

WENTWORTH PARISH COUNCIL

Minutes of a Meeting of
the Parish Council held in The Mechanic's Institute
Main Street, Wentworth, at 6.30pm on Monday 29th September 2025

Apologies: District Cllr Rajmund Brent.

Members of the public: 3, plus Tracey White of RMBC.

PC/101/25 Members present

Councillor Mr B. McNamara (Chairman)
Councillor Mr S Peace (Deputy Chairman)
Councillors Mrs J. Annetts, Mr D. Booth, Mr T. Hill, Mr J. Knight, Mr P. Martin, Mrs C Shaw,
Mrs V Sykes.

PC/102/25 Absence.

a) To receive apologies for absence.

There were no apologies for absence received.

b) To consider the reasons for absence given by Councillors.

There were no apologies for absence received.

PC/103/25 Disclosures of Interest & Dispensations.

To receive declarations of interest in respect of items on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from Members or Officers and to consider any dispensation requests received by the Clerk under the Localism Act 2011 s33.

None were received.

PC/104/25 Public Participation.

MOP 1- attended the meeting to discuss using the pavilion at Harley as a breakfast and after school club for children from the local area. Her plan was to offer high quality after school care, using it as a cafe with affordable menus during the day and in the evening, providing higher quality arts events, and any other events of interest to the community

The Chair confirmed that the Parish Council lease the land from the Estates, so although he felt it was a good idea, the Estate would need to consent to the change of use.

Following discussion, it was agreed that a proposal should be submitted to the Council, via the Clerk. The matter would be added to the agenda for the next meeting.

Cllr Shaw confirmed that in the past, a Youth Club had been proposed for the Mission Rooms.

MOP2- confirmed that they had attended to discuss organising a bonfire at the Harley Pavilion including the event poster.

The Chair confirmed that from a Health and Safety perspective, a risk assessment would be required for the event, as well as a risk assessment from the firework

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Cllr B. McNamara, Chair of Wentworth Parish Council

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company. The timber would need to be fenced off. When the bonfire was finished, the waste needed to be collected, then the grass reseeded.

The meeting discussed serving food, as the Pavilion wasn't suitable for cooking food for events. Hot food could be outsourced though. A risk assessment would be required for any catering.

The Chair offered to send through the previous plan for the event to the organisers. Insurance would need to be arranged by the organisers, as it would not be a Parish Council event.

The Parish Council would charge for the use of the Pavilion. And there was a discussion about charging members of the public.

Following further discussion it was agreed that the Chair would assist with any Health and Safety queries and Cllr Sykes would assist with any queries concerning the Pavilion.

It was agreed that advertising would be kept local, for capacity reasons. Car parking would need to be monitored. A flyer would need to be prepared for residents with animals. The event would be held on Sunday the 9th November.

a) To receive a report from representatives of Yorkshire Water concerning upcoming works in Wentworth.

It was noted that the representatives had not attended, due to the recent public drop in that they had held in the Mechanics Hall at Wentworth.

PC/105/25 To receive and consider matters raised for and by RMBC.

a) To receive a short presentation from MB, the RMBC Manager, for Parking Services.

The Council received a brief presentation concerning the car park. Discussions were ongoing.

Cllr Knight raised concerns about the fencing at the Harley Bends as the pavement at the side is a lot lower than the road. The wire fencing was down, and there was now a significant drop. Tracey White from RMBC would look into it.

The Chair confirmed that air sampling had been completed in Wentworth. New funding was available therefore air sampling would now be installed in Harley, at the end of Coach Road and it would be there indefinitely. It sensed the carbon dioxide levels.

The Chair confirmed that the inspection on the Harley bridge had been undertaken by RMBC, which had not highlighted any issues and the bridge was suitable for HGVs. The bridge has been inspected by both a general Inspection (GI) and a Principal Inspection (PI). For information, a GI occurs every two years and a PI every six years. A PI is much more detailed than a GI.

A GI was previously carried out in December 2024 and subsequently a PI was carried out in July 2025. Upon both inspections there were no notable signs of structural deterioration or need of repair. Therefore, the bridge does have the structural capacity to carry HGV's.

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It was noted that some of the residents of Harley were requesting another speed bump before Harley Village.

PC/106/25 **To receive and consider matters raised for and by Fitzwilliam Estate.**

None.

The Chair recorded thanks to the Estate for cutting all of the hedges at Coaley lane. It was noted that Lea Brook Farm hedging was overgrown. The Clerk was asked to write to the Estate.

PC/107/25 **Minutes of previous meetings.**

a) To consider any alterations to the minutes of the previous meeting

There were no alterations requested.

b) To accept the minutes of the previous meeting as a true record and authorise the Chairperson to sign accordingly.

RESOLVED the minutes of the Council meeting held on the 21st July 2025 were accepted as a true record and were authorised to be signed by the Chairman

Proposed by Cllr C Shaw.

Seconded by Cllr J Hill.

PC/108/25 **Matters Arising from Previous Minutes.**

It was confirmed that the window cleaning was for the defibrillators.

The Football Club had removed all equipment.

The warning signs for Horses had been installed.

It was noted that a tree branch was overhanging playground equipment. Councillors will check and report to the Estate.

It was noted that to install CCTV cameras and lamp posts on Kirby Lane would cost £6774 plus VAT.

The application for the grant for the Wentworth Pavilion had been sent to the Estates Charities for their October allocation.

The picnic in the park had been held.

PC/109/25 **Financial Matters**

a) Retrospective approval of Payments for August

Payment for July

Eskia	BACS	£	72.00	Domain Renewal
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Payments for August

Clerk	BACS	£	260.00	Salary (for
HMRC	BACS	£	65.00	HMRC
Everflow	BACS	£	30.57	Everflow Water
J Torry	DD	£	35.00	Window cleaning
EON	DD	£	22.82	Electricity charges

RESOLVED that the retrospective payments be authorised by the Parish Council.

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b) Approval of Payments for September

Clerk	BACS	£	338.10	Salary (for September)
HMRC	BACS	£	84.40	HMRC
Everflow	BACS	£	31.59	Everflow Water
J Torry	DD	£	35.00	Window cleaning
EON	DD	£	26.45	Electricity charges
EDF	DD	£	45.40	Electricity charges
Service Charges	DD	£	4.25	Bank Charge
AWS	SO	£	993.63	Grounds Maintenance
Graham Holden	BACS	£	22.00	PAT Testing- Harley

RESOLVED that Parish Council approved the payments to be processed.

c) Bank Reconciliation for July and August

The Clerk confirmed the following bank balances for July 2025-

Current Account- £9,661.14

Deposit Account- £54,723.29

The Clerk confirmed the following bank balances for August 2025-

Current Account- £7,861.22

Deposit Account- £54,812.50

d) Financial Report for July and August

The Clerk ran through a short financial report for July and August.

PC/110/25 **2024/25 Audit.**

a) To consider the 2024/25 AGAR Section 3 External Audit Report

The Clerk confirmed that the External Auditor PKF Littlejohn LLP had now returned the AGAR and that all information submitted was in accordance with Proper Practices.

RESOLVED that the Parish Council receive the External Audit Report.

b) To consider any recommendations

The External Auditors highlighted that Wentworth had not adopted Standing Orders and Financial Regulations and that they should be put in place and adopted at the earliest opportunity and reviewed on a regular basis.

The Clerk confirmed that Financial Regulations and Standing Orders had been adopted by Crofton Parish Council at its meeting on 17th June 2025, following the decision of the Parish Council to join the Yorkshire Local Councils Association (YLCA)

PC/111/25 **To receive a report from the Clerk concerning compliance with Assertion 10 of the 2025/26 Annual Governance and Accountability Return.**

The Clerk advised the Council that she was currently working on compliance with Assertion 10, which would be included in the 2025/26 Annual Governance and Accountability Return.

There were a number of areas, including Governance, Website accessibility, Gov.uk domain and Compliance with policies.

RESOLVED that the Clerk research options for the provision of a Gov.uk Domain and Website compliance, and report back to the meeting.

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PC/112/25 **Policies.**

a) To receive and adopt the Parish Council's IT Policy

RESOLVED to adopt the IT policy.

b) To receive and adopt the Parish Council's press and media policy

RESOLVED to adopt the press and media policy.

c) To receive and adopt the Parish Council's Code of Conduct

RESOLVED to adopt the Code of Conduct.

d) To receive and adopt the Parish Council's Risk Register

RESOLVED to adopt the Risk Register.

e) To receive and adopt the Parish Council's Data Protection Policy

RESOLVED to adopt the Data Protection Policy.

f) To receive and adopt the Parish Council's Social Media Policy.

RESOLVED to adopt the Social Media Policy.

The Council agreed to explore training in respect of Health and safety, Data Protection and IT.

PC/113/25 **To consider Planning applications.**

a) a) RB2025/1160- 13 The Square, Harley. Application to undertake works to a tree (s) protected by TPO RMBC (No5) 1975.

RESOLVED the Clerk to respond to the Planning application to confirm that the Parish Council had no objections.

PC/114/25 **To consider a report from the Chair concerning the car park.**

This had been discussed at the start of the meeting.

PC/115/25 **Correspondence and emails received.**

a) To receive the contents of an email concerning flooding in Harley.

The meeting noted the contents of an email and discussed what the cause of the flooding could be and who would be responsible. It was requested that the Clerk contact Yorkshire Water.

PC/116/25 **Parish Councillors areas of Responsibilities and Parish Council Plan.**

Cllr Peace ran through the Parish Plan and explained how to report actions that had been completed.

PC/117/25 **Additional Items Authorised by the Chairperson.**

a) TWCC 150 years celebration

It was noted that the Wentworth Cricket Club had asked to use the field for a function. There were three potential dates- the 17/5/26, 21/6/26, 06/09/26.

It was hoped that the new pavilion will be up and running by then.

The meeting were concerned that the overflow parking provision would be in the field, which could be muddy during bad weather. It was agreed that the main car park would need to be monitored.

It was suggested that the Cricket Club come to a Parish Council meeting, to update the Parish Council on arrangements.

The Chair agreed to liaise with the Estates.

PC/118/25 **To start discussions on new issues (Council members only) No decisions can be passed during this item.**

The Chair discussed the issues with the equipment at the playground in Harley.

Cllr Annetts advised that the replacement of just one of the beams was £4k.

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The Chair reported that the equipment was ageing and needed repairs and maintenance that the Parish Council could not afford to fund.
It was suggested that residents of Harley needed to source funding that was available for the playground. Various groups were suggested, including the Estate Charities, but they only met once a year.
It was agreed to obtain a price, then approach different groups for funding.
The Chair felt that it was important if the inspection failed an item of equipment, that the piece would be taken out of action.
Cllr Annetts would obtain costings to replace everything on amber in the report.
The meeting discussed replacing the wood items with an alternative to prevent the wood rotting.
Remembrance- the Wreaths would be delivered to Cllr Shaw.
Cllr Shaw would approach people with the Standards for Remembrance Sunday.
Cllr Sykes will request that the Estate to tidy up the Cenotaph.
Cllr Annetts will arrange to order new defibrillator pads.
The meeting discussed whether to issue a newsletter in October.
The Yorkshire Water plan for the sewage works were shown to Councillors. The plans were also provided at the recent drop in.

PC/119/25 **To consider the salary increase of 3.2% agreed by the National Joint Council, in accordance with the Clerks contract.**

The Clerk withdrew from the meeting.
The Chair reported that an increase of 3.2% had been agreed. The Clerk had requested that it be implemented from 1st October 2025 and not be backdated to April 2025.
The Council discussed the role of the Clerk and the hours of the Clerk. Cllr Shaw felt that the role had developed significantly and therefore the hours should be increased.
The Clerk returned to the meeting.
RESOLVED that the 3.2% increase be applied to the Clerks Salary with effect from the 1st October 2025.
RESOLVED that the Clerk be offered an increase of hours, to 26 hours per month.
RESOLVED that the Parish Council should be refunded two hours of the Clerks Salary per month from Willistons gift.
RESOLVED that the Clerk investigate accounting packages and report back to the meeting.

PC/120/25 **To consider a request to use the Harley Pavilion and field for a bonfire event.**

It was noted that this had been discussed in the public participation section of the meeting.

PC/121/25 **To Receive an update from the Chairman concerning the Tender Process for the forthcoming work on the Pavilion at Wentworth.**

The Chair ran through the three quotations that he had received for the Pavilion refurbishment which had been submitted to the Estates as part of the Tender process.
The Estates had previously drawn up the documentation for the Tender process.
Following discussion, it was agreed to accept the Tender from G&M Jones Construction Limited, in the sum of £130,950 plus VAT.
This was proposed by Cllr Peace and Seconded by Cllr Shaw.

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The Chair agreed to liaise with the proposed contractor and would action the matter further once the letter from the Estates Charity had been received.

PC122/25 **To note diary dates.**

-Village Day dates: 2026 4th and 5th July. 2027 3rd and 4th July.

Harley mission rooms live music- November 21st at 7.30.

PC/123/25 **Date and time of the next meeting- Monday 20th October 2025.**

The Chair declared the Meeting closed at 21.25

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