

Wickersley Parish Council



Minutes of the Full Parish Council Meeting 21st February 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, N Judah, S Ellis, M Godfrey, C Grimes, B McNeely, K Phillips, M Scott, P Thirlwall, M Woodhead and J Robinson

In Attendance: Cllrs:- J Barber (Chair for the meeting), A Bates, P Beighton, M Godfrey, C Grimes, N Judah, M Scott, M Woodhead.
Two members of the public, and Deputy Clerk S Fletcher.

6174 Cllr Barber welcomed members to the meeting.

Cllr Barber welcomed the councillors and the members of the public to the meeting

6175 To receive apologies for absence

Apologies were received from Cllr E Boswell, K Phillips (work commitments) J Robinson (holiday), and B McNeely, S Ellis and P Thirlwall (illness.) and the Clerk (illness)

6176 To note any declarations of interest on items to be discussed at this meeting

No declarations of interest were disclosed.

6177 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.

6178 To receive a report from the Police

There were no representatives from South Yorkshire Police in attendance and the chair confirmed all the meeting dates have been communicated. Cllr Bates is aware of a 4-week operation has been taking place to tackle burglaries and car theft in the general area and asked if SYP can be contacted for an update on the operation. Cllr Barber added that any updates would be circulated to all Councillors in real time when received from SYP.

Wickersley Parish Council

6179 To note any issues from members of the public

A member of the public stated that she had been the victim of a burglary recently and has knowledge of several others in the area. She added her disappointment on receiving no or little update or assistance from the Police, and enquiries with RMBC had proved fruitless. Cllr Barber reiterated that contact will be made with SYP with a request for update and these will be cascaded to her and councillors.

A second member of the public stated that he was aware of several burglaries and had offered information to the Police.

He also asked for an update on the floodlight to the rear of Tanyard shops affecting drivers approaching from St Albans. Cllr Barber added that the management company had been made aware and this matter will be followed up.

The member of the public also wanted to report a drain to the bottom of Church Lane is constantly blocked and causes flooding. Cllr Barber advised that we encourage members of the public to report issues directly to Streetpride at RMBC and added that on this occasion the Parish would also report the problem.

The member of the public made the point that the opportunity to speak at the parish meeting should be one of the first items on the agenda and it would be of assistance to be able to speak on points raised throughout the agenda. Cllr Barber welcomed members of the of the public attendance at the meetings, adding the agenda is structured to allow them to speak on issues of concern in accordance with Standing orders. Members of the public can only speak under the specific agenda item for member of the public.

6180 To note any issues from Councillors in attendance

Cllr Beighton raised that the photographs of staff in the notice boards are out of date. Cllr Barber noted the comment and added that this will be rectified.

Cllr Barber informed councillors of a Skip Day to be held in Wickersley Park on 22nd February. It is an initiative from Ward Councillors and will be available between 9.30am and 12.30pm properties in the area had been leafleted.

Cllr Barber reported that reports of inconsiderate parking had been received from a resident of Gorseland Court, he added that this will be looked into once details are established.

6181 To approve the minutes of the Full Council Meeting held on 17th January 2022

Cllr Barber stated that the typo's had been corrected. One correction regarding the Recreation Committee dates should read as follows

Tuesday 19th April 2022
Tuesday 12th July 2022
Tuesday 11th October 2022

RESOLVED to approve the minutes of the meeting on 17th January 2022 and the minutes signed as a true record.

6182 To note any matters arising from the minutes of the last Council Meeting

6154 Cllr Barber advised that Patricia Wentworth, the proposed co-opted councillor, was invited to attend tonight's meeting, unfortunately she was unable to attend due to holiday

Wickersley Parish Council

commitments. Cllr Bates added it is hoped that she takes up the invitation to attend committee meetings to experience a flavour of the parish duties.

6162 Cllr Barber updated members that the staff appraisals will be commenced on the return of the Clerk, updates will be given at the next meeting.

6163 Cllr Godfrey updated members that a comprehensive response has been sent to RMBC Planning regarding the host of issues impacting the community with the KFC development, also raising the question of when the application will be determined.

6166/6167 These items will be discussed as agenda items

6168 Cllr Barber advised that RMBC have been informed of the precept amount the resolution from the meeting in January.

6170 Cllr Barber confirmed that following support from councillors the Grant will be made to St Albans and is included on the payment schedule.

6183 To consider the report for an annual increase to the handypersons budget to cover for sickness and overtime

Cllr Barber updated members that the proposal had been agreed in principle at the January meeting and in the absence of the chair of HR, he summarised the report under attachment B. There is currently an establishment cost of 45 hours, with this split 20 hours and 25 hours between two members of staff. This may of course be subject to change after the 31st March. Identifying the total cost of cover for annual leave and sickness to be £5172, HR have proposed that this is implemented over a two-year period. Discussion opened. Cllr Bates stated that he felt that the cover should be implemented now, the goodwill of the handypersons has been taken for granted, and it must impact on recruitment. Cllr Barber added that the deputy clerk has been working with the handypersons identifying additional duties that have increased their workload. Cllr Grimes added that she agrees we cannot continue this way of working. Cllr Bates proposed and was seconded by Cllr Grimes that the increase to the handyperson budget be increased for the whole figure of £5172. Vote 7 in favour 1 against

Resolved: that the increase to the handyperson budget be increased in the budget for the whole figure of £5172.

6184 The authorisation of payment of accounts since the last meeting, (circulated at the meeting)

In the absence of the clerk two payment schedules were presented to members with the latter indicating invoices received after 4th February.

Wickersley Parish Council

| February 22 | | | | | | |
|-----------------------|------|-------------------|-----------|-----------|-------------------------------|--|
| | | £745.20 | £124.20 | £621.00 | Burkinshaw & Sons | Rec projects - bike track refurb |
| | | £15.00 | £0.00 | £15.00 | Joker Over 35's (Lee McVeigh) | Refund of football bond (less invoiced games owed) |
| 04/02/2022 | BACS | £88.80 | £14.80 | £74.00 | Hobsons | Winthrop garden & plant supplies |
| 04/02/2022 | BACS | £131.25 | £0.00 | £131.25 | Wendy Simpkin | Tanyard toilet honorarium Q4 |
| 04/02/2022 | BACS | £219.02 | £36.50 | £182.52 | Ricoh | Printer/copier rental to 28/02 and printing charges to 30/11 |
| 04/02/2022 | BACS | £360.00 | £60.00 | £300.00 | BHP IT | Quarterly IT support contract |
| 04/02/2022 | BACS | £1,353.67 | £225.61 | £1,128.06 | Bothams Prestige | Monthly grounds maintenance contract - Dec |
| 04/02/2022 | BACS | £9.15 | £0.00 | £9.15 | Amy Naylor expenses | Post Office - postage of meeting papers |
| 04/02/2022 | BACS | £143.27 | £23.88 | £119.39 | Stapletons | Keys for Bob Mason and replacement padlock & chain for W |
| 04/02/2022 | BACS | £166.00 | £0.00 | £166.00 | Anna Chester expenses | Winthrop expenses Dec 2021 |
| 04/02/2022 | BACS | £510.00 | £85.00 | £425.00 | 2 Commune | Website fees - hosting, license, support & domain name |
| | DD | £31.43 | £1.50 | £29.93 | N Power | Roundabout F/P electricity 01/12 to 31/12 |
| | DD | £249.71 | £41.62 | £208.09 | N Power | Bob Mason electricity 01/12 to 31/12 |
| | DD | £25.83 | £1.23 | £24.60 | N Power | Tanyard toilets electricity 01/12 to 31/12 |
| 15/02/2022 | DC | £48.92 | £8.15 | £40.77 | Toolstation | Paint brushes & supplies for block painting (woodlands) |
| 16/02/2022 | DD | £68.40 | £11.40 | £57.00 | Sage | Sage subscription Feb 22 |
| 18/02/2022 | DD | £216.00 | £36.00 | £180.00 | KCM | Tanyard waste collections Jan 22 |
| 27/02/2022 | DD | £348.71 | £58.12 | £290.59 | BT | Telephone & broadband charges 01/02 to 30/04 |
| | | £36.00 | £6.00 | £30.00 | APC | Pest control monthly fee - Jan 22 |
| | | £15.00 | £0.00 | £15.00 | YLCA | Job vacancy advert |
| | | £556.80 | £92.80 | £464.00 | BAW Coatings | Small projects - SS memorial garden bench refurbishment |
| | | £254.20 | £28.20 | £226.00 | QDOS | Office stationery, stamps and storage files etc. |
| | | £2,003.04 | £333.84 | £1,669.20 | Real World Business | 12 months Sage support & training |
| | | £1,353.67 | £225.61 | £1,128.06 | Bothams Prestige | Monthly grounds maintenance contract - Jan |
| | | £6,676.89 | £1,112.76 | £5,564.13 | Hobsons | Landscape contract - Apr 21 to Feb 22 monthly charges |
| | | £606.99 | £101.16 | £505.83 | Hobsons | Landscape contract - Mar 22 monthly charge |
| | | £300.00 | £50.00 | £250.00 | Hobsons | Winthrop hedge cutting |
| | | £408.00 | £68.00 | £340.00 | Glendale | Tree works in wood |
| | | £2,940.00 | £490.00 | £2,450.00 | Taylor Tuxford Associates Ltd | Plans, applications, surveys etc. re. Winthrop Gardens |
| | | £30.00 | £0.00 | £30.00 | YLCA | Year end Accounts and Audit Webinar - A Naylor |
| | | £500.00 | £0.00 | £500.00 | St Albans Church | Agreed grant for churchyard maintenance |
| | | £73.57 | £12.26 | £61.31 | Killis | Tanyard toilets cleaning/maintenance items |
| | | £541.44 | £90.24 | £451.20 | Microsoft | Microsoft 365 annual subscription fee |
| | | £50.00 | £0.00 | £50.00 | J Needham expenses | CPA Tyres |
| | | £354.53 | £57.60 | £296.93 | A Bates expenses | Jubilee Garden Project (SS memorial garden) materials - pa |
| 20/02/2022 | BACS | £7,714.81 | £0.00 | £7,714.81 | Staff Salaries | February 2022 salaries |
| 20/02/2022 | BACS | £1,320.56 | £0.00 | £1,320.56 | HMRC | PAYE & NI |
| Payable March | BACS | £1,413.48 | £0.00 | £1,413.00 | SYPA | Superannuation |
| February Total | | £31,879.34 | | | | |

Cllr Judah asked for clarity on the Sage monthly payment and the Real-World payment. Cllr Barber explained that the Real-World payment offered in-depth training and support for the Clerk. Cllr Barber indicated the Grant payment for St Albans included on the schedule. Cllr Barber added that there will be a repayment to WCCA for the admin charge and room hire fees.

Cllr Bates asked if the payment to Hobsons is justified if issues have been identified. Deputy Clerk advised that the outstanding issues have been discussed and will be remedied this is being closely monitored. Cllr Beighton pointed out that the baskets and floral displays have been planted satisfactorily in compliance with the contract.

It was **RESOLVED** unanimously to approve payment of the above schedules

6185 To receive the updated financial statement to 31/01/2022

Cllr Barber indicated to members attachment C in the pack, he added that it is not complete, and we may have a larger surplus than anticipated with CIL money increasing, an effect of more houses being built also there may be an underspend on projects, not progressing as swiftly due to the difficulties of the last couple of years. It is suggested that a more comprehensive statement is brought back to the next meeting in March which will give a true overall picture and how the surplus will be apportioned within the reserves.

Resolved: to bring it back to next meeting

6186 To receive the bank reconciliation for December 2021

Wickersley Parish Council

Cllr Barber stated that this was not available the clerk has experienced challenges aligning the information with the new IT switch over and SAGE in addition with being unwell and unable to attend the meeting. All agreed this will be deferred to the next meeting.

6187 To consider the budget request for an annual payment to protect/develop the millennium meadow (deferred from January Meeting)

Cllr Barber summarised and some councillors would like to see the meadow opened and the matter had been deferred for more information and to bring the matter to a conclusion. Cllr Bates, Chair of Recreation reported that he is still very much in favour of this project going ahead, he has examined the costings and would prefer to explore quotations from other contractors for best value, bring the proposal back to the table once discussed at Recreation Committee. He added that opening the meadow may cause issues to the residents and the bowling club. Cllr Barber suggested grant application can also be explored by the clerking team. All agreed that the matter be deferred until a firm proposal is brought from the Recreation Committee.

6188 Agree the draft budget for 2022/23

Cllr Barber indicated to members attachment C in their packs, specifically column N showing a deficit of £17,000 he explained that this will be reduced by £10,000 with the WCCA payment taken from reserves. He indicated that the overall figure may be reduced further with underspends from budget allocations in 2022-23. Cllr Barber stated that the aim is to set a balanced budget in 2022 – 2023 and that the Clerk will bring back the final document to the March Meeting. This suggestion proposed by Cllr Bates and seconded by Cllr Judah **Resolved** unanimously for the Clerk to bring a balanced budget to the March meeting.

6189 To receive an update on the newsletter

Cllr Barber updated members that the newsletter for Spring 2022 is well underway and will be a bumper 16 pages this time. He thanked the Chairs of the committees for their input and updates. The savings indicated in the earlier item will depend on publishing 3 issues a year and the assistance of councillors, members of staff and volunteers delivering the newsletters. The deputy clerk updated that we do have some rounds to fill due to annual leave and other commitments. Cllr Woodhead kindly offered to fill the shortfall as best she can.

6190 Proposed unveiling arrangements to mark the Platinum Jubilee Celebrations

Cllr Bates updated members that the Environment Committee project on the Platinum Jubilee Garden is progressing, some works are completed for example the refurbishment of the benches and the memorial plaque cleaned. Tree works require approval with one being removed. The works are very much ongoing, and it seems pointless to close it off and unveil it when the public have seen the improvements developing over time. Cllrs Beighton and Grimes agreed with this sentiment. A suggestion of publishing the success of the project on the Parish Website, the local press and social media is perhaps more suitable.

Cllr Bates suggested to commemorate the Jubilee celebrations the parish should plant a tree in place of the dead tree to be removed, a copper beech in Wickersley Park would be a suitable tribute. He added it is to be noted the tree planting season is drawing to a close all agreed this is a good proposal.

Cllr Barber updated that he is aware of some events and activities to mark the Jubilee at Winthrop, he would discuss this further with Cllr Ellis the chair of Events. Cllr Woodhead

Wickersley Parish Council

mentioned involving the schools, it is noted there had been difficulties engaging schools in events due to the restrictions and catch up with the curriculum.

Cllr Bates advised that he was going to suggest a digital beacon, unfortunately they are all booked out, perhaps a bonfire beacon on Bob Masons would work. Cllr Barber advised that The Royal British Legion have various commemorative decorations, including items for lamp posts .

Resolved: The Clerk to develop a comprehensive statement on the Parish council proposed Jubilee tributes

6191 To consider a request for a disability ramp to access the Tanyard public toilets

Cllr Barber advised that the email link shared with all councillors to gauge the overall view of the suggestion by the Tanyard Management Company to provide a ramp access for the less able for direct access to the public toilets, the issue was brought to their attention by one of the shop units. Cllr Grimes recalled when the toilet block was first built, and subsequently refurbished numerous obstacles had to be overcome and RMBC, owner of the land, were not forthcoming with solutions or assistance. Cllr Bates pointed out that previous requests to provide dropped kerb assistance near the co-op had not been acted upon and RMBC could do more to improve the footpaths for the less able. He considered that the proposal to provide a ramp and losing a much-needed parking space was not appropriate and the responsibility to provide a disabled toilet should fall to the unit owner/occupier.

Following discussion, it was unanimously **Resolved** to not support the provision of the ramp access to the public toilets. The Tanyard Management Company to be contacted and advised accordingly.

6192 To consider any general correspondence and publications

Cllr Barber provided an update on previous correspondence that the skip requested by the Allotment Society will be provided by Winthrop as it benefits both parties.

Item 16 on the Agenda is taken into Confidential

6193 To receive minutes from the following meetings

| | |
|----------------------|--------------------------------------|
| Recreation Committee | 12/10/2021 |
| HR Committee | 24/11/2021 |
| Woodlands | 28/9/2021 and 30/11/2021 |
| Environment | 2/11/2021 |
| Events | 12/10/2021, 2/11/2021 and 23/11/2021 |
| Winthrop | 10/9/2021 |
| WCCA | 01/09/2021 25/10/2021 and 22/11/2021 |

Cllr Barber invited the chairs present to comment as necessary on items from the minutes, he added that the Events Committee will be looking at options on how to make the switch on event better particularly with its huge popularity last year. The cricket club have suggested we work in partnership to spread the event over a wider area. There were no other comments.

Wickersley Parish Council

6194 Planning and Licensing applications update Cllr M Godfrey (in line with the revised planning process agreed at the June 2021 meeting)

Cllr Godfrey indicated that comments and representations are regularly circulated by Amy. Cllr Godfrey added there is a query running at the moment in respect of an application to reduce the height of poplars at a property on Cutlers Walk, she added that this had been the subject of a refusal in June 2021, requests for clarity on this notification have been requested, no clarification received, the same representation has been submitted. Cllr Godfrey confirmed that the highway issues, indiscriminate parking are continuing around KFC. Councillors supported the recommendations made by Cllr Godfrey with regard to the latest planning application.

Members of the public left the meeting

Item 16 on the agenda is to be discussed under confidential

6196 To note date of next meeting

The next Parish Council Meeting (Meeting room at the Community Centre at 18.30) is 21st March 2022

For information

Full Council Meetings

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

The meeting closed at 8pm

Signed(Chairman) Dated.

Wickersley Parish Council