**Whiston Parish Council**

**Minutes of the Annual Meeting held on Monday 21st May 2018 at 6.20 pm at Whiston Parish Hall.**

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

**In Attendance:** Clerk to the Council, 1 member of the public

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| **001/19**  **002/19**  **003/19**  **004/19**  **005/19**  **006/19**  **007/19**  **008/19**  **009/19** | **Appoint A Chairman for the Ensuing Year**  **Resolved**: That Robert Brown be appointed chairman for the ensuing year.  **Declaration of Acceptance of Office**  The Chairman signed the declaration of office  **To Receive Apologies and Approve Reasons for Absence**  N. Tranmer (away).  **To Receive Declarations of Interest (other than standing)**  None  **Appoint a Vice-Chairman for the Ensuing Year**  **Resolved**: That M Yarlett be appointed vice-chairman for the ensuing year  **Public Discussion Period**  Tenant attended regarding Brook Street garage. Members agreed to bring Item 13 forward to deal with the tenancy.  **Brook Street -Tenancy**  **Resolved:** That a five-year lease be given to the tenant with payment in advance. There would not be any specific assignment or sub-let provision.  The Clerk to revert to the solicitors to finalise the lease for members approval in due course.  **Approve the Minutes of the Parish Council Meeting held –16th April 2018**  **Resolved:** That the minutes of the meeting held on the 16th April 2018 be approved as a true and accurate record.  **Matters Arising from the Minutes**   * Ulley Mosaic was well received by members who had viewed. * Doles Lane temporary girder noted to be in place |
| **010/19**  **011/19**  **012/19**  **013/19**  **014/19**  **015/19**  **016/19**  **017/19**  **018/19**  **019/19**  **020/19**  **021/19**  **022/19**  **023/19** | **Monthly Accounts**  **Resolved:** That the monthly accounts be approved in the sum of £4,214.41 (schedule attached) together with retainer returns of £150.00 for May.  **Bank Reconciliation to 30th April 2018**  The bank reconciliation to 30th April 2018 was agreed.  **Health and Safety Matters**  a) Approve fire detection system update (smoke alarms)  Members considered the quotes obtained for updating the fire detection system to include hard wired smoke detectors. Noted this was required to comply with fire regulations  **Resolved** That the quote from SS Systems be approved.  b) Approve revised Hall Risk Assessment  **Resolved:** That the updated risk assessment regarding the hall was approved  **Parish Hall**  a)/b) Kitchen refurbishment & New function room furniture  Still being investigated  Noted wi-fi boosters still required and car park gate/chain.  c) Refurbishment of the patio area  Clerk to obtain further quote but no specification received to date from the current contractor.  d) Consider charity event  Approved free of charge subject to 2 hour cleaning @ £15    **Youth Club**  a) Approve draft advert. job description and person specification  **Resolved:** That the advert and job description/person specification be approved  with the position advertised for 10 hours per week. The club to run on Thursday’s 6-8pm. Hourly rate to be £9.00per hour for the lead youth worker.  b) Agree interview panel/committee members and advertising.  Advertising in Sheffield/Rotherham/Barnsley forum agreed.  **Resolved:** That Councillors R. Carter, G. Smales and K. Ferris be on the committee/interview panel and would approve a closing date for applications, shortlist candidates and conduct interviews prior to making a recommendation to Council.  **Events -** Nothing to report  **Whiston Parish Festival - Update**  Noted developments to date and operational plan submitted to RMBC. Meeting with relevant bodies (RMBC/Police etc) scheduled for 22nd May. Cllr Brown and Bridge to attend. A number of policies had been drafted and submitted including traffic management and evacuation plan. Stage location to be agreed in due course.  Security still to be arranged by the Council (as a council led event) but alcohol sales provided by local establishments not on-street.  Income and expenditure for the festival to be supplied for the June meeting.    **Christmas Installation- Update**  Christmas Plus had now attended to showcase some of the proposed lighting in and around the brook. The Clerk had not received a response regarding the distribution pole supply on ‘sitwell triangle’ and members considered alternatives if a response was not forthcoming.  Further electrician quote to be obtained prior to electric costs being agreed.  Specification awaited from Christmas Plus regarding concrete supports for any installation on the triangle. Christmas tree arrangements to be finalised. Clerk to chase.  **General Data Protection Regulations – Approve Policies**  **Resolved:** That the Councillor & Staff Privacy, Breach and Subject Access Request Policies be adopted.  **Manorial Barn**  a) Roof update  Quotes received by members. Clarification to be sought as to the current condition of the ridge and the likely scaffolding costs.  b) Consider Heritage Society plaque request and support for a September event Plaque suggested to go on the wall on the corner leading up to the barn site  **Resolved**: That the Council had no objection to the plaque installation  **Resolved:** That Cllr Yarlett approach Orchard Grove to request a heritage event on a Thursday in September. Members had no objection to such an event but acknowledged that they had no right to insist on the same from the tenant.  **Correspondence**  Correspondence from US resident noted regarding attendance at the festival of brass.  **Items for Future Agenda**  Community clean up  Doles Lane  (Footpath on Pleasley Road to be reported- owner had restricted access).  **Planning Applications**  Cllr Ferris –pecuniary interest in RB2018/0487 as neighbouring property  **RB2018/0487** Land to rear of 12 Moorlands Crescent  Erection of dormer bungalow and detached garage.  **RB2018/0575** 5 & 6 Whiston Green  Application to prune 2 Sycamore Trees protected by RMBC Tree Preservation Order No.11 1998  **RB2018/0601** 63 Lathe Road Whiston  Non-material amendment to application RB2018/0055 inc change in design to single storey rear extension  **RB2018/0607** 8 Hunger Hill Road  Non-material amendment to application RB2018/0263 to include change of pitch roof to flat roof  **RB2018/0614** 12a Moorhouse Lane  Six Weeks Notice of intent to fell various trees & to prune a hawthorn hedge within Whiston Conservation Area  **RB2018/0654** Newman School East Bawtry Road  Non-material amendment to application RB2017/1770 to include changes in ground levels and roof pitch & 2 No. windows removed & timber walkway added  **RB2018/0643** 8 Hunger Hill Road, Single storey rear extension  **RB2018/0638** 63 Lathe Road, Single storey rear extension  **RB2018/0701** 47 Lathe Road, Single storey front extension  **RB2018/0728** 56 Reresby Crescent, Single storey rear extension  ***No objections to the above applications***  **Planning Determinations**  **RB2018/0259** The Hawthorns Chaff Close  Demolition of existing conservatory and erection of single storey side extension-***Granted***  **RB2018/0247** Land to Rear 12-14 East Bawtry Road  Demolition of 1 No Garage and Erection of 2 No Dwelling houses- ***Granted***  **RB2018/0020** 5a Worry Goose Lane, Cladding to first floor side and rear- ***Granted***  **RB2018/0022** 5a Worry Goose Lane, Display of 2 No illuminated fascia signs- ***Granted***  **RB2018/0246** Guilthwaite Barn, Upper Whiston Close,  Increase in height of boundary wall- ***Granted***  **RB2018/0601** 63 Lathe Road Whiston, Non-material amendment to application RB2018/0055  to include change in design to single storey rear extension- ***Granted***  **RB2018/0607** 8 Hunger Hill Road, Non-material amendment to application RB2018/0263 to  include change of pitch roof to flat roof- ***Granted***  **RB2018/0490** 8 Saville Road. Enclose existing car port at ground floor to provide additional living space creation of new front access with porch canopy over and external stairs- ***Granted***  **RB2018/0614** 12a Moorhouse Lane.Six Weeks Notice of intent to fell various trees & to prune a hawthorn hedge within Whiston Conservation Area- ***Granted***  There being no other business the meeting was closed at 8.50pm  Signed…………………………………………………  Dated ……………………………………………….. |

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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| HSBC | Bank fees | DD | 4.00 |
| Yorkshire Water | Hall- water rates | DD | 91.20 |
| A Harrison | Reimburse ethernet adapter (Maplins) | BACS | 17.59 |
| S Pearson | Reimburse paint/cabinet lock (Toolstation) | BACS | 11.08 |
| Birchwood Landscaping | Sitwell Triangle - restoration | BACS | 624.00 |
| RMBC | Hall - licensing | BACS | 180.00 |
| RMBC | Land & Garage Rent | DD | 25.45 |
| O2 | Mobile inc device fee | DD | 21.67 |
| PHS Group | Hall- Sanitary disposal | DD | 299.30 |
| BT | Quarterly broadband | DD | 87.84 |
| BT | Quarterly phone | DD | 68.71 |
| Cooper Typo | Villager article | BACS | 78.00 |
| C K Finch | Gardening contract - May | BACS | 300.50 |
| Ace Janitorial | Cleaning equipment | BACS | 94.74 |
| Various | Salaries May | BACS | 1809.28 |
| Peoples Pension | Pension contributions (Emp'r & Emp'ee) | DD | 51.67 |
| HMRC | NICs & IT- Apr | BACS | 449.38 |
| **TOTAL** |  |  | **4214.41** |

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