



Ulley Parish Council

Ulley Parish Council Meeting to be held on Wednesday 15 May 2019 at Ulley Village Hall

10 May 2019

Dear Councillor,

You are summoned to attend the Parish Council meeting of Ulley Parish Council.

Andrew Towlerton

Parish Clerk and Responsible Financial Officer

AGENDA

A public session will commence prior to the formal Council meeting in accordance with paragraph 4.6 of the Council's Standing Orders.

PART I NON- CONFIDENTIAL ITEMS

In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol "Filming of Public Meetings".

1. To receive and approve any apologies for absence.
2. To receive any questions from members of the Public.
3. Declarations of interest and dispensations.
 - i. To receive declarations of interest from councillors on items on the agenda.
 - ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - iii. To grant any requests for dispensation as appropriate.
4. To approve and sign the minutes of the Parish Council Meeting held on 27 March 2019.

Parish Council Meeting

5. To receive information on the following on-going issues and decide further action where necessary –
 - Latest Crime Update (To receive the latest crime figures for the Parish).
 - Drainage Ditch/Telephone Box Issue (To receive an update on progress).
 - Car park issued around Ulley Country Park (To receive an update on discussions with Rotherham MBC on this issue)
6. Recreation Ground and next steps – (The Council needs to consider and agree next steps concerning)
 - To appoint a suitable qualified body to arrange for the transfer of the lease to the Parish Council from Rotherham MBC, including associated budget provision.
 - To consider and agree the quotes received for the maintenance of the trees in the Recreation Ground.
 - To consider the findings from the latest quarterly inspection (see Attachment 6.1).
 - To confirm the arrangements for the periodic inspections of the Recreation Ground, including budget provision.
7. To consider advice provided by the YLCA on requests for financial support from the Halifax fund individuals - (at its most recent meeting the PC sought guidance on this issue, which has now been received).

8. Rotherham MBC's Thriving Neighbourhoods Strategy - (The Borough Council has asked that the council contributes to identifying ward priorities for this important document).
9. Planning update – The Council has not been notified of any for comment at the meeting.
10. To receive a verbal and written report on financial matters within the Council including the budget out turn for the financial year 2019/2020 (see attachment 10.1) and to approve the following payments:
 - £179.68 to Wickstead for new see-saw.
 - £19.99 to Screwfix for padlock for shed.
11. To confirm the Clerks annual pay award for 2019/2020.
12. To confirm the arrangements for the Council's Internal Audit.
13. To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.
14. To consider any agenda items for the next meeting of the council.
15. Any other business.



Ulley Parish Council

Draft Minutes of the Ulley Parish Council Meeting held on 27 March 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 – 3 members of the public.

84/18 To receive and approve any apologies for absence - There was none.

85/18 To receive any questions from members of the Public

Several issues were raised.

Parking around Ulley Country Park - Reference was made to the adverse impact that the re-introduction of parking charges around Ulley Country Park had on the surrounding area, and in particular Reservoir Road around the bridge. This was unacceptable. It was resulting in indiscriminate and dangerous parking. There was a particular issue with people parking on the white line over the bridge, which in part may be due to drivers not being aware that it is an offence to park on a white line and parking on both sides of Reservoir Road narrowing the carriage way to a dangerous extent. It was agreed that the Council should write to Rotherham MBC asking them to consider revisiting the use of a white line to control parking, the introduction of controlled parking on one side Reservoir Road around the bridge. And removing the charges for parking at the country park.

Ulley Neighbourhood Watch – It was asked if this was still operating. It was confirmed that it was.

New pink bin outside the Parish hall – It was noted that this had not been delivered. The Clerk was asked to chase this up.

Ward Councillor Meeting – It was reported that the January meeting had been cancelled.

Use of resident's garage for storage of equipment by the Parish Council - A question was raised about this. The Clerk confirmed that the Parish Council had received correspondence on this issue. No change in the current arrangements was anticipated.

86/18 Declarations of interest and dispensations - There were none recorded or sought.

87/18 – To approve, sign and date the minutes of the Parish Council meetings held on 30 January 2019. A few minor points of clarification were discussed and agreed.

Resolved: that subject to these minor amendments the minutes of the Parish Council meeting held on 27 January 2019 be approved and duly signed by the Chairman.

88/18 – 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 latest update from the Police was provided. It was noted that there had been a marked increase in incidents in recent weeks. It was reported that many residents were aware of this. Councillors were asked to highlight the need for members of the community to be vigilant
- Drainage Ditch/Telephone Box Issue – The Clerk was still awaiting a reply from the landowner. He agreed to chase this up.
- New seat for the see-saw in Recreation Ground – The Chairman confirmed that this had been delivered and was arranging its installation.

89/18 - Recreation Ground Lease and next steps

Transfer of the lease to the Parish Council from Rotherham MBC including budget provision.

As part of the transfer agreement, the Council would need to arrange for the formal transfer of the lease from Rotherham MBC and the Parish Council with the Land Registry. This would need to be done by a suitably qualified person or organisation. The Clerk said that he had approached the solicitors that had undertaken the transfer of the parish hall to Hellaby PC from Rotherham MBC when he was Clerk there. They had indicated in principle that they would be willing to do it. He agreed to seek formal quotes for the next meeting of the Parish Council.

90/18 - Maintenance of the trees, including the outcomes from two inspections by Rotherham MBC and Andersons of their condition, and budget implications.

It was reported that the trees had been inspected by two bodies (Rotherham MBC and Andersons) who indicated that some works were required, though they differed on the scope and nature of the required works. Andersons had offered to undertake a further inspection in

April. It was agreed to consider their recommendations (including quotes) in more detail at the next meeting of the Parish Council.

91/18 - To confirm the process for the quarterly visual inspections.

The Chairman confirmed that he had received confirmation from the company (The Play Inspection Company Ltd) who undertake the inspections that this was a full inspection including the equipment as well as the ground more generally. Also, this would meet the requirements of the Council's insurers. He was still awaiting confirmation from Rotherham MBC for the cost of The Play Inspection Company Ltd for providing this service for the coming financial year.

92/18 - To consider the findings from the latest quarterly inspection

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

93/18 – To consider the draft Risk Assessment for 2019/2020

This was considered and a number of suggestions made.

Resolved: that the Risk Assessment for 2019/2020 be approved

94/18 - To consider and agree the Council's Draft Halifax Fund procedures

This was considered and a number of suggestions made. Reference was made to whether the Council was permitted to recommend approval of grants to individuals. The Clerk agreed to clarify this with the YLCA. It was agreed to bring the revised draft to the next meeting of the Council for further consideration. Also, the final agreed procedures to be added to the Council's policies part of the website.

95/18 - To consider progress with the actions following the findings from the Internal Audit; Annual Governance and Annual Review and Public Interest reports for this financial year

A report was provided detailing progress with the recommendations following these various inspections. It was noted that good progress has been made.

96/18 - To consider an invitation to take part in the Great British Spring Clean organised by Keep Britain Tidy between 22 March - 23 April 2019

It was agreed that the Parish Council should write confirming that the parish would be taking part.

97/18 - Planning update

The Council has not been notified of any updates for comment at the meeting.

98/18 - To consider the proposals of Rotherham MBC's review of Polling Districts, Polling Places and Polling Stations and any response to it by the council

It was noted that Rotherham MBC proposed to continue with the present arrangements i.e. the use of the Village Hall as a polling station. This was discussed and welcomed.

Resolved: That the Council respond to the consultation welcoming the continued use of the village hall as a polling station.

99/18 - To consider a request from Friends of Ulley Country Park for financial support for an arts festival

This was the subject of much discussion. It was agreed that due to the challenging financial situation for the coming year the Council was unable to make a financial contribution. The Chairman agreed to speak to the Secretary of Friends of Ulley Country Park.

100/18 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 were provided. It was confirmed that the Council held £8,599.70, which comprised £3,599.61 in the Co-operative Bank Current Account and £5,000.91 in the Co-operative Bank Reserve Account. In addition, there was 10,675.01 in the Halifax Account. The Chairman noted that there was a cheque for a £1000 that would be banked shortly. Members were then asked to sign the various associated bank statements and bank reconciliations, which they did.

Resolved: that the following payments be authorised:

- £30.86 to Npower for electricity usage in the Hall.
- £1200.00 to Hobson nurseries for summer and winter planning.
- £240.00 to PKJ Littlejohn for the External Audit.
- £2106.00 to BDO for the Public Interest Report.
- £28.58 to Yorkshire Water for water usage in the Hall.
- £15.00 to the Post Office for Stamps.
- £29.00 to Cartridge World for printer cartridge.
- £9.17 to Inkredible for printer cartridge.

101/18 - To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.

102/18 To agree any agenda items for the next meeting of the council.

It was noted that Councillor Sarah Allen, Rotherham MBC's Cabinet Member for Cleaner, Greener Communities and who holds responsibility for Parish and Town Council Liaison would be attending. It was confirmed that this would take place on 15th May 2019. It was noted that the Councils Annual Meeting and Annual General Meeting would also take place on the same day.

103/18 Any other business

Updates were provided by councillors and the clerk on a range of issues.

DRAFT

Site Information

Inspection Ref: 798770

Site Ref: 18430

Customer Order No: None

Operational Inspection - 21 March 2019 at 14:15 Inspector: Terry Hill

Risk Assessment: **12 - Moderate Risk**



Location: The site is partially overlooked by properties in the local community

Disabled Access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

Inspection Comments/Facility Details: Visual



10 - Low Risk

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

Steps on banking rotten - New timbers required



12 - Moderate Risk

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 2



Finding 1

Timbers rotting - Timbers rotting

Finding 2

Timbers rotten - Repair required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



3 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

Concrete slab broken - New slab required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Litter Bin
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



1 - Very Low Risk

Item: Multi Use Games Area - Goal End
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



10 - Low Risk

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



0 - Risk Assessment not Undertaken

Item: Other - Boulders
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



5 - Very Low Risk

Item: Other - Embankment Slide
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Safety surface low - Replenish surface



10 - Low Risk

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

Safety surface low - Replenish surface



5 - Very Low Risk

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2



Finding 1

Seat vandalised - New seat required

Finding 2

Bearings worn - New bearings required



6 - Low Risk

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Algae present, surface slippy - Monitor



4 - Very Low Risk

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz
Surface Type: N/A
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



8 - Low Risk

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 3



Finding 1

Algae present - Monitor

Finding 2

Timbers split - Repair required

Finding 3

Tower slightly loose in ground - Monitor



0 - Risk Assessment not Undertaken

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Massey & Harris
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Service required - Service required



3 - Very Low Risk



Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd
Surface Type: Gravel
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1





Finding 1

Inspection required - Bearings not working correctly

Findings Information

10 - Low Risk (Finding 1)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Steps on banking rotten	Action:	New timbers required

10 - Low Risk (Finding 1)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Timbers rotting	Action:	Timbers rotting



12 - Moderate Risk (Finding 2)

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator

Risk Level: M - Moderate Risk
Surface: N/A



Finding: Timbers rotten

Action: Repair required



3 - Very Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Concrete slab broken

Action: New slab required



10 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: Timbers rotting

Action: Monitor



5 - Very Low Risk (Finding 1)

Item: Other - Embankment Slide
Manufacturer: Massey & Harris

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: Safety surface low

Action: Replenish surface



10 - Low Risk (Finding 1)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Safety surface low

Action: Replenish surface



5 - Very Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Seat vandalised

Action: New seat required



3 - Very Low Risk (Finding 2)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Bearings worn

Action: New bearings required



6 - Low Risk (Finding 1)

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Algae present, surface slippy

Action: Monitor



4 - Very Low Risk (Finding 1)

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Timbers rotting

Action: Monitor



8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sik Holz

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Algae present

Action: Monitor



8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** L - Low Risk
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Timbers split **Action:** Repair required



0 - Risk Assessment not Undertaken (Finding 3)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** N - Risk Assessment not Undertaken
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Tower slightly loose in ground **Action:** Monitor



0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Massey & Harris

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles



Finding: Service required

Action: Service required



3 - Very Low Risk (Finding 1)

Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Gravel



Finding: Inspection required

Action: Bearings not working correctly

Attachment 10.1 – Parish Council Meeting 15.5.2019

ULLEY PARISH COUNCIL			
END OF FINANCIAL YEAR 2018-19 OUTTURN			
	2018-19 BUDGET	2018-19 Year Outturn	VARIANCE £
<u>EXPENDITURE</u>	£	£	£
COMMUNITY			
Village Projects	250	308	58
Repairs / Maintenance	300	305	5
Ulley in Bloom**	0	1200	1200
Recreational Ground inspections	290	0	-290
Village Hall	0	0	0
Recreation Grounds maintenance	720	0	-720
Miscellaneous	650	0	-650
	2210	1813	-397
ADMINISTRATION			
Clerks Salary including NI	1485	1483	-2
Miscellaneous Administration	100	38	-62
Travel Expenses	10	0	-10
Sundries - Stationery/Post/website	150	23	-127
Insurance	968	734	-234
Audit Fees	200	2511	2311
Subscriptions etc	200	55	-145
Training	100	0	-100
Chairmans/Members Allowance	0	0	0
Data Protection Registration	35	35	0
Utilities	750	907	157
Election costs	0	0	0
Grants/Donations S137	0	0	0
	3,998	5,786	1,788
TOTAL EXPENDITURE	6,208	7,599	1,391
INCOME			
Bank Interest	0	1	1
Council Tax Grant	257	0	-257
Precept	6027	6027	0
Other (incl VAT return)	0	1351	1351
TOTAL INCOME	6,284	7379	1095

* The Council has secured a grant of a £1000 in the 2019/20 financial year to fund this activity.