

BADWORTH PARISH COUNCIL

Minutes of the Council Meeting

Held on Wednesday 20th September 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 reminded them that residents can speak for a maximum of three minutes within the fifteen minutes allocated to the Public Session. One member of the public announced during their contribution to the Public Session that they were recording the meeting so that there would be an accurate record of proceedings.

The following issues were raised.

- One member of the public pointed returned to the point that the dates included on the Public Rights notice posted on the Council noticeboard were incorrect in that they failed to acknowledge that there was a Bank Holiday during the stated period. He further suggested that as the Public Rights Notice is a legal document to make changes to the dates in biro was not acceptable, a newly typed version should have been posted. The resident then returned to a FOI request submitted. He complained that the Chair had failed to redact his name from an email that was forwarded and will therefore be making a complaint to Badsworth Parish Council and contacting the Monitoring Officer at Wakefield Council to ask if the issues raised constitute bringing Badsworth Parish Council into disrepute. In answer to some of the questions raised the Chair responded with statements she had received from YLCA.
- A resident questioned the hanging baskets provided throughout the village. The Chair responded that the matter will be discussed later in the meeting, which the resident was pleased to hear.
- A resident asked if they could read a pre-prepared presentation which would last the three minutes of allocated time. Within the presentation they returned to the FOI request made regarding correspondence with the dioceses which had not been completely fulfilled. As a consequence of this the resident indicated that they had reported the Council to the Information Commissioners Office who have responded that Badsworth Parish Council should now perform a formal review. A further complaint regarding the non-removal of her name as previously requested and unanswered correspondence was raised. The presentation posed a number of questions for the Council to consider. *[at the end of the meeting the resident left a hard copy of the presentation for Councillors to refer to]*.
- A resident indicated that they had previously contacted the Parish council with regards to the Our Badsworth Way article and the loss of the Fitzwilliam Trust site to the village. They requested that the Parish Council spearhead a focus group with regards to the future use of the St Mary's Centre.

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

In Attendance: 14 Badsworth Residents Mr T Parkinson

56/0923 To Receive Apologies for Absence

There were no apologies to be received as all members were present.

57/0923 To Receive Declarations of Interests from Councillors

None were received.

58/0923 To Receive Requests for Dispensations from Councillors

None were received.

59/0923 To Receive Minutes of Previous Parish Council Meeting held on 9th August 2023

The minutes were proposed and seconded as a true record of the proceedings.

The minutes were then unanimously approved as an accurate record and duly signed by the Chair.

60/0923 To Receive notice of any Actions taken by the Chair since the last meeting

The Chair reported that

- (i) Previously it had been reported that the Police would no longer be feeding into Parish Council meetings but the Chair had occasion to speak with the PCSO that covers the area who has offered to provide feedback. It was pleasing to hear that the PCSO feels there are no issues in the village that need bringing to the attention of the Parish Council.
- (ii) The Councillors training session mentioned at the last meeting has taken place and was very productive. All Councillors attended and benefited.
- (iii) The three District Councillors have been contacted prior to the meeting and they have nothing to report back.
- (iv) A resident has contacted the Chair indicating that they had spoken with the people on the Cold War Bunker site and that they indicated it has been bought for his family use. The owners have indicated that they wish to keep it as a historic monument. Wakefield Council are aware of the potential use of the site but should future planning requests be submitted the Parish Council would get the opportunity to comment. It was reported that Channel 4 have been filming on site and that the piece should be aired on TV in the near future.

44/0823 To Receive Reports from Members

Cllr BM Graham reported that he has contacted the Chief Executive of Northern Power Grid regarding the power outage that affected the village on 22nd August. He indicated that he has received a response from the Customer Services Team as well as an engineer that had been working on the matter. Problems with both overground and underground cables were cited with the source located on Ninevah, however the examinations required were on a resident's property and the resident was not available to give their consent. Generators were sited in the village but problems arose with regards to solar panel feeds adding to the network. Cllr Graham reported that he is awaiting feedback with regards to the potential financial compensation that residents may receive.

Cllr McKinnell has previously raised the idea of holding a Coffee Morning so that residents can meet the Councillors on an informal basis. It was felt that it would be useful to do this before the budget setting process begins so that councillors are better informed as to what villagers would like to see happen over the coming year. She indicated that the Lawson Hut committee have agreed to free use on a Saturday. The intention would be for this to be a quarterly event. Cllr McKinnell agreed to look at available dates and circulate them to facilitate villagers attendance.

62/0923 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.

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| i. | Information Commissioners Office,
advance notice that £35 annual renewal
fee would be taken by Direct Debit on
or before 20 th October 2023 | - noted; |
| ii. | FOI request from resident | - noted for action to be taken; |

63/0923 Annual Parish Meeting – held on 30th August 2023

Cllr BM Graham offered feedback from the meeting which had been well attended and saw lots of issues raised. A brief summary of the issues raised follows:

- Wild Flowers on Grove Lane - this has now been addressed and looked good;
- Coronation Mugs for Undr11's - Cllr Mrs Graham reported that they had been distributed to all that had requested them, however she is aware that some young people missed out as no request had been received and sadly all the available mugs have now been issued;
- Dog Waste Bags - the station has not been refilled as some people were taking hands full of bags rather than just what was required. Cllr McKinnell has been

investigating potential suppliers of suitable bags. She will source appropriate quotes, by both quality and quantity, to be presented as an agenda item at the next Council meeting;

- Hanging Baskets - this item is being discussed later in the Council meeting agenda;
- Christmas Trees / Lights - this item is being discussed later in the Council meeting agenda;
- Village Communication issues - The Chair reported that the Parish Council noticeboard near the school is set for Community use. Anyone wishing to post items should contact the Chair;
- Village Day - The Chair commented that the 2023 event did not get any Parish Council funding (as it had not been requested) but that some grant requests may still appear for material resource to help mount the 2024 event;
- Book Exchange - the potential of a book exchange was raised. It was acknowledged that it would need to be sited outside. The Lawson Hut committee are happy to be involved;
- Bus Shelter - a request for a modernised bus shelter, in line with all the others in the area, was put forward. Mr Parkinson suggested that the PTE be contacted to request that Badsworth be brought in line with other communities in the locality. Cllr BM Graham agreed to take the matter on.

64/0923

St Mary's Centre

The Chair reported that she has been informed (not by email) that the Parish Church is facing financial problems. They have made no contributions to the Diocese for approximately 3 year's which, if it were to continue, could result in the closure of the church. This is the reason that the St Mary's Centre, Reading Rooms and Fitzwilliam Trust space is being put on the market. It has been indicated that funds could be used to add toilet and kitchen facilities along with a public space within the church.

It was noted that there are restrictive covenants on the site. Cllr BM Graham acknowledged that any future change of use on the site would require planning permission and it would be at that stage that the Parish Council could become more involved.

Following discussion Cllr Ellis proposed that the Parish Council write to the Fitzwilliam Trust to (i) find out more about who the Trustees are, and (ii) what the Trustees intentions are with the funds raised from the sale.

The proposal was seconded by Cllr BM Graham and then unanimously approved.

Cllr BM Graham offered to draft a letter to send to the Trustees.

A resident of the village has some documentation that may help the Council formulate any future involvement. The resident indicated that it raises questions as to the accuracy of details recorded at the Land Registry. They agreed to make it available to Councillors and suggested that other residents may wish to join the discussion.

It was

RESOLVED 1

That Badsworth Parish Council write to the Fitzwilliam Trust to enquire how the proceeds from the property sale will be used to benefit the community and seek more information about the Trust.

RESOLVED 2

That Councillors and interested villagers arrange to meet to consider the documentation made available that throws potential

doubt on the accuracy of information shown on the Land Registry site.

65/0923 Our Badsworth Way

A discussion took place regarding the Parish Council's future interactions with the Our Badsworth Way publication. Councillors spoke positively about the publication and its value to the community. It was felt important that the publication stresses that the Parish Council only have editorial control over the items that they submit and that they are not the only funder of the magazine.

Councillors indicated that they are happy to continue funding the publication at this stage. It is the aim to submit 'pen-portraits' of each Councillor in the next edition, if that is to be issued in the near future. The Editor could not confirm that an edition would be issued in the near future at this point. A resident interjected to declare that the 'Our Badsworth Way' publication was owned by the Village Plan Group. Councillors were happy with this information as it is in line with what Badsworth Parish Council believed to be the case.

Following the recent Councillor Training where it was indicated that it is good practice for a Town / Parish Council to issue their own newsletter periodically.

It was proposed by Cllr McKinnell that

'Badsworth Parish Council seek to produce its own newsletter (2 per year) to comply with the requirements of what a 'Good Council' would do, whilst still contributing to Our Badsworth Way'.

This was seconded by Cllr Ellis, and was subsequently voted upon where it was unanimously agreed.

It was therefore

RESOLVED 3 That Badsworth Parsh Council will produce two newsletters each year and continue to submit items for inclusion in the Our Badsworth Way publication.

66/0923 Planning Matters

A list of all applications and decisions related to Badsworth had already been circulated to all members.

The live application to be considered were:

Application No:	Address:	Reason:	Outcome	Date
23/00711/FUL	6 The Croft Badsworth WF9 1AS	Conversion of existing garage into a bedroom. Existing flat roof removed and replaced with raised tiled roof and render to front elevation of proposed bedroom.	Approved	11/08/2023
23/01364/TPO	Cherry Tree Lane Grove Lane Badsworth	T1 Sycamore – Crown reduction to form Habitat Stem	Approved	30/08/2023
23/01297/TPO	8 Saddlers Grove Badsworth WF9 1PE	Removal of two tree branches over pond for light issues.	Approved	

RESOLVED 4 **Note the application with No Objections.**

67/0923 **Finance**

67/0923.1 **Chairs Allowance**

The Chair indicated that when the 2023-24 budget was set a figure of £50 was built in under this heading. Following a brief discussion regarding the purpose for the allowance it was unanimously

RESOLVED 5 **That a Chairs Allowance of £50 be made available to Cllr Mrs B Graham in her position as Chair of Badsworth Parish Council.**

67/0923.2 **Provision of a New laptop for Clerk**

The current laptop has now reached the end of its useful life, therefore a replacement for use by the new Clerk once appointed was felt appropriate. Cllr Ellis reported that he had conducted some initial research on suitable replacements and indicated that a budget in the region of £750 to £1,000 would secure an appropriate machine with the necessary software to meet the requirements of the Parish Council. He indicated that he had explored both purchase and lease options and that the former would be the most cost effective in this situation. Following discussion, it was proposed by Cllr Mrs B Graham, and seconded by Cllr BM Graham, that a maximum budget of £1,000 be set aside to make this purchase. This action was unanimously supported. It was therefore

RESOLVED 6 **That Cllr Ellis to pursue the options available within the agreed maximum £1,000 budget and report back to the next Parish Council meeting.**

67/0923.3 **Payments**

The following request for payments were presented

Payment No	Payee	Amount	Purpose	Decision
67/0923-1	YLCA	£15.00	Placement of advertisement for Clerk's position in the 'White Rose' publication issued by YLCA.	Approved
67/0923-2	YLCA	£192.00	Cost of Whole Council Training session provided by YLCA.	Approved
	TOTAL SPEND	£207.00		

RESOLVED 7 **That cheques be issued to cover the two payments approved.**

68/0923 **Charging Policy for Freedom of Information (FoI) Requests**

Councillors were reminded that it is possible to make a charge for fulfilling FoI requests where the time involved has an impact on the work of the Clerk. This is more of an issue when the Clerk's position is not full time. As Badsworth Parish Council employ a Clerk to work only 20 hours per month, which includes the monthly meeting, it could become an issue. Councillors expressed concern of their understanding of what comprises a FoI and how they must be addressed when received. It was proposed by Cllr Ellis that some further

Councillors Training be undertaken around this issue. This was seconded by Cllr BM Graham and after a unanimous vote in favour it was

RESOLVED 8 That the Chair contact YLCA and request a training session on FoI for all Councillors and the Clerk.

Following a discussion, it was agreed, in principle, that the Council should be able to make a charge for meeting FoI requests when it seriously impacts on the day-to-day work of the Clerk. Cllr Ellis proposed that

‘Badsworth Parish Council establish the power to make a charge for future FoI requests received, the details of how to be decided following training from YLCA’.

This was seconded by Cllr BM Graham and subsequently voted upon where it was unanimously agreed.

69/0923 Requests for Financial Support

The only item for consideration was the deferred request from the previous meeting.

Badsworth Village Website.

The Chair invited the applicant to speak to their application. Mr Broadhurst proceeded to explain that since his initial request the domain name is now held in the name of the ‘Village Social Group’. He explained that it had not been possible to transfer the original domain name (badsworthvillage.com) so a new name has had to be registered and the content of the original site duplicated on the new. The original domain will expire in time. The newly established domain name is ‘badsworthvillage.uk’. He further indicated that the format the site has been established in will facilitate individual groups being able to manage and edit their own pages within the site. All Lawson Hut bookings are now going through the new site. He believes the website will build links within the village. It could, in the future, become a source of income for the village. When asked about who would be involved with the project Mr Broadhurst responded that it will allow as many people that want to be involved to do so.

It was reported that the costs of setting the site up had been personally met by Mr Broadhurst but that he did it for the village. The annual renewal costs will be in the region of £100 pa.

The request received is for a total of £168.40 to meet the costs of renewal of host provision and domain name ‘Badsworthvillage.uk’. Following discussion, Cllr McKinnell proposed that the full amount be awarded. This was seconded by Cllr Cooke and unanimously supported. It was therefore

RESOLVED 9 that the full sum of £168.40 be awarded.

70/0923 Hanging Baskets

70/0923.1 Based on this years display it was suggested that the Parish Council do not use the same provider, Plantscape, for 2024. It was noted that though the initial contact was through Plantscape the invoices have come from a company called ‘Icverdi’. A discussion ensued regarding the ownership of the brackets that the baskets hang from. It was confirmed that they do belong to the village and were actually installed by a resident. A second resident, who holds all the relevant certificates for working at height, offered to adjust the one bracket that has been installed incorrectly. The invoice for this year’s baskets has yet to be paid as there are difficulties in making contact with the company.

Following discussion it was

- RESOLVED 10**
- a. to make a formal complaint to this year's provider of hanging baskets with regards to the quality of the display;
 - b. that the option of taking back 'In-House' be explored;
 - c. that alternate providers be sought for the 2024 display so that due diligence can be done before making the final decision for 2024's display.

70/0923.2 The possibility of installing Winter Baskets was considered, however due to the late timing of this suggestion it was decided not to pursue the matter further for the 2023-4 winter period. It was agreed that the possibility be explored in more detail next year allowing time for quotes etc to be considered well ahead of the required installation time.

71/0923 **Christmas in the Village.**

The Chair reported that the Rector has indicated that there will only be one Carol Service in the village this year.

The provision of a village Christmas Tree was discussed with the suggestion that a living tree be pursued. The installation of a root-ball tree raised the issue of possible locations and the only sites suggested were outside the school or alongside the Lawson Hut. The issue of how the tree would be lit was discussed with the options of solar lighting or mains connections at the chosen site. This will be discussed in more detail when a final location is agreed. Cllr McKinnell agreed to investigate the potential of having a living tree that the grower collects and returns to their land for the summer period each year. Cllr McKinnell also agreed to raise the matter with the Lawson Hut committee to seek their views and support for using their grounds as the potential location for the village Christmas Tree. In addition to the tree the possibility of having light-wraps on some of the lampposts through the village, similar to what is used in other communities in the Wakefield District, was discussed and met with positive reaction from the members of the public in attendance. The date for the switch-on was explored and Wednesday 29th November was proposed.

Following the discussion, it was

- RESOLVED 11**
- a. that Cllr McKinnell approach the Lawson Hut committee, on behalf of the Parish Council, to seek their support for installing the Village Christmas Tree within their site;
 - b. that Cllr McKinnell research the potential of having a living tree brought to the village each winter and then removed to grow-on over summer elsewhere before being returned to the village the following December;
 - c. that Cllr Mrs Graham approach Wakefield Council to investigate the possibility of having lamppost light-wraps installed in the village for this Christmas;
 - d. that the matter be placed on the agenda for the October Parish Council meeting where feedback from Cllr McKinnell and Cllr Mrs Graham can be shared with the view to a decision being taken for the 2023 Christmas lighting arrangements.

72/0923 **Date & Time of Next Meeting.**

The date of the next meeting was confirmed as Wednesday 18th October 2023, at 7:30pm in The Lawson Hut, Main Street, Badsworth.

73/0923 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 ****

74/0923 Appointment of a Parish Clerk / RFO

The Chair confirmed that there had been two expressions of interest in the post and one application received within the timescales. Contact difficulties were discussed and the provision of a Parish Council mobile phone, for the Clerk to use when in post, was felt appropriate. Unfortunately, the issues with email accounts have made the application process difficult and following discussion it was

- RESOLVED 12**
- a. that the deadline for applications be extended to Friday 29th September to address the contact problems;**
 - b. that the shortlisting meeting be held at 7pm on Friday 29th September;**
 - c. that interviews for the post be held on Wednesday 11th October in the Lawson Hut.**

75/0923 Closure of the Meeting

It was agreed that the October agenda should include the re-adoption of the updated policies recently circulated to members. A summary of the issues to be followed up from this meeting was shared prior to the meeting being closed at 9:30pm

TP / 071023