

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				
l	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 per	riod 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				
V	RESOLVED: That the updated Asset Register as at 31 March 2025 be approved.				
	To note the 2024-25 VAT Claim amount of £686.80				
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	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 t	he 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	Cycle Path Sponsorship	£297.50			
	Management					
	Resolved: That the above payments be approved and the receipts be noted.					
25.012	Planning					
I	To consider any plannin	g applications received				
	25/01941/FU	Walnut Farm, Main Street				
	Demolition of the existing	ng outbuildings, extension to the existin	g 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 are 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.					
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	Communications – Cllr Mark Wake.			
	Resolved: That the above responsibilities be allocated to the named Councillors.			
25.014				
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.			
22.046				
25.016	Cycle Path To respin an undate on the mounting of sycle nath spansorship signs			
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.			
	Cili Prudnoe 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			
iii.	The correspondence was circulated prior to the meeting.			
	Resolved: That the correspondence list be noted.			
	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			

<u>Signed</u> <u>Date</u>