

OXSPRING PARISH COUNCIL

Minutes of the Annual meeting of Oxspring Parish Council held on the 11 May 2026, following the Annual Assembly at 6.45pm in St Aidans Church Hall.

Present: Cllr Ann Walker (Chair)
Cllr Emily Gratton-Rayson
Cllr Lisa Chambers
Cllr Ian Stanley
Cllr Alan Harley
The Parish Clerk
Shirley Ilsley (Resident)
Caroline Harley (Resident)

1. The retiring Chair opened the meeting and provided a reminder to all in attendance on the Council's expectations about audio or visual recordings of the meeting.

Public Participation

None.

2.1 To receive apologies for absence

Apologies were received from Cllr Graham Sedgwick and Cllr Ian Yems.

2.2 To consider the approval of reasons for absence given by councillors

The reason for the apologies was accepted.

3.1 To receive, consider and decide upon any applications for dispensation

No members of the council had any requests for dispensation.

3.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

None.

4.1 Appointment of Chair of Oxspring Parish Council

Nominations for the coming year were called for, Councillor Walker was the uncontested nominee, and she declared herself willing to stand and so was **elected** unopposed. Councillor Walker continued the meeting in the Chair.

4.2 Declaration of Acceptance of Chair

Councillor Walker read her declaration of Acceptance of Chair which was witnessed by the Clerk.

4.3 Appointment of Vice Chair of Oxspring Parish Council

Nominations for the coming year were called for, Councillor Sedgwick was the uncontested nominee, and he had declared himself willing to stand prior to the meeting and so was **elected** unopposed.

4.4 Declaration of Acceptance of Vice Chair

Councillor Sedgwick will complete his declaration at the next meeting.

- 4.5 **Declaration of Acceptance of Office**
All Councillors present signed their declaration of acceptance of office. Absent Councillors will sign at the next meeting.
- 4.6 **Co-option to vacant Councillor post**
The Clerk had invited Alan Harley to attend the meeting to be co-opted. Alan Harley signed a declaration of Acceptance of Office and completed an eligibility form.
- 4.7 **Confirmation of Appointment of Internal Auditor and membership of the Finance Sub Committee and the staffing Committee.**
The following were agreed:
- Internal Auditor** - Barry Riley, Internal Audit Services Yorkshire.
- Finance Sub Committee Members** Councillor Stanley, Councillor Sedgwick, Councillor Gratton-Rayson.
- Staffing Committee Members** Councillor Stanley, Councillor Lisa Chambers, Councillor Ian Yems.
5. **To confirm the minutes of meeting held on 13 April 2026, as a true and correct record**
RESOLVED that the minutes of the meeting of Oxspring Parish Council held on 13 April 2026 be approved as a true record and signed by the Chair.
6. **To receive information on the following ongoing issues and decide further action where necessary**
- 6.1 The 20mph school signs are now working at the correct times. (further work was done during April to get them finally working)
- 6.2 Re the posts knocked down near the Waggon & Horses, BMBC have confirmed that new posts have been ordered, and a works order has been made to install them.
- 6.3 Broken fencing on Bower Hill was re-reported, and broken fencing on Sheffield Road was reported to BMBC. BMBC have confirmed that inspections and works orders will be carried out.
- 6.4 The ground maintenance contract was accepted without the Anthills flailing. Cllr Stanley reported that he had spoken to the grass cutting officer and was trying to arrange a site meeting with the grass cutting manager. In the meantime, Cllr Chambers will strim the Anthills.
- 6.5 The Clerk reported issues with the Paddock site to planning enforcement. Planning Enforcement confirmed that they are in talks with the residents and the developer and are investigating whether to take any action.
- 6.6 The Clerk contacted Barry Tylee re the Roughbitchworth Dig funds and he has confirmed bank details to return the funds. (see payments)
- 6.7 Register of Interest forms that hadn't yet been completed were circulated and completed during the meeting. The Clerk will submit to BMBC.
- 6.8 Berneslai Homes have been informed that the two planters at the Willows are being removed.
- 6.9 A new Union Jack flag has been purchased.
- 6.10 The new website has gone live and is fully accessible.
- 6.11 SID readings for all devices were circulated and discussed.
7. **To consider and decide upon the following planning applications**
- 7.1 2026/0245 - Variation of condition 2 to allow for an alteration to the internal layout and alteration to materials to the rear elevation of application 2022/0257 Erection of two storey

side extension and single storey rear extension and associated works including rear terrace - Cedarwoods, Sheffield Road, Oxspring, Sheffield, S36 8YW – No objections.

8. **Planning Decisions and information**

- 8.1 2026/0079 - Install of glass panels to first floor veranda area to rear of dwelling to create balcony. 6 Mount Pleasant, Sheffield Road, Oxspring, Sheffield, S36 8YW – **Approved.**
- 8.2 2026/0169 - Erection of single storey side extension with mono-pitch roof and associated external alterations including installation of new entrance gate to dwelling. 19 Brookfield, Oxspring, Sheffield, S36 8WG – **Approved.**
- 8.3 2025/0930 - Variation of condition 2, in relation to application 2020/1387 "Residential development of 7no. dwellings to allow for amendments to house type D – Under consideration.
- 8.4 2025/0797 - Demolition and re-build of existing house with associated work to boundary walls - Berry Well, Kirkwood Bridge Lane, Spring Vale, Sheffield, S36 6AX- under consideration

9. **Matters requested by councillors**

9.1 **To discuss hanging baskets.**

The Clerk reported that BMBC have finally issued a licence for the summer hanging baskets but have only given permission for 12 posts to be used, out of an application for 61 posts. The posts have failed structural testing for carrying the weight of a basket. The Clerk has followed this up with BMBC Streetlighting and the newly elected Councillors for Penistone East and has strongly objected to the decision. Other local Councils have the same issue. The licence was applied for in February prior to ordering the baskets. The deadline for ordering was also early March as the plant plugs had to be purchased and grown.

RESOLVED to wait for responses from Streetlighting, Ward Councillors and the supplier as to decide on whether to continue with a scheme this summer or cancel. A deposit has already been paid to the supplier; however, it may not be feasible for the supplier to service such a small number.

9.2 **To receive a report on the Community Allotment & Orchard.**

None.

9.3 **To receive a report from the Titivators & discuss new group name.**

The titivator report was read out in the assembly meeting. The new name for the Titivators was discussed, and it was RESOLVED to accept the name **Oxspring Green Champions.**

9.4 **To consider the latest play area inspection report & discuss Laurels.**

The latest inspection report was noted. It was noted that some items need a good pressure wash and that there is a rotten cross beam at the bottom of the swing barrier. A replacement half round timber has been fitted to the Junior Multi Unit by Mr Walker and Titivators. Some matting needs pegging down better at the Aerial runway. New timbers have been fitted to the low-level fencing in the Village Green.

The Laurels at the back of the play area were discussed and Cllr Gratton-Rayson agreed to get a quote from the surveyor Liam.

9.5 **To discuss any allotment issues.**

Cllr Stanley confirmed that the unpaid plot tenant at the Willows no longer wanted a garden allotment.

- 9.6 **To update tree works.**
Cllr Gratton-Rayson confirmed that the tree surveyor, Liam, had been appointed and he is underway with a survey for the Parish Council.
The works to the trees at the side of the play area and the neighbouring house will take place on Tues 26 May.
- 9.7 **To discuss a Live Christmas Tree.**
It was RESOLVED to speak to Adam from Greennotes CIC about a Live Christmas tree and the alternative of having a root balled tree delivered and returned each year.
- 9.8 **To discuss the bench repair at Castle Dam.**
Cllr Stanley reported that he has the timber which he is going to paint prior to repairing the bench with Cllr Harley.
- 9.9 **To discuss Japanese Knotweed works by Cllr Grattan-Rayson.**
Cllr Gratton-Rayson reported that a full assessment has been done. Cllr Chambers reported that the Environment Agency have been spraying the Japanese knotweed which is not the correct method to eradicate it. For the Wire Works two areas it was noted that the contribution required would be £500 for each area. Payment will be requested after the first treatment. The Clerk will inform the landowner.
- 9.10 **The Community Payback Scheme.**
This is still being considered, and a potential job would be the grass overgrown onto the Roughbirchworth Lane footpath.
- 9.11 **To discuss Community Day – Saturday 4th July.**
Plans for the Community Day are being discussed. Cllr Chambers will let Cllr Yems know her suggestions for specific jobs for volunteers.
- 9.12 **To receive update about Vital Services.**
Vital Services are the supplier that won the contract for additional works that can be booked with Penistone Area Council permission. They have a new website that Cllr Yems, Sedgwick, the Clerk and Chair can access to log jobs. Suggested jobs for the logging are the footpath from the car park to the playground which is uneven, and repairs to the steps and handrail at the Roughbirchworth Lane TPT entrance. The Chair will check these with Elaine Equeall before the jobs are submitted.

10. **Financial Matters**

- 10.1 To receive and note current bank balances.
Bank balances in the current and savings accounts were noted.
- 10.2 To receive and note a bank reconciliation to 30 April 2026
Bank reconciliation circulated with agenda noted.
- 10.3 To receive and note a finance report to 30 April 2026
Relevant documents had been circulated to councillors prior to the meeting.
- 10.4 To approve the following accounts for payment.
RESOLVED to approve payment to:

Payments				
Date	Ref	Name	Description	Gross amount
Current Account				
07/04/26	DD	Ovo Energy	Playingfield electricity	18.00
24/04/26	DD	Business Stream	Water bill allotments	12.37
11/05/26	7	Flagpole Express Ltd	Union jack flag	49.14
13/05/26	8	S Tolson	Clerk working fr Home expenses	8.32
19/05/26	9	IAS Yorkshire Ltd	Internal Audit	400.00
19/05/26	10	Melvyn Carr	play area repairs	11.88
19/05/26	11	B Tylee	RB dig refund	8.70
				508.41
Deposit Account				
None				
				-
Receipts				
Date	Ref	Name	Description	Amount
Current Account				
30/04/2026	cr	various	allotment rent	156.00
30/04/2026	cr	various	hanging basket sponsorship	780.00
				936.00
Deposit Account				
None				
				-
Transfers				
Date	Ref	Name	Description	Amount
16 Apr 26	trf	HSBC	transfer current to deposit	25,000.00

10.5 To note payments already authorised.

It was noted that the Clerk's salary as per the contract of employment, had been paid for the month of April.

10.6 To receive a report on Earmarked Funds

Relevant documents had been circulated to councillors prior to the meeting. The report was noted.

10.7 RESOLVED to receive the Internal Audit report produced by Internal Audit Yorkshire and note any recommendations.

10.8 RESOLVED to approve Section 1- Annual Governance Statement for Oxspring Parish Council on page 4 of the Annual Governance and Accountability Return 2025/26.

10.9 RESOLVED to approve Section 2 - Accounting Statements for Oxspring Parish Council on page 5 of the Annual Governance and Accountability Return 2025/26.

10.10 RESOLVED that, in accordance with the Accounts and Audit Regulations 2015 and the Local Audit (Smaller Authorities) Regulations 2015 Oxspring Parish Council will publish the following documents:

- Annual Internal Audit Report 2025/26
- Section 1 – Annual Governance Statement 2025/26
- Section 2 – Accounting Statements 2025/26
- Analysis of variances

