**Langsett Parish Council**

**Minutes of the Annual Meeting of Langsett Parish Council held at The Barn, Langsett**

**on Monday 20th May 2019 immediately following the Annual Parishioners Meeting at 7.00pm**

**Present**: Cllr Adrian James (Chair), Cllr John Key, Cllr Lynn Hammond, Cllr Linda Taylor, residents and Mrs Avril Sturdy (Clerk & RFO)

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 **Public Participation**

None as following Annual Parishioners meeting

**19/20-001 Election of Chairman**

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

**19/20-002 Declaration of Acceptance of Office from the Chairman**

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

**19/20-003 Election of a Vice Chairman**

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

**19/20-004 Apologies for absence**

None

**19/20-005 Declarations of interest**

 None received

**19/20-006 Code of Conduct and Register of Interest Forms**

Councillors were issued a copy of the Code of Conduct for Langsett Parish Council and duly completed the Register of Interest forms, which would be returned to Barnsley Metropolitan Borough Council (BMBC).

**19/20-007 Parish Council Elections 2019**

 As there was a vacancy on the Parish Council it was **resolved** to include notification of the vacancy to all residents in the forthcoming newsletter.

**19/20-008 Finance and Accounts - Audit**

8.1 The Clerk circulated Year End Accounts (year ending 31st March 2019) to Councillors. Councillors received and approved Receipts and Payments account (Appendix A) Bank Reconciliation (Appendix B) and Explanation of Variances (Appendix C).

8.2 It was **resolved**that Langsett Parish Council is exempt from external audit for the year 2018/19 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.

8.3 It was **resolved**that Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted (Appendix E).

8.4 It was **resolved**that Langsett Parish Council approve Section 1 Annual Governance Statement 2018/19 for Langsett Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19. (Appendix F)

8.5 It was **resolved** that Langsett Parish Council approve Section 2 - Accounting Statements 2018/19 for Langsett Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019 (Appendix G).

8.6 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 2018/19
* Section 1 – Annual Governance Statement 2018/19
* Section 2 – Accounting Statements 2018/19, page 6
* Analysis of variances
* Bank Reconciliation to 31 March 2019
* Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

8.7 Report of internal auditor and appointment of internal auditor 2019/20

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

1. Risk Assessment Policy requires to be reviewed
2. Completion of the Internal Controls document prior to the audit visit for 2019/20
3. Future use of on-line banking to be considered
4. Latest copy of the Standing Orders to be placed on the website
5. To continue the consideration of spending reserve monies in 2019/20
6. Chairman to discuss with Clerk hours of work during annual appraisal process.

The Chairman thanked the Clerk on behalf of the Parish Council

**19/20-009 Finance and Accounts – General**

**9.1 VAT reclaim**

The Clerk confirmed that the VAT reclaim had been processed up to 31st March 2019.

**9.2 Precept**

The Clerk confirmed receipt of the precept of £3,535.

**9.3 Charity of Samuel Wordsworth – receipt of cheque**

The Clerk advised of receipt of a cheque for £19 from the Charity of Samuel Wordsworth, that a letter of thanks had been send and it was **resolved** to discuss this at the next meeting.

**9.4 McAfee security renewal 2019-2020**The Clerk advised that renewal of the security on the Parish Council computer had been purchased in advance of the renewal date (saving £55 on the renewal cost) but the renewal date was still maintained. It was **resolved** to pay £34.99 fee.  **9.5 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 *Appendix H***

|  |  |
| --- | --- |
|  **Income** |  **Expenditure** |
| Precept £3,535.00Charity of Samuel Wordsworth £19.00 |  Clerk’s salary (April & May 2019) £186.68 pm £373.36 Clerk’ s expenses 12th Mar – 20th May 2019 £46.02 PDNPA room hire (July/Sept/Nov) £45.00 Diane Brown Internal Audit £119.10 YLCA – Annual Membership £122.00 CPRE – Annual Membership £36.00 Peak Park Parishes Forum £6.00 |

 It was **resolved** that the cost of the defibrillator be transferred within the Parish Council Bank account from the deposit to the current account.

**19/20-010 Minutes of the meeting held on Monday 11th March 2019**
It was **resolved** to amend the Minutes to include in Minute 2018/9 – 108 the following:
*Cllr Sedgwick asked Yorkshire Water to review the way that the car park is managed, currently it has car parking for 80 cars but up to 120 cars are squeezing in and Yorkshire Water should look at controlling anti-social parking in the car park particularly in the entrance where traffic accidents are being caused on the A616.*

It was **resolved** that the minutes be approved as amended.

**19/20-011 Matters arising from the previous minutes**

 The Chairman requested that as the temporary snow ice warning signs had not been removed as per Minute 2018/9 – 108, the Clerk request the removal of the signs.

**19/20-012 Car Parking Issues**

 Following discussion and feedback from the 11th March meeting held with Highways England, Yorkshire Water and Peak District National Park Authority, A-One+ and BMBC it was proposed that a suggested solution should be provided to all agencies who had attended the meeting for consideration. It was suggested that yellow lines could be requested on Gilbert Hill, the reservoir and the A616 opposite the café layby, and that parking could be encouraged to move to the Flouch car park with some small changes which could increase the capacity of the car park. It was resolved to write to all parties who had attended the meeting with proposals and photographs of the issues.

**19/20-013 Roads and Transport**
A resident had raised concern regarding pedestrians using the narrow section of pavement outside Schoolhouse Cottage, which is causing a risk to themselves and passing traffic, and had requested bollards on the section of pavement. It was resolved the request be sent to Highways England and the resident updated of the response.

**19/20-014 Community Defibrillator and First Aid Training**
The provision of First Aid Training had been raised by Andrea Punshon and it was agreed to support the initiative. The proposal was for Mrs Punshon to be the co-ordinator of the First Aid Training, training a small group of residents including outlying farms. It was **resolved** that The Langsett First Aid Training Working Group comprising of Councillor Hammond and Mrs Punshon be formed, and that funding would be sought (via application by the Clerk) for the training from the Ward Alliance.

**19/20-015 Parish Noticeboard and communications within the Parish**A further location for the Noticeboard was discussed and it was resolved to request permission from the relevant authorities for the new location close to Langsett Barn.

 Discussion took place around the options for communication within the Parish and it was **resolved** to produce a newsletter to be posted to all residents providing an update regarding the community defibrillator, First Aid Training and the Councillor vacancy, and a request to provide e-mail address for future publications or information.

**19/20-016 Issue of litter within Langsett Parish**

Correspondence from residents had been received regarding litter and it was **resolved** to contact Yorkshire Water and BMBC regarding any proposed steps to improve the situation.

**19/20-017 Provision of Dog Waste Bins**

 It was **resolved** to write to both Yorkshire Water and PDNPA due to the increasing number of complaints the Parish Council have received regarding the issue of dog waste and the situation regarding the waste bins, and requesting their proposals to improve the situation.

**19/20-018 Planning Application 2019/0344**

 The Clerk recorded that Langsett Parish Council had confirmed to BMBC Planning department that it had no comment regarding **2019/0344** Change of use of agricultural building to 1 dwelling house, Barn, Fullshaw Lane, Langsett S36 9FQ

**19/20-019 Planning Applications received since this agenda was produced**

 ***2019/0493*** *Erection of 3 dwellings, Flouch Inn, Whams Road*

 It was **resolved** to object to the planning application on the grounds of exceeding the original footprint, the proximity of properties within the development, the building materials which had been used, that the properties will overlook neighbouring existing properties in contravention to the original permission, and that it is within the Green Belt.

**19/20-020 Items to bring to the attention of BMBC Neighbourhood Services**

 It was **resolved** to raise the issue of overflowing bins in lay-bys to the attention of BMBC.

**19/20-021 Feedback from District Councillors**

No District Councillors were in attendance.

**19/20-022 Yorkshire Local Councils Association**

It was **resolved** continue membership of the YLCA and payment of the annual membership (£122.00) was approved.

**19/20-023 Peak Park Parishes Forum**
It was **resolved** to become a member of the Peak Park Parishes Forum at an annual cost of £6, and payment of the annual membership was approved.

**19/20-024 Items of correspondence not appearing elsewhere on the agenda**
None received

**19/20-025 Any Other Business**

As no response had been received from South Yorkshire Police to the Parish Council’s letter regarding the incident of loud music 23rd/24th March 2019, it was **resolved** a further e-mail would be sent and if required copies to the Police and Crime Commissioner.

A resident raised concern that the new street lighting is much brighter, which is affecting his property as the light can be seen through curtains, and asked if anything could be done i.e. LED with less output? It was **resolved** to speak with BMBC street lighting for advice.

**19/20-026 Matters to be placed on the agenda of the next meeting of the Parish Council**

 None

**19/20-027 Date and Time of Next Meeting**

The next meeting will be held on Monday 8th July 2019 at 7.30pm at the Barn, Langsett.

Signed:

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clerk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_