Minutes of the Parish Council Meeting held 25\textsuperscript{th} November 2015
Church – 7.00pm

Present
Councillors: Peter Hubbard (Chair), Richard Steel, David Wing (Acting Clerk)
Note Taker: Sue Hubbard, Three members of the public

1. Apologies:
Councillor Andrew Mozley (Deputy Chair) sent apologies due to continuing bad health.
These apologies were considered and accepted by the meeting.

2. Declarations of interest
None declared

3. Minutes of the previous Meeting
Minutes proposed as accurate by Richard Steel, seconded by David Wing. Signed by Chair

4. Matters Arising

a) External Auditors: It was noted at the last meeting that the Parish Council has been unable to conclude its external audit for 2014/15. As a result of some of the discrepancies that had come to light the Chair informed the meeting that the previous Clerk had been arrested on suspicion of fraud and was bailed until January. The Parish Council was helping the police with their investigation.

b) Halifax Fund Account: Account agreed and set up. Waiting for Account No and sort code to come through. Halifax Estate are aware of the progress made and are waiting to transfer funds. The letter previously agreed by the council to all residents now needs to be sent and a date for a public meeting set.

Action: Peter Hubbard

c) Notice Boards: To be erected on Sat 28\textsuperscript{th}
d) Costings for Swings: Deferred in Richard’s absence

e) Permissive path proposal: Halifax estate have indicated they are willing to look at the proposal and will look at plans when they next visit the village. Sitwell Estate has indicated they have no objections in principle

Action: Peter Hubbard to liaise with Halifax Estate

f) Parish Clerk recruitment: Documents have been finalised and post advertised, Closing date is Monday November 30\textsuperscript{th}.

g) Risk Assessment: No further comments received so current document will be used.

h) Planning application – Solar Farm. Planning permission, with conditions, has been granted by RMBC.

i) Millennium Trust continue to investigate options for insurance cover for their activities in the Village Hall

Action: Peter Hubbard
j) **Recreation Ground Lease:** RMBC has confirmed that they will include the additional piece of land as requested. Next step is for the surveyor to visit.

Action: Peter Hubbard to liaise with RMBC

k) **Repair to wall on main street:** Sue is liaising with RMBC conservation Officer and will follow up.

Action: Sue Hubbard

l) **Winter partnership Scheme:** Residents had received Snow Warden training. 10 shovels, pairs of gloves and hi – vis jackets were now available. Paperwork for signing has been received and will be distributed shortly. Still struggling to find a suitable store for the rock salt but discussions are on-going with some of the farmers.

5. **Public Questions & Feedback on public questions from previous meetings.**

a) A question had been asked about the need for a barrier on the cleared land on Penny Hill Lane. It was confirmed that since the last meeting a hedge had been planted, and spare hedging whips had been used to strengthen other hedges.

b) Question regarding the continued absence of one councillor due to ill health. The Chair confirmed that the situation was under review and if the Councillor had to resign that would leave a vacancy that could be filled by either as a casual vacancy or by election.

c) Question regarding the problems with the Parish Clerk - covered by the information discussed in previous agenda items.

d) Wall on Main Street – Covered by previous agenda item.

6. **To receive and consider correspondence**

a) Hydraulic fracturing presentation.
 Copies are available through the Chair if anyone wants one

b) Commissioner’s Office letter – Reduction in support Grant.
 This change is driven by central government. Next year’s budget will be set to take account of the reduction.

c) Tesco Local community scheme: Suggested that could look to bid for equipment for litter picking and for preventing fly tipping especially on Stocket lane.

7. **Accounts and Budget for 2016/2017**

The total available taking account of spend and commitments is £1573.44.

There is an invoice for the Consultant’s Fee of £400.

Action: Cost agreed and cheque for £400 signed.

The chair proposed to hold an Extraordinary meeting to discuss the 2016 budget and precept. Agreed by All

Action: Chair to set the date for an Extraordinary Meeting

RMBC has been asked to advise on the approximate cost of an election so that that cost can be planned into the budget
The Chair confirmed that following some research and discussions with the consultant it had been confirmed that Parish Councils could claim VAT back. Given the levels of spending activity for Ulley probable best done at the end of the year.

8. Planning Applications

None received. The Chair confirmed that the planning permission for the Solar Farm had been granted.

9. Update on Meetings attended.

a) FoUCP. Papers provided for information. No questions were asked. The Chair has explained to the Friends about the problem of having enough Parish Councillors available to attend meetings. It had been agreed that FoUCP would continue to send notes and Agenda for information, and would invite a Parish Councillor for specific Agenda items. The current Parish Council reps (Peter, Richard and David) had been invited to attend the committee Christmas Social on Dec 17th.

Action: Peter to confirm numbers to Bobby Hillman

b) Area Assembly – Paper for information. No questions asked. It was confirmed that PACT now only had 1 Priority instead of 3. There had been a good update on CSE, and a presentation on lifeline services.

c) Area Assembly Co-ordinating Meeting. Paper provide for information. Clarification had been given re the funding for a skip. Because the funding comes from the Housing Revenue budget the skip should be primarily for Council tenants. (See Agenda Item 15)

The issue of the trees needing pruning in front of the council bungalows had been raised. The area housing manager has agreed to have the specialist tree officer come and inspect them. It was confirmed that on no account should tenants or volunteers attempt to prune the trees.

Action: David to notify RMBC re Trees on the Recreation Ground.

Local Police had handed out leaflets detailing new structures and contact details. E-mail address to be put on website and in the next Ulley Voice.

Action: David to update website. Sue asked to include in Ulley Voice

10. Dispensation Grant Report

Three Parish Councillors are also members of the Millennium Trust. All had applied to RMBC for Dispensation, allowing them to make decisions that might have relevance to the Trust. Dispensation had been granted for 4 years. All decisions would have to be made in line with the expectations of Parish Councillors and fully documented. It was confirmed that any such items would be fully documented and available to the Public and the Public would have the right to complain to RMBC if they had concerns.

11. Urgent Business Report

The Chair reported to the council that an urgent action had been required to enable a decision to be made to enter into a contract for the Electricity supply, resulting in a substantial saving. This action had been agreed by Peter, Richard (S)and David.
12. **Broadband Update**

31 expressions of interest have been received to date. AB Internet was approached as a possible provider. David approached Superfast South Yorkshire to see if any funding may be available to offset the capital costs. In responding Superfast South Yorkshire indicated that we had been misinformed and that over the last few months they have been working with BT to significantly reduce the number of ‘under review’ areas. Given this information it was recommended that AB Internet should be approached for costings but that no further commitments are made at this time.

Recommendation proposed by Peter Hubbard, Seconded by Richard Steel. Agreed by All.

13. **RMBC Update**

Replacement sign for Ulley Lane was now in place. No other notifications outstanding. David had sent in a report re potholes in the road on Main Street. Some seem to have been filled.

Peter reported that he had reported the leaves need clearing on Penny Hill Lane as the footpath is dangerous and the drains are blocked.

Action: Peter Hubbard to follow up

A question was raised regarding mud and straw on the roads. After discussion it was agreed that as it was difficult to identify which farmers were at fault. All the Parish Council could do was write to the highways authority and draw the matter to their attention.

Action: Peter Hubbard to write to the Highways agency

14. **Area Housing Panel Skip**

Funding for a skip is available if a location for it can be found, and the Parish Council are happy to help ensure that Council tenants get priority of use. The Parish Council needs to propose a date and location and let Tenants know once agreed.

Action: Richard Steel to consider location for skip

15. **Possible Computer Equipment Grant**

Due to the requirement for all councils to have their information publically available on the Internet, the Government has made funding available for smaller councils to bid for. Councils are invited to bid for a PC and a scanner /printer. After research the following equipment was recommend to the Council:

- **Dell 5000 series with Intel processor and full Office Software**
  - Cost: £334.16 plus VAT

- **Scanner/Laser printer**
  - Cost: £76.80 plus VAT

Agreed: that the application for both should be submitted

Action: David Wing

The Chair expressed his thanks to Katie Wing for her work in researching this.
16. **Any Other Business**

a) **Employment of Clerk – PAYE**

There are 3 options for Council to consider:

1. Appoint an accountant to run the payroll
2. The council could purchase the relevant software and run their own payroll
3. HMRC have a system that can be downloaded from their website

The Council must also register with HMRC as an Employer

Recommended: That the Council register as an Employer and adopt the HMRC RTI payroll system
Agreed by All

Action: Registration to be actioned once a Clerk had been appointed.

b) **Budget preparation – Date for Extraordinary Meeting**

Date agreed: December 3rd, 7.00pm

Agenda:

1. Budget for 15/16 and 16/17
2. To consider the documents form the Consultant and agree and record how to take forward.

c) **Proposal to change the date of the January Meeting**

As the Chair will be unable to attend, and it was unlikely that the vice Chair would be there due to his on-going health problems, it was unlikely that the January meeting would be quorate. It was proposed therefore to move the meeting to February.

Agreed. Provisional date for meeting 26th February, 7.00pm subject to confirmation.

[Signature]

26/2/16