



Harthill with Woodall

Parish Council



Minutes – Ordinary Parish Council Meeting

12th May 2026

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

Present: Councillors: Mrs J Pattison (Chairman), Ms M Havard (Vice-Chair), Mrs S Day, Mr S Green, Mrs B Gunby, Ms. C Hamer, Mr J Morley, Miss F Radford and Mrs E Simmonite. The Clerk, Caroline Havenhand was in attendance. Two parishioners were in attendance. Two representatives from the Doctor's Surgery were present.

Reference	Item	Action
26/60	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.	
26/61	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.	
26/62	To receive and approve reasons for absence	
	None.	
26/63	To receive declarations of interest in respect of business on the agenda.	
	No additional interests were declared.	
26/64	To authorise the chairman to sign the minutes of the meeting held on 14th April 2026 as a true and correct record.	
	The minutes were confirmed as a true and correct record, and the Chairman accordingly signed the file copy.	
26/65	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 matters require the exclusion of press and public due to the confidential nature of items under discussion.	
26/66	To note any matters arising (For information only)	
	The clerk requested clarification as to whether Council wanted her to action the request to write to Canal & River Trust with regard to water quality, bearing in mind the further information published following last month's meeting. Council confirmed that this was no longer necessary.	
	Open Forum for Parishioners in Attendance – Public Participation Session	
	Two parishioners attended in relation to the planning application RB2026/0557. Queries were raised about consultation and why information hadn't been shared earlier. Council advised that following ongoing community engagement undertaken between 2022 and 2024, including discussions at Harthill Carnival, information within the Parish magazine,	

	and engagement through local schools and user groups, it became clear that many residents wanted to see improved recreational facilities that would better serve a wider range of age groups throughout the year. Priorities were identified and improvements started with the Tots Play Area and then the Cableway. Council advised that when these matters were discussed they were outlined on the agendas on notice boards and in minutes on the Parish Council website. Retaining the court or having a new purpose-built MUGA was part of Council discussions. The decision was taken to proceed with a new MUGA as this would meet the needs of a wider audience, particularly with many sports courts available with 10 minutes of Harthill with individual bespoke courts tailored to tennis, netball and football. As soon as the planning process started, in accordance with RMBC's planning process, public notices and letters to close neighbours were issued and over 6 weeks was given for questions and comments. In relation to the car parking Council advised that once it had been decided to plan for a new MUGA, rather than refurbish the court, they had looked at how to use the court space going forward. It was decided that additional parking was needed to: • act as the primary car park for Harthill Community Hub (Harthill Leisure Centre); • support visitors on bowlers' match days; • reduce on-street parking on busy pub nights; • provide improved parking for visitors to the Doctors Surgery; • act as overflow parking when the existing car park is full; • allow larger proper marked bays across both parking areas, due to many visitors having young children in car seats Council was also asked about timescales for the MUGA. Council are currently preparing documentation for a planning application and funding will then be sought.	
26/67	To appoint any new committees.	
	It was resolved not to appoint any new committees at this time.	
26/68	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.	
	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: Mrs Joy Pattison be appointed as chairman of the committee. The committee will meet as necessary. The quorum for the committee is three. No changes are proposed to the terms of reference except to meet as necessary.	
26/69	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: Councillors: 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 2026/2027 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 - The Committee will meet five times year on the first Tuesday of the month (February, April, June, September and	

	November), with additional meetings as necessary. The quorum of this committee is 5 (of which three must be Councillors).	
26/70	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.	
26/71	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.	
26/72	To receive an update in respect of planning matters and consider any further action on ongoing applications. In particular, to discuss –	
	To agree the final letter to RMBC in connection with the Adequacy of Consultation for the Whitestone Solar Farm proposal, incorporating the further focused consultation. Including asking RMBC to include it with their own submission as an appendix. RB2026/0498 - Formation of hardstanding for vehicle access and dropped kerb, 44 Winney Hill, Harthill, Rotherham. http://rotherham.planportal.co.uk/?id=RB2026/0498 RB2026/0552 - Demolition of existing outbuilding and previous extensions and erection of two storey extension, single storey extension and alterations, 2 Spence Cottage, Jackys Lane, Harthill, Rotherham. http://rotherham.planportal.co.uk/?id=RB2026/0552 RB2026/0557 - Partial change of use of leisure centre (Use Class F2 (c)) to mixed use for leisure and retail use (Use Classes F2 and E) change of use of tennis court to car park, single storey extension to existing building with associated external alterations and installation of roof mounted solar photovoltaic panels, Harthill Sports Centre, Woodall Lane, Harthill. http://rotherham.planportal.co.uk/?id=RB2026/0557	
	It was resolved that the final version of the adequacy of consultation letter is approved and should be sent to RMBC requesting it be added to their response to the Planning Inspectorate. It was additionally resolved that a letter of objection be submitted in relation to planning application RB2026/0552, in relation to the scale of the property and impact on the street scene.	Clerk
26/73	To receive information on the following ongoing issues and decide further action where necessary:	
26/73.1	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 dated 5 th May 2026 and is categorised as moderate. This is related to some matting which required resetting under the Cableway and the removal of the teen shelter is still awaited when the ground is firmer. The quote	Clerk

	for the works on surfacing is still awaited. It was resolved that no further action is required at this time.	
26/73.2	To rearrange a date for the working group to review locations for the potential MUGA and teen area on Spens Field.	
	It was resolved that the date be set as 15 th May at 6 pm on Spens Field and that any Councillors who wish to be there could attend.	Councillors
26/74	Matters requested by Councillors/Clerk and to agree any action	
26/74.1	To receive any requests for financial assistance.	
	None.	Clerk
26/74.2	To elect a representative to the Yorkshire Local Council's Association for the forthcoming year.	
	It was resolved that Councillor S Day be elected to represent the Council.	Clerk
26/74.3	To adopt a new policy relating to the Chairman's allowance and to agree payment of Chairman's Allowance for the year 2025/2026. Additionally, to agree the level of allowance for the forthcoming year.	
	It was resolved to adopt a new policy relating to the Chair's Allowance and that this will apply for the 2025/26 civic year. The payment will be paid as an honorary civic allowance through payroll subject to PAYE deductions. It was resolved that the level for 2026/2027 be set at £200.00.	Clerk
26/74.4	To receive information relating to the current Community Governance Review by RMBC.	
	It was resolved that Councillors complete the governance review and the clerk completes it on behalf of Council with no recommended changes to boundaries or Councillor numbers.	Clerk
26/74.5	To discuss the issues with the Spens Field path and agree costs for repairs.	
	It was resolved to set a budget of £500.00 and look for a contractor to carry out the work.	
26/74.6	To discuss ongoing plans for the Doctors Surgery and car parking solutions.	
	Representatives came from the doctor's surgery to discuss parking capacity if the surgery was to expand forward to provide additional services. Council resolved that the planning application to convert the old sports court has been submitted and, if successful would mean that there would be sufficient capacity to enable additional staff or patients to park. Council advised that they fully support enhanced services that help deliver services within the parish.	Clerk
26/74.7	To discuss vacant garage plots.	
	It was resolved that garage plots will not be replaced when they are vacated.	Clerk
26/75	Allotments	
26/75.1	To receive an update on the new stress testing requirements by RMBC relating to Hanging Baskets on lamp posts.	
	The clerk advised that whilst RMBC have now agreed to pay 75% of the procurement costs for stress testing, she is concerned how long this process will take and therefore when the baskets will go up. She has therefore prepared an article for The Hart to keep parishioners up to date. Information noted by Councillors though Council remain very disappointed with the way this matter has been communicated so late.	Clerk
26/75.2	To agree new structure requests on allotment plots on Thorpe Road.	
	A number of requests were received for new structures for the tenants on Thorpe Road. All were 6x8ft and as these are in keeping with the size of the plots Council resolved to agree the requests.	Clerk
26/76	Policies – To review and approve the following Policies for a period to be agreed:	
26/76.1	IT Policy (1 year)	

	Members reviewed the updated IT Policy following the recommendation of the Internal Auditor. The amendments included the addition of guidance relating to the use of personal devices for Council business, phishing awareness, and the retention and deletion of electronic records and emails. It was resolved that the updated IT Policy be approved and adopted.	Clerk
26/76.2	Recording of Meetings Policy (1 year)	
	It was resolved that the policy be adopted unchanged for a further 12 months.	Clerk
26/76.3	Press and Media Policy (1 year)	
	It was resolved that the policy be adopted unchanged for a further 12 months.	Clerk
26/76.4	Data Protection Policy (1 year)	
	It was resolved that the policy be adopted unchanged for a further 12 months.	Clerk
26/76.5	Council's Complaints Policy (1 year)	
	It was resolved that the policy be adopted unchanged for a further 12 months.	Clerk
26/76.6	Financial Regulations (1 year)	
	It was resolved that the policy be adopted unchanged for a further 12 months.	Clerk
26/76.7	Standing Orders (1 year)	
	It was resolved that the policy be adopted unchanged for a further 12 months.	Clerk
26/77	Financial Matters	
26/77.1	To receive the RFO'S report.	
	a) After 1 month of the financial year 50% of anticipated income has been received. Outstanding allotment rents are being chased. £2005.64 has been collected up to the end of April. 8% of planned expenditure has been spent. b) The account balance on 30 April 2026 is £160,332.29. c) The first stage of the 2026/2027 Precept (£45,750.00) has been received from RMBC. d) £483.66 VAT has been reclaimed from 2025/2026. Information noted by Council.	
26/77.2	To receive and verify bank reconciliation to 30 th April 2026.	
	The bank reconciliation was verified and signed by two Councillors.	
26/77.3	To approve accounts for payments	
	It was resolved that accounts presented for payment are approved.	
26/77.4	To agree any transfers to or from reserves.	
	It was resolved that following review of the year-to-date management accounts against budget, that the following transfers be made: £300 from ER to Current account relating to the new printer.	Clerk
26/77.5	To nominate a Councillor to carry out quarterly financial review of the accounts for this financial year.	
	It was resolved that Councillor J Morley be nominated to carry out the quarterly review of the accounts for 2026/2027 along with insurance check and follow up with the internal auditor.	
26/77.6	To re-appoint the current internal auditor, under the existing terms of reference, for the financial year 1st April 2026 to 31st March 2027.	
	This matter was deferred until the next meeting as a quotation has not been received yet.	Clerk
26/77.7	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. Lloyds Banking fees are also charged to the account automatically.	

26/77.8	To review banking arrangements including signing arrangements for bank accounts and agreed fees.	
	It was resolved that banking arrangements remain with Lloyds Bank PLC and that Cllrs: Mrs B Gunby, Mrs E Simmonite, Mrs C Hamer and Mr S Green continue as signatories along with the clerk. That Councillor J Pattison be removed and Councillor S Day be added. Three signatories to authorise all cheques and payments.	Clerk
26/77.9	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.	
26/78	To receive any correspondence not already covered on the agenda.	
	None.	
26/79	To receive reports / information on external meetings.	
	There were no reports from external meetings.	
26/80	Individual Councillor reports	
	Items discussed raised the following items for June's agenda: • None.	
26/81	To agree the date and time of the next ordinary Council Meeting. (9th June 2026)	
	The date and time of the next ordinary Parish Council meeting was confirmed as 7.00 pm on Tuesday 9 th June 2026. The meeting closed at 9.15 pm.	Clerk

Chairman's Signature

Date 12th May 2026

Finances

PAYMENT LIST - MAY 2026		HARTHILL WITH WOODALL PARISH COUNCIL				
DATE	SUPPLIER	ITEM	CHQ OR IB	COST	VAT	TOTAL
12th May 2026	Salaries including expenses	Payroll Employees	IB	£ 2,126.24		£ 2,126.24
12th May 2026	JP - Pest Control	Pest Control	IB	£ 700.00		£ 700.00
12th May 2026	Re-imburse Clerk	Printer	IB	£ 257.50	£ 51.50	£ 309.00
12th May 2026	HVH Ltd	Room Hire	IB	£ 70.00		£ 70.00
12th May 2026	Re-imburse Clerk	Stationery	IB	£ 5.48	£ 1.10	£ 6.58
12th May 2026	Spectrum Future	Payroll Employees	IB	£ 62.30		£ 62.30
12th May 2026	Lloyds Bank PLC	Montly Bank Fees	FEE	£ 8.50		£ 8.50
12th May 2026	KCM	Doctor Lane Skip	IB	£ 254.68	£ 50.94	£ 305.62
12th May 2026	RBLM	Log Removal and new boulders	IB	£ 870.00	£ 174.00	£ 1,044.00
12th May 2026	NEST	Pension Contribution	DDR	£ 256.44		£ 256.44
MAY 2026				£ 4,611.14	£ 277.54	£ 4,888.68
Carried Forward				£ 7,424.10	£ 243.17	£ 7,667.27
YEAR TOTAL 2026/2027				£ 12,035.24	£ 520.71	£ 12,555.95