**TREETON PARISH COUNCIL**

**MINUTES OF MEETING HELD ON MONDAY 28th SEPTEMBER 2020**

**Present: Councillor: T.W. Adair (Chairman)**

**Councillors: G. Cooper, E. Levin, L.J. Pickford, J.F. Swift, D. Whysall**

**In attendance: Mrs J. James Clerk to the Council**

**2020/65 Apologies for Absence**

**Councillors A.S. Badger, S.H.R. McKie, D.A. Goy & Borough Councillor B Walsh**

**2020/66 Public Question Time**

**Mr. P. Gray attended to discuss the Parish Council’s Policies in respect of the Burial Ground in particular in respect of kerbed memorials expressing views on behalf parishioners that they would wish for these to be allowed.**

**Mr. S. Engering attended to discuss the Parish Council’s proposals for the land at the rear of Wood Lane expressing views on behalf of himself and neighbours in favour of a wildflower meadow.**

**2020/67 Declaration of Interests**

**The were no interests declared in any item on the agenda.**

**2020/68 Minutes of Previous Meeting**

**Minutes of the meeting held 27th July were taken as read, copies having been circulated to all members of the Parish Council previously and with the agenda.**

**Resolved: That the minutes are approved and signed by the Chairman.**

**Proposed:** **Councillor L Pickford**

**Seconded: Councillor E Levin**

**2020/69 Matters Arising**

2020/46 b) The Clerk reported that the knotweed was retreated in September.

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2020/46 c) RMBC are still working to secure a craftsman to repair the damaged lettering on the war memorial. Councillor Adair advised that after discussions with Borough Councillor Walsh relocation would not be possible however he was exploring the possibility of a small amount of landscaping around the memorial.

2020/46 d) The options and quotes to replace the store door and to address the faulty lock on the front door were discussed.

Resolved That the quote from JM Ross be accepted to replace the front door and to relocate the existing front door on to the store and that Councillor Adair make the necessary arrangements.

Proposed: Councillor J Swift

 Seconded: Councillor L Pickford

2020/47 c) The Clerk reported that she had contacted Rotherfed and VAR neither of who have the capacity for additional audit work and so approached fellow Clerks for their recommendations. Quotes were obtained from 4 potential auditors all of who provide services to other Parish and Town Councils, are suitably qualified and are members of an appropriate professional body.

 Resolved: That Brian Smyth be appointed as internal auditor for

 2020/21.

 Proposed: Councillor T Adair

 Seconded: Councillor D Whysall

2020/49 The resolution in July regarding the letting of the Reading Room was reviewed.

 Resolved: That the Reading Room remain closed to casual visitors

and that conditions for a formal letting remain as

previously agreed with access to the main hall only.

Proposed: Councillor J Swift

Seconded: Councillor E Levin

2020/59 c) The Clerk reported that she had been unable to find any record of the

wording for the disappeared plaque to commemorate Pilot Officer

Douglas Gibson Edwards. Wording for a replacement plaque was

discussed.

Resolved: That the Clerk make arrangements for the installation of a

plaque to read ‘Dedicated to Pilot Officer Douglas Gibson Edwards in recognition of his bravery which avoided possible loss of life in Treeton village’.

Proposed: Councillor D Whysall

Seconded: Councillor L Pickford

**2020/70 Proposals for the land at the rear of Wood Lane**

To enable the Parish Council to come to an informed decision the Clerk advised that she had sought quotes for the land to be prepared for use as allotment space, to be grassed over as green space, landscaped as wildflower meadow and to be hard surfaced for parking. The details of the quotes and merits of each option were discussed.

The Chairman reported on his discussions with SYHA about opportunities for a community project and potential grant funding that might be available to develop the wildflower meadow option.

Resolved: That a wildflower meadow option be taken forward and that Councillor

Adair progress contact with SYHA for funding and support.

Proposed: Councillor G Cooper

Seconded: Councillor E Levin

**2020/71 Clerk’s Report & Correspondence Received**

**The Clerk’s reports previously circulated were noted. They detailed the following:**

1. **RMBC updates on Covid-19: Coronavirus and other matters across the Borough.**
2. **RMBC weekly traffic reports.**
3. **RMBC Planned road resurfacing on Spa Well Crescent.**
4. **RMBC Planning Applications and decisions across the Borough.**
5. **RMBC Licensing applications.**
6. **RMBC Rother Vale Neighbourhood update.**
7. **RMBC News from your Neighbourhood update.**
8. **Rotherham Town Centre news.**
9. **YLCA White Rose updates.**
10. **NHS Rotherham Clinical Commissioning Group – small grants for adult mental health initiatives.**
11. **BT Consultation on the removal of phone boxes.**
12. **Complaint over the condition of the children’s play park on Washfield Lane referred to the Chairman of the Memorial Playing Fields Trust.**
13. **RMBC advice re plans for community bonfires in light of COVID passed to the Baptist church who advised the bonfire this year has been cancelled.**
14. **Mr & Mrs Egan thanking the Parish Council for their small grant some years ago for study materials and celebrating the Master’s degree of Nial their son.**
15. **Rotherham Advertiser enquiries about the condition of St Helen’s burial ground passed to RMBC.**
16. **Public Sector Bodies Website & Accessibility Regulations came into force in 2018 requiring local authorities to publishing a statement on their web sites explaining how they comply, where the gaps are and what is being done to address them. Treeton now have an accessibility statement developed in collaboration with RMBC who host our website.**

**Lates**

The Clerk reported she had received a complaint from a resident about the overgrown land at the rear of Mill Lane and the disintegrating metal container store that Treeton Football club located there some time ago. It was agreed she would make contact with RMBC who own the land.

**2020/72 Borough Councillors Report**

Nothing to report.

**Committee Reports**

**2020/73 Allotments, Environment and Cemeteries**

**Allotments**

1. **Conditions of Tenancy**
2. The Clerk reported that Mrs Gilbank has relinquished her late husband’s tenancy and the plot has been offered to Mr Stevens from the waiting list.
3. Mr Williamson has been asked to reduce the height of the conifers on his allotment.
4. **Waiting List**

The Clerk reported that the waiting list has now been amended to reflect the

revised general conditions of tenancy around eligibility.

1. **Renewal of Tenancies**

The Clerk reported that she had prepared revised tenancy agreements as was resolved at the last meeting, GDPR agreement and privacy notice. She has written to all tenants requesting that they sign the documentation and make payment before 6th October. Tenants have been offered the opportunity of post, BACS and 2 dates in person at the Reading Room.

The letter advises that after 6th October and if no alternative arrangements have been made it will be assumed the tenancy is no longer wanted and will be re-let.

**Environment**

**As a result of a request to Treeton Terriers to tidy litter left by them on the Cow Field they volunteered to be involved in a community a litter pick, this will be planned once COVID restrictions allow.**

RMBC & Community Policing have been involved in concerns over bikes off roading from the end of The Twentylands. Councillor Adair reported on his discussions with Tony Brown PCO and thoughts whether the boulders could be relocated to prevent access, it was agreed he should refer the issue back to RMBC who own the land.

**Councillor Adair agreed to engage with RMBC as part of their exploration of interest in and options for bids against the South Yorkshire Community Foundation Flood Resilience Fund.**

**Cemeteries**

The Clerk advised that she had been in contact with Glendale Grounds Maintenance over the disappointing general level of grounds maintenance within the burial ground which in large part had arisen due to work restrictions arising from COVID 19 and the matter has now been addressed.

The Clerk reported that she had sought 3 quotations and was awaiting a 4th to undertake a health check of the trees in the burial ground and to undertake any necessary work removing dead trees and in particular to address those overhanging of the footpath.

Resolved: That the lowest quote be accepted and that the work commence as

soon as possible.

Proposed: Councillor T Adair

Seconded: Councillor G Cooper

The condition of the vehicular access gates and notice board was discussed, agreed that the Clerk obtain quotes for the replacement of both.

The Parish Council has been asked to review its policy of not allowing kerbed memorials and to agree its policy regarding size and style of memorials.

Resolved: That memorials should be broadly tablet shaped in design, up to 1.2metres in height and 900cms in width. That they may be inscribed on either or both sides and that kerbed memorials are permitted.

Proposed: Councillor Adair

Seconded: Councillor Whysall

The current policy to not allow any additional seating and issue of unauthorised benches being placed in adhoc locations in the burial ground was also discussed and the Clerk instructed to bring options to the next Parish Council meeting.

Councillor Whysall asked whether the neighbouring farmer had responded to the previous Clerk’s letters expressing interest in purchasing some of his farm land to extend the burial ground, the Clerk advised there had been no response and it was agreed that she would write again.

**2020/74 Recreation Ground and Play Areas**

Nothing to report.

**2020/75 Youth Club**

The Clerk reported that an SLA was now in place with SJD Sports for the provision of the Parish Council funded Youth Club and the Chairman that around 30 young people participating in ‘small bubbled groups’ are attending the youth club. He reported that **Youth Club activities are taking place with staggered start times and outside on the Cow Field and around the village.**

**The youth club are involved in undertaking litter picks including on Washfield Lane play park and the chairman of the Playing Fields Memorial Trust has contacted both the Chairman and the Clerk to express his appreciation for their efforts in succeeding to tidy the play park.**

**2020/76 Employment**

Nothing to report.

**2020/77 Education Report**

Nothing to report.

**2020/78 Community Centre**

The Chairman reported that the community centre is re-opening very cautiously with the youth club and qigong.

He reported that funding from earlier in the year for an extension to the centre was now lost due to delays caused by COVID 19 but that he had been successful in obtaining funding and resources for an outdoor classroom, decking and fencing and was exploring funding routes to turf the remaining part of the landscaped outdoor area.

Resolved That subject to quotes for the turfing work and formal agreement the

Parish Council would be minded to approve a small grant to allow the

works to be completed.

Proposed: Councillor Whysall

Seconded: Councillor Pickford

**2020/79 Chairman’s Review**

The Chairman reported that the highways works across the village were now largely completed and the roads were much improved as a result. He expressed concern over evidence that the ‘2 metre rule’ was no longer being meticulously observed and over young people gathering in groups across the village. There was also evidence that residents were not cleaning up after their dogs.

**2020/80 Planning Applications**

The weekly lists of planning applications and planning decisions in the Borough were circulated by email to all Parish Councillors.

A decision on the conversion of the former Treeton Youth Enterprise Centre into 14 residential apartments remains pending the outcome of discussions between RMBC and the developer aimed at addressing objections before an Officer recommendation is put to the Planning Board.

Councillor J Swift gave apologies and left the meeting at this point.

**2020/81 Any Other Urgent Business**

1. The arrangements for Remembrance Sunday were discussed in the light of COVID 19 restrictions and agreed the Parish Council would mark Remembrance to the extent that circumstances and restrictions allow.

Resolved That a £50 donation be given towards the Royal British Legion Poppy Appeal.

Proposed: Councillor Whysall

Seconded: Councillor Cooper

1. The Chairman reported that he had discussed the concerns over the curved kerb edge on Bole Hill Lane with RMBC and that Highways were to investigate.
2. The Chairman reported that the pit half wheel on Wood Lane had been put into store and would be replaced once the access road to the new estate was complete.

**2020/82 Finance and General Purposes Committee**

**a) Review of Council Policies & Procedures**

The following have been reviewed by the Clerk, amended as indicated and

are presented to the Parish Council for comment and to be accepted.

1. Records Management Policy – this was originally adopted 25 June 2018 it remains relevant and in line with YLCA model policy. Next review due Sept 2022.

ii. Standing Orders – this was last approved in June 2018 it remains relevant and in line with YLCA model policy. Review due annually, therefore Sept 2021.

iii. Financial Regulations – these were adopted in October 2018 they remain relevant and in line with YLCA model policy. Review due annually, therefore due Sept 2021.

iv. Emergency Plan – this was issued in October 2019 it remains relevant and has been updated to reflect new contact details. Review due May 2021 to coincide with elections and thereafter annually or at any changes to Parish Councillors or Clerk.

v. Grievance Policy – this was adopted in January 2020 it remains relevant and in line with YLCA policy and to bring the annual review in line with other policies and procedures propose to review this in September 2021.

vi. Disciplinary Policy – this was adopted in January 2020 it remains relevant and in line with YLCA policy and to bring the annual review in line with other policies and procedures propose to review this in September 2021.

vii. Business Continuity Plan – there is no plan currently in place and this plan aims to ensure the Parish Council is able to continue its core functions should the unforeseen occur. Review due annually in September 2021.

Resolved: That the above new and reviewed Policies, Procedures and Regulations be adopted.

Proposed: Councillor E Levin

Seconded: Councillor L Pickford

**b) Delegated Authority**

The previous delegated authority in response to the Coronavirus pandemic lockdown is now obsolete and with a recent resurgence of the virus and a return to localised and national lockdown measures it was agreed that the Parish Council would trial a virtual conversation and consider holding meetings virtually accepting that this was not their preferred way of meeting.

To ensure business continuity in the event of an inability to meet the Parish Council was asked to consider the following resolution:

That the Parish Council empowers the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the Parish Council and to deal with mandatory undertakings in order to prevent the authority from incurring liability during any period of restricted activity declared by the Government in response to the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents and to be reviewed by 31st March 2021.

Resolved: That the resolution is adopted with immediate effect.

Proposed: Councillor E Levin

Seconded: Councillor L Pickford

1. **Banking**

The Clerk proposed that the Business Visa credit card held by the Parish Council be closed and sought approval to do so.

Resolved: That the account be closed and the authority to do be signed.

Proposed: Councillor D Whysall

Seconded: Councillor E Levin

1. **Accounts**

The Clerk outlined the accounts to date, a copy of the cashbook and an up to date financial statement of the Parish Council’s affairs were previously emailed.

 The following accounts were approved for payment.

Receipts

|  |  |  |  |
| --- | --- | --- | --- |
| G E Foers – Interments & pre purchase (Aug) | Bank Transfer |  | 1560.00 |
| J Rotherham Memorials (Aug) | Cheque |  | 40.00 |
| Arrears of Allotment rental (Aug) | Cheque |  | 12.00 |
| RMBC 2nd half of precept | Bank Transfer |  | 28,000.00 |
| Advert in Newsletter | Bank Transfer  |  | 17.50 |
| G E Foers – interments & pre purchase | Bank Transfer |  | 2020.00 |
| Allotment Rents | Bank Transfer |  | 86.00 |
| VAT refund | Bank Transfer |  | 957.49 |
|  |  |  |  |
| **TOTAL INCOME** |  |  | **32,692.99** |

Payments

|  |  |  |
| --- | --- | --- |
| Co-op Bank – visa card: fee, print, stationery | Direct Debit | 27.55 |
| Staff Salaries & expenses August | Bank Transfer | 1999.07 |
| RMBC Burial Fees | Bank Transfer | 1030.00 |
| Opus Energy - gas July – Aug 2020 | Direct Debit | 9.54 |
| Opus Energy – electricity July – Aug 2020 | Direct Debit | 38.13 |
| Brailsford’s Mourning Paper | Bank Transfer | 48.00 |
| Magna – Winter 2019/20 Lawnmower service | Bank Transfer | 96.48 |
| Magna – Winter 2019/20 Lawnmower service | Bank Transfer | 93.84 |
| Photobox – montage of Treeton Pictures | Bank Transfer | 31.93 |
| Karen Haycox – cleaning material | Bank Transfer | 5.00 |
| Petty Cash – fuel, paint, milk | Bank Transfer | 48.44 |
| Co-op Bank  | Direct Debit  | 53.24 |
| Staff Salaries & expenses Sept  | Bank Transfer | 2,138.69 |
| HMRC Q2 Income tax & NI | Bank Transfer | 821.83 |
| RMBC Burial fees | Bank Transfer | 1,030.00 |
| Opus Energy – gas July - Aug 2020 | Direct Debit | 2.73 |
| Opus Energy – electricity Aug -Sept 2020 | Direct Debit | 38.35 |
| Churches Fire – thermal sensors | Bank Transfer | 1,420.38 |
| Printer Ink subscription | Direct Debit | 9.00 |
| RMBC Wood lane site allotment rent | Bank Transfer | 25.00 |
| Fowler Sandford Ground Rent Treeton  | Bank Transfer | 60.00 |
| Fowler Sandford Ground Rent Front Street | Bank Transfer | 1.20 |
| Business Stream Water Burial Ground May - Sept | Bank Transfer | 12.26 |
| Business Stream Water Reading Rooms May - Sept | Bank Transfer | 47.14 |
| Petty Cash – Fuel, oil, milk | Bank Transfer | 19.90 |
| John Brailsford - Printing Sept Newsletters | Bank Transfer | 418.00 |
| SJD Sports – Sept Youth club provision | Bank Transfer | 803.52 |
| Royal British Legion Poppy Appeal | Cheque | 50.00 |
| Bliss Internet –No charge in lieu of ad in Newsletters |  | 0.00 |
|  |  |  |
|  |  |  |
| **TOTAL EXPENDITURE**  |  | **10,379.72** |

Proposed: **Councillor D Whysall**

Seconded: **Councillor G Cooper**

**Bank & Cash Book Reconciliation**

**29th July 2020**

Balances at bank: Current account 14,486.29

 Instant account 58,072.22

Cambridge Building Society 50,000.00

Less unpresented cheques

20.2.20 Lord Mayor’s charity 50.00

**Total**  **122,508.51**

 Sept net income/expenditure 22,313.77Cr

**Total to reconcile 144,822.28**

**2020/83 Date of the Next Meeting**

The date of the next meeting was arranged for Monday 26th October 2020, subject to the impact of any government restrictions in response to the COVID 19 virus.

The meeting closed at 8.55pm

**Chairman:**

**Date**:

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