

# **GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL**

## ***DRAFT***

### **MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY, 21ST MAY 2025, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM**

PRESENT; Councillors Berry, Edmondson, Ogden, Hazeldine, Ackerley; Clerk. Three members of the public.

2025/001. To elect a Chairman of the Parish Council.

Resolved – Councillor Berry elected as Chairman.

2025/002. To accept a Declaration of Acceptance of Office from the Chairman of the Parish Council.

Resolved – Councillor Berry signed the Acceptance of Office form.

2025/003. To receive apologies and approve reasons for absence.

Noted – no absences notified.

2025/004. To receive Declarations of Interest in items on the agenda.

Resolved – no Declarations of Interest made.

2025/005. To elect a Vice Chairman of the Parish Council.

Resolved – Councillor Hazeldine elected as Vice Chairman.

2025/006. 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.

2025/007. To confirm the appointment of Councillors to outside bodies.

Resolved – Councillor Edmondson will continue as the Blackstone Edge fund representative, Councillor Ogden will continue as the Penistone Ward Alliance representative, Councillor Berry is the contact for the PCC.

2025/008. To certify Gunthwaite and Ingbirchworth Parish Council as exempt from external audit for fiscal year 2024/2025 and complete the Certificate of Exemption.

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

2025/009. 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.

2025/010. To receive and note the Annual Internal Audit report for 2024/25 included at page 4 of the Annual Governance and Accountability Return 2024/25.

Noted – internal audit highlighted two areas to address, (1) Clerk's status regarding HMRC tax treatment guidance (EIM67300) and (2) publication of the Minutes and AGAR statements going back to 2014/15 on the Council's webpage (Transparency code).

Resolved – Clerk to contact HMRC for advice about the salary issue, as advice that the Council has received this year indicated that the Council's process aligns with HMRC's guidelines. The website

publication issue will be addressed by looking into the costs to scan and collate individual paper sheets of meeting minutes (for five years, 2014-2019) into an accessible digital format (currently Word) that can be uploaded to the Council's current webpage. Currently the website states that photocopies or scans of these can be provided by the Clerk for a small fee as noted in the publication scheme on the webpage.

2025/011. To receive and approve Section 1 - Annual Governance Statement 2024/25 for Gunthwaite and Ingbirchworth Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25.

Resolved – Section 1 - Annual Governance Statement 2023/24 - was approved.

2025/012. To receive and approve Section 2 – Accounting Statements 2024/25 for Gunthwaite and Ingbirchworth Parish Council on page 6 of the Annual Governance and Accountability Return 2024/25.

Resolved – Section 2 – Annual Accounting Statements 2023/24 - was approved.

2025/013. 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 Tuesday 3rd June to Monday 14th July inclusive.

2025/014. To confirm and sign the minutes of the meeting held on 16th April 2025.

Resolved – minutes from the April meeting were confirmed and signed as correct.

2025/015. **To adjourn the business of the meeting to receive comment and questions from members of the public on agenda items.**

Noted – a member of the public asked about the possibility of volunteer litter picking for a Duke of Edinburgh Bronze award. Clerk needs to check with the insurer about cover and requirement for risk assessment.

2025/016. To receive and consider any planning applications since the last meeting  
2025/016.1 2025/0250 Single storey side and rear wrap-around extension to dwelling, Ingbirchworth.

Resolved – no comment from the Council.

2025/017. To receive and consider matters relating to the Penistone Area Team and Penistone Ward Alliance presented by one of the team members.

Noted – Rebecca is the Community Development Officer of the Penistone Area Team and gave an overview of what the team does in the area, supporting community groups and the Penistone Ward Alliance, helping with grant applications, environment fund and Batter Barnsley fund. Councillor Edmondson asked about help (including grant funding) for ash dieback management and biodiversity improvements at Brownsedge woodland.

Resolved – Councillor Berry thanked Rebecca for her attendance and Councillor Edmondson will follow up about Brownsedge woodland.

2025/018. To receive and consider matters relating to provision of parking in Ingbirchworth.

Noted – Councillor Berry noted that this appears to have come to a halt but he will follow up with the owner of the Fountain pub. Councillor Ogden asked that any final updates about this should be publicised, so the community is aware that the Council has made strenuous efforts to find a solution.

2025/019. To receive and consider matters relating to the new ‘Planning Protocols’ document documenting the Parish Council’s approach to responding to planning applications in the parish.  
Resolved – Councillor Berry circulated the amended version of this prior to the meeting and the Council agreed to adopt it. Clerk will arrange for publication on the webpage.

2025/020. To receive and consider matters relating to the Council’s annual insurance renewal.  
Noted – Clerk received a quote from another company for over double the Zurich premium for renewal.

Resolved – the long-term agreement with Zurich Municipal will be renewed.

2025/021. To consider matters relating to Public Rights of Way and Public Open Spaces.

2025/021.1 to receive and consider matters relating to the repair or replacement of the broken picnic bench at Sandbeds.

Noted – Councillor Hazeldine estimated that a repair would cost about £194 for materials but this is unlikely to last long, a better option would be replacement, a suitable picnic table with seats can be bought for £440. Councillor Edmondson noted that the bench on Sandbeds is also in poor condition and needs replacing.

Resolved – Councillor Hazeldine will dismantle the table and remove the old wood. Quotes for picnic tables with seats and a new bench will be discussed at the next meeting.

2025/021.2 to receive and consider matters relating to the grass verge at Ings Way, which used to be mown by a member of the public as well as by BMBC.

Noted – gardener has said she can mow Ings Way but would need the Council to pay for her time.

Resolved – Clerk to write to the member of public to thank him for very kindly doing the mowing, and to request the gardener to mow Ings Way from now on.

2025/021.3 to receive and consider matters relating to the damaged culvert at Sandbeds.

Resolved – Councillor Hazeldine checked the work done and confirmed that it has been fixed.

2025/022. To consider matters for referral to BMBC Highways authority.

Noted – members of public noted overhanging branches are catching on caravans and lorries using Mill Lane.

Resolved – Clerk to report overhanging branches on Mill Lane to BMBC.

2025/023. To consider matters for referral to Neighbourhood services.

Noted – no matters raised.

2025/024. To receive and consider crime and safety matters.

Noted – Councillor Berry had not had any updates about crime. Councillor Hazeldine noted that neighbourhood watch in Ingbirchworth reported people trying to get into houses using a pretext of damage seen on a house and could they fix it, luckily a neighbour intervened and the so called repair person left the area.

2025/024.1 to receive and consider matters relating to the two defibrillators maintained by the Council.

Noted – Councillor Hazeldine monitored the humidity levels in the defib cabinets and noted that these stabilised well once insulation had been fitted in both cabinets. The electric heater in the Huddersfield Road cabinet is now working. This defib will need a new battery soon, discuss at the next meeting.

#### 2025/025.Financial matters

2025/025.1 to receive accounts for payment and note income received.

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

21.05	#795	BL Lonestar Ltd	Function room hire fee (April 2025 meeting)	£30.00
21.05	#796	Liz Charlesworth	Gardening tasks April	£96.00
21.05	#797	Elkerlodge Services Ltd	Internal Audit 2025	£168.00
21.05	#798	Zurich Municipal	Insurance premium 2025	£466.73

##### **Income received**

30.04	NatWest Bank	Interest	£8.28
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##### **Debit card account payments made by Clerk**

22.04	Force 36 Limited	Monthly Microsoft Exchange Online Plan 1 (webmail) subscription	£25.80
16.05	Force 36 Limited	Monthly Microsoft Exchange Online Plan 1 (webmail) subscription	£25.80

2025/025.2 to receive and note bank reconciliation report to April 30<sup>th</sup>.

Noted – a bank balance of £18,082.08 was reported.

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

2025/025.3 to receive and consider the budget monitor report to May 21<sup>st</sup>

Resolved – budget monitor report accepted.

2025/025.4 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 check sheet signed by Councillors.

2025/025.5 to note that a new signatory has been added to the Council's bank account  
Noted – account mandate has been updated.

2025/025.6 to note that the Council's VAT reclaim has been submitted.  
Noted.

2025/025.7 to receive and consider donation of funds left over in the Community Fun Day bank account to the Parish Council for community benefit projects.

Noted – Councillor Ogden noted that the donation could pay for replacing the picnic bench at Sandbeds, a new Defib cabinet on Huddersfield Road with the remainder of the donation held by the Council specifically for community projects.

Resolved – Councillor Ogden will discuss this further with the other signatory to the Community Fun Day account and with their agreement will proceed with the donation.

2025/026.To note Correspondence received.

2025/026.1 YLCA White Rose Updates/Law and Governance Bulletins (Apr/May).

2025/026.2 Quickline Communications about fibre roll out in the area.

2025/026.3 Social Prescribing news from the Penistone team.

2025/026.4 Clerk contacted via email about an issue with the green bins.

2025/026.5 From Penistone Town Council, announcement about a new Banking Hub in Penistone town centre.

2025/027.To confirm the next council meeting date as Wednesday June 25<sup>th</sup>, 2025.

Resolved – next meeting is on June 25<sup>th</sup>, Councillor Ogden cannot attend.