



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

Minutes of the Remote Annual Meeting Held on Wednesday 5th May 2021

In Attendance: Cllr Marsh, Cllr DeVeaux, Cllr Green, Cllr S Pashley, Cllr J Pashley, Cllr Vickers & Cllr Cooper
J Samuels (Clerk)

1/2021 Election of Chairman: Cllr DeVeaux was proposed, seconded and accepted the nomination. RESOLVED 1.

2/2021 Election of Vice Chairman: Cllr Cooper was proposed, seconded and accepted the nomination. RESOLVED 2.

3/2021 Signing of Acceptance of Office forms by Chairman and Vice Chairman – due to Covid-19 restrictions the forms will be signed at a later date. RESOLVED 3.

4/2021 Apologies: None received.

5/2021 Declarations of interest: Cllrs S & J Pashley: Item 18/2021 (ii): Parkway Maintenance.

6/2021 Fifteen-minute public discussion period: None.

7/2021 To approve the minutes of the meeting held on Wednesday 10th March 2021: The minutes were approved and will be signed as a true record. RESOLVED 4.

8/2021 To approve the minutes of the Extraordinary meeting held on 22nd March 2021: The minutes were approved and will be signed as a true record. RESOLVED 5.

9/2021 Matters arising from the minutes: Nil

10/2021 To review Standing Orders and Financial Regulations: reviewed. RESOLVED 6.

11/2021 To review members on Committees:

- **Neighbourhood Watch** – Terms of Reference to be agreed; members Cllrs - DeVeaux, Vickers, J Pashley, S Pashley & Cooper
- **Flood Committee** – Cllrs - J Pashley (Chair), DeVeaux, Vickers, Marsh, Green, & S Pashley
- **Staffing Committee** – It was agreed to increase the number of Cllrs on the Staffing Committee to 5; Cllrs – S Pashley, Cooper, Marsh, Vickers & Green. RESOLVED 7.

12/2021 Borough Councillors Report: None in attendance. Elections are due to be held on 6th May 2021; it was agreed to thank the present Ward Cllrs for their work and to invite any new Ward Cllrs to Parish Council meetings. RESOLVED 8.

13/2021 To Discuss Matters Relating to the Parish and to Assign Ownership:

- The lock required re-instating on the gate at the bottom of Victoria Street; Cllr S Pashley to contact RMBC to establish who is responsible for it.
- A new padlock had been fitted on the gate at the bottom of Frederick Street but it was unknown who had a key for it
- Mappins Road – request for it to come under the Parish Council’s responsibility for key holders
- Fence on High Greave Park requires repairing; Cllr S Pashley to report to Streetpride

14/2021 To Discuss Open Matters Relating to the Parish:

- A meeting is being arranged with RMBC to discuss drainage issues on the Blue Mans Way estate and concerns regarding flooding.

15/2021 Meetings: nil.

16/2021 To receive updates: Parish Council website Cllr DeVeaux has been updating the site and will show the new Clerk how to do this in due course. Ex- Cllr Lambert is still shown on the site but will be removed.

17/2021 Parish Council vacancies: No updates received. There are two Councillor vacancies.

18/2021 Highways and Footpaths:

- a) Sheffield Lane traffic issues:** The results of a traffic survey are yet to be published; Cllr DeVeaux to contact Highways Department for the results.
- b) A630 Parkway maintenance:** The work has commenced and nighttime closures are in place. The contractors have offered to help in the community – Cllr S Pashley to provide an update at the next meeting.
- c) Purchase of CCTV:** The Clerk to establish whether CCTV signs could be installed around the village before purchasing another camera.
- d) Fly tipping and litter:** Costa is to provide an additional bin but their discarded cups are throughout the village. The existing bins in the village are overflowing and an increase in collections is to be requested. There are issues with litter in the car park of the Family Shopper; further information on what a shop owners’ responsibilities is to be ascertained. An email has been sent to football team managers reminding them to pick their litter up from the recreation ground before they leave. Litter picks are due to resume and risk assessments are required.

Cllr Vickers left the meeting.

- e) River Rother footpath:** the footpath will reopen when the nearby works are completed.
- f) Waverley Lake Footpath:** the footpath should be re-instated with better disabled access when the building work is completed.

19/2021 Matter relating to recreational grounds and play areas:

- a) Maintenance and repairs: Entrance to Poplar Way play area:** The Clerk to chase the quote from Doncaster Council.
- b) Poplar Way fencing:** The Clerk to chase the quote from Allen Engineering.
- c) Ownership of land at Highfield View:** No updates.
- d) Request for a new bin at the Bowling Club:** the request was discussed but not approved, it was agreed that the Bowling Club could fund an additional bin itself or ask members to take the rubbish home with them. RESOLVED 9.

- e) **Fun Fair:** it was agreed that the dates in June did not provide sufficient time for the Parish Council to put in place risk assessments and draft an events policy/contract. The Clerk to contact the fair providers and ask that dates later in the summer be provided.
- f) **Sports Camp;** a request for a mini-athletics sports camp on the recreation ground for the first week in June had been received; approval given. RESOLVED 10.
- g) **Gazebo;** a request had been received to erect a gazebo for a 40th birthday party on the recreation ground. After a discussion it was agreed that the request is not approved as the Parish Council would have no control over the ensuring the covid restrictions were adhered to, concerns were also expressed on the lack of toilet facilities available. RESOLVED 11.

20/2021 Matter relating to the Memorial Hall:

- a) **Strictly NHS:** a request had been received for the hall to be used for rehearsals for the event and the hire fee be waived; it was agreed by a majority that the request is not approved. RESOLVED 12.

21/2021 Planning:

- To review and discuss new applications.
 - a. RB2021/0621: 75 Sheffield Lane, Catcliffe: Conversion of undercroft parking area to form granny annex. No objections.
 - b. RB2021/0559 - 24 High Hazel Crescent: Single Storey Rear Extension. No objections.
 - c. RB2021/0319 - 11 Main Street: Convert existing dwellings into 2 flats with external alterations. No objections.
 - d. RB2021/0598 - Application to undertake works to a tree protected by RMBC - land adjacent A630/off Bluemans Way. No objections.
- To review planning determinations.
- To discuss other planning matters.
 - a. RB2021/0037 – Land West of Blue Mans Way, Catcliffe – amended plans. A further letter of objection to be sent. RESOLVED 13.

Cllr Green left the meeting.

22/2021 Correspondence:

- a) Letter of complaint (various issues) – the issues raised in the letter were discussed and it was agreed that none of the issues raised could be addressed by the Parish Council; issues regarding the maintenance of the river bank should be addressed by the Environment Agency, antisocial behaviour should be addressed by the police or RMBC, complaints about RMBC staff should be addressed by RMBC & complaints regarding a resident not using their own bin to dispose of rubbish should be addressed by RMBC. RESOLVED 14.
- b) Letter of complaint (anti-social behaviour) – this matter had been referred to the relevant authority.
- c) Anti-social behaviour (railway lines) – this matter had now been dealt with
- d) Weekly planning lists
- e) Licensing New Applications
- f) Traffic Delay Report

23/2021 Parish Council Website: Dealt with at item 16.

24/2021 Finance:

- a) **To approve the monthly budget monitoring:** None submitted
- b) **To approve the accounts for payment:** Council approved the following online payments:

Employees	Wages - April	£844.91
YLCA	Training	£15.00
P DeVeaux	Equipment	£11.36
Ciswo	Annual Rent	£89.07
YLCA	Membership	£574.00
RMBC	Grounds Maintenance	£4,678.25
TIS Ltd	Re-fit Door Contacts	£179.40
TIS Ltd	Emergency Light Batteries	£361.80

Cllr DeVeaux approved the payments. RESOLVED 15.

- c) **To consider the purchase of a mobile telephone for the Clerk:** approved. RESOLVED 16.
- d) **To consider setting up accounts for the purchase of cleaning and stationery products:** approved. RESOLVED 17.
- e) **Active Regen Programme:** details of the proposed programme to be obtained.

25/2021 Items for future agenda: None proposed.

26/2021 Date of the next Meeting: it was agreed that the next meeting would be held on 9th June 2021 at 6.30pm in the meeting room at the Memorial Hall, Old School Lane, Catcliffe (Covid restrictions apply). RESOLVED 18.

There being no further business the meeting closed at 9.05pm.

Signed: _____

Date: _____