Ulley Parish Council
Minutes of the Parish Meeting held 25/03/2015
Village Hall – 7.00pm

Present
Andrew Mozley – Parish Chair
Peter Hubbard – Vice Chair
David Wing – Parish Councillor
Adrian Osborne – Parish Councillor
Richard Findley – Parish Councillor
Councillor John Swift – Ward 11

3 Local Residents

1. Apologies

Andy Pashley - Parish Clerk

The Chair, Andrew Mozley, welcomed everyone to the meeting.

2. Minutes of previous meeting held 28/01/2015

DW commented that two issues raised under AOB had not appeared in the minutes. These were:
1) DW asked for clarity regarding the election protocol with particular emphasis on the notification process. The Clerk confirmed that the process was the responsibility of RMBC.
2) DW asked about the timeline for the Parish Council to determine it's budget and set the precept as he understood it had to be completed by the end of January. The Clerk stated there was still time to determine and submit the budget and precept and that it could be done at the meeting on the 25th March.

It was agreed the minutes should be amended to include the above two issues. A subsequent question was raised as Council Tax demands have already been delivered to houses in Ulley and they show an increase in the precept. As the Parish Council have not yet set a budget and hence a precept how can this be the case? 

ACTION: The Clerk to present a full explanation regarding the budget and precept determination to the next meeting.

3. Matters Arising from previous meeting held 28/01/2015

3.1 Following PH emailing the Executive Director at RMBC the swing on the Recreation Ground has been repaired and replaced.

3.2 A member of the public had raised the issue of the hedge behind Poynton Avenue not being cut.
The Clerk had not written to the farmer as agreed as the Council had met him on the walk about in February where he had explained the hedges were managed under the DEFRA Stewardship Scheme. This required the hedges to be maintained at no less than six feet high and to be cut no more frequently than once every three years. RF stated this was inaccurate.

**ACTION:** RF to contact the farmer to seek clarity on which Stewardship scheme the hedges were managed under, what the exact conditions regarding the hedges were and to report the findings to the next meeting.

3.3 AO reported that due to the high level of response to RMBC following the consultation exercise regarding the adoption of the Phone Box the issue had been referred to Committee for consideration and this was still to take place.

3.4 The Clerk had been tasked to produce a report to this meeting regarding the Governments proposed changes to the rules covering financial controls for Parish Councils and the implications for Ulley Parish Council. No report has been circulated. PH advised the meeting that since the last meeting he had read something about a Transpar Code that seemed to be key to this issue. The Chair asked that this information be passed to the clerk so as to form part of the report.

**ACTION:** Clerk to produce a written report to be sent out with the papers for the next meeting detailing what the changes, if any, were, how the Transpar Code would affect the Parish Council and what action the Parish Council need to take to meet any new requirements.

3.5 The paperwork to set up the authorised signatories for the “Halifax Fund” bank account had been circulated but no details of the bank account had yet been forwarded to PH as required in the minutes of the last meeting. The estate office had once more been in touch to ask what progress had been made since the last meeting so they could transfer the funding to the account. This was becoming embarrassing for the Council and required a speedy resolution.

**ACTION:** Clerk to set up the account as soon as possible and forward the details to PH so the funds can be transferred.

3.6 Two signs relating to parking had been put up on Main Street. RF stated that he had had complaints that there was no similar sign outside the church. DW reported he had discussed this with the church officials but it would need a faculty from the Sheffield Diocesan Office however there was a spare sign and it could be placed on the Village Hall car park retaining wall opposite the church. After discussion it was agreed:

**ACTION:** DW to put the sign on the Village Hall car park retaining wall.

3.7 PH reported that the funding bid for the lamp post planters had been successful and that they had been ordered. On the matter of permissions to use the lamp posts for mountings the Clerk had confirmed that as long as there was no metal on metal contact no permissions were required from RMBC.

3.8 The overgrown footpath sign post on Main Street had been discussed with the adjacent properties owner and he had given consent for the ivy to be removed. It was proposed this would be one of the tasks undertaken during the upcoming volunteers action day.
4. Police in the Community

4.1 It was reported that a bicycle had been stolen from a house in the village. It was suggested that a reminder to villagers about security be placed in the newsletter.

4.2 AO reported that he had been approached by Radio Sheffield and done a broadcast about the problems of flytipping in the area. He was investigating with the Neighbourhood Watch and Banks the possibility of getting some small covert cameras to be used at fly tipping hot spots. Liaison was taking place with RMBC enforcement officers about the style of cameras, their deployment etc. A general discussion about littering followed and Councillor Swift asked anyone aware of a problem that needed clearing to ring RMBC on 01709 382121 and ask for Shirley Hallam.

5. Parish Council Review

5.1 PH reported that he had submitted a written report on the review for inclusion with the meeting papers but it had not been attached. The review documents had been circulated to all members and the clerk for consultation.

**Recommended:** that the Standing Orders (document 1 attached), Governance document (document 2 attached) and proforma agenda (document 3 attached) as circulated be approved and adopted by the Parish Council.

Proposed by AO, seconded by DW and carried unanimously.

5.2 PH reported that the review group had drawn up a Job Description for the Clerk based on several source documents. It was proposed that the document be sent to the Clerk for comment and that any matters arising from the consultation be referred to the review group in the first instance with a full report being submitted to the Council in due course.

**Agreed**

6. Ulley in Bloom

Again PH reported he had submitted a written report on the planting plan for inclusion with the meeting papers but it had not been attached. Copies of the report were circulated (document 4 attached).

**Recommended:**

1) The scheme as it related to spring planting be approved and funding be released as outlined in the report.

2) The proposal for the winter planting scheme be approved and the Clerk be authorised to release the indicated necessary funding when required.

AO asked whether the cheque for the summer planting had been sent to Ann Rangecroft as requested in his email to the Clerk. In the absence of the Clerk there was some uncertainty it was therefore agreed:-

**ACTION:** Clerk to send a cheque for the agreed amount as a matter of urgency if it had not already been sent.

7. Frost Protection for Village Hall

Due to the toilets in the village hall having no heating the Millennium Trust had asked
the Parish Council to consider installing small electric tube heaters in the toilets to provide frost protection. It was agreed that the works should be done in partnership with the Trust and the Parish Council would pay for the works.

**ACTION:** The Millennium Trust be advised that the Parish Council had agreed to fund the necessary works.

8. **Village Projects/External funding**

8.1 PH reported that the landscaping scheme near Carr Lane had been successfully turfed and the two bench seats purchased. The hedging that was to be used to replace the original fencing proposal had been paid for and would be delivered as bare root stock in November. RF recommended that if the budget allowed canes and spiral protectors should be purchased for the hedge plants.

**ACTION:** PH to monitor the spend and if possible order cane and protectors for delivery with the hedging.

8.2 Further to the comments in paragraph 3.5 above the agreed next steps were reviewed. Once the funding has been transferred to the new bank account a letter detailing he fund will be circulated around the village This to be based on an edited version of the terms of reference so people could understand the aims of the funding and the process to be followed to submit a bid. This to include a list of some of the projects that had been suggested to date and possibly followed by a public meeting to seek further ideas and respond to any questions. Mention was made about possibly providing two swings for the older children on the Recreation Ground. RF stated he knows a local supplier and offered to get some prices for their installation.

**ACTION:** PH to draft the letter and circulate for comment. RF to obtain prices for two swings for older children.

9. **Matters Relating to the Village and Community**

It was agreed that this had been covered in the items already discussed.

10. **Budget/Finance**

10.1 Matters relating to the setting of the budget and precept had been covered in item 2 above.

10.2 PH suggested that the Council should subscribe to the Communities, Parish and Local Councils (CPALC) web site for the benefit of the councillors. Agreed unanimously.

**ACTION:** PH to subscribe and claim the fee from the Parish Council. Details of the log on to be circulated to members once received.

10.3 AO reported on the Aviva communities funding scheme details of which he had circulated. Members were encourage to look at the documentation and see if the criteria fitted any of the village projects.

**ACTION:** PH to circulate the list of projects that have already been suggested.

11. **Update from meetings attended by members**
11.1 AO had attended the FoUCP were they had reported on the building works at the visitors centre. Despite this they were still holding the café days.

11.2 AM had not attended the previous FoUCP as on the night he had no transport. Councillor Swift reported that the FoUCP were still waiting to find out if their bid for funding from Banks to rebuild the walls by the reservoir bridge had been successful. He had however got agreement from RMBC to install two litter bins either end of the reservoir bridge and they should be provided in the near future.

12. Millennium Trust proposed lease (village hall).

PH reported that the meeting of the 2/2/15 had considered the lease and had agreed it with one exception. The issue of insurance had yet to be clarified and the Clerk had so far not been able to provide the necessary answers to clarify the situation. It had been agreed that PH would meet with the Clerk to look at the insurance documents to check the exact wording. Since then the clerk had confirmed that the Parish Council’s insurance would not cover the Millennium Trust for third party claims. It was therefore agreed that the lease document be finalised in the light of this information and a clause inserted that required the Millennium Trust to give the Parish Council sight of valid third party insurance on an annual basis.

ACTION: PH to finalise the draft lease and forward a copy to the Millennium Trust for comment.

13. Feedback from the meeting held 2/2/15

PH advised the meeting he had expected the minutes to have been included with the papers for this meeting as he had sent them to the Clerk (and those councillors on email) on the 8th February with a request that a copy be given to the Chair. AM confirmed he had not seen the minutes to date. AO provided a copy to him. Following some discussion of the minutes it was agreed

1) Para 2.1
   ACTION: RF to provide a reference to PH regarding specifications for grounds maintenance

2) Para 2.2 and 2.4 prices would be sought in the first instance from RMBC to provide the service.
   ACTION: Councillor Swift to arrange the contact details and pass to PH

3) Para 2.3 The Clerk had not met with PH in accordance with the action point but PH had discussed the requirements with an external H&S specialist and the requirements would be capable of being carried out by the Parish Council.

As the swing has now been returned to the Recreation Ground it was agreed that the agreed action from the minutes at point 2 should now go ahead in accordance with the action point in item 2

ACTION: PH to contact RMBC to seek renewal of the contract at no charge to the Parish Council.

14. AOB

14.1 PH confirmed that the bid to Banks for a notice board had been considered by the
funding body but to as yet the decision had not been communicated to the Parish Council. As the notification will go to the Clerk in the first instance it is important that he advise the church wardens as soon as possible if the bid is successful as the church are also buying a notice board and there is an opportunity to reduce the delivery charge if the two are bought at the same time.  
**ACTION: Clerk** to contact the church wardens as soon as the decision form Banks is received in order to facilitate a joint delivery.

14.2 PH asked if anyone had seen the public notice advertising the meeting in or around the village. No one had. Concern was expressed as this is a legal requirement and as such it appears we may have been in breach of the requirement.  
**ACTION: Clerk** to report on the signage at the next meeting.

14.3 A member of the public asked what the status was about planning applications in the village. It was clear following a brief discussion that RMBC are not notifying the Parish Council of applications as three current applications were identified none of which have been notified to Councillors. It was also noted that the Clerk has been asked on numerous occasions in the past to resolve this issue with Development Control but to date nothing had happened. Councillor Swift assured the meeting that Treeton Parish Council were receiving notifications and they appeared on the agenda at every meeting which suggests the notification process is still active.  
**ACTION: Clerk** to contact Development Control to chase action and report back on the outcomes to the Parish Council at the meeting on the 27th May

14.4 A member of the public reported that a bus stop sign on Main Street had been knocked off the post and was on the floor.  
**ACTION: Clerk** to contact SY Passenger Transport Executive and notify them accordingly.

Meeting Closed at 8.27pm

15.**Date and Time of next meeting**

Wednesday 27/05/15 at 7.00pm

- The next Walk Around would be 19/04/15 at 11am
**Action Points**

**Parish Clerk**
The Clerk to present a full explanation regarding the budget and precept determination to the next meeting.
Clerk to produce a written report to be sent out with the papers for the next meeting detailing what the changes, if any, were, how the Transpar Code would affect the Parish Council and what action the Parish Council need to take to meet any new requirements.
Clerk to set up the account as soon as possible and forward the details to PH so the funds can be transferred.
Clerk to send a cheque for the agreed amount as a matter of urgency if it had not already been sent.
Clerk to contact the church wardens as soon as the decision form Banks is received in order to facilitate a joint delivery.
Clerk to report on the signage at the next meeting.
Clerk to contact Development Control to chase action and report back on the outcomes to the Parish Council at the meeting on the 27th May
Clerk to contact SY Passenger Transport Executive and notify them accordingly.

**Richard Findley**
RF to contact the farmer to seek clarity on which Stewardship scheme the hedges were managed under, what the exact conditions regarding the hedges were and to report the findings to the next meeting.
RF to provide a reference to PH regarding specifications for grounds maintenance
RF to obtain prices for two swings for older children

**David Wing**
DW to put the sign on the Village Hall car park retaining wall

**Peter Hubbard**
PH to monitor the spend and if possible order cane and protectors for delivery with the hedging.
PH to draft the letter and circulate for comment
PH to subscribe and claim the fee from the Parish Council. Details of the log on to be circulated to members once received.
PH to circulate the list of projects that have already been suggested
PH to finalise the draft lease and forward a copy to the Millennium Trust for comment.
PH to contact RMBC to seek renewal of the contract at no charge to the Parish Council

**Councillor Swift**
Councillor Swift to arrange the contact details and pass to PH