



**Minutes of the Full Parish Council Meeting
18:30, 17th April 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, C Grimes, B McNeely, J Robinson, M Scott, P Whitworth and M Woodhead

In attendance: A Naylor (Acting Parish Clerk), 1 member of the public

6422 To receive apologies for absence

Apologies received from Cllrs: M Godfrey (holiday), E Boswell (work commitments), K Phillips (work commitments) and N Judah (family matters).

6423 To note any declarations of interest on items to be discussed at this meeting

None declared.

6424 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 item 10, to receive and discuss an HR update from the Chairman, be moved to confidential.

6425 To discuss Police & crime matters

There was no police presence or report provided at this meeting. PC Lee Wooley has confirmed to the Acting Clerk that of the remaining 2023 meeting dates, he is only able to attend the July & November meetings due to other diary clashes.

Cllr Barber stated that at the RMBC CAP meetings he attends, police attendance has been low.

There were no police matters raised by Councillors at this meeting, however it was noted by Cllr Bates that there was visible police presence on a recent Saturday evening around the licensed premises in Wickersley.

6426 To consider any issues from members of the public in attendance

One member of the public, a previous councillor, was in attendance, and asked if the Parish Council had a reserves policy. Cllr Barber advised that there was a reserves policy laying out the Parish Council's allocation of reserves in the financial year

Handwritten initials 'AB' in black ink.

2022/23. The member of the public stated that this wasn't what they were referring to, but a written policy on how the Council deals with reserves, including the level of general financial ('uncommitted') reserves held, etc.

A conversation around the level of reserves held and allocation of these ensued.

Cllr Barber advised that there was a process planned for later in 2023 to review the business plan and reserves of the Parish Council, and will include the consideration of whether a formal policy (over and above the wording included on the current reserves allocation policy) is to be introduced.

Note: the member of the public left the meeting at this point.

6427 To note any issues from councillors in attendance

Cllr Bates provided an update on the successful litter pick at Wickersley Park on Saturday 15th April; there were around 10 volunteers & councillors attended the event. Cllr Bates gave thanks to those who attended. Cllr Woodhead also added that good feedback was received from members of the public on the day.

Cllr Grimes provided an update on the recent Easter event in Wickersley Woods, which went very well and received good support/attendance from the community. Cllr Grimes thanked those who helped at the event.

6428 To approve the minutes of the Council Meeting held on 20th February 2023

RESOLVED unanimously that the minutes of the meeting of 27th March 2023 were accepted as a true record.

6429 To note matters arising from the minutes of the Council Meeting on 27th March 2023

Ref. minute 6413, relating to the governance working group set up to review the Parish Council's governance arrangements, Cllr Scott gave an update on the group's progress and advised that they had met twice to date. Cllr Scott asked that all Councillors re-read the Standing Orders to familiarise themselves with the content and to perhaps bring along their own copies to meetings as a reference point.

Cllr Scott advised that it was the intention of the working group to ask that the election of committee chairmen at the May meeting be either an interim appointment, or to be delayed to a later meeting, pending the review by the working group (and any resultant recommendations) of Standing Orders regarding chairmanships.

Ref. minute 6413, relating to unresolved Code of Conduct investigations, Cllr Barber advised that he was awaiting a response from RMBC's Monitoring Officer to be able to update Councillors.

Ref. minute 6413, relating to the HR Committee's Terms of Reference, Cllr Barber stated that he had reviewed the document and is of the opinion that the content of such is OK and in line with what we should expect of the committee, and that any previous widening of the remit appeared to have been brought about by the previous committee chair taking additional matters into this committee. Cllr Scott advised that this review was also being undertaken by the governance working group, and they would be including their findings within their report to full council in due course.

Ref. minute 6413, relating to business planning, Cllr Barber suggested beginning this process with an initial, perhaps 1 hour, session in June.

Action: Acting Clerk & Chairman to canvass views from councillors on holding a session prior to the June meeting, or an extra meeting on an alternative evening.

Ref. minute 6413, relating to priority planning, this will be further discussed and a meeting arranged once committee chairmen have been elected for the forthcoming year.

Ref. minute 6416, relating to the marking of the recent resignations of 2x councillors, it was stated that the purchasing of gifts for previous councillors was not the norm, and as such some councillors felt that this may not be appropriate. It was stated that as the donations received from individual councillors were voluntary contributions, that the money be used to purchase a memento for each, as a gift from councillors. It was suggested that S Ellis and P Thirlwall be invited to receive their gift prior to a future meeting.

There was discussion around the Parish Council marking their service by way of a plaque or similar. This is to be added to next months meeting agenda for consideration.

Action: Cllr Barber to email the contributors regarding gift ideas (as a personal gift, not from the Parish Council).

Action: Cllr Barber to invite the former councillors to attend to receive the gifts prior to a future meeting.

Ref. minute 6419, relating to a request for funding from Willows School, the Acting Clerk advised that no response had yet been received to advise whether any pupils attending were Wickersley residents.

Ref. minute 6420, relating to planning applications, Cllr Biggin asked if we had yet heard anything in relation to the planning appeal for the proposed flats on the corner of Goose Lane. The Acting Clerk advised that no outcome had been reported as yet.

6429.1 To receive parish precept information

Ref. minute 6417.2, Cllr Barber summarised the information provided to councillors, showing the precept amounts and percentage increases for parishes within the borough.

Cllr Bates stated that looking at a single year's increase may show a skewed picture, as Wickersley Parish Council have for the last few years only made very small percentage, or 0%, increases to precept, but have this year increased by a larger amount, and that over a 3 or 5 year period, the overall increase across the parishes may show a different picture.

6430 To receive an update and request from the Events Committee regarding Gala preparations & event volunteers

Cllr Grimes advised that Winthrop had pulled out of providing refreshments for the event, due to volunteer shortages. The Gaslamp are doing a lot to support the event and have stepped in to provide this.

Cllr Grimes asked if any councillors who had not already volunteered were available to help, and if so asked that they sign themselves up to help on the day.

Action: Clerks to send out an email to all Councillors and volunteers with list of requirements for volunteering roles for the event.

Cllr Bates stated that he was away on the day of the gala but could help with preparations the day before (Saturday), e.g. with marking out.

Cllr Whitworth advised she would be able to assist with cleaning up afterwards, but was not available during the day.

Cllr Grimes asked if Cllr Barber as Chairman could provide a comment to RMBC regarding the grant received for the gala.

6431 To receive and discuss an HR update from the Chairman, Cllr Barber
(confidential item)

Cllr Barber provided an update on the Clerk's sickness absence and planned meeting between the Clerk, Chairman of the Council, Chairman of HR Committee and the Acting Clerk. A further update will be provided to full council at the next meeting.

The following recommendations, laid out in the confidential paper provided to Councillors in their meeting pack (as amended through discussion at this meeting), were tabled:

- a) Merge the Recreation and Environment Committees given the close interface of their work, and help the management of overall committee membership. This would be a permanent arrangement.
- b) Suspend the Events Committee until it is time to plan for the Christmas Lights Switch On from September, and ask other committees, e.g. Woodland and Recreation, to lead on the smaller events programme.
- c) Reduce the number of newsletters to be issued in 2023-24 to 2 (probably October and March).
- d) Ask the committee chairs to meet (once appointed) to put in place a priorities programme which takes account of capacity.
- e) Consider the routine priorities due to be implemented in 2023-24, and where appropriate defer to early 2024. This would cover policy reviews and risk assessments.
- f) Defer the Sale of Land Group until 2024 when our business plan resource requirements are clearer.
- g) Reconsider the timescale for the Volunteers Strategy and delay the development of the Communications Strategy until 2024.

RESOLVED unanimously to implement the above recommendations.

6432 To consider the process of co-option to fill council vacancies

Following two councillor resignations recently, the Parish Council now has two vacant seats. Notices have been displayed for both vacancies as required, and RMBC have confirmed in both instances that requests for an election to fill the casual vacancies had not been received, therefore the council can now look to co-opt.

Cllr Grimes said that there had been interest in the vacancies from members of the public at the Eater event.

Cllr McNeely stated that someone had expressed interest to her as well.

RESOVLED unanimously to advertise 2x councillor vacancies for co-option, including an advert in the Wickersley section of the Rotherham Advertiser.

6433 To consider the Parish Council's feedback to the RMBC ward priority setting process

The current ward priorities were discussed.

Councillors voiced concerns around the fact that the village is split in to two parts for the purposes of the Borough Wards, and that this leads to the village as a whole not being looked at as one entity.

It was stated that Thurcroft & Wickersley South Ward priorities appear very focussed on Thurcroft as opposed to being applicable to both areas.

Action: Cllr Barber to feed back to RMBC regarding the ward priorities and the need for more inclusion of Wickersley South in the Thurcroft & Wickersley South Ward priorities.

6434 To consider financial matters including:

6434.1 The authorisation of payment of accounts since the last meeting

The Acting Clerk talked through the payments to be authorised.

Cllr Bates raised a question regarding the Bob Mason bin collections, and whether a weekly empty was required on these.

Action: Acting Clerk to liaise with the handymen to ascertain whether weekly empties are required, or if this can be reduced to fortnightly for example.

RESOLVED unanimously that the following payments are approved:

WICKERSLEY PARISH COUNCIL APPROVAL OF PAYMENTS SCHEDULE April Full Council Meeting 17.04.23						
Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
29/03/2023	DC	£26.81	£4.47	£22.34	Aldi	Easter eggs for Easter event
30/03/2023	BACS	£600.00	£0.00	£600.00	Bradley's Grounds Maintenance & Tree Care	Works at Wickersley Wood per management report (rollover project works)
30/03/2023	BACS	£600.00	£0.00	£600.00	Bradley's Grounds Maintenance & Tree Care	Works at the Gorse per management report (rollover project works)
30/03/2023	BACS	£360.00	£0.00	£360.00	Heart of Knitting	Wickersley library knitting group grant (ref. minute 6401)
30/03/2023	DC	£461.40	£76.90	£384.50	Bin-Store (Kingfisher Direct)	Replacement bin for Wickersley Park
30/03/2023	DC	£20.23	£3.38	£16.85	Amazon	Hazard tape, dog poo bags & toilet rolls for Gala event
30/03/2023	DC	£23.59	£3.93	£19.66	Amazon	2 stoke oil for hedge cutters
31/03/2023	DC	£53.88	£9.00	£44.88	Amazon	Litter pick hoops
31/03/2023	DC	£297.79	£19.02	£278.77	Winthrop debit card expenditure	Winthrop expenditure Mar 23
05/04/2023	DC	£20.36	£0.00	£20.36	Ebay	Gala - coronation bunting
05/04/2023	DC	£25.20	£0.00	£25.20	Ebay	Gala - line marking spray
18/04/2023	DD	£270.00	£45.00	£225.00	KCM	Tanyard bin collections Mar 23
18/04/2023	DD	£270.00	£45.00	£225.00	KCM	Bob Mason bin collections Mar 23
		£1,020.00	£170.00	£850.00	Valeside Tree Care	Removal of failed poplar tree
		£1,104.00	£184.00	£920.00	DB Entertainment	Gala - PA system, sound engineer & generator
		£465.00	£0.00	£465.00	RMBC	Winthrop waste collections Apr 23 to Mar 24
		£264.00	£44.00	£220.00	Renumeris (Real World Business)	Payroll services Mar 23 & 3-year cyclical pension re-enrolment
		£10.66	£1.77	£8.89	LBM	Handyman materials Mar 23
		£148.50	£0.00	£148.50	A Chester expenses	Winthrop mileage claim 04/22 to 03/23
		£213.70	£0.00	£213.70	A Chester expenses	Home baking expenses (Winthrop) 05/07 to 31/03
		£113.00	£0.00	£113.00	B Rodgers	Winthrop clearing bill 01/02 to 31/03

	£208.21	£10.84	£197.37	A Chester expenses	Winthrop expenses Mar 23
	£1,020.00	£170.00	£850.00	RB Land Management	Clearing of 2m strip rear of Sycamore Avenue, Wickersley Park
	£3,600.00	£600.00	£3,000.00	Your Event Cover	1st payment for marquees, stage, etc. for gala
	£606.99	£101.16	£505.83	Hobsons	Monthly landscaping contract - April 23
	£77.40	£12.90	£64.50	Sage	Monthly fee - Apr 23
	£20.74	£3.46	£17.28	Kinspeed	Monthly backup fees - Mar 23
	£120.89	£20.15	£100.74	Microsoft	Additional licence fee for new user account (temp. staff)
	£131.25	£0.00	£131.25	Wendy Simpkin	Tanyard toilet warden honorarium Q1 23/24
	£1,065.00	£0.00	£1,065.00	YLCA	Membership, 04/23 to 03/24
	£4.99	£0.00	£4.99	J Needham expenses	New key cut
	£37.80	£6.30	£31.50	APC	Monthly pest control fee (Apr)
Total	£13,261.39				

6434.2 Insurance claim for solar lights at Wickersley Park

The Acting Clerk talked through the paper provided to councillors laying out the problems faced with vandalism of previous solar lights, the cost of replacement, and progress of the insurance claim. The excess of £125 needs to be funded by the Parish Council from the new 2023/24 'parish support' budget line.

RESOLVED unanimously to support the placing of the order for the replacement solar lights, following receipt of insurance monies.

6434.3 Insurance claim for gazebos at Winthrop Gardens

The Acting Clerk talked through the paper provided to councillors detailing the damage to the parish gazebos at Winthrop following the heavy snowfall in March, the cost of replacement, and progress of the insurance claim. The excess of £125 needs to be funded by the Parish Council from Winthrop Gardens 2023/24 budget.

RESOLVED unanimously to support the placing of the order for the replacement gazebos, following receipt of insurance monies.

It was stated that a review of the arrangements regarding loan of the parish gazebos to Winthrop should be considered further once the new gazebos are received.

NOTE: Standing Orders were extended by 15 minutes at 20:30

6435 To consider any general correspondence

- 1) A NALC document was handed out by the Acting Clerk regarding consultation on the Infrastructure Levy reform.

It was proposed that this be formally considered by members of the Planning Committee.

Action: Any comments from councillors to be provided to Cllr Godfrey (Planning Committee Chair) and Cllr Woodhead (Planning Committee Vice Chair) ahead of the closing date of 9th June 2023.

- 2) On a recent YLCA bulletin, it was identified that 'Whole Council Training' was being offered by YLCA on certain dates in May & June. Training for councillors has come via a couple of different avenues recently, at previous council meetings and at recent HR meetings, and it is felt that this may be beneficial for all councillors, both new and long-standing.

The dates available within the communication were not particularly feasible for the council, however interest was shown and it was felt that this session would be useful to arrange, if alternative/future dates would be available.

Action: Acting Clerk to discuss with YLCA regarding the continuing of the sessions and if future dates would be available, and/or if they would be able to accommodate running a session in September, as this would be ideal timing after holidays and to capture new councillors once the vacant seats have been filled.

6436 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.

RB2023/0368 - 46a Goose Lane Wickersley
Application to amend condition 2 (approved plans) and remove condition 7 imposed by RB2020/1350

RB2023/0333 - 33 Bawtry Road Wickersley
Discharge of conditions 2, 3, 4 & 5 imposed by RB2020/0507

We have also been made aware of amended plans having been submitted for, to which we have submitted representations at the initial stage, and following a previous amendment.

Consideration of all applications was made. An objection was recommended, as follows:

RB2023/0182 - 2 Almond Glade
Wickersley Parish Council have considered the amended plans and are of the view that the proposed design is much more appropriate to the area and will remove the previous concerns about overlooking, given the significant reduction in the glazing areas at first floor level. However, the use of white render is not an appropriate building finish and should be replaced by brick and/or stone to reflect the predominant materials used in this part of Wickersley.

RESOLVED unanimously to submit the objection as detailed above in regard to amended plans for 2 Almond Glade.

Cllr Biggin enquired as to whether we had heard anything further regarding the appeal relating to the flats on the corner of Goose Lane. It was advised we had still not yet heard anything.

Action: Acting Clerk to request an update on the appeal from RMBC.

Cllr Bates raised a concern regarding works which are being carried out to the former Chaudry's premises - the stonework at the front of the property has been removed down to floor level and it appears a new frontage is to be installed. No councillors were aware of any planning permission which had been submitted for the works.

Action: Cllr Godfrey to look in to this further and to send concerns to RMBC and ask whether planning permission had been sought/granted for this work.

6437 To note the date of next meeting

The next meeting date of Monday 15th May 2023 was noted. Cllr Barber advised councillors that the Annual Parish Meeting would be held at 6pm, followed by the Annual Meeting of the Parish Council at 6.30pm.

Apologies were given in advance by Cllr Bates, due to holiday commitments.

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

Full Council Meetings (commencing at 6.30pm)

- Monday 15th May 2023 (Annual Parish Meeting @ 6pm)
- Monday 19th June 2023
- Monday 17th July 2023
- Monday 18th September 2023
- Monday 16th October 2023
- Monday 20th November 2023
- Monday 11th December 2023

Committee Meetings

Recreation 6.30pm

- Tuesday 6th June 2023
- Tuesday 12th September 2023
- Tuesday 5th December 2023

Winthrop 9.00am (HELD AT WINTHROP)

- Friday 9th June 2023
- Friday 1st September 2023
- Friday 1st December 2023

Environment 6.30pm

- Monday 24th April 2023
- Monday 10th July 2023
- Monday 6th November 2023

HR 9.00am

- Wednesday 24th May 2023
- Wednesday 27th September 2023
- Wednesday 6th December 2023

Newsletter - Request for Items and editorial meetings

- Jun/Jul
- Sep/Oct

Planning

To be decided

Woodland 6.30pm

- Tuesday 13th June 2023
- Tuesday 5th September 2023 (lantern walk meeting)
- Tuesday 26th September 2023
- Tuesday 21st November 2023

WCCA 6.30pm

- Monday 26th June 2023
- Monday 23rd October 2023

Finance 10.00 am

- Tuesday 28th November 2023

Events (2pm)

- Tuesday 18th April 2023
- Tuesday 16th May 2023 (debrief)
- Tuesday 27th June 2023
- Tuesday 19th September 2023
- Tuesday 17th October 2023
- Tuesday 28th November 2023 (debrief)

The meeting was closed at 20:43.

Signed  (Chairman) Dated 15-5-23