



**Minutes of the Full Parish Council Meeting
18.30pm 21st June 2021 held in the Function Room, Wickersley Community Centre**

Members: Cllrs:- J Barber(Chairman), A Bates, C Grimes, S Ellis, M Godfrey, N Judah, B McNeely, K Phillips and P Thirlwall

In Attendance: C J Lavell (Parish Clerk) and 2 members of the police.

The updated terms of reference discussed at the May meeting were circulated for inclusion in member's file.

6046 To receive apologies for absence

Apologies were received from Cllr Boswell, Felstead and Scott for work reasons, Cllr Beighton (family sickness) and Cllr Woodhead (Holiday).

6047 To note any declarations of interest on items to be discussed at this meeting

Cllr Ellis declared a standing interest on licensing issues as is Chair of Licensing at RMBC. There were no other declarations.

6048 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)

No exclusions

6049 To receive report from the Police.

Thanks, and a welcome were given to Inspector Blake and PC Sheedy from the Police for attending the meeting.

Inspector Blake explained they were new members of the Safer Neighbourhood's policing team for the south of Rotherham and were pleased to take up the opportunity of meeting with the Parish Council to share with them what has been occurring in the Parish over the last year, how things were progressing and plans for improve communication for the future.

He welcomed the opportunity to reset the communications channels and stressed the importance of working together to meet local demand within the constraints of the familiar debate of resources V demand.

On the statistics front, comparing the first 6 months of this year to 2020 there has been a significant reduction in burglaries down from 413 to 332.

Cases of Anti-social behaviour during this period, remains similar with the 2 most common categories being nuisance neighbours and noisy/inconsiderate behaviour.

Wickersley Parish Council

They work on a targeted approach, identifying spikes in crime numbers and responding with a multi approach from different sections of the police force. This has proved very successfully recently when a spike in car crime was identified and with this approach an individual has been charged with 18 offences.

Questions were posed by Councillors relating to the night time economy and associated issues, which led to a discussion relating to licensing applications and the need for a co-ordinated support from the police in relation to responses to requests from RMBC for comments on licensing applications. This linked to the Cumulative Impact Zone (CIZ) and explanation that due to this, licensing is considered differently in Wickersley. Cllr Ellis to forward background information on the CIZ to Inspector Blake and PC Sheedy. PC Sheedy explained he is to attend License Watch meetings as a new initiative and is interested in undertaking further training/receiving information on licensing issues/the CIZ.

Councillors thanked the police for attending and that they were looking forward to a future closer working relationship.

6050 To consider any issues from members of the public

No members of the public present

6051 To consider any community matters from Councillors

Cllr Barber reported that the Clerk from Aston, Kate Butler has been awarded the British Empire Medal for her work as a Parish Clerk, an excellent achievement. The Parish Clerk to write and congratulate her.

Cllr Bates raised concerns regarding litter within the Parish.

He explained that due to hot weather at Bank Holidays when he has visited the park and recreation grounds, bins have been overflowing and considerable amounts of broken glass was noted.

He also noted the need of a formalised system of recording play equipment checks on a daily basis.

It was commented that the handymen are “working” on days off/bank holidays to help alleviate the situation on a goodwill basis. This is not sustainable long term. Currently the handymen cover the Parish Monday -Saturday.

Following a discussion, it was **RESOLVED** that

- The Parish clerk to undertake a review of working practices and prepare a way forward report for the July meeting and to note any cost implications.
- volunteer litter pickers would undertake a monthly litter pick around the Parish, Cllr Ellis to coordinate.
- Bags are to be used in all bins to ensure all waste is removed, (Parish Clerk confirmed this has already been actioned).

Cllr Grimes noted that 2 new benches are to be installed at the Tanyard by RMBC on behalf of 2 former Borough councillors.

Wickersley Parish Council

There are several examples in the Parish of residents planting/looking after Parish areas, though this is very thoughtful, the areas are already included in the grounds and Landscape contracts therefore needs to be sensitively addressed.

6052 To approve the minutes of the Council Meeting held on 18th May 2021

Resolved: The minutes of the meeting of 18th May 2021 were accepted as a true record.

6053 To note matters arising from the minutes of the Council Meeting of 18th May 2021

No responses have been received in response to the 2 Councillor vacancies, this will be reviewed as part of the next newsletter planning.

The Chair reported he had spoken to Chairs of Committees regarding restructuring of committees. The feedback received was all felt, due to backlog of project work, from lockdown and the desire to deliver these projects and new ones, it was not considered to be the best time to restructure. Therefore this will be reviewed at the Annual meeting in 2022. The same decision was agreed for the Governance committees.

It was **RESOLVED** to accept the above.

The Clerk reported back on the concern raised at the last meeting relating to rubbish at the charity shops. Responses have been received to the letters sent and it appears "bin raiding" at Charity shops is a national problem, with locks being cut off, bins forced open etc therefore a watching brief will be kept on the situation.

Rotherham Wheelers gave thanks for the use of the centre as a venue for their fund-raising event, however they have now had to change plans and will not be using the Centre.

6054 To consider financial matters, including: -

6055.1 authorisation of payment of accounts since the last meeting

Resolved: That the following payments are approved:-

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Wickersley Parish Council

WICKERSLEY PARISH COUNCIL						
APPROVAL OF PAYMENTS SCHEDULE						
Jun-21						
04/05/2021	DC	£98.70	£0.00	£98.70	Amazon	Printer ink, paper & new year files
05/05/2021	DC	£160.00	£26.67	£133.33	Rebuild Cost Assessment	Rebuild cost assessment report for insurance purposes
06/05/2021	DC	£480.00	£0.00	£480.00	Rebuild Cost Assessment	Rebuild cost assessment report for insurance purposes
19/05/2021	DC	£9.99	£0.00	£9.99	PC Part X	C Lavell - cable
30/05/2021	DC	£428.64	£40.45	£388.19	Winthrop debit card expenditure	May Winthrop expenditure - printer ink, fire extinguishers, café su
01/06/2021	DD	£15.10	£0.72	£14.38	Opus Energy	FP electricity 16/04 to 16/05
03/06/2021	DD	£22.35	£0.00	£22.35	Business Stream	Bob Mason water bill 11/02 to 18/05
03/06/2021	BACS	£1,191.39	£198.57	£992.82	Glasdon	New bins for Bob Mason & Wickersley Park
03/06/2021	BACS	£467.72	£77.95	£389.77	Stapletons	New padlocks & keys - Wickersley Park
03/06/2021	BACS	£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Apr
03/06/2021	BACS	£1,034.00	£0.00	£1,034.00	YLCA	YLCA Membership 01/04/21 to 31/03/22
03/06/2021	BACS	£175.19	£18.71	£156.48	Anna Chester expenses	Winthrop expenses Apr 2021
03/06/2021	BACS	£2,699.80	£289.26	£2,410.54	BHIB	Local Councils insurance renewal (from 01/06/21)
03/06/2021	BACS	£36.00	£6.00	£30.00	APC	Pest control monthly fee - May 21
03/06/2021	BACS	£1,075.00	£0.00	£1,075.00	MKS Tree & Garden Services	Removal of hanging branches & split beech to make safe
03/06/2021	BACS	£119.00	£19.83	£99.17	C Lavell	Monitor (Currys PC World)
04/06/2021	DD	£43.27	£0.00	£43.27	Business Stream	Tanyard toilets water bill 08/02 to 20/05
08/06/2021	DD	£62.61	£2.98	£59.63	Eon	Winthrop Gardens electricity 22/04 to 22/05
09/06/2021	DC	£40.00	£0.00	£40.00	ALCC	C Lavell ALCC membership
11/06/2021	DC	£7.20	£1.20	£6.00	Microsoft	Monthly charge - audio conferencing
16/06/2021	DC	£149.98	£24.99	£124.99	Screwfix	Cordless sander for handymen (graffiti removal)
16/06/2021	DC	£16.68	£0.00	£16.68	Post Office	Postage for meeting papers
17/06/2021	DD	£68.40	£11.40	£57.00	Sage	Monthly subscription fee Jun
30/06/2021	DD	£242.94	£40.49	£202.45	Veolia	Tanyard waste collections May 2021
		£360.00	£60.00	£300.00	Bothams Prestige	Moving of football post sockets
		£216.00	£36.00	£180.00	BHP IT	Charge for migration of Carol's data to spare laptop
		£50.72	£8.45	£42.27	South Anston Fire Extinguishers	Winthrop fire extinguishers service
		£2,200.00	£0.00	£2,200.00	Steve Oliver Services	New Gorse bridge
		£1,150.00	£0.00	£1,150.00	Steve Oliver Services	Wickersley wood gates
		£360.00	£60.00	£300.00	BHP IT	Quarterly IT support contract
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - May
		£104.40	£17.40	£87.00	South Anston Fire Extinguishers	Winthrop PAT testing
		£3.00	£0.00	£3.00	HM Land Registry	Copy of title document for Bob Mason for grant application
		£36.00	£6.00	£30.00	APC	Pest control monthly fee - Jun 21
		£495.00	£0.00	£495.00	Spectrum Futures CIC	Internal audit fee
		£80.15	£11.34	£68.81	Anna Chester expenses	Winthrop expenses May 2021
		£208.00	£34.70	£173.30	All Types Electric	10x LED spotlights for tanyard toilets
		£103.43	£17.20	£86.23	LBM	Handyman materials Apr/May
		£193.23	£32.20	£161.03	Ricoh UK Ltd	Printer/copier rental to 31/08 and printing charges to 31/05
20/06/2021	BACS	£7,321.33	£0.00	£7,321.33	Staff Salaries	June 2021 salaries
20/06/2021	BACS	£1,354.00	£0.00	£1,354.00	HMRC	PAYE & NI
Payable July	BACS	£1,394.19	£0.00	£1,394.19	SYPA	Superannuation June 2021
June Total		£26,980.75				

6055 To approve the accounts for 2020-2021

The Parish Clerk explained that the accounts for 2020-21 and the AGAR had been presented to the Internal Auditor, F Hazlehurst from Voluntary Action Rotherham.

The accounts having been prepared by the Parish Clerk and overseen by the Chair of Finance, Cllr J Barber prior to being submitted to the Internal Auditor.

The Internal Auditor signed off the accounts and AGAR on 17/06/2021 ready for submission to the External Auditor PKF Little John in July 2021 and the appropriate notices being displayed.

It was **RESOLVED** to approve the accounts presented by the Responsible Finance Officer

6056 To receive the Internal audit report and approve the associated action plan

It was **RESOLVED** to receive the internal auditors report and approve the action plan

These actions will be worked upon during the year and will be overseen by the Chair of Finance and Finance committee.

6057 To review and approve the Annual Governance statement 2020-21

The Clerk read out the 8 statements from the Annual Governance statement.

Wickersley Parish Council

RESOLVED unanimously to vote yes for each of the statements and to approve the Annual Governance statement

This section was signed by the Chair of the Parish Council and the Parish Clerk, quoting this minute.

6058 To approve the accounting statement 2020-21

RESOLVED unanimously to approve the accounting statement 2020-21

This section was signed by the Chair of the Parish Council and the Parish Clerk, quoting this minute.

6059 To approve the Annual Return

RESOLVED unanimously to approve the Annual Return 2020-21

6060 To approve the asset register

RESOLVED unanimously to approve the asset register

6061 To approve the financial risk assessment

RESOLVED unanimously to approve the financial risk assessment.

6062 Committee Membership

Cllr Thirlwall reported that the committee for WCCA would alter slightly to address the needs of the current Chair and WCCA. Cllr Ellis and Cllr Thirlwall will join the WCCA committee and Cllr Mc Neely would stand down for a year whilst post covid commercial recovery plans are put into place during 2021-22. It is anticipated that Cllr McNeely will continue as a community representative.

Representatives on other committees were discussed as several are under resourced. Cllr Judah is to join recreation committee.

Cllrs Bates and Judah offered to serve on additional committees to assist with this.

This will be discussed again at the July meeting to allow Cllr Felstead and Woodhead to state their preferences for committees to join.

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Wickersley Parish Council

Committees of the Council

Councillor	No. of Reps	Environment	Events	Finance	Human Resources	Planning	Recreation Grounds	Winthrop Gardens	Woodland	N.Plan
Barber	3			1	1			1		
Bates	4	1				1	1			1
Beighton	4	1	1		1			1		
Boswell	3			1					1	1
Ellis	5		1		1			1	1	1
Felsted										
Godfrey	3					1	1			1
Grimes	4	1	1	1				1		
Judah	3			1	1		1			
McNeely	3		1		1	1				
Phillips	3	1					1		1	
Thirlwall	5		1		1			1	1	1
Scott	1						1		1	
Woodhead										
Vacancy										
Vacancy										
REQUIRED		6	6	5	6	4	6	6	6	6
	SHORT	-2	-1	-1	0	-1	-1	-1	-1	-1

Representation on other Bodies

Councillor	Allotments	Bowling Green	Charities	Newsletter	WCCA	YLCA
Barber						OPEN TO ALL COUNCILLORS
Bates		1				
Beighton						
Boswell						
Ellis	1				1	
Felstead						
Godfrey						
Grimes			1			
Judah					1	
McNeely				1		
Phillips					1	
Thirlwall	1				1	
Scott						
Woodhead						
Vacancy						
Vacancy						
REQUIRED	2	2	1	2	4	
SHORT	0	-1	0	-1	0	

Wickersley Parish Council

6063 To receive and approve the following proposed policies, discussed and approved by the Human Resources committee

- a) Staff Absence policy -Annual Leave policy
- b) Staff Absence Policy -Sickness Policy
- c) Equal Opportunities policy

RESOLVED to endorse the recommendations from the HR committee, with the alteration of stating 8 Bank Holidays to Statutory Bank Holidays to accommodate any one-off additional dates e.g. The Queen's Platinum Jubilee 2022

6064 To receive a report relating to staffing from the Chair of Human Resources

Cllr Thirlwall reported that at a recent Human Resources Committee, when considering the revisions to the 'Staff Leave Policy' an anomaly between the amount of leave given to staff under their conditions of contract and the amount of leave stipulated in the 'Green Book' terms and conditions governing the employment of staff by Parish Councils was identified. This affects all 8 members of staff.

The HR committee sought the advice of the YLCA legal officer who came back with a list of options available to the Parish under the circumstances.

The HR Committee considered the options put forward and decided to recommend to Members the below.

In recognition of the Staff efforts during the pandemic and to remove the anomaly stated above, that each member of staff should be allocated a further two days leave, to be taken as directed; usually at Christmas time when the statutory leave for that period falls mid-week. Where no such direction is given by the Parish, the extra days may be taken by staff in normal way prescribed in the Parishes Leave Policy.

There are no cost implications of introducing this policy but there will be implications affecting staff working time, which the Clerk believes can be accommodated within the present staffing.

The Human Resources Committee recommendation is therefore to award an extra two days leave to each member of the staff in accordance with the above.

It was **RESOLVED** to agree to the above recommendation.

It is suggested that WCCA follow this advice also as the caretakers are employed on the same contract and this will be discussed at the forthcoming meeting of WCCA on 28/06/2021.

6065 Parish Council Update on Committees

Environment reported under Councillor matters (minute 6051) by Cllr Grimes.

Neighbourhood Plan Cllr Godfrey reported that the Neighbourhood Plan had now been submitted to RMBC.

Recreation- Cllr Bates reported that repairs to the roof at the sports pavilion at Bob Mason would commence in September and that a funding application has been made to the Football Association for support with this work.

Wickersley Parish Council

Several football clubs have come forward to use the facilities and these are being considered and the permit to use the recreation ground has been taken up by several local fitness groups, bringing in a small monthly income.

At the recent recreation committee meeting he reported that several areas of work had been highlighted for funding /project monies including solar lighting at Wickersley Park and work on paths.

Winthrop Cllr Ellis reported that Winthrop Gardens and café have reopened in a covid secure way. The café is limited to serving beverages and cakes due to space in the Kitchen. The gardens are looking well and visitors are enjoying returning. Winthrop have secured a further community funding of £600 from the Co-op and are hosting several events to boost their funds. The memory café has increased to twice monthly meetings due to need.

Unfortunately, the thank you event for volunteers on June 23rd has been cancelled due to the continuation of Covid secure restrictions. As there are now over 70 volunteers to host and the government maximum is 30.

Human Resources Cllr Thirlwall reported that the new Assistant Clerk has successfully passed her probationary period and is therefore now a permanent member of staff.

It was **RESOLVED** to extend standing orders by 15 minutes.

6066 To consider any general correspondence

The Clerk had circulated all general correspondence by email.

6067 To consider and approve the proposed process for dealing with planning applications.

This report had been circulated to Councillors and was debated with several changes requested. The process report has been amended to reflect this.

The process detailed in Appendix 1 stating the management of the process for considering planning applications was **RESOLVED** to be implemented.

6068 Planning and Licensing applications update (applications are still being considered and managed by Cllr Godfrey, with email conversations with Councillors where required as per minute 5963/20) To consider planning and licensing matters including new planning applications in Wickersley.

It was **RESOLVED** to submit objections for the reasons stated to RMBC with reference to the following 3 planning applications.

RB2021/0931
71 Goose Lane Wickersley

Demolition of existing bungalow and erection of single dwelling
<http://rotherham.planportal.co.uk/?id=RB2021/0931>

The objection to the application is as follows:

Wickersley Parish Council

Wickersley Parish Council objects to this application on the grounds that the height and bulk of the proposed two and a half story dwelling will be out of keeping with the immediate vicinity, which primarily comprises bungalows and dormer bungalows, and will result in an overly dominant development which creates a discordant feature in the street scene. Furthermore, the proposed development will result in the loss of a number of boundary trees which make a significant amenity contribution to the street scene.

The Parish Council would also like to point out that there is a significant discrepancy between the site plan and the plans shown in the arboricultural report. The proposed dwelling is shown located further back into the site within the arboricultural report and also shows a larger dwelling. If the correct location is that shown on the site plan, then the impact on the trees will be different to that specified in the arboricultural report.

RB2021/1067

7 Patterdale Grove Wickersley

Application to undertake works to a tree(s) protected by RMBC TPO No. 10, 2010

<http://rotherham.planportal.co.uk/?id=RB2021/1067>

The objection to the application is as follows:

Wickersley Parish Council objects to the removal of protected trees unless it can be demonstrated that they pose a safety risk or are in poor health and have little amenity value. This application should therefore be accompanied by an arboricultural report to justify the grounds for its removal on safety grounds as put forward by the applicants.

RB2021/1113

8 Spruce Avenue Wickersley

Demolition of existing garage and erection of two storey side extension & detached single garage

<http://rotherham.planportal.co.uk/?id=RB2021/1113>

The objection to the application is as follows:

Wickersley Parish Council objects to the relocation of the garage in the front garden area of this property as it will represent an obtrusive feature which is not in keeping with the street scene

6069 To note dates of future committee meetings and events

- To note dates of future committee meetings, and the next Parish Council Meetings (Function room or Library at the Community Centre at 18.30)

Monday 19th July 2021

Monday 20th September 2021

Monday 18th October 2021

Monday 15th November 2021

Monday 13th December 2021

Dates of Committees

Monday 28th June 2021 WCCA at 18.30

Tuesday 6th July 2021 Environment at 18.30

The meeting was closed at 20.45pm

Signed(Chairman) Dated.

Wickersley Parish Council

Appendix 1

Wickersley Parish Council
June 2021

Managing The Review Process for Planning Applications

1 Introduction

During the lock down period, we changed the way that we managed the process for reviewing planning applications. Rather than considering applications at the monthly Parish Council meeting, we moved to a system of review via e-mail. At our May 2021 Parish Council meeting it was agreed that Councillors Ellis, Godfrey and Barber would consider the best way forward now that we are meeting on a face-to-face basis again.

2. Considerations

There are a number of advantages of continuing with the current system as this gives Councillors more time and more information on which to consider the planning applications received, and consider the recommendations made by Councillor Godfrey. It is therefore proposed that we continue the process we introduced during lock down, but with a formal sign off of those recommendations at the monthly Parish Council meeting.

3 Proposed System

The proposed way we will work therefore is:

- a) The Chair of Planning will continue to review all planning and licencing applications received and make recommendations on any action we should take.
- b) A week before the Parish Council meeting, information on the applications and recommendations with regard to those applications will be circulated to Councillors by email
- c) Councillors will be asked to indicate their support for recommendations, also by email, and those responses will be summarised for reporting to the Parish Council meeting for sign off.
- d) If the Chair of Planning is not available, the previous system of discussing all applications at Full Council will be reverted back to, papers relating to applications will be circulated in advance to enable an informed discussion.
- e) The Chair of Planning ideally is a suitably qualified planning officer,