

PURSUANT TO NOTICE A MEETING OF ACKWORTH PARISH COUNCIL WAS HELD AT THE PARISH COUNCIL COMMUNITY CENTRE, BELL LANE, ACKWORTH, ON MONDAY 21 JUNE 2021 COMMENCING AT 7.15 PM

Present: Cllr: S Balfour, in the Chair

Cllrs: J Bell, A Cook, M Galvin, T Hames, Mrs S Hollyhead, T Hollyhead, G Marshall, S Richmond and M Roberts

3 members of the public

The Chairman invited members of the public to ask questions

Question 1: A resident attended the meeting on behalf of another resident to highlight concerns over the lack of safe crossing points for school children on Wakefield Road. The questions raised were

How can local people support the Parish Council to go about these requested changes?

What has previously been requested?

What is the criteria for deciding whether a crossing can be installed?

Cllr T Hollyhead explained that a request had previously been submitted to Wakefield Council however due to sight lines it was not possible at the location specified. The Parish Council will continue to support investigations into this.

Question 2 : A resident asked at what point did the Council take the 3 school crossings off Wakefield Road.

The Chairman explained that the Parish Council have never been responsible for a school crossings and that that information could be obtained from Wakefield Council.

The Chairman thanked the members of the public.

The Chairman explained that due to administrative pressures paperwork for some of the items on the agenda is not available for tonight's meeting, therefore after the first 3 items she would ask the Parish Council to consider a number of items be deferred to future meetings.

In the absence of the Clerk, the Chairman advised that the Administrator would be clerking the meeting. All Councillors agreed.

1. To receive apologies for absence

C1.1 Apologies were received and the reasons given as reported in the attendance book were approved from Cllr Garbutt and Cllr Hardman

C1.2 Apologies were received from district cCllr Carrington and Cllr R Massey

2. To elect a Vice Chairman of the Council for the year 2021/22

C2.1 Cllr T Hollyhead proposed and Cllr Bell seconded that Cllr Roberts is elected.

Voting took place

8 Councillors voting in favour

0 Councillors voting against

2 Councillors abstained

It was therefore RESOLVED that Cllr Martin Roberts is elected as Vice Chairman.

3. Declarations of Interests and Dispensations

C3.1 To receive declarations of interest from Councillors on items on the agenda

C3.2 To receive written requests for dispensations for disclosable pecuniary interest (if any)

C3.3 To grant any requests for dispensation as appropriate

None to receive

The Chairman asked for agenda items 13, 14, 15, 23, 26, 28, 29, 30, 31, 32, 33 and 34 be deferred to a future meeting as the information is not available at the meeting due to administration pressures. All Councillors agreed.

4. To elect representatives to outside bodies/committees

A list of current representatives had previously been circulated to all Councillors

C4.1 Ackworth Heritage Group.

Cllr Richmond nominated Cllr Marshall

Cllr Cook nominated Cllr Mrs S Hollyhead and Cllr T Hollyhead

Voting took place

Cllr Marshall - 2 Councillors voted in favour

Cllr Mrs S Hollyhead - 8 Councillors voted in favour

Cllr T Hollyhead – 8 Councillors voted in favour

It was therefore RESOLVED that Cllr Mrs S Hollyhead and Cllr T Hollyhead are elected as representatives to Ackworth Heritage Group

C4.2 Ackworth United Charities

Cllr S Hollyhead nominated and Cllr Roberts seconded Cllr M Galvin and Cllr T Hames

Voting took place

8 Councillors in favour

It was therefore RESOLVED that Cllr Galvin and Cllr Hames are elected as representatives to Ackworth United Charities

C4.3 Pontefract & District Almshouses Trustees

Cllr Marshall nominated and Cllr Richmond seconded Cllr Hardman

Cllr T Hollyhead nominated and Cllr M Roberts seconded Cllr Garbutt

Voting took place

Cllr Hardman 2 Councillors voted in favour

Cllr Garbutt 8 Councillors voted in favour

It was therefore RESOLVED that Cllr Garbutt is elected as representative to Pontefract and District Almshouses Trustees

C4.5 Wakefield & District Town & Parish Council Liaison Group

Cllr Hames nominated and Cllr Bell seconded the Chairman and Clerk

Voting took place

8 Councillors voted in favour

It was therefore resolved that the Chairman and Clerk are elected as representatives to Wakefield & District Town & Parish Council Liaison Group

C4.6 Yorkshire Local Councils Association – Wakefield Branch

Cllr Cook nominated and Cllr Galvin seconded Cllr Balfour and Cllr Bell

Voting took place

8 Councillors voted in favour

It was therefore RESOLVED that Cllr Balfour and Cllr Bell are elected as representatives to the Yorkshire Local Councils Association – Wakefield Branch

C4.7 National Coal Mining Museum Liaison Committee

Cllr T Hollyhead nominated and Cllr Richmond seconded Cllr Bell

Voting took place

9 Councillors voted in favour

It was therefore RESOLVED that Cllr Bell is elected as representative to the National Coal Mining Museum Liaison Committee

C4.8 Low Ackworth Community Centre Association Committee

Cllr Cook nominated and Cllr T Hollyhead seconded Cllr T Hames

Voting took place

8 Councillors voted in favour

It was therefore RESOLVED that Cllr Hames is elected as representative to Low Ackworth Community Centre Association Committee

5. To elect representatives to Parish Council Committees and Subcommittees

A list of current representatives had previously been distributed to all Councillors. The Chairman pointed out that her name should have been included in the Village Facilities Committee list

C5.1 Finance & General Purposes Committee

Cllr Mrs S Hollyhead proposed and Cllr Cook seconded Cllr Roberts

Cllr Richmond proposed and Cllr Mrs Hollyhead seconded Cllr Marshall

Cllr Hames proposed and Cllr T Hollyhead seconded Cllr Bell

Cllr Cook proposed and Cllr Roberts seconded Cllr Balfour

Cllr Cook proposed and Cllr T Hollyhead seconded Cllr Galvin

Cllr Bell proposed and Cllr Mrs S Hollyhead seconded Cllr Hames

Voting took place

10 Councillors voted in favour

Cllr Balfour, Cllr Bell, Cllr Galvin, Cllr Hames, Cllr Marshall and Cllr Roberts were duly elected to the Finance & General Purposes Committee

Nominations were received for Chairman

Cllr Roberts proposed and Cllr Hames seconded Cllr Balfour

Cllr Richmond proposed and Cllr Mrs S Hollyhead seconded Cllr Marshall

Voting took place

Cllr Balfour 8 votes

Cllr Marshall 2 votes

Cllr Balfour was duly elected as Chairman

Nominations were received for Vice Chairman

Cllr Cook proposed and Cllr Bell proposed Cllr Roberts

Voting took place

8 Councillors voted in favour

Cllr Roberts was duly elected as Vice Chairman

It was therefore resolved that the Finance and General Purposes Procedure comprises of the following Councillors

Cllr Balfour Chairman

Cllr Roberts Vice Chairman

Cllr Bell

Cllr Galvin

Cllr Hames

Cllr Marshall

C5.2 Village Events Committee

Cllr Galvin proposed and Cllr Roberts seconded Cllr Cook

Cllr Mrs S Hollyhead proposed and Cllr T Hollyhead seconded Cllr Galvin

Cllr Hames proposed and Cllr Bell seconded Cllr Garbutt

Cllr Cook proposed and Cllr Roberts seconded Cllr Balfour

Cllr Cook proposed and Cllr Hames seconded Cllr Roberts

Cllr Richmond proposed and Cllr Mrs S Hollyhead seconded Cllr Marshall

Voting took place

10 Councillors voted in favour

Cllr Balfour, Cllr Cook, Cllr Galvin, Cllr Garbutt, Cllr Marshall and Cllr Roberts were duly elected to the Village Events Committee

Nominations were invited for Chairman

Cllr Roberts proposed and Cllr T Hollyhead seconded Cllr Roberts

Voting took place

8 Councillors voting in favour

Cllr Roberts was duly elected as Chairman of the Village Events Committee

Nominations were invited for Vice Chairman

Cllr Roberts proposed and Cllr Bell seconded Cllr Balfour

Voting took place

8 Councillors voting in favour

Cllr Balfour was duly elected as Vice Chairman of the Village Events Committee

It was therefore RESOLVED that the Village Events Committee comprises of the following Councillors

Cllr Roberts Chairman
 Cllr Balfour Vice Chairman
 Cllr Cook
 Cllr Galvin
 Cllr Garbutt
 Cllr Marshall

C5.3 Village Facilities Committee

Cllr Robert proposed and Cllr T Hollyhead seconded Cllr Garbutt
 Cllr Richmond proposed and Cllr Mrs S Hollyhead seconded Cllr Marshall
 Cllr Mrs S Hollyhead proposed and Cllr T Hollyhead seconded Cllr Cook
 Cllr T Hollyhead proposed and Cllr Cook seconded Cllr Bell
 Cllr Cook proposed Cllr Hames seconded Cllr Roberts
 Cllr Mrs S Hollyhead proposed and Cllr Roberts seconded Cllr Hames
 Cllr Roberts proposed and Cllr Cook seconded Cllr Balfour

Voting took place

Cllr Garbutt 8 votes
 Cllr Marshall 3 votes
 Cllr Cook 7 votes
 Cllr Bell 8 votes
 Cllr Roberts 8 votes
 Cllr Hames 8 votes
 Cllr Balfour 8 votes

Cllr Balfour, Cllr Bell, Cllr Cook, Cllr Garbutt, Cllr Hames, and Cllr Roberts were duly elected to the Village Facilities Committee

Nominations were invited for the position of Chairman

Cllr Roberts proposed and Cllr T Hollyhead seconded Cllr Garbutt

Voting took place

8 Councillors voted in favour

Cllr Garbutt was duly elected as Chairman

Nominations were invited for the position of Vice Chairman

Cllr T Hollyhead proposed and Cllr Roberts seconded Cllr Bell

Voting took place

8 Councillors voted in favour

Cllr Bell was duly elected as Vice Chairman

It was therefore RESOLVED that the Village Facilities Committee comprises of the following Councillors:

Cllr Garbutt Chairman
 Cllr Bell Vice Chairman
 Cllr Balfour
 Cllr Cook
 Cllr Hames
 Cllr Roberts

C5.4 Road Safety Committee

All Councillors agreed to keep the current representatives

Cllr Balfour, Cllr Galvin, Mrs S Hollyhead, Cllr T Hollyhead, Cllr Marshall and Cllr Roberts were duly elected to the Road Safety Committee

Nominations were invited for Chairman

Cllr Galvin proposed and Cllr Cook seconded Cllr Roberts

Voting took place

8 Councillors voted in favour

Cllr Roberts was duly elected as Chairman

Nominations were invited for Vice Chairman

Cllr T Hollyhead proposed and Cllr Bell seconded Cllr Balfour

Voting took place

8 Councillors voted in favour

Cllr Balfour was duly elected as Vice Chairman

It was therefore RESOLVED that the Road Safety Committee comprises of the following Councillors

Cllr Roberts Chairman

Cllr Balfour Vice Chairman

Cllr Galvin

Cllr Mrs S Hollyhead

Cllr T Hollyhead

Cllr Marshall

C5.5 Communications & Media Subcommittee

Councillors agreed to keep the current representatives

Cllr Balfour, Cllr Bell, Cllr Cook and Cllr Roberts were duly elected to the Communications and Media Committee

Nominations were invited for Chairman

Cllr Cook proposed and Cllr T Hollyhead seconded Cllr Bell

Voting took place

8 Councillors voted in favour

Cllr Bell was duly elected as Chairman

Nominations were invited for Vice Chairman

Cllr T Hollyhead proposed and Cllr Hames seconded Cllr Balfour

Voting took place

8 Councillors voted in favour

Cllr Balfour was duly elected as Vice Chairman

It was therefore RESOLVED that the Communications and Media Committee comprises of the following Councillors

Cllr Bell Chairman

Cllr Balfour Vice Chairman

Cllr Cook

Cllr Roberts

C5.6 Allotment Subcommittee

Councillors agreed to keep the current representatives.

Cllr Hames proposed and Cllr T Hollyhead seconded Cllr Mrs S Hollyhead join the committee

Voting took place

10 Councillors voted in favour

Cllr Bell, Cllr Cook, Cllr Galvin, Cllr Hames, Cllr Mrs S Hollyhead, Cllr T Hollyhead were duly elected to the Allotment Subcommittee

Nominations were invited for Chairman

Cllr T Hollyhead proposed and Cllr Hames seconded Cllr Galvin

Voting took place

8 Councillors voted in favour

Cllr Galvin was duly elected as Chairman

Nominations were invited for Vice Chairman

Cllr Roberts proposed and Cllr Bell seconded Cllr Cook

Voting took place

8 Councillors voted in favour

Cllr Cook was duly elected as Vice Chairman

It was therefore RESOLVED that the Allotment Subcommittee comprises of the following Councillors

Cllr Galvin Chairman

Cllr Cook Vice Chairman

Cllr Bell

Cllr Hames

Cllr Mrs S Hollyhead

Cllr T Hollyhead

C5.7 Planning Subcommittee

Councillors agreed to keep the current representatives.

Cllr Hames, Cllr Bell, Cllr Cook, Cllr Garbutt and Cllr Marshall were duly elected

Nominations were invited for Chairman

Cllr T Hollyhead proposed and Cllr Bell seconded Cllr Hames

Voting took place

8 Councillors voted in favour

Cllr Hames was duly elected as Chairman

Nominations were invited for Vice Chairman

Cllr Hames proposed and Cllr Roberts seconded Cllr Bell

Voting took place

8 Councillors voted in favour

Cllr Bell was duly elected as Vice Chairman

It was therefore RESOLVED the Planning Subcommittee comprises of the following Councillors

Cllr Hames Chairman
Cllr Bell Vice Chairman
Cllr Cook
Cllr Garbutt
Cllr Marshall

6. To receive a Report from West Yorkshire Police

C6.1 A report was read out from PCSO Lorraine Kavanagh. The report was received and noted.

7. To receive a Report from District Councillors

C7.1 A report was read out from Cllr J Carrington. The report was received and noted

8. To receive a report from Council Representatives on outside bodies

C8.1 None to receive

9. To receive and approve the minutes of the Parish Council Meeting held on 12 April 2021

C9.1 Cllr M Roberts proposed and Cllr T Hames seconded that the minutes are approved.

Cllr Marshall proposed an amendment to item 16

The chairman said the matter within the amendment is the subject of procedures that are happening elsewhere and ruled the amendment out.

Cllr Marshall proposed and Cllr Richmond seconded an amendment to item 21

“Councillor Marshall raised objections to the item on the grounds that it violated Purdah. She suggested that because of this this, it be tabled until the next Parish Council meeting. Chair Balfour said that Purdah did not apply because this was a Parish Council meeting. Councillor Marshall then objected to the item on the grounds that it was also Ultra Vires. Chair Balfour said that she did not think it was fair to put our Proper Officer on the spot and that on her own authority (Cllr Balfour’s), the item would proceed at this meeting and checks would be made later as to whether it was Ultra Vires or not”

Voting took place on the amendment

Cllr Marshall asked for a named vote

Cllr Marshall and Cllr Richmond voted in favour

Cllr Balfour, Cllr Bell, Cllr Cook, Cllr Galvin, Cllr Hames, Cllr Mrs S Hollyhead, Cllr T Hollyhead, and Cllr Roberts voted against

The amendment FELL

Cllr Bell raised a procedural motion to go to a vote on the minutes

Voting took place

Cllr Marshall asked for a named vote

Cllr Balfour, Cllr Bell, Cllr Cook, Cllr Galvin, Cllr Hames, Cllr Mrs S Hollyhead,

Cllr T Hollyhead, Cllr Roberts voted in favour

Cllr Marshall and Cllr Richmond voted against

It was therefore RESOLVED that the minutes are approved

10. To receive the Clerks report on matters arising from the Minutes of 12 April 2021

C10.1 Dates of meetings for the forthcoming year. Amendments to show July's meeting will be held on Monday 19th July not 20th July. All Councillors agreed.

11. To receive and approve the minutes of the Extra Ordinary Parish Council meeting held on 28th April 2021

C11.1 Cllr Roberts proposed and Cllr Hames seconded that the minutes are approved.

Voting took place

8 Councillors voted in favour

0 councillors voted against

2 Councillors abstained

It was therefore RESOLVED that the minutes are approved

12. To receive and approve the minutes of the Annual Parish Council meeting held on 5th May 2021

C12.1 Cllr Roberts proposed and Cllr T Hollyhead seconded that the minutes are approved

Voting took place

8 Councillors voted in favour

0 Councillors voted against

2 Councillors abstained

It was therefore RESOLVED that the minutes are approved

13. To receive and approve the accounts to the end of April 2021

C13.1 It was agreed that this item be deferred to a future meeting

14. To receive and approve the accounts to the end of May 2021

C14.1 It was agreed that this item be deferred to a future meeting

15. To receive and approve a list of payments to be made and Petty Cash account to 10 May 2021

C15.1 It was agreed that this item be deferred to a future meeting

16. To approve the Chairman's discretionary allowance of £500 for the forthcoming year

C16.1 Cllr Hames proposed and Cllr Galvin seconded that the allowance is approved

Voting took place

8 Councillors in favour

0 Councillors against

0 Councillors abstained

2 Councillors didn't vote

It was therefore RESOLVED that the allowance is approved

17. To receive the minutes of the Village Facilities Committee meeting held on 26th April and to approve the recommendations contained within them.

C17.1 The minutes had previously been circulated to all Councillors

Cllr Roberts proposed Cllr Mrs S Hollyhead seconded that the minutes are approved

Voting took place

8 Councillors in favour

0 Councillors against

1 Councillor abstained

1 Councillor didn't vote

18. To receive the minutes of the Village Events Committee meeting held on 26th April and to approve the recommendations contained within them.

C18.1 The minutes had previously been circulated to all Councillors

Cllr Roberts proposed and Cllr Mrs S Hollyhead seconded that the minutes are approved

Voting took place

8 Councillors in favour

0 Councillors against

0 Councillors abstained

2 Councillors didn't vote

It was therefore RESOLVED that the minutes are approved

19. To receive the minutes of the Finance and General Purposes Committee meeting held on 26th April and to approve the recommendations contained within them.

C19.1 Cllr Hames proposed and Cllr Hollyhead seconded that the minutes are approved.

Voting took place

Cllr Marshall requested a named vote

Cllr Balfour, Cllr Bell, Cllr Cook, Cllr Galvin, Cllr Hames, Cllr Mrs S Hollyhead, Cllr T Hollyhead, and Cllr Roberts in favour

Cllr Marshall and Cllr Richmond against

It was therefore RESOLVED that the minutes are approved

20. To receive a copy of the Internal Auditors Report for the financial year 2020/21

C20.1 A copy of the report had previously been circulated to all Councillors

The report was noted.

Cllr Balfour proposed that the recommendations in the report be referred to the Finance and General Purposes Committee and bring back their recommendations to the Parish Council.
All Councillors agreed

Cllr Bell requested it be minuted his thanks to the Clerk and the team for providing the information in an efficient, detailed and timely manner

Voting took place
10 Councillors in favour
0 Councillors against
0 Councillor abstained

It was therefore RESOLVED the recommendations are referred to the Finance and General Purposes Committee

21. To appoint an Internal Auditor for the period April 2021 – March 2022.

C21.1 Cllr Roberts proposed and Cllr S Hollyhead seconded that Town and Parish Audit is appointed.

Voting took place
8 Councillors in favour
0 Councillors against
0 Councillors abstained
2 Councillors didn't vote

It was therefore RESOLVED that the Town and Parish Audit are appointed

22. To formally approve Section 1 and Section 2 of the Annual Return to year end 31 March 2021

C22.1 Cllr Bell proposed and Cllr Roberts seconded that Section 1 of the annual return is approved.

Voting took place on Section 1
Cllr Marshall requested a named vote
Cllr Balfour, Cllr Bell, Cllr Cook, Cllr Galvin, Cllr Hames, Cllr Mrs S Hollyhead, Cllr T Hollyhead, Cllr Roberts in favour
Cllr Marshall against
Cllr Richmond abstained

C22.2 Cllr Cook proposed and Cllr Roberts seconded that Section 2 of the annual return is approved.

Voting took place on Section 2
Cllr Marshall requested a named vote

Cllr Balfour, Cllr Bell, Cllr Cook, Cllr Galvin, Cllr Hames, Cllr Mrs S Hollyhead, Cllr T Hollyhead, Cllr Roberts in favour
Cllr Marshall and Cllr Richmond against
0 Councillors abstained

It was therefore RESOLVED that Section 1 and Section 2 of the Annual Return are approved and were duly signed by the Chairman and Administrator

23. To review delegation arrangements to committees, subcommittees, staff and other local authorities

C23.1 It was agreed that this item be deferred to a future meeting

24. To review the Terms of Reference of committees and subcommittees

C24.1 Cllr Marshall raised a procedural motion and Cllr Richmond seconded that this item is deferred to a future meeting

Voting took place

6 Councillors in favour

3 Councillors against

1 Councillors abstained

It was therefore RESOLVED that this is deferred to a future meeting

25. To appoint any new committees

C25.1 None to approve

26. To review and adopt Ackworth Parish Council's Standing Orders

C26.1 It was agreed that this item be deferred to a future meeting

27. To note Financial Regulations as amended in March 2021

C27.1 The Financial Regulations were noted

28. To review representation on or work with external bodies and arrangements for reporting back

C28.1 It was agreed that this item be deferred to a future meeting

29. To review inventory of land and assets including building and office equipment

C29.1 was agreed that this item be deferred to a future meeting

30. To confirm arrangements for insurance cover in respect of insured risks

C30.1 was agreed that this item be deferred to a future meeting

31. To review the Council's and/or staff subscriptions to other bodies

C31.1 It was agreed that this item be deferred to a future meeting

32. To review the Council's complaints procedure

C32.1 It was agreed that this item be deferred to a future meeting

33. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

C33.1 It was agreed that this item was deferred to a future meeting

34. To review the Council's policy on dealing with the press/media

C34.1 It was agreed that this item was deferred to a future meeting

35. To receive and comment on Planning Applications received by Wakefield MDC

C35.1 Cllr Hames reported on each of the applications. The following applications were noted unless otherwise stated:

- 21/01018/FUL; 5 Brookfield Drive, WF7 7HB, 2 storey side extension, single storey rear extension
- 21/01160/ FUL; 6A Orchard Drive, WF7 7DS, single storey side extension
- 21/01241/FUL; One Ash, Doncaster Road, Ackworth, change of use to create 3 dwellings instead of one detached - *to write to the planning officer and highways representative to raise concerns regarding parking and road safety issues*
- 21/01336/FUL; Carr Bridge playing field, siting of steel container, for storage of sports equipment - to liaise with the rugby club to ask if they can improve the look of the container and Cllr Roberts proposed that the Village Amenities Committee look at storage at all Parish Council sites across the village.
- 21/01456/FUL; 10 Holly Bank, Ackworth, WF7 7LE side and rear extension
- 21/01459/TPO; 1 Andrews Grove, Ackworth, WF7 7NU, tree works

9:25pm Cllr Bell moved an extension of 15 minutes to Standing Orders. All Councillors agreed.

36. To receive Burial Rights

C36.1 None to receive

37. To agree a date for a meeting of the council to select and prioritise CIL funding projects.

C37.1 Cllr Roberts proposed and Cllr Hames seconded that the meeting is held on 20 September 2021. Admin staff to work back from this date to set deadlines for submissions of application forms.

Voting took place

8 Councillors in favour

1 Councillor against

0 Councillors abstained

1 Councillor didn't vote

The Chairman closed the meeting at 9:45.

The following agenda item will be discussed at a future meeting

38. To request that Ackworth Parish Council consider membership of the National Association of Councillors as a corporate body on behalf of the parish's councillors. (Cllr Hardman)

Chairman 19 July 2021