

CAWTHORNE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF CAWTHORNE PARISH COUNCIL HELD IN THE MOXON ROOM, CAWTHORNE VILLAGE HALL ON THURSDAY 12TH MAY 2016

Present

Councillors: Cllr D Asquith, Cllr A Butterworth, Cllr E Ellis, Cllr M Broadhead, Cllr C Hindley, Cllr R Barr, Cllr P Kilner, Cllr S Pitt, Cllr J Walker.

Clerk: Mrs S M Bashforth

Also in attendance

Internal Auditor: Mr K Arundel

Ward Councillors: Cllr J Wilson

Members of the public: two.

Representative of the Cricket Club: Michael Hollin

Minute No 1 To elect a chairman for the year 2016-17

Cllr John Walker was duly elected and signed the acceptance of office. **Resolved**

Minute No 2 To accept any reasons for absence

No absences

Minute No 3 To receive any declarations of Pecuniary or Non-Pecuniary interests from members in respect to any item on this agenda

None received

Minute No 4 To elect a Vice Chairman for the year 2016-17

Cllr Diana Asquith was duly elected and signed the declaration of office. **Resolved**

At this point Standing Orders were suspended in order that a discussion could take place with Mr Hollin regarding the celebrations of Her Majesty's 90th birthday.

Decision; Cricket Club to (i) mark off area for bonfire (ii) provide refreshments of BBQ, teas etc, (iii) check with their insurer (iv) produce publicity posters.

Parish Council to (i) investigate possibility of donation of fireworks (ii) provide materials for bonfire (iii) assist in building and clearing bonfire (iv) Cllr Broadhead to write a piece to go in church parish magazine.

Event to take place on Saturday 11th June commencing 6pm and will tie in with other events happening that day.

Mr Hollin then left the meeting.

Standing Orders were reinstated.

Minute No 5 To move agenda item 34c

It was resolved to move agenda item 34c to this point as a parishioner was attending the meeting to hear the parish council's views on this planning application. **Resolved**

Minute No 6 To consider the following planning application

Application No 2016/0370

Description: Erection of single storey front and side extension, two storey front and rear extension and first floor side extension to dwelling.

Location: 2 St Juliens Way, Cawthorne S75 4ES

The Council object to this planning application on the following grounds; overdevelopment on the site, overshadowing and loss of privacy. The council recommend BMBC have a site visit. **Resolved**

Minute No 7 To resolve to accept the minutes of the Meeting of the Council held on Thursday 3rd March 2016 as a true record

These were accepted and signed by the chairman.

Resolved

Minute No 8 To review Standing Orders and Financial Regulations

These were reviewed and found to be fit for purpose

Resolved

Minute No 9 To review the delegation arrangements

The delegation arrangements for the (i) Budget and Finance Committee (ii) Planning Committee (iii) Footpath and Environment Committee and (iv) the Clerk were reviewed and found to be adequate.

Resolved

Minute No 10 To review the terms of reference for committees

It was agreed that the terms and reference remain as stated. It had been suggested that the Budget and Finance meeting in December be moved away from a busy period. It was resolved that it remain as the 2nd Wednesday in December but that the meeting could commence at 9.30am.

Resolved

Minute No 11 To appoint 4 members to the Budget and Finance Committee

Cllr J Walker, Cllr M Broadhead, Cllr A Butterworth and Cllr C Hindley were duly appointed

Resolved

Minute No 12 To appoint 6 members to the Footpath and Environment Committee

Cllr D Asquith, Cllr R Barr, Cllr E Ellis, Cllr C Hindley, Cllr P Kilner and Cllr J Walker were duly appointed.

Resolved

Minute No 13 To appoint 4 members to the Planning Committee

Cllr D Asquith, Cllr R Barr, Cllr P Kilner and Cllr S Pit were duly appointed

Resolved

Minute No 14 To appoint 1 member to represent Cawthorne on the Cawthorne Recreation Trust committee

It was resolved that Cllr R Barr be appointed.

Resolved

Minute No 15 To appoint 1 member to represent the Council on the Village Hall Committee

It was resolved that Cllr J Walker be appointed.

Resolved

Minute No 16 To appoint 1 member of the Council to represent the Council on the Cannon Hall Park's "Parks for People" steering group.

It was resolved that Cllr J Walker be appointed.

Resolved

One member of the public left the meeting

Minute No 17 To appoint an internal auditor

It was resolved that Mr Ken Arundel be appointed for the year 2016/17.

Resolved

Minute No 18 To review the Council's assets

These were reviewed and found to be in order.

Resolved

Minute No 19 To review the Council's risk assessments

The risk assessments for both financial risk and property risk were reviewed and found to be appropriate.

Resolved

Minute No 20 To review the Council's complaints procedure

This was reviewed and found to be appropriate.

Resolved

Minute No 21 To receive the Clerk's report

The clerk reported that

1. Thanks had been sent to Cllr Barnard and the Clean and Tidy Group for clearing the ivy off the Jubilee Museum's boundary wall.
2. An email had been sent to the Environment Agency enquiring about the outcome of the visit to Dakin Brook. This is being treated as a FOI request.

3. Eric Steer (Berneslai Homes) had been contacted ref. the stump at The Park.
4. BMBC has been notified of the potholes in Woolstock Land and the road marking at Church Street/ Church Lane.
5. Savills have been contacted regarding the hedge cuttings left on footpath next to the allotments.
6. Steve Croft, Principal Highways Engineer has been contacted to ask if we could have a site visit so that BMBC could see the problems caused by parked cars and to see if they could suggest any solutions. No-one would be available for a site visit due to other demands on their time. The Clerk asked about yellow lines. The reply was that BMBC no longer install yellow lines unless a third party funds it. The Clerk contacted Cllr Barnard to ask his help and advice. Yellow lines are very costly (several thousand pounds), would be difficult to enforce and would push the problem further back at great expense. The Clerk then contacted Stagecoach Bus Company to discuss the problems of buses getting around the village only to be told that no incidences had been reported so, as far as they were concerned, there was no problem.
7. Cllr John Wilson had been contacted to ask if we could have a speed indicator device. This had been discussed at the Parish Meeting.
8. BMBC has been informed of the state of the railing on footpath 14 adjacent the by-pass
9. Letters had been sent to Hattersleys Solicitors and Mrs Ashmore to ask for confirmation that Mr Hamer and Mrs Wright are happy to continue with the leases. As neither had copies of the leases, copies were forwarded. Mrs Wright writes to say she is happy to continue the lease on the same terms as before.
10. Planning Application 2016/0171, 24 Tivy Dale Drive has been withdrawn.

Minute No 22 To receive correspondence

All routine correspondence has been dealt with.

1. Letter of thanks from Cawthorne Brass Band for the grant
2. Came and Company spring newsletter
3. Silkstone parish council spring newsletter
4. Letter from Yorkshire Water informing the council that from April 2017 eligible businesses will be able to choose their supplier for water and sewerage.
5. Email from Holly Grant at Savilles regarding the allotment hedge. "Issue was raised with the relevant allotment holders and we believe the situation has improved".
6. Letters from Hattersley Solicitors and Mrs Wright. They do not have copies of the leases. Clerk sent copies. Mrs Wright confirms she is happy to continue with the lease as before.
7. Invitation to attend the Mayor's Civic Ceremony on Thursday 16th June at St. Mary's Church at 6.30pm.
8. Letter from parishioner regarding cars parking at the bus stop on Church Street.
9. email from Sarah Ford, Rights of Way Officer, BMBC. They have organised a volunteer day on 2nd June to improve some of the footpaths and bridleways in Cawthorne.
10. Notification of YLCA South Yorkshire branch AGM on 22nd June
11. email from VAB. There is a meeting to learn more about community gardening projects on Wednesday 18th May.
12. Telephone call from a parishioner informing the council that a relative's name on the war memorial is spelt incorrectly. Clerk informed the parishioner that it would be very unlikely that it could be corrected due to the high cost. (Parishioner was understanding of this).

Minute No. 23 To receive Members' reports

Cllr Butterworth reported that the information sign at the Peace Garden for the Jubilee Museum looks tatty. Cllr Kilner to bring this to the Jubilee Museum's attention.

Cllr Broadhead reported that (i) posters have been left on lamp posts on Bark House Lane (Cllr Walker will remove them) (ii) the lower branches on the fruit trees in the Orchard need looking at to see if they pose any danger (iii) the flat swing seats cracks are getting worse (iv) a parishioner wishes to grub out vegetation including felling trees on a piece of land at the top of Taylor Hill. The parishioner informed Cllr Broadhead that as this land is not registered with the Land Registry it does not belong to any body. The Council is of the

opinion that this may be part of Cannon Hall estates and ask the Clerk to make enquiries with Savills.

Cllr Hindley reported that (i) the pavements need spraying with weed killer as thistles are starting to grow in the middle of the pavement (ii) the footpath sign adjacent the chapel needs fixing.

Cllr Kilner reported that (i) Daykin Brook still appears polluted and this is flowing into the cascades (ii) the stump of the juniper tree in The Park has not been dealt with and looks a mess (iii) the church is grateful for the opportunity to collect the timber from the recent tree work done for the Parish Council which has been cut into logs and sold for firewood to raise money for the church. Cllr Kilner questioned if the work in the cemetery yet to be done should be done in May due to nesting birds or if it should be left until September. The Clerk informed Cllr Kilner that she has spoken with the tree surgeon and it is perfectly ok to do this work at this time of year.

Minute No 24 To approve moving a wooden bench from the Peace Garden and replace with the Queen's birthday bench

It was agreed that the Queen's Birthday Bench should go in the Peace Garden where it would be viewed more, rather than the Orchard. After some discussion it was agreed that Cllr Walker, Cllr Kilner and Cllr Asquith have a site visit on Monday to see how to arrange the benches.

Resolved

Minute No 25 To approve funding for the Queen's Birthday celebration.

Following the discussion with Michael Hollin, there is no expenses required.

Minute No 26 To approve increased payment to the Church for Parish Notes insert

The Clerk has not yet received any communication from the church to say how much it will be.

Resolved

Minute No 27 To consider a grant application from Cawthorne Parents Association

It was resolved to award a grant of £250 towards the cost of the refurbishment of the school's peace garden.

Resolved

Minute No 28 To receive the monthly accounts for March and April 2016

The following accounts were approved

Receipts from 1st March to 12th May

	£
Cemetery	500.00
Precept	21,000.00

Payments made from 1st March to 1st May

	£	
S M Bashforth	Salary February	as agreed
Cawthorne Church Council	Parish Magazine insert	288.00
G M Bagshaw	Queen's bench payment 2	300.00
Yorkshire Water	Water bill 4 th quarter	6.86
Plusnet	ISP 21.3.16 - 20.4.16	5.99
Kevin Parsons	Gardening services 2015	675.00
S M Bashforth	4 th quarter expenses	126.09
S M Bashforth	Salary March	as agreed
BMBC	Waste collection in cemetery	203.68
NALC	LCR subscription	17.00
YLCA	Annual subscription	390.00
Summer Fete Group	Grant	60.00
Plusnet	ISP 21.4.16-20.5.16	5.99
S M Bashforth	Salary April	as agreed

Resolved

Minute No 29 To approve payments

The following payments were approved

Payments to be approved		£	
RAY	Annual subs	35.00	
Cawthorne cricket club	Grant	250.00	Resolved

Minute No 30 To receive 4th quarter/year-end financial report

The Clerk presented the year-end report and answered any question on it

Minute No 31 To receive and approve review of Cawthorne Parish Councils' internal controls

These had been reviewed by Cllr Walker and Cllr Kilner on 3rd March 2016 and found to be effective and efficient. The Council approved the internal controls. **Resolved**

Minute No 32 To receive the internal auditor's report

The internal audit had been carried out in accordance with the Governance and Accountability for Smaller Authorities in England March 2016. The Clerk read out the conclusion which stated that the Clerk has maintained a high standard of record keeping and that the council's control systems appear to be efficient and effective giving him the confidence that the figures lifted into the Statement of Accounts for the financial year are accurate.

The Council thank Mr Arundel for his dedicated work.

Minute No 33 To resolve to approve the Annual Governance Statement 2015/16

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

Minute No 34 To resolve to approve the Accounting Statement 2015/16

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

Minute No 35 To consider the following planning applications and, with Members' consent, any planning applications received between the issue and summons of this agenda and the commencement of the meeting

(a) Application No: 2016/0260

Description: Demolition of conservatory and erection of single storey rear extension

Location: 11 Five Acres, Cawthorne S75 4HZ

The council has neither objections nor observations to this planning application. **Resolved**

(b) Application No. 2016/0356

Description: Erection of two storey side single rear extensions to dwelling including front facing dormer window.

Location: 11 St Juliens Way, Cawthorne S75 4ES

The council has neither objections nor observations to this planning application. **Resolved**

(c) see minute no.6

(d) Application No: 2016/0402

Description: To reinstate a former rear doorway to dwelling

Location: Brook House, Dark Lane, Cawthorne S75 4HA

The council has neither objections nor observations to this planning application. **Resolved**

(e) Application No: 2016/0421

Description: Erection of a single storey detached annex building to provide a single garage, 3 no. stables and associated tack room and store.

Location: Thimble Hall, South Lane, Cawthorne S75 4EE

The council has neither objections nor observations to this planning application. **Resolved**

Minute No.36 To receive information regarding Oxspring's Neighbourhood Plan

Following discussions at the Annual Meeting of the Parish, the Clerk reported that Oxspring's Neighbourhood Plan would cost around £15000, half of which is consultancy fees. One of Oxspring's councillors could be contacted to see if they would be willing to come and talk to Cawthorne Parish Council about the process of producing their Neighbourhood Plan. Cllr Butterworth has done some research and found a parish council in Norfolk similar to Cawthorne. Their Neighbourhood Plan cost around £4,500. The Clerk

was asked to contact the Oxspring councillor and further research to be done to see if Cawthorne Parish Council wish to do a Neighbourhood Plan.

Minute No 37 Any other business which does not require a resolution or a decision

None

Minute No 38 To fix the dates for the ordinary meetings of the Council

The dates for the forthcoming year were agreed.

Resolved

Minute No 39 To confirm the date for the next meeting

This was confirmed as Thursday 2nd June 2016

Resolved

Minute No 40 To resolve under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and the public of the following items on the grounds that it concerns the awarding of contracts

It was resolved that the member of the public may remain.

Resolved

Minute No 41 To receive quotes for insurance and to resolve to appoint an insurer

A total of 5 quotes had been obtained. It was resolved to remain with Came and Company insurance brokers and to be insured by Ecclesiastical on a 3 year long term agreement. The premium for this year commencing 1st June 2016 is £784.61

Resolved

Minute No 42 To receive quotes and approve payment for relaying the flagstones in the Peace Garden.

Three quotes had been received;

Company 1. for relaying the whole area

Company 2 for relaying only those misaligned.

Company 3. for relaying only those misaligned.

Company 2's quote was lower than company 3.

It was resolved that the Clerk would obtain a quote for relaying the whole area from company 2. If it is lower than the quote from company 1 then company 2 to be awarded the contract. If not, then company 1 to be awarded the contract.

Resolved.

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