

## Penistone Town Council

Minutes of the Ordinary Town Council Meeting held remotely on  
Monday 26<sup>th</sup> April 2021 at 7.00 p.m.

**Present: The Mayor Cllr A Millner in the Chair, Deputy Mayor Cllr G Millner and Councillors Barraclough, Chadburn, Cutts, Shiggins, Hinchliff, Perkins, Rusby, Trotman, Unsworth, Wood and Walker.**

Also present

T. Ball – Town Clerk

One member from the press was present and one member of the public.

A member of the public presented their verbal report in relation to Hartcliff Road and Chapel Lane.

The resident expressed his concerns over the amount of damage to the field wall in this area over the last 12 months that had been created by heavy goods vehicles on two occasions. He reported that Barnsley Council had informed the residents that they are the owners of the field wall.

He stated that traffic had increased over the years on this route by heavy goods vehicles, and also car volumes had increased with access to the new housing estate. He also indicated that there is currently no pedestrian safe space.

The resident requested the support of Penistone Town Council in approaching B.M.B.C. Highways for weight restrictions to be imposed and to arrange a site visit for all parties.

The Mayor, Cllr A. Millner reported to the member of public that Penistone Town Council had recently set up a working group for traffic and highway issues around the area, and was to be discussed later in the meeting.

Cllr Unsworth noted that the issue had been reported via the Clerk to B.M.B.C Councillors.

Cllr Shiggins advised that he had reported a number of matters directly to highways last week, one of these being the Chapel Lane, and the process had been initiated.

The Mayor reported that Penistone Town Council support the ongoing issues.

The council **NOTED** his report and thanked him for attending.

## **2021/1 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE**

Apologies were received from Cllr Kimberley with reasons for absence approved.

## **2021/2 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.

It was **NOTED** and **RECORDED** that there were no declarations of personal or prejudicial interest.

## **2021/3 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960**

Moved by Cllr Cutts, Seconded by Cllr G.Millner and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 the press and public be excluded for item **8.1, 8.2 and 11.1** and to be moved after agenda item **12.2**.

## **2021/4 4. APPROVAL OF MINUTES**

The Minutes of the following meetings were submitted for approval:

4.1 The Town Council meeting held on 23<sup>rd</sup> November 2020.

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

4.2 The Town Council meeting held on 22<sup>nd</sup> March 2021.

Moved by Cllr Walker, Seconded by Cllr G.Millner and **RESOLVED** they were a true record.

4.3 The Planning committee meeting held on 22<sup>nd</sup> March 2021.

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

## **2021/5 5. REPORTS FROM ELECTED MEMBERS OF BARNSELY M.B.C.**

There were no members present from B.M.B.C

Cllr Wood reported that the entrance to Chapel Lane requires double yellow lines to prevent parking issues and access.

The Town Council agreed that this was a priority for the working group to action.

Cllr Cutts reported that there had been no meetings in connection with the principal towns initiative for some time.

The Clerk is to contact the B.M.B.C. Penistone West Councillors for an update on the matter.

Cllr Hinchcliff reported that the pot holes had been filled between Clarks Chemist and the Bus Station in the centre of Penistone and they were inadequate.

Cllr A. Millner advised that he had reported the matter to B.M.B.C.

## **2021/6 6. CORRESPONDENCE**

The following items of correspondence were received and noted:

- 6.1 White Rose Update – YLCA – sent via Email - 22/03/2021
- 6.2 Hoylandswaine AGM – sent via Email - 23/03/2021
- 6.3 YLCA - Code of conduct – sent via Email - 25/03/2021
- 6.4 Duncan Sissions - Chapel Lane Weight and Width Restrictions – sent via Email - 25/03/2021
- 6.5 Rachel Barraclough - Family Centre Manager – sent via Email - 29/03/2021
- 6.6 YLCA - The Future of Remote Meetings and Annual Meetings in May 2021 – sent via Email - 31/03/2021
- 6.7 Cllr J Wilson - TPT - National Grid VIP Timeline – sent via Email – 01/04/2021
- 6.8 YLCA - White Rose Update – sent via Email – 01/04/2021
- 6.9 The Huntsman - Thurlstone - Request to take over the defibrillator – sent via Email – 06/04/2021
- 6.10 Fifth Edition Protocol on the marking of a death of a Senior National Figure – YLCA – Via Email – 12/04/2021

6.2 Cllr Walker reported that he had attended the Hoylandswaine AGM with Cllr Shiggins as way of introduction as Town Councillors within the area.

6.9 The owner of The Huntsman at Thurlstone had sent in an item of correspondence requesting that Penistone Town Council take over the running costs of the defibrillator based outside.

The Clerk advised that a formal policy is required on the governance and maintenance of the defibrillators due to the Medicines and Medical Devices Act 2020 that is in the final stages at parliament. She reported in general the parts for the defibrillators owned by Penistone Town Council cost £95 plus vat when it had been used and annually. She noted that there would need to be a formal agreement between the Huntsman in this matter.

Moved by Cllr Wood, Seconded by Cllr Cutts that the running costs for the defibrillator at Thurlstone be taken over by Penistone Town Council.

All items of correspondence were duly **NOTED**.

## 2021/7 7. APPROVAL OF EXPENDITURE ITEMS

7.1 Retrospective General Account **£15,222.23**  
Petty Cash **£55.28**

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

7.2 Paramount Account **£22,995.28**  
Petty Cash **£144.50**

Cllr Rusby requested more information in regards to the bank charges of £400. The Clerk is to circulate detailed information to the Council.

Moved by Cllr Trotman, Seconded by Cllr Barraclough and **RESOLVED** the above account be approved and noted.

7.3 Retrospective credit card transactions

Paramount - **£430.03**  
PTC - **£153.06**

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

7.4 Bank reconciliation for the month ending 31<sup>st</sup> March 2021.

Moved by Cllr Walker, Seconded by Cllr Barraclough and **RESOLVED** the above accounts be approved and that the annual renewal of N S & I Investment account is duly noted.

7.5 To review management accounts for month ending 31<sup>st</sup> March 2021 (prior to year-end adjustments).

Moved by Cllr Barraclough, Seconded by Cllr Trotman and **RESOLVED** the above account be approved and noted.

## 2021/8 8. FINANCIAL MATTERS AND GOVERNANCE

8.3 To update the bank mandates signatories.

The Clerk noted that C Bradbury is to be removed from the bank account and to be replaced with Cllr Walker.

Moved by Cllr Rusby, Seconded by Cllr G. Millner that C Bradbury is to be removed from the Town Council's bank mandates as a signatory and replaced with Cllr Walker.

8.4 To approve S137 payments 2020 to 2021.

The Clerk reported to the Council that S137 was the power of last resort to be used when using powers for expenditure and has specific criteria when spending against. She noted that spending against s137 must be stated as separate items of expenditure within the accounts.

Moved by Cllr G. Millner, Seconded by Cllr Hinchliff and **RESOLVED** that the financial report of all S137 payments in the sum of £3,686 minus VAT be approved for 2020 to 2021.

8.5 To approve the reserves policy for 2021 to 2022.

The Clerk reported that it is recommended practice to have a minimum of 3 months general reserves to cover running costs. Due to the lack of trading income this financial year this has not been met, but the Council as part of risk management have reduced budgets and increased the precept.

Moved by Cllr G. Millner, Seconded by Cllr Perkins and **RESOLVED** that the reserves policy 2021 to 2022 be adopted.

8.6 To approve the updated financial regulation number 6.7 for authorised payments made in in-between meetings for 2021/2022 via email.

The Clerk advised to ensure continuity of the Town Councils business operations in the eventuality that meetings cannot go ahead due to COVID restrictions that they extend the financial regulation 6.7 from 2020/2021 to 2021/2022.

Moved by Cllr Trotman, Seconded by Cllr Barraclough and **RESOLVED** that financial regulation 6.7 be updated and extended for the period 2021 to 2022.

## **2021/9 9. REPORT ON THE PARAMOUNT.**

The Paramount Manager's report was circulated prior to the meeting.

The Paramount Manager had subsequently sent in an updated report on the day of the meeting, therefore Cllr Cutts updated the Council in this matter.

Cllr Cutts reported that the 2<sup>nd</sup> instalment had not been paid from the BFI grant due to the grant funders advising that the Paramount had not made the losses they had expected.

The Clerk advised that the last payment was not received due to expenditure having not been incurred as was originally forecast.

There was a discussion around the water leak and the high water bill the Paramount had incurred in the year end invoice for utilities.

The Clerk advised that the Paramount Manager was in the process of chasing the matter and that Cllr Kitching had also been in assisting with the enquiry.

Moved by Cllr Rusby, Seconded by Cllr Unsworth and **RESOLVED** that the report be accepted.

## 2021/10 10. TO RECEIVE A REPORT ON THE COMMUNITY CENTRE

The Clerk reported that the Administration Officer had contacted a number of the hirers of the Centre and at the current time only one did not intend to return when the restrictions have been lifted.

10. 1 To approve emergency roof repairs.

The Clerk reported that she had contacted the insurers and as this was considered as wear and tear were unable to claim. She noted that she had requested 3 contractors to give a quote in the matter but only one had attended.

Moved by Cllr Trotman, Seconded by Cllr Cutts and **RESOLVED** that the quote for £1200 including vat be accepted for emergency roof repairs.

## 2021/11 11. CLERKS ITEMS

11.2 To discuss forward planning of face to face meetings and delegation of responsibilities.

The Clerk reported that due to the legislation being withdrawn to hold remote meetings as from the 7<sup>th</sup> May 2021 it is recommended by YLCA that responsibilities are delegated to the Clerk for a period of time to ensure continuity of the business of the Town Council. The Clerk read out the suggested delegation as follows -:

‘To delegate functions to the Clerk/RFO and that the council empowers the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the Council and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. The Clerk/RFO will consult with the Mayor and Deputy Mayor in any decisions.’

‘Major decisions are to be made by at least one third of the Council by email.’

The Clerk reported that the Full Council meeting to be held in June will need to proceed as the signing of the AGAR would need to be completed at this meeting.

She informed the Council that there is the possibility of holding meetings at St John’s Community Centre on the 4<sup>th</sup> Wednesday in each month for the interim period until social distancing restrictions can be eased and it is safe to sit in close proximity, as the Council Chambers would not have sufficient space in this matter.

Moved by Cllr Wood, Seconded by Cllr Hinchcliff and **RESOLVED** that the above statement be adopted with delegation to the Clerk until the end of September 2021 and to be reviewed when this period has expired.

Meetings are to be reviewed with the possibility of moving to the 4<sup>th</sup> Wednesday in the month if required due to social distancing issues.

11.3 To confirm number of members on committees for 2021 to 2022.

The Clerk advised that due to the new committee structure approved by Full Council that it would be good practice to agree the number on each of the committees in readiness for the Annual Meeting. She suggested the following number of members on each committee -:

1. Leisure, Amenities & Town Services Committee – 5 members
2. Finance and HR Committee – 5 members
3. Planning Committee – 5 members

Plus Mayor/Deputy Mayor ex officio

All Councillors would be eligible to attend all meetings but with no voting rights only committee members.

Moved by Cllr G.Millner, Seconded by Cllr Shiggins and **RESOLVED** that there are to be 5 members on each committee with the Mayor and Deputy mayor ex officio, with all Councillors eligible to attend all meetings but only committee members to have voting rights.

11.4 To discuss the planters around the Town Council area.

The Clerk reported that she had met with Twiggs as requested by Council to discuss a community planting project. She noted that they had quoted £100 plus vat for each planter for either incredible edibles or perennials.

Alternatively she advised that the caretakers could possibly plant and maintain these.

There was a discussion in this matter and Cllr G. Millner suggested purchasing the plants from Springvale Community Garden.

Cllr Wood suggested also purchasing some of the plants from Horsfields.

Moved by Cllr Wood, Seconded by Cllr G.Millner and **RESOLVED** that Cllr Wood is to approach Horsfields and Springvale Community Garden to obtain costs for the plants and associated materials in maintaining the planters.

11.5 To consider the draft model publication scheme 2021 to 2022.

The Clerk reported that the draft publication scheme document was a statutory requirement. Moved by Cllr Wood, Seconded by Cllr Perkins and **RESOLVED** that the model publication scheme be adopted by Penistone Town Council.

## **2021/12 12. COUNCILLOR'S ITEMS**

12.1 To discuss access issues at Chapel Lane, Penistone – Cllr Wood.

Cllr Wood requested that Penistone Town Council support the ongoing access issues and that

they continue to lobby B.M.B.C in the matter.

Cllr Unsworth noted that better signage around the area is required.

Cllr Shiggins reported that as lead in the traffic and highways working group that he had listed a number of items that required the support of B.M.B.C by the traffic and highways department. There were 6 items that has been addressed as follows –:

1. The railway bridge on B6462 Sheffield Road by the railway station
2. Chapel Lane
3. Hoylandswaine roundabout slip road
4. Speed on A629, Halifax Road
5. Parking in Penistone town
6. Bridge End traffic lights congestion on the A628

Cllr Shiggins noted that he is still waiting for feedback in the matter from traffic and highways before approaching B.M.B.C Councillors.

Cllr Cutts noted that the High Street at Penistone needs to be addressed and is a high priority.

Cllr Trotman noted that there should be a 20 m.p.h. speed restriction on the High Street.

12.2 To discuss Town Services around the Penistone Town Council area – Cllr Wood.

Cllr Wood reported that there are currently no bins at the Hartcliff and Royd Moor Viewing Point. He noted that he has a sponsor that would provide bins on 3 locations on the TPT.

Cllr Wood is to send in a formal email in this matter to the Clerk to research the possibility of B.M.B.C. providing the services to remove the waste.

Cllr Rusby recommended that signage be placed advising the public to remove their rubbish and take it away with them.

Cllr Wood reported that he had requested the former Clerk to research removing the old bike at the roundabout.

Cllr Wood is to send in photos of the area to the Clerk in order that she may research the possibility of the removal of the bike.

Cllr Wood requested the possibility of the installation of 3 benches behind the wall at Tesco and the bowling club.

Cllr G.Millner noted that this may possibly encourage anti-social behaviour.

Cllr Wood reported that the TPT requires signage due the cyclists dangerous riding and requested the support of Penistone Town Council in the matter.

Cllr Trotman noted that there had been a number of aggressive speeding cyclists and there is conflicting guidance on the trail.

Moved by Cllr Wood, Seconded by Cllr Chadburn and **RESOLVED** that Cllr Wood is to speak to the TPT group to discuss the matter.

### **2021/13 13. DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING**

Town Council meeting Monday 21st June at 7 p.m. (with the possibility of moving to Wednesday 23<sup>rd</sup> June subject to COVID restrictions).

Annual meeting to be moved to Wednesday 5th May 2021.at 7.00 pm to be held remotely.

### **2021/14 8. FINANCIAL MATTERS AND GOVERNANCE**

8.1 To consider payment of Finance Officer's holiday accrual for 2020/2021.

The Clerk reported that the Finance Officer had accrued additional holiday in covering prior to the Clerk's engagement, and also for additional hours worked above her contracted hours on occasions when required.

Moved by Cllr Rusby, Seconded by Cllr G.Millner and **RESOLVED** that the Finance Officer be paid holiday accrual 2020/2021 in relation to additional hours worked.

8.2 To consider a request for financial assistance from Royal Air Forces Association - £209.40.

An application for financial assistance was circulated prior to the meeting for a donation of £209.40 to purchase two memorial plaques for the RAF Centenary Bench in Penistone Grammar School.

The Clerk reported that the Town Council are to donate the plaques and that they are to be inscribed with the wording donated by Penistone Town Council.

Moved by Cllr Rusby, Seconded by Cllr Millner and **RESOLVED** that the application for financial assistance for £209.40 to the Royal Air Forces Association be awarded – LGA 1976 s19.

### **2021/15 11. CLERKS ITEMS**

11.1 To discuss Penistone Town Council's risk assessments of assets.

The Clerk reported that there is a large piece of work in implementing and reviewing the risk assessments for the Town Council's assets. She informed that she had reviewed a number of them and was working with one of the caretakers in this matter. The Clerk requested that the caretaker be paid for his additional hours in assisting with the review.

Moved by Cllr Trotman, Seconded by Cllr Walker and it was **RESOLVED** that the caretaker be paid for his additional hours worked in the matter.

Meeting closed at 20.39

Signed by.....Town Mayor 21<sup>st</sup> June 2021