**Whiston Parish Council**

**Minutes of the Meeting held on Monday 17th September 2018 at 6.30 pm at Whiston Parish Hall.**

**Present: -** R. Brown, M. Yarlett, R. Carter, N. Tranmer, G. Smales, K. Ferris.

**In Attendance:** Clerk to the Council

Prior to commencement of the meeting the Chairman reported to members that Cllr D Bridge had resigned. In addition, Cllr R Brown resigned as Chair and Councillor.

**070/18** Members agreed that Cllr Yarlett to take the Chair as the current vice-chairman in light of the resignation and absence of the chairman. The appointment of a Chairman and Vice-chairman for the remaining year would be agreed at the October meeting

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| **071/19**  **072/19**  **073/19**  **074/19**  **075/19**  **076/19**  **077/19**  **078/19** | **To Receive Apologies and Approve Reasons for Absence**  T. Stevenson & D. Dodson (away)  **To Receive Declarations of Interest (other than standing)**  None  **Public Discussion Period**  2 members of the public in attendance but no matters raised.    **Approve the Minutes of the Parish Council Meeting held – 16th July 2018**  Deferred as members had not received the correct minutes with their agendas. To be approved at the October meeting  **Matters Arising from the Minutes**  Deferred as above  **Monthly Accounts**  **Resolved:** That the monthly accounts be approved in the sum of £11,867.96 (schedule attached) together with £350.00 retainer refunds  **Bank Reconciliation to 31st August 2018**  **Resolved**: That the bank reconciliation to 31st August 2018 be approved  **Budget Monitoring to August**  **Resolved:** That the budget monitoring to August be approved. |
| **079/19**  **080/19**  **081/19**  **082/19**  **083/19**  **084/19**  **085/19**  **086/19**  **087/19**  **088/19**  **089/19**  **090/19**  **091/19**  **092/19**  **093/19**  **094/19**  **095/19**  **096/19**  **097/19**  **098/19**  **099/19**  **100/19**  **101/19** | **Health and Safety Matters**  Noted correspondence from a resident regarding an accident regarding a pet on land purported to be owned by the Parish Council. The Clerk awaiting further information prior to referral to the Council’s insurers and to review ownership..  **Parish Hall**  a) Consider equipment/furniture for new function room  Members considered the quote and design suggested for the function room.  **Resolved:** That the costs be approved and relevant financial regulations be suspended in respect of obtaining further quotes in light of the current lead time, cost and confidence of the current proposed supplier.  **Resolved:** It was further agreed that the budget for the hall furniture would be increased accordingly with any shortfall from existing reserves    b) Refurbishment of the patio area- Members considered the further revised quote.  Members agreed that Indian stone would be more durable and therefore the quotes considered should be limited to this material. Relevant quotes to be tabulated and include the gate opening prior to approval with work to be undertaken by December if possible.  c) Consider request for storage cupboard for the heritage society  This to be considered further once the storage requirements of the youth club had been established.  d) Consider wi-fi extender  Members to approach a contractor to ascertain hall requirements.  e) Approve further electrical quote/fire alarm repair  Noted that the fire system was not currently compliant and required timely repair  **Resolved**: That the quote for repair to be approved to ensure the system was compliant as soon as possible.  f) Consider blinds curtains and carpet quote  Members considered the existing quote, the cost, and lead time Relevant financial regulations suspended in respect of additional quotes for blinds and curtains.  **Resolved:** That the curtain and blind costs from Dunelm be approved with colours/design to be arranged by Cllrs Ferris and Smales.  **Resolved**: That the carpet be replaced and the quote agreed from T Cutts & Son.  **Garage – Update and consider special motion**  The Clerk reported the current situation with the tenant who was now looking to continue on the existing annual basis and did not wish to enter the long term (5 year) lease. Rent up to April 2019 had been paid including legal fees.  In light of the above a special resolution was not required to reconsider the previously agreed lease.  Members to consider whether to seek advice on an annual domestic lease in due course or, obtain a valuation of the garage and land and, sell the same via tender/auction at the conclusion of the current rental period.  **Barn Lease- Review arrangements**  Members discussed the original arrangements and despite the lease terms for full repair, it was reported that original negotiations had been for the Council to fund roof repairs. Council budgets over the years had held reserves to fund such repairs, albeit this would probably have occurred in any event as the owner of the property. It was reported that minor repairs to the roof had been undertaken by the Council in the past during the lease period. Members noted that a resolution had already agreed that the Council fund and a contractor had been instructed. The process required to seek repairs from the tenant was noted and the risk of financial recompense to the current instructed contractor also considered. Members agreed that the original resolution to fund the repairs should not be revisited.  **Resolved:** Routine inspection of the barn to be arranged Cllrs Smales, Ferris and Carter to attend. Clerk to arrange.  **Youth Club**- Update and consider working group recommendations regarding employment of a senior youth worker and approve draft contract of employment  **Resolved:** That the draft contract of employment be approved with Mr J. Arno to be appointed as senior youth worker from 1st October 2018.  Date of the club and when this was to commence to be agreed in consultation with the youth worker. The clerk to make necessary arrangements regarding the contract. DBS and references to be sought.  **Christmas Installation- Update**  a) Update re electricity and consider further quote  **Resolved:** That the alternative electricity quote from CEPS be approved as it was more competitive, with work to be undertaken as soon as possible (3 – 4 weeks lead time provided). The services survey also completed with CADENT.  RMBC had advised that the area where the cable needed replacing was Parish Council land and therefore permission was not required although the clerk was not aware that the area was owned by the Parish Council having considered the asset register,  b) Consider “Sitwell triangle” works required for Christmas installation.  Clerk advised of current problems with Northern Powergrid in respect of the triangle area. However. a new supply would need to be installed at the location and could not form part of the existing unmetered supply. The Clerk would continue to progress but alternative areas to install the planned Christmas installation to be considered by members if the supply could not be arranged at this location. Installation costs for the groundworks and scaffolding frame also noted.  c) Confirm train arrangements  Clerk to ascertain if the train had been confirmed to date and if not, a train would  not be booked to simplify the event.  **Grant Request from WPCCC for Fireworks (£450**)  **Resolved:** That the donation be approved in the sum of£450.00 subject to an advert in the Villager noting it to be a public event with Council sponsorship.  **Grant Request from Aughton Early Years for Whiston Trip**  **Resolved:** That a grant be funded up to the sum of £250 to be used exclusively for entry to the proposed venue for Whiston residents/children. Details to be provided by the Centre.  **Allotments – Consider request to RMBC to make allotments statutory land**  a) Consider grant request for funding towards water barrels/supply at the allotments. DEFERRED  b) Consider response from RMBC re: Allotment leases  DEFERRED until further information available.  **Friends of Whiston Green**  Discussed grants paid to Friends of Whiston Green by RMBC. It was noted this was a separate entity from the Parish Council who was not privy to its operation. Written confirmation of the reported RMBC policy regarding grants to the Parish Council requested from ward councillors. It was agreed in light of the problems associated with the group any new initiative would start from scratch, but the groups equipment would be requested by any new community organisation if the Friends of Whiston Green was no longer operating/using the equipment.  **Veterans 11th November Remembrance lunch**  Members did not have an issue with a Council led event which involved Whiston and other non-resident veterans as an exclusive resident event would unlikely to have sufficient numbers. The date had been booked at the hall for the 10th November with it being agreed that the hall bar would operate.  **Resolved**: That the event be agreed in principle with full arrangements to be supplied to members at the October meeting and relevant staffing considered.  **Consider Internal Audit arrangements**  Current internal audit arrangements notedwith the audit review in or around December when the budget was set each year.  Further consideration of a Councillor audit deferredto October.  **Consider creation of an opening in the wall between the footpath and rear of the Parish Hall**  Location to be confirmed and quotes obtained and incorporated into the patio refurbishment.  **Review Standing Orders**  It was agreed that the Clerk would review the standing orders and produce an amended draft for the October meeting.  **Review Code of Conduct**  To consider YLCA membership and adoption of the NALC Code of Conduct at the October meeting  **Review bar arrangements for the Festival of Brass and generator purchase**  The licence requirements regarding both the provision of a bar with the sale of beer/lager (by a third party if necessary) and the purchase of a generator was noted.  **Review Arrangements for storage of electrical equipment by Bralsford Brown**  Moved to confidential session (Third party hire arrangements)  **Correspondence** -Correspondence from Rev Park (Herewith)   * Rev Park concerns to be supported. * Whiston Hill development to be supported if raised.   **Items for Future Agenda**  Members to provide to the clerk  **Planning Applications**  **RB2018/1208** Guilthwaite Hall Farm, Guilthwaite Hill, Pleasley Road.  Single Storey Rear extension  **RB2018/1151** 78 Cow Rakes Lane. Single storey side extension and detached car port  **RB2019/1205** 41 Norbrook Way.  Demolition of attached outbuilding and erection of single storey rear extension  **RB2018/1254** 5 Reresby Crescent, Two storey front and side extension  **RB2019/1368** 53 Pleasley Road Whiston, Formation of Vehicular access  No adverse comment to the above planning applications  **Planning Determinations**  **RB2018/0839,** 66 East Bawtry Road, Two storey side extension and front porch- ***Granted***  **RB2018/0887** 1a Lathe Road, Demolition of existing garage and erection of two storey side extension- ***Granted***  **RB2018/0875** Newman School East Bawtry Road. Variation of condition 2 (approved plans- added raised walkway) imposed by application RB2017/1770- ***Granted***  **RB2018/1140** 22 Royds Avenue,  Single storey side extension and new roof to existing rear extension. - ***Granted***  **RB2018/1024** Old Rectory, Rectory Drive. Application to fell an elder tree and prune various trees protected by RBMC TPO No 1 1976- ***Granted***  Determinations noted  **Public Bodies (Admission to Meetings) Act 1960**  The press and public were excluded from the meeting in the public interest, in light of the confidential nature of the business to be transacted.  **Hire Arrangements Bralsford Brown**  Members noted the current hire arrangements.  There being no other business the meeting was closed at 9.45pm  Signed…………………………………………………  Dated ……………………………………………….. |
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| **DATE** | **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| 20/07/2018 | Rotherham MBC | Advert- Youth club | BACS | 120.00 |
| 23/07/2018 | North Notts Landscapes | Swing repair | BACS | 180.00 |
| 06/08/2018 | The Fire Group Ltd | Annual service -Fire alarm & emergency lighting | BACS | 118.80 |
| 08/08/2018 | BT | Quarterly broadband | DD | 87.84 |
| 10/08/2018 | A Harrison (SafetySigns4Less) | Expenses - fire signs | BACS | 10.74 |
| 10/08/2018 | BT | Quarterly phone bill | DD | 74.62 |
| 10/08/2018 | RMBC | Land & Garage Rent | DD | 25.45 |
| 10/08/2018 | O2 | Mobile inc device fee | DD | 19.57 |
| 16/08/2018 | C K Finch | Gardening contract - August | BACS | 300.50 |
| 01/09/2018 | Various | Salaries August | BACS | 1808.90 |
| 01/09/2018 | Peoples Pension | Pension contributions | DD | 51.67 |
| 01/09/2018 | HMRC | NICs & IT- August | BACS | 449.78 |
| 03/09/2018 | Direct 365 | Hall- baby changer | BACS | 106.80 |
| 10/09/2018 | RMBC | Land & Garage Rent | DD | 25.45 |
| 10/09/2018 | O2 | Mobile inc device fee | DD | 20.03 |
| 10/09/2018 | A Harrison (Toolstation) | Reimburse Replacement dryer | BACS | 66.71 |
| 17/09/2018 | A Harrison (Amazon) | Reimburse soap dispensers x3 | BACS | 50.07 |
| 17/09/2018 | A Harrison | Reimburse post | BACS | 6.96 |
| 17/09/2018 | D Ingman | Internal audit fee | 1083 | 125.00 |
| 17/09/2018 | Cooper Typo | Villager article | BACS | 78.00 |
| 17/09/2018 | R&S Security Specialists | New intruder alarm system | BACS | 1350.00 |
| 17/09/2018 | SS Systems Ltd | Fire detector alarms | BACS | 632.40 |
| 17/09/2018 | C K Finch | Gardening contract - Sept | BACS | 300.50 |
| 17/09/2018 | S Pearson (Asda/Screwfix) | Cleaning products /light bulbs | BACS | 25.82 |
| 17/09/2018 | Christmas Plus Ltd | Tree - Christmas tree lights inc installation | BACS | 3522.00 |
| 01/10/2018 | Various | Salaries September | BACS | 1809.30 |
| 01/10/2018 | Peoples Pension | Pension contributions | DD | 51.67 |
| 01/10/2018 | HMRC | NICs & IT- Sept | BACS | 449.38 |
|  | **TOTAL** |  |  | **11867.96** |
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