

RYHILL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 14th January 2025

Present:

Councillors	B Burnage (Chairing), G Booth, A Atherton, R Caley L Booth, T Staves, A Morley, and K Fretwell
Clerk	C Greaves
District Councillors	F Heptinstall and U Ali

MINUTES

2425 143 **Apologies for absence**

Cllr C Bashforth and DCllr M Cummings sent their apologies.

2425 144 **Declarations of interest**

Cllrs G Booth, L Booth and B Burnage in respect of the Caretaker.

Cllrs A Morley, K Fretwell, L Booth and T Staves for Rycroft Leisure.

2425 145 **To approve the minutes of the council meetings held on the 12th November 2024 and the 10th December 2024**

Approved.

2425 146 **Matters arising (for information only)**

(1) **Insurance review and new 3 year policy is with Zurich**

Noted – Initial cost is £912.89 and the insurer is to be reviewed in Sept 2027.

(2) **Mower replacement**

Noted – due for delivery.

(3) **Xmas provision feedback**

Noted – The wind was an issue, and better solar lights are needed for the trees.

(4) **Works to Tree as Sunny Bank**

Noted – the work has been completed and feedback is that there are no issues.

2425 147 **To receive items of correspondence**

(1) **Arriva bus service reductions from 5th January 2025**

Noted – there is no improvement expected in the short term.

(2) **Wakefield “WalkSafe+” phone app www.walksafe.io**

Noted.

CGB

(3) WYCA survey for its 2025 Climate and Environment Plan

<https://online1.snapsurveys.com/cep>

Noted.

(4) Report from Rycroft Leisure on works and insurance valuation

Noted – due to the age of the building an ongoing programme of works is now needed to keep it in good condition.

2425 148 District Councillor's comments (for information only)

DCllr F Heptinstall reported that Wakefield highways had placed the Church Lane crossroads into their "top 10" of action locations due to the number and severity of accidents. They are considering Vehicle Activated Signs (VAS), traffic lights and junction realignment. Work is expected in 2026. She also passed on information from DCllr M Cummings that a Dog poo stencil markings were being put on Chapel Street and Sunny Bank and that there was a utility repair near 71 Mill Lane.

DCllr U Ali reported that he had chased WYCA about the bus issues and that the Arriva Chief Executive had resigned. He also spoke about the planning application for access at Westfield Farm 24/01027/FUL on which he had worked with residents to oppose any permission. A resident informed the meeting that someone else owned a strip of land at the head of the cul-de-sac and had not given permission for any access over it.

2425 149 WY Police – Safe Scheme update

Noted - the Chair has shared the update with members and a summary is on the website.

2425 150 Planters

Noted – the planters have been delayed by the poor weather but are expected soon.

2425 151 Access to wellhead and maintenance of St James hermitage

Approved – the report from the Wakefield Council conservation officer was shared with members and stated that only minor repair work to the roof and one wall was needed. In line with their recommendations, approval was given to appoint a local stonemason to undertake the repair work.

2425 152 Planning concerns over an access track 24/01027/FUL

Approved – on considering the issues and concerns raised by residents and District Councillors, along with existence of alternative accesses for non-commercial vehicles, the council voted to submit a letter of objection asking that the application be refused.

It was noted that whilst the applicant was prepared to accept conditions over use, these conditions would then negate the argument that the applicant has put forward to justify the need for the new access.

2425 153 Monitoring of 24/25 Budget against actuals to date

Noted – VAT recharge income was much lower than originally projected as VAT related spend was significantly lower than previous years. Significant underspends were in Planters & Baskets - due to the move away from hanging baskets and the cost of new brackets.

CAB

- 2425 154 Budget for 25/26 – current Band D precept is £67.06pa which would raise £53,111**
Approved – the draft budget was approved in full and will result in no change to the amount of precept paid by residents.
- 2425 155 Rycroft Leisure reports**
Noted – meeting attendance has been a low, and maintenance and safety works are key areas of concern. The committee have decided not to look at EV charging but there are plans to replace the aluminium guttering to the complex. The 3G lights are operating and the centre would also like to get light weight tables.
- The adapted bikes, majorettes, karate, kick-boxing, and wrestling sessions are very popular, as are the young at heart sessions and the youth work programmes. The connecting communities work has 12 weeks funding remaining, the mobile youth van has a year of funding in hand, and the Future sessions have 3 years of funding. The centre has been part of a promotional video to encourage youth work.
- 2425 156 Allotment Management**
- (1) Surrender of plot and return of keys**
Approved – the allotment tenant who had not improved their plot has not replied to the council, nor have they left the allotments. The council agreed to send a further letter asking the tenant to get in touch as there was now a waiting list.
- (2) Water charges for 2025 at Cemetery Road**
Approved – the Cemetery Road water costs for 24/25 of £12.83 per plot would be added to the allotment rents for 25/26.
- 2425 157 Policy review following the YLCA training event.**
Approved – the council approved the report submitted by the Clerk.
- The Clerk will present a timetable of actions and the first area of review will be “Declarations of interest, DPI returns and dispensations”.
- 2425 158 Reserves account**
- (1) 45 Day Notice Deposit account with Hinckley & Rugby Building Society**
Approved – the council approved the standard resolution required to open the account. The Clerk will now proceed to open the account and make an initial transfer of funds.
- (2) Authorised signatories for the account**
Approved – the Clerk, Cllr C Bashforth, Cllr K Fretwell and Cllr L Booth would be signatories on the new account.
- 2425 159 Account Payment authorisations (see monthly list)**
Approved.

2425 160 Items for the next agenda

Declarations of interest, DPI returns and dispensations, Precept & Budget, St James' hermitage, Planning concern, Planters, Allotments, Policy review and Reserves banking.

2425 161 Date, Time and Venue for the next meeting of the Council (11/02/25)

6pm at St Paul's Methodist Church, Chapel Street, Ryhill on Tuesday 11th February 2025.

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council



Signed as a true record

11/02/25

Date

RYHILL PARISH COUNCIL

Account payments for 14th January 2025

Payee	Description	Date	Amount £	VAT	A/C	Approver	Submitter	
Unity Trust Bank	Account Service Charge	14/01/25	6.00		UT			Auto
Wel Medical	Defib Pads	14/01/25	74.28	12.38	UT	C Bashforth	C Greaves	
Charles Greaves	Clerk Salary & Expenses	14/01/25	528.79		UT	C Bashforth	C Greaves	
WYPF	Pension	14/01/25	144.51		UT	C Bashforth	C Greaves	
HMRC PAYE	Income Tax	14/01/25	124.80		UT	C Bashforth	C Greaves	
John Hope	Caretaker work	14/01/25	90.00		UT	C Bashforth	C Greaves	
Wakefield Council	Station rent	14/01/25	150.00		UT	C Bashforth	C Greaves	

CD Bm

RYHILL PARISH COUNCIL

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Sarah Edson
Planning
Wakefield Council

16th January 2025

Dear Sarah,

OBJECTION - Planning Application 24/01027/FUL

Ryhill Parish Council wishes to register its objection to this application and asks that Wakefield Council refuse the application on the following grounds:

The applicant already has multiple access points onto the land and they have not clearly explained the need for an additional access point that is consistent with the facts presented, and the concerns that have been raised.

The parish council shares the concerns of the Highways Officer and of the residents of Willowgarth Close about the size and volume of the increased traffic that would pass through this residential cul-de-sac if the application is approved. There are particular concerns in respect to the safety of children playing and crossing the road, as well as to the impact that the additional traffic would have on residential amenity and on the current parking arrangements.

The parish council notes that the applicant is considering agreeing to conditions that would restrict agricultural use. However, no detail has been provided and only restricting agricultural vehicles does not address whether commercial, trade or plant vehicles could use the access. If the condition does not cover these vehicles as well then would not address all of the highways safety issues that have been raised.

If the condition does limit vehicles to domestic vehicles under 3.5T in weight, this would address the issues, however as the applicant already has access from Felkirk Drive that is adequate for this type of traffic there would be no need for an additional access point and they would be able to use the one that they already have in this location.

CMB

Google maps 2009 shows a fence across the end of Willowgarth Close with a grass verge between the fence and the kerb of the highway. Ryhill Parish Council understand that this verge is owned by a third party who has not consented to the proposed use, nor have they been served with the proper documentation to inform them in advance of the application.

For these reasons we ask that the application is rejected, however if you decide to allow the application subject to conditions over use, would you please provide us with the detailed wording of the condition prior to approval so we may comment further.

Yours faithfully

C R Greaves

Charles Greaves
Clerk / RFO
Ryhill Parish Council



LAB



End

CSB

RYHILL PARISH COUNCIL

Report on actions to be taken following the YLCA Whole Council Training event.

(1) Must v May

Whilst the council must cover all of the required tasks to the required standard, it is already doing this as is reflected in our audit reviews. Further work is optional and needs to consider that the resources of the council are limited, and that doing additional work in one area may negatively impact on ensuring we meet the required standard in another.

(2) Best practice and scale of activity

Best practice often takes you beyond what is required, and it changes from time to time and by organisation - so it needs to be balanced with the costs of doing additional work, and the benefits that come from it. The staffing and financial resources of the council are limited and the choice of using the time and money for other activity must be considered. For some tasks, whilst there would be additional cost, there may be very little benefit to residents from this additional work. Where this is the case, it would not be productive to go beyond what is required.

(3) Declarations, DPIs and Disclosable Interests

Whilst Interests are reported to Wakefield Council at election, they need to be kept up to date and there is plenty of scope for errors and omissions. The requirement is a legal one and the consequences for breaching them are severe, so it is essential that all councillors have complete confidence that the appropriate disclosures have been made, and that councillors are clear on what they need to declare, when, and what effect it has on attending, speaking and voting.

(4) Business Continuity Planning

The key risk to the council is the loss of the Clerk / RFO, however the council demonstrated its robustness in this regard during the clerking gap of 2023/24. Whilst there were issues with the audit these actually started before that period of time. It would help to formalise some roles and procedures as well as to ensure that there is full access to all passwords, systems and policies and whilst work has started on this it needs to be brought together into a formal policy.

(5) Financial monitoring and controls

The council has already made significant progress in this regard with the appointment of a Finance Councillor (Cllr Fretwell) and the move to authorise/approve payments, but a regular programme of reporting and sample checking is needed.

(6) Committees, Working Groups and terms of reference

There are different ways of organising the council, with different time commitments from both the clerk and councillors, different decision-making and financial controls, and risks of variance in how decisions are made, and in the focus of the council's work. There is a balance to be struck between speed, resources, inclusion, formalities and accountability - no one approach suits all.

(7) Planning Applications

Currently the council considers planning applications by exception. The council needs to consider the merits and impact of considering them all at every meeting, or not considering any ever, or creating a coherent policy that looks at applications by exception – whether by referral, demand or by criteria. The council does not determine applications, and that any comments made carry the same weight as those made by a member of the public. It is essential that the council does not confuse residents over who determines applications, and who they need to make submissions to in order to ensure that their views are fully considered in the planning process.

(8) Implementation plan

The council already has a busy schedule of essential tasks that are require to be completed and that already fill the forward plan for agendas. Without significant additional staff time and additional meetings, the best way to make progress would be to prioritise the areas for action and to then bring them one at a time, at each meeting over the coming months, until they are all completed. This will offer lots of opportunity to properly consider the issues and options, without overwhelming the clerk or councillors.

(9) Next steps for approval

If the council is happy to do so, the Clerk will draw up an agenda schedule for the coming months based on the 5 areas covered in this report (items 3 – 7) and will present this timetable at the February meeting of the council, together with the actions needed for the suggested first item – “Declarations, DPIs and Disclosable Interests”.

(10) Next training session

Once the council has made significant progress in the Implementation plan, it can consider what areas of work it would like to look at in more detail, and then book appropriate training.

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council

CD3

RYHILL PARISH COUNCIL

BUDGET	2025/6	JANUARY 2025
Receipts	57,211	
Precept	53,111	No change to Band D amount
Income	1,500	Allotments & Wayleave
Interest	1,500	Projected from bank accounts
VAT reclaim	1,100	VAT recovered on expenditure
 Expenditure	 57,228	
Rycroft Leisure	15,228	Running grant
Safe Scheme	8,000	WY Police
Staffing costs	10,000	Salary, Pension & Expenses
Communications	2,500	Post, Print & Website
Training Costs	500	Clerk & Members
Rent / Hire	1,000	Land leases and Meeting Rooms
Fees & Insurance	3,000	Audit, Insurance, Licences, Fees
Planters	2,000	Plants & Tubs
Xmas provision	4,000	Lights and Trees
Maintenance	8,500	Caretaker, Works & Equipment
s137 payments	2,500	Grants
 Deficit from reserves	 17	

cos