



Ulley Parish Council

Minutes of the meeting of Ulley Parish Council held electronically on 27 May 2020 at 7.00 pm

Chairman – Cllr Richard Robson

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

Clerk – Andrew Towleron.

Present – Several members of the public, plus Cllr. Bob Walsh.

AGENDA

A public session of about 15 minutes will commence prior to the formal Council meeting in accordance with Section 3 of the Council's Standing Orders.

The clerk explained that he had received two written questions, which would be covered as part of the main agenda.

A question was raised about inconsiderate and dangerous parking in and around Ulley Country Park. Members and Cllr Bob Walsh confirmed that they were aware that was an issue. This was then discussed. Members of the public were advised to raise any issues immediately with the police in the first instance. Cllr Bob Walsh also agreed to raise this with the police.

1/20 - To receive and approve any apologies for absence - There was one, Cllr P Smith. This was approved.

2/20 - To record any declaration of interest – Cllrs I Stone and R Steele stated that they had a declaration of interest in Item 19/20 as they were both members of the Ulley Millennium Trust Board.

3/20 - To receive and consider any written requests for dispensations for disclosable pecuniary interests (if any) - Cllrs I Stones and R Steele sought a dispensation for a period of four years to discuss and vote on items relating to the Ulley Millennium Trust as they were both board members on this body.

Resolved: That Cllrs I Stone and R Steele be granted a dispensation for a period of four years to discuss and vote on items relating to the Ulley Millennium Trust.

4/20 - 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 was none.

5/20 - To approve and sign the minutes of the Parish Council meeting held electronically on 25 March 2020 (attached).

These were agreed. The Chairman signed and initial these. Due to the crisis, he agreed to scan and place electronic copies of these on the shared one-drive.

It was explained that the Council had received a request from a parishioner that the draft minutes should be published ideally two weeks after the meeting on the website. It was explained that the update of the website and the Coronavirus had meant that there had been delays in uploading the draft minutes of the website recently. Further that the official guidance was that draft minutes from council meetings should be published at least a month after a meeting. It was agreed that the draft minutes should be published at least a month after the meeting and that the Council's Standing Orders should be amended to reflect this in due course.

Resolved: That the minutes of the Parish Council meeting held electronically on 25 March 2020 be approved as a true record.

6/20 - To receive information on the following on-going issues:

Improvement works to trees in the Park – The Clerk explained that the Council had received an email from a parishioner about this, the contents of which were read out by the Clerk. It was confirmed that any works would be in accordance with the requirements specified by Rotherham MBC in their formal notice and approval confirming that the works could progress.

The Clerk was asked to get a quote from Andersons Tree Care for these agreed improvements. It was noted ideally this should take place at the same time as the removal of the other tree especially as Anderson's has stated that there would be cost savings if these works were done at the same time. Anderson's had indicated that as they had been appointed to undertake the emergency works that, as a good will gesture, a discount would be offered against future works if awarded to them. It was noted that these works may need to be undertaken after the summer.

Application for the Royal Oak Public House to be designated as an Asset of Community Value – It was explained that although progress with this had been delayed by the Coronavirus, an application would be made soon.

Street lighting attachments in the village - The Clerk explained he had been in contact with Rotherham MBC who had confirmed that attaching the hanging baskets to the lamp posts in the village would require the prior approval of the Borough Council. He had made a formal application to Rotherham MBC in this regard. He had also been in contact with the Council's insurers who had confirmed that the Council's policy covered the hanging of planters on lamp posts and had shared this opinion with Rotherham MBC. A question was asked about the funding situation for Ulley In Bloom for 2020. It was explained that that the Council had anticipated that this would be agreed this year through the Halifax Fund.

Repairs to the wall on Main Street – The Chairman explained that there was little further to report from the previous meeting.

Coronavirus and implications for the parish council, including the holding of electronic meetings. The Clerk provided a brief update. He explained that there had been a series of new regulations in response to this. These included enabling parish councils to hold remote meetings (including electronic) until May 2021. These had also removed the requirement to hold an annual meeting.

7/20 - To confirm the appointment of a Chairman for the following year.

Resolved: that Cllr R Robson is confirmed as the Chairman for the next year.

8/20 - To appoint a Vice Chairman for the following year.

Resolved: that Cllr R Steele be confirmed as Vice-Chairman for the next year.

9/20 - To consider and agree representation on outside bodies

- Penny Hill Wind Farm Liaison Committee
- Yorkshire Local Councils Associations
- Rother Vale Ward Meeting

Resolved: that (i) Cllr. P Smith be appointed as the Council's representative to the Penny Hill Wind Farm Liaison Committee; (ii) Andrew Towleron as the Council's representative to the Yorkshire Local Councils Associations and (iii) Cllr. R Robson as the Council's representative to Rother Vale Ward Meeting.

10/20 - To confirm the schedule of meetings for the following year, as follows

- 29 July
- 23 September
- 25 November
- 27 January
- 24 March
- 26 May (AGM/Annual Meeting)

All Wednesday, 7.00 pm at the Parish Hall unless otherwise stated)

Resolved: that the schedule of council meetings for 2020/2021 as specified above be agreed.

11/20 - To consider the findings from the latest monthly independent inspection of the Park (see Attachment 11.1) including those items identified as requiring inspection or repair and health and safety issues in the Park more generally.

The latest findings were considered. It was noted that several items were identified as low risk or very low risk. It was agreed that these would be given immediate consideration by the 'Workabout Group'. The Chairman reported that he had undertaken ad hoc inspections of the Park and was not aware of any other issues.

12/20 - To receive a report on the meeting with officers from Rotherham MBC about appointing them to undertake ad hoc improvements in the Park.

In the absence of Cllr P Smith, who attended this meeting on behalf of the Council, it was agreed to defer this item. S Hubbard explained that she had also attended this meeting and provided a quick update. She also explained that it was her understanding that Cllr P Smith had prepared a short report on the meeting.

13/20 - To consider and approve the Council's Risk Assessment for 2020/2021 (It is a requirement for a parish council to have one and review it at least on an annual basis. The draft one for 2020/2021 is shown as Attachment 13.1).

A few suggested changes were made which were agreed.

The Clerk reported that the Council's insurers had specifically requested that the Council '*approach all of your responsibilities with a reasonable duty of care and log any risk identification or risk control measures you undertake*'. The Clerk explained that they had specifically raised this in relation to the activities of the various groups. In addition, the Clerk reported that parish councils had also been asked to ensure that any risk assessments took into account the implications of the Coronavirus. This was then discussed. Members considered that the Council's risk control measures, including risk assessments, to be adequate.

Resolved: that subject to the above minor amendments being made that the Risk Assessment for 2020/2021 be agreed.

14/20 - To consider progress with implementing 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>).

Following a review of the Council's policies, it was agreed that the following policies be approved for the next two years:

- Volunteer
- Data Protections Record
- Equal Opportunities
- Disciplinary Procedures
- Data Protection
- Complaints Procedure
- Sickness Absence
- Model Publication Scheme
- Grievance Procedures

Also, the Council's Financial Regulations and Standing Orders be reviewed as a priority and the revised documents are considered at a future meeting of the Council.

The Chairman offered to assist in the updating of the policies listed above.

It was noted that the introduction of the revised Volunteer Policy while not affecting the associated guidance would require them to complete and sign the volunteer agreement. A discussion then took place what would happen should anyone decline to sign the volunteer agreement. It was explained that it was council policy that all volunteers must sign in. If they did not sign it they could not act as parish council volunteer, including the use of Council equipment.

Resolved: that the following revised policies be approved be approved for two years:

- **Volunteer (2020)**
- **Data Protections Record (2020)**
- **Equal Opportunities (2020)**

- **Disciplinary Procedures (2020)**
- **Data Protection (2020)**
- **Complaints Procedure (2020)**
- **Sickness Absence (2020)**
- **Model Publication Scheme (2020)**
- **Grievance Procedures (2020)**

15/20 - Planning Update

It was noted that the Council has not been notified of any planning applications for consideration at the meeting)

16/20 - To receive a verbal and written report on bi-monthly accounts schedule and relevant budget update information, including:

- a) To approve the bi-monthly accounts for March-May 2020, including the following items for payment:
- £26.94 to Yorkshire Water/Business Stream for water supply to the Hall.
 - £58.00 to Yorkshire Local Councils Associations for annual membership.
 - £27.16 to Morrisons for petrol for the mowers.
 - £832.58 to Wickes and various others for equipment for the 'workabout group'.

The Clerk presented a schedule of payments for the period March-May 2020 for consideration.

Resolved: That the schedule of payments for the period March-May 2020 be approved.

- b) To receive and approve the latest bank reconciliation (see item 16.1).

The Clerk explained that as of 15 May 2020, the Council held £28,694.84. This comprised £8444.28 in its main account; £3,623.97 in its deposit account and £16,626.59 in the earmarked Halifax Fund account. All of these were held in the Co-op Bank. He said that a copy of the bank reconciliation would be placed on the shared one-drive.

- c) To receive a verbal and written budget update report (see item 16.1).

It was explained that the main developments were that (i) the Council had received the annual contribution for 2020/2021 from Halifax Estates to the Halifax Fund and (ii) the Clerk had been working with the caretaker from the Hall to gain a better understanding of electricity use and readings in the Hall, as a consequence, the budget heading relating to utility use in the Hall was likely to be significantly underspent for this financial year.

17/20 - To receive a progress report on internal and audit annual for the Parish Council, including end of year accounts.

The Clerk reported that the internal audit of the Council was underway and would be completed shortly. The outcomes would need to be considered at the July meeting of the Council at which they would also need to complete and approve its latest Annual Governance and Accountability Return.

18/20 - To receive a progress report on progress with establishing a Charitable Trust to manage and administer the Halifax Fund (see item 18.1).

It was agreed to defer this until the next meeting. This was to provide councillors more time to consider options and next steps in advance of the meeting. The Clerk noted that the Halifax Fund did form part of the Clerk's job description contract.

19/20 - To consider any bids received for support through the Halifax Fund.

- From Ulley Millennium Trust for improvements to the flooring and stage of the Village Hall for £469 (see attachment 19.1).
- From Ulley Millennium Trust for £600 (including VAT) for Village parties (see attachment 19.2)

These were considered. A discussion took place on whether payments should be made upfront or arrears i.e. paid at an agreed specific point or milestone. It was agreed that it should be the latter. The Clerk explained that following advice he had received, it would be made explicit to members when considering any funding bids whether the amount sought was inclusive of VAT or not, where appropriate.

Resolved: that payments from the Halifax Fund would be in arrears and paid at agreed specific point or milestone.

Resolved: that the bids from the Ulley Millennium Trust for £469 for improvements to the flooring and stage of the Village Hall and £600 (including VAT) for Village parties be supported and that payments would be made on the Council receiving copies of the concerned receipts.

- Please find attached 3 quotations from play equipment suppliers kindly supplied by a local resident Mr Dobson. *'The main focus is on a replacement see-saw and repair of the Kompman navigator equipment. The PC has asked been asked to 'view all the quotations and the equipment in detail, make a decision as to which will be best suited and apply for funding from the Halifax fund. This may mean a re-quote from the supplier you choose. (see attachment' 19.3 a, b & c).*

It was agreed to defer this item until the next meeting, as Cllr P. Smith and Mr Dobson were not in attendance and it was considered that their input would be helpful. Additionally, to enable members to consider the outcomes from the discussions with Rotherham MBC (see also item 12/20).

20/20 - To consider any agenda items and arrangements for the July meeting of the council.

The Clerk noted that in addition to the items already agreed the Council's revised website might also be usefully added.

Any other business/information exchange.

A few issues of interest were discussed.