

**Minutes of the Annual Council Meeting of Denby Dale Parish Council held on Tuesday 27 May 2014
in the Civic Chamber, Council Offices, Skelmanthorpe**

Members Present: **Chairman before election** - **Cllr J C Cook**
 Chairman after election - **Cllr K Waites**

Cllrs: C Naylor, J Cook, L Hardy, R Pickford, R Brook, W Jewitt, T Bennett, P Flinders, B Rushforth, K Waites, S Slater, R Gott (Cllrs Merry and Wrench after co-option)

12/242 Election of Chairman

RESOLVED that Cllr K Waites be appointed Chairman of the Parish Council until the next Annual Council Meeting.

(Proposed: Cllr S Slater Second: Cllr L Hardy)

12/243 The declaration of acceptance was duly signed.

12/244 Presentation to Retiring Chairman

Cllr Waites thanked the outgoing Chairman for his conduct of the meetings during the past civic year. Cllr Cook made a presentation to the Council. **RESOLVED** that Cllr Cook be thanked for his commitment to carrying out his duties as Chairman.

12/245 Election of Vice Chairman

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

(Proposed: Cllr W Jewitt Second: Cllr S Slater)

12/246 Declaration of Councillors' Interests

There were no declarations of interests.

12/247 Apologies for Absence

Reasons for absence from the meeting were submitted from Cllrs Turner, Dodds, Watson, Shaw, Summers & Rimmer.

RESOLVED that reasons for absence submitted be accepted as valid.

12/248 Open Session

David Newby gave a presentation on Neighbourhood Planning.

Eric Wrench addressed the Council regarding the vacancy in the Emley Ward.

12/249 Minutes of the last meeting

RESOLVED that the following minutes be approved:

Full Council - 1 April

Plans Scrutiny Committee – 29 April

12/250 Vacancies in Skelmanthorpe and Emley Wards: Co-option

RESOLVED that Mr Eric Wrench be co-opted to the council.

RESOLVED that Mr Stuart Merry be co-opted to the council.

12/251 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 S Merry	Cllr T Bennett
Cllr R Pickford	Cllr E Shaw (Chair)
Cllr C Naylor	Cllr S Slater (Vice Chair)
Cllr W Jewitt	Cllr J Cook (ex officio)
Cllr L Hardy	Cllr K Waites (ex officio)
Cllr J Summers	

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	Cllr P Flinders
Cllr C Rimmer	Cllr E Wrench
Cllr M Watson	Cllr B Rushworth
Cllr J Dodds	Cllr J Cook (ex officio)
Cllr G Turner (Vice Chair)	Cllr K Waites (ex officio)
Cllr R Brook (Chair)	

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

12/252 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 K Waites, Cllr G Turner and Cllr R Brook 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.

12/253 Sub Groups/Working Parties of the Council

Appointment of the Working Party on Public Transport

RESOLVED that Cllrs K Waites, E Shaw and R Brook be appointed to the Working Party on Public Transport.

Appointment of Business Plan Sub Group

RESOLVED that Cllrs C Rimmer, G Turner, B Rushforth be appointed to the Business Plan Sub Group.

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.

12/254 Appointment of Representatives to the Denby Dale Parish Environment Trust

RESOLVED that Cllr G Turner be appointed to serve as the Parish Council's representative 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.

12/255 Appointment of Representatives to the Steering Group of the Denby Dale Parish Countryside Project

RESOLVED that Cllrs G Turner and C Rimmer be appointed to serve as the Parish Council's representatives on the Steering Group of the Denby Dale Parish Countryside Project.

12/256 Appointment of Voting Representatives to the Yorkshire Local Councils Associations

RESOLVED that Cllr E Shaw be appointed as representative to the Yorkshire Local Councils Associations.

12/257 Appointment of Representatives to Local Organisations

Public Rights of Way Forum

RESOLVED that Cllrs B Rushforth and R Brook be appointed as representative to the Public Rights of Way Forum.

Historic Buildings Trust

RESOLVED that no Councillor be appointed as representative to the Historic Buildings Trust at present. (Cllr J Dodds to continue as spokesperson)

Clayton West Millennium Green Trust

RESOLVED that Cllr W Jewitt be appointed as representative to the Clayton West Millennium Green Trust with Cllr B Rushforth as liaison.

Appointment of Representatives to the Denby Dale/Kirkburton LIG

RESOLVED that the Council did not have a statutory duty to represent. This is open for anyone to attend as individuals.

Rural Transport Partnership

RESOLVED that Cllr K Waites be appointed as representative to the Rural Transport Partnership.

School Governors

RESOLVED that Cllr R Pickford apply to be appointed as a school governor for Birdsedge First School.

12/258 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

12/259 Neighbourhood Planning

RESOLVED that the Clerk submit an application form to 'Locality' for funding for a one-off exploratory meeting hosted by a NP Consultant in conjunction with the local community and at no cost to the council.

12/260 Churchfield Update

An amendment was proposed by Cllr Rushforth to the original motion: that Cllr Watson should be approached to approve the Heads of Terms before adoption:

Named vote for the amendment: FOR: Cllrs Hardy, Rushforth, Jewitt, Waites, Gott, Wrench, Bennett, AGAINST: Cllrs Flinders, Slater, Pickford, Naylor, Brook, Cook.

RESOLVED that the final Heads of Terms be submitted to Cllr M Watson for approval, upon receipt of approval that these Heads of Terms be adopted.

RESOLVED that the working party could use some of the allocated budget for Churchfields to undertake a one off mowing/spraying by a contractor who is certified.

12/261 To approve Clerk Training – CiLCA

RESOLVED that the Clerk undertake CiLCA training at a cost of £250.00.

12/262 To Receive the Annual Accounts 2013-2014

Internal Audit Report – **RESOLVED** that the report submitted by the internal auditor, Michael Fox of Torevell Dent, be approved

Annual Return – **RESOLVED** that (Parts 1 and 2) the Annual Return be approved and adopted by the council and signed by the Chairman and sent to the auditors

Review of Effectiveness of Internal Audit

(the clerk submitted a review of the effectiveness of the council's internal audit)

RESOLVED that the internal audit be approved as effective and recommended for approval by the council.

Signed..... (CHAIRMAN)