

WEST BRETTON PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 14 May 2018
Meeting commenced at 7.30pm

Present

Cllr M Hofton
Cllr T Hodgson (Chair)
Cllr N Sharp
Cllr D Spaul
Cllr L Watson

In Attendance

Clerk – Mrs S Earnshaw
D/Cllr S Harvey
D/Cllr I Sanders

West Bretton residents – 8

1805/01 ELECTION OF CHAIR

It was proposed by Councillor Sharp, seconded by Councillor Spaul and **resolved** that Councillor T Hodgson be elected as Chair of the Parish Council for the forthcoming municipal year. Councillor Hodgson signed the Acceptance of Office, countersigned by the Proper Officer.

Councillor Hodgson thanked Councillor Hofton for his commitment during his year of office as Chair.

1805/02 ELECTION OF VICE CHAIR

It was proposed by Councillor LW, seconded by Councillor Hofton and **resolved** that Councillor D Spaul be elected as Vice Chair of the Parish Council for the forthcoming municipal year. Councillor Spaul signed the Acceptance of Office, countersigned by the Proper Officer.

1805/03 PUBLIC ADMISSIONS TO MEETINGS ACT (1960)

There were no items of a confidential nature that required the public or press to be excluded.

1805/04 APOLOGIES FOR ABSENCE

All members present. Apologies were received from Belinda Eldridge, YSP, and D/Cllr Binns and these were noted.

1805/05 QUESTION TIME

1. The problem of parking on Sycamore Lane and inconsiderate parking on pavements was once again brought to the attention of the Parish Council. It was explained that if vehicles were parking on pavements this was a Police matter but general parking on roads with a traffic regulation order is now a matter for the District Council to enforce. The Parish Council can only act as a conduit between residents and the District Council with regard to parking.
2. A copy of a letter which had been distributed to parents by School and regarding parking on Bretton Lane, was tabled. The Council agreed that the recent work on the island at the junction of Bretton Lane and Huddersfield Road had made it possible for HGVs to turn both left and right. Speeding traffic turning left from Huddersfield Road and on to Bretton Lane, continued to be a problem and District Councillor Harvey offered to discuss this road safety issue with Graham West at the District Council.

1805/06 POLICE MATTERS

There was no Police representation at the meeting and no report was presented. No issues relating to any crime or anti social behaviour in the village were raised by the Parish Council or residents in attendance. The Clerk was asked to write to Inspector Martin Moizer, newly appointed to the Wakefield North East and Rural Team, to invite him to a future meeting to meet the Parish Council.

1805/07 YORKSHIRE SCULPTURE PARK

Belinda Eldridge was unable to attend the meeting and no report was presented.

1805/08 BRETTON HALL

There was no report on progress on development at Bretton Hall.

1805/09 HIGHWAYS ISSUES

It was noted that contractors, Pascon, would be replacing the electricity cable between the sewage works pump and Park Lane. The work to take approximately four weeks from early May.

1805/10 MINUTES OF MEETING – 9 April 2018

The minutes of the meeting held on 9 April 2018 were received and signed as a correct record, subject to the following amendments:

1804/07 “after consultation” did not make it clear whether it had been undertaken or not.
1804/10 replace the word “stream” with “culvert”

1805/11 MATTERS ARISING

There were no matters arising.

1805/12 GENERAL DATA PROTECTION REGULATIONS

- a) The Clerk reported that information had been received which indicated that Parish and Town Councils were to be exempt from appointing a Data Protection Officer, although compliance in all other areas was necessary.
- b) Audit of Information. A copy of the data audit had been undertaken and the results were distributed to members and noted.
- c) Consent Form – A draft copy of a Consent Form was distributed and approved, with the addition of a section for an email address and telephone number.
- d) Privacy Notices (Staff/Councillors and Public)
It was proposed by Councillor Spaul, seconded by Councillor Watson and **resolved** that the draft Privacy Notices be approved.
- e) Retention Policy
It was proposed by Councillor Watson, seconded by Councillor Hofton and **resolved** that the draft Retention Policy be approved

1805/13 CLERK’S REPORT

a) Action Plan

No updates from Action Plan for this meeting.

b) Correspondence

- YLCA – confirmation that Town and Parish Councils are exempt from appointing a Data Protection Officer
- WMDC Weekly list of validated planning applications and planning decisions

- Copy of resident's letter regarding Sycamore Lane parking issues
- Register of Electors monthly update
- YLCA – model Standing Orders 2018

b) Finance

The Clerk presented the financial statement and presentation of accounts payable.

Cheque No.	Amount	Purpose
300373	£138.10	Clerk's salary – May 2018 & expenses
300374	£410.21	Zurich Municipal – annual insurance

A VAT refund of £355.33 to the Parish Council had been received from HMRC.

(i) Audit 2017/18

A letter from the Internal Auditor had been received indicating that the audit had been completed and confirming that internal controls were operating effectively and as required, and that no matters required to be brought to the attention of the Parish Council.

The Parish Council considered and approved:

- (ii) the Annual Governance Statement (Section 1 of the Annual Return 2017/18) which was signed by the Chair; and,
- (iii) the Accounting statements for 2017/18 (Section 2 of the Annual Return 2017/18) which was signed by the Chair.

1805/14 PLANNING MATTERS

There were no Validated Applications to be considered. The following Planning Decisions were noted:

App. No: 17/03140/REM

Application Type: Approval of Reserved Matters. Address: Bretton Hall, Park Lane Bretton Wakefield WF4 4LG

Proposal: Application for the approval of Reserved Matters (appearance and landscaping) insofar as they relate to six, two-storey office pavilions previously approved in connection with planning permission reference 16/01095/FUL [Variation of condition 3 of approved application 15/02731/FUL dated 3rd March 2016 (relating to approved application 12/01524/HYB dated 18th April 2013) (part detailed, part outline application for the redevelopment of former Bretton Hall campus)

Applicant: Bretton Investment Partnership Ltd

Agent: Seven Architecture.

Decision: Application Approved

App. No: 18/00659/FUL

Application Type: Full

Address: 92 Huddersfield Road Bretton Wakefield WF4 4JW

Proposal: Construction of shed, fencing, rebuilding of wall and access

Decision: Application Withdrawn

App. No: 18/00660/LBC

Application Type: Listed Building Consent

Address: 92 Huddersfield Road Bretton Wakefield WF4 4JW

Proposal: Construction of fencing, rebuilding of walls and access

Decision: Application withdrawn

App. No: 18/00491/LBC

Application Type: Listed Building Consent

Address: 29 Huddersfield Road Bretton Wakefield WF4 4JP

Proposal: Replace two existing roof windows with heritage roof windows

Decision: Application approved

1805/15 COMMUNITY ISSUES

Village Institute

Cllr Spaul reported

- the recent AGM ha been reasonably attended and there had been a pleasing increase in members on the Committee.
- The lower windows in the hall have been replaced and further units to be replaced
- Quiz Time on Tuesday 29 June 2018
- A building survey is to be conducted to identify any improvements needed
- Grounds maintenance has been ongoing recently to improve the surrounds of the Hall
- A risk assessment (water hygiene) to be undertaken
- The carpet to be removed in the main hall
- Decking tables have been disposed of
- An asbestos survey has been undertaken

West Bretton JI School – Governing Body

Nothing further to report.

WMDC – District Councillors’ Report

D/Cllr Sanders reported that there was a forthcoming Full Council meeting to install the new Mayor of Wakefield, Councillor Stuart Heptinstall and Deputy Mayor, Councillor Charlie Keith. The question of provision of a defibrillator at the Village Hall previously discussed was addressed again and D/Cllr Sanders said there was a meeting scheduled for June after which he would have further information of the current status.

D/Cllr Samantha Harvey expressed her thanks for any support given at the recent District Council Elections. She asked about the feasibility of holding a regular surgery in the village but members felt that the current arrangement of residents making direct contact with the Ward District Councillors worked very well.

The Clerk was asked to send a letter of thanks to Kevin Barker, previously a District Councillor for the Rural Ward and who had not been re-elected at the District Council elections, expressing the Parish Council’s thanks for his hard work for the village during his four year tenure.

The next meeting of the Parish Council will be held on Monday 11 June 2018.

Minutes approved by the Parish Council at the meeting held on Monday 11 June 2018.

Signed: Chair.....