

MINUTES OF THE ANNUAL MEETING OF EDLINGTON TOWN COUNCIL HELD ON TUESDAY 8th MAY, 2018 AT 6.30PM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON

Present: Mayor, Frank Arrowsmith and Councillors Keri Anderson, Joan Briggs, Jim Mourning, Maureen Patterson, Linda Smith and Rob Reid.

Also in Attendance: Simon Oldham (Town Clerk) and two members of the public present.

2018.68 Election of Mayor.

RESOLVED that Councillor Rob Reid be appointed as Mayor for 2018/19.

(The Mayor paid tribute and wished to place on record his gratitude to Councillor Frank Arrowsmith, the retiring Mayor for all his support and the efforts and positive contributions that he had made during his year in office).

2018.69 Election of Deputy Mayor.

RESOLVED that Councillor Keri Anderson be appointed as Deputy Mayor for 2018/19.

(Councillors Rob Reid and Keri Anderson completed their acceptance of office declaration in the presence of the Clerk).

2018.70 To receive and consider apologies for absence.

Councillor Alan Cross and Inspector Dan Mcknight (South Yorkshire Police).

2018.71 To consider motions for the variation to the order of business (if any).

There was no variation to the order of business.

2018.72 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.

Councillor Joan Briggs declared an interest in relation to agenda item 19.4 - Quotes from DE Services re installation of CCTV equipment at Miners Memorial Garden and for the removal of the Alien unit at the Recreation Ground and withdrew from the meeting during the discussion and voting thereon.

2018.73 To identify items for which the press and public may be excluded (if any).

None.

2018.74 To confirm the minutes of the meeting held on 10th April, 2018 as a true and accurate record.

RESOLVED to approve the minutes as a correct record.

2018.75 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).

A parishioner asked if anything could be done regarding HGV Goods vehicles being prevented from going down Lords Head Lane which was unsuitable for lorries of that size. The Town Council agreed to schedule this as an agenda item for consideration at the next meeting.

2018.76 Partner Updates from DMBC Ward Councillor(s) or South Yorkshire Police representative (if present).

None present.

2018.77 To confirm the appointment of Members to Working Groups for 2018/19 and their terms of reference.

RESOLVED to confirm the terms of reference presented and to confirm the following appointments:-

Gala - to make recommendations to the Council on preparations for the annual gala and activities/groups/organisations to be engaged

Members - Cllrs Maureen Patterson, Rob Reid and Jim Mourning

Allotments - to make recommendations to the Council on all matters relating to the management of the Councils allotment sites

Members - Cllrs Maureen Patterson, Joan Briggs, Jim Mourning and Alan Cross
Cemetery - to make recommendations to the Council on all matters relating to the management of the Cemetery

Members - Cllrs Maureen Patterson, Joan Briggs and Frank Arrowsmith

Activities - to make recommendations to the Council on preparations relating to Council activities including Remembrance Sunday, Armistice Day, Christmas Party, Christmas Carol Concert or other ad hoc events arranged from time to time

Members - Cllrs Frank Arrowsmith, Joan Briggs, Maureen Patterson and Rob Reid.

2018.78 Review and adoption of Council Standing Orders for 2018/19 (proposed to adopt the NALC Model Standing Orders updated April 2018 version).

RESOLVED that approval be given to the adoption of the Model Standing Orders presented.

2018.79 Review and adoption of Council Financial Regulations for 2018/19 (proposed to re-affirm existing Financial Regulations).

RESOLVED to re-adopt the existing Financial Regulations.

2018.80 Review and adoption of Edlington Town Council Member Code of Conduct (proposed to re-affirm the existing Code of Conduct).

RESOLVED to re-adopt the existing Member Code of Conduct.

2018.81 To confirm appointments to Outside Bodies for 2018/19.

RESOLVED to confirm the following appointments :-

DMBC Parish Council's Joint Consultative Committee – Cllr Joan Briggs

Hope Construction- Holme Hall Quarry Community Liaison Meeting – Cllr Joan Briggs

YLCA – South Yorkshire Branch Meeting – Cllrs Maureen Patterson and Rob Reid.

2018.82. To confirm a schedule of Town Council meetings during 2018/19.

RESOLVED to approve the following schedule of Town Council meetings, generally the second Tuesday in each month alternating between a daytime and evening start time :- 12th June (10am), 10th July (6.30pm), 14th August (10am), 11th September (6.30pm), 16th October (10am), 13th November (6.30pm), 11th December (10am), 2018 – 15th January (6.30pm), 12th February (10am), 12th March (6.30pm), 9th April (10am) & 14th May (annual meeting 6.30pm).

2018.83 To receive information on the following ongoing issues and decide further action where necessary.

(a) Representations to DMBC Environmental Services re Site security at former Ridings Care Home site, Broomhouse Lane.

RESOLVED (1) to note the response from DMBC Environmental Services and (2) in light of this response, the Clerk be asked to write to the site owner Home Bargains (TJ Morris) to request a tidying up of the site and to enquire as to their plans for the sale/future development of the site and their site security plans in light of the recently installed new security fencing.

(b) Representations to DMBC Safer Communities Team re CCTV Camera's Martinwells Lane being linked to Central Control.

RESOLVED to note the response of the Safer Communities Team and the Clerk be asked in light of this to request a copy of the CCTV protocol permitting the viewing of the footage.

(c) Response from DMBC Highways re Hillside Drive consultation feedback with residents re potential instigation of parking restrictions.

RESOLVED to note the response of the Highways Team and the Clerk be asked to seek clarification on a timescale in which the Town Council would be notified of its decision to accept the residents majority preference for yellow line parking restrictions to be imposed.

(d) Representations to St Leger Homes re repairs needed to Barnburgh House site Fencing.

RESOLVED to note the reporting by the Clerk of the response received today from St Leger Homes advising that the repair had now been placed with their Contracts Team, although no specific date had yet been identified for the repair to be carried out.

2018.84 Planning Application Consultations.

(a) Town and Country Planning Act 1990 – Section 247, Proposed Stopping up of Highway at Market Place (Part), Dixon Road DN12 1DN (PART), Thompson Avenue DN1 1PQ (Part), Doncaster.

RESOLVED that no objections be raised in relation to the Stopping-up Order subject to, continuing access being maintained to the Town Council adjacent Allotment site at its entry point on the track/unadopted roadway which was the continuation of the former Market Place and to the Community Woodland site adjacent to Martinwells Lake and continuing access also to the Lake itself. This in accordance with discussions held with the site Developer, Wates at a site meeting held on 24/4/18 in which local parishioners and the Town Council's concerns were expressed regarding provision being made to ensure continuing access to these locations whilst the development and infrastructure plans were being delivered. Agreement was reached with the Developer to lobby the Highways Authority in this regard to allow the continuing access preferably via the former Market Place (or via alternative means) to the aforementioned locations.

(b) 18/00404/FULM - Erection of 374 dwellings including means of access, parking and associated landscaping (Without compliance with condition 22 of planning application 11/02679/FULM granted on 06/02/2012) - Alterations to the layout of the scheme resulting in revisions to a number of the approved drawings.

RESOLVED that no objections be raised regarding this consultation proposal, however, the Town Council to register its disappointment that a further 64 proposed Affordable housing units have been lost to Edlington as these were now to be offered for open market sale.

(c) 18/00920/FUL - Erection of two storey extension to side of existing semi-detached dwelling house, together with re-location of existing pre-fabricated detached garage, 3 Hatter Drive Edlington Doncaster DN12 1HP.

RESOLVED that no objections be raised regarding this proposed development.

2018.85 Report of the Clerk – To receive updates and consider matters in respect of:

(a) Burial ground.

RESOLVED to note the appointment of Dean Mckee as the new Cemetery and Grounds Maintenance Operative who commenced his duties on 30/4/18.

(b) Allotments – nothing to report.

(c) Community Centre.

RESOLVED to note the reporting by the Clerk of the following recommendation of the Activities Working Group meeting on 30/4/18, that "(1) A publicity/promotional leaflet be prepared with photographs showing the Grainger centre main hall and ancillary facilities

on offer for hire, the flexibility to partition sections of the Hall into smaller areas and to include an introductory offer of first 2 weeks free use for new hirer's, a flat hourly hire charge rate of £10 irrespective of weekday or evening use, to highlight car parking availability, secure facility with CCTV and centralised village location and (2) Subject to adoption of the publicity leaflet by the Council, this be circulated to a core range of potential users eg Schools, CCG and other similar bodies" and the aim was for this to be presented to the next meeting of the Council on 12/6/18.

(d) Recreation Ground/Miners Memorial Garden - i) CCTV quote – installation of CCTV security equipment at Miners Memorial Garden and ii) Proposed disposal of Alien Unit play equipment at the Recreation Ground.

RESOLVED to accept the quotes x 2 from DE Services and final consent be sought from Yorkshire Main Community Centre for the erection and installation of the CCTV equipment at their premises.

(e) Neighbourhood Plan Update – Formal complaint to the Planning Authority re a date for the Referendum.

RESOLVED to note that (1) a formal complaint had been submitted to DMBC on 16/4/18 regarding their failure to confirm a date for the Neighbourhood Plan Referendum; (2) in light of this, confirmation had be given of a proposed date of 14/6/18 for the Referendum, subject to the statutory notices and final plan documentation being publicised tomorrow to meet the requisite notice period required and (3) on the provisio of the Referendum proceeding on this date, AT Associates be requested to supply the agreed publicity material for publication and display in local outlets and for formal Town Council publicity in accordance with the statutory requirements on the website, facebook site and in the In-Focus magazine next edition.

(f) Improvement Projects & Events – a) Festival Preparations– minutes of Activities Working Group meetings 16/4/18 & 30/4/18 and associated issues.

RESOLVED (1) to note and accept the minutes and recommendations of the Activities Working Group meetings held on 16/4/18 & 30/4/18 and (2) an extraordinary Town Council meeting be held on Monday 21/5/18 at 11.30am to consider a minimum of three quotes for the provision of "2 x inflatable type rides and 2 x small children's rides" at the Festival on 28/7/18.

(g) PKF Littlejohn Annual Governance & Accountability Return 2017/18 – to 1) approve the annual governance statement and 2) the accounting statements for submission to the External Auditor and 3) the report of the internal auditor for year ending 31/3/18.

RESOLVED that (1) approval be given to the annual governance statement for 2017/18 as presented in Section 1 of the annual return document for submission to PKF Littlejohn; (2) approval be given to the accounting statements for 2017/18 as presented in Section 2 of the annual return document for submission to PKF Littlejohn; (3) to note and accept the timetable for the publication of electors rights to inspect the accounts and (4) approval be given to the report of the Internal Auditor.

(h) Renewal of the Council's insurance arrangements from 1/6/18 – to consider quotations and approve the preferred option.

RESOLVED to note the provisional quotes x 3 obtained by the Clerk which required further clarification of a few key areas of cover and in light of this, delegated authority be granted to the Clerk to finalise the required terms of cover and to put cover in place with the most favourable insurer based on price, quality and standard of cover that best meets the Town Council's requirements.

- (i) Preparations for GDPR – i) feedback on Clerk’s attendance at YLCA Training on 26/4/18 and to re-designate a Data Protection Officer for the Town Council ii) Information Commissioner re-assurance statement re GDPR compliance 11/4/18. **RESOLVED** (1) to note the overview feedback given by the Clerk of the training seminar provided by YLCA; (2) that in the interim, YLCA be designated as a default Data Protection Officer Service subject to confirmation of the subscription rate for doing so and (3) to note that the Government had submitted an amendment to its own GDPR legislation proposing that Town and Parish Council’s be exempt from the requirement in having to designate a Data Protection Officer and if this was subsequently adopted, this would negate the requirement set out in (2) above.
- (j) National Salary Award for local council employees 2018-2019. **RESOLVED** to note the Salary award for Local Government staff on NJC terms and conditions of service with effect from 1/4/18 which had now been applied to relevant Town Council staff.

2018.86 Mayor’s Announcements (if any).

The Mayor announced that (1) he and Councillor Frank Arrowsmith had met with IC from Doncaster CCG to discuss plans and preparations to recreate an event on 8/7/18 to commemorate the day back in 1948 when the NHS was first established and local celebrations were held with a parade in Edlington; (2) that he and the Deputy Mayor Councillor Keri Anderson would be attending the DMBC Civic Mayor’s Annual Charity Ball on Thursday, 10th May and the new Civic Mayor’s Inaugural Ball on Friday 18/5/18; (3) An event was being held at the Hilltop Centre on Saturday 26/5/18 to raise money for the new defibrillator acquisition in which all were welcome to attend and (4) the South Yorkshire Bell Ringing Association had extended an open invitation for any Town Councillor to attend their forthcoming event aimed at encouraging wider participation from the local community.

2018.87 Matters requested by Councillors.

(a) Potential acquisition of power tool, Chain Saw & appropriate training for Grounds Maintenance Staff use.

RESOLVED that quotes be sought for the acquisition of an appropriate power tool/chain saw for Town Council Ground staff use and for the relevant training to be provided.

(b) WW1 Research project.

RESOLVED that approval be given to the proposed research project to identify potential missing names of local Edlington residents that were “lost” in WW1 in order to appropriately commemorate and reflect their passing in the Cenotaph garden and in this regard consent be granted to pay the appropriate geneology licence fee to the Military database in the region of £96.

(c) Edlington Development Hub.

RESOLVED (1) to note the vision statement presented and to support the concept of the establishment of an Edlington Development Hub as a means of stimulating the local community and participation in activity programmes, to bring in specialist expertise and to attract funding for the development of initiatives that would invigorate Edlington, with use of initial office space (the Grainger Centre Portacabin) offered by the Town Council and (2) to note that the next steps were for the proposed volunteers that wished to take forward the concept, to meet and prepare documentation to formally establish the Hub as a separate entity to the Town Council as an independent Trust, with appropriate Memorandum or Articles of Association and its own bank account and financial accounting processes.

(d) Town Council e-mail addresses

RESOLVED that further considerations been given to the options for the establishment of individual Town Councillor e-mail addresses either via the Town Council's existing web hosting subscription or alternative means by moving away from use of personal e-mail addresses for Town Council business as recommended in association with preparations for the introduction of GDPR and to aid the security of Town Council business data and personal data that it holds.

2018.88 Financial matters

(a) To note & receive schedule of payments and receipts.

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

£

1. Wages				various	9,214.76
2. SYPA					2,145.63
3. HMRC - PAYE/NI May					2,520.02
4. 1&1 website hosting May					11.99
5. BT - Phone&Broadband					65.06
6. Applegreen Fuel					230.92
7. Teleshore - ground prot sheets				46500977	456.00
8. DMBC - Civic Mayor Charity Ball				46501037	105.00
9. AWS Landscapes - Mtnce supplies				46381768	60.27
10. Amazon - Ink cartridges				46738224	77.37
11. ICU2 Security - Alarm/Fire appliance service				46738275	90.00
12. DMBC - Civic Mayor Inaugural dinner				46738395	20.00
13. British Gas - Boiler service plan				46738466	579.35
14. Imprest					200.00
15. Rob Reid - Mayor's Allowance					500.00
16. Janice Hepworth - Internal Audit					165.00
17. AWS Landscapes - Mtnce supplies					16.97
18. Total Gas&Power - Gas Grainger Centre					913.76
19. Total Gas&Power - Elec Rec 7.5.18					33.99
20. Total Gas&Power - Elec Grainger					892.92
21. Total Gas&Power - Elec Rec 6.4.18					25.52
22. Broxap - Bollards & Ancilliary equip					910.80

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

£

1. Community Centre					591.00
2. Cemetery Fees					5,390.00
3. Rec pitch hire fees					300.00
4. Ticket fees for DMBC Charity Ball					105.00

2018.89 Correspondence/information items.

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

1	DMBC	Mayflower Pilgrim story and book launch
2	Hilltop Centre	Invitation - The Jo Cox Get Together & Stand Up for Cancer 23/6/18
3	YLCA	YLCA South Yorkshire Branch - Nominations for Chairman, Vice-Chairman and YLCA Joint Executive Board representatives
4	YLCA	YLCA to offer Data Protection Officer Service

2018.90 To notify the Clerk of matters for inclusion on the agenda of the next meeting. RESOLVED that the Clerk be notified of any items requiring scheduling for consideration at next months meeting.

2018.91 Date of next meeting – 10am Wednesday 30th May (Extraordinary) and 10am Tuesday 12th June, 2018.

The meeting closed at 8.35pm.