

NOTTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
Thursday 7th April 2022
7.30pm
Notton Village Hall

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

Clerks to Council- Andrew Woodhead

District Cllrs-Cllr Cummings.

221/0422 -To receive comments or questions from members of the public.

No items this meeting.

222/0422-To receive and consider apologies for absence.

Parish Councillor Jaggar the apologies accepted by the Parish Council.

223/0422-To receive any declarations of personal and /or prejudicial interests.

None

224/0422-To receive Parish information from District Councillors/inform the District Councillors of Parish issues.

District Cllr Cummings report:

- Boundary Review- Notton is to remain the same.
- The District Council is not supplying any extra grit bins.
- Graham West is leaving the Highways service for a job in Kirklees.
- The next PACT meeting will be on the 13th September

It was asked if the district Council could supply salt in bags, as we were unable to accept loose salt deliveries.

Councillor Cummings was thanked for her report.

225/0422-To confirm the minutes of the meeting held on Thursday 3rd March 2022 as a true and accurate record.

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

226/0422- Highway matters

It was reported that the issue of blocked road gullies at Gill Bridge has now been addressed and gully cleaning down to the chicane on George Lane should also have been completed.

227/0422-Planning Matters

a-To consider planning validated applications.

22/00469/FUL- 26 Ingswell Drive, Notton, Single storey side and rear extension, alteration to window to front and side elevations; No objection.

22/00426/FUL- 14 Ingswell Drive, Notton, Single storey extension to rear, first floor extension to front; No objection.

22/00352/FUL-The Barn, 14A Applehaigh Lane, Notton, Proposed single storey rear and side extension, infill existing porch and proposed single storey outbuilding; No objection

22/00643/FUL-123 George Lane, Notton, Demolition of existing dwelling and erection of 2 dwellings with associated amenity space, car parking and creation of new vehicular access;

Objection raised regarding over development of site, Chair to draft a response from the Council

b-To receive information on planning decisions.

21/03013/FUL- 90 George Lane, Notton, Change of use from dwelling to short term holiday let- Application Approved.

c-To receive information on any appeals.

No appeals.

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

The Clerk had attended the Parish & Town Councils liaison meeting with the District Council where CIL was an agenda item. The opportunity was used to raise the issue of the properties on Applehaigh Lane again with the Planning department.

228/0422-Financial matters

a. To approve accounts for payment for up to the 7th April 2022.

i)The following items were noted, and payments approved.

Date	Item	Payee	Status	£
31/03/2022	Clerks Salary	A Woodhead	Pending	213.95
31/03/2022	PAYE (Clerk)	HMRC	Pending	53.40
31/03/2022	Seagate External Hard Drive	A Woodhead	Pending	44.99
31/03/2022	Planting for the Green	S Jaggar	Revised	65.00
31/03/2022	Membership / Subscription 22/23	YLCA	Pending	324.00
31/03/3022	Christmas provision (lights) 2019-21 x3	WMDC	Pending	1311.00
31/03/2022	Refuse collection (2022-23)	WMDC	Pending	204.10
			Total	2216.44

ii)The Clerk was instructed to complain about the Christmas provision Invoice covering three years as this was not an insignificant sum of money and invoicing needs to be more timely.

b-To receive information on receipts-

Capital Grant Funding of £2405.17 reference LCGP 9220-491 2122 has been received in to the Councils Bank Account on the 1st April 2022.

c-To consider the Bank Reconciliation & budget to date. Both items Noted

Bank Reconciliation

Notton Parish Council

£

Cash brought forward from 2020-2021

6805.47

Income to date

12197.38

Total

19002.85

Expenditure to date 15943.22
Current Balance 3059.63

uncashed chqs	213.95
and payments	53.40
not on statement	44.99
	65.00
	324.00
	1311.00
	204.10
Total	2216.44

Date 31st March 2022

Bank Statement
217 5276.07
 Uncashed Cheques 2216.44
Balance 3059.63

229/0422- a)To consider correspondence and take action where necessary.

- YLCA Wakefield Branch representatives
- YLCA Remote Conference 25 March 2022
- YLCA Training Webinar Sessions & Discussion Forums 9 March to 19 March 2022
- Crofton Parish Clerk to Clerks of Wakefield District- Safer Scheme meeting
- Blocked Dyke e-mail response from Cllr Cummings
- Ukraine and Local Councils
- YLCA Training Webinar Sessions & Discussion Forums 14 March to 25March 2022
- Crofton Parish Clerk to Clerks of Wakefield District- Safer Scheme meeting Tuesday 29 March at 7pm
- Smaller Councils Committee Letter to Smaller Councils
- CloudyIT- Free Webinar in March
- NALC Briefing -Ukraine
- YLCA Conference update 25th March 2022
- Transparency Code for smaller Authorities with a turnover not exceeding £25,000 Webinar Training Session
- Writing Grant Applications and Sourcing Local Council Funding Opportunities - Mike Deegan Consultancy Webinar
- White Rose Weekly Bulletin- 18 March 2022
- Notton PACT meeting 29th March
- White Rose Weekly Bulletin 25 March 2022
- YLCA Training Webinar Sessions 5 April to 8th April 2022
- YLCA Government response to the report on Local Government Ethical Standards
- YLCA Wakefield Branch Meeting dates for June and October 2022
- YLCA Wakefield MDC Parish Liaison meeting presentations
- YLCA Various Finance Related Webinar Training Courses by Parkinson Partnership April 2022
- YLCA COUNCILLORS DISCUSSION FORUM SESSION THURSDAY, 31 MARCH 2022 – 6.45PM – 7.45PM Free of Charge

- YLCA Charities and Local Councils as Charitable Trusts Part 1 and Part 2 - Wednesday, 6 April and Thursday, 7 April
- YLCA Developing Your Skills as a Councillor Part 1 and Part 2 - Wednesday, 6 April and Thursday, 7 April
- YLCA Roles and Responsibilities of a Councillor Tuesday, 6 April
- YLCA Charities and Local Councils as Charitable Trusts Part 1 and Part 2 - Wednesday, 6 April and Thursday, 7 April
- White Rose Weekly Bulletin 1 April 2022
- Various Finance Related Webinar Training Courses by Parkinson Partnership April 2022

229/0422-b) To consider correspondence and take action where necessary.

A reply from West Yorkshire Archives has been received regarding the depositing of Notton Parish Council records, stating that they would like to accept Notton Parish Council Minutes.

Resolved- The report presented at the last meeting, minute 218/033 be accepted and option 1; to lodge the historic Notton Parish Council Minute Books with West Yorkshire Archives Service in Wakefield, be implemented. The Clerk was instructed to make the necessary arrangements and ensure all minutes & minutes books from 1895 to 2015 are safely deposited with West Yorkshire Wakefield Archives.

It was requested that photos be taken, and information given on the Councils facebook page when this work was concluded.

230/0422-Grounds Maintenance

Noted that Grass cutting has now resumed

231/0422-Allotments

a)-A reminder letter was sent to Mr Brierley regarding the Caravan stored on one of his allotment plots. On the 31st March the Clerk received a telephone call from Mr Brierly informing him that the Caravan has now been removed from the allotment.

The Clerk was instructed to send Mr Brierley a reminder that the 3 plots he currently holds need to be cleared of some of the buildings and planted up, noting that we do have a waiting list should he wish to give any of the plots back.

b)-The Clerk reported that on the 30th March he received a telephone call from Ms S Shaw informing him that Mr George B Shaw has passed away and asking if the Council would allow Mr Keith Shaw, who has assisted the late Mr George Shaw maintain the allotment for many years, take over and maintain the plots.

Resolved-To transfer plots 1 and 2 to Mr Keith Shaw as a legacy holding. The Clerk was instructed to issue the paperwork.

232/0422-Governance Review

a-Code of Conduct

It was noted that the Code of Conduct in the Parish Council file was out of date, although it was not considered to be the current adopted version. The Clerk was instructed to amend the more current District Council Code of Conduct in preparation for consideration and adoption in May.

b-VAT Return

It was reported that the Council requires a VAT invoice for one transaction in order to complete and submit our VAT return. The Clerk was instructed to request a new invoice.

d- Year end Accounts and Internal Audit

i)The Clerk presented to year end accounts 2021-22 to the Council, the accounts were noted; minor amendments were requested in order to better demonstrate the Councils financial position. A request for a clearer CIL budget status was requested to be included for the 2022-23 financial year.

ii)The Clerk has contacted the internal auditor and arrangements will be made to ensure she has the required paperwork to undertake the internal audit.

233/0422-To receive an update on the community spending (CIL) projects and agree action.

No report this meeting.

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

It was noted that the Parish Councils Capital Grant application had been successful and that the funding was now in the bank. It was agreed that the tree planting would be better undertaken towards the end of the year.

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

No report this meeting. The Clerk was instructed to ask when the baskets would appear around the village.

234/0422.To receive an update on the Police Safe Scheme report.

No report this meeting.

235/0422-To consider Parish matters.

a- To consider the Queens Platinum Jubilee

It was noted that the Clerk had contacted the District Councils Community Ambassadors asking if they could put up and take down Bunting for the Jubilee event in the village. We await a reply.

b- Notton Parish Council External Hard Drive

The External Hard Drive authorized at the last meeting, minute218/0322(b) has been purchased. The Clerk was instructed to add the item to the Parish Councils Asset Register.

c-Clerk to report back on the Safe Scheme meeting of 29th March

The Clerk had attended a meeting called by Crofton Parish Council, it was noted that some of the larger Parish Councils were unhappy about the level of support the scheme was giving. For Notton; It was reported that we were happy with the scheme and Walton were equally happy. Only five

Councils were represented, two were unhappy, two were happy and one stated they felt it was just about alright. No firm conclusion could be drawn.

236/0422-Matters for the inclusion on the agenda of the next meeting

Nothing extra to add at this point

237/0422-Date and time of the next meeting

Next meeting is Annual Meeting of the Parish Council on Wednesday 4th May 2022 at 7.00pm Notton Village Hall followed by the meeting of the Parish Council at 7:30pm

Meeting end 9.00pm