

# **GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL**

## **MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY, 17th MAY 2023, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM**

PRESENT; Councillors Edmondson, Berry, Ogden, White; two members of the public; A. Murphy (Clerk)

**1. TO ELECT A CHAIRMAN OF THE PARISH COUNCIL.**

Resolved – Councillor Edmondson elected as Chairman.

**2. TO ACCEPT A DECLARATION OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN OF THE PARISH COUNCIL.**

Noted – Councillor Edmondson completed and signed the declaration of acceptance of office.

**3. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE.**

Noted – Councillor Guest sent apologies for this meeting, and the previous meeting in April.

Resolved – Council approved reasons for absence provided, also for the meeting on April 19<sup>th</sup>.

**4. TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Noted – no declarations of interest received.

**5. TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL.**

Resolved – Councillor Berry was elected as Vice-Chairman of the Council.

**6. 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 – Clerk will send a form to Councillor White.

**7. 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.

**8. TO CERTIFY GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL AS EXEMPT FROM EXTERNAL AUDIT FOR FISCAL YEAR 2022/2023 AND COMPLETE THE CERTIFICATE OF EXEMPTION.**

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

**9. 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.

**10. TO NOTE THE ANNUAL INTERNAL AUDIT REPORT FOR 2022/23 INCLUDED AT PAGE 4 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23.**

Noted – annual internal audit report showed that internal control objectives had been met and issues from last year successfully addressed.

11. TO APPROVE SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2022/23 AND SECTION 2 – ACCOUNTING STATEMENTS 2022/23 FOR GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL ON PAGES 5 AND 6 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23.

Resolved – Section 1 - Annual Governance Statement 2022/23 - was approved and Section 2 - Accounting Statements 2022/23 - was approved.

12. 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 5<sup>th</sup> June to Friday 14<sup>th</sup> July inclusive.

13. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19TH APRIL 2023.

Resolved – minutes confirmed as a true record and signed by the Chairman.

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

Noted - members of the public present contributed to agenda item 18.3.

15. TO RECEIVE AND CONSIDER ANY PLANNING APPLICATIONS SINCE THE LAST MEETING

15.1 2023/0314 SINGLE STOREY REAR EXTENSION, HUDDERSFIELD ROAD, INGBIRCHWORTH

15.2 2023/0378 EXTENSION OF EXISTING OUTBUILDING TO PROVIDE TOILETS AND DISABLED ACCESS, SPICER HOUSE LANE, INGBIRCHWORTH.

Resolved – Councillor Edmondson asked Clerk to send response for 2023/0378 stating the Council is very pleased with the proposals made.

16. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE PROVISION OF TWO COMMEMORATIVE BENCHES.

Noted – benches have been purchased by the Clerk. Councillor Berry noted that the Queen Elizabeth II bench will be placed near the fruit tree orchard on the recreation field. Councillor Edmondson suggested the King Charles III bench could be placed on the grassed area on the ‘old village green’ off High Lane and replace an existing bench. Need to discuss this with residents who use the space with the aim of preserving and enhancing its historic interest.

Resolved – Councillors Edmondson and White will meet to review the location and Councillor White will start to canvas opinion amongst the residents.

17. TO RECEIVE AND CONSIDER PROGRESS AROUND PARKING ISSUES AT INGBIRCHWORTH RESERVOIR AND WELLTHORNE LANE.

Noted – Councillor Berry noted that a new person at Yorkshire Water has taken over responsibility for this and a meeting date has not been confirmed yet.

18. TO CONSIDER MATTERS RELATING TO PUBLIC RIGHTS OF WAY AND PUBLIC OPEN SPACES.

18.1 TO RECEIVE AND CONSIDER MATTERS RELATED TO ITEMS INCLUDED WITHIN THE COUNCIL'S GRASS-CUTTING CONTRACT (VERGES ON A629 AND BRIDLEWAYS NUMBER 3 AND 18).

Noted – the Parish Council is paying for extra grass cutting of verges on the A629 that are the responsibility of Barnsley and Kirklees Councils, as both borough councils have reduced their own maintenance activity over time. Two bridleways (nos.3 and 18) are strimmed/mowed at the Parish council's expense although it was confirmed that Barnsley council do some clearance of these as part of looking after public rights of way.

Resolved – Clerk to contact the ground maintenance company to cancel the verge cutting on the A629 near Melvin Carr's (Kirklees council responsibility), also the strimming of bridleways 3 and 18 (responsibility of Barnsley council or the landowner).

#### 18.2 TO RECEIVE AND CONSIDER MATTERS ABOUT IN-PROGRESS VILLAGE MAINTENANCE AND GARDENING WORKS.

Noted – gardener has completed some strimming and weeding around the war memorial. The handyman has started work on the damaged benches.

Resolved – Clerk has details of which plants /compost are needed for planters round the village and will order them using the Council's debit card. Estimated cost of £83.00.

#### 18.3 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE INGBIRCHWORTH PETANQUE SOCIAL CLUB.

Noted – representatives of the club kindly provided an update about the progress towards building the terrains. This has been delayed this year by wet weather in March, the ground needs to be dry due to the weight of material to be brought up to the site using tracked plant. Provisional date for construction is mid-July 2023. Contractor will board the bottom of the new path as plant will pass over this to access the field. Original quote has increased by a very small amount (approx. £80) and no monies have been paid out yet.

Resolved – Councillors thanked both for their time and for giving a thorough update on the status of the project. Councillor Berry will attend the pre-build site meeting later in the year.

#### 19. TO CONSIDER MATTERS FOR REFERRAL TO BMBC HIGHWAYS AUTHORITY.

Noted – Councillor Berry and Ogden noted that there are lots of weeds growing on the pavement edges (near walls and kerbs) along the A629, over time this does damage the road surface.

Resolved – Clerk to contact adjacent Parish Councils as this may be something common to all and best addressed by all and raise a work request with BMBC Highways.

#### 20. TO CONSIDER MATTERS FOR REFERRAL TO NEIGHBOURHOOD SERVICES.

Noted – new volunteer is litter picking on the recreation field, Clerk will order more bin bags.

#### 21. TO RECEIVE AND CONSIDER CRIME AND SAFETY MATTERS.

Noted – a member of public attends public safety meetings with the police and reports back to Councillor Berry.

#### 22. FINANCIAL MATTERS

##### 22.1 TO RECEIVE ACCOUNTS FOR PAYMENT AND NOTE INCOME RECEIVED.

##### **Accounts for payment**

17.05	#715	Town Parish Audit	Internal audit 2023	£100.00
17.05	#716	Liz Charlesworth	Gardening work	£45.00
17.05	#717	BL Lonestar Ltd	Hire of Fountain function Room 17th May 2023	£30.00
17.05	#718	BL Lonestar Ltd	Hire of Fountain function Room Dec 2022 Replacement for cheque #704 (uncashed)	£30.00

#### **Income received**

05.04	BMBC	Precept	£6500
28.04	NatWest Bank	Interest	£6.27

#### **Debit card account payments made by Clerk**

02.05	Digital River Ltd	Avast One software License (one year).	£41.88
10.05	Cyan Ltd.	Two commemorative benches (s137 Local Government Act 1972)	£1077.99

22.2 TO RECEIVE AND NOTE BANK RECONCILIATION REPORT TO APRIL 28<sup>TH</sup>.

Noted – checked and signed by a Councillor.

22.3 TO RECEIVE AND CONSIDER THE BUDGET MONITOR REPORT TO MAY 17<sup>TH</sup>.

Resolved – budget report accepted.

22.4 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 signed off by Councillors.

23. TO NOTE CORRESPONDENCE RECEIVED.

23.1 YLCA WHITE ROSE UPDATES/LAW AND GOVERNANCE BULLETINS (APR/MAY)

23.2. CORRESPONDENCE ABOUT BADLY PARKED CARS ON WELLTHORNE LANE OPPOSITE SUMMERFORD.

23.3 CORRESPONDENCE ABOUT TRACTION ENGINE SIGN ON AREA KNOWN AS 'OLD VILLAGE GREEN'.

23.4 LETTER FROM BMBC CONFIRMING ROAD CLOSURES IN INGBIRCHWORTH FOR ONE HOUR ON 24<sup>TH</sup> MAY FOR RUNNER'S ROAD RACE.

24. TO CONFIRM THE NEXT COUNCIL MEETING DATE AS WEDNESDAY JUNE 28<sup>TH</sup>, 2023.  
Resolved – next meeting date is Wednesday June 28<sup>th</sup>, 2023.