

**MINUTES OF A MEETING OF EDLINGTON TOWN COUNCIL HELD ON TUESDAY 15<sup>th</sup> JANUARY, 2019 AT 6.30PM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON**

**Present:** Councillors Rob Reid (Mayor), Joan Briggs, Maureen Patterson, Linda Smith and Daniel Sweeney.

**Also in Attendance:** Simon Oldham (Town Clerk).

**2019.01 To receive and consider apologies for absence.**

**RESOLVED** to note and accept the apologies of Councillor Keri Anderson.

**2019.02 To consider motions for the variation to the order of business (if any).**

**RESOLVED** that agenda item 8.3 "Update on meeting held with DMBC Community Safety Team and Initiatec on 10/1/19 re the proposal to proceed with CCTV installation at the Community Woodland perimeter bordering the Recreation ground" be varied and taken immediately following item 10.2 "Determination of the Parish Precept/Budget for 2019/20".

**2019.03 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.**

Councillor Linda Simth declared a non pecuniary interest in relation to agenda item 8.2 "Request to Wates to cut back hedging on the boundary perimeter each side of Group 5 Allotment Site entrance gate" in her capacity as Chair of Group 5 Allotment Association.

**2019.04 To identify items for which the press and public may be excluded (if any).**

None.

**2019.05 To confirm the minutes of the meeting held on 11<sup>th</sup> December, 2018 as a true and accurate record.**

**RESOLVED** to approve the minutes as a correct record.

**2019.06 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).**

There were no members of the public present.

**2019.07 Partner Updates from DMBC Ward Councillor(s) or South Yorkshire Police representative (if present).**

None present.

**2019.08 To receive information on the following ongoing issues and decide further action where necessary.**

(a) Follow up representations made to DMBC Assets Team expressing disappointment at Assets Board decision not to put the lease renewal out for open tender.

**RESOLVED** to note the reporting that no response had been received from the DMBC Asset's Team to this latest Freedom of Information Act request submitted on 12/12/18 which had now exceeded the 20 working days for a response and in light of this, the Clerk be asked to submit a formal complaint to this effect via DMBC's customer complaints procedure.

(b) Request to Wates to cut back hedging on the boundary perimeter each side of Group 5 Allotment Site entrance gate.

**RESOLVED** to note the update from the Clerk on the site meeting held yesterday with the Site Manager of Wates and the Group 5 allotment plot holder and the pending hedge/bramble removal by Wates appointed contractor who had initially commenced this work on 10/1/19 but was curtailed due to the machinery breakdown and the plans for this

work to recommence shortly once a replacement part had been obtained which hopefully would be concluded in the course of the next few days.

### **2019.09 Planning Application Consultations**

**RESOLVED** that no objections be raised in respect of Planning consultation 19/00026/FUL - Erection of two storey side extension following demolition of existing store, 53 Tait Avenue, Edlington, DN12 1HF.

### **2019.10 Report of the Clerk – To receive updates and consider matters in respect of:**

(a) Review of Christmas Festivities – i) Supply of Christmas trees.

**RESOLVED** to note the supply of 40 trees this year located up and down Edlington Lane shop premises and at other locations in Old Edlington, the trialling of some solar powered fairy lights which had proved disappointing and extra lighting erected in an additional tree located in the Miners garden.

ii) Senior Citizen's Bingo Extravaganza.

**RESOLVED** to note the success on the day of the Bingo extravaganza despite this only being two-thirds sold and for next years event the publicity to indicate that the bingo games were free of charge and subject only to a fee for the ticket acquisition of £2 payable in advance or on the day itself and the number of cash prize games be not published in advance and be subject to late determination based upon the numbers of confirmed participants.

iii) Carols in the Park Concert.

**RESOLVED** (1) to note the success of this years event and contributions by Fr Edmonds and pupils from Hilltop and Victoria Academies and (2) the event be scheduled for the corresponding Monday prior to Christmas this year, being 16/12/19 and advance notice be given to each of the Schools encouraging their participation and the advance booking of the Armthorpe Elmfield Band.

(b) Determination of the Parish Precept/Budget for 2019/20.

**RESOLVED** (1) to note the draft budget/precept presented by the Clerk and supplementary information explaining the budgetary pressures facing the Town Council as a result of the reduction in Council Tax Support Grant of £7925 in 2019/20 and its phasing out entirely from 2020/21; (2) in light of this, determination of the level of the precept and approval of a budget be deferred to an extraordinary meeting on 28/1/19 at 4.30pm and an informal discussion of Town Council Members on 23/1/19 to explore further potential budgetary reductions/savings to mitigate a significant increase in the precept over the course of the next 2 years to enable the Council to set a budget to be able to deliver most of its existing services and events at an equivalent estimated overall funding/budgetary level and (3) with reference to a draft Pocket Parks funding bid prepared for submission by the deadline of 25/1/19, requiring 30% matched funding, a sum of £1500 be committed from remaining grant funding for spend on the Woodland project and/or existing Town Council reserves.

(c) Update on meeting held with DMBC Community Safety Team and Initiatec on 10/1/19 re the proposal to proceed with CCTV installation at the Community Woodland perimeter bordering the Recreation ground.

**RESOLVED** (1) to note the reporting by the Clerk of the meeting held last Thursday with DMBC and Initiatec which was productive and an agreed location for siting the CCTV columns had been determined as set out in the plans tabled at the meeting and confirmation was still awaited regarding the cost of a maintenance agreement from year 2 onwards and whether there would be a cost associated with 24/7 monitoring via DMBC Central control and (2) a final decision on whether to proceed with this major scheme/Council priority and fund the circa £20k cost from reserves, subject to receipt of and consideration of the outstanding information referred to in (1) above, be deferred for consideration as part of the overall budget/precept determination at the extraordinary meeting on 28/1/19 as to whether

this was deemed feasible in the context of the overall budgetary pressures facing the Town Council.

(d) Report of the Internal Auditor December 2018.

**RESOLVED** (1) to note the reporting by the Clerk of the Internal Audit of the Town Council's affairs conducted by Phil Parkin the Internal Auditor in December 2018 and his report and recommendations and (2) that the Town Council agrees to accept and act upon the recommendations on the following basis :-

Payroll - the Council formally approves the Caretakers hourly rate at the national minimum wage rate applicable, being £8.21 wef 1/4/19

Reserves - as part of the annual budget setting process, the Council documents the rationale for holding its reserves, ie earmarked and/or general contingencies.

Budgetary control report - that the actual precept be used for the budget with the overall position showing any deficit which was to be funded by reserves; also, the budget heading be corrected to 2018/19.

Cash - that the Council considers how it can reduce the risk of loss for cash/cheque takings kept securely overnight by either by installing an office safe, or banking more regularly.

Petty Cash float - an adjustment be made for any imbalance at the end of December 2018.

Town Council Minutes - in future, only apologies actually received be recorded, and that the Council formally records whether or not it accepts each apology.

Budgetary control reports – each months report to Council reflect in the minutes to record that both the bank reconciliation and budgetary control statement reports have been submitted.

(e) Burial ground.

**RESOLVED** to schedule as an item for next months meeting, consideration of whether to provide car park access at Christmas Day, Boxing Day and New Years day in future and the practicalities of so doing.

(f) Allotments – nothing to report.

(g) Community Centre – nothing to report.

(h) Recreation Ground/Miners Memorial Garden – further fire damage to Rec skate ramps/surfacing.

**RESOLVED** to note the ongoing and further wheelie bin fire damage experienced at the recreation ground and the charring to the tarmac surfacing at the skate ramps and the matter be kept under careful review.

(i) Improvement Projects & Events :-

i) Edlington Gala 2019 – update on meeting with forthcoming volunteer/organiser.

**RESOLVED** (1) to note the reporting by the Clerk of the expression of interest received from Sarah Gleadon on organising a gala in Edlington in June this year and the meeting he had with her and her husband last week to discuss the practical considerations required should she be given authority to coordinate arrangements and to seek her views on her intended vision for the event and how she would go about organising a gala; (2) in light of her enthusiasm and commitment in wanting to put something back in to the village and encourage a community spirit in participating in a gala, approval be given for her to proceed

to organise this years event and be given the remit to make all associated arrangements starting with identifying a date and venue and inviting interested local Edlington residents to attend an introductory meeting at the Grainger Centre to volunteer their services in support and as part of an Organising Committee and (3) whilst the Gala was to be arms length and independent of the Town Council with a free remit for the preparations and scope to be determined by Sarah Gleadon as Gala organiser, the Town Council to underwrite the subsidising of the event costs up to a maximum contribution of £750, for appropriate costs to be paid via the submission of invoices to the Town Council up to this limit to be paid directly to respective third parties via on-line banking transfer.

(j) Meeting with Doncaster Culture & Leisure Trust (DCLT) 23/1/19 re Edlington Leisure Facility Investment.

**RESOLVED** to note the scheduled meeting next Wednesday 23/1/19 with DCLT for discussions on the proposed Edlington Leisure Centre/Swimming Baths refurbishment programme.

(k) Proposed timeline for the recruitment to three casual vacancies on the Town Council.

**RESOLVED** to (1) note the statutory notices published giving notice of three Town Councillor vacancies and the proposed recruitment timeline and suggested process and (2) should the Town Council be free to co-opt to these vacancies in due course, an extraordinary Town Council meeting be scheduled for Monday 4/3/19 at 10am for all applicants having expressed an interest to speak for up to 5 minutes in support of their application and to enable the Council to agree co-options to these vacancies.

#### **2019.11 Mayor's Announcements (if any).**

The Mayor reported that since the last meeting he had attended :-

- 1/12/18 St John's Church Bazaar and the Edlington Stingrays presentation evening
- 9/12/18 Santa's Grotto
- 11/12/19 Christmas carol concert in Old Edlington St Peter's Church
- 13/12/18 Victoria Academy Choir Christmas performance in Tesco
- 14/12/18 Colin Wheate's funeral in St John's Church and the Town Council Senior Citizen's Bingo Extravaganza
- 15/12/19 Headingley Court and Sawllowdale Care Homes – Christmas performance by singer Lottie Simone
- 17/12/18 Carols in the Park Christmas Carol Concert in the Miners Memorial Garden
- 18/12/18 Victoria Academy Christmas School Concert

#### **2019.12 Matters requested by Councillors.**

(a) Enquiry to Keepmoat on the timescale for the re-opening of Roberts Road.

**RESOLVED** to note the reporting by the Mayor of the likelihood as reported in a recent resident newsletter drop indicating that Roberts Road was unlikely to re- open until late 2019.

(b) Damage to property by vehicle collision – 246 Broomhouse Lane, DN12 1EN.

**RESOLVED** to note the reporting that this matter was in the hands of a negotiated settlement with the owners insurer's and DMBC Building Control regarding structural safety.

(c) Polypipe access – adjacent to car park and mud/grit on road, cleansing by Keepmoat.

**RESOLVED** to note that improvements made over the last few weeks on daily clearance of the road surface by the Site Manager.

(d) Potential visit to Polypipe premises.

**RESOLVED** that a request be made for a site meeting of Town Councillors to visit and view Polypipe premises in recognition of the ongoing success of the Companies business

activities, its achievements as a local employer and ongoing support provided to the Edlington Gala each year.

### 2019.13 Financial matters

(a) To note & receive schedule of January payments.

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

£

1. Wages			various	8,853.48
2. SYPA				2,054.52
3. HMRC - PAYE/NI Nov				2,361.58
4. NEST Pension contributions				62.35
5. 1&1 website hosting				11.99
6. BT - Phone&Broadband				64.75
7. Applegreen Fuel				105.16
8. Maureen Patterson - Reimburse Bingo Prizes		51237968		158.38
9. Lottie Simone - Care Home Performances		51399227		100.00
10. Doncaster Electrical - Repair LED Car park light		51339301		74.00
11. Bestway Wholesale - refreshments Carol's		51339414		39.29
12. Chubb - Fire extinguisher service Grainger		51339669		132.55
13. Chubb - Fire extinguisher service Cemetery		51339725		19.20
14. Microsoft Office 365 subscription renewal		51339858		59.99
15. Phil Parkin Accountancy - Internal Audit		51353796		186.25
16. Armthorpe Elmfield Band - Carols in Park		51395621		300.00
17. Festive Lights - Xmas lights Miners garden		51395708		63.55
18. Coop Bank sweep fee				30.00
19. Water Plus - Cemetery 13/6/18 - 19/12/19		51650875		58.87
20. Communicorp - Local Council's update subs		51650967		75.00
21. Parish on-line - annual subscription		51660009		283.20
22. Dyno Rod - Grainger drain clearance		51660116		192.00
23. DMBC Trade refuse collection Grainger		51707505		250.00
24. DMBC Trade refuse collection Cemetery		51707559		250.00
25. Clerk mileage claim Oct- Dec 2018		51707646		61.20
26. Cemetery Supervisor Mileage/Tel Allow Q3				150.60
27. YMCC - donation in lieu of power for Xmas lights				100.00
28. ECO - Hire of room - Carols in Park event				35.00
29. Total Gas&Power - Elec Grainger				620.60
30. Total Gas&Power - Elec Rec				30.35

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

£

1. Community Centre				1,610.00
2. Cemetery - burial fees				1,365.00
3. Bingo ticket sales				88.00

(c) Budgetary control/bank reconciliation as at 31/12/18.

**RESOLVED** to note and accept the budgetary control statement and bank reconciliation for the period ending 31/12/18.

**2019.14 Correspondence/information items.**

**RESOLVED** (1) to note the following items:-.

1	YLCA	White Rose Update – December 2018 & Advice Note 12 “Committees of the Council”
2	DMBC	Minutes of Parish Council’s JCC Meeting 14/11/18
3	NALC/YLCA	NJC national salary award and new gradings/payscale wef 1/4/19
4	Yorkshire Main Heritage Trust	Request to locate a commemorative plaque at the Miners Memorial garden & the annual Miners Memorial Event
5	DMBC	Proposed Traffic Regulation Order – Advert re parking restrictions on Hillside Drive
6	Parishioner representations	Dangerous parking situation York buildings area - Edlington
7	DMBC	Doncaster Safeguarding Partnership Event - 28th January 2019

(2) in relation to item (4) the Clerk to reply to YMHT giving approval to place a commemorative plaque in recognition and in tribute to the Community for their support during the Miners Strike of 1984/85 in the Miners Memorial Garden and the basis on which the Town Council would be prepared to take over the organisation of the Annual Miners Memorial from 2020 onwards, which pays tribute to the 144 Miners who lost their lives at YMC & many more who have subsequently died from Injuries and Industrial disease.

**2019.15 Outstanding Issues List.**

**RESOLVED** to note and accept the Outstanding issues schedule presented and the updated position in relation to the completion or ongoing issues on the resolutions set out.

**2019.16 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 scheduling for consideration at next months meeting.

**2019.17 Date of next meeting – Extraordinary, Monday 28<sup>th</sup> January, 2019 at 4.30pm and next Ordinary meeting Tuesday 12<sup>th</sup> February, 2019 10.00am.**

The meeting closed at 8.38pm.