

GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL

DRAFT

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY, 3rd DECEMBER 2025, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM

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

2025/098. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE.

Resolved – no absences were recorded

2025/099. TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Resolved – no declarations of interest were made.

2025/100. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29TH OCTOBER 2025.

Noted – Councillor Hazeldine noted in the October meeting minutes that item 2025/090.1 needed correcting to say ‘Resolved – Councillor Hazeldine will provide a report on the costs and time required to fix the MUGA maintenance jobs identified in the report’.

Resolved – subject to the above change being made, the minutes were accepted as a true record and signed by Councillor Berry.

2025/101. TO REPORT ANY MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA – FOR INFORMATION ONLY.

Councillor Edmondson noted that as the Council is now registered for PAYE the Clerk’s contract may need rewording. Councillor Berry will check the current version.

2025/102. TO ADJOURN THE BUSINESS OF THE MEETING TO RECEIVE COMMENT AND QUESTIONS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS.

Noted – one member of the public wanted to discuss the sewerage leak and will wait for the discussion of the related item. Carmen Taylor of the Penistone Community Development team gave an overview of a new project she is leading called ‘You Choose.’ This aims to help community members to do small projects in their area for the over fifties, with some grant funding available. She has proposed having Hoylandswaine and Ingbirchworth in one area with some Parish Councillors on a steering group. She also discussed assistance available to minimise slips, trips and falls (via Barnsley Older People Physical Activity Alliance) and the Aging Well network who can offer transport services. An agenda item will be added to the next meeting to discuss the proposal and publicising it to residents.

2025/103. TO RECEIVE AND CONSIDER ANY PLANNING APPLICATIONS SINCE THE LAST MEETING.

Noted – no planning applications received.

2025/104. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE REMEMBRANCE DAY AND CHRISTMAS TREE LIGHT SWITCH-ON EVENTS, INCLUDING DONATIONS FOR DENBY DALE LIONS AND SHEPLEY BAND.

Noted – Councillors noted that the Remembrance Day service went very well, the amplifier worked better, and the mic stand proved very useful. It was well attended. Councillor Hazeldine noted that the Christmas tree is up, the lights are tested and it is ready for the switch-on. Councillor Berry will collect the gazebos from the storage container and drive them to the memorial gardens on the afternoon of the 6th.

Resolved – donations of £35 each to be made to Denby Dale Lions (for bringing the Santa Sleigh) and Shepley Band (for playing) at the Christmas light switch-on event.

2025/105. TO RECEIVE AND CONSIDER MATTERS RELATING TO RENEWING THE CLERK AND COUNCILLOR WEBMAIL LICENSES FOR 2026.

Noted – three options were available. The first two covered an annual agreement for six licenses paid in one payment (cheapest) or paid monthly. The third option covered a rolling monthly agreement for licenses paid monthly (most expensive).

Resolved – the annual payment option will be selected for next year. Clerk to contact Force36 to arrange this.

2025/106. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE SCANNED MINUTES FROM 2015-2019, FOLLOWING A MATTER RAISED DURING INTERNAL AUDIT.

Noted – no change since the last meeting.

Resolved – postpone to the next meeting.

2025/107. TO NOTE THE CHANGE TO THE CLERK'S SALARY SCALE POINT ORIGINALLY AGREED IN APRIL 2024, DUE TO TAKE EFFECT ON APRIL 1ST, 2025, WILL BE APPLIED AT THE NEXT PAYMENT DATE.

Noted – Clerk provided the relevant information to the Council in advance of the meeting.

2025/108. TO NOTE THAT THE ROYAL GARDEN PARTY NOMINATION FORM HAS BEEN SENT TO THE YLCA.

Noted – waiting for a response in 2026.

2025/109. STREET FURNITURE AND EQUIPMENT MANAGED BY THE COUNCIL.

2025/109.1 TO RECEIVE AND CONSIDER MATTERS ARISING FROM THE ANNUAL MUGA INSPECTION REPORT INCLUDING PRICES AND TIME FOR MAINTENANCE WORKS.

Noted - Councillor Hazeldine has costed the materials and the time required to address the maintenance items in the annual MUGA report, these were damaged signs, rusting on the metal frame and the seating, cracks in the tarmac surface, moss removal. Cost of £138 and 10-11 hours effort.

Resolved – Council agrees to the purchase of materials and Councillors Edmondson, Ogden and Hazeldine will do the work. Work to be done in March/April next year so Clerk to delay purchase until then.

2025/109.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO BIN EMPTYING AT THE MUGA AND BIN EMPTYING NEAR INGBIRCHWORTH RESERVOIR AS THE VOLUNTEER WHO VERY KINDLY DOES THE LATTER IS STANDING DOWN.

Noted – Councillor Hazeldine noted that the MUGA bin is not being emptied, Councillor Edmondson knows the volunteer and will ask if they are still emptying it. Councillor Hazeldine noted that Mr. Leeming can no longer empty the bin round the reservoir or the one near the bench on Mill Lane.

Resolved - Councillor Edmondson to contact the volunteer about the MUGA bin and will empty it himself if needed, he can also empty the one on Mill Lane. Councillor Berry will contact Yorkshire Water about the bin further around the reservoir. Clerk to write to Mr. Leeming on behalf of the Parish Council thanking him for all the work he has done helping to keep the village environment clean and tidy.

2025/109.3 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE COUNCIL'S QUEEN ELIZABETH II COMMEMORATIVE BENCH.

Noted – Councillor Ackerley suggested that a hawk kite bird scarer could be tried near the bench.

Resolved – Clerk to purchase and send to Councillor Ackerley.

2025/110. LAND THE COUNCIL OWNS OR MANAGES.

2025/110.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO MANAGEMENT OF BROWSEGE WOODLAND, INCLUDING QUOTES TO PRUNE TREE BRANCHES AWAY FROM THE TELEPHONE LINES.

Noted – three companies had provided quotes, one for all branches overhanging the highway and the others were focussed on the branches near the phone lines. Councillors noted that one quote had a branch size limit. Councillors wanted to get all pruning works done at the same time.

Resolved – Clerk to contact Twiggs groundworks to proceed with the work (cost £1280 excl VAT).

2025/110.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE SEWAGE LEAK IN INGBIRCHWORTH IN THE WEEK COMMENCING 10TH NOVEMBER.

Noted – the main sewer running under the A629 had collapsed causing raw sewage to leak out and flow into several properties. Councillor Ogden spoke with the network coordinator working on the incident, together they checked Sandbeds, luckily the sewage had not gone into there.

Separately the Clerk phoned Yorkshire Water to log a pollution incident, and a separate Yorkshire Water staff member went on site to check. They confirmed that Sandbeds did not appear to be affected and said to contact them if any sewage was found in subsequent days.

The members of the public present at the meeting were concerned that residents had not been told much and asked if Yorkshire Water could be asked to confirm that the rest of the sewer was in good working order or could this happen again. They also asked if any inspection of the sewer had been done by Yorkshire Water and if the state of the public network in Ingbirchworth is up to standard. They were knowledgeable about water systems and kindly offered to help the Council draft a letter to Yorkshire Water to ask about the technical side of the issue.

Resolved – Clerk to draft a letter discussing technical issues for Yorkshire Water, member of the public has offered to provide relevant information to include. Councillor Berry will draft a second letter requesting a public meeting with Yorkshire Water for residents. Both letters will be reviewed at the next meeting before sending to Yorkshire Water.

2025/111. TO CONSIDER MATTERS FOR REFERRAL TO BMBC HIGHWAYS AUTHORITY.

Noted – Councillor Ackerley and the Clerk have reported blocked gullies and potholes on the dam wall / Annat Royd Lane, but no action has been taken so far.

2025/112. TO CONSIDER MATTERS FOR REFERRAL TO NEIGHBOURHOOD SERVICES.

Resolved – no matters to raise.

2025/113. TO RECEIVE AND CONSIDER CRIME AND SAFETY MATTERS.

2025/113.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE TWO DEFIBRILLATORS MAINTAINED BY THE COUNCIL, INCLUDING QUOTES FOR A NEW CABINET FOR HUDDERSFIELD ROAD, AND THE NEWS FROM BMBC THAT THEY NO LONGER ALLOW THESE TO BE INSTALLED ON LAMPPOSTS.

Noted – Clerk provided three quotes for a new defibrillator cabinet. Also noted that BMBC have said they will not install new defibrillators or replace existing ones on to lampposts (they said that this following national best practice). They have offered a site visit to discuss options for a new mounting point.

Resolved – Defibstore 4000 cabinet in yellow (£495 excl. VAT) to be purchased but not until it can be installed. Clerk to ask BMBC street lighting team to do a site visit to advise where the defibrillator can go as it needs to be on the north side of the A629 and at the opposite end of the village to the Wellthorne Lane defib.

2025/113.2 TO RECEIVE AND CONSIDER OTHER CRIME AND SAFETY MATTERS.

Noted – Councillor Ackerley will go to the February PACT meeting.

2025/114. FINANCIAL AND INTERNAL CONTROL MATTERS.

2025/114.1 TO RECEIVE AND CONSIDER ACCOUNTS FOR PAYMENT AND INCOME RECEIVED.

Accounts for payment

03.12	#812	BL Lonestar Ltd	Function room hire fee (Dec 2025 meeting)	£30.00
03.12	#813	Liz Charlesworth	Village gardening tasks Oct-Nov 2025	£96.00
03.12	#814	Denby Dale Lions	Donation for Santa Sleigh at Christmas Light switch on event (payment made under s137 Local Government Act 1972)	£35.00
03.12	#815	Shepley Band	Donation for Santa Sleigh at Christmas Light switch on event (payment made under s137 Local Government Act 1972)	£35.00

03.12	#816	Fothergills Trees Limited	Supply and deliver Christmas tree to Ingbirchworth village (payment made under s137 Local Government Act 1972)	£120.00
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Income received

N/A

Debit card account payments made by Clerk

16.11	Force 36 Limited Online Plan 1 (webmail) subscription	Monthly Microsoft Exchange	£29.76
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2025/114.2 TO RECEIVE AND CONSIDER THE BANK RECONCILIATION REPORT TO OCTOBER 30TH, REPORT TO BE CHECKED WITH BANK STATEMENTS AND SIGNED BY A COUNCILLOR.

Noted – a bank balance of £16,269.14 was reported.

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

2025/114.3 TO RECEIVE AND CONSIDER THE BUDGET MONITOR REPORT TO DECEMBER 3RD INCLUDING EXPLANATION OF SIGNIFICANT VARIANCES FROM PREVIOUS BUDGET MONITOR REPORT.

Resolved – budget monitor report accepted.

2025/114.4 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.

2025/114.5 TO RECEIVE AND CONSIDER THE DRAFT BUDGET FOR 2026-2027 AND AGREE THE PRECEPT AMOUNT TO SEND TO BMBC.

Noted – Clerk noted that as the Council is a smaller authority with a low precept then the running reserve can be up to twelve months precept to manage unexpected spending that is harder for smaller authorities to absorb. Clerk noted the reserve needed to cover by-election costs outside the BMBC election cycle are much higher than was originally budgeted for. Clerk noted the extra hours worked by the gardener over what had been budgeted for, these were explained by taking on the grass at Ings Way plus the vigorous grass growth at the end of this season. Councillor Hazeldine noted that the total of the 2025-26 budget included two reserved amounts (by-election and Clerk sickness pay) whereas these were excluded from the 2026-27 budget total as they were moved to earmarked reserves. Budget calculation based on forecast spending / earmarked reserves / running reserve suggested a precept of £7536.

Resolved – Clerk to monitor gardener's hours and if these look likely to exceed the budget amount to go back to the Council for a decision on whether to fund more hours. Councillors accepted the draft budget proposal but decided to retain the precept at £8300 for 2026-27.

2025/115. TO NOTE CORRESPONDENCE RECEIVED.

2025/115.1 YLCA WHITE ROSE UPDATES/LAW AND GOVERNANCE BULLETINS (OCT/NOV).

2025/115.2 FROM SYMCA ABOUT BUS FRANCHISING CONSULTATIONS AND NEW TICKET OFFERS.

2025/115.3 FROM BMBC STREET LIGHTING STATING THAT THEY WILL NO LONGER INSTALL DEFIBRILLATORS ON LAMPPOSTS, THEY CAN OFFER A SITE VISIT TO ADVISE NEXT STEPS IF WANTED.

2025/116. COUNCIL MEETING DATE.

2025/116.1 TO CONFIRM THE NEXT COUNCIL MEETING DATE AS WEDNESDAY JANUARY 21ST, 2026.

Resolved – next meeting on Wednesday January 21st.