

**STAINBOROUGH PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting held on 18<sup>th</sup> May 2023**  
**At Hood Green Pavilion immediately after the Annual Parish Meeting commencing 7.00 p.m.**

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

**In attendance:** 2 residents

- 1862 Election of a Chairman of the Parish Council:** Cllr Lockwood-Dukes was proposed, seconded and duly elected.
- 1863 Acceptance of Office**  
Cllr Lockwood-Dukes confirmed his acceptance of office and signed the Acceptance of Office form.
- 1864 Apologies for Absence and Declarations of Interest on items on the agenda:** Apologies for absence were received from BMBC Ward Cllr Barnard. No disclosures of personal and prejudicial interests were declared.
- 1865 Election of Vice-Chairman -** Cllr Winder was proposed, seconded and elected as Vice Chairman, and signed the Acceptance of Office form.
- 1866 Declaration of Interest Forms**  
The Clerk provided all Councillors with copies of the Code of Conduct and Register of Interest forms for completion and returned to the Clerk within 28 days of this meeting.
- 1867 Certificate of Exemption 2022/2023**  
It was **resolved** that Stainborough Parish Council is exempt from external audit for the year 2022/2023 as its annual turnover does not exceed £25,000. The Certificate of Exemption was duly signed by the Chairman and the Clerk.
- 1868 Bank Reconciliation and Explanation of Variances 2022/23**  
It was **resolved** to receive and approve Bank Reconciliation (Appendix A) and to receive Explanation of Variances (Appendix B).
- 1869 Annual Internal Audit report for 2022/223**  
The Parish Council accounts are still being audited and therefore the Clerk could not provide a copy of the Annual Internal Audit report for 2022/23 (proposed Appendix C) to Councillors. **Resolved** that the Annual Internal Audit report for 2022/23 (which will duly be completed by the Auditor) be deferred to the following meeting of the Parish Council.
- 1870 Section 1 - Annual Governance Statement 2022/23 and Section 2 – Accounting Statements 2022/23**  
The Clerk circulated Section 1 - Annual Governance Statement 2022/23 (Appendix D) and Section 2 – Accounting Statements 2022/23 (Appendix E) for Stainborough Parish Council on pages 5 and 6 of the Annual Governance and Accountability Return 2022/23. **Resolved** to approve Sections 1 and 2 and were duly signed by the Chairman and the Clerk.
- 1871 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 2022/23
  - Annual Internal Audit Report 2022/23
  - Section 1 – Annual Governance Statement 2022/23
  - Section 2 – Accounting Statements 2022/23
  - Analysis of Variances
  - Bank Reconciliation to 31<sup>st</sup> March 2023
  - Notice of period for the exercise of public rights

**1872 Reports – Internal and External Audit**

- Review of effectiveness of internal audit: The effectiveness of the internal audit 2022/23 would be presented at the June meeting.
- Review of Risk Assessment: The review of the risk assessment 2023/2024 would be discussed at the June meeting.

**1873 Minutes of the Meeting held Thursday 6<sup>th</sup> April 2023 :** The minutes of the meeting held on 6<sup>th</sup> April 2023, having been previously circulated, were approved as a true record.

**1874 Matters arising from the minutes not on the agenda**

None raised

**1875 Items from Members of the Public**

A resident <sup>IN THE VICINITY</sup> raised concern regarding parking on Greno View, particularly as now more frequent access to farm land for agricultural vehicles will need to be via this route. **Resolved:** if this became a continuing issue, Cllr Shaw would speak to residents to explain the issues and the specific problem areas, and the Clerk would contact BMBC Highways for any advice.

**1876 Matters arising:**

**General Improvements:** None raised

**Hire of Pavilion :** Due to the increased costs it was **resolved** to increase the charge for the use of the Pavilion as a Polling Station.

**Playground Inspections :** The Clerk has arranged for 2 contractors specialising in playgrounds to inspect the condition of the playground equipment with estimates of costs of repair or replacement.

**1877 Hanging Baskets**

The order for hanging baskets and the plaques have been placed. Letters sent out with regard to sponsorship. It is anticipated that the baskets will be put in place by early June depending on weather.

**1878 (i) Roads/ Highways Issues**

Awaiting further details of the Road Rally in December.

Following the Tractor Rally recently held, it was suggested that information about the next rally would be put into the nearest newsletter to the event.

**(ii) Footpaths and Rights of Way Issues**

No issues reported

**(iii) Trees/Hedges/Vegetation Issues**

No issues reported

**1879 Crime and Safety**

Following a discussion around the recent Rural Crime meeting with South Yorkshire Police it was **resolved** to ask a member of the Rural and Wildlife Crime Team, South Yorkshire Police if available to attend the next meeting of the Parish Council.

**1880 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: 2021/1505 :** Plot B, site off Dance Lane, Crane Moor

**Under Consideration: 2023/0024 :** 5 Castle Drive, Hood Green, S75 3EY

**1881 Finance:**

**(i) Insurance Renewal**

Details of the insurance renewal from Gallagher Insurance brokers was discussed. The renewal premium of £755.15 (under a 3 year deal) was presented. **Resolved:** approve payment.



**(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. The Chairman also to look at previous option suggested.

**(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 for approval**

Clerk salary(April & May 2023)	as agreed
Expenses clerk	£ 10.00
Gallagher Insurance renewal premium	£ 755.15
Eon Next (DD 21 <sup>st</sup> March 2023)	£ 26.53

**Receipts**

5 <sup>th</sup> April 2023	Precept	£5,225.00
13 <sup>th</sup> April 2023	Room booking (MM)	£ 200.00

**1882 Dates of 2023-24 Meetings (Appendix G)**

**Resolved** to accept the following dates of meetings of Stainborough Parish Council to be held at Hood Green Pavilion at 7pm:

Thursday 22nd June 2023

Thursday 31st August 2023

Thursday 26th October 2023

Thursday 14th December 2023

Thursday 18th January 2024

Thursday 14th March 2024

Thursday 16th May 2024     *Annual Parish Meeting and Annual Meeting of the Parish Council*

**1883 Correspondence:**

None to report

**1884 Any other business:**

None.

**1885 Venue, Date and Time of next meeting:** The next meeting will be held at Hood Green Pavilion on **Thursday 22<sup>nd</sup> June 2023 at 7.00pm.**

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