

GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY, 5th JANUARY 2022, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM

PRESENT; Councillors Edmondson, Guest, Karle, Berry; A. Murphy (Clerk)

(1) TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

Noted - apologies were received from Councillor Ogden who could not attend for health reasons.

Resolved – Council approved reason for absence.

(2) TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Noted - no declarations received.

(3) TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17TH NOVEMBER 2021

Resolved – minutes confirmed and signed as accurate.

(4) TO RECEIVE INFORMATION ON THE FOLLOWING ONGOING ISSUES AND DECIDE FURTHER ACTION WHERE NECESSARY.

4.1 TO CONSIDER AND RECEIVE PROGRESS ON THE REMOTE MEETING PILOT PHASE

Noted – no requests received by the Clerk or and Councillor prior to the meeting. Details of the pilot are on the Council's webpage.

Resolved – Clerk to add pilot details to Agenda for future meetings.

4.2 TO NOTE THAT THE CLERK ATTENDED THE REMOTE PARISH COUNCIL LIAISON MEETING WITH BMBC, PETER CLARK IS THE PARISH COUNCIL LIAISON OFFICER AND HAS OFFERED TO ASSIST WHERE HE CAN WHEN PARISH COUNCILS ARE NOT RECEIVING RESPONSES FROM BMBC DEPARTMENTS. ALSO NOTED DURING THE MEETING THAT PARISH COUNCIL ELECTIONS ARE DUE IN MAY 2023, UNLESS A BY-ELECTION IS REQUIRED EARLIER. A CONTESTED BY-ELECTION WOULD BE CHARGED TO THE PARISH COUNCIL AT £1 PER ELECTOR.

Noted.

(5) TO ADJOURN THE BUSINESS OF THE MEETING IN ORDER TO RECEIVE COMMENT AND QUESTIONS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS.

Noted – no members of public present.

(6) TO CONSIDER PAID HOURS INCREASE PROPOSAL INCLUDING LEAVE ENTITLEMENT AND SICKNESS PAY FOR CLERK. **MEMBERS OF PUBLIC WILL BE ASKED TO LEAVE THE MEETING ROOM FOR THE DURATION OF THE DISCUSSION OF THIS ITEM AS IT INVOLVES CONFIDENTIAL STAFF MATTERS.**

Noted – Clerk's hours worked in 2021 were recorded and reviewed at the end of the year. Councillor Edmondson noted that the contracted hours had been the same for many years and the role requirements had changed so a review had been necessary.

Resolved - from January 1st, 2022, Clerk's paid hours will be 50 hours per quarter, to be reviewed after six months. The extra hours (beyond the contracted hours) worked in 2021 will be paid.

(7) TO RECEIVE AND CONSIDER BUSINESS CONTINUITY PLAN FOR ADOPTION.

Resolved – Business Continuity plan adopted, hardcopies kept by Chairman and Clerk.

(8) TO RECEIVE ANY PLANNING APPLICATIONS SINCE THE LAST MEETING

2021/1413 - Erection of farm workers dwelling.

2021/1414 - Erection of farm workers dwelling (Listed Building Consent).

2021/1540 - Erection of extension to existing dwelling, installation of timber framed window and removal of storage building.

Noted – no comments by Council.

(9) TO RECEIVE AND CONSIDER PROGRESS AROUND PARKING ISSUES AT INGBIRCHWORTH RESERVOIR AND WELLTHORNE LANE.

Noted – Councillor Berry said no further updates were received from Yorkshire Water. Councillors Karle and Berry noted that car numbers have followed previous observed patterns (more cars parked on holidays/good weather days).

(10) TO RECEIVE THREE COST ESTIMATES FOR STORAGE CONTAINERS AND APPROVE PURCHASE FROM NAMED SUPPLIER (FINANCIAL REGULATION 11.1H).

Noted – Councillor Edmondson presented five quotes obtained in previous month for eight-foot lockable metal shipping containers. All quotes included delivery and VAT. Three new containers were quoted at £3953, £3744, and £2814; two used containers were quoted at £2544 and £2754. Clerk had ascertained that the extra insurance premium would be approximately £10 per year. The Council accepted that the cost may have increased in the time since the quotes were originally obtained and a new quote would be needed prior to purchase.

Resolved - the quote from Cleveland Containers (£2814 at the time) was selected, subject to getting a newer quote and the difference being acceptable.

Noted – Councillor Guest asked about ground preparation needed prior to delivery, Councillor Edmondson said that existing flags where an old hut had been sited could be re-used, a volunteer work party would be needed to do this once a delivery date had been arranged.

Resolved – Councillor Ogden to publicise an Event on Facebook asking for volunteers, a Saturday or Sunday preferable. Councillor Edmondson will investigate suitable locks to purchase.

(11) TO CONSIDER MATTERS RELATING TO PUBLIC RIGHTS OF WAY AND PUBLIC OPEN SPACES.

Noted – Councillor Guest had not noticed anything new in place to block motorbikes from Gunthwaite Farm bridleway. Councillor Edmondson has contacted BMBC footpaths team but heard nothing back.

Noted - Councillor Berry noted that the planned meeting to discuss development of the playing field (accessibility, petanque terrains, community venue, fruit tree planting) needed a presentation to start the discussion, Councillor Guest noted that advance publicity and regular reminders would encourage people to attend. Resolved - Councillor Berry will coordinate a presentation and publicity with help from other Councillors. Councillor Guest booked a public meeting on Wednesday 2nd March at the Fountain function room.

(12) TO CONSIDER MATTERS FOR REFERRAL TO HIGHWAYS AUTHORITY.

12.1 TO NOTE THAT THE CLERK HAS WRITTEN TO BMBC HIGHWAYS RE-ITERATING THE COUNCIL'S REQUEST FOR DOUBLE YELLOW LINES AT THE BEND WHERE WELLTHORNE LANE MEETS ANNAT ROYD LANE, AND SPEED LIMIT REDUCTION ALONG THE NARROW ROAD ALONG THE RESERVOIR WALL.

Noted – Clerk posted a letter to BMBC Highways and copied Borough Councillor Kitching.

Resolved - Clerk will follow up the request with the Parish Liaison Officer at BMBC if no feedback is received in January.

(13) TO CONSIDER MATTERS FOR REFERRAL TO NEIGHBOURHOOD SERVICES

Nothing for referral.

(14) TO RECEIVE AND CONSIDER CRIME AND SAFETY MATTERS

Noted – Councillor Guest noted that safety issues were raised due to parking related to the Boxing Day drag hunt event.

(15) FINANCIAL MATTERS

15.1 TO RECEIVE ACCOUNTS FOR PAYMENT AND NOTE INCOME RECEIVED

Accounts for payment

05.01	#659	D Edmondson	Defib pads replacement (2 sets)	£98.40
05.01	#660	Clerk	Salary (Oct-Dec)	£423.54
05.01	#661	Clerk	Re-imburement - external hard drive for Council laptop data backup	£39.99
05.01	#662	Clerk	Postage (April – Dec)	£10.00
05.01	#663	D Edmondson	Chairman's Allowance (July – Dec)	£26.00
05.01	#664	Denby Dale Lions	Christmas light switch-on donation (event cancelled due to heavy rain)	£30.00
05.01	#665	Shepley Band	Christmas light switch-on donation (event cancelled due to heavy rain)	£30.00

Income received

30.11	Nat West Bank	Interest		£0.01
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15.2 TO NOTE BANK RECONCILIATION REPORT TO NOV 30TH

Noted.

15.3 TO CONSIDER THE BUDGET MONITOR REPORT AND AGREE THE PRECEPT FIGURE FOR 2022/23.

Resolved – precept of £5933 (same as 2021/22) will be requested for 2022/23. A small amount of this is the grant provided from central funding by BMBC to cover local council tax support.

15.4 TO RECEIVE AND CONSIDER THREE QUOTES FOR INTERNAL AUDIT.

Resolved - Town Parish Audit appointed as internal auditor for 2021/22 year-end.

15.5 TO CONSIDER USE BY CLERK OF A DEBIT CARD TO MAKE PAYMENTS IN ADDITION TO CHEQUES.

Resolved – Clerk will request mandate papers to request a debit card for use subject to internal control/financial standing orders

15.6 TO NOTE THAT THE CLERK AND CURRENT COUNCILLORS ARE ON THE BANK MANDATE.
Noted.

(16) TO NOTE CORRESPONDENCE RECEIVED

16.1 SOUTH YORKSHIRE LOCAL HERITAGE LIST NOMINATIONS UPDATE/MEETING INVITE.

16.2 WINTER WELLBEING PACKS – BMBC COMMUNITY TEAM, PENISTONE AREA.

16.3 YLCA WHITE ROSE UPDATES/LAW AND GOVERNANCE BULLETINS (NOV/DEC) – UPDATE ABOUT IMPACT OF PLAN B, NALC IN CONTACT WITH GOVERNMENT MINISTERS ABOUT DIFFICULTIES FACED HOLDING FACE TO FACE MEETINGS AND REVISITING LEGISLATION AROUND REMOTE MEETING ALTERNATIVES.

Noted – correspondence was received from residents about the Boxing Day drag hunt event organised by the hunt with catering provided at the Fountain village pub. Comments made included that the event was not appropriate or wanted in the village, other comments concerned safety due to the numbers of vehicles parked, potentially blocking access for emergency vehicles. A response explaining the Parish Council's role and position on privately organised events unfortunately resulted in comments of a personal nature being made to the Chairman.

Noted – Councillor Berry noted that the Council should do what it can to ensure emergency vehicles can access all areas of the village as it is a safety matter.

Resolved - Councillor Guest will speak with the hunt organisers about how they can ensure that parking will be done safely if the event goes ahead again, this will be an item for discussion at a future meeting.

Noted – Councillor Karle noted that the Petanque Club has made recommended changes to its Constitution and Bank account, grant applications will be submitted in the next budget year. Councillor Guest requested that all volunteer hours spent on this should be recorded for submission to the Ward Alliance who require match funding.

(17) TO CONFIRM MEETING DATES FOR 2022 ON THE FOLLOWING WEDNESDAYS

JANUARY 26TH (EXTRAORDINARY MEETING), FEBRUARY 16TH, MARCH 30TH, MAY 18TH (ANNUAL COUNCIL MEETING AND PARISH MEETING ON SAME DAY), JUNE 29TH, AUGUST 10TH, SEPT 28TH, NOVEMBER 9TH, DECEMBER 14TH

Resolved – meeting dates confirmed however meeting on January 26th is no longer required.