

GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL

DRAFT

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY, 10TH SEPTEMBER 2025, 7.30 PM, FOUNTAIN VILLAGE PUB FUNCTION ROOM

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

2025/062. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE.

Noted – Councillor Ackerley sent apologies as she is on a family holiday.

Resolved – Council approved the reason for absence.

2025/063. TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Resolved – no declarations of interest received.

2025/064. TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL MEETING HELD ON 30TH JULY 2025.

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

2025/065. TO REPORT ANY MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA – FOR INFORMATION ONLY.

Noted – nothing to report.

2025/066. TO ADJOURN THE BUSINESS OF THE MEETING TO RECEIVE COMMENT AND QUESTIONS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS.

Noted – no members of public present.

2025/067. TO RECEIVE AND CONSIDER ANY PLANNING APPLICATIONS SINCE THE LAST MEETING.

Noted – no planning applications received.

2025/068. TO RECEIVE AND CONSIDER MATTERS RELATING TO THE REMEMBRANCE DAY AND CHRISTMAS TREE LIGHT SWITCH-ON EVENTS.

Noted – Remembrance Day service will be on Sunday 9th November. Councillor Edmondson will ask Revd. Stocker to lead the service and Councillor Berry will do a reading about the lives of the five veterans who died. The Christmas tree light switch-on will be on Saturday 6th December, tree to be delivered the weekend before (29th November). Councillor Edmondson will contact the volunteers who help to put the tree up.

Resolved – Clerk to order a wreath and five wooden crosses. Clerk to contact a local company (name provided by Councillor Ogden) to ask if they are donating Christmas trees this year. Clerk to provide list of refreshments to Councillor Berry to purchase just before the event. Power used to purchase items for both events is s137 of the Local Government Act, 1972.

2025/069. TO RECEIVE AND CONSIDER THE DOCUMENT SCANNING QUOTE TO DIGITISE MEETING MINUTES FROM 2014 TO 2018 (CURRENTLY IN HARDCOPY FORM) FOLLOWING ON FROM A MATTER RAISED DURING INTERNAL AUDIT.

Noted – Clerk provided quotes for this work, ProScan was the most reasonably priced at approximately £112 excl. VAT. Noted that the OCR (Optical Character Recognition) process to generate Word compatible documents is not guaranteed to be 100% accurate and verification and minor correction of the digital versions will be needed.

Resolved – Clerk to follow up with ProScan and arrange to get the documents processed.

2025/070. STREET FURNITURE AND EQUIPMENT MANAGED BY THE COUNCIL.

2025/070.1 TO NOTE THAT THE ANNUAL MUGA INSPECTION WILL BE DONE IN SEPTEMBER.

Noted – exact date not provided but the company confirms the inspection will happen in September. Councillor Hazeldine investigated YLCA training options so Councillors could do this themselves, however the YLCA courses are not for MUGAs. MUGA inspection courses were available in Dorset and need to be refreshed every three years.

Resolved – Council will continue getting an annual inspection done by a qualified third party.

2025/070.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE NEW PICNIC TABLE AND NEW BENCH FOR SANDBEDS.

Noted – Councillor Hazeldine has put the new bench in place, the picnic bench is in storage and he will put that in place in October. Councillor Edmondson has been repainting items at Summerford and needs more paint to finish off.

Resolved – Clerk to purchase 5L of Ronseal Fence Life paint.

2025/070.3 TO RECEIVE AND CONSIDER MATTERS RELATING TO A LITTER BIN DONATED TO THE COUNCIL BY A LOCAL RESIDENT.

Noted – Clerk emailed a contact at Yorkshire Water but has not heard back.

Resolved – Clerk to confirm with the resident about putting the bin they made at Sandbeds instead.

2025/071. LAND THE COUNCIL OWNS OR MANAGES.

2025/071.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO MANAGEMENT OF BROWNSEGE WOODLAND.

Noted – Councillors checked the Brownsedge woodland in August and noted that branches overhanging the telephone line and need pruning. The trees most affected by ash dieback were not near the road and are not causing a problem now, these will be kept under review.

Resolved - Clerk to contact companies to discuss quotes for the pruning work.

2025/071.2 TO RECEIVE AND CONSIDER MATTERS RELATING TO VOLUNTEER LITTER PICKING.

Resolved – Clerk has not heard any more from the volunteers, will follow up again.

2025/071.3 TO NOTE THAT THE HIMALAYAN BALSAM GROWING AT SANDBEDS NOW HAS SEEDPODS AND IT IS BETTER TO CLEAR IT BEFORE THEY FORM, OR AFTER THE PODS HAVE BURST.

Noted – Councillor Ogden said that spring would be a better time to do this.

Noted – Councillor Hazeldine said that the petanque club had had a Health and Safety inspection, this found that a path between the terrains was needed to improve accessibility and reduce ‘crowding’ in the middle when both terrains were in use. A new bench on the side opposite the

shelter will be added to provide an additional rest point near the middle. The works will extend the length of the terrains by 0.5m. The club will seek a grant to pay for the work and will do it themselves.

Resolved - Councillors agreed that the club can proceed as the facility is well used and the change does not adversely impact the rest of the recreation field.

2025/072. TO NOTE THAT THE CLERK HAS WRITTEN TO HMRC TO REGISTER THE COUNCIL AS AN EMPLOYER FOLLOWING ON FROM A MATTER RAISED DURING INTERNAL AUDIT.

Noted – no response yet from HMRC.

2025/073. TO CONSIDER MATTERS FOR REFERRAL TO BMBC HIGHWAYS AUTHORITY.

Noted – Councillor Ogden noted that the pavement between the bus stop and the houses on the north-east side of the A629 is damaged and is stopping a wheelchair user from using the path.

Resolved – Clerk to report this to BMBC, Councillor Ogden will send photos to the Clerk.

2025/074. TO CONSIDER MATTERS FOR REFERRAL TO NEIGHBOURHOOD SERVICES.

Noted – Councillor Berry noted that the playground surface under the climbing frame of the BMBC playground on Wellthorne Avenue was damaged.

Resolved – Clerk to report this to BMBC.

2025/075. TO RECEIVE AND CONSIDER CRIME AND SAFETY MATTERS.

2025/075.1 TO RECEIVE AND CONSIDER MATTERS RELATING TO THE TWO DEFIBRILLATORS MAINTAINED BY THE COUNCIL.

Noted – Councillor Hazeldine noted that both defibrillators are working as expected and within tolerances of temperature and humidity. Councillor Edmondson has replaced the battery in the Huddersfield Road defib. He noted that the battery has a date in 2024 on it and wondered if this will reduce its useful lifespan.

Resolved – Clerk to contact Defib supplies to check that the battery has not lost a year of power.

2025/075.2 TO RECEIVE AND CONSIDER OTHER CRIME AND SAFETY MATTERS.

Noted – Councillor Ackerley has offered to attend future PACT meetings in Penistone.

2025/076. FINANCIAL AND INTERNAL CONTROL MATTERS

2025/076.1 TO RECEIVE AND NOTE ACCOUNTS FOR PAYMENT AND INCOME RECEIVED.

Accounts for payment

10.09	#805	BL Lonestar Ltd	Function room hire fee (Sept 2025 meeting)	£30.00
10.09	#806	Liz Charlesworth	Village gardening tasks Aug 2025	£72.00

Income received

31.07	Nat West Bank	Interest payment	£7.57
29.08	Nat West Bank	Interest payment	£6.91

Debit card account payments made by Clerk

19.08 Force 36 Limited

Monthly Microsoft Exchange
Online Plan 1 (webmail) subscription £29.76

2025/076.2 TO RECEIVE AND NOTE THE BANK RECONCILIATION REPORT TO AUGUST 29TH, REPORT TO BE CHECKED WITH BANK STATEMENTS AND SIGNED BY A COUNCILLOR.

Noted – a bank balance of £16,968.43 was reported.

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

2025/076.3 TO RECEIVE AND CONSIDER THE BUDGET MONITOR REPORT TO SEPTEMBER 10TH INCLUDING EXPLANATION OF SIGNIFICANT VARIANCES FROM PREVIOUS BUDGET MONITOR REPORT.

Resolved – budget monitor report accepted.

2025/076.4 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.

2025/076.5 TO NOTE THAT AN HOURLY PAY INCREASE HAS BEEN AGREED FOR LOCAL GOVERNMENT EMPLOYEES, BACKDATED TO APRIL 1ST.

Noted.

2025/077. TO NOTE CORRESPONDENCE RECEIVED.

2025/077.1 YLCA WHITE ROSE UPDATES/LAW AND GOVERNANCE BULLETINS (JULY/AUG).

2025/077.1 YLCA REQUESTING PHOTOS OF THE PARISH FOR THE YLCA ANNUAL REVIEW.

2025/077.2 EMAIL FROM SLOW WAYS WITH INVITATION TO ONLINE MEETINGS TO DISCUSS CREATING ACCESSIBLE ROUTES FOR WALKING, CYCLING TO LINK COMMUNITIES.

2025/077.3 EMAIL FROM LOCAL RESIDENT ABOUT A DAMAGED STILE ON A PROW AND DAMAGE TO A WALL NEAR A RESERVOIR, BOTH PASSED ON BY CLERK.

2025/078. COUNCIL MEETING DATES.

2025/078.1 TO CONFIRM THE NEXT COUNCIL MEETING DATE AS WEDNESDAY OCTOBER 29TH, 2025.

Resolved – next meeting confirmed as October 29th.

2025/078.2 TO CONFIRM THE 2026 PARISH COUNCIL MEETING DATES, ALL ON WEDNESDAYS.

JANUARY 21ST, MARCH 11TH, APRIL 15TH, MAY 20TH (ANNUAL PARISH COUNCIL MEETING AFTER THE ANNUAL PARISH MEETING), JUNE 24TH, JULY 29TH, SEPTEMBER 16TH, OCTOBER 28TH, DECEMBER 2ND

Resolved – Clerk to book function room at the Fountain pub.