

CROFTON PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on the 16th January 2024

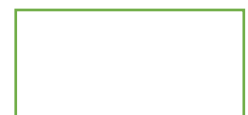
Present: Councillors; Trevor Chalkley (Chair), John Barnsley, Simon Bennett, Rob Elson, Carol Gee, Bob Hewitt, Richard Tucknott, Dwayne Walkington and Sylvia Walker (Until 9.15pm).

Apologies: Cllr Eric Robinson, Cllr Esme Slater,

Clerk to the Council: Rebecca Maindonald

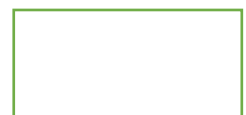
In attendance: District Cllr Maureen Cummings and District Cllr Usman Ali.
There were 2 members of the public present.

2024/01/01	<p>WMDC District Councillors Report.</p> <p>District Cllr Cummings updated the meeting on various areas of progress. It was noted that the Fun day had been scheduled for the 13th August. It was noted that there was a proposed charge of £100 levied for stress testing of lamp columns. The columns were owned by Amey, not WMDC. Cllr Cummings said WMDC can't fund any testing from Capital Costs, but Crofton could pay from section 106 money, of which Crofton has £1931. Cllr Cummings had been in discussions concerning a scheme at Shay Lane School for playground funding, Crofton could transfer funds in order that £2,000 for the playground was transferred to the District Council if section 106 funds are transferred to the Parish Council.</p> <p>Cllr Ali updated the meeting on a number of matters including trees, roadworks and the removal of weeds.</p>
2024/01/02	<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 1- Raised the issue concerning structural testing of lamp posts- He stated that Amey Highways could deny any street furniture being attached to their lamp posts. It seemed as though they were changing their requirements on an annual basis. A meeting had held some time ago where it had been agreed that over three years, brackets should be replaced, should also have membrane on and should be tested. MOP was told that funding was approved, then recently had been told that there was no funding. MOP was now unable to apply for permission to erect the basket and plaques. He stated that KIWA are a company that could test the columns for £40 for column, but the owners of column have said that they aren't qualified. Amey have also suggested that each bracket is removed every year. The Chair requested confirmation of exactly what would be tested. The Gov.uk website suggested that columns should be tested every 5 years. The MOP responded that he had a lot of information and believes that there is time to sort testing for 2024. Cllr Walker asked whether we could specify which columns should be tested. Chair agreed that we would need to sit down and prioritise the columns to be tested.</p>



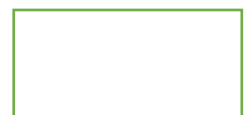
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2024/01/03	<p>MOP 2- there is £26.5 million on unspent CIL funds. Discussion concerning the utilisation. She felt that WMDC should be better utilising these funds for the betterment of the community.</p> <p>To receive apologies for absence and approve Councillors unable to attend the meeting should give a reason. RESOLVED- apologies be received from Cllr Eric Robinson and Cllr Esme Slater. The reasons were unanimously accepted.</p>
2024/01/04	<p>Declarations of Personal and/or Pecuniary interest. None were received.</p>
2024/01/05	<p>Confirm and sign the minutes of the Parish Council meeting held 12th December 2023. RESOLUTION- The Minutes of the meeting dated the 12th December 2023 were not agreed as it was felt that there were amendments to be made.</p> <p>Page 2- issues were raised with page 2- which needed amending and signing at the next meeting. Page 3- ok Page 4- ok Page 5 ok</p>
2024/01/06	<p>Matters arising from the previous minutes. It was agreed to expand on Minutes and record bullet points in future.</p>
2024/01/07	<p>To receive, discuss and agree a course of action following receipt of an email from Wakefield Council concerning the cost of testing the lamp columns and the lack of available budget for the future. There was extensive discussion concerning this item of business. RESOLUTION- It was agreed that Cllrs Walker and Chalkley would meet to generate a list of columns to be tested and the specifications.</p>
2024/01/08	<p>To receive and discuss a request from the Clerk to record the audio of Parish Council meetings and authorise her to undertake research to ensure compliance with the various legislation.</p> <p>RESOLUTION- that the Parish Clerk be authorised to record all meetings using a Dictaphone or mobile phone. The recordings were primarily for the purposes of Minutes, so it was intended that they would be deleted once the Minutes were approved.</p>



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2024/01/09	<p>Fun Day.</p> <p>a) To receive and discuss a request for the use of the Sidings for the Fun Day. RESOLUTION- the Sidings would be made available for the Fun Day on 13th August 2024.</p> <p>b) Subject to the agreement of item 9a, to receive a request for the continuation of grant funding for the Fun Day at the Sidings. Live Crofton would sponsor the Ice Creams. Cost of rides not increased from previous year. RESOLUTION- the Parish Council would donate the sum of £780 for the Fun Day. Unanimously supported by the Parish Council.</p>
2024/01/10	<p>To receive applications for the office of parish Councillor and to co-opt candidates to fill the existing vacancies. None received.</p>
2024/01/11	<p>To 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. There had been reports that children have been throwing eggs at cars. It had been a relatively quiet month. It was suggested that in Spring, resources should visit Hare Park. Agreed to arrange dates to meet with Safe Scheme Officer in the new year. The Chair asked for Cllrs to send dates to him. Resolution- The Clerk to request bills to date, with an estimate for the next quarter for the Acting RFO.</p>
2024/01/12	<p>Tree Planting. Cllr Walkington and Cllr Tucknott walked around Crofton to identify areas for trees. Discussion about whether to plant trees, as they might be vandalised. Various ideas suggested including- Area by the Sidings between The Pavilion and the main road in the ditch. Coppers Lake. Allotments at back of Pontefract Road. Hare Park Lane Allotments. Could be potential for a wildlife area, could explore this further with the Scouts and Guides.</p>
2024/01/13	<p>Community Facilities: Report Parish Centre and Library. Cllr Bennett had contacted the Architect, hoping to arrange meeting. An up to date estimate for loan application was required. Further documentation had been submitted to the Clerk for the application. Resolution- that the application for loan sanction be submitted to YLCA without an updated estimate.</p>



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Report Village Association.

A meeting was due the following Monday.

The Chair reported that the kitchen shutter hadn't been fitted correctly. He has written to company who installed it. The Chair had also been out to repair it, but felt it needed to be replaced. He suggested a recorded letter be sent to shutter people to see if they can re-fit the shutters. Also suggested that the Parish Council would consider taking further action.

RESOLUTION- the Chair would arrange for a letter to be sent to the Contractor to ask them to resolve issues with the shutters.

A new Cooker has been fitted, funded by the Crofton Village Association. The Parish Council had agreed to pay the bill as there was in the region of £100 of VAT on it. The Crofton Village Association would refund the Council the amount less the VAT. They had also sent a copy of the Electricians bill, certifications, authorisation codes, etc.

The Cricket event had been held and the premises had been left tidy after.

An estimate for maintenance of cricket area had been received from WMDC.

Report Allotments.

Cllr Hewitt reported that repair work was required on the approach road.

A complaint had been received concerning a fire, reported on the Pontefract Road site. The incident had occurred due to the burning of a Christmas Tree. It was agreed to respond to the complainant, as the plot holder had been spoken to.

Report Parish Cemetery.

RJ had completed a Christmas clean up. It was discussed whether the Cemetery would be a good place to do tree planting, however it was noted that there were historical issues with tree planting there.

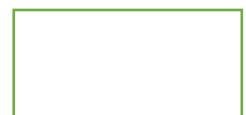
Report Web Site.

The Clerk reported that it was all going well and the Website looked great. A training session was due. The Clerk once again thanked Martin Walker for his ongoing efforts and support with this project.

Report Floral Displays.

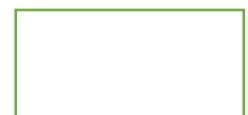
Cllr Walker reported that she was not allocating anymore lamp posts now, as they were nearly all taken.

Cllr Bennett raised the matter of the email from First Impressions, asked whether they could still apply, but it was clarified that individual Councils needed to apply.



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2024/01/14	<p>To receive reports from outside bodies: Constable and Pinders Charity (Cllr John Barnsley).</p> <p>Cllr Barnsley reported that he had spoken to Barclays Bank about signatories, as one member had been voted off Committee due to non attendance at meetings. Barclays now cannot progress the changes as the person voted off the Committee hadn't filled the form in. He was hopeful that it could be resolved soon, as future changes to mandates could potentially be made online.</p>
2024/01/15	<p>Cleansing and Environment.</p> <p>Cllr Walker asked whether there had been an update concerning the farm. The Chair responded.</p>
2024/01/16	<p>To receive, discuss and agree whether to accept a quotation from a payroll company.</p> <p>The Chair felt that it was sensible to engage an independent payroll company for future proofing and as it also removed a lot of the liability on the Parish Council. The meeting voted and approved unanimously. Cllr Bennett will liaise with them to provide the necessary information.</p> <p>RESOLUTION- that the quote of £35 per month be accepted for the provision of outsourcing payroll for Crofton Parish Council Employees.</p>
2024/01/17	<p>To receive an update from the Finance Working Party. To discuss and agree any proposals and recommendations put forward by the Finance Working Party.</p> <p>Cllr Bennet reported that the meeting was primarily to discuss the annual budget and precept, prior to it being brought to Full Council.</p> <p>The Allotments working party had requested additional funding, so that had been added.</p> <p>The meeting had also viewed and discussed the Internal Auditor documentation.</p> <p>The Loan authorisation paperwork had been discussed.</p> <p>Another matter discussed was the estimate of building works, which was thought to be out of date. There were felt to be two options, the first was to wait until after the meeting had taken place and new quotes had been received, the second option was to send the existing quote in and await a response.</p> <p>The meeting discussed whether there would be a cost to obtain new estimates and how old the previous estimates were.</p>
2024/01/18	<p>To receive and discuss proposals for Internal Auditors and to decide therein.</p> <p>The previous Internal Auditors had retired and the Clerk had requested prices from three new Internal Auditors, of which two had responded.</p> <p>RESOLUTION- that the Clerk contact Clare Smith Internal Auditor in order to engage them as Internal Auditors for Crofton Parish Council.</p> <p>This was unanimously supported.</p>



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2024/01/19

Finance/Accounts (Cllr Simon Bennett acting RFO).

To receive bank reconciliation and report on receipts, payments, balances

CASH BOOK PAYMENTS															
Dec-22															
Date	Chq No:	Payee	Details	General	P. Centre	Pavillion	Allotments	Cemetery	S.137	Chairs Allow	Total	VAT			
			Bfwd	£17,741.04	£1,351.29	£22,601.01	£437.70	£300.00	£8,538.32	£37.00	£0.00	£51,037.09	£3,975.60		
DEC	S/O	Staff	Wages	£1,529.53	✓							£1,529.53			
		D/D	NEST Pension	£105.41	✓							£105.41			
		BACS	Remebrance Wreath/Cross						£42.98	✓		£42.98			
		BACS	Clerk Reg of Burials					£246.00				£246.00			
		BACS	Octopus Electricity			£595.49	✓					£595.49	28.36		
		BACS	Octopus Electricity		£91.54	✓						£91.54	4.36		
		BACS	Chair Christmas							£159.55	✓	£159.55			
		BACS	O2 Phone	£53.48	✓							£53.48	8.91		
		BACS	Clerk Supplies	£29.47	✓							£29.47	4.91		
		BACS	FireScreen Safety check		£124.92	✓						£124.92			
		BACS	R Jennings Cemetery					£100.00				£100.00			
		BACS	HMRC Inland rever	£303.57	✓							£303.57			
		BACS	Business Stream Water									£0.00			
			TOTAL	£19,762.50	£1,567.75	£23,196.50	£437.70	£646.00	£8,581.30	£196.55	£0.00	£54,419.03	£4,022.14		
RECEIPTS															
Date	Rec'd from	Details	Precept	P. Centre	Pavillion	Allotments	Cemetery	Interest	Misc Flowers	VAT	Total				
		Bfwd	£81,635.00	£325.00	£9,462.50	£1,976.25	£770.00	£1,048.69	£1,491.00	£5,138.42	£101,846.86				
DEC	Barclays	Interest						£769.22	✓		£769.22				
	M & J Marsh	Flower Donation							£71.00		£71.00				
	Funeral Ptn	Burial (Aug)					£50.00				£50.00				
											£0.00				
		TOTAL	£81,635.00	£325.00	£9,462.50	£1,976.25	£820.00	£1,817.91	£1,562.00	£5,138.42	£102,737.08				
Bank Reconciliation;															
Bank				£				Cashbook				£			
Balances								Opening balance				£281,076.98			
Community Account				£56,915.74				Less payments				-£3,381.94			
Business Saver Account				£221,669.52				Plus receipts				£890.22			
Less unrepresented cheques															
Total				£278,585.26				Closing bal				£278,585.26			

The Acting RFO reported that he was still getting messages to call the Bank, but everything seemed to be functioning. It was felt that it would be more straight forward for the Chair to apply for a payment authorisation card, as the acting RFO had been using the previous Clerks payment card. As and when the current Clerk takes over the finances, she could then use the Chairs payment card. The acting RFO's card had been linked with his personal account, which gave access to his personal and business account so couldn't be used by anyone else. Cheques can be signed by Chair, acting RFO and a previous Councillor. The Acting RFO stated that he has made enquiries about adding Clerk, but it causes issues with the bank account. The Acting RFO replied that it didn't matter whether Clerk was registered or not, the important thing was the Chair was added.

Also discussed having dual authorisation on savings account.

To approve accounts for payment.

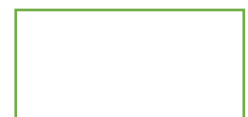
The new cooker at the Sidings was noted.

A bill for maintenance of Cricketbook area had been received- but it would be paid in next Financial year.

2024/01/20

To receive and discuss Precept 2024/25 proposals.

Cllr Walkington queried the lay out of the budget document. The Acting RFO confirmed them. Allotment income was shown with an increase of £500. Querying the income to be received. RFO replied that pound coins were a difficult to pay in, he kept them and write a personal cheque in order to pay them in to the bank. It was suggested that when fees were agreed, that they should be rounded up which would make life easier.



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	<p>The Precept would be kept the same, with an increase of 17 pence per property per year.</p> <p>As part of loan application for Parish Centre, the Council need to ensure that the precept isn't increased to cover the Loan repayments. It was also noted that there was still a financial quarter to be entered onto the budget.</p> <p>There was a query concerning no expenditure on the defibrillator, which needed to be serviced every five years. It was suggested that a new one be purchased when the new building was completed and it would go in a box outside.</p> <p>Staff figure- had taken national living wage into account as well as inflation.</p> <p>Also, there was previously a section for 137, but this has been separated into grass cutting, floral displays and Christmas. The Acting RFO felt that the Auditor might be happier with these arrangements.</p> <p>A vote of thanks was recorded for the Acting RFO.</p> <p>RESOLUTION- That the Precept is submitted to Wakefield Council by the Acting RFO.</p> <p>All were in Favour of Precept.</p>
2024/01/21	<p>To receive items of Correspondence.</p> <p>D-Day.</p> <p>The meeting discussed the contents of letter from YLCA. The Chair would put an article in the Beacon.</p> <p>Letter from WMDC concerning booking the Parish Centre for 2024 Elections.</p> <p>It was noted that the Parish Centre was booked for the forthcoming Elections in May 2024</p>
2024/01/22	<p>Parish Matters (Including Traffic Issues).</p> <p>As discussion took place about policing issues in Crofton.</p> <p>Cllr Bennett raised the fact that Planning was no longer on the agenda. It was agreed that it should be left on the agenda as a standing item. Cllr Bennett raised his dissatisfaction over the efforts of the Clerk to shorten the Minutes and refine the Agenda.</p> <p>The Chair agreed to send the Clerk details about a property that required a letter to be sent.</p>
2024/01/23	<p>Diary dates.</p> <p>None were raised.</p>
2024/01/24	<p>To agree date of the next Parish Council meeting Tuesday the 13th February 2024.</p> <p>RESOLUTION- It was agreed that the next Parish Council Meeting would be held on Tuesday the 13th February 2024 at 7.00pm.</p> <p>Meeting declared closed at 21.45</p>

