

**Minutes of the Annual Council Meeting of Denby Dale Parish Council held on Tuesday 4 May 2021 in the Civic Chamber, Council Offices, Skelmanthorpe**

**Members Present:** Chairman before election - Cllr Neil Denby  
Chairman after election - Cllr Polly Flinders

Cllrs: Cllrs R Brook, P Flinders, M Blanshard, C Naylor, K Waites, M Wood, J Patterson, W Simpson, S Hellewell, S Merry, L Newton, A Baskeyfield, N Denby, E Shaw, H Pink, K Carr, G Turner, J Cook, & N Gemmell

**21/001 Election of Chairman**

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

(Proposed: Cllr Simpson, Second: Cllr Blanshard)

**21/002 RESOLVED that the declaration of acceptance would be signed as soon as possible following the meeting**

**21/003 Presentation to Retiring Chairman & Vote of Thanks**

Cllr Flinders thanked Cllr Denby on behalf of the Council for all the hard work he had done over the last year, including his excellent work on the newsletter. The Clerk also wished to thank Cllr Denby for all his support and help he had given navigating the Covid Restrictions and legislation over the year. Cllr Denby was awarded the Chairman's memento of £100 which he wished to donate to a suitable charity to be decided upon.

**21/004 Election of Vice Chairman**

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

(Proposed: Cllr Brook, Second: Cllr Merry)

**21/005 Apologies for Absence**

No apologies for absence were received. Cllr Slater was absent.

**21/006 Open Session**

No members of the public were present.

**21/007 Minutes of the last meeting**

**RESOLVED** that the following minutes be approved:

Full Council – 6 April

Staffing Committee – 6 April (Councillors wished to express their thanks to Cllr Newton for all her hard work in producing the Sickness Absence Policy).

Plans Scrutiny Committee – 27 April

**21/008 To Receive the Annual Accounts 2020//21 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 of Torevell Dent, 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 2020-21 - **RESOLVED** that the annual accounts for 2020-2021 for the parish council be approved.

F: Review of Internal Controls/Risk Assessment  
Controls and Risk Assessment be approved.

2020/21 – RESOLVED that the Review of Internal

#### **21/009 Finance Matters**

- **Orders for Payment: RESOLVED** that orders for payment no 783 be approved for payment, totalling £1694.63.
- **Payment of Salary: RESOLVED** to authorise the payment of the Clerk's and Countryside Officer's April, May and June Salaries, HMRC and WYPF
- **Schools Grant: RESOLVED** to award a grant of £1000 to Birdsedge First School towards outdoor clothing (Awarded under the General Power of Competence provided by the Localism Act 2011)
- **Community Grant: RESOLVED** that the Clerk write to Skelmanthorpe Cricket Club regarding their grant application expressing the Council's outline support but requesting further information i.e; a clearer breakdown of the architects drawing, more than one quotation provided, matching funding due to the high cost (and what the costs on the account transferred in referred to under 'main grants').

#### **21/010 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 Hayley Pink
Cllr J Cook	Cllr C Naylor (Vice Chair)
Cllr K Waites	Cllr P Flinders (ex officio)
Cllr S Merry	Cllr K Carr (ex officio)
Cllr N Gemmell	

**RESOLVED** that Cllr E Shaw be appointed Chair of the Plans Scrutiny Committee until the next Annual Council Meeting and that Cllr C Naylor be appointed as Vice-Chair.

#### **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 P Flinders (ex officio)	Cllr K Carr (ex officio)
Cllr M Blanshard	Cllr G Turner (Vice Chair)
Cllr R Brook (Chair)	Cllr W Simpson
Cllr L Newton	Cllr N Denby
Cllr A Baskeyfield	Cllr S Hellewell
Cllr J Patterson	

**RESOLVED** that Cllr Brook be appointed Chair of the Finance and General Purposes Committee until the next Annual Council Meeting and that Cllr Turner be appointed as Vice Chair.

#### **21/011 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 Flinders, Cllr Carr, Cllr R Brook and Cllr Turner 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.

#### **21/012 Sub Groups/Working Parties of the Council**

##### **Appointment of the Working Party on Public Transport**

**RESOLVED** that Cllrs K Waites, E Shaw, K Carr, L Newton 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 held in abeyance until its review date.

**Appointment of Heritage Working Group**

**RESOLVED** that Cllrs K Waites, R Brook, S Slater, J Cook & S Hellewell be appointed to the Heritage Working Group.

**Appointment to the Climate Emergency Working Group**

**RESOLVED** that Cllrs Simpson, Turner, Newton, Pink, Gemmell and Denby be appointed to the Climate Emergency 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.

**Appointment of Council Building Working Group**

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

**21/013 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.

**21/014 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.

**21/015 Appointment of Voting Representatives to the Yorkshire Local Councils Associations**

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

**21/016 Appointment of Representatives to Local Organisations****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, K Carr and A Baskeyfield be appointed as representatives to the Rural Transport Partnership.

**School Governors**

**RESOLVED** that this was now not applicable.

**21/017 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

**21/018 Climate Emergency Working Group**

**Cllr Simpson** reported that there were on-going projects that he would get new members up to date on. The solar panels and ground source heating could no longer go ahead at the Denby Dale Community Centre.

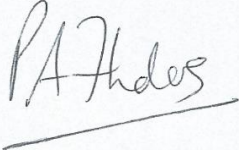
**21/019 Holding of Future Meetings & Council Building**

- The Clerk reported that as the appeal on Covid meeting legislation had not been upheld, the Council would continue with its resolution to designate decisions to the Clerk as agreed at the April meeting.
- It was **RESOLVED** that the earliest the Council Building would re-open was **Monday 28 June**, subject to there being no further changes in Government legislation or guidance.

**21/020 Sickness Absence Policy – RESOLVED** to accept the Sickness Absence Policy as recommended by the Staffing Committee

**21/021 Matters Raised by Councillors**

- Dog bag dispenser Elm Street – **RESOLVED** that a dispenser be provided for the site.
- Waste Bin, Pilling Lane – This could not be provided due to the position not being on a collection route.
- Archives Website – Cllr Brook re-iterated that due to the use of original photos and documents on the new upgraded website, the level of storage required had increased, resulting in an increase to the annual cost. As the majority of the content was provided by Denby Dale over Kirkburton, it was suggested that Denby Dale should carry the cost. **RESOLVED** that due to the increased storage costs as previously stated by Cllr Brook, that running costs would increase by £180 per year, which would be carried by Denby Dale Council alone, due to the higher content provided.



A handwritten signature in black ink, appearing to read 'P. A. Hodes', is written over a light blue rectangular background.

Signed (CHAIR)