**Whiston Parish Council**

**Minutes of the Meeting held on Monday 10th December 2018 at 6.45 pm at Whiston Parish Hall.**

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

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

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| **151/19**  **152/19**  **153/19**  **154/19**  **155/19**  **156/19**  **157/19**  **158/19**  **159/19**  **160/19**  **161/19** | **To Receive Apologies and Approve Reasons for Absence**  N. Tranmer (holiday)  **Resolved:** That the above reason for absence be approved.  **To Receive Declarations of Interest (other than standing)-** None  **Public Discussion Period**- No public in attendance  **Approve the Minutes of the Parish Council Meeting held – 19th November 2018**  **Resolved:** That the minutes of the 19th November be approved as a true and accurate record.  **Matters Arising from the Minutes**- None  **Monthly Accounts**  **Resolved:** That the monthly accounts be approved in the sum of £27.471.04 (schedule attached) together with £200.00 retainer refunds.  To retain the installation costs until lights fully functional  **Bank Reconciliation to 30th November 2018**  **Resolved**: That the bank reconciliations to 30th November 2018 be approved.  **Budget Monitoring to November**  **Resolved:** That the budget monitoring to November be approved.  **Audit Review including Approve Financial Risk Assessment**  Review of Regulation 4 & 6 of the Audit & Accounts Regulations.  **Resolved:** ThatDavid Ingmanbe appointed internal auditor for2018-19  **Resolved:** That internal controls were satisfactorywithCouncillors Dodson & Yarlett to review bank statements periodically.  **Resolved:** That the financial risk assessment be approved  **Approve Budget 2019-20 including Approve the Precept**  Members considered the budget papers and Clerk’s Report.  In particular members considered the additional hall refurbishment requirements, Christmas lights and Whiston Festival. Election costs, Youth Club delivery and village enhancements also taken into account. Items of expenditure were reduced to cover costs where possible. The agreed budget would result in a £30,000 deficit at year end but this would be taken from reserves to ease some pressure on the precept increase. Capital expenditure to be offset from capital reserve. (Hall refurbishment)  **Resolved** That the budget be approved with agreed amendments with the precept set for £90,000 for 2019-20  **RMBC Ward Councillor Report**  Thanks was given to the Borough Councillors for their help at the Christmas event and grant funding.   * CCTV suggested in the Hunger Hill area but this would be a mobile system with Cowrakes Recreational Ground included. * Mobile speed signs being progressed. * Allotment provision also under consideration |
| **162/19**  **163/19**  **164/19**  **165/19**  **166/19**  **167/19**  **168/19**  **169/19**  **170/19**  **171/19**  **172/19**  **173/19** | **Youth Club – Report inc consider additional appointment of second youth worker from recent interviews including terms of employment**  Youth Club commenced 2 weeks ago. 18 currently attending but capacity of up to 30 envisaged.  RMBC grant in the sum of £500 had been received for the youth club service  Christmas party to be arranged.  **Resolved:** That £50 be agreed to fun the Christmas youth club event  **Resolved**: That Ms Megan O’ Byrne be appointed as a further youth worker. Members agree that the Clerk forward a statement of particulars in the same terms as the junior youth worker but for 2 1/2 hours per week (term time). To commence 7th January 2019.  **Health and Safety Matters- Consider 5 year testing quotes**  **Resolved:** That the CEPS quote for £625 be approved together with PAT testing.  **Parish Hall**  a) Consider “meet and eat” sessions & hall kitchen refurbishment requirements  DEFERRED until January  b) Consider Grant Applications (Banks Community Fund) – Furniture/Youth Club Equipment  DEFERRED until January  c) Consider best use of main hall /2nd function room for users).  Members agreed to retain the current arrangements  d) Consider revised storage requirements – store room  Members agreed to obtain quote for fitted storage  e) Review Hall Rates  Members noted regular hall rates and classes currently attending.  Natter to remain with existing arrangements as they were running concurrently with the playgroup.  f) Consider key safe and lighting/switches – Clerk’s office  **Resolved** That a key safe be purchased.  Quote to be obtained for lighting in the office and store  **Christmas Switch-On – Debrief and consider donation of remaining selection boxes.**  Donation boxes to be more visible & grotto queue to be better managed in future. Timing of Santa and food provision to be considered for 2019  Discussion regarding Brook lights and whether to dismantle each year. Donations received in the sum of £150.50  Members considered donation of spare selection boxes**.**  **Resolved**: That spare selection boxes be donated to the Children’s ward at Rotherham hospital. Cllr Dodson to deliver.  Members considered lamppost additions for next year – quote to be provided for 5 motifs and electrical works for 2019.  **Consider Armistice Lamppost poppies for 2019**  To be considered as part of the annual WWI commemorations  **Consider Brook Street Garage Sale/Lease**  Members were advised that the surveyor approached had advised that an auction would be the preferred method.  **Resolved:** That Parker Rhodes be instructed to advise on the notice required to the tenant.  **Manorial Barn**  a) Roof – Update. Repair to the roof progressing on schedule. Repairs to the windows to be undertaken in the spring by the tenant  b) Tree Works Update – Council objections filed to the proposed TPO.  (Application to be made to fell the tree at the rear of the hall)    **Renew Grounds Maintenance Contract**  **Resolved:** That the contract be renewed with C K Finch for 2019  **Correspondence** – Consider request from Treeton PC re: Long Lane resurfacing  **Resolved:** To support the resurfacing request. Clerk to arrange correspondence.  **Items for Future Agenda & Future Meeting Dates**  Hall promotion  **Resolved:** That the meeting on 17th December be cancelled and the diary for 2019 be approved  **Planning Applications**  **RB2018/1797** 51 Sandrngham Avenue, Single storey front extension  **RB2018/1824** 56 Reresby Crescent, Single storey rear extension  **RB2018/1826** 103 East Bawtry Road, Erection of front porch  **No adverse comment to the above applications**  **Planning Determinations**- None  There being no other business the meeting was closed at 9.10pm  Signed…………………………………………………  Dated ……………………………………………….. |

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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| J Arno | Youth club tuck shop float | BACS | 50.00 |
| J Botterell | Barn roof - staged payment (1) | BACS | 4000.00 |
| John Lewis | BT Wi fi (Reimburse AH) | BACS | 159.99 |
| Radio Nightingale | Donation | BACS | 75.00 |
| St John Ambulance | Large First Aid Kit (reimburse AH) | BACS | 48.60 |
| O2 | Mobile inc device fee | DD | 24.38 |
| C K Finch | Gardening contract - December | BACS | 300.50 |
| Cooper Typo | Villager article | BACS | 78.00 |
| Virgin Media | Youth Club - Monthly mobile (Reimburse JA) | BACS | 6.00 |
| Dennis Dodson | Reimburse armistice expenses inc wreath | BACS | 92.90 |
| K Ferris | Reimburse expenses- events | BACS | 5.90 |
| K Ferris | Reimburse Christmas grotto expenses | BACS | 129.81 |
| Ians Farm | Christmas farm | BACS | 655.00 |
| Christmas Plus | Christmas lights - motifs etc | BACS | 3522.00 |
| Christmas Plus | Christmas lights - crib & figures | BACS | 4920.00 |
| Office Stationery | Stationery - youth club (Reimburse JA) | BACS | 13.00 |
| Temp Fence Hire | Christmas event barriers | BACS | 186.00 |
| Carl Arnold | Nativity base works | BACS | 65.00 |
| TMS Ltd | Road closure- Christmas event | BACS | 654.00 |
| Christmas Plus | Brook - Christmas lighting | BACS | 3990.00 |
| Christmas Plus | Installation costs- lights | BACS | 1255.80 |
| RMBC | Land & Garage Rent | DD | 25.45 |
| RMBC | Annual Rent - High St | BACS | 1.00 |
| RMBC | Annual rent - Barfield allotments | BACS | 260.00 |
| Virtual College | Food & Hygiene Course -Youth Club (JA) | BACS | 14.40 |
| FirstAidforLess | First Aid consumables inc accident book (JA) | BACS | 22.02 |
| S Pearson | Reimburse Hall cleaning products/bulbs | BACS | 21.79 |
| Toolstation | Electrical box repair items (Reimburse ALH) | BACS | 28.40 |
| J Botterell | Barn roof - staged payment (2) | BACS | 4000.00 |
| Various | Salaries December | BACS | 2253.65 |
| Peoples Pension | Pension contributions (Employer & Employee) | DD | 51.67 |
| HMRC | NICs & IT- December | BACS | 560.78 |
| **TOTAL** |  |  | **27471.04** |