



**Catcliffe Parish Council
Catcliffe Memorial Hall
Old School Lane
Catcliffe
Rotherham
S60 5SP
01709 837550**

Minutes of the Meeting Held on Wednesday 11th October 2017

In Attendance: Cllr Cater; Cllr Wilkinson; Cllr Cooper; Cllr DeVeaux; Cllr Marsh and Cllr Baggaley.

- 1. Election of Chairman:** Cllr Marsh proposed Cllr Cater for the role of Chairman. Cllr Cooper seconded the proposal and Cllr Cater accepted the role.
- 2. Election of Vice Chairman:** Cllr Cater proposed Cllr Cooper for the role of Vice Chairman; Cllr Wilkinson proposed Cllr DeVeaux; Cllr DeVeaux withdrew from the election and Cllr Cooper accepted the role of Vice Chairman.
- 3. Signing of Acceptance of Office Forms:** Cllr's Cater and Cooper signed the forms.
- 4. Apologies:** Cllr Healy. And Cllr Simpson.
- 5. Declarations of Interest:** None.
- 6. Fifteen Minute Public Discussion Period.** 2 members of the public attended the meeting. A member of the public questioned why the handyman was being replaced with a caretaker. Cllr Cater advised that the current handyman is a contractor and the Council have decided to employ a full-time caretaker to be responsible for the memorial hall and recreation grounds; the current handyman has been invited to apply for the new position. A member of the public reported a van parking on the banking of the recreation field; Cllr Cater advised that he had reported the issue of the van being parked on the field and requested the Clerk to write to the football clubs to stress the importance of vehicles not parking on the field.
- 7. To Approve the Minutes of the Meeting Held on Wednesday 5th June and 11th September 2017:** Council approved the minutes as a true record and Cllr Cater signed the minutes.
- 8. Matters Arising from the Minutes:** Cllr Cater advised that a new fridge for the Memorial Hall had been purchased. Cllr DeVeaux questioned whether the sign to display the Parish Council contact details had been reinstated; the Clerk confirmed that it had been installed.
- 9. Waverley Parish Development:** Zafeer Saleem attended the meeting to discuss the options available to develop Waverley as a Parish. Orgreave Parish Council had written to RMBC to advise that they did not want to include Waverley in their parish as it would have an impact on their identity. RMBC are considering moving the Orgreave boundary to the edge of the Waverley estate; there would then be 2 options; to include Waverley in the Catcliffe Parish or for Waverley to be created as a new Parish. Council agreed that they would be happy for Waverley to be part of the Catcliffe Parish providing the residents of Waverley agree. Zafeer advised that he would be meeting with Orgreave Parish Council and Waverley Residents Group to discuss the options and would update the Council.
- 10. Borough Councillors Report:** Cllr Buckley attended the meeting to advise that a meeting had been held to discuss the ward plan; funding is available for a defibrillator to be located at the Memorial Hall; Cllr Cater advised that there is already a defibrillator at the MS Centre and therefore a different location should be discussed. Cllr Buckley advised that the Parish Council could decide where to locate the new unit. The cost for the unit is £1,349 plus ongoing costs of £50 to £60 per year which would need to be funded by the Parish Council. Cllr Buckley advised that there is a mobile CCTV unit available for the Brinsworth and Catcliffe ward. RMBC have reviewed the roundabout on Main Street and have decided that it is not

large enough for planters and is unsafe to maintain or service. Cllr Cater advised that the roundabout needs cleaning and tidying. Cllr Buckley advised that he had discussed the possibility of replacing the public bins throughout the village with Street pride; they had confirmed that they would replace bins that have been removed but would not provide extra. A cost of £3,500 would be required to provide an electricity supply to the kiln; there could be match funding available. There is a grit bin on New Brinsworth Road; the plan to close Chapel Walk has been reviewed and the facility will remain open until 2020. Positive feedback has been received with regards to the Ward Plan Consultation. Forge Island is to be used as a temporary bus interchange whilst the current interchange is refurbished. There is a public consultation from November to January 2018 regarding the Sheffield City Region Transport Strategy. Cllr Wilkinson questioned if it would be possible to extend the collection period of the green bins; Cllr Buckley advised that discussions had taken place on the matter but there may be a charge for extra collections.

- 11. Councillor Vacancy Update:** The Clerk advised that the notice to advertise the 2 casual vacancies are displayed in the village noticeboards; members of the public have until the 12th October to request an election; if an election is not requested then the vacancies will be filled via the co-option process.
- 12. Renewal of Bowling Club Tenancy:** Mr. Garbutt attended the meeting to request a tenancy agreement until October 2020. Mr. Garbutt also advised that the portacabin which is located at the bowling club site is in a very poor state and requires replacing; a second hand refurbished portacabin (21ft by 8ft) could be purchased for £3,000. Mr. Garbutt made a request for the Parish Council to fund the purchase; Cllr Cater advised that a decision could not be made at the meeting as the budget for 2018-2019 would need to be reviewed. Zafar Saleem from RMBC advised there maybe funding available from the Enable Funding scheme. Council agreed to the renewal of the tenancy agreement and for the Clerk to apply for the funding as soon as possible. Mr. Garbutt paid £5 for the rent of the bowling green which covered 5 years rent.
- 13. Caretaker Recruitment Update:** The Clerk advised that vacancy had been advertised in the village noticeboards; Parish Council website; Facebook; Job Centre Plus and Indeed website. The closing date for applications is 23rd October; 5 application forms have been posted out and 2 have been received back.
- 14. Civic Service Review:** Cllr Cater advised that only 38 members of the public attended the service. Council resolved to plan the service for next year well in advance to increase promotion of the event.
- 15. Finance:**
 - a) To Approve the Monthly Budget Monitoring:** Council reviewed and approved the monthly budget.
 - b) To Approve Accounts for Payment:** Council approved the following cheques for payment:

Cheque: 300251	A Cater	£75.25
Cheque: 300252	P DeVeaux	£14.99
Cheque: 300253	The Rivers Team	£368.34
Cheque: 300254	M Wolstenholme	£1,043.48
Cheque: 300255	T Downing	£256.02
Cheque: 300256	P&N Accountants	£528.00
Cheque: 300257	S Youngman	£1,999.16
Cheque: 300258	S Youngman	£77.95
 - c) To Approve the Updated Bank Mandate:** Deferred.
 - d) To Discuss the Annual Return for 2016-2017:** The Clerk advised that the annual return had been completed and sent to BDO; the auditors had requested bank statements which would be sent to them once the access to the online accounts is available.

16. Memorial Hall

a) **To Approve Bookings:** Council approved the following bookings:

Thursdays	7pm to 8.30pm	Yoga
Tuesdays	7pm to 9pm	Indoor Bowling
Thursdays	10am to 12pm	Active Regen
Fridays	4.30pm to 8.30pm	Chance to Dance
13 th October	5pm to 6pm	Cllr Alan Buckley
14 th October	11am to 1pm	Children's Party
15 th October	12pm to 5pm	Children's Party
17 th October	7pm to 8.30pm	Waverley Residents Group
26 th October	7pm to 9pm	Allotment Group
29 th October	12pm to 2pm	Children's Party

Council approved the bookings.

b) **To Approve the Memorial Hall Terms of Use:** Council reviewed the terms of use and agreed to amend clause 7 to read: The Hirer retains the right to request cleared funds in advance of the booking.

c) **Maintenance Issues:** The Clerk advised Mr. Wolstenholme had advised that the cost for the turf to the rear of the hall is £150.00; Cllr DeVeaux advised that there may be funding available from RMBC. The Clerk provided the Council with quotes for foldable tables:

- Ningbo £40.15 plus VAT per 6ft table.
- Gopak £89.00 plus VAT per 6ft table.
- Strictly Tables & Chairs £39.95 plus VAT per 6ft table.

Cllr DeVeaux suggested purchasing several smaller tables. Council agreed for the Clerk to purchase 6 6ft tables and 4 smaller tables with a budget of £500.00. Cllr DeVeaux advised that he had purchased a bowling mat for the hall at cost of £28.30; Council agreed to reimburse the cost.

10. **Highways:** No Issues raised.

11. Matter Relating to Recreational Grounds:

a) **Highfield View: To Approve the Draft Asset Lease from RMBC:** The Clerk advised that the Deed of Surrender and Asset Transfer Lease required approval to enable the ownership of the land to be transferred to the Parish Council. Council gave approval for the documents to be processed. The Clerk advised that the seesaw had been damaged and had been made safe. Mr. Wolstenholme had been instructed to continue to inspect the play equipment on a weekly basis and complete monitoring forms.

b) **Poplar Way:** No issues.

c) **Recreational Ground:** The Clerk advised that now the contact details of the football teams using the field had been found; they would be receiving letters relating to the recent complaints.

12. Matters Relating to the Parish:

a) **Improvement of Roundabout on Main Street:** Discussed under item 9.

13. **Meetings:** No updates.

14. **Student Scholarship Scheme:** The Clerk advised that all the students had received their preferred vouchers. Cllr Cooper requested that the Council review the scholarship scheme at the next meeting.

15. Planning:

a) **To Review and Approve Applications:**

RB2017/1407

Enable infrastructure comprising installation of pipe work for surface water and foul drainage; the construction of an extension to Highfield Lane and landscaping at Phase 2a and Highwall Park. Land at Waverley New Community High Field Spring Catcliffe.

Ward: Brinsworth and Catcliffe.

Agent: Barton Wilmore. No comments

RB2017/1405

Display 1 No. non-illuminated free-standing sign. Land at Poplar Way Catcliffe.
Ward: Brinsworth and Catcliffe. No comments.

b) To Review Planning Determinations:

RB2017/1358

Single storey side extension at 16 Willowgarth Avenue Brinsworth: Granted conditionally.

c) Other Planning Matters: None.

16. Correspondence:

- SYPTC Communications: Press release to advise of the Rotherham Interchange refurbishment scheme.
- NALC: Providing an update on the Data Protection Bill.
- YLCA: Advising that the employer pension contributions will increase in 2018.
- Waverley Residents Association: Inviting members of the Council to a resident's surgery which is to be held at AMP Technology Centre on 15th November between 6.30pm and 8pm.
- RMBC: Invitation to the Town and Parish Council Network Meeting on Tuesday 24th October at 6pm at Todwick Village Hall.

17. Items for Future Agenda: Councillor Vacancies: 2018 newsletter.

The meeting closed at 21:00.