

Minutes of the ordinary meeting of Darrington Parish Council Meeting held Thursday 9 December 2021 at DARRINGTON READING ROOMS, PHILIP'S LANE, DARRINGTON, PONTEFRACT WF8 3BH

Present:

Councillor M. Britton (MB) (Chairman), Councillor J. Jackson (JJ), Councillor P. Stainer (PS),
Councillor A Tagger (AT), Councillor V. Stones (VS), Councillor L. Thompson, Mrs J. Jones (JJo)

In Attendance

Councillor D. Jones (DJ)

Action

1. Visual Recording of Meeting

NOTED the Council's expectations for the visual recording of the meeting and published, updated Government COVID regulations.

2. Public Forum

No residents in attendance at the meeting.

3. Apologies

To note apologies and approve reasons for absence

No apologies noted.

3.1 To receive resignation of Councillor F. Smith as Councillor and Proper Officer

RECEIVED and **NOTED** resignation of Councillor F. Smith with immediate effect.

Further **NOTED** resignation of Councillor J. Jackson with immediate effect.

RESOLVED to investigate the number of Councillors required to attend meetings to form a quorum.

JJo

4. Declarations of Interest

4.1 To note any declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

No further declarations made.

4.2 To receive, consider and decide upon any applications for dispensation

None received.

5. Minutes of Previous Meeting

To Approve minutes of the ordinary meeting of Darrington Parish Council held on 11 November 2021

RESOLVED to **APPROVE** said minutes as a true and accurate record of the ordinary meeting held on 11 November 2021.

6. To receive information on the following ongoing issues:

6.1 To receive confirmation of receipt of original signed minutes by Councillor P. Stainer

RESOLVED that no further action is required.

6.2 To receive feedback regarding receipt of speed surveys from Councillor F. Smith

NOTED that Councillor V. Stones was working her way through the survey and would provide feedback at the next meeting **VS**

6.3 To receive feedback in respect of ordering and arranging delivery of limestone chippings

NOTED that Councillor L. Thompson had the task in hand and would provide an update at the next meeting. **LT**

6.4 To receive feedback regarding obtaining of approval for placement of limestone chippings

RESOLVED that no further action is required.

6.5 To receive confirmation of provision of service provider to chop down and chip trees

RESOLVED that no further action is required.

6.6 To receive confirmation of notification to YLCA regarding attendance at Wakefield branch meeting

RESOLVED that no further action is required.

6.7 To receive feedback of provision of Chairman's report to Councillor V. Stones for inclusion in newsletter

RESOLVED that no further action is required.

6.8 To receive feedback from investigation of options for employment of a Parish Council clerk and Responsible Financial Officer (RFO)

NOTED that a discussion would be held with a potential clerk during the Christmas break and **RESOLVED** that feedback was to be provided at the next meeting. **JJo**

6.9 To receive feedback in respect of delivery of Christmas trees

RESOLVED that no further action is required.

6.10 To receive feedback in respect of putting up of Christmas lights

RESOLVED that no further action is required in respect of putting up of Christmas lights, **VS**
however the lights would be tested once they were taken down.

6.11 To receive confirmation of provision of correspondence relating to village streetlights responsibility

RESOLVED that no further action is required.

6.12 To receive feedback in respect of engagement with Nick Dyas regarding maintenance of Tithe Barn during winter period

RESOLVED to formalise the contract with Nick Dyas and to continue with his maintenance of **LT**
the Tithe Barn.

6.13 To receive confirmation of lodging of objection to planning application 21/02089/FUL

RESOLVED that no further action is required.

6.14 To receive feedback regarding planning for Christmas coffee morning on 16/12/2021

RESOLVED that no further action is required.

6.15 To receive confirmation that Council Filming Policy has been published on the website

RESOLVED that no further action is required.

6.16 To consider and review Publication Scheme (on appointment of new Proper Officer)

RESOLVED to carry this item to the next meeting, pending discussion with the YLCA. **JJo**

6.17 To receive feedback in respect of request to Councillor T. Hames regarding yellow notices for Darrington Parish

RESOLVED that no further action is required.

7. Queen's Jubilee

RESOLVED to investigate whether the Council could participate in the Queen's Jubilee via a **AT/VS**
contribution to either the Darrington Primary School or the Village Field.

8. Correspondence

8.1 To consider action in respect of planned Community Governance Review by Wakefield Council
RESOLVED that no further action is required.

8.2 To consider finance-related training to be provided by YLCA during 2022
RESOLVED that the new appointed clerk will attend the finance-related training upon commencement.

8.3 To note YLCA communication regarding Council meetings and face coverings
RESOLVED that no further action is required.

8.4 To note correspondence received after publication of agenda

8.4.1 **NOTED** that annual precept correspondence had been received via email from **PS** Wakefield Council and **RESOLVED** that Councillor P. Stainer would process the request.

9. Finance

9.1 To note payments made during November 2021

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
11.11.21	47-2122	Cheque 892	Avril Jackson	Gardening maintenance - Plants	76.50	-
11.11.21	48-2122	Cheque 893	Vera Stones	Leaving present for village shop owner	8.00	-
11.11.21	49-2122	Cheque 894	Fiona Smith	Collapsible trolley for emptying poo bin	20.00	-
11.11.21	50-2122	Cheque 895	Pink Spaghetti	Preparation of minutes and clerk duties	326.40	-
11.11.21	51-2122	Cheque 896	D Dyas	Gardening/maintenance	208.00	-
11.11.21	52-2122	Cheque 897	First Impressions	Winter flower beds and planters	1,340.40	223.40
				TOTAL	1,979.30	223.40

9.2 To approve payments for December 2021

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
09.12.21	53-2122	Cheque 898	Mick Britton	Rock Salt for village salt bins	20.00	3.33
09.12.21	54-2122	Cheque 897	Paul Stainer	4000 Standard Dispenser Bags	165.54	27.59
09.12.21	55-2122	Cheque 899	Mick Britton	Materials for Christmas tree erection	23.96	3.99
09.12.21	56-2122	Cheque 900	Pink Spaghetti	Preparation of minutes and clerk duties	280.50	-
09.12.21	57-2122	Cheque 901	D Dyas	Gardening/maintenance	128.00	-
09.12.21	58-2122	Cheque 902	Avril Jackson	Gardening/maintenance - Plants	12.00	-
09.12.21	59-2122	Cheque 903	Avril Jackson	Gardening/maintenance - Plants	30.00	5.00
				TOTAL	660.00	39.91

NOTED no income during November and closing balance on 30 November 2021 of £23 799.92.

RESOLVED to settle all above accounts with immediate effect.

RESOLVED further to approve the bank reconciliation statement to 30 November 2021 and full-year forecast to the end of the financial year.

NOTED and **APPROVED** the proposed 2022/2023 budget.

RESOLVED to apply for a precept increase of 10% for 2022/2023, given the anticipated additional future clerk and compliance expenses required to be absorbed by the council. **PS**

10. To consider planning applications received

10.1 Darrington Parish Council **CONSIDERED** the under-mentioned applications, received from Wakefield Council and reached the decision shown:

CYC Reference	Address/Description	Darrington Parish Council Decision
21/02840/FUL	15 Beech Crescent – Single storey extension to rear of property	No objection

11. To receive information on finalised planning applications

11.1 Darrington Parish Council **NOTED** the under-mentioned application decisions made by Wakefield Council:

CYC Reference	Address/Description	Wakefield Council Decision
21/01834/LBC	A1 Wentbridge Viaduct – replacement of existing bridge pedestrian parapet with new higher pedestrian parapet	Application Approved

12. Reports – School, Police, Gardening Club, Village Field, Newsletter

12.1 To consider school report

NOTED a successful Carols by Candlelight hosted by the school.

12.2 To consider police report

Nothing to report.

12.3 To consider gardening club report

NOTED a fabulous meeting held.

12.4 To consider village field report

NOTED the date set for the Feast & Fayre as 22 June 2022.

12.5 To consider the newsletter report

NOTED that the newsletter had been successfully distributed and **RESOLVED** that the relevant **PS/VS** invoices would be sent to Councillor V. Stones for sending to the Darrington Golf Club and Darrington Hotel.

13. Governance matters

13.1 To nominate and appoint new Proper Officer

RESOLVED that Councillor V. Stones be appointed the Darrington Parish Council Proper Officer with effect from 9 December 2021.

13.2 To consider and decide upon adoption of General Privacy Notice

RESOLVED to arrange training with YLCA to better understand the GDPR responsibility for **JJo** parish councils, as well as the sanction for non-compliance.

13.3 To consider and decide upon Privacy Notice for Employees, Councillors and Staff

RESOLVED to arrange training with YLCA to better understand the GDPR responsibility for **JJo** parish councils, as well as the sanction for non-compliance.

13.4 To consider and decide upon proposal for overall review of all processes and procedures during December 2022

RESOLVED that no further action is required.

14. Matters requested by Councillors

None received.

15. Matters for inclusion on the agenda for the next meeting

None received.

16. Date of Next Meeting

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council would be Thursday 13 January 2022 at 7pm at Darrington Reading Rooms.

Meeting closed at 20h40.