**Whiston Parish Council**

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

**Present:** G. Smales, E. Reynard, T. Stevenson, C. Davis, C. Taylor, A. Griffin,

**In Attendance:** E. Keeling-Heane -Clerk to the Council, A. Harrison – two staff members from The Events Foundry.

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| **091/22****092/22****093/22****094/22** **095/22****096/22****097/22****098/22****099/22****100/22****101/22****102/22****103/22****104/22****105/22****106/22****107/22****108/22****109/22****110/22****111/22****112/22****113/22****114/22****115/22****116/22****117/22** | Receive Apologies and Approve Reasons for Absence H. Rashid (recovering from surgery)**Resolved:** That the above reasons for absence be approved.To Receive Declarations of Interest (other than standing) C. Davis (Spouse being considered for co-option)15 Minute Public Discussion Period- No matters raisedApprove the Minutes of the Parish Council Meeting – 3rd October 2022.**Resolved**: That the minutes of the meeting held on the 3rd October 2022 be approved as a true and accurate record.Matters Arising from the MinutesMembers informed that the Methodist Church were seeking funding from Penny Hill Wind Farm for restoration/repair to the Parish Clock.Approve the Monthly Accounts – October and November 2022**Resolved:** That the accounts for October and November be approved together with £200 in retainer returns.Receive Bank Reconciliations to October 2022**Resolved:** That the bank reconciliations to October 2022 be agreed.Approve Budget Monitoring to October 2022Members received the budget monitoring report.Notice of Conclusion of Audit – inc. receive internal auditors reportMembers received the external auditors report and noted that there were no matters to bring to the attention of members. The Notice of Conclusion of Audit had been published in accordance with the relevant requirements.(Member agreed to bring forward Item 13) Christmas Event  a) Update – Plans for the event now almost complete with a number of entertainment options and acts booked, along with a range of food/drink suppliers and stalls. Final paperwork to be submitted to RMBC on 22nd November. All donations collected on the day to be donated to Kidney Research UK b) Approve costs to date**Resolved:** To approve proposed costs to date including an inflatable grotto, selection boxes and Christmas tree for the Parish Hall - up to the value of £5000.Co-option – Consider co-option of new councillorsTwo candidates were considered.**Resolved:** That D. Davis and D. Greenslade be co-opted onto the Parish Council.Health and Safety Nothing to reportRMBC - Ward Councillor Report The Towns Fund project still ongoing with discussions about the option to plant a Christmas tree in the centre of Worrygoose island. A marked footpath and revitalisation of the pond at Whiston Meadows also planned.Youth Club – UpdateIt was repored that new staff were settling in well with user numbers still high, particularly in the Senior Youth Club.It was agreed that the Senior Youth Worker would seek opportunities to apply for grant funding through the Youth Investment Fund (for building works) .(Item 15 moved to the end of the meeting into confidential session)Environment - Consider quotes for notice boardsThree quotes were considered by members.**Resolved:** To purchase one double sided notice board, powder coated in black with gold lettering and to instruct Carl Arnold to undertake delivery and installation of the new board subject to permission being granted from RMBC.Parish Hall – Consider quotes for roof maintenanceThree quotes were sought with two companies submitting a bid.**Resolved:** To instruct Carl Arnold to undertake repair worksSummer Event a) UpdateMembers were updated on the outcome of discussions with other organisations within the parish, including the Cricket Club, to establish interest in becoming involved with Whiston Summer Festival. Many ideas for entertainment and activities were suggested **Resolved:** To investigate and consider alternative locations for the Summer event in 2023. b) Agree charity for donation of money raised in 2022**Resolved:** To add the outstanding funds raised from the Summer Festival 2022 to the Christmas Light Switch-On 2022 proposed charity (Kidney Research UK)**.**Letwell PC – Update following visitMembers updated following a meeting between Cllr. Davis and Letwell Parish Council to discuss and compare frequency and type of events held and involvement of local residents and organisations.Council Meeting – Agree date of December’s meeting**Resolved:** To hold the December meeting on Tuesday 6th December at 7pm.Council Policy – Consider and action schedule following meetingsCouncillors discussed the possibility of an action schedule following meetings, to help organise and complete resolutions of the Council.**Resolved:** To put in place a procedure from early 2023 using Excel or an alternative computer package on Microsoft.Remembrance Event – DebriefMembers advised that the event was well received and enjoyed by all who attended. Thank-you letters were being distributed to those who donated or contributed to the event.Correspondence- Tree and civil engineers reports received for the proposed parking area to Brooke Street to now be submitted to RMBC by the Clerk.- Accident at Natter involving a broken chair and elderly resident reported.- Request for extended cupboard area by local group was noted to be suitable.Items for Future AgendaBudgetSalary Review PolicyPlanning Applications**RB2022/1465** - Abdy Farm The Green Whiston - Application to undertake works to a tree(s) in the Whiston Conservation Area**RB2022/1464** - 2 Doles Lane Whiston - Application to undertake works to a tree(s) in the Whiston Conservation area**RB2022/1497** - Old Wildfell York Lane Morthen - Application for Lawful Development Certificate re: proposed use of outbuilding comprising a gym, stables and garden store **RB2022/1515** - 19 High Street Whiston - Application to undertake works to a tree(s) in the Whiston Conservation Area**RB2022/1533** - Brinsworth & Whiston Medical Centre Hunger Hill Lane Whiston - Extending the existing ground floor accommodation to provide first floor accommodation on the same foot print and associated additional parking**RB2022/1630** - Whiston Worrygoose Primary School Hall Close Avenue Whiston - Removal of shed and installation of external lift and handrails to provide access to playgrounds/recreational area**RB2022/1672** - 19 High Street Whiston - Application to undertake works to a tree(s) protected by RMBC TPO No. 14 2010 and No. 1 2015**RB2022/1673** - 19 High Street Whiston - Application to undertake works to a tree(s) within the Whiston Conservation Area**No adverse comments to the above applications**Planning Determinations**B2022/1282** - 21 Middlefields Drive Whiston - Removal of existing hedge to front boundary and erection of a 1.5m high concrete fence posts, gravel boards & 1.2m timber fencing - **Refused****RB2022/1464** - 2 Doles Lane Whiston - Application to undertake works to a tree(s) in the Whiston Conservation area – **No objections****RB2022/1465** - Abdy Farm The Green Whiston - Application to undertake works to a tree(s) in the Whiston Conservation Area – **No objections** **RB2022/1284** - 36 Dewhill Avenue Whiston - Erection of a detached garage - **Granted**Public Bodies(Admissions to Meetings) Act 196That in light of the confidential nature of the business to be transacted the public and press were excluded in the public interest.Staffing |
|  | a)Review wages including consider annual review dateStaff wages discussed with regards to the cost of living and frequency of review.**Resolved:** To increase all Junior Youth Worker salaries in line with the Real Living Wage.To increase the Senior Youth Worker salary to £12.50 per hour. To increase the RFO salary to Point 32 on the spinal column. All with immediate effect. |
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|  |  There being no other business the meeting was closed at 9.25pm Signed………………………………………………… Dated ……………………………………………….. |

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| **PAYEE** | **ACCOUNT** | **TOTAL** |
| Salaries | Salary Sept | 1818.55 |
| HMRC | Tax & NICs September | 276.22 |
| British Gas | Triangle electricity  | 205.94 |
| PKF Littlejohn LLP | External audit fee | 480.00 |
| Chic Cleaning | Cleaning/caretaking Sept | 2322.06 |
| O2 | Mobile phone | 26.81 |
| Capita | DBS staff check (reimburse JA) | 50.78 |
| RMBC | Land & Garage rent  | 28.09 |
| YLCA | Advert clerk vacancy | 15.00 |
| Chic Cleaning | Cleaning supplies | 230.02 |
| Mark Middleton | Garden tender/baskets - Sept | 800.00 |
| Mark Middleton | Litter picking - Cowrakes Jun-Sept | 266.80 |
| RMBC | Quarterly allotment rent | 9.38 |
| Microsoft | Microsoft 360 subscription | 75.60 |
| Virgin | Youth club phone (JA) | 6.80 |
| Royal British Legion | Remembrance flag  | 18.47 |
| Brookside Pharmacy | Youth Club first aid items  | 10.12 |
| British Gas | Gas bill - Hall | 13.93 |
| RMBC | Advertising - clerk | 137.40 |
| John Brailsford Printing | Youth club ID badges  | 15.78 |
| Touch Global UK | Table cloths (EKH) | 25.48 |
| Venus Packaging Solutions Ltd | Table cloths (EKH) | 12.89 |
| E Keeling-Heane | Postages | 11.40 |
| RMBC | Quarterly grounds maintenance | 383.39 |
| The Event Foundry | Christmas management fee (50%) | 2340.00 |
| Scottish Water- Business  | Water charges - hall | 298.62 |
| **TOTAL** |  | **9879.53** |

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| **PAYEE** | **ACCOUNT** | **TOTAL** |
| Salaries | Salary Oct | 2201.51 |
| HMRC | Tax & NICs Oct | 371.42 |
| A Richards | Website annual domain renewal | 45.00 |
| British Gas | Triangle electricity  | 199.68 |
| Chic Cleaning | Cleaning/caretaking Oct | 2359.15 |
| BT | Quarterly broadband/telephones  | 143.65 |
| Royal British Legion | Remembrance wreath x 2  | 40.00 |
| O2 | Mobile phone | 26.81 |
| RMBC | Land & Garage rent  | 28.09 |
| EDF | Electricity bill - hall (Jul-Oct) | 645.14 |
| C Davis | Reimburse remembrance event singer | 200.00 |
| PHS group | Sanitary waste removal (Nov-May 22) | 480.28 |
| The Event Foundry | Christmas management fee (50%) | 2340.00 |
| Rotherham MBC | Monthly play park inspections (annual) | 409.68 |
| Mark Middleton | Gardening contract Oct  | 516.70 |
| Microsoft | Microsoft 360 subscription | 75.60 |
| Virgin | Youth club phone (JA) | 6.80 |
| The Fire House Group  | Alarm/emergency lights service | 132.00 |
| Ryman | Stationery (reimburse EKH) | 9.98 |
| Fence UK Ltd | Christmas event barriers | 348.00 |
| Ians Mobile Farm | Christmas farm | 796.40 |
| J Roberts Design Ltd | Brook St parking Engineer costs | 1500.00 |
| TTT Entertainment | Christmas event stage | 580.00 |
| E Reynard | Reimburse remembrance event expenses | 223.63 |
| RMBC | Road Closure order  | 400.00 |
| **TOTAL** |  | **14079.52** |