

# **GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL**

## **MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY, 22nd MAY 2024, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM**

PRESENT; Councillors Berry, Edmondson, Hazeldine, Ogden; Clerk.

2024/001. TO ELECT A CHAIRMAN OF THE PARISH COUNCIL.

Resolved – Councillor Berry was elected as Chairman.

2024/002. TO ACCEPT A DECLARATION OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN OF THE PARISH COUNCIL.

Noted – Councillor Berry and the Clerk signed the declaration.

2024/003. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE.

Noted – no absences notified.

2024/004. TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Noted - Councillor Hazeldine declared an interest in item 2024/020.1 and will give a factual statement only.

2024/005. TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL.

Resolved – no vice Chairman elected.

2024/006. TO NOTE THAT ANY COUNCILLOR WITH CHANGES TO THEIR PREVIOUSLY COMPLETED REGISTER OF INTEREST FORMS SHOULD SEND A NEW FORM TO THE CLERK WITHIN 28 DAYS OF THE MEETING.

Noted – no Councillor had any changes to make.

2024/007. TO CONFIRM THE APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES.

Noted – Councillor Edmondson remains on the Blackstone Edge windfarm committee; Councillor Ogden remains on the Penistone Ward Alliance.

2024/008. TO CERTIFY GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL AS EXEMPT FROM EXTERNAL AUDIT FOR FISCAL YEAR 2023/2024 AND COMPLETE THE CERTIFICATE OF EXEMPTION.

Resolved – Council is exempt from external audit, exemption certificate signed and dated by Chairman and Clerk.

2024/009. TO RECEIVE AND APPROVE THE BANK RECONCILIATION AND TO RECEIVE EXPLANATION OF VARIANCES.

Resolved – bank reconciliation, variance analysis report, and the explanation of the variances provided by the Clerk were received and accepted.

2024/010. TO NOTE THE ANNUAL INTERNAL AUDIT REPORT FOR 2023/24 INCLUDED AT PAGE 4 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24.

Noted – internal audit highlighted two areas to address, (1) payroll and payment of Clerk's salary and (2) publication of the AGAR statements going back to 2015 on the Council's webpage (Transparency code).

Resolved – Clerk to contact YLCA for advice about payroll, and if they cannot clarify this, the Council to seek ‘paid for’ professional advice. The publication issue will be addressed as part of the Council’s review of Councillor’s emails and the Council having its own domain as a new service is being offered vi the YLCA for smaller Councils with limited technology capability.

2024/011. TO APPROVE SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2023/24 AND SECTION 2 – ACCOUNTING STATEMENTS 2023/24 FOR GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL ON PAGES 5 AND 6 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

Resolved – Section 1 - Annual Governance Statement 2023/24 - was approved and Section 2 - Accounting Statements 2023/24 - was approved.

2024/012. TO APPROVE THE PUBLICATION OF DOCUMENTS REQUIRED BY ACCOUNTS AND AUDIT REGULATIONS 2015, THE LOCAL AUDIT (SMALLER AUTHORITIES) REGULATIONS 2015 AND THE TRANSPARENCY CODE FOR SMALLER AUTHORITIES.

Resolved – publication approved, and public inspection period will be from Monday 3rd June to Friday 19th July inclusive.

2024/013. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17TH APRIL 2024.

Resolved – minutes from the April meeting were confirmed and signed as correct.

**2024/014. TO ADJOURN THE BUSINESS OF THE MEETING TO RECEIVE COMMENT AND QUESTIONS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS.**

Noted – no members of public present.

2024/015. TO RECEIVE AND CONSIDER ANY PLANNING APPLICATIONS SINCE THE LAST MEETING

2024/015.1 2024/0279 REPLACEMENT OF SINGLE STOREY REAR EXTENSION WITH LARGER SINGLE STOREY REAR EXTENSION, INGBIRCHWORTH

2024/015.2 2024/0312 ERECTION OF PORCH TO FRONT OF 2 STOREY DETACHED DWELLING, INGBIRCHWORTH

Resolved – no comments from the Council.

2024/016. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE GRANT PAYMENT FROM PENISTONE WARD ALLIANCE MADE TOWARDS THE TWO NEW INTERPRETIVE SIGNS, INCLUDING REPAYMENT OF ANY UNSPENT MONIES.

Noted – Councillor Edmondson had consulted Penistone ward Alliance about the underspend (£214) on the purchase and installation of the two new signs and had asked if this could be spent on additional works at the old village green or if the money should be repaid as it was a grant. They agreed to the proposal to use the money for additional items on the old village green.

Resolved – Councillor Edmondson will investigate purchasing a simple chain railing to stop parking on this area.

2024/017 TO NOTE THE DONATION OF £60 MADE BY MR. AND MRS. STANCLIFFE TOWARDS NEW PADS FOR THE DEFIBRILLATORS.

Noted – the Council was grateful for the donation made towards new defibrillator pads. Councillor Hazeldine noted that he is now registered as a support contact for the village defibrillators, Councillor Edmondson is still the main contact.

Resolved – Clerk to put a note of thanks for the donation on the two village facebook sites.

2024/018 TO NOTE THAT THE GUNTHWAITE RESIDENTS' NEWSLETTERS WERE DELIVERED.

Noted – Clerk has not received any correspondence in response to the newsletters.

2024/019 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE LOCAL GOVERNMENT BOUNDARY COMMISSIONS REVIEW OF WARD BOUNDARIES IN BARNSELY, AND THE PROPOSAL FOR THE PARISH TO BE RELOCATED TO THE PENISTONE EAST WARD.

Noted – since the first draft proposal where no changes affected the Parish, the latest draft proposal has the Parish within the Penistone East ward instead of Penistone West, Councillor Edmondson noted this was a matter of balancing numbers rather than community links. The Council did not feel there would be any material impact on the Parish or the functioning of the Parish Council.

Resolved – no comment from the Council.

2024/020. TO CONSIDER MATTERS RELATING TO PUBLIC RIGHTS OF WAY AND PUBLIC OPEN SPACES.

2024/020.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE NEW SHELTER BEING ERECTED BY THE INGBIRCHWORTH PETANQUE SOCIAL CLUB.

Noted – the Club has some volunteers for putting posts in place (planned on June 8<sup>th</sup>) and is looking for a contractor to do the path digging work.

2024/020.2 TO RECEIVE AND CONSIDER MATTERS ABOUT IN-PROGRESS VILLAGE MAINTENANCE AND GARDENING WORKS.

Noted – Councillor Ogden noted that the bench in Sandbeds is in poor repair, and Councillor Edmondson noted that the picnic benches at Summerford need attention. Councillor Edmondson can reuse the bulbs from the planters at the old village green and the recreation field, so the empty planters can be taken to the tip.

Resolved – Clerk to contact handyman to quote for the required work. Clerk to ask the gardener to tidy up the raised flower bed near the entrance gate to the permitted path to Summerford, perhaps plant hardy shrubs instead of bedding plants.

2024/020.3 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE STOLEN BIN AT ANNAT ROYD SEATING AREA.

Noted – Councillor Hazeldine noted that if litter at the site becomes a problem the Council can reconsider putting another bin there. The bin was regularly emptied by a volunteer and Councillor Ogden will let them know they no longer need to do this.

Resolved – no replacement bin will be purchased for now as this is the second time theft has occurred at this site.

2024/021. To consider matters for referral to BMBC Highways authority.

Noted – the wooden fencing on the A629 beyond Mill Lane heading towards Huddersfield is damaged, and at the end opposite the former Chapel there are stone slabs on a parapet wall that have been knocked out of position and could pose a health and safety risk as there is a steep drop on the other side.

Resolved – Clerk to report the matter to Barnsley Council.

2024/022. To consider matters for referral to Neighbourhood services.

Noted – the new Penistone Community Environment Support Service (Greenotes CIC) could be approached for help cleaning/maintaining Gunthwaite Spa.

2024/023.To receive and consider crime and safety matters.

Noted – Councillor Berry had been informed about a data leak from Neighbourhood Watch although this is not used in the Parish.

2024/024.Financial matters

2024/024.1 to receive accounts for payment and note income received.

**Accounts for payment**

22.05	#758	BL Lonestar Ltd	Hire of Fountain function Room 22nd May	£30.00
22.05	#759	T&D Contractors	Grass cutting 2023 season	£1410.00
22.05	#760	Elkerlodge Services Ltd (replacement of cheque #755 which is voided)	Internal audit fee	£168.00
22.05	#761	Liam Torpey	Re-imburse for purchase of fixings for bench/signs at old Village Green	£29.48
22.05	#762	Zurich Municipal	Insurance premium	£547.14

**Income received**

04.04		BMBC AP	Precept payment	£8300.00
24.04		L& D Edmondson	Final donation from Scarecrow trail event 2023	£14.50
30.04		Nat West Bank	Interest payment	£10.67

**Debit card account payments made by Clerk**

29.04	Defib warehouse	New defib pads (twin pack)	£150.00
20.05	Post Office Ltd	8 second class stamps	£6.80

2024/024.2 to receive and note bank reconciliation report to April 30<sup>th</sup>.

Noted – a bank balance of £18,510.83 was reported.

Resolved – bank reconciliation report was checked by a Councillor and signed as accurate.

2024/024.3 to receive and consider the budget monitor report to May 22nd.

Noted – Councillor Edmondson noted that the Community Benefit part of the budget had been exceeded already as the payment for the two new signs had occurred in the current financial year, but the grant money for them had been received in the prior financial year.

Resolved – budget monitor report accepted with the above comment noted.

2024/024.4 to receive and consider accounts paid by Debit card by the Clerk, Councillors to sign and date the payment confirmation slip to confirm no double payments made.

Resolved – payments checked and approved.

2024/024.5 to receive and sign the mandate form to remove a former Councillor from the Council's bank account

Resolved – mandate form signed and Clerk to post to the bank.

2024/025.To note Correspondence received.

2024/025.1 YLCA White Rose Updates/Law and Governance Bulletins (Apr/May).

2024/025.2 Invitation to Councillors to the Mayor of Barnsley's Civic Service.

2024/025.3 Social Prescribing news from the Penistone team.

2024/025.4 Clerk contacted via facebook and telephone about an issue with the defibrillator on Wellthorne Lane.

2024/026.To confirm the next council meeting date as Wednesday June 26<sup>th</sup>, 2024.

Resolved – next meeting is Wednesday June 26<sup>th</sup>, 2024.