

BLAXTON PARISH COUNCIL

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

PRESENT: Councillors R Johnson, P Raybould, J Hill, J Steventon and I Collett

APOLOGIES: None

MEMBERS OF THE PUBLIC: Two

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

1) APPOINTMENT OF CHAIR AND SIGNATURE OF DECLARATION OF ACCEPTANCE OF OFFICE FOR 2024/25

RESOLVED (1)

That Councillor R Johnson be appointed Chair for the 2024/25 Municipal Year.

Councillor Johnson signed the Declaration of Acceptance of Office and took the Chair.

2) APOLOGIES – None

3) TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC WERE TO BE EXCLUDED FROM THE MEETING

RESOLVED (2)

That the public be excluded from the meeting during Item 20i) due to the confidential nature of the issues to be discussed.

4) DECLARATION OF PREJUDICIAL INTERESTS, OTHER INTERESTS, THE RECEIPT OF GIFTS AND HOSPITALITY AND REQUESTS FOR DISPENSATION – None

5) MINUTES OF THE ANNUAL PARISH MEETING AND THE PARISH COUNCIL MEETINGS HELD ON 17 APRIL 2024 AND 29 APRIL 2024

RESOLVED (3)

That the Minutes of the Annual Parish Meeting and the Parish Council Meetings held on 17 April 2024 and 29 April 2024 be confirmed as a correct record and signed by the Chair.

6) PUBLIC PARTICIPATION

Both Members of Public were residents of Park Lane and in attendance to provide further information regarding the issues of access, following recent action from Doncaster Council.

One of the residents had contacted the Clerk previously to explain that CDC Officers had arrived on Park Lane to investigate a complaint from the Waste & Recycling team

regarding vegetation/trees obstructing access. Correspondence had subsequently been sent by CDC to properties where action was required. The Member of Public explained that some of the residents who had received letters had misunderstood the information given and the boundaries of their property. Park Lane residents were now concerned that some of these property owners would attempt to reposition their fencing onto Park Lane itself. The Member of Public offered to send the Clerk their original deeds to forward to CDC to show the correct width of Park Lane and properties' boundaries.

The Clerk reported that the CDC Officer in Highways Network Management had confirmed that they were dealing with the complaint by the Waste & Recycling Team and had sent correspondence out to properties, but was unable to communicate anything further due to GDPR and Data Protection.

The Chair advised this would be discussed under Item 20m). The residents were thanked for attending and assured information would be shared if the Parish Council received an update.

The Members of Public left the meeting at this point.

7) APPOINTMENT OF VICE-CHAIR FOR 2024/25

RESOLVED (4)

That Councillor J Hill be appointed as Vice-Chair for the 2024/25 Muncipal Year.

8) APPOINTMENT OF PARISH COUNCILLORS TO UNDERTAKE THE HALF YEARLY INTERNAL AUDIT OF THE ACCOUNTS FOR 2024/25

RESOLVED (5)

That Councillors R Johnson and J Hill be appointed to undertake the half-yearly Audit of the accounts for 2024/25.

9) APPOINTMENT OF REPRESENTATIVE AND DEPUTY REPRESENTATIVE TO CDC PARISH COUNCILS' JOINT CONSULTATIVE COMMITTEE FOR 2024/25

RESOLVED (6)

That Councillor Johnson be appointed representative and Councillor Collett be appointed deputy representative on the CDC Parish Councils' Joint Consultative Committee for 2024/25.

10) APPOINTMENT OF REPRESENTATIVES (2) TO THE BLAXTON VILLAGE HALL COMMITTEE FOR 2023/24

RESOLVED (7)

That Councillor Raybould and Councillor Steventon be appointed as representatives on the Blaxton Village Hall Committee for 2024/25.

11) APPOINTMENT OF REPRESENTATIVE, AND DEPUTY, TO THE SOUTH YORKSHIRE BRANCH OF THE YORKSHIRE LOCAL COUNCIL ASSOCIATIONS FOR 2024/25

RESOLVED (8)

That Councillor Johnson be appointed as representative and Councillor Collett be appointed as deputy representative for the South Yorkshire Branch of The Yorkshire Local Council Associations for 2024/25.

12) APPOINTMENT OF REPRESENTATIVE TO THE YORKSHIRE WILDLIFE PARK (YWP) CONSULTATIVE COMMITTEE FOR 2024/25

RESOLVED (9)

That Councillor Hill be appointed as representative and Councillor Raybould be appointed as deputy representative for The Yorkshire Wildlife Park (YWP) Consultative Committee for 2024/25.

13) APPOINTMENT OF REPRESENTATIVE(S) TO CDC PUBLIC RIGHTS OF WAY FORUM 2024/25

RESOLVED (10)

That the representative would be decided upon and appointed before each meeting.

14) APPOINTMENT OF REPRESENTATIVE(S) TO YORKSHIRE AND HUMBER CLIMATE COMMISSION (YHCC)

RESOLVED (11)

That Councillor Hill be appointed as representative and Councillor Raybould be appointed as deputy representative for the Yorkshire and Humber Climate Commission (YHCC) for 2024/25.

15) APPOINTMENT OF REPRESENTATIVE(S) TO QUARTERLY WARD COUNCILLOR MEETING

RESOLVED (12)

That Councillor Johnson be appointed as representative and Councillor Hill be appointed as deputy representative for the quarterly Ward Councillor Meeting.

16) WARD MEMBERS REPORT – None Present

17) CDC AND SOUTH AREA COMMUNITIES TEAM ISSUES – None

18) POLICING ISSUES

It was reported that an update had been requested from SYP Safety Camera Unit and SYP Neighbourhood Team regarding Community Speedwatch.

SYP Safety Camera Manager had confirmed that the pilot phase was still being completed and consideration would be given to rolling out the scheme across South Yorkshire. BPC would receive updates of progress – **Noted**

The PCSO from the SYP Neighbourhood Team advised that they were out with the speed gun on Station Road, Blaxton on 8 May and of 100 cars observed, all were

below the speed limit. Speed monitoring would continue to be carried out in this location – **Noted**

19)CONSULTATIVE COMMITTEES

- a) South Yorkshire Branch of the YLCA – Next Meeting 19/06/24 – Apologies to be sent as Representatives would be unable to attend due to coinciding with the BPC Meeting – **Noted**
- b) CDC Parish Councils’ Joint Consultative Committee (PCJCC) – Meeting 04/04/24 Minutes circulated 27/04/24 – Next Meeting 08/08/24 – **Noted**
- c) Yorkshire Wildlife Park (YWP) Consultative Committee – Meeting 14/05/24 Postponed – **Noted**

20)FINANCIAL AND ADMINISTRATIVE MATTERS

- a) Payments considered for approval on 29 May 2024:-

RESOLVED (13)

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>
9	P Reeves	Salary May 2024	700.70	0.00	700.70
9	P Reeves	Office, Telephone, Broadband Allowance May 2024	25.00	0.00	25.00
10	P Dennis	Salary May 2024	103.77	0.00	103.77
11	HMRC	HMRC M2	87.60	0.00	87.60
12 – DD 28/05/24	Ionos 203041934453	1&1 Website Hosting costs 08/05/24 – 08/06/24	23.00	4.60	27.60
13	Glendale Countryside GC446-0095	Playing Field Car Park Play Area Grass Cutting 05 & 16 April 2024	98.32	19.66	117.98
14	Auckley Parish Centre 20240436	Meeting room booking 29/04/24 3 hours	30.00	0.00	30.00
15 – DD 21/05/24	Compete 366 INV-20534	NCE 265 Month to Month License	5.52	1.10	6.62
16	Blaxton Village Hall Committee	Grant 2024/25	1,600.00	0.00	1,600.00
17	City of Doncaster Council 29897384	Donkey Springer – Removal of damaged spring and replacement of new Wicksteed spring assembly	600.00	120.00	720.00
18	E Lear	Salary May 2024	247.25	0.00	247.25
19	Need A Hand 2184	Removal of old compost & refresh with new compost.	355.00	0.00	355.00

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
		Refresh planters with new plants.			
20	City of Doncaster Council 29898619	Section 106 POS repayment due to an underspend on the JPF (12/01327/EXTM)	25,203.0 0	0.00	25,203.00
					29,224.52

Note: **DD** above indicates payment taken or to be taken by Direct Debit on the date shown

- b) Bank Reconciliation at 30 April 2024 – **Noted**
- c) Net Position – **Not presented at May Meeting**
- d) Annual Governance and Accountability Return (AGAR) 2023/24 – **circulated 28/05/24**

- i) Annual Governance Statement 2023/24 – Section 1

RESOLVED (14)

That the Annual Governance Statement for 2023/24 be approved and signed by the Chair.

- ii) Accounting Statements 2023/24 – Section 2

RESOLVED (15)

That the Accounting Statements 2023/24 be approved and signed by the Chair.

- iii) Internal Audit Report for 2023/24

RESOLVED (16)

That the Internal Audit Report for 2023/24, which contained no recommendations for actions, be received and noted.

- iv) Supporting documents to the accounts for 2023/24

RESOLVED (17)

That the Bank Reconciliation (01/04/23-31/03/24), Receipts and Payments Listings from SCRIBE (the Council's Financial Management System), the SY0012 Blaxton PC Explanation of Variances 2023-24 and the Asset and Inventory Register 2023-24 be received and noted.

- v) Notice of the Period for the exercise of Public Rights – 10 June to 19 July 2024

RESOLVED (18)

That it be noted that the Period for the Exercise of Public Rights had been set as 10 June to 19 July 2024.

e) Staffing Policy

RESOLVED (19)

That this item be deferred to the next meeting.

f) Delegation to the Parish Clerk

RESOLVED (20)

That this item to be deferred to the next meeting.

g) YLCA Training Programme – circulated 22/04/24, 27/04/24, 13/05/24, 17/05/24 & 23/05/24 – **Noted**

h) To note the appointment of Emma Lear as Clerk and Responsible Officer from 16 May 2024.

RESOLVED (21)

That the appointment of Emma Lear as Clerk and Responsible Officer from 16 May 2024 be noted.

Admission of public to meetings of local authorities and other bodies

RESOLVED (22)

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.

i) Matters relating to the Employment of the new Clerk and RFO

Matters relating to the Employment of the new Clerk and RFO were discussed and included Confirmation of start date, Contract of Employment, Pension arrangements, Computer and Clerk allowance working from home.

RESOLVED (23)

That the start date of 16 May 2024 be confirmed and noted.

RESOLVED (24)

That the Clerk be requested to provide the Contract of Employment for consideration by Council at the next Parish Council meeting. This will follow the standard NALC Template issued in December 2023.

RESOLVED (25)

That Council will contribute to a (NEST) pension in accordance with the Contract of Employment and a report will be submitted to the next meeting.

RESOLVED (26)

That the Clerk be requested to obtain guidance on Clerk Allowance for Working from Home when working for more than one Council, and report back to Council.

j) Consideration of Insurance Provided from 1 June 2024

It was reported that the Insurance details and quotations were still being gathered and would be circulated following the Meeting – **Noted**

k) Roadside Seat Maintenance 2024 – Awaiting quotation – **Noted**

l) Climate Change & Sustainability

It was reported that advice had been requested from CDC regarding the consideration of the provision of a Cycle repair station and a response was awaited regarding relevant permissions – **Noted**

m) Park Lane Access Issues

Following the access issues reported by residents at the Parish Council meeting on 20 March 2024 and the further information received in this meeting under Public Participation, it was reported that no further updates had yet been received from Ward Cllr Cox regarding the request for site meetings with CDC Planning and Highways Officers. The Member of Public who had offered to provide the original deeds of the Lane and it's boundaries would forward these to the Clerk as soon as possible.

RESOLVED (27)

That, once received, the Clerk be requested to forward the original deeds from the Park Lane resident to CDC Highways Network Management with details of the residents' concerns.

21) PLANNING APPLICATIONS

Planning Application 24/00119/FUL – Proposed siting of two containers for a temporary period and removal of one of the existing storage containers (part retrospective) – Sports Pavilion, Lindley Road, Finningley

It was reported that the Planning Permission for Application 24/00119/FUL had been granted – **Noted**

22) BLAXTON PLAYING FIELD

a) Improvements to Blaxton Playing Field – Section 106 Funding (18/02593/FULM)

Councillor Hill reported that he had provided CDC with quotations for the proposed works for Blaxton Playing Field using the available Section 106 Funding (18/02593/FULM) and proposed a letter to Ward Councillors to share the information and gather support.

RESOLVED (28)

That Councillor Hill forward the letter to Ward Councillors to share the information and gather support, with copies sent to the Clerk and CDC.

b) Play Area Annual Inspection

The decision was made on 16 November 2022 to cancel the independent Play Area Inspections at Blaxton Playing Field with The Play Inspection Company, and continue with the regular inspections carried out by CDC. Following recent communications with CDC, advice received suggested that although not law, it is good practice to follow the EN1176 standards which advise that independent annual inspections be carried out in addition to quarterly inspections by CDC.

The Clerk reported that a quotation of £115 had been received for an Outdoor Annual Inspection by The Play Inspection Company Ltd.

RESOLVED (29)

That the Clerk be requested to accept the quotation of £115 for an Outdoor Annual Inspection by The Play Inspection Company Ltd.

23)JOINT PLAYING FIELD

a) Future Management of the Blaxton and Finningley Joint Playing Field

Following the email received on 21 February 2024 from Finningley Parish Council requesting BPC's consideration of 3 options for the future management of the Joint Playing Field, the Clerk responded to the FPC Clerk stating that BPC would be willing to explore Option 2, with the request of a meeting between both Councils to discuss details. An email was received from FPC on 3 May 2024 confirming that FPC do not wish to attend a meeting and a list of costs was provided with a suggestion of a 50/50 split between both Councils. Repeat requests were made by the Clerk to FPC for up to date finances for the JPF (PFA), as this information was essential for BPC consideration of the future management of the JPF – this information was still outstanding.

FPC had previously advised that the JPF insurance was due for renewal on 1 June 2024 and was a factor in deciding the future management of the JPF as a matter of urgency.

RESOLVED (30)

That the Clerk advise FPC that BPC was unable to consider the option of the future management of the JPF without the full disclosure of the JPF/PFA accounts.

RESOLVED (31)

That the Clerk be requested to continue to search for appropriate insurance cover for the Blaxton part of the Joint Playing Field and take the necessary action to ensure continued cover.

Standing Order 3(w) – at 21:30 – RESOLVED (32) That the meeting be extended by up to ten minutes to enable the remaining business to be concluded.

- b) Further request to FPC for a full up to date report on the PFA finances

The Clerk reported that a request had now been made to FPC for a full up to date report of the finances of the JPF/PFA including Income, Expenditure and Bank Balances from 1 April 2023 to date on nine separate occasions; 10 November 2023, 8 February 2024, 28 March 2024, 8 & 17 April 2024, 4, 15, 21 & 25 May 2024. No financial information had been received. Members noted and expressed their concern about the lack of co-operation and transparency regarding this important joint facility.

24)BLAXTON VILLAGE HALL

- a) Village Hall Committee – Meeting AGM 08/05/24 Minutes circulated 29/05/24 – Next Meeting 25/09/24 – **Noted**
- b) Solar Panels Meeting – The Village Hall Committee requested the inclusion of Blaxton Parish Council regarding consideration of the installation of solar panels. A meeting was held between VHC representatives, BPC Chair and a renewable energies company on 21 May 2024 to review the possibility. The Company will be circulating further information to the VHC and BPC Chair for discussion at the next VHC meeting – **Noted**
- c) To consider adding ‘improvement of carbon footprint’ to uses of the annual grant made by the Parish Council.

Following the Parish Council’s completion and involvement in Carbon Literacy training, it was suggested that the Village Hall Committee be requested to consider improvement of carbon footprint to the uses of the annual grant made by the Parish Council.

RESOLVED (32)

That the Clerk be requested to include a note with the confirmation of payment of the annual grant 2024/25 to the Village Hall Committee, requesting consideration to the improvement of the carbon footprint of the Village Hall.

25)DATE OF NEXT MEETING

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

Meeting closed at 21.40

Chair: _____

Date: _____