

Conisbrough Parks Parish Council

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING AND ORDINARY MEETING HELD ON JUNE 15th 2020.

PRESENT: Cllrs. Manning, Cliff and Peat

Also present: the Clerk to the Council P. Wilkinson

1. ELECTION OF CHAIRMAN

Councillors discussed the matter and agreed that sharing the role during 2019/2020 had worked well.

RESOLVED: That Cllrs Manning and Cliff share the Chairman role by each acting for a six month period, with Cllr Manning starting his tenure at this meeting.

Both Councillors signed the declaration of acceptance of office forms.

2. APOLOGIES

Cllrs Gran and North submitted their apologies and the reasons were accepted.

3. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None

4. MINUTES OF THE MEETINGS HELD ON 17th MARCH 2020 AND 8th JUNE 2020.

RESOLVED: that the minutes of the Ordinary Meeting held on 17th March 2020 and the minutes of the extraordinary meeting held on 8th June 2020 be approved and signed by the Chairman.

5. MATTERS ARISING

Minute No. 4. *Cllr Manning said that the grass verges along Common Lane to Denbrook Lane had still not been cut. The Clerk confirmed that this had been reported directly to DMBC (Reference no. 201001248526) and will follow it up.*

Minute No. 4. *The Clerk informed Councillors that no response had yet been received from Wadworth Parish Council regarding the 'straight mile' and that he will send a reminder.*

Minute No. 4. *Cllr Manning said that there was a small celebration marking the 75th anniversary of VE Day on 8th May 2020, but that the ringing of the Church bell was not possible.*

Minute No. 7. *Cllr Cliff reported that the joint initiative with Braithwell and Micklebring Parish Council regarding support for vulnerable people in Clifton during the coronavirus pandemic had resulted in 2 requests for assistance and 4 volunteers.*

Minute No. 10. *The Clerk reported that under the grounds maintenance contract with DMBC the chargeable work is for the cutting of the grass in the play area on 3 occasions during the year (weeks 5, 15 & 25). Cllrs were of the opinion that the grass was cut in week 5 but had doubts that it had been done in week 15, so the Clerk was asked to check with DMBC. It was agreed to discuss the grounds maintenance contract further at the next meeting.*

Signed.....Chairman

Minute No.12. *The Clerk made Councillors aware of the informative email from DMBC in response to the questions raised by the Parish Council regarding the Dog and Dog Control Public Space Protection Order (Dogs PSPO). It confirmed when dogs are required to be on leads, that the fixed penalty fine for a breach is currently £100 and that the maximum penalty at court is £1000. DMBC is in the process of reviewing the signage relating to the Dogs PSPO and will refresh/replace this as necessary.*

Minute No. 12. *The Clerk made Councillors aware that DMBC will check the play area in Clifton and replace the missing sign indicating that dogs are not allowed.*

6. REPRESENTATION AT MEETINGS

Cllrs discussed having representation at the DMBC Parish Councils JCC and the YLCA South Yorkshire Branch meetings but it was not possible for a commitment to be given and therefore it was agreed that the minutes would be circulated for information when they became available.

7. PARISH COUNCILLOR RESIGNATION

The Clerk made Councillors aware of the letter received from Cllr North indicating his intention to resign as a Parish Councillor with effect from 30th June 2020.

RESOLVED: That Cllr North's resignation be accepted and that the process of filling the vacancy be commenced.

Councillors wished to record their appreciation and thanks for all the hard work and contributions made by Cllr North during his time with the Parish Council.

8. POLICE AND CRIME REPORTS

Cllr Manning reported on the following:

- a burglary in Clifton
- two burnt out cars (one on Beacon Lane which has been partially cleared away and one at the Shipman Balk/Ruddle Lane junction which has been cleared away)
- tyres that had been set alight just off Common Lane (on the track known locally as 'sewerage lane')

9. REPORTS FROM DMBC WARD COUNCILLORS

In view of the current coronavirus restrictions on the number of people able to meet in an outside space whilst maintaining social distancing it was not possible for any of the DMBC Ward Councillors to attend the meeting and no written reports had been received.

10. FINANCE REPORT AND BUDGET 2020/2021

The Clerk informed Councillors that due to the ongoing changes being made to the bank account signatories and the contact for receipt of bank correspondence, the bank statements up to 30th March 2020 had not yet been received. However, he reported that the estimated bank balances at 31st March 2020 will be £7544.00. Since then, £2250.00 from DMBC, as the first half year precept, and approximately £3.00 in interest had been received, whilst expenditure of £145.00 had been paid out. As a result of these transactions the bank balances totaled approximately £9652.00 at 31st May 2020. In addition there was an outstanding VAT reclaim of £399.19.

Signed.....Chairman

RESOLVED: That the financial report be accepted.

The Clerk presented a draft budget for 2020/2021 showing income of £4518 and expenditure of £3944 and Councillors discussed the content. It was agreed that an additional item of £50 for winter grit should be included in the expenditure.

RESOLVED: That the initial budget for 2020/2021 be approved.

11. YLCA MEMBERSHIP 2020/2021

RESOLVED: That the membership of YLCA be renewed for 2020/2021 at a cost of £135.

12. INSURANCE

The Clerk informed Councillors that the renewal quotation from the current insurers BHIB for the year beginning on 1st June 2020 was £373.27. This is the same premium as last year and on the basis that other quotations at that time were more than BHIB it was considered reasonable.

RESOLVED: That the insurance renewal quotation of £373.37 from BHIB Ltd be accepted.

13. ASSET REGISTER AT 31st MARCH 2020

The Clerk presented a draft Asset Register as at 31st March 2020 and Councillors discussed the content. It was agreed that the register should record two noticeboards, one near the play area and one outside the Church, with both having a value of £100.

RESOLVED: That the Asset Register showing assets with an estimated total value of £2006 be approved.

It was acknowledged that the noticeboard outside the Church was in need of replacement and Cllr Manning agreed to get a quote for a new one able to show up to 6 A4 size pages.

14. POLICY DOCUMENTS

The policy documents had been circulated to all Councillors in advance of the meeting. The Clerk explained that it was a requirement for the Council to adopt and promote compliance with each one; that they should be displayed on the website and that they should be reviewed periodically. He informed Councillors that they were all based on the most recent model documents produced by YLCA/NALC and had been edited where necessary to make them relevant to the Parish Council. Councillors considered the documents.

RESOLVED: That the following draft policy documents be approved and adopted:

- Complaints Procedure
- Grievance & Disciplinary Procedure
- Equal Opportunities Policy
- General Privacy Notice

It was agreed that the documents will be reviewed again in June 2021

15. PLANNING ISSUES

It was noted that planning applications 20/00813/FUL (Barn at Woodview Stables, Carr Lane) and 20/00961/FUL (Cliff Villas, Doncaster Road) had been granted.

The Clerk provided Councillors with an update on the planning application regarding a new crematorium just off the A630 i.e. DMBC Planning Officers are carrying out assessments as to need and the suitability of the proposed location.

Signed.....Chairman

16. CORRESPONDENCE

The Clerk had forwarded the following items of correspondence to Councillors since the last Meeting:

YLCA – White Rose Updates
 YLCA – Coronavirus Updates
 YLCA – PJK Littlejohn: Delay in Issuing AGAR Instructions
 YLCA – Photo Request
 YLCA – New Timetable re. Annual Accounts etc.
 YLCA – NALC Briefing: Employment Law Changes
 YLCA – Election Regulations
 YLCA – Training Programme May to July
 YLCA – SY Branch Annual Meeting 17th June 2020
 DMBC – LGA Advice to Councillors re. Coronavirus.
 DMBC – Planning Application: Woodview Stables
 Countryside Alliance – Covid-19 hub

17. ITEMS FROM PARISH COUNCILLORS

Cllr Manning raised the following issues:

- the cutting of the grass verges at the junction of Shipman Balk and Beacon Lane had not yet been done. The Clerk confirmed that this work had been reported with a reference of 201001306685 and he will follow it up.
- there is an abundance of shredded litter down Ruddle Lane.
- a pile of black sacks on the side of Beacon Lane (between Shipman Balk and Ruddle Lane).
- the water pump bollards damaged by a car on 29th April 2020 have been inspected by Yorkshire Water, but no remedial action has occurred yet.
- the debris left after the car fire on Beacon Lane has not yet been cleared away.
- the need for a road sign to show Well Lane.

18. TIME/DATE OF NEXT MEETING

The next Ordinary Meeting will take place at 7.00pm on 20th July 2020, subject to any restrictions at the time.

Signed.....Chairman

