

**Minutes of the Annual Meeting of Walton Parish Council held on Monday 17 May 2021
at 7.45pm 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)
6 Walton residents

1. Election of Chair of the Council for the ensuing year and to receive the Chair's signature on the Declaration of Acceptance of Office.

Cllr Aspland agreed to stand as Chair and duly signed the Declaration of Acceptance of Office. Proposed Cllr Prudhoe, seconded Cllr Wake, all were in favour.

2. Election of Vice-Chairman of the Council for the ensuing year and to receive the Vice-Chair's signature on the Declaration of Acceptance of Office.

Cllr Clark agreed to stand as Vice-Chairman and duly signed the Declaration of Acceptance of Office. Proposed Cllr Aspland, seconded Cllr Taylor, all were in favour.

3. To receive & approve apologies for absence. None.

4. Appointments of Members to Council Roles/Responsibilities.

The current list of Councillor Responsibilities had been circulated. Cllr Clark proposed that councillors should contact him direct to confirm if they wished to continue in their present role and, if appropriate, amend their role descriptions. Appointments to be made at the next PC meeting.

Action: All councillors to confirm responsibilities with Cllr Clark.

5. Declaration of any disclosable pecuniary interests. None.

6. To accept the minutes of the Meeting of the Parish Council held on 8 March 2021 by remote access as a true and correct record.

It was **resolved** that the minutes of the Parish Council Meeting held on 8 March 2021 be accepted and approved as a true record, agreed by all.

7. Matters arising from the PC minutes. None.

8. Police Matters: to consider the most recent Crime information.

The Clerk had circulated the latest crime information. Figures taken from the interactive police mapping website (most recent data April 2021) showed 5 crimes categorised as 'Violence & sexual offences' in Walton, 4 of these at Whealstun Prison. (The category includes a wide range of offences ranging from minor domestic disputes to more serious violent crimes.)

4 May PACT meeting: In general crime across the area is reducing but theft of catalytic converters is an ongoing issue. Opportunistic theft incl. pickpockets operating in supermarkets continues. Police are advising residents to remain vigilant and ask members of the public to report crimes directly to them and not via Facebook as this does not add to crime statistics or help to determine crime patterns.

9. To consider correspondence received by the Clerk since the last meeting and to agree further action where necessary.

Cllr Aspland to arrange a meeting with Wharfedale Property Management to discuss site redevelopment at Ash Way IV, Thorp Arch Estate.

10. Annual Review of Governance Documents.

The following updates had been circulated:

a. Code of Conduct, b. Procedural Standing Orders, c. Financial Regulations.

It was **agreed by all** to adopt the update documents as circulated.

11. Financial Matters.

The following accounts were approved:

- a. Approval of end of year Parish accounts: Income and expenditure statement 1 April 2020 to 31 March 2021.
It was **resolved** that Parish Accounts: Income and expenditure statement 1 April 2020 to 31 March 2021 be approved, proposed Cllr Aspland, seconded Cllr Prudhoe, agreed by all.
- b. Bank reconciliation statement as at 31 March 2021.
It was **resolved** that Bank Reconciliation Statement as at 31 March 2021 be approved, agreed by all.
- c. Approved: appointment of an alternative internal financial auditor for 2020-21, agreed by all.
- d. Noted: approval and signing of the Annual Governance and Accountability Return (AGAR) to be deferred to an Extraordinary Meeting of the Parish Council, date to be arranged.
- e. Noted: because the higher of gross income & expenditure was less than £25,000 for the year ending 31.3.2021 the PC can certify itself as exempt from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015. Certificate of Exemption to be approved and signed at the Extraordinary Meeting as noted in Item 11d.
- f. Approved: Income & Expenditure 1 - 30 April 2021, agreed by all.
- g. Approved: Bank Reconciliation statement 1 - 30 April 2021, agreed by all.
- h. Payments approved since last PC meeting:
 - i. H Buck Reimbursement – PC Crew Computer Service Sales – PC Laptop fault - Installation new fan to HP Laptop. £66.50 + £13.30 VAT. Tot £79.80.
 - ii. YLCA Membership Invoice 1 Apr 2021 – 31 Mar 2022. £125.
 - iii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 22255 dated 5 Apr 2021. £8.33 + £1.67 VAT. Tot £10.
 - iv. Came & Company Local Council Annual Insurance. Insurance Premium £337.08, Admin Fee £50, IPT £40.45. Tot £427.53.
 - v. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 22638 dated 5 May 2021. £8.33 + £1.67 VAT. Tot £10.
 - vi. H Buck Inst Inks reimbursement – Hewlett Packard Instant Inks Direct Debit by credit card for Office Jet 4650 Printer: Mar-Apr 21: £9.99 per month. £8.32 + £1.67 VAT x 2. Tot £19.98.
- i. Retrospective approval given for the following payments (authorised Cllr Aspland):
 - i. Inca Europe Ltd. Payment: Domain hosting DNS Services & Email services. £54.00 + £10.80 VAT. Tot £64.80.
 - ii. J.E. Simpson. Payment Annual Rent Footpath/Cycle Track & Playground. £500 Footpath & Cycle Track rent; £100 Playground rent + £120 VAT. Tot £720.
- j. Approved: Clerk salary and expenses Mar-Apr 2021 (circulated).
- k. Approved: HMRC payment: Tax on Clerk's salary Mar-Apr 2021 (circulated).

12. Village Hall Development (Cllr Wake).

Planning Application had been submitted for a single storey extension to provide improved and additional toilet facilities and disabled access.

Some grant funding had been received and used for car park renovations but further grant monies were dependent on achieving Charitable Status and the Management Committee had agreed to

proceed with this. In addition a new Constitution was being drawn up to establish the Village Hall as a legal entity. Rev Nick Morgan, on behalf of the Church, was fully supportive of the plans.

A resident noted that the original Title Deeds were deposited with a local bank for safe keeping.

Action: Mark to investigate location of Deeds.

A successful on-line booking system was now in place. The level of bookings was extremely positive and included ScapeSchool (activities for primary school age children), clubs, weddings and parties. Planned village events included a Bonfire Party (6 Nov) and Christmas Light-up event (4 Dec), volunteers welcome.

Due to increased usage a temporary storage unit on weekly hire would be installed to house equipment and furniture.

The success of the close collaboration between Village Hall and Parish Council for the benefit of local residents was acknowledged.

It was suggested that the development could benefit from CIL monies.

Action: Mark to present a cost-benefit analysis regarding potential use of CIL monies to the Parish Council.

13. Planning matters.

- a. Planning Application Number: 21/02195/FU/NE For: Single storey rear extension Site At: Ivy House Farm Main Street Walton. No objections.
- b. Thorp Arch Estate Proposed Development: Ash Way IV - Plans for new light industrial buildings. The development would comprise 6 new buildings providing 9 industrial units totalling 92,000 sq. ft and ranging from 4,000 sq. ft to 30,000 sq. ft on the site of the former Units 206 & 208 Thorp Arch Estate and the site of smaller units to the south of these buildings. The existing redundant buildings would be demolished and crushed and the earth embankments from around Unit 208 removed to provide a level site. Plans have been circulated. Suggestions or comments invited - contact: Agent for Trustees of Patrizia Hanover PUT, Thorp Arch Estate.
Cllr Aspland to meet the agent to discuss development plans.
- c. Application Number: 21/03000/OT/NE For: Outline application for up to nine dwellings with all matters reserved Site At: Walnut Farm Main Street Walton. Deadline for comments 17 May, extended to 24 May 2021.
A letter of objection has been sent to LCC Planning.
- d. Update on 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. Status: current at 11 May 2021.
PC to monitor progress. A letter of objection has been sent to LCC Planning.

14. 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.
Ownership of the wooden bus shelter - this has been adopted by LCC.

15. Date of next meeting: Monday 12 July 2021, 7.30pm in the Village Hall.

Signed.....Chairman

Date.....

Contact the Clerk at secretary@walton-pc.gov.uk