

## Notton Parish Council

### Minutes of the Parish Council Meeting held on Thursday 2<sup>nd</sup> March 2023- 7:30pm, Notton Village Hall.

**Present:-** Cllr Taylor (Chair) Cllr Pywell, Cllr Jaggar and Cllr Hicks

**Clerk to the Council:-** Andrew Woodhead

**District Councillor:-** Ali

**Members of the Public:-** Mr Brierley

**171/0323- To receive comments or questions form members of the public attending.**

Mr Brierley reported that although he has had a period of ill health, he has a friend who is to assist him tend his allotments, Mr Brierley also paid the Plot rental due on his Allotment plots, numbers 8, 9 and 10.

**172/0323- To receive and consider apologies for absence.**

Apologies received form Cllr Marc Callaghan; accepted. Apologies received from District Councillor Maureen Cummings; accepted.

**173/0323- To receive any declarations of personal and/or prejudicial interest.**

None.

**174/0323- To receive parish information from District Councillors/inform the District Councillors of Parish issues.**

I)-District Councillor Cumming submitted the following report in her absence:

a)-Overgrown Hawthorn Hedge	301669	Manor House Farm, George Lane Notton. 19/1 notice served (21 days) to rectify.
b)-Blocked manhole	301794	Smawell Lane, see plan, arrange meeting highways engineer to discuss solution to flooding. Emailed 5/1 with plan. Peter met with Rob Fyfe, works are required, and it is hoped they will be done when works along Grimpit Hill are done, if resources allow.
c)-Speed Humps require painting	312054	Navvy Lane Old Royston the humps paint has worn away 3/2 works order issued to repaint
d)-Bin Missing	312057	Haw Park Lane, Cold Hiendley, 30/40 dog poo bags discarded, no bin. 14/2 bags removed, there has never been a bin at this location, no plans to put one there as its deemed it could be a fire hazard.
e)-Dumped Fridge	312062	Chevet Lane past Smawell Lane. 16/2 fridge removed (picked this issue up when I left the Feb PC meeting)
f)-CCTV	312067	Request for CCTV Smawell Lane to deter fly tipping. Enforcement are looking at the possibility of covert trail cameras on the lane. They confirm that there

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		is an ongoing investigation from evidence gained from previous fly tipping in the last 2/3 weeks and assure me they will keep me informed.
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District Councillor Cummings was thanked, and the report noted.

**II)-District Councillor Ali reported:**

- a)-Issues with white lines reported and we are informed that these are scheduled for repainting in one month, it is noted that there has been slippage in the programme, and so it may take longer, but these are in the schedule of works.
- b)-Footpath on George Lane between the Chicane and the A61 has been cleared.
- c)-It was noted that the litter along the A61 hadn't been addressed, Cllr Ali would chase this.

**175/0323- To confirm the minutes of the Parish Council meeting held on Thursday 2<sup>nd</sup> February 2023 as a true and accurate record.**

**Resolved** to approve the minutes of the 2<sup>nd</sup> February 2023 meeting of the Parish Council and a true and accurate record.

**176/0323- Highways Matters**

**a)-Update on upgrade to Smiley SID unit**

It was reported that the upgrade had been paid for and the unit was now operational, collecting data whilst appearing to be switched off. It was noted that early indications where that traffic speeds were increased when the unit was not in operation, but more data would be collected over the next few weeks.

**b)-Update on Highways Committee**

It was stated that informal discussions about direction and remit of the committee continued, District Councillor Ali has expressed an interest and has been invited to join the current discussions on remit and scope.

**177/0323- Planning Matters**

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

Nothing to report.

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

It was noted that the planning application to increase the height of a house on Wooley Mill Lane had been refused by Wakefield Council.

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

Nothing to report.

**178/0323- Financial Matters**

**a)-To approve accounts for February 2023**

The following items were noted, and payment approved.

**PAYMENTS FEBRUARY 2023**

Date	Item	Payee	£
2nd Mar	Clerks Salary	A Woodhead	214.59
2nd Mar	PAYE (Clerk)	HMRC	53.65

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2nd Mar	Room Hire	Notton Village Hall Management Committee	168.00
2nd Mar	Domain & Website hosting &c.	ACS	516.00
		<b>Total</b>	<b>952.24</b>

**b)-To receive information on receipts and expenditure.**

It was noted that Allotment rental for £25.00 has been received this month (extra to the payment at 171/0323). Copies of the Accounts were circulated prior to the meeting, no questions raised.

**c)-To receive the bank reconciliation.**

The Bank reconciliation was presented to the Council, the following was noted and accepted.

**Bank Reconciliation**

**Notton Parish Council**

£

Cash brought forward from 2021-2022

5276.07

Income to date

18351.63

Total

23627.70

Expenditure to date

14192.01

**Current Balance**

**9435.69**

uncashed chqs and payments not on statement or awaiting authorisation	214.59
	53.65
	516.00
	168.00
Total	952.24

Date 24th February 2023

**STATEMENT NUMBER after 229**

**Bank Balance**

10387.93

Payments pending

952.24

**Balance**

**9435.69**

**d)-To receive the current budget**

The current budget was presented to the Council, the budget was noted and accepted.

**e)-To complete the third Councillors to authorise Bank Payments**

Item deferred to next meeting due to absence of Cllr Callaghan.

**f)-Update on online HMRC account and VAT Claim**

l)-The Clerk reported that we now had full access to the Councils online HMRC account, this was the first time for over 9 months. It was noted that there were some minor discrepancies and a payment to the HMRC with a maximum of up to £5 should set the account straight.

The Clerk was authorised to make this addition to the HMRC payment for the February payment.

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II)- The Clerk reported that our payroll system was no longer available. Alternatives had been found but there was a £1 per report fee. This should not exceed £20 per year. The Clerk was authorised to use the alternative payroll system as described.

III)- The Clerk reported that the VAT126 form to claim back VAT for the last financial year (2021-22) has been submitted.

**179/0323 To consider correspondence and take action where necessary.**

a)-The following correspondence has been shared with Councillors prior to the meeting:

- NALC Chief Executive's Bulletin 27 January 2023
- Finance Related Webinar Training Courses by The Parkinson Partnership
- Are you taking a proactive approach to your cyber risk?
- Administering Exclusive Rights of Burial (EROB) - Alan Fairchild Webinar Session - Wednesday, 8 February
- YLCA Ticket system response times
- Training Dates in Feb, Mar and Apr 2023
- White Rose Bulletin - 3 February and Training & Discussion Forum Bulletin
- NALC Chief Executive's Bulletin 3 February 2023
- Gallagher- Read our latest Communities Spring and Summer Event Guide
- NFP- Training Dates in Feb, Mar and Apr 2023
- YLCA- Risk Management and Risk Assessment Webinar - Wednesday, 22 February
- YLCA Bulletins - 10 February
- Power Cuts- Cllr Pywell
- NALC Chief Executive's Bulletin - 10 February
- Councillors Discussion Forum - Tuesday, 14 February
- Training Dates in Feb, Mar and Apr 2023
- YLCA Law and Governance Bulletin
- YLCA Wakefield Branch meeting 28 February 2023
- The Role of the Principal Authority Monitoring Officer Webinar - Tuesday, 2 March
- NALC Chief Executive's Bulletin 17 February
- White Rose Bulletin 17 February and Training & Discussion Forum Bulletin 22 February to 2 March
- YLCA Bulletin 24 February and March Training programme
- YLCA Councillors Discussion Forum - Monday, 27 February
- YLCA TRAINING PROGRAMME APRIL TO JUNE 2023
- YLCA Wakefield Branch reminder
- NFP Training Dates in Mar, Apr, May and June 2023
- YLCA Engagement meeting with Yorkshire and Humber Climate Commission (YHCC)- Thursday 23 March 2023 at 6:30pm
- YLCA Various Finance Related Webinar Courses by the Parkinson Partnership - Updated February to May
- NALC Parliamentary Briefing - Levelling Up and Regeneration Bill
- YLCA Health & Safety in the Workplace Webinar - 7 & 8 March

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b)- Cllr Pywell updated on the ongoing communication with Northern Powergrid. Works have been undertaken to remediate the power outages across the village, but these have not been entirely successful, they have now developed and are implementing a work plan to address the issue fully. Works are ongoing and further reports will be brought to the Council. Cllr Pywell was thanked for his work.

#### **180/0323-Grounds Maintenance**

It was noted that bushes around the Play area in the Village were so overgrown it was not possible to see children playing on the equipment. Cllr Jaggar offered to undertake the cutting back required and it was agreed a day of action to clean the facility would be undertaken. Cllrs would resolve amongst themselves dates and timescales.

#### **181/0323-Allotments**

It was noted that as of today all allotment rentals have been paid.

#### **182/0323-Governance**

##### **a)-Grounds Maintenance Contract- Review**

It was noted that the last tender for a 3 year period was granted late last year, the contractor is very good and there are no issues to report.

##### **b)-The Model Publication Scheme**

The Model Publication Scheme was reviewed, and minor updates made to ensure it was current.

##### **c)-Review of Governance Calendar**

The Calendar was reviewed, it was decided to include a review of the Councils Website in June, the Clerk was instructed to update the Calendar to reflect this.

#### **183/0323 To receive information on the community spending (CIL) and other agreed action.**

##### **a)-To receive an update on CIL money.**

Councillors are of the opinion that the ownership of one of the properties of a development by the Green has changes hands and should in consequence be liable for CIL monies. It was felt that the Officer within the Council had failed to understand our enquiry on this subject.

##### **b)- To receive an update on the Jubilee Tree plaque.**

The plaque is now in place on a post by the trees, the work was undertaken by Cllr Jaggar, the Council thanked Cllr Jaggar for this.

##### **c)- To receive an update on the Hanging Baskets.**

The Clerk stated that paperwork had been submitted to open an account with the contractor. It was noted that the history of Hanging Baskets was unfortunate; it would be better to ask for donations of £60 each. The Clerk was asked to put the paperwork together asking for donations. The balance of the fund will be met using CIL funding.

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**184/0323-To receive an update on the Police safe scheme report**

- a)-It was noted that PC Jordan Buck is enthusiastic and willing to participate in traffic calming measures in the Village, Councillors had met with him at the recent Police PACT meeting.
- b)-There was no report available for this meeting.

**185/0323-To consider Parish Matters**

It was noted that Fly tipping on Smawell Lane had not returned since the last meeting; the fact that the District Council were considering covert CCTV was welcome. Councillors would maintain a watching brief.

**186/0323-Matters for inclusion on the next agenda**

- I)-Flooding in the field very close to the houses on the top of Notton Lane/Hudson Avenue (Cllr Jaggar to talk to the farmer).
- II)-Review of Standing Orders
- III)-Request for planning condition if planning permission is granted for the 10 properties on George Lane.
- IV)-A third Councillor to Authorise Bank Payments

Meeting closed at 9:20 pm

Andrew Woodhead  
**Clerk to Notton Parish Council**

Noted that depending on whether there is to be a Parish election in May, the 2023 Annual Meeting and the may Council Meeting will be either on the 4<sup>th</sup> or the 25<sup>th</sup> of May.

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