



Mrs J Nolan
Clerk to the Council

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Minutes of the Annual Meeting of Ackworth Parish Council held at Ackworth Parish Community Centre, Bell Lane, Ackworth, on Monday 11th May 2026, commencing at 7:15pm

Attendance

Cllr Martin Roberts – Chair
Cllr Stephen Parker
Cllr Sean Richmond
Cllr Andy Sherratt
Cllr Amanda Cook
Cllr John Bell
Cllr Sarah Balfour
Cllr Sharon Maiden
Cllr Nathan Bland
Cllr Ian Moore

Clerk: J Nolan

4 members of the public. Questions asked did not relate to the agenda.

1. To elect a Chair for the forthcoming year 2026/27
<p>1.1 Two nominations were received. Cllr A Sherratt was proposed by Cllr Richmond and seconded by Cllr Parker. Cllr Roberts was proposed by Cllr Bland and seconded by Cllr Balfour.</p> <p>Voting was completed and Cllr Roberts was elected by majority vote.</p> <p>It was RESOLVED that Cllr Roberts was ELECTED to remain as Chair to Ackworth Parish Council for the forthcoming year 2026/27.</p>
2. Chair to sign Declaration of Acceptance of Office Form
<p>2.1 Cllr Roberts signed the declaration of acceptance of Office which was witnessed and signed by the Proper Officer to the Council Clerk J Nolan.</p> <p>It was RESOLVED that the declaration 'acceptance of office' had been SIGNED.</p>
3. To elect a Vice Chair of the Council for the year 2026/27
<p>3.1 Two nominations were received. Cllr Bell was proposed by Cllr Bland and seconded by Cllr Cook. 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>

It was **RESOLVED** that Cllr Bell was **ELECTED** to remain as Vice Chair to Ackworth Parish Council for the forthcoming year 2026/27.

4. Apologies

- 4.1 To receive apologies for absence given in advance of the meeting.
- 4.2 To consider the approval of reasons given for absence.

4.1 It was **RESOLVED** that the apologies were **RECEIVED** in respect of Cllrs S Sherratt & Hall.
4.2 It was **RESOLVED** that council had considered and **APPROVED** the reason given by Cllrs S Sherratt & Hall.

5. Declarations of Interests and Dispensations

- 5.1 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.
- 5.2 To receive, consider and decide upon any written applications for dispensation for disclosable pecuniary interest.
- 5.3 To grant any requests for dispensation as appropriate.

5.1 **NONE** to receive.

5.2 Two written applications for dispensation for disclosable pecuniary interest were **RECEIVED** in respect of Cllr S Maiden and Cllr J Bell prior to the meeting. The requests relating to Low Ackworth Community Centre Association. For this meeting the agenda items being 17 and 19. The Chair requested a vote be taken for approval by a show of hands by council members. It was **RESOLVED** that the requests were **APPROVED**.

5.3 It was **RESOLVED** that the written requests for dispensation for Cllr Maiden and Cllr Bell were **GRANTED**.

6. Committees, Subcommittees, Outside Bodies & Delegation Arrangements for Annual Review

- 6.1 To appoint any new Committees or propose changes to existing Committees and structure.
- 6.2 To review the Terms of Reference of Committees.
- 6.3 To review delegation arrangements to Committees, Subcommittees, staff and other local authorities.
- 6.4 To elect representatives to Parish Council Committees.
- 6.5 To elect the Chair and Vice Chair to existing Committees.
- 6.6 To appoint members as representatives to outside bodies and confirm arrangements for reporting back.

6.1 The Clerk proposed a change to the existing committee structure which was to:

- Reinststate Village Events and Communications Subcommittee to a Standing Committee
- Dissolve the Working Group Community Centres (Parent Committee Village Amenities)

To hold all scheduled meetings moving forward on a Monday night (exc Ad-hoc arrangements).

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

6.2 Terms of Reference for the following were **REVIEWED** and **APPROVED** with one edit on the Village Events & Communications committee to reflect the change to a standing committee.

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

- Environment, Road Safety & Planning Committee
- Review Panel Committee
- Village Events & Communications Committee

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

6.3 It was **RESOLVED** that the existing terms of reference delegations and Ackworth Parish Council's Scheme of Delegation were **REVIEWED** and **APPROVED** for the forthcoming year 2026/27.

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

Finance & General Purposes
Cllrs Roberts, Bell, Balfour, S Sherratt, Maiden, Bland

Personnel
Cllrs Roberts, Bell, Balfour, Maiden, Bland, Cook

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

Village Events and Communications
Cllrs A Sherratt, Roberts, Balfour, Maiden, Bland, Bell

6.4 It was **RESOLVED** that the following members were **ELECTED** to the following roles within each standing committees

Finance & General Purposes
Chair - Cllr Balfour
Vice Chair – Cllr Maiden

Personnel
Chair – Cllr Maiden
Vice Chair – Cllr Bland

Village Amenities
Chair - Cllr Bell
Vice Chair – Cllr Roberts

Environment, Road Safety & Planning
Chair – Cllr Roberts
Vice Chair – Cllr A Sherratt

Village Events and Communications
Chair – Cllr Roberts
Vice Chair – Cllr A Sherratt

6.5 It was **RESOLVED** that the following Councillors were appointed members as representatives to the following outside bodies.

PACT	Ackworth Heritage	Ackworth United Charities	Pontefract & District Almshouses	WMDC Liaison Group
Andy Sherratt	Andy Sherratt	Andy Sherratt	Suzy Sherratt	Chair
John Bell	Suzy Sherratt	Suzy Sherratt		Clerk

YLCA	Yorkshire Coalmining Museum	LACA	Library	Ackworth Sports Club
Martin Roberts	John Bell	John Bell	John Bell	Sharon Maiden
John Bell		Sharon Maiden		Ian Moore
				Stephen Parker
				Nathan Bland

7. Policies for Annual Review

7.1 To review and adopt Ackworth Parish Council's Standing Orders for the forthcoming year 2026/27.

7.2 To review and adopt Ackworth Parish Council's Financial Regulations for the forthcoming year 2026/27.

7.3 To review and adopt Ackworth Parish Council's Complaints Policy & Procedure for the forthcoming year 2026/27.

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 on dealing with the press/media.

7.6 To consider an annual review of the Council's employment policies and procedures and decide a course of action.

7.1 It was **RESOLVED** that the existing Ackworth Parish Council's Standing Orders were **APPROVED** for the forthcoming year 2026/27.

7.2 It was **RESOLVED** that the existing Ackworth Parish Council's Financial Regulations were **APPROVED** for the forthcoming year 2026/27.

7.3 It was **RESOLVED** that the existing Ackworth Parish Council's Complaints Policy & Procedure was **APPROVED** for the forthcoming year 2026/27.

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 was **APPROVED** for the forthcoming year 2026/27.

7.5 It was **RESOLVED** that the existing Ackworth Parish Council's Press & Media Policy was **APPROVED** for the forthcoming year 2026/27.

8. General Items for Annual Review

8.1 To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

8.2 To review arrangements with other local authorities, not-for-profit bodies and businesses.

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

8.4 To complete a review of inventory of land and other assets including buildings and office equipment, disposals for 2025/26 and consider setting a consumable limit for 2026/27.

8.5 To review the Council's expenditure allowance incurred under s.137 of the Local Government Act 1972 for 2026/27

8.1 It was **RESOLVED** that the dates, time and place of ordinary meetings were **APPROVED** (Available on the Ackworth Parish Council website <https://www.ackworthparishcouncil.gov.uk.>)

8.2 It was **RESOLVED** that arrangements had been **REVIEWED**.

8.3 It was **RESOLVED** that all subscriptions were **REVIEWED** and **APPROVED**.

8.4 It was **RESOLVED** that the asset register which lists all itemised inventory and disposals for last financial year 25/26 was **REVIEWED and APPROVED**.

Last Reviewed:	31/03/2025
AGAR Submission:	£ 1,395,800.18

Year End - Closing Assets:	31/03/2026
Disposal Total:	£ 26,364.00
Newly Added Total:	£ 37,308.46
Variance Declared:	£ 10,944.46
New Declaration:	£ 1,406,744.64

It was **AGREED** that no consumable limit would be set and all asset items would be itemised on the asset register at the Clerk's discretion.

8.5 It was **RESOLVED** that the Council's expenditure allowance incurred under s.137 of the Local Government Act 1972 for 2026/27 had been **REVIEWED**.

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 **NONE** to receive.

9.2 Cllr A Sherratt provided a verbal update on Police and Communities Together (PACT)

- Topics discussed included Speeding on Doncaster Road, Parking issues at Mill Dam and an increase in burglaries.

Cllr Maiden provided a verbal update on Low Ackworth Community Association (LACA)

- Topics discussed included lease updates, old / new building future plans and upcoming events.

It was **NOTED** that the WMDC Town & Parish Liaison Group Minutes had previously been circulated to all Cllrs.

10. To consider for approval of the minutes of the Parish Council Meeting held on the 9th March 2026, as a true and correct record.

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

11. To consider for approval the retention of the February 26 and March 26 audio recordings.

11.1 It was **RESOLVED** to **APPROVE** to keep the recordings on file until the next meeting of the Parish Council in June.

12. To receive applications for the Exclusive Rights of Burial.

12.1 It was **RESOLVED** that the burial rights had been **RECEIVED** for plot RC4, K30, RC5, K31.

13. Financial Matters

13.1 To receive and consider for approval the accounts including bank statements to the end of March 2026.

13.2 To receive and consider for approval payments to be made and Petty Cash account to 11th May 2026.

13.3 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.

13.1: It was **RESOLVED** that the accounts to the end of March 2026 were **APPROVED**.

13.2: It was **RESOLVED** that the list of payments to be made and petty cash account up until 11th May 2026 were **APPROVED**.

13.3: It was **RESOLVED** that the organisation list for free of charge annual hire of Parish Council facilities had been **REVIEWED** and **APPROVED**.

14. Committee Meeting Minutes

14.1 To receive the minutes of the Village Events & Communications Subcommittee meeting held on 14th April 2026 and to note the meeting was not quorate.

14.2 To receive the minutes of the Village Amenities Committee meeting held on 27th April 2026 and approve the recommendations within them.

14.3 To receive the minutes of the Finance and General Purposes Committee meeting held on 27th April 2026 and to note the meeting was not quorate.

14.4 To receive the minutes of the Environment, Road Safety & Planning Committee meeting held on 27th April 2026 and approve the recommendations within them.

14.1: It was **NOTED** that the Village Events & Communications Subcommittee meeting held on 14th April 2026 was not quorate.

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

14.3: It was **NOTED** that the Finance and General Purposes Committee meeting held on 27th April 2026 was not quorate.

14.4: The minutes had previously been circulated to all Cllrs. It was **RESOLVED** that the Environment, Road Safety & Planning Committee meeting minutes were **APPROVED**.

15. Items brought forward from the inquorate F&GP Committee Meeting on the 27th April 2026

15.1 To receive a renewal van insurance quote and make recommendation to Council.

15.2 To receive an IT Cyber report from our appointed supplier and consider recommendations to Council

15.3 To receive a draft Risk Management Policy for review to adopt and consider recommendation to Council.

15.4 To receive a draft CCTV Policy for review to adopt and consider recommendation to Council.

15.5 To note an increase in charge to the appointed Grounds Maintenance contract with Wakefield District Council due to an administrative error.

15.1 It was **RESOLVED** that the renewal quote with MS Amlin through AJ Gallagher was **APPROVED**, the annual renewal is £2,962.29. It was **NOTED** the increase from the previous year was due to the Total Loss in 2025.

15.2 It was **RESOLVED** that the report was **RECEIVED**. The Clerk was instructed by Council to action all free of charge preventative security measures recommended by Pro-Logic the current IT provider and to put together a further proposal for review by F&GP committee of any recommendations at cost.

15.3 It was **RESOLVED** that the newer NALC Risk policy would be adopted replacing the current Risk Scheme.

15.4 It was **RESOLVED** that the presented draft CCTV policy was adopted replacing the existing APC CCTV policy.

15.5 It was **RESOLVED** that the price increase due to a WMDC administrative error was **NOTED** as **APPROVED**.

16. To receive an update on the appointed hanging basket supplier and decide a course of action.

16.1 The clerk advised that the newly appointed hanging basket supplier had advised that after further review they were unable to provide the service offered. The Clerk advised that multiple suppliers had been contacted however none could commit to both supply and maintenance/watering of the baskets.

It was **RESOLVED** that the Clerk was given delegated authority within the budget set to act on the Council's behalf, to appoint a supplier if one could be found, to install hanging baskets/planters in 2026 on the Bell Lane Community Centre building and the Cemetery and any other areas possible.

17. To receive a new activity Risk Assessment in line with this Parish Council's Financial Regulations relating to a prospective legal sub-lease between Ackworth Parish Council and Low Ackworth Community Association regarding Townend/Low Ackworth Playing Field and consider approval.

17.1 Under Standing Order (1p) Cllr Parker called a Point of Order, these were stated as

- 1)Ackworth Parish Council Financial Regulations - Breach 5.1
- 2)The 'Sub-Lease' Fallacy – That a lease is not required to demolish or apply for planning permission
- 3)Legally Premature – WMDC internal process, requirements under section 123(2A)
- 4)No Cabinet Discussion – WMDC internal process

Cllr Parker requested a procedural motion under standing order 10aiii to defer consideration of a motion.

Cllr Parker made a further request under standing order 3r for a recorded vote without debate.

It was **NOTED** that the Chair took time to review the points of order raised in consultation with the Clerk. The Clerk provided Counsel that no breach had been committed.

The Chair addressed the points of order raised by Cllr Parker before Council, under standing order 1q and determined that the agenda item did not relate to financial regulation 5.1 or the internal process of WMDC and that a sub-lease fallacy was not present in the risk assessment. It was confirmed by the Chair that the points of order raised would not be upheld on this basis.

The procedural motion requested by Cllr Parker to defer the agenda item (10aiii) was not accepted under standing order 1d.

The Chair confirmed that the request by Cllr Parker for a recorded vote would be upheld on the agenda item.

It was **NOTED** that this agenda item was to assess the risk of a legal sub-lease only and not the execution of a drafted legal sub-lease.

The Chair re-opened the debate to all Councillors.

Cllr Bell raised a typo to change 'full' to 'fall' on the presented document which was accepted by the Clerk.

It was **RESOLVED** that in line with Financial Regulation 2.3 that a new activity risk assessment had been **RECEIVED**, the risk assessment was **APPROVED** in principle subject to the condition that Low Ackworth Community Association provided confirmation on the application of points 5.1 and 5.3 of their constitution to ensure adhered to and address a perceived breach raised by Cllr A Sherratt.

Recorded Vote Outcome:

FOR: Cllrs Parker, A Sherratt, Cook, Bell, Balfour, Maiden, Bland, Moore & Roberts

AGAINST: Cllr Richmond

18. 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

18.1 It was **RESOLVED** to move to the private section of the meeting.

19. (Subject to the outcome of agenda item 17) To receive solicitor quotations relating to a prospective legal sub-lease between Ackworth Parish Council and Low Ackworth Community Association regarding Townend/Low Ackworth Playing Field and consider approval.

19.1 In line with agenda item 17's Council approval.

It was **RESOLVED** that the Wellers Law quotation was **APPROVED** at a cost of £1500 exc VAT to draft a prospective legal sub-lease between Ackworth Parish Council and Low Ackworth Community Association regarding Townend/Low Ackworth Playing Field

It was **NOTED** that this council resolution would not be actioned by the Clerk until the official executed and sealed head lease is returned from Wakefield Metropolitan District Council.

20. To receive quotations for consideration of a Legionella risk assessment for all sites excluding Ackworth Quarries and consider for approval.

20.1 It was **RESOLVED** that Worknest were **APPROVED** as the supplier to complete a Legionella risk assessment for all sites excluding Ackworth Quarries at a cost of £1890 exc VAT.

21. To receive quotations for consideration of a replacement front door on Ackworth Quarries Community Centre and decide a course of action.

21.1 The Clerk provided a verbal update relating to the requirement of a replacement front door on Ackworth Quarries Community Centre for Council consideration.

It was **RESOLVED** that S&K Glazing were **APPROVED** as the supplier to replace the front door on Ackworth Quarries Community Centre at a cost of £4,200.

Time Closed: 21:22