

PURSUANT TO NOTICE ANNUAL MEETING OF ACKWORTH PARISH COUNCIL WAS HELD AT THE PARISH COUNCIL COMMUNITY CENTRE, BELL LANE, ACKWORTH, ON MONDAY 9 MAY 2022 COMMENCING AT 7.15 PM

Present: Cllr: S Balfour, in the Chair

Cllrs: J Bell, A Cook, M Galvin, T Hames,
G Marshall, S Richmond and M Roberts

3 members of the public

The Chair welcomed everyone to the meeting.

Question 1

A resident asked what interest was being paid on the PWLB loan and why aren't the Parish Council paying it off?

The Chair advised the resident that they would receive a written response from the Clerk.

There being no further questions the Chair opened the meeting.

1. To elect a Chair for the forthcoming year 2022/23

C1.1. Cllr Balfour as outgoing Chair invited nominations.

Cllr Cook nominated and Cllr Bell seconded Cllr Roberts.

Cllr Richmond nominated Cllr Marshall, no seconder.

Voting took place on Cllr Cook's nomination

6 Councillors voted in favour

2 Councillors voted against

0 Councillors abstained

It was therefore RESOLVED that Cllr Martin Roberts is duly elected Chair for the forthcoming year.

2. Chair to sign Declaration of Acceptance of Office Form

C2.1. Cllr Roberts duly signed the declaration of office form. The Clerk will sign on receipt of the form.

3. To elect a Vice Chair of the Council for the year 2022/23

C3.1. Cllr Cook proposed and Cllr Balfour seconded Cllr Bell

Voting took place

6 Councillors voted in favour

1 Councillors voted against

1 Councillors abstained

It was therefore RESOLVED that Cllr John Bell is duly elected as Vice Chair

4. To receive apologies for absence and to approve the reasons given.

C4.1. Apologies were received and the reason given as reported in the attendance book were approved from Cllrs A Garbutt, Mrs S Hollyhead, T Hollyhead and S Parker.

Apologies were also received from District Councillors J Carrington and R Massey.

5. Declarations of Interests and Dispensations

C5.1. To receive declarations of interest from Councillors on items on the agenda

C5.2. To receive written requests for dispensations for disclosable pecuniary interest (if any)

C5.3. To grant any requests for dispensation as appropriate

None to receive

6. To receive a Report from West Yorkshire Police

C6.1. The Police report was read out.

The report was noted.

7. To receive a Report from District Councillors

C7.1. None to receive.

8. To receive a report from Council Representatives on outside bodies

C8.1. A report was received from Cllrs Mrs S Hollyhead and T Hollyhead for Ackworth Heritage Group.

It was agreed to contact the Heritage Group and Wakefield Council regarding the maintenance of the Obelisk.

C8.2. A report was received from Cllr Hames for Low Ackworth Community Association.

Both reports were noted.

9. To receive and approve the minutes of the Parish Council Meeting held on 11 April 2022

C9.1. The minutes had previously been circulated to all Councillors.

Cllr Hames proposed and Cllr Bell seconded that the minutes are approved.

Voting took place

6 Councillors voted in favour

0 Councillors voted against

2 Councillors abstained

It was therefore RESOLVED that the minutes are approved.

10. To receive the Clerks report on matters arising from the Minutes of 11 April 2022

C10.1. None to receive.

11. To receive and approve the accounts to the end of April 2022

C11.1. The accounts has previously been circulated to all Councillors.

Cllr Bell proposed and Cllr Cook seconded that the accounts are approved.

Voting took place

6 Councillors voted in favour

0 Councillors voted against

2 Councillors abstained

It was therefore RESOLVED that the accounts are approved.

12. To receive and approve a list of payments to be made and Petty Cash account to 9 May 2022

C12.1. The Petty Cash account was circulated at the meeting

Cllr Balfour proposed and Cllr Hames seconded that the Petty Cash account is approved.

Voting took place

6 Councillors voted in favour

0 Councillors voted against

2 Councillors abstained

It was therefore RESOLVED that the Petty Cash account is approved.

The list of payments to be made were not available at the meeting therefore would be circulated next month for retrospective approval.

13. To receive the External Audit report for year ending 31 March 2020, to decide, what if any action needs to be taken and to approve the cost of the work carried out. (Special Motion Cllr Balfour, Cllr Roberts and Cllr Bell).

C13.1. The report and associated costs had previously been circulated to all Councillors along with the Clerk's recommendations.

Cllr Balfour proposed and Cllr Bell seconded that the Clerk's recommendations are accepted. *See appendix 1.*

Voting took place

6 Councillors voted in favour

0 Councillors voted against

2 Councillors abstained

It was therefore RESOLVED that the Clerk's recommendations are accepted.

Cllr Balfour proposed and Cllr Cook seconded that the costs are approved.

Voting took place
6 Councillors voted in favour
0 Councillors voted against
2 Councillors abstained

It was therefore RESOLVED that the costs are approved.

14. To receive the External Audit report for year ending 31 March 2021, to decide what if any action needs to be taken and to approve the cost of the work carried out. (Special Motion Cllr Balfour, Cllr Roberts and Cllr Bell).

C14.1. The report and associated costs had previously been circulated to all Councillors along with the Clerk's recommendations.

Cllr Hames proposed and Cllr Cook seconded that the Clerk's recommendations are accepted. *See appendix 2.*

Voting took place
6 Councillors voted in favour
0 Councillors voted against
2 Councillors abstained

It was therefore RESOLVED that the Clerk's recommendations are accepted.

Cllr Hames proposed and Cllr Cook seconded that the costs are approved.

Voting took place
6 Councillors voted in favour
0 Councillors voted against
2 Councillors abstained

It was therefore RESOLVED that the costs are approved.

15. To receive the invoice from Wakefield Council for the Christmas Lights 2019 and to approve payment.

C15.1. The invoice had previously been circulated to all Councillors

Cllr Roberts proposed Cllr Bell seconded to ask Wakefield Council why it has taken so long to receive the invoice.

Voting took place
6 Councillors voted in favour
0 Councillors voted against
2 Councillors abstained

Cllr Balfour left the meeting. 8:30pm

Cllr Bell proposed and Cllr Cook seconded to approve the payment.

Voting took place
5 Councillors voted in favour
0 Councillors voted against
2 Councillors abstained

It was therefore RESOLVED that the payment is approved.

16.To approve the Chairman’s discretionary allowance of £1000 in budget for the forthcoming year

C16.1.Cllr Cook proposed and Cllr Galvin seconded that the allowance is approved.

Voting took place
7 Councillors voted in favour
0 Councillors voted against
0 Councillors abstained

It was therefore RESOLVED that the allowance is approved.

17.To receive the minutes of the Village Facilities Committee meeting held on 25th April and to approve the recommendations contained within them.

C17.1. The minutes had previously been circulated to all Councillors.

Cllr Bell proposed and Cllr Hames seconded that the minutes and the recommendations within them are approved.

Voting took place
5 Councillors voted in favour
1 Councillor voted against
1 Councillor abstained

It was therefore RESOLVED that the minutes and the recommendations within them are approved.

18.To receive the minutes of the Village Events Committee meeting held on 25th April and to approve the recommendations contained within them.

C18.1. The minutes had previously been circulated to all Councillors.

Cllr Cook proposed and Cllr Galvin seconded that the minutes and the recommendations within them are approved.

Voting took place
5 Councillors voted in favour
1 Councillor voted against
0 Councillors abstained
1 Councillor did not vote

It was therefore RESOLVED that the minutes and the recommendations within them are approved.

19. To receive the minutes of the Finance and General Purpose Committee meeting held on 25th April and to approve the recommendations contained within them.

C19.1. The minutes had previously been circulated to all Councillors

Cllr Hames proposed and Cllr Cook seconded that the minutes and the recommendations within them are approved.

Voting took place
5 Councillors voted in favour
2 Councillors voted against
0 Councillors abstained

It was therefore RESOLVED that the minutes and the recommendations within them are approved.

20. To receive the minutes of the Allotments Sub Committee meeting held on 29 April and to approve the recommendations contained within them.

C20.1. The minutes had previously been circulated to all Councillors.

Cllr Hames proposed and Cllr Bell seconded that the minutes and the recommendations within them are approved.

Voting took place
5 Councillors voted in favour
0 Councillors voted against
2 Councillors abstained

It was therefore RESOLVED that the minutes and the recommendations within them are approved.

21. To review delegation arrangements to committees, subcommittees, staff and other local authorities

C21.1. The delegation arrangements was discussed at the meeting.

Cllr Roberts proposed and Cllr Hames seconded to keep the delegation arrangements the same.

Voting took place
5 Councillors voted for
1 Councillor voted against
1 Councillor abstained

It was therefore RESOLVED that the delegation arrangements remain the same.

22. To review the Terms of Reference of committees and subcommittees

C22.1. Terms of Reference for all committees and subcommittees had previously been circulated to all Councillors via email.

Cllr Bell proposed and Cllr Cook seconded to accept the Terms of Reference as circulated.

Voting took place
5 Councillors voted in favour
1 Councillors voted against
1 Councillors abstained

It was therefore RESOLVED that Terms of Reference for all committees and subcommittees remain unchanged.

23. To elect representatives to Parish Council Committees and Subcommittees

C23.1. Cllr Hames proposed and Cllr Bell seconded to defer this agenda item to the next meeting.

Voting took place
5 Councillors voted in favour
2 Councillors voted against
0 Councillors abstained

It was therefore RESOLVED to defer this agenda item to the next meeting.

24. To appoint any new committees

C24.1. None to appoint.

25. To review and adopt Ackworth Parish Council's Standing Orders

C25.1. Notification from NALC regarding their update on model standing order number 18 was previously circulated to all Councillors.

Cllr Cook proposed and Cllr Hames seconded to adopt the recommendations from NALC

Voting took place
5 Councillors voted in favour
2 Councillors voted against
0 Councillors abstained

It was therefore RESOLVED that the Standing Orders are adopted to include the NALC amendment to Standing Order 18.

26. To review Financial Regulations

C26.1. Each Councillor has previously received a copy of the Financial Regulations and a copy is available to view on the website.

Cllr Hames proposed and Cllr Cook seconded no changes to the Financial Regulations.

Voting took place
5 Councillors voted in favour
1 Councillor voted against
0 Councillors abstained

1 Councillor did not vote

It was therefore RESOLVED that the Financial Regulations, as published, are approved.

27.To appoint members as representatives to outside bodies and confirm arrangements for reporting back.

Cllr Marshall proposed and Cllr Bell seconded to defer this until the next meeting.

Voting took place
7 Councillors voted in favour
0 Councillors voted against
0 Councillors abstained

It was therefore RESOLVED to defer this agenda item to the next meeting.

28.To review inventory of land and assets including building and office equipment

C28.1.The asset register had previously been circulated to all Councillors.

Cllr Roberts proposed and Cllr Bell seconded that the assets are re-valued after the new community centre is handed over to the Parish Council.

Voting took place
5 Councillors voted in favour
0 Councillors voted against
2 Councillor abstained

It was therefore RESOLVED that a re-valuation will be carried out once the new community centre is handed over to the Parish Council.

Cllr Bell proposed and Cllr Cook seconded that the asset register, as circulated, is approved.

Voting took place
5 Councillors voted in favour
0 Councillors against
2 Councillors abstained

It was therefore RESOLVED that the asset register is accepted.

29.To review the Council's and/or staff subscriptions to other bodies

C29.1. The list of subscriptions had previously been circulated to all Councillors.

Cllr Hames proposed and Cllr Bell seconded that the current list of subscriptions is approved.

Voting took place
5 Councillors voted in favour
0 Councillors voted against
2 Councillors abstained

It was therefore RESOLVED that the current list of subscriptions is approved.

It was further agreed that the Rural Market Town Group (RMTG) of the Rural Services Network membership is discussed at the next F&GP committee meeting.

30. To review the Council's complaints procedure

C30.1. All Councillors were previously advised that the complaints procedure is on the website.

Cllr Cook proposed and Cllr Galvin seconded that complaints procedure is approved.

Voting took place

5 Councillors voted in favour

1 Councillor voted against

1 Councillor abstained

It was therefore RESOLVED that the procedure is approved.

31. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

C31.1. All Councillors were previously advised that the procedure is on the website.

Cllr Hames proposed and Cllr Bell seconded that the procedure is approved.

Voting took place

5 Councillors voted in favour

2 Councillors voted against

0 Councillors abstained

It was therefore RESOLVED that the policy is approved.

32. To review the Council's policy on dealing with the press/media

C32.1. The policy had previously been circulated to all Councillors.

Cllr Cook proposed and Cllr Hames seconded that the policy, as circulated, is approved.

Voting took place

5 Councillors voted in favour

1 Councillor voted against

0 Councillors abstained

1 Councillor did not vote

It was therefore RESOLVED that the policy, as circulated, is approved.

33. To receive and comment on Planning Applications received by Wakefield MDC

C33.1. Applications were noted unless otherwise stated.

- 22/00310/FUL 6 Woodland Grove – new entrance porch
- 22/00564 54 Mill Gate – Part two storey, part single storey extension to side, single extension to rear and extension of garage.

34. To receive Burial Rights

C34.1. None to receive.

35. Strata Homes Community Centre:

C35.1. To appoint a qualified person to oversee the handover.

Cllr Hames proposed and Cllr Cook seconded that a qualified building inspector is appointed.

Voting took place

5 Councillors voted in favour

0 Councillors voted against

2 Councillors abstained

It was therefore RESOLVED that a qualified building inspector is appointed

C35.2. To nominate a Councillor to oversee the handover.

Cllr Cook proposed and Cllr Bell seconded Cllr Hames

5 Councillors voted in favour

1 Councillor voted against

0 Councillors abstained

1 Councillor did not vote

It was therefore RESOLVED that Cllr Hames is the nominated to oversee the handover.

The Chair thanked everyone for attending and closed the meeting at 9pm

Chair – June 2022

APPENDIX 1 - Parish Council meeting 9 May 2022

Agenda item 13.

Report from PKF Littlejohn: AGAR Final Report 2019/2020

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that Sections 1 and 2 of the Annual Governance and Accountability Return were approved on 13/07/2020 but that the public rights period did not commence until 01/09/2020. The period set is not strictly in contravention of the timing permitted under the legislation introduced as a result of Covid-19, but it should be noted that this year's extension to allow later public inspection was intended to allow for authorities who were not able to approve their AGAR until as late as the statutory deadline of 31 August 2020.

Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer, as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting), to do the following on behalf of the smaller authority:

- a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and
- b) notify the local auditor of the date on which that period was so commenced.

We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years.

Clerks recommendations:

That the Clerk will ensure that the correct procedure is followed with regard to the 'exercise of public rights'

Other matters not affecting our opinion which we draw to the attention of the authority (continued):

We received challenge correspondence in relation to the 2019/20 and 2020/21 AGARs which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

We note that the minutes of the 2019/20 AGAR approval meeting do not record that the Council carried out its annual review of internal controls by discussing in detail the requirements for and evidence to support the 'Yes' responses to each governance assertion on the Annual Governance Statement. We recommend that this discussion and the evidence provided to members is minuted in more detail in future as part of the AGAR approval process.

Clerks recommendations:

The Clerk will ensure that the recommendation from the Auditor is followed and the discussion and the evidence provided to members is minutes in more detail in future as part of the AGAR approval process.

To approve the cost of this work:

Annual fee -£800 excl vat

Additional challenge work - £1331.25 excl vat

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APPENDIX 2 Parish Council meeting 9 May 2022

Agenda item 14.

Report from PKF Littlejohn – 2020/2021 AGAR Final Report

On 26 September 2021, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2021. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer.

Clerks recommendations:

That the Clerk will ensure that the AGAR is signed in accordance the Accounts and Audit Regulations 2015

Other matters not affecting our opinion which we draw to the attention of the authority:
We received challenge correspondence in relation to the 2019/20 and 2020/21 AGARs which we considered before completing our work.

The authority will receive an invoice in relation to this additional work.

We note that the minutes of the 2020/21 AGAR approval meeting do not record that the Council carried out its annual review of internal controls by discussing in detail the requirements for and evidence to support the 'Yes' responses to each governance assertion on the Annual Governance Statement. We recommend that this discussion and the evidence provided to members is minuted in more detail in future as part of the AGAR approval process.

Other matters not affecting our opinion which we draw to the attention of the authority (continued):

Clerks recommendations:

The Clerk will ensure that the recommendation from the Auditor is followed and the discussion and the evidence provided to members is minutes in more detail in future as part of the AGAR approval process.

To approve the cost of this work:

Annual fee -£800 excl vat

Additional challenge work - £532.50 excl vat

*Cost of challenge work – External Auditor **£1863.75** excl vat + Clerks work - **£534.18***

*Total cost of challenge work = **£2397.93** excl vat.*

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