**Whiston Parish Council**

**Minutes of the Annual Meeting held on Monday 21st February 2022 at 6.30 pm at Whiston Parish Hall.**

**Present:** K. Ferris, E. Reynard, R.Gaffney, C.Fry, C.Taylor, A. Griffin, H. Rashid

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

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| **168/21**  **169/21**  **170/21**  **171/21**  **172/21**  **173/21**  **174/21**  **175/21**  **176/21**  **177/21**  **178/21**  **179/21**  **180/21**  **181/21**  **182/21**  **183/21**  **184/21**  **185/21**  **186/21** | | Receive Apologies and Approve Reasons for Absence  G.Smales (other commitment), T.Stevenson (isolating)  **Resolved:** That the reasons for absence be approved  To Receive Declarations of Interest (other than standing)  None  15 Minute Public Discussion Period  No public in attendance.  Approve the Minutes of the Parish Council Meeting – 17h January 2021.  **Resolved**: That the minutes of the meeting held on the 17th January 2021 be approved as a true and accurate record.  Matters Arising from the Minutes  None  Receive Bank Reconciliations to 31st January 2022  **Resolved:** That the bank reconciliations to 31st January 2022 be agreed  Approve Budget Monitoring to January 2022  Members received the budget monitoring report.  (Item 12 brought forward)  RMBC - Ward Councillor Report  Noted traffic speed surveys undertaken on Worrygoose,  New dog fouling bin now installed  One day community skip planned for Greystones,  Road closure for litter pick planned for the near future – date to be confirmed  Audit – Internal audit review  Consideration was given to the following Audit Regulations:  Regulation 4: Requires the findings of the review of the financial systems of internal control to be considered  **Resolved**: That the systems of internal control were satisfactory but copy bank statements would also be supplied to members with the agenda papers.  Regulation 6: Requires bodies to review the effectiveness of the system of internal audit once a year. Noted AS Audit Services had been appointed auditor for 2021-22 at the January meeting and was independent and suitably qualified.  **Resolved**: That the system of internal audit was satisfactory.  Health and Safety  No matters to report.  Youth Club  Update given to members – both groups running well with member numbers still increasing. Animal handling session proposed for Junior group and Jump inc. session for Senior group – total expected cost £250  a)Consider £100 spending from Youth Club budget  Members discussed possible young people enterprise schemes to increase funds & contribute towards proposed activities.  **Resolved:** That £100 spending from the Youth Club budget be approved  b)Volunteers for Youth Club  Members discussed the advantages of a volunteer to help run Youth Club sessions  **Resolved:** That a volunteer should be sought with a slight amendment to the proposed advert (to include all ages). Clerk to publish the advert on the Parish Council website and Senior Youth worker to publish with Voluntary Action Rotherham.  **Resolved:** Senior Youth worker to interview and appoint an appropriate candidate in due course.  Staffing - Consider increase in Clerks contracted hours of employment  Members considered additional hours to allow for the extra time needed, primarily due to increasing hall bookings.  **Resolved:** That 17 hours per week be approved (to start 1st March 2022)  Parish Hall – update  Members informed of the installation of new signage.  Brooke Street - Consider rental fees of proposed parking spaces  DEFERRED  Summer Event - Update  First meeting of the working group/Events Foundry planned for 2nd March. Local public houses to be approached to investigate possible involvement/collaboration  Cowrakes - Consider Cowrakes/grounds maintenance contractor quotes  Members considered the quotes received and discussed the benefits and drawbacks of one and three year contracts.  **Resolved:** That RMBC be awarded a three year contract to maintain the Cowrakes recreational ground and associated areas.  Environment  a)Consider installation of bunting for Queens Jubilee  DEFERRED  b) Flooding – meeting update  Members updated with discussion regarding use of part of the grant funds to clean areas of Whiston Brook (to be considered further), and potentially commission an independent report to establish areas of responsibility that could then be improved to reduce risk of future flooding.  Public Bodies (Admission to meetings) Act 1960  That in light of the confidential nature of the business to be transacted the public and press were excluded  Approve the Monthly Accounts  **Resolved:** That the monthly accounts be approved (schedule attached) together with £400 in retainer returns.  Members were advised by the RFO of a cyber breach of the Council email account. Details of the breach and duplicate payment made was reported with the measures taken to date to secure the breach and contact the affected suppliers who had also been targeted. An investigation by HSBC was underway (advice received for future payments) and the matter had been reported to Action Fraud.  The ICO would also be contacted to record the breach and those whose data had been captured advised to enable them to take their own security measures as they saw fit.  **Resolved**: That a security review should be undertaken with a cyber company/contact approached to look at making the email server more secure to such attacks. All members and staff having ‘.gov’ email accounts to be considered with advice in this regard to be taken from the Councils existing IT consultant. |
| **187/21** | | Confidential session ended |
| **188/21**  **189/21**  **190/21**    **191/21** | Correspondence  Members made aware of press interest in planning application RB2022/0017. Clerk to speak to press if requested.  Items for Future Agenda  IT Security – update  Recovery of funds via bank – update  Updated email system – quotes  Jubilee – bunting or alternative decorations and event  Toilet block – future development  Planning Applications  **RB2022/0003** - Land at Brook Street Whiston - Formation of 7 parking bays  **RB2022/0006** - 47 Flat Lane Whiston - Demolition of single storey side & rear extension and erection two storey side and rear extension  **RB2022/0034** - 9 Hall Close Avenue Whiston - Demolition of attached outbuildings and erection of two storey side and two storey and single storey rear extentions including creation of room in roof space with rear dormer window  **RB2022/0017** - Land off Shrogswood Road Whiston - Outline application for the erection of up to 217 dwellinghouses including details of access  **RB2022/0056** - The Mews Morthen Hall Lane Morthen - Listed Building Consennt for conversion of garage to living accomodation with replacement doors and window  **RB2022/0134** - Corner Stone Pleasley Road Whiston - Extension to attached garage to form Workshop  **RB2022/0175** - 130 East Bawtry Road Whiston - Two storey side extension with dormer window to rear, single storey rear extension and pitched roofs to existing dormer windows  **RB2022/0179** - 10 Reresby Crescent Whiston - Two storey side and single storey front & rear Extension  **RB2022/0017** - Land off Shrogswood Road Whiston - 217 dwellinghouses including details of Access – consider further response  **No adverse comment to the above applications**  Planning Determinations  **RB2021/0603** - Public conveniences High Street Whiston - **Granted**  **RB2021/2171** - 19 High Street Whiston – **Part granted part refused**    There being no other business the meeting was closed at 9.10pm  Signed…………………………………………………  Dated ……………………………………………….. | | |
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| **PAYEE** | **ACCOUNT** |  | **TOTAL** |
| Business Stream | Water rates- hall | DD | 328.93 |
| Chic Cleaning | Deep clean | BACS | 234.00 |
| Chic Cleaning | Cleaning/caretaking - Jan | BACS | 2224.98 |
| Chameleon | Newsletter - print design & distribution fee | BACS | 749.00 |
| O2 | Mobile phone | DD | 24.00 |
| BT | Quarterly phone & broadband | DD | 168.91 |
| RMBC | Land & Garage Rent | DD | 24.97 |
| Chic Cleaning | Cleaning supplies | BACS | 105.19 |
| Rialtas Business Solutions | Annual accounts software licence & support | BACS | 148.80 |
| British Gas | Gas bill - Hall | DD | 148.71 |
| Timpsons | Additional padlock keys (Reimburse EKH) | BACS | 10.00 |
| The Event Foundry | Whiston festival- Event management fee | BACS | 3540.00 |
| Christmas Plus Ltd | Christmas Lights - dismantle | BACS | 637.20 |
| Toolstation Ltd | Cleaning supplies -Blue roll (Reimburse EKH) | BACS | 18.48 |
| M. Middleton | Gardening tender - monthly Jan | BACS | 400.00 |
| M Middleton | Gardening tender - bins Dec | BACS | 125.00 |
| Virgin Media | YC Mobile phone (JA) | BACS | 6.09 |
| Chic Cleaning | Cleaning/caretaking - Jan | BACS | 2224.98 |
| British Gas | Electricity bill - Hall | DD | 126.18 |
| Salaries | Salary Feb | BACS | 1479.40 |
| HMRC | NICs & IT- Feb | BACS | 282.83 |
| **TOTAL** |  |  | **13007.65** |