

# Penistone Town Council

Minutes of the Ordinary Town Council Meeting held in the SpringVale Room, St John's Community Centre, Church Street, Penistone on Monday 22<sup>nd</sup> June 2026 at 7.00 p.m.

The agenda and documents relating to this meeting were circulated in advance to the Penistone Town Councillors: Cllr. Yvette Cooper, Cllr. David Cunningham, Cllr. Jonathan Cutts, Cllr. Lorraine Dixon, Cllr. Tristan Drew, Cllr. David Greenhough, Cllr. Vicky Jackson, Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Mandy Lowe-Flelo, Cllr. Trevor Mayne, Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. John Roberts, Cllr. David Walker.

## **Councillors present :**

Cllr. Yvette Cooper, Cllr. Jonathan Cutts, Cllr. Lorraine Dixon, Cllr. Tristan Drew, Cllr. James Kitching, Cllr. Mandy Lowe-Flelo, Cllr. Frances Nixon, Cllr. Jon Palmer (Deputy Mayor & Chair), Cllr. John Roberts, Cllr. David Walker.

## **In attendance:**

Ms. Elaine Miller, Assistant Town Clerk

## **Public participation:**

Mr. Richard Webb representing the committee of Fairtrade in Penistone & Stocksbridge attended the meeting. The Chair Cllr. Jon Palmer invited Mr Webb to address the Council. Mr Webb gave the Council an overview of a project undertaken by Stocksbridge Council in 2025 whereby Christmas cards designed in a competition for primary school children were produced and sold; with the aim of promoting awareness of Fairtrade. Mr Webb suggested that Penistone Town Council should initiate a similar project in 2026. The Chair thanked Mr Webb for his presentation and agreed that the Council will consider the matter at the next Ordinary Town Council meeting on 27<sup>th</sup> July. Cllr. Yvette Cooper offered to act as a contact person liaising between Fairtrade and the Council; this offer was accepted with thanks by Mr. Webb.

## **2026-27/17 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE FROM COUNCILLORS**

The Council **RESOLVED** to note apologies and approve reasons for absence from : Cllr. David Cunningham, Cllr. Hannah Kitching (Town Mayor) and Cllr. Trevor Mayne.

## **2026-27/18 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS**

**2.1** In accordance with Section 31 of the Local Government 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.

There were no declarations of interest.

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

The Clerk reported that there were no written dispensations.

**2026-27/19 3. PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960  
TO CONSIDER WHETHER ANY AGENDA ITEMS REQUIRE EXCLUSION OF THE PRESS AND PUBLIC.**

**3.1** To consider and resolve to exclude the press and public from Item 9.1 which refers to confidential matters.

**RESOLVED** that members of the press and public will be excluded from Item 9.1. The Chair Cllr. Palmer suggested that for the convenience of the observing member of the public, item 9.1 be discussed at the end of the agenda. This was unanimously **AGREED** by the Councillors.

**2026-27/20 4. MINUTES**

**TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD**

**4.1** The Council **RESOLVED** to approve the minutes of PenistoneTown Council's Annual Meeting held on 18<sup>th</sup> May 2026 as a true and accurate record. The minutes were signed by the Chair.

**4.2** The Council **RESOLVED** to approve the minutes of PenistoneTown Council's Extraordinary Meeting held on 28<sup>th</sup> May 2026 as a true and accurate record. The minutes were signed by the Chair. The Chair thanked the Councillors who had attended the meeting.

**2026-27/21 5. CORRESPONDENCE**

**TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE**

**5.1** Invitation to a consultation meeting for the Penistone Station Footbridge & Car Park project, St John's Community Centre, 18<sup>th</sup> June 2026.

The correspondence was **NOTED** by the Council. Councillors Jonathan Cutts and David Walker attended this meeting. They reported that the project is still in the planning stage and there is some uncertainty about the installation of a lift at the station; however the reaction of those attending the meeting was generally positive towards the project.

**5.2** Invitation to the Young Producers Film Screening at the Paramount Cinema, from Barnsley Libraries' Film Camp project, 11<sup>th</sup> June 2026.

No Councillors were available to attend this event. The correspondence was **NOTED** by the Council.

**5.3** Letter regarding the work of Fairtrade in Penistone & Stocksbridge with an invitation to their AGM at St Andrew's Church Hall, 11<sup>th</sup> June 2026.

No Councillors were available to attend this event. The correspondence was **NOTED** by the Council, with thanks to Fairtrade committee member Mr. Richard Webb who was observing the meeting.

## **2026-27/22 6. MAYOR'S INVITATIONS**

### **TO NOTE ANY INVITATIONS RECEIVED BY THE MAYOR**

**6.1** The Deputy Mayor Cllr. Jon Palmer represented the Mayor and Council at the Barnsley Metropolitan Bandfest concert, held at the Paramount Cinema on 13<sup>th</sup> June 2026. Cllr. Palmer reported that he thoroughly enjoyed the concert which was very well attended; being the first time in 30 years that bandfest has been held at the Paramount. Cllr. Palmer asked it to be noted that the Bandfest organisers were extremely complimentary regarding the service they received from the Paramount team in setting up the event.

**6.2** The Town Mayor Cllr. Hannah Kitching has accepted an invitation to visit the Penistone Grammar School Combined cadet Force on 25<sup>th</sup> June 2026.

**6.3** The Deputy Mayor Cllr. Jon Palmer has accepted an invitation to South Yorkshire Street Cats Rescue fund raising event at Fresh Fields farm shop on 12<sup>th</sup> July 2026.

**6.4** Cllr. Jonathan Cutts represented the Mayor and Council at Angel Voices Performing Arts Academy's concert "Club Nostalgia" at the Paramount Cinema on 21<sup>st</sup> June 2026.

The Mayoral invitations and engagements were **NOTED** by the Council.

## **2026-27/23 7. PENISTONE TOWN COUNCIL EXPENDITURE**

**PLEASE NOTE** Full lists of invoices / payments under Agenda Item 7 can be found under the Finance section (PTC / Paramount Outgoings) of Penistone Town Council's website :

<https://penistonetowncouncil.gov.uk/>

### **TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS**

**7.1** Penistone Town Council budget report 1<sup>st</sup> – 31<sup>st</sup> May 2026.

**RESOLVED** that the Penistone Town Council budget report for the period 1<sup>st</sup> –31<sup>st</sup> May 2026 be noted and approved. The report was signed by the Chair.

**7.2** St John's Community Centre budget report 1<sup>st</sup> – 31<sup>st</sup> May 2026.

**RESOLVED** that the St John's Community Centre budget report for the period 1<sup>st</sup> – 31<sup>st</sup> May 2026 be noted and approved. The report was signed by the Chair.

**7.3** Paramount budget report 1<sup>st</sup> – 31<sup>st</sup> May 2026 .

**RESOLVED** that the Paramount budget report for the period 1<sup>st</sup> – 31<sup>st</sup> May 2026 be noted and approved. The report was signed by the Chair.

**7.4** Penistone Town Council bank reconciliation as at 31<sup>st</sup> May 2026.

**RESOLVED** that the Penistone Town Council bank reconciliation as at 31<sup>st</sup> May 2026 be noted and approved. The bank reconciliation was signed by the Chair.

**7.5** Penistone Town Council bank expenditure report 09<sup>th</sup> May – 12<sup>th</sup> June 2026 - **£ 31,385.84**

**RESOLVED** that the Penistone Town Council bank expenditure report for the period 09<sup>th</sup> May – 12<sup>th</sup> June 2026 be noted and approved. The report was signed by the Chair.

**7.6** Penistone Town Council credit card expenditure report 04<sup>th</sup> May – 03<sup>rd</sup> June 2026 - **£ 2.99**

**RESOLVED** that the Penistone Town Council credit card expenditure report for the period 04<sup>th</sup> May – 03<sup>rd</sup> June 2026 be noted and approved. The report was signed by the Chair.

**7.7** Penistone Town Council petty cash expenditure report 01<sup>st</sup> April – 03<sup>rd</sup> June 2026 - **£ 171.57**

**RESOLVED** that the Penistone Town Council petty cash expenditure report 01<sup>st</sup> April – 03<sup>rd</sup> June 2026 be noted and approved. The report was signed by the Chair.

**7.8** Paramount bank expenditure report 09<sup>th</sup> May – 12<sup>th</sup> June 2026 - **£ 79,733.82**

**RESOLVED** that the Paramount bank expenditure report for the period 09<sup>th</sup> May – 12<sup>th</sup> June 2026 be noted and approved. The report was signed by the Chair.

**7.9** Paramount credit card expenditure report 21<sup>st</sup> March – 20<sup>th</sup> April 2026 - **£ 619.80**

**RESOLVED** that the Paramount credit card expenditure report for the period 21<sup>st</sup> March – 20<sup>th</sup> April 2026 be noted and approved. The report was signed by the Chair.

**7.10** Paramount petty cash expenditure – **not tabled.**

**7.11** Penistone Town Council financial summary 1<sup>st</sup> – 31<sup>st</sup> May 2026 (presentation)

The Assistant Clerk reported that the Finance Officer would be pleased to address any queries regarding the financial reports on her return from annual leave on 29<sup>th</sup> June.

**RESOLVED** the Penistone Town Council financial summary for the period 1<sup>st</sup> –31<sup>st</sup> May 2026 be noted and approved. The summary was signed by the Chair.

## **2026-27/24 8. PARAMOUNT CINEMA**

### **8.1 TO RECEIVE AND NOTE THE PARAMOUNT MANAGER’S REPORT**

**RESOLVED** that the Paramount Manager’s Report for May 2026 be **NOTED**.

Cllr. Yvette Cooper commended the Paramount Manager for his extensive knowledge of the cinema industry and his efforts in networking/building good relationships both locally and further afield which promote the Paramount.

### **8.2 TO RECEIVE AND NOTE THE PARAMOUNT EVENT PROFITABILITY ANALYSIS, 01<sup>st</sup> – 31<sup>st</sup> May 2026**

**RESOLVED** that the Paramount Event Profitability Analysis 01<sup>st</sup> – 31<sup>st</sup> May 2026 be **NOTED**.

The Chair Cllr. Jon Palmer commented that the analysis was positive overall.

## **2026-27/25 9. FINANCIAL MATTERS AND GOVERNANCE**

### **9.1 TO RECEIVE AND NOTE AN UPDATE ON AN ONGOING ASSET TRANSFER FROM THE CHAIR, TO CONSIDER ANY ACTIONS AND TAKE ANY DECISIONS RESULTING THEREFROM.**

**N.B.** This matter was discussed confidentially at the end of the agenda, in accordance with the resolution herein at Item 2026-27/19/3.1.

The Chair Cllr. Jon Palmer gave an explanation of the current situation regarding the asset transfer, for the benefit of the Councillors who had been unable to attend the Extraordinary Meeting on 28<sup>th</sup> May 2026. A brief discussion took place regarding the Council’s position.

**RESOLVED** that the Council noted the update from the Chair.

### **9.2 TO CONFIRM THAT THE COUNCILLORS NOT PRESENT AT THE ANNUAL MEETING IN 18<sup>TH</sup> MAY 2026 HAVE SIGNED ACCEPTANCE OF OFFICE FORMS.**

Cllrs. Vicky Jackson and Frances Nixon were not present at the Annual Meeting. Cllr. Nixon signed an Acceptance of Office form during the meeting. The Asst. Clerk will liaise with Cllr. Jackson and confirm at the next Ordinary Town Council Meeting that all Councillors have signed Acceptance of Office forms.

### **9.3 TO NOTE AND CONFIRM THE MEETING DATES FOR THE FINANCE, ASSETS & HR COMMITTEE.**

The Finance, Assets & HR Committee will meet on the following dates: 13<sup>th</sup> July 2026, 14<sup>th</sup> September 2026, 09<sup>th</sup> November 2026, 11<sup>th</sup> January 2027, 18<sup>th</sup> January 2027 (if required to confirm the precept),

08<sup>th</sup> March 2027 and 10<sup>th</sup> May 2027. All meetings will take place at 7pm and be held in the Springvale Room, St John's Community Centre.

**RESOLVED** that the dates for the Finance, Assets & HR Committee meetings be **NOTED**..

**9.4 TO NOTE AND CONFIRM THAT THE MEMBERS OF THE PARAMOUNT MANAGEMENT COMMITTEE AND THE ASSET TRANSFER WORKING GROUP WILL BE NOMINATED AT THE FIRST MEETING OF THE FINANCE, ASSETS & HR COMMITTEE.**

**RESOLVED** that the members of the above named sub-committees will be nominated at the first meeting of the Finance, Assets & HT Committee on 13<sup>th</sup> July 2026.

**9.5 TO CONSIDER A SMALL GRANT APPLICATION FROM ART FOR WELLNESS CIC.**

Further to discussion and a unanimous vote, the Council declined to make the requested grant.

**9.6 TO NOTE THE RENEWAL OF PENISTONE TOWN COUNCIL'S AVIVA COMMERCIAL COMBINED INSURANCE POLICY NO. 100649097CCI ON 01<sup>ST</sup> JUNE 2026**

The Clerk instructed renewal of the policy further to approval by the Mayor Cllr. Hannah Kitching and the deputy Mayor Cllr. Jon Palmer.

**RESOLVED** that the renewal of the policy be **NOTED** by the Council.

## **2026-27/26 10. COUNCILLORS' ITEMS**

None at this time.

## **2026-27/27 11. TOWN CLERK'S REPORT**

### **11.1 TO NOTE AND RECEIVE THE TOWN CLERK'S REPORT.**

The Assistant Clerk reported that the Town Clerk will return from study leave on 2<sup>nd</sup> July 2026.

### **11.2 SPONSORED HANGING BASKETS – TO RECEIVE AN UPDATE FROM THE CLERK AND TO DECIDE UPON THE DISPOSAL OF THE DISMANTLED SPONSOR PLAQUES.**

The Assistant Clerk reported that, further to Barnsley Metropolitan Borough Council's decision to revoke their permission for Penistone Council to use a number of lamp posts for sponsored hanging baskets, the plaques and brackets from the affected lamp posts have been returned to the Council office. Many of the disappointed sponsors have asked whether they can have the plaques, which are the property of Penistone Council.

**RESOLVED** further to a unanimous vote in favour that the returned plaques be given to those sponsors who would like them.

The Assistant Clerk asked the Council whether they wish to pursue any further information from Barnsley Council, for example:

- a schedule of when the unsafe lamp posts will be replaced
- full technical specifications of the testing which was undertaken on the lamp posts and the test results
- whether any new/replaced lamp posts will be automatically approved to carry hanging baskets, whether Barnsley Council will charge a fee for the application process and whether the fee will be payable on an annual basis.

Further to discussion Cllr. Frances Nixon, who is a BMBC Councillor for Penistone East, offered to act as a liaison contact between Penistone Town Council and the Streetlighting Dept. of Barnsley Council. It was unanimously **AGREED** that she will write to Barnsley Council and the Assistant Clerk will help in drafting the letter. Copies of the letter to be sent to the other Penistone East and Penistone West BMBC Councillors.

**RESOLVED** that the Clerk's report be **NOTED**.

**2026-27/28 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL**

Planning application nos. (prefixed 2026) 0295, 0388, 0394, 0429 and 0448 were considered by the Council.

**RESOLVED** that the list of planning applications was **NOTED** with no objections from the Council.

**2025/2026/132 13. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING.**

**RESOLVED** that the next Ordinary Town Council meeting will be held at 7.00 pm on Monday 27<sup>th</sup> July 2026 in the SpringVale Room, St John's Community Centre.

The meeting concluded at 8.04 pm.

Signed by.....Chair, 27<sup>th</sup> July 2026