

Minutes of the ordinary meeting of Darrington Parish Council held
Thursday 11 January 2024 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, Cllr L. Dale, Cllr K. Whalley, Cllr P. Patty, Cllr D. Burns, Ms J. Jones

In Attendance

Cllr B. Mayhew and 1 resident.

Action

1. Apologies

To note apologies and approve reasons for absence

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 December 2023

RESOLVED to approve said minutes as a true and accurate record of the ordinary meeting held on 14 December 2023.

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

NOTED feedback from Laurie on locating the dog waste stations and **RESOLVED** to carry forward to the next meeting.

LD/PB

- 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
NOTED an update received from Cllr T. Hirst and **RESOLVED** to carry forward to the next meeting. **TH**
- 4.3 To distribute the Parish Council logo to the Council
RESOLVED to carry forward to the next meeting. **JJ**
- 4.4 To present a proposal for the replacement of the Darrington Plane Crash Memorial Plaque, for consideration and decision by the Council
NOTED an update provided by Cllr J. Cox and **RESOLVED** to carry forward to the next meeting. **JC**
- 4.5 To engage with the school regarding providing support for planning and maintaining a school garden
NOTED no update from the school and **RESOLVED** to carry forward to the next meeting. **LD**
- 4.6 To test the contents of the proposed “vulnerable support” flyer with residents
NOTED feedback received from Cllr V. Stones and suggestions to improve the information provided on the flyer.
RESOLVED to provide an updated version and distribute to the Council for consideration and approval. **LD**
- 4.7 To finalise the content and design of the “vulnerable support” flyer
RESOLVED to carry forward to the next meeting. **LD/JJ**
- 4.8 To engage with Wakefield Council regarding the Village Field’s requirements for maintain the village field
NOTED feedback received from Cllr L. Thompson and **RESOLVED** to engage with Wakefield Council to amend the SLA for 2023/24 to remove Wentbridge and update the village field maintenance requirements. **LT**
- 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 engage with Cllr T. Hames in respect of the possibility of setting up barriers on Back Lane to reduce the use of the village footpaths by motorbikes

NOTED feedback received from Cllr P. Batty and that Wakefield Council was not able to provide support for barriers to be set up.

RESOLVED that no further action is required.

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

RESOLVED to carry forward to the next meeting.

JJ

- 4.12 To create a pamphlet which provides answers to frequently asked questions

RESOLVED to carry forward to the next meeting.

JJ

- 4.13 To present suggestions as to how best to "survey" residents regarding their expectations from the newsletter

RESOLVED to explore ways in which to improve the newsletter and to present these at the next meeting.

LD

- 4.14 To provide an update as to rectification of the uneven pavement from Kensworth House to the traffic lights

NOTED feedback received from Cllr L. Thompson and **RESOLVED** that no further action is required.

- 4.15 To obtain feedback as to where the netting and bark is required to be placed in the Tithe Barn beds

NOTED feedback received from Cllr L Thompson and **RESOLVED** that an update will be provided at the next meeting.

LT

- 4.16 To notify the resident of the intended installation of a barrier at the end of the footpath near Darrington Hotel

RESOLVED that no further action is required.

- 4.17 To engage with the resident querying the establishment of a neighbourhood watch

NOTED feedback received from Cllr V. Stones and **RESOLVED** to carry forward to the next meeting.

VS

- 4.18 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

- 4.19 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**
- RESOLVED** further to also approve the application of a pre-paid debit card for Cllr L. Thompson and Cllr V. Stones. **FG**
- 4.20 To update the Financial Regulations to include the provision of a debit card
RESOLVED to update the Financial Regulations to provide for the debit and pre-paid debit cards. **JJ**
- 4.21 To log a request/complaint on the Wakefield Council website for the overgrown footpath on Bank Wood Road from North Lodge Lane to the North Yorkshire Boundary, to be cut back
NOTED feedback received from Cllr F. Gray and **RESOLVED** that no further action is required.
- 4.22 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 provide feedback at the next meeting. **DB**
- 4.23 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** to provide feedback at the next meeting. **DB**
- RESOLVED** further to provide the contact details for the relevant Wakefield Council representative, to Cllr D. Burns. **VS**
- 4.24 To include a new item to the agenda regarding newsletter-worthy items
RESOLVED that no further action is required.
- 4.25 To explore options to tracking and publishing speeds through the village, as captured by a speed camera
NOTED a request received from a resident asking if the Council could publish the speeds recorded on cameras in the village and **RESOLVED** to carry forward to the next meeting. **LT**

5. Correspondence

5.1 Wakefield Council email regarding no budget for hanging basket attachment testing

RESOLVED to engage with the previous Parish Council Chairman and determine how this was dealt with previously.

VS

5.2 Smiley Sid resident correspondence

NOTED correspondence received from a resident in respect of an initiative pursued by the previous Council regarding the setting up of a Smiley Sid speed camera.

RESOLVED to investigate options to reduce speeding in the village.

ALL

5.3 Resident correspondence of a former Darrington resident's published book

RESOLVED that no further action is required.

5.4 National Highways update on A1 Wentbridge Viaduct and Wentedge Bridge works

RESOLVED that no further action is required.

6. Financial Matters

6.1 **NOTED** payments to be approved 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

6.2 **NOTED** payments made for December 2023

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
14.12.23	36-2324	Transfer	JJ Electrical Solns Ltd	New armoured cable to Christmas tree bed	£1,380.00	£230.00
14.12.23	37-2324	Transfer	Streetmaster	Replacement fixings for 2 benches	£129.60	£21.60
14.12.23	38-2324	Transfer	Linda Thompson	RE-imburse for Morrisons – Tithe Barn Carol Service	£47.81	£0.00
14.12.23	39-2324	Transfer	Linda Thompson	Re-imburse for Makro – Remembrance Sunday	£62.82	£0.00
14.12.23	40-2324	Transfer	Vera Stones	Re-imburse for Aldi – Thank you for Brotherhood	£23.48	£3.63

14.12.23	41-2324	Transfer	Vera Stones	Re-imburse for Hungry Horse – Erecting Christmas tree	£19.74	£3.29
14.12.23	42.2324	Transfer	PontyVA 925	Social media, website, residents - Nov	£330.00	£0.00
14.12.23	43.2324	Transfer	Yorkshire Air Ambulance	S137 Grant	£250.00	£0.00
14.12.23	44.2324	Transfer	Nick Dyas	Gardening/maintenance 6hrs @ £16/hr - Nov	£96.00	£0.00
TOTAL					£2,339.45	£258.52

NOTED no income received during December 2023.

RESOLVED to settle all January accounts with immediate effect.

NOTED the bank balance at 31 December 2023 as £23,659.51.

6.3 To receive and approve the bank reconciliation and review spend against the budget to 31 December 2023

RESOLVED to approve the bank reconciliation to 31 December 2023, and forecast to the end of the financial year of £18,408.84.

6.4 To consider and approve the 2024/25 precept demand

NOTED and **RESOLVED** to approve the proposed precept demand of £18,150.75.

RESOLVED to submit the precept demand to Wakefield Council.

FG

7. To consider planning applications received

None received.

8. To receive information on finalised planning applications

	CYC Reference	Address/Description	Wakefield Council Decision
8.1	23/01519/COUQ	Grove Hall Farm - Conversion of agricultural barns to dwellinghouses to create 5no. two-bedroom, 3 person dwellings with allocated parking spaces and external amenity space	Prior approval required and granted

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 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 that the next newsletter is to be delivered mid-February 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 that Cllr P. Batty will submit a farming article for the newsletter and **RESOLVED** to include a thank you to the residents that contributed to, and participated in, the Santa Sleigh event, as well as a thank you to the sponsors for the Christmas tree lights.

PB/VS

10. Governance matters

10.1 To receive information in respect of the Council's requirement to achieve GDPR Compliance

RECEIVED information in respect of the Council's requirements to achieve GDPR compliance.

10.2 To consider and appoint a Council Data Protection Officer

RESOLVED to approve Cllr L. Dale as the Council's Data Protection Officer.

10.3 To approve the Council's registration with the ICO and the £60 registration fee thereto

RESOLVED to approve the Council's registration with the ICO as well as a budget of up to £60 for registration.

JJ

10.4 To consider and adopt a GDPR Policy

RESOLVED to adopt the proposed GDPR policy and publish it on the Council's website.

JJ

10.5 To consider and approve a GDPR Information Audit

NOTED and **APPROVED** the presented GDPR Information Audit.

10.6 To consider and adopt a Data Protection Policy

RESOLVED to adopt the proposed Data Protection Policy and publish it on the Council's website.

JJ

10.7 To consider and adopt a Subject Access Request Policy

RESOLVED to adopt the proposed Subject Access Request Policy and publish it on the Council's website.

JJ

10.8 To approve a Subject Access Request Form

RESOLVED to approve the proposed Subject Access Request Form and publish it on the Council's website.

JJ

10.9 To approve a Data Breach Report Form

RESOLVED to approve the proposed Data Breach Report Form.

10.10 To receive completed data compliance checklists

RESOLVED to review and submit the completed data compliance checklists at, or prior to, the next meeting.

ALL

RESOLVED to explore password protection options for the Council's Google Drive.

JJ

10.11 To consider and review a draft Business Continuity Plan

NOTED the draft Business Continuity Plan and that further work is required on this document.

RESOLVED to carry forward to the next meeting.

JJ

10.12 To review the S137 Grants Policy and approve any changes thereto

RESOLVED that there are no changes to the S137 Grants Policy for 2024.

11. Matters requested by Councillors

- 11.1 To consider and decide upon arranging a meeting with Wakefield Council to discuss the ongoing traffic issues in the village

NOTED feedback received from Cllr J. Cox and **RESOLVED** to carry forward to the next meeting.

JC

- 11.2 To consider and decide upon planning for the 80th Anniversary of VE Day

NOTED a suggestion by Cllr L. Thompson to arrange a charity ball to celebrate the Anniversary of VE Day.

RESOLVED to consider ideas for the event and to carry this item forward to the next meeting.

ALL

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 None raised.

13. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be held on Thursday 8 February 2024 at 7pm at Darrington Reading Rooms.

Meeting closed at 21h12.