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# Thurcroft Parish Council

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

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## Minutes of the Full Council meeting held Thursday 27<sup>th</sup> July 2023

Present Councillors: **B. Clark (Chair), C. Walker (Vice), D. Andrews, D. Brown, M. Howis, E. Humphreys, C. McCartan, T. Murphy, P. Owen, D. Oxley, J. Richardson & A. Winsborough.** (12 councillors present).

Apologies were received from Councillors: **C. Alsop, A. Copeland, D. Fretwell, J. Ronksley, N. Ronksley & A. Scott.**

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

**There was 2 members of public in attendance.**

**The meeting started at 6.30pm**

### **9429. To receive and approve reasons for absence**

Apologies received from; C. Alsop, A. Copeland, D. Fretwell, J. Ronksley, N. Ronksley & A. Scott.

**Resolved:-** That the reasons for absence be approved.

**Voting:-** 12 councillors present. All councillors voted for.

### **9430. To receive declarations of personal and pecuniary interest<sup>i</sup>**

No declarations received.

### **9431. To receive and approve the minutes of the meeting held on Thursday 7<sup>th</sup> July 2023**

**Resolved:-** That the Council approve the minutes as a true and accurate record for the meeting held on Thursday 7<sup>th</sup> July 2023.

**Voting:-** 12 councillors present. 11 councillors voted for. 1 councillor abstained.

### **9432. To note any matters arising from the minutes of Thursday 7<sup>th</sup> July 2023**

The Clerk highlighted that the bar licence was now in place with the contract signed. There were no other matters to highlight from the minutes.



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**9433. 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. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))**

Item 21 on the agenda has been highlighted for confidential section due to the matter involving the Police.

**9434. Public Participation Session**

A member of the public raised that there are too many agenda items discussed in confidential session and that there is a specific list of reasons for confidential items. This was noted. Another member of the public raised grass cutting throughout the parish including the cemetery and football fields. It was noted that improvements had been resolved with the contractors and to send any complaints in so these can be addressed.

**9435. To receive and note the meeting minutes of committee meetings –**

**9435.1. Facilities Committee held on 19<sup>th</sup> June 2023**

The Council noted the minutes of the Facilities Committee held on 19<sup>th</sup> June 2023.

**9435.2. Environment Committee held on 20<sup>th</sup> June 2023**

The Council noted the minutes of the Environment Committee held on 19<sup>th</sup> June 2023.

**9436. To appoint a sub-committee to investigate the recommended actions of the Internal**

**Audit**

The Clerk reference Legal Note 12 and the email received by councillors ahead of the meeting detailing that we need to set up a committee and not a sub-committee. This will make no little difference to the committee but is ensuring that we are appointing the committee within the legal parameters.

**Resolved:-** That an Internal Audit Committee be appointed.

**Voting:-** 12 councillors present. All councillors voted in favour.



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### 9437. To consider the terms of reference for the Internal Audit sub-committee

The Clerk presented the model terms of reference and councillors decided that there should be four meetings per year and eight councillors as a maximum membership on the committee. It was decided that the undertakings of the committee would involve investigating the recommendations of the Internal Audit for 2022-23 and that recommendations would be made back to full council on the outcome of the investigations.

**Resolved:-** That the Terms of Reference for the Internal Audit Committee be adopted.

**Voting:-** 12 councillors present. 10 councillors voted for, 2 councillors abstained.

### 9438. To appoint members to the Internal Audit sub-committee

Councillors that raised an interest in joining the committee are B. Clark, C. Walker, P. Owen, A. Winsborough, C. McCartan, M. Howis and T. Murphy. It was decided that there is one spare position and that this should be brought back to the extraordinary committee to fill the last place.

**Resolved:-** That B. Clark, C. Walker, P. Owen, A. Winsborough, C. McCartan, M. Howis and T. Murphy be appointed to the Internal Audit Committee and a further meeting to fill the vacancy on the committee.

**Voting:-** 12 councillors present. 11 councillors voted for, 1 councillor abstained.

### 9439. To consider suspending Standing Order 17(e) due to the late nature of the preparation of accounts that should have been received by council by 30<sup>th</sup> June

The Clerk addressed the Council that due to the late nature of the preparation of the accounts we are unable to meet the 30<sup>th</sup> June deadline. Due to the Internal Audit uncovering immediate actions that needed to be addressed it has delayed the production of accounts to councillors for the 14-day notice prior to the acceptance of the AGAR.

**Resolved:-** That Standing Order 17(e) be suspended.

**Voting:-** 12 councillors present. 11 councillors voted for, 1 councillor voted against.



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**9440. To complete and approve section 1 of the Annual Governance and Accountability Return (AGAR), this to then be signed by the Clerk and the Chairman of the meeting**

Following review of the effectiveness of the system of internal controls, and taking into account the issues raised when considering the findings, it was resolved that Thurcroft Parish Council complete and approve section 1 of the Annual Governance Statement 2021/2022 of the Annual Governance and Accountability Return. The Chairman and Clerk of the meeting signed the declaration.

**Resolved:-** That section 1 of the Annual Governance and Accountability Return be approved.

**Voting:-** 12 councillors present. 11 councillors voted for, 1 councillor abstained.

**9441. Following signing by The Responsible Financial Officer – to consider and approve the Accounting Statements of Thurcroft Parish Council relating to the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. The Chairman of the meeting to then sign section 2 of the Annual Governance and Accountability Return (AGAR)**

Following the signing of section 2 of the AGAR by the Responsible Financial Officer. Council considered section 2 of the Annual Governance and Accountability Return. It was resolved that Thurcroft Parish Council approve Section 2 - Accounting Statements 2021/2022 for Thurcroft Parish Council of the Annual Governance and Accountability Return 2021/2022 and that the Chairman sign the declaration. Documents now to be submitted to approved external auditor PKF.

**Resolved:-** That section 2 of the Annual Governance and Accountability Return be approved.

**Voting:-** 12 councillors present. All councillors voted in favour.

**9442. To agree the dates to be set to advertise the period during which electors and interested persons may exercise rights relating to the Annual Accounts (Monday 31<sup>st</sup> July 2023 – Monday 11<sup>th</sup> September 2023)**

It was resolved that Monday 31<sup>st</sup> July 2023 to Monday 11<sup>th</sup> September 2023 be



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selected by Thurcroft Parish Council for the period of exercise of public rights. Clerk to place on the website and Parish noticeboard. Council noted that this did not meet statutory requirements, but this was the earliest possible dates after approval of the Accounting Statements and the external auditor had been made aware of the issue.

**Resolved:-** That the dates Monday 31<sup>st</sup> July 2023 to Monday 11<sup>th</sup> September 2023 be agreed as the advertised period for electors to exercise their rights relating to the Annual Accounts.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9443. To receive the recommendations from the HR Committee -**

#### **9443.1. To receive and consider the Recruitment policy**

The Clerk introduced the policy to the Council and that it would standardise recruitment for the Council if any further positions arose. A councillor raised a question regarding who would be on the interview panel. This would be appointed at a Council meeting as per the policy.

**Resolved:-** That the Recruitment policy be adopted.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9444. To receive the recommendations from the Facilities Committee -**

#### **9444.1. To annually review the current football pitch fees for use of playing fields on Thurcroft Recreation and Hangsman Lane**

Clerk read through the recommendations made by the Facilities Committee in the Clerks Report to raise the season prices by 3% including a one-off game structure for adults and children games.

**Resolved:-** That the Council adopt a seasonal pricing structure with a 3% increase on the current charged fees (£412 a season for Adults and £206 for Children) and that this is reviewed annually and to create a 'single match' structure for priced at £50 a game for adults and £25 a game for children.

**Voting:-** 12 councillors present. All councillors voted in favour.



## **9444.2. To consider the Terms and Conditions for Venue Hire of Gordon Bennett Memorial Hall**

The Clerk gave councillors time to read through the Terms and Conditions of the Venue Hire for the Gordon Bennett Memorial Hall. The Clerk made note of the changes to the cancellation by the hirer and the parish council. Councillors are happy with the changes and made minor comments around the numbering of the section of the Terms and Conditions.

**Resolved:-** That the Council adopt the Terms and Conditions for Venue Hire of the Gordon Bennett Memorial Hall making an amendment to the numbering of the cancellation sections.

**Voting:-** 12 councillors present. All councillors voted in favour.

## **9444.3. To consider IT provision for booking management at Gordon Bennett Memorial Hall**

The Clerk referred that the item was unable to be presented at this meeting and would be added onto the meeting for next week.

## **9445. To receive the recommendations from the Finance & General Committee -**

### **9445.1. To note the procurement increase to £30,000 and to update the Financial Regulations and Standing Orders to reflect the changes**

The Clerk presented the changes in the law to the procurement amount for projects that require advertisement on Contract Finder. Councillors noted the updates and are aware of the changes to Financial Regulations and Standing Orders to reflect these changes.

### **9445.2. To review and approve the Asset Register policy following recommendations from the F&G Committee**



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The Finance & General Committee discussed the policy and agreed to recommend no changes to this year's policy whilst reviewing the document. The Council agreed that no updates needed to be made.

**Resolved:-** That the Council adopt the Asset Register policy.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9445.3. To review and approve the Code of Conduct policy following recommendations from the F&G Committee**

The Finance & General Committee discussed the Code of Conduct policy and agreed to recommend to adopt the LGA version of the code of conduct which would align with the principal authority.

**Resolved:-** That the Council adopt the Code of Conduct policy.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9445.4. To review and approve the Co-Option Policy following recommendations from the F&G Committee**

The Finance & General Committee discussed the Co-Option Policy and made a recommendation to agree changes with the candidates being outside during each of the presentations and the votes that take place. There was an additional exclusion for members of the public that are prohibited from being a councillor if they are subject to any relevant requirements, or a relevant order, in respect of a sexual offence.

**Resolved:-** That the Council adopts the Co-Option policy.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9445.5. To review and approve the FOI - Vexatious Requests policy following recommendations from the F&G Committee**

The Finance & General Committee reviewed the document and agreed to recommend on change to the escalation of Vexatious Requests to be dealt with by the Finance &



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General Committee. The Committee reviewed the 10p cost for paper copying but the Clerk outlined that this is in line with the recommendations from the ICO and is not recommended to be any higher.

**Resolved:-** That the Council adopt the FOI – Vexatious Requests policy.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9445.6. To review and approve the Freedom of Information policy following recommendations from the F&G Committee**

The Finance & General Committee recommended that the website be added to the policy and a few grammatical changes be updated.

**Resolved:-** That the Council adopt the Freedom of Information policy.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9445.7. To review and approve the General Privacy Notice policy following recommendations from the F&G Committee**

The Finance & General Committee reviewed the policy and recommended a few grammatical changes.

**Resolved:-** That the Council adopt the General Privacy Notice policy.

**Voting:-** 12 councillors present. All councillors voted in favour.

### **9446. To consider relevant planning applications as published on RMBC's weekly lists 21-28 (2022/23) along with any associated submissions received and any reports on previous planning applications/issues**

The Clerk presented the planning applications that have been received from RMBC for comments from the Council. The Council decided to take no action on the planning applications relevant to the parish of Thurcroft under the planning application numbers.

RB2023/0682, RB2023/0744, RB2023/0764 and RB2023/0849.





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**Resolved:-** That no action be taken on planning applications included on the weekly lists from Week 21-28.

**Voting:-** 12 councillors present. All councillors voted in favour.

**9447. To approve accounts for payment and note contractual payments made under the clerk delegation (attached).**

**Resolved:-** That the accounts for payment be approved by the Council.

**Voting:-** 12 councillors present. All councillors voted in favour.

**9448. To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1**

The Council were presented with two payments that were made due to roof leak at the Gordon Bennett Memorial Hall.

- Steve Carter - £80.00
- Peter O'Hagan - £140.00

**9449. **CONFIDENTIAL** – To discuss and consider the work completed on Thurcroft Memorial Wall**

The Council discussed the work undertaken by the contractor and the concerns with the work completed and the damage caused to the wall that has resulted in the Police contacting the Parish Council.

**Resolved:-** That the Council resolve to pay £600.00 of the invoiced amount to the contractor and look for another contractor to rebuild Thurcroft Memorial Wall and the walls in Brampton Playground. The Council agree not to pursue any further action with the Police.

**Voting:-** 12 councillors present. All councillors voted in favour.

**9450. To notify the clerk of matters for inclusion on the agenda of the next meeting**



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Councillors raised the following items to be considered for a future meeting:- IT Provision, flower baskets (an update by email if possible) and Brampton Wall.

### **9451. To confirm the date and time of the next ordinary council meeting on Thursday 29<sup>th</sup> September at 6.30pm**

The Clerk confirmed the next ordinary meeting of the full council will take place on Thursday 29<sup>th</sup> September at 6.30pm but to note that there will be an extraordinary meeting being held on Thursday 3<sup>rd</sup> August 2023 at 6.30pm and the brought the meeting to a close.

**The meeting closed at 20:08.**