



BARDSEY CUM RIGTON PARISH COUNCIL

Minutes of the Meeting of Bardsey Cum Rigton Parish Council held on Wednesday 15th June 2022 at 7pm in the Village Hall.

Commenced: 7pm

Concluded: 8.45pm

Present: Cllrs Stentiford, Bosomworth, Ward, Osborne, Denby, Tatman, Hoyland, and Flockton

Clerk: R. Crabtree

2223/017 Introduction from the Chairman

Cllr Stentiford welcomed all to the meeting.

2223/018 Public Participation

One member of public was present and raised the following:

- Concerns about vehicles parking on the pavement on Woodacre Lane outside the Village Hall. All agreed to ask hirers to be respectful when parking and the Clerk will contact the local PCSO to enquire if a Police sign can be placed on the road.
- Concerns about the overgrown hedges/weeds on pavements and road side. It was noted that the Clerk had contacted LCC about the issue in some areas and all agreed to send the Clerk specific locations and photographs to send to LCC.

2223/019 To receive any apologies and approve reasons for absence

All Cllrs were present.

2223/020 Declaration of Interests

- a) **To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests**

None declared.

- b) **To receive, consider and decide upon any applications for dispensation**

None received.

2223/021 To confirm the minutes of the full council meeting held on 18th May 2022 as a true and accurate record.

Resolved to approve the minutes of the meeting held on 18th May 2022 as a true and accurate record.

2223/022 Financial matters

- a) **To approve the schedule of payments**

Resolved to approve the schedule of payments. See Appendix 1.

- b) **To approve the bank reconciliation and budget comparison up to 31st March 2022**

Resolved to approve the bank reconciliation and budget comparison up to 31st March 2022. See Appendix 2.

- c) **To approve the latest bank reconciliation and budget comparison.**

Resolved to approve the bank reconciliation and budget comparison. See Appendix 3.

- d) **To note that the Parish Council has received the Precept for 2022/2023**

Noted.

- e) **To note the Annual Internal Audit Report for 2021/2022 included at page 3 of the Annual Governance and Accountability Return 2021/2022**

The Internal audit was noted.

f) To approve Section 1 - Annual Governance Statement 2021/2022 for Bardsey Parish Council on page 4 of the Annual Governance and Accountability Return 2021/2022

Resolved to approve Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return

g) To approve Section 2 - Accounting Statements 2021/2022 for Bardsey Parish Council on page 5 of the Annual Governance and Accountability Return 2021/2022

Resolved to approve Section 2 - Accounting Statements of the Annual Governance and Accountability Return 2021/2022

h) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:

- Annual Internal Audit Report 2021/2022
- Section 1 – Annual Governance Statement 2021/2022
- Section 2 – Accounting Statements 2021/2022
- Analysis of variances (Appendix 6)
- Bank Reconciliation to 31 March 2022
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Resolved to approve the publication of the documents stated above.

2223/023 To receive an update on the following ongoing issues and decide further action where necessary:

a) SIDS (GT)

It was noted that the device on Keswick Lane has a fault with the display unit. The Clerk reported that she has contacted LCC twice since the last meeting but has not had a response.

b) Allotments (MB)

Cllr Bosomworth reported that he is awaiting a response from Neil Young, Asset Manager Officer at LCC. The quote for the required works at the allotments were discussed. It was **resolved** that Cllr Bosomworth will enquire if the tenants or LCC could carry out the works.

c) Highways (BH)

Cllr Hoyland submitted a report to the PC prior to the meeting which included the following:

- There is an unstable and very noisy drain cover by Rigton Bank bus lay by which is driven over by most vehicles. She has reported it to E. Jordan, Highway Maintenance (Drainage).
- The potholes at the entrance to Congreve Way have been reported to B. Cornelly, Highways.
- WOODACRE LANE – There are several issues, some have been raised by residents and some have already been pursued but not resolved. They are now being followed up with S. Frosdick through our Parish Clerk and include:
 - The area of Woodacre Lane between the bottom and top of Woodacre Crescent has hedging extending further over the footpath.
 - Before Castle Close, a Woodacre Crescent resident has increased planting on the verge area of Woodacre Lane.
 - The overgrown hedge before the school entrance has been raised by a resident and Councillors.
 - There is a recurring problem of the narrowing of the footpath leading down to Keswick Lane.
 - There is considerable tree/hedge overhang on the opposite side of the road from Keswick Lane leading up to the bends and a resident has informed her that a road sign is facing the field and not the road.

d) Possibility of bridleway/footpath on field bordering A58 (DD)

No update.

e) Village Pond (MB)

Cllr Bosomworth reported that he is still trying to find a person/organisation to carry out a survey of the pond. It was **resolved** to carry out a Great Crested Newt DNA test at a cost of £169.

f) PACT Meeting (DD)

Cllr Denby reported that he has sent the action notes to Cllrs and this was discussed along with the management of the meetings. All agreed that the way the meetings are run are unacceptable and agreed to complain to West Yorkshire Police.

g) Active Travel group (MB)

Cllr Bosomworth reported the banner to show what they are trying to achieve and success(es) to date has been completed and was used at Bardsey Sports Club Gala and East Keswick Jubilee event.

h) Village Consultation on future spending (KO)

Cllr Osborne reported that the survey results have been published and the results were discussed. He will send

suggestions shortly.

i) Road crossing on A58 near Mill Lane (BH)

Cllr Hoyland reported that C. Procter has confirmed that the crossing has been added to the crossings list but it is low priority. Highways were considering dropped kerb crossing or island crossing. It was **resolved** to contact LCC to request further details.

j) Tennis Club Lease (Clerk)

The Clerk reported that the solicitors have all the information they need and are now preparing the draft lease.

2223/024 To receive an update on the following standing agenda items and agree any necessary action:

a) Park Field (MW)

No update.

b) Playground (MW)

Cllr Ward reported that he has ordered the two litter bins and they will be delivered shortly.

c) Website (KO)

Cllr Osborne reported that at present all Village Hall booking enquiries are forwarded to the Clerks email address. This was discussed and it was agreed to change the forwarding address to Cllr Ward's email address.

d) Sports Club (MB)

Cllr Bosomworth reported that the Gala was held on 3rd June and felt it was a success. It was noted that there has been an allegation of racial harassment of a visiting team at a recent cricket match and it is being investigated.

2223/025 To consider matters requested by councillors/Clerk and agree any necessary action:

a) To consider gully cleaning in the village (MB)

Cllr Bosomworth raised that all blocked drains should be reported to LCC if Cllrs are made aware of them and all agreed. Cllr Hoyland agreed to contact LCC to request a timetable of the drain cleaning.

b) To reconsider and agree the amount of the annual grant towards the printing costs of the Village News magazine (All)

Resolved that the annual grant will remain at £550 as agreed at the last PC meeting.

c) To receive an update about the Councillor vacancy (Clerk)

The Clerk reported that the vacancy has been publicised. Cllr Osborne and Cllr Flockton agreed to put the vacancy posters on the noticeboard and through some letterboxes.

d) To consider issues with vehicles parking on pavements in the village (LF)

See item 2223/018.

2223/026 Planning matters

a) To consider and decide upon the following applications:

Application Ref	Address	Proposal	Comments
22/03557/FU/NE	Springbank Scarsdale Lane	Part two storey part single storey side extension; single storey rear extension; new dormer windows/roof lights to front/rear and part two storey part single storey to front	No decision made
22/03507/FU/NE	12 Meadow Close	Two storey part single storey side extension	Comment with conditions attached.
22/03247/FU/NE	31 Congreve Way	Part single storey part two storey front, two storey side and first floor rear extensions	Objected
22/03198/FU/NE	4 Scarsdale Lane	Attached double garage with new entrance, boundary wall with gate and dropped kerb	Neutral
22/03117/LI/NE	Old Squatters Cottage Rigton Green	Listed Building application for replacement roof and rooflights	Comment with conditions attached.

b) To note decisions made by LCC:

i. Approvals

The following approvals were noted:

21/10084 - 21 Blackmore Lane

22/01130 - Whin View, Woodacre Crescent

ii. Refusals

The following were refused:

22/01241 - 15 Bankfield

22/02121 – The Old telephone exchange, Coal Rd

iii. Appeals

The following appeals were dismissed:

21/06175 – Land adj West Field

2223/027 To consider correspondence received and agree any necessary action

a) To consider the 20mph speed consultation

Resolved that the Cllrs are happy with the proposal and the majority agreed to request that Rigton Bank, Mill Lane and Wood Lane are included.

2223/028 To receive an update from Parish Councillors

Cllr Bosomworth had submitted a report to the Cllrs about the meeting with Bardsey Primary School which included:

- Cllr Bosomworth, Cllr Hoyland, Ward Cllr Robinson and Cllr Stephenson met the interim Headteacher, Mr Parry.
- They did a tour of the school and discussed it becoming part of The Gorse Academy Trust.
- It was noted that a full energy audit was carried out before the heat pump and solar panels were installed.
- It was noted that there are a number of issues that need to be addressed including water, heating and lighting systems but funding for the infrastructure upgrades comes from a different pot of money to the work that has already been carried out.
- It was discussed how to improve communication between the school and PC and suggestions were given.

Cllr Flockton asked for the flowers to watered in certain areas.

Cllr Hoyland asked for some posters to be published from LCP Digest and the Clerk said she will upload them to the website.

Cllr Osborne raised that some residents do not have online access and asked if more details could be included in the village magazine about local clubs and groups. This was discussed and agreed to look into it.

2223/029 To notify the clerk of matters for inclusion on the agenda of the next meeting

The Clerk will email all Cllrs in advance of the next meeting to request agenda items.

2223/030 To confirm the date of the next meeting as 20th July 2022 at 7pm

Resolved that the next meeting is to be held on 20th July 2022 at 7pm.

Appendix 1

Schedule of Payments

Payee	Details	Amount
R. Crabtree	Salary - May	TBC
HMRC	PAYE & NI	£201.32
Biffa Waste Disposal (DD)	Waste collection at VH	£71.44
BT	Wi-fi	£24.95
Biffa Waste Disposal	Waste collection at VH	£169.57
R. Crabtree	Contribution towards training	£7.50
Deep Blue Digital	Web Hosting	£270.00
BK Growers	Plants	£87.48
M. Ward	Roadware – Litter ins for playground	£359.88

Appendix 2

Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 2nd April 2022

Balance as per bank statement at 31st March 2022

BANK STATEMENTS		
Community Account as at 31st March 2022	£42,871.04	
business Premium Account 30094013 as at 31st March 2022	£2,532.72	
Business Premium Account 10750816 as at 31st March 2022	£15,424.34	
Total		£60,828.10
Unpresented payments from 2021/2022 (Cheques 1795, 1791, 1760)	£697.00	
Closing balance as at 31st March 2022		£60,131.10
CASH BOOK		
Opening balance as at 1st April 2021	£61,950.45	
Add receipts (Precept £34,700.00, Grants £23,172.00, Interest £1.76, Rent £765.00, VAT refund £453.13, Northern Powergrid £23.00, loan return £2500)	£61,596.89	
		£123,547.34
Payments to date	£63,416.24	
Cash book closing balance as at 31st March 2022		£60,131.10

Financial Update

The table above shows the Town Councils expenditure before 31st March 2022 against the budget.

Budget Heading	Budget 2021/2022	Current expenditure	Comments
Clerk Salary	£9,000.00	£10,211.93	Had double salary for two Clerks
Clerks'/Cllrs' Expenses.	£50.00	£460.56	
Gen. Admin.	£530.00	£389.15	
Audit	£200.00	£200.00	
Subs.	£650.00	£591.00	
Playground	£100.00	£23,711.50	Received S104 funds towards this payment
Park Field	£500.00	£1,777.20	
Legal	£0.00		
Grants	£8,450.00	£5,500.00	
Capital Expenses	£300.00	£874.00	
Miscellaneous	£2,000.00	£3,292.44	Skip, flower tub plants and Biffa payments
Insurance	£1,211.00	£1,232.04	
Grass Cutting	£7,500.00	£4,912.50	
Remedial work in village	£2,000.00	£4,222.09	
WI FI	£350.00	£245.74	
VAT	£600.00	£5,796.09	
Totals	£33,441.00	£63,416.24	

Appendix 3

Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 7th June 2022

Balance as per bank statement at 31st May 2022

BANK STATEMENTS		
Community Account as at 31st May 2022	£75,061.31	
business Premium Account 30094013 as at 31st May 2022	£2,532.72	
Business Premium Account 10750816 as at 31st May 2022	£15,424.34	
Total		£93,018.37
Unpresented payments from 2021/2022	£10.00	
Closing balance as at 31st May 2022		£93,008.37
CASH BOOK		
Opening balance as at 1st April 2021	£60,131.10	
Add receipts (Precept £36435, Grants £644, DD Refund £36.19)	£37,115.19	
		£97,246.29
Payments to date	£4,237.92	
Cash book closing balance as at 31st May 2022		£93,008.37

Financial Update

The table above shows the Town Councils expenditure before 31st May 2022 against the budget.

Budget Heading	2022-2023 Budget	2022 -2023 Current expenditure
Clerk Salary	£11,100.00	£1,766.13
Clerks'/Cllrs' Expenses.	£100.00	£89.30
Gen. Admin.	£300.00	£112.00
Audit	£250.00	
Subscriptions/Membership	£850.00	£599.00
Playground	£1,000.00	
Park Field	£2,000.00	
Grants	£8,450.00	
Asset Maintenance	£1,000.00	£101.00
Village Hall	£2,000.00	£119.06
IT	£700.00	
Flower tubs	£150.00	
Insurance	£1,300.00	£1,253.62
Grass Cutting	£7,500.00	
Remedial work in village	£2,000.00	
Jubilee	£1,000.00	
Public Rights of Way project	£3,000.00	
Information Board	£500.00	
WI FI	£230.00	£117.30

General reserves	£10,000.00	
Earmarked reserves	£15,000.00	
Total	£68,430.00	£4,157.41

Please note: The difference to the expenditure amount on the bank reconciliation is due to the VAT