

WARMSFIELD – CUM – HEATH PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 18th April 2018
AT
THE COMMUNITY CENTRE, KIRKTHORPE
7.00pm

001/418. PRESENT

Present:-Cllr Fisher, Wilby J, Wilby G, Sanderson, Wood, Gueli, Smith, Vasey, Mills.
Parish Clerk:-Julia Talbot
District Councillors- Cllr Dagger, Cllr Blezard
Public-2

002/418. APOLOGIES.

District Cllr Wassell.
Apologies accepted by the Parish Council.

003/418. DECLARATIONS OF INTEREST.

Cllr Blezard (Planning) Cllr Mills (Planning)

004/418.PUBLIC PARTICIPATION.

The gate post is moving around at the playground.

Polling day equipment has arrived; Kirkthorpe Lane sign damaged /report my account.

Anti social behaviour discussed and the installation of the CCTV/Protective cases for the cameras.

District Cllrs

- Marshall Hill /planning enforcement haven't been able to enter the site due health & safety issues. Once safe to enter the site a report will be completed.
- Damage caused by the fair discussed/Wakefield Council is going to reseed, and erect the bollard back that was removed. Wakefield Council will invoice the fair to pay for the damage caused. It was raised that it had been two weeks since the fair and the issues caused are still ongoing. The weights of the plant/rides were raised and concerns that they were too heavy for the common. The fair were on the common a week before the fair but this was part of the licence to WMDC .No meeting had been arranged to discuss the fair prior to the event ,no organisation with all parties. The emergency entrance was used for other vehicles.
The amount of days that the fair was on the common was discussed and the lack of communication/consultation about the event.
Up to four events a year on the common can be approved by WMDC.
- Damage by the bin wagon in front of Cobblers' Hall discussed, the clerk has contacted Wakefield Council regarding the matter.
- GDPR discussed /Wakefield Council will not offer the service of the DPO.
- Grants that are available forwarded from the District Cllrs.
- Bin at Kirkthorpe lay-by/half moon. Report on my account.

005/418. MINUTES OF THE LAST MEETING.

To consider the minutes of the last Parish Council meeting on Wednesday 21st March 2018.

IT WAS RESOLVED- the minutes of the meeting were a true accurate record and duly signed by the chair.

006/418. COMMUNITY CENTRE.

To receive information relating to the proposed new community centre And funding options available and agree action.Cllr Mills/Gueli/Clerk.

Plans for the community centre discussed a subcommittee considered to deal with the work and drive it forward. Cllr Mills proposed a Community centre group to be arranged. All community groups to be approached to join to have a representative on the committee. The Clerk to research charitable trusts for Community centres. Contact YLCA about other Parish Council that has done.

To receive an update on the funding application for CCTV.

The grant has been confirmed, just awaiting the paperwork.

To consider the installation of the photos for the community centre.

At the next meeting parish Councillors will decide where the pictures go.

All agreed to attend at 6.30pm to agree where the photos will go.

The Parish Councillors requested the moving of the football box, to request it be moved back outside put box back outside. It can't be next to the building as it will make easy access to the roof. Clerk to contact football coach to request removal of the box.

007/418. KIRKTHORPE PLAYING FIELDS.

To consider weekly inspections and agree any action required of the playing fields.

The gate post is wobbly around the play area, it will need securing

To receive an update on the litter and the bin situation and agree action.

To monitor the litter situation now the wheelie bin is in the centre. It was discussed that it had got worse since the shop opened.

Litter picking team considered. Considered was litter picking from other groups.

Discussed was the play area equipment that has been removed, as it was broken.

008/418.CLERKS REPORT.

To receive information relating to PAYE and payroll costs and agree action.

The Clerk has contacted the company that do payroll, to inform them that the Clerk will proceed with Payroll. A new account for HMRC needs to be opened. Ongoing.

To receive information relating to the bank mandate and complete.

Bank mandate completed all Parish Councillors to be signatures on the account.

The Clerk has contacted WMDC regarding My account. The representative could not attend the meeting.

No response for the youth club/ Clerk to email a different contact.

009/418. FINANCE

Payments to be approved	Payee	Cqno	Amount	VAT
Clerks Salary		353	£322.56	
Clerks				
Expenses		354	£51.69	
Cleaner		358	£80.00	
PAYE March	HMRC	356	£17.60	
Membership	YLCA	357	£297.00	
Refuse /bin cc	WMDC	355	£241.74	
Tables /urn cc		356	£257.92	42.98

Total			£1,268.51	42.98
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Bank Reconciliation	
Opening Balance	6,959.65
Total	
Receipts	£0.00
Total	
Payments	£925.68
Closing Balance	6,033.97

Account Balances	
Community Account	6,033.97
Savings Account	£4,802.46
Total	£10,836.43

Yr
end

To agree and appoint an internal auditor

All agreed to appoint the internal auditor from last year.

Discussed, was the new audit regime, **it was resolved to opt out of the external audit and complete a certificate of exception. All internal audit paperwork will be added to the website under the transparency code.**

Cllr Gueli requested last month figures with the bank statements. The Clerk to action for the next meeting adding the figures of the current bank statement.

0010/418. PLANNING MATTERS

a.To Consider Planning Applications & Approval.

New Applications

18/00683/FUL-Cobblers Hall (Rear of) Heath, Wakefield, WF1 5SN

Single storey extension to the dwelling. **No Objection.**

It was resolved to note the decision on all planning applications and a letter to be sent to planning if the application is in the conservation area, listed or green belt stating either an objection or no objection.

The Clerk to keep a planning log of applications that details all information sent.

Pending applications

- **17/03129/FUL**-New stables, Boundary Lane WF6 2JA-Retrospective application to provide an extension to an existing stables on existing private gypsy site. **Awaiting Decision**
- **17/03116/FUL**- New stables, Boundary Lane WF6 2JA-Retrospective application to provide additional building to provide additional dayroom facilities on existing private gypsy site. **Awaiting Decision.**
- **17/03033/FUL**- New stables, Boundary Lane WF6 2JA –Application to amend conditions 1 and 2 (to allow there to be other occupiers of the site) and variation of condition 3 (increase the number of caravans used for residential proposes from 1 to 5) from permission 13/02961/FUL (retrospective planning permission for no.1 travellers site.) **Awaiting Decision.**
- **18/00282/TCA**-Rose Cottage, Heath WF1 5SL
Remove the Sycamore tree to prevent damage to wall. The re building of the wall has been recently approved. The tree will cause further damage to the new wall unless removed.
- **18/00551/FUL**-Horse & Groom public house, Race end Heath WF1 5SG-
Proposed conversion of existing public house & first floor flat into 6 flats.
Awaiting Decision

Planning Decisions .

- **18/00235/LBC**-Blacksmith's Cottage, Heath WF1 5SN-External CCTV system (retrospective) **Approved**

011/418.TO CONSIDER INFORMATION RELATING TO LIGHTING FOR THE COMMUNITY CENTRE AND AGREE ACTION.

Grant for CCTV approved, awaiting the paperwork for completion.

012/418.TO CONSIDER MATTERS RELATING TO HEATH AND AGREE ACTION.

a.To consider the adding bollards on the corner of Cobbler Hall.

The Clerk has sent correspondence to street scene regarding the erecting of the bollards.

b.To consider the adding of signage to restrict parking.

To add a sign on the current pole to stop parking on footpath, this would require permission from highways. Clerk has contacted Highway to add our sign on WMDC street furniture. (Heath residents to action signage.)

013/418 TO RECEIVE AN UPDATE REGARDING GDPR AND AGREE ANY ACTION.

The clerk updated the next meeting on recent training and the appointment of a DPO.

014/418 COUNCILLORS REPORTS

a. Commons liaison meeting - Cllr Vasey, 19th June is the next meeting.

b. Welbeck Liaison Committee – **Cllr G Wilby.** The next meeting is 7th June, information from the last meeting added to the Cllr packs.

c. National Coal Mining Museum – **Cllr G Wilby.**

d. Website, **Cllr Sanderson.**

e. Bus rally meeting update. Meeting will take place at the Community Centre and an onsite meeting if required on 16th May at 2.00pm.

015/418.TO CONSIDER CORRESPONDENCE AND TAKE ACTION WHERE NECESSARY.

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

- Rural Service network newsletter.
- YLCA-The Practitioners' Guide for 2018/19 and Schedule of Amendments.
- YLCA-NALC Chief Executive's Bulletin 12 - 23 March 2018.
- Little John external auditor-2017/18 AGAR and external auditor instructions.

To consider.

- GDPR Compliance - Information from YLCA-**To consider.**

016/418. ADDITIONAL MINOR MATTERS/ITEMS FOR THE NEXT AGENDA.

To consider any minor matters and items for the next agenda.

- Brew house for sale/sign on the common. Contact WMDC country side admin about the sign. Proposed application discussed on the building.
- Car rally date spring bank.
- TPO for the land at Kirkthorpe Lane discussed.
- Easter hunt for the community group. Paperwork for hiring of the cc requested to Cllr J Wilby.(Chair of the community group)

017/418. DATE/TIME OF NEXT MEETING

The next meeting of the Parish Council will held on **Wednesday 16th May 2018.**
The Annual meeting of the Parish Council.