

STAINBOROUGH PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held on 29th May 2025
At Hood Green Pavilion immediately after the Annual Parish Meeting commencing 7.00 p.m.

Present: Councillors Mr S Lockwood-Dukes, Mrs D Winder, Mr S Bradley, Mr T Shaw,

In attendance: 2 residents, Mrs A Sturdy (Clerk)

- 2128 Election of a Chairman of the Parish Council:** Cllr Lockwood-Dukes was proposed, seconded and duly elected.
- 2129 Acceptance of Office**
Cllr Lockwood-Dukes confirmed his acceptance of office and signed the Acceptance of Office form.
- 2130 Apologies for Absence and Declarations of Interest on items on the agenda:**
Apologies for absence were received from Cllr Riley.
No disclosures of personal and prejudicial interests were declared.
- 2131 Election of Vice-Chairman** - Cllr Winder was proposed, seconded and elected as Vice Chairman, and signed the Acceptance of Office form.
- 2132 Declaration of Interest Forms**
The Clerk reminded Councillors that if there are any changes to the Register of Interest forms completed in 2023, new forms should be completed and returned to the Clerk within 28 days of this meeting.
- 2133 Certificate of Exemption 2024/2025**
It was **resolved** that Stainborough Parish Council is exempt from external audit for the year 2024/2025 as its annual turnover does not exceed £25,000. The Certificate of Exemption was duly signed by the Chairman and the Clerk.
- 2134 Bank Reconciliation and Explanation of Variances 2024/2025**
It was **resolved** to receive and approve Bank Reconciliation (Appendix A) and to receive Explanation of Variances (Appendix B).
- 2135 Annual Internal Audit report for 2024/2025**
The Annual Internal Audit report for 2024/2025 included at page 4 of the Annual Governance and Accountability Return 2024/2025 (Appendix C) had been signed by the Internal Auditor.
Resolved: to accept the Internal Audit Report 2024/2025.
- 2136 Section 1 - Annual Governance Statement 2024/2025 and Section 2 – Accounting Statements 2024/2025**
The Clerk circulated Section 1 - Annual Governance Statement 2024/2025 (Appendix D) and Section 2 – Accounting Statements 2024/2025 (Appendix E) for Stainborough Parish Council on pages 5 and 6 of the Annual Governance and Accountability Return 2024/2025.
Resolved to approve Sections 1 and 2 and were duly signed by the Chairman and the Clerk.
- 2137 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 2024/25
 - Annual Internal Audit Report 2024/25
 - Section 1 – Annual Governance Statement 2024/25
 - Section 2 – Accounting Statements 2024/25
 - Analysis of Variances
 - Bank Reconciliation to 31st March 2025
 - Notice of period for the exercise of public rights

2138 Reports – Internal and External Audit

The Clerk provided to Councillors the Review of effectiveness of internal audit and the Review of Risk Assessment. **Resolved:** to accept both reviews and signed by the Clerk and Chairman as required.

2139 Minutes of the Meeting held Thursday 13th March 2025 : The minutes of the meeting held on 13th March 2025, having been previously circulated, were approved as a true record.

2140 Matters arising from the minutes not on the agenda

None raised.

2141 Items from Members of the Public

None received.

2142 General Matters :

General Improvements: None raised

Hire of Pavilion : None raised

Playground:

Silkstone Common Junior Football club is holding practices, and invoice will be raised at the end of the training period. A meeting has been arranged with funding providers, which will be discussed at the July meeting, the Chair, Cllr Bradley and the Clerk will attend the meeting. Suggestions regarding alternative types of goal posts were discussed and to consider the drainage issue.

A request had been received from a resident to use the Recreation Ground for football practice from the end of June to the end of August, which was approved.

A note of thanks had been received for Cllrs Shaw and Bradley for the tree work they had undertaken.

2143 Hanging Baskets

The order for hanging baskets and a new plaque had been placed, and in place.

2144 (i) Roads/ Highways Issues

- Concern had been raised re parked cars close to junctions. **Resolved:** ask for advice from BMBC
- The issue of speed limits in Stainborough had been raised with BMBC – still awaiting a reply from BMBC. Clerk to chase with BMBC.
- A turned speed limit sign Gilroyd Lane. **Resolved:** report to BMBC

(ii) Footpaths and Rights of Way Issues No issues reported

(iii) Trees/Hedges/Vegetation Issues No issues reported

2145 Crime and Safety

Local PACT meeting is taking place on 19th June.

2146 Planning:

(i) Planning applications received: None

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

(iii) Planning applications received since agenda produced : None

(iv) Information on previous planning applications

Approved: 2025/0139 and 2025/0187 erection of a greenhouse onto a pre-existing base at Northern College, Lowe Lane, Stainborough, Barnsley, S75 3ET.

2147 Insurance Renewal

Details of the insurance renewal from Gallagher Insurance brokers was discussed. The renewal was required in advance of the meeting and the premium of £799.80, an increase of £20 above last year's premium had been sent to meet the deadline for payment (as the meeting date had been moved to a later date in the month so payment would not be made in time if not raised in advance). **Resolved:** approved retrospective payment.

2148 Finance: Payments to be authorised

As per Minute 2123, a cheque had been raised in payment of grass cutting – the invoice was below the maximum agreed and a cheque had been sent in payment. **Resolved:** retrospective payment to T&D Contractors was approved.

Resolved: the payments shown below be approved for payment and the receipts be noted.

Payments for approval

Clerk salary (April & May 2025)	as agreed
Expenses clerk	£155.35
YLCA membership subscription	£159.00
BMBC Additional Rates bill	£17.87
Signs Xtra Hanging Basket plaques	£39.60
Business Stream	£29.73

Already Paid

SSE Electricity (DD)	£67.84
Gallagher Insurance renewal premium (cheque)	£799.80
T & D Contractors – grass cutting (cheque)	£1,176.00

Receipts

4 th April 2025	Precept	£5,486.00
20 th April 2025	Room Rental	£60.00
10 th May 2025	Room Rental	£60.00

2149 Dates of 2025-26 Meetings

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

Thursday 10th July 2025

Thursday 11th September 2025

Thursday 13th November 2025

Thursday 15th January 2026

Thursday 12th March 2026

Thursday 14th May 2026 *Annual Parish Meeting and Annual Meeting of the Parish Council*

2150 Correspondence:

- Volunteer event Thursday 5th June – invitation received

2151 Clerk Vacancy

No applications received to date. Vacancy will be advertised again if no applications received by the July meeting.

2152 Any other business: None .**2153 Venue, Date and Time of next meeting:** The next meeting will be held at Hood Green Pavilion on **Thursday 10th July 2025** at 7.00pm.

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CLlr Sam Lockwood-Dukes

Chairman – Stainborough Parish Council

Dated