

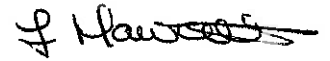
Cridling Stubbs Parish Council
Temporary Clerk: Miss Jenifer Howarth
Little Oakes Farm, Donkey Sanctuary, Cobcroft Lane, Cridling Stubbs, WF11 0AZ
Tel: 07817 608246. E-mail: jenny@cridlingstubbs.com

Dear Councillor

15th January 2024

You are summoned to attend the next meeting of Cridling Stubbs Parish Council, to be held on **THURSDAY 25TH JANUARY 2024** at 7.00pm in the Village Hall Cridling Stubbs.

Miss J Howarth



Signed

A G E N D A

1. Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2. To consider the extent, if any required to which public and press are to be excluded from the meeting.
3.
 - 3.1 To receive apologies for absence and record these in the minutes.
 - 3.2 To consider the approval of reasons for absence given by councillors.
4.
 - 4.1 To receive, consider and decide upon any applications for dispensation.
 - 4.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.
5. The meeting will be suspended for a period of public participation, to enable members of the public present to ask question.
6. To confirm the minutes of meeting held on 11th Dec 2024, as a true and correct record.
7. To receive information on the following ongoing issues and decide further action where necessary:
 - 7.1 The adoption of the up-dated Standing Orders.
 - 7.2 To receive an up-date on quotes for the grass cutting in the village.
 - 7.3 To receive up-date on the application for additional Dog waste bins along Cobcroft Lane.
 - 7.4 To receive up-date on the Chair carrying out both the Chair and RFO position.
 - 7.5 To receive an up-date on the ticket submitted to NYCC regarding the fallen trees on Cobcroft Lane grassed area.
 - 7.6 To receive an up-date on the Footpath along Cobcroft Lane from the Play area to the top of Cobcroft Lane.
8. To consider and decide upon the following planning applications:
 - 8.1 None
9. To receive and note the following planning decision/information:
 - 9.1 ZG2023/0463/CPE - Northfield Stables Northfield Lane Cridling Stubbs - Lawful development certificate for existing use as 3 bedroom detached bungalow with integral garage – Awaiting decision.

10. **Matters requested by councillors:**
 - 10.1 None received prior to publication of Agenda.

11. **Financial matters:**
 - 11.1 To receive and note current bank balance at 13th January 2024:
Current Account - £9,136.62, (including £5,000 Grant).

 - 11.2 To receive and note budget comparison (attached).

 - 11.3 To approve the following accounts for payment:
 - 10.3.1 Pagemark Solutions, (website Maintenance, inv no: 3798) - £98.40.
 - 10.3.2 YLCA, (Training Lawful Agendas and Best Practice webinar, inv: 1311) - £12.50.

12. **Correspondence received:**

To receive information on the following new correspondence and decide further action where necessary.

 - 12.1 Two emails received regarding: Clerks Position:
 - (a) 19th Dec 23 - Unable to attend the proposed interview.
 - (b) 8th Jan 24 - Application From not received and Current situation.

13. To notify the clerk of matters for inclusion on the agenda of the next meeting.
 - 13.1

14. **Employment matters:**
 - 14.1 To review the job description of the Parish Clerk, (attached) confirm new interview date and time.

15. To confirm the date of the next meeting as Thursday 28th March 2024 at 7pm in the Village Hall.

CRIDLING STUBBS PARISH COUNCIL

Minutes of a meeting of Cridling Stubbs Parish Council held on the 25th January 2024, at 7.00pm in the Cridling Stubbs Village Hall.

Present: Chair, Cllr Simon Riley (SR), Vice Chair, Cllr Rod Copley (RC), Cllr Jackie Howarth (JaH), Cllr Jennifer Howarth, (JH) Cllr Ian Phillips (IP). 3 members of the public.

The Chair opened the meeting and provided a reminder to all in attendance on the Council's expectations about audio or visual recordings of the meeting.

Chair stated that going forward the meetings would be recorded for the use in preparing more accurate Minutes and the recordings would be deleted after the minutes were approved. Anybody requiring a copy of the recording would need to apply to the Clerk for a copy. - RESOLVED

1. To receive apologies for absence
None all Councillors in attendance.
2. To consider the approval of reasons for absence given by councillors
None.
3. To receive, consider and decide upon any applications for dispensation.
No members of the council had any declarations of interest or requests for dispensation.
- 3.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests
No members of the council had any additional declarations of interest.
4. Meeting Suspended for a period of Public Participation, to enable members of the public present to ask questions.
No questions.
5. To confirm the minutes of meeting held on 11th Dec 2023, as a true and correct record
RESOLVED with an amendment to minutes, point 10. Once the amendment is carried out the minutes will be approved as a true record and signed by the Chair.
6. To receive information on the following ongoing issues and decide further action where necessary
 - 6.1 *Adoption of the Standing Orders.*
Extraordinary Parish Council meeting to be held by 2nd Feb 2024, if possible, to review and agree the Standing Orders.
 - 6.2 *Grass/Maintenance Contract*
Not all quotes have been received for the Grass cutting at the time of the meeting.
 - 6.3 *Additional Dog Waste bin*
Awaiting results of the visit by NYCC on the 22nd January 2024.



6.4 *Chair carrying out roles of Chair and RFO roles until Clerk is appointed.*
RESOLVED that the Chair could carry out both roles until a Clerk was employed by the Parish Council. Cllr IP stood down as proposed temporary Chair Cllr SR to continue as Chair. Proposed Cllr IP seconded Cllr RC.

6.6 *Fallen tree and branches in the Play Park area.*

RESOLVED. NYCC would only remove fallen tree and overgrown vegetation if it blocked public access. As this did not block public access it would be the responsibility of the Parish Council to remove.

Proposed that a survey of the trees in the area of the Play Park is undertaken to understand the condition of them and the condition of the ground. A visual inspection questioned their condition of the trees. Quotes to be obtained.

Proposed that the council investigate if funds allocated to the Play Park area could be re-allocated to the resolution of the survey and any further planting if required.

6.7 *Footpath from the Play Park to the top of Cobcroft Lane.*

Waiting NYCC response.

6.8 RESOLVED that additional information on the increase in the 2024-25 Precept be placed on the Parish Council notice board and Website in addition to the 11th December 2023 Extraordinary Parish Council meeting minutes.

6.9 The Gateway authorisation codes had been received and given to Lofthouse Accounts to enable them to submit tax details.

7. To consider and decide upon the following planning applications

No planning application applications for Cridling Stubbs Parish Council.

The application ZG2023/0463/CPE – Northfield Stables, Northfield Lane, waiting decision by NYCC.

8. Planning Decisions and information

None received.

9. Matters requested by councillors

9.1 *No matters arising prior to the Parish Council meeting.*

9.2 *Matters raised on the Parish Council meeting.*

RESOLVED that any additional information or updated information received by the Parish Council Clerk, that could assist the Parish Councillors to make a more informed decisions at the Parish Council meetings be sent out prior to the meeting. The Council discussed the matter briefly and agreed that any relevant additional information will be sent out going forward.

10. To receive and consider for decision any recommendations from the Council's Committees

No Council Committees established.

11. Financial Matters

11.1 *To receive and note current bank balances.*

RESOLVED Bank balances in the current account was noted.

11.2 *To receive and note a bank reconciliation and budget comparison to 25th Jan 2024.*

RESOLVED.

11.3 *To approve the following accounts for payment.*

RESOLVED to approve payment to:

YLCA, (Training Lawful Agendas and Best Practice Minutes) - £12.50

11.4 *To note payments already authorised.*

Direct Debit - Pagemark Solutions (Website maintenance, inv no: 3798) - £98.40.

12. Correspondence received

The Clerk informed the meeting that there was no other than information other than the ones stated on the agenda, no new correspondence to be considered.

13. Items for the next Extraordinary ordinary meeting of the Council

Standing Orders.

14. Employment matters

14.1 *Job description Clerk – Parish Council Clerk*

The Council reviewed the job description for this post.

RESOLVED that the job description as proposed by the Chair.

14.2 *To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business to be transacted at agenda item 15.3 to being prejudicial to the public interest.*

RESOLVED members of the press and public be excluded for the item of business. of the pay scale of the National Joint Council applied to the Clerks position will be forwarded to all PC Cllr's for approval.

15. Date of the next meeting

It was noted that an Extraordinary meeting will be held on the 2nd February 2024, dependant on Councillors availability to resolve the Standing Orders.

There being no other business, the Chair thanked all for attending and closed the meeting at 8.00pm.