



Minutes of the Meeting of Catcliffe Parish Council on

Wednesday 12th October 2022

at

Catcliffe Memorial Hall Meeting Room,

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

4 members of the public were in attendance

88. To note apologies and approve reasons for absence

Cllr Fernandez, Cllr Simpson, reasons noted

89. To receive declarations of Interest.

None

90. 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

91. Fifteen-minute public discussion period.

Members of the public raised the following issues:

- Bus services being cut affecting the ability of staff and customers getting to Boundary Mills shop. Details of the local campaign on this were passed on.
- Catcliffe Cone Group asked again to display their information on Parish Council notice boards. It was explained a decision had been made on this in July and offers to display information on internal notice boards, facebook and in the newsletter were offered as an alternative. The Clerk said she would respond to the letter given by the Cone Group.

92. To co-opt members onto the council

None

93. To approve the minutes of the Parish Council meeting held on 28th September 2022.

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

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

75a – The Clerk reported she had contacted Morrisons to see if they could contribute refreshments for the warm hub. Cllr DeVeaux said there may be other coffee mornings starting on Wednesday mornings in Catcliffe but it was agreed to see how much demand for the warm hub there is.

81 – The litter had been reported to the Caretaker to look at when he next litter picks Blue Man's Way

82 – The Caretaker had confirmed that the bin didn't have a lock on as it is used by the Parish Council and the Bowling Club.

95. To receive Borough Councillors report.

None

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

a. Highfield View park

Cllr Bayliss said he thought the area could be used as a dog training ground to be hired out. Other options discussed were getting funding for more play equipment or a MUGA, and letting locals use it as a community garden. The Clerk agreed to invite Grow Catcliffe to a future meeting to discuss their ideas. It was agreed to put this all on hold until January.

b. Pelican Crossing

Cllr DeVeaux talked of getting a crossing from the memorial hall and it was agreed he would speak to RMBC about this.

97. Finance:

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

The Clerk reported that the current bank balance was £95,352.56 as the precept has been received.

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

b. To approve October Payments

RESOLVED: That the October payments are approved

c. To note the 6 month budget monitoring and approve any action to be taken

RESOLVED: That the 6 month budget monitoring is approved

d. To approve a new payroll provider

The Clerk reported that the current payroll provider had indicated that they would not continue just providing payroll as they only usually provide this service alongside audit or accountancy, which the Parish Council does not use them for. The council discussed other quotes for payroll, along with the reassurance from VAR that although they are the same organisation who provide internal audit, they use a separate team to provide payroll services to internal audit so the same person wouldn't be involved in these different jobs.

RESOLVED: That the Clerk would ask VAR to take on payroll services

e. To approve electricity contract

The Clerk explained that the pavilion electricity contract was due for renewal in December and showed Cllrs details of current rates on offer for provision of electricity for the pavilion, along with government support available for 6 months. It was agreed to go with a 12 month fix to see if rates were lower by next year.

98. Policies:

a. To review and approve the Grant Policy

The Clerk explained that in becoming Sole Trustee of the Memorial Hall, it may be wise to have a grant policy in place to allow for providing assistance in covering costs should the hall hire income not do this.

RESOLVED: That the Grant Policy is approved.

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

i. Youth Club & Toddler Group

Cllr Bayliss reported that he and the Clerk had just interviewed for the Toddler Group job and would like to appoint the person, and that they were interviewing for the Youth Club next week.

RESOLVED: That the Toddler Group applicant would be offered the job, and that the Clerk and Cllr Bayliss could appoint the Youth Club applicant if they thought they were suitable at interview.

ii. Christmas Event

The Clerk reported that one person had been in touch to have a stall. Cllr Marsh said he had passed details to someone to get in touch. It was agreed to readvertise this on facebook to get more interest.

iii. Remembrance

The Clerk reported that the wreath had been purchased and she would pass this to the Chair in time for the Remembrance Service.

iv. Storage

RESOLVED: That an application would be made to ward cllrs for a shed for non-valuable items, and indoor storage cabinets for toddler group and youth club items

v. Notice Boards

This item is on hold until feedback has been obtained from the newsletter

vi. Poster/event stand

Cllrs discussed whether stands would be used much by the council, and Cllr Marsh said he would look for quotes for outdoor stands so a decision could be made in the future whether to purchase one

vii. Newsletter

Cllrs discussed items to go in the newsletter. Cllr DeVeaux said he would check with the printer and delivery company how long they would need to print and deliver by 23rd November, aiming for a deadline date of 2nd November to meet this timeframe. It was agreed to use the same printer and delivery company as last time.

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

None

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

It was agreed to keep advertising the vacancies on facebook

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

None

103. 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 on the other quotes for this work.

RESOLVED: To ask RMBC to carry out the work on the recreation ground.

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

The Clerk said that now the Parish Council has indicated it will become Sole Trustee of the Memorial Hall Trust, separate meetings will be held so this item will come off the agenda

105.Planning:

a. To review and discuss new applications.

None

b. To review planning determinations.

None

c. To discuss other planning matters.

None

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

None

107. To approve items for next agenda.

Cllrs were reminded to let the Clerk know if they had any items for the next agenda

108. To approve the date of the next meeting.

The next meeting will be held on Wednesday 9th November at 6.30pm

Meeting Closed 20.45

Signed