



**Minutes of the Full Parish Council Meeting  
18:30, 27<sup>th</sup> March 2023  
Held in the Library, Wickersley Community Centre**

Members: Cllrs: J Barber (Chair), A Bates, P Beighton, M Biggin, E Boswell, M Godfrey, C Grimes, N Judah, B McNeely, K Phillips, J Robinson, M Scott, P Whitworth and M Woodhead

In attendance: Cllrs: J Barber (Chair), A Bates, P Beighton, M Biggin, E Boswell, M Godfrey, C Grimes, N Judah, B McNeely, K Phillips, J Robinson, M Scott and M Woodhead

In attendance: A Naylor (Acting Parish Clerk)

**6405 To receive apologies for absence**

Apologies received from Cllr P Whitworth (Covid).

**6406 To note any declarations of interest on items to be discussed at this meeting**

None declared.

**6407 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)**

**RESOLVED** that agenda items 9 to 12 be moved to confidential.

**6408 To receive a report from the Police**

There was no police presence or report provided at this meeting.

The Acting Clerk has provided meeting dates for the remainder of 2023 to PC Lee Wooley, and invited to attend wherever possible.

Cllr Barber stated that he attends the RMBC CAP meetings, where he can also raise issues brought by Councillors. Cllr Barber advised that the last meeting was cancelled, however he will raise the parking issue identified at the last council meeting at the next CAP meeting.

There were no police matters raised by Councillors at this meeting.

**6409 To consider any issues from members of the public in attendance**

No members of the public were in attendance.

**6410 To note any issues from councillors in attendance**

Cllr Beighton shared an update on the memorial clock – an auto-restart unit has now been fitted, following issues with a laborious process for changing the time on the clock previously. Cllr Beighton confirmed that the clock was indeed showing the correct time following the recent clock change and gave thanks to Cllr Bates for arranging the work to be carried out.

Cllr Robinson asked if there was anything in place for snow wardens to clear around Northfield Court or Willow Court during snowy periods. It was stated that we have snow wardens, however it was identified that these were not utilised in the recent snowfall. Cllr Phillips believes that the areas mentioned were previously recognised as priority areas for clearance. Cllr Phillips will feed in re. snow wardens to the emerging volunteers strategy/programme. (It was noted during the discussion that it is the responsibility of RMBC to clear highways.)

**6411 To approve the minutes of the Council Meeting held on 20<sup>th</sup> February 2023**

**RESOLVED unanimously** that the minutes of the meeting of 20<sup>th</sup> February 2023 were accepted as a true record.

**6412 To note matters arising from the minutes of the Council Meeting on 20<sup>th</sup> February 2023**

Ref. minute 6387, relating to issues from councillors in attendance, Cllr Scott asked for clarification on what this section of the meeting is intended for – *any* issues which councillors wish to raise, or purely issues relating to parish matters. This was in reference to the statement Cllr Bates partially read at the previous meeting.

Cllr Barber stated that it was an unusual case (reference the statement), but that this related to the current situation that the council is facing. Cllr Bates added that he didn't wish the matter to be ignored or avoided and wasn't sure where else he should have raised it, if not at this agenda item. Cllr Scott felt it would have been better suited to a specific agenda item identified beforehand. This is to be considered further whilst looking at governance arrangements and how something such as this should be handled and raised in future, if this were to be necessary.

Ref. minute 6389 (referring to previous minute 6371), Cllr Barber advised that due to current staffing issues, this was on hold for the time being.

Ref minute 6397, relating to RMBC's intended plans for Wickersley under the Towns & Villages Fund, Cllr Bates asked if we had had contact with RMBC regarding the plans and our feedback. The Acting Clerk advised contact had been made, the report from the Environment Committee (agreed at the previous meeting) supplied to RMBC, and a meeting with the Environment Committee requested.

*Action:* Acting Clerk to make further contact with RMBC regarding a meeting, also asking for clarification on timescales for delivery of the project, etc.

AB



**6413 To receive and discuss a paper on the review and reset of the Parish Council**  
(confidential item)

Cllr Barber introduced the item and provided some background, leading on from Cllr Bates's statement at the previous meeting and Cllr Scott's resultant suggestion that a discussion be held between chairs of the committees as a starting point to address the issues faced. The content of the report provided is based upon the outcome of the subsequent informal meeting of chairmen.

Cllr Barber summarised the content of the report provided to councillors. There was a level of discussion around each section of the report, with questions raised by various councillors. The pertinent points were as follows:

*Action:* Cllr Barber to raise a question with the relevant person(s) at RMBC, relating to unresolved Code of Conduct investigations.

A governance working group is to be set up to review the Parish Council's governance arrangements and compliance against these. Cllrs Scott, Biggin & Phillips volunteered to begin work on this.

The role and Terms of Reference of the Human Resources Committee are to be reviewed, as its remit has broadened and become unwieldy.

A process for developing a shared vision, priorities and business plan is intended to begin with a business planning workshop in summer 2023.

Committee Chairs to develop a new Priority Programme for 23-24 for approval by the Parish Council and then manage its implementation.

Ensure that we implement a clear plan around leading the council, particularly in terms of chairmanship of the council and its committees.

Review at our April Parish Council meeting how we should ensure our workload is managed within existing councillor capacity and clerk staffing resources.

**6414 Review of committee chairmanship and memberships**  
(confidential item)

Cllr Barber advised that following the resignation of S Ellis as a Parish Councillor (along with the previous resignation of P Thirlwall) that there were now a number of positions, including chairmanship of a number of committees, that need to be filled in the period up to May 2023 when the nominations for chairmen of committees for the forthcoming year will take place.

The following were proposed:

- Cllr Phillips to become interim Chair of WCCA Committee.
- Cllr Barber to become interim Chair of Winthrop Committee.
- Cllr Woodhead to become a Winthrop Committee member.
- Cllr Boswell to become an Events Committee member.
- No interim Chair of Events was nominated, however current members have committed to deliver current events.

**RESOLVED unanimously** to accept the above appointments to vacant committee positions.

**6415 To review and discuss interim staffing arrangements**  
(confidential paper)

Cllr Barber introduced the item and advised on the continuing shortfall in clerking hours in the Clerk's absence. Cllr Barber advised however that following discussions with the Acting Clerk, two previous members of staff were now willing to come back and work on a temporary, flexible basis to support whilst the Clerk is absent.

It was proposed that the two previous members of staff be offered temporary contracts, up to a total of 13 hours per week (combined), with these arrangements to be put in place until June.

**RESOLVED unanimously** to accept and implement the above proposal.

**6416 To discuss the resignation of former councillor Sue Ellis**

Former councillor S Ellis had provided envelopes to be handed to each councillor, containing copies of her resignation letter and a statement. These were handed out at this meeting. Some councillors had already received a copy from S Ellis.

Councillors discussed the resignation and how this might be marked. It was stated that the same needed to be considered for former councillor P Thirlwall, which was acknowledged. It was suggested that an engraved gift or plaque recognising the dedication and long service of both former councillors would be appropriate.

Cllr Barber asked that individual councillors contact the Acting Clerk to arrange any donations for this purpose. The final decision on gift or plaque etc. will be made following the collection.

**6417 To consider financial matters including:**

**6417.1 The authorisation of payment of accounts since the last meeting**

The Acting Clerk talked through the payments to be authorised. No questions were raised.

**RESOLVED unanimously** that the following payments are approved:

WICKERSLEY PARISH COUNCIL APPROVAL OF PAYMENTS SCHEDULE March Full Council Meeting 27.03.23						
Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
28/02/2023	DC	£1,139.52	£116.85	£1,022.67	Winthrop debit card expenditure	Winthrop expenditure, Jan & Feb 23
01/03/2023	DD	£97.61	£0.00	£97.61	Business Stream	Tanyard toilets water bill 15/11 to 14/02
01/03/2023	DC	£122.45	£20.43	£102.02	Screwfix	Tools & toolbag for handymen
02/03/2023	DC	£10.99	£1.83	£9.16	Amazon	First aid kit supplies
03/03/2023	DC	£72.50	£0.00	£72.50	Royal Mail	Stamps (large letter)
07/03/2023	DC	£11.09	£1.85	£9.24	Amazon	Tools for handymen
07/03/2023	DC	£8.98	£1.50	£7.48	Amazon	Tools for handymen
09/03/2023	DC	£22.00	£0.00	£22.00	RMBC	Gala market licence
13/03/2023	DD	£9.35	£0.00	£9.35	Business Stream	Bob Mason water bill 11/11 to 10/02
13/03/2023	DC	£43.20	£7.20	£36.00	Microsoft	Microsoft online services annual fee
16/03/2023	DD	£220.00	£10.48	£209.52	Eon Next	Winthrop electricity 01/02 to 28/02
16/03/2023	DD	£77.40	£12.90	£64.50	Sage	Monthly fees Mar 23
17/03/2023	DD	£78.05	£3.72	£74.33	N Power	Tanyard toilets electricity 01/01 to 31/01
17/03/2023	DD	£21.38	£1.02	£20.36	N Power	Roundabout FP electricity 01/01 to 31/01
18/03/2023	DD	£216.00	£36.00	£180.00	KCM	Tanyard bin collections Feb 23
18/03/2023	DD	£72.00	£12.00	£60.00	KCM	Bob Mason bin collections Feb 23
22/03/2023	DD	£11.07	£0.52	£10.55	British Gas	Feeder pillar electricity (health centre) 02/02 to 01/03
		£157.62	£7.51	£150.11	N Power	Bob Mason electricity 01/01 to 31/01
		£244.37	£11.63	£232.74	Rother Gas	Winthrop propane gas
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Jan
		£48.00	£8.00	£40.00	HAGS	Replacement fixings for basketball area (missing spacer)



		£120.00	£20.00	£100.00	Renumeris (Real World Business)	Payroll services Feb 23
		£380.02	£63.34	£316.68	Kinspeed	Quarterly IT support & monthly back up fees Feb 23
		£7,283.95	£1,213.99	£6,069.96	Hobsons	Landscaping contract Apr 22 to Mar 23
		£300.00	£50.00	£250.00	Hobsons	Winthrop hedge cutting
		£1,800.00	£300.00	£1,500.00	Valeside Tree Care	Poplar tree removal @ the Gorse
		£198.00	£33.00	£165.00	Smith of Derby	Annual servicing of Wickersley memorial clock
		£900.00	£150.00	£750.00	Smith of Derby	Re-wiring & upgrading of clock workings
		£263.01	£38.73	£224.28	Anna Chester expenses	Winthrop expenses, Jan & Feb 23
		£193.76	£32.29	£161.47	Ricoh UK Ltd	Printer/copier rental to 31/05 and printing charges to 28/02
		£43.20	£7.20	£36.00	Hobsons	Bark mulch & compost for tree planting
		£37.80	£6.30	£31.50	APC	Monthly pest control fee (Mar)
		£400.00	£0.00	£400.00	WCCA	Transfer of incorrectly addressed chq for proceeds from Xmas Lights event refreshments (Helping Hands) to WCCA
		£74.70	£0.00	£74.70	A Naylor expenses	Mileage claim 2022/23 full year
		£25.00	£0.00	£25.00	YLCA	A Naylor webinar fees (Filling Council Vacancies)
		£1,150.00	£0.00	£1,150.00	SAM Business Services	Newsletters March 23
		£180.00	£0.00	£180.00	David Taylor Building & Property Maintenance	Filling in & making safe of soakaway pit
		£148.87	£7.09	£141.78	N Power	Bob Mason electricity 01/02 to 28/02
		£51.95	£2.47	£49.48	N Power	Tanyard toilets electricity 01/02 to 28/02
		£13.43	£0.64	£12.79	N Power	Roundabout FP electricity 01/02 to 28/02
		£118.39	£19.73	£98.66	QDOS	Stationery
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Feb
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Mar
		£384.00	£64.00	£320.00	Glendale Countryside	Tree & shrub works to area adjacent Oaklands (replacement bench)
		£360.00	£60.00	£300.00	Glendale Countryside	Pruning of tree, Morthen Road
		£418.63	£69.77	£348.86	Killis	Replacement cleaning supplies for handyman store
20/03/2023	BACS	£9,862.82	£0.00	£9,862.82	Staff Salaries	February Salaries
Payable Apr	BACS	£2,520.94	£0.00	£2,520.94	HMRC	PAYE & NI
Payable Apr	BACS	£2,256.83	£0.00	£2,256.83	SYPA	Superannuation
<b>Total</b>		<b>£36,229.89</b>				

### 6417.2 To receive the financial statement to 28/02/23 and forecast to year end

The report had been produced in an updated format following comments received at a previous meeting; it was decided that the previous format was preferred. The Acting Clerk is to revert back to using the previous format for future reports.

The Acting Clerk talked through the statement and answered questions. There were no issues raised.

There was discussion around the raising of the precept for 23/24 and the Acting Clerk advised of RMBC having shared information regarding all parishes within the borough.

*Action:* Acting Clerk to circulate the precept information from RMBC.

### 6417.3 To receive the bank reconciliations to February 2023

The bank statements and reconciliations had been checked and signed off by the Chair prior to the meeting. The reconciliation report was presented to the meeting.

**RESOLVED unanimously** to approve the reconciliation report.

### 6418 To receive minutes from Committees, as follows:

**Recreation 18/10/22**

**Environment 01/11/22**

**Events 29/11/22; 17/01/23**

**RESOLVED** to accept the above minutes.

A quick update was given from the Chair of Events Committee regarding the upcoming Gala – praise was given to the Assistant Clerk for the securing of an RAF Hurricane flypast for the event.

**6419 To consider any general correspondence**

The Willows School have made contact regarding a trip to London to visit the House of Commons and local attractions. The pupils being taken on this trip have been the class councillors for the year. The school would like to take the pupils for a boat trip around the Thames and a meal in the capital and have requested funding for this.

Councillors discussed the request; it was identified that the school was not within the parish, however it is possible that children from within the parish may attend the school.

*Action:* The Acting Clerk to respond to the email asking whether any of the children attending the trip are Wickersley residents.

It was suggested that if the school confirm that there are Wickersley residents amongst the pupils attending, that the council should propose funding £50 per Wickersley pupil.

**RESOLVED unanimously** to support the funding of £50 per Wickersley pupil attending the trip, should the school confirm that this is the case.

**6420 Planning and licensing applications update**

The associated planning papers had been circulated prior to the meeting for information for councillors. The applications received since the last meeting are listed below.

RB2023/0193 - 9 Welbeck Mews Wickersley

Application for Lawful Development Certificate re: change of use of a dwelling (Use Class C3) to a children's home for 1 child (Use Class C2)

RB2023/0317 - 60 The Grove Wickersley

Erection of single storey front and two storey side extensions, conversion of attic to form bedroom and rear dormer window, reroof existing dwelling and refurbishment and improvements

RB2022/1875 - Springvale Cottage Morthen Lane Morthen

Alterations to existing roof including increase in roof height to create room in roof space, dormer window to side and erection of porch to front

Cllr Godfrey advised that there were no recommended objections from herself as Chair of Planning Committee. No concerns were raised by other councillors.

Cllr Biggin enquired as to whether we had heard anything further regarding the appeal relating to the flats on the corner of Goose Lane and advised that he had been asked by members of the public who were concerned about the plans. Cllr Godfrey and the Acting Clerk advised we had not yet heard anything.

**6421 To note the date of next meeting**

The next meeting date of Monday 17<sup>th</sup> April 2023 was noted.

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



**Full Council Meetings** (commencing at 6.30pm)

Monday 17<sup>th</sup> April 2023  
Monday 15<sup>th</sup> May 2023  
Monday 19<sup>th</sup> June 2023  
Monday 17<sup>th</sup> July 2023  
Monday 18<sup>th</sup> September 2023  
Monday 16<sup>th</sup> October 2023  
Monday 20<sup>th</sup> November 2023  
Monday 11<sup>th</sup> December 2023

**Committee Meetings**

**Recreation 6.30pm**

Tuesday 6<sup>th</sup> June 2023  
Tuesday 12<sup>th</sup> September 2023  
Tuesday 5<sup>th</sup> December 2023

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

Friday 9<sup>th</sup> June 2023  
Friday 1<sup>st</sup> September 2023  
Friday 1<sup>st</sup> December 2023

**Environment 6.30pm**

Monday 24<sup>th</sup> April 2023  
Monday 10<sup>th</sup> July 2023  
Monday 6<sup>th</sup> November 2023

**HR 9.00am**

Wednesday 24<sup>th</sup> May 2023  
Wednesday 27<sup>th</sup> September 2023  
Wednesday 6<sup>th</sup> December 2023

**Newsletter - Request for Items and editorial meetings**

Jun/Jul  
Sep/Oct

**Planning**

To be decided

**Woodland 6.30pm**

Tuesday 13<sup>th</sup> June 2023  
Tuesday 5<sup>th</sup> September 2023 (lantern walk meeting)  
Tuesday 26<sup>th</sup> September 2023  
Tuesday 21<sup>st</sup> November 2023

**WCCA 6.30pm**

Monday 3<sup>rd</sup> April 2023  
Monday 26<sup>th</sup> June 2023  
Monday 23<sup>rd</sup> October 2023

**Finance 10.00 am**

Tuesday 28<sup>th</sup> November 2023

**Events (2pm)**

Tuesday 18<sup>th</sup> April 2023  
Tuesday 16<sup>th</sup> May 2023 (debrief)  
Tuesday 27<sup>th</sup> June 2023  
Tuesday 19<sup>th</sup> September 2023  
Tuesday 17<sup>th</sup> October 2023  
Tuesday 28<sup>th</sup> November 2023 (debrief)

The meeting was closed at 20:10.

Signed  (Chairman) Dated 4-8-23

