



**Catcliffe Parish Council
Catcliffe Memorial Hall
Old School Lane
Catcliffe
Rotherham
S60 5SP
01709 837550**

Minutes of the Meeting Held on Wednesday 13th December 2017

In Attendance: Cllr Cater; Cllr Cooper; Cllr DeVeaux; Cllr Marsh; Cllr Baggaley; Cllr Lambert and Cllr Green.

1. **Apologies:** Cllr's Healy and Wilkinson.
2. **Signing of acceptance of office forms – New Councillors:** Cllr Cater welcomed Mark Lambert and Wendy Green to the Council as new Councillors and the acceptance of office forms were signed. Both Councillors were provided with Register of Interest forms and a copy of the Good Councillors Guide.
3. **Declarations of interest:** None.
4. **Fifteen-minute public discussion period.** None in attendance.
5. **To approve the minutes of the meeting held on Wednesday 8th November 2017:** Council approved the minutes as a true record and Cllr Cater signed the minutes.
6. **Matters arising from the minutes:**
 - **Defibrillator:** The Clerk advised that the application for funding had been successful and the amount of £1400 had been received. Council resolved to write to the owner of the Post Office on Brinsworth Road to request the possibility of the unit being located there.
 - **Christmas decorations:** Cllr Cater advised that an artificial tree had been purchased and is on display in the hall. Friends of Catcliffe had 2 sets of external Christmas lights available to purchase at a cost of £120.00. Council resolved to purchase the lights to decorate the exterior of the hall.
 - **Memorial Hall garden:** The Clerk advised that the Community Rehabilitation Company had started work on the garden and would re visit in the new year to complete the work as more gravel was required.
7. **Borough Councillors Report:** None in attendance.
8. **Highways:** The Clerk provide details of the Winter Partnership Scheme which is being promoted by RMBC. Council resolved not to partake in the scheme.
9. **Matter relating to recreational grounds:**
 - a) **Highfield View:** The Clerk advised that the documentation to transfer the ownership of the land had been received. The Clerk also advised that the Council should be aware that before signing the paperwork the agreement was to lease the land for 99 years but there is no guarantee that after the 99 years the lease will be renewed. Cllr Cater signed the acknowledgement on behalf of the Council. Cllr's Cater and Cooper signed the Asset Transfer Lease and the Deed of Surrender; both documents were witnessed by the Clerk.
 - b) **Poplar Way:** The Clerk advised that the caretaker required training to carry out safety checks on the play equipment and provided details of a one-day ROSPA Play Inspection course in York on the 1st February 2018 at a cost of £260.00. Cllr Cater proposed to agree to the caretaker attending the course and Cllr Cooper seconded the proposal.
 - c) **Recreational ground:** Cllr Green advised that there is an issue with members of the public defecating on the recreation ground. Council agreed for the Clerk to ask the caretaker to inspect the field on a regular basis.

10. Matters relating to the Parish:

- a) **Parish Boundary:** Cllr Cater advised that the Community Governance Review is being discussed at a full Council meeting this evening. Documents outlining the background to the review had been received along with the 4 possible proposals for the Council to consider. Cllr Baggaley advised that the documents were for review purposes at the moment; the next step will be for RMBC to open the consultation.

11. **Newsletter:** The Council agreed for the Clerk to start working on a newsletter which included advertising and to provide an update at the next meeting.

12. **Meetings:** No updates.

13. **Student Scholarship Scheme:** Deferred.

14. **New Councillor training:** The Clerk advised that a training event is available for new Councillors at Silkstone Sports Pavilion on 15h January 2018 at a cost of £45 per delegate. Councillors Baggaley and Lambert registered an interest in the event.

15. Matter relating to the Memorial Hall:

- a) **To approve bookings:** Council approved the following bookings:

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|---------------------------------|--------------------------|---|
| Mondays | 7pm to 8pm | Judo |
| Tuesdays | 6pm to 6.45pm | Zumba |
| Tuesdays | 7pm to 9pm | Indoor Bowling |
| Wednesdays | 7.30pm to 10pm | Scottish Dancing |
| Thursdays | 7pm to 8.30pm | Yoga |
| Fridays | 5.30pm to 8.30pm | Chance to Dance |
| 16th December | 12pm to 3pm | Friends of Catcliffe Christmas party |
| 16th December | 4pm to 6pm | Christmas party |
| 17th December | 12pm to 3pm | Children's party |
| 6th January | 12.30pm to 3.30pm | Children's party |
| 9th January | 7pm to 8.30pm | Waverley Residents Association |

The Clerk advised that the hall would be closed from 22nd December to 2nd January.

- b) **Updates and maintenance issues:** The Clerk advised that a grit bin with grit salt had been purchased; an external socket had been fitted and a security light had been ordered to provide lighting over the side gate. A quote to service and reset the clock had been received from Smiths of Derby for a cost of £500; Cllr Cooper advised that she would look at the possibility of funding to repair the clock. The Clerk provided the Council with quotes for new chairs; Council reviewed the quotes and resolved not to replace the chairs at this time. The Council requested that the Clerk gain quotes for a removable stage. Cllr Cater advised that there had been an issue with the drains; O&P Construction had removed the blockage but had advised that the issue could re-occur. Council resolved to obtain a quote to carry out a survey of the drains.

16. Planning:

- a) **To review and approve applications:**

RB2017/1683 New Transformer Housing; Unit 7B Whittle Way – No comments.

RB2017/1685 Non-material amendment to application RB2016/0690 to include service penetrations to front & rear elevations, additional door to front elevation & internal alterations to create additional floor space; Unit 7B Whittle Way – No Comments.

RB2017/1723 Siting of retail pod; Morrisons Poplar Way – No Comments.

RB2017/1725 Change of use of part of existing retail unit to a hair & beauty salon and tattoo studio (use class Sui Generis) with extensions and alterations and the creation of two additional second floor flats (use class C3); 2 Bawtry Road Brinsworth – No comments.

RB2017/1719 Two storey side, single storey rear extensions and installation of dormer window to rear; 39 Homestead Drive Brinsworth – No comments.

RB2017/1753 Demolition of existing conservatory and erection of single storey rear extension; 16 Main Street Catcliffe – No comments.

RB2017/1775 Installation of two air handling units, three air conditioning condenser units and one dust collection/filtration unit; Rolls-Royce Advance Blade Casting Facility Brunel Way Catcliffe – No comments.

b) To review planning determinations:

RB2017/1405 Display 1 No. non-illuminated free-standing sign at land at Poplar Way – Granted conditionally.

RB2017/1685 Non-material amendment to RB2016/0690 to include service penetrations to front and rear elevations; additional door to front elevation and internal alterations to create additional floor space to Unit 7B Whittle Way – Granted.

RB2017/1257 Erection of units No. 5 & No. 6, 5178 sq. m of flexible floorspace covering use classes B1 (a, b and c), B2 and B8 along with associated access, parking, servicing, landscaping and other infrastructure at land west of Brunel Way Catcliffe for Harworth Estates Investments Limited – Granted conditionally.

RB2017/1538 Single storey side extension with basement at 21 Highfield View Catcliffe for Mrs. Carr – Granted conditionally.

c) Other planning issues: Land off St Mary's Drive: Ongoing.

18. Finance:

a) To approve the monthly budget monitoring: Council reviewed and approved the budget and corresponding bank statements.

b) To approve the accounts for payment: Council approved the following payment:

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|---------|-------------------|------------------|
| Online: | BDO | £1,026.00 |
| Online: | Viking | £86.49 |
| Online: | S Youngman | £3,262.27 |
| Online: | HMRC | £823.09 |
| Online: | C Sheppard | £1,122.22 |
| Online: | T Downing | £221.30 |
| Online: | A Cater | £264.81 |

c) To discuss the Annual Return for 2016-2017: The Clerk advised that the external auditors report had been received and the following points had been raised.

- **Accounting statements not approved by 30th June:** Council resolved to ensure that accounting statements for the future years are approved and signed before 30th June.
- **External auditors report:** Council resolved to ensure that the external auditors report is minuted annually and the points raised are considered by the Council.
- **PWLB Loan in error:** Council resolved to correct the amount owed to £300,000.
- **Section 2 box 11 and section 1 box 9:** Council noted that the answer to boxes 11 and 9 respectively should have read yes. Council resolved to ensure that all the answers in the Annual Return in future years are correct.
- **Inspection period for the exercise of Elector's rights:** Council resolved to ensure in future years the Annual Return is completed and approved before the submission date to enable the inspection period to include the first 10 working days of July.
- **Standard information:** Council resolved to ensure that all standard information is included in the Annual Return.
- **Schedule 7:** Council resolved to ensure that all future Annual Returns are returned before the submission date to avoid being issued with a schedule 7 notice.

19. Items for future agenda: Purchase of stage.

There being no further business the meeting closed at 20:45.