

## Walton Parish Council

Summons to the Annual Meeting of the Parish Council to be held on Monday 15 May 2023 at 7.30pm  
in the Village Hall.

(The meeting will follow the Annual Parish Meeting starting at 7.00pm.)

### MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND ALL MEETINGS OF THE PARISH COUNCIL

Prior to the first item there will be a public session for parishioners to address the Council. If possible please contact the Clerk before the meeting if you wish to make a representation.

### AGENDA

1. Election of Chairman of the Council for the ensuing year and to receive the Chair's signature on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council.
2. Election of Vice-Chairman of the Council for the ensuing year and to receive the Vice-Chairman's signing on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council.
3. To receive & approve apologies for absence.
4. 4 May 2023 Parish Council Elections: To receive Declaration of Acceptance of Office for Elected Councillors and to receive Declarations of Interests (or for returning officers to provide confirmation of no change).
5. Delivery of Return of Election Expenses Forms.
6. To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-17 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest in accordance with paragraphs 18-20 of the Members' Code of Conduct.
7. To review and appoint Members to Parish Council roles & responsibilities.
8. To accept the minutes of the Meeting of the Parish Council held on 6 March 2023 as a true and correct record.
9. Matters arising from the PC minutes.
10. Police Matters: to consider the most recent Crime information.
11. To consider correspondence received by the Clerk since the last meeting.
12. Financial Matters
  - a. To approve end of year Parish accounts: Income and expenditure statement 1 April 2022 to 31 March 2023.
  - b. To approve Bank Reconciliation Statement as at 31 March 2023.
  - c. To receive the Internal Auditor's Report 2022-23.
  - d. To approve S1 AGAR 2022/23 Annual Governance Statement.
  - e. To approve S2 AGAR 2022/23 Accounting Statements.
  - f. To approve the AGAR Certificate of Exemption from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015 (the higher of gross income & expenditure for Walton PC was less than £25,000 for the year ending 31.3.2023).
  - g. To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2023.

- h. To note that the Parish Council has reviewed the effectiveness of its system of internal financial control during the financial year 1 Apr 2021-31 March 2022 at 2-m intervals prior to each Parish Council meeting.

April 2023 Accounts:

- i. Approval of Income & Expenditure 1-30 April 2023 including Bank Reconciliation statement 1-30 April 2023.
- j. To note precept for 2023-24 received 5 April 2023: £7,100.00 & CTS Grant: £81.00. Total £7,181.00.
- k. To note CIL payment £10,756.67 received 5 May 2023.
- l. Review of Banking Arrangements in view of recent charges.
- m. To approve removal of Cllrs Clark and Taylor as signatories to Walton PC Bank Accounts Business Current Account and Business Money Manager. Cllr Aspland and Cllr Wake to remain as signatories.
- n. To consider adding two further councillors signatories to Walton HSBC Local Authority Mandate.
- o. Payments for approval since last PC meeting:
- i. HSBC: Charging period 31Jan-27Feb23 payable 21Mar23: Account maintenance charge (£8) + cheque paid charge (£1). Total £9.
  - ii. D Aspland reimbursement for Christmas Lights batteries. £25.00.
  - iii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 31307 dated 4 Apr 2023. £8.33 + £1.67 VAT. Tot £10.
  - iv. WEL Medical Ltd. Replacement Defibrillator Pads for Defibrillator no 2: £54.96 + Shipping Cost £5.95 + £12.18 VAT. Total £73.08.
  - v. HSBC: Charging period 28Feb-30Mar23 payable 21Apr23: Account maintenance charge (£8) + cheques paid charge (£3). Total £11.00.
  - vi. Rachel Pearson Internal Auditor for financial year 1 Apr 22-31 Mar 23. Auditor services Total £180.
  - vii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 31659 dated 4 May 2023. £8.33 + £1.67 VAT. Total £10.
  - viii. HAGS Invoice for Playground Work: a) Basket Swing Cradle Seat Assembly repair £232.00 + £40.00 labour cost + b) Scheduled H&S Operational Maintenance & Inspection £85.00. Total £428.40.
  - ix. H. Buck Inst Inks reimbursement – Hewlett Packard Instant Inks Direct Debit by credit card for Office Jet 4650 Printer: Mar-Apr 23: £9.99 per month. 2 x £8.32 + £1.67 VAT. Tot £19.98.
  - x. Cllr Aspland: reimbursement: Event to acknowledge the retirement of two Parish Councillors and Parish Clerk. £159.83 + £31.97 VAT. Total £191.80.
- p. Retrospective approval for the following:
- i. Yorkshire Local Council Associations (YLCA) Annual Membership Subscription 1 Apr 2023 – 31 Mar 2024. Total £128.00.
  - ii. Time Assured Ltd. Inv-23092. Annual Service St Peter's Clock, Walton - to attend on site and complete the annual clock service, inspect, test and leave in good working order. £160 + £32 VAT. Total £192.00.
  - iii. WEL Medical Ltd. Replacement Defibrillator Pads for Defibrillator no 1: £54.96 + Shipping Cost £5.95 + £12.18 VAT. Total £73.08.
  - iv. Gallagher Local Council Annual Parish Council Insurance Premium (3-yr fixed) £427.12 + IPT £51.26. (£50 Admin Fee waived for 1 year only). Total £478.38.
- q. Approval for Clerk salary and expenses Mar-Apr 2023 (circulated).
- r. Approval for HMRC payment: Tax on Clerk's salary Mar-Apr 2023 (circulated).

13. To approve appointment of Deborah Marshall as Clerk/RFO commencing 29 May 2023.

14. Approval for two authorised signatories to sign HSBC letter (North Street Branch, Wetherby) confirming transfer of financial responsibilities to new Clerk as from 29 May 2023.
15. Annual Review/approval of Governance Documents (circulated)
  - a. Code of Conduct.
  - b. Procedural Standing Orders.
  - c. Financial Regulations.
16. Review/approval of the following policies & documents (circulated)
  - Transparency Code
    - a. Statutory Requirements Checklist.
  - Data Protection
    - b. Privacy Policy, c. General Privacy Notice, d. Privacy Notice for Staff, Councillors and Role Holders, e. Subject Access Policy, f. Retention of Documents Policy.
  - HR
    - g. Disciplinary Policy, h. Grievance Policy, i. Equality & Diversity Policy.
17. To confirm location of Jubilee Bench (Cllr Prudhoe).
18. Playground: To receive HAGS Inspection & Maintenance Report dated 2 May 2023.
19. To consider traffic update as circulated by Cllr Clark (April 2023).
20. To consider Walton drainage update as circulated by Cllr Clark (April 2023).
21. Village Hall Development (Cllr Wake).
22. Planning matters.
  - a. Application No 23/01896/FU/NE For: Retrospective change of use of green/open space to residential driveway and garden involving landscaping works including new hardstanding, fencing and creation of new vehicular accesses. Site At: 17 Rudgate Park Thorp Arch Wetherby. Application site is not within Walton's official Parish boundary. No comments from Cllrs Aspland & Sharp.
  - b. Application Number: 23/02538/TR. For: H1 Conifer Hedge - Remove to ground level and grind out stumps. G3 Ash - Elder, Willow Hawthorn - To remove and grind out stumps. G5 Leyland Cypress - To remove to ground level and grind out stumps. G13 Crack Willow - To remove to ground level and grind out stumps. G14 Cypress hedge - To be removed and stumps ground out.  
Site At: Walnut Farm Main Street Walton. Comments deadline extended to 19 May 2023. Comments submitted to LCC Tree Officer 9 May 2023.
  - c. Application No 23/02605/FU/NE For: Single storey rear extension; part conversion of garage to form utility area; dormer windows to front and rear; conversion of loft area to form habitable rooms. Site At: 32 Walton Chase Thorp Arch Wetherby. Application site is not within Walton's official Parish boundary. No comments from Cllrs Aspland & Sharp.
  - d. Application Number: 23/02742/FU/NE. For: Garage conversion to habitable room space with large window replacing garage door to front. Site At: 11 Grange Avenue Thorp Arch Wetherby. The application site is not within Walton's official Parish boundary. Comments deadline 1 June 2023.
23. 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.
24. Date of next meeting: Monday 3 July 2023, 7.30pm in the Village Hall.

Summons issued by Walton Parish Clerk/RFO  
H Buck  
[secretary@walton-pc.gov.uk](mailto:secretary@walton-pc.gov.uk)