**TREETON PARISH COUNCIL**

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

**ON MONDAY 29th APRIL 2024**

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

**Councillors O. Baum-Dixon, V. Beckett, J Chadburn,**

**B. Croxton, R. Rowbottom**

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

**Deborah Middleton Incoming Clerk to the Council**

**2024/81 Apologies for Absence**

**Apologies were received from Cllr Adair**

**2024/82 Public Question Time**

**6 members of the public attended. Representations were made about the need for ID at the forthcoming elections, a suggestion made to include the school and Treeton Historical Society when laying wreaths on the graves of the unknown soldiers, concern over poor quality grass cutting and dissatisfaction expressed over the approach the PC had taken when addressing a breach of burial ground regulations.**

**Agreed that the PC would post a link to RMBC’s advice to electors on our Facebook page, noted that the very wet weather had presented challenges for RMBC’s grass cutting schedule and that the PC were following this up. Apologies were offered for any unintended distress caused in respect of applying the burial ground regulations and details of how to make a complaint given.**

**2024/83 Declaration of Interests**

**There were no declarations of interest.**

**2024/84 Minutes of Previous Meetings**

**Minutes of the Parish Council Meeting held 25th March 2024 were taken as read copies having been circulated to all members of the Parish Council previously and with the agenda.**

**Resolved: That the minutes of 25th March are approved and signed by the Chairperson.**

**Proposed: Councillor Baum-Dixon**

**Seconded: Councillor Beckett**

**2024/85 Matters Arising**

**2023/176 Flooding – Review and lessons learnt**

**Action Clerk to chase RMBC for an update on the outcome of the review**

2024/7 xxxii Damage to Bole Hill by buses

The Clerk reported that this has been repaired and reseeded by the Parish Team however buses have yet again run onto the grassed area. A further complaint has been made to the SYCMA.

2024/37 Walls around St Helen’s Church & the closed burial ground

**Action** Clerk to chase a response from RMBC

2024/55 Installation of CCTV

Cllr Rowbottom reported that she meeting with RMBC this week to agree the exact sites for the cameras.

2024/64xxv Correspondence – Defibrillator

Cllr Rowbottom advised she will make further contact with the chemist

**2024/86 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 - Rother Vale News from your Neighbourhood
6. RMBC - What's on across Rotherham in April
7. RMBC - for Communities - Details of training for flood preparedness
8. RMBC - Children’s Capital of Culture Event 2025 – interest from PC’s in finding out more – agreed to confirm an interest.
9. RMBC – Notices of uncontested Parish Council election
10. RMBC – Opportunity to Contribute to Ward Priorities – added to agenda for May meeting.
11. YLCA - White Rose bulletin
12. YLCA - Training and Discussion Group Opportunities
13. NALC - Chief Executive’s Bulletin
14. SYCMA - Changes to bus services from May
15. Alexander Stafford – News from across Rother Valley
16. Residents – flood prevention work Shorland Drive – watching brief on RMBC responses.
17. Resident – fence post r/o Mill Lane knocked over – reported to RMBC
18. Handsworth Road Hogs running club – Waverley Dash 10K on 5th May
19. Cllr Baum-Dixon – for resident – enquiry about when Well Lane grass will be cut – provided schedule & contacted RMBC for timescales. **Action** Clerk to follow up with RMBC.
20. Cllr Parker-Foers - fly-tipping off Long Lane – reported to RMBC. This has now been removed.
21. Cllr Parker-Foers – for resident – antisocial behaviour – reported to RMBC Housing Officer
22. Cllr Scott – resignation
23. Resident – flood prevention Shorland Drive – email exchange with RMBC
24. Football Club – concern over long grass on Cowfield – advised that the PC is in contact with RMBC but the ground was too wet and taking the tractor onto it may do long term damage. The ground conditions were monitored and RMBC cut the grass on 26th April.

LATES

1. Sheffield Star – seeking a comment regarding the relocation of Wood Lane mine wheel. **Action** Cllr Baum-Dixon to draft a response
2. Cllr Beckett for resident – sewerage leak from Jones Homes estate into Treeton Dyle –Cllr Beckett reported it to & met with YWA and onwards to EA. Clerk reported onwards to Jones Homes whose infrastructure failure appears to be the cause of the leak and advised secretaries of the Boat Club and Fishing Club. **Action** Clerk to make further contact with Jones Homes, EA and RMBC Planning to ensure the PC remain informed.

**2024/87 Borough Councillors Report**

Item not taken.

**2024/88 Project to remedy drainage on Cowfield – Update on progress**

Item not taken

**2024/89 Proposal for a flag pole**

Resolved: To initiate a project to install a full sized flag pole on the War Memorial Gardens

Proposed: Councillor Baum-Dixon

Seconded: Councillor Beckett

**2024/90 Presentation of Accounts for 2023/24**

1. **Report of the Internal Auditor & appointment of same for 2024/25**

The report of the internal auditor was presented to the Parish Council

Resolved: That the report be received, noting no matters of concern were raised ` and further that Brian Smyth be appointed auditor for 24/25

Proposed: Councillor Rowbottom

Seconded: Councillor Croxton

1. **The Annual Governance Statement of the Council for the year ended 31st March 2024**

This was presented to the Parish Council for approval and signature.

Resolved: That the Governance Statement is approved and signed by the Chairman.

Proposed: Councillor Rowbottom

Seconded: Councillor Beckett

1. **Accounting Statements as at 31.3.24**

These were presented to the Parish Council for reviewing, approval and signature

Resolved: That the Statements are noted, approved and signed by the Chairman.

Proposed: Councillor Rowbottom

Seconded: Councillor Croxton

**2024/91 Naming the War Memorial Gardens**

It was agreed to undertake a consultation with residents via the newsletter and Facebook

**2024/92 Land off Station Road**

The Clerk confirmed that this land is subject to a lease in holdover between Norfolk Estates and the Parish Council. **Action** Clerk to chase a response on the details of lease

**2024/93 Planning & Review of Progress on Projects through 2024**

The forward planner was noted

Resolved: To agree a budget of £350 for summer planting.

Proposed: Councillor Rowbottom

Seconded: Councillor Baum-Dixon

**2024/94 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 updated on details of plans for the 80th Anniversary of D. Day Fete in partnership with the Baptist Church for the provision of refreshments and use of their garden space as a back-up venue. The relevant risk assessments and policies were reviewed and confirmed that there will be a Territorial Army qualified first aider present.

Resolved: That the Risk Assessment for Garden Parties, Fetes, Events where the PC is the Sole Organiser and Policy for Lost Children and Vulnerable Adults are adopted.

Proposed: Councillor Baum-Dixon

Seconded: Councillor Beckett

Resolved: A donation of £50 to the Baptist Church for the use of their facilities

Proposed: Councillor Baum-Dixon

Seconded: Councillor Rowbottom

Cllr Baum-Dixon updated on developing plans for the Picnic on the Pitch which he confirmed the PC’s role was one of support and as volunteers to the Cricket Club who are the organisers and through advertising the event via the newsletter and Facebook.

A request was made to fund the provision of St John’s Ambulance services for the event. **Action** Cllr Baum-Dixon to provide a quote to the next PC meeting

**2024/95 Standing Items**

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

Wed 1st May – Cllrs Croxton & Parker-Foers

1. **Allotments/Garage sites**

Nothing to report

1. **Burial Ground**
2. Registering the Land – The Clerk reported this remains with the solicitor
3. Paving – Cllrs Parker-Foers reported she will continue to follow this up with the contractor
4. Notice Board –Cllr Croxton reported that the new notice board is now in place, he was thanked for his efforts.
5. Policy for Management of Memorials

Resolved: That the review of this policy which remains unchanged and which focusses on the health and safety aspects of memorials is noted

Proposed: Councillor Rowbottom

Seconded: Councillor Chadburn

*Cllr Beckett left the meeting*

1. **Recreation Ground and Play areas**

Nothing to report

1. **Environment**

Cowfield – **Action** Clerk to work with Cllr Parker-Foers to obtain quotes to reduce the depth of the brambles that are encroaching onto the grassed area.

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:

Rother Heights Rother Crescent - to vary the current condition which is to care for people with autism only imposed by RB2006/1668 to allow care for people with wider range of needs

3 Bole Hill – to create a means of access - this is to create a tarmac access over a green verge, then across the pavement to access a parking space in front of the dwelling.

No comments

Decisions:

Jones Mine Wheel & Beaumont Estate – conditional approval. This application includes approval to re-site the mine wheel and reserves approval for some elements including landscaping across the whole site as ‘subject to the submission of details to the planning officer’

The Clerk reported that Jones Homes are hoping to start work early in May and that before any works begin a sequence of works and pre-start meeting on-site with the PC will take place. Their intention is to have the new monument location pinned out on-site for the pre-start meeting and once this has been done, they will make contact with the PC to arrange a visit to site to share the location one final time before Jones start the build.

46 Rother Crescent - conditional approval for 2 storey side extension

22 Spa Well Crescent - conditional approval for an extension

Other matters:

Appeal to the Planning Inspectorate against RMBC refusal for the erection of 2 flats with parking at the site of Old Enterprise Centre.

Resolved: To reiterate the Parish Councils concerns of over development of the site, the restricted space for access, concerns over traffic onto Church Lane and Station Road, further demand on parking on an already small site and loss of amenity for residents to the Planning Inspectorate

Proposed: Councillor Baum-Dixon

Seconded: Councillor Rowbottom

*Councillor Beckett rejoined the meeting*

Mill House - RMBC enforcement have advised they continue to investigate breaches of planning regulations in respect of the buildings and unlawful use as a haulage yard.

1. **Newsletter – Annual Review of Arrangements**

The production, resourcing and costs for the newsletter were reviewed.

Resolved: To purchase CANVA software so production can be shared across several PCllrs to increase capacity at a cost of £110pa

Proposed: Councillor Baum-Dixon

Seconded: Councillor Rowbottom

1. **Neighbourhood Watch**

Nothing to report

**2024/96 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**

Nothing to report.

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

Nothing to report.

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

Nothing to report.

**2024/97Community Centre**

Item not taken

**2024/98 Finance and General Purposes**

1. **Financial Monitoring** **year end outturn**

The year end outturn report was noted

1. **Internal Control Reconciliation & Accountability** Cllrs Parker-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.
2. **Review of Ear Marked Reserves**

The report on the year-end reserves was noted and the Clerk’s recommendations for allocations reviewed.

Resolved: To accepted the Clerk’s recommendation for the management of reserves and the allocation between earmarked and general reserves.

Proposed: Councillor Baum-Dixon

Seconded: Councillor Beckett

1. **Approval of accounts for payment and changes to the bank mandate**

It was agreed to add Deborah Middleton (Clerk) to the banking mandate and the documents were duly signed.

The following accounts were approved for payment

Receipts

|  |  |  |
| --- | --- | --- |
| RMBC First half of precept | BACS | 31,000.00 |
| Reading Room letting | BACS | 60.00 |
| Foers Burial Fee | BACS | 700.00 |
| HMRC Q4 VAT refund | BACS | 1,230.55 |
| Allotment rent (part year) | BACS | 4.20 |
| LATES |  |  |
| Reading Room letting (incl £50 deposit) | BACS | 200.00 |
| Interest Co-operative Deposit Account | Direct Debit | 162.29 |

Payments

|  |  |  |
| --- | --- | --- |
| Staff Salaries, Pension, Exp, April 2024 | BACS/DDebit | 2,080.67 |
| Opus Energy -Electricity April 2024  | Direct Debit  | 64.18 |
| EDF – Gas – March 24 | Direct Debit | 180.00 |
| Smarty – Office Mobile Phone monthly tariff - April | D/Debit | 10.00 |
| Sky: 14.4.24 – 13.5.24 - broadband | D/Debit | 28.74 |
| A Flinders – Burial Ground Maintenance March 24 | BACS | 389.03 |
| Sarah’s Home Cleaning Services Ltd – Clean RR April | BACS | 45.00 |
| RMBC – Business Rates 24/25 – Full rebate | - | - |
| Business Stream Water Dec-March Reading Room | Direct Debit | 31.54 |
| Business Stream Water Dec-March Burial Ground | Direct Debit | 10.31 |
| YLCA – Annual Subscription 1.4.24- 31.3.25 | BACS | 816.00 |
| Rialtas – Financial ma’ment software 1.4.24-31.3.25 | BACS | 230.40 |
| Medisave – Defib consumables | Direct Debit  | 33.55 |
| The DefibPad – Defib consumables | Direct Debit | 112.79 |
| RMBC Commercial Waste 1.4.24-31.3.25 | BACS | 329.70 |
| RMBC Grounds maint Cowfield  | BACS | 1,647.04 |
| Hobsons – Topsoil for Bole Hill | BACS | 72.00 |
| Homeglow – boiler annual service & stat safety check | BACS | 126.00 |
| Dignity – Burial fees x 2 |  | 516.00 |
| Rotherprint – Spring newsletters | BACS | 690.00 |
| SJD Sports – Youth Club leaders Oct – Dec 23 | BACS | 1,977.60 |
| SJD Sports – Youth Club leaders Feb – March 24 | BACS | 1,483.20 |
| Brian Smyth – internal audit | BACS | 100.00 |
| Petty Cash – refreshments, material notice board | BACS | 98.56 |
| LATES |  |  |
| Amazon – box A4 paper incl 49p Amazon prime delivery | Direct Debit | 24.28 |
| Hobsons – Perennial plants for Mill Lane | BACS | 126.00 |

Proposed: **Councillor Rowbottom**

Seconded: **Councillor Croxton**

**Bank & Cash Book Reconciliation 31st March 2024**

 **£**

Balances at bank: Current account 5,473.65

 Deposit account \*12,531.49

\*Transfer of £8,000 for CCTV purchase

Cambridge Building Society 80,000.44

Nationwide Building Society \*\* 36,891.14

\*\* Includes £1250.69 interest for 23/24 rec’d 31.3.24

**Total £134,896.72**

**2024/99 Items for information/Future Business**

Items for May agenda: Annual Meeting of the Parish Council

Contributions to Ward Priorities

**2024/100 Date of the Next Meeting**

This will be the Annual Parish Meeting at 6.30pm and at the rise of that meeting the Annual Meeting of the Parish Council will follow at 6.35pm and include normal business.

**2024/101 Exclusion of the Press & Public**

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 Baum-Dixon

Seconded: Councillor Chadburn

**2024/102 Property**

Resolved: To offer the resident cultivating a small unauthorised allotment an allotment tenancy

 To contact the householder noting the incursion into the Cowfield and asking that he removes building debris from the land and leaves it to naturalise back to a bramble hedge accepting his right to cut back any that overhangs his property.

Proposed: Councillor Beckett

Seconded: Councillor Baum-Dixon

**2024/103Staffing Matters**

The Chairperson updated on staffing matters.

The meeting closed at 8.30pm

Chairperson: Date:

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