

# CAWTHORNE PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF CAWTHORNE PARISH COUNCIL HELD ON THURSDAY 2<sup>nd</sup> MAY 2024

### **Present**

Councillors: Cllr M Broadhead, Cllr D Barron, Cllr S Eyre, Cllr R Herbert, Cllr S Rusby, Cllr S Shaw, Cllr J Walker, Cllr J Wilson.

Clerk: Mrs S M Bashforth

### **Also in attendance**

Members of the public: one. Internal Auditor Mr K Arundel. New Clerk in waiting Mrs A Winstanley

### **Absent**

None

### **Minute No 1 ELECTION OF CHAIRMAN**

**Resolved** that Cllr Broadhead be elected as chairman for the year 2024-25.

### **Minute No 2 ACCEPTANCE OF OFFICE OF THE CHAIRMAN**

Cllr Broadhead signed the declaration of office

### **Minute No 3 ELECTION OF VICE-CHAIRMAN**

**Resolved** that Cllr Barron be elected as vice-chairman for the year 2024-25.

### **Minute No 4 ACCEPTANCE OF OFFICE OF THE VICE-CHAIRMAN**

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

### **Minute No 5 REASON FOR ABSENCE**

None

### **Minute No 6 QUESTIONS FROM THE PUBLIC**

None

### **Minute No 7 ACCEPTANCE OF THE MINUTES OF THE PREVIOUS MEETING**

**Resolved** that the minutes of the Meeting of the Council held on Thursday 4<sup>th</sup> April be accepted as a true record. They were signed by the Chairman.

### **Minute No 8 AMENDED STANDING ORDERS**

**Resolved** to adopt the amended Standard Orders

### **Minute No 9 REVIEW FINANCIAL REGULATIONS**

The Financial Regulations were reviewed and found to be adequate for the Council's needs.

### **Minute No 10 TERMS OF REFERENCE FOR COMMITTEES**

**Resolved** to amend the Terms of References as follows

- (i) Budget and Finance: Alterations to reference to the salary and remunerations of the Clerk
- (ii) Planning: Membership of the committee shall comprise of 5 members
- (iii) Cemetery: Membership of the committee shall comprise of 5 members.
- (iv) Staffing: no amendments

### **Minute No 11 APPOINT COMMITTEES**

**Resolved** that the following councillors be appointed:

- (i) Budget and Finance committee: Cllr Eyre, Cllr Rusby, Cllr Walker and Cllr Wilson.
- (ii) Planning committee: Cllr Barron, Cllr Eyre, Cllr Herbert Cllr Rusby and Cllr Wilson
- (iii) Cemetery committee: Cllr Barron, Cllr Broadhead, Cllr Eyre, Cllr Rusby and Cllr Walker
- (iv) Staffing committee: Cllr Barron, Cllr Stephen Eyre, Cllr Sarah Shaw, Cllr John Walker, Cllr Jane Wilson

## **Minute No 12 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 13 YLCA REPRESENTATIVES**

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

## **Minute No 14 APPOINT INTERNAL AUDITOR**

**Resolved** that Mr Ken Arundel be appointed as internal auditor for Cawthorne Parish Council for 2024-25. Mr Arundel was thanked for his work for the years 2023-2024

## **Minute No 15 REVIEW COUNCIL'S ASSETS**

These were reviewed and found to be in order.

## **Minute No 16 4<sup>th</sup> QUARTER/END OF YEAR FINANCIAL REPORT**

The Clerk gave the report. There were no questions.

## **Minute No 17 YEAR END ACCOUNTS**

**Resolved** that the year-end accounts for the financial year 2023-24 be approved.

## **Minute No 18 INTERNAL FINANCIAL CONTROLS**

It was noted that the internal financial controls have been reviewed by Cllr Broadhead and Cllr Barron

## **Minute No 19 INTERNAL AUDITOR'S REPORT**

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

## **Minute No 20 ANNUAL GOVERNANCE STATEMENT 2023/24**

**Resolved** that the Annual Governance Statement 2023/24 be approved. This was signed by the chairman.

## **Minute No 21 ANNUAL ACCOUNTING STATEMENT 2023/24**

**Resolved** that the Annual Accounting Statement 2023/24 be approved. This was signed by the chairman.

## **Minute No 22 UPDATE ON THE TRO**

Cllr Barron gave an update. There are some alterations and some extra work to be done.

## **Minute No 23 TRAFFIC PROBLEMS AT THE SCHOOL**

Cllr Barron reported that BMBC are looking at installing zig-zag lines at the rear school entrance and that some extra H marking will be necessary.

## **Minute No 24 GRANT APPLICATION FROM CRAFTY LADIES**

**Resolved** that a grant of £200 be awarded to Cawthorne Crafty Ladies for their knitted poppy project.

## **Minute No 25 GRANT APPLICATION TO SET UP A NEW SOCIAL GROUP**

**Resolved** that a grant of £250 be awarded to assist with setting up a new social group for the purchase of games (scrabble etc), refreshments and room hire in the Chapel.

## **Minute No 26 RECREATION GROUND TRUST GRANT**

**Resolved** that the Recreation Ground Trust may have an extension of 1 year for spending of the £900 grant awarded in May 2023.

A report on the remedial work on the river bank was given by Cllr Rusby.

## **Minute No 27 WORKING WITH THE RECREATION GROUND TRUST**

Cllr Barron asked that the parish council and the recreation ground trust work more closely together to assist with the applications for grant monies.

## **Minute No 28 PURCHASE OF A FIRE-PROOF BAG**

The Clerk asked approval of expenditure of £40 for the purchase of a fire-proof bag for the cemetery record books. Mrs Winstanley stated that she has a safe so one would not be necessary. **Resolved** to approve expenditure of £40 to purchase a bag if necessary.

### **Minute No 29 PURCHASE OF A D-DAY COMMEMORATIVE FLAG**

**Resolved** that expenditure of £20 +P&P be approved for the purchase of a commemorative D-Day flag to be flown on the flagpole by the war memorial.

### **Minute No 30 FINANCIAL TRANSACTIONS**

**The bank reconciliations to end of April has been 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**

<b>payee</b>	<b>method</b>	<b>details</b>	<b>£</b>
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 approved for payment**

<b>payee</b>	<b>details</b>	<b>£</b>
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

### **Minute No 31 BMBC PLANNING DECISIONS**

2023/1132 16 Tivy Dale Improve vehicular access etc, approved.

### **Minute No 32 PLANNING APPLICATION**

The following planning application was considered

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

**Resolved** to object to this application.

### **Minute No 33 CLERK'S REPORT**

1. The hedge on Church Lane has been cut back
2. The missing St Juliens Mount 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.
6. The Clerk, Cllr Barron and Mrs Winstanley attended the launch of Greenotes and Penistone Community Environmental Support Services.

### **Minute No 34 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.

#### **Minute No 35 MEMBERS' REPORTS**

**Cllr Walker:** Darton Road from Clay Hall to Kexborough Bridge, many potholes and the road is narrowing as the edge is eroded, can the Highways inspect.

**Cllr Shaw:** there was another accident at Tivydale and Lane Head Road junction.

**Cllr Wilson:** There is dog fouling in The Park and generally around the village.

**Cllr Barron:** latest update from Yorkshire Water on the work on Dark Lane, a letter is to be sent to residents shortly.

**Cllr Broadhead:** Dog fouling in the Orchard and by the side of the cemetery.

#### **Minute No 36 ANY URGENT BUSINESS**

None.

#### **Minute No 37 DATES OF ORDINARY MEETINGS OF THE COUNCIL**

These are to be amended to accommodate the new clerk's holiday.

#### **Minute No 38 DATE OF NEXT MEETING**

**Resolved** that the next meeting will be on Thursday 6<sup>th</sup> June 2024

#### **Minute No 39 NEW CLERK**

It was noted that Mrs Audrey Winstanley has accepted the post of Clerk and Responsible Financial Officer and commences work on 1st June 2024.

#### **Minute No 40 EXCLUDE PUBLIC AND PRESS**

**Resolved** to exclude the public and the press for the following item in pursuant of the Public Bodies (Admission to Meetings) Act 1960.

#### **Minute No 41 QUOTES FOR REPAIRS TO DRY STONE WALL**

The Clerk strove to obtain 3 quotes and received two for repairs to the cemetery wall.

**Resolved** to accept the quote of £775 from Gary Helliwell

#### **Minute No 42 OVERTIME PAYMENT FOR CLERK**

**Resolved** to pay the current Clerk, Mrs Bashforth, for extra work carried out from January 2024 to date.

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