



**Minutes of the Meeting of Catcliffe Parish Council
Wednesday 14th June 2023
Catcliffe Memorial Hall Meeting Room, 6.30pm**

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

37. To receive apologies and approve reasons for absence

Cllr Bayliss & Cllr Green had said they would be late

38. To receive declarations of Interest

None. Cllr DeVeaux noted that his family were interested in purchasing a Memorial Bench once this is agreed.

39. 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

40. Fifteen-minute public discussion period

There were no members of the public in attendance.

41. To approve the minutes of the Parish Council meeting held on 10th May 2023

RESOLVED: That the minutes are a true and accurate record of the meeting.

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

33c – The Clerk said she had emailed round an update about Harworth Estates planning application for work near the Plough

34 – An update had been circulated from the Waverley Clerk about rubbish being removed from the river. She had also spoken to the Clerk about the damaged path and overgrown vegetation in that area and said a number of agencies were working together on the different parts they are responsible for.

43. To discuss matters relating to the parish and assign ownership

a. Highfield View Play Area

Cllr McKiernan asked about replacing the play equipment at Highfield View. Background to why this was removed was explained and everyone agreed they hoped it could be replaced.

RESOLVED: That the Clerk will get quotes for removing and replacing the old equipment for consideration at September's meeting.

b. Items Raised by Cllrs

i. Shaun Pashley

The Chair informed Cllrs about the death of former Parish Councillor Shaun Pashley. Cllrs discussed the work she did for the Parish Council and other groups around the village. A minutes silence was held.

ii. Keys

After an emergency the previous month, the lock to the gate on Frederick Street had been cut. Replacements had been sought and it was agreed that the volunteer and the Chair would keep a copy of the key each, with the 2 spares kept in the key safe.

iii. ID for Cllrs

It was agreed that the Clerk would get some Parish Council business cards made up that cllrs could write their personal details on should they need to

iv. Goalposts

The Clerk said she would contact RMBC about the goalposts being uneven on the top pitch

44. Finance:

- a. To approve the monthly budget monitoring, bank reconciliation and bank statements**
The Clerk reported that the current bank balance was £79,491.83 and cllrs looked through the budget monitoring and bank reconciliation.
RESOLVED: That the monthly budget monitoring, bank reconciliation and bank statements are approved
- b. To approve June payments**
RESOLVED: That the June payments are approved
- c. To approve the AGAR Forms**
The Clerk reported that the internal audit was back and read the conclusion of that, and explained the next step is sending this, with the completed AGAR forms to the external auditor
RESOLVED: That the AGAR Forms are approved. The forms were signed by the Chair and Clerk.
- d. To consider and approve the Risk Assessment**
RESOLVED: That the financial risk assessment is approved and Cllr Marsh is the identified person to carry out any in depth financial checks.

45. Terms of Reference:

- a. To consider and approve Trust Committee Terms of Reference**
RESOLVED: That the Trust Committee Terms of Reference are approved
- b. To consider and approve Staffing Committee Terms of Reference**
RESOLVED: That the Staffing Committee Terms of Reference are approved.
- c. To consider and approve Events Committee Terms of Reference**
RESOLVED: That the Events Terms of Reference are approved
- d. To consider and approve Appeals Committee Terms of Reference**
RESOLVED: That the Appeals Committee Terms of Reference are approved with the change of sub-heading typo changed to Appeals.

46. To discuss ongoing matters and approve any action to be taken

- a. Youth Club**
The Clerk reported that youth club still has a couple of attendees but this has still not increased so won't be able to continue. It was agreed to end the youth club at the end of the summer term and not re-start for a couple of weeks in September
- b. Toddler Group**
The Clerk reported that Playgroup is still going strong and will be holding an open day picnic in a few weeks which may increase membership further
- c. Logo**
The new logo was adopted. The Clerk said she would look at getting this on an event stand
- d. Summer Fayre**
To be discussed at Events committee

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

None

48. To discuss matters relating to the recreation ground and approve any action to be taken

- a. Memorial Benches**
The Clerk reported that Foers wanted someone to go along to their offices and look at the benches for examples and prices. It was agreed Cllr DeVeaux would do this and report

back to the meeting. The Clerk said she would pass Foers contact details on so this could be arranged.

Cllr Green reported that groups of youths had been seen shouting racist abuse at someone on the park. She was advised to report via the police 111 website, and the Clerk said she would let the RMBC Outreach team know to see if they might be able to send any staff to the park one evening.

49. Planning:

- a. **To review and discuss new applications - None**
- b. **To review planning determinations - None**
- c. **To discuss other planning matters - None**

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

The Clerk said she had forwarded all relevant correspondence to cllrs

51. To approve items for the next agenda

D-Day plans
Bulb planting

52. To approve the date of the next meeting

12th July

Meeting closed 8.00pm

Signed.....