

Minutes of the Ordinary Meeting of Darrington Parish Council held Thursday 13 June 2024 at DARRINGTON READING ROOMS, PHILIP'S LANE, DARRINGTON, PONTEFRACT, WF8 3BH

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

In Attendance

1 resident in attendance.

Action

1. Apologies

To note apologies and approve reasons for absence

NOTED apologies received from Cllr T. Hirst and 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 annual meeting of Darrington Parish Council held on 9 May 2024

RESOLVED to approve said minutes as a true and accurate record of the annual meeting held on 9 May 2024.

4. To receive information on the following ongoing issues

4.1 To obtain a signed declaration of office from Vice-Chair Cllr J. Cox

RESOLVED that no further action is required.

4.2 To provide an update on the installation of the benches

NOTED an update on progress and **RESOLVED** to carry forward to the next meeting.

PB

4.3 To communicate acceptance of the offer for photographs to be taken during the unveiling of the memorial plaque

RESOLVED that no further action is required.

4.4 To begin preparing answers to the FAQ's to be added to the website

RESOLVED that this agenda item will be incorporated into the website update agenda item under Governance.

4.5 To engage with Steve Townsend in respect of the Valo Smart City Application

RESOLVED to carry forward to the next meeting.

PB

4.6 To continue to engage with Wakefield Council through the working party and to provide an update at the next meeting

NOTED an update received including discussions regarding:

- a) speeding enforcement on valley road,
- b) HGV restrictions on certain roads coming from and to Wentbridge,
- c) the possibility of implementing crossings at certain points in the village,
- d) progress of the roadworks on the A1 and anticipated completion date,
- e) the use of the Darrington slip road roundabout by A1 drivers as a shortcut,
- f) progress regarding the investigation of a dropped kerb subsidisation scheme for residents of Sotheron Croft Road,
- g) possible implementation of additional 30-miles-an-hour signage, and
- h) the future potential introduction of a scheme called Vision-Zero which aims to reduce road deaths to zero through various collaborative initiatives.

RESOLVED to retain on the agenda whilst discussions are ongoing.

JC/DB/PB

4.7 To explore password protection options for Google Drive

RESOLVED that this agenda item will be incorporated into the website update agenda item under Governance.

4.8 To consider and review a draft Business Continuity Plan

RESOLVED to approved and implement the proposed Business Continuity Plan.

JJ

4.9 To implement the agreed actions in preparation for the picnic in the park

RECEIVED feedback on the event and **RESOLVED** that no further action is required

4.10 To provide details to advertise the event and create posters for the website, social media and the notice boards

RESOLVED that no further action is required.

- 4.11 To provide a list of email addresses that are not receiving the digital newsletter to Ms J. Jones for investigation

NOTED that no email addresses had been provided to Ms J. Jones and **RESOLVED** that no further action is required.

- 4.12 To provide an article on the farm in the next newsletter

RESOLVED that no further action is required.

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

RECEIVED feedback regarding how to access existing TPO information in the village

RESOLVED to investigate how to place a TPO on a tree in the village.

JC

RESOLVED further to provide the TPO link to Ms J. Jones for adding to the website.

JC/JJ

- 4.14 To provide information in respect of the security-watch WhatsApp group to be shared on the Council's website and social media platform

RECEIVED an update in respect of the WhatsApp group and **RESOLVED** to add the information to the website and Facebook page.

JJ

RESOLVED further to prepare a campaign of Facebook posts communicating various pieces of information regarding living in the village.

JJ

- 4.15 To provide an update as to progress of the work undertaken in the village

RECEIVED feedback and **RESOLVED** that no further action is required.

- 4.16 To respond to the resident complaint regarding speeding on Valley Road

RESOLVED that no further action is required.

- 4.17 To appoint the internal auditor for the 2023/24 audit

RESOLVED that no further action is required.

- 4.18 To forward the planning link for Delph House to the councillors to submit individual objections should they wish to do so

RESOLVED that no further action is required.

- 4.19 To print volunteer forms for completion by residents at the Feast and Fayre stall (JJ)To provide information and images for the stall boards to Ms J. Jones in order that material can be prepared timeously

NOTED that the required preparations for the Feast and Fayre were ongoing and **RESOLVED** VS
to provide feedback at the next meeting.

- 4.20 To update the Financial Regulations with the approved amendments

RESOLVED that no further action is required.

- 4.21 To extend Nick Dyas' contract to include cutting the grass verges between Ingle Nook and the bottom of North Lodge Lane

RESOLVED that no further action is required.

- 4.22 To provide feedback in respect of the prospective 'thank you' to the resident that volunteered his grass-cutting services

RECEIVED feedback and **RESOLVED** that no further action is required.

5. Correspondence

- 5.1 YLCA new website launched

NOTED correspondence received in this respect.

- 5.2 Resident query regarding Denby Hall

NOTED that there has never been a Denby Hall in Darrington. **RESOLVED** to respond to the JJ
resident in this respect.

- 5.3 Visitor complaint regarding poor churchyard maintenance

NOTED the complaint received and that Wakefield Council is responsible for maintaining the church graveyard, due to it being closed.

RESOLVED to respond to the complainant in this respect. JJ

- 5.4 Womersley resident complaint regarding HGV breaching ban

RESOLVED to respond to the complainant in this respect. JC

6. Financial Matters

- 6.1 **NOTED** payments to be approved for June 2024

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
13.06.24	14-2425	TRF	N. Dias	Gardening maintenance May @ £16 p/h	£272.00	£0.00
13.06.24	15-2425	TRF	PontyVA 925	Social Media, Website, Residents - May	£330.00	£0.00
13.06.24	16-2425	TRF	GPS Landscaping	Install Air Crash Memorial Plaque	£480.00	£80.00
13.06.24	17-2425	TRF	K. Whalley	Reimb. Refreshments Picnic in the Park	£53.20	£0.00
TOTAL					£1,135.20	£80.00

6.2 **NOTED** payments made for May 2024

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
09.05.24	06-2425	TRF	AJG Community Scheme	Hiscox Insurance 01.06.24 – 30.05.25	£717.26	£0.00
09.05.24	07-2425	Direct Debit	ICO	Data Protection Fee	£35.00	£0.00
09.05.24	08-2425	TRF	PontyVA925	Social Media, Website, Residents - Apr	£330.00	£0.00
09.05.24	09-2425	TRF	N. Dias	Gardening Maintenance – Apr @ £16 p/h	£208.00	£0.00
09.05.24	10-2425	Debit Card	JRB Enterprises	5,000 Dog waste bags	£178.74	£29.79
09.05.24	11-2425	TRF	Lancaster Memorials	Air Crash Memorial Plaque	£1,343.90	£211.65
09.05.24	12-2425	TRF	Carter & Jackson	630 x Newsletters	£115.00	£0.00
09.05.24	13-2425	TRF	Mr PG Maw	Refurbishing 4 benches & 2 notice boards	£800.00	£0.00
TOTAL					£3,727.90	£241.44

NOTED total income received during May 2024 of £60.02.

RESOLVED to settle all June accounts with immediate effect.

NOTED the bank balance at 30 April 2024 as £31,203.77

6.3 To receive and approve the bank reconciliation and review spend against the budget to 31 March 2025

RESOLVED to approve the bank reconciliation to 31 March 2025.

7. **Annual Governance and Accountability Return (AGAR)**

7.1 Internal Audit - To receive the checklist and signed report from the Internal Auditor

RECEIVED the checklist. **NOTED** the Internal Audit Report as signed by the Internal Auditor.

RESOLVED to implement the recommendations in the Audit Report.

JJ

7.2 To approve and sign the Certificate of Exemption (AGAR Form 2)

RESOLVED to approve and sign the Certificate of Exemption.

7.3 To approve and sign Section 1 of the AGAR – Annual Governance Statement 2023-24

RESOLVED to approve and sign Section 1 of the AGAR.

7.4 To approve and sign Section 2 of the AGAR – Accounting Statements 2023-24

RESOLVED to approve and sign Section 2 of the AGAR.

7.5 Electors' Rights - To note the dates of the Exercise of Public Rights as 17 June 2024 to 26 July 2024

NOTED the dates of the Exercise of Public Rights.

8. To consider planning applications received

8.1	CYC Reference	Address/Description	Council Decision
	22/01983/S730	Delph House Estcourt Road – Variation of Condition 2 (Approved Plans) of planning application 22/01983/FUL)	No objection

9. To receive information on finalised planning applications

9.1 None received.

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

10.1 To consider school report

NOTED nothing to report.

10.2 To consider police report

NOTED nothing to report.

10.3 To consider Gardening Club report

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

10.4 To consider Village Field report

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

10.5 To consider newsletter report

NOTED that the newsletter was ready to be distributed.

10.6 To consider Church report

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

10.7 To consider YLCA branch meeting report

NOTED nothing to report.

10.8 To note Newsletter-worthy items

RESOLVED to include the Picnic in the Park and the unveiling of the memorial plaque in the next newsletter.

RESOLVED to consider and propose ways in which to recognise and thank Church Farm for their ongoing and considerable contributions to Darrington.

ALL

11. Governance matters

11.1 To consider and approve any changes to the Publication Scheme Policy

NOTED no changes to the Publication Scheme Policy.

11.2 To consider and decide upon replacing of existing website to ensure compliance with WCAF2.2AA

RESOLVED to source 3 quotations to replace the existing website and table these for consideration and decision at the next meeting.

JJ

RESOLVED further to provide Cllr V. Stones with the requirements for WCAF2.2AA compliance, to enable her to obtain a quotation from her proposed provider.

JJ/VS

RESOLVED to explore options to fund the additional costs by inviting businesses within Darrington to advertise on the website and to table this for consideration and decision at a future meeting.

11.3 To consider and decide upon replacing of existing email service provider (Ionis)

RESOLVED to source 3 quotations to replace the existing email service provider and storage capability, and table these for consideration and decision at the next meeting.

JJ

RESOLVED further to provide Cllr V. Stones with the requirements for GDPR and public authority compliance, to enable her to obtain a quotation from her proposed provider.

JJ/VS

RESOLVED further to consider purchasing a laptop specifically for use of the Parish Council and table quotations at the next meeting.

JJ

11.4 To receive updated NALC Good Councillors Guide

RECEIVED the updated NALC Good Councillors Guide and **RESOLVED** that no further action is required.

11.5 To receive recently published Planning Enforcement Information

RECEIVED the Planning Enforcement Information and **RESOLVED** that no further action is required.

12. Matters requested by Councillors

12.1 To consider and decide upon the annual review of the Council's service providers

RECEIVED an update and **RESOLVED** to carry forward to the next meeting.

DB

12.2 To consider and decide upon options for updating the newsletter

RESOLVED to carry forward to the next meeting, once feedback has been garnered from residents during the Feast & Fayre.

ALL

12.3 To note the closure of Monday Post Office in Darrington

NOTED the closure of the Monday Post Office in Darrington and **RESOLVED** to publish information in this respect on social media and the website.

JJ

RESOLVED further to request that the school publishes information regarding the Post Office as well.

LD

RESOLVED to investigate if one of the residents is still in possession of the original Post Office sign.

VS

12.4 To receive feedback in respect of grass cutting along highways and footpaths

RECEIVED update from Cllr L. Thompson and **RESOLVED** that no further action is required.

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

13.1 None received.

14. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council will be held on Thursday 11 July 2024 at 7pm at Darrington Reading Rooms.

Meeting closed at 20h43.