

**Draft Minutes of the Meeting of Hunshelf Parish Council
held on Monday 9th March 2026
in the Providence Room, Green Moor Methodist Church at 7.00 pm.**

Present: Councillors Miss K. Battye (Chair), P. Watts, Mrs K Austin, P. Garrity and Mrs L. Godley, Mrs D Carrington (Clerk)

Two members of the public were present.

2025/150 - 1. To receive apologies and reasons for absence

None received.

2025/151 - 2. To receive any declarations of interest from Councillors

None received.

2025/152 – 3. To confirm the minutes of the Meeting of the Parish Council held on 9th February 2026 as a true and correct record

RESOLVED: the minutes of the meeting of the Parish Council held on 9th February 2026 were confirmed as correct.

2025/153 – 4. To consider any matters arising from the minutes

The Clerk reported that she had responded to The Steel Valley Partnership.

2025/154 - 5. To discuss Parish Projects

Bollards & boulders – complete

Roles and responsibilities – Cllr P Watts to pass the Councillors Guide to Finance to Cllr P Garrity

Isle of Skye – Cllr Mrs K Austin to speak with the field owner

Surveyor's Quarry – following legal advice a letter has been delivered to the adjacent landowner. The Parish Council will be meeting with Cllr Ridler in April. An email has been received from a member of the public expressing concern about access.

Communications/website/heritage boards/CHAT – a Communications Working Party has been set up. A shorter version of the Chat has been produced.

Volunteer Strategy – discussed at the coffee morning. Further work needed.

Swallow Project – possibly too late for the current year. To discuss later in the year.

Steel Valley Partnership – no funding available.

2025/155 – 6. To receive an update from the Sub Groups

TGM

Update minuted at agenda item 7.

HEAT

Cllr Godley reported that the coffee morning went well and dates of HEAT events are included in the Hunshelf Chat.

2025/156 – 7. Hanging Baskets

7.1 To consider submitting a street lighting application form to BMBC

7.2 To discuss the hanging basket scheme for 2026

This has been an ongoing issue to find an alternative cost effective supplier but so far pricing appears to be much higher. B Allott reported that the larger baskets cannot be used due to health and safety issues. In addition to this, BMBC will be charging £70 per column from 2027 for annual testing. This would be an additional cost of £980 for 14 columns.

RESOLVED: due to financial constraints, there will be no hanging basket scheme in 2026.

RESOLVED: the hanging baskets to be retrieved from the previous supplier and stored.

2025/157 – 8. To receive communications from the public.

The Clerk reported that she had received an email from a concerned member of the public regarding access to Pea Royd Quarry.

2025/158 – 9. To discuss and decide upon any course of action in relation to the Surveyor's Quarry

Following legal advice, a letter has been sent to the adjacent landowner to request that he cease trespass, reinstate walls and remove fencing. The Parish Council continue to pursue this matter with partners and will be meeting with Cllr Ridler in April.

RESOLVED: the Parish Council to correspond and meet with partners as appropriate on this matter.

2025/159 – 10. To discuss and decide upon any course of action in relation to DMMO Holly Hall Lane

The DMMO was made by BMBC on 27th February 2026. There are 42 days for objections or representations ending on 10th April 2026.

2025/160 – 11. Communications

11.1 To approve the Terms of Reference for the Communications Working Party

RESOLVED: to approve the Terms of Reference for the Communications Working Party.

11.2 To receive the notes from the meeting held on 23rd February 2026 and consider approving any actions.

RESOLVED: to receive the notes from the meeting held on 23rd February 2026.

2025/161 – 12. To consider and decide upon any planning applications or consultations received

None received.

Cllr Miss K Battye reported a certificate of lawful development for a temporary construction compound off Tofts Lane, linked to a major energy storage project. The Clerk to review the planning portal and report back.

2025/162 – 13. Play Area Inspection Report

13.1 To receive the monthly Play Inspection Report and decide upon any course of action required

Cllr P Watts presented the monthly play area inspection report. The overall assessment is low risk with no actions.

13.2 To revisit the annual Play Inspection Report and decide upon any course of action required

The potential pinching/crushing hazard between gate & post is reported as a medium risk which requires action to be taken to reduce if possible or available.

RESOLVED: there is no feasible solution to address the risk. To be monitored.

2025/163 - 14. To discuss Parish Council elections

The BMBC and Parish Council elections will take place on Thursday 7th May 2026. Nominations open on 31st March 2026 and close on the 9th April 2026.

2025/164 – 15. To discuss the internal auditing service for 2025/26 and decide upon any course of action required

The current auditor has recently communicated that he is no longer available. The Clerk has since obtained three quotes for the Parish Council to consider.

RESOLVED: to appoint FH Accountancy Services or IAS Yorkshire Ltd depending upon availability.

2025/165 – 16. Training

16.1 To consider approving Cllr Mrs K Austin's request for training

RESOLVED: to approve Cllr Mrs K Austin's request for YLCA training – Planning Workshop.

2025/166 – 17. Policies and Procedures

17.1 To discuss and consider adopting the updated Financial Regulations

RESOLVED: to adopt the updated Financial Regulations and accept the Clerk's proposed changes to the model.

17.2 To discuss and consider adopting the updated Standing Orders

RESOLVED: to defer this item to the April Meeting.

17.3 To discuss and consider adopting the Risk Policy

RESOLVED: to adopt to risk policy.

17.4 To discuss and consider adopting the Financial Risk Assessment

RESOLVED: two Councillors including the Chair will be appointed at the annual meeting to undertake internal control checks – point 10.

RESOLVED: to adopt the Financial Risk Assessment.

2025/167 – 18. Risk management

18.1 To discuss and review the risk register

RESOLVED: to approve the risk register and review on a quarterly basis.

2025/168 – 19. To receive any reports from the Clerk

19.1 To receive the report on the review of finance and banking

The Clerk reported that the review of finance is an ongoing piece of work and banking will be covered at agenda item 20. The YLCA Advice Note 37 on the Transparency Code for councils with under £25,000 turnover was presented and compliance gaps were discussed.

19.2 To receive the report on the Parish Council laptop and consider approving the proposal for replacement

The Clerk presented the report for discussion.

RESOLVED: to approve the purchase of a laptop up to the value of £600.

RESOLVED: to approve the purchase of Microsoft Office.

RESOLVED: not to approve the purchase of extended warranty.

RESOLVED: to approve the use of general reserves to fund the purchase of the laptop and Microsoft Office

RESOLVED: to approve a dispensation from financial regulation 9.4 to allow the Clerk to make this purchase using her personal credit card, to be reclaimed.

2025/169 – 20. Banking

20.1 To discuss and consider approving changes to the bank mandate

The current bank mandate requires an update to remove the previous Clerk and add the new Clerk.

RESOLVED: to approve the changes to the bank mandate.

20.2 To discuss and consider approving dual controls

Dual controls are additional controls for added payment and user security and a requirement of financial

regulations. The proposal is to set up all Councillors with access to online banking to act as authorised signatories on all payments.

RESOLVED: to approve the implementation of dual controls.

2025/170 – 21. Financial Matters

12.1 To receive and note the bank balances up to 28th February 2026:

- Business Current Account £9,962.40
- Business Money Manager £ 167.30

12.2 To receive and note a bank reconciliation to 28th February 2026.

12.3 To note the following payments previously authorised:

- Clerk's Expenses - £108.49
- Clerk's Salary (01.02.26 – 31.02.26) - £345.72

12.4 To approve the following accounts for payment:

- YLCA – Advert for Clerk post - £20

RESOLVED: to approve the payment to YLCA.

12.5 To receive and note the budget monitoring report.

RESOLVED: the budget monitoring report to be deferred to the April Meeting.

2025/171 - 22. To receive the monthly financial management report

CLlr P Garrity gave a verbal update with respect to the monthly financial report and the amount in reserves.

The Clerk highlighted the projected overspend due to incurring unbudgeted recruitment costs and increasing the Clerk's hours of work.

2025/172 - 23. To consider any reports of crime in the parish

None reported.

2025/173 - 24. To receive comments from the Green Moor Sports Club

None received.

2025/174 - 25. Any minor items not requiring a decision or items for the next agenda

The Winter Warmer packs have been delivered to parishioners.

2025/175 - 26. Date and time of the next meeting

The next meeting of the Parish Council is to be held on Monday 13th April 2026 at 7.00pm in the Providence Room, Green Moor Methodist Church.