



**Minutes of the Full Parish Council Meeting
18:30, 20th November 2023
Held in the Meeting Room at Wickersley Community Centre**

- Members: Cllrs: J Barber (Chair), A Bates (Vice-Chair), P Beighton, E Boswell, M Godfrey, C Grimes, B McNeely, K Phillips, J Robinson, M Scott, P Whitworth & M Woodhead
- In attendance: Cllrs: J Barber (Chair), A Bates (Vice-Chair), P Beighton, C Grimes, B McNeely, K Phillips, J Robinson, P Whitworth & M Woodhead
- In attendance: C Lavell-Smith (Parish Clerk), and 4 members of the public

6545 To receive and approve apologies for absence

Apologies received and **RESOLVED** to approve the reasons for absence for Cllrs Godfrey and Scott.

No apologies received from Cllr Boswell

6546 To note any declarations of interest on items to be discussed at this meeting

None declared.

6547 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 to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

No exclusions

6548 To discuss Police & crime matters and receive a comment from a member of the public

Two police attended to give the apologies for PC Woolley who had been called to an incident. Though the attending police could not provide a report, they did listen to a concern raised by a member of the public who had attended to raise this concern with the police. The member of the public explained he was very concerned with speeding vehicles in excess of 50mph on a 20-mph restricted road, Black Carr Road. The attending police stated they will pass this concern

Chairman initials:

Handwritten initials, likely "AB", in black ink.

to PC Woolley and explore whether a spot-check could be undertaken on this area of road.

The police and member of the public left the meeting after this item.

6549 To consider the co-option process to fill three casual vacancies on the parish council

Three members of the public presented themselves for co-option to the parish council. They each spoke through a resume of their experience and reasons for wishing to join the parish council.

It was **RESOLVED** to co-opt, Kathryn Davies, Elizabeth Harwood, and Greg Pacey onto Wickersley Parish Council.

The Chair welcome all to the council and all completed their declaration of office paperwork, received their council induction file and Register of Interests form and joined the table as councillors.

6550 To consider any matters from Councillors in attendance

Cllr Bates provided an update regarding the footpaths on the north side of the village and their refurbishment process. He also explained that new lighting is to be provided for the area around the Memorial Garden to better illuminate this area.

6551 To approve the minutes of the council meeting on 16th October 2023

RESOLVED unanimously that the minutes of the meeting of 16th October 2023 are approved as a true record.

6552 To note matters arising from the minutes of the council meeting on 16th October 2023

6508 Cllr Bates requested an update on the showers at Bob Mason. The Clerk explained this was work in progress with a new immersion heater fitted in the away changing rooms, having to be replaced as it is faulty. The replaced immersion is not getting the water to an acceptable temperature or the temperature required by the legionella policy. This is now thought to be an electrical issue therefore is to be looked at by an electrician who will also double check the wiring and immersion switch for the home changing rooms.

6532 Cllr Barber reported that the Ward Councillors-Wickersley South, Cllrs T and Z Collingham and Alex Stafford MP had recently held an open community meeting to determine issues of concern within their constituency. Items which were listed included vermin control and the need for a banking hub.

6534 Cllr Barber reported that conditional planning approval has been granted by RMBC for the Winthrop Gardens development and to note that the intention is to bring to full council in early 2024 the Business case for the full development and funding options.

6540 The Chair gave thanks to Cllrs Bates and Phillips for their contributions to the Remembrance Day events over the Remembrance weekend on behalf of the parish council.

6542 The Chair gave thanks to Cllr Bates for organising the recent Blue Sky thinking event, explaining that it would help provide the steer for the emerging business plan. He first asked that each committee considered the actions pertinent to their committee as to whether they should be included within the 2024-2027 business plan.

6553 To consider financial matters including:

6553.1 The authorisation of payment of accounts since the last meeting

The list of payments to be authorised was considered by councillors.

Cllr Whitworth questioned whether in future years, parishioners could sponsor a lamp post poppy in exchange for a fee, as done in Ravensfield. It was agreed to consider this as part of the future planning of 2024 Remembrance events.

Cllr Grimes asked whether the list of cheque signatories is up to date due to the change in councillors. The Clerk responded stating that this and other areas had been flagged up in a recent meeting with the internal auditor as part of the new pre internal audit check, therefore would be considered in due course, and overseen by the finance committee.

Cllr Bates requested that in future the payments approval list is accompanied by line numbering.

One of the expenses payments to the Winthrop organiser was questioned as being very high. The Winthrop chair explained this was a reimbursement for a grant purchasing benches. Councillors stated this should follow the usual ordering and invoicing route and not go via personal expenses claim. The clerk will follow this up in accordance with financial regulations.

RESOLVED unanimously that the following payments are approved:

November 2023							
1986&7P	10/10/2023	DC	£59.83	£0.00	£59.83	Amazon	Legionella log book & water temperature probe
1989P	20/10/2023	DC	£21.49	£3.58	£17.91	Amazon	Glue sticks & batteries
1990P	22/10/2023	DC	£7.75	£1.23	£6.46	Amazon	Tape dispenser & tape
1991P	23/10/2023	DC	£19.88	£3.31	£16.57	Amazon	Paper (for home working)
2010P	01/11/2023	DC	£136.27	£22.71	£113.56	Arco	Hi vis jackets & WPC embroidery
1997P	01/11/2023	DC	£27.18	£4.54	£22.64	Amazon	Fairy lights
1998P	02/11/2023	DC	£450.00	£0.00	£450.00	Royal British Legion	100x lamp post poppies + wreath
2013P	08/11/2023	DC	£99.49	£16.58	£82.91	Amazon	Wireless microphones
1983P	13/11/2023	DD	£88.60	£4.22	£84.38	N Power	Bob Mason electricity 01/09 to 30/09
1984P	13/11/2023	DD	£13.06	£0.62	£12.44	N Power	Roundabout FP electricity 01/09 to 30/09
1985P	13/11/2023	DD	£39.21	£1.87	£37.34	N Power	Tanyard toilets electricity 01/09 to 30/09
2001P	13/11/2023	DD	£151.39	£7.21	£144.18	Eon Next	Winthrop electricity 25/08 to 10/09
2017P	15/11/2023	DC	£97.50	£0.00	£97.50	Royal Mail	Stamps
2005P	16/11/2023	DD	£77.40	£12.90	£64.50	Sage	Sage monthly fee Nov 23
2009P	17/11/2023	DD	£21.41	£0.00	£21.41	Water Plus	Winthrop water bill 01/08 to 01/11
2003P	20/11/2023	DD	£239.76	£39.96	£199.80	KCM	Tanyard bin collections Oct 23
2004P	20/11/2023	DD	£72.00	£12.00	£60.00	KCM	Bob Mason bin collections Oct 23
2008P	21/11/2023	DD	£12.64	£0.60	£12.04	British Gas	Feeder pillar electricity (health centre) 02/10 to 01/11
2014P	27/11/2023	DD	£233.06	£38.84	£194.22	BT	Office phone & broadband quarterly bill
1988P			£8,355.38	£1,392.56	£6,962.82	RMBC	Replacement solar lights at Wickersley Park (insurance money received cover £6837.82 of net amount)
1993P			£400.00	£0.00	£400.00	RMBC	Road closure for Xmas lights event
1994P			£21.55	£3.59	£17.96	QDOS	Printer paper
1995P			£120.00	£20.00	£100.00	Real World Business	Payroll services Oct 23
1996P			£22.75	£3.79	£18.96	Kinspeed	Monthly backup fees - Oct 23
1999P			£50.00	£0.00	£50.00	P J Parker Trading Ltd	Storyteller 50% fee for cancelled Lantern Walk event
2000P			£4.95	£0.82	£4.13	LBM	Handyman materials Oct 23
2006P			£12.00	£0.00	£12.00	RMBC	Sewage works allotments rent 01/11/23 to 31/10/24
2007P			£45.47	£7.58	£37.89	QDOS	Stationery
2011P			£62.92	£10.49	£52.43	Killis	Tanyard toilet supplies
2012P			£99.00	£0.00	£99.00	On The Scene Medics UK	First aiders for Christmas Lights event
2015P			£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Oct 23
2016P			£37.80	£6.30	£31.50	APC	Monthly pest control fee - Nov 23
2018P			£5.90	£0.98	£4.92	J Laitthwaite expenses	Shower descaling items for Bob Mason pavilion
2019P			£606.99	£101.60	£505.39	Hobsons	Monthly landscaping contract - Nov 23
			£329.40	£5.70	£323.70	Winthrop debit card expenditure	Winthrop expenditure Oct 23
			£142.59	£15.27	£127.32	A Chester expenses	Winthrop expenses Oct 23
			£1,566.95	£261.15	£1,305.80	A Chester expenses	x4 benches for Winthrop
			£465.95	£24.77	£441.18	A Chester expenses	Winthrop expenses Nov 23
			£100.00	£0.00	£100.00	Peter Parker	Storyteller fee for Xmas lights event
			£420.00	£70.00	£350.00	2 Works	Road closure and operative for Xmas lights event
			£480.00	£0.00	£480.00	YLCA	Whole Council training
			£1,000.00	£0.00	£1,000.00	St Albans Church	Churchyard grant
			£5,000.00	£0.00	£5,000.00	WCCA	Grant - energy costs
			£5,000.00	£0.00	£5,000.00	WCCA	Grant - staff costs
	20/11/2023		£14,427.79	£0.00	£14,427.79	Staff Salaries	November Salaries (inc. back-date of pay increase)
	22/12/2023		£5,266.35	£0.00	£5,266.35	HMRC	PAYE & NI (Nov wages)
	19/12/2023	DD	£2,323.34	£0.00	£2,323.34	SYPA	Superannuation (Nov wages)

6553.2 To note the 23/24 NJC pay award

It was RESOLVED to note the 2023/24 NJC pay award has been awarded for WPC and WCCA staff. The chair of WCCA will report this to the WCCA governance meeting on 24/11/2024 as part of their audit trail.


It was stated this is a higher award than included in the 23/24 budget by 1%.

RESOLVED unanimously to note this award.

6554 To consider the process for developing the budget, precept, and business plan for 2024/25

The Chair talked through the previously circulated report, detailed in Appendix 1.

He explained that at the time of setting the budget in 23/24 there was a range of risks identified which had to be budgeted for, including health and safety

Chairman initials: 

costs associated with the park, costs arising from Anti-Social behaviour damage and a continuation of the post covid recovery plan for WCCA.

This led to a precept increase of 10%.in 2023/2024.

He explained for 24/25, further such challenges are faced which he wished to make councillors aware of prior to the formal budget setting process.

These are.

- a. WCCA-a continuation of post covid recovery and the consideration of removing the administrative charge of £10,000 permantly.
- b. Revised clerk team costs due to the revised structure implemented this year.
- c. Inflationary pressures, mentioning pay awards specifically, and the fact 3 large contracts are due for renewal in 2024 as at the end of a 3-year contract period.
- d. Superannuation, as a result of an increase in the percentage costs that the employer pays and the fact that more staff members are now in the superannuation scheme than previously, these 2 facts have resulted in the costs increasing.

To assist with the final detailed budget setting work, committee chairs were asked to review their base budgets in line for next year. It was noted though, they are currently being well managed and are within the current financial perimeters.

The Chair of WCCA added that the salary and superannuation increases mentioned above, would also impact on WCCA, and was envisaging a £5,000/£6,000 increase which will impact on their budget and post covid recovery financial position.

The overall impact of these pressures is estimated to be approximately £40,250 including £10,000 contribution to WCCA by the removal of the £10,000 administrative charge. It is suggested this is funded from reserves this year and removed in future years, giving a total cost of £30,250. The suggestion was this could be funded by a combination of budget savings. This will be, by the removal of non-recurring budget headings equating to £15,500 savings and an increase in precept of £14,750.

Cllr Bates noted that the proposed budget figure of £4,500 for an increase in costs associated with retendered contracts would probably be insufficient due to the rate of inflation over the preceding 3 years. Furthermore, the specifications of the contracts will need to be adjusted to reflect current areas of concern. E.g.hedge cutting.

Cllr Barber explained that the business planning cycle will be 2024-27 in accordance with the requirement placed on parish councils. This is a high

priority as it informs our overall strategy. It will feature 2024 to 2034, with the first three years in specific detail and beyond that, in more general terms. Each committee chair as mentioned above in minute 6552 is requested to consider what is affordable and manageable for their committee for inclusion. He requested that this matter be reviewed at the next available return date of 31/1/2024 for this information from committee chairs.

Following discussions, it was **RESOLVED** that.

1. Financial support to WCCA of £10,000 by the removal of the administrative charge would be reviewed annually taking into consideration their improvement in trading figures, as it was noted that on the end of year accounts 22/23, a small surplus had been made and there was an increase in room bookings in the current year to date. The support of £10,000 would be provided this year, funded from reserves, but no agreement to an ongoing annual commitment to this.
2. A review of the proposed additional cost of contracts from £4,500 in line with year-on-year inflation since award in 2021.
3. The precept should not be increased by any more than 6%.

6555 To consider the report on policies and procedures for Wickersley Parish Council

The parish clerk talked through the previously circulated report. (Appendix 2)

She explained it had been provided in response to the need of councillors to fully understand the role, policies and procedures play in the work of Wickersley Parish Council and to consider how best to ensure policies are updated and managed in accordance with need.

She explained the format used is in line with documentation from YLCA focusing on Statutory requirements, Audit requirements and Best Practice.

Currently there are more than 38 policies, some which have not been reviewed in many years and others which require updating with new words needed to be added in response to changing legislation, business factors etc,

The clerk identified that the below policies are to be worked on initially. This is because work has already started, or a need identified e.g. legal requirement. In conjunction with this a working group is to be established which will determine the next steps.

It was reiterated that key documents i.e. Statutory requirements and audit requirements are responded to as a priority, with statutory documents being the highest priority, followed by audit requirements and then items marked best

practices will be considered. This was illustrated by the checklist of policies and updates to date.

It was RESOLVED that.

1. A working party consisting of Cllrs Scott and Woodhead and the Parish clerk be set up with an initial report being presented to council in March 2024.
2. The proposed table of policies and prepared documents is commenced straight away and managed by the parish clerk.

6556 To consider planning and licensing applications

The Vice Chair of planning, Cllr Woodhead talked through the below applications, and it was **RESOLVED** that objections will be raised for those indicated below with the accompanying reasons.

RB2023/1298

Morthen House, Morthen Lane, Morthen

Permission in Principle for construction of a dwellinghouse

<http://rotherham.planportal.co.uk/?id=RB2023/1298>

The Parish council have been notified that this application has been **Refused** by RMBC. This application was the subject of an email consultation with councillors due to falling between meetings. The parish council had objected to the application as below.

Wickersley Parish Council objects to this development on the grounds that it comprises inappropriate development in the Green Belt and should be refused in accordance with national planning guidance and policy SP2 of the Rotherham Local Plan. The Parish Council do not accept the case put forward by the applicant that it represents limited infilling in a village. The small group of houses at this location do not constitute a village and it is not defined as a village washed over by the Green Belt as set out in Policy SP8 of the Rotherham Local Plan. The Parish Council also agree with the Highways Officer who considers the development is remote from the community facilities of both Thurcroft and Wickersley and therefore would be in an unsustainable location and be contrary to Local Plan Policy SP64 'Access to Community Facilities' and the objectives set out within NPPF.

RB2023/1490

Tall Trees Moat Lane Wickersley

Application to undertake works to a tree(s) protected by TPO No. (No.10) 1995

<http://rotherham.planportal.co.uk/?id=RB2023/1490>

Wickersley Parish Council objects to the removal of the oak T4 because it is a healthy tree and has significant amenity value as seen from Cutlers Walk and open countryside to the east. This is the resubmission of an application refused in November 2022 because the Council's Tree Officer considered that no evidence had been submitted to positively identify the tree as a causal agent of the subsidence damage. The Parish Council is therefore of the view that consent should only be given to removal of the tree if the Tree Officer considers that the limited amount of additional evidence conclusively demonstrates that the damage is a direct result of the presence of this tree.

RB2023/1518

45 Bawtry Road Wickersley

Application of Lawful Development Certificate re: Construction of carport to front & alterations to boundary wall.

<http://rotherham.planportal.co.uk/?id=RB2023/1518>

This application follows on from two refusals of planning permission for these unauthorised works and an unsuccessful appeal. It is assumed that it is a last-ditch attempt by the applicants to avoid having to demolish the unauthorised works following enforcement action by the Council. However, a Lawful Development Certificate can only be granted if there is proof that the works were substantially completed more than 4 years before the date of the application. In this case, no such evidence has been submitted with the application and, on the application form, it states that the works were substantially completed on 1/08/2023. Furthermore, enforcement action was authorised in December 2022 when the first application was refused, so presumably, to be immune from enforcement action, the development would have had to be substantially complete more than 4 years before that date. The Parish Council is of the view that there is no basis for granting this certificate and that the structures should be demolished following enforcement action.

Cllr Woodhead also reported that there was an application for a battery energy storage system and associated infrastructure, Moat Lane, Wickersley, being prepared and the applicant has arranged a drop-in session at the Three Horseshoes to which several councillors indicated they would attend.

6557 To receive a verbal report from committee meetings held since the last council meeting and update on Christmas Lights event.

Events

Cllr Grimes gave her thanks to all involved in arranging and helping at the very successful Christmas Lights switch on event on 18.11.2023. She made a special mention of thanks to Assistant Clerk-Support, Jo Whitworth, and her daughters, to Marin Goodge and Julie Elvidge, caretakers at the Community Centre for all they had done both prior to the event and on the day.

She added that following conversation at previous council meetings, they would look at the feasibility of moving the event to the Tanyard, running the event on 2 sites or consider other locations. in Wickersley due to the increasing popularity of the event and rise in numbers attending. Cllr Grimes will lead on this review and Cllr Bates will participate.

WCCA

Cllr Phillips reported that a new library manger had been appointed at Wickersley Library and had initiated many changes which had seen a rise in usage.

Standing Orders were extended for 15 minutes.

6503 To consider items of correspondence.

The Parish Clerk read out a letter received from RMBC, Major Schemes-Transport and Planning with reference to the complaint that councillors had requested be submitted, regarding the works introducing the new crossing on Morthen Road. RMBC reiterated that safety is always their top priority when designing traffic management schemes which was why, traffic access from the roundabout to Morthen Road was restricted, to minimise the risk of collisions. Inevitably this leads to queuing traffic, and they apologised for the inconvenience. They explained that they had sent out letters to local streets, included information on roadside signage but will look into ways of improving public information for minor schemes in the future and thanked the parish council for their feedback.

The meeting closed at 20.50.

The future dates of Parish Council meetings and committee meetings are as below:

Full Council Meetings (commencing at 6.30pm)

Monday 11th December 2023

Committee Meetings

Recreation & Environment 6.30pm

5th December 2023

**Winthrop 9.00am (HELD @
WINTHROP)**

Friday 1st December 2023

HR 18.30pm

Monday 4th December 2023

Finance 10.00am

Tuesday 28th November 2023

Planning

To be decided

Woodland 6.30pm

Tuesday 21st November 2023

WCCA 6.30pm

Monday 24th November 2023

Events 2.00pm

Tuesday 17th October 2023

Tuesday 28th November 2023
(debrief)

Signed(Chairman)

Dated.....

Appendix 1

Budget Setting 2024-25: Key Decisions Paper

Ordinary Council Meeting 20th November 2023

1 Introduction

This paper highlights the key decisions the Parish Council needs to make as we prepare for the detailed budget setting work for 2024-25. Councillors will recall that the process for budget and precept setting last year was difficult as we dealt with a range of inflationary and risk issues, which led to a higher than usual precept increase. For 2024-25 we face further such challenges and we propose that we make early decisions on the key issues we face now, ahead of the detailed finalisation of budgets

2 Key Issues

a) WCCA

Over the last three years since covid we have supported the financial position of the community centre in two ways: not making a charge for administrative support, and providing grants to support financial recovery from the impact of covid. It is clear that the decision not to charge an administrative fee is the correct one, as it then brings WCCA in line with all our other Committees and facilitates a move back to financial balance for the community centre. In the current financial year we have seen a good improvement in the financial position of WCCA. The usage of the community centre has continued to increase, leading to additional rental income, and the impact of energy increases has not been as high as we feared.

It is therefore proposed that we agree not to charge an administrative fee on an ongoing basis. In return we would expect WCCA to plan to deliver financial balance from 2024-25 onward. If we can make the decision now, it would enable the WCCA to review their own financial planning for 2024-25 at their meeting later this month.

The decision we previously made for the Parish Council to underwrite major maintenance costs at the community centre will also continue, in circumstances where major costs are identified and cannot be met from WCCA budgets and resources

Ideally we should fund the impact of not charging an administrative fee from our precept income, but given the scale of financial pressures identified in this report it is proposed that we use our financial management reserve to meet the loss of income (£10000) for one more year.

b) Clerk Team Costs

The Parish Council have already agreed a revised structure as recommended by the Human Resources Committee for the clerk team, focussing on the role of our

Chairman initials:



assistant clerk leading on finance and business planning This will cost an additional £7000 and as agreed the costs will primarily be met form savings on existing budgets

c) Inflationary Pressures

Inflation will continue to have a significant impact on our costs into 2024-25. Pay awards for 2023-24 have recently been agreed, and the outcome is an award slightly higher than the 4% we provided for. For 2024-25 we propose setting a prudent provision of pay increases of 5% in line with current cost of living forecasts. This will mean a budget provision of £7500 plus £2250 for non pay inflation .

In addition a number of our longer term contracts such as grounds maintenance, insurance and planting are due for renewal in 2024 and we should make provision for cost increases in these contracts for 2024-25. In due course we will report back to the Parish Council on the outcome of the re-tendering processes on all these contracts.

d) Superannuation

The costs of employer contributions towards pensions continues to increase. The employer contribution rate increased to 22% last year, but the increase was announced too late to include in our 2023-24 budgets. We have two additional members of staff who have joined the pension scheme, and the pay awards this year and next year will also have a knock on effect on superannuation contributions. The two year increase in costs we face is £9000 .

3 Committee Budgets

At the moment committee budgets are being well managed and no major in -year cost pressures have been identified. The Parish Clerk has asked Committee Chairs to review their budgets to confirm that they are content with their current base budget- or to identify any budget changes (up or down) which may be required so we can consider this in the final detailed budget setting work.

4 Overall Impact

In overall terms the impact of the above pressures is £40k. The attached statement at Appendix 1 sets out the detailed cost assessment of the above issues, and makes proposals about how we should fund those costs from a combination of use of the financial management reserves, savings on existing budgets, removal of non-recurrent budgets and an increase in the precept. The increase in the precept is focussed on the need to fund inflationary pressures and increased pension costs .

5 Business Planning

The blue sky planning event was a good process to start to identify our business planning priorities.

The aim is to provide both a longer term strategic vision and a three year business plan by March 2024. This will include a three year financial plan that looks at how we can start to implement our business plan in 2024-25, initially the only real option will be to use development reserves to start to implement our key priorities. The Parish Clerk has circulated to all Councillors the document produced from the event.

As the next step in the development of our business plan, it is proposed that each Committee now reviews the outcome document from their perspective to consider which of the proposals identified are deliverable manageable and affordable so that we can create a prioritised list of proposals for inclusion in the business plan.

6 Recommendations

The Parish Council is asked to consider the issues raised in this paper and agree to

- a) not charge an administrative fee to WCCA on an ongoing basis
- b) to make provision in the 2024-25 budgets for the inflationary and cost pressures identified within this paper
- c) to fund those pressures from a combination of funding sources set out in the attached appendix
- d) to agree the next steps in terms of the business planning process as set out at section 5 above
- e) to finalise budget setting and precept setting at our December meeting

John Barber and Carol Lavell-Smith
Chair Parish Clerk

Key Decisions

Increases			Savings		
Proposed Increased Expenditure	Details	Cost to WPC £	Proposed Savings & precept proposal	Details	Savings to WPC £
WCCA	Remove administrative charge, charged by WPC to WCCA	10,000-To be funded from reserves for a final year, thereafter proposed added to precept	Non reoccurring expenditure from 23/24 budget	Gala Park Boundaries	2000* 2500
Clerk Restructure	As agreed at full council on 20/10/2023	7,000	Savings /changes on current budget headings 23/24	Handymen budget-saving Increased interest on savings	5,000 3000
Pay Award-Staff 24/25, based on 5%	National Joint Council (NIC) pay award	7500		Winthrop Surplus	3000
End of 4 year contract period , 3 contracts to be retendered, increased costs forecast, inflation and omissions on grounds maintenance contract	Insurance, Grounds maintenance and Planting/flower troughs are all up for renewal	4500	Increase in precept forecast as required	Subtotal of above savings £15,500	14,750
Gap in superannuation paid between budget and actual during 23/24	Due to increase in % paid by employer, sickness absence cover and 2 additional members of staff now in scheme	9000	Or Increase in precept	Asa above plus £10,000 WCCA	10,000
Increase of 1.5% for overall inflation)	(affects some budget headings more than others eg utilities)	2250			
Total		40,250 minus 10,000 (WCCA)= £30,250	Total 2 options as explained on next table, illustrated green or yellow		£30,250 £40,250

1. Gala costs split over 2 years with the larger amount paid in 22/23 so savings not as high as envisaged.

2 Options regarding precept increase to fund or not to fund WCCA Support from reserves

Precept Increase Options	Budget Savings £	Increase in precept £	Current precept 23/24 £	Total proposed precept £	Increase to a Band D property on 22/23 council tax base figure of 2873.40 (most recent)	Increase to 23/24 figure of £76.12	Weekly Increase	% Increase
Increase precept by £14,750 WCCA funded by reserves	15,500	14,750	218,730	233,480	£81.23	5.11	10 pence	6
Increase precept by £24,750 therefore WCCA NOT funded by reserves	15,500	24,750	218,730	243,480	£84.74	8.61	16.5 pence	10

Appendix 2

Report on Policies and Procedures for Wickersley Parish Council by the Parish Clerk

Agenda Item 12

Wickersley Parish Council Meeting

20/11/2023

Purpose

The purpose is to provide an update to Councillors on this subject.

Policies and procedures are the rules by which the parish council operate and are the same for all parish and town councils. They are often laid down in the Local Government Act 1972

The parish council has a duty to ensure that all the rules for the administration of the council are followed. These rules are set out in law.

Types of policy and procedures

There are effectively 3 types of policy/procedure.

1. Legal/Statutory-we **MUST** have
2. Audit Requirement
3. Best Practise

Legal/Statutory

This covers our key documents and highlight the below as especially important, as they specify the rules for the correct operation of the parish council.

- Standing Orders
- Financial regulations
- Code of Conduct

Due to their importance, we review them annually at a council meeting and update them accordingly (e.g., if a change is notified by YLCA) All of our key documents are based on NALC model documents (LGA also for the Code of Conduct) with local additions to reflect our specific needs.

Introduction of new policy/procedure

This occurs for several reasons.

- The law changes and a new policy (or series of policies) needs to be introduced e.g., General Data Protection Regulations-GDPR in 2018
- The need arises e.g., because of a local need such as a drone flying policy.

As Clerk, my advice has consistently been to use the model documents created by our lead bodies and supplied by NALC and YLCA. They are the experts and employ specialists including legal advisors pertinent to the parish council tier of local government. It is worth noting that, there maybe different rules for parish councils than for other tiers of local government e.g., RMBC. An example being the use of confidential minutes, at a parish council level this is not permissible but at a higher tier it is. Our minutes of a confidential section of an ordinary council meeting therefore go into the public domain. This is part of the transparency process.

Position Statement for Wickersley Parish Council

We currently have within the parish council electronic files, a file titled Policies/Procedures, containing approximately 38 policies. Some of the policies do not have dates on them, therefore it is not clear whether they have been adopted e.g., Environmental Policy. The major policy identified as outstanding is the Emergency Plan which has not been reviewed since 2012.

The approach of the parish clerk regarding reviewing and introducing policies has been determined using YLCA guidance and documents. Priority has always been placed on ensuring the statutory documents are updated and introduced, followed by audit requirements and then best practice.

This is summarised in Appendix 1 with a position statement illustrating this with reference to both policies and procedures/documents. This YLCA document 2020, as actively used by the parish clerk, shows a total of 67 policies and procedures. (The higher number is due to procedures being included also, e.g., ensuring we have correct systems in place such as Terms of Reference, Councillors attendance log etc. Their inclusion is relevant to ensure we adhere to best practise for governance purposes.)

YLCA have recently prepared a revised version of this document which shows 116 policies and procedures/documents identified within their guidance "to guide the work of the council and to help it discharge its functions".

Review Process

In 2021 HR committee determined that all policies should be reviewed within the 4-year election cycle. We do not currently achieve this requirement due to the number of policies and time commitment of both staff and councillors.

The Parish Clerk also emphasises the need for all committees to be aware of the need to review policies pertinent to their area of work e.g., tree policy reviewed and managed by

Chairman initials:



Woodlands, and the need for risk assessments for activities undertaken in delivering their area of work e.g., for the Lantern Walk event. This may need to be part of a future delivery plan. The Parish Clerk can work with the Chairs of committee to help identify policy gaps.

Governance Review


It is suggested that as the next part of the Governance Review, commenced early 2023, that a working party is established, and they consider the revised YLCA list. This is to determine their considered priorities for both policies/documents for the parish council going forward. In addition, it is suggested they take into consideration the below comments advised by the Parish Clerk.

The Parish Clerk identifies the below as areas for initially working on

Identified Policy	Committee Responsible	Position	Comment/Action
Investment and Reserves Policy	Finance Committee	Draft prepared for consultation	Required due to level of our reserves
Transparency Code compliance list	Finance Committee	Not started	Required as level of precept gone above £200,000
Health and Safety Policy	Human Resources Committee	Not started	
Dignity at Work Policy	Human Resources Committee	Draft prepared for consultation	Links to Civility and Respect pledge
Disciplinary Policy	Human Resources Committee	Not started	Identified due to gaps experienced in current policy which is not a NALC model document
Freedom of Information Policy	Human Resources Committee	Draft prepared for consultation	Already approved by previous HR committee, Jan 23
GDPR Suite of documents	Human resources committee		Not reviewed since introduced in 2018

There are 2 further policies prepared in draft format which are.

- Public participation policy
- Vexatious policy

Chairman initials: 

There is also a TOIL policy already accepted and agreed at HR committee 18/01/2023 (The need for this arose from the accumulation of high levels of TOIL, linked to workloads)

Furthermore, there has not been a recent emphasis on emergency planning or business continuity planning therefore this area should also be reviewed/considered.

It is suggested therefore, that the working party also considers the above 3 policies and the emergency planning point above.

Financial Implication

There are no financial implications to introducing a Governance working party.

Recommendations

It is recommended that as the next part of the Governance Review, commenced early 2023, that a working party is established, and they consider the revised YLCA list of policies and documents and establish what they consider is required for Wickersley Parish Council and an associated timescale for delivery. In addition to also consider the content of this report. It is suggested that they report back to full council in February 2024.

Action

To establish the above working party

Report Author

Parish Clerk & Responsible Finance Officer

Carol J Lavell-Smith

November 2023

Appendix 1 YLCA Policies and Documents Checklist 2020

WICKERSLEY PARISH COUNCIL		Policies and Procedures Overview
POLICIES & DOCUMENTS:	KEY: Mandatory/Statutory Requirement (SR) Best Practice (BP) Audit Requirement (AR)	
		Updated 07/11/2023 by Parish Clerk boxes marked yellow are proposed priorities
BASIC GOVERNANCE		
1. Model Standing Orders	SR	New SO adopted 26/4/2021, Revisions made 18/9/23
2. Model Financial Regulations	SR	New FR adopted March 2021, Revisions made 18/9/23
3. Code of Conduct	SR	New version adopted May 2021 Revisions made 18/9/23
4. Member's Interests Log	BP	ROI on website and hard copy in office file
5. Dispensation Request form	BP	
6. Member's Dispersations Log	BP	
7. Councillor attendance register	BP	Already Implemented
8. Planning register	BP	Already implemented
9. Co-option Policy and procedure	BP	

10. Committee Terms of Reference	SR	Updated October 2023
11. Minutes Protocol	BP	Implemented January 2020
OPENNESS AND ACCOUNTABILITY		
12. ICO Model Publication Scheme 2014	SR	Completed July 2020
13. Recording of Meetings Policy	BP	Approved 20/10/2014
14. FOI Policy	BP	Approved Jan 23 HR committee, not approved by full council 18/9/23
15. FOI Vexatious Requests Policy	BP	Draft to full council Sept 23, not approved
16. Rules for public session	BP	Draft to full council Sept 23, not approved
17. Complaints Policy/Procedure	SR	Revised Policy approved September 2021
18. Social media Policy	BP	
19. Media/Communications Policy	BP	Media Policy-18/04/2016
20. Transparency Code compliance checklist	SR	As our precept is now in excess of £200,000 these changes from BP to SR
21. Risk Assessments	AR	Responsibility of committees, committees to check-see below
DATA PROTECTION/GDPR		
22. Data/information audit	BP	Introduced 2018
23. Documents and Records management Policy	BP	Introduced 2018
24. Privacy notice – general	SR	Privacy Notice 25th June 2018
25. Privacy notice – employees, councillors, role holders and volunteers	SR	Privacy Notice- employees, councillors, role holders and volunteers February 2018
26. Data Breach Incident Policy	BP	Introduced 2018
27. ICO Model Publication Scheme 2014	SR	Completed July 2020
28. Freedom of Information Policy	BP	Approved Jan 23 HR committee, not approved by full council 18/9/23

FINANCE		
29. Model Financial Regulations	SR	New FR adopted March 2021 Revisions made 18/9/23
30. Asset Register	AR	Reviewed annually as part of year end accounts
31. Financial Risk Assessment	AR	Reviewed annually as part of year end accounts
32. Insurance register	AR	Reviewed April 2021
33. Grant awarding Terms of Reference	BP	
34. Grant application form	BP	
35. Internal Controls Checklist	AR	Internal Control Policy adopted 26/4/2021
36. Investment and Reserves Policy	AR	Identified as a priority as our reserves are in excess of £100,000- ref New Internal auditor terms of engagement. Draft to full council Sept 23, not approved.
DOCUMENT:	KEY:	
	Mandatory/Statutory Requirement (SR) Best Practice (BP) Audit Requirement (AR)	
EMPLOYMENT/PERSONNEL		
37. Contract of Employment/ Written Statement of Particulars	SR	Already implemented
38. Recruitment and Selection Policy	BP	
39. Appraisal procedure Policy	BP	Implemented 2022
40. Equal Opportunities Policy	BP	New policy written and approved July 2021 council meeting
41. Expenses Policy	BP	
42. Lone Working Policy	BP	
43. Sickness and Absence Policy	BP	Approved June 2021 Council Meeting
44. Grievance Policy	BP	Approved July 2021 Council Meeting
45. Disciplinary Policy	BP	Approved July 2021 Council Meeting

46. Training Policy	BP	Approved Jan 23 HR committee to go to full council once WCCA comments incorporated
47. Health and Safety Policy	BP SR if more than 5 employees	Required
48. Information and Information Technology Policy	BP	
49. Mobile phone use Policy	BP	
50. Bullying and Harassment/Dignity at Work Policy	BP	Draft to full council Sept 23, not approved
51. Annual Leave Policy	BP	Approved June 2021 Council Meeting
52. Training and Development Policy	BP	Approved Jan 23 HR committee to go to full council once WCCA comments incorporated
53. Pensions Policy	SR	Managed by SYPA however a brief policy is still required
54. Workplace Alcohol and Drugs Policy	BP	
55. Expenses Policy for Clerk	BP	
56. Flexible working Policy	BP	
57. Volunteers Policy	BP	
58. TOIL Policy	BP	Approved Jan 23 HR committee Draft to full council Sept 23, not approved

Other suggested Policies:

ENVIRONMENT		
59. Green space/open space audit	AR	
60. Tree audit	AR	
61. Green/open space management policy	BP	
62. Tree Policy	BP	Adopted 26/4/2021
63. Prohibition Policy	BP	Adopted 26/4/2021
64. Land Strategy	BP	Chairs determined not required, August 2023 as covered by remit of R&E committee
PLAY AREAS		
65. Play area inspection policy	BP for compliance with insurance provision	

66. Play area inspection log	BP for compliance with insurance provision	Play inspections carried out monthly by RMBC, reviewed quarterly by R&E committee
ALLOTMENTS		Managed by Wickersley Allotment Association
Register of allotments/plots and plot holders	BP	
Waiting list policy	BP	
Lease Arrangements	BP	
Constitution of Association	BP	
BOWLING CLUB		Managed by Wickersley Bowling Club Association
Lease Arrangements	BP	
Constitution of Association	BP	

Recommendations of Parish Clerk

The Parish Clerk has marked 4 boxes above, yellow to indicate the next items to focus on. (2 of these will be the responsibility of the finance committee and have arisen due to precept increasing and level of reserves increasing)

The Parish Clerk also emphasises the need for all committees to be aware of the need to review policies pertinent to their area of work and the need for risk assessments for activities undertaken in delivering their area of work. This may need to be part of a future delivery plan. The Parish Clerk can work with the Chairs of committee to help identify policy gaps.

Appendix 2

Report on Policies and Procedures for Wickersley Parish Council by the Parish Clerk **C**

Agenda Item 12

Wickersley Parish Council Meeting

20/11/2023

Chairman initials:



Purpose

The purpose is to provide an update to Councillors on this subject.

Policies and procedures are the rules by which the parish council operate and are the same for all parish and town councils. They are often laid down in the Local Government Act 1972

The parish council has a duty to ensure that all the rules for the administration of the council are followed. These rules are set out in law.

Types of policy and procedures

There are effectively 3 types of policy/procedure.

4. Legal/Statutory-we **MUST** have
5. Audit Requirement
6. Best Practise

Legal/Statutory

This covers our key documents and highlight the below as especially important, as they specify the rules for the correct operation of the parish council.

- Standing Orders
- Financial regulations
- Code of Conduct

Due to their importance, we review them annually at a council meeting and update them accordingly (e.g., if a change is notified by YLCA) All of our key documents are based on NALC model documents (LGA also for the Code of Conduct) with local additions to reflect our specific needs.

Introduction of new policy/procedure

This occurs for several reasons.

- The law changes and a new policy (or series of policies) needs to be introduced e.g., General Data Protection Regulations-GDPR in 2018
- The need arises e.g., because of a local need such as a drone flying policy.

As Clerk, my advice has consistently been to use the model documents created by our lead bodies and supplied by NALC and YLCA. They are the experts and employ specialists including legal advisors pertinent to the parish council tier of local government. It is worth noting that, there maybe different rules for parish councils than for other tiers of local government e.g., RMBC. An example being the use of confidential minutes, at a parish council level this is not permissible but at a higher tier it is. Our minutes of a confidential section of an ordinary council meeting therefore go into the public domain. This is part of the transparency process.

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We currently have within the parish council electronic files, a file titled Policies/Procedures, containing approximately 38 policies. Some of the policies do not have dates on them, therefore it is not clear whether they have been adopted e.g., Environmental Policy. The major policy identified as outstanding is the Emergency Plan which has not been reviewed since 2012.

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The Parish Clerk also emphasises the need for all committees to be aware of the need to review policies pertinent to their area of work e.g., tree policy reviewed and managed by Woodlands, and the need for risk assessments for activities undertaken in delivering their area of work e.g., for the Lantern Walk event. This may need to be part of a future delivery plan. The Parish Clerk can work with the Chairs of committee to help identify policy gaps.

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Disciplinary Policy	Human Resources Committee	Not started	Identified due to gaps experienced in current policy which is not a NALC model document
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Financial Implication

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Chairman initials:



Recommendations

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Action

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Report Author

Parish Clerk & Responsible Finance Officer

Carol J Lavell-Smith

November 2023

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71. Dispensation Request form	BP	
72. Member's Dispensations Log	BP	
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74. Planning register	BP	Already implemented
75. Co-option Policy and procedure	BP	
76. Committee Terms of Reference	SR	Updated October 2023
77. Minutes Protocol	BP	Implemented January 2020
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78. ICO Model Publication Scheme 2014	SR	Completed July 2020
79. Recording of Meetings Policy	BP	Approved 20/10/2014
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81. FOI Vexatious Requests Policy	BP	Draft to full council Sept 23, not approved
82. Rules for public session	BP	Draft to full council Sept 23, not approved

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84. Social media Policy	BP	
85. Media/Communications Policy	BP	Media Policy-18/04/2016
86. Transparency Code compliance checklist	SR	As our precept is now in excess of £200,000 these changes from BP to SR
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	Constitution of Association	BP	
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Constitution of Association	BP	

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Chairman initials: 