



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

Minutes of the Meeting Held on Wednesday 13th September 2017

In Attendance: Cllr Cater; Cllr Hughes; Cllr Casson; Cllr Wilkinson; Cllr Healy; Cllr Cooper; Cllr DeVeaux; Cllr Marsh and Cllr Baggaley.

1. **Apologies:** None.
2. **Declarations of Interest:** None.
3. **Caretaker Recruitment:** Discussed as a private matter.
4. **Fifteen Minute Public Discussion Period.** No members of public in attendance.
5. **To Approve the Minutes of the Meeting Held on Wednesday 5th July 2017:** Council noted that the minutes from the meeting held in June had not been approved and resolved to approve them at the October meeting. Cllr Cater signed the minutes from the July meeting.
6. **Matters Arising from the Minutes:** Cllr Cater welcome Sarah Youngman to the Council who has been recruited as the Clerk to the Council from 1st September 2017. Council resolved to hold the Annual Meeting of the Council on Wednesday 11th October 2017 at 6pm. Cllr Hughes advised that he would provide the Clerk with the quotes for the new furniture and blinds for the memorial hall. Cllr Cater advised that a commercial fridge is required for the kitchen and a budget of £650 had been approved. The civic service is scheduled for Sunday 1st October at St Mary's Church; the Clerk advised that Steve Trotter had confirmed that he would attend the service. Cllr Simpson advised that Brinsworth Parish Council maybe interested in joining the service as their hall is currently being refurbished. Council requested the Clerk to contact Brinsworth PC to discuss the matter and report back. Cllr Cater requested the Clerk to invite the Mayor of Rotherham to the ceremony.
7. **Finance:**
 - a) **To Approve the Bank Reconciliation:** Deferred.
 - b) **To Approve the Monthly Budget Monitoring:** Deferred.
 - c) **To Approve Accounts for Payment:** Council approved the following cheques for payment:

Cheque: 300164	KCM Waste Management	£187.20
Cheque: 300178	S Youngman	£1,811.77
Cheque 300177	T Downing	£664.10
Cheque: 300184	A Cater	£205.96
Cheque: 300165	M Wolstenholme	£2,168.34
 - d) **To Approve the Updated Bank Mandate:** Cllr's Cater and Hughes signed the bank mandate form to add the Clerk as a signatory. The Clerk advised that all signatories now had access to view; submit and authorise payments.
 - e) **To Discuss the Annual Return for 2016-2017:** The Clerk advised that BDO had written to advise that the annual return was required to be returned by 30th September 2017. A public meeting is required to be held to discuss the annual return. The Clerk advised that the accounts for 2016-2017 are now complete and therefore the annual return can be approved. The Council were provided with a copy of the accounts and Cllr Cater proposed to approve the accounts and sign the annual return. Cllr Hughes seconded the proposal and the accounts and annual return were signed.

8. Borough Councillors Report: Cllr Simpson reported a quiet period due to the August holiday. The Ward plan is currently being reviewed along with the devolved budget. Cllr Buckley reported that the issue with speeding traffic on Sheffield Lane is ongoing and that a request for a speed camera will be made at the next Borough Council meeting. The Rother Valley walk is ongoing. Cllr Cooper reported an issue with a member of the public camping on the piece of land in front of the allotments; Cllr Simpson advised that he would look into the matter.

9. Memorial Hall

a) **To Approve Bookings:** Council approved the following bookings:

14 th September	Active Regen	10am – 12pm
15 th September	Chance to Dance	5.30pm – 8.30pm
21 st September	Active Regen	10am – 12pm
22 nd September	Cllr Buckley	5pm – 6pm
22 nd September	Chance to Dance	7pm – 10pm
28 th September	Active Regen	10am – 12pm
29 th September	Chance to Dance	5.30pm – 8.30pm
30 th September	History Group	11am – 3pm
3 rd October	Waverley RA	7pm – 8.30pm
5 th October	Active Regen	10am – 12pm
6 th October	Chance to Dance	5.30pm – 8.30pm
12 th October	Active Regen	10am – 12pm
13 th October	Cllr Buckley	5pm – 6pm
13 th October	Chance to Dance	5.30pm – 8.30pm

Cllr Cater advised that extra key holders were required until a caretaker was in post and requested that the Clerk provide Cllr's Cooper and DeVeaux with keys.

b) **To Approve Fees:** Council approved the following rates:

Main Hall £20 per hour with a 20% discount for regular bookings and residents.

Meeting Room £15 per hour with a 20% discount for regular bookings and residents.

c) **Maintenance Issues:** The Clerk advised that a letter had been received from Cadent Gas Ltd to advise that they intended to remove the gas service pipe as they had identified that the gas meter had been removed. Cllr Cater confirmed that there is a gas meter and requested the Clerk to contact the company to advise. Mr.

Wolstenholme advised that he would reinstate the sign which provided contact details to book the hall and that he had been weeding the rear garden and suggested planting wild flower seeds in parts of the garden. Council approved the idea and Cllr Marsh advised that the allotment group would maintain the flower bed to the front of the hall.

10. Highways: Cllr DeVeaux reported that there are issues with cars parking outside the school where the speed bumps are which makes it difficult for other drivers to pass.

11. Matter Relating to Recreational Grounds:

a) **Highfield View:** No Issues.

b) **Poplar Way:** Council discussed the complaint received from a resident who was experiencing issues with members of the public climbing over his fence to retrieve footballs. Council resolved to write to all football teams to remind them to respect the neighbours of the recreational field and not to encroach onto private properties. If the football teams do not comply with the warning then they risk losing their right to use the facilities. Council discussed the recent issue with travellers accessing the land whilst the gate was unlocked. Cllr Hughes advised that the Police had managed to move the travellers on; if there are further issues then residents are encouraged to call 101.

c) **Recreational Ground:** No issues.

12. Matters Relating to the Parish:

a) **Improvement of Roundabout on Main Street:** Cllr Cater questioned the situation with the roundabout outside The Plough Inn; Cllr Buckley advised that RMBC had surveyed the roundabout.

13. Meetings: Cllr DeVeaux advised that he had attended an Adult Learning Forum and reported that RMBC have cut the funding for the Adult Learning Services.

14. Student Scholarship Scheme: Cllr Healy advised that flyers to promote the scheme had been delivered to all schools in the area; 4 applications had been received from Catcliffe and Waverley residents; 2 applicants are currently at university and 2 will starting university this academic year. The applicants would receive a voucher for £100 to redeem at either Amazon or Waterstones; Cllr Healy provided the Council with the letter to notify students of their successful application. Cllr Cooper advised that the letter should be signed from Catcliffe Parish Council and not an individual Council member. Cllr Healy agreed to amend the letter. Cllr Casson advised that the scheme requires promoting throughout Catcliffe; Council agreed and resolved to arrange a presentation in December.

15. Planning:

a) To Review and Approve Applications:

RB2017/1257

Erection of units No. 5 and 6, 5178 sq. m of flexible floorspace covering use classes B1 (a, b and c), an B8 along with associated access, parking, servicing, landscaping and other infrastructure. Land west of Brunel Way Catcliffe.

Ward: Brinsworth and Catcliffe.

Agent: Barton Wilmore. No comments

RB2017/0933

Reserved matters application (details of appearance, landscape and layout) for the erection of 44 dwelling houses reserved by outline RB2015/1460. Land to the North of Lescar Road/Stephenson Way Waverley.

Ward: Rother Vale.

Agent: Coda Planning Ltd. Council noted that RMBC had amended the ward to Brinsworth and Catcliffe.

b) To Review Planning Determinations: None.

c) Other Planning Matters: None.

16. Correspondence:

- Cllr DeVeaux advised that he had received an invoice for the website fees which he would present for payment at the October meeting.
- YLCA: Chief Executives Bulletin 31st August to 8th September.
- YLCA: To advise that Nick Sandham from Network Rail will be attending the South Yorkshire Branch meeting.
- YLCA: Training programme.

17. Items for Future Agenda: Councillor Vacancies: Cllr Hughes announced that he and Cllr Casson would be standing down from their roles as Vice Chairman and Councillor. Cllr Cater thanked both Councillors for their contribution to the Council and wish them well for the future.

The meeting closed at 20.30.