

# TANKERSLEY PARISH COUNCIL

Clerk: Gemma Smith

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## Minutes of the Ordinary Meeting of Tankersley Parish Council Held on Monday 21 August 2023 at 7.00pm in the Tankersley Hub

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

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### 46. Apologies

46.1 Apologies were received from Cllrs Lodge and Simpkin.

46.2 It was RESOLVED that Cllr Lodge given reason for absence could not be authorised. It was RESOLVED that Cllr Simpkin given reason for absence is authorised.

### 47. Minutes

47.1 It was RESOLVED that the draft minutes of 21<sup>st</sup> July 2023 Ordinary Meeting are an accurate record and TPC authorised sign.

### 48. Declarations of Interest and Dispensation Requests

48.1 No declarations of interest were received.

48.2 No dispensation requests were received.

### 49. Public Question Time

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

#### EVRI Meetings

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It was noted that there is currently no TPC representation at the EVRI meetings. The member of general public informed that they'd contacted Cllr White to make enquiries and had been advised that George represented the TPC.

**Neighbourhood Plan**

The member of general public advised that they were part of the Neighbourhood Plan Committee and were in attendance to support the Neighbourhood Plan Chair with providing updates and raising concerns.

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

**Letter received re Broad Ings Wood**

The member of general public advised that they had received a letter from TPC regarding Broad Ings Wood and were in attendance to get clarification on the purpose of the letter.

1 Cllr acting as a member of general public raised the below topics for discussion:

**Financial Record of TPC 2022/23**

The member of general public raised that they had made enquiries on a number of occasions re obtaining copies of the TPC financial records for 2022/23.

**Misappropriation of funds**

The member of general public raised that they were concerned that there had been misappropriation of funds for year 2022/23 under the previous TPC.

The TPC voted on all topics and agreed to RESOLVE these within agenda item 50. Business Raised During Public Question Time.

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

**EVRI Meetings**

It was agreed that there should be representation of TPC at the EVRI Meetings. It was RESOLVED that the clerk should chase enquiries with Cllr White.

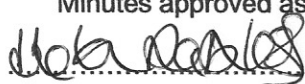
**Neighbourhood Plan**

It was RESOLVED that this business would be picked up under agenda item 53. Neighborhood Plan.

**Letter received re Broad Ings Wood**

The Chair explained that a complaint had been received re removal of trees from Broad Ings Wood that had included photographs. The Chair acknowledged the kind support that the member of general public had provided with regards to Broad Ings Wood. The member of general public advised that they appreciated that the TPC are newly elected and explained that they would always inform TPC of plans to remove trees from the wood. They advised that no trees had been removed in the last few months and the trees that were removed at the beginning of the year were dead and/or diseased. The Chair highlighted that a wood requires regular maintenance e.g. thinning and removal of diseased trees. The Broad Ings Wood has previously been professionally coppiced but this was some years ago. It was acknowledged that keeping the woods maintained is too much work for one person and that TPC should look to recreate a Friends of Broad Ings Wood. It was RESOLVED that TPC should look at creating a Friends of Broad Ing Wood.

**Financial Record of TPC 2022/23**



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It was acknowledged that the member of general public had submitted a Freedom of Interest (FOI) request and this was being processed with a deadline of 26<sup>th</sup> August 2023. The member of general public raised that they should not have had to request an FOI and that regulations state that any resident of the parish should be able to view these records. The clerk advised that paper records are available and can be viewed by way of appointment. It was RESOLVED that the FOI would be processed and that an appointment to view paper records for financial year 2022/23 would be offered.

**Misappropriation of funds**

The Chair advised that they were unaware of any misappropriation of funds or issues being raised prior to their election. The meeting discussed that this related to fence posts being purchased for the allotments but were unaware of the outcome of any investigations. The member of general public suggested that Peter Clark would be aware if there had been any developments. The Chair highlighted that if the member of general public was the one who reported to the police, then they should have been provided with an update regarding any investigation.

**51. Financial Matters**

**51.1** TPC noted the expenditure since the last meeting of TPC Ordinary Meeting 21<sup>st</sup> July 2023.

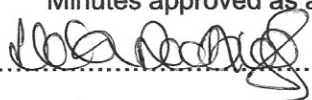
HMRC - PAYE	6.80
Refurb of Jubilee Bench	700.
ICO Annual Subscription	35.
G. Smith – Salary as Clerk/RFO	566.40
G. Smith – Home Working Allowance	36.00
HMRC - PAYE	141.60
Parish Online	105.60
Laptop	699.
YLCA – New Clerks Intro Course	50.
<b>TOTAL</b>	<b>£2,340</b>

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

First Impressions – TPC Hanging Basket	70.80
G. Smith – Salary as Clerk/RFO	377.60
G. Smith – Home Working Allowance	24.
HMRC - PAYE	94.40
<b>TOTAL</b>	<b>566.80</b>

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

Interest on Deposit account	11.89
HRMC VAT Return	1259.23
Interest on Deposit account	14.16
<b>TOTAL</b>	<b>£1285.28</b>



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- 51.4 TPC inspected and noted the current and deposit account statements for 6<sup>th</sup> June – 5<sup>th</sup> July  
 51.4.1 2023 and 6<sup>th</sup> July – 4<sup>th</sup> August 2023.  
 51.4.2

6<sup>th</sup> June – 5<sup>th</sup> July 2023

Current	£31,073.59
Deposit	£12,592.11
<b>Total</b>	<b>£43,665.70</b>

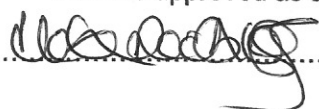
6<sup>th</sup> July – 4<sup>th</sup> August 2023

Current	£29,474.99
Deposit	£12,606.27
<b>Total</b>	<b>£43,665.70</b>

- 51.5 It was RESOLVED to authorise and sign the current account reconciliation statement for 1<sup>st</sup>  
 51.5.1 June – 30<sup>th</sup> June 2023.
- 51.5.2 It was RESOLVED to authorise and sign the deposit account reconciliation statement for 1<sup>st</sup> –  
 30<sup>th</sup> June 2023.
- 51.5.3 It was RESOLVED to authorise and sign the current account reconciliation statement for 1<sup>st</sup> –  
 31<sup>st</sup> July 2023.
- 51.5.4 It was RESOLVED to authorise and sign the deposit account reconciliation statement for 1<sup>st</sup> –  
 31<sup>st</sup> July 2023.
- 51.6 **S.137 Expenditure During 2022 -23**
- 51.6.1 The Clerk advised that she had sought guidance from YLCA regarding the use of power S.137  
 51.6.2 and to calculate the amount the parish can spend you must calculate the number of residents  
 registered on the electoral register and multiply by the agreed allowance (guidance provide by  
 NALC). This information has now been obtained but there remains a query regarding when  
 and what to apply this too. She noted that the finance system does allow for recording of S.137  
 spends but is still unclear when to apply this and therefore more research is required.
- 51.7 **Balancing the 2023/24 Budget**
- 51.7.1 TPC reviewed the quarter 1 2023/24 budget report.  
 51.7.2 It was RESOLVED that the budget had been balanced.
52. **To Consider and if Appropriate Adopt the Following Documents**
- 52.1 It was RESOLVED to defer the Health and Safety Policy to the September Meeting when Cllr  
 Lodge should be in attendance.
- 52.2 TPC reviewed and discussed the Documentation Retention and Disposal Policy. The clerk  
 advised that the memory of the one drive was becoming limited and it may be necessary to  
 purchase an upgraded package soon. It was suggested that a full version of office 365 should be  
 purchased as this will address the memory storage. It was RESOLVED to purchase office 365  
 for the TPC laptop. It was RESOLVED to adopt the Documentation Retention and Disposal  
 Policy.
- 52.3 TPC reviewed and discussed the Data Security Incident Policy. It was RESOLVED to adopt the  
 Data Security Incident Policy.

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- 52.4 TPC reviewed and discussed the General Privacy Statement. Cllr Greaves suggested minor amendments. It was RESOLVED to adopt the General Privacy Statement with the suggested amendments.
- 52.5 TPC reviewed and discussed the Equality and Diversity Policy. Cllr Greaves suggested minor amendments. It was RESOLVED to adopt the Equality and Diversity Policy with the suggested amendments.
- 52.6 TPC reviewed and discussed the Equality and Diversity Policy. Cllr Greaves suggested minor amendments. It was RESOLVED to adopt the Equality and Diversity Policy with the suggested amendments.
- 52.7 TPC reviewed and discussed the General Data Protection Regulations Policy. It was RESOLVED to adopt the General Data Protection Regulations Policy.
- 52.8 TPC reviewed and discussed the Disciplinary Policy and Procedure. It was RESOLVED to adopt the Disciplinary Policy and Procedure.
- 52.9 TPC reviewed and discussed the Grievance Policy and Procedure. It was RESOLVED to adopt the Grievance Policy and Procedure.

53. **Neighbourhood Plan**

The Chair of the Neighbourhood plan committee provided an update on progress of ongoing work. A grant application is planned but the process is complicated and therefore guidance has been sought from Helen Willows. The previous TPC clerk has also been contacted for assistance as they have a lot of experience in setting up Neighbourhood plans. The development of the questionnaire is ongoing and a consultation with various involved groups went ahead. Some concerns were raised by the TCA re the wording of the questions within the draft questionnaire. Cllr Reckless advised that she had undertaken similar work and offered advice. The TPC agreed that it is important that questions are not leading and suggested that an independent consultant would be beneficial to finalising the questionnaire. It was noted that there are concerns regarding time-scale as the project has experienced some delays. It was RESOLVED that Cllr Reckless should be in attendance at a meeting with the Neighbourhood Plan Committee Chair and Helen Willows to provide support.

54. **Training Support for the new parish council and clerk**

- 54.1 The Clerk advised that the initial qualifications that clerks are expected to complete are ILCA and FILCA. The SLCC website offers these courses at £125 + VAT each. It was RESOLVED to authorise the Clerk to enroll on both qualifications.

The Clerk informed that the YLCA offer many training opportunities for councilors but as these are popular they are often booked up before the TPC meet to authorise a booking. It was suggested that as the TPC are newly elected we should make enquiries with YLCA to see if they can offer an individualised training session for TPC. It was RESOLVED to make enquiries with YLCA.

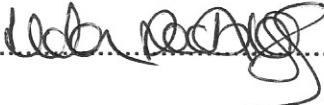
55. **KES Bench**

It was RESOLVED to defer this item to the September meeting.

56. **Children's Christmas Party**

Cllr Greaves advised that she had made enquiries with a Children's entertainer MRDAN. A quote had been provided of £175 per party for a disco and dancing package. It was RESOLVED to authorise the Clerk to proceed with the booking.

57. **D-Day Celebrations**



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It was RESOLVED to defer this item until the September meeting to enable the Clerk to contact the TCA to find out if they have any plans.

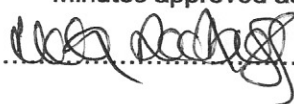
58. **Annual Bonfire Event**  
58.1 TPC noted the quote for the fireworks package from Jimmy's Fireworks. It was RESOLVED to authorise the Clerk to proceed with an order to the value of £1500.
59. **Planning Applications**  
59.1 TPC reviewed the planning application 2023-0717 – 15 Chapel Road. It was noted that the application is for a 3-storey extension. Concerns were raised that there are no other properties within the parish that are 3-storey and this would have an impact on privacy of surrounding properties. It was RESOLVED that TPC would raise these concerns with the planning office in objection to planning application 2023-0717.
60. **Date of Future Meetings**  
It was RESOLVED that the date of the next TPC Ordinary Meeting is Thursday 21<sup>st</sup> September 2023, 7pm at Tankersley Hub.
- It was noted the Ordinary Meeting are planned for the 3<sup>rd</sup> Thursday of the month from September to December 2023.

Meeting Closed at 20:53

***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***

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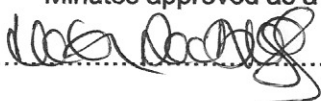
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*disability); Crime & Disorder, Health & Safety and Human Rights.*

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