JRW/477

TODWICK PARISH COUNCIL

Minutes of the council meeting held in Todwick Village Hall at 7.00 p.m. on Tuesday the 25th of May 2021.

Covid -19 safety measures were in place.

Present

Councillor Carter

Councillor Davis

Councillor Dixon - Chairman

Councillor Jeffrey

Councillor Morley

Councillor Newbold

Councillor O'Sullivan

Councillor Wright

Borough Councillor Barker

J R Walker - Clerk & Financial Officer

21/07 APOLOGIES

There were no apologies.

21/08 APPROVAL OF THE MINUTES OF THE 27^{TH} APRIL AND 18^{TH} MAY 2021

There were no amendments and the Minutes were signed as a correct record.

21/09 MATTERS ARISING

There were no matters arising.

21/10 CO-OPTION OF CANDIDATES TO FILL EXISTING VACANCIES

Two vacancies existed on the Parish Council following the uncontested election on 6^{th} May. The vacancies had subsequently been advertised on the council notice board and the website. One application had been received from Rebecca Carter.

Resolved to co-opt Rebecca Carter onto the Council.

Rebeca Carter was present and she signed the declaration of acceptance of office. This was counter signed by the Clerk as the Proper Officer and she then took her seat on the Council.

21/11 DECLARATION OF MEMBER'S INTERESTS

There were no declarations.

21/12 URGENT ITEMS FOR LATER CONSIDERATION

No urgent items were raised.

21/13 CLERK'S REPORT

Clerk had submitted all necessary documents to the Internal Auditor. These had been checked and approved. He had now prepared the documents requiring approval before submitting to the External Auditor.

21/14 FINANCIAL OFFICER'S REPORT

Monies received

Tronies received	Nil
Payments made since last meeting	
1. Aviva – Clerk's Pension	18.27
2. RMBC – Funday Temporary Event License	21.00
3. Robert Needham – Work at MUGA/Pavilion	175.00
4. C T W Jackson – Replace Fire Doors in Sports Pavilion	200.00
5. HMRC – May Tax/NI	189.68
6. Haywards Horticulture – Grounds Maintenance at Allotments	248.00
Payments to be made	
1. J R Walker – May Salary & Expenses	803.13
2. RMBC – Funday Evening Concert Temporary Event License	21.00
Un-presented cheques	
1. Business Stream – Allotment Water Bill	9.75
2. HMRC – May Tax/NI	189.68
3. Haywards Horticulture – Grounds Maintenance at Allotments	248.00

Present bank statement balances

Business Saver Account Community Account

(Cheque Feeder) (Cheque) £61,757.64 £1.00 Total balance after all payments to date = £60,487.08

21/15 CORRESPONDENCE

E-mails had been received and forwarded to Members by the Clerk who had replied where appropriate.

- Various Councillors Meeting Minutes and Future Agendas
- 2. Voluntary Action Rotherham Various Email Bulletins
- 3. Rural Action Yorkshire Various Email Bulletins
- 4. RMBC Various Weekly Planning Lists
- RMBC Various Licensing Applications RMBC Various Traffic Delay Reports 5.
- 7. RMBC Notice of Alteration to Electoral Roll
- 8. YLCA Weekly Bulletins from The National Association of Local Councils
- 9. YLCA Various Clerk Vacancies
- 10. YLCA Various Chief Executive Bulletins
- 11. YLCA Various Training Events
- 12. YLCA White Rose Updates
- 13. YLCA Various Requests for Information
- 14. YLCA Various Newsletters
- 15. Community First Yorkshire Rural News and Funding Bulletin
- 16. NALC Weekly Newsletters
- 17. Community First Yorkshire Various News Updates
- 18. SYPTE and Various Councillors Various Bus Service Updates
- 19. RMBC Monthly Electoral Roll Update
- 20. Chesterfield Canal Trust Newsletter
- 21. RMBC/YLCA/NALC Various Coronavirus Updates
- 22. Word Press Various gov.uk Update

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- 23. Rural Services Network Rural Bulletin
- 24. Various Councillors Meeting Minutes and Future Agenda
- 25. Various Councillors Survey Link
- 26. NALC Youth Survey
- 27. RMBC and Councillor Dixon Lateral Floe Test Kits
- 28. Adam Butcher Thank You
- 29. YLCA Reclaiming VAT on Digital Services
- 30. Various Councillors Bank Account Changes/Payments
- 31. Councillors Carter and Dixon Nomination Paper
- 32. Calor Rural Community Fund Application
- 33. Alexander Stafford MP Levelling Up Fund
- 34. Nicola Housley and Various Councillors Planning Privacy Issue
- 35. David Gregory and Councillor Dixon Fly Tipping
- 36. YLCA and Various Councillors High Court Judgement on Remote Meetings
- 37. YLCA and Various Councillors Holding Parish Council Meetings in Person
- 38. Hentons Chartered Accountants and Various Councillors Internal Audit
- 39. YLCA New Law and Governance Bulletin
- 40. YLCA General Power of Competence
- 41. RMBC Proposed Removal Payphones
- 42. Councillors Carter and Dixon Security Quotation
- 43. RMBC Covid Safe Elections
- 44. Norman Anderson and Various Councillors May Council Meeting Arrangements
- 45. Stephen Hill and Various Councillors Valuations and Asset Register
- 46. Etta Gregory, Christopher Lightfoot and Councillors Dixon and O'Sullivan Council Website
- 47. Councillor Carter Risk Assessment
- 48. Various Councillors Todwick Events Society
- 49. Norman Anderson Crime Statistics
- 50. YLCA Rural Broadband Consultation
- 51. YLCA Post Election Cooption
- 52. Councillor Dixon Election Posters
- 53. YLCA AGAR Training
- 54. RMBC Uncontested Elections
- 55. RMBC and Various Councillors Members' Interest Forms
- 56. Rural Services Network Funding Digest
- 57. Community First Yorkshire Funding Bulletin
- 58. RMBC Neighbourhoods Team Contact List
- 59. Stephen Hill Valuations
- 60. Alexander Stafford MP Levelling Up Fund
- 61. YLCA Nominations for South Yorkshire Branch and Executive Board Positions
- 62. Sonia Brookes and Councillor Dixon War Memorial
- 63. Councillor O'Sullivan Vacancy Notice on Website
- 64. Councillors Carter, Dixon and Morley TENS License
- 65. YLCA Councillor's Discussion Forum
- 66. YLCA After the Election Webinar
- 67. Zurich Insurance and Various Councillors Insurance Renewal
- 68. Councillor Morley Planning Application at 2 Guildway
- 69. Councillor Morley NALC Liaison
- 70. Councillors Dixon and O'Sullivan Outlook Problem
- 71. YLCA Parish Appointments to RMBC Joint Working Group
- 72. Councillor O'Sullivan Using Microsoft Teams for Chatting

- 73. Norman Anderson and Various Councillors Parish Council Meetings in Village Hall
- 74. Councillors Dixon and O'Sullivan Visibility of Village Hall Accounts
- 75. Word Press gov.uk Site Updates
- 76. Councillor O'Sullivan Google
- 77. Rotherfed Befriending Calls
- 78. Councillor Dixon Councillor Declarations
- 79. Councillor Morley Receipt for TEN License Cheque
- 80. YLCA and Councilor Dixon Guidance for the Safe Use of Multi-Purpose Community Facilities
- 81. Rebecca Carter Attendance at 25th Many Council Meeting
- 82. YLCA Public Spaces and Managing Playgrounds Guidance
- 83. RMBC RMBC and Local Councils Working Agreement 84. RMBC Rotherham Council New Cabinet Details
- 85. Various Councillors and Norman Anderson Village Hall Matters
- 86. Councillor O'Sullivan Website
- 87. Various Councillors Signage
- 88. RMBC Future Flood Resilience Group Meeting
- 89. Virginia Anderson Todwick Neighbourhood Watch

21/16 PLANNING APPLICATIONS

1. RB2021/0747

Single storey front extension, conversion of integral garage to residential accommodation, erection of detached garage to front, installation of French windows with first floor balcony and stairs to rear and outdoor swimming pool at Walls End Todwick Grange

Resolved not to object.

1. RB2021/0897

Single Storey Rear Extension at 2 Guildway

Resolved not to object.

2. RB2021/0984

Application to undertake works to a tree(s) protected by RMBC TPO No.3 1971 at 15 The Meadows

Resolved not to object.

21/17 COMMITTEE AND GROUP REPORTS

Recreation Ground

Wright reported that football matches were now nearly finished. The Aston & Swallownest Team had paid its deposit and rent for next season. Todwick Villa FC were to continue playing games on a Sunday next season. Water damaged interior doors had been replaced at the sports

Dixon had returned £200 deposit to Todwick Villa FC. Vandals had smashed the external electric sockets on the west side of the sports pavilion and this had fused the system. It appeared young people had been accessing the sockets to use their mobile phone charges.

Newbold suggested adding a lockable metal shroud over any new sockets which he could get fabricated.

Dixon reported that the individual identified as applying graffiti to equipment had been contacted by the police. Eventually a restorative justice form had been signed and the young person concerned had painted a bench at the ground, supervised by a serving police officer. Hopefully, there would be an improvement in this person's future behaviour. Other damage caused by vandals had also occurred, including to the tennis net which was rendered unusable and required substantial repair.

Davis asked if a total cost could be given to remediating damage caused by vandals. This could then be shared on the various social media and other platforms.

Dixon suggested that any monies expended would not fully evidence total costs because of the work carried out by Councillors and other volunteers.

Wright reported that members of the football teams had recently reinstated flagstones fronting the sports pavilion and would also be helping with other work.

Dixon was aware that damage was not entirely down to young people. Older people were taking dogs on the ground, which was not permitted and they had, for example, broken through at the side of the entrance gate to gain access when the ground was closed due to Covid-19 restrictions. Quotations were now being obtained to erect fencing where this had occurred.

Dixon had received a suggestion that a map showing the various public rights of way in the parish be displayed on a notice board at the entrance to the recreation ground.

Members agreed that this was an excellent idea.

Dixon would obtain quotations.

Allotments

Jeffrey had isolated and repaired a leaking water tap. Plot holders had reported the presence of rabbits and mice and he had asked the pest control company to resolve this.

Footpaths

Newbold had prepared drawings showing locations considered appropriate to site dog fouling signs. Some would be new locations. Others were where signs existed but were either out of date or barely readable. He had also sent details of a sign he suggested as being appropriate. **Clerk** would forward the request to RMBC.

21/18 APPROVAL OF THE ACCOUNTS FOR FINANCIAL YEAR 2020/21

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 2020/21 and the comparison with 2019/20 together with an explanation of significant variances.
- Thank the Clerk for his excellent work throughout the year and for completing all the documentation required by both the internal and external auditors.

21/19 APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2020/21

Clerk had provided all members with a copy of the Annual Governance Statement 2020/21 prior to the meeting:-

Members confirmed responding positively to each of the following statements in the Annual Governance and Accountability Return 2020/21 Part 3 and agreed to its meaning as it affected the Council.

	Agreed – Yes or No	'Yes' means that the Council:
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed		Made proper arrangements and accepted responsibility

To.		
to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	for safeguarding the public money and resources in its charge.
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	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	Considered and documented the financial and other risks it faces and dealt with them properly.
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	Responded to matters brought to its attention by internal and external audit.
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	Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	Has met all of its responsibilities whereas a body corporate, it is a sole managing trustee of a local trust or trusts.

Resolved to approve the specific answers given in the Annual Governance Statement of the Annual Return for the Year Ended 31 March 2021.

21/20 APPROVAL OF ACCOUNTING STATEMENTS 20120/21 Clerk had provided all members with a copy of the Accounting Statements for 2020/21 prior to the meeting:-

	Year ending 31 March 2020 £	Year ending 31 March 2021 £	All figures must agree to underlying financial records.
Balances brought forward			Total balances and reserves at the beginning of the year

	8036	21725	as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	45650	47000	Total amount of precept received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11570	8202	Total income or receipts as recorded in the cashbook less the precept. Include any grants received.
4. (-) Staff costs	11885	12121	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings.
6. (-) All other payments	31645	29117	Total expenditure or payments as recorded in the cashbook less staff costs and loan interest/capital repayments.
7. (=) Balances carried forward	21725	35689	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$

Total value of cash and short-term investments	21725	35689	The sum of all current and deposit bank accounts, cash holdings and short-term investments held at 31 March (To agree with bank reconciliation)
Total fixed assets plus long-term investments and assets	1027700	1033502	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
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)

Yes No

Disclosure note re Trust funds (including charitable)	Yes	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
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Resolved to approve the Accounting Statements given in Section 2 for Financial Year 2020/21 in the Annual Return for the Year Ended 31 March 2021.

The dates set for the exercise of public rights as required by the Accounts and Audit Regulations were from 7th June to 16th July 2021 inclusive.

O'Sullivan would add all relevant documents to the council's website.

The meeting was suspended at 8.00 p.m.

OPEN SESSION

Borough Councillor Barker was one of the newly elected councillors for the Aston and Todwick Ward. He gave some information about himself and although as a student he would not be able to work full time on council work he would nonetheless do his best for the people of Todwick.

The meeting was reconvened at 8.16 p.m.

21/21 VILLAGE MAINTENANCE

Discussion took place on the poor condition of the shop forecourts at The Pastures. The property owner had repeatedly refused to carry out necessary repairs.

Newbold had fallen because of a deep pothole.

Clerk was aware that RMBC used to have a small allocation for undertaking repairs on private land where this was considered necessary in the interest of public safety and he would enquire whether its staff would be prepared to sanction the work under the powers it possessed as the Highway Authority.

Morley had volunteered to paint some of the wayside seats and would collect the paint from Councillor Newbold that had previously been purchased for this purpose.

21/22 TRAFFIC AND TRANSPORTATION MATTERS

1. **Dixon** was to speak with Alexander Stafford MP about the lack of signs on the A57 in the proximity of the Todwick Grange Estate and Goosecarr Lane. The three speed awareness signs were all working correctly and he would ascertain how to interrogate the data they could provide on usage and average speeds.

21/23 NEIGHBOURHOOD WATCH

Norman Anderson had provided the latest crime statistics:-

Monthly Categories

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Burglary		1											1
Criminal Damage and Arson	1												1
Other Theft													
Theft from a Person													
Vehicle Crime		1	1										2

Public Order	1							1
Violence and Sexual	1	3	1					5
Other Crime								
Drugs		1						1
Possession of Weapons								
Bicycle Theft								
Robbery								
Anti-social Behaviour	2	1	2					5
Total	5	7	4					16

Members discussed a request from Virginia Anderson in connection with the distribution of the Neighbourhood Watch Newsletter.

Members agreed that it would be sensible for the neighbourhood watch information to be delivered with the Informer newsletter.

Dixon would make contact to discuss this and the possibility of adding the neighbourhood watch information to that provided by the Council in the Informer.

21/24 EVENTS

Morley gave details of the arrangements being put in place for the fun-day on the 17th July.

Carter gave details of the arrangements being put in place for the evening concert on the day of fun-day. The gate would be open at 6.30 p.m. for a 7.00 p.m. start.

They had contacted RMBC and been advised to obtain separate temporary event licenses for the fun-day and the evening concert.

Members agreed that Councillor Morley prepare a rota for assisting on the day and with the suggestion that the evening concert be known as "Rockin-the-Rec".

Dixon had started to make arrangements in connection with the bonfire/fireworks display on the 6^{th} November.

21/25 WEB SITE

O'Sullivan had spoken with Chris Lightfoot and he would be introducing a "Meet Your Councillor" item giving a short description of each council member and the work they undertook for the Council.

He had taken control on Google. Access to the Council Website was now much easier and less confusing than previously.

21/26 PARISH PLAN

O'Sullivan had received 33 responses to date via social media. He would be arranging the printing of the questionnaire and inviting feed back both via this and electronically. These options would also be made available for those attending the fun-day.

21/27 EMERGENCY PLAN

Dixon had received a copy of the Borough Council's Emergency Plan Form which he intended completing before the June meeting. He would subsequently make any necessary changes and submit to RMBC.

21/28 URGENT ITEMS

There were no urgent items.

June 2021. Agendas would be available on the Parish Council Website www.todwick-pc.gov.uk
The meeting closed at 9.22 p.m.
Chairman
Date