

# Dalton Parish Council

## Minutes of the Ordinary Meeting of Dalton Parish Council at 6.30pm 12<sup>th</sup> October 2023 held at Dalton Parish Hall

Members: Cllrs K Oxley, D Pickering, S Pickering, P Botham, J Workman, P Stringwell

In Attendance: J Holsey (Clerk), R Chico (Clerk), Representative from sports provision during public session only

**The meeting commenced at 7:05pm due to over-run of Sunnyside Trustee Meeting**

**6304 To receive apologies for absence given in advance of the meeting**

R Fox, C Malia

**6305 To consider the approval of reasons given for absence**

**Resolved: Reasons given for absence were approved**

**6306 To note any declarations of interest on items to be discussed at this meeting**

None

**6307 To approve the minutes of the Council meeting held on 21<sup>st</sup> September 2023**

**Resolved: The minutes were accepted as a true record**

**6308 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))**

None

**6309 To note any issues from members of the public in attendance**

Representative from sports provider in attendance who gave an overview of the provision that has been supplied, thanks to the Parish Council and Clerks for their effort in providing a smooth provision. An overview was given for future options which can be discussed by Council at budget setting.

**6310 To consider any community matters from Councillors**

None

**6311 To receive and consider Councillor Resignation**

**Resolved : Councillor resignation, that was read out at the meeting, accepted. Card of thanks to be sent for their services to the council.**

**6312 To receive a verbal Clerk update regarding matters from previous meetings**

**6312.1 Update on Sunnyside Caretaking**

Update given that the caretakers remain as current with the addition of a relief caretaker on a contract basis.



# Dalton Parish Council

6313

To consider financial matters including: -

**6313.1 The authorisation of payment of accounts since the last meeting (distributed at the meeting)**

**Resolved : The below payments of accounts were approved: -**

DD /BACS	Transaction Detail	Date Paid	Total	Payee Name
DD	Pension Fee	01/10/2023	£18.00	Smart Pension
DD	Mobile Phone	08/10/2023	£13.22	EE and T.Mobile
DD	Pension	12/10/2023	£819.23	Smart Pension
DD	Pension	19/10/2023	£2,111.70	SYPA
DD	Mobile Phone	20/10/2023	£82.33	O2
DD	Acc Charge	22/10/2023	£8.00	HSBC
DD	Photocopying	28/10/2023	£43.86	CPS
DD	Phones & Broadband	28/10/2023	£136.83	XLN Telecom
DD	Bank Charges	29/09/2023	£0.30	Unity Trust
BACS	PAT Testing	26/10/2023	£98.40	Pat Man
	Seated Ex & Holiday			
BACS	Clubs	26/10/2023	£1,320.00	Activ Regen
BACS	Brecks Lane All Lease	26/10/2023	£190.00	RMBC
BACS	Herris Fencing	26/10/2023	£139.20	Turner Hire & Sales
BACS	External Audit Fee	26/10/2023	£756.00	PKF
DD	Website Monthly Fee	14/09/2023	£11.99	Hugo Fox
BACS	Annual Insurance	26/10/2023	£3,078.13	Zurich
DD	Website Monthly Fee	26/10/2023	£11.99	Hugo Fox
BACS	Memo of Fees 117231	26/10/2023	£57.60	R Ogle
BACS	PAYE	26/10/2023	£1,076.41	HMRC
BACS	Salaries	26/10/2023	£3,976.94	Various
BACS	Expenses	26/10/2023	£55.99	J Holsey
BACS	Expenses	26/10/2023	£71.16	R Chico
BACS	Relief Caretaker	26/10/2023	£154.96	B Watts

**6313.2 To receive and agree bank reconciliation to August 2023**

**Resolved : The bank reconciliation was received and approved to August 2023**

**6313.3 To confirm Clerk agreed additional hours to date**

**Resolved : 7 additional hours agreed to be paid**

**6313.4 To receive external audit report and certificate (section 3 of the AGAR Form 3) To note date of announcement and publication on the website and noticeboard of the Notice of Conclusion of Audit, which details the rights of inspection along with certified AGAR (Sections 1, 2 & 3) as 26th September 2023 (in line with statutory requirements) and agree length of publication of the Notice of Conclusion of Audit.**

# Dalton Parish Council

**Resolved :** External audit report received and accepted, dates for the notice board notice to be 14 days.

6313.5 To note Sections 1, 2 and 3 of the published AGAR are to be available for public access for a period of 5 years from the date of publication

**Resolved :** Noted that Sections 1, 2 and 3 of the published AGAR are to be available for public access for a period of 5 years from the date of publication

6314 To consider any general correspondence and publications including:-

6314.1 To receive a summary and agree any actions for play inspections reports

**Resolved :** Swing at Magna Lane park vandalised. Price obtained to be built into the budget for the next financial year. Post to be put on facebook with regard to the damage.

6314.2 To note Public spaces protection order consultation as emailed 4<sup>th</sup> Oct 2023

Noted

6315 To consider and agree actions with regard to Dalton Parish Council email addresses and costings

An explanation was given of the need for set official formats for the Clerks email addresses and also the requirements for Councillors to have parish council email addresses. Two prices were given at the meeting, however the second price the domain to be used was not clear. Item to be brought to the next meeting for a decision.

6316 To discuss actions for fencing at Sunnyside allotments

Three prices obtained for fencing.

**Resolved :** To proceed with supplier at a cost of £8800.

6317 To review Dalton Parish Council Tree Policy

**Resolved :** Dalton Parish Council Tree Policy reviewed and agreed.

6318 To consider and agree actions for Fire Risk Assessment for Dalton Parish Hall

**Resolved :** To purchase wind up torches to be kept behind the bar. Alter the hire agreement to request user groups have a torch available during their sessions and looking at having a PEPlan. Fire training to take place annually

6319 To receive an update on gala plans for 8<sup>th</sup> June 2024

**Resolved :** Budget set of £12000 – 1 abstention

6320 To consider planning matters including new planning applications in Dalton  
6320.1 Planning: - 38– 40 (List 40 items to be emailed to councillors prior to the meeting)

The below items were noted: -



# Dalton Parish Council

RB2023/1247 - 48 Oldgate Lane Thrybergh - Formation of vehicle access and removal of boundary wall and hedging to front

6321 To notify the Parish Clerk for any matters for inclusion on a future agenda

None

6322 To note dates of future committee meetings, events, and the next Parish Council

**Parish Council – 6:30pm**

16<sup>th</sup> Nov 2023

**Other Meetings / Events**

Dalton Parish Council Community Café held on the above dates at 9.00am – 1230 at Dalton Parish Hall

Friday 8<sup>th</sup> December - Dalton Christmas Lunch

Monday 11<sup>th</sup> December - Sunnyside Christmas Lunch

Gala 8<sup>th</sup> June 2024 – Sunnyside Top Field

**Finance Meeting – 6:30pm**

4<sup>th</sup> Jan 2024

**Sunnyside Charity Meeting – 6pm**

18<sup>th</sup> January 2024

**Sunnyside Meeting – 6:30pm**

7<sup>th</sup> December 2023

The meeting was closed at 20:05pm

Chairman.....



Date 16<sup>th</sup> November 2023