

# WOMERSLEY PARISH COUNCIL

Clerk: Ms Sue Coles, 2 Field View Cottages, Purston, Pontefract,  
West Yorkshire. WF7 5LL.

Telephone: 01977 799729. Email: [parishclerk@womersleyparishcouncil.gov.uk](mailto:parishclerk@womersleyparishcouncil.gov.uk)

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13<sup>th</sup> May 2019

Dear Councillor

## COUNCIL MEETING

You are summoned to the **Meeting of Womersley Parish Council** to be held in **The Courtyard**, on Monday 20 May 2019 to be held immediately after the Annual Parish Meeting at 7.00pm.

*Sue Coles*

**Parish Clerk**

**Meetings are open to the press and public except for any item labelled as Part 2 under the Public Bodies (Admission to Meetings) Act 1960.**

**Press and public may not speak when the council is in progress; when councillors are discussing council business; when councillors are in the process of decision making.**

- Any parishioner (listener) is entitled to attend this meeting, make any comments on agenda items and raise any matters or concerns of community interest they may have with the Parish Council.
- Any questions **must** be written and received by the Clerk **5 working days before the meeting** so that correct answers may be sought and given
- Listeners' comments will be taken during **public forum** before the council meeting begins.
- **Comments** relating to matters on the **agenda** will be taken first. The **total time** for this is restricted to a **maximum of 15 minutes**.
- Electors may also speak at the end of the meeting and this will be for information only
- Decisions cannot be made at this meeting on items not on the agenda.
- Councillors are reminded to make any declarations of interest on any items not covered in their submitted declarations of pecuniary interest
- Clerk to make note of names of parishioners attending the meeting.
- Councillors, clerk, public and press to sign attendance book.

## **DECLARATION OF ACCEPTANCE OF OFFICE**

**All Councillors are asked to sign their declaration of acceptance of office in the presence of another councillor or clerk before the meeting failure to do so without a resolution of the Council at this Meeting will result in a casual vacancy.**

## AGENDA

**01/05/19 ELECTION OF CHAIR**

**02/05/19 CHAIR TO SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE**

**03/05/19 WELCOME TO ALL MEMBERS AND APOLOGIES RECEIVED**

To **RESOLVE** to accept apologies received.

**04/05/19 ELECTION OF VICE CHAIR**

**05/05/19 VICE-CHAIR TO SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE**

**06/05/19 Public Forum**

- Public present to make any comments on agenda items and raise any matters of community interest or concern. Councillors must not engage in any discussion with resident or answer any questions.
- Council to receive written comments from residents, hard copy or email, for information only.

**07/05/19 DECLARATIONS OF INTEREST**

**08/05/19 MINUTES OF PREVIOUS MEETINGS**

- To approve the Minutes of a meeting held on the 25<sup>th</sup> March 2019, Minute numbers 456/03/19 to 476/03/19.

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- b) To approve the Minutes of an Extraordinary meeting held on 17<sup>th</sup> April 2019 Minute numbers 477/04/19 to 480/14/19.

## 09/05/19 COUNCIL TO RECEIVE REPORTS FROM:

- Chairman – on activities since the last meeting
- District Councillor
- County Councillor
- Other Officers
- Police

## 10/05/19 COUNCIL TO RECEIVE REPORTS (IF ANY) FROM:

- Darrington Quarry Liaison Meeting
- Haworth Estates update.
- Monaghan Mushrooms.
- Any other representatives – CEF; Area Committee etc.
- Burial Board – to receive any new information.

## 11/05/19 ZURICH INSURANCE RENEWAL

The 2<sup>nd</sup> annual payment to Zurich Insurance under an agreement for a five year cover is now due. The invoice is listed in the accounts below.

The Local Councils Advisory Service which is part of the service Zurich affords the Council recently raised TWO subjects.

- Tree liabilities and the case of Cavanagh V. Witley Parish Council. The Court found that the parish council's approach to inspection of trees on a 3 year cycle as being inadequate and failed to take into account trees in higher risk locations, asserting that a more frequent and rigorous inspection on a particular tree in question which fell into the path.
- Cemetery & Memorial Safety – those with burial grounds and cemeteries should refresh their understanding of those responsibilities and ensure that new and old memorials are being assessed under the latest regulations.

## 12/05/19 FINANCE REPORTS 2019/20:

- a) List of accounts for payment.

CHQ	Date	Payee	Reason	Amount	Vat	Net
1060 CHQ	22.04.19	A1 BUILDING SUPPLIES	TOUR DE YORKSHIRE	£ 72.39	£ 14.46	£ 86.85
1061 CHQ	22.04.19	MRS J TEAL	TOUR DE YORKSHIRE	£ 53.07	£ 1.83	£ 54.90
1062 CHQ	22.04.19	R HARRISON	TOUR DE YORKSHIRE	£ 32.92	£ 3.38	£ 36.30
1063 CHQ	20.05.19	SUE COLES	McAFEE VIRUS PROTECTION	£ 54.16	£ 10.83	£ 64.99
1064 CHQ	20.05.19	MR M COCKERHAM	TOUR DE YORKSHIRE	£ 30.00		£ 30.00
1065 CHQ		CANCELLED				
1066 CHQ	20.05.19	G&S TOILET HIRE	TOUR DE YORKSHIRE	£ 225.00	£ 45.00	£ 270.00
1067 CHQ	20.05.19	YLCA	MEMBERSHIP 2019/20	£ 130.00		£ 130.00
1068 CHQ	20.05.19	AUTELA	PAYROLL	£ 53.00		£ 53.00
1069 CHQ	20.05.19	ADAMS GROUNDS	GRASS CUTTING	£ 939.00		£ 939.00
1070 CHQ	20.05.19	BACKHOUSE	MOLE CONTROL	£ 147.52	£ 29.50	£ 177.02
1071 CHQ	20.05.19	ZURICH	ANNUAL RENEWAL	£ 531.64		£ 531.64
1072 CHQ	20.05.19	NPOWER	LAST PMT APR-SEPT 19	£ 8.20	£ 0.41	£ 8.61
1072 CHQ	20.05.19	NPOWER	LAST PMT APR-SEPT 19	£ 268.82	£ 13.44	£ 282.26

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DDR		YORKSHIRE WATER	FIELD	£ 6.94		£ 6.94
1073 CHQ	20.05.19	SUE COLES	APRIL SALARY	£ 400.32		£ 400.32
1074 CHQ	20.05.19	SUE COLES	MAY SALARY	£ 400.32		£ 400.32
1075 CHQ	20.05.19	ROSPA	ENTRANCE PLAY AREA RISK	£ 232.00	£ 46.40	£ 278.40
1076 CHQ	20.05.19	R HARRISON	TOUR DE YORKSHIRE	£ 34.17	£ 1.83	£ 36.00
		<b>TOTAL</b>		<b>£3619.47</b>	<b>£167.08</b>	<b>£3786.55</b>

- b) Current Balance of the Community Account as at 29<sup>th</sup> March 2019 is £12,159.18
  - c) Current Balance of the Community Account as at 30<sup>th</sup> April is £
  - d) Payment requests received after the agenda – TBA
  - e) Precept first of two payments received for 2019/20 - £11,750.00
  - f) County Councillor Defibrillator Donation - £300.00
- Council to **RESOLVE** to accept payments listed as above and note income.

### 13/05/19 BUDGETS, BANK RECONCILIATIONS AND END OF YEAR

- a) Budget to end of year 2018/19
- b) Bank reconciliation to end of year 2018/19
- c) Reserve balances to end of year 2018/19
- d) Budget May – will be available at the meeting
- e) Bank reconciliation to end of April – will be available at the meeting.
- f) BlackRock Womersley War Memorial Fund – All funds have now been transferred from BlackRock to Barclays Bank. The Charity itself is still registered with the Charities Commission. Members are now asked for instruction as to the way forward with the WW1 memorial and funds.

### 14/05/19 CLERK'S ADDITIONAL HOURS

The 2017/8 transparency fund application from YLCA included half hour per week for the clerk to manage the website over the year of 2018/19. The previous payment made was in October 2018 and there is another payment due at the end of March 2019 for 12 hours. Members agreed that the clerk's hours would be increased to cover the end of the transparency claims from April 2019. Also on behalf of the Council the clerk completed a successful CEF funding application for the Tour de France which has taken 5 hours over her contracted hours. Members are requested to pay the clerk 17 hours in total.

### 15/05/19 PLANNING

- a) Planning applications received:

Application	Location	Proposal	Decision
Consultation	Gale Common	Extraction of pulverised fuel ash	
2010/0976/REM 2013/0807/MAN	Meadow Down	Non-Material minor amendment of approval 2010/0976/REM 2013/0102/FUL 2013/0807/MAN 2019/0419/MAN2 – 24.02.19	RESERVED MATTERS

- b) Planning decisions received:

APPLICATION	LOCATION	PROPOSAL	SDC DECISION
2011/0751/COU	Gale Common Motorcross	Retrospective application for the change of use off land from agricultural to motocross	Application Withdrawn
NY/2016/0073/ENV	Womersley Quarry	Variation of conditions of planning permission C8/2012/0035/CP & C8/41/107A/PA	Approved

To discuss and **RESOLVE** comments on any planning matters..

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## 16/05/19 PARISH FIELD

- a) An update and information will be given at the meeting concerning the weekly/monthly play equipment inspections.
- b) M J Backhouse mole control visit in April found no moles however there was the engineer did find a large pile of animal offal in the grass.
- c) RoSPA report on the proposed new entrance to the play field.

## 17/05/19 MEMORIAL GARDEN AND CHURCHYARD

- a) The Parochial Church Council has requested permission to site the annual Garden Party on the 6<sup>th</sup> July in the Memorial Garden.

## 18/05/19 VACANCIES FOR CO-OPTED COUNCILLORS

## 19/05/19 ASSET REGISTER

Please see register for approval.

## 20/05/19 FINANCIAL RISK ASSESSMENT

Please see document.

## 21/05/19 WOMERSLEY VILLAGE HALL AND READING ROOM (if any)

## 22/05/19 S106 MONIES HELD BY SELBY DISTRICT COUNCIL (if any)

## 23/05/19 CEF FUNDING AND TOUR DE YORKSHIRE

The Parish Council made an application to CEF for funding to assist a welcome for the Tour de Yorkshire when it passed through the village. It is understood that the application for £1,000 was successful and will be past to the next partnership board meeting on the 25<sup>th</sup> July. No funds have yet been received. A further update will be given at the meeting.

## 24/05/19 APPOINTMENT OF TWO YLCA REPRESENTATIVES

YLCA request the appointment of two Councillors to represent the Parish Council at the branch meetings.

## 25/05/19 NEWSLETTER

To discuss and **RESOLVE** items for inclusion in the parish magazine.

## 26/05/19 CORRESPONDENCE RECEIVED SINCE LAST MEETING:

From	Details	Action
Allerton Waste Recovery	Update and visits	
AVS	Selby May newsletter via email	
CEF	13 <sup>th</sup> June poster and meeting	

## 27/05/19

- a) Councillors' Forum: to take and note any points of community interest from councillors
- b) Items for the next agenda: to note urgent items of interest.

## 28/05/19 TO RECEIVE ANY FURTHER COMMENTS FROM MEMBERS OF THE PUBLIC.

Information only. Clerk to note comments.

## 29/05/19 TO CONFIRM THE DATE AND PLACE OF THE NEXT MEETING

It is suggested that the following meeting dates are approved: Monday 24<sup>th</sup> June, 29<sup>th</sup> July, 30<sup>th</sup> September, all at 7pm. There will be no meetings in August.

## Closure