



WARMSWORTH PARISH COUNCIL COUNCIL MEETING

Minutes of the Meeting held on 9 July 2018 in the Community Centre, Low Road West, Warmsworth at 7.00pm

- Members Present:** Cllrs. J Auty (Chair), C Pattison, S Auty, A Bennett, L Curtis, C Jackson.
- In Attendance:** 2 members of the public, DMBC Councillor Phil Cole and Mr A. Bosmans (Clerk)
- Apologies:** Cllr S. White
- 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.

18/115 To Receive Disclosure of Members' Interests

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

18/116 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.

The Chair reported that she was involved with Item 11 Playschool Lease. She would talk to this but would not take part in the decision making.

18/117 Exclusion of Press and Public

It was agreed to declare Items 12 and 21 on the Agenda to be heard with Press and Public Excluded, however The Chair requested that Item 12, which was previously deferred be heard in Public presence which was agreed.

18/118 To Resolve that the Minutes of the meeting held on 11th June 2018 circulated as draft to members, be signed as a true record.

RESOLVED: That the Minutes of the meeting held on 11th. June 2018 be accepted as a true record and signed as such by the Chair.

18/119 Matters Arising

Most Items were contained in the later body of the meeting, however Cllr S Auty updated members on certain actions undertaken since last meeting, particularly expressing thanks for the help he had received from his son, Joseph, in replacing, sanding, and painting the bench, as mentioned last time as missing, on the Hair Pin. Thanks also to Cllr. White for donating the wood.

Cllr Jackson agreed to circulate Councillors and the Clerk with a summary of what had been indicated on the Village Walk earlier in the month.

18/120 Public Participation Session

One member of the public expressed satisfaction at seeing four notice board in the Parish which were kept up to date and were clear to read. It was pointed out that these were to be discussed at this meeting as it was thought they were tired and needed replacing.

Local Resident, Mr David Maxey was present to express an interest in one of the Casual Vacancies on the Parish Council. He was asked to give a brief summary of his experience and was subsequently asked to place a formal request in writing, which he agreed to do.

The Clerk said that he had received a complaint about parking and other traffic related issues on Stapleton Road, and would forward this to Highways at Doncaster Council.

Cllr Pattison also requested the use of the Community Centre to facilitate a meeting about another unrelated matter in the same road, which was granted without dissention.

DMBC Cllr Phil Cole reported that he had received numerous complaints about speeding in and around Sheffield Road and although Doncaster Council was generally sympathetic, they tended not to react unless people were seriously hurt or killed. It had, however been pointed out that people have been in the last few years and although the speed limit was reduced, it is still widely disregarded.

Cllr S Auty had been dealing with some previous similar problems around Warmsworth and agreed to report the incidents to Doncaster Council, keeping DMBC Cllr Cole informed and reporting back to Parish Council of any response received.

Cllr Jackson excused herself from the meeting as she was feeling unwell.

18/121 Review of Standing Orders and Financial Regulations

These two related items were circulated to Councillors as APPEDIX I and II. The Clerk explained they were in draft and were also a "model" which needed tailoring to Warmsworth Council's individual rule for times to speak etc, but he needed a steer on whether they were acceptable. He was asked for the circular of the changes from NALC which he agreed to send to everyone and would include a copy of the old standing orders for everyone as well.

18/122 Update on GDPR

The Clerk reported that his main task now under GDPR was 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 as a recommended measure, would be registering the Council with the ICO (Information Commissioners).

18/123 To Receive any feedback from the Appointees to Various Bodies

- a) **Allotments** – Cllr S Auty had circulated all councillors previously with a brief report on the meeting he attended of the Allotments Committee. He stated that it was very positive, and some new ideas were being floated including a small surcharge for use of additional water and site inspections to attempt to keep on top of unattended plots.

The Committee was happy with the repairs to the access road at present and have bags of hardcore spare if required, and they were also pleased with the rodent controller who was working with the Committee and the Council to eliminate the rats which were quite numerous on site.

Finally, they had requested a sign stating that vehicles must slow down and take care in the allotments area and Cllr Jackson had agreed to investigate this for them, although if they did not hear after so long, they would provide one themselves.

- b) **Environmental Group / Playing Fields** – Cllr Pattison reported that ASB was still an ongoing problem, police were visiting but it seemed they saw very little of the problem because they are visiting at the wrong times of day. Residents around the library and surrounding streets were still being bothered and the Clerk was asked to draft an open letter to residents in that area urging them to contact the police non-urgent 101 number and report all concerns so that a better pattern of problems and when they occur could be established by the police.

There was also a Neighbourhood Alert App on which people can report incidents – Cllr Pattison agreed to e-mail Councillors with a link for this.

Cllr Pattison also mentioned that she was planning another meeting over the Circular Walk around Don Gorge.

The Clerk was also requested to send a letter of thanks from the Council to the Willows Café on Mill Lane for their splendid attempts to brighten that part of the village with floral displays and keep that part of Mill Lane very tidy.

Cllr Bennett reported that the trees down Common Lane had overgrown so much near to the sewerage works that it was virtually impossible to walk or cycle down that lane and that the traffic lights at the end of Mill Lane were obscured by the last tree and this was extremely hazardous. Cllr Pattison agreed to report both these matters to Doncaster MBC.

c) **Cricket Club**

Cllr Pattison reported that she had informal chats with the cricket club officials and it was clear that there was a need for more joint co-operation between the Cricket and Lions Clubs. She would be looking to facilitate a meeting, possibly at the Cricket Club soon and the Clerk hoped to attend.

- d) **Football Club** – The Clerk was still looking to arrange a meeting with the Football Club Committee to discuss renewal of the lease and other issues. It was agreed that Mondays and Thursdays are the best and possibly in the evening at the football Club Premises on King George Field, however recent events, and some of the actions by certain members of the Club warranted an immediate reaction before these meetings. The Clerk had been in e-mail contact with club officials and was expecting a favourable outcome before the Gala Event.

- e) **PCJCC** – A meeting was scheduled but neither Cllr J Auty or Cllr Pattison could attend.

- f) **PROW** – There was to be a meeting towards the end of the month, but there was some concern over the barring of walkers from a footpath on the river walk as the gates were locked. Cllr S Auty stated that he thought that an alternative diversion had been provided but would look into this and liaise with the Parish Council and PROW at Doncaster Council, especially if there was a problem.

- g) **DTUG** – No Meeting

- h) **Don Gorge** – Cllr Bennett reminded everyone of Don Gorge Day on 21st July and it was reported that the Parish Council was advertising this on its website and on the notice boards

- i) **Quarry Liaison** – Cllr S Auty had again previously circulated an e-mail to Councillors and the clerk. The Quarry gates down by the river had been padlocked to prevent off-road bikers. More blasting would be taking place commencing 23rd July and residents had been informed and Cllr Auty is also raising concerns about dust and pushing quarry management for their future plans on the quarry site so that this can be reported in the Autumn Chronicle.

- j) **Accounts Inspection** – This had taken place recently and both Cllr S Auty and Bennett were satisfied at what they had seen.
- k) **Staff Liaison** –The Clerk’s Review had been actioned – various comments and suggestions were made, and the Clerk has agreed to be on hand on Wednesday afternoons between 2 and 6 to liaise with the Chair / Vice -chair and Councillors and would use this time to sort out the Office in the Cottage as well as update notice boards when necessary.
- l) **Gala Committee** – It was reported that all the plans were in place for the Gala to take place on Saturday. The Clerk reported that the hedge and the outlying areas of the Field have been trimmed in time for the event.

There was some concern that the Woodland Walk linking Low Road West with the Park for the Gala was untidy and that this was normally done by Greenfingers. The Clerk was unsure of this but had seen two willing volunteers talking part of the problem in the very hot weather the previous week. Cllr S Auty agreed to look at attending to this matter if indeed it needed attention, in time for the Gala.

- m) **Neighbourhood Watch** – Nothing to report other than the actions agreed previously by the Council over liaising with residents with an open letter.

18/124 To Discuss Playschool lease and the use of the middle Utility Room in the Community Centre

The Chair indicated that she would discuss the lease and amounts to be paid in future at a later date but indicated that she would like some space in the middle room of the Community Centre to store some of the play equipment which currently bars her entry to her office when not in use. This in turn would free up office space to use it more effectively for private meetings and discussions.

She also indicated that long term it would be useful to consider renovation of the cottage downstairs for more appropriate office facilities for the Playschool and the Clerk which would obviate the need to climb the stairs which were quite hazardous at times.

Councillors agreed that she could use the middle room more effectively and that this was appropriate given that it was not used very often if at all by any groups and parties.

The issue of the lease would be placed on the Agenda again in September for further discussion and it would be more effective to discuss this then as the alterations to the old hall floor would be in place.

18/125 To Discuss Replacement of Notice boards

Cllr Bennett had agreed to investigate a complete refurbish or replacement of the notice boards and had sent Councillors a picture of what the outcome could be as per another Parish Council in Doncaster.

There was quite a lengthy discussion after which it was agreed that Cllr Bennett should ask for quotes to replace three outlying noticeboards and to leave the existing structure outside the Community Centre as this was quite sturdy and in no need of refurbishment or replacement.

He stated that the quote was for around £750 plus VAT per board and a lead time of about 2 months.

RESOLVED: That Cllr Bennett would obtain a written quote for three new notice boards to be manufactured and installed and this to be sent to the Clerk for further action.

At this point Cllr Curtis left the meeting as he was to attend a celebration for his birthday. According to Standing Orders the meeting was still quorate.

AAA 10.9.18

18/126 To Agree Appointments to and the Objectives of a Recruitment Committee for the Handyman / Gardener

Cllrs Pattison, Bennett, and S Auty agreed to be part of this and the Clerk would look at model questions and circulate the members of the Committee with the applicants' details.

RESOLVED: That Warmsworth Parish Council's Complaints Procedure is re-adopted without amendment.

18/127 To Discuss and Receive Correspondence

- a) Fields in Trust – Bulletin
- b) Northern Powergrid – June Newsletter
- c) Community First Yorkshire - Newsletter
- d) Doncaster MBC – Licencing Policy Review – Consultation – 41 Pages
- e) NALC – Newsletter
- f) Insurance – Policy on Allotments & Fires
- g) Cllr Phil Cole – Funding Newsflash
- h) Voluntary Sector – Newsletter – Edition 15
- i) Warmsworth Allotments – Posters for Open day
- j) DMBC – PCJCC – Agenda – 11 July 2018
- k) YALC – White Rose Bulletin – June 2018
- l) NALC – Chief Executive's Bulletin 23 / 24 & 25
- m) Don Gorge Day – Saturday 21st July 2018

The Clerk was asked if he had received the consultation on Open spaces from Doncaster Council. He indicated that he had but it was too late as an item of correspondence this time, however on request, he agreed to respond with some thoughts, on behalf of the Parish Council.

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

18/128 To Consider Members Items

No items had been notified to the Clerk for placing on the Agenda for this meeting

18/129 To Consider Financial Matters.

a) To approve Orders for Payment:

i)	000505	£428.00	Greenfingers - Grounds Maintenance
ii)	000506	£448.00	Barton Blinds – Old Hall Blinds
iii)	000507	£72.00	Anston Pest Control – Mole Extermination
iv)	000508	£110.00	Janice Hepworth – Internal Audit
v)	000509	£250.00	Warmsworth Ladies – Section 137
vi)	000510	£144.00	Anston Pest Control – Allotment Rat Extermination
vii)	000511	£110.00	Scouts – Chronicle Delivery
viii)	000512	£660.00	M S Plumbing – Various Plumbing – Community Centre
ix)	000513	£476.00	Greenfingers - Grounds Maintenance
x)	000514	£1,102.04	Clerks Salary – June
xi)	000515	£512.61	Caretaker's Salary
xii)	000516	£639.20	HMRC – Tax & NI

RESOLVED: That the above Payments are approved.

- b) Budgets, Bank Reconciliation & Bank Statements – to July 2018 – The Clerk had not received the statements yet, but promised that a full reconciliation, budget update and statement position would be circulated to all Councillors as soon as he had it.
- c) External Audit – The Clerk reported that all the information was with the External Auditors PKF for scrutiny and he awaited the outcome.
- d) Annual Period for Inspection of the Accounts – this was on the website and would end early in August as per statute.

18/130 To Consider resolutions notified by Members

None were notified for this meeting, but the Clerk agreed to place an item on the agenda next time concerning a recent problem with a vagrant hanging around Pre-school and causing concern.

18/131 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** – Work was due to start on the new floor in the old hall on 23rd July – the Chair has liaised with Doncaster MBC and all users have been alerted to the inconvenience. The Chair was also researching new replacement cupboards and again all users have been notified. There was a possibility that the roof would not be repaired to time as the Doncaster Council work man had been injured but the guy is understood to be working again.
- b) **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. Chair is asking Mick Wolsey for a quote, and still awaiting a reply
- c) **Parking/Speeding & Various Calming Measures in the Village** – Discussed previously – Cllr Cole is to co-ordinate all the responses.
- d) **Neighbourhood Plan / LDP** – Still awaiting further clarification on LDP by DMBC. Cllr Pattison had spoken with Helen Mc Cluskie at Doncaster MBC who had stated that 95% of the sites identified in the Plan were in place and when the plan is ready for consultation an e-mail will be sent.

The Council was also encouraged to fill in the Green Space consultation which the Clerk agreed to look into.

- e) **Gardener / Handy Person** – Discussed previously
- f) **Gala Appeal for Storage Space** – The Gala Committee have agreed to use the Cottage for storage temporarily until a more suitable solution can be found.
- g) **Summer Activity Request** – Still scheduled for the summer holidays and reported in the last Chronicle.
- h) **Bus Shelter and Crossing** – This had not been completed satisfactorily and Cllr Jackson was still on the case.
- i) **Mill Lane Verges** – Still ongoing – Cllrs Pattison and Jackson were monitoring, but it was reported that other enterprising residents were beginning to plant items outside their properties to deter parking on them.

- j) **Quarry Issues** – Following a useful meeting in May with Councillors, Doncaster MBC, and other interested parties there were still issues which are being monitored. Anti-social behaviour was still a concern on the corner and residents were being urged to contact police to report incidences.
- k) **Christmas Lights Upgrade and Tree Trim** – Cllr Pattison was looking into new lights being installed and the Clerk had asked for the tree to be trimmed and it was – however a rather officious new tree officer had taken issue that the tree did not need attention and neither the tree or the land belonged to Warmsworth – something which Cllr Pattison and the Clerk have been at pains to prove otherwise.
- l) **Condition of Bridge** – Guest Lane – still an outstanding issue – agreed to leave on the Agenda – Network Rail have proved difficult to engage. This item can be removed from the Agenda.
- m) **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.
- n) **Quarry Park Gates** – There was some issue as to whether these had been mended – it was agreed to leave this item on for the time being.
- o) **Demolished Wall and Gates** – The Holiday Inn was still dithering over this – Councillors agreed that there was little more that the Council could do and agreed to remove this item.
- p) **Dog Fouling Problems** – This was being monitored and “hotspots” had been identified to enforcement officers. The Councillors agreed to remove this item for the time being but keep it under consideration in future.
- q) **To Determine a date for the Clerk’s Performance Review**
This had been done and the Councillors were satisfied. This can now be removed from the Agenda.
- r) **Parking on The Verges – High Road** – St Ledger have had words with the valeting company and have refrained from enforcement but will keep an eye on it.
- s) **Copse / Holt Junction**
The unauthorised “camper” was still there and authorities have shown little interest in moving him on. Councillors agreed that they would have a full discussion about this at the next meeting in September.
- t) **Seating to be replaced – Hairpin** – As reported earlier this had been completed and could be removed from the Agenda.

18/132 To Consider and Comment of Planning Matters

None identified for consideration at this meeting.

18/133 To Confirm the date of the next Meeting as:

Monday 10th September 2018 at 7.00pm – Because of Annual Leave arrangements and work at the Community Centre it was agreed not to hold a meeting in August.

Press and Public Exclusion was then moved to discuss an appeal for funding and agree previous Confidential Minutes.

The meeting concluded at 9.00pm.

BAA 10.9.18

