



## Harthill with Woodall Parish Council



### Minutes - Annual Parish Council Meeting 13<sup>th</sup> May 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 B Gunby, Mrs C Hamer, Mr J Morley, Miss F Radford, Mrs E Simmonite. The Clerk, Caroline Havenhand was in attendance. Parishioners: One parishioner was in attendance.

Reference	Item	Action
25/56	<b>To elect a chairman for the ensuing year, to be followed by the signing of the Chairman's Declaration of Acceptance of Office.</b>	
	It was <b>resolved</b> 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.	
25/57	<b>To elect a Vice-chairman for the ensuing year.</b>	
	It was <b>resolved</b> that Councillor M Havard be elected as vice-chairman for the next 12 months.	
25/58	<b>To receive and approve reasons for absence</b>	
	None	
25/59	<b>To receive declarations of interest in respect of business on the agenda.</b>	
	No interests were declared.	
25/60	<b>To authorise the chairman to sign the minutes of the meeting held on 8<sup>th</sup> April 2025 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.	
25/61	<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.	
25/62	<b>To note any matters arising (For information only)</b>	
	There were no matters arising that were not raised elsewhere on the agenda.	
	<b><u>Open Forum for Parishioners in Attendance – Public Participation Session</u></b>	
	A parishioner attended the meeting to discuss Football on Spens Field.	
25/63	<b>To appoint any new committees.</b>	
	It was <b>resolved</b> not to appoint any new committees at this time.	
25/64	<b>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.</b>	
	It was <b>resolved</b> 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.	

	<p>Councillor Joy Pattison be appointed as chairman of the committee.</p> <p>The committee will meet once annually in October, with additional meetings as necessary.</p> <p>The quorum for the committee is three. No changes are proposed to the terms of reference.</p>	
<b>25/65</b>	<b>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</b>	
	<p>It was <b>resolved</b> 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 <b>resolved</b> that:</p> <p>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 2025/2026 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). No changes are proposed to the terms of reference document -</p> <p>The Committee will meet five times year (February, April, June, September and November), with additional meetings as necessary.</p> <p>The quorum of this committee is 5 (of which three must be Councillors).</p>	
<b>25/66</b>	<b>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.</b>	
	<p>It was <b>resolved</b> 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.</p>	
<b>25/67</b>	<b>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.</b>	
	<p>It was <b>resolved</b> that Council meetings continue to be held in the Village Hall on the <b>second Tuesday</b> 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.</p>	
<b>25/68</b>	<p><b>To receive an update in respect of planning matters and consider any further action on ongoing applications. In particular, to discuss -</b></p> <p><b><u>Planning Inspector Reference EN 0110020</u></b> – Correspondence headed “Relating to Planning Act 2008 (as amended) and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (The EIA Regulations) – Regulations 10 and 11 Application by Whitestone Net Zero Ltd (the applicant) for an Order granting Development Consent for the Whitestone Solar Farm (the proposed development) Scoping consultation and notification of the applicant’s contact details and duty to make available information to the applicant if requested” – requiring a response from consultees by 22nd May 2025.</p>	

	<p><b><u>RB2025/0538</u></b> - Erection of single storey rear extension, alteration to roof design and raising the ridge height, dormer to the side, Lynncroft Bungalow, Hard Lane, Kiveton Park, Rotherham.  <a href="http://rotherham.planportal.co.uk/?id=RB2025/053">http://rotherham.planportal.co.uk/?id=RB2025/053</a> RB2024/1781</p> <p><b><u>DOE Reference: APP/P4415/D/25/3360164</u></b>. Single storey front extension at 4 Union Street.          Allowed 23/4/2025.</p> <p>To discuss any further information received in relation to <b><u>RB2025/0240</u></b> - Land at Hard Lane, Harthill, Sheffield. Proposed Battery Energy Storage Scheme (BESS)  <a href="http://rotherham.planportal.co.uk/?id=RB2025/0240">http://rotherham.planportal.co.uk/?id=RB2025/0240</a></p>	
	<p>The clerk reported that the objection for Harmony Energy has been submitted and that there had been no further update prior to the meeting. The Whitestone proposal was discussed, and it was <b><u>resolved</u></b> that Councillors: Mrs S Day, Mr J Morley and Mrs J Pattison visit one of the other Parishes at the other side of this development, with the clerk, to gain an idea of the size of the project. Additionally, that comments be submitted to The Planning Inspector raising issues that are not adequately outlined in the scoping document as well as requesting The Planning Inspector to consider a reduction to three separate projects to allow for proper engagement by smaller statutory consultees such as Parish Council's.</p>	
<b>25/69</b>	<b>To receive information on the following ongoing issues and decide further action where necessary:</b>	
25/69.1	To discuss and agree any action in relation to the most recent play inspection report, including any risk issues. To provide an update on the grant application for the roundabout and agree next steps.	
	<p>The latest play inspection report received is 1<sup>st</sup> May 2025, and is categorised as moderate risk due to issues with the teen shelter. The Wooden Slats have been removed from the report as these were repaired last month. Council is still waiting for the large teen shelter to be removed by the contractor. It was <b><u>resolved</u></b> that other minor works will continue to be monitored. The clerk reported that the grant to SYCF Loscar Wind Farm Fund had been successful. The clerk showed various accessible roundabout options, and it was <b><u>resolved</u></b> that the Sutcliffe Play Inclusive Seated Wheelchair Roundabout SIR075, with two seats. It was further <b><u>resolved</u></b> that the clerk go back to the manufacturer to ask them for an up-to-date quotation and also to Lightmain to see what they would charge to fit the same roundabout. It was agreed that Wet Pour should be used as the surface but that both companies were asked to comment on the best location to avoid water retention.</p>	<b>Clerk</b>
25/69.2	To review bench selections for Woodall Lane and consider a request for this to be a memorial bench.	
	<p>The Parish Council <b><u>resolved</u></b> that once a license was granted for the Woodall Lane site Council had no objections to it being used as a memorial bench, subject to the cost of the bench and plaque being covered. If not, it was suggested that this bench be used as a memorial to VE 80 Day and D Day 80. From the quotations received and based on the way that other benches have lasted, it was <b><u>resolved</u></b> that two benches be ordered from Glasdon's and at the same time a further larger picnic table, The Penbridge, be ordered at the same time. Total cost £2,160.47 net.</p>	
25/69.3	To provide an update on the request for a further defibrillator training session.	

	It was <b>resolved</b> to book a defibrillator training session for 11 am on 18 <sup>th</sup> October 2025. The clerk to book the village hall.	<b>Clerk</b>
25/69.4	To receive a quotation for works to create a football pitch and an update from the Football team.	
	Council <b>resolved</b> in principle that they supported the provision of a Football pitch on Spens Field. The funding for this was discussed and the club are to look at submitting funding application and were signposted suggestions. Once available funding is more clear Council would also look at what support they could give financially to support the process.	
<b>25/70</b>	<b>Matters requested by Councillors/Clerk and to agree any action</b>	
25/70.1	To receive any requests for financial assistance.	
	There were no requests for financial assistance.	
25/70.2	To elect a representative to the Yorkshire Local Council's Association for the forthcoming year.	
	It was <b>resolved</b> to elect Cllr. S Day to represent the Council at the Yorkshire Local Council Association.	<b>Clerk</b>
25/70.3	To adopt a policy relating to the Chairman's allowance and to agree payment of chairman's Allowance. Additionally, to agree the level of allowance for the forthcoming year.	
	The new Chairman's allowance policy was adopted, to be reviewed every 2 years and that the Chair would try to retain as many receipts as possible going forward. It was <b>resolved</b> to pay the allowance of £160.00 for 2024/2025, and for the allowance to remain the same for 2025/2026 as £160.00.	<b>Clerk</b>
25/70.4	To discuss the next issue of The Hart, agree timing, cost and any specific content to be included.	
	It was <b>resolved</b> to produce The Hart for distribution 1 <sup>st</sup> June. The clerk is expecting cost on 12-page issue to be around £862.00. An article to be included to thank litter pickers as well as other information about the Golden Rose Award, defibrillator session and draft accounts.	<b>Clerk</b>
25/70.5	To discuss Harthill Reservoir and the position and number of Safety rings.	
	It was <b>resolved</b> to write to The Canal and River Trust to query the position and number of rings that have been put back since the ponds have now refilled.	<b>Clerk</b>
25/70.6	To provide an update on discussions relating to a potential bridleway on Woodall Lane.	
	A meeting has taken place regarding this matter with a representative for a local landowner and discussions are ongoing.	
<b>25/71</b>	<b>Staffing Matters</b>	
25/71.1	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 agreed.	
	The clerk's appraisal was circulated, and it was <b>resolved</b> to confirm the review. It was <b>resolved</b> to increase the clerk's salary to SCP32 backdate to 1 <sup>st</sup> April 2025.	<b>Clerk</b>
<b>25/72</b>	<b>Allotment Matters</b>	
25/72.1	To consider the quotation for the tidy up work on Firvale and agree any action.	
	In view of the high cost of employing a contractor, it was <b>resolved</b> to write to the previous tenant who has left the structures to advise them that it was their responsibility to remove this.	<b>Clerk</b>
25/72.2	To discuss issues with the turning circle at Firvale.	
	It was <b>resolved</b> to write to RMBC regarding this issue to see what option they can suggest for protecting this area as it is not Parish land.	
25/72.3	To agree an alternative lamp post location for the hanging baskets in Woodall following issue raised by RMBC.	
	It was <b>resolved</b> to change the second location onto lamp post 1 on Dowcarr Lane.	<b>Clerk</b>
<b>25/73</b>	<b>Financial Matters</b>	
25/73.1	To receive the RFO'S report.	

	<p>a) After 1 month of the financial year 50% of anticipated income has been received. Outstanding allotment rents are being chased. £1,795.50 has been collected up to the end of April. 5% of planned expenditure has been spent.</p> <p>b) The account balance on 30 April 2025 is £147,921.01</p> <p>c) The first stage of the 2025/2026 Precept (£42,000.00) has been received from RMBC</p> <p>d) CIL monies received £542.33. This relates to the Union Street development.</p> <p>Information noted by Council.</p>	
25/73.2	To receive and verify year end bank reconciliation to 30 <sup>th</sup> April 2025	
	The bank reconciliation was verified and signed by two Councillors.	
25/73.3	To approve accounts for payments	
	It was <b>resolved</b> that Accounts presented for payment are approved.	
25/73.4	To agree any transfers to reserves or adjustments to budget lines in the new 2025-2026 budget.	
	It was <b>resolved</b> that no transfers are required at this time other than to transfer the SYCF grant to Play Area Reserves and the CIL monies to CIL Reserves.	<b>Clerk</b>
25/73.5	To nominate a Councillor to carry out quarterly financial review of the accounts for this financial year.	
	It was <b>resolved</b> to nominate Councillor Morley to carry out the check on receipts and payments for the year 2025/2026	
25/73.6	To re-appoint the current internal auditor, under the existing terms of reference, for the financial year 1 <sup>st</sup> April 2025 to 31 <sup>st</sup> March 2026.	
	It was <b>resolved</b> to engage the current Internal Auditor under the same Terms of Reference for the financial year 1 <sup>st</sup> April 2025 to 31 <sup>st</sup> March 2026. Cost £450.00.	<b>Clerk</b>
25/73.7	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 <b>resolved</b> that the Parish Council continue to allow direct debit payments for NEST, Allotment Water Bill, RMBC Grounds Maintenance and Information Commissioners Office.	
25/73.8	To review banking arrangements including signing arrangements for bank accounts.	
	It was <b>resolved</b> that banking arrangements remain with Lloyds Bank PLC and that Cllrs: Mrs J Pattison, Mrs B Gunby, Mrs E Simmonite, Mrs C Hamer and Mr S Green continue as signatories along with the clerk. Three signatories to authorise all cheques and payments.	
25/73.9	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 <b>resolved</b> 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.	

<b>25/74</b>	<b>Policies</b>	
25/74.1	To review and adopted the Recording of Meetings Policy for a further 12 months.	
	A draft copy was circulated to Council. It was <b>resolved</b> to adopt the Recording of Meetings Policy until the next annual meeting.	
25/74.2	To review and adopt the Press and Media Policy for a further 12 months.	
	A draft copy was circulated to Council. It was <b>resolved</b> to adopt the press and media policy until the next annual meeting.	
25/74.3	To review and adopt the Data Protection Policy for a further 12 months.	
	A draft copy was circulated to Council. It was <b>resolved</b> to adopt the data protection policy until the next annual meeting	
25/74.4	To review and adopted the Complaints Policy for a further 12 months.	
	A draft copy was circulated to Council. It was <b>resolved</b> to the complaints policy until the next annual meeting.	
25/74.5	To review Financial Regulations, following a further update from NALC, and consider adoption for further 12 months.	
	Following a draft copy being circulated with the latest updates, it was <b>resolved</b> to adopt the revised Financial Regulations for review at the next Annual Parish Council Meeting.	<b>Clerk</b>
25/74.6	To review Standing Orders, amended to include recent updates, and consider adoption for a further 12 months.	
	New Model Standing Orders had been circulated, changes mainly in relation to procurement and amending the word Chairman to Chair to make it a gender-neutral format. It was <b>resolved</b> to adopted the Model Standing orders for review at the next Annual Parish Council Meeting. It should be noted that Council use the word Chairman and Chair in various communications and both are valid a description of the same role.	<b>Clerk</b>
25/74.7	To introduce a new IT Policy.	
	It was <b>resolved</b> that the Policy is adopted for 12 months when it is expected that a model document may be available.	<b>Clerk</b>
<b>25/75</b>	<b>To note any correspondence</b>	
	None	
<b>25/76</b>	To receive reports / information on external meetings, including the CAP meeting and RMBC'S Parish Liaison Meeting.	
	A Parish Councillor attended the recent Parish Liaison meeting held in Aston. The main concern arising from the meeting is a new term 'Grey' belt, being introduced to distinguish less fertile green belt land. Updates from the Cap meeting were given regarding progress and potential timescales around road markings.	
<b>25/77</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>• None</li> </ul>	
<b>25/78</b>	<b>To agree the date and time of the next ordinary Council Meeting. (10<sup>th</sup> June 2025)</b>	
	The date and time of the next Parish Council meeting was confirmed as 7.00pm on Tuesday 10 <sup>th</sup> June 2025. The meeting closed at 9.15pm.	

**Finances**

PAYMENT LIST - MAY 2025						
Date	Supplier	Item	Cheque No	Cost	VAT	Total
13th May 2025	Salaries	Payroll Employees	IB	£ 2,142.19		
				£ 83.60		
				£ 2,225.79		£ 2,225.79
13th May 2025	HVH Ltd	Village Hall Hire	IB	£ 67.50		£ 67.50
13th May 2025	National Allotment Society	Annual Subscription	IB	£ 70.00	£ 14.00	£ 84.00
13th May 2025	Expenses	Stationery	IB	£ 6.82	£ 1.36	£ 8.18
13th May 2025	Expenses GMO	Varnish for LC	IB	£ 45.67	£ 9.14	£ 54.81
13th May 2025	Mileage Councillor Visit	Mileage	IB	£ 38.70		£ 38.70
13th May 2025	Lloyds Bank PLC	Montly Bank Fees	IB	£ 8.50		£ 8.50
13th May 2025	NEST	Pension Contribution	IB	£ 104.00		£ 104.00
MAY 2025				£ 2,566.98	£ 24.50	£ 2,591.48
C/F				£ 4,734.89	£ -	£ 4,734.89
YEAR TOTAL 2025/2026				£ 7,301.87	£ 24.50	£ 7,326.37