

**MINUTES OF THE MEETING OF CAWTHORNE PARISH COUNCIL  
HELD IN THE MOXON ROOM, CAWTHORNE VILLAGE HALL, ON  
THURSDAY 14th MAY 2026**

**Present**

Councillors: Cllr John Walker, Cllr S Eyre, Cllr M Broadhead, Cllr R Herbert, Cllr S Rusby, Cllr J Wilson, Cllr D Marsh, Cllr D Kellett, Cllr E Holling

Clerk: Mrs A Winstanley

Absent: None – all present

Members of the Public: None

**Minute No 1 ELECTION OF CHAIRMAN**

Resolved that Cllr Walker be elected as chairman for the year 2026-27

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

Cllr Walker signed the acceptance of office as chairman for the year 2026-27

**Minute No 3 ELECTION OF VICE CHAIRMAN**

Resolved that Cllr Eyre be elected as vice chairman for the year 2026-27

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

Cllr Eyre signed the acceptance of office as vice chairman for the year 2026-27

**Minute No 5 REASONS FOR ABSENCE**

None

**Minute No 6 DECLARATION OF NEWLY ELECTED COUNCILLORS**

Newly elected councillors Marsh, Kellett and Holling signed the acceptance of office as councillor for the year 2026-27 – they were also given a Register of Interests form to fill in and return.

**Minute No 7 TO RECEIVE QUESTIONS/CONCERNS FROM THE PUBLIC**

None

**Minute No 8 TO RESOLVE TO ACCEPT THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON MONDAY 30<sup>TH</sup> MARCH 2026**

Minutes accepted and signed as true.

**Minute No 9 TO REVIEW TERMS OF REFERENCE FOR ALL SUB COMMITTEES**

There was a brief discussion around how the reviewing of the committees worked and what the process was – the clerk explained that the Parish Council would discuss if they wanted

to change any of the terms and the clerk would then change to what had been decided and circulate around the Parish Council. The resolution was as follows:

#### **MINUTE NO 10 – TO APPOINT COMMITTEES**

**The Cemetery Committee** would comprise four members – Cllr Broadhead, Cllr Eyre, Cllr Rusby and Cllr Walker. It was agreed that there should be a meeting every other month.

**The Budget and Finance committee** would comprise five members – Cllr Wilson, Cllr Eyre, Cllr Walker, Cllr Broadhead and Cllr Holling.

**The Planning Committee** would comprise four members – Cllr Eyre, Cllr Herbert, Cllr Rusby and Cllr Marsh.

**The Staffing Committee** would comprise four members – Cllr Wilson, Cllr Eyre, Cllr Walker and Cllr Kellett.

It was proposed that there be a new committee for the Orchard – **The Orchard Committee** would comprise four members – Cllr Broadhead, Cllr Rusby, Cllr Marsh and Cllr Kellett.

#### **MINUTE NO 11 – TO APPOINT REPRESENTATIVES OF EXTERNAL BODIES**

It was decided that the representative for the Council on the Cawthorne Recreation Ground Trust Committee would stay the same as Cllr Rusby.

Cllr Broadhead & Cllr Eyre would represent the Parish Council at the YLCA meetings.

It was decided that the representative for the Village Hall Committee would stay the same as Cllr Walker.

#### **MINUTE NO 12 – TO APPOINT TWO REPRESENTATIVES TO ATTEND YLCA MEETINGS**

It was resolved that Cllr Broadhead & Cllr Eyre would continue in this role

The Clerk will update Terms of reference accordingly.

#### **Minute No 13 TO APPOINT AN INTERNAL AUDITOR FOR THE YEAR 2026-27**

Resolved that Richard Helliwell be appointed – The clerk read out Mr Helliwell's e mail accepting the position and also a letter of appointment was read by the clerk that had been sent to Mr Helliwell.

#### **Minute No 14 TO REVIEW THE PARISH COUNCIL'S ASSETS**

The Assets Register was looked at and it was agreed that the clerk and Cllr Wilson will do a walk round with the tick box list to do a full check that all is still in place with the assets. The plaques purchased by the Parish Council are to be added to the Assets Register. A list will be brought to the next Full Council Meeting.

#### **Minute No 15 TO RECEIVE THE FOURTH QUARTER/END OF YEAR FINANCIAL REPORT**

The clerk delivered the fourth quarter figures and the end of year financial report to the Parish Council.

#### **Minute No 16 TO APPROVE YEAR END ACCOUNTS**

Minutes of the meeting of Cawthorne Parish Council 14th May 2026

The clerk presented the year end accounts – they were approved and signed by the chair.

**Minute No 17 TO NOTE THAT THE INTERNAL CONTROLS FOR CAWTHORNE PARISH COUNCIL HAVE BEEN REVIEWED AND FOUND TO BE ADEQUATE FOR THE COUNCILS NEEDS**

Reviewed and approved

**Minute 18 TO RECEIVE AND NOTE THE INTERNAL AUDIT REPORT**

The internal audit report was received from Mr Ken Arundel, internal auditor for 2025-26 and noted by all Parish Council.

**Minute No 19 TO CONSIDER, APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT (AGAR) 2025-26**

Approved and signed

**Minute No 20 TO CONSIDER, APPROVE AND SIGN THE ACCOUNTING STATEMENT 2025-26**

Approved and signed

**Minute No 21 TO APPROVE INSURANCE RENEWAL**

Zurich had sent the renewal of insurance for 1<sup>st</sup> June 2026 – The renewal cost was the same as the year before – The Parish Council resolved that Zurich would be the choice of insurers – policy to be sent round by clerk.

a

**Minute No 22 BUS SHELTER MAINTENANCE**

Resolved that the maintenance of the bus shelters be looked at as there had been residents on ladders cleaning and maintaining the shelters (Health & Safety) – The Parish Council will do a check of the shelters on the Asset Register check and report back to Full Council.

**Minute No 23 CRAFTY LADIES GRANT APPLICATION**

A grant application had been received from Crafty Ladies for funding to enhance Flanders Field on the village green and the peace garden and to light up the soldier. The Parish Council approved the grant application for £300.00 – Clerk will inform Crafty Ladies of the outcome.

**Minute No 24 COMMITTEE MEETING MINUTES**

Cllr Rusby expressed dissatisfaction at the minutes produced from a Budget and Finance Committee Meeting regarding the recording of his absence/reasons for absence from the meeting. It was explained to Cllr Rusby that to be recorded in the minutes, apologies/absences must be received before the end of the meeting and that all apologies/absences are treated in the same way.

**Minute No 25 CAWTHORNE MILL STONE SIGNS CLEANUP**

It was resolved that the clerk would obtain some quotes for the clean- up of the mill stones and will bring to the next Full Council Meeting.

**Minute No 26 REPORT FROM THE PUBLIC RIGHTS OF WAY ENFORCEMENT OFFICER**

Cllr Rusby reported that the Public Rights of Way Enforcement Officer (Jade Myers) had visited the Recreation Ground and recommended that the signs along the footpath warning of exposed roots be removed. Cllr Rusby asked if the enforcement officer would take a look at some of the footpaths that we have been reporting as overgrown – i.e Cliffe Hill and Horn Croft Lane – The enforcement officer felt that Cliff Hill was acceptable - The Parish Council felt that this decision needed challenging and that a letter should be sent or the footpath be reported again – The Enforcement Officer agreed that the footpath between Stanhope Avenue and the main road needed tidying up and that BMBC would do this.

#### **Minute No 27 'THE PARK' FOOTBALL PARKING ISSUES**

The Parish Council discussed at some length the issues of parking when the Junior Football Team was playing at home. Cllr Herbert mentioned that the estate had offered some land to the football club for rent but unfortunately the football club would not be able to afford this solution.

Cllr Walker expressed that the Parish Council had covered the issue many times and had asked if anybody could think of any solutions to bring them the Parish Council meetings – Cllr Rusby asked the clerk if the areas that were asked to be explored by the Parish Council had been explored and the clerk explained that everything that had been asked of the Parish Council had been explored – the parking permits had been explored but this would incur a cost for the residents that would be difficult to meet – a grant had been requested from the Football club and the Parish Council had asked that some quotes for the signs that were wanted be sent to the Parish Council but this had not been followed up by the club.

The discussion then went on to Bates field where the fence was down and needed repairing – it was decided that the clerk would write a letter to Banks Hall Farm to ask if this could be repaired to try and eliminate dog walkers and dog fouling.

#### **Minute No 28 TO APPROVE FINANCIAL TRANSACTIONS AS PER APPENDIX**

Approved

#### **Minute No 29 TO RECEIVE REPORT ON BMBC PLANNING DECISIONS**

None

#### **Minute No 30 TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**

2026/0275 - 3 Cliff Hill Lane, Cawthorne – Two Storey side and single storey front extensions to dwelling – **NO OBJECTIONS**

2026/0263 – 28 Tivy Dale Drive, Cawthorne, Barnsley – Erection of a new dwelling following the demolition of the existing dwelling – **NO OBJECTIONS**

#### **Minute No 31 TO RECEIVE THE CLERKS REPORT**

Received – The clerk read out her report.

#### **Minute No 32 TO RECEIVE CORRESPONDENCE**

Received – The Clerk read out correspondence from a resident – Cllr Burnett has already responded to some the issues raised – the issues that have not been responded to will be sent on to Cllr Burnett and the clerk will reply to the resident to inform him of the Parish Councils response.

The clerk also informed the Parish Council of a review of Barnsley Planning Service to be held at the Town Hall on Tuesday 10<sup>th</sup> September between 09:00 and 16:00 – it will give an opportunity to put over any planning topics and issues that matter to the village.

#### **Minute No 33 TO RECEIVE MEMBERS REPORTS**

Cllr Rusby asked if there could be another bench in the cemetery down at the bottom, near the bottom gate – The clerk will explore and put on next Full Council Meeting Agenda with cost.

Cllr Eyre asked that we show our appreciation to Cllr Shaw, Jackson, McNally and Cllr Barnard– The clerk will write a letter.

Cllr Walker mentioned the flagstones at the bottom of Stanhope Avenue that are in need of repair.

Cllr Herbert asked if we could find out from BMBC why they stop at Naylor and do not go any further when cutting the grass – Clerk will enquire.

**Minute No 34 ANY OTHER URGENT BUSINESS WHICH DOES NOT REQUIRE A RESOLUTION OR DECISION**

None

**Minute No 35 TO FIX THE DATES FOR THE ORDINARY MEETINGS OF THE COUNCIL FOR THE ENSUING YEAR**

Fixed

**Minute No 36 TO FIX THE DATE FOR THE NEXT MEETING**

Fixed as Thursday 5<sup>th</sup> June 2026 in the Moxon Room at 7.30 pm

