



Harthill with Woodall Parish Council



Minutes - Ordinary Parish Council Meeting

8th April 2025

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

Present: Councillors: Mrs J Pattison (Chairman), Mrs M Havard (Vice-Chair), Mrs S Day, Mr S Green, Mrs C Hamer, Mr J Morley and Mrs E Simmonite. The Clerk, Caroline Havenhand was in attendance. No parishioners were in attendance.

Reference	Item	Action
25/41	To receive and approve reasons for absence	
	Apologies and reasons for absence were received from Councillors: Mrs B Gunby and Miss F Radford. It was resolved that the reasons provided were approved.	
25/42	To receive declarations of interest in respect of business on the agenda.	
	No additional interests were declared	
25/43	To authorise the chairman to sign the minutes of the meeting held on 11th March 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.	
25/44	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 matters relating to staffing require the exclusion of press and public due to the confidential nature of items under discussion.	
25/45	To note any matters arising (For information only)	
	The clerk advised that she has received a quotation relating to the creation of a footbath pitch and would circulate it to Council for discussion at the next meeting.	Clerk
	<u>Open Forum for Parishioners in Attendance – Public Participation Session</u>	
	No parishioners were in attendance.	
25/46	To receive an update in respect of planning matters and consider any further action on ongoing applications. In particular, to discuss – <u>RB2025/0240</u> - land at Hard Lane, Harthill, Sheffield. Proposed Battery Energy Storage Scheme (BESS) http://rotherham.planportal.co.uk/?id=RB2025/0240 <u>RB2025/0201</u> - Application to undertake works to trees within Harthill conservation area, Hunts Croft, Dishwell Lane, Harthill. http://rotherham.planportal.co.uk/?id=RB2025/0201	

	<p><u>RB2025/0392</u> - Erection of a two-storey side extension and single storey rear extension 4 Carver Close, Harthill. http://rotherham.planportal.co.uk/?id=RB2025/0392</p> <p><u>RB2025/0394</u> - Application for Lawful Development Certificate relating to erection of a dormer to rear 4 Carver Close, Harthill. http://rotherham.planportal.co.uk/?id=RB2025/0394</p> <p><u>RB2024/1005</u> – Appeal - DOE Reference: APP/P4415/W/25/3362505 Demolition of existing office building and erection of self-build detached bungalow at Harthill House, Woodall Lane, Harthill.</p> <p><u>RB2024/1495</u> - Application to vary condition 02 (approved plans to amend the design of the bungalow and garage repositioned) imposed by RB2020/1965 at Land rear of Banksia, Woodall Lane, Harthill. Granted Conditionally 05/03/2025.</p>	
	It was <u>resolved</u> that a letter of objection be submitted relating to <u>RB2025/0240</u> - land at Hard Lane, Harthill, Sheffield. Proposed Battery Energy Storage Scheme (BESS), The objection will cover multiple issues but will focus on the proposal being development of Green Space, Urban sprawl and damage to the character of the area.	Clerk
25/47	To receive information on the following ongoing issues and decide further action where necessary:	
25/47.1	To discuss and agree any action in relation to the most recent play inspection report, including any risk issues. To provide any update on the grant application for the Roundabout.	
	<p>The latest play inspection report received is 1st April 2025 and is categorised as moderate risk due to issues with the teen shelter and wooden slats on Multi play.</p> <p>Council is still waiting for the large teen shelter to be removed by the contractor.</p> <p>It was <u>resolved</u> that other minor works will continue to be monitored but that wood will be purchased to replace the slats on the steps and the Grounds Maintenance Operative will be asked to fit them. The clerk advised that she is still awaiting the outcome of the grant.</p>	Clerk
25/47.2	To provide any update on the VE day celebrations and agree any actions.	
	The clerk reported that the Lamp of Peace is expected any day. Invites have been accepted from the Deputy Lord Lieutenant and Ward Councillor. It was <u>resolved</u> that Councillor J Pattison act as host for the event.	
25/47.3	To discuss and agree the type of bench to be purchased for Woodall Lane opposite the bus stop.	
	The clerk reported that the cost of a Glasdon Phoenix bench cost is £585.00. It was <u>resolved</u> to purchase two benches at the same time to replace the bench at Doctor Lane play area. The clerk is to check the price of similar benches to see if a better price can be achieved and apply for a license.	Clerk
25/47.4	To discuss progress with the Leisure Centre, tidy up and repair work.	
	The clerk advised that the Grounds Maintenance Operative has dealt with the weeds and painted the eaves. The next step is to look at the windows and doors. The clerk is to look at costings for this.	Clerk
25/47.5	To provide any update on correspondence sent to landowners on Woodall Lane.	

	The clerk advised that she had sent follow up correspondence as no responses have been received as yet. It was resolved to send 'signed for' letters to ensure that they have been received by the Landowners.	Clerk
25/48	Matters requested by Councillors/Clerk and to agree any action	
25/48.1	To receive any requests for financial assistance, including payment of the Carnival grant agreed in the 2025/2026 budget of £1,500.00 to support the Carnival with costs.	
	There were no further requests for financial assistance. It was resolved to pay the Carnival the grant requested and agreed in the 2025/2026 budget of £1,500.00 to assist with this year's costs.	Clerk
25/48.2	To set the date of the Annual Parish Meeting (suggested 6pm on 13 th May 2025)	
	It was resolved that the Annual Parish Meeting take place at 6pm on 13 th May 2025 in the committee room at Harthill Village Hall.	Clerk
25/48.3	To delegate authority to the clerk to book any necessary Councillor or clerk training from the courses budget allocated for 2025/2026.	
	It was resolved that the clerk be delegated permission to authorise spend for budget relating to courses for Councillors and staff providing the budget for courses is not exceeded.	Clerk
25/48.4	To discuss a request for an additional shed on the edge of the bowling green.	
	It was resolved that permission be granted under the condition that it is maintained by the bowlers and removed by them if it becomes in a state of repair.	Clerk
25/48.5	To discuss quotations received for work at the Leisure Centre and agree a date for an additional Council Meeting to discuss these and progressing plans for the Play Area.	
	The information was circulated. It was resolved that a working party meeting be set for Tuesday 3 rd June 2025 at 5.30pm to talk through the quotations and decide on a proposal for the next Parish Council meeting agenda.	Clerk
25/48.6	To receive a request from the WI to plant a tree on Spens Field.	
	It was resolved that permission be granted for in principle for a Tree or other tribute to be planted on Spens Field to celebrate the WI Anniversary.	
25/48.7	To discuss issues raised around the Parish about areas that need cutting back that do not belong to the Parish Council.	
	It was resolved that the clerk is delegated to ask the hedge maintenance contractor to ensure that the sign on Doctor Lane can be seen and to request RMBC to change the sign so that it is legible.	Clerk
25/48.8	To discuss the possibility of further defibrillator training.	
	It was resolved that the clerk write to SYAS to see if will do another demonstration session at the Village Hall in Autumn.	Clerk
25/49	Financial Matters	
25/49.1	To receive the RFO'S report.	
	The Clerk and Responsible Financial Officer had previously circulated the year end cashbook. Balance on current account at year end 31 st March 2025 is £6,479.17. The VAT refund is outstanding of £763.89 for March 2025, relating to February and March invoices from 2024/2025. First ½ year precept has been received. A summary of reserves was presented to Council as at year end: -	Clerk

	<p>Capital Reserves - £3,778.12, this may only be spent on Capital expenditure and derives from land sale.</p> <p>General Reserves - £37,008.48 this is to provide for delay in precept or unbudgeted emergency spend. This currently represents 45% of precept, please see Council's reserve policy.</p> <p>Rent Account - £39.39</p> <p>Earmarked Reserves - £55,069.17</p> <p><u>Earmarked Reserves Breakdown</u></p> <p>£11,683.90 – To maintain play area and provide for future equipment costs.</p> <p>£ 1,000.00 – Provided for Leisure Centre Repairs.</p> <p>£ 6,000.00 – Provided for Village Hall Repairs – ongoing reserve</p> <p>£ 1,000.00 – Legal Fee provision</p> <p>£ 2,425.00 – To provide for replacement defibrillator</p> <p>£ 985.00 – Outstanding contracts 2024/2025</p> <p>£ 1,500.00 – Election Reserve – Ongoing reserve</p> <p>£ 26,611.41 – CIL Monies</p> <p>£ 3,000.00 – Salary Reserve</p> <p>£ 863.86 – Interest</p> <p>Information noted by council.</p>	
25/49.2	To receive and verify bank reconciliation to 31 st March 2025	
	The bank reconciliation was verified and signed by two Councillors.	
25/49.3	To approve accounts for payments	
	It was resolved that accounts presented for payment are approved.	
25/49.4	To receive a report on the Councillors quarterly review of receipts and payments for year end.	
	This matters was deferred until the next meeting as the accounts binder is still with the internal auditor.	
25/49.5	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 2024/2025, 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 though a policy would be drawn up relating to the Chairmans allowance and the quarterly checks would be carried out as soon as possible after the quarter end. It was resolved to pay the IA invoice upon presentation.	Clerk
25/49.6	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) 2024-2025, 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 2024/2025 on page 4 of the Annual Governance and Accountability Return. The Chairman and Clerk signed the declaration.	Clerk
25/49.7	Following signing by the Responsible Financial Officer - to consider and approve the Accounting Statements of Harthill with Woodall Parish Council relating to the period 1st April 2024 to 31st	

	March 2025. 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 2024/2025 on page 5 of the Annual Governance and Accountability Return 2024/2025 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
25/49.8	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. (Tuesday 3rd June 2025 to Monday 14th July 2025)	
	It was resolved to set a date for the period during which electors and interested persons may exercise rights relating to the Annual Accounts - Tuesday 3rd June 2025 to Monday 14 th July 2025.	Clerk
25/49.9	To note receipt of the first half of the precept and to agree transfers to reserves or adjustments to budget lines in the new 2025-2026 budget.	
	It was resolved that the following transfers be made from 2025/2026 budget: 1K in budget to general reserves. 1K in budget to ER Staff Salaries. 1K in budget to VH Repair Reserves.	Clerk
25/50	Staffing Matters	
25/50.1	To note the clerks contractual change of SCP level to SCP32 as of 1st April 2025, subject to satisfactory performance. National salary award not yet known so increased based on April 2024 National Pay Award scale at this time.	
	It was resolved that this matter be deferred until the next meeting as the clerk's performance review has not taken place yet.	Chairman
25/51	Allotment Matters	
25/51.1	To receive minutes from the recent allotment meeting and agree any action.	
	The minutes were received and noted.	
25/52	To note any correspondence.	
	There is no further correspondence.	
25/53	To receive reports / information on external meetings.	
	There were no reports on external meetings.	
25/54	Individual Councillor reports	
	Councillors Reports Raised the following items for next month's agenda: • Harthill Reservoir – safety rings.	
25/55	To agree the date and time of the next ordinary Council Meeting. (13th May 2025)	
	The date and time of the next ordinary Parish Council meeting was confirmed as 7.00 pm on Tuesday 13 th May 2025. The meeting closed at 9.05 pm Councillor J Morley gave his apologies for the May Annual Council meeting.	

Finances

PAYMENT LIST - APRIL 2025						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
8th April 2025	Salaries	Payroll Employees	IB	£ 1,929.94		
				£ 83.60		
				£ 2,013.54		£ 2,013.54
8th April 2025	HVH Ltd	Village Hall Hire	IB	£ 26.00		£ 26.00
8th April 2025	YLCA	Annual Subscription	IB	£ 647.00		£ 647.00
8th April 2025	FH Accountancy Services	Internal Audit Fee	IB	£ 410.85		£ 410.85
8th April 2025	Carnival Society Grant	To assist with traffic management and lighting	IB	£ 1,500.00		£ 1,500.00
8th April 2025	Yorkshire In Bloom	Entry Fee	IB	£ 25.00		£ 25.00
22nd April 2025	Lloyds Bank PLC	Montly Bank Fees	IB	£ 8.50		£ 8.50
22nd April 2025	NEST	Pension Contribution	IB	£ 104.00		£ 104.00
APRIL 2025				£ 4,734.89	£ -	£ 4,734.89
C/F				£ -	£ -	£ -
YEAR TOTAL 2025/2026				£ 4,734.89	£ -	£ 4,734.89