

Notton Parish Council

Minutes of the Parish Council Meeting held at 7:30pm on the 1st June 2023 in Notton Village Hall.

Present:- Cllr Taylor (Chair) Cllr Hicks (Vice-Chair) Cllr Pywell, Cllr Jagger, Cllr Callaghan.

Clerk to the Council:- Andrew Woodhead

District Councillors: Cllr Cummings & Cllr Ali

Members of the Public- none

29/0623-To receive comments or questions from members of the public attending.

No members of the Public present.

30/0623-To receive and consider apologies for absence.

No apologies.

31/0623-To receive any declarations of personal and/or prejudicial interests.

Cllr Pywell declared an interest in the planning item 34/0623(a) 23/00653/FUL.

32/0623-To receive parish information from District Councillors/inform the District

a)-Councillors of Parish issues.

i)-Cllr Ali met with Cllrs Jagger and Pywell to discuss the 30mph limit on Chevet Lane, Cllr Ali reported that he had taken the issue back to Highways who had reported that it would not consider the issue as it did not have the budget and it was not a priority for the department.

ii)-Cllr Ali offered to arrange a meeting between interested Parish Councillors; Cllr Matthew Morley- District Councillor with the Portfolio for Highways and Martin Barnes, Head of Highways to discuss speeding and highways issues in Notton.

b)Parish Councillors reported the following.

i)-A vehicle left in the car park on Smawell Lane, which had acquired some Police aware tape around it, has now been set on fire. District Councillor Cummings stated that it would now be the responsibility of the District Council to remove it.

ii)-A bad road accident had occurred at Bleakley Cross Roads resulting in the need for the air ambulance, the cause of the accident was excessive speed.

iii)-Smallwell Lane Car Park, Cllr Jagger reported that the bin fitted was very small and encouraged fly tipping. Cllr Ali would investigate the fitting of a larger one, it was noted that this area was notorious for Bin fires.

iv)-Whilst it was noted that white lining has been undertaken the surface of some of the roads is in a very poor condition with some only receiving very minor repair.

v)-It was reported that the Post Office was broken in to, it was more an inconvenience than anything else, as it was of no real consequence.

33/0623. Highway Matters

It was reported that the Smiley SID unit had been operating in covert mode- where it looked as if it was switched off whilst it was actually operation. The average speed recorded during this phase was over 42mph with 10 vehicles recorded in excess of 60mph.

Signed 6th July 2023

34/0623 Planning Matters**a)-To consider planning validated applications.**

23/00653/FUL Construction of three new, single storey dwellings and associated bin store on land to the rear of an existing two storey dwelling house. Demolition of existing garages and outbuildings to form a private access road. 2 Seckar Lane; Noted.

b)-To receive information on planning decisions.

No items.

c)-To receive information on any appeals.

No items.

35/0623 Annual Governance and Accountability return for 2022-23

a)- **Resolved** to accept the report of the internal auditor for 2022-23 financial year and to accept actions required.

b)- **Resolved** to approve the Annual Governance Statement of the Annual Governance & Accountability Return for 2022-23 as presented.

c)- **Resolved** to approve the Accounting Statement of the Annual Governance & Accountability Return for 2022-23 as presented.

d)-**Resolved** to set the dates for the period of public rights of inspection in relation to the Annual Governance & Accountability Return for 2022-23 at Monday 5th June 2023 to Friday 14th July 2023.

36/0623 Financial Matters**a)-To approve accounts for payment for May 2023.**

The following items were noted and payment approved:

PAYMENTS MAY 2023

Date	Details	Payee	Amount
01/06/2023	Wage	A Woodhead	214.59
01/06/2023	Tax & NI	HMRC	53.65
01/06/2023	Internal Audit Consultant	Juile Winham	300.00
		Total	568.24

b)-To receive information on receipts & expenditure.

It was stated that an overdue invoice sent to the former Clerks address had been received very late by the current clerk, the invoice was from Wakefield Council for £219.44 Invoice number 91314664174 which has now been paid, in order to ensure our waste collection service continues; Noted.

c)-To receive the bank reconciliation.

The Bank reconciliation presented was accepted by the Council:

Bank Reconciliation

Notton Parish Council

	£
Cash brought forward from 2022-2023	10790.69
Income to date	15553.27
Total	26343.96
Expenditure to date	5736.69
Current Balance	20607.27

Signed 6th July 2023

Awaiting payment	214.59
	53.65
	300.00
	568.24

Date 30th May 2023

STATEMENT NUMBER after 233

Bank Balance 21175.51

Awaiting payment 568.24

Balance 20607.27

d)-To receive the current budget.

The current budget Quarter One was presented and accepted by the Council:

Notton PC Budget 2023-24

Expenditure	Budget 2022-23	Ref	Approved Budget 2023-24	£ Spend TD	Balance To date
Administration					
Clerks salary & staff contributions	3500	I & J	3600	804.72	2795.28
Expenses (All)	250	K	105	0.00	105.00
Insurance (All)	350	N	370	0.00	370.00
Annual Audit fee	250	N	225	300.00	-75.00
YLCA Subscription	320	D	330	327.00	3.00
Subs to Council Societies (& SLCC Subs)	470		470	0.00	470.00
Village Hall Hire	170		190	0.00	190.00
Training (All)	600		600	50.00	550.00
Printer ink	150		180	0.00	180.00
Website	400		400	0.00	400.00
Parks/Open spaces					0.00
Planting on the green & Bulb planting	700	H	150	0.00	150.00
Grass Cutting/tree maintenance	2600	H	2800	2,275.00	525.00
Allotment costs	50		50	0.00	50.00
Playground safety inspection & maintainance	650		650	0.00	650.00
Seats & Noticeboard maintainance	100		200	0.00	200.00
Refuse collection	200		210	219.44	-9.44
Road Salt	0		150	0.00	150.00
Christmas Tree & lighting	900		900	385.87	514.13
					0.00
Other					0.00
Bank Charges	70		80		80.00
Newsletter printing	800	O	820	198.00	622.00
Parish on-line subs (e.map)	40		40	0.00	40.00
Sundry Items	0	O	450	0.00	450.00
Police Safe Scheme	1000	Q	1000	284.49	715.51

Signed 6th July 2023

Grant Payments (S137)	500	K	500	0.00	500.00
ICO	40	N	40	0.00	40.00
Election costs	0	O	100	0.00	100.00
			CAP GRANT	300.00	
			VAT	592.17	
	14110	TOTALS	14610	5736.69	8873.31
Income	2022-23		2023-24		
Precept	12,000		13000	11473.38	1526.62
Allotments	210		235		
CIL Contribution	1900		0		
VAT Claim (2021-23)	0		1375		
	14,110		14610		

37/0623 To consider correspondence and take action where necessary.

The following correspondence has been share with Councillors prior to the meeting:

- YLCA The agenda, powers, meeting procedures and policies Webinar - Tuesday, 16 May
- Role of the Clerk/Responsible Financial Officer (RFO) – FOR COUNCILLORS ONLY Webinar - Wednesday, 17 May
- Induction for New Clerks Webinar - Thursday, 18 May
- YLCA Chairing Skills Part 1 & 2 Training - Saturday, 20 May
- WMDC Useful Information from the Monitoring Officer
- NFP Workshops Summer 2023 Training Dates
- YLCA White Rose Bulletin 5 May 2023 and NALC Infrastructure Levy
- NFP Workshops May, Jun, Jul and Aug Training Dates
- WMDC Verge management - information from Street Scene

38/0623 Grounds Maintenance.

Cllr Callaghan asked if the strip of overgrown grass on the Green abutting his property could now be cut please as all planting has died back and the undergrowth was now encroaching onto his property. The Clerk was instructed to contact T&D contractors and make the request. The Council did grant permission the Cllr Callaghan to undertake the works himself or have the works undertaken for himself (at his own cost) should he wish to do so.

39/0623 Allotments

Councillors had visited the Allotment Gardens individually since the last meeting and reported that Plots 1 through to 5 where in good or acceptable order.

Plot 7 had evidence of burning non-garden waste, the Clerk was instructed to send a warning letter stating that this is in contravention to the rules and regulations and must cease. Plots 8, 9 and 10 also require a letter stating that the plots are not under cultivation and a letter to quit will be issued in October. Clerk to check agreements.

It was noted that the waiting list system has failed as too many years have passed without movement. An alternative method of letting is required. The Clerk was instructed to investigate.

40/0623 Governance

a)-Data Protection Review

Signed 6th July 2023

Resolved to adopted Notton Parish Council GDPR Policy May 2023, copy to be put on the Councils website.

b)- Complaints Procedure

Notton Parish Council Complaints procedure adopted pre 2018 was reviewed and accepted as it stands. A check to make sure this is available and is the current version on the Website will be made.

c)- Website content review

It was noted that Councillor contact details and the Clerks details needed to be updated, financial paperwork required uploading; the Clerk will supply this, and updated versions of policies will be put on the site as they are reviewed and updated over the next 12 months.

d)- Internal auditor for 2023-24

The Clerk was instructed to get three quotes for the Internal Audit for 2024 and report back once these have been received.

41/0623.To receive information on the community spending (CIL) and other projects and agree action.

a)-To receive update on CIL money

No update for this meeting

b)-To receive an update on Cherry Trees on the Green

Following a discussion with District Councillors, this project is to be taken forward by the Village Hall Committee. The Clerk was requested to assist them with external funding paperwork.

c)-To receive an update on the hanging baskets.

The Clerk reported that the date for the hanging baskets to be fitted is the 16th June 2023.

d)-To Consider the issue of Power Outages and agree action to be taken

Cllr Pywell stated that communication channels with Northern Powergrid have reopened, however it may be that this needs to go back to the ombudsman. Cllr Pywell will attempt to move this on but will report back to the next meeting.

e)-To Consider the state of the playground and equipment and the possibility of a repainting contract.

It was stated that Councillors have inspected the equipment and the opinion is that it will require sand blasting and repainting. Three quotes are required for the work, but it was accepted that this is not going to be easy. The Clerk was asked to contact Wakefield Council for possible contractors that could undertake such works.

f)-To Consider a line of posts on the Green (continuing the ones at the corner) 10 posts @ 7m c/c (leaving a gap at the George Lane end for erecting Xmas trees) at an estimated cost of £1800.

It was decided to defer making a resolution on this item, but to pin out the places where posts could be located to see what the impact and effect on the ground was first.

42/0623 To receive an update on the Police safe scheme

No report for this meeting.

43/0623 To consider Parish Matters

a)-Communication to Parishioners- Cllr Hicks stated that the Council need to consider how best to communicate with residents of the village, this was requested as an agenda item for the next meeting.

b)-It was reported that vehicles were becoming an issue at the building site opposite the Green and this is expected to get worse once work starts fully.

44/0623 Matters for inclusion on the agenda of the next meeting.

- Communication with residents of the Parish
- Play Ground Equipment preparation and paint

The meeting closed at 9:40pm

Andrew Woodhead

Clerk to Notton Parish Council