

Minutes of the Meeting of the Burghwallis Parish Council, 7:30pm, Monday 18 May 2015 at the Burghwallis Public House

In Attendance:

Chairman	K Walters
Vice Chair:	G Laming
	B Grimes
	E Bell
	D Hudson
Clerk:	G Bean

1. **Apologies:** None received.
2. **Members of the Public:** 2 members of the public in attendance, all welcomed by KW. Matters raised by members. No matters raised by members of the public in attendance.
3. **Disclosures or declarations of interest:** None received.
4. **Minutes of Previous meeting (7 April 2015):** KW proposed that the minutes were accepted as a true and accurate record, GL seconded, vote held and all agreed. Minutes signed by chair and vice-chair.
5. **Matters arising:** None
6. **Financial matters:**
 - a. Bank reconciliation to 05.05.15: KW proposed, GL seconded that this was approved, vote held and all agreed.
 - b. Year end reconciliation to 31.03. 15 explained by GB. KW proposed and GL seconded that this be agreed, vote held and all agreed.
 - c. Asset Register, Variances and Audit Form explained by GB. KW proposed and GL seconded that all be agreed, vote held and all agreed. Papers collated and passed to BG to hand over to Numero, internal auditors to be returned as soon as possible. GB noted that she had secured an extension for filing the accounts with external auditors to 19 June.

Action: BG
 - d. Risk Assessment explained by GB. KW proposed and GL seconded that this be agreed, vote held and all agreed.
 - e. Insurance Renewal – GB noted that we had received a renewal quote of £628.90 for the annual premium with an option to reduce that premium to £597.46 (inc Insurance premium tax) if the Parish Council entered a binding agreement for 3 years in relation to the premium. The council considered that they had previously entered into a binding agreement for 3 years and all had been well and further, the current premium appeared to be reasonable. KW proposed that the 3 year agreement be accepted, GL seconded, vote held and all agreed. GB to contact Came & Co and instigate this policy

Action: GB

- 7. Training:** BG + DH expressed a desire for training. KW noted that YLCA's training schedule had now been provided and the course on 7 July was noted to be the most suitable, at a cost of £45 per delegate. BG + DH proposed this cost be authorised, KW agreed, vote held and all agreed. Arrangements to be made accordingly.

Action: BG

- 8. Neighbourhood plan:** KW was pleased to note that the final instalment of funds had been received and all was in order going forward.

- 9. Plague Well:** EB noted that the ground was marked out and the stone was ready. DH to dig out the appropriate hole, checking with the land owner before cutting back any shrubbery and EB would then make arrangements for a parishioner to place the stone in situ with his lifting machinery. Plaque to be discussed further when stone in situ.

Action: DH & EB

- 10. Village signs:** EB confirmed that he had spoken with his contact at Doncaster College who were getting on with this. BG and KW expressed a desire to view a sample before being committed and further, noted that the level of donation had not yet been settled. KW to contact Doncaster College to arrange for those who wish to, to attend to view a sample and EB to speak with his contact to try and pin down the level of contribution they are seeking.

Action: KW & EB

- 11. Wall at Abbes Walk:** GL noted that she had hand delivered a letter to the residents but had not yet had a response. This was approximately 2 weeks ago. It was noted that no further action could be taken at this stage.

- 12. Unfinished Building Works at No 5 Cardinal Gardens:** The Parish Council had received a complaint from Mr & Mrs Wagstaff in relation to the eyesore that is the building site opposite No 5 Cardinal Gardens. It was noted by KW that this issue had been raised previously and the building work appeared to have been stalled for 5-6 years. In light of this, GB to draft a letter for approval by KW, to the Planning Department (BG to provide planning details) requesting that this project is considered.

Action: BG & GB

- 13. Events:** This aspect of the meeting had been dealt with under the Annual Meeting however it was noted that the VJ celebration would be in the form of a "Party in the Park" taking place on the playing field on 16 August between 12-4. KW noted that plans were progressing well.

- 14. Poor's Field:** Update had been provided at the Annual Meeting however, it was noted by GL that all was in order, the next payment would be in November and the next meeting would be convened in July to consider how the funds would be utilised this year.

15. Playing Field:

- a. Dog Fouling:** KW noted that she had approached someone on her inspection to note that dogs were not allowed on the Playing Field. DH noted he had noted no issues on his round. BG requested that out of courtesy, when the inspection period was passed over to another Councillor on the rota, that Councillor is provided with an email reminder by the previous Councillor responsible. This should avoid any confusion as to who is doing the inspections.

Action: All

- b. **DMBC Inspection:** Issues with the rubber wetpore surface were noted by DMBC. It was noted that the quote provided were out of the range of the Playing Field and the Parish Council. All to consider ideas for the next meeting.

Action: All**16. Websites:**

- a. KW confirmed 603 hits last month, website all now back in order following previous difficulties.
- b. KW noted that she had paid the sum of £48 for website services. Invoice provided and request for reimbursement. GL proposed this was agreed, BG seconded, vote held and all agreed. Monies reimbursed by cheque.

- 17. **Email correspondence:** BG requesting as per the inspections of the playing field, that the previous Councillor emails the next Councillor to confirm handover of responsibility for this. It was also noted that the inbox was extremely full and it was agreed that consideration would have to be given to clearing out unrequired items.

- 18. **Gates at St Annes:** KW had spoken to Peter Lamb Principal Planner (Design & Conservation) at DMBC who had now informed Mr Tom Garrud of Sheffield Diocese where to obtain and what type of stone was required to rebuild the gate pillars and matters were "in the pipeline". GB noted that the grounds had not been tended for some time and this was of concern to those visiting the small graveyard in the grounds. This situation to be monitored.

19. Any other Business:

- a. GL noted that the pinfold slate (coloured blue) would cost the sum of £190 for 2 tonnes. KW suggested that quotes be obtained for green slate. Quotes to be obtained for next meeting for consideration and decision at that point.

Action: KW

- b. DH noted that he had enquired with the Highways Agency in relation to the closure of minor roads. They had confirmed that there would be a full public consultation before any action was taken. All were pleased that the public would have the opportunity to consider this prior to any action.

- c. KW requested that GB download the Good Councillor Guides.

Action: GB

- d. KW noted that the War Memorial had been awarded Grade 2 listed status. All agreed this was excellent and followed hard work by all including Mr + Mrs Offermans who would be thanked by KW. BG noted that the flagpole should be looked at as it may need to be cleaned/painted.

Action: KW

- e. Email policy re purge of contents going back many years to be discussed at the next meeting.

- f. Planning application 15/01154/FUL – KW noted that there was limited information as to why this application had previously been refused. Response due by 1 June 2015. KW to enquire for further information and respond if appropriate. **Action: KW**
- g. Letter from Carcroft Health Centre – KW noted that she had received a response to her correspondence requesting that flu jab clinics be held at The Burghwallis Public House now that St Annes was no longer available. This letter appeared to have been misunderstood but the Health Centre appeared to be agreeable to holding the clinics at The Burghwallis. KW noting that the Health Centre would be in contact further in August 2015 when making necessary arrangements.
- h. KW noted that a response had been received from DMBC with regards the approved planning application 14/02582/FUL which the Council had previously noted had been breached. DMBC were to look into this and return to the Council in due course.
- i. GB noted that YLCA had emailed previously about a new transparency code for Councils with a turnover of less than £25k. GB to forward that email again or discussion and instigation at the next meeting. **Action: GB**
- j. KW noted GB’s resignation. This was discussed in detail and GB agreed to continue in the position for the foreseeable future.

20. Next meeting to be held on Tuesday 16 June 2015 at 7pm at the Burghwallis Public House.

Signed:
Chair

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Vice-Chair