

MINUTES OF THE MEETING OF EDLINGTON TOWN COUNCIL HELD ON TUESDAY 14th DECEMBER, 2021 AT 10.00AM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON.

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

Also in Attendance: Simon Oldham (Town Clerk), and Acting Sergeant Karl Middleton (South Yorkshire Police). No members of the public present.

2021.211 To receive and consider apologies for absence.

RESOLVED to approve the apologies of Councillor Gary Tinkler .

2021.212 To consider motions for the variation to the order of business (if any).

None.

2021.213 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.

Councillor Linda Smith declared a disclosable pecuniary interest in relation to agenda items 10.2c) "Grant application Group 5 Auburn Road Allotment Association" and 16.2 "Local parishioner complaint regarding an allotment plot – to receive an update on how the complaint has been addressed (personal information from complainant regarding subject matter of complaint and complaint treated in confidence)" in her capacity as Chair of Group 5 Auburn Road Allotment Committee and withdrew from the meeting during their consideration.

2021.214 To identify items for which the press and public may be excluded (if any).

RESOLVED to exclude the public and press in respect of agenda items 16.1 "Update on professional advice received on the implications of the attack on the CCTV column and ancillary equipment erected at the recreation and financial implications"(relating to prospects of potential litigation), 16.2 "Local parishioner complaint regarding an allotment plot – to receive an update on how the complaint has been addressed "(personal information from complainant regarding subject matter of complaint and complaint treated in confidence) and 16.3 "Staff feedback on Cemetery & Grounds Maintenance Team structure review and proposed revisions to terms & conditions of employment and determination of revised arrangements following staff consultation" (personal information relating to individual staff members terms and conditions of employment and pay grades).

2021.215 To confirm the minutes of the meeting held on 11th November, 2021 and Staffing Committee meetings held on 2nd, 9th and 29th November as true and accurate records.

RESOLVED to approve the minutes as correct records.

2021.216 Public Speaking Session – In accordance with Standing Order 3.e, a period not exceeding 15 minutes will be allowed for members of the public to speak & make representations (maximum of 3 minutes for each person).

No members of the public present.

(Councillor Jan Devanney arrived at the meeting at this point).

2021.217 Partner Updates from DMBC Ward Councillor(s) or South Yorkshire Police representative (if present).

RESOLVED to note the update from Acting Sergeant Karl Middleton advising that:-

- The Neighbourhood Team were currently operating with a Sergeant and two PC's, down from four PC's as one had recently received a transfer and two were engaged

on other duties supporting Student/Apprentices on particular training modules and once they had graduated would provide additional resource benefits to the South Yorkshire Force

- Main focus of resources was still on the Royal estate
- A Criminal Behaviour Order was currently with the Courts pending one renowned local individual and should curtail activities that have been experienced recently
- Drugs searches were still ongoing/planned

Members of the Town Council raised individual matters/concerns with Sergeant Middleton who responded to the points raised.

It was agreed that the Clerk would write to the Police & Crime Commissioner, Dr Billings to express the Town Council's dissatisfaction at the reduced staffing establishment which was unacceptable given the level of criminality and anti-social behaviour experienced in the Village on an ongoing basis and that it was critical that the Neighbourhood Team was fully resourced/back-filled.

2021.218 Land Registry search – land on Former Market Place/Bungalow Road leading to footway entry towards Martinwells lake past Group 5 Allotments.

RESOLVED to note the Land Registry search indicating ownership of this parcel of land being vested with Dansk Supermarkets Ltd and the Clerk be asked to pursue a site meeting early in the new year with their representatives to look at the scope to carrying out works to improve the visual appearance of the Streetscene at this location.

(Councillor Rob Reid arrived at the meeting at this point).

2021.219 Waiting times for GP appointments - NHS Doncaster Clinical Commissioning Group.

RESOLVED to note the response received from both Doncaster's Director of Public Health and the Doncaster Clinical Commissioning Group and in light of this, the Clerk be asked to raise these concerns directly with the two respective Practice Manager's at the Martinwells GP Practices.

2021.220 Planning Application Consultations (if any).

(a) 21/03411/FUL - Change of use of land for the storage of vehicles (Retrospective Application), Rear of Post Office, Edlington Lane, Edlington.

RESOLVED to raise no objections regarding this proposed development.

2021.221 Report of the Clerk – To receive updates and consider matters in respect of:

(a) Burial Ground – nothing to report.

(b) Allotments – i) Staveley/Victoria Street site – enforcement action update.

RESOLVED to note the update from the Clerk regarding a follow up re-inspection of the site on 1/12/21 and that one of the two plot holders who had received a seven day enforcement notification to tidy their plot, had substantially addressed the concerns raised, whilst the other plot holder had not and consequently a months' notice to quit had been issued in that regard which encompassed six plots in his possession.

ii) Hilltop Allotment site – Letter of thanks from Secretary.

RESOLVED to note the letter of thanks received from the Allotment Secretary further to the grant award of £250 approved at last months' meeting.

(Councillor Linda Smith having declared a disclosable pecuniary interest left the meeting during the consideration of the following item).

iii) Grant application Group 5 Auburn Road Allotment Association.

RESOLVED (1) to decline to support the grant application for the provision of a skip on the basis and to be consistent in approach having declined a request earlier in the year in respect of an individual plot holder request at another Allotment site in the village and (2) with effect from the new financial year beginning 1/4/22 a policy be introduced to use part of the Allotment budget allocation to offer a sum of £250 per annum to each of the four Allotment Committees in Edlington to use this to acquire a skip or a grabber at a time of their choosing throughout the year and to produce a receipt to the Clerk who would re-imburse the Committee for the cost up to a maximum of that sum, once per financial year.

(Councillor Linda Smith returned to the meeting).

(c) Community Centre.

RESOLVED to note the reporting by the Clerk of the recent PAT testing of electrical appliances in the centre as well as the Fire and Intruder Alarm annual servicing that had been carried out.

(d) Recreation Ground/Miners Memorial Garden – nothing to report.

(e) Improvement Projects & Events – i) De-brief and review of Armistice Day 11/11/21 & Remembrance Sunday 14/11/21 commemorations .

RESOLVED (1) in respect of the Remembrance Sunday event to note that the following improvements be considered in respect of next years' event :-

- To start preparations early starting in February 2022 with a Lead Councillor tasked with driving preparations forward and reporting regularly on progress to Town Council meetings
 - The Lead Councillor nominee to arrange an early meeting in February/March 2022 to visit the Balby Army Cadet's Regiment to forge early contacts with regard to next years' preparations and input
 - A bugler or cornet player be sourced at an early stage, ideally coming from the supporting band and in this regard, enquiries be made regarding the availability of the Sheffield Pipe Band
 - To acknowledge that Craig Thompson performed extremely well as overall Parade Marshall and he be encouraged to facilitate a repeat of this function for next years' event
 - Ideally the longer parade through the Village starting at the Helping Hands Centre be re-instated next year but consideration be given as to whether this should be a one-way parade as opposed to a return route and
- (2) In respect of the Armistice Day event involving local Schools, to note that the format and input from each School had proved to be very successful.

ii) De-brief and review of Carol's in the Park Christmas carol concert 13/12/21.

RESOLVED to note that considerations be given to looking to improve the following arrangements in respect of next years' event :-

- Locate Schools in designated areas and liaise with them re when/where to come forward to sing their carol's (ie to the Bandstand)
- Sort out prior to the day which Schools want to use the Town Council PA/Speaker system or bring their own sound track ie make sure they all know its functioning and how to initiate it on the night
- Potential replacement/upgrade of the PA system
- Lighting – can the lighting of the Bandstand area be enhanced
- Glow sticks – a quantity greater than 100 was required

- Whether STW Academy Choir/Music team could arrange to play supporting tracks in respect of the Carol's
- (f) Update re commissioning an alternative memorial with funds raised from the Frank Arrowsmith Go Fund Me Memorial Appeal.
RESOLVED (1) to note the sample type of granite memorials available and images that could be commissioned and (2) Councillor Rob Reid to discuss the options with the family with regard to their preference and a way forward and delegated authority be granted to the Clerk to commission this with Martin Little Memorials Ltd based on their feedback and to utilise the funds raised through the Go Fund Me appeal/donation received.
- (g) Prospects of taking on an apprenticeship in Cemetery & Grounds Team from 1/4/22 and financial implications to consider whether to proceed and incorporate into draft budget & precept setting calculations.
RESOLVED to note the information supplied by the Clerk on the scope, costings and way to progress recruitment of an apprentice in the Cemetery and Grounds Maintenance Team and this matter be held in abeyance at this time and be re-considered in the next 12 months or so.

(Councillor Rob Reid left the meeting at this point).

- (h) Follow up discussion on potential development items 2022/23 for further consideration and incorporation into the budget and precept setting process.
RESOLVED to factor in the following matters for further consideration within next months' budget and precept setting process for 2022/23 :-
- £500 to facilitate staging community consultation events at differing locations in Edlington to seek local community views on the priorities for the area that may be costed and feature in considerations for the following years' precept setting process for 2023/24
 - £4000 for a scheme to be developed by seeking DMBC advice about commissioning skips to place out at strategic locations in the village for residents to easily dispose of surplus household items and thereby deter the extent of existing fly-tipping.
 - £5000 for a replacement ride on mower
 - £1000 for a replacement PA/Audio speak sound system
- (i) Quotation for replacement/new Town Councillor and Staff name/ID badges.
RESOLVED that approval be given to secure new/replacement Town Councillor and Staff name/ID badges from Fattorini's based on their quotation and Members to either forward a suitable digital photograph of themselves or to contact the Clerk to make arrangements for a photo to be taken at the Grainger Centre.
- (j) Approval to seek a replacement Town Council laptop.
RESOLVED that approval be given for the Clerk to acquire a replacement Town Council laptop with a guide price of in the region of upto £600.
- (k) Prospects for re-instigating relationship with DMBC Local Neighbourhood Team & estate walks.
RESOLVED that the Clerk be asked to request a meeting with Sally Payne in DMBC local Neighbourhoods Team later in January 2022 to discuss re-establishing a regular dialogue and meeting relationship going forwards in 2022 to discuss matters of mutual interest/concern impacting on our wider community in order to forge a productive ongoing relationship.

- (l) Power wash of exterior fascia of Grainger Centre and Portacabin and exterior re-paint.

RESOLVED that approval be given to the quotation supplied by Criag Thompson for the power wash and cleanse of the Grainger Centre exterior fascia and portacabin.

- (m) DMBC Highways – proposed footpath upgrades Warmsworth Halt to Conisbrough, including Community Woodland through-route and access path to Martinwells lake.

RESOLVED (1) to note the outcome of the Clerks meeting on site with DMBC Highway's and the funding that has been attracted from Sheffield City Region to facilitate footpaths refurbishment/upgrade from Warmsworth Halt to Conisbrough through Edlington and (2) that this would be extended to include the upgrade of the pathway through the community woodland site to 3 metre width and that this was wholeheartedly supported and welcomed by the Town Council as an enhancement to the woodland site.

2021.222 Mayor's Announcements (if any).

The Mayor announced that (1) amongst the recent events she had attended were Armistice Day and Remembrance Sunday commemorations and last nights "Carols in the Park" concert; (2) that Leigh Calladine was shortly taking retirement as Centre Manager at Helping Hands Community Centre and asked that the Clerk send her a letter on behalf of the Town Council expressing thanks and best wishes to her for the future and (3) that a letter be sent on her behalf to a pupil at Hilltop Academy who had volunteered her recent time and efforts in raising money and securing toys for other disadvantaged children this coming Christmas time.

2021.223 Matters requested by Councillors.

- (a) The Queen's Platinum Jubilee, scope for community celebration - 2nd June 2022 .

RESOLVED that provision be included with the draft budget/precept for 2022/23 of a sum of £2000 to facilitate celebrations for a form of "Party in the Park" at the community woodland site to commemorate the Queen's Platinum Jubilee.

- (b) DMBC's Well Doncaster consultation and associated implications at a Town Council level – feedback report of Deputy Mayor.

RESOLVED to note the Deputy Mayor's written and oral summary feedback on the Well Doncaster consultation meeting he had attended on 19/11/21 along with the Town Mayor and Councillor Victoria Whittemore.

(Councillor Jan Devanney left the meeting at this point).

- c) Communicating the Town Council's role and longer term plan/priorities re what the Council aspire to achieve and be involved in for the community.

RESOLVED that a Working Group be established early in the new year to review Town Council working practices and how things might be improved and to enhance our standing with the local community and to consider the allocation of specific Portfolio responsibilities or remit's being allocated to Councillors on certain subject matters to take a lead on and feedback to future Town Council meetings.

2021.224 Financial matters

- (a) To note & receive schedule of December payments.

RESOLVED (1) to note the following payments made in December :-

£

1. Wages				various	10,538.76
2. SYPA					2,358.77
3. NEST Pension contributions					263.04
4. HMRC - PAYE/NI					2,842.62
5. BT - Phone&Broadband					56.94
6. Applegreen Fuel					260.88
7. Conisbrough Cavaliers - Remembrance			8878557		500.00
8. Yorkshire Purchasing Org- Cleaning supplies			8838565		164.66
9. Yorkshire Purchasing Org- Cleaning supplies			8838507		13.68
10. Workwear Express - Cemetery Staff clothing			9081024		809.36
11. UK Safety Management - PAT Test Grainger			8879110		66.00
12. UK Safety Management - PAT Test Cemetery			9082661		66.00
13. UK Safety Management - PAT Test Rec pavilion			9082799		66.00
14. Glow company - Glow sticks carol conceert			9083116		42.65
15. Group 4 Hilltop Allotments - grabber hire			9160553		170.00
16. Farmstar Ltd - mower cluth repair			9160739		48.71
17. Farmstar Ltd - mower rod steering repair			9160899		105.88
18. ICU2 Security - Fire & Intruder alarm service			9161023		267.60
19. TotalGas&Power - Elec Cemetery					137.18
20. TotalGas&Power - Elec Rec					20.01
21. TotalGas&Power - Elec Grainger					220.92
22. HSQE - Ladder safety awareness training			9320466		72.00
23. Festive Lights - Xmas lights refresh			9323714		100.03
24. Clerk Mileage claim Jul-Nov 2021			9323779		20.70
25. Cemetery Supervisor Mileage claim Apr-Nov			9323844		400.40
26. Plevy & Sons - Christmas trees			9437544		585.00
27. Farmstar Ltd - Oil & hydfilter mower			9437693		19.28
28. TH White Group - Rat Bait			9437751		170.40

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

£

1. Community Centre				1,012.00
2. Cemetery Fees				6,300.00

(c) Budgetary control/bank reconciliation as at 30/11/21.

RESOLVED to note and accept the budgetary control statement and bank reconciliation for the period ending 30/11/21.

(d) S17 Grant application – Shedheads.

RESOLVED that approval be given to the grant application and an award of a sum of £250.

2021.225 Correspondence/information items.

RESOLVED (1) to note the following items:-.

1	YLCA	White Rose Bulletins 19 th & 26 th November, 3 rd December and Finance related training & Law & Governance Bulletin
2	DMBC Well Doncaster Team	Community Investment Fund
3	DMBC	Snow warden scheme

4	South Yorkshire Local Heritage List	Progress update and nominations process
5	St Thomas Wharton Academy	Christmas Dinner invitation – 16/12/21

2021.226 To notify the Clerk of matters for inclusion on the agenda of the next meeting.

RESOLVED that an item be scheduled regarding an update on the Edlington Swimming Baths refurbishment programme relating to outcomes from condition survey's carried out, community consultation plans and estimated timeframe for completion.

2021.227 Extension of the meeting.

RESOLVED that in accordance with Standing Orders having reached the three hour point, that approval be given to continue the meeting to determine the remaining business scheduled for determination.

2021.228 CONFIDENTIAL ITEMS.

(a) Update on professional advice received on the implications of the attack on the CCTV column and ancillary equipment erected at the recreation and financial implications (relating to prospects of potential litigation).

RESOLVED to note the update from the Clerk relaying communications with the Town Council's insurer's as circulated.

(Councillor Linda Smith left the meeting at this point).

(b) Local parishioner complaint regarding an allotment plot – to receive an update on how the complaint has been addressed (personal information from complainant regarding subject matter of complaint and complaint treated in confidence).

RESOLVED to note the complaint received from a parishioner regarding an allotment plot and the action taken under the complaints handling policy, leading to an apology issued by the respective Allotment Committee.

(c) Staff feedback on Cemetery & Grounds Maintenance Team structure review and proposed revisions to terms & conditions to note and endorse employment and determination of revised arrangements following staff consultation (personal information relating to individual staff members terms and conditions of employment and pay grades).

RESOLVED (1) to note and endorse the resolution of the Staffing Committee held on 29/11/21 that :-

(i) to consult with the Cemetery and Grounds Maintenance Team staff providing a 14 day consultation timeframe on the following proposed staffing establishment structure going forwards to meet the current and perceived workstreams and Town Council priorities from early 2022 :-

- the permanent establishment of the fifth Cemetery & Grounds maintenance post "Cemetery & Grounds Maintenance Operative" at SCP 3 on the National Joint Council (NJC) scale for local government employees, thereby retaining a total of 3 full-time posts at this level
- the Deputy Cemetery & Grounds Maintenance role be regraded at SCP 5, on the National Joint Council (NJC) scale for local government employees
- the Cemetery & Grounds Maintenance Supervisor role be regraded at SCP 10 on the National Joint Council (NJC) scale for local government employees
- the existing job descriptions be approved as remaining fit for purpose subject to the following addition in to the JD of both the Supervisor and Deputy Supervisor roles "providing relief caretaking and cleaning requirements of the Grainger Centre on occasion where the caretaker may be away on leave or in circumstances where incapacitated such as illness/sickness absence. In lieu of taking on such "relief" duties, which as well as

opening/closing for user groups hiring the centre, to include any minor maintenance or cleansing requirements including checking functionality of the heating/water etc. These relief duties to be subject to overtime payments at the appropriate rate;

(ii) the outcome of the consultation exercise and staff feedback be reported to the Town Council meeting on 11/1/22 for consideration and to determine a final Team structure for implementation from 1/2/22;

(iii) to recommend to Council that provision in the sum of £5000 be added to the draft budget and precept for 2022/23 in respect of a development item for a replacement mower/upgrade and that further research and costings on the prospects of taking on an apprentice from 1/4/22 at the Cemetery to help inform the feasibility of whether or not this should be incorporated into the precept for 2022/23 and (2) following the consultation feedback from staff indicating support for the proposals, that the new structure and these arrangements be implemented with effect from 1/1/22.

2021.229 Date of next meeting – Tuesday 11th January, 2022 6.30pm.

The meeting closed at 1.16pm.