

TODWICK PARISH COUNCIL

Minutes of the council meeting held in Todwick Village Hall at 7.00 p.m. on Tuesday the 31st of May 2022.

Present

Councillor Carter
 Councillor Davis
 Councillor Dixon – Chairman
 Councillor Jeffrey
 Councillor Morley
 Councillor O’Sullivan
 Councillor Wright
 Tony Rusling
 J R Walker – Clerk & Financial Officer

22/1 ELECTION OF CHAIRMAN

Resolved:

To elect Councillor Dixon as Chairman for the coming year.

22/2 ELECTION OF VICE CHAIRMAN

Resolved:

To elect Councillor Wright as Vice Chairman for the coming year.

22/3 APOLOGIES

An apology for absence was received from Councillor Newbold and the reason for absence approved.

22/4 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

(a) There were no disclosures made by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members’ Code of Conduct

(b) There were no requests for dispensations to councillors to take part in discussions and votes where they had declared disclosable pecuniary interests

22/5 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

No items were raised.

22/6 PARISH COUNCIL MEETINGS

Resolved:

That the minutes of the meetings of the Annual Parish Assembly and Parish Council held on Tuesday 26th April 2022 be confirmed as an accurate record and signed by the Chairman.

22/7 FORMATION OF COMMITTEES AND REPRESENTATION ON OTHER ORGANISATIONS

Representations on parish council committees, other bodies and principal responsibilities were agreed:-

Allotments

Councillors Davis and Jeffrey

Village Hall Management Committee

Councillor Wright.

Todwick Recreation Ground Charity

All councillors were jointly responsible as trustees.

Councillor Wright was the Chairman and Councillor Dixon the Secretary of the Charity and would represent the Council at any meetings of the Charity.

Planning

All councillors.

Footpaths

Councillor Newbold

Transportation

Councillor Dixon

Emergency Planning

Councillor Dixon

Parish and Borough Council Liaison

Councillor Dixon

Events

Councillors Carter, Dixon and Morley

Village Maintenance

Councillor Davis and Morley

Web Site and Facebook

Councillors Carter and O'Sullivan

The "Informer" Newsletter

Councillor Dixon

Parish Plan

Councillor O'Sullivan

22/8 REPORT BY THE CLERK AND FINANCIAL OFFICER

The Clerk and Financial Officer reported:

Monies received

£
Nil

Payments made since last meeting

1. Todwick Village Hall – Meeting Rent	15.00
2. Susan Wright – Cleaning, Security etc	250.00
3. I. S. Technologies Ltd – Computer Support	58.50
4. Rotherham MBC – Grounds Maintenance	1224.56
5. Zurich Municipal – Insurance Renewal	4176.33

6. HMRC – May Tax/NI	286.93
7. Mathew Mullen – Hire of Inflatable	550.00
8. Cream Creative – “Informer” Printing	124.00
9. Haywards Horticulture – Grounds Maintenance at the Allotments	248.00
10. Jacqueline Barnes – Face Painting	90.00
11. Laura Glaves – Vocalist for Jubilee Celebrations	250.00

Payments to be made

1. J R Walker – May Salary & Expenses	1022.97
2. J Walker – Supply & Fit Laptop SSD etc	119.99
3. Susan Wright – Cleaning and Security	250.00
4. Robert Needham – Painting and Cleaning	122.50
5. Norman Wright – Paint, Signs and Cleaning Materials	52.16

Un-presented cheques

1. Mathew Mullen – Hire of Inflatable	550.00
2. Cream Creative – “Informer” Printing	124.00
3. Jacqueline Barnes – Face Painting	90.00
4. Laura Glaves – Vocalist for Jubilee Celebrations	250.00

Present bank statement balances

Business Saver Account	Community Account
(Cheque Feeder)	(Cheque)
£45,143.59	£1.00

Total balance after all payments to date £42,562.97

22/9 COMMITTEES AND ORGANISATION REPORTS

(a) Councillor Morley gave details of the recently received play areas inspection report, proposed related works and progress concerning the selection of tenderers and subsequent submission of the grant application.

Resolved:

That Councillor Morley arrange works advised by the play areas inspection report.

(b) Councillor Morley reported on the tendering process of the play areas grant application.

Resolved:

To give delegated powers to Councillors Carter, Davis, Morley and Wright to open and assess tenders submitted for the improvements to the play areas equipment and subsequently agree to whom the contract was to be awarded.

(c) Dixon reported on the proposed installation of CCTV at the recreation ground. The columns had been ordered and site works were anticipated to commence within the next two to three weeks. Costs for columns and other materials had significantly increased since the original quotation and the timescale for holding the quoted price had been exceeded.

Resolved:

To approve the increased quotation by A D Electrical Services Ltd in the sum of £14,015

(d) Councillors considered the admission of dogs onto the recreation ground. Concern was expressed about the problems associated with dogs urinating and depositing faeces thereby threatening the health of recreation ground users and to children in particular. Almost all dogs taken onto the recreation ground were let off the lead and these could attack others including children and vulnerable adults. Councillor O’Sullivan referred to the responses of the public, some 72% of whom had referred to inconsiderate dog owners being a problem throughout the parish.

Resolved:

That except for assistance dogs, the ban on all other dogs at the recreation ground be continued.

22/10 GOVERNANCE MATTERS**Resolved :**

That existing bank signatories and on-line bank authoriser were approved.

22/11 PLANNING MATTERS(a) RB 2022/0633

Single storey side extension with rooms in roof space at 10 Barber Close.

Resolved:

Not to object to the application.

(b) RB 2022/0828

Application to discharge conditions 5 and 7 imposed by RB2021/0069 at land to rear of Stoney Way, Kiveton Lane.

Resolved:

Not to object to the application.

The meeting was suspended at 8.11 p.m.

OPEN SESSION

Tony Rusling expressed his concern about:

- (i) The poor condition of the planting area at the war memorial, particularly considering the forthcoming Queen's Platinum Jubilee.
- (ii) The continued absence of the public rights of way map and retaining cabinet.
- (iii) Continued water leakage at The Meadows.
- (iv) Water from a damaged land drain running from the allotment site entrance.
- (v) The lack of maintenance and consequent continual blocking of the drainage grill in the highway ditch on Goosecarr Lane.
- (vi) Parking on The Pastures causing a hazard for vehicles being driven onto The Pasture from Staniforth Crescent.
- (vii) The lack of displays and activities in the village to celebrate the Queen's Platinum Jubilee. He suggested the Parish Council should have done more to recognise this.

Members responded:

- (i) The Clerk had repeated the request for the area to be planted as a matter of urgency and would do so again.
- (ii) Councillor O'Sullivan would attend to the cabinet and arrange for a new public rights of way plan to be displayed.
- (iii) The Clerk understood David Gregory to be in contact with the authorities about this. The damage may have been caused by vehicles habitually over-running and parking on the footway.
- (iv) Councillor Jeffrey would investigate the problem and arrange works as appropriate.
- (v) Although the Parish Council had paid for and installed the grill the responsibility to maintain the highway ditch rested with RMBC and the Clerk would request necessary maintenance works.
- (vi) The Clerk would report to RMBC and request the introduction of appropriate waiting restrictions.
- (vii) Councillors had taken a conscious decision at the budget review meeting not to arrange anything other than at the recreation ground in the current financial climate

and escalating cost of living crisis. There was also an apparent lack of interest by parishioners generally and shortage of volunteers prepared to assist.

The meeting was reconvened at 8.52 p.m.

22/12 APPROVAL OF THE ANNUAL INTERNAL AUDIT REPORT 2021/22

Clerk had provided Members with a copy of the Annual Internal Audit Report 2021/22 in advance of the meeting.

Resolved:

To approve the Annual Internal Audit Report for 2021/22

22/13 APPROVAL OF THE ACCOUNTS FOR FINANCIAL YEAR 2021/22

Clerk had provided Members with a copy of the Receipts and Payments Account for Financial Year 2020/21, including bank reconciliation, and a comparison with 2019/20 in advance of the meeting, together with an explanation of significant variances.

Resolved:

- To approve the Receipts and Payments Account for Financial Year 2021/22 and the comparison with 2020/21 together with an explanation of significant variances.
- To thank the Clerk for his excellent work throughout the year and for completing all the documentation required by both the internal and external auditors.

22/14 APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT FOR 2021/22

Clerk had provided all members with a copy of the Annual Governance Statement 2021/22 prior to the meeting:-

Members responded positively to each of the following statements in the Annual Governance and Accountability Return 2021/22 Part 3 and agreed to its meaning as it affected the Council.

	Agreed – Yes or No	'Yes' means that the Council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<i>Prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<i>Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the council to conduct its business or manage its finances.	Yes	<i>Has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	<i>During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the	Yes	<i>Considered and documented the financial and other risks it faces and dealt with them properly.</i>

introduction of internal controls and/or external insurance cover where required.		
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	<i>Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	<i>Responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes	<i>Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit	Yes	<i>Has met all of its responsibilities whereas a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

Resolved:

To approve the specific answers given in the Annual Governance Statement of the Annual Return for the Year Ended 31 March 2022.

22/15 APPROVAL OF THE ACCOUNTING STATEMENTS FOR 2021/22

Clerk had provided all members with a copy of the Accounting Statements for 2020/21 prior to the meeting:-

	Year ending 31 March 2021 £	Year ending 31 March 2022 £	<i>All figures must agree to underlying financial records.</i>
1. Balances brought forward	21725	35699	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	47000	47940	<i>Total amount of precept received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	8202	8734	<i>Total income or receipts as recorded in the cashbook less the precept. Include any grants received.</i>
4. (-) Staff costs	12121	14965	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers</i>

			<i>pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings.</i>
6. (-) All other payments	29108	52891	<i>Total expenditure or payments as recorded in the cashbook less staff costs and loan interest/capital repayments.</i>
7. (=) Balances carried forward	35699	24516	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)</i>

8. Total value of cash and short-term investments	35699	24516	<i>The sum of all current and deposit bank accounts, cash holdings and short-term investments held at 31 March (To agree with bank reconciliation)</i>
9. Total fixed assets plus long-term investments and assets	1033502	1047686	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long-term investments as at 31 March</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)</i>

	Yes	No	
Disclosure note re Trust funds (including charitable)	Yes		<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accountancy statements above do not include any Trust transactions</i>

Resolved:

To approve the Accounting Statements given in Section 2 for Financial Year 2021/22 in the Annual Return for the Year Ended 31 March 2022.

The dates set for the exercise of public rights as required by the Accounts and Audit Regulations were from 13th June to 22nd July 2022 inclusive.

O'Sullivan would add all relevant documents to the council's website on receipt from the Clerk.

22/16 VILLAGE MAINTENANCE

(a) Councillor Davis recommended turning appropriate grassed areas in the village into

wildflower areas.

Resolved:

That Councillor Davis inspect appropriate sites and report back to the June meeting.

(b) There were no other reports.

22/17 HIGHWAY MATTERS

Councillor Dixon reported:

- (i) The length of the dual carriageway between the M1 and the roundabout at The Red Lion was being used by an organised gang of young drivers to drive their vehicles at speeds of a 100 mph and over. RMBC, the Police and Alexander Stafford MP were all aware. Notwithstanding this, some 15% of all vehicles throughout the daytime were driven on the dual carriageway at speeds above the prosecutable speed limit yet RMBC and the police had refused to introduce any enforcement measures.
- (ii) That the delayed meeting with the residents of the Grange Estate, RMBC Councillor Bacon and himself would now be held shortly. Alexander Stafford MP may attend if commitments allowed.

22/18 NEIGHBOURHOOD WATCH

No report on crime statistics had been received.

22/19 WEB SITE

Councillor O'Sullivan reported that the site was up to date.

22/20 PARISH PLAN

Councillor O'Sullivan reported that he was now collating responses to the questionnaire. He would analyse them and report back to Council.

22/21 EMERGENCY PLAN

No report was received.

22/22 COUNCIL VACANCY

Councillors Carter and O'Sullivan had both received preliminary enquiries from those considering applying to join the Council but as yet no formal applications had been received.

22/23 DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED

There were no items to discuss.

22/24 PARISH MATTERS

(a) Councillor Carter reported that the Queens Platinum Jubilee Celebrations would commence at the Church at 10.30am. on the coming Sunday to be followed by a picnic on the recreation ground.

(b) Councillor Dixon reported that a community village shop could only become a reality if the community were prepared to be involved in the project including looking into the feasibility of setting one up . If one was set up it would have to be run mainly by community volunteers. It would have to be profitable and any profits reinvested for the benefit of the community. The Parish Council would assist in both the feasibility study and setting up. He had sought advice from David Gregory, a former regional manager for the GT News Group, about the practical issues associated with developing a village shop and David would advise further if consulted. Councillor Jeffrey had spoken with Sharon Marsh, a former Postmistress, who was also prepared to act in an advisory capacity.

The most important factor was that a shop could not survive unless the community used it which had not been the case in the recent past.

(c) Councillor Dixon reported that the Parish Council had agreed to purchase the defibrillator but the PCC had yet to agree to pay for the installation at the Church Hall.

22/25 ITEMS FOR THE AGENDA OF THE NEXT MEETING

No items were requested to be included on the agenda of the next meeting of the Council

22/26 DATE OF NEXT MEETING

Resolved:

That the next meeting of the parish council be held on Tuesday 28th June 2022 at 7.00 p.m. in Todwick Village Hall.

The meeting closed at 10.20 p.m.

..... Chairman

..... Date