



# Harthill with Woodall Parish Council



## Minutes - Ordinary Parish Council Meeting 12<sup>th</sup> March 2024

This meeting was held in the committee room at Harthill Village Hall at 7pm.

Present: Councillors: Mr I Lloyd, Mrs J Pattison (Vice-Chairman), Mr S Green, Mrs B Gunby, Mrs C Hamer, Mrs C Leigh, Mr J Morley and Mrs E Simmonite. The Clerk, Caroline Havenhand was in attendance. In attendance Parishioners: Four parishioners were in attendance.

Reference	Item	Action
24/28	<b>To receive and approve reasons for absence</b>	
	Apologies and reasons for absence were received from Councillors Mr P Rowland. It was <b>resolved</b> that the reasons provided were approved.	
24/29	<b>To receive declarations of interest in respect of business on the agenda.</b>	
	No interests were declared.	
24/30	<b>To authorise the chairman to sign the minutes of the meeting held on 13<sup>th</sup> February 2024 as a true and correct record.</b>	
	The minutes were confirmed as a true and correct record and the Chairman accordingly signed the file copy.	
24/31	<b>To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature of the business to be discussed.</b>	
	It was <b>resolved</b> that no items required the exclusion of press and public.	
24/32	<b>To note any matters arising (For information only)</b>	
	The clerk notified Councillors that she has been notified of a price increase in Hanging Basket from £40.00 to £45.00 per basket. Information noted by Council. The clerk queried whether she could put local event posters on the website, but it was decided that it should only be for Parish Council news or general communications that Council has been asked to circulate such as election information.	
	<b><u>Open Forum for Parishioners in Attendance – Public Participation Session</u></b>	
	Parishioners attended the meeting to discuss issues with lack of cycling lanes and footpaths between Harthill and Woodall. These are issues that the Parish Council is already actively pursuing.	
24/33	<b>To receive an update in respect of planning matters and consider any further action on ongoing applications. In particular, to discuss -</b>  <b><u>RB2024/0188</u></b> - Environmental Impact Assessment (EIA) for a Screening Opinion to vary Condition 2 attached to Planning Permission RB2022/0541 for the proposed installation of 15 replacement fishing Platforms, control kiosk and crest monitoring pins. Canal & River Trust 05/02/2024 Harthill Reservoir, off Woodall Lane, Harthill. <a href="http://rotherham.planportal.co.uk/?id=RB2024/0188">http://rotherham.planportal.co.uk/?id=RB2024/0188</a>	

	<p><b><u>RB2024/0284</u></b> - Discharge of condition 20 imposed by RB2022/0541, Canal &amp; River Trust 21/02/2024 Harthill Reservoir, off Woodhall Lane, Harthill. <a href="http://rotherham.planportal.co.uk/?id=RB2024/0284">http://rotherham.planportal.co.uk/?id=RB2024/0284</a></p> <p><b><u>RB2024/0201</u></b> - Trees &amp; Woodlands Application to undertake works to a tree(s) within Harthill Conservation Area, Harthill Primary School 05/02/2024, 112 Union Street, Harthill. <a href="http://rotherham.planportal.co.uk/?id=RB2024/0201">http://rotherham.planportal.co.uk/?id=RB2024/0201</a></p> <p><b><u>RB2023/1512</u></b> - Erection of detached dwelling with first floor rear balconies and attached garage at Land adjacent 9 Woodall Lane, Harthill. Granted Conditionally 14/02/2024</p> <p><b><u>RB2022/1734</u></b> - DOE Reference: APP/P4415/W/23/3324930 - Retrospective erection of fence on top of existing roadside wall at 76 Union Street, Harthill. Dismissed 07/02/2024.</p> <p><b><u>RB2024/0047</u></b> - Erection of a pergola at 8 Hillcrest Rise, Harthill. Refused 20/02/2024.</p> <p><b><u>RB2024/0068</u></b> - Erection of storage building at land at Hillcrest Rise, Harthill. Refused 20/02/2024.</p>	
	It was <b><u>resolved</u></b> that no further action is required at this time. <b><u>RB2024/0201</u></b> has been cancelled.	
<b>24/34</b>	<b>To receive information on the following ongoing issues and decide further action where necessary:</b>	
24/34.1	To discuss and agree any action in relation to the most recent play inspection report, including any risk issues, and to agree any action.	
	The latest play inspection report has not been received yet. The clerk advised that Balfour Beatty have confirmed that the work on the steps is a much larger job than anticipated so they will come back to do this in April. The clerk provided Council with a quote for one on the long-standing low risk areas – The anti-wrap mechanism on the 2 bay swings - this is £750.00. It was <b><u>resolved</u></b> that the likelihood of this failing is very low, and the matter will be reviewed again in 12 months. The clerk reported that Kompan, have been out and done the minor items of the tots area such as missing bolt caps so we would not expect these to be on the next report. March report awaited.	<b>Clerk</b>
24/34.2	To discuss the correspondence from interested play companies relating to ideas for the Play Area plan.	
	Ideas have come in from two companies, two more are awaited. It was <b><u>resolved</u></b> that some of the favourite ideas will be presented at Carnival for parishioner comment.	
24/34.3	To review progress with website and Councillor emails. To set a launch date.	
	All Councillors except two have now set up their new email. The website is complete. It was <b><u>resolved</u></b> that the website will go live on 15 <sup>th</sup> March 2024.	<b>Clerk</b>
24/34.4	To receive further information on the wall collapse at Church Quarry and agree any action.	
	The university have been to look at the quarry and have scanned the bridge. It was <b><u>resolved</u></b> to await an update once the scans have been assessed.	<b>Clerk</b>
24/34.5	To discuss further issues on Common Road and agree any action.	
	It was <b><u>resolved</u></b> that a chaser is sent to RMBC for an enforcement update and to discuss camera's.	<b>Clerk</b>
24/34.6	To discuss the D-Day 80 beacon lighting,	

	It was <b>resolved</b> that a letter be sent to the organiser to advise that the beacon cannot be lit for practical and safety reasons.	<b>Clerk</b>
<b>24/35</b>	<b>Matters requested by Councillors/Clerk and to agree any action</b>	
24/35.1	To receive any requests for financial assistance.	
	There were no requests for financial assistance.	
24/35.2	To receive an updated quote for the hedge work for 2024 from the existing contractor, with the addition of the well area shrubs included. To discuss initial remedial work.	
	The contractor has quoted £70 for the additional shrubs at the well area and £140.00 for remedial work. It was <b>resolved</b> to add this to the contract making a total value of £3773.00. The Thorpe Road hedge is to be reviewed again in October.	<b>Clerk</b>
24/35.3	To receive information on the contract breach by RMBC relating to the failure to cut the Wildflower Meadow and decide further action.	
	The Parish Council <b>resolved</b> to raise a complaint on this matter. The cuts will be individually monitored going forward. The refund of circa £85.00 is accepted on the basis that RMBC are to produce a spreadsheet at the end of each month confirming the date of the cuts.	<b>Clerk</b>
24/35.4	To receive a request for a Grit Bin at the top of Serlby Lane	
	It was <b>resolved</b> to order a Grit bin at a max cost of £130.00 net.	<b>Clerk</b>
24/35.5	To discuss issues with the Mirror at the junction of Packman Lane and Harthill Field Road.	
	The clerk advises that the mirror has been received by RMBC and will be fitted this week.	
24/35.6	To discuss a request for a community space on the Parish Council website.	
	It was <b>resolved</b> that this is not practically possible.	
<b>24/36</b>	<b>Policies</b>	
24/36.1	To review the current Privacy Policy and agree any changes.	
	The current privacy policy was reviewed, and it was <b>resolved</b> to adopt unchanged for a further 24 months.	<b>Clerk</b>
24/36.2	To adopt a new Bio-diversity Policy.	
	It was <b>resolved</b> to adopt the Bio-diversity Policy for review in 12 months.	<b>Clerk</b>
24/36.3	To agree an accessibility policy for the Parish Council Website	
	It was <b>resolved</b> to adopt the Accessibility Policy for review in 24 months.	<b>Clerk</b>
24/36.4	To review and approve the current Freedom of Information Policy and to set the next review date.	
	The current Freedom of Information policy was reviewed, and it was <b>resolved</b> to adopt unchanged for a further 12 months unless updated advice is received from YLCA.	<b>Clerk</b>
24/36.5	To review and approve an updated publication scheme and to set the next review date.	
	It was <b>resolved</b> to defer the review to April as some of the links will need updating once the new website is launched.	<b>Clerk</b>
24/36.6	To review and approve the current Disciplinary Policy and to set the next review date.	
	The current Disciplinary policy was reviewed, and it was <b>resolved</b> to adopt unchanged for a further 3 years unless updated advice is received from YLCA.	<b>Clerk</b>
24/36.7	To review and approve the current Grievance Policy and to set the next review date.	
	The current Grievance policy was reviewed, and it was <b>resolved</b> to adopt unchanged for a further 3 years unless updated advice is received from YLCA.	<b>Clerk</b>

24/36.8	To adopt an updated retention of documents policy,	
	It was <b>resolved</b> to adopt the updated retention of documents policy for a further 3 years unless updated advice is received from YLCA.	<b>Clerk</b>
24/36.9	To review and agree Harthill with Woodall Parish Council's Equality and Diversity Policy.	
	The Equality and Diversity policy was reviewed, and it was <b>resolved</b> to adopt unchanged for a further 24 months.	<b>Clerk</b>
<b>24/37</b>	<b>Financial Matters</b>	
24/37.1	To receive the RFO'S report.	
	After 11 months of the financial year 100% of anticipated income has been received. 84% of planned expenditure has been spent. CIL monies received £6,497.99 and £ 3,484.24. The account balance on 29 <sup>th</sup> February 2024 is £103,360.15. The full 2023/2024 Precept (£66,000.00) has been received from RMBC. Grants of £6000 and £9711.72 have been received for the new Zip-Wire. Information noted by Council. Grants, allotment water and Insurance are over budget but there is underspend on other lines.	
24/37.2	To receive and verify year end bank reconciliation to 29 <sup>th</sup> February 2024	
	The bank reconciliation was verified and signed by two Councillors.	
24/37.3	To approve accounts for payments	
	It was <b>resolved</b> that Accounts presented for payment are approved.	
24/37.4	To agree transfers to reserves or adjustments to budget lines.	
	It was <b>resolved</b> that the following transfers be made: £440 to defibrillator reserve from budget £550 to play area reserve from budget £1000 to general reserves. No transfers are required at this time.	
24/37.5	To review Council's Risk Assessment/Management document and agree any changes.	
	It was <b>resolved</b> that the updated risk management policy be adopted. The progress on GDPR continues, with most large volumes of paper items now securely destroyed that did not require retention. Work is ongoing to reduce electronic records so that a robust data audit is held.  Council <b>resolved</b> that they were happy with the progress to date and work is still ongoing. Other risks accepted at this time.	
24/37.6	To review, update and agree current asset register for Harthill with Woodall Parish Council. To include review of insurance values and to agree items which remain uninsured.	
	The new CCTV equipment, defibrillators, gate and commemorative boulder have been added to the asset register. It was <b>resolved</b> that the updated asset register be approved £1,060,646.34 with new purchases added. There was a review of current uninsured items being, pre 2018 benches at Ponds, Parish gates and fences, Cycle Rack, Grit Bins, Litter Bins, festival verge plaque, Tommie's as well as main Play Area equipment. It was <b>resolved</b> that these remain uninsured as well as the new gate. It was <b>resolved</b> to insure the other new items though existing cover levels are adequate.	<b>Clerk</b>
<b>24/38</b>	<b>To note any correspondence</b>	
	None	
<b>24/39</b>	<b>To receive reports / information on external meetings.</b>	

	There have not been any external meetings.	
<b>24/40</b>	<b>Individual Councillor reports</b>	
	From the items raised the following items were added to next month's agenda: <ul style="list-style-type: none"> <li>• New benches in the Parish</li> </ul>	
<b>24/41</b>	<b>To agree the date and time of the next ordinary Council Meeting. (9<sup>th</sup> April 2024)</b>	
	The date and time of the next Parish Council meeting was confirmed as 7.00pm on Tuesday 9 <sup>th</sup> April 2024. The meeting closed at 8.35pm	

**Chairman**

**Date 9<sup>th</sup> April 2024**

**Finances**

PAYMENT LIST - MARCH 2024						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
12th March 2024	Salaries	Payroll Employees	IB	£ 1,820.04		
				£ 98.00		
				£ 1,918.04		£ 1,918.04
12th March 2024	HMRC	PAYE	IB	£ 1,542.65		£ 1,542.65
12th March 2024	HVH Ltd	Village Hall Hire	IB	£ 52.00		£ 52.00
12th March 2024	Vision ICT Ltd	New Website Design	IB	£ 1,000.00	£ 200.00	£ 1,200.00
12th March 2024	Vision ICT Ltd	Hosted Email Accounts	IB	£ 180.00	£ 36.00	£ 216.00
12th March 2024	Hobsons Nurseries	Hanging Baskets	IB	£ 1,440.00	£ 288.00	£ 1,728.00
12th March 2024	SLCC Membership	Renewal	IB	£ 192.96		£ 192.96
12th March 2024	Community First	Membership Subscription	IB	£ 35.00	£ 7.00	£ 42.00
12th March 2024	CPRE	Annual Subscription	IB	£ 36.00		£ 36.00
12th March 2024	VAR	Quarterly Payroll	IB	£ 62.30		£ 62.30
12th March 2024	RMBC	Grounds Maintenance	DDR	£ 1,626.00	£ 325.20	£ 1,951.20
12th March 2024	Scottish Water	Allotment Water Bill	DDR	£ 121.90		£ 121.90
12th March 2024	Scottish Water	Allotment Water Bill	DDR	£ 58.23		£ 58.23
12th March 2024	MKM Building Supplies	New Gate	IB	£ 605.79	£ 121.16	£ 726.95
12th March 2024	Vision ICT Ltd	Domain name website	IB	£ 125.00	£ 25.00	£ 150.00
12th March 2024	Firehouse Group Ltd	LC check	IB	£ 37.50	£ 7.50	£ 45.00
12th March 2024	Freeman Daynes Ltd	Commemorative Boulder	IB	£ 500.00		£ 500.00
31st March 2024	NEST	Pension Contribution	DDR	£ 96.18	£ -	£ 96.18

March 2024				£ 9,629.55	£ 1,009.86	£ 10,639.41
C/F February				£ 58,213.96	£ 3,126.49	£ 61,340.45
YEAR TOTAL 2023/2024				£ 67,843.51	£ 4,136.35	£ 71,979.86