



**Minutes of the Full Parish Council Meeting  
18:30, 18<sup>th</sup> September 2023  
Held in the Meeting Room at Wickersley Community Centre**

- Members: Cllrs: J Barber (Chair), A Bates (Vice-Chair), P Beighton, E Boswell, M Godfrey, C Grimes, B McNeely, K Phillips, J Robinson, M Scott, P Whitworth & M Woodhead
- In attendance: Cllrs: J Barber (Chair), A Bates (Vice-Chair), P Beighton, E Boswell, M Godfrey, C Grimes, B McNeely, K Phillips, J Robinson, M Scott, P Whitworth & M Woodhead
- In attendance: C Lavell-Smith (Parish Clerk), and 2 other members of the public

Two members of the public as prospective new councillors attended to observe the meeting, therefore the meeting commenced with a round of introductions and brief explanations.

**6503 To receive and approve apologies for absence.**

All councillors present.

**6504 To note any declarations of interest on items to be discussed at this meeting.**

None declared.

**6505 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 to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))**

Agenda Item 22 Staffing was moved to confidential session.

**6506 To discuss Police & crime matters**

Cllr Woodhead raised concern at off road bikes being ridden dangerously on Second Lane, she has reported this to the police.

Cllr Bates stated he had reported an incident to the police of a high-powered motorbike being ridden dangerously around Wickersley Park, close to users of the park.

**6507 To consider any matters from members of the public in attendance**

No matters raised.

Chairman initials:

AB

**6508 To consider any matters from Councillors in attendance**

Cllr Robinson raised concern at an overgrown bush on Northfield Lane in the garden of a private residence. The clerk will report to RMBC after checking if a road safety issue.

Cllr Bates questioned why the submitted legionella controls had not yet been implemented, the Clerk to look into this and action as a priority.

Cllr Phillips briefed councillors on recent concerns regarding parking issues at the community centre including the caretaker receiving verbal abuse from non-users of the centre when parking on the centre's car park. The clerk to email the adjacent restaurant regarding this and explore a meeting with the owners and several councillors.

Cllr Grimes expressed concern at further unacceptable parking issues on Sorby Way by users of the recreation ground who have not signed up to the "key scheme" resulting in roadside parking rather than in the car park. Recreation and Environment committee to develop a plan to respond to this for next year.

**6509 To approve the minutes of the Full Council Meeting held on 17<sup>th</sup> July 2023**

**RESOLVED unanimously** that the minutes of the meeting of 17th July 2023 are approved as a true record.

**6510 To approve the minutes of the Annual Parish meeting on 15<sup>th</sup> May 2023**

The Clerk explained that correct practice is that these minutes are reviewed at the following full council meeting and not retained until the next meeting, a year later. Following comments by councillors the Clerk agreed, she would provide a copy of these agreed minutes at future Annual meetings for information purposes.

**RESOLVED unanimously** that the minutes of the meeting of 15th May 2023 are approved as a true record.

**6511 To note matters arising from the minutes of the council meeting on 17th July 2023**

6491 Cllr Woodhead reported that following her complaint to RMBC regarding her concern that the children's play area at Rosendale Gardens was not operational, she had been advised it would be opened on 22/9/2023.

She had also raised a concern of speeding traffic on the estate. The response from RMBC was that following speed checks a problem was not identified with the average speed of 20mph being recorded.

**6512 To consider financial matters including:**

**6512.1 The authorisation of payment of accounts since the last meeting**

The list of payments to be authorised was considered by councillors. It was requested that the payments list is presented in date order so easier to understand.

Several payments were questioned as considered high and included numerous payments within one heading. Following discussion, the Parsh Clerk will provide a full breakdown report of all amalgamed amounts on the sheet for Winthrop Gardens for all councillors. It is proposed that a new internal auditor is to be appointed and they will provide a review of the financial operating systems for Winthrop Gardens as part of ongoing internal control checks.

It was also requested that water bills for both Bob Mason recreation grounds and Winthrop Gardens are checked for accuracy, period covered and whether on water meters.

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

WICKERSLEY PARISH COUNCIL						
APPROVAL OF PAYMENTS SCHEDULE						
Sept 23 Council Meeting (18.09.23)						
Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
19/07/2023	DC	£155.00	£0.00	£155.00	Royal Mail	Stamps
14/08/2023	DD	£39.08	£1.86	£37.22	N Power	Tanyard toilets electricity 01/06 to 30/06
14/08/2023	DD	£95.20	£4.53	£90.67	N Power	Bob Mason electricity 01/06 to 30/06
14/08/2023	DD	£13.06	£0.62	£12.44	N Power	Roundabout FP electricity 01/06 to 30/06
Various Jul	DC	£2,525.72	£343.32	£2,182.40	Winthrop debit card expenditure	Winthrop expenditure Jul 23
		£597.27	£5.58	£591.69	A Chester expenses	Winthrop expenses Jul 23
		21.74	£3.62	18.12	Kinspeed	Monthly backup fees - Jun 23
		£606.99	£101.60	£505.39	Hobsons	Monthly landscaping contract - Aug 23
		£150.00	£0.00	£150.00	J Packer (Wickersley Youth)	Refund of Bob Mason key bond (key returned)
16/08/2023	DD	£307.08	£14.62	£292.46	Eon Next	Winthrop electricity 01/07 to 31/07
22/08/2023	DD	£12.26	£0.58	£11.68	British Gas	Feeder pillar electricity (health centre) 02/07 to 01/08
25/08/2023	DD	£49.43	£0.00	£49.43	Business Stream	Bob Mason water bill 11/05 to 10/08
25/08/2023	DD	£29.75	£0.00	£29.75	Business Stream	Winthrop water bill 11/05 to 10/08
14/09/2023	DD	£41.11	£1.96	£39.15	N Power	Tanyard toilets electricity 01/07 to 31/07
14/09/2023	DD	£105.10	£5.00	£100.10	N Power	Bob Mason electricity 01/07 to 31/07
14/09/2023	DD	£13.52	£0.64	£12.88	N Power	Roundabout FP electricity 01/07 to 31/07
30/08/2023	DD	£112.20	£0.00	£112.20	Business Stream	Tanyard toilets water bill 15/05 to 14/08
31/08/2023	DD	£23.87	£0.00	£23.87	Water Plus	Winthrop waste water bill 01/05 to 01/08
		£860.76	£143.46	£717.30	RMBC	Play inspection fees (x2 sites)
		£606.99	£101.16	£505.83	Hobsons	Monthly landscaping contract - Sep 23
21/09/2023	DD	£12.26	£0.58	£11.68	British Gas	Feeder pillar electricity (health centre) 02/08 to 01/09
19/09/2023	DD	£331.56	£15.79	£315.77	Eon Next	Winthrop electricity 01/08 to 31/08
		£242.34	£11.54	£230.80	Rother Gas	Winthrop propane gas (x3)
Various Aug	DC	£666.83	£22.86	£643.97	Winthrop debit card expenditure	Winthrop expenditure Aug 23
		£409.22	£33.75	£375.47	A Chester expenses	Winthrop expenses Aug 23
		£100.50	£16.75	£83.75	Killis	Tanyard toilet supplies
21/08/2023	DD	£239.76	£39.96	£199.80	KCM	Tanyard bin collections Jul 23
21/08/2023	DD	£72.00	£12.00	£60.00	KCM	Bob Mason bin collections Jul 23
		£35.32	£5.86	£29.46	LBM	Handymen materials - Jul 23
		£120.00	£20.00	£100.00	Real World Business	Payroll services Jul 23
		£17.98	£0.00	£17.98	YLCA	'Good Councillors Guide to Employment 2023' book
16/08/2023	DD	£77.40	£12.90	£64.50	Sage	Monthly fee - Aug 23
		£22.03	£3.67	£18.36	Kinspeed	Monthly backup fee - Jul 23
		£73.15	£12.19	£60.96	Killis	Cleaning supplies
26/08/2023	DD	£233.28	£38.88	£194.40	BT	Office phone & broadband quarterly bill
		£50.00	£0.00	£50.00	Rain Rescue	Grant/donation previously agreed, ref. minute 6484.2 (19.06.23)
		£100.00	£0.00	£100.00	Yorkshire Air Ambulance	Grant/donation previously agreed, ref. minute 6484.1 (19.06.23)
		£37.80	£6.30	£31.50	APC	Monthly pest control fee (Aug)
		£571.37	£95.23	£476.14	TDP	New bench - Almond Glade
		£100.00	£0.00	£100.00	YLCA	Talking tables training day (C Lavell & A Naylor)
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Jul 23
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Aug 23
		£120.00	£20.00	£100.00	Carter Towler	Tanyard toilets annual rent
30/08/2023	DC	£118.92	£19.82	£99.10	Kingfisher Direct	2x replacement bin liners - Stephen Shaw
		£277.90	£46.32	£231.58	Glasdon	4x replacement bin liners - Bob Mason
		£361.74	£63.62	£298.12	Kinspeed	Quarterly support & monthly backup fee - Aug 23
		£76.96	£12.83	£64.13	QDOS	Stationery
17/09/2023	DD	£77.40	£12.90	£64.50	Sage	Monthly fee - Sep 23
19/09/2023	DD	£279.72	£46.62	£233.10	KCM	Tanyard bin collections Aug 23
19/09/2023	DD	£72.00	£12.00	£60.00	KCM	Bob Mason bin collections Aug 23
		£120.00	£20.00	£100.00	Real World Business	Payroll services Aug 23
		£25.00	£0.00	£25.00	YLCA	Planning webinar - A Bates
06/09/2023	DC	£88.74	£13.15	£75.59	Amazon	Stationery & tealights for lantern walk event
		£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Aug 23
		£1,150.00	£0.00	£1,150.00	Sam Business Services	Newsletter printing - Oct 23 edition
		£1,584.00	£264.00	£1,320.00	Taylor Tuxford Associates	Winthrop planning application - plans, spec & submission of application
22/09/2023	DC	£526.00	£0.00	£526.00	Planning Portal	Winthrop planning application fee
		£10,035.95	£0.00	£10,035.95	Staff Salaries	August Salaries
		£2,633.13	£0.00	£2,633.13	HMRC	PAYE & NI (Aug wages)
		£2,498.36	£0.00	£2,498.36	SYPA	Superannuation (Aug wages)
Aug/Sept Total		£34,026.76				

Chairman initials: 

**6512.2** The Chair presented an update report on the budget for 2023-24.

Two items had been outstanding which have now been resolved.

The projected trading deficit and corresponding subsidy required to support WCCA from WPC has reduced by approximately £2,000 from £20,000 to £18,000, subject to trading continuing at current levels, following agreement of the 2023-24 budget for WCCA.

The revised staffing structure has been agreed by Human Resources committee for Winthrop Gardens, with an increase of 5 core hours weekly for the Winthrop Organiser and additional hours being paid for fund raising activities, funded from the Winthrop Gardens budget. This represents a £3,500 saving on the forecast £10,000.

**6512.3** The Chair briefed councillors on the Community Ownership Fund, established by the Government's Levelling up agenda, for buildings that may not survive or require redevelopment once an asset has been purchased. This is being explored as part of the Winthrop Gardens redevelopment project.

An initial expression of interest has been accepted therefore a full bid is now being worked on. If successful, an award could be made of up to 80% of the cost of the redevelopment project could be awarded.

**6513 To review Standing Orders, Financial Regulations and Code of Conduct.**

On an annual basis the following documents are reviewed in line with current advice from advisory bodies, this year comments have also been advised from the internal governance review.

The clerk presented revised documents of the below with all proposed changes highlighted in an accompanying report.

- Standing Orders,
- Financial Regulations and
- Code of Conduct.

It was **RESOLVED** unanimously to accept the proposals recommended.

In addition, it was **RESOLVED** unanimously to amend the delegated levels in section 4 of the financial regulations to include the following paragraph to enable Chairs of committees to increase their level of delegated spend.

*The Chair of a duly delegated committee for items up to £2,000, in emergency and in consultation with the Chair and RFO.*

**6514 To receive the following policies.**

The following draft policies were presented for consideration by councillors, all based on our professional advisors (NALC, YLCA etc) recommended model documents.

- 1) Dignity at work policy, linked to the Civility and Respect pledge agreed at the July 2023 meeting, minute 6519.
- 2) TOIL policy as agreed at HR committee 18/01/2023
- 3) Freedom of Information policy as agreed at HR committee 18/01/2023
- 4) Financial Reserves policy
- 5) Public participation policy
- 6) Vexatious policy

After discussion, councillors **RESOLVED** not to accept the above policies as considered they had had insufficient time to consider the documentation, and/or did not consider the need for / overlap with other policies e.g. Code of Conduct and Standing Orders

It was **RESOLVED** that HR committee would pick this task up as appropriate, with support from other councillors to help review individual policies, as several councillors stated they have knowledge and experience in this area

It was also **RESOLVED** that a report on the overall management and review of policies would be provided at a future meeting of the council.

**6515 To consider which committee takes on responsibility for Governance issues.**

Linked with the discussion in the above item, it was agreed that policy subjects specific to individual committees would be reviewed by that committee. Governance type documents eg Standing Orders, Code of Conduct etc which do not clearly sit with a committee will be considered by a specially convened working party for this purpose.

**6516 To consider planning and licensing applications**

Cllr Godfrey stated the only application received is as below, she outlined the application to councillors and commented that she does not recommend any objection to this application. It was **RESOLVED** to accept this recommendation.

RB2023/1104

11 Marcliff Crescent Wickersley

Demolition of existing dormer bungalow and erection of No.1 detached dwelling

<http://rotherham.planportal.co.uk/?id=RB2023/1104>

Cllr Godfrey added that a further communication had been received with reference to RB2023/0346 138 Bawtry Road following conversations between RMBC and the applicant's agent. The agent is disputing the fact that the proposal does not accord with the Design Code. Cllr Godfrey advised councillors that she looked at the response of the agent to the representations made by Wickersley Parish Council and she still considers that our objection should stand for the reasons: provided in our original objection. It was **RESOLVED** to support this response to RMBC.

**6517 To receive update on Christmas Lights**

Cllr Grimes, Chair of Events Committee, outlined that plans are under way for the annual lights switch on and asked councillors to let her know of their availability to help with the event. The rota for volunteers will be circulated next week following the Events meeting on September 19<sup>th</sup>, 2023.

Cllr Bates asked whether anything had been actioned following the discussion at the Chairs meeting of moving the event to the Tanyard. Cllr Grimes said the Events committee will look into this, though added previously this proposal had not been welcomed by the Tanyard management association on behalf of their tenants.

**6518 To receive update on the newsletter**

The parish clerk reported that the newsletter had been received and that the assistant clerk admin was in the process of sorting out the delivery rota for volunteers and councillors.

**6519 To update on the Quality Council process**

The Parish Clerk explained that she had started to look at the application process for applying for the foundation level of the local council award scheme. It is recognition that the council is operating lawfully and according to standard practices and reviews policies and operating procedures of the parish council.

**6520 To receive the resignation of Cllr M Biggin**

The Chair informed councillors that Cllr Biggin had resigned from the parish council. The Chair had emailed his thanks for his brief but productive period of serving as a parish councillor.

**6521 To appoint a councillor to join Woodlands committee.**

There were no volunteers to join this committee and due to operating with only 75% of councillor's capacity, it was decided to leave this position vacant until more councillors are coopted.

**6522 To update Councillors on the election process**

The Chair explained that two drop-in information sessions were being held to offer potential councillors the opportunity to discuss this role further with a councillor and /or member of the clerk team. The events are planned for the morning of 11<sup>th</sup> October at Winthrop Gardens and evening of the same date at the community centre.

The Chair talked through the process of elections for the forthcoming elections in 2024.

**6523 To notify date of YLCA whole council training.**

This has now been arranged for 16<sup>th</sup> November at the community centre from 6.30 to 9.00pm, all councillors are encouraged to attend.

**6524 To consider items of correspondence.**

A letter of thanks for the £1,000 church yard grant has been received from St Albans Church.

The first Wickersley Walking festival is to be held from 1<sup>st</sup> April to 19<sup>th</sup> June 2024 where a series of at least 24 walks have been organised. It is being managed by the Winthrop walks leader and the Winthrop Organizer and will link to Winthrop Gardens.

Winthrop Gardens are to take the lead role for parish supported activities for the D Day celebrations on 6<sup>th</sup> June 2024.

**6525 To receive minutes from the following committees**

It was **RESOLVED** to receive minutes from the following committee meetings.

Environment 30.1.23  
Woodland 21.3.23 and 29.11.22  
Events 18.4.23, 28.3.23 and 28.2.2023  
Winthrop 3.3.23

**6526 To consider confidential staffing report - Confidential item**

The Chair of Human Resources presented the previously circulated confidential report explaining the recommendation of the report was to extend the current staffing arrangements for a further month to allow HR committee to further consider a revised staffing structure. She explained they are concentrating on future proofing the clerking team and preparing for succession planning. The cost will be a maximum of £981 including on costs.

It was **RESOLVED** unanimously to support this recommendation.

The meeting closed at 20.25.

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

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

Monday 16th October 2023  
Monday 20th November 2023  
Monday 11th December 2023

**Committee Meetings**

**Recreation & Environment 6.30pm**

3<sup>rd</sup> October 2023  
5<sup>th</sup> December 2023

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

Friday 1<sup>st</sup> December 2023

**HR 18.30pm**

Monday 25<sup>th</sup> September 2023  
Monday 4<sup>th</sup> December 2023

**Finance 10.00am**

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

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

September

**Planning**

To be decided

**Woodland 6.30pm**

Tuesday 26<sup>th</sup> September 2023  
Tuesday 21<sup>st</sup> November 2023

**WCCA 6.30pm**

Monday 23<sup>rd</sup> October 2023

**Events 2.00pm**

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

Signed AB Baker (Chairman)

Dated 20-11-23

Chairman initials: AB