**MINUTES** of the meeting of Badsworth Parish Council held on 28 April 2021 at 7.30pm, the meeting was held remotely via Zoom (being the postponed 21 April 2021 meeting which was postponed due to the mourning period for HRH Duke of Edinburgh).

Prior to the commencement of the meeting, the Chairman welcomed everyone to the meeting and outlined the procedure for the remote meeting.

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 Barrie Slinger (Vice Chairman)  
Cllr Brenda Graham

Cllr Kathryn Huskisson

**IN ATTENDANCE**

Mrs Karen Canadine – Locum Clerk & RFO

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

**90/04/21 Apologies and Reasons for Absence**

**RESOLVED** to note apologies from Cllr Smith. No reason for absence approved. In the absence of the council chairman, this meeting was chaired by Cllr Slinger (Vice- Chairman).

**91/04/21 Declarations of Interest & Requests for Dispensation**

None

**92/04/21 Exclusion of Press and Public**

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

**93/04/21 public Participation Session**

There were no questions from members of the public.

**94/04/21 Minutes of Previous Meetings**

**RESOLVED** to approve the minutes of the Extra – Ordinary meeting of Badsworth Parish Council held on 15March 2021 as a true and accurate record. The chairman of this meeting will sign the minutes.

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

**95/04/21 Council to Receive Verbal Update Reports from:**

1. Chairman  
   No report
2. District Councillor  
   No report
3. Police  
   A very brief report from the police had been circulated to councillors. Council considered that more detail could have been included. Cllr Slinger advised that Cllr Smith had chased police for feedback relating to enforcement of the 20mph speed limit but no update was available.

**96/04/21 Remote Meetings Update**

The Locum clerk gave a verbal update on the legal position relating to remote and  
 face to face meetings. It was noted that the government has not extended   
 the remote meeting regulations beyond midnight on 6 May 2021 and a recent high   
 court judgement found that existing legislation cannot be interpreted in such a way   
 as to allow remote meetings. This means that all local councils must go back to   
 face-to-face meetings after midnight on 6 May 2021. The council will consider a   
 calendar of meetings at its annual meeting on 5 May 2021 in light of this guidance.

**97/04/21 Planning**

**RESOLVED** to issue the following comments to the relevant planning officer:

|  |  |  |
| --- | --- | --- |
| **Application no:** | **Address** | **Comments** |
| 21/00665/TCA | 5 High Farm Fold | No comments |
| 20/01217/S7301 | Jelemy Tump, Ninevah Lane | Defer to Annual Meeting 5 May 2021 |
| 21/00851/TPO | Heywood House, Back Lane | No comments |
| 21/00921/FUL | 9 Southlands Close | Defer to Annual Meeting 5 May 2021 |
| 21/00942/FUL | Hall Farm, Main Street | Defer to Annual Meeting 5 May 2021 |

**RESOLVED** to note the following Wakefield MDC planning decisions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Application no:** | **Address** | **Details** | **Decision** |
| 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 |

**98/04/21 Policies**

**RESOLVED** to approve the Code of Conduct 2021

**RESOLVED** to approve the Grants Awarding Policy with the following

amendments:

* Applicants asked to provide a copy of bank statement
* Application to be submitted with quotes.
* Applications may not be made retrospectively
* Cannot support schools or churches unless applicant can evidence a significant benefit to the community.

**99/04/21 Finance   
  
 a. Asset Register  
 RESOLVED** to approve the updated asset register.

**b. Invoices for Payment  
 RESOLVED** to approve the payments schedule dated 28 April 2021, including   
 the following payments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Payee/Description | Net | Vat | Total | Cheque number |
| 31.3.2021 | **Paid in between meetings** Staff costs | 421.50 | 0.00 | 421.50 | 101218  & 101219 |
|  | **To be approved 28 April 2021** |  |  |  |  |
| 18.3.2021 | Cllr Graham – Expenses | 11.95 | 0.00 | 11.95 | 101214 |
| 19.3.2021 | YLCA | 302.00 | 0.00 | 302.00 | 101215 |
| 27.3.2021 | Locum clerk expenses (office consumables) | 36.34 | 3.16 | 39.50 | 101217 |
| 23.3.2021 | Cllr Slinger | 21.00 | 0.00 | 21.00 | 101220 |
| 8.3.2021 | Viking Direct | 41.21 | 8.24 | 49.45 | 101221 |
| 16.3.2021 | PKF Littlejohn | 1,145.00 | 229.00 | 1,374.00 | 101222 |
|  | **Totals** | **1,979.00** | **240.40** | **2,219.40** |  |

**c. Quarterly Finance Report  
RESOLVED** to approve the finance report to end of March 2021 which includes 2020/2021 receipts and payments schedule, bank reconciliation and budget monitor.

1. **Internal Controls Checklist**

**RESOLVED** to note and action the effectiveness of internal controls review undertaken by Cllr Graham and the Locum Clerk on 1 April 2021 for the financial year 2020/2021.

1. **VAT Return**

**RESOLVED** to note the VAT return for the period 1 January 2020 to 31 March 2021 completed by the Locum Clerk and checked by Cllr Graham. This will now be submitted to HMRC.

1. **Reserves policy**

**RESOLVED** to defer this item to the annual meeting on 5 May 2021.

**100/04/21 Environment  
  
 a. Highways**

**RESOLVED** to contact Wakefield MDC Highways relating to the ditch at the side of the road on Main street as car wheels drop in ditch.

**b. Village Planters  
RESOLVED** to approve up to £150 for compost and plants for the planters around the village this summer. The cost to be met from the councils Local Government Act 1972 s137 allowance for 2021/2022 financial year.

***One member of the public joined the meeting.***

**101/04/21 Members Reports**

Cllr Huskisson had no items to report but it was noted that she had expenses to   
 submit for the Easter event.

Cllr Graham asked that a letter of congratulations be sent on behalf of the council to two brothers from the village who would be representing England at the Tokyo Olympics. Badsworth school are looking for new governors, anyone interested is asked to contact the school.

Cllr Slinger – no items to report.

**102/04/21 Correspondence to note**

|  |  |
| --- | --- |
| **From** | **Subject** |
| Resident | Speeding on Doncaster road. The locum clerk was asked to respond to thank the resident for the information provided and to advice that as Wakefield MDC are the Highways authority the issue should be taken up with them. |
| Wakefield MDC | Footpath 5 – WMDC has acknowledged that it is a high priority to clear the sides of the path and it will be attended to shortly. |
| PKF Littlejohn | Response to accounts challenge 2017/2018 – noted item to be included on agenda for annual meeting on 5 May 2021 for further consideration. |

**103/04/21 Locum Clerk pay and hours** **RESOLVED** to approve that the Locum Clerk is working up to 12 hours per   
 week from 20 February 2021 on NJC SCP 22 until a date to be confirmed in   
 mid-late May 2021.

**104/04/21 Recruitment of a Clerk and Responsible Financial Officer   
 RESOLVED** that the shortlisting and interview dates for recruitment of a new   
 clerk will be agreed at the annual meeting on 5 May 2021. The advert will be   
 issued to YLCA and the secretary of the SLCC West Yorkshire branch for   
 advertising as well as on the village notice board.

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

***Meeting Closed at 8.21pm***