

**Minutes of the Annual Meeting of Hunshelf Parish Council
held on Monday 11th May 2026
in the Providence Room, Green Moor Methodist Church at 7.00 pm.**

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

Ten members of the public were present.

2026/1 – 1. Elect a Chair for the year 2026/27

RESOLVED: to elect Cllr Mrs K Austin as Chair for the year 2026/27

Cllr Mrs K Austin signed her declaration of office

2026/2 – 2. Elect a Vice Chair for the year 2026/27

RESOLVED: to elect Cllr Mrs L Godley as Vice Chair for the year 2026/27

Cllr Mrs L Godley signed her declaration of office

2026/3 – 3. Sign acceptance of Office Declarations from Councillors

Cllrs Miss K Battye and Cllr Mr P Garrity signed their acceptance of office

2026/4 – 4. Public session

There were no questions raised by the public.

2026/5 - 5. To receive apologies and reasons for absence

None received

2026/6 - 6. To receive any declarations of interest from Councillors

None received

2026/7 – 7. To confirm the minutes of the Meeting of the Parish Council held on 13th April 2026 as a true and correct record

RESOLVED: the minutes of the meeting of the Parish Council held on 13th April 2026 were confirmed as a true and correct record.

2026/8 – 8. To consider any matters arising from the minutes

8.1 Receive the report on the review of the planning application for the battery storage off Tofts

8th June 2026

Lane and consider the proposed next steps

The Parish Council passed on their thanks to Mr C Driffield for the report which will be taken into consideration when receiving future planning applications.

2026/9 – 9. Consider the appointment of any new committees and members of those committees

RESOLVED: to establish a staffing committee, approve the terms of reference and appoint Cllrs Mrs K Austin, Miss K Battye and Mr P Garrity as members of that committee.

2026/10 – 10. Review of standing orders and financial regulations

RESOLVED: to approve the standing orders and financial regulations with no changes required.

2026/11 – 11. Review inventory and other assets including buildings and office equipment

RESOLVED: the Clerk to update the asset register following the discussion.

2026/12 – 12. Confirmation of arrangements for insurance cover in respect of all insurable risks

RESOLVED: to confirm the arrangements for insurance cover in respect of all insurable risks.

2026/13 – 13. Review the Council's and staff subscriptions to other bodies

The Clerk reported the following subscriptions:

Council – Yorkshire Local Council Association (YLCA), Peak and Northern Footpaths Society (PNFS),

Campaign to Protect Rural England (CPRE)

Staff – Society of Local Council Clerks – new subscription

RESOLVED: to review and approve the Council's and staff subscriptions.

2026/14 – 14. Discuss and consider adopting the Complaints Procedure

RESOLVED: to adopt the Complaints Procedure.

2026/15 – 15. Review the Council's policies, procedures and practices in respect of obligations under freedom of information and data protection

The Clerk reported that there are some gaps and a need to review existing documentation.

RESOLVED: to acknowledge the gaps and defer to the June meeting.

2026/16 – 16. Review the Council's policy for dealing with the press/media

RESOLVED: to adopt the Media Policy.

2026/17 – 17. Review the Council's employment policies and procedures

The Clerk reported that there are gaps in policies and procedures.

RESOLVED: to acknowledge and address these gaps in the coming months.

2026/18 – 18. Review the Council's expenditure incurred under s.137 of the Local Government Act 1972

The Clerk reported that spending limits are set for Parish Councils under S137 of the Local Government Act 1972. This allows Parish Councils to spend money that benefits the community where there is no other specific statutory power. For 2025/26 the expenditure limit was set at £11.10 per elector x 295 = £3,274.50. The Clerk reported that there was no S.137 expenditure in 2025/26.

2026/19 – 19. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

RESOLVED: the Clerk to book the Providence Room on the second Monday of the month from January 2027 to May 2027.

2026/20 – 20. To consider a dispensation from financial regulations for the year 2026/27 allowing the Clerk to approve quotes, payments and expenses relating to Team Green Moor, Hunshelf Events and Activities Team and Green Moor Carol Singers, where expenditure is funded from donations and/or earmarked reserves

RESOLVED: to grant a dispensation from financial regulations for the Clerk to approve quotes, payments and expenses relating to TGM, HEAT and GM Carol Singers where this is funded from donations and/or earmarked reserves. To be reviewed May 2027.

2026/21 – 21. Discuss the Councillor vacancy and agree next steps

The notice of the Councillor vacancy has been registered with electoral services and published on the website and noticeboard. If an election is not requested, this will be a co-option.

RESOLVED: the Parish Council to agree a co-option policy

2026/22 – 22. Discuss the land for sale opposite Green Moor Well

The land has been sold.

2026/23 – 23. Discuss Parish Projects

RESOLVED: to defer to the next meeting due to the size of the agenda.

2026/24 – 24. To receive an update from the Sub Groups

TGM

The trees have been marked. Planting is taking place. The damaged steps leading from the Delf to New Houses need to be reported to the Rangers. TGM will be raising money at Green Fest.

Green Moor Carol Singers

The carol singers met in April to ensure everyone keeps in voice. Anyone is welcome.

HEAT

The Quiz Night at the end of April went well. There were fewer than expected attendees at the Odd Pots Workshop on 2nd May. The focus is now in the Green Fest which is taking place on 28th June.

The Green Moor Chapel Summer Fayre is taking place on the 20th June.

Cllr Mrs K Austin and Mrs C Derrick attended the 'Love Where You Live' event and reported that this was a useful networking event.

2026/25 – 25. To receive communications from the public.

None received

2026/26 – 26. To discuss and decide upon any course of action in relation to the Surveyor's Quarry

The Parish Council are working through the advice from the land solicitor. A detailed timeline of events is being maintained. A further letter was sent to the adjacent landowner but this remains undelivered. Signs were purchased and erected. Sheffield City Council need to re-erect the CROW Act signs.

Cllr Mrs K Austin thanked everyone for their support regarding this matter.

RESOLVED: to progress matters with HM Land Registry and continue engagement with the land solicitor for which quotes will be obtained.

2026/27 – 27. To consider and decide upon any planning applications or consultations received

None received

2026/28 – 28. To receive the monthly Play Inspection Report

Mr P Watts confirmed he would continue to produce the monthly play area inspection report. He reported there was no change from previous updates.

2026/29 – 29. Policies and Procedures**29.1 To discuss and consider adopting the Expenses Policy**

RESOLVED: to adopt the Expenses Policy.

2026/30 – 30. Receive and reports from the Clerk

None received.

2026/31 – 31. Financial Matters

31.1 Receive and note the bank balances up to 30th April 2026:

- Business Current Account £14,085.66
- Business Money Manager £ 167.66

The Clerk reported that the agenda contained the previous month's balances.

31.2 Receive and note a bank reconciliation to 30th April 2026.

31.3 Note the following payments previously authorised:

- Wight Computers – Domain name renewal – £167.48
- Clerk's Salary (01.04.26 – 30.04.26) - £346.65
- Green Moor Methodist Church – Room Hire (HEAT) - £42.00
- Mrs D Carrington (Clerk) – Expenses £620.22
- YLCA – subscription - £179.00
- Mr P Allott – fuel expenses - £17.19
- HMRC – PAYE/NIC (Jan to March 2026) - £271.26

31.4 Note the following income received:

- BMBC – Precept - £6,250.00
- Mr & Mrs Rivers – Rent Sharp Royd Nook - £83.00

31.5 Consider approving the following accounts for payment:

- YLCA – Training - £60.00

RESOLVED: to approve the payment to YLCA - £60.00

31.6 Consider approving the quote for Green Fest PA System and Technician

- Cybus Audio £310.25

RESOLVED: to approve the quote for Green Fest PA System and Technician – Cybus Audio - £310.25.

31.7 To receive and note the budget monitoring report as at 30th April 2026

The Clerk presented the April budget monitoring report which includes actual payments and receipts as at 30th April 2026 and projections to the end of the financial year, 31st March 2027. Projections suggest a small deficit of around £40 by the end of the year.

Projections include a deficit of £387 on room hire due to the late payment of the 2025/26 invoice and additional charges for interviews. It also includes a deficit of £280 on the internal audit budget, this being a new cost not anticipated at budget setting. The purchase of the parish laptop has created a deficit on the equipment budget of £599. This was approved at the March Meeting after budget setting and funding was approved from general reserves (2025/168).

Surpluses offsetting these deficits include website development of £200, now that Cllr Mr P Garrity is undertaking this work, mobile phone £120 not required, Hunshelf Chat £119 which reflects recent changes, the VAT refund projected to be greater than budgeted by £81, the insurance renewal being lower than budgeted by £57 and a part year surplus on staff allowances of £48.

The Clerk presented the projected reserves position:

Reserves balances were presented as follows:

Earmarked Reserves:

- HEAT £928.35
- Green Moor Carol Singers £1,385.64

General Reserves £4,316.44

Total Reserves £6,6330.43

The Clerk advised the Parish Council to protect the current level of reserves.

RESOLVED: to receive and note the budget monitoring report as at 30th April 2026.

2026/32 - 32. To receive the monthly financial management report

RESOLVED: no requirement to discuss this following the detailed report at 31.7.

2026/33 – 33. Consider approving the new Clerk appointment and agree a start date

RESOLVED: to appoint Jane Mosley w.e.f. 1st June 2026 on SCP 19.

2026/34 - 34. To consider any reports of crime in the parish

A report of power tools being stolen from High Wells Farm, Snowden Hill at milking time. A white van was seen in the area.

2026/35 - 35. To receive comments from the Green Moor Sports Club

None received.

2026/36 - 36. Any minor items not requiring a decision or items for the next agenda

The Annual Parish Meeting will take place on Monday 18th May 2026 at 7.00pm in the Providence Room,
8th June 2026

Green Moor Methodist Church.

2026/37 - 37. Date and time of the next meeting

The next meeting of the Parish Council to be held on Monday 8th June 2026 at 7.00pm in the Providence Room, Green Moor Methodist Church.