



**Minutes of the Full Parish Council Meeting  
18:30, 15<sup>th</sup> May 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 & M Woodhead

In attendance: Cllrs: J Barber (Chair), P Beighton, M Biggin, M Godfrey, C Grimes, B McNeely, K Phillips, J Robinson, M Scott, P Whitworth & M Woodhead

In attendance: A Naylor (Acting Parish Clerk), 4 members of the public

**6438 To elect the Chairperson of the Council for 2023-24 and to receive Chairperson's declaration of office**

Cllr Barber presided over the item and asked if any councillors wished to make a nomination.

Cllr Woodhead nominated Cllr Barber for the position of Chairperson, seconded by Cllr Whitworth.

Cllr Barber asked if there were any further nominations; there were none. Councillors voiced support for Cllr Barber.

**RESOLVED unanimously** that Cllr J Barber be elected Chairperson for 2023-24.

Cllr Barber duly signed the declaration of office.

**6439 To elect the Vice-Chairperson of the Council for 2023-24 and to receive Vice-Chairperson's declaration of office**

Cllr Barber asked if any councillors wished to make a nomination for the position of Vice-Chairperson.

Cllr Barber nominated Cllr Bates, stating that in recent months (as Chairman) he had appreciated the support received from Cllr Bates. This nomination was seconded by Cllr McNeely, and supported by other councillors. It was stated that the intention to make this nomination had been discussed with Cllr Bates prior to the meeting (given he was not present).

No further nominations were received.

**RESOLVED unanimously** that Cllr A Bates be elected Vice-Chairperson for 2023-24.

**RESOLVED unanimously** to receive the duly signed declaration of office for Cllr Bates at the next council meeting.

**6440 To receive apologies for absence**

Apologies received from Cllrs: A Bates (holiday), E Boswell (family matters) and N Judah (family matters).

**6441 To note any declarations of interest on items to be discussed at this meeting**

Cllr Barber declared an interest in agenda item 13, to confirm the appointment of the Internal Auditor for 2022/23, given his position as a board member of VAR (Voluntary Action Rotherham), the current internal auditor.

**6442 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 unanimously** that agenda items 19 (to consider matters relating to former councillors, including commemoration of service) and 20 (to receive an update on Clerk's absence and to consider interim cover arrangements) be taken as confidential.

**6443 To consider any issues from members of the public in attendance**

Two members of the public (attending together) wished to discuss a recently refused planning application at Almond Glade and the new proposed plans. A copy of the new proposed plans were shown to the council and talked through by the architect and resident. There was a potential concern raised by Cllr Godfrey (Chair of the Planning Committee) regarding the reduced pitch of the roof, however the new plans addressed the Parish Council's concern regarding building materials.

The architect and resident advised that they were this time going down the route of pre-application discussions with Rotherham Borough Council; Cllr Godfrey voiced her agreement that this was a good idea.

*Note: two members of the public left the meeting at this point.*

**6444 To suspend Standing Orders 4. d (vi) & (vii), in relation to the appointment of committee chairmen, and Standing Orders 5. j (vi) & (vii), in relation to the review of terms of reference for committees and appointment of members to committees. (As per Standing Order 26. a)**

Cllr Barber explained that the agenda item was due to a request from the Governance Review Working Group to delay the nomination of committee chairmen, pending their report and recommendations due to be presented to full council in June.

**RESOLVED unanimously** to suspend Standing Orders 4. d (vi) & (vii), in relation to the appointment of committee chairmen, and Standing Orders 5. j (vi) & (vii), in relation to the review of terms of reference for committees and appointment of members to committees, until such time that the Governance Review Working Group present their recommendations to full council.

**6445 To consider deferring the appointment of committee members and election of committee chairmen to a later meeting, pending a report from the Governance Review Working Group.**



**RESOLVED unanimously** to defer the appointment of committee members and election of committee chairmen to the June council meeting, to follow the consideration of recommendations from the Governance Review Working Group.

**6446 To discuss Police & crime matters**

There was no police presence at this meeting. A Police report provided at an RMBC CAP meeting had recently been circulated to councillors, which provided crime data for various wards within the borough. This shows an overall drop in crime year on year in both Wickersley North & Wickersley South wards.

*Action:* Acting Clerk to confirm Police attendance at the July meeting as previously advised.

**6447 To consider any matters from councillors in attendance**

Cllr Scott raised an issue regarding disabled access at Wickersley Park; the upgrading of the paths has been raised with him by users of the park in relation to accessibility, and the access points do not allow for larger wheelchairs/mobility aids.

Cllr Barber gave an update on the tender process for the park paths, which will be progressed by the clerking team now gala preparations are out of the way. This will address the accessibility of the paths. Cllr Scott asked if the access points could also be considered from an accessibility point of view alongside the paths project. It was however noted that the prevention of access for motorbikes and other off-road vehicles needs to be maintained and this is a hard balance to achieve.

*Action:* disabled access points at Wickersley Park to be considered further by the Recreation Committee at their next meeting.

Cllr Grimes stated that the recent Coronation Gala had gone very well and thanked those that helped.

Cllr Grimes stated that the Events Committee need to purchase more Christmas lights ahead of the festive season/lights switch on as last year we had to use all the 'spare' sets of lights to replace those that had stopped working. There may also be an additional area to light up this year if a proposed power source is installed in RMBC's upgrade works at the north side of Bawtry Road. Cllr Grimes stated that donations have been received from some of the vendors and stallholders at the gala event, and asked if this could be spent by the Events Committee on lights, along with a portion of the remaining events budget.

It was stated that the donations received from the gala event, along with a £500 grant received from RMBC, should be offset against the costs of the gala.

**RESOLVED unanimously** for the Events Committee to proceed with the ordering of Christmas lights provided they do so within their allocated budget, with gala donations/grants offset from the gala spend.

**6448 To approve the minutes of the Full Council Meeting held on 17<sup>th</sup> April 2023**

**RESOLVED unanimously** that the minutes of the meeting of 17<sup>th</sup> April 2023 were accepted as a true record.

**6449 To note matters arising from the minutes of the Council Meeting on 17<sup>th</sup> April 2023**

Ref. minute 6429, relating to business planning, Cllr Barber advised that the process will be started in July (as opposed to the previously suggested June).

*Revised action:* Acting Clerk & Chairman to contact councillors regarding when and how this will be done.

Ref. minute 6429, relating to a request for funding towards a trip from Willows School, Cllr Barber advised that the school had now responded and that one of the pupils attending the trip is a Wickersley resident. As per minute 6419 of 27<sup>th</sup> March 2023, a £50 grant has therefore been awarded to the school.

Ref. minute 6429, relating to a planning appeal for the proposed flats on the corner of Goose Lane, it was advised that the appeal had been allowed. Cllr Biggin asked if anything further can be done at this stage in terms of objections, etc. – Cllr Godfrey advised that nothing can be done, planning permission is granted and the building of the flats is therefore allowed to proceed.

Ref. minute 6432, relating to co-option and councillor vacancies, the Acting Clerk advised that the vacancies have now been advertised on the website, via Facebook and are going out in the noticeboards around the village. No applications have been received to date.

Cllr Phillips advised that a lady had given her name and contact details at the gala, in relation to the vacancies, and these had been put in one of the folders at the Parish Council tent.

*Action:* Clerking team to find the details of the lady given at the gala and make contact with her.

**6450 To confirm the appointment of the Internal Auditor for 2022/23**

This agenda item was taken by the Acting Clerk, given the Chairman's declaration of interest (ref. minute 6441).

The Acting Clerk asked that the council consider the formal appointment of VAR (Voluntary Action Rotherham) as the internal auditor for the 2022/23 audit. A provisional date of w/c 12<sup>th</sup> June has been given for the audit by VAR, should the appointment be approved by council.

It was advised that a review of internal auditor options take place next year, for 2023/24 onwards.

**RESOLVED** to appoint VAR as the internal auditor for the 2022/23 audit. *Note: Cllr Barber abstained from the vote.*

**6451 To consider financial matters including:**

**6451.1 The authorisation of payment of accounts since the last meeting**

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						
Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
<b>May 2023</b>						
20/04/2023	BACS	£10,370.94	£0.00	£10,370.94	Staff Salaries	April Salaries
Payable May	BACS	£2,769.12	£0.00	£2,769.12	HMRC	PAYE & NI
Payable May	BACS	£2,345.67	£0.00	£2,345.67	SYPA	Superannuation
18/04/2023	DD	£194.32	£9.25	£185.07	Eon Next	Winthrop electricity 01/03 to 31/03
19/04/2023	DC	£939.98	£156.66	£783.32	Gala Tent	2x replacement gazebos (insurance monies received)
25/04/2023	DD	£12.26	£0.58	£11.68	British Gas	Feeder pillar electricity (health centre) 02/03 to 01/04
25/04/2023	DC	£3.95	£0.66	£3.29	Amazon	Gala - Wheelie bin liners
25/04/2023	DC	£40.80	£6.80	£34.00	Amazon	Gala - Bunting
25/04/2023	DC	£13.95	£2.35	£11.60	Amazon	Gala - Union Jack flags
26/04/2023	DC	£92.60	£15.40	£77.20	Amazon	Union Jack bunting for roundabout (King's Coronation)
10/05/2023	DC	£137.50	£0.00	£137.50	Royal Mail	Stamps
12/05/2023	BACS	£1,500.00	£250.00	£1,250.00	Your Event Cover	Remaining payment for marquees, stage, etc. for gala
17/05/2023	DD	£251.63	£11.98	£239.65	Eon Next	Winthrop electricity 01/04 to 30/04
17/05/2023	DD	£14.92	£0.00	£14.92	Water Plus	Winthrop water bill 01/02 to 01/05
19/05/2023	DD	£56.12	£2.67	£53.45	N Power	Tanyard toilets electricity 01/03 to 31/03
19/05/2023	DD	£14.87	£0.71	£14.16	N Power	Roundabout FP electricity 01/03 to 31/03
19/05/2023	DD	£181.96	£8.66	£173.30	N Power	Bob Mason electricity 01/03 to 31/03
19/05/2023	DD	£72.00	£12.00	£60.00	KCM	Bob Mason bin collections Apr 23
19/05/2023	DD	£239.76	£39.96	£199.80	KCM	Tanyard bin collections Apr 23
22/05/2023	DD	£11.86	£0.56	£11.30	British Gas	Feeder pillar electricity (health centre) 02/04 to 01/05
		£244.37	£11.63	£232.74	Rother Gas	Winthrop propane gas
		£330.00	£0.00	£330.00	Wharcliffe Trees & Woodland Consultancy	Gorse & Wood site inspections & reports
		£114.00	£19.00	£95.00	Enhanced Energy Solutions	Repairs to blocked pipe (mens urinals)
		£50.00	£0.00	£50.00	The Willows School	Funding towards school trip to House of Commons
		£120.00	£20.00	£100.00	Real World Business	Monthly payroll fees - March 23
		£59.49	£9.91	£49.58	QDOS	Office supplies/stationery
		£606.99	£101.16	£505.83	Hobsons	Monthly landscaping contract - May 23
		£3,211.30	£0.00	£3,211.30	BHIB Councils Insurance	Insurance (from 01/06/23)
		£9.05	£1.52	£7.53	LBM	Handyman materials Apr 23
		£73.08	£12.18	£60.90	Wel Medical	Replacement defib pads (Bob Mason)
		£100.00	£0.00	£100.00	Russell Weaver	Gala - performance (singer)
		£222.00	£0.00	£222.00	SLCC	SLCC membership renewal
		£100.00	£0.00	£100.00	Moving Target	Gala - entertainment
		100.00	£0.00	£100.00	Bad Circulation	Gala - entertainment
		£70.00	£0.00	£70.00	Maltby Sword Dancers	Gala - entertainment
		£7.84	£0.00	£7.84	J Elvidge expenses	LBM - items for gala
		£245.41	£40.90	£204.51	BT	Office phone & broadband quarterly bill
		£37.80	£6.30	£31.50	APC	Monthly pest control fee (May)
		£54.36	£9.06	£45.30	Sierra 1 Security Stewarding	Fee for security steward @ Gala
<b>May Total</b>		<b>£25,019.90</b>				

**6451.2 To approve the draft reserves policy for 2023/24**

Cllr Barber talked through the draft reserves policy and reiterated that it was the intention to re-assess this as part of the business plan review later in the year.

Cllr Godfrey raised a question around the 'Winthrop Gardens' reserve figure, asking if this was purely accumulated surplus, as she believed a figure of £250,000 had previously been discussed. Cllr Barber advised that Winthrop were to provide a proposed business case once all avenues have been explored regarding different build types and costings, for consideration and final approval by full council. At this stage the allocation of reserves and/or funding options would be explored.

**RESOLVED unanimously** to approve the following draft reserves policy and to review this again with the business plan during 2023/24.

**Reserves Policy 2023/24**

This policy outlines Wickersley Parish Council's allocation and requirement for reserves.

Reserves are required for the Council to have sound financial management in place.

The Council hold General Reserves of between 3 and 6 months of the annual precept.

In addition, funds are built up for larger projects within the Parish.

**The amount in reserves as at 31/3/2023 is £358,328**

**Proposed Allocation 2023/24**

	2023/24
General Reserves	£50,000.00
Winthrop Gardens	£128,708.00
Election Costs (2024)	£6,500.00
Bob Mason Bike Track & Paths	£15,000.00
Wickersley Park Paths Project	£33,000.00
Future Developments	£125,120.00
<b>Total</b>	<b>£358,328.00</b>

The above proposed allocation of 2023/24 reserves is subject to review alongside the Parish Council's Business Plan later in 2023.

**6451.3 To agree to adopt General Powers of Competence**

The Acting Clerk advised the council of the rules for adopting general powers of competence. The parish council continue to meet the requirements (though this is only necessary in an election year, and remains applicable until the following election year).

**RESOLVED unanimously** to continue to adopt General Powers of Competence.

**6452 To review and approve the following financial papers relating to the Annual Governance and Audit Review (AGAR):**

**6452.1 To approve the accounts for 2022/23**

The Acting Clerk presented the accounts for 2022/23. These accounts having been prepared by the Acting Clerk and checked by the Chair of Finance Committee (and Chair of the Parish Council), Cllr Barber.

The accounts and AGAR figures are ready for audit by the internal auditor, F Hazlehurst, from Voluntary Action Rotherham. This is scheduled for week commencing 12<sup>th</sup> June, prior to submission to the external auditors, PKF Littlejohn.

**RESOLVED unanimously** to approve the 2022/23 accounts presented by the Acting Clerk.



**6452.2 To approve the asset register**

The asset register was reviewed by councillors. The Acting Clerk advised of some recent additions to the asset register (relatively low value items).

**RESOLVED unanimously** to approve the asset register.

**6452.3 To approve the risk register**

The risk register was reviewed by councillors. Cllr Barber advised of some slight amendments and the addition of an extra column stating additional work/actions taking place in 2023/24 to further strengthen controls.

**RESOLVED unanimously** to approve the risk register.

**6452.4 To approve the insurance provider and renewal quote/schedule as part of annual insurance review (year 3 of pre-agreed 3 year contract)**

The Acting Clerk explained that the insurance contract is for a 3-year period, agreed in May 2021, therefore now entering the third and final year. The premium has increased by £41 from the previous year.

**RESOLVED unanimously** to approve the continuation of the contract with BHIB insurers as per the renewal quote/schedule.

**6453 To consider planning and licensing applications**

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.

RB2023/0346 - Land rear of 138 Bawtry Road Wickersley  
Detached dwelling house with integral double garage

RB2023/0508 - Green Acres Moat Lane Wickersley  
Demolition of existing garage & erection of detached triple garage.

RB2023/0583 - 40 Morthen Road Wickersley  
Application to undertake works to a tree(s) protected by RMBC TPO 1975 No 8

RB2023/0614 - 19 Wood Lane Wickersley  
Application to vary condition 2 (minor amendments to patio and addition of solar panels) imposed by RB2022/0663

RB2023/0616 - 127B Bawtry Road Wickersley  
Application to vary condition 02 (opening hours) imposed by RB2016/0951

The Parish Council have also been advised of the planning appeal for flats on the corner of Goose Lane (to which the Parish Council submitted an objection) having been allowed – this means that the development can go ahead.

Consideration of all applications was made. Cllr Godfrey, Chair of Planning Committee, spoke of recommended representations to two of the applications, as follows:



RB2023/0346 - Land rear of 138 Bawtry Road (detached dwelling house with integral double garage)

*Wickersley Parish Council objects to this backland development because the size and scale of this development would represent an overdevelopment of the plot and be contrary to the Wickersley Design Code which requires backland development to be designed so that it is subservient to the host property. It would also harm the amenity of the occupants of No 136 by overlooking and overshadowing their rear garden thus reducing the privacy that they currently enjoy. It would therefore be contrary to policy SP12 of the Rotherham Local Plan in that regard.*

*The Parish Council is also concerned about the impact on mature trees along the rear boundary and side boundaries of this site. Whilst the tree reports suggest that those trees would be retained, there would be encroachment into the root spread and, given the very limited size of the rear garden area, there would be pressure to remove the trees as they will limit sunlight into the rear of the property given that they are located to the south.*

RB2023/0616 - 127B Bawtry Road Wickersley, The Yard (application to vary condition 02 (opening hours) imposed by RB2016/0951)

*Wickersley Parish Council does not object to the extension of opening hours so long as the premises continues to operate solely as a cafe/restaurant and do not operate partly as a drinking establishment during the evenings as this could lead to late night noise and nuisance as occurs at other premises within Wickersley centre. Wickersley has been designated as a Cumulative Impact Zone to prevent the further proliferation of drinking establishments and it is important that these premises do not operate partly in this way. It is therefore recommended that a condition be imposed to require the premises only to operate as a cafe/restaurant and for no other purpose.*

*Furthermore, there are a few outside tables serving these premises and it is important that these are not used late in the evening when noise and disturbance can occur. The Parish Council would therefore like to see a condition imposed that limits the occupation of outside tables to no later than 9 pm each evening. Such a condition has been imposed on other licensed premises such as The Garrison and Seasons Restaurant.*

*The applicants should also be made aware that it will also be necessary to apply for a variation of their premises licence.*

**RESOLVED unanimously** to submit the two objections as detailed above in regard to RB2023/0346, 138 Bawtry Road and RB2023/0616, 127B Bawtry Road (The Yard).

Cllr Godfrey advised councillors of proposed changes to the Community Infrastructure Levy (CIL) and gave an overview of the proposals and consultation being carried out by the Department for Levelling Up, Housing and Communities (DLHUC). The National Association of Local Councils (NALC) have provided local councils with the opportunity to provide comments as part of their response to the consultation. Cllr Godfrey advised that she didn't see a need for the parish council to submit any specific comments to NALC, as NALC themselves will aim to look after the interests of local councils in their response to the consultation.

Cllr Woodhead queried if any response had been received to an email submitted to RMBC querying changes being made to a premises on the north side of Bawtry Road



(formerly Chaudry's), which the parish council were not aware of a planning application for. The Acting Clerk and Cllr Godfrey advised that RMBC were looking into the matter, but that no further correspondence had yet been received. Cllr Woodhead expressed concern over the removal of stonework in the alterations being made.

**6454 To consider any general correspondence**

There was no correspondence to be discussed.

**6455 To consider moving the date of next meeting from Monday 19<sup>th</sup> June to Monday 26<sup>th</sup> June**

Cllr Barber advised that the reason for the request to consider amending the date of the June meeting was due to the proposed date of the internal audit, w/c 12<sup>th</sup> June, and the receipt of the audit report in time for consideration at the meeting, as this and the necessary sections of the AGAR need to be signed off prior to submission to the external auditor (which is to be done by 3<sup>rd</sup> July).

A number of councillors advised they would be unable to attend a meeting on the 26<sup>th</sup> June due to holidays and prior commitments, in particular this would affect two members of the Governance Review Working Group, who are due to report their findings at the June meeting.

**RESOLVED unanimously** to keep the original June meeting in the calendar for Monday 19<sup>th</sup> June, but to add in an additional meeting solely for the purpose of receiving and signing off the internal audit report and relevant AGAR sections if unavailable for the meeting on June 19<sup>th</sup>, on Monday 26<sup>th</sup> June.

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

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

Monday 19<sup>th</sup> June 2023  
Monday 26<sup>th</sup> June 2023 \*additional meeting as per above resolution.  
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 @ 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 10<sup>th</sup> July 2023  
Monday 6<sup>th</sup> November 2023

**Planning**

To be decided

**Woodland 6.30pm**

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

**WCCA 6.30pm**

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

September

**Finance 10.00 am**

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

**Events (2pm)**

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

**6456 To consider matters relating to former councillors, including commemoration of service (confidential item)**

The marking of service of former councillors was discussed.

**RESOLVED unanimously** to revisit this matter at the September full council meeting.

There was a question raised around grievance procedures and elections, which Cllr Barber answered in relation to advice received from RMBC.

**6457 To receive an update on Clerk's absence and to consider interim cover arrangements (confidential item & paper)**

Cllr Barber provided an update on the Clerk's sickness absence and gave feedback from a meeting held with the Clerk, Chairman of the Council, Chairman of HR Committee and the Acting Clerk regarding return to work.

There was discussion around ensuring the return to work was well managed, and how this might be achieved.

**NOTE: Standing Orders were resolved to be extended by 15 minutes at 20:30**

The following recommendations, laid out in the confidential paper provided to Councillors in their meeting pack, were tabled:

- a) Authorise the Chairman of the Parish Council and Chairman of HR Committee to agree the return to work arrangements to enable the Clerk to return to work in due course.
- b) Agree to extend the existing arrangements for the interim clerk team until 31 July 2023.

**RESOLVED unanimously** to authorise the Chairman of the Parish Council and Chairman of HR Committee to agree the return to work arrangements to enable the Clerk to return to work in due course.

**RESOLVED unanimously** to agree to extend the existing arrangements for the interim clerk team until 31<sup>st</sup> July 2023.

**The meeting was closed at 20:45.**

Signed  (Chairman) Dated 22-6-23

