



Thurcroft Parish Council

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

e: clerk@thurcroftparishcouncil.gov.uk

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Minutes of the Full Council meeting held Thursday 23rd February 2023

Present Councillors: **D. Andrews (Chair), A. Copeland (Vice-Chair), C. Alsop, D. Brown, B. Clark, D. Fretwell, M. Howis, E. Humphreys, C. McCartan, D. Oxley, J. Ronksley, N. Ronksley, A. Scott, C. Walker & A. Winsborough.** (15 councillors present).

Apologies were received from Councillors: **T. Murphy & P. Owen.**

Proper Officer: **Thomas Collingham (Clerk & RFO).**

There was 3 members of public in attendance.

The meeting started at 6.30pm

9281 To receive and approve reasons for absence.

The Clerk advised the Council that apologies were received from T. Murphy & P. Owen.

Resolved:- The Council resolved to accept reasons for absences from councillors.

9282 To receive declarations of interest in respect of business on the agenda.

Resolved:- There were no declarations of interests raised.

9283 To receive and approve the minutes of the meeting held on 26th January 2023.

No matters were raised with the minutes.

Resolved:- That the minutes of the meeting held **Thursday 26th January 2023** be approved and file copy was signed by the chairperson of the meeting.

9284 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.

The Clerk advised that there were no items for closed session. It was recommended that during the updates from committee chairs, if the HR Committee raises questions about individual employees it will need to go into closed session.

Resolved:- No items were identified for exclusion.

9285 Public Participation Session

1. Would it be possible for a written or verbal report from the Chair of each of the Council Sub-Committees to be included as a standard agenda item for each Full Parish Council meeting?



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The council have recently set up the committee meetings, and all committees have had one meeting discussion business. We have verbal reports included as part of this agenda and there may be an opportunity for council to receive the minutes as part of the full council agendas moving forward to ensure inclusion of the full council.

2. Would it be possible to provide details of the Procurement Policy adopted by the Parish Council for 2023/24, specifically as it relates to tendering.

What services are /will be expected to be subject to tender?

What will be the timetable for any tendering?

The Procurement Policy for 2023/24 has not been adopted for next year at this time. However, the current policy is available on the parish council website. All questions regarding the tendering process are included within the Financial Regulations for the council, and are also available for anybody to view on the parish council website.

Tendering would relate to any service or contracts with the council that fall within the remit of the Financial Regulations.

9286 To adopt changes to the Standing Orders to reflect the new display of voting per item.

The Clerk presented the Standing Orders had been updated due to the item raised at a previous meeting (Minute 9272). Councillors read through the updated point under 'Meetings Generally - Item 3.S' that referred to the voting on a question shall be by show of hands and recorded in the minutes for how many were for/abstain/against.

Resolved:- The Council adopted the Standing Orders with reference to the updated wording for item Meetings Generally – Item 3.S.

9287 To adopt the updated Terms of Reference for the HR, Events, Environment and Facilities Committee.

Councillors received the updated Terms of Reference for each committee to resolve the new maximum councillors per committee following the recent reshuffle in membership of committees. A councillor raised that Thurcroft Memorial Garden has not been included in any of the undertakings of committee's and that this should be included within the Facilities committee. Councillors opposed the idea, and to instead include it in the undertakings of the Environment committee. Councillors voted to include that the Thurcroft Memorial Garden should be included under Environment as well as adopting the new Terms of Reference.

Voting - For 7 | 5 Abstain | 3 Against (15 Votes).



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Resolved:- The Council adopted the new Terms of Reference with delegation given to the Clerk to add Thurcroft Memorial Garden to the undertakings of the Environment committee.

9288 To consider and resolve the quotes for tree maintenance in Thurcroft Memorial Garden and on Thurcroft Recreation Ground.

Councillors were presented with two quotes received for tree removal in Thurcroft Memorial Garden. Unfortunately, it wasn't clear from the quotes whether removal of the tree would need to take place. The Council agreed that a further quote should be obtained to ascertain whether the tree would need to be removed or pruning work could be undertaken instead.

Voting – 15 For | 0 Abstain | 0 Against (15 Votes).

Resolved:- That an additional quote be obtained from another contractor for the removal of trees and for another opinion on the health of the birch tree.

9289 To consider and resolve quotes received for the renewal of Christmas lighting and to provide festive lamppost lighting.

A councillor has approached various companies to retrieve quotes from external companies that can provide new festive lighting for the lamp posts. Unfortunately, it was unable to be presented to the council for a vote due to not obtaining three quotes.

A councillor answered questions regarding the current quotes for Laughton Common will cover to the Monksbridge roundabout.

Resolved:- Council noted that three quotes have been asked for, but are yet to receive three to be able to vote as a council.

9290 To receive a quote and resolve the use of a new online booking system provided by Scribe for the Gordon Bennett Memorial Hall to begin at the start of the new financial year.

Councillors presented to the council the new online booking system provided by Scribe. The system will make provision for online payments and make hiring of the hall easier with an online calendar. The Clerk advised the council that the quote for Scribe Bookings is £495 for the cost of setting up and the first year's annual cost. The cost from thereon is £29 per month. It was advised that Scribe would link in with the Accounts system that has been in place since October.

Bookings that are taken online will be held provisionally to allow for the Clerk or Caretaker to contact the 'customer' to seek the requirements of their booking.

A councillor raised that we should recommend promoting the booking system once it is live.

Voting – 15 For | 0 Abstain | 0 Against (15 Votes).

Resolved:- The Council resolved to accept Scribe Bookings for online bookings of the facilities within the parish.



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9291 To receive correspondence from a company wishing to use the provision of our carpark for extended periods.

The Clerk shared correspondence of a medical health company that wished to use the carpark for extended periods in the day whilst medical checks are completed.

A councillor had experience that these vans are usually as big as artic wagons and that it would be unsuitable for them to use the carpark.

A councillor raised that Thurcroft Library will already take parking spaces when the building works begin and that we can't afford to lose any further spaces during this time.

Voting - 0 For | 0 Abstain | 15 Against (15 Votes).

Resolved:- The Council rejected the company from using the carpark for extended periods.

9292 To receive and consider correspondence relating to the water supply in Thurcroft Cemetery and improvements to the cemetery relating to the provision of bins and water tubs.

The Clerk has received correspondence from a member of the public (MOP) relating to the water supply at Thurcroft Cemetery. The MOP raised that they would like a fresh water supply so that they are not carrying water bottles on a bus. Reference was also made to the cleanliness of the water tubs and the presentation of the cemetery.

A councillor raised that this has previously been discussed within the last two years and that it is not feasible to put a water supply into Thurcroft Cemetery.

A councillor also raised concern with the cost of the connection, as well as the ongoing costs of water and maintenance to the council and residents.

The cleanliness of the water tubs has been discussed in more detail and that taps should be on both of the tubs, with some netting to stop debris falling into the tubs whilst still being open to rain water. Councillors raised that the two stolen bins need to be replaced and chained to deter theft and remove the old wire bin that was causing further issues with litter and flowers.

Voting - 15 For | 0 Abstain | 0 Against (15 Votes).

Resolved:- The Council approved to replace the stolen bins, place a tap on the other water tub and to remove the older wire basket. The council do not feel that it is necessary to connect to a piped water source. The Clerk has been delegated to contact the contractor for Thurcroft Cemetery to discuss the cleanliness of the tubs and how we can ensure that the tubs remain clean.

9293 To receive and resolve the request for councillors to display photos on the website and future noticeboards.

A councillor raised with the council that they would like to display a single portrait photo of each councillor on the website and have a new group councillor photo for the noticeboard inside the Gordon Bennett Memorial Hall.



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Not all councillors agreed with photos being displayed and didn't see the need for the photos to be public. Other councillors did feel that they should be displayed and people should know who their parish councillors are.

Voting – 12 For | 0 Abstain | 3 Against (15 Votes).

Resolved:- The Council has resolved to have individual photos displayed on the website and a group photo on the noticeboard in the Gordon Bennett Memorial Hall.

9294 To receive and consider a grant application for £500 to Thurcroft Veterans Association to support with events at the Kings Coronation in May 2023.

The Clerk presented the council with a funding application received from Thurcroft Veterans Association to present an afternoon/evening of music events for the community to commemorate the coronation of King Charles III, Monday 8th May, 2023. The money will help cover entertainment, a buffet and help with advertising costs.

Councillors raised concerns with how much money has been raised, and what is the total cost of the event. A councillor also raised what support will come from the venues where your events are held, as they will be profiting from the events.

Voting – 15 For | 0 Abstain | 0 Against (15 Votes).

Resolved:- The Council resolved to defer the application till the next council meeting, and that the Clerk be delegated to contact the applicant for more information.

9295 To receive and note any updates from the Committees of the parish council.

- Facilities Committee

The Gordon Bennett Memorial Hall revamp is the biggest priority for the committee, seeking to write a tender that can be used on Contract Finder.

After member of the public complaints, a baby changing unit has now been provided in the toilet in the small room to provide a space that is sanitary to change babies.

First Aid kits have been provided, clearly visible, located in the kitchen with an extra First Aid kit to be provided in the Council Chamber.

At the last Full Council, it was considered to review the prices for room hire at the Gordon Bennett Memorial Hall. All groups are to be notified within the next week of any price changes.

The Clerk is to conduct a full Health & Safety audit and report back any findings to the Facilities committee to ensure that we are compliant with current HSE requirements.

It is to be considered by the Facilities Committee to move the gate from the back to the side for access to the main shopping area and help with parking along Green Arbour Road.

- Events Committee

The committee received the new Menai Bridge policy to be adopted for when King Charles III passes. The Clerk raised that it needs to better planning due to there being no policy in place for the passing



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of the Queen in September. It has been delegated to the Clerk to make parish specific changes, and to bring to council the items that need to be bought and saved for future use.

Kings Coronation is the next big event for the parish. The Events Committee have discussed that an event on Thurcroft Recreation ground would be a great event – including a fairground. It was also discussed not to overlap on events in the village. Commemorative gifts for the coronation are also being explored such as a mug or coins that can be kept. A councillor asked when does football finish to ensure that it doesn't interfere with the season.

To ensure that we have a bible of contacts and event procedures, a guide has been created for each event to ensure that planning is smoother for the next year – and to learn from anything that didn't work at the events for Christmas and Remembrance.

- Environment Committee

Councillors have visited nearby recreation grounds to see what other parishes have in place for security, as well as flowers and other street furniture. It was observed that the majority have fencing all way round and this is a work in progress for our own.

A review of flower beds is being undertaken to remove flower beds that are not needed and to replace with bulb planting. It is hoped that this change will help enhance a smaller amount of flower beds. The committee is also looking at some tubs and hanging baskets as future projects.

The current contractors have not been through a competitive tender process. The committee are looking at what is needed to ensure we have a model that suits the council moving forward and is reviewed every four years in line with election years.

There is an opportunity for free grit salt from RMBC which is being explored and where to buy salt bins for in the village.

- HR Committee

The committee have taken a review employee contracts, employee policies, training for councillors and employees as well as what pension arrangements are in place.

9296 To notify the clerk of matters for inclusion on the agenda of the next meeting.

It was raised what can be put in place for Sandra Blockley. To finalise the Kings Coronation plans and Christmas Lights with final quotes.

9297 To set the date of the next ordinary Parish Council meeting.

The date of the next meeting was agreed as **Thursday 30th March 2023** at 6.30 pm in the Gordon Bennett Memorial Hall.

The meeting closed at 20:12pm.