

## **BURGHWALLIS PARISH COUNCIL**

### **MINUTES OF THE MEETING OF BURGHWALLIS PARISH COUNCIL MEETING HELD AT 19:00 HOURS ON TUESDAY 1 OCTOBER 2013 AT THE BURGHWALLIS PUBLIC HOUSE, BURGHWALLIS**

**Present:** Chairman: K Walters  
Councillors: G Laming  
E Bell  
B Grimes  
Clerk: W Nicholls

**In attendance:** D Etchell (Co-opted at item number 4)

#### **1 Apologies**

No apologies were received.

#### **2 To welcome any members of the public**

One member of the public was in attendance (Mr David Etchell) until his co-option as Councillor under item number 4.

#### **3 To receive any disclosures or declarations of interest**

There were no disclosures or declarations of interest made from attending Councillors on any item due to be discussed.

#### **4 To co-opt David Etchell to the position of Councillor**

WN confirmed she had received the signed letter of resignation from Les Coupland and that the DMBC had confirmed by email that there had been no other interest registered, therefore, everything was in order to co-opt DE on to the Council. DE confirmed his interest. EB proposed he be co-opted onto the Council with GL seconding the proposal. It was RESOLVED that DE be co-opted. WN then passed DE a copy of the required Declaration forms for him to complete and sign so that she could forward these to DMBC as per the legal requirement. WN also gave DE an up to date copy of the Council's Standing Orders and a copy of The Good Councillors Guide.

**Action: WN**

#### **5 Minutes of the last meeting (27 August 2013)**

It was RESOLVED that this be accepted as a true and correct record.

#### **6 Matters arising (if not on the agenda)**

Re. item 6 - It was clarified that Brian Hudson would be making a £40 donation towards the purchase of extra lights for the Christmas Tree via the Events Committee (proceeds of the Church concert).

Re. item 10 – WN had spoken with LMC and reported that he is willing to help with the up-keep of the Pinfold area in future.

After discussion it was RESOLVED that WN ask Irene Trenbirth-Smith to put an advertisement in the Church magazine asking for volunteers to carry out the necessary stonework in this area. WN to check with LMC upon his return from holiday to find out if he had already located any volunteers in this regard. After discussion, it was RESOLVED to keep the existing wooden top but to insert, at a suitable depth, a stainless steel mesh cover and then build up the sides with stone.

EB informed the meeting that he had rung Doncaster College but the woodwork master was on holiday. On his return (w/c 7 October) EB would contact him with a view to the college making some signs pointing to this area. It was RESOLVED that signs would be required pointing down from the main road both at the War Memorial and at the top of Old Village Street with another sign at the top of the pathway leading down to the Pinfold itself. EB to report back at the next meeting. **Action: EB**

Re. item 18.2 – BG informed the meeting that the dog excrement stencils were still on order and, once in receipt of them, she would carry out this task. **Action: BG**

## **7 Financial Matters**

7.1 WN informed the meeting that the Annual Return had been signed off by the Audit Commission with a note saying that the Risk Assessment should have been carried out before the year end (31 March). WN had telephoned them in this regard. They said that it was acceptable to keep our Risk Assessment Review date in May in future which means that the one carried out in May 2013 will suffice for the next Annual Return due year ending 31 March 2014. WN to diarise 'Risk Assessment Review' for May 2014. BG requested a copy of the Risk Assessment carried out in May 2013. WN to send her a copy via email in due course. **Action: WN**

7.2 DE signed the new bank mandate form. KW and GL signed the bank form to enable WN to apply for a Debit Card on the Council's bank account to better facilitate ordering/paying for goods/services in the future. **Action: WN**

7.3 It was RESOLVED that the bank reconciliation to 23 September 2013 be accepted as a true and accurate record. WN informed the meeting that since completing the reconciliation on the 23rd September, the second half of the Precept had been received on the 25th. This would be reflected in next month's reconciliation. **Action: WN**

## **8 Neighbourhood Plan**

KW updated the meeting on the progress made so far. A flyer had been designed (to include a new logo) with a questionnaire attached that would be circulated to all the villagers by the end of October. An advert would be placed in the Doncaster Free Press and the flyer would be distributed at the Events Committee Race Night and the Autumn Fayre. WN requested a copy of the minutes of 12 September and all subsequent meetings. **Action: KW**

- 9 Pinfold** – This had been covered earlier in the meeting under Matters Arising.

**10 Playing Field**

The Springer had still not been repaired as Arthur Radford was making the spring required to fix it (One for £50 or 2 for £80). David Chadbourne at DMBC had said that he would fit the Springer free of charge in exchange for the spare spring. It was RESOLVED to accept this proposition. KW to report back at the next meeting.

**Action: KW**

Sally Shenton (landlady at The Burghwallis) is still trying to obtain a quote for getting a new gate put on the back fence. KW to report back at the next meeting.

**Action: KW**

**11 Website**

WN reported that she had not received any response from DVD and Media in relation to her request for a refund, nor had they supplied her with a copy of an invoice to cover the 4 months 'retainer fee' paid by Standing Order before cancellation of the same. It was RESOLVED to leave this matter now until KW had successfully received a copy of the database required to transfer the website to another host (i.e., Pro-Housing at a cost of £49.99). KW to report back at the next meeting.

**Action: KW**

**12 Village Christmas Tree Event**

It was RESOLVED to hold this event at 6.30 pm on Saturday 7 December 2013. GL to place an advertisement in the Church magazine for both November and December (BG informed that the October magazine had already been circulated). Final arrangements for this event to be made at the next meeting.

**Action: ALL**

**13 Christmas Party**

KW informed the meeting that the Events Committee had declined to take this event on board as one of their projects. After discussion, it was RESOLVED to hold this event at 12 noon for 12.30 pm on Thursday 12 December for the senior citizens of the village as had always been the case in the past. GL confirmed the cost of this would be £10 per head. The residents of St Anne's would be invited. Carers were also invited but they would have to pay for themselves. GL to buy the mince pies. All to think about games that could be played and entertainment that could be brought in and report back their suggestions at the next meeting.

**Action: ALL**

GL/EB to ask Ken Jackson (singing farmer) if he would be prepared to attend and, if so, what would he charge.

**Action: EB/GL**

**14 Village Notice Board**

This had now been repaired although the Perspex on the front needed a little adjustment. EB to arrange for this to be sorted. A base coat of wood preserve had been carried out by GL and KW, top coat to be applied by KW during the course of next week. All were very pleased with the improvements made.

**Action: EB/KW**

## 15 Correspondence

- 15.1 Letter received from the Local Government Boundary Commission – after discussion it was RESOLVED that WN respond to the LGBC by 14 October on behalf of the Council expressing its collective view that 43-48 Councillors for Doncaster in the future would be an acceptable level (a reduction of 35 from the current arrangements). WN to scan the poster to KW for display on the Notice Board as per the request of the LGBC. **Action: WN**
- 15.2 Training correspondence received from the YLCA and also in The White Rose Update – BG would be interested in the training on offer should any of the courses be offered nearer to this area in the future.
- 15.3 Fracking – WN to find out more details of the presentation offered and report back at the next meeting. **Action: WN**
- 15.4 Openness and Transparency on Personal Interests – Revised Government Guidance for Councillors. WN gave all Councillors a copy of this documentation in readiness for completion of their next annual Declarations (due June 2014). All to read this document and make comments at the next meeting. **Action: All**

No further action to be taken on any other correspondence received.

## 16 Events Committee

It was RESOLVED to accept the minutes of the meeting of 5 September 2013.

## 17 Planning Applications

There were no Planning Applications to discuss.

## 18 Bulb Planting

After discussion, it was RESOLVED to spend up to £100 on bulbs to be planted along the main roads of the village. DE to obtain prices at Markham Grange, BG to obtain prices at The Range and at B & Q and KW to contact Adwick Horticultural Learning Centre. Once the most competitive price was found, KW to organise a 'Bulb Plant' (as per the recent successful Litter Pick). **Action: ALL/KW**

## 19 Information only items

- 19.1 Re. St. Anne's - WN had chased St Anne's (Stuart Hanlon, Diocese of Hallam Caring Services Co-ordinator) for an update on the re-installation of the gates and had received a response to say that this was still not possible. After discussion it was RESOLVED that WN now write to the Bishop of the Diocese to see if he would get involved in the matter. WN to draft a letter for KW to approve before sending it. **Action: WN/KW**
- 19.2 Re. Dalton Walk - EB informed the meeting that, despite the septic tank having been emptied during the past week, there was still a strong smell of sewage coming from this area. WN had already drafted a letter to each of the occupants of the four dwellings concerned requesting them to try and remedy this as a matter of urgency. EB to hand deliver these letters as soon as possible. **Action: EB**

**20      Date and time of next meeting**

7.00 pm on Thursday 7 November 2013 in the function room of The Burghwallis.  
(*Note: BG unable to attend due to holiday commitments*).

Signed as approved: ..... Date: .....  
**Cllr. K Walters**  
**Chairman**

Signed as approved: ..... Date: .....  
**Cllr. G Laming**  
**Vice Chairman**