**MINUTES** of the meeting of Badsworth Parish Council held on 17 March 2021 at 7.30pm, the meeting was held remotely via Zoom.

Prior to the commencement of the meeting, the Chairman welcomed everyone to the meeting and outlined the procedure for the remote meeting. He introduced the locum clerk Mrs Canadine.

Councillors were advised to observe the Council’s Code of Conduct during the meeting.

The chairman explained the voting procedure, public session and exclusion of the press and public procedures.

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

All Councillors present stated their names prior to the commencement of the meeting.

**PRESENT**Cllr Peter Smith (Chairman)

Cllr Barrie Slinger (Vice Chairman)
Cllr Brenda Graham

Cllr Kathryn Huskisson

**IN ATTENDANCE**

Mrs Karen Canadine – Locum Clerk & RFO

Three members of the public (Two of whom joined after agenda item 4 Public Participation).

**74/03/21 Apologies and Reasons for Absence**

 None

**75/03/21 Declarations of Interest & Requests for Dispensation**

 None

**76/03/21 Exclusion of Press and Public**

 **RESOLVED** that all items on the agenda may be discussed in the public meeting.

**77/03/21 public Participation Session**

 There were no questions from members of the public.

**78/03/21 Minutes of Previous Meetings**

**RESOLVED** to approve the minutes of the Badsworth Parish Council meeting held on 17February 2021 as a true and accurate record. The chairman will sign the minutes.

**79/03/21 Council to Receive Verbal Update Reports from:**

1. Chairman

*Out of Village parking area update*
The chairman reported that a priest in charge has now been appointed for Badsworth from the Ackworth parish, so discussion between the diocese and parish council can hopefully now be progressed relating to the out of village parking area.
*Meeting with Wakefield MDC officers*
The chairman reported that he had met with the Director of Transport, Planning and Highways and the Director of Environment and Street Scene. Topics discussed included 20mph limit, traffic calming, parking issues especially around the school, planning applications in the village and the lack of liaison with Badsworth Parish Council on issues related to the village such as road closures.

1. District Councillor
**RESOLVED** to note apologies from Cllr Carrington and Garbutt, no report.
2. Police
The police report has been circulated to councillors. No serious crimes to report.

**80/03/21 Remote Meetings Update**

 The Locum clerk gave a verbal update on the legal position relating to remote and face to face meetings; further to the regulations which are in force until midnight on 6 May 2021. She advised that at the present time it is unclear whether the regulations will be extended beyond 6 May and that local councils are being advised by YLCA to hold the Annual Meeting of Council and facilitate the holding of an Annual Parishioners Meeting whilst the regulations are still in place.

**81/03/21 Meetings**

**RESOLVED** that in light of the advice given above the Annual Parishioners Meeting will be held on 14 April 2021 at 7 pm and the Annual Meeting of Badsworth Parish Council will be held remotely on 5 May 2021 at 7.30pm.

**82/03/21 Annual Insurance and Asset Register Review**

 a. Asset Register

 Following a discussion about each item on the asset register it was,

 **RESOLVED** that the asset register will be updated by Cllr Graham and re-
 presented to council for approval at the 21 April 2021 meeting of council.

1. Insurance policy review

 **RESOLVED** that the levels of cover in the current policy are fine. The locum clerk
 will obtain comparative insurance quotations once the asset register is approved
 at the 21 April meeting for consideration of the council at its Annual Meeting on 5
 May 2021.

**83/03/21 Internal Controls**

 **RESOLVED** that Cllr Graham will work through an internal controls checklist with
 the locum clerk for presentation to council at the 21 April 2021 meeting, when
 council will consider the effectiveness of internal controls.

**84/03/21 Policies
 RESOLVED** that the Standing Orders adopted in November 2018 will be updated
 by the locum clerk to be tailored to Badsworth Parish Council and presented for
 council approval at the 21 April 2021 council meeting**.**

 **RESOLVED** that the Financial Regulations adopted in January 2020 be replaced
 with the NALC Model Financial Regulations – the locum clerk to tailor the model
 to Badsworth Parish Council and present for approval at the 21 April 2021 council
 meeting.

 **RESOLVED** to approve the new Equal Opportunities Policy.

 **RESOLVED** to approve the new Reserves Policy with the ear marked reserves
 breakdown to go forward to the council meeting on 21 April 2021 for consideration
 and approval.

 **RESOLVED** to approve the new Financial Risk Assessment.

**85/03/21 Parking and Speeding**

 Cllr Slinger gave an update on the initiative with West Yorkshire Police which has
 been ongoing for 3 months. The police have stopped drivers and given warnings.
 The police are visible at all times so drivers slow down but this was still
 considered to be a deterrent. The police do not appear to have any powers
 relating to parking so the parish council are in discussion with Wakefield MDC
 Highways relating to the parking problems especially around the school.

 **RESOLVED** that the £500 budget allowance for this initiative be utilised and then

Cllr Slinger to report back to council to review the initiative.

**86/03/21 Finance
 RESOLVED** to approve the payments schedule dated 17 March 2021, including
 the following payments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Payee/Description | Net | Vat | Total | Cheque number |
| 28.2.21 | Staff costs | 252.90 | 0.00 | 252.90 | 101210 & 101211 |
| 11.3.21 | Chairman’s allowance 2020/2021 | 50.00 | 0.00 | 50.00 | 101212 |
| 17.3.21 | P & CC for West Yorkshire – speeding initiative visits | 200.24 | 0.00 | 200.24 | 101213 |
|  | Totals | 503.14 | 0.00 | 503.14 |  |

 **RESOLVED** that a VAT reclaim will be prepared for the 2020 calendar year plus the
 first quarter of 2021; to bring annual reclaims in line with the financial year. Cllr
 Graham will check the VAT reclaim before it is submitted to HMRC.

**87/03/21 Members Reports**

 Cllr Huskisson reported that the arrangements for the Easter trail are progressing
 well, it is estimated that expenses will be around £30. The new laminator has
 been used to laminate posters and will be displayed around the village this
 coming weekend.

Cllr Graham asked that an item be included on the next agenda, to agree a small
budget for the expenses relating to summer planting in the village including outside the Lawson Hut and the Millenium stones.

 Cllr Slinger expressed concern about the condition of the roads. The parish
 council await a report back from Wakefield MDC Highways relating to the roads in
 Badsworth, this will be reported to council at the meeting on 21 April 2021.

 Cllr Smith referred to leaf debris etc on footpath 5 which had again been brought
 to Council’s attention by a resident. As the debris is a slip hazard, it was agreed
 that Cllr Smith will speak to WMDC Streetscene to ask that the clearance be
 added to their work programme.

**88/03/21 Correspondence to note**

|  |  |
| --- | --- |
| **From** | **Subject** |
| YLCA | White Rose Updates (circulated to councillors) |
| YLCA | Training Bulletins and training emails (circulated to councillors) |
| Wakefield MDC | Planning Lists (circulated to councillors) |
| Wakefield MDC | Information relating to lamp posts and hanging baskets |
| A resident | Stone wall planting funds request – item for next agenda. |
| Cllr Thompson | Resignation letter with immediate effect – councillors thanked Cllr Thompson for his work on the parish council. The locum clerk was asked to contact Wakefield MDC to progress the advertising of a casual vacancy. |
| Wakefield MDC | Advising that the Wakefield MDC has adopted the LGA Code of Conduct – the consideration of the new code of conduct will be an agenda item at the next council meeting. |

**89/03/21 Recruitment of a Clerk and Responsible Financial Officer** **RESOLVED** to note that the locum clerk be in post through the
 internal audit, end of year processes and annual meeting of council.

 **RESOLVED** that the vacancy for a new clerk will be advertised locally and
 through YLCA after Easter and a recruitment timetable agreed at the council
 meeting on 21 April 2021.

**Next Meeting:**Badsworth Parish Council meeting at 7.30pm on 21 April 2021 - Via Zoom

***Meeting Closed at 9.15pm***