

## TODWICK PARISH COUNCIL

Minutes of the council meeting held in Todwick Village Hall at 7.00 p.m. on Tuesday the 25<sup>th</sup> 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<sup>TH</sup> APRIL AND 18<sup>TH</sup> 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<sup>th</sup> 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.

Rebecca 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**

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 (Cheque Feeder)	Community Account (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.

1. 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
5. RMBC – Various Licensing Applications
6. RMBC – Various Traffic Delay Reports
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 25<sup>th</sup> 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 pavilion.

**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:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<i>Prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed		<i>Made proper arrangements and accepted responsibility</i>

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

**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 £	<i>All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year</i>

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

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

	Yes	No	
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The next Council Meeting will be held in Todwick Village Hall at 7.00p.m. on Tuesday 29<sup>th</sup> June 2021. Agendas would be available on the Parish Council Website [www.todwick-pc.gov.uk](http://www.todwick-pc.gov.uk)

The meeting closed at 9.22 p.m.

..... Chairman

..... Date

