



WARMSWORTH PARISH COUNCIL COUNCIL MEETING

Minutes of the Meeting held on 14th January 2019 in the
Community Centre, Low Road West, Warmsworth at 7.00pm

- Members Present:** Cllrs. J Auty (Chair), C Pattison, S Auty, S White, C Jackson, A Bennett & D Maxey.
- In Attendance:** DMBC Councillor Phil Cole, 1 member of the public and Mr A. Bosmans (Clerk)
- Apologies:** None
- Members Absent:** None

The Chair reminded everyone of the Code of Conduct between members, the accepted Procedure for engagement by Members of the Public and that the meeting was being recorded in full for accurate reflection of the minutes and procedures in the meeting.

19/001 To Receive Disclosure of Members' Interests

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

19/002 To Determine Applications for Dispensations for certain Pecuniary Interests and other Interests

Cllr. White has been granted dispensation to take part in any debate and vote in this and any future meetings until 1st May 2019 on Agenda items concerning the allotments.

19/003 Exclusion of Press and Public

Item 16 e) on Revised Salary Scales and 21 – Approval of Previous Confidential Minutes

19/004 To Resolve that the Minutes of the meeting held on 12th November 2018 circulated as draft to members, be signed as a true record.

There was a slight amendment proposed to the wording at 18/0190 which the Clerk agreed to do.

RESOLVED: The Minutes of the meeting held on 12th. November 2018 be accepted as a true record and signed as such by the Chair, with the slight amendment.

19/005 Matters Arising

- a. Cllr S Auty to email Phil Cole traffic email sent to DMBC and Simon to update all councillors once any response has been given. Both Cllr Auty and Phil Cole will continue with this as it was causing a great deal of congestion in the village - **OUTSTANDING**
- b. Cllr S Auty to email Clarissa regarding road barriers and litter on "snickets" for an update raised at village walk – Cllr Jackson reported the issue to Doncaster MBC but not a lot has been actioned – she will continue to monitor - **OUTSTANDING**
- c. Clerk to register with ICO - **COMPLETED**
- d. Clerk to check 'Community Fields Legacy' – **OUTSTANDING**

J Auty 11.2.19

- e. Clerk to email to all councillors a copy of the cricket club/football club minutes from last meeting – Councillors received a draft of the notes from the meeting in July – other interested parties to be circulated – **COMPLETED**
- f. Clerk to email Chris copies of football and cricket leases – “Hard” Copies available but e-copies cannot be found – **COMPLETED**
- g. Cllr S Auty to put Neighbour Alert details in chronicle for all residents to access – Next Chronicle due – **PARTIALLY COMPLETED**
- h. Clerk to contact Dave Chadbourne at DMBC re. playground inspections and training – Clerk has found a local company that does inspection training and is lining this up – contact with Dave Chadbourne over issues on the Play Area has not yet been done – **PARTIALLY COMPLETE**
- i. Clerk to order 'no dogs' sign for play area and 'fire assembly' sign for community centre – On Order – Received but not fitted yet - **COMPLETED**
- j. Remembrance Sunday including thanks - **COMPLETED**
- k. Cllr S Auty to organise date for next Community Centre meeting – Not yet agreed – **OUTSTANDING**
- l. Clerk to email DMBC regarding double yellow lines on Tenter Lane/Fox Grove corner with re. to recent car accident and parking on vans causing obstructions – done – awaiting response – Clerk to follow up, and Cllr Jackson also agreed to send a request. There was also a request to mention parking on Sheffield Road Verges and on Stapleton Road. **PARTIALLY COMPLETED**
- m. Clerk to draft a letter to residents on Mill Lane and Sheffield Road regarding quarry meeting (Simon to contact Clerk with points for letter) – **COMPLETED**
- n. Clerk to write to centre users by end of week regarding caretaker arrangements for the building. – **COMPLETED**
- o. Minutes of previous meeting to go on website before the end of the month – **COMPLETED**
- p. Cllr S Auty to ask Rob to check all snickets monthly for litter – **COMPLETED**
- q. Clerk to send thank you letter for Remembrance Sunday to all concerned – **COMPLETED**
- r. Clerk to send minutes from cricket and football meeting to all councillors before next meeting – these are Notes not minutes and have already been sent with a previous Agenda. – **COMPLETED**
- s. Clerk to add a request for any quarry issues on to minutes on website for all residents to see – **COMPLETED**
- t. Clerk to raise with the cricket club as to why they are not cutting the grass next to the football hut – **PARTIALLY COMPLETED** – There is a Stakeholder meeting to be held on 24th January and there has been some acknowledgement of the problems from the clubs involved.
- u. Clerk to contact Neighbour Watch to ask them to liaise any issues with Parish Council. – **OUTSTANDING**
- v. Cllr Pattison to organise a meeting with herself/Simon/Rob/DMBC regarding green waste disposal
- w. Clerk to email Cllr S Auty Trans Pennine Trail information regarding Liz Reeve's letter – **COMPLETED**
- x. Clerk to check insurance to see if it is ok to keep petrol can for strimmer in the cottage – **COMPLETED** – It is providing it is stored away from anything combustible and only in small amounts – which it is.
- y. Clerk to email councillors a bank reconciliation before the end of the week - **COMPLETED**

19/006 Public Participation Session

The Member of the public present praised the Council on its Noticeboard purchases but also stated that they were not up to date. The Clerk stated he had been unwell but would be updating them that week especially with notification of future meetings.

19/007 To Consider the Appointment of a Casual Vacancy to the Parish Council

There were still two co-opted vacancies for Councillors to consider. At present, no one had made themselves available.

19/008 Update on GDPR

The Clerk reported that his main task now under GDPR was to continue to select and destroy all old records particularly those kept on Planning Consents as these were archived and kept by the Local Authority anyway. He was also reviewing how long the Council kept other records, security with personal and sensitive files and had now registered the Council with the ICO (Information Commissioners).

He then introduced APPENDIX 1a and 1B which were new policies on how to report a GDPR Breach and a GDPR Security Incident Policy. These were in Draft and had been shared as examples of "Best Practice" from Rawcliffe Parish Council. The titles needed changing to Warmsworth Parish Council but would be useful additions to the GDPR Policy File.

RESOLVED: The Two Draft Policy Examples of GDPR Breaches should be adopted as Warmsworth Parish Council Policies (With the Titles amended accordingly)

19/009 To Receive any feedback from the Appointees to Various Bodies

- a) **Allotments** – The lease was still being formulated by the Clerk – invoicing for 2018 had been done. Cllr S Auty was asked if the allotments committee had considered one of their abandoned plots for storage and also had they considered a refundable bond / retainer to prevent plot holders leaving their plots in an untidy state and just walking away. There was another meeting planned for 2nd February and Cllr S Auty would not be available to attend. Cllr Jackson agreed to attend and would take on the other place as Parish Representative as Cllr Pattison felt that she should relinquish this.

- b) **Environmental Group / Playing Fields** – Cllr Pattison gave a detailed update on the work proposed or undertaken by the Group. She circulated a paper on all the requirements and work completed on the King George Field:

The Handyman / Gardener is cutting back all the undergrowth around the edge of the field to clear the boundary hedgerow so the mower or strimmer can keep the grass cut to the boundary. He is also removing the ivy from all the trees around the field and cutting back the undergrowth and tidying the footbridge area and culvert.

The junior swings have been mended and DMBC have relayed the rubber matting around the children's roundabout. We are monitoring to see if it is successful before relaying the matting still stored in the cottage.

NO DOGS' sign now purchased and is ready to be installed by Handyman / Gardener ASAP

Fabricator has visited the site and proposes the following :

CHILDRENS PLAY AREA:

1. 3x new galvanised inner bin liners
2. Mending broken catches to litter bin
3. Re re-instate missing fencing spindles and straightening bent spindles
4. Replacement Flange for the toddlers rocking horse
5. Welding cap on the Common Lane kissing gate
6. Realigning double gates in play area
7. Welding stays to the 2 down bolts on double gates so cannot it be removed
8. Realigning single gate entrance to play area
9. Replacing missing down bolt with stay to the single gate so cannot be removed

WORK ON 2 ACCESS GATES STAPLETON RD:

1. Main double gate

2. Secure loose frame and metal patch eroded holes in the posts
3. Weld Mesh panel to gates to stop stray dogs accessing field
4. Replace 5 small rotted wooden bollards adjacent to the football pavilion car park and replace with 5 painted black metal bollards

WHEELCHAIR ACCESS GATE:

1. Wheelchair access gate realigned and eroded holes in posts metal patches
2. Weld Mesh panel to gate

The fabricator asked if we wished him to paint the welding work green and we agreed for that to be part of the estimate.

Other issues:

Still awaiting the 2 x trees ordered last March, Clerk agreed to follow this up.

Problem of field not been fully cut in 2018 is now resolved, Stakeholder meetings now held quarterly, the next one due with the Cricket Club and the Lions on 24th January 2019 at 7pm at the Cricket Club.

The Clerk was asked to look into the re-instatement of markings on Quaker Lane with the junction Badsworth Road / Low Road West

Other Work Required:

Gardener to grass seed wherever it is needed

Clear weed from Common Lane entrance and grass seed and cut regularly

Warning sign for DOG FOULING and the Toxocara canis virus

"No Golf" sign

Litter signage

Sink Hole filled in with hard core / top soil / and seeded

Dog walk fence to be removed or reduced in length

3 x sets of 3 slabs to be laid at the foot of each park bench

Hawthorne whips to fill in the hedgerow gaps.

Base of the embankment to be tidied.

Possible Gala compound

Edge of tarmac path reinforced

Tree leaning middle of tree seat in play area needs to be removed and suitable replacement found.

Safety matting reviewed

Tarmac path needed entrance to the play area / and bin moved to corner of footpath

c) Cricket Club

The Christmas OAP dinner was a great success – the Cricket Club was looking for sponsorship for the next one – Warmsworth Parish Council could probably spare some Section 137 monies on request.

The Club was also experimenting with Sunday Lunches at an agreed price on a three-month trial.

- d) Football Club** – Cllr. Maxey reported that he had been welcomed by the Club at their last meeting. They had suggested a short, concreted area outside the building so that mud did not find its way inside. It was pointed out that this had been already agreed by Council and they could proceed. Cllr Maxey also requested if he could attend the Stakeholders meeting at the Cricket Club on 24th January. He was informed that he could as he was the Parish Council liaison with the Lions.

- e) PCJCC** – Both representatives were unable to attend on Wednesday 14th November.

- f) PROW** – Not Met

- g) **DTUG** – Has met but this role is currently vacant. Cllr Jackson asked if she could attend the next meeting which was agreed.
- h) **Don Gorge** – Cllr Bennett reported that there was no meeting in January but there had been progress on the car park and meetings were continuing with the Solicitors. He also reported that there was graffiti on the Salmon Pass Sign.
- i) **Quarry Liaison** – As previously reported, because of environmental concerns by residents, Sibelco had agreed to meet with Councillors and DMBC Officers on 11th December. Cllr S Auty was in attendance and reported that it was very constructive. All the concerns were answered effectively and that from the 20 to 25 e-mails received, all had been informed of answers to their queries by him. The Area Manager has agreed to circulate a newsletter by the end of January to be delivered by hand to residents. The next full liaison meeting was scheduled for some time in June.
Cllr S Auty also reported that the Quarry "Team" had taken exception to the letter that the Warmsworth Council delivered to residents but that this was after the event and the letter had been on the website since November. As a courtesy it was removed but a long time after the meeting had been held.
- j) **Accounts Inspection** – Another inspection was due the agreed date was Wednesday 23rd January 2019 at the Community Centre with the Clerk and Cllrs Bennett and Maxey.
- k) **Staff Liaison** – The Clerk was due a Review – Councillors were asked for their input at a meeting scheduled for 4.30pm on 21st January for the Staff Liaison Committee to meet with the Clerk sometime early in February.
- l) **Gala Committee** – The Committee has been re-constituted with some enthusiastic new volunteers – the theme for this year's event will be "Sports Shirts" The Container re-siting has been sanctioned by the Lions and it is now up to the Committee to arrange some costings and fund the re-siting.
- m) **Neighbourhood Watch** – The Clerk has been asked to contact the Library who hold the meetings with the objective of obtaining recent crime data after it has been provided to the Watch.

19/010 To Discuss Notice Board Issues (If Any)

It had been remarked that these had not been populated with relevant information. The Clerk stated that he had been unwell but would be able to do this within the week.

19/011 To Update Councillors on the progress of the Handyman / Gardener

Rob is in full swing and really enjoying his role. The difference to how tidy various parts of the village are now as to before he was appointed is remarkable. A number of council taxpayers have remarked on the change.

The Gardener / Handyperson has reported an incident whilst he was working alone where he felt unnerved by the presence of a young person who was acting suspiciously. The police have been informed and Rob has also been briefed by The Clerk.

19/012 To Discuss any further action required ahead of Christmas Lights 2019 and feedback on 2018

The lights in the village came as a pleasant surprise in 2018 and were very well-received. It was thought that the Council could build on this for 2019 and it was suggested perhaps that a few columns could be installed towards Doncaster.

19/013 To Discuss and Receive Correspondence

- a. Community First Yorkshire – Newsletters – Various
- b. Don Gorge – Minutes from Meeting – 12/11/18

- c. NALC – Newsletters – Various
- d. Voluntary Sector – Newsletters – Various
- e. HMRC – Guidance on paying Minimum Wage
- f. Northern Powergrid – Newsletters
- g. Northern Gas Networks – Newsletters
- h. SY Fire & Rescue – Newsletters
- i. DMBC – Helen McCluskie – Playing Pitch Strategy
- j. Health & Care Together – RDash Newsletters – Working for You
- k. Caroline Flint MP – Seasons Greetings & Newsletter
- l. PCJCC – Draft Minutes of the last Meeting – 14/11/18 – **Joint Charter for Reference**
- m. Fields in Trust – Update Newsletters
- n. DMBC – Footway Resurfacing – **Cliff Crescent**
- o. PROW – Draft Minutes – 29/11/18
- p. YALC – White Rose Bulletin – November & December 2018
- q. YALC – Planning Seminars – Scheduled for 2019
- r. YALC – Play Inspection Courses – Routine Course – March 2019
- s. Don Gorge Agenda & Minutes – 10/12/18
- t. Notification to Parish Councils of Precept Setting – Budget 2019 – 2020 – **To be Discussed under Financial Issues**

All items were **noted** without further discussion.

19/014 To Consider Members Items

- a) King George Field – Already discussed and partially actioned
- b) Hairpin Bend – Cllr Pattison and DMMBC Cllr Cole had already raised this – the Clerk was asked to raise this on behalf of Warmsworth Parish Council as the bend was still dangerous – Cllr Pattison would send some pictures and a form of words for the Clerk to work with in an e-mail – it was suggested it be sent to Andy Rutherford.
- c) Dumping on Guest Lane – Cllr Pattison would be having further conversations with Adrian Pickersgill at Doncaster MBC and Network Rail would be reminded of their responsibilities.
- d) Neighbourhood Site Alert – there were some problems with this, and it was thought that more and accurate information should be posted on it.
- e) Fencing – Stone Wall Behind Library – ongoing – Cllr Pattison

19/015 To Consider Financial Matters.

a)	To approve Orders for Payment:		
i)	000557	£1,038.76	Clerks Salary & Expenses – November
ii)	000558	£431.22	Caretaker’s Salary
iii)	000559	£734.11	Gardener’s Salary
iv)	000560	£108.00	Warmsworth Scouts – Newsletter Delivery
v)	000561	£83.00	Doncaster PAT Testing Services
vi)	000562	£66.00	Anston Pest Control (Monthly)
vii)	000563	£221.39	YPO - Provisions
viii)	000564	£975.00	Mick Wolsey – New Doors
ix)	000565	£2,736.00	3 x New Noticeboards
x)	000566	£818.00	Monks – Winter Newsletter Printing
xi)	000567	£110.00	K D Robinson – Electrical Repairs
xii)	000568	£66.00	Anston Pest Control (Monthly)
xiii)	000569	£351.76	Doncaster MBC - Boiler Repair
xiv)	000570	£52.14	Archer Safety Signs – No Dogs Sign
xv)	000571	£56.82	Fire Protection Online – Fire Assembly Signs
xvi)	000572	£744.00	Warmsworth Cricket Club – Grass Cutting
xvii)	000573	£936.32	Clerks Salary - December
xviii)	000574	£734.11	Gardener’s Salary

xix)	000575	£79.69	Gardener – Out of Pocket Expenses
xx)	000576	£431.02	Caretaker's Salary

RESOLVED: That the above Payments are approved.

- b) Budgets, Bank Reconciliation & Bank Statements – to December 2018 – The Clerk produced the latest statement and APPENDIX II & III for reference - **Noted**
- c) To Agree Budget for Warmsworth parish Council 2019 -2020
The Clerk introduced APPENDIX IV, V and VI - the first two Appendices showed a projected forecast for year end in March 2019 and a suggested Budget. The Budget as suggested was itemised line by line and Councillors agreed with it.

RESOLVED: The Budget be set for 2019 -2020 to commence in March 2019 as indicated in Appendix V

- d) To Consider and set the local precept for Warmsworth Parish Council to commence – March 2019

The Clerk demonstrated that the precept per the Budget as set would result in a very marginal increase based on Band D properties from £42.78 per year to £43.18 per household – an increase of 0.94% overall as highlighted by final Appendix V

RESOLVED: The precept as per the indication – Band D Average would be established in 2019 – 2020 at £43.18 – equivalent of an increase of 0.94%

- e) To note the NJC Salary rates due to be implemented in March 2019 – the Clerk stated he had just received this information and would supply more detail (In confidential session) at a later meeting.

At this point Cllr Bennett requested that he might leave the meeting – The session was still quorate.

19/016 To Consider resolutions notified by Members

None were notified

19/017 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) **Front Hall Floor and Roof** – Done with the snagging work also completed – there was some damp coming through the walls, but this was a different problem. Cllr J Auty asked for this to be on the next Agenda. **COMPLETED**
- b) **Parking/Speeding & Various Calming Measures in the Village** – Discussed previously – No progress on this. Councillors were asked to report any speeding issues to Cllr Pattison, and she would pass this on to Highways at Doncaster Council - **ONGOING**
- c) **Bus Shelter and Crossing** – This had not been completed satisfactorily – still ongoing – The drains had been cleared but standing water was still present when it rains heavily - **ONGOING**
- d) **Mill Lane Verges** – More residents have claimed verges for their own garden decoration, and this prevents some of the parking on them – The gardener / Handyman was due to spread some seed on some of the verges as well - **ONGOING**
- e) **Fire Risks / Alarm Inspection** – Chair had received a procedural check list which would be kept in the kitchen area. Clerk still to action low risk items identified by South Yorkshire Fire Inspector – this was still to be discussed when the Clerk meets the Chair. The Alarm inspection is due – Clerk to book the inspection. **ONGOING**

- f) **Quarry Park Gates** – Fixed but not closing properly – it was agreed to leave this item on for the time being - **PARTIALLY COMPLETED**
- g) **GALA Container** – Sanction given to move and to locate this at the side of the Lions Building on King George Field – this is now up to the GALA Committee - **COMPLETED**
- h) **State of Road – Grosvenor Crescent** – this has been followed up with Dave Worthington and there have been no more complaints – **COMPLETED**

19/018 To Consider and Comment of Planning Matters

18/03052/FUL – Single Storey extension to side – 30 Mill Lane – Warmsworth
18/03096/FUL – First Floor Rear Extension – 145 Sheffield Road - Warmsworth

No observations were made on either of these applications.

19/019 To Confirm the date of the next Meeting as:

Monday 11th February 2019 at 7.00 pm

The meeting concluded at 9.25 pm.

19/020 – To Exclude Press and Public

Councillors were asked to approve previous Confidential minutes – which were moved and signed by the Chair – and briefly discuss one further item - The meeting finally concluding at 9.35pm