

DRAFT MINUTES of the **MEETING** of **SILKSTONE PARISH COUNCIL** held on **Monday 14 May 2018** at Silkstone Sports Pavilion.

PRESENT

Meeting Chaired by: Cllr Meryl Liddell

Councillors: Andrew Browell, Richard Bell, Richard Leech, Derek Liddell, Debra Smith, Ron Stier, and Chrissie Yates.

In attendance: Parish Clerk, Ward Councillor John Wilson and Barnsley Chronicle reporter.

PUBLIC QUESTION TIME

Items raised in Public question time to be reported to Barnsley MBC Highways :

- Deep pothole opposite lamppost 22 on Cone Lane
- Foxhouse hedge overgrowing onto footpath on Cone Lane
- Noted with thanks that gullies have been cleared on Cone Lane
- Cars parking inconsiderately outside Chemist (Cllr Stier will also raise at the next Police meeting) can anything be done by Highways
- Similar issues at Silkstone Common on the hatched area outside the pub – parked cars causing issues with sight lines at the junction.

Clerk asked to chase Barnsley MBC countryside rangers team regarding repairs to steps between in wood behind Towngate 2 residents have complained to Cllr Leech since he reported to Clerk last month.

It was agreed that the Parish Council handyman will work with CARE to remove the 2 conifers at the junction of the A628 and Silkstone High Street following discussion between the Clerk and Andrea Jackson of Barnsley MBC.

18-001 ELECTION OF CHAIR

RESOLVED following a proposal from Cllr Derek Liddell, seconded by Cllr Richard Leech, to appoint Cllr Meryl Liddell as Chair of Silkstone Parish Council for the forthcoming year.

18-002 ELECTION OF VICE CHAIR

RESOLVED following a proposal from Cllr Meryl Liddell and seconded by Cllr Ron Stier, to appoint Cllr Richard Leech as Vice-Chair of Silkstone Parish Council for the forthcoming year.

18-003 APOLOGIES – RESOLVED to accept apologies from Alan Thompson

18-004 DECLARATIONS OF INTEREST

RESOLVED to note a declaration of interest from Cllr Stier in agenda item 29 Grant application from Silkstone Common Good Companions and from Cllr Bell in agenda item 29 Grant application from Friends of Ladyroyd and The Meadows.

18-005 REGISTER OF INTERESTS

RESOLVED to receive all councillors signed Register of Interests unchanged slips.

18-006 INTERNAL AUDIT

RESOLVED to receive the Internal Auditor's report following his meeting with Cllr Leech and the RFO on 25 April 18.

RESOLVED to note the Internal Auditor's section of the annual return for 2017/2018.

18-007 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED to thank David Hughes for fulfilling the role of Internal Auditor for the Parish Council during the last year and to approve his appointment for the forthcoming year.

18-008 APPOINTMENT OF DATA PROTECTION OFFICER

RESOLVED to appoint Rob Winter of Barnsley MBC as Silkstone Parish Council's data protection officer for the forthcoming year. It was noted that Parish Councils are likely to be exempt from the requirement to have a Data Protection Officer but as this legislation has not yet been confirmed and since it is good practice to have a Data Protection Officer, members agreed on this appointment. The Clerk and Cllr M Liddell will be attending an information session with Barnsley MBC on the General Data Protection Regulations on 13 June 18.

18-009 NOTES FOR AUDITOR FOR 2017/2018

RESOLVED to note the explanation of variances report for the external auditor, which will be sent with the Annual Return for 17/18 to PK Littlejohns.

18-010 SECTION 1 OF THE ANNUAL RETURN – ANNUAL GOVERNANCE STATEMENT 2017/2018

RESOLVED to approve Section 1 of the Annual Return – Annual Governance Statement for 2017/2018.

18-011 SECTION 2 OF THE ANNUAL RETURN – ACCOUNTING STATEMENTS 2017/2018

RESOLVED to approve Section 2 of the Annual Return – Accounting Statements 2017/2018.

RESOLVED to note that the Annual Return will be submitted to the auditor as soon as possible.

The notice for the exercise of public rights will be displayed in the villages between 4 June and 13 July 18.

18-012 ANNUAL REPORT 2017/2018

RESOLVED to approve the annual report for 2017/2018 which will be included in the June edition of the Parish newsletter and uploaded to the website.

18-013 NOMINATION OF CHAIRPERSONS TO PARISH COUNCIL COMMITTEES AND WORKING PARTIES

RESOLVED to update and approve the Parish Council's committee structure. The structure will be uploaded to the website and distributed to members.

18-014 NOMINATION OF COUNCILLOR REPRESENTATIVES TO LOCAL GROUPS

RESOLVED to update and approve the Councillor representatives to local groups. The Clerk will contact groups where there has been a change in their link councillor and advise new link councillors of their groups contact details.

18-015 SCHEDULE OF DIRECT DEBITS AND STANDING ORDERS

RESOLVED to approve the schedule of current direct debits and standing orders.

18-016 GENERAL POWER OF COMPETENCE

RESOLVED to defer this item to the 4 June 18 meeting of the Parish Council.

18-017 MINUTES

RESOLVED to approve the minutes of the Silkstone Parish Council meeting held on Monday 9 April 18 as a true and accurate record. The chair signed the minutes.

Matters arising from the minutes:

Litter on A628 verges still an issue (Clerk asked to contact Stephen Miller to ask if this is something TWIGS can progress)

Potholes between Dodworth/Silkstone and blocked gullies between Dodworth/Silkstone still an issue.

Ben Bank Road flooding due to gullies blocked in grass verge.

Deep pothole at Silkstone Common cross roads still in need of filling.

Tour De Yorkshire feedback- Great turn out, great bunting and great weather! Members agreed that the filming from the helicopter was excellent and really showed off the village. Special thanks to the village chemist and Church who provided refreshments for spectators. The rolling road closure worked well.

RESOLVED to note the minutes of the Annual Parishioners meeting held on Monday 16 April 18

18-018 PLANNING APPLICATIONS FROM BARNESLEY MBC

RESOLVED to record 'no comment' on the following applications:

2018/0590	Erection of single storey front extension to dwelling (Listed building consent) at Croft cottage, Blacker Green Lane, Silkstone
2018/0534	Erection of single storey front extension to dwelling at Croft Cottage, Blacker Green Lane, Silkstone.

RESOLVED that Silkstone Parish Council object to the following application:

2018/0305	Residential development (Outline with all matters reserved apart from access and scale) at Land adjacent 25 Viewlands, Silkstone Common
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Grounds for objection include the unsuitability of footpath 8 for vehicle access, an issue that has been raised on a few occasions in the past. The Parish Council request that the public rights of way officer is consulted on this application. The proposal is also contrary to the Village Design Statement, which is against development of homes in gardens.

18-019 NEIGHBOURHOOD PLANNING

RESOLVED to defer this item to the June Parish Council meeting.

18-020 ASSET REGISTER

RESOLVED to approve the Asset Register.

18-021 YLCA SY BRANCH NOMINATIONS

RESOLVED to approve the nomination of Duncan Wright of Hatfield Parish Council as Branch Chair and Derek Liddell of Silkstone Parish Council as Branch Vice Chair. Also to nominate Derek Liddell as a representative on the Joint Executive Committee. Clerk to forward the nomination form to YLCA.

18-022 SILKSTONE RECREATION GROUND

a. Silkstone Playing Fields Committee

RESOLVED to note the minutes of the Silkstone Playing Fields Committee held on Monday 30 April 18.

b. Budget Monitor 17/18

RESOLVED to note the budget monitor for Silkstone Pavilion and recreation ground up to 31 March 18.

c. Health & Safety

RESOLVED to note that the annual alarm service has been completed today and that no further water ingress has been noted.

18-023 HANGING BASKETS

RESOLVED to note that there will be 26 hanging baskets in the Parish this year with 10 in Silkstone Common and 16 in Silkstone. There has been a significant increase in the number of sponsors requesting a basket in Silkstone this year with an increase from 12 to 16 baskets in the village.

18-024 DOG BIN REQUEST

RESOLVED to note the request from a resident for a dog bin in Silkstone Common but to defer the item to the June meeting when it is hoped a response will have been received from Barnsley MBC relating to costings.

RESOLVED to suspend Standing Orders.

Ward Cllr J Wilson advised that Barnsley MBC are currently undertaking an audit of all dog bins and litter bins in the borough as dog waste can now be deposited in ordinary litter bins. It is likely that a litter bin rather than a specific dog bin will be recommended.

RESOLVED to re-instate Standing Orders.

18-025 FOURTH QUARTER FINANCE REPORT at year end to 31 March 18

RESOLVED to approve the fourth quarter finance report at year end to 31 March 18 including Bank Reconciliation, budget monitor, receipts and payments.

18-026 RESERVES REPORT to 31 March 18

RESOLVED to approve the Reserves Report to 31 March 18 and to thank Cllr Smith for her work on this.

18-027 VAT RECLAIM

RESOLVED to note that the VAT re-claim for the period 1 January to 31 March 18 has been submitted to HM Revenue & Customs.

18-028 INVOICES FOR PAYMENT

Date	Invoice number	Payee	Description	Net	Vat	Total	Cheque number
Paid in between meetings							
09-04-18	055	Handyman	Maintenance March 18	360.00	0.00	360.00	30 1376
10-Apr-18		- Keep Silkstone Common Green	Grant towards start up costs of group	100.00	0.00	100.00	30 1378
30-Apr-18		- Handyman	Maintenance April 18 Delivery of Silkstone newsletters April 18	370.00 93.20	0.00 0.00	370.00 93.20	30 1386 (£463.20)
To be paid @ April 18							
05-Apr-18		- Mr J Wade	Paint for Pavilion	17.81	0.00	17.81	30 1379
12-Apr-18	6346	Comtec Printing Services	Walkers guide leaflets	132.00	0.00	132.00	30 1380
30-Apr-18	PC April 18 PC April 18	Parish Clerk Parish Clerk	Salary April 18 Salary April 18	1,100.00 90.93	0.00 0.00	1,100.00 90.93	SO 30 1381
30-04-18	HMRC April 18	H M Revenue & Customs	Tax & NI April 18	226.22	0.00	226.22	30 1382
30-Apr-18	SYPA April 18	SY Pensions Authority	Pensions April 18	275.58	0.00	275.58	30 1383
30-Apr-18	1470	Bothams Prestige	Grounds Maintenance April 18 + 50p underpaid on March payment	1,065.92	213.08	1,278.50 0.50	30 1384 (£1279.00)
30-Apr-18	SPC039 (May 2018)	Expert Water Services	Legionella monitoring 30/4/18 (for May)	45.00	9.00	54.00	30 1385
01-May-18	7956	Vision ICT	Website hosting and support 18/19	110.00	22.00	132.00	30 1387
01-May-18	33276	Minder Security	Annual inspection and testing of Pavilion alarm	50.00	10.00	60.00	30 1388
26-Apr-18		- Parish Clerk	Expenses - key cutting	24.00	0.00	24.00	30 1389
02-May-18	INV - 2912	John Whitmore Electrical	Replace light in disabled toilet which was causing lights to trip	110.00	22.00	132.00	30 1390
19-Apr-18	169732	Viking Direct	Office supplies order	32.89	6.58	39.47	30 1391
17-Apr-18 01-May-18	49500 -	Shaws Carpets (Factored) Co-op bank	Carpet for community room charge card fee	104.17 2.00	20.83 0.00	125.00 2.00	charge card (£127.00)
06-May-18 06-May-18	H1 5C5C57B9 H1 5C5C59A8	EDN EDN	Pavilion gas bill Pavilion electric bill	119.31 91.29	5.97 4.56	125.28 95.85	DD DD
Total Invoices for Payment				4,620.32	314.02	4,934.34	

18-029 2018/2019 GRANT APPLICATIONS

RESOLVED to pre-approve the following grant applications:

- Silkstone CARE group £284 for the purchase of a new lawn mower

- Silkstone Common Good Companions £400 towards the cost of a coach for a trip to Bridlington.
- Old Silkstone Band £400 towards cost of coach for Saddleworth Band Contest.

RESOLVED that unfortunately the grant application from Friends of Ladyroyd and The Meadows does not meet the Parish Council’s criteria for grant awards. The Clerk will contact the group to explain the situation and invite them to re-submit their application if they are able to meet the criteria.

18-030 BANK MANDATE UPDATE

RESOLVED that all members present signed the bank mandate to enable Cllr Thompson to be added to the cheque signatories for the Parish Council’s bank account.

FURTHER RESOLVED:

- the Co-operative Bank p.l.c. (“the Bank”) shall continue as our bankers in accordance with our original account application, the Business being empowered by and acting within its constitution in giving this instruction
- the Bank shall be authorised to accept instructions (including telephone instructions and written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in All account signatories Section 2 Part C and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the All account signatories Section 2 Part C
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the All account signatories Section 2 Part C
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- the Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- the Bank shall be notified in writing of any change of Authorised User
- the Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C
- the Bank shall be notified in writing of any overall change of control in the business
- all signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

18-031 MEETINGS

Cllr Andrew Browell	Met with Clerk to sign cheques
Cllr Richard Leech	Annual Parishioners Meeting Silkstone Playing Fields Committee meeting

	Media Committee meeting
Cllr Derek Liddell	YLCA Finance & General Purposes Committee Dalton Parish Council Clerk interviews Annual Parishioners Meeting
Cllr Meryl Liddell	Annual Parishioners Meeting Media Committee meeting
Cllr Ron Stier	Silkstone Common Good Companions Annual Parishioners Meeting Silkstone Playing Fields Committee meeting
Cllr Debra Smith	Annual Parishioners Meeting
Cllr Chrissie Yates	Met with Clerk to talk through cheque signing procedure Huskar commemoration events meeting

18-032 CORRESPONDENCE TO NOTE

RESOLVED to note the following correspondence:

The Clerk Magazine
Clerks & Councils Direct – passed to Cllr Liddell
Invitation to the Mayors Civic on 14 June 18 – noted but Silkstone PC will not be represented
Silkstone Common Methodist Church invitation to 150 th year celebration Cllrs Meryl Liddell and Chrissie Yates will attend.
YLCA – Update on GDPR requirements which may now exempt Parish Council's from having a Data Protection Officer – further advice awaited (also reference minute number 18-008)

18- 033 DATE OF NEXT MEETING

The next meeting of Silkstone Parish Council will be held on 4 June 2018 at Silkstone Sports Pavilion commencing at 6.45pm.

Cllr Browell gave his apologies for the June meeting.

The Chair closed the meeting at 8.15pm.

Silkstone Parish Council 14 May 18 Annual meeting

Chair's Signature	Date
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