the Memorial Plaque.

RESOLVED that snacks, coffee and tea would be made available at the Service.

11.2 To consider and decide upon repairs to the weather-damaged air crash memorial

NOTED decisions made under Item 5.1 above.

11.3 To consider and decide upon whether to add a “plaster kit” in the defibrillator box

RESOLVED that no further action is required.

11.4 To consider and decide upon request to church for “payment in kind” for delivering the church newsletters

RESOLVED to “pend” this proposal for the time being and to reconsider once again during early 2024.

11.5 To propose ways in which to support vulnerable residents regarding financial scams and ways in which to help them mitigate this risk

NOTED feedback received from Cllr L. Dale in respect of initiatives undertaken by HSBC in this respect.

RESOLVED to investigate venue options to facilitate HSBC presenting to vulnerable residents in Darrington. **LD**

11.6 To note an update on support for vulnerable residents

NOTED that no feedback had been received in this respect.

RESOLVED to engage with Age UK regarding whether they could offer support to the vulnerable and elderly in Darrington and whether they would be able to attend the HSBC presentation (when it happens) to introduce themselves to residents. **LD**

RESOLVED to provide Cllr L. Dale with the contact details of one of the residents that are currently involved with Age UK. **VS**

11.7 To note the proposed date for the Christmas Carols in the Tithe Barn

NOTED the confirmed date of the Christmas Carols as the 6th of December 2023.

RESOLVED to engage with the PTFA regarding supporting the event by purchasing and contributing the refreshments for the event. **LD**

11.8 To consider and decide upon whether the Tithe Barn Notice Board needs to be repaired

NOTED feedback received from Cllr L. Thompson in this respect and that there was a possibility that the Council would be requested to fund the costs of the repairs.

RESOLVED that the holes in the ground required for the relocation of the notice board would be prepared by the Council. **PB**

RESOLVED to add the Tithe Barn notice board to the asset register. **FG**

11.9 To consider investigating whether Wakefield Council is performing its grass-cutting obligations as defined in the existing maintenance SLA

NOTED that it appeared that Wakefield Council had only cut the Village Field approximately 3 times since the beginning of the year, however in terms of the Services Agreement it should be cut 16 times a year.

NOTED further that it appeared that the grass verges on the slip road near the Kyte were also not being cut the required number of times per year.

RESOLVED to contact Wakefield Council in this respect. **LT**

11.10 To note a report of money spent on the Church

NOTED a report presented in respect of money spent on the Church in the previous year.

11.11 To consider and decide upon allocating the responsibility for reviewing of planning applications prior to each meeting

RESOLVED to allocate the responsibility for reviewing of planning applications to Cllr J. Cox.

RESOLVED further to forward all planning lists received to Cllr J. Cox as they are received, as well as to prepare a planning register of applications received in the past 12 months. **JJ**

11.12 To note an update on the firework display

NOTED an update received from Cllr K. Whalley and **RESOLVED** to carry forward to the next meeting. **KW**

11.13 To consider and decide upon the Christmas lights outside the Darrington Hotel

NOTED the quotation received from JJ Electrical in respect of the installation of new cables and a lockable enclosure, in preparation for the putting up of the Christmas lights.

RESOLVED to approve the cost of £1,380.00 (incl. VAT) for such installation and to instruct the service provider to commence with the work. **VS**

11.14 To consider and decide upon the Christmas tree lighting on the lamp posts

NOTED the quotation received from First Impressions for erection of brackets, Christmas trees and lights on the lampposts,

RESOLVED that the allocation of work for the winter planters would be moved from this year, from First Impressions to a resident (Amanda) that had agreed to assist with this task at the cost of the plants only and that the savings achieved would assist in funding the cost of the Christmas trees. **FG**

RESOLVED further that Cllr P. Batty would look into sponsoring some of the cost of this project, and to feedback at the next meeting. **PB**

RESOLVED that, if necessary, additional sponsors could be approached to support with any shortfalls in funding.

11.15 To consider and decide upon the winter planters (if First Impressions will be doing the Christmas tree lighting on the lamp posts)

RESOLVED that First Impressions would be advised that they would be erecting the Christmas tree lighting in lieu of the winter planters for 2023. **VS**

11.16 To consider and decide upon an audit-completion thank you gift for the internal auditor

RESOLVED that a £100 voucher would be gifted to the internal auditor in thanks for his assistance with the 2022/23 audit

11.17 To consider and decide upon including the dog waste stations as a newsletter item

RESOLVED to include an item in the newsletter regarding the dog waste stations. **FG/VS**

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 setting up of motor bike barriers on Back Lane (PB)

13. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be held on Thursday 12 October 2023 at 7pm at Darrington Reading Rooms.

Meeting closed at 21h15.