

# Minutes of the ordinary meeting of Darrington Parish Council Meeting held Thursday 13 October 2022 at DARRINGTON READING ROOMS, PHILIP'S LANE, DARRINGTON, PONTEFRACT, WF8 3BH

**Present** Cllr L. Thompson (Chair) (LT), Cllr J. Cox (JC), Cllr F. Gray, Cllr M. Whiteley (MW), Cllr P. Batty (PB), Cllr R. Finn (RF), Cllr S. Morgan (SM), Cllr T. Hirst (TH), Cllr V. Stones (VS), Mrs J. Jones (JJ)

## **In Attendance**

Cllr T. Hames and 2 residents in attendance.

## **Action**

### **1. Apologies**

To note apologies and approve reasons for absence

Apologies received from Cllr G. Ayre and Cllr D. Jones.

### **2. Declarations of Interest**

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

None received.

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

None received.

### **3. Minutes of Previous Meeting**

To Approve minutes of the ordinary meeting of Darrington Parish Council held on 8 September 2022

**RESOLVED** to approve said minutes as a true and accurate record of the ordinary meeting held on 8 September 2022.

### **4. To receive information on the following ongoing issues**

4.1 To advise Wakefield Council of the co-option of the new councillors

**RESOLVED** that no further action is required.

4.2 To arrange councillor and RFO training through YLCA for all councillors

**RESOLVED** that in-person councillor training is to be arranged and that all councillors are to advise Mrs J. Jones on availability for training during the remaining months of the year.

**ALL**

- RESOLVED** further to coordinate this training with YLCA. **JJ**
- 4.3 To investigate and provide feedback on the legal ownership and status of Darrington Cemetery  
**NOTED** that this matter is ongoing and **RESOLVED** to table for further discussion at the next meeting. **SM/MW**
- 4.4 To request that Cllr G. Ayre invite the person responsible for road maintenance at Wakefield Council to the next meeting  
**NOTED** that Mr. Gary Blenkinsop (Service Director at Wakefield MDC Highways Division) will attend the November council meeting and has requested detail as to the information that the council would like to receive from him, in order that he can prepare in advance.  
  
**RESOLVED** that the issues that had been raised previously will once again be raised, including the crossing at the hump in Estcourt Road, west of Estcourt Drive, Marlpit Lane narrowing, accidents at the traffic lights and the unofficial lay-by being used by lorries to the side of the exit from the north bound A1.  
  
**RESOLVED** further to communicate same to Cllr G. Ayre prior to the next meeting **JJ**
- 4.5 To respond to the query regarding who is responsible for trimming the trees on Back Lane  
**RESOLVED** that no further action is required.
- 4.6 To notify YLCA of the appointment of Cllr L. Thompson and Cllr J. Cox as representatives for YLCA branch meetings  
**RESOLVED** that YLCA will be advised that both representatives will attend the October branch meeting. **JJ**
- 4.7 To action the proposal for council-allocated email addresses and the implementation of a council-owned Google Drive  
**NOTED** that the Google Drive had been set up and **RESOLVED** that all Councillors will be given access to the Drive. **JJ**  
  
**NOTED** that Mrs J. Jones will engage with the service provider in respect of the correct set up of the previously utilised email addresses including [clerk@darrington.org.uk](mailto:clerk@darrington.org.uk), [chair@darrington.org.uk](mailto:chair@darrington.org.uk) and [vicechair@darrington.org.uk](mailto:vicechair@darrington.org.uk). **JJ**  
  
**RESOLVED** that a “Rules of Engagement” summary will be prepared and distributed regarding use of the Parish Council WhatsApp Group and email addresses. **JJ**

4.8 To arrange access to the YLCA website portal for all councillors

**RESOLVED** that no further action is required.

4.9 To respond to the Council for British Archaeology's invitation

**NOTED** that Cllr M. Whiteley had responded to the Council for British Archaeology's invitation but that no response had been received in return.

**RESOLVED** that no further action is required.

4.10 To place the Big Green Heating Scheme notice on village notice boards, the Facebook page and in the next newsletter

**RESOLVED** that no further action is required.

4.11 To respond to the pig slurry stench complaint

**NOTED** that the complaint had been responded to and that Cllr P Batty would engage directly with the complainant in respect of any further issues in this respect.

**PB**

4.12 To send existing information on the website's hidden pages to Cllr P. Batty

**RESOLVED** that no further action is required in respect of the complaint.

**RESOLVED** further that the hidden page on the website regarding the pig farm is to be published on the website.

**JJ**

4.13 To notify First Impressions of the approval of the quotation for winter flower beds

**RESOLVED** that no further action is required.

4.14 To consider and decide upon First Impressions' quotation for summer baskets and bracket checks

**RESOLVED** to approve the quotation and notify First Impressions accordingly.

**JJ**

4.15 To discuss concerns regarding the planters with First Impressions

**NOTED** that Paul Hamby of First Impressions agreed with the concerns raised and committed to improving the quality of the planters for 2023.

**RESOLVED** that no further action is required.

- 4.16 To table the possibility of raising the planter in front of the Gardening Club sign with the Gardening Club  
**RESOLVED** that this matter will once again be taken back to the Gardening Club for any decisions required by them in this respect. **LT**
- 4.17 To notify Wakefield Council of the nightshade found in the Orchard  
**RESOLVED** that, photos taken of the plant prior to its cutting down, will be sent to individuals that may be able to identify if it is in fact, nightshade. **LT/SM**  
**RESOLVED** further that no additional action is required at this point, but that this will be re-visited should the nightshade re-appear.
- 4.18 To advise residents of the nightshade on the Facebook page  
**RESOLVED** that no further action is required.
- 4.19 To respond to Wakefield Council's School Streets Proposal  
**RESOLVED** to respond to Wakefield Council confirming that the Council approves of, and supports, the School Streets trial. **JC**
- 4.20 To implement online banking with immediate effect  
**NOTED** that there had been a slight delay in implementing online banking, but that this will be resolved by the week following the meeting.
- 4.21 To investigate digitised accounting programmes and report back  
**RESOLVED** to continue with a manual accounting process for the foreseeable future and that no further action is required.
- 4.22 To submit the AGAR to PKF Littlejohn (external auditors)  
**RESOLVED** that no further action is required.
- 4.23 To investigate and if relevant, object to planning application 22/01563/FUL (Honeycutt, Great North Road, Darrington – Change of use, alteration and additional of openings and increased roof height of existing stables to form 1 no. dwellinghouse)  
**RESOLVED** that no further action is required.
- 4.24 To represent the Council at the next Village Field Committee meeting in respect of the Council's Jubilee tree  
**RESOLVED** that no further action is required.

- 4.25 To confirm availability of the Reading Rooms for the December 2022 meeting  
**NOTED** that the Reading Rooms will be available for the December 2022 meeting and **RESOLVED** that no further action is required.
- 4.26 To formalise and approve the service contract with Mrs J. Jones and Mr N. Dyas  
**RESOLVED** to carry forward to the next meeting. **JJ**
- 4.27 To engage with Mrs A. Jackson regarding future maintenance of the Tithe Barn  
**NOTED** that Mrs Jackson is happy to continue assisting with the Tithe Barn were possible, however going forward she will not purchase plants on the Council's behalf.
- NOTED** that Cllr L Thompson has a list of areas in the village which Mr N. Days currently maintains and **RESOLVED** that this would be distributed to the Council. **LT**
- RESOLVED** that a working group comprising Cllr S. Morgan, Cllr T. Hirst and Cllr R. Finn be appointed to investigate and determine the land ownership of areas in the village which are maintained by the Council, and to report back to the Council. **SM/T  
H/RF**
- RESOLVED** further to locate and distribute the Wakefield MDC Highways Servicing Contract to the Council. **JJ**

## 5. Correspondence

- 5.1 To consider and decide upon a resident request to erect a flagpole within Darrington village  
**RESOLVED** to support an investigation into the feasibility of erecting a flagpole by the volunteering resident in question, as well as the options available to the Council regarding location and cost. **Resident**
- RESOLVED** further to investigate the feasibility and costs of repairing the flagpole on the church, as well as the practicalities surrounding maintenance and servicing of the flagpole. **SM**
- RESOLVED** to table the matter for review of the findings and decision at the next meeting.
- 5.2 Invitation to illustrate a Parish Map for Darrington Parish  
**RESOLVED** to respond to the invitation with a request for more information and an expression of interest. **JJ**

5.3 Invitation to support Darrington PTFA through purchasing custom designed Council Christmas cards

**RESOLVED** that the Council would not support this initiative for 2022.

**6 Financial Matters**

6.1 **NOTED** payments to be approved for October 2022

Date Approved	Item	Payment Method	Payee	Reason	Amount
13.10.22	30-2223	Cheque 978	N Dyas	Gardening/Maintenance September	£192.00
13.10.22	31-2223	Cheque 979	Ponty VA 925	Clerk Duties September Website domain, email address,	£300.00
13.10.22	32-2223	Cheque 980	Tom West	GoogleDrive	£205.00
				<b>TOTAL</b>	<b>£697.00</b>

6.2 **NOTED** payments made for September 2022

Date Approved	Item	Payment Method	Payee	Reason	Amount
08.09.22	28-2223	Cheque 976	Ponty VA 925	Clerk Duties August	£300.00
08.09.22	29-2223	Cheque 977	D Dyas		£96.00
				<b>TOTAL</b>	<b>£396.00</b>

**NOTED** no income during September 2022 and closing balance on 30 September 2022 of £23,205.42.

**RESOLVED** to settle all above accounts with immediate effect.

6.3 **RESOLVED** to approve the bank reconciliation statement to 30 September 2022 and forecast to the end of the financial year of £17,635.97.

**7. To consider planning applications received**

The Council considered the under-mentioned applications, received from Wakefield Council and reached the decisions shown:

	CYC Reference	Address/Description	Darrington Parish Council Decision
7.1	22/01007/FUL	Westlands, Estcourt Road – Replacement dwelling with detached garage and new entrance/access	<b>RESOLVED</b> to object due to being on greenbelt land
7.2	22/01853/FUL	Wenthill Farmhouse, Great North Road – Erection of a single storey rear extension	No objection

JC

7.3	22/01918/FUL	Ingle Nook Lodge, Valley Road – Proposed demolition of an existing garage and erection of 1 no. detached four-bedroom dwelling	<b>RESOLVED</b> to object on basis of encroachment of greenbelt land and infill
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RF

## 8. To receive information on finalised planning applications

The Council noted decisions reached by Wakefield Council on the following applications:

	CYC Reference	Address/Description	Wakefield Decision
8.1	22/00061/FUL	White Gates, West Park Drive – Porch to front	Application refused
8.2	22/01767/TPO	Willow Beck, Estcourt Road – Felling 3 dead Elm trees	Application approved
8.3	22/01231/FUL	Cedar Hurst, Estcourt Road – Raising of roof height, first floor extension to front and rear and rendering of walls	Application approved

## 9. **Reports – School, Police, Gardening Club, Village Field, Newsletter**

### 9.1 To consider school report

**NOTED** the school report as provided by Cllr S. Morgan.

### 9.2 To consider police report

**NOTED** nothing to report.

### 9.3 To consider Gardening Club report

**NOTED** the Gardening Club report as provided by Cllr L. Thompson.

### 9.4 To consider Village Field Committee report

**NOTED** the Village Field Committee report as provided by Cllr V. Stones.

### 9.5 To consider newsletter report

**NOTED** that the next newsletter is scheduled to be distributed by end October.

## 10. **Governance matters**

### 10.1 To consider and decide upon recommendations proposed by the Internal Auditor

**RESOLVED** to carry this item over to the next meeting.

### 10.2 To consider and adopt Council Financial Regulations

**RESOLVED** to approve and adopt the Council's Financial Regulations with immediate effect.

### 10.3 To consider and adopt Co-Option Policy

**RESOLVED** to approve and adopt the Council's Co-Option Policy with immediate effect.

10.4 To review the Council Asset Register

**RESOLVED** to carry this item over to the next meeting.

10.5 To consider and decide upon allocation of Councillor responsibilities

**RESOLVED** to carry this item over to the next meeting.

10.6 To consider and approve payments to be accounted for as S137 grants

**RESOLVED** to carry this item over to the next meeting.

## 11. Matters requested by Councillors

11.1 To consider and approve spend for Cllr F. Gray to attend a "Budgeting for Clerks & Finance Staff" training course offered by YLCA

**RESOLVED** to **APPROVE** spend for Cllr F. Gray to attend the aforementioned training course.

11.2 To consider and approve a donation request for refreshments provided at the Tithe Barn Carol Service

**NOTED** and **REFUSED** the donation request for the Tithe Barn Carol service.

11.3 To consider and approve introduction of an SLA for resident query response times and email auto reply advising of same or alternate resolution routes

**NOTED** that Cllr S. Morgan will submit a proposal at the next meeting.

**SM**

11.4 To consider remuneration or gifts for additional services rendered

**RESOLVED** to **APPROVE** the purchase of a £100 gift card for the internal auditor, subject to ensuring that the council able to arrange such

11.5 To consider and decide upon finalisation of the Tithe Barn car park

**RESOLVED** that Cllr P. Batty will arrange for collection of the remaining pebbles required for the Tithe Barn car park.

**PB**

11.6 To consider and decide upon any action required regarding outside lighting at the Reading Rooms

**RESOLVED** to submit a request to the church to arrange for improved lighting on the stairs leading up to the Reading Rooms.

**VS**

- 11.7 To consider and review planning application 22/019831/FUL – Delph House (land to rear) Estcourt Road – Proposed Erection of 1 no. detached bungalow

**NOTED** concerns raised by a resident in respect of this planning application and its failure to comply with Wakefield planning standards and criteria.

**RESOLVED** to object on the basis of infill, overbearing on neighbouring properties and that the proposed property is similar in size as that which was previously rejected by Wakefield Council, both on application and appeal.

**RF**

- 11.8 To consider and decide upon refurbishment and relocation of Tithe Barn information board and stand

**NOTED** that the offer has been declined by the Vicar and no further action is therefore required.

- 11.9 To consider and decide upon pruning of the large tree in the Tithe Barn

**NOTED** that the offer has been verbally accepted by the Vicar and **RESOLVED** that a formal request will be submitted for official confirmation of acceptance.

**LT**

- 11.10 To consider and decide upon repair of the church notice board

**NOTED** that the church will be undertaking the repair themselves and there is therefore no further action required.

- 11.11 To consider and decide upon request for grant to purchase Christmas lights for the Reading Rooms

**NOTED** that no further action is required.

## **12. Matters for inclusion on the agenda for the next meeting**

**RESOLVED** to include the following items on the following month's agenda:

- 12.1 To consider and adopt a Transparency Policy.
- 12.2 To consider and adopt an Equal Opportunities Policy.
- 12.3 To consider and adopt a Risk Assessment Policy.
- 12.4 To consider and approve a Policy Review Schedule noting the review dates of Council policies.
- 12.5 To approve the appointment of an internal auditor to undertake the year end audit for 2022-23.
- 12.6 To consider the preparation and publishing of a document in respect of burial grounds in-and-around Darrington.
- 12.7 To consider arranging a "History of the Village" event for residents.
- 12.8 To consider concerns raised in respect of speeding through the village.

**13. Date of Next Meeting**

It was **RESOLVED** that the next ordinary meeting of Darrington Parish Council would be Thursday 10 November 2022 at 7pm at Darrington Reading Rooms.

**Meeting closed at 21h18.**