

**DRAFT MINUTES** of the **MEETING** of **SILKSTONE PARISH COUNCIL** held on **Monday 6<sup>th</sup> December 2021** in Silkstone Sports Pavilion.

## **PRESENT**

**Meeting Chaired by** Cllr Richard Leech

**Councillors:** Peter Millar, Debra Smith, Janice Wake and Derek Liddell.

**Also present :** Richard Bell (Clerk), Ian Turner (Chair of Neighbourhood Plan Steering Group) and one member of the public.

## **PUBLIC QUESTION TIME**

A resident reported issues with the stop box top on Cone Lane still not having been replaced between LC22 and LC23. The overgrowing ivy at the top of Cone Lane is still a problem for pedestrians. The resident also reported a 'near miss' serious road traffic collision on Cone Lane, where a car came out of Broad Farm across Cone Lane into the camping field nearly colliding with his son's car. The resident has reported the incident to the owner of the farm.

The same resident asked if the improvement footpath works adjacent to the Monkey Tunnel in Silkstone Common could be undertaken on footpath number 8 from Ben Bank Road to the Recreation Ground.

Cllr Leech again raised the issue of gully cleaning across the parish. Cone Lane at the Cross is an issue every time there is heavy rain. The A628 does not seem to have had gullies cleaned for some considerable time. He also reported issues with the steps between Towngate and Manor Park so will send photographs to the Clerk for reporting.

## **21-161 APOLOGIES**

**RESOLVED** to note apologies from Cllr Gill and Cllr M Liddell.

## **21-162 DECLARATIONS OF INTEREST**

**RESOLVED** to note that no declarations of interest were made.

## **21-163 MINUTES**

**RESOLVED** to approve the minutes of the Silkstone Parish Council meeting held on Monday 1<sup>st</sup> November 2021 as a true and accurate record. The Chair signed the Minutes.

Cllr D Liddell asked if any progress had been made in relation to the monitoring of Silkstone Tunnels enquiry. The Clerk will made further enquiries.

**The Chairman asked Council to set aside Standing Orders to enable Ian Turner, Chair of the Neighbourhood Plan Steering Group to speak in connection with Agenda item 6.**

**RESOLVED** to agree to set aside Standing Orders at 7.03PM.

## **21-164 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**

In Turner, Chair of the Neighbourhood Plan Steering Group gave a verbal presentation to Council.

Following the ‘Issues & Options’ consultation, twenty comments had been received so the NDP had been updated to take these into account.

Members were asked to agree the Neighbourhood Development Plan as presented, subject to a minor revision to the map on page 31 for the purposes of Regulation 14.

Ian Turner asked if the Parish Council had received any comments from the various land/property owners in respect of the proposed lists of local green space and non-designated heritage assets. The Clerk confirmed no correspondence had been received.

Ian Turner confirmed that the Regulation 14 consultation was expected to take place between 28<sup>th</sup> February 2022 and 11<sup>th</sup> April 2022 which is a statutory period of 6 weeks before independent consideration by the Planning Authority, Barnsley MBC.

**The Chairman asked Council to reinstate Standing Orders.**

**RESOLVED** to agree to reinstate Standing Orders at 7.18PM.

**RESOLVED** to agree and adopt the Neighbourhood Development Plan as presented, subject to the revision to the map of page 31; for the purposes of Regulation 14 of The Neighbourhood Planning (General) Regulations 2012.

#### **21-165 PLANNING APPLICATIONS**

2021/1303	Two story side/rear extension to house at 18 Pack Horse Green, Silkstone, S75 4JT
2021/1370	Erection of 3 car garage and acoustic fence at Noblethorpe Hall, Silkstone, S75 4NG.
2021/1529	Erection of domestic stables at Noblethorpe Hall, Silkstone, S75 4NG.
2021/1537	Erection of 3 car garage and acoustic fence at Noblethorpe Hall, Silkstone, S75 4NG – listed building consent.
2021/1605	Erection of domestic stables at Noblethorpe Hall, Silkstone, S75 4NG – listed building consent.

**RESOLVED** to make no comments.

#### **21-166 SOCIAL MEDIA UPDATE**

The Clerk confirmed that a new Facebook account had been created and was in the process of being designed by Breakthrough Communications for handover. Once this is done, progress can be made with the electronic newsletter initiate. The Clerk also confirmed that an SSL certificate had now been installed by Vision ICT so that users will see the Council’s website as a “secure connection”.

**RESOLVED** to note the updates.

## **21-167 YOUTH COUNCIL WORKING PARTY**

**RESOLVED** to agree a £15 prize voucher by purchased for the 'Mario Cart' Event on Friday 10th December 2021.

## **21-168 FINANCE COMMITTEE**

**RESOLVED** to accept the draft minutes of the Committee following the meeting of 22<sup>nd</sup> November 2021 and adopt the recommended Terms of Reference.

**RESOLVED** to approve the recommended Earmarked Reserve provisions.

**RESOLVED** to defer budget discussions until the next meeting.

## **21-169 STAFFING COMMITTEE**

**RESOLVED** to defer the item to the next meeting.

## **21-170 MEETING DATES**

**RESOLVED** to approve the Meeting Dates for 2022.

## **21-171 YLCA CONSENT FORMS**

**RESOLVED** to ask Members to complete the forms if they wish and pass to the Clerk, to receive emails from YLCA.

## **21-172 FINANCE REPORT**

Cllr Smith was unhappy that the total budget provisions per Cost Centre contained within the report did not correspond with the agreed budget for 2021-2022. She did not feel able to agree the Finance Report as presented.

The Clerk explained that this was the first year of reporting using the Accountancy software, so anomalies were unavoidable; if Members had specific questions regarding specific Cost Centres and variations between budget, actual spend and forecast these could be dealt with separately by the Clerk/RFO.

By using new Cost Centre labels in order to provide more transparency and better reporting it is not possible for the budget figures to correspond exactly on all items. This will not be the case for the end of year report or Finance Reports in 2022-2023.

The report that has been produced shows all deposits into the Bank Account by Cost Centre and all transactions made from the Bank Account by Cost Centre with no discrepancies.

The Bank Reconciliation that has been produced for Quarter 1 and Quarter 2 of finance year 2021-2022 are correct and show a £78 difference which relates to cheques not presented from the 2020-2021 financial year. Cllr Smith suggested that a dummy entry should be used to reconcile this at financial year end. The Clerk will revert to Scribe Accountancy for guidance given it is the first year of reporting using the software.

The Bank Reconciliations will be passed to the Chairman of the Council for signature.

**RESOLVED** to accept the Bank Reconciliation as presented.

**RESOLVED** to note the concerns of Cllr Smith.

## 21-173 INVOICES FOR PAYMENT

Date Tax Point	Invoice number	Payee	Description	Net	Vat	Total	Cheque number	Purchase Order
01-Nov-21		Eon	Pavilion Gas Supply	£62.67	£3.13	£65.80	DD	N/A
01-Nov-21		Eon	Pavilion Electricity Supply	£61.59	£3.08	£64.67	DD	N/A
09-Nov-21		Adobe	Adobe Pro Software	£12.64	£2.53	£15.17	DEBIT	N/A
17-Nov-21		Giff Gaff	Business Continuity Mobile 'phone	£8.34	£1.66	£10.00	DD	N/A
20-Nov-21		South Yorkshire Pensions	Local Government Pension Scheme	£277.02	£0.00	£277.02	DD	N/A
30-Nov-21		EE	Office Mobile Telephone	£5.00	£1.00	£6.00	DD	N/A
20-Nov-21		Zoom Video Conferencing	Conferencing Facilities Fee	£11.99	£2.40	£14.39	DD	N/A
01-Nov-21		Expert Water Services	Legionella Monthly monitoring	£50.00	£10.00	£60.00	SO	2021-012
01-Dec-21	SPC01	Richard Bell	Parish Clerk Salary - September 21	£718.40	£0.00	£718.40	SO	N/A
11-Nov-21		Plusnet	Broadband	£17.00	£3.40	£20.40	SO	N/A
01-Dec-21		Richard Bell	Office Allowance	£40.00	£0.00	£40.00	SO	N/A
01-Nov-21		Claire Kellett	Pavilion Cleaning (£20 per week)	£80.00	£0.00	£80.00	SO	2021-023
04-Nov-21	2438	Bothams Prestige	Grounds & Villages Maintenance	£1,025.42	£205.08	£1,230.50	SO	2019-009
13-Nov-21		Stewart Walton	Handyman Services SRG & Villages	£133.42	£0.00	£133.42	301923	2021-045
13-Nov-21		Royal British Legion	Remembrance Wreath	£30.00	£0.00	£30.00	301924	N/A
12-Nov-21		Amazon	Envelopes	£3.32	£0.67	£3.99	DEBIT	N/A
03-Dec-21		Shen Zhen Hao Yuan	Christmas Lights	£11.46	£2.31	£13.77	DEBIT	N/A
03-Dec-21		Amazon	Christmas Lights Batteries	£61.74	£12.36	£74.10	DEBIT	N/A
03-Dec-21		Aloici (Amazon)	Christmas Lights	£42.76	£8.55	£51.31	DEBIT	N/A
04-Oct-21		HMRC	Income Tax & National Insurance	£679.27	£0.00	£679.27	301925	N/A
29-Oct-21	46798	Alarm Fobs	Minder	£69.00	£13.80	£82.80	301926	N/A
28-Nov-21		Newsletter Production	Barnsley Office Supplies	£547.50	£0.00	£547.50	301927	2019-014
09-Nov-21	1059	Kirkells Limited	Neighbourhood Plan Consultancy	£2,450.00	£490.00	£2,940.00	301928	N/A
06-Dec-21		Denise Woodhall	Newsletter Delivery	£120.00	£0.00	£120.00	301929	2021-011
06-Dec-21		Leona Thomas	Newsletter Delivery	£120.00	£0.00	£120.00	301930	2021-049
29-Nov-21		Facebook Set up Costs	Breakthrough Communications	£355.00	£71.00	£426.00	301931	2021-047
25-Nov-21		Christmas Lights	First Impressions	£2,623.00	£524.60	£3,147.60	301932	2021-026
01-Dec-21		Sue Williams	Mario Cart Challenge	£82.24	£0.00	£82.24	301933	N/A
01-Dec-21		Trim Trail Inspection	Barnsley MBC	£48.33	£9.67	£58.00	301934	N/A

**RESOLVED** to approve the payments schedule dated 6th December 2021.

## 21-174 UTILITY PROVIDER CONTRACT RENEWAL

**RESOLVED** to defer to the next meeting.

## 21-175 GRANT APPLICATIONS

A grant application has been received from 'Heritage Silkstone' to purchase two new laptops for recording of archive material. The laptops cost £400 each.

**RESOLVED** to agree the grant application up to the maximum of £400 using the power to encourage tourism under Local Government Act 1972 s144.

## 21-176 MEMBERSHIP & SUBSCRIPTION FEES

**RESOLVED** to approve renewal of the SLCC membership fee and Microsoft 365 software package.

## 21-177 SILKSTONE RECREATION GROUND

The Clerk reported that the Groundsman has recommended 'vertidrain' drainage works are undertaken on both the football and cricket playing surfaces.

**RESOLVED** to agree the drainage works as proposed at £750 + VAT.

## 21-178 COMMUNITY & ASSET SECURITY

Cllr Wake said that the planned crime prevention event had been postponed due to adverse weather conditions and will be re-arranged in early 2022.

Cllr Wake also said that new Neighbourhood Watch groups will be getting set up in 2022 and asked Council if any funding was available for the £25 per sign cost.

The Clerk confirmed that the Council has power to install and maintain equipment with a view to preventing crime under Local Government Rating Act 1997.

**RESOLVED** to note the update from Cllr Wake and await details of how many signs will be required.

## 21-179 CORRESPONDENCE FOR NOTE

**RESOLVED** to note the following correspondence:

1) Good Companions sent their thanks to the Parish Council for the grant award.
2) Several emails about the decision to remove sponsorship signs – Clerk responded saying feedback in 2020 was to remove the signs.
3) Email about the SID on Ben Bank Road being inoperative (battery allowed to run out purposely) – Clerk responded to confirm temporary basis of SID's.
4) Request from a provider of recycling of mobile devices to advertise on the Council's website – Council kindly denied.

## 21-180 MEETINGS

Cllr Richard Leech	Finance Committee, Christmas Tree installation.
Cllr Derek Liddell	Silkstone Common Sports & Recreation Association.
Cllr Meryl Liddell	Not present.
Cllr Debra Smith	Finance Committee Meeting
Cllr Janice Wake	Neighbourhood Development Plan
Cllr Lesley Gill	Not present.

Cllr Sue Williams	Neighbourhood Development Plan and Youth Council.
Cllr Peter Millar	Youth Council
Clerk	Finance Committee, Christmas Tree installation and various contractors.

**21-181 DATE OF NEXT MEETING**

The next meeting of Silkstone Parish Council will be held in the Silkstone Sports Pavilion on Monday 10<sup>th</sup> January 2021 commencing at 6.45pm.

*The Chair closed the meeting at 8.37pm.*

Chair's Signature	Date
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