



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 8th September 2025, at 7.15 PM.

Attendance

Cllr John Bell – Chair
Cllr Sarah Balfour
Cllr Amanda Cook
Cllr Stephen Parker
Cllr Sharon Maiden
Cllr Sean Richmond
Cllr Nathan Bland
Cllr Carolyn Hall

Clerk: J Nolan

5 Members of the Public in attendance.

Question time was held at 7:15pm, points raised did not relate to the meeting agenda.

57. Apologies

- 57.1:** To receive apologies for absence given in advance of the meeting
57.2: To consider the approval of reasons given for absence

57.1: It was **RESOLVED** that the apologies were **RECEIVED** in respect of Cllrs Robert, A Sherratt, S Sherratt & Moore.

57.2: It was **RESOLVED** that council had considered and **APPROVED** the reason given by Cllrs Robert, A Sherratt, S Sherratt & Moore.

58. Declarations of Interests and Dispensations

- 58.1:** 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
58.2: To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest
58.3: To grant any requests for dispensation as appropriate

58.1/ 58.2/ 58.3: **NONE** to receive, consider or grant.

59. To receive available reports from the following:

- 59.1:** WMDC District Councillors
59.2: APC Council Representatives on outside bodies

59.1: WMDC District Councillors Reports
None to receive.

59.2: APC Council Representatives on outside bodies reports

Cllr S Maiden – Low Ackworth Community Centre Association

- The association discussed the need for the building to be demolished on safety concerns, and the frequent attendance of youth into the building and further damage being caused.
- Lease is required to move forward with any plans to rebuild the centre
- Looking for community support with the rebuild of the centre

Clerk – Minutes from the Wakefield District Town and Parish Liaison Group Meeting

- Meeting minutes had been previously circulated to all Councillors
- The clerk highlighted from the minutes the 'Emergency Planning & Business Continuity' review currently in progress to ensure that communities across the district have an infrastructure in place should an emergency be in play.

Cllr J Bell – PACT (Policing And Communities Together)

- Report on 2 arrests after the 11 burglaries in one evening in Ackworth
- Travellers and discussions with WMDC about security measures in place
- Seizure of 6 off road bikes
- Discussions over crossings in the village were raised which the PCSO advised was a WMDC Highways matter
- Complaint relating to anti-social behaviour reported by a resident linking it to the exercise equipment located on Dando Way, the PCSO advised to report all anti-social behaviour to the Police
- Village parking on pavements was raised which the PCSO advised was the responsibility of the local enforcement officer
- The requirement for youth provision within the village was discussed
- Cllr Bell reported poor attendee behaviour towards the police during the meeting which the PCSOs dealt with professionally

60. To consider for approval of the minutes of the Parish Council Meeting held on the 14th July 2025, as a true and correct record

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

61. To receive applications for the Exclusive Rights of Burial

61. It was **RESOLVED** that the exclusive burial rights for plot RB13 were **RECEIVED**.

62. Financial Matters

62.1 To receive and consider for approval the accounts including bank statements to the end of July 2025

62.2 To receive and consider for approval the accounts including bank statements to the end of August 2025

62.3 To receive and consider for approval payments to be made and Petty Cash account to 8th September 2025

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.

62.1: It was **RESOLVED** that the accounts to the end of July 2025 were **APPROVED**.

62.2: It was **RESOLVED** that the accounts to the end of August 2025 were **APPROVED**.

63.3: It was **RESOLVED** that the list of payments to be made up until 8th September and petty cash account were **APPROVED**

63. To consider a response to the planning authority on the following planning applications.

63.1 25/00810/FUL - Unit 9 & 10 Ray Winfield Industrial Estate Wakefield Road Ackworth Pontefract WF7 7AA - Erection of vehicle repair, MOT and servicing workshop and landscaping works – Deadline 24/06/2025
(Reviewed via email by the Council and noted)

63.2 25/01327/TCA - 34 Barnsley Road Ackworth Pontefract WF7 7NB - Fell T1 Willow – Deadline 31/07/2025
(Reviewed via email by the Council and noted)

63.3 23/00314/REM - Mill Lane Garage Mill Lane Ackworth Pontefract WF7 7NW - Approval of Reserved Matters pursuant to 23/00314/S7301 (appearance, landscaping and scale) for residential development of 4no. dwellings - Deadline 07/08/2025 (Reviewed via email by the Council and noted)

<p>63.4 25/01350/CPL - 22 Denton Gardens Ackworth Pontefract WF7 7PA - Part garage conversion - No Deadline Date <i>(Reviewed via email by the Council and noted)</i></p> <p>63.5 25/01375/CPL - Treetop Lodge Pontefract Road Ackworth Pontefract WF7 7EE - Conversion of garage to bedroom - No Deadline Date <i>(Reviewed via email by the Council and noted)</i></p> <p>63.6 25/01515/FUL - 16 Watering Troughs Ackworth Pontefract WF7 7HX - Single Storey Side Extension - Deadline 28/08/2025 <i>(Reviewed via email by the Council and noted)</i></p> <p>63.7 25/01151/FUL - Ackworth Park House Pontefract Road Ackworth Pontefract WF7 7ET - Outbuilding and its mixed use within UCO C3 and business – Deadline 02/10/2025</p>
<p>63.1 / 63.2 / 63.3 / 63.4 / 63.5 / 63.6: All applications had been reviewed via email throughout the August break period and had been noted by Council.</p> <p>63.7: It was RESOLVED that application 25/01151/FUL was NOTED.</p>
<p>64. To receive notification, of the completion of a HMRC VAT Compliance Check for Q1 of 2025</p>
<p>64.1: It was RESOLVED that the compliance check had been NOTED as passed with no further action required.</p>
<p>65. To receive the 2025 external Health & Safety report and consider required actions to be taken</p>
<p>65.1: The report had been previously circulated to Councillors as part of their meeting pack. Within the pack a list of proposed remedial actions had been included, items with a financial value are listed below;</p> <ul style="list-style-type: none"> • Sack Barrow £89.98 • Commercial Stepladders £89.98 • EV Charge Point Annual Electrical Test £55 • Vehicle Loading Ramps £120 (Estimate) <p>Other non-financial items have been incorporated into process or further staff training.</p> <p>There were no 'Priority 1 – Red' items reported.</p> <p>It was RESOLVED that all remedial actions proposed were APPROVED for completion by the staff team.</p>
<p>66. To review and consider for approval the adoption of the presented draft standings orders with NALC 2025 model standing order updates included</p>
<p>66.1: The Council reviewed the presented document and removed 1 non-mandatory item from the NALC 2025 model standing orders which was to set a limit per speaker in the public section of council meetings.</p> <p>It was RESOLVED that the new NALC 2025 model standing orders were APPROVED for ADOPTION with 1 exclusion and inclusion any current Ackworth Parish Council specific measures set in the current Standing orders.</p> <p>A copy of the Councils adopted standing orders can be found on the parish council website https://www.ackworthparishcouncil.gov.uk/</p>
<p>67. To receive a data audit review, including current retention policy for review and to consider any amends where required</p>
<p>67.1: The report had been previously circulated to Councillors as part of their meeting pack which detailed what and how data is currently held within the Parish Council. Also included was a copy of the YLCA best practice data retention document.</p> <p>It was RESOLVED that the data audit had been RECEIVED and that Ackworth Parish Council would ADOPT the YLCA best practice data retention document table.</p> <p>A copy of the Councils retention policy can be found on the parish council website https://www.ackworthparishcouncil.gov.uk/</p>
<p>68. To receive a request for consideration, to support with a donation to Ackworth Senior Citizens Fund under section 137 grants for the Annual Christmas Tea</p>

<p>68.1: It was RESOLVED that the Clerk would write to Ackworth Senior Citizens and request information regarding the cost of the 2024 event and monies currently held in their bank account for review at the next Council meeting.</p>
<p>69. To receive an update on the ongoing third-party insurance Cemetery claim</p>
<p>69.1: The Clerk advised that a claim of £17,643.23 had been submitted to the third-party insurance for damages to the Cemetery wall, gates and surrounding area. The claim had been approved by the insurance company's loss adjustor and was awaiting final internal approval.</p> <p>It was RESOLVED that the update had been RECEIVED.</p>
<p>70. To receive an update on Low Ackworth Playing Fields Lease progression</p>
<p>70.1: The Clerk advised that the draft lease had been returned to Wakefield District Council with Ackworth Parish Councils revisions. The Clerk advised that the lease would remain on future agenda items until resolved.</p> <p>Cllr Balfour proposed that the Clerk is instructed to write to District Councillors, the department portfolio holder and the head of Wakefield Council to ask for support in progressing the lease within Wakefield District Council. The proposal was seconded.</p> <p>It was RESOLVED that the proposal was APPROVED.</p>
<p>71. To note receipt of funding contribution of £12,000 from Wakefield District Councillors for the installation of replacement play equipment at Low Ackworth Play Area</p>
<p>71.1: It was RESOLVED that the receipt of the £12,000 capital expenditure grant awarded from Ward 1 District Councillors have been NOTED as received.</p>
<p>72. 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>72.1: It was RESOLVED to move to the private section of the meeting on the below agenda items.</p>
<p>73. To receive an update on the quotation for Low Ackworth Play Area</p>
<p>73.1: Following on from the July Council meeting, the Clerk advised that the remaining left over CIL money from the installation of the exercise equipment on Dando Way was £6,487.42. It was AGREED that the remaining £5,085.58 would be financed by way of the allocated CIL money for Ackworth Quarries as this project remains unchanged.</p> <p>It was therefore RESOLVED that the full amount of £11,573 would be financed by way of CIL money.</p>
<p>74. To receive an update from our insurance provider relating to an historic claim regarding Low Ackworth play area</p>
<p>74.1: It was RESOLVED that the update provided that the claim had not been progressed by the claimant and therefore the case closed was RECEIVED. It was NOTED that the case could be re-opened for a period of up to 3 years by the Claimant.</p>
<p>75. To receive a banking and investment supplier analysis report and decide a course of action</p>
<p>75.1: The report had been previously circulated to Councillors as part of their meeting pack which included supplier comparison and analysis in relation to banking interest rates and varying investment strategies and return rates.</p> <p>It was RESOLVED that the Council's investments would REMAIN with CCLA Investments Ltd (Jupiter House) and that the banking would remain with HSBC now that a dual control sign-off had been implemented.</p>
<p>76. To review suppliers and planned layout for the Christmas Provision 2025 and decide a course of action</p>
<p>76.1: A report had been previously circulated to Councillors as part of their meeting pack containing information on current provision and options to lease or purchase items over a 3-5 year plan.</p>

The Clerk had explained that the current leased provision had come to the end of its shelf life after an 8 year period had had been recommended to be replaced.

Considering the current 24/25 budget of £7,500 the most cost-effective option presented would be to invest in the purchase of Christmas Light lamppost wraps to be displayed in set areas of the village. The wraps when not in use would remain in situ which would reduce future costs of installation and removal. Lamppost wraps do not require a lamppost load test creating a further saving.

It was therefore **RESOLVED** that the Christmas Provision for 2025 would be **UPGRADED** and the clerk was given instruction to administer the below;

- 3 x new power point installation to three lampposts around the village green
- 20 x multi-coloured wraps to be purchased and remain in situ when not in use
- 1 x replacement lease string lights for the village green trees
- 1 x large Christmas tree Wakefield Rd and lights
- 1 x Plunger and Light Switch On

It was **NOTED** that the Christmas Switch on event and event sundries are to be included within this budget.

It was **NOTED** that the Clerk would explore funding options on purchased lights.

It was **NOTED** that exploration of donations from local businesses would be reviewed.

It was **NOTED** that final costs, selection of the 20 lampposts for wrapping and communication method to the residents would be decided at the next Council meeting.

77. To receive an update regarding the ongoing Council van insurance claim

77.1: The Clerk advised that the claim was still ongoing, the insurance company and leasing company had provided settlement figures, and the progress was ongoing. Further update to follow.

It was **RESOLVED** that the update had been **RECEIVED**.

Time Closed: 21:16