**Whiston Parish Council**

**Minutes of the Meeting held on Monday 20th July 2020 at 6.30pm via Zoom.**

**Present: -** M. Yarlett, C. Davis, N. Tranmer, R. Carter, K Ferris, D. Dodson & A Griffin

**In Attendance:** E. Keeling-Heane,Clerk to the Council, A. Harrison RFO,

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| **001/20**  **002/20**  **003/20**  **004/20**  **005/20**  **006/20**    **007/20**  **008/20**  **009/20**  **010/20**  **011/20**  **012/20**  **013/20**  **014/20**  **015/20**  **016/20**  **017/20**  **018/20**  **019/20** | **Receive Apologies and Approve Reasons for Absence**  G. Smales (away). T. Stevenson (late arrival expected)  **Resolved:** That the above reasons 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 -16th March 2020**  **Resolved:** That the minutes of the meeting held on the 16th March 2020 be approved as a true and accurate record.  **Matters Arising from the Minutes**  Memorial – no update available.  Flooding update. Recent meeting with Ward Councillors and EA attended by Cllr Griffin. Brook walk now likely to be August or September.  Green spaces update with new solicitor (V. Woodhouse) now working to progress this.  (Noted superfast broadband vouchers available for installation costs and road safety concerns fund available for road calming measures).  **Approve Deferral of Annual Parish Council Meeting until 2021 (in accordance with The Accounts & Audit (Coronavirus) Regulations 2020)**  **Resolved:** That the Annual Parish Council Meeting be deferred until 2021 in accordance with The Accounts & Audit (Coronavirus) Regulations 2020  **Note Position Regarding the Annual Parish Meeting of Electors.**  It was noted that although there was no legislation permitting a deferral of the Annual Meeting of Electors, due to the pandemic, government guidance prohibited public gathering and therefore a meeting was not held  **Receive/Approve the Monthly Accounts from April -July**  **Resolved**: That the monthly accounts from April to July be approved.  Noted recent costs of litter picker, stolen bin liner and temporary appointment of the caretaker to empty the bins and litter pick at Cowrakes recreational ground.  **Bank Reconciliations to 30th June 2020**  **Resolved**: That the bank reconciliations to 29th February be agreed.  **Budget Monitoring to June**  Members received the budget monitoring report to June  **Resolved:** That the budget monitoring be approved.  Noted current likely losses to hall income (min 50%)  **Annual Accounts for Year ended 31st March 2020 and note Internal Auditors Report (Page 3 AGAR)**  **Resolved:** That the Annual Accounts to 31st March 2020 be approved.  **Approve Annual Return (AGAR) Section 1 Governance Statement**  **Resolved:** That Section 1 of the Annual Return (AGAR) be approved  **Approve Annual Return (AGAR) Section 2 Accounting Statements**  **Resolved:** That Section 2 of the Annual Return (AGAR) be approved.    **Health and Safety – inc Receive COVID 19 risk assessments for hall, staff and play park**  **Resolved**: Members received and approved the staff, hall and play park risk assessments.  **RMBC -Ward Councillor Report**  No ward Councillor in attendance  **Youth Club- Update**  Members received and approved the risk assessment for the youth club.  **Resolved**: That the vacant youth club worker position be offered to the former employee otherwise further advertisement to be placed.  **Parish Hall Update**   1. Noted hall open from 6th July with new sanitisers, signage and cleaning regime in place and PPE provided to staff to meet government guidelines. Users also given access to cleaning products, tissues etc. Risk assessment provided to all regular users.   Noted still awaiting guidelines for social events. Many regular users not returning  until September.   1. Hall signage deferred as quote still required.     **Consider Christmas Event**   1. Consider Event   Members considered it wouldn’t be possible for plan for a large social gathering.  Lights would continue to be provided so there was a good display. Other initiatives  would be considered at the September meeting which didn’t involve a social  gathering.  Noted no reply had been received from the residential home regarding further  lighting.  The Christmas contractor to be approached for additional lamppost motifs.   1. Consider costs for the electrical supply for the Sitwell “triangle”   **Resolved**: That the costs be approved.  **Receive Website Accessibility Statement**  Members received the Accessibility Statement undertaken to meet new statutory requirements from September 2020.  Members did discuss the use of social media to improve information being made available to residents. Clerk to redirect any issues raised on third party websites back to the Council Facebook page or website. |
| **020/20**  **021/20**  **022/20**  **023/20**  **024/20** | **Environmental issues inc:**   1. Consider new garden contractor.   Two quotes received to date but further quotes/site visits to be arranged.   1. Consider quotes for renovation of area to the bottom of the green.   Noted three quotes received.  (Cllr Yarlett declared a non-pecuniary interest as one contractor known to him).  **Resolved**: That the quote from C Whitehouse be approved.  c) Consider quotes for painting of railings/bridge/benches  Noted three quotes received.  (Cllr Yarlett declared a non-pecuniary interest as one contractor known to him).  **Resolved:** That the quote from C Whitehouse quote be approved.  **Correspondence**   * Memorial Barn correspondence noted. * BT phone box removal proposals to be circulated for members to comment.     **Items for Future Agenda**   * Manorial Barn oak tree quotes * Christmas event/initiatives * Social media/Communications * Approve garden contractor * Consider Remembrance event   **Planning Applications**  **RB2020/0483 -** 12 School Hill Whiston - Demolition of existing conservatory and part sideextension and erection of first floor side and single storey rear extensions. Erection of decking to rear and boundary wall  **RB2020/0566** - Dairy Cottage Upper Whiston Lane Upper Whiston - Demolition of existing outbuilding and partial demolition of rear section of garage, erection of two storey and single storey rear extension and conversion of part of garage to living accommodation  **RB2020/0576** - Dairy Cottage Upper Whiston Lane Upper Whiston - Listed Building consent for demolition of existing outbuilding and partial demolition of rear section of garage, erection of two storey and single storey rear extension and conversion of part of garage to living accommodation  **RB2020/0591** - White Miers York Lane Morthen - Construction of underground garage,  workshop and storage  **RB2020/0717** - 5 Cottam Close Whiston - Demolition of existing conservatory and erection of single storey rear extension  **RB2020/0722** - 16 High Street Whiston - Two storey side and rear, single storey rear and side extensions with rear first floor balcony  **RB2020/0779** - 32 Whiston Vale Whiston - Single storey rear extension  **RB2020/0791** - 125 East Bawtry Road Whiston - Single storey side/rear extension  **RB2020/0739** -7 Haworth Crescent Moorgate - Two storey rear extension with formation of rooms in extended roof space with dormer windows, extension of first floor raised patio area and conversion of existing garage to a habitable room  **RB2020/0772** - 9 Mill Hill Whiston - Internal Alterations  **RB2020/0812** -24 Newman Road Whiston - Two storey side extension  **RB2020/0852** - 76 Sheep Cote Road Whiston - Demolition of existing extension and erection of two storey side and single storey rear extension  **RB2020/0878** - 68 Sandringham Avenue Whiston - Single storey rear and side extension  **RB2020/0923** - 51 Whiston Grange Moorgate - Application to undertake works to a tree(s) protected by TPO No. (No.1) 1989  **RB2020/0998** - 24 Whiston Grove Moorgate - Erection of detached garage  **RB2020/0930** - 14 Turner Lane Whiston - Application to undertake works to a trees protected by RMBC Tree Preservation Order No.8, 2011  **RB2020/0962** - 12 Royds Avenue Whiston - Erection of first floor side extension and single storey rear extension  ***No adverse comment to the above applications***  **Planning Determinations**  **RB2020/0470** - Old Coach House Rectory Drive Whiston - Application to undertake works to a tree(s) **No Objections**  **RB2020/0167** - 55 Pleasley Road Whiston - Erection of open fronted detached garage –  **Refused**  **RB2020/0370** - 33 Saville Road Whiston - Demolition of existing conservatory and  erection of single storey rear extension – **Granted**  **RB2020/0483** - 12 School Hill Whiston - Demolition of existing conservatory and part side  extension and erection of first floor side and single storey rear extensions. Erection of decking to rear and boundary wall – **Granted**  **RB2020/0566** - Dairy Cottage Upper Whiston Lane Upper Whiston – Demolition of existingoutbuilding and partial demolition of rear section of garage, erection of two storey and single storey rear extension and conversion of part of garage to living accommodation **Granted**  **RB2020/0576** - Dairy Cottage Upper Whiston Lane Upper Whiston - Listed Building consent fordemolition of existing outbuilding and partial demolition of rear section of garage, erection of two storey and single storey rear extension and conversion of part of garage to living accommodation at Dairy – **Granted**  **RB2020/0647** - 77 East Bawtry Road Whiston - Demolition of attached outbuilding and erection of single storey side/front extension with external access ramp – **Granted**  **RB2020/0717** - 5 Cottam Close Whiston - Demolition of existing conservatory and erection of single storey rear extension and roof alteration to existing two storey side extension - **Granted**    There being no other business the meeting was closed at 8.15pm    Signed…………………………………………………  Dated ………………………………………………..  **Monthly Accounts to April 2020** |

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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| RMBC | Youth Club – worker advert | BACS | 120.00 |
| R&S Security | Intruder alarm kitchen update | BACS | 92.40 |
| YLCA | Annual subscription | BACS | 847.00 |
| Chantry Brewery | Bar refurbishment – deposit | BACS | 5193.30 |
| Parker Rhodes Hickmotts | First registration legal fees- payment on account | cheque | 5574.80 |
| RMBC | Annual waste contract | BACS | 1156.00 |
| O2 | Mobile phone | DD | 17.04 |
| Cooper Typo | Villager article -March | BACS | 78.00 |
| RMBC | Land & Garage Rent | DD | 27.03 |
| British Gas | Hall – electricity (Updated) | DD | 130.00 |
| Virgin Media | YC Mobile phone (JA) | BACS | 6.00 |
| Capita Resourcing Ltd | DBS check (Reimburse JA) | BACS | 51.89 |
| British Gas | Hall- hristmasy – updated | DD | 74.90 |
| British Gas | Hall – gas | DD | 362.62 |
| South Anston Fire Extinguishers | Annual service /battery replacement | BACS | 141.46 |
| Chantry Brewery | Bar refurbishment – 35% | BACS | 5193.30 |
| Npower | Electricity – hristmas lighting 2019/20 | BACS | 278.15 |
| Business Stream | Water rates- hall | DD | 112.52 |
| RMBC | Hall Premised licence | BACS | 70.00 |
| HMRC | Furlough – payroll reclaim to 30/04 | CR | -1022.48 |
| Salaries-various | Salary April | BACS | 2303.93 |
| HMRC | NICs & IT- Apr | BACS | 293.58 |
| **TOTAL** |  |  | **21101.44** |

**Monthly Accounts to May 2020**

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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| O2 | Mobile phone | DD | 17.04 |
| IDL | Electrical shutter fee | BACS | 238.44 |
| IDL | Contract balance | BACS | 5000.00 |
| A Richards | Assessibility statement- website | BACS | 250.00 |
| Morans Elecricals | Hall lighting repairs | BACS | 193.92 |
| South Anston Fire Extinguishers | Update fire system for kitchen refurbishment | BACS | 206.31 |
| BT | Hall telephone/broadband | DD | 115.52 |
| RMBC | Land & Garage Rent | DD | 27.03 |
| Rialtas Business solutions | Annual closedown – accounts | BACS | 672.00 |
| Virgin Media | YC Mobile phone (reimburse JA) | BACS | 6.00 |
| PHS Group | Sanitary disposal contract June – Nov 2020 | DD | 361.33 |
| HMRC | May – furlough claim | CREDIT | -834.13 |
| Zurich Municipal | Annual Insurance | BACS | 5942.67 |
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| Salaries-various | Salary May | BACS | 2303.93 |
| HMRC | NICs & IT- May | BACS | 293.58 |
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| **TOTAL** |  |  | **14793.64** |
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**Monthly Accounts to June 2020**

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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| IDL Ltd | Kitchen equipment/additions/cleaning products | BACS | 989.84 |
| O2 | Mobile phone | DD | 17.04 |
| RMBC | Land & Garage Rent | DD | 27.03 |
| RMBC | Quarterly allotment rent | BACS | 9.38 |
| British Gas | Hall electricity | DD | 71.75 |
| Virgin Media | YC Mobile phone (JA) | BACS | 6.00 |
| Microsoft Office | Office 365 softwre (reimburse ALH) | BACS | 59.99 |
| Comtech Solutions LLC | Hard drive caddy (reimburse JA) | BACS | 12.99 |
| HMRC | Furlough claim - June | BACS | -834.13 |
| Salaries-various | Salary June | BACS | 2303.33 |
| HMRC | NICs & IT- June | BACS | 294.18 |
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| **TOTAL** |  |  | **2957.40** |

**Monthly Accounts to July 2020**

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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| Business Stream | Water rates | DD | 10.91 |
| E Keeling Heane | Hall equipment- covid posters/sanitiser batteries etc | BACS | 35.66 |
| Toolstation | Litter picknig equipment (EKH) | BACS | 15.98 |
| E Keeling Heane | Postages | BACS | 9.12 |
| IDL | COVID cleaning equipment/products | BACS | 664.70 |
| Glasdon UK Ltd | Replacement bin liner - Cowrakes | BACS | 54.26 |
| O2 | Mobile phone | DD | 17.04 |
| RMBC | Land & Garage Rent | DD | 27.03 |
| Glasdon UK Ltd | Replacement bin liner - Cowrakes | BACS | 57.40 |
| British Gas | Gas - hall | BACS | 0.37 |
| A Richards | Website maintenance (6 monthly) | BACS | 15.00 |
| Virgin Media | YC Mobile phone (JA) | BACS | 6.00 |
| Npower | Lighting fees 2019/20 | BACS | 630.00 |
| RMBC | Hall - Annual Licensing fee | BACS | 180.00 |
| Wilko | Stationery (EKH) | BACS | 3.50 |
| The Sign Workshop Ltd | Hall signage (Covid) | BACS | 76.80 |
| Screwfix | Cleaning products - hall (EKH) | BACS | 18.99 |
| Chameleon | Bi annual newsletter print and distribution | BACS | 749.00 |
| E Keeling Heane | Expenses (Tie wraps/blue tack) | BACS | 5.09 |
| South Anston Fire Extinguishers | Annual emergency lighting service | BACS | 60.00 |
| RMBC | Quarterly grounds maintenance | BACS | 366.59 |
| P&N Accountants Ltd | Internal Audit fee | BACS | 180.00 |
| Ace Janitorial | Cleaning products - hall | BACS | 233.52 |
| British Gas | Hall electricity | DD | 26.68 |
| HMRC | Furlough claim - July | CREDIT | -534.93 |
| Salaries-various | Salary July | BACS | 2543.73 |
| HMRC | NICs & IT- July | BACS | 353.78 |
| **TOTAL** |  |  | **5806.22** |