



Mrs J Nolan
Clerk to the Council

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**Minutes of the Meeting of Ackworth Parish Council held at
Ackworth Parish Council Community Centre, Bell Lane, Ackworth, on
Monday 10th June 2024, at 7.15 PM.**

Attendance

Cllr Martin Roberts
Cllr John Bell
Cllr Sharon Maiden
Cllr Andy Sherratt
Cllr Suzy Sherratt
Cllr Carolyn Hall
Cllr Sarah Balfour
Cllr Amanda Cook
Cllr Stephen Parker

Deputy Clerk: K Batty

7 Members of the Public in attendance. Question time was held between 7:15pm and 7:30pm

<p>1. Chair to sign Declaration of Acceptance of Office Form deferred from the meeting on 20th May 2024 by Council due to absence.</p>
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<p>1.1 Chair Martin Roberts signed the Acceptance of Office Form. It was resolved that the declaration had been signed.</p>

<p>2. Apologies</p>

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| <p>2.1 To receive apologies for absence given in advance of the meeting.
2.2 To consider the approval of reasons given for absence.</p> |
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| <p>2.1 It was resolved that there were none to receive.
2.2 It was resolved that there were none to consider.</p> |
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<p>3. Declarations of Interests and Dispensations</p>
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| <p>3.1 To receive any declarations of interest not already declared under the Council's Code of conduct or a member's Register of Disclosable Pecuniary Interests on items on the agenda.
3.2 To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest.
3.3 To grant any requests for dispensation as appropriate.</p> |
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| <p>3.1 Cllr Parker noted that he is a member of Ackworth Heritage Group.
3.2 / 3.3 It was resolved that there were none to receive.</p> |
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<p>4. To receive available reports from the following:</p> <p>4.1 West Yorkshire Police 4.2 WMDC District Councillors 4.3 APC Council Representatives on outside bodies</p>
<p>4.1 The report had previously been circulated to all Cllrs. The report was resolved as received. 4.2 Received. Cllr Roberts gave a verbal update, in his capacity as District Councillor; regarding Programme of Works for potholes in Ackworth, investigating which grants are available for Parish Council's to apply for, and Wakefield Council are awaiting Strata to complete drainage works before they will adopt the roads. 4.3 The following verbal reports were received: Cllr Maiden gave a verbal update on a recent meeting of Low Ackworth Community Association which primarily was to discuss feedback from Family Fun Day. Next meeting is scheduled for 02/09/24. Cllr Maiden gave a verbal update on the Coffee Morning held on 22 May, unfortunately no-one turned up. Provisional date for the next Coffee Morning is 3 July.</p>
<p>5. To consider for approval of the minutes of the Parish Council Meeting held on the 20th May 2024, as a true and correct record</p>
<p>5.1 The minutes had previously been circulated to all Councillors.</p> <p>Audio recording to be checked to see if the actual date of the election was mentioned for agenda item 8.6, if not then the minute to be amended to remove the date and replace with "at the election". All in favour.</p> <p>It was resolved that the meeting minutes were approved.</p>
<p>6. To receive Burial Rights.</p>
<p>6.1 It was resolved that there were no burial rights to be received.</p>
<p>7. Financial Matters</p> <p>7.1 To receive and consider for approval the accounts including bank statements to the end of April 2024. 7.2 To receive and consider for approval the accounts including bank statements to the end of May 2024. 7.3 To receive and consider for approval payments to be made and Petty Cash account to 10th June 2024.</p>
<p>Bank Statements, Bank Reconciliations, and receipts \ payments for the Current and Deposit Accounts were previously circulated to all Councillors, along with a copy of the receipts and payments for the Petty Cash account and a list of payments to be approved.</p> <p>7.1 It was resolved that the accounts to the end of April 2024 were approved. All in favour. 7.2 It was resolved that the accounts to the end of May 2024 are approved. All in favour. 7.3 It was resolved that the list of payments to be made and petty cash account were approved. All in favour,</p>
<p>8. To consider and decide upon the following planning applications.</p> <p>8.1 24/00779/FUL - 103 Pontefract Road Ackworth Pontefract WF7 7EL - Demolition of existing outbuilding and conservatory for construction of two storey extensions to front, side and rear, single storey extension to side to form a garage, balcony to front and rear, and new windows to side elevations – Deadline 20/06/2024 8.2 24/00793/FUL - Park Croft Pontefract Road Ackworth Pontefract WF7 7EU - Proposed single-storey rear extension and first-floor extension, with associated internal alterations – Deadline 20/06/2024 8.3 24/00834/FUL - 15 Victoria Street Ackworth Pontefract WF7 7AL - First floor extension above existing ground floor - Deadline 20/06/2024</p>
<p>8.1/8.2/8.3 It was resolved that all the applications were noted.</p>

9. Independent Internal Audit

9.1 To receive a copy of the Internal Auditor's report for the financial year 23/24

9.2 To receive a proposed draft action plan from the Clerk regarding recommendations from the Internal Auditor and to consider approval of any action required.

9.3 To consider for approval the re-appointment of the current internal auditor for the financial year 24/25 to complete both the interim and full audit at a cost of £660.

The Parish Council asked that this meeting record its thanks to the office staff for their work in completing the audit, considering this was Clerk Jemma Nolan's first one in her role.

9.1 It was **resolved** that the report was **received**. The Internal Auditor's Report had previously been circulated to all Councillors.

9.2 It was **resolved** that the draft Action Plan, previously circulated to all Councillors was **approved**, with the addition of "a new risk assessment to be drawn up 24/25", as per page 5 of the internal audit report.

It was **noted** that an agenda item should be added to the next Parish Council meeting to note the "24/25 precept and budget", as detailed in page 7 of the internal audit report.

9.3 It was **resolved** that April Skies are re-appointed as internal auditor for the financial year 2024/25 to complete both interim and full audit at a cost of £660.

10. Annual Governance and Accountability Return

10.1 To consider each of the assertions below within Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2023/2024 and the council's response to each assertion

10.1.1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

10.1.2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

10.1.3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances

10.1.4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

10.1.5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

10.1.6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

10.1.7 We took appropriate action on all matters raised in reports from internal and external audit

10.1.8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

10.1.9 (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

10.2 To consider for approval, Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2023/2024 in line with the council's response to each assertion under 10.1.

10.3 To consider for approval the AGAR Account Statements for 2023/2024 Section 2, provided by the Responsible Financial Officer (RFO).

10.1 Section 1 of the Annual Governance and Accountability Return (AGAR, Annual Governance Statement for year 2023/2024 was previously circulated to all Councillors and each assertion was considered.

10.1.1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

It was resolved to respond “Yes”. All in favour

10.1.2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

It was resolved to respond “Yes”. All in favour.

10.1.3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances

It was resolved to respond “Yes”. All in favour.

10.1.4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

It was resolved to respond “No”. All in favour.

It was noted the accounts were advertised one day less than the required length of time, therefore that answer must be No.

10.1.5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

It was resolved to respond “Yes”. 6 in favour, 0 votes against.

10.1.6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

It was resolved to respond “Yes”. All in favour.

10.1.7 We took appropriate action on all matters raised in reports from internal and external audit

It was resolved to respond “Yes”. All in favour.

10.1.8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

It was resolved to respond “Yes”. 6 in favour, 0 votes against.

10.1.9 (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

It was resolved to respond “N/A”. All in favour.

It was **resolved** that each of the assertions within Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2023/2024 were considered by the council.

10.2 It was **resolved** that Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2023/2024 in line with the council's response to each assertion under 10.1. is **approved**.

10.3 It was **resolved** that the AGAR Account Statements for 2023/2024 Section 2 is **approved**.

Public notice dates will be between 24th June until 2nd August.

<p>11. To receive and consider for approval a proposal to restructure the current Council Committee, Subcommittee and Working Group structure to streamline and improve resource time currently taken in the administration of meeting preparation.</p>
<p>11.1 It was resolved that in the absence of the Clerk that the restructure of the current Council Committee, Subcommittee and Working Group structure would be deferred to the next appropriate full council meeting.</p>
<p>12. To note the current Ackworth Parish Council's Financial Regulations to remain as standing, due to an ongoing review of the newly released NALC 2024 Financial Regulations, this item will be available to Council for review in line with the next scheduled meeting on Monday 8th July 2024.</p>
<p>12.1 It was resolved as noted.</p>
<p>13. To receive a response from Wakefield District Council regarding the requested upgrade of the current crossing facility on Wakefield Road and to decide a course of action.</p>
<p>13.1 The response from Wakefield Council had previously been circulated to all Councillors. It was requested to be noted that the Parish Council were disappointed the request to upgrade the crossing had been rejected. A discussion took place.</p> <p>It was resolved that the Clerk investigates what information is required to take the complaint to Stage 2 and liaises with Council.</p>
<p>14. To receive communication regarding a 'consultation on draft recommendations for ward boundaries in Wakefield' and to consider any comments that may be required by this Parish Council.</p>
<p>14.1 It was resolved that the Parish Council does not have any comments currently.</p>
<p>15. To receive communication from Wakefield District Council regarding its' biodiversity net gain draft supplementary planning document consultation' and to consider any comments that may be required by this Parish Council.</p>
<p>15.1 It was resolved that the Parish Council does not have any comments currently.</p>
<p>16. Motions requested by Councillor(s)</p> <p>16.1 To receive a two-part proposal from Cllr. S. Sherratt</p> <ul style="list-style-type: none"> i. Cllr S Sherratt proposes that Ackworth Parish Council set up two further deposit accounts. The first for the CIL funds and the second for the management fee set aside for Strata from residents so that they are held separately to the current deposit account. ii. Cllr S Sherratt proposes that Ackworth Parish Council consider and decide what happens with the interest on the monies in the CIL deposit account and the Management reserve deposit account if opened.
<p>16.1 Items i and ii were considered together. A discussion took place.</p> <p>It was resolved that the Parish Council investigates the setting up of two further bank accounts. The first for CIL funds and the second for the management fee set aside for Strata, so that they are held separately to the current deposit account.</p> <p>It was noted that in the meantime, along with the financial reports the Earmarked Reserves report from Riatas would be circulated at each Parish Council meeting.</p>
<p>17. TO CONSIDER FOR APPROVAL THAT THE PRESS AND THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED ON THE FOLLOWING AGENDA ITEMS. PUBLIC BODIES (ADMISSION TO MEETING ACT 1960)</p>
<p>17.1 The Chair thanked member of the public for their attendance. It was agreed to move to the private section of the meeting on the agenda items that followed.</p>

9pm Cllr Cook left the meeting.

18. To receive and consider for approval renewal quotations for Ackworth Parish Council's Health & Safety Supplier.

18.1 Quotations had previously been circulated to all Councillors. A discussion took place.

It was **resolved** that the quotation from Worknest was approved at a cost of £2296.50 +vat per annum

19. To receive and consider for approval renewal quotations for the office Printer/Copier facility due to expire.

19.1 Quotations had previously been circulated to all Councillors. A discussion took place.

It was **resolved** that the quotation from Konica Minolta is approved at a cost of £116.09 per quarter plus mono copies at £0.0022 & colour copies at £0.0210 (per print)

20. To receive an additional update from the Clerk regarding an ongoing communication with an allotment plot holder and to consider further course of action.

20.1 A discussion took place.

It was **resolved** that the Clerk investigates costs for a professional organisation to remove the animal and the costs to take the animal to a pet cemetery.

Time Closed: 21:20