



# TANKERSLEY PARISH COUNCIL

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## Minutes of the Ordinary Meeting of Tankersley Parish Council Held on Thursday 19 October 2023 at 7.00pm in the Tankersley Hub

<b>Present</b>	Cllr Helen Reckless (Chair), Cllr Cocking, Cllr Garforth, Cllr Clarney, Cllr Greaves
<b>In Attendance</b>	Gemma Smith - Clerk
<b>Also Present</b>	Five members of the public

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### 79. Apologies

79.1 Apologies were received from Cllrs Simpkin.

79.2 It was RESOLVED that Cllr Simpkin's given reasons for absence is authorised. Cllr Lodge did not provide a reason for absence and is therefore is not authorised.

### 80. Minutes

80.1 The draft minutes of the 21<sup>st</sup> September 2023 Ordinary meeting were reviewed, there were no comments raised. Cllr Cocking raised a motion to approved and Cllr Garforth second. It was RESOLVED that the draft minutes of 21<sup>st</sup> September 2023 Ordinary Meeting are an accurate record and TPC authorised for signing.

### 81. Declarations of Interest and Dispensation Requests

81.1 No declarations of interest were received.

81.2 No dispensation requests were received.

### 82. Public Question Time

One member of the general public raised the below topics for discussion:

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**Santa Run**

The member of public requested to give an update on arrangements for this year's Santa Run.

1 member of the general public raised the below topics for discussion:

**Land on Fenn Road**

The member of general public asked to raise a query in relation to a piece of land adjoining their property on Fenn Road.

1 member of the general public raised the below topics for discussion:

**Bus Route Changes**

The member of general public asked to raise a query in relation to changes to Bus Routes that will impact the residents of the Parish.

1 member of general public raised the below topic for discussion:

**Hanging Baskets**

The member of general public asked to raise the topic or arrangements of the Hanging Basket scheme for the parish.

1 member of general public raised the below topic for discussion:

**Allegations**

The member of general public asked to raise concerns over allegations made by a Tankersley Parish Councillor.

The TPC voted on all topics and agreed to RESOLVE these within agenda item 83. Business Raised During Public Question Time.

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

**Santa Run**

The member of general public informed that TCA would be running a Santa Run event again this year. The chair thanked the member of general public for this information and highlighted this is a great event for our local residents and should be commended.

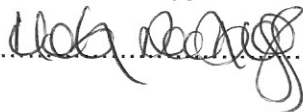
**Land on Fenn Road**

The member of general public informed that there was a piece of council owned land adjoining their property on Fenn Road. The boundary between properties is held by a hedge which has become very overgrown. This is preventing the installation of a fence on their property as the hedge has grown across boundary lines. TPC discussed which would be the best department to contact to raise concerns. The member of general public advised they had already escalated to Barnsley Council and Local Councillors. They agreed to feedback on responses.

**Bus Route Changes**

The member of general public raised that they had become aware of impending changes to the bus routes that come through Tankersley Parish. They had made enquiries directly with the bus company (Stage Coach), but they were unable to provide any information. TPC discussed that they would normally be informed of changes, the clerk confirmed that they were unaware of any received information but would do a deep dive through the email account to ensure nothing had been missed. **Action: Clerk to do a search on changes to bus routes and provide to chair**

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for publication on social media.

### **Hanging Baskets**

The member of general public raised that they felt there had been a misunderstanding regarding the transfer of responsibility for organising hanging baskets for the parish. They clarified that the TCA does not make any profit from the scheme and all sponsorship income is transferred directly to the company that provides the hanging baskets. The member of general public asked if the Parish Council intend to take back responsibility for organising for year 2024? The chair clarified that the transfer was made by the previous administration due to lack of resource that could be dedicated. She thanked the TCA and specific member of general public for taking on this scheme as it is an asset to the parish and brings joy to residents. It was discussed that TPC continues to struggle with capacity and therefore there are no plans to take back responsibility. It was RESOLVED that the Hanging Basket Scheme would remain the responsibility of the TCA.

A Cllr acting as a member of general public raised that they are concerned regarding transfer of funds between TPC and TCA and would be taking this to the ombudsman. The chair highlighted that this was not the opinion of TPC and is only the individual's opinion acting as a member of general public. It was acknowledged the large amounts of work undertaken by TCA to organise the Hanging Basket Scheme. The chair sincerely apologised to the member of general public and TCA for any allegations made, upset caused and reiterated that the individual was not acting on behalf of TPC.

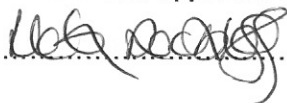
### **Allegations**

The member of general public raised that there have been allegations made by a Parish Councilor against various individuals, some of which are members of the TCA. They absolutely disagreed with the allegations, the manner in which these have been raised and the impact this has had on volunteers who dedicate their own time to improving our community. The chair agreed that the allegations are unfounded, reiterated that these are not the thoughts of TPC and again apologised for the upset caused. Cllr Garforth thanked the TCA for their ongoing work to support Tankersley community.

- 84. Questions raised by Cllr Cocking re Tankersley Parish Council Financial spend 2022/23.**  
Cllr Cocking raised that due to the discussions during public question time he would be recording the rest of the meeting via a telephone devise. TPC queried if permission should be sought from the chair and in advance of the meeting. The clerk referred to the Filming and Recording Policy section 6: *'While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting, let the clerk know beforehand so that the necessary arrangements can be made for the public meeting'*. Recording of the meeting is permitted and Cllr Cocking is entitled to do so. Cllr Clarney raised that they were not comfortable being recorded and therefore excused themselves from the rest of the meeting (19:27 – Cllr Clarney exited the meeting).
- 84.1 Who can attend the children's Christmas party e.g. children from outside of the village who's grandparents live in area?** TPC discussed the question and agreed that the party would be offered to all children who attend Tankersley St Peter's School, children who live within the parish and there would be discretion for those children who have significant ties to the community. It was RESOLVED that the Children's Christmas Party free tickets would be available as per discussion recorded.
- 84.2 Was an insurance claim considered for the repair of the Kissing gate?**  
TPC discussed that the arrangements for repair of the kissing gate were made by the previous administration. Cllr Cocking advised that this question was no longer required.
- 84.3 Is there missing financial paper work for previous year AGAR's?**

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TPC discussed that all document from the 2022/23 AGAR have been published on the Tankersley Parish Council website. Cllr Cocking raised that they felt there were missing documents from year 2021/22. The clerk clarified that this was picked up in the 2022/23 AGAR, and audit recommendations were made to ensure that future AGAR's are fully published on the website. TPC have complied with the recommendation for year 2022/23. It was RESOLVED that all future AGAR's would be published via the website.

**84.4 Was £20,000 withdrawn from Tankersley Parish Council bank accounts and can bank statements be provided from 2020 to current date?**

TPC discussed they were not clear on the details around this query. Cllr Cocking clarified that under the previous administration an agenda had included a £20,000 expenditure and they made enquiries as a member of general public. Following the enquiry, the amount of £20,000 was removed from the agenda without clarification of if this was a typo.

Cllr Cocking has made a recent request to the chair and clerk to obtain copies of all bank statements from 2020 to current date. The chair explained that the clerk's resource is extremely limited and the contracted hours are not enough to fulfil the responsibilities of the role. The request would generate a large additional amount of work that is not possible within the clerks contracted hours. Cllr Garforth raised that this query could have significant reputational impact on the TPC and they therefore support Cllrs Cockings request for information. The clerk suggested that if time-scales could be narrowed down this would significantly reduce the amount of work required. Cllr Cocking agreed to review previous agendas on the Parish Council website and provide a reduced timescale for the information request. It was RESOLVED that the clerk would supply copies of bank statements for a reduced time-scale when provided by Cllr Cocking.

**84.5 Clarification on Clerks/RFO responsibilities and contracted hours?**

TPC discussed that the clerk/RFO time is limited to 8 hours per week as per the contract. Cllr Cocking raised that TPC should authorise making more hours available to the clerk/RFO to allow them to undertake additional tasks. The clerk informed that offers of additional hours have been made on numerous occasions but their availability is the limiting factor. The clerk clarified they are unable to offer TPC additional hours due to their other personal commitments. It was RESOLVED to review the contracted hours for the role under agenda item 87.

**85. Review of Audit report and recommendations 2022/23**

**85.1** TPC review the Audit report from AGAR 2022/23.

**85.2** The clerk highlighted the recommendations made within the report. It was noted that the minuting of all S137 expenditure was still outstanding. It was RESOLVED that the whole council training would focus on understanding how to apply this power. It was noted that dual authority on the parish council banking was still outstanding. TPC discussed that the banking services do not offer this facility. It was RESOLVED that TPC would not be able to address this recommendation and that the review and authorisation of all expenditure through the Ordinary Meeting is a sufficient control. It was noted that including insurance valuations for all asset onto the register was still outstanding. TPC discussed that they believed that the current insurance plan offers a new of old replacement of assets and therefore the valuations recorded would already meet this recommendation. It was RESOLVED for the clerk to review the insurance policy to ensure that a new for old replacement agreement is in place. It was noted that a specific financial control policy was still outstanding. TPC discussed that it was agreed at the September 2023 Ordinary Meeting to adopt the NALC financial regulations and these would be reviewed again following the whole council training session. It was RESOLVED to review all financial regulations and policy requirements following the whole council training session. It was noted

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that the review of general reserves to make an informed plan for maintenance was still outstanding. TPC discussed that they agree that a plan should be made for the general reserves. It was RESOLVED that the recommendation should be added to a future agenda. It was noted that a contract of employment had been issued to the current clerk and confirmed they were compliant with this recommendation. It was noted that the full AGAR for 2022/23 had been published via the TPC website and they were compliant with this recommendation. It was noted that all current Parish Councillors details are available via the TPC website. TPC discussed that responsibilities are not uploaded but as there is not a job description for Parish Councillors, they felt this may mean a list of specialist areas of interest. It was RESOLVED that a list of external group representations should be created. To be added to a future agenda for discussion. It was noted that TPC adopted a Freedom of Information policy in June 2023 and they are now compliant with this recommendation.

**EVRI meetings with Cllr White**

86. The chair advised that they had a conversation with a member of general public who informed that they'd spoken directly to Cllr White regarding EVRI meetings. It was established that a Tankersley St Peter's School Governor attended the meetings but there was no representation from TPC. Cllr White has welcomed TPC representation at the meetings and advised that the next meeting will be held 6 November 2023. Due unavailability of the TPC chair to attend the member of public will be in attendance and provide feedback. It was RESOLVED to add to a future agenda to establish a volunteer councilor to attend the quarterly EVRI meetings.

**Resignation of current Clerk/RFO**

87. TPC received an update that the current Clerk/RFO has handed in their resignation notice. The chair and other Councillors thanked the clerk for the work undertaken during their employment and expressed sadness regarding their decision to resign. The clerk thanked everyone for their kind words and explained that unfortunately due to other personal commitments they are not able to increase their hours, but it had become clear there was a need to.

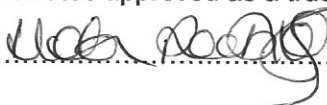
87.2 TPC discussed the issues around the limited contracted hours for the Clerk/RFO role. It was suggested that there should be an increase in hours for recruitment arrangements for the vacancy. TPC discussed that a previous TPC clerk had been on a 10 hour per week contract but that was some years ago. It was felt that due to the rapid growth of the parish and the large amounts of additional work planned in relation to the Neighbourhood plan that 10 hours would not be sufficient. The chair suggested that a 16 hours contract would significantly improve the support provided to TPC and assist with focus on bids and planning to ensure improvement within the parish. It was noted that the advert should make clear that overtime would be offered based on the demands of business. It was RESOLVED to advertise the Clerk/RFO vacancy at a contract of 16 hours per week with offer of additional overtime at certain points within the year. Advertisement to be uploaded to TPC website, social media and BMBC website.

**88. Financial Matters**

88.1 TPC noted the expenditure since the last meeting of TPC Ordinary Meeting 21<sup>st</sup> September 2023.

**Expenditure**

HMRC - PAYE	94.40
G. Smith – Salary as Clerk/RFO	377.60
G. Smith – Home Working Allowance	24.00
RFO reimbursement – Argos Shredder	54.99
RFO reimbursement - Amazon Punched Pockets A4	6.43
RFO reimbursement – Amazon Kamo Ink Cartridges	14.44
RFO reimbursement – Amazon HP A4 White Paper (5 Ream)	24.99



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YLCA – Finance & Budget Monitoring Webinar	25.00
<b>TOTAL</b>	<b>£621.85</b>

88.2

TPC noted the expenditure to be authorised, it was RESOLVED to authorise the payments listed.

**Expenditure to be Authorised**

G. Smith – Salary as Clerk/RFO	377.60
G. Smith – Home Working Allowance	24.00
HMRC - PAYE	94.40
Hire of Small Meeting Room	40.00
Bonfire First Aiders	234.00
Hire of Field for Bonfire Event (Bond £500)	£590
<b>TOTAL</b>	<b>£1360.00</b>

88.3

TPC noted the Income since the last meeting of TPC Ordinary Meeting 21<sup>st</sup> September 2023.

Interest on Deposit account	14.54
<b>TOTAL</b>	<b>£14.54</b>

88.4

**Current and Deposit Account Statements**

88.4.1

TPC inspected and noted the current and deposit account statements for 5<sup>th</sup> September – 6<sup>th</sup> October 2023.

5<sup>th</sup> September – 6<sup>th</sup> October 2023

Current	£26,562.19
Deposit	£12,635.82
<b>Total</b>	<b>£39,198.01</b>

88.5

**Bank Reconciliation**

88.5.1

It was RESOLVED to authorise and sign the current account reconciliation statement for 1<sup>st</sup> – 30<sup>th</sup> September 2023.

88.5.2

It was RESOLVED to authorise and sign the deposit account reconciliation statement for 1<sup>st</sup> – 30<sup>th</sup> September 2023.

89.

**Balancing the 2023/24 Budget**

89.1

TPC reviewed the Quarter 2 2023/24 budget report.

89.2

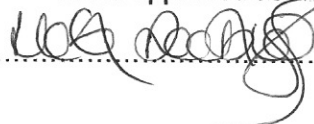
It was RESOLVED that the Quarter 2 budget was balanced and accurate.

90.

**Neighbourhood Plan** (The Neighbourhood Planning (General) Regulations 2012)

90.1

Apologies were received from the chair of the Neighbourhood plan and the following update was provided by email. A meeting with Silkstone Parish Council Neighbourhood Plan representative was held. They provided some useful documents and advice. Contact has been made with the planning consultants - Kirkwells, some preparatory work is underway and will be forwarded to Kirkwells. This information will be used by Kirkwells to set out a strategy and realistic timeline for the Tankersley Parish Neighbourhood Plan.



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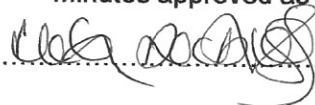
- 91. Training support for the new Parish Council & Clerk**  
91.1 TPC discussed the availability of Councillors to attend a whole council training session. It was RESOLVED that Monday evenings would be the preferred choice. Clerk to contact YLCA for date options.
- 91.2 It was RESOLVED to defer the review of available literature for purchase to a time all Councillors are in attendance.
- 92. KES Bench**  
It was RESOLVED to defer the agenda item to the November Ordinary meeting.
- 93. Children's Christmas Party**
- 93.1 TPC discussed the outstanding arrangement for the Children's Christmas Party Event. It was noted that advertising the event is a priority to ensure that residents have the date. It was noted that arrangements for food and gifts should be added to the November 2023 Ordinary meeting agenda for discussion and authorisation. It was RESOLVED that the Children's Christmas Party should be advertised on TPC website, via social media and a poster for Tankerlsey St Peter's School.
- 94. D-Day Celebrations**
- 94.1 It was RESOLVED to defer the agenda item to a future agenda.
- 95. Annual Bonfire Event**
- 95.1 It was RESOLVED to authorise the order for first aiders from company Excel Medical at a cost of £234.
- Further discussions took place around the volunteer arrangements for the event and the clerk updated the Bonfire Event plan.
- 96. Planning Applications**  
96.1 No applications received.
- 97. Date of Future Meetings**  
It was RESOLVED that the date of the next TPC Ordinary is Monday 20<sup>th</sup> November 2023, 7pm at Tankersley Hub.
- It was RESOLVED that the TPC Ordinary meeting are to be reverted back to the third Monday of the month from November onwards.

**Meeting closed at 21:15**

***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.***

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