



**Minutes of the Ordinary Meeting of Walton Parish Council held on Monday 4 November 2024 at 7.30pm at Walton Village Hall.**

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

**Apologies:** Cllrs Edward Simpson and Stephen Sharp.

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

**Guests:** Ward Cllrs Harrington and Lamb. Cllr Stables arrived at 19:35.

Two members of the public were in attendance. The Chairman welcomed the members of the public and the Ward Councillors and invited them to address the meeting. Cllr Lamb said he had received an enquiry from a resident regarding the drainage issues at the proposed glamping site on Hall Park Road and Farm Shop on Smiddy Hill. These were considered under agenda item 53ii. Concerns had been raised regarding the delivery of rubbish to the Walnut Farm site since the refusal of the planning application. Cllr Harrington said that JWT Developments had been contacted and had confirmed there were no plans to burn any rubbish on site. Waste delivery and disposal has ceased on Rose Dene Farm in Wetherby. The Parish Council were reminded of the Highways meetings which take place every first Tuesday of the third month in Walton. The next one will be in January. The Clerk requested a poster that could be mounted on the noticeboards to make residents aware that they can attend these meetings.

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| <b>24.048</b> | <b>Apologies</b>  |
| <b>i.</b>     | <b>To receive apologies for absence</b>   |
|               | Apologies had been received from Cllr Simpson and Sharp.  |
| <b>ii.</b>    | <b>To approve any reasons for absence submitted for consideration</b>   |
|               | <b>Resolved:</b> That the apologies and reasons for absence be accepted.  |
| <b>24.049</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 received.  |
| <b>24.050</b> | <b>Minutes</b>  |
| <b>i.</b>     | <b>To accept the minutes of the Meeting of the Parish Council held on 2<sup>nd</sup> September 2024 as a true and accurate record.</b>  |
|               | <b>Resolved:</b> That the minutes of the Ordinary Parish Council Meeting held on 2 <sup>nd</sup> September 2024 be accepted and approved as a true record.  |
| <b>24.051</b> | <b>Police Matters: to consider the most recent crime report</b>   |
|               | The Crime Report had been circulated prior to the meeting. There were 125 crimes in Wetherby in October, 37 of which took place in a prison environment. This is an overall decrease of 13.19% compared to September. Violence without injury has seen a sharp increase this month to 50 incidents of which 15 were within a prison setting and 14 were domestic related. |
|               | <b>Resolved:</b> That the report be noted.  |
| <b>24.052</b> | <b>Finance</b>  |

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| <b>i</b>      | <b>To approve Bank Reconciliation Statement as at 31 October 2024</b>   |                                  |         |
|               | <b>Resolved:</b> That the Bank Reconciliation to end of October 2024 be approved. Closing bank balances at 31 October 2024 totalled £20,980.58.   |                                  |         |
| <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>   |                                  |         |
|               | INCA  | Mailbox upgrade                  | £16.80  |
|               | Standard Signs  | Village Gateway Entry Signs      | £295.44 |
|               | Deborah Marshall  | Salary November                  | £199.11 |
| <b>iv.</b>    | <b>To note payments made since the last meeting</b>   |                                  |         |
|               | Deborah Marshall  | Clerk Salary September & October | £380.68 |
|               | HMRC  | PAYE & NI Q2                     | £142.80 |
| <b>v.</b>     | <b>To note receipts since the last meeting</b>  |                                  |         |
|               | Lloyd's Bank  | Savings Interest                 | £21.09  |
|               | <b>Resolved:</b> That the above payments be approved and the receipts be noted.   |                                  |         |
| <b>vi.</b>    | <b>To consider quotes for the 2024-25 Annual Internal Audit</b>   |                                  |         |
|               | Two quotes had been received. One quote at £200+Vat and one at £65.   |                                  |         |
|               | <b>Resolved:</b> That the quote of £65 from Andrew Bosmans be accepted.   |                                  |         |
| <b>vii.</b>   | <b>To consider the 2025-26 draft budget</b>   |                                  |         |
|               | A draft budget had been circulated prior to the meeting. The 2025-26 Tax Base will not be received until December but is not expected to change. It was proposed there be 5% increase to cover inflation and admin costs. This would equate to an annual increase of £3.13 for a Band D property. This will be formalised at the January meeting once the Tax Base has been received. |                                  |         |
|               | <b>Resolved:</b> That a 5% increase be agreed in principle pending the receipt of the tax base.   |                                  |         |
| <b>viii.</b>  | <b>To note the NJC 2024-25 pay increase and Clerk back pay</b>  |                                  |         |
|               | The 2024-25 NJC Pay Agreement and spinal point scale had been circulated prior to the meeting. SCP12 has increased from £13.73 to £14.36 p/h to be backdated to April 2024. The Clerk's monthly pay will now be £248.91 before tax and NI. The resulting gross back pay for 7 months is £76.77. This will be included on the January payments list and payslip.                       |                                  |         |
|               | <b>Resolved:</b> That the NJC Pay increase and back pay be noted.   |                                  |         |
| <b>24.053</b> | <b>Planning</b>   |                                  |         |
| <b>i.</b>     | <b>To consider any planning applications received</b>   |                                  |         |
|               | <b>24/05604/FU</b>  | <b>22 Grange Avenue</b>          |         |
|               | Single storey side and rear extension   |                                  |         |
|               | <b>Resolved:</b> That the PC has no objections.   |                                  |         |
|               | <b>24/05775/FU</b>  | <b>Inglenook, Hall Park Road</b> |         |
|               | Raise roof ridge; addition of dormer with windows to side to form rooms in roof space; additional windows to front and rear and amended first floor windows to existing openings  |                                  |         |
|               | The PC reviewed the application at the meeting. It was agreed that Cllr Aspland would undertake a site visit to assess the impact of the dormer windows.  |                                  |         |
|               | <b>24/05837/FU</b>  | <b>The Garth, Hall Park Road</b> |         |
|               | Demolition of garage; demolition of porch to front; two storey front extension; raised roof height to form first floor level and two storey part single story front, side and rear incorporating a double garage and games room; first floor balcony over kitchen diner; eight new roof lights; replacement of all external doors/windows with new door/windows.                      |                                  |         |
|               | <b>Resolved:</b> That the PC has no objections.   |                                  |         |
| <b>ii.</b>    | <b>To receive an update on any current Planning Applications</b>  |                                  |         |
|               | <b>22/03015/FU – Farm Shop, Smiddy Hill</b>   |                                  |         |
|               | Cllr Kilby read an update from David Rawlings on the services, highways and drainage for the site. The PC acknowledged the letter and it was agreed that Cllr Lamb would verify that the  |                                  |         |

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|               | <p>drainage arrangements were satisfactory to LCC's planning requirements. Building work is expected to commence in summer 2025.</p> <p><b>20/08547/FU – Glamping site, Hall Park Road</b></p> <p>Chris Johnson had circulated correspondence to PC and community members prior to the meeting. An appeal had been submitted to for the conditions to the site, one of which is the requirement (15) to get a feasibility study from Yorkshire Water on implications to surface water drainage and sewer performance. It was agreed that the PC would write a letter requesting that the appeal for the conditions be refused.</p> <p><b>24/03505/FU- Walnut Farm</b></p> <p>The application for four new properties had been refused on 16<sup>th</sup> October.</p>               |
|               | <b>Resolved:</b> That the update be welcomed.   |
| iii.          | <b>To receive an update on drainage issues on Hall Park Road</b>  |
|               | Nothing to report.  |
| <b>24.054</b> | <b>Administration &amp; Governance</b>  |
| i.            | <b>To discuss the use of gov.uk email addresses for PC business.</b>  |
|               | The Clerk reminded members of the PC that Parish Council business and correspondence should be carried out using the gov.uk emails provided and not via Councillors' personal or work email addresses. It was agreed that any Councillors who had not set up access to their gov.uk email accounts would do so as soon as possible.   |
| <b>24.055</b> | <b>Highways</b>   |
| i.            | <b>To consider a risk assessment for the installation of the village entry signs</b>  |
|               | The new Village Gateway signs have been delivered. A risk assessment for roadside working had been circulated prior to the meeting.   |
|               | <b>Resolved:</b> That the risk assessment be approved and signed by Cllrs Aspland and Prudhoe.  |
| <b>24.056</b> | <b>To receive an update from the Village Hall</b>   |
|               | Cllr Wake provided a verbal update. Bookings to hall continue to be good and there has been an increase in wedding enquiries. An official wedding brochure has now been produced. New wrought iron railings, TV and sound system have been installed. A new boiler is planned and fundraising has started for the playground gazebo. There will be a Christmas market on 30 <sup>th</sup> November and bookings for stalls are now being taken. The Village Hall is in great need of volunteers both for the VHMC and to undertake tasks such as leaflet distribution. Cllr Wake asked the PC if it could provide CIL funding of £500 towards new Christmas lights and funding of £250 for one of the village Christmas trees. It was proposed this be taken from General Reserves. |
|               | <b>Resolved:</b> That £500 be approved from CIL for the purchase of Christmas lights and £250 be approved from General Reserves for the purchase of 1 x Christmas tree.   |
| <b>24.057</b> | <b>To receive any updates on the Cycle Path</b>   |
|               | The roadside fence has now been repaired following damage by a truck earlier in the year. Cllr Prudhoe said he planned to organise a volunteer day in March to plant more whips. The Clerk was asked to obtain 700. Cllr Kilby asked if any daffodil bulbs could be supplied. The Clerk said she would check with LCC.  |
| <b>24.058</b> | <b>Play Area</b>  |
| i.            | <b>To consider a quote for the refitting of rubber matting</b>  |
|               | Cllr Wake reported that Kompan had visited the site and could lift and relay the mats for £280 It was proposed that the PC provide its own top soil and grass seed. A budget of £90 was requested so that this could be purchased from a local supplier.  |
|               | <b>Resolved:</b> That the quote of £280 for the mat lifting and £90 for soil and grass seed be approved.  |
| ii.           | <b>To consider quotes for 2025 inspections</b>  |

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|               | The Clerk confirmed that the Play Inspection Company had been booked in December to undertake the Annual Inspection at £90.25. Costs from HAGS and Kompan had been circulated for both the Annual and 3 yearly operational inspections. It was proposed that the Clerk consult Kompan to discuss compliance regarding the use of different companies for the Annual and Operational inspections and report back at the January meeting. |
|               | <b>Resolved:</b> That quotes be reviewed at the January meeting.  |
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| <b>24.059</b> | <b>Correspondence and future issues</b>   |
| <b>i.</b>     | <b>Matters arising from the minutes of the 2<sup>nd</sup> September meetings</b>  |
|               | None.   |
| <b>ii.</b>    | <b>To consider correspondence received by the Clerk since the last meeting</b>  |
|               | The Clerk circulated this list of correspondence prior to the meeting.  |
|               | <b>Resolved:</b> That the correspondence be noted.  |
| <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>  |
|               | None.   |
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| <b>24.060</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 6th January 2025 at Walton Village Hall.  |
|               |   |
|               | <b>With no further business the Chairman declared the meeting closed at 20:52</b>   |

Signed \_\_\_\_\_ Date \_\_\_\_\_