

Whiston Parish Council

Minutes of the Annual Council Meeting held on Monday 15th May 2023 at 6.30 pm at Whiston Parish Hall.

Present: Councillors Tim Stevenson, (Chair) and Clive Davis, Deborah Davis, Tony Griffin, Haroon Rashid, Genaya Smales, Elaine Reynard and Colin Taylor.

In Attendance: Simon Oldham - Clerk to the Council, Angela Harrison - RFO, Jordan Arno-Youth Club Manager, Ward Councillor David Fisher and 18 members of the public.

01/23 Appointment of Chair for the ensuing year

RESOLVED : That the Councillor Tim Stevenson be appointed Chair of the Council for 2023/24.

02/23 Appointment of Vice-Chair for the ensuing year

RESOLVED : That the Councillor Colin Taylor be appointed Vice-Chair of the Council for 2023/24.

03/23 Declarations of acceptance of office

Councillors Tim Stevenson & Colin Taylor signed their declaration of acceptance of office in the presence of the Clerk.

04/23 Receive Apologies and Approve Reasons for Absence - None

05/23 To receive declarations of interest – None.

06/23 To consider any motion to vary the order of business (if any)

RESOLVED : (1) to note that the Chair had agreed to accept the following item of urgent business – “Summer Festival preparations”, the grounds for urgency being that the Festival was little over 6 weeks away and critical preparations and marketing arrangements need to be agreed to move the plans forward, which cannot wait until the next meeting on 19th June ; (2) to bring forward agenda item 15a) “To consider matters relating to parishioner representations at the last meeting re the fencing off of the field adjacent to Whiston Parish Church Cricket field & plans for the site” to be taken immediately following the Public Speaking agenda item and (3) to bring forward agenda item 15c) “Youth Club update”, to be taken immediately after item 15a).

07/23 To identify items for which the press and public may be excluded (if any) - None

08/23 15 Minute public speaking session.

Eighteen local parishioners were in attendance in relation to agenda item 15a) and a number spoke expressing their concerns regarding the fencing erected around the field adjacent to Whiston Cricket Club. Prior to hearing from residents in this regard, the Clerk read out the response from one of the co-owners of the field dated 12/5/23 outlining the actions taken to date and rationale for doing so in order to protect the field.

Parishioners expressed their continuing concerns regarding the actions taken and comments made included :-

- Ongoing suspicions that this was a pre-cursor to seeking planning consent to build houses on the site
- That the access up the steep bank off Moorhouse Lane had been used for nearly 40 years and at no point previously has anyone/the owner put signage up or warnings about the safety in this regard
- Placing barbed wire on top of the fencing is belligerent and dangerous, especially to young people who frequent the area, which will likely increase during the coming Summer months and it would have been more prudent to have increased the sheep netting and not put barbed wire on top of it
- The self-set shrub has been allowed to take off and block the existing public footpath over many years and the co-owners have been negligent in allowing this to happen
- Can the co-owners be asked if they would be willing to sell the land to the Parish Council for the benefit & enjoyment of Whiston village residents

09/23 To consider matters relating to parishioner representations at the last meeting re the fencing off of the field adjacent to Whiston Parish Church Cricket field & plans for the site

RESOLVED : That further to the attendance and observations made under the Public speaking session, that the Clerk be asked to invite the co-owner(s) to attend an informal meeting in the Parish Hall with Members of the Council and concerned local parishioners to explain in person the actions that they had taken to date, the rationale for doing so and longer-term plans for the site, in order to try to alleviate any ongoing concerns regarding the site.

10/23 Youth Club update

RESOLVED : (1) To note the following update from Jordan Arno :-

- To note the scheduled "Boxing" taster session scheduled for this Thursday's session including the attendance of the PCSO, Abbie
- To support the observations and concerns expressed by Jordan re the time it takes to attract mental health support for those requesting support from statutory agencies and his plans to lobby and make stronger representations in this respect and to explore the scope to attract ELSA funding support to help in this regard.

(Councillor Clive Davis left the meeting temporarily at this point).

11/23 To approve the minutes of the Parish Council meeting – 17th April, 2023

RESOLVED : To approve the minutes as a true record.

12/23 Appointment of Council representatives on Outside Bodies:-

RESOLVED : To confirm the following appointments:-

YLCA (South Yorkshire Branch) – to defer making an appointment at this time

Town & Parish Councils Joint Working Group – Cllr Haroon Rashid

Friends of Ulley Country Park – Cllr Genaya Smales

(Councillor Clive Davis returned to the meeting).

13/23 Proposed appointment of Staffing Committee & terms of reference

RESOLVED : That approval be given to the appointment of the proposed Staffing Committee with the following terms of reference :-

1. Delegated authority from the Parish Council to discharge all responsibilities relating to the recruitment and selection, terms and conditions of employment, grievance and discipline and any other associated matters in relation to its staffing establishment
2. The Committee to be a formal Committee of the Council and comprise of all Members of the Parish Council appointed at the annual meeting
3. The Chair & Deputy Chair to have the ability to establish a Sub Committee of three Members of the Staffing Committee to consider any disciplinary or grievance matter in respect of a Parish Council employee and a separate Sub Committee of three other Members of the Staffing Committee to hear any subsequent appeal
4. The quorum for the Staffing Committee or Sub Committee to comprise at least three Members.

14/23 Review and adoption of updated Council Standing Orders for 2023/24

RESOLVED : To approve revisions to Standing Orders as presented.

15/23 To confirm a schedule of Parish Council meetings for 2023/24

RESOLVED : To confirm the following schedule of meetings during 2023/24 - 6.30pm third Monday of the month with the exception of August – 19th June, 17th July, 18th September, 16th October, 20th November, 18th December, 2024 – 15th January, 19th February, 18th March, 15th April & 20th May (Annual meeting).

16/23 To approve the monthly accounts – May 2023

RESOLVED : To approve the monthly accounts as presented and schedule of payments as appended to these minutes.

17/23 To receive the bank reconciliation @ 30th April 2023

RESOLVED : To note the bank reconciliation @ 30th April, 2023.

18/23 To receive budget monitoring statement @ 30th April, 2023

RESOLVED: To note the budget monitoring statement.

19/23 To receive the report of the Internal Auditor 2022/23

RESOLVED : To receive and adopt the Internal Auditor's report for 2022/23.

20/23 To approve that Annual Governance & Accountability Return 2022/23 – (i) Section 1 Governance Statement, (ii) Section 2 Accounting Statements & (iii) notice of commencement of public rights to inspection of accounts

RESOLVED : (1) To approve Section 1 the Governance Statement for 2022/23 as presented; (2) to approve Section 2 the Accounting Statements for 2022/23 as presented and (3) to note the period for the public rights to inspect the accounts commencing on 5/6/23.

21/23 Proposed adoption of "Public Speaking" protocol at Parish Council meetings

RESOLVED : To adopt the proposed Public Speaking protocol as presented by the Clerk to set the parameters in which the 15 minute Public Speaking session would be managed going forwards.

22/23 Manorial Barn – agreement reached with Orchard Grove re entering into a new lease arrangement and quotation for legal fees & registration with the Land Registry

RESOLVED : That (1) to note the Solicitors quotations obtained for carrying out the drafting of a new 10 year lease agreement with Orchard Grove Ltd and registration with the Land Registry and (2) that the quotation from PRH be approved and instructions be given to act for the Parish Council in this regard.

23/23 Quotation to progress the printing & delivery of the Summer newsletter by Chameleon

RESOLVED : That (1) approval be given to the draft content proposed by the Clerk for the Summer 2023 newsletter edition and to quote A for an A4 four page print with postage out to hard to reach areas, 2nd class postage standard C5 envelopes and (2) further consideration be given to the scope for an 8 sided A4 newsletter with local advertising for the next (Winter 2023) edition.

24/23 Proposed timeline & locations for Hanging baskets in the Village

RESOLVED : That (1) approval be given to the proposed number and locations and timescale for the placing out of hanging baskets for Summer 2023 and their ongoing maintenance and (2) this to form part of the extension to the existing gardening contract with MM Gardening.

25/23 Parish Hall – ridge tile repair quotes

RESOLVED : That approval be given to accept and proceed with the quotation presented by Bytol for the ridge tile repair work to the Parish Hall roof.

26/23 Revised proposal & quotation for disabled bay and adjacent “reserved” space line marking outside entrance to Parish Hall

RESOLVED : That approval be given to proceed with the disabled bay line marking refresh and an adjacent “Reserved” marked out bay as per the quotation from MM Gardening and in addition further enquiries be made as to the additional cost in refreshing the remaining white line car parking space markings by carrying this work out at the same time.

27/23 Quotation for upgrading hand-dryers in the Parish Hall

RESOLVED : That approval be given to source three Armadillo ECO hand dryers at £205 each and the Clerk be authorised to seek an appropriate electrician to carry out their installation.

28/23 Parish Church clock repair grant & request for Parish Council to support residual cost

RESOLVED : That (1) approval be given to honour the earlier Parish Council commitment to fund the £300 residual repair cost to the Parish Church clock further to the grant award received by the Church and (2) with regard to any future servicing/maintenance work, the Parish Council would happily consider a grant application at the appropriate time and exercise its discretionary powers in considering any application on its merits.

(Councillor Genaya Smales temporarily left the meeting at this point).

29/23 RMBC – Ward councillor report

RESOLVED: to note the following update from Ward Cllrs David Fisher and Tony Griffin :-

- A site visit has been held with Highways at Upper Whiston following reports of traffic passing through there late at night taking short-cuts and also in relation to alleged

rough sleepers and drug dealing activity. This was also being reviewed by the PCSO Abbie in terms of what action could be taken

- Parishioner enquiries had been received regarding the cable repairs being carried out in the village
- Works had commenced this week on the path along Long Lane/Whiston Meadow

30/23 Members items – Urgent item - Summer Festival preparations

RESOLVED : that (1) to note and accept the Event Foundry progress update report on preparations for the Summer Festival together with working budget/spend profile to date; (2) to note that the Unity Boxing Gym had been engaged to attend on the day at a fee of £250.00; (3) two megaphones had been purchased for use on the day at less than £100.00; (4) whilst paramedic/emergency first aid was required and provision was in hand, that an on-site Ambulance throughout the day was not perceived to be necessary; (5) five earpieces be acquired for use/plug-in with the radio communication devices to be used on the day; (6) to note that CISWO consent had now been received for use of the Rectory garden; (7) that further enquiries were being made to source a Hog-Roast caterer; (8) approval be given to progress marketing arrangements for the Festival to include use of the website, local social media sources, 2 x roadside advertising banners at £175 each, 24 A4 poster/flyers for local outlets and 2000 folded A5 programs to hand out on site on the day; (9) a fee of £100 be offered to the designated Premises Licence Holder for his attendance throughout the day and (10) the Event Foundry's fee for managing preparations for the event be vires from the Events Staffing projected budget head and the Events Foundry be asked in relation to larger items of expenditure to provide comparable quotes so as to ensure best value has been obtained at all times.

(Councillor Genaya Smales returned to the meeting during the above mentioned agenda item).

31/23 Correspondence/Information Items

RESOLVED : to note the following information, previously circulated by e-mail:-

| | | |
|---|---|---|
| 1 | YLCA | White Rose Bulletin 24/4/23 & 5/5/23, Training & Discussion Bulletin, Law & Governance Bulletin May 2023 |
| 2 | Fusion Energy for Yorkshire | Invite - An evening reception at UKAEA's Fusion Technology Facility 25/5/23 6pm |
| 3 | South Yorkshire Police and Crime Commissioner | Rural Watch Launch Events |

32/23 Items for future agenda

- Whiston Brook & Sewage spills – lobbying the Environment Agency

33/23 Planning Applications

RESOLVED : to raise no objections in respect of the following applications.

| | | | |
|----------|--------------------|--|---|
| <u>1</u> | <u>RB2023/0408</u> | <u>Land adjacent 1 - 3 WorryGoose, Whiston</u> | <u>Erection of Parish noticeboard</u> |
| <u>2</u> | <u>RB2023/0499</u> | <u>7 Mill Hill Whiston</u> | <u>Application to undertake works to a tree(s) within Whiston Conservation Area</u> |
| <u>3</u> | <u>RB2023/0585</u> | <u>202 East Bawtry Road Whiston</u> | <u>Application for Lawful Development Certificate re: proposed loft conversion</u> |

34/23 Planning determinations

RESOLVED : to note the following Planning decisions :-

| | | | |
|---|-------------|--|------------------------------|
| 1 | RB2023/0248 | Land at Long Lane Whiston, Application for prior approval of the siting and appearance re: erection of replacement 18.1m high telecommunications mast and cabinets | Granted conditionally |
| 2 | RB2023/0107 | Sitwell Cottage Morthen Hall Lane Morthen, Demolition of front conservatory, erection of front extension and porch to rear | Granted conditionally |

35/23 Date & time of next meeting - Monday 19th June, 2023 6.30pm

There being no other business the meeting was closed at 9.02 pm

Signed

Dated

| PAYEE | ACCOUNT | TOTAL |
|---------------------------|--------------------------------|--------------|
| EON credit | Refund feed pillar electricity | -0.54 |
| RMBC | Annual groundworks - Cowrakes | 1625.57 |
| Wrights Handyman Services | Roof works - moss removal hall | 775.00 |
| Rapid Skips | Skip hire (reimburse P Wright) | 100.00 |
| HSBC | Bank charges | 28.00 |
| RMBC | Cowrakes maintenance? | 135.46 |

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|--------------------------------|---------------------------------------|-----------------|
| Staff Salaries | April | 2061.33 |
| HMRC | Tax & NICs Apr | 762.44 |
| Peoples Partnership | Pension Contributions | 102.67 |
| Capita PLC | Staff DBS check (Reimburse JA) | 50.78 |
| S Oldham | Stationery | 13.00 |
| British Gas Lite | Refund feed pillar electricity | -589.33 |
| DG Doors & Windows Ltd | Hall unit repair | 114.00 |
| Chic Cleaning | Cleaning/caretaking Apr | 2474.33 |
| Montrose Glass | Emergency hall window repair/boarding | 298.80 |
| Business Stream | Water charges - hall | 40.81 |
| O2 | Mobile phone | 31.44 |
| BT | Quarterly phone/broadband | 164.93 |
| RMBC | Land & garage rent | 29.33 |
| Npower | Christmas lights electricity 22-23 | 653.36 |
| RMBC | TENS fee - Festival | 21.00 |
| Rialtas Business Solutions Ltd | Annual closedown | 594.00 |
| CPOMS Systems Ltd | Annual subscription | 474.00 |
| Mark Middleton | Garden contract inc cowrakes litter | 466.70 |
| Microsoft | Microsoft 360 subscription | 81.11 |
| Virgin | Youth Club - phone (reimburse JA) | 7.97 |
| Amazon | Megaphones (Reimburse ALH) | 88.34 |
| PHS Group | Sanitary Waste contract (May- Nov) | 480.28 |
| TOTAL | | 11084.78 |