

WARMSFIELD – CUM – HEATH PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 15th JULY 2020
VIA ZOOM
7.00pm

75/07/20. PRESENT

Present:-Cllrs Fisher (Chair), Vasey, Gueli, Wood, Wallis, Wilby J, Sanderson and Wilby G.
Parish Clerk:-Tracy Johnson

76/07/20. APOLOGIES.

Cllrs Smith, District Cllrs Dagger and Blezard
Apologies accepted by the Parish Council.

77/07/20.DECLARATIONS OF INTEREST.

Cllr Sanderson – Cheque.

78/07/20.PUBLIC PARTICIPATION.

None.

79/07/20.MINUTES OF THE LAST MEETING.

To consider the minutes of the last Parish Council meeting on Wednesday 24th June 2020.
IT WAS RESOLVED- the minutes of the meeting were a true and accurate record and duly signed by Cllr Fisher. They were proposed by Cllr Gueli and seconded by Cllr Vasey.

80/07/20.ONGOING MATTERS.

- a. To consider the Covid 19 situation within the Parish. It was noted that the decision as to whether to leave the sign outside Heath Hall has been left to the Community and any thoughts of the Parish Councillors had been asked for. None of the Parish Councillors had any objections to the sign remaining.
- b. To consider New Website. The Clerk put Cllr Sanderson in the waiting room while this subject was discussed. The Clerk has put together a spreadsheet of quotes that she has received from companies for new websites. A lengthy discussion took place regarding the implementation of a new website. Cllrs were wary of using a company that they didn't know and although the quotes we had received listed links to websites they had created they were still unsure as to whether they would include the things we would need as a Parish Council. Other concerns were also raised as to who would own the website, warranties and what would happen if there was a problem with the website. Concerns were also raised about what would happen if the company went bust. The current website has been running for 7-8 years. Cllr Sanderson had submitted a quote prior to the meeting to say that he would be able to upgrade the current website for £650. The Clerk brought Cllr Sanderson back into the meeting. Cllr Fisher asked Cllr Sanderson if the upgrade would give us what we wanted and would meet the recommendations that The Auditor had recommended. Would he be able to make the website more dynamic and welcoming, more user friendly and give access to The Clerk if he did an upgrade to the current website. Cllr Sanderson said he would be able to. The Clerk put Cllr Sanderson back in the waiting room while another discussion took place. It was resolved that the best course of action would be for Cllr Sanderson to upgrade the current website at a cost of £650 as he knew the system and has the expertise and knowledge that we need.

- c. To consider the removal of the phone box at Kirkthorpe. The Clerk has received an email to say that the phone box in Kirkthorpe is under review for removal again. It was resolved that the Clerk should send another email objecting to the removal of this phone box.
- d. To consider the refusal of Shop in Kirkthorpe as a Post Office. A discussion took place regarding this and it was thought that this was because of the costs that the post office would have to pay in respect of equipment and paying wages.
- e. To receive an update on the Speed Check in Kirkthorpe. The Clerk has forwarded to the Cllrs an email received from Sergeant Stones to say that a speed check had been carried out in the layby opposite the Community Centre. On that occasion nobody was exceeding the speed limit. He has put another speed check on the list to be carried out shortly.

81/07/20.COMMUNITY CENTRE

To consider the reopening of the Community Centre. The Clerk has had a couple of enquires regarding booking of the Community Centre. The Clerk has sought advice from SLCC and the Parish Council’s insurance company. She has received information which she has forwarded to Cllrs. A risk assessment would need to be carried out to make sure that it was a Covid free environment and lots of factors would need to be taken into account. A one way system would need to be put in place with separate entrance and exit points and hand sanitizers would need to be fit. A visitor book would also need to be in place and visitors would need to fill in their details. It was resolved that the Clerk would look into obtaining signage, hand sanitizers and anything else that would be needed to make it a Covid secure environment. The reopening of the Community Centre will be reviewed on a monthly basis in line with government and insurance guidance.

82/07/20.KIRKTHORPE PLAYING FIELDS.

To consider weekly inspections and agree any action required in respect of the playing fields. Nothing to report.

83/07/20.FINANCE

a. To consider the Account Balances & Authorisation of Cheques for July and August. The Clerk will ask Cllr Vasey and Smith to sign the cheques.

**Warmfield Cum Heath Parish Council
Payment Schedule July and August 2020**

Payments to be approved	Payee	Cqno.	Amount	VAT
Clerks Salary	T.Johnson	547	£435.43	
Clerks Expenses	T.Johnson	548	£41.99	2.40
PAYE	HMRC	549	£4.40	
Cleaner	S.Cowan	550	£60.00	
Handyman	S.Cowan	551	£39.96	
Website	RMS Consultancy	552	£250.00	
Grounds Maintenance	WMDC	553	£660.84	132.16
Grounds Maintenance	WMDC	554	£116.54	23.08
Deposit for Booking at CC	Warmfield Church	555	£40.00	

August Payments

Clerks Salary	T.Johnson	556	£435.43	
Clerks Expenses	T.Johnson	557	£29.39	£2.40
PAYE	HMRC	558	£4.40	
Cleaner	S.Cowan	559	£60.00	

Total July/August	£2,178.38	£160.04
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Bank Reconciliation

Opening Balance	£12,724.34
Total Receipts	£500.00
Total Payments	£1,075.04
Closing Balance	£12,149.30

Account Balances

Community Account	£12,149.30
Savings Account	£4,822.23
Total	£16,971.53

The Clerk advised that she has been speaking with WMDC regarding the invoices for grounds maintenance to see if these can be split into quarterly payments and this should be possible if this is what the Cllrs wanted to do. It was resolved by Cllrs that the Clerk should see if this was possible. The Clerk would get in touch with WMDC and ask if this was possible. It was also resolved that the Clerk would look at the contract which we have and update and agree this with WMDC going forward. It was also resolved that as the Community Centre will remain closed for the time being that the Clerk would contact the Cleaner and ask her to clean the Community Centre fortnightly instead of weekly. This will be reviewed at the next meeting in September.

b. To receive an update on Online banking. The Clerk has been in touch with the bank and the signatories would need to authorise this. The Clerk has tried several times to get through to the Business Team on the phone but it has not been possible to get through. The Clerk will give the Business Team phone number to Cllrs Vasey and Smith for them to try and get through to make this authorisation but if unsuccessful the Clerk will go into the bank to see if there is any other way to authorise this. Maybe a form that she could take for Cllrs Vasey and Smith to sign.

c. To consider the year end accounts. It was resolved that the year end accounts were agreed by all Cllrs.

d. To consider the AGAR for signature. It was resolved that Warmfield Cum Heath Parish Council is exempt from external audit for the year 2019/20 as its annual turn-over does not exceed £25,000. It was resolved that Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 be noted. It was resolved that Warmfield Cum Heath Parish Council approve Section 1 Annual Governance Statement 2019/20 for Warmfield Cum Heath Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20. It was resolved that Warmfield Cum Heath Parish Council approve Section 2. Section 2 – Accounting Statements for 2019/20 for Warmfield Cum Heath Parish Council on page 6 of the Annual Governance and Accountability Return 2019/20. It was resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Warmfield Cum Heath Parish Council will publish the following documents on a public website:

- Certificate of Exemption
- Annual Internal Audit Report 2019/20
- Section 1 – Annual Governance Statement 2019/20
- Section 2 – Accounting Statements 2019/20, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulations 15 (2), Accounts and Audit Regulations 2015.

The AGAR form has been filled in by the Clerk and signed and dated. Cllr Fisher signed the AGAR and the Clerk will pick this up in the next few days and scan and email to PKF Littlejohns.

84/07/20.PLANNING MATTERS

New Planning Applications.

No new applications.

Planning Decisions

The following planning decisions were discussed.

- **20/00703/FUL – Welbeck Landfill Site, Boundary Lane, Normanton** – Temporary Use of Existing Engineered Pad as a Soil Treatment Facility to Produce Landfill Restoration Soils. Case Officer: Ian Garratt. Grid reference E: 436440 N: 422200. Comments Required by 20th May 2020. **Awaiting Decision.**
- **20/00412/FUL – Builders Yard, Land Adjacent Former Pineapple PH, Wakefield Road, Warmfield** – Construction of single storey dwelling including removal of existing buildings and cessation of use of land as builders yard including associated landscaping, surfacing and works. **Awaiting decision.** The Clerk has emailed an objection to this.

85/07/20.TO CONSIDER STAFFING MATTERS AND AGREE ACTION.

- To consider the Clerk's annual leave. The Clerk would like to take some annual leave in August or early September. It was resolved that the Clerk would let Cllrs know before she went away that that she would put an out of office on her emails and ask anyone with any urgent queries to contact their local councillor and that she would also pass the Parish Council's mobile to Cllr Fisher while she was away.

86/07/20. TO CONSIDER MATTERS AS REQUESTED BY THE PARISH COUNCILLORS.

- None.

87/07/20.TO CONSIDER CORRESPONDENCE AND TAKE ACTION WHERE NECESSARY.

To Consider/Note: The Correspondence received since last meeting sent by email.

88/07/20.ADDITIONAL MINOR MATTERS/ITEMS FOR THE NEXT AGENDA

- It was mentioned that the bin in the layby on the way from Kirkthorpe to Heath was still missing. The Clerk advised that she had received an email from Wakefield Council to say that the deadline to her query had not been met. It was resolved that the Clerk would chase Wakefield Council again about this matter.
- It was mentioned that there were tyre tracks from a big lorry by the Stocks. It was resolved that the Clerk would get in touch with Wakefield Council to see if anything could be done about this.
- It was mentioned that there was a lot of fly tipping on Willow Lane and that there was broken glass in the hedges, metal coat hangers and general household waste. It was resolved that the Clerk would get in touch with Wakefield Council and Cllr Blezzard about this.
- It had been noted that on a few occasions when Wakefield Council have been to empty the bins they have only emptied the actual bins but left any rubbish around the bins and not taken this away. It was resolved that the Clerk would get in touch with Wakefield Council regarding this.
- It was noted that the fly tipping on Heath Common which had been reported had now been cleared.
- It was noted that there was a car being parked on the Left Hand Side on the pavement in Kirkthorpe from Kirkthorpe to Heath. This was blocking the path and making it very difficult for people especially with pushchairs or wheelchairs to get through. It was resolved that Cllr Wilby would take a photo and pass to the Clerk for her to get in touch with highways at Wakefield Council.
- It was noted that Warmfield School is pending to be sold.

89/07/20. DATE/TIME OF NEXT MEETING

It was resolved that the next meeting of the Parish Council would be held on **Wednesday 16th September 2020** at 7.00pm via Zoom.

The meeting closed at 9pm.