



TANKERSLEY PARISH COUNCIL

Clerk: Catherine Mullen

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To: All Members of Tankersley Parish Council

You are summoned to the Annual Meeting of Tankersley Parish Council on Monday 16th May 2022 at 7.00 pm. This meeting will be held in the Tankersley Hub for the purpose of transacting the following business.

**Catherine Mullen
Parish Clerk and Responsible Finance Officer
9th May 2022**

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

The meeting may be filmed, photographed or audio recorded (recording). The recording may be paused or halted to take account of safeguarding requirements and the wishes of any members of the public who do not wish to be included in the recording or if recording is at risk of disrupting 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

CORE REQUIREMENTS

Covering governance administration, finance and asset management

- 1. Election of Chair**
To resolve to elect a Chair for the 2022/23 civic year. [Local Govt Act 1972, s15\(2\)](#)
- 2. Election of Vice Chair**
To resolve to elect a Vice Chair for the 2022/23 civic year. [Local Govt Act 1972, s15\(6\)](#)

3. Apologies

3.1 To receive and accept apologies from Councillors. [Local Govt Act 1972 s85 \(1\)](#)

3.2 Attendance record

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. 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 Local Gov Act 1972 s100](#)

6. Minutes

To consider and resolve to approve as a true and correct record the Minutes of the Ordinary Meeting held on Monday 21st March 2022. [\(LGA 1972 sch 12, para 41\(1\) \(Appendix A\)\)](#)

7. 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.

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

9. Three Year Plan

9.1 To resolve to approve the Parish Council's Framework for its 3 Year Plan for 2022/23. [\(Appendix B\)](#)

9.2 To consider and resolve whether the Parish Council should carry out a Neighbourhood Plan to consider the changed needs of the parish.

10. Allotments Update – [\(Small Holdings & Allotments Act 1908, ss. 23, 26, and 42\)](#)

10.1 The allotment holders of Plot 14 recently requested and received authorisation to erect a shed on their plot. They have however erected a greenhouse and are requesting authorisation for the change.

10.2 Enforcement Notice 1 was served on an allotment holder. The response raises questions regarding enforceability and the ability to continue to manage the allotments. To consider setting a time frame for improvements and if the situation does not improve to formally resign as managers of the allotment site. Note for 2022/23 the Parish Council will continue to insure the allotment site.

11. Financial Matters

11.1 Expenditure

i) Clerks Net Salary –	530.44
iii) Clerks Expenses –working from home allowance	24.00
iv) HMRC tax (Clerk) paid monthly	0.00
TOTAL	554.44

11.2 Income

VAT refunded for 01/08/21 to 31/03/22	544.46
Interest on Deposit account	0.87
TOTAL	545.33

11.3 Current and Deposit Account Statements
As at 1 May 2022

Current	£34,111.04
Deposit	£12,504.07
Total	£46,615.11

11.4. Bank Reconciliation Statements

11.4.1 To consider and authorise signing of the Current Account Bank Reconciliation Statement up to 30 April 2022.

11.4.2 To consider and authorise signing the Deposit Account Bank Reconciliation Statements to 30 April 2022

(Appendix C)

11.5 Asset Register

11.5.1 To resolve to approve retrospectively that the two new Jubilee Benches should be added to the Parish Council's Asset Register for the value of £3900.00

11.5.2 To resolve to approve that the Jubilee Trees should be added to the Parish Council's Asset Register for the value of £1244.00

11.5.3 To consider and review the Parish Council's Asset Register and Inventory of Land for 2022/23.

(Appendix D)

11.6 Councillor Appointment to Review Financial Records

To resolve to appoint a Councillor to conduct a quarterly review of the financial records in conjunction with the Parish Clerk and RFO in accordance with Clause 2.2 of the Council's Financial Regulations

11.7 Risk Management

11.7.1 Changing the Bank Mandate - Update

11.7.2 What does the Parish Council Own? - In the light of discovering that the Parish Council does not own the allotments to check what it actually owns.

11.8 Accident

Update

11.9 Insurance Review

To confirm approval of the arrangements for insurance cover in respect of all insured risks for 2022/23

(Appendix E)

12. To consider and approve the Parish Council's Annual Payments and Subscriptions:

- Salaries
- Yorkshire Local Councils Association
- Edge IT for Finance Package
- Information Commissioner
- Website hosting and e-mail Provision

To consider and agree a timetable for reviewing and re-adopting the following Parish Council Policies for 2022/23

(Appendix F)

13. Membership of Outside Bodies

To consider and approve nominations for Parish Council Representatives on the YLCA

CRIME AND SAFETY

14. Update on pop up police station and smart water – Cllr Simpson

15. **ROAD SAFETY AND SPEEDING**

Recalibration of SID - Update Cllr Simpson

16. **SOCIAL AND COMMUNITY INFRASTRUCTURE**

16.1 **Parish Council Newsletter**

Update

(LGA 1972, s111)

16.2 **Queen's Green Canopy and the Seven Trees**

Update and arrangements for watering trees

(S137 (4) (a) Local Government Act 1972)/ (Local Government Act 1972 s 142)

16.3 **Jubilee Benches**

Update

16.4 **Beacon**

To authorise the purchase of fire blankets, security fencing and support posts, fire lighters and chicken wire. Estimated costs £86.97

16.5 **Childrens Christmas Party**

Update - Cllr Sowersby

17. **Planning Applications**

At the date of issuing this agenda no planning applications had been received.

18. **Date of Next Meeting**

To resolve to note the date of the next Ordinary Parish Council Meeting as Monday 20 June 2022 at 7.00 pm and to be held in the Tankersley Hub.

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.