

NOTTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 1st April 2021
7.30pm
Remote meeting via Zoom

Present: -Cllr Taylor (Chair) Cllr Jaggar, Cllr Hicks, Cllr Eames.

Clerk to Council-Julia Talbot

District Cllrs-0

001/0421 -To receive comments or questions from members of the public.

None present.

002/0421-To receive apologies for absence.

Parish Cllr Callaghan-Apologies accepted by the Parish Council.

District Cllr Manifold, Cllr Cummings, Cllr Heptinstall

003/0421-To receive any declarations of personal and /or prejudicial interests.

None were declared.

004/0421-To receive Parish information from District Councillors/inform the District Councillors of Parish issues.

The District Cllrs sent apologies to the meeting - A report was forwarded to the Clerk.

- The lay-by on Navy Lane has been restored and Network Rail are not going to do any further work. Cllr Eames raised concerns about the condition of the lay-by and asked that the Parish Council approach the District Cllrs to request further work to be carried out.
- The pothole at Notton Crossroads has been reported.
- Woolley Mill Lane has been litter picked by Wakefield Council.
- Navy Lane has been part way litter picked. Cllr Eames offered to do the remaining stretch.
- Other areas will be targeted for the community litter pick.
- The thorn branches on the road at Smawell Lane after the hedge was cut was discussed and the situation has improved.
- The District Cllrs have been asked to support the funding bid for the new play equipment and resurfacing of the village play area next to the Village Hall.
- Street Scene officers approached Parish Councillors about the removal of the junk at the Pastures. Cllr Taylor will approach the District Cllrs for further information.

005/0421-To confirm the minutes of the meeting held on Thursday 4th March 2021 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.

006/0421-Highway matters

District Cllrs updated the Council about the improvements for Chevet Lane, which will be closed for 3 weeks during working hours.

The gate at Applehaigh Cough was discussed and members agreed it was important to send a letter to the PROW team with a request for a gate at Green Lane to prevent access by motor bikes. The Clerk to follow up with Cllr Callaghan who was going to draft a letter for the Clerk to send to the PROW team at Wakefield Council.

007/0421-Planning Matters

a-To consider planning validated applications.

- **21/00472/FUL**-1B Bleakley Lane Notton WF4 2NA-Constuction of a detached ancillary annex

b-To receive information on planning decisions.

- **21/00470/FUL**-Bush House 8 Applehaigh Lane Notton Wakefield WF4 2NA Demolition of Existing Bungalow & Erection of 3 No. Detached Dwellings in 4 Phases as follows:

Phase 1: Demolition of bungalow & preparation of compound for parking washing/storage etc. Construction of temporary/permanent perimeter fencing/boundary treatment.

Provision of services & infrastructure for Individual plots, including drainage & access.

Phase 2: Construct Dwelling on Plot 2

Phase 3: Construct Dwelling on Plot 3

Phase 4: Construct Dwelling on Plot 1

Cllr Taylor updated the meeting that he has arranged a meeting for the Parish Councillors to attend with the builder to discuss potential damage to the Green from construction and other parking, and time scales for the development at 11.30 on 9th April.

- **21/00238/FUL**-1 Ingswell Drive Notton - Remove existing dormer flat roofs & replace pitched roof. **Awaiting Decision**
- **20/02520/FUL**-41, Applehaigh Lane Notton WF4 2NP - Two storey front extension. **Awaiting Decision**

c. To receive information on any appeals.

No appeals noted.

008/0421-Financial matters

a. To approve accounts for payment for up to the 1st of April 2021.

Payments to be Authorised	Payee	CQ No.	Amount	VAT
Clerks Salary		Bp	£213.95	
Clerks Expenses		Bp	£32.38	
PAYE (Clerk)	HMRC	Bp	In credit	
YLCA	Annual membership	Bp	£320.00	

SLCC	Clerk-Community Governance YR1	Bp	£325.00	
Councillor expenses	Hi Vis	BP	£37.70	6.29
Total Payments April 2021			£929.03	
Bank reconciliation	7,384.74			
Opening Balance				
Total Receipts				
Total Payments	£561.27			
Closing Balance	6,823.47			
Total cash book balance	6,823.47			

b-To receive information on receipts - none received.

c-To consider the budget to date. Noted

Quarter four safe scheme invoice discussed, the Clerk to investigate further and report to the next meeting.

009/0421-To consider correspondence and take action where necessary.

- Resident-checking an update on the Oak Tree at Manor Close
- YLCA-White Rose Newsletter
- YLCA- Managing Council employees webinar.
- Cllr Jaggar community litter picks
- Resident-Closure of Smawell Lane
- Resident-Formal complaint allotments
- YLCA-New code of Conduct-To be added to the next agenda.
- YLCA-Training Bulletin
- YLCA-Internal controls training
- YLCA-Annual Governance and Accountability Return (for Councillors)
- District Cllr Cummings-Action plan responses
- YLCA-Advice relating to face-to-face meetings.
- District Cllr Cummings-Highway maintenance in the district
- District Cllr Cummings-Chevet Lane Scheme update

010/0421-Grounds Maintenance

a-To review the year and agree any action.

The grounds maintenance contractor has reported they will be doing the first cut of the season on the green.

The Parish Council requested a time frame for the tree work on Manor Close by WMDC. Also discussed was the retaining wall at Manor Close next to the stream. Both the private property and Highways would be responsible. Cllr Jaggar asked if we could request maintenance.

Cllr Taylor said he would report it to Wakefield Council Highways (via Cllr Cummings) suggesting that they carry out an inspection.

011/0421-Allotments

a. To receive an update on allotment tenants' inspections and correspondence.

A Letter has been sent to tenants after a formal complaint from a resident, with a further inspection agreed. An inspection date to be confirmed.

012/0421-Governance Review

a-To consider the amendments to the Financial regulations to account for the changes to online banking. **It was agreed to adopt the updates to the regulations.**

Considered was security and access to files. It was agreed for the Clerk to put the access codes to the Council laptop and any other information in a sealed envelope, only to be opened by two Parish Councillors in the event of the Clerk losing capacity to act.

b-To receive the governance diary and policies and procedure list to date.

All Parish Councillors received an updated diary of governance.

c-To consider the documents required to ensure the Parish Council is following the Small Councils transparency code on the council website.

The website accessibility policy was updated to reflect current changes and added to the website.

Declarations of interest to be added to the website, the Clerk informed the meeting that this can be added to the website via a link to Wakefield Councils website with all the relevant information required.

The updated code of conduct to be added to the next agenda to consider.

d-To appoint the internal auditor for year end 2020/21

Internal audit charges were discussed, as the fee has increased to £250. Clerk to investigate alternative audit services to ensure value for money.

e-To receive an update on the VAT return for year end 2020/21. The Clerk will carry out the VAT return and report to the Parish Council.

013/0421-To receive an update on the community spending (CIL) project and agree action.

a-To receive updates regarding tree planting and planting on the green.

Positioning and costings of the shrubs and trees on the green discussed – Cllr Jaggar will bring firm proposals to the next meeting.

b-To receive an update on the hanging baskets and agree action.

The Parish Council is still awaiting confirmation of lamp posts that can have brackets added to support the hanging baskets. Cllr Hicks to follow up with the garden centre providing the baskets. It was agreed to compile a policy and application form for residents that want to

purchase a basket, to be agreed at the next meeting. An article has been added to the newsletter for interested residents to contact the Clerk.

c-To consider any grant application.

No application used.

d-To receive an update on signage for the shop and agree action.

The sign will be delivered on 7th April for the Green – Cllr Taylor will put it up.

014/0421. To receive an update on the replacement of the play area surface and additional equipment with an update on the grant funding application

The Plans were presented to the meeting to add a new piece of equipment, a fence, and replace the surfacing and the seesaw.

It was proposed by Cllr Jaggar and seconded by Cllr Hicks and resolved to apply for funding from FCC Communities Foundation and accept the plans for the project and the costs presented.

A third party will need to make the third-party contribution, and Cllr Taylor will approach the Village Hall Committee to contribute the £5,000 required to proceed with the application if approved. The closing date for the application is the end of May. District Councillors have promised a capital Grant of £5000.

An article will be added to the newsletter to establish community support for the project.

015/0421. To consider the costs for grit bins for Old Royston, Hilltop and Beck View and agree action.

District Cllr Heptinstall has been asked to investigate further and report funding opportunities to the Parish Council.

16/0421.Newsletter

a. Distribution of the newsletter was discussed and agreed.

017/0421.To receive an update on the Police safe scheme report.

The Safe Scheme report was received, and the recent PACT meeting was discussed.

Residents had attended to raise concerns about the continual anti-social behaviour on Bleakley Lane and the vandalism of the bus shelter on the junction of Bleakley Terrace.

Police are aware and will continue to monitor the situation.

18/0421-To consider Parish matters.

No matter raised.

152/0321-Matters for the inclusion on the agenda of the next meeting

- To consider the new code of conduct

153/0321-Date and time of the next meeting

Thursday 6th May 2021 7.00pm remotely via Zoom.

This will be the Annual Meeting of the Parish Council and the June meeting will be the first face to face meeting at the Village Hall following COVID guidelines.