

# RYHILL PARISH COUNCIL

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## Minutes of the Parish Council meeting held on Tuesday 12<sup>th</sup> May 2026

**Present:**        **Councillors**                **C Bashforth (Chair), B Burnage, G Booth, L Booth, R Caley, K Fretwell and A Morley**

**Clerk**                        **C Greaves**

**District Councillors**    **DCllrs P Ashton, S Ashton and B Watkins**

## MINUTES

### **2627   1        Election of Chair and Deputy Chair**

Cllr C Bashforth appointed as Chair.  
Cllr B Burnage appointed as Deputy Chair.

### **2627   2        Acceptance of office forms**

Completed by the incoming Chair and Deputy Chair.

### **2627   3        Apologies for absence**

Cllrs A Atherton and T Staves sent their apologies.

### **2627   4        Declarations of interest**

- (1)    Cllrs G Booth, L Booth and B Burnage in respect of the Caretaker.
- (2)    Cllrs A Morley, K Fretwell and L Booth for Rycroft Leisure.

### **2627   5        Appointments to Outside Bodies and points of contact for residents**

#### **(1) Allotment Sites contact Sunny Bank**

Approved - Cllr A Atherton.

#### **(2) Allotment Sites contact Cemetery Road**

Approved - Cllr A Morley.

CSB

**(3) British Legion contact**

Approved - Cllr B Burnage.

**(4) Rycroft Leisure CIC representatives**

Approved - Cllrs L Booth, K Fretwell and A Morley.

**(5) Safe Scheme contacts**

Approved - Cllrs C Bashforth and B Burnage.

**(6) General issues and queries to the Clerk**

Noted.

**2627 6 s137 limit (£11.60 per 2,261 electors = £26,227)**

Noted.

**2627 7 Approve the Annual Accounts for 2025/26**

Approved.

**2627 8 Approve the draft 2025/26 AGAR return**

Approved.

**2627 9 Reappointment of the Internal and External Auditors for 2025/26**

**(1) Internal auditor is Integra Yorkshire**

Reappointment approved.

**(2) External auditor is PKF Littlejohn chosen by SAAA**

Reappointment approved.

**2627 10 Approve the Policies of the Council**

**(1) Policies 2026 schedule – Approved.**

**(2) Model Policies insertions for (3), (4) and (9) – Approved.**

**(3) Standing Orders – Approved.**

**(4) Financial Regulations (£1,000 delegation limit to Clerk) – Approved.**

**(5) Code of Conduct – Approved.**

**(6) Risk policy and Risk, Asset & Insurance Registers – Approved.**

**(7) Declarations of Office / Discloseable Interests forms – Approved.**

**(8) ICO scheme and Local Government Transparency Code 2015 – Approved.**

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- (9) **Employment policies (inc Green Book, Dignity, Grievance, Whistleblowing and Disciplinary model policies) – Approved.**
- (10) **Data Protection, GDPR and privacy notices – Approved.**
- (11) **Complaints procedure – Approved.**
- (12) **Biodiversity policy – Approved.**
- (13) **Reserves policy – Approved.**
- (14) **Expenses policy – Approved.**
- (15) **Accessibility statement – Approved.**

**2627 11 To approve the minutes of the council meeting held on the 14<sup>th</sup> April 2026**

Approved.

**2627 12 To note the minutes of the parish meeting held on the 14<sup>th</sup> April 2026**

Approved.

**2627 13 To receive updates on ongoing issues**

**(1) Precept of £53,450 received**

Noted.

**(2) CIL payment of £37.50 received**

Noted – The Clerk has confirmed that the money can be used to purchase planters.

**(3) Planters insurance payment**

Noted – Settlement of the has been offered at £300 but not yet paid.

**(4) Mill Lane planning application**

Noted – The application 25/01591/FUL has re-started and updated reports are available online.

The councils submitted objection has been retained and will be considered as part of the officers recommendation.

Any further comments need to be sent directly to the Wakefield Council planning officer by the 2<sup>nd</sup> June 2026.

**(5) Opening of long term deposit account with H&R Building Society**

Approved – Application form completed with an initial deposit of £30,000.

**2627 14 To receive items of correspondence**

**(1) Rycroft Leisure user complaint – redirected to Rycroft Leisure**

Noted.

**(2) Dog complaints on allotment sites**

Noted – the Clerk has sent letters out to remind allotment holders that the tenancy agreement requires them to keep their dog on a leash at all times and to ensure it remains within their plot.

**(3) Maintenance of common areas on allotment sites**

Noted – Allotment holders were reminded that they, collectively, are responsible for keeping the allotments in order and clean and tidy.

**(4) Roadworks in Ryhill**

Noted – details have been forward to members.

**2627 15 District Councillor's comments on local issues (for information only)**

The three new District Councillors attended the meeting to introduce themselves to councillors. They are Penny Ashton, Steven Ashton and Bev Watkins.

**2627 16 WY Police – Safe Scheme**

Noted – the summary report is on the website.

**2627 17 Allotment reports and renewals**

**(1) Cemetery Road – rental income**

Noted all renewals completed.

**(2) Sunny Bank – rental income**

Approved letters to chase two renewals.

**(3) Cemetery Road – site inspection and one-off grass trim**

Noted caretaker to trim.

**(4) Sunny Bank – site inspection and tap and lock replacement**

Noted - new locks have been fitted at a cost of £310.52 inc VAT.

Two new taps are required but there were no concerns over the general condition of the allotments.

**2627 18 Account Payments authorisations (see monthly list)**

Approved.

LAB

Account payments for 12<sup>th</sup> May 2026

| Payee             | Description                      | Date     | Amount £ | VAT      | A/C | Approver    | Submitter |      |
|-------------------|----------------------------------|----------|----------|----------|-----|-------------|-----------|------|
| Unity Trust Bank  | Account Service Charge           | 30/04/26 | 7.00     |          | UT  |             |           | Auto |
| John Hope         | Caretaker work                   | 15/05/26 | 292.50   |          | UT  | C Bashforth | C Greaves |      |
| JC Powerco        | Strimmer service                 | 15/05/26 | 74.34    | 12.39    | UT  | C Bashforth | C Greaves |      |
| C Bashforth       | Reimburse – Allotment Locks      | 15/05/26 | 310.52   | 51.75.39 | UT  | C Bashforth | C Greaves |      |
| Charles Greaves   | Clerk Salary & Expenses          | 15/05/26 | 560.57   |          | UT  | C Bashforth | C Greaves |      |
| WYPF              | Pension                          | 15/05/26 | 143.16   |          | UT  | C Bashforth | C Greaves |      |
| HMRC PAYE         | Income Tax                       | 15/05/26 | 132.60   |          | UT  | C Bashforth | C Greaves |      |
| HMRC NIC          | Employers NICs                   | 15/05/26 | 42.71    |          | UT  | C Bashforth | C Greaves |      |
| Wakefield Website | Changes to website accessibility | 15/05/26 | 180.00   | 30.00    | UT  | C Bashforth | C Greaves |      |

Inter-account Transfers

Transfer of £30,000 from UT 2151 Current account to H&R 160 Day deposit account currently paying 3.4% interest

Transfer of £15,000 from UT 2151 Current account to UT 9758 Instant Access account currently paying 1.95% interest

Transfer of £138, £46 and £30 from UT 2151 Current account to UT 2164 Allotment account

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a.b.26

UT Current a/c 2151    UT Allot a/c 2164    UT 95 Day a/c 9826    UT Instant a/c 9758    H&R 160 a/c xxxx

**2627 19 Items for the next agenda (09/06/26)**

- (1) Christmas provision**
- (2) Internal Audit & AGAR**
- (3) Planters and Biodiversity**
- (4) Rycroft Leisure**
- (5) Allotments**
- (6) Newsletter**

**2627 20 Council meetings for 2026/27 to be held at St Paul's Methodist Church, Ryhill**

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

**The Annual meeting of the Council will be held on the 11<sup>th</sup> May 2027 at 6pm**  
**The Annual meeting of the Parish will be held on the 13<sup>th</sup> April 2027 at 6pm**

*C R Greaves*

**Charles Greaves**  
**Clerk to the Council**  
**Ryhill Parish Council**



**Signed as a true record**

*9.6.26*

**Date**