

**Minutes of the Annual General Meeting of Ulley Parish Council**

**held at the Village Hall, Ulley at 7.00 pm on 17th May 2023**

Members: Cllrs: R Robson (Chairman), S Hubbard, C Myers

Apologies: None

In attendance: Sarah Whitaker (Clerk)

6 members of the public

A public session of 15 minutes was held prior to the formal Council meeting, in accordance with Section 3 of the Council’s Standing Orders.

1. **Road Closed Signs –** Requested UPC ask RMBC to remove the yellow ‘Road Closed’ signs as work has been completed.
2. **Dangerous Road Conditions –** Requested UPC contact Highways to report the dangerous road conditions caused by soil/waste being ploughed into the Road.
3. **Councillor Vacancy –** Asked UPC to check the radius in which a Parish Councillor can qualify.
4. **Waste Bin** – Concerns raised regarding the location of the bin in the Play area – to be added to the agenda of the next meeting.
5. **Wall –** Issues raised regarding UPC’s involvement in liaising with residents and private landowners to build a wall – UPC to check previous minutes.

**1/23 To elect a Chairman of the Council**

**Resolved: Cllr R Robson be elected Chairman for 2023/24. The Declaration of Acceptance of Office (Chairman) was duly signed by Cllr R Robson**

**2/23 To elect a Vice Chairman of the Council**

**Resolved: Cllr C Myers be elected Vice Chairman for 2023/24.**

**3/23 To receive and approve any apologies for absence.**

There were no apologies for absence.

**4/23 To consider and agree representation on outside bodies.**

**Resolved:**

Penny Hill Wind Farm Liaison Committee – Cllr C Myers

Yorkshire Local Councils Association – Open

RMBC Parish Council Network Meeting – Open

Aughton & Swallownest CAP Meeting – Cllr S Hubbard

Multi Agency Meeting – Cllr R Robson

**5/23 To confirm the schedule of meetings for the following year.**

**Resolved:**

26 July

27 September

29 November

24 January

27 March

22 May (Joint Annual Parish Meeting & Annual General Meeting)

**6/23 To note any declarations of interest on items to be discussed at this meeting.**

There were no declarations of interest.

**7/23 To consider any matters to be excluded from the public.**

There were no matters to exclude.

**8/23 To approve and sign the minutes of the Parish Council meeting held on 29th March 2023 and the Extra Ordinary Meeting held on 3rd May 2023.**

**Resolved: The minutes of the meetings be approved as a true record.**

**9/23 To receive written applications and to co-opt a candidate to fill the existing vacancy for a Parish Councillor**

No applications had been received.

**10/23 To receive a report from the Millennium Trust**

1. **Kitchen Door.** The door has been replaced.
2. **Building Maintenance.** Schedule of works produced, UPC have given the go ahead for work. MT to explore funding options.
3. **Social Evenings.** Dates will be published on Facebook which will include a summer BBQ event.
4. **Kings Coronation.**  A successful BBQ, good village event, thanks given to Paul for the entertainment.
5. **Brass band.** The Ward Councillors have agreed to fund a brass band concert, details to be confirmed.

**11/23 – To receive an update from the Parish Plan Steering Committee (PPSC).**

1. **Play Area.** PPSC have not been involved as much as they would have liked during the improvement works and asked to be kept up to date with progress.
2. **Parish Plan**. This has been distributed and will be reviewed annually. Requested that the Parish Plan be published on UPC website.

**12/23 To consider any issues arising from the management of the Play Area.**

1. **Monthly Inspection report.** 2 inspection reports received; the installation does not yet meet British Standards. A site meeting with Hags was held, they accepted the concerns and provided a list of actions to resolve the issues. **Resolved – Action plan from Hags agreed with Option 1 to move the activity net. Clerk to ask if the fencing can be removed on Poynton Ave to facilitate grass cutting and request the main fencing remains in place until British Standards are met.**
2. **Signage.** Competition to be launched for design of a new sign to include the funders logos, emergency contact details and be located on the Main Street side of the play area. **Resolved – PPSC to facilitate this and obtain quotes for both the sign and a new swing basket.**
3. **Weekly inspections –** An inspection checklist has been formulated **Resolved – Cllr Myers volunteered as inspector and members of the PPSC agreed to step in when required. Clerk to circulate inspection checklist.**
4. **Goal Posts. Resolved – Clerk to purchase 1 x 0.75 litre tin of white paint.**
5. **Launch Event - Resolved – Mayor has confirmed attendance at the opening event on 17th June at 11am. Cllr Hubbard to liaise with PPSC on details.**
6. **Payments. Resolved – Agreed to continue with the payment schedule and make the next May payment.**

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| --- | --- |
| May 2023 | £18,241.30 |
| July 2023 | £18,241.30 |
| September 2023 | £18,241.30 |

**13/23 To receive an update on the Village Hall**

1. **Wall.** Clerk has written to the Brewery to ask them to address the repairs needed to the wall, no response received. **Resolved – Clerk to telephone Brewery.**
2. **Defibrillator pads.** These will shortly expire. **Resolved – Clerk to purchase 2 new pads.**

**14/23 To consider a new shed for the storage of the Workabout Group equipment.**

Halifax Bid for new Shed has been agreed. MT have suggested the location of the shed is parallel to the existing shed, however, this would require an alternative door. MT are in the process of obtaining a quote for a security system.

**Resolved: MT to source alternative shed, this can be a different brand as long as it is Police approved.**

**15/23 To receive an update on the Memorial Bench**

Await the outcome of the planning application.

**Resolved – If approved, agreed to proceed with the installation.**

**16/23 To receive an update on Speeding and Highway matters.**

A tube survey is being conducted which has been funded by the Ward Councillors. We await the results of the survey.

**17/23 To receive an update on Footpaths and Rights of Way.**

No update.

**18/23 To receive an update on Greenspaces/Wilding Developments.**

No update.

**19/23 To consider any Planning Applications received since the last meeting.**

None received.

**20/23 To receive a financial update including;**

1. **To receive the final year end accounts to 31st March 2023** – Total Income £12,306.95, Total Expenditure £12,578.70, this includes the VAT payment of £3,040.22 to be returned for the Play Area and £2,250 ringfenced funds for the Play Area. £7,939.73 has been brought forward this financial year which includes reserves of £3,629.40.
2. **To receive the Internal Audit Report –** The internal audit was carried out by Voluntary Action Rotherham (VAR). All points raised in the last audit were addressed and all points raised in this audit are being remedied.
3. **Annual Governance and Accountability Return**

The Clerk asked that consideration be given to the approval of the Annual Governance and Accountability Return.

**Resolved: That the Certificate of Exemption, Annual Government Statement section 1 and The Accounting Statements section 2 2022/23 be formally approved and signed for presentation to the external auditors – PKF Littlejohn LLP**

1. **To receive a report to 30th April, including Bank Reconciliation, Payments for Authorisation, including overtime paid for Clerk & Budget vs Actuals.**

**Resolved: The following items were authorised for payment:**

|  |  |  |  |
| --- | --- | --- | --- |
| 03/03/23 | Scottish Water | Water Village Hall | £ 28.85 |
| 03/03/23 | HMRC | Clerks Tax Feb 23 | £ 56.00 |
| 30/03/23 | Whitaker S | Clerks Salary Mar 23 | £ 327.39 |
| 30/03/23 | Hags | VAT Play area | £ 3,040.22 |
| 04/04/23 | HMRC | Clerk's Tax March 23 | £ 82.00 |
| 04/04/23 | YLCA | Annual Subscription 2023-24 | £ 61.00 |
| 11/04/23 | Robson R | Mower Fuel | £ 33.54 |

**Balance – Current £12,025.39 Reserve - £3,629.40**

1. **Insurance Renewal**

**Resolved: Increase Sum Insured for the Play Area to £93,600 agreed premium £796.08**

1. **To review the Bank Mandate for signatories and consider dual authority for Bacs Payments**

**Resolved: Cllr Smith & Cllr Hancock be removed as signatories and Cllr Myers & Cllr Hubbard added. Dual Authority to be set up for Bacs payments.**

1. **Review Direct Debits**

**Resolved: Village Hall Utilities to continue to be paid by Direct Debit in addition to the Data Protection Fee.**

1. **Review Ringfenced Funding**
2. **Resolved: £2,250 ring fenced towards the Play Area, the cost to re-paint the goal posts to be deducted from this.**
3. **Review the Reserves**
4. **Resolved: No funding to be added to the reserves.**

**21/23 To consider a review of policies, including:**

1. Code of Conduct
2. Play Area Policy & Risk Assessment
3. Financia Regulations

**Resolved: All Approved.**

**22/23 To consider any general correspondence received, including:**

1. **White Rose Update** – No update.
2. **CAP Meeting –** No update
3. **Multi Agency Meeting** – No update
4. **Waste in the Play area**

**Resolved A Halifax Bid to be submitted from UPC to purchase a petrol shredder.**

1. **Dog Fouling**

**Resolved To raise with Ward Councillors during walkabout and encourage residents to complain directly to RMBC.**

**23/23 To consider any agenda items and arrangements for the next Meeting of the parish council to be held on 26th July 2023.**

**Resolved: The following agenda items will be added to the next meeting;**

* Placement of bins in the village
* To receive a report from HEUVG

The meeting was closed at 9pm.

Signed …………………………(Chairman). Date: 26th July 2023