

Cridling Stubbs Parish Annual Meeting of the 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 Resident

13th May 2024

You are invited to attend the next meeting of Cridling Stubbs Parish Council, to be held on **TUESDAY 20TH MAY 2025** at 7.00pm in the Village Hall Cridling Stubbs.

Ms 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. Annual Report 2024/25
3. Financial Report 2024/25
4. Appointment of Chairman of the Council.
5. Signing of Declaration of Acceptance of Office.
6. Appointment of Vice-Chairman of the Council.
7. Signing of Declaration of Acceptance of Office.
8. To consider the extent, if any required to which public and press are to be excluded from the meeting.
9.
 - 9.1 To receive apologies for absence and record these in the minutes.
 - 9.2 To consider the approval of reasons for absence given by councillors.
10.
 - 10.1 To receive, consider and decide upon any applications for dispensation.
 - 10.2 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.
11. The meeting will be suspended for a period of public participation, to enable members of the public present to ask question.
12. To confirm the minutes of meeting held on 1st April 2025, as a true and correct record.
13. To receive information on the following ongoing issues and decide further action where necessary:
 - 13.1 2023/24 Annual Governance and Accountability Return, (AGAR) Financial Audit carried out by Lofthouse Accountants.
 - 13.2 Grass Cutting.
 - 13.3 Hedges.
 - 13.3 Village Signage.
 - 13.4 Village Hall.

- 13.5 Public Telephone Box.
- 13.6 Coverage of correspondence at meetings.
- 13.7 Public Liability Insurance.

- 14. To consider and decide upon the following planning applications:
 - 14.1 No applications within Cridling Stubbs Parish since last Parish Council Meeting.

- 15. To receive and note the following planning decision/information:
 - 15.1 ZG2025/0288/HEU, DB UK Builders Ltd, Prior approval for construction of an additional storey to the dwelling extending the ridge height up to 6.7 metres (measured externally from ground level to the highest part of the roof) at Northfield Stables, Northfield Lane, Cridling Stubbs

- 16. Matters requested by councillors:
 - 16.1 Covered in point 13.

- 17. Financial matters:
 - 17.1 To receive and note current bank balance as at 20th May 2025.
 - 17.2 To receive and note budget comparison.
 - 17.3 To approve the following accounts for payment:
 - 17.3.1 Kompan. (Playpark Slide, inv: 260785) - £6,176.43.
 - 17.3.2 Lofthouse & Co. (Payroll and HMRC verification, inv: 337536) - £81.60.
 - 17.3.3 Lofthouse & Co, (Audit 2024/25, Inv: 337623) - £138.00
 - 17.3.4 Hiscox (Public Liability Insurance 2025/26, inv: 15471122) - £993.13
 - 17.3.5 Yorkshire Local Council Association, (Training, inv: 3993) - £10.00
 - 17.3.6 To note payment made by Direct Debit:
 - (a) Whitley Gardens, (Grass cutting, April, inv: 3) - £170
 - (b) Whitley Gardens, (Grass cutting, May, inv: 4) - £150
 - 17.3.7 To note payment made by Standing Order:
 - (a) Pagemark Solutions, (website Maintenance, April 25 inv: 4576) - £74.40
 - (b) Pagemark Solutions, (website Maintenance, May 25 inv: 4634) - £78.00

- 18. Correspondence received:
 - To receive information on the following new correspondence and decide further action where necessary.

- 19. To notify the clerk of matters for inclusion on the agenda of the next meeting.
 - 19.1 Review and Adopt Policies and Procedure's/Process

- 20. Employment matters:
 - 20.1 Parish Council Clerks position.

- 21. To confirm the date of the next meeting as Tuesday 22nd July 2025 at 7pm in the Village Hall.

CRIDLING STUBBS PARISH COUNCIL

Minutes of a meeting of Cridling Stubbs Parish Council held on the 20th May 2025, 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).

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.

1. Annual Report 2024/25
 - 1.1 Annual report given by Cllr SR.
2. Financial Report 2024/25
 - 2.1 Financial Report given by Cllr SR.
3. Appointment of Chairman of the Council.
 - 3.1 Cllr SR proposed by Cllr RC, seconded by Cllr JaH. – RESOLVED.
4. Signing of Declaration of Acceptance of Office.
 - 4.1 Signed by Cllr SR – RESOLVED.
5. Appointment of Vice-Chairman of the Council.
 - 5.1 Cllr RC proposed by Cllr JH, seconded Cllr SR. – RESOLVED.
6. Signing of Declaration of Acceptance of Office.
 - 6.1 Signed by Cllr RC – RESOLVED.
7. To consider the extent, if any required to which public and press are to be excluded from the meeting.
 - 7.1 No exclusion – RESOLVED.
8. To receive apologies for absence
 - 8.1 Cllr IP. Apologies received; no attendance due to work commitments.
 - 8.2 Cllr IP has submitted his resignation letter from the PC, due to work commitments.
 - 8.2 To consider the approval of reasons for absence given by councillors:
Apology and resignation accepted - RESOLVED.
9. To receive, consider and decide upon any applications for dispensation.
 - 9.1 No members of the council had any declarations of interest or requests for dispensation.
10. 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
 - 10.1 No members of the council had any additional declarations of interest.



11. Meeting Suspended for a period of Public Participation, to enable members of the public present to ask questions.
 - 11.1 A resident requested an update on the Grass Cutting within Cridling Stubbs due to the quality of the cutting. – Cllr SR reported that he was in contact with the contractor regarding the quality of the cutting and a meeting was planned with them. Cllr SR will report back on the next PC meeting.
12. To confirm the minutes of meeting held on 1st April 2025, as a true and correct record
 - 12.1 Proposed as correct by Cllr SR seconded by Cllr JeH, all agreed – RESOLVED.
13. To receive information on the following ongoing issues and decide further action where necessary
 - 13.1 2024/25 Annual Governance and Accountability Return, (AGAR). – Financial Audit was carried out by Lofthouse Accountants. It was presented by Cllr SR. No issues raised by the audit and no variances. Accepted by all, signed by Chair and Clerk. Notice of Conclusion of the Audit, AGAR documents and Reconciliation Form will be posted on both the Village Notice Board and Website. AGAR will be sent to PKF Littlejohn. – RESOLVED.
 - 13.2 Grass Cutting – As point 11.1.
 - 13.3 Hedges along the footpath next to the Playpark, Cobcroft Lane. – Due to being within the 'no cutting' dates of 1st March – 31st Aug the PC will not support any cutting of the hedge until 31st Aug. The PC was instructed by the Insurance provider that no member of the Public will be covered under the Public Liability cover if tools are used, unless they are PC employees, and the equipment is owned by the PC. – RESOLVED.
 - 13.4 Village Signage. – The sign on Cobcroft Lane that has been knocked down will cost £500 to replace. Cllr SR is currently in discussions with Area 7 at NYC to resolve the issue. Will update on the next PC meeting.
 - 13.5 Village Hall (VH). – Cllr SR reported that he has been asked several questions by residents to put to the VH Chair, Cllr Ian Phillips relating to the VH, but as Cllr IP has resigned the PC will write to the VH committee with the questions.
 - 13.6 Public Telephone Box. – CSPC has on behalf of the residents objected to the removal of the telephone and telephone box, as proposed by BT via NYC. The objection letter was submitted on the 25th April 2025 to NYC. Closing date for any objections was 30th April 2025. The end date of the consultation is 12th June 2025. Should the objection not be supported by NYC or refused by BT, then CSPC will adopt the telephone box and suggestions on the use will be discussed on the next PC meeting. – Cllr SR to report back.
 - 13.7 Bus Shelter. – Cllr SR proposed that the PC concentrate on raising Grants/funds, including using a percentage of any savings made during the financial year to purchase a bus shelter for the use by the village children/patents whilst waiting for the school collections and any future public bus routes.
14. To consider and decide upon the following planning applications
 - 14.1 None received by NYC since the last PC meeting – RESOLVED.
15. Planning Decisions and information
 - 15.1 ZG2025/0288/HEU, DB UK Builders Ltd, Prior approval for construction of an additional storey to the dwelling extending the ridge height up to 6.7 metres (measured externally from ground level to the highest part of the roof) at Northfield Stables, Northfield Lane, Cridling Stubbs. – RESOLVED.



16. Matters requested by councillors
- 16.1 Coverage of correspondence at PC Meetings. – Raised by Cllr IP, Cllr SR to obtain further information and report on the next PC meeting.
- 16.2 Public Liability Insurance. – As point 16.1
17. To receive and consider for decision any recommendations from the Council's Committees
- 17.1 No Council Committees established. – RESOLVED.
18. Financial Matters
- 18.1 Current bank balance at 20th May 2025: £10,922.22
- 18.2 To receive and note budget comparison. - RESOLVED
- 18.3 To approve the following accounts for payment:
- 18.3.1 Kompan. (Playpark Slide, inv: 260785) - £6,176.43.
- 18.3.2 Lofthouse & Co. (Payroll and HMRC verification, inv: 337536) - £81.60.
- 18.3.3 Lofthouse & Co, (Audit 2024/25, Inv: 337623) - £138.00
- 18.3.4 Hiscox (Public Liability Insurance 2025/26, inv: 15471122) - £993.13
- 18.3.5 Yorkshire Local Council Association, (Training, inv: 3993) - £10.00
- 18.3.6 To note payment made by Direct Debit:
- (a) Whitley Gardens, (Grass cutting, April, inv: 3) - £170
- (b) Whitley Gardens, (Grass cutting, May, inv: 4) - £150
- 18.3.7 To note payment made by Standing Order:
- (a) Pagemark Solutions, (website Maintenance, April 25 inv: 4576) - £74.40
- (b) Pagemark Solutions, (website Maintenance, May 25 inv: 4634) - £78.00
19. Correspondence received:
- To receive information on the following correspondence and decide further action where necessary.
- 19.1 The Chair reported that he had received Cllr IP resignation letter and took the opportunity to thank Cllr IP for all his hard work and advice given to the current and previous Parish Councils he had served on. All CSPC members joined the Chair in wishing Ian all their best for his future endeavours.
- The Chair also reported that Ian had kindly offered his services for advice should the PC require it.
20. To notify the Clerk of matters for inclusion on the agenda for the next meeting.
- 20.1 Review and adopt the policies and Procedures/Process of the Council.
21. Employment matters.
- 21.1 Advertisement for the position of Clerk is on the notice board and website. – RESOLVED.
22. Date of the next meeting.
- 21.1 To confirm the date of the next meeting as Tuesday 22nd July 2025 at 7pm in the Village Hall.

There being no other business, the Chair thanked all for attending and closed the meeting at 20.05.

