**NOTICE OF BADSWORTH PARISH COUNCIL MEETING**

 23 April 2021

A Meeting of Badsworth Parish Council will be held at **7.30pm on Wednesday 28 April 2021** via zoom. Please follow this link to join the meeting <https://us02web.zoom.us/j/81685281490>

Meeting ID: 816 8528 1490

Join from a telephone

 0330 088 5830 United Kingdom

 0131 460 1196 United Kingdom

 0203 481 5237 United Kingdom

 0203 481 5240 United Kingdom

 0203 901 7895 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. Apologies and Reasons for Absence**

To note apologies and approve reasons for absence.

**2. 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.

**3**. **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.

**4. 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).

**5. Minutes of Previous Meetings**

To approve the minutes of the Extra Ordinary meeting of Badsworth Parish Council held on 15March 2021. **ATTACHED**

To approve the minutes of the Badsworth Parish Council meeting held on 17March 2021. **ATTACHED**

NB – All Councillors are requested to inform the Clerk of any amendments that they wish to be noted prior to the meeting commencing.

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

1. Chairman
2. District Councillor
3. Police

**7. Remote Meetings Update**

The Locum clerk will give a verbal update on the legal position relating to remote and face to face meetings relating to the regulations which are in force until 6 May 2021.

**8. Planning**

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

 a) Planning applications received:

|  |  |  |
| --- | --- | --- |
| **Application no:** | **Address** | **Details** |
| 21/00665/TCA | 5 High Farm Fold | [21/00665/TCA | Reduction of tree crowns. | 5 High Farm Fold Badsworth Pontefract WF9 1PA (wakefield.gov.uk)](https://planning.wakefield.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQ0CN2QQ0AG00)  |
| 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) |
| 21/00851/TPO | Heywood House, Back Lane | [21/00851/TPO | The Horse Chestnut has significant areas of decay on the main stem which is expected to cause failure in the short to medium term. This tree is over a high traffic area and as such poses a risk to persons and property. The Lime has significant die back and subsequent die back within the crown. Removing deadwood to pruning points and sound wood would leave a monolith style structure. We request to remove and replace, no other Limes in the avenue are displaying similar issues. | Heywood House Back Lane Badsworth Pontefract WF9 1AG (wakefield.gov.uk)](https://planning.wakefield.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQSAZDQQFPP00) |
| 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) |

1. Planning decisions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Application no:** | **Address** | **Details** | **Comments** |
| 20/02609/FUL | Hollydene, Back Lane | Rear Orangery Extension | Approved |
| 21/00189/FUL | 6 The Croft | Conversion of existing attached garage into a bedroom. Existing flat roof removed and replaced with tiled roof. | Approved |
| 21/00428/TCA | 5 High Farm Fold | Field maple (T1) – Crown reduction by 2.5m depending upon suitable growth points. | Approved |
| 21/00665/TCA | 5 High Farm Fold | Reduction of tree crowns | Approved |
| 21/00522/TCA | St Marys C of E Church, Main Street | Yew tree: To cut back 1 tree clear of public footpath, to generally reshape by pruning back leggy growth and reduce foliage by a third of the total canopy. No reduction in overall height. | Approved |

**9. Policies**

a.To review and approve the following policies:

b. To consider the following new policies for adoption

* Code of Conduct 2021 **ATTACHED**
* Grants Awarding Policy **ATTACHED**

**10. Finance**

1. **Asset Register**

To review and approve the updated asset register**. ATTACHED**

1. **Invoices for Payment**

 To approve the invoices for payment schedule dated 28 April 2021. **ATTACHED.**

1. **Quarterly Finance Report**
To note the Finance Report to end of March 2021 **(ATTACHED)** which includes:
* 2020/2021 Receipts and Payments Schedule
* 2020/2021 Bank Reconciliation to 31 March 2021
* 2020/2021 Budget Monitor to 31 March 2021
1. **Internal Controls Checklist**

To note the Internal Controls Checklist completed by Cllr Graham and the Locum Clerk on 1 April 2021. **ATTACHED**

**e. VAT return**

To note the VAT return prior to submission to HMRC for reclaim for the period 1 January 2020 to 31 March 2021 completed by the Locum Clerk & RFO and checked by Cllr Graham.

1. **Reserves (DEFER TO ANNUAL MEETING ON 5 MAY 2021)**
* 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**

**11. Environment**

1. **Highways meeting**

Cllr Smith and Slinger will report on their meeting with the Highways engineer from Wakefield MDC. Councillors are asked to note the officer’s email following that meeting which has been circulated.

1. **Village Planters**

Members are asked to consider expenses for compost and bedding plants for the planters outside the Lawson Hut and by the boundary stones (*Cllr Graham).*

**12. Members Reports**

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

**13. Correspondence to note**

|  |  |
| --- | --- |
| **From** | **Subject** |
| Resident G | Speeding on Doncaster Road |
| Wakefield MDC | Footpath 5 |
| PKF Littlejohn | Response to accounts challenge 2017/2018. |

**14. Locum Clerk Pay and Hours**

Member will be asked to ratify the hours and payscale for the locum clerk.

**15.** **Recruitment of a Clerk and Responsible Financial Officer** Members will be asked to agree the dates for a shortlisting meeting and interviews.

**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:**Annual Meeting of Badsworth Parish Council at 7.30pm on 5 May 2021 - Via Zoom