

CAWTHORNE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF CAWTHORNE PARISH COUNCIL

HELD via ZOOM

ON THURSDAY 6th MAY 2021

Present

Councillors: Cllr R Barr, Cllr M Broadhead, Cllr S Eyre, Cllr P Kilner,
Cllr C Sidebottom, Cllr J Wilson, Cllr J Walker

Chairman: Cllr P Kilner

Clerk: Mrs S M Bashforth

Also in attendance

Ward Councillors: 2

Members of the public: 2

Minute No 1 ELECTION OF CHAIRMAN

Cllr Eyre was elected as chairman for the year 2021-22

Resolved

Minute No 2 ACCEPTANCE OF OFFICE OF THE CHAIRMAN

Cllr Eyre signed the declaration of acceptance of office as chairman.

Minute No 3 ELECTION OF VICE-CHAIRMAN

Cllr Broadhead was elected as vice-chairman for the year 2021-22 and will sign the declaration of acceptance of office as vice-chairman at a later date.

Resolved

Minute No 4 REASON FOR ABSENCE

Reason for absence was accepted from Cllr Barron.

Resolved

Reason for absence was accepted from Cllr Ellis.

Resolved

Minute No 5 DECLARATION OF PECUNIARY OR NON-PECUNIARY INTERESTS

Cllr Kilner declared a non-pecuniary interest in item 24 (minute No 24(ii)) as he is a member of the Norcroft Disaster Memorial committee.

Minute No 6 ACCEPTANCE OF THE MINUTES OF THE PREVIOUS MEETINGS

The minutes of the Meeting of the Council held on (i) Thursday 4th March 2021 and (ii) Thursday 1st April 2021 were accepted as a true records and were signed by the Chairman.

Resolved

Minute No 7 DELAGATE POWERS TO CLERK

To delegate to the Clerk the power to object or make comment to BMBC on any planning application received, in pursuant of s101 of the Local Government Act 1972. Decisions to be made in consultation with members of the planning committee. This delegation would be for all planning applications received by the Council. This delegation to be effective from 7th May for a period of 6 months to be reviewed at the meeting of the Council in October 2021. This delegation does not prevent the Council or planning committee from objecting or commenting on planning applications received.

Resolved

The Clerk is delegated to make decisions relating to the management of the cemetery.

Resolved

Minute No 8 TERMS OF REFERENCE FOR COMMITTEES

Terms of References for (i) Budget and Finance (ii) Planning (iii) Cemetery committees were reviewed and no changes were considered necessary.

Resolved

Minute No 9 APPOINT COMMITTEES

- (i) Budget and Finance committee: Cllr Walker, Cllr Broadhead, Cllr Barron and Cllr Wilson
- (ii) Planning committee: Cllr Barron, Cllr Barr, Cllr Kilner and Cllr Sidebottom
- (iii) Cemetery committee: Cllr Broadhead, Cllr Eyre, Cllr Kilner and Cllr Walker **Resolved**

Minute No 10 APPOINT EXTERNAL REPRESENTATIVES

- (i) Cawthorne Recreation Ground Trust: Cllr Broadhead and Cllr Barr
- (ii) Village Hall committee: Cllr Walker
- (iii) Cannon Hall Parks for People steering group: Cllr Walker **Resolved**

Minute No 11 YLCA REPRESENTATIVES

Cllr Broadhead and Cllr Eyre were appointed as the Parish Council's representatives at YLCA meetings. **Resolved**

Minute No12 APPOINT INTERNAL AUDITOR

Mr Ken Arundel was appointed as internal auditor for Cawthorne Parish Council for 2021/22. Mr Arundel was thanked for his work for the years 2019/20 and 2020/21 **Resolved**

Minute No 13 REVIEW COUNCIL'S ASSETS

These were reviewed and found to be in order. **Resolved**

Minute No 14 INTERNAL AUDITOR'S REPORT

Mr Arundel's internal audit report was received. There are no issues arising.

Minute No 15 ANNUAL GOVERNANCE STATEMENT 2020/21

This was approved and signed by the chairman. **Resolved**

Minute No 16 ANNUAL ACCOUNTING STATEMENT 2020/21

This was approved and signed by the chairman. **Resolved**

Minute No 17 NEIGHBOURHOOD PLAN

Posters are to be erected around the village on lamp posts on Monday and smaller poster on the notice board, shops etc.. A grant for the financial year 2021/22 has been obtained. Leaflets are to be distributed by Mail-a doc on or around the 23rd May.

Minute No 18 TRAFFIC MANAGEMENT PROJECT

Cllr Eyre reported that a revised plan has been received. It was decided that a meeting of councillors and Cllr John Wilson be arranged and then a meeting with BMBC at a later date.

Minute No 19 UPDATE ON FOOTPATH BOOKLET

The revised footpath booklet has been printed at a cost of £505 for 350 booklets. It was resolved that a charge of £1.50 per booklet be made to cover printing costs. Cllr Walker is keeping a record of the number of booklets sold. **Resolved**

Minute No 20 FINANCIAL TRANSACTIONS

The following transactions were approved

The bank reconciliations to end of February and March have been verified

Receipts this financial year

Cemetery	£214.00
Hanging basket sponsorship	£1,758.00
BMBC precept	£24,000.00

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, SO and DD between last meeting and this

			£
ICO	DD	Fees	35.00
Janet Anderson	chq	NDP posters	65.00
Plusnet	DD	Telephone and Broadband	31.31

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Pro-logic	DD	Backup and anti-virus x2	15.00
Groundworks UK	chq	Repay unspent NDP grant	176.00
Business Stream	DD	Water charges	9.32
S M Bashforth	chq	4 th quarter expenses	152.37
YLCA	chq	Membership	431.00
BMBC	chq	Waste collection	223.34
Viking	chq	Office supplies	107.33
Cawthorne Recreation Ground Trust	chq	Grant	900.00

Invoices to be approved for payment

Came and Company	Insurance	£950.97	
Take2Printers	Footpath booklets	£505	Resolved

Minute No 21 4th QUARTER FINANCIAL REPORT

The Clerk gave the report. There were no questions.

Minute No 22 YEAR END ACCOUNTS

The year-end accounts for the financial year 2020-21 were approved. **Resolved**

Minute No 23 EXPENDITURE FOR LEAFLET DISTRIBUTION

It was resolved that expenditure of no more than £700 for leaflet distribution for the Neighbourhood Plan Referendum be approved. **Resolved**

Minute No 24 GRANTS APPLICATIONS

(i) Summer Fete Committee. Cllr Broadhead and Cllr Walker declared an interest as they are members of the committee. It was resolved to award a grant of £100. **Resolved**

(ii) Norcroft Disaster Memorial Committee. It was resolved to award a grant of £100 towards refreshments at the bi-centennial commemoration event. **Resolved**

Minute No 25 REPORT FROM PLANNING COMMITTEE

In the absence of the chairman of the committee the Clerk gave a report that the committee had considered 2 applications on 29th April;

Application No: 2021/0477

Description: Change of use of building to independent dwelling (Listed Building Consent)

Location: Jowett House Cottage, Bark House Lane, Cawthorne S75 4AS

The committee had no objection to this application

Application No: 2020/0472

Description: Erection of single storey rear extension

Location: 3 St Juliens Way, Cawthorne S75 4ES

The committee had no objection to this application

Minute No 26 CLERK'S REPORT

The Clerk reported that

1. the rotted logs on the play equipment reported at the March meeting had actually already been replaced, BMBC's inspection had been done before the scheduled replacement.
2. A letter had been sent to Ms Asquith thanking her for maintaining the Peace Garden Pots. A post had been put on Facebook asking for someone to take over but no response.
3. The new bench by the Fountain is now in place.
4. 21 hanging baskets have been ordered for this summer.
5. The Clerk posted a message of condolence on behalf of the parish council on the electronic Royal Book of Condolence following the death of HRH The Duke of Edinburgh
6. One of the log stepping stone in the Orchard is rotten and needs removing. BMBC will remove it free of charge.

7. The Clerk wrote to BMBC asking for a larger bin down Dark Lane. The reply was that they do not have the funds but if some can be identified from local area councils or eternal sources BMBC could supply, deliver and install a bin at a cost of £350.
8. Litter Pick posters have been put in the notice board and on Facebook. The Clerk has carried out a risk assessment.
9. A meeting has been arranged with the Cannon Hall Parks officer and councillors at Footpath 35 to sort out the gate. The Rights of Way officer is unable to attend but sent some useful information.

Minute No 27 CORRESPONDENCE

All routine correspondence has been dealt with

1. Thank you for the grants were received from Cawthorne Rainbows, Cawthorne Football Club and Cawthorne Toddler Group
2. Update on the Canon Hall Farm licencing application- all objections have been withdrawn after full details of the application had been discussed.
3. Leaders of councils are being encouraged to lead their community in remembrance of the public who have passed away through Covid and tribute to NHS staff, social care and key workers on July 5th.
4. YLCA gave notification of a new Code of Conduct for councils. It is recommended that councils adopt the new code after they have had the available training.
5. Email received from a parishioner thanking the council for the replacement bench.
6. Email from parishioner wanting bollards on Darton Road to prevent cars from driving on the pavement. Clerk replied that BMBC say the path is too narrow.
7. Email from parishioner wanting Caution Horse Riders signs on Bark House Lane and an email from parishioner wanting Caution Children Crossing by the Spencer Arms. In both cases the Clerk replied that the parish council cannot erect these and that like BMBC, there is a finite budget in the current Traffic Management project.
8. Letter from parishioner noting that the wording on the new bench is incorrect, the frog crossing signs between Dean Hill and North Lodge are no longer there and need reinstating, and a complaint about the swan pedalos on the lake in Cannon hall Park

Minute No 28 MEMBERS' REPORTS

Cllr Wilson reported that parishioners had been asking for Parish Notes to be reinstated.

Cllr Kilner reported that (i) there were some tyres dumped on the by-pass (ii) the "Barnsley Road" sign has not yet been replaced. Cllr John Wilson will enquire with BMBC.

Cllr Walker reported that (i) 5mph signs have been erected on Dark Lane (ii) the chimney pots at Chantry House have been replaced (iii) new equipment has been installed in the telephone box and it is due to be painted (iv) the style on Dean Hill Farm has been replaced

Cllr Barr reported that there are some trees and vegetation growing in the verge blocking site lines on Cawthorne Lane at Kexborough Bridge

Cllr Broadhead reported that (i) one of the balance beams has slight wear and tear (ii) the litter bin in the Orchard was overflowing again

Cllr Eyre reported that (i) there are bushes on the verge of South Lane which are encroaching on the highway causing traffic to swerve to middle of road and need cutting back. Clerk to write to Highways to ask for an inspection of South Lane. (ii) an individual has been litter picking in the village and the council would like to thank them for this.

Minute No 29 ANY URGENT BUSINESS

None.

Minute No 30 DATES OF ORDINARY MEETINGS OF THE COUNCIL

The Clerk gave out the dates for the ensuing year. Following NALC covid guidelines it was resolved to not hold a meeting in June. The next meeting will be on Thursday 1st July 2021.

There being no further business the Chairman thanked all for attending and closed the meeting.