

# Wickersley Parish Council

## Minutes of the Council Meeting 7.00pm 29<sup>th</sup> April 2019 held at Wickersley Community Centre

Members: Cllrs:- S Ellis (Chairman), J Barber, P Beighton, A Gibson, C Grimes, S Horsfield, N Judah, B McNeely, T Nurse, R Postlethwaite, and P Thirlwall.

In Attendance: Mr G Pacey (Interim Clerk)

### **5771 To receive apologies for absence**

Apologies were received from Cllrs A Bates, E Boswell, M Godfrey & K Phillips

### **5772 To note any declarations of interest on items to be discussed at this meeting**

Cllr Ellis declared an interest in item 5783.3 as Chair of Licencing, RMBC.  
Cllr Grimes declared an interest in 5783.1 RB2019/0433

### **5773 To approve the minutes of the Council Meeting held on 18<sup>th</sup> March 2019**

**Resolved:** The minutes of the meeting of 18<sup>th</sup> March 2019 were accepted as a true record subject to some minor spelling mistakes which have been corrected.

### **5774 To receive a report from the Police**

There were no Police present.  
It was noted that there had been no official approach from the Police for comment on any review of PCSO provision in the area.

### **5775 To note any issues from members of the public**

There were no members of the public present.

### **5776 To consider any community matters from Councillors**

Cllr Grimes noted comments received regarding recent scheduled tree work in Wickersley Gorse, and further commented on the dismantled youth shelter at Bob Mason Pavilion.

### **5777 To consider co-option for the Councillor Vacancy**

There were no expressions of interest. The item was deferred to the June council meeting.

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## 5778 To note matters arising from the minutes of the Council Meeting of 18<sup>th</sup> March 2019

(5763 Police FOI response). Councillors were disappointed with the reply. Cllr Ellis noted there were 158 incidents of anti-social behaviour in 10 months within Wickersley. This data should be quoted in any licensing objections.

(5768.3 Wickersley Park Development). It was noted that a Principal Designer required appointing before the tender process could begin. The preferred quotation was for £1625. As this was not in budget and the Clerk was unable to locate the original agreement with Ares Landscapes, Councillors decided that this would be discussed further at the Council Meeting on 20<sup>th</sup> May when they had an opportunity to discuss this with Cllr Bates.

## 5779 Active Regeneration Scheme – Bramley Parish Council

Councillors discussed the quote regarding joint provision of youth activities for Wickersley children.

**Resolved:** To sign up to the full programme for one year at a total cost of £2200 as outlined:

2 days – May - £400 Wickersley PC  
12 day – Summer £800 Wickersley PC  
2 days October - £400 Wickersley PC  
Evening programme at Bill Chafer 14<sup>th</sup> March 2019 for 40 weeks £600

**Resolved:** To continue with the regular budgeted summer programme at Bob Mason Recreation Ground.

## 5780 To consider financial matters, including: -

### 5780.1 authorisation of payment of accounts since the last meeting

**Resolved:** That the payments at Annex 1 be approved to 29<sup>th</sup> April 2019.

### 5780.2 To appoint Voluntary Action Rotherham as Internal Auditors and PKF Littlejohn as External Auditors for the financial year-ending 31<sup>st</sup> March 2019

**Resolved:** To appoint Voluntary Action Rotherham as Internal Auditors and PKF Littlejohn as External Auditors for the financial year-ending 31<sup>st</sup> March 2019

## 5781 To consider any general correspondence and publications, including:-

### 5781.1 Wickersley Footpath Creation Orders

**Resolved:** The proposals were discussed in more detail and it was noted that the paths are well established and therefore no further comment was made.

### 5781.2 Letters from residents of Moorlands concerning trees on verges

The Clerk noted that several letters have been received in 2019 from residents of Moorlands complaining about the trees on verges.

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**Resolved:** Write to all residents of Moorlands and explain the process regarding the RMBC review of trees and the subsequent instruction by the Council to proceed and meet the cost of only necessary tree works. All other requests would therefore be declined unless a tree became diseased, damaged or dangerous.

## **5781.3 Request for Parish Council to fund defibrillators**

Wickersley Women's Institute had requested whether the Council would meet the cost of ongoing maintenance for defibrillators based at the three churches in Wickersley.

**Resolved:** The parish council provides regular maintenance (including replacement pads) to the three defibrillators positioned on its land/property. Councillors felt that this provision is more than adequate and noted the proliferation of defibrillators positioned elsewhere in the community. As such it was resolved that anyone else who wished to install their own defibrillators should be prepared to meet the ongoing maintenance costs.

## **5781.4 Highway works on Bawtry Road.**

**Resolved:** Letter to RMBC suggesting the works be performed mainly at weekends and at nights as this was a very busy stretch of Bawtry Road.

## **5781.5 YLCA New Councillor Training**

**Resolved:** Up to three places would be funded by the council for interested Councillors on a first-come first-served basis.

## **5782 To note the draft minutes and/or receive a Committee Chairman's update from the following meetings:-**

**5782.1 WCCA – 19<sup>th</sup> February 2019 and 12th March 2019.** Noted.

**5782.2 Woodland Committee – 25th March 2019.** Cllr Thirlwall noted a very good turnout at the recent Easter Animal Hunt. Volunteers had been working in the Gorse and a basic Volunteer Policy had been established, which would be reviewed as part of an HR policy review in the summer.

**5782.3 Environment Committee – 1st April 2019** Cllr Beighton suggested a review of the Stephen Shore Memorial Garden and briefed Councillors on suggested ideas to improve the area. Cllr Beighton was asked to progress the idea through the Environment Committee and come back to full council with costed proposals.

**5782.4 HR Committee – 15th April 2019.** Cllr Thirlwall noted there has been very little progress on HR actions in the past 18 months. However, it had been agreed to prioritise the re-structure first before tackling the backlog.

**5782.5 Wickersley Park Development – Progress update** Cllr Bates was not present to give an update.

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## 5783 To consider planning and licensing matters including new planning applications in Wickersley

### 5783.1 The following planning applications were noted:

- **RB2019/0433** Erection of boundary fence to side, 2 Sorby Way Wickersley
- **RB2019/0347** Proposed retractable canopy to first floor and erection of street lamp 131 Bawtry Road Wickersley
- **RB2019/0348** Display of non-illuminated signage to front elevation: 131 Bawtry Road Wickersley
- **RB2019/0495** Change of use of ground floor to café (Use Class A3) and upper floor into studio apartment (Use Class C3), demolish front extension and create shop fronts 186 Bawtry Road Wickersley
- **RB2019/0498** Demolition of conservatory and erection of single storey front and rear extensions to attach to existing garage 6 Hall Croft off Gill Close Wickersley
- **RB2019/0464** Erection of boundary wall, new pilars and gate 133 Northfield Lane Wickersley
- **RB2019/0372** Application to prune a London plane tree protected by RMBC Tree Preservation Order No. 7 2b Gillott Lane Wickersley
- **B2018/1437** Application to fell an ash tree protected by RMBC Tree Preservation Order No 7 2009 5 Wickersley Court Wickersley
- **B2018/1426** Demolition of existing conservatory and erection of two storey side and single storey rear extension 31 Freeman Road Wickersley
- **B2019/0618** Demolition of existing bungalow and erection of dormer bungalow at 9 Marcliff Crescent Wickersley

### 5783.2 The Council objected to the following applications:

- **RB2019/0261** Demolition of existing rear extension and erection of first floor side and single storey rear extension 2 Moorlands Wickersley

**Resolved:** The Parish Council objects to this application on the grounds that it is of an excessive size and scale in relation to the adjacent bungalows and will result in overshadowing and loss of daylight to 126 Bawtry Road.

- **RB2019/0490** Removal of storage sheds and pub garden marquee and erection of covered pergola/bandstand and freestanding outside bar/beer Three Horse Shoes 133 Bawtry Road Wickersley

**Resolved:** The Parish Council objects to this application on the grounds that the outside bar and pergola/bandstand would encourage an intensification of use of the rear garden area which lies adjacent to a number of residential properties with the potential to cause unacceptable noise nuisance to local residents especially late in the evening. There has been a history of noise complaints last summer as a result of external

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music events and the pergola/bandstand has the potential to be used for that purpose to the detriment of residential amenity.

## **5783.3 Licensing. The following applications were noted:**

**Three Horseshoes Public House** The outside bar and extended opening hours were approved by Licensing Sub Committee. However, we were partly successful in our objection in that instead of the requested 7am opening for the sale of alcohol, a restriction has been imposed so that the premises can open at 7am but alcohol cannot be served before 9am. Furthermore, the operating hours of the outside bar were restricted to 10 pm rather than the 11pm requested.

## **5784 To consider a report from Cllr Barber concerning WCCA: Financial Management and Reporting Arrangement for the WCCA**

Cllr Barber circulated a paper at the meeting and outlined a number of concerns and recommendations regarding the management and preparation of WCCA accounts.

### **Resolved:**

- a) Financial Controls:** Appropriate financial controls should be reintroduced and implemented by the Interim Parish Clerk in relation to invoicing, credit control, cash management and payments
- b) Annual Accounts:** Annual accounts should be prepared on a full income and Expenditure basis from 2018-19 onwards so that the accounts show a more overt position with regard to cash at bank, debtors and creditors
- c) Audit:** The provision of audit services should transfer from Yorkshire Internal Audit Services to Voluntary Action Rotherham, who are the internal auditors for the Parish Council
- d) Financial reporting to WCCA:** The WCCA should review their financial management arrangements to ensure that appropriate financial challenge and review takes place
- e) Parish Council Assurance:** The annual accounts and audit report of the WCCA should be presented each year to the Parish Council so the Parish Council can receive regular assurance about the financial management of the WCCA

## **5785 To consider a Review of Administration Support to the Parish Council**

*The Interim Clerk was asked to leave the meeting for this item.*

Councillors considered a paper outlining various options for the administration function from July 2019.

**Resolved:** To accept the recommendations of the HR Committee and implement Option B which was:

- a) From 1<sup>st</sup> July 2019 or soon after, to appoint a Clerk on Grade LC2 on 21 hours per week and to appoint a new Assistant Clerk for 21 hours per

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week and to change the contract of the existing Assistant Clerk to 15 hours per week on the same grade.

b) That, in addition, it is anticipated that some of the £15k reserve monies will be utilised by the new Clerk in drawing on administrative overtime as necessary to meet training, backlog and project workload needs.

c) That the Winthrop Organiser position is to be re-graded to LC1 with effect from 1<sup>st</sup> July 2019 to reflect the comparable duties of the Assistant Clerks, and the increased responsibility for financial management and reporting within the role.

d) That the interview panel comprise the Chairs of Parish Council, HR Committee and Finance Committee.

e) That the administration staffing structure be reviewed by HR Committee in June 2020.

## **5786 To note dates of future committee meetings and events**

- Parish Council – 7pm 20<sup>th</sup> May 2019

**The meeting was closed at 10.30pm.**

Signed .....(Chairman) Dated 20<sup>th</sup> May 2019