**NOTICE OF MEETING**

28 April 2021

The Annual Meeting of Badsworth Parish Council will be held at **7.30pm on Wednesday   
5 May 2021** via zoom. Please follow this link <https://us02web.zoom.us/j/82219205624> to join the meeting

Meeting ID: 822 1920 5624

or join by telephone :

0208 080 6591 United Kingdom

0208 080 6592 United Kingdom

0330 088 5830 United Kingdom

0131 460 1196 United Kingdom

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 and the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England Regulations) 2020, the public and press may attend the meeting.

Yours sincerely

K Canadine

Mrs Karen Canadine

Locum Clerk and Responsible Financial Officer

Badsworth Parish Council

**Chairman’s Announcement**

Prior to the commencement of the meeting, the Chairman will welcome everyone to the meeting and outline the procedure for this remote meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the Council’s Code of Conduct during the meeting.

- Voting procedure.

- Public session and exclusion of the press and public procedures.

- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the   
 start of the meeting.

- All Councillors present are required to state their name prior to the commencement of the   
 meeting.

**AGENDA**

**1. Election of Chairman**

To elect a chairman for the forthcoming municipal year. Chairman to sign a declaration of acceptance of office.

**2. Election of Vice Chairman**

To elect a vice-chairman for the forthcoming municipal year.

**3. Apologies and Reasons for Absence**

To note apologies and approve reasons for absence.

**4. Declarations of Interest & Requests for Dispensation**

To consider any requests for dispensation.

To note any declarations of interests not already declared under the members Code of Conduct or members register of Disclosable Pecuniary Interests.  
  
**5. Register of Interests**

Members are asked to review their register of interests and to submit any changes to the monitoring officer at Wakefield MDC. Where a register of interests in unchanged, members are asked to email the clerk to advise so that a record can be retained on council files.

**6**. **Exclusion of Press and Public**

To consider if any items on the agenda require the exclusion of the Press and Public in accordance with Public Bodies Admission to Meetings Act) 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

**7. public Participation Session**

To receive questions from members of the public under the direction of the Chairman and in accordance with the Council’s Standing Orders (Standing Order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes).

**8. Minutes of Previous Meetings**

The minutes of the April meeting held on 28 April 2021 will be considered at the next council meeting.

To note the minutes of the Annual Parish Meeting held on 14 April 2021 which will be considered for approval at the 2022 Annual Parish Meeting. - **ATTACHED**

**9. Council vacancy**

The locum clerk will update members on the co-option process for the casual vacancy following advice from Wakefield MDC that no bi-election has been called.

**10. Insurance**

To consider quotations received for insurance cover from 1 June 2021 to 31 May 2022. - **ATTACHED**

**11. Council to Receive Verbal Update Reports from:**

1. Chairman
2. District Councillor
3. Police

**12. Council Meetings**

- **Preparation for face to face meetings**  
Members are asked to consider the document at this link: <https://www.nalc.gov.uk/library/news-stories/covid19/3272-risk-assessment-for-covid-19/file> in preparation for the return to face to face meetings at Lawson Hut. Members are asked to feedback to the locum clerk so that a specific risk assessment can be prepared for meetings held at Lawson Hut.

* **Calendar of meeting for 2020/2021 municipal year**Members are asked to consider a calendar of meeting for the forthcoming municipal year.

**13. Planning**

To report all validated planning applications since the date of the last meeting, along with other planning related issues.

|  |  |  |
| --- | --- | --- |
| **Application no:** | **Address** | **Details** |
| 20/01217/S7301 | Jelemy Tump, Ninevah Lane | [19/02758/REM | Reserved matters pursuant to outline approval 19/02758/OUT (Residential development for the erection of 1 no. detached dwelling and associated garage) relating to appearance, landscaping, layout, scale and access | 20 Hardakers Lane (land ADJ To) Ackworth Pontefract WF7 7JX (wakefield.gov.uk)](https://planning.wakefield.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQ0JFSQQ0AG00) |
| 21/00921/FUL | 9 Southlands Close | [21/00921/FUL | Two storey extension to the side | 9 Southlands Close Badsworth Pontefract WF9 1AU (wakefield.gov.uk)](https://planning.wakefield.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QR8N7IQQ0BX00) |
| 21/00942/FUL | Hall Farm, Main Street | [21/00942/FUL | Conversion of outbuildings (domestic) to yoga wellness centre with self-contained accommodation, 3 No Units change of use from domestic to commercial | Hall Farm Main Street Badsworth Pontefract WF9 1AJ (wakefield.gov.uk)](https://planning.wakefield.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QRADR3QQ0BX00) |
| 21/01027/TCA | Meadow mead, Main Street | Miscellaneous tree works [21/01027/TCA | Tree Works Notice of intended tree works in conservation area of Badsworth Meadow Mead, Main Street, Badsworth WF9 1AJ is a residential property situated off a private access road, with boundaries adjacent to St Mary's Church and The School House and Hall Farm Barn. The garden has been left untended for years by the previous owner resulting in many self-set, unsuitably positioned and potentially structurally damaging tree and shrub growth. As the current new owners, we provide notification of intended tree works designed to provide benefits to the longevity of some of the trees, safer surroundings, and an overall improvement to the site. Please note some recent cutting back of shrub and brambles has taken place by the previous owner in order to gain access to remove his property from the garden, including 3 derelict vehicles East facing boundary Meadow Mead T 1 Douglas fir (Christmas tree) to be removed , due to size and close proximity to bungalow, extensive root network having a detrimental effect on the surrounding garden West facing boundary of Meadow Mead T 2 Self set sycamore, approx 10m high generally reshape by pruning back leggy growth and crowning to achieve approx 3m reduction in height. T 3 Self set sycamore, approx 10m high, overhanging garden of Hall Farm Barn, work required to generally reshape by pruning back leggy growth and crowning to achieve approx 3m reduction in height. | Meadow Mead Main Street Badsworth Pontefract WF9 1AJ (wakefield.gov.uk)](https://planning.wakefield.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QRLCPBQQG8200) |

**14. Policies**

a. To review and approve the following policies:

* **Standing Orders - ATTACHED**
* **Financial Regulations – ATTACHED**

b. To consider the verbal report presented by Cllr Smith and to agree ear marked   
 reserves.

- To consider revision and adoption of the Reserves policy. **ATTACHED**

**15. Finance**

1. **Certificate of Exemption from external audit 2020/2021**

To declare Badsworth Parish Council as exempt from external audit for the financial year 2020/2021 since both income and expenditure for the year was below £25,000**- ATTACHED**

1. **Annual Governance Statement – Section 1 Annual Governance and Accountability Return (AGAR) 2020/2021**

To consider all assertions in turn on the Annual Governance Statement for 2020/2021. **- ATTACHED**

1. **Annual Accounting Statement – Section 2 Annual Governance and Accountability Return (AGAR) 2020/2021**

To approve the accounting statement for 2020/2021**- ATTACHED**

1. **Significant variances report**

To approve the significant variances report in support of the Annual Accounting Statement. **- ATTACHED**

1. **Internal Audit**

To note the internal auditors report for the financial year 2020/2021 along with the internal audit page for the Annual Governance and Accountability Return. **– ATTACHED**

1. **Notice of public rights and publication of annual governance and accountability return for an exempt authority**

To note the dates for the public’s rights to inspect the accounts (Monday 7 June 2021 to Friday 16 July 2021).

1. **Invoices for Payment**

To approve the invoices for payment schedule dated 5 May 2021. **TO FOLLOW.**

**16. Members Reports**

Parish Councillors are invited to report any issues in the parish for note.

**17. Accounts Challenge 2017/2018**

Members are asked to consider the content of the letter from PKF Littlejohn relating to an accounts challenge for 2017/2018 financial year - **ATTACHED**

**18**. **Recruitment of a Clerk and Responsible Financial Officer** Update from Locum Clerk

**Private and Confidential (if any)**

In accordance with Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Next Meeting:** To be considered