



# WARMSWORTH PARISH COUNCIL COUNCIL MEETING

**Minutes of the Extraordinary Meeting held on 8 May 2017 in the  
Community Centre, Low Road West, Warmsworth at 6.30pm**

**Members Present:** Cllrs. G Mullis (Chair) J Auty, M Collinson, R Mullis, A Bennett, and S White.

**In Attendance:** 2 members of the public, and Mr A. Bosmans (Clerk)

**Apologies:** Cllr. C Pattison

**Members Absent:** None

## **17/060 To Receive Nominations for the two Casual Vacancies on the Parish Council**

Nominations were proposed for four prospective candidates. It was advised that as there were more names than vacancies there must be a vote of Councillors present.

It was thought that more time should be given to establish whether the names proposed all really wished to be Councillors and a vote would be taken at the next Meeting in June.

## **17/061 The Chair then closed the Extraordinary Meeting.**

**A Meeting of the Annual Parish Assembly of Electors was then held – The Draft Minutes of this Meeting are shown on a separate sheet.**

## **Minutes of the Annual Meeting of the Parish Council held on 8 May 2017 in the Community Centre, Low Road West, Warmsworth at 7.00pm**

**Members Present:** Cllrs. G Mullis (Chair) J Auty, M Collinson, R Mullis, A Bennett, and S White.

**In Attendance:** 2 members of the public, and Mr A. Bosmans (Clerk)

**Apologies:** Cllr. C Pattison

**Members Absent:** None

## **17/062 To Elect a Chair for the period to end May 2018**

Following nominations, Councillors agreed to elect Cllr Georgina Mullis as Chair and she duly signed the Declaration of Acceptance of Office.

**RESOLVED:** That Cllr Georgina Mullis be elected Chair of Warmsworth Parish Council for the period to end April 2018

### **17/063 To Elect a Vice-Chair for the period to end May 2018**

Following nominations, Councillors agreed to elect Cllr Jo-Ann Auty as Vice-Chair and she duly signed the Declaration of Acceptance of Office.

**RESOLVED:** That Cllr Jo-Ann Auty be elected Vice-Chair of Warmsworth Parish Council for the period to end April 2018

### **17/064 To Receive Disclosure of Members' Interests**

None, other than those previously discussed in November 2016 and subsequent dispensation.

### **17/065 To Determine Applications for Dispensations for certain Pecuniary Interests and other Interests**

Cllrs. G Mullis, R Mullis and White have been granted dispensation to take part in any debate and vote in this and any future meetings until 1<sup>st</sup> May 2019 on Agenda items concerning the purchase of the allotments.

### **17/066 Exclusion of Press and Public**

**RESOLVED:** To exclude Press and Public from Agenda Items at 31.

### **17/067 To Resolve that the Minutes of the meeting held on 10 April 2017 circulated as draft to members, be signed as a true record.**

It was pointed out that the Current Agenda indicated that the same Accounts Payable as the Previous Minutes. The Clerk apologised for this error and corrected it verbally.

This was accepted and the Clerk also stated that the recorded amounts given verbally would be added to those requiring approval in June as an official approval of the same.

**RESOLVED:** That the Minutes of the meeting held on 10 April 2017 be accepted as a true record as amended.

### **17/068 Matters Arising**

It was reported that the **High Road Café application** for extended hours was rejected by Doncaster Council Planning Committee and may be subject to an appeal, but it was thought that as this was uncertain, it should remain on the Agenda for the time being.

**Highways Team** – The Highways Team had been asked if they would consider a site visit and Cllr Pattison had indicated that she wished to be part of this – as yet the Clerk had not received a reply.

**Bins on the Hairpin Bend** – Clerk had received a bill for the installation of both bins which he understood was inclusive so was challenging this.

**Contact Cards** – The Clerk now needed to do this as Cllr Jackson, who had offered to do this, had subsequently resigned from Council. He had not done so far.

**The Police and Crime Commissioner** had been invited to a future Parish Council Meeting – the Clerk had agreed for the Commissioner to attend in July.

Councillors were still concerned about **fly tipping** – Cllr Pattison agreed to supply the Clerk with the details of where the signs should be sited and the Clerk would then request these to be installed by Doncaster MBC

Cllr Auty asked about the **mess under the motorway bridge** – The Clerk stated that he had sent an e-mail to the Environment Agency but had received no reply. Councillors felt that this may be the responsibility of the Highways Agency and the Clerk agreed to ask them. The Clerk had done this but had received no reply.

Cllr Mullis reported that she had mentioned **dog fouling** on several occasions to Doncaster Council and had received assurances that there would be regular purges in the Warmsworth area on selected days.

Cllr Mullis had also requested of Edlington Council as to whether the **window cleaners** do inside but they do not normally do this.

Because of a recent staff appraisal (Confidential Minutes refer) it was thought that consideration should be given to the formation of a small **Staffing Committee** which would require some Terms of Reference – The Clerk would place this on the next Agenda. It was also thought that a similar and relatively small Hall Management Committee could better serve the Community Centre – The Clerk agreed to supply Councillors with a copy of the Terms of Reference for the Similar Scawsby Community Centre.

Certain Councillors thought that it would be a good idea to resurrect the **Neighbourhood Plan** idea for Warmsworth. The Clerk pointed out that although the Council was a facilitator for this it was not the driver – it being the local community, but it was thought it should be placed on the next Agenda.

It had been established that the tidying of the Front area gardens outside the Community Centre is usually done on an Ad Hoc basis by Green Fingers.

**Cricket Defibrillator** - It was noted that the Council had given the cricket club a donation for a defibrillator but that it did not appear to be in use. Section 137 monies are specific that monies should be used for their designated purpose – The Clerk would follow this up.

#### **17/069 Public Participation session with Respect to items on the Agenda**

No issues were brought to Councillors' attention from members of the public.

#### **17/070 To Review of Terms of References of Committees**

The Clerk reported that he was not aware of any Standing Committees or Terms of Reference and thought that any previous Committees were Ad Hoc. Councillors had already agreed to consider the establishment of a Staffing Committee and possibly a Centre Management Committee.

#### **17/071 To Receive Nominations for any existing Committees**

Item 17/070 Refers

#### **17/072 To Appoint any New Committees**

Item 17/070 Refers – Councillors also thought it would be handy to defer this until the new Government situation after the General Election had appeared and the new Casual Vacancies had been appointed.

#### **17/073 To Review and Adopt Standing Orders and Financial Regulations**

Again, Councillors thought it would be handy to defer this until the new Government situation after the General Election had appeared and the new Casual Vacancies had been appointed.

#### **17/074 To Review arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

None known

### **17/075 Review of representation on or work with external bodies and arrangements for reporting back**

**PCJCC** – Cllr Ray Mullis indicated that he no longer wished to be considered and as no one else volunteered it was agreed to leave this position open for the present time.

**Don Gorge** – Agreed Cllr A. Bennett

**PROW** – Agreed Cllr G Mullis

**PACT** – Unnecessary as it no longer meets

**Gala Committee** – Cllr S White - The Clerk suggested it would be a good idea if Councillors could have sight of the Terms of Reference for the Gala Committee – Cllr White agreed to investigate.

### **17/076 To Review the Warmsworth Parish Council Asset Register**

A Copy of this document was circulated – the Clerk explained that the only addition was the purchase of the Allotments

**RESOLVED:** That the Asset Register as presented be accepted

### **17/077 To Review and Confirm Arrangements for Insurance Cover 2017 - 18**

A copy of this document was circulated – The Clerk explained that this was the second year of a three-year deal and it appeared at least to him, that all known contingencies were adequately covered.

**RESOLVED:** That the Insurance Cover as presented be accepted

### **17/078 To Review of the Council's and Clerk's memberships of other bodies**

Council: Yorkshire Local Councils' Association £740, Rural Action Yorkshire £35, National Playing Fields Association £50

Clerk: Society of Local Council Clerks £149

**RESOLVED:** That these be accepted

### **17/079 To Review of the Council's Complaints Procedure**

It was Agreed to defer this until the next meeting.

### **17/080 To Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

It was Agreed to defer this until the next meeting.

### **17/081 To Discuss and Receive Correspondence**

These items were Noted **UNLESS** otherwise indicated:

- a) LDP – Local Plan – Further Consideration – The Clerk asked Councillors to consider a visit requested for the next Parish Council requested by Planners at Doncaster Council for the next meeting, to discuss progress on the **LDP** – this was accepted
- b) Elizabeth Reeve – Potteric Carr Summer Showcase

- c) Jenna Rumley – Church Hall, High Road – Complaints about anti-social Behaviour – The Council had no authority over this but Cllr Auty agreed to supply the Clerk with a contact in the Methodist Circuit to pass on concerns.
- d) Don Gorge Community Minutes – April 2017
- e) SY Fire and Rescue Authority – Newsletter
- f) Northern Powergrid - Newsletter
- g) Dr Alan Billings – PCC Newsletter
- h) Historic Towns & Villages Forum - Newsletter
- i) Simon Auty – Request for Newsletter Items

### **17/082 To Consider Members Items**

It was decided to await Cllr Pattison’s return from vacation to undertake the Clerk’s six-month review.

The deteriorating state of the floor in the Front Hall – After a short debate it was agreed to look at a replacement Floor as soon as possible

Dates were given for the Halloween Lantern Walk – Friday 27<sup>th</sup> October

And Santa’s Grotto on the evening of Friday 1<sup>st</sup> and the daytime of Saturday 2<sup>nd</sup> December

It was hoped that as usual the Hall would be provided to the Community Free of Charge – there were no objections to this.

### **17/083 Financial Matters.**

***a) To approve the following orders for payment:***

- |      |                                    |           |
|------|------------------------------------|-----------|
| i)   | 000393                             | £1,640.66 |
|      | Cowlings – Completion – Allotments |           |
| ii)  | 000394                             | £933.68   |
|      | Clerk’s Salary – April             |           |
| iii) | 000395                             | £400.62   |
|      | Caretaker’s Salary                 |           |
| iv)  | 000396                             | £600.00   |
|      | Doncaster MBC – 2 x Litter Bins    |           |
| v)   | 000397                             |           |
|      | Cancelled Cheque                   |           |
| vi)  | 000398                             | £740.00   |
|      | Subscription                       |           |
| vii) | 000399                             | £168.00   |
|      | J W Bichan – Hedge Trim            |           |

**The Clerk gave these verbally as reported previously. For clarification, they would be added to the next agenda expenditure also for approval**

**RESOLVED:** That the above payments be approved as reported.

- b) To receive the enclosed Nationwide BS, Co-operative and NatWest bank statements and reconciliation for March (Year End) 2017**
- c) To note monies held as at 31<sup>st</sup> March 2017:**

The Clerk reported unaudited balances of

Nationwide BS Business Saver A/c No. 11419976	24,902.39
NatWest Bank Current A/c No. 38894246	32,939.36
Co-operative Bank Plc Deposit A/c No. 61797307	74,000.00
Co-operative Bank Plc Deposit A/c No. 61230453 50	10.98
Co-operative Bank Plc Current A/c No. 61230453 00	474.53
	<hr/>
	132,327.26

The Nat West account was not yet transferred to the responsibility of the current Clerk but statements could be obtained by the Clerk taking a current signatory into the Bank which he had done.

He also showed the Reconciliation back to the individual Accounts for the Year End.

The Balances were received and Noted

**d) To Note the Annual Return Figures for External Audit (As yet unaudited)**

The Clerk had pre-notified the figures in the Annual Return and the reasons behind the differences

**RESOLVED:** That the Annual Return Figures be accepted.

**e) To Note the Payments and Receipts Summary for 2016 – 2017**

This summary was presented by the Clerk and was with item d) above for reference and was noted.

**f) To answer the questions posed in the External Audit Annual Governance Statement**

The Clerk asked the individual questions as requested in the Annual External Audit Return and Councillors answered accordingly in the affirmative.

**g) To Re-Appoint or otherwise the existing Internal Auditor – Janice Hepworth**

**RESOLVED:** To re-appoint Janice Hepworth as Internal Auditor for the Financial Year 2017 -2018

**17/084 To Consider resolutions notified by Members**

None were identified

**17/085 To Discuss matters notified by members / Clerk or carried over from the last meeting**

*(unless listed below, no resolutions may be moved under this item)*

- a) Allotments – The Clerk had assumed that this was finished but he was still awaiting a completion date and Keyland were stalling for no real reason – he had indicated to the Solicitors to please complete a.s.a.p.
- b) Planning Application – Cafe – High Road – this had been dealt with for the present but should remain on the Agenda as the Café Owner may appeal.
- c) Planning Application – Cafe on Mill Lane – this should remain on the Agenda as the issue is not yet settled.
- d) Cupboard for the Art Group – The Clerk is to meet with the group to discuss their wishes.
- e) Fields at the side of Tara Lodge –Doncaster Council Planners had indicated a wish to address the Council at the next meeting and talk to the LDP – this would it was thought, also refer to the field.
- f) Front Hall Floor – a need for a second and third quote for comparison
- g) Lord’s Head Lane – Culvert Clearing – still not been done properly – at least the signs had been collected – at last!
- h) Bins – Bill for fitting – Clerk to follow up on this.

**17/086 To Consider and Comment of Planning Matters**

**17/00861/FUL** – 67 Sheffield Road –Extension to Bungalow side – No Observations

**17/087 To Confirm the date of the next Meeting as:**

Monday 12<sup>th</sup>. June 2017 at 7.00pm – It was agreed to change this to 6.30pm to accommodate a visit by Planners to update on the LDF.

The meeting concluded at 9.20pm

**17/088 To Consider any items for which Press and Public have been excluded**

This was moved and Warmsworth Parish Council commenced a Confidential session which concluded at 9.40pm. The minutes of this session will be available to Councillors to consider and approve with Press and Public excluded after normal business of the next Parish Council.