**TREETON PARISH COUNCIL**

**APPROVED MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE READING ROOM**

**ON MONDAY 25th SEPTEMBER 2023**

**Present: Councillor: W. Parker-Foers (Chairperson)**

**Councillors T Adair, V. Beckett R.J. Croxton, K. Hickey, G. Scott,**

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

**2023/142 Apologies for Absence**

**Apologies were received from Cllrs Baum-Dixon and Rowbottom**

**2023/143 Public Question Time**

**4 members of the public attended. Representations were made asking that a memorial bench in the burial ground be allowed to remain painted blue, it was agreed that this would be taken as an early item in the agenda for decision.**

**2023/144 Declaration of Interests**

**Cllr Scott declared an interest in item 2023/145 Request to allow a coloured bench**

**Cllrs Beckett & Hickey declared an interest in item 2023/156f Planning Applications.**

**2023/145 Burial Ground – Request to allow painted/coloured benches**

**Representations made during the public question time and under this item were carefully and thoughtfully considered.**

**Resolved: That benches remain wood and natural in colour in accordance with the Burial Ground Regulations and the family be required to return the bench to a natural colour within the next 3 months**

**Proposed; Councillor Adair**

**Seconded: Councillor Hickey**

**The Clerk was instructed to add further clarity to the Guidelines and Regulation for the burial ground and bring an item to the next meeting on other breaches to the Regulations.**

**2023/146 Minutes of Previous Meetings**

**Minutes of the Parish Council Meeting held 31st July 2023 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 Adair**

**Seconded: Councillor Croxton**

**2023/147 Matters Arising**

2022/204xix Pick up litter/Dog Waste signs on lamp posts – The Clerk reported that these are now in place and that the increase in cost due to inflation had been **agreed** using delegate powers and advised via email to allow this to progress.

**2023/148 Clerk’s Report & Correspondence Received**

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

1. RMBC - Details of planning applications, decision and appeals.
2. RMBC - Roadworks reports
3. RMBC - Rotherham Town Centre News
4. RMBC - Rotherham Roundup
5. RMBC - What's on in September across the Borough
6. RMBC –News from your Neighbourhood
7. RMBC – Code of Conduct Training by YCLA
8. RMBC – Minutes of Network Meeting
9. YLCA – White Rose bulletin
10. YLCA – Call for agenda items for October branch meeting
11. YLCA - Training and Discussion Group Opportunities
12. YLCA – Law & Governance Bulletin
13. NALC – Chief Executive’s Bulletin
14. NALC's make a Change Campaign aimed at encouraging more people to stand for parish & ward councillors
15. SYPTE - details of work taking place at the bus interchanges which will impact on the arrival/departure points of some services.
16. SYPTE - details of proposed changes to bus services
17. Alexander Stafford – my week in Rother Valley
18. SYMayor’s Office – representations about funding for bus services
19. SYMayor’s Office - bid & virtual meetings for funding for public transport
20. Resident – complaint over TM Travel bus service – contacted SYPTE
21. Resident – public footpath signage – contacted RMBC
22. Cllr Rowbottom – Street lights out – chased report to RMBC
23. Resident – overhanging vegetation Wood Lane – reported to RMBC
24. Resident – injured swan – reported to Swan Rescue
25. Member of the public – historical information about Benton Jones Family and Rother Vale Collieries – information and contacts provided
26. Resident – overgrown vegetation Cannonthorpe Rise – reported again to Jones Homes and RMBC, the latter have assured they will issue an enforcement notice.
27. Parish Team – overgrown vegetation & waste Treeton Lane -reported to RMBC
28. Cllr Croxton – overgrown vegetation footpath by River Rother – cleared
29. Cllr Croxton – condition of steps by RRother – RMBC have advised they will be replaced this summer
30. Cllr Rowbottom on behalf of a resident – access issues – advice given
31. Resident – overhanging vegetation Jones Estate – reported again to RMBC who have now issued an enforcement notice.
32. Parish Team – Fly tipping Cowfield – arranged removal
33. Cllr Parker-Foers – Parking on pavements – advice given
34. Cllr Rowbottom – Laybys being filled with soil – RMBC have advised this is to address fly-tipping and antisocial behaviour.

**2023/149 Borough Councillors Report**

Item not taken

**2023/150 Wood Lane Mine wheel Update**

**Cllr Parker-Foers reported on a positive meeting with Jones Homes when their representative agreed to recommend to the Emerson Board that they re-orient the full structure and bring it as close to the road as highways will allow and remove the mound of earth and reseed. The Clerk was instructed to write to Jones Homes and thank them for their consideration.**

**Formal response from Emerson’s Board is awaited.**

**2023/151 War Memorial Project – Update on progress**

Cllr Parker-Foers reported on further work in house on landscaping including planting the laurel hedge, that the bench has been delivered and it is in storage and work is in hand to arrange fixing it within the paved area.

**2023/152 Project to remedy drainage on Cowfield – Update on progress**

Cllr Adair reported on his meeting arranged with Chris Siddall of RMBC, with representatives of the Football Association and of Treeton Community Centre & Playing Fields Memorial Committee and that soil testing alongside further meetings are planned.

**2023/153 Security in Treeton - Actions following 20th Sept Community Meeting**

Key points from the recent Community meeting attended by Police, RMBC, Victim Support and Neighbourhood Watch partners and about 20 residents were discussed highlighting:

1. CCTV

Agreed that the PC would wish to support this initiative and look forward to receiving further details.

1. Private Security

There was a detailed discussion of the proposal by some residents for a Parish Council led and precept funded service. Concern was expressed that this would require all residents to pay an extra sum irrespective of affordability, that there are uncertain benefits and significant risks and that the potential costs are substantial and would increase the precept many fold.

Resolved: Not to progress further

Proposed: Councillor Parker-Foers

Seconded: Councillor Hickey

1. Confirmation of planned multi agency drop ins through October

Cllr Parker-Foers confirmed that multi-agency drop ins to include representatives of the Parish Council, RMBC and the Police including from the Crime Prevention Team are now arranged as agreed following the June and September Community meetings.

**2023/154 Partnership with RMBC to cut Public Rights of Way**

Item deferred

**2023/155 Planning & Review of Progress on Projects through 2023**

1. Confirmation of Xmas trees on lamp posts

The Clerk reported that the estimated cost of the lit trees on lamp posts from 1 Dec to 12th night will be £3,000 and that whilst there were quality issues last year should the Parish Council decide to confirm the installations for 2023 it must be in the knowledge that whilst she will give best endeavours there is minimal opportunity to address shortcomings as trees are a natural product and replacements may not be possible due to exhausted supply.

Resolved: That trees, without tinsel, with 2 sets of flashing lights on each would

be ordered

Proposed: Councillor Beckett

Seconded: Councillor Hickey

1. Remembrance Day plans

**Agreed** that beyond the usual laying of wreaths there are no further plans for Remembrance Sunday and that Cllr Adair would lay the wreath on behalf of the Parish Council

1. Christmas:

Nativity – Cllrs Beckett & Hickey to explore further

Sponsored Xmas trees – Cllrs Beckett & Hickey to explore interest from local businesses in sponsoring trees to be located on the war memorial garden edge

Bake off – Cllr Becket to explore with the Events Group

Santa’s Sleigh – Cllr Becket confirmed it is planned to repeat this event and further details will be brought to the next meeting.

The forward planner was reviewed and noted:

**2023/156 Standing Items**

1. **Reading Room**
	1. Parish Cllr, Housing & PCSO Surgeries & Additional Drop-ins:

Wed 4th October 10.00-11.00am Cllr Adair & Rowbottom

Sat 14th October 3.00 – 4.00pm Cllrs Beckett, Croxton & Hickey

Wed 18th October 7.00-8.00pm Cllrs Beckett, Hickey & Parker-Foers

 ii Progress on refurbishment/storage

Cllr Parker-Foers reported that the work was now completed and the room is being let for community use, that a contract for cleaning once a month is in place and a task remains to purchase crockery for use as part of lettings.

It was agreed Cllr Hickey would obtain quotes to supply new ceiling tiles and a quote to supply and fit them.

During a building check it was identified that work is needed to point both sides of the building.

Resolved: To purchase crockery to a value of £300 and to earmark £5,000 and for the Clerk to obtain quotes and progress the work in consultation with the Chairperson.

Proposed: Councillor Beckett

Seconded: Councillor Croxton

1. **Allotments/Garage sites**

The Clerk reported on a number of ongoing allotment issues including that work continues to clear the Rother Crescent allotment and requests to keep poultry.

Resolved: To allow up to 6 hens on Rother Crescent site plot 30 & Well Lane site

plot 6

Proposed: Councillor Beckett

Seconded: Councillor Hickey

1. **Burial Ground**

Item re-ordered and taken in part at 2023/145.

The Clerk reported on a process map now in place to ensure the smooth running of interments.

Cllr Parker-Foers reported on her meetings with the contractor and supplier of the paving neither of who accept any fault with either the paving material or laying. Given dissatisfaction remains the Clerk was instructed to write to the contractor requiring the replacement of ‘badly tumbled’ pavers.

1. **Recreation Ground and Play areas**

Nothing to report

**2023/157 Suspension of Standing Orders**

Resolved: That Standing Orders limiting the length of a Parish Council meeting to 2 hours be suspended to allow business to be completed.

Proposed: Councillor Adair

Seconded: Councillor Beckett

1. **Environment**

**Rubbish on the banks of Treeton Dyke & surrounds. – Cllr Parker-Foers reported on a constructive meeting with RMBC and representatives of the fishing club and that they agreed to meet again in 2 months’ time to review concerns. Further that littering and antisocial behaviour continues and that she has requested that the Fishing Club revisit their membership rules to reflect that members must take their rubbish home.**

**Proposed work on River Rother and impact on wildlife - Cllrs Beckett, Croxton, Parker-Foers reported on their meetings with Sheffield & Rotherham Wildlife Trust and the Environment Agency. Concerns have been raised with both over the need for this work and the potential negative impact it may have on the wildlife and natural environment and should it take place on the significant risks from potentially heavily contaminated soil and substantial HGV traffic on Long Lane through what could be a very wet Autumn and early winter.**

**Non the less, albeit slightly reduced from that originally planned work will take place, the PROW will remain open with safety ensured by a banksman, attention paid to any potential contamination and best endeavours by the contractor to minimise impact on residents from HGV using Long Lane.**

1. **Planning Applications**

The weekly lists of planning applications and planning decisions in the Borough were circulated by email to all Parish Councillors. In Treeton there have been:

New applications

Extension & alteration to existing barn to create dog kennels at Old Flatts Farm – **agreed** no objections in principle but to request that planning consider any potential noise nuisance from barking dogs to nearby residents

Erection of a pair of semi-detached houses land adj 65 Spa Well Crescent

**Agreed** to support the application as the development will address the long-standing eye sore of the hoardings.

Decisions:

Certificate of lawful development for a porch & hardstanding 3 Winders Way

Approval for work on trees protected by TPO on Front Street

1. **Newsletter**

The Clerk report that the Autumn edition was delivered to each household over the week end 16/17th September.

Decision on inclusion of PCllr email addresses

**Agreed** that only the email addresses of the Chair and Vice will appear in the newsletter

1. **Neighbourhood Watch**

Cllr Parker-Foers reported on the increased uptake of membership of Treeton’s Neighbourhood watch to around 200 / 10% of households.

**2023/158 Review of Terms of Reference & Adoption of Risk Assessments for activities that are agreed by the PC**

Resolved: That the revised Terms of Reference and Risk Assessments be adopted and the Clerk is advised and required to report back to the Parish Council where activities require any further mitigation of risk

Proposed; Councillor Beckett

Seconded: Councillor Adair

**Report from the Group on future plans & Parish Council sign off including Halloween Event**

There was extensive discussion over the Events group, its relationship to the Parish Council and its governance. The Clerk clarified that all the work of the group sits under the auspices of the Parish Council and that all events are brought to a Parish Council meeting for agreement and to understanding the costs, risks and benefits as part of discharging the corporate responsibilities of the PC with the Events group then charged with delivery

Cllrs Parker-Foers and Beckett reported on the plans of the Events Group and confirmed that the plans for the Halloween event are covered by the above risk assessments and that hot refreshments will take place by the Baptist Church and covered by their risk assessments and public liability insurance as they regularly provide hot refreshments.

Resolved: That the Treeton’s Heros event is combined with an opening event at

the refurbished Reading Room on 20th October serving drinks and canapes and the Halloween event on 29th October is delivered in partnership with the Baptist Church who will prepare food provided by the PC and sold at a small charge to those taking part and attending the Halloween event. It was agreed to increase the budget by up to £200 funded from reserves for these events.

Proposed: Councillor Hickey

Seconded: Councillor Beckett

**2023/159 Report from Representatives on External Bodies**

1. **RMBC/Parish Council’s Network Meeting**

Nothing to report

1. **YLCA Branch Representatives**

Nothing to report

1. **Banks Group – Penny Hill Wind Farm**

Cllr Adair confirmed that award of a grant to the Parish Council for the refurbishment of the Reading Room

1. **Treeton Youth Club - Contract, fees & general update**

Cllr Adair reported that the Youth Club remains well attended and offers a range of activities for all ages. The Clerk reported that she is still awaiting monitoring information before invoices can be processed for payment.

1. **Community Centre & Playing Fields Memorial Committee**

Cllr Adair reported on work by the Committee on a maintenance plan for the football pitch and plans to explore solar panels on the club house roof.

**2023/160 Community Centre**

Cllr Adair reported that the community centre remains busy offering a range of activities

**2023/161 Finance and General Purposes**

1. **Completion of the Audit of Accounts 2022/23**

The Clerk reported that the external audit of the 2022/23 accounts had been completed and the accounts signed off without comment and that in order to meet statutory requirements the Notice of Completion of Audit had been posted in the Reading Room Notice Board and the report made publicly available on the Parish Council website.

1. **Financial Monitoring**

The financial monitoring report for month 5 was noted

1. **Periodic Review of Policies & Procedures**

Proposed: That the following reviewed and substantially unchanged policies and procedures be adopted:

* ICO Model Publication Scheme
* Privacy Notice & Data Protection Policy (General)
* Privacy Notice & Data Protection Policy (Staff Cllrs & Role holders)
* Equality & Diversity Policy
* Disciplinary Policy
* Grievance Policy
* Social Media

Proposed: Councillor Adair

Seconded: Councillor Beckett

1. **Approval of accounts for payment**

The following accounts were approved for payment

Receipts

|  |  |  |
| --- | --- | --- |
| HMRC VAT refund April - July | BACS | 2,705.68 |
| WM Simpson – Burial Fees | BACS | 1,500.00 |
| Foers - Burial Fees | BACS | 2,681.00 |
| Reading Room letting & deposit | BACS | 170.00 |
| Banks – Grant to kitchen & RR Refurb (EMR) (50%) | BACS | 2,831.50 |
| RMBC – 50% funding Children’s pick it up signs | BACS | 546.00 |
| RMBC – Sept Precept Payment | BACS | 28,000.00 |
| Newsletter advert – Half page 3 x editions | BACS | 60.00 |
| Foys Solicitors – over paid legal fees Pit Lane | BACS | 55.00 |
| Garage & Allotment rents | BACS | 220.00 |
| **LATES** |  |  |
| Garage & Allotment rents | BACS/Cheque | 535.00 |

Payments

|  |  |  |
| --- | --- | --- |
| Staff Salaries, Arrears, Pension & Expenses Aug 2023 | BACS/DDebit | 3,235.06 |
| Opus Energy -Electricity August 2023  | Direct Debit  | 44.58 |
| EDF – Gas – August 2023  | Direct Debit | 76.00 |
| A Flinders – Burial Ground Maintenance July  | BACS | 366.66 |
| Floor Cure UK -Williams RR floor (EMR) | BACS | 1,500.00 |
| Paintbox (A Waite) Painting RR WC floors (EMR) | BACS | 140.00 |
| Dignity – Burial fees - | BACS | 2,062.00 |
| Memorial Benches UK – War Mem Gdns (grant) | BACS | 954.90 |
| Treeton Waste – clear allotment rubbish Plot 17 | BACS | 55.00 |
| Treeton Waste – clear allotment asbestos A14 P25(EMR)  | BACS  | 250.00 |
| PFK Audit fee | BACS | 504.00 |
| Petty Cash – refreshments, clng mats, feet for chairs | BACS | 62.67 |
| Petty Cash – refreshments, room hire clng equip | BACS | 123.87 |
| Petty Cash – fuel cans, fuel, weed killer | BACS | 63.35 |
| Just Blinds – Blind Reading Room - balance (EMR) | BACS | 90.00 |
| Rother Carpets – Entrance hall carpet RR EMR | BACS | 100.00 |
| Royal British Legion – Poppy & donations S137 | BACS | 40.00 |
| Wm Simpson – Refund of grave dig fees | BACS | 573.00 |
| Signs Express – Childrens litter etc lamp post signs (will be 50% funded by RMBC) | BACS | 1,504.06 |
| Bliss Internet – in lieu of advert in newsletter Aug- Sept | - | 0.00 |
|  |  |  |
| Staff Salaries, Pension & Expenses September 2023 | BACS/DDebit | 2,176.83 |
| HMRC Quarter 2 Tax & NI | BACS | 1,401.20 |
| Opus Energy –Electricity September 2023 | Direct Debit  | 48.23 |
| EDF – Gas – September 2023  | Direct Debit | 76.00 |
| A Flinders – Burial Ground Maintenance August  | BACS | 366.66 |
| Amazon – Vacuum cleaner RR | DDebit | 60.00 |
| Hobsons – Laurels WMGardens (Grant) | BACS | 174.00 |
| Sarah’s Home Cleaning Services Ltd – Clean RR Sept | BACS | 39.00 |
| WasteClear – cleaning gutters RR  | BACS | 100.00 |
| Amazon – A4 paper | Direct Debit | 19.93 |
| Fowler Sandford Ground Rent Well Lane Allotments | BACS | 60.00 |
| Fowler Sandford Ground Rent Right of Way Front St | BACS | 1.20 |
| Brailsfords – September/Autumn newsletters | BACS | 874.30 |
| Petty Cash – milk, clning equip, WC roll holders, hooks | BACS | 63.73 |
| Julie Levin – catering & room hire – events | BACS | 370.00 |
| Hobsons – Spring bulbs | BACS | 390.00 |
| Bliss Internet – in lieu of advert in newsletter Sept - Oct | - | 0.00 |
| **LATES** |  |  |
| RMBC Ground Rent Rother Crescent allotments | BACS | 25.00 |
| Hobson – Tulip bulbs | BACS | 35.00 |
| WasteClear – Clearing Allotment (EMR) | BACS | 450.00 |
| ARCO – PPE & Boots | BACS | 278.83 |
| Amazon Stationery 2023 lettings diary | Direct Debit | 2.99 |
| Amazon Stationery Lettings diary | Direct Debit | 4.39 |
| Amazon Stationery Office Diary | Direct Debit | 6.89 |

Proposed: **Councillor Beckett**

Seconded: **Councillor Hickey**

**Bank & Cash Book Reconciliation 31st August 2023**

£

Balances at bank: Current account 10,571.98

 Deposit account 20,365.10

Cambridge Building Society 80,000.44

Nationwide Building Society 35,640.45

**Total £146,577.97**

**2023/162 Items for information/Future Business**

To add Improvement in the Public in Realm in the light of RMBC’s move to reactive maintenance and cleaning.

**2023/163 Date of the Next Meeting**

The date of the next meeting will be Mon 13th November 2023 at 6.30pm at the Reading Room.

Resolved: To exclude the Press & Public on the grounds that the consideration of

the following items may involve the likely disclosure of confidential information (s1 (2) Public Bodies (Admission of Meetings) Act 1960).

Proposed: Councillor Parker-Foers

Seconded: Councillor Adair

**2023/164 Resourcing and Forward Planning**

Agreed to explore opportunities for great engagement and capacity.

The meeting closed at 9.30 pm

Chairperson: Date:

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