**WOOLLEY PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD 8th MAY 2025**

**Present:** Councillors M Willis, C Robson, I White, P Dyke, A Jones

**In attendance:** District Councillor Sam Harvey. PC Craig Steel.

**01/25 APPOINTMENT OF CHAIR**

Councillor Mark Willis advised he would not be seeking nomination as Chair. Councillor Carol Robson was moved and seconded. There were no other nominations. ***Resolved*** Councillor Carol Robson be elected as Chair for the ensuing year. Cllr Robson welcomed everyone to the meeting and thanked her fellow Councillors for their nomination. Cllr Robson thanked Cllr Willis for his past service as Chair over a number of years.

**02/25 ACCEPTANCE OF OFFICE**

Cllr Robson signed the acceptance of office.

**03/25 APPOINTMENT OF DEPUTY CHAIR**

Councillor Mark Willis was moved and seconded. There were no further nominations. ***Resolved*** that Cllr Willis be elected as Deputy Chair for the ensuing year.

**04/25 TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor E Rowbotham

**05/25 DECLARATIONS OF INTEREST IN ITEMS ON AGENDA**

There were no declarations of interest. ***Resolved*** that a general dispensation be granted to all Councillors to enable them to discuss any objections to planning applications

**06/25 TO CONFIRM DATE AND TIME OF MEETINGS 2025/26**

A calendar of meetings had been provided for discussion.

***Resolved*** that meetings will be held on the second Thursday of each month, apart from August when no meeting takes place, beginning at 7pm and ending no later than 9pm. The April meeting will be the Annual Parishioners meeting. The Annual Meeting of the Council will be held in May. Circumstances permitting, all meetings will be held in the Village Hall, Woolley.

**07/25 TO RECEIVE SUCH ITEMS THAT THE CHAIR MAY WISH TO LAY BEFORE THE COUNCIL**

 ***Resolved*** that item 13 Financial matters be moved to the end of the agenda so as not to detain the District Councillor.

**08/25 TO CONFIRM THE MINUTES OF THE ANNUAL PARISH MEETING AND THE PARISH COUNCIL MEETING BOTH HELD ON 10th APRIL 2025**

 ***Resolved*** that the minutes of the Annual Parish meeting held on 10th April 2025 be accepted as a correct record.

 Amendment to minute 143/25 in the minutes of the Parish Council meeting held on 10th April 2025 should say “Kompan would **now** be taking over the quarterly inspection reports” ***Resolved*** that with the above amendment the minutes be accepted as a correct record.

**09/25 TO REPORT ON MATTERS ARISING NOT ON THE AGENDA FOR INFORMATION ONLY**

**Item 138/25** – Council vacancy – Clerk reported that as yet there had been no expressions of interest and if none were forthcoming by the closing date then the vacancy would remain open and could be filled at any time prior to the next Council elections should anyone come forward. Information would remain on the website and notice boards.

**Item 143/25** relating to resident’s shed – Clerk clarified that the Parish Council had no powers to enforce the resident to repair or move the shed.

**10/25 TO AGREE THAT MEMBERS OF THE PRESS AND PUBLIC BE ASKED TO LEAVE THE MEETING FOLLOWING AGENDA ITEM 18**

***Resolved*** that members of the press and public be asked to leave the meeting following agenda item 18

**11/25 TO RECEIVE THE POLICE REPORT**

P Steel spoke to his written report. He reported on the issue of quad bikes; poaching; fly tipping; off road bikers using the pit stacks who had received warnings. He believed the bikers on Woolley Grange had lessened. PC Steel answered questions and was asked to discuss with WMDC the installation of covert CCTV at fly tipping spots. Clerk advised that the invoice for the Safe scheme had not yet been received and PC Steel said he would chase this up. PC Steel was thanked for his attendance and the report and then left the meeting.

**12/25 TO UPDATE ON GROUNDS MAINTENANCE WORKS**

**Hedge work at Woolley Recreation ground –** Cllr White mentioned that there appeared to be a lot of weeds under the hedge but the contractors were due to clear it in May.

**13/25 TO DISCUSS FINANCIAL MATTERS (moved to end of agenda)**

1. **Review of internal controls**

***Resolved*** that the Parish Council continue to receive quarterly balance sheets along with the bank statements for checking and signing. As the Council very rarely now used cheques Cllrs Willis and C Robson would continue to be signatories should it be necessary with Cllrs Willis and Robson authorising online BACS payments. Clerk to continue to have delegated powers to make payments by BACS in between meetings should this be necessary.

**ii) Approval of Payment of Accounts**

Payments were authorised to

Salary - Clerk £ 311.80

 Clear Insurance £1,330.51

 Precept of £31,000 and CIL payment of £985.11 received. Bank Balance £84,554,28 prior to above payments.

**The AGAR forms were still with the internal auditor so some items would need to be moved to the next meeting.**

**iii) To Agree Annual Governance Statement**

**To be dealt with at June meeting.**

**iv) To agree Statement of Assets**

The statement of Assets had been reviewed and was agreed and signed by the Chair, Cllr Robson.

**v) 2024/25 Receipts and Payments Balance Sheet**

**To be dealt with at June meeting.**

 **vi) To Agree Statement of Accounts**

**To be dealt with at June meeting.**

 **vii) Appointment of Trustees to Woolley Village Hall**

Councillor Andrew Jones moved and seconded. As Tom Moore had resigned from the Council to check whether a further nomination was required. Councillor Ian White was happy to be a Trustee if there was a vacancy to fill.

***Resolved*** that Councillor A Jones be nominated as Trustee to the Woolley Village Hall Committee and that Councillor Ian White be the second Trustee should it become necessary.

 **viii) To Review Standing Orders**

***Resolved*** that the NALC (National Association of Local Councils) model Standing Orders be accepted.

 **ix) To Review Financial Regulations**

 ***Resolved*** that the new Financial Regulations issued by NALC be accepted.

 **x) To Review Code of Conduct**

***Resolved*** that the new Code of Conduct

 **xi) To review GDPR policies**

 ***Resolved*** that the current policies comply with GDPR requirements

 **xii) To review Risk Assessment**

 ***Resolved*** that the risk assessment be accepted.

**14/25 TO RECEIVE THE INTERAL AUDITOR’S REPORT**

**The report from the internal auditor, M Neill would be available at the June meeting.**

**15/25 TO RECEIVE ITEMS OF CORRESPONDENCE**

1. WMDC re planning appeal to planning application 24/01762/FUL.
2. Clear Council’s Insurance – advising that the insurance would be underwritten by Ecclesiastical Insurance Office plc and that if the Council were to commit to a 3 year term this would ensure the policy would renew based on the same underlying rates as those used for the first year’s premium (£1330.51). ***Resolved*** to continue for a 3 year period.

**16/25 TO DISCUSS PLANNING APPLICATIONS**

Correspondence had been received from WMDC advising that an appeal had been lodged with the Planning Inspectorate in relation to 24/01762/FUL**.** The appeal would be determined on the basis of written representations and the Parish Council’s objection had been forwarded to the Planning Inspector along with all other documentation. Any further representations to be submitted to the Planning Inspector by the 6th June. ***Resolved*** to contact the Inspector reiterating the Council’s reasons for objecting to the application..

**17/25 TO DISCUSS PARISH MATTERS INCLUDING DISTRICT COUNCILLORS REPORT**

Cllr Harvey updated the Council on items of interest:- no decision yet on the appeal against the solar farm at Broadcut Farm. WMDC was now going to stop putting objectors/supporters letters on the planning portal for what they described as GDPR issues. Councillors had been asked for their priorities for their Ward and in Rural Ward she had put forward road safety and planning. There had been car thefts at Newmillerdam car park. WMDC had redesignated green belt land as grey belt where the solar farm was proposed. No update on the sale of Woolley Hall. Cllr Harvey answered question and Councillors felt the changes to the planning portal made the system less transparent.

 **Woolley Grange** –.Nothing to report.

**Haigh –** Nothing to report.

**Woolley Village and Village Hall –** Nothing further to report.

**Neighbourhood Plan –** Another meeting had been held. They were working on a survey and had decided on aims and objectives. A survey had to be delivered to each household and a QR code would be provided for responses.

**18/25 TO AGREE DATE AND TIME OF NEXT MEETING**

The next meeting would be held on **12th June 2025** in the Village Hall, The Green, Woolley at 7pm.

**IN PRIVATE**

No items

**Signed………………………… Dated……………………………….**

**Chair**

**WOOLLEY PARISH COUNCIL**

**NOTES OF PUBLIC SESSION HELD 8th MAY 2025**

District Councillor Sam Harvey and PC Craig Steel in attendance.

No items raised at this point.

Signed………………………………….

Dated … ……………………………….