

Notton Parish Council

Annual Parish Council Meeting

Minutes of the Annual Parish Council Meeting held on Thursday the 2nd May 2024 7:00pm
Notton Cricket Pavilion

Present: P Taylor, J Hicks, S Jaggar, D Pywell

Clerk to the Council: Andrew Woodhead

Apologies: District Councillors Mrs M Cummings and U Ali.

Members of the public- none.

01/0524-Appointment of Chairman

a)-Cllr Hicks was duly elected as chair of Notton Parish Council for 2024-25: Cllr Hicks signed the Acceptance of office form, the form was then signed by the Clerk.

b)-Councillors then expressed thanks to the former Chair Cllr Taylor who has sat as a Parish Councillor for over 30 years and has been Chair of the Council for over half of that period. It was noted that he has been and continues to be very proactive in the Village and has been instrumental as part of the Parish Council, Village Hall Committee, Gala Committee and Bonfire Committee. Cllr Taylor was presented with gifts in appreciation of his work and he was thanked for his continued support.

02/0524-Chairman's and Councillors Register of Interests

Noted- that the Register of Interests completed last year are still current.

03/0524-Formal apologies

No apologies received.

04/0524-To receive any declarations of personal and/or prejudicial interests appertaining to the agenda.

None.

05/0524-Appointment of Vice Chair

Cllr Jaggar was duly elected as Vice Chair of Notton Parish Council for 2024-25.

06/0524-To receive the Clerks Report 2023-24

The Clerks report had been circulated prior to the meeting and was presented by the Clerk. The Clerk was thanked for his report and the Council noted and accepted it. The report will be put on to the Councils Website.

07/0524-To resolve to authorise the Council to use electronic banking.

RESOLVED- That Notton Parish Council continue to use electronic banking (Resolution required under section 6.9 of the Councils Financial Regulations)

08/0524- Appointment of two members to the Wakefield Branch of the Yorkshire Local Councils Association.

RESOLVED that Cllrs Hicks and Jaggar be the Notton representatives.

09/0524- Minutes of the last Annual Parish Meeting (For information only)

Noted- the Minutes of the last Annual Parish Meeting on the 2nd May 2023.

10/0524-To receive reviewed documents and consider necessary changes

The Council received and noted as current the following; Standing Orders, Financial Regulations, Code of Conduct, Reserves Policy and Notton Parish Council Asset List & Valuation.

11/0524-To receive comments or questions from members of the public attending.

No public in attendance.

The meeting closed at 7:25pm

Notton Parish Council

Minutes of the Parish Council Meeting held at 7:30pm on the 2nd May 2024 in Notton Village Hall.

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

Clerk to the Council: Andrew Woodhead

District Councillors: none

Public: Nine

12/0524- To receive comments or questions from members of the public attending

Q. It was stated that land that had a small housing development refused on it has been put up for sale and there were concerns about future use and possible developments.

A. The Council noted that this was the first time the issue has been raised, the Parish Council has no power regarding any of the issues raised, but would consider the subject and ask our Ward Councillors to advise on ways forward.

Q. A member of the public stated that a small group of residents were looking at options and one of these was being considered by them as a solution.

A. The Council stated that we would look at the subject and requested that any information be sent to us and that the Council be kept up to date with any information.

13/0524- To receive and consider apologies for absence.

Apologies received from District Cllrs Cummings and Ali, noted.

14/0524- To receive any declarations of personal and/or prejudicial interests.

Cllr Pywell declared an interest in 18/0524(a)i.

15/0524- To receive Parish information from District Councillors/Inform the District Councillors of Parish Issues.

A report submitted by Cllr Cummings was presented to the meeting. The Council noted the report and thanked Cllr Cummings for her work and continued support.

No issues to report back to Ward Councillors extra to the item at 12/0524.

16/0524- To confirm the minutes of the Parish Council meeting held on Thursday the 4th April 2024 as a true and accurate record.

RESOLVED to approve the minutes of the 4th April 2024 as a true and accurate record.

17/0524-Highways Matters

Nothing to report at this meeting.

18/0524-Planning Matters

a)-To consider planning validated applications

The Council noted the following-

i)-24/00451/FUL 2 Seckar Lane, Demolition of existing and building of new dwelling.

ii)-24/00684/FUL 24 High Ash Close, Single storey extension.

b)-To receive information on planning decisions

None.

c)-To receive information on any appeals

None.

19/0524-Annual Governance and Accountability return for 2023-24

a)-To consider the report of the internal auditor for 2023-24 and to consider any action required.

RESOLVED to accept the report from the internal auditor, noting that Notton Parish Council Website would be updated as required.

b)-To complete and approve the Annual Governance Statement of the Annual Governance and Accountability Return for 2023-24

RESLOVED to approve the Annual Governance Statement 2023-24

c)-To complete and approve the Accounting Statement of the Annual Governance and Accountability Return for 2023-24

RESOLVED to approve the Accounting Statement of the Annual Governance and Accountability Return for 2023-24

d)-To set the dates for the period of public rights of inspection in relation to the annual Governance and Accountability Return for 2023-24

RESOLVED that the dates for the period of public rights of inspection in relation to the annual Governance and Accountability Return for 2023-24 shall be from Monday the 3rd June 2024 to Friday the 12th July 2024.

20/0524 Financial Matters

a)-To approve accounts for payment.

The following items were approved for payment, it was noted that the T&D invoice included the cost of Planting the Cherry Trees on the Green.

PAYMENTS

Apr-24

Date	Item	Payee	£
02/05/2024	Internet expenses	A Woodhead	120.00
02/05/2024	Internal Audit	Julie Winham	350.00
02/05/2024	Clerks Salary	A Woodhead	257.40
02/05/2024	PAYE (Clerk)	HMRC	64.35
02/05/2024	Grass Cutting Contract	T&D	3,450.00
Total (Awaiting Payment)			4,241.75

b)-To receive information on receipts & expenditure.

The accounts showing receipts and expenditure were presented to the meeting, noted.

c)-To receive the Bank reconciliation.

The following reconciliation was noted.

Bank Reconciliation

Notton Parish Council

	£
Cash brought forward from 2023-2024	14626.12
Income to date 'A'	13500.00
Total	28126.12
Expenditure to date 'B'	5093.35
Current Balance	23032.77

Awaiting payment 'D'	4241.75
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Date 24th April 2024	Bank Balance	28126.12
STATEMENT NUMBER after 247	Issued 23/4 paid 24/5	851.60
	Awaiting payment	4241.75
	Balance	23032.77

d)-To receive the current budget.

The current spend to budget was presented to the meeting, noted.

e)-To consider the secure disposal of three paying in books and two cheque books (chq numbers 300265 to 300300 and 300669 to 300700)

RESOLVED that the clerk securely dispose of the three paying in books and two cheque books (chq numbers 300265 to 300300 and 300669 to 300700) by putting them through a cross shredder.

21/0524-To consider correspondence and take action where necessary

The following correspondence was noted

- WMDC Street Works report (from Cllr Cummings)
- YLCA CHIEF EXECUTIVE'S BULLETIN
- NFP Apr to Jun Training Dates
- NFP Workshops
- Final Audit Report and Invoice

- WMDC Planning List to 22/04/2024
- SLCC News Bulletin - 26 April 2024
- YLCA- Parish Mapping Webinar - Thursday, 7 May
- YLCA- New Neighbourhood Planning Design Coding Guidance
- YLCA- Department for Energy Security and Net Zero - consultation into barriers to community energy projects
- Northern Powergrid Foundation

22/0524-Grounds Maintenance

It was noted that this is the third and final year of the Grounds Maintenance Contract and that the work will require a tendering process in October/November 2024.

23/0524-Allotments

Nothing to report.

24/0524-Governance

All Governance items were covered at the Annual Parish Council meeting 10/0524.

25/0524-To receive information on the community Infrastructure Levy (CIL) spending and other projects and agree action.

a)-To receive an update of CIL Money

It was noted that a recently completed development has a CIL allocation that the Parish Council would receive in the future, the amount was unknown.

b)-To receive and update on the Hanging Baskets

Cllr Jaggar reported that the old sponsorship signs have now been removed, Cllr Jaggar was thanked for this work.

c)- To reconsider the placing of a memorial bench on The Green

RESOLVED- That this item be deferred to the next meeting and the Clerk instructed to bring to that meeting-

- Notton Council Policy on Memorial Benches- Including a design statement
- Memorial Options available for consideration
- Memorial Bench sites, to include-
- The site options as presented on the paper submitted to Council
- The site options put forward by Cllr Pywell
- The site options put forward by Cllr Jaggar
- A schedule of decision making to map the route of possible outcomes.

d)- To consider the Childrens Play Equipment by the Village Hall and decide a way forward.

The Clerk presented a paper to the Council with options considered.

RESOLVED that the quote provided by Wakefield Councils preferred contractor and the only contractor who would consider undertaking the work as required on the Play Equipment by the Parish Hall be asked to undertake the work as discussed with Parish Councillors at the site meeting held in 2023 and as per the quote (Number 914/6130) for £11,910.10 the Clerk was instructed to e-mail the order for the works to Robertson Facilities Management.

26/0524-To receive an update on the Police safe Scheme

Noted that the meeting was held early in the Month and the Police Safe Scheme report had not been received prior to this meeting.

27/0524-To consider Parish Matters

a)-Cllr Callaghan reported that he was in the process of registering Notton Neighbourhood Watch having now found the right contacts to enable this to happen. Once this has been done he will encourage people to re-establish/formalise a Notton Village watch. This would assist with some of the crime issues that occur in the Village.

b)-It was noted that during the recent stormy and wet weather the power had remained on throughout the Village, the work undertaken to resolve the issue has been successful. Cllr Pywell stated that there was still minor works to be done, but the work to date had been successful.

The meeting closed at 9:35pm