



TANKERSLEY PARISH COUNCIL

Clerk: Catherine Mullen

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Minutes of the Annual Meeting of Tankersley Parish Council Held on Monday 16 May 2022 at 7.00pm in the Tankersley Hub

Present: Cllr Robert Lodge (Chair), Cllr Matthew Jarvis (Vice Chair)
Cllr David Crossley, Cllr Dennis Simpson, Cllr Kerry Sowersby

In Attendance Catherine Mullen – Clerk,

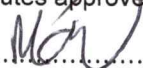
Also Present Four members of the public

CORE REQUIREMENTS

Covering governance administration, finance and asset management

1. **Election of Chair.**
Tankersley Parish Council Resolved to re-elect Cllr Robert Lodge as Chair of the Parish Council for the 2022-23 Civic Year.
2. **Election of Vice Chair**
Tankersley Parish Council Resolved to elect Cllr Matthew Jarvis as Vice Chair of the Parish Council for the 2022-23 Civic Year.
3. **Apologies**
 - 3.1 All councillors were present.

Tankersley Parish Council – Annual Parish Council Meeting on Monday 16th May 2022
Minutes approved as a true and accurate record, and signed as so by the presiding Chair

.....Date..... 20/6/22.....

3.2 Attendance Record

The Clerk confirmed that there are no attendance concerns but pointed out that with such a small number of councillors it was important to know councillors' availability to ensure meetings were quorate.

The Clerk was requested to produce a paper identifying how setting up a Committee for Finance and General Purposes might minimise the risks of meetings having to be cancelled due to not being quorate.

4. 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:

- 4.1** Cllr Crossley declared an interest as a member of the TCA
Cllr Sowersby declared an interest as an allotment holder.

4.2 To Consider any Dispensation Requests Received by the Parish Clerk
The Clerk advised that no dispensation requests had been received.

5. Public Question Time

- 5.1** A member of the public who was an allotment holder asked if there had been any progress since the allotment holders met on 2 April 2022. The Clerk advised that there had been no further communications from the owners.
The member of the public stated that they did not have any problems with the former tenant.

- 5.2** A member of the public who had complained about a councillor asked that the councillor concerned apologise to the wider community. The Clerk agreed to work with the member of the public to develop an appropriate document. Work on the document would begin in the week commencing 23 May.


- 5.3** A member of the Public asked why 5 councillors had "gone" so quickly. The Clerk explained that while investigating a resident's complaint covering events that occurred in 2020-21 she had uncovered a number of fundamental procedural flaws regarding the co-option process in 2019. The technical errors had been reported to the Monitoring Officer, Electoral Services and Barnsley MBC Legal Dept who had held that the appointments of 4 councillors in 2019 were null and void. The fifth councillor had resigned due to family commitments.

6. Minutes

The Minutes of the Ordinary Meeting held on Monday 25th April were agreed as a true and accurate record. Cllr Simpson proposed and Cllr Jarvis seconded that Cllr Lodge as Chair be authorised to sign the Minutes as a true and correct record. Cllr Lodge signed the Minutes.

7. Business Raised During Public Question Time
No further issues were raised.

Tankersley Parish Council – Annual Parish Council Meeting on Monday 16th May 2022
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.....Date.....20/6/22.....

- 8. Matters arising from the minutes of the last meeting, not covered by agenda items**
The Clerk referred to a concern raised at the meeting of 21 March 2022 regarding the safety of Pilley Lane. Following that meeting the Clerk had written to the Traffic Dept of Barnsley MBC and a response had been received. The response was disappointing and did not take into account the accidents that had occurred on Pilley Lane. The Clerk pointed out that South Yorkshire Police were not recording all traffic accidents and it seemed the only way to get any action was to record details of accidents ourselves.
- 9. Three Year Plan**
9.1 The Three Year Plan was updated.
- 9.2 Neighbourhood Plan**
The benefits of a Neighbourhood Plan and the level of work required were discussed. The Clerk was authorised to research the amount of work that would be required and report back to the June Meeting.
- 10. Allotments Update**
10.1 The allotment holders of Plot 14 had requested and received authorisation to erect a shed on their plot. However, they had requested that the authorisation be amended to cover a greenhouse. Tankersley Parish council RESOLVED to authorised the erection of a greenhouse instead of a shed on plot 14.
- 10.2** The Clerk informed the Parish Council that the response to receiving an Enforcement Notice by an allotment holder who was not cultivating their plot in accordance with the tenancy agreement and their agreed cultivation plan had not been positive. In view of the lack of progress it seemed highly likely that enforcement Notice 2 would have to be served by the end of the week.
- 10.3** Tankersley Parish Council considered the difficulties in managing the site. Tankersley Parish Council RESOLVED that the Clerk should write to the site owners withdrawing from managing the site and asking when the owners could make alternative management arrangements.
- 11. Financial Matters**
Cllr Jarvis proposed that a that a new item 11.2 should be added to the agenda to take account of receiving the internal auditor's invoice after the agenda was issued and that the existing items 11.2 to 11.9 should be renumbered accordingly. Cllr Simpson seconded the motion and item 11 was accordingly amended.
- 11.1 Expenditure**

Tankersley Parish Council RESOLVED to authorise the payments set out below for May

i) Clerks Net Salary –	530.40
iii) Clerks Expenses –working from home allowance	24.00
iv) HMRC tax (Clerk) paid monthly	0.00
TOTAL	554.40

Tankersley Parish Council – Annual Parish Council Meeting on Monday 16th May 2022
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..........Date.....20/6/22.....

11.2 Expenditure to be authorised

Tankersley Parish Council RESOLVED to authorise the payments set out below for May and June and where appropriate authorised the use of the Clerk's personal card.

Item	Cost £
Faye Hazlehurst for carrying out the internal audit as part of AGAR 2021 -22	250.00
Insurance premiums for 2022-23 (See Minute)	949.58
Reimburse the Clerk for purchasing safety and security equipment for the beacon lighting event	86.97
Total	1286.55
Total Expenditure	1840.99

11.3 Income

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

11.4 Current and Deposit Account Statements as at 1 May 2022

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

11.5 Bank Reconciliation Statements

11.5.1 Tankersley Parish Council considered the Current Account Bank Reconciliation Statement up to 30 April 2022 and RESOLVED that the Chair and Clerk should be authorised to sign it.

11.5.2 Tankersley Parish Council considered the Deposit Account Bank Reconciliation Statement up to 30 April 2022 and RESOLVED that the Chair and Clerk should be authorised to sign it.

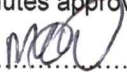
11.6 Asset Register

11.6.1 Tankersley Parish Council RESOLVED to approve the updated Asset Register in which values had been amended to be net of VAT as required by the latest audit requirements.

11.6.1 Tankersley Parish Council RESOLVED that the two new Jubilee Benches should be added to the Asset Register at a value of £3900.00. This figure is net of VAT figure.

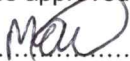
11.6.2 Tankersley Parish Council RESOLVED that the Jubilee Trees should be added to the Asset Register at a value of £1244.00. This should be the net of VAT figure.

Tankersley Parish Council – Annual Parish Council Meeting on Monday 16th May 2022
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 Date 20/6/22

- 11.7 Councillor Appointment to Review Financial Records**
Tankersley Parish Council RESOLVED that Cllr Simpson should be appointed to conduct a quarterly review of the finance files as required by Clause 2.2 of the Financial Regulations.
- 11.8 Risk Management**
Tankersley Parish Council RESOLVED that
- 11.8.1** the Bank Mandate should be updated to take account of Cllr Laughton's resignation and to add Cllr Jarvis
- 11.8.2** work into identifying what the Parish Council owned should continue. This has particular relevance regarding benches. The Asset Register will be updated to take account of the findings.
- 11.9 Accident – Update**
The Clerk informed Tankersley Parish Council that the insurer had still not authorised the repairs.
- 11.10 Insurance Review**
Tankersley Parish Council noted the Insurance Review carried out by the Clerk. The Review had identified that the Parish Council was insuring a number of items it did not own. The previous internal audit had identified that insurance cover for officers was extremely high compared to the Parish Council's finances. The Review had formed the basis for obtaining renewal quotes for 2022-23. Tankersley Parish Council RESOLVED to accept the Clerk's recommendation to move to BHIB Ltd and take out a 3 year Long Term Agreement with Aviva. Tankersley Parish Council authorised the Clerk to take the appropriate actions.
- 12. To Consider and Approve the Parish Council's Annual Payments and Subscriptions**
Tankersley Parish Council RESOLVED to approve the following annual payments and subscriptions:-
- Salaries
 - Yorkshire Local Councils Association
 - Edge IT for the financial package
 - Information Commissioners Office
 - Website hosting and e-mail provider – the Clerk was authorised to investigate a different website host and e-mail provider.
- 13. To Consider and Agree a Timetable for Reviewing and (Re)adopting the Parish Council's Policies and Procedures**
Tankersley Parish Council noted the Clerk's recommendations and RESOLVED to accept the proposed timetable.
- 14. Membership of Outside Bodies**
- 14.1** Tankersley Parish Council RESOLVED to defer appointing anyone to the YLCA until the June meeting
- 14.2** Tankersley Parish Council RESOLVED to appoint Cllr Simpson to PACT

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CRIME AND SAFETY

15. **Pop-Up Police Station and Smartwater**
The pop up police station had been re-arranged for 15 June from 3.00 pm to 5.00pm.

ROAD SAFETY AND SPEEDING

16. **Recalibration of the SID**
It had not been possible to arrange a date for the engineer to recalibrate the SID

SOCIAL AND COMMUNITY INFRASTRUCTURE

- 17.1 **Parish Council Newsletter**
The Clerk informed the Parish Council that the newsletter had been drafted. She was waiting for approvals and comments from other organisations included in the newsletter
- 17.2 **Queen's Green Canopy and the Seven Trees**
Six of the seven trees have now been planted. Watering arrangements are in place. One of the trees ordered has not yet arrived. The Clerk is chasing to find out when the tree will be delivered or if there are supply problems. If necessary the Clerk will source an alternative tree.
- 17.3 **Jubilee Benches**
Work on fixing the benches into position is due to start week commencing 21 May.
- 17.4 **Beacon**
Tankersley Parish Council RESOLVED to authorise the purchase of fire blankets, security fencing, support posts, firelighters and chicken wire for the lighting of the beacon event on 2 June. The costs of £86.97 are to be included in the expenditure figures for May-June.
- 17.5 **Children's Christmas Party 2022**
Cllr Sowersby updated the Parish Council
18. **Planning Applications**
No planning applications had been received.
16. **Date of Next Meeting**
To RESOLVE to note the date of the next Ordinary Meeting of the Parish Council as Monday 20th June 2022 at 7pm in the Tankersley Hub.

There being no other business the meeting closed at 08.25 pm

Members of Tankersley Parish Council considered the foregoing when considering their duties: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety and Human Rights

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