



# TANKERSLEY PARISH COUNCIL

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## Minutes of the Ordinary Meeting of Tankersley Parish Council Held on Monday 26 September 2022 at 7.00pm in the Tankersley Hub

**Present:** Cllr Matthew Jarvis (Vice Chair – Chaired the meeting )  
Cllr David Crossley, Cllr Jane Laverack, Cllr Dennis Simpson, Cllr Kerry Sowersby,

**In Attendance** Catherine Mullen – Clerk, Helen Willows - BMBC (part of time)

**Also Present** Two members of the public

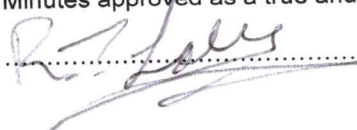
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### CORE REQUIREMENTS

*Covering governance administration, finance and asset management*

1. **Apologies**
  - 1.1 Cllrs Lodge and Horsfall had sent apologies.
  - 1.2 **Attendance Record**  
The Clerk confirmed that there are no attendance concerns.
2. **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**

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accordance with the provisions of the Local Government Act 1972 in respect of officers:

2.1 Cllrs Laverack and Sowersby declared interests as allotment holders.

2.2 **To Consider any Dispensation Requests Received by the Parish Clerk**  
The Clerk confirmed that no requests had been received.

**Note**

A member of the public objected to the Neighbourhood Planning session being above the Public Session on the Agenda. They were informed that members of the public have no right to change the order of Agenda items. Only Councillors can do this by proposing a motion and the motion being accepted.

**3. The Neighbourhood Planning Process**

3.1 Helen Willows of BMBC explained the Neighbourhood Planning process and took questions from Councillors and members of the public.

3.2 Tankersley Parish Council RESOLVED that more information, particularly practical information from parish councils who had been through the Neighbourhood Planning process was required. The Clerk was asked to invite representatives from parish councils who had completed Neighbourhood Plans to the next meeting.

**4. Public Session**

4.1 The Clerk read out a written concern from a member of the public regarding concerns about the number of lorries using the back roads and accidents occurring on the junction of Westwood New Road and the A61. Councillors requested the clerk to circulate the content of the emailed concern.

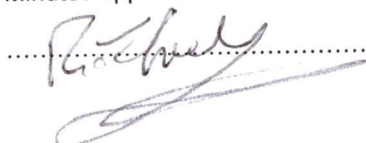
4.2 A member of the public began insulting a Councillor and was informed that this was inappropriate for the Public Session.

4.3 A member of the public began complaining about an issue that had been covered at an earlier meeting and was informed that it was inappropriate to use the Public Session to revive a matter that had been previously considered.

4.4 A member of the public complained that the Parish Council had spent £5,000 on trees for the Platinum Jubilee. It was pointed out that this was factually incorrect and that the member of the public had raised this objection with the External auditor who had informed them that the objection was frivolous and ineligible. The member of the public was informed that it was not appropriate to use the Public Session to revive issues which had already been dealt with.

4.5 A member of the public complained about item 14 on the Agenda and accused the parish Council of trying to avoid being audited. The member of the public was informed that their interpretation was mistaken as would become clear when this item was covered during the meeting.

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**5. Minutes**

The Minutes of the Ordinary Parish Council Meeting held on 25 July 2022 were agreed as a true and accurate record. Cllr Sowersby proposed and Cllr Laverack seconded that Cllr Jarvis as Chair of the meeting be authorised to sign the Minutes as a true and correct record. Cllr Jarvis signed each page of the Minutes.

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

No further issues were raised.

**7. Size of the Council and Implications**

The size of the Parish Council has been reduced from 11 to 9. The quorum for meetings is now 3. Tankersley Parish Council RESOLVED to leave item 9 of the standing Orders unchanged and continue to require 4 Councillors for the purposes of applying to reverse a decision taken within 6 months.

**8. Three Year Plan**

The Three Year Plan was discussed. Tankersley Parish Council RESOLVED that it required more information regarding the management of Broad Ings Wood and asked the Clerk and Cllr Simpson to discuss this with Cllr Lodge.

**9. Exiting the Allotments**

The Clerk informed the Council that the owners had been in contact and requested a site visit. It was felt that it would be useful for two or three allotment holders to be present for the site visit.

The Clerk informed the Council that she had also contacted BMBC and Groundworks to ask if they would be interested in taking on the management of the allotments from 1 January 2023. Neither had responded.

The Clerk also informed the Council that she had contacted the National Allotment Association to ask if they could help the allotment holders in forming an association either incorporated or unincorporated. The National Allotment Association had agreed to help but had also pointed out the need for the allotment holders to ensure that a lease was in place for 1 January 2023 between themselves and the owners.

**10. Tankersley and Wortley Poors Estate Charity**

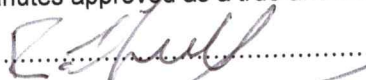
**10.1** Tankersley Parish Council discussed the concerns regarding the lack of information available. Tankersley Parish Council RESOLVED to retrospectively authorise the appointments of Cllrs Horsfall and Laverack as the trustees to the charity representing the Parish Council and Cllrs Simpson and Jarvis as the resident trustees.

**10.2** Tankersley Parish Council advised that unless information regarding the assets and bank balance of the charity had been obtained by 31 December 2022 the trustees should consider resigning.

**11. Financial Matters**

Tankersley Parish Council RESOLVED to approve the expenditure listed below for August and September and where appropriate to authorise retrospective payments and the use of personal cards

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11.1

Item	Cost £
Clerks Net Salary –	886.08
Clerks Expenses –working from home allowance	48.00
HMRC tax (Clerk) paid monthly	2.80
Payment to Copycat Party for providing entertainment for Childrens Christmas Party	360.00
Payment to H. Ulllyott for cutting the allotment hedge	96.00
Payment to YLCA – Good Councillor Guide	7.15
Payment Epic Fireworks	1516.38
Payment PKF Littlejohn – External Auditors	879.00
<b>TOTAL</b>	<b>3795.41</b>

## 11.2 Income

Interest on Deposit account August and September 0.99 and 1.13	2.12
<b>TOTAL</b>	<b>2.12</b>

## 11.3 Current and Deposit Account Statements as at 1 September 2022

Current	£25,947.24
Deposit	£12,508.32
<b>Total</b>	<b>£38,455.56</b>

## 11.4 Bank Reconciliation Statements

11.4.1 Tankersley Parish Council considered the Current Account Bank Reconciliation Statements up to 31 July 2022 and 31 August 2022 and RESOLVED that the Chair and Clerk should be authorised to sign them.

11.4.2 Tankersley Parish Council considered the Deposit Account Bank Reconciliation Statements up to 31 July 2022 and 31 August 2022 and RESOLVED that the Chair and Clerk should be authorised to sign them.

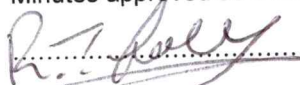
## 11.5 The Asset Register

The Asset Register had been amended to take account of comments made by the internal auditor and in the light of identifying the benches owned by the Parish Council. Cllr Crossley pointed out that the locations of the dog dispensers was incorrect as they are in the container. Subject to this correction the Asset Register was correct and would be published.

11.5.1 Tankersley Parish Council RESOLVED that the assets on the allotments should be offered to the plot holder to purchase for £75.00

11.5.2 Tankersley Parish Council RESOLVED to donate the printer to a community group or the school.

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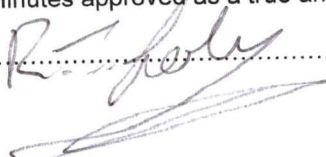


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- 11.6 Risk Assessment for August 2022**  
Tankersley Parish Council RESOLVED to accept the Risk Assessment carried out for August 2022
- 12. AGAR Update**
- 12.1** Tankersley Parish Council RESOLVED to authorise the figures regarding the precept for the 2021-22 and other monies received to be restated to take account of the Council Support Grant. Tankersley Parish Council authorised the Chair and the Clerk to initial the restated figures and to publish parts 1, 2 and 3 of the AGAR
- 12.2** Tankersley Parish Council authorised the Clerk to publish the Notice of Conclusion of Audit on the Parish Council noticeboards and website. The Notice of Conclusion of Audit would be posted on 27 September 2022 and remain on the noticeboards until 17 October 2022.
- 13. The Civility and Respect Pledge**  
Tankersley Parish Council RESOLVED to adopt the Civility and Respect Pledge recommended by nalc and the YLCA.
- 14. Option to Opt out of the SAAA Central External Auditor Appointment Arrangements**  
The Clerk explained that this was an item that all clerks in England and Wales had been advised to include in their agendas. The centralised agreement which appointed PKF Littlejohn LLP as external auditors had expired. The Parish Council therefore had the option of opting out of the centralised arrangements or appointing its own external auditor and going through all the necessary due diligence. Tankersley Parish Council RESOLVED to remain in the centralised arrangements.
- 15. Policies and Procedures**
- 15.1** Tankersley Parish Council RESOLVED to adopt the Contract for a Clerk/Responsible Finance Officer Template. The Contract will be reviewed if any changes to nalc/YLCA practices occur or September 2023, whichever is the earlier.
- 15.2** Tankersley Parish Council reviewed the Financial Regulations and RESOLVED to re-adopt them. The Financial Regulations will be reviewed and if appropriate updated in September 2023.
- 15.3** Tankersley Parish Council reviewed the Risk Management Policy and RESOLVED to re-adopt it. The policy will be reviewed and if appropriate updated in September 2023.
- 15.4** Tankersley Parish Council reviewed the Grant Awarding Policy and RESOLVED to re-adopt it. The policy will be reviewed and if appropriate updated in September 2023.
- ROAD SAFETY AND SPEEDING.**
- 16.1 Calibrating the existing SID**  
Tankersley Parish Council requested the Clerk to arrange for the existing SID to be recalibrated as soon as practicable.
- 16.2 A New SID**

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The Clerk had informed the Parish Council that the problem regarding a lack of suitable poles for placing the SID on Pilley Lane could be overcome by Highways installing a pole for this purpose. It would require providing Highways with a map showing the preferred location and a risk assessment.

Cllr Simpson suggested that a map of the parish showing where other such poles could go to hold the SID would be useful. Tankersley Parish Council RESOLVED that a map should be produced. The quotes produced for a new SID were not considered and no decision regarding a new SID was made.

## SOCIAL AND COMMUNITY INFRASTRUCTURE

### 17.1 Beacon

Tankersley Parish Council RESOLVED that a timetable to secure the beacon in a steel jacket needs to be agreed so that the beacon can be used to celebrate the coronation.

### 17.2 Bonfire Update

The Clerk informed the Council that she had been notified by St John's Ambulance that morning that they would be unable to provide first aid cover for the event. Without first aid cover the event could not go ahead.

Tankersley Parish Council RESOLVED to use social media to ask qualified first aiders in the parish if they could help. If qualified residents came forward by 7 October the event could go ahead otherwise it would have to be cancelled.

17.2.1 Tankersley Parish Council RESOLVED that assuming the event went ahead 75 safety barriers should be ordered

17.2.2 Tankersley Parish Council RESOLVED that assuming the event went ahead a public address system should be purchased.

17.2.3 Tankersley Parish Council RESOLVED that it was not necessary to purchase goggles and gloves as these had been found in the container.

17.2.4 Tankersley Parish Council RESOLVED to ~~purchase~~ <sup>provide</sup> 20 logoed hi-viz jackets

17.2.5 Tankersley Parish Council RESOLVED to purchase a magnet to collect nails as part of the cleaning up operation.

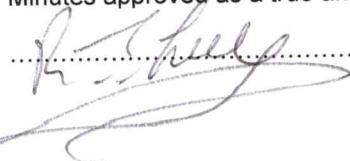
17.2.6 Tankersley Parish Council RESOLVED to retrospectively authorise the Clerk to purchase the fireworks for the event.

### 17.3 Remembrance Wreath

Tankersley Parish Council RESOLVED to purchase a wreath to lay at the Remembrance Service. The cost of a Remembrance Wreath is S.137 funding and will be recorded as such in the finance files.

### 17.4 Childrens Christmas Party

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Cllr Sowersby updated the Parish Council on the plans to raise awareness of the party..  
The costs of the Childrens Christmas Party are S.137 funding and will be recorded as such in the finance files.

**17.5 Christmas Trees**

**18.1** Tankersley Parish Council RESOLVED to defer the decision regarding Christmas trees to the October meeting.

The costs of the Christmas Trees are S.137 funding and will be recorded as such in the finance files

**18. Planning Applications**

No planning applications had been received.

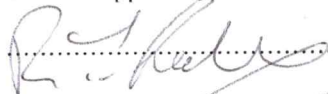
**19. Date of Next Meeting**

Tankersley Parish Council RESOLVED to note the date of the next Ordinary Meeting of the Parish Council as Monday 17<sup>th</sup> October 2022 at 7pm in the Tankersley Hub.

There being no other business the meeting closed at 09.15 pm. The meeting had continued beyond 09.00 pm as a result of constant interruptions from a member of the public which impeded the business of the meeting. The member of the public was given numerous reminders that they had no right to speak once the public session was over and numerous warnings. Cllr Laverack had asked the Chair if Councillors had to put up with the foul language used by the member of the public.

***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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