

## **Penistone Town Council**

Minutes of the Ordinary Town Council Meeting held at the Council Chamber, Town Hall,  
Shrewsbury Road, Penistone on  
Monday 25<sup>th</sup> April 2022 at 7.00 p.m.

**Present: The Mayor Cllr A. Millner in the Chair, Councillors Barraclough, Cutts, Hayton, Hinchcliff, Kimberley, Perkins, Rusby, Shiggins, Trotman, Unsworth and Walker.**

Also present

T. Ball – Town Clerk

E. Miller – Assistant to the Clerk

There were two members of the public present.

Under public participation a member of the public noted their concerns around the Town Council area and had sent in a letter in this matter. He stated that he had reported this direct to B.M.B.C and had received a good response.

He also passed on his thanks to Cllrs <sup>Barraclough</sup> Perkins and Hayton for organizing the Penistone Parkrun. The member of the public also suggested that the Town Council looks into the matter of a newsletter.

The Mayor noted that the Clerk had developed the social media platform and the website and the number of users accessing this had greatly increased since her engagement to act as community engagement and liaison.

### **OPERATION LONDON BRIDGE – MAYORAL OFFICE**

A representative from the South Yorkshire Mayoral office gave a verbal presentation to the Council on operation London Bridge. This is the formal plan when the death of a senior royal occurs, and they had been requested by the national office to share the plans with parish and town councils.

He reported that there is a 12 day process and a significant number of protocols that would need to be adhered to that would start immediately in the event of this occurring.

He noted that the Mayoral office is coordinating specific activities around the area and are seeking to arrange a timetable in this matter.

He suggested that an informal meeting is to be arranged to discuss in more detail due to the complexity and the in-depth requirements required in the event of this occurring.

The Town Mayor noted that a meeting is to be arranged for full council to attend once the documentation has been received. The Mayoral office is to send this to the clerk for circulation.

**2022/06 1. TO NOTE ANY APOLOGIES AND APROVE REASONS FOR ABSENCE**

Apologies were received from Cllrs Chadburn, G.Millner and Wood with reasons for absence approved.

**2022/07 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 Cllr Cutts declared an interest under item 10.6 due to this being a family member and would refrain from voting.

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

The Clerk reported that there were none.

**2022/08 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960.**

Moved by Cllr Cutts, Seconded by Cllr A. 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 10.3,10.4, 10.5 and 10.6 to be moved after agenda item 14.

**2022/09 4.TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS, (CIRC. HEREWITH) AS A TRUE AND CORRECT RECORD.**

4.1 Town Council Meeting held on 21<sup>st</sup> March 2022.

Moved by Cllr Walker, Seconded by Cllr Trotman and **RESOLVED** that they were a true record with a minor typing amendment.

4.2 Planning Meeting held on 21<sup>st</sup> March 2022.

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

#### 4.3 Extra-Ordinary Meeting held on 8<sup>th</sup> April 2022.

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

#### 4.4 Leisure, Amenities and Town Services held on 13<sup>th</sup> April 2022.

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

#### 4.5 Finance and HR held on 13<sup>th</sup> April 2022.

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

### **2022/10 5. TO RECEIVE ANY REPORTS FROM ELECTED MEMBERS OF BARNSELY M.B.C.**

There were no B.M.B.C Councillors in attendance at the meeting to give a report.

### **2022/11 6. TO RECEIVE A REPORT FROM DEANNE COOPER SOUTH YORKSHIRE POLICE.**

The Clerk reported that no communications had been received.

The Mayor advised that he would like this to still remain as an agenda item for future meetings and noted that the PACT meetings had now also started.

### **2022/12 7. TO RECEIVE AN UPDATE FROM THE TRAFFIC WORKING GROUP.**

Councillor Shiggins gave his verbal report to the Council.

#### **Wall at Hoylandswaine**

He noted that a member of the public had reported an issue with the wall at Hoylandswaine to which this had been advised to Highways.

#### **Speed Indicator Device Project**

He informed the Council that Cllr Walker and the Clerk are currently liaising with highways to proceed the matter.

#### **A629 Housing Estate**

He reported that the building works had commenced on the housing estate, where traffic has now started to proceed via the school.

Cllr Wood had also been in communications with a member of the public with ongoing traffic issues.

Cllr Walker reported that after discussions with Highways suitable locations have been identified for installation of the SID's onto the lampposts with a request to not install one at the current time at Millhouse Green due to ongoing developments.

The Clerk reported that she had requested Damon Brown from B.M.B.C to ascertain a quote for the installation of the SID's as she advised that as part of health and safety it would not be recommended for the onsite caretakers to install these and that there is also current legislation as to the positions of the devices to be set at certain angles.

## **2022/13 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 Hoylandswaine AGM
- 8.2 White Rose Weekly Bulletin - YLCA
- 8.3 S106 Presentation - Penistone Ward Alliance Meeting
- 8.4 YLCA South Yorkshire Branch Meeting dates for June and October 2022
- 8.5 White Rose Weekly Bulletin - YLCA
- 8.6 Litter around the Town Council Area - Member of the Public
- 8.7 Hedgehog Highway Project Enquiry
- 8.8 Penistone Rubbish/Litter - Member of the Public
- 8.9 SY Enhanced Partnership Plan & Scheme
- 8.10 White Rose Weekly Bulletin - YLCA
- 8.11 Becoming a plastic free community - Penistone against Plastic Pollution

8.1 Cllr Shiggins reported that he had attended the AGM with Cllr Walker.

8.6 Cllr Hayton suggested that the Council are to work in conjunction with litter picker groups around the area. The Clerk advised that the Council could purchase litter picking equipment and operate a loan scheme to groups. It was **AGREED** that Cllr Hayton is to work with the litter picker groups in conjunction with the clerk.

8.7 Cllr Kimberley requested that the Council are to support the Hedgehog Highway Project. The clerk is to recirculate the documentation to Council for consideration.

8.11 Cllr Hayton noted that as a council it would be a commitment to how the council operates as single use plastic.

Cllr Shiggins noted his concerns due to the size of our organisation and how would this be managed.

Cllr Unsworth recommended that this be discussed in more detail in the future at a Leisure, Amenities and Town Services Committee meeting.

## **MAYORS INVITATIONS**

- 8.12 St Andrews Church - Annual Good Friday Witness - 11 a.m.
- 8.13 Penistone Bench Unveiling - 13th April - 11 a.m.
- 8.14 Tree Planting - Water Meadows - 4th April
- 8.15 Swainfest - 1st July 2022

The Mayor reported that he had been invited to the Penistone Bowling Club on the 31<sup>st</sup> March and he had accepted the invitation.

## **2022/14 9. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE (CIRC. WHERE APPROPRIATE)**

9.1 General Account 23<sup>rd</sup> to 31<sup>st</sup> March 2022 - **£6,972.26**  
General Account 1<sup>st</sup> to the 21<sup>st</sup> April 2022 - **£1,379.83**

Petty Cash 22<sup>nd</sup> to 31<sup>st</sup> March 2022 - **£60.54**

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

9.2 Paramount Account 23<sup>rd</sup> to 31<sup>st</sup> March 2022 - **£33,180.80**  
Paramount Account 1<sup>st</sup> to 21<sup>st</sup> April 2022 - **£49,080.06**

Petty Cash 22<sup>nd</sup> to 31<sup>st</sup> March 2022 - **£182.13**

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

Payments in excess of £3,500 between meetings – **B.M.B.C - £10,450.28**

Moved by Cllr Shiggins, Seconded by Cllr Cutts and **RESOLVED** that the above payment be approved and noted.

9.3 Retrospective credit card transactions February to March 2022 – **Paramount - £1,890.35**

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

9.4 Bank reconciliation for the month ending 31<sup>st</sup> March 2022.  
Bank reconciliation for the year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

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

9.5 To review management accounts for month ending 31<sup>st</sup> March 2022.

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

## **2022/15 10. FINANCIAL MATTERS AND GOVERNANCE**

10.1 To approve the reserves policy 2022 to 2023.

The Clerk reported that the total reserves for the financial year-end were £285,737. She noted that £84,155 of this was ear-marked reserves and the balance of £201,582 of general reserves were in line with the reserves policy. The reserves had increased from last financial year were the general reserves balance did not quite meet the recommended 3 months running costs due to Covid lockdowns, this had now increased and now met the requirements and had exceeded the forecast £275,000 due to improved trading.

Moved by Cllr Trotman, Seconded by Cllr Barraclough and **RESOLVED** that the reserves policy 2022 to 2023 be approved.

10.2 To approve the following policies -:

- Grievance Policy
- Disciplinary Policy
- Complaints Policy.

There was a discussion and a number of debates and comments made in relation to the policies.

Moved by Cllr Kimberley, Seconded by Cllr Perkins and **RESOLVED** that the grievance policy be adopted and approved in draft form and is to be reviewed in July 2022.

Moved by Cllr Kimberley, Seconded by Cllr Walker and **RESOLVED** that the disciplinary policy be adopted and approved in draft form and is to be reviewed in July 2022.

Moved by Cllr Barraclough, Seconded by Cllr Unsworth and **RESOLVED** that the complaints policy be adopted and approved.

10.7 To approve s137 payments 2021 to 2022.

The Clerk gave an explanation on how the Council uses its powers for income and expenditure and that s137 is the power of last resort and is to be recorded separately.

Moved by Cllr Unsworth, Seconded by Cllr Rusby and **RESOLVED** that the s137 list of payments for 2021 to 2022 be approved.

## **2022/16 11. TO RECEIVE A REPORT ON THE PARAMOUNT – CLLR CUTTS**

Cllr Cutts gave a report to the Council with an update on the current showings and activities that are advertised on the website currently and in the forth coming weeks.

He noted that the film audiences had been slow through the month of March but were in line with other organisations. He reported that the maintenance on the roof was still to be completed, with the installation of the upgraded fire alarm to be completed in May. The staff had also been maintaining the moss around the building as this had been reported on a few occasions.

### **Staffing**

He reported that a new duty manager had now been recruited and was to start within the next few weeks

The clerk reported that after a meeting with the Paramount Manager he had requested authorisation to employ additional relief staff to cover for the busy summer periods.

Moved by Cllr Cutts, Seconded by Cllr Walker and **RESOLVED** that additional relief be employed.

## **2022/17 12. TO RECEIVE A REPORT ON THE COMMUNITY CENTRE – TOWN CLERK**

The Clerk reported that the booking income had more than exceeded the forecast for the financial year which had been a difficult year for trading due to covid closures. She advised that the centre was starting to get busier with enquires for bookings for the forth coming year, and passed on her thanks to the community centre staff in assisting her with achieving this and for their hard work.

She reported that a new caretaker had now started and the handover was near to completion from the exiting staff member.

## **2022/18 13. CLERK'S ITEMS**

**13.1** To confirm the number of members on committees for 2022 to 2023.

The Clerk reported that as part of forward planning for the annual meeting that she recommended that the Council considers the number of members on each of the committees prior to the meeting.

Cllr Kimberley suggested that each committee meeting is to be held on different dates and times, with a schedule produced for these meetings.

Cllr Unsworth noted that planning committee meetings work well after full council.

Cllr Cutts noted that the Leisure and Amenities committee meetings had occurred in the past quarterly.

#### **2022/19 14. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY MEETING.**

It was **AGREED** that the Annual meeting on the 16<sup>th</sup> May and the Ordinary Town Council meeting is to be held on the 23<sup>rd</sup> May 2022.

#### **2022/20 10. FINANCIAL MATTERS AND GOVERNANCE**

10.3 To consider a request for financial assistance Hoylandswaine Village Hall - £112.64 - LGA 72 s133.

Moved by Cllr Unsworth, Seconded by Cllr Rusby and **RESOLVED** that financial assistance be **APPROVED** in the sum of £112.64 to Hoylandswaine Village Hall for the annual rates 2022 to 2023 LGA 72 s133.

10.4 To consider a request for financial assistance Hoylandswaine PCC – Church Clock - £198.00 – LGA 72 s137.

Moved by Cllr Shiggins, Seconded by Cllr Rusby and **RESOLVED** that financial assistance be **APPROVED** in the sum of £198.00 to Hoylandswaine PCC for the annual church clock service LGA 72 s137.

10.5 To approve annual increments for the Town Clerk and Assistant to the Clerk 2022 to 2023.

Moved by Cllr Barraclough, Seconded by Cllr Walker and **RESOLVED** that the Town Clerk and the Assistant to the Clerk are to move up their annual increments as per the terms of their contracts for 2022 to 2023.

10.6 To consider former staff member's application for back pay 2021 to 2022.

The Clerk reported that she had received a request from a former employee for back pay for the period 2021 to 2022.

Moved by Cllr Barraclough, Seconded by Cllr Trotman and **RESOLVED** that the former employee is to receive back pay for 2021 to 2022 as soon as possible.

Cllr Cutts abstained from the vote.

Signed by .....Town Mayor 16<sup>th</sup> May 2022