

# **GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY,  
20TH MAY 2026, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM**

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

2026/001. TO ELECT A CHAIRMAN OF THE PARISH COUNCIL.

Resolved – Councillor Hazeldine elected as Chairman.

2026/002. TO ACCEPT A DECLARATION OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN OF THE PARISH COUNCIL.

Resolved – Councillor Hazeldine signed the Acceptance of Office form.

2026/003. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE.

Noted – no absences notified.

2026/004. TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Resolved – no Declarations of Interest made.

2026/005. TO ELECT A VICE CHAIRMAN OF THE PARISH COUNCIL.

Resolved – no vice Chairman elected.

2026/006. TO NOTE THAT COUNCILLORS NEED TO SEND THEIR COMPLETED AND SIGNED REGISTER OF INTEREST FORMS TO THE CLERK WITHIN 8 DAYS OF THIS MEETING.

Noted - Councillor Hazeldine reminded Councillors about this.

2026/007. TO CONFIRM THE APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES.

2026/007.1 PENISTONE WARD ALLIANCE

Resolved – Councillor Ogden will remain as the Council's representative.

2026/007.2 PENISTONE PACT (PARTNERS AND COMMUNITIES TOGETHER)

Resolved – Councillor Ackerley will remain as the Council's representative.

2026/007.3 BLACKSTONE EDGE FUND

Noted – Councillor Hazeldine noted that this no longer exists and its function has been absorbed into the South Yorkshire Community Foundation, he already volunteers on this.

Resolved – Councillor Hazeldine will be the Council's representative.

2026/007.4 SOUTH YORKSHIRE COUNCILS BRANCH

Noted – all Councillors and staff can attend branch meetings.

Resolved – Councillor Hazeldine and Edmondson will be the Council's representatives.

2026/007.5 ANY OTHERS CONSIDERED RELEVANT.

Resolved – no further appointments made.

2026/008. TO CERTIFY GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL AS EXEMPT FROM EXTERNAL AUDIT FOR FISCAL YEAR 2025/2026 AND COMPLETE THE CERTIFICATE OF EXEMPTION.

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

2026/009. 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.

2026/010. TO RECEIVE AND NOTE THE ANNUAL INTERNAL AUDIT REPORT FOR 2025/26 INCLUDED AT PAGE 4 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26.

Noted – internal audit highlighted two areas where the auditor found that Internal Control Objectives were not met, these were objectives L and O and the areas to address were (1) publication of the AGAR statements from 2014/15 to 2019/20 on the Council's webpage (Transparency code) and (2) the new Data protection policy to be adopted and a data audit to be done.

Clerk noted that advice has been received from the YLCA about publication of historic AGAR statements, this was to note the position relating to publication of the documents is as detailed in paragraphs 13 (a) and (b) of The Accounts and Audit Regulations, this recommends that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published. The Council already does this.

Councillor Hazeldine noted that the Auditor's full report had a list of policies that should be adopted as best practice and this can be done at future meetings.

Resolved – the Council considers itself compliant with Internal Control objective L noting the advice received from the YLCA. To comply with objective O the Clerk will provide the Data protection policy for adoption at a future meeting and will investigate and undertake a data audit. Councillor Hazeldine will write a Continual Professional development (CPD) policy.

2026/011. TO RECEIVE AND APPROVE SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2025/26 FOR GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL ON PAGE 5 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26

Resolved – Section 1 - Annual Governance Statement 2025/26 - was approved.

The Council does not consider itself compliant with item 10 on the governance statement and will publish the steps it will take to meet the objective on its website.

2026/012. TO RECEIVE AND APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2025/26 FOR GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL ON PAGE 6 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26

Resolved – Section 2 – Annual Accounting Statements 2025/26 - was approved.

2026/013. 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 Friday 26th June to Friday 7th August inclusive.

2026/014. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15TH APRIL 2026.

Resolved – the minutes were accepted as a true record and signed by Councillor Hazeldine.

2026/015. TO REPORT ANY MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA – FOR INFORMATION ONLY.

Noted – Councillor Edmondson noted that of the companies he contacted about getting the telephone box ready to paint, one cannot do the work and the other would need to take the box

away to 'dip' it, he also noted that full specialist restoration would be very expensive and beyond the Council's budget so another approach is needed. This will be an agenda item at the next meeting.

Councillor Hazeldine followed up item 2025/165 in April's meeting. He has created an Asset list spreadsheet to track quarterly checks of assets such as benches, picnic tables, interpretive boards for Councillors to cover.

**2026/016. 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 spoke to the Council about their request to put a new bench on Summerford in memory of their late father, who had been a Parish councillor and had sat in the spot at Summerford on many occasions. The family wishes to pay for the bench and arrange installation, and the existing old bench would be moved elsewhere. They provided a photo of the type of bench they had in mind.

2026/017. TO RECEIVE AND CONSIDER ANY PLANNING APPLICATIONS SINCE THE LAST MEETING.  
Noted – none received.

**2026/018. TO RECEIVE AND CONSIDER MATTERS RELATING TO A REQUEST TO PLACE A MEMORIAL BENCH ON SUMMERFORD FOR FORMER PARISH COUNCILLOR, MR. BATLEY.**

Noted – Councillor Edmondson noted that he did not know where the existing rustic style bench had come from, a member of the public said that the family of another resident had put it there.

Councillor Ackerley proposed moving the rustic style bench to where the rotten cantilevered bench had been. Councillor Hazeldine asked if the family were happy to donate the new bench to the Parish Council who would maintain and insure it and they agreed

Resolved – Councillors agreed that a new bench could be put on Summerford and the existing bench would be moved to replace the rotten cantilevered bench further down the hill. The new bench will be maintained and insured by the Parish Council after installation.

**2026/019. TO RECEIVE AND CONSIDER MATTERS RELATING TO CLEANING GUNTHWAITE SPA AS THE PREVIOUS VOLUNTEER WHO DID IT NO LONGER DOES.**

Noted – Councillor Ogden had been contacted by a member of the public after Spa Sunday about the condition of Gunthwaite Spa, it was dirty and mildewed. Councillor Hazeldine noted that the Parish Council had offered to clean it up in the December 2023 meeting, when he checked it in April 2024 and 2025 it had been cleaned, he had not checked this year. He noted that the Council could arrange an annual working party to clean it up. Councillor Edmondson asked who organised the Spa Sunday event and could the Parish Council take it on, Councillor Hazeldine noted that with the need for a road closure and consideration of Martyn's Law it would be a large undertaking.

Resolved – Council agreed to clean the spa. Clerk to add an agenda item for the next meeting to agree a date for cleaning and unblocking. Councillor Ogden to find out who organises the Spa Sunday event.

**2026/020. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE LETTERS SENT TO YORKSHIRE WATER FROM THE PARISH COUNCIL FOLLOWING ON FROM THE NOVEMBER SEWAGE SPILL INCIDENT.**

Noted – former Councillor Berry had forwarded on an email from Yorkshire Water to Councillor Hazeldine, this suggested a site meeting could be arranged with the Parish Councillors, but a full public meeting was not mentioned. Members of the public already involved with this matter could be invited if it can be arranged.

Resolved – Councillor Hazeldine will reply to Yorkshire Water about the site visit. Councillor Edmondson will contact SYMCA and BMBC Councillors for some back up as BMBC should have an interest as the highway authority where there may be impacts. Consider escalating to the MP as well.

#### 2026/021. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE COUNCIL'S ANNUAL INSURANCE RENEWAL.

Noted – the Clerk had a renewal quote from the current insurer Zurich, this was £831.67 (annual cost) reduced to £769.50 (annual cost) if a three-year Long-Term Agreement was taken. Clear Council's quote was £1,173.28 (annual cost) reduced to £1,142.28 ((annual cost) if a three-year Long-Term Agreement was taken. One other insurer was not covering smaller Parish councils this year. All the premiums obtained were higher than budgeted for.

Resolved – the three-year long-term agreement with Zurich was chosen, Clerk to arrange payment of the fee (£769.50).

#### 2026/022. TO RECEIVE AND CONSIDER MATTERS RELATING TO A REQUEST TO PUBLICISE THE NEW PENISTONE VOLUNTEER-LED TRANSPORT SUPPORT SCHEME, OPERATED BY TIMETOGETHER FROM THE DENBY DALE CENTRE CHARITY.

Noted – Councillor Hazeldine has volunteered for this previously when Age UK ran it, that was Barnsley wide system, the Denby Dale Centre is a local system. Volunteers get a mileage allowance.

Resolved – Clerk to publicise the request for volunteers on the facebook groups and check the contact details for the Denby Dale centre first to ensure they are correct.

#### 2026/023. STREET FURNITURE AND EQUIPMENT MANAGED BY THE COUNCIL.

##### 2026/023.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE REMOVAL OF A DAMAGED CANTILEVER BENCH AT SUMMERFORD.

Noted – Councillor Hazeldine noted this needs to be dismantled and removed from Summerford, this will require a vehicle. Councillor Ackerley noted that brambles and other vegetation is starting to grow round the propped-up bench.

Resolved – the bench is now disposed of from the Council's assets. Clerk to remove the bench from the Council's Asset register.

##### 2026/023.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE TWO PLANTERS GIVEN TO THE COUNCIL BY OXSPRING PARISH COUNCIL.

Noted – these will be removed in June with volunteer help as they cannot be moved without lifting equipment.

##### 2026/023.3 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE DAMAGED DOWNPIPE ON THE STONE SHELTER ON THE PERMITTED PATH TO SUMMERFORD.

Noted - Councillors Hazeldine and Edmondson have replaced the damaged downpipe. It looks like heavy rain knocked the original down as the original screws used were too short.

2026/023.4 TO NOTE THE COST OF THE ANNUAL MUGA INSPECTION BY A QUALIFIED INSPECTOR IS £83.00 PLUS VAT £16.60.

Resolved – Clerk to book the inspection with PlaySafety again.

2026/024. LAND THE COUNCIL OWNS OR MANAGES.

2026/024.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE PROPOSALS TO HAVE COMMUNITY PLANTING AND GROWING ACTIVITIES ON THE RECREATION FIELD.

Noted – Councillor Edmondson has not heard from any of the interested parties, will postpone this to the next meeting.

2026/024.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE ANNUAL SAFETY INSPECTION OF THE MUGA AND PLANNED MAINTENANCE TASKS AS AGREED IN THE DECEMBER 2025 MEETING.

Noted – Councillor Hazeldine noted that all the materials needed had been delivered, the work will take two days overall to allow for curing/drying etc. The Risk Assessment has been done. Proposed dates are in week two or week 3 in June, weather dependent. The public will need to be advised that the MUGA will be out of use for one or two days while this is being done.

2026/024.3 TO RECEIVE AND CONSIDER MATTERS RELATING TO HIMALAYAN BALSAM MANAGEMENT AT SANDBEDS.

Noted – Councillor Ackerley noted that a notice has been put up at Sandbeds advising about a Himalayan balsam pulling event and looking for volunteers. This is organised by the Don Catchment River trust, who had been in touch with Councillor Edmondson previously.

Resolved – Council agrees that they can do this work at Sandbeds.

2026/025. TO CONSIDER MATTERS FOR REFERRAL TO BMBC HIGHWAYS AUTHORITY.

Noted - Councillor Ogden noted that equipment at the playground at Wellthorne Avenue is dirty and covered with leaves and moss.

Resolved – Clerk to report to BMBC to have it fully cleaned.

2026/026. TO CONSIDER MATTERS FOR REFERRAL TO NEIGHBOURHOOD SERVICES.

Noted – nothing to report.

2026/027. TO RECEIVE AND CONSIDER CRIME AND SAFETY MATTERS.

2026/027.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE TWO DEFIBRILLATORS MAINTAINED BY THE COUNCIL.

Noted – Councillor Hazeldine noted that both defibrillators have operated within their tolerances since the last meeting. The Huddersfield Road unit will need new pads on 28<sup>th</sup> July and the Wellthorne Lane unit on 28<sup>th</sup> September.

Resolved – purchase of one set of new pads to be an agenda item at the next meeting.

2026/027.2 TO RECEIVE AND CONSIDER OTHER CRIME AND SAFETY MATTERS.

Noted – Councillor Ackerley attended the PACT meeting in April the Police have asked that non-emergency matters be reported to 102 for awareness of what is happening in an area.

2026/028. FINANCIAL AND INTERNAL CONTROL MATTERS.

2026/028.1 TO RECEIVE ACCOUNTS FOR PAYMENT AND NOTE INCOME RECEIVED.

**Accounts for payment**

20.05	#830	BL Lonestar Ltd	Function room hire fee (May 2026 meeting)	£30.00
20.05	#831	Liz Charlesworth	Village garden tasks April	£104.00

**Income received**

08.04	BMBC		Annual Precept payment	£8300.00
30.04	NatWest Bank		Interest payment	£5.83

**Debit card account payments made by Clerk**

22.04	Screwfix direct Ltd		Scrubbs products (for MUGA work)	£24.98
22.04	Toolstation Ltd		Ronseal Fence paint 5L (wooden benches)	£7.93
09.05	The Safety Sheep store		Two litter bin signs (for MUGA)	£42.91
09.05	Amazon		Floorsaver Asphalt crack filler 5L (for MUGA work)	£62.75
09.05	Amazon		Dioxstar green spray paint 400ml x3 pcs (for MUGA work)	£18.99
09.05	Amazon		Owl decoy bird scarer (for recreation ground bench)	£11.95
15.05	Force 36 Limited		Monthly DNS fee - May	£6.00

2026/028.2 TO RECEIVE AND NOTE BANK RECONCILIATION REPORT TO APRIL 30<sup>TH</sup>.

Noted – a bank balance of £17,342.23 was reported on 30th April.

Resolved – the bank reconciliation report for 30th April was checked and signed by a Councillor.

2026/028.3 TO RECEIVE AND CONSIDER THE BUDGET MONITOR REPORT TO MAY 20<sup>TH</sup>.

Resolved – budget monitor to May 20<sup>th</sup> reviewed and accepted.

2026/028.4 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 – debit card payments were checked, and the confirmation slip was signed by three Councillors.

2026/028.5 TO NOTE THAT A NEW SIGNATORY WILL BE ADDED TO THE COUNCIL'S BANK MANDATE AND A PREVIOUS SIGNATORY REMOVED.

2026/029.TO NOTE CORRESPONDENCE RECEIVED.

2026/029.1 YLCA WHITE ROSE UPDATES/LAW AND GOVERNANCE BULLETINS (APR/MAY).

2026/029.2. FROM A MEMBER OF THE PUBLIC NOTING THAT FOOTPATH SWEEPING AND WEED REMOVAL IS NEEDED ALONG THE A629 FROM MILL LANE TO NEW ROW LANE.

2026/029.3 INVITATION TO A PLANNING SUPPORT & DROP-IN SESSION FOR PARISH COUNCILS

FROM THE BMBC PLANNING DEPARTMENT.

2026/029.4 CLERK CONTACTED VIA EMAIL ABOUT THE FULL DOG WASTE BIN ON THE INGBIRCHWORTH RESERVOIR PERMITTED FOOTPATH.

Noted – the dog waste bin has been emptied.

2026/030.TO CONFIRM THE NEXT COUNCIL MEETING DATE AS WEDNESDAY JULY 1ST, 2026.

Resolved – the next Parish Council meeting will be held on July 1st.