



Draft Minutes of the Ordinary Meeting of Walton Parish Council held on Thursday 1st May 2025 at 7.30pm at Walton Village Hall.

Present: Cllrs Richard Prudhoe (Vice Chairman), Mark Wake, Ed Kilby, Edward Simpson.

Apologies: Cllrs David Aspland (Chairman), Siobhan Riley.

In attendance: Deborah Marshall (Clerk to the Parish Council).

Guests: Ward Cllrs Norma Harrington and Alan Lamb. Cllr Penny Stables sent her apologies.

Six members of the public were in attendance.

25.001	To elect a Chairman of the Council for the 2025-26 municipal year and to receive the Chair's signature on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council.
	Cllr Aspland was proposed by Cllr Prudhoe, seconded by Cllr Kilby. All in favour.
	Resolved: That Cllr Aspland be elected as Chairman and the Declaration of Acceptance of Office be signed before the next meeting of the Parish Council.
25.002	To elect a Vice-Chairman of the Council for the 2025-26 municipal year
	Cllr Prudhoe was proposed by Cllr Wake, seconded by Cllr Simpson. All in favour.
	Resolved: That Cllr Prudhoe be elected as Vice-Chairman.
25.003	To consider candidates for co-option to the Parish Council
	Siobhan Riley had submitted an eligibility form prior to the meeting which had been verified by the Clerk. Ms Riley gave her apologies that she was not able to attend the meeting. Cllr Prudhoe proposed Ms Riley be co-opted to the Parish Council, seconded by Cllr Wake. All in favour.
	Resolved: That Siobhan Riley be co-opted to Walton Parish Council with the Acceptance of Office and Register of Interests to be completed within 28 days.
25.004	Apologies
i.	To receive apologies for absence
	Apologies had been received from Cllrs Aspland and Riley.
ii.	To approve any reasons for absence submitted for consideration
	Resolved: That the apologies and reasons for absence be accepted
25.005	To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-17 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest in accordance with paragraphs 18-20 of the Members' Code of Conduct.
	None.
25.006	Public Open Forum
	There were no comments from members of the public.
25.007	Ward Councillor Update
	An update from the Ward Councillors had been received at the Annual Meeting of the Parish which preceded the Parish Council meeting. There was nothing further to report.
25.008	To accept the minutes of the Meeting of the Parish Council held on 3 March 2025 as a true and accurate record.
	Resolved: That the minutes of the Ordinary Parish Council Meeting held on 3 March 2025 be accepted and approved as a true and accurate record.

25.009	Police Matters: to consider the most recent crime report		
	The March Crime report had been circulated prior to the meeting. March saw a 50% increase in ASB reports in line with seasonal trends. There was a 42.8% decrease in shoplifting.		
25.010	Annual Accounts		
I	To approve Bank Reconciliation Statement as at 31 March 2025		
	Resolved: That the Bank Reconciliation and Income and Expenditure 1 April 2024 to 31 March 2025 be approved. Closing bank balances at 31 March totalled £17,186.50		
ii.	To consider the Internal Auditor's Report 2024-25		
	The Internal Auditor's report had been circulated. No areas of concern were found regarding financial management or governance.		
	RESOLVED: That the Internal Auditor's report be accepted.		
iii.	To approve S1 AGAR 2024/25 Annual Governance Statement		
	The S1 AGAR was circulated prior to the meeting.		
	RESOLVED: That the S1 Annual Governance and Accountability Return (AGAR) Annual Governance Statement 2024-25 be approved and signed by the Chairman of the meeting and RFO (Clerk).		
iv.	To approve S2 AGAR 2024/25 Accounting Statements		
	RESOLVED: That the S2 Annual Governance and Accountability Return (AGAR) Annual Governance Statement 2024-25 be approved and signed by the Chairman of the meeting and RFO (Clerk).		
v.	To approve the AGAR Certificate of Exemption from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015 (the higher of gross income & expenditure for Walton PC was less than £25,000 for the year ending 31.03.2025).		
	RESOLVED: That The Certificate of Exemption from a limited assurance review (external audit) under S9 of the Local Audit (Smaller Authority) Regs 2015 be approved and signed by the Chairman of the meeting and RFO (Clerk).		
vi.	To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2025.		
	RESOLVED: That the period of the Exercise of Public Rights for year ended 31 March 2025 will commence on Tuesday 3rd June until Monday 14 July 2025.		
vii.	To note that the Parish Council has reviewed the effectiveness of its system of internal financial control during the financial year 2024-25.		
	RESOLVED: That it be noted that the Parish Council has reviewed the effectiveness of its system of internal financial control during the financial year 1 April 2024-31 March 2025.		
viii.	To approve the asset list as at 31 March 2025		
	RESOLVED: That the updated Asset Register as at 31 March 2025 be approved.		
ix.	To note the 2024-25 VAT Claim amount of £686.80		
	RESOLVED: That the 2024-25 VAT Claim be noted.		
25.011	Finance		
I	To approve Bank Reconciliation Statement as at 30 April 2025		
	Resolved: That the Bank Reconciliation to end of April 2025 be approved. Closing bank balances at 30 April 2024 totalled £25,638.52.		
ii.	To note payments against budget for the current financial year		
	Resolved: That the payments against budget for the financial year 2025-26 be noted		
iii.	To consider the following payments for approval:		
	Deborah Marshall	Clerk Salary May and June	£398.22
	Kompan	Quarterly Playground Inspection	£72.00
	Time Assured Limited	St Peter's Clock Annual Service	£192.00
	YLCA	Annual Membership	£147.00
	AJ Gallagher	Annual Insurance Premium	£538.37
	Class Office Equipment	Document shredding	£9.00
	Andrew Bosmans	Internal Audit Fee	£65.00

	HMRC	PAYE & NI Feb-Apr 25	£164.60
	Lloyd's	Monthly Account Fee	£4.50
iv.	To note payments made since the last meeting		
	Deborah Marshall	Clerk Salary April	£199.11
	HMRC	PAYE & NI Q1	£164.60
	Lloyd's Bank	Bank Charges	£4.25
v.	To note receipts since the last meeting		
	Leeds City Council	Annual Precept & LCTS Grant	£7,822.00
	HMRC	2024-25 VAT Refund	£686.80
	Hartlaw LLP	Cycle Path Sponsorship	£327.50
	Wharfedale Property Management	Cycle Path Sponsorship	£297.50
	Resolved: That the above payments be approved and the receipts be noted.		
25.012	Planning		
I	To consider any planning applications received		
	25/01941/FU	Walnut Farm, Main Street	
	Demolition of the existing outbuildings, extension to the existing cottage, and the erection of four detached dwellings with new landscaping.		
	Cllr Prudhoe presented an overview of the new application. There have been very few changes since the previous application. There are still 4 detached properties at the front of the site that are densely compact. It was again questioned why the developer had left a large space at the rear of the site with no information about how such a space should be used or maintained. One resident raised a concern that the area would be used to build further properties in the future. The Parish Council referenced the LCC proposed layout for the site which was included in the Neighbourhood Plan where dwellings are spaced evenly across the site. It was agreed this would be submitted to the developer to use as a guide. On the basis that the concerns raised in the PC's previous objection had not been addressed, Cllr Wake proposed that the Parish Council object to the new application, seconded by Cllr Prudhoe. All in favour.		
	Resolved: That the Parish Council objects to planning application 25/01941/FU		
	25/01661/FU	Fox And Hounds, Hall Park Road	
	Conversion of existing barn to 1no holiday let, construction of 2no holiday lets with undercroft parking and addition of oak framed entrance porch to rear of existing public house.		
	Darran Clemitt provided an overview of the plans at the Annual Parish Meeting. It was explained that the construction of the 3 holiday lets would be the only way to make the pub financially viable. With reference to the neighbourhood plan, and the preservation of village assets Cllr Prudhoe proposed that the PC support the application. This was seconded by Cllr Wake. All in favour.		
	Resolved: That the Parish Council supports application 25/01661/FU		
	25/01867/FU	2 Springs Lane, Walton	
	Demolition of single storey rear; erection of single storey rear extension		
	Resolved: That the PC has no comment or objections to application 25/01867/FU		
ii	To receive an update on any open planning applications		
	Nothing to report.		
iii	To receive an update on drainage issues on Hall Park Road		
	Cllr Prudhoe provided an update. A meeting was held with Yorkshire Water w/c 21 st April. YW had not been made aware of the farm shop application or the renovation of the Fox and Hounds as they are not a statutory consultee. Disappointment was expressed at the lack of progress and information provided by YW.		
25.013	To review and appoint members to Parish Council roles & responsibilities		
	Planning – Cllrs David Aspland and Richard Prudhoe Playgrounds and Public Open Spaces – Cllrs Ed Simpson and Mark Wake Cycle Path – Cllrs Edward Simpson and Ed Kilby. Highways and drainage – Cllrs Richard Prudhoe and David Aspland. Village Hall – Cllrs Mark Wake Finance & HR – Cllr Mark Wake and Ed Kilby.		

	Communications – Cllr Mark Wake.
	Resolved: That the above responsibilities be allocated to the named Councillors.
25.014	To review the governance documents
i.	Standing Orders
	The Clerk circulated the updated NALC Model Standing orders with amendments to section 18 regarding procurement and 14 regarding the Code of Conduct.
	Resolved: That the updated Standing Orders be approved.
ii.	Financial Regulations
	No changes were proposed to the Financial Regulations
	RESOLVED: That the current Financial Regulations be approved.
iii.	Code of Conduct
	No changes were proposed to the Code of Conduct
	RESOLVED: That the current Code of Conduct be approved.
25.015	Highways
i.	To receive any updates on highways improvements
	Cllr Prudhoe has been attending the quarterly Highways meetings in Walton and Thorp Arch. Highways are currently undertaking modelling on how the closure of Springs Lane would affect traffic travelling through the village.
25.016	Cycle Path
i.	To receive an update on the mounting of cycle path sponsorship signs
	Cllr Prudhoe reported that the new cycle path signs have now been mounted.
25.017	Village Hall
i.	Weddings – to consider frequency of use and the closure of the playground to the public
	Cllr Wake reported that the Village Hall is becoming very popular for weddings and that the Village Hall would like to increase this in 2026 to generate income for improvements. To ensure the privacy of guests using the marquee, the VHMC have asked whether the playground can be closed for 10 days per year.
	Resolved: That the Parish Council consents to the playground being closed for 10 days per year during weddings.
ii.	To receive an update on the Village Hall
	Cllr Wake provided a report. The roof has several issues and the VHMC would like replace it. This will cost in the region of £60K. The VHMC has made a Biffa Grant application to assist with the costs. The hall is well booked this year and the annual turnover is likely to be £20K. Volunteers are urgently needed to help run the hall.
25.018	Correspondence and future issues
i.	Matters arising from the minutes of the 3 March 2025 meeting
	None.
ii.	To consider correspondence received by the Clerk since the last meeting
	The correspondence was circulated prior to the meeting.
	Resolved: That the correspondence list be noted.
iii.	To receive minor items (matters about which no decision can be taken at this meeting) and to notify the Clerk of items for inclusion on the agenda of the next meeting.
	None received.
25.019	To confirm the date of the next meeting
	RESOLVED: That the next meeting of Walton Parish Council be held on Monday 7th July 2025 at 7.30pm at Walton Village Hall.
Closure	With no further business the Chairman declared the meeting closed at 21:03