



# WARMSWORTH PARISH COUNCIL COUNCIL MEETING

**Minutes of the Meeting held on 8th October 2018 in the  
Community Centre, Low Road West, Warmsworth at 6.30pm**

- Members Present:** Cllrs. J Auty (Chair), C Pattison, S Auty, A Bennett , C Jackson & D Maxey.
- In Attendance:** DMBC Councillor Phil Cole 1 member of the public 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.

The Chair also welcomed Cllr David Maxey as a Co-opted Councillor. The necessary declarations had been signed.

## **18/156 To Receive Disclosure of Members' Interests**

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

## **18/157 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 1<sup>st</sup> May 2019 on Agenda items concerning the allotments.

The Chair reported that she was involved with Item 13 Playschool Lease. The Clerk stated that it may well be necessary to grant her dispensation along similar lines to Cllr White and the Allotments.

## **18/158 Exclusion of Press and Public**

It was agreed to declare Item 13 open at the request of the Chair, and there was a request for Item 17d) to be discussed with the Exclusion of Press and Public which was agreed.

Chair also asked that a staff matter be discussed with the Exclusion, which was also agreed.

## **18/159 Session on the Local Plan with Officers from Doncaster Council Planning**

Helen McCluskie from Planning attended to explain the Draft Plan. It was currently at the Consultation Stage and all views would be taken into consideration.

A map of the sites either ruled as possible or ruled out in the Parish was shown.

It was pleasing to note that the field by the Tara Lounge had been discounted, but concerning, given the additional traffic, pressure on utilities, schools, and health centres, that the field to the side of 163 Sheffield Road had been earmarked.

Various concerns and questions were raised by Councillors and Ms McCluskie indicated that the Plan had to deliver up to 920 houses per year every year up to 2032 and that this would mean some greenbelt land may have to go.

The next stage after this was to publish a full Local Plan after evaluation, with explanations and policies. The deadline for observations was October 26<sup>th</sup>. A full review would be undertaken by the Planning Inspectorate before formal adoption 2019 / 2020.

The Clerk asked Councillors for their thoughts to be sent to him for a formal reply, and Chair thanked Ms McCluskie for attending and giving a full briefing.

The Meeting resumed at 7.30pm.

**18/160 To Resolve that the Minutes of the meeting held on 10th September 2018 circulated as draft to members, be signed as a true record.**

**RESOLVED:** The Minutes of the meeting held on 10<sup>th</sup>. September 2018 be accepted as a true record and signed as such by the Chair.

**18/161 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. Clerk to email standing orders to all councillors – The Clerk has indicated that the Standing Orders need further consideration – This was an item on the Agenda – **PARTIALLY COMPLETED**
- c. Cllr. Pattison to contact highways regarding overgrown tress on lane at the end of Common Lane. Some of this is being done as programmed but DMBC do not go down the lane to the bottom – Cllr Cole stated he would pursue – The Clerk would send a reminder to him - **OUTSTANDING**
- d. Cllr Bennett to get a definite quote on 3 noticeboards – Noticeboards have been ordered and acknowledged – the Clerk said he had received communication stating a delay but to his knowledge the boards would be completed before the New Year. It was suggested that new bolts to repair play equipment could be made by these fabricators – Cllr Bennett would investigate – **PARTIALLY COMPLETED**
- e. Cllr Pattison to contact Katie Taylor regarding cleaning MUGA before summer activity sessions – The Clerk was asked to e-mail Katy in Cllr Pattison’s absence to thank DMBC and her personally for her assistance - Clerk had e-mailed thanks - **COMPLETED**
- f. Clerk to email Assets Team regarding lease on Stapleton Road building – Clerk had followed up and received a reply – Warmsworth Interest has been recorded – RDaSH have indicated they wish to move but no firm date has been given- The Assets Team will contact the Clerk when more information is known – **COMPLETED**
- g. 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**
- h. Clerk to email Lee Curtis thanking him for his time on the council - **COMPLETED**
- i. Clerk to register with ICO - **OUTSTANDING**
- j. Cllr S Auty to email Sarah Evans regarding gala container and fencing – Cllr S Auty has e-mailed Sarah Evans of the Gala Committee with relevant quotes – it is now with them to agree a strategy - **COMPLETED**
- k. Cllr Bennett to email Simon regarding donation of gardening equipment – Cllr Bennett stated that if there was anything, the Council was welcome to it, it was also reported that some new tools and equipment had been purchased – **COMPLETED**
- l. Clerk / Cllr Pattison to email Dan Knight & John Knapp regarding Remembrance Sunday – After prompting there had been a response of sorts indicating that there could be a police presence. The Clerk had letters ready to send to all participants – he wished to have a confirmed order of service – Cllr S Auty had this and would send it to him - **PARTIALLY COMPLETED**

- m. Cllr S Auty to email vicar regarding Remembrance Sunday – received per item (l) - **COMPLETED**
- n. Clerk to check on wreaths for Remembrance Sunday – ordered delivered and paid for - **COMPLETED**
- o. Cllr S Auty to check with Lee Curtis to see if he would like to do the speaker system again on Remembrance Sunday – He had agreed to assist with this on the day - **COMPLETED**
- p. Andrew to check 'Community Fields Legacy' item K in agenda - **OUTSTANDING**
- q. Cllr Pattison to email Andrew regarding speeding letter for Lords Head Lane residents – The Clerk had done this and presented the copies for delivery - **COMPLETED**
- r. Cllr S Auty to lease with allotments committee regarding hedge payment – it was agreed to ask Bichan's who cut the hedges on the King George Field to do this as required – the issue of payment is to be investigated by the Clerk to see if it has been a regular thing – **PARTIALLY COMPLETED**

### **18/162 Public Participation Session**

No issues were raised.

### **18/163 To Consider the Appointment of a Casual Vacancy to the Parish Council**

Cllr Maxey had been welcomed and a replacement for Cllr Lee Curtis would be advertised.

### **18/164 Review of Standing Orders and Financial Regulations**

A lot of work had gone into this, but Appendices I & II were circulated. The changes had been coloured by the Clerk but were not apparent on the prints.

The Clerk advised that the best thing to do was to adopt the Orders and Regulations in Principle, the "Coloured" version of the Standing Orders be circulated to Councillors and full endorsement be completed next meeting.

**RESOLVED:** That the Standing Orders be accepted in principle subject to Councillors requiring any amendments for the next meeting when they are expected to be Resolved in Practice.

### **18/165 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).

### **18/166 To Receive any feedback from the Appointees to Various Bodies**

- a) **Allotments** – Cllr S Auty has been meeting with the Allotments Committee – he reported that the Clerk's letter clearly establishing the Parish Council's Policy on the use of "firearms" is to be incorporated into an Allotment Holders Newsletter. The so-called petition on this matter was presented but was not specific about what it really wanted, and it was thought that some of the signatories had signed not really knowing what the petition was for and anyway not all the holders had signed.

The Allotments Committee is grateful for support and wish to meet as soon as possible with The Clerk and Parish Councillors to establish a new lease – The Clerk agreed to do this as soon after this meeting as possible.

- b) **Environmental Group / Playing Fields** – Cllr Pattison reported that:

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1. Tim Bryant from the DMBC Tree Team has ordered the 3 replacement trees to be planted in November. 1 at Stapleton Rd junction paid for by WEG and 2 to be planted on the King George field paid for by Parish Council, VAT to be refunded.
2. Although Yorkshire Water & the farmer agreed to DMBC digging on their land, there is a problem with the modifications needed due to the culvert levels between Edlington Lane across the field to Lords Head Lane. Engineers are aware of a flood threat this winter and are meeting with the farmer next week to ask permission to do more in depth work on his field. Once consent received the work will be re-scheduled.
3. The Hairpin bend cat's eyes on second bend to help prevent cars over shooting the bend into the fence, will be installed in the next 8 weeks. If this does not stop the problem the Parish Council will consider requesting metal bollards in that area.
4. The copse at the Halt junction has been cleansed by the DMBC Maintenance Team.
5. On the King George Field, a Site meeting has been arranged with St. Leger Homes regarding trees overhanging the field causing problems. A drainage map is required from Yorkshire Water to assess the sink hole which has developed on the field. The Clerk was asked to request this.

The Clerk was also asked to request a sign for the Children's Play Area stating "No Dogs Allowed"

6. It was reported by DMBC that the Lords Head Lane boundary sign had been installed on the bridge wall, but on inspection this was not the case? DMBC officer Nicola Armstrong is to investigate.
7. On the Don Gorge Circular Walk, the first phase clean-up went well, and the path improved. The seat is still to be installed. It is planned for the signage to be installed next spring, including the interpretation board and leaflets. The work will be ongoing due to the length of the walk. The Don Catchment Trust has installed interpretation boards along the Don all the way to Sheffield, so our circular walk is part of a bigger project!
8. Regarding the Wall behind the library, Ben Russell is awaiting estimates for the wall to be made ready for installation of metal fencing, to help deter the youth problem on the corner Edlington Lane.

A member of the public presented some seeds to be sown around the village which were gratefully accepted.

c) **Cricket Club**

The Club has appointed a new part-time steward who would be working on Fridays from 4pm, Saturdays all day 12 to midnight, and Sunday 12 to Closing Time.

The Clerk was asked to line up a meeting with the Club Committee to discuss the lease.

- d) **Football Club** – The Club had asked for the re-negotiation of their lease, but there were issues over grass cutting, who was responsible, and they were looking for a rebate. Councillors agreed not to reduce the rent at present and tasked the Clerk to line up a meeting with the Club Committee to discuss the lease.

In view of the resignation of Cllr Curtis, new Councillor D Maxey was asked, and agreed to be the Council's representative to the Lions Football Club.

- e) **PCICC** – Nothing to Report

- f) **PROW** – Nothing to Report

- g) **DTUG** – Has met but this role is currently vacant.

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- h) **Don Gorge** – Cllr Bennett would report on the Confidential item later, but also reported that calendars were for sale for 2019 at £5 at time . Copley Pump was to be cleared with the help of Conservation Volunteers on 19<sup>th</sup> October.
- i) **Quarry Liaison** – Not met, but Cllr S Auty had again requested that they submit a piece for the Chronicle. Nothing had been received as yet.
- j) **Accounts Inspection** – Another inspection was due – and agreed for 4.30pm on 24th October.
- k) **Staff Liaison** –Nothing to report – a confidential staff matter was to be discussed with Press and Public Excluded at the conclusion of normal business.
- l) **Gala Committee** – due to meet the day after this meeting at the Cricket Club.
- m) **Neighbourhood Watch** – Nothing to report except the “Neighbourhood Alerts” scheme link is to be reported in the Chronicle and on the website.

#### **18/167 To Discuss Playschool lease and the use of the middle Utility Room in the Community Centre**

For the time being, the problem of storage space and room usage had been solved. Some storage had been moved from the back office to the Clerks “Office” in the Cottage . New cupboards including one large one for the school are now in the middle room but because the old wooden cupboards had been removed, there was now more space generally. This item could now be removed from the Agenda.

#### **18/168 To Discuss Replacement of Notice boards**

The order for the boards had been acknowledged and were expected to be fitted within the next couple of weeks – the three old noticeboards had been earmarked as a donation to the Allotments for greater communication by the committee there.

#### **18/169 To Update Councillors on the Appointment of the Handyman / Gardener**

Initial impressions of the new gardener / handyman were favourable – he has so far done a lot in a short space of time. A Google Diary was being established to see just where he has been or plans to be and the Clerk is meeting with him on Wednesday. Cllr Auty had agreed to oversee the induction and subsequent oversight. The Clerk would look into suitable training on Playground Inspections.

#### **18/170 To Discuss Arrangements to be in place for Remembrance Sunday**

The Clerk was ready to contact the Scouts / Brownies / Guides and other relevant marchers – the letters were ready awaiting the Order of Service. Cllr S Auty had spoken with the Vicar and would provide this. Former Councillor Lee Curtis has agreed to sort the PA system. Cllr Pattison has received some correspondence from the police after prompting. A presence was not guaranteed but it was hoped that they could provide at least one officer for the parade. Arrangements would also be made with Mr Brothwell to do some tidying up on Guest Lane.

Cllr Pattison said she had asked Doncaster MBC to make the cemetery tidy for the day, and they usually do this as a matter of routine in time for the Sunday concerned.

The Playschool would be making some poppies to pin to posts on the parade route.

#### **18/171 To Discuss and Receive Correspondence**

- a. Community First Yorkshire – Newsletters - Various
- b. NALC – Newsletters - Various
- c. Don Gorge – Minutes from Meeting – 10/09/2018
- d. Liz Reeve – Nursery Lane Car Park – **CONFIDENTIAL – For Discussion**
- e. Doncaster Planning – LDP – Map of Warmsworth – **APPENDIX III**
- f. Voluntary Sector – Newsletters - Various
- g. Don Gorge – Agenda – October Meeting
- h. PKF – Auditors Correspondence & Invoice – **See Financial Section – APPENDIX IV**
- i. Northern Powergrid – September Newsletter
- j. Don Gorge – Fiends Newsletter
- k. Fields in Trust – Update Newsletter
- l. Play Inspections – Annual Playing Field Inspection – Order for 2019 Inspection
- m. YALC – White Rose Bulletin – September 2018
- n. Warmsworth Gala Committee – Poster
- o. YALC – Consultation on Shale Gas Exploration
- p. Doncaster MBC – Consultation on Housing Needs – The Clerk responded as best he could

All items were **noted** without further discussion. Items d and h were on the Agenda elsewhere as indicated.

### **18/172 To Consider Members Items**

None had been identified for this Agenda. The Clerk and Chair urged Councillors to consider items for the Budget to be set in January 2019.

### **18/173 To Consider, Accept and Act upon recent Play Area Inspection**

This was a comprehensive Report and the Clerk said he would arrange to go through the identified problems in association with Doncaster MBC and the Gardener / Handyperson.

### **18/174 To Consider Financial Matters.**

- a) To approve Orders for Payment:
  - i) 000541 £152.00 Warmsworth Cricket Club
  - ii) 000542 £114.00 Cllr S Auty – Further Hardcore for Allotments
  - iii) 000543 £0.00 Cancelled
  - iv) 000544 £2,721.60 Christmas Plus – Tree Light Replacement
  - v) 000546 £936.12 Clerks Salary – September
  - vi) 000547 £431.02 Caretaker's Salary
  - vii) 000538 £78.00 Play Inspection Company – Annual Inspection Report
  - viii) 000539 £1,068.24 Doncaster MBC – Christmas Lighting Work
  - ix) 000540 £105.00 Holiday Inn – Interview Room for Gardener Position

**RESOLVED:** That the above Payments are approved.

It was also thought that Doncaster MBC and Jo Halstead be thanked for their Summer contribution and that there needed to be a further investigation and discussion over the “annual” payment for the cutting of Allotment Hedges and where this money went.

- b) Budgets, Bank Reconciliation & Bank Statements – to September 2018 – The Clerk produced the latest statement and said he had only just received it but would send everyone by e-mail an updated reconciliation and details of Actuals against Budget later that week. - **Noted**
- c) External Audit – The Clerk reported that all the information was with the External Auditors PKF for scrutiny and he was annoyed that the deadline for PKF to send their audits back was 30<sup>th</sup> September and he had received a message stating that the Audit was incomplete, he was to publish this, and they

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had also sent the bill. This was non-compliant, and he was minded to bill PKF for a reminder as indeed they would to Warmsworth if his return had been late. He was not paying the bill until the audit had been completed and understood that this affected a lot of Parish Councils. **Noted**

- d) Councillor's Internal Audit – to agree a date – this had already been agreed earlier.

### **18/175 To Consider resolutions notified by Members**

Cllr Pattison had asked for a discussion following the PCJCC having identified certain roads for patching / repair work in Warmsworth – this was on going and no resolution was passed.

### **18/176 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 has been completed and is most satisfactory – recent storms did not affect the repairs to the roof, but there is some damp on one of the walls which is possibly to do with pointing outside but is not rising damp – Doncaster MBC was looking into this. The floor could not be repaired as a wooden floor because of the way it was originally built – the suspension had become rotten and would be an exceptionally high and uneconomic cost to repair. It was replaced instead by a concrete floor, with in-fill.
- b) **New Door / Door Entry System** – There has been a recent issue with the door handle which has now been rectified. Mick Wolsey has to come back and check before he orders a new door and ultimately, the access buzzer needs replacing.
- c) **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.
- d) **Neighbourhood Plan / LDP** – This had already been dealt with earlier.
- e) **Gala Appeal for Storage Space** – Permission has been obtained for the extension and a container to be sited. The Committee now need to consider the quotes that have been given to them.
- f) **Summer Activity Request** – The Clerk has expressed thanks to Jo Halstead, and to the Doncaster MBC Team – the events had been a terrific success This item can now be removed.
- g) **Bus Shelter and Crossing** – This had not been completed satisfactorily – still ongoing – the area is under water when it rains.
- h) **Mill Lane Verges** – Still ongoing – more residents have claimed verges for their own garden decoration and this prevents some of the parking on them.
- i) **Quarry Park Issues** – This still awaits the finance to proceed any further. Cllr Jackson reported she will be attending the “Open Spaces” meeting.
- j) **Christmas Lights Upgrade** – the Tree lights had been installed but were awaiting testing – the current is switched off until October by the garage.
- k) **Condition of Bridge** – Guest Lane – No real progress could be actioned on this – some work will be undertaken by the new gardener / handyperson, but no further action could be undertaken – Remove from the Agenda.

- l) **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 was still to be discussed when the Clerk meets the Chair. The Alarm inspection is due – Clerk to book the inspection.
- m) **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.
- n) **Copse / Holt Junction**  
Doncaster Council had undertaken a full cleanse – this should now be removed.
- o) **Letter to Lords Head Lane Residents**  
This had been done and printed by the Clerk but was awaiting delivery.
- p) **PAT Testing** – Booked for 31<sup>st</sup> October
- q) **Fire Alarm Testing** – As indicated above – needs its annual inspection – a sign for fire assembly also needs ordering.

**18/177 To Consider and Comment of Planning Matters**

None were identified for this Agenda.

**18/178 To Confirm the date of the next Meeting as:**

Monday 12th November 2018 at 7.00 pm

The meeting concluded at 9.25 pm. The Councillors then moved that Press and Public be excluded for a couple of Confidential Items.