

**BLAXTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 21 JUNE 2018 IN  
BLAXTON VILLAGE HALL AT 19:35**

**PRESENT:** Councillors N McCarron (Chair), P Schofield and R Dennis

**APOLOGIES:** Councillors R Johnson and J Scutt

**IN ATTENDANCE:** P A Dennis (Clerk)

**MEMBERS OF THE PUBLIC – 1**

**1) APOLOGIES**

RESOLVED (1)

That apologies for absence be accepted from Councillors R Johnson and J Scutt

**2) TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC ARE TO BE  
EXCLUDED FROM THE MEETING – None**

**3) DECLARATION OF PREJUDICIAL INTERESTS, OTHER INTERESTS, THE  
RECEIPT OF GIFTS AND HOSPITALITY AND REQUESTS FOR  
DISPENSATION – None**

**4) MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 17 MAY 2018**

RESOLVED (2)

That the Minutes of the Annual Parish Council Meeting held on 17 May 2018 be confirmed as a correct record and signed by the Chair.

**5) PUBLIC PARTICIPATION – None**

**6) MATTERS ARISING FROM THE MINUTES – None**

**7) DMBC AND EAST AREA COMMUNITIES TEAM ISSUES - None**

**8) POLICING ISSUES – None**

**9) DONCASTER SHEFFIELD AIRPORT**

a) Noise Monitoring & Environmental Sub-Committee Agenda 28 June 2018 – emailed 20/06/18 – **Noted**

b) Noise Preferential Route Adherence

RESOLVED (3)

That Councillor McCarron be requested to raise the issue of aircraft not observing the noise preferential route for public, commercial and training flights.

## 10) WARD MEMBERS REPORT – None

## 11) NALC Discussion Paper | Shaping Our Future – A Big Conversation – Noted

## 12) ACCOUNTS & FINANCIAL MATTERS

### a) Payments for authorisation 21 June 2018

RESOLVED (4)

That the following payments be authorised and that further breakdown of Need A Hand invoices be requested before payment:-

<u>Payee/Invoice No</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
Glendale Countryside <b>GC446PC01247</b>	BPF Grass Cutting 4/18 May 2018	74.20	14.84	89.04
GNE Contracting Ltd <b>82824</b>	Slab base to Bank End Road seat, install seat and slab base Summerfields green space 17/05/18	1,027.24	205.45	1,232.69
The Play Inspection Company – <b>30916</b>	Annual Inspection Blaxton Playing Field May 2018	65.00	13.00	78.00
G H Cawthorne <b>2018-19 (1)</b>	Professional Services in respect of Internal Audit 2017/18	210.00	0.00	210.00
Need A Hand <b>1900</b>	Summer planting of four planters – 07/06/18	327.00	0.00	327.00
Need A Hand <b>1901</b>	Cut and Strim grass on Joint Playing Field Ramp 07/06/18	60.00	0.00	60.00
Need A Hand <b>1902</b>	Cut and Strim Blaxton Playing Field Entrance 07/06/18	30.00	0.00	30.00
Need A Hand <b># 1904</b>	Application of Herbicide to edges of ramp area 07/06/18	30.00	0.00	30.00
Need A Hand <b>§ 1905</b>	Watering Plants to four Planters and filling reservoirs 07/06/18	40.00	0.00	40.00
P A Dennis	Salary June 2018	367.50	0.00	367.50
P A Dennis	Office, Telephone, Broadband Allowance June 2018	23.60		23.60
P A Dennis <b>203014137971</b>	Reimbursement for 1&1 Website Hosting costs 08/06/18 - 08/07/18	19.99	4.00	23.99
HMRC	Month 3 Contributions	93.20	0.00	93.20
			<b>Total</b>	<b>2,605.02</b>

§ extracted from invoice 1900 following query after the meeting

# extracted from invoice 1901 following query after the meeting

- b) Bank Reconciliation May 2018 – **Noted**
- c) Balances against the Precept to 14 June 2018 – **Noted**
- d) Review of Financial Regulations and Standing Orders – **deferred to next meeting**
- e) Internal Audit by Parish Councillors – **deferred to next meeting**
- f) Review of Authorisation Signatories – **deferred to next meeting**
- g) General Data Protection Regulation (GDPR) Progress Report

### i) Updated Action Plan

The Clerk reported that he was continuing to work on the Data Audit and had produced the draft documents below for consideration by the Parish Council.

RESOLVED (5)

That the report be noted.

ii) Draft Public and Staff, Councillor and Role Holders Privacy Policies

RESOLVED (6)

That the draft Public and Staff, Councillor and Role Holders Privacy Policies circulated by email on 16 June 2018 be adopted and published on the Council's website.

iii) Draft Records Management Policy

RESOLVED (7)

That the draft Records Management Policy circulated by email on 14 June 2018 be adopted and published on the Council's website.

h) Internal Audit Report and Annual Governance and Accountability Return (AGAR) 2017/18, formerly Annual Return

i) Annual Governance Statement 2017/18 – Section 1

RESOLVED (8)

That the Annual Governance Statement for 2017/18 be approved and signed by the Chair.

ii) Accounting Statements 2017/18 – Section 2

RESOLVED (9)

That the Accounting Statements for 2017/18 be approved and signed by the Chair.

iii) Internal Audit for 2017/18

RESOLVED (10)

That the Internal Audit Report 2017/18, which contained no recommendations for actions be received and noted.

iv) Supporting Documents to the Accounts for 2017/18

RESOLVED (11)

That the Bank Reconciliation, Explanation of Variances on AGAR Section 2, list of Fixed Assets and, Appendix 1 – Further analysis of some variances relating to the final accounts for 2017/18 be received and noted.

i) War Memorial Resurfacing

The Chair reported that she had contacted John Mason, Ink Architectural, about the possibilities for resurfacing the War Memorial. The Clerk reported that he had met Mr Mason on 20 June 2018 and that he had promised to seek advice from the Planning

Authority and to provide information and suggestions for the required works in the very near future.

j) YLCA Training Programme July to November 2018

Councillor Dennis indicated that he would like to attend the YLCA Training Course 'Developing Your Skills as a Councillor' to be held on Thursday 6 September 2018.

RESOLVED (12)

That approval be given for Councillor Dennis to attend the 'Developing Your Skills as a Councillor' training course at a cost of £45 and that the Clerk be requested to enrol Councillor Dennis on the course together with Councillor Scutt if he should also wish to attend.

### 13) PLANNING

- a) 18/01203/FUL – 2 Hillscroft Road, Blaxton, DN9 3AR – Proposed loft conversion including creation of dormer window to front, and external alterations – **emailed 31/05/18 – Confirmation of neutral response submitted between meetings**

RESOLVED (13)

That the decision to submit a neutral response between meetings in respect of Planning Application 18/01203/FUL be ratified.

- b) 18/00790/FUL – Erection of one dwelling & garage on plot 9, revised vehicular accesses to plots 7 & 8 and the formation of a new road with access onto Blakefield Road including demolition of existing building [**Amended Plans Received**]

RESOLVED (14)

That the Clerk be requested to reiterate the Council's view that this development was too dense and should be reviewed.

- c) Bank End Quarry Premix operation – **No information**  
d) Summerfields Estate Green Space – **No Issues**  
e) Springs Road Community Liaison Group Draft Minutes 26 April and Agenda for 14 June 2018 – **Noted**

### 14) CHAIR'S REPORT

The Chair reported on overhanging hedges on Station Road, the annual inspection of village seats and the work required and a large tree closely overhanging a public seat next to the New Street Flats. The Clerk reported that the Hedge on Station Road had already been referred to DMBC.

RESOLVED (15)

That the Chair be thanked for her report which was noted.

RESOLVED (16)

That the routine maintenance of village seats be undertaken as outlined in the report emailed to Members on 19 June 2018 at a cost of £375.

RESOLVED (17)

That the Clerk be requested to contact DMBC and request an urgent assessment of the large tree next to the New Street Flats due to concerns about its stability.

RESOLVED (18)

That the estimate outlined by the Chair for removing the seat from beneath the tree near the New Street Flats and relocating it to a suitable place on the Station Road verge between Back Lane and Blaxton Roundabout be accepted in principle, subject to the receipt of a formal quotation and Members approval by email of the quotation between meetings on the grounds of health and safety.

## 15) BLAXTON PLAYING FIELD

- a) Replacement Fencing and Gates adjacent to Public Footpath – Resolution 16 – work to start 26/06/18 – **Noted**
- b) Fencing Work adjacent to Bank End Road Dyke – Resolution 13 15/02/18 – Work Awaited – **Noted**
- c) Annual Inspection Report from The Play Inspection Company

RESOLVED (19)

That the Annual Inspection Report be received and noted and that the Clerk be requested to present a report of actions required to the next meeting.

- d) Development of Playing Field – Resolution 8

The Clerk reported that a 'Vision' document showing how the Playing Field could be developed if sufficient funding was obtained was expected by the end of the month. The Clerk also circulated photographs of some of the roundabouts available from Wicksteed.

RESOLVED (20)

That the report be noted.

- e) Drainage – Resolution 19

The Clerk reported that he had met a drainage contractor on the Playing Field who had advised that even if the field was draining towards the dyke adjacent to the maize field the water would not escape because the dyke was overgrown with vegetation and was dammed at one point. Work to clear the dyke, which the contractor doubted was connected to a drainage system, would be quite expensive.

RESOLVED (21)

That the report be noted.

## 16) BLAXTON VILLAGE HALL

- a) Ownership of Village Hall

The Clerk reported that he had contacted the Council's Solicitors to find out what documents were held in relation to the Village Hall and, that only the title to the Hall,

held by the Parish Council, had been found. However, further searches were being undertaken.

Although advice was still awaited it was clear that the lease between the Council and the Village Hall Committee for the Hall was very out of date (1952) and in need of review by the Council's Solicitor. The Clerk advised that the Village Hall Constitution was a matter for the Village Hall Committee to progress.

RESOLVED (22)

That the report be noted and that the Clerk be requested to seek advice from the Solicitors about the process for establishing a new lease.

- b) Minutes of Meeting held on 8 May 2018 – **Noted**

### **17) JOINT PLAYING FIELD**

- a) Minutes Annual General Meeting and Ordinary Meeting 4 June 2018 – **Noted**

### **18) CORRESPONDENCE**

RESOLVED (23)

That the following correspondence be noted:-

- a) Keadby Pumping Station in the Isle of Axholme – Briefing on Improvement Plans
- b) NALC Chief Executive Bulletin 22 – 1 June 2018
- c) South Yorkshire Branch (YLCA) Annual Meeting –20 June 2018
- d) YLCA White Rose update June 2018
- e) NHS England Refusal of Application to Establish Pharmacy in Finningley
- f) Shaping our Future: New Strategic Plan of The National Association of Local Councils (NALC)

### **19) DATE OF NEXT MEETING**

RESOLVED (24)

That it be noted that the next meeting of Parish Council was due to take place on Thursday 19 July 2018 at 19:35 in Blaxton Village Hall.

Meeting closed at 20:56

Chair: \_\_\_\_\_

Date: \_\_\_\_\_