# **WEST BRETTON PARISH COUNCIL**

## Minutes of the Annual Meeting of the Parish Council

## held at 7.00 pm on Monday 12 May 2025

## in West Bretton Village Hall

###### **Present**: In attendance:

###### Cllr R Liley Mrs S Earnshaw, Clerk

###### Cllr D Spaul Members of the Public: 0

###### Cllr L Watson D/Cllr A Nicholls – left 8pm

###### D/Cllr S Harvey (arrived 7.29pm)

**2505/01 Election of Chairman**

### It was proposed by Cllr Spaul, seconded by Cllr Watson and resolved that Cllr Liley be Chairman for the 2025/26 municipal year. Councillor Liley signed the Acceptance of Office, countersigned by the Proper Officer.

**2505/02 Election of Vice Chairman**

### It was proposed by Cllr Liley, seconded by Cllr Spaul and resolved that Cllr Liley be Vice Chairman for the 2025/26 municipal year. Councillor Liley signed the Acceptance of Office, countersigned by the Proper Officer.

**2505/03 Welcome**Cllr Liley welcomed everyone to the meeting.

**2505/04 Non-attendance of Councillors**

Cllr Shaw and Cllr Wriglesworth had sent apologies and the reasons were accepted.

**2505/05 Public Admissions to Meetings Act (1960)**.   
There were no items of a confidential nature which required the exclusion of members of the public and press from any item on the agenda which may be of a confidential nature of the business being transacted.

**2505/06 Declarations of Interest**There were no declarations of Pecuniary or Non-Pecuniary Interests from Members in respect to any items on the agenda. Members signed the register.

**2505/07 Ordinary vacancies on the Parish Council**  
Clerk reported there has been no interest to date to fill the two vacancies.

**2505/08 To approve** as an accurate record **the minutes of the Parish Council Meeting held on 14 April 2025**It was proposed by Cllr Spaul, seconded by Cllr Watson and **resolved** that the minutes of the meeting held on 14 April 2025 be agreed as an accurate record.

**2505/09 Question Time**

None.

**2505/12 District Councillor reports**Cllr Nicholls reported:

* Investigating opportunities for surgery times within the Rural Ward.
* Attended a Green Spaces Forum
* Full Council and AGM of the District Council this week

Q: can you explain why public comments have been removed on the Planning Portal?  
A: Others have also brought this to my attention and I will provide the email sent to me to the Clerk to share with the Parish Council.

D/Cllr Harvey reported:

* Will be distributing leaflets to the Rural Ward
* Planning portal – working with Rural Ward District Councillors to reinstate “comments” on portal

**2505/10 Yorkshire Sculpture Park**

No updates available.

**2505/11 Bretton Hall**

No updates available.

**2505/13 Police Matters**   
a) the Safe Scheme report for April was noted.  
  
b) it was agreed that the work would continue as previous months.  
  
During a recent meeting between Councillors with PC Firth, the following issues were discussed:   
  
- Issues relating to the woodlands surrounding Green Lane  
- issues relating to Top Lane and the possibility of placing a bin for dog waste  
- Littering/fly tipping in the Parish  
- crime and road traffic collisions in the Parish  
- the increased use of off road bikes in farmers’ fields in the Parish  
  
Cllr Liley reported he had received video of Quad bikes on Weds evening and these would be made available for the Police.

**2505/14 Highways and other matters**

1. Cllr Liley updated members on the progress of the traffic campaign, reporting that he will continue to contact WMDC for updates as there had been no updates since 7 April, when he was informed that Mr S Galey had left and a replacement would not be in place until the Autumn. Mr Anthony Finney was tasked to provide an update of the timetable but there have been no further updates. District Councillors agreed to assist in gaining responses.
2. Speed Indicator Device (Smiley SID)   
   Cllr Liley updated on his investigations carried out on behalf of the Parish Council when he was asked to source up to 3 quotes, if possible, for suitable “Smiley SIDs” and liaise with the Clerk to bring to the next meeting.  
     
   *Standing Orders were suspended at 7.32pm to hold the Annual Meeting of the Parish.*  
   Cllr Liley read his “Annual Report to the Parish for 2024/25” to those present. Members thanked him for his work during the year.  
     
   *Standing Orders were reinstated at 7.45pm*
3. The Clerk was asked to report to the District Council that the VMS on Huddersfield Road, although working again, was no longer showing the “school” sign at the agreed timings in the morning and afternoon.

**2505/15 Village Institute** – to receive a report from the Management Committee  
Cllr Spaul reported:

* The Committee room/hallways and toilets all decorated
* Still in the process of installing broadband
* 23 May – Quiz Night
* 18 May - Coffee morning and litterpicking
* 18 July - BBQ
* 18 October - Live music
* AGM – more volunteers are needed

**2505/16 West Bretton J&I School**Cllr Spaul – nothing to report.

**2505/17 Planning Applications received/approved for the period  
  
a) PLANNING DECISIONS**25/00072/FUL – 38 Park Lane, Bretton  
Installation of 3no conservation Velux roof lights on North East elevation. Application refused.

**b) VALIDATED PLANNING APPLICATIONS**None

**2505/16 Parish Plan**a) It was proposed by Cllr Spaul, seconded by Cllr Watson and **resolved** to accept the Parish Plan as a “living document” which will be updated regularly as items identified in the Plan are actioned, with the following amendments being made:

* Remove “every 3 years for …”
* Add the Date and version number in footer
* Add cricket club and bowling club to “grants”

b) “Bretton in Bloom”  
It was agreed that there would be no charge for new or replacement plaques this year.

**2505/17 Finance**a) It was proposed by Cllr Spaul, seconded by Cllr Liley, and resolved to receive the bank statements, budget monitor, and bank reconciliation for April, and to authorise the payments listed on the accounts payable. No payments had been made between meetings under delegated authority.  
  
Payments to be made via bank transfer and authorised by any two of Cllr Liley, Cllr Spaul, Cllr Wriglesworth and Cllr Shaw:

Mrs S Earnshaw Salary (May) inc in lieu of office £138.10

HMRC Tax period 1 £30.40

Mrs S Earnshaw Reimburse HP Instant Ink invoice £5.49

Unity Trust Bank Service Charge £6.00

Vision ICT Annual email hosting charge £144.00  
Clare Smith Internal Audit Internal Audit 2024/25 £65.00  
YLCA Membership 2025/26 £233.00

Income received:

Wakefield MDC Precept 2025/26 £7,500.00  
  
b) The content of the Internal Audit report for 2024/25 was noted with no actions recommended.  
  
c) Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for the financial year 2024/25  
It was **resolved** that this be approved and was duly signed by the Chairman and RFO

d) Section 2 – Accounting Statement 2024/25  
It was **resolved** that this be approved and was duly signed by the Chairman and RFO

e) Certificate of Exemption  
It was **resolved** that this be approved and was duly signed by the Chairman and RFO. The Certificate of Exemption will now be submitted to the External Auditor, PKF Littlejohn.

f) It was **agreed** that the Notice of Public Rights would be between 3 June 2025 to 14 July 2025 and that the Notice, dated 2 June 2025, will be placed on the noticeboard at the Village Hall and on the website on that date.

g) It proposed by Cllr Watson, seconded by Cllr Spaul and **resolved** to appoint Clare Smith, Internal Auditor, for the financial year 2025/26.

1. Three insurance quotes had been received for consideration:  
     
   Quote 1: £436.68  
   Quote 2: £877.56  
   Quote 3: £917.93 (or 3-year agreement £899.49 per year)  
     
   It was proposed by Cllr Liley, seconded by Cllr Watson and **resolved** that Quote 1 be accepted.

**2505/18 Clerk’s Report**

1. There were no updates arising from the minutes not included on the agenda.
2. To receive Correspondence and consider appropriate action or responses  
   Wakefield Council Planning lists

Unity Trust Bank Monthly statements

YLCA Fortnightly training bulletins/White Rose updates/training opportunities  
WB Cricket Club Thanks for grant  
WB Church Thanks for grant  
Plantscape Christmas Solar trees  
\*Flood damage & Flood Prevention – request for adding link to PC website  
  
\* The Parish Council did not approve the addition of a link to the website

**2505/19 Matters of an urgent nature (for information only)**or **items for inclusion on the agenda of the next meeting (Monday 09 June 2025)**

Meeting closed at 8.28 pm

For the agenda of the September meeting: Review website