



WARMSWORTH PARISH COUNCIL COUNCIL MEETING

Minutes of the Parish Council AGM Meeting held on 13th May 2019 in the Community Centre, Low Road West, Warmsworth at 7.00pm

Members Present: Cllrs. C Pattison, S Auty, S White, C Jackson, D Maxey & A Bennett

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

Apologies: Cllr. J Auty (Chair)

Members Absent: None

Cllr Pattison presided as Chair for this meeting and 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.

19/075 To Elect a Chair to serve until the next AGM

Cllr J Auty was re-elected unopposed

19/076 To Elect a Vice-Chair to serve until the next AGM

Cllr Pattison stood aside for this item and Cllr Jackson agreed to preside over the election of Vice – Chair. Cllr Pattison was also re-elected unopposed

Declarations of Acceptance of Office were Issued and signed.

19/077 To Determine Applications for Dispensations for certain Pecuniary Interests and other Interests

Cllr. White had 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. As of this meeting, the dispensation had expired, however after a short debate it was agreed to extend this for another year to 1st May 2020.

19/078 Exclusion of Press and Public

Item 28 – Confidential was identified (not 29 as indicated in the Agenda)

19/079 To Resolve that the Minutes of the meeting held on 8th April 2019 circulated as draft to members, be signed as a true record.

RESOLVED: The Minutes of the meeting held on 8th. April 2019 be accepted as a true record and signed as such by Cllr Pattison.

19/080 Matters Arising from those and previous Minutes

- 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 – **ONGOING** – Agreed to remove as no progress – can be re-instated at a later date.
- b. Cllr S Auty to put Neighbour Alert details in chronicle for all residents to access – Next Chronicle due in April– **PARTIALLY COMPLETED** – Agreed to remove as Chronicle will report any significant “events” – can be re-instated at a later date.
- c. 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 – The Clerk has not re-requested specific cost for so many attendees with Rynat – a Doncaster Company –A certificate of attendance has been received - **PARTIALLY COMPLETED** – Handyman now doing weekly inspections and documenting these – Clerk is looking out for other suitable course for Rob to qualify and undertake more detailed inspections.
- d. Cllr S Auty to organise date for next Community Centre meeting – Not yet agreed – the idea was to get more people involved - **OUTSTANDING**
- e. 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 – response received from Dave Worthington – Cllr Jackson has sent the pictures of the situation to DMBC as evidence – **OUTSTANDING** – Agreed to lump this item with item (g) and continue with.
- f. Quotes for Fabricator work on Children’s Play Area, Gates on Stapleton Road and Wheelchair Access Gate have been obtained and completed. Small outstanding items to finish and additional work to secure all three iron seats on the field as they were seen as insecure and potentially dangerous. **PARTIALLY COMPLETED**
- g. Road Markings – Quaker Lane, Badsworth Road & Low Road West - response received from Dave Worthington – he is to action the markings, but this will be monitored. Problems with parking on verges – Sheffield Road – Dave Worthington had not mentioned the verges in his e-mail returned to the Clerk – this will be followed up – Sheffield Road verges needs a reminder and the surface on Common Lane needs patching and / or replacing - **ONGOING** - Agreed to lump this item with item (e) and continue with.
- h. Fencing – Stone Wall Behind Library – Cllr Pattison has politely asked DMBC to fund two more panels that are required – she hopes to get a response before the next meeting - **ONGOING**
- i. Dumping – Guest Lane – **ONGOING** – Cllr Pattison reported that although this was less in recent weeks, someone had done some fly tipping on the farmers field adjacent which was private land.
- j. Hairpin Bend – Issues on the bend – muddy and untidy with lots of litter. Cllr Pattison has followed up and Highways at Doncaster MBC have agreed to mend the fence (again) as a one-off gesture and to look at surfacing the pull in on the bend half-way down if funding allows in the Summer. Bollards were also requested but Highways deemed these “inappropriate” - there had been a number of recent accidents which DMBC were not aware of because the police had not fed this back to them – everyone urged to do this when they see them and agreed the Clerk to write again to Doncaster MBC and to MP Caroline Flint. – **ONGOING**
- k. Trees Request – All three trees received as requested – one paid for by the Warmsworth Environmental Group – **COMPLETED** – Agreed to remove this.
- l. Fire Alarm Inspection – Clerk was also looking at a new Centre Booking Form incorporating evacuation procedures and ensuring regular bookers also had this information – Fire Test now weekly (Clerk) and electrical test monthly (Handyman) – New Booking Form would be circulated in draft for the June Meeting - **ONGOING**
- m. Trees at Stapleton Road near Lions Football Pavilion – It has been mentioned that the clipping of the trees is an urgent issue, but St Leger have exhausted the budget which then takes in the nesting season which then makes the tree pruning unlikely at least until the end of June. St Leger have been pressed further until the job is completed - **ONGOING**
- n. Control of Bank Accounts On-line –Nat West Account now online – Batch Payments Request now active with the Clerk. Nationwide form awaits confirmation with them. The Co-operative Bank although not as essential has now been investigated and the Clerk needs to remove and add accordingly – **PARTIALLY COMPLETED**



- o. Database of phone numbers – Clerk awaiting the numbers from individual councillors to compile a list – **ONGOING** – Item with Cllrs Pattison and Jackson to process.
- p. Letter to residents affected by the Football Club’s boot cleaning – there were new sandwich boards instructing what to do but this would be further monitored. The Lions were doing all that they can to assure that this is being policed – this would not be so much of an issue in the close season – continued liaison to be made between The Lions and Cllr Maxey - **PARTIALLY COMPLETED**
- q. Green Space Event – Cllr Jackson – updated that she had been to a meeting informing of the work done in the Parish, but also attended a “Bees and Wildflowers” Event. “Willow Sculpting” Event also went well - activities have now ceased – **COMPLETED** – Agreed to remove this item.
- r. Sidewalls at the Community Centre – Cllr S Auty stated that the work had been completed and he had yet to receive the bill – **PARTIALLY COMPLETED**
- s. St Leger Homes – Letter requested to SLHD about concerns over an unruly resident in the Flats on Stapleton Road – The Clerk produced evidence that he had reported this through the SLHD Complaint / Contact Portal – Cllr Maxey reported that the person concerned was behaving at present and may have received a warning on his tenancy – Continue to monitor - **ONGOING**
- t. Holiday Inn Wall Repair – Cllr Pattison – dreadful job done; Cllr Pattison and the Clerk to request a meeting with the Holiday Inn Manager to gain some further repairs if possible – **ONGOING**
- u. Gorge Road / Landfill Quarry / Levitt Hagg / FCC Company – The Clerk and Cllr Pattison have followed this up – the matter was being dealt with but the person at FCC has died in service and a replacement has not been appointed yet – Cllr Pattison to follow this up again – **ONGOING**
- v. LDP and the allotments – Clerk has received the necessary intermediate assurances – but DMBC Assets had sent an e-mail with the need for further action - **ONGOING**

19/081 Public Participation Session

Following the “Matters” on the Hairpin Bend, it was pointed out that chevrons on the bends would help to mitigate against speeding motorists. A question was also asked about exclusion of the Press and Public from Confidential Items.

19/082 To Receive the Draft minutes from the last Stakeholder Meeting

These were circulated and noted.

19/083 To Remind Councillors about Disclosures of Interest and Obtain Updates

Blank forms were circulated and completed by Councillors. The Clerk would be sending copied of these to Doncaster MBC once he had counter-signed them. They would be retained for Parish Council Records and for Public Information.

19/084 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 indicated a willingness to serve.

19/085 Update on GDPR

There was the usual shredding of old documents which was quite a task and still ongoing but otherwise there was nothing to report.

19/086 New Booking Form & Emergency Evacuation Procedures.

The Clerk will update and place before Councillors at the next meeting.

19/087 To Receive any feedback from the Appointees to Various Bodies



- a) **Allotments** – Having given this consideration, there were no further issues at present to discuss either in public or confidential – the Committee would be reformed on Saturday at the AGM and the Council awaits the formation before progressing the New Lease any further.
- b) **Environmental Group / Playing Fields** – Cllr Pattison gave an update – relatively “low key” report this time. The clean-up on the Field had been well supported. There had been a further clear up on the Halt and this would be followed up at a later date and there were ongoing problems to address on Guest Lane.
- c) **Cricket Club** - Cllr white reported that the season had been started well but it was recognised that there will still problems with the grass cutting. Cllr Pattison and The Clerk was surprised as a further cut had been ordered through a third party, at the recent Stakeholder Meeting. Further meetings would be necessary and soon.
- d) **Football Club** – Cllr. Maxey reported that the season had now ended, but shutters on the Club House needed a service – The Clerk agreed to sort.
- e) **PCJCC** – No Meeting – The Chair had no wish to serve on this any longer.
- f) **PROW** – No meeting but the steps at the quarry and recent attempts by the quarry path to start fires were alarming. Cllr Jackson would raise with the Quarry Management.
- g) **DTUG** – No Meeting
- h) **Don Gorge** – Cllr Bennett reported that progress was slow over the car park – they were awaiting further instruction from their solicitors. He stated that it was disappointing that such a beautiful part of Doncaster was regrettably neglected by Doncaster Council.
- i) **Quarry Liaison** – Cllr Jackson indicated that she had notified Sibelco about the steps on in the quarry and the starting of fires being a problem in the woodland. There were also incidents of fly tipping in the quarry area. All had been photographed and sent to the Quarry management.
- j) **Accounts Inspection** – Cllr Maxey had inspected with The Clerk over about an hour and there had been no concerns. Next meeting scheduled for July to cover first period of 2019 – 2020.
- k) **Staff Liaison** – No meeting – there was nothing to report.
- l) **Gala Committee** – The Committee was due to meet this coming Thursday at the Holiday Inn – this year’s theme is “Sport”

19/088 To Review of representation on or work with external bodies and arrangements for reporting back

This was moved en-bloc with the exception of Cllr. J Auty, who wished to be removed from the PCJCC representation:

- a. Allotments – Cllr. S Auty / Cllr. Jackson
- b. Environmental Group / Playing Fields – Cllrs Pattison / Jackson
- c. Cricket Club – Cllr. White
- d. Football Club – Cllr. Maxey
- e. PCJCC – Cllr. C Pattison
- f. PROW – Rights of Way – Cllr. Bennett
- g. DTUG – Cllr. Jackson
- h. Don Gorge – Cllr. Bennett
- i. Quarry Liaison – Cllr. Jackson
- j. Accounts Inspection – Cllrs Bennett & Maxey
- k. Staff Liaison – Cllrs. S Auty & Pattison
- l. Gala Committee – Cllr. White



19/089 To Again Review Risk Register and confirmation of arrangements for insurance cover in respect of all insured risks

This was circulated and Councillors reminded that it was their register and if they wished for any additions the Clerk would be happy to oblige. There were no new observations and the Register was noted.

19/090 To Discuss and Receive Correspondence

- a. Community First Yorkshire – Newsletters – Various
- b. Don Gorge – Minutes & Agenda – April 2019
- c. Don Gorge – Newsletter – April 2019
- d. NALC – Newsletters – Various
- e. S Y Fire & Rescue – Newsletter
- f. Fields in Trust – Update Newsletters
- g. YALC – White Rose Update – March & April 2019
- h. YALC – Training Programme – Copy available and also circulated
- i. YALC – Internal Audit – Scale of charges for their Auditors
- j. DMBC – PCJCC – Draft Minutes – Last Meeting
- k. DMBC – Voluntary Sector Newsletter – Edition 26 & 27
- l. YALC – Guide to Infrastructure Levy
- m. PKF – External Audit Instructions
- n. DMBC – Improvement to Payments

The Clerk had received a training schedule from YLCA which was until November – he had circulated it to those Councillors on e-mail and if anyone wished to be considered for a course, they were to advise him accordingly.

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

19/091 To Discuss an Action Plan and Ideas for the Field on High Road

Cllr Pattison explained that the Parish Council could face a legal challenge over its claim to the field and that to obtain it for the Parish, it would only possibly be offered at market value which would be expensive. Doncaster MBC Officers had suggested that the Parish Council look into a strong advocate for their case and also designate the field for a specific purpose – it was suggested an Urban Farm – and encompass local schools as advocates and in participation.

The Clerk was delegated for this purpose. It was also pointed out that a previous petition against building on the field was still valid.

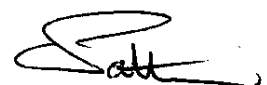
19/092 To Discuss a plan of action for summer activities in Warmsworth for Young People.

The summer activities were well received last year and it was thought that the Parish Council should do something similar again this year. Cllr Jackson indicated that she knew of at least two providers who were insured and experienced, and were different from the provision last year. She agreed to engage in conversation with them. Cllr White stated that he would assist in getting the Cricket and Football Clubs involved.

19/093 To Consider Members Items

None were identified.

19/094 To Consider Financial Matters.



a) To approve Orders for Payment:

i)	000612	£190.00	Mick Wolsey – KG Field Skip
ii)	000613	£190.00	Quick Skips – Additional Skip
iii)	000614	£288.00	Euro Fire & Safety – Fire Extinguishers
iv)	000615	£346.33	Water Plus – Used water disposal
v)	000616	£66.00	Anston Pest Control – Allotments
vi)	000617	£180.00	Oakwood Gardening – Conifer Trim
vii)	000618	£765.00	YLCA – Annual Subscription
viii)	000619	£981.62	Clerks Salary – April 2019
ix)	000620	£772.68	Gardener
x)	000621	£449.67	Caretaker
xi)	000622	£66.00	Anston Pest Control – Allotments
xii)	000623	£150.00	Don Gorge Community Group – Donation
xiii)	000624	£648.00	Doncaster MBC - Tree Planting & Maintenance
xiv)	000625	£216.00	Scouts – Newsletter Deliver x 2

RESOLVED: That the above Payments are approved.

- b) Budgets, Bank Reconciliation & Bank Statements – to end of March 2019 – The Clerk produced the latest statement and **APPENDIX 1 & 2** for reference – These were as Audited by the Internal Auditor.
- c) Internal Audit Report – The Clerk stated that he had spent half a day with the Internal Auditor who had produced a report on the accounts (**APPENDIX 3**) and no issues had been identified.

RESOLVED: That the Internal Auditor's report be accepted in full.

- d) External Audit Report – This needed completing and all the questions on the AGAR with regard to Governance answered in the affirmative (unless Councillors were dissatisfied otherwise). Councillors received the report (**APPENDIX 4**) and answered all the questions before the Chair signed the Report alongside the Clerk.

RESOLVED: That the AGAR Declaration was in order and signed accordingly by the Chair and the Clerk

- e) Budgets & Bank Reconciliation – To April 2019 This was the new Financial Year accounts for April 2019 and they were circulated and approved without any questions as **APPENDIX 5 & 6**

19/095 To Consider resolutions notified by Members

There were no resolutions for consideration at this meeting.

19/096 To Consider and Comment of Planning Matters

19/00842/FUL – Erection of 2-Storey side and single-storey rear extension – 51 Norbreck Road
This was circulated by the Clerk – There were no Observations.

19/097 To Confirm the date of the next Meeting as:

Monday 10th June 2019 at **7.00pm**. The meeting concluded at 9.20 pm.



19/098 To Move that Press and Public are Excluded

Gala Funding Request and Warmsworth Ladies – Requests for funding

The meeting was fully adjourned at 9.30pm.