**TREETON PARISH COUNCIL**

**MINUTES OF MEETING HELD ON MONDAY 26th OCTOBER 2020**

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

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

**S.H.R. McKie, D.A. Goy**

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

**2020/84 Apologies for Absence**

**Councillor A.S. Badger.**

**2020/85 Public Question Time**

**There were no members of the public present.**

**2020/86 Declaration of Interests**

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

**2020/87 Minutes of Previous Meeting**

**Minutes of the Annual Meeting of the Council and the Parish Council Meeting held 28th September 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 D Whysall**

**Seconded: Councillor G Cooper**

**2020/88 Matters Arising**

**2020/45** **The notes of business detailing actions between April – June when delegated authority was used, presented and accepted at 27th July meeting contained details of financial transactions. The details of each transaction were not included in the minutes of the July meeting and to ensure transparency and meet audit requirements should have been.**

**Resolved that the payments made under delegated authority during April – June 2020 details of which are appended to the minutes of this meeting are approved.**

**Proposed Councillor A Goy**

**Seconded Councillor G Cooper**

2020/46 d) The Chairman reported that the new doors to the Reading Room and store will be fitted at the beginning of December.

2020/59 c) The Clerk reported that she was trying to make arrangements for a replacement memorial plaque to Pilot Officer Douglas Gibson Edwards. It was agreed that Councillors Cooper and Pickford would meet to look at the stone and explore possible options and suppliers for a replacement and that the Clerk would contact RMBC regarding signage on the footpath to identify the route to the memorial.

2020/71 Land rear of Mill Lane: The clerk reported that discussions are ongoing with Treeton Terriers regarding the shipping container and RMBC regarding the over grown shrubbery.

**2020/89 Clerk’s Report & Correspondence Received**

**The Clerk’s report previously circulated was noted. It detailed the following:**

1. **RMBC updates on Covid-19: Coronavirus and other matters across the Borough.**
2. **RMBC weekly traffic reports.**
3. **RMBC Planning Applications and decisions across the Borough.**
4. **RMBC Licensing applications.**
5. **RMBC Rother Vale Neighbourhood update.**
6. **RMBC News from your Neighbourhood update.**
7. **RMBC Yorkshire Flood Resilience.**
8. **Rotherham Town Centre news.**
9. **YLCA White Rose updates.**
10. **SYPTE impact of enhanced COVID restrictions and their response.**
11. **Avanti Homes development at Waverley.**

**Lates**

1. Email from Elaine Steele envisioning the idea of a community garden on the land at the rear of Wood Lane which is not dissimilar from the plans for a wildflower meadow and suggesting a public consultation exercise.
2. YLCA – further a White Rose update.
3. YLCA – Consultation on Code of Conduct in Public Life.
4. Rotherham Animal Rescue Rangers appeal

**2020/90 Borough Councillors Report**

Nothing to report

**Committee Reports**

**2020/91 Consideration & resolution on the committee structure.**

After discussion it was agreed that committees are not the best structures to progressing the business of the Parish Council and that an approach of setting up adhoc task and finish groups with a remit to undertake research, explore options and report back to the Parish Council meeting for further discussion and decision better meet business needs.

Resolved that all committees be disbanded with immediate effect.

Proposed Councillor G Cooper

Seconded Councillor D Whysall

**2020/92 Allotments, Environment and Cemeteries**

**Allotments**

1. **Tenancies**

The Clerk reported that all rents were now paid however 1 signed

GDPR consent forms is still outstanding. A summary of all plots and tenants was provided and noted

1. **Waiting List**

A copy of the current waiting list was provided and noted.

1. **Conditions of Tenancies**

As a result of a complaint about the condition of allotment plots the Clerk reported on the conditions of all plots. Agreed that the Clerk write to request overgrown shrubbery and debris are removed from an unmanaged plot.

A request has been received to be allowed to keep poultry on one of the Mill Lane plots, this was agreed on the condition that there are no cockerels

**Environment**

The Clerk reported that the Footpaths Officer & Village Handyperson had tidied the half wheel area on Mill Lane ready for bulb planting by the youth club and created a semi-circle by the mine wagon on Bole Hill and planted bulbs to improve the appearance of the ‘boundary features’ to the village. It was agreed to add some winter flowering ground cover.

The Clerk was asked to explore commemorative plaques for the half mine wheels and coal wagons to acknowledge key dates for the mines.

**Cemeteries**

The Clerk reported that Glendale Services had been engaged to cut back the trees and that the work was completed last week.

The quotes obtained by the Clerk for the replacement of the gates were reviewed

and an alternative contractor suggested.

Resolved: Depending on the outcome of the further potential contractor the quote from Grange Fabrications be accepted and the Clerk arrange for works to commence.

Proposed: Councillor A Goy

Seconded: Councillor G Cooper

The quotes obtained by the Clerk for the replacement of the notice board were

reviewed and it was agreed not to progress with a new notice board and that

Councillor Goy would arrange for replacement wood over the existing deteriorating

wooden board.

A draft policy to replace that adopted in June 2014 which prohibits any additional seating in the burial ground was discussed alongside the generally adhoc placement of seats, their general condition and an unauthorised bench having been placed in the burial ground recently.

It was agreed that this matter required further consideration however that in the interim the Clerk be instructed to contact the owners of damaged seats asking they arrange for them to be removed and replaced if the latter is their wish and that she arranges for the removal of those where there is no plaque to identify ownership.

The Clerk reported that there had been no response from the owner of the farm land adjoining the burial ground to the expression of interest in purchasing some of his farm land to extend the burial ground. There was discussion about a potential alternative site.

**2020/93 Recreation Ground and Play Areas**

Nothing to report.

**2020/94 Employment Sub Group**

It was agreed to convene a task and finish group to review the staffing resources of the Parish Council. Agreed that Councillors Adair, Pickford, Goy and McKie would form the group and consider options and make a recommendation to the November meeting of the Parish Council.

**2020/95 Reading Room Lettings**

Nothing to report, the Reading Room remains closed.

**2020/96 Report from Representatives on External Bodies**

**Treeton Youth Club**

Chairman reported that the numbers of young people attending the youth club had steadily dwindled due to autumn weather however that those who had attended enjoyed a range of outdoor activities and were along with the youth workers thanked for their efforts in planting spring bulbs.

The youth club has now paused until arrangements can be made for it take place indoors within the community centre at the beginning of November subject to COVID risk assessment and compliance.

**2020/97 Education Report**

Nothing to report. There was a proposal that this item should be removed as a standing item on future agenda and after a vote 4 in favour 2 against it was resolved that it should be removed.

**2020/98 Community Centre**

The Chairman reported that the community centre continues to re-open cautiously with activities focussed on the theme of healthy bodies, minds and the arts and that sessions run by Rotherham College are planned to commence shortly.

He updated on the progress of developments in the outdoor space: decking, container storage and outdoor classroom.

**2020/99 Chairman’s Review**

The Chairman reported on discussions to develop the land at the rear of Wood Lane into a wild flower meadow and community space. He has engaged with local residents, is involving the youth club and has been successful in obtaining some funding from Waverley to progress the project. It was agreed Ms Steele be invited to join the residents group developing this project.

**2020/100 Planning Applications**

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

**Lates**: Application for a climbing frame and platform to the rear of 21-23 Bole Hill was noted.

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.

**2020/101 Any Other Urgent Business**

1. Complaint from a resident regarding antisocial behaviour from a neighbouring property on Spa Well Crescent. Agreed the Clerk refer the matter to RMBC.
2. The Chairman reported that he was continuing discussions with RMBC regarding concerns raised previously regarding the fall away of land creating a substantial drop behind a curved kerb edge on Bole Hill.
3. Councillor Goy reported on his exchange with RMBC over the potential to limit the weight of vehicles into Treeton via Bole Hill, it was agreed that the Parish Council would write in support of this proposal.

**2020/102 Finance and General Purposes**

**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. Equality & Diversity Policy
2. Complaints Policy
3. Data Protection Policies
4. Privacy Notice
5. ICO Publication Scheme
6. Code of Conduct

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

Proposed: Councillor D Whysall

Seconded: Councillor E Levin

**b) Internal Auditor’s midyear report**

The internal auditor’s report was received and noted that the matters he has raised have been addressed through resolutions in this meeting.

Resolved that the Clerk research and purchase suitable accounting software

Proposed Councillor A Goy

Seconded Councillor S McKie

**c) Budget Monitoring and Verification of bank balances**

A half yearly monitoring statement of expenditure against budget was reviewed noting that there are a number of small understands as a result of reduced activity due to COVID and one significant unplanned overspend as a result of the cost of installing smoke detectors in the Reading Room which is more than covered by the underspends.

The bank balances were independently verified By Councillor Pickford at the beginning of October.

Resolved that the report is noted.

Proposed: Councillor L Pickford

Seconded: Councillor S McKie

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 | Bank Transfer |  | 685.00 |
| Faircost Funerals | Cheque |  | 1,410.00 |
| J Rotherham Memorials | Cheque/BACS |  | 160.00 |
| Clarksons Memorial | Cheque |  | 80.00 |
| { | Bank Transfer |  | 86.00 |
| Allotment & Garage Rents { | Cash |  | 335.00 |
| { | Cheque |  | 340.00 |
| Terriers Rent of Cow field season 20/21 | BACS |  | 180.00 |
| Slimming World & Terriers fee for advert in Newsletter to 31.3.21 | BACS |  | 85.00 |
| Mrs Bamforth non resident fee for pre purchased grave plot | Cheque |  | 150.00 |
| RMBC Partnership funding towards footpaths work | BACS |  | 850.00 |
|  |  |  |  |
| **TOTAL INCOME** |  |  | **4,361.00** |

Payments

|  |  |  |
| --- | --- | --- |
| Co-op Bank – visa card: fee | Direct Debit | 2.00 |
| Staff Salaries & expenses October | Bank Transfer | 2318.63 |
| RMBC Burial Fees | Bank Transfer | 1,030.00 |
| Opus Energy - gas Sept – Oct 2020 | Direct Debit | 10.48 |
| Opus Energy – electricity Sept – Oct 2020 | Direct Debit | 41.15 |
| Glendale Burial Grounds Main July – Sept 20 | Bank Transfer | 810.00 |
| Printer Ink subscription | Direct Debit | 12.00 |
| Petty Cash | Bank Transfer | 38.75 |
| SJD Sports – Oct Youth club provision (Lates) | Bank Transfer | 703.80 |
| Glendate Tree work in Burial Ground (Lates) | Bank Transfer | 720.00 |
| Bliss Internet –No charge in lieu of ad in Newsletters | - | - |
|  |  |  |
| **TOTAL EXPENDITURE** |  | **5,686.81** |

Proposed: **Councillor A Goy**

Seconded: **Councillor G Copper**

**Bank & Cash Book Reconciliation**

**30th September 2020**

£

Balances at bank: Current account 36,750.06

Instant account 58,072.22

Cambridge Building Society 50,000.00

**Total**  **144,822.28**

October net income/expenditure 1325.81

**Total to reconcile 143,496.47**

1. **Minute 2020/45 Approval and detail of Accounts April – June.**

**April**

Receipts

|  |  |  |
| --- | --- | --- |
| Foys Solicitors - sale of land Pitt Street | Bank Transfer | £1,000.00 |
| Co-op Bank – interest on deposit a/c | Bank Transfer | £144.42 |
| RMBC 1st half of Precept 2020/21 | Bank Transfer | £28,000.00 |

Payments

|  |  |  |
| --- | --- | --- |
| Co-op Bank – visa card fee | Direct Debit | £2.00 |
| Staff Salaries & expenses | Bank Transfer | \* £11,813.48 |
| Paul Wickson – internal audit | Bank Transfer | £360.00 |
| RMBC – grounds maintenance | Bank Transfer | £1,401.62 |
| RMBC – commercial waste | Bank Transfer | £447.00 |
| RMBC – business rates 20/21 | No payment | £0.00 |
| YLCA – annual membership fee | Bank Transfer | £739.00 |
|  |  |  |
| \*Includes a lump sum pension payment to the retiring Clerk | | |

**May**

Receipts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| G.E. Foers – interments & prepayment | | Bank Transfer | | £4,455.00 |
| G. E Foers - interment | | Bank Transfer | | £610.00 |
| HMRC – VAT refund Jan- Mar 2020 | | Bank Transfer | | £777.45 |
| Mr R Blades – Allotment rent | | Bank Transfer | | £6.00 |
| Mr L Muscroft – Allotment Rent | | Bank Transfer | | £6.00 |
|  |  | |  | |

Payments

|  |  |  |
| --- | --- | --- |
| Co-op Bank – visa card: fee, stationery, office equip, printer ink, burial register (£252) | Direct Debit | £374.68 |
| Staff Salaries & expenses | Bank Transfer | £2,156.90 |
| Zurich Municipal – Insurance | Bank Transfer | £1,361.31 |
| Opus Energy - gas | Direct Debit | £42.84 |
| Opus Energy - electricity | Direct Debit | £39.55 |
| RMBC – burial fees | Bank Transfer | £2,352.00 |
| Jane Haddrell – Mar/April retainer for cleaning after youth club | Bank Transfer | £52.50 |
| Jane Haddrell – May retainer for cleaning after youth club | Bank Transfer | £30.00 |
| RMBC – final payment for 19/20 grounds maintenance service | Direct Debit | £114.85 |
| SJD Sports Coaching – April retainer for youth club services | Bank Transfer | £451.98 |
| Instant Ink – printer ink subscription: £3.50 a month free for first 6 months | Direct Debit | £0 |
| HomeGlow – boiler service | Bank Transfer | £108.00 |
| Soc of Local Clerks - webinar Operation London Bridge | Bank Transfer | £36.00 |
| Bliss Internet – no charge in lieu of advert in newsletter | - | £0 |

**June**

Receipts

|  |  |  |
| --- | --- | --- |
| Ms K Newbould – Interred ashes plot prepayment | Bank Transfer | 37.50 |
| G.E. Foers – interments & prepayment | Bank Transfer | 1410.00 |
| Slimming World advert in newsletter period Dec 2019- Sept 2020 | Bank Transfer | 70.00 |
| Homeglow advert in newsletter period  Dec 2019 – March 2021 | Bank Transfer | 75.00 |

Payments

|  |  |  |
| --- | --- | --- |
| Co-op Bank – visa card: fee, stationery, office equip, COVID health & safety requirements | Direct Debit | 498.46 |
| Staff Salaries & expenses | Bank Transfer | 2121.59 |
| HMRC – National Ins & Income tax | Bank Transfer | 4767.47 |
| RMBC Burial fees | Bank Transfer | 492.00 |
| Opus Energy - gas | Direct Debit | 17.31 |
| Opus Energy - electricity | Direct Debit | 29.96 |
| Churches Fire - Reading Room fire alarm, extinguishers, emergency lights annual maint | Direct Debit | 389.72 |
| Instant Ink – printer excess copies over subscription | Direct Debit | 5.83 |
| Business Stream - water charges burial grnd | Bank Transfer | 7.19 |
| Jane Haddrell – June retainer for cleaning after youth club | Bank Transfer | 30.00 |
| SJD Sports Coaching – May retainer for youth club services | Bank Transfer | 351.54 |
| Bliss Internet – no charge in lieu of adverts in newsletters | - | £0 |
| Fowler Sandford – rental - site of bus shelter | Bank Transfer | £0.60 |
| Yorks Purchasing Org – PPE for COVID | Bank Transfer | 57.00 |
| Karen Haycox – cleaning materials | Bank Transfer | 39.07 |

**2020/103 Date of the Next Meeting**

The date of the next meeting was arranged for Monday 23rd November, 2020.

The meeting closed at 8.30 pm

**Chairman:**

**Date**:

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