

**Minutes of the Annual Meeting of the Hunshelf Parish Council,  
held at 7:15 p.m. on Monday 16<sup>th</sup> May 2018  
in The Providence Room, Green Moor Church**

Present: Councillor R Popplewell, councillors Mrs K Austin, Miss K Battye, and J Kerr. Six members of the public in attendance.

**1 Apologies for non-attendance**

Apologies for non-attendance were received from Councillor B Tylee. Members wished Councillor Tylee a swift recovery from his illness.

**2 Election of Chairman for the year 2018/19.**

Councillor Mrs K Austin was elected Chairman of the Hunshelf Parish Council for the year 2018/19.

**3 Election of Vice Chairman for the year 2018/19.**

Councillor B Tylee was elected Vice-Chairman of the Hunshelf Parish Council for the year 2018/19.

**4 Declarations of interest from Councillors**

Councillors Miss K Battye and Mrs K Austin each declared an interest in an item to be raised under item 30.3 concerning waste collection procedures

**5 Acceptance of Office Declarations**

Councillor Mrs K Austin signed her declaration of acceptance of office.

**6 Minutes of the Annual Meeting of the Parish Council held on Thursday 8<sup>th</sup> of May 2017**

Members noted the minutes of this meeting which had been confirmed in June 2017

**7 Comments and decisions reached at the Meeting of the Parish held on Monday 16<sup>th</sup> May 2018**

There were none.

**8 Adoption of the Data Audit**

Members noted the data audit as presented and agreed to adopt the findings and recommendations therein

**9 Appointment of Mr Rob Winter of Barnsley MBC as the Data Protection Officer for Hunshelf Parish Council.**

Members noted with pleasure that Barnsley MBC had agreed that Mr Rob Winter should act as Data Protection Officer for all parishes in the borough. Members noted that, while it had been suggested that parishes need not appoint to such an office, present legislation was that an appointment must be made before the 25<sup>th</sup> of May 2018. Members agreed to appoint Mr Winter as the Data Protection Officer for the Hunshelf Parish Council

## **10 Accounts for 2017/18**

Members received copies of the accounts to the end of March 2018. The internal auditor had pointed out some inconsistencies in the headings under which expenditure had been listed and the Clerk had amended the accounts accordingly. The Internal Auditor pointed out that for one payment was either missing a receipt, or the addition of the claim had been inaccurate. Either way, expenditure of a small sum had been paid out without proof of purchase. Members agreed that the amount was trivial and any action to recoup would be disproportionate and thus the payment should stand intact.

## **11 Annual Governance Statement for 2017/18**

Members agreed that the Chairman should sign the Annual Governance Statement.

## **12 Accounting Statement for 2017/18**

Members agreed that the Chairman should sign the Accounting Statement for 2018/19

## **13 Certificate of Exemption 2017/18**

Members agreed that the Chairman should sign the Certificate of Exemption for 2017/18

## **14 Bank Reconciliation Statement for 2017/18**

Members noted the Bank Reconciliation Statement for the financial year 2017/18.

## **15 Minutes of the previous meeting of the parish council held on 19<sup>th</sup> February 2018**

The minutes of the meeting of the parish council held on 19<sup>th</sup> February 2018 were confirmed

## **16 Matters arising from these minutes**

There were none

## **17 Reports from the Clerk**

The Clerk circulated a number of items round members, none of which were of more than cursory interest

## **18 Planning Applications or planning matters**

There were none

## **19 Communications from any member of the public on Planning Matters**

### **17.1 Highway obstruction**

It was reported that a householder was in the habit of laying a hosepipe across the road in Green Moor. This was thought to be a hazard to road users, especially cyclists and the Clerk was to inform BMBC Highways of the matter

### **17.2 Trunche Developments**

It was noted that despite several approaches, the parish council had not been made aware of the situation concerning the developments on the Trunche. The Clerk was to prepare a letter to BMBC Planning requesting information as soon as possible.

## **20 Bank statements for February 2018**

Members noted the bank statements for February 2018 previously circulated

## **21 Orders for payment**

The following orders were authorised for payment

D Horsfall	Presentation bouquet	£ 25.95 inc VAT 4.33
P Allott	Foundations storage Unit	£ 169.86 plus VAT £ 33.97
S Derrick	Chat printing	£ 85.00
YLCA	Subscription 2018/19	£ 128.00
Twiggs	YIB	£ 96.00
Incprint	YIB	£ 66.00
IoW Computer Geek	Web Site Admin (replacement cheque)	£ 53.99
Zurich Insurance		£ 524.49
David Rose	YIB Parish Projects	£ 787.58
Gary Jess	Grass cutting	£ 60.00
D Horsfall	Auditor	£ 26.00

## **22 Receipt of Income**

The following income was noted

Precept 2018/19		£ 4,500.00
J Atkinson	Rent Isle of Skye Paddock	£ 100.00
Wortley Donation	to YIB account	£ 50.00
IoW Computer Geek	Web Site Admin (cancelled cheque)	£ 53.99

## **23 Disclaimer to be added to parish council emails**

Members agreed to the format of a disclaimer to be added to all official emails sent by the parish council

## **24 To receive reports from Sub-Committees.**

### **22.1 Hunshelf Parish Christmas Party. Sub Committee**

There is little to report on this subject at this stage. We gave a formal report to the January 2018 meeting on the 2017 event; including lessons learnt, budget reconciliation etc. In terms of planning for the 2018 party, all the entertainment has already been 'booked'.

A pair of pump action vacuum flasks has been purchased to allow us to serve hot drinks more efficiently and safely.

In terms of financial matters the Tesco Bags of help grant has been formally closed out with its Administration team. At the end of the 2017 event, we are carrying forward a surplus of £691.22 which means with the 2018 Parish award of £500, the 2018 event should be fully funded already.

In terms of petty cash the proceeds raised from a car boot sale and the raffle held at the 2017 Party, nothing was passed to you as all the monies were donated to Team Green Moor for Yorkshire in Bloom and no doubt be accounted for in their report

## **22.2 Hunshelf Parish YIB Sub Committee**

The members of the Sub-Committee presented a very full report which is attached to the minutes. Members echoed the sentiments often expressed by others that the parish is very fortunate to have such a dedicated group that works extremely hard to present the village at its best

Mr Allott, asked if there were funds available to purchase a more agile mower to cover the smaller pieces of grass in the village. He was assured that this could be arranged and he was to liaise with the Clerk and members to agree a purchase . It was further agreed that two new seats should be ordered for the Delf and the Garden.

## **25 Gritting schedule for the parish in the light of the recent bad weather.**

It was agreed that the Clerk would write to BMBC Highways requesting that Chapel Lane be included in the winter gritting schedule. The Clerk was also to write to BMBC listing the required points for grit bins to be installed. It was anticipated that both of these letters would be sent in September when the gritting schedules are considered by BMBC. The locations for the grit bins should be

Delph Edge junction with Chapel Lane

Chapel Lane junction with Hill Top Lane

Delph Edge cul-de-sac

Well Hill opposite Well Hill Farm

Foot of Chapel Lane

Don Hill on the mini roundabout

Edgemount opposite Edgemount House

## **26 Policy on the storing of papers and their ultimate disposal**

Members agreed to adopt the policies on the storing of papers and their ultimate disposal as presented by the Clerk. (Copy Attached to the minutes) It was agreed that once the Clerk had scrutinised all the papers presently held in storage, he should arrange for the unwanted items to be collected by a reputable concern and destroyed. This would ensure confidentiality is not breached.

## **27 Dog fouling in the Parish and to undertake appropriate action**

Members agreed that a further article in the Chat would be appropriate, that efforts should be made to highlight the problem by placing highly visible stickers near to offending deposits and to purchase the relevant stickers.

## **28 Hunshelf Chat**

Members congratulated the contributors to the Hunshelf Chat for the latest issue, now some time ago. It was noted that the next issue was due shortly and the editor would appreciate articles as soon as possible.

### **29 Reports or concerns of crime in the parish.**

There were none reported

### **30 Comments and or requests from the Green Moor Sports Club**

There were none. It was noted however, that fixture lists had been distributed in the village and that the club was concentrating on the younger players. This latter was commended

### **31 “Parish Governance Review”**

Members received a copy of a letter and map from BMBC confirming that a small section of Hunshelf Parish had been allocated to Oxspring. This made sense as the land concerned belonged to the Oxspring Parish Council and was half of the sports pitch. The allocation has been approved by Hunshelf Parish Council some time ago.

### **32 Minor items or items for the next agenda**

#### **30.1 Steps in Delf**

The Clerk was to approach BMBC Highways to ascertain when the steps would be repaired

#### **30.2 Dog excrement bin**

The Clerk was to approach BMBC to source a further bin at the kissing gate on Well Hill

#### **30.3 Waste Management new schedules**

Councillor Popplewell was to raise the matter of the new regulations for waste collection with the Ward Alliance. Mr Iain Austin offered to co-ordinated responses. Members noted the “blanket approach” to health and safety and risk assessment, and deplored the attitude of the borough council in failing to meet the needs of residents. It was considered incompetence on the part of the authority to purchase a a vehicle not suited to the job in hand.

#### **30.4 Delf Field Drainage**

The Clerk was to ask Mr Henry Chaplin of Chapellows to Liaise with Mr Allott concerning the bald patches and the rough areas on the Delf Field

#### **30.5 Buzzard’s Nest**

The Clerk was to write to the Wharnccliffe Estates concerning the new nest on Tin Mill

#### **30.6 Playground Surface**

It was agreed that the Clerk would arrange for the playground surface to be inspected, and if necessary to have any repairs effected

### **33 Declarations of Interest forms May 2019**

Members noted that after the elections in 2019, completely fresh declarations of interest forms would be required from all councillors. The Clerk also pointed out that these new forms required even more information than previously, and included the financial interests of close relatives

**34 The time and date of the next meeting**

The next meeting was confirmed for Monday 4<sup>th</sup> June 2018 at 7:00 p.m. in the Providence Room, Green Moor Methodist Church