

STAINBOROUGH PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held on 25th May 2022
At Hood Green Pavilion immediately after the Annual Parish Meeting commencing 7.00 p.m.

Present: Councillors Mr A Kirk, Mr S Lockwood-Dukes, Mrs A Riley, Mrs D Winder, Mrs A Sturdy (Clerk)

In attendance: BMBC Cllr Barnard, 2 residents

- 1696 Election of a Chairman of the Parish Council:** Cllr Lockwood-Dukes was proposed, seconded and duly elected.
- 1697 Acceptance of Office**
Cllr Lockwood-Dukes confirmed his acceptance of office and signed the Acceptance of Office form.
- 1698 Apologies for Absence and Declarations of Interest on items on the agenda:** No apologies were received for absence. Cllr Taylor's resignation was accepted. No disclosures of personal and prejudicial interests were declared.
- 1699 Election of Vice-Chairman -** Cllr Winder was proposed, seconded and elected as Vice Chairman, and signed the Acceptance of Office form.
- 1700 Declaration of Interest Forms**
The Clerk reminded Councillors if there were any changes in the Register of Interest forms, a new form needs to be signed and returned to the Clerk within 28 days of this meeting.
- 1701 Certificate of Exemption 2021/2022**
It was **resolved** that Stainborough Parish Council is exempt from external audit for the year 2021/2022 as its annual turnover does not exceed £25,000. The Certificate of Exemption was duly signed by the Chairman and the Clerk.
- 1702 Bank Reconciliation and Explanation of Variances 2021/22**
It was **resolved** to receive and approve Bank Reconciliation (Appendix A) and to receive Explanation of Variances (Appendix B).
- 1703 Annual Internal Audit report for 2021/22**
The Annual Internal Audit report for 2021/22 included at page 4 of the Annual Governance and Accountability Return 2021/22 (Appendix C) was presented to the meeting, duly completed by the Auditor. **Resolved** to accept the report and discuss any actions from the audit at the July meeting.
- 1704 Section 1 - Annual Governance Statement 2021/22 and Section 2 – Accounting Statements 2021/22**
The Clerk circulated Section 1 - Annual Governance Statement 2021/22 (Appendix D) and Section 2 – Accounting Statements 2021/22 (Appendix E) for Stainborough Parish Council on pages 5 and 6 of the Annual Governance and Accountability Return 2021/22. **Resolved** to approve Sections 1 and 2 and were duly signed by the Chairman and the Clerk.
- 1705 Publication of Accounts and Audit Documents**
It was **resolved** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Stainborough Parish Council will publish the financial documents on a public website:
- Certificate of Exemption 2021/22
 - Annual Internal Audit Report 2021/22
 - Section 1 – Annual Governance Statement 2021/22
 - Section 2 – Accounting Statements 2021/22
 - Analysis of Variances
 - Bank Reconciliation to 31st March 2022
 - Notice of period for the exercise of public rights

1706 Reports – Internal and External Audit

- Review of effectiveness of internal audit: The effectiveness of the internal audit 2021-2022 was approved.
- Review of Risk Assessment: The review of the risk assessment 2022-2023 would be discussed at the July meeting.

1707 Minutes of the Meeting held Thursday 7th April 2022 : The minutes of the meeting held on 7th April 2022, having been previously circulated, were approved as a true record.

1708 Matters arising from the minutes not on the agenda

None raised

1709 Items from Members of the Public

No items raised.

1710 Matters arising:

General Improvements: None raised

Bins/Waste: a resident raised the issue of dog waste in the Recreation Ground **Resolved:** investigate signs

Defibrillators: Cllrs Winder and Riley to be holiday back up support for defibrillator

Hire of Pavilion : The pavilion future bookings are 4th June and 5th June (Jubilee Picnic in the Park). Cllr Winder to liaise re key and cleaning needed after hire.

The Queen’s Platinum Jubilee celebrations : Sunday 5th June 1-5pm with a format of bring your own food but providing games and music. **Resolved:** The Clerk had ordered another box of Jubilee commemorative mugs, to be presented to children in the parish and spares could be sold to residents. **Resolved:** Approved in retrospect that the Clerk ordered a further box of 36 at a cost of £266.02 including VAT. Cllr Winder to purchase small prizes, balloons, decorations etc. Cllrs to consider gift for DJ. Clerk to laminate appropriate signs.

Memorial Bench: The bench had been purchased at £299 (Min 1684), and sited. **Resolved:** plaque details to be discussed at the July meeting

1711 Playground Inspections

The playground inspections have been distributed between Cllrs Lockwood-Dukes and Kirk.

The condition of the playground equipment will be discussed at the July meeting.

Resolved: Clerk to laminate signs to discourage use of the A frame equipment.

1712 (i) Roads/ Highways Issues

No confirmation received regarding request for the mobile speed camera. **Resolved:** chase

(ii) Footpaths and Rights of Way Issues

Stiles close to Top Pit Wood and at White House to Crane Moor Dyke – **Resolved:** report

(iii) Trees/Hedges/Vegetation Issues

Cllr Kirk had purchased on behalf of the Parish Council the mixed hedging at a cost of approximately £209.99, inc delivery. **Resolved:** payment agreed

The village planters had been planted up. **Resolved:** the Parish Council wish to thank all those involved.

The question was raised if Twiggs could assist to clear the “Triangle”. **Resolved:** to investigate

1713 Planning:

(i) Planning applications received: None received

(ii) Planning applications received or commented on between parish council meetings: None received

(iii) Information on previous planning applications

Approved:

2022/0068 11 The Crescent, Hood Green

Under Consideration

2021/1505 : Plot B, site off Dance Lane, Crane Moor

2022/0288 : 5 The Crescent, Hood Green Road, Hood Green, Barnsley, S75 3HD

2021/0852 : Pine Lodge, Stainborough Lane, Hood Green, Barnsley, S75 3EZ

2022/0039 : WoodNook Farm, Stainborough Lane

2022/0193 : WoodNook Farm, Stainborough Lane - *Listed Building Consent*

2022/0229 : Manor Farm, Stainborough Lane, Hood Green, S75 3HA

2022/0228 : Manor Farm, Stainborough Lane, Hood Green, S75 3HA -

2022/0067 : Wentworth Castle, Northern College, Lowe Lane, Stainborough, Barnsley, S75 3ET

1714 Finance:

(i) Insurance Renewal

Details of the insurance renewal from Gallagher Insurance brokers was discussed and the renewal premium of £725.65 was agreed and it was **resolved** to agree a 3 year deal to hold the price due to the current financial situation.

(ii) Energy supply renewal

The current agreement for electricity supply for the Pavilion is due to finish in July. **Resolved:** the Clerk to look at new agreement with current supplier and if there are any alternative options.

(iii) Payments to be authorised (Appendix F)

Resolved: the payments shown below be approved for payment and the receipts (Appendix F at the meeting) be noted.

Payments made between meetings

| | |
|---|---------|
| Cannon Hall Garden Centre (t/a Greenside Ltd) (Min. 1684) | £299.00 |
| Communicorp (Jubilee Mugs) (Min. 1684) | £266.02 |

Payments for approval

| | |
|---|----------|
| Eon Next (DD 24th May 2022) | £ 65.07 |
| Clerk salary(April & May 2022) | £ 230.00 |
| Expenses clerk | £ 53.85 |
| K Jones (cleaning) | £ 14.25 |
| A Kirk (purchase of hedges for Recreation Ground) (Min. 1688) | £ 209.99 |
| Business Stream Feb-May 2022 | £ 15.16 |
| A Sturdy (bank transfer) Communicorp (Jubilee Mugs) | £ 266.02 |
| K Taylor expenses for Recreation Ground | £ 23.42 |
| Gallagher Insurance renewal premium | £ 725.65 |

Receipts

None

(iv) Clerk's working hours

It was noted that hours worked over the past 4 months have well exceeded the current agreement of 10 hours per month. **Resolved:** discuss the situation at the July meeting.

1715 Correspondence:

Invitation from BMBC : The Clerk will attend the meeting on Thursday 16th June at BMBC for Parish Council Clerks and will raise the issue of communication with BMBC.

1716 Any other business:

None.

1717 Resolved: to exclude members of the press and public from the next agenda item.

1718 Receipt of letter of resignation and vacancy for Parish Councillor

The Clerk read out the letter of resignation from Cllr Taylor. The Parish Council wish to place on record they were sorry to accept his resignation and would like to express thanks to Kelvin Taylor for all his hard work as Councillor and as Chairman. A letter of thanks and a token of gratitude would be sent to Kelvin Taylor.

The Clerk will prepare the necessary documents to be sent to BMBC and the noticeboards regarding the vacancy and steps to action co-option in due course.

1719 Venue, Date and Time of next meeting: The next meeting will be held at Hood Green Pavilion on **Thursday 7th July 2022** at 7.00pm.