

CAWTHORNE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF CAWTHORNE PARISH COUNCIL HELD ON THURSDAY 18th MAY 2023

Present

Councillors: Cllr D Barron, Cllr S Eyre, Cllr P Kilner, Cllr S Rusby, Cllr J Walker, Cllr J Wilson.

Clerk: Mrs S M Bashforth

Also in attendance

Members of the public: none

Absent

Cllr M Broadhead.

Minute No 1 ELECTION OF CHAIRMAN

Resolved that Cllr Broadhead, having indicated prior to the meeting that she is willing to stand, be elected as chairman for the year 2023-24.

Minute No 2 ACCEPTANCE OF OFFICE OF THE CHAIRMAN

As Cllr Broadhead is absent, it was agreed that she will sign the declaration of acceptance of office as chairman at a later date.

Minute No 3 ELECTION OF VICE-CHAIRMAN

Resolved that Cllr Barron be elected as vice-chairman for the year 2023-24.

Minute No 4 ACCEPTANCE OF OFFICE OF THE VICE-CHAIRMAN

Cllr Barron signed the declaration of acceptance of office as Vice-chairman.

As Cllr Broadhead was absent and Cllr Barron was unable to stay for the whole meeting, Cllr Eyre was asked to continue to chair this meeting

Minute No 5 REASON FOR ABSENCE

Resolved that reason for absence be accepted from Cllr Broadhead.

Minute No 6 CO-OPT TWO PERSONS ONTO THE COUNCIL

Resolved that Robin Herbert be co-opted to the council.

Resolved that Sarah Shaw be co-opted to the council

Minute No 7 ACCEPTANCE OF THE MINUTES OF THE PREVIOUS MEETINGS

Resolved that the minutes of the Meeting of the Council held on Thursday 2nd March 2023 be accepted as a true record. They were signed by the Chairman.

Resolved that the minutes of the Meeting of the Council held on Thursday 6th April 2023 be accepted as a true record. They were signed by the Chairman

Minute No 8 GENERAL POWER OF COMPETANCE

Cawthorne Parish Council declared that it is eligible to use the General Power of Competence.

Minute No 9 AMENDED STANDING ORDERS

Resolved to adopt the amended Standard Orders

Minute No 10 AMENDED FINANCIAL REGULATIONS

Resolved to adopt amended Financial Regulations

Minute No 11 ADOPT NEW TERMS OF REFERENCE FOR THE BUDGET AND FINANCE COMMITTEE

Resolved that new Terms of Reference giving the Budget and Finance Committee delegated powers be adopted

Minute No 12 TERMS OF REFERENCE FOR COMMITTEES

Resolved that the Terms of References for (i) Planning (ii) Cemetery committees were reviewed and no changes were considered necessary.

Minute No 13 APPOINT COMMITTEES

Resolved that the following councillors be appointed:

- (i) Budget and Finance committee: Cllr Eyre, Cllr Walker, Cllr Rusby and Cllr Wilson.
- (ii) Planning committee: Cllr Barron, Cllr Kilner, Cllr Herbert and Cllr Wilson
- (iii) Cemetery committee: Cllr Eyre, Cllr Kilner, Cllr Barron and Cllr Walker

Minute No 14 APPOINT EXTERNAL REPRESENTATIVES

Resolved that the following councillors be appointed:

- (i) Cawthorne Recreation Ground Trust: Cllr Barron and Cllr Rusby
- (ii) Village Hall committee: Cllr Walker.

Minute No 15 YLCA REPRESENTATIVES

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

Minute No16 APPOINT INTERNAL AUDITOR

Resolved that Mr Ken Arundel be appointed as internal auditor for Cawthorne Parish Council for 2023-24. Mr Arundel was thanked for his work for the years 2022-23

Minute No 17 REVIEW COUNCIL'S ASSETS

These were reviewed and found to be in order.

Minute No 18 4th QUARTER/END OF YEAR FINANCIAL REPORT

The Clerk gave the report. There were no questions.

Minute No 19 YEAR END ACCOUNTS

Resolved that the year-end accounts for the financial year 2022-23 be approved.

Minute No 20 INTERNAL AUDITOR'S REPORT

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

Minute No 21 ANNUAL GOVERNANCE STATEMENT 2022/23

Resolved that the Annual Governance Statement 2022/23 be approved. This was signed by the chairman, Cllr Eyre.

Minute No 22 ANNUAL ACCOUNTING STATEMENT 2022/23

Resolved that the Annual Accounting Statement 2022/23 be approved. This was signed by the chairman, Cllr Eyre.

Cllr Barron left the meeting.

Minute No 23 UPDATE ON THE TRO

The Clerk has asked BMBC for an update. None received.

Minute No 24 JUBILEE TREE

A site meeting had been held and it was considered that the best place to plant a tree was on the village green. The Clerk contacted BMBC to see if this would be acceptable; reply affirmative. Tree species not yet decided upon.

The Primary School has acknowledged that any tree donated to the school to commemorate the late Queen's platinum jubilee and the schools' 150th anniversary will be maintained by the school.

Minute No 25 UPDATE ON THE COMMUNITY WOOD

A site meeting had been held to establish what work is required cutting the rides (paths)

Minute No 26 GRASSMAT REPAIRS

Resolved that Lightmain be engaged to repair the grassmat at the roundabout, the steps to and end of the slide and to remove the bump in the swings matting in the Orchard at a cost of £470.00 + VAT

Minute No 27 ORCHARD SIGNAGE

Resolved that, to comply with Playground Regulation BS EN 1176-7, Sec. 8.2.4 (General Safety Measures), expenditure of £35 + VAT be approved for a sign in The Orchard.

Minute No 28 REMOVAL OF SEAT

Resolved that as one of the "Orchard Play Area" seats has become loose in the ground and is unsafe and that the legs are rotting, this seat is to be removed and not replaced.

It was also noted that the seat on the bypass has collapsed.

Resolved that, subject to discussion with the donor, this seat is to be removed and not replaced.

Minute No 29 HANGING BASKET SIGNS

Resolved that three hanging basket signs which have gone missing be replaced at a cost of no more than £90.

Minute No 30 TREE SAFETY INSPECTION

Resolved that expenditure of £850.00 + VAT be approved for a safety inspection of the trees that Cawthorne Parish Council is responsible for and that AWA be engaged to do the work.

Minute No 31 FINANCIAL TRANSACTIONS

Resolved that the following transactions be approved:-

The bank reconciliations to end of April has been verified

Receipts this financial year

BMBC precept	£25,600.00
Hanging basket	£86.00
Cemetery	£422.00

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

			£
HMRC	Bacs	PAYE	10.28
ICO	DD	Data Protection fee	35.00
BT	DD	Telephone and broadband	52.73
Trophiesplusmedals	Bacs	Coronation medals	438.60
Cawthorne Toddler & Baby Group	cheque	Gant lieu electric	25.00
Playdale Playgrounds	bacs	Repairs to swing frame	761.20
Pro-logic	DD	Backup and ant-virus	8.88
Business Stream	DD	Water services	10.38
Unity Bank	auto	Banking fees	18.00
Thomas Jones	chq	Grave digging	50.00
Cawthorne Rainbows	chq	Grant - Easter activity	269.00
HMRC	Bacs	PAYE	10.28
YLCA	Bacs	Membership fee	437.00
BMBC	Bacs	Waste collection	246.48
Signhouse UK	Bacs	Dog fouling signs	120.00
HMRC	Bacs	PAYE	10.28
R Thewlis	Bacs	Tree work done 6 th April	605.00
S M Bashforth	Bacs	4 th quarter expenses	102.90

Invoices approved for payment

BHIB	Insurance	£
		683.04

Minute No 32 GRANTS APPLICATIONS

Resolved that a grant of £100 be awarded to the Summer Fete Group.

Resolved that the grant of £750 for repairs to the river bank submitted by the Recreation Ground Trust not be awarded but that the £900 awarded in April 2021 towards the removal of shrubs and vegetation to create a junior football pitch which remains unspent should be used towards this project.

Minute No 33 BMBC PLANNING DECISIONS

2022/1159 5 Alexander Gardens, including 1st floor rear extension, refused

2023/0001 1 Five Acres, alterations, approved

2023/0089 Water Slack Farm, extension, approved

2022/1098 Sulby Cottage, outline planning permission, refused.

2023/0261 Upper House, North Lane, replace windows, approved

Minute No 34 REPORT FROM PLANNING COMMITTEE

Cllr Wilson reported on the meeting of the planning committee held on 20th April 2023

Minute No 35 COMPLAINT OF MESS LEFT BY GRASS CUTTERS

The Clerk has received a complaint about the mess left by leaving the cut grass in situ. This is a regular complaint at this time of year. The Clerk to speak to the contractors to see if a solution can be found.

Minute No 36 CLERK'S REPORT

1. Repairs to swing frame completed

2. Dog fouling signs purchased. 2 timber posts purchased. 2 signs and posts now with Cllr Barron.

3. A rotting plank on a footbridge in the park was reported by Cllr Eyre; passed onto Cannon Hall Park. They are aware of it.

4. Coronation Medals have been presented to the primary school children.

5. Playground inspection reports one seat is very loose in the ground (see minute 28).

6. The electricity pole reported in Members Reports in March has been reported to Northern Power.

7. 21 hanging baskets have been ordered.

Minute No 37 CORRESPONDENCE

All routine correspondence has been dealt with.

1. The current Clean and Tidy Group contract is coming to an end in September. Survey to find out what is required. The Clerk has completed the survey on behalf of the PC.

2. A Thank you from Cawthorne Toddler and Baby Group for the grant for the medals.

3. Notification of Your Community Your Say (Berneslai Homes) meeting.

4. South Yorkshire Police and Crime Commissioner Newsletter.

5. Email from parishioner referring to soil encroaching onto Darton Road footpath; passed on to BMBC Highways.

6. Thank you for the grant and feedback from Cawthorne Rainbows and Brownies.

7. CC emails between Cllr John Wilson, Cawthorne Primary School and the Penistone Area Team regarding road safety through the village.

8. Notification of work at the sewage plant on Dark Lane. A representative from Yorkshire Water has asked if they can come and talk to the Parish Council.

9. Parishioner has complained of grass cuttings being dumped from a property on St Juliens Way onto the bypass.

Minute No 38 MEMBERS' REPORTS

Cllr Kilner: a wooden footbridge on footpath 14 is rotting (*Clerk to contact Rights of Way*)

Cllr Walker: (i) potholes and side of the road disintegrating on Darton Road (ii) there are potholes on Dark Lane.

Cllr Rusby (i) asks who is responsible for the gate at the cricket ground off Dark Lane (ii) stones are collapsing onto Cliffe Hill

Cllr Eyre: vegetation from properties on Tivydale Drive is overhanging the footpath on Tivydale.

Minute No 39 ANY URGENT BUSINESS

None.

Minute No 40 DATES OF ORDINARY MEETINGS OF THE COUNCIL

The Clerk gave out the dates for the ensuing year.

Minute No 41 DATE OF NEXT MEETING

Resolved that the next meeting will be on Thursday 1st June 2023

Minute No 42 EXCLUDE PUBLIC AND PRESS

In pursuant of the Public Bodies (Admission to Meetings) Act 1960, the public were asked to leave as the following items are of a sensitive nature.

Minute No 43 PROPERTY ON CHURCH STREET

The Clerk read out the latest communication from Berneslai Homes.

Minute No 44 CAR RALLY

The Clerk gave some more information as requested at the meeting in March.

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