

CAWTHORNE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF CAWTHORNE PARISH COUNCIL HELD IN THE MOXON ROOM, CAWTHORNE VILLAGE HALL ON THURSDAY 10TH MAY 2018

Present

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

Clerk: Mrs S M Bashforth

Ward Councillors: None

Members of the public: None

Members of the press: One

Minute No 1 ELECTION OF CHAIRMAN

Cllr Cynthia Hindley was duly elected as chairman for the forthcoming year. **Resolved**

Minute No 2 ACCEPTANCE OF OFFICE OF CHAIR

Cllr Hindley signed the acceptance of the office of chair for the forthcoming year. **Resolved**

Minute No 3 ELECTION OF VICE-CHAIR

Cllr Sharon Pitt was duly elected as vice-chair for the forthcoming year and signed the acceptance of office. **Resolved**

Minute No 4 TO RECEIVE THE RESIGNATION OF CLLR BUTTERWORTH

The Chairman had received the resignation from Cllr Butterworth. In his absence, Cllr Butterworth was thanked for his work with the Council. The Clerk confirmed that the electing/co-opting of a new councillor is in process.

Minute No 5 APOLOGIES FOR ABSENCE

None

Minute No 6 DECLARATIONS OF PECUNIARY OR NON- PECUNIARY INTERESTS

Cllrs Hindley, Walker and Kilner declared a non-pecuniary interest in item 31 as they are members of the PCC. Cllr Pitt declared a non-pecuniary interest in item 35.

Minute No 7 ACCEPTANCE OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the Meeting of the Council held on Thursday 8th March 2018 were accepted as a true record and signed by the Chairman. **Resolved**

Minute No 8 REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS

These were reviewed and found to be adequate for the council's needs **Resolved**

Minute No 9 DELEGATION ARRANGEMENTS

Delegation arrangements for the committees and the clerk were reviewed and found to be adequate. **Resolved**

Minute No 10 REVIEW TERMS OF REFERENCE FOR COMMITTEES

These were reviewed and found to be adequate. **Resolved**

Minute No 11 APPOINT COMMITTEES

(i) Cllrs J Walker, M Broadhead, C Hindley and D Asquith were appointed as members of the Budget and Finance committee. **Resolved**

(ii) It was resolved that as the footpath and environment committee had met only once in the past 5 years and that footpath and environment issues were dealt with adequately in full council meetings, the footpath and environment committee would be disbanded.

Resolved

(iii) Cllrs D Asquith, R Barr, P Kilner and S Pitt were appointed as members of the planning committee.

Resolved

Minute No 12 APPOINT REPRESENTATIVES ON EXTERNAL BODIES

The following were appointed as the council's representatives;

(i) Cllrs R Barr and M Broadhead, Recreation Ground Trust committee	Resolved
(ii) Cllr J Walker, the village hall committee	Resolved
(iii) Cllr J Walker, Cannon Hall's Parks for People steering group.	Resolved

Minute No 13 APPOINT INTERNAL AUDITOR

Mr Ken Arundel kindly agreed to continue as the council's internal auditor and was duly appointed.

Resolved

Minute No 14 REVIEW COUNCIL'S ASSETS

There is no change to the council's assets

Resolved

Minute No 15 INTERNAL AUDITORS REPORT

The Clerk has received the internal auditors report for the year ending 31st March 2018.

There are no issues.

Mr Arundel was thanked for his work.

Minute No 16 ANNUAL GOVERNANCE STATEMENT 2017/18

This was approved and signed by the Chairman

Resolved

Minute No 17 ANNUAL ACCOUNTING STATEMENT 2017/18

This was approved and signed by the Chairman

Resolved

Minute No 18 TO SET THE DATES FOR THE EXERCISE OF PUBLIC RIGHTS

The dates set for the exercise of the public rights to question the auditor about the accounting records were set at 18th June to 27th July 2018

Resolved

Minute No 19 CLERK'S REPORT

The Clerk reported that

1. Potholes have been reported to BMBC; South Lane near Haddon, Bark House Lane near the garden centre, Woolstock Lane near Banks Hall.
2. She emailed BMBC about the white lines at the end of Church Lane. An agent for BMBC inspecting the work said that notes would have been taken and the lines reinstated in approximately the same place.
3. Planning application decisions by BMBC: 2018/1385, 1571, 1579, 1695, 0134 have been approved, 1721, 1587 have been refused.
4. The playground inspection contract with BMBC has been renewed. Split on bench noted. Bench slightly loose, Cllr Broadhead to have look when doing next inspection.
5. Damaged beam in the Orchard to be repaired by Roy Shaw.
6. Weeping willow on Bark House Lane overhanging footpath reported to Cannon Hall parks.

Minute No 20 CORRESPONDENCE

All routine correspondence has been dealt with

1. SYPTE: Notification of changes to bus route and timetable serving Cawthorne
2. BMBC: reply regarding white lines at Church Lane. No plans to reinstate.
3. BMBC: A section of Woolstock Lane will be considered for repairs in the next (this) financial year
4. Neighbourhood Watch Launch Event 15th June in Barnsley Town Hall
5. Invitation from Barnsley Mayor Elect to a Civic Service, 14th June.
6. Cawthorne Football Club have purchased a set of junior goal posts using grant money from the Parish Council.

7. Sth Yorks Police and Crime Commissioner newsletter: Council Tax precept for police services increased by 7.6%.
8. Silkstone Parish Council Spring newsletter.
9. Rural Opportunities Bulletin: Locality will continue to deliver support and grant aid for Neighbourhood Plans to 2022.
10. Community First Yorkshire conference 17th May
11. BMBC: dates for a meeting with the DPO, 13th and 28th June, only 2 persons per town/parish council. The Parish Council asks if the DPO could attend a meeting with all the Cawthorne Parish Councillors.
12. Email from a parishioner noting that the heat source pump from a neighbouring property has been removed.
13. Copy of letter from a ward councillor in support of the planning application of the village shop.
14. Came and Company newsletter.
15. email from parishioner concerning Hollin Lane hedge: only cut once last year. Clerk will check what the current situation is.
16. email from BMBC: resident has been requested to cut back hedge on Church Street to rear of footpath. Highways Inspectors will monitor this.
- 17 Cawthorne Primary School informing the Parish Council they are erecting No Parking signs on the school drive.
18. SLCC newsletter: cost of burial/cremation of child to be met by government funding.

Minute No 21 MEMBERS' REPORTS

Cllr Asquith reported that (i) the Right Left Hand Bend sign at Haddon is still down (ii) there is a bad pothole at the junction of Tivy Dale and Tivy Dale Close (iii) a tree has been felled on Taylor Hill.

Cllr Broadhead reported on the removal of the heat source pump and the broken beam/log in the Orchard.

Cllr Walker reported that the dog litter bin near the cricket ground is not being emptied.

Cllr Pitt gave thanks to individuals and businesses for their support with village preparations for the Tour de Yorkshire. Cllr Pitt was thanked for coordinating everything.

Minute No 22 NEIGHBOURHOOD PLAN

The Neighbourhood Plan is continuing without the Housing until the inspector has made her report on the Local Plan

Minute No 23 LOCAL PLAN EXAMINATION

Cllr Butterworth attended the examination for 2 days. He spent over an hour debating with BMBC as to how they could accommodate the extra traffic from the sites. The best BMBC could come up with was that it would be a reserved matter in any planning application and the builder would solve this. They did not give a satisfactory answer to the reasons behind the changes in the "grading" of Cawthorne. Cllr Butterworth was pleased with the time given to debate and the questions the inspector asked. We now await the inspector's report.

Minute No 24 GDPR UPDATE

The Clerk gave an update on the progress she has made towards complying with the GDPR. Cllr Hindley reported on the training session given by YLCA which she and the Clerk had attended

Minute No 25 GDPR POLICIES

The Parish Council's privacy policy, the subject access policy and the document retention policy were approved. **Resolved**

Minute No 26 DATA PROTECTION POLICY

The Parish Council's Data Protection Policy was revoked as it has been replaced by the Privacy Policy **Resolved**

Minute No 27 PRIVACY NOTICES

The Parish Council's General Privacy Notice, the Privacy Notice for staff and Councillors and the Privacy Notice for Community Information Page of the website were approved **Resolved**

Minute No 28 DATA PROTECION OFFICER

It was approved that the DPO for BMBC be appointed as the DPO for Cawthorne Parish Council. BMBC are offering the services of the DPO for free. **Resolved**

Minute No 29 FINANCIAL TRANSACTIONS

The following transactions were approved

Receipts

Cemetery	£110.00
BMBC precept	£21,000.00

Payments

Cheques issued, SO and DD between last meeting and this

Summer fete committee	Grant	£100.00
SLCC	Practitioners Conference	£298.80
Roy Shaw	Box in tap	£50.00
Hydrocks Consulting	Traffic Count and report	£2880.00
A Butterworth	Reimburse: printing	£85.00
ICO	Registration	£35.00
Stephen Whale	Expenses	£78.31
Yorkshire Water	Water bill	£8.29
Plusnet	Internet	£6.99
Pro-logic	Backup and anti-virus	£7.50
Groundwork UK	Repayment of grant	£1474.42
T & D Contractors	Grass cutting	£2304.00
Viking	Office supplies	£58.51
S M Bashforth	4th quarter expenses	£132.76
S M Bashforth	Salary March	£666.66
BMBC	Waste collection	£209.56
YLCA	GDPR training	£90.00
YLCA	Membership	£408.00
Cawthorne PO	Leaflet drop	£90.00
S M Bashforth	Salary	£708.33
Pro-Logic	Backup and ant-virus	£7.50
Plusnet	Internet	£6.99

Invoices to be approved for payment

Hydrock Consultants	Updated technical notes and reports	£780.00
Came and Company	Insurance	£851.31
S Pitt	Reimburse: paint	£40.76

Resolved

It was resolved that the Parish Council would not renew its membership with Community First Yorkshire **Resolved**

Minute No 30 4TH QUARTER/YEAR END FINANCIAL REPORT

The Clerk presented the year-end financial report. There were no questions.

Minute No 31 GRANT APPLICATION FROM CAWTHORNE CHURCH

It was resolved that the grant application of £500 towards a new flagpole on the church tower be approved **Resolved**

Minute No 32 CEMETERY

Cllr Hindley gave a report from the site visit by herself, Cllr Kilner, the Clerk and Robin Herbert. Robin suggested building a fence in the corner of the cemetery behind which spare

soil is dumped and periodically removed. He will also remove excess soil from the bottom of the new cemetery. He has quoted £650 for the work. This was approved. **Resolved**

Minute No 33 AMENDMENT TO CEMETERY REGULATIONS

It was resolved that the cemetery regulations be amended to remove in section 4(viii) "All spare soil from the digging of a grave is to be removed from site, to be arranged by the funeral director "and replace with 4(viii)" All spare soil from the digging of a grave is to be deposited in the designated area". **Resolved**

Minute No 34 NEW DOG LITTER BIN

The Clerk has received a quote from BMBC of £1678 for the provision, installation and 5 year maintenance of a dog litter bin. The Parish Council considered this to be excessive. It was resolved not to purchase a bin at this price. **Resolved**

Minute No 35 COMPLAINT REGARDING BIN COLLECTIONS

Cllr Pitt informed the council of the problems with bin collections at Hill Top and the subsequent arrangements where BMBC has removed the small bins and replaced them with a large bin on the roadside with all waste to go in, no separate recycling.

It was suggested that Cllr Pitt speaks to a ward councillor for further advice. **Resolved**

Minute No 36 NOMINATIONS FOR YLCA SOUTH YORKS. BRANCH

Derek Liddell of Silkstone PC was nominated for vice-chair and Joint Exec rep. **Resolved**

Minute No 37 REQUEST TO REMOVE LITTER BIN

A request had been received to remove the litter bin from near The Fountain as it is on private land which is having problems with people allowing their dogs to foul on it. It was resolved not to remove the bin as it would not make any difference to people allowing their dogs to foul, would probably cause more problems with litter and it has been in situ for nearly 20 40 years. **Resolved**

Minute No 38 UPDATE ON CONSERVATION AREA CHANGES

Cllr Asquith reported that a meeting has been arranged with BMBC to discuss how to apply for a grant and how to proceed to apply for the changes.

Minute No 39 PLANNING APPLICATIONS

2018/0386 Erection of cattery with car parking area and landscaped gardens following removal of stables. Friar Royd Gate, Gunthwaite S75 4AN

No objections or comments. **Resolved**

2018/0545 Erection of single storey rear extension with rearwards projection of 5m, height to eaves of 3.5m, and maximum height of 3.5m (Prior Notification Householder)

7 St Juliens Mount, Cawthorne S75 4EX.

No objections or comments. **Resolved**

Minute No 40 ANY OTHER BUSINESS

Questions were asked if the revised bus route still includes the hospital.

An update on Dark Lane was asked for. Clerk informed the council that contact had been made with Yorkshire Water but she is yet to be contacted by the appropriate person.

Cllr Asquith informed the council that she will put new plants in the pots in the Peace Garden

Minute No 41 DATES OF ORDINARY MEETINGS OF THE COUNCIL

The Clerk gave out the dates for the ensuing year.

Minute No 42 DATE OF NEXT MEETING

This was confirmed as Thursday 7th June 2018.

Minute No 43 EXCLUDE PUBLIC AND PRESS

It was resolved to exclude the public and press. **Resolved**

The member of the press then left the meeting

Minute No 44 CLERK'S REMUNERATION

The revised remuneration of £8000 per annum with effect from 1st April 2018 was approved
Resolved

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