



BARDSEY CUM RIGTON PARISH COUNCIL

Minutes of the Annual Meeting of Bardsey Cum Rigton Parish Council held on Wednesday 17th May 2023 at 7pm in the Village Hall.

Commenced: 7.00pm

Concluded: 9.00pm

Present: Cllrs Bosomworth, Denby, Flockton, Hoyland, Jackson, Osborne, Stentiford, Tatman, Hoyland, Ward
Clerk: V. Forbes

2425/001 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

Resolved to elect Cllr Stentiford as Chairman and the Declaration of Acceptance was signed.

2425/002 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Resolved to elect Cllr Bosomworth as Vice Chairman and the Declaration of Acceptance was signed.

2425/003 Introduction from the Chairman

Cllr Stentiford welcomed all to the meeting.

2425/004 Public Participation

There was no Public Participation as there were no member of the public.

2425/005 To receive any apologies and approve reasons for absence

No Apologies received, all councillors were present.

2425/006 Declaration of Interests

- a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests. **None received.**
- b) To receive, consider and decide upon any applications for dispensation. **None received.**

2425/007 To confirm the minutes of the full council meeting held on 24th April 2024 as a true and accurate record.

Resolved to confirm the minutes of the meeting held on 24th April 2024 as a true and accurate record.

2425/008 Financial matters

- a) To receive and note bank account balances at 10th May 2024
Community Account: £78,351.87
Business Premium ME 1: £18,212.92

The bank balances were received and noted.

- b) To approve the schedule of payments (Appendix 1) **Approved** after the BT payment was queried by councillors. The increase is due to BPC being out of contract with BT. There are issues with the transfer to Zen caused an incorrect address being attached to the account.
- c) To approve the latest bank reconciliation and budget comparison (Appendix 2) **Approved**.
- d) To receive an update on the review of the annual rent for the Bowling Club as per their lease agreement. (DD) Cllr Stentiford to write to the Village Hall Management Committee for their approval for the rent increase as per the lease agreement.
- e) To note the Annual Internal Audit Report for 2023/2024 included at page 3 of the Annual Governance and Accountability Return 2023/2024 (Appendix 3) **Noted**.
- f) To approve Section 1 - Annual Governance Statement 2023/2024 for Bardsey Parish Council on page 4 of the Annual Governance and Accountability Return 2023/2024 (Appendix 3) **Approved**.
- g) To approve Section 2 - Accounting Statements 2023/2024 for Bardsey Parish Council on page 5 of the Annual Governance and Accountability Return 2023/2024 (Appendix 3) **Approved**.
- h) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes: Appendix 3, Analysis of Variances (Appendix 4), Bank Reconciliation to 31st March 2024 and Notice of the period for the excise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. **Approved**.

2425/009 To receive an update on the following ongoing issues and decide further action where necessary:

- a) Village meeting place (KO)
The table tennis table has been dismantled and is currently laid to the side of the site. It will be relocated to its new position in due course. The pavilion is due to be installed on 22nd May. The provider will also check/replace the bushes on the cantilever swing in the playground at the same time. The bench next to the site will require a metal grinder to remove the steel posts.
- b) SIDS (MB)
The south bound SID on the A58 is still faulty. The clerk has requested a quote from LCC for a battery replacement.
- c) Allotments (MB)
Due to time constraints, no progress has been made. It was reported that the allotments are not in a good state of repair. Cllr Flockton agreed to take photographs to be submitted to LCC.
- d) Highways (BH)
VERGE CREEP – emailed Nick Clarkson, LCC, involved with the Payback Scheme, for advice with regard Schedules etc.
A58/CHURCH LANE – large laden branch overhanging footpath reported to LCC.
14 CONGREVE WAY – Cllr Denby advised and supplied photographs of badly damaged footpath as a result of building work which was reported to LCC
WOODACRE LANE – a request from resident for further help and advice with regard to installing a layby on Woodacre Lane near Keswick Lane. Many questions were asked including whether BPC still supported a layby, how to proceed with the request and whether singularly or as a group. I advised using as many routes as possible including LCC, Ward Councillors, BPC and enlist as many people as possible even beyond immediate residents, singularly and/or as a group. I was informed there are often 16 parked vehicles and that is without visitors. I advised Surveys and Assessments could have been carried out at any time and not necessarily when the road was most occupied or used. I had previously suggested photographs and this was now offered by the resident and I advised taking at optimum times, e.g. heaviest parking time, school vehicle traffic etc. Using the Allotment area was raised and I pointed this was not possible.
WOODACRE LANE – opposite the Church - a damaged drain area reported.
- e) Possibility of bridleway/footpath on field bordering A58 (DD)

- Nothing to report. It was agreed to remove this item from the agenda.
- f) Village Pond (MB)
The overflow continues to run and no flooding reported, despite recent heavy rain.
 - g) PACT Meeting (DD)
Notes and crime figures from the recent meeting have been forwarded to councillors
 - h) Active Travel group (MB)
Nothing to report. It was agreed to remove this item from the agenda.
 - i) Road crossing on A58 near Mill Lane (BH)
Pelican crossing – Nick Hunt, LCC Highways has confirmed an assessment is being carried out for a Pelican crossing in the Cornmill Ginnel area and anticipates assessment to be concluded in 2-3 weeks.
 - j) Tennis Club (LF) The surface on the courts will be painted in due course.
 - k) Telephone Kiosk (MW) Awaiting quote.

2425/010 To receive an update on the following standing agenda items and agree any necessary action:

- a) Park Field (MW)
A recent meeting took place with GGS Groundcare to discuss work still required on the steps near the beck. Also hedge works required near adult fitness equipment and branch removal near the beck. Also discussed vegetation cutback and request vegetation creep on the paths is dealt with on an annual basis. This requires adding to the contract. Quotes to be obtained for essential tree works on trees bordering the path to Park Field.
- b) Playground (MW)
Two small swing seats have been priced from Sutcliffe Play in Pontefract. As mentioned in item 9a, Playsound are looking at the cantilever swing repair. The table tennis table require moving to its new location.
- c) Sports Club (MB)
To add a recycling bin to the existing BPC bins at the Sports Club would cost approximately £20 per week. This would not include glass recycling. There does seem to be some scope to combining BPC and the Sports Club bins.
- d) Bardsey Field (JJ)
Notes from the recent East Keswick Wildlife Trust AGM were circulated prior to the meeting. The Field has still not registered due to delays at the Land Registry. Practical work will soon commence in Bardsey Field to install fencing. Clearing has started in the South West corner which will become the main access area.
- e) Local Care Partnership Development (MB)
Nothing to report.
- f) Bardsey cum Rigton Neighbourhood Plan (ES,DD,LF,MB)
Nothing to report.

2425/011 Matters requested by Councillors/Clerk

2425/012 Planning matters

- a) To consider and decide upon the following applications:

Application Ref	Address	Proposal
24/02102/FU/NE	Rigton Valley Cottage Wike Lane	Single storey rear extension Object.
24/02269/FU/NE	11 Congreve Way Bardsey	Variation of condition 2 (approved plans) to previously approved planning application 23/04628/FU (Conversion of attached garage; addition of new first

		floor to existing dwelling and garage, including a Juliet balcony and balustrade to the rear; alterations to existing property including openings, fenestration and addition of render) for revision of approved plans to include increase in size of extensions, further new fenestration, additional material finishes. Object.
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b) To note decisions made by LCC:

- i. Approvals
24/01096 5 Second Avenue
- ii. Refusals
- iii. Appeals
23/04550 Land off Woodacre Lane
- iv. Enforcements
The Old Telephone Exchange, Coal Road
23/05371 The Old Vicarage, The Ginnel

2425/013 Organisational matters

- a) To note the attendance register for 2023/2024 (Appendix 5) **Noted.**
- b) To appoint two councillors to attend the YLCA Branch Meetings.
The council agreed to send representatives to the YLCA Branch Meetings where possible and for the Clerk to continue to forward all appropriate content from YLCA.

2223/014 To consider correspondence received and agree any necessary action

2223/015 To review the following policies and procedures:

- a) Standing Orders. **Approved.**
- b) Financial Orders. To be carried forward to the next meeting.
- c) Asset Register. **Approved.**

2425/016 To receive an update from Parish Councillors

2425/017 To notify the clerk of matters for inclusion on the agenda of the next meeting

2425/018 To confirm the date of the next meeting as 19th June 2024 at 7pm



BARDSEY CUM RIGTON PARISH COUNCIL

Appendix 1

Schedule of Payments May 2024

Below is a list of payments to be approved:

Payee	Details	Amount
BT	Broadband Village Hall	74.00
Society of Local Clerks	Annual Subscription	128.10
Biffa Waste Collection	Monthly Charge (DD)	81.00
Account-Ant (Yorkshire)	Internal Audit	180.00
Cllr Flockton	APM expenses	17.66
V Forbes	Salary	TBC
HMRC	Tax and NI	TBC
NEST	Pension (DD)	TBC

Appendix 2

Financial Report

Bank Reconciliation

Prepared by: Victoria Forbes, Responsible Finance Officer

Date prepared: 13th May 2024

Balance as per bank statements at 10th May 2024

BANK STATEMENTS		
Community Account as at 10 th May 2024	£78,351.87	
Business Premium Account 10750816 as at 10 th May 2024	£18,212.92	
Total		£96,564.79
Closing balance as at 10 th May 2024		£96,564.79
CASH BOOK		
Opening balance as at 1st April 2024	£62,830.82	
Add receipts (Precept £42,400, Grants £753.00, Rent £300, unpresented cheque £10.00)	£43,463.00	
		£106,293.82
Payments to date	£9,729.03	
Cash book closing balance as at 10 th May 2024		£96,564.79

Financial Update

The table below shows the Parish Councils expenditure to 10th May 2024 against the budget.

Budget Heading	2024-2025 Budget	2024 -2025 Current expenditure
Clerk Salary	12,500	1907.98
Clerks'/Cllrs' Expenses.	200	
Gen. Admin.	300	36.00
Audit	550	
Subscriptions/Membership	900	634.00
Playground	2000	100.00
Park Field	2000	457.50
Grants	5000	
Asset Maintenance	1000	54.00
Waste Collection	1600	128.58
IT	1000	
Flower tubs	220	
Insurance	1550	1496.75
Grass Cutting	1300	
Grounds Maintenance	5400	1350.00
Remedial work in village	2000	
Public Rights of Way	3000	

project		
WI FI	600	97.58
Village Meeting Place	5000	2518.25
Chair's Allowance	100	
Training	250	
Earmarked Reserves	13,500	
General Reserves	30,000	
Total		£8,780.64

Please note: The difference to the expenditure amount on the bank reconciliation is due to the VAT

