



# Ulley Parish Council

## **Draft Minutes of the Ulley Parish Council Meeting held on 30 January 2019, Village Hall – 7.00 pm**

Chairman – Cllr Peter Hubbard – Chairman of Ulley Parish Council.

Other Councillors in attendance – Richard Steel, Ian Stones, Richard Robson and Patricia Smith

Clerk – Andrew Towleron.

Present – 4 members of the public.

**64/18 To receive and approve any apologies for absence** - There was none.

**65/18 To receive any questions from members of the Public**

Several issues were raised.

An update on the footpath on Main Street was sought – it was confirmed that a reply had been received from Street Pride. While Rotherham MBC did not consider the general condition of the footpath did not meet the criteria for a ‘reactive repair’, they had put the footway forward to be considered for a scheme for the financial year of 2019/20. An update was also provided on progress with the replacement street lights in the village.

Christmas Lights – A question was raised about the adequacy of the Christmas lights. The Chairman provided an update. It was explained that it might be useful to consider this at an appropriate future meeting of the Council having regard to factors such as the budget.

**66/18 Declarations of interest and dispensations** - There were none recorded or sought.

**67/18 – To approve, sign and date the minutes of the Parish Council meetings held on 26 September 2018 and 28 November 2018.**

**Resolved: that the minutes of the Parish Council meetings held on 26 September 2018 and 28 November 2018 be approved and duly signed by the Chairman.**

**68/18 – To receive information on the following on-going issues and decide further action where necessary -**

- To receive a report on crime and anti-behaviour issues – the Clerk explained that an update had not been received from the Police.
- Overhanging branches in the Recreation Ground – it was reported that Rotherham MBC's Street Pride had inspected the trees and concluded that while they were generally in good condition, some would require attention. They had also provided an indicative cost for the works required. It was agreed to obtain a second quote for the required works to the trees. The Clerk agreed to do this. These quotes would then be considered at the next meeting of the Parish Council. In the meantime, the Clerk was asked to seek the permission of the Head of Planning Services for the required works as the trees are within Ulley Conservation Area.
- Funding for a new seat for the See Saw in Recreation Ground – it was confirmed that the bid for £150 to Rotherham MBC's Rother Valley Ward Members fund had been successful.

**Resolved that the Council agreed the purchase of a new seat for the See Saw in Recreation Ground up to the value of £150.**

**69/18 - To consider key outcomes from the meeting the HS2 Engagement Team**

A discussion took place on the informal meeting the Council had with the HS2 Engagement Team on the 28 November 2018. Cllr P Smith updated members on a further meeting she had attended on this. One of the key messages she considered that emerged from this was that the HS2 had underestimated the adverse impact the proposal would have on local footpaths and bridleways.

**70/18 Drainage Ditch/Telephone Box Issue**

It was reported that the issue of the severed cable was yet to be resolved - e-mail and verbal discussions had taken place with the concerned landowner. The Clerk was asked to write to the concerned landowner again. It was also agreed that, in principle, the Council should purchase a replacement light for the telephone box.

**Resolved: that the Council agree to the purchase of a replacement light for the Telephone Box to the value of £50.**

There may be an issue with the condition of the cable to the Telephone Box, which needs to be discussed and any resulting actions agreed.

**71/18 - Recreation Ground Lease and next steps**

It was confirmed that the lease had been formally transferred over to the Parish. The Clerk confirmed that it had been added (at no extra cost) to the Council's Insurance Policy. The Council's insurers have also made a few suggested health and safety recommendations. These were that there should be a routine visual inspection of the recreation ground, in addition to the monthly inspection of the playground equipment; that the trees should be regularly inspected and there is a need for clear and appropriate signage. It was noted that the trees had just been inspected. The Chairman said that he would speak to the company undertaking the inspection of the playground to see if this covered the whole of the Park. Members agreed to consider the suitability of the existing signage. The Clerk made reference to Play Area Inspection Training being provided by the YLCA. He promised to circulate details of this to members.

**72/18 - To consider the findings of the latest Poynton Avenue Play Area Inspection**

The findings of the latest play area inspection report for the Poynton Avenue Area Play Area were circulated and considered. It did not raise any significant concerns with the condition of the play equipment, though did highlight a few areas of improvement.

**73/18 - To consider the latest draft of the Volunteer Policy**

This was considered. It was suggested that a separate meeting may be required to discuss its implementation.

**Resolved: that the latest draft of the Volunteer Policy be approved**

**74/18 - To consider and agree the Council's Draft Equality Policy**

It was noted it was good practice for a Parish Council to have such a policy. The document was then considered and agreed,

**Resolved: that the Equality Policy be agreed.**

**75/18 - To consider and approve the Council's Asset Register for 2018/2019**

This was considered and agreed. Reference was made to that it may be useful for the Council to update its Health and Safety policy. The Clerk agreed to bring a draft to a future meeting.

**76/18 - To consider the outcomes and recommendations from Council's Annual Governance and Accountability Return (AGAR) for the year ended March 2018**

The Clerk confirmed that this report prepared by PKF Littlejohn LLP had passed the Council's Annual Governance and Accountability Return (AGAR) for the year ended March 2018 though highlighted that the AGAR was not accurately completed before submission for review. There were some inaccuracies:

- *Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £6,214 and £5,892 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.*
- *The smaller authority has not restated the 2016/17 assets figure in Section 2, Box 9 to include two assets totaling £1,182. These had not previously been included in error.*
- *The responses given in Section 1, Box 9 and Section 2, Box 11 are not consistent. The smaller authority has confirmed that it does not act as sole managing trustee for trust funds and thus the answer given in Section 1, Box 11 should have been 'N/A'*
- *Section 1, Assertion 5 has been incorrectly completed, as the internal auditor has drawn attention to the fact that there has been no review, update and approval of the risk assessment during the year under review. As a result of this we believe the answer to Assertion 5 should have been "No".*
- *The smaller authority failed to publish the final signed AGAR by 30 September 2018, the date required by the Accounts and Audit Regulations 2015. This is as a result of the AGAR and additional documentation not being submitted for review until 6<sup>th</sup> November 2018 and the appointed auditor not then being able to complete the review by this date.*

The Clerk said that it was important that amendments are corrected when completing the AGAR for this financial Year.

These were then discussed by the Council and agreed that an action plan should be prepared be produced and circulated that detailed progress in implementing these.

**Resolved: That the outcomes and recommendations from Council's Annual Governance and Accountability Return (AGAR) for the year ended March 2018 be noted and actioned.**

### **77/18 Planning update**

The Council has not been notified of any for comment at the meeting. A verbal update was provided by the Chairman on planning application (RB2018/1085) which was for the erection of one dwellinghouse at land at Main Street Ulley, which had been recently approved by Rotherham MBC.

### **78/18 To consider any change in the precept for the 2019/2020 Financial Year**

It was explained that the Borough Council needs to be notified of any changes in the precept by the end of January 2019. A verbal and written report was provided on the Council's overall budget position as now and year on. Detailed budget proposals were also provided for the coming financial year including activities which are being carried out this year and will also be carried out in the next year and therefore, need to be budgeted for again as well new items,

which are not budgeted for in the current year but may be added for next year's budget, for example. the recreation ground.

All budgets have been prudently set taking into account spending pressures such as pay awards, inflation and unavoidable budget growth as well as existing and potential income streams and the loss of the Council Tax Support Grant. It was noted that regard also had to be made to the adequacy of the Council's reserves.

After careful consideration, it was agreed to seek an increase of 2.5% in the Band D Parish Council Tax, an increase which is roughly in line with inflation.

**78/18 To receive a verbal and written report (see Attachment 16.1) on financial matters within the Council including bi-monthly Budget Update and consideration**

Both a verbal and written report was provided where available. It was confirmed that the Council held £9,075.32, which comprised £3,599.61 in the Co-operative Bank Current Account and £5,475.71 in the Co-operative Bank Reserve Account. Members were then asked to sign the various concerned associated bank statements and bank reconciliations, which they did.

In terms of the overall budget situation, there was little of significance to report. The Clerk confirmed that the electricity supply of the Hall had been switched to SSE, which he hoped would result in savings.

He explained that following a request made at the previous meeting, BDO had provided a detailed breakdown of their charges. He has also asked for an independent assessment of these by the YLCA. They confirmed that they were fine.

**Resolved: that the following payments be authorised:**

- £7.49 to B&M for paper and files.
- £135.05 to Npower for electricity usage in the Hall.
- £1200.00 to Hobson nurseries for summer and winter planning.
- £800.00 to HD Developments for improvements to the Hall.
- £135.05 to Npower for electricity usage in the Hall.

**80/18 To consider the Terms of Reference for the Halifax Fund**

It was explained that the Parish received a contribution from the wind farm to be distributed as small grants to groups for delivering projects in the parish for the benefit of its residents. This contribution had grown as the wind farm had developed.

**Resolved: that the Parish Council agree to manage the Halifax Fund on behalf of the community.**

**81/18 To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.**

Four bids were noted and agreed. These were £380.00 to Ulley Millennium Trust for village parties (Halloween, over 60's and children's Christmas party); £800.00 to HD Developments for improvements to the Hall and two grants totalling £369.22 (£219.22 and £150.00) to Ulley Parochial Church Council for community events.

**82/81 To agree and confirm the time and date of Council meetings for 2019/2020 parish council year.**

**Resolved that the parish council meetings for the 2019 year will be:**

- Wednesday, 27<sup>th</sup> March.
- Wednesday, 15<sup>th</sup> May.
- Wednesday, 24<sup>th</sup> July.
- Wednesday, 25<sup>th</sup> September.
- Wednesday, 27<sup>th</sup> November.

All at 7.00 pm in the parish hall.

**83/18 Any other business.**

It was explained that Councillor Sarah Allen, who is the new Cabinet Member for Cleaner, Greener Communities and holds responsibility for Parish and Town Council Liaison at Rotherham MBC, has indicated that she would like to attend a future meeting. She is intending to attend at least one meeting of all the parish councils in the Borough. It was agreed that this would be useful. The Clerk agreed to liaise with Councillor Sarah Allen to arrange a convenient date.