

**WARMFIELD – CUM – HEATH PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 17th MAY 2023
AT 7.00PM
AT THE COMMUNITY CENTRE, KIRKTHORPE**

63/05/23. PRESENT

Present:- Cllrs Wilby J (Chair), Wallis (Vice Chair), Vasey, Smith, Wood, Sanderson and Wilby G.

District Cllrs Medford and Khan

2 members of the public

Parish Clerk:-Tracy Johnson

64/05/23. APOLOGIES.

None.

65/05/23. DECLARATIONS OF INTEREST.

None.

66/05/23. PUBLIC PARTICIPATION.

District Cllr Khan attended the meeting to introduce himself to the Parish Council and looks forward to working with the Parish Council. The Parish Council congratulated him on his appointment. District Cllr Medford said she is working on obtaining funding for the logs at Heath. District Cllr Medford has sent the Clerk an email asking for consultation with the Parish Council before a decision is made as to where the Zebra Crossing should go in Kirkthorpe and this has been passed on to the Parish Councillors for their information. District Cllr Medford has reported the roundabouts to Wakefield Council regarding the overgrown vegetation and these will be looked at. District Cllr Khan has asked Wakefield Council to cut the football pitch on the playing field at the Community Centre. District Cllr Medford has been taking information regarding the buses through Kirkthorpe since December as evidence to give to Arriva regarding missed buses and is collating emails to present to Arriva and West Yorkshire Combined Authority. District Cllr Khan is also a representative for West Yorkshire Combined Authority. It was thought that a petition could also be a good idea. District Cllr Khan said that some residents were concerned regarding where the Zebra Crossing was going to go and District Cllr Medford said this was why she had asked for a consultation with the Parish Council and the residents before the position was finalised. District Cllr Medford expressed an interest in joining the Parish Council. There is no update on the shop at the moment, although a few people have expressed an interest to run it as a shop. There have been 2 concerts held at the Church and there is the Kite Festival to take place at Heath in September and the Summer Fair at the Community Centre in August. A member of the public who lives in Kirkthorpe expressed an interest in joining the Parish Council.

67/05/23. MINUTES OF THE LAST MEETING.

To consider the minutes of the last Parish Council meeting on Wednesday, 19th April 2023. **IT WAS RESOLVED** that the minutes of the meeting were a true and accurate record and were duly signed by Cllr Wilby J. They were proposed by Cllr Vasey and seconded by Cllr Wilby G.

68/05/23. ONGOING MATTERS.

- a. To receive an update on the Battery Storage Facility. Wakefield Council have asked for additional information to be provided by the end of March. This is still outstanding. The Battery Storage facility at Carlton has now been withdrawn due to concerns from West Yorkshire Fire Chiefs although this was a different company from Harmony Energy. It is also thought that there might be a site being considered at Ferry Bridge.
- b. To receive an update on the Traveller Site. A meeting is due to take place regarding this early June within Wakefield Council. District Cllr Medford will chase this matter up after the meeting within Wakefield Council.
- c. To receive an update on 61A Warmfield Lane. There is no update from the last meeting,
- d. To receive an update on the elections. The Clerk advised that any new councillor or any councillor with any amendments to their declaration of interests needs to fill in a new form and send to Wakefield Council for them to put on the website. Also, all councillors should submit an expenses from by the end of the month (even if it is a nil return).
- e. To consider events at Heath – Heath Fest (July) Mini Music Fest (May) and Alpacas (August). Heath Fest in July and Mini Music Fest in May is due to take place at the Kings Arms. The Clerk has received a request for an event to take place on Heath Common with some Alpacas. It was resolved that the Clerk would find out more information on this event.
- f. To receive an update on overnight parking at Heath. The Clerk has emailed Countryside regarding this.
- g. To receive an update on the signs at Heath. The Clerk asked what material these are. They are metal plaques on stone. It was resolved that the Clerk would have a look and see if there were any companies that may be able to restore these signs.
- h. To receive an update on the horses on Heath Common. There seems to be a lot of horses on Heath Common at the moment. The limit should be Heath 32 and Warmfield 10. The Clerk has emailed Countryside to ask for a disc check to be carried out.
- i. To receive an update on the new bin at Heath. The Clerk has received an email from customer services at Wakefield Council to say that no bin is needed but this was for the wrong location, so the Clerk has emailed them again.
- k. To receive an update on the plainings for the car park and the rotting logs at Heath. This has already been dealt with in Public Participation.
- l. To receive an update on the Zebra crossing at Kirkthorpe. This has already been dealt with in Public Participation.

69/05/23. COMMUNITY CENTRE

- a. To consider the risk assessment for the Community Centre. Cllr Sanderson has forwarded this to the Parish Councillors and the Clerk before the meeting and has removed the curtains and moved the fire blanket from the back of the door in the kitchen. It was resolved that the fire risk assessment should now be signed off and that the Clerk would speak to the handyman to see if it would be possible to have a ramp fit for the fire door and also ask the electrician for a new unit for the front door.
- b. To receive an update on the new radiator and radiator guards for the Community Centre. The Clerk has found some radiator guards on Amazon. It was resolved that these should be bought and that Cllr Vasey would purchase these on behalf of the Parish council as she has an Amazon account and that the Clerk would arrange for a cheque to be signed for Cllr Vasey to cover the cost of these and that the Clerk would arrange for these to be fit. It was also resolved that the Clerk would contact the electrician to purchase and fit a new radiator to replace the one which is broken.
- c. To consider the Children's Summer Fayre at the Community Centre on 19th August. The Community Centre has been booked for a Children's Summer Fayre. It was resolved that the

hire of the Community Centre would be free and that the Parish Council would give a donation of £100 as this is for the children of the community. The organisers are arranging for a bouncy castle for the playing field. It was resolved that the Clerk would tell them that the company providing this would need to have their own third party insurance or the organisers would need to get their own as this would not be covered on the Parish Council insurance.

70/05/23. KIRKTHORPE PLAYING FIELDS.

To consider weekly inspections and agree any action required in respect of the playing fields. The Clerk and Cllr Wilby J have both emailed the football club who have been using the playing field to ask if they are still using it as it is very overgrown.

71/05/23. FINANCE

a. To consider the Account Balances & Authorisation of Cheques for May. It was resolved that the amounts below should be paid and that Cllr Vasey and Cllr Smith sign the cheques. It was also resolved that Cllr Wilby J should be added to the bank mandate form to be able to sign cheques as the new Chair and that Cllr Fisher should be removed as he is no longer a Cllr of Warmfield cum Heath Parish Council.

**Warmfield cum Heath Parish Council
May 2023 Payment Schedule**

Payments to be approved	Payee	Cqno.	Amount	VAT
Clerks Salary	T. Johnson		£532.13	
Clerks Expenses	T. Johnson		£33.90	
Cleaning and products	S.Cowan		£43.96	
Repairs to CC	S.Cowan		£55.00	
Water Rates	Business Stream		£198.48	
Radiator Guards	M.Vasey		£187.60	
Total			£1,051.07	

Bank Reconciliation	28th April 2023
Community Account	
Opening Balance	4,279.54
Total Receipts	£15,888.80
Total Payments	£697.63
Closing Balance	19,470.71

Account Balances	
Community Account	19,470.71
Savings Account	£28,896.62
Total	£48,367.33

- b. To receive an update on the internal audit. The Clerk has sent a copy to the Parish Councillors for consideration. It was resolved that the actions from the audit should be implemented.
- c. To consider the Internal Controls document. The Clerk has sent a copy of this document to the Parish Councillors for consideration. It was resolved that this document should be implemented.
- d. To consider the Accounts for the year ended 31st March 2023. The Clerk has sent these to the Parish Councillors before the meeting. It was resolved that these accounts are agreed.
- e. To consider the AGAR. The Clerk has sent this to the Parish Councillors before the meeting for consideration. It was resolved that the AGAR is agreed and the Clerk and the Chair signed this document for submission to the external auditor.

72/05/23. PLANNING MATTERS

New Planning Applications

- **23/00787/FUL – 7 Pineapple Cottages, Warmfield, Wakefield, WF1 5TP** – Two single storey extensions with internal alterations with demolition of existing attached conservatory and green house together with demolition of double garage and summer house. **Deadline for Comments: 08/06/2023.**

Planning Decisions

- **22/00508/FUL – Heath House Cottage, Heath, Wakefield, WF1 5SN** – Extension and Alteration of Dwelling including Demolition of Existing Front and Rear Extensions; Erection of Single Storey Rear Extension; Alteration and Addition of Openings on Front, Side and Rear; and Other Associated Internal and External Alterations. **Application Approved. 28/04/2023.**
- **22/00557/LBC - Heath House Cottage, Heath, Wakefield, WF1 5SN** – Extension and Alteration of Dwelling including Demolition of Existing Front and Rear Extensions; Erection of Single Storey Rear Extension; Alteration and Addition of Openings on Front, Side and Rear; and Other Associated Internal and External Alterations. **Application Approved. 28/04/2023.**
- **23/00429/TPO – Kirkthorpe Hall, Half Moon Lane, Kirkthorpe, Wakefield** - Tree works to T1 - Lime Tree. **Split Decision on Application. 04/05/2023.**
- **22/02011/FUL – Holly Grange (Barn at), Warmfield Lane, Warmfield, Wakefield** - Demolition of existing agricultural barn and erection of 1no. detached dwelling with integrated annex including alterations to driveway access. **Application Withdrawn. 11/05/2023.**

73/05/23. TO CONSIDER MATTERS AS REQUESTED BY THE PARISH COUNCILLORS.

- None.

74/05/23. TO CONSIDER CORRESPONDENCE AND TAKE ACTION WHERE NECESSARY.

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

75/05/23. ADDITIONAL MINOR MATTERS/ITEMS FOR THE NEXT AGENDA

- The repairs to the highway on Half Moon Lane have been marked out but not followed up. It was resolved that the Clerk would chase this up.
- The sink in the gentleman's toilets at the Community is leaking. It was resolved that the Clerk would ask the handyman to have a look at this.
- Weeds are coming through on the footpaths in Kirkthorpe which were surfaced in February time. It was resolved that the Clerk would ask for these to be checked.
- Cllr Wallis is still pursuing someone to look at works which can be done to prolong the lifespan of the building.
- Cars are parking on the footpaths in Kirkthorpe and making it difficult for people to pass. It was resolved that Cllr Wilby J would send photographs to District Cllr Medford.
- A discussion took place regarding how the Parish Council can have better engagement with the community. Cllr Wilby J asked the Cllrs to have a think about how this can be done and to make any suggestions they might have, which could include putting on community events and utilising outside space for others as well as the children. It was resolved that the Clerk would invite other groups to attend the meeting, including Heath Residents and St Peters Church.
- The Clerk and Cllr Wilby J have both emailed the football team who have been using the playing field but have had no reply. It was resolved that it might be a good idea to let another football group use the playing field if they wish to.
- The grass in the Children's play area is in need of some attention. It was resolved that the Clerk would see if any top soil and seed could be obtained for the play area.
- There are two vacancies on the Parish Council. It was resolved that these vacancies should be advertised and that the Clerk would put together an advertisement to go in the Parish magazine and on the noticeboards asking for anyone interested to express their interest to the Clerk by 14th June 2023.

76/05/23. DATE/TIME OF NEXT MEETING

It was resolved that the next meeting of the Parish Council would be held on **Wednesday, 21st June 2023** at 7pm at the Community Centre.

The meeting closed at 8.50pm.