



Harthill with Woodall Parish Council

The Village Hall
Winney Hill
Harthill
Sheffield
S26 7YL
Tel. 01709 528823



**NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL WHICH WILL BE HELD IN THE
COMMITTEE ROOM OF THE VILLAGE HALL ON**

TUESDAY 14TH MAY 2024 AT 7.00PM

Apologies for Absence should be notified to the Clerk prior to the meeting.

**The meeting is open to the public by virtue of the Public Bodies (Administration to Meetings)
Act 1960 s1.**

1. To elect a chairman for the ensuing year, to be followed by the signing of the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice-chairman for the ensuing year.
3. To agree any action in relation to any Acceptance of Office and Register of Interest forms not delivered to the clerk.
4. To receive and approve reasons for absence.
5. To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing ordinary vacancy. To be followed by delivery of their acceptance of office.
6. To receive declarations of interest in respect of business on the agenda.
7. To authorise the chairman to sign the minutes of the meeting held on 9th April 2024, as a true and correct record.
8. To identify any agenda items which may be considered following the exclusion of press and public, due to the confidential nature of the business to be discussed.
9. To note any matters arising (For information only)

Comments or questions from members of the public (15 minutes will be allowed)

10. To appoint any new committees.
11. To appoint members to the staffing committee for the next 12 months, appoint the chairman of the committee and agree any changes to the terms of reference. To note in the last year staffing committee meetings were not held and that matters were dealt with by full Council.
12. To appoint members to the Allotment and Gardens Committee for the next 12 months, appoint the chairman of the committee and agree any changes to the terms of reference.
13. To consider continuation with existing annual subscriptions/fee for Information Commissioners Office (data protection) YLCA, SLCC, Allotment Society, Community First, Canals and River Trust and Campaign to protect Rural England, which will fall due during the next 12 months.
14. To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the council. To include agreement for hire of the village hall for other Council meetings and allotment rent collection at the prevailing hall tariff.

15. To agree that Harthill with Woodall Parish Council now meets the eligibility criteria for the General Power of Competence.
16. Following agreement, to consider the adoption of the General Power of Competence (GPC) as power of first resort, now that Harthill with Woodall Parish Council meets the required criteria.
17. To receive an update in respect of planning matters and consider any further action on ongoing applications. In particular, to discuss -

RB2024/0583 - Erection of 7 residential dwellings, Land west of Carver Close, Harthill.
<http://rotherham.planportal.co.uk/?id=RB2024/0583>

RB2024/0482 - Discharge of condition 8 imposed by planning application RB2023/1512, land adjacent to 9 Woodall Lane, Harthill.
<http://rotherham.planportal.co.uk/?id=RB2024/048>

RB2024/0108 - Application to vary condition 2 (prevention of surface water discharge from site to neighbouring properties during excessive rainfall conditions, land drains to be installed) imposed by RB2021/2072 at Hillside Way (Phase 2) Winney Hill, Harthill.
Granted Conditionally 17 April 2024.
<https://rotherham.planportal.co.uk/?id=RB2024/0108>

18. To receive information on the following ongoing issues and decide further action, where necessary.
 - 18.1 To discuss any action in relation to the latest play report, including any risk issues.
 - 18.2 To discuss the completion of the Cableway Project including ratifying the spend on new signage on site and costs associated with the opening event. To review bin locations on play area. To review insurance requirements for the Cableway.
 - 18.3 To discuss the outcome of the 'walk about' with NPG, Parish Councillors and ward Councillors and the general condition of verges.
 - 18.4 To receive the response from SYCMA in response to our query regarding funding for cycle paths.
 - 18.5 To discuss issues that have arisen with grass cutting, paid schedule and general parish maintenance.
 - 18.6 To discuss the forthcoming In Bloom competition.
 - 18.7 To receive information regarding assistance with wildflower areas and a request from RMBC that a boggy area at the bottom of Spens Field be treated as a relaxed area.
19. To discuss matters requested by Councillors/Clerk and to agree any action.
 - 19.1 To receive any requests for financial assistance.
 - 19.2 To elect a representative to the Yorkshire Local Council's Association for the forthcoming year.
 - 19.3 To agree payment of chairman's allowance and agree an amount for the forthcoming year.
 - 19.4 To receive information on the forthcoming retirement of the parish handyman.
 - 19.5 To receive a request for two emergency, out of hours, contacts for RMBC.
 - 19.6 To discuss the next issue of The Hart, agree timing, cost and any specific content to be included.

- 19.7 To advise Council of issues with the Cameras near the play area and agree next steps.
- 19.8 To discuss new bench/seating locations in the Parish
- 19.9 To receive an invitation from The Canal and River Trust to see the current works and discuss any outstanding questions.
- 19.10 To receive a letter of concern from a parishioner regarding the residual impact of the Northern Powergrid works and the delay with the Reservoir works.

20 Financial Matters

- 20.1 To receive the RFO'S Report
- 20.2 To verify bank reconciliation to 30th April 2024
- 20.3 To approve accounts for payments.
- 20.4 To agree any transfers to reserves or adjustments to budget lines in the new 2025-2026 budget.
- 20.5 To nominate a Councillor to carry out quarterly financial review of the accounts for this financial year.
- 20.6 To re-appoint the current internal auditor, under the existing terms of reference, for the financial year 1st April 2024 to 31st March 2025. Cost £405.00.
- 20.7 To confirm continued use of variable direct debit on the account for payments to NEST, Allotment Water bills, RMBC Grounds Maintenance and ICO payment.
- 20.8 To review signing arrangements for bank accounts, remove outgoing Councillors and appoint new signatories for review at the next Annual meeting.
- 20.9 To confirm continued use of internet banking arrangements as the usual way to make payments. Cheques to be used by exception. This consists of input by the clerk, followed by dual authorisation by two authorised signatories of payments listed for approval at the previous Parish Council meeting. Additionally, to agree input by the clerk, between meetings, of contractual payments such as Salaries and PAYE, subject to dual authorisation following input by the clerk, and reporting on the next payment list.

21 Policies

- 21.1 To review and adopt the Recording of Meetings Policy for a further 12 months.
 - 21.2 To adopt a new Press and Media Policy and agree next review date.
 - 21.3 To adopt a new Data Protection and agree next review date.
 - 21.4 To review and adopt the Council's Complaints Policy for a further 12 months.
 - 21.5 Following a new model document from NALC, to consider adoption of revised Financial Regulations to be reviewed at the next Annual Meeting.
 - 21.6 To review Standing Orders, amend contract limits and consider adoption for a further 12 months.
- 22 To note any correspondence.
 - 23 To receive reports / information on external meetings
 - 24 Individual Councillor Reports
 - 25 To agree the date and time of the next ordinary Council Meeting. (11th June 2024)

Caroline J. Havenhand



Clerk to the Council

8th May 2024