

ASTON-CUM-AUGHTON PARISH COUNCIL

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 14 MAY 2024 IN THE
PARISH HALL ROSEGARTH AVENUE AT 6.30 PM**

PRESENT Cllr M Elliott (Chairperson)
Cllrs G B Davis P Davis S Forster D H Gee D A Knowles
W Mawson H Ratcliffe S Smith

K A Butler (Clerk) M Haigh (Assistant Clerk)

IN ATTENDANCE 1 Member of the Public

24/92 APPOINTMENT OF A CHAIRPERSON FOR 2024/25

It was **RESOLVED** that Councillor Elliott be appointed Chairperson for 2024/25.

24/93 APPOINTMENT OF A VICE CHAIRPERSON FOR 2024/25

It was **RESOLVED** that Councillor Smith be appointed Vice-Chairperson for 2024/25.

24/94 APOLOGIES AND REASONS FOR ABSENCE

It was **RESOLVED** that apologies and reasons for absence from Cllrs P Amrith B A Bartholomew J Peech L Pitchley and R Taylor be accepted.

24/95 DECLARATIONS OF INTEREST

There were no declarations of interest made.

24/96 CONSIDERATION OF ITEMS FOLLOWING THE EXCLUSION OF MEMBERS OF THE PRESS AND PUBLIC

Agenda Item No 42.

24/97 MINUTES OF THE PREVIOUS ORDINARY MEETING

It was **RESOLVED** that the Chairperson be authorised to sign the minutes of the Ordinary Parish Council meeting held on 9 April 2024 as being a true record of the business transacted.

24/98 GENERAL POWER OF COMPETENCE

It was **RESOLVED** that, from 14 May 2024 until the next relevant Annual Meeting of the Parish Council, and having met the conditions of eligibility as defined in:-

- The Localism Act 2011 and

- S1 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

that the General Power of Competence be adopted.

24/99 PARISH COUNCIL CODE OF CONDUCT

The Clerk presented the Parish Council's Code of Conduct.

It was **RESOLVED** that the Parish Council's Code of Conduct be formally accepted and adopted.

24/100 MEETING SCHEDULE FOR 2024/2025

The Clerk presented a schedule of proposed meeting dates for the Parish Council and its Committees for 2024/25.

Following consideration it was **RESOLVED** that the meeting dates be formally accepted and approved.

24/101 TERMS OF REFERENCE

- **General Purpose Committee**
- **Events & Recreation Committee**
- **Finance & Employment Committee**

Following discussion it was **RESOLVED** that the Terms of Reference for each Committee be formally accepted and approved.

24/102 MEMBERSHIP OF THE EVENTS & RECREATION COMMITTEE FOR 2024/25

Following discussion it was **RESOLVED** that the membership of the Events & Recreation Committee for 2024/25 will continue with 10 members; being Councillors Bartholomew, P Davis, Elliott, Forster, Gee, Peech, Pitchley, Ratcliffe and Taylor, leaving 1 vacancy for the Committee.

24/103 MEMBERSHIP OF THE GENERAL PURPOSE COMMITTEE FOR 2024/25

Following discussion it was **RESOLVED** that the membership of the General Purpose Committee will continue with 8 members for 2024/25; being Councillors G Davis, Elliott, Knowles, Mawson and Smith, leaving 3 vacancies for the Committee.

24/104 MEMBERSHIP OF THE FINANCE AND EMPLOYMENT COMMITTEE FOR 2024/25

Following discussion it was **RESOLVED** that the membership of the Finance and Employment Committee for 2024/25 be Councillors Bartholomew, G Davis, Elliott, Gee, Knowles, Peech, Smith and Taylor.

24/105 APPOINTMENT OF A CHAIRPERSON FOR THE GENERAL PURPOSE COMMITTEE FOR 2024/25

It was **RESOLVED** that Councillor G Davis be appointed Chairperson of the General Purpose Committee for 2024/25.

24/106 APPOINTMENT OF A CHAIRPERSON FOR THE EVENTS & RECREATION COMMITTEE FOR 2024/25

It was **RESOLVED** that Councillor Taylor be appointed Chairperson of the Events & Recreation Committee for 2024/25.

24/107 APPOINTMENT OF A CHAIRPERSON FOR THE FINANCE AND EMPLOYMENT COMMITTEE FOR 2024/25

It was **RESOLVED** that Councillor Gee be appointed Chairperson of the Finance and Employment Committee for 2024/25.

24/108 MEMBERSHIP OF THE NEWSLETTER EDITORIAL GROUP FOR 2024/25

Following discussion it was **RESOLVED** that the membership of the Newsletter Editorial Group for 2024/25 will be Councillors Bartholomew, P Davis, Mawson and Peech.

24/109 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES ON OTHER BODIES FOR 2024/25

- It was **RESOLVED** that Councillor Forster be appointed as the Parish Council Representative on the Penny Hill Liaison Committee for 2024/25
- It was **RESOLVED** that Councillor Elliott be appointed as the Parish Council Representative on the RMBC Joint Working Group for 2024/25

24/110 PARISH COUNCIL CHAIRPERSON'S PERSONAL ALLOWANCE

It was **RESOLVED** that the Chairperson receives the personal allowance provided for 2024/25.

24/111 PROPOSED DATES FOR PUBLIC RIGHTS

It was **RESOLVED** that the period from Monday, 3 June 2024 to Friday, 12 July 2024 be advertised to electors and interested persons wishing to exercise their rights relating to scrutiny of the Annual Accounts.

24/112 PARISH COUNCIL INTERNAL AUDIT REPORT 2023/2024

The Clerk presented a report she has received from FH Accountancy Services examining the Parish Council's Accounts and Accounting processes for 2023/2024.

Following consideration it was **RESOLVED** that the report of the Internal Auditor be noted/accepted.

24/113 APPROVAL OF ANNUAL INTERNAL AUDIT REPORT 2023/2024

The Clerk asked that consideration be given to the approval of the Annual Internal Audit Report for 2023/2024.

It was **RESOLVED** that the Parish Council's Annual Internal Audit Report for 2023/2024 be formally approved and presented to the external auditor – PKF Littlejohn LLP.

24/114 APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2023/2024 (ANNUAL RETURN, SECTION 1)

The Clerk asked that consideration be given to the approval of the Annual Governance Statement of the Annual Return (section 1).

It was **RESOLVED** that the Annual Governance Statement, section 1 of the Annual Return, be formally approved and appropriately signed for presentation to the external auditor – PKF Littlejohn LLP.

24/115 APPROVAL OF ACCOUNTING STATEMENTS 2023/2024 (ANNUAL RETURN, SECTION 2)

The Clerk presented the Parish Council's Accounting Statements contained in the Annual Return (section 2).

Following discussion it was **RESOLVED** that the Accounting Statements for 2023/2024, section 2 of the Annual Return, be formally approved and appropriately signed for presentation to the external auditor – PKF Littlejohn LLP.

24/116 PARISH COUNCIL'S INSURANCE 2024/2025

The Clerk informed members that she has checked the policy documents for 2024/2025 and everything appears to be in order. Payment will be made by 1 June 2024 to ensure continuity of cover.

24/117 REVIEW OF CO-OPERATIVE BANK MANDATE

The Clerk requested permission to remove ex-councillors and ex-members of staff from the Co-operative Bank Mandate.

It was **RESOLVED** that A Armitage, P Wade, M Woodhouse, A Hodkin and C Manship be removed.

24/118 NEW SIGNATORIES FOR CO-OPERATIVE BANK ACCOUNT

The Clerk advised that authorised signatories are required on the Co-operative Bank account in addition to Councillors Bartholomew and Pitchley.

Following consideration it was **RESOLVED** that Councillors Elliott, Gee and Knowles be added to the list of authorised signatories. The Clerk will contact the bank to carry out the amendments.

24/119 DUAL AUTHORITY FUNCTION ON CO-OPERATIVE BANK ACCOUNT

It was **RESOLVED** that as soon as the new signatories have been set up on the Co-operative Bank account that dual authority be implemented for all online banking.

24/120 PARISH COUNCIL WEBSITE

The Clerk asked that consideration be given to her updating the Parish Council website. This will include providing more information on parish councillors, copies of non-confidential reports, copies of the monthly accounts agreed for payment and also a community page detailing activities of local groups.

Following consideration it was agreed that the Clerk be authorised to update the Parish Council Website as suggested.

24/121 PURCHASE OF PARISH COUNCIL CAMERA

The Clerk requested permission to purchase a new camera for Parish Council use in order to take good quality photographs that can be uploaded onto the Parish Council website.

Following consideration it was **RESOLVED** that the Clerk purchase a camera up to the value of £300.

24/122 ONGOING ISSUES

- The Clerk advised members that the beacon brazier has now been installed at Burgoyne Park. The concrete was donated free-of-charge by a local company and the Clerk suggested that a letter of thanks be sent to them on behalf of the Parish Council. The beacon will be lit on 6 June 2024 to mark the 80th Anniversary of D-Day. Thanks were conveyed to all staff involved in the installation.

24/123 FINANCE REPORTS AND ACCOUNTS

- The Clerk advised that she has been unable to carry out the Bank – Cash and Investment Reconciliation to 30 April 2024 because she is awaiting invoices. She will present a paper detailing the April figures at the June meeting.
- It was **RESOLVED** that the accounts at Appendix I amounting to £28,425.44 be approved.
- The Clerk presented a report detailing payments she has made in May 2024 on behalf of the Parish Council. Following consideration it was agreed that the Clerk should be reimbursed as per the list submitted to members.

24/124 APPOINTMENT OF FH ACCOUNTANCY SERVICES 2024/25

The Clerk asked that confirmation be given to the appointment of FH Accountancy Services to carry out an interim and final internal audit on behalf of the Parish Council for 2024/25.

It was **RESOLVED** that FH Accountancy Services be appointed to carry out this work for 2024/25.

24/125 AUGHTON EARLY YEARS CENTRE PROTECTED PLACES

The Clerk advised members that she has received an invoice from Aughton Early Years Centre increasing the cost of protected places funded by the Parish Council by £2,337.50.

Following consideration it was **RESOLVED** that the Clerk write to Aughton Early Years Centre to advise them that the increase has not been budgeted for at the January Parish Council meeting and to request that they reissue the invoice for the amount previously granted.

24/126 COMPLAINT REGARDING BURGOYNE PARK

The Clerk has received several complaints from local residents about late night anti-social behaviour at Burgoyne Park. The residents are requesting that the car park gate be locked on a daily basis.

Following discussion it was **RESOLVED** that the Clerk speak to the residents and ask them to report all anti-social behaviour to South Yorkshire Police on 101. The Clerk will also contact RMBC Green Spaces to enquire how much it will cost for the park wardens to open and lock up on a daily basis. The matter will be discussed further at the next Parish Council meeting.

24/127 PARISH COUNCIL VACANCY

The Clerk informed members that she will advertise the remaining vacancy on the Parish Council from Wednesday, 15 May 2024, with the proposal of co-option taking place at the next meeting in June.

24/128 MATTERS REQUESTED BY COUNCILLORS

There were no matters requested by Councillors.

24/129 POLICING INFORMATION/REPORTS

There were no police officers present and no reports received. The Clerk agreed to contact the Chief Inspector to request a detailed monthly update be provided on local incidents.

24/130 PLANNING APPLICATIONS

Consideration was given to planning applications contained within **lists 15 – 19 (2024)**.

At the time there were no comments to record on the applications listed.

24/131 CLERK UPDATE

The Clerk advised that all Declarations of Office have been signed with the exception of Miss Amrith due to being out of the country.

It was agreed that Miss Amrith be requested to come into the office to sign her Declaration of Office as soon as possible after her return to the country later in the week.

24/132 FUTURE AGENDA ITEMS

The Clerk requested that any suggestions for future Agenda items be received in the Parish Council office no later than the Monday of the week prior to the next parish council meeting. The bench in front of Burgoyne Park will be discussed at the next General Purpose meeting.

24/133 LAND FOR SALE AT SWALLOWNEST ALLOTMENT SITE

The Clerk advised members of a plot of private land that has become available for purchase on the Swallownest Allotment site. Dependent upon usage the plot could possibly be considered for the Parish Council’s depot in future years.

Following discussion it was **RESOLVED** that the Clerk contact the estate agents and inform them of the Parish Council’s interest in purchasing the plot of land and request a viewing. Councillors Elliott, Forster, Mawson and Ratcliffe agreed to accompany the Clerk on her viewing. She will keep all members updated of progress.

24/134 DATE OF NEXT MEETING

It was **RESOLVED** that the next Ordinary Parish Council meeting be held on Tuesday, 11 June 2024 at 6.30 pm.

MEETING CLOSED AT 7.50 PM

M S Elliott

11 June 2024

SIGNED **DATED**