



Minutes of the Meeting of Catcliffe Parish Council on

**Wednesday 28<sup>th</sup> September 2022**

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

**Present:** Cllr DeVeaux (Chair), Cllr Marsh (Vice Chair), Cllr Bayliss, Cllr Green, Cllr Simpson, J Huddleston (Clerk),

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

Cllr Fernandez – Reasons noted

**68. To receive declarations of Interest.**

None

**69. To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.**

N/A

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

None

**71. To co-opt members onto the council**

It was agreed to defer this item to the next meeting.

**72. To approve the minutes of the Parish Council meeting held on 13<sup>th</sup> July 2022.**

The minutes were agreed to be a true and accurate record.

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

None

**74. To receive Borough Councillors report.**

No Borough Councillors were in attendance.

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

### **a. Memorial Hall becoming a warm hub**

**RESOLVED:** That the meeting room would be advertised as a warm hub from November on Wednesdays 10-2 and that the Parish Council would provide tea and coffee for this. The Clerk said she would advertise this and contact Morrisons to see if they could provide some refreshments.

### **b. Purchasing a poster/event stand**

After discussing the need for this and uses of an event stand, along with the existing stands and possibility of outdoor ones, it was agreed to discuss again at the next meeting. Cllr Marsh said he would send links of outdoor stands for Cllrs to compare prices.

## **76. Finance:**

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

The Clerk reported that the current bank balance is £64,504.70 and the next part of the precept is due any time.

**RESOLVED:** That the monthly budget monitoring, bank reconciliation and bank statements are approved.

### **b. To ratify August and September Payments**

**RESOLVED:** That August and September payments are ratified

### **c. To consider and approve whether to handle cash**

The Clerk reported that no groups pay by cash any more, but that to handle cash in future, for insurance purposes a safe and cash box would be needed. It was agreed to keep things as they were for now and re-look at this once the toddler group and youth club are set up.

### **d. To note the conclusion of audit**

The Clerk reported that the conclusion of audit had been received with no other causes for concern, and that the relevant notices had been put on the website and notice board outside the hall.

## **77. Policies:**

### **a. To review and approve the Volunteer Policy**

**RESOLVED:** That the volunteer policy is approved

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

### **i. Youth Club & Toddler Group**

The Clerk reported that as per the circulated emails, funding had been received and in line with email approval, jobs had been advertised, with and application in for the Toddler Group.

**RESOLVED:** That the Clerk and Cllr Bayliss would interview for the Toddler group on 12<sup>th</sup> October before the Parish Council meeting, and the Clerk would speak to Treeton Parish Council and RUCST about the youth club, extending the deadline date if no applications were received.

### **ii. Christmas Event**

**RESOLVED:** That Cllr Marsh would purchase £200 of lights and decorations to be reimbursed by the Council, and that the Clerk would advertise the Christmas fayre on Saturday 3<sup>rd</sup> December 2-5 at £5 per stall. Further decisions on this to be made at Events Committee meetings.

### **iii. Remembrance**

**RESOLVED:** That the Clerk would purchase a wreath from the British Legion and the Chair and Vice Chair would attend the service at the Church.

### **iv. Storage**

Cllrs were reminded of the emailed options and costs sent by the Clerk. It was agreed that the Clerk would look into the cost of a concrete base, and creating storage inside the hall in time for the next meeting, and that the meeting room could be used as storage for Toddler Group toys if there was a delay in purchasing the storage.

**v. Notice Boards**

**RESOLVED:** That the council would consult with residents via the newsletter to see if they valued having the notice boards in the village to see if there is a need for more or for them to be in different locations.

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

Cllr DeVeaux said he had attended the food bank event at Morrisons and had donated £30 on behalf of the Parish Council. He reported that the day had gone well and lots of donations to the food bank had been raised.

Cllr DeVaux also said he would produce a report for the next meeting on the Drop-in event that had taken place earlier in the day in partnership with RMBC and the police.

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

It was agreed to continue advertising vacancies.

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

The public were still reporting issues on Sheffield Lane as RMBC have not yet started the work they will be doing there. Fly tipping around the Parkway Bridge area has been reported and Cllr Deveaux and the Clerk have both struggled to get any feedback from the person who runs CCTV at this site at RMBC. Cllr Bayliss reported litter in the hedge on Blue Man's Way which the Clerk said she would tell the Caretaker about.

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

**a. Quote for cutting back brambles on the recreation ground.**

The Clerk reported that RMBC had quoted £990 to cut back the brambles on the recreation ground. It was agreed she would get a couple more quotes before the next meeting before a decision was made on this.

The Clerk also reported that the Play inspection report had been received and she was going to the recreation ground with the Caretaker next week to arrange a plan of action for the minor remedial work needed.

Cllr Green reported that the lock has gone from the big bin on the recreation ground. The Clerk said she would check with the Caretaker and arrange a replacement if needed.

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

**a. To consider and approve request to become sole trustee of the Memorial Hall Trust**

**RESOLVED:** That the Parish Council would become sole trustee of the Memorial Hall Trust.

**84. Planning:**

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

**b. To review planning determinations.**

**i. RB2022/1301 – Discharge of condition 26 imposed by RB2018/1998 – Noted**

**ii. RB2022/1399 – Erection of detached dwelling to the rear of 57 Sheffield Lane - Noted**

**c. To discuss other planning matters - None**

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

The Clerk reported that Treeton Parish Council had been in touch about some picnic benches in Treeton that they thought Catcliffe may have been involved in installing in the past. The benches are not on Catcliffe's asset register. Cllrs agreed that as the benches are on the other side of the river, they are not on Catcliffe land so it would be up to Treeton what they wanted to do with them.

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

Cllr Bayliss said he would like to discuss Highfield View Park at the next meeting.

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

The next meeting will be held on Wednesday 12<sup>th</sup> October at 6.30pm.

Meeting closed: 21.05

Signed .....