

DRAFT MINUTES of the **MEETING** of **SILKSTONE PARISH COUNCIL** held on **Monday 5th September 2022** in Silkstone Sports Pavilion

PRESENT

Meeting chaired by Cllr Lesley Gill

Councillors: Debra Smith and Derek Liddell.

Clerk & Responsible Finance Officer (RFO) : Richard Bell.

Also present: Cllr John Wilson

PUBLIC QUESTION TIME

Cllr D Liddell raised the issue of 'For Sale' signs being installed on the land between Woodland View and Black Horse Drive. Cllr John Wilson said that it was an issue across the Borough and BMBC were going to consider charging estate agents a fee for advertising on their land.

Cllr Gill said that the water leak on Cone Lane had caused major damage to the road surface.

22-063 APOLOGIES

RESOLVED to note apologies received in advance of the meeting date by the Clerk from Cllr Richard Leech, Cllr Janice Wake, Cllr Sue Williams, and Cllr Peter Millar.

Cllr Derek Liddell gave apologies for Cllr Meryl Liddell.

The Clerk had prior to the meeting contacted Councillors who had not given their apologies to ensure the meeting would be Quorate in line with Standing Orders.

22-064 DECLARATIONS OF INTEREST

RESOLVED to note no declarations of interest made.

The Clerk explained that from this meeting onwards a permanent paragraph will be added to agenda to say "Members are reminded that they are personally responsible for, and must update their entry in the register of interests within 28 days of becoming aware of a pecuniary interest that is not already registered (s31, Localism Act 2011)"

22-065 MINUTES

RESOLVED to approve the minutes of the Silkstone Parish Council meeting held on Monday 4th July 2022 as a true and accurate record. The Chair signed the minutes.

22-066 PLANNING APPLICATIONS

2022/0821	Erection of rear extension at two storey rear extension to dwelling at 4 Whinmoor Close, Silkstone, S75 4JG..
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RESOLVED to make no comments.

Members were also asked to note the Planning Applications received during August when no Parish Council meeting is held which were considered by the Chairman of the Planning Committee, Derek Liddell and deemed to not warrant a meeting to be held to consider. As such by default no comments were made on the following applications:-

2022/0287	Amendment to previous application at Finlandia, 23 Cone Lane, Silkstone Common, S75 4PU.
2022/0632	Amendment Bank House Farm, High Street, Silkstone. S75 4FZ - listed building consent.
2022/0636	Amendment Bank House Farm, High Street, Silkstone. S75 4FZ – householder planning permission.

RESOLVED to note.

22-067 NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Smith read out a statement from Ian Turner, Chair of the Neighbourhood Development Plan Steering Group :-

“After the PC agreed the submission plan and other documents in June, the documents were submitted to Barnsley MBC. This prompted BMBC to check the documents for web accessibility, which they failed. Kirkwells did some work on 'their' documents to achieve accessibility, and these have been accepted by BMBC.

AECOM indicated they couldn't update the Design Codes to be accessible. As a result, I produced a text only version of the Design Codes, with a link to the full document. I fully expect this to be accessible because it is simply text, but BMBC will check it.

As previously discussed, BMBC will need to run a further consultation. I'm advised that it is unlikely this will begin before mid-September.”

RESOLVED to note the update.

22-068 MEMBER DECLARATION OF DISCLOSEABLE PECUNIARY INTERESTS

The Clerk gave a resume of dialogue with the office of the Monitoring Officer at Barnsley MBC and the Head of Governance concerning a request for Members to complete the full Disclosure of Pecuniary Interests form following a 'best practice' advice from Barnsley MBC external auditor.

Councillors must register their interests within 28 days of appointment (s30, Localism Act 2011) and they must update their entry in the register of interests within 28 days of becoming aware of a pecuniary interest that is not already registered (s31, Localism Act 2011).

In the interests of transparency, the Clerk recommended to Members that declaration forms are completed as requested and with effect from October 2023 an annual form is completed by all Members.

This, however, does not preclude members from complying with their personal responsibility to notify the Monitoring Officer of any updates.

Cllr Smith said that it was good for transparency and as a reminder to update. Cllr Gill and Cllr Smith both handed the Clerk a completed form.

RESOLVED to accept the recommendation of the Clerk and ask Members to complete a full disclosure form at least every 12 months with effect from October 2023.

22-069 PARISH NEWSLETTER

RESOLVED to note no update in the absence of Cllr M Liddell

22-070 INSURANCE CONTRACT 2022-2023

The Clerk explained that a marketing exercise had taken place in line with Financial Regulations seeking bids from insurers in view of the impending expiry of the current Long-Term Agreement; two bids were received with the third insurer effectively ruling themselves out in view of the clarifications sought which were too onerous.

RESOLVED to approve the recommendation of the Clerk following evaluation of bids received and commence a new 3-year Long Term Agreement with Aviva via BHIB Ltd.

22-071 FINANCE REPORTS

Members were provided in advance of the meeting with four reports from the Scribe Accountancy system for Quarter 1 of 2022-2023 finance year showing a list of cheques, payments made, income received and a budget summary. Members were also provided with the Bank Reconciliation for the same period.

Cllr Smith said it would be useful to have an indication of how each line is forecast to be performing against budget and as an example asked why the Grounds Maintenance spend is showing as nearly 50% of the budget after only 3 months. The RFO explained that every year it is the same due to pre-season works being included.

The RFO will have a look at the reporting tool on Scribe to see if the forecast field can be populated.

RESOLVED to approve the Finance Reports and Bank Reconciliation.

22-072 INVOICES FOR PAYMENT

Date	Invoice number	Payee	Description	Net	Vat	Total	Cheque number	Purchase Order
10-Jul-22		Adobe	Adobe Pro Software	£12.64	£2.53	£15.17		DEBIT N/A
03-Jul-22		Plusnet	Broadband	£26.90	£5.38	£32.28		DD N/A
17-Jul-22		Giff Gaff	Business Continuity Mobile 'phone	£8.34	£1.66	£10.00		DD N/A
19-Jul-22		Amazon	Mobile phone case	£9.99	£2.00	£11.99		DEBIT N/A
19-Jul-22		South Yorkshire Pensions	Local Government Pension Scheme	£277.02	£0.00	£277.02		DD N/A
18-Jul-22		EE	Mobile Telephone upgrade	£33.33	£6.67	£40.00		DEBIT N/A
23-Jul-22		EE	Office Mobile Telephone	£27.60	£5.52	£33.12		DD N/A
21-Jul-22		Zoom Video Conferencing	Conferencing Facilities Fee	£11.99	£2.40	£14.39		DD N/A
01-Aug-22	2022-03	Expert Water Services	Legionella Monthly monitoring	£50.00	£10.00	£60.00		SO 2021-012
01-Aug-22	SPC01	Richard Bell	Parish Clerk Salary	£718.40	£0.00	£718.40		SO N/A
02-Aug-22		Richard Bell	Office Allowance	£40.00	£0.00	£40.00		SO N/A
01-Jul-22		Keeley Baxter	Pavilion Cleaning (£22 per week) x4	£88.00	£0.00	£88.00		SO 2022-030
06-Jul-22		Bothams	Grounds & Village Maintenance	£1,025.42	£205.08	£1,230.50		SO 2019-009
10-Aug-22		Adobe	Adobe Pro Software	£12.64	£2.53	£15.17		DEBIT N/A
03-Sep-22		Plusnet	Broadband	£26.90	£5.38	£32.28		DD N/A
01-Sep-22		WEL Medical Ltd	Debrifibrillator Battery	£192.00	£0.00	£192.00		DEBIT N/A
19-Aug-22		South Yorkshire Pensions	Local Government Pension Scheme	£277.02	£0.00	£277.02		DD N/A
01-Sep-22		EE	Office Mobile Telephone	£25.00	£5.00	£30.00		DD N/A
21-Aug-22		Zoom Video Conferencing	Conferencing Facilities Fee	£11.99	£2.40	£14.39		DD N/A
01-Sep-22	2022-03	Expert Water Services	Legionella Monthly monitoring	£50.00	£10.00	£60.00		SO 2021-012
01-Sep-22	SPC01	Richard Bell	Parish Clerk Salary	£718.40	£0.00	£718.40		SO N/A
02-Sep-22		Richard Bell	Office Allowance	£40.00	£0.00	£40.00		SO N/A
01-Sep-22		Keeley Baxter	Pavilion Cleaning (£22 per week) x4	£88.00	£0.00	£88.00		SO 2022-030
06-Aug-22		Bothams	Grounds & Village Maintenance	£1,025.42	£205.08	£1,230.50		SO 2019-009
16-Aug-22		Silkstone Parish Council	Unity Trust Bank Account Opening	£500.00	£0.00	£500.00		302013 N/A
16-Aug-22		Vision ICT	Operation London Bridge Service	£35.00	£7.00	£42.00		302014 N/A
19-Aug-22		Scribe	Finance Software - Allotments	£375.00	£75.00	£450.00		DEBIT N/A
20-Aug-22		Amazon	Envelopes for Alarm key Fobs	£3.54	£0.71	£4.25		DEBIT N/A
20-Aug-22		Amazon	Bin Liners	£11.64	£2.34	£13.98		DEBIT N/A
29-Jul-22		Minder Alarms	Annual Inspection & New Fob	£48.00	£0.00	£48.00		DEBIT N/A
10-Jul-22		Amazon	Stationary (Plastic Folders)	£7.07	£1.42	£8.49		DEBIT N/A
19-Aug-22		Horsfields Nursery	BFG Competition Prizes	£62.50	£12.50	£75.00		DEBIT N/A
30-Aug-22		Bill Rose	Emergency Plumbing	£100.00	£0.00	£100.00		302015 2022-035
05-Sep-22	SPC/01	HMRC	Income Tax & National Insurance	£529.96	£0.00	£529.96		302016 N/A
05-Sep-22	SPC/01	HMRC	Income Tax & National Insurance	£529.96	£0.00	£529.96		302017 N/A
31-Aug-22		Infinite Fire & Security Ltd	Maintenance Contrar 2022-2023	£110.00	£22.00	£132.00		302018 N/A
05-Sep-22		Bothams Prestige	Blue Pitch Markings	£100.00	£20.00	£120.00		302019 2022-000
Total invoices for payment				£7,209.67	£612.60	£7,822.27		

RESOLVED to approve the payment schedule dated 5th September 2022.

22-073 GRANT APPLICATIONS

The Clerk confirmed that a grant application had been received prior to the meeting and that he had written asking for supporting documentation to be provided.

RESOLVED to defer the application to the October meeting.

22-074 ONLINE BANKING ARRANGEMENTS

The RFO gave an update of the current situation with the transfer of banking arrangements from Co-operative to Unity Trust. There is a problem in getting the transfer through due to the account signatories of the existing and new bank account not being the same due to the existence of a former Councillor being still on as a signatory. The Co-operative will not progress matters until this Councillor is removed from the list which requires him and all the other signatories signing a form.

RESOLVED to note the update.

22-075 OPTION TO OPT OUT OF THE CENTRAL EXTERNAL AUDIT APPOINTMENT ARRANGEMENTS.

The RFO explained that the Council are currently opted in to the arrangements for appointment of external auditors but have the option to opt out.

RESOLVED to accept the advice of the RFO and remain opted in.

22-076 QUEEN ELIZABETH JUBILEE GARDENS WILDLIFE SIGNAGE

The Clerk explained that an approach had been received from CARE about the Council funding a wildlife sign in the QEJG; initial indication of costs is several hundred Pounds.

RESOLVED to agree in principle but ask CARE to make enquiries and provide quotations.

22-077 DEFIBRILLATORS

The Clerk gave an update on progress. Both Defibrillators have been collected and had upgraded software. Both batteries will need replacing.

RESOLVED to note the update.

22-278 CORRESPONDENCE FOR NOTE

RESOLVED to note the following correspondence:

1) Correspondence from a resident about the potential sale of Co-op stores to ASDA and the potential impact upon the Post Office in Silkstone.
2) Blocked culvert in Silkstone under Petrol Station reported to Barnsley MBC.

22-079 MEETINGS

Cllr Richard Leech	Not present.
Cllr Derek Liddell	Represented the Council at Yorkshire Day celebrations. YLCA Joint Executive, NALC Discussion forum.
Cllr Meryl Liddell	Not present.
Cllr Debra Smith	None.
Cllr Janice Wake	Not present
Cllr Lesley Gill	HMQ Jubilee Gardens and represented the Council at Yorkshire Day celebrations.
Cllr Sue Williams	Not present.

Cllr Peter Millar	Not present
Clerk	Meeting various contractors on site, meeting with Handyman .

22-080 DATE OF NEXT MEETING

The next meeting of Silkstone Parish Council will be held in the Silkstone Sports Pavilion on Monday 3rd October 2022 commencing at 6.45pm.

The Chair closed the meeting at 7.35 pm.

Chair's Signature	Date
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