

**Minutes of the Full Parish Council Meeting
18:30, 17th June 2024
Held in the Library, Wickersley Community Centre**

Members: Cllrs: J Barber (Chair), G Pacey (Vice Chair), A Bates, P Beighton, M Godfrey, C Grimes, E Harwood, H Pacey, K Phillips, J Robinson, M Scott and M Woodhead

In attendance: Cllrs: J Barber (Chair), G Pacey (Vice Chair), A Bates, P Beighton, C Grimes, E Harwood, K Phillips, J Robinson and M Woodhead

In attendance: C Lavell-Smith (Parish Clerk)

7026 To receive apologies for absence

Apologies received from Cllrs Godfrey, H Pacey and M Scott and the reasons were approved by the council.

7027 To note any declarations of interest on items to be discussed at this meeting

None declared.

7028 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business being transacted, Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

No items to be excluded.

7029 To discuss Police & crime matters

PC Lee Woolley Neighbourhood Policing Team Constable attended the meeting. He reported that PC Kelly Spears would be taking over from him, and will be supported by PCSO Clare Ahern.

He provided an update on area matters, not raising any major concerns.

7030 To consider any issues from members of the public in attendance

No members of the public present.

Chairman initials: 

7031 To consider any matters from councillors in attendance

Cllr Harwood talked through a report regarding the success of the first Wickersley Walking Festival, which had taken place from April 1st to May 19th. She reported that the intention is to hold a 2025 walking festival due to the success of the 2024 event.

She also raised a concern regarding metal fencing being removed from the Southern boundary of Wickersley wood. Woodlands Committee were asked to respond to this.

Cllr Grimes raised a concern regarding overhanging trees on the slip road on Bawtry Road. This will be reported to RMBC.

7032 To approve the minutes of the Annual Parish Council Meeting held on 20th May 2024

RESOLVED that the minutes of the meeting of 20th May 2024 are accepted as a true record.

7033 To note matters arising from the minutes of the Council Meeting on 15th April 2024

The Chair reported that Cllrs Barber, Bates and G Pacey are to meet with the parish clerk to progress the business plan in preparation for the first draft being considered at the July meeting.

6993.4 The procedure for online payments for the banking dual authorisation was requested for the July meeting.

It was requested that in future parish council meeting minutes are briefer and just record the resolutions and key points only. It was **RESOLVED** unanimously to adopt this approach.

7034 To consider financial matters including:

a. The authorisation of payment of accounts since the last meeting

The parish clerk reported that following previous comments at council meetings and recent observations, she is in discussion with the Landscaping and Grounds Maintenance contractor regarding some areas of non-performance. This was noted as a payment is due to Garden style. It was agreed that this contract is monitored carefully to address issues raised by councillors and members of the public.

The list of payments to be authorised was considered by councillors. **RESOLVED unanimously** that the following payments are approved:

WICKERSLEY PARISH COUNCIL APPROVAL OF PAYMENTS SCHEDULE Full Council Meeting 17th June 2024						
Payment Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
01/04/2024	DC	£10.59	£1.77	£8.82	Amazon	Winthrop - plant labels (order cancelled, refund received 11/04/24)
01/04/2024	DC	£103.92	£17.34	£86.58	Amazon	Winthrop - printer ink
01/04/2024	DC	£32.94	£5.49	£27.45	Amazon	Winthrop - plant labels
15/04/2024	DC	£13.16	£2.20	£10.96	Amazon	Gap measuring tool
15/04/2024	DC	£14.69	£2.45	£12.24	Amazon	Desk organiser
30/04/2024	BACS	£450.00	£75.00	£375.00	C S Surveying and Architectural Design Ltd	Building survey for existing café, Winthrop Gardens - 50% final bill
17/05/2024	DD	£87.00	£14.50	£72.50	Sage	Sage monthly fees Jun 24
24/05/2024	DD	£39.61	£0.00	£39.61	Business Stream	Bob Mason water bill 11/02 to 10/05
24/05/2024	DD	£18.97	£0.00	£18.97	Business Stream	Winthrop water bill 11/02 to 10/05
28/05/2024	DD	£303.34	£50.56	£252.78	BT	Office phone & broadband quarterly bill
30/05/2024	DD	£109.28	£0.00	£109.28	Business Stream	Tanyard toilets water bill 15/02 to 14/05
Various May	DC	£486.45	£27.65	£514.10	Winthrop debit card expenditure	Winthrop expenditure May 24
12/06/2024	DC	£255.75	£42.63	£213.12	Workwear.co.uk	Waterproof coats & trousers for handymen
14/06/2024	DC	£30.97	£5.15	£25.82	Amazon	Ethernet adapter & cable for new phones + desk organiser
19/06/2024	DD	£641.47	£106.91	£534.56	KCM	Waste removal May 24 (£86.88 +VAT of this disputed with KCM)
21/06/2024	DD	£16.81	£0.80	£16.01	British Gas	Feeder pillar electricity (health centre) 02/05 to 01/06
		£212.50	£0.00	£212.50	Phil Parkin Ltd	Final 25% audit fee (2023/24 accounts)
		£270.00	£0.00	£270.00	Rycan Plumbing & Heating	Removal of radiator & basin to increase store room space for office filing
		£323.40	£53.90	£269.50	RMBC	Supply & replacement of gate closing mechanism @ W Park play area
		£410.75	£68.46	£342.29	RMBC	Installation of concrete base & fitting of new bin (supplied by WPC)
		£1,230.00	£205.00	£1,025.00	Garden Style	Grounds maintenance contract - May 24
		£1,104.00	£184.00	£920.00	Garden Style	Gardening & landscaping contract - May 24
		£144.00	£24.00	£120.00	Real World Business	Payroll services May 24
		£43.90	£7.31	£36.59	LBM	Handyman materials - May account
		£160.94	£7.66	£153.28	EDF	Winthrop electricity 02/05 to 01/04
		£3.00	£0.00	£3.00	Land Registry	Title plan download for Bob Mason (ref. Miners Welfare land)
		£86.35	£14.39	£71.96	QDOS	Printer paper
		£69.60	£11.60	£58.00	South Anston Fire Extinguishers	Winthrop fire extinguisher service
		£784.78	£130.80	£653.98	Festive Lights	Lights & starters for heritage garden (Stephen Shore) project
		£151.49	£3.17	£148.32	A Chester	Expenses - Winthrop May 24
		£534.00	£89.00	£445.00	Clarius Business Services Ltd	Winthrop R&D asbestos survey
		£37.80	£6.30	£31.50	APC	Monthly pest control fee Jun 24
		£138.00	£23.00	£115.00	DuoCall	Monthly IT support fee - Jun 24
		£318.29	£53.05	£265.24	Ricoh	Printer rental Jun-Aug & printing charges Mar-May
08/07/2024	DD	£12,944.47	£0.00	£12,944.47	PWLB	Loan repayment
20/06/2024	BACS	£10,951.31	£0.00	£10,951.31	Staff Salaries	June Salaries
20/07/2024	BACS	£2,855.83	£0.00	£2,855.83	HMRC	PAYE & NI (Jun wages)
19/07/2024	DD	£2,007.09	£0.00	£2,007.09	SYPA	Superannuation (Jun wages)
June Total		£37,396.45				

b) To appoint additional councillors to the bank mandate

It was **RESOLVED** unanimously to add Cllr K Philips to the bank mandate.

c) To formally approve the dates for the period of public rights commencing on June 19th to July 30th, 2024

It was **RESOLVED** unanimously to approve the dates proposed.

7035 To consider planning and licensing applications

The parish council reviewed all planning applications received, since the last meeting applicable to the Wickersley parish.

It was **RESOLVED** that the below objection is submitted to RMBC regarding the below application.

RB2024/0752 - Erection of privacy screen to existing wall at 7 Quarry Field Lane Wickersley

Wickersley Parish Council objects to this development on the grounds that the (already installed) fencing is visually obtrusive, particularly given that the remainder of this stretch of walling is of uniform height with no additional fencing/screening above the height of the stone wall. The property lies within the Wickersley Conservation area where it is the policy of both the Rotherham Local Plan and Wickersley Neighbourhood Plan to preserve and enhance its character and appearance. The stone walls within the Conservation area are fundamental to its character. To erect fencing above the uniform height of stone walling in a very visible location will result in harm to the character and appearance of the Conservation Area, contrary to policy SP41 of the Rotherham Local Plan and policy GP5 of the Wickersley Local Plan.

Feedback was provided explaining the RMBC Enforcement Officer was investigating the recently bricked up window in the former hairdressers on Morthen Road This is in contravention of the planning conditions within the conservation area.

7036 To review the Terms of Reference for committees

It was **RESOLVED** unanimously to approve the current Terms of Reference as presented, for the below committees.

- Finance & Governance Committee
- Recreation & Environment Committee
- Planning Committee
- Woodland Committee
- Events Committee

HR Committee are to review their terms at their June meeting to incorporate the revised staffing function role, these will be presented to the July meeting.

Finance and Governance committee to expand upon their budget responsibilities.

Winthrop Gardens committee are to review their terms to reflect the strategic role the committee is now taking and will be presented at a future meeting.

It was **RESOLVED** unanimously to alter the Terms of Reference for the below committees as detailed

- a) alter the number of members of Recreation and Environment committee to 6 members from the current 8
- b) agree the following additions for Winthrop gardens committee

Strategic additions

- Delivering the redevelopment programme
- Considering options for the future operating model at Winthrop
- Developing (jointly with HR Committee) a succession plan
- Managing risks associated with the redevelopment and operations at Winthrop

And also, to

- Appoint a councillor member for the Wickersley Allotment and Garden Society

c) Add to all committees the below

All committees of the parish council have a duty to consider, propose actions and then deliver RESOLVED actions detailed within the business plan.

7037 To review committee membership, appoint members to all committees and appoint the committee chair

Winthrop Committee

Membership is at 6 members (full committee); Cllrs **Barber**, Beighton, Grimes, Godfrey, Harwood and Robinson

Recreation and Environment Committee

Membership is at 6 members (full committee); Cllrs **Bates**, Beighton, H Pacey, Phillips, Robinson and Scott.

Human Resources Committee

Membership is at 6 members (full committee); Cllrs Beighton, Godfrey, **G Pacey**, Phillips and Woodhead

Finance and Governance Committee

Membership is at 5 members (full committee); Cllrs **Barber**, Grimes and G Pacey

Planning Committee

Membership is at 5 members (full committee); Cllrs Bates, Godfrey, Harwood, H Pacey and Woodhead

Woodland Committee

Membership is at 6 members (full committee); Cllrs Grimes, Harwood, H Pacey, Phillips, Scott and Woodhead. *Chair to be determined at first meeting.*

Events Committee

Membership is at 6 members (full committee); Cllrs Bates, **Beighton**, Grimes, G Pacey, H Pacey and Robinson

It was **RESOLVED** unanimously that the membership of committees is as above. It was **RESOLVED** unanimously that the Chair of each committee is as indicated in bold above.

7038 To appoint councillor members of Wickersley Community Centre Association

It was **RESOLVED** unanimously to appoint Cllrs Barber and G Pacey to Wickersley Community Centre Association.

7039 To elect representatives to non-council committees and groups

Wickersley Allotment & Garden Society

To be determined by Winthrop committee and added to their Terms of Reference

Wickersley Village Bowls Club

To be determined by Recreation and Environment Committee as stated in their Terms of Reference

Board of Trustees for the Wickersley Charities

Cllr Grimes was appointed. Cllr Woodhead will shadow this work in view of taking over the role.

It was **RESOLVED** unanimously that the membership is as above and not to appoint a representative for YLCA

7040 To review Standing Orders, Financial Regulations and Code of Conduct

The Clerk explained these documents are reviewed on an annual basis.

A new version of the Financial Regulations has been issued by NALC, these will be considered by F&G committee in November and an updated version brought to a future council meeting.

It was **RESOLVED** unanimously to approve the documents presented.

7041 To consider the relocation of railing box planters (garden and landscape contract)

Cllr Bates reported that all the railing box planters have been relocated to the railings along both sides of Bawtry Road adjacent to the Tanyard, the village centre.

It was reported that a complaint has been received from a member of the public at the lack of barrier planters around the village this year, quoting in particular the roundabout and adjacent pedestrian crossings. This will be considered by Recreation and Environment committee.

7042 To consider the replacement of the vandalised slide at Bob Mason recreation ground

Cllr Bates reported that a temporary repair has been made to the damaged slide, however, is a short-term fix only. The slide itself has been deemed beyond repair by RMBC play inspector. It is a popular item of play equipment therefore is of benefit for the community for it to be replaced. Prices have been secured for a replacement 1.7 metre slide and after discussion it was **RESOLVED** unanimously to an expenditure in principle for Cllr Bates to action of up to £9,500.

This will be a precommitment against the business plan and grants will be sought. Recreation and Environment Committee will be progress this action.

7043 To receive an update from committees held since the last meeting

There have not been any committee meetings since the last meeting. A question was raised regarding the Winthrop development and a request it is a standing agenda item for the period of the development. This will be actioned commencing July 2024


Cllr Barber stated the contractor will commence on site on 19/8/24 with a completion date at the end of November.

7044 To note the date of the next meeting.

This will be Monday 15th July at 18.30 at the Community Centre.

The meeting was closed at 20:15.

Signed  (Chairman)

Dated 

Chairmans Initials & Date: 


The future dates of committee meetings and Parish Council meetings are as follows (meetings held at the Community Centre, unless stated otherwise):

Full Council Meetings 2024

Monday 15th July 2024
Monday 16th September 2024
Monday 21st October 2024
Monday 18th November 2024
Monday 9th December 2024

Committee Meetings 2024

Recreation & Environment 6.30pm

9th July 2024
2nd October 2024
26th November 2024

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

Friday 27th June 2024
Friday 6th September 2024
Friday 6th December 2024

HR

Monday 24th June 2024
Monday 23rd September 2024
Monday 2nd December 2024

Woodland 6.30pm

Tuesday 3rd September 2024
Tuesday 3rd December 2024

WCCA

Monday 9th September 2024 6.30pm
Friday 29th November 2024 12noon

Finance 10.00 am

Wednesday 6th November 2024