

Gunthwaite and Ingbirchworth Parish Council

6, South View, Crane Moor, Sheffield S35 7AP

Clerk: Ms. A. Murphy

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20th October 2025

OPEN TO ALL MEMBERS OF THE PUBLIC AND PRESS

The meeting of Gunthwaite and Ingbirchworth Parish Council will be held in the first-floor function room at the Fountain Village Pub, Wellthorne Lane, Ingbirchworth S36 7GJ on Wednesday 29th October 2025 at 7.30pm.

Alcoholic beverages cannot be brought in to or consumed at the meeting. This room can only be reached via stairs. If you want to attend a meeting but due to mobility issues cannot use stairs, please contact the Clerk in advance.

Ms. A. Murphy

Clerk to the Council

AGENDA

2025/079. To receive apologies and approve reasons for absence.

2025/080. To receive Declarations of Interest in items on the agenda.

2025/081. To confirm and sign the minutes of the annual meeting held on 10th September 2025.

2025/082. To report any matters arising from the minutes not on the agenda – for information only.

2025/083. **To adjourn the business of the meeting to receive comment and questions from members of the public on agenda items.**

2025/084. To receive and consider any planning applications since the last meeting.

2025/085. To receive and consider matters relating to the Remembrance Day and Christmas tree light switch-on events.

2025/086. To receive and consider matters relating to the scanning and digital conversion of the Council's meeting minutes from 2015 to 2019 (currently in hardcopy form) following on from a matter raised during Internal Audit.

2025/087. To receive and consider matters relating to setting the Council up as an employer on HMRC systems and the Clerk using the HMRC Basic Paye tools software for payroll following on from a matter raised during Internal Audit.

2025/088. To receive and consider the agreed NJC hourly pay increase (£0.46) for the Clerk's salary scale, backdated to April 1st.

2025/089. To receive and consider adoption of the updated NALC Standing Orders (procurement reference changes) and a new IT Policy to meet Governance requirements published by the Smaller Authorities Proper Practices Panel in March 2025.

2025/090. Street furniture and equipment managed by the Council.

2025/090.1 to receive and consider the annual MUGA inspection report.

2025/090.2 To receive and consider matters relating to the new picnic table and donated litter bin for Sandbeds.

2025/090.3 To receive and consider matters relating to the Council's Queen Elizabeth II commemorative bench.

2025/091. Land the Council owns or manages.

2025/091.1 to receive and consider matters relating to management of Brownsedge woodland.

2025/091.2 to receive and consider matters relating to volunteer litter picking.

2025/092. To consider matters for referral to BMBC Highways authority.

2025/093. To consider matters for referral to Neighbourhood services.

2025/094. To receive and consider crime and safety matters.

2025/094.1 to receive and consider matters relating to the two defibrillators maintained by the Council.

2025/094.2 to receive and consider other crime and safety matters.

2025/095. Financial and Internal Control matters.

2025/095.1 to receive and consider accounts for payment and income received.

2025/095.2 to receive and consider the bank reconciliation report to September 30th, report to be checked with bank statements and signed by a Councillor.

2025/095.3 to receive and consider the Budget monitor report to October 29th including explanation of significant variances from previous Budget monitor report.

2025/095.4 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.

2025/095.5 to receive and consider appointing an auditor for the 2026 Internal Audit.

2025/096. To note Correspondence received.

2025/096.1 YLCA White Rose Updates/Law and Governance Bulletins (Sept/Oct).

2025/096.2 From BMBC noting that ten (out of fifteen) Parish and Town Councils agreed to the altered electoral cycle proposal, this will be discussed at the BMBC full Council meeting in November. The next election for BMBC, Parish and Town Councils will be in May 2026.

2025/096.3 From the Steel Valley Project environmental charity about doing a presentation to the Council about the work they do for other Parish Councils.

2025/097. Council meeting date.

2025/097.1 To confirm the next council meeting date as Wednesday December 3rd, 2025.