

BLAXTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON FRIDAY 23 APRIL 2021 AT 19:00 USING ZOOM REMOTE MEETING SOFTWARE

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

APOLOGIES: Councillor P Schofield

IN ATTENDANCE: P Reeves Clerk and Responsible Financial Officer and P Dennis,
Retiring Clerk and Responsible Financial Officer

MEMBERS OF THE PUBLIC – Two

1) APOLOGIES

RESOLVED (1)

That apologies for absence be accepted from Councillor P Schofield.

2) TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC WERE 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 18 MARCH 2021

RESOLVED (2)

That the Minutes of the Parish Council Meeting held on 18 March 2021 be confirmed as a correct record and signed by the Chair.

5) MATTERS ARISING FROM THE MINUTES – None

6) PUBLIC PARTICIPATION – None

7) WARD MEMBERS REPORT – None Present

8) DMBC AND EAST AREA COMMUNITIES TEAM ISSUES

a) Park Lane Name Sign – Awaiting Delivery of Replacement Sign ordered by DMBC –
Noted

b) Grass Verge Damage on Station Road, Post Office corner and in front of former
Earnshaw site – Minute 8(b)

It was reported that a response from DMBC Highways had referred the Council to a previous response which advised that no action could be taken against vehicles parked on verges because no obstruction was being caused and no Traffic Regulation Orders (TRO) were in place.

The specific question as to whether DMBC could take legal action against people who caused damage to verges with vehicles remained unanswered.

It was also reported that the request to install low post and rail fencing to prevent verge damage adjacent to the Post Office had been referred to an Officer to assess the possibility of providing an engineering solution.

RESOLVED (3)

That the reports be noted, that the Clerk be requested to follow up on the possibility of action on verge damage with DMBC and, that Members would continue to monitor damage to verges.

9) POLICING ISSUES

- a) Community Alcohol Partnership Next meeting 19 May 2021 – **Noted**
- b) Police Newsletter April 2021 – Locally only 2 incidents reported in Auckley – **Noted**

10) CONSULTATIVE COMMITTEES

- a) DMBC Parish Councils Joint Consultative Committee (PCJCC) Meeting 24 March 2021 Report from Councillor Johnson emailed 25/03/21 – **Noted**
- b) Doncaster Sheffield Airport Noise Monitoring and Environment Sub-Committee (NMESC) – Report from meeting 25/03/21 from Councillor McCarron – **Noted**
- c) Yorkshire Wildlife Park (YWP) Consultative Committee
Press Release circulated by email 7 April 2021 – **Noted**
- d) Quarry Liaison Consultative Committee – Meeting planned for 17 June 2021 at 9:30

DMBC Planning reminded 7 April 2021 that Highways matters raised by the Council need to be resolved and, that complaints about what appears to be quarry related debris on the highway at Wroot Crossroads have been logged – **Noted**

RESOLVED (4)

That the Council nominate a representative to attend the next Quarry Liaison Consultative Committee meeting at the May Parish Council meeting.

11) FINANCIAL AND ADMINISTRATIVE MATTERS

- a) Payments considered for approval on 23 April 2021

RESOLVED (5)

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>
1	YLCA	Subscription 2021/22	429.00	0.00	429.00
2	YLCA	Courses for Clerk Year End Accounts 31/03/21 and VAT 04/05/21	60.00	0.00	60.00
3	Blaxton Village Hall Committee	Grant 2021/22	1,600.00	0.00	1,600.00
4	Glendale Countryside	BPF Grass Cutting 26/03/21	40.15	8.03	48.18

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
	GC446PC02814				
5	DMBC 26847488	Dog Waste Bins 28/12/20 - 04/04/21 - 2 bins @ £5.86 for 13 weeks, 1 bin for 12 weeks - Wks 39-52	222.68	44.54	267.22
6	P Reeves	Salary April 2021	458.94	0.00	458.94
6	P Reeves	Office, Telephone, Broadband Allowance April 2021	25.00	0.00	25.00
7	P A Dennis 203025736880	Reimbursement for 1&1 Website Hosting costs 08/04/21 - 08/05/21	23.00	4.60	27.60
8	P A Dennis INV80895254	Zoom Fee 17/04/21 - 16/05/21	11.99	2.40	14.39
9 JPF S106	Verde Sports Ltd VS/14329	30% Deposit towards work and materials to replace synthetic wicket	1,152.38	230.48	1,382.86
10 JPF S106	Charles Lawrence Tennis Courts 1465	Cleaning court surface and treatment added	1,400	280.00	1,680.00
					5,993.19

Note: **JPF S106** above indicates 'expenditure on Projects on the Joint Playing Field met from the DMBC Section 106 Grant'

- b) Bank Reconciliation to 31 March 2021 – **Noted** subject to correction of Business Saver Account balance to £121,323.20
- c) Balances against Budgets to 31 March 2021 – **Noted**
- d) Website Accessibility and MS Office 365 – Minute 11(g)

RESOLVED (6)

That the following information be noted: -

- MS Office 365 – new 'Clerk' email address created, and use being developed as part of transfer of duties between Clerks
 - Website Accessibility – revision of website structure delayed due to transfer of duties between Clerks and Council computer issues
- e) CCTV Initiative – Resolutions 11 and 12 of the meeting held on 18 March 2021

RESOLVED (7)

That it be noted that Ward Members would be unable to consider the Council's request to establish a CCTV Liaison Group, to include representatives from all Parish Councils in the Ward, until after the forthcoming elections.

- f) Consideration of floral displays at Blaxton Roundabout

It was reported that the Clerk had confirmed with a DMBC Grounds Maintenance Officer that there would be no objection if the Parish Council wanted to create floral beds in the verges around Blaxton Roundabout (subject to conducting a risk

management assessment). Approval would also need to be obtained from DMBC Highways if the Parish Council decided to proceed with this project and, a site meeting was in the process of being arranged.

RESOLVED (8)

That the report be noted

g) Quotations for Maintenance of Planters 2021

RESOLVED (9)

That Need A Hand be requested to undertake the Spring 2021 planting of the four planters at Blaxton Roundabout at a cost of £347 plus £20 for each additional visit for watering and feeding and, £15 per watering.

h) New Seat and base Summerfields Green Space

It was reported that the Clerk had confirmed with a DMBC Grounds Maintenance Officer that there would be no objection to the Parish Council locating another seat on the Summerfields open space area.

RESOLVED (10)

That the report be noted

i) War Memorial Back Wall render and paint – Resolution 21

It was reported that of the two quotations received only one was in writing but, an email version was expected.

RESOLVED (11)

That upon receipt of the outstanding quotation the Clerk be authorised to accept the lowest price.

j) Clerk and RFO – Contract of Employment

RESOLVED (12)

That the revised Contract of Employment be agreed and issued to the new Clerk and RFO for consideration and signature.

Councillor R Dennis declared an interest in the following item and took no part in the discussion or decision.

k) Outgoing Clerk – Continued involvement with Council Business

RESOLVED (13)

That the report emailed on 18 April 2021 be received and noted

RESOLVED (14)

That the Contract of the outgoing Clerk be extended for one year in order to perform the duties outlined in the report emailed on 18 April 2021.

RESOLVED (15)

That the contract be for two hours per week at the existing salary point to be funded from the Council's reserves and the Joint Playing Fields Projects Section 106 grant, subject to confirmation with DMBC.

- l) FCC Communities Foundation Funding in Nottinghamshire – **Noted**
- m) Delegation to Clerk during Covid-19 lockdown – **Power not used since last meeting**

The Chair referred to the following matters, details of which had been circulated by email earlier on the day of the meeting

- n) White Rose Update 23 April 2021 – **Noted**
- o) South Yorkshire Branch Nomination Paper for the Election of Branch Chairman, Vice-Chairman and Representatives for the YLCA Joint Executive Board

RESOLVED (16)

That, in view of the imminent closing dates for nominations, the Clerk be requested (under delegated powers) to nominate Derek Liddle for the Offices of Chairman and Vice-Chairman of the South Yorkshire Branch of the Yorkshire Local Councils' Associations (YLCA) and Julia Staniforth for appointment to the Executive Board.

- p) Invitation to Nominate Independent Member of the South Yorkshire Police and Crime Panel – **Noted**

12) PLANNING APPLICATIONS

Planning Application 21/01031/OHL – Meadow Croft, 34 Mosham Road, Blaxton – installation of new electricity supply – **Neutral response**

13) BLAXTON PLAYING FIELD

- a) Dog Notices

RESOLVED (17)

That the Clerk take photos of all signs on Blaxton Playing Field and feed back to Council so further decisions can be made as regards suitability and location of signage.

- b) Improvements to Blaxton Playing Field – Section 106 Funding (18/02593/FULM) – Hard surfacing of access road and car parking area and drainage.

The Clerk reported that DMBC had advised that, due to the nature of Section 106 Funding Agreements, it would not be appropriate to offset the payments due from developers by the provision of services in lieu.

RESOLVED (18)

That further consideration be given as to how this project might be funded at the next meeting.

14) JOINT PLAYING FIELD

a) Playing Field Association

Councillors Scutt and Johnson reported; Cricket matting arrived and being stored in the garage. Tennis courts finished and currently have 10 sign-ups. Meeting with gym equipment suppliers. Discussions with playground suppliers, but more confusing as the prices have increased significantly. Cricket and football have now started again – very pleased with how teams are approaching Covid restrictions. Minimal reports on dog mess and litter issues. New Assistant started.

Councillor Dennis thanked Councillor Scutt and Councillor Johnson for all their ongoing hard work with the Association.

RESOLVED (19)

That the report be noted.

b) Finningley and Blaxton Joint Playing Field Improvement Projects Funded by Section 106 Grant of £121,323 (12/01327/EXTM):-

i) Progress with Projects

Councillor Johnson reported that progress was being made to varying degrees in respect of the Children's play area resurfacing and equipment painting, tennis court surface cleaning, replacement cricket wicket, adult gym, storage compound and playing surface improvements

RESOLVED (20)

That the report be noted with thanks.

ii) Arrangements for authorisation, making and reporting payments

In response to a question about the authorisation, making and reporting on payments from the Section 106 Grant, the Clerk referred Members to the report emailed on 19 April 2021

RESOLVED (21)

That the recommendations relating to the arrangements for authorisation, making and reporting payments relating to the Joint Playing Fields Improvements Projects included in the report emailed on 19 April 2021 be agreed and appended to the signed copy of these Minutes.

c) Freedom of Information Request (FOI) relating to DMBC Section 106 Grant received 4 March 2021 – Response emailed 29 March 2021 – **Noted**

Councillor Johnson reported that the Joint Playing Fields Association had also received and responded to two FOI requests.

RESOLVED (22)

That the report be noted.

15) BLAXTON VILLAGE HALL – Minutes of meeting 25 March 2021 – emailed 18/04/21 – Noted

It was reported that the hall has been checked since the dancing classes restarted and everything seems in order regarding the Covid regulations. Table tennis and Pilates will start again from 17 May 2021 and it is hoped that the Village Hall can be used by the Community Litter Picking Group in the near future.

RESOLVED (23)

That the report be noted.

16) ITEMS FOR INFORMATION

Wildscapes Pond Creation and Tree Planting – Deferred to a future meeting.

17) DATE OF NEXT MEETING

Councillors referred to this being Councillor Robert Dennis' last meeting and recorded appreciation for his contributions to the work of the Parish Council since becoming a Member in April 2018 and, during the past two years as Chair.

RESOLVED (24)

That the Annual Parish Council Meeting be held on Thursday 20 May 2021 at 19:00 using Zoom or, in Blaxton Village Hall if Covid-19 conditions permit.

Meeting closed at 21.04

Chair: _____

Date: _____

BLAXTON PARISH COUNCIL

REPORT ON MANAGEMENT OF S106 GRANT OF £121,323 (12/01327/EXTM) FOR PLAYING FIELD PROJECTS

1) Introduction

A Section 106 Grant arising from Planning Approval 12/01327/EXTM (former Earnshaw site off Station Road) was awarded by DMBC in January 2021 to enable delivery of the following Projects on the Blaxton and Finningley Joint Playing Field following the submission of proposals by the Playing Field Association. The grant payment of £121,323 was received by the Parish Council on 2 March 2021

The purpose of this report is to request approval of the order, invoicing and payment authorisation processes from the Parish Council.

The Projects to be delivered under the terms of the Grant Agreement between DMBC and Blaxton Parish Council are as follows:-

Date Started	Project	Total Estimated Cost *
	Field Enlargement	33,565
	Field Improvement	35,100
	Adult Gym Equipment	16,692
	Matting Wicket	3,841
	Play Area	9,260
Aug 2020	Gas Meter	1,660
	CCTV	2,995
	Tennis Courts	4,200
	Administration – to cover Clerk costs based on £624pa – Stronger Communities Co-ordinator (South) 18/08/21	1,872
	Contingency	11,006
		120,191

* Some Projects will take up to three years to complete

2) Recommendations

The Parish Council is requested to consider agreeing to the following recommendations:-

a) That the Parish Council note that:-

- the projects listed above were incorporated in an agreement between DMBC and the Parish Council on, or around, the beginning of January 2021 and, that the payment of £121,323 was received from DMBC by the Parish Council on 2 March 2021 so to enable the Parish Council to administer the delivery of the Projects (the 'approved works').
- responsibility for ensuring that goods or services received and work done meet the requirements of the S106 Grant and, are of the required standard, will rest with two members of the Joint Playing Field Committee (Councillors R Johnson and J Scutt) who are also Members of Blaxton Parish Council.
- the Clerk will also review progress of the works from time to time.

BLAXTON PARISH COUNCIL

REPORT ON MANAGEMENT OF S106 GRANT OF £121,323 (12/01327/EXTM) FOR PLAYING FIELD PROJECTS

- b) That the Parish Council approve the following procedures for use in connection with the management of orders and payments in respect of the approved works:-
- cost and specification of the approved works to be reaffirmed with suppliers by Joint Playing Field (JPF) members (Councillors R Johnson and J Scutt)
 - order requests by email for the approved works to be made to the Clerk by JPF members and supported by documents from the suppliers showing details of the work to be done, quoted costs and payment terms
 - Clerk to check the requests to place orders are in accordance the S106 Grant and specification agreed by DMBC before issuing orders by email for approved works
 - payments to be made by electronic transfer or cheque on the day following authorisation at a meeting of the Parish Council except that, where payment is needed sooner, delegated authority be granted to the Clerk to make the payment outside the normal meeting cycle subject to it being within the list of approved works and reporting to the next meeting of the Parish Council.