**TREETON PARISH COUNCIL**

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

**ON MONDAY 13th NOVEMBER  2023**

Present:

* Councillor: W. Parker-Foers (Chairperson)
* Councillors T Adair, O. Baum-Dixon, V. Beckett, R.J. Croxton, K. Hickey, R. Rowbottom, G. Scott

In attendance: J. James Clerk to the Council

**2023/165 Apologies for Absence**

The were no apologies all Parish Councillors were present.

**2023/166 Public Question Time**

4 members of the public attended. Representations were made about emergency planning arrangements in the village.

It was explained that the Parish Council does have an emergency plan and that delivery of the plan links closely to the Borough Council and in turn to other partners to ensure the necessary resources and experience can be brought into the village.

Residents were assured that the Reading Room and other community buildings in Treeton would be available to support residents during a village emergency/incident.

**2023/167 Declaration of Interests**

There were no declarations of interest.

**2023/168 Minutes of Previous Meetings**

Minutes of the Parish Council Meeting held 25th September 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 Scott

Seconded:    Councillor Beckett

**2023/169 Matters Arising**

There were no matters arising.

2023/170 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 November across the Borough
6. RMBC - Rother Vale News from your Neighbourhood
7. RMBC - Invitation & agenda for Network Meeting on 8th Nov
8. RMBC - Consultation as part of Statutory Review of Polling Places
9. RMBC - Consultation on Public Space Protection Orders
10. RMBC - Flooding – support, response, general advice
11. RMBC - Proposed Carriageway Resurfacing:  Arundel Avenue, The Bungalows, Arundel Crescent (part), Washfield Lane (part) for comment
12. YLCA - White Rose Bulletin
13. YLCA - Training and Discussion Group Opportunities
14. YLCA - Law & Governance Bulletin
15. YLCA - Commemorations for 80th Anniversary of D-Day
16. YLCA - Advice on co-option where there is just one candidate.
17. NALC - Chief Executive’s Bulletin
18. SYPTE - Details of proposed changes to bus services
19. SYPTE - Details of maintenance work impacting Supertram services SYPTE - New freephone number for Travel Line
20. Alexander Stafford – HS2 North Announcement
21. Alexander Stafford – My week in Rother Valley
22. Sheffield & Rotherham Wildlife Trust - Delay to works on River Rother - these commenced early November
23. Resident - quad biker & access through Biffa gate – contacted Police & RMBC
24. Cllr Rowbottom – reported joy riding on Well Lane to the Police
25. Cllr Baum-Dixon – joy riding on Well Lane – chased up with RMBC
26. Resident – dog attack – forwarded via Cllr Baum-Dixon to the Police
27. Resident – quad bikes r/o Mill Lane reported to Police & RMBC
28. Residents – complaints about Halloween event by the war memorial - responded
29. Fowler Sandford/RMBC -ownership of land off Station Road and responsibility to address fly tipping – advised that TPC no longer hold any lease for that land.
30. Cllr Parker-Foers for resident – littering Bole Hill – reported to RMBC
31. Cllr Croxton – debris & overgrown vegetation on footpath along Treeton Lane to Aughton – reported to RMBC
32. Parish Team – potholed and damaged footpaths Station Road & Mill Lane – reported to RMBC who have assessed it and advised it will be repaired within the next 5 working days.
33. Parish Team – potholed and damaged footpaths Treeton Lane to Catcliffe – reported to RMBC who have advised it does not currently meet their criteria for immediate repair but will add it to safety inspections and routinely monitor.

**LATES**

1. Cllr Scott – permissions for traffic lights on Long Lane – referred to RMBC
2. Cllr Rowbottom – further flooding on Treeton Lane to Aughton, reported to RMBC who have sent a jet-vac team out. The Clerk advised she is pressing for a permanent solution

**2023/171 Borough Councillors Report**

Item not taken

**2023/172 Wood Lane Mine wheel - Update**

The proposals by Jones Homes to fully re-orient the whole monument, wheel, tubs and plaque and to relocate it between the current location and that in the approved plans was discussed at length following the site meeting on 9th November.

Resolved:     That the proposed location and orientation is acceptable to the Parish Council and that they would support a planning application to RMBC for a variation of the current planning consent, subject to sight of the plans and that they reflect the agreed amended location, orientation, detail of the construction and ground works.

To acknowledge Jones Homes Board of Directors response to the concerns of residents and their agreement to the relocation and reorientation of the monument so it returns being a welcome feature to Treeton as was always intended

Proposed:     Councillor Adair

Seconded:    Councillor Scott

Agreed that there be an update on this welcomed progress in social media with more detail to follow in the December newsletter. Action Cllr Baum-Dixon

**2023/173 War Memorial Project – update & agreement to appropriate uses for the site.**

Cllr Parker-Foers reported that the bench is now in place, laurel planted to hedge the bottom boundary along with spring bulbs in the gardens making the work on the gardens now complete. The Clerk reported that work to effect the land transfer from RMBC is ongoing.

Parish Councillors reflected on the use of the gardens for the recent Halloween event and agreed that they would wish to make varied use of the garden space for village events and celebrations but are mindful of sensitivities around the war memorial and that whilst no disrespect was intended clearly the Halloween event did give rise to concerns.

Resolved:      To considered carefully the sensitivity of the site when hosting future events and that the memorial, its forecourt and railings will be kept clear of activities and adornments.

Proposed:     Councillor Beckett

Seconded:    Councillor Rowbottom

**2023/174 Project to remedy drainage on Cowfield – Update on progress**

Cllr Adair reported that the project has been registered with PitchPower and contact made with representatives of RMBC and the Football Association. The next task is to take soil core samples which it is hoped, subject to weather conditions will take place shortly.

**2023/175 Security in Treeton - Actions following the Community drop ins through October.**

Key points from the October drop ins attended by Police, Police Crime Prevention, RMBC and Neighbourhood Watch partners were discussed noting that few residents attended these additional events.

Resolved:      That this project is now mainstreamed withing the regular monthly drop ins and the work of the Neighbourhood Watch.

Proposed:     Councillor Beckett

Seconded:    Councillor Croxton

Action Clerk to follow up with RMBC further information on CCTV

**2023/176 Flooding - prevention, responses by EA & RMBC, input to review & lessons learnt.**

The impact of the floods on individual homes and consequent road closures was discussed at length alongside the response of RMBC and other partners in particular the delay in providing sandbags, delays in re-opening of roads after the event and the reinstatement of bus services.  Agreed to seek a meeting with RMBC Cabinet Members and Officers responsible for emergency planning. Action Clerk to arrange and to include the Environment Agency to better understand why the river flooded and what preventative action could be taken.

The limitations of sand bags were discussed at lengths and agreed to explore flood gates. Action Clerk to contact RMBC and Environment Agency to establish any support/grants available to home owners/occupiers.

RMBC’s response to the flooding on Treeton Lane to Aughton was discussed and agreed to monitor remedial works to ensure the drainage system is not overwhelmed in future.

Agreed to request that the earth bund put in the lay by to prevent antisocial behaviour is removed as its presence is preventing the escape of flood water and displacing vehicles parked by people driving to walk in the nearby woods onto parking at the side of the highway.

The issue of flooding on Long Lane was raised, action the Clerk to make contact with the Environment Agency about the flow of water down Ulley Brook which goes under Long Lane and floods over and around it during heavy rain to request work is undertaken to clear away silt and debris to improve the flow into the river Rother and consequently prevent flooding.

**2023/177 Planning & Review of Progress on Projects through 2023**

**Christmas Plans:**

Nativity – Cllrs Beckett & Hickey reported that work on a nativity scene along similar lines to previous years is in progress and they will make contact with St Helen’s as a courtesy, the Diocese having already given permission.

Sponsored Xmas trees – Cllrs Baum-Dixon, Beckett & Hickey reported that interest has been expressed by local businesses in sponsoring trees in the Christmas Tree Festival.

Resolved:      That with an addition to state trees will be located a tree length plus a foot from the boundary wall of the War Memorial Gardens to Station Road the current risk assessment properly addresses risks.

Proposed:     Councillor Baum-Dixon

Seconded:    Councillor Beckett

Bake off – Cllr Becket reported that a bake-off is being paused for the present.

Santa’s Grotto – Cllr Baum-Dixon updated on the grotto planned for 17th December.

Resolved:      That that the Events Group lead this event for the Parish Council and that a budget of up to £300 is identified for gifts, prizes and decorations.

Proposed:     Councillor Baum-Dixon

Seconded:    Councillors Beckett & Hickey the latter in respect of the budget sum.

Action Cllr Baum-Dixon to review the risk assessment for Parish Council led events and advise the Clerk of any omissions.

Poppies on Lamp posts Nov 2024 – agreed in principle to including these in future Remembrance events. Action Clerk to include in the budget and on the forward planner.

The forward planner was reviewed and noted:

**2023/178 Standing Items**

1. Reading Room
2. Parish Cllr, Housing & PCSO Surgeries

Wed 6 Dec - Cllrs Adair, Croxton, Parker-Foers

        ii       Progress on refurbishment/storage

The quotes to repoint the side elevations were reviewed.

Resolved:      To offer a contract in the sum of £2,900 to point both side elevations.

Proposed:     Councillor Beckett

Seconded:    Councillor Baum-Dixon

Estimates to supply and to supply & fix the ceiling tiles were discussed.

Resolved:      To identify a budget of up to £800 for the tiles to allow their purchase and agreed that Parish Councillors would undertake the installation

Proposed:     Councillor Scott

Seconded:    Councillor Hickey

Action Clerk to review the Working at Heights risk assessment with those involved in installation and bring back to the Parish Council should it require amendment

1. Allotments/Garage sites

The Clerk reported on a number of ongoing allotment issues.

* That Cllrs Hickey and Parker-Foers would accompany the Clerk on an allotment check in the next few weeks
1. Burial Ground
2. Paving – Cllr Parker-Foers reported that the paving contractor had agreed to change some of the pavers and try to remove the stain believed to be from salts out of the draining ground water (phosphorescence). Arrangements to meet to plan the work in detail have been delayed because of the weather. Action Clerk to prompt.
3. Breaches of the Guidelines and Regulations – there was a lengthy discussion over balancing the management of the burial ground fairly and transparently in accordance with the guidelines and regulations alongside pre-existing benches and memorabilia and also listening to preferences of families. Agreed to address concerns as they arise with notes on benches/memorials asking families to make contact with the Clerk where there are concerns and to include an item in the Spring Newsletter.
4. Recreation Ground and Play areas - Nothing to report
5. Environment

Rubbish on the banks of Treeton Dyke & surrounds. – Cllrs Parker-Foers & Croxton reported that whilst this remains an issue there is evidence of attempts by the bailiffs from the fishing club to tidy the site. Agreed to review in the Spring

Proposed work on River Rother and impact on wildlife - Cllrs Beckett and Croxton, reported that this work has commenced and whilst the project is unwelcomed to date impact on residents has been minimised.

Improvements in the Public Realm – The Clerk reported that she is chasing a response from RMBC to her request to explore a contracting arrangement between them and the Parish Council for additional street cleaning and grubbing work in the parish.

Joy riding on Well Lane playing field – The proposal by RMBC to install additional wooden posts to further restrict vehicle access and their exploration of whether the Parish Council would make a financial contribution was discussed.

Resolved:     That as the Parish Council lobbied for a more effective initial solution than wooden posts and them having been shown not to be a sufficient deterrent the Parish Council do not wish to offer any financial contribution.

Proposed:     Councillor Baum-Dixon

Seconded:    Councillor Rowbottom

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 to existing barn and conversion for use as dog kennels at Old Flatts Farm Flatts Lane Treeton - Amendment to address concerns over noise nuisance

Decisions – approval granted for an extension to form a porch at 7 Bole Hill

Concern was raised over the removal of mature trees on Front Street on the edge of the site of the Old Enterprise Centre. Clerk to contact Planning

1. Newsletter

Cllr Baum-Dixon update on the December newsletter and asked colleagues to let him have copy as soon as possible so that print can be brought forward to early December and delivery from 8 December.

1. Neighbourhood Watch

Cllr Rowbottom reported on early plans to hold a Treeton wide Neighbourhood Watch meeting in February.

**2023/179 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 Beckett

Seconded:    Councillor Baum-Dixon

**2023/180 Events Working Group: Report on recent events and future plans, including the consideration of risk assessments, agreement to any financial implications & Parish Council sign off.**

Cllr Baum-Dixon reported on the successful inaugural Annual Treeton’s Heros event and on the positive feedback from the 28 residents who were acknowledged for their ‘above and beyond’ contributions to the village and the life and welfare of residents and the similarly positive comments of their guests who also enjoyed the celebration.

The Parish Council thanked Cllr Rowbottom and Jenny Rowbottom who worked hard preparing the drinks and canapes for the evening and also acknowledged Cllrs Adair, Parker-Foers and Rowbottom who were amongst the nominees.

He similarly reported on the Halloween event which was very well attended and enjoyed by those attending.

Resolved:      To make a token contribution of £20 to the Baptist Church for the use of their facilities.

Proposed:     Councillor Baum-Dixon

Seconded:    Councillor Beckett

Projects for the Christmas period were discussed under item 2023/177. Approval for any expenditure and any necessary review of current risk assessments is similarly covered under that item.

Best Christmas Dressed House – Cllr Baum-Dixon reported on the plans to hold a ‘Best Christmas Dressed House’ competition across the village where residents will be invited to enter as a site for a ‘walk around map’ of decorated homes across the village. There are no financial or risk implications for the Parish Council.

He advised that a plan of activities for 2024 is currently in preparation by the Event Group, this will be brought to the Parish Council early in the New Year for approval and forward planning.

**2023/181 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 reported that the last meeting of Banks Group had been inquorate.

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 all invoices to end July have now been paid.

1. Community Centre & Playing Fields Memorial Committee

Cllr Adair reported that there are concerns over the state of the playground on Washfield Lane and that it is at a point where it may need to be closed on the grounds of health and safety. He advised that Banks Group funding is being explored to refurbish the play park.

**2023/182 Community Centre**

Cllr Adair reported that the community centre remains busy offering a range of activities and shared dates of planned events over the coming months.

**2023/183 Finance and General Purposes**

1. Internal Control Reconciliation & Accountability

Cllrs Paker-Foers & Rowbottom signed off the verification that transactions and bank balances reported in minutes, reconcile to those on bank statements and match those recorded in the Rialtas accounting software and that they balance.

1. Financial Monitoring

The financial monitoring reports for month 6 & 7 were noted

1. Budget & Precepting 2024/25: Indicative precept, fees and charges, of staffing resources and project plans as part of budget process.

The draft budget presented by the Clerk was reviewed.

Resolved:     To agree the following fees and charges and amendments:

* Garage rentals to be increased from £40 to £45 from September 2024
* Allotment rentals to be increased from £10 to £12 from September 2024.
* Mason’s field rent to be increased from £125 to £135 from September 2024
* Cowfield rent to be increased from £210 to £220 from April 2024
* Burial Fees remain unchanged
* Memorial fees remain unchanged
* Advertisements in the Newsletter: to increase the charge per edition/4 editions for a half page from £20/£60 to £30/£100 and to increase the charge per edition/4 editions for a full page from £30 /£90 to £40/£130
* Reading Room lettings to remain unchanged.
* Staffing capacity: Clerk to reduce back to 12 hours a week and General Handyman, Footpaths, Street Scene & Gardener post to remain unchanged at 16 per week plus 10 hours per newsletter delivery.  National Joint Council rates of pay and terms and conditions to remain including any nationally negotiated changes.
* Caretaker/Cleaning – to retain the current monthly contract cleaner

Resolved:      To agree the following budget sums:

|  |  |
| --- | --- |
| Flower holsters | £7200 |
| Xmas trees on lampposts | £3000 |
| Summer, winter planting & bulbs | £600 |
| Poppies on lamp posts | £500 |
| Treeton’s Heros  | £700 |
| Santa’s sack   | £300 |

Resolved:     Noting that that the precept has not increased since 2017/18 and consequently, no longer covers annual running cost and the well-received additional enhancements to the village to increase the precept to £62,000.  This equates to an estimated increase of £4 a year/34p a week on a band A and £6 a year/51p a week on a band D property.

Proposed:     Councillor Hickey

Seconded:    Councillor Adair

1. Contract for Internet provision – Decision on new provider

Resolved:      That the Clerk seek to contract with a provider who offers the overall most cost effective 2-year contract

Proposed:     Councillor Baum-Dixon

Seconded:    Councillor Croxton

1. Staffing Vacancy – Recruitment Process

Resolved:      That an Extraordinary Meeting of the Parish Council is called for Monday 4th December at 6.30 to consider and agree the job description, person specification and remuneration for the post and the process and timescales for recruitment and to establish a HR Committee to undertake the agreed process and make an appointment.

Proposed:     Councillor Baum-Dixon

Seconded:    Councillor Scott

1. Approval of accounts for payment

The following accounts were approved for payment and agreement given to the purchase of a petrol leaf blower at an estimated cost of £250.00

**Receipts**

|  |  |  |
| --- | --- | --- |
| Reading Room Letting Fee (net refund of deposit) | BACS | 220.00 |
| Allotment Rents | BACS | 430.00 |
| Deposit Account interest | BACS | 166.39 |
| Burial Fees | BACS | 1500.00 |
| Memorial fees | BACS | 30.00 |
| Reading Room Letting fee (incl deposit) | BACS | 90.00 |
| **LATES** |  |  |
| Memorial fee | BACS | 50.00 |
| Christmas Tree Festival Sponsorship | BACS | 180.00 |
| Newsletter adverts | BACS | 60.00 |

**Payments**

|  |  |  |
| --- | --- | --- |
| Staff Salaries, Pension & Expenses Oct 2023 | BACS/DDebit | 1,965.63 |
| Staff Salaries, Arrears, Pension & Expenses Nov 2023 | BACS/DDebit | 2,699.28 |
| Opus Energy -Electricity Oct 2023 | Direct Debit | 72.67 |
| Opus Energy -Electricity Nov 2023 |  | 46.95 |
| EDF – Gas – Oct/Nov 2023 (A/C £55.74 in credit) | Direct Debit | 0.00 |
| Business Stream – Water June-Sept Reading Room | BACS | 70.61 |
| Business Stream – Water June-Sept Burial Ground | BACS | 29.75 |
| A Flinders – Burial Ground Maintenance Sept | BACS | 366.66 |
| A Flinders – Burial Ground Maintenance Oct | BACS | 366.66 |
| Sarah’s Home Cleaning Services Ltd – Clean RR Oct | BACS | 39.00 |
| Sarah’s Home Cleaning Services Ltd – Clean RR Nov | BACS | 39.00 |
| WasteClear – Allotment clearance (EMR) | BACS | 250.00 |
| Churches Fire- Call out and replacement battery | BACS | 255.22 |
| IKEA (RRowbottom) Crockery etc for RRoom    (EMR) | BACS | 309.75 |
| SJD Sports – Youth Club April -May                 | BACS | 1,236.00 |
| SJD Sports – Youth Club Sept - Oct       | BACS | 1,730.40 |
| Dignity – Burial fees - | BACS | 823.00 |
| PPL PRS Licence Reading Room | BACS | 154.80 |
| Treeton Waste – Clear Allotment R Cresc  (EMR) | BACS | 400.00 |
| Hobsons – Flower Holsters | BACS | 7,920.00 |
| Petty Cash – refreshments | BACS | 26.00 |
| Bliss Internet – in lieu of advert in newsletter Oct-Nov | BACS | 0.00 |
| LATES |  |  |
| Amazon – printer ink | BACS | 66.58 |
| Amazon Prime to reduce delivery costs | BACS | 0.99 |
| Gulthwaite (V Beckett) Plants for Bole Hill tubs | BACS | 45.00 |
| SJD Sports – Youth Club June – July | BACS | 1,730.40 |

Proposed:     Councillor Rowbottom

Seconded:    Councillor Hickey

Bank & Cash Book Reconciliation 30th September 2023

|  |  |  |
| --- | --- | --- |
|  | Balances at bank: | £ |
|  | Current account | 31,628.65 |
|  | Deposit account | 20,531.49 |
|  | Cambridge Building Society  | 80,000.44 |
|  | Nationwide Building Society  | 35,640.45 |
|  | Total  | 167,801.03 |

**2023/184 Items for information/Future Business**

Walls around St Helen’s & the Closed Churchyard

Concern was raised over the condition of the walls some of which appear to be in danger of falling and the lack of any progress against the plans by RMBC shared last year to address concerns. Action Clerk to follow up with RMBC

**2023/185 Date of the Next Meeting**

The date of the next normal meeting will be Mon 11th December 2023 at 6.30pm at the Reading Room.

The meeting closed at 9.20 pm

Chairperson:                                                                         Date: