

**NOTTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON**  
**Thursday 3<sup>rd</sup> February 2022**  
**7.30pm**  
**Notton Village Hall**

**Present:** -Cllr Taylor (Chair) Cllr Eames, Cllr Jaggar, Cllr Callaghan, Cllr Hicks (Vice Chair)  
**Clerks to Council-** Andrew Woodhead

**District Cllrs-**Cllr Cummings, 1 prospective District Council candidate, no members of the public.

**185/0222 -To receive comments or questions from members of the public.**

No items this meeting.

**186/0222-To receive and accept apologies for absence.**

No apologies.

**187/0222-To receive any declarations of personal and /or prejudicial interests.**

None

**188/0222-To receive Parish information from District Councillors/inform the District Councillors of Parish issues.**

District Cllr Cummings report:

- The CIL payment from the development on Applehaigh Lane 19/01859/FUL has still to be passed to the Parish Council. This has been followed up, the project claims to be exempt from CIL under the self-build exemption.
- Concerns with overgrowth on Applehaigh Lane at the back of the footway have now been resolved and cut back, Cllr Cummings visited with Cllr Callaghan.
- Roadworks notice (item 191/0222)
- Navy Lane Concrete Block in dyke has been reported, but team have failed to locate. Cllr Cummings will send a more specific location.
- Litter pick at Chevet Lane from Bleakley Crossroads down to the Ryhill turnoff, completed.
- Litter pick A61 Woolley Crossroads to Newmillerdam also completed.
- Noted that the power to light the Bus Stop on the A61 near George Lane is insufficient to power streetlights or a sign. Consideration being given to options.
- CCTV has been fitted at a location within the Parish to capture fly tipping.

Councillor Cummings was thanked for her report and the support she undertakes for the Parish Council.

**189/0222-To confirm the minutes of the meeting held on Thursday 6<sup>th</sup> January 2022 as a true and accurate record.**

It was resolved to approve the minutes of the January ordinary meeting of the Parish Council as a true and accurate record and duly signed by the Chair.

**190/0222- progress on handover of Parish Clerk**

**a- Council computer, files and Bank**

It was reported that the Council Computer had been set up on a private Windows 365 Account, which was now proving problematic. All the computer files have been copied onto a different computer and can be accessed. The Council Computer will not currently allow us ready access.

**b-notton-pc.gov.uk e-mail address**

The Parish Clerk e-mail address is accessible and is in use

**c-Bank**

1-The new clerk is now on the system for the bank and is awaiting a PIN number to access the accounts on-line, this is expected imminently.

2-The Clerk was directed to investigate the cost of a separate hard drive for backing up Council files, and options for the Council Computer and report to the next meeting

**191/0222- Highway matters**

a-Chevet Lane near Notton Lane, BT are to replace 2 existing poles; works completed as of 3/2/2022 noted.

b-It was reported that data showed that 22,000 vehicles pass through the village per month with 70% exceeding the speed limit and 30% exceeding 40 mph. It was noted that the only realistic answer to slow traffic was a series of speed tables, but this was unlikely to be implemented by the District Council. The Council accepted that speed cameras are only affective in the immediate location and this was not a consideration.

**192/0222-Planning Matters**

**a-To consider planning validated applications.**

21/03013/FUL; 90 George Lane, Notton WF4 2ND, Mr K Mitchell. Change of use from dwelling to short term holiday let. Officer [hlyth@wakefield.gov.uk](mailto:hlyth@wakefield.gov.uk); No objection.

**b-To receive information on planning decisions.**

No planning decisions.

**c-To receive information on any appeals.**

No appeals.

**d-To receive an update on the development on the green**

It was reported that the recent offer of more mature trees for planting on the green, as part of works undertaken elsewhere by the district council had proved unsuccessful; Consideration would now need to be given to the options left given the timescales if these are to be part of the Jubilee Celebrations.

**193/0222-Financial matters**

**a. To approve accounts for payment for up to the 3rd February 2022.**

The following items were noted, and payments approved.

Deposits	Item	type	£
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Plot holder	Allotment Rent	ph	25.00
Balance as of	02/02/2022	ph	7068.17

Payments	Item	Chq No*	£
Cllr P Taylor	Newletter	300701	158.40
Andrew Woodhead	Wages	300702	213.95
HMRC	Tax & NI	300703	53.40
	Total		425.75

Bank as of	02/02/2022		7068.17
Less payments			425.75
<b>Balance</b>			<b>6642.42</b>

ph - information given by phone

**b-To receive information on receipts-** noted

**c-To consider the budget to date.** Noted

**d-To receive Copy of Appendix D Notton 2022-23-** Noted

**194/0222-To consider correspondence and take action where necessary.**

- letter from Bruno Peek LVO OBE OPR, regarding the Queen's Platinum Jubilee
- White Rose Weekly Bulletin 7 January 2022
- YLCA Councillors Contact Details
- YLCA Change.org petition for councils in England to have the choice to meet remotely.
- YLCA Webinar Training Sessions 18 January to 28 January and other training
- [Allotment] Rent Paul Selby paid- Noted
- YLCA The Queen's Platinum Jubilee 2022 Updates
- YLCA Freedom of Information Act (FOIA) Webinar Session- Tuesday, 25 January 2022
- YLCA Wakefield Branch Meeting – 24 February 2022
- YLCA Offer of Chainsaw training at Thorne, South Yorkshire
- YLCA Broadening your Planning Knowledge- Andrew Towleron, Planning Consultant- Thursday, 27 January 2022
- YLCA Webinar Training Sessions 25 January to 4 February and other training
- White Rose Weekly Bulletin 21 January 2022
- YLCA Planning Decisions- Andrew Towleron, Planning Consultant- Friday, 4 February 2022
- Tender for Grounds Maintenance One
- Tender for Grounds Maintenance Two

**195/0222-Grounds Maintenance**

**a-To receive an update on the grass cutting retender**

Two tenders have been received by the 1<sup>st</sup> February 2022 deadline, no tends arrived afterwards. Having given careful consideration to both tenders, the Council

**Resolved:** to accept the tender submitted by T&D Contractors in the sum of £2275.00

**b-To consider any action for the Horse Chestnut Tree at Manor Close**

1-The Parish Council has received an offer by a resident to pay for the removal of a Horse Chestnut Tree standing on Parish land, up against the public footpath at Manor Close.

Noting that the tree will only become more problematic and more expensive to fell, if left.

**Resolved:** That the Council accepts the offer of the local resident to fell and remove the tree at their own expense and authorises Cllr Hicks to communicate this to the resident and communicate as required for the works.

2-The Council accepted that more trees would be planted in the Parish and that two of these would be specifically planted in a more appropriate location, to replace the one to be removed.

**196/0222-Allotments**

Nothing to report

**197/0222-Governance Review**

**a-Village Hall Contract and Costs**

Reviewed and noted

**b-Website**

Content reviewed to ensure all up to date and compliant with the small council transparency code; Reviewed and noted as compliant. Clerk to send contact details on the Cllr Hicks to complete update.

**c- Facebook**

Agreed Clerk would update Notton Parish Council facebook page.

**198/0222-To receive an update on the community spending (CIL) projects and agree action.**

It was reported that 2 of the 3 properties at Applehaigh Lane (21/00470/FUL) had been certified as self-build and were exempt from CIL payments. The CIL for the remaining one would be passed to the Parish Council in April. The Clerk was asked to investigate further.

**a-To receive updates regarding tree planting on the green, including funding opportunities and agree any action.**

Cllr Callaghan stated that locations for 8 trees had been identified on The Green, Rowan and Silver Birch would be the main species. It was noted that if the Queens Jubilee timescale was to be met a Wakefield Council Capital Grant application would be required.

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

No report this meeting.

**199/0222.To receive an update on the Police Safe Scheme report.**

PC 3630 Jordan Buck submitted a report to the Council. The Council noted the report thanked PC Buck for the information and welcomed him on behalf of the Parish.

**200/0222-To consider Parish matters.**

It was agreed that the next newsletter would include the Parish Council e-mail address contacts for all parish Councillors.

**a-The future of Notton Parish Council records.**

The Clerk reported that the Filing Cabinet in the Village Hall was full and there were more files to be stored in it. On investigation the Council currently holds Parish Council Minutes from the very first meeting in April 1895. The Clerk was asked to bring options for the future storage of these older records to the next meeting.

**b- To consider Notton Parish Council meeting dates for the next 12 months**

It was noted that the Parish Council would meet on the following dates: 3<sup>rd</sup> March; 7<sup>th</sup> April; Wednesday the 4<sup>th</sup> May 2022 Annual meeting starting at 7:00, this date is brought forward due to the Jubilee Celebrations starting on the 5<sup>th</sup> May 2022. The meetings thereafter will all be Thursdays 2<sup>nd</sup> June; 7<sup>th</sup> July; no meeting in August; 1<sup>st</sup> September, 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December 2022; 5<sup>th</sup> January 2023 and 2<sup>nd</sup> February 2023.

**c- To consider the Queens Platinum Jubilee**

It was noted that the Parish Hall committee were organising the Jubilee event and that the Parish Council had agreed to fund some of the activities. The date has been set for Saturday the 4<sup>th</sup> June.

**201/0222-Matters for the inclusion on the agenda of the next meeting**

- The Clerk to update on back-up system for the Parish Council electronic records
- Internal Audit
- Formal archiving of Parish Council records

**202/0222-Date and time of the next meeting**

Next meeting is Thursday 3<sup>rd</sup> March 2022 at 7.30pm Notton Village Hall.

Meeting end 9.28pm