

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 26th January 2026 at 7.00 p.m.

Present : Cllr. Yvette Cooper, Cllr. Jonathan Cutts, Cllr. Anita Kimberley, Cllr. Hannah Kitching (Chair, Town Mayor), Cllr. Mandy Lowe-Fleelo (Deputy Town Mayor), Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. Nick Perkins, Cllr. David Walker

Not present : Cllr. Jason Barton, Cllr. Wayne Chadburn, Cllr. David Greenhough, Cllr. James Kitching, Cllr. Matthew Nicholson, Cllr. Claire Redmond

In attendance:

Mr. Nigel Bailey, Town Clerk

Ms Alison Fleetwood, Finance Officer

Ms. Elaine Miller, Assistant Town Clerk

No members of the public were present.

2025/2026/81 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE FROM COUNCILLORS

The Council **RESOLVED** to note apologies and approve reasons for absence from : Cllr. Wayne Chadburn, Cllr. David Greenhough, Cllr. James Kitching and Cllr. Claire Redmond.

Mayor Kitching informed the Council that Cllr. Jason Barton who represents the Penistone Ward has tendered his resignation. A Notice of Vacancy will be published in accordance with Section 87(2) of the Local Government Act 1972. The Mayor further reported that, as the vacancy will be filled at the next ordinary election of councillors on 7th May 2026, no by-election can be held and there is no requirement to co-opt another councillor in the meantime (Section 89(3) of the Local Government Act 1972).

The Council **RESOLVED** that they will not co-opt another Councillor to the vacancy in the Penistone Ward.

2025/2026/82 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

2.1 In accordance with Section 31 of the Local Government Act 2011 members to declare any disposable pecuniary interests in items on this agenda. In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

There were no declarations of interest.

2.2 The Town Clerk to report any written dispensations in respect of items on this agenda.

The Clerk reported that there were no written dispensations.

**2025/2026/83 3. PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960
TO CONSIDER WHETHER ANY AGENDA ITEMS REQUIRE EXCLUSION OF THE PRESS AND PUBLIC.**

3.1 To consider and resolve to exclude the press and public from Item 8.1 which refers to confidential matters.

RESOLVED that members of the press and public should be excluded from Item 8.1, should any arrive before the matter was discussed. In the event no members of the public were present during the discussion of Item 8.1.

2025/2026/84 4. MINUTES

TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD

4.1 RESOLVED to approve the minutes of the Ordinary Town Council meeting held on 24th November 2025 as a true and accurate record. The minutes were signed by the Chair.

4.2 RESOLVED to approve the minutes of the Finance, Assets & HR Committee meeting held on 12th January 2026 as a true and accurate record. The minutes were signed by the Chair.

2025/2026/85 5. CORRESPONDENCE

TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE

5.1 Communication from the National Association of Local Councils regarding the date of the Royal Garden Party, 12 May 2026

Penistone Town Council has applied for Cllr. Mandy Lowe-Flello to be invited to the 2026 Royal Garden Party (Minute no. OTC 2025/2026/59/5.1, 27 October 2025). PTC has received confirmation of the date and been advised that the result of the ballot for places has been delayed.

5.2 Communication from Penistone Church FC inviting the Councillors to a community meeting at their clubhouse, 7pm 11 February 2026.

The meeting is to discuss Penistone FC's proposed expansion, as detailed in the public participation section of the Ordinary Town Council minutes for 24 November 2025. Mayor Kitching asked the Councillors to RSVP to the invitation, either directly or via the Council office.

**2025/2026/86 6. MAYOR'S INVITATIONS
TO NOTE ANY INVITATIONS RECEIVED BY THE MAYOR**

6.1 The Mayor attended the Tractor Lads Around Penistone's charity cheque presentation evening held on 20 December 2025 at Langsett Barn. She was accompanied by Deputy Mayor Cllr. Mandy Lowe-Flello.

The Mayor's invitations and engagements were **NOTED** by the Council.

2025/2026/87 7. PENISTONE TOWN COUNCIL EXPENDITURE

PLEASE NOTE Full lists of invoices / payments under Agenda Item 7 can be found under the Finance section (PTC / Paramount Outgoings) of Penistone Town Council's website :
<https://penistonetowncouncil.gov.uk/>

TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS

7.1 Penistone Town Council budget report 1st – 30th November 2025.

RESOLVED the Penistone Town Council budget report for the period 1st – 30th November 2025 be noted and approved. The report was signed by the Chair.

7.2 St John's Community Centre budget report 1st – 30th November 2025.

RESOLVED the St John's Community Centre budget report for the period 1st – 30th November 2025 be noted and approved. The report was signed by the Chair.

7.3 Paramount budget report 1st – 30th November 2025.

RESOLVED the Paramount budget report for the period 1st – 30th November 2025 be noted and approved. The report was signed by the Chair.

7.4 Penistone Town Council bank reconciliation as at 30th November 2025

RESOLVED the Penistone Town Council bank reconciliation as at 30th November 2025 be noted and approved. The bank reconciliation was signed by the Chair.

7.5 Penistone Town Council expenditure report 8th November 2025 – 16th January 2026 - **£ 58,370.07**

RESOLVED the Penistone Town Council expenditure report for the period 8th November 2025 – 16th January 2026 be noted and approved. The report was signed by the Chair.

7.6 Penistone Town Council credit card expenditure 4th October – 3rd December 2025 - **£193.66**

RESOLVED the Penistone Town Council credit card expenditure report for the period 4th October – 3rd December 2025 be noted and approved. The report was signed by the Chair.

7.7 Paramount expenditure report 8th November 2025 – 16th January 2026 - **£ 229,355.40**

RESOLVED the Paramount expenditure report for the period 8th November 2025 – 16th January 2026 be noted and approved. The report was signed by the Chair.

7.8 Paramount credit card expenditure 21st September – 20th December 2025 - **£2,514.66**

RESOLVED the Paramount expenditure report for the period 21st September – 20th December 2025 be noted and approved. The report was signed by the Chair.

7.9 Paramount petty cash expenditure report for the period 8th November – 1st December 2025 - **£242.25.**

RESOLVED the Paramount petty cash expenditure report for the period 8th November – 1st December 2025 be noted and approved. The report was signed by the Chair.

7.10 Penistone Town Council financial summary 1st – 30th November 2025 (presentation)

The Finance Officer presented the financial summary to the Council.

RESOLVED the Penistone Town Council financial summary for the period 1st – 30th November 2025 be noted and approved. The summary was signed by the Chair.

7.11 Penistone Town Council budget report 1st – 31st December 2025

RESOLVED the Penistone Town Council budget report for the period 1st – 31st December 2025 be noted and approved. The report was signed by the Chair.

7.12 St John's Community Centre budget report 1st – 31st December 2025.

RESOLVED the St John's Community Centre budget report for the period 1st – 31st December 2025 be noted and approved. The report was signed by the Chair.

7.13 Paramount budget report 1st – 31st December 2025.

RESOLVED the Paramount budget report for the period 1st – 31st December 2025 be noted and approved. The report was signed by the Chair.

7.14 Penistone Town Council bank reconciliation as at 31st December 2025

RESOLVED the Penistone Town Council bank reconciliation as at 31st December 2025 be noted and approved. The bank reconciliation was signed by the Chair.

7.15 Penistone Town Council financial summary 1st – 31st December 2025 (presentation)

The Finance Officer presented the financial summary to the Council.

RESOLVED the Penistone Town Council financial summary for the period 1st – 31st December 2025 be noted and approved. The summary was signed by the Chair.

2025/2026/88 8. FINANCIAL MATTERS AND GOVERNANCE

8.1 To note an update on an ongoing asset transfer from the Chair of the Working Group.

Cllr. Anita Kimberley, Chair of the Working Group gave an update on asset transfer.

RESOLVED that the Council received and **NOTED** the update from the Chair of the Working Group.

8.2 Budget and precept 2026/2027.

To consider and approve the proposed budget and precept for the financial year 2026/2027 as recommended by the FAHR Committee (Minute no. FAHR 2025/2026/33/6.).

The budget was presented by Cllr. Anita Kimberley, Chair of the Finance, Assets & HR Committee with assistance from the Finance Officer. Cllr. Kimberley stressed the importance of continuing to set funds aside for contingencies, especially given the uncertainty surrounding the proposed asset transfer.

The FAHR Committee recommended a precept of £267,359 for the financial year 2026/2027. This precept will result in an annual charge to residents of Band D properties of £59.47, being an increase of £5.40 per annum (9.99%).

The Chair proposed that the Council should follow the recommendation of the FAHR Committee and approve the budget as presented. Further to a vote by a show of hands it was **RESOLVED** that the precept of £267,359 be approved for the financial year 2026/2027, by a unanimous decision of the Council.

8.3 Allotments

8.3(i) To note the response (dated 15 December 2025) of Cllr. Anita Kimberley, Chair of the FAHR Committee to a letter from the Penistone & District Allotment Society (dated 23 October 2025).

The correspondence was previously considered by the FAHR Committee (minute no. FAHR 2025/2026/31/4 on 12 January 2026).

Cllr. Kimberley reported to the Council that she had spoken to Mr Farrell at the National Allotment Society on two separate occasions, before writing her letter dated 15/12/2025 and again earlier in the current day 26/01/2026, to check that there is no legal obstacle to the Council's policy on the allotment rental charges. It was decided by decisions of the FAHR Committee and full Council to link annual increases to the charges for allotment rental to the Office of National Statistics' consumer price inflation figure and to add a 10% administrative charge, adjusted to 20% in 2026 only (minute nos. FAHR 2024/38

7.1 20 January 2025 & OTC 2024/101/8.2 January 2025). This was notified to all allotment holders in letters dated 12 March 2025. In Cllr. Kimberley's letter to the Penistone & District Allotment Society dated 15/12/2025 she stated that she would refer the matter of the administration fees to the FAHR Committee and to the full Council.

Cllr. Kimberley drew the Council's attention to the recommendation of the FAHR Committee that the Council's policy with regard to the allotment rental charges and administration fee should remain unchanged.

The Council duly **NOTED** both Cllr. Kimberley's report and the correspondence with the Penistone & District Allotment Society.

8.3(ii) To consider and resolve upon the recommendation of the FAHR Committee regarding the allotment rent/administration fee to be introduced from 1st April 2026 (minute no. 2025/2026/31/4.3).

Further to discussion the Chair asked the Council to vote on the recommendation of the FAHR Committee. There were 7 votes in favour of accepting the recommendation and 2 abstentions.

The Council duly **RESOLVED** to accept the recommendation of the FAHR Committee that the policy on allotment rent and administration fees should remain unchanged.

8.4 Penistone Grammar School Foundation Trust

To consider the appointment of a Penistone Town Council Representative Governor from 18th June 2026 at the close of Cllr. Hannah Kitching's term of office.

Further to discussion the Council unanimously **RESOLVED** to re-appoint Cllr. Hannah Kitching for a further term of office as a Representative Governor.

2025/2026/89 9. COUNCILLORS' ITEMS

None at this time.

2025/2026/90 10. PARAMOUNT CINEMA

10.1 To receive and note the Paramount Event Analyses for November and December 2025

RESOLVED that the Paramount event analyses for November and December 2025 be **NOTED**.

10.2 To receive and note the Paramount Manager's report dated 21st January 2026

RESOLVED that the Paramount Manager's Report dated 21st January 2026 be **NOTED**.

2025/2026/91 11. TOWN CLERK

11.1 To note the Town Clerk’s verbal report.

The Town Clerk’s report was **NOTED** by the Council.

2025/2026/91 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL

Planning application nos. 2025/0988, 2025/1018, 2025/1090, 2025/1051 and 2026/0002 were considered, together with footpath diversion PROW 48, 50, 96 & 97.

RESOLVED that the list of planning applications and the footpath diversion were duly **NOTED** with no objections from the Council.

2025/2026/92 13. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING.

RESOLVED that the next Council meeting will be held at 7.00 pm on Monday 23rd February 2026.

The meeting concluded at 8.04 pm.

Signed by.....Chair, 23rd February 2026