

BLAXTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2024 AT 19:00 IN BLAXTON VILLAGE HALL

PRESENT: Councillors R Johnson, J Hill, I Collett, P Raybould and J Steventon

APOLOGIES: None

MEMBERS OF THE PUBLIC: One

IN ATTENDANCE: E Lear (Clerk)

1. APOLOGIES

- a) To receive and note apologies from councillors who are unable to attend the meeting - None
- b) To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.- Not required.

2. TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC WERE TO BE EXCLUDED FROM THE MEETING

RESOLVED (1)

That the public be excluded from the meeting during Items 10 n) due to the confidential nature of the issues to be discussed.

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 19 JUNE 2024

RESOLVED (2)

That the Minutes of the Parish Council Meeting held on 17 July 2024 be confirmed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION – A resident of Mosham Road who regularly walks along the road between Blaxton roundabout and Hurst Lane (in Auckley Parish) attended the meeting, describing how cyclists using the footpath were making her feel unsafe. A large number are school children using the path to cycle to/from Hayfield School. She believes the verges in the area are large/wide enough to install a cycle path in the area and was requesting that the Parish Council make a suggestion to City of Doncaster Council.

RESOLVED (3)

That CDC are contacted requesting that they consider installing a cycle path from Blaxton roundabout to Gatehouse Lane (a proportion of which runs within the Blaxton Parish).

As the section of road from Gatehouse Lane to Hurst Lane falls solely in the Auckley Parish.

RESOLVED (4)

That contact is made with Auckley Parish Council describing the request from the member of the public and requesting their support in requesting to CDC that a cycle path is installed from Gatehouse Lane to Hurst Lane.

6. WARD MEMBERS REPORT – None present.

Councillor Steve Cox had produced a report for the meeting with discussion about the Ward Members Joint Meeting (attended by Councillor Johnson) and other items.

RESOLVED (5)

That a thank you is sent to Councillor Cox for producing the report.

Councillor S. Cox mentioned the Community Infrastructure Levy. This was discussed by members including the difference with s106 funding.

RESOLVED (6)

That contact is made with CDC to check if CIL is being considered by CDC.

7. CDC AND SOUTH AREA COMMUNITIES TEAM ISSUES

a) Local Nature Recovery Strategy Survey

Councillor Johnson had completed the survey on a personal level and expressed that even though Parish Councils may wish to support nature, the decisions that they have to make, sometimes impact on nature.

8. POLICING ISSUES

a) Encampments

An encampment was recently created in the adjacent Auckley Parish. The encampment was disbanded promptly. Discussions took place in the Ward Members Joint Meeting as all Finningley parishes were concerned about where they could move on to. Councillor Johnson asked if the groups were known to split into smaller groups and it was confirmed that they had already done so. Concern was expressed about the potential entry onto the Summerfields Green Space and that a form of barrier should be installed from the road entrance to prevent access.

RESOLVED (7)

That Councillor Hill will research a staggered barrier for the area which would also be aesthetically pleasing i.e. not concrete blocks.

Concern was also expressed about the unsettled ownership of the Summerfields Green Space. The Clerk advised that if an encampment was set up, the police should be contacted quickly stating that a request was being made by the landowner i.e. the parish council and that they would like the police's assistance to remove the encampment. Police involvement is the fastest and cheapest way to remove.

This action may not be possible on Summerfields due to unsettled ownership which may result in no organisation being able to act to request the removal.

RESOLVED (8)

That CDC are contacted to request that the ownership of the Summerfields Green Space is finally settled as the encampment has raised a concern about its current status.

- b) Motorbike incident on Joint Playing Field- reported to council via Finningley Parish Council and noted in the Ward Members Report that the incident was being taken no further by the victim.

9. CONSULTATIVE COMMITTEES

- a) CDC Parish Councils' Joint Consultative Committee (PCJCC) – Meeting 08/08/24 – **Councillor Johnson attended and a report had been distributed.**
- b) Ward Members Joint Meeting – Meeting 07/09/24- **Councillor Johnson attended and a report had been distributed.**
- c) South Yorkshire Branch of the YLCA- Next Meeting 23/10/24)
1. Discussion topics- Councillor Johnson had emailed two questions for consideration by members.

RESOLVED (9)

That the two questions are sent to the YLCA as Blaxton Parish Council's suggested topics for inclusion on the agenda of the upcoming meeting.

10. FINANCIAL AND ADMINISTRATIVE MATTERS

- a) Payments considered for approval on 21 August – Clerk's delegated powers

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
50	P Dennis	Salary August 2024	103.77	0.00	103.77
51	E Lear	Salary August 2024	552.38	0.00	552.38
51	E Lear	Office, Telephone, Broadband Allowance August 2024	20.00	0.00	20.00
52 DD 30/08/24	Nest	Clerk's pension 01/08/24 – 31/08/24	11.81	0.00	11.81
53	HMRC	HMRC M5	162.20	0.00	162.20

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
54 – DD 30/08/24	Ionos 203043428373	1&1 Website Hosting costs 08/08/24 -08/09/24	23.00	4.60	27.60
55	Glendale Countryside GC446-0411	Playing Field Car Park, Play Area Grass Cutting 9 & 24 July 2024	98.32	19.66	117.98
56	Need a Hand 2192	Strimming around play equipment on Blaxton Playing Field	25.00	0.00	25.00
57	CDC 30125859	Memorial Tree Plaque & Base	170.00	34.00	204.00
58	Need a Hand 2196	Watering of Blaxton Planters	35.00	0.00	35.00
59	Need a Hand 2197	Repairs and maintenance to benches	435.00	0.00	435.00
60 DD 14/08/24	Compete 366 INV-21486	NCE 365 Month to month license	5.52	1.10	6.62
61	PKF LittleJohn SB20241054	Limited Assurance Review for the year ended 31 March 2024	210.00	42.00	252.00
					£1953.36

Payments considered for 18 September 2024:–

RESOLVED (10)

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>
62	P Dennis	Salary September 2024	103.57	0.00	103.57
63	E Lear	Salary September 2024	545.63	0.00	545.63
63	E Lear	Office, Telephone, Broadband Allowance September 2024	20.00	0.00	20.00
64 DD 30/09/24	Nest	Clerk's pension 01/09/24 – 30/09/24	11.81	0.00	11.81
65	HMRC	HMRC M6	162.40	0.00	162.40
66 – DD 30/09/24	Ionos 203043928455	1&1 Website Hosting costs 08/09/24- 08/10/24	23.00	4.60	27.60
67	Glendale Countryside GC446-0524	Playing Field Car Park, Play Area Grass Cutting 6 & 21 August 2024	98.32	19.66	117.98
68 – DD 30/09/24	Unity Bank	Account fee 04/06/24- 03/09/24	18.00	0.00	18.00

<u>Voucher No</u>	<u>Payee/Invoice</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
69	CDC 30149797	Car Springer- Removal of damaged seat and replacement of new Sutcliffe seat assembly	168.00	33.60	201.60
70	Mr Flag Ltd 27905	6ft x 4ft Traditional Sewn Union Flag, Rope, Toggle (includes £7.00 Delivery)	111.40	22.28	133.68
					£1342.27

Note: **DD** above indicates payment taken or to be taken by Direct Debit on the date shown

- b) Bank Reconciliations at 31 July and 31 August 2024 – **Noted**
- c) Net Position 12 September 2024 – **Noted** including overspends.
- d) Annual Return (AGAR) and Notice of Conclusion of External Audit for 2023/24
– **circulated 12/09/24**

Council was requested to receive the completed Annual Return for 2023/24 and note that no issues were raised by the External Auditor. The Notice of Conclusion and AGAR Sections 1, 2 and 3 had been displayed on the notice board and the Council's Website.

RESOLVED (11)

That Council receive the completed Annual Return for 2023/24 and note that no issues were raised by the External Auditor.

The Council need to be diligent throughout the year regarding both governance and accounting.

RESOLVED (12)

That a thank you is sent to the former clerks for their due diligence.

- e) Staffing Policy - Circulated 18/09/24-
Following brief overview from Councillor Johnson

RESOLVED (13)

That the staffing policy is approved and today's day (18/09/24) noted as version 1.

RESOLVED (14)

That the Chair, Councillor Johnson will be the Liaison Councillor and the Vice Chair, Councillor Hill will be the Deputy Liaison Councillor until review of the policy.

- f) YLCA Training Programme- Circulated 09/08/24, 16/08/24 and 06/09/24- Members were reminded that there is a training budget- **NOTED**

- g) Climate Change & Sustainability- Update on Cycle Repair Station

A location was agreed in consultation between members and CDC- on the grass verge on Thorne Road and confirmed via **Clerk's Delegated Powers**.

CDC will fund and install the cycle repair station.

CDC have provided the specification for a concrete base which must be installed and funded by Blaxton Parish Council prior to the installation of the cycle repair station.

Two quotes have been provided so far including from a private company

RESOLVED (15)

That a third quote is obtained for the concrete base.

RESOLVED (16)

That the Clerk confirm if there any additional requirements/approvals necessary in order to use a private company.

In order to consult the public via Facebook, regarding the cycle repair stand a photo of the stand and proposed location will be used.

RESOLVED (17)

That CDC are asked for a photo of the stand.

- h) Blaxton Roundabout- Update on Planting

The Clerk had circulated a report listing requirements for the project including

- Planting licence
- Clearance of roundabout by CDC
- Traffic management

Concerns were raised about potential costs

RESOLVED (18)

That the project does not proceed with a Blaxton Parish Council lead.

RESOLVED (19)

That an enquiry is made with CDC regarding roundabout sponsorship and the company offering planting are connected with CDC to discuss.

- i) Remembrance Service –

1. Traffic management quotations circulated 10/09/24- **Clerk's delegated powers**

An order had been placed with Chevron Traffic Management Ltd for the supply of the Bank End road closure at a cost of £1015 plus VAT.

2. Cleaning of memorial stone- consider donation

RESOLVED (20)

That the memorial stone will be cleaned and a donation considered following the works.

3. Clearing/cleaning of ground surface

RESOLVED (21)

That the work will be undertaken at a cost of £285.

4. Painting of inner railings

5. Painting of external railings

After consideration of advice from the contractor that the painting should be undertaken in the spring

RESOLVED (22)

That an item to consider painting will be added to the January/February agenda.

6. New flag

RESOLVED (23)

That the flag be ordered resulting from the approval of the payment.

j) Christmas Lights

Discussions took place regarding a request for further Christmas lighting (2023).

RESOLVED (24)

That a quote is obtained from Need a Hand to supply and install further lighting using the existing power supply, at the War Memorial location.

k) Purchasing of tools/equipment for use on land

Discussions took place about the ability of members to carry out small maintenance jobs on the sites. It was noted that Ward Councillor S. Cox had suggested the sharing of equipment between parish councils.

Risk assessments and health and safety would need to be taken into account for any use.

The Joint Playing Field had items of machinery that had been purchased by the Playing Field Association which could be used.

RESOLVED (25)

That a request is made to Councillor S. Cox to facilitate the sharing of the existing equipment or new equipment may require purchasing.

- l) Need for new Parish Council Website – **Deferred** but Clerk and Councillor Johnson to attend website information course which is open to all.

m) Bank Account Signatories

- 1. To remove signatories and to add the Clerk as an administrator

RESOLVED (26)

That the removal of signatories and addition of administrator is agreed and the request letter is signed by the authorised signatories.

- 2. To add signatories

RESOLVED (27)

That Councillors Collett and Hill are added as signatories and an instruction form is completed to instruct the bank.

Admission of public to meetings of local authorities and other bodies

RESOLVED (28)

That, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, (as amended) members of the public and press be excluded for the duration of the following item because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- n) Clerk's Contract- circulated 04/09/24

RESOLVED (29)

That the circulated contract be approved for signing.

11. PLANNING APPLICATIONS

- a) 24/01362/FUL- Partial conversion of integral garage to create additional bedroom and replacement of garage door with two windows to front elevation- 20 Lower Pasture Finningley- **neutral response sent 07/08/24- Clerk's delegated powers.**
- b) 24/00257/FUL- Demolition of existing dwelling & erection of 2no. 2.5 storey dwellings with 1 no. detached garage- Land Adj To Post Office Station Road, Blaxton- **comments and objection sent 02/09/24- Clerk's delegated powers.**
- c) Consideration of any Planning Applications received between the issue of the Agenda and the Meeting- **None received.**

12. BLAXTON PLAYING FIELD

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

Councillor Hill had received confirmation from CDC Planning that planning approval was not required.

CDC had expressed concern that the best quote received for the project was very close to the sum of the s106 pot (£33k) and therefore did not have a sufficient contingency. Blaxton Parish Council have confirmed that they have funds to cover a 15% contingency.

CDC have requested that BPC contact the contractor confirming:

- That all of their costs are accurate
- That they have accounted for everything
- What is the ideal time of year to start the project.

BPC are keen that the Officer Delegated Report is completed by CDC as soon as possible.

RESOLVED (30)

That Councillor Hill contact the contractor and provide the information to CDC.

The Clerk has registered interest with Environmental Pride for fruit trees and financial support. The funder has requested further information including a plan of where the trees would be located. There seems to be a requirement to illustrate community involvement in the project.

RESOLVED (31)

That Councillor Hill produce a response to the request from the funder.

RESOLVED (32)

That the Clerk contact Kids Plant Trees for a further quote which may include community involvement.

b) Annual Play Inspection- **Deferred**

13. JOINT PLAYING FIELD

a) Future Management of the Blaxton and Finningley Joint Playing Field

No response to the last email.

b) Strimming of Ramp- **Clerk's Delegated Powers**

To be completed by the end of September at a cost of £245.

- It was noted that the fence at the top of the ramp required monitoring for further damage.
- Concern was expressed about the use of the teen shelter – a decision about its future should be made following any asset review.
- Concern was also expressed about drug paraphernalia being found along footpath number 1 though the Bull Field.

- c) Annual Play Inspection- **Deferred**
Site signage was still required for the skate park.

14. BLAXTON VILLAGE HALL
Village Hall Committee –Next Meeting 25/09/24 – **Noted**

15. DATE OF NEXT MEETING

The next Parish Council meeting is scheduled to be held on
Wednesday 16 October 2024 in Blaxton Village Hall at 19:00

Meeting closed at 21.20

Chair: _____

Date: _____