



Mrs J Nolan  
Clerk to the Council

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**Minutes of the Annual Meeting of Ackworth Parish Council held at Ackworth Parish Council Community Centre, Bell Lane, Ackworth, on Monday 12<sup>th</sup> May 2025, at 7.15 PM.**

**Attendance**

Cllr Martin Roberts – Chair  
Cllr John Bell  
Cllr Sarah Balfour  
Cllr Stephen Parker  
Cllr Carolyn Hall  
Cllr Andy Sherratt  
Cllr Suzy Sherratt  
Cllr Sean Richmond  
Cllr Sharon Maiden  
Cllr Nathan Bland (Arrived 19:45)

Clerk: J Nolan

18 Members of the Public in attendance.

*Question time was held at 7:15pm and extended by the Chair for a further 15 minutes, questions asked that related to the agenda in line with the Council Standing Orders are listed as below.*

- 1. Agenda item 15.1 – Planning application public objection raised.*

<b>1. To elect a Chair for the forthcoming year 2025/26</b>
<b>1.1</b> Two nominations were received. Cllr A Sherratt was proposed by Cllr Richmond and seconded by Cllr S Sherratt Cllr Roberts was proposed by Cllr Bell and seconded by Cllr Hall.  Voting was completed and Cllr Roberts was elected by majority vote.  It was <b>RESOLVED</b> that Cllr Roberts was <b>ELECTED</b> to remain as Chair to Ackworth Parish Council for the forthcoming year 2025/26.
<b>2. Chair to sign Declaration of Acceptance of Office Form</b>
<b>2.1</b> Cllr Roberts signed the declaration of acceptance of Office which was witnessed and signed by the Proper Officer to the Council Clerk J Nolan.  It was <b>RESOLVED</b> that the declaration 'acceptance of office' had been <b>SIGNED</b> .

<p><b>3. To elect a Vice Chair of the Council for the year 2025/26</b></p> <p><b>3.1</b> Two nominations were received. Cllr Bell was proposed by Cllr Balfour and seconded by Cllr Hall. Cllr A Sherratt was proposed by Cllr Richmond and seconded by Cllr Parker</p> <p>Voting was completed and Cllr Bell was elected by majority vote.</p> <p>It was <b>RESOLVED</b> that Cllr Bell was <b>ELECTED</b> to remain as Vice Chair to Ackworth Parish Council for the forthcoming year 2025/26.</p>
<p><b>4. Apologies</b></p> <p><b>4.1</b> To receive apologies for absence given in advance of the meeting. <b>4.2</b> To consider the approval of reasons given for absence.</p>
<p><b>4.1</b> It was <b>RESOLVED</b> that the apologies were <b>RECEIVED</b> in respect of Cllrs Moore &amp; Cook. <b>4.2</b> It was <b>RESOLVED</b> that council had considered and <b>APPROVED</b> the reason given by Cllrs Moore &amp; Cook.</p>
<p><b>5. Declarations of Interests and Dispensations</b></p> <p><b>5.1</b> 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. <b>5.2</b> To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest. <b>5.3</b> To grant any requests for dispensation as appropriate.</p>
<p><b>5.1/5.2/5.3 NONE</b> to receive, consider or grant.</p>
<p><b>6. General Items for Annual Review</b></p> <p><b>6.1</b> To confirm the dates, time, and place of ordinary meetings of the full council and of standing committees agreed by Council at a previous meeting</p> <p><b>6.2</b> Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p><b>6.3</b> To review the Council's and/or staff subscriptions to other bodies</p> <p><b>6.4</b> To review inventory of land and assets including building and office equipment</p>
<p><b>6.1</b> It was <b>RESOLVED</b> that the dates, time and place of ordinary meetings were <b>APPROVED</b> (Available on the Ackworth Parish Council website <a href="https://www.ackworthparishcouncil.gov.uk">https://www.ackworthparishcouncil.gov.uk</a>).</p> <p><b>6.2</b> It was <b>RESOLVED</b> that arrangements had been <b>REVIEWED</b>.</p> <p><b>6.3</b> It was <b>RESOLVED</b> that all subscriptions were <b>REVIEWED</b> and <b>APPROVED</b>.</p> <p><i>Cllr Bland arrived 7.45pm</i></p> <p><b>6.4</b> It was <b>RESOLVED</b> that the asset register which lists all inventory was <b>REVIEWED</b>.</p> <p>It was <b>APPROVED</b> that for 25/26 new purchase costs would be itemised as opposed to grouped and that disposal items would be removed at the Clerk's judgement based on a percentage of the item value to be removed from the existing grouped cost. It was <b>AGREED</b> the Clerk would create a new asset register template which would be reviewed at a later Council meeting.</p>
<p><b>7. Policies for Annual Review</b></p> <p><b>7.1</b> To note the current Ackworth Parish Council's Standing Orders as standing, pending review by Council in June of the newly 2025 released NALC Model Standing Orders</p>

**7.2** To review and adopt Ackworth Parish Council's Financial Regulations for the forthcoming year 2025/26

**7.3** To review and adopt Ackworth Parish Council's Complaints Policy & Procedure for the forthcoming year 2025/26

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

**7.5** To review the Council's policy and Civility and Respect pledge on dealing with the press/media

**7.1** It was **NOTED** that the current Ackworth Parish Council's Standing Orders would remain as standing, pending review in June.

**7.2** It was **RESOLVED** that the existing Ackworth Parish Council's Financial Regulations would remain as **ADOPTED** for the forthcoming year 2025/26.

**7.3** It was **RESOLVED** that the existing Ackworth Parish Council's Complaints Policy & Procedure would remain as **ADOPTED** for the forthcoming year 2025/26.

**7.4** It was **RESOLVED** that the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 were **REVIEWED** and **APPROVED** for the forthcoming year 2025/26.

**7.5** It was **RESOLVED** that the YLCA press/media policy had been **REVIEWED** and **APPROVED** to be **ADOPTED** alongside the existing civility and respect pledge for the forthcoming year 2025/26.

#### **8. Committees, Subcommittees, Outside Bodies & Delegation Arrangements for Annual Review**

**8.1** To appoint any new Committees or propose changes to existing Committees and structure

**8.2** To review the Terms of Reference of Committees

**8.3** To review delegation arrangements to Committees, Subcommittees, staff and other local authorities

**8.4** To elect representatives to Parish Council Committees with reassurance that this process will be completed in a fair, inclusive and democratic manner

**8.5** To elect the Chair and Vice Chair to existing Committees

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

**8.1** The Clerk proposed a change to the existing committee structure which was to dissolve the following:

- Subcommittee – Allotments (Parent Committee Village Amenities)
- Working Group – Gala Parade (Parent Subcommittee Village Events and Communications)

The dissolution of the Allotments subcommittee had been reviewed by the Village Amenities committee at a previous meeting, where recommendation had been approved to include a sub section in the Village Amenities committee agenda for allotment matters.

It was **RESOLVED** that the new changes to the committee structure were **APPROVED**.

**8.2** Terms of Reference for the following were **REVIEWED** and **APPROVED** with one edit on the Review Panel terms under section 4 to state 'Full Council' as opposed to 'Council'

- Finance & General Purposes Committee
- Personnel Committee
- Village Amenities Committee

- Environment, Road Safety & Planning Committee
- Review Panel Committee
- Village Events & Communications Subcommittee
- Community Centres Working Group

It was **RESOLVED** that the terms of reference for the committee structure were **APPROVED**.

**8.3** It was **RESOLVED** that the existing Ackworth Parish Council's Scheme of Delegation would remain as **ADOPTED** for the forthcoming year 2025/26.

**8.4** The Chair read out a statement before proceeding with the agenda item following a complaint received by a member of the public following the November Council meeting.

*As Chair, I want to take this opportunity to reassure all members and residents that the process of electing members to our committees will be carried out in a manner that is fair, transparent, and fully democratic.*

*Every member of this Council is eligible to be elected on to a Council standing committee and will be given an equal opportunity to participate, and every eligible vote will count equally. We are committed to ensuring that no undue influence, pressure, or interference from any persons present —elected or otherwise— will be tolerated in any part of this process.*

*This evening's next agenda item is for member review to the following Council standing committees.*

- Finance and General Purposes Committee
- Village Amenities Committee
- Environment, Road Safety & Planning Committee
- Personnel Committee
- The Review Panel Committee

*Subcommittee and working membership will be determined by the parent committee at its next meeting.*

It was **RESOLVED** that the following members were **ELECTED** to the following standing committees

Finance & General Purposes

Cllrs Roberts, Bell, Balfour, S Sherratt, Maiden, Hall

Personnel

Cllrs Roberts, Bell, Balfour, Maiden, Parker, Bland

Village Amenities

Cllrs Bell, S Sherratt, Roberts, Maiden, Bland, Balfour

Environment, Road Safety & Planning

Cllrs A Sherratt, Roberts, Balfour, Richmond, Moore, Cook

Review Panel

Cllrs A Sherratt, Roberts, S Sherratt, Balfour, Maiden, Bland

It was **NOTED** that members of the subcommittee village events and communications and working group community centres would be dealt with by the parent committee and membership remains open to all 12 Councillors.

**8.5** It was **RESOLVED** that delegated power would be **APPROVED** for each standing committee to elect a Chair and Vice Chair at its next meeting.

*Monthly Meeting - Agenda Items*

**9. To receive available reports from the following:**

**9.1** WMDC District Councillors

**9.2** APC Council Representatives on outside bodies

**9.1 WMDC District Councillors Reports**

Dist Cllr Roberts advised that along with his fellow District Councillors, the below items are the current priority areas being worked on

- Village Pedestrian Crossings, which included review of the Wakefield Road current crossings and a new crossing requirement on Doncaster Road leading to Orchard Drive's pedestrian footpath
- Youth Provision in Ackworth
- Supporting with village community centres such as the lease on Low Ackworth Playing Fields and the Handover of the Community Centre from Strata Homes Ltd

**9.2 APC Council Representatives on outside bodies reports**

Cllr A Sherratt - Ackworth Heritage Group advised on the following;

- No success in locating the mile post missing on Went Lane
- Collation of maps in progress
- History Day Event on 7<sup>th</sup> June – Request for the Parish Council to promote the event
- Upcoming Event on 22<sup>nd</sup> May – Talk on Typhoid in Ackworth

PACT - Not attended by council representatives – Cllr Parker & Cllr Richmond did attend as residents and the Chair authorised an update to be provided to Council

- Door to door sales reported on Orchard Drive that had caused concern and reported to the Police
- It was advised that the PCSO in attendance had stated that the Parish Council had not supported the Police with providing a 'hub' for residents to meet with the PCSOs on a regular basis. The Clerk advised that this was not the case and the 'hub' sessions had been completed by the PCSO and due to low attendance not continued. The Clerk advised she would speak to the PCSO direct on this matter as was mis-information being shared to residents.

**10. To consider for approval of the minutes of the Parish Council Meeting held on the 14<sup>th</sup> April 2025, as a true and correct record.**

**10.1** The minutes had previously been circulated to all Cllrs. It was **RESOLVED** that the meeting minutes were **APPROVED**.

**11. To receive Burial Rights.**

**11.1** **NONE** to receive.

**12. Financial Matters**

**12.1** To receive and consider for approval the accounts including bank statements to the end of April 2025.

**12.2** To receive and consider for approval payments to be made and Petty Cash account to 12<sup>th</sup> May 2025.

**12.3** To note the incorrect receipt of CIL money and return to Wakefield Metropolitan District Council as the address is no longer in Ackworth since the 2023 boundary change.

**12.4** To review and approve the organisation list for free of charge annual hire of Parish Council facilities.

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. The list of payments to be approved was circulated during the meeting.

**12.1** It was **RESOLVED** that the accounts to the end of April 2025 were **APPROVED**.

<p><b>12.2</b> It was <b>RESOLVED</b> that the list of payments to be made and petty cash account were <b>APPROVED</b>.</p> <p><b>12.3</b> The Clerk confirmed the address as Meadow View, Rigg Lane, East Hardwick. The incorrect receipt of CIL money was <b>NOTED</b>.</p> <p><i>It was NOTED that Cllrs A Sherratt and S Sherratt are council appointed representatives for Ackworth Heritage, and that Cllr Parker is a member of Ackworth Heritage before discussion on the next agenda item</i></p> <p><b>12.4</b> It was <b>RESOLVED</b> that the list of free facility use was <b>REVIEWED</b> and <b>APPROVED</b>.</p>
<p><b>13. To receive a copy of the Parish Council's Financial and audit responsibilities</b></p>
<p><b>13.1</b> It was <b>RESOLVED</b> that a copy of the Parish Council's Financial and audit responsibilities had been <b>RECEIVED</b>. (Available on the Ackworth Parish Council website <a href="https://www.ackworthparishcouncil.gov.uk">https://www.ackworthparishcouncil.gov.uk</a>).</p>
<p><b>14. To discuss Councillor event volunteer commitment and decide a course of action</b></p>
<p><b>14.1</b> It was <b>RESOLVED</b> that a weekly update would be sent to all Councillors which would include upcoming events and commitment of Councillors. It was also <b>AGREED</b> that a role briefing document per event would be sent to Councillors in advance of events to ensure available commitment could support the needs of the event. Both to be administered by the Projects and Event Manager.</p>
<p><b>15. To consider and decide upon the following planning applications.</b></p> <p><b>15.1</b> 25/00639/OUT - Land At , Rosslyn Grove, Ackworth - Outline application for residential development comprising of 9no. dwellings and associated works with all matters to be reserved expect for access.- Deadline Date 21/05/2025</p>
<p><b>15.1</b> A discussion took place.</p> <p>It was <b>RESOLVED</b> that Council would lodge a formal objection to Wakefield District Council in relation to application 25/00639/OUT based on the following material objection concerns.</p> <ul style="list-style-type: none"> <li>• Highway safety and traffic generation leading on to existing consecutive complex junctions</li> <li>• Potentially contaminated and unstable land</li> <li>• Procedural concerns and assurance of regulatory compliance</li> <li>• Concerns relating to environmental and biodiversity impact</li> <li>• Inadequate pedestrian access</li> <li>• Concerns relating to proposed layout, density of buildings and unknown height, and impact on residential amenity</li> <li>• Impact on local social infrastructure including but not limited to doctors, dentist, schools</li> </ul> <p>It was <b>AGREED</b> that the Clerk would be granted delegated power to administer by way of letter with the support of Cllr A Sherratt and submit on behalf of the Council.</p> <p><i>Cllr Hall exited the meeting at 9pm</i></p>
<p><b>16. PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) 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</b></p>
<p><b>16.1</b> It was <b>RESOLVED</b> to move to the private section of the meeting on the below agenda items.</p> <p>Under standing order 3x, the Chair proposed the meeting was extended which was agreed by members.</p>
<p><b>17. To receive notification of an incident regarding the Ackworth Parish Council company vehicle and to decide a course of action</b></p>

17.1 The Council **RECEIVED** a verbal update given by the Clerk. The updated included sensitive information regarding a road traffic incident that took place on 30<sup>th</sup> April 2025 involving a member of staff.

The Clerk advised on the following:

- Employee still under medical review and will remain off work for the foreseeable
- Relief caretaker supporting with additional cover of this role through this time
- The requirement for a hire vehicle as staff are using their own vehicles at their own expense.
- Confirmation that the current lease is still chargeable until it is deemed a total loss by the insurance company.
- That the following expenditure is unbudgeted for because of this incident – hire charges during the cross over period between the insurance process on the leased vehicle. The additional staff hours of the relief caretaker to be managed by the Clerk.

It was **RESOLVED** that the Clerk was given delegated power to source a cost-effective hire vehicle and to administer all elements of the leased vehicle end of contract/total loss process with the insurance and lease company. The Clerk would also manage staff resource accordingly in line with the needs of the Parish Council daily operation.

It was **AGREED** that flowers and a card would be sent to the employee involved in the incident from the Chairs Allowance.

*Cllr Bland exited the meeting at 9.30pm*

**18.** To further discuss communication with residents regarding the newly installed exercise equipment on Dando Way

**18.1** The Clerk provided a verbal update regarding concerns raised at the Annual Parish Assembly held on 28<sup>th</sup> April and requested on behalf of the residents a meeting to be arranged which included the residents who had raised complaints and the following members of Council -the Chair, the Vice Chair, the Clerk and the Projects & Events Manager.

It was **RESOLVED** that a meeting would be arranged and that the Chair and Vice Chair would represent Council with the support of the Clerk and Projects & Event Manager.

Time Closed: 21:36