

WARMFIELD – CUM – HEATH PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON
WEDNESDAY 18TH MAY 2016
AT
THE COMMUNITY CENTRE, KIRKTHORPE

001/0516. PRESENT

Cllr Fisher (Chair), Cllr Vasey, Mills, Sanderson, Smith, Wilby J, Wood, Gueli.

Parish Clerk-Julia Talbot

District Councillors

Cllr Dagger, Cllr Wassell.

002/0516. APOLOGIES

District Cllr Blezard, Cllr G Wilby.

THE ANNUAL MEETING OF THE PARISH COUNCIL.

003/0516.CHAIRMAN'S REPORT 2015/16

The Chair presented his report to the meeting, reflecting on the year 2015/16.

Items discussed were:-

- To continue to add a wreath for remembrance day
- Increase in budget due to the Youth club which started in this year.
- Planning
- Access to the Common.

004/0516.ELECTION OF CHAIR /DEPUTY CHAIR

The chair presides over the election of the Chair and deputy Chair.

Nominations were proposed for Cllrs Fisher to remain in post of the Chair.

Cllr Fisher formally accepted the post of Chair of the Parish Council for the year 2016/2017; Declaration of Acceptance of Office was completed, which was witnessed by the Clerk.

The Chair invited nominations for deputy chair

Cllrs J Wilby nominated as Deputy Chair and duly accepted.

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Wednesday 18TH MAY 2016
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62/0516.PRESENT

Cllr Fisher (Chair), Cllr Vasey, Mills, Sanderson, Smith, Wilby J, Wood, Gueli.

Parish Clerk-Julia Talbot

District Councillors

Cllr Dagger, Cllr Wassell

63/0516.APOLOGIES

District Cllr Blezard, Cllr G Wilby

64/0516. DECLARATIONS OF INTEREST

Declaration of interest was declared by District Cllr Wassell on planning matters.

65/0516 PUBLIC CONSULTATION

District Cllr Dagger reported matters of concern that have been raised at previous meetings. Residents raised concerns regarding the work on the fish ponds at Willow Lane. The construction work that has been going on is to allow construction vehicles to enter the site while under construction. The Shop on Kirkthorpe is to be refurbished and will remain as a shop under the conditions of the lease. Consideration to be made to send a letter to WMDC supporting the shop remaining as a shop for the community. Both these matters are continuing to be monitored and the Parish Council will report any information as it is shared. Concerns were raised by Parish Councillors concerning the unauthorised access to the Common as bollards on the common have been broken. This is making the area target for fly tipping. Countryside admin to be informed.

Concerns were also raised regarding the horse numbers on the common.

The organisers of the vintage car rally came to the meeting to request, a donation towards trophies for the event. It was agreed that the Parish Council would pay the rent to WMDC for use of the Common for the event.

66/0516.MINUTES OF THE LAST MEETING.

To consider the minutes of the last meeting

RESOLVED-Minutes of the meeting were a true accurate record.

67/0516. COMMUNITY CENTRE

a. Finance –A payment has been made for hiring of the village Hall of £60.00

b. Maintenance-Ants have been reported in the community centre entrance, Cllr Sanderson has treated the Ants, the situation to be monitored.

c.Storage-The situation regarding storage is ongoing, a piece of wood still to be added to the beer area window. Consideration was made to change the lock so that only the Parish Council have access. Consideration was also made to add a lock to the cleaner's cupboard.

d.Youth Club-Cllr J Wilby attended the youth club and reported to the meeting. The youth club have requested that they would like to run a taster day in the school holidays for a cookery course, with a view to doing a regular cooking event. The Parish Council requested to see the appropriate documents for the youth club to use the kitchen facilities for cooking.

e.To consider new tables and chairs for the Community Centre-This is ongoing, further investigation required.

68/0516. KIRKTHORPE PLAYING FIELDS.

To consider any action from the site inspections.

Nothing to report.

69/0516. CLERK'S PROGRESS REPORT

a.-First aid course-The first aid course has been confirmed for the 29th June at 6.30-8.30pm. Advertising the event was discussed, poster to be printed and added to notice boards and public area in the Parish and also the website. Also be added to the Wakefield express under events in the area. The course is open to people in the Parish on the electoral list.

b.-Notice board /Warmfield-Planning have been contacted regarding the new notice board to be erect at Warmfield were previously there has been a notice board. Correspondence has not yet been received.

70/0516. FINANCE

The Clerk provided a statement of the current financial position of the Parish Council at the end of the Financial Year, and presented appropriate cheques for payment. All Members were sent the paperwork to approve the Annual Accounts.

Cheques Authorised for Payment

<u>Cheques Authorised for Payment</u>	<u>Payee</u>	<u>Amount</u>	<u>VAT</u>
<u>101185</u>	J .Talbot	£385.62	
<u>101186</u>	J Talbot	£31.94	
<u>101187</u>	Cleaning CC	£80.00	
<u>101188</u>	Paylings	£60.00	£10.00
<u>101189</u>	Parish Insurance	£449.15	
<u>101190</u>	Clerk training CILCA	£83.33	
<u>Total for May 2016</u>		£1,090.04	

Bank Reconciliation

Balances brought forward from April

Community Account	£8,593.72
Business Reserve Account	£4,797.43
<u>Other Community Account</u>	£271.14

Total **£13,662.29**

Receipts In April **£6,630.00**

Total Payments May 2016 **£1,090.04**

New Community Account Total £12,572.25

Unpresented cheques £258.52

To complete audit paperwork 2015/16

1. The Annual Accounts for 2015/16 have now been completed, and a copy circulated to the Members. These were duly approved by a unanimous show of hands. These were subsequently signed off, in triplicate by The Chair and The Clerk
2. The Annual Return for 2015/16 has now been received from the Council's External Auditors –Little Johns. It has been completed as far as possible, accordingly, the statement of accounts and the statement of acceptance were duly signed by the Chair and the Clerk, and they will now be passed to the Council's Internal Auditor for completion, prior to be submitted to the External Auditor-Little Johns.
3. Under the terms of the External Audit Procedure. The Council's financial risk Assessment Document has to be reviewed annually, and the document was duly signed off by the Chair and The Clerk.

To consider arrangements for internal controls

Arrangements for internal controls were discussed; all agreed the Cllr Gueli to meet with the clerk every 3 month to carry out internal controls with financial documents of the parish Council.

71/0516. PLANNING MATTERS

The following Applications were discussed:-

- **15/00248/FUL**-Boundary Lane (Land Off), Warmfield – Application to vary Conditions 1, 2 & 3 – **Decision Pending.**
- **13/00390/FUL**-Ivy Cottage, Boatyard, Heath – Temporary CoU of Land to 4 No Traveller's Pitches – Construction of Dayroom/Utility Block Etc. – **Decision Pending.**
- **14/02452/SUB01**
Heath House Heath Wakefield WF1 5SN
Discharge of conditions 2, 3, 4, 5, 6, 7 and 8 as described on the decision notice of approved application 14/02452/FUL- **Decision Pending**
- **16/00230/FUL**

Erect a detached building to form a summer house and garden store
West Pavilion Heath Wakefield WF1 5SL-**Decision Pending**

- **16/00834/FUL-3 Holy Farm, Warmfield lane Warmfield WF1 5TN-**
Construction of a new access and erection of a single storey stable block and ancillary tack room and feed store.-**Decision Pending**
- **16/00694/FUL/LBC-Cross Hills farm,Goosehill lane Normanton WF6-2JB**
Erection of extensions to existing garage and conversion to habitable room(Part Retrospective) **Decision Pending**
- **16/00793/FUL-12, Warmfield lane Warmfield WF1 5TN-**Conversion of existing detached garage to ancillary accommodation. - **Decision Pending**
- **16/00875/CPE-53, Elsicker Lane Warmfield Wakefield WF1 5TW-**Use of land as a garden. - **Decision Pending**

Applications Decisions

- **16/00413/FUL-** 43 Warmfield Lane Warmfield Wakefield WF1 5TL-
Demolition of existing single storey outbuilding to eastern elevation, erection of replacement single storey extension, and creation of balcony at first floor level (part retrospective)
Application Approved
- **16/00544/FUL-** Heath View Heath Wakefield WF1 5SN-Replacement rear single storey conservatory and alterations- **Application Approved**
- **16/00547/FUL-Kirkthorpe Stud,** Warmfield lane Warmfield –Erection of a single dwelling. **Application Refused**
- **16/00641/GPD-21,park Avenue Kirkthorpe WF1-5TG-**Single storey extension to the rear,Max projection 5.1 metres,Max height 4M Max eaves height 2.6 m-
Prior Approval not Required
- **16/00871/TPO-1 Dower House ,Heath Wakefield WF1 5SL-T1-T2 Pine** to evenly crown thin by 10% and to crown lift over the garage T3 sorbus to remove. **Application Approved.**
- **New Applications**
- **16/00932/NMC-City Fields Wakefield-**Substitution of the approved house types on part of the development.

To consider a template letter for planning correspondence.

Councillors considered a template for letters to the planning department; this is to standardize the Parish Council's response to planning applications.

72/0516. COUNCILLORS REPORTS

Commons Liaison Committee

The next meeting is scheduled for 14th June 2016 at 1.30pm

PACTS Meeting

Vasey reported on matters at the pact meeting, on the agenda. It was also requested that the dates were to be added to the events column in the Wakefield express. The Clerk to action.

73/0516. CORRESPONDENCE

Correspondence received by post and email was presented at the meeting to consider.

74/0516. CILCA –Clerk Training

The clerk presented information relating to the CILCA qualification.

A resolution was made to contribute a payment of £83.33 to the Clerks training.

75/0516. POLICE REPORT

The police sent a report for the month.

76/0516. ADDITIONAL MATTERS/ITEMS FOR THE NEXT AGENDA

- Rubble on the common from the cemetery was discussed, to be raised at CLC meeting.

77/0516.DATE/TIME OF NEXT MEETING

It was confirmed that the next meeting of the Parish Council, will be held on Wednesday **15th June 2016**, in the Community Centre, Kirkthorpe at 7.00 pm.