



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

Minutes of the Meeting Held on Wednesday 9th May 2018

In Attendance: Cllr Marsh, Cllr Cooper, Cllr Wilkinson, Cllr Green and Cllr Lambert.

Also, in Attendance: Cllr Simpson.

82/2018 Apologies: Cllr's Healy and Baggaley.

83/2018 Declarations of interest: Cllr's Marsh and Cooper – Item 97/2018.

84/2018 Fifteen-minute public discussion period. None in attendance.

85/2018 Election of Chairman: Cllr Wilkinson nominated Cllr Marsh for the role of Chairman and Cllr Green seconded the proposal. Cllr Marsh accepted the role.

86/2018 Election of Vice-Chairman: Cllr Wilkinson nominated Cllr Cooper for the role of Vice-Chairman and Cllr Green seconded the proposal. Cllr Cooper accepted the role.

87/2018 Signing of acceptance of office forms: Cllr's Marsh and Cooper signed the acceptance of office forms.

88/2018 To approve the minutes of the meeting held on Wednesday 11th April 2018: Council approved the minutes as a true record and Cllr Marsh signed the minutes.

89/2018 Matters arising from the minutes: Cllr Wilkinson advised that there is still an issue with cars parking on the pavement on High Hazel Crescent. The Clerk advised that the matter had been reported to RMBC. The Clerk advised that she had contacted the Environment Agency with regards to access issues for wheelchair users on the river bank. The Environment Agency had replied to question what improvements are required as when they previously visited the site there were no issues. Cllr Marsh agreed to carry out an inspection. Cllr Green questioned whether there had been a reply from the owners of the Nisa supermarket regarding the litter around the site; the Clerk advised that no reply had been received. Cllr Cooper questioned why the blue pipe outside the supermarket was still present, Cllr Simpson advised that he would report the issue again. Council also requested the Clerk to contact RMBC again with regards to the missing bins.

90/2018 Borough Councillors Report: Cllr Simpson attended the meeting to report that he had been busy working on the development of a play area at Waverley. The Rotherham Expo site has been granted permission which will be an asset to Rotherham and will be available to showcase the achievements of the town. Cllr Simpson also advised that he attended the opening of the new bungalows on St Mary's Road. Cllr Green advised of an issue with fly tipping in the gully along Orgreave Road, the Clerk advised that she would report the issue to RMBC. Cllr Wilkinson questioned when the garden waste bin collections would be changing; Cllr Simpson advised that there are no current changes but he would find out further details and update the Council.

91/2018 Matters Relating to the Parish: Cllr Marsh advised that Network Rail had confirmed that the drains are blocked adjacent to the allotments. There are several items that have been dumped on the site of the allotments. The Clerk advised that she would report the fly tipping to RMBC. Cllr Cooper questioned whether funding is available from the Parish Council for the hire of a skip at the allotments. The Clerk advised that there is a budget of £200 to assist the allotment society. Cllr Cooper agreed to arrange for a skip to be delivered to the site.

92/2018 Community Governance Review: No updates.

93/2018 Council Vacancy Update: The Clerk advised that both vacancies can now be filled via the co-option process. No applications had been received.

94/2018 Newsletter Articles: Cllr Cooper provided the Clerk with an article explaining how a Parish Council works. The Council resolved to contact local businesses to sell advertising space in the next newsletter. Council approved £60.00 for a half page advert and £35.00 for a quarter page advert.

95/2018 Website: Cllr Lambert advised that the new website is almost complete, once the domain name has been transferred then the project will be complete. Photographs of the Parish are required to enhance the site. Cllr Marsh advised that he would like to be added as an administrator of the site.

96/2018 GDPR: Council had been provided with copies of the following documents and agreed to review and approve at the next meeting.

Data Protection Policy

Privacy Notice - Public

Privacy Notice – Staff and Councillors

Document Retention Policy

Information audit

97/2018 Meetings: Cllr Cooper advised that she would be attending the Rother Valley West Area Housing bus tour on the 24th May. Cllr Cooper also advised that the allotment society had held their AGM where several internal posts had been changed. These changes would need to be updated on the Parish Council website.

98/2018 Student Scholarship Scheme: No updates.

99/2018 Civic Service: Cllr Cooper advised Steve Trotter had confirmed that he could attend the civic service on the 7th October and Reverend Bent had confirmed that the event would be tied in with the Church community.

100/2018 Highways – Maintenance and Issues: The Clerk advised that RMBC had confirmed that School Lane will be resurfaced in the 2018/19 financial year. Cllr Cooper reported an issue with a pothole at the side of a speed hump on Main Street. The Clerk advised that she would report the issue to RMBC.

101/2018 Football Club Payment Issues: The Clerk advised that Woodhouse Village had failed to meet the deadline to pay the outstanding fees. It is possible to attempt to claim the funds via court, a fee of £70 would be payable. Council agreed for the Clerk to start the procedure to claim the outstanding fees through the court. Cllr Wilkinson suggested that the Clerk should also report the matter to Sheffield Hallamshire Football Association.

102/2018 Matter relating to recreational grounds: The Clerk advised that another team were interested in using the pitch but could not afford the fees of £650 per year; they had asked if they could have access to the pitch only for a reduced rate of £325 per year. Council rejected the proposal

on the basis that the fees need to cover the maintenance costs of the recreation field. The Clerk advised that there would be vacancies on a Saturday and a Sunday for the 2018/19 season. Council advised the Clerk to advertise the vacancies in The Sheffield Star and in Rotherham Advertiser. The Clerk advised that the caretaker had started replacing the grass safety mats on Highfield View; however, a skip is required for the old mats. Council approved for the Clerk to order a skip whilst the works are taking place. Cllr Green advised that there is some rubbish that requires removing from the pavilion car park.

103/2018 Matter relating to the Memorial Hall:

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

Tuesdays	6pm to 6.45pm	Zumba
Wednesdays	7.30pm to 10pm	Scottish Dancing
Thursdays	7pm to 8.30pm	Yoga
Fridays	4.30pm to 8.30pm	Chance to Dance
3rd May	7am to 10pm	RMBC Mayoral Elections
3rd May	7pm to 9pm	Allotment Society AGM
11th May	5pm to 6pm	Alan Buckley
26th May	11am to 1pm	Children's Party
5th June	7pm to 8.30pm	Waverley Residents Association
8th June	5pm to 6pm	Alan Buckley
9th June	1pm to 3pm	Children's Party

- **Updates and maintenance issues:** Cllr Marsh advised that a bench is required for the rear garden and that the Council should consider purchasing plants for the garden such as shrubs, ornamental grasses, alpines and succulents. Cllr Simpson advised that funds maybe available from the Borough Councillors. Cllr Cooper raised concerns with the safety of children in the garden; the rear garden requires a fence to create a safety barrier from the river and signs should also be displayed to reminds users of the hall to respect the neighbours. The Clerk advised that a complaint had been received from a neighbour with regards to the noise from the guests at a recent event and also when music is playing in the hall. Council resolved to install signs to remind users of the hall to respect the neighbours when leaving the hall and when using the rear garden. Cllr Marsh advised that the flooring in the hall requires polishing; the Clerk advised that she would purchase a high-quality polish for the flooring. Cllr Cooper advised that several areas of the hall require painting; the Clerk advised that she would ask the caretaker to paint the areas when the hall is not in use. Cllr Cooper proposed that the Council purchase cups as the paper cups are expensive and not environmentally friendly. Cllr Marsh agreed to the proposal and the Council approved for the Clerk to purchase mugs and teaspoons for the use of the hirers of the hall.

104/2018 Planning:

- **To review and approve applications:**

RB2018/0705

Land at the junction of Poplar Way & Orgreave Road – Exportation of stockpiled material from site. No objections raised.

RB2018/0682

Land at Highfield Lane – Enabling infrastructure comprising engineering operations and earthworks to level the site to form development platforms, the excavation of a swale, the installation of pipe work for surface water and foul drainage, to construction of an extension to Highfield Lane linking to Orgreave Road and the provision of structure landscaping at Waverley New Community. Council resolved to object to the application on the basis of several safety issues.

RB2018/0612

AMP Technology Centre Unit B8 – Display 3 No. illuminated fascia signs. No objections raised.

RB2018/0611

AMP Technology Centre Unit B8 – Alteration to window units. No objections raised.

- **To review planning determinations:**

RB2018/0720

McLaren Selden Way – Non-material amendment to application RB2017/0404 to include external alterations to accommodate ancillary 1st floor offices, staff entrance off main car park, fire exit doors and additional mezzanine/plant storage within the warehouse area and minor alterations to external car park and service yard areas. **GRANTED**

105/2018 Correspondence:

- BIU Group: A request to place a textile recycling bank in the memorial hall car park. Council rejected the request due to a lack of space in the car park.
- NALC Chief Executive Bulletin.
- YLCA: Information Commissioner’s statement on the General Data Protection Regulation.
- SYPTE: Community Transport fare rise for 2018/19.
- YLCA: Amendment to the Data Protection Regulation Bill: To advise that Parish Councils are not required to employ a Data Protection Officer, however, it is good practice to. Cllr Lambert advised that he would take on the role as DPO.
- Email received from a resident to question whether the Parish Council have any plans to commemorate 100 years since the first world war. Council advised that the anniversary would be incorporated into the civic service and the remembrance service.

106/2018 Finance:

- **To approve the monthly budget monitoring:** Council reviewed and approved the budget and corresponding bank statements.

- **To approve the accounts for payment:** Council approved the following payments:

Online:	S Youngman	£1,005.33
Online:	C Sheppard	£1,150.28
Online:	S Youngman	£59.59
Online:	Viking	£49.46
Online:	T Downing	£221.30

Cllr Cooper agreed to authorise the online payments.

- **To approve and sign parts 1 and 2 of the annual return:** The Clerk read the governing statements to the members of the Council. The Council approved for the signing of parts 1 and 2 of the annual return

107/2018 Items for future agenda: None.

There being no further business the meeting closed at 8.30pm.