

Wickersley Parish Council



Minutes of the Full Parish Council Meeting 19.00pm 20th September 2021 held in the Meeting Room, Wickersley Community Centre

Members: Cllrs:- J Barber (Chair for the meeting), A Bates, P Beighton, E Boswell, S Ellis C Grimes, M Godfrey, N Judah, B McNeely, M Scott, P Thirlwall and M Woodhead

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

6091 To receive apologies for absence

Apologies were received from Cllr K Phillips (work)

6092 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.

6093 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)

Agenda item 14 report on the Handyman moved to confidential.

6094 To consider any issues from members of the public

A member of the public raised 2 issues: -

Concern regarding streetlights not working adjacent to the church, it was explained these were the responsibility of RMBC, the member of the public stated RMBC were aware of this issue.

It was stated he and a former colleague had arranged for a bench to be sited on the Tanyard and he requested that a bin is purchased and situated next to the bench. He was thanked for the provision of the bench, and it was explained litter and litter bins are being considered across the Parish currently, certain areas in conjunction with RMBC therefore this will be looked at, in conjunction with this greater overview.

The member of the public left.

6095 To consider any community matters from Councillors

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Cllr Barber explained that the advert for new Councilors had attracted to date, 1 expression of interest. It was **RESOLVED** to invite this candidate to the October meeting and be invited to explain their interest in becoming a Councillor and respond to any questions. Any further applicants will also be invited.

Cllr Barber explained there were now 3 vacancies as Cllr Felstead had moved out of the area and offered his resignation as a Parish councillor.

6096 To approve the minutes of the Council Meeting held on 19th July 2021

Resolved: The minutes of the meeting of 19th July 21st 2021 were accepted as a true record with the correction of 2 typos.

6096 To note matters arising from the minutes of the Council Meeting of 19th July 2021

Cllr Naveen Judah should be included on the Recreation Committee as a new member.

Cllr Godfrey reported that the planning application on Cutlers Walk to undertake works to TPO'd trees had been approved as the trees having a crown lift as opposed to the proposed reduction in height. An amended plan had been submitted for the garage application on Spruce Avenue, with the position of the garage moved further back from the street view.

6097 To consider financial matters, including: -

The authorisation of payment of accounts since the last meeting

Resolved: That the following payments are approved for September.

Sage Ref	Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
September 21							
1059P	02/09/2021	DD	£94.78	£4.51	£90.27	Eon Next	Winthrop electricity 23/06 to 31/07
1060P	06/09/2021	DD	£97.03	£0.00	£97.03	Business Stream	Tanyard toilets water bill 20/05 to 18/08
1051P		DD	£51.52	£2.45	£49.07	N Power	Roundabout F/P electricity 01/07 to 31/07
1052P		DD	£22.98	£1.09	£21.89	N Power	Bob Mason electricity 01/07 to 31/07
1053P	08/09/2021	DD	£18.20	£0.87	£17.33	N Power	Tanyard toilets electricity 01/07 to 31/07
1033P	09/09/2021	BACS	£26.03	£0.00	£26.03	WCCA (Post Office)	Postage costs for meeting papers - paid on WCCA card in error
1039P	09/09/2021	BACS	£156.85	£26.14	£130.71	Killis	Cleaning products, bin bags, etc.
1040P	09/09/2021	BACS	£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Jul
1043P	09/09/2021	BACS	£78.84	£7.96	£70.88	Anna Chester expenses	Winthrop expenses Jul 2021
1047P	09/09/2021	BACS	£41.04	£6.84	£34.20	Wei Medical	Defibrillator pads for Bob Mason defib
1048P	09/09/2021	BACS	£120.00	£0.00	£120.00	MKS Tree & Garden	Removal of 2x broken branches in Wickersley Wood to make s
1049P	09/09/2021	BACS	£510.00	£85.00	£425.00	Bothams Prestige	Herbicide spraying of 2x football pitches
1050P	09/09/2021	BACS	£29.70	£4.92	£24.78	LBM	Handymen materials Jul
1057P	09/09/2021	BACS	£36.00	£6.00	£30.00	APC	Pest control monthly fee - Aug 21
1058P	09/09/2021	BACS	£120.00	£20.00	£100.00	Carter Towler	Tanyard toilet block rent
1062P	09/09/2021	BACS	£569.00	£0.00	£569.00	Sam Business Services	Sept Newsletter design & print charges
1063P	09/09/2021	BACS	£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Aug
1064P	09/09/2021	BACS	£283.36	£32.98	£250.38	Anna Chester expenses	Winthrop expenses Aug 2021
1066P	09/09/2021	BACS	£216.00	£36.00	£180.00	BHP IT	Set up costs for C Lavell new laptop
906P			£360.00	£60.00	£300.00	Bothams Prestige	Moving of football post sockets
1036P			£745.20	£124.20	£621.00	Burkinshaw & Sons	Rec projects - bike track refurb
1038P			£781.70	£130.28	£651.42	BHP IT	New laptop for C Lavell
	20/09/2021	BACS	£7,482.62	£0.00	£7,482.62	Staff Salaries	September 2021 salaries
	20/09/2021	BACS	£1,436.16	£0.00	£1,329.80	HMRC	PAYE & NI
	Payable October	BACS	£1,411.89	£0.00	£1,394.19	SYPA	Superannuation September 2021
	Sept Total		£17,396.24				

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6098 To receive the update on small projects.

The Clerk circulated the revised small projects spreadsheet (Appendix 1) showing progress on outstanding projects from 2019-2021.

Cllr Beighton, Chair of Environment committee explained that as support could not be obtained from RMBC who own the land, the project to tidy up the area outside of the co-op would not be going ahead. £3,000 will therefore be returned to reserves.

Cllr Beighton explained the difficulties being experienced progressing the new road signs for the Parish, a project which had been ongoing for many years which was unable to secure permission from RMBC for mutually agreed signage. It was decided to pause this project, return the budget of £4,500 to reserves and to revisit the project in the future (as a new project bid) if circumstances change.

Cllr Bates, Chair of Recreation committee explained that the bike track had been refurbished and had come in considerably under budget, there are still some minor issues to be dealt with before being signed off. It is envisaged approx. £1250 will be returned to reserves.

Cllr Bates explained that the monies for upgrading the paths etc at Bob Mason at a cost of £5,000 would be going ahead, a 3rd quotation was awaited.

Cllr Scott, Chair of Woodlands committee explained that the repairs to the bridge and adjacent area at the Gorse had been completed, at a reduced cost of £2,500 therefore £2,500 would be returned to reserves.

Cllr Scott stated that he expected that the wood Coppicing, wood grassland survey and wood fungal survey would all go ahead in this financial year, as they are part of the woodland's management plan.

In total, £11,250 is to be returned to reserves. Remaining projects are forecast to cost £11,200.

6099 To note the return of election budget to reserves

It was **RESOLVED** to accept the return of unspent election budget of £6,500 to reserves.

6100 To receive and approve the following updated policies, discussed and approved by the Human Resources committee on 1/9/2021

- a) Code of Conduct
- b) Complaints Procedure

Code of Conduct

The Clerk explained that the revised version of the Code of Conduct model has now been received from YLCA dated May 2021. It had been delayed to reflect legal cases late 2020.

The Clerk explained the current WPC Code had been extensively compared with the revised model (prepared by LGA) which is considerably longer and includes comprehensive information as to standards of conduct expected by Councilors, obligations of Councillors and General principles of Councillors in public office. The Clerk had altered it accordingly to

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reflect the needs of the Parish Council and to incorporate sections pertinent to WPC as agreed at the HR committee.

The document had been recommended for approval by Human Resources committee

It was **RESOLVED** to adopt the proposed Code of Conduct.

Complaints Procedure

The Clerk presented a draft proposed complaints procedure. It is based on the NALC model, our current policy and the NALC legal briefing and the Clerk has brought all the strands into the one draft document, The Internal Auditor having identified it is a priority document to update, the current version being dated 2013.

The document had been recommended for approval by Human Resources committee

It was **RESOLVED** to adopt the proposed Complaints Procedure.

It was **RESOLVED** that in future copies of all working papers illustrating differences between existing policies and proposed policies are provided to all Councillors and not just to the Committee with which responsibility for the policy resides. The Clerk had offered to provide all Councillors with this paperwork for the above policies however this offer was declined.

6101 To receive a request for the funding of Solar Lights

Cllr Bates presented a written report (Appendix 2) relating to this project, explaining it was being brought to Full Council in advance of the October meeting at which it had been agreed to discuss small project bids, as this project was to address issues of lighting on dark nights.

He explained the need was identified following consultation with residents during the development of the Wickersley Park 4-part plan. The proposal is for a further 5 lights to be provided along the path which runs between the 2 access gates, passing the children's play area, a much-used path which is currently not illuminated.

The costs identified for provision and installation are £4125.

It was **RESOLVED** unanimously to support this project.

6102 To appoint a second Councillor as a representative to the Bowling Club

It was identified at HR Committee that there was a vacancy for the above, when looking at governance issues relating to both the Bowling Club and the Allotments. The need being identified that the Parish Council needs to be satisfied that both organisations are being governed correctly and in accordance with their constitution. Cllr Thirlwall is to look at this for the allotment association. The Bowling Club review will be delayed until a 2nd appointment is made.

It was **RESOLVED** that a representative will be appointed from the Recreation or the Environment committee at their next meeting and will report back to Full Council.

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6103 To confirm agreement of telephone numbers of Councillors for Council Business

The Clerk reported that at the recent HR committee meeting when discussing the complaints policy and the need for Councillors to be contacted by telephone, it was identified that this needs to be formally recorded as identified by GDPR legislation and regularly reviewed.

All Councillors completed the list detailing the number they prefer to be used in the public domain. The Clerk will update the website accordingly.

It was raised that Councillors should not be contacted via circulation contact lists for Council business but by Bcc contact. The Clerk(s) to action this for Full Council and committee meetings.

6104 To receive a briefing report regarding volunteers in the Parish.

The Clerk presented a report (Appendix 3), to consider and formalise the role of volunteers across the Parish Council community.

Winthrop Gardens has a strong and successful operational history of working with volunteers. It is felt this could be replicated across the village and in the Spring newsletter, a feature asked for volunteers for a variety of tasks to express interest. Thirty-five people expressed interest in one or more of the following, litter picking, newspaper delivery, woodland tasks, wood watchers, snow wardens, walk leader and helping at events.

It was **RESOLVED** to progress the volunteering option by the following actions

- Produce a calendar of events annually, circulated to all volunteers as acknowledged some volunteers may opt to volunteer for additional tasks
- The above will be informed by tasks required by committees (Recreation, woodlands, environment) and be a standing item at all future meetings
- A Councillor will lead and organise each volunteering event
- A designated member of the Clerk team will provide administrative support (Deputy Clerk)
- The snow warden team will link to RMBC snow warden scheme
- The walk leader volunteer, to lead a walk detailed on the newsletter after each publication
- All health and safety aspects to be correctly documented and recorded, including linking to RMBC Officers where appropriate

A meeting to be arranged to “kick start” this action to include Cllrs Ellis, Woodhead and Committee chairs, the Parish Clerk and Deputy Clerk.

6105 To consider any general correspondence

The Clerk reported that a letter had been received from a member of the public requesting permission to put a memorial plaque on a bench on the Tanyard in memory of his late mother.

The policy of the Council is not to allow any plaques or benches as memorials, the Clerk was asked to respond accordingly.

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The Clerk reported that RMBC had responded regarding the planning complaint initially lodged in January 2021, that they were now in a position to investigate the complaint. They wish to discuss the complaint directly with members of the Parish Council. Cllrs Thirlwall and Woodhead volunteered for the task. The Clerk was asked to respond accordingly to RMBC.

6106 Planning and Licensing applications update (applications are considered by and managed by Cllr Godfrey, Chair of Planning in line with the Review process for planning applications, agreed at minute 6067)

It was **RESOLVED** to submit an objection for the reasons stated to RMBC with reference to the following planning application.

RB2021/1603 1, Morthen View Application to vary condition No 7 (removal of boundary hedge) imposed by RB2016/1637.

The hedge is part of a soft landscape feature along this part of Morthen Road which has hedging to the north and south. This is an important feature as was recognised when the condition was imposed with the planning officer stating in the report that *'It is considered that the retention of the site's Morthen Road frontage is important to this semi-rural locality and this should be controlled via the imposition of an appropriately worded condition'*. There is no justification for removal of the condition given that the hedging continues to form part of the soft landscaping along this part of Morthen Road which lies adjacent to the Green Belt.

The PC objected to the removal of this hedge as part of application RB2021/1087 for erection of two outbuildings and erection of a garden wall and fencing in place of this hedging. The PC's objection to the removal of the condition which protects this hedge is therefore consistent with our previous objection.

Councillor Godfrey brought to the attention of Councillors the following report on the application for the License at Fika Coffee Lounge.

Application for alcohol licence for Fika Coffee Lounge, 212, Bawtry Road

The PC objected to an application for a licence for this property on the grounds of it adding to the cumulative impact of existing licensed premises in Wickersley unless strictly controlled by conditions which only allow the sale of alcohol as an accompaniment to food. The premises will only open in the evening for private bookings. After considerable negotiation between the PC, RMBC's licensing officer and the applicant, a set of conditions were agreed with the applicant which were felt to satisfy the PC's concerns and these are attached. The PC therefore withdrew its objection on that basis thus avoiding the need for hearing to take place. The premises will only be permitted to operate as a coffee shop/restaurant and the conditions imposed will ensure tight control of alcohol sale.

Moved to confidential

6107 To receive a briefing report relating to the handymen from the Chair of Human resources and the Parish Clerk.

The Parish Clerk had prepared a briefing paper following the discussion regarding this at HR committee. The Chair of HR spoke through the briefing paper.

After discussion, it was **RESOLVED** to defer this until budget setting time and to consider what support can be given by RMBC.

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6108 To note dates of future committee meetings and events

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

Dates of Full Council Meetings

Monday 18th October 2021
Monday 15th November 2021
Monday 13th December 2021

Dates of Committees

Finance Thursday 7th October 2021 at 2.00pm
Events Lights 12th October 2021 at 2.00pm
Recreation Monday 11th October 202 at 6.30pm
WCCA Monday 25th October 2021 at 6.30pm
Environment Tuesday 2nd November 2021 at 6.30pm
Events Lights 9th November 2021 at 2.00pm
Christmas Lights switch on 20th/27th November 2021
Woodland Tuesday 30th November 2021 at 6.30pm
HR Wednesday 24th November 2021 at 9.30am
Christmas Lights debrief 23rd/30th November 2021 at 10.00am
Winthrop Friday 3rd December 2021 at 9.00am
Finance Tuesday 7th December 2021 at 2.00pm

The meeting was closed at 21.00pm

Signed(Chairman) Dated.

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Appendix 1

Report on small Projects 2021-22 -Updated as at September 2021			Updated 21/09/2021 following Council Meeting		Agenda Item 8.2	
Committee	Project 2020-21	Amount £	Rollover agreed from 2019/20	Rollover Amount	Monies released from project not going ahead	Comments
		Agreed at February 2020 Council meeting	Project			
Environment	Hanging Baskets	500				Completed
	Tidy up area near co-op, site of former recycling bins	3,000	Wickersley Signs	£4,500		Co-op project under discussion, Signs project progressing slowly
Recreation	Sports programme diversionary activities	0	Bike track refurbishment	£2,000	£2,000 from diversionary activities	Diversionary project not going ahead-Covid, Bike Track almost completed
	Upgrade of play area at Bob Maison, play equipment from Wickersley Park etc	5,000	Phased Upgrade of Bob Mason,	£5,000		Upgrade of play area completed, AB aims to spend all the monies this financial year
Woodlands	Sculpture	1,000	Wood coppicing	£5,500		Sculpture completed, MS aims to spend these monies this financial year
	Bridge repairs/replacement, the Gorse	2,500	Wood grassland survey	£350		Bridge completed at reduced cost of £2,500 from agreed £5,000, MS aims to spend these monies this financial year
			Wood Fungal Survey	£350		MS aims to spend these monies this year MS 16/8/2020
HR	New website	1,600				Completed
Total		£13,600		£17,700		Total £31,300 if all completed
	Expenditure to date	£10,600	Expenditure /committed to date	£2,000		
	Not yet committed to spend	£3,000	Not yet committed to spend	15,700		
	Green box indicates money spent/project started so committed					
	Blue boxes project not going ahead as at 20/9/2021					
	Yellow boxes, projects going ahead due for completion 31/03/2022					

6109 To receive the update on small projects.

In total, £11,250 is to be returned to reserves. Remaining projects are forecast to cost £11,200.

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Appendix 2

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Request for Project Funding

Committee: Recreation Grounds

Location: Wickersley Park

Project: Wickersley Park Development

Date of Application: 20th Sept 2021

Date for Project Completion: November 2021

Project: Supply and installation of Solar lighting to main through-path from Warran Road to Oaktree Close.

Background:

From extensive consultation with Wickersley residents, feed back from surveys, during the development of the Wickersley Park 4 part plan of improvement, the provision of lighting was the next often requested item after upgrades to the play equipment. The Play equipment scheme was successful completed during 2020 and was vet positively received. An element within the 2nd phase of development was for the installation of 6 x solar powered lights, evenly spaced to provide an illuminated walk through the park. The route is a commonly used transit path from the Wickersley School and Bus stops on Bawtry Road, and dark mornings and evenings make the path-way a forbidding place. It is additionally a suggested foil against ASB.

One light was installed by RMBC FOC 2021 – with thanks. This worked successfully. It is hoped to install another 5 lights at a cost of £4125.00 before mid-winter 2021.

The lights have an approx. 7 year life cycle and current replacement of rechargable batteries is circa £150 / light.

Regards,

Andrew Bates

Chair of Recreation Ground Committee 2021-22

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Appendix 3

Wickersley Parish Council meeting 20th September 2021

Agenda Item 14

Volunteer Briefing Paper

Objective

To consider and formalise the role of volunteers across the Parish Council community.

Background

Wickersley Parish Council wishes to address the total picture of looking after the village. As an ambitious Parish Council, it is acknowledged there are many tasks that volunteers could assist with, to help make the village a better place in which to live and work.

The aim of this paper is to brief Councillors on what has been done to date, and open the debate as how to progress the role of volunteers for the future.

Work to date

The parish newsletter delivered in the Spring of 2021 promoted the 'Team Parish' ethos and invited residents of Wickersley to communicate with us via the web site- Facebook or completing a tear off strip on the newsletter if they were interested in volunteering for the parish.

Categories were listed for example Litter picking – newsletter- walk leader – Woodland volunteer – help at events – snow wardens and activities at Winthrop, applicants were requested to indicate what they were interested in assisting us with.

The Winthrop Organiser who has a long and successful history in managing volunteers at Winthrop has responded to those who expressed an interest in volunteering at Winthrop (café and garden) and many have already commenced volunteering there.

There have been 35 volunteers logged on to the general system (excluding Winthrop)

40% or 14 of the listed Team Parish volunteers have volunteered for one area of interest only, others have volunteered for several areas and the break down is below.

68.5% - 24 Litter picking

14.29% - 5 newsletter delivery

28.57% - 10 Woodland Volunteers

22.86 % - 8 Wood watchers

8.57% - 3 Snow wardens

1 walk leader

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34.29% - 12 help at events

14.29% - 5 for consultation only

There have been some volunteering events organised already at which time the volunteers have been contacted via email regarding the event and invited to join.

During the differing requirement for lockdown or covid restrictions we were limited for example for a litter picking event it could only be groups of 6 max and those 6 could not interact with any other group. Instances of responses that were positive ended up in no shows on the day, which made the covid time events more difficult to manage. Litter picking – Balsam pulling -bracken pulling and a tidy up at Stephen Shore Garden have been organised and volunteers notified via email with Facebook posts to promote the event.

The woodland volunteers have not been initiated at yet ,as the Parish have an existing group of volunteers (14 numbers vary) from two rambling clubs with their own skill set, who in turn did not want to take on the responsibility of managing other ‘new’ volunteers. – the issue was discussed at a Woodland Committee; at which time it was considered that these existing volunteers would remain independent and the Chair of woodland is currently exploring options for the new group.

The recent newsletter delivery was supported by volunteers, as well as by Staff and Councillors.

Lessons learned/Points to note

The use of volunteers can enable more actions to be undertaken, though the time involved mobilising this resource and setting up the activity should not be underestimated. It is hoped the more an activity occurs, the more familiar all will become of the tasks involved, health and safety to be observed etc.

There is a safety and training angle to be considered before any volunteers can volunteer with us. Wayne Munroe Smith from RMBC has kindly provided this for the litter pickers and we are able to work with his existing scheme e.g., removal of rubbish collected etc This needs to be formalised for other activities.

An event needs to be planned in advance in order not to conflict with other work across the Parish, especially as many aspects of volunteering impact on the work of Clerks who provide the supporting role.

Ideally, each activity will have a designated “leader” perhaps a Councillor who will plan regular events to keep the momentum for volunteers and benefits to the village noticeable, as well as providing a liaison point with the Clerks.

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It should be noted that Winthrop already has established communication routes, training and risk assessments for all activities undertaken. These need to be developed for Parish wide volunteering, following the format of Winthrop documents.

Risks

There are health and safety issues to be considered for volunteers, insurance checks to ensure they are covered for tasks to undertake etc

There is a concern this may become over onerous on the work of the Clerking team which would be to the detriment of other works/not cost effective. The recent newsletter delivery was noticeably demanding on the time of the Clerks (all 3).

Next step

1. Gauge opinion of Full Council

We now need to decide how to move forward from this point, to harness the interest which has been generated, if in fact this is considered to be the way forward by Full Council.

2. Determine how to manage Parish wide volunteering

3. How to move forward and develop a plan

4. If Councillors do not support the option at the current time, determine whether to revisit in the future or class “not to proceed”

Report Author

Carol J Lavell

Parish Clerk