

DARRINGTON PARISH COUNCIL

Reading Rooms
Phillips Lane
Darrington
Pontefract
WF8 3BH

E-mail: clerk@darrington.org.uk
Website: www.darrington.org.uk

PUBLIC NOTICE

ANNUAL MEETING OF DARRINGTON PARISH COUNCIL

Notice is hereby given that the Annual Meeting of Darrington Parish Council will take place on Thursday 11 May 2023, immediately following the Annual Parish Meeting which commences at 7pm, at the Reading Rooms, Darrington.

The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the openness of Local Government Bodies Regulations 2014, members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Parish Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting you are asked to act in a reasonable manner and not disrupt the conduct of the meeting, for example, by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

The agenda for the meeting is available at www.darrington.org.uk/meetings. Alternatively, please contact the for a hard copy prior to the meeting.



Councillor Vera Stones
Proper Officer
5 May 2023

MEETING AGENDA

PUBLIC OPEN FORUM:

Prior to commencement of the meeting there will be a fifteen-minute period for public question time. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman.

Members of the public may not take part in the Parish Council Meeting itself and must adhere to the rules set by the council for this session. The public open forum does not form part of the formal meeting and will not form part of the minutes.

1. To elect a Chairman and receive acceptance of office
2. To receive apologies and approve reasons for absence
3. To elect a Vice-Chairman and receive acceptance of office
4. To note an uncontested election, and consider and decide upon applications for co-option of the remaining 2 vacancies
5. To receive declarations of interest and applications for dispensation
 - 5.1 To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests
 - 5.2 To receive, consider and decide upon any applications for dispensation
6. To confirm the minutes of the annual meeting held on 13 April 2023 as a true and correct record
7. To receive information on the following ongoing issues and decide further action where necessary:
 - 7.1 To install the benches and dog waste stations at the agreed locations (PB)
 - 7.2 To print and distribute flyers to generate interest in the Coronation events (JJ/TH)
 - 7.3 To re-send previous email regarding "Bring your own picnic" Coronation Games Day (LT)
 - 7.4 To remove the lawnmower from the asset register (FG)
 - 7.5 To publish the completed risk assessments on the website (JJ)
 - 7.6 To refer the complaining resident in respect of the chopped tress at the bottom of Wentworth Park Rise, to Wakefield Council (JJ)
 - 7.7 To acknowledge receipt of correspondence in respect of planning application 21/01969/S7301 (LT)
 - 7.8 To re-submit Council's initial objection to planning application 21/01969/S7301 to Wakefield Council (JJ)
 - 7.9 To acknowledge receipt of complainant's objection in respect of planning application 21/01969/S7301
 - 7.10 To respond to resident requesting support for isolated residents visiting coffee mornings at nearby villages (JJ)
 - 7.11 To respond to resident in respect of dog complaint (JC)
 - 7.12 To update the Financial Regulations to include authority for Cllr F. Gray to make payments up to a certain amount prior to Council approval (JJ)
 - 7.13 To distribute flyers inviting residents to join the Council to fill the anticipated remaining councillor vacancies (JJ)
 - 7.14 To publish the Asset Register on the Council website (JJ)
 - 7.15 To investigate who has possession of the litter equipment and whether this should remain on the Asset Register (LT)
 - 7.16 To publish the Documentation Retention Policy on the Council website (JJ)
 - 7.17 To publish the Social Media Policy on the Council website (JJ)
 - 7.18 To provide feedback on the outcome of the request for painting of restricted parking (double yellow lines) at the bottom of Philips Lane (VS)

- 7.19 To investigate the correct way to create the “vulnerable residents” list to ensure GDPR compliance and that inclusion on the list is voluntary (VS)
 - 7.20 To prepare an asset management plan and submit for approval (TH)
 - 7.21 To assess the safety of the old bust shelter and, if considered unsafe, to remove it (PB)
8. To consider the following new Correspondence received and decide action where necessary:
- 8.1 Query from resident as to why the church clock hourly bells no longer ring
9. Financial matters:
- 9.1 To approve the following accounts for payment
 - 9.1.1 Cllr T. Hirst – Reimbursement Deposit Golf Club: King’s Coronation event - £150.00
 - 9.1.2 N. Dyas – Gardening / Maintenance April 2023 - £256.00
 - 9.1.3 PontyVA 925 – Social Media / Website / Mailbox management April 2023 - £350.00
 - 9.1.4 Darrington Golf Club – King’s Coronation event balance due - £210.00 (60 @ £6)
 - 9.1.5 Catherine Dryden – Singer at King’s Coronation event - £500.00
 - 9.2 To note the following payments previously authorised:
 - 9.2.1 N. Dyas – Gardening / Maintenance March 2023 - £288.00
 - 9.2.2 PontyVA 925 – Social Media / Website / Mailbox management March 2023 - £300.00
 - 9.2.3 YLCA – Annual membership - £451.00
 - 9.2.4 PCC Darrington – Annual maintenance of Church Clock - £104.00
 - 9.2.5 PCC Darrington – Hire of Reading Rooms 11 @ £16 - £176.00
 - 9.3 To receive and approve the bank reconciliation to 30 April 2023 and review spend against the budget to 30 April 2023
10. To consider and decide upon the following planning applications:
- 10.1 23/00468/FUL – Westend Farm, Carleton Road – Application of rendering to external walls
 - 10.2 23/00729/FUL – Holly Cottage, Estcourt Road – Demolition of existing conservatory and erection of single storey extension to rear to provide additional living space to mixed use building
11. To receive the following planning decisions
- 11.1 22/01563/FUL – Honeycutt, Great North Road – Change of use, alteration and addition of openings to existing stables to form 1no. dwellinghouse – Application Approved
12. To receive information on the following monthly items and decide further action where necessary:
- 12.1 School
 - 12.2 Police
 - 13.3 Gardening Club
 - 12.4 Village Field
 - 12.5 Newsletter
 - 12.6 Church
 - 12.7 YLCA Branch Meeting
13. Governance matters:
- 13.1 To approve updated Standing Orders
 - 13.2 To approve updated Financial Regulations
 - 13.3 To note Member’s Code of Conduct

- 13.4 To receive feedback in respect of progress of the annual audit process
- 13.5 To consider and adopt a Disbursement Policy and Agreement
- 13.6 To consider and adopt a Gift Register
- 13.7 To consider and approve a service level agreement for N. Dyas and Ponty VA

14. Matters requested by councillors:

- 14.1 To receive feedback in respect of proposed alterations to Marlpit Lane junction (VS)
- 14.2 To consider and decide upon S137 grant application received from The Thursday Ladies Group (VS)
- 14.3 To consider and decide upon quotes received for the erection of Christmas trees on lamp posts (VS)
- 14.4 To consider and decide upon table rota for Feast & Fayre (VS)

15. To notify the clerk of matters for inclusion on the agenda of the next meeting

16. To confirm the date of the next meeting as Thursday 8 June 2023