

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Council Chamber, Town Hall,
Shrewsbury Road, Penistone on
Monday 20th September 2021 at 7.00 p.m.

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

Also present

T. Ball – Town Clerk
Cllr H Kitching B.M.B.C.

There were no members of the public and press present.

2021/41 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllr Barraclough, Shiggins, Walker and Wood with reasons for absence approved.

Cllr M Lowe-Fleelo B.M.B.C. had also sent in her apologies.

2021/42 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.

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.

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

The Clerk reported that there were none.

2021/43 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Moved by Cllr Cutts, Seconded by Cllr 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 **10.4, 10.5, 10.6** and **14.1** and to be moved after agenda item **14.2**.

2021/44 4.TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS, (CIRC. HEREWITH) AS A TRUE AND CORRECT RECORD

4.1 Town Council Meeting held on 19th July 2021.

Moved by Cllr Trotman, Seconded by Cllr Perkins and **RESOLVED** they were a true record with a minor amendment to the apologies.

4.2 Planning Meeting held on 19th July 2021.

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

2021/45 5.TO RECEIVE ANY REPORTS FROM ELECTED MEMBERS OF BARNSELY M.B.C.

Cllr H Kitching B.M.B.C reported that she had met with the housing developers Barrats in relation to the Well house Lane Development and they had stated that they wanted to achieve a working relationship with B.M.B.C. She advised that planning has now been approved and that she was ensuring that the developers maintain effective communications with residents on the plans and projected works.

Cllr Rusby questioned if there had been access and egress included into the plans for the Well house development to which Cllr Kitching confirmed this had been included but with no roundabout on the highways plans.

Cllr Kitching noted in relation to the A628 road safety improvements that she had not yet received a full update and that small pieces of work and been completed in this matter. She also passed on her thanks to Cllr Shiggins for his works as part of the traffic working group in assisting with pressing ongoing works.

Cllr Cutts questioned the current position on the Principal Towns Initiative at B.M.B.C and requested an update. Cllr Kitching noted that this was moving at a 'glacial' pace and is on her agenda to push forward.

Cllr Unsworth noted that s106 funds have been scaled down at this point in time and there is now a dedicated officer in place managing this funding.

Cllr Kimberley questioned if there had been any further developments on the New Smithy appeal, to which Cllr Kitching confirmed that the appeal as yet had not been decided due to

the vast amount of work in the appeals department.

Cllr Rusby noted that a number of accidents had happened on the junction at the Travellers crossroad 'the fours junction' and asked if that Cllr Kitching may pass this onto the highways department and investigate.

The Town Mayor passed on his thanks to Cllr Kitching for her verbal report and comments.

2021/46 6.TO RECEIVE A REPORT FROM DEANNE COOPER SOUTH YORKSHIRE POLICE.

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.

The Town Mayor requested that this item to remain as an agenda and that further contact is to be made with Deanne.

2021/47 7. TO RECEIVE AN UPDATE FROM THE TRAFFIC WORKING GROUP.

Cllr Shiggins report had been circulated prior to the meeting detailing his recent communications on a number of traffic matters.

The report was duly **NOTED**.

Cllr Perkins as a member of the traffic working group noted that Cllr Shiggins had chased a number of items and was moving forward. He passed on his thanks for his continued works.

The Town Mayor passed on his thanks to Cllr Kitching for her ongoing support to the group.

2021/48 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 YLCA - White Rose Update
- 8.2 YLCA - Councillors Discussion Forum
- 8.3 Penistone Round Table - thank you for the grant award
- 8.4 YLCA - Law and Governance Bulletin
- 8.5 YLCA - White Rose Update
- 8.6 National Resilience Strategy - NALC
- 8.7 Twiggs - Wentworth Crescent Community Clearance Event
- 8.8 Incident Trans Pennine Trail - Member of the Public
- 8.9 Sheila Webber Barnsley Chronicle
- 8.10 YLCA - White Rose Update

8.11 NALC policy consultation briefing – Local Nature Recovery Strategies-YLCA

MAYORS INVITES

8.14 B.M.B.C Mayors Civic Service Invite

8.7 Cllr Cutts noted that it was too dangerous for volunteers to clear the area at Wentworth Crescent.

8.8 Cllr Cutts noted that the signage on the TPT wasn't visible enough to which Cllr Hayton commented of the possibility of better signage being installed.

It was agreed that the Clerk is to contact PROW in conjunction with Cllr Trotman, Cllr Kitching and Cllr Wilson.

2021/49 9.TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE (CIRC. WHERE APPROPRIATE)

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

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

[illegible]

9.4 Bank reconciliation for the month ending 31st August 2021.

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

9.5 To review management accounts for month ending 31st August 2021.

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

2021/50 10. FINANCIAL MATTERS AND GOVERNANCE

10.1 To approve the External Auditors report for the period 2020/2021.

The Clerk noted that there had been a minor matter of creditors having been included in the bank reconciliation and that this had now been adjusted.

Moved by Cllr Chadburn, Seconded by Trotman and **RESOLVED** the External Auditors report be approved for the period 2020 to 2021.

10.2 To approve budget expenditure headings review.

The Clerk reported that there is to be a full budget review in the next two months and in order to comply with the Town Council's financial regulations, advised that the following budget headings be increased -:

Paramount staffing – current £85,065 to £105,065

Paramount films and stage - current £34,076 to £44,076

Moved by Cllr Trotman, Seconded by Cllr G. Millner and **RESOLVED** that the above budget heading be increased for the financial year 2020 to 2021 pending a full budget review.

10.3 To approve the Gas contract renewal with British Gas for 3 years until 27th September 2024.

Moved by Cllr G. Millner, Seconded by Perkins and **RESOLVED** that the St John's Community Centre gas contract be renewed with British Gas until 27th September 2024.

10.7 To consider the quotation for the public toilet door replacement.

The Clerk advised the Council that the public toilet had been vandalised and she had contacted the police to increase patrols around the area.

The matter was currently with the insurers and is taking some time to administer and had been problematic. The quotation for the repairs had been circulated prior to the meeting in the sum of £1950 for the door plus £600 for installation plus VAT.

Cllr Perkins noted that CCTV had been discussed in the past around the site at the Town Council.

Cllr A. Millner reported that there had been a B.M.B.C camera installed in the past.

Moved by Cllr Trotman, Seconded by Rusby and **RESOLVED** in the eventuality of the insurance claim not being accepted that the quotation for repair works be accepted and approved for payment and that Cllr Perkins is to research the possibility in conjunction with the Clerk the possibility of installing CCTV.

2021/51 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 with an update on the current showings and activities that are advertised on the website currently and the forth coming weeks.

Cllr Perkins noted the current price of the adult tickets for showings and it was noted that the clerk is to review at the end of the financial year when setting the forth coming budgets in conjunction with the paramount manager.

Cllr Unsworth noted that the Paramount's website does not indicate its association with the Town Council and that this is to be reported to the Paramount Manager via the Clerk.

2021/52 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 floor has now been restored in the lower hall and has been sanded and varnished by the BMBC contractors who have done a fantastic job. This had now been unfortunately damaged over the Gala weekend via the hirers whom have contacted the contractors to instigate repairing the floor.

The Clerk noted that the resource centre is now being used on a regular basis and a meeting has been arranged with the centre manager to discuss forward planning.

She noted that the groups have started to return and the bookings have increased over the last month with 31% of the proposed forecast budget being received.

The Clerk reported that there had been a complaint received at the Paramount in regards to the planters. The plants had now passed their season and had died back, therefore they required replanting.

Moved by Cllr Chadburn, Seconded by Cllr Perkins and **RESOLVED** that the planters at St John's Community Centre, Paramount and outside St John's Church be planted with bulbs and seasonal bedding plants and Cllr Wood to be approached to lead in the matter.

2021/53 13. CLERKS ITEMS

13.1 To discuss the Remembrance Service Sunday 14th November 2021.

The Mayor reported that the Royal British Legion Penistone branch had contacted the Clerk to advise that they would no longer be organising the Remembrance parade and road closures due to the change in regulations at the Royal British Legion head office.

Due to the short notice in this matter a number of meetings had been arranged and it was agreed that the event should be operated on a reduced capacity with a reduction in the distance travelled for the parade.

A further meeting had been arranged with the Penistone branch as part of planning for the event.

The Clerk had advised that the event would need in future to be planned in advance and advised that meetings to commence at the start of 2022 for Remembrance 2022.

Moved by Cllr Perkins, Seconded by Cllr G.Millner and **RESOLVED** that Penistone Town Council are to adopt the Remembrance Sunday event as a civic event.

13.2 To consider the Christmas Light switch on Saturday 4th December 2021.

A vote was taken and it was **UNANIMOUS** that the Christmas Light switch on is for Saturday 4th December 2021 at 4 p.m.

13.3 To consider renewal of the Rural Market Town Membership September 2021.

The Clerk reported that the renewal had been sent through for the next financial year at £150 plus vat.

It was **AGREED** that the membership was to not be renewed for 2021 to 2022.

13.4 To consider Chairman Skills training for the Mayor elect.

The Clerk reported that the Mayor Elect had requested to attend a chairman skills training course.

Moved by Cllr Chadburn, Seconded by Cllr Unsworth and **RESOLVED** that the Mayor Elect is to attend a chairman skills training course.

2021/54 14. COUNCILLOR'S ITEMS

14.2 To discuss the Stottercliffe Cemetery memorial – Cllr Chadburn.

Cllr Chadburn reported that there had been discussions via social media for an area within Stottercliffe cemetery for the mass graves of infants and that there are ongoing discussion in

relation to proposed memorial.

Cllr Kitching advised that she and Cllr Greenhough had assisted with the clearance of the area and that they are currently working with bereavement services in the matter. She noted that there is an existing fund raising page and requested that this be shared to the local community.

Moved by Cllr Chadburn, Seconded by Cllr Cutts and **RESOLVED** that Penistone Town Council are to promote the fund raising for the area via their Facebook page. Cllr Kitching is to share this with the Clerk.

2021/55 10. FINANCIAL MATTERS AND GOVERNANCE

10.4 To approve the appointment of replacement Paramount Staff.

The Clerk reported that a number of staffing changes are required to continue with the operations at the Paramount.

Replacement permanent cinema attendant
Replacement permanent cleaner
Permanent attendant to move relief
Two new relief staff to be appointed.

Moved by Cllr Millner, Seconded by Perkins and **RESOLVED** that the above staffing changes be appointments be approved.

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

10.5 To approve the appointment of the Assistant to the Clerk.

Cllr Unsworth reported that interviews had taken place on Friday the 17th September and that Elaine Miller was the successful candidate.

Moved by Cllr Rusby, Seconded by Cllr Perkins and **RESOLVED** that Elaine Miller be appointed as Assistant to the Clerk at Penistone Town Council.

10.6 To consider a request for financial assistance from Hoylandswaine Village Hall – Tiny Tunes - £400.00.

The grant application had been circulated prior to the meeting for a grant application to purchase equipment for the Tiny Tunes Group.

Moved by Cllr Millner, Seconded by Cllr Rusby and **RESOLVED** that the application for financial assistance for £400.00 to Hoylandswaine Village Hall be awarded – LGA 1976 s19.

2021/56 14. COUNCILLOR'S ITEMS

14.1 To consider the review of policies and procedures – Cllr Kimberley.

A report was circulated prior to the meeting created by Cllr Kimberley in conjunction with the Clerk detailing a number of policies that required adoption and also existing ones to be reviewed.

Moved by Cllr Perkins, Seconded by Cllr G. Millner and **RESOLVED** that the list of policies to be adopted and reviewed are to be developed by Cllr Kimberley in collaboration with the Clerk.

2021/57 15. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY MEETING.

Monday 18th October 2021 7.00 p.m. with the annual Council photograph to be taken prior to the meeting therefore arrival is at 6.30 p.m.

Finance and HR meeting Wednesday 6th October 2021 7 p.m. St John's Community Centre.

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