

**BLAXTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 19 JUNE 2024 AT 19:00 IN BLAXTON VILLAGE HALL**

**PRESENT:** Councillors R Johnson, P Raybould and J Steventon

**APOLOGIES:** Councillors J. Hill and I Collett

**MEMBERS OF THE PUBLIC:** None

**IN ATTENDANCE:** P Reeves (Clerk), E Lear (Clerk)

**1 ) APOLOGIES**

- a) To receive and note apologies from councillors who are unable to attend the meeting
- b) To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.

RESOLVED (1)

- a) That apologies are received from Councillors Hill and Collett
- b) That the reasons for absence are accepted from Councillors Hill and Collett.

**2) TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC ARE TO BE EXCLUDED FROM THE MEETING**

RESOLVED (2)

That the public be excluded from the meeting during item 10 f) due to the confidential nature of the issues being discussed.

**3) DECLARATION OF PREJUDICIAL INTERESTS, OTHER INTERESTS, THE RECEIPT OF GIFTS AND HOSPITALITY AND REQUESTS FOR DISPENSATION**

-None

**4) MINUTES OF THE PARISH COUNCIL MEETING HELD ON 29 MAY 2024**

RESOLVED (3)

That the minutes of the Parish Council meeting held on 29 May 2024 be confirmed as a correct record and signed by the Chair.

**5) PUBLIC PARTICIPATION - None**

**6) WARD MEMBERS REPORT -None Present**

Email received from Ward Councillor S. Cox requesting an update on Blaxton Parish Council's involvement on Park Lane.

## RESOLVED (4)

That Blaxton Parish Council maintain open communication with the Ward Councillors and if they know anything, they will share. No further update available beyond what has already been sent.

Email acknowledgement received from Ward Councillors regarding the attendance of Councillors Johnson and Hill at the Ward meetings when they are arranged.

**7) CDC AND SOUTH AREA COMMUNITIES TEAM ISSUES- None****8) POLICING ISSUES – None****9) CONSULTATIVE COMMITTEES**

- a) South Yorkshire Branch of the YLCA – Next Meeting 19/06/24 – **Apologies sent**
- b) Yorkshire and Humber Climate Commission (YHCC) – YHCC Bulletin- Received 31/05/24- **Noted**
- c) PCJCC – CDC administrator requesting topics for future agendas- **Noted**

**10) FINANCIAL AND ADMINISTRATIVE MATTERS**

- a) Payments for approval on 19 June 2024:

## RESOLVED (5)

That the following payments be approved:

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
21	Clear Insurance Management Ltd <b>LCO02122</b>	Insurance 01/06/24 – 31/05/24 1st of 3 year contract (inc. £81.08 Insurance Premium Tax and £45 administration fee) <b>(Retrospective payment 31/05/24)</b>	801.75	0.00	801.75
22	P Reeves	Salary June 2024	685.90	0.00	685.90
22	P Reeves	Office, Telephone, Broadband Allowance June 2024	25.00	0.00	25.00
23	P Dennis	Salary June 2024	103.77	0.00	103.77
24	E Lear	Salary June 2024	574.80	0.00	574.80
25	HMRC	HMRC M3 and Underpayment M9 and M11	196.99	0.00	196.99
26 – DD 30/06/24	Ionos <b>203042431344</b>	1&1 Website Hosting costs 08/06/24 – 08/07/24	23.00	4.60	27.60
27	Glendale Countryside <b>GC446-0199</b>	Playing Field Car Park Play Area Grass Cutting 30 April, 14 & 28 May 2024	147.48	29.49	176.97
28	Newton Flag & Banner Makers Ltd <b>SI-3980</b>	Official D-Day 80 <sup>th</sup> Flag of Peace (inc. £4.00 P&P)	29.00	5.80	34.80

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
29	A.S Audit Services <b>Blax2024</b>	Provision of internal audit services – May 2024	225.00	0.00	225.00
30	Need A Hand Ltd <b>2186</b>	Water & Feed Planters 02/06/24	35.00	0.00	35.00
31 – DD 30/06/24	Unity Trust Bank Statement No.035	Current Account Service Charge 05/03/24 - -3/06/24	18.00	0.00	18.00
32 – DD 18/06/24	Compete 366 <b>INV-20870</b>	NCE 265 Month to Month License	5.52	1.10	6.62
33	Viking Office UK Limited <b>4355595</b>	HP Ink Cartridges x 4 (Black/Yellow/ Cyan/Magenta, Box of A4 Paper 2500 Sheets (includes £23.19 discount & free P&P)	131.44	26.29	157.73
34	P Reeves	Reimbursement for 2 x Notebooks for New Clerk (Amazon)	7.54	0.00	7.54
35	P Dennis	Reimbursement for Dell Inspiron Laptop (Amazon)	491.67	98.33	590.00

b) Bank Reconciliation at 31 May 2024 – **Noted**

c) Net Position June 2024 – **Noted**

d) Staffing Committee – Staffing Policy

RESOLVED (6)

That a staffing committee is unnecessary and that a staffing policy will be circulated before the next meeting. That this item be deferred until the next meeting.

e) Delegation to the Parish Clerk

RESOLVED (7)

That this item be deferred until the next meeting.

### **Admission of public to meetings of local authorities and other bodies**

RESOLVED (8)

That , under section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, (as amended) members of the public and press be excluded for the duration of the following item because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

f) Matters relating to the Employment of the new Clerk/RFO

Matters relating to the employment of the new Clerk were discussed including changes and entries into the contract of employment and the Home Working Allowance

RESOLVED (9)

That employment started before the contract date.

RESOLVED (10)

That discussions regarding continuous employment of the new Clerk took place and the Clerk will contact the YLCA for advice.

RESOLVED (11)

That the probationary period will be set at 3 months from the start date of the contract.

RESOLVED (12)

That the employer contribution rate to the Nest Pension be reviewed after the probationary period.

RESOLVED (13)

That the staffing policy will be used to manage the Clerk.

RESOLVED (14)

That the Home Working Allowance be set at £20/month and backdated to the start of employment.

g) To Consider the sharing of monetary/ time costs for training of the Clerk with Auckley Parish Council

RESOLVED (15)

That an equal split in training costs be shared with Auckley Parish Council and that no extra payment be made for any extra hours required for training.

h) Update on Insurance Provision from 1 June 2024

RESOLVED (16)

That a total annual premium of £801.75 was made to Clear Council which includes items on the JPF.

Conditions on the JPF items include:

- Recorded weekly inspections of all additional items- Clerk to compile checksheet to be accessible on OneDrive.
- Annual inspection to RoSPA standard of the skate park- Clerk to arrange addition to arranged annual inspection.
- Signage for skate park- to include indemnity unless accident caused by defect in equipment and information about the safe usage of the equipment.- Clerk to contact CDC Playground Inspector for template.

All playground equipment is inspected by CDC on a quarterly cycle with all items usually actioned. Clerk clarified with CDC Playground Inspector that the inspection sheet for the skate park on the JPF should be sent to BPC.

i) Roadside Seat Maintenance 2024

RESOLVED (17)

That all items on the quote of £435 from Need a Hand be actioned.

Discussions took place regarding quotations for the JPF at this point but are covered in detail in 13 a).

j) YLCA Training Programme – circulated 07/06/24 – **Noted**

k) Climate Change & Sustainability – Update on Cycle Repair Station meeting with CDC

Councillors R. Johnson and J. Hill met CDC Officer outside the Blue Bell (pub). Clerk to discuss the possibility of locating a cycle repair station in that area - **Noted**

l) Park Lane Access Issues – Update Waste & Recycling Access Issues

No update had been received but a resident contacting the council had been advised to contact CDC directly when enquiring about the current situation- **Noted**

Following a concern raised as part of public participation in the last meeting, the Clerk had contacted CDC to express concern that residents may interpret their communication as approval to move their boundaries in the area. CDC advised they had not advised this.- **Noted**

m) Blaxton Roundabout- Update on Planting

Following public participation in the last meeting, it was reported that the Clerk had contacted Walkers Nurseries to clarify if an offer had been made for planting of Blaxton roundabout. Walkers confirmed that they would put together a low maintenance planting schedule.

It was reported that CDC had previously mentioned that the area was a Designated Highway and that a licence would be required with approval of the planting.

RESOLVED (18)

That the Clerk clarify with Walkers if the planting is free of charge and who would undertake the maintenance.

## 11) PLANNING APPLICATIONS

Planning Application 24/00981/FUL -Temporary upgrade of an existing access until March 2025-Land Off Mosham Road Blaxton

RESOLVED (19)

That no comments or objections be recorded with CDC Planning.

## 12) BLAXTON PLAYING FIELD

- a) Improvements to Blaxton Playing Field – Section 106 Funding (18/02593/FULM) – email sent but no update- **Noted**

## 13) JOINT PLAYING FIELD

- a) Future Management of the Joint Playing Field –

Covered during item 10 i)

Following discussions regarding the maintenance of the land and items on the JPF, quotes had been requested from Need a Hand.

RESOLVED (20)

That an order for £200 for the strim and herbicide treatment of the skate park be placed with Need a Hand.

RESOLVED (21)

That an order for £65 for the spraying back of the path that leads down from 'Darkie' Lane be placed with Need a Hand.

RESOLVED (22)

Following discussion that Need a Hand was not in a position to schedule in the required work along the ramp at this time, that the Clerk approach Need a Hand to determine when the work could be undertaken and for expected costs.

In the meantime, Members would look at the possibility of cutting back overhanging bushes and trees along the walkway.

No response had been received from FPC regarding the future management of the JPF consistent with their proposal 2. A proposed outline agreement had been drafted by BPC based on proposal 2 which was discussed and agreed.

RESOLVED (23)

That the proposed agreement be sent to FPC.

- b) Clear Councils Insurance – Cover for Items not covered by Finningley Parish Council covered under item 10 h).age
- c) Further Request to FPC for a full up to date report on the PFA finances- no update- **Noted**

**14) BLAXTON VILLAGE HALL**

Village Hall Committee – Next Meeting 25/09/24 – **Noted**

**15) DATE OF NEXT MEETING**

The next Parish Council meeting is scheduled to be held on  
Wednesday 17 July 2024 in Blaxton Village Hall at 19:00.

Meeting closed at 21.15

Chair: \_\_\_\_\_

Date \_\_\_\_\_