

Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour
Road, Thurcroft, Rotherham, S66 9DD

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Minutes of the Full Council meeting held Thursday 29th September 2022

Present Councillors: Andrews (Chair), Copeland, Walker, Winsborough, Oxley, Howis, Fretwell, Murphy, Scott, Alsopp, Ronksley (N), Ronksley (J), Brown.

Apologies were received from Councillors: Owen, McCartan, Tingle, Humphries, Belcher

There was one member of public in attendance.

No questions were raised in the public session.

The meeting started at 6.30pm

9177 To receive and approve reasons for absence.

Resolved:- The Council received and approved the reasons for absence.

9178 To receive declarations of interest in respect of business on the agenda.

Interests were raised by Cllr Fretwell and Cllr Copeland in regard to Item 9187. The Council were advised this wasn't an issue as no vote is to be taken on this item and it is only to receive a report.

Resolved:- No declarations of interest were received.

9179 To receive and approve the minutes of the meeting held on 11th August 2022.

No matters arising from the minutes.

Resolved:- That the minutes of the meeting held **11th August 2022** be approved and file copy was signed by the chairperson of the meeting.

9180 To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed.

Resolved:- There were no issues of a confidence nature identified.

9181 Public Participation Session

No questions were raised during the Public Participation Session.

Matters requested by Councillors/Clerk

Chairperson Initial:

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9182 To adopt the review and implementation of policies for the Council listed from points 6.1 to 6.20 on the agenda

Councillors were made aware that policies are able to be amended as we progress as a council. The policies that have been adopted are part of Statutory Documents as well as Best Practice. No matters were raised with the policies.

All council policies will be readily available on www.thurcroftparishcouncil.gov.uk under Council Documents or by email request to the Clerk at clerk@thurcroftparishcouncil.gov.uk.

It was suggested that all councillors should receive a hard copy of the policies so that they are able to keep these at home to review when necessary. The Clerk can facilitate this, but it would be the responsibility of councillors to keep any individual files up to date when new policies are amended at future meetings.

Resolved:- That all council policies be adopted.

9183 For Council to note the decision to defer the implementation of new Christmas lights until December 2023, to use the current contractors this year, and start planning in January 2023 under power to encourage tourism to the council's area under Local Government Act 1972, s. 144.

Councillors noted the request to defer implementation of new Christmas lights until next year and are happy to use the current contractors for this year. It is noted that some councils are not having Christmas lights this year due to the cost of living and we are encouraged that we are still able to provide this service. It is also noted that when planning begins after Christmas the price of the lights will be at a reduced cost which is of benefit to the electorate and saving the cost on the overall renewal project.

Resolved:- Councillors noted the decision.

9184 To receive quotes for the pest problems in the recreation ground at Hangsman Lane, Laughton Common & Brampton en-le Morthen recreation ground and to resolve immediate action following the report of a complaint with power to maintain ditches to prevent harm to public health under Public Health Act 1936, s 260.



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Councillors were informed of a complaint received regarding moles on the recreation grounds at Brampton en-le Morthen and Laughton Common. A quote has been obtained for £216 per recreation ground for four visits within a month totalling £432. (*Estimates 1341 & 1342*)

Concerns were raised whether the contractor would deal with the pest issues in a humane way, and this will be checked with the contractor prior to any agreement of work being completed.

Resolved:- That work be undertaken by the contractor following the check that it is humane.

9185 To receive and resolve business for Christmas events in 2022 under the provision of entertainment and support of the arts under Local Government Act 1972, s 31.

The Council received plans from Cllr Fretwell for the annual Christmas event at Gordon Bennett Memorial Hall to be held on Friday 2nd December 2022 from 2pm. The table hire is £15 this year, with no special discount on multiple table hire. Cllr Fretwell stipulated that no stalls will be duplicated to give everyone the opportunity to be involved and raised whether Thurcroft Library should pay. Cllr Oxley said that any non-profit stalls are usually free of charge and this would be considered.

Councillors would like for the event to be advertised on the website and Facebook to generate more interest. The banners for previous events will need a sticker over previous banner to cover the date, the council need to locate the banners, and these will be completed before the event.

It was discussed for Cllr McCartan to source the Christmas tree as it was value for money and a funding request to be raised with the RMBC Councillors for the cost of the tree and lights.

Due to the timescales for the event, it was discussed that a small working group be formed if the committee structure is not in place.

A quote has been received at the cost of £200 to fit an external socket to the Council Chamber of Gordon Bennett Memorial Hall to enable the Christmas tree to have better lighting for this year.

Resolved:- For Christmas planning to be arranged by a working group, to thank Cllr Fretwell for his initial work on the project and approve the quote for an external power source.

9186 To receive and resolve business for Remembrance Sunday 2022 under the provision of entertainment and support of the arts under Local Government Act 1972, s 31.



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Councillors appreciated the tight timescales due to the mitigating circumstances with no clerk in position. Councillors had started to arrange Remembrance Sunday to ensure that we can complete the annual remembrance events in the parish.

It was noted that there is a new vicar for St Simon & St Jude's Church in Thurcroft who is in place for the event. The Events department at RMBC have been made aware of the times and roads proposed for closure. A

traffic management company and other incurred costs for road closures will be financed by RMBC. The wreaths have been ordered and will be invoiced closer to the date. Food has also been arranged for the church.

Local scouting group and Thurcroft FC have been made aware of the march and to join the Parish along with Thurcroft Veterans.

Councillors discussed that due to the timescales we must press on to get these events organised, but once the Events Committee is established, discussion will be the responsibility of the committee going forward.

Resolved:- To adopt the plans in place for the Remembrance Parade and events in conjunction with the church.

9187 To receive a report on the Roles and Responsibilities for Thurcroft Memorial Garden.

Councillors received Appendix 3 in the additional documents that discussed the land ownership that is currently available, the lease that only has 29 years left and the roles of the Council, contractors, and Thurcroft Veterans.

Resolved:- The Clerks report was received and noted.

9188 To receive and resolve purchase new recreation equipment for Hangsman Lane, Laughton Common under the power to provide a wide range of recreation facilities under Local Government Act 1976, s 19.

Councillors received three quotes for an expansion to the recreation facilities at Hangsman Lane, Laughton Common including new path work and extended surrounding railings.



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Thurcroft South councillors have saved previous precept project pots designated for Laughton Common which is to the value of £84,000. Councillors have now worked with different suppliers and contractors to obtain quotes for the new equipment that will provide better facilities for ages 2-10.

Consultation has been undertaken with the school in Laughton en-le Morthen who would also benefit from the facilities within our parish.

Quotes have been received from three suppliers to provide a single piece of equipment for the 'Castle' design play equipment. The quotes for purchase and installation are £72,328.18 (Quote: LMQ02684) for the first quote, £80,529.00 (Quote: Andrew Moss) for the second quote and £63,445.77 (Quote: 5002335D) for the final quote.

The reason for the third quote being low is due to buying direct from supplier, which covers better warranty and a deal to provide £1000 maintenance cost.

Councillors discussed the proposed quotes and agreed that buying directly from the supplier would be the best option.

Resolved:- To accept the quote for £63,445.17 and start work with the contractor.

9189 To resolve for councillors to receive parish council email addresses to protect council data and sensitive information and comply with General Data Protection Regulations Policy.

It was discussed that it will cost £18 per email address, per year. This will cost £342 per year to provide 18 email addresses. Councillors discussed that this is a better option to keep emails separate and keep information safe.

Resolved:- For councillors to receive council email addresses from current website provider.

9190 To receive a report on the current ground's maintenance contract, specific to the flower beds.

Cllr Scott brought a report for councillors as the current Environment Lead. He discussed what had been completed this year with the flower beds, and the work that will be undertaken in the next month. Councillors took the information on board in relation to the flower beds, but it didn't detail the annual schedule including the frequency of the changes in flower beds and maintenance. Councillors



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highlighted that they were unhappy with the current state of the beds. Councillors were advised that any changes in the contractor's work need to be discussed through in the Environment committee.

Resolved:- The report to be deferred, and a timescale be brought back to council.

9191 To discuss and resolve the Terms of Reference for each committee published in advance of the meeting, along with the suggested committee structure for adoption by councillors.

Councillors are happy with the Terms of Reference that would shape the structure and powers of a committee. Councillors would like more opportunity to vote for the committees that they wish to sit on and believe that could councillors send their preference by email for it to be resolved at the next meeting. The Clerk made Councillors aware that any oversubscribed committees will go to vote at the next committee.

The chair of each committee will be decided in the first meeting of the committee as adopted within the Standing Orders at the start of this meeting.

Resolved:- To adopt the committees proposed and the Terms of Reference that accompanies each committee. For Councillors to send interests for each committee by email to the Clerk and for a vote to be taken at the next full council meeting.

9192 To resolve as a Council the new signatories for council banking due to the immediate departure of the previous clerk relating to the item 9173 from August 2022 and 9160 from July 2022.

The Clerk discussed with councillors that signatories need to be updated and financial controls need to be in place to authorise any payments before they are paid by Clerk. This will ensure that there is transparency within the council and limits any potential risks or questions of fraud within the council finances.

Four signatories were proposed plus the Clerk as Responsible Finance Officer to allow for any absence or holidays and to ensure that any payments can be authorised timely.

Resolved:- The new signatories of the accounts will be; Donna Andrews, Anne Winsborough, Diane Brown and Diane Oxley.



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9193 To receive a report for financial accounts, relating to Item 9154 from July 2022 to be discussed in September 2022.

A financial update was received from the Clerk to councillors. In the report it was shared the budget based on previous 12 months, the actual costs up to 31st August 2022 and the variance to budget up to 31st August 2022 for the full year.

A few items were noted on the report including GBMH Income which could not be reconciled in time for the meeting and the PHS Contract costing the parish council £6k per year.

Councillors praised the transparency in being able to see the current finances of the parish council.

Resolved:- To receive the financial report up to 31st August 2022.

9194 For council to resolve a review of external contractors job descriptions relating to Item 9157 from July 2022 that was deferred to September 2022 and to discuss tendering process.

It was discussed that the tendering process has not always been adhered to and as a council we need to be able to offer competitive rates and value for money.

Whilst the tenders will be discussed at council for votes to be taken. The process of how we tender is under the Scheme of Delegation for the Clerk to administer.

Resolved:- That the council will commit to send contracts as they arise through the tender process.

9195 To retrospectively adopt Operation London Bridge policy and resolve that work be undertaken by a sub-committee for future policies of the death of a High Official before the end of the municipal year.

There was no policy in place at the time of death of HM The Queen. The clerk used a template provided by another Parish Council to ensure that the policy was in place and as a council we paid our respects. In hindsight since the policy, it didn't cover all eventualities and responsibilities and we could make the policy better in the future. It was discussed that the Events Committee will discuss any future policies to ensure they are in place before the end of this maniple year.

Resolved:- The council retrospectively adopts the Operation London Bridge policy

Financial Matters



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9196 To approve accounts for payment and note contractual payments made under clerk delegation.

Please see Appendix 1. It is to be noted that a clerical error was identified after the papers were published and the payment of £120.00 for the GBMH roof repairs appears twice, but this is only one payment. It has also been identified through the transition of the previous clerk departing that a payment to DFHS for the Internal Audit has been paid twice in error and a refund will need to be requested.

The minuted payments on the 30th June 2022 meeting report the July payments, and as such the Clerk has included payments made in June on these minutes to ensure that all payments are correctly approved.

Resolved:- Council noted the contractual payments made and that the accounts due are agreed and can be paid.

9197 To notify the clerk of matters for inclusion on the agenda of the next meeting

Councillors raised matters regarding noticeboards and to receive a full project breakdown for approval. The Council have deferred committee membership to be resolved at the next meeting. An issue has arisen with bins within the Cemetery which needs to be resolved at the next meeting.

9198 To set the date of the next ordinary Parish Council meeting.

The date of the next meeting was agreed as **Thursday 27th October 2022** at 6.30 pm in the Gordon Bennett Memorial Hall.

The meeting closed at 8.07pm.



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Appendix 1

Payments made since last meeting

Creditor	£	Description
Rotherham Crematorium and Cemetery	2420.00	Burial charges *Invoices for 2162.00 & 258.00 added together*
C&D Grounds Maintenance & Landscaping	1310.00	Maintenance invoice for July – August 2022
Glendale	780.00	Grounds maintenance Laughton x 2 pitches. Goal upright / crossbars
C D Gurner	120.00	Labour & materials for installation of automatic door closer outside Council Chamber
C D Gurner	1580.99	Labour & materials for work as Brampton Recreation Park (Quote BRP1)
Lightmain	2585.21	Skate Park Repairs & Painting Outstanding Invoice from June 30th 2022 *Duplicate invoice refunded back to TPC bank account*
VisionICT	828.90	Final invoice for design & development of new website
D Fretwell	24.30	Fuel expenses for visiting Alan West's house x 4 times for picking up documents, old files, training on finance, payments to staff, contractors etc & 1 visit to Upper Haugh, Rotherham for AGAR assistance from Laughton-en-le-Morthen's Clerk
Cheaper Waste Ltd	83.56	Emptying 1100 litre waste bin at GBMH D/D
A Copeland	116.10	Bi-monthly fuel expenses for weekly visits to all parks in the parish, meeting contractors etc
British Gas	29.56	GBMH 02/07/2022 – 01/08/2022 D/D
PHS Group	1499.56	GBMH waste collection, sanitary disposal, water management system. D/D
Peter O'Hagan	120.00	Emergency roof repair GBMH
Lightmain	3874.80	Supply & fit Grass Matting to various areas in Brampton-en-le-Morthen recreation ground
Lightmain	4252.99	Supply & install 4 x new benches to Laughton Common Play Area. Remove 2 x benches, Powder Coat & reinstall at Laughton Common Play Area.
PHS Group	95.76	Annual Duty of Care D/D

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Rotherham Crematorium and Cemetery	1742.00	*Burial charges*
Imprest Account	2744.40	August Imprest
HMRC Cumbernauld	521.08	Employers Tax Payment
HMRC Cumbernauld	521.28	Employers Tax Payment
HMRC Cumbernauld	£582.90	Employers Tax Payment
HMRC Shipley	£100	HMRC Late Payment
Peter O'Hagan	120.00	GBMH - Emergency Roof Repair
Lightmain	3874.00	Invoice no. 21129
Lightmain	4252.99	Invoice no. 21132
EDF Energy	275.00	GBMH Electric DD
YLCA - Training	£285.00	YLCA - New Clerk Training
Rotherham Crematorium	1742.00	Burial Fees
Cartridge World	16.00	Invoice 152605 - Ink
BT	39.95	BT Direct Debit
SLCC	144.00	New Clerk Training - ILCA
SLCC	144.00	New Clerk Training - FILCA
Breakthrough Communication	108.00	New Clerk Training -
Shirley Doe	100.00	Sewing Group - Grant Award
Employee Salaries	4508.15	Employee Salaries - September
Bradford & Sons	495.00	Thurcroft Library - Land Registry fees
BT	39.95	GP00813399 - DD Payment
CheaperWaste	117.76	DD Payment - DD00009128
British Gas	20.94	GBMH - DD Payment

Payments to be authorised by Council

Creditor	£	Description
Royce Hall	53.84	Reimbursement for GBMH toilet bins
Truestyle Windows Ltd	1630.00	1x UPVS Door & Sidepanel at GBMH
Royce Hall	19.75	5x Key cutting for GBMH
Rotherham MBC	274.45	Non-domestic rates
Lightmain	1416.00	Invoice 21144
Vision ICT	42.00	Operation London Bridge - Website overlay
PN Alarms	95.00	GBMH - Intruder Alarm system fix
YLCA Conference	120.00	Clerk Conference Ticket
C&D Grounds Maintenance	1130.00	Grounds maintenance contract
Lightmain	336.00	Invoice 21157

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Everflow Water	111.28	22/10/22-21/11/2022
T Collingham	58.99	Operation London Bridge costs
T Collingham	19.80	Travel Expenses (Hellaby to Wakefield)
T Collingham	175.20	Office Supplies
T Collingham	45.94	Printer Ink
D Andrews	30.00	Operation London Bridge – Flowers
Brookhouse Gas Services	90.00	23249 – 11/11/2021 *Late payment*
Rotherham Crematorium	2391.00	Invoice 363051 – 02/09/2022

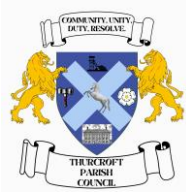
Payments made – but have not been authorised by the Council

Creditor	£	Invoice Date	Notes
Rotherham Advertiser	222.00	22/06/2022	
YLCA Membership	1019.00	01/04/2022	
C&D	1930.00	21/06/2022	
British Gas	357.49	06/04/2022	
British Gas	240.13	05/05/2022	
Lightmain	2853.70	17/06/2022	
Lightmain	420.00	17/06/2022	
Lightmain	1064.08	17/06/2022	
A Copeland	70.65	09/06/2022	
E&E – Suerte Ltd	380.00	07/07/2022	
D Fretwell	14.99	01/06/2022	
Allen Engineering	1016.66	21/04/2022	
DHFS	612.00**	07/06/2022	** Double payment. Request Refund.
Roth Crem	258.00	23/05/2022	
Thurcroft Veterans	600.00	15/06/2022	
Luncheon Club	100.00	14/06/2022	
Chubb	251.33	28/03/2022	
SLCC Membership	171.00	09/06/2022	
Water-plus	90.89	09/06/2022	
C&D	1600.00	09/06/2022	
Vision ICT	986.70	31/05/2022	
G E Total Refurb	1450.00	16/06/2022	
A Copeland	47.60	04/07/2022	

*** Payments should have appeared on the Minutes for Full Council meeting on 30th June 2022.**

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Appendix 2

Council Policy Updates

Governance Documents

http://www.thurcroftparishcouncil.gov.uk/Council_Documents_43183.aspx

- Standing Orders
- Financial Regulations
- Code of Conduct
- Recording of meetings Policy
- FOI Policy
- FOI Vexatious Requests Policy
- Rules of public session
- Complaints Procedure
- Travel Expenses Policy
- Training and Development Policy
- Scheme of Delegation
- Records Management Policy
- Privacy Notice – General
- Security Incident Policy
- Staff & Councillors Privacy Notice
- Co-Option Policy
- Media Policy
- Social Media Policy

Asset Register

http://www.thurcroftparishcouncil.gov.uk/Asset_Register_43185.aspx

- Asset Register

Accounts and Audit

http://www.thurcroftparishcouncil.gov.uk/Accounts_and_Audit_43177.aspx

- Investment Strategy (An action from your most recent Internal Audit)
- Grant awarding (Terms of Reference) & Application form



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Appendix 3

Thurcroft Memorial Garden – Roles and Responsibilities

Thurcroft Memorial Garden is on land currently registered by the Electricity Board. There is a lease for 99 years from 1952 until 2051 with 29 years left on the lease. The lease has been made by the National Coal Board to Thurcroft Parish Council before the registry was in place in the 1980's. This could mean that the electricity board now own the land and have taken over the paper lease with the Parish Council. This would require further investigation into land ownership to ensure that the Parish Council have not built on land that doesn't belong to them.

The land was originally a quarry and development were undertaken by previous councillors to revive the site by placing a war memorial that was dedicated to the people who served during the war, as well as remembrance for people within the mining community.

A parish council does not have the authority to create a war memorial and only has the power to maintain, repair, protect and adapt a war memorial under the *War Memorials (Local Authorities' Power) Act 1923, s. 1*. However, this has already happened and should be noted for any future developments as a parish council.

In October 2021, Item 9048 it was resolved by the council that Thurcroft Veterans would manage the flags within the Memorial Garden. This should cover the movement of flags and any costs relating to the flag poles. It has not been resolved that Veterans will be undertaking any other work including cleaning or gardening.

C&D Grounds Maintenance are responsible for the grass cutting and flower bed maintenance within the Memorial Garden. This should cover general weeding on the perimeter of the garden. Councillors do not have the power to act solely to command or direct the Clerk or any contractors for the parish council. Any decisions or directions must be made through the council or a responsible sub-committee. In respect of complaints, these can be raised through the complaints procedure to be discussed and resolved as a council.

Maintenance of fixtures and fittings would need to be tendered as previously with any walls, railings, or fences. The trees and shrubs are also covered by tendering to a contractor as and when required.

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Appendix 4

Electorate Breakdown

Area	Electorate	Percentage %
Thurcroft North (exc. BELM)	4260	73.64%
Brampton-en-le Morthen	106	1.83%
Thurcroft South	1419	24.53%
TOTAL	5785	100%