

## **MINUTES OF THE MEETING OF AUCKLEY PARISH COUNCIL**

**HELD ON WEDNESDAY 8<sup>TH</sup> DECEMBER 2021, COMMENCING AT 6.30 P.M.**

### **AT THE AUCKLEY JUNIOR & INFANT SCHOOL**

Present: Mrs. J. Worthington (Chairperson), Mr. S. Featherstone (Vice Chairman), Mrs. R. Dobson, Mrs. S. Platts, Ms. J. Staniforth, Mr. I. Swainston, Ms. L. Sydney, Mr. G. Warrender  
Two Members of the Public  
Mrs. M. Caygill (Clerk)

#### **Public Participation**

A member of the public mentioned the land lying between Mosham Road and Hurst Lane which is listed as not for development in the Neighbourhood Plan. DMBC's Tree Officer advises the site is Countryside Area, and the resident has since spoken to the Planning Dept. with a suggestion to plant the land with trees in order to create a small forest. He wonders whether Council would consider this as a project. There may possibly be funding from The Woodland Trust. Council is to discuss this matter at the January meeting.

1. **To Receive Apologies and Approve Reasons for Absence** – All Members of Council were present.
2. **To Receive Declarations of Other Interests and Any Amendments** No declarations were made.
3. **To Determine Exclusion of Public and Press**  
It was agreed to exclude the public and press from item no. 29 - Confidential Staffing Matters.
4. **To Approve Minutes of the Meeting Held on 10<sup>th</sup> November 2021**  
The minutes were approved and signed as a true record.
5. **To Receive a Report from Ward Councillors/DMBC Officers** – None received.
6. **Matters Arising from the November Meeting**
  - a) **Serious Flooding, First/Second Avenue** – Peel's Agent reports that the works have not yet been approved and it is therefore more likely that work will take place in the new year.
  - b) **Water Flooding at Mosham Road** – A reminder to be sent to the Highways Officer.
  - c) **Highway Roundabout Near Wildlife Park Entrance** – In view of reports from residents of irresponsible driving at this venue, it was agreed to ask the Police to monitor traffic movements.
  - d) **Closed Park at Insall Way** – A reminder to be sent Ward Councillors.
  - e) **Horses Grazing Near Public Footpath** – No further problems reported.
  - f) **CCTV Camera Outside Hayfield Park** – DMBC reports that structural testing of the lighting column is awaited and, once completed, the camera can be installed.
  - g) **Clerk's GOV UK Email Address** – Aries Networks advises that this is being processed.
  - h) **Dog Waste Bins at Lincoln Green Way** – Members reported that the bins are now being emptied.
  - i) **Poppy Wreath** – The poppy wreath supplied by Council was laid at the Blaxton War Memorial on Remembrance Sunday. Cllr Warrender was thanked for representing Council at this event.
  - j) **Public Footpath No. 2 near Footbridge** Clerk has written to the PROW Officer re. boggy land.
7. **To Commence the Planning and Preparation of the 2022/2023 Budget for Final Approval at Next Meeting**  
Predicted total spending for 2022/2023 is £43,052. However, the Clerk pointed out that the predicted total spending for the current 2021/2022 financial year will be approx. £65,149, which will leave limited reserves.
8. **To Consider Delayed Invoice for Concrete Plinths**

The Clerk reported that the invoice in the sum of £6,035.00 for 9 concrete plinths constructed to hold planters was delayed and only received in November. DMBC has apologised for the lateness, due to the

Covid pandemic. The invoice approved for payment.

**Page 2**

9. **To Consider Quotation to Supply Fire Record Book and Case**

'The Fire House' company annually services 2 fire extinguishers in the pavilion, and recommends that Council should purchase a Fire Record Book and case as an additional safety service.

RESOLVED - Following discussion, Members of Council agreed that there is no necessity to purchase a book – the annual servicing of the fire extinguishers is sufficient.

10. **To Consider Purchase of the 'Arnold Baker on Local Government Administration' Publication**

Council currently has in stock the 11<sup>th</sup> edition of the Local Council Administration book, and the 13<sup>th</sup> edition is due to be printed in Spring 2022.

RESOLVED - Cllr Staniforth proposed that Council waits until the new edition has been printed, and this was agreed.

11. **To Consider Continuing with the Neighbourhood Plan Web Site for a further Year.**

Council discussed whether to continue the Neighbourhood Plan web site for another year.

RESOLVED - Cllr Platts proposed that the web site should continue for another year, in view of the fact that there are enough funds left from the Neighbourhood Plan grant to cover the cost. This was agreed.

12. **To Approve Purchase of Mobile Telephone for Clerk's Use**

Discussion took place on whether to purchase a mobile phone with a monthly contract or pay as you earn.

RESOLVED – Cllr Featherstone proposed purchasing a phone costing a maximum of £100 + VAT with a monthly contract of £12 + VAT, and this was agreed.

13. **To Consider Quotation to Trim Tree Branches at Riverside Park**

One quotation has been received to undertake selective pruning of trees around the play area and car park, plus prune another tree near the river. It was agreed to obtain 2 further quotes in time for January meeting.

14. **To Discuss Arrangements for Clerk's Current Computer**

RESOLVED - Following discussion, Cllr Staniforth proposed that an advertisement is placed on the Council notice board, with a closing date, asking for offers from the public to purchase the computer. The proposal was seconded by Cllr Swainston, and agreed.

15. **To Agree Items in Priority Order for Future Development in the Parish**

A list has been compiled of suggestions for future development. These include a set of swings for Hayfield Park, wrought iron fencing and replacement of some grassed areas with artificial grass, new planters and seating on village green, and replacement of litter bin at Riverside Park. Gym equipment, cycle track and skate board were suggestions received from residents.

16. **To Discuss Matters Associated with the New Hayfield Park**

MUGA – The MUGA floodlights are currently not working, and the Brambledown contractor has suggested that the electricians replace the electrical unit because it appears to be faulty. He advises that they will visit the site as soon as they obtain the necessary part.

Litter/Dog Waste Bin on Field – Vandals have pulled out the inner lining of the bin and consequently DMBC's refuse cleaners are having problems cleaning out the bin because they have to scrape all the debris out of the bin. The contractors have a spare liner, but it is at Wetherby, and will be available at the handover.

Damp Corner of Field – The contractors earlier advised that they would wait until Spring to see whether this area was still holding water and, if so, carry out sand slitting. However, in previous weeks the ground was found to be quite wet, even though there had been little rain, and Council was of the opinion that the work needs to be undertaken now, rather than wait until next year.

Tree Belt and Dyke Fronting Park – This area has still not been cleared of debris.

RESOLVED – It was agreed to write to Mr. Nuttall at Peel to report on the above, and ask if these problems can be addressed in order for the land to be handed over to Council.

**Page 3**

17. **To Discuss Highway Matters**

a) Lights at Lincoln Green Way and Aviator Court - Council has written to Peel's agent to report that all the lights on Lincoln Green Way are currently unlit. In addition, the lights at Aviator Court are all facing the the new buildings, consequently, if anyone is running on the opposite side of the road because of the narrow footway, the area is very dark and in need of illumination.

The agent replies that these lamp posts are Peel's, and they are in the process of checking all of the lighting on site, so the issue to be left with Peel.

b) Narrow Road and Footway at Signalled Crossing – A resident has expressed concerns regarding the footpath at Mosham Road near the Lidgett Crossroads. Vehicles travelling from Hurst Lane and turning right onto Mosham Road come extremely close to the footpath immediately after the pedestrian crossing. He suggests that maybe the hedge at the side of the footpath could be removed or cut back, and the footpath widened before someone is killed or injured. The email to be forwarded to DMBC.

18. **To Discuss Recreational Matters**

- a) Tree Felling at Wooded Copse off Eastfield Lane – A resident who lives close to the copse reports hearing the sound of trees being cut down inside the wooded copse. Cllr Warrender and the Council Handyman have since visited the location, and both report that branches of some silver birches have been trimmed, but no serious damage has been done. Cllr Warrender will monitor the site.
- b) Resident's Suggestion to Provide a Bike Track – A number of comments have been received from residents, and this matter will be considered at the January meeting.
- c) Carol Singing – The Armthorpe Elmfield Band will accompany the carol singing on the 14<sup>th</sup> December at the Eagle and Child car park.

19. **To Receive Police Report and Crime Figures**

Council was informed that a total of 43 crimes occurring in Auckley during October have been reported to the Police. Council's concerns to be forwarded to the local PCSO, and it was agreed to arrange a provisional date of Wednesday, 2<sup>nd</sup> February for a Police Drop-in at the Auckley Parish Centre.

20. **To Decide Items to be Printed in the January Newsletter**

It was agreed to feature the following items:

An update on the severe flooding at First Avenue

Report on the new Hayfield Park

Remembrance wreath supplied by Council.

21. **To Receive Report on Neighbourhood Plan Issues**

It has been decided that Riverside Park should not be included in the protected green spaces because the existing restricted covenant gives it protection, whereas if the park was included, the Council would be prevented from undertaking certain improvements.

Cllr Worthington and Cllr Dobson have met with the Heritage Officer to review photographs of the pinfold, ancient woodlands and other interesting features of the Parish.

22. **To Discuss Matters Associated with the Parish Web Site**

It was agreed to contact the gentleman who initially set up the current web site and ask if he could provide a quotation to register the number of people who log into the web site.

23. **To Receive Report of Meetings Attended by Members of Council**

- a) CAP Meeting – Cllrs Worthington and Warrender attended a drop by so parents/families could be given

the plastic equipment to prevent drinks being spiked.

- b) Webinar 'Code of Conduct. Training/Register of Interests' – Attendees were advised that Councillors must include their spouses' occupation on their register of interests.
- c) Webinar 'How to Manage Without a Clerk' – Delegates were advised that YLCA can supply a temporary Clerk, and other information is available on the web site.

**Page 4**

**23. Report of Meeting Attended by Members of council (continued)**

- d) Webinar 'Planning Issues' - Delegates were informed that Section 106 and CILCA will be merged, and there will no longer be any need for site notices to be displayed.
- e) PCJCC Meeting – It was reported that the rate of Covid infections in the local area had earlier declined, but is now once more on the increase, and many school children have been vaccinated. What happens at Christmas depends on the Government and the rate of the Covid variant.
- f) Auckley Parish Centre – Cllr Warrender reported that an internet connection is to be provided in the Parish Centre.
- g) YLCA – Cllr Staniforth reported that Nicola Moorcroft is leaving, and YLCA is recruiting for candidates.

**24. To Consider Planning Applications:**

- a) No. 21/ 03107/FUL – Erection of single storey rear extension - 11 Birch Avenue, Auckley, Doncaster
- b) No. 21/03342/FUL – Erection of side & rear single storey extension – 19 Beech Avenue, Auckley Council had no objections or comments to make in respect of the above applications.

**25. To Report Decisions made by DMBC's Planning Committee**

The following applications were approved by the Planning Committee:

- a) No. 21/03107/FUL – Erection of single storey rear extension – 11 Birch Avenue, Auckley
- b) No. 21/02812/FUL – Proposed new dwelling – Land Adjacent 7 Eastfield Lane, Auckley

**26. To Approve Banking Transactions and Signing of Cheques**

BACS no. 107	YLCA	Webinar on Grants	£22.50
BACS no. 108	Exact Marketing	Website Maintenance	£15.00
BACS no. 109	HMRC	Employee's Tax	£63.00
BACS no. 110	Handyman's wages	Work in the parish	£251.88
Cheque 002366	Auckley School	Donation for use of school	£25.00
BACS no. 111	Mrs. J. Worthington	Reimburse for paper purchased for clerk	£11.97
BACS no. 112	DMBC	Construct concrete plinths	£6,035.00
BACS no. 113	DMBC	Payment for CCTV Camera	£4,680.00
BACS no. 114	Sir J. Whittaker	Supply two Christmas Trees	£830.00
BACS no. 115	Christmas Plus	Install Christmas Lights x 6 Trees	£2,439.36
BACS no. 116	Arrow Publications	Print items in newsletter	£114.00
BACS no. 117	HMRC	Employee tax and Nat. Ins.	£247.64
BACS no. 118	Parish Clerk	Quarterly salary & allowances	£2,609.81
BACS no. 119	Glendale	Grounds maintenance	£290.26
BACS no. 120	YLCA	Government Reforms Seminar	£45.00
BACS no. 121	Mrs. M. Caygill	Purchase Laptop for new Clerk	£499.00
BACS no. 122	YLCA	Risk Assessment Seminar	£22.50
BACS no. 123	GNE Contracting	Undertake drainage works	£5,735.92
BACS no. 124	Aries Networks	Set up domain name	£240.00

27. **To Receive Correspondence**

South Yorkshire Police Alerts; GOV UK Covid Updates; Police and Commissioner's Blog

28. **To Discuss Handyman's Wages**

The Handyman only worked 2 hours of week commencing 18<sup>th</sup> October before he became ill and was unable to continue with his duties for the remainder of the week. YLCA was consulted and advised that although his contract does not include any allowance for sickness, the Council is free to pay him an amount they think is reasonable.

RESOLVED – Following discussion, Cllr Featherstone proposed that Council pay the Handyman for 6 hours, this was seconded by Cllr Platts, and agreed. It was suggested that an amended contract be drawn up to include sickness payment.

**Page 5**

29. **Confidential Staffing Matters**

Members of Council approved the following documents:

A Draft Contract

Health and Safety Policy

Equality Policy

**Payment of Gratuity to Current Clerk**

Council was informed that the gratuity payment has been approved by YLCA and to be paid before the current Clerk retires.

Council agreed to pay the gratuity on 31<sup>st</sup> December 2021.

**Appointment of Clerk with Effect From 1<sup>st</sup> January 2022**

Following discussion, Cllr Staniforth proposed that Miss Emma Lear be appointed to the position of Clerk and Responsible Financial Officer of Auckley Parish Council with effect from the 1<sup>st</sup> January 2022. The proposal was seconded by Cllr Platts, and agreed by Members.

The Clerk's Line Manager will be the Chairman and Vice Chairman when necessary.

The Clerk will be invited to attend the Clerks' Induction Training Session on 26<sup>th</sup> January 2022.

If required, a filing cabinet will be provided in which to store files.

30. **To Confirm Date of Next Meeting**

The next meeting will be held on Wednesday, 12<sup>th</sup> January 2022, commencing at 6.30 p.m. at the Auckley Junior and Infants' School, School Lane, Auckley.

**Chairman** .....

**Date** .....