

MINUTES OF THE ANNUAL MEETING OF EDLINGTON TOWN COUNCIL HELD ON TUESDAY 9th MAY, 2017 AT 6.30PM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON

Present: Mayor Joan Briggs (Chairman) and Councillors Frank Arrowsmith, Alan Cross, Bob Johnson, Jim Mourning, Georgina Mullis, Ray Mullis and Maureen Patterson.

Also in Attendance: Simon Oldham (Town Clerk), Inspector Dan Mcknight (South Yorkshire Police) and one member of the public present.

2017.63 Election of Mayor

RESOLVED that Councillor Frank Arrowsmith be appointed as Mayor for 2017/18.

2017.64 Election of Deputy Mayor

RESOLVED that Councillor Rob Reid be appointed as Deputy Mayor for 2017/18. (Councillors Frank Arrowsmith and Rob Reid completed their acceptance of office declaration in the presence of the Clerk).

2017.65 To receive and consider apologies for absence.

None.

2017.66 To consider motions for the variation to the order of business (if any).

None.

2017.67 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.

Councillor Jim Mourning declared a disclosable pecuniary interest in agenda item 24 "Recent events on Group 5 Allotments – to consider representations received regarding alleged comments made" as a plot holder on the allotment and withdrew from the meeting and took no part in the discussion thereon.

2017.68 To identify items for which the press and public may be excluded (if any).

RESOLVED that In view of the confidential nature of agenda item 24 "Recent events on Group 5 Allotments – to consider representations received regarding alleged comments made" which was prejudicial to the public interest in view of the alleged comments made and therefore, the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.

2017.69 To confirm the minutes of the meeting held on 11th April, 2017 as a true and accurate record.

RESOLVED to approve the minutes as a correct record.

2017.70 Public Speaking Session – In accordance with Standing Order 3.e, a period not exceeding 15 minutes will be allowed for members of the public to speak & make representations (maximum of 3 minutes for each person).

A local parishioner having received a letter from the Town Clerk responding to his letter of 10/4/17 in relation to representations made to DMBC Planning Team on the proposed development on the former Ridings Care Home site, 16/01386/FULM adjacent to his property on Broomhouse Lane, stated that he objected to this letter and claimed the Clerk had withheld "the objections" of the Town Council in using the terminology "The Town Council support his assertions that the building be located not quite so close and having a detrimental impact on his dwelling". In addition, he stated that he did not like being lied to and he also offered the Town Council a sum of £500 for a charity of its choice if Members were prepared to undertake a site visit across the road to view the dimensions in relation to the planning consent that had been granted.

In response, the Chairman declined the Town Council undertaking a site visit and advised the parishioner that this matter had been raised previously on seven other occasions at previous Town Council meetings and the Council will not enter in to any further discussions on this matter with him. You have had a letter from the Clerk reflecting the Council's position, the planning application having been determined with consent granted last November and the matter was now closed.

Inspector Dan Mcknight (South Yorkshire Police) spoke in relation to crime and ASB on the Royal estate and advised that the steer he was receiving from DMBC Officers and PCSO's was that things seemed to have been improving over recent weeks and asked the Town Council for its perceptions. In addition, he informed that the NRT Landrover was being deployed on the estate with support from one DMBC Neighbourhood Officer and one Police Officer. This was a useful presence in the area and some useful CCTV coverage of the estate was being obtained. Burglaries had dropped significantly as had ASB activity and the presence of PC Matt Cowling in the area had had an impact. He had also been on hand to deal with a racially aggravated attack on two individuals. There was no time limit on PC Cowling's stationing in Edlington and a second Officer would be brought on stream from September.

Members acknowledged that there appeared to have been an improvement over recent weeks but exercised caution not to be complacent and keep up the measures to counter the problems that had been experienced. A concern was raised about the escalation of large scale industrial fly-tipping recently which the agencies had been slow to react to representations made in this regard, although DMBC Officers and the Environment Agency were now more involved and a wildlife camera was to be located in the vicinity shortly. In addition, the issue of off-road motorbikes in the village was still a big issue and was rife, with limited success thus far in tackling it.

2017.71 To confirm the appointment of Members to Working Groups for 2017/18 and their terms of reference.

RESOLVED to confirm the terms of reference presented and to confirm the following appointments:-

Neighbourhood Plan Steering Group – to make recommendations to the Council on the preparation, scope/content and consultation arrangements on a Neighbourhood Plan for Edlington

Members - Cllrs Georgina Mullis and Bob Johnson

Gala - to make recommendations to the Council on preparations for the annual gala and activities/groups/organisations to be engaged

Members - Cllrs Bob Johnson and Jim Mourning

Finance - to make recommendations to the Council on all matters relating to Council finance, audit and internal control- Working Group not appointed for 2017/18

Allotments - to make recommendations to the Council on all matters relating to the management of the Councils allotment sites

Members - Cllrs Maureen Patterson, Joan Briggs, Jim Mourning and Alan Cross

Cemetery - to make recommendations to the Council on all matters relating to the management of the Cemetery

Members - Cllrs Maureen Patterson, Joan Briggs and Frank Arrowsmith

Activities - to make recommendations to the Council on preparations relating to Council activities including Remembrance Sunday, Armistice Day, Christmas Party, Christmas Carol Concert or other ad hoc events arranged from time to time

Members - Cllrs Georgina Mullis, Frank Arrowsmith, Maureen Patterson and Rob Reid

2017.72 Review and adoption of Council Standing Orders for 2017/18 (proposed to re-affirm existing Standing Orders).

RESOLVED to re-adopt the model Standing Orders as recommended.

2017.73 Review and adoption of Council Financial Regulations for 2017/18 (proposed to re-affirm existing Financial Regulations).

RESOLVED to re-adopt the model Financial Regulations as recommended.

2017.74 Review and adoption of Edlington Town Council Member Code of Conduct (proposed to re-affirm the existing Code of Conduct).

RESOLVED to re-adopt the Model Code of Conduct as recommended.

2017.75 To confirm appointments to Outside Bodies for 2017/18.

RESOLVED to confirm the following appointments:-

DMBC Parish Council's Joint Consultative Committee – Cllr Joan Briggs

Hope Construction- Holme Hall Quarry Community Liaison Meeting – Cllr Joan Briggs

YLCA – South Yorkshire Branch Meeting – Cllrs Maureen Patterson and Rob Reid

DMBC Public Rights of Way – Councillor Georgina Mullis

2017.76 To confirm a schedule of Town Council meetings during 2017/18

RESOLVED to confirm the following schedule of meetings during 2017/18:- second Tuesday in each month alternating between an evening start at 6.30pm and a daytime meeting (start at 10am) :- 13th June (10am), 11th July (6.30pm), 8th August (10am), 12th September (6.30pm), 10th October (10am), 14th November (6.30pm), 12th December (10am), 2018 – 9th January (6.30pm), 13th February (10am), 13th March (6.30pm), 10th April (10am) & 8th May (annual meeting 6.30pm)

2017.77 To receive information on the following ongoing issues and decide further action where necessary.

(a) Request to DMBC Neighbourhood Team re potential for a local newsletter to Edlington households with input from the Police and other local stakeholders

RESOLVED that (1) to note that the DMBC Neighbourhood Team have confirmed their support for developing a quarterly newsletter in Digital format for input from local stakeholders and for this to be discussed further at the next Task Group meeting on how best to take forward and (2) the annual report of the Town Mayor also be publicised each year via the In-Focus magazine.

(b) Proposed School Poster Competition & Content

RESOLVED that (1) approval be given to the staging of a School poster competition and the Clerk be requested to write to each of the Edlington Headteachers inviting participation from each School with the content of the poster being entirely at the discretion of pupils to design, the only steer being that the Council would invite the poster to signify either what was good about Edlington and worthy of promotion or what improvements or messages could be conveyed that encourage residents to act in a different way which could lead to improvements that would benefit the local area and our residents. The material need not necessarily be in poster form and there was scope to vision an alternative promotional medium such as a video or other alternatives and (2) the deadline for entries to be the first week in July prior to the end of the Summer term and a voucher prize to the value of £50 be awarded to the winner from each School.

2017.78 Planning – To consider any planning application consultations.

(a) 17/00976/FUL - Erection of two storey side extension with single storey rear extension, 28 Lords Close, Edlington, Doncaster, DN12 1SE

RESOLVED that no objections be raised regarding this proposed development.

2017.79 Report of the Clerk – To receive updates and consider matters in respect of:

(a) Burial ground i) to review fees and charges wef 1/6/17 and to consider advice from SLCC re differential fees for Parish and Non-Parish residents

RESOLVED that (1) the advice from the SLCC Adviser on the law relating to differential charging of burial fees for parish and non-parish residents be noted and accepted; (2) based on this advice, differential charging be retained and justified on the basis that the cost of maintenance of the Edlington Cemetery was borne by local council tax payers with the approximate cost of running the Cemetery in 2016/17 exceeding the income attracted via burial fees in the region of £34000; (3) the definition of a non-parish resident defined within paragraph 13 of the Burial Ground Regulations, be subject to review at the next meeting of the Council and the inclusion within the regulations of a right of appeal to the Town Council in respect of a decision made under the regulations or a fee charged in accordance with its annual publicised fees and charges schedule and (4) the following schedule of burial fees and charges be approved with effect from 1/6/17:-

	PARISH £	NON PARISH £
Burial	850	2000
Reopen	450	900
Child grave	0	0
Garden of Rest	450	900
2nd. Internment of Ashes - GR	225	300
3rd. Internment of Ashes	50	100
Scattering of Ashes (WFG)	35	50
Memorial (headstone)	150	200
Kerb set	125	150
Re-fit	40	50
Vase	15	20
Wooden Cross	35	35
Rose Plaque	10	10
Reservation of grave Space for 10 years	200	400
Wooden Bench (prices inclusive of VAT) as at January 2017	610.80 1.5m 658.80 1.8m 1030.80 2.4m	
Granite Bench	Price available on request	
Plaque (Brass or Silver for bench)	55	
Router engraving on bench	69	

ii) End of arrangement with Shaw Trust for supply and funding of Litter picker/Grounds Operative

RESOLVED (1) to note the end of the agreement with Shaw Trust which expires on 28/5/17 and (2) that the Litter Picker/Grounds Maintenance Operative has offered to continue working on an ad-hoc unpaid volunteering basis with no specified minimum hours each week, for the Town Council going forward from 29/5/17 and that this be supported, subject to him being formally registered as a volunteer via the Hilltop Centre Associates and seconded to the Town Council and have access to the same entitlements as other volunteers as set out in their Volunteer Agreement.

- (b) Allotments – i) Fly-tipping of building rubble on Community Woodland site and in and around entrance to Group 5 allotments
RESOLVED that this matter had been previously discussed under item 2017.70 above.
- (c) Community Centre - nothing to report
- (d) Recreation Ground/Miners Memorial Garden – nothing to report
- (e) Neighbourhood Plan Update – Consultation ends 12/5/17 – next NPSG scheduled for 24/5/17 9.30am
RESOLVED to note that the consultation period ends on 12/5/17 and that the next meeting of the NPSG has been scheduled for 24/5/17 to consider the outcomes and the way forward.
- (f) Improvement Projects & Events – i) Gala 24/6/17
RESOLVED to note that a Gala Working Group meeting was scheduled for tomorrow evening commencing at 6.30pm to progress preparations for this year's gala.
 ii) Scheduling a meeting of the Activities Working Group (proposed for Monday 26/6/16 10am)
RESOLVED that an Activities Working Group meeting be scheduled for Tuesday 27/6/16 at 10am.
- (g) BDO Annual Audit Return 2016/17 – to approve the annual governance statement and accounts for submission to the External Auditor and the report of the internal auditor for year ending 31/3/17
RESOLVED that (1) approval be given to the annual governance statement for 2016/17 as presented in Section 1 of the annual return document for submission to BDO; (2) approval be given to the accounting statements for 2016/17 as presented in Section 2 of the annual return document for submission to BDO; (3) to note and accept the timetable for the publication of electors rights to inspect the accounts and (4) approval be given to the report of the Internal Auditor.
- (h) To approve the Renewal of the Council's insurance arrangements with A-ON 1/6/17
RESOLVED that approval be given to the terms of the renewal invitation with A-ON for the Council's insurance arrangements for 2017/18.

2017.80 Mayor's Announcements (if any).

There were no announcements.

2017.81 Matters requested by Councillors.

(a) Developing a policy on level of Council Reserves

RESOLVED (1) to note and accept the advice from YLCA and the Internal Auditor on an appropriate level of Council reserves and (2) based upon this, approval be given for a prudent level of £100000 (equivalent to approximately the level of the current short term investment with the Nationwide Building Society) as a minimum level for maintaining Council reserves going forward.

(b) Housing issues in Edlington in light of Free Press article 20/4/17

RESOLVED to note the Free Press article circulated and the subsequent implications, in light of the extensive debate on this matter at the meeting and past consultations via DMBC with the Town Council on affordable housing provision in Edlington in relation to ongoing development being carried out by Keepmoat on the former Granby estate.

2017.82 Financial matters

(a) To note & receive schedule of payments made – supplementary May 2017.

RESOLVED to note the following payments made:-

1. Wages				various	8,490.53
2. SYPA				39375480	2,307.50
3. Imprest				105777	100.00
4. 1&1 website hosting May					11.99
5. BT - Phone&Broadband					62.74
6. Allstar Fuels					202.54
7. Total Gas&Power - Gas Grainger					523.76
8. Total Gas&Power - Elec Grainger					788.20
9. J.Hepwoth - Internal Audit fee				39380998	186.00
10. British Gas - Service Plan Renewal				39381314	562.48
11. P.Katanic - rat bait reimburse				39381567	132.02
12. ECO -Ice cream Play area reopening				39434807	110.00
13. Westmoreland Waste Recycling - Skip				39384138	190.00
14. Allsopps CTF Ltd - Wooden crosses				39384321	675.84
15. F. Arrowsmith - Mayor Allowance				105778	500.00
16. UK Safety Management - PAT Test Grainger				39385535	60.00
17. A-ON Insurance Policy Renewal				39434934	2,213.58
18. YPO - Litter pickers/flexi tubs/safety gear				39435052	386.76

(b) Budgetary control/bank reconciliation as at 30/4/17.

RESOLVED to note the budgetary control report and bank reconciliation for the period ending 30/4/17.

2017.83 Correspondence/information items.

RESOLVED (1) to note the following items:-

1	DMBC	Inclusion and Fairness Forum 26/4/17
2	DMBC	Public Rights of Way Committee Minutes 30/3/17
3	DMBC	Selective Licensing Consultation
4	DMBC	Progress re Local Plan Preparation
5	Correspondence from Local Parishioner 10/4/17 and response of the Clerk	Planning Application Consultation 16/01386/FULM – Development of 1394sqm Class A1 retail unit, customer car park and service yard – The Ridings, Cross Street, Edlington

(2) In relation to item (4) a meeting be arranged for a briefing to be provided to Members by the Local Plan Team on the implications of the evolving Local Plan for Edlington.

2017.84 To notify the Clerk of matters for inclusion on the agenda of the next meeting

RESOLVED that (1) the Clerk be notified of any items Members wish to be considered as an item for the next meeting on 13/6/17 and (2) the following matters be scheduled:-

- Scope for using Social Media (Facebook)
- HGV's on Lords Head Lane
- New speed limit laws and implications.

2017.85 RESOLVED that Confidential Item - In view of the confidential nature of the following item which was prejudicial to the public interest, the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item:-

2017.86 Recent events on Group 5 Allotments – to consider representations received regarding alleged comments made.

RESOLVED that the Clerk be requested to refer this matter back to the Allotment Association for resolution by the Allotment Committee as the Town Council has given full delegated authority for the Association to manage the Allotment site and has no authority to remove a serving Committee Member from their current role.

2017.87 Date of next meeting – Tuesday 13th June, 2017 at 10am.

The meeting closed at 8.47 pm.