

NOTTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 2nd July 2020
7.30pm
Remote meeting via Zoom

Present: -Cllr Taylor (Chair) Cllr Jaggar, Cllr Hicks, Cllr Eames, Cllr Callaghan
Clerk to Council-Julia Talbot

District Cllrs-Cllr Cummings, Cllr Heptinstall

Members of the public-1

Internal Auditor attended the meeting

001/720 -To receive comments or questions from members of the public

- A resident attended to raise the ongoing actions from the PACT meeting at the beginning of the year.
- Concerns were raised about speeding through the village and the advertising of the PACT meetings.
- Cllr Callaghan proposed a meeting with the Police if desired by the Parish, Cllr Callaghan to approach Police to discuss a meeting.
- It was noted that speeding checks had been carried out by the Police on Bleakley Lane and the Parish Councillors have been moving Smiley Sid around the Parish to collect data.
- Cllr Cummings raised concerns about the Policing relationship with the community that had deteriorated over the years.
- Community Speed Watch in other areas of the country was discussed, and whether it was something the Parish Could undertake.
- Also raised was the number of houses to be built on Lee Lane as identified in the Royston Master Plan and the traffic effect on the Parish.

002/720-To receive apologies for absence

District Cllr Manifold

003/730-To receive any declarations of personal and /or prejudicial interests

Cllr Taylor, Cllr Hicks (Finance)

004/720-To receive Parish information from District Councillors/inform the District Councillors of Parish issues.

- District Cllrs reported that fly tipping has increased over the lockdown, Keeper Lane and Woolley Mill Lane has been one of these areas that have been affected.
- It was noted that the agreed actions for Bleakley Lane crossroads has been completed. Cllr Eames raised concerns about the changes in the road.
- The climbing frame has now been installed at Hudson Avenue play area.
- Ellis Lane caravan site-No application has been received by WMDC planning
- There has been no contact from PROW team regarding a barrier to prevent the off-road bikers on Green Lane.
- Concerns were raised that some of the green bins have been missed in the Parish. District Cllrs to follow up.

005/720-To confirm the minutes of the meeting held on Thursday 5th March 2020 as a true and accurate record.

It was resolved to approve the minutes of the March meeting as a true and accurate record and duly signed by the Chair

006/720-Highway matters

a. To receive an update on Highway matters

The agreed work program by WMDC highways for Bleakley Lane has been completed The Chair thanked Cllr Jaggar for his work with Smiley Sid as it has been moving around the Parish collecting data. It was noted that data collected suggests that speed entering and leaving the village has been getting faster.

007/720-Planning Matters

a. To consider planning applications

No new planning applications

b. To receive planning decisions/information

Appeals

- **20/00003/REF-19/01100/FUL**-Nuses Barn, George Lane Notton –Extensions to side and rear of the existing dwelling and creation of sunken patio (part retrospective)-
Appeal dismissed

Planning Decisions

- **20/00295/FUL**-6, Seckar Lane Woolley WF4 2LE-Part two storey, part single storey rear extension with balcony to front elevation, timber car port to front and demolition of existing conservatory. **Awaiting Decision**
- **20/00228/NMC**- 14, High Ash Close Notton, Non material amendment to approved application 19/01875/FUL. Application **Approved**
- **20/00182/FUL**-1 Notton Lane Notton –Creation of off-street parking to front, dropped kerb to front and boundary treatment. **Application Approved**

008/720-Financial matters

a. To approve account for payment

Cheques to be Authorised	Payee	CQ No.	Amount	VAT
Clerks Salary		613	£188.94	
Clerks Expenses		614	£24.39	
PAYE (Clerk)	HMRC	619	£47.20	
Webinar /dealing with difficult issues	YLCA	615	£15.00	
Notice board/ Oval	CW	616	£400.00	
Newsletter Printing		617	£185.00	
Grounds maintenance	T&D	619	£333.00	
Webinar /finance and budgeting		618	£15.00	
July Total 2020			£1,208.53	
AUGUST				
Clerks Salary		619	£188.94	
Clerks Expenses		622	£24.39	
PAYE		625	£47.20	
Internal Auditor		623	£200.00	
Compost/Old Royston		624	£13.00	
August Total 2020			£473.53	

Total **£1,682.06**

Bank reconciliation 31/7/20

Opening Balance	16,100.80
Total Receipts	£0.00
Total Payments	£3,951.47

Closing Balance 12,214.33

Total cash book balance

Unpresented Cheques	£30.00
	£12,184.33

b. To consider the budget monitor to date

Budget monitor to date presented to the Council, budget for planting on the green was considered.

Remaining CIL funds £572.27

Spend to date £5,454.69

Balance remaining including CIL funds £12,214.33

009/720-To consider the annual internal report and approve the Annual Return and agree actions.

a. To consider the internal report and agree actions

The internal auditor attended the meeting to discuss the report. Matters raised in the report were: -

Ten recommendations were noted varying in risk

- Sampling of payments made throughout the financial year
- The handling of quotes
- The reclaiming of VAT
- COVID 19 risk assessment

Clerk to compile an action list from the report to present at the next meeting.

b. To approve section 1 of the annual governance statement

RESOLVED that Notton Parish Council approve section 1 of the Annual governance statement for 2019/20

c. To approve section 2 accounting statements

RESOLVED that Notton Parish Council approve section 2 -accounting statements for 2019/20

d. To approve the publication of documents required by Accounts and Audit Regulations for smaller authorities

RESOLVED in accordance with the Accounts and Audit Regulations 2015 and under the transparency code for smaller authorities the Annual governance statement will be added to the website.

e. To certify Notton Parish Council as exempt from external audit

RESOLVED that Notton Parish Council is exempt from the external audit for the year 2019/20 as its turnover does not exceed £25,000

Internal Auditor was thanked for her Audit report.

010/720-To consider correspondence and take action where necessary

- WMDC-press office Devolution consultation
- YLCA-White Rose
- YLCA-Remote Wakefield Branch Annual meeting
- NALC guidance on website accessibility regulations
- District Cllrs Newsletter
- Cllr Jaggar –Pop up bike lanes and temporary counters
- YLCA-Code of Conduct consultation
- PCC-Newsletter
- YLCA-Joint statement from NALC, SLCC regarding face to face meetings
- YLCA –Allotment training/webinar

011/720-Grounds Maintenance

The green has been cut through the lockdown period.

012/720-Allotments

The Clerk noted that there are 6 on the waiting list

Cllr Hicks to do the allotment training webinar and report to the next meeting

Considered were the allotment rents and whether to increase these. To be added to the next agenda to agree.

It was noted an inspection was required

The use of the Smawell Lane field for allotment space if the waiting list continues to grow was suggested, if the site is eventually purchased for the village. It was agreed that it was good for there to be a small waiting list. The Council to monitor the situation

013/720-Governance Review

a. To consider the updated code of conduct consultation.

The consultation was discussed

014/720-To receive an update on the community spending (CIL) project and agree action.

a. To consider tree planting and planting the Green and agree action

Costs for planting on the Green were considered. Cllr Callaghan informed the meeting he had arranged a meeting with WMDC regarding the planting. Cllr Jaggar offered to attend. To update at the next meeting

b. To receive information on hanging baskets

No contact made; no further information received

c. To consider any grant applications.

No grant application received.

015/720-To consider the Clerk's salary award for completion of CiLCA

The meeting congratulated the Clerk on successful completion of CiLCA, and a salary increase was considered.

Clerk to investigate the salary scale with SLCC for CiLCA qualified clerk and report to the next meeting for consideration

016/720-To consider the updating of the clerk's laptop and software

All agreed for the Clerk to take the laptop to be assessed and identify whether its speed can be improved – to be reviewed at the next meeting

017/720-To receive an update on the Police Safe Scheme

Worked carried out in the Parish discussed and consideration was made for areas for speed checks. Cllr Callaghan to approach Sergeant Steen

018/720 -To consider Parish Issues

a. To receive information on the grit bin on Bleakley Lane and agree action

The recent fire in the grit bin was discussed and has been reported to the Police. The position of any future grit bins was considered. It was agreed to remove the plastic and leave the grit and make a decision on replacement nearer winter.

b. To consider the purchase of compost for Old Royston

The telephone box had been removed and residents have replaced it with a planter. The residents of Old Royston have been looking after the planter and have requested that the Parish Council fund the compost to fill it.

It was resolved to fund the compost for the planter.

Various residents' correspondence discussed with matters raised - the No Cycling signs, and a bonfire enquiry.

019/720-Matters for the inclusion on the agenda of the next meeting

The Village Hall will soon be re-opening to hirers

020/720-Date and time of the next meeting

No meeting in August - next meeting Thursday 3rd September location to be confirmed.