

Minutes of the ordinary meeting of Darrington Parish Council held Thursday 8 February 2024 at DARRINGTON READING ROOMS, PHILIP'S LANE, DARRINGTON, PONTEFRACT, WF8 3BH

Present Cllr J. Cox (JC), Cllr F. Gray (FG), Cllr L. Dale (LD), Cllr T. Hirst (TH), Cllr D. Burns (DB), Cllr K. Whalley (KW), Ms J. Jones (JJ)

In Attendance

Cllr T. Hames and 2 residents.

Action

1. Apologies

To note apologies and approve reasons for absence

NOTED apologies received from Cllr L. Thompson, Cllr V. Stones & Cllr P. Batty, and approved reasons thereto.

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 11 January 2024

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 11 January 2024.

4. To receive information on the following ongoing issues

4.1 To engage with Cllr P. Batty in respect of the installation of the 2 village benches and the remaining 2 dog waste stations

RESOLVED to notify Cllr P. Batty of the exact positions for the dustbins and benches so that **JC/PB** they can be installed before the end of the month.

- 4.2 To provide an update on Wakefield Council's site visit in respect of making the junction of Valley Road and Havercroft Lane safer

RESOLVED that no further action is required.

- 4.3 To distribute the Parish Council logo to the Council

RESOLVED that no further action is required.

- 4.4 To present a proposal for the replacement of the Darrington Plane Crash Memorial Plaque, for consideration and decision by the Council

NOTED the proposed design, and material to be used for, the plaque.

RESOLVED to approve the design and the quote of £1,462.67 + VAT for the plaque and the installation thereof.

JC

- 4.5 To engage with the school regarding providing support for planning and maintaining a school garden

RESOLVED that no further action is required.

- 4.6 To provide an updated version of the "vulnerable support" flyer for consideration and approval

RESOLVED that no further action is required.

- 4.7 To finalise the content and design of the "vulnerable support" flyer

NOTED the draft flyer and **RESOLVED** to present the final flyer at the next meeting.

LD/JJ

- 4.8 To engage with Wakefield Council to amend the maintenance SLA for 2023/24 to remove Wentbridge and update the village field maintenance requirements

NOTED feedback received from Cllr T. Hirst and **RESOLVED** that no further action is required.

- 4.9 To engage with National Highways in respect of the cutting of the verges along the A1 slip road

RESOLVED to carry forward to the next meeting.

PB

- 4.10 To expand on the amount of information regarding the services available in the community on the website, including FAQ's

NOTED the list of questions **RESOLVED** that the focus will now be on preparing answers to the list of questions.

JJ

- 4.11 To create a pamphlet which provides answers to frequently asked questions
RESOLVED that no further action is required.
- 4.12 To explore ways in which to improve the newsletter and to present these at the meeting
NOTED the costs to change to a coloured print and **RESOLVED** that a survey will be sent out across various channels including written, spoken, online **LD**
- 4.13 To provide an update as to whether the netting and bark is still required for the Tithe Barn beds
RESOLVED to carry forward to the next meeting. **LT**
- 4.14 To engage with the resident querying the establishment of a neighbourhood watch
RESOLVED to carry forward to the next meeting. **VS**
- 4.15 To add Cllr J. Cox as a third signatory for the release of monthly payments via bank transfer
RESOLVED to carry forward to the next meeting. **FG**
- 4.16 To apply for a Parish Council debit card for the payment of ad-hoc expenses
RESOLVED to apply for a debit card for Cllr F. Gray for the payment of ad-hoc expenses. **FG**
- 4.17 To apply for a pre-paid debit card for Cllr L. Thompson and Cllr V. Stones
RESOLVED to carry forward to the next meeting. **FG**
- 4.18 To update the Financial Regulations to provide for the debit card and pre-paid debit cards
RESOLVED to approve the update and to publish the revised Financial Regulations to the website. **JJ**
- 4.19 To investigate adding a contact number to the website and FAQ flyer to report vehicles that are obstructing pavements
NOTED feedback received from Cllr D. Burns and **RESOLVED** to add the information to the list of Frequently Asked Questions. **JJ**
- 4.20 To engage with Street Scene regarding the placement of rubbish bins away from pavements, once emptied
NOTED feedback received from Cllr D. Burns and **RESOLVED** that no further action is required.

4.21 To provide the contact details for the relevant Wakefield Council bin collection representative to Cllr D. Burns

RESOLVED that no further action is required.

4.22 To explore options to tracking and publishing speeds through the village, as captured by a speed camera

RESOLVED to carry forward to the next meeting.

LT

4.23 To engage with the previous Parish Council Chair regarding Wakefield Council's communication that there is no budget for hanging basket attachment testing

RESOLVED that no further action is required.

4.24 To investigate options to reduce speeding in the village

NOTED options as presented by Cllr D. Burns and Cllr T. Hirst.

RESOLVED that a working party including Cllr J. Cox, Cllr D. Burns and Cllr T. Hirst be formed to engage with Wakefield Council regarding speeding issues in the village and to present back to the Council.

JC

4.25 To submit the precept demand to Wakefield Council

RESOLVED that no further action is required.

4.26 To submit a farming article for the newsletter

RESOLVED that no further action is required.

4.27 To include a thank you to the residents that contributed to, and participated in, the Santa Sleigh event, in the newsletter, as well as a thank you to the sponsors for the Christmas tree lights

RESOLVED that no further action is required.

4.28 To register the Council with the ICO

RESOLVED to carry forward to the next meeting.

JJ

4.29 To publish the GDPR Policy on the website

RESOLVED that no further action is required.

4.30 To publish the Data Protection Policy on the website

RESOLVED that no further action is required.

4.31 To publish the Subject Access Request Policy on the website

RESOLVED that no further action is required.

4.32 To publish the Subject Access Request form on the website

RESOLVED that no further action is required.

4.33 To submit the completed data compliance checklists

RESOLVED to engage directly with each councillor in this respect.

JJ

4.34 To explore password protection options for Google Drive

RESOLVED that this is ongoing and to carry forward to the next meeting.

JJ

4.35 To consider and review a draft Business Continuity Plan

RESOLVED that this is ongoing and to carry forward to the next meeting.

JJ

4.36 To arrange a meeting with Wakefield Council to discuss the ongoing traffic issues in the village

RESOLVED that this item has been dealt with under item 4.24.

4.37 To consider event ideas to celebrate the 80th Anniversary of VE Day

RESOLVED to carry forward to the next meeting.

ALL

5. Correspondence

5.1 Email from Wakefield Council regarding grit bins

RESOLVED to notify Wakefield Council of the location of the grit bins that are owned by them.

FG

5.2 Email from Cllr B. Mayhew – Wakefield Council, Our Year

RESOLVED that no further action is required.

5.3 Email from Wakefield Council regarding adoption of the Wakefield Distribution Local Plan

RESOLVED that no further action is required.

5.4 Email from Jacobs regarding social value opportunities

RESOLVED that no further action is required.

5.5 Email from First Impressions regarding hanging baskets

RESOLVED to engage with First Impressions in respect of the options for testing of the hanging baskets. **JC**

6. Financial Matters

6.1 NOTED payments to be approved for February 2024

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
08.02.24	49-2324	TRF	Laurie Dale	Repayment for LED Candles – Tithe Barn carols	£17.98	£3.00
08.02.24	50-2324	TRF	Laurie Dale	Repayment for Tealights – Tithe Barn carols	£13.59	£2.27
08.02.24	51-2324	TRF	Heartbeat Trust	Defibrillator Maintenance – 22.02.24 to 22.02.25	£162.00	£27.00
08.02.24	52-2324	TRF	Fiona Gray	Repayment for Dog waste bags – JRB Enterprise	£297.60	£49.60
08.02.24	53-2324	TRF	PontyVA 925	Social Media, Website, Residents	£330.00	£0.00
08.02.24	54-2324	TRF	Nick Dyas	Gardening – Tithe Barn 3hrs @ £16ph	£48.00	£0.00
TOTAL					£869.17	£81.87

6.2 NOTED payments made for January 2024

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
11.01.24	45-2324	TRF	First Impressions	19 Christmas trees with lights & 17 Plaques	£2,671.80	£445.30
11.01.24	46-2324	TRF	J. Jones	Re-imbursement for Wix.com website hosting	£136.80	£22.80
11.01.24	47-2324	TRF	PontyVA 925	Social media, Website, Residents	£330.00	£0.00
11.01.24	48-2325	Direct Debit	PWLB Lending Facility	Loan Repayment on Street Lights, Estcourt Rd	£1,104.17	£0.00
TOTAL					£4,242.77	£468.10

NOTED the VAT refund received during January 2024 of £1,306.64.

RESOLVED to settle all February accounts with immediate effect.

NOTED the bank balance at 31 January 2024 as £20,174.24.

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

RESOLVED to approve the bank reconciliation to 31 January 2024, and forecast to the end of the financial year of £18,608.54

7. To consider planning applications received

	CYC Reference	Address/Description	Wakefield Council Decision
7.1	19/00597/S730	Hillcroft Farm, Estcourt Road – Variation of Condition 1 (Approved Plans) of application 19/00597/FUL dated 22/08/2019...	No objection

8. To receive information on finalised planning applications

	CYC Reference	Address/Description	Wakefield Council Decision
8.1	23/02173/FUL	3 Hillcroft Close – Single storey rear extension, changes to fenestration and change to external materials of existing dwelling	Application Approved

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

9.1 To consider school report

NOTED nothing to report.

9.2 To consider police report

NOTED nothing to report.

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

9.5 To consider newsletter report

NOTED the newsletter will be distributed mid-February 2024.

9.6 To consider Church report

NOTED nothing to report.

9.7 To consider YLCA branch meeting report

NOTED nothing to report.

9.8 To note Newsletter-worthy items

RESOLVED to include an item regarding information available to set up neighbourhood watches.

VS

10. Governance matters

10.1 To review and decide upon any changes to the Statement of Internal Control

RESOLVED to approve no changes to the Statement of Internal Control.

10.2 To review and decide upon any changes to the Internet Banking Policy

RESOLVED to approve the changes to the Internet Banking Policy and to publish the updated Policy on the website.

JJ

10.3 To consider and adopt a Debit Card Policy

RESOLVED to approve the adoption of the Debit Card Policy and to publish it on the website.

JJ

11. Matters requested by Councillors

11.1 To consider and approve the purchase and planting of Spring bedding in the Christmas tree flower bed

RESOLVED to approve spend of up to £100 to purchase Spring bedding.

FG

11.2 To consider and decide upon removing Councillor addresses from the website

RESOLVED to approve the removal of the Councillor address from the website.

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 consider and decide upon any action to be taken regarding TPO's (Tree Preservation Orders) in the village (JC).

12.2 To provide update on the Highways meeting regarding the A1 upgrade (KW).

12.3 To consider and decide upon dates for the newsletter (LD).

12.4 To review and approve the annual asset risk assessment (TH)

12.5 To consider and decide upon an annual review of service providers (DB).

13. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be held on Thursday 14 March 2024 at 7pm at Darrington Reading Rooms.

Meeting closed at 20h40.