

## WALTON PARISH COUNCIL MEETING

### Draft Minutes of the Meeting of Walton Parish Council held on Monday 8 March 2021, 7.30pm by remote access

**Present- Councillors** David Aspland (Chair), Brodie Clark CBE (Vice Chair), Stephen Sharp, Richard Prudhoe, David Taylor.

**Also in Attendance** Helena Buck (Clerk)  
Brian Eldred (Chair of Village Hall Committee)

1. **Apologies for absence noted and approved:** Cllrs Simpson, Wake.  
Ward Cllr Harrington also sent apologies.
2. **Declarations of any pecuniary interests.** None.
3. **Minutes of the Parish Council Meeting held on 11 January 2021.**  
It was **resolved** that the minutes of the Parish Council Meeting held on 11 January 2021 be accepted and approved as a true record, agreed by all.
4. **Matters arising from the minutes.** None.
5. **Police Matters: to consider the most recent Crime Report.**  
Crime figures taken from the interactive police mapping website had been circulated (current data: Jan 2021). Two reported crimes were “on or near Prison” (1 burglary; 1 violent offence).  
Jan & Feb PACT meetings reported increased theft of catalytic converters from parked cars. Toyota Prius, Toyota Auris, Honda Jazz and Honda CR-V were often targeted in West Yorkshire.  
**Action:** Clerk to recirculate link to WYP website interactive crime mapping function.
6. **To consider correspondence received.** A correspondence list had been circulated and noted.
7. **Financial Matters**  
The following accounts were approved:
  - a. Income and Expenditure to 28 February 2021 including Bank Reconciliation.
  - b. Income and Expenditure forecast to 31st March 2021.
  - c. Noted: a proposed increase in Local Tax Support Grant (LCTS) to be paid to Walton PC for 2021/22 (April 2021): additional support due to the pandemic £4.00. Total grant payable £81.
  - d. Noted: VAT return for the period 1 Feb 2020-31 Jan 2021 had been submitted to HMRC.
  - e. Approved: appointment of Andrew Ellis as internal auditor for 2020-21.
  - f. Payments approved since last PC meeting:
    - i. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 21086 dated Jan 2021. £10. 52
    - ii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 21476 dated Feb 2021. £10. 58
    - iii. UK Debt Management Office. Loan Repayment due 15.3.2021. £771.57.
    - iv. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 21861 dated March 2021. £10
    - v. H Buck Inst Inks reimbursement – Hewlett Packard Instant Inks Direct Debit by credit card for Office Jet 4650 Printer: Jan-Feb 21: £9.99 per month. £19.98.
    - vi. H Buck stationary reimbursement - Viking on-line stationary suppliers Inv. 876. Presentation folder & 100g A4 paper for Operation London/Forth Bridge Policy requirements; A4 Pukka lined notepads; A4 envelopes. £30.26 + £6.05 VAT. Total £36.31.
    - vii. H Buck reimbursement. 24 x 1st class stamps @ £ 15.60 & 24 x 2nd class stamps @ £18.24 purchased to avoid January price rise. Total: £33.84.
    - viii. HAGS-Smp Playground inspection & maintenance Inv. 074025. £90.00.

- g. Retrospective approval given for the following payments (authorised Cllr Aspland):
  - i. Mark Wake. Reimbursement for 3x nesting boxes & 50 Ziplock bags. £67.12.
  - ii. S. Leighton Agri-Services. Supply & installation 3 x 12ft Christmas trees - \$137 - £500.
  - iii. Andrew Beatson Plumbing & Heating. Christmas lights installation. £118.20.
  - iv. Mark Wake. Reimbursement for 5x Wham Plastic Storage Boxes. £47.48.
  - v. Infect Protect Inv. 000109. Playground clean & antimicrobial coating. £287.40.
  - vi. YLCA. Planning Enforcement & Appeals Webinar 10 Feb 2021. £22.50.
  - vii. It was agreed that the Community First Yorkshire: Joint Membership with Village Hall payment (£50.00 + £10 VAT) should be shared and paid on alternative years, PC payment therefore due 2022.
- h. Approved Clerk salary and expenses Jan-Feb 2021 (circulated).
- i. Approved HMRC payment: Tax on Clerk's salary Jan-Feb 2021 (circulated).
- j. It was agreed to support village work days in accordance with past council funding, proposed Cllr Aspland seconded Cllr Clark, agreed by all.

### 8. Playground Update & review of inspection costs.

Cllr Sharp had circulated a report/discussion document which included annual playground costs. The annual inspection had raised several low risk H&S issues which had been addressed by H&S who installed the equipment in Sept 2018 in collaboration with LCC. At present the PC does not have a maintenance service/contract for playground equipment.

It was agreed by all that H&S should be instructed to carry out a bi-annual safety & maintenance check at a cost of c. 2x £65/year to address minor repairs. Any major items would be charged as necessary but with an agreed labour rate. These checks would be additional to the current annual inspections undertaken by The Play Inspection Company.

It was suggested that due to increased collaboration between the Village Hall and PC, the Village Hall could be asked to consider a % contribution to playground inspection costs.

**Action:** Cllr Sharp to discuss a contribution towards inspection cost with the VH Committee and report back to PC.

### 9. Village Hall Development (BE).

Charitable Status. The VH does not exist as a legal entity therefore the VH Committee had contacted the Church Trustees to discuss the legal position and potential charitable status. The Committee is proposing to register the VH as a charity with a change in status to allow access to various funding sources. The preferred option is registration with the Charities Commission as a Charitable Incorporated Organisation (CIO). The meeting with Trustees was very positive with an offer of some legal support. Specialist advice from experts in charity law may be required.

Extension Plan update. Pre-application advice had been received from LCC who favoured extending into the NW corner while retaining the boundary wall. The architect had produced further plans to be used in the full planning application and also to obtain reliable building estimates.

Bookings. ScapeSchool (pre-school playgroup) and other bookings were being taken. All bookings would be dependent on lifting of Covid restrictions and compliance with government requirements applicable at the time of the event.

Summer Event: A summer village event was suggested. Again this would depend on compliance with government requirements at the time.

### 10. Annual Insurance Renewal Review as requested by PC Insurer Came & Co. Noted.

**Action:** Clerk to obtain the cost of adding Christmas lights & Defibrillator to the existing 3-yr fixed term policy.

### 11. Community First Yorkshire.

- a. Approval given for joint membership of CFY with Walton Village Hall. It was agreed that payment would take place on alternate years with the PC paying for membership in 2022.
- b. Approval given for Cllr Taylor to be appointed CFY Account Guardian.

12. Policy adopted: Operation London Bridge/Forth Bridge.

13. Planning matters.

a. British Library Development Boston Spa.

The PC had been advised in detail of BL development plans via a recent zoom presentation. The PC was generally supportive of the modernisation and extension of the Library but had some serious concerns – primarily intensification of use in relation to traffic, site construction traffic management, potential removal of contaminated material from site through the village, and increase in traffic ‘rat running’. These concerns would be submitted to the BL Planners who would be asked to provide a transport plan and give assurances that any disruption to the village would be minimised.

**Actions:** Cllrs Aspland & Sharp to prepare a consultation response for BL/Planners.

Cllr Aspland to prepare a response for residents to be circulated by email or letter drop with a copy of the Br Lib Consultation letter. Clerk to prepare hard copies for letter drop.

b. Application No 20/08547/FU/NE. For: Change of use of land for the siting of 8No. Glamping geodomes for holiday use, storage building and ancillary works. Site At: Land off Hall Park Road, Walton. Comments deadline extended by request. Residents have been informed via email and letter drop. Awaiting planning decision.

c. Revised plans received - Re-consultation. Application: 20/01467/FU. Site: Land Adj. To Pinewood Hall Park Road, Walton. Proposal: Construction of detached two storey dormer bungalow and double garage with associated hard and soft landscaping. Consultation response requested by Planning Services on 2 Feb 2021. Cllr Clark has responded on behalf of the PC.

14. **To consider arrangements for possible return of face-to-face council meetings after 6 May 2021.**

The May meeting will be the statutory Annual Meeting of the Parish Council. The clerk had circulated YLCA advice issued 22nd Feb which stated that without further action from the government to extend current regulations, the PC must return to face-to-face meetings from 7 May.

**It was agreed by all** that the PC should plan to hold a face-to-face meeting on 10 May and act in compliance with the latest government Covid requirements.

15. **To discuss a potential date for the Annual Parish Meeting (annual review meeting for electors).**

Provisional date: 28 June, delayed due to Covid restrictions. All events held by Walton Parish Council will follow government COVID-19 guidelines applicable at the time of the event. **Date subsequently changed to 17 May.**

16. **Refuse Collection issues.**

Missed litter bin & dog waste collections were becoming an issue of concern. The Clark had reported this to Ward Cllr Linda Richards who would raise this with officers at LCC Waste Management and report back to council.

17. **To consider minor items** (matters about which no decision can be taken at this meeting) and to notify the Clerk of items for inclusion on the agenda of the next meeting. None.

18. Date of next meeting: Monday 10 May 2021, 7.30pm (Annual Meeting of the PC) subject to the latest government guidelines. **Date subsequently changed to 17 May.**

Signed.....Chairman

Date.....