

**Notton Parish Council**  
**Annual Parish Council Meeting**  
**Minutes of the Annual Parish Council Meeting held on Thursday the 1<sup>st</sup> May 2025 at**  
**7:00 pm in Notton Village Hall.**

**Present:** Cllrs J Hicks, P Taylor, S Jaggar, D Pywell.

**In attendance:** A Woodhead (Clerk) F Heptinstall (Ward Councillor)

**Members of the public:** none.

**01/0525-Appointment of Chairman**

**RESOLVED** Cllr Hicks elected as chair of Notton Parish Council for 2025-26, Cllr Hicks signed the Acceptance of office Form. The form was then signed by the Clerk.

**02/0525-Chairman's and Councillors Register of Interests**

Noted- that the Register of Interests completed last year are still current, with the exception of Cllr Callaghan. The Clerk was instructed to forward the paper for completion.

**03/0525- To consider Apologies and reasons for absence**

**RESOLVED** to accept apologies and reasons for absence from Cllr M Callaghan. Apologies from Ward Councillors Cummings and Ali noted.

**04/0525-To receive any declarations of personal and/or prejudicial interests appertaining to the agenda.**

None.

**05/0525-Appointment of Vice Chair**

Cllr Jaggar was duly elected as Vice Chair of Notton Parish Council for 2025-26.

**06/0525-To receive the Clerks Report 2024-25**

The Clerks report circulated prior to the meeting 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.

**07/0525-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)

**08/0525- Appointment of two members to the Wakefield Branch of the Yorkshire Local Councils Association.**

**RESOLVED** that Cllrs Pywell and Jaggar be the Notton representatives, with Cllr Hicks as reserve.

**09/0525- Minutes of the last Annual Parish Council Meeting (For information only)**

Minutes of the Annual Parish Council Meeting held on the 2<sup>nd</sup> May 2024 in Notton Cricket Pavilion were noted.

**10/0525-To receive reviewed documents and consider necessary changes**

**RESOLVED** that the Council received and noted as current the following; Standing Orders, adopted March 2025; Financial Regulations, Code of Conduct, Reserves Policy and Notton Parish Council Asset List & Valuation.

**11/0525-To receive comments or questions from members of the public attending.**

No public in attendance.

**The meeting closed at 7:20 pm**

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**Notton Parish Council**

**Minutes of the Parish Council Meeting held on Thursday the 1<sup>st</sup> May 2025 at 7:30 pm  
in Notton Village Hall.**

**Present:** Cllrs J Hicks, P Taylor, S Jaggar, D Pywell.

**In attendance:** A Woodhead (Clerk) and (Ward Councillors) F Heptinstall, M Cummings and U Ali.

**Members of the public:** none.

**12/0525-To receive comments or questions from members of the public attending.**

No public in attendance.

**13/0525- To consider Apologies and reasons for absence**

**RESOLVED** to accept apologies and reasons for absence from Cllr M Callaghan.

**14/0525-To receive any declarations of personal and/or prejudicial interests appertaining to the agenda.**

None.

**15/0525-To receive parish information from Ward Councillors/Inform Ward Councillors of Parish issues.**

a)-An issue raised by a resident of Hudson Avenue regarding grass cutting and use of green space as a storage area, both Wakefield Council land, reported to Notton Parish

Council, the issues were handed over to Ward Councillors to address. The Clerk was instructed to inform the resident of the action taken.

b)-Ward Cllr Cummings presented Cllr Jaggar with a quantity of litter picking bags.

c)-Ward Cllr Cummings had sent the Highways work list to the Parish Council, this has several projects affecting the highway of Notton over the coming months, Cllr Cummings was thanked for the information.

d)-It was noted that a crossing from the Village Hall to the Village Green was currently in the feasibility stage.

e)-Issues raised with the head of highways were expected to be answered soon Cllr Cummings having had communication to that effect.

f)-It was stated that Ward Councillors were to hold a surgery in the Post Office on the first Monday of the month, the Police will also be asked to attend. Parish Councillors welcomed the proposal.

g)-It was reported that there was a need to undertake a litter pick on the A61 from the boundary with Barnsley, it was noted that the litter had been thrown from passing cars.

h)-It was asked if CCTV could be installed on Smawell Lane to deter or catch fly tippers.

#### **16/0525-To confirm the minutes of the last meeting.**

RESOLVED to approve the minutes of Notton Parish Council meeting held on Thursday the 3rd April 2025 as a true and accurate record.

#### **17/0525-Highway Matters**

Items covered under 15/0525(c) and (d)

#### **18/0525-Planning Matters**

24/01714/FUL 2 and 4 Bleakley Avenue, Conversion to one dwelling and other alterations; Application approved; Noted.

#### **19/0525-Annual Governance and Accountability return for 2024-25**

##### **a)-Report from the internal auditor**

**RESOLVED** to approve the report from the internal auditor.

##### **b)-To complete and adopt the Annual Governance Statement of the Annual Governance and accountability return for 2024-25**

**RESOLVED** to adopt the Annual Governance Statement for 2024-25.

**c)-To complete and approve the Accounting Statements for 2024-25**

**RESOLVED** to approve the Accounting Statements for 2024-25.

**d)-To set the dates for the period of public rights of inspection in relation to the Annual Governance and Accountability Return for 2024-25**

**RESOLVED** that the dates be set at Tuesday 3<sup>rd</sup> June 2025 to Monday the 14<sup>th</sup> July 2025.

**20/0525-Financial Matters**

**a)-To approve accounts for Payment for April 2025**

**RESOLVED** that the following items are authorised for payment.

PAYMENTS		Apr-25	
Date	Item	Payee	£
30/04/2025	Wages	A Woodhead	269.34
30/04/2025	Tax & NI	HMRC	67.20
30/04/2025	Christmas Lights (2024)	WMDC	654.34
30/04/2025	Internal Audit	J Winham	350.00
<b>Total (Awaiting Payment 'D')</b>			<b>1,340.88</b>

**b)-To receive information on receipts and Expenditure**

The receipts to date were presented to the meeting, Donation from the Village Hall for the Defib project, £2156.87 and WMDC Precept £17,298, noted.

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

**RESOLVED** to accept the following Bank Reconciliation.

**Bank Reconciliation**

Notton Parish Council

	£
Cash brought forward from 2024-2025	15584.33
Income to date 'A'	19454.87
Total	35039.20
Expenditure to date 'B'	5443.71
<b>Current Balance</b>	<b>29595.49</b>
Awaiting payment 'D'	1340.88
Current less Awaiting	28254.61
<b>Date 30th April 2025</b>	<b>Bank Balance</b> 30936.37
<b>STATEMENT NUMBER after 260</b>	
Awaiting payment	1340.88
<b>Balance</b>	<b>29595.49</b>

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

Item not covered at this meeting.

**21/0525-To consider correspondence and take action where necessary.**

**a)-The following correspondence was noted.**

- YLCA White Rose Bulletin 17 April 2025
- An introduction to s106 Agreements and Community Infrastructure Levy (CIL)
- Funding Webinar - Wednesday, 11 June
- YLCA White Rose Bulletin 25 April 2025
- WMDC Temporary Traffic order for Notton
- WMDC Planning Weekly lists 28.04.2025
- Draft Internal Audit Report

**b)-Website enquiry resident from, Hudson Avenue**

This item has been passed to Ward Councillors 15/0525(a)

**c)- Resident regarding Parking issue**

It was noted that the Parish Council has no authority to act on this matter, the Chair will inform the resident that this matter needs to be taken up with Wakefield Council or the Police.

**22/0525-Grounds Maintenance**

It was noted that the new contract started on the 1<sup>st</sup> April and there are no issues to report.

**22/0525-Allotments**

No items to report.

**23/0525-Governance**

This item was covered by the Annual Meeting of the Parish Council, held prior to this meeting 10/0525.

**24/0525-To receive information on the community spending (CIL) and other projects and agree action.**

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

The Clerk was instructed to asked about the CIL due for 123 George Lane.

**b)-Hanging Baskets**

It was stated that all Hanging Basket Brackets are on lamp posts and there are no brackets missing, a list of locations is held on file, this will be found and sent to the provider by the Clerk.

**25/0525-To receive an update on the Police safe Scheme report.**

No report received for this meeting.

### **26/0525-To consider Parish Matters**

a)-Housing, It was noted that a request from members of the public that the Parish Council lead on a suggested Housing Scheme based on an American Model not dissimilar to a retirement village, as a way to assist property downsizing in the village, whilst allowing residents to remain in the community. Is an interesting idea, however the Parish Council has no powers to act regarding a proposal such as this, there is not, at this time, the expertise required within the knowledge base of existing Councillors or the Clerk and further, there is not within the Council, a Councillor who would consider themselves as a lead for such a project. It is clear that the Council will not be the lead organisation for such a proposal. This will ensure that the Council maintains its independence when commenting on any future planning applications for such a scheme. The Council now considers that this matter is closed.

### **b)-Trees, TPO's and Trees on the Green.**

It was stated that there is always an issue where a forest tree is growing in a domestic setting. Some trees are simply not suitable for planting or growing near to houses.

### **c)-Notton Parish Council Plan**

It was noted that a proper discussion needs to be held on the subject when all Councillors are present.

### **27/0525 Items for next agenda**

- CIL
- TPO
- Notton Parish Plan

Meeting Closed at 8:30 pm.