

Dalton Parish Council

Minutes of the Ordinary Meeting of Dalton Parish Council at 6.30pm 20th June 2024 held at Dalton Parish Hall

Members: Cllrs K Oxley, D Pickering, C Malia, IC Barron, R Holsey, J Workman, J Carrington, P Botham, K Mackenzie

In Attendance: R Chico (Clerk), J Holsey (Clerk)

6460 To receive apologies for absence given in advance of the meeting

Cllrs R Fox, S Pickering, R Gleadhall, M Gleadhall

6461 To consider the approval of reasons given for absence

Resolved: Reasons given for absence were approved

6462 To note any declarations of interest on items to be discussed at this meeting

Cllrs K Oxley and J Workman declared an interest in item 6465
Cllr J Carrington declared an interest in item 6471

6463 To approve the minutes of the Annual meeting held on 16th May 2024

Resolved: The minutes were accepted as a true record

6464 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

Resolved : To exclude item 6474 for staffing

Item 6471 was taken before the below items

6465 To consider co-option for Councillor Vacancies

Two people presented themselves to be co-opted to the council vacancies.

Resolved : To co-opt P.Botham and K.Mackenzie

6466 To note any issues from members of the public in attendance

No items. Cllr J Carrington left the meeting

6467 To consider any community matters from Councillors

Cllr J Workman gave an update on regarding item raised at the last meeting, bollards are to be installed.

**6468 To receive a verbal Clerk update regarding matters from previous meetings
6468.1 To receive an update with regard to boundary security measures put in place**

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The council were updated regarding the installation of the blocks at both Magna Lane and Sunnyside Top field. Further blocks will potentially be put in place on the outer perimeter at Magna Lane, subject to sizing and impact to highway.

To be checked with RMBC if they can access land over the bridge as RSJs are in situ.

An item was raised with regard to a recent accident and if there is a need to cut the hedge line on Magna Lane. This is normally not cut until out of bird nesting season. RMBC have confirmed they can carry out a cut on the condition Dalton Parish Council take an repercussions of cutting out of this timeline.

Resolved : To proceed with cutting the hedge at Magna Lane

6469 To consider financial matters including: -

6469.1 The authorisation of payment of accounts since the last meeting (distributed at the meeting)

Resolved : The below payments of accounts were approved: -

DD	Photocopying	28/05/2024	£19.32	Copy Print Scan
DD	Waste	28/05/2024	£1,008.37	Biffa
DD	Mobile Phone	06/06/2024	£14.27	EE Limited
DD	Pension Fee	07/06/2024	£26.40	Smart Pension
DD	Pension	13/06/2024	£806.83	Smart Pension
DD	Scottish Power	17/06/2024	452.94	Scottish Power
DD	Pension	17/06/2024	£2,173.62	SYPA
DD	Mobile Phone	19/06/2024	£76.37	O2
DD	Mobile Phone upgrade	19/06/2024	£24.00	O2
SS	Photocopying	28/06/2024	£81.25	Copy Print Scan
DD	Bank Charges	22/06/2024	£8.00	HSBC
DD	Phone & Broadband	28/06/2024	£153.66	Daisy (XLN Telecom)
DD	Website Fee	14/06/2024	£11.99	Hugo Fox
BACS	2 x Gala Banner	26/06/2024	£96.00	Edward Signs
BACS	Enforcement - Magna Lane	26/06/2024	£480.00	Sheriffs Office
BACS	Internal Audit Report	26/06/2024	£537.60	FH Accountancy Services
BACS	Moss Treatment - Play Area SS	26/06/2024	£80.00	M Goodge
BACS	Relief Caretaking	26/06/2024	£99.52	M Goodge
BACS	Cleaning Materials	26/06/2024	£141.19	Ace Janitorial
BACS	Sanitary Services DPH	26/06/2024	£615.17	Eden Ltd
BACS	Magna Lane Clear Up	26/06/2024	£738.67	RMBC
BACS	Gala	26/06/2024	£5,941.21	DB Entertainment
BACS	Gala - Toilets	26/06/2024	£348.00	Green Toilet Company
BACS	Delivery & Siting Lego Blocks	26/06/2024	£360.00	Howe Bros
BACS	Relief Caretaking DPH	26/06/2024	£186.60	K Hawkridge
BACS	Gala - Security	26/06/2024	£540.00	M & D Security Ltd
BACS	CCTV - Callout & Rectify Issue	26/06/2024	£180.00	PN Alarms
BACS	Premises License - DPH	26/06/2024	£180.00	RMBC
BACS	Boiler Repair	26/06/2024	£60.00	High Pressure Plumbing

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BACS	Dep Refund 9/6	26/06/2024	£50.00	A Mohammed
BACS	Expenses	26/06/2024	£99.99	J Holsey
BACS	Gala - Vintage Bus	26/06/2024	£500.00	SYT Museum
BACS	Annual Service - Fire Exting	26/06/2024	£251.91	Chubb Fire & Sec Ltd
BACS	Relief Caretaking DPH	26/06/2024	£186.60	K Hawkrige
BACS	Relief Caretaking DPH	26/06/2024	£342.32	K Hawkrige
BACS	Keys & Coded Lock BLA	26/06/2024	£85.25	PN Alarms
BACS	Practical Training Legionella	26/06/2024	£60.00	High Pressure Plumbing
BACS	Internal Audit	26/06/2024	£537.60	FH Accountancy Services
BACS	Transport - Lego Blocks	26/06/2024	£360.00	Howe Bros
BACS	Bank Charges	30/06/2024	£38.10	Unity Trust Bank
BACS	BLA Lease	26/06/2024	£190.00	RMBC
BACS	Salaries	26/06/2024	£4,019.41	Various
BACS	HMRC	26/06/2024	£1,558.43	Tax & Ni
BACS	Payroll Fee	26/06/2024	£57.60	R Ogle

6469.2 To receive and agree bank reconciliation to 30th April 2024

Resolved : The bank reconciliation was received and approved 30th April 2024

6469.3 To agree if to proceed with Lloyds current account for additional bank

Resolved : To proceed with Lloyds current account for an additional bank account

6469.4 To discuss bank terms for Redwood bank and agree any further action

An update was given that the bank accepts sole signatories, however the account only has one nominated account and that has to be in Dalton Parish Councils name. The nominated account can only be changed by a 4 signatories.

Resolved : To proceed with Redwood bank as an additional bank account

6469.5 To receive and approve the Community Infrastructure Levy (CILS) monitoring form 121B for the financial year 2023/2024

Resolved : Community Infrastructure Levy (CILS) monitoring form 121B for the financial year 2023/2024 approved

6469.6 To note the Fixed Asset Register figure for 2023/2024 included on page 5 of the Annual Governance and Accountability Return (AGAR)

Resolved : Fixed asset register figure for 2023/2024 was approved

6469.7 To receive and note the Annual Internal Audit Report for 2023/2024 to be published on the parish council's website, also included on page 3 of the AGAR 2023/24

Resolved : The Annual Internal Audit Report for 2023/2024 from FH Accountancy was received, noted and approved to be published on the website

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6469.8 To consider and approve Section 1 – Annual Governance Statement 2023/2024 for Dalton Parish Council on page 4 of AGAR 2023/2024

Resolved : Section 1 – Annual Governance Statement 2023/2024 was approved

6469.9 To consider and approve Section 2 – Accounting Statements 2023/2024 for Dalton Parish Council on page 5 of the AGAR 2023/2024 (Signed by the RFO before being presented to Dalton Parish Council for approval)

Resolved : Section 2 – Accounting Statements 2023/2024 were approved

6469.10 To set the dates for period of public rights of inspection in relation to the AGAR for 2023/24 (proposed dates commencing Thursday 27th June 2024 and ending Wednesday 7th August 2024 with announcement to be made at least the working day before)

Resolved : The dates for public rights of inspection were approved as Thursday 27th June 2024 to Wednesday 7th August 2024, with announcement to be made at least the working day before.

6469.11 To agree publication of the following documents under the Accounts and Audit Regulations 2015, prior to 1st July 2024

6469.11.1 Notice of period for the exercise of public rights (27th June to 7th August) and a declaration that the accounts are unaudited

6469.11.2 Section 1 – AGAR 2023/2024 – approved and signed, page 4

6469.11.3 Section 2 – AGAR 2023/2024 - approved and signed page 5

6469.11.4 Internal Audit report

Resolved : The council agreed to the publication of : -

Notice of period for the exercise of public rights – 27th June to 7th August, with a declaration the accounts are unaudited

Section 1 AGAR 2023/2024 approved and signed

Section 2 AGAR 2023/2024 approved and signed

Internal Audit report

6469.12 To approve the internal auditor for 2024/2025

Resolved : The internal auditor, F.H.Accountancy, was approved for 2024/2025

6470 To consider any general correspondence and publications including:-

6470.1 To receive a summary and agree any actions for play inspections reports

It was noted the anti-vandal swing cables have been installed at two of the play areas.

6471 To receive an update on recent accident at Magna Lane and discuss and agree any actions required, including costings for fencing, following site visit

Following the update regarding the placement of blocks and further stones to be potentially place. Discussion took place around the need for installation of fencing.

Resolved : To not install fencing and Clerks to assess the size of the stones which can be placed on the outer boundary. All in favour, 1 Abstention

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6472 To consider and agree works for quotations for flooded area of Magna Lane Park, following site visit

Discussions took place following the site meeting, to include the difference in the recommendations from each of the contractors that had quoted for works.

Resolved : To proceed with a French drain, with a pipe taking water into the brook. Clerks given delegated powers to gain the best value for money for the contractors to quote like for like for a French drain and to proceed with the works.

6473 To carry out a de-brief of 2024 Gala

A thank you was given by councillors for the work by Clerks and Councillors on the day. A letter received from a resident was read to council which expressed their gratitude of a well organised and enjoyable event.

Resolved : Additional hours to be paid to the Clerks of 11 hours and 10 hours

6474 To consider and agree actions for Parish council employee vacancies including handyman

An update was given to Council with regard to the changes in employment. Retirement of a handyman and the progress of recent interviews which had found two potential candidates for the vacancies.

Resolved : To proceed with two 15 hour contracts commencing 17th June to cover both centre caretaking and handyperson duties.

6475 To consider and agree actions with regard to enforcement notification from RMBC with regard to Norwood street allotments

This item was taken before item 6465

Correspondence has been received from RMBC advising the need for planning for sheds / greenhouses and identify if works had taken place on hedging. The contractor had confirmed they had only timed the hedges and had photo evidence. The sheds in situ are 8ftx10ft and 8ft x 8ft (greenhouse). 1 further shed is to be erected 4ft x 6ft. There is a meeting to take place with the enforcement officer on Monday 24th June. Council to be updated following the meeting.

6476 To consider reply from CISWO with regard to requested changes at Sunnyside Community Centre and agree any action necessary

Correspondence had been received from CISWO confirming works can be carried out, this was included as an appendices in councillors papers. Discussion took place with regard to the clause in the letter around returning to original state.

Resolved : To accept and inform CISWO how the building was originally, explaining the details contain an error in which the extension was installed by the Parish Council. To inform Sunnyside supplies of the changes they can now proceed with.

**6477 To consider planning matters including new planning applications in Dalton
6477.1 Planning: - 20– 24 (List 24 items to be emailed to councillors prior to the meeting)**

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The following planning items were noted: -

RB2024/0666 - 27 Belford Drive Bramley - Two storey front extension

RB2024/0856 – 82 Laudsdales Road East Herringthorpe – creation of room in roof space with rear dormer window and widening of existing means of access

6478 To notify the Parish Clerk for any matters for inclusion on a future agenda

None

6479 To note dates of future committee meetings, events, and the next Parish Council

Parish Council – 6:30pm

18th July 2024

Other Meetings / Events

Dalton Parish Council Community Café held on the above dates at 900am – 1230 at Dalton Parish Hall

Finance Meeting – 6:30pm

4th July 2024

Sunnyside Charity Meeting – 6pm

18th July 2024

Sunnyside Meeting – 6:30pm

12th September 2024

The meeting was closed at 20:30pm

Chairperson

Cllr K Oxley

Date 18th July 2024