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able to help. WN to follow up and report at next meeting.

WN had chased DMBC for the invoice for the election costs and the request to pay this in three instalments. Verbal agreement had been received but written confirmation was still awaited – to be carried forward to next meeting.

WN

Swing repair – EB and KW had organised the repair of the swing which had been carried out successfully. It was agreed to make a 'with thanks' donation of £50 to Arthur Radford the engineer who had carried out the repair. This and a thank you letter had already been sent. KW to ring David Chadbourne at DMBC to see if this repair needed to be checked/approved.

KW

The stone troughs had been moved to the vicinity of the War Memorial but still needed to be positioned correctly. This would be carried out at the end of the season by DMBC. Action LMC.

LMC

4 Annual Return

WN had submitted the Annual Return to BDO and two queries had been raised. Firstly, clarification of the amount of the precept. This had arisen due to the fact that the first payment of £2,000 for the 2012/2013 period had been received on 30 March 2012 so therefore fell into the reporting period of 2011/2012. Secondly, when updating the Asset Register the stone troughs had been added and, as they had not been provided for in the 2010/2011 accounts, the comparison to the 2011/2012 figures did not correspond. (The stone troughs had in fact been purchased/accounted for in the 2006/2007 accounts but had never been added to the Asset Register). WN had resolved these matters with BDO but the Council would be charged an additional fee of £30 for the additional correspondence required in order to obtain the necessary information to complete the audit.

5 Insurance

Again, following the updating of the Asset Register the meeting was informed that the War Memorial is currently stated as having a £1 nominal value. Following discussion it was decided to obtain a true valuation for insurance purposes. LMC to look into and report at next meeting.

LMC

LMC reiterated that the Playing Field was now included in the Parish Council insurance and so was the Jubilee Sub-Committee.

Payment of the invoice from Came and Co. was formally approved (£578.98).

6 Neighbourhood Plan

LMC and KW had attended a seminar hosted by Cross Keys Associates on the impact of the Localism Act and although much of this turned out to be a marketing exercise for their services in this regard, both LMC and KW had found it to be interesting and of use.

Notice of our Neighbourhood Plan was now posted on the DMBC website and we should receive an answer from them as to whether we can proceed by 19

July 2012.

WN had received notification from Rural Action Yorkshire of a seminar entitled "Neighbourhood Planning – Getting Started". This is to be held at Tickhill Pavilion on 6 July 2012. After discussion it was agreed that LMC, KW, GL, EB and WN should attend. This is a free workshop (funded through a Government DCLG grant). WN to book.

WN

7 Website

This had been delayed as Simon at WSDPM had postponed KW/WN's meeting on 13 June due to personal problems. This would now take place on 20 June 2012. It was hoped that the website would go live shortly after that. Photographs of the Jubilee street party to be added also the Employer's Liability Insurance Certificate and the Councillors' Declarations of Interest.

KW/WN

8 Report on PCJCC Meeting (17 April 2012)

LMC had informed the DMBC that Burghwallis would like to pursue 'Quality Status' later this year pursuant to WN completing her training.

LMC/WN

DMBC Planning Department – Fees/charges to local councils – LMC reported that a Planning Officer would be attending the next PCJCC meeting in order to provide information on the fees and charges levied to Parish Councils and he would report back following that meeting.

LMC

Street Scene Service – LMC had been in touch with Jane Rowlinson about the quality of the grass cutting and the state of the verges between Skellow and Burghwallis. She had promised to look into and revert.

Post Meeting Note. Grass edging was cut by DMBC two days after the meeting.

9 Planning Applications

DMBC Planning Office had received a response from Mr Lund's solicitor in respect of his planning applications stating his views on the law regarding Mr Lund's planning applications.

The Council had reported their concerns regarding the refuelling of vehicles and storage of diesel to the Environment Agency.

Although the Council had not made any objections to the Betwyns Planning Application, the Conservation Officer had.

Oaklands – This application for caravans has gone to appeal.

A19 – An application for two 2 caravans on it on a property next to the A19 was discussed. Since the owner only wished to obtain temporary approval the council raised no objections.

The placing of a Portacabin in Squirral Wood by the Scouting Association was

GL

discussed. It was the opinion of the Council that planning consent was required. GL to investigate.

10 Improvements to the Policy and Legal Framework for Public Rights of Way

All to look at the website:

All

www.defra.gov.uk/consult/2012/05/14/improve-rights-of-way/

before the next meeting as the closing date for responses to the YLCA is 3 August 2012.

11 New Code of Conduct

NALC's new template for the Code of Conduct for Parish Councils had now been received. LMC to 'tweek' this master document to meet/fit Burghwallis' requirement. WN to then prepare one for each Council member to sign.

LMC/WN

12 Training

WN had booked onto the 2 day "Working With Your Council" course (23 October and 6 November 2012) at a cost of £175. The Clerks' Training Bursary Scheme form was signed by LMC to retrieve 50% of the cost of this. WN to submit.

WN

LMC suggested WN attend the YLCA's Lawful Agenda and Producing Minutes course to be held in Leeds on 17 July 2012 (£35). WN to organise.

WN

13 Correspondence

- **Completed Neighbourhood Planning Questionnaire** – for info, no action required.
- **YLCA Training Programme for June 2012** – for info, no action required.
- **Letter from Vitalise requesting a donation** – no action.
- **Letter from Audit Commission re. Appointment of BDO for the next five years** – for info, no action required.
- **Doncaster in Bloom Competition 2012** – for info, no action.
- **Disability Awareness Day** – for info, no action.
- **Advert for Christmas lighting** – for info. no action.
- **Notification of the Olympic Torch route** – for info, no action.
- **Audit Fee Scales for Smaller Bodies** – for info, no action.
- **The Queen's Speech** – for info. LMC pointed out that there were several points contained therein that were relevant to local councils, in particular, the Right to Challenge and the provisions contained in the Local Government Finance Bill with regard to business rates.

- **Improvements to the Policy and Legal Framework for Public Rights of Way** – to be carried over to next meeting.

- **YLCA Training Programme for July and August 2012** - WN to attend Agenda and Minutes Course in Leeds 17 July 2012.
- **Letter from DMBC re. Neighbourhood Plan + Notice** – for info, no action required.
- **Letter from Christmas Plus Limited** – for info, no action required.
- **South Yorkshire Fire and Rescue Authority – June Briefing** – for info, no action required.

14 Any other business

GL requested a copy of the Burghwallis Parish boundary plan that LMC had submitted to DMBC in relation to, and in support of, the proposed Neighbourhood Plan application. LMC to provide GL with a copy.

LMC

Gates – St. Anne's Nursing Home – The Council had received a number of concerns from the public that the gates of the Nursing Home were missing. WN to write to the Manager requesting they be put back on as they are a focal point/historical asset of the village. GL to provide WN with contact name.

GL/WN

Due to the concerns of EB regarding the increase in paperwork for Councillors, a short discussion took place as to whether Burghwallis wanted to remain a Council or to become a Village Committee. It was agreed that the Council should continue in its present form.

Village Fête – KW informed the meeting that the landlady of The Burghwallis had now told the Jubilee Committee that it cannot tap into the electricity supply of The Burghwallis for this event for fear of 'blowing the supply'. This is causing a major problem for the Jubilee Committee as they have been quoted £300 to tap into the street electricity which is an un-budgetted expense they cannot afford. After discussion it was agreed that the Council would loan the Jubilee Committee the money to cover this unexpected expense. It was also agreed that, if the Fête doesn't make enough money to cover this cost, the Council would make a donation towards it. (The amount of donation to be determined following the Fête and analysis of its accounts). KW to inform Karen Heath of the Jubilee Committee of the Council's decision.

KW

Post Meeting Note: A generator was hired and paid for by the Jubilee Committee.

LMC pointed out that, as the Jubilee Committee was now a Sub-Committee of Parish Council, it would not be able to provide "thank you" gifts to each of its members as this could be construed as a Conflict of Interest. It was therefore decided that the Council send a letter to each Jubilee Committee member thanking them for their efforts.

LMC

LMC suggested that the Council consider having a Christmas Tree in the village this year. All agreed that this would be a good idea. LMC to look at costing involved and revert at the next meeting.

LMC

All agreed to pay WN her salary for her first six months of service. A cheque was issued for £320 (£400 minus 20% for tax). LMC to complete the registration of the Council as an employer and also make arrangements for

payment of the tax. It was requested that WN keep note of her hours worked.

15 Time, date and venue of next Parish Council meeting

7.00 pm Tuesday 31 July 2012 at the Burghwallis Public House.

To be followed by a meeting of the Playing Field and Recreation Ground Committee.

Signed as approved: Date:
Cllr. L M Coupland OBE
Chairman

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