

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Council Chamber, Town Hall,
Shrewsbury Road, Penistone on
Monday 18th October 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, Perkins, Rusby, Shiggins, Trotman, Unsworth and Wood.

Also present

T. Ball – Town Clerk
E. Miller – Assistant to the Clerk
Cllr H Kitching B.M.B.C.

There were no members of the public and press present.

Under the matter of public participation Cllr Barraclough noted that he had been approached by a member from the Thurlstone Community Group who had requested to site a Christmas tree near the Thurlstone War Memorial. The Council **AGREED** that they are happy to support the proposal on the condition that the tree is appropriately installed and secured to prevent any mishaps or potential accidents, and that it is correctly disposed of after the Christmas season.

2021/58 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

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

Cllr Greenhough B.M.B.C. had also sent in his apologies.

2021/59 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.

2021/60 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.

2021/61 4.TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS, (CIRC. HEREWITH) AS A TRUE AND CORRECT RECORD

4.1 Town Council Meeting held on 20th September 2021.

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

4.2 Planning Meeting held on 20th September 2021.

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

4.3 Finance and HR Committee meeting held on 6th October 2021.

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

4.4 Leisure, Amenities & Town Services Committee meeting 6th October 2021.

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

2021/62 5.TO RECEIVE ANY REPORTS FROM ELECTED MEMBERS OF BARNESLEY M.B.C.

Cllr H Kitching B.M.B.C updated the Council in regards to the fund raising at Penistone Cemetery and that it was proceeding well and that they are currently researching other avenues of fund raising. She requested that Councillors share the link for the fund raising project on Facebook to raise public awareness.

Cllr Rusby asked Cllr Kitching if the developers at Wellhouse Lane are withholding affordable housing on this development. Cllr Kitching noted that 30% had been confirmed by the developer which is to be in blocks. She noted that she had been in discussions on how this is to be maintained with the option of possible shared ownership. Cllr Kitching reported that

there are a number of possibilities on how it all may be managed and that she will continue to challenge developers and the Local Authority in the matter.

Cllr Cutts noted that there had been recently a number of individuals at the Market Barn smoking illegal drugs. He noted that the area requires securing as a preventative measure. Cllr Kitching advised that she will update Cllr Greenhough and request that he liaises with the police.

Cllr Cutts requested an update from Cllr Kitching on the Persimmon estate in relation to the access roads. Cllr Kitching noted that the roads had as yet not been brought up to date by the developers, therefore the Borough Council in turn have not been able to adopt the roads.

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

2021/63 6.TO RECEIVE A REPORT FROM DEANNE COOPER SOUTH YORKSHIRE POLICE.

The Town Mayor advised that Deanne had been in contact and that a bulleted report was to be sent in, unfortunately this had not been received for the meeting.

The Town Clerk reported that she had been contacted by Deanne to enquire on the availability of room hire at the Community centre to re-instate the PACT meetings, and that she had responded by asking on specific days and times they require the Centre. The Town Clerk noted that she will chase the matter.

Cllr Kitching advised that Rebecca Richardson of Neighbourhoods had been in contact with her and was looking to restart the meetings.

The Town mayor noted that the meetings had previously been one meeting per month in the afternoon and evening.

2021/64 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**.

CHAPEL LANE

Cllr Shiggins reported that the local MP had now wrote to the resident in relation to the traffic regulation order and the matter is now with the Borough Council. Cllr Kitching noted that there had recently been issues with a HGV that had been stuck at the traffic lights and that she would update B.M.B.C at the next meeting.

BRIDGE END

Cllr Shiggins noted that there had been a degree of traction with intermittent stops and that he had met with the school as part of discussions. He noted due to the ongoing problems in this area that a solution needs to be achieved. A suggestion is to move the traffic and future further strategies are required to maintain the flow. There is also consideration required for the estate on the route and junction as the new housing estate works commence, develop and post completion.

Cllr Perkins is currently in the process of co-coordinating an emergency services report which will be circulated as soon as possible.

RAILWAY BRIDGE

It was noted that Cllr Shiggins is to remind B.M.B.C that the bridge had been hit twice that week and that the ongoing position requires a solution. He stated that as far as he was aware this had been hit 5 times hit this year.

BRIDGE HEIGHT AT PGS

Cllr Rusby reported that she had witnessed a traffic issue at the school walk over bridge and she raised her concerns over the height and potential accidents.

It was **AGREED** that Cllr Shiggins was to contact the school to ascertain the overall height of the bridge.

The Clerk reported that she had chased Oxspring Parish Council to ascertain whether they were still looking to work in partnership in the purchase of a speed indicator device around the area. The Council had confirmed that they have decided to purchase their own device, therefore the Clerk suggested that a feasibility report be produced around the Town Council area and to ascertain if this is to be added to the forth-coming budget for 2022 to 2023.

2021/65 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 Twiggs - thankyou response
- 8.2 Joe Pinguey - Falklands War
- 8.3 White Rose Update - YLCA
- 8.4 Councillors Log In Details - YLCA
- 8.5 Policing Priorities Survey - South Yorkshire Police
- 8.6 Women on Land

MAYORS INVITATIONS

- 8.7 Penistone Agricultural Show - Invitation for Mayor Attendance

8.8 B.M.B.C Mayors Civic Service Invitation
8.9 Kirklees Mayors Dinner Invitation 5th October

8.3 The Council noted that they were happy to support the National Commemorated Military Anniversary in April 2022 on the 40th Anniversary of the Falklands War in relation to the item of correspondence.

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

2021/66 9.TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE (CIRC. WHERE APPROPRIATE)

9.1 General Account £16,519.73

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

9.2 Paramount Account £49,066.36

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

Expenditure exceeding £3,500 financial regulation 4.1 - £11,354.88 Universal Pictures International
Paramount Petty Cash £188.69

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

9.3 Retrospective credit card transactions August to September 2021 - PTC £19.55

Retrospective credit card transactions August to September – Paramount – £1177.94

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

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

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

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

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

2021/67 10. FINANCIAL MATTERS AND GOVERNANCE

10.1 To approve the following list of policies recommended at the Finance and HR Committee meeting 06.10.2021 -:

Lone Working Policy

Moved by Cllr Barraclough, Seconded by Cllr Hayton and **RESOLVED** that the lone working policy be adopted.

Performance Appraisal Policy

Cllr Unsworth noted that the paragraph stating 'Information shared during the appraisal will be shared only with the Finance and HR Committee and the Mayor; confidentiality of appraisal will be respected' should be amended to 'Information shared during the appraisal will be shared only with your line manager and confidentiality of appraisal will be respected.'

Moved by Cllr Barraclough, Seconded by Cllr Perkins and **RESOLVED** that the performance appraisal policy be adopted with the above amendment.

Employee and Members Training Policy

Moved by Cllr Perkins, Seconded by Cllr Barraclough and **RESOLVED** that the employee and members training policy be adopted.

Code of Conduct for Employees

Moved by Cllr Wood, Seconded by Cllr Barraclough and **RESOLVED** that the code of conduct for employees be adopted.

10.2 To discuss the community centre extension.

The Clerk reported that the agenda item in this matter had been deferred for discussion in September/October and she had also been approached by the Archive Project for an update on the current position.

The Clerk advised that the planning application had been granted from the 13th October 2020 to the 12th October 2023. She advised that any major capital projects should not be embarked upon without a detailed feasibility report and a full financial appraisal being considered, covering funding sources, cash flow forecast, revenue and future budget implications. She noted that the costs for the project would in her opinion exceed the £45,000 currently ear-

marked as would need to include a number of additional costs including contingency and suggested that the project be deferred for discussion until the start of the next financial year when confirmed carried forward reserves have been established from the previous financial year.

Cllr Cutts advised to obtain quotes in the New Year as part of forward planning.

Cllr Barraclough reported that due to the building industry currently being busy that this would be an ineffective exercise as builders would not want to attend projects that are planned 12 months in advance.

It was **AGREED** that the community centre extension is to be deferred for discussion until the next financial year.

10.3 To approve the first and interim internal audit report.

The first and interim internal audit report had been circulated prior to the meeting.

The internal auditor stated that internal controls had operated as expected and that there were no causes for concern.

The Clerk reported that the internal auditor had recommended that the current system where online payments are authorised by email by 3 bank signatories be reviewed as currently Councillors are authorising small amounts for payments, and to improve the efficiency of this system that the levels of authorisation be reviewed. The Clerk advised that when the financial regulations are reviewed in February 2021 that this matter be addressed in the review.

Moved by Cllr Unsworth, Seconded by Cllr G.Millner and **RESOLVED** that the first and internal audit report be approved.

10.4 To consider a donation towards the Royal British Legion Poppy Appeal.

The Clerk reported that four wreaths had been provided with a total cost of £68.00 with also a request for a donation towards the Royal British Legion Poppy Appeal.

Moved by Cllr Trotman, Seconded by Cllr Wood and **RESOLVED** that a £100 donation be awarded to the Royal British Legion Poppy Appeal – LGA 1972 s137.

2021/68 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 Cutts reported that the Paramount appears to be trading well and has been busy recently due to viewing of Bond.

Cllr Cutts passed on his thanks to all of the staff and a well done for their hard work.

11.1 To approve recruitment of a relief cleaner.

Cllr Cutts reported that due to the increase in trading that an additional relief cleaner is required.

Moved by Cllr Cutts, Seconded by Cllr Rusby and **RESOLVED** that a relief cleaner be recruited.

2021/69 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 bookings have increased and that we have achieved over 50% of the budget set for 2021 to 2022. Trading has still not increased to levels as pre-covid but are looking optimistic.

The Clerk advised that the insurance had now paid out for the vandalism to the public toilet door, and that it was now on order with a 6 week turn around. This is to be installed shortly in order that the toilets can be re-opened.

The Clerk informed the Council that Christmas Plastic Free Market had been in contact in relation to the booking of the Community Centre for their Christmas event, and had asked if the charge may be waived for the hire.

The Council **AGREED** that a charge must be made for the hire and the Clerk is to advise the group of the grant application process for community activities.

2021/70 13. CLERKS ITEMS

13.1 To approve registration for a PPL/PRS license.

The Clerk reported that a PPL/PRS license is required to play background music at the Community Centre.

Moved by Cllr Barraclough, Seconded by Cllr Wood and **RESOLVED** that a contract is to be entered into for the PPR/PRS license.

2021/71 14. COUNCILLOR'S ITEMS

14.1 To discuss a report on the Trans Pennine trail from the Public Rights of Way Officer – Cllr Trotman.

The Clerk had circulated prior to the meeting correspondence between Cllr Trotman and the Public Rights of Way Officer. The conversation had reported on a recent incident that had occurred on the TPT and discussed issues on the rights of way, lack of adequate signage and that general public were not aware of their responsibilities in this area as they were not clearly indicated.

Cllr Trotman noted that the budget at B.M.B.C for maintenance and improvement is £1,000 per annum which provides constraints. He reported that awareness of the current and existing signage would assist with the ongoing problems and that this be promoted around the area. Cllr Trotman displayed to the Council the existing signage already in use on the TPT.

Cllr G.Millner suggested sharing the sign on Facebook for circulation.

Cllr Wood recommended displaying the sign around the Town Council area on notice boards.

The Clerk suggested that Cllr Trotman in conjunction with the Mayor could possibly contact the press to promote awareness in the matter.

Cllr Unsworth suggested sharing the sign with cycle clubs around the area.

Cllr Trotman is to take the lead in the matter and to liaise with the Clerk in relation to the circulation of the signage.

2021/72 15. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY MEETING.

The Clerk noted that the Finance Officer had requested that the meeting be amended to Monday 22nd November 2021 due to annual leave.

It was **AGREED** that the next full council meeting is to be held on Monday 22nd November 2021.

Signed by.....Town Mayor 22nd November 2021