



# Ulley Parish Council

## **Minutes of the meeting of Ulley Parish Council**

**held on 29 January 2020, Village Hall – 7.00 pm**

Chairman – Cllr Richard Robson

Other Councillors in attendance – Patricia Smith, Ian Stones, Richard Steele and Chris Myers.

Clerk – Andrew Towlerton.

Present – 7 members of the public and Borough Councillor Bob Walsh.

**To receive any questions from members of the public** – Several issues were raised.

**Pavements.** It was raised that Rotherham MBC's Street Pride service said that they would assess the condition of the pavements in the Village in 2020. The Clerk said that he would raise this with Street Pride.

**Dog fouling.** This was becoming an issue in the Parish, for example, near West End Farm. It was explained that any incidents with supporting evidence e.g. photographs of the person in control of the dog should be reported Rotherham MBC's Street Pride service.

**Fly tipping.** This was getting but still an issue in the Parish. An update was provided on successful legal actions taken by Rotherham MBC against offenders.

**Trees in the Park.** The Council was asked if it could provide a report on progress. The Chairman explained that this was an item later on the agenda and would cover it then.

**Rats in the village.** A resident asked if this was becoming more of an issue, especially as he had seen signs of activity. It was explained that this may be linked to the weather. It was explained that pest control was the responsibility of the concerned householder but action could be taken by Rotherham MBC if it was a major infestation linked to a single source, for example. The Chairman agreed to raise this

in the newsletter. Parishioners were asked to forward any evidence of major infestations to the Clerk who would then raise it with Rotherham MBC.

**Repairs to the wall on Main Street.** A resident asked about progress on this explaining that he had secured three quotes for the proposed improvements copies of which he had provided to the Council. The Chairman explained that this could in principle form the basis of the Halifax Fund bid by a group though this would require the permission of the landowner. That, if successful, it might also create a precedent for other bids to Halifax Fund for improvements to walls in the village was also noted. The Chairman agreed to contact Sitwell Estates to establish they would be fine with the 'Work About' Group undertaking the works on their behalf using materials donated to the community for this purpose.

**Hanging Baskets in the Village.** A representative from the Ulley Millennium Trust explained that they had been contacted by Rotherham MBC with regard to the festive fixings that had been to the street lighting columns. This had required the permission of Rotherham MBC. It was likely that Hanging Baskets would require similar approval. The Clerk agreed to raise this with Rotherham.

**Play Equipment in Ulley Recreation Ground.** The Council were asked about their plans to improve these. The Chairman explained that this would be covered later in the agenda. They then asked whether they could make a bid to the Halifax Fund for such improvements. It was explained that in principle, yes but it would more straight forward if the Parish Council did this not only because they controlled the land but could also (unlike individuals) claim back the VAT on any expenditure on play equipment.

**Permissive Footpath.** It was suggested that it may be timely for the Council to seek a progress report with regard to its transfer to the Parish council from Halifax Estates. The Chairman agreed to do this.

#### **Meeting of the Parish Council**

**88/19 - To receive and approve any apologies for absence** - There were none.

**89/19 - To record any declaration of interests and dispensation** – There were none.

**90/19 - 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.

**91/19 - To approve and sign the minutes of the Parish Council Meeting held on 27 November 2019** - They were approved as a true record.

**Unauthorised parking of cars by residents in the Village Hall car park** - The Ulley Millennium Trust explained that they had taken action and were hopeful that this had been resolved.

**Progress with the proposed placing of a Tree Preservation Order on a tree in the Park** – It was explained that there had been some confusion and uncertainty in the process. Initially, Rotherham MBC had written to the Parish Council stating that they had decided not to confirm the Tree Preservation Order (TPO). They had then written to the Parish Council asking them to disregard the contents of this letter. This was the last correspondence from Rotherham MBC on this issue. A member of the public explained that he attended the Planning Board meeting of Rotherham MBC on the 19<sup>th</sup> where they had agreed to confirm the TPO. The Clerk explained that the Council had not been notified of this to date and it had been hard to progress the agreed planned improvements to the trees while the status of the TPO was uncertain.

**Latest Crime Update** – It was reported that there have no 3 recorded incidents between November and January.

**92/19 – To consider the findings from the latest monthly independent inspection of the Park (see Attachment 7.1) including those items identified as requiring inspection and repair and health and safety issues in the Park more generally** - The latest independent play area inspection for the children’s Play Area was considered. The position was similar to the previous report i.e. that it had highlighted a few areas requiring attention. This included one equipment that required immediate moderate attention – the Pallisade Logs, which the Council at its last meeting had agreed should be treated as a priority repair by the ‘Work About’ group.

**93/19 – To consider commissioning Rotherham MBC to undertake a detailed annual inspection of the play equipment in the Park** - The Clerk reported that at the previous meeting the Council had agreed that the Council should seek quotes from suitably qualified bodies to undertake an annual service of the play equipment. This was underway. One of the bodies that the Council had approached in this respect was Rotherham MBC’s Green Spaces Team. They had offered to meet with representatives from the Council on site to discuss the services they could offer in more detail and had suggested a few dates. It was agreed that the Council should meet with. Cllr Pat Smith agreed to represent the Council.

**94/19 – To receive a report on planned repairs to the Hall by Ulley Millennium Trust (The Trust has notified the Council that they wish to replace the external kitchen door and main door lock to the Hall – the Trust are required to notify the council about their intention to replace the main Hall Lock and seeks its approval, together with any comments it may have, on their plan to replace the external door, in accordance with the Lease)** - It was explained that, in accordance with the lease for

the Hall, Ulley Millennium Trust had notified the Council of the above repairs they wish to undertake to the Hall, and more specifically whether on comments on the type and design of the planned replacement door. It was also reported that works may need also to be undertaken by the Trust to the emergency lighting. This was then discussed. The Council thanked the Trust for notifying them of these works and considered that a 'shaped' wooden or wood affect door was its preferred option.

It was also agreed that the Clerk should be given delegated powers to deal with any such notifications in the future where the ones did not require planning approval. The Chairman noted that the Standings Orders would need to be amended to reflect this the next time they were reviewed.

**Resolved: That (i) the Council's preference for the replacement door was a shaped wood or wood affect one and (ii) the Clerk be given delegated powers to deal with notifications from Ulley Millennium Trust about any planned repairs to the Hall where they do not require planning approval.**

**95/19 Planning update (the Council has not been notified of any but has received an update on RB2019/1602, land at Green Lane Ulley 9999, Conversion of stables to 1 No. dwellinghouse)** - It was reported that this planning application had been refused but it was understood that a revised planning application had been submitted to Rotherham MBC. If so this it would be likely that this would need to be dealt with by the Clerk under delegated powers as the deadline for comments would likely to be before the next meeting Council.

**96/19 - To consider and approve the Council's Asset Register for 2019/2020 (It is requirements for a parish council to review this at least on an annual basis. The Draft Register for 2019/2020 is shown as Attachment 11.1)** - This was considered. It was noted that some of the items relating to the activities of the 'Work about' Group should be recorded as being held at the garage on Main Street also the Xmas Trees and associated Christmas decorations should be removed as had since replaced by similar items purchased by the Ulley Millennium trust.

The Clerk also reported that he had undertaken annual health, safety and risk assessment for the bench, flag pole, telephone box and notice board. In his opinion, these were all in a sound condition with no risks identified. He had been in contact with South Yorkshire Fire and Rescue Service who confirmed that they did not consider it appropriate for them to inspect the telephone box. Cllr I Stone noted that as the telephone box was 'hard wired' that was no need for this to be the subject of a PAT test.

**Resolved: That subject to the amendments above that the Asset Register for 2019/2020 is approved.**

**97/19 – To consider the Council’s Internal Financial Controls and procedures – it is a requirement for a council to undertake this at least on an annual basis** - The Clerk explained that it was a legal requirement on all Council’s to have sound systems of financial controls and procedures. The Council then considered the present arrangements. This includes that at every full Council meeting the Clerk presents the amount of money in the bank account, bank reconciliation, a list of payments for authorisation and reports on the amount of spending to each budget heading. Also that they independently inspected on an annual basis by the Council’s Internal Auditor. It was considered that these were sound.

**98/19 - To consider a formal process for regularly reviewing the Council’s policies and agree on next steps (the Council’s policies can be found at <http://www.ulleyparishcouncil.org.uk/policies>)** - The Chairman explained that it would be useful if the Council had a formal system and programme for reviewing the Council’s policies. He asked each member to examine the existing schedule of policies and consider which ones required reviewing. The outcomes of this review would then be discussed at its next meeting.

**99/19 - To consider a request that the Council or other appropriate bodies in the Parish should explore nominating to Rotherham MBC important buildings that are of social and community value to the Parish as Assets of Community Value (more information about Assets of Community Value can be found at <https://mycommunity.org.uk/help-centre/resources/land-and-building-assets/assets-community-value-acv/>)** - It was explained this aimed to keep valued land and buildings in community use by giving local people the chance to bid to buy them, if and when they come onto the market. It also gives local people the opportunity to nominate public and private land and buildings to be included on a register of ‘Assets of Community Value’. If an asset included on the register is offered for sale, the right is triggered. Those interested in acquiring the asset will then have up to six months to prepare a bid and compete to buy it. After discussions, it was agreed that the Parish Council should nominate to Rotherham MBC inclusion of the Royal Oak Public House on Rotherham MBC’s register of ‘Assets of Community Value’

**Resolved: That the Royal Oak Public House should be nominated to Rotherham MBC for inclusion on its register of Assets of Community Value.**

**100/19 - To consider any change in the precept for the 2020/2021 Financial Year (The Council needs to notify Rotherham MBC of any changes in the precept by the end of January 2020. A verbal and written report on the proposed budget will be provided at the meeting)** - The Clerk provided a verbal and written report concerning the recommended budget and adequacy of balances and reserves, to meet the financial requirements of the next financial year. The proposed budget was provided.

He explained that all budgets have been prudently set, taking into account the various spending pressures faced, in particular, associated with the planned improvements and maintenance to the Recreation Ground the management of which had transferred over to the Parish Council last year. Overall it was a tight but practical budget. The main risks he considered were in relation to the assumptions made in relation to volunteer and grant funded financial support for improvements to the Park as well as its future management. All in all, he proposed a £1000 increase in the budget to be met from an increase in the precept. This he explained would equate roughly to a 15% increase in the Parish Council precept for the average household in the Parish.

**Resolved: That the Councils agrees to a £1000 increase (approx. 15%) in its precept demand for 2020/2021**

**101/19 - To receive a verbal and written report on bi-monthly accounts schedule and relevant Budget Update Information, including:**

- a) To approve the monthly accounts for December 2019/January 2020, including the following items for payment.

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

- £392.28 to Rotherham MBC for monthly and annual inspections for the Park in 2019/2020.
- £29.77 to Yorkshire Water/Business Stream for water supply to the Hall.

- b) To approve the bank reconciliation.

Both a verbal and written report was provided. Members were then asked to consider and sign the various concerned associated bank statements and bank reconciliations associated with the Council's main account. The Clerk explained that as he had not recent a more recent bank statement he could not provide a formal reconciliation for the Halifax account but reported that the position was unchanged from the last meeting.

- c) To receive a verbal and written budget update report.

It was confirmed that the Council held £10,564.59 at the 1 January 2020. This comprised £6,949.63 in the Co-operative Bank Current Account and £3,614.96 in the Co-operative Bank Reserve Account. It also held 13,452.19 in the Halifax Grant Fund Account.

**102/19 - To receive a progress report on progress with establishing a Charitable Trust to manage and administer the Halifax Fund** - The Clerk explained that he has

sought advice from the Yorkshire Local Councils Associations (YLCA) on this. They had provided useful guidance including simple constitution which could then be tailored to the needs of the Parish Council. The Clerk agreed to prepare a draft constitution for consideration at the Council's next meeting. It was noted that it might be useful if the Halifax Fund group met prior to the main meeting of the Parish Council, which was agreed.

**103/19 - To receive feedback from Halifax Estates on any bids supported by the Parish Council and forwarded to them for approval and consider the following Halifax Bids** - The Clerk explained that he had not received any.

**104/19 To consider any agenda items for the next meeting of the council** - It was agreed that in addition to the items agreed above that progress with the transfer of the permissive footpath from Halifax Estates to the Council and the Banks Fund.

Cllr P Smith suggested that the condition of footpaths and bridleways in the Parish should be added as an agenda item. This was agreed. She said that The P Smith it would be useful if she met with relevant officers on site from Rotherham MBC beforehand so they could see at first hand at the issue and discuss next steps. It agreed that this was a good idea. It was also suggested that Borough Councillor Bob Walsh should accompany her.

**Any other business/information exchange.**

The Chairman confirmed that he had written to the concerned landlords about the Condition of the paddock land off Main Street in Ulley.