

BADWORTH PARISH COUNCIL

Minutes of the Council Meeting

Held on Wednesday 9th August 2023 at 7:30pm in The Lawson Hut, Badsworth

Prior to the start of the formal meeting a Public Session was held. The Chair welcomed members of the public to the meeting and introduced the individuals sat at the table. She commented that it was nice to see so many members of the public in attendance.

The following issues were raised.

- One member of the public pointed out that the dates included on the Public Rights notice posted on the Council noticeboard were incorrect in that they failed to provide the statutory 30 working days for members of the public to inspect the previous financial years accounts. The Chair indicated that she would check the notice and if that were the case a new notice, with the correct dates, would be posted.
- The same resident questioned the hanging baskets provided throughout the village. They pointed out that the price paid matched that charged for 20 baskets however only 18 could be found around the village. The resident indicated that they had expected to see a credit note showing to cover the two missing baskets. In addition to the fact that there appears to be a shortfall of baskets, the quality of flowers in those delivered was of a lower standard than had previously been seen. The Chair agreed to chase the issues with the contractor.
- A resident reported that a branch from Newlands that was overhanging New Road has been reported to Wakefield Council.
- The signatories on a cheque issued to the Village Plan Group was questioned as only one of them is that of a current serving Councillor. The resident responded that the Council Financial Regulations, and the minutes of the last meeting, indicate that cheques should be signed by two Councillors. The Chair responded by informing the resident that, following advice from YALC, it had been necessary to use another signatory from the previous Council mandate as Barclays Bank have yet to action the new mandate that has been submitted with details of all the new Councillors. The individual that signed was appraised of the advice and agreed to sign so that the payment could be actioned to the Village Plan Group rather than have to wait until Barclays had actioned the new mandate. The arrangements were run past the Council Auditor who also agreed that the actions were acceptable in the circumstances. Regarding the minutes, that matter will be addressed when they come for approval in the formal section of the meeting.
- A resident indicated that they had attended the meeting to see who the Councillors are as, at the time of election, they had no knowledge of who was standing. The Chair pointed out that it is the responsibility of the individual candidate to decide if publicity is issued regarding their intent to stand as a Councillor. The resident responded with numbers of votes cast and suggested that it was evidence of a general feeling of apathy in the village.
- A question was asked regarding the assets that have been accrued to address parking and speeding issues within the village, which they believe to be in the region of £40,000. The Chair responded by asking the public to give the new Council time to get established but confirmed that the funds are held in a specific fund for the purpose indicated and that the Council will remain in conversation with the villagers regarding its use.

Present: Cllr Mrs B Graham (Chair) Cllr H Cooke Cllr R Ellis
Cllr B Graham

In Attendance: 15 Badsworth Residents Mr T Parkinson

39/0823 To Receive Apologies for Absence

Apologies were received from Cllr J McKinnell due to work commitments.
The apologies were accepted and noted.

40/0823 To Receive Declarations of Interests from Councillors

None were received.

41/0823 To Receive Requests for Dispensations from Councillors

None were received.

42/0823 To Receive Minutes of Previous Parish Council Meetings

(a) Meeting held on 19th April 2023

As Cllr Mrs Graham was the only person present, she proposed them as a true record of the proceedings. The minutes were then approved as an accurate record and duly signed by the Chair.

(b) Meeting held on 19th July 2023

As raised in the public session prior to the meeting Minute 33/0723 Resolution (b) should be corrected to read “that all the above payments be approved with payment by cheque signed by the Chair plus one other person from the current bank mandate (as advised by YALC).”

Subject to this correction, the minutes were approved as an accurate record and duly signed by the Chair.

43/0823 To Receive notice of any Actions taken by the Chair since the last meeting

The Chair reported that

- (i) Whole Council Training has been arranged (as approved under minute 36/0723) for Saturday 9th September 2023. This will take place in The Lawson Hut.
- (ii) The village is entitled to an Annual Parish Meeting which was not called by the outgoing Chair and that notice is served that it will be held on Wednesday 30th August 2023. The Locum Clerk reported that this is called under Section 9 of the Local Government Act 1972 and is a meeting of the Parish and not the Parish Council. Clarification was provided on who has the right to attend and speak at the Annual Parish Meeting and that matters for the Parish Council should be brought through the normal procedures and not via this meeting.

- (iii) There have been no Police Reports at Parish Council meetings for a considerable time, which is common to most Parish/Town Councils. She indicated that she has become aware of the PACT (Police and Communities Together) meetings that address the issues previously covered by attendance at Council meetings. The Chair will endeavour to attend the one that covers Badsworth (held in Ackworth) and that the details of the date, time and venue will be posted on the Council noticeboard.

44/0823 To Receive Reports from Members

Cllr Mrs Graham reported that she has been contacted by a resident, through email, regarding the edge of the road on Main Street which is falling. The matter will be reported to Wakefield Council for them to address.

Cllr Mrs Graham reported that the sign outside the school continues to indicate an incorrect time for parking restrictions (showing 5am instead of 5pm). She will take the matter up with Wakefield Council once again.

Cllr Mrs Graham reported that she will re-report the fact that the 20mph sign at the entrance to the village continues to be obliterated by a hedge.

Cllrs Mrs Graham indicated that she has been approached regarding the Cold War Bunker and has emailed some questions but is still awaiting a response.

Cllr Mrs Graham reported that there are some issues with a wall on Badsworth Way prior to the section that the Parish Council is responsible for. She has reported the matter to Wakefield Council.

Cllr Mrs Graham reported that she has been approached with a request for more bulbs for the village. She indicated that available funding sources/budget headings will need to be investigated prior to this being progressed.

45/0823 Correspondence

The correspondence received had been circulated to members prior to the meeting for their consideration. The Chair indicated that she had mistakenly reported communications from Milners Solicitors regarding Our Badsworth Way when it should actually have been Lupton Fawcett solicitors. She apologised for the inaccuracy on the agenda.

- i. Yorkshire Air Ambulance, by email 21 July 2023, (request for financial support listed under Agenda item 49/0823);
- ii. Badsworth Resident email 27 July 2023 - noted;
- iii. Archdeacon of Pontefract - noted;
- iv. Lupton Fawcett Solicitors - noted
- v. Badsworth Resident email 31 July 2023 - noted;
- vi. Plantscape and WMDC re hanging
baskets licence - now sorted, Licences in place.

46/0823 St Mary's Centre

A discussion took place, during which a member of the public enquired if the Council had a copy of the Land Registry Entry which would list any restrictive covenants that may be in place for the site. The Chair responded that the Council did not, and as there would be a cost to acquire it would be into September before such a request could be made due to it not being listed on this agenda and therefore illegal to authorise such a spend. Whilst acknowledging the frustration that legislative restrictions place on the Council it would be included on the next agenda so that the process could begin. The resident responded by asking if the Council could accept a copy that was purchased by a member of the community. It was noted that this would speed up the whole process.

It was generally agreed that the St Mary's Centre is of real value to the village, but as a Church asset the Parish Council and residents of the village have no overall control over what happens to the facility. Cllr Ellis suggested that the Council write to the Church to enquire if they would continue to make the St Mary's Centre available to the village. Cllr BM Graham agreed that it is a significant community asset where the Church is very influential and that it is in the interests of everyone to have discussions about future use of the facility that meet the Church and Village needs. Ultimately the community would want to see the facility well looked after with adequate stewardship. Cllr Cooke supported all the comments made.

47/0823 Planning Matters

A list of all applications and decisions related to Badsworth, from April 2023 to date, had already been circulated to all members. It was noted that there has been very little planning activity in this period.

The only live application to be considered is

Application No: 23 / 01297 / TPO

Submitted by Mr Andrew Cracknell

Address: 8 Saddlers Grove, Badsworth, WF9 1PE.

Reason: Removal of two tree branches over pond for light issues.

Target Date: 11 September 2023.

RESOLVED Note the application with No Objections.

48/0823 Finance

The Locum Clerk reported that he had been notified, after publication of the agenda but prior to the meeting, of three additional items of expenditure which needs approving.

The revised list presented was

Payment No	Payee	Amount	Purpose	Decision
48/0823-1	Cllr Mrs B Graham	£6.85	Postage of notice to exempt from External Audit – Guaranteed Next Day Delivery & Signed For.	Approved
48/0823-2	Village Plan Group	£120.00	Contribution to June edition of ‘Our Badsworth Way’.	Approved
48/0823-3	Plantscape (idverdi.co.uk)	£1976.40	Provision of Hanging Baskets throughout the Village.	Approved, but Chair to enquire about missing baskets and share concerns re plant quality.
48/0823-4	Vision IT	£182.86	Website management costs.	Approved
48/0823-5	Cllr Mrs B Graham	£4.50	Additional key for Parish Noticeboard.	Approved
48/0823-6	Cllr Mrs B Graham	£3.10	Postage on new Bank Mandate returned to Barclays Bank plc.	Approved
48/0823-7	T Pemberton	£15.00	Additional plants for use around the village.	Approved
	TOTAL SPEND	£2,308.71		

49/0823 **Requests for Financial Support**

Two requests for Grant Aid were received. The Chair reported that the total allocation for Grant Aid within the precepted budget is £250 for the year, however there are other budget headings that may be appropriate for funding future applications. The two applications considered were:

1) Yorkshire Air Ambulance.

A written request had been received for a donation towards the running costs of the Air Ambulance, no specific amount was included. Following a discussion, it was agreed in principle that this is a good cause and that the Parish Council should support them. A donation of £100 was proposed by Cllr Mrs Graham, seconded by Cllr Cooke and unanimously agreed.

RESOLVED That Badsworth Parish Council make a one-off donation of £100 to the Yorkshire Air Ambulance.

2) Badsworth Village Website.

A request had been received from Mr Jonathan Broadhurst for a total of £168.40 to meet the costs of renewal of host provision and domain name for the Badsworth Village Website. A discussion around its usage that benefits the community followed during which the Chair sought the views of members of the public present at the meeting. One Badsworth resident indicated that the site content was poor and is duplicity of information available from other on-line sources. It was further reported that the old Village Website now re-directs viewers to the new version, but that the re-direction will

only be in place for a limited period. The Chair asked that thanks be recorded to Mr Broadhurst for the assistance that he has provided with the difficulties experienced in accessing the Parish Council website. Following discussion, it was

RESOLVED that this request be deferred to the next meeting to allow time for some research into the community benefits of this website.

50/0823 Significant Variances Report 2022-23.

This matter has still to be addressed. It was

RESOLVED to defer this matter to the September 2023 meeting.

51/0823 Date & Time of Next Meeting.

The date of the next meeting was confirmed as Wednesday 20th September 2023, at 7:30pm in The Lawson Hut, Main Street, Badsworth.

52/0823 Exclusion of the Press and Public.

In accordance with Public Bodies (Admissions to Meetings Act 1960) Cllr Mrs Graham proposed that the press and public be excluded from the remainder of the meeting on the grounds that the publicity would be prejudicial nature of the business to be transacted. This was seconded by Cllr B Graham and unanimously supported.

IN PRIVATE

53/0823 Continued use of “Our Badsworth Way”.

A discussion was held regarding the Parish Councils future use of the publication during which a number of questions were raised. It was decided that the questions be put to the Village Plan Group so that a more meaningful decision on future links can be made. In the meantime, following on from comments made in the public section, it was felt appropriate to include ‘Pen-Portraits’ of the Councillors in the next edition. Following the discussion, it was

RESOLVED (a) that the Parish Council write to the Village Plan Group to seek answers to the questions raised in the discussion;

(b) that Councillors prepare a brief ‘pen-portrait’ of themselves for inclusion in the next edition of Our Badsworth Way.

54/0823 Appointment of a Parish Clerk / RFO

The Locum Clerk had previously circulated copies of the HR Committee Minutes from their meeting held on 3rd August 2023.

(i) Minutes of the HR Committee Meeting held on 3rd August 2023

The members of the HR Committee approved the minutes as an accurate record of the proceedings which were duly signed by the Chair of the Committee.

All Cllrs agreed that the proposals put forward by the HR Committee meet the needs of the Parish Council with regards to the role of Parish Clerk / RFO. The Locum Clerk detailed the actual costs from the range of NGA Scale points suggested which fall within the budgeted salary costs for the Clerk/RFO.

(ii) Job Description

This had previously been circulated to all members. Its content was approved unanimously for distribution to prospective candidates for the post.

(iii) Person Specification

This had previously been circulated to all members. Its content was approved unanimously for distribution to prospective candidates for the post.

(iv) Application Form

This had previously been circulated to all members. The Locum Clerk informed Cllrs that it was the form that has been used previously by Badsworth Parish Council but has been adjusted so that it can now be completed electronically. The only change to the previous version is the insertion of a request for consent to undertake a DBS check prior to appointment. Its content was approved unanimously for distribution to prospective candidates for the post.

(v) Job Advert

The advertisement for the position had previously been circulated to all members. Its content was approved unanimously for issue. A discussion regarding where the position should be advertised was held and it was agreed that it should be placed on the YALC vacancy list and on the Parish Noticeboard.

55/0823 Closure of the Meeting

A summary of the issues to be followed up was shared prior to the meeting being closed at 9:15pm

