

BADSWORTH PARISH COUNCIL

Minutes of the meeting held on Wednesday 20 December 2023 at 7.30pm in The Lawson Hut, Main Street Badsworth, WF9 1AF.

Public Session

One resident made representations to the parish council within the fifteen minutes allocated. The resident raised a total of three items, comprising two questions and one statement:

1. A request for update on planned Highways works
2. A question regarding the councils current progress on external audit matters
3. The resident informed the council of a complaint the resident would be raising.

Noted: The Clerk to correspond in writing with the resident on items 1 and 2 following the Christmas break.

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

Attendees: Claire Cooper - Clerk to Badsworth Parish Council

Members of the public: 4 members of the public

126/1223 To receive apologies for absence.
None received.

127/1223 To receive declarations of interest from Members

Note: A typing error had been identified on the agenda and all Councillors present confirmed they understood this and that declarations of interests were to be made as required by the Badsworth Code of Conduct for members.

No declarations of interest were made.

128/1223 To consider requests received for dispensations from Councillors
None received.

129/1223 To receive and approve minutes of previous Parish Council meeting on 15 November 2023 and the Extraordinary meeting on 1 December 2023

Resolved: (1) That the minutes of the Parish Council meeting on 15 November 2023 are approved as a correct record and signed by the Chair.

Resolved: (2) That the minutes of the meeting held on the 1 December 2023 be deferred to a later meeting at the request of the Clerk.

130/1223 To consider the scheduling of an extraordinary meeting to discuss the 2024 - 2025 Budget

A discussion took place on Cllrs availability and the importance of being able to confirm the precept demand at the January full Parish Council meeting on 17 January 2024.

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Resolved: That Cllrs would secure the Lawson Hut for a suitable date and that the Chair would instruct the Clerk by telephone if an extraordinary meeting notice and agenda was required.

Matters arising: The extraordinary meeting was scheduled for 5 January 2024 at 6.30pm.

131/1223 To receive such items that the Chair may wish to lay before the council

1. The issue with Barclays Bank updates to the banking mandate was resolved with a compensation payment of £500 being sent to the Parish Council. There was now the matter of receiving monthly postal statements to be resolved. **Noted.**

2. That the payroll supplier had provided a contract for signature and this had been signed and returned. A copy of the contract had been handed to the Clerk for council records. **Noted.**

3. The overtime sheet for the clerk had been submitted to the Chair for approval ahead of the meeting. Detailed under item 136/1223 3(j). **Approved.**

4. That the Clerk had requested permission to attend a Clerk induction course with YLCA and this had been approved by the Chair at a cost of £50. Detailed under item 136/1223 3(b). **Noted.**

132/1223 To receive reports from Councillors

1. Cllr McKinnell provided an update on meeting with the Village Plan Group. A discussion took place on how best to resolve issues with diaries and secure a date as soon as possible.

Resolved: That Cllr McKinnell would, on behalf of the Parish Council, propose to the Village Plan Group the date of 17th January at 5.30pm.

2. Cllr Ellis asked the Parish Council to consider publishing all complaints, and their resolution on the website to ensure full transparency in such matters. A discussion took place.

Resolved: That all complaints progressed through the complaints procedure would be shared on the Parish Council website.

133/1223 To receive the following correspondence and decide action where necessary

The Chair advised that the large number of correspondence detailed on the agenda were as the requirement of previously recorded item 103/1123.

1. 16/11 Resident complaint. Concluded following Extraordinary meeting 01 Dec. **Noted.**
2. 24/11 Resident request for Parish Councils position letter following "in private" discussion on Our Badsworth Way (ref 53/0823).

A discussion took place on the approach to respond to this request.

Resolved: That Cllrs would provide the Clerk with details of the resolution from their previous in private conversation in order that the Clerk could respond to the residents enquiry.

3. 27/11 Resident request clarification on a number of topics - response issued. **Noted.**
4. 29/11 Resident request for date of next Village Plan meeting. **Noted.**
5. 29/11 Resident feedback on first Parish Council newsletter.

Cllr McKinnell provided a summary of the residents feedback.

Resolved: That the Parish Council would take appropriate note when producing the next newsletter, potentially in February 2024.

6. 10/12 Resident enquiry calling notice extraordinary meeting - response issued. **Noted.**

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7. 29/11 WMDC Leaf clearing request complete emailed to Cllrs 10 Dec. **Noted.**
8. 08/12 YLCA Information and Training emailed to Cllrs 11 Dec. **Noted.**
9. 08/12 Weekly Licensing List emailed to Cllrs 11 Dec. **Noted.**
10. 07/12 YLCA Chief Executives Bulletin emailed to Cllrs 11 Dec. **Noted.**
11. NALC Chief Executive's Bulletin 9 November emailed to Cllrs 11 Dec. **Noted.**
12. 05/12 YLCA Dec- Mar Courses emailed to Cllrs 11 Dec. **Noted.**
13. 05/12 YLCA Cllrs Discussion Forum 14 Dec emailed to Cllrs 11 Dec.
Cllr McKinnell advised that she intended to attend this session. **Noted.**
14. 01/12 Licensing Update emailed to Cllrs 11 Dec. **Noted.**
15. WMDC Local Plan 2036 - Inspectors Final Report emailed to Cllrs 11 Dec. **Noted.**
16. YLCA - Analysis of parish precepts 2023/2024 emailed to Cllrs 11 Dec. **Noted.**
17. White Rose Bulletin - 17 November emailed to Cllrs 11 Dec. **Noted.**
18. 05/12 YLCA Practitioners Conference emailed to Cllrs 11 Dec. **Noted.**
19. 30/12 Our Year emailed to Cllrs 11 Dec. **Noted.**
20. 30/11 YLCA Law and Governance Bulletin emailed to Cllrs 11 Dec. **Noted.**
21. 30/11 NALC Executive Bulletin emailed to Cllrs 11 Dec. **Noted.**
22. 28/11 28/11/2023 Residents Claim a free tree emailed to Cllrs 11 Dec. **Noted.**
23. NALC Chief Executive's Bulletin 16 November emailed to Cllrs 11 Dec. **Noted.**
24. YLCA Training Programme Jan - March 2024 emailed to Cllrs 11 Dec. **Noted.**
25. YLCA Parish Online Mapping Web Online Event emailed to Cllrs 11 Dec. **Noted.**

134/1223 To receive the Clerks Report

1. Completed items (circulated prior) **Noted.**

2. To consider priorities for the Clerk in January 2024 (circulated prior)

The Clerk advised the report would be produced monthly and particularly in relation to actions arising from Parish Council meetings as well as resident/ other correspondence. A discussion took place on the content and volume of work in relation to the Clerks contracted hours.

Resolved: (1) That the Clerk should consider resident enquiries on the report tabled to be a priority, after all normal administration tasks were completed, for January 2024 and that the council understood that this would require overtime to be worked by the Clerk.

Resolved: (2) The Clerk to request an extension from the ICO IC- 262577- VOX7 to ~~20~~ January. **Matters arising:** Extension granted. *12 January - amended at meeting 17 Jan 2024*

Resolved: (3) Cllr McKinnell to co-ordinate the Cllr's contributions to ICO IC- 262577- VOX7 with response to be tabled at the next Parish Council meeting on 17 January 2024 ahead of the agreed ICO closure date.

135/1223 Planning

1. To receive planning matters for consideration

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A discussion took place on the planning applications noted as received since the last meeting and included on the agenda.

Resolved:

REF 23/02212/TCA. **Noted** with no objection.

REF 23/02215/TCA. **Noted** with no objection.

REF 23/02175/TCA. **Noted** with no objection.

REF 23/02175/TCA. **Noted** as no objections (previously 104/1123).

2. Planning Decisions to note

Noted:

REF 23/01862/TPO: Approved.

REF 23/01903/TPO: Refused with alternative works.

REF 23/01919/TPO: Refused with alternative works.

REF 23/01901/FUL: Approved.

136/1223 Finance

1. To receive an update of the Barclays Banking mandate and note a compensation payment of £500.

Noted under item 131/1223 1.

2. To consider approval of expenditure by Clerk on mobile phone one off payment of £149 and phone tariff of £12 per month

Resolved: Approved

3. To receive and approve the following December 2023 payments :

a.101349 WMDC Inv 91315407105 copying of Parish Newsletter £110

b.101350 YLCA Induction for Clerks Invoice 1305 £50

c.101348 B Graham expenses Coffee morning sundries & stamps £14.94

d.101341 WMDC Election payment 53325 £111

e.101342 R Ellis reimbursement for Curry's Laptop £878.99

f. 101347 J McKinnell reimbursement for Xmas tree payment £900

g.101351 B Graham expenses in relation to light switch on £16.38

h.101346 HMRC Staff Tax & NI £79.40 (Nov)

i. 101346 HMRC Staff Tax & NI £190.51(Dec)

j. 101345 Timesheet Clerk's additional hours November 2023

101345 To note payment of the Clerk's Salary for December 2023.

Resolved: Approved.

To note signature and payments on previously approved cheques following completion of new banking mandate:

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101321 B Graham Coronation mugs £82.55 REF: 32/0723
101322 B Graham Zurich Insurance £321.62 REF: 32/0723
101325 B Graham Key for notice board £4.50 REF: 48/0823 (5)

Noted.

4. To consider the Parish Precept for 2024-2025

The Clerk explained the format and content of the draft budget 2024 - 2025 report circulated prior. A discussion took place.

Resolved: That councillors would give consideration to the items discussed and bring their thoughts to the budget setting meeting (previously discussed under item 130/1223).

137/1223 Training

1. Councillor training on Freedom of Information requests.

A discussion took place on the available options for councillors to complete this training.

Resolved: That the Clerk should make enquiries in to the availability of recordings of YLCA training for Cllrs unable to attend the dates and times currently available and further provide the link to an online video for Councillors.

2. Clerk attended the YLCA Clerk induction course on Monday 4 December 2023.

Noted.

138/1223 To receive an update on St Mary's Centre & Fitzwilliam Trust

Cllr B Graham advised that no progress had been made in establishing contact with the Fitzwilliam Trust regarding the sale of the St Mary's Centre. A discussion took place on the approach taken to date and possible options to progress the matter.

Resolved: The matter be placed on hold until such time as more information became available, albeit the topic should remain on the agenda.

139/1223 Boundary issues at the Lawson Hut

Cllr Graham advised that a suitable contact in the diocese had been identified and that having been advised of a potential boundary issue between the Lawson Hut and a resident's garden the Parish Council would, as lease holders, be advising the diocese of the information they have been given.

Noted.

140/1223 To receive an update on hanging baskets for 2024

Cllr McKinnell reported that two suppliers had been approached and invited to provide prices for hanging baskets in 2024. Both suppliers had merit with one supplier potentially being significantly less expensive than the other. It was noted that the quotations were not comparable at this stage as they do not contain pricing for all of the same components. A note was made that column testing

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would be at a charged at approximately £100 per column tested by WMDC for the year 2024 but that correspondence received from Katherine Davidson after this agenda was produced showed that a notable number had valid tests for 2024.

Resolved: That the suppliers prices be revisited and both quotations brought back to the council for a like for like comparison at a future meeting.

141/1223 Christmas in the Village

Cllr McKinnell reported that the event had run very smoothly with approximately 100 residents in attendance. Feedback received following the event had been very positive. Cllr McKinnell thanking a resident present at the meeting on behalf of the Parish Council for her invaluable contributions to the events success. A discussion took place on what went well and what could have been done better.

Resolved: That the following items be considered ahead of the planning of the Christmas event for December 2024: Provision of Mulled wine, music and additional supplies for children's craft activities, a review of timings between the church and the Lawson Hut so that the event maintained momentum. A note that children attending in pairs do not need as much times as estimated.

142/1223 To receive an update on the Parish Council newsletter

Noted: That this topic had been previously covered under item 133/1223 (5).

143/1223 To receive an update on the Coffee Morning

A discussion took place on the coffee morning in the Lawson Hut in November. Cllr McKinnell asked that the feedback from a resident that Parish Council should consider approaching the residents concerned, prior to raising objections, be recorded. **Noted, and Resolved:** That the future coffee morning planned for February 2024 go ahead as planned.

144/1223 To receive an update on the Book Exchange

Cllr (Mrs) B Graham reported that nothing further had happened. A discussion took place on possible options to move this forward.

Resolved: That prices and specification for a secure unit to be positioned outside of the Lawson Hut be explored and that the previous agreement in principle from the Lawson Hut to a book exchange being positioned outside of the Lawson Hut be raised again at the next Lawson Hut meeting.

145/1223 To note dates of office Christmas closure from 21 December until 3rd January

Noted.

146/1223 To confirm that the next full meeting of Badsworth Parish Council will be held on Wednesday 17 January 2023, at 7:30pm in the Lawson Hut, Main Street, Badsworth

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147/1223 IN PRIVATE - To Resolve, in accordance with Public Bodies (Admissions to Meetings Act 1960), 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. None.

148/1223 Closure of the Meeting.

As there was no further business to be transacted the Chair thanked everyone for attending and closed the meeting at 8.55pm.

Signed. *B Graham* Date. 17 January 2024

Chair of Badsworth Parish Council