

Cridling Stubbs Parish Council

Temporary Clerk: Miss Jenifer Howarth

Little Oakes Farm, Donkey Sanctuary, Cobcroft Lane, Cridling Stubbs, WF11 0AZ

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Dear Councillor

18th March 2024

You are invited to attend the next meeting of Cridling Stubbs Parish Council, to be held on **THURSDAY 28TH MARCH 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 9th Feb 2024, as a true and correct record.
7. To receive information on the following ongoing issues and decide further action where necessary:
 - 7.1 To receive an up-date on quotes for the grass cutting in the village.
 - 7.2 To receive an up-date damaged trees on Cobcroft Lane grassed area by the Play park and ground area under the trees..
 - 7.3 To receive an up-date on the Footpath and hedge along Cobcroft Lane from Wrights Lane to Northfield lane (along the Play park area)
 - 7.4 Re-view the following Policies for Cridling Stubbs Parish Council sent to PC Members:
 - (a) GDRP.
 - (b) Transparency Code
 - (c) Freedom of Information
 - (d) Recording Meetings
 - 7.5 Play Park – General.
8. To consider and decide upon the following planning applications:
 - 8.1 ZG2024/0154/HEU, Manor Farm Bungalow, Cobcroft Lane, Cridling Stubbs, West Yorkshire, WF110AZ.
Prior approval for increase room ridge height to form bedrooms extending up to 6.7 meters

9. To receive and note the following planning decision/information:
9.1 None
10. Matters requested by councillors:
10.1 It will be proposed by Cllr Simon Riley, Chair that the end of 2023/24 Annual Governance and Accountability Return, (AGAR) is carried out as per previous years. The Internal financial audit to be carried out by Lofthouse Ltd, Accountants Pontefract, which will then submitted to PKF Little John LLP by 30th June 2024.
11. Financial matters:
11.1 To receive and note current bank balance at 1st February 2024:
Current Account - £8,831.32, (including £5,000 Grant). Once all budgeted payments have been made for March, account balance will be - £8339.92.
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, March 24 inv: 3848) - £98.40.
10.3.2 Information Commissioners Office, (Yearly Fee, inv: ZA876607) - £40.00.
10.3.3 Amanda Brundell, (Village Planters, inv:) - £100
12. Correspondence received:
To receive information on the following new correspondence and decide further action where necessary.
12.1 (a) 1st Mar 24 – North Yorkshire Council (NYC) – from 1st April 24 any invoices for Selby District Council must be re-addressed to NYC.
(b) 4th Mar 24 - Note from H. Buckley regarding ICO invoice.
(c) 6th Mar 24 - Pre Renewal Questionnaire for Cridling Stubbs PC Insurance quote.
(d) 9th Feb 24 - National Association of Local Councils Security Brief on the use of Council email address.
(e) Two magazines, 1 x Elan City for electronic speeding signs and 1 x NBB for recycled Furniture
13. To notify the clerk of matters for inclusion on the agenda of the next meeting.
13.1 Review following Policies for Cridling Stubbs Parish Council:
(a) Code of Conduct.
(b) Complaint Procedure.
(c) Sickness and Absence for Council Employees.
14. Employment matters:
14.1 Welcome the new Parish Clerk Vanessa Thurston who will take up the role on the 28th March 2024 meeting ends. Temporary Clerk Cllr Jenifer Howarth to step resign from the position on 28th March 2024.
15. To confirm the date of the next meeting as Thursday 16th May 2024 which will be **Cridling Stubbs Parish Council AGM** at 7pm in the Village Hall.
On Thursday 16th May 2024 at 6pm in the Village Hall will be the **Annual Parish meeting**

CRIDLING STUBBS PARISH COUNCIL

Minutes of a meeting of Cridling Stubbs Parish Council held on the 28th March 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). 1 member 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
 - 1.1 Cllr Ian Phillips (IP) no attendance, no apologies received.
2. To consider the approval of reasons for absence given by councillors
 - 2.1 None.
3. To receive, consider and decide upon any applications for dispensation.
 - 3.1 No members of the council had any declarations of interest or requests for dispensation.
4. 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
 - 4.1 No members of the council had any additional declarations of interest.
5. Meeting Suspended for a period of Public Participation, to enable members of the public present to ask questions.
 - 5.1 No questions.
6. To confirm the minutes of meeting held on 9th Feb 2024, as a true and correct record
 - 6.1 Proposed as correct by Cllr JH seconded by Cllr JaH, all agreed – RESOLVED.
7. To receive information on the following ongoing issues and decide further action where necessary
 - 7.1 Grass Cutting Quotes.
Three quotes received but only two were proposed due to the third not being suitable. After discussion of the quotes, proposed by Cllr Rd and seconded by Cllr JH, all in favour by a show of hands that the current contractor, Adam Ground Maintenance will be offered the contract, but the council will look at a reduction in the total cuts required to reduce the overall costs. – RESOLVED
 - 7.2 Trees on Cobcroft Lane – Three quoted received to fell 7 trees due them being dead/dying and several require pruning due to leaning.
Cllr SR will approach the Grant supplier to use part of the grant for the work and suggested a leaflet drop to all houses in the village informing them of the action and dates when the work would take place once arranged.
 - 7.3 Footpath to Northfield Lane – A request to NYC due to the footpath being unusable, awaiting response.



7.4 Policies and Procedures

The following were reviewed and accepted by a show of hands:

- (a) GDPR
- (b) Transparency Code
- (c) Freedom of Information
- (d) Recording Meetings

All will now be up-loaded to the Website.

- 7.5 Cllr SR discussed the possibility of a subcommittee is set up to assist the Clerk and PC in obtaining Grants to adapt the Playpark for accessibility. All in favour by a show of hands to be discussed at the next meeting.

8. To consider and decide upon the following planning applications

- 8.1 Application ZG2024/0154/HEU – Manor Farm Bungalow, Cobcroft Lane, Cridling Stubbs, West Yorkshire WF110AZ – Prior approval for increasing room ridge to form bedrooms, extending up to 6.7 meters. No objections - RESOLVED.

9. Planning Decisions and information

- 9.1 Three Lime Trees to be felled at Womersley Church.

10. Matters requested by councillors

10.1 Cllr SR proposed that Lofthouse Accountants of Pontefract carry out the Financial Audit, (as previous years including certification of exemption). To be completed by the AGM on the 16th May 2024 where the result will be discussed before submitting to Littlejohn. Proposed Cllr SR, seconded by Cllr JH – RESOLVED.

10.2 No matters raised on the Parish Council meeting.

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.

Bank balances in the current account on the 12th February 2024 was noted – RESOLVED

11.2 To receive and note a bank reconciliation and budget comparison - RESOLVED.

11.3 To approve the following accounts for payment.

(a) Information Commissioners Office - £40.00

(b) Planters - £100

(c) Ex-Parish Council Clerks – see below point 14.2.

11.4 To note payments already authorised:

Direct Debit - Website maintenance - £98.40.

12. Correspondence received

12.1 NYC letter confirming all invoices for the old SDC are to be addressed to NYC

12.2 Letter received from a former Clerk of an outstanding payment for the Information Commissioners Office. Plus, change of contact details required.

12.3 Public Liability renewal questionnaire.

12.4 Four supplier magazines.

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

13.1 Cllr SR notified the Clerk that the following Policies and Procedures will be available on the website for all Cllr's to view ready for the next PC meeting where they will be discussed and adopted if agreed:

- (a) Code of Conduct.
- (b) Complaint Procedure.
- (c) Sickness and Absence for Council employees.
- (d) Financial Regulations.

14. Employment matters

14.1 Cllr JH resigned as temporary Clerk and Ms Venessa Thurston took up her role as Cridling Stubbs Parish Council Clerk, all welcomed her as Clerk. – RESLOVED.

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. - Ex-Parish Council Clerks – salary. PC Cllr's for approval.

15. Date of the next meeting

It was noted that the next Parish Council meeting will be the Annual General Meeting, (AGM) and will be held on the 16th May 2024 at 7pm in the Village Hall.

Prior to the AGM the Annual Parish Meeting will take place at 06:30pm in the Village Hall.

There being no other business, the Chair thanked all for attending and closed the meeting at 7.55pm.


28th MARCH 24