



Harthill with Woodall Parish Council



Minutes - Ordinary Parish Council Meeting 9th April 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, Mr J Morley and Mrs E Simmonite. The Clerk, Caroline Havenhand was in attendance. In attendance Parishioners: Two parishioners were in attendance.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
24/42	To receive and approve reasons for absence	
	Apologies and reasons for absence were received from Councillors Mr P Rowland and Mrs C Leigh. It was resolved that the reasons provided were approved.	
24/43	To receive declarations of interest in respect of business on the agenda.	
	No interests were declared.	
24/44	To authorise the chairman to sign the minutes of the meeting held on 12th March 2024 as a true and correct record.	
	The minutes were confirmed as a true and correct record and the Chairman accordingly signed the file copy.	
24/45	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.	
	It was resolved that items relating to staffing require the exclusion of press and public, due to the confidential nature of the items under discussion.	
24/46	To note any matters arising (For information only)	
	The clerk shared blank Register of interest forms and contact information forms, for completion before May meeting. She also asked for new photographs for the website. The clerk reminded council that allotment rent day is Saturday. Councillor J Pattison is to accompany the clerk.	
	<u>Open Forum for Parishioners in Attendance – Public Participation Session</u>	
	No questions were raised in the public session.	
24/47	To receive an update in respect of planning matters and consider any further action on ongoing applications. In particular, to discuss - <u>RB2024/0359</u> - Demolition of existing and erection of Agricultural Store, Tommy Flocktons Field, Hard Lane, Kiveton Park. http://rotherham.planportal.co.uk/?id=RB2024/0359 <u>RB2024/0358</u> - Trees & Woodlands Application to undertake works to a tree(s) within Harthill Conservation Area, 48 Union Street, Harthill. http://rotherham.planportal.co.uk/?id=RB2024/0358	

	RB2024/0480 - Application to vary condition 2 to include the proposed installation of 15 replacement fishing platforms, a control kiosk as part of the lower draw-off works and crest monitoring pins imposed by RB2022/0541 at Harthill Reservoir off Woodall Lane, Harthill. http://rotherham.planportal.co.uk/?id=RB2024/0480	
	It was resolved that no further action is required at this time.	
24/48	To receive information on the following ongoing issues and decide further action where necessary:	
24/48.1	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 received is 15 th March 2024, and is categorised as moderate risk due to issues with the teen shelter. The work on the steps is still planned for April. Designs for a new roundabout and teen area are still under review. It was resolved that other minor works will be monitored.	Clerk
24/48.2	To discuss further correspondence from interested play companies relating to ideas for the play area plan. Additionally, to provide an update on the Zip-Wire installation.	
	A further submission was discussed by Council - It was resolved to set up a working party. This is to include Cllrs: Mrs J Pattison, Mrs C Hamer, Mr S Green and Mr J Morley. Terms of Reference – to review the submissions in more detail and suggest to Council the most suitable equipment for displaying at the consultation booth at the Carnival.	Clerk
24/48.3	To provide an update on the defibrillator grant with British Heart Foundation.	
	The clerk advised that the scheme had been oversubscribed so the application was unsuccessful. Council resolved to review the need for a further defibrillator in 6 months.	Clerk
24/48.4	To discuss new Wildflower area on Spens Field and agree next steps.	
	It was resolved to see whether this area could be added to the list for RMBC to do as NPG had stated they were willing to add to the existing wildflower areas when areas were being reseeded.	Clerk
24/48.5	To discuss issues with verges following works be Northern Powergrid.	
	Whilst work has been carried out on Hard Lane, the weather has delayed the works down Woodall Lane. It was resolved to review the progress with repairs at the next meeting.	Clerk
24/48.6	To receive an update on a recent meeting held regarding Cycle routes and to receive correspondence from a parishioner relating to this issue and in particular relating to safe and sustainable travel to Wales High School.	
	The councillors that attended agreed that the cycle meeting was very useful and that collaboratively they are trying to engage RMBC on this issue. The clerk has raised a query with South Yorkshire Mayoral combined authority regarding funding possibilities in view of their recent success in being awarded a large grant.	Clerk
24/49	Matters requested by Councillors/Clerk and to agree any action	
24/49.1	To receive any requests for financial assistance, including transfer of Carnival support agreed in budget.	
	It was resolved that £1500.00 be transferred to the Carnival Society. This is awarded under powers afforded by S137 LGA 1972.	Clerk
24/49.2	To delegate authority to the clerk to book any necessary new Councillor training from the	

	courses budget allocated for 2024/2025.	
	It was resolved to delegate to the clerk on an ongoing basis to use the courses budget to book any relevant training for new councillors and to follow the training plan that has been created by YLCA for Councillors Professional Development – CPD .	Clerk
24/49.3	To agree the ordering of two spare defibrillator pads.	
	It was resolved to order two pads at a cost of £60.00 each.	Clerk
24/49.4	To set the date for the Annual Parish Meeting.	
	It was resolved to hold the Annual Parish Meeting at 6.00pm on 14 th May 2024.	Clerk
24/49.5	To discuss repainting of markers around the ponds footpaths.	
	It was resolved that £30.00 be spent to purchase laminated strips rather than paint. A volunteer has offered to install.	Clerk
24/49.6	To discuss a request for an additional shed on the edge of the bowling green.	
	The request has now changed to a shelter. It was resolved that a proper plan and drawing be submitted to Council with clarity on who will maintain the structure and insure it.	Clerk
24/50	Policies	
24/50.1	To review and approve an updated publication scheme and to set the next review date.	
	It was resolved that the update publication scheme is approved, next review date March 2025.	Clerk
24/50.2	To review and approve the current Code of Conduct and to set the next review date.	
	It was resolved that the Code of Conduct is adopted without change, next review date April 2026.	Clerk
24/50.3	To review and approve an amended London Bridge Policy and to set the next review date.	
	It was resolved that amended London Bridge Policy is approved, next review date April 2027.	Clerk
24/50.4	To approve a new Dignity at Work Policy and to set the next review date.	
	It was resolved that the new Dignity at work policy is approved, next review date April 2027.	Clerk
24/51	Allotments	
24/51.1	To receive minutes from the April allotment and gardens meeting	
	Council received and noted the minutes of the allotment and gardens meeting 2 nd April 2024.	
24/51.2	To receive a request by a volunteer for waste costs.	
	It was resolved that the volunteer receive £37.00 to cover waste costs.	Clerk
24/51.3	To note that RMBC have confirmed lamp post locations for the hanging baskets and the order has now been placed.	
	Information noted by Council.	
24/51.4	To receive a request for permission to erect a shed on one of the Doctor Lane Allotments.	
	It was resolved that permission be given for a shed approximately 6ft by 8ft, subject to agreement with the site representative.	Clerk
24/52	Staffing	
24/52.1	To note the change of National Living Wage from 1 st April and confirm implementation of this change plus the existing premium.	
	It was resolved that the change be implemented from 1 st April 2024.	Clerk

24/52.2	To note the clerks contractual change of SCP level to SCP31 as of 1 st April 2024, subject to satisfactory performance. National salary award not yet known so increased based on April 2023 National Pay Award scale at this time.	
	It was resolved that, following satisfactory performance, the clerk's SCP level is changed to SCP31 from 1 st April 2024.	Clerk
24/53	Financial Matters	
24/53.1	To receive the RFO'S report.	
	<p>The Clerk and Responsible Financial Officer had previously circulated the year end cashbook. Balance on current account at year end 31st March 2024 is £5,103.23. The VAT refund is outstanding of £1,173.86 for March 2024, relating to February and March invoices from 2023/2024. We await first ½ year precept.</p> <p>A summary of reserves was presented to Council as at year end: -</p> <p>Capital Reserves - £3,736.43, this may only be spent on Capital expenditure and derives from land sale.</p> <p>General Reserves - £35,601.73 this is to provide for delay in precept or unbudgeted emergency spend. This currently represents 47% of precept, please see Council's reserve policy.</p> <p>Rent Account - £0</p> <p>Earmarked Reserves - £47,095.95</p> <p><u>Earmarked Reserves Breakdown</u></p> <p>£23,345.62 – To maintain play area and provide for future equipment costs – Includes Zip-Wire Grants pending circa £15K</p> <p>£ 200.00 – Provided for Leisure Centre Repairs.</p> <p>£ 5,000.00 – Provided for Village Hall Repairs – ongoing reserve</p> <p>£ 1,000.00 – Legal Fee provision</p> <p>£ 2,025.00 – To provide for replacement defibrillator</p> <p>£ 985.00 – Outstanding contracts 2023/2024</p> <p>£ 1,500.00 – Election Reserve – Ongoing reserve</p> <p>£ 11,615.07 – CIL Monies</p> <p>£ 1,000.00 – Salary Reserve</p> <p>£ 425.26 – Interest</p> <p>Information noted by council.</p>	
24/53.2	To receive and verify year end bank reconciliation to 31 st March 2024	
	The bank reconciliation was verified and signed by two Councillors.	
24/53.3	To approve accounts for payments	
	It was resolved that Accounts presented for payment are approved.	
24/53.4	To receive the Internal Auditors Report (AIAR), review the effectiveness of the system of internal control for Harthill with Woodall Parish Council, and agree any changes to controls that may be necessary.	
	Council reviewed the Annual Governance and Accountability return, including the Internal Auditors report (AIAR), which had been previously circulated. It was resolved that the Annual Internal Audit Report 2023/2024, included at Page 3 of the Annual Governance and Accountability Return, along with the Internal Auditors written report, be noted, and that Council agreed that effective internal controls are in place. It was further resolved that having reviewed the system of internal controls no changes to financial controls are necessary. It was resolved to pay the IA invoice upon presentation.	

24/53.5	Following review of the effectiveness of the system of internal controls of Harthill with Woodall Parish Council, to consider the findings, and then to complete and approve section 1 of The Annual Governance and Accountability Return (AGAR) 2023-2024, this to then be signed by the Clerk and the Chairman of the meeting.	
	Following the review of the effectiveness of the system of internal controls, and having no issues raised when considering the findings, it was resolved that Harthill with Woodall Parish Council complete and approve section 1 of the Annual Governance Statement 2023/2024 on page 4 of the Annual Governance and Accountability Return. The Chairman and Clerk signed the declaration.	
24/53.6	Following signing by the Responsible Financial Officer - to consider and approve the Accounting Statements of Harthill with Woodall Parish Council relating to the period 1 st April 2023 to 31 st March 2024. The Chairman of the meeting to then sign section 2 of the Annual Governance and Accountability Return (AGAR).	
	Following the signing of section 2 of the AGAR by the Responsible Financial Officer. Council considered section 2 of the Annual Governance and Accountability Return. It was resolved that Harthill with Woodall Parish Council approve Section 2 - Accounting Statements 2023/2024 on page 5 of the Annual Governance and Accountability Return 2023/2024 and that the Chairman sign the declaration. Documents now to be submitted to approved external auditor PKF, cost for limited assurance review will be £375.00.	Clerk
24/53.7	To agree the dates to be set to advertise the period during which electors and interested persons may exercise rights relating to the Annual Accounts. (Monday 3rd June 2024 to Friday 12 th July 2024)	
	It was resolved to set a date for the period during which electors and interested persons may exercise rights relating to the Annual Accounts.- Monday 3rd June 2024 to Friday 12 th July 2024.	Clerk
24/53.8	To agree transfers to reserves or adjustments to budget lines in the new 2024-2025 budget.	
	It was resolved that the following transfers be made from 2024/2025 budget: 1K in budget to general reserves 1K in budget to ER Staff Salaries.	
24/54	To note any correspondence	
	None	
24/55	To receive reports / information on external meetings.	
	There have not been any external meetings.	
24/56	Individual Councillor reports	
	From the items raised the following items were added to next month's agenda <ul style="list-style-type: none"> • Benches 	
24/57	To agree the date and time of the next ordinary Council Meeting. (14th May 2024)	
	The date and time of the next Parish Council meeting was confirmed as 7.00pm on Tuesday 14 th May 2024. The meeting closed at 8.45pm.	

Chairman

Date 14th May 2024

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Chairman's Initial

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Finances

PAYMENT LIST - APRIL 2024						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
9th April 2024	Salaries	Payroll Employees	IB	£ 1,863.32		
				£ 112.40		
				£ 1,975.72		£ 1,975.72
9th April 2024	HVH Ltd	Village Hall Hire	IB	£ 48.75		£ 48.75
9th April 2024	YLCA	Annual Subscription	IB	£ 616.00		£ 616.00
9th April 2024	Volunteer	Waster Removal for festival verge	IB	£ 37.00		£ 37.00
9th April 2024	FH Accountancy Services	Internal Audit Fee	IB	£ 375.00		£ 375.00
9th April 2024	Carnival Society Grant	To assist with traffic management and lighting	IB	£ 1,500.00		£ 1,500.00
9th April 2024	Yorkshire In Bloom	Entry Fee	IB	£ 25.00		£ 25.00
9th April 2024	NEST	Pension Contribution	IB	£ 96.18		£ 96.18
APRIL 2024				£ 4,673.65	£ -	£ 4,673.65
C/F				£ -	£ -	£ -
YEAR TOTAL 2024/2025				£ 4,673.65	£ -	£ 4,673.65