



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 9<sup>th</sup> June 2025, at 7.15 PM.**

**Attendance**

Cllr Andy Sherratt – Chair  
Cllr Ian Moore  
Cllr Amanda Cook  
Cllr Stephen Parker  
Cllr Sharon Maiden  
Cllr Carolyn Hall  
Cllr Suzy Sherratt  
Cllr Nathan Bland  
Cllr Sean Richmond

Clerk: J Nolan

4 Members of the Public in attendance.

The following statement was read by the Clerk: *“As both the Chair & Vice Chair have sent apologies, the first item of business is to elect a Chair for this meeting. Could I please have nominations”*  
*Cllr A Sherratt was proposed by Cllr Richmond and seconded by Cllr Parker. All in favour, it was resolved that Cllr A Sherratt was elected to Chair this meeting. Chair A Sherratt opened the meeting.*

Question time was held at 7:15pm, questions asked did not relate to the agenda and were noted by the Clerk for action outside of this meeting.

**19. Apologies**

- 19.1:** To receive apologies for absence given in advance of the meeting.  
**19.2:** To consider the approval of reasons given for absence.

**19.1** It was **RESOLVED** that the apologies were **RECEIVED** in respect of Cllrs Roberts, Bell & Balfour.

**19.2** It was **RESOLVED** that council had considered and **APPROVED** the reason given by Cllrs Roberts, Bell & Balfour.

**20. Declarations of Interests and Dispensations**

- 20.1:** 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.  
**20.2:** To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest.  
**20.3:** To grant any requests for dispensation as appropriate.

**20.1/20.2/20.3 NONE** to receive, consider or grant.

<p><b>21. To receive available reports from the following:</b></p> <p><b>21.1:</b> WMDC District Councillors.</p> <p><b>21.2:</b> APC Council Representatives on outside bodies.</p>
<p><b>21.1 WMDC District Councillors Reports</b> None to receive.</p> <p><b>21.2 APC Council Representatives on outside bodies reports</b> Town &amp; Parish Liaison Group Wakefield Council meeting minutes had been previously circulated.</p> <p>Cllr A Sherratt - Ackworth Heritage Group advised on the following;</p> <ul style="list-style-type: none"> <li>• Map of Ackworth available to buy for £4</li> <li>• Next event September</li> <li>• Successful history festival</li> </ul> <p>Cllr S Sherratt – Ackworth United Charities advised on the following;</p> <ul style="list-style-type: none"> <li>• Walk in showers installed in the Mary Lowther house</li> <li>• Redecoration of the meeting room</li> <li>• General repointing and maintenance completion</li> <li>• Investment review and building re-evaluation planned</li> <li>• Review of their complaints policy in progress</li> <li>• Review of resident joining pack</li> </ul>
<p><b>22. To consider for approval of the minutes of the Annual Parish Council Meeting held on the 12<sup>th</sup> May 2025, as a true and correct record.</b></p>
<p><b>22.1</b> The minutes had previously been circulated to all Cllrs. It was <b>RESOLVED</b> that the meeting minutes were <b>APPROVED</b>.</p>
<p><b>23. To receive applications for the Exclusive Rights of Burial.</b></p>
<p><b>23.1</b> It was <b>RESOLVED</b> that the exclusive burial rights for plot V44 were <b>RECEIVED</b>.</p>
<p><b>24. Financial Matters</b></p> <p><b>24.1:</b> To receive and consider for approval the accounts including bank statements to the end of May 2025.</p> <p><b>24.2:</b> To receive and consider for approval payments to be made and Petty Cash account to 9<sup>th</sup> June 2025.</p> <p><b>24.3:</b> To receive and approve Ackworth Cemetery Fees from the 1<sup>st</sup> July 2025 in line with WMDC.</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. The list of payments to be approved was circulated during the meeting.</p> <p><b>24.1</b> It was <b>RESOLVED</b> that the accounts to the end of May 2025 were <b>APPROVED</b>.</p> <p><b>24.2</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>24.3</b> It was <b>RESOLVED</b> that the new Cemetery fees from 1<sup>st</sup> July 2025 were <b>APPROVED</b>.</p>
<p><b>25. To consider a response to the planning authority on the following planning applications.</b></p> <p><b>25.1:</b> 25/00683/FUL - 101 Pontefract Road Ackworth Pontefract West Yorkshire WF7 7EL - Demolition of an existing detached garage and erection of a new detached self-build dwelling, and a new detached garage for the existing dwelling, with associated external works – Deadline 26/06/2025</p> <p><b>25.2:</b> 25/00924/TCA - 2 Ackworth House Close Ackworth Pontefract WF7 7NX - T1 Cedar - Crown Reduce on building side only to achieve a maximum clearance of 1.5m-2m. Crown Lift to achieve a maximum clearance of 3metres to ground level. Remove deadwood - No Deadline Date</p> <p><b>25.3:</b> 25/00974/FUL - Stonehouse 4 Wakefield Road Ackworth Pontefract WF7 7DE - Change of use of a residential dwelling (Class C3) to an early years nursery/daycare (Class E) – Deadline 13/06/2025</p> <p><b>25.4:</b> 25/01030/TCA - Meadow Bank, Ackworth, Pontefract - 1 Cherry Tree - Reduce by approximately 5m in height and width – Deadline 24/06/2025</p>
<p><b>25.1</b> It was <b>RESOLVED</b> that application 25/00683/FUL was <b>NOTED</b>.</p>

**25.2** It was **RESOLVED** that application 25/00924/TCA was **NOTED**.

**25.3** It was **RESOLVED** that Council would lodge a formal objection to Wakefield District Council in relation to application 25/00974/FUL based on a material objection concern of highway safety and traffic generation leading on to existing consecutive complex junctions. It was **APPROVED** that the clerk was instructed to administer.

**25.4** It was **RESOLVED** that application 25/01030/TCA was **NOTED**.

## **26. Independent Internal Audit**

**26.1:** To receive a copy of the Internal Auditor's report for the financial year 24/25

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

**26.1** The report had previously been circulated to all Cllrs. It was **RESOLVED** that the Internal Auditor's report for the financial year 24/25 was **RECEIVED**.

**26.2** It was **RESOLVED** that the proposed draft action plan was **APPROVED**.

## **27. Annual Governance and Accountability Return**

**27.1:** To consider each of the assertions below within Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2024/2025 and the council's response to each assertion

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

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

**27.1.3** 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

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

**27.1.5** 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.

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

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

**27.1.8** 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.

**27.1.9** (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.

**27.2:** To consider for approval, Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2024/2025 in line with the council's response to each assertion under 27.1.

**27.3:** To consider for approval the AGAR Account Statements for 2024/2025 Section 2, provided by the Responsible Financial Officer (RFO).

**27.4:** To consider the date of the public rights of inspection as presented, starting from the 10<sup>th</sup> June 2025 to the 21<sup>st</sup> July 2025, which includes the first 10 working days of July 2025.

**27.1** Section 1 of the Annual Governance and Accountability Return (AGAR, Annual Governance Statement for year 2024/2025 was previously circulated to all Councillors and each assertion was considered.

**27.1.1** 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” and APPROVE the assertion.**

**27.1.2** 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” and APPROVE the assertion.**

**27.1.3** 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” and APPROVE the assertion.**

**27.1.4** 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 “Yes” and APPROVE the assertion.**

**27.1.5** 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” and APPROVE the assertion.**

**27.1.6** 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” and APPROVE the assertion.**

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

**It was RESOLVED to respond “Yes” and APPROVE the assertion.**

**27.1.8** 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” and APPROVE the assertion.**

**27.1.9** (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” and APPROVE the assertion.**

It was **RESOLVED** that each of the assertions within Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2024/2025 were **CONSIDERED** by the council.

**27.2** It was **RESOLVED** that Section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance statement for year 2024/2025 in line with the council’s response to each assertion under 27.1. is **APPROVED**.

**27.3** It was **RESOLVED** that the AGAR Account Statements for 2024/2025 Section 2 is **APPROVED**.

**27.4** It was **RESOLVED** that the date of the public rights of inspection was **APPROVED** starting from the 10<sup>th</sup> June 2025 to the 21<sup>st</sup> July 2025, which includes the first 10 working days of July 2025.

**28. To note the current Ackworth Parish Council’s Standing Orders to remain as standing, due to an ongoing review of the newly released NALC 2025 Standing Orders, this item will be available to Council for review in line with the next scheduled meeting on Monday 14<sup>th</sup> July 2025.**

**28.1** It was **RESOLVED** that it was **NOTED** that the current standing orders remained as standing.

**29. To consider for approval free room hire at Bell Lane to host a free Community event regarding advice on Financial Planning.**

**29.1** It was **RESOLVED** that the event would be charged at the standard commercial rate.

<p><b>30. To consider for inclusion to the Parish Council's 'Scheme of Delegation' policy, approval for the Clerk to offer free room hire where deemed appropriate and for delegated authority on submitting eligible funding applications.</b></p>
<p><b>30.1</b> The chair took the agenda item in two parts:</p> <p>It was <b>RESOLVED</b> that the clerk would be granted delegated authority under the scheme of delegation policy to submit funding applications on behalf of the parish council.</p> <p>It was <b>RESOLVED</b> to defer room hire delegation to the Village Amenities Committee which could be decided via email communication outside of committee scheduled meetings and reported back retrospectively to the Council.</p>
<p><b>31. To receive an update on Low Ackworth Playing Fields Lease.</b></p>
<p><b>31.1</b> The Clerk advised that the draft lease was still under solicitor review. It was <b>RESOLVED</b> the update had been <b>NOTED</b>.</p>
<p><b>32. To review a previous request, considering for approval the lease of a small section of land at Ackworth Cemetery to the neighbouring business.</b></p>
<p><b>32.1</b> A discussion took place.</p> <p>It was <b>RESOLVED</b> that the item would be <b>DEFERRED</b> to the next meeting of the village amenities committee who are to be instructed to complete a site visit prior to their meeting and for the Clerk to complete a cost analysis on possible lease income and for the item to be brought back to Council for further review.</p>
<p><b>33. Motions requested by Councillor(s)</b></p> <p><b>33.1:</b> To receive a proposal from Cllr Roberts to be given delegated authority by Council to progress the lease agreement of Low Ackworth playing fields, car park and play area which is currently under review between Wakefield District Council and Ackworth Parish as and where required in his capacity as both Chair to Ackworth Parish Council and Ward 1 District Councillor.</p> <p><b>33.2:</b> To receive a proposal from Cllr Hall that the Parish Council should investigate the feasibility and associated costs of improving security at Carr Bridge Playing Fields.</p> <p><b>33.3:</b> To receive a proposal from Cllr Maiden for the Parish Council to organise an Art Competition with the 5 schools in Ackworth.</p>
<p><b>33.1</b> It was <b>RESOLVED</b> that the motion would be <b>DEFERRED</b> to the next meeting in Cllr Roberts absence.</p> <p><b>33.2</b> A discussion took place.</p> <p>An <b>AMEND</b> was proposed to change the wording 'Parish Council' to 'Clerk' which was accepted by Cllr Hall. It was therefore <b>RESOLVED</b> that the amended motion was <b>APPROVED</b>.</p> <p><b>33.3</b> It was <b>RESOLVED</b> that Cllr Maiden's proposal was <b>APPROVED</b> and unused funds from the Parish Assembly would be used to support this event's prizes. See appendix 1</p>
<p><b>34. 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)</b></p>
<p><b>34.1</b> It was <b>RESOLVED</b> to move to the private section of the meeting on the below agenda items.</p>
<p><b>35. To receive quotes and approve a supplier for renewal of the mobile phone contract.</b></p>
<p><b>35.1</b> It was <b>RESOLVED</b> that the current supplier contract would be <b>APPROVED</b> for renewal with Three mobile on a 24-month sim only contract at a cost of £24.00 per month in year 1 and £25.50 per month in year 2.</p>

Time Closed: 21:00

Ackworth Parish Council

**PROPOSAL**  
**Ackworth Schools Project**

To be included as a motion on the APC meeting (9.6.25)

Proposer: Cllr Sharon Maiden

This proposal is based on a previous proposal re: Community Engagement (3.10.24) as detailed below.

**That Councillors work with the Clerk and the Projects Manager to strengthen communication and positive engagement with local schools and community groups. This is to specifically focus on all the young people in our village.**

**Proposal: Ackworth Schools Art Project**

The proposal is that we organise an Art Competition with the 5 schools in Ackworth. The theme: 'What is important to you in the village?'.  
Schools can:

- Decide on their choice of medium
- Submit entries from any key stage
- 2 winners from each school (10 prizes)
- Closing date for entries: Friday 18 July
- Entries will be judged by 'interested' Parish Councillors
- Winning entries will be displayed in the Parish rooms

Costings: £150 from monies allocated but not spent at the Parish Assembly to purchase prizes.

Cllr S. Maiden