

# Minutes of the Annual Meeting of Darrington Parish Council held Thursday 9 May 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 T. Hirst (TH), Cllr K. Whalley (KW) and Cllr P. Batty, Cllr D. Burns.

## In Attendance

1 resident in attendance.

## Action

### 1. Election of a Chairman

**RESOLVED** to approve the re-election of Cllr L. Thompson as Chairman for the 2024/2025 period.

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

### 2. Apologies

To note apologies and approve reasons for absence

**NOTED** apologies received from Cllr J. Cox and Cllr P. Batty, and approved reasons thereto.

### 3. Election of a Vice-Chairman

**RESOLVED** to approve the re-election of Cllr J. Cox as Vice-Chairman for the 2024.2025 period.

**NOTED** Cllr J. Cox's acceptance of the office of Vice-Chairman in absentia and **RESOLVED** to obtain written acceptance of office from him. JJ

### 4. Declarations of Interest

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

None received.

#### 4.2 To receive, consider and decide upon any applications for dispensation

None received.

### 5. Minutes of Previous Meeting

To confirm the minutes of the ordinary meeting of Darrington Parish Council held on 11 April 2024

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

**6. To receive information on the following ongoing issues**

6.1 To provide an update on the installation of the benches

**RESOLVED** to carry forward to the next meeting.

**PB**

6.2 To provide an update on the installation of the Darrington Plane Crash Memorial Plaque

**RECEIVED** an update and **NOTED** that the plaque will be unveiled on the 9<sup>th</sup> of June 2024.

**RESOLVED** to accept the offer for photographs to be taken during the unveiling for the website and social media.

**JC**

6.3 To distribute the final “vulnerable support” flyer with the next newsletter

**RESOLVED** that no further action is required.

6.4 To begin preparing answers to the FAQ’s to be added to the website

**RESOLVED** to carry forward to the next meeting.

**JJ**

6.5 To create a “mock-up” of the newsletter including colour and images

**RESOLVED** to table the review of the newsletter under a new agenda item at the next meeting.

**JJ**

6.6 To engage with Cllr T. Hames to investigate if there are any grants available to financially support the installation of traffic calming measures in the village

**RESOVED** that no further action is required.

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

**RESOLVED** further to engage with Steve Townsend in respect of the Valo Smart City Application.

**PB**

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

**NOTED** no progress since the previous meeting.

**RESOLVED** to carry forward to the next meeting.

**JC/DB/PB**

6.9 To register the Council with the ICO

**RESOLVED** that no further action is required.

6.10 To engage directly with each councillor in respect of the data compliance checklists

**RESOLVED** that no further action is required.

6.11 To explore password protection options for Google Drive

**RESOLVED** to carry forward to the next meeting.

JJ/LD

6.12 To consider and review a draft Business Continuity Plan

**RESOLVED** to carry forward to the next meeting.

JJ

6.13 To coordinate the picnic in the park for Sunday 9 June 2024

**RESOLVED** to implement the agreed actions in preparation for the picnic in the park.

VS/LT/  
KW/PB

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

**RESOLVED** to carry forward to the next meeting.

LT/JJ

6.15 To communicate to all residents that are in receipt of an electronic newsletter, that going forward they will also receive a hard copy newsletter

**RESOLVED** that no further action is required.

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

VS/LT/JJ

6.16 To provide an article on the farm in the next newsletter

**RESOLVED** to carry forward to the next meeting.

PB

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

**RESOLVED** to carry forward to the next meeting.

JC

6.18 To provide a list of current service providers to Cllr D. Burns

**RESOLVED** that no further action is required.

6.19 To engage with the resident in respect of the complaint regarding parking

**RESOLVED** that no further action is required.

6.20 To consider feedback on joint meeting held with representatives on the surrounding parish councils regarding the establishment of a security-watch WhatsApp group

**NOTED** feedback received from Cllr K. Whalley and that the WhatsApp group is now live.

**NOTED** further that this initiative is not a Council initiative but rather one that is being administered and moderated by a resident of the village.

**RESOLVED** to provide the relevant information to be shared on the Council's website and social media platform. KW/JJ

6.21 To contact Nick Dyas in respect of the maintenance work required and to offer him first right of refusal

**RESOLVED** that no further action is required.

6.22 To obtain quotations for any work not taken up by Nick Dyas

**NOTED** feedback received in respect of the quotations and work undertaken.

**RESOLVED** to provide an update as to progress of the work undertaken at the next meeting. TH

## 7. Correspondence

7.1 YLCA Branch Meeting

**NOTED** correspondence received in this respect.

7.2 Resident complaint regarding speeding on Valley Road

**RESOLVED** to respond to the resident in this respect. JC

## 8. Financial Matters

8.1 NOTED payments to be approved for May 2024

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
09.05.24	05-2425	Debit Card	WH Smiths	File Dividers	£7.00	£1.17
09.05.24	06-2425	TRF	AJG Community Scheme	Hiscox Insurance 01.06.24 to 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	PontyVA 925	Social media, websites, residents Apr	£330.00	£0.00

09.05.24	09-2425	TRF	N Dyas	Gardening/maintenance Apr 13 hrs	£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
				<b>TOTAL</b>	<b>£3,734.90</b>	<b>£242.61</b>

**8.2 NOTED payments made for April 2024**

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
11.04.24	01-2425	TRF	1 <sup>st</sup> Impressions	Summer Baskets & beds with 5% discount	£4,001.81	£666.97
11.04.24	02-2425	TRF	Nick Dyas	Gardening – Tithe Barn 13hrs @ £16ph	£208.00	£0.00
11.04.24	03-2425	TRF	PontyVA925	Social Media, Website, Residents	£330.00	£0.00
11.04.24	04-2425	TRF	Fiona Gray	YLCA – Annual Membership	£476.00	£.00
				<b>TOTAL</b>	<b>£5,015.81</b>	<b>£666.97</b>

**NOTED** total income received during April 2024 of £19,440.75 (including the precept of £18,150.75).

**RESOLVED** to settle all May accounts with immediate effect.

**NOTED** the bank balance at 30 April 2024 as £34,871.65.

**8.3 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.

**8.4 To consider and decide upon appointment of internal auditor**

**RESOLVED** to approve the appointment of Mr Scott Davis as the internal auditor for the 2023/24 audit.

**FG**

**9. To consider planning applications received**

9.1	CYC Reference	Address/Description	Council Decision
	23/00729/S730	Holly Cottage, Estcourt Road, Darrington - Variation of Condition 2 (Approved Plans) of application 23/00729/FUL, dated 7th July 2023, for 'Demolition of existing conservatory and erection of single storey extension to rear to provide additional living space to mixed use building' to amend the design and materials of the chimney stack	No objection

22/01983/S730	Delph House - Variation of Condition 2 (Approved Plans) of planning application 22/01983/FUL dated 27/10/2023 [which granted full planning permission for the erection of 1no. detached bungalow] to include a small extension to front under roof canopy	No objection
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**10. To receive information on finalised planning applications**

10.1	<b>CYC Reference</b>	<b>Address/Description</b>	<b>Wakefield Council Decision</b>
	23/01796/FUL	Welcome Break Great North Road (A1) Darrington Pontefract – Installation of a detached food-to-go building (Greggs Pod) and other associated minor site alterations	Application Refused
	19/005897/S730	Hillcroft Farm, Estcourt Road, Darrington - Variation of Condition 1(Approved Plans) of application 19/00597/FUL dated 22/08/2019 [which granted permission for "Variation of condition 2 (approved plans) of approved application 18/00443/FUL dated 19 April 2018 (which granted amendments to original application 16/02547/FUL for demolition of existing farm buildings with 6no detached residential dwellings and associated access (part retrospective)) relating plot 5 only to include increase in roof height, omission of front porch, changes to doors and windows and new single storey element to rear"] to amend the design and layout of Plot 4 (house type 2) and internal access (Retrospective)	Application Approved

**RESOLVED** to forward the planning link for Delph House to the councillors to submit individual objections should they wish to do so.

JJ

**11. Reports – School, Police, Gardening Club, Village Field, Newsletter**

**11.1 To consider school report**

**NOTED** nothing to report.

**11.2 To consider police report**

**NOTED** nothing to report.

**11.3 To consider Gardening Club report**

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

**11.4 To consider Village Field report**

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

**RESOLVED** to print volunteer forms for completion by residents at the Feast and Fayre stall.

JJ

**RESOLVED** further to provide information and images for the stall boards to Ms J. Jones in order that material can be prepared timeously.

ALL/JJ

**11.5 To consider newsletter report**

**NOTED** that the newsletter was ready to be distributed.

**11.6 To consider Church report**

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

**11.7 To consider YLCA branch meeting report**

**NOTED** nothing to report.

**11.8 To note Newsletter-worthy items**

**RESOLVED** to include the refurbishment of the notice boards and benches in the next newsletter.

**VS**

**12. Governance matters**

**12.1 To consider and approve updated Standing Orders**

**RESOLVED** to approve the Standing Orders for 2024/25 with no changes noted.

**12.2 To consider and approve updated Financial Regulations**

**CONSIDERED** and **RESOLVED** to approve updates to the Financial Regulations subject to the following amendments:

**JJ**

12.2.1 Removal of clause 7.4;

12.2.2 Removal of clause 7.6;

12.2.3 Removal of clause 7.7;

12.2.4 Removal of clause 8.3

12.2.4 Addition of a clause stipulating that in line with supporting local businesses, the Council will firstly look to sourcing a provider locally in the village before sourcing a provider outside the village

**12.3 To note the Member's Code of Conduct**

**NOTED** the Member's Code of Conduct.

**13. Matters requested by Councillors**

**13.1 To consider and decide upon allocation of work for cutting of grass verge between Ingle Nook and the bottom of North Lodge Lane**

**RESOLVED** to extend Nick Dyas' contract to include cutting the grass verge between Ingle Nook and the bottom of North Lodge Lane on an as-and-when-necessary basis.

**LT**

13.2 To consider and decide upon an appropriate thank you for a resident that has volunteered his grass cutting services for 25+ years

**RESOLVED** to approve a thank you if deemed appropriate and to provide feedback at the next meeting.

TH

13.3 To consider and decide upon quad bikes and off-road bikes using the back lane down to the exit opposite the Darrington

**RESOLVED** that no action can be taken by the Council and that complaints will need to be submitted directly by residents to either Wakefield Council or Highways England.

## 12. Matters for inclusion on the agenda for the next meeting

12.1 To consider and decide upon next steps for the newsletter including layout, print quotation alternatives and who will be driving this project (LD/JJ)

12.2 To consider and decide upon the annual review of the Council's 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 13 June 2024 at 7pm at Darrington Reading Rooms.

**Meeting closed at 21h03.**