

RYHILL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 13th May 2025

Present:

Councillors	C Bashforth (Chair) B Burnage, G Booth, T Staves L Booth, K Fretwell, A Morley and R Caley
Clerk	C Greaves
District Councillors	M Cummings

MINUTES

- 2526 1 Election of Chair and Deputy Chair**
Resolved - Cllr C Bashforth was elected Chair of the council.
Resolved - Cllr B Burnage was elected Deputy Chair of the council.
- 2526 2 Acceptance of office forms (as required)**
Noted – the forms were completed and will be held by the Clerk.
- 2526 3 Apologies for absence**
Cllr A Atherton and DCllrs F Heptinstall and U Ali sent their apologies.
- 2526 4 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.
- 2526 5 Appointments to Outside Bodies and points of contact for residents**
Resolved to appoint the following councillors:
- | | | | |
|-----|---|---|------------------|
| (1) | Allotment Sites contact Sunny Bank | - | Cllr G Booth |
| (2) | Allotment Sites contact Cemetery Road | - | Cllr A Morley |
| (3) | British Legion contact | - | Cllr B Burnage |
| (4) | Rycroft Leisure representative | - | Cllr L Booth |
| (5) | Rycroft Trading representative | - | not required |
| (6) | Safe Scheme contacts | - | Cllr C Bashforth |
| (7) | The Chair and Clerk to act as contacts with YLCA and Wakefield Council. | | |
- 2526 6 General Power of Competence / s137 limit (£11.10 per 2,279 electors = £25,296)**
Noted – The council is not eligible for the GPC as the Clerk is not qualified.
Noted – The s137 limit for 25/26 is £25,296.
- 2526 7 Approve the Annual Accounts for 2024/25 and the AGAR 2023/24 changes**
Approved.
- 2526 8 Approve the 2024/25 AGAR return and note the External Auditor for 2025/26**
Approved.

SAR

- 2526 9 Reappointment of the Internal Auditor for 2025/26 and 2026/27**
Resolved – Integra are to be appointed for the current year and the following year at £200pa plus VAT.
- 2526 10 Approve the Policies of the Council**
Resolved to approve all of the policies listed:
- (1) Policies 2025 schedule
 - (2) Model Policies insertions for (3), (4) and (9)
 - (3) Standing Orders incorporating RPC amendments to standard terms
 - (4) Financial Regulations (£1,000 delegation limit to Clerk) incorporating RPC amendments to standard terms
 - (5) Code of Conduct
 - (6) Risk policy
 - (7) Risk, Asset & Insurance Registers
 - (8) Declarations of Office / Disclosable Interests forms
 - (9) ICO scheme and Local Government Transparency Code 2015
 - (10) Employment policies (inc Green Book, Dignity, Grievance, Whistleblowing and Disciplinary model policies)
 - (11) Data Protection, GDPR and privacy notices
 - (12) Complaints procedure
 - (13) Biodiversity policy
 - (14) Reserves policy
 - (15) Expenses policy
- 2526 11 To approve the minutes of the council meeting held on the 8th April 2025**
Approved.
- 2526 12 To note the minutes of the Parish annual meeting held on the 8th April 2025**
Noted - A copy has been posted onto the council's website.
- 2526 13 To receive updates on ongoing issues**
- (1) **Precept of £53,111 received on 15th April**
Noted.
 - (2) **Planning Inspectorate appeal on farm access**
Noted - Residents can make submissions direct to the Inspector.
- 2526 14 To receive items of correspondence**
- (1) **Beat the Street**
Noted – starts this month.
 - (2) **Building Healthy and Sustainable Communities Project**
Noted – one of the bases is at the Learning centre.
 - (3) **Roadworks in Ryhill**
Noted – The footway works have been completed.

CAB

2526 15 District Councillor's comments on local issues (for information only)

The following points were noted.

DCllr M Cummings reported that the Cemetery gates were being made but no date had been given for when they will be installed.

The summer opening hours of the cemetery are 7am to 8pm.

The Church Lane junction will be changed to traffic light controls.

Mill Lane development proposal – no application has been submitted and no additional information is currently available.

A dropped kerb has been installed on Nostell Lane.

A request for a bench in Ryhill Park has been made and the resident was directed to contact the parish council.

The Farm access planning application has gone to appeal. District councillors have prepared a draft objection letter which has been shared with residents but anyone can submit any comments that they wish to directly to the inspector.

Beat the Streets walk launch later this month and everyone can join in and collect "gems" from the tap in points spread across the area.

Winn View Court – ViCo (formally WDH) are managing the rebuild and an update on their start date has been requested.

2526 16 WY Police – Safe Scheme update

Noted - the Chair shared an update and a summary is on the website.

2526 17 Biodiversity policy and plan

(1) Update of action plan

Noted - This will be considered at the July meeting.

(2) Good Allotment tenant guide

Noted - The redraft is ongoing.

(3) Seeding of wild flowers

Noted - This was completed by Cllr A Atherton.

(4) Planters

Noted - Delivery of the planters is set for the 14th May 2025.

2526 18 Account Payment authorisations (see monthly list)

Resolved – the council approved the payments.

2526 19 Items for the next agenda (10/06/25)

Approved.

(1) Policy review – Planning applications

(2) Internal Audit & AGAR

(3) Newsletter

(4) Rycroft Leisure

(5) Allotment renewals

CAR

Items proposed for the July meeting – Additional Policies, Business Continuity Planning, Biodiversity, Website review, Maintenance of St James' hermitage.

2526 20 Council meetings for 2025/26

Resolved - Meetings to be held at St Paul's Methodist Church, Chapel Street, Ryhill on

June	10 th	6pm
July	8 th	6pm
August	n/a	
September	9 th	6pm
October	14 th	6pm
November	11 th	6pm
December	9 th	6pm
January	13 th	6pm
February	10 th	6pm
March	10 th	6pm
April	14 th	6.15pm
May	12 th	6pm

The Annual meeting of the Council will be held on the 12th May 2026 at 6pm

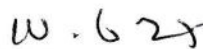
The Annual meeting of the Parish will be held on the 14th April 2026 at 6pm

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council



Signed as a true record



Date

RYHILL PARISH COUNCIL

Account payments for 13th May 2025

Payee	Description	Date	Amount £	VAT	A/C	Approver	Submitter	
Unity Trust Bank	Account Service Charge	30/04/25	6.00		UT			Auto
Cheryle Bashforth	Reimbursement for seeds	16/05/25	163.50	27.25	UT	L Booth	C Greaves	
Charles Greaves	Clerk Salary & Expenses	16/05/25	536.88		UT	C Bashforth	C Greaves	
WYPF	Pension	16/05/25	146.81		UT	C Bashforth	C Greaves	
HMRC PAYE	Income Tax	16/05/25	126.60		UT	C Bashforth	C Greaves	
HMRC NIC	Employers NICs	16/05/25	38.00		UT	C Bashforth	C Greaves	
John Hope	Caretaker work	16/05/25	405.00		UT	C Bashforth	C Greaves	
Business Stream	Water charge – Cemetery Road	16/05/25	167.56		UT	C Bashforth	C Greaves	
D Nicholson	Allotment key deposit refund	16/05/25	10.00		Barclays	C Bashforth	C Greaves	103394

Precept payment of £53,111 for 2025/26 received from Wakefield Council

10.6.25
CAB

RYHILL PARISH COUNCIL

Balance checks and year end accounts for 2024/25

- (i) The cross check of balances and payments identified an overpayment of 30p paid to the Clerk for some expenses on the 10th April 2024 (the correct amount should have been £48.46 but £48.76 was actually paid).

The Clerk repaid this money in cash on the 31st March 2025, and the cash was paid into Ryhill Parish Councils bank account on the 4th of April 2025.

- (ii) The closing bank balances for 2023/24 were £33.20 higher than the stated spend due to an issued but uncashed check sent to WY Pension Fund. This cheque was never cashed and it was cancelled and replaced in the year 2024/25 and the expenditure has now been accounted for in 2024/25.

As a consequence of this the expenditure and closing amounts stated in the AGAR for 2023/24 need to be adjusted to reflect that the cheque was not cashed. This will reduce 2023/24 expenditure by £33.20 and increase the closing balances by £33.20.

- (iii) During the year the council has transitioned from Barclays Bank and cheque payments to Unity Trust online banking. Reserve accounts have been opened with Hinckley & Rugby Building Society and the Barclays sub accounts have been closed. The Barclays main account has been retained solely for use with allotment payments to help with the collection of rents and to segregate payments from the main account for ease of accounting and to simplify tracking of allotment renewal payments.

- (iv) There were no unpresented cheques, overdue payments, outstanding receipts or prepayments as at 31st March 2025.

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council

CAG

RYHILL PARISH COUNCIL

Reserves Policy and Allocations - 31st March 2025

The council will hold at least 50% and no more than 100% of annual planned expenditure as a general reserve (planned expenditure for 25/26 is £57,228).

It will hold an Elections reserve of £20,000 to cover by-elections and the 2027 elections.

It will hold a Legal, Audit and Insurances reserve for £10,000.

It will hold an Environmental Projects reserve for £20,000.

It will hold £300 in reserve for Allotment Key Deposits (£50 as cash).

<u>Reserves at</u>	<u>31st March 2024</u>	<u>31st March 2025</u>
	£	£
General	49,290.73	44,727.08
Earmarked		
Elections	17,000.00	20,000.00
Legal, Audit & Insurances	5,000.00	10,000.00
Environmental Projects	20,000.00	20,000.00
Allotment Key Deposit	-	300.00
Total	91,290.73	95,027.08
Barclays	90,290.50	250.00
Unity Trust T1	500	4,046.03
Unity Trust IA	500.23	40,680.75
Hinkley & Rugby	-	50,000.00
Cash in Hand	-	50.30

CJB

BUDGET	Actual 23/24	Budget 24/5	Actual 24/25	Budget 25/26
Receipts	60235	60654	59267	57211
Precept	54185	54654	54654	53111
Income	1755	1500	1901	1500
Interest	236	500	796	1500
VAT reclaim	4059	4000	1916	1100
Expenditure	51440	56660	55531	57228
Rycroft Leisure	15228	15300	15228	15228
Safe Scheme	6000	7000	9000	8000
Salary & Deductions	8715	9000	9064	10000
Communications & Expenses	2042	2960	2075	2500
Training & Manuals	244	1200	321	500
Rent & Hire	1160	1500	1050	1000
Fees & Insurance	3980	2750	2509	3000
Planters & Baskets	126	6000	2547	2000
Xmas provision	3357	4000	3806	4000
Maintenance & Caretaker	7077	6950	8031	8500
s137 / Grants	1500	0	1900	2500
unallocated	2011	0	0	0
Surplus	8795	3994	3736	-17

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YEAR ENDED 31 MARCH 2025

INCOME

Bal B/Fwd	91,290.73	
Precept	54,654.00	
Other receipts	4,613.37	59,267.37
Totals	150,558.10	

EXPENDITURE

Staff Costs	9,063.55	
Payments	46,467.47	55,531.02
Bal C/Fwd	95,027.08	
Totals	150,558.10	

Bank Balances as at 31 March 2025

Barclays Account	250.00		
Unity Trust T1	4,046.03		
Unity Trust IA	40,680.75		
H&R	50,000.00		
Cash	50.30		
Totals	95,027.08	<u>3,736.35</u>	-

503

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Ryhill PC Policy	Source	Updated	Adopted	Review date	Comments
Standing Orders plus inserts	NALC	May 2025	May 2025	When notified	
Financial Regulations plus inserts	NALC	May 2025	May 2025	When notified	Clerk authority raised from £500 to £1,000
Code of Conduct	Wakefield	May 2021	May 2025	When notified	
Risk Policy	NALC	Apr 2023	May 2025	When notified	
Risk, Asset& Insurance Registers	Internal	May 2024	May 2025	Annually	To be reviewed January 2026
Declarations of Office and Disclosable Interests	Wakefield	May 2023	May 2025	With changes	Interest forms to be recompleted May 2027
ICO Publication Scheme plus insert	NALC	May 2025	May 2025	When notified	Inc Local Government Transparency Code 2015
Employment contract & terms	NALC	Jan 2024	May 2025	When notified	Inc Green Book, Dignity, Grievance, Whistleblowing and Disciplinary model policies
Data Protection & Privacy Notices (x2)	NALC	May 2022	May 2025	When notified	
Complaints procedure	NALC	Jan 2020	May 2025	When notified	
Bio-diversity Policy	NALC	Oct 2023	May 2025	When notified	To be reviewed June 2025
Reserves Policy	Internal	Jan 2024	May 2025	Annually	
Expenses Policy	Internal	May 2024	May 2025	Annually	