MINUTES of Thorpe Audlin Parish Council Meeting

7:15pm Thursday 30 November 2017 – Ramsden Hall, Darning Lane, Thorpe Audlin WF8 3HB

1. Welcome and Apologies

1.1 **Present:** Parish Councillors: R Calvert (Chair), JS Everitt, R Palmer. WMDC Councillors: J Carrington.

1.2 **In Attendance:** PCSO Lee Dickinson, U Kennett (Parish Council Clerk & RFO), and 7 members of the public.

1.3 **Apologies for Absence:** Parish Councillors: P Dainty, A Smith. WMDC Councillor: A Garbutt.

2. Declarations of Interest:

JS Everitt declared an interest as Chair of the Thorpe Audlin Community Association.

3. Public Participation

The Chair invited members of the public to ask / raise any issues:

3.1 A resident queried the date the agenda for the Parish Council meeting was put up on the noticeboards as it was felt there was not enough notice for the date of the meeting. The Clerk confirmed that the agenda was in place on the morning of 28/11/17 and the draft minutes had been displayed over a week before this time. In future the agenda will be put up at the same time as the draft minutes wherever possible.

3.2 A resident also queried if the way to raise issues to the Parish Council had changed to email only as a note had been displayed in the noticeboard inviting residents to raise suggestions or topics for discussion at the Parish Council by email. R Calvert confirmed that contact methods had not changed and that residents and members of the public were able to raise issues either by attending the meetings, by email, or by speaking to a member of the Parish Council. Another resident confirmed that she had already emailed the Clerk to suggest that other methods of communication be included on the notice for those who do not have access to email. The Clerk confirmed the notice was intended highlight an additional way to make contact and was not a change to existing processes; the Clerk will reword the notice for clarity including details to contact the Parish Council by other means. ***Action:*** *Clerk to amend notice specifying all ways to contact the Parish Council.*

3.3 A resident highlighted the number of potholes and poor condition of the road on Darning Lane and queried if there were any issues with servicing the road. ***Action:*** *Agreed the clerk will report the matter to WMDC highways department and copy in J Carrington who will also chase the matter*.

3.4 A resident brought up the overgrown condition of the hedges on Darning Lane making it difficult, and particularly unpleasant when wet, to walk on the path. The Clerk confirmed that this had already been reported to WMDC, along with the overgrown hedges on Thorpe Lane, who had acknowledged the receipt of the report and provided an update stating that addressing the matter had been delayed and they would provide an update as soon as possible. J Carrington asked that this email be forwarded on to her and she will also chase the matter up in addition to the Clerk. ***Action:*** *Clerk to forward WMDC response email to J Carrington for follow up.*

3.5 A resident and allotment holder queried whereabouts of the cheques and payments for the allotment rents reporting a number of cheques had not been cashed and feared these had not been paid in to the bank. The Clerk confirmed that she had personally paid in (on 15/11/17) the rent from one allotment holder, that had been passed over from the previous Clerk, however there was only one envelope with payment of rent for one plot. ***Action:*** *Clerk to contact previous Clerk to ascertain status and whereabouts of allotment rent payments.*

3.6 With reference to the traffic calming measures discussed at the previous meeting (26/10/17 item 8.1), a resident shared the current regulations in relation to speed limit signs and authority to change a speed limit. He reported that the Parish Council were able to erect repeater speed limit signs could be lamp-post designated to light the pavement, however this would not be permitted on lamp-posts that were in place to light the road and would be the responsibility of the Highways Department. Reduction of the national speed-limit section of Thorpe Lane would have to be through the Highways Department.

4. Community Safety/Policing Update

4.1 PCSO Lee Dickenson has taken over the role as Thorpe Audlin's Police link from PCSO Dave Harris since restructuring of their team.

4.2 During the period of 26/10/17 to 25/11/17 four calls were reported:

- Children throwing stones at passing vehicles on Thorpe Lane from the entrance to the Sports Ground (Bridge Lane) causing damage to cars.
- Resident at Hall Garth Road passed away after getting stuck in wheelchair trying to get to the phone.
- Two suspect vehicles on Darning Lane looking at people's properties. The police attended however vehicles were no longer in the area. Residents reminded to be vigilant particularly with the time of year and dark nights and ensure all doors and windows are locked and valuables out of sight.
- Recent call to be investigated: Two cars seen at the end of Bridge Lane, strong smell of cannabis reported. Resident notified neighbourhood watch by email which has since been forwarded to the Police. PCSO Dickinson requested review of the CCTV at the cricket ground. JS Everitt stated that the CCTV was not looked at as a matter of course and would need a precise time of the event in order to review the relevant footage. He also stated that it would be unlikely that the footage would be of good enough quality to see the registration plates of the cars. ***Action:*** *PCSO Dickinson would contact JS Everitt via the council's email address to arrange a convenient time to review the CCTV*

MINUTES of Thorpe Audlin Parish Council Meeting

7:15pm Thursday 30 November 2017 – Ramsden Hall, Darning Lane, Thorpe Audlin WF8 3HB

5. To Receive Report from the Wakefield District Councillors

Councillor J Carrington provided the following update:

5.1 **Horse Riding Signs** have been chased up again with WMDC. The Highways Team are liaising with Engie to progress the matter. A copy of the report has been sent to the Clerk. The signs are scheduled for fitting imminently.

5.2 **Blocked Gullies** at the end of Went Lane and outside of the old Blacksmith Cottage on Thorpe Lane have been reported to WMDC. Residents confirmed they have now been cleared. J Carrington highlighted that the district has a timetable clearing gullies prior to the winter weather, focussing on main roads before undertaking side streets.

5.3 **Santa Sleigh** will be in Upton on 01/12/17 from 5pm at the library. People are welcome to attend for ideas for next Christmas however the sleigh is booked up for this year.

6. To approve Minutes of the Meetings held on 26 October 2017 as a true and accurate record

Minutes of the previous meeting were accepted and signed off as a true and accurate record of events.

7. Matters to Report from the Previous Minutes

7.1 Action Log:

The council updated on actions agreed at the previous meeting:
26/10/17 item 3.3: to defer to next meeting.
26/10/17 item 12: see item 3.4 above.
26/10/17 item 13: completed. See item 5.2 above.
26/10/17 item14.2.2: see item 16.2 below. JS Everitt to contact P Dainty to arrange planting.
26/10/17 item 17.2: JS Everitt suggested the appropriate time for the Parish Council to take over the registrations and associated cost of the website and domain would be in approximately ten months' time when they are next due.
Resolved: *the Parish Council voted and agreed the proposal.*

8. Chair's Comments

The Chair had no specific comments to raise at this time.

9. Wakefield Community Infrastructure Levy – Neighbourhood Spending Guidance

The above has been amended to reflect the Council's decision to no longer use the 7 Area Action Groups to identify local spending priorities for the Levy. Therefore, town and parish councils will be responsible for identifying spending priorities in consultation with local communities, when 25% of any money generated from new developments will be transferred directly to them.

10 Wakefield District Local Plan 2036 – Early Engagement

WMDC is undertaking Early Engagement on the Wakefield District Local Plan 2036 to find out views on the issues that should be covered by the Local Plan and the options for dealing with them. The Local Plan will cover the period to 2036 and will provide a comprehensive planning framework of policies, land allocations and designations. The Plan will be used to identify development proposals and to assess such proposals. Residents were asked to provide any feedback or suggestions on future spending. Further details can be accessed via WMDC or contacting the Parish Council.

11. Town and Parish Council Liaison Group – Update

In addition to the early engagement plan (see item 10) the HS2 route and developments were shared. In summary the preferred route will now miss out Meadowhall Sheffield and access Central Sheffield. There will be a new train station developed at Crofton. It was noted that the current preferred route will pass through the west edge of Hemsworth Parish therefore has little impact upon Thorpe Audlin.

12. 2018/19 Precept Demand and Parish Plan

WMDC have made contact to make preparations in readiness to set the precept for 2018/19. A FAQ document has been circulated and confirmed that Parish Councils are required to complete the formal Precept demand form, which quantifies the precept required and a Budget pro forma statement. The latter provides an estimate of expenditure and income which should balance back to the precept requested. The form requires submission by 09/02/18 for approval by WMDC on 28/02/18. Councillors were asked to start considering the plan for the parish next year in order to assist in the setting of the precept. ***Action:*** *to add to next meeting agenda for further discussion in readiness for consideration and decision at the January meeting.*

13. Correspondence Received

13.1 West Yorkshire Police and Crime Commissioner Newsletter: November 2017

13.2 SLCC Newsletter – November 2017

13.3 Wakefield and District Carers News-Sheet Winter 2017

13.4 Precept Demands 2018/19 FAQ
13.5 Resident/Public Enquiry 15/11/17 – re Safety of Barrier on Sports Field – please see item: 23.1
13.6 NALC Bulletins Issues 38 and 39

14. Financial Report

The Clerk reported that the bank card and access to the Parish Council's accounts had not yet come through and will chase this directly with Barclays bank. Current statement of accounts were based on entries in the Accounts book: Current account balance: -£134.11 Business Savings Account Balance: £10,456.15.

Actions: *Clerk to chase up account access.*

14.1 Cheques to Make Out

Date	Item	Payment Method / number	Payee	Reason	Amount	VAT
30/11/17	14.1.1	Cheque 101230	SLCC	Introduction to Local Council Administration	£118.80	£19.80
30/11/17	14.1.2	Cheque 101231	Clerk & RFO	Salary and Expenses: October 2017	£130.85	£0.00
30/11/17	14.1.3	Cheque 101232	HMRC	PAYE October 2017	£32.71	£0.00
30/11/17	14.1.4	Cheque 101233	Clerk & RFO	Salary and Expenses: November 2017	£138.43	£0.00
30/11/17	14.1.5	Cheque 101234	HMRC	PAYE November 2017	£34.61	£0.00

14.1.1 Further to discussions at interview and recruitment the council ***Agreed:*** *financial support for Clerk to undertake the ILCA qualification.*
14.2 The Clerk reported that the cheques signed at the 05/10/17 had not been posted at the time. This has now been undertaken, in addition to the payment of rent for one allotment.
14.3 The Clerk reported that PAYE basic tools registration and transfer of back up files had taken place.

15. WMDC Planning Applications and Decisions

Ref No:	Site	Details	Deadline /Outcome
17/02853/FUL	1 Rogerthorpe Cottages Thorpe Lane WF9 1AB	Conversion of existing double garage to rear to ancillary residential granny flat and associated alterations to include and extension to the rear.	*Comments by* 15/12/17

16 Village Trees

16.1 Tall Trees on Thorpe Lane

No further update at this time.

16.2 Replacement Tree Near Allotment Update

Further to item 14.2.2 26/10/17 minutes JS Everitt provided and shared 2 quotes for the rowan tree and details of a third option from Norcutts Garden Centre, Featherstone at a cost of £44 (including his personal 10% member discount) which he spotted whilst at the Garden Centre. As he felt this was the best option and was substantially better value he purchased the 8.5 ft tall tree that met the original suggested requirements. The Council voted on the options presented and agreed the tree from Norcutts was the most suitable and preferred option. ***Actions:*** *JS Everitt to provide the receipt to allow reimbursement. He will also arrange planting with P Dainty.*

17. Village Footpaths

See item 3.4.

18. Village Signs

18.1 Replacement Horse Riding Signs Update

See item 5.1.

18.2 Replacement Road Signs Update

No further update. ***Action:*** *J Carrington to chase up.*

18.3 Noticeboards

Previously agreed provision of replacement aluminium noticeboard for Wentbridge to be deferred incorporated into next year's precept along with maintenance and repair of other noticeboards.

19. Drains & Ditches

MINUTES of Thorpe Audlin Parish Council Meeting

7:15pm Thursday 30 November 2017 – Ramsden Hall, Darning Lane, Thorpe Audlin WF8 3HB

19.1 Bridge Lane Banking – overgrown

Deferred to January 2018 parish council meeting.

20. Village Land

20.1 Sports Ground Safety Risk Enquiry – also see item 13

Further to an email received from a member of the public concerned about the safety of the method of cordoning off the cricket pitch for grass reseeding, the Parish Council and WMDC were contacted for advice and appropriate action. The metal poles, rope, and screws were removed the same day to address the concerned risk. WMDC confirmed that the following items to be approved for use in such cases: pigtail posts at least one metre high, plastic tape, and 'sports ground 'carrots'. They also highlighted an identified pattern of compensation claims after similar safety complaints had been submitted. The Chair confirmed that although the Cricket Club would be responsible in the event of an accident as it was thought to be their equipment, the Parish Council do have a duty of care for the sports ground.

20.2 New Play Equipment

After consideration and discussion the Parish Council considered six quotes for new playground equipment and selected a seesaw with the provision this does not include cost of installation at this stage. The Parish Council agreed to make up any shortfall from their budget. ***Action:*** *Clerk to complete application for funding and submit by 06/12/17.*

21. Governance

The Clerk highlighted the legal requirement, as stated in the mandatory Transparency Code (2015) for particular documents to be available on the Parish Council's website including minutes from the financial year, audit/annual return, accounts, assets, councillor responsibilities to ensure compliance. It was also suggested that basic procedures may assist the practice of both councillors and Clerk ie complaints/emergencies/data protection/FOI requests etc. ***Agreed:*** *clerk to provide list of required documentation to Councillors for sign off and uploading to the website. Item also to be an agenda item.*

22. Community Association Report

JS Everitt as Chair of the Thorpe Audlin Community Association provided the following update:

- A total of £260 was raised for the Christmas fair.
- The parish Council were invited to the Community Association's Christmas party on 12/01/18.
- The next meeting of the Community Association is planned for: 05/12/17.
- Considering provision of an indoor games night for residents if there is sufficient interest.

23. Clerk Mobile Phone

The Clerk outlined a case for the provision of a business mobile phone to assist in her role, rather than using her personal mobile. Seven quotes were provided for consideration. The Parish Council voted and ***resolved*** *that a business mobile would be provided, and approved the quote of £12.84* per month from 3, for 750 minutes, 1100 text messages, and all you can eat data**.** ***Action:*** *Clerk to make application for phone.*

24. Matters for Future Agenda

Noted that next meeting's agenda will be brief and will include only standing items and discussions around the precept planning.

25. Future Meetings

7:15pm Thursday 14 December 2017 – Ramsden Hall, Darning Lane, Thorpe Audlin WF8 3HB