



**Draft Minutes of the Annual Meeting of Walton Parish Council held on Monday 13 May 2024  
at 7.30pm at Walton Park Cricket Club.**

**Present:** Cllrs David Aspland (Chairman), Richard Prudhoe (Vice Chairman), Mark Wake, Ed Kilby.

**Apologies:** Cllr Stephen Sharp

**In attendance:** Deborah Marshall (Clerk to the Parish Council)

**Guests:** Ward Cllrs Alan Lamb & Norma Harrington. Brian Eldred (Walton Village Hall).

Three members of the public were in attendance.

<b>24.001</b>	<b>To elect a Chairman of the Council for the 2024-25 municipal 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.</b>
	Cllr Aspland was proposed by Cllr Prudhoe, seconded by Cllr Kilby. All in favour.
	<b>Resolved:</b> That Cllr Aspland be elected as Chairman and the Declaration of Acceptance of Office be signed.
<b>24.002</b>	<b>To elect a Vice-Chairman of the Council for the 2024-25 municipal year</b>
	Cllr Prudhoe was proposed by Cllr Kilby, seconded by Cllr Aspland. All in favour.
	<b>Resolved:</b> That Cllr Prudhoe be elected as Vice-Chairman.
<b>24.003</b>	<b>Apologies</b>
i.	<b>To receive apologies for absence</b>
	Apologies had been received from Cllr Sharp.
ii.	<b>To approve any reasons for absence submitted for consideration</b>
	<b>Resolved:</b> That the apology and reason for absence be accepted
<b>24.004</b>	<b>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.</b>
	None.
<b>24.005</b>	<b>To accept the minutes of the Meeting of the Parish Council held on 4 March 2024 as a true and accurate record.</b>
	<b>Resolved:</b> That the minutes of the Ordinary Parish Council Meeting held on 4 March 2024 be accepted and approved as a true record.
<b>24.006</b>	<b>Police Matters: to consider the most recent crime report</b>
	The April crime report had been circulated. There was an increase in ASB calls in April. Violence without injury has increased from 35 last month to 50 this month. 22 of these occurred in a prison setting. North Street in Wetherby has seen 8 crimes take place. This is a range of thefts and violence without injury in retail settings. The Marketplace in Wetherby has also seen 7 crimes of similar nature. Cllr Harrington advised the PC that there have been several arrests.
<b>24.007</b>	<b>Annual Accounts</b>
i	<b>To approve Bank Reconciliation Statement as at 31 March 2024</b>
	<b>Resolved:</b> That the Bank Reconciliation and Income and Expenditure 1 April 2023 to 31 March 2024 be approved. Closing bank balances at 31 March totalled £18,327.36.

<b>ii.</b>	<b>To consider the Internal Auditor's Report 2023-24</b>		
	The Internal Auditor's report had been circulated. No areas of concern were found regarding financial management or governance.		
	<b>RESOLVED:</b> That the Internal Auditor's report be accepted.		
<b>iii.</b>	<b>To approve S1 AGAR 2023/24 Annual Governance Statement</b>		
	<b>The S1 AGAR was circulated prior to the meeting.</b>		
	<b>RESOLVED:</b> That the S1 Annual Governance and Accountability Return (AGAR) Annual Governance Statement 2023-24 be approved and signed by the Chairman and RFO (Clerk).		
<b>iv.</b>	<b>To approve S2 AGAR 2023/24 Accounting Statements</b>		
	<b>RESOLVED:</b> That the S2 Annual Governance and Accountability Return (AGAR) Annual Governance Statement 2023-24 be approved and signed by the Chairman and RFO (Clerk).		
<b>v.</b>	<b>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 &amp; expenditure for Walton PC was less than £25,000 for the year ending 31.03.2024).</b>		
	<b>RESOLVED:</b> That The Certificate of Exemption from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015 be approved and signed by the Chairman and RFO (Clerk).		
<b>vi.</b>	<b>To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2024.</b>		
	<b>RESOLVED:</b> That the period of the Exercise of Public Rights for year ended 31 March 2024 will commence on Monday 3rd June until Friday 12 July 2024.		
<b>vii.</b>	<b>To note that the Parish Council has reviewed the effectiveness of its system of internal financial control during the financial year 2023-24.</b>		
	<b>RESOLVED:</b> That it be noted that the Parish Council has reviewed the effectiveness of its system of internal financial control during the financial year 1 April 2023-31 March 2024.		
<b>viii.</b>	<b>To approve the asset list as at 31 March 2024</b>		
	<b>RESOLVED:</b> That the updated Asset Register as at 31 March 2024 be approved.		
<b>ix.</b>	<b>To note the 2023-24 VAT Claim amount of £332.15</b>		
	<b>RESOLVED:</b> That the 2023-24 VAT Claim be noted.		
<b>24.008</b>	<b>Finance</b>		
<b>i</b>	<b>To approve Bank Reconciliation Statement as at 30 April 2024</b>		
	<b>Resolved:</b> That the Bank Reconciliation to end of April 2024 be approved. Closing bank balances at 30 April 2024 totalled £24,613.95.		
<b>ii.</b>	<b>To note payments against budget for the current financial year</b>		
	<b>Resolved:</b> That the payments against budget for the financial year 2024-25 be noted.		
<b>iii.</b>	<b>To consider the following payments for approval:</b>		
	Account-ant (Yorkshire)	Internal Audit 2023-24	£183.60
	Time Assured Limited	St Peter's Clock Annual Service	£192.00
	YLCA	Annual Membership	£135.00
	AJ Gallagher	Annual Insurance Premium	£535.53
	HAGS	Playground Inspection	£102.00
<b>iv.</b>	<b>To note payments made since the last meeting</b>		
	Deborah Marshall	Clerk Salary March & April	£380.68
	PWLB	Loan Repayment	£771.57
	HMRC	PAYE & NI Q1	£142.80
	<b>Resolved:</b> That the above payments be approved.		
<b>v.</b>	<b>To note receipts since the last meeting</b>		
	Leeds City Council	Annual Precept & LCTS Grant	£7,453.00
	Lloyd's	Savings Interest	£13.92
	<b>Resolved:</b> That the above receipts be noted.		
<b>24.009</b>	<b>Planning</b>		

<b>i</b>	<b>To consider any planning applications received</b>	
	24/01175/FU	Ash Way Phase V Avenue C West and Street 7
	Demolition of existing buildings and construction of three units with associated access, service areas, car parking and landscaping for flexible uses falling within light industrial /research and development (Use Class E), industrial (Use Class B2) and storage and distribution (Use Class B8)	
	<b>RESOLVED:</b> That the above planning application be supported.	
<b>ii</b>	<b>To note the proposed creation of woodland at Thorp Arch Trading Estate</b>	
	A plan of the area at the rear of the Household Waste site had been circulated together with the proposal from the Leeds Woodland Creation team.	
	<b>RESOLVED:</b> That the proposed woodland area be supported.	
<b>iii</b>	<b>To note the proposal from Sustrans for improvements to the Wetherby Railway Path</b>	
	Cllr Aspland said he had attended the Sustrans consultation event on 2 <sup>nd</sup> May. The improvements will include wider paths to allow passing places and areas of flooding will also be addressed. The path's surface will be improved.	
	<b>RESOLVED:</b> That the path improvements be welcomed.	
<b>iv.</b>	<b>Other planning issues</b>	
	<ul style="list-style-type: none"> <li>• Cllr Aspland said that there had been no buyer interest in the Fox and Hounds and that the agents may be looking to reduce the price to attract buyers</li> <li>• Cllr Lamb said there was no further update on the Walnut Farm site following the refusal of retrospective planning application 24/00393/FU</li> <li>• Cllr Lamb said there were no further updates on the Farm Shop on Smiddy Hill.</li> </ul>	
<b>24.010</b>	<b>To consider a quote of £450 for a website redesign</b>	
<b>i.</b>	A quote from CANdo Studio had been circulated prior to the meeting. The current site has some issues in terms of software updates and is not user friendly. It was advised that a new design and layout will make the site easier to navigate by the public and will be easier to edit.	
	<b>RESOLVED:</b> That the quote of £450 from CANdo be accepted.	
<b>24.011</b>	<b>To review and appoint members to Parish Council roles &amp; responsibilities</b>	
	. Planning – Cllrs David Aspland and Stephen Sharp. Playgrounds and Public Open Spaces – Cllrs Stephen Sharp and Ed Simpson. Cycle Path – Cllrs Edward Simpson and Ed Kilby. Highways and drainage – Cllrs Richard Prudhoe and David Aspland. Village Hall – Cllrs Mark Wake and Stephen Sharp. Finance & HR – Cllr Mark Wake. Communications – Cllr Mark Wake.	
	<b>RESOLVED:</b> That the above nominated members be appointed to the roles and responsibilities.	
<b>24.012</b>	<b>To review the governance documents</b>	
<b>i.</b>	<b>Standing Orders</b>	
	No changes were proposed to the Standing Orders	
	<b>RESOLVED:</b> That the Standing Orders be approved.	
<b>ii.</b>	<b>Financial Regulations</b>	
	The NALC Model Financial Regulations 2024 were circulated prior to the meeting.	
	<b>RESOLVED:</b> That the NALC Model Financial Regulations 2024 be adopted by Walton Parish Council.	
<b>iii.</b>	<b>Code of Conduct</b>	
	No changes were proposed to the Code of Conduct	
	<b>RESOLVED:</b> That the Code of Conduct be approved.	
<b>24.013</b>	<b>Highways</b>	
<b>i.</b>	<b>To consider proposed locations for the siting of village entry gateways</b>	

	Prices for gateways and signage had been obtained from Glasdon by the Clerk and circulated to the PC. Cllrs Aspland and Kilby have undertaken a site assessment. Some locations are restrictive in terms of size, but suitable locations have now been determined. It was agreed that the residents would be presented with the locations and be asked to determine the messages on the signage. It was agreed that the Clerk would meet with Cllrs Kilby and Aspland to put together a plan and obtain quotes from certified installers.
<b>ii.</b>	<b>To receive any updates on highways improvements</b>
	Cllr Lamb advised the PC that he was currently working with the head of LCC Highways to obtain an updated schedule of all planned highways works.
<b>24.014</b>	<b>Cycle Path</b>
<b>i.</b>	<b>To receive an update on cycle path sponsorship</b>
	<ul style="list-style-type: none"> <li>• Cllr Aspland said he had written to the sponsors but had not received any responses to date on sponsorship renewal.</li> </ul>
<b>ii.</b>	<b>Other cycle path issues</b>
	<ul style="list-style-type: none"> <li>• Cllr Aspland reported that there had been some vandalism to the whips and that some of the canes had been ripped out and thrown into the field. These have now been piled up and PC members had been asked if they could replace some of the canes. Cllr Prudhoe had he had additional canes if needed.</li> <li>• Cllr Aspland said that a horse rider had complained that the position of whips means that there is a restricted passing space when trying to navigate around walkers and cyclists.</li> </ul>
<b>24.015</b>	<b>To receive an update from the Village Hall</b>
	Brian Eldred provided an update. It is hoped all the works will be completed this week after a slight delay. The new toilets and a disabled toilet have now been installed and volunteers will be removing the old toilets. The kitchen roof and floor joists have been replaced following the issues caused by woodworm in the existing. Brian thanked the Ward Councillors for the funding that had been provided to carry out the extra work. The flooring has been replaced and a new kitchen will be installed this week by volunteers. Infrared heating has been installed which can be controlled by Hallmaster (the bookings software) to ensure it is only on when the hall is being used. There has been a lot of new interest from potential hirers. Professional photos will be taken and the hall will be promoted on Social Media. A launch party is being planned for July. Cllr Aspland thanked Brian Eldred on behalf of the PC for all of his hard work and dedication in bringing the extension project to completion.
<b>24.016</b>	<b>Correspondence and future issues</b>
<b>i.</b>	<b>Matters arising from the minutes of the 4 March 2024 meeting</b>
	None.
<b>ii.</b>	<b>To consider correspondence received by the Clerk since the last meeting</b>
	The Clerk circulated the HAGS Playground Inspection report which had arrived shortly before the meeting. It had been noted that the grass was now very long. Cllr Wake said it would be cut this week.
<b>iii.</b>	<b>To receive 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.</b>
	<ul style="list-style-type: none"> <li>• Cllr Prudhoe said he had inspected the matting at the play area and that it could not be lifted to be levelled as the rubber has now disintegrated. The Clerk was requested to obtain a quote for rubber mulch surfacing.</li> <li>• Cllr Wake advised the PC of some upcoming events at the Village Hall. These will be a Village Hall launch on Saturday 4<sup>th</sup> July, Bonfire Night on Saturday 2<sup>nd</sup> November and a Christmas Fair on Saturday 30<sup>th</sup> November.</li> </ul>
<b>24.017</b>	<b>To confirm the date of the next meeting</b>
	<b>RESOLVED:</b> That the next meeting of Walton Parish Council be held on Monday 1 <sup>st</sup> July 2024 at Walton Village Hall.
	<b>With no further business the Chairman declared the meeting closed at 20:37</b>