



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 Ordinary meeting held Thursday 30th November 2023

Present Councillors: B. Clark (Chair), A. Copeland, D. Fretwell, M. Howis, E. Humphreys, C. McCartan, T. Murphy, D. Oxley, J. Richardson, C. Walker & A. Winsborough. (11 Councillors present)

Apologies were received from Councillors: C. Alsop, D. Brown, P. Owen, J. Ronksley & N. Ronksley.

Officers: Thomas Collingham

There were two members of the public in attendance.

The meeting started at 6.30pm

9531. To receive and consider reasons for absence

The Clerk shared with council the reasons for absence that were received from C. Alsop, D. Brown, P. Owen, J. Ronksley & N. Ronksley.

Resolved:- That the reasons for absence be approved for C. Alsop, D. Brown, P. Owen, J. Ronksley & N. Ronksley.

Voting:- 11 councillors present. All councillors voted in favour.

9532. To receive declarations of interest in respect of business on the agenda

No declarations of interest received.

9533. To receive written requests for dispensations for disclosable pecuniary interests (if any)

No requests for dispensation received.

9534. To grant any requests for dispensation as appropriate

No dispensations received to consider.

9535. To receive and approve the minutes of the meeting held on Wednesday 8th November 2023

No matters were raised from the minutes of the meeting held on Wednesday 8th November 2023.

Resolved:- That the minutes of Wednesday 8th November 2023 be approved as a true and accurate record and that the Chairman sign the minutes and payments list of the minutes.

Voting:- 11 councillors present. 10 councillors in favour, 1 abstention.

9536. 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))

The Clerk identified several agenda items for confidential session;



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Item 21 (Minute Ref: 9551) due to the discussion of contracts.

Item 22 (Minute Ref: 9552) due to the discussion of timesheets for employees, the item will include discussion about individual employees.

Item 23 (Minute Ref: 9553) due to a recommendation from the Events Committee relating to a resident within the parish and this is also proposed to be in confidential session.

Item 13 is proposed to be held in public session for transparency. The Clerk advised council that Item 48 within the report is confidential as it relates to Employee A. The Chair agreed to move the agenda item relating to the Internal Audit to before other confidential items to minimise disruption to the meeting.

Resolved:- That item 21, 22, 23 and 13 will be considered with the exclusion of press and public.

Voting:- 11 councillors present. All councillors voted in favour.

9537. Public Participation Session

A member of the public raised a question regarding the status of a local business. The Clerk advised that this isn't a parish matter.

9538. To note meeting minutes for committee meetings held since the previous ordinary meeting –

9538.1 Events Committee held on Wednesday 1st November 2023

That the council note the minutes of the Events Committee held on Wednesday 1st November 2023.

9538.2 Internal Audit Committee held on Thursday 2nd November 2023

That the council note the minutes of the Internal Audit Committee held on Thursday 2nd November 2023.

9538.3 Internal Audit Committee held on Thursday 16th November 2023

That the council note the minutes of the Internal Audit Committee held on Thursday 16th November 2023.

9538.4 Finance & General Committee held on Thursday 23rd November 2023

That the council note the minutes of the Finance & General Committee held on Thursday 23rd November 2023.

9539. To review and consider the Facilities Committee membership



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The Clerk advised that the minimum quorum for a meeting is three councillors. The Facilities Committee only has three members and is need of increasing its membership. The Clerk advised that there are three vacancies on the committee.

Nominations were received from several councillors, but the council agreed to fill the vacancies with Cllr D. Fretwell, Cllr T. Murphy and Cllr P. Owen.

Resolved:- That Cllr D. Fretwell, Cllr T. Murphy and Cllr P. Owen be appointed to the Facilities Committee for the remainder of the term.

Voting:- 11 councillors present. All councillors voted in favour.

9540. To note the update to the NJC pay terms and conditions for employees in 2023/24

The Clerk advised the council that employees on the NJC terms and conditions have received a pay increase of £1925 (pro rata for part-time) back dated to 1st April 2023. The council noted the changes to the pay terms.

9541. To discuss and consider the hanging baskets for next year financial year 2024/25

Councillors debated the current hanging baskets, and that they would consider purchasing the hanging baskets. It was noted that no antisocial behaviour had taken place with the current baskets and they were half of the initial quote due to the delay in putting them in place.

Councillors suggested sponsorship with having names on the baskets.

The Council agreed to having hanging baskets for the next year, but for quotes for the purchasing as well as the hiring to be brought back to the next council meeting.

Resolved:- To delegate authority to the Clerk to obtain quotes for purchasing and hiring of the hanging baskets

Voting:- 11 councillors present. All councillors voted in favour.

9542. To discuss and consider the flagpoles for Thurcroft Memorial Garden

Councillors discussed the need for ceremonial poles in Thurcroft Memorial Garden. It was raised the need to three flagpoles in the garden and that due to health and safety of the junction a fourth wasn't approved, this was raised with Transport at the time.

The Clerk raised whether any consultation should be undertaken but the council felt that as these were replacements, this was not necessary. Councillors agreed that glass fibre flagpole quotes be sought, and this be delegated to the Clerk to obtain quotes.

Resolved:- That the Clerk be delegated authority to obtain quotes for glass fibre flagpoles for Thurcroft Memorial Garden

Voting:- 11 councillors present. All councillors voted in favour.



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9543. To consider the following policies for the council as recommended from the Finance & General Committee;

9543.1. Reserves Policy

The Clerk advised the council that the policy has been considered by the Finance & General Committee and is recommended for adoption by the council. The Reserves Policy was considered by the Finance & General committee and no changes have been made to the previous policy.

Resolved:- That the Reserves Policy be approved as reviewed with no updates to the policy.

Voting:- 11 councillors present. All councillors voted in favour.

9543.2. Rules of Public Session

The Clerk advised the council that the policy had been considered by the Finance & General Committee and is recommended for adoption by the council. The committee made no changes to the policy and that the council should consider the review of the policy.

A councillor made a comment that the policy needs to be consistent and that it is the chair who can invite members of the public to speak.

Resolved:- That the council approve that the Rules of Public Session policy has been reviewed and no changes need to be made.

Voting:- 11 councillors present. All councillors voted in favour.

9543.3. Anti-Fraud and Corruption Policy

The Clerk advised that the policy has been considered by Finance & General committee. The policy is being introduced as a recommendation from the Internal Audit that was received earlier this year, and it clearly states the process to ensure that public money is protected.

Resolved:- That the council adopt the Anti-Fraud and Corruption Policy.

Voting:- 11 councillors present. All councillors voted in favour.

9543.4. Whistleblowing Policy

The Clerk advised that the Whistleblowing policy has been considered by Finance & General committee. The policy is being introduced as a recommendation from the Internal Audit that was received earlier this year. The policy outlines the process for people to raise concerns and the process of how it will be handled.

Resolved:- That the council adopt the Whistleblowing Policy.

Voting:- 11 councillors present. All councillors voted in favour.



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9543.5. Internal Controls Policy

The Clerk advised the Internal Controls policy has been considered by the Finance & General Committee and is recommended to council for adoption. The Clerk advised that the council has made progress with transparency and the internal checks. The policy sets out a structure to standardise the process, ensuring that there is an audit trail for checks being undertaken.

Resolved:- That the council adopt the Internal Controls Policy.

Voting:- 11 councillors present. All councillors voted in favour.

9543.6. Officer Code of Conduct

The Clerk advised that the Officer Code of Conduct has been considered by the Finance & General Committee for adoption by the council. The Internal Audit recommended adopting a code of conduct for Officers of the council. This is to ensure that officers of the council are held to the same standards as members of the council. The policy outlines managing contractor relationships as well as receipt of gifts and hospitality.

Resolved:- That the council adopt the Officer Code of Conduct.

Voting:- 11 councillors present. All councillors voted in favour.

9544. To discuss and consider the Business Continuity plan following a recommendation from the Finance & General Committee

The Chair introduced the Business Continuity Plan. The policy has been considered by the Finance & General Committee and a recommendation made to the council for adoption. The policy was raised by the Internal Auditor, to ensure that there is a clear plan in times of disaster or unexpected absence.

Resolved:- That the council adopt the Business Continuity Plan.

Voting:- 11 councillors present. All councillors voted in favour.

9545. To discuss and consider the Publication Scheme for the council following a recommendation by the Finance & General Committee

The Clerk introduced the Publication Scheme to the council. The document is a template document from the ICO, tailored to where you can find the documents that must be available, in an online copy where possible.

Resolved:- That the council adopts the Publication Scheme.

Voting:- 11 councillors present. All councillors voted in favour.

9546. To discuss and consider the initial draft budget for the financial year 2024/25



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Councillors were presented with an initial draft budget based on the current costs to the council, and incorporating any additional spending based from committee feedback.

Councillors raised that they would like to see the previous years and not just the proposed budget as this would help inform the decision. The Clerk advised that it had been prepared in this way following the feedback from the previous Internal Audit that suggested the Cost Centres and Cost Codes should be broken down to show a further detailed picture of income and expenditure.

The Clerk & RFO advised that a use of reserves to cushion any increases should be incorporated. This will be calculated once the Tax Base from RMBC is received in mid-January. Councillors agreed that the budget should be further refining and that the three-year position is shared with councillors as part of the budget setting.

Resolved:- That the council delegate to the Clerk & RFO to further refine the budget based on the requirements recommended by committees and present the budget for approval at the next council meeting

Voting:- 11 councillors present. All councillors voted in favour.

9547. To approve accounts for payment and note contractual payments made under the clerk delegation (attached)

ABC

Resolved:- That the council approve the payments list for payment and note contractual payments under the clerk delegation.

Voting:- 11 councillors present. All councillors voted in favour.

9548. To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1

The Clerk presented payments approved between the Clerk and the Chair for the council to note the expenditure.

01.12.2023	£336.00	Tree Maintenance	StumpBusters	SI-1682
01.12.2023	£420.00	Tree Maintenance	StumpBusters	SI-1681
01.12.2023	£200.00	Block Paving Cleaning	L&M Pressure Cleaning Services	101

9549. To consider relevant planning applications as published on RMBC's weekly lists along with any associated submissions received and any reports on previous planning applications/issues

The Clerk shared that the council have been notified of two applications since the last meeting.



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DATE	LIST NO.	P/A NO.	CASE OFFICER	PLANNING DETAILS
12/10/2023	41	2023/1081	Anita Heydon	Retention of stables and access and change of use for grazing and exercising of horses. Land Off Toad Lane Brampton-en-le-Morthen
24/10/2023	43	2023/1458	Louise Hudson	Two storey rear extension. 42 The Crescent, Thurcroft.

The council considered both applications and agreed to take no action.

Resolved:- That the council has considered the applications received and resolved to take no action.

Voting:- 11 councillors present. All councillors voted in favour.

9550. To note the update of completed actions on the Internal Audit report and receive and consider the recommendations from the Internal Audit Committee

The Clerk referred to the appendix of the Internal Audit Committee minutes on 2nd November 2023 and 16th November 2023. The appendix details the complete and in progress items that the committee have considered and are presenting to council as a recommendation for acceptance.

Councillors raised that the wording of Item 43 needed to be reworded within the report to give clarity that an agreement between the parish council and the Allotment Association was arranged due to the loss of funds from the Allotment Association and as a gesture of goodwill the rents for Allotments were not collected by the parish council.

The Chair wished to minute thanks to the Clerk for the immense progress on the Internal Audit report.

Resolved:- That the council has approve the Internal Audit Committee recommendations on the Internal Audit report for the financial year 2022-23

Voting:- 11 councillors present. All councillors voted in favour.

9551. **CONFIDENTIAL SESSION** – To discuss and consider the draft tender contract for environment recommended from the Environment Committee

9551.1. Grass maintenance and pitch marking

The Environment Committee have considered tendering requirements for the council following a recommendation from the Internal Audit report. A recommendation has been made for councils' consideration. It was agreed due to the limited time that the contracts be redrafted to include minor updates delegated to the Clerk, that this be sent out the members of the council and to go out to tender.



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Resolved:- That delegation be given to the Clerk to update the contracts, share them with councillors and publish for tender on Contract Finder in line with Financial Regulations.

Voting:- 11 councillors present. All councillors voted in favour.

9551.2. Flower bed maintenance

The Environment Committee have made a recommendation for a flower bed maintenance contract based on the current needs of the council. This was considered by council, and it was agreed that a watering contract be incorporated into the contract.

Councillors raised concerns on whether a contractor would be able to meet the requirements of watering, but the council agreed that the right people would need to apply for the contract that can fulfil the specifications.

Resolved:- That delegation be given to the Clerk to update the contract to include the watering contract, share them with councillors and publish for tender on Contract Finder in line with Financial Regulations.

Voting:- 11 councillors present. All councillors voted in favour.

9552. **CONFIDENTIAL SESSION** – To discuss and consider timesheets for employees as a recommendation from the HR Committee

The HR Committee had considered timesheets for employees as a recommendation from the Internal Audit Committee. The council considered the template for employees and considered a process to authorise the timesheets with the Clerk, and in the case of the Clerk this would be with the Chairman or Chair of the HR Committee.

Resolved:- That the council adopt the use of timesheets for employees in the council.

Voting:- 11 councillors present. All councillors voted in favour.

9553. **CONFIDENTIAL SESSION** – To receive a recommendation from the Events Committee for a celebration event and consider a blue plaque

The council discuss the recommendation presented from the Events Committee. The Clerk advised that a Blue Plaque cannot be issued in this case and a different plaque would be sought to celebrate the local resident.

Councillors agreed to delegate the decision making and spend for this event to the Events Committee to look at the specifics of the event.

Resolved:- That delegated authority be given to the Events Committee to organise the event within the allocated events budget.

Voting:- 11 councillors present. All councillors voted in favour.



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9554. To notify the clerk of matters for inclusion on the agenda of the next meeting

No items were raised for inclusion at the next meeting.

9555. To confirm the date and time of the next ordinary meeting on Thursday 25th January 2024 at 6.30pm

The council noted the next ordinary meeting to be held on Thursday 25th January 2023.

9556. The Clerk notified the council that the Co-option policy is instigated following confirmation from Election Services at Rotherham Council that an election had not been called.

The meeting closed at 8.18pm.