

## **The Openness of Local Government Bodies Regulations 2014**

### **Record of Decisions made using powers delegated to Clerk & RFO under Local Government Act 1972 Section 101.**

At an extraordinary meeting of Silkstone Parish Council on Monday 23<sup>rd</sup> March 2020 the Council agreed to exercise its power under Local Government Act 1972 Section 101 to empower the Clerk & Responsible Finance Officer to do anything expedient and necessary to ensure the continuous business of the Council for a period of no more than 3 months.

#### **Reference No. 20-001 PAVILION/MUGA/TRIM TRAIL**

Following HM Government restrictions, the Sports Pavilion, MUGA and Trim Trail should be closed with immediate effect.

**RESOLVED** to close the facilities and turn off the heating in the Pavilion.

#### **Reference No. 20-002 PARISH COUNCIL MEETINGS**

In view of HM Government restrictions relating to the Coronavirus emergency the Parish Council meeting scheduled for Monday 6<sup>th</sup> April 2020 should be cancelled.

Furthermore no Parish Meeting will be convened by the Council and all scheduled meetings (with the exception of the Annual Council Meeting) will be postponed and the schedule removed from the website.

**RESOLVED** to cancel the meeting and post an announcement on the Council's website.

**RESOLVED** to remove the meeting schedule for 2020/2021 from the website.

#### **Reference No. 20-003 GRANT APPLICATION**

An application from Silkstone Common Sports & Recreation Association for payment of their initial insurance premium was received 31<sup>st</sup> March 2020.

The PC Grant Award policy states that grants are considered between £100 and £400. However, the Council can have discretion on the amount agreed.

Additionally, the current process does not seem to have flexibility about agreeing grants prior to year end. The next scheduled meeting of the PC would have been 6<sup>th</sup> April 2020 so therefore the grant could only have come out of 2020/2021 grants budget.

The PC has a substantial amount of unallocated 2019/2020 grant budget.

**RESOLVED** to agree to the grant application for £89.00 to be paid out of 2019/2020 subject to receipt of the invoice and propose an amendment to the Grants Awarding policy for 2020/2021.

#### **Reference No. 20-004 PAYMENTS PROCESS**

Currently the Council has four cheque signatories so in line with Financial Regulations each payment has to be signed by two authorised Councillors – there is no requirement to change this presently.

The Council has a duty of care to its employee (Clerk & RFO) to follow the instruction of HM Government during the Coronavirus emergency and not expose him to danger. We are therefore in unprecedented times where usual strict procedures need to be relaxed.

There is a risk that if 3 Councillors become ill or 'self-isolate' there will no ability to make payments.

Financial Regulation 6.3 says that payments can be made "...in accordance with a resolution of Council" so this allows for Council to change the process in response to the emergency. Whilst being far from ideal under normal circumstances; an action needs to be taken immediately.

There has been dissent from one Councillor on the Finance Committee to whom the new temporary process has been proposed.

**RESOLVED** to amend the payment process for an initial period of 3 months.

### Reference No. 20-005 INVOICES FOR PAYMENT

The following payments are required to me made to fulfil the obligations of the Council.

Date	Invoice number	Payee	Description	Net	Vat	Total	Cheque number	Purchase Order
<b>Tax Point</b>								
<b>Paid in between meetings</b>								
30-Mar-20	NPG-11303	Groundworks UK	Repayment of Neighbourhood Planning Grant	£245.00	£0.00	£245.00	301711	N/A
29-Mar-20	909	Kirkwells Limited	Neighbourhood Planning Consultancy	£490.00	£98.00	£588.00	301712	2020-014
30-Mar-20	N/A	Stewart Walton	Handyman Services - Labour	£190.00	£0.00	£190.00	301713	2020-010
30-Mar-20	N/A	Stewart Walton	Handyman Services - Materials	£19.50	£0.00	£19.50	CASH	2020-010
01-Apr-20	N/A	Richard Bell	Parish Clerk Salary - April 2020	£698.23	£0.00	£698.23	SO	SPC01
03-Apr-20	712236A	South Yorkshire Pensions	LGPS - April 2020	£239.44	£0.00	£239.44	301714	N/A
03-Apr-20	673/G3108	HMRC	Income Tax & NI - April 2020	£556.47	£0.00	£556.47	301715	N/A
03-Apr-20	N/A	Thomas Taylor	Newsletter Delivery	£85.00	£0.00	£85.00	301716	N/A
03-Apr-20	N/A	Laura Hill	Newsletter Delivery	£68.00	£0.00	£68.00	301717	N/A
03-Apr-20	673/G3108	HMRC	Income Tax April 2020	£17.00	£0.00	£17.00	301718	N/A
03-Apr-20	N/A	Richard Bell	Printer Cartridges	£40.99	£0.00	£40.99	301719	N/A
03-Apr-20	SINV262730	BOS Office Supplies Ltd	Helpcards - omission of VAT	£2.50	£0.00	£2.50	301720	2020-012
03-Apr-20	EWS 2020-03	Gareth Pritchard	Legionella Monitoring - March 2020	£45.00	£9.00	£54.00	301721	2019-005
<b>Total invoices for payment</b>				<b>£2,697.13</b>	<b>£107.00</b>	<b>£2,804.13</b>		

**RESOLVED** to agree to the payment schedule dated 3<sup>rd</sup> April 2020.

### Reference No. 20-006 CORRESPONDENCE TO NOTE

**RESOLVED** to note the following correspondence:

Two messages concerning 'off road' cycling in Falls Wood.

### Reference No. 20-007 PAVILION ICT

At a previous meeting of the Parish Council the decision to install access to the internet was deferred pending a further report from the Clerk. The report concludes that there are many business and community advantages to allowing access to the internet with no disadvantages.

There is substantial evidence to suggest that large savings on metered gas costs would be available by utilising remote control of the Pavilion heating system via wireless software.

Subsequent to amendment of legislation allowing remote meetings of the Council to be permissible, it is even more prudent to progress this initiative.

**RESOLVED** to authorise PlusNet plc to install a new telephone line and provide access to the internet via a wireless router.

#### **Reference No. 20-008 ALLOTMENTS**

An allotment holder has given notice to not renew their rental so this has been offered to the next person on the waiting list.

**RESOLVED** to issue a tenancy agreement, allotment rules and invoice to the new holder.

Two allotment holders have given notice to not renew their rental and therefore in line with previous practice, their plots will each be split into two and offered to the next persons on the waiting list.

**RESOLVED** to issue Tenancy agreements, allotment rules and invoices to the four new holders.

The sheds and other buildings on plots 1 and 2 have been dynamically risk assessed to be unsafe so the area has been surrounded by 'hazard tape'.

A contractor has visited site with a view to providing a quotation for demolition of the buildings. There are certain regulatory requirements relative to demolition and due to the presence of three asbestos sheets in the roof.

The indicative cost for demolition is in the region of £3,000 + VAT.

Two contractors have viewed the site and provided costing's for refurbishment and demolition.

**RESOLVED** to authorise the preferred contractor to undertake a refurbishment using Purchase Order 2020-018.

#### **Reference No. 20-009 PLANNING APPLICATION**

<https://www.applications.barnsley.gov.uk/PlanningExplorerMVC/Home/ApplicationDetails?planningApplicationNumber=2020%2F0395>

2020/0395	Extending cemetery into adjacent agricultural land – Silkstone Cemetery, Cone Lane, Silkstone, S75 4LY.
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**RESOLVED** to raise no objections but comment about consideration of increased traffic and parked vehicles and consideration of moving the end of the 30mph mandatory speed limit further up Cone Lane.

#### **Reference No. 20-010 AMENDMENT OF STANDING ORDERS & ANNUAL MEETING**

Following a change in legislation, a remote meeting of the Council or of one of its committees can now be convened in accordance with Paragraph 10 of the Local Government Act 1972.

The council has a duty to ensure that all non-confidential meeting papers are posted on its website and where possible, on the website of the principal authority for its district area.

These changes have been added as an addendum to the Standing Orders for Silkstone Parish Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters the existing Standing Orders apply.

**RESOLVED** to amend the Standing Orders to allow a remote meetings of the Council.

**RESOLVED** that the Annual Meeting of Silkstone Parish Council will take place on Monday 11<sup>th</sup> May 2020 utilising web conferencing technology (Zoom) and that notices will be placed in the village noticeboards and on the Council's website allowing 4 working days' notice.

### Reference No. 20-011 INVOICES FOR PAYMENT

The following payments are required to me made to fulfil the obligations of the Council.

Date Tax Point	Invoice number	Payee	Description	Net	Vat	Total	Cheque number	Purchase Order
01-Apr-20		Eon	Pavilion Gas Supply			107.95	DD	N/A
01-Apr-20		Eon	Pavilion Electricity Supply			63.64	DD	N/A
31-Mar-20	Invoice No. 1958	Bothams Prestige	SRG & Villages Maintenance	£1,025.42	£205.08	£1,230.50	301722	2019-009
28-Apr-20	Invoice No. 17	MKB Solicitors	Legal Advice	£525.00	£105.00	£650.00	301723	2020-008
06-May-20	Invoice No. 7	Carl Brown	Handyman Services	£140.00	£0.00	£140.00	301724	2019-007
30-Mar-20	SINV263744	BOS Office Supplies Ltd	Printing of VE Day Commemorative Booklet	£699.00	£0.00	£699.00	301725	2020-015
01-May-20	N/A	Richard Bell	Parish Clerk Salary - May 2020	£698.23	£0.00	£698.23	SO	SPC01
06-May-20	N/A	Progas Services Ltd	Annual Gas Inspection - Sports Pavilion	£60.00	£0.00	£60.00	301726	N/A
30-Apr-20	Invoice No. 1967	Bothams Prestige	SRG & Villages Maintenance	£1,025.42	£205.08	£1,230.50	301727	2019-009
03-May-20	712236A	South Yorkshire Pensions	LGPS - May 2020	£239.44	£0.00	£239.44	301728	N/A
13-May-20	673/G3108	HMRC	Income Tax & NI - May 2020	£556.47	£0.00	£556.47	301729	N/A
05-May-20	1235556	WEL Medical Limited	Defibrillator Electrode Pads x2	£56.00	£11.20	£67.20	DEBIT	
05-May-20	N/A	Barnsley Lock & Safe Co.	Replacement Lock for Pavilion Shutter	£50.00	£10.00	60.00	DEBIT	
13-May-20	N/A	Richard Bell	Office Allowance	£40.00	£0.00	40.00	301730	N/A
19-Apr-20			Office Mobile Telephone	£10.00	£0.00	10.00	301730	
20-Apr-20			Pavilion Broadband Initial Payment	£17.00	£3.40	20.40	301730	
17-Apr-20			Emergency Mobile Telephone (Covid-19)	£8.34	£1.66	10.00	301730	
<b>Total invoices for payment</b>				<b>£4,124.90</b>	<b>£336.34</b>	<b>£4,481.24</b>		

**RESOLVED** to agree to the payment schedule dated 13<sup>th</sup> May 2020.

### Reference No. 20-012 HANGING BASKETS

In view of the extraordinary circumstances the Clerk, Chair and Vice-Chair agreed that the cost of hanging baskets for local businesses would be waived for 2020.

It was further agreed that four sponsored hanging baskets would be taken by the Parish Council.

**RESOLVED** to order 16 new signs from Signs Xtra Ltd under Purchase Order 2020-019 and the order for 22 hanging baskets in Silkstone Common and 28 hanging baskets in Silkstone be placed with Barnsley MBC (Purchase Order to be raised once confirmed).

### Reference No. 20-013 AMENDMENT OF FINANCIAL REGULATIONS

Following a review of the Financial Regulations of the Council FR 3.1 - deletion relative to Silkstone Playing Fields Committee budget (which is erroneously included) and FR 6.21(a) – amendment of Petty Cash holding increased from £100 to £200.

**RESOLVED** to amend and put before the next meeting of the Council on Monday 1<sup>st</sup> June 2020.

## **Reference No. 20-014 MEDIA COMMITTEE**

A remote meeting of the Media Committee took place on Tuesday 19th May to discuss the quotations received by three providers in consideration of our legal obligation to comply with the Accessibility Regulations 2018 and have a compliant website by the end of September 2020.

The Committee discussed the merits of each bidder and the outline requirements to ensure our new website was not only compliant but 'fit for purpose' and future proofed.

In analysing the quotations and additional costs associated with two of the bidders; the recommendation of the Committee was to remain with our current provider, Vision ICT.

**RESOLVED** to contact Vision ICT and start the development and build of our new website and to thank the unsuccessful bidders for their submissions.