

**MINUTES OF THE ANNUAL MEETING OF EDLINGTON TOWN COUNCIL HELD ON TUESDAY 10<sup>th</sup> MAY, 2022 AT 4PM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON.**

**Present:** Councillors Joan Briggs (Mayor), Keri Anderson, Steve Reardon, Rob Reid, Linda Smith and Victoria Whittemore.

**Also in Attendance:** Simon Oldham (Town Clerk). No members of the public present.

**2022.82 Election of Mayor.**

**RESOLVED** that Councillor Steve Reardon be appointed as Mayor for 2022/23.

(Councillor Steve Reardon, Town Mayor in the Chair).

**2022.83 Election of Deputy Mayor.**

**RESOLVED** that Councillor Joan Briggs be appointed as Deputy Mayor for 2022/23.

**2022.84 Declarations of Acceptance of Office.**

(Councillors Steve Reardon and Joan Briggs completed their acceptance of office declarations in the presence of the Clerk).

**2022.85 To receive and consider apologies for absence.**

**RESOLVED**

- (1) to approve the apologies of Councillor Jan Devanney and
- (2) to note the apologies from the newly appointed Sergeant Chris Rogers (South Yorkshire Police) and his written update and outcomes from last weeks' operation Duxford.

**2022.86 To consider motions for the variation to the order of business (if any).**

None.

**2022.87 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.**

(Councillor Rob Reid declared a personal interest in respect of agenda item 20.2 "Grant application – Expect Youth" and advised that he had agreed to match fund the project from his DMBC Ward Councillor funding allocation. In addition, Councillors Joan Briggs and Rob Reid declared an interest in relation to agenda item 20.3 "Grant application – Edlington Heritage Group", by virtue of either being part of or having assisted in the Group's setting up and withdrew from the meeting during the consideration thereon.

**2022.88 To identify items for which the press and public may be excluded (if any).**

None.

**2022.89 To confirm the minutes of the meetings held on 12<sup>th</sup> April and 26<sup>th</sup> April (extraordinary) 2021 as true and accurate records.**

**RESOLVED** to approve the minutes as a correct record.

**2022.90 To confirm the appointment of Members to the Staffing Committee, Working Groups and Outside Bodies for 2022/23 and their terms of reference.**

**RESOLVED** (1) to re-appoint the Staffing Committee with the following terms of reference :-

1. Delegated authority from the Town Council to discharge all responsibilities relating to the recruitment and selection, terms and conditions of employment, grievance and discipline and any other associated matters in relation to its staffing establishment
2. The Committee to be a formal Committee of the Council and comprise of all Members of the Town Council appointed at the annual meeting

3. The Mayor and Deputy Mayor to have the ability to establish a Sub Committee of three Members of the Staffing Committee to consider any disciplinary or grievance matter in respect of a Town Council employee and a separate Sub Committee of three other Members of the Staffing Committee to hear any subsequent appeal
  4. The quorum for the Staffing Committee or Sub Committee to comprise at least three Members”.
- (2) to appoint the following Working Groups with terms of reference set out for 2022/23 :-
1. Allotments - to make recommendations to the Council on all matters relating to the management of the Councils allotment sites
  2. Cemetery - to make recommendations to the Council on all matters relating to the management of the Cemetery
  3. Activities - to make recommendations to the Council on preparations relating to Council activities including Remembrance Sunday, Armistice Day, Christmas arrangements including Carol Concert, an Edlington Gala or other ad hoc events arranged from time to time
  4. Edlington community assets - to lobby and make recommendations via the Town Council to appropriate agencies/organisations where the Town Council had concerns about the maintenance/upkeep and safety aspects of any community asset in Edlington as custodians for protecting the interests of Edlington for the enjoyment of future generations
  5. Social Media Working Group - To make recommendations to the Council on areas where the Town Council’s social media presence might be improved and all aspects of social media including any revision to the adopted Social Media policy
  6. Climate Emergency Working Group - To make recommendations to the Council on the everyday actions and decision making processes that need to have regard to the Friends of the Earth 20 action points of how the Town Council can contribute towards achieving the overall targets of a reduction of emissions to net zero by 2050 and future generations;
- (3) that membership of each Working Group to be open for any Member of the Council to attend, should they have an interest and be free to attend and
- (4) to approve the following appointments to Outside Bodies for 2022/23 :-
1. DMBC Parish Council’s Joint Consultative Committee – Cllr Keri Anderson
  2. Hope Construction- Holme Hall Quarry Community Liaison Meeting – Cllr Joan Briggs YLCA – South Yorkshire Branch Meeting – Cllrs Joan Briggs and Rob Reid.

**2022.91 Review and adoption of Council Standing Orders for 2022/23 (proposed to re-affirm existing Standing Orders) .**

**RESOLVED** that approval be given to the re- adoption of the existing Model Standing Orders as presented, subject to the addition of the revision to standing order 18 as advised and recommended in the YLCA White Rose Bulletin 6/5/22.

**2022.92 Review and adoption of Council Financial Regulations for 2022/23 (proposed to re-affirm existing Financial Regulations).**

**RESOLVED** approval be given to the re- adoption of the existing Model Financial Regulations as presented.

**2022.93 Review and adoption of Edlington Town Council Member Code of Conduct (proposed to re-affirm existing code of conduct).**

**RESOLVED** to re-adopt the new Local Government Association Member code of conduct as presented.

**2022.94 To confirm a schedule of Town Council meetings for 2022/23.**

**RESOLVED** to approve the following schedule of Town Council meetings for 2022/23 :- generally second Tuesday in each month alternating between a daytime and evening start time :- 2022 - 14th June (10am), 12th July (6.30pm), 9th August (10am), 13th September

(6.30pm), 18th October (10am), 15th November (6.30pm), 13th December (10am) 2023 – 17th January (6.30pm), 14th February (10am), 14th March (6.30pm), 11th April (10am) & 9th May (annual meeting 4pm) and in accordance with standing orders, the Mayor has the ability to revise a date and time of a scheduled meeting should the necessity of doing so arise.

**2022.95 To re-affirm the Town Council's existing arrangements/policies in respect of :-**

**Asset register @ 31/3/22**  
**Investment Strategy 2019-2022**  
**Discipline & Grievance policy**  
**Press & Media policy**  
**Social Media policy**  
**Data Protection policies under GDPR 2018**  
**Customer complaints procedure :-**  
**Asset register @ 31/3/21**  
**Investment Strategy 2019-2022**  
**Discipline & Grievance policy**  
**Press & Media policy**  
**Social Media policy**  
**Data Protection policies under GDPR 2018**  
**Customer complaints procedure**

**RESOLVED** to re-adopt the existing aforementioned policies.

**2022.96 Partner Updates from DMBC Ward Councillor(s) or South Yorkshire Police representative (if present).**

**RESOLVED**

(1) to note the following update from Ward Councillor Rob Reid having just completed a year in office as Edlington & Warmsworth Ward Member :-

"I have dealt with a case load of around 1600 referrals from local constituents over the past year. These have involved a multitude of issues including matters relating to George's Park in Warmsworth, anti-social behaviour activity, the Royal estate referrals, waste bins/littering/fly-tipping, faulty play equipment. I have also undertaken a variety of training and missed only one formal committee/scrutiny meeting. My Ward office is now set up based at the Helping Hands Centre and complements my ability to respond to case issues and residents concerns over matters impacting them and the local area" and

(2) that the Clerk be asked to contact Sergeant Chris Rogers (South Yorkshire Police) to set up an introductory meeting with Town Councillors and the Clerk and to welcome him to his new role.

**2022.97 Report of the Clerk – To receive updates and consider matters in respect of:**

(a) Report of the Internal Auditor 2021/22.

**RESOLVED** to note and accept the Internal Auditor's report for 2021/22 and associated findings and recommendations.

(b) PKF Littlejohn Annual Governance & Accountability Return 2021/22 – to i) approve the annual governance statement.

**RESOLVED** that approval be given to the annual governance statement for 2021/22 as presented in Section 1 of the annual return document for submission to PKF Littlejohn.

ii) the accounting statements for submission to the External Auditor.

**RESOLVED** that approval be given to the accounting statements for 2021/22 as presented in Section 2 of the annual return document for submission to PKF Littlejohn.

iii) to note the period for the exercise of public rights for inspection of the accounts.  
**RESOLVED** to note and approve the notice of the inspection period commencing 13/6/22 and ending 22/7/22.

- (c) Renewal of the Town Council's insurance arrangements from 1/6/22.

**RESOLVED** to note and accept the renewal quotation from BHIB inclusive of a 10.7% increase in premium relating to increased effects of indexation rises in cover levels and that this was the second year of a three year long term agreement, but the Clerk to seek an alternative quote for comparative purposes and to be given delegated authority in consultation with the Town Mayor to renew cover on terms preferential and that meet the needs of the Town Council with the most appropriate Insurer.

- (d) To consider quotations for disposal of bulky waste material in Edlington and to determine the basis of the pilot scheme.

**RESOLVED**

(1) to note the receipt of a single quotation from an interested party willing to dispose of bulky household waste items in the sum of £200 per van load with the capacity to dispose of up to four van loads per day and

(2) that consideration be deferred to the next meeting on 14/6/22 pending the Clerk and the Town Mayor meeting with the tenderer to discuss the mechanics of how a three month pilot scheme might work in practice and in publicising a date and mechanism for community requests for collection and a recorded basis of what was collected for disposal evidentially upon invoicing, to enable the Council to assess a timescale and frequency for the pilot scheme in conjunction with it's allocated budget

(Councillor Victoria Whittemore left the meeting during the consideration of the above mentioned item).

- (e) Update on request for owner to advise of development plans re land at Cross Street, former Doctor's surgery spanning Edlington/Broomhouse Lane.

**RESOLVED**

(1) to note the response received from the site owner's TJ Morris and

(2) the Clerk be asked to write to Polypipe urging them to actively consider this site for the relocation of a children's play area from the Granby field site, in conjunction with it's wider development aspirations for a Head office extension in to the Granby field area.

(Councillor Joan Briggs left the meeting at this point).

- (f) SLH reply re prospects for development of land at former Barnburgh House, Edlington.

**RESOLVED** to note the response from St Leger Homes advising that as part of it's Affordable Homes Programme that a planning proposal for 4 x 2 bedroom bungalows would be submitted for planning consent in the next few weeks and a design and layout proposal would be the subject of a consultation exercise with local residents residing within 240 metres of the site.

- (g) DMBC – Environment & sustainability updates & Town/Parish Council Climate Action Network.

**RESOLVED** that approval be given for the Clerk to respond to DMBC's Sustainability Unit and their Low Carbon Development Officer advising that the Town Council wished to take an active part in the proposal to establish a Borough wide Climate Action Network of Doncaster Town & Parishes to be convened to meet on a quarterly

basis, with the initial nominees of the Town Clerk and Councillor Keri Anderson as its attendees.

- (h) Updates following meetings with Nick Fletcher, Don Valley MP & DMBC Stronger Communities Coordinator 6/5/22.

**RESOLVED** to note

- (1) the very positive meeting held with Nick Fletcher, Don Valley MP last Friday and discussions on matters of mutual local concern including, the Royal estate, future of Edlington Swimming Baths and a pedestrian crossing outside of Hill Top/Helping Hands Centre;
- (2) with regard to the pedestrian crossing, as requested by Nick Fletcher, that the Town Council would supply him with a list of ten local business that he had agreed to write to, to lobby for financial support/contributions towards covering the costs of an installation being erected in the very near future and for the Town Council to consider a level of contribution that it was able to commit to bring this project to reality;
- (3) to accept Nick Fletcher's offer of a quarterly meeting with the Town Council to coordinate efforts in tackling matters of local concern in the village and
- (4) the meeting held with the DMBC Stronger Communities Coordinator for Edlington & Warmsworth last Friday afternoon and the representations made to him, especially with regard to establishing a regular/quarterly meeting with himself, the Police and other appropriate DMBC Services, including Streetscene, Highways etc.

(Councillor Joan Briggs returned to the meeting).

- (i) Improvement Projects & Events – a) Preparations for Queen's Platinum Jubilee commemoration 4/6/22 – notes of meeting with partner/local community groups 25/4/22; b) Remembrance Sunday.

**RESOLVED**

- (1) to note the update from the Town Mayor on the preparations that were ongoing, including working with Rob Reid who was coordinating the music side of the event including current production of a local version of the Platinum anthem "Rise up and serve" with various local community groups/contributor's with a view to posting this online via facebook and thanks be placed on record to all who had contributed their time and efforts in to the successful shaping of the videos captured to date. In addition he was liaising with Kelly Widdowson at Helping Hands and had held a site meeting with Debbie Tuby re the fun fair side of proceedings. Preparations were also in hand for sourcing the sound system for use on the day and with the Army Cadet's for their contributions towards a march past as part of the opening proceedings for the day as well as considerations underway to facilitate the live facebook streaming of part of the days proceedings;
- (2) to note that a final meeting of the Working Group to review final preparations for the day was scheduled to be held on Tuesday 24/5/22 at 10am in the Grainger Centre and
- (3) to note that with regard to Remembrance Sunday preparations, that Councillor Rob Reid had agreed to lead once again on preparations for the day, assisted by Councillor Keri Anderson with the aim of commencing preparations at the end of June.

- (j) Town Clerk working pattern – review after 6 months re office/homeworking pattern. **RESOLVED** to note and support the continuation of the Clerk's working pattern of being office based on a Monday/Tuesday and Wednesday and homeworking on a Thursday/Friday, that had proved successful since the return from the Covid pandemic late last Summer.

- (k) Allotments – Liaison with Secretary of Group 1 Martinwells site re hosting their AGM and site inspection carried out 20/4/22.

**RESOLVED** to note the outcomes of the site inspection carried out on 20/4/22 by the Clerk, Town Mayor and Cemetery/Grounds Supervisor and the ongoing discussions with the Allotment Secretary for a proposed date of 24/5/22 for the Town Council hosting and advising further on the staging of the Association's AGM.

**2022.98 Planning – To consider any Planning Application Consultations (if any)**

17.1 22/00989/TCON - Conservation area notification to crown reduce one Silver Birch (T1) by 3m. The tree is within the Old Edlington Conservation Area, Husaker, 1 Rectory Gardens, Old Edlington .

**RESOLVED** that no objections be raised regarding this proposed development..

**2022.99 Mayor's Announcements (if any).**

The Mayor announced that he had an event scheduled in for Friday 24/6/22 to attend Victoria Academies' official Forest School launch. In addition, the Deputy Mayor announced that last week herself and the then Deputy Mayor had attended St John's Ambulance Annual Cadet Award evening which had been very successful and was also extremely proud to have presented as Mayor, the Freedom of Edlington honour to Councillor Rob Reid which was hugely deserved for all his efforts and contributions to village life over many years and was a pleasure in presenting him with the framed scroll to mark the historic occasion.

**2022.100 Matters requested by Councillors.**

(a) Feedback on inspection of parks & open spaces in Edlington and lobbying DMBC in respect of perceived improvements required.

**RESOLVED**

(1) to note the recent site inspections carried out by Town Councillors Steve Reardon, Rob Reid and Linda Smith and the facebook update posted;

(2) to note and support the sketch plans drafted by the Town Mayor of suggested improvements that might be made by lobbying DMBC for action in respect of the open field at the rear of Hill Top School and the unkept Granby field and

(3) the Clerk be requested to lobby the DMBC Cabinet Member for Parks & Open Spaces in this regard for a site meeting and to express our vision and suggested measures that might enhance the appearance of these areas for the benefit of local parishioners.

(b) Proposed date for invitation to Edlington businesses, local chamber of commerce and Don Valley MP to a meet and greet session at Grainger Centre with the new Town Mayor – proposed dates either Tuesday 14th or 21st June 2pm .

**RESOLVED** that provisionally Tuesday 21/6/22 at 1pm be earmarked for buffet refreshments and a meet and greet session with the new Town Mayor and Members of the Council and a flyer be produced for delivery to local business proprietors to urge their attendance and to outline plans for a series of local awards to be handed out on the day to proprietors in differing categories.

(c) Disabled access – open spaces in Edlington.

**RESOLVED** to note the feedback from Councillor Rob Reid on the representations and ongoing liaisons with a local parishioner as Ward Member on accessibility issues relating to open spaces in Edlington and in this regard, the Clerk and Town Mayor to undertake an inspection of the recreation ground to assess the site in conjunction with the issues and concerns raised.

**2022.101 Financial matters**

(a) To note & receive the following schedule of payments made May 2022 and income received during April £ :-

1. Wages				various	9,830.94
2. SYPA					1,802.06
3. HMRC - PAYE/NI May					2,770.85
4. NEST Pension contributions					220.36
5. BT Phone & Broadband					56.94
6. Applegreen Fuel					356.02
7. Thomas Fattorinin Ltd - Freedom scrolls					736.49
8. AWS Landscapes - grounds supplies					48.34
9. Phil Parkin - Accountancy/Audit Services					211.25
10. Martin Little Memorial Services - Centenary plaque					50.00
11. Yorkshire Purchasing Org - cleaning supplies					200.52
12. Total Energies - Gas Grainger Centre Feb-Apr 22					1,033.27
13. Total Energies - Elec Rec - Apr 22					20.70
14. SCS - Replacement sofas - Grainger lounge					513.00
15. Mayoral allowance					750.00
16. S.Reardon - re-imburse Platinum Jubilee flags					206.50
17. Imprest - petty cash					150.00
18. BHIB Council's Insurance - policy renewal					2,457.40

(b) to note the following receipts during April :-

£

1. Community Centre					1,111.00
2. Cemetery Fees					1,900.00
3. Precept 1st installment					81,350.00
4. Coop Bank interest					15.22
5. Rec pitch Hire annual fee - Top Club					331.00
6. Jubilee event stall fees					20.00
7. HMRC VAT refund Q4					1,096.74

(c) Grant application – Expect Youth.

Phillipa Bonham from Expect Youth and colleague attended and spoke to the Town Council in support of their application and project.

**RESOLVED** that approval be given to an award in the sum of £250 and the wider sum requested (£2960 total project costs) be deferred for re-consideration at the next meeting on 14/6/22, outside of the formal community grants scheme.

(Councillors Joan Briggs and Rob Reid withdrew from the meeting for the following item).

(d) Grant application – English Heritage Group.

**RESOLVED** that an award of £250 be approved.

(Councillors Joan Briggs and Rob Reid returned to the meeting).

**2022.102 To determine publicity items/community updates arising from this meeting.**

**RESOLVED** that the website and facebook page be updated with details on the appointment of the new Town Mayor and Deputy Mayor at today's meeting.

**2022.103 Correspondence/information items.**

**RESOLVED** to note the following items:-

1	YLCA	White Rose updates 8 <sup>th</sup> , 14 <sup>th</sup> , 22 <sup>nd</sup> & 29 <sup>th</sup> April & webinar training programme
2	DMBC	Consultation on draft Biodiversity Net Gain Supplementary Planning Document
3	DMBC	Temporary Traffic Regulation Order – Wilsic & Long Gate/Cockhill Lane 1/5/22 – 31/8/22
4	NSALG	Virtual Allotment Officer’s Forum meeting 23/6/22
5	DMBC	Rugby League World Cup 2021 – Micro Grant Funding Scheme Launch
6	Stagecoach East Midlands	Fare changes - from Monday 25 April 2022
7	DMBC	Temporary Traffic Regulation Order – Lords Head Lane 16/5/22

**2022.104 To notify the Clerk of matters for inclusion on the agenda of the next meeting.**

**RESOLVED** to schedule an update item on progress re plans/preparations for the Miners Annual Memorial commemoration including the unveiling of the Frank Arrowsmith memorial in the Miners garden.

**2022.105 Date of next meeting – Tuesday 14th June 10am**

The meeting closed at 6.54 pm.