**MINUTES** of the Annual Meeting of Badsworth Parish Council held on 5 May 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.

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

Two members of the public

**01-2021** **Election of Chairman**  
 **RESOLVED** to elect Cllr Peter Smith as Chairman of Badsworth Parish Council for   
 the forthcoming municipal year. A declaration of acceptance of office will be   
 signed.

**02-2021 Election of Vice Chairman**

**RESOLVED** to elect Cllr Barrie Slinger as Vice -Chairman of Badsworth Parish   
 Council for the forthcoming municipal year.

**03-2021 Apologies and Reasons for Absence**

None

**04-2021 Declarations of Interest & Requests for Dispensation**

None

**05-2021 Register of Interests** The locum clerk reminded members to review their register of interests and to   
 submit new registers to the monitoring officer if necessary and to copy in the   
 locum clerk.   
 If interests are unchanged members were asked to advise the locum clerk by   
 email.

**06-2021 Exclusion of Press and Public**

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

**07-2021 public Participation Session**

There were no questions from members of the public.

**08-2021 Minutes of Previous Meetings**

**RESOLVED** to note the minutes of the Annual Parish Meeting of Badsworth   
 Parish held on 14 April 2021; the minutes will be considered for approval at the   
 2022 Annual Parish Meeting.

**09-2021 Council Vacancy**  It was noted that Wakefield MDC had advised that no by-election has been called   
 so the council can now progress to co-opt the vacancy. A co-option vacancy will   
 be advertised on the council website and notice board.

**10-2021 Insurance**  **RESOLVED** to renew the council’s insurance cover with Zurich for the period   
 1 June 2021 to 31 May 2022 at a premium of £317.35

**11-2021 Council to Receive Verbal Update Reports from:**

1. Chairman  
   The Chairman reported that Rev Charlene is leaving the parish and the Council wished her well.  
   He advised that there was no further update from the police.

He reported that the locum clerk would be leaving the employment of the Council on 15 May 2021, the Chairman thanked her for bringing about positive change at the Council.

1. District Councillor  
   No report
2. Police  
   No report

**12-2021 Council Meetings**

**- Preparation for face-to-face meetings  
 RESOLVED** to note that a Covid-19 Risk Assessment will be required for   
 council meetings prior to returning to face-to-face meetings at the Lawson   
 Hut.

* **Calendar of meetings for 2020/2021 municipal year**

**RESOLVED** that due to the removal of the remote meeting regulations coupled with the current unease around meeting face to face and government guidelines re meeting indoors, there will be no council meeting in June 2021.

**RESOLVED** that meetings of Badsworth Parish Council will recommence on 21 July 2021 and continue on the third Wednesday of the month every month throughout the forthcoming municipal year. Cllr Graham will book the Lawson Hut accordingly.

**13-2021 Planning**

**RESOLVED** to issue the following comments on the planning portal:

|  |  |  |
| --- | --- | --- |
| **Application no:** | **Address** | **Comments** |
| 20/01217/S7301 | Jelemy Tump, Ninevah Lane | No comment |
| 21/00921/FUL | 9 Southlands Close | No comment |
| 21/01027/TCA | Meadow mead, Main Street | No comment |
| 21/00942/FUL | Hall Farm, Main Street | Objection – see below |

Badsworth Parish Council resolved to object to the above Planning Application 21/00942/FUL at Hall Farm, Main Street on the following basis:

1. The Application states that the Yoga Centre will be open for 11 hours a day Monday – Saturday and 6 hours Sunday and Council is concerned that this level of activity may impact on the amenity of surrounding & adjacent properties.

2. It isn’t quite clear from the Application whether the Yoga part of the proposal is exclusively connected to the self contained accommodation and vice versa – in other words, will the yoga classes be operated exclusively for the benefit of people staying in the accommodation, or will other classes run independently? If the latter is the case, then there is a concern that the traffic generated onto and off site will cause issues, not just for those living on the access road but also for the wider village, especially if classes are to run for over 70 hours per week. Traffic turning just before the bend on Main Street into Hall Farm is problematic.

3. Additionally, the level of noise from traffic and the activity of people using the facility will also impact on those living nearby, especially those residents whose land backs onto the unit. Their ability to enjoy their garden space will be compromised especially during the summer evenings with the proposed car parking areas being just at the other side of the boundary fences.

4. Residents have advised Council that an element of the building work to convert the outbuildings to self contained accommodation has been ongoing – Council would therefore ask that Planning Case Officer assesses the situation to properly establish the current position. In view of the fact that the proposed development is within a Conservation Area, Council feels it is important that appropriate controls are in place and any work that is approved is done on a pre agreed basis rather than retrospectively.

Should the Officer be minded to approve the application, Council would ask that the hours of work to deliver the project be conditioned so as to limit the impact on surrounding properties.

**14-2021 Policies**

**RESOLVED** that following a review, the Standing Orders be adopted.

**RESOLVED** that following a review, the Financial Regulations be adopted.

**RESOLVED** to approve the Reserves policy which includes ear marked reserves   
 of £20,000 for out of village parking and £6,000 for traffic calming.

**15-2021 Certificate of Exemption from external audit 2020/2021**

**RESOLVED** that Badsworth Parish Council declares itself exempt from   
 external audit since the council’s income and expenditure have both been below   
 £25,000 for the 2020/2021 financial year. The locum clerk will forward the   
 exemption certificate to the external auditor.

**16-2021 Annual Governance Statement – Section 1 Annual Governance and   
 Accountability Return 2020/2021.  
 RESOLVED** to approve the Annual Governance Statement for 2020/2021. The   
 council considered each assertion in turn and the form was completed by the   
 locum clerk at the meeting.  
 **17-2021 Annual Accounting Statement – Section 2 Annual Governance and   
 Accountability Return 2020/2021**

**RESOLVED** to approve the annual accounting statement for 2020/2021   
 completed by the Locum Clerk & Responsible Financial Officer prior to the   
 meeting.

**18-2021 Significant variances report**

**RESOLVED** to approve the significant variances report for 2020/2021.

**19-2021 Internal Audit   
 RESOLVED** to note the internal auditors report for inclusion in the Annual   
 Governance and Accountability Return along with the internal auditors detailed   
 checklist report. It was noted that the Chairman had raised queries on the   
 report and a response is awaited. An audit action plan will be considered at the   
 July meeting to action the items identified by the internal controls checklist and   
 internal audit.

**20-2021 Notice of public rights and publication of Annual Governance and   
 Accountability Return 2020/2021.  
 RESOLVED** to approve the dates for the exercise of public rights as   
 Monday 7 June to Friday 16 July 2021 which includes the first 10 days of July as   
 required.

The Annual Governance and Accountability Return document, significant   
 variances report and notice for the exercise of public rights will all be displayed   
 on the council’s website. The certificate of exemption and notice for the exercise   
 of public rights will be displayed on the notice board.

**21-2021 Invoices for Payment  
   
 RESOLVED** to approve the payments schedule dated 5 May 2021, including   
 the following payments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Payee/Description | Net | Vat | Total | Cheque number |
| 30.4.2021 | Locum Clerk | 432.93 | 0.00 | 432.93 | 101223 |
| 30.4.2021 | HM Revenue & Customs | 108.00 | 0.00 | 108.00 | 101224 |
|  | **Totals** | **540.93** | **0.00** | **540.93** |  |

**22-2021 Members Reports**

Cllr Graham and Cllr Huskisson reported on the vandalism at the school. Notices   
 will be displayed and if this has no effect the school will consider CCTV.

Cllr Slinger expressed concern about the large vehicles travelling through the   
 village (contractors’ vehicles and sewage trucks). As there is no weight restriction   
 through the village it was acknowledged that there was little the parish council   
 could do.

**23-2021 Accounts Challenge 2017/2018**

**RESOLVED** to note the response from the external auditor relating to the   
2017/2018 accounts challenge. The Chairman read through each comment and it was agreed that the Council has addressed the issues raised in the report such as correct publicity of the AGAR and correct order for approval in minutes, certificate of exemption and public rights, resolutions (council decisions) included in the minutes, year end accounts on website, an up-to-date asset register and bank reconciliation to year end.

**24-2021 Recruitment of a Clerk and Responsible Financial Officer** **RESOLVED** that the closing date to be included on the advert is 31 May 2021

with applications addressed to the chairman and emailed to the council email   
 address. The hours/month were agreed at 20 hours /month to give a degree of   
 flexibility. A shortlisting meeting will be arranged after the closing date with   
 interviews provisionally 14/15 June. All four councillors will be on the   
 interview panel.

**Next Meeting:**The Chairman thanked everyone for attending, for what was a long meeting. This being her last meeting, the Council thanked the locum clerk for her time with the council.

Badsworth Parish Council meeting at 7.30pm on 21 July 2021 at The Lawson Hut, Badsworth.

No council meeting in June 2021.

***Meeting Closed at 9.30pm***