



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 27th October 2022

Present Councillors: Andrews (Chair), Copeland (Vice), Belcher, Brown, Fretwell, Humphreys, McCartan, Murphy, Oxley, Scott, Walker, Winsborough.

Apologies were received from Councillors: Alsop, Howis, Owen, (N) Ronksley, (J) Ronksley,

There were three members of public, two representatives of RMBC and the borough councillor for Thurcroft and Wickersley South in attendance.

The meeting started at 6.30pm

9199 To receive and approve reasons for absence.

Resolved:- The council received and approved the reasons for absence from Alsop, Howis, Owen, (N) Ronksley and (J) Ronksley.

9200 To receive declarations of interest in respect of business on the agenda.

Resolved:- No declarations of interest were received.

9201 To receive and approve the minutes of the meeting held on 29th September 2022.

No matters were raised from the previous meeting minutes.

Resolved:- That the minutes of the meeting held **29th September 2022** be approved and file copy was signed by the chairperson of the meeting.

9202 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:- Two items on the agenda were discussed in closed session – Agenda Item 19 (Minute note 9218) and 20 (Minute note 9219).

9203 Public Participation Session

The Council received four questions from members of the public and were answered below.

Q1 from [REDACTED] - Given the difficulties faced by the Council this year what is, or was, the process for setting the budget for 2022/23?



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

To speak with absolute transparency, it was non-existent. There is no resolved action or minute taken in relation to budget setting for this financial year. The only financial decision that was made and that is minuted is from the meeting held on 1st February 2022;

***Item 9081 Parish Precept 2022/23** The Clerk referred to correspondence from RMBC and presented proposals for budgetary requirements for 2022/23. Consideration was given to financial restraint, the impact on taxpayers and that the resultant Band D equivalent tax would be held at £83.89 for the third successive year*

Resolved:- That a precept of £175,930 be approved.

Therefore, as there is no budget was published or adopted by council for this financial year, the new RFO has based the current spends based on the previous 12 months to estimate cost of revenue throughout the year.

Reserve allocations have been submitted within the AGAR and these have remained within the budget that have enabled us to spend on the projects such as the new recreation equipment at Hangsman Lane.

Q2 from [REDACTED] - What will be the process for setting the Budget and Precept for ensuing years?

Due to the late timescale of hiring a new Clerk the budget setting will be completed at the meeting on 17th November 2022, and is hoped to be finalised in December 2022. All conversations regarding the budget will be held in meetings which are open for the public to attend. However, the rules of public session will still apply. It is our intention to reach out to the local community via a survey with local groups, residents and online to collect feedback on what electors would like to see in the next year and beyond.

Q3 from [REDACTED] - Does the Council have a set of Standing Orders and Financial Regulations?

Yes, both policies are available at www.thurcroftparishcouncil.gov.uk under Council Documents.

Q4 from [REDACTED] - Has the Council adopted a Transparency Code?



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

The Local Government Transparency Code 2015 (the code) came into effect on 1 April 2015. The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980, and replaces any previous codes issued in relation to authorities in England under those powers.

The code does not replace or supersede the existing framework for access to and re-use of public sector information.

Thurcroft Parish Council meets the definition of a local authority covered by the requirements of the code, defined as 'a parish council which has a gross annual income or expenditure (whichever is higher) exceeding £200,000'.

The code requires Thurcroft Parish Council to publish quarterly information relating to any expenditure exceeding £500. This can be found on our website at www.thurcroftparishcouncil.gov.uk under the Accounts Information.

In addition to this, there is a requirement to publish annual information relating to Local Authority Land which can also be found on the website under the Asset Register tab and Grants which can be found under Accounts & Audit.

It is noted from your question that the only information not to be present on the website at this time is the Organisational Chart for Thurcroft Parish Council and Senior Salaries of which no council employees are paid over £50,000.

9204 To receive a presentation by RMBC Neighbourhoods Team - Samuel Kendall & Andrea Peers

Council received an introduction of the role that Neighbourhoods play in supporting Elected Members for Thurcroft and Wickersley South. They also support to improve the community by connecting with local groups and the parish council. Samuel Kendall is the Neighbourhood Coordinator covering Thurcroft and it was noted that their contact details can be found on the parish website under the Community tab.

9205 To receive an update from RMBC Borough Councillor - Zachary Collingham

The council noted the update on borough matters that affect the parish of Thurcroft.



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Borough Surgeries - Regular surgeries have taken place in the Gordon Bennett Memorial Hall usually conducted on the first Saturday of every month.

Dog Park - An idea from a member of public that Cllr Z Collingham wishes to pass on is to put provision in place for a dog park that aims to reduce dog fouling to one area. It has worked in other areas that have adopted this.

Walkabout - They have been organised with various RMBC Departments and parish councillors were invited to the most recent walkabout to raise any issues.

Crime Prevention Day - Recently organised in Wickersley which was well attended. There were free crime packs given out on the day. Cllr Z Collingham mentioned that he wishes to replicate the event in Thurcroft for future dates.

Community Leadership Fund (CLF) - Cllr Z Collingham highlighted that there is a small pot of funding available to local community groups. The majority of the grants have been centred in Thurcroft with grants to local toddler groups, raffle prizes at Thurcroft Hub and a new standard for Thurcroft Veterans - plus much more. Please get in touch if you wish to make an application for funding.

New Orchard Lane - The consultation for double-yellow lines on New Orchard Lane received objections from members of the public. The overall comments received were broadly positive from the consultation. Therefore, the plans have been revised and re-entered taking into consideration the objections that were received. This will go back out to the public soon.

Kingsforth Lane - Following the fatalities on Kingsforth Lane, multiple improvements have been made to the road and the reduction in the speed limit. The average speed cameras are still under consideration, and this is ongoing.

Towns & Villages Fund - Elected Members have been speaking with local businesses regarding the Towns and Villages bid that was entered earlier this year. We encourage all feedback and if members of the public would like to voice ideas or concerns, please pass these through to the Elected Members.

9206 To receive the nominations from councillors for council committee's and resolve by vote any oversubscribed.



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

The Clerk received nominations from all councillors as per the instruction at the last meeting. The received nominations to each committee are outlined below;

HR: Alsop, Humphreys

Recreation: Belcher, (N) Ronksley, Winsborough

Environment: Brown, Murphy, Oxley, Scott

Events: Fretwell, Walker

Facilities: Andrews, Copeland, McCartan.

Planning: Howis, (J) Ronksley

Councillors were made aware that one vacancy is available on the HR Committee and the Events Committee.

Cllr Owen has nominated to be on the Burial and Allotments Committee, in the interim of this being set up he will be asked to fill a vacant role. It is also noted that due to a casual vacancy there is one vacancy that will be filled by the incoming co-opted councillor.

The Chair of each committee will be decided at the first meeting of the committee as outlined in the Standing Orders, and these have been organised to take place through the month of November.

Resolved:- Members have approved each committee membership with the current nominations.

9207 To receive quotes and resolve plans to place new noticeboards

The Council received proposed locations of the new noticeboards for the Parish Council. These are to be located on the wall outside Green Arbour General Store (Old GT News), On the roadside, outside the Co-Op in Laughton Common and on the green space of Hedgerows estate towards the junction entrance to cater for the bottom of the village. It was noted that there is still the Big Local noticeboard at the top of the village, the library and in the recreation park at Brampton en-le Morthen.

Quotes of the noticeboards were shared with councillors, but it was decided that the initial conversations with landowners should take place first, and specific quotes obtained for wall mounted and freestanding noticeboards relating to each location.

Resolved:- Councillors approved the locations and for the initial conversations to take place, with the quotes to be brought back to council once this has been completed.

9208 To receive quotes for a new payroll system and resolve that a new system be adopted.



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

The Clerk explained the current process for employee payroll for the parish council and the need to minimise mistakes and adopt an up-to-date process.

Quote 1 – Voluntary Action Rotherham (VAR) - £305 per year.

Quote 2 – BrightPay - £119 per year (with an initial discount for the first-year costing (£71)).

Quote 3 – Sage - £84 per year

The Clerk recommended Quote 2 due to its comprehensive system and recommendations from other businesses that currently use BrightPay. The system also includes provision for BrightPay Connect which enables employees to access employment contracts, HR Policies, Holiday Booking, Sickness management and training records. It is a full comprehensive system rather than Quote 1 which would be filling out a timesheet to send to VAR.

Resolved:- Approved Quote 2 for the council to adopt BrightPay as a new payroll system.

9209 To receive quote for new accounting software and resolve that a new system be adopted.

The Clerk detailed the current system in place is completed with Microsoft Excel and to record information for transparency this is time consuming, as you would need several documents to report VAT, expenditure over £500 as well as completing the end of year AGAR process.

A new accounting system would minimise mistakes for the council and ensure that the value for money will speed up the accounting process.

Quote 1 – Scribe - £756 per year (with an initial set up cost of £597)

Quote 2 – AvantEdge - £635.20 per year

Quote 3 – Easy PC Accounts - £90 per year

All quotes are for tailored systems for council accounting. It was recommended by the Clerk & RFO that Quote 1 would provide the best reporting. It would also have a reduction in cost of time spent by the Clerk to complete accounting duties.

Resolved:- The Council adopted Quote 1 for Scribe Accounts at £756 per year with the initial set up cost of £597.

9210 To receive an email from YLCA relating to the Royal Garden Party and take nominations from councillors to be resolved by vote.



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

An email received from YLCA to put forward nominations for the Royal Garden Party 2023. Councillors put their interests forward if they would like to attend and a name drawn from councillors entered.

Resolved:- Cllr E Humphreys name was drawn and will be put forward to YLCA as our nomination.

9211 To receive a further update from the ground's maintenance contract, specific to the flower beds within the parish.

Councillors received a full comprehensive update from C&D Grounds Maintenance that highlights the locations of flower beds, areas of responsibility and the annual calendar of weeding and planting.

Please see **Appendix 2**.

9212 To receive an update relating to the vacant council position for Thurcroft North and resolve the interview process for a new candidate.

RMBC have confirmed that as part of the notification of casual vacancy, no electors have called for an election for Thurcroft North. Therefore, the Clerk will advertise the vacancy for co-option for 21 days (excluding Sundays and public holiday days). The Clerk made the council aware of the Co-Option policy that was adopted on 29th September 2022 and that all the information on the application process is detailed within the policy. This is available to view under Council Documents on the council's website.

9213 To receive an update from the Clerk on the progress of the Thurcroft Library renewal programme and resolve missing information relating to financial cost.

The Council were advised that the Thurcroft Library project was at risk at falling through before the new Clerk took position. It is now confirmed that working with RMBC and our solicitors this is back on track. It is proposed that the lease will be signed by next week to enable contractors to be tendered over the next month.

It is proposed that work will either begin two weeks prior to Christmas or the first week in January with a completion date proposed for May 2023.

The cost of the project to the council is £45k with an extra £10k committed in a previous meeting totalling £55k. This has been committed to the budgeted reserves for the council for this year.

Public consultation will be displayed on the library noticeboards, and the Clerk asked RMBC for this to also be displayed within the Gordon Bennett Memorial Hall.



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Resolved:- Council accepted the information regarding the financials, and have also recommended that the public consultation be incorporated into the Christmas Stall they have purchased.

9214 To approve a sim-only phone contract for the use of the Clerk to conduct their business.

The Clerk would like to use a SMARTY Sim-only contract to conduct business and ensure that all parish business is on a separate phone to keep information to do with the council safe. An old phone of the Clerk will be used so that there is no extra cost to the council, and this personal phone will remain the property of the Clerk not the council.

Resolved:- For the Clerk to have a £5 per month SMARTY Sim-only contract as part of office expenses.

9215 To approve an internal auditor for 2022/23 and to resolve that an interim audit be undertaken.

Item deferred due to quotes not being received in time for the meeting.

9217 To approve accounts for payment and note contractual payments made under the clerk delegation.

Please see **Appendix 1**.

Cllr Walker raised the invoice from Glendale that two invoices refer to quarterly payment and should these be billed per quarter not in the same month.

Resolved:- Council noted the contractual payments made and that the accounts due are agreed and can be paid. Follow up action needed regarding the Glendale invoice to ensure that we have not been billed twice.

9218 CLOSED SESSION – To receive a letter from HMRC regarding non-payment of National Insurance contributions and to agree payment.

The Council discussed the letter received and approved the payment that was made under Scheme of Delegation to the Clerk to avoid any fees charged.

9219 CLOSED SESSION – To resolve the adoption of South Yorkshire Pension Authority as a pension provider to the council and resolve the council's employer contribution to contracted employees.

This item was deferred due to not receiving correspondence from South Yorkshire Pensions Authority in time for the meeting.



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

9220 To notify the clerk of matters for inclusion on the agenda of the next meeting

The Coronation of King Charles III needs to be planned soon, this was referred to the Events Committee taking place within the next month.

Baby changing facilities for the Gordon Bennett Memorial Hall has been raised as an issue by members of the public.

Recognition for Sandra Blockley MBE in relation to her recent Pride of Britain award that she received this week.

To see a copy of the Asset Register. It was noted by the Council that this is publicly available on the website at www.thurcroftparishcouncil.gov.uk

9221 To set the date of the next ordinary Parish Council meeting.

The date of the next meeting was agreed as **Thursday 17th November 2022** at 6.30 pm in the Gordon Bennett Memorial Hall.

The meeting closed at 20:10.



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Appendix 1

Payments made since last meeting

Creditor	£	Invoice No. & Description
EDF Energy	275.00	GBMH Electricity Direct Debit payment
BT Group	42.96	GBMH Phone & Broadband Direct Debit payment
Combined Salaries	4737.83	Contractual Salaries for Month 7 - 2022/23
HMRC Cumbernauld	£513.42	673PR001008532304 - Month 4 Employers Tax
HMRC Cumbernauld	£561.51	673PR001008532305 - Month 5 Employers Tax
HMRC Cumbernauld	£1.95	XY003545637667 - Outstanding employer tax fee
HMRC Cumbernauld	£1.74	XZ002955902399 - Outstanding employer tax fee
HMRC Cumbernauld	£1.74	XC003035635300 - Outstanding employer tax fee
HMRC	£5653.68	15 673.T8381 - National Insurance payment

Payments to be authorised by Council

Creditor	£	Invoice No. & Description
YLCA	25.00	689-2223 - Policies - Mandatory and Best Practice webinar
Lightmain	11,344.18	21161 - 9 Benches in Thurcroft as per quote LMQ02582
Cartridge Rotherham Plus	£37.00	1526292 - Canon 540XL/541XL Multipack
Lightmain	3140.00	21163 - Supply & Install Self Closing Gate at Brampton en-le Morthen as per quote LMQ02477
Glendale	2562.00	GC451-650 - Pitch & Grounds care
Glendale	516.00	GC451-652 - Works & Hedge cutting
Glendale	564.00	GC451-651 - Toad Lane Tree Work & Rosa removal
Anston Pest Control	£216.00	11687 - Mole control via trapping x regular visits over 1 month period. Services to Brampton recreational ground.
Anston Pest Control	£216.00	11688 - Mole control via trapping x regular visits over 1 month. Services to Laughton Common recreational ground.
VisionICT	£367.20	Annual Email Hosted
CheaperWaste	£86.08	DD00009128 - Direct Debit payment
R. Hall	£19.95	GBMH Supplies - Push bar signage
Rotherham Crematorium	£1081.00	364881 - 03/10/2022 - Burial Fees
YLCA	£100.65	767-2223 - Good Councillors Guide x20 copies
YLCA	£15.00	239-2223 - Clerk advert onto YLCA website
YLCA	£66.80	351-2223 - D Fretwell webinar training
Glendale	£1694.40	GC451-655 - Quarter Invoice & Pitch maintenance



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Glendale	£1950.90	GC451-656 - Quarter Invoice & Cemetery maintenance
C&D Grounds Maintenance	£2510.00	THURPAR 28/10/2022
T. Collingham	£47.86	GB26CLUDOAEUI - Assorted ringbinders for Cllrs.



Appendix 2

C&D Grounds Maintenance – Ground care Plan

Cutting Programme

- 1) April, May, August, September, October x2 Cuts per month.
- 2) June & July x3 cuts per month.
- 3) March & November x1 cut per month.

Areas cut in THURCROFT - All grass collected and taken to your green waste centre

- 1) Memorial Garden
- 2) Park & Surrounding area
- 3) Gordon Bennett

Areas cut in BRAMPTON - All grass collected and removed to green waste centre.

- 1) Memorial Garden
- 2) Straight Mile
- 3) Park

Flower Beds

- a) Summer bedding ordered in February.
- b) Winter bedding ordered in June/July

NOTE: Any delicate bedding must be ordered earlier than stated above.

Thurcroft Beds –

- 1) Rotavate and plant up summer bedding in June and July
- 2) Winter bedding and rotavate and plant up October and November.

Ripping out beds and spraying

- A) Summer in May
- B) Winter in September and October.

Brampton en-le Morthen -

As above programme.

Laughton Common –

As above programme



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

w: thurcroftparishcouncil.gov.uk

Weeding programme

All flower beds once per month.

Note:- All flowers/weeds removed to green waste unless told to give to public.

Areas of flower beds

Thurcroft

- Ivanhoe Road – Shopfronts (10 beds)
- Winding Wheel (5 beds)
- School Road/Laughton Road (3 beds)
- Steadfolds (9 beds)
- Memorial Garden (2 beds, 3 borders)

Signs

- Shopfronts 1, 5 planters
- Laughton Road 1, 1 pit tub x2 shop front

Laughton Common

- Gallows (1 bed)
- Bungalows (1 bed)

Brampton en le Morthen

- Logged area (7 beds)
- Straight mile (4 beds)

Signs (5)

Baskets

- Thurcroft Gordon Bennett (3 baskets)
- Brampton (11 baskets)

All extra work done on request from Parish Council.

Note – No watering contract in place making choice of flowers limited.