

**Minutes of the Annual Meeting of Walton Parish Council held on Monday 9 May 2022
at 7.30pm in the Village Hall, Walton**

Present- Councillors David Aspland (Chair), Richard Prudhoe, Stephen Sharp, David Taylor, Mark Wake
Also in Attendance Helena Buck (Clerk)
Ward Cllr Norma Harrington
Ward Cllr Linda Richards
3 Walton residents

1. Election of Chair of the Council for the ensuing year and to receive the Chair's signature on the Declaration of Acceptance of Office.

Cllr Aspland agreed to stand as Chair and duly signed the Declaration of Acceptance of Office.
Proposed Cllr Prudhoe, seconded Cllr Taylor, all in favour.

2. Election of Vice-Chairman of the Council for the ensuing year and to receive the Vice-Chair's signature on the Declaration of Acceptance of Office.

Cllr Clark was nominated as Vice-Chairman, proposed Cllr Aspland, seconded Cllr Taylor, all in favour.
Cllr Clark had previously indicated to the Clerk and Chairman that in the absence of any other nominations he would accept the office of Vice Chair.

It was resolved that the Declaration of Acceptance of Office of Vice-Chair would be signed at the next Parish Council meeting.

3. Received & approved apologies for absence. Cllrs Clark, Simpson.

4. Appointments of Members to Council Roles/Responsibilities.

The current list of Councillor Responsibilities had been circulated.

It was agreed that current Roles & Responsibilities should continue for the ensuing year:

Cllr Aspland: Chair, Directions & Strategy, Planning Issues.

Cllr Clark: Vice- Chair, Neighbourhood Plan (progress & successful delivery).

Cllr Prudhoe: Projects & Project Oversight.

Cllr Sharp: Community Assets & Upkeep, Planning Issues.

Cllr Simpson: Community Assets & Upkeep.

Cllr Taylor: Finance & GDPR.

Cllr Wake: Communications.

Cllr Wake reported that the village newsletter was being extended and prepared in collaboration with the Village Hall Committee.

5. Declaration of any disclosable pecuniary interests. None.

6. To accept the minutes of the Meeting of the Parish Council held on 14 March 2022 as a true and correct record.

It was **resolved** that the minutes of the Parish Council Meeting held on 14 March 2022 be accepted and approved as a true record, agreed by all.

7. Matters arising from the PC minutes. None.

8. Police Matters: to consider the most recent Crime information.

The most recent crime data available on the Interactive Police website was for February 2022.

- 2 crimes reported in the Walton area: 2 Violence/sexual offences.
N.B. The category Violence/sexual offences includes neighbour disputes.
- 11 crimes reported at Wealstun Prison.

3 May PACT meeting. Police reporting of local crime data would be improved because the current system was under-reporting certain crime categories across the Ward. Cllr Harrington offered to forward crime figures to the Parish Council as they became available.

9. To consider correspondence received by the Clerk since the last meeting and to agree further action where necessary. A correspondence list had been circulated and noted.

10. Annual Review of Governance Documents.

It was **agreed by all** to adopt the updated documents as circulated:

a. Code of Conduct, b. Procedural Standing Orders, c. Financial Regulations.

11. Financial Matters.

The following accounts were approved:

- a. Approval of end of year Parish accounts: Income and expenditure statement 1 April 2021 to 31 March 2022:
It was **resolved** that Parish Accounts: Income and expenditure statement 1 April 2021 to 31 March 2022 be approved, proposed Cllr Taylor, seconded Cllr Aspland, agreed by all.
- b. Bank reconciliation statement as at 31 March 2022:
It was **resolved** that Bank Reconciliation Statement as at 31 March 2022 be approved, agreed by all.
- c. Approved and signed by the Chair: 2021/22 Annual Governance and Accountability Return (AGAR) Annual Governance Statement (AGAR 2021/22).
- d. Approved and signed by the Chair: 2021/22 Annual Governance and Accountability Return (AGAR) Accounting Statements (AGAR 2021/22).
- e. Approved and signed by the Chair: Certificate of Exemption from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015.
Noted - the higher of gross income & expenditure for Walton PC was less than £25,000 for the year ending 31.3.2022.
- f. Noted - that the Parish Council has reviewed the effectiveness of its system of internal financial control during the financial year 1 April 2021-31 March 2022 at 2-month intervals prior to each Parish Council meeting.
- g. Approved: Income & Expenditure 1-30 April 2022 including Bank Reconciliation statement 1-30 April 2022.
- h. Noted: Precept received on 1 April 2022: £6,578.00 & CTS Grant: £77.00.
- i. Payments approved since last PC meeting:
 - i. Yorkshire Local Council Associations (YLCA) Annual Membership Subscription: 1 Apr 2022 – 31 Mar 2023. Total £127.
 - ii. Smith of Derby Clockmakers. St Peter's Clock: Call out/stand-alone inspection to report fault, check complete installation and submit report. £150 + £30 VAT. Total £180.
 - iii. Reimbursement: R Prudhoe: 6 x A1 display posters for Walton Village traffic meeting. Total £42.
 - iv. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 26822 dated 4 Apr 2022. £8.33 + £1.67 VAT. Tot £10.
 - v. Gallagher Local Council Annual Insurance. Insurance Premium £345.63, Insurance Premium Tax £41.48, Admin Fee £50. Total £437.11.
 - vi. PC Crew GoCardless: Maintenance Contract Payment for QuickBooks Inv. 27203 dated 4 May 2022. £8.33 + £1.67 VAT. Tot £10.
 - vii. H. Buck Inst Inks reimbursement – Hewlett Packard Instant Inks Direct Debit by credit card for Office Jet 4650 Printer: Mar-Apr 22: £9.99 per month. £8.32 + £1.67 VAT x 2. Tot £19.98.

- j. Approval for Clerk salary and expenses Mar-Apr 2022 (circulated).
- k. Approval for HMRC payment: Tax on Clerk's salary Mar-Apr 2022 (circulated).

12. Traffic Report.

The traffic report submitted by Cllr Clark (Appendix 1) was discussed; specifically, proposals to consider two recommendations:

- Measures laid out in S 3.1. and S 5.1
- Next Steps in S 6.0.

S 3.1 Recommendations

1. A full review of suitable traffic signage.

- A full LCC review of traffic signage was already in progress, supported by the PC.

2. The four entry points to the village to have Gateway Signs

- It was agreed to support a phased approach to installing village Gateway signs as a positive addition to traffic calming measures.
- Location of the four entry points:
Spring Lane & Hall Park Road – agreed.
School Lane & Smiddy Hill – Councillors preferred Gateway signs located at the Parish Boundary at Wetherby Road which would include Walton residents living along Wetherby Road. A boundary map would help to help determine the precise locations.
- The village would be asked to comment on proposed Gateway positions.
- Cost considerations: LCC would fund road line markings. Any additional works would require PC funding.
- PC agreed to meet LCC Highways to obtain advice on Gateway specifications, locations, message format and funding options.

Action: Cllr Aspland to update Thorp Arch PC and discuss Wetherby Road options as this is a shared highway.

3. The four entry roads each to have *at least* two road humps/strips on them

- Rejected as expensive and potentially noisy & intrusive.

4. Signage and appropriate road warning indicators at the School Lane bend

- Agreed; suggestions - stone bollards or a tree trunk placed at the bend to deter parking and a 'No Parking' request to residents.

5. Barrier placement at the point where the cycle path joins School Lane

- Agreed; PC funding would be required.
- PC to arrange a site meeting with LCC Highways. (Noted - existing layout determined by LCC during construction of the cycle track.)

S 5.1 Further discussions & next steps

PC to contact Wealstun Prison, LUFC and Br Library re. staff speeding and HGVs

- The PC has already contacted Wealstun Prison, LUFC and Br Library regarding traffic issues.

Village to undertake occasional speed checks and raise concerns & importance of enforcement with the police

- Ward Cllr Richards suggested that a mobile/temporary SID with data logging capacity (Speed Indicator Device used to detect and display real-time vehicle speeds) could be borrowed from neighbouring Parish Councils. The SID could be positioned to capture data at specific areas of concern.
- Downloaded SID data could help police to target enforcement action within the village.
- Mobile SID option to be progressed by Ward Cllrs.

6.0 Next Steps

Agreed -

6.1 PC to arrange an on-site meeting with LCC Highways.

6.2 PC to consider cost implications following agreement on the direction of progress.

6.3 A village traffic update would be required.

13. St Peter's Clock repair.

Smith of Derby's Report had been circulated. Noted from the report:

Condition: On arrival the clock was stopped due to stiff dialworks, which has in-turn caused the short conrod and bevel join to be very tight. The hands and dialworks will need to be removed, using rope access, to be returned to our Derby workshop for overhaul and balance.

Summary: To remove dialworks and hands using ropes, overhaul and adjust in Smiths Derby workshop, return and install using ropes. Leave the clock in good working order: £3,987 +VAT.

Cllr Aspland had contacted Smiths to discuss the report, proposed actions and payment options. Smiths had offered to split payment over two years.

It was agreed by all that it was important to maintain the clock as a memorial to the Fallen of World War I. However the cost of repair (£3,987 +VAT) was considerable, equivalent to c. 60% of the annual precept. A funding programme would be required with input from several potential sources.

Action: Cllr Aspland to progress.

14. Playground Maintenance.

A query regarding frequency of grass mowing had been addressed.

15. Village Work Days.

Planned workdays organised by Cllr Prudhoe: Saturday 14 May (general tidy, grass verges cut, litter picking etc.) and Saturday 28 May (decoration of inside and out of the Village Hall, Church & Pub with Jubilee bunting etc.

16. Jubilee Celebrations.

Jubilee preparations were well under way with a planned picnic, teas, bar, flagpole, PA system, community events, etc. A new Jubilee garden had been constructed at the Village Hall using several grant contributions.

There was a call for more volunteers.

Church-led events including a Scarecrow trail would take place on Saturday 4 June.

17. Village Hall Development.

Bookings continue to increase with a good spread of clients, incl. private parties, Walton Group of Artists, Young Farmers and ScapeSchool.

The development project was under review and needed to be deliverable.

The conversion to CIO was taking longer than anticipated due to a backlog of applications.

18. Planning matters.

- a. Application Number: 22/01548/FU/NE For: Retrospective application for single storey side extension Site At: 17 Rudgate Park Thorp Arch Wetherby. The application site is not within Walton's official Parish boundary. No objections.
- b. Application Number: 22/01681/FU/NE For: Retrospective change of use of open space to residential curtilage Site At: 17 Rudgate Park Thorp Arch Wetherby Grid Ref: 444251447401. The application site is not within Walton's official Parish boundary. No objections.
- c. Glamping application update Ref. No: 20/08547/FU |Status: Pending Consideration, For: Change of use of land for the siting of 8No. Glamping geodomes for holiday use, storage building and ancillary works. At: Land off Hall Park Road Walton Wetherby LS23.

An additional WPC comments letter dated 25 March had been sent to LCC Planning regarding flooding and drainage issues.

- d. Application Number: 22/01228/FU/E For: Installation and operation of a biomass boiler system, comprising internal wood fuel storage and the external construction of a 15.25m flue emission chimney Site At: Champagne Whin Springs Lane Walton Grid Ref: 443518449120.

Cllr Aspland met with the with site operator on 23 April. A comments letter was sent to LCC Planning on 29 April. Information via newsletter was circulated to residents on 30 April.

- e. Planning Appeal. Site: Land to the North-west of 1 Wetherby Road, Walton Wetherby LS23 7BG. Description: Certificate of Existing Lawful Development for Use of land as domestic garden (resubmission of 20/04963/CLE) Planning Inspectorate Reference APP/N4720/X/22/3295691.

The Planning Inspectorate received the above appeal against the refusal. It will be dealt with by the Written Representations procedure and the Inspector will carry out a site visit.

An additional WPC comments letter dated 22 April had been sent to the Planning Inspectorate, Bristol BS1 6PN.

19. Minor items and to notify the Clerk of items for inclusion on the agenda of the next meeting.

None.

20. Date of next meeting: Monday 4 July 2022, 7.30pm in the Village Hall.

Signed.....Chairman

Date.....

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

Appendix 1

Report by Cllr Clark.

Traffic, Walton. Latest recommendations.

1. The work so far.....

1.1 The journey towards a safer traffic proposition has taken a number of steps, mostly characterised by differences of opinion and many different views largely depending on personal experience and differing levels of expectation. The various steps in the process have been,

- **A workshop held** in the village hall (3rd February) – comprising selected residents (from different parts of the village); Parish councillors from Thorp Arch and Boston Spa; our Ward Councillor; Leeds City Council Traffic representative and other interested and experienced people. Discussion was based on three documents – a traffic consultant perspective (prepared in November 2021); a Leeds City Council traffic measuring and monitoring survey (undertaken in November 2021) and the community engagement project carried out by Penny Stables in November 2021.

- **A village ‘drop in’ session** over 3 hours on Saturday 12th March. Over 50 people attended however only 9 completed questionnaire forms were returned – expressing notably divergent recommendations.
- A paper was submitted to the **Parish Council meeting** for its meeting on 14th March with a summary of views and with recommendations. The contents of the paper were recognised however the ensuing discussion was inconclusive and did not provide a clear authority to proceed.

1.2 Since then I have taken further views – from an ex-Leeds City Council leader with experience in such matters; from other interested and committed residents who had continued views to offer and including farm community representatives in respect of large agricultural vehicle movement through and around the village.

1.3 I recommend that the Parish Council considers the following – to either accept it, or to consider an alternative, or, indeed, commissions further work.

2. The Issues.

2.1 The key traffic concerns representing the highest risk are generally accepted as,

- Aspects of School Lane, namely the ‘blind’ bend at the Village Hall and the entry/exit of the cycle path at the Wetherby Rd end.
- The junction of Wighill Lane and Walton Rd.
- A general disregard for the 20mph speed limit, thus speeding traffic.

2.2 Without doubt, these were recurring themes – and the latter of the three is further evidenced in the Leeds survey material. Additionally, concern was raised in respect of lorries going to or coming from the Trading Estate, though the Leeds survey reflected that lorry volumes were quite low and not at an acceptable level to legally ‘ban’ lorry access through the village. Others also complained that too many vans are entering the village, particularly since covid.

2.3 There had been no recorded serious accidents within Walton for many, many years – that is not to wish to tempt fate, but rather it reminds us that within the broader Leeds ‘risk’ matrix, Walton traffic issues do not represent a high risk.

2.4 The consideration of these issues was against a context of a potential increase of traffic volumes with a strongly developing public accessibility of the library; a potential Garden Centre development within the trading estate and the additional occupation of new houses in nearby Thorp Arch.

2.5 There was a general recognition that the traffic signage in and around Walton was inadequate.

3.0 Recommendations.

3.1 Bearing in mind the key risk areas, I suggest the Parish Council should consider,

1. **A full review of suitable traffic signage.** Indeed, Leeds have agreed to this and have commenced the work.
 - On heavy vehicles, there will be a move ‘out’ from Walton with advisory notices indicating that Walton *is unsuitable for transiting or accessing with heavy vehicles*. The signs would be placed closer to the main arterial roads (A1), and
 -

would supplement the signage immediately adjacent to the Walton turn offs. Turn off signage will be positioned more appropriately.

- More generally, speed restriction signage would be placed more suitably in advance positions of the approaches to all four entry points to the village.
 - The Walton Rd/Wighill junction would have significantly more appropriate and early warning signage together with suitable and early road marking warnings.
2. **The four entry points to the village to have Gateway Signs** along with speed signage; a village welcome/warning notice and suitable road markings.
 3. **The four entry roads each to have at least two road humps/strips on them.** Simple, noticeable and significant type speed strips. Placed to achieve the maximum impact on speed reduction.
 4. **Signage and appropriate road warning indicators at the School Lane bend** should be raised further with Leeds City Council. The village should also introduce parking restrictions at and approaching this key blind spot bend at School Lane.
 5. **Consideration should be given by the Parish Council to putting in place a barrier** at the point where the cycle path joins School Lane – in the interest of avoiding an accident between emerging cyclists and vehicular traffic on School Lane.

4.0 A number of proposals have been rejected,

- Flashing speed lights – generally agreed as ineffectual and very costly.
- One way system on School Lane – will cause a seriously disproportionate traffic volume impact on Main Street, from re-routed traffic, including additional agricultural vehicle traffic – adding risk and noise to the Main Street.
- Limiting Main Street parking – potentially would encourage faster Main Street traffic.

4.1 So, the four themes and the considerations (**improved signage; 'on entry' gates; speed strips and the School Lane issues**) as laid out above were felt, overall, to represent relevant, proportionate and positive measures towards mitigating significant risk to the village.

4.2 There is a possible argument towards 'pausing' or sequencing a full roll out. If early measures demonstrate a marked improvement, then subsequent action may be less appropriate, less necessary or subject to sensible modification.

5.0 Was there anything else?

5.1 During a number of the discussions there was a flavour that the village might do more to help itself, namely,

- Write to the Prison; LUFC and the Library in respect of their staff speeding or their HG vehicles causing a traffic concern in Walton.
- The village undertaking occasional speed check exercises with hand held equipment – and reporting the results to the police and as appropriate, nearby employers.
- The village raising concerns with the police on speeding through the village and the importance of enforcement.

5.2 The Parish Council will want to consider whether and how to progress these issues.

6.0 So, what next?

6.1 If the recommendations are accepted at the Parish Council meeting, the Council should formally then meet with Leeds City Council, on site. That meeting will be important in updating on the signage work and it will also be important in sharing proposals on the other measures as signed off by the Parish Council. Options on sequencing should be considered.

6.2 Thereafter, there will need to be a conversation on cost – which may not be insignificant and the Parish Council should seek to have that meeting as soon as possible following agreement on the direction of progress.

6.4 After the full consideration with Leeds City Council, we should make clear to the village the direction of travel.

7.0 Conclusion

The Parish Council is asked to consider and agree two recommendations

- That **the measures** as laid out at 3.1 and 5.1 are considered and agreed.
- That **the next steps** at 6.0 are considered and agreed.

Brodie Clark.

Gateway signs....

A 'gateway sign' feature at the entrance to the village makes a strong impression and informs and reminds drivers to reduce their speed.... Increasingly used to make a 'mindset' impact.



Speed humps.....

Sometimes called road humps or undulations, are generally used for 10–15 mph speed zones. They're often seen on local streets or connector roads where traffic needs to flow smoothly but excessive speed will endanger pedestrians. Playground and school zones often use these in traffic management.

