

**BLAXTON PARISH COUNCIL**

8 Hillscroft Road, Blaxton, Doncaster, DN9 3AR

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6 December 2020

Dear Member

You are hereby summoned to the Meeting of Blaxton Parish Council to be held using Zoom remote meeting software on **Thursday 10 December 2020** at **19:00**.

Yours sincerely

**Philip Dennis**

Clerk to the Council

**Members of the public can attend the Parish Council Meetings when up to fifteen minutes will be available for public participation. Please use the following link to join the meeting:-**

<https://us02web.zoom.us/j/81654388901?pwd=UnNKZWszVFA5MWJlQVhUVUVzS0x1dz09>

The Meeting ID is **816 5438 8901** The Passcode is **614176**

**THIS MEETING MAY BE RECORDED IN ACCORDANCE WITH STANDING ORDERS**

- 1) APOLOGIES**
- 2) TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC ARE TO BE EXCLUDED FROM THE MEETING**
- 3) DECLARATION OF PREJUDICIAL INTERESTS, OTHER INTERESTS, THE RECEIPT OF GIFTS AND HOSPITALITY AND REQUESTS FOR DISPENSATION**
- 4) MINUTES OF THE MEETINGS HELD ON 15 AND 21 OCTOBER 2020 – attached**
- 5) MINUTES OF THE MEETINGS HELD ON 17 AND 19 NOVEMBER 2020 – attached**
- 6) MATTERS ARISING FROM THE MINUTES (not on the Agenda)**
- 7) PUBLIC PARTICIPATION 19:10**
- 8) WARD MEMBERS REPORT 19:25**
- 9) DMBC AND EAST AREA COMMUNITIES TEAM ISSUES 19:40**
  - a) New Street Garages Site – Resolution 5, 17/09/20 – DMBC Response emailed 16/11/20**

- b) Park Lane Name Sign – Resident complaint about Damaged Sign resolution 4 – **DMBC response emailed 02/12/20**

**10) POLICING ISSUES 19:50**

- a) Community Alcohol Partnership (CAP)
- i) Notes and Action Schedule from CAP meeting on 2 November 2020 – **emailed 02/11/20**
  - ii) Alcohol Awareness week 16 – 22 November 2020
  - iii) Minutes of CAP meeting held on 3 December 2020 – **emailed 03/12/20**
  - iv) Next Meeting Wednesday 19 May 2021 – finalise the new Action Plan for a Week of Action in June/July 2021.
- b) Resident request to consider recent increase in criminal activity and joint working with Finningley Parish Council – **emailed 22/11/20**

**11) CONSULTATIVE COMMITTEES 20:00**

- a) DMBC Parish Councils’ Joint Consultative Committee – Meeting scheduled for 18 November 2020 was cancelled – Next meeting 14 January 2021
- b) Doncaster Sheffield Airport – Agenda Noise Monitoring and Environmental Sub-Committee 3 December 2020 – **emailed 26/11/20**
- c) Yorkshire Wildlife Park – **Not Met**
- d) Quarry Liaison Meeting 4 November 2020 (formerly Road Traffic Issues on Approaches to Blaxton Roundabout) – **Report circulated 11/11/20, Draft Minutes Circulated 25/11/20**
- e) IGas Community Liaison Group 5 November 2020 – **Report Circulated by Councillor Johnson 05/11/20**
- f) DMBC Public Rights of Way Forum update – **Emailed 25/11/20**

**12) FINANCIAL AND ADMINISTRATIVE MATTERS 20:15**

- a) Payments to be considered for approval 10 December 2020

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
DD	Information Commissioner Office <b>ZA152030</b>	Registration to 15/11/2021	35.00	0.00	Direct Debit 13/11/20
52	Glendale Countryside <b>GC446PC02705</b>	BPF Grass Cutting 2 and 23 October 2020	77.96	15.59	93.55
53	DMBC <b>26432119</b>	Dog Waste Bins 29/06/20 - 04/10/20 - 2 bins @ £5.86 each for 14 weeks, 1 bin 8 weeks - Wks 13-26	210.96	42.19	253.15
54	DHF Products Ltd <b>7657</b>	Red/White traffic sign - turning circle for Park Lane	51.00	10.20	61.20
55	Need A Hand <b>2030</b>	Clear leaves and weeds from War Memorial 02/11/20	45.00	0.00	45.00
56	Need A Hand <b>2036</b>	Install Christmas Lights 28/11/20 and remove Jan 21	110.00	0.00	110.00

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
57	N McCarron <b>37</b>	Reimbursement for installation of Webcam + tuition by Mat & Mouse 21/10/20	85.00	0.00	85.00
58	P Schofield	Reimbursement for installation of Webcam by Mat & Mouse 16/11/20	75.00	0.00	75.00
59	P A Dennis	Salary November 2020	397.23	0.00	397.23
59	P A Dennis	Office, Telephone, Broadband Allowance November 2020	25.00	0.00	25.00
60	P A Dennis	Salary December 2020	397.23	0.00	397.23
60	P A Dennis	Office, Telephone, Broadband Allowance December 2020	25.00	0.00	25.00
61	P A Dennis <b>INV 51874389</b>	Zoom Fee 13/11/20 - 12/12/20 - unable to find VAT No. £2.40 not recovered	14.39		14.39
62	P A Dennis <b>203023779832</b>	Reimbursement for 1&1 Website Hosting costs 08/10/20 - 08/11/20	23.00	4.60	27.60
63	HMRC	Month 8 Contributions	99.20	0.00	99.20
63	HMRC	Month 9 Contributions	99.20	0.00	99.20
					1,807.75

- b) Bank Reconciliation to 30/11/20 – **attached**  
c) Balances against Budgets to 4 December 2020 – **attached**  
d) Annual Return and Notice of Conclusion of External Audit for 2019/20 – **emailed 11/11/20**

Council is requested to receive the completed Section 3 of the Annual Return for 2019/20 and note that no issues were raised by the External Auditor other than the failure to complete the Financial Risk Assessment, as identified by the Internal Auditor, due to Covid-19.

- e) Website Accessibility

A report on how to meet Website Accessibility requirements and options for acquiring a new website with .gov address and dedicated Parish Council email addresses for the Clerk and Members was emailed on 4 December 2020. Council is requested to consider how to progress this matter.

- f) Further Arrangements for Appointment of Clerk and Responsible Financial Officer – **emailed 05/12/20**

Following the withdrawal of the preferred candidate selected at the interviews in November 2020, Council is requested to consider what arrangements to make for the appointment of a Clerk and Responsible Financial Officer.

- g) Code of Conduct – further consultation by the Committee for Standards in Public Life (CSPL) – **emailed 28/10/30**

h) Contract for maintenance of Planters 2021

Council is reminded that the contract for the maintenance of Planters at Blaxton Roundabout is due for renewal. A copy of the existing specification and quotation form was circulated by email on 4 December 2020.

- i) War Memorial Back Wall render and paint
- j) Draft Budget 2021/21 – **To Follow**
- k) Review of Financial Regulations – **Draft emailed 05/12/20**
- l) Delegation to Clerk during Covid-19 lockdown

At the meeting on 27 April 2020 it was agreed that the Clerk be authorised to exercise any of the powers of the Council which it can delegate, subject to email consultation with and, the agreement of all Members before any action is taken.

Since the last Parish Council meeting on 15 October 2020 this power has not been used

**13) PLANNING 20:50**

- a) **Routing Comments on Planning Application 20/01219/MIN** – land north of Bank End Road, near Blaxton, Doncaster – **emailed 10/11/20**
- b) **Application 20/02875/FUL** – Barn South of Back Lane, Blaxton – change of use of the existing agricultural building on the south of Back Lane to provide one new dwelling with associated parking and garden
- c) **Application 20/03082/OUT** Land West of Station Road, Blaxton – Outline application for erection of a residential development of up to 5 dwellings (access and principle only to be considered), Land West of Station Road, Blaxton – **emailed 01/12/20**
- d) **Nottinghamshire County Council Planning Application V/4202** – Electronic Consultation for Land off Springs Road, Misson, DN10 6ET – **emailed 25/11/20**  
**AND invitation by DMBC to comment on same proposal**  
**DMBC 20/03263/CON** Consultation requested by Nottinghamshire City Council on a proposal to vary Condition 4 of planning permission 1/15/01498/CDM to extend the evaluation and restoration period of the site for a further 3 years until November 2023 and to relinquish drilling the horizontal well – **emailed 01/12/20**
- e) **Nottinghamshire Minerals Local Plan** – Main Modifications consultation – **emailed 01/12/20**

**14) BLAXTON PLAYING FIELD**

- a) Improvements to Blaxton Playing Field – Section 106 Funding (18/02593/FULM) – **updates**
  - i) DMBC response on project specification costs which could be met from the Section 106 funds awaited.
  - ii) Details of quotations received – **emailed 04/12/20**

**15) JOINT PLAYING FIELD 20:45**

- a) Playing Field Association Update
- b) Finningley and Blaxton Joint Playing Field Improvements – Section 106 – **update**

**16) BLAXTON VILLAGE HALL**

## **17) ITEMS FOR INFORMATION**

Since the last meeting on 15 October 2020 a number of general items of correspondence including Covid-19 updates, community activities and initiatives and training opportunities have been circulated – no requests have been made to discuss any of these items at a Parish Council meeting.

## **18) DATE OF NEXT MEETING      21:20**

The next meeting of the Parish Council will take place on Thursday 21 January 2021 at 19:00 using Zoom or in Blaxton Village Hall if Covid-19 conditions permit.

## **DISTRIBUTION**

**Parish Councillors:-** R Dennis, R Johnson, N C McCarron, P Schofield and J Scutt

**DMBC Ward Members:-** Councillors J Cox, S Cox and A Jones

**DMBC Stronger Communities:-** D Flicker, R Lewis and S Thomas

**Police Safer Neighbourhood Team:-** Inspector Mark Payling

**Internal Auditor:-** G Cawthorne

## **BLAXTON PARISH COUNCIL**

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 15 OCTOBER 2020 AT 19:00 USING ZOOM REMOTE MEETING SOFTWARE**

**PRESENT:** Councillors R Dennis (Chair), R Johnson, and J Scutt

**APOLOGIES:** Councillors N McCarron and P Schofield

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

**MEMBERS OF THE PUBLIC – One**

#### **1) APOLOGIES**

RESOLVED (1)

That apologies for absence be accepted from Councillors N McCarron and P Schofield.

#### **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 PARISH COUNCIL MEETING HELD ON 17 SEPTEMBER 2020**

RESOLVED (2)

That the Minutes of the Parish Council Meeting held on 17 September 2020 be confirmed as a correct record and signed by the Chair.

#### **5) MATTERS ARISING FROM THE MINUTES – None**

#### **6) PUBLIC PARTICIPATION**

Reece Musson, UK Smart Design, attended to explain his plans for an in-fill development on land to the West of Station Road between Station View and Thornlea. He confirmed that he was open to suggestions about the development of five quality dwellings and had issued a survey to all residents within a one-mile radius inviting comments on the proposals. He invited Parish Councillors to express views about the nature of the development. Where possible resident and Parish Council views would be taken into account before plans were submitted to DMBC.

Members were pleased to have been offered the opportunity to comment on the project at an early stage and raised the following points:-

- the need for 'shielding' the dwellings from noise and dust
- sufficient resident parking provision to prevent overspill on to the A614
- the possibility of reducing traffic speed on Station Road

Reece also mentioned that he planned to apply for approval to undertake a quality barn conversion on Back Lane as a separate project

The Chair thanked Reece for explaining the proposals which the Parish Council would consider again when a Planning Application was received.

## 7) WARD MEMBERS REPORT – No Report

## 8) DMBC AND EAST AREA COMMUNITIES TEAM ISSUES

- a) Road Traffic Issues on Approaches to Blaxton Roundabout – Resolution 3

### **Councillor R Johnson declared a potential conflict of interest in the following issue due to membership of Finningley Parish Council**

It was reported that DMBC had arranged for a 'Quarry Liaison' meeting to take place on 4 November at 10:00 using MS Teams. Invitees included representatives from the nearby quarries, DMBC Planning and Highways, the Police, Ward Members and local Parish Councils.

RESOLVED (3)

That Councillor J Scutt be nominated to attend the meeting and that the Clerk provide an updated summary of issues and, confirm that the invitation was for one representative from each Parish Council.

- b) New Street Garages Site – Resolution 5 – **DMBC Response awaited – Noted, Clerk to follow up**
- c) Park Lane Name Sign – Resident complaint about Damaged Sign

It was reported that the damaged Park Lane street sign at the New Street junction had been reported to DMBC on three occasions since 2 June 2020. No formal response to the report had been received although the Clerk had received indications that the sign would not be repaired by DMBC because it was street furniture on a private road.

The Clerk had requested clarification of the position from DMBC Officers and Ward Members but no response had been received at the date of the meeting.

RESOLVED (4)

That the Clerk be requested to continue to follow up on this issue.

## 9) POLICING ISSUES

- a) Community Speed Watch

RESOLVED (5)

That it be noted that South Yorkshire Police has advised that all Community Speed Watch operations in South Yorkshire that involve the public were officially suspended due to Covid-19 restrictions until further notice.

- b) Community Alcohol Partnership

- i) Reports from meeting on 1 October 2020 circulated 08/10/20 – **Noted**
- ii) Alcohol Awareness Week – 16th - 22nd Nov

Councillor Johnson reported that further information to promote Alcohol Awareness Week would be issued in the near future and asked Members to let him know of any areas needed attention. The Joint Playing Field Association

planned to promote awareness of the campaign on the Playing Field and the Chair confirmed that he would be happy to take part in this activity.

RESOLVED (6)

That Councillor Johnson be thanked for his report which was noted.

iii) Next meeting 2 November 2020 – **Noted**

## 10) CONSULTATIVE COMMITTEES

a) DMBC Parish Councils' Joint Consultative Committee (PCJCC) – Virtual Meeting 21 October 2020 at 1.45 pm

RESOLVED (7)

That it be noted that the next meeting of the PCJCC would be held on 21 October 2020 at 13:45 via MS Teams and, that Councillor Johnson be requested to represent the Parish Council if Councillor McCarron is unable to attend.

b) Doncaster Sheffield Airport

i) Noise Monitoring and Environment Sub-committee 24 September 2020 – Notes of meeting provided by Councillor Scutt – **Noted**

ii) Airport Consultative Committee – 15 October 2020

Councillor Scutt presented a brief report on the Airport Consultative Committee meeting held on 15 October 2020 and gave details of matters considered including the impact of Covid19, continued significant increases in freight traffic, engagement with South Yorkshire local authority leaders and unpublicised training flights.

RESOLVED (8)

That Councillor Scutt be thanked for his report which was noted.

c) Yorkshire Wildlife Park – Not Met – **Noted**

## 11) FINANCIAL AND ADMINISTRATIVE MATTERS

a) Payments considered for approval 15 October 2020

RESOLVED (9)

That the following payments be approved.

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
41	Glendale Countryside <b>GC446PC02631</b>	BPF Grass Cutting 4 and 18 September 2020	77.96	15.59	93.55
42	DMBC <b>26242665</b>	2 Covid information signs - BPF	18.00	3.60	21.60
43	DMBC <b>26315393</b>	Dog Waste Bins 06/04/20 - 24/06/20 - 1 bin @ £5.86 each for 1 week - Wks 1-12 (Covid)	5.86	1.17	7.03



<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
44	JS Plumbing Services Ltd <b>3979</b>	JPF S106 - Replace gas meter housing and provide barriers 30/09/20	1,660.00	332.00	1,992.00
45	SLCC <b>MEM230861</b>	Subscription 2020/21	109.00	0.00	109.00
46	P A Dennis	Salary October 2020	397.23	0.00	397.23
46	P A Dennis	Office, Telephone, Broadband Allowance September 2020	25.00	0.00	25.00
47	P A Dennis <b>203023396832</b>	Reimbursement for 1&1 Website Hosting costs 08/10/20 - 08/11/20	23.00	4.60	27.60
48	P A Dennis <b>INV46472318</b>	Zoom Fee 13/10/20 - 12/11/20 - unable to find VAT No. £2.40 not recovered	14.39		14.39
49	P A Dennis <b>27165574335</b>	Reimburse Office 365 Personal 2019/20	49.99	10.00	59.99
50	HMRC	Month 7 Contributions	99.20	0.00	99.20
51	Need A Hand <b>2025</b>	Remove old plants from 4 Planters 06/10/20, refresh compost and plant with new plants, visit to water and feed	347.00	0.00	347.00
					3,193.59

- b) Bank Reconciliation to 01/10/20 – **Noted**  
c) Balances against Budgets to 8 October 2020 – **Noted**  
d) Arrangements for the appointment of Clerk and Responsible Financial Officer

RESOLVED (10)

That an extra ordinary meeting of the Parish Council be held on Wednesday 21 October 2020 at 19:00 (using Zoom) to consider the draft recruitment pack circulated by the Clerk on 13 October 2020 and, a draft Contract of Employment to be circulated before the meeting.

RESOLVED (11)

That, after the recruitment pack is finalised, the vacancy be advertised via the Yorkshire Local Councils' Associations, DMBC, the Society for Local Council Clerks, the Council's Website, Facebook Page and the noticeboard on Mosham Road.

- e) Website Accessibility

The Clerk reported that a Website Accessibility Statement had recently been prepared and added to the Council's website. He also referred to a detailed report, issued to Members on the day of the meeting, which outlined options for meeting accessibility requirements. It was highly likely that the website would need to be redesigned and a new website host found.

RESOLVED (12)

That the report be noted and that the matter be considered further at the November 2020 meeting so that the estimated cost of any changes (to be considered) could be included in the budget provision for 2020/21.

f) Remembrance Arrangements 2020 – DMBC strategy

Council consider the information received from DMBC and discussed the possibilities, within the Covid-19 requirements, for Remembrance Observances at the Blaxton War Memorial.

The possibility for groups of no more than six people attending on separate occasions to undertake their own brief act of Remembrance at some point over the days around the 11 November 2020 was also discussed. It seemed that these activities could be conducted in a Covid-19 compliant manner without the involvement of the Parish Council.

Advice to those wanting to mark the occasion was available on the Royal British Legion website which also included a suggestion that individuals could film their tributes for display on social media.

RESOLVED (13)

That the DMBC strategy for Remembrance arrangements for 2020 circulated on 5 October 2020 be received and noted and, with much sadness and regret, the Council agree that there will not be a collective act of Remembrance at the War Memorial this year.

RESOLVED (14)

That the Clerk be requested to update the organisations which usually attend the event and produce a notice to inform members of the public of the Council's decision.

g) Review of Standing Orders

The Chair reported that, in consultation with the Clerk, he had conducted a review of the provisions in Standing Orders and had not identified items which needed to be changed.

RESOLVED (15)

That the report be noted and that the existing Standing Orders be readopted.

h) Review of Financial Regulations

It was reported that Councillor Johnson and the Clerk had begun to review the Council's Financial Regulations but that a little more time was needed to finalise the review.

RESOLVED (16)

That the report be noted and that the matter be considered at the next meeting.

i) Delegation to Clerk during Covid-19 lockdown

It was reported that since the last Parish Council meeting on 17 September 2020 delegated power had been exercised by the Clerk only in respect of Joint Playing Field Item 14(b) below.

RESOLVED (17)

That the report be noted.

## 12) PLANNING

- a) Application 20/02636/FUL Erection of 2 no. dwelling houses (Being resubmission of application granted under Ref: 19/02038/FUL on 15/11/19) – Land North East of Mosham Road, Blaxton, Doncaster

RESOLVED (18)

That DMBC be notified that Application 20/02636/FUL is supported by the Parish Council.

- b) Community & Neighbour Consultation – Proposed Residential Development on Land West of Station Road Blaxton Doncaster

RESOLVED (19)

That the presentation by Reece Musson, UKSD Architectural Design Studio, during Item 6 above, Public Participation, be noted.

RESOLVED (20)

That it be noted that the proposals would be progressed to a Planning Application at the end of the informal consultation process and, that the Parish Council would be invited (as usual) to comment by DMBC.

***Standing Order 3(w) – at 21:30 – RESOLVED (21)***

***That the meeting be extended by up to one hour to enable the remaining business to be concluded.***

## 13) BLAXTON PLAYING FIELD

- a) Improvements to Blaxton Playing Field – Section 106 Funding (18/02593/FULM)

The Clerk reported that two detailed quotations had been received for specifying the work which would be needed to improve drainage and provide a hard surface to the access road and car parking area on Blaxton Playing Field. Two more quotations were expected.

RESOLVED (22)

That the report be noted and that the Clerk be requested to provide anonymised details of the quotations to Members for information.

RESOLVED (23)

That the Clerk be requested to clarify with DMBC the nature of costs which could be met from the Section 106 funds and if some elements would need to be funded by the Parish Council.

## 14) JOINT PLAYING FIELD

- a) Playing Field Association Updates 23/10/20 and 13/10/20

RESOLVED (24)

That the Playing Field Association updates, which included information about a very welcome grant of £2,000 towards Covid-19 recovery and resilience received from South Yorkshire's Community Foundation, be noted.

b) Finningley and Blaxton Joint Playing Field Improvements – Section 106 (S106) – Gas Box

RESOLVED (25)

That it be noted that, following damage to the gas meter box on the Joint Playing Field (planned for replacement within the S106 Project), DMBC had exceptionally agreed that payment for the work could be set against the S106 funds in advance of the agreement being signed off and the funds transferred to the Parish Council.

RESOLVED (26)

That it be noted that the payment of £1,660 (net of VAT) would be recovered by Blaxton Parish Council when the S106 funds were received.

**15) BLAXTON VILLAGE HALL**

RESOLVED (27)

That it be noted that the Village Hall Committee had not met recently and that Yoga and Table Tennis activities continued for the time-being.

**16) ITEMS FOR INFORMATION**

Since the last meeting on 17 September 2020 a number of general items of correspondence including Covid-19 updates, community activities and initiatives and training opportunities have been circulated – no requests have been made to discuss any of these items at a Parish Council meeting. – **Noted**

**17) DATE OF NEXT MEETING**

RESOLVED (28)

That it be noted that the next meeting of the Parish Council will take place on Thursday 19 November 2020 at 19:00 using Zoom or, in Blaxton Village Hall if Covid-19 conditions permit.

Meeting closed at 21:55

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

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

**BLAXTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 21 OCTOBER  
2020 AT 19:10 USING ZOOM REMOTE MEETING SOFTWARE**

**PRESENT:** Councillors R Dennis (Chair), R Johnson, and J Scutt

**APOLOGIES:** Councillors N McCarron and P Schofield

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

**MEMBERS OF THE PUBLIC – None**

**1) APOLOGIES**

RESOLVED (1)

That apologies for absence be accepted from Councillors N McCarron and P Schofield.

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

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

**4) ARRANGEMENTS FOR THE APPOINTMENT OF CLERK AND RESPONSIBLE  
FINANCIAL OFFICER**

Members discussed the following draft documents circulated prior to the meeting:-

- a) Advertisement
- b) Application Form
- c) Person Specification
- d) Job Description
- e) Shortlisting and scoring template
- f) Interview questions and scoring template

RESOLVED (2)

That the Clerk be requested to amend draft documents (a) – (d) as agreed during the meeting.

RESOLVED (3)

That items (e), (f) and a draft Contract of Employment be finalised at a future date.

There being no further business, the Chair closed the meeting at 21:09

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

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

**BLAXTON PARISH COUNCIL**

**MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON TUESDAY  
17 NOVEMBER 2020 AT 14:00 USING ZOOM REMOTE MEETING SOFTWARE**

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

**APOLOGIES:** All Present

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

**MEMBERS OF THE PUBLIC – None**

**1) APOLOGIES – None**

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

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

**4) PUBLIC PARTICIPATION – None Present**

**5) ARRANGEMENTS FOR THE APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

RESOLVED (1)

That, following the consideration of all applications received, three candidates be invited for interview via Zoom on the afternoon of Thursday 19 November 2020.

RESOLVED (2)

That the list of interview questions viewed during the meeting be finalised by Councillor Johnson and the Clerk and circulated to members before the interviews.

RESOLVED (3)

That the discussion on arrangements for conducting the interviews be noted.

**6) REIMBURSEMENT OF COSTS INCURRED BY MEMBERS IN ACQUIRING IT FACILITIES TO TAKE PART IN ZOOM MEETINGS**

This item was discussed at length.

Councillors McCarron and Schofield did not take part in the decision.

RESOLVED (4)

That the cost of providing and installing webcams for Members who would not otherwise be able to fully participate in Parish Council meetings be met from Parish Council funds and returned to the Clerk for safekeeping when no longer needed.

**7) REQUEST TO AGREE TO THE INSTALLATION OF NETS TO THE FOOTBALL POSTS ON BLAXTON PLAYING FIELD.**

The following decision was taken after a considerable discussion about the health and safety issues relating to the installation and use of goal nets, the absence of nets on DMBC goal posts and a risk assessment carried out on this issue by another Parish Council.

RESOLVED (5)

That, after considerable discussion and with regret, the Council decided not to agree to the request from a resident to provide nets for the football posts on Blaxton Playing Field.

**8) DATE OF NEXT MEETING**

RESOLVED (6)

That it be noted that the next meeting of the Parish Council will take place on **Wednesday** 25 November 2020 at 19:00 using Zoom or in Blaxton Village Hall if Covid-19 conditions permit.

There being no further business, the Chair closed the meeting at 15:55

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

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

**BLAXTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING TO INTERVIEW CANDIDATES FOR  
THE POST OF CLERK AND RESPONSIBLE FINANCIAL OFFICER HELD ON  
THURSDAY 19 NOVEMBER 2020 AT 13:00 USING ZOOM REMOTE MEETING  
SOFTWARE**

**PRESENT:** Councillors R Dennis (Chair), R Johnson, N McCarron and J Scutt

**APOLOGIES:** Councillor P Schofield

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

**MEMBERS OF THE PUBLIC – None**

**1) APOLOGIES**

RESOLVED (1)

That apologies for absence from Councillor Schofield be accepted.

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

**3) CANDIDATE INTERVIEWS FOR THE POST OF CLERK AND RESPONSIBLE OFFICER**

The Council interviewed three candidates for the post of Clerk and Responsible Financial Officer.

RESOLVED (2)

That Candidate Number 3 be offered the post of Clerk and Responsible Financial Officer.

There being no further business, the Chair closed the meeting at 16:35

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

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



**BLAXTON PARISH COUNCIL**  
**BANK RECONCILIATION AT 30 NOVEMBER 2020**

**1) Community Account - Current**

Unbanked Income - None

Unpresented Cheques - None

**Current Account Balance at 1 October 2020** 28,241.85

**Ledger Receipts October and November 2020** 0.00

28,241.85

**Ledger Payments October and November 2020** 3,228.59

**Current Account Balance at 30 November 2020** 25,013.26

28,241.85

**2) Business Saver Account**

**Business Saver Account Balance at 1 October 2020** 0.00

**Ledger Receipts October and November 2020** 0.00

**Ledger Payments October and November 2020** 0.00

**Business Saver Account Balance at 30 November 2020** 0.00

**TOTAL AT BANK 30 NOVEMBER 2020** **25,013.26**

**BLAXTON PARISH COUNCIL**  
**RECEIPTS AND PAYMENTS AGAINST BUDGET FOR 2020/21 AT 4 DECEMBER 2020**

<u>Receipts and Payments Headings</u>	<u>Budget</u>	<u>Receipts and Payments</u>	<u>Balance</u>	<u>Budget % Spent/Rec'd</u>
<b><u>RECEIPTS</u></b>				
Precept	24,660	24,660.00	0.00	100.00
Council Tax Support Grant	0	0.00	0.00	0.00
Deposit A/C Interest	0	0.00	0.00	0.00
Other Income	0	0.00	0.00	0.00
<b>Receipts Totals</b>	<b>24,660</b>	<b>24,660.00</b>	<b>0.00</b>	<b>100.00</b>
<b><u>PAYMENTS</u></b>				
<u>Administration</u>				
Clerk Salary	5,918	4,467.87	1,450.13	75.50
Employer Pension Contributions	0	0.00	0.00	0.00
Clerk Travel Expenses	50	0.00	50.00	0.00
Clerk Allowance for working from home	300	225.00	75.00	75.00
Employers NI	0	0.00	0.00	0.00
Postage	0	0.00	0.00	0.00
Office Equipment, Materials and Stationery	300	305.45	-5.45	101.82
Chair's Allowance (paid 12 months in arrears)	0	0.00	0.00	0.00
Members' Expenses	100	0.00	100.00	0.00
Election Fees May 2021 - £1,000 <u>moved to earmarked contingencies Dec 20</u>	0	0.00	0.00	0.00
Room Hire (Zoom)	20	57.56	-37.56	287.80
Internal Audit	210	220.00	-10.00	104.76
External Audit	200	0.00	200.00	0.00
Insurance	700	628.12	71.88	89.73
Training	700	48.00	652.00	6.86
Subscriptions CFY, SLCC, YLCA, Open Spaces Soc, ICO	650	611.00	39.00	94.00
Publications	100	0.00	100.00	0.00
Parish Publicity	150	0.00	150.00	0.00
Website	240	184.00	56.00	76.67
	9,638	6,747.00	2,891.00	70.00
<u>Blaxton Playing Field</u>				
Maintenance of Playing Field Equipment	500	67.50	432.50	13.50
Grounds Maintenance	900	615.72	284.28	68.41
New Equipment and Furniture	0	18.00	-18.00	0.00
Equipment Renewals Fund - <u>£1,000 moved to earmarked contingencies Dec 20</u>	0	0.00	0.00	0.00
Ground Drainage Works Specification Fund	5,000	0.00	5,000.00	0.00
	6,400	701.22	5,699	10.96
<u>Joint Playing Field</u>				
Grant	2,000	0.00	2,000.00	0.00
Ramp Maintenance Costs (Recovered from Grant)	0	0.00	0.00	0.00
Emptying Dog Waste Bin	307	133.70	173.30	43.55
	2,307	133.70	2,173.30	5.80
<u>Village Hall</u>				
Grant	1,600	1,600.00	0.00	100.00
Defibrillator	405	213.20	191.80	52.64
	2,005	1,813.20	191.80	90.43
<u>War Memorial, Street Furniture and Summerfields</u>				
Emptying Dog Waste Bin - Mosham/Bank End Roads	600	186.44	413.56	31.07
Planter Maintenance and Planting	800	694.00	106.00	86.75
Replacement War Memorial Flag	90	0.00	90.00	0.00
War Memorial Maintenance	500	45.00	455.00	9.00
Street Furniture including Trees - Repair, Maintain	500	265.00	235.00	53.00
Street Furniture - New - Summerfields seat 2020/21	1,000	51.00	949.00	0.00
Christmas Lights - New, Repair, Maintain, Install	300	110.00	190.00	36.67
	3,790	1,351.44	2,438.56	35.66
<u>Section 137 Expenditure</u>				
Grants to Charity	50	0.00	50.00	0.00
Wreath Donation	150	0.00	150.00	0.00
	200	0.00	200.00	0.00
<b>Payments Totals</b>	<b>24,340</b>	<b>10,746.56</b>	<b>13,593.44</b>	<b>44.15</b>