

**Minutes of the Annual Council Meeting of Denby Dale Parish Council held on Tuesday 21 May 2019
in the Civic Chamber, Council Offices, Skelmanthorpe**

Members Present: Chairman before election - Cllr J Cook (not present)
Chairman after election - Cllr R Gott

Cllrs: Cllrs R Brook, P Flinders, M Blanshard, R Gott, C Naylor, K Waites, M Wood, I Atkinson, J Patterson, W Simpson, S Hellewell, S Merry, L Newton, A Baskeyfield & N Gemmell

19/009 Election of Chairman

RESOLVED that **Cllr Ray Gott** be appointed Chairman of the Parish Council until the next Annual Council Meeting.

(Proposed: Cllr C Naylor Second: Cllr S Hellewell)

19/010 The declaration of acceptance was duly signed. It was RESOLVED that outstanding declarations be signed at the next appropriate meeting.

19/011 Presentation to Retiring Chairman & Vote of Thanks

Cllr Gott thanked Cllr Cook in his absence on behalf of the Council for all his hard work.

19/012 Election of Vice Chairman

RESOLVED that **Cllr Kelvyn Waites** be appointed Vice-Chairman of the Council until the next Annual Council Meeting.

(Proposed: Cllr W Simpson Second: Cllr M Wood)

19/013 Apologies for Absence

Apologies were received from Cllr Shaw, Turner, Cook, Slater & Denby

RESOLVED that the reasons submitted be approved.

19/014 Open Session

No members of the public were present.

19/015 Minutes of the last meeting

RESOLVED that the following minutes be approved:

Full Council - 2 April

Plans Scrutiny Committee – 30 April

19/016 Finance Matters

- **Orders for Payment:** **RESOLVED** that orders for payment no.733 be approved for payment, totalling £4,684.50.
- **Payment of Salary:** **RESOLVED** to authorise the payment of the Clerk's and Countryside Officer's May Salary, HMRC and WYPF
- **Grant Applications:**
Community Grant: **RESOLVED** that a grant for £700 be awarded to Birdsedge Village Hall using the General Power of Competence provided by the Localism Act 2011
Schools Grant: **RESOLVED** that a grant for £1000 be awarded to Scissett Academy using the General Power of Competence provided by the Localism Act 2011

19/017 To Receive the Annual Accounts 2018-2019

The statutory requirement for all councils/parish meetings to approve Section 1 (the Annual Governance Statement) before Section 2 (The Accounts)

A: Internal Audit Report and Review of Effectiveness of Internal Audit– **RESOLVED** that the report submitted by the internal auditor, Samantha Sutcliffe of Torevell Dent, be approved. **RESOLVED** that the Review of Effectiveness of Internal Audit be approved.

B: Annual Return – **RESOLVED** that the Annual Governance Statement (Section 1) of the Annual Return be i) considered by the members, ii) approved and adopted by resolution of the council and iii) signed by the Chairman and sent to the auditors

C: Annual Return – **RESOLVED** that the Accounting Statements (Section 2: The Accounts) of the Annual Return be i) considered by the members, ii) approved and adopted by resolution of the council and iii) signed by the Chairman and sent to the auditors
Both Sections were considered as directed by law.

D: Publication of Documents; **RESOLVED** that the documents required by Accounts and Audit Regulations 2015 be published.

E: Annual Accounts 2018-19 - **RESOLVED** that the annual accounts for 2018-2019 for the parish council be approved.

19/018 Appointment of Plans Scrutiny Committee and Election of Chair and Vice-Chair

RESOLVED that the Plans Scrutiny Committee shall meet on such occasions as the Chair deems appropriate to discuss matters appertaining to the future development of the district with plenary powers to act in an emergency and that the Committee shall comprise the following members to hold office until the next Annual Council Meeting:

Cllr E Shaw (Chair)	Cllr M Wood
Cllr S Slater	Cllr Ray Gott (ex officio)
Cllr J Cook	
Cllr K Waites (ex officio)	
Cllr S Merry	
Cllr N Gemmell	

RESOLVED that Cllr E Shaw be appointed Chair of the Plans Scrutiny Committee until the next Annual Council Meeting and that the Vice-Chair be appointed at the next meeting of the Committee.

Appointment of Finance & General Purposes Committee and Election of Chair and Vice-Chair

RESOLVED that the Finance and General Purposes Committee shall meet on such occasions as the Chair deems appropriate to discuss matters involving expenditure and such matters as the Council shall from time to time determine and that the Committee shall comprise the following members to hold office until the next Annual Council Meeting:

Cllr R Gott (ex officio)	Cllr P Flinders
Cllr M Blanshard	Cllr G Turner
Cllr R Brook (Chair)	Cllr W Simpson
Cllr C Naylor	Cllr L Newton
Cllr I Atkinson	Cllr A Baskeyfield
Cllr J Patterson	Cllr N Denby
Cllr K Waites (ex officio)	Cllr S Hellewell

RESOLVED that Cllr Brook be appointed Chair of the Finance and General Purposes Committee until the next Annual Council Meeting. It was **RESOLVED** that the Vice Chair be appointed at the next meeting.

19/019 Appointment of Staffing Committee

RESOLVED that the Staffing Committee should meet on such occasions as the Chair deems appropriate to discuss employment matters and that the Committee shall comprise the Chairs and Vice Chairs of the Council and the Finance and General Purposes Committee. Cllr K Waites, Cllr R Gott, Cllr R Brook and the Vice Chair of F&GP (to be confirmed) will therefore serve on the Staffing Committee until the next Annual Council Meeting:

Appointment of Appeals Committee

RESOLVED that the Appeals Committee should meet on such occasions as required. All members of the Finance & General Purposes Committee who are not members of the Staffing Committee will serve on the Appeals Committee until the next Annual Council meeting.

19/020 Sub Groups/Working Parties of the Council

Appointment of the Working Party on Public Transport

RESOLVED that Cllrs K Waites, E Shaw and R Brook be appointed to the Working Party on Public Transport.

Appointment of Business Plan Sub Group

RESOLVED that the Business Plan Sub Group would be disbanded.

Appointment of Heritage Working Group

RESOLVED that Cllrs K Waites, R Brook, S Slater, J Cook, I Atkinson and E Shaw be appointed to the Heritage Working Group.

Appointment of Council Building Working Group

RESOLVED that Cllrs R Brook, G Turner, P Flinders, J Cook, R Gott and K Waites be appointed to the Building Working Group.

Appointment of the Churchfields Working Group

RESOLVED that Cllrs R Brook, J Cook, K Waites, G Turner, C Naylor and M Blanshard be appointed to the Churchfields Working Group.

19/021 Appointment of Representatives to the Denby Dale Parish Environment Trust

RESOLVED that Cllr G Turner and J Cook be appointed to serve as the Parish Council's representatives on the Executive Committee of the Environment Trust and that Cllr J Cook be appointed as the Parish Council's ordinary representative on the Environment Trust.

19/022 Appointment of Representatives to the Steering Group of the Denby Dale Parish Countryside Project

RESOLVED that Cllrs G Turner, J Cook & J Patterson be appointed to serve as the Parish Council's representatives on the Steering Group of the Denby Dale Parish Countryside Project.

19/023 Appointment of Voting Representatives to the Yorkshire Local Councils Associations

RESOLVED that Cllrs E Shaw and I Atkinson be appointed as representatives to the Yorkshire Local Councils Associations. Cllr Shaw reminded councillors that other, non-voting councillors could attend meetings.

19/024 Appointment of Representatives to Local Organisations Rural District Committee

RESOLVED that as this now longer existed there were no representatives.

Public Rights of Way Forum

RESOLVED that Cllr R Brook be appointed as representative to the Public Rights of Way Forum.

Historic Buildings Trust

RESOLVED that Cllrs C Naylor and J Cook be appointed as representatives to the Historic Buildings Trust.

Clayton West Millennium Green Trust

RESOLVED that Cllrs S Hellewell and W Simpson be appointed as representatives to the Clayton West Millennium Green Trust.

Rural Transport Partnership

RESOLVED that Cllrs K Waites, M Wood and A Baskeyfield be appointed as representatives to the Rural Transport Partnership.

School Governors

RESOLVED that Cllr K Waites remained as the Council School Governor at Scissett First School.

19/025 Annual Subscriptions

RESOLVED that the following subscriptions be renewed as they fall due:

- Society of Local Council Clerks
- Penistone Line Partnership
- Yorkshire Local Council Association

19/026 General Power of Competence

RESOLVED that the council meets the legal criteria set out in the Localism Act 2011 and is therefore eligible to use the General Power of Competence with immediate effect.

19/027 Matters Arising

- Action Regarding complaint: **RESOLVED** that the Council write to the complainant and offer an ex-gratia payment of £400, with no liability admitted. The payment would be made using the General Power of Competence, provided by the Localism Act 2011.

Signed..... (CHAIRMAN)