



Harthill with Woodall Parish Council



Minutes - Annual Parish Council Meeting 14th May 2024

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

Present: Councillors: Mr I Lloyd (Retiring Chairman), Mrs J Pattison (New Chairman), Mrs M Havard (Vice-Chair), Mr S Green, Mrs B Gunby, Mrs C Hamer, Mr J Morley, Miss F Radford. The Clerk, Caroline Havenhand was in attendance. Cllr. E Simmonite joined the meeting after Co-option.

Parishioners: Four parishioners were in attendance.

<u>Reference</u>	<u>Item</u>	<u>Action</u>
24/58	To elect a chairman for the ensuing year, to be followed by the signing of the Chairman's Declaration of Acceptance of Office.	
	It was resolved that Councillor J Pattison be elected as Chairman for a further 12 months – Councillor J Pattison signed the Chairman's Declaration of Acceptance of Office.	
24/59	To elect a Vice-chairman for the ensuing year.	
	It was resolved that Councillor M Havard be elected as vice-chairman for the next 12 months.	
24/60	To agree any action in relation to any Acceptance of Office and Register of Interest forms not delivered to the clerk.	
	The clerk advised Council that all Acceptance of Office and Register of Interest forms have been received. It was resolved that these forms now be submitted to RMBC with the ROI placed on the Parish Council website.	Clerk
24/61	To receive and approve reasons for absence	
	Apologies and reasons for absence were received from Councillors Mrs S Day. It was resolved that the reasons provided were approved.	
24/62	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.	
	It was resolved that Mrs E Simmonite be co-opted as a Councillor for Harthill with Woodall Parish Council. Cllr. E Simmonite signed the Acceptance of Office and joined the meeting.	
24/63	To receive declarations of interest in respect of business on the agenda.	
	No interests were declared.	
24/64	To authorise the chairman to sign the minutes of the meeting held on 9th April 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.	
24/65	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 no items required the exclusion of press and public.	
24/66	To note any matters arising (For information only)	

	The clerk advised that a thankyou had been received from Parishioner regarding the installation of a new street sign for Peregrine Way, now correctly spelled with an 'e' on the end. The clerk has chased again the 'Free Parking' sign for the roundabout.	
	<u>Open Forum for Parishioners in Attendance – Public Participation Session</u>	
	Parishioners attended the meeting to discuss: <ul style="list-style-type: none"> • The possibility of a football pitch on Spens Field. • Issues with the delays in CRT works, damage from NPG works and road damage between Woodall and Harthill. • Next steps in working towards improved connectivity, paths, bridleways and cycle routes. 	
24/67	To appoint any new committees.	
	It was resolved not to appoint any new committees at this time.	
24/68	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.	
	It was resolved that Council continue to appoint a staffing committee as a standing committee of the Council. Councillors: Mrs J Pattison, Mr J Morley, Mrs E Simmonite and Mr S Green are appointed to the committee. Councillor Joy Pattison be appointed as chairman of the committee. The committee will meet once annually in October, with additional meetings as necessary. The quorum for the committee is three. No changes are proposed to the terms of reference. To reduce the number of meetings due to other workloads, all decisions have been taken by full council last year.	
24/69	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	
	It was resolved that Council continue to appoint an Allotment and Gardens Committee (incorporating Harthill with Woodall in Bloom) as a standing committee of the Council. It was further resolved that: Membership - Cllrs: Mrs J Pattison, Mrs B Gunby, Mrs C Hamer and Mrs M Havard will serve as Parish Council representatives on the Allotments and Gardens Committee for 2024/2025 and that the following members of the public act as representatives on the committee: Mrs M Baker (Representing Doctor Lane Allotments), Mrs A Fretwell (Representing Thorpe Road Allotments), one person (Representing Firvale Allotments), and Mr I Lloyd, Mrs C Leigh, Mrs Carole Evans and Mrs J Coatsworth (In Bloom). The following changes were agreed to the terms of reference document - To increase the membership from 9 to 11 to consist of 11 members - Councillors (Four), Allotment holders (Three) and members of the public should be represented (Four). The Committee will meet five times year (February, April, June, September and November), with additional meetings as necessary. The quorum of this committee is 5 (of which three must be Councillors).	
24/70	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.	
	It was resolved that the existing subscriptions be continued for a further 12 months upon their renewal during the next 12 months, for Information Commissioners Office (data protection) YLCA, Community First, Canals and River Trust and Campaign to protect Rural England, Allotment society and contribution to the clerk's SLCC subscription.	
24/71	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.	
	It was resolved that Council meetings continue to be held in the Village Hall on the second Tuesday of every month at 7.00pm, other than August where there is no meeting and December when it is held on the first Tuesday in the month. Additionally, that other Council meetings be held at the Village Hall including rent collection. Hire to be paid at the prevailing rate.	
24/72	To agree that Harthill with Woodall Parish Council now meets the eligibility criteria for the General Power of Competence.	
	It was resolved that Harthill with Woodall Parish Council do now meet the eligibility criteria. With 8/9 elected Councillors this means that it meets the requirement that at least two thirds of the total number of Councillors have been elected, not co-opted. In addition, the Clerk has obtained her Certificate in Local Council Administration (CiLCA). Council viewed the clerks certificate dated 29 th May 2019.	
24/73	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.	
	It was resolved to adopt the General Power of Competence, which will be reviewed at the first meeting following the next ordinary election in May 2028.	
24/74	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	
	It was resolved that no further action is required at this time.	
24/75	To receive information on the following ongoing issues and decide further action where necessary:	

24/75.1	To discuss and agree any action in relation to the most recent play inspection report, including any risk issues.	
	The latest play inspection report received is 8 th May 2024, and is categorised as moderate risk due to issues with the teen shelter. The work on the steps is now completed and has been removed from the report. Designs for a new roundabout and teen area are still under review. It was resolved that other minor works will be monitored.	Clerk
24/75.2	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.	
	It was resolved to ratify the purchase of the play area signs at a cost of £835.00 net. To pay an additional premium of £121.73, (£295.05 annually) to insure the Cableway and add it to the Parish Council's Public Liability, and to order a spare carriage for £500.00. Bin locations to be deferred to the next meeting.	Clerk
24/75.3	To discuss the outcome of the 'walk about' with NPG, Parish Councillors and Ward Councillors and the general condition of verges.	
	The walkabout identified areas on Woodall Lane, between Woodall and Killamarsh and on Hard Lane where further works on the edges are required as well as patches of grass reseeding. It was resolved wait for this work to be completed and to find out whether the work has been signed off yet by RMBC.	Clerk/ Cllr M Havard
24/75.4	To receive the response from SYCMA in response to our query regarding funding for cycle paths.	
	The response from SYCMA was to advise that funding requests should be routed through RMBC. A meeting has been organised on 6 th June to discuss these matters with RMBC again, involving the new 'Hartwheelers Safe Action Cycle Group', RMBC, Ward Councillors and the Parish Council. It was resolved that Cllr: Mrs F Radford, Mrs B Gunby, Mrs M Havard will attend.	
24/75.5	To discuss issues that have arisen with grass cutting, paid schedule and general parish maintenance.	
	The clerk has reported missed cuts and no cuts at all up Winney Hill on the recreational areas and wildflower paths. There has been no spreadsheet for April despite chasing. It was resolved that a letter of complaint be raised, and a meeting is to be arranged with the head of service. It was resolved that Cllr: Mr J Morley, Mrs J Pattison and Mrs M Havard attend the meeting.	Clerk
24/75.6	To discuss the forthcoming In Bloom competition	
	Concerns were raised about the general state of the Parish following so much building and utility work. It was resolved to do some general tidy up work around. It was delegated to the clerk to create a list and engage someone to do the work with a budget of up to £500.00	Clerk
24/75.7	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.	
	It was resolved that the area above the tots play area and the boggy semi-circle at the bottom right of Spens Field should be left uncut to allow rewilding rather than be wildflower areas.	
24/76	Matters requested by Councillors/Clerk and to agree any action	
24/76.1	To receive any requests for financial assistance.	
	There were no requests for financial assistance.	
24/76.2	To elect a representative to the Yorkshire Local Council's Association for the forthcoming year.	

	It was resolved to elect Cllr. B Gunby to represent the Council at the Yorkshire Local Council Association.	Clerk
24/76.3	To agree payment of chairman's allowance and agree an amount for the forthcoming year.	
	It was resolved to pay the allowance of £150.00 for 2023/2024, and set the allowance for 2024/2025 as £160.00.	
24/76.4	To receive information on the forthcoming retirement of the parish handyman.	
	The handyman would like to retire at the end of the summer. It was resolved to defer this matter until the June meeting to consider what the role profile of a new handy man may contain. Staffing committee to then meet to produce the role specification and job advert.	Clerk
24/76.5	To receive a request for two emergency, out of hours, contacts for RMBC.	
	It was resolved to provide the private numbers for Cllrs: Mrs F Radford and Mrs C Hamer.	Clerk
24/76.6	To discuss the next issue of The Hart, agree timing, cost and any specific content to be included.	
	It was resolved to produce The Hart for distribution 1 st June. Cllr E Simmonite is to take over the sorting and distribution of The Hart. The clerk is expecting cost on 12-page issue to be around £850.00. An article is to be produced on Parish Council activities at the moment. Fly tipping article to be included and information about the benches.	Clerk
24/76.7	To advise Council of issues with the Cameras near the play area and agree next steps.	
	The clerk reported that one of the cameras was broken. As this is under warranty	
24/76.8	To discuss new bench/seating locations in the Parish	
	Suggestions for benches were made at Doctor Lane Recreational ground, Doctor Lane (replacement) and Woodall Lane bus shelter. It was resolved to advertise the benches as memorial benches in The Hart to assess interest and to get a price from Glasdon for 4 benches with plaques. This matter to be placed on the agenda for the next meeting for final decision on locations. Installation in highway property, such as pavements will require an RMBC approved contractor.	Clerk
24/76.9	To receive an invitation from The Canal and River Trust to see the current works and discuss any outstanding questions.	
	It was resolved that the clerk, Cllrs: Mrs J Pattison, Mr J Morley, Mr S Green, Mrs B Gunby, Mrs C Hamer, Mrs E Simmonite and Mrs M Havard attend the meeting with The Canal & River Trust. The clerk to arrange the meeting.	Clerk
24/76.10	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.	
	The Parishioner attended the meeting and the clerk advised that a meeting was due with CRT and has already taken place to try and address outstanding issues with NPG. It was resolved that the old telegraph post will be investigated to see if there is any cabling that would enable reconnection. In addition to report the issue with the damage road to RMBC.	Clerk
24/77	Financial Matters	
24/77.1	To receive the RFO'S report.	
	<ul style="list-style-type: none"> a) After 1 month of the financial year 50% of anticipated income has been received. Outstanding rents are being chased £1,495.14 has been collected up to the end of April. 8% of planned expenditure has been spent. b) The account balance on 30 April 2024 is £129,832.33 c) The first stage of the 2024/2025 Precept (£37,900.00) has been received from RMBC d) CIL monies received £3,484.24. This relates to the Winney Hill development. 	

	Information noted by Council.	
24/77.2	To receive and verify year end bank reconciliation to 30 th April 2024	
	The bank reconciliation was verified and signed by two Councillors.	
24/77.3	To approve accounts for payments	
	It was resolved that Accounts presented for payment are approved.	
24/77.4	To agree any transfers to reserves or adjustments to budget lines in the new 2025-2026 budget.	
	It was resolved that no transfers are required at this time.	
24/77.5	To nominate a Councillor to carry out quarterly financial review of the accounts for this financial year.	
	It was resolved to nominate Councillor Morley to carry out the check on receipts and payments for the year 2024/2025.	
24/77.6	To re-appoint the current internal auditor, under the existing terms of reference, for the financial year 1 st April 2024 to 31 st March 2025. Cost £405.00.	
	It was resolved to engage the current Internal Auditor under the same Terms of Reference for the financial year 1 st April 2024 to 31 st March 2025. Cost £405.00.	Clerk
24/77.7	To confirm continued use of variable direct debit on the account for payments to NEST, Allotment Water bills, RMBC Grounds Maintenance and ICO payment.	
	It was resolved that the Parish Council continue to allow direct debit payments for NEST, Allotment Water Bill, RMBC Grounds Maintenance and Information Commissioners Office.	
24/77.8	To review signing arrangements for bank accounts, remove outgoing Councillors and appoint new signatories for review at the next Annual meeting.	
	It was resolved to remove Mr I Lloyd as a signatory from the bank account. Cllrs: Mrs J Pattison, Mrs B Gunby, Mrs E Simmonite and Mr S Green continue as signatories along with the clerk, and Cllr: Mrs C Hamer be added as a signatory to be reviewed in 12 months - Three signatories to authorise all cheques and payments.	
24/77.9	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.	
	It was resolved to continue to use Internet Banking (IB), the procedure is: input by the clerk and the dual authorisation of payments by two councillors. It was agreed that IB be used as the usual method of payment, using cheques by exception. Additionally, it was agreed to continue delegation to the clerk between meetings for inter-account transfers up to £5000, and payments of salaries/PAYE plus Grounds Maintenance (being contractual obligations) – subject to three authorisations. These payments to be reported at the next council meeting.	
24/78	Policies	
24/78.1	To review and adopted the Recording of Meetings Policy for a further 12 months.	
	A draft copy was circulated to Council. It was resolved to adopt the Recording of Meetings Policy until the next annual meeting.	
24/78.2	To adopt a new Press and Media Policy and agree next review date.	

	A draft copy was circulated to Council. It was resolved to adopt the press and media policy until the next annual meeting.	
24/78.3	To adopt a new Data Protection and agree next review date.	
	A draft copy was circulated to Council. It was resolved to adopt the data protection policy until the next annual meeting	
24/78.4	To review and adopted the Complaints Policy for a further 12 months.	
	A draft copy was circulated to Council. It was resolved to the complaints policy until the next annual meeting.	
24/78.5	Following a new model document from NALC, to consider adoption of revised Financial Regulation to be reviewed at the next Annual Meeting.	
	Following a draft copy being circulated, it was resolved to adopt existing Financial Regulations for a further month to give Councillors more time to read the new model NALC document. To be placed on the agenda for June meeting.	Clerk
24/78.6	To review Standing Orders, amend contract limits and consider adoption for a further 12 months.	
	The existing standing orders were reviewed. Amendments to page 11 were proposed to fit in with actual practice and the contracts limited increased to £30,000 in line with updated regulations. It was resolved to adopt standing orders with these amendments for a further 12 months.	
24/79	To note any correspondence	
	None	
24/80	To receive reports / information on external meetings.	
	There have not been any external meetings.	
24/81	Individual Councillor reports	
	From the items raised the following items were added to next month's agenda <ul style="list-style-type: none"> • Benches • Financial Regulation • Handyman recruitment 	
24/82	To agree the date and time of the next ordinary Council Meeting. (11th June 2024)	
	The date and time of the next Parish Council meeting was confirmed as 7.00pm on Tuesday 11 th June 2024. The meeting closed at 9.40pm.	

Chairman

Date 11th June 2024

Finances

PAYMENT LIST - MAY 2024						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
14th May 2024	Salaries	Payroll Employees	IB	£ 1,908.77		
				£ 112.40		
				£ 2,021.17		£ 2,021.17
14th May 2024	Other Expenses Clerk	Costs of items for opening event plus paper and binders		£ 119.07	£ 18.76	£ 137.83
14th May 2024	HVH Ltd	Village Hall Hire	IB	£ 65.00		£ 65.00
14th May 2024	Outgoing Chairman	Outstanding Chairmans allowance	IB	£ 150.00		£ 150.00
14th May 2024	Sutcliffe Play Ltd	Cableway Installation and inspection	IB	£ 5,404.15	£ 1,080.83	
14th May 2024	Sutcliffe Play Ltd	Grass Matting	IB	£ 954.55	£ 190.91	
14th May 2024	Sutcliffe Play Ltd	Cableway and Associated Parts	IB	£ 10,404.10	£ 2,080.82	£ 20,115.36
14th May 2024	Woollen Signs and Graphics	New Play area aand Cableway Signage	IB	£ 835.00	£ 167.00	£ 1,002.00
14th May 2024	Ted Bar Tinker Ltd	Sundry Purchase of Black bags - Clerk Delegation	IB	£ 45.06	£ 9.01	£ 54.07
14th May 2024	NEST	Pension Contribution	IB	£ 99.52		£ 99.52
APRIL 2024				£ 20,097.62	£ 3,547.33	£ 23,644.95
C/F				£ 4,673.65	£ -	£ 4,673.65
YEAR TOTAL 2024/2025				£ 24,771.27	£ 3,547.33	£ 28,318.60