**Whiston Parish Council**

**Minutes of the Meeting held on Monday 18th December at 6.30 pm at Whiston Parish Hall.**

**Present: -** R. Brown, D. Dodson, M. Yarlett, D Bridge, G. Smales, T. Stevenson, R. Carter.

**In Attendance:** Clerk to the Council.

No members of the public, Borough Councillor J. Turner & Short.

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| **133/18**  **134/18**  **135/18**  **136/18**  **137/18** | **To Receive Apologies and Approve Reasons for Absence**  N. Tranmer (away). K. Ferris (other commitment), G Smales (late arrival expected)  **To Receive Declarations of Interest (other than standing)**  Item 17 Correspondence - Non-pecuniary interest R. Brown, D. Dodson, G. Smales & D. Bridge –Festival of Brass committee members.  **Public Discussion Period**  No public in attendance.  **Approve the Minutes of the Parish Council Meeting held –20th November 2017**  **Resolved:** That the minutes of the meeting held on the 20th November 2017 be approved as a true and accurate record.  **Matters Arising from the Minutes**  Youth Council – members noted comments from K Ferris in respect of her visit to Treeton. Cllr Yarlett advised of a contact who could assist in setting up the youth club at DMBC. Details to be passed to K Ferris to progress. In particular noted that it was unlikely to be successful unless the salaries were funded by the Parish Council. Cllr Yarlett had circulated some preliminary figures with these to be incorporated into the 2018-19 budget if members wished to fund in due course. To be formally considered at the January meeting. |
| **138/18**  **139/18**  **140/18**  **141/18**  **142/18**  **143/18**  **144/18**  **145/18**  **146/18**  **147/18**  **148/18**  **149/18**  **150/18**  **151/18**  **152/18** | **Monthly Accounts**  **Resolved:** That the monthly accounts be approved in the sum of £9647.84 (schedule attached) together with retainer returns of £200.00 for December.  **Bank Reconciliations to 30th November 2017**  The bank reconciliations to 30th November 2017 were agreed.  **Budget Monitoring**  Budget monitoring approved.  **Budget & Clerks Report**  Members considered the budget heads, in particular event budgets for 2018-19, grants and additional heads of expenditure. Considered additional cost requirements for the barn roof, youth club, parish hall salaries, events. Members to review finally  **Annual Audit Review**  Members considered the internal audit arrangements and were happy to continue with the instruction of the current internal auditor for 2017-18. Members also considered the internal controls including the financial regulations and were happy that these were in order. A periodic review of bank statements would strengthen current controls now that most payments were made online. Cllrs Yarlett and Dobson to undertake a quarterly check of bank statements.  **Garage Rent – Update**  The Clerk advised that the tenant had now been forwarded the invoice for the lease fees. Upon receipt the lease would be drafted for members approval. Members expressed concerns regarding the lack of progress being made. Members therefore agreed that the tenant be given notice that payment to be made by the 31st December or the current licence would be terminated    **Parish Hall- Extension, Toilet Refurbishment & Main Hall.**  Members considered the hall fees for the various elements. Members agreed that all the costs would be included as members did into want a partial refurbishment. Members considered the VAT impact and timescales for the various elements. Provisional sums for blinds and cupboards were also discussed.  **Resolved** That contract costs up to £117,977 (including £4,000 in provisional sums for blinds and cupboards) be approved. (Unanimous)  **Resolved:** That the stage area be retained. This would however reduce the approved sum.    **DBS Checks for Councillors**  It was reported that no fees would be incurred to arrange the DBS checks  A suitable company had been sourced with any interested members to contact Cllr Ferris who would then arrange forms for completion.  **Events**  Christmas – full report for January meeting. Concerns again raised regarding the Golden Ball licensing arrangements and duplicate Santa.  Lights at Worrygoose roundabout discussed with an electrical supply to be arranged with RMBC for any additional lights through the light columns in future. Clerk liaising with RMBC in this regard.  **Resolved:** That the train be approvedfor 2018 with the Clerk to file the terms of engagement.  (2 trains & additional lights to be investigated by Cllr Bridge)  **Telephone Box – Update**  Noted that BT did remove the telephone box from their list of closures/removals after objections were raised via their consultation.  **Resolved:** That the offers by residents to supply materials and repaint the telephone box be accepted  Cllr Smales to seek to adopt the telephone box.  **Data Protection (GDPR 2017)**  Members considered the Clerks report that had been circulated.  **Resolved:** That the fair processing notice be approved and reviewed in May 2018  **Resolved** That the Data Retention policy be adopted  A new website and dedicated emails would be considered at the January meeting.  **Correspondence**   * Noted Festival of Brass correspondence. Recent events discussed and the need for greater formalisation of the organisation. Members considered whether the event should be brought in-house and the matter to be formally considered at the January meeting.   **Items for Future Agenda**   * Budget 2018-19 * Christmas event – report. * Youth Club * Website & dedicated council emails. * Festival of Brass (to be Council led).   **Planning Applications**  **RB2017/1555** 2 Doles Lane  Six weeks’ notice of Intent to fell an Atlantic spruce tree in Whiston Conservation Area  *The Council’s policy was to object to the felling of any trees unless they were rendered unsafe*.  **Planning Determinations**  **RB2017/1482** 32A Pinelodge, Moorhouse Lane  Bay window & canopy to front veranda with external staircase & raised patio to rear  ***Granted***  **RB2017/1501** The Laurels 7 Whiston Green  Six Weeks’ Notice of Intent to prune 1 No willow tree being in Whiston Conservation Area  ***No objections***  There being no other business the meeting was closed at 8.45pm  Signed…………………………………………………  Dated ……………………………………………….. |
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| **DATE** | **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| 04/12/2017 | Stephen Pearson (Wickes) | Reimburse light bulbs | BACS | 6.99 |
| 07/12/2017 | Angela Harrison | Reimburse- stationery | BACS | 10.59 |
| 18/12/2017 | R Brown (British Legion) | Reimburse - wreath donation | BACS | 17.00 |
| 10/12/2017 | RMBC | Land & Garage Rent | DD | 24.70 |
| 10/12/2017 | O2 | Mobile inc device fee | DD | 19.11 |
| 18/12/2017 | Cooper Typo | Newsletter | BACS | 78.00 |
| 18/12/2017 | C K Finch | Gardening & waste contract | BACS | 300.50 |
| 18/12/2017 | Hobsons Nurseries | Plants - summer 2017 | BACS | 854.40 |
| 18/12/2017 | Hobsons Nurseries | Plants - winter 2017 | BACS | 720.60 |
| 18/12/2017 | Kerry Ferris | Reimburse - Christmas exp’s | BACS | 35.09 |
| 18/12/2017 | G Smales | Reimburse - Christmas exp’s | BACS | 13.99 |
| 18/12/2017 | Christmas Plus | Reimburse - Christmas exp’s | BACS | 3148.80 |
| 18/12/2017 | TTT Entertainment solutions | Christmas event - stage | BACS | 340.00 |
| 18/12/2017 | Thurcroft Brass Band | Christmas event - band | BACS | 200.00 |
| 18/12/2017 | First Medical Solutions | Christmas event - First Aid | BACS | 180.00 |
| 18/12/2017 | Roth’m Community Transport | Remembrance event | BACS | 25.00 |
| 18/12/2017 | RMBC | Annual Rent - High Street | BACS | 1.00 |
| 18/12/2017 | RMBC | Annual Rent - allotments | BACS | 260.00 |
| 18/12/2017 | RMBC | Gardening tender - 3rd Qtr | BACS | 346.93 |
| 18/12/2017 | RMBC | Christmas -Temporary TRO | BACS | 525.00 |
| 18/12/2017 | Proludic | Play park - spares | BACS | 213.20 |
| 18/12/2017 | Countrywide Signs | Christmas event - signage | BACS | 102.00 |
| 18/12/2017 | Take us 2 The Magic | Christmas event - playhouse | BACS | 109.99 |
| 01/01/2018 | A Harrison | Salary Dec | BACS | 835.98 |
| 01/01/2018 | S Pearson | Salary Dec | BACS | 270.00 |
| 01/01/2018 | D Pearson | Salary Dec | BACS | 627.15 |
| 01/01/2018 | Peoples Pension | Pension contributions | DD | 20.21 |
| 01/01/2018 | HMRC | NICs & IT- Dec | BACS | 361.61 |
|  | **TOTAL** |  |  | **9647.84** |