

BADSWORTH PARISH COUNCIL

Minutes of the meeting of Badsworth Parish Council held on Wednesday the 27th November 2024 at 7:30 pm, in the Lawson Hut, Main Street, Badsworth. WF9 1AF

Present: Cllrs J Graves (Chair) J Broadhurst, K Flanagan, B Graham.

Members of the public: Two present.

In Attendance: A Woodhead, Clerk.

71/1124 To receive comments or questions from members of the public.

Q. Thanks were expressed for the parking restrictions and works undertaken to improve the pavements. Can the Council please ask that enforcement action is now taken to ensure that people adhere to the new restrictions.

A. The Clerk was instructed to ask Wakefield Council to undertake traffic enforcement work in the village.

Q. It was asked if the entrance points to village could be tidied up as they were overgrown.

A. Consideration to this and other grounds issues was to be given and ways forward explored.

Q. Could Solar Lighting be considered along Badsworth Way

A. This was considered some years ago, but we can look to see if anything has changed.

Q. It was suggested that residents could hire out driveways for use as parking places just to drop off and collect children from School.

A. It was certainly something that could be promoted, accepting that there were far more cars dropping children than available driveways.

72/1124 To receive and consider apologies for absence.

Apologies from Ward Councillor Carrington noted.

73/1124 To receive any declarations of personal and /or prejudicial interests

No declarations.

74/1124 To consider matters which should be dealt with in open, or confidential session.

(Items for which the Press and Public may be excluded further to the Public Bodies (Admission to Meetings) Act 1960.

No items for closed session.

75/1124 To receive parish information from District Councillors/inform the District Councillors of Parish issues.

No items

76/1124 To confirm the minutes of the last Parish Council meeting

Resolved to accept the minutes of the meeting held on Wednesday 23rd October 2024 as a true and accurate record.

77/1124 To consider co-option to the Parish Council

It was stated that the Parish Council would encourage parishioners to consider putting themselves forward to fill the Councils current vacancy.

78/1124 Planning Matters

No planning matters for this meeting.

79/1124 Governance

Resolved to adopt the rolling programme calendar for the review of governing documents as presented by the clerk (Appendix 1)

80/1124 Financial Matters

a)- To approve accounts for payment

The following items were authorised for payment

PAYMENTS		Nov-24	
Date	Item	Payee	£
27/11/2024	Wages (Feb 2024 to Oct 24)	A Woodhead	2701.88
27/11/2024	PAYE (Feb 24 to Oct 24)	HMRC	675.40
27/11/2024	Payroll Services	Integra (Yorkshire) Ltd	210.00
27/11/2024	Timer and Power Trip Switch	B Stringer	22.64
		Total	3609.92

b)- To receive and consider the Bank Reconciliation

Bank Reconciliation

Badsworth Parish Council

	£
Cash brought forward from 2023-2024	10167.93
Income to date 'A'	11000.00
Total	21167.93
Expenditure to date 'B'	12556.25
Current Balance	8611.68

Date 28th November 2024
STATEMENT TO 4th Nov 2024

Bank Balance	15319.58
Awaiting payment 'D'	3609.92
Payments in progress 'F'	3097.98
Balance	8611.68

Savings Account

STATEMENT TO 4th Nov 2024

Balance prior	39,479.67
Interest to 2 Sept	147.64
Current Saving Balance	39,627.31
Total	48091.35

c) To receive information on receipts and expenditure

Papers circulated prior to the meeting were presented by the Clerk; Noted.

d) To receive information on the current restated budget

The restated budget was noted by the Council (Appendix 2)

81/1124 To consider Parish Matters and take action where necessary

a)- Badsworth Christmas Tree and Event update

A comprehensive verbal report of the proposed activities and location and schedule for the event was presented to the Council. Risk assessments have been prepared for the event. The Council thanked everyone for their efforts and contribution and looked forward to the activities taking place on the 4th December.

b)-Hanging Baskets

It was stated that 20 hanging baskets were required for next year, a list of lampposts was circulated. Cllr Graham volunteered to identify the 20 sites from the list and send these on the Clerk for action.

c)-Bank Mandate

It was noted that this was still in process

d)- Village Plan Committee

The Chair of the Parish Council had offered to meet the group and report back to the Council noting that with Councillors working it was impractical for all to meet. It was stated that Council Meetings can be used for any potential exchange as there is a public session at the start of each. No response has been received to date, but will be addressed once it arrives.

e)- Parish Council Printer

The Clerk brought the Printer to the meeting showing that there was a very dark stain within the body of the printer and it has stopped working, ink also appeared to be leaking out. It was noted that the item was no longer operative and it should be properly disposed of. A new printer is not required whilst the current Clerk is in post, but upon change of Clerk a new printer will be required.

82/1124 Matters for inclusion on the agenda of the next meeting

- Statement on level of reserves
- Asset Register
- Updated Policies
- Badsworth Way (Wall, Fence, Lights)
- Church Yard and other possible areas for grounds maintenance.

Meeting closed at 8:15pm

Appendix 1 – 79/1124

Badsworth PC - Governance Review Schedule

Annual review 2024/25

MONTH	SUBJECT	ACTION
April	Code of Conduct	Review Code of Conduct - for approval at May Annual meeting of PC
	VAT return	Submit VAT return for previous financial year
	Check Clerk's pay versus hours	Reconcile actual hours v paid hours for last 6 months
	AGAR Exemption Statement	Sign and submit
	Year end Accounts & Internal Audit	Prepare y/end accounts and book internal auditor
May	Clerk payscale	Check correct paypoint and increments (on correct pay?)
	Approve key procedures at Annual meeting of PC	Sign off reviewed Standing Orders / Financial Regs & Code of Conduct
June	Data Protection review	Review data audit and Privacy Notices
	Identify and appoint Internal Auditor	For 2025-26
	Website	Check and review content
	Complaints procedure	Review Complaints Procedure
July	Public statement on level of reserves	state current level of reserves on budget update (1/4 rly)
	Records Management Policy	1) annual review and agreement, 2) check on compliance regarding timescales of records held
	Grievance & Discipline procedure	Draft Grievance & Discipline procedure & approve at next PC meeting
August	NO MEETING- Clerk to check Insurance paperwork	
September	Licenses and agreements	Review and update ready for renewal
	Budget - 6 month review (inc level of reserves & discretionary spend decisions*)	Review spend v's budget (*for 2018/19 - decision re extra salt bins and bulbs).
	Parish Council Insurance	Review premiums and renew insurance
October	Staff review	Review Clerk performance & salary
	Public statement on level of reserves	state current level of reserves on budget update (1/4 rly)
	Check Clerk's pay versus hours	Reconcile actual hours v paid hours for last 6 months
	Risk review	Review risk register, including non delivery of PC objectives
November	Parish Council Project plan to review	Review all projects and consider public consultation
December	Public statement on level of reserves	state current level of reserves on budget update (1/4 rly)
	Asset Register - review & include comment on condition of assets	Update Asset Register - approve at next PC meeting (to be signed by Chairman). Review model publication scheme & agree at next PC meeting
January	Risk management document	Review - approve at next PC meeting, inc risks v's PC objectives

	Hanging Baskets	Ask for Quotes or place orders
	Precept for following year & issue public update on current level of reserves and planned use of excessive reserves	Draft precept for next year - for approval at March PC meeting. Include spending plan to ensure optimum use of reserves and text comments on spend justification & comparison to last 2 yrs costs
February	Data Protection Audit review	Review Data Protection Audit in terms of compliance with stated approach
	Any room hire requirements and costs	Review and agree
	Standing Orders - ensure review includes provision for joint spend decisions with other parties - if any.	Review Standing Orders for approval at May Annual meeting of PC (ensure £5k tender threshold, consistent with Financial regs).
March	Grounds maintenance - review	Review areas, cutting times and condition and lobby as required to ensure areas are properly managed.
	Model publication scheme	Annual review and agreement
	(This) Governance calendar	review and agree Governance calendar for next year
	Financial Regulations	Review Financial Regulations - for approval at May Annual meeting of PC, including compliance with finance & transparency guidance

Appendix 2- 80/1124(b)

E

Badsworth Parish Council Budget 2024-25 New Budget

To date	Expenditure	Account Head	Approved	£	Balance
Number	Administration		Budget 2024-25	Spend TD	To date
1	Clerks salary & staff contributions	I & J	4500	4490.00	10.00
2	Expenses (All)	K	300	47.50	252.50
3	Insurance (All)	N	400	323.23	76.77
4	Annual Audit fee	N	800	800.00	0.00
5	Payroll	N	170	212.50	-42.50
6	Subs (All) and Website	L	580	546.38	33.62
7	Village Hall Hire	O	0	0.00	0.00
8	Training (All)	M	0	0.00	0.00
10	Parish initiatives- pre plan	O	2967	2967.00	0.00
11	Grants (Section 137 payments) No2		2000	500.00	1500.00
12	Christmas Tree & Event No1	P	2000	1,522.64	481.23
13	Supporting Community Newsletter No3	N	600	0.00	600.00
14	Badsworth Village Website No4	P	500	76.23	423.77
15	Volunteers flower planting No5	O	250	55.99	194.01
16	Hanging Baskets No6	P	2000	0.00	2000.00

					0.00
	Other				0.00
21	Bank Charges	N		0.00	0.00
27	ICO	N		35.00	-35.00
28	Election costs	O		0.00	0.00
			VAT	979.78	
		TOTALS	17067	12556.25	4514.6 2
	Income		2024-25		
					-
	Precept		11000	12552.38	1552.3 8
	Contribution from held balance				
	Reserves		5067		
	VAT Claim (2023-24)		1000		
			17067		