



Minutes of the Annual Meeting of Catcliffe Parish Council

Wednesday 11th May 2022

**At Catcliffe Memorial Hall Meeting Room
At 6.30pm**

In Attendance: Cllr DeVeaux (Chair), Cllr Bayliss, Cllr Fernandez, Cllr Green, Cllr Marsh, J Huddleston (Clerk)

1. Election of Chairman.

RESOLVED: Cllr DeVeaux was elected as Chairman.

2. Election of Vice Chairman.

RESOLVED: Cllr Marsh was elected as Vice Chairman.

3. Signing of acceptance of office forms by Chairman and Vice Chairman.

Acceptance of office forms were signed by Cllrs DeVeaux and Marsh.

4. To note apologies and approve reasons for absence.

Cllr Bishop due to resigning – reasons accepted. Ward Cllr Brookes had said she couldn't attend.

5. To receive declarations of Interest.

None.

6. Fifteen-minute public discussion period.

The following issues were raised:

- Information/flyer to go around the village re the running of the Memorial Hall Trust
- Request for more notice boards around the village
- Speeding/traffic on Sheffield Lane
- Ward Cllrs not attending Parish Council meetings – the Clerk agreed to contact Ward Cllrs about this

7. To approve the minutes of the Parish Council meeting held on 13th April 2022.

The minutes were agreed to be a true and accurate record with the change of date of last meeting date to 9th March

8. To note matters arising from the minutes, not on the agenda.

- 9 – The Clerk reported that due to the Parish Council not having General Power of Competence they were unable to donate money for overseas help, as stated in the YLCA guidance that had been sent to Cllrs.

- 10b – The Clerk said that she had contacted RMBC about the noise/visibility issues from the Parkway development
- 10c – The Clerk asked for information on where the CCTV signs would be located so the correct kind of signage could be purchased and attached.
- 10e – The Clerk reported that a Service Level Agreement had been signed with Active Regen for the years activities. This includes the Parish Council paying for kids holiday programme activities, with chair exercises being delivered at no cost to the parish council other than use of the hall. Sign in details of each session are being kept.

9. To review members on committees

Staffing Committee

RESOLVED: That Cllrs Bayliss, DeVeaux, Fernandez, Green, and Marsh would form the Staffing Committee

Finance

RESOLVED: That Cllrs Bayliss, DeVeaux, Fernandez, Green, and Marsh would form the Finance Committee

Events

RESOLVED: That Cllrs Bayliss, DeVeaux, Fernandez, Green, and Marsh would form the Events Committee

RESOLVED: That the Clerk would set up a Zoom or Teams account so more committee meetings could be held online.

10. To review Financial Risk Assessment and appoint a Cllr to carry out internal checks

RESOLVED: That the financial risk assessment is approved.

RESOLVED: That Cllr Fernandez will carry out internal checks

11. To receive Borough Councillors report.

No Borough Cllrs were in attendance. The Clerk agreed to email Borough Cllrs and the police to remind them when meetings were.

12. To discuss matters relating to the Parish and assign ownership.

1. Pollution levels

The Clerk reported that Cllr Simpson had asked for this to be on the agenda due to Catcliffe having high levels of pollution. It was agreed to discuss at a future meeting when Cllr Simpson is present.

13. To discuss open matters relating to the Parish and approve any necessary action:

i. Queen's Jubilee Celebrations

Cllrs discussed existing plans and approved the poster to be circulated. An Events Meeting was agreed for next week to finalise plans.

RESOLVED: That Cllr Green would contact Morrisons Community Champions for a prize for the craft a crown competition

RESOLVED: That Cllr Bayliss would contact Cllr DeVeaux with blurb for the website and Facebook page for the Queen's head trail

ii. Fairground

Cllr DeVeaux reported that he had a possible date of July for the fair, and they may be able to remove the boulders to access the recreation ground.

iii. Christmas lights

It was agreed to look at costings of this in time for setting next year's budget, as no money has been allocated this year for this project.

iv. Removal of play equipment

RESOLVED: That the Parish Council were happy with Mr Pashley's offer to take the items to the tip.

Cllr Bayliss noted there was play equipment being removed from Waverley estate that Catcliffe may be able to use. The Clerk said she would contact Waverley Parish Council about this and the cost of moving/installing/maintenance of old equipment.

v. Youth Club

Cllrs discussed different options for setting up a youth club, and the Clerk advised the first step would be consulting with young people to see what they actually want, and then looking at what appropriate funding is available for this.

RESOLVED: That the Clerk would contact Mandy Ardron to start some consultation work on this.

14. To discuss updates from any meetings attended by Council members.

None.

15. To receive updates: Parish Council website.

Cllr DeVeaux reported that he had taken photos off the website, but kept Cllrs details, and had added staff details.

16. To discuss Parish Council vacancies and approve any action to be taken.

RESOLVED: That the Clerk would notify RMBC of the recent extra vacancy.

RESOLVED: That some information on being a Cllr would be put online and circulated at the Jubilee event.

17. To discuss highways maintenance requirements and issues and approve any action to be taken:

The following issues were noted:

- Noise and pollution from the Parkway
- Road sweeping needed due to debris falling from work lorries
- Lorries on Blue Mans Way estate to access the building site behind it
- The Clerk would look into whether the Parish Council would get CIL money from the new development

18. To discuss matters relating to recreational grounds and play areas and approve any action to be taken.

The Clerk reported she had a new contact at RMBC for grounds maintenance and that the contract had been set up but she still didn't have the schedule for work. Cllr Green said she would try to forward this to the Clerk.

19. To discuss matters relating to the Memorial Hall and approve any action to be taken

RESOLVED: To discuss a plan of using the jubilee event, website and facebook to get out information about the memorial hall, and set a deadline for interest to be registered with the Clerk at a future meeting.

RESOLVED: That the Clerk would find out the number of individual trustees needed if the parish council does not become the sole trustee of the trust.

20. Planning:

- **To review and discuss new applications.**

None

- **To review planning determinations.**

None

- **To discuss other planning matters.**

- a. RB2022/0648 – Land off Highfield Spring and Poplar Way, Catcliffe – amended plans – noted
- b. RB2022/0702 – Land West of Blue Mans Way – Discharge of condition 3 imposed by RB20201/0037 – noted

21. To note all correspondence received and consider any necessary action.

The Clerk reported that all regular correspondence and emails had been forwarded to Cllrs, and that an email had been received from Mr Pashley about keys to the gates on Frederick Street and Mappins Way.

RESOLVED: That key holders, and whether the Parish Council makes key holders volunteers will be discussed at a future meeting.

22. Finance:

- **To approve the monthly budget monitoring and bank statements.**

RESOLVED: That the budget monitoring and bank statements are approved

- **To approve accounts for payment.**

RESOLVED: That the accounts for payment are approved

- **To receive an update on the internal audit and year end accounts**

The Clerk reported that they end of year accounts are now with VAR and will be at the next meeting for approval and completing the AGAR form.

23. To approve items for next agenda

Cllrs were reminded to email the Clerk with any agenda items for the next meeting

24. To approve the date of the next meeting.

RESOLVED: That the next meeting will be held on 8th June.