



TANKERSLEY PARISH COUNCIL

Clerk: Catherine Mullen

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To: All Members of Tankersley Parish Council

You are summoned to the Ordinary Meeting of Tankersley Parish Council on Monday 20th September 2021 at 7.00 pm. This meeting will be held in Tankersley Welfare Hall for the purpose of transacting the following business.

**Catherine Mullen
Parish Clerk and Responsible Finance Officer
14th September 2021**

The Council is limited in terms of the capacity of the Welfare Hall. It would be helpful if members of the public wishing to attend contacted the Clerk by e-mail if they are planning to attend the meeting.

Members of the public may submit questions or statements in writing to the Clerk at clerk@tankersleypc.org by noon on the day of the meeting.

Please **do not** attend if you have any recognised Covid-19 symptoms.

The Chairman will confirm whether the meeting may be filmed, photographed or audio recorded. If any member of the public present at the meeting objects, please inform the Chair or the Parish Clerk before the start of the meeting.

During the meeting and at the Chairman's discretion, the meeting will be opened to enable questions or statements to be made by members of the public for a maximum time of 15 minutes. Members of the public are asked to restrict their comments and/or questions to three minutes.

Agenda

1. Apologies

1.1 To receive and accept apologies from Councillors. [LGA 1972 s85 \(1\)](#)

1.2 To note the attendance record of Councillors. Discussions with YLCA have been ongoing since a councillor was disqualified because of missing Parish Council meetings for 6 consecutive months. The YLCA have confirmed councillor absences can be authorised and so avoid the clock ticking for the 6 month rule if approval for absence is sought before the meeting that will not be attended, or as a result of an emergency, and is approved by the council in a Parish Council meeting and recorded in the minutes.

2. Public Question Time

To receive questions and statements, either verbal or written, from members of the public. [Public Bodies \(admissions to meetings\) Act 1960 s1 extended by the LG Act 1972 s100](#)

3. Minutes

To consider and resolve to approve as a true and correct record the Minutes of the Ordinary Meeting held on Monday 16th August 2021. ([LGA 1972 sch 12, para 41\(1\)](#))

(Appendix A)

4. Declarations of Interest and Dispensation Requests

4.1 To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. ([Disclosable Pecuniary Interests\) Regulations 2012 \(SI 2012/1464\)](#) (NB this does not preclude any later declarations).

4.2 To consider any Dispensation Requests received by the Clerk and not previously considered. ([Localism Act 2011 s33\(b-e\)](#))

5. Business Raised During Public Question Time

To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors to the appropriate working group or to resolve to agree on any other action

6. Election to fill Casual Vacancies

The Clerk advertised the 2 casual vacancies and Electoral Services have confirmed that the vacancies may be filled by co-option. The notices of vacancies by co-option have been issued. The closing date for applications is 1 October 2021 and the selection process will take place at the October meeting. ([LGA 1972 s.85](#))

7. Clerk's Report

To consider the on-going issues and actions resulting from the last meeting

7.1 Complaints Policy

At the last meeting the Clerk was tasked with producing a complaints policy

(Appendix B)

7.2 Vexatious Complaints

At the last meeting the Clerk was tasked with producing a policy for dealing with repetitive and vexatious complaints.

(Appendix C)

7.3 Councillor Security

At the last meeting concerns were expressed about the personal security of councillors. The Clerk was tasked with producing guidance for councillors to follow regarding meeting residents on official business.

(Appendix D)

7.4 Allotments Review and Action Plan

To note the Clerks report and resolve to

(Appendix E)

- 7.4.1** authorise the existing structures on plots 2, 5, 6, 7, 8, 9, 11 and 14
- 7.4.2** authorise the proposed structure, a new greenhouse, on plot 2
- 7.4.3** re-confirm the legacy tenancy issued to Plot 9 in 2017 which accepts that the tenancy holder lives 1 mile beyond the parish boundary.
- 7.4.4** issue a legacy tenancy to Plot 3 which accepts that the tenancy holder lives 1 mile beyond the Parish boundary
- 7.4.5** authorise retrospectively the creation of a new plot between plots 5 and 6 currently known as 5A
- 7.4.6** authorise retrospectively the creation of 3 new smaller plots from the former plot 12. The new plots are currently known as plots 12, 13 and 14
- 7.4.7** authorise the Clerk to produce a new tenancy agreement which will last for 5 years with allotment rents being reviewed at every October Parish meeting and invoices for the annual rent issued very December for payment in January. The new tenancy agreement will be considered at the meeting of the Parish Council in October 2021
- 7.4.8** authorise the Clerk to produce a new tenancy agreement for the legacy tenants on plots 3 and 9 that takes into account the fact that they live beyond the 1 mile parish boundary.
Consideration should be given to including the partner of the allotment holder of Plot 9 to be a joint tenant in the new tenancy agreement. The new tenancy agreement will be considered at the meeting of the Parish Council in October 2021
- 7.4.9** authorise the Clerk to investigate further regarding the people who requested to go on the waiting list and the status of plots 4, 10, 13 and 14. Report back at the October meeting
- 7.4.10** to join the National Allotment Society
- 7.4.11** authorise the Clerk to review the allotment rents and make recommendations for 2022 -23. Report back at the October meeting
- 7.4.12** advertise for people to go on the waiting list

7.5 Authorise the Clerk to produce an Allotment Policy that incorporates the results of the following motions

- 7.5.1** The allotments shall be provided for residents of Tankersley parish and people living within 1 mile of the parish boundary.
In exceptional cases where tenants have maintained a plot for more than 15 years and kept the plots in excellent condition the council may exercise a discretion and issue a legacy tenancy for tenants living beyond the 1 mile parish boundary.
- 7.5.2** No household shall have more than 1 allotment plot
- 7.5.3** A joint tenancy agreement may include not only spouses and partners but also a parent and their adult child.
- 7.5.4** Where chickens / rabbits are kept on the allotment plot the policy shall detail the animal welfare conditions to be met and also cover removal of buildings from a plot if the plot holder ceases to have animals or gives up the plot.
- 7.5.5** On taking out an allotment tenancy an allotment holder will pay a deposit of £50/£75/£100 or other amount the council considers appropriate. The deposit will be returned to the allotment holder when the tenancy agreement ends provided that the plot is returned in good condition. Where a plot is not returned in good condition the deposit will be used to clear the plot and return it to good condition so that it can be let again.
- 7.5.6** The Clerk and members of the Parish Council will meet with allotment holders at an allotment general meeting at least once a year. Further general meetings may be arranged.

7.6 Council Tax Increases
Update

8. Any Matters Arising from the Minutes of the Last Meeting, not Covered by Agenda Items.

9. Financial Matters
9.1 Expenditure

i) Clerks Net Salary – for August '21 paid 15 September 2021	349.60
ii) Clerks Expenses – Aug – Sep working from home allowance	24.00
iii) HMRC tax (Clerk) will be paid quarterly	87.20*
The tax has been paid to HMRC	
Retrospective reimbursement for Clerk for purchasing prizes for Scarecrow Event – Amazon vouchers	60.00
TOTAL	520.80

9.2 Income

Interest on Deposit account – September	0.11
Payment from Cllr Crossley re refund from Cream Bouncy Castle event of 14 August 2021	50.00
Payment from Cllr Crossley re overpayment for spray paint purchased for event of 14 August 2021	0.25
	50.36

9.3 Current and Deposit Account Statements as at 1 September 2021

Current	£26,428.69
Deposit	£12,502.46
Total	£38,931.15

9.4 Expenditure to be Authorised

To resolve to approve the payments for September:

Item	Cost £
Reimburse Cllr Laverack for purchasing token prizes for entrants of scarecrow event.	17.91
Total	17.91
TOTAL Expenditure	538.71

9.5 Banking Issues

At the last meeting the difficulties experienced with Nat West bank were explained. The Clerk was tasked with preparing a review of current accounts with other banks so that if necessary steps can be taken to change banks. To review the Clerk's report and resolve the action to be taken.

[\(Appendix F\)](#)

9.6 Reclaiming VAT

To review the report on reclaiming VAT. No action can be taken to reclaim VAT until the bank account address has been changed or a new account is in place.

[\(Appendix G\)](#)

9.7 Redesign and Rebuild of Web-site

The current web-site was designed and built 2012-2013. At the time it was an excellent design and build, but 8 to 9 years later it is creaking and although a very elegant design it does not engage and could be far more visually interesting and relevant.

The site is quite quirky because of design fixes made when the site was first built. These have been dealt with by wordpress itself. Eg. The coding fix to post the agendas and minutes within an indexed system.

The site has been used by people unfamiliar with wordpress. Consequently, there are numerous "dead" files in the system which causes confusion and is very time consuming. Requesting authorization to have the site re-designed, re-built and pointed to the existing domain. Estimated cost £1,500 no VAT. If authorization given a site map for the redesigned site will be produced for the October meeting and designs produced for approval. Work on uploading the content for the redesigned site unlikely to start until February 2022

9.8 Financial Regulations

The current Financial Regulations do not reflect how the council operates or legislative changes made in 2014. The amended Financial Regulations are in line with the regulations produced by NALC November 2019 but amended to take account of banking realities and how the council operates.

(Appendix H)

9.9 Preparing the 2022-23 Budget

Budget plans for events to take place in 2022-23 should be submitted by the October Meeting. In addition to updating the Financial Regulations the Council needs a Risk Management Policy and to carry out a Risk Assessment in September to be reviewed at the October meeting.

10. Model Code of Conduct

This has rolled over from the last meeting. Cllr Greaves has circulated a note

11. Projects for 2021 - 2022

11.1 Councillor Clinics

Feedback by Cllrs involved in the pilot

11.2 TPC Community Led Parish Plan 2021 - 24

This has rolled over from the last meeting

(Appendix I)

11.3 Scarecrow Festival

Update by Cllr Laverack

11.4 Amenities Working Group

11.4.1 Notes from the initial meeting of the Amenities Working Group held on 17th August 2021.

A number of the items contained in the notes exceed the Council's statutory authority and therefore it is not possible to action the points identified by the group at this meeting.

(Appendix J)

11.4.2 Terms of reference for the Amenities Working Group to be considered

11.4.3 Membership of the Amenities Working Group to be decided

(Appendix J)

11.5 Community Survey

Update. Cllr Coy has pointed out that no-one came forward to support reviewing and creating a new survey.

11.6 Benches in Tankersely and Pilley

This has rolled over from the last 3 meetings

11.7 Hanging Baskets for 2022

The hanging baskets were a great success this summer. There is a waiting list of residents wishing to sponsor hanging baskets in 2022. Update on issues from Cllr Crossley.

11.8 Halloween Event

To consider a proposal from Cllr Coy for a Halloween Event.

(Appendix K)

11.9 Bonfire 2021

BMBC have confirmed they have received all the papers and that the application is being considered by the Safety Advisory Board

11.10 Childrens Christmas Party

This has rolled over from the last 2 meetings

11.11 Platinum Jubilee

Carried over from 21 June Meeting

12. Planning Applications

To consider the following planning application.

12.1 2021/1095

Erection of two storey rear extension to dwelling
15A The Avenue, Pilley, Barnsley, S75 3AQ

<https://wwwapplications.barnsley.gov.uk/PlanningExplorerMVC/Home/ApplicationDetails?planningApplicationNumber=2021%2F1095>

13. Date of next meeting

To resolve to note the date of the next ordinary meeting of the Parish Council as Monday 18th October 2021 at 7.00 pm and to be held in the Welfare Hall, Tankersley.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety and Human Rights.