



## **Minutes of the Meeting of Catcliffe Parish Council**

**Wednesday 8<sup>th</sup> June 2022**

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

In Attendance: Cllr DeVeaux (Chair), Cllr Bayliss, Cllr Green, Cllr Marsh, J Huddleston (Clerk), 6 members of the public were in attendance

**25. To note apologies and approve reasons for absence.**

Cllr Fernandez – reasons accepted

**26. To receive declarations of Interest.**

None

**27. Fifteen-minute public discussion period.**

The following issues were raised:

- Notice boards – Catcliffe cone group would like to display information on notice boards – noted for discussion at a future meeting
- Equipment from Highfield View park – Mr Pashley reported that he had now disposed of the play equipment. The Chair thanked him for his help with this.
- Volume and speed of traffic on Sheffield Lane – The Clerk said she would contact RMBC about this. Members of the public were encouraged to raise the issue as individuals in addition to this.

**28. To approve the minutes of the Parish Council meeting held on 11<sup>th</sup> May 2022.**

The minutes were approved as a true and accurate record

**29. To note matters arising from the minutes, not on the agenda and approve any action to be taken.**

- 6 – The Clerk reported that she had contacted Ward Cllrs about their attendance at Parish Council meetings
- 13.iv – The Clerk said she had met with the Clerk at Waverley Community Council and it was clear that the play equipment was a number of years old and requiring maintenance. Coupled with the cost of removing, and reinstalling, the cost would make this project too expensive
- 17 – The Clerk said she was waiting to hear back from RMBC about CIL money
- 19 – Cllrs were informed that one enquiry about becoming a memorial hall trustee has been received so far. The existing trust requires 6 parish councillors and 18 other representatives for the board, although the charity commission recommends between 5-12 trustees as good practice so this could be changed should there be enough public interest

**30. To receive Borough Councillors report.**

No Borough Cllrs were in attendance

**31. To discuss matters relating to the Parish and assign ownership.**

**RESOLVED:** That Cllrs would meet up one evening to look at possible sites for a notice board, to be discussed at the next meeting

**RESOLVED:** That the Clerk would report the damage to the entrance to the Plough and the debris on the street to RMBC

### **32. Finance:**

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

The Clerk reported that the current bank balance was £77,858.31

Cllrs checked the bank reconciliation and income/expenditure against the bank statement

**RESOLVED:** That the bank reconciliation and income and expenditure for May are approved

**b. To approve accounts for payment**

**RESOLVED:** That the invoices listed are approved for payment, along with the expenses for cllr Bayliss.

The Clerk reminded cllrs the payment to Zurich would also be paid as this related to an ongoing contract agreed previously

**c. To approve the asset register**

**RESOLVED:** That the asset register is approved

**d. To approve the AGAR forms**

Cllrs discussed the Internal audit and the Clerk pointed out areas to improve this year including carrying out a financial risk assessment, which was done last month, and including more information on the asset register (included in the one just approved). The internal auditor has also picked up that work is needed on the parish council website to make it more accessible and transparent.

AGAR forms were discussed and details of the auditors statement, annual governance statement, and annual return were explained.

**RESOLVED:** That the AGAR for 2021-22 is approved

**e. To approve the annual accounts**

**f. RESOLVED:** That the annual accounts are approved

### **33. Policies:**

**a. To review and approve the Standing Orders**

The Clerk explained that this document had been circulated prior to the meeting and follows the template from YLCA

**RESOLVED:** That the Standing Orders are approved

**b. To review and approve the Financial Regulations**

This document had been circulated prior to the meeting and follow the YLCA guidelines.

**RESOLVED:** That the Financial Regulations are approved

**c. To review and approve the Safeguarding Policy**

The Clerk explained that the safeguarding policy is based on template recommended by NSPCC and covers the parish council and groups using the facilities.

**RESOLVED:** That the Safeguarding Policy is approved

**RESOLVED:** That the Clerk would send this policy to all regular hirers and will look to include it in the hall hire agreement for private hirers.

**d. To review and approve the Operation London Bridge Policy**

The policy was explained to cllrs and options for what to include were discussed.

**RESOLVED:** That the Clerk would contact the necessary organisations and include these in the policy for approval at a future meeting.

### **34. To discuss open matters relating to the Parish and approve any necessary action:**

**i. Fairground**

**RESOLVED:** That the recreation ground would be charged at £1000 for the week commencing 1<sup>st</sup> August on the condition boulders were replaced as soon as the site is vacated.

**ii. Youth Club**

The Clerk said she had a statement from the police as evidence of a need for a youth club, and was meeting RMBC next week and would discuss outreach work

**iii. Christmas Event**

To be discussed at the Events Committee meeting next week

**iv. Jubilee Picnic**

Feedback to be discussed at the Events Committee meeting next week

**35. To discuss updates from any meetings attended by Council members.**

None

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

The Clerk reported that RMBC had been notified of the vacancy and notices had been displayed with the 17<sup>th</sup> June deadline. After this point, if residents have not called for an election, the vacancy becomes a casual vacancy.

**RESOLVED:** That the clerk would produce a poster for social media about becoming a cllr.

**37. To discuss highways maintenance requirements and issues and approve any action to be taken**

None

**38. To discuss matters relating to recreation grounds and play areas and approve any action to be taken.**

**a. Land Registration**

The Clerk reported that a surveyor had advised to say the ground was worth £1 so this information had been passed on to the solicitors

**b. Uneven ground near play equipment**

**RESOLVED:** That staffing arrangements re this would be discussed at a Staffing Committee meeting

**c. Painting the Pavilion**

**RESOLVED:** That staffing arrangements re this would be discussed at a Staffing Committee meeting

d. The Clerk reported that an organisation had been in touch to hire the field for a foster care family fun day and wanted to know the costs.

**RESOLVED:** That the Clerk would check if the event was free, and if so would ask for a £50 deposit, refundable if the ground and pavilion are left in the same state they are found, or will charge £50 if the event is being charged for.

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

None

**40. Planning:**

a. To review and discuss new applications - None

b. To review planning determinations - None

c. To discuss other planning matters None

**41. To note all correspondence received and consider any necessary action.**

An email had been received from a resident about installing a dog waste bin on the land near Oliver's way. The Clerk had given details of how to contact RMBC as this is not Parish Council land and said she would pass on to RMBC staff when she met them.

**42. To approve items for next agenda.**

Cllrs were reminded to email the Clerk if they had anything to go on the next agenda

**43. To approve the date of the next meeting.**

**RESOLVED:** That the next meeting will be held on 13<sup>th</sup> July