

# CAWTHORNE PARISH COUNCIL

349 Barnsley Road, Hoylandswaine, Sheffield S36 7HD  
Clerk and Finance Officer: Mrs S M Bashforth

Telephone: 01226 765569 e mail: cawthorneparishclerk@msn.com

=====  
Notification of the **Annual Meeting of Cawthorne Parish Council** to be held on **Thursday 2nd May 2024** at 7.30pm in the Moxon Room, Cawthorne Village Hall.

S M Bashforth  
Clerk to the Council  
Dated 25th April 2024

## AGENDA

1. To elect a Chairman for the year 2024-25
2. Acceptance of Office by Chairman and signing of the declaration.
3. To elect a Vice Chairman for the year 2024-25
4. Acceptance of Office by the Vice-chairman and signing of the declaration.
5. To resolve to accept any reasons for absence from Members.
6. To receive questions/concerns from the public. Maximum duration 10 minutes
7. To resolve to accept the minutes of the Meeting of the Council held on Thursday 4th April 2024.
8. To adopt amended Standing Orders.
9. To review Financial Regulations.
10. To review terms of reference for (i) Budget and Finance Committee (ii) Planning committee (iii) Cemetery committee (iv) Staffing Committee
11. To appoint committees (i) 4 members to the Budget and Finance Committee (ii) 4 members to the Planning Committee (iii) 4 members to the Cemetery Committee (iv) 5 members to the Staffing Committee.
12. To appoint representatives on external bodies (i) 2 members to the Cawthorne Recreation Ground Trust (ii) 1 member to the Village Hall Committee
13. To appoint 2 representative to attend YLCA meetings
14. To appoint an Internal Auditor for the year 2024-25
15. To review the council's assets.
16. To receive 4<sup>th</sup> quarter/end of year financial report.
17. To approve year end accounts
18. To note that the internal financial controls for Cawthorne Parish Council have been reviewed and found to be adequate for the council's needs.
19. To receive and note the internal auditor's report.

20. To consider, approve and sign the Annual Governance Statement 2023/24.
  21. To consider, approve and sign the Accounting Statements 2023/24
  22. To receive update on the TRO
  23. To receive report on traffic and parking at the school.
  24. To consider grant application from Cawthorne Crafty Ladies for £200 for wool, mesh and fastenings for making Remembrance Day poppies.
  25. To consider a grant application of £250 to assist with setting up a new social group.
  26. To receive report on grant of £900 awarded to Cawthorne Recreation Trust in May 2023 and to agree to an extension of the time limit for spending.
  27. To consider working with the Recreation Trust to find and apply for funding for the Recreation Ground.
  28. To consider expenditure of £43 for a fire proof bag for the Burial Record books.
  29. To consider expenditure of £20 +p&p for purchase of a D-Day 80<sup>th</sup> Anniversary commemorative flag
  30. To approve financial transactions as per appendix.
  31. To receive report on BMBC's planning decisions
  32. To consider the following planning application  
APPLICATION NO: 2024/0266  
DESCRIPTION: Creating of 6no. off street parking spaces and associated works including 2no. hedgerows  
LOCATION: 1 - 9 Brook Houses, Tivy Dale, Cawthorne, Barnsley, S75 4EZ
  33. To receive the Clerk's report.
  34. To receive correspondence.
  35. To receive Member's Reports.
  36. Any other urgent business which does not require a resolution or a decision.
  37. To fix the dates for the ordinary meetings of the Council for the ensuing year.
  38. To confirm the date of the next meeting as Thursday 6<sup>th</sup> June.
  39. To note that Audrey Winstanley has accepted the post of Clerk and Responsible Financial Officer and will commence work on 1<sup>st</sup> June 2024
  40. To resolve to exclude the public and the press for the following item in pursuant of the Public Bodies (Admission to Meetings) Act 1960.
  41. To receive quotes for repairs to the cemetery dry stone wall and to appoint a contractor.
  42. To approve overtime payment for the Clerk
- End of Agenda

## **Appendix**

### **Finances Cawthorne Parish Council meeting 2nd May 2024**

#### **The bank reconciliations to end of April to be verified**

#### **Receipts this financial year**

BMBC precept	£26000.00
Hanging basket	£62.00

Cemetery £123.00

### Payments between last meeting and this

All payments approved at the last meeting have been paid

Clerk's salary has been paid by SO

### Cheques issued, BACS,SO and DD between last meeting and this

payee	method	details	£
BT	DD	Telephone and broadband	51.13
Pro-logic	DD	Backup and ant-virus	8.88
Business Stream	DD	Water services	16.85
Unity Bank	auto	Banking fees	18.00
S M Bashforth	Bacs	4 <sup>th</sup> quarter expenses	111.40
Children's Centre	Bacs	Grant	500.00

### Invoices to be approved for payment

payee	details	£
BHIB	Insurance	687.77
Thomas Jones	Grave digging	50.00
BMBC	Playground Inspections	418.00
T&D Contractors	Grass cutting etc.	2758.00
Village Hall	Hire fee for March and April	80.00

## Reports for Parish Council meeting 2nd May 2024

### Clerks Report

1. The hedge on Church Lane has been cut back
2. The missing St Juliens Way street sign has been reported to BMBC
3. The Clerk contacted BMBC asking for the dog litter bin on Lane Head Road/Church Street junction to be moved. It was moved mid-March.
4. The portrait of HM King Charles III has been delivered
5. Latest playground inspection shows observation only for 3 items.

### Correspondence

#### All routine correspondence has been dealt with.

1. From the Penistone Area Team: New services to support Penistone environmental projects. Grants available. Greenotes are to support volunteers. More details later.
2. Community First Yorkshire newsletter March: Hedgerows are to be protected by law, including a 2m "buffer strip" from the centre of the hedgerow with no cultivation or application of pesticides or fertilizer and a hedge cutting ban between 1<sup>st</sup> March and 31<sup>st</sup> August to protect nesting birds.
3. Resident of Tivydale Drive complaining of parking issues. Cllr Eyre to meet with him.
4. Thankyou from the Toddler and Baby Group for the grant and photos of the new toys.

End