

**Minutes of the Meeting of Walton Parish Council held on Monday 6 March 2023
at 7.30pm, Village Hall, Walton**

Present- Councillors David Aspland (Chair), Stephen Sharp, Richard Prudhoe, Ed Simpson, David Taylor, Mark Wake.

Also in Attendance Helena Buck (Clerk)
Ward Cllr Norma Harrington

The public session was well attended by Walton residents.

Public Session commencing 7.00pm

Presentation by Developers of Walnut Farm (Coal Yard), Main Street, Walton

This is a key development within the Neighbourhood Plan and the presentation allowed residents to view proposals and ask any questions relating to the development.

Proposal: to develop the site with mixed-size accommodation providing 2, 3 and 4-bedroom housing units:

- The existing dilapidated cottage will be replaced with a 2-bed unit.
- Plots 1 & 2 will be 3-bed units.
- Plots 3 & 4 will be 4-bed units.
- Plot 5 will be a 4-bed unit with double garage.

Each house will have a useable garden area with off-street parking for two cars plus a garage facility.

Construction will use natural limestone & pan-tiles and remain sensitive to the requirements of the conservation area and Neighbourhood Plan. Aim is to submit full planning permission by the end of March with start of build by end of the year. There should be a CIL contribution to the village via LCC.

Main issues raised by residents:

- Demolition & site clearance: concerns regarding removal of potentially contaminated material and measures to limit off-site spread to adjacent housing.
- Off-street parking allocation: impact on existing parking on Main Street.
- Floor Area: square footage differences between the planned housing and what is shown in the Neighbourhood Plan.
- Garden areas: impact on medieval croft & toft configuration.
- Local drainage issues and increased traffic during construction need to be considered.
- It is important to view the development in context, i.e. where it sits in relation to the protected centre of the village.

The developers were asked to provide an electronic copy of the Walnut Farm Brochure which could be circulated to residents. The Parish Council would respond formally to the proposal after full planning application had been submitted to LCC.

1. Apologies for absence noted and approved. Cllr Clark.

Cllr Aspland read out a note from Cllr Clark explaining his intention to step down at the forthcoming Parish Council elections due to increasingly pressured commitments. Cllr Clark expressed his appreciation and thanks to councillors and associates after seven years of involvement and very best wishes to the Parish Council going forward, including those who were close to the Council and whose work and contributions were invaluable to the village.

Cllr Aspland acknowledged the many significant contributions made by Cllr Clark over the years, notably his invaluable work on the Neighbourhood Plan, and on behalf of councillors and residents wished him well in his future endeavours.

2. Declaration of any disclosable pecuniary interests. None.

3. To accept the minutes of the Parish Council meeting held on 9 January 2023 as a true and correct record.

It was resolved that the minutes of the Meeting of the Parish Council held on 9 January 2023 be accepted and approved as a true record, agreed by all.

4. Matters arising from the minutes. None.

5. Police Matters: to consider the most recent Crime Information.

The most recent Crime and ASB (Anti-Social Behaviour) figures for the Wetherby Ward had been circulated.

As figures were aggregated for the entire Wetherby Ward it was again suggested that crime reports could be improved by specifying crime by location. Ward Cllr Norma Harrington noted that the aggregated figures had fallen significantly from 120 crimes reported in January, to 88 crimes reported in February. She emphasised the importance of reporting crimes to the police in order to include them in the statistics. Date of next PACT meeting: Tuesday 7 March, 6.30pm, Methodist Hall, Bank Street, Wetherby.

6. Correspondence received – for information.

A correspondence list had been circulated and noted.

7. Clerk/RFO vacancy.

An advert had been placed on the YLCA website and bulletins on 15 February. Closing date for applications 17 March.

8. Financial Matters.

The following accounts were approved:

- a. Income and Expenditure to 28 February 2023 including Bank Reconciliation.
- b. Income & expenditure forecast to 31st March 2023.
- c. Rachel Pearson was approved as internal auditor for 2022-23.
- d. Review of banking arrangements: carried over to May meeting.
- e. Annual review of financial risk. It was noted that the Internal Financial Controls Checklist is completed by Cllr Taylor prior to each Parish Council meeting.
- f. Noted: VAT recovered from HMRC: £315.67 received 23 Feb 2023.
- g. Noted: LCC has confirmed the CTS (Council Tax Support) grant at £81. Approval of the precept was conditional on there being no significant % change to the anticipated increase in CTS Grant.

Cllr Taylor stated that finances were in line with the budget. The remaining £515 CIL was due to be used by October 2023 and could be used for cycle track fencing repairs and to consolidate worn areas of playground turf.

Action: Cllr Sharp to provide quotes for playground repairs.

h. Payments approved:

- i. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 30164 dated 4 Jan 2023. £8.33 + £1.67 VAT. Tot £10.
 - ii. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 30542 dated 4 Feb 2023. £8.33 + £1.67 VAT. Tot £10.
 - iii. YLCA – Clerk/RFO advert placed on website and bulletins. £15.00.
 - iv. PWLB Loan Repayment due 15 March 2023. £771.57.
 - v. H. Buck Inst Inks reimbursement – Hewlett Packard Instant Inks DD by credit card for Office Jet 4650 Printer: Jan-Feb 23: £9.99 per month. £8.32 + £1.67 VAT x 2. Tot £19.98.
 - vi. Cllr Prudhoe reimbursement – 4 March 2023 village workday costs. £102.27.
- i. Approved: Clerk salary and expenses Jan-Feb 2023 (circulated) - includes adjustment for NJC new rates of pay applicable from 1 April 2022 (NALC 2022: EO2-22 - 2022-23 National Salary award).

Noted – Clerk mileage & expenses not claimed in order to correct overpayment of £9 vat reimbursement (Minute Ref. 7/11 22/25 8diii – typographical error - £43 vat reimbursed instead of £34 vat ref Defibrillator battery replacement).

- j. Approved: HMRC payment: Tax on Clerk's salary Jan-Feb 2023 (circulated).

9. Parish Council Elections May 2023.

An election timetable and links to LCC nomination forms and documents had been circulated.

10. Asset Register.

Approved: updated Asset Register as at 28 February 2023.

11. Risk Register/Risk Management Document.

Approved: updated Risk Register/Risk Management document as at 28 February 2023.

12. IT Maintenance Contract.

Approval given to continue with PC Crew IT maintenance contract ref 3ZHP9VEE.

13. 5-yr review of PC legal services provision.

It was agreed by all that current arrangements were suitable and sufficient.

14. Options for location of Queen Elizabeth 2 Memorial Bench.

Cllr Prudhoe had circulated various options at the village workday and would report back at the next meeting.

15. GDPR Security Incident/Data Breach Policy (circulated) - approved.

16. Village Hall Development (Cllr Wake).

- The AGM had taken place on 1 March 2023 and covered progress made during the last 18 months.
- Village Hall accounts remained in good financial health.
- Gift Aid application was complete and authorisation received.
- Significant Hall improvements had been made.
- The next stage would be planned building works on the extension and main hall refurbishment – floor, insulation & heating. Quotes had been received and grant applications were in preparation.
- Communications challenge - occasional letter-box flyer drops were time consuming and reliant on volunteers. The committee planned to obtain contact details directly from residents, preferably email addresses, by approaching residents on the doorstep. The aim was to compile a comprehensive comms database for rapid circulation of key issues, events and activities.
- Feedback from residents attending the AGM was extremely positive and supportive of the changes made, notably the significant growth in income generated during 2020-22.

17. Planning matters.

- a. 14-day re-consultation revised plans received. Application details: No 22/03015/FU Site: Land East Of Smiddy Hill Walton. Proposal: Erection of Farm shop with cafe with associated car parking and landscaping. Comments letter sent to LCC Planning 17 January 2023.
- b. Lovell Development, Thorp Arch (Cllr Clark). Traffic Management letter sent to the developer on 24 January 2023.
- c. Additional Note - Spring Lane Housing determination (Cllr Clark) – note dated 1 February 2023.
- d. Noted: - Leeds Local Plan 2040 – Scoping Document For Public Consultation.
- e. Re-consultation - revised plans received. Application details: No 22/02840/FU Site: Land West Of Spring Lane/Walton Cricket Pitch Walton. Proposal: Erection of fourteen new dwellings and associated landscaping works. No objections.

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18. To confirm the date of the Annual Parish Meeting 2023.

The APM will be held at 7.00pm, 15 May 2023, prior to the Annual Meeting of the Parish Council at 7.30pm.

19. To consider minor items and to notify the Clerk of items for inclusion on the agenda of the next meeting.

- a. Cllr Harrington and Cllr Clark were due to have a meeting with LCC Highways to discuss planned developments and material impact on traffic.
- b. Complaints had been received regarding litter (paper, plastics and polystyrene) spread across the village, possibly a result of the recent storms. Cllr Aspland will follow up and report at next meeting.

20. Date of next meeting (statutory Annual Meeting of the Parish Council) Monday 15 May 2023, 7.30pm in the Village Hall.

Signed.....Chairman

Date.....

Contact the Clerk at secretary@walton-pc.gov.uk