



**Minutes of the Meeting of Catcliffe Parish Council
Wednesday 8th May 2024
Catcliffe Memorial Hall Meeting Room, 6.30pm**

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

16. To Elect a Chair and sign acceptance of office forms

Cllr Garry Marsh was elected as Chair and acceptance of office forms were signed.

17. To Elect a Vice Chair and sign acceptance of office forms

Cllr Tony Bayliss was elected as Vice Chair and acceptance of office forms were signed.

18. To receive apologies and approve reasons for absence

None

19. To receive declarations of Interest

None

20. 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

21. Fifteen-minute public discussion period

No members of the public were in attendance

22. To co-opt members onto the Parish Council

Cameron McKiernan was co-opted onto the council and acceptance of office forms were signed.

23. To approve the minutes of the Parish Council meeting held on 10th April 2024

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

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

None.

25. To receive a Ward Cllr update

Cllrs were informed that the new Ward Cllrs are Terry Adair and Jamie Baggaley.

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

a. Items raised by Cllrs

- i. Red Lion building and who may be responsible for it being cleaned
- ii. Orgreave Road resurfacing leaving grit on the road
- iii. Traffic lights at Morrisons roundabout cutting off instead of showing green lights which is causing confusion
- iv. Messy car park at the Plough shops which could be reported to Streetpride
- v. Family events in the Memorial Hall

27. Finance:

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

RESOLVED: That the monitoring, bank reconciliation and bank statements are approved. It was agreed to create a new budget heading for all payments related to the pavilion insurance work.

b. To approve May payments

RESOLVED: That the May payments are approved.

c. To receive the internal audit report and approve the AGAR forms

The Clerk reported that the internal audit had brought up no concerns and had their report. Cllrs noted this and went through the AGAR forms, with the Chair and Clerk signing relevant parts.

RESOLVED: That the AGAR forms are completed and approved.

d. To consider and approve the Risk Assessment

RESOLVED: That the risk assessment is approved.

28. Committees:

a. To approve Memorial Hall Committee Terms of Reference and membership

RESOLVED: That the Memorial Hall terms of reference are approved and membership will be full council.

b. To approve Staffing Committee Terms of Reference and membership

RESOLVED: That the Staffing Committee terms of reference are approved and membership will be Cllrs Marsh, Bayliss and Green.

c. To consider if other committees are needed

RESOLVED: That no other committees are needed at present but will be considered in future depending on circumstances.

29. To discuss ongoing matters and approve any actions to be taken

a. Highfield View Play Area

The Clerk reported that the play company were still waiting for 3 pieces of equipment before they could set an installation date.

b. Lottery bid

Cllrs were informed that the bid would go to the June panel, and discussed staffing options and what they wanted from the bid to ensure the right details are included.

c. Summer Fayre

The Clerk reported that 3 people had been in touch so far to have a stall, and Cllrs discussed activities for the afternoon. The Clerk said she would contact the Environment Agency again to see if they would have a stall.

d. Staff tasks

The Clerk updated Cllrs on staff tasks.

30. To discuss updates from any meetings attended by Council members and Clerk

None.

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

a. Pavilion refurbishment

The Clerk reported that the playground had been sanitised and was back open, and work was going ahead drying out the pavilion before the refurb work starts.

32. Planning:

a. To review and discuss new applications:

b. To review planning determinations: RB2024/0287 - Noted

c. To discuss other planning matters: RB2024/0385 - Noted

33. To note all correspondence received and approve any necessary action.

a. Email re noise from traffic and air pollution levels – Noted

34. To approve items for the next agenda

Public meeting re floods.

35. To approve the date of the next meeting

RESOLVED: That the next meeting would be on Wednesday 12th June.

Meeting Closed

Signed