

TANKERSLEY PARISH COUNCIL

Clerk: Gemma Smith

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Minutes of the Ordinary Meeting of Tankersley Parish Council Held on Monday 17 July 2023 at 7.00pm in the Tankersley Hub

Present	Cllr Helen Reckless (Chair), Cllr Paul Simpkin (Vice Chair), Cllr Lindsey Greaves, Cllr Cocking, Cllr Clarney, Cllr Garforth
In Attendance	Gemma Smith - Clerk
Also Present	One member of the public

26. Co-option of New Councillors

26.1 A motion for the co-option of a potential new councillor was raised. A vote was undertaken and the motion was carried. TPC RESOLVED to accept Richard Garforth as a TPC councillor.

26.2 Declaration of Acceptance was unavailable for signing at the meeting due to ongoing technical issues with TPC IT equipment. It was RESOLVED that the form will be signed outside of the meeting and witnessed by the TPC clerk.

27. Apologies

27.1 Apologies were received from Cllrs Lodge.

27.2 TPC discussed the submitted reason for absence and RESOLVED that Cllr Lodge's absence from the meeting was authorised. Clerk clarified that the process for apologies included a mandatory reason for absence. This will be shared with councillors for consideration of authorisation but will not be minuted to maintain confidentiality. It was proposed that the TPC should consider a list of apologies reason to ensure consistency is applied. It was RESOLVED that this should be added to the agenda for September Ordinary meeting.

28. Declarations of Interest and Dispensation Requests

28.1 Cllr Greaves raised that due to declaration of interest she would refrain from commenting on agenda item 44.2.

Page 1 of 6

Tankersley Parish Council – Ordinary Parish Council Meeting on Monday 17 July 2023
Minutes approved as a true and accurate record, and signed as so by the presiding Chair

Date: 21/8/2023

28.2 No dispensation requests were received.

29. **Public Question Time**

No questions were raised during Public Question Time.

30. **Minutes**

30.1 Minutes of TPC Ordinary Meeting 19th June were reviewed:

A query was raised re the recording of absences from the June Ordinary Meeting and inaccurate recording that these were unauthorised. TPC acknowledge that these inaccuracies had occurred due to handovers between previous staff. It was RESOLVED to amend the minutes to reflect the authorisation of absences at the June meeting.

A query was raised regarding the refurb of the Platinum Jubilee Bench noted in discussion raised during public question time. Cllr Reckless clarified contractor had been organised by the previous council, arrangements are underway to reinstate the bench in a new location and payment of invoice had been processed. It was noted that the value for money was key to the reason for refurb.

A query was raised regarding discussion of agenda item 23 Wood being removed from Broad Ings Wood. Further information on the item was discussed and it was RESOLVED that an amendment to minutes would be made to include "Discussion with individuals involved to be undertaken to provide clear guidance re removal of trees from the woods".

It was RESOLVED that following amendments to June Ordinary Meeting Minutes these were approved and will be signed by the chair outside of the meeting.

31. **Business Raised During Public Question Time**

No questions were raised during Public Question Time.

32. **IT Equipment – Laptop**

Issues with the current TPC Laptop were discussed, noting that the equipment was no longer fit for purpose. It was proposed that a replacement be sought as soon as possible as the issues were impacting on the work that TPC could conduct. It was raised that 3 quotes should be obtained to ensure that value for money was being considered. A motion was raised to replace the current laptop, this was seconded and the motion was passed. It was RESOLVED to give Cllrs Reckless and Simpkin authority to authorise the purchase of a new laptop following research by the Clerk.

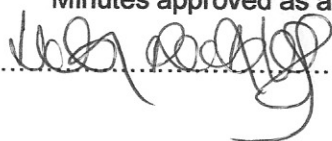
A query was raised regarding printing resource for TPC, it was noted that TPC does not have a printer or scanner at present. It was RESOLVED that this should also be considered when researching Laptops.

33. **Speed Indicator Device**

The current SID within the Parish was discussed and it was noted that it is not working. A proposal to arrange replacement of the SID was raised. It was RESOLVED that further research should be done to gather information re new technologies available, cost and arrangements for maintenance. It was also noted that the budget review in August will allow for funding arrangement preparation.

Page 2 of 6

Tankersley Parish Council – Ordinary Parish Council Meeting on Monday 17 July 2023
Minutes approved as a true and accurate record, and signed as so by the presiding Chair



Date

21/8/2023

34. Training Support for the new parish council and clerk

34.1 Discussion was held re the training for the new TPC clerk, it was noted that she had already attended an "Intro for New Clerks" course in July and there is a further "Responsible Financial Officer" course that should be undertaken for her role. TPC RESOLVED that the clerk was authorised to book the RFO course at a cost of £50.

It was raised that the clerk is required to commence a qualification within a year of commencement into post. TPC RESOLVED that the clerk should obtain a quote for the qualification so this can be factored into the August budget review.

The clerk informed the TPC that there is a training catalog available for Parish Councils as members of the YLCA and there are lots of opportunities for councilors to arrange training. TPC RESOLVED that the clerk should share this catalog with all councilors.

34.2 Discussion around funding for training raised a query re grants that may be available. TPC RESOLVED that John Wilson should be contacted to see if there are currently any grants available.

35. Neighborhood Plan

35.1/2 The chair of the neighborhood plan committee provided an update on the progress of work being undertaken. A scope for the plan has been drafted and will be published soon, draft questionnaires are being worked up and will be ready for publish by the November deadline. Promotion of the work was discussed it was noted that community engagement is essential to the success of the project. Poster, social media and use of Parish Council website would be used to promote. There is currently no funding for the project and it was acknowledged that TPC would be the only funding resource at this time. It was noted that a £10,000 grant had been discussed but as yet there is no clear instruction on how to apply for and obtain this. The chair of the committee queried re support available from the TPC as the previous clerk had held responsibility for supporting the work. It was acknowledged that as the current clerk was in training there would be no capacity to offer this support at this time but this could be reviewed as the training phase ends. TPC offered that 2 councilors can attend the neighborhood committee to offer support and these were allocated as Cllr Reckless & Cllr Cocking. TPC asked the committee chair to be in regular attendance at the TPC Ordinary Meeting to provide regular updates.

36. Financial Matters

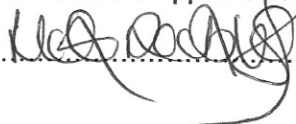
36.1 Expenditure since the 19th June 2023 was noted.

G. Smith – Salary as Clerk/RFO	566.40
G. Smith – Home Working Allowance	36.00
HMRC - PAYE	141.60
Refurb of Jubilee Bench	700
ICO Annual Subscription	35
TOTAL	£1,479

36.2 Expenditure to be authorised was discussed:

Invoice to room hire has not yet been received. RESOLVED to defer until invoice is received.

Parish Online, discussion around this invoice noted that this is related to the TPC website.



Date: 21/8/2023

RESOLVED to authorise payment of invoice.

YLCA New Clerks Intro Course. RESOLVED to authorise payment of invoice.

Pay TCA for room hire	
Parish Online	105.60
YLCA – New Clerks Intro Course	50
TOTAL	155.60

36.3 Income was discussed, the clerk informed that VAT return had been obtained.

Interest on Deposit account	11.89
HRMC VAT Return	1259.23
TOTAL	£1271.12

36.4 Current and Deposit accounts were noted. A query was raised re the deposit account, Cllr Reckless informed that the deposit account should hold 1 year's precept. It was noted that due to the increase in this year's precept we have only half of what is expected to be within the account.

Current	£31,073.59
Deposit	£12,592.11
Total	£43,665.70

36.5 Due to technical issues with the TPC laptop the bank statements for the current, deposit accounts and reconciliation forms were unavailable for signing. RESOLVED to defer to August Ordinary Meeting for signing.

36.6 **S.137 Expenditure During 2022-23**

A query was raised re what this agenda item refers to. The Clerk explained that S.137 was the lawful power in which the council had authority to spend money. It was noted this is a change in which power can be applied due to now having an unqualified clerk. The power is based on an allowance per parishioner, but she was uncertain of the figure. TPC RESOLVED that the clerk should provide the information re the power and figures associated.

36.7 **Balancing the 2023/24 Budget**

36.7.1 Due to technical issues with the TPC laptop the Q1 budget report was unavailable. It was
36.7.2 RESOLVED to defer to the August Ordinary Meeting.

37. **August Ordinary Meeting**

37.1 It was RESOLVED that there would be TPC Ordinary Meeting in August, to be held 21st August 2023.

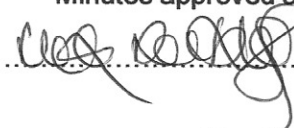
37.2 It was RESOLVED that the August TPC Ordinary would have a focus on compliance and finances to allow for catch up of outstanding policy reviews and budget review.

38. **To agree a timetable for reviewing and re-adopting TPC policies**

The timetable of policies was reviewed and it was suggested that each councillor could lead on a number of policies. This will allow for interrogation of each policy outside of the Ordinary Meetings and allow the TPC use this agenda item to efficiently approve policies. It was RESOLVED for Cllr Reckless to allocate the policies and the clerk to send out this information in

Page 4 of 6

Tankersley Parish Council – Ordinary Parish Council Meeting on Monday 17 July 2023
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Date: 21/8/2023

advance of meetings. It was agreed that the August Ordinary Meeting will be used for review of any policies that are due or overdue.

39. Membership of Outside Bodies

It was discussed that there will be a named Cllr to represent and provide feedback on outside bodies. TPC felt that the wording on the agenda was confusing and a proposal to change this to Group Reports was suggested, this was seconded and passed. It was RESOLVED that a Group Reports list would be drafted.

40. KES Bench

It was RESOLVED that this would remain a standing agenda item so that a consultation can take place regarding the reasons and location suggested.

41. Children's Christmas Party

A motion was raised to rescind the previous council decision to cancel the annual Children's Christmas Party. A vote took place and motion was passed. A proposal was raised to arrange a Children's Christmas Party for 2023. A vote took place and the proposal was passed. Discussion took place re available dates and it was RESOLVED that the 2023 Children's Christmas Party will take place on Saturday 2nd December 2023. It was RESOLVED that a working group should be set up and this will be supported by Cllrs Reckless and Greaves. To remain a standing agenda item from September onwards.

42. D-Day Celebration 2024

It was RESOLVED that this would remain a standing agenda item from September 2023.

Action: To find out if the TCA have any plans for the celebration and feedback.

43. Annual Bonfire Event

A motion was made that contribution towards the annual bonfire event should be sought from vendors. TPC voted and the motion was not carried. Discussion was had around the arrangements for collecting wood and availability of councilors to volunteer. It was noted that a scoping meeting had taken place on 29th June 2023 and a plan was being drafted. It was noted that an order for fireworks needs to be placed soon. A motion was placed and seconded re the funding approval for the purchase of fireworks. It was RESOLVED that a budget of £1500 was authorised to purchase fireworks not including VAT as this can be reclaimed. **Action:** Clerk to feedback to TCA re plans for the annual bonfire event.

44. Planning Applications

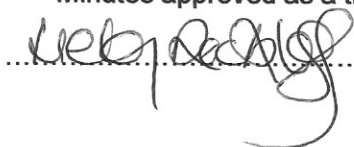
44.1 No comment or observations were made regarding planning application 2022-1317.

44.2 Discussion was had around the query from a member of the general public relating to planning and ongoing work at plot near 71 Pillee Green. TPC recalled that there had been a tree preservation order on 2 trees within the plot. The trees had been removed approximately 10 years ago and notices were served at the time for the incorrect removal of these trees. **Action:** Clerk to provide feedback to the member of General Public.

45. Dates of Future Meetings

A motion was raised to change the day that the TPC Ordinary Meeting takes place from September to December 2023. The motion was seconded and pass. It was RESOLVED that the TPC Ordinary Meetings will take place on the third Thursday of every month from September to December 2023.

It was RESOLVED that the next TPC Ordinary Meeting will take place on Monday 21st August



Date 21/8/2023

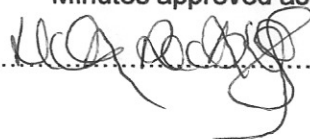
2023, 7pm at Tankersley Welfare Hall.

There being no other business the meeting closed at 21:16.

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.

Page 6 of 6

Tankersley Parish Council – Ordinary Parish Council Meeting on Monday 17 July 2023
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Date 21/8/2023