



TANKERSLEY PARISH COUNCIL

Clerk: Gemma Smith

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Minutes of the Ordinary Meeting of Tankersley Parish Council Held on Monday 18 December 2023 at 7.00pm in the Tankersley Hub

Present Cllr Helen Reckless (Chair), Cllr Clarney, Cllr Garforth, Cllr Simpkin
In Attendance Gemma Smith - Clerk

Also Present Three members of the public

114. Apologies

114.1 Apologies were received from Cllrs Greaves.

114.2 It was RESOLVED that Cllr Greaves given reasons for absence is authorised. Cllr Cocking & Cllr Lodge did not provide a reason for absence in advance of the meeting and therefore their absence is not authorised.

115. Minutes

115.1 The draft minutes of the 20th November 2023 Ordinary meeting were reviewed, there were no comments raised. It was RESOLVED that the draft minutes of 20th November 2023 Ordinary Meeting are an accurate record and TPC authorised for signing.

116. Declarations of Interest and Dispensation Requests

116.1 No declarations of interest were received.

116.2 No dispensation requests were received.

117. Public Question Time

One question was raised by a member of General Public via email regarding the location of the

SID.

118. Business Raised During Public Question Time

SID Location

The current Clerk read aloud the email received from a member of General Public regarding the location of the SID. Question posed to the council – Are there any plans to re-locate the SID from its current location on Westwood New Road? TPC discussed the question and confirmed that there are no current plans to re-locate the SID. It was RESOLVED that the current Clerk should feedback to the member of General Public that there are no plans to re-locate the SID.

119. Recruitment of new Clerk/RFO.

119.1 The staffing committee updated that a successful recruitment had taken place for the replacement of the current Clerk/RFO. It was confirmed that the new Clerk will start in role 8th January 2024. The new Clerk was in attendance as a member of General Public and was introduced to all attendees of the meeting.

119.2 The Chair updated that the new Clerk would be unavailable on the third Monday of every month and therefore TPC would need to consider changing the scheduled monthly Ordinary Meetings. It was RESOLVED that the monthly Ordinary Meetings would be changed to the fourth Monday of every month and the current Clerk would make appropriate arrangements.

119.3 It was noted that there would be a gap of 7 days between the last working day of the current Clerk and the start date of the new Clerk. As it is a legal requirement that Parish Councils have a Clerk/RFO, Councillors were asked to consider volunteering to be a temporary RFO during this gap. It was RESOLVED that Cllr Garforth will cover the role of Clerk/RFO between 1st – 7th January 2024.

120. Councilor Conduct and Official TPC response to allegations

120.1 Following the Whole Council training the Chair updated that Parish Councils have no remit to investigate complaints received about individual Cllrs. The guidance provided by YLCA was to re-direct all complaints to the BMBC Monitoring Officer. It was RESOLVED to stand down the staffing committee in relation to agenda point 104, 104.1 and 104.2 recorded in the minutes of the 20th November 2023 Ordinary Meeting.

121. Financial Matters

121.1 Expenditure

HMRC - PAYE	94.40
G. Smith – Salary as Clerk/RFO	377.60
G. Smith – Home Working Allowance	24.00
Reimburse Clerk for Rememberence Day Wreath	45.00
Reimburse Clerk for Zip Ties (Amazon)	7.99
Reimburse Clerk for Christmas Tree (Glebe Court)	150.00
Edge IT Systems Annual Fee	285.60
SOS Wholesale – Christmas Party Selection Boxes	180.14
Refund of Hanging Basket Payment – M Clarkson	69.40
TOTAL	£1234.13

121.2 Expenditure to be Authorised

G. Smith – Salary as Clerk/RFO	377.60
G. Smith – Home Working Allowance	24.00
HMRC - PAYE	94.40
Edge IT Systems Annual Fee	285.60
SOS Wholesale – Christmas Party Selection Boxes	180.14
Reimburse Cllr Greaves – Christmas Party Food (Tesco)	137.48
YLCA – Whole Council Training Session	256.00
Refund of Hanging Basket Payment – M Clarkson	69.40
TOTAL	£1424.62

121.3 Income

Interest on Deposit account	15.08
Refund for Safety Barriers (Bonfire Event)	426.00
Refund for Field Hire Bond (Bonfire Event)	500.00
Payment for Hanging Basket – M Clarkson	69.40
TOTAL	£1010.48

121.3.1 Expected Income from refunds (cancelled Bonfire Event 2023)

Interest on Deposit account	90.00
TOTAL	£90.00

121.4 Current and Deposit Account Statements

4th November – 5th December 2023

121.4.1

Current	£26,145.61
Deposit	£12,666.96
Total	£38,812.57

121.5 Bank Reconciliation Statements

121.5.1 It was RESOLVED to authorise the signing of the Current Account Bank Reconciliation Statement for period 1st November to 30th November 2023.

121.5.2 It was RESOLVED to authorise the signing of the Deposit Account Bank Reconciliation Statement for period 1st November to 30th November 2023.

122. Neighbourhood Plan ([The Neighbourhood Planning \(General\) Regulations 2012](#))

122.1 The Chair of the Neighbourhood Plan Committee provided an update regarding progress. They confirmed that a grant application had been submitted and a value of £3,990 has been successfully granted. The approved grant would fund contracting consultants Kirkwells to plan the initial process and promotional materials. It was noted that the funds must be spent in 2023/24 financial year and that further grant applications would be made for 2024/25. A meeting has been arranged for 29th January 2024 with Kirkwells for the local community to raise their thoughts regarding the Neighbourhood Plan. The TPC Chair updated that the New Clerk’s role had allowed for increased hours and they would now be available to support the committee.

123. Training support for the new Parish Council & Clerk

123.1 TPC considered purchasing a library of published guidance documents as per Enc. E. It was RESOLVED that the new Clerk would purchase one copy of each document (excluding “The Good Councillors Guide”) on commencement into post.

124. Children’s Christmas Party

124.1 The Chair updated that following a successful Children’s Christmas Party that feedback had been extremely positive. Thanks were expressed to the Cllrs involved in organising the event. A discussion regarding expressions of gratitude to community volunteers took place. It was RESOLVED to authorise £180 to purchase gifts for the volunteers and agreed it will be coordinated by the event organisers and new Clerk.

Surplus resources that were not used during the event have been donated to the local Church, TCA and local volunteers for the Santa run event.

It was noted that the budget set for the event had been underestimated and there had been significant overspend. It was acknowledged that the budget had been set by a previous Parish Council and was not enough to cover the event. It was RESOLVED to consider increasing the budget for year 2024/25 during budget setting to be carried out at January 2024 Ordinary Meeting.

125. D-Day Celebrations

TPC discussed the planning of the 2024 D-Day Celebration event. It was noted that the Beacon is not currently in the correct location and that BMBC would need to be contacted for guidance. It was queried if any grants are available to assist with funding the event. It was RESOLVED that the new Clerk would contact Joe Birch to discuss the Beacon location and useability. It was RESOLVED that the New Clerk would look into if there are any grant opportunities.

126. Annual Bonfire Event

126.1 It was noted that the Annual Bonfire Event for November 2023 was cancelled due to adverse weather conditions. TPC discussed contingency planning of future events. It was RESOLVED that plans should be put into place to assess the conditions of the field ahead of the event and this should be incorporated into the event plans.

127. Planning Applications

127.1 TPC reviewed planning application 2023/1068 – Land adjacent 31 Green Lane. It was RESOLVED that that no comments or concerns were raised regarding the planning application.

128. Date of Future Meetings

It was RESOLVED that the date of the next TPC Ordinary is Monday 22nd January 2024, 7pm at Tankersley Hub.

It was RESOLVED that all future TPC Ordinary Meetings will be scheduled for fourth Monday of the month starting in January 2024.

Meeting closed at 20:05

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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Tankersley Parish Council – Ordinary Parish Council Meeting on Monday 18 December 2023
Minutes approved as a true and accurate record, and signed as so by the presiding Chair

.....Date.....