

Minutes of the High Hoyland Parish Meeting – Tuesday 23rd November 2021, at 8.30 pm at the Cherry Tree High Hoyland.

Chair: David Roberts

Clerk: Joanna Roberts

Present: Malcolm and Margaret Pursey, John and Melanie Tobin, Joan Hall, Alison Richards, Tina Hodges, Kay Reid, Joanna and Marcus Dacre

Apologies: Anthony Massouras, Will and Vicky Jowett

1. Minutes of the Annual Meeting of Monday 26th July 2021

The minutes of the Annual Meeting of Tuesday 26th July 2021 were read and were agreed to be a true record.

Proposed: Alison Richards

Seconded: John Tobin

2. Matters Arising

Nothing to report

3. Recruitment of Chair and Clerk

The Clerk advised that she and the Chair had had a meeting with Sheena Spence, Chief Officer of the Yorkshire Local Councils Association to receive advice in the event that there are no nominations for the position of Chair. Sheena informed the Parish Meeting as follows –

The Parish Meeting has 2 trustees - The Elected Chairperson and the Principal Council Proper Officer.

The Chair of the Parish Meeting must be from the parish. The Parish Meeting is representative of the village electorate and on all matters where there is a vote, only parish members may vote and the Chair has the casting vote.

The position of the Chair could be held for just 12 months. As there is little work involved, the Chair could hold the roles for both Chair and Clerk.

A Parish Meeting does not have the power to employ paid personnel. The Borough Council would have to confer the power onto the Parish Meeting for it to employ and pay a Clerk. Then, the Parish Meeting could set a precept, raise finances to pay a Clerk's salary, insurance fees, membership of the YLCA etc. This would then incur the need to do more complicated accounts than the Clerk currently completes, since the Parish Meeting currently has no income, no expenses and no financial transactions. However, they would still be relatively simple and would amount to filing a declaration of exemption with the external auditors as the total transactions would still be less than £25,000 per annum.

Our responsibilities as a Parish Meeting would be to hold a minimum of 2 meetings per annum, one of which, has to be the Annual Meeting, and has to take place between March 1st and June 1st. The other meeting could ideally be set around 5-6 months later and incorporate such necessary

items as budgeting and precept planning. Additional meetings should be held if necessary to discuss (for example) planning applications etc that are filed in between scheduled meetings and need a prompt response.

In simple terms of regulations, the Parish Meeting has to observe the General Data Protection Regulations and the Freedom of Information Act. As a Parish Meeting there is no obligation to adopt a Code of Conduct, although it is advisable to observe good conduct in all parish matters. Whilst it is good practice to have a risk assessment there is no obligation to reassess it every year, especially if a status quo is maintained. There is an obligation for the Parish Meeting to reserve the services of an Internal Auditor, but there is no obligation to review the internal audit arrangements annually either.

If no-one comes forward to take the position of Chair, the Parish Meeting would not dissolve. The Parish as a civic entity would continue to exist, however it would become moribund, and the Parish Meeting would no longer function. There would no longer be a collective voice and there would be no official body to make observations to, or to request services from, the Borough Council. Information about such things as planning applications and other such notifications would no longer be issued to the Parish, and whilst individual responses and objections would still be heard, they would not carry the same weight as a Parish representation. The responsibility to complete and return the Declaration of Exemption as part of the Annual Return would fall to an office within BMBC.

The Meeting considered this information. There were no questions and no-one sought nomination for the position. The Chair set a deadline of mid-January for a potential Chair to come forward, by which time if there is no resolution, it can be assumed that the Parish Meeting will become moribund.

4. Annual Review of the Risk Assessment and the Internal Audit Arrangements

The Clerk confirmed that she had reviewed the risk assessment and the internal audit arrangement documents and had then passed them to the Chair, Internal Auditor and the working party of parishioners to be checked. These documents were felt by all to be relevant at the present time. The entire group agreed that if the nature of the Parish Meeting changes, if a precept is to be requested, the bank account and financial activity are to be re-introduced, then these issues would have to be addressed and the risk assessment documents altered accordingly. On this basis it was agreed that the newly reviewed documents are accepted.

Proposed

John Tobin

Seconded

Marcus Dacre

5. Financial Review and Precept Planning

The Clerk confirmed that there remained £1.00 in petty cash.

Precept Planning – Further to the previous discussions recorded above under item3, the Clerk advised the meeting that if it becomes necessary to employ a clerk for the Parish Meeting to continue to function, then it would also be necessary to raise a precept for the purpose of paying this person. If this is the case, then a parish meeting would need to be called in January 2022 to agree this prior to the deadline for precept requests.

However, if the need to employ a clerk is avoided, there would be no need to request a precept given our existing budget for nil expenditure. It was agreed therefore, that the Parish Meeting

would confirm to BMBC that we would not require a precept for the forthcoming year, unless the Meeting could not continue without employing a clerk, which would require expenditure. Therefore, if no-one has volunteered to take over as Chair, in early January, the Clerk will call a meeting forthwith to review and finalise the future of the Parish Meeting.

6. Planning

Application number 2021/0795

Development of one dwelling and associated work – land to the rear of The Greenland Cottage, High Hoyland Lane, High Hoyland, S75 4AZ

The Clerk confirmed that she has been on the planning website and this application is still registered as being under consideration. If the application is to be considered by the Planning Board Committee, rather than being delegated to the Planning Officer for determination, then the November meeting has been cancelled and the December meeting is due to sit on 23rd.

It was reported that an application to install dormer windows at West Bank, Bank End Lane, has been lodged for consideration by the Planning Department.

7. Highways

The Clerk confirmed that the working party dealing with the speed issue in the village, had made contact with the council, but had been able to make very little progress so far. The Clerk confirmed that on reviewing past parish minutes, this problem has been ongoing since the early 1980s.

It was reported that a new bench has been installed and surrounding improvement works completed on the corner at the junction between High Hoyland Lane and Bank End Lane.

8. Footpaths

It was confirmed that the footpath between the bridlepath and Winter Hill Farm on Bank End Lane had been cleared by village volunteers and the TWIGGS team. It is hoped that the next project will be to clear the corner at the junction between Upperfield Lane and Church Lane.

9. Crime & Safety

An ongoing problem at All Hallows Church was reported – young people congregating late at night, banging on the doors and windows. The police have been involved and the problem has eased somewhat. The gates on the porch to the building are to be secured and locked to prevent access.

10. Environmental Issues

Nothing to report

11. Date of next parish meeting

Tuesday 23rd May 2022 – Annual Meeting and Parish Meeting

Chair

Date