

Crofton Parish Council

Minutes of the Parish Council Meeting

Held on the 14th November 2023 at 7pm.

Present: Councillors; Trevor Chalkley (Chair), John Barnsley, Simon Bennett, Carol Gee, Bob Hewitt, Eric Robinson, Esme Slater, Dwayne Walkington.

Apologies: Cllr R. Elson, Cllr S. Walker, Mr A Booth,

Clerk to the Council: Rebecca Maindonald

In attendance: District Cllr Maureen Cummings and District Cllr Usman Ali.
There were 2 members of the public present.

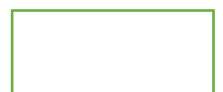
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| 2023/11/01 | <p>WMDC District Councillors Report.</p> <p>District Cllr Ali provided an update on various matters. District Cllr Cummings provided updates on various matters.</p> |
| 2023/11/02 | <p>Public participation, any person wishing to record the meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting.</p> <p>MOP- representing Crofton Juniors. Following the thefts from the Containers that house the equipment, they have been told that the containers should be re-sited into the open to as a preventative measure for further thefts. The MOP would email the Chair of the Council more information and this would be circulated, in order that the Council could provide a formal response.</p> |
| 2023/11/03 | <p>To receive apologies for absence and approve Councillors unable to attend the meeting should give a reason.</p> <p>RESOLVED- apologies be received from Cllr Sylvia Walker, Cllr Bob Elson, and Andrew Booth and the reasons were accepted.</p> |
| 2023/11/04 | <p>Declarations of Personal and/or Pecuniary interest</p> <p>None.</p> |
| 2023/11/05 | <p>Confirm and sign the minutes of the Parish Council meeting held 10th October 2023.</p> <p>RESOLUTION- The Minutes of the meeting dated the 10th October 2023 were agreed as a correct record and signed by the Chair.</p> |
| 2023/11/06 | <p>Matters arising from the previous minutes.</p> <p>NONE.</p> |
| 2023/11/07 | <p>Planning:</p> <p>a) The meeting noted the receipt of a letter concerning a forthcoming</p> |



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| 2023/11/08 | <p>planning application and agreed that the Clerk should contact the developers to arrange a meeting.</p> <p>b) Cllrs discussed a retrospective planning application that they had seen for the mast. It was agreed that an objection should be submitted, on the basis that it interfered with Television and Radio signal.</p> <p>c) Cllrs also discussed the Caravan storage facility, located on Shay Lane. The Clerk declared an interest as one of the Directors of the Company was a personal friend, and offered to withdraw from the Meeting, being unaware that this was due to be discussed. The meeting did not feel that it was necessary for the Clerk to withdraw. Following discussion, the Chair said that he would send a letter opposing the facility to the Planning Department.</p> <p>To receive applications for the office of parish Councillor and to co-opt candidates to fill the existing vacancies. An application received from Richard Tucknott would be discussed in confidential session at the end of the meeting.</p> |
| 2023/11/09 | <p>SAFE Scheme.</p> <p>a) To receive and discuss an update following a meeting with a SAFE Scheme Officer. The Chair reported on the recent Meeting with the Safe Scheme Officer.</p> <p>b) To also receive an update from the designated liaison with SAFE Scheme. (The Parish Clerk) To agree a list of locations for the SAFE Scheme to monitor. RESOLUTION- the Clerk would continue to liaise with Safe Scheme Officers.</p> |
| 2023/11/10 | <p>Tree Planting. There was discussion concerning the planting of an oak tree to commemorate the Jubilee. RESOLVED- Cllr Walkington to source an oak tree through WMDC for planting. It was agreed that the Scouts could assist with planting.</p> |
| 2023/11/11 | <p>Community Facilities:</p> <p>a. <u>Report Parish Centre and Library</u> The meeting noted the update concerning the loan application.</p> <p>b. <u>Report Village Association</u> Extensive discussion was held concerning the future of the CVA, it was felt that it needed to be reviewed, and further support was required. Cllr Slater confirmed that she was happy to volunteer, shift dependent. Cllr Barnsley suggested a working party with the current representatives and Cllr Slater.</p> |



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| | <p>c. <u>Report Allotments</u> The meeting noted the recent break ins at the Allotments. There was still equipment that had not been identified. RESOLVED- that the Chair would investigate notice boards for both entrances.</p> <p>d. <u>Report Parish Cemetery</u> To discuss and consider a request for a memorial. RESOLVED- the Council unanimously agreed that the Chair should investigate the development of a small childrens memorial area in the Cemetery. Proposed by Cllr Barnsley, seconded by Cllr Hewitt. RESOLVED- that the working party review another area in the Cemetery that could be used for ashes.</p> <p>e. <u>Report Web Site</u> There was discussion, without resolution.</p> <p>f. <u>Report Floral Displays</u> RESOLUTION- Increase in price of Floral displays to be placed on the next agenda for full discussion.</p> |
| 2023/11/12 | <p>To receive reports from outside bodies: Constable and Pinders Charity (Cllr John Barnsley) Cllr Barnsley reported on progress with Barclays Bank and signatories.</p> |
| 2023/11/13 | <p>Cleansing and Environment: Nothing to report.</p> |
| 2023/11/14 | <p>Licensing: To receive an email from Wakefield MDC Licensing department concerning the recent application by Crofton Post Office. The meeting noted that the application had been withdrawn.</p> |
| 2023/11/15 | <p>To receive an update from Cllr Robinson, Chair of the Finance Working Party. To discuss and agree any proposals and recommendations put forward by the Finance Working Party. Cllr Robinson updated the meeting on the progress with the working party, which were concentrating on continuity. The Meeting were reminded that the working party couldn't make decisions without full council agreement.</p> <p>The working party requested that the following matters be discussed and agreed by Full Council-</p> <ol style="list-style-type: none"> 1) The Terms of Reference. Cllr Robinson handed copies around. 2) Suggestion for the precept meeting- It was suggested that an initial meeting was held to agree the initial figures. Cllrs would need to send their proposals |



in to Cllr Bennett, Acting RFO before the meeting for discussion. Cllr Walkington queried whether he could attend the meeting, Cllr Bennett said no, then ran through the process of setting the precept. The meeting were informed that this year, only the Chair and the Acting RFO had attended the precept meeting.

- 3) Acting RFO and the Clerk transitioning to RFO-. It was recommended that the end date be the 31st March 2024. It gave the Acting RFO something to work for, whilst providing the Clerk with certainty. It will be a clean break for the Audit process. It also allows the working party to learn the process from the start of the year. The Acting RFO pointed out that the hand over may be later on in April, due to the VAT return.

There were no questions or comments.

RESOLVED- the update from the Finance Working Party was received, noted and the proposals were accepted unanimously.

2023/11/16

Finance/Accounts (Cllr Simon Bennett acting RFO)

To receive bank reconciliation and report on receipts, payments, balances October figures circulated.

There was a query concerning the staffing budget, which was due to an increase in the Clerks hours.

The meeting discussed dual authorisation for bank accounts as there was only single authorisation at the moment. The Acting RFO replied that he wouldn't make changes until all of the issues were resolved.

To approve accounts for payment.

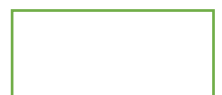
There were no queries concerning the payments.

| CASH BOOK | | | | | | | | | | | | Oct-23 | | |
|--------------------------------|------------|--------------------|----------------------|--------------------|--------------------|-------------------|----------------|------------------|--------------------|------------------|------------------|-------------------|------------------|-----------|
| PAYMENTS | | | | | | | | | | | | | | |
| Date | Chq No. | Payee | Details | General | P. Centre | Pavillion | Allotments | Cemetery | S.137 | Chair's All | Total | VAT | | |
| | | | Bfwd | £13,905.36 | £1,216.54 | £7,574.86 | £0.00 | £300.00 | | £8,128.32 | £37.00 | £0.00 | £31,163.08 | £2,186.84 |
| | | | Staff Pension (NEST) | £88.34 | | | | | | | | | £88.34 | |
| OCT | S/O | Staff | Wages | £1,459.34 | | | | | | | | | £1,459.34 | |
| | BACS | O2 | Phone | £53.48 | | | | | | | | | £53.48 | £8.91 |
| | BACS | HMRC | Inland Revenue | £123.50 | | | | | | | | | £123.50 | |
| | BACS | PHS Group | Sanitary equipm | | | £5,497.57 | | | | | | | £5,497.57 | £916.26 |
| | | R Sellens | Community Café | | | | | | 160.00 | | | | £160.00 | |
| | BACS | R Maindonald (Amaz | Stationary | £31.37 | | | | | | | | | £31.37 | £5.23 |
| | BACS | Business Stream | Water | | | | | | | | | | £0.00 | |
| | BACS | Business Stream | Water | | | | | | | | | | £0.00 | |
| | Ddebit | Octopus | Electric | | £30.73 | | | | | | | | £30.73 | £1.48 |
| | Ddebit | Octopus | Electric | | | | | | | | | | £0.00 | |
| | | WMDC | Lease | | | £72.50 | | | | | | | £72.50 | |
| | | WMDC | Lease | | | £232.50 | | | | | | | £232.50 | |
| | BACS | WMDC | Cricknet Maint'ce | | | £4,850.74 | | | | | | | £4,850.74 | £808.48 |
| | BACS | WMDC | Electrons | £139.00 | | | | | | | | | £139.00 | |
| | BACS | R Maindonald (Amaz | Admin equipmer | £58.81 | | | | | | | | | £58.81 | £4.58 |
| | BACS | | | | | | | | | | | | | |
| | | TOTAL | C/Fwd | £15,810.20 | £1,216.54 | £18,228.17 | £0.00 | £300.00 | £8,288.32 | £37.00 | £0.00 | £43,910.96 | £3,931.74 | |
| RECEIPTS | | | | | | | | | | | | | | |
| Date | Rec'd from | Details | Precept | P. Centre | Pavillion | Allotments | Cemetery | Interest | Misc Flower | VAT | Total | | | |
| | | Bfwd | £81,635.00 | £325.00 | £1,850.00 | £1,976.25 | £620.00 | £1,048.69 | £1,278.00 | | £3,754.29 | £92,287.23 | | |
| | | R J Burgess | | | | | £50.00 | | | | £50.00 | | | |
| | | Funeral Ptnr Ltd | | | | | £50.00 | | | | £50.00 | | | |
| OCT | | VAT | | | | | | | | 1,384.13 | £1,384.13 | | | |
| | | TOTAL | £81,635.00 | £325.00 | £1,850.00 | £1,976.25 | £720.00 | £1,048.69 | £1,278.00 | £1,384.13 | £5,138.42 | £93,771.36 | | |
| Bank Reconciliation; | | | | | | | | | | | | | | |
| Balances | | | | | | | | | | | | | | |
| Community Account | | | | £59,227.31 | Cashbook | | | | | | | | | |
| Business Saver Account | | | | £220,900.30 | Opening balance | | | | £291,391.36 | | | | | |
| Less unrepresented co's | | | | | Less payments | | | | -£12,747.88 | | | | | |
| Total | | | | £280,127.61 | Closing bal | | | | £280,127.61 | | | | | |

2023/11/17

To receive items of Correspondence

To note the request from Walton Community Library to use the car park at the Sidings during the Fun Run on the 6th May 2024.



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| | <p>RESOLUTION- That the request from Walton Community Library to use the Car Park at the Sidings on the 6th May 2024 was approved. The Chair would respond accordingly.</p> <p>The meeting noted the contents of a letter from a developer. RESOLUTION- that the Clerk contact the developer to arrange a meeting with them.</p> |
| 2023/11/18 | <p><u>Parish Matters (Including Traffic Issues)</u></p> <p>Cllr Robbinson thanked the Clerk for preparing the loan paperwork appendixes so swiftly.</p> <p>Cllr Robbinson thanked the Chair for organising Remembrance Sunday, which had been well attended.</p> <p>Carol Gee discussed the Christmas light switch on. The Carol sheets had been prepared, Live Crofton would provide refreshments. The band had been arranged.</p> <p>Cllr Bennett asked whether it would be worth installing 1 or 2 bollards in the car park for when parking was required for Remembrance or Christmas light switch on, so that car park could be kept clear.</p> |
| 2023/11/19 | <p><u>Diary dates-</u></p> <p>Christmas light Switch on- 5th December 2023 at 7.00pm. – it was noted that the tree had been picked and needs paying for. Equs normally switch the lights on at 6.30/7pm on the 5th December. The Tree should be in place on the 28th November. Cllr Bennett will write a cheque.</p> |
| 2023/11/20 | <p><u>Staffing</u></p> <p>a) Clerks Annual Leave RESOLUTION- that the Clerks Annual Leave request be approved.</p> <p>b) <u>To note the progress of Salary Negotiations.</u> The Clerk advised that an agreement had now been reached concerning the 2023/24 pay award. Back pay would be due, which would be calculated.</p> <p>To agree date of the next Parish Council meeting Tuesday the 12th December 2023.</p> <p>RESOLUTION- It was agreed that the next Parish Council Meeting would be held on Tuesday 12th December 2023 at 7.00pm.</p> |

Signed.....Date.....

Chairman Crofton Parish Council

