

# **GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL**

## ***DRAFT***

### **MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY, 30TH JULY 2025, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM**

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

2025/045. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE.

Noted – Councillor Berry sent apologies for not attending due to a family holiday.

Resolved – Council approved the stated reason for absence.

2025/046. TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Resolved – no declarations of interest were made.

2025/047. TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL MEETING HELD ON 25TH JUNE 2025.

Resolved – minutes agreed as true record and signed by the vice Chairman.

2025/048. TO REPORT ANY MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA – FOR INFORMATION ONLY.

Noted – Councillor Hazeldine checked that all Councillors had completed and submitted their Register of Interest form to the Clerk or to BMBC.

2025/049. **TO ADJOURN THE BUSINESS OF THE MEETING TO RECEIVE COMMENT AND QUESTIONS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS.**

Noted – no members of the public were present.

2025/050. TO RECEIVE AND CONSIDER ANY PLANNING APPLICATIONS SINCE THE LAST MEETING.

Noted – no planning applications had been received.

2025/051. TO RECEIVE AND CONSIDER MATTERS RELATING TO PURCHASING A NEW PICNIC TABLE AND A NEW BENCH FOR SANDBEDS.

Noted – Clerk had ordered the items and is waiting for a confirmed dispatch date. Councillor Hazeldine noted he can create new fixings if the existing ones cannot be reused. Councillor Ackerley offered to take delivery of the items if the dates do not suit Councillor Hazeldine.

2025/052. TO RECEIVE AND CONSIDER THE CODE OF CONDUCT ADOPTED BY BMBC FOR ADOPTION BY ALL TOWN AND PARISH COUNCILS (BASED ON THE LGA CODE OF CONDUCT).

Noted – all Councillors had attended one of the training days arranged by BMBC. Councillor Hazeldine noted that the BMBC version is the same as the NALC version.

Resolved – the Parish Council will adopt the Code of Conduct as adopted by BMBC.

2025/053. TO RECEIVE AND CONSIDER THE COUNCIL'S BUSINESS CONTINUITY PLAN.

Resolved – the updated Business Continuity Plan was adopted.

2025/054.TO CONSIDER MATTERS RELATING TO PUBLIC RIGHTS OF WAY AND PUBLIC OPEN SPACES.

2025/054.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO MANAGEMENT OF BROWNSEDGE WOODLAND.

Noted – Councillor Edmondson had not had any information from the Penistone Area team about tree surgeon companies who can deal with ash dieback. He noted that there is no need to prune or fell trees unnecessarily, only enough to ensure that the affected tree poses no health and safety risk to the public. Councillor Ackerley noted that some trees are starting to show resistance to the disease.

Resolved – Councillor Hazeldine will arrange a date for Councillors to visit Brownsedge woodland and to make a management plan. This will be reported at the next meeting so contractors can be engaged to do any required work.

2025/054.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO VOLUNTEER LITTER PICKING.

Noted – Clerk had sent a Risk Assessment to the volunteer's parent who confirmed that they had read and understood it. They confirmed that they had done one session of litter picking in Ingbirchworth and had reported some fly tipped waste to BMBC.

2025/054.3 TO NOTE THAT THE ANNUAL MUGA INSPECTION HAS BEEN REQUESTED FROM ROSPA PLAYSAFETY AT £80 PLUS VAT.

Noted – Clerk has requested that the company proceeds with the annual inspection. Councillor Hazeldine noted that a Councillor could undertake training with the YLCA to allow them to do inspections, instead of paying for an annual inspection. This would work out more cost effective over time.

Noted – Councillor Edmondson noted that the noticeboard, picnic bench and other benches at Summerford need repainting with green paint. Councillor Edmondson will use some leftover green paint on these and will also re-stain the wood of the Parish Council noticeboard on Wellthorne Avenue.

2025/055. TO RECEIVE AND CONSIDER A NEW LAPTOP PURCHASE BY THE CLERK, EXISTING LAPTOP CAN ONLY RUN WINDOWS 10.

Resolved – Clerk to purchase a new laptop within the agreed budget.

2025/056.TO CONSIDER MATTERS FOR REFERRAL TO BMBC HIGHWAYS AUTHORITY.

Noted – Councillor Ackerley noted that the road surface at Annat Royd Lane at the end where it meets Wellthorne Lane is very damaged, Councillor Edmondson noted that there is similar damage to New Row Lane, at the end near Mill Lane and similarly at the end near the entrance to Ingfield campsite.

Resolved – Councillors to send photos of damaged road areas to the Clerk who will contact BMBC Highways Maintenance with the information.

2025/057.TO CONSIDER MATTERS FOR REFERRAL TO NEIGHBOURHOOD SERVICES.

Noted – nothing to refer to neighbourhood services.

2025/058.TO RECEIVE AND CONSIDER CRIME AND SAFETY MATTERS.

2025/058.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE TWO DEFIBRILLATORS MAINTAINED BY THE COUNCIL.

Noted – Councillor Hazeldine has been monitoring both defibrillators and both are operating in safe ranges of temperature and humidity. Battery replacement – the indicator shows enough power for a single shock, so a new battery should be fitted within the indicated date. If not, then there may not be enough power for multiple shocks in the old battery.

Resolved – new battery to be fitted to Huddersfield Road defibrillator, keep the old battery until sure the new one works.

2025/058.2 TO RECEIVE AND CONSIDER OTHER CRIME AND SAFETY MATTERS.

Noted – no matters reported. Councillor Hazeldine noted that the Parish Council should have a representative at the PACT (Partners and Communities Together) meetings in Penistone with South Yorkshire Police, other agencies and members of the public.

Resolved – Councillor Ogden will see if she can make the published dates, Councillor Hazeldine will go if Councillor Ogden cannot go.

## **2025/059. FINANCIAL AND INTERNAL CONTROL MATTERS**

2025/059.1 TO RECEIVE AND NOTE ACCOUNTS FOR PAYMENT AND INCOME RECEIVED.

### **Accounts for payment**

30.07	#801	Liz Charlesworth	Village gardening tasks June 2025	£84.00
30.07	#802	Clerk	Salary Apr-Jun 2025	as agreed
30.07	#803	BL Lonestar Ltd	Function room hire fee (July 2025 meeting)	£30.00
30.07	#804	Liz Charlesworth	Village gardening tasks July 2025	£64.00

### **Income received**

04.06	Ingbirchworth Community Group Funday	Donation for community benefit (Funday account closure)	£1850.00
10.06	HMRC	VAT Reclaim 2024	£873.21
30.06	NatWest Bank	Interest	£7.73

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

03.07	Defib Supplies	Powerheart G5 battery	£334.80
07.07	Flowers by Jude	Sympathy flowers	£45.00
14.07	Post Office Ltd	Second-class stamps book	£6.96
14.07	Force 36 Limited	Monthly Microsoft Exchange Online Plan 1 (webmail) subscription	£29.76
18.07	Gates Hut Limited (t/a picnic benches uk)	New picnic bench and seat bench for Sandbeds	£1256.93

**(payment made under s137 Local Government Act 1972)**

2025/059.2 TO RECEIVE AND NOTE THE BANK RECONCILIATION REPORT TO JUNE 30<sup>TH</sup>, REPORT TO BE CHECKED WITH BANK STATEMENTS AND SIGNED BY A COUNCILLOR.

Noted – a bank balance of £19,639.16 was reported.

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

2025/059.3 TO RECEIVE AND CONSIDER THE BUDGET MONITOR REPORT TO JULY 30<sup>TH</sup> INCLUDING EXPLANATION OF SIGNIFICANT VARIANCES FROM PREVIOUS BUDGET MONITOR REPORT.

Resolved – budget monitor report accepted.

2025/059.4 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 BY CHEQUE.

Resolved – debit card payments were checked, and the confirmation slip was signed by three Councillors.

2025/059.5 TO NOTE THAT THE ANNUAL PUBLIC INSPECTION OF ACCOUNTS PERIOD HAS ENDED, NO REQUESTS WERE RECEIVED.

Noted.

2025/060.T0 NOTE CORRESPONDENCE RECEIVED.

2025/060.1 YLCA WHITE ROSE UPDATES/LAW AND GOVERNANCE BULLETINS (JUNE/JULY).

2025/060.2 SOCIAL PRESCRIBING NEWS FROM THE PENISTONE TEAM.

2025/060.3 SYMCA – POSTER WITH INFORMATION ABOUT THE LAW RELATING TO E-SCOOTERS AND E-BIKES.

2025/061.T0 CONFIRM THE NEXT COUNCIL MEETING DATE AS WEDNESDAY SEPTEMBER 10<sup>TH</sup>, 2025.

Resolved – next meeting confirmed as September 10<sup>th</sup>.