

**Notton Parish Council**  
**Minutes of the Parish Council Meeting held at 7:30pm on the 7<sup>th</sup> March**  
**2024 in Notton Village Hall.**

**Present:** Cllr Taylor (Chair) Cllr Hicks, Cllr Jaggar, Cllr Callaghan.

**Clerk to the Council:** Andrew Woodhead

**District Councillor:** Mrs Cummings

**Public:** None

**151/0324- To receive comments or questions from members of the public attending**

No public in attendance.

**152/0324- To receive and consider apologies for absence.**

**Resolved** to accept apologies from Cllr Pywell & District Cllr Ali.

**153/0324- To receive any declarations of personal and/or prejudicial interests.**

None.

**154/0324- To receive Parish information from District Councillors/Inform the District Councillors of Parish Issues.**

a)- District Cllr Cummings presented a Highways schedule of roadworks scheduled for Notton, item recorded under Highways at 156/0324.

b)- Cedar Lodge is progressing slowly, but no major changes to report.

c)- Gate has now been fitted at Notton Woods (Keeper Lane entry).

d)- Parish Councillors highlighted some areas where litter picking was required, these included from Smawell Car Park to the Crossroads on Chevet Lane, and the A61 from Woolley Mill Lane to Keeper Lane.

e)- Leaf detritus was an issue on the footpath on Grimpit Hill and required clearing as it was now slippery and compacted.

f)- It was reported that the traffic island sign by the Kings Glade estate (not in the Parish) on the A61 required turning round again please.

g)- Cllr Cummings asked how the Police Surgery at the Village Shop was progressing. The Police are present on Thursday at 10pm every third week, noting that the timings are complicated for the public to work out. It was stated that the service seemed poorly attended, but would be included on the Councils social media to help inform parishioners- Cllr Cumming was thanked for her report.

**155/0324- To confirm the minutes of the Parish Council meeting held on Thursday the 1<sup>st</sup> February 2024 as a true and accurate record.**

**RESOLVED** to approve the minutes of the 1st February 2024 as a true and accurate record, with the minor amendment 139/0224(b) RMBC should read WMDC.

**156/0324- Highways Matters**

The following highways works where noted;

1. Summer Lane 14<sup>th</sup> & 15<sup>th</sup> March, two way signals will be used
2. Bleakley Terrace & Bleakley Lane 14<sup>th</sup> March, no Highways issues as part of this work

3. Gill Bridge House, George Lane 14<sup>th</sup> March, minor Highways incursion
4. The Green and Notton Lane 14<sup>th</sup> March to 15<sup>th</sup> March, 2 way and multi way signals will be used; All works undertaken by British Telecommunications.

**157/0324- Planning Matters**

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

None

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

None

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

None

**d)-** It was noted that recent developments by The Green had caused damage to the Green by Developers, the Clerk was instructed to send letters to 123 George Lane and 4a Applehaigh Lane asking that damage done by contractors to the green be addressed and the reinstated soil have grass seed applied.

**158/0324- Financial Matters**

**a)-To approve accounts for payment for February 2024.**

The following items were noted and approved for payment.

**PAYMENTS FEB 2024**

<b>Date</b>	<b>Item</b>	<b>Payee</b>	<b>£</b>
15/02/2024	Notice Board repair	The Community Workshop	50.00
15/02/2024	Christmas Tree & Lights	WMDC	463.04
15/02/2024	Yorkshire Feedstuffs	ACS	516.00
07/03/2024	Clerks Salary	A Woodhead	214.59
07/03/2024	PAYE (Clerk)	HMRC	53.65
<b>Total</b>			<b>1,297.28</b>

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

No receipts since the last meeting, expenditure presented to the Council, 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	19807.24
Total	30597.93
Expenditure to date	15953.81
<b>Current Balance</b>	<b>14644.12</b>

Awaiting payment	50.00
	463.04
	516.00
	214.59
	53.65

Total	1297.28
<b>Bank Balance</b>	15941.40
Awaiting payment	1297.28
<b>Balance</b>	<b>14644.12</b>

Date 6th February 2024

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

The current spend to budget was presented to Council, expenditure is as expected with no areas of concern, it was stated that Website costs were slightly higher than expected; noted.

**e)-Payroll**

- i)-The Clerk stated that the handover with the former Clerk had been easy with the exception of the access and running of the HMRC account and Government Gateway which had taken many months to address.
- ii)-It was noted that on the handover at a different Parish the Payroll service for which had been contracted out, the changeover involved a single phone call. Although the service had a cost attached the transition saved lots of time.
- iii)-The Clerk was instructed to research costs and report back to the next Council meeting.

**159/0324 To consider correspondence and take action where necessary.**

a)-The following correspondence received by the Council was noted:

- YLCA Branch Meetings - February 2024
- YLCA Understanding Committee Structures Training 5 February
- YLCA Finance and Budget Monitoring Webinar - Tuesday, 6 February
- SLCC News Bulletin - 31 January 2024
- Parishioner- West Yorkshire Mayor Funding
- Gala enquiry Notton Parish Council Website Enquiry
- January Safe Scheme Report
- Neighbourhood watch signage (agenda item)
- NFP Workshops Feb to Apr Training Dates
- NALC Chief Executive's Bulletin - 1 February
- YLCA BBC news story on abuse and intimidation of councillors by members of the public
- YLCA Various Finance Webinar Training Course by The Parkinson Partnership
- YLCA Law & Governance Bulletin January 2024
- YLCA White Rose Bulletin 2 February
- White Rose Bulletin & Training Bulletin 15 February
- SLCC West Yorkshire Branch Meeting Agenda
- NFP Feb to Apr Training Dates
- YLCA TRAINING MONDAY 19 FEBRUARY 2024 ON THE CODE OF CONDUCT AND DECLARATIONS OF INTEREST
- WMDC P Improve your knowledge of the Planning System Webinar - Tuesday, 27 February.
- Portrait of His Majesty The King
- YLCA Improve your knowledge of the Planning System Webinar - Tuesday, 27 February

- YLCA Training & Discussion Forums Programme March 2024
- WYCA Mass Transit in West Yorkshire
- YLCA Training Programme April to September
- Assets Training Day Talking Tables - Saturday, 27 April
- SLCC News Bulletin - 28 February 2024
- West Yorkshire SLCC Branch Training Day
- NFP Workshops Mar and Apr Training Dates
- YLCA- Understanding the Assertions in the Annual Governance and Accountability Return (FOR COUNCILLORS ONLY) Webinar - Thursday, 7 March
- SAFE Scheme report February 2024
- White Rose Bulletin 1 March

#### **160/0324- Grounds Maintenance**

No issues identified.

#### **161/0324- Allotments**

The Clerk was instructed to send a letter reminding a plot holder that the land has to be under cultivation by Easter and that a trailer on the site requires removal.

#### **162/0324 Governance**

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

It was noted that the Grounds Maintenance Contract was renewed for three years last year, there are no issues identified.

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

The Model Publication Scheme was presented to the meeting, minor changes were made to update the Scheme and it was **RESOLVED** that Councillors home addresses and Telephone Numbers would be removed from this document.

##### **c)- Financial Regulation**

The current Financial Regulations were reviewed and accepted as current for the Councils needs.

##### **d)- Governance Calendar**

The Governance Calendar was accepted as current.

#### **163/0324- To receive information on the community spending (CIL) and other projects and agree action.**

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

Nothing to report since the last meeting.

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

**RESOLVED** to accept the paper presented by the Clerk and appoint T&D Contractors as suppliers for Notton Hanging Baskets for 2024. It was stated that WMDC had been contacted regarding Lamp post licensing for Hanging Basket brackets, and that WMDC has paid for the license on behalf of Notton Parish Council and that this was for a three-year period starting this year (2024).

**164/0324- To receive an update on the Police safe scheme.**

The Safe Scheme report for February had been circulated to the Council. The report was noted, and the Police were thanked for their work.

**165/0324- To consider Parish Matters**

**a)-Neighbourhood Watch Signs**

It was noted that there is no Neighbourhood Watch registered for Notton, Cllr Callaghan stated he would undertake the necessary administration to ensure that Notton Neighbourhood Watch is registered, at which point the Council can give consideration to any requests made.

**b)-To Consider a Memorial Bench to past residents of Notton.**

Cllr Pyewell had circulated a proposed site to the Council prior to the meeting, and the Clerk had circulated a paper and presented it to Council.

**RESOLVED** that the Clerks paper be accepted and that site two, the corner between the side road and Applehaigh Lane be offered as the site for a Bench.

Cllr Taylor circulated the Bench design and would contact those wishing to progress this project and report back to Council.

The Clerk and Cllr Pyewell were thanked for their work on this project.

**c)- Notton Bonfire**

It was stated that a Notton Bonfire event would be held in the Parish on the 2<sup>nd</sup> of November and the event would be ticket only (2500 max). The Green would probably not be used for car parking as this system had proven better last year. The event makes a significant contribution to the Village Hall and the Council supports the initiative.

**d)- To consider changing the venue of the May meeting to Notton Cricket Pavilion.**

**RESOLVED** that the May Annual and May Meeting of the Parish Council be held in the Cricket Pavilion.

**Matters for inclusion on the agenda of the next meeting**

- Notton Bonfire Night 2024
- Hanging Baskets
- Payroll

Meeting Closed at 8:40 pm