

Draft Minutes of the Meeting of Hunshelf Parish Council
held on Monday 8th June 2026
in the Providence Room, Green Moor Methodist Church at 7.00 pm.

Present: Councillors Mrs K Austin (Chair), Miss K Battye, Mrs L. Godley, Mrs D Carrington (Clerk) and Ms J Mosley (new Clerk)

Four members of the public were present.

There was a public session prior to the meeting starting.

2026/38 – 1. Receive apologies and reasons for absence

Apologies were received from Cllr Mr P Garrity due to holiday.

RESOLVED: to receive apologies and reasons for absence from Cllr Mr P Garrity.

2026/39 - 2. Receive any declarations of interest from Councillors

None received

2026/40 – 3. Confirm the minutes of the Annual Meeting of the Parish Council held on 11th May 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 subject to a couple of minor amendments.

2026/41 – 4. Consider any matters arising from the minutes

The Clerk reported that the damaged steps leading from the Delf to New Houses had been reported to the BMBC Rangers and the Providence Room had been booked for Parish Council Meetings up to May 2027.

2026/42 – 5. Annual Governance and Accountability Return (AGAR) 2025/26

5.1 Consider approving the Certificate of Exemption – page 3 of the AGAR 2025/26 Form 2

The Clerk explained that the Certificate of Exemption applies to Parish Councils where the higher of income or gross expenditure did not exceed £25,000 and this needs to be signed by the Clerk and the Chair.

RESOLVED: to approve the Certificate of Exemption – page 3 of the AGAR 2025/26 Form 2.

The Clerk and the Chair signed the Certificate of Exemption.

5.2 Receive the Internal Audit Report produced by Internal Audit Services Yorkshire and note any recommendations

The Clerk talked through the report and highlighted the key points:

- The Internal Auditor had not had sight of the VAT return at the time of the audit. This has since been submitted.
- A recommendation for leases/rents to appear on the budget report. This was addressed in January 2026, rents were included in the budget report, reviewed and increased as part of budget setting.
- Recommendation for bank reconciliations to be produced monthly/quarterly and presented at meetings alongside the bank statement. This is now in place and bank reconciliations have been presented monthly since March 2026.
- No minutes confirming the previous year's internal audit report had been discussed. The latest internal audit report has been minuted.
- No page numbers on minutes. This has been addressed from May 2026.
- Recommended a quarterly budget monitoring report is provided to full council. Budget monitoring reports have been presented monthly from March 2026.
- GDPR – links to policies not working. Privacy policies have since been approved and will be published on the website.
- Website shows IOW Geek on the home page. This needs to be queried with Wight Computers.
- The Internal Auditor had not had sight of the asset register at the time of the audit because this was in the process of being updated. This has since been finalized and will be published on the website.
- Certificate of Exemption 2024/25 not published on the website. The Certificate of Exemption for 2025/26 will be published shortly.

RESOLVED: to receive the Internal Audit Report produced by Internal Audit Services Yorkshire and note the recommendations.

5.3 Receive the Annual Internal Audit Report 2025/26, page 4 of the AGAR 2025/26 Form 2

The Clerk highlighted internal control objectives H and N reported as a 'No'. H (asset registers) was due to the Internal Auditor not having sight of the register at the time of the audit. This has since been finalised and will be published on the website. N (publication requirements 2024/25) was due to the 2024/25 AGAR not being published. The 2025/26 AGAR will be published shortly and publication requirements will be met. Internal control objective G was 'N/A' because the Parish Council does not hold any petty cash.

RESOLVED: to receive the Annual Internal Audit Report 2025/26, page 4 of the AGAR 2025/26 Form 2

5.4 Consider approving the Annual Governance Statement 2025/26, page 5 of the AGAR 2025/26 Form 2

The Clerk highlighted that assertions 4 and 10 have been answered as a 'No'.

- Assertion 4 (exercise of electors' rights) was due to the 2024/25 AGAR not being published and the exercise of electors' rights process not fully following the requirements of the Accounts and Audit Regulations in relation to timescales and publication, although an opportunity was provided and communicated on the website. The 2025/26 AGAR will be published shortly and the exercise of electors' rights will be fully compliant with the Accounts and Audit Regulations.
- Assertion 10 (IT and data management) was due to the website not having an accessibility statement, not fully meeting the transparency requirements and the data protection statements not being visible on the website. These issues are being addressed as a priority.

RESOLVED: to approved the Annual Governance Statement 2025/26, page 5 of the AGAR 2025/26 Form 2.

The Clerk and the Chair signed the Annual Governance Statement 2025/26.

5.5 Consider approving the Accounting Statements 2025/26, page 6 of the AGAR 2025/26 Form 2

The final outturn position had been provided to the Parish Council but the Clerk didn't cover them in detail as the draft position had been presented in detail to the April Meeting. She pointed out that the final outturn position had changed by £2.50 (interest) and there had been some presentational changes.

The Accounting Statements 2025/26 have been prepared and reconciled to the final outturn position and these have been signed by the Clerk & RFO prior to presenting to the Parish Council for approval.

RESOLVED: to approve the Accounting Statements 2025/26, page 6 of the AGAR 2025/26 Form 2

The Chair signed the Accounting Statements 2025/26.

5.6 Consider approving the Explanation of Variances

The Clerk explained that variances between 2024/25 and 2025/26 greater than £200 and 15% require an explanation.

- Total Other Receipts variance of £10,820 and 70.85% – this is due to one-off grant funding received in 2024/25 of £10,425 compared to £890 in 2025/26 and a higher VAT refund of £2,043 received in 2024/25 compared to £870 in 2025/26.
- Staff costs variance of £3,120 – this is due to a change of Clerk w.e.f. 1st August 2025 and the previous Clerk not taking a salary.
- All Other Payments variance of £7,464 and 47.89% - this is due to playground repairs costs of £9,248 in 2024/25 offset by one-off costs for Clerk recruitment in 2025/26 of £550 and an increase in HEAT events payments of £682 and Green Moor Carol Singers payments of £383 in 2025/26.

RESOLVED: to approve the Explanation of Variances

5.7 Consider approving the Bank Reconciliation

RESOLVED: to approve the Bank Reconciliation

5.8 Consider approving the Notice of Public Rights required by Regulation 15 (2), Accounts and Audit Regulations 2015 – period to run from Wednesday 10th June to Tuesday 21st July 2026

RESOLVED: to approve the Notice of Public Rights period to run from Wednesday 10th June to Tuesday 21st July 2026.

2026/43 – 6. Discuss Parish Projects

Finance and Surveyor's Quarry are covered elsewhere on the agenda.

2026/44 – 7. To receive an update from the Sub Groups

TGM

The pumphouse has been tidied. Vital Facilities will be contacted to undertake strimming on the Delf. The brambles on the Isle of Skye will be tackled from September

Green Moor Carol Singers

CLlr Mrs K Austin asked the Parish Council to approve a gift for a parishioners diamond wedding anniversary.

RESOLVED: to approve a gift for a parishioners diamond wedding anniversary up to the value of £50 to be funded from general reserves.

HEAT

The focus is now on the Green Fest which is taking place on 28th June.

2026/45 – 8. To receive communications from the public.

Mrs B Mangham asked the Clerk to remind the Parish Council that the cost of hiring the Providence Room will increase to £15 per hour for all future bookings.

2026/46 – 9. To discuss and decide upon any course of action in relation to the Surveyor's Quarry

A response has been received from Dr Marie Tidball MP and the Parish Council are working through the advice.

The second letter to the adjacent landowner was returned to the Clerk undelivered.

CLlr Mrs K Austin has completed the CT1 form (caution against first registration) which will be submitted shortly to HM Land Registry. The next steps will require solicitor input to arrange the deed.

A response is awaited from Sheffield City Council, Footpaths regarding the CROW signs.

A body of evidence continues to be collected.

2026/47 – 10. To consider and decide upon any planning applications or consultations received

10.1 To consider planning application 2026/0360 – variation of condition 2 of application 2023/0322 (Energy storage facility) to allow for changes to the site layout, groundworks and landscaping. Land off Tofts Lane, Hunshelf, Sheffield, S36 8YR.

RESOLVED: no observations.

2026/48 – 11. To receive the monthly Play Inspection Report

None received. Mr C Driffield volunteered to undertake this going forwards. A handover needs to be arranged with Mr P Watts.

2026/49 – 12. Staffing Committee 26th May 2026

12.1 Receive the draft minutes for information

RESOLVED: to receive the draft minutes

12.2 Consider approving the following policies recommended by the staffing committee:

12.2.1 Equal Opportunities Policy

RESOLVED: to approve the Equal Opportunities Policy

12.2.2 Performance Appraisal Policy

RESOLVED: to approve the Performance Appraisal Policy

12.2.3 Grievance Policy

RESOLVED: to approve the Grievance Policy

12.2.4 Disciplinary Policy

RESOLVED: to approve the Disciplinary Policy

12.2.5 Sickness Absence Policy

RESOLVED: to approve the sickness absence policy.

2026/50 – 13. Consider approving the updated asset register

The Parish council thanked the Clerk for the work undertaken to bring this up to date.

RESOLVED: to approve the asset register.

2026/51 – 14. Consider approving the updated insurance renewal premium

The Clerk explained that the updated insurance renewal premium reflects the additional assets that have been communicated to the insurance company.

RESOLVED: to approve the updated insurance renewal premium.

2026/52 – 15. Policies and Procedures

15.1 Discuss and consider adopting the Pensions Policy

RESOLVED: to adopt the Pension Policy.

15.2 Discuss and consider adopting the General Privacy Notice

RESOLVED: to adopt the General Privacy Notice

15.3 Discuss and consider adopting the Privacy Notice for Employees and Councillors

RESOLVED: to adopt the Privacy Notice for Employees and Councillors

15.4 Discuss and consider adopting the Co-option Policy

RESOLVED: to adopt the Co-option Policy and Councillor Job Description, subject to amendments

15.5 Discuss and consider the need for a Safeguarding Policy

It was not felt that a Safeguarding Policy was required at this time, however this will be kept under review.

RESOLVED: communication with the new Chat editor will be via the Clerk email and copied to the editor's responsible adult.

2026/53 – 16. Receive any reports from the Clerk

16.1 Receive and consider approving the Compliance Action Plan

The Clerk provided a verbal update on the compliance with the Transparency Requirements and confirmed that the Parish Council would be compliant once the AGAR and associated documents had been published on the website later in the week.

2026/54 – 17. Financial Matters

17.1 Receive and note the bank balances up to 30th May 2026:

- Business Current Account £12,943.79
- Business Money Manager £ 167.84

RESOLVED: bank balances received and noted.

17.2 Receive and note a bank reconciliation to 30th May 2026.

RESOLVED: bank reconciliation received and approved.

The Chair signed the bank reconciliation.

17.3 Note the following payments previously authorised:

- Simply Signs – Pea Royd Quarry signs – £90.00
- Clerk's Salary (01.05.26 – 30.05.26) - £519.85
- Cllr Mr P Garrity – Exps, UK Map Centre £59.98, fuel for mower £15.79 = £75.37
- YLCA – Training - £60.00
- Zurich Municipal – Insurance £642.75

Payments previously authorised noted.

17.4 Consider approving the following accounts for payment:

- Green Moor Methodist Church – Room Hire for interviews - £35.00
- IAS Yorkshire Ltd – internal audit services - £300.00
- Mrs D Carrington, Clerk's Expenses:
 - Post Office – Postage – (£3.60+£9.95+£10.84_ - £24.39
 - Home Bargains – Copier Paper – (£3.99=£3.99) = £7.98
 - Home Bargains – Envelopes - £1.78
 - Amazon – printer toner - £36.07
 - Total £70.22

RESOLVED: to approve payments to:

- Green Moor Methodist Church - £35.00
- IAS Yorkshire Ltd - £300.00
- Mrs D Carrington - £70.22

17.5 Note the following receipts:

- HEAT Receipts – Green Fest Traders - £105.00
- Mr & Mrs Dowkes – Rent of land at Salter Hill - £73.00
- HEAT receipts – Quiz night/Odd Pots - £68.10

Receipts noted.

17.6 To receive and note the budget monitoring report as at 31st May 2026

The Clerk presented the May budget monitoring report which includes actual payments and receipts as at 30th May 2026 and projections to the end of the financial year, 31st March 2027. Projections suggest a small deficit of around £160 by the end of the year which will require the use of general reserves.

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, budget not required now that Cllr Mr P Garrity is undertaking this work, mobile phone £120 not required, Hunshelf Chat £112 which reflects recent changes, the VAT refund projected to be greater than budgeted by £81 and a part year surplus on staff allowances of £48.

The Clerk presented the projected reserves position as at 31st March 2027:

Reserves balances were presented as follows:

Earmarked Reserves:

- HEAT £1,101.45
- Green Moor Carol Singers £1,385.64

General Reserves £4,243.41

Total Reserves £6,730.50

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

RESOLVED: to receive and note the budget monitoring report.

17.7 Approve a cheque for £40 payable to Land Registry for caution against first registration

RESOLVED: to approve the cheque for £40 payable to Land Registry.

Cllr Mrs K Austin and Cllr Miss K Battye signed the cheque.

17.8 Discuss the overdue rent payment and agree any action to be taken

The Clerk reported that this had been invoiced on 29th April and a reminder had been sent on 31st May.

The Parish Council discussed the non-payment of rent and breach of the lease agreement.

RESOLVED: Cllr Mrs K Austin to speak with Ms L Milnes.

2026/55 - 18. To receive the monthly financial management report

RESOLVED: no requirement to discuss this following the detailed report at 17.6

2026/56 - 19. To consider any reports of crime in the parish

None received.

2026/57 - 20. To receive comments from the Green Moor Sports Club

None received.

2026/58- 21. Any minor items not requiring a decision or items for the next agenda

None discussed.

2026/59 - 22. Date and time of the next meeting

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