

Crofton Parish Council

Minutes of the Annual Parish Council Meeting

Held on the 16th May 2023 at 7pm.

Present: Councillors;, Trevor Chalkley (Chair), Simon Bennett, Bob Hewitt, Esme Slater, Dwayne Walkington,

Apologies: John Barnsley, Sylvia Walker,

Clerk to the Council: Rebecca Maindonald

In attendance: There were 3 members of the public present, plus Cllr Usman Ali, Cllr Maureen Cummins.

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| 23/05/01 | Appointment of Chairman 2023/2024 Trevor Chalkley was nominated as Chairman by Simon Bennett and Dwayne Walkington. It was resolved that Cllr Chalkley be elected Chairman for 2023/24. UNANIMOUS. |
| 23/05/02 | Declaration of Acceptance of office. Having been elected, Cllr Chalkley duly signed the declaration of acceptance of Office. |
| 23/05/03 | To Resolve to allow Councillors who were unable to be present to sign the Declaration of Acceptance of Office at the next Parish Council Meeting. It was Resolved that Councillor Barnsley be allowed to sign the Declaration of acceptance of office at the next Parish Council Meeting. |
| 23/05/04 | Appointment of Vice Chairman 2023/2024 Cllr Simon Bennett was nominated as Vice Chair by Trevor Chalkley, seconded by Cllr Bob Hewitt. It was Resolved that Cllr Bennett be elected as Vice Chair for 2023/24. |
| 23/05/05 | To receive applications for the office of parish councillor and to co-opt candidates to fill the existing vacancies. The Chair confirmed that he would be asking Wakefield Council for permission to Co-opt new Councillors. |
| 23/05/06 | Appointment of Working Parties – The following was agreed- Parish Centre and Library- Cllrs Bennett and Walker. Village Association – Cllrs Chalkley, Barnsley and Bennett. Allotments- Cllrs Hewitt and Walkington. Cemetery- Cllrs Slater, Barnsley and Chalkley. Website- Cllr Slater. Floral Displays- Cllrs Slater, Walker and Walkington. |

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| <p>23/05/07</p> | <p>Representation of the Parish Council on other group meetings. Cllr Bennett- Library Cllr Barnsley- Constable and Pinders</p> |
| <p>23/05/08</p> | <p>Report from W.Y.Police Officers working on Crofton Safe Scheme The meeting noted the contents of the most recent Safe Scheme report. The Council had met with Deputy Police CC Commissioner, Alison Lowe, which had been facilitated by Cllr Ali. It was a very positive meeting, which had also been attended by Inspector Glen Costello and Tracy Collins from the Safe Scheme. The Chair felt that there had been constructive discussion and he was grateful for their attendance. There was discussion about follow up meeting with Inspector Costello and his Manager. The Chair confirmed that he had details concerning better ways to contact the police, which he will put in the Beacon. Cllr Bennett ran through the report, analysing the hours. It was generally recognised that the reports aren't accurate. Cllr Bennet also receive a report from Neighbourhood Support, who were undertaking extra patrols, liaising with youths and groups. Another report states that a prolific offender had stolen a motorbike, but following intelligence they had been arrested.</p> |
| <p>23/05/09</p> | <p>WMDC District Councillors Reports Cllr Ali confirmed that he had met with an officer concerning the existing flood issues. They were aware of damage to the culvert, which will be repaired once they had engaged a contractor. They would be liaising with all residents and will also investigate the possibility of opening up the lower pipe. The dangerous pothole- Pontefract road/ Doncaster road was now repaired. Towers lane off Doncaster road- ongoing case- work will not be carried out until 2024. Highway verge- tree becoming rotten- Cllr Bennett had mentioned it. It has been inspected and will be removed in January 2024. Footway works on Lodge Lane will be undertaken first, followed by the carriageway. The Church had emailed him and Cllr Cummings concerning the grass cutting at the Church. The Chair confirmed that Wakefield Council had been in contact, they were unable to access the site as there is a combination lock. They will cut that next Monday. The Chair confirmed that he wasn't aware that Wakefield Council use that access to get in to Churchyard.</p> <p>Chair reported that there was concern about Kendal Rise as there was mud on the road.</p> <p>Cllr Cummings was pleased to report that the Police attended the Youth Club regularly. The kids really looked forward to their visits. There had been several incidents at the Scout Hut on the ginnel, which had been sold. The Police had been advised. The Chair confirmed it had been sold by Crofton Parish Council, and agreed to find the owner.</p> <p>Cllr Cummings was concerned by both mud on Road at Doncaster Road and what is occurring behind the gates. There seemed to be a lot of heavy plant.</p> <p>The Chair took the opportunity to thank Cllr Cummings for her support of Crofton Parish Council during the recruitment period for the New Clerk. In reply Maureen thanked Crofton Council, saying that it was always a pleasure to help and that she had enjoyed it.</p> |

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| | <p>Cllr Cummings went on to say that there had been an excellent meeting with Alison Lowe. There had been discussed lighting in churchyard, but there was opposition to that. There was discussion concerning whether it would be possible to close the ginnel, however if there was a single objection it wouldn't be closed. It was heavily used by residents as it was a short cut. CCTV had been discussed, however responsibility for the equipment would need to rest with the Church. The Chair reminded the meeting that there was something similar a few years ago, where a mobile service was discussed and he queried whether it was available anymore. Cllr Cummings replied that there was the Crime Prevention team, which had been for a temporary service, but they had been discussing permanent CCTV. It had been established that there would need to be a disc to be changed periodically. The Chair confirmed that he would discuss this further with Richard from the Church Council, as he has contacted them before.</p> <p>Cllr Bennett confirmed that the Church had initially said that they were happy to run lighting off their power supply initially, but the concern was that it could attract people to it, as it was lit.</p> <p>Cllr Bennett discussed closing the footpath, CPC had tried to have it recognised as a public right of way as it is well used, particularly during funerals. Can't understand why they wouldn't promote it as public right of way.</p> |
| <p>23/05/10</p> | <p>Public participation session</p> <p>A member of the public noted that Doncaster road was being dug up again. There were lights on Slack Lane. There was also periodic loss of electricity to all the houses at the top part of Crofton. A generator was being used at the moment to provide power. There had previously been issues with kids turning it off, which had been very disruptive. The Chair confirmed that this had been an issue for a number of years. There was a substantial Generator keeping everyone going, but the situation was not great. Cllr Cummings felt that the Parish Council may not have much sway with the Electricity Board, but the Chair agreed to raise this with Northern Power.</p> <p>Cllr Bennett confirmed that Slack lane/Pinfold lane road sign still needs to be re-located.</p> |
| <p>23/05/11</p> | <p>Apologies for absence</p> <p>Apologies were received from Cllr Barnsley and Cllr Walker.</p> |
| <p>23/05/12</p> | <p>Declarations of Personal and/or Pecuniary interest</p> <p>None Received.</p> |
| <p>23/05/13</p> | <p>Confirm and Sign the Minutes of the meeting held 11 April 2023.</p> <p>Resolved- the Minutes of the 11th April 2023 were agreed as a correct record and signed by the Chair.</p> |
| <p>23/05/14</p> | <p>Matters arising from previous minutes-</p> <p>None raised.</p> |

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| <p>23/05/15</p> | <p><u>Community Facilities</u></p> <p>Report Parish Centre and Library- The Chair confirmed that he was chasing up a contact for the loan at the moment. Cllr Bennett confirmed that the sink in the toilet was leaking and it was agreed to ask a Plumber to investigate.</p> <p>Report Village Association- There was now a new Committee, nothing more to report. There was a meeting scheduled for Monday.</p> <p>Report Allotments- It was reported that they had received some more payments. There had been concern about a plot holder, it was agreed to monitor this. A car park clean up had been scheduled for next Saturday. People had raised issues concerning fires.</p> <p>Report Parish Cemetery- The Chair had already mentioned access request from Wakefield Council, the access being via a right of way that the Parish Council have. He was unsure why they access through that gate.</p> <p>Report Website- Cllr Slater reported on a meeting with Martin. He had asked about the content of the new website. All were invited to have a look at it. It was requested that the Chair write some content for the front page, a “Welcome to Crofton”</p> <p>Report Floral Displays- Cllr Walkington confirmed that the plug plants had arrived. The Chair suggested that they go on link between Wentworth and Priory Ridge. It was discussed whether to plant outside the Parish Centre, with ideas of digging a flower garden at front. Cllr Slater and Walkington agreed to meet to discuss and refer back to Chair. Any plants that were planted in the Parish Centre would be removed when building works start on Parish Centre and re-located. Cllr Walkington also raised the matter of the tree. For an oak tree, around 40 foot would be required around the tree. Cllr Walker was sorting out the baskets. The Chair said that Paul had responded to the Parish Council about the licensing. Some brackets had now been condemned. Replacements are £56 per piece, approximately £1500 worth all together. Following discussion it was agreed to investigate replacing half. Cllr Bennett replied that as this was an additional expense from when the budget was set, efforts should be made to replace only those that were necessary. The Chair agreed to speak to Paul once again.</p> |
| <p>23/05/16</p> | <p>Traffic Issues.</p> <p>Cllr Walkington asked whether there was any chance the zebra crossing could be moved. There followed extensive discussion, as the Council had liaised with highways about it originally as it wasn't felt to be the best place.</p> |
| <p>23/05/17</p> | <p>Cleansing/Environment</p> <p>There was nothing to report.</p> |
| <p>23/05/18</p> | <p>Planning:</p> <p>a) 36-38 Grosvenor Street- Application ref- 23/00691/FUL- Canopy to protect vehicles.</p> <p>The meeting noted that this was in Wakefield Town Centre. Not Crofton.</p> |

23/05/19

Finance/Accounts

a) To receive a bank reconciliation and report on the receipts, payments and balances.

Cllr Bennet remained concerned about Octopus Energy. They issued a warning that the Direct Debit was being taken from the account, but an invoice was not always issued. It was agreed that this should be investigated.

Allotments- we have received a water bill for approximately £700, but we've now received a statement confirming that we are in credit by £708.
Mayfair- an annual invoice had been received in the sum of £600, it was agreed to pay this invoice and review it in the future.

HMRC- Has paid HMRC a tax invoice.

Cllr Bennet was unsure how former Clerk paid money into the bank account as there was no paying in book. He had ordered a new book.

There were issues with HMRC. Cllr Bennet had emailed the former Clerk and had received a response saying that the former Clerk was uncomfortable to undertake banking business on behalf of the Council, now he had left. He had agreed to assist if he was provided with authorisation from full council to do so. Cllr Bennet will be sorting VAT forms out.

Cllr Bennett was trying to resolve issues with HMRC, however no one knew whose telephone number was attached to the account.

Cllr Bennett had asked the former Clerk for assistance, and he was happy to do so, however the former Clerk had set his own business up, so it would be chargeable. It was agreed to ask for his assistance, subject to his rate being reasonable.

RESOLUTION- Cllr Bennett to contact the former Clerk to resolve various issues with HMRC.

The AGAR form was signed off by the Chair and the Clerk.

The presiding Chairman, Cllr Chalkley, duly signed the Annual Governance Statement.

The presiding Chairman, Cllr Chalkley, duly signed the Accounting Statements.

Cllr Bennett confirmed that there were some slight inaccuracies, which hopefully could be resolved by the internal auditor.

The meeting noted the payment between the Church and the Community Café. Cllr Bennett had suggested that goods are purchased for the Community Café, that they retain the bills, then submit the receipts with the claim form, then the Council can transfer the total.

RESOLUTION- Councillors have agreed to support the Community Café.

b) To approve accounts for payment.

| CASH BOOK | | | | | | | | | | | | |
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| PAYMENTS | | | | | | | | | | | | |
| Apr-23 | | | | | | | | | | | | |
| Date | Chq/Bacs/S/O | Payee | Details | General | P. Centre | Pavillion | Allotments | Cemetery | S.137 | | Total | VAT |
| APR | | S/O Staff | Wages | £855.26 | | | | | | | £855.26 | |
| | | DDebit O2 | Phone | £45.60 | | | | | | | £45.60 | |
| | | DDebit Octopus | Electric | | £136.09 | | | | | | £136.09 | £6.48 |
| | | DDebit Octopus | Electric | | | £773.98 | | | | | £773.98 | xxx |
| | | BACS YLCA | Subscription | £953.00 | | | | | | | £953.00 | |
| | | BACS WY Police | Safe Scheme | £2,035.76 | | | | | | | £2,035.76 | |
| | | BACS Mayfair Security | Alarm | | | £42.00 | | | | | £42.00 | £7.00 |
| | | BACS R Hampshire | Window cleaning | | £18.00 | | | | | | £18.00 | |
| | | BACS 1st Impressions | Floral Displays | | | | | | £5,741.28 | | £5,741.28 | £956.88 |
| | | BACS HMRC | Income Tax | | | | | | | | £0.00 | |
| | | BACS Open Country | Plug plants | | | | | | £100.00 | | £100.00 | |
| | | BACS WMDC | Rates | | £873.65 | | | | | | £873.65 | |
| | | BACS WMDC | Leases | | | £72.50 | | | | | £72.50 | |
| | | BACS WMDC | Leases | | | £232.50 | | | | | £232.50 | |
| | | BACS Business Street | Water supply | | | £110.50 | | | | | £110.50 | |
| | | BACS APT Security | Shutter repairs | | | £342.00 | | | | | £342.00 | £57.00 |
| | | BACS Business Street | Water supply | | £28.23 | | | | | | £28.23 | |
| | | DDebit Octopus | Electric | | | £937.80 | | | | | £937.80 | |
| | | TOTAL | C/Fwd | £3,889.62 | £855.97 | £1,115.98 | £0.00 | £0.00 | £5,841.28 | £0.00 | £13,098.15 | £1,027.36 |
| RECEIPTS | | | | | | | | | | | | |
| Date | Rec'd from | Details | Precept | P. Centre | Pavillion | Allotments | Cemetery | Interest | Misc | VAT | Total | |
| APR | WMDC | Precept | £81,635.00 | | | | | | | | £81,635.00 | |
| | E Rayner | Headstone | | | | | £40.00 | | | | £40.00 | |
| | E Rayner | Headstone | | | | | £40.00 | | | | £40.00 | |
| | Funeral Ptnrs | Burial | | | | | £50.00 | | | | £50.00 | |
| | E&JF Jordan | Flower Basket | | | | | | | £71.00 | | £71.00 | |
| | M Goodfellow | Flower Basket | | | | | | | £142.00 | | £142.00 | |
| | Crofton Academe | Flower Basket | | | | | | | £71.00 | | £71.00 | |
| | Allotments | Rent | | | | £420.00 | | | | | £420.00 | |
| | CVA | Rent | | | | | | | | | £0.00 | |
| | S Cooper | Flower basket | | | | | | | £71.00 | | £71.00 | |
| | Church | Community Cafe | | £165.00 | | | | | | | £165.00 | |
| | Allotments | Rent | | | | £1,295.25 | | | | | £1,295.25 | |
| | Burgess | Bostwick/Sgarbi | | | | | | | | | £0.00 | |
| | TOTAL | C Fwd | £81,635.00 | £165.00 | £0.00 | £1,715.25 | £130.00 | £0.00 | £355.00 | £0.00 | £84,000.25 | |
| Bank Reconciliation; | | | | | | | | | | | | |
| Bank | | | £ | | Cashbook | | | | £ | | | |
| Community Account | | | 81,317.70 | | Opening balance | | | | 230,267.21 | | | |
| Business Saver Account | | | 219,851.61 | | Less payments | | | | 13,098.15 | | | |
| Less unrepresented chq's | | | 0.00 | | Plus receipts | | | | 84,000.25 | | | |
| Total | | | 301,169.31 | | Closing balance | | | | 301,169.31 | | | |

23/05/20

Consider and discuss correspondence received;

An email was noted concerning the Crofton Juniors Gala.

An email was noted regarding the Coffee Pod not being pursued.

23/05/21

Parish Matters.

Cllr Hewitt asked whether the Council had heard anything about the Caravan Park off Shay Lane. The Chair confirmed it had gone to a national appeal. Crofton Juniors are working with them to allow additional parking. The Chair had spoken to them. The Chair had received a call from the office who deal with national appeals, asking what the issues with parking were.

Cllr Bennett raised concerns about another application for the car park. One of the approved applications had a condition to say that the area needed to be re-instated to green land. He felt that if an application came in, there was a need to raise the same concerns and thought that a bond should be paid.

Cllr Bennett also reported that a couple of people at the Community café had mentioned the land outside, which had previously been offered to the Parish Council as a car park. It was originally rejected due to the amount of parking that could be accommodated. It had not been established whether the land was still owned by the same people. Cllr Bennett felt that it could be re-visited and used for parking, but also for green space for planting etc. Cllr Hewitt replied that he was unsure whether the land was ever sold, but he would find out.

23/05/22

Agree date of the next meeting.

The next meeting was agreed for Tuesday the 13th June at 7pm.

Signed.....Date.....
Chairman Crofton Parish Council