

Wickersley Parish Council

Minutes of the Wickersley Parish Council Meeting 16th March 2020, 7.00 pm, held at Wickersley Community Centre, Wickersley

Members: Cllrs:- S Ellis (in the Chair) A Bates, M Godfrey ,R Postlethwaite.

M Scott and P Thirlwall

In Attendance: Mrs C Lavell (Parish Clerk) 1 member of the public

5932/20 To receive apologies for absence

Apologies were received from Cllr J Barber, P Beighton E Boswell, A Gibson, C Grimes, N Judah B McNeely, T Nurse, and K Phillips (Coronavirus related)

5933/20 To note any declarations of interest on items to be discussed at this meeting

No declarations of interest.

5934/20 To approve the minutes of the Council Meeting held on 17th February 2020

RESOLVED : The minutes of the meeting of 17th February 2020 were accepted as a true record .

5935/20 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business being transacted, Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Item 12 To discuss arrangements for the Coronavirus situation were moved into private as HR issues are to be discussed relating to individuals.

5936/20 To receive a report from the Police

The Clerk circulated a report from the Police portal as requested at the February meeting. It raised many questions which could not be answered.eg report indicates a high number of violent and sexual offences (31), the postcode is not Wickersley etc. The Clerk to email the police for answers.

The Clerk has emailed the police requesting their presence and/or a report and included a list of dates

The Chair reported she had met with the police and the new Officer PC D McDonald would be making contact.

Footnote due to the postponement of Parish Council meetings this footnote is added to brief Councillors during the interim period.

On 17/03/2020 the Clerk received an email from PC Doug McDonald stating the below

I will review the dates sent and see which we can attend. Failing our attendance, I will look at either a pre meeting report or regular updates for key issues.

The Clerk will respond and explain the current situation

5937/20 To note any issues from members of the public

Wickersley Parish Council

A member of the public read out a letter to the Parish Council. This stated thanks for the resurfacing of roads and the wonderful display of flowers within the Parish and requested that road humps are removed! Clerk to write to RMBC reference the 2 highways matters.

5938/20 To consider any community matters from Councillors

Concerns were raised by several Councillors at the state of Wickersley Woods after the recent coppicing works had been completed as deep ruts had been left resulting in many complaints. It was explained the works had been hampered by the wettest February on record resulting in vehicles churning up the ground. Conversations are ongoing with the contract to undertake remedial works to alleviate the problem. It was **RESOLVED** the final invoice would not be paid in full until the Chair of Woodlands was satisfied the job was completed correctly. The Chair to notify the Clerk when full payment can be made.

5939/20 To note matters arising from the minutes of the Council Meeting of 20th January 2020

The Clerk reported on the email received from RMBC regarding the requested zebra crossing on Morthen Road and stated this had been forwarded to the teacher at the school who had attended the January Council meeting to express concerns at lack of a crossing.

The Clerk reported that the issue of motorbikes causing damage within the subway has been reported to the police via their portal, a response is still awaited.

5940/20 To consider financial matters, including: -

5940/20.1 Authorisation of payment of accounts since the last meeting

RESOLVED : That the following payments for March 2020 are approved (Unanimously)

Wickersley Parish Council

19/02/2020	D Card	£13.00	£0.00	£13.00	Morrisons	Working lunch (Sage training)
25/02/2020	DD	£58.66	£0.00	£58.66	Water Plus	Winthrop water disposal 01/11 - 02/2/20
27/02/2020	DD	£141.24	£23.54	£117.70	BT	Internet services 1/2 to 30/4/20
27/02/2020	DD	£215.15	£35.86	£179.29	BT	Phone services 1/2 to 30/4/20
27/02/2020	DD	£56.45	£0.00	£56.45	Business Stream	Winthrop water supply 20/11 - 13/2/20
28/02/2020	DD	£279.30	£46.55	£232.75	Veolia	Tanyard Waste Collection 01/01/2020 - 31/01/2020
01/03/2020	DD	£6.55	£0.31	£6.24	Opus Energy	Xmas feeder pillar 16/01 - 14/02/20
02/03/2020	DD	£80.78	£0.00	£80.78	Business Stream	Tanyard toilets water 21/11 to 15/2/20
09/03/2020	DD	£199.70	£9.51	£190.19	Eon	Winthrop electricity 22/1 to 22/2/20
10/03/2020	D Card	£24.00	£0.00	£24.00	Post Office	Postage for WPC meeting March 20
12/03/2020	DD	£47.85	£2.28	£45.57	Npower	Tanyard toilets electricity 31/12 -31/1/20
18/03/2020	DD	£105.15	£17.53	£87.62	Sage	Sage users and support Feb / Mar 20
18/03/2020	BACS	£886.99	£147.83	£739.16	T Farnsworth	Grounds Maint. Feb 20
18/03/2020	BACS	£48.00	£0.00	£48.00	Bubbles	Winthrop cleaning 17/2
18/03/2020	BACS	£36.00	£6.00	£30.00	APC Pest Control	Pest control Feb 20
18/03/2020	BACS	£49.15	£8.18	£40.97	Qudos	Stationery Feb 20
18/03/2020	BACS	£106.00	£0.00	£106.00	RMBC	Tree pruning St Albans OGS
18/03/2020	BACS	£268.38	£12.78	£255.60	Rother Gas Company	Winthrop LPG (4) 19/2
18/03/2020	BACS	£14.77	£2.46	£12.31	LBM Ltd	Handymen materials Feb 20
18/03/2020	BACS	£625.00	£0.00	£625.00	J C Create	Newsletter design & print March 20
18/03/2020	BACS	£188.70	£31.45	£157.25	Life Publications	Newsletter distribution March 20
18/03/2020	BACS	£4,290.00	£715.00	£3,575.00	Job Earnshaw	Tree surgery Wickersley Wood
18/03/2020	BACS	£48.00	£0.00	£48.00	Bubbles	Winthrop cleaning 2/3/20
18/03/2020	BACS	£169.82	£28.30	£141.52	Life Publications	Winthrop leaflet distribution March 20
18/03/2020	BACS	£363.00	£0.00	£363.00	S4M Business Services	Winthrop leaflets design & print
18/03/2020	BACS	£84.83	£3.97	£80.86	Qudos	Postage stamps & stationery
18/03/2020	BACS	£360.00	£60.00	£300.00	BHPIT	Network support quarterly charge
18/03/2020	BACS	£110.00	£18.33	£91.67	Wynsor Shoes	Handymen workboots
18/03/2020	BACS	£1,414.01	£235.67	£1,178.34	Wybone	Handymen - Street Orderly Barrows
18/03/2020	BACS	£600.00	£100.00	£500.00	Real World Business	Sage training 19/2/20
18/03/2020	BACS	£1,411.20	£235.20	£1,176.00	Real World Business	Sage support 1/3 to 28/2/21
18/03/2020	BACS	£118.44	£0.00	£118.44	A Chester	Mileage 1/4/19 to 31/3/20
18/03/2020	BACS	£1,439.36	£128.87	£1,310.49	A Chester	Expenses 25/1 to 11/3
18/03/2020	BACS	£108.00	£18.00	£90.00	Hags	Replacement part for roundabout in W Park
18/03/2020	BACS	£36.00	£6.00	£30.00	APC Pest Control	Pest control Mar 20+H16.J422
20/03/2020	BACS	£6,887.47	£0.00	£6,887.47	Staff	Net wages March 2020
20/03/2020	BACS	£1,627.51	£0.00	£1,627.51	HMRC	Tax and NI March 2020
20/03/2020	BACS	£773.81	£0.00	£773.81	SYPA	Superannuation March 2020

5940/20.2 To receive the Reconciliation Report

The reconciliation report was received.

5940/20.3 To appoint the internal auditor.

RESOLVED to appoint VAR as the internal auditor

5941/20 To appoint the architect for Winthrop Gardens development

A report had been circulated with the agenda and was talked through at the meeting. This detailed the history relating to securing a company to prepare the initial plans for the redevelopment in January 2019, the process through Council minutes during 2019 and 2020 through to the current requirement to proceed with the appointment of the preferred supplier for the first phase of the design stage up to a maximum of £15,000 without going out to tender. This is based on Financial Regulations 11.1c which allow financial regulations to be waived relating to contracts to be negotiated without competition, the reason being embodied in a recommendation to the council. (Reasons and audit trail fully detailed within report) furthermore the service to be supplied is a specialist service which also enables more discretion to be applied.

It was **RESOLVED** to agree in principle to appoint the preferred supplier as recommended by the Winthrop Committee and working group. (unanimous)

It was **RESOLVED** to allow the Winthrop Working Group to award the contract for the first stage of works (Design) to a maximum spend of £15,000. Subject to a satisfactory

Wickersley Parish Council

submission being received from the above appointed company. (Figure determined in minute 5909/20, January meeting) (Unanimous)

5942/20 To consider the Library Strategy Consultation from RMBC and agree a formal response

RESOLVED that Cllrs Ellis and K Philips (WPC) and E Fischer (WCCA) prepare a response on behalf of the Parish Council and WCCA.

Councillors were encouraged to respond independently to the online survey (link circulated)

5943/20 To note the minutes and /or receive a verbal report from the Committee Chair for the following meetings

Neighbourhood Plan Steering Group

The meeting had been postponed. however, a brief update was provided. The draft Neighbourhood plan and Design Guide has been submitted to RMBC and a recent meeting with them enabled comments to be discussed. Amendments have been made resulting from this meeting and will be discussed at the next Steering Group on April 16th, 2020

WCCA

It was reported that WCCA will continue for a further year using Excel spreadsheets for their accounts rather than move to SAGE though this is to be reviewed in a year. WCCA are to move to Internet banking.

The Chair expressed thanks to Cllrs Judah and Barker for their work on overseeing the finances of WCCA

The minutes from the following meetings, in line with the Minutes Protocol agreed at January 2020 meeting were received

Winthrop Gardens – 9am 9th September 2019
WCCA – 7pm 17th September 2019
Woodland Committee – 6.30pm 30th September 2019
Neighbourhood Plan Steering Group 1st October 2019
Recreation Grounds Committee – 7pm 7th October 2019
Wickersley Park Development Committee 7th October 2019
Finance Committee – 7pm 14th October 2019
Environment Meeting -2.00pm 12th November 20
Neighbourhood Plan Steering Group 25th November 2019
Human Resources 9.30 am 26th November 2019
Winthrop 9.00am 6th December 2019
Woodland Committee – 6.30pm 9th December 2019
WCCA – 7pm 10th December 2019

5944/20 To consider any general correspondence and publications

A letter has been received from the managing agents of the Tanyard, Carter Towler to notify resurfacing works of the car park will commence on 16th March until 20th March 2020

Wickersley Parish Council

An email was received from RMBC for suggestions for names for the new development off Sledgate Lane. Email to be forwarded to Cllr Mc Neilly for ideas along with the suggestion of Sledgate Close from the meeting.

The Clerk had received an email regarding London Bridge which was discussed, and it was decided the Parish Council would follow the steer of RMBC and not make individual arrangements within the Parish.

5945/20 To consider planning and licensing matters including new planning applications in Wickersley

No comments to be submitted for the below

RB2020/0168

Single storey rear extension including chimney and alterations to front elevation

144 Morthen Road Wickersley

<http://rotherham.planportal.co.uk/?id=RB2020/0168>

RB2020/0347

Demolition of rear extension and erection of two storey and single storey rear extension

96 Morthen Road Wickersley

<http://rotherham.planportal.co.uk/?id=RB2020/0347>

RB2020/0294

Erection of 2 No. semi-detached bungalows for the over 55's with associated car parking & landscaping

land adjacent 77 Greenwood Crescent Wickersley

<http://rotherham.planportal.co.uk/?id=RB2020/0294>

It was reported that the application to extend the opening hours of the Harron Homes site off Second Lane had been rejected by the planning department.

5931/20 To note dates of future committee meetings, events, and the next Parish Council Meeting

- Neighbourhood Plan 7.00pm 26th February 2020
- Winthrop 9.00am 6th March 2020
- WCCA 7.00pm 9th March 2020
- Parish Council 7.00pm 16th March 2020
- Woodlands 6.30pm 24th March 2020
- Environment 7.00pm 7th April 2020
- Parish Council 7.00pm 20th April 2020
- HR 9.30am 28th April 2020

Wickersley Parish Council

- Recreation 7.00pm 27th April 2020
- Events 2.00pm 11th May 2020
- Parish Council 7.00pm 18th May 2020
- Winthrop 9.30am 5th June 2020
- WCCA 7.00pm 8th June 2020
- Neighbourhood Plan 7.00pm 10th June 2020
- Finance 2.00pm 10th June 2020
- Planning 7.00pm 11th June 2020
- Parish Council 7.00pm 15th June 2020
- Woodlands 6.30pm 23rd June 2020
- Environment 7.00pm 6th July 2020
- HR 9.30am 8th July 2020
- Recreation 7.00pm 13th July 2020
- Parish Council 7.00pm 20th July 2020

The following item was moved into private session

5946/20 To consider arrangements for the Coronavirus situation

Standing Orders were extended

The current evolving situation regarding the management of Coronavirus (Covid 19) is evolving on a daily basis. The Government had made a formal statement at 17.00 today ramping up the approach to be taken. This steer informs the below resolutions.

In response to government guidelines to protect older members of the population it was **RESOLVED** to close Winthrop as of 17/03/2020 until the end of May, this date will be kept under review. All events due to be held at Winthrop during this period to be cancelled.

For the same reason, the Wickersley Community Centre is to close to existing bookings for older members of the community. The majority have cancelled as of 16/03/2020. **RESOLVED** to not accept any new bookings until it is clear they can be accommodated safely.

RESOLVED to suspend all future Parish Council meetings and committees until end of May subject to monthly review.

RESOLVED to cancel all Parish events until further notice

RESOLVED that The Chair, Vice Chair and Chair of HR in conjunction with the Clerk make any decisions regarding the Parish Council, under the remit of Delegated Powers, during this close down period. If the Clerk is unable/unwell the Clerk Support to adopt this role. The Chair of HR to act as cover for the Chair or Vice of the Parish Council.

The Clerk to continue as RFO during this period, any unexpected areas of expenditure to follow the above decision-making route. Wages etc. to be paid as normal by the Clerk/RFO

Chairs of committees may continue with works from their committee, if desired, though no meetings may occur, no additional expenditure to be permitted for this work, unless prior agreement secured from Parish Clerk, Chair of Finance and Chair of HR.

Wickersley Parish Council

Chair of Finance to send out guidance to Chair regarding expenditure during this period.

It is expected that Wickersley Park development will continue as planned, the Chair and Vice Chair of Recreation and Parish Clerk to communicate regarding this project.

Notices and communications pertaining to the above to be posted online and on noticeboards.

The Clerking team will use this period to catch up on outstanding actions, e.g. Grounds Maintenance contract requests for works to be sent via the Clerk

Lost revenue for both WCCA and Winthrop have been identified as a consequence of this situation, It was **RESOLVED** they would both be supported sympathetically by the Parish Council t as the parent body.

Remaining bookings for WCCA will be looked at on an individual basis and to be subject to increased cleaning regimes. Opening/locking up procedures and operational restrictions to enable hygiene and safety to be priority at all times. Will be introduced to work around remaining bookings. (The only bookings remaining are involving children e.g. drama and stage skills who are not currently the subject of specific government advice) Groups who have cancelled bookings due to this situation will not be charged. Adult parties to be cancelled due to the numbers involved within close proximity to each other, children's parties to be reviewed individually. Monies/deposits paid to be returned for party bookings.

The Library as of 17/03/2020 are still to operate as normal. Cleaning regimes and opening/locking up as provided by the caretakers to be discussed with the Library manager during this period.

Staff will continue to work their hours as normal , the base and timing of hours will vary dependent on job role, whether in a medium/high risk health group and changing requirements .Working from home , where practicable will be an option Flexibility on all fronts will be required.

It is acknowledged staff may need to self-isolate if members of their family become ill or be off sick if they themselves become ill, current Government guidelines are now for a 14-day period. This will be covered by working from home or sick leave whichever is ap propriate. Staff are eligible to sick pay as determined by their contract of employment.

Social distancing (2 metres) is an important concept in the government approach and this must be considered by those working at the Centre.

It was requested that the telephones are covered Monday to Friday between the hours of 9.00 and 12.00noon. This will be done initially by one of the Clerking team covering the office. The option of answering phones remotely to be investigated.

If more than 1 member of the Clerking team is working in the Community Centre a distance of 2 metres should be between desks. The cover of the office/home working will evolve over the next few weeks as the situation/advice develops. A 3rd laptop has been ordered to enable all Clerks to work from home.

The Winthrop Organiser will either work from home or from Winthrop on an ad hoc basis at her discretion.

Wickersley Parish Council

The handymen will continue as normal subject to a discussion with the Chair and Clerk on 18/03/2020

The approach is very much to be shared and communication as we enter uncharted territory, email, mobiles, and social messaging to be used as means of communications. A list of mobile numbers for Councillors and staff to be circulated.

The Chair of Parish and the Parish Clerk are to hold a briefing meeting with all staff on 18/03/2020

The meeting was closed at 9.50 pm.

Signed(Chairman). Date: