

BADWORTH PARISH COUNCIL

Minutes of the Council Meeting

Held on Wednesday 18th October 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.

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 and that a newly typed version had not been posted. The resident informed the Council that as a result of this he had contacted the External Auditor as he felt that there were documents that should have been made available to the public that have yet to do so. He indicated that, he believes, the External Auditor will have been in touch with the Council to resolve the matter and whilst acknowledging that there would be a subsequent cost to the Council, he felt the need to resolve it justified this. The Chair replied to the resident indicating that the matter was in hand and at this stage there was nothing else she would say on the subject.
- A resident wished to note the fact that they felt the work undertaken by a volunteer resident to brighten the village with plants was very much appreciated and that any further funding to support this work within the Council budget would be most appropriate.
On another issue the same resident reported that the 'Talent Evening' held the week before had raised around £450.
He further asked for clarification regarding who could speak at these meetings. The Chair explained that anyone may comment in the public session of Council meetings, within the time constraints covered by the current Council Standing Orders, but that it is restricted to residents of the village at the Annual Parish Meeting.
- A resident raised the difficulties in identifying a mutually convenient date and time for the Council to meet with the Village Plan Group. They noted that Cllr McKinnell would not be available for the proposed meeting on Saturday 21st October and felt that the meeting would be better if all parties were able to attend and as a result suggested that the meeting should not go ahead. A brief discussion around dates was held during which Cllr McKinnell indicated that for all Cllrs to be available it would tie things down to either a Saturday or Sunday. Cllr McKinnell agreed to re-send the 'Doodle' to all parties so that a date can be agreed as soon as possible.

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

In Attendance: 4 Badsworth Residents Mr T Parkinson

76/1023 To Receive Apologies for Absence

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

77/1023 To Receive Declarations of Interests from Councillors

Cllr Ellis declared a non-pecuniary interest in the decision to appoint an external payroll provider. This declaration was noted.

78/1023 To Receive Requests for Dispensations from Councillors

The Clerk indicated that he had, prior to the meeting, received written requests for a Dispensation to be granted to both Cllrs Graham with respect to a planning application (tree work) on their property. An additional request had been received from Cllr Ellis with regard to the quotes for providing payroll services to the Council to be considered in the private section of the meeting.

All three requests were submitted on the appropriate application forms which were available for all Councillors to inspect. Following discussion, it was

RESOLVED 1 that all three Dispensations be granted in that members may be allowed to remain in the meeting but not speak on the items covered by their request.

79/1023 To Receive Minutes of Previous Parish Council Meetings

79/1023.1 Parish Council Meeting held on 20th September 2023

The Chair pointed out that a typing error has been made with regard to the provider of hanging baskets. It was shown as 'Icverdi' (Minute 70/0923.1) but should have been 'Idverdi'.

Subject to that amendment, the minutes were proposed and seconded as a true record of the proceedings, and unanimously approved as an accurate record to be duly signed by the Chair.

79/1023.2 HR Committee Meeting held on 29th September 2023

The meeting was called to shortlist candidates for interview for the position of Clerk / RFO to Badsworth Parish Council following closure of the application period.

The minutes were proposed and seconded, by attending members of the Committee, as a true record of the proceedings, and unanimously approved as an accurate record to be duly signed by the Chair.

79/1023.3 HR Committee Meeting held on 11th October 2023

The meeting was called to interview shortlisted candidates for the position of Clerk / RFO to Badsworth Parish Council and make subsequent recommendations for appointment of the preferred candidate.

The minutes were proposed and seconded, by attending members of the Committee, as a true record of the proceedings, and unanimously approved as an accurate record to be duly signed by the Chair.

80/1023

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

The Chair reported that

- (i) The Church may not wish to illuminate the trees in the Church Yard prior to the start of Advent and the nominated Christmas Tree Switch-on is prior to Advent though discussions with the Rector will be held. Cllr McKinnell commented that she has had conversations with some of the regular church attenders who had expressed a desire for the switch-on to cover all elements in the village. The Chair will take this back to the Rector. The Chair indicated that the Lawson Hut is booked for the agreed switch-on date.
- (ii) The Investigation of Procedures that the ICO now required has not started yet as it was felt more appropriate that the newly appointed Clerk undertake this as an impartial new pair of eyes. Some discussion ensued during which Cllr McKinnell offered to look at some of the elements raised in the complaint. It was then agreed that Cllr McKinnell take the lead on the investigation rather than the new Clerk.
- (iii) An email request from Wakefield Council has been received regarding public car parks in Badsworth and the possibility of installing electric car charging points in them. The Chair indicated that she had responded pointing out that there are no public car parks within Badsworth, which Wakefield Council should have been aware of, therefore the consultation on this matter was meaningless.
- (iv) A letter, as previously agreed, has been sent to the Archdeacon with regard the position of the Fitzwilliam Trust. At this stage no reply has been received but the Chair agreed to follow-up on the matter.
- (v) Problems with Barclays Bank plc continue regarding the bank mandate. Despite Cllr McKinnell visiting the Hemsworth Branch in person to be added to the mandate Barclays continue to report that they are yet to receive her details. This is something that both the Chair and Cllr McKinnell are following-up.. Following discussion it was suggested that the Council may wish to consider moving banks.

81/1023

To Receive Reports from Members

Cllr BM Graham updated Members that following his correspondence with the Chief Executive of Northern Power Grid on the power outage that affected the village on 22nd August. He reported that Northern Power Grid are bound by OfGEM rules when it comes to compensatory payments that relate to the frequency and duration of power losses which, unfortunately, Badsworth did not meet. They have agreed to continue to monitor the service to Badsworth and reassured Cllr Graham that should they meet the required conditions the appropriate payments would be made to users automatically. Cllr Graham is, however, still waiting to receive this reassurance in writing.

Cllr McKinnell returned to the 'Meet the Councillors' Coffee Mornings and reported that The Lawson Hut Committee had granted free use of the facilities for these events. Two initial dates have been booked to try the activity. The dates are Saturday 18th November 2023 and Saturday 10th February 2024. Both sessions will be 10am to 12pm.

Cllr McKinnell had agreed to investigate suppliers for dog waste bags to put out on Badsworth Way. She has managed to find both biodegradable and compostable bags (which are the most expensive). Concern was expressed at the idea of putting dog waste onto a compost heap. The cheapest quotes she has sourced are

Biodegradable: 540 bags for £9.95 - supplied as 27 packs of 20;

Compostable: 250 bags for £26.00.

Following discussion it was agreed to pursue the Biodegradable option and to submit an order to the November agenda with a view of drip-feeding the dispenser rather than bulk load. It was further agreed to include a humorous poster / notice reminding people to only take what they need at the time rather than by the handful.

Cllr McKinnell reported that Thorpe Audlin have produced a street map of the houses in the village that would be happy for 'Trick-or-Treat' visitors. She agreed to investigate it further with a potential of doing the same for next year.

Cllr Ellis reported on the information he had gathered regarding the purchase of a new laptop for the incoming Clerk / RFO within a total budget of £1,000 (Minute 67/0923.2). He indicated that his investigations show that the budget will provide a good quality device. He further reported that the software options available are to purchase a 'Lifetime Licence' with Microsoft at a cost of £190 or to take the 'Microsoft 365' route at a cost of £60 per year. He pointed out that the '365' route will ensure the latest updates, and as the usual expected life span for IT equipment is approximately 3 years this would work out as the cheapest option. Some additional benefits can be accessed by opening a Business Account with Curry's. Following discussion, it was

RESOLVED 2 that Cllr Ellis investigate the benefits to Badsworth Parish Council of opening a Business Account with Curry's and report back at the next meeting with a final proposal of a suitable total package being included on the November agenda.

It was reported that social media indicates that Badsworth Way is in a poor state of maintenance. Both Cllrs Graham have, as a result, walked the path to investigate. They reported that there is still some work to be done on the wall and that there are overgrown sections that are Badsworth Parish Council's responsibility to cut back. Following discussion, it was

RESOLVED 3 that the Chair, in discussion with the new Clerk, follow-up the necessary cutting back with Wakefield Council.

Cllr Cooke indicated that all her items will be covered on the agenda.

Cllr Mrs Graham reported that at the school's Governing Body meeting it was reported that there has been some vandalism in the grounds. One youth involved was photographed and this has been passed to the Police. The school have indicated that if these acts were to continue the Governors would need to look at closing the site to the public out of hours. This is not a course of action that they would like to pursue but, as a last resort, may be forced into.

82/1023 Correspondence

The only two items of correspondence received have already been discussed:

- SBA (External Auditor) with regards to the complaint made by a resident;
- Wakefield Council with regards to the public car park charging points.

83/1023 Planning Matters

The first three items on the following list of applications and decisions related to Badsworth published had already been circulated to all members. The remaining ones had been published after the calling notice had been issued.

The live application to be considered were:

Application No:	Address:	Reason:	Outcome	Date
23/01297/TPO	8 Saddlers Grove Badsworth WF9 1PE	Removal of two tree branches over pond for light issues.	Approved	
23/01862/TPO	Tall Trees New Lane Badsworth	Work to 1 Lime Tree to provide clearance to BT Service Line and Property Access Gate.	Awaiting Decision	Expiry: 19/10/2023
23/01656/FUL	Land at New Road <i>[Cold War Bunker site]</i>	Fencing, hard standing, temporary storage container and associated works (Retrospective)	Awaiting Decision.	Expiry: 09/11/2023 Target: 13/11/2023
23/01901/FUL	12 High Farm Meadow Badsworth WF9 1PB	Proposed solar photovoltaic panels to the south west elevation	Awaiting Decision.	Expiry: 09/11/2023 Target: 28/11/2023
23/01903/TPO	Beechtrees Main Street Badsworth WF9 1AF	T1 Beech: Crown Lift to 5.2m over driveway; T2 Birch: Reduce 1 'elongated' limb by 1.5-2m	Awaiting Decision.	Expiry: 24/10/2023 Target: 28/11/2023
23/01919/TPO	10 Saddlers Grove Badsworth WF9 1PE	A 30% reduction to trees T4 and T8; Crown Lift and Reduce Trees T1,	Awaiting Decision	Target: 01/12/2023

		T2, T5 and T7		
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Cllr Ellis indicated he had looked at application 23/01862/TPO and could see no issues and noted the closing date for objections is 19th October. He had also looked at application 23/01656/FUL and suggested that an objection be registered to this application. Following discussion, it was

RESOLVED 4 **Note application 23/01862/TPO with No Objections.**

RESOLVED 5 **that Badsworth Parish Council wish to object to application 23/01656/FUL on the grounds of the detrimental visual impact on the vista from New Lane.**

The Chair allowed a member of the public to speak who indicated that, as the later submissions were not included on the agenda there could be subsequent problems if objections were to be registered.

Following this welcome advise, it was

RESOLVED 6 **that Badsworth Parish Council request extensions to the consultation period for the remaining applications due to the late notice given to the Council by the Planning Department.**

The Locum Clerk asked if all Members were receiving the electronic planning updates from Wakefield Council Planning Dept. It became clear that not all Members were registered for updates. It was

RESOLVED 7 **that all Councillors email addresses be submitted to the Planning Officer so that they can receive accurate, up to date, details on applications they should be considering at future Parish Council meetings.**

84/1023 Finance

84/1023.1 Items submitted for Payment Approval

The following invoices, previously notified to Councillors, were submitted for payment:

Payment No	Payee	Purpose	Amount	Decision
84/1023.1a	B Websdale	Painting and improvements to Parish Noticeboards <i>[this was work placed by the Previous Council]</i>	£369.00	Approved.
84/1023.1b	T Pemberton	Purchase of bulbs for planting within the village.	£ 34.14	Approved.
TOTAL SPEND			£403.14	

RESOLVED 8 **That both accounts presented for payment be approved and that cheques be issued to**

84/1023.2 Banking Arrangements

The Chair reported that the latest bank statement available is for September 2023. Issues regarding whom Barclays Bank plc continue to communicate with regarding Badsworth Parish Council accounts are still causing difficulties.

Considering the matter discussed earlier in the meeting [*Minute 80/1023 (v)*] the question was once again raised as to future banking arrangements and whether it is now appropriate to move to another provider. Cllr BM Graham indicated that he would be prepared to write to the Chief Executive of Barclays Bank plc outlining the issues and failings on the banks part.

The available alternative providers were noted as Lloyds Bank plc who have a branch in South Elmsall; NatWest whose nearest branch is in Pontefract; and Nationwide Building Society whose nearest branch is in Pontefract.

Cllr McKinnell declared an interest in the consideration of Nationwide Building Society as a potential provider of Current Account facilities to the Council as she is a employee of the company.

Following discussion, it was

RESOLVED 9 That Cllr BM Graham write, on behalf of the Council, to the Chief Executive of Barclays Bank plc with a view of resolving the current problems creating operating difficulties for Badsworth Parish Council.

RESOLVED 10 That 'Investigation of New Banking Services' be included as an item on the agenda of the November 2023 meeting of Badsworth Parish Council with a view to changing providers if that were felt appropriate.

85/1023

Updates to Policies and Procedures

Copies of the following Badsworth Parish Council Policies & Procedures had been circulated to all Councillors, some minor updates others with only changes to the 'Next Review Date' with a view to their re-adoption:

- Code of Conduct;
- Nolan Principles;
- Standing Orders (May2021);
- Financial Regulations reviewed September 2023;
- BPC Lone Working Policy;
- Public Participation at Meetings;
- Reserves Policy.

Discussions were held regarding public contributions to Parish Council Meetings outside of the 'Public Comment' section.

As a result it was

RESOLVED 11 that the Standing Orders (May 2021) for Badsworth Parish Council be further amended to include a clause that allows members of the public to speak, at the Chairs discretion, if it was felt that doing so will help with debate.

RESOLVED 12 that the newly revised copy of Standing Orders be brought back to the November meeting of the Parish Council for approval and re-adoption.

RESOLVED 13 that all the other Policies & Procedures presented be unanimously approved and re-adopted by Badsworth Parish Council.

86/1023 **Councillor Training on Freedom of Information (FoI) Requests**

The Chair reported that training can be provided by YLCA on the same basis as the previous session at a cost of £192. This will cover all Councillors and the Clerk. Some potential dates were offered but it was noted that they are all midweek sessions. Councillors felt that a face-to-face session was preferable but that the most appropriate day, to facilitate maximum attendance, would be a Saturday.

Following discussion, it was

RESOLVED 14 that the training be progressed and the Chair to go back to YLCA to request available dates for a Saturday face-to-face session.

87/1023 **St Mary's Centre and The Fitzwilliam Trust Update**

The Chair reported that the House and Reading Room have now gone on the market. Cllr McKinnell indicated that she was aware of a surveyor who could advise the Council on the current market value of the property and its mortgage ability and will report back to the next meeting on his comments.

With regards the Fitzwilliam Trust, the Chair indicated that the Council is still awaiting a reply to their earlier communication. It was noted that the only publicly named Trustee of the charity is the Venerable Peter Townley (who is no longer part of the Diocese of Leeds and is now a member of the York Diocese). Concern was expressed as to the reasons why other Trustees do not wish their names to be available to the public. Cllr Ellis questioned if the Fitzwilliam Trust is still a functioning Trust? It was generally agreed that confirmation of what is happening is urgently required. With the consent of the meeting a member of the public asked if the Council had done anything with regards to confirming the ownership of the Reading Room. Cllr Ellis responded that the Land Registry entry shows the site as one property that is owned by the Church of England. Cllr McKinnell reported that she has an appointment at the Archives where she has been given consent to photograph any material made available, however following her Freedom of Information request it has come to light that all information regarding the Trust from 1998 to the present is under embargo by the Church of England so is unsure how much will actually be made available.

Another resident offered, with the Chair's permission, some background information on the Fitzwilliam Trust that indicated that all the other Trustees stepped down in 2019. At that stage the Church appointed three Trustees. He reported that this information had been confirmed by the Rector to a previous Badsworth Parish Council meeting. He further indicated that the School House is under the ownership of the Fitzwilliam Trust.

Cllr McKinnell indicated that she requires a letter of authorisation from the Chairman of Badsworth Parish Council to be able to gain access to more information. It was

RESOLVED 15 that such a letter of authorisation be provided to aid Cllr McKinnell in her investigations.

88/1023 **Hanging Baskets 2024**

It was confirmed that the cheque for the 2023 baskets has been posted. The Chair reported that the hanging baskets have now been removed from the lamp posts, though Cllr

McKinnell indicated that one has been overlooked and still remains in place and that from her inspection there are twenty brackets in place throughout the village, one of which is broken.

Cllr McKinnell reported on the quotes she has researched on options for 2024.

Company	Services requested	Comments
PHS Green Leaf Sales	Full package of 20 baskets, using current brackets, and watering facilities.	No response received to date.
Lakeyard Hanging Baskets (based in WF3)	Full package of 20 baskets, using current brackets, and watering facilities.	No response received to date.
First Impressions	Full package of 20 baskets, using current brackets, and watering facilities.	Initially reluctant to quote, but now happy to provide a quote after looking at the brackets that are in place as their insurance requires closed-eye brackets up to a weight of 22kg. They could go beyond the current 20 brackets if required. Cllr McKinnell is still in discussions with the company who have indicated that they will be taking orders to April 2024 for summer baskets.
Yorkshire Hanging Baskets & Garden Services (based in South Milford)	Full package of 20 baskets, using current brackets, and watering facilities.	Currently the provider to many authorities with p to 100 baskets per community. Photographs of the 2023 baskets in situ were provided and looked to be of a good quality. The company have indicated that they would like to look around the village prior to preparing a quote. Arrangements have been made to meet Cllr McKinnell next week to tour the village. It was worth noting that all their baskets are provided with a guarantee of blooming or they will be replaced at no extra cost.

Cllr Cooke expressed an interest in following an in-house approach. The Village Plan Committee (VPC) have asked if the Parish Council would like to purchase the baskets that are currently in place from them at a cost of £6 each. No decision was taken in response to the question. She does recognise that an in-house approach puts the onus on watering and maintenance back onto the Council / villagers. Cllr Ellis questioned insurance arrangements in that case. A representative of the VPC informed the meeting that the insurance had been through the standard Public Liability cover that the Parish Council held when this route had previously been followed. He indicated that the cover had been at no additional cost to the standard premium paid. Cllr Ellis enquired if Method Statements were in place for the in-house option and was further informed that the member of the VPC has copies of those previously used. Before a decision could be made it was generally agreed that costs and level of volunteer commitment would need to be provided.

Following discussion, it was

RESOLVED 16

that the provision of 2024 Hanging Baskets be put on the agenda of the November Parish Council meeting.

89/1023 Christmas in the Village.**89/1023.1 Update on Provision of a Living Tree for Christmas 2023**

Cllr McKinnell reported back on the findings of her research since the last meeting. She indicated that two of the companies she had approached were unable to meet the needs of the anticipated location. Two other companies had however submitted the following quotes:

Company	Provision	Cost	Comments
Christmas Tree World <i>(this is the company that provide trees for National Trust Properties)</i>	Pre-lit Trees		NOT a Living Tree, a high quality realistic looking artificial tree.
	4m (13') x 2m Spread	£2,995 + VAT	It would be an outright purchase, however the provision to increase tree height, at an additional cost, would be available in the future.
	5m (16') x 2.5m Spread	£4,995 + VAT	Questions regarding Insurance and the issue of storage were raised by Members.
The "Good Elf" Company	Hire of a Fully lit tree, including all Insurance, 15' tall Living Tree	£1,908 inc VAT per annum.	A living Tree, which would be removed by the company and recycled after use. It was noted that as the Council can reclaim the VAT this would be a cost of approximately £1,500 pa.

The Lawson Hut Committee are, in principle, supportive of its siting however details are still to be confirmed.

Following discussion, it was

RESOLVED 17

that Badsworth Parish Council accept the quote from The Good Elf Company and contract them to provide a 15' fully lit living tree to be installed at the agreed position within the grounds of The Lawson Hut in time for agreed Switch-on ceremony.

89/1023.2 Update on Provision of Lamppost Lighting Wraps for 2023

The Chair reported that the individual at Wakefield Council that this matter must go through has been contacted but she is still awaiting a response from him. The Chair agreed to follow the matter up again.

89/1023.3 Approval of the location for the Village Christmas Tree 2023

It was reported that, subject to final discussions with the Lawson Hut Committee, the tree will be located in an area alongside the gates. There are issues of underground wiring for the remote mowing system that may dictate the final spot within this area.

89/1023.4 Confirmation of date of Switch-on for Christmas Lights

The date was confirmed as Wednesday 29th November 2023, at 6pm.

Following the switch-on refreshments will be served in The Lawson Hut, which is already booked. The Chair agreed to contacting the individual that has previously provided Santa services at village events.

89/1023.5 Confirmation of Final Budget for Christmas Activities in the Village

Considering that the cost, to the Council, of the tree is around £1,500 it was proposed, by Cllr BM Graham, and seconded by Cllr Cooke, that a total budget of £2,000 be set aside for Christmas Activities. Following a unanimous vote it was

RESOLVED 18 **that a maximum budget of £2,000 be set aside to meet all costs for the 2023 Christmas Activities in the Village.**

90/1023 Provision of Bulbs for Planting in the Village

90/1023.1 Agreement of an appropriate amount for the request for additional bulbs in the Village

A request had been received by the Chair for the purchase of additional bulbs to be planted within the village. The environmental benefits of the planting that takes place by volunteers in the village were acknowledged and it was proposed by the Chair that a sum of £50 be allocated for this purchase. Following the proposal being seconded by Cllr Cooke it was unanimously agreed that

RESOLVED 19 **a sum of £50 be awarded to facilitate the planting of additional bulbs within public areas of the village.**

90/1023.2 Sum to be included in the 2024-25 Budget for the provision of additional planting throughout the village.

Whilst recognising that setting the Budget for 2024-25 needs to begin, discussions were held around what the current levels of funding have been and desires for the future. Following the discussion, it was

RESOLVED 20 **that there is a need to re look at everything in the budget at the November meeting to start the process of agreeing the precept for 2024-25.**

RESOLVED 21 **that this item be included on the November agenda.**

The Chair agreed to re-evaluate the current budget and circulate it to all Members so that meaningful information is available to start the budgeting process for the 2024-25 precept at the November meeting of the Council.

91/1023 Book Exchange

The Clerk shared costs of purchasing a traditional red telephone box for the facility that could be located in the village, possibly on The Lawson Hut site. Considering the high costs this was something that members felt were unacceptable and as such not worth pursuing.

Cllr Ellis asked if there is a need / desire for this service within the village? Other Members indicated that, in discussions they have held with members of the public, there appears to be a real interest in pursuing the matter. Alternate locations, that provide a waterproof solution, need to be explored. A member of the public, with the consent of the Chair, asked if anyone had looked at the Church Porch as a potential location, but acknowledged the fact that the building being Grade 1 Listed may pose additional difficulties in achieving the desired outcome. The Chair agreed to contact the Church to pursue the matter and report back.

92/1023 Date & Time of Next Meeting.

The date of the next meeting was confirmed as Wednesday 15th November 2023, at 7:30pm in The Lawson Hut, Main Street, Badsworth.

93/1023 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 ****

94/1023 Appointment of a Parish Clerk / RFO

The Chair of the HR Committee reported that following the interview process Ms Claire Cooper was recommended for appointment as Clerk / RFO to Badsworth Parish Council. Ms Cooper is currently employed by Crigglestone Parish Council. Due diligence checks are still to be undertaken on this preferred candidate. Following discussion, it was

RESOLVED 22

- a. that Cllr McKinnell pursue the DBS Check on Ms Cooper;
- b. that Cllr Cooke undertake the relevant on-line checks on Ms Cooper;
- c. that the Clerk request references for Ms Cooper from her nominated Referees;

RESOLVED 23

that, subject to satisfactory responses on the due diligence checks, Ms Cooper be appointed to the position of Clerk / RFO to Badsworth Parish Council at LC2 Point 30 on the NJC Salary Scale pro-rata (~~which equates to an hourly rate of £18.87~~) with a start date of Tuesday 1st November 2023.

95/1023 Appointment of a Payroll Provider

Cllr Ellis had previously submitted a Dispensation Request on this matter which had been granted [*Minute 78/1023*] and took no part in the debate.

The Chair presented details on the services that Integra (based on South Kirkby Green) could offer. They will address all payroll services, (PAYE, NI + Pension Contributions) for a fee of £12.50 per month. The necessary HMRC requirements will be set up.

Following discussion, it was

RESOLVED 24

that Integra be appointed as the Payroll Provider to Badsworth Parish Council with effect from 1st November 2023

96/1023 Closure of the Meeting

It was agreed that the November agenda should include:

- the re-adoption of the updated Standing Orders recently circulated to members;

- under Finance, the approval of the purchase of Biodegradable Dog Waste Bags;
- purchase arrangements for new laptop for Clerk, including consideration of establishment of Business Account at Curry's;
- decision of external provider or in-house provision for 2024 hanging baskets;
- final arrangements for Christmas in the Village;
- Book Exchange – suitability/availability of Church Porch for facility;
- initial discussions on 2024-25 budget.

A summary of the issues to be followed up from this meeting was shared prior to the meeting being closed at 9:30pm

TP / 301023