

GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY, 29TH OCTOBER 2025, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM

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

2025/079. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE.
Resolved – no absences were recorded.

2025/080. TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.
Resolved – no declarations of interest were made.

2025/081. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10TH SEPTEMBER 2025.
Resolved – minutes accepted as a true record and signed by Councillor Berry.

2025/082. TO REPORT ANY MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA – FOR INFORMATION ONLY.
Noted – no matters were raised

2025/083. **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.

2025/084. TO RECEIVE AND CONSIDER ANY PLANNING APPLICATIONS SINCE THE LAST MEETING.
Noted – planning application 2025/0875, Gunthwaite - Variation of condition 2 in relation to 2024/0158 (Proposed single storey earth sheltered extension to form new kitchen annex) (Listed Building Consent) to allow for alterations to the internal layout.
Resolved – no comment made by the Council.

2025/085. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE REMEMBRANCE DAY AND CHRISTMAS TREE LIGHT SWITCH-ON EVENTS.

Noted – Councillor Ackerley will do the reading about the servicemen at this year's Remembrance Day service on November 9th. She will see if she has a microphone stand that the Council can borrow, if not, Councillor Hazeldine will get one. For the Christmas event, December 6th, three quotes for Christmas trees were discussed. There were Fothergills 13-foot tree (£100 excl. VAT), Billingley trees 14–16-foot tree (£370 excl. VAT), Bulk group 10-11-foot tree (£70 excl. VAT) unsure about having larger sizes. Councillors Hazeldine and Edmondson noted that Denby Dale Lions Santa Sleigh and Shepley Band are booked to attend.

Resolved - Clerk to order a tree from Fothergill's for delivery on November 29th, purchase made under s137 Local Government Act 1972. Purchase made Clerk to send last year's list of refreshments to Councillor Berry.

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.

Noted – Clerk sent the paper copies of 2015-2019 minutes to Document Scanning for scanning and OCR processing. The digital versions have been made available to the Clerk. The Word versions created after the OCR process will need some manual checking/correcting as the formatting has some errors, unavoidable due to the limitations of OCR. Councillor Berry asked if the PDF/A versions could be uploaded by BMBC Digital team to the Parish Council's webpage, instead of the Word format that they usually ask for.

Resolved – Clerk to ask BMBC Digital Team about the PDF/A versions of the 2015-2019 minutes. If they cannot take the PDF/As then the Clerk and Councillors can check the Word versions before sending them for upload.

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.

Noted – Clerk has registered the Council as an Employer with HMRC and installed the HMRC Basic Paye Tools software. Clerk salary payments have been submitted to HMRC and payslips produced.

2025/088. TO RECEIVE AND CONSIDER THE AGREED NJC HOURLY PAY INCREASE (£0.46) FOR THE CLERK'S SALARY SCALE, BACKDATED TO APRIL 1ST.

Resolved – Council agreed to pay the Clerks hourly salary increase.

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 AUTHORITY'S PROPER PRACTICES PANEL IN MARCH 2025.

Noted – Councillor Berry noted that the Standing Orders mention holding Council meetings in venues that do not sell alcohol, Councillor Edmondson noted that this is not enforced where a viable alternative does not exist. In the case of the Parish Council, there are no alternative venues in the Parish. The Council meeting is held in a function room separate to the main pub area, and the meeting agenda clearly states no alcoholic drinks to be brought to the meeting.

Resolved – Councillors agreed to adopt the updated Standing Orders and the new IT Policy.

2025/090. STREET FURNITURE AND EQUIPMENT MANAGED BY THE COUNCIL.

2025/090.1 TO RECEIVE AND CONSIDER THE ANNUAL MUGA INSPECTION REPORT.

Noted – Councillor Hazeldine stated that the low-risk items that were identified last year and again this year should be addressed before the next inspection. These were corrosion of areas of the metal frame, replacing the damaged litter bin sign and removing moss from the surface.

Resolved – Councillor Hazeldine will provide a report on the costs and time required to fix the MUGA maintenance jobs identified in the report.

2025/090.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE NEW PICNIC TABLE AND DONATED LITTER BIN FOR SANDBEDS.

Noted – Councillor Hazeldine has the new picnic bench and will install it on Sat 1st November if the weather is dry, otherwise this will be done after Christmas. The donated litter bin will be installed at the same time.

Resolved – Clerk to email the resident who donated the bin so they know when it will be installed.

2025/090.3 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE COUNCIL'S QUEEN ELIZABETH II COMMEMORATIVE BENCH.

Noted – Councillor Edmondson noted that the commemorative bench on the recreation field is being used regularly as a perch by pigeons, with the seat covered in droppings. This is putting people off sitting there. He proposed moving the bench to the spot opposite the mid-point of the pétanque terrains once the extension work has been done there. The Council paid for this bench to be installed, but as it is not being used due to the droppings, the Council need to find a way to resolve this.

Councillor Berry was concerned that the bench is intended to be near the accessible path and is a Council bench, not a pétanque club bench, and could a bird scarer be used to keep the pigeons away. Councillors Ackerley and Ogden suggested trying Repeller ribbon tied on the bench.

Resolved – Councillors agreed to try a bird scarer approach and to leave the bench where it is. Councillor Hazeldine abstained from the vote.

2025/091. LAND THE COUNCIL OWNS OR MANAGES.

2025/091.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO MANAGEMENT OF BROWNSEDGE WOODLAND.

Noted – Clerk had two quotes so far and is waiting for a third.

Resolved – Clerk to follow up on quotes for more detail of area covered/length of road affected, so they can be compared more easily.

2025/091.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO VOLUNTEER LITTER PICKING.

Noted – Clerk had contacted the volunteer, they will let the Clerk know when they have done some more litter picking.

2025/092.TO CONSIDER MATTERS FOR REFERRAL TO BMBC HIGHWAYS AUTHORITY.

Noted – Councillor Ogden has reported the damaged fence on Huddersfield Road to BMBC, it has been hit by a car again. Councillor Ackerley noted that road drains on Annat Royd Lane over the dam wall are blocked.

Resolved – Clerk to report the blocked road drains to BMBC.

2025/093.TO CONSIDER MATTERS FOR REFERRAL TO NEIGHBOURHOOD SERVICES.

Noted – nothing to report.

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.

Noted – Councillor Hazeldine noted that the reported humidity and temperature of both defibs were in the safe range. A new cabinet is needed for the Huddersfield Road defib as the existing metal one is beyond repair, BMBC will need to install it as electric power is involved.

Resolved – Clerk to purchase a new polycarbonate cabinet with a code activated lock using the remaining funds from the Ingbirchworth Fun day donation received in June.

2025/094.2 TO RECEIVE AND CONSIDER OTHER CRIME AND SAFETY MATTERS.

Noted – Councillor Ackerley will attend the PACT meetings; the next one is in February 2026.

2025/095. FINANCIAL AND INTERNAL CONTROL MATTERS.

2025/095.1 TO RECEIVE AND CONSIDER ACCOUNTS FOR PAYMENT AND INCOME RECEIVED.

Accounts for payment

29.10	#807	BL Lonestar Ltd	Function room hire fee (Oct 2025 meeting)	£30.00
29.10	#808	Liz Charlesworth	Village gardening tasks Sept 2025	£52.00
29.10	#809	D Hazeldine (payment made under s137 Local Government Act 1972)	Reimbursement for fixings for New bench at Sandbeds	£11.38
29.10	#810	Clerk	Salary payment Jul-Sept 2025	as agreed
29.10	#811	Playsafety Limited	Annual MUGA inspection and report	£96.00

Income received

30.09	Nat West Bank	Interest payment	£7.64
-------	---------------	------------------	-------

Debit card account payments made by Clerk

20.09	Force 36 Limited	Monthly Microsoft Exchange Online Plan 1 (webmail) subscription	£29.76
20.09	Royal British Legion (payment made under s137 Local Government Act 1972)	Poppy wreath and wooden crosses	£34.25
23.09	Amazon EU Sarl UK	Windows 11 Laptop for Clerk use	£399.00
23.09	Amazon EU Sarl UK	Optical mouse for Clerk use	£8.99
16.10	Post Office Ltd	Tracked & signed postage for minutes to Document Options	£14.75
19.10	Force 36 Limited	Monthly Microsoft Exchange Online Plan 1 (webmail) subscription	£29.76
22.10	Document Options Ltd	Scan/OCR hardcopy minutes to Word, return originals.	£88.42

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.

Noted – a bank balance of £16,402.07 was reported.

Resolved – the bank reconciliation report was checked 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.

Resolved – budget monitor report accepted.

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.

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

2025/095.5 TO RECEIVE AND CONSIDER APPOINTING AN AUDITOR FOR THE 2026 INTERNAL AUDIT.

Noted – quotes from three Auditors were presented at the meeting.

Resolved – Clerk to contact Elkerlodge Services Ltd to provide Internal Audit in 2026, cost £170 excl. VAT.

2025/096. TO NOTE CORRESPONDENCE RECEIVED.

2025/096.1 YLCA WHITE ROSE UPDATES/LAW AND GOVERNANCE BULLETINS (SEPT/OCT).

Noted – YLCA had emailed nomination forms for attendance at a Kings garden party in 2026. Councillor Edmondson proposed nominating Councillor Ogden for her years of community service including as a Parish Councillor.

Resolved – Council agreed to the proposal, Clerk to send form to Councillor Edmondson before submitting to YLCA.

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.

Resolved – next meeting date is Wednesday December 3rd.