

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held remotely on
Monday 21st December 2020 at 7.00 p.m.

Present: The Mayor Cllr A Millner in the Chair, Deputy Mayor Cllr G Miller and Councillors Barraclough, Bradbury, Chadburn, Cutts, Hinchcliff, Kimberley, Perkins, Rusby, Trotman, Unsworth and Wood.

Also present

T. Ball – Town Clerk
A. Hart – Finance Officer

MP Miriam Cates

1 member of the press was present.

As there were no public present there was no public participation. George Reid '30 for a Reason' sent in his apologies and his thanks to Penistone Town Council in supporting the campaign.

2020/94 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

There were no apologies or reasons for absence.

2020/95 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

Cllr Perkins declared an interest under agenda item 12.1 as he knew the individual.

It was **NOTED** and **RECORDED** that the above declaration of personal interest be accepted.

2020/96 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

There were no items for the exclusion of public and press to be discussed.

Signed by.....Town Mayor 18th January 2021

2020/97 4. APPROVAL OF MINUTES

The Minutes of the following meetings were submitted for approval:

4.1 The Town Council meeting held on 16th November 2020.

Moved by Cllr Barraclough, Seconded by Cllr Cutts and **RESOLVED** they were a true record.

4.2 The Planning Committee held on 16th November 2020.

Moved by Cllr Unsworth Seconded by Cllr Rusby and **RESOLVED** they were a true record.

4.3 Finance and General Purposes Meeting 14th December 2020

Moved by Cllr Barraclough and Seconded by Cllr G. Millner and **RESOLVED** that they were a true record.

2020/98 5. REPORTS FROM ELECTED MEMBERS OF BARNSELY M.B.C.

MP M Cates presented her verbal report to the Council and advised on her recent activities within the Penistone Town Council area. She reported that she had met with the Paramount Manager on the 21st December to advise him that the Paramount had been successful in securing funding from the Cultural Recovery Fund in excess of £95,000. She stated what an amazing asset the Cinema was.

The Town Clerk thanked Miriam for supporting the application and for all the hard work the Cinema Manager and the Finance Officer had put into submitting the bid.

Moved by Cllr Cutts and Seconded by Cllr Trotman that an official thanks be given to MP M. Cates, B. Barnsley and A. Hart.

A vote was taken and it was **UNANIMOUS**.

MP Cates reported that she is currently working with Thurgoland PC and additional stakeholders in establishing transport links to fund service links to Penistone and between Fox Valley and in conjunction with train services. This falls in line with what the electorate of Penistone Town Council's requests for better public transport in conjunction with infrastructure.

She has also begun to engage with schools now pupils have returned.

Signed by.....Town Mayor 18th January 2021

She reported that she has a few cases that she is currently working on from the Penistone Town Council area and that during the lockdown she created a free phone for digitally excluded individuals. She noted what amazing spirit the public have at Penistone Town Council and LovethyPenistone was an excellent idea.

It was **NOTED** and **RECORDED** that MP M Cates is to forward an information she has that will be of assistance to the Penistone Town Council community to the Town Clerk for distribution on social media.

Cllr Bradbury asked MP Cates why the government did not access the electoral role to provide support to vulnerable individuals. MP Cates reported that B.M.B.C had sent letters to all households that were classed as extremely vulnerable giving support in the Covid pandemic.

2020/99 6. CORRESPONDENCE

The following items of correspondence were received and noted with comments:

6.1 White Rose Update – sent via Email 09/11/2020

6.2 Member of public enquiry re closure of Yorkshire Building Society – sent via Email 11/11/2020

The Town Mayor Cllr A. Millner, reported that MP M. Cates has currently set up an initiative in researching the possibility to set up an agency i.e. within an estate agency within the Penistone Town Centre.

6.3 Keep Barnsley Moving – sent via Email 16/11/2020

6.4 White Rose Update - sent via Email 23/11/2020

6.5 Keep Barnsley Moving – sent via Email 23/11/2020

6.6 The Rural Network Update – sent via Email 01/12/2020

6.7 White Rose Update – sent via Email 07/12/2020

2020/100 7. APPROVAL OF EXPENDITURE ITEMS

7.1 Retrospective General Account

£46,049.29

Moved by Cllr Barraclough Seconded by Cllr G. Millner and **RESOLVED** the above account be approved and noted.

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7.2 Paramount Account

£28,431.12

Moved by Cllr Rusby, Seconded by Cllr Unsworth and **RESOLVED** the above account be approved and noted.

7.3 Retrospective credit card transactions – PTC and the Paramount (report circ.)

PTC £78.93
Paramount £68.81 and £88.59

Moved by Cllr Barraclough Seconded by Cllr Hinchcliff and **RESOLVED** that the retrospective credit card transactions

.7.4 Bank reconciliation for the month ending 30th November 2020

Moved by Cllr Unsworth, Seconded by Cllr Millner and **RESOLVED** the bank reconciliation be approved and noted.

7.5 Review of the management accounts for the month ending 30th November 2020.

Moved by Cllr Kimberly, Seconded by Cllr Cutts and **RESOLVED** that the review of management accounts be approved and noted.

The invoice for £11,220.00 to The Carpet and Bed Shop was circulated prior to the meeting for approval as the invoice was dated 10th December 2020 and was now due for payment.

Move by Cllr Millner, Seconded by Cllr Trotman and **RESOLVED** that the invoice to The Carpet and Bed Shop in the sum of £11,220.00 be submitted for payment immediately.

2020/101 8. FINANCIAL MATTERS

8.1 To approve the External Auditors report for the period 2019/2020.

The Town Clerk reported that the External Auditors report had been completed and noted that there had been no matters that needed to be drawn to the attention of the authority.

The Town Clerk passed on her thanks to the Finance Officer A. Hart and reported that she had done an excellent job in difficult circumstances.

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Cllr Rusby noted that the former Clerk had historically given a verbal report in the matter. The Town Clerk advised as the External Auditors had reported that no matters had been drawn to their attention then there was nothing additional to report. She informed the Town Council that the Internal Audit is currently been conducted and that she will report on any matters as soon as the audit has been completed.

Moved by Cllr Barraclough, Seconded by Cllr Rusby and **RESOLVED** that the External Auditors report for 2019/2020 be approved.

A vote was taken and it was **UNANIMOUS**.

8.2 To approve the re-appointment of the External Auditors P K F Littlejohn LLP.

The Town Clerk reported that as a formality at the start of the financial year the Council are advised to re-appoint the External Auditors.

Moved by Cllr A.Millner, Seconded by Cllr Rusby and **RESOLVED** that PKF Littlejohn LLP be re-appointed as External Auditors for the period 2020/2021.

8.3 To approve budget virement from ear-marked reserves to the Paramount renewals and improvements budget of £120,000.

The Town Clerk reported that under the financial regulation number 4.2 'Budgetary control and authority to spend' that during the budget year and with approval of the Council having considered implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).

Move by Cllr Unsworth, Seconded by Cllr Cutts and **RESOLVED** that £120,000 be vired from ear-marked reserves to the paramount renewals and improvements budget.

8.4 To consider the draft budget/precept 2021/22 and recommendations from the F & G P meeting held 14th December 2020.

Cllr Barraclough reported that he had now collated all of the comments in relation to the setting of the budget and has circulated a summary to the Council. He noted any utility and additional contracts that expire will be reviewed when they occur and the Town Clerk will advise the Council obtaining value for money quotes. The revised budget will be circulated the week commencing 4th January 2021.

An additional meeting is to be held to formally approve the precept on the 25th January 2021.

It was **NOTED** that a precept meeting is to be arranged for Monday 25th January 2021.

Signed by.....Town Mayor 18th January 2021

2020/102 9. REPORT ON THE PARAMOUNT.

The Council **NOTED** receipt of the verbal report from Cllr Cutts and the circulated

Cllr Cutts reported that the Paramount report from the cinema manager had been circulated and there was nothing additional to report.

The Town Clerk reported that The Paramount will remain closed until further updates are received from Government and that staff will remain on the approved furlough schemes.

2020/103 10. REPORT ON COMMUNITY CENTRE

The Clerk reported that the country market returned for the 10th and the 17th December and will return in the New Year subject to Covid Tiers and guidance.

The public toilets will be closed from lunchtime on Christmas Eve until the Morning of Tuesday 29th December 2020 due to the caretaker's annual leave.

The Town Clerk passed on her thanks for all the hard work the Administration Officer Jill Cutts, who had done on the Christmas Tree Project as it had been challenging with communications due to business closures through lockdown.

The Town Clerk also passed on her thanks to Stuart Gibbons for all his help and support in the ongoing works on the website.

10.1 To consider the approved plans for the Community Centre extension.

The Clerk advised the Council to postpone the extension until a clearer picture has been obtained in the forth-coming financial year for trading conditions.

It was **NOTED** and **RECORDED** that the plans are put on hold for 12 months.

Moved by Cllr Kimberley, Seconded by Cllr Barraclough and **RESOLVED** that the Community Extension be deferred for 12 months.

2020/104 11. Clerk's items.

11.1 To approve adoption of the staff, councilors and role holder's privacy notice.

11.2 To approve adoption of the bullying and harassment policy.

11.3 To approve adoption of the Health and Safety policy.

Signed by.....Town Mayor 18th January 2021

Moved by Cllr Barraclough, Seconded by Cllr Wood and **RESOLVED** that 11.1, 11.2 and 11.3 as approved at F & G P Meeting 14th December 2020 be adopted.

11.4 To approve Ordinary Town Council meeting dates for 2021.

- Monday 18th January 2021
- Monday 15th February 2021
- Monday 15th March 2021
- Monday 19th April 2021
- Monday 17th May 2021
- Monday 21st June 2021
- Monday 19th July 2021
- Monday 20th September 2021
- Monday 18th October 2021
- Monday 15th November 2021
- Monday 20th December 2021

Moved by Cllr Hinchcliff, Seconded by Cllr Rusby and **RESOLVED** that the above Ordinary Town Council meeting dates be approved for 2021.

2020/105 12. Councillor's Items

12.1 To discuss issues raised by the Sawmill Committee about derelict land on Green Road. PTC support for enforcement to be carried out by BMBC S215 order – Town Mayor, Cllr A Millner.

Town Mayor, Cllr Millner reported that he had been in communication with the Borough Councillors and the Sawmill Committee and was working in collaboration with them to try to ensure that the land is made safe. He reported that the situation had been escalated to MP M. Cates.

Cllr Rusby enquired into what a S215 order is, Cllr A. Millner advised it is a planning and enforcement order.

Cllr Wood reported that he had tried to establish contacts to discuss the matter with the land owner.

Cllr Perkins stated that he knew the land owner.

It was **NOTED** and **RECORDED** that Cllr Wood and Cllr Perkins are to establish contact with the land owner to discuss the matter.

Signed by.....Town Mayor 18th January 2021

2020/106 13. DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING

It was agreed that the next ordinary meeting should be on Monday 18th January 2021 at 7.00pm. with an additional precept meeting on Monday 25th January 2021 at 7.00pm.

Meeting closed at 20.09

Signed by..... Town Mayor 18th January 2021