

Langsett Parish Council

Minutes of the Annual Meeting of Langsett Parish Council held at The Barn, Langsett on Monday 17th May 2021 immediately following the Annual Parishioners Meeting at 7.00pm

Present: Cllr Peter Horner (Chair), Cllr Susan Barnes, Cllr Angela Brailsford, Cllr Lynn Hammond, Cllr Linda Taylor, and Mrs Avril Sturdy (Clerk & RFO)

21/22-001 Election of Chairman

Nominations for the coming year were called for Chairman, Councillor Horner was the uncontested nominee, he declared himself willing to stand and so was elected unopposed.

21/22-002 Declaration of Acceptance of Office from the Chairman

Councillor Horner completed and signed a Declaration of Acceptance of Chair form.

21/22-003 Election of a Vice Chairman

Nominations for the coming year were called for Vice Chair, Councillor Taylor was the uncontested nominee and she declared herself willing to stand and so was elected unopposed. A declaration of Acceptance of Vice Chair form was completed and signed.

21/22-004 Apologies for absence

None

21/22-005 Declarations of interest

None received

21/22-006 Code of Conduct and Register of Interest Forms

Councillors were reminded that any changes to the current Register of Interest forms necessitated completion of a new form, which would be returned to the Clerk within 28 days of the meeting. No such changes advised to the Clerk.

21/22-007 Finance and Accounts - Audit

- 7.1 The Clerk had circulated Year End Accounts (year ending 31st March 2021) to Councillors. Councillors received and approved Receipts and Payments account (Appendix A) Bank Reconciliation (App. B) and Explanation of Variances (App. C).
- 7.2 It was **resolved** that Langsett Parish Council is exempt from external audit for the year 2020/21 as its annual turn-over does not exceed £25,000. The Certificate of Exemption (Appendix D) was approved and signed by the Clerk and Chairman and this will be sent to the external auditor.
- 7.3 It was **resolved** that Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 be noted (Appendix E).
- 7.4 It was **resolved** that Langsett Parish Council approve Section 1 Annual Governance Statement 2020/21 for Langsett Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21. (Appendix F)
- 7.5 It was **resolved** that Langsett Parish Council approve Section 2 - Accounting Statements 2020/21 for Langsett Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21 (Appendix G).

7.6 It was **resolved** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Langsett Parish Council will publish the following documents on a public website :

- Certificate of Exemption
- Annual Internal Audit Report 2020/21
- Section 1 – Annual Governance Statement 2020/21
- Section 2 – Accounting Statements 2020/21
- Analysis of variances
- Bank Reconciliation to 31 March 2021
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

7.7 Report of internal auditor 2020/21

The report of the internal auditor was considered and some items were noted:

- I. Update the Financial Regulations of the Parish Council
- II. Update the Risk Assessment policy of the Parish Council

The Clerk will look at both policies for approval by the Council in September meeting.

A question was raised regarding the Auditors previous recommendation of a SSL secure website and it was noted that under Minute 20/21-036 it had been **resolved** not to proceed with the procurement of the SSL Certificate relating to website security after discussion with the website provider.

21/22-008 Minutes of the meeting held on Monday 15th March 2021

It was **resolved** that the minutes be approved and to be signed by the Chairman.

21/22-009 Matters arising from the previous minutes

Litter was still an issue in the Parish and it was **resolved** to organise a litter pick. A Peak Park Ranger would be invited to assist local volunteers and dates suggested were Saturday 12th or 26th June. A notice would be put on the website and the noticeboards. The Clerk to liaise with the Rangers to decide a suitable date and organise equipment.

It was **resolved** to again report the abandoned caravan close to the A628, on the road towards Dunford Bridge.

21/22-010 Public Participation

None

21/22-011 Planning Applications received since the agenda was produced

App: 2021/0557 Agricultural Barn, Hartcliff Hill Road, Cubley

It was **resolved** to ask for details regarding the application in relation to the size, and use of the barn, the caravans on site and the materials used in the "two track access" as it is within the Green Belt.

21/22-012 Planning Applications received between parish council meetings

App: 2020/1384 Bank View Café (change of use - first floor for letting/external alterations) – The Parish Council had no comments

App: 2021/0280 Lower Belle Cleve Cottage, Hartcliff Road (2 storey side extension) - The Parish Council had no comments

21/22-013 Information on previous planning applications

App: 2020/1421 – Upper Belle Clive Farm, Hartcliff Road – agricultural barn – under consideration

App: 2021/0280 Lower Belle Cleve Cottage, Hartcliff Road -2 storey side extension – approved

Apps: NP/B/1120/1133 & NP/B/1120/1132 Langsett House, Manchester Road, Langsett Listed Building consent - Internal re-planning, infill canopy area and entrance door, install bi fold doors, break through to dining room, oak canopy, paint windows, install window in timber doorway - approved

21/22-014 Items to bring to the attention of BMBC Neighbourhood Services

None. Minute 21/22-009 refers to the arrangements for a litter pick in June.

21/22-015 Footpaths and Public Rights of Way Issues

The Clerk informed the meeting that following participation in the research regarding non-motorised users in the parish, the Parish Council will receive feedback when survey is complete.

Cllr Barnes raised an issue regarding the lack of way markers on a right of way between Cranberry Road towards the A616 through Sheephouse Wood, and it was **resolved** to report this to BMBC Rights of Way team and to report a damaged stile in the same location. It was also **resolved** to as BMBC Rights of Way what the plans were for the area around Equitrek to enable safe crossing of the A616.

21/22-016 Roads , Transport and Parking

The Clerk confirmed that the next engagement weekend would be the Bank Holiday 29th/30th/31st May, and plans in place by stakeholders to engage with visitors regarding parking and use of the area. Feedback re signage has been given to Highways England after the last engagement weekend. It was noted that dangerous parking should be reported directly to the Police.

21/22-017 Feedback from District Councillors

No District Councillors were in attendance.

21/22-018 Community Fund in relation to National Grid Visual Impact Provision (VIP) project

The Chair referred to the provision of a community fund which may be applied for local environment projects and ideas were discussed. It was **resolved** to enquire of Highways England what could be situated at the kerbside of the A616. Cllr Barnes suggested proposed projects could include ground source heat pumps etc and it was **resolved** to ask Yorkshire Water if there were any restrictions due to location. The Chair will enquire at the next meeting what projects would fall under the remit.

21/22-019 Consultation into provision of rural broadband

The National Association of Local Councils had sent out details regarding a Government consultation into rural broadband provision. As the questions are directed to individual properties, the details have been added to the Parish website for residents to participate if they wish.

21/22-020 Parish Council projects

The Clerk confirmed that Highways England did not approve to hanging baskets on any lamp post along the A616 due to safety concerns. Suggestion included wildflower verges, shrubs to deter parking. It was **resolved** to ask residents in the proposed newsletter and to ask Highways England if such proposals would be approved if close to the A616.

21/22-021 Finance and Accounts

21.1 Precept - confirmed receipt of the precept of £3,750.

21.2 Insurance renewal completed for 2021-2022

21.3 To receive information regarding matters having financial implications for the Council and to agree payments and note income in accordance with the Parish Council budget, as below

Income

Precept BMBC	£3,750.00
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Expenditure

Clerks salary inc working from home (February and March 2021)	as agreed
Clerk' s expenses up to 6 th May 2021	£33.28
Diane Brown Internal Audit	£120.00
YLCA – Annual Membership	£127.00
CPRE – Annual Membership	£36.00
PDNPA room hire (July/Sept/Nov)	£45.00

Bank balances as at 1st May 2021 : D/A £8,358.95 and C/A £4,399.72

21/22-022 Items of correspondence not appearing elsewhere on the agenda

The Clerk had received a request for a photograph to be used on the PDNPA Parish Statement and it was **resolved** to seek permission to use the photograph on the parish newsletter.

21/22-023 Dates of 2021/22 meetings

The proposed dates were approved and will be added to the website:

Monday 5th July 2021

Monday 6th September 2021

Monday 1st November 2021

Monday 10th January 2022

Monday 7th March 2022

Monday 16th May 2022

21/22-024 National Association of Local Councils - remote meetings

It was **resolved** that the Clerk reply with positive comments to the call for evidence, not to replace face-to-face meetings but to have the facility to hold remote meetings as an option if required i.e. weather conditions etc.

21/22-025 Any Other Business not on the Agenda

It was **resolved** to ask Yorkshire Water (a) an update to signage decision regarding dogs and sheep worrying (b) if they had any notices to deter the use of disposable barbeques (c) the “danger of fire” notices which were usually put on the gates to the Moor.

21/22-026 Matters to be placed on the agenda of the next meeting of the Parish Council

- (a) review Financial Regulations – to consider approval September
- (b) review Risk Assessment Policy – to consider approval September
- (c) Newsletter – any items for inclusion

21/22-027 Date and Time of Next Meeting

The next meeting will be held on Monday 5th July 2021 at 7.30pm at the Barn, Langsett.

Signed:

Chair _____ Clerk _____ Date _____