



WARMSWORTH PARISH COUNCIL COUNCIL MEETING

Minutes of the Meeting held on 14 May 2018 in the Community Centre, Low Road West, Warmsworth at 7.00pm

Members Present: Cllrs. J Auty (Chair), S Auty, C Pattison, S White, A Bennett, L Curtis, C Jackson.

In Attendance: 1 member of the public, DMBC and Mr A. Bosmans (Clerk)

Apologies: DMBC Councillor Phil Cole

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.

18/066

To Elect a Chair for the Period May 2018 to April 2019

The Current Chair – Cllr Jo Auty – was proposed and seconded – she indicated that after a lot of thought, she would be willing to stand again, and Councillors endorsed her election unanimously and offered support to assist her when she thought it was necessary.

18/067 Declaration of Acceptance of Office – This was signed

18/068

To Elect a Vice-Chair for the Period May 2018 to April 2019

The Current Vice Chair – Cllr Chris Pattison – was proposed and seconded, indicated her willingness to stand again and was endorsed unanimously.

18/069 Declaration of Acceptance of Office – This was signed

18/070 To Receive Disclosure of Members' Interests

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

18/071 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.

18/072 Exclusion of Press and Public

Item 30 on the Agenda – an appeal for funding brought the need to move that Press and Public be excluded, and approval of the last set of Confidential Minutes.

18/073 To Resolve that the Minutes of the meeting held on 9th April 2018 circulated as draft to members, be signed as a true record.

RESOLVED: That the Minutes of the meeting held on 9th. April 2018 be accepted as a true record and signed as such by the Chair.

18/074 Matters Arising

There were no Matters Arising which were not contained within the Agenda for updates later.

18/075 Public Participation Session

The Member of the public present mentioned that a bin was missing near to the sharp bend on the edge of the Parish. It was mentioned that this had been removed after damage but was scheduled for replacement, in a joint arrangement with the Parish Council and Doncaster MBC.

18/076 Review Terms of Reference of Committees.

One new Committee had been established to look after and oversee the Community Centre which had met a couple of times and had been relatively successful. The existing representation had grown slightly and there was no need for any co-options or further nominations.

18/077 Receipt of Nominations to Existing Committees.

Not necessary as explained in 18/076

18/078 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

Cllr Pattison moved that there needed to be some support for the Warmsworth Environmental Group from the Parish Council for the 5-Year Plan which would include asking Businesses to participate and conducting an audit of priorities in the Parish for action. Most Councillors were in favour of this and the Clerk agreed to action the letter to businesses in Warmsworth and send it to Cllr Pattison for distribution.

It was also agreed that a walk around the Parish would help to establish priorities to be assessed at a later date and that this would be at 10.00 on 9th. June 2018 meeting outside the library.

RESOLVED: That a walk around the Parish Area on 9th June at 10.00 would be undertaken by Councillors and interested individuals with a view to forming an Ad Hoc Committee, assessing the problems and potential difficulties in Warmsworth, and attempting to resolve these with Stakeholders and Partners, but in Association with the Warmsworth Environmental Group.

18/079 To Consider the Appointment of two Casual Vacancies to the Council

The Clerk advised that he had not received any more expressions of interest yet, but Councillors did indicate that they were working on the possibility of more expressions of interest which were non- specific.

18/080 Review and adoption of standing orders and financial regulations

The Clerk advised that a new Model Set of Standing Orders were imminent to be issued by the National Association of Local Councils (NALC) and these along with Financial Regulations would be available hopefully at the next Meeting in June.

18/081 To Receive any feedback from the Appointees to Various Bodies

- a) **Allotments** – The stone for the potholes was ordered. It could not be put in place because of problems with the Wacker Plate. It was reported that virtually the whole Allotments Committee has resigned, and the AGM scheduled for 19th May should see a new Committee installed. It was also requested that as the reservoir had not been cut last year could the Parish Council ask the owners to do this – The Clerk said he would investigate.
- b) **Environmental Group / Playing Fields** – Cllr Pattison asked if the hedges could have a cut before the Gala – The Clerk stated that this was possible and would ask the normal people. It was also mentioned that the grass cutter had been damaged by a metal spike and was awaiting inspection by an expert. If the grass cannot be cut in the interim it was requested that a one-off cut by somebody else could be done – The Clerk said he would investigate this.
- c) **Cricket Club**
It was reported that the cricket team had been seen playing football on the pitch which could ruin the surface. Whilst this could not be confirmed, The Clerk indicated that Moles were again a problem and had asked the mole exterminator to undertake more work.
- d) **Football Club** – Councillors suggested that as it had been reported that the club could not play all of its matches on the field, the Lease should be re-examined, and also other small issues centred around the Club premises should also be looked at. The Clerk was asked to facilitate a meeting at the club premises perhaps on a Wednesday evening to suit Cllr Curtis to discuss all the issues. There may be a serious problem on the field with drainage, so the Clerk was also asked to contact Fields in Trust for advice, and Doncaster MBC to perhaps source some funding for this.
- e) **PCJCC** – No Meeting
- f) **PROW** – Rights of Way – Cllr Pattison could not attend
- g) **DTUG** – No Issues from this meeting.
- h) **Don Gorge** – Cllr Bennett reported that a new, keen, and enthusiastic representative had been sent from Doncaster Council and was very interested in the initiatives at Don Gorge. There was also another clean up scheduled for 23rd May. The Action Day was scheduled for 21st July and had been well attended in the past. The group would also be attending the Gala Day in Warmsworth.
- i) **Quarry Liaison** – The Quarry Management would still like to take a page in the Chronicle. It was also reported that there had been some concern over Sibelco closing the lower gate and diverting a footpath. Cllr S Auty would investigate this and report back.
- j) **Accounts Inspection** – There was no need for this in the period concerned – it was now yearend, and the Clerk was preparing for Audit. However, it was thought that monthly reconciliations were much preferred because of the amount of business the Parish Council undertook. The Clerk stated that this would not be a problem.
- k) **Staff Liaison** – Chair had not yet agreed a date to liaise with the Clerk for a Review.
- l) **Gala Committee** – The Clerk reminded everyone that the Parish Council insurance did not cover the Gala and he had ascertained this in writing. The Committee had been notified and were making alternative arrangements.
- m) **Neighbourhood Watch** – The Clerk was asked to approach former Councillor Mike Collinson for an informal update if he was disposed so to do, but the PCSO's were to be asked for a regular drop-in

session at the Community Centre if possible. Cllr Jackson stated she would liaise and Cllr Pattison stated that she would contact the Superintendent about non-engagement by the new PCSO's

18/082 Review of Appointments to Various Bodies

- a. Allotments - Cllrs White / S Auty
- b. Environmental Group / Playing Fields – Cllrs Pattison / White
- c. Cricket Club – Cllr. White – Moles Reported again
- d. Football Club – Cllr. Curtiss
- e. PCJCC – Cllrs. J Auty & C Pattison
- f. PROW – Rights of Way – Cllr Pattison / Cllr Bennett
- g. DTUG – Cllr Curtis
- h. Don Gorge – Cllr Bennett
- i. Quarry Liaison – Cllr White & Cllr Auty
- j. Accounts Inspection – Cllrs Bennett & S Auty
- k. Staff Liaison – Cllrs J Auty, S Auty & Pattison
- l. Gala Committee – Cllr White
- m. Neighbourhood Watch – Vacant

RESOLVED: That the existing appointments be endorsed for another year as above.

18/083 Review of inventory of land and assets including buildings and office equipment

Councillors were asked to examine the attached schedule and it was seen to be correct however the Clerk stated that it would be a good idea to have all the assets tagged and catalogued to review the register as correct and that this should be an exercise for the Community Centre Management Committee which was **agreed.**

18/084 Review of Risk Register and confirmation of arrangements for insurance cover in respect of all insured risks

Councillors were asked to examine the attached schedule. The Clerk explained that this was their register and that Councillors could make new suggestions or revisions at any time. It was suggested that the Clerk look at additional risks for the Cottage and the King George Field for signage. The Risk Register was accepted and **agreed.**

18/085 To Approve (or Otherwise) the Council's Membership Affiliation to Yorkshire Association of Local Council

Councillors all saw the benefits of continuing this membership, indeed the Chair stated that they had been particularly helpful to her with friendly and useful advice last year. It was **agreed** to renew the membership.

18/086 Review of the Council's complaints procedure

This was deferred to the next meeting.

18/087 Update on Review of Council's procedures for handling requests made under the Freedom of Information Act 2000 and the new GDPR Legislation

Cllr Jackson and the Clerk updated Councillors on the importance of the new legislation which is imminent, having attended a useful training session facilitated by YLCA. The Clerk stated that there may not need to be a Data Protection Manager appointed by Parish Councils as this was being considered as an amendment, the decision for which is imminent. There was also a need to register with the Information Control Office (ICO), and, consider new e-mails for Councillors. The Clerk also said that he would be looking at an updated policy for Data Protection to be presented to the next parish Council.

18/088 To Discuss and Receive Correspondence

- a) Simon Auty – Request for articles in Next Newsletter
- b) YALC – Nominations Request for Officers of South Yorkshire Branch
- c) Fields in Trust – AGM – 5th June
- d) YALC – Offer to be Data Protection Officer
- e) Robert Reid – Invitation to Edlington Festival – 28th July 2018
- f) Ben Russell – Quarry Park Open Spaces Meeting – 18th May – 10 – 11.30
- g) Voluntary Sector – Newsletter – Edition 12
- h) Zurich Insurance – Cover & Gala
- i) Community First Yorkshire – Newsletter
- j) Samantha Yarrow – PCSO
- k) S Y Fire & Rescue – Newsletter
- l) Northern Powergrid – April Newsletter
- m) PCJCC – Draft Minutes
- n) Dr Alan Billings – Police & Crime Newsletter
- o) Fields in Trust - Newsletter
- p) Historic Towns & Villages Forum – Seminar – 7th June
- q) NALC – Chief Executive’s Bulletin

All items were **noted** without discussion.

18/089 To Consider Members Items

- a) Stone Wall behind the Library – It was reported that there was to be a Quarry Open Spaces Meeting with all Parish Councillors (if they could attend) and Doncaster MBC Officers on Friday 18th May between 10 and 11.30 a full report of which would come to the next Parish Council. Cllr Pattison reported that the idea would be to level the wall to prevent congregation of youths undertaking ASB, but Doncaster MBC was unsure whether this would be practical.
- b) Cope – Halt Junction – It was reported that the “resident” camping out in that area was being urged to leave and a clear up being initiated afterwards.

18/090 To Consider Financial Matters.

- a) Actual Draft Out-turn for Expenditure and Income – This was circulated as a Draft unaudited Year End Appendix and was approved.
- b) Draft Cash Book for Expenditure and Income – This was circulated as a Draft unaudited Year End Appendix and was approved.
- c) & d) Draft Bank Reconciliation & Statements – These were circulated as Draft unaudited Year End Appendices and were approved
- e) Internal Audit Plan – The Clerk stated that he had agreed a timescale for Janice Hepworth to attend and undertake the Internal Audit, but she was discontinuing this function after this year which would entail the Clerk having to source the task elsewhere.

- f) External Audit Plan – A revised timetable put to PKF – the External Auditors – had been approved and would be actioned starting with the Internal Audit and next meeting, Councillors answering the Annual Governance Statement.

RESOLVED: That the above Financial Report is approved.

18/091 To Consider resolutions notified by Members

i) Highways – Cllr White

Cllr White said that he would like someone from Highways to see the area when it is raining and how certain roads become water bound very easily, but also to highlight other road-related problems. The Clerk would attempt a link up with Dave Worthington from Doncaster MBC Highways Department.

18/092 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)

- i) **Warmsworth Businesses and their contribution to the village aesthetic** – Already discussed – letter to be provided for distribution.
- ii) **Front Hall Floor and Roof** – Chair had met with Chris Higgins from the Projects Team at Doncaster MBC – the Floor is not to be placed like for like as this would be far too expensive but would still be a suspended floor with a protective surface. There is still a need to look at the Planning because although Mr Higgins was confident the work could be done over the summer recess, the Playgroup needed a Plan B in order to function as closing would mean lack of funding and inconvenience to a number of young families.
The Dance Group had been consulted on a new floor and was not worried about replacement and there was also a need to keep the heating on overnight to potentially dry out the damp patches behind the cupboards, which are to be removed and replaced with free standing units.
- iii) **New Door / Door Entry System** – Priorities at the centre had changed a little but this was still an item to be furthered and was included in the Budget.
- iv) **Parking/Speeding & Various Calming Measures in the Village** – Nothing new to report here but there were increasing concerns over speeding on Sheffield Road as traffic enters the 40mph zone.
- v) **Neighbourhood Plan / LDP** – Still awaiting further clarification on LDP by DMBC
- vi) **Gardener / Handy Person** – The form of wording has been agreed and a local advertisement would be placed in the noticeboards, on the website and in the next Chronicle.
- vii) **Gala Appeal for Storage Space** – This would be discussed when a meeting has been agreed with the football club in their building.
- viii) **Summer Activity Request** – Cllr S Auty had met with the organiser and had received assurances that he will make the dates available and known to local people. The Clerk wished to see his Liability Insurance for cover on the dates agreed and the dates would be advertised on the website.
- ix) **Bus Shelter and Crossing** – Cllr Jackson reported that this was still a mess as it had not been completed on 12th May. She was following up the problem with Alison Blaylock, Dave Worthington and SYPTE.
- x) **Mill Lane Verges** – Still ongoing – Cllrs Pattison and Jackson were monitoring.

- xi) **Parking Issues – Top of Lords Head Lane** – Double-yellow lines are being installed but the parking problem is mainly from people parking and using local businesses. Further down Lords Head Lane, the culvert is having work done in the Summer with road closures in place, but this will enable other cosmetic changes including installing a Warmsworth sign on the bridge which has been established as owned by Doncaster MBC.
Cllr Bennett reported that grounds around the sign at the entry to Warmsworth on Sheffield Road, were untidy and asked if something could be done – Cllr Pattison asked the Clerk if he would request that Greenfingers owner John Sheerin to tidy this up on a one-off basis.
- xii) **Christmas Lights Upgrade and Tree Trim** – Cllr Pattison was looking into a cherry picker to trim the tree – Doncaster Council said that they were reluctant to do it.
- xiii) **Condition of Bridge** – Guest Lane – still an outstanding issue – agreed to leave on the Agenda.
- xiv) **Fire Risks** – 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 would be discussed when the Clerk next meets the Chair.
- xv) **Quarry Park Gates** – Cllr Jackson was onto this and would raise again at the site meeting on Friday 18th May.
- xvi) **Demolished Wall and Gates** – Cllr Jackson previously had a very constructive meeting with the Manager of the Holiday Inn, however the story appears to have changed particularly over this site being listed and very sensitive. The issue was still ongoing.
- xvii) **Dog Fouling Problems** – This was being monitored and “hotspots” had been identified to enforcement officers. No new known issues had arisen.

18/093 To Consider and Comment of Planning Matters

17/00981/FUL – 163 Sheffield Road – Change of Use – Dwelling – 16 Bedroom Elderly Home
The Main issue would be additional traffic, access and egress from the main road and why can an entrance not be planned from the Halt?

18/094 To Confirm the date of the next Meeting as:

Monday 11th June 2018 at 7.00pm – Press and Public Exclusion was then moved to discuss an appeal for funding. Confidential Minutes refer.

The meeting concluded at 9.45pm

