

**Minutes of the Annual Council Meeting of Denby Dale Parish Council held on Tuesday 1 May 2018 in the Civic Chamber, Council Offices, Skelmanthorpe**

**Members Present:** Chairman before election - Cllr J Depledge  
Chairman after election - Cllr J Cook

Cllrs: Cllrs R Brook, G Turner, J Cook, B Jewitt, P Flinders, M Blanshard, R Gott, E Shaw, S Slater, C Naylor, L Hardy, K Waites, M Wood, N Denby, P Kemp, N Gemmell, J Depledge & J Summers

**16/672 Election of Chairman**

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

(Proposed: Cllr Hardy Second: Cllr Kemp)

**16/673 The declaration of acceptance was duly signed.**

**16/674 Presentation to Retiring Chairman**

Cllr Depledge thanked the Council and requested that the Chairman's Memento Fund of £107 be donated to Denby Dale Library. Cllr Cook also thanked the Council for their nomination.

**16/675 Election of Vice Chairman**

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

(Proposed: Cllr Summers Second: Cllr Hardy)

**16/676 Apologies for Absence**

Apologies were received from Cllrs Hellewell and Merry.

**RESOLVED** that the reasons submitted be approved.

**16/677 Open Session**

No members of the public were present.

**16/678 Minutes of the last meeting**

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

Full Council - 3 April

Plans Scrutiny Committee – 24 April

**16/679 Finance Matters**

- **Orders for Payment:** **RESOLVED** that orders for payment no.707 be approved for payment, totalling £175.51.
- **Payment of Salary:** **RESOLVED** to authorise the payment of the Clerk's and Countryside Officer's May Salary, HMRC and WYPF
- **Grant Applications:** **RESOLVED** that a grant for £1050 be awarded to Emley Millennium Green Trust.  
**RESOLVED** that a partial grant of £180 for an initial, one-off cut be awarded to The Friends of Churchfield. It was also agreed that the Friends of Churchfield needed to initially liaise with the Countryside Officer to discuss the ragwort issue on Churchfields. Grants awarded using the General Power of Competence provided by the Localism Act 2011
- The clerk stated that we were still waiting to hear whether a DPO would need to be appointed following an amendment requested to the legislation. This issue would therefore be discussed at the June Full Council meeting. GDPR Shredding: **RESOLVED** that the quote from 'Go Shred' be accepted for GDPR compliant shredding.

**16/680 To Receive the Annual Accounts 2017-2018**

**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, Michael Fox 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: Annual Accounts 2017-18 - **RESOLVED** that the annual accounts for the parish council be approved.

#### **16/681 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 P Kemp
Cllr C Naylor	Cllr S Slater (Vice Chair)
Cllr W Jewitt	Cllr L Hardy
Cllr K Waites	Cllr J Summers
Cllr S Merry	Cllr R Gott (ex officio)
Cllr J Cook (ex officio)	Cllr N Gemmell

**RESOLVED** that Cllr E Shaw and Cllr S Slater be appointed Chair and Vice-Chair respectively of the Plans Scrutiny Committee until the next Annual Council Meeting.

#### **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 Wood	Cllr M Blanshard
Cllr G Turner (Vice Chair)	Cllr J Cook (ex officio)
Cllr S Hellewell	Cllr N Denby
Cllr R Brook (Chair)	
Cllr J Depledge	

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

#### **16/682 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 J Cook, Cllr R Gott, Cllr R Brook and Cllr G 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.

#### **16/683 Sub Groups/Working Parties of the Council**

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

**RESOLVED** that Cllrs K Waites, E Shaw, J Depledge 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 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, B Jewitt, R Gott and K Waites be appointed to the Library 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.

**16/684 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.

**16/685 Appointment of Representatives to the Steering Group of the Denby Dale Parish Countryside Project**

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

**16/686 Appointment of Voting Representatives to the Yorkshire Local Councils Associations**

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

**16/687 Appointment of Representatives to Local Organisations**

**Rural District Committee**

**RESOLVED** that Cllrs R Brook and M Blanshard be appointed as representatives to the Rural District Committee.

**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 P Kemp, J Summers and J Cook be appointed as representatives to the Historic Buildings Trust.

**Clayton West Millennium Green Trust**

**RESOLVED** that Cllrs S Hellewell and L Hardy be appointed as representatives to the Clayton West Millennium Green Trust.

**Rural Transport Partnership**

**RESOLVED** that Cllrs K Waites and J Depledge 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.

**16/688 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

**16/689 Matters Arising**

- Dog waste bag dispenser (Cllr Cook) – This would be deferred until the June meeting and discussed alongside Cllr Wood's report.
- Caretakers house, Denby Dale First School (Cllr Denby) – following a request by Cllr Denby on the process to alter the house into a community used woodland classroom, Cllr Turner agreed to speak to the Kirklees architect regarding a feasibility study, and grants were suggested from the parish council's community grant scheme and from DDPET. This item to be discussed again in June.

Signed..... (CHAIRMAN)