

Darrington Parish Council

Annual Parish Meeting to be held on Thursday 8 September 2022 at 18H30 at Darrington Reading Rooms

Clerk Email: clerk@darrington.org.uk

AGENDA

There will be a public forum at the beginning of the meeting, commencing at 19h00.
(Members of the public must adhere to the rules set by the council for this session)

1. Election of a Chairman and declaration
 - 1.1 To receive nominations and approve appointment of the Chairman of the Council for 2022-23
 - 1.2 Declaration of Acceptance of Office for position of Chairman of the Council to be signed
2. Election of a Vice-Chairman and declaration
 - 2.1 To receive nominations and approve appointment of Vice-Chairman of the Council for 2022-23
 - 2.2 Declaration of Acceptance of Office for position of Vice-Chairman of the Council to be signed
3. Co-option
 - 3.1 To approve the co-option of 5 councillors
 - 3.2 Declarations of Acceptance of Office for position of Councillor of the Council to be signed
 - 3.3 To consider and approve Councillor and RFO training through YLCA
4. Reminder by the Chairman of the Council's expectations for the visual recording of this meeting
5. Public Forum
6. To receive apologies and approve reasons for absence
7. To receive declarations of interest and applications for dispensation
 - 7.1 To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests
 - 7.2 To receive, consider and decide upon any applications for dispensation
8. To confirm the minutes of the ordinary meeting held on 27 July 2022 as a true and correct record
9. To receive information on the following ongoing issues and decide further action where necessary:
 - 9.1 To notify Wakefield Council of the co-option of Mrs Fiona Gray and Mrs Patricia Hirst as councillors to Darrington Parish Council (JJ)
 - 9.2 To notify Wakefield Council of the appointment of Councillor F. Gray as Responsible Financial Officer (JJ)
 - 9.3 To notify Wakefield Council of the declaration of 5 vacancies on the Council (JJ)
 - 9.4 To discuss and decide upon concerns raised in respect of the lack of maintenance of the privately owned and managed cemetery (All)
 - 9.5 To receive feedback in respect of the approximate charge to be billed to the Council for the cleaning of the village benches (VS)
 - 9.6 To receive feedback regarding requesting Councillor G. Ayre to invite the person responsible for road maintenance at Wakefield Council to the next meeting
 - 9.7 To receive feedback in respect of planning application 22/01468/FUL – Cedar Hurst, Estcourt Road - Re-building of South boundary wall (LT)

10. To consider the following new Correspondence received and decide action where necessary:
 - 10.1 Facebook query received in respect of responsibility for the trimming of trees on Back Lane
 - 10.2 Appointment of two representatives to YLCA Branch meetings
 - 10.3 Microsoft proposal from Tomlyndon Website Design
 - 10.4 Councillor access to YLCA website portal
 - 10.5 Invitation from British Archaeology – Yorkshire
 - 10.6 Email from Wakefield Council in respect of Big Green Heating Scheme
 - 10.7 Email complaint received in respect of worsening pig slurry stench
 - 10.8 First Impressions quotation for Winter flower beds and notification of replacement of lobelias after heatwave
 - 10.9 Resident request to investigate possible deadly nightshade in church yard and orchard
 - 10.10 First Impressions quotation for Summer baskets and notification of checking of brackets
 - 10.11 Notification of planning application from Wakefield Council, to fell 3 dead Elm trees (Willow Beck, Estcourt Road)

11. Financial matters:
 - 11.1 To approve accounts for payment (to be tabled at the meeting)
 - 11.2 To note the following payments previously authorised:
 - 11.2.1 Carter & Jackson – printing: £109.20
 - 11.2.2 Fiona Gray – gravel for tithe barn: £100.00
 - 11.2.3 AJG – Local Council Insurance Policy: £699.78
 - 11.2.4 Fiona Gray – Garden Club sign: £318.00
 - 11.2.5 D Dyas – Gardening Maintenance (April): £224.00
 - 11.2.6 YLCA – Conference fees: £40.00
 - 11.2.7 D Dyas – Gardening Maintenance (May): £256.00
 - 11.2.8 PontyVA 925 – Clerk Duties (April and May): £600.00
 - 11.2.9 Fiona Gray – Dog Poo Bags: £161.10
 - 11.2.10 Wakefield Council – Ground Maintenance Contract: £1,172.78
 - 11.2.11 D Dyas – Gardening Maintenance (June): £249.00
 - 11.2.12 PWLB – Lamppost Loan Repayment: £1,104.17
 - 11.2.13 PontyVA 925- Clerk Duties (June): £300
 - 11.3 To receive and approve the bank reconciliation to 31 July 2022 and review spend against the budget to 31 July 2022
 - 11.4 To consider and approve the Council’s use of online banking for the payment of invoices via bank transfer and the process of having such transfers review by two Councillors prior to payments leaving the bank account
 - 11.5 To consider and approve the Council’s use, and the cost thereof, of a digitised accounting programme for financial tracking and reporting

12. Annual Governance and Accountability Return (AGAR) 2021-22
 - 12.1 To receive and approve the Internal Audit Report for 2021-22
 - 12.2 To approve Section 1 of the AGAR – Annual Governance Statement 2021-22
 - 12.3 To approve Section 2 of the AGAR – Accounting Statements 2021-22

13. To consider and decide upon the following planning applications:
 - 13.1 22/01563/FUL – Honeycutt, Great North Road, Darrington – Change of use, alteration and addition of openings and increased roof height of existing stables to form 1 no. dwellinghouse
 - 13.2 22/01646/FUL – Wenthill Farmhouse, Great North Road, Wentbridge – Single storey extension of sun lounge to rear
 - 13.3 22/01733/FUL – 19 Estcourt Drive – Proposed roof fixed solar panels to rear roof slope

14. To receive the following planning decisions / information:
 - 14.1 None received
15. To receive information on the following monthly items and decide further action where necessary:
 - 15.1 School
 - 15.2 Police
 - 15.3 Gardening Club
 - 15.4 Village Field
 - 15.5 Newsletter
16. Governance matters:
 - 16.1 To request that Councillors complete the declaration of Acceptance of Electronic Summonses, confirming consent is provided for summonses to attend Council meetings be transmitted electronically.
 - 16.2 To consider and approve the dates, times and place for ordinary meetings of the Council for 2022-23
 - 16.3 To consider and approve formalisation of services contract with Mrs J. Jones and Mr N. Dyas
17. Matters requested by councillors:
 - 17.1 None received
18. To notify the clerk of matters for inclusion on the agenda of the next meeting
 - 18.1 To consider and adopt Council Financial Regulations
 - 18.2 To consider and adopt a Co-Option Policy
 - 18.3 To consider and adopt a Transparency Policy
 - 18.4 To consider and adopt an Equal Opportunities Policy
 - 18.5 To consider and adopt a Risk Assessment Policy
 - 18.5 To review the Council Asset Register
 - 18.6 To consider and approve a Policy Review Schedule noting the review dates of Council policies
 - 18.7 To approve the appointment of an internal audit to undertake the year end audit for 2022-23
 - 18.8 To consider and approve allocation of Councillor responsibilities
19. To confirm the date of the next meeting as Thursday 13 October 2022.