



# 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 17<sup>th</sup> April 2023 at 7.00pm. 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  
11<sup>th</sup> April 2023**

**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](mailto:clerk@tankersleypc.org) by noon on the day of the meeting. Written queries and submissions will be given priority in the Public Participation Session of the meeting.**

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

The meeting may be filmed, photographed or audio recorded (recording). The recording will 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 10 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 note apologies from Councillors. [LGA 1972 s85 \(1\)](#)

1.2 To consider authorising the non-attendance of Councillors [LGA 1972 s85 \(1\)](#)

1.3 To note the attendance record of Councillors throughout the year.

## 2. **Declarations of Interest and Dispensation Requests**

2.1 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).

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

## 3. **Public Participation and Questions Session**

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 [LGA 1972 s100](#)

# CORE REQUIREMENTS AND COUNCIL MEETING

*Covering governance administration*

## PLEASE NOTE

**During the Council Meeting members of the public are not permitted to speak unless the Parish Council votes to permit a member of the public to speak during an agenda item**

## 4 **Minutes**

To consider and resolve to approve as a true and correct record the Minutes of the Ordinary Meeting held on Monday 20 March 2023. ([LGA 1972 sch 12, para 41\(1\)](#) )

(Appendix A)

## 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. **Neighbourhood Plan** ([The Neighbourhood Planning \(General\) Regulations 2012](#))

6.1 To consider any motions to allow the Chair/Vice Chair of the Neighbourhood Plan Working Group (Working Group) to speak during this item 6 of the agenda and for the Parish Council to vote on any such motion

6.2 To consider feedback and any recommendations from the members of the Working Group following their meeting on 13 April and to authorise any future actions that may be required.

## 7. **May 2023 Election Results**

Less than 9 electors put their names forward to stand as Parish Councillors. Consequently the May 2023 elections will be non-contested for Tankersley Parish Council. The following were elected and will become Parish Councillors after completing their Declarations of Acceptance at the Annual Parish Council Meeting

### **Tankersley East**

R Lodge

### **Tankersley West**

P Clarney

A. Cocking

H. Reckless plus 5 vacancies

- 7.1 To resolve that due to the nature of the business to be considered the public and press should be excluded from this part of the meeting under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960
- 7.2 To implement the business continuity plan and to consider the plan's handover implications in the light of the councillors elected to the Parish Council from May 2023  
(Appendix B)
- 7.3 To receive and consider the documents to recruit a new Clerk and to consider the timetable for interviews and the involvement of new Councillors in the selection process  
(Appendix C)
- 7.4 To consider whether because the Clerk's leaving date will be before that of current Councillors the Clerk should be authorised to erase all data relating to current Councillors who are standing down before 10 May 2023 including removing those Councillors' data from the Parish Council website in order to be ensure GDPR compliance

## POLICIES AND GOVERNANCE

8. **Model Code of Conduct**  
To consider and if appropriate to adopt the Model Code of Conduct and to authorise any further actions that may be required.  
(Appendix D)

## SOCIAL AND COMMUNITY INFRASTRUCTURE

9. **Hanging Baskets 2023**
- 9.1 To consider the progress by Barnsley MBC to audit all lamp posts for hanging baskets so that baskets can be installed in Summer 2023  
To consider the discussions and decisions taken by Barnsley MBC regarding risk assessments of lamp-posts to be used for hanging baskets in 2024 and future years. This assumes the Sponsored Hanging Basket Scheme will continue in 2024.
- 9.2 To consider the implications if Barnsley MBC do not complete the audit in time or if the hanging baskets cannot be installed in 2023 and to authorise any further actions that may be required
10. **Hanging Baskets 2024**  
At the Meeting of 20 March 2023 the Parish Council RESOLVED to ask TCA if they would take over responsibility for the sponsored hanging baskets in 2024. TCA have agreed to take over the hanging baskets for 2024.  
This has GDPR implications and also impacts on the 2023-24 Budget adopted at the meeting of 16 January (See Agenda item 18)
- 10.1 To authorise the Clerk to transfer the personal data of sponsors of hanging baskets to TCA as there is legitimate reason to do so under GDPR
11. **Coronation**  
To note progress of the arrangements for the Coronation

## 12. Financial Matters

To note the salary payments, home working allowance and PAYE payments

12.1 Expenditure	£
i) Clerks April Net Salary	465.20
iii) Clerks Expenses –working from home allowance March	24.00

iv) HMRC tax (Clerk) paid monthly	6.80
<b>TOTAL</b>	<b>496.00</b>

**12.2 Expenditure to be Authorised**

To note payments made since the March Meeting and to authorise payments and where appropriate to authorise the use of personal cards

Item	Cost - £
Pay TCA for room hire	99.00
<b>Total</b>	<b>99.00</b>
<b>TOTAL Expenditure</b>	<b>99.00</b>

**12.3 Income**

Interest on Deposit account March 2023	8.66
<b>TOTAL</b>	<b>8.66</b>

**12.4 Current and Deposit Account Statements**

As at 1 April 2023

Current	£15,972.37
Deposit	£12,547.54
<b>Total</b>	<b>£28,519.91</b>

**12.5. Bank Reconciliation Statements**

**12.5.1** To consider and authorise signing the Current Account Bank Reconciliation Statement up to 31 March 2023.

**12.5.2** To consider and authorise signing the Deposit Account Bank Reconciliation Statement up to 31 March 2023  
(Appendix E)

**12.6 Authorisation to Pay Early**

To consider authorising the Clerk to pay the following large items of expenditure early to avoid difficulties if it is not easy to recruit a new clerk.

YLCA annual subscription

BHIB Insurance

Edge – Financial Package

One.com – web hosting and email

**12.7 Changes to the Bank Mandate**

To resolve to authorise the removal from the Bank Mandate of Cllr Matthew Jarvis and the Clerk Ms Catherine Mullen as signatories.

To change the address of the Parish Council's bank account with effect from 30 April 2023

**13. The End of Year Accounts and AGAR 2022-23**

To receive and authorise the end of year accounts for 2022-23 and to authorise any future actions

**14. VAT Update**

To note the timetable for reclaiming VAT spent during 2022-23

**15. Eligibility to Declare Exemption from External Audit**

[The Accounting and Audit Regulations 2015 Regulation 9](#)

To consider and confirm that Tankersley Parish Council meets the qualifying criteria contained in the Accounting and Audit Regulation 2015 Regulation 9 and that accordingly Tankersley Parish Council declares itself exempt from a limited assurance review.

(Appendix F)

**16. Risk Assessment – March 2023**

To receive and note the Risk Assessment carried out in March. To particularly consider the issues identified regarding future payments, the bank mandates and the account address for banking in view of the Clerk's departure and a new Council from May and to accept the recommendations and authorise any future actions. [\(Appendix G\)](#)

**17. 2023 Bonfire and Fireworks Event**

To consider TCA's response to managing the 2023 Bonfire and Fireworks Event in partnership with the Parish Council.

TCA have indicated that if they are to manage the 2023 Bonfire and Fireworks Event in partnership with the Parish Council it would not be a charging event. This has implications for the 2023-24 Budget

**18. 2023-24 Budget Implications**

**18.1** 2024 Sponsored Hanging Baskets

If the sponsored hanging basket project is transferred to the TCA to manage then the income received from hanging basket sponsors will not be paid to the Parish Council in 2023-24. This will reduce the payments forecast in the 2023-24 Budget. To consider and authorise that the Budget is revised to reflect the reduced income.

**18.2** 2023 Bonfire and Fireworks Event

If the 2023 event is not to be a charging event then this will reduce the payments forecast in the 2023-24 Budget. To consider and authorise that the Budget is revised to reflect the reduced income.

**18.3** 2023-24 Expenditure

The 2023-24 Budget was a balanced budget. The loss of significant income during 2023-24 means that the Parish Council may now overspend unless a number of planned events are cancelled. To consider whether the decisions required to balance the 2023-24 Budget should be taken by the current Council or the new Council from May 2023.

**19. Planning Applications**

**19.1** Planning Application 2023-0227.

Description – to change agricultural land to equestrian land and to erect a stable building

Location – 71 Pilley Green

This is a re-application. The Parish Council objected to the application when it was first submitted in 2022. It has raised concerns with the re-submitted application regarding a number of areas where the application does not comply with the NPPF, the local plan and planning policies adopted by Barnsley MBC

**19.2** Planning Application 2023-0168.

**19.3** Planning Application 2023-0248.

**20. Date of Next Meeting**

**20.1** To consider changing the date of the next meeting which is the Annual Parish Council Meeting to Thursday 11 May 2023 at 7.15 pm and to be held in the Hub, Tankersley.

**20.2** To resolve to note the date of the next meeting which is the Annual Parish Council Meeting

***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.***