

**Minutes of the Meeting of the Parish Council**

**held at the Village Hall, Ulley at 7.00 pm on 28th July 2021**

Members: Cllrs: R Robson (Chairman), C Myers & P Smith.

In attendance: G Pacey (Outgoing Clerk), Sarah Whitaker (New Clerk)

Four members of the public

A public session of 15 minutes was held prior to the formal Council meeting, in accordance with Section 3 of the Council’s Standing Orders.

1. **Poor state of road and pavement repair.** A resident raised the issue of general poor state of repair on the roads and pavements in and around the village. Cllr Pitchley suggested e-mailing her regarding nominating roads for resurfacing / repair work. The roads identified were Turnshaw Road, Main Street, Penny Hill Road and The Holt. **New Clerk to contact Cllr Pitchley.**
2. **Applying for the Royal Oak Pub in Ulley as a Community Asset.** A resident asked for an update of progress. **The New Clerk was asked to follow this up directly with RMBC.**
3. **Removal of bin at The Park**. A resident queried why this had been done. Cllr Robson noted the issues with food waste attracting vermin, and the lack of consistency in emptying the bin. **The New Clerk to liaise with Sue Hubbard to arrange for a bagged Green Bin to be placed at The Park - on a temporary basis - until a permanent solution was found.**

**53/21 To receive and approve any apologies for absence**

Apologies were received from Cllr Laura Hancock.

**54/21 To approve and sign the minutes of the Parish Council meeting held on 19th May 2021.**

**Resolved: That the minutes of the meeting be approved as a true record.**

**55/21 To receive written applications and to co-opt a candidate to fill the existing vacancy for a Parish Councillor**

The Clerk reported that no applications had been received.

**Resolved: That this be a standing item until the vacancy was filled. In the meantime, Sue Hubbard to include an article in the next newsletter and Janine Strange to promote on the Facebook page.**

**56/21 To receive an introduction from Cllr Lyndsay Pitchley**

Cllr Pitchley noted there were recent boundary changes, meaning that Ulley now fell within her responsibilities as an RMBC Councillor. She would be arranging regular Ward Walks and asked that Councillors and residents were welcome to attend, and to contact her with any issues in the meantime.

**Resolved: That Cllr Pitchley receive a standing invite to future meetings of the Parish Council.**

**57/21 To receive an introduction from Dawn Thomas, new RMBC Neighbourhood Coordinator for Ulley**

**Introduction.** Ms Thomas introduced herself as the new RMBC Neighbourhood Coordinator, with responsibility for supporting Ward Councillors to help them deliver in their role.

**Ward Plans.** It was noted that Ward Plans were being re-written, and Councillors were invited to comment on what was important within Ulley. So far, the Ward Plans were considering issues such as road safety, community safety, environmental improvement, facilities for children and mental health issues.

All queries were invited to be sent in future to Dawn at dawn.thomas@rotherham.gov.uk

**Funding.** A number of funding opportunities were discussed:

1. **Capital Fund.** £7120 was available for communities (including parish councils, community groups, churches etc) for the purchase of fixtures by agreement from the RMBC Councillor.
2. **Community Leadership Fund.** £2584 was available for a wider range of non-capital bids such as outings, skip hire etc.

**Walkabout scheduled for 10am 12th August 2021.** The New Clerk / Dawn Thomas were asked to arrange for RMBC Rights of Way Officers Alex Crosier and Richard Pett, and Highways Officer (Josh Largo?) to attend. If this was not possible, then invite them to the next meeting of the Parish Council.

**58/21 To confirm the appointment of Sarah Whitaker as Parish Clerk & Responsible Financial Officer with effect from 1st August 2021**

Cllr Robson noted that an Interview Panel was held on 23rd June 2021 comprising Cllr Myers and Cllr Robson and the Parish Clerk to interview four short-listed candidates for the role of Parish Clerk. It was recommended that Sarah Whitaker be appointed on NALC SCP24 with effect from 1st August 2021. The outgoing Clerk would leave on 31st July 2021.

**Resolved: That Sarah Whitaker be appointed new Parish Clerk with effect from 1st August 2021.**

**59/21 To consider any changes in Covid Guidance to the functioning of the Parish Council**

It was noted that all restrictions had been lifted in England with effect from 19th July 2021. A further decision regarding the removal of the need to self-isolate was to be implemented on 16th August 2021.

1. **Village Hall.** Sue Hubbard noted the Millennium Trust had decided to continue with social-distancing measures within the Village Hall until further notice. Meanwhile a number of summer events had been postponed.
2. **The Park.** It was decided to continue with current arrangements and then lift them on 16th August 2021. Essentially, this meant removing all temporary notices from The Park.
3. **Emergency Measure regarding the functioning of the Parish Council.** It was noted that the Parish Council would continue as normal, assuming any devolved emergency powers to The Clerk were now rescinded.

**60/21 To receive a report from the Millennium Trust**

1. **Changes to personnel.** Noted that Cllr Hancock had stepped down as Chair and shared chairmanship would be in place for future meetings. Jo Myers remained as Caretaker but had stepped down from taking bookings for the Hall, which would now be managed by Sue and Denise via an online diary.
2. **Repairs to kitchen door.** A bid had been submitted to the Halifax Fund.
3. **Covid.** Arrangements noted above. A deep clean of the building would be undertaken before starting to be hired out again.

**61/21 - To receive an update from the Parish Plan Steering Committee (PPSC)**

Janine Strange, the PPSC Chairperson, updated Councillors:

1. **Summer fair**. Due to Covid restrictions, this had been re-scheduled as a children’s games afternoon. £385 was raised giving a total of £925 raised so far.
2. **Improvements to the Play Area.** There had been several meetings with prospective contractors regarding improvements to the Play Area. All quotes had now been received bar one. The PPSC were still working on the assessment criteria.
3. **Village Survey.** This was due to be distributed in early August, with the results analysed and then available for the Parish Council at its September meeting.

**62/21 To consider any issues arising from the management of the Play Area, including the monthly inspection report**

1. **Inspection report.** The recent inspection report had now graded all equipment as low risk. Councillors welcomed the report and speculated whether this reflected the recent minor repairs by Cllr Robson.
2. **Quotes re: removal of multi-play equipment.** Given the re-rating within the inspection report, Councillors were now comfortable in waiting for the play equipment development plans before taking remedial action on the multi-play equipment. The Clerk noted that he had received quotes of between £450-£925 from Lightmain for various options including full or partial removal at ground level or below ground level.
3. **Play Bark – top up or replace with alternative covering.** It was noted that this decision formed part of the overall decision on upgrading play equipment. PPSC were looking at other options, including eco bark which although more expensive, doesn’t degrade and lasts much longer. In the meantime, PPSC members were regularly re-raking the existing play bark.

**Resolved: Formally put this decision on hold pending further guidance form PPSC.**

**63/21 To consider repairs to the War Memorial**

The Clerk noted no further progress, but that the New Clerk had been fully briefed. It was suggested the New Clerk could make contact with the Rotherham Clerks’ Forum, and Kate Butler at Maltby Parish Council and Carol Lavell at Wickersley Parish Council.

**Resolved: New Clerk to take this forward, noting that it would be helpful to complete any repairs (or at least the re-lettering) prior to the next Remembrance Event on 14th November 2021.**

**64/21 To consider any Planning Applications received since the last meeting, including proposed parking restrictions around Ulley Reservoir**

There were no planning applications, other than the parking restrictions. It was noted that comments were required by the deadline of 6th August 2021. There were concerns that any parking restrictions would push the problem of parking, further uphill into the village itself. Cllr Pitchley noted that the current restrictions were inadequate in terms of allowing the Police the powers to ask people to move their cars.

The Parish Council suggested that parishioners with an interest in the proposed parking restrictions directly raise any concerns or objections in writing/email to; B Nahal, Head of Legal Services, Riverside House, Main Street, Rotherham, S60 1AE, Legal-TRO@rotherham.gov.uk quoting reference NF/XXX, as a high volume of responses may assist gaining a revision of the proposal.

**Resolved: The Parish Council accepts change is necessary to deal with the problems around the bridge / reservoir, and hence the proposed parking restrictions for the bridge itself were acceptable. However, the Parish Council objected to the proposal for either side of the bridge and asked that consideration be given to creating limited parking bays there or propose alternative arrangements. The clerk will send objections before the deadline of 6th August.**

**65/21 To receive a Financial Update, including:**

1. **To consider a financial update to 30th June 2021, including Bank Reconciliation and Payments for Authorisation**

The Clerk noted that the update shows a variance in excess of £1000 which relates to the VAT claim receipt from the previous year.

**Resolved: The following items were authorized for payment:**

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| 18/6/21 | Business Stream | Village Hall Water | £35.21 |
| 20/6/21 | YLCA | Advert - Parish Clerk | £15.00 |
| 20/6/21 | RMBC | Advert - Parish Clerk | £112.35 |
| 20/6/21 | Robson, R | Gas for weed burner | £42.45 |
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1. **To update the Co-Operative Bank Mandate by adding Sarah Whitaker, new Parish Clerk, as a signatory and removing Greg Pacey.**

**Resolved: That the Council approve the changes to the bank mandate as indicated above, with immediate effect.**

**66/21 Halifax Fund: To receive a progress report and consider any grant applications to the Fund**

The Clerk noted that the establishment of a new bank account for the arms-length management organisation was the highest priority for the New Clerk.

1. **Village Hall External Kitchen Door 2021.** Sue Hubbard had submitted a bid to upgrade the door.

**Resolved: Approved Village Hall Door Bid for gross value of £3250.00**

1. **Village Parties 2021.** Sue Hubbard had submitted a combined bid for a Halloween Party, Children’s Christmas Party, Children’s Entertainer (Sparky Marky) and an Over 60s Meal.

**Resolved: Approved Village Parties Bid for gross value of £675.00**

1. **PPSC Bid for Village Event.** This was amended as indicated in the PPSC update (due to Covid restrictions), to an outdoor children’s event.

**Resolved: Approved amended event for total final value of £195.14**

**Previous Grants.** It was noted that previous grants supported, including the over 60s summer party and social event. ref 48/21b from May's minutes have been cancelled.

**Resolved: Previously Approved Funding Withdrawn**

**67/21 To consider a review of policies, including:**

1. **Privacy Notice.**

**Resolved: To accept the draft Privacy Notice. New Clerk to update with Parish Logo as other policies and arrange for it to be posted on the home page of the Parish Council website.**

**b) Data Protection Records Management Policy.**

**Resolved: To approve the policy unedited for 2021 and file on the Parish Council’s OneDrive.**

**68/21 To consider any general correspondence received, including:**

1. **Grass area Poynton Avenue - Suggestion to create a meadow-area**

**Resolved: New Clerk to contact RMBC to discuss creating a meadow, including what this involves, timing and how issues with vermin are handled. To report back to next Parish Council meeting.**

1. **White Rose Update – 2 July 2021 – Including Queens Jubilee Beacons**

**Resolved: New Clerk to register an interest under the Jubilee Beacons scheme for 2022.**

**69/21 To consider any agenda items and arrangements for the next Meeting of the parish council to be held on 29th September 2021.**

The meeting was closed at 9.00pm.

Signed …………………………(Chairman). Date: 29th September 2021