

**Minutes of the Meeting of Walton Parish Council held on Monday 12 July 2021  
at 7.30pm in the Village Hall, Walton**

**Present- Councillors** David Aspland (Chair), Brodie Clark CBE (Vice Chair), Richard Prudhoe, Stephen Sharp, Ed Simpson, David Taylor, Mark Wake

**Also in Attendance** Helena Buck (Clerk)  
Ward Cllr Norma Harrington  
3 Walton residents

- 1. Apologies for absence noted and approved.** None.
- 2. Declaration of any disclosable pecuniary interests.** None.
- 3. To accept the minutes of the Annual Meeting of the Parish Council held on 17 May 2021 as a true and correct record.**  
It was resolved that the minutes of Annual Parish Council Meeting held on 17 May 2021 be accepted and approved as a true record, proposed Cllr Aspland, seconded Cllr Prudhoe, agreed by all.
- 4. Matters arising from the minutes of the Annual Meeting.** None.
- 5. To accept the minutes of the Extraordinary Meeting (Finance) of the Parish Council held on 14 June 2021 as a true and correct record.**  
It was resolved that the minutes of the EM (Finance) Parish Council Meeting held on 14 June 2021 be accepted and approved as a true record, proposed Cllr Aspland, seconded Cllr Prudhoe, agreed by all.
- 6. Matters arising from the minutes of the Extraordinary Meeting.** None
- 7. Police Matters: to consider the most recent Crime Information.**  
Leeds North East | Police.uk ([www.police.uk](http://www.police.uk))  
Crime information taken from the interactive police mapping website (most recent data May 2021) had been circulated. 10 crimes reported in the Walton area: 2 Anti-social behaviour, 6 'Violence & sexual offences' (5 at Wealstun Prison), 1 drugs (Wealstun), 1 other crime.  
Note - 'Violence & sexual offences' includes a range of offences from minor disputes to more serious violent crimes.
- 8. To consider correspondence received.** A correspondence list had been circulated and noted.
- 9. Appointments of Members to Council Roles/Responsibilities (carried forward).**  
It was agreed by all to accept the revised schedule of responsibilities (Appendix 1).  
  
Cllr Clark had circulated a paper 'A Consideration of Councillor responsibilities and Council focus' (Appendix 2).  
In order to improve communications and consider issues of wider strategic interest, it was agreed to hold several informal sessions ('forums') annually in addition to 'summonsed' 2-monthly meetings. Updates could be provided for those who were not IT-literate. A 'welcome pack' for villagers could also be compiled.  
Cllr Taylor suggested adding 1 extra meeting related to annual budget planning.
- 10. Nomination of a council representative for attendance at YLCA meetings** (as requested by YLCA).  
Cllr Aspland was nominated and accepted as council representative, agreed by all.
- 11. Financial Matters.**  
The following accounts were approved:
  - a. Income and expenditure statement to 30 June 2021.

- b. Bank reconciliation statement as at 30 June 2021.
- c. Income and expenditure forecast as at 30 June 2021.
- d. Payments approved since last PC meeting:
  - i. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 23020 dated June 2021. £8.33 + £1.67 VAT. Tot £10.
  - ii. Smith of Derby. St Peter's Clock annual maintenance. £185 + £37 VAT. Tot £222.00.
  - iii. HAGS-SMP Ltd Playground Inspection, June 2021. £65.00 + £13.00 VAT. Tot £78.00.
  - iv. Anthony Farrimond – website maintenance £75 & training £56.25. Tot £131.25.
  - v. H. Buck Inst Inks reimbursement – Hewlett Packard Instant Inks DD by credit card for Office Jet 4650 Printer: May-June 21: £9.99 per month. £8.32 + £1.67 VAT x 2. Tot £19.98.
  - vi. Cllr D Aspland reimbursement of expenses: meeting with Thorp Arch Parish Council Chair & councillors, 30 June 2021. £14.40.
  - vii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 23397 dated July 2021. £8.33 + £1.67 VAT. Tot £10.
- e. Retrospective approval given for the following payments (authorised Cllr Aspland):
  - i. H Buck reimbursement - Information Commissioner's Office (ICO) Data Protection Registration Fee 2021-22 - £40.00.
  - ii. H Buck Reimbursement - WEL Medical Ltd, Replacement Electrode Pads for Defibrillator. £36.00 + £7.20 VAT. Tot £43.20.
  - iii. H Buck Reimbursement – PC Crew- replacement charger for PC laptop £12.00.
- f. Approval for Clerk salary and expenses May-June 2021 (circulated).
- g. Approval for HMRC payment: Tax on Clerk's salary May-June 2021 (circulated).

It was noted that £500 earmarked as Cricket Club donation remained in the PC accounts.

**Action:** Cllr Aspland to discuss with the Cricket Club.

## 12. Playground update.

HAGS inspection report dated 18 June 2021 had been circulated - no work required or issues to report. The final antimicrobial treatment had taken place following lifting of CV-19 restrictions.

## 13. Review of documented field boundary and if required instruct the council's solicitor to correct the boundary with a Deed of Variation.

Following discussion, **it was resolved** that the correct boundary relating to the playground lease was defined by the playground fence-line and not the adjacent field boundary. Cllr Aspland would instruct the council's solicitor. Proposed Cllr Aspland, seconded Cllr Sharp, agreed by all.

**Action:** Clerk to search council documents for correct field/playground boundary and inform the Chair.

## 14. Highways Issues: Road pooling, flooding gullies, dropped kerbs & overgrown hedges in Walton/Thorp Arch.

Thorp Arch had been contacted regarding highways issues within their parish.

Pooling/flooding gullies: images had been circulated by a member of the Walton Transport Group.

Councillors considered there was little that could be done to alleviate this intermittent problem.

Overgrown hedges: Cllrs Aspland & Clark to correspond with residents regarding cutting hedges back.

Alternatively, LCC Highways could be contacted and sent images of hedges requiring attention.

Dropped kerbs: A member of the Walton Highways Group (MW) was asked to compile a location plan.

## 15. It was resolved to adopt the Risk Register as circulated, subject to addition of councillors assigned to specific roles, agreed by all.

## 16. It was resolved to adopt the Freedom of Information (FOI) Policy as circulated, agreed by all.

17. It was resolved to adopt the DSE (Display Screen Equipment) Assessment Form as circulated, agreed by all.

18. It was resolved to adopt the Asset Register as at 1 July 2021, agreed by all.

19. Village Hall Development (Cllr Wake).

Extension. Feedback had been received from LCC Planning with three outstanding requirements:

- a) Parking bays - disabled parking area required clearer designation.
- b) Mullion windows - existing interior window frame/stonework to be retained.
- c) Stone/mortar match - sample stonework panel (c. 1m<sup>2</sup>) was required for LCC inspection, constructed outside the works area as it needs to remain in place until the building was complete.

Charitable Status. Application for CIO status was submitted on 6 July using the standard model constitution for village halls. Any changes were at the request of Rev. Nick Morgan who fully supported the application. Residents would be given a CIO update at the July AGM including background, advantages and implications of obtaining charitable status, and potential transfer of property assets into a CIO.

Bookings. Hallmaster bookings were coming in from a wide variety of clients. Bonfire Night Event: Sat 6 November. Christmas Lights Switch-on: new date - Sat 27 November.

20. Defibrillator.

Pads would be replaced at the end of July. The council thanked Camilla Smith for maintaining the defibrillator.

21. Planning matters.

- a. Preplanning notification - Proposed 5G Telecoms Installation for H3G UK, Street 5 Thorp Arch Estate. Noted.
- b. Application Number: 21/05660/TR For: T1 Cherry - To remove as causing damage to pathway close to the house (lifting up the block paving with roots causing a hazard). Site At: Laurel House Farm Hall Park Road Walton. No objections.
- c. Thorp Arch Bridge Scour Protection Works due to commence within the river channel from 16 June 2021 - Installation of a flexible precast concrete mattress around the bridge piers to protect them from scour. Noted.
- d. Thorp Arch Estate, Proposed Development (new light industrial buildings). Cllr Aspland meeting with Agent, noted.
- e. Application No 20/08547/FU/NE. For: Change of use of land for the siting of 8No. Glamping geodomes. Site At: Land off Hall Park Road, Walton. Status: current at 12 July 2021. Clerk to contact LCC Planning re proposed date of Decision meeting.

22. Minor items. None.

23. Date of next meeting: Monday 6 September 2021, 7.30pm in the Village Hall.

Signed.....Chairman

Date.....

Contact the Clerk at [secretary@walton-pc.gov.uk](mailto:secretary@walton-pc.gov.uk)

### **Parish Council Responsibilities – July 2021**

- **David Aspland, Chair:** To set direction for the Parish Council; to chair the public meetings and other occasions requiring official PC representation; to ensure that the quality, relevance and integrity of Council business is of the highest order and that all governance arrangements are in place and are operating effectively. To ensure that business probity is observed and conflicts of interest are clearly laid before the Committee.
- **Brodie Clark, Vice Chair:** To take a strategic view on the developments of the PC, including ongoing support to the developments of the Neighbourhood Plan. To maintain links with LCC; to stand in for the Chair in his absence.
- **Richard Prudhoe:** To oversee and account for the progress of agreed Walton Projects; to maintain a regular program of village improvement events.
- **Stephen Sharp:** To support major development work within the village and to maintain and utilise relationships with LCC in progressing major work. To provide a focus on planning submission matters.
- **Ed Simpson:** To support the maintenance of the village, with a particular focus on the rural landscape and related matters.
- **David Taylor:** To ensure that all matters of finance are dealt with in a proper and legally compliant manner; to oversee all accounting matters and to advise the PC on matters of finance and grants including investment and expenditure and income; to satisfy the PC that all associated procedures including audit and book keeping are in good order. To be responsible for data compliance and to support the village IT agenda.
- **Mark Wake:** To ensure that satisfactory communications arrangements are in place and are operating effectively – with the village, with the broader community and with key partners, as requested by the PC. To maintain a key link role between the Parish Council and the Village Hall Committee and to support the development of joint activities, events and Village Hall developments.

### Appendix 2

#### **A Consideration of Councillor responsibilities and Council focus.**

At the Parish Council Annual meeting on 17<sup>th</sup> May, I agreed to review the roles of each of the Parish councillors. The responsibilities had been in place for some three years and certain areas of focus had moved on and potentially, there were new areas of Council interest and focus.

I have met with each councillor and each has made clear their thinking on their remits – and, more broadly on the work and direction of the Council as a whole. I have also spoken with the Clerk who helpfully added her thoughts to the focus and direction.

There was unanimity that the Council was operating well and was gripping the current issues that mattered. It was a good ‘team’ – with an ability to support and challenge each other across the issues and discussions on the table. It had made great progress on behalf of the village and it had a clear and strong culture of progressing the benefits to Walton and the people of the Parish.

Broadly, Councillors were keen to retain their current roles – and I have attached a slightly revised schedule of responsibilities, in line with one or two changes which were felt appropriate and agreeable.

21/15

There was a strong consensus that we should convene a 'live' village meeting as soon as is safe and possible – to update the village on key issues (housing developments/library expansion/developments in the Trading Estate) and to seek their views on key issues (communications/current concerns)

There were some themes which arose from the conversations, with suggestions of improvements. Below, I have laid out two areas where it was felt that some consideration could be given.

### **Frequency of Meetings.**

The recent transactions of PC 'business' left little thinking and planning time. Whilst part of this was a consequence of Covid and the strictures of zoom meetings, there was felt to be value in allowing a greater space for thinking on broader issues, (it was recognised there had been two extra meetings over this past year). There were two suggestions – plus, of course, a 'do nothing' option.

So, the first focusses more on transacting the regular business more effectively through additional formal meetings; the second builds in a stronger strategic design and intent.

- *We simply build in two or three extra meetings over the year, scheduled for occasions and times of heavier 'agenda loads' (annual accounts etc).*
- *We build in a private meeting on alternate months - dedicated to a **subject; a piece of work or a guest**. So, an opportunity to consider in a more strategic way such things as – traffic flows and solutions – a traffic plan; impact of neighbouring housing developments; collaboration with neighbouring PC's; engagement with the lead for the Trading Estate and the Library; public transport; a social agenda for the village; facilities for the village; work day schedules etc.*

### **Communications.**

Some very positive comments on our communications – particularly the revised web site which was seen as positive and considerably more attractive and inviting.

Whilst we have a number of forms of communication. There appeared to be two areas for further thinking – **what information do we want to communicate** and secondly, **how do we communicate that information** (to allow a two-way exchange). On the information to be communicated the suggestions are,

- *Take five minutes at the end of each PC meeting to agree the items that should to be communicated – and identify/agree who would produce the necessary 'script'.*
- *That the lead councillor for communications recommends to the Chair the monthly/bi monthly intentions on communications and invites the relevant person/author to produce the supporting script.*

*On the method,*

- *Approved communication to go out by email with hard copies on the notice boards for non-email recipients (larger notice boards!).*
  - *All communications to be delivered as hard copies on a mail drop basis.*
  - *That there is a 'once and for all' direct approach to all households – encouraging them to use email as the preferred means of communication.*
- Additionally, there was concern on our low visibility in the Causeway magazine and a view that we should ensure a higher profile in that publication.
- Village meetings were viewed as important – with differing views on frequency.
- Finally, with the development of the new housing program (particularly the Spring Lane development) there was a positive suggestion on a welcome pack for new residents to Walton (details of local services; a bit of history on the village; council information; voucher for F&H etc).

That summarises the discussions. I have also attached the revised areas of Councillor focus.

Brodie. 4<sup>th</sup> July 2021