

# CAWTHORNE PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF CAWTHORNE PARISH COUNCIL HELD IN THE MOXON ROOM, CAWTHORNE VILLAGE HALL ON THURSDAY 9<sup>th</sup> MAY 2019

### **Present**

Councillors: Cllr R Barr, Cllr Barron, Cllr E Ellis, Cllr Eyre, Cllr M Broadhead, Cllr J Walker  
Chairman: Cllr P Kilner  
Clerk: Mrs S M Bashforth  
Internal Auditor: Mr K Arundel  
Ward Councillors: none  
Members of the public: none  
Member of the press: one

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

Cllr Kilner was elected as chairman for the year 2019-20

**Resolved**

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

Cllr Kilner duly

Cllr Eyre was elected as vice-chairman signed the declaration of acceptance of office as chairman

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

for the year 2019-20 and duly signed the declaration of acceptance of office as vice-chairman.

**Resolved**

### **Minute No 4 APOLOGIES FOR ABSENCE**

None

### **Minute No 5 DECLARATION OF PECUNIARY OR NON-PECUNIARY INTERESTS**

Cllr Broadhead declared a pecuniary interest in item 34 and a non-pecuniary interest in item 31

### **Minute No 6 ACCEPTANCE OF THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the Meeting of the Council held on Thursday 7<sup>th</sup> March 2019 were accepted as a true record and signed by the Chairman.

**Resolved**

### **Minute No 7 GENERAL POWER OF COMPETANCE**

The Council confirmed that it continues to be eligible to use the General Power of Competence.

**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**

The following delegation arrangements were made;

Planning committee is delegated to make decisions on planning applications it receives.

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

**Resolved**

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

Revised Terms of References for (i) Budget and Finance (ii) Planning (iii) Cemetery committees were approved

**Resolved**

**Minute No 11 APPOINT COMMITTEES**

- (i) Budget and Finance committee: Cllrs Walker, Broadhead, Eyre, Barron
- (ii) Planning committee: Cllrs Ellis, Barron, Barr, Kilner
- (iii) Cemetery committee: Cllrs Broadhead, Eyre, Kilner, Walker

**Resolved**

**Minute No 12 APPOINT EXTERNAL REPRESENTATIVES**

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

**Resolved**

**Minute No 13 YLCA REPRESENTATIVES**

Cllrs Broadhead and Kilner were appointed as the Parish Council's representatives at YLCA meetings.

**Resolved**

**Minute No 14 NOMINATIONS TO YLCA BRANCH AND JOINT EXECUTIVE**

There were no nominations for Sth Yorks branch chair, vice-chair or Joint Exec board rep.

**Minute No 15 APPOINT INTERNAL AUDITOR**

Mr Ken Arundel was appointed as internal auditor for Cawthorne Parish Council for 2019/20.  
Mr Arundel was thanked for his work for the year 2018/19

**Resolved**

**Minute No 16 REVIEW COUNCIL'S ASSETS**

These were reviewed and found to be in order.

**Resolved**

**Minute No 17 REVIEW COUNCIL'S RISK ASSESSMENT**

This was reviewed and found to be adequate for the council's needs.

**Resolved**

**Minute No 18 INTERNAL AUDITOR'S REPORT**

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

**Resolved**

**Minute No 19 ANNUAL GOVERNANCE STATEMENT 2018/19**

This was approved and signed by the chairman.

**Resolved**

**Minute No 20 ANNUAL ACCOUNTING STATEMENT 2018/19**

This was approved and signed by the chairman.

**Resolved**

**Minute No 21 CLERK'S REPORT**

The Clerk reported that

1. T&D Contractors have been asked to cut the Hollin Lane hedge. No 9 Orchard Terrace has given written permission but Berne Slai Homes replied that it is Highways.
2. Rights of Way officer contacted asking confirmation that footpath by cricket ground is a footpath and not a bridleway and therefore no cycling is allowed; no reply.
3. The Clerk has put notices on the redundant bins asking people not to use and BMBC not to remove.
4. A complaint has been sent to Openreach regarding the new Box adjacent Cinder Hill Lane
5. Email sent to Naylor's asking them to keep an eye on the bus shelter at Raw Green
6. Cannon Hall Garden Centre was contacted asking if they would sponsor the litter bin planters.
7. BMBC Bereavement Services will carry out a Safety Inspection of all memorials in cemetery and churchyard commencing 1<sup>st</sup> July.
8. Cllr Hindley has written to BMBC asking for the number of seats on Cawthorne Parish Council to be increased from 7 to 9.
9. Playground inspection report cradle swing splitting.

**Minute No 22 CORRESPONDENCE**

All routine correspondence has been dealt with

- (i) Invitation to Barnsley Mayor's Civic Service on 13<sup>th</sup> June
- (ii) Thank you from Methodist Church for grant
- (iii) Thank you from cricket club for grant

### **Minute No 23 MEMBERS' REPORTS**

**Cllr Barron** reported that (i) there are 20 sponsors for hanging baskets and the organisation of the baskets is in hand (ii) he had had a site visit with the agent from Savills at the waste area on Taylor Hill but nothing has yet been done (iii) there was a Footpath Run through the village and Cllr Barron considered it would have been courteous for the organisers to let us and the village know.

**Cllr Eyre** reported that (i) there is dog fouling on Cliffe Hill and the offender has been witnessed (ii) disgusting litter has been left by "courting couples" down Dark Lane

**Cllr Broadhead** reported that (i) the bus had to turn back one day due to cars parked on Taylor Hill, this is a worrying situation (ii) cars are travelling too fast down Darton Road; could a sign be erected saying "hidden entrance" for Lower Collier Fold?

**Cllr Walker** reported that (i) large advertising signs on the cricket score board have been removed (ii) there has been complaints about late noise at the Top Club (iii) the grass at the path edges in the churchyard need cutting back.

**Cllr Kilner** reported that (i) the inside of the summer house in Delph Wood is still has graffiti (ii) the War Graves sign has been installed on the cemetery gate.

### **Minute No 24 NEIGHBOURHOOD PLAN**

After the open meeting on 28<sup>th</sup> April there began the statutory consultation period which needs to be done by the parish council not the steering group. This includes consulting with local groups and organisations. A representative from the Parish Council needs to attend the next steering group meeting; Cllr Eyre agreed to attend.

### **Minute No 25 CONSERVATION AREA**

A draft appraisal and management plan has been produced. Mrs Hindley and the Clerk to meet with BMBC conservation officer to discuss this and the consultation process.

Cllr Barron agreed to join the working party. Mr Butterworth has left the working party.

### **Minute No 26 MEMORIAL SAFETY POLICY**

The new memorial safety policy was approved.

**Resolved**

### **Minute No 27 FINANCIAL TRANSACTIONS**

The following transactions were approved

#### **Receipts between last meeting and this**

Cemetery		335.00
Hanging basket sponsorship		3,173.75
BMBC precept		21,000.00

#### **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
Plusnet	DD	Telephone and Broadband	24.49
Plusnet	DD	Telephone and Broadband	29.47
Pro-logic	DD	Backup and anti-virus x2	15.00
Yorkshire Water	DD	Water bill	9.96
YLCA	chq	Membership	414.00
BMBC	chq	Waste collection	216.58
Viking	chq	Office supplies	61.74
A Butterworth	chq	Reimburse: printing for NDP	278.00

#### **Invoices to be approved for payment**

S Harral	Overpayment of sponsorship for basket	10.00
S M Bashforth	4 <sup>th</sup> quarter expenses	157.34
T & D Contractors	Grass cutting	2,560.80

G J Helliwell	Repairs to cemetery wall	471.60
NALC	LCR magazine	17.00
HMRC	National Insurance	8.00
All Saint's Church	Hire of Parish Room for NDP meeting	20.00
YLCA	Training for councillors x2	230.00
Tree-Canopy-Climb	Tree work	1250.00
Woodhall	Conservation area appraisal	5665.64
Cawthorne Museum Society (Norcroft Fund)	Grant for information leaflets	50.00

#### **Minute No 28 4<sup>th</sup> QUARTER/YEAR-END FINANCIAL REPORT**

The Clerk presented the year-end financial report.

#### **Minute No 29 YEAR END ACCOUNTS**

The accounts for the year ending 31<sup>st</sup> March 2019 were approved.

**Resolved**

#### **Minute No 30 GRANT APPLICATION FROM CAWTHORNE GIRLGUIDE UNIT**

Withdrawn

#### **Minute No 31 NORCROFT DISASTER FUND GRANT**

It was agreed that the grant be increased to £50.

**Resolved**

#### **Minute No 32 FOUNTAIN LITTER BIN**

A letter has been sent informing the parishioner who wants the bin to be removed that the parish council can only take instruction from the owner of the land.

#### **Minute No 33 REDUNDANT LITTER BINS**

After some consideration it was decided against converting the redundant litter bins to planters due to maintenance problems. It was agreed to find new homes for the bins.

**Resolved**

#### **Minute No 34 PLANNING APPLICATIONS**

Cllr Broadhead left the council chamber

(a)The following planning application was considered

Application No: 2019/0454

Description: Erection of two storey side extension and rendering and painting of dwelling (part retrospective)

Location: 3 Lower Collier Fold, Cawthorne S75 4HT

The Council objects to the rendering and painting and the use of stone for the extension. It does not object to the design layout.

**Resolved**

Cllr Broadhead returned to the council chamber.

(b) Planning application No 2018/1082, 2 Silkstone Lane is to be considered by the Planning Regulatory Board on 21<sup>st</sup> May. Cllr Barron agreed to speak at the Board meeting on behalf of Cawthorne Parish Council.

#### **Minute No 35 VILLAGE LITTER PICK**

It was agreed that a litter pick be arranged for Saturday 8<sup>th</sup> June. Penistone Clean and Tidy Group to be asked for assistance.

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

Councillors were reminded to send in election expenses forms.

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

The Clerk gave out the dates for the ensuing year.

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

It was confirmed that the next meeting be on Thursday 6<sup>th</sup> June 2019

**Resolved**

**Minute No 39 EXCLUDE PUBLIC AND PRESS**

In pursuant of the Public Bodies (Admission to Meetings) Act 1960. No public were present and the reporter had left the meeting. Mr Arundel was allowed to remain.

**Minute No 40 TARMAC PATH**

Four quotes had been received to repair the tarmac path at the foot of the church steps on Church Walk. It was agreed that the quote of £350 from D Haigh be accepted. **Resolved**

**Minute No 41 INSURANCE**

Came and Company supplied three quotes. It was agreed that the quote be accepted from Ecclesiastical, the council's present insurer and that a new three year Long Term Agreement be entered into which reduced this year's premium to £891.09

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