

Dalton Parish Council

Minutes of the Ordinary Meeting of Dalton Parish Council at 6.30pm 19th June 2025 held at Dalton Parish Hall

Members: Cllrs D Pickering, J Workman, S Pickering, C Malia, K Mackenzie, R Holsey, K Oxley, G Walker, W Fielding

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

6657 To receive apologies received in advance of the meeting

Apologies from Cllr J Carrington, Cllr I.C.Barron was not in attendance

6658 To consider the approval of reasons given for absence

Resolved : Reasons given for absence approved

6659 To note any declarations of interest on items to be discussed at this meeting

None

6660 To approve the minutes of the Ordinary meeting held on 15th May 2025

Resolved: The minutes were accepted as a true record

6661 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))

Item 6669 staffing matters

6662 To consider co-option for the parish council vacancies

Resolved : To co-opt W Fielding as a parish councillor

6663 To note any issues from members of the public in attendance

None

6664 To consider any community matters from Councillors

None

6665 To receive a verbal Clerk update regarding matters from previous meetings

None

6666 To consider financial items including: -

6666.1 The authorisation of payment of accounts since the last meeting (distributed at the meeting)

Dalton Parish Council

Resolved : The below payments of accounts were approved: -

	Transaction Detail	Date Paid	Total	Payee Name
DD	Telephone & Broadband	28/06/2025	£ 154.50	XLN Telecom
DD	Electric 14/5-13/6	17/06/2025	£ 338.40	Scottish Power
DD	DPH Gas 29/4-28/5	11/06/2025	£ 24.00	British Gas
DD	Website Fee	14/06/2025	£ 11.99	Hugo Fox
DD	Pension Fee	07/06/2025	£ 26.40	Smart Pension
DD	Pension	12/06/2025	£ 962.98	Smart Pension
DD	Pension	19/06/2025	£ 2,215.12	SYPA
DD	Mobile Phone	19/06/2025	£ 104.47	O2
DD	Photocopying	30/06/2025	£ 23.88	Copy Print Scan
DD	Bank Charges	22/06/2025	£ 8.00	HSBC
BACS	Deposit Refund HH 14/6/2025	26/06/2025	£ 50.00	Hall Hirer (CH)
BACS	Deposit Refund HH 08/6/2025	26/06/2025	£ 50.00	Hall Hirer (AC)
BACS	HH Refund 18/5/2025	26/06/2025	£ 130.00	Hall Hire (MWA)
BACS	Deposit Refund HH 18/5/2025	26/06/2025	£ 50.00	Hall Hire (MWA)
BACS	Deposit Refund HH 22/5/2025	26/06/2025	£ 50.00	Hall Hire (NG Ltd)
DD	Bank Charges	30/06/2025	£ 13.80	Unity Trust Bank
BACS	Expenses	26/06/2025	£ 127.40	Clerk
BACS	Expenses	26/06/2025	£ 44.99	Clerk
BACS	Pest Control Service DPH	26/06/2025	£ 30.00	Yorkshire Pest Control
BACS	Asbestos Surveys x 3 Allotment Sites	26/06/2025	£ 900.00	The Aztech Group
BACS	Sanitary Services (Annual)	26/06/2025	£ 657.25	Eden Washroom Services
BACS	Allotment Course	26/06/2025	£ 27.40	YLCA
BACS	Surfacing Repairs - Magna Lane Rec	26/06/2025	£ 600.00	Lightmain Co Limited
BACS	Funds Tf to SSCC-Hirer paid wrong A/C)	26/06/2025	£ 22.50	SSCC
BACS	Stationery	26/06/2025	£ 39.00	Cartridge R Plus
BACS	Boiler Repair	26/06/2025	£ 254.40	High Pressure Plumbing
BACS	Emergency Light Replacement	26/06/2025	£ 519.00	The Firehouse Group
BACS	Tax & Ni	26/06/2025	£ 1,538.76	HMRC
BACS	Payroll Fee	26/06/2025	£ 51.60	Robert Ogle
BACS	Salaries	26/06/2025	£ 4,723.03	Various
BACS	Gardening Contract	26/06/2025	£ 1,768.13	Sheds Ground Maintenance

6666.2 To receive and agree bank reconciliation to 30th April 2025

Resolved : The bank reconciliation was received and approved to 30th April 2025

6666.3 To receive and approve the Community Infrastructure Levy (CILS) monitoring form 121B for the financial year 2024/2025

Resolved : The CILS monitoring form 121B was approved for the financial year 2024/2025

6666.4 To note the Fixed Asset Register figure for 2024/2025 included on page 5 of the Annual Governance and Accountability Return (AGAR)

Dalton Parish Council

Resolved : The fixed asset register fire for the financial year 2024/2025 was approved

6666.5 To receive and note the Annual Internal Audit Report for 2024/2025 to be published on the parish council's website, also included on page 3 of the AGAR 2024/2025

Resolved : The Annual internal audit report for 2024/25 was received and approved to be published on the parish councils website

6666.6 To consider and approve Section 1 – Annual Governance Statement 2024/2025 for Dalton Parish Council on page 4 of the AGAR 2024/2025

Resolved : Section 1 – Annual Governance Statement 2024/2025 was considered and approved

6666.7 To consider and approve Section 2 – Accounting Statements 2024/2025 for Dalton Parish Council on page 5 of the AGAR 2024/2025 (Signed by the RFO before being presented to Dalton Parish Council for approval)

Resolved : Section 2 – Accounting Statement 2024/25 of the AGAR for 2024/2025 was considered and approved

6666.8 To set the dates for the period of public rights of inspection in relation to the AGAR for 2024/2025 (proposed dates commencing Wednesday 25th June 2025 and ending Tuesday 5th August 2025 with announcement to be made at least the working day before)

Resolved : The dates for the period of public rights on inspection was approved as Wednesday 25th June 2025 to Tuesday 5th August 2025, with announcement to be made at least the working day before

6666.9 To agree publication of the following documents under the Accounts and Audit Regulations 2015, prior to 1st July 2025:-

6666.9.1 Notice of the period for the exercise of public rights (as agreed in point 6665.7 above) and a declaration that the accounts are unaudited

Resolved : To publish the notice of the period of the exercise of public rights and a declaration that the accounts are unaudited

6666.9.2 Section 1 – AGAR 2024/2025 – approved and signed, page 4

Resolved : To publish Section 1 – AGAR 2024/2025 which is approved and signed

6666.9.3 Section 2 – AGAR 2024/2025 – approved and signed page 5

Resolved : To publish the Section 2 – AGAR 2024/2025 which is approved and signed

6666.9.4 Internal Audit Report

Resolved : To publish the internal audit report

6666.10 To appoint the internal auditor for 2025/2026

Resolved : To appoint FH Accountancy as the internal auditor for 2025/2026



Dalton Parish Council

- 6667 To consider and agree actions for Christmas Lighting 2026

Resolved : To appoint Cllrs : J Workman, R Holsey, G Walker, K Oxley and S Pickering as a working party to give consideration for Christmas Lighting for 2026 and bring back proposals to the Parish Council at either September or October meeting.

- 6668 To consider and agree response for a request from Titans Community Fund to use Magna Lane for an event

Resolved : To permit the use of Magna Lane on 6th August 4pm – 6pm, on a free of charge basis, with use of the parish hall for rest room facilities. To emphasise their responsibility to ensure the building is safe and secure at all times.

- 6669 To consider, discuss and agree budget and items for 2026 Gala and take further action where necessary

Resolved : To appoint Cllrs : J Workman, K Mackenzie, W Fielding, K Oxley, G Walker as a working party to give consideration for Gala 2026 and bring back proposals including budget requirements to a future Parish Council meeting.

- 6670 To consider and agree interim caretaker cover

Resolved : To appoint an additional temporary caretaker on 8 hours per week for an 8 week period.

- 6671 To consider and discuss purchase of CCTV camera for Magna Lane Park and take further action where necessary

Resolved : To proceed with the purchase of CCTV camera for Magna Lane Park, funding to be used from CILS budget

- 6672 To consider and agree the following policies
6672.1 Investment policy

Resolved : To approve Dalton Parish Council investment policy

6672.2 Grievance policy

Resolved : To approve Dalton Parish Council grievance policy

6672.3 IT policy

Resolved : To approve Dalton Parish Council IT policy

- 6673 To consider and discuss attached report following visit to three allotment sites and agree any further action

Discussion took place with regard to the report which was included as an appendix to the Parish Council papers.

Dalton Parish Council

It was confirmed the allotment society had been requested to remove the rubbish from site at Norwood Street.

Resolved : Delegated powers to the Clerk to carry out necessary works to the steps. To proceed with water inspections inline with legislation. To obtain quotes for shed works.

- 6674 To consider costings for chairs at Sunnyside Community Centre and agree actions

Resolved : To proceed with the purchase of 100 chairs for Sunnyside Community Centre at a cost of £4300 plus VAT

- 6675 To consider and agree asbestos survey for Dalton Parish Hall

Resolved : To proceed with an asbestos survey for Dalton Parish Hall at a cost of £495 plus VAT

- 6676 To consider any general correspondence and publications including:-
6676.1 To receive a summary and agree any actions for play inspections reports

The handyman is working through a list of remedial works at all three play areas

6676.1.1 To consider costings for basketball area refurbishment at Ruby Cook recreation ground and agree action to be taken

Resolved : To proceed with quote 3 for replacement basketball equipment at Ruby Cook recreation ground with the proposed site layout at a cost of £14036.68 plus VAT. CILS funding to be allocated in the budget.

- 6677 To consider planning matters including new planning applications in Dalton
Planning: - 20 – 24 (List 24 items to be emailed to councillors prior to the meeting)

Standing orders were moved to close of business

Resolved : To note the below planning applications: -

RB2025/0695 - 25 Bosville Street Dalton - Prior Notification for a larger house extension with a 6m rear extension, a height of 3m to the eaves and an overall height of 3m

RB2025/0661 - Low Farm Dean Lane Dalton - Erection of a two storey extension to the south

RB2025/0768 - 3 Briarwood Gardens Sunnyside - Single storey side, rear extension & conversion of garage

6677.1 To consider and agree action with regard to Draft Supplementary Planning Consultation

Noted

6677.2 To discuss planning application RB2025/0526 and agree the representative to speak at planning board along with the details of the items to be raised in support of the application



Dalton Parish Council

Resolved : Cllr D Pickering to speak at planning board on behalf of Dalton Parish Council. A request to be made for C Malia to speak as a resident.

6678 To notify the Parish Clerk for any matters for inclusion on a future agenda

None

6679 To note dates of future committee meetings, events, and the next Parish Council

Parish Council – 6:30pm

17th July 2025

Other Meetings / Events

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

Finance Meeting – 6:30pm

3rd July 2025

Sunnyside Charity Meeting – 6pm

17th July 2025

Sunnyside Meeting – 6:30pm

11th Sept 2025

The meeting was closed at 20:40

Chairperson.......... Date 17th July 2025