

OXSPRING PARISH COUNCIL

Minutes of a meeting of Oxspring Parish Council held on the 10 June 2024, at 7.15pm in St Aidans Church Hall.

Present: Cllr Ann Walker (Chair)
Cllr Graham Sedgwick (Vice Chair)
Cllr Ian Stanley
Cllr Emily Gratton-Rayson
Cllr Lisa Chambers
The Parish Clerk and 2 resident of Oxspring

1. The Chair opened the meeting and provided a reminder to all in attendance on the Council's expectations about audio or visual recordings of the meeting.

Public Participation

The Chair introduced one of the residents and explained that they were interested in joining the Parish Council. The resident agreed to observe the meeting.

2.1 To receive apologies for absence

No apologies were received.

2.2 To consider the approval of reasons for absence given by councillors

None.

3.1 To receive, consider and decide upon any applications for dispensation

No members of the council had any requests for dispensation.

3.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

None.

4. To confirm the minutes of meeting held on 13 May 2024, as a true and correct record

RESOLVED that the minutes of the meeting of Oxspring Parish Council held on 14 May 2024 be approved as a true record and signed by the Chair.

5. To receive information on the following ongoing issues and decide further action where necessary

5.1 *Castle Dam*

The Clerk wrote to the resident at Castle Dam and explained the Council's decision regarding installing a gate.

5.2 *Anthills*

The new signs have been installed.

The triangle area has been cut by BMBC. The Chair will speak with Vital Services and see if they will keep it cut on a more regular basis.

5.3 *Hanging Baskets*

The hanging baskets have been installed. It was noted that some are slightly obscured by trees on Bower Hill.

RESOLVED that the titivator group will see if it's possible to trim them back.

5.4 ***The Willows parking***

The problem parking at the Willows has been reported to Berneslai Homes and a resident has also reported it to the police. It was noted that it is still happening.

5.5 ***D-Day flag***

The flag was raised for one week to commemorate the 80th anniversary of D-Day.

5.6 ***Declaration of acceptance of Vice Chair***

Due to being absent at the May meeting this item was delayed. Councillor Sedgwick read the declaration of Acceptance of Vice Chair which was witnessed by the Clerk.

6. **To consider and decide upon the following planning applications**

None.

7. **Planning Decisions and information**

7.1 2023/1066 – Land West of Millstones – rural exception site 6 properties – under consideration.

7.2 2024/0058 – 2 Mayfield Court – rear extension to single storey dwelling – under consideration.

7.3 2024/0309 – 10 West Crescent – 2 storey side extension – under consideration.

8. **Matters requested by councillors**

8.1 ***Willows allotments grass cutting***

Cllr I Stanley confirmed that he met Mr Bamforth, head of grass cutting at BMBC at the Willows allotments. A route to the uncut garden was agreed. BMBC also agreed to cut the triangle area at the Anthills.

It was noted that the area outside the playingfield footpath had not been cut.

RESOLVED to report to the ground maintenance manager regarding the uncut area on the field.

8.2 ***Allotment vacancies and waiting list***

The Clerk has inspected the allotments and found that a number of plots are not being maintained properly. The Clerk reported a vacancy at the West Crescent allotments that needs a boundary fence installing.

RESOLVED that Cllr Stanley will speak to one of the tenants regarding the state of the plot, and will also speak to the tenant regarding the boundary between the allotment and his garden. The Clerk will contact other tenants whose plots are not being maintained. The Clerk and Cllr Stanley will look at where the fencing is needed.

8.3 ***Community Allotment & Orchard***

Cllr Gratton-Rayson reported that she has erected the polytunnel at the community allotment with the help of Mr Prachek.

RESOLVED to pay Mr Prachek £200 for his time and assistance with the work.

8.4 **Titivator Report**

Cllr Sedgwick reported on the work that Mr Shirtcliffe has been doing on the playingfield and the clearing of the footpath.

Cllr Gratton-Rayson confirmed that the Titivators have two new members. It was noted to make more use of the group chat for the Titivator works so that all members can get involved when they want.

Drainage issues at the playingfield were discussed.

RESOLVED that Cllr Stanley will borrow the metal detector from Mr Tylee to help find the drains. It was also resolved that the Clerk will contact the Trans Pennine Trail regarding the banking and works required on the TPT side of the boundary. Cllr Stanley will meet with a TPT representative.

8.5 **Playarea Inspections**

The playarea inspection report for May reported that all items were safe to use.

RESOLVED that Cllr Stanley will make the temporary fix to the talk tubes, but that whether to keep the talk tubes will be decided as part of the playarea refurbishment.

8.6 **Spring Bulbs**

The Chair discussed the Picnic in the Park event being planned by Oxspring Friends and stated that they would like to get kids and adults involved in planting spring bulbs in the village green as part of the event.

RESOLVED that the Parish Council will support the event and purchase the bulbs. Cllr Gratton-Rayson will source the bulbs.

8.7 **Bus Stop Locations**

The Chair reported that some residents on the Tollbar estate have enquired about having a bus stop location on Roughbitchworth Lane as the nearest stops are near the school or the Waggon & Horses. It was noted that the only bus route that travels on Roughbitchworth Lane is the number 24 Pennine bus.

RESOLVED to contact the SYMCA regarding the request.

9. **To receive and consider for decision any recommendations from the Council's Committees**

None.

10. **Financial Matters**

Relevant documents had been circulated to councillors prior to the meeting with the agenda.

10.1 RESOLVED to note the balances in the current, savings & money market accounts.

10.2 RESOLVED to accept the bank reconciliation to 31/5/24.

10.3 RESOLVED to accept the Receipts & Payment report to 31/5/24.

10.4 RESOLVED to approve payment to:

| Payments | | | | |
|------------------------|------------|--------------------------|----------------------------|---------------------|
| Date | Ref | Name | Description | Gross amount |
| Current Account | | | | |
| 7 May 24 | DD | Ovo Energy | Playingfield electricity | 18.00 |
| 9 May 24 | DR | HSBC | Bank charges | 8.00 |
| 16 May 24 | DR | HSBC | Bank charges | 8.00 |
| 10 Jun 24 | 18 | Internal Audit Yorkshire | Internal Audit | 400.00 |
| 10 Jun 24 | 19 | Simplysigns Penistone | Anthills signs | 132.00 |
| 10 Jun 24 | 20 | Signs Xtra | Hanging basket plaques | 712.80 |
| 10 Jun 24 | 21 | Jasper Prachek | erect polytunnel | 200.00 |
| | | | | 1478.80 |
| Deposit Account | | | | |
| NONE | | | | |
| | | | | 0.00 |
| Receipts | | | | |
| Date | Ref | Name | Description | Amount |
| Current Account | | | | |
| 20 May 24 | cr | various | Allotment rent | 158.00 |
| 20 May 24 | cr | Various | hanging basket sponsorship | 90.00 |
| | | | | 248.00 |
| Deposit Account | | | | |
| NONE | | | | |
| | | | | 0.00 |
| Transfers | | | | |
| Date | Ref | Name | Description | Amount |
| 15 May 24 | trf | HSBC | transfer | 3000.00 |

10.5 *To note payments already authorised*

It was noted that the Clerk's salary as per the contract of employment, had been paid for the month of May.

- 10.5 The Internal Audit report produced by Internal Audit Yorkshire was circulated prior to the meeting. The recommendations were received and noted.

RESOLVED that the Clerk implement the recommendations discussed.

- 10.6 RESOLVED to approve Section 1- Annual Governance Statement for Oxspring Parish Council on page 4 of the Annual Governance and Accountability Return 2023/24.

- 10.7 RESOLVED to approve Section 2 - Accounting Statements for Oxspring Parish Council on page 5 of the Annual Governance and Accountability Return 2023/24.

- 10.8 RESOLVED that, in accordance with the Accounts and Audit Regulations 2015 and the Local Audit (Smaller Authorities) Regulations 2015 Oxspring Parish Council will publish the following documents on the Parish Council website, and display sections 1 & 2 on the Council notice board:

- Annual Internal Audit Report 2023/24
- Section 1 – Annual Governance Statement 2023/24
- Section 2 – Accounting Statements 2023/24
- Analysis of variances
- Bank Reconciliation to 31 March 2024

- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

10.9 RESOLVED that the Clerk submit the completed and signed AGAR to the external auditor.

10.10 *To receive a report on Earmarked Funds*

Relevant documents had been circulated to councillors prior to the meeting. The report was noted.

11. **Correspondence received**

11.1 Correspondence was received from B Tylee regarding further work at Roughbitchworth excavation site. Sheffield University have carried out a Ground Penetrating Radar survey and evaluation. The cost of £1350 was noted and will be from the remaining earmarked fund for the project.

12. **To receive items to report from Councillors**

12.1 The Chair enquired re new email addresses for Councillors.

RESOLVED that the Clerk contact Mr Rivett again for a response.

12.2 The Chair reported that Mr Booth had been in contact regarding planting a memorial tree for Mr Wainwright on the Village Green.

RESOLVED that Cllr E Gratton-Rayson will meet him to discuss a suitable location.

12.3 The Duck race took place last week and it was noted that the grass was not cut in time.

RESOLVED to add a grass cutting reminder to the Council calendar for May.

12.4 Cllr Chambers reported that there was still a rat problem by the footpath near Willow Bridge.

RESOLVED to report to pest control at BMBC.

12.5 The Clerk reported that the Fixed Asset register had been updated to include all land in the Parish Council's ownership.

13. **Items for the next ordinary meeting of the Council**

The Chair reminded members that the councillors are to provide specified agenda items to the Clerk at least one week prior to the next Council meeting in accordance with the Council's adopted policy.

14. **Employment matters**

14.1 The employment contract was updated to include the wording that the Clerk is appointed as the Responsible Finance Officer in the body of the contract and not just in the job description.

RESOLVED to accept the changes and sign the contract.

15. **Date of the next meeting**

It was noted that in accordance with the agreed schedule, the next ordinary meeting of the Parish Council would be held on 8 July 2024 at 7.15pm.

There being no other business, the Chair thanked all for attending and the meeting closed at 9.10pm.

Signed:

Clerk:

Date:

Chair:

Date: