

Wickersley Parish Council



Minutes of the Full Parish Council Meeting 17th January 2022 at 6.30pm held in the Library, Wickersley Community Centre

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

In Attendance: Patricia Wentworth, prospective Cllr, Cllrs Collingham and Singleton Ward members for Wickersley South and Thurcroft RMBC and 1 member of the public

6154 Cllr Barber welcomed members to the meeting.

Cllr Barber welcomed Cllr John Robinson as the newly appointed co-opted Councillor to his first meeting upon completion of the necessary paperwork, Patricia Wentworth as a prospective co-opted councillor for WPC, and Cllrs Collingham and Singleton as the new RMBC ward members for Wickersley South and Thurcroft.

6155 To receive apologies for absence

Apologies were received from Cllr E Boswell (work commitments) and P Thirlwall (illness)

6156 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.

Cllr J Barber and C Grimes declared an interest in the item regarding a grant for St Albans Church.

6157 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 16 Update on staffing matters to be discussed in private.

6158 To offer formal congratulations to Cllr K Philips on the award of MBE in the New Year Honours list.

Cllr Barber explained that Cllr Kim Philips has been awarded an MBE in the New Year Honours list in recognition of her lifelong contribution to public service. He offered his own personal congratulations and on behalf of all members and staff of the Parish Council.

Wickersley Parish Council

on her well-deserved reward in recognition of her long career in public services.

6159 To receive a report from the police

There were no police in attendance. The Clerk was tasked with sending dates of all 2022 Parish Council meetings with an invite to all meetings and/or when there is a particular area of concern.

6160 To consider any issues from members of the public

A member of the public raised that he had been notified of 4 burglaries in Wickersley and was unaware of any action taken. A councillor commented this had been notified on the social media pages of the police, accompanied by numbers to contact and tips for deterring burglars.

The member of the public questioned why he had been excluded from an item on the agenda at the December meeting and why this was not recorded in the minutes. It was explained that this was an item that had been moved to confidential therefore was not an exclusion.

Cllrs Collingham and Singleton introduced themselves to the Parish Councillors, explained they were looking forward to working with the Parish Council and are in the process of awarding monies from their ward budget for works to paths at Bob Mason recreational ground. The Chair expressed thanks on behalf of the Parish for this grant.

6160 To consider any issues from Councillors.

Numerous councillors expressed concerns relating to the new fast food, Kentucky Fried Chicken outlet which has recently opened.

Concerns regarding excess traffic, illegal parking, dangerous driving, e.g., reversing in confined areas, delivery drivers going against the flow of traffic. etc and comments concerning littering, chicken bones etc. These comments were echoed by complaints the clerking team had received from Parishioners who had been directed to RMBC.

Cllr Godfrey will look at the planning conditions regarding the application and further proposed applications for an additional 2 fast food units on the same site. She will submit a response to RMBC, which will also mention, the absence of the specified bollards, inappropriate signage, and contravention of RMBC policy of percentage of takeaways within a locality.

6161 To approve the minutes of the Full Council Meeting held on 13th December 2021

A resolution was queried for clarification and requested a word be removed.

RESOLVED to approve the minutes of the meeting on 13th December 2021

6162 To note any matters arising from the minutes of the Council Meeting on 13th December 2021

The Parish Clerk gave thanks to the Winthrop Organiser for stepping in to take the minutes at short notice due to her being unwell.

Cllr Barber explained that as the appraisal policy has now been approved, staff appraisals would commence on 16th February 2022 with the Parish Clerk.

Wickersley Parish Council

6163 To determine way ahead for Council meetings under the Governments Covid Plan B arrangements.

Cllr Barber explained that the format of council meetings had not altered during the current covid restrictions, plan B, and there were no arrangements in place for the council to meet remotely legally. We have taken the decision to meet in the largest room available hence this meeting being in the library and for face masks to be worn. For ourselves it is the dilemma of managing risk by balancing managing risk and making progress on the large agenda which the Parish Council has.

Due to this, the Parish Council will not adopt delegated powers as previously implemented during lockdown in 2020

Clerking staff are working mainly from home and attending the centre for meetings and joint working/planning.

Working/planning meetings can be carried out remotely as they are not formal council meetings therefore this will be adopted for the volunteers and the land meeting.

The option of reducing frequency of council meetings (including committees) was considered during this period, after discussion it was **RESOLVED** unanimously to continue with the full meeting schedule with no reduction in frequency.

6164 To approve the payment of accounts for January 2022.

Payments schedule for Approval on 17/01/2022 by Full Council						
Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
11/01/2022	DC	£3.00	£0.00	£3.00	HM Land Registry	Title plan
12/01/2022	DC	£216.82	£36.14	£180.68	Job Earnshaw	Materials for woodland volunteer work
16/01/2022	DD	£68.40	£11.40	£57.00	Sage	Sage subscription Jan 21
18/01/2022	DD	£270.00	£45.00	£225.00	KCM	Tanyard waste collections Nov 21
		£131.25	£0.00	£131.25	Wendy Simpkin	Tanyard toilet honorarium Q4
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Dec
	DD	£16.85	£0.80	£16.05	N Power	Roundabout F/P electricity 01/11 to 30/11
	DD	£21.56	£1.03	£20.53	N Power	Tanyard toilets electricity 01/11 to 30/11
	DD	£192.53	£32.09	£160.44	N Power	Bob Mason electricity 01/11 to 30/11
		£219.02	£36.50	£182.52	Ricoh	Printer/copier rental to 28/02 and printing charges to 30/11
		£9.15	£0.00	£9.15	Amy Naylor expenses	Post Office - postage of meeting papers
		£166.00	£0.00	£166.00	Anna Chester expenses	Winthrop expenses Dec 2021
		£143.27	£23.88	£119.39	Stapletons	Keys for Bob Mason and replacement padlock & chain for Wickersley
		£510.00	£85.00	£425.00	2 Commune	Website fees - hosting, license, support & domain name
		£360.00	£60.00	£300.00	BHP IT	Quarterly IT support contract
		£12.90	£0.00	£12.90	WCCA (Post Office)	Postage of meeting papers
20/01/2022	BACS	£7,714.81	£0.00	£7,714.81	Staff Salaries	January 2022 salaries
20/01/2022	BACS	£1,320.56	£0.00	£1,320.56	HMRC	PAYE & NI
Payable February	BACS	£1,413.48	£0.00	£1,413.00	SYPA	Superannuation
Jan Total		£14,143.27				

It was **RESOLVED** unanimously to approve payment of the above and for the electricity payment at Bob Mason to be double checked for clarification of period and accuracy of amount.

6165 To consider the final small project applications for 2021/22

The small projects financial spreadsheet had been circulated detailing 4 outstanding projects to be considered for this current year, all requiring further information from previous Council meetings.

Wickersley Parish Council

Cllr Ellis spoke regarding the 2 woodland projects, the Gorse viewpoint, and the Stumpery. She explained that further details were still required therefore these would be resubmitted in a future year.

Cllr Bates, Chair of Recreation presented 2 papers regarding the 2 Recreation projects. Both projects are at Bob Mason pavilion and follow on from the recently installed new roof for which 75% of the cost was the subject of a grant from the FA.

1. Internal repairs and redecoration following leaks, works to be undertaken by the probation service with materials being provided by the Parish council with the exception of plastering which will be part of the project, Monies requested of £2,000
2. Internal Door Upgrades, the plan being to be able to offer an additional letting option of offering toilet only facilities to hirers by installing additional internal doors to enable this to occur. Additional signage would also be required. Monies requested of £1,500

It was **RESOLVED** to approve both Recreation projects as part of the small projects programme.

6166 To consider the budget request for an annual payment to protect/develop the millennium meadow

Cllr Bates, Chair of Recreation presented a paper, to create and manage an area of wildflower meadow free of public access to provide visual wildlife and planting diversity/amenity. To additionally cut back, periodically assorted planting impeding access between Oaktree Close and Poplar Glade. This would be at the area known as Millennium Meadow established in 2000 and marked by a wooden sculpture marker post.

The request is for an increase to the annual Recreation budget of £1,700/£2,000 to enable this.

A decision was deferred on this to enable it to be considered as part of the overall annual budget planning.

6167 To consider in principle the budget request for an annual increase to the handypersons budget to cover for sickness and overtime

It had been highlighted during the year and within a recently presented handypersons report that the job had evolved over the years and current hours and arrangements did not best reflect current needs. Part of this is being addressed with the appointment of an additional handyperson to replace a staff leaver and the aim is to recruit a further person but all within the existing establishment of 45 hours. The breakdown being implemented is 3 X15 hour posts as opposed to a 20 and a 25-hour posts. There is no provision for cover for sickness/annual leave nor to reflect the changing demands previously identified e.g., for work within the woods, DIY tasks, playground checks, additional pressure on green areas post Covid etc.

The proposed cost for cover was £5,000.

A decision was deferred on this to enable it to be considered as part of the overall annual budget planning process and to allow a more detailed proposal to go to HR committee in February prior to being presented to Full Council in February.

Wickersley Parish Council

6168 Agree the draft budget and precept for 2022/23

The Clerk had circulated spreadsheets containing the updated draft budget proposal, this included proposals for millennium meadows funding at £2,000 and uplift to the handypersons budget of £5,000. These two items are to be deferred to the February meeting for further discussion.

It was agreed that due to the current financial climate that the precept should not be increased beyond the natural growth occurring due to new houses being built in Wickersley. To secure a nil increase to Parishioners would mean a precept being set at £193,300.

It was therefore **RESOLVED** unanimously to set a precept at £193,300

The difference on the proposed budget between income and expenditure is approx. £17300. This refers to the WCCA subsidy £10,300 which is to be funded from reserves and the Millennium Meadows and Handypersons uplift proposals of £2,000 and £5,000, respectively. The latter two items will be discussed in more detail at the February Council meeting when a final decision on the budget for 2022/23 will be set.

It was **RESOLVED** unanimously that the £10,300 subsidy for WCCA, agreed at the December meeting would be funded from the financial management reserves.

6169 Business planning- to receive the resume of the 2022-2025 Business Plan

Cllr Barber talked through the paper outlining the resume of the 2022-25 Business Plan. (Appendix 1) He acknowledged many of the items for inclusion are also within the current business plan as not yet achieved, an area he is keen is progressed to successful completion.

Cllr Ellis explained that the Winthrop development is more key than ever, due to the continual deterioration of the buildings and infrastructure at Winthrop e.g., damp, mould, issues with condensation, leaking roof, issue with drains etc.

Though Covid has held up the project, the architect has now been appointed to prepare the initial plan and report. It was stated this is a considerably honed down version to that presented to Councillors in 2019, due to rising costs and increase in process of construction materials post Covid. The new designs will be presented to council upon receipt.

Part of the Wickersley Park phased development is to be considered at this meeting, the small projects programme has just been finalised for 2021/22 and a support grant has been agreed to assist the Community Centre for a 2-year period, post Covid, lock down and the resultant loss of income. These will all be key themes, along with the Winthrop Development in the new Business Plan.

As a business plan is an evolving process it will reflect the previous aims of the 2018-2021 plan as well as reflecting new ambitions and business needs. It also needs to be a working document which is reviewed and reflected upon regularly.

It was suggested that a “blue sky” thinking event is held in June to further develop the plan and incorporate new areas of development for the future.

Wickersley Parish Council

6168 To consider the report regarding renewal of paths at Wickersley Park

Cllr Bates presented a paper and photographs illustrating the proposed paths project for Wickersley Park.

The aim is to create a hard surface infrastructure of paths across the park to enable easy access for all, in all weathers. The proposal is in 2 parts, the first to upgrade the current paths with an all-weather finish and the second to create 2 additional paths. It is suggested that each new path is developed in separate adjacent years therefore giving a 3-year paths programme as the second phase of the Wickersley Park development [plan].

Standing orders were extended for a further 15 minutes as the time was 8.30pm.

Following discussion, it was **RESOLVED** unanimously to approve the resurfacing of the 2 existing paths in Wickersley Park during 2022/23. This is to be funded from the financial management reserves, at an estimated cost of £31,000.

6169 To request articles for the newsletter

The Clerk requested that Councillors started to consider articles for the forthcoming edition of the newsletter and to send items to the Assistant Clerk.

- Articles to be produced include a feature on the award of MBEs to 2 residents of Wickersley.
- An introduction to new Councillors, Cllr Woodhead, and Robinson
- Small projects currently being delivered
- Centre spread promoting the Community Centre

6170 To consider any general correspondence and publications

The Clerk had circulated to all Councillors a copy of the letter from the Rector at St Albans relating to the request for a grant for maintenance of the churchyard. It was requested that the Clerk confirms by email that the grant is solely for maintenance purposes and then for Councillors to respond stating whether they agree to a grant or not by email. It was agreed that if a majority of councillors support this proposal the Clerk to action the grant prior to the next meeting.

The Chair at this point had to reinforce from Standing Orders that only Councillors are allowed to speak during the meeting and not members of the public, explaining that members of the public cannot interject during the proceedings and that there is a specified point on the agenda where members of the public may speak.

6171 Planning and Licensing applications update by Cllr M Godfrey

Cllr Godfrey explained that the objection to W restaurant had been withdrawn as the applicant had agreed to certain conditions.

No objections were raised in relation to any planning applications received since the last meeting.

Wickersley Parish Council

The meeting was closed to the public and the members of the public left. Standing orders were extended for a further 15 minutes.

6172 To receive update on staffing matter-confidential

The Chair provided an update on a resignation received from a member of staff. It was **RESOLVED** to action the recruitment process immediately with the revised job description produced by the Clerk and interview panel consisting of the Chair and Vice chair of the Parish Council, Chair of Human Resources and Parish Clerk.

6173 Update on the Neighbourhood Plan Examination Process.

Cllr Godfrey explained that the External Examiner had now completed his report and published a draft report which was currently being fact checked. Councillors will be kept updated on the process.

Cllr Barber expressed a formal thank you to Cllr Godfrey for all her hard work on the Neighbourhood Plan over several years on behalf of the Parish council. This was reaffirmed by all Councilors presents.

6153 To note dates of future committee meetings

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

Full Council Meetings

Monday 17th January 2022
Monday 21st February 2022
Monday 21st March 2022
Monday 25th April 2022
Monday 16th May 2022
Monday 20th June 2022
Monday 18th July 2022
Monday 19th September 2022
Monday 17th October 2022
Monday 21st November 2022
Monday 12th December 2022

Committee meetings

Recreation 18.30
Tuesday 9th February 2021
Tuesday 23rd March 2021
Tuesday 15th June 2021

Winthrop 9.00
Friday 4th March 2022
Friday 17th June 2022

WCCA 18.30
Monday 24th January 2022
Monday 21st February 2022
Monday 27th June 2022

Woodland 18.30
Tuesday 22nd March 2022
Tuesday 21st June 2022

Wickersley Parish Council

Environment 18.30

Tuesday 25th January 2022
Tuesday 12th April 2022
Tuesday 5th July 2022

HR 9.30

Wednesday 16th February 2022
Wednesday 15th June 2022

Finance 14.00

Tuesday 8th February 2022
Tuesday 12th July 2022

The meeting was closed at 21.00pm

Signed(Chairman) Dated.

Wickersley Parish Council

Appendix 1

Wickersley Parish Council

Parish Council Meeting

17th January 2022

The Development of the Business Plan 2022-25

1 We have previously considered a financial strategy for the Parish Council, in the context of the development of a new three-year business plan. It is a requirement that all Parish Councils have a business plan, and it is also included in our financial regulations.

2 As the Clerk and I have started to develop our new business plan for the period 2022-2025 we have identified that to ensure we have a comprehensive and robust business plan we need the Parish Council to consider and agree a way forward on several issues.

3 The basic content of the business plan at present is proposed to be:

- a) the development of Winthrop Gardens to create a sustainable future
- b) the implementation of the Wickersley Park strategy
- c) the continuation of an annual programme of projects
- d) ensuring that we have a financial reserve to support the future major maintenance costs of the Community Centre

4 Inclusion of schemes in the business plan does not automatically mean they will proceed: final decision making will be based on business case approval at future Parish Council meetings and is subject to securing the income streams contained within the financial strategy.

5 The Parish Council and its Committees also have other schemes in mind which perhaps should also be included in the business plan. These schemes would include, for example, the replacement of the Bob Mason playground, and the full implementation of the Stephen Shore Garden proposals.

6 The business plan could also be enhanced by the inclusion of more information and analysis of the benefits which will be achieved from the implementation of the major schemes included within the Plan.

7 Finally a further emerging major risk facing the Parish Council relates to the WCCA financial position. It is proving difficult to recover the level of Community Centre usage and therefore income levels at present. The level of deficit forecast this year coupled with the forecast deficit next year if income levels do not increase mean that the WCCA will use up all reserves and run out of funds during 2022.

8 The Parish Council therefore need to consider the following issues to enable further progress to be made on the business plan:

Wickersley Parish Council

- a) reconfirmation of the key existing schemes as set out at section 3 above
- b) the methodology for agreeing additional schemes in the business plan for 2022-25
- c) the proposal that we include further information in the business plan on scheme benefits, which would mainly be a task for the Recreation Committee and Winthrop Gardens Committee to consider
- d) the development of a community centre financial recovery plan and the consideration of subsidies to support the WCCA

John Barber
Chairman
January 2022