

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

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

**Clerks to Council-** Andrew Woodhead

**District Cllrs-**none, 1 prospective District Council candidate, no members of the public.

**203/0322 -To receive comments or questions from members of the public.**

No items this meeting.

**204/0322-To receive and accept apologies for absence.**

Parish Councillors Callaghan and Hicks, the apologies accepted by the Parish Council. District Councillor Cummings.

**205/0322-To receive any declarations of personal and /or prejudicial interests.**

None

**206/0322-To receive Parish information from District Councillors/inform the District Councillors of Parish issues.**

District Cllr Cummings report accepted in her absence:

- Navy Lane, concrete block in dyke as you approach Midland Cottages- CAS175334; The concrete block (Maureen) has now been photographed and the photo sent to the council along with the location, am waiting for an update
- Woolley Cross Roads lighting, e-mail sent to Graham West 6/1/ informing him that there is a lit bus shelter (the electric at the bus shelter does not have capacity to power street lights) otherwise could we put up a solar sign information oncoming traffic of dangerous cross roads- this is still being investigated.
- Blocked grates along George Lane/Notton Lane x 9 3/2 Logged the call for action CAS 185172
- PACT meeting 29<sup>th</sup> March 7pm via Teams, online must register  
northeast.npt@westyorkshire.police.uk
- I understand that the 2 missing grit bins have now been replace – can this be confirmed
- Applehaigh Lane mud on road, reported to Planning Enforcement to visit builder and remind them of their responsibility to keep the roads clean.

**207/0322-To confirm the minutes of the meeting held on Thursday 3rd February 2022 as a true and accurate record.**

With the following correction 200/0222 b-To consider Notton Parish Council meeting dates for the next 12 months, the move to Wednesday the 4<sup>th</sup> May is due to District Elections taking place on Thursday the 5<sup>th</sup> May. With this amendment It was resolved to approve the minutes of the February ordinary meeting of the Parish Council as true and accurate record and duly signed by the Chair.

## **208/0322 Update on Parish Clerk /RFO duties**

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

It was reported that the Council Computer had not been accessed and Andrew was to look at getting it reset. We have access to all electronic files, e-mails and bank details so there are no issues with administration. There are some paper files ready for storage in the Councils filing cabinet.

## **209/0322- Highway matters**

a-Noted that there are 9 gullies still in need of emptying, these are causing flooding during storm conditions, it was however accepted that the positioning of the gullies was problematic, and a traffic flow system may be required to assist safe working. This issue is on Cllr Cummings report.

## **210/0322-Planning Matters**

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

No planning matters to consider.

### **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 (21/00470/FUL)**

Bronwen Knight, Service Director, Planning at Wakefield Council has sent a response to the clerk regarding the self-build status of 2 of the 3 properties on this development. It noted that there is a due process for Regulation 54 of the Community Infrastructure Levy Regulation 2010, and the District Council will ensure compliance. The response was noted by the Parish Council who will continue to monitor the situation.

## **211/0322-Financial matters**

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

The following items were noted, and payments approved.

<b>Deposits</b>	<b>Item</b>	<b>type</b>	<b>£</b>
No deposits		Statement	0.00
Balance as of	01/01/2022	No 215	6642.42

<b>Payments</b>	<b>Item</b>	<b>Bank Payment</b>	<b>£</b>
Yorkshire Live Music	The LA Jazz Band		470.00
ACS	Website, emails, Domain		516.00
Alison King	Deposit for The LA Jazz Band		80.00
YLCA	Inv 839-2122		15.00
Andrew Woodhead	Wages		213.95
HMRC	Tax & NI		53.40
		Total	1348.35

Bank as of	01/03/2022	Statement 215	6642.42
Less payments			1348.35
<b>Balance</b>			<b>5294.07</b>

**b-To receive information on receipts-** no receipts

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

**d-To receive accounts and Bank reconciliation 2021-22-** Noted

**e-Internal Audit**

The Clerk was asked to contact Julia Winham regarding the Councils internal audit for 2021-22. It was noted that the internal auditor would be changed for 2022-23 in keeping with good practice.

**212/0322-To consider correspondence and take action where necessary.**

- Paul Hamby – Hanging Basket Locations
- YLCA- Training Programme February-April 2022
- YLCA- Vacancy
- YLCA- White Rose Weekly Bulletin and Law and Governance Monthly
- WMDC UKCRF Funding and project Development Day
- YLCA- Planning Enforcement and Appeals
- YLCA – Wakefield Branch Meeting 24<sup>th</sup> February 2022
- White Rose Weekly Bulletin 11 February 2022
- YLCA Webinar Training information for February 2022 and YLCA Conference March 2022
- White Rose Weekly Bulletin 18 February 2022
- YLCA Webinar Training information 24 February to 3 March 2022
- YLCA Remote Conference 25 March 2022
- Breakthrough Communications – Facebook
- Councillors Discussion Forum Session - Monday, 28 February 2022 6.45pm to 7.45pm Free of Charge
- Civility and Respect Project
- White Rose Weekly Bulletin 25 February 2022
- YLCA Training Webinar Sessions and Discussion Forums 3 March to 9 March 2022
- National Joint Council for Local Government Services - Cost of living increase from 1 April 2021
- A Basic Understanding of the Planning System Webinar - Wednesday, 9 March
- Notton Parish Council CIL Applehaigh Lane 21/00470/FUL- Considered at 210/0322-d

**213/0322-Grounds Maintenance**

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

It was reported that T&D Contractors had been informed that their tender was successful.

**214/0322-Allotments**

a-Kyle Selby requested that the Council update his contact details and inform him of his position on the Allotment waiting list. The Council agreed to update the record and instructed the Clerk to inform Mr Selby as to his position on the list.

b- The Clerk was asked to send a letter to Mr Brierly reminding him that he has to remove his Caravan from his Allotment by or before the end of April.

**215/0322-Governance Review**

**a-Grounds maintenance contract**

Reviewed and contracted at the last meeting 195/0222-a

**b-Model publication scheme**

Reviewed; following changes required- Clerks contact details to be updated; noted.

**c- Governance calendar**

Reviewed and noted.

**216/0322-To receive an update on the community spending (CIL) projects and agree action.**

**a-To receive update on CIL money**

No update at this meeting

**b-To receive updates regarding tree planting on the green.**

The Parish Council has submitted a Capital Grant application to the District Council for 10 trees, 8 of which are for the green, 2 are to replace the tree removed at Manor Close (Minute 195/0222-b).

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

We have been sent a list of hanging baskets locations, it was noted that some were missing. Cllr Jagger agreed to check the locations and report back to the next meeting.

**217/0322.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 and thanked PC Buck for the information.

**218/0322-To consider Parish matters.**

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

Report titled: Options for historical Notton Parish Council minute books and records; noted. West Yorkshire Archives have been contacted, the Clerk to chase. We will await their response before a decision is made. Cllr Taylor has cleared a lot of pre 2014 correspondence and noted that the minutes 2015 onwards are not present.

**b- To consider options to hold Notton Parish Council electronic records**

Report titled: Options for hard drive backup of Notton Parish Council electronic records; noted.

**Resolved** to accept option one; the clerk was instructed to purchase an external hard drive for Parish Council electronic records with an allocated budget of £40.00

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

It was noted that the Village 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. A draft programme had been circulated and help would be needed before and on the day.

**219/0322-Matters for the inclusion on the agenda of the next meeting**

- Internal Audit
- Bunting for the Jubilee Event

**220/0322-Date and time of the next meeting**

Next meeting is Thursday 7<sup>th</sup> April 2022 at 7.30pm Notton Village Hall.

Meeting ended 9:03 pm

Meeting end 9.28pm