

**MINUTES OF A MEETING OF EDLINGTON TOWN COUNCIL HELD ON TUESDAY 14<sup>th</sup> NOVEMBER, 2017 AT 6.30PM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON**

**Present:** Mayor Frank Arrowsmith and Councillors Keri Anderson, Joan Briggs, Jim Mourning, Maureen Patterson, Rob Reid and Linda Smith.

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

**2017.183 To receive and consider apologies for absence.**  
Councillors Alan Cross and Tina Reid.

**2017.184 To consider motions for the variation to the order of business (if any).**  
None.

**2017.185 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.**  
Councillors Jim Mourning and Linda Smith declared a prejudicial interest in agenda item 10.2 "To determine Allotment Fees for 2018" as Allotment plot holders at Group 5 site and withdrew from the meeting during the consideration of this item.

**2017.186 To identify items for which the press and public may be excluded (if any).**  
None.

**2017.187 To confirm the minutes of the meeting held on 17<sup>th</sup> October, 2017 as a true and accurate record.**  
**RESOLVED** to approve the minutes as a correct record.

**2017.188 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).**  
None.

**2017.189 Partner Updates from DMBC Ward Councillor(s) or South Yorkshire Police representative (if present).**  
Inspector Dan Mcknight, (South Yorkshire Police) reported that last Sunday's Remembrance parade and service at the Cenotaph garden appeared to have gone smoothly from his perspective. He was pleased as this was his first experience in Edlington and valuable lessons were learnt and he looked forward to supporting the Town Council and local community again next year, in what would be a 100 year commemoration since the end of WW1. He also referred to numerous arsons that had taken place on Princes Crescent, in which various pieces of intelligence had been received and was being acted upon. He advised that both Matt's continued to work in the locality and that EPIC (DMBC's Youth Arm) had been engaged to work with young children and families and provide diversionary activities to steer people away from causing and getting involved in ASB. He confirmed that he expected the continuation of e-mail updates to be provided by Chief Inspector Jayne Forrest to Town Councillors every couple of weeks or so.

**2017.190 To receive information on the following ongoing issues and decide further action where necessary.**

(a) Request to DMBC re Youth facilities provided by Legacy Church at the Youth Centre, Edlington Lane.

**RESOLVED** to note (1) the response from DMBC Youth Services on the current level of youth activity programmes being delivered and planned for delivery by Legacy Church and

(2) that Councillors Keri Andreson and Rob Reid would arrange to attend a couple of Legacy sessions over the next few weeks and feed back on the experiences to the next meeting of the Town Council.

(b) Enquiry to DMBC re prospects for development at former Thompson Road/Dixon Ave and Street Lighting provision.

**RESOLVED** to note (1) the response to the representations made informing that the land acquisition by the developer was at its final stages and that development on site was anticipated by around March 2018 and (2) that the prospect of new street lighting could not be progressed at this stage but would be a condition as part of any development agreement for the developer to undertake any alterations/upgrades to the street lighting to accommodate the proposed scheme.

#### **2017.191 Planning Application Consultations.**

None.

#### **2017.192 Report of the Clerk – To receive updates and consider matters in respect of:**

(a) Burial ground - a) Cemetery – request from residents to have kerb-sets on new part of Cemetery.

**RESOLVED** that approval be given to reverse the previous Town Council policy and for kerb-sets to now be permitted in the new section of the lawn Cemetery.

(b) Burial fees – to re-consider definition of resident /non-resident and whether to retain or revise the current policy of differential charging.

**RESOLVED** to refer for further consideration by the Cemetery Working Group for recommendation back to the Town Council:-

(1) the definition of a “non-resident” and whether former residents who could demonstrate that they had lived in Edlington for a minimum of 10 years during their lifetime, should be regarded “as qualifying for the resident burial fee”; (2) a right of appeal procedure against a decision made in respect of the existing burial ground regulations and whether this should encompass a fast-track appeal to the Town Clerk in consultation with the Town Mayor and Deputy Mayor, to avoid any potential distress to families by having to wait for their appeal to be considered at the next available Town Council meeting and (3) the current schedule of burial fees and whether the differential rate of fees for residents v non-residents was appropriate or in need of variation.

(Councillors Jim Mourning and Linda Smith withdrew from the meeting for the next agenda item)

(c) Allotments – i) To determine Allotment Fees for 2018.

**RESOLVED** (1) that approval be given to increase Allotment fees by £2 to £70 per acre in 2018 and (2)a fifty percent reduction in fees be granted to each Allotment Association in accordance with the offer made in the Clerk’s letter dated 16/12/16 relating to exercising full delegated authority to manage their sites during 2017 and to obtain a signed declaration from each of their plot holders to agree that they fully understood the revised enforcement procedures, and for the Clerk to adjust this on a pro-rate basis to each Association based upon the level on compliance achieved in fulfilling this request.

(d) Community Centre.

**RESOLVED** to note the reporting by the Clerk that it appeared that a new regular fortnightly booking had been secured by a dance group who had booked three

sessions up to Christmas and were looking to secure this as a regular booking in the new year.

- (e) Recreation Ground/Miners Memorial Garden – i) Future use of car parking space acquired at rear of ECO/adjacent Miners garden.

**RESOLVED** to (1) note the comments received from the proprietor of Yorkshire Main Motors re their existing use of the parking space by its clients and (2) following the treatment of weeds on-site, a site inspection be carried out by the Town Clerk, Mayor and Deputy Mayor in conjunction with the Proprietor to review the prospect for utilisation of this space as a general parking facility and the outcome be reported back to the next meeting of the Council for further consideration.

- (f) Improvement Projects & Events — i) Community Woodland – Tree planting day 30/10/17 de-brief

**RESOLVED** to note the successful planting of the free tree pack from the Woodland Trust, planted out by representatives of the Community Steering Group, Hilltop Centre volunteers and Town Council Grounds staff and that a further 350 trees had been secured and would be planted out in the next 7-10 days.

- ii) To note Activities Working Group minutes 7/11/17 & preparations for Senior Citizen's Christmas Party & Christmas Carol Concert.

**RESOLVED** to (1) note the minutes of the Activities Working Group meeting held on 7/11/17 and following the successes of both the Armistice event with the Schools and Remembrance Sunday parade and commemorations, the Clerk be asked to express the Town Council's gratitude to all organisations and individuals that had contributed their time and effort in ensuring the success of these events on the day; (2) the Town Council's appreciation be placed on record to the Deputy Mayor Rob Reid for all his coordination and efforts on preparations made with local groups/organisations and individuals, including fund raising, which made Remembrance Sunday such a success and (3) to note the arrangements that were all in hand for the Senior Citizen's Christmas Party and the Christmas Carol Concert "Carols in the Park" events on 14/12/17 and 18/12/17, respectively.

- (g) Update on Independent Examination of the draft Edlington Neighbourhood Plan.

**RESOLVED** to note the reporting by the Clerk that :-

- The draft report of Independent Examiner had been received on 23/10/17. His comments were largely supportive and confirmed that the plan fulfilled the basic criteria to go forward to Referendum
- A few minor observations would be sent back to the Examiner by the Planning Authority (DMBC) and the final report was expected within the next couple of weeks or so. Neither the Town Council or the Neighbourhood Plan Steering Group had any capacity to accept/propose revisions or comment in anyway on the draft report. That power was vested solely with the Planning Authority
- On receipt of Examiner final report, the Planning Authority had 5 weeks to consider it/publish the final version of the plan on its website and other statutory documentation it was required to publish and advise if they had accepted all of the Examiners proposed modifications
- The Planning Authority were required to give 28 days formal notice in preparation for the Referendum. It was anticipated that the timescale would probably mean that the Referendum could be held in January 2018 (or early February)

- The Referendum question was prescriptive and likely to be along the lines of “Do you want the Edlington NP to be able to determine planning applications in Edlington”
  - The Town Council could only encourage local electors to turn out and vote at the Referendum, but individual Councillors were free to encourage local residents to vote to support the Neighbourhood Plan
  - A simple majority of those who had voted was sufficient to support or reject the Plan.
- (h) Preparations for General Data Protection Regulation (GDPR) coming in to force 25/5/18 – Audit of Personal Data held by the Town Council.  
**RESOLVED** to note the audit undertaken by the Clerk on the types of personal information held by the Town Council electronically or in paper form, where it was sourced and where that information was shared in appropriate circumstances, in preparation for the introduction of GDPR in May 2018.
- (i) Update on Festive preparations – Christmas trees and lights.  
**RESOLVED** to note the preparations being made for this years Christmas festivities, including that this years Christmas trees have been sourced from Pleveys following quotations being sourced and that some repairs to a set of lights in the Miners garden were being undertaken.
- (j) To consider scope for development projects in 2018/19 in preparation for January’s Precept setting.  
**RESOLVED** that in preparation for determining a Parish precept requirement for 2018/19 further considerations be given to (1) establishing a generic training budget for Members and Staff and (2) exploring options and costs for the acquisition of a new wireless speaker/PA system for use at outside events such as Armistice and Remembrance Sunday commemorations and be subject to further consideration at the next meeting of other potential development aspirations for the next financial year.
- (k) Christmas Bonus to Staff.  
**RESOLVED** that a flat rate Christmas bonus of £100 be awarded to all full-time Town Council staff, £50 to the Grainger Centre Caretaker and £20 to the Allotment Rat Bait Operative.

#### **2017.193 Mayor’s Announcements (if any).**

The Mayor announced that both the Armistice Day commemoration with local Schools and Remembrance Sunday events had both been very successful and the comments to this effect were documented via facebook. He wished to place on record, his appreciation both to Father Stephen Edmonds and to the Deputy Mayor Rob Reid for all their hard work in preparing for these events and coordinating the efforts of local individuals/organisations which ensured that both events were a huge success.

#### **2017.194 Matters requested by Councillors.**

(a) Prospects for development commencing on former Thompson Road/Dixon Avenue site.  
**RESOLVED** that in light of the update from DMBC referred to earlier in this meeting at minute number 2017.190(b), the Clerk be asked to write to the DMBC Housing and Equalities Cabinet Member expressing our concerns at the delays in a development project moving forward here and seeking re-assurances that a project would commence on site in the near future in early 2018 and that this does not prove to be yet another false dawn.

(b) Parking problems Hill Side Drive at School drop off / Pick up times, cars blocking drives, parked on grass and numerous resident complaints.

**RESOLVED** that the Clerk be asked to write to the DMBC Highways Team asking what action could be taken to address the parking issues experienced at Hillside Drive during School drop off/pick up times, referencing our proposed policy in the draft Edlington Neighbourhood Plan and drawing attention to the reported incidences of :-

- No consideration by road users of road traffic law
- Prangs of cars whilst dropping their children off being a frequent occurrence
- People parking on residents drives while popping out to walk their children in to School
- Children being literally chucked out of their cars on to the road on Hillside Drive as there was nowhere to park, to send them off to School and a huge health & safety risk posed
- People were parking further and further down Hillside Drive and this was now compounded following additional bollards being located further up Edlington Lane to protect the verge

### 2017.195 Financial matters

(a) To note & receive schedule of payments and receipts.

**RESOLVED** (1) to note the following November payments made:-

£

1. Wages		various	8,313.68
2. SYPA		43066561	2,251.58
3. Nov HMRC PAYE/NI/Employers NI		43071342	2,186.63
4. 1&1 website hosting - Nov			11.99
5. BT - Phone&Broadband			59.88
6. Allstar Fuels			170.41
7. Total Gas&Power - Gas Grainger Centre			451.95
8. Total Gas&Power - Elec Rec			13.62
9. ICU2 Security - Intruder Alarm service		43230239	180.00
10. ICU2 Security - Fire Alarm service		43230320	120.00
11. Conisbrough In-Focus - Remembrance Advert		43285836	75.00
12. Yorkshire Water - Rec		43285895	7.65
13. TH White - Rat Bait		43285935	132.02
14. Spitroast Doncaster - Remebrance catering		42899765	350.00
15. Brookes Skip Hire - Cemetery		42741517	180.00
16. Total Gas&Power - Elec Cemetery			54.09
17. Janice Hepworth - Internal Audit Fee		43037571	160.00
18. Town Clerk - Mileage Claim 1/7/17-31/10/17			82.80
19. M Caudwell Mileage & Allowance 1/7/17-31/10/17			124.60

(b) to note the following receipts during October :-

£

1. Community Centre			551.00
2. Cemetery Fees			5,325.00
3. DMBC Precept 2nd installment			66,293.00
4. Bank Interest			9.30
5. HMRC VAT reclamation Q2			1,010.23
6. Remembrance Sunday local donations			165.00

(c) Budgetary control/bank reconciliation as at 31/10/17.

**RESOLVED** to note the budgetary control report and bank reconciliation for the period ending 31/10/17.

(d) Internal Audit of the Council's accounts for the half year to 30/9/17.

**RESOLVED** to note and accept the half-yearly report and recommendations of the Internal Auditor.

(e) Town Clerk and Cemetery/Grounds Maintenance Supervisor – Mileage Claims 1/7/17 – 31/10/17.

**RESOLVED** that approval be given to the mileage claims presented.

**2017.196 Correspondence/information items.**

**RESOLVED** to note the following items:-

1	Hilltop Centre – Parent Activity Team	Request for Zebra Crossing on Edlington Lane
2	YLCA	General Data Protection Regulations – Payment of Fees to the Information Commissioner's Office (ICO)
3	YLCA	Subscription rate for 2018/19
4	DMBC	Community Engagement Strategy – Workshop 9/11/17
5	Alzheimers Society	Dementia Friends

**2017.197 To notify the Clerk of matters for inclusion on the agenda of the next meeting.**

**RESOLVED** that the Clerk be notified of any items requiring consideration as an agended item for the next meeting.

**2017.198 Date of next meeting – Tuesday 12<sup>th</sup> December, 2017 at 10.00am.**

Apologies Councillor Linda Smith.

The meeting closed at 8.33pm.