

Penistone Town Council

Minutes of the Ordinary Town Council Co-Option Meeting held at St John's Community Centre, Church Street, Penistone on Monday 19th July 2021 at 7.00 p.m.

Present: The Mayor Cllr A Millner in the Chair, Deputy Mayor Cllr G Millner and Councillors Barraclough, Cutts, Hayton, Shiggins, Perkins, Rusby, Trotman and Unsworth.

Also present

T. Ball – Town Clerk

There was one member of the public and one member of the press present.

A member of the public noted that there were nettles near the Wentworth Crescent handrail and asked if anything could be done in the matter.

The Town Mayor, advised that Twiggs Penistone Area Clean Green and Tidy team operate works around the area in conjunction with the community.

The Clerk is to contact Twiggs in the matter to see if they would be happy to manage a community day to complete the works.

2021/25 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllr Chadburn, Hinchliff, and Kimberley with reasons for absence approved.

2021/26 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.

2.1 In accordance with Section 31 of the Localism Act 2011 members to declare any disposable pecuniary interests in items on this agenda.

Cllrs G. Millner, Rusby and Unsworth declared a non-pecuniary interest in agenda item 10.1 as representatives on the Penistone Grammar School Trust.

Cllr Shiggins declared a non-pecuniary interest in agenda item 10.2 as a member of the Penistone Round Table and would abstain from the voting process.

2.2 The Town Clerk to report any written dispensations in respect of items on this agenda.

The Clerk reported that there were none.

It was **NOTED** and **RECORDED** the personal interests as declared.

2021/27 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 **10.2** and to be moved after agenda item **14.1**.

2021/28 4.TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS, (CIRC. HEREWITH) AS A TRUE AND CORRECT RECORD

4.1 Town Council Meeting held on 21st June 2021.

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

4.2 Planning Meeting held on 21st June 2021.

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

4.3 Town Council Co-Option Meeting held on 7th July 2021.

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

4.4 Finance and HR Committee Meeting held on 7th July 2021.

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

2021/29 5.TO RECEIVE ANY REPORTS FROM ELECTED MEMBERS OF BARNSELY M.B.C.

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

Cllr Rusby noted that the elected members had not attended for a number of months. The Clerk advised that all notification's and agendas are sent out for all Ordinary Town Council meetings.

Councillor Perkins noted that he had received a circular titled 'Penistone Matters', and that the Town Council themselves had been involved with many of the activities reported.

2021/30 6. TO RECEIVE A REPORT FROM DEANNE COOPER SOUTH YORKSHIRE POLICE.

The Clerk reported that she had invited Deanne to the meeting and she had advised that she was unable to attend due to work commitments and for future meetings if she is unable to attend in person she will produce a report.

The Town Mayor noted that he had initially invited Deanne to the meetings to give updates from around the area in either a written form or in person on an adhoc basis.

2021/31 7. TO RECEIVE AN UPDATE FROM THE TRAFFIC WORKING GROUP.

Cllr Shiggins reported that the grammar school are currently dealing with a covid outbreak and that he has planned to meet up with them in September. He advised that B.M.B.C are currently collecting data around the area and is currently trying to obtain an update on the Springvale Bridge which has been passed onto the works team.

This was followed with a discussion on the problems with the bridge by the Town Councillors and the number of accidents that have occurred in the past.

Cllr Cutts noted that the bursts of speed were not the main problem on the High Street in Penistone but the lack of pull in spaces.

The Town Mayor passed on his thanks to the Penistone East Councillors for their support in these matters.

Cllr A.Millner suggested that the Town Council research purchasing a portable speed indicator in the future once trading has improved.

2021/32 8. TO DISCUSS ANY ITEMS OF CORRESPONDENCE (CIRCULATED WHERE APPROPRIATE)

The following items of correspondence which had been circulated prior to the meeting by email, were received and noted:

- 8.1 17/06/2021YLCA - Law and Governance Bulletin - 16/06/2021
- 8.2 21/06/2021YLCA - White Rose Update
- 8.3 21/06/2021YLCA - The Queens Platinum Jubilee Beacon
- 8.4 24/06/2021Claire Throssell - Film Screening thankyou
- 8.5 01/07/2021Green Eden Films - Film Screening thankyou
- 8.6 05/07/2021YLCA - White Rose Update
- 8.7 05/07/2021YLCA - HM Land Registry (HMLR) Parish Land Ownership Survey
- 8.8 05/07/2021Notice of Intention to Prepare an Enhanced Partnership Plan and Enhanced Partnership Scheme
- 8.9 06/07/2021YLCA - Councillors Discussion Forum
- 8.10 12/07/2021Neighbourhood Planning Request Feedback - Bristol MSC Student
- 8.11 12/07/2021Oxspring Council - Speed Indicator Signs - Parish Joint Project

8.3 Cllr A.Millner noted the YLCA - The Queens Platinum Jubilee Beacon item of correspondence and if the Council are to consider this event in 2022. There followed a brief discussion and it was agreed that the Leisure, Amenities and Town Services Committee are to consider and discuss the event.

The Clerk is to check with the caretakers if the beacon is still in working order in this matter.

8.11 The Clerk had circulated prior to the meeting as part of correspondence an email from the Clerk at Oxspring Parish Council. The Clerk had requested that the Town Council consider a partnership and a contribution towards the purchase of a portable speed indicator that maybe shared across a number of Parishes.

Cllr Walker advised that the indicator would need to go on certain posts that have been identified by B.M.B.C highways.

Moved by Cllr Rusby, Seconded by Cllr Barraclough and **RESOLVED** that Cllr Walker is to take the lead in discussions in conjunction with the traffic working group and the Town Clerk.

2021/33 9.TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE (CIRC. WHERE APPROPRIATE)

9.1 General Account £9,461.52

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

General Account Petty Cash £110.39

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

9.2 Paramount Account £30,283.18
Paramount Petty Cash £94.54

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

Email resolution payments made -:
Sony Films 12/07/2021 £5,112.58
Bidfood 09/07/2021 £487.00

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

9.3 Retrospective credit card transactions May to June 2021 - PTC £173.14

Retrospective credit card transactions May to June 2021 – Paramount - £281.30

Moved by Cllr Cutts, Seconded by Cllr Perkins and **RESOLVED** the above account be approved and noted.

9.4 Bank reconciliation for the month ending 30th June 2021.

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

9.5 To review management accounts for month ending 30th June 2021.

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

2021/34 10. FINANCIAL MATTERS AND GOVERNANCE

10.1 To consider the nomination of a replacement representative for former Councillor, Steve Marsh onto Penistone Grammar School Trust.

Cllr Unsworth reported that it had been normal practice at the Town Council when a councilor leaves that they are replaced onto the relevant board or trust by the Town Council.

Moved by Cllr G.Millner, Seconded by Cllr Rusby and **RESOLVED** that Cllr Hayton be nominated as a representative on the Penistone Grammar School Trust Board.

10.3 To approve the Annual Leave policy recommend by Finance and HR Committee meeting.

Moved by Cllr Barraclough, Seconded by Cllr G.Millner and **RESOLVED** that the annual leave policy be adopted.

10.4 To approve an amendment to the financial regulations for trading payments in excess of £3,500.

The Clerk reported that the financial regulations required an additional regulation to ensure the continuity of trading at the Council, to ensure that the Council and the Town Clerk are operating within their financial regulations.

‘Where it is necessary to ensure continuity of the delivery of council services, the Clerk & Financial Officer shall be delegated with the authority to spend over £3,500 on revenue items for which there is budgetary provision. Before authorising such expenditure the Clerk & Financial Officer will consult the Chairman and Vice-Chairman. Any expenditure incurred under this regulation shall be reported to the next council meeting.’

Moved by Cllr Barraclough, Seconded by Cllr Cutts and **RESOLVED** that the financial regulations be amended under regulation 4.1 'Budgetary control and authority to spend' be amended with the above wording.

2021/35 11. TO RECEIVE A REPORT ON THE PARAMOUNT – CLLR CUTTS

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

Cllr Cutts gave a report to the Council in this matter.

He advised of the current showings and activities that are advertised on the website, with restrictions still being in place on seat capacity that is to be reviewed over the forth coming weeks.

He reported that since the paramount manager's report there had been a further update advising that one of the staff at the Paramount had recently tested positive. All procedures were followed in relation to the current guidelines with staff also adhering to the protocols in conjunction with the staff handbook. The building had also been cleaned twice and well ventilated.

Cllr Shiggins stated that he had been impressed with the external and internal processes at the Paramount through the Covid pandemic and that they had adapted well to the changes.

2021/36 12. TO RECEIVE A REPORT ON THE COMMUNITY CENTRE – TOWN CLERK

The Clerk gave a verbal report on the activities within the Community and Resource Centre.

She reported that the resource centre had been occupied from the week commencing 12th and 19th July to provide staff training sessions. From the 26th July to 27th August Penistone Family Centre in partnership with the Barnsley Volunteer Org Team Plus will be opening up to offer activities and lunches to children and young people accessing free school meals, part of BMBC's Healthy Holidays with the aim to offer 40 places per day, 4 days per week, Monday to Thursday.

The Clerk advised that the resource centre had encountered a problem with the power and after calling an electrician out she advised that it was the sewerage pump that had become blocked. The caretakers have unblocked the plump today and I would like to pass on my thanks for them as this was an unpleasant job to manage.

The Clerk reported that the pump had not been serviced for a number of years. It was agreed that the pump is to be serviced as soon as possible.

The Clerk had been in contact with the Clerk of Works at B.M.B.C and he had advised that the lower hall floor repairs are to be scheduled for the week commencing the 9th August.

The Clerk informed the Council that as the restrictions had been lifted from Monday 19th July

that all groups can now return with the continuation of safe working by encouraging the use of face masks, track and trace, sanitising, ventilation and continued enhanced cleaning. In this matter she advised that there has been a steady intake for hirers in returning but with the majority in September.

The Clerk advised that the community centre office will be closed Tuesday 3rd, Wednesday 4th and Thursday 5th August due to staff annual leave.

2021/37 13. CLERKS ITEMS

13.1 To consider the Christmas Tree's and Light quotations for 2021

The Clerk had circulated prior to the meeting a schedule of costs for the Christmas Lights and Trees for 2021. She advised that the Town Council are currently in contract until 2022 for the install and dismantle element with the costs being lower for the Christmas Lights in comparison to previous years. This is due to the Back Lane motif being excluded in relation to external fixing problems to properties around that area.

(a)Christmas Lights - £10,564.00 plus VAT (subject to nominal variation).

(b)Small Christmas Trees - £1,995 plus VAT (subject to confirmation in September 2021).

(c)Small Christmas Tree Brackets - £1,000 plus VAT (estimated costs with quotations to be obtained once the number of brackets required has been ascertained).

(d)Large Christmas tree - £400 plus VAT (subject to confirmation in September 2021).

Moved by Cllr G. Millner, Seconded by Cllr Walker and **RESOLVED** that the Christmas tree and light quotations be accepted for 2021.

13.2 To consider the laptop and equipment quotations.

The Clerk had circulated three quotations for a laptop and associated equipment prior to the meeting.

Moved by Cllr Shiggins, Seconded by Cllr G. Millner and **RESOLVED** that the laptop quotations be accepted and the Clerk to be delegated responsibility to purchase the relevant items.

2021/38 14. COUNCILLOR'S ITEMS

14.1 To receive an update on the YLCA Forum held on the 13th May 2021 – Cllr Unsworth.

Cllr Unsworth gave a report to the Council on his attendance at the YLCA Forum held on the 13th May 2021. He advised that it was a question and answer session with an YLCA Officer in attendance.

He noted that using the option of attending the forum remotely was a useful resource and an effective use of time for seminars. He recommended that the Council should attend future sessions.

2021/39 10. FINANCIAL MATTERS AND GOVERNANCE

10.2 To consider a request for financial assistance from Penistone Round Table.

The application was circulated prior to the meeting for reusable cups for community events.

Moved by Cllr Cutts, Seconded by Cllr Unsworth and **RESOLVED** that the Town Council gives a grant of £500.00 to Penistone Round Table under LGA 1976 s19 (3) as requested.

2021/40 15. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY MEETING.

The Clerk advised that the Council annual photograph has been planned for Monday 20th September prior to the full council meeting and councillors will need to arrive 30 minutes before the meeting.

There was a discussion on the safety of the return to meetings in the Town Hall Council Chambers due to the size of the room.

The Clerk is to consult with the caretakers to see if the room may be moved around to accommodate safe distancing.

The Clerk is to see if the community centre is available for a meeting to be held in the event covid cases have increased and to be provisionally booked for Wednesday 29th September 2021.

The next Town Council meeting is to be held on Monday 20th September 2021 at the Town Hall subject to review in relation to the aforementioned comments.

Signed by.....Town Mayor 20th September 2021