**Whiston Parish Council**

**Minutes of the Meeting held on Monday 15th October 2018 at 6.30 pm at Whiston Parish Hall.**

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

**In Attendance:** Clerk to the Council. J Arno, RMBC Councillors J Turner & A Cowles

**101/19** **Election of a Chairman (and Vice Chairman) for the year**

**Resolved:** Cllr Yarlett be appointed Chairman for the remainder of the year.

**Resolved**: Cllr Carter be appointed Vice-Chairman for the remainder of the year

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| **102/19**  **103/19**  **104/19**  **105/19**  **106/19**  **107/19**  **108/19**  **109/19** | **To Receive Apologies and Approve Reasons for Absence**  N Tranmer (away)  **Resolved:** That the above reason for absence be approved.  **To Receive Declarations of Interest (other than standing)-** None  Tim Stevenson Item 7 - Monthly Accounts- Daughter a payee (pecuniary)  **Public Discussion Period**  No matters raised  **Approve the Minutes of the Parish Council Meeting held – 16th July & 17th September 2018**  **Resolved:** That the minutes of the 16th July be approved as a true and accurate record.  **Resolved**: That the minutes of the 17th September be approved as a true and accurate record  **Matters Arising from the Minutes**   * Clerk to contact Ian’s Farm * Garage Lease correspondence noted. * Barn inspection undertaken with no issues to report * Advert from WPCCC noted and donation now paid   **Monthly Accounts**  **Resolved:** That the monthly accounts be approved in the sum of £16.673.30 (schedule attached) together with £450.00 retainer refunds  (Noted that carpet/blinds to be fitted within the next month).  **Bank Reconciliation to 30th September 2018**  **Resolved**: That the bank reconciliation to 30th September 2018 be approved.  **Budget Monitoring to September**  **Resolved:** That the budget monitoring to September be approved. |
| **110/19**  **111/19**  **112/19**  **113/19**  **114/19**  **115/19**  **116/19**  **117/19**  **118/19**  **119/19**  **120/19**  **121/19**  **122/19**  **123/19**  **124/19**  **125/19**  **126/19** | **Notice of Conclusion of Audit**  Members received the External Audit Report (AGAR section 3) and associated email. No matters to be brought to the attention of the Council.  **Health and Safety Matters**  Noted new fire risk assessment to be undertaken on 22nd October.  No further developments re: accident at Whiston Green  **Parish Hall**  a) Refurbishment of the patio area  Cllrs Carter, Dodson and Stevenson to form a working group to finalise plans for the patio area & gate. Update for the December Agenda with the aim of work being undertaken in or around March 2019.  b) Review Wi-fi extender requirements  J Arno to look at requirements and report back to members.  c) Consider kitchen refurbishment and “big breakfast” event for elderly.  Cllrs Yarlett, Ferris and Smales and RMBC officer Helen Thorpe to form a working group to research and report back to members regarding a proposed refurbishment and event.  **Youth Club Update**  Members were introduced to J. Arno as the new senior youth worker  a) Approve job advertisement for Youth Worker including job description and person specification  **Resolved**: Members agreed a post for 4 hours at £8.50ph with advertisements to be placed in relevant publications.  **Resolved**: That the Job description and person specification be approved  (Staffing Committee to be as for the senior youth worker with J Arno in addition)  b) Approve Youth Club Vision  Members had received the club vision report prepared by the senior youth worker. Facebook and Twitter accounts approved for advertising the Youth Club  **Resolved**: That equipment up to the sum of £800 be approved in accordance with the ‘vision’.  **Resolved**: That a sim-only £6 monthly contract plus £30 handset be approved.  **Resolved**: That the group would operate on a Thursday evening from 6-8pm.  **Resolved:** Thatadvertising be approved with RMBC for approximately £100.  **Christmas Installation- Update**  a) Update re electricity supply- including “Sitwell Triangle”  Noted that all relevant electrics were being replaced this week.  Electrician to be instructed to enable safe supply on the triangle.  b) Approve revised budget and purchase of crib.  £28,000 approved as the revised budget plus crib for £4,100 exc Vat  **Christmas Switch on- Approve arrangements**  a) Approve traffic management fees (TMS Ltd) & Road Closure Application/fees  b) Approve Event Application & fees and stage arrangements (TTT Entertainment).  c) Approve barriers- 30 to be ordered  d) Approve Market Application and fees  e) Approve Frist Aid contractor- To appoint Drs: Andrew and Francis Yarlett  **Resolved**: That the above applications, equipment and fees be approved  Letters to be circulated to residents within the event area.  **Internal Audit Review**  **Resolved:** Cllr Ferris to undertaken periodic review.  **Approve Revised Standing Orders and Financial Regulations**  **DEFERRED:** Until the Novembermeeting  **Approve Complaints Procedure**  **DEFERRED** Until the November meeting  **Approve Disciplinary and Grievance Procedure**  **DEFERRED**: Until the November meeting  **Allotments**  a) Consider grant request for funding towards water barrels at the allotments  **DEFERRED** as request not received to date. Clerk to clarify sums now required.  b) Consider response from RMBC re: Allotment leases (Herewith)  **DEFERRED** as RMBC still not reverted to the Clerk with clarification  **Veterans 11th November Remembrance lunch- Approve arrangements**   * Lawns pie n peas order (50-60) * Tickets prepared for sale at £1 * Entertainment to be booked. * Bar 1.00- 6.00pm   **Resolved:** that the above arrangements be approved.    **Consider adoption of NALC Code of Conduct & YLCA Membership**  **Resolved**: That the NALC Code of Conduct be adopted  **Resolved**: That YLCA be approached for renewed membership  **Correspondence**   * Radio Nightingale correspondence received (for November agenda) * Correspondence re: damage to private bridge noted   **Items for Future Agenda**  -RMBC Report & Youth Club as standing items  **Planning Applications**  **RB2018/1546** Sitwell Park Golf Club Shrogswood Road  To replace the existing 22.7m high monopole with a new 22.5m monopole and headframe supporting 6no. antennas and 2no on the existing base, the installation of 12no new RRU's and relocation of the 3no. existing RRU's onto the new and ancillary development ***No adverse comment***  **Planning Determinations**  **RB2019/1205** 41 Norbrook Way.  Demolition of attached outbuilding and erection of single storey rear extension- Granted  **RB2018/1254** 5 Reresby Crescent  Two storey front and side extension- Granted  There being no other business the meeting was closed at 8.30pm  Signed…………………………………………………  Dated ……………………………………………….. |

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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| Dunelm | Hall carpets & blinds | BACS | 3171.21 |
| Zurich Municipal | Additional insurance - lights | BACS | 80.53 |
| PPK Littlejohn Ltd | External audit fees | BACS | 480.00 |
| RMBC | Land & Garage Rent | DD | 25.45 |
| O2 | Mobile including device fee | DD | 19.57 |
| C K Finch | Gardening contract - August | BACS | 300.50 |
| Cooper Typo | Villager article | BACS | 78.00 |
| Lyreco UK Ltd | Stationery - paper | BACS | 24.42 |
| A Harrison | Reimburse land registry fees | BACS | 6.00 |
| Whiston Cricket Club | Donation | BACS | 450.00 |
| Christmas Plus | Tree wrapping | BACS | 7866.00 |
| RMBC | Quarterly allotment rent (Barfield) | BACS | 9.38 |
| Npower | Christmas light unmetered supply | BACS | 6.84 |
| Yorkshire water | Water charges - hall | DD | 114.62 |
| E Stevenson | Relief cleaning | BACS | 348.00 |
| RMBC | Quarterly gardening contract | BACS | 360.46 |
| British Gas | Electricity - hall | DD | 297.55 |
| Trust Fire & Safety | Fire risk assessment hall | BACS | 384.00 |
| Staff | Salaries | BACS | 2081.72 |
| Peoples Pension | Pension contributions | DD | 51.67 |
| HMRC | NICs & IT- October | BACS | 517.38 |
| **TOTAL** |  |  | **16673.30** |