

Minutes of the ordinary meeting of Darrington Parish Council  
Meeting held Thursday 8 September 2022 at DARRINGTON READING  
ROOMS, PHILIP'S LANE, DARRINGTON, PONTEFRACT  
WF8 3BH

**Present** Cllr L. Thompson (Chair) (LT), Cllr F. Gray (FG), Cllr J. Cox (JC), 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**

1 Resident in attendance.

**Action**

**1. Election of a Chairman and declaration**

- 1.1 To receive nominations and approve appointment of the Chairman of the Council for 2022-23

**RESOLVED** that Cllr L. Thompson be nominated for, and elected as, Chairman of the Council.

- 1.2 Declaration of Acceptance of Office for position of Chairman of the Council to be signed

**NOTED** Cllr. L. Thompson's written acceptance of office for position of Chairman of the Council.

**2. Election of a Vice-Chairman and declaration**

- 2.1 To receive nominations and approve appointment of the Vice-Chairman of the Council for 2022-23

**RESOLVED** that Cllr J. Cox be nominated for, and elected as, Vice-Chairman of the Council.

- 2.2 Declaration of Acceptance of Office for position of Vice-Chairman of the Council to be signed

**NOTED** Cllr. J. Cox's written acceptance of office for position of Vice-Chairman of the Council.

**3. Co-option**

- 3.1 To approve the co-option of 5 councillors

**RESOLVED** that Cllr J. Cox, Cllr M. Whiteley, Cllr P. Batty, Cllr R. Finn and Cllr S. Morgan be co-opted onto the Council with effect from 8 September 2022.

**RESOLVED** to advise Wakefield Council of the co-option of the councillors.

**JJ**

3.2 Declaration of Acceptance of Office for position of Councillor of the Council to be signed

**NOTED** Cllr J. Cox, Cllr M. Whiteley, Cllr P. Batty, Cllr R. Finn, Cllr S. Morgan and Cllr T. Hirst's written acceptance of office for position of Councillor of the Council.

3.3 To consider and approve Councillor and RFO training through YLCA

**RESOLVED** that councillor and RFO training would be arranged through YLCA for all councillors.

LT

#### 4. **Visual Recording of Meeting**

Noted the Council's expectations for the visual recording of the meeting.

#### 5. **Public Forum**

No items raised for discussion.

#### 6. **Apologies**

To note apologies and approve reasons for absence

Apologies received from Cllr T. Hames, Cllr G. Ayre and Cllr D. Jones.

#### 7. **Declarations of Interest**

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

NOTED Cllr S. Morgan's declaration of interest in respect of her Governors Role at Darrington CE Primary School.

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

None received.

#### 8. **Minutes of Previous Meeting**

To Approve minutes of the ordinary meeting of Darrington Parish Council held on 27 July 2022

**RESOLVED** to approve said minutes as a true and accurate record of the ordinary meeting held on 27 July 2022.

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

9.1 To notify Wakefield Council of the co-option of Cllr F. Gray and Cllr T. Hirst as councillors to Darrington Parish Council.

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

9.2 To notify Wakefield Council of the appointment of Cllr F. Gray as Responsible Financial Officer

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

9.3 To notify Wakefield Council of the declaration of 5 vacancies on the Council

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

9.4 To discuss and decide upon concerns raised in respect of the lack of maintenance of the privately owned and managed cemetery

**NOTED** that the company that owns Darrington Cemetery was struck off the register at Companies House and ownership of the property has therefore reverted to a private individual.

**NOTED** further that the Council had been requested to look into the matter to protect the parishioners and their village investments following the concern regarding any potential 3<sup>rd</sup> party purchase.

**RESOLVED** that the Council was not in a position to consider purchasing the land from the existing owner due to financial limitations.

**RESOLVED** further that Cllr S. Morgan and Cllr M. Whiteley would investigate the legal ownership and status of the aforementioned area and provide feedback as necessary.

**SM/  
MW**

9.5 To receive feedback in respect of the approximate charge to be billed for the cleaning of the village benches

**RESOLVED** to request if the individual that has offered to clean the village benches would be willing to register as a volunteer for the Council.

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

**RESOLVED** to request that Cllr G. Ayre invite the relevant person to the next meeting.

**JJ**

9.7 To receive feedback in respect of planning application 22/01468/FUL – Cedar Hurst, Estcourt Road – Re-building of South boundary wall

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

## 10. Correspondence

10.1 Facebook query received in respect of responsibility for the trimming of trees on Back Lane

**RESOLVED** to provide a response to the resident advising that Wakefield Council is responsible for trimming the trees on Back Lane.

**JJ**

- 10.2 Appointment of two representatives to YLCA Branch meetings  
**RESOLVED** that Cllr L. Thompson and Cllr J. Cox be appointed as representatives.  
**RESOLVED** to notify YLCA accordingly. JJ
- 10.3 Microsoft proposal from Tomlyndon Website Design  
**RESOLVED** to accept the proposal in respect of Parish Council email addresses for Councillors as well as implementation of Google Drive for digital storage of council records. JJ
- 10.4 Councillor access to YLCA website portal  
**RESOLVED** to arrange access to the YLCA website portal for all councillors. JJ
- 10.5 Invitation from British Archaeology - Yorkshire  
**RESOLVED** that Cllr M. Whiteley would respond to the Council for British Archaeology's invitation and express the Parish Council's interest in participating any projects or initiatives to build up a more detailed picture of Darrington and its history. MW
- 10.6 Email from Wakefield Council in respect of Big Green Heating Scheme  
**RESOLVED** that the notice would be placed on village notice boards, on the Facebook page and in the next village newsletter. TH/JJ/  
VS
- 10.7 Email complaint received in respect of worsening pig slurry stench  
**RESOLVED** to request that a response is provided to the complaining resident from the pig farm owner. PB  
**RESOLVED** further to send existing information available on the Parish Council's website's hidden pages, on the pig farm to Cllr P. Batty. JJ
- 10.8 First Impressions quotation for winter flower beds and notification of replacement of lobelias after heatwave  
**NOTED** that despite the offer being made, the lobelias were not replaced after the summer heatwave.  
**RESOLVED** to approve the quotation for winter flower beds and to notify First Impressions accordingly. JJ  
**RESOLVED** further that Cllr V. Stones would discuss the concerns raised with First Impressions, as well as request that First Impressions maintains the planters along Valley Road at the same standard as those along Estcourt Road. VS

**RESOLVED** to table the possibility of raising the planter in front of the Gardening Club sign with the Gardening Club and, if this was considered to be feasible, to table same for discussion by the Council.

FG

10.9 Resident request to investigate possible deadly nightshade in church yard and orchard

**NOTED** that the plant had been cut back to prevent any animals or children consuming the potentially poisonous berries.

**RESOLVED** to notify Wakefield Council of the plant and request that they investigate whether there is any further deadly (or other) nightshade in the village.

JJ

**RESOLVED** further to notify the residents of the finding on the Facebook page, and request that they be vigilant when walking in-and-around the village, to notify the Council should they find any nightshade in the village.

JJ

10.10 First Impressions quotation for summer baskets and notification of checking of brackets

**RESOLVED** that this item would be carried over to the next meeting.

JJ

10.11 Notification of planning application from Wakefield Council, to fell 3 dead Elm trees (Willow Beck, Estcourt Road)

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

10.12 School Streets Proposal at Darrington CE Primary School

**NOTED** a proposal by Wakefield Council to introduce a School Street at Darrington CE Primary School, Philips Lane.

**RESOLVED** to respond to Wakefield Council's proposal highlighting concerns raised at the meeting.

JC

## 11. Finance

11.1 **NOTED** payments to be approved for September 2022

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
08.09.22	28-2223	Cheque 976	Ponty VA 925	Clerk Duties August	£300.00	£0.00
08.09.22	29-2223	Cheque 977	D Dyas	Gardening/Maintenance August	£96.00	£0.00
				<b>TOTAL</b>	<b>£396.00</b>	<b>£0.00</b>

11.2 **NOTED** payments made for July and August 2022

Date Approved	Item	Payment Method	Payee	Reason	Amount	VAT
27.07.22	17-2223	Cheque 967	D Dyas	Gardening Maintenance	£256.00	£0.00

27.02.22	18-2223	Cheque 968	Ponty VA 925	Clerk Duties April	£300.00	£0.00
27.07.22	19-2223	Cheque 969	Ponty VA 925	Clerk Duties May	£300.00	£0.00
27.07.22	20-2223	Cheque 970	Fiona Gray	JRB ENts Ltd Dog Poo Bags	£161.10	£26.85
27.07.22	21-2223	Cheque 971	Wakefield Council	Annual Grounds Maint. Contract	£1,172.78	£195.46
27.07.22	22-2223	Cheque 972	D Dyas	Gardening/Maintenance	£249.00	£0.00
27.07.22	23-2223	Direct Debit	PWLB	Loan Repayment	£1,104.17	£0.00
27.07.22	24-2223	Cheque 973	Ponty VA 925	Clerk Duties June	£300.00	£0.00
08.09.22	25-2223	Cheque 973	Linda Thompson	HP Printer Ink	£25.00	£0.00
08.09.22	26-2223	Cheque 974	D Dyas	Gardening/Maintenance July	£80.00	£0.00
08.09.22	27-2223	Cheque 975	Ponty VA 925	Clerk Duties July	£300.00	£0.00

**NOTED** no income during August 2022 and closing balance on 31 August 2022 of £23,601.42.

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

FG

11.3 **RESOLVED** to approve the bank reconciliation statement to 31 August 2022 and forecast to the end of the financial year of £20,633.40.

11.4 **RESOLVED** to 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.

FG

11.5 **RESOLVED** to investigate digitised accounting programmes for financial tracking and reporting as well as the costs thereof, and to report back at the next meeting.

FG/JJ

## 12. Annual Governance and Accountability Return (AGAR) 2021-22

12.1 To receive and approve the Internal Audit Report for 2021-22

**RESOLVED** to approve the Internal Audit Report for 2021-22 and to table the report for further discussion at the next meeting.

JJ

12.2 To approve Section 1 of the AGAR – Annual Governance Statement 2021-22

**RESOLVED** 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

**RESOLVED** to approve Section 2 of the AGAR – Accounting Statements 2021-22 and to submit the AGAR to PKF Littlejohn (external auditors).

FG

## 13. To consider planning applications received

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

	CYC Reference	Address/Description	Darrington Parish Council Decision	
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	<b>RESOLVED</b> to investigate if part of greenbelt and, if so, to object	RF
13.2	22/01646/FUL	Wenthill Farmhouse, Great North Road, Wentbridge – Single storey extension of sun lounge to rear	No objection raised	
13.3	22/01733/FUL	19 Estcourt Drive – Proposed roof fixed solar panels to rear roof slope	No objection raised	

#### 14. To receive information on finalised planning applications

None received.

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

##### 15.1 To consider school report

**NOTED** that Cllr S. Morgan would present the school report at future meetings.

SM

**RESOLVED** that Cllr L. Thompson would represent the Council at the next Village Field Committee in respect of the Council’s Jubilee tree.

LT

**NOTED** further that complaints had been received by the school in respect of parking arrangements for drop-off and pick-up times.

##### 15.2 To consider police report

**NOTED** that Cllr R. Finn would present the police report at future meetings.

RF

**NOTED** further the concerns raised regarding insufficient policing of Wentbridge, specifically in areas where known drug activity is taking place.

##### 15.3 To consider gardening club report

**NOTED** that Cllr L. Thompson would present the gardening club report at future meetings.

LT

##### 15.4 To consider village field report

**NOTED** that Cllr V. Stones would present the village field report at future meetings.

VS

##### 15.5 To consider newsletter report

**NOTED** that Cllr. V. Stones would present the newsletter report at future meetings.

VS

## 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 to be transmitted electronically

**NOTED** Cllr L. Thompson, Cllr J. Cox, Cllr F Gray, Cllr V. Stones, Cllr M. Whiteley, Cllr P. Batty, Cllr R. Finn, Cllr S. Morgan and Cllr T. Hirst's written Acceptance of Electronic Summonses.

- 16.2 To consider and approve the dates, times and place for ordinary meetings of the Council for 2022-23

**RESOLVED** to approve the dates, times and place for ordinary meetings of the Council for 2022-23.

**NOTED** that Cllr V. Stones would confirm availability for The Reading Rooms for the December 2022 meeting.

VS

- 16.3 To consider and approve formalisation of services contract with Mrs J. Jones and Mr N. Dyas

**RESOLVED** to approve formalisation of service contract with Mrs J. Jones and Mr N. Dyas and to table for approval of the contracts at the next meeting.

JJ

**RESOLVED** to engage with Mrs A. Jackson regarding future maintenance of the Tithe Barn.

LT

## 17. Matters requested by Councillors

None received.

## 18. Matters for inclusion on the agenda for the next meeting

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

- 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
- 18.6 To review the Council Asset Register
- 18.7 To consider and approve a Policy Review Schedule noting the review dates of Council policies
- 18.8 To approve the appointment of an internal audit to undertake the year end audit for 2022-23
- 18.9 To consider and approve allocation of Councillor responsibilities



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

**19. Date of Next Meeting**

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

**Meeting closed at 20h45.**