

RYHILL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 11th February 2025

Present:

Councillors	C Bashforth (Chair) B Burnage, A Atherton, G Booth L Booth, A Morley and T Staves
Clerk	C Greaves
District Councillors	F Heptinstall

MINUTES

- | | | |
|------|-----|--|
| 2425 | 162 | <p>Apologies for absence</p> <p>Cllrs K Fretwell and R Caley and DCllrs M Cummings and U Ali sent their apologies.</p> |
| 2425 | 163 | <p>Declarations of interest</p> <p>Cllrs G Booth, L Booth and B Burnage in respect of the Caretaker.</p> <p>Cllrs A Morley, K Fretwell, L Booth and T Staves for Rycroft Leisure.</p> |
| 2425 | 164 | <p>To approve the minutes of the council meetings held on the 14th January 2025</p> <p>Approved.</p> |
| 2425 | 165 | <p>Matters arising (for information only)</p> <p>(1) H&R Deposit account
Noted – the signed resolution has been sent to H&R</p> <p>(2) Mower replacement
Noted – the Mower has been delivered</p> <p>(3) Planters
Noted – the Planters are still awaiting delivery</p> <p>(4) Planning concerns 24/01027/FUL
Noted – no decision has been made on the application</p> <p>(5) Precept / Budget
Noted – the precept claim has been submitted and acknowledged</p> <p>(6) VAT Reclaim for £1489.97 (01/06/2024 - 31/12/2024) paid 22/01/25
Noted – the VAT reclaim has been paid into the Barclays account</p> |
| 2425 | 166 | <p>To receive items of correspondence</p> <p>(1) South Hiendley Parish Council allotments - open to district residents
Noted</p> |

- (2) **Resident request for lighting within the Park**
Declined - due to cost and biodiversity duty
- (3) **Avian Influenzas Prevention Zone - it is now a legal requirement for all bird keepers in Great Britain to follow strict biosecurity measures to help protect their flocks from the threat of avian flu.**
Noted
- (4) **Planned Roadworks**
Noted – Gas repair works Station Road (end March), Footpath Slurry Seals on Hooton Crescent and St Anne's Street (April)

2425 167 District Councillor's comments (for information only)

DCLlr F Heptinstall reported that ward members had objected to the planning application for access at Westfield Farm 24/01027/FUL and has asked for it to be referred to committee, if officers are minded to grant approval.

The Church Lane crossroads review is ongoing. There is a preference for Traffic lights over realignment of a mini-roundabout. As a temporary measure Vehicle Activated Signs (VAS), might be used in the meantime.

A request was made regarding poor parking on the junctions of Millward Street and Charles Street with a request for parking enforcement. This will be taken up with Wakefield Council by DCLlr F Heptinstall and the Safe Scheme by the Chair.

2425 168 WY Police – Safe Scheme update

- (1) **Top-up payment of £2,000 to cover until 25/26 payment made**
Resolved - to make the payment
- (2) **Safe Scheme updates (details on website)**
Noted - the Chair shared an update and a summary is on the website.

2425 169 Access to wellhead and maintenance of St James hermitage

Noted – discussions with the landowners over the required work continue. There will be some disruption from the works and consideration needs to be given to access provision, times of working and safety provisions for the builder and for the farm.

2425 170 Monitoring of 24/25 Budget and Medium Term 5 year financial plan

Resolved – the council approved the 5 year financial plan. The council budget for the Planters remains unspent and there will be a further VAT reclaim once they are paid for.

2425 171 Allotment Management

- (1) **Surrender of plot and return of keys**
Noted – the allotment tenant has not replied. The plot will be offered as a vacant plot for the coming season.

CDS

(2) Allotment rents for the 2025 season (CR water charge £12.83)

Approved – rents will remain at £30 per plot plus water charge

(3) Key Deposits, Reserve and Bank Account

Approved – a key reserve of £300 will be created. £250 will be held in the Barclays Account which will continue to be used for allotment rents and £50 will be held as cash to facilitate key refunds

2425 172 Policy review following the YLCA training event.

(1) Implementation timetable

Resolved – the council approved the timetable

(2) Declarations of interest, DPI returns and dispensations

Resolved – the council approved the report submitted by the Clerk. Dispensations were agreed for members with interests in the Caretaker and Rycroft Leisure. New DPI forms were completed and will be typed up by the Clerk for members to sign at the March meeting.

2425 173 Account Payment authorisations (see monthly list)

Resolved – the council approved the payments.

2425 174 Lamp column mounted Hanging Baskets

Resolved – the Clerk will inform Wakefield Council that the council will no longer be installing hanging baskets on light columns (though the xmas light features will continue) and that some of the columns listed aren't in the council area.

2425 175 Items for the next agenda

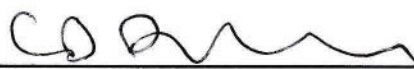
Committees, Working Groups and terms of reference, DPI forms, Rycroft Leisure, St James' hermitage and Allotments.

2425 176 Date, Time and Venue for the next meeting of the Council (11/03/25)

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

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council


Signed as a true record

11.3.25
Date

Account payments for 11th February 2025

Payee	Description	Date	Amount £	VAT	A/C	Approver	Submitter	
Unity Trust Bank	Account Service Charge	31/01/25	6.00		UT			Auto
WY Police	Safe Scheme top-up	11/02/25	2000.00		UT	C Bashforth	C Greaves	
Charles Greaves	Clerk Salary & Expenses	11/02/25	528.99		UT	C Bashforth	C Greaves	
WYPF	Pension	11/02/25	144.51		UT	C Bashforth	C Greaves	
HMRC PAYE	Income Tax	11/02/25	124.60		UT	C Bashforth	C Greaves	
Barclays	Transfer to Unity Trust	11/02/25	8745.07		Barclays	C Bashforth	C Greaves	

52

RYHILL PARISH COUNCIL

Timetable for review plan following the YLCA Whole Council Training event.

Month	Review area
February	Declarations of interest, DPI returns and dispensations
March	Committees, Working Groups and terms of reference
April	None (Parish meeting)
May	None (Annual meeting)
June	Planning Applications
July	Business Continuity Planning
August	None (Summer Recess)
September	Financial monitoring and controls
October	Review of implementation and future training needs
November	Medium Term Financial Plan – 5 year forecast
December	Budget setting and Precept for 2026/27

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council

LOS

Ryhill Parish Council

Disclosable Pecuniary Interests (DPIs), Declarations, and Dispensations (February 2025)

Recommendations

- (i) All councillors are to read the Ryhill Parish Council Code of Conduct and the Application for a Dispensation form.
- (ii) All councillors are to complete an up to date 2025 DPI form, and to send it to the Clerk (along with any requests for redaction) by Tuesday 11th March.
- (iii) All councillors are asked to identify to the Clerk any Non-Registered Interests that they believe may impact on the business of the council in the future.
- (iv) All councillors are to declare at the start of any council meeting any interests that they have not previously disclosed in a DPI form but now need to, and any personal interests that they have that relate to any agenda item. All declarations are minuted. If a declaration prohibits a councillor from participating on an agenda item this will be noted in the minutes.
- (v) The Chair may prompt councillors to consider whether they need to make a declaration but it is always down to the individual councillor to do so and for them to determine what further action they may need to take.
- (vi) Where a Dispensation is requested, the Clerk shall consider the merits of the request for granting a dispensation under s33 of the Localism Act and report to the council whether a dispensation can be granted.

Types of Interests

Pecuniary Interests – a direct financial interest.

Non-Pecuniary Interests – a non-financial interest.

Under the code of conduct these interests are recorded according to whether they are:

Disclosable Pecuniary Interests (DPI) – a financial interest of a councillor or their partner as set out in legislation. On our 2025 disclosure forms these are questions 1 to 8.

Other Registerable Interests – where a councillor or their partner has control or influence with another organisation. On our 2025 disclosure forms these are questions 9 to 16.

Non-Registered Interests - These are any interests not listed on our 2025 disclosure forms. Where a councillor, their partner, family members or close friends may be directly affected to a greater affect than for an oeindary resident, whether it be financially or in other aspects of their well-being, it will limit participation and voting.

CSB

Register of Councillors DPIs and Other Registerable Interests

Registration of a councillors DPIs are required by law and by our Code of Conduct. Failure to disclose and register in full all of your DPIs is a criminal offence subject to a fine of up to £5,000 and/or disqualification as a councillor for up to 5 years.

Sensitive information can be redacted from the public version of the form, but it must be included in full in the submitted form.

Declarations

Declarations relate to all Interests whether registered or not. If a councillor is unsure of what to do, they should make a full declaration and ask the Clerk for further guidance.

If a councillor has a DPI, Other Registerable Interests or a Non-Registered Interest affecting financial interest or well-being, they shall not participate in any discussion on the relevant matter, nor vote on it, and they should leave the room whilst the matter is being dealt with.

Only if a councillor holds a current dispensation are they allowed to participate and vote on a matter – though they may choose not to do so.

If a councillor has a Non-Registered Interest that has no affect on financial interest or well-being, they will still need to declare the nature and extent of it, sufficient to allow a member of the public to fully understand it, but if there is no greater benefit to them over any other resident they may participate and vote as normal.

Dispensations

s33 of the Localism Act sets out the grounds for granting a dispensation. The purpose of the disclosure restrictions are to prevent not just the abuse of position or the potential for it, but also to give confidence to the public that abuses of position can not take place.

Dispensations should not be granted without good reason, time scale or limitation. They should specify why they have been granted, what is permitted and for how long they apply.

Dispensations should not be given for contractual matters, disputes, negotiations, funding reviews, grant applications et al – though they can be given for matters that arise afterwards in the ordinary course of the business of the council.

Dispensations should be granted for the term of office to allow all councillors to determine the budget and precept, to enable councillors to share and to discuss information relating to their appointments on behalf of the council and their involvement in local community organisations, and to allow full oversight of all payments and expenditure of the council in the ongoing business of the council. The purpose of the dispensation is to facilitate the ongoing business of the council for the benefit of the public it serves.

Impact on Councillors

All known councillor declarations will be stated at the start of each meeting and recorded in the minutes. A councillor only needs to state any additional declarations that need to be made that haven't been covered.

Dispensations will be granted to ensure the effective running of the council, the day to day administration of the council as well as to allow for the high level decision-making that is required to direct the council.

Dispensations will not be granted which go to the heart of a decision where bias may occur or be perceived, such as the awarding of a grant, the creation of a contract, the appointment of a contractor etc – but they would cover the ordinary business that would then flow from those decisions such as the approval of payments after a grant is awarded, or a contract is approved or an appointment has been made.

Councillors with a relationship to a contractor:

Declare at every meeting, no involvement in appointment or contract setting, with a dispensation they can approve payments that then cover the work undertaken and can fully engage in the budget that sets the areas of spend that the council will make.

Councillors who represent the council on an external body:

Declare at every meeting, no involvement in appointment or contract setting, with a dispensation they can approve payments that then cover the work undertaken and can fully engage in the budget that sets the areas of spend that the council will make.

Councillors with a relationship to an external body:

Declare at every meeting, no involvement in appointment or contract setting, with a dispensation they can approve payments that then cover the work undertaken and can fully engage in the budget that sets the areas of spend that the council will make.

Other scenarios:

A councillor would make a declaration and state how they intend to proceed. Words of guidance may be offered but the councillor must make their own choice. If in any doubt a councillor should make a declaration and have no involvement in the matter. It is not just whether there is or could be an issue with their involvement, but whether a resident might take issue with their involvement if they knew the details. A dispensation can be granted but the precise terms for it would need to be set and agreed by the council.

CSB

BUDGET	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	
Receipts	60654	57211	57850	58000	58000	58000	
Precept	54654	53111	54000	54000	54000	54000	Nil increase to Band D rate
Income	1500	1500	1500	1500	1500	1500	Allotments & Wayleave
Interest	500	1500	1250	1250	1250	1250	Projected Interest
VAT reclaim	4000	1100	1100	1250	1250	1250	Projected based on spend
Expenditure	56660	57228	58978	60228	61478	62728	
Rycroft Leisure	15300	15228	15228	15228	15228	15228	Set rate
Safe Scheme	7000	8000	8250	8500	8750	9000	Pay inflation estimate
Salary / Pensions / PAYE / NI	9000	10000	10500	11000	11500	12000	Pay inflation estimate
Office / Communications / Expenses	2960	2500	2500	2500	2500	2500	
Training / Manuals	1200	500	1000	1000	1000	1000	
Leases / Rent / Hire	1500	1000	1050	1100	1150	1200	Rent increases
Audit / Subs / Insure	2750	3000	3250	3500	3750	4000	Fee increases
Planters & Baskets	6000	2000	2000	2000	2000	2000	
Xmas provision	4000	4000	4200	4400	4600	4800	Inflation estimate
Maintenance / Winter / Caretaker	6950	8500	8500	8500	8500	8500	
s137 / Grants	0	2500	2500	2500	2500	2500	
Unallocated	0	0	0	0	0	0	
Surplus	3994	-17	-1128	-2228	-3478	-4728	