

**Minutes of the Annual Meeting of Walton Parish Council held on Monday 15 May 2023
at 7.40pm in the Village Hall, Walton**

Present- Councillors David Aspland (Chair), Richard Prudhoe, Ed Simpson, Mark Wake
Also in Attendance Ward Cllr Norma Harrington
The Clerk/RFO
3 Walton residents

- 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.**
Cllr Aspland agreed to stand as Chairman and duly signed the Declaration of Acceptance of Office. Proposed Cllr Prudhoe, seconded Cllr Wake, all 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 Prudhoe was nominated as Vice-Chairman and duly signed the Declaration of Acceptance of Office, proposed Cllr Aspland, seconded Cllr Simpson, all in favour. It was resolved to receive the Declaration of Acceptance of Office from Cllr Sharp at the next ordinary meeting of the Parish Council.
- 3. Received & approved apologies for absence:** Cllr Sharp.
- 4. To receive Declarations of Acceptance of Office for Elected Councillors and to receive Declaration of Interests.**
Declarations of Acceptance of Office for elected councillors were duly received by the Clerk. The Clerk received one amended Notification of DPI and Other Interests Form from Cllr Wake, all other returning officers confirmed there was no change. Clerk to inform LCC Governance Services.
- 5. Delivery of Return of Election Expenses Forms.**
Return of Election Expenses Form for elected councillors were duly received by the Clerk.
- 6. Declaration of any disclosable pecuniary interests.** None.
- 7. To review and appoint Members to Council Roles & Responsibilities.**
Deferred until the next ordinary meeting of the Parish Council.
- 8. To accept the minutes of the Meeting of the Parish Council held on 6 March 2023 as a true and correct record.**
It was resolved that the minutes of the Parish Council Meeting held on 6 March 2023 be accepted and approved as a true record, agreed by all.
- 9. Matters arising from the PC minutes.** None.
- 10. Police Matters: to consider the most recent Crime information.**
The most recent crime figures for the Wetherby Ward had been circulated and noted.
Date of next PACT meeting: Tuesday 6 June, 6.30pm, Methodist Hall, Bank Street, Wetherby.
- 11. Correspondence received.**
A correspondence list had been circulated and noted.
- 12. Financial Matters.**
The following accounts were approved:
 - a. Approval of end of year Parish accounts: Income and expenditure statement 1 April 2022 to 31 March 2023: It was **resolved** that Parish Accounts: Income and expenditure statement 1 April 2022 to 31 March 2023 be approved, agreed by all.

- b. Bank Reconciliation Statement as at 31 March 2023.
It was **resolved** that Bank Reconciliation Statement as at 31 March 2023 be approved, agreed by all.
- c. **To receive the Internal Auditor's Report 2022-23.**
The Internal Auditor's report had been circulated and noted. No areas of concern were found regarding financial management or governance. A comment concerning website security was being followed up.
- d. **To approve S1 AGAR 2022/23 Annual Governance Statement.**
S1 Annual Governance and Accountability Return (AGAR) Annual Governance Statement 2022/23 was approved and signed by the Chairman and RFO (Clerk).
- e. **To approve S2 AGAR 2022/23 Accounting Statements.**
S2 Annual Governance and Accountability Return (AGAR) 2021/22 Accounting Statements were approved and signed by the Chairman and RFO (Clerk).
- f. **To approve the Certificate of Exemption from a limited assurance review.**
The Certificate of Exemption from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015 was approved and signed by the Chairman and RFO (Clerk). (Noted - 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.**
It was resolved that the period of the Exercise of Public Rights for year ended 31 March 2023 would commence Monday 5 June 2023 and end Friday 14 July 2023.
- h. Noted - that the Parish Council has reviewed the effectiveness of its system of internal financial control during the financial year 1 April 2022-31 March 2023 at 2-month intervals prior to each Parish Council meeting.

April 2023 Accounts:

- i. Approved: Income & Expenditure 1-30 April 2023 including Bank Reconciliation statement 1-30 April 2023.
- j. Noted: Precept received on 5 April 2023: £7,100.00 & CTS Grant: £81.00. Total £7,181.00.
- k. Noted: CIL payment £10,756.67 received 5 May 2023.
- l. Review of banking arrangements: deferred until the next ordinary meeting of the PC.
- m. Approved: removal of Cllrs Clark and Taylor as signatories to Walton Parish Council Bank Accounts (Business Current Account & Business Money Manager). Cllr Aspland and Cllr Wake to remain as signatories. HSBC will provide a Local Authority Bank Mandate to be completed at the next ordinary meeting of the PC.
- n. Addition of two further councillor signatories to Walton HSBC account: deferred until the next ordinary meeting of the PC.
- o. The following payments were approved:
 - i. HSBC: Charging period 31Jan-27Feb23 payable 21Mar23: Account maintenance charge (£8) + cheque paid charge (£1). Total £9. (payment completed in 2022-23 accounting period).
 - ii. D Aspland reimbursement for Christmas Lights batteries. £25.00 (payment completed in 2022-23 accounting period).
 - iii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 30921 dated 4 March 2023 (payment completed in 2022-23 accounting period) and 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 for event to acknowledge the retirement of two Parish Councillors and Parish Clerk/RFO. £159.83 + £31.97 VAT. Total £191.80. VAT invoice requested.
- p. Retrospective approval given for the following payments:
- 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. Approval to appoint Deborah Marshall as Clerk/RFO commencing 29 May 2023.
Appointment approved, agreed by all.

14. Approved: 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)

The following documents were approved:

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

16. Review/approval of the following policies & documents (circulated)

The following documents were approved:

- Transparency Code: Statutory Requirements Checklist.
- GDPR: Privacy Policy, General Privacy Notice, Privacy Notice for Staff, Councillors and Role Holders, Subject Access Policy, Retention of Documents Policy.
- HR: Disciplinary Policy, Grievance Policy, Equality & Diversity Policy.

17. To confirm location of Jubilee Bench (Cllr Prudhoe).

The village had been consulted and the preferred location was the verge opposite St Peter’s Church. The location would be forwarded to LCC who would arrange installation.

18. Playground: To receive HAGS Inspection & Maintenance Report dated 2 May 2023.

The HAGS report had been circulated and noted.

Action: Two low risk/very low risk findings to be addressed - Cllr Sharp to progress.

19. To consider traffic update as circulated by Cllr Clark (April 2023).

Contents noted.

20. To consider Walton drainage update as circulated by Cllr Clark (April 2023).
Contents noted.

21. Village Hall Development (Cllr Wake).

- Cllr Wake updated the PC on Village Hall income, current user groups, number & type of events hosted, and progress on applications to grant-funding bodies.
- A grass-cutting contract was being arranged.
- Enquires for Wedding bookings, an important source of VH income, were increasing. On behalf of the Village Hall Committee, Cllr Wake proposed that the agreement with the Parish Council to host 4 weddings per calendar year was amended to 6 weddings per calendar year. Each wedding event required the playground to be closed to the general public for one day only and the Village Hall Committee would ensure that any closures were publicised to the village well in advance. There had been no complaints regarding previous playground closures, and on this basis **it was resolved** that the Village Hall could hold a maximum of six wedding events per calendar year, proposed Cllr Aspland, seconded Cllr Simpson, agreed by all.
- A bonfire event was planned for Saturday 4 November.

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 objections.
- 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 objections.
- 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. No objections.

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.

Cycle Track maintenance: suggestion to purchase two grass trimmers for verge maintenance. Cllr Prudhoe to obtain quotes and present at the next PC meeting.

24. Date of next meeting: Monday 3 July 2023, 7.30pm in the Village Hall.

Signed.....Chairman

Date.....

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