



# Ulley Parish Council

## Minutes of the Annual Meeting of the Parish Council held electronically at 7.00 pm on 19<sup>th</sup> May 2021

Members: Cllrs: R Robson (Chairman), L Hancock, C Myers & P Smith.

In attendance: G Pacey (Clerk),

Five members of the public

A public session of 15 minutes was held prior to the formal Council meeting, in accordance with Section 3 of the Council's Standing Orders.

- a) A resident raised the issue of applying for the Royal Oak Pub in Ulley as a Community Asset. The Clerk noted he had been in contact with former Cllr Ian Stones regarding his application on behalf of the Parish Council. So far, no reply had been received. **The Clerk was asked to follow this up directly with RMBC.**
- b) A resident raised the issue of poor state of repair of roads, pavements and rights of way, and speeding issues within the village. **The Chairman noted this would be discussed under agenda item 29/21**
- c) A resident noted the misuse of the wheelie-bins at the Village Hall. **Cllr Hancock said this was being addressed via the use of bin locks.**

### **33/21 To receive and approve any apologies for absence**

There were no apologies.

### **34/21 To record Declarations of Acceptance of Office**

The Parish Council had been notified by RMBC that, following the Local Elections in May, the following Councillors had been re-elected un-opposed: L Hancock, C Myers, R Robson & P Smith. Declarations of Acceptance of Office were duly signed in the presence of the Clerk.

### **35/21 To elect a Chairperson.**

**Resolved: That Cllr R Robson be elected Chairperson. The form was duly signed in the presence of the Clerk.**

**36/21 – To elect a Vice-Chairperson.**

**Resolved: That Cllr C Myers be elected Vice-Chairperson.**

**37/21 - To consider any matters which should be dealt with in open, or confidential session (items for which the Press and Public may be excluded further to the Public Bodies (Admission to Meeting) Act 1960**

There were none.

**38/21 - To consider and agree representation on outside bodies.**

**Resolved: The following representation was agreed:**

- a) Penny Hill Wind Farm Liaison Committee – Cllr Smith
- b) Banks Community Fund – Cllr Smith
- c) Yorkshire Local Councils Association – Cllr Myers
- d) Rother Vale Ward Meeting – Cllr Robson

**39/21 - To confirm the schedule of meetings for the following year as follows:**

28 July / 29 September / 24 November / 26 January / 23 March / 25 May

**40/21 - To approve and sign the minutes of the Parish Council meeting held on 24<sup>th</sup> March 2021.**

A resident asked Councillors for the wording to be deleted on item 24/21 - Farm Wall Repair on Main Street. Instead, Councillors agreed to note their correspondence to say it had not been an issue of consequence in the past and will be maintained in future similarly.

**Resolved: That the minutes of the meeting be approved as a true record.**

**41/21 - To consider and approve the Council's Risk Assessment for 2021/22**

A draft Policy was considered, which had been updated with various amendments following previous discussion between the Clerk and the Chair, which included updates for virtual meetings and training for volunteers.

**Resolved: That the Risk Assessment for 2021/22 be approved.**

#### **42/21 - To receive an update from the Parish Plan Steering Committee (PPSC)**

The PPSC Chairperson updated Councillors:

- a) **Improvements to the Play Area.** There had been several meetings with prospective contractors regarding improvements to the Play Area. Whilst quotes and further discussions were pending, the PPSC were still working on the assessment criteria.
- b) **Village Survey.** A draft survey and quotations totalling £470.00 for printing works were discussed. Various suggestions were discussed including broadening the questions to allow for residents to make suggestions, and ways to encourage a good response rate.

**Resolved: Agreed in principle. PPSC Chair to forward Halifax Bid for printing costs and email final draft of Village Survey to Councillors.**

- c) **Fundraising.** It was reported that £280 had been raised so far. A number of fundraising events were being planned for the summer.

#### **43/21 To receive a report from the Millennium Trust**

- a) **Repairs to door.** Only one quote was possible for this in current climate.
- b) **Repairs to lighting.** Will possibly bid for this via the Halifax Fund.
- c) **Change of locks.** This was being done and new keys circulated to holders.

#### **44/21 To consider any issues arising from the management of the Play Area, including the monthly inspection report**

- a) **Repairs to play equipment.** The Chairman reported that he had made a number of running repairs to the play equipment, after purchasing various materials, such as wood filler.
- b) **Inspection report.** Councillors considered the latest Inspection report. It was noted that the Multi-Play equipment had been recorded as 'amber / medium' risk due to issues with splitting/rotting of wood. The Clerk noted that a site meeting had been held with RMBC / PPSC Chair / Parish Councillors to discuss the options. Councillors thought the issue was not urgent, although needing attention.

A quote of £525 had been received for resistive testing of the wooden beams. Councillors thought this was a waste of resources, preferring instead to wait to remove the equipment as part of the general upgrade.

**Resolved: Clerk to arrange for quotes for removal of the Multi-Play Area, for consideration at the next Parish Council Meeting.**

**45/21 To consider the management of Highways and Rights of Way**

Cllr Smith summarized the issues. These were:

- Bridleways open to vehicles
- Footpaths in need of repair
- Speeding of vehicles through village
- Lack of clarity of which permissive footpaths are in use
- Pot-hole repairs and resurfacing works inadequate

**Resolved: Cllr Smith, in conjunction with the Clerk, to arrange for relevant members of RMBC (including Rights of Way Officers and Highways Officers) and the new Borough Councillor for Ulley, Lyndsay Pitchley, to attend either a Parish Council Meeting or a site visit to discuss these issues collectively.**

**46/21 To consider any Planning Applications received since the last meeting.**

**RB2021/0636 – Single-storey rear extension at 18 Main Street.**

Councillors recorded no comments on this application.

**47/21 To receive a Financial Update, including:**

**a) To receive the final year-end accounts to 31st March 2021**

The Clerk noted that the final accounts show the overall variance was only £44 different from the original budget forecast of January 2020. This represented a good result, given the change of Clerks during a pandemic year. The final accounts had now been subject to internal audit.

**b) To receive the Internal Audit Report for the accounts to 31<sup>st</sup> March 2021, from Voluntary Action Rotherham**

The following points were noted:

- i) Privacy Notice. This was out of date and did not conform with the NALC Template.
- ii) The Certificate of Exemption was not displayed in the required time.
- iii) Internal Financial Controls should be reviewed annually.
- iv) Insurance should be reviewed annually.

**Resolved: Clerk to update Privacy Notice, arrange for Certificate of Exemption to be displayed correctly, arrange for a meeting to review Internal Financial Controls and add annual review of insurance to the Parish Council agenda for March 2022.**

- c) To approve the relevant sections of the Annual Governance and Accountability Return 2020/2021 and an exemption certificate for external audit (applicable to Parish Councils with an income of less than £25,000)

**Resolved:** That the Charman and the Clerk are authorized to sign the Annual Governance and Accountability Return 2020/2021 and an exemption certificate for external audit, on behalf of the Parish Council.

- d) To receive a verbal and written report to 30<sup>th</sup> April 2021 including authorization of payments schedule. The Clerk presented a review of income and expenditure against budget, a bank reconciliation to 30<sup>th</sup> April 2021 and a list of payments for authorization.

**Resolved:** The following items were authorized for payment:

30/11/20	Business Stream	Water to 12/11/20	£	22.29
30/11/20	Hubbard, S	Toner Cartridge - Newsletter	£	26.00
01/12/20	RMBC	Play Inspections 2020-21	£	392.28
02/12/20	Steel, R	Defib receipt	£	79.08
07/12/20	YLCA	Councillors Course - CM / PS	£	30.00
18/12/20	Broadfield Mowers	Honda HRG466SK	£	77.83
18/12/20	Broadfield Mowers	Honda UMC435 Hedgecutter	£	52.41
18/12/20	Broadfield Mowers	Honda UMK425UE	£	95.83

**48/21 Halifax Fund: To receive a progress report on Charitable Status, and consider any grant applications to the Fund**

- a) **Planters Bid 2021.** A bid to upgrade all the planters in the village for was considered. This included wooden beams and hex bolts, and labour provided by the Work About group. Cllr Robson was ordering and coordinating the work. The Planter on Poynton Avenue had already been moved / upgraded.

**Resolved:** Approved Planters Bid for gross value of £1335.51.

- b) **Summer over-60s dinner and social evening.** Sue Hubbard had submitted an event bid to mark the lifting of Covid-19 restrictions.

**Resolved:** Approved Bid for over-60s dinner and social evening for gross value of £350.00

**49/21 To consider a review of policies, including:**

- a) **Code of Conduct.** The model Local Government Association Code of Conduct for 2020 was considered for adoption.

**Resolved:** To adopt The model Local Government Association Code of Conduct for 2020 as the Code of Conduct for Ulley Parish Council.

- b) **Safeguarding Policy – for discussion.** As directed at the last meeting the Clerk had made enquiries with the YLCA. The NSPCC Safeguarding Policy had been recommended as a basis for adoption.

**Resolved:** To adopt the NSPCC Safeguarding Policy as the basis for Ulley Parish Council’s policy.  
Cllr Myers would be named as the Child Protection Lead and Trustee for Safeguarding, and Cllr Smith to be named as Deputy.  
Policy to be shared with PPSC and the Millennium Trust.

**50/21 To consider any general correspondence received, including:**

- a) **White Rose Update – April 2021**

**Resolved:** Clerk to complete survey on remote working on behalf of the Parish Council.

- b) **Resignation of the Parish Clerk**

Councillors thanked Mr Greg Pacey for his contribution during the last year, and noted he would stay on until 31<sup>st</sup> August 2021, if necessary, to ensure a smooth and orderly transfer of roles to the new Parish Clerk.

**Resolved:** i) To advertise the vacancy with RMBC and YLCA with a salary scale within the NALC LC2 range Pt24-Pt28.  
ii) Selection / appointing panel comprising Cllrs Hancock, Myers and Robson.  
iii) Clerk to set closing dates / interview dates with a view to confirming appointment at the next Parish Council meeting on 28<sup>th</sup> July 2021.

**51/31 To consider the process for advertising and co-opting a candidate to fill the Ordinary Vacancy of Councillor**

**Resolved:** To advertise the Ordinary Vacancy on Facebook / Noticeboard with a view to appointing at the next Parish Council meeting.

**52/31 To consider any agenda items and arrangements for the next Meeting of the parish council to be held on 28th July 2021.**

**Resolved:** Back to normal post-covid working – standing item for future meetings

The meeting was closed at 9.00pm.

Signed .....(Chairman). Date: 28<sup>th</sup> July 2021