



Harthill with Woodall Parish Council



Minutes - Ordinary Parish Council Meeting 11th March 2025

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

Present: Councillors: Mrs J Pattison (Chairman), Mrs S Day, Mr S Green, Mrs B Gunby, Mrs C Hamer, Mr J Morley, Miss F Radford and Mrs E Simmonite. The Clerk, Caroline Havenhand was in attendance. No parishioners were in attendance.

Reference	Item	Action
25/27	To receive and approve reasons for absence	
	Apologies and reasons for absence were received from Councillors: Mrs M Havard. It was resolved that the reasons provided were approved.	
25/28	To receive declarations of interest in respect of business on the agenda.	
	No interests declared	
25/29	To authorise the chairman to sign the minutes of the meeting held on 11th February 2025 as a true and correct record.	
	The minutes were confirmed as a true and correct record and the Chairman accordingly signed the file copy.	
25/30	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 due to the confidential nature of items under discussion.	
25/31	To note any matters arising (For information only)	
	An issue had been raised with the clerk about the Village Hall drain – the clerk has asked for a copy of the video and to be copied in on correspondence with Severn Trent – no further action at this time.	
	<u>Open Forum for Parishioners in Attendance – Public Participation Session</u>	
	No parishioners attended the meeting.	
25/32	To receive an update in respect of planning matters and consider any further action on ongoing applications. In particular, to discuss – RB2025/0240 - land at Hard Lane, Harthill, Sheffield. Proposed Battery Energy Storage Scheme (BESS) http://rotherham.planportal.co.uk/?id=RB2025/0240 RB2025/0217 - Creation of vehicular access crossing and drive 15 Woodall Lane Harthill http://rotherham.planportal.co.uk/?id=RB2025/0217 RB2025/0248 - Non-Material Amendment to application RB2020/1965 to include removal of rooms, roof space garage Banksia Woodall Lane Harthill. http://rotherham.planportal.co.uk/?id=RB2025/0248	

	<p><u>RB2025/0265</u> - Demolition of existing garage and car port to rear, and extension of garage with render to rear, The Lair, Dishwell Lane, Harthill. http://rotherham.planportal.co.uk/?id=RB2025/0265</p> <p><u>RB2024/1814</u> - Demolition of detached garage and erection of two storey front, two storey side, single storey rear extension and raised decking to the rear and the use of render and brick work to all elevations. at 13 Walseker Lane, Woodall. Refused 12/02/2025.</p> <p><u>RB2024/1823</u> - Demolition of building and erection of a self-build detached dwellinghouse and detached car port at Harthill House Woodall Lane Harthill Granted Conditionally 19/02/2025</p> <p><u>RB2024/1781</u> Appeal reference: APP/P4415/D/25/3360164 - Undetermined Single storey front extension at 4 Union Street Harthill</p>	
	<p>It was <u>resolved</u> that:</p> <p>The clerk requests an extension to <u>RB2025/0240</u> – land at Hard Lane, Harthill, Sheffield. Proposed Battery Energy Storage Scheme (BESS)</p> <p>No further action is required at this time.</p>	
25/33	To receive information on the following ongoing issues and decide further action where necessary:	
25/33.1	To discuss and agree any action in relation to the most recent play inspection report, including any risk issues. To include a review of whether to replace the anti-wrap mechanism on the two-bay swing and an update on the grant application for the Roundabout.	
	<p>The latest play inspection report received is 6th March 2025 and is categorised as moderate risk due to issues with the teen shelter. The swing seat has been sorted.</p> <p>Council is still waiting for the large teen shelter to be removed by the contractor.</p> <p>The Car park works have been completed and are a great improvement.</p> <p>The two new flat seat swings have been received. One is awaiting fitting, and the other is to be kept as a spare.</p> <p>The clerk advised that the grant application has been accepted for this round of grants, and the outcome should be known by early April. The grants manager is also going to check on the frequency of application going forward.</p> <p>It was <u>resolved</u> that other minor works will continue to be monitored as well as the anti-wrap mechanism. The grass is still encroaching on the sand and the clerk is to see what treatment RMBC use for this.</p>	Clerk
25/33.2	To provide an update on the rotten footpath sign raised under Councillor Reports in February.	
	<p>The footpath sign on the bridle path next to the new development on Union Street / Hard lane was reported as it is laid down. RMBC rights of way officer has confirmed that this has been ordered.</p> <p>Council resolved to ask RMBC to remove it in the interim as parts are sharp. The missing sign at the ponds was also chased at the same time and RMBC are checking on this. Information noted by Council.</p>	Clerk
25/33.3	To discuss VE day celebrations and agree any actions.	
	The clerk advised that the lamp of Peace is expected to arrive mid-April.	Clerk

	Plans are now in place, and it was resolved that the clerk send invitations to the Lord Lieutenant, our local MP and Ward Councillors.	
25/34	Matters requested by Councillors/Clerk and to agree any action	
25/34.1	To receive any requests for financial assistance.	
	There were no requests for financial assistance.	
25/34.2	To discuss the possible relocation to Harthill, of the 'Friendly Bench' outside Kiveton Park library.	
	It was resolved that a decision on this matter be postponed until further information is available.	
25/34.3	To receive a quotation for the hedge work for 2025 from the existing contractor and agree any action. Cost unchanged from 2024 with the exception of a small waste cost for the Well Area of £40. Total Contract price £3813.00. To stand down Financial Regulation 11h.	
	It was resolved to stand down financial regulation 11h and that the quotation is accepted without further quotes being obtained due to the quality of the work by the contractor and the fact that there is no price increase proposed. The Chairman and one other Councillor to sign the contract.	Clerk
25/34.4	To receive a quotation from RMBC for a new three-year contract for PC maintained areas, such as Spens Field, Doctor Lane, Bowling Green, Well Area and the Wildflower Meadow. To stand down Financial Regulation 11h.	
	It was resolved that the new contract be accepted for three years, cost £6980.27 and that Council stand down Financial Regulation 11h. The increase is 2.5% and based on quotations for other work the quotation is competitive, so Council has not gained three formal quotations. The Chairman and one other Councillor to sign the contract.	Clerk
25/34.5	To discuss concerns related to SPAM emails and agree any action.	
	It was resolved that no further action is required at this time.	
25/34.6	To discuss correspondence received regarding the fire extinguishers at the Leisure Centre.	
	It was resolved that the new water extinguisher and fire blanket be ordered and the maintenance invoice be paid.	Clerk
25/35	Policies	
25/35.1	To review and approve an updated organisational chart for Harthill with Woodall Parish Council.	
	It was resolved that the amended Organisational Chart is approved and adopted until any Councillor, Committee or staff changes take place.	Clerk
25/35.2	To review and approve the Bio-Diversity Policy for Harthill with Woodall Parish Council.	
	It was resolved that the Bio-Diversity Policy be adopted for a further 12 months.	Clerk
25/35.3	To review and approve the Safeguarding Policy for Harthill with Woodall Parish Council.	
	It was resolved that the Safeguarding Policy be adopted for a further 24 months.	Clerk
25/35.4	To review and approve the Freedom of Information Policy for Harthill with Woodall Parish Council.	
	It was resolved that the Freedom of Information Policy be adopted for a further 12 months.	Clerk
25/35.5	To review and approve the publications scheme for Harthill with Woodall Parish Council.	
	It was resolved that the publication scheme be adopted for a further 12 months.	
25/35.6	To agree new Financial Regulations with effect from 1 st April 2025.	

	<p>The new model document has been adapted for Harthill with Woodall Parish Council and a copy circulated to Council. It was resolved that the new Financial Regulations are approved and adopted for review at the next Annual meeting. In addition that the following checks be added to the quarterly review:</p> <ul style="list-style-type: none"> • To check that the Council has valid insurance in place in the quarter following renewal. • An independent call with the internal auditor following the internal audit is to take place. 	Clerk
25/36	Financial Matters	
25/36.1	To receive the RFO'S report.	
	<p>a) After 11 months of the financial year 100% of anticipated income has been received due to higher than anticipated interest income. Outstanding rents (£153.50) are being chased, £1,511.64 has been collected up to the end of February. 78% of planned expenditure has been spent.</p> <p>b) The account balance on 28th February 2025 is £111,935.37.</p> <p>c) The full year 2024/2025 Precept (£75,800.00) has been received from RMBC</p> <p>d) CIL monies received £3,484.24. This relates to the Winney Hill development. £12,563.18 has also now been received relating to North Farm.</p> <p>e) VAT Refund received £1,173.86 for end of 2023/2024, £4252.67 for April to June 2024 and £1,854.17 up to the end of January. The clerk will do the final return after year end for 2024/2025.</p> <p>Information noted by Council.</p>	Clerk
25/36.2	To receive and verify bank reconciliation to 28 th February 2025	
	The bank reconciliation was verified and signed by two Councillors.	
25/36.3	To approve accounts for payments	
	It was resolved that accounts presented for payment are approved.	
25/36.4	To agree transfers to reserves, including new reserves.	
	<p>It was resolved that the following transfers be made:</p> <p>£400.00 from allocated budget to ER – Defibrillator</p> <p>£1450.00 from allocated budget to ER – Play Area</p> <p>£1000.00 from allocated budget to ER – Village Hall</p> <p>£800.00 from allocated budget to ER - Leisure Centre Repairs. The £200 on LC projects be added to this fund.</p> <p>£1000.00 be placed on the salary reserve to cover extra hours to clean up the LC as well as minor repairs/ maintenance.</p> <p>£2600.00 – from budget underspend to ER Play Area.</p>	
25/36.5	To receive a report on the Councillors quarterly review of receipts and payments.	
	Councillor J Morley carried out the review of receipts and payments for quarter 2 and quarter 3 and reported no issues. Information noted by Council.	
25/36.6	To review and agree Harthill with Woodall Parish Council's Reserve Policy.	
	The policy was updated due to the fact that general reserves will fall below 50% of precept for 2025/2026. Required ratio now agreed at a reduced level of 45% since precept is higher so 45% would provide sufficient cover. It was resolved that the amended policy be adopted and reviewed in January 2026.	Clerk
25/36.7	To review Council's Risk Assessment/Management document and agree any changes.	

	It was resolved 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. Binding of minutes has taken place and clearing of old records is still ongoing. Council resolved that they were happy with the progress to date and work is still ongoing. Other risks accepted at this time.	
25/36.8	To review, update and agree the 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 arm, Zip-Wire, Grit Bin and Play Area Signs have been added to the asset register. The donated beacon has also been added for £1. It was resolved that the updated asset register be approved with total of £1,078,780.14. 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 the main Play Area equipment. It was resolved that these remain uninsured as well as the new grit bin. A document outlining insurance to asset value at cost, was circulated to Council, and it was resolved that cover is adequate for those items where insurance is required. The new children road safety signs have not been added as it was resolved that these be donated to the school.	Clerk
25/37	To note any correspondence.	
	A letter has been received about the War Memorial. It was resolved to reply that the Parish Council has no objection to the War Memorial being classified as having historical significance. Correspondence has been received relating to issues with a drain at the village hall. The Parishioner is seeking information from Severn Trent as they believe that they have videoed the drain.	
25/38	To receive reports / information on external meetings.	
	There were no reports on external meetings.	
25/39	Individual Councillor reports	
	Councillors Reports Raised the following items for next month's agenda: <ul style="list-style-type: none"> • Permission for Tree planting by WI. • Overhanging hedges in the village. • Defibrillators and training. 	
25/40	To agree the date and time of the next ordinary Council Meeting. (8th April 2025)	
	The date and time of the next ordinary Parish Council meeting was confirmed as 7.00 pm on Tuesday 8 th April 2025. The meeting closed at 9.10 pm	

Chairman

Date 8th April 2025

Finances

MARCH 2025						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
11th March 2025	Salaries	Payroll Employees	IB	£ 1,889.14		
				£ 83.60		
				£ 1,972.74		£ 1,972.74
11th March 2025	Business Stream	Water Bill Firvale	DDR	£ 99.60		£ 99.60
11th March 2025	HVH Ltd	Village Hall Hire	IB	£ 26.00		£ 26.00
21st March 2025	Clerk Expenses	Various - Lamp/Stationery/ink/Hard Drives	IB	£ 148.29	£ 25.59	£ 173.88
11th March 2025	VAR	Quarterly Payroll	IB	£ 62.30		£ 62.30
11th March 2025	HMRC	PAYE	IB	£ 1,580.48		£ 1,580.48
11th March 2025	Halfway Surfacing & Civil Engineering Ltd	Repairs to Woodall Lane Car Park	IB	£ 1,250.00	£ 250.00	£ 1,500.00
11th March 2025	Wickstead	New Swing Seats x 2	IB	£ 129.50	£ 25.90	£ 155.40
11th March 2025	RMBC	Grounds Maintenance	DDR	£ 1,702.49	£ 340.50	£ 2,042.99
11th March 2025	Community First Yorkshire	Renewal	IB	£ 35.00	£ 7.00	£ 42.00
21st March 2025	The Firehouse Group	LC Inspection	IB	£ 52.00	£ 10.40	£ 62.40
21st March 2025	The Firehouse Group	Fire Blanket to be installed this month	IB	£ 32.00	£ 6.40	£ 38.40
21st March 2025	The Firehouse Group	New Extinguisher to be installed this month	IB	£ 76.50	£ 15.30	£ 91.80
21st March 2025	Hawkeswood Tree and Gardening	Work at Firvale allotments to be paid on completion	IB	£ 1,800.00		£ 1,800.00
21st March 2025	Lloyds Bank	Monthly account fee	DDR	£ 8.50		£ 8.50
21st March 2025	Shaw and Sons	Credit note for damaged binder	CREDIT	-£ 81.00	-£ 16.20	-£ 97.20
22nd March 2025	NEST	Pension Contribution	DDR	£ 104.00		£ 104.00
FEBRUARY 2025				£ 8,998.40	£ 664.89	£ 9,663.29
C/F				£ 75,252.68	£ 6,205.84	£ 81,458.52

YEAR TOTAL 2024/2025				£ 84,251.08	£ 6,870.73	£ 91,121.81
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