Minutes of the Annual General Meeting of Little Houghton Parish Council held at 7 pm on Tuesday, May 31\textsuperscript{st} 2016 at Sandhill Golf Club, 2016.

Present: Mr Vince Keating
Mrs Diana Young
Mr Gary Oldfield
Mrs Lisa Oldfield
Mr Colin Ward

In Attendance: Ms Caroline Donovan Clerk to the Council
Councillor Caroline Saunders Ward Councillor

1. **Election of Chairperson and Vice Chairperson for 2016 / 2017**

It was unanimously agreed that Mr Vince Keating be elected as Chair for a period of one year.

It was unanimously agreed that Mrs Diana Young be elected as Vice Chair for a period of one year.

2. **Questions from Parishioners**

There were no questions from Parishioners.

3. **Apologies for Absence**

Apologies for absence were received from Mrs Valerie Wistow, Councillor Dorothy Coates and Councillor Pauline Markham.

4. **Minutes of the previous meeting held on April 11\textsuperscript{th}, 2016**

The minutes of the previous meeting held on April 11th, 2016 were agreed as a true record.

5. **Matters arising.**

The Chair confirmed that the Planning Application Number 2015 / 1269 “Change of use of land to a private gypsy and traveller caravan site”, was not going to the Planning Board in May 2016, and would probably be heard at either the Planning Board on June 28\textsuperscript{th} 2016, or July 26\textsuperscript{th}, 2016. The Clerk explained that the Parish Council was a Statutory Consultee, and that it is important for local planning authorities to work closely with statutory consultees in preparing their local lists of information requirements. The Clerk referred the Parish Councillors to the e mail received from Andrew Burton, the Senior Planning Officer as follows:
I refer to the list of objections submitted to the Parish Council on April 20th, 2016. I confirm that the concerns raised are relevant planning considerations that shall be taken into account as part of the assessment of the application.

The Parish Councillors also noted the responses from Mr Burton regarding the queries submitted by the Parish Council, and confirmation that the Parish Council is now registered on their system as a Statutory Consultee, which will ensure that notification of all future planning applications are sent out to the Parish Council.

5.1 Feedback to previous concerns raised

The Clerk feedback regarding the concerns previously raised as follows:

- Feedback from Highways to previous questions raised – the blocked gullies should have been cleaned in January. The Clerk has asked the local resident to provide further details of any gullies that are still blocked.
- The damaged entrance to the track on Middlecliffe Lane, and the adjacent block paving, is not an area that is maintained by Highways.

6. Correspondence.

The Parish Councillors noted the following correspondence:

<table>
<thead>
<tr>
<th>BMBC</th>
<th>Erection of 2.4m high perimeter fencing at ASOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMBC</td>
<td>Single storey extension to Sports Pavilion</td>
</tr>
<tr>
<td>BMBC</td>
<td>Erection of a garage at Colliery Farm (the Chair declared an interest in this application)</td>
</tr>
<tr>
<td>BMBC</td>
<td>Playground Inspection Report</td>
</tr>
</tbody>
</table>

7. Park Springs Wind Farm Community Benefits Fund

Mrs Young updated all present that she had attended an information event about the Wind Turbines, in her capacity as the representative of the Parish Council, and that it had been a very informative and enjoyable event. The following grants had been agreed at the Panel meeting:

- *Barnsley's Youth Jazz Association*  
  Yamaha Drum Kit  £3,500
- *Darfield Bowls Club*  
  Family Fun Day, rent and insurance contributions  £1,015
- *Grimethorpe Activity Zone*  
  Staff contributions  £2,328
- *Houghton Main Cricket Club*  
  Screens  £8,702.16
- *Station House*  
  Toys and rugs  £500
8. Finance.

8.1 The Annual Governing Statement 2015 / 2016 was considered and the Parish Councillors of Little Houghton Parish Council acknowledged their responsibility for ensuring that there is a sound system of internal control of the accounts, including the preparation of the accounting statements for the year ending March 31st, 2016. The Little Houghton Parish Councillors confirmed that the Annual Governing Statements 1 to 9 for 2015-2016 were noted and agreed.

Resolved 1
That the Annual Governing Statements 1 to 9 for 2015-2016 were noted and agreed, and that the Annual Governance Statements were approved by the Little Houghton Parish Councillors.

The Parish Councillors then considered the Audit of Accounts 2015 – 2016 and the Approval of the Annual Return, and the following issues were noted.

8.3 That the Clerk’s under payment of wages, as per minute 6 on April 27th, 2015, of £180, should be recorded as follows:

There was an under payment to the Clerk of £45 per quarter for 4 quarters = £180. The Parish Councillors agreed that this underpayment should be rectified on April 27th, 2015.

Resolved 2
That this amendment has been noted and agreed by the Parish Councillors on May 31st 2016.

8.3 The Accounts are £26.20 out – this is because the garage rent is now paid annually, and is in effect being paid 6 months in arrears and 6 months in front. The 20p is a mathematical error. The Auditor’s advice is to write this figure off and balance the spread sheet as it is a minimal amount.

Resolved 3
To write off the figure of £26.20 and balance the spread sheet as it is a minimal amount.
8.4 That Mr Gerrard should have received £6.70 from November 1\textsuperscript{st} 2015, to comply with the minimum wage requirements. He was paid £6.50 an hour and is therefore owed 4 hours at 20p an hour for 22 weeks. The underpayment for this period is therefore 22 weeks @ 80p equals £17.60. His payment for week commencing 4.4.2016 should have been £7.20 per hour and he is therefore owed 4 hours at 70p an hour for 1 week which equals £2.80. Mr Gerrard’s total underpayment is therefore £20.40. The Clerk has contacted the HMRC about this and they have advised to add it to Mr Gerrard's next wage payment.

**Resolved 4**

*That the underpayment of £20.40 to Mr Gerrard is paid.*

8.5 There has been an error in recording a change of tax code to the Clerk and a tax credit payment due was not paid. The Clerk contacted the Tax Office about this and the matter has been rectified.

**Resolved 5**

*That the tax credit payment to the Clerk that has not been paid is noted.*

8.6 The Parish Councillors agreed that the accounting statements in the annual return fairly represent the financial position of Little Houghton Parish Council and that the 2015 / 2016 accounts should be adopted, and that the Annual Return is approved and submitted to the Audit Commission.

**Resolved 6**

*That the 2015 / 2016 Accounts are adopted.*

**Resolved 7**

*That the Annual Return is approved and should be sent to the Audit Commission.*

8.7 Accounts which are due for payment

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AON Insurance</td>
<td>£178.12</td>
</tr>
<tr>
<td>Mr Gerrard</td>
<td>£200.80</td>
</tr>
<tr>
<td>HMRC</td>
<td>£95.00</td>
</tr>
<tr>
<td>Clerk Quarter 1</td>
<td>£180.00</td>
</tr>
</tbody>
</table>

There was unanimous agreement to the payment of the above accounts.

9. **Any Other Business**

*Installation of new lock on the field adjacent to the Middlecliff Club.* The Clerk updated the Councillors with regard to the gate on the field adjacent to the Middlecliff
Club. A resident had installed a lock on this gate which had prevented the Neighbourhood Services Team being able to access the field to cut the grass. Further to the email she had sent the Councillors about this matter informing them of the situation and that the cost of a replacement lock would be £60, and in liaison with the Chair and the Parish Councillors, she had instructed that a new lock should be installed. This had been carried out, and as the grass had grown so long Neighbourhood Services had cut the grass with a flail in the first instance. Mr Ward had agreed to try and contact the resident to explain that access was required to cut the grass.

**Resolved 8**

*The Councillors present agreed to pay the £60 towards a new lock*

It was agreed that the Parish Council had agreed to just one Notice Board being erected. A site visit to discuss the location of the new Notice Board in the small play area had taken place before the meeting. Mr Ward had agreed to contact Berneselai Homes to ask their permission to erect the Notice Board. Mr Ward and the Chair would then arrange the installation of the new Notice Board.

One of the Councillors raised concerns that the new barrier on the bridle path would prevent anyone who required disabled access, or who had a pushchair from being able to get through. Whilst he was really pleased it had been installed to try and help prevent fly tipping in the area he wondered if it would be possible to install an A frame to the side of it to rectify the situation. The Clerk said she would contact the Public Footpaths officer about this.

Councillor Saunders updated the meeting with regard to the proposed changes to the bus times in the Village. The Stagecoach bus service in the village would be reduced to one bus every two hours, but the bus services on Rotherham Road would be more frequent. The Councillors considered this and unanimously agreed that this would really disadvantage, and isolate the local residents. Councillors Saunders was asked to forward their objections to this proposal. Councillor Saunders said a map with all the proposed bus changes was available on the web site.

A Parish Councillor circulated a copy of a map which had been produce in January 2014 by BMBC Development Services and that had been circulated in the Village during the election period. The map showed an area of land marked in orange. Councillor Saunders updated the meeting that areas marked in orange was potentially housing land, and that this could be checked out on the Local Development Framework Plan which was on BMBC’s web site.

A discussion was held about the need for transparency and potential Web Site funding. It was agreed that the Clerk would contact the Clerks at other Parish Councils to explore the possibility of hosting a joint Web Site.

A discussion was held with regard for the legal requirement to enrol with a pension provider. After careful consideration of possible provision, and following on from
recommendations received, it was agreed that the Clerk would obtain further information from the NEST pension scheme and progress the matter as appropriate.

**Resolved 9**

That the Clerk would obtain further information from the NEST pension scheme and progress the matter as appropriate.

The Councillors asked that suitable recompense should be provided to Mrs Julie James for all her advice and assistance with the Audit, and that the Clerk should organise this.

A Parish Councillor said that the fly tipping on the turning circle area had been tidied up by the South Area Council’s Tidy Team, and that a sign had been put up to say ‘Please help keep this area clean which has been tidied up by Volunteers’. The Parish Councillors requested that their thanks be recorded and that it was noted that they thought that putting this sign up was a really good idea.

**10 Date and time of next meeting**

It was agreed that the next meeting of the Parish Council would be held on Monday, July 18th, 2016 at 7 pm at the Sandhill Golf Club.

It was agreed that future financial considerations and a financial review, to include the Parish Precept, the cost of garage rents, and the cost of keeping the Village clean and tidy would be considered at the meeting.