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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 Ordinary meeting held Thursday 25<sup>th</sup> January 2024

**Present Councillors:** B. Clark (Chair), C. Alsop, H. Bell, D. Brown, R. Butler, A. Copeland, P. Owen, N. Ronsley, C. Walker, A. Winsborough (10 Councillors Present)

**Apologies were received from Councillors:** D. Fretwell, M. Howis, E. Humphreys, C. McCartan, T. Murphy, D. Oxley, J. Richardson J.Ronsley

**Officers:** Thomas Collingham

**There were two members of the public in attendance.**

**The meeting started at 6.30pm**

**9557. The Chair placed on record the recent achievements of Cllr Diane Oxley who was awarded a British Empire Award on the New Years Honours list.**

**9558. To receive and consider reasons for absence**

The Clerk shared with council the reasons for absence that were received from D. Fretwell, M. Howis, E. Humphreys, C. McCartan, T. Murphy, D. Oxley, J. Richardson and J.Ronsley.

**Resolved:-** That the reasons for absence be approved for M. Howis, E. Humphreys, C. McCartan, T. Murphy, D. Oxley, J. Richardson and J.Ronsley.

**Voting:-** 8 councillors present. All councillors voted in favour.

**9559. To receive declarations of personal and pecuniary interest for members and officers**

No declarations of interest received at this point in the agenda.

**9560. To receive written requests for dispensations for disclosable pecuniary interests (if any)**

No requests for dispensation received.

**9561. To grant any requests for dispensation as appropriate**

No dispensations received to consider.

**9562. To receive and approve the minutes of the meeting held on Thursday 30<sup>th</sup> November 2023**

No matters were raised from the minutes of the meeting held on Thursday 30<sup>th</sup> November 2023.

**Resolved:-** That the minutes of Thursday 30<sup>th</sup> November be approved as a true and accurate record and that the Chairman sign the minutes and payments list of the minutes.

**Voting:-** 8 councillors present. 5 councillors in favour. 3 councillors abstained.



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**9563. 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 advised there are no items highlighted to be considered in a confidential session.

**Resolved:-** That no items on the agenda need to be considered for confidential session.

**9564. Public Participation Session**

No questions were raised in the public session.

**9565. To note meeting minutes for committee meetings held since the previous ordinary meeting -**

**9538.1 Internal Audit Committee held on Thursday 11<sup>th</sup> January 2024**

That the council note the minutes of the Events Committee held on Thursday 11<sup>th</sup> January 2024

**9538.2 Environment Committee held on Thursday 16<sup>th</sup> January 2024**

That the council note the minutes of the Internal Audit Committee held on Thursday 16<sup>th</sup> January 2024

**9538.3 Events Committee held on Wednesday 17<sup>th</sup> January 2024**

That the council note the minutes of the Internal Audit Committee held on Wednesday 17<sup>th</sup> January 2024

**9538.4 Finance & General Committee held on Thursday 18<sup>th</sup> January 2024**

That the council note the minutes of the Finance & General Committee held on Thursday 18<sup>th</sup> January 2024

**9566. 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 advised that the Internal Audit Committee met on 11th January 2024 to discuss the progress and completion of items since the last meeting on the 16th November 2023. The current progress against each recommendation is attached as an appendix to the minutes of the last committee meeting.

The Internal Audit Committee recommend to the council to approve the progress of the report and the actions that have been taken. The current progress on actions is outlined in the table below.



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ACTIONS	COMPLETE			IN PROGRESS			NOT STARTED		
	SEPT	NOV	MAR	SEPT	NOV	MAR	SEPT	NOV	MAR
RED	11	18	21	5	4	4	12	6	3
AMBER	9	13	22	4	11	6	15	4	0
GREEN	1	6	12	3	8	6	14	4	0
% COMPLETE	28.37%	50.00%	74.32%	16.21%	31.08%	21.62%	55%	18.91%	4.06%
ACTIONS	21	37	55	12	23	16	41	14	3

The council have received an interim Internal Audit in January 2024 which was complimentary of the process and progress of the council. There are 12 additional recommendations which will be raised into the next Internal Audit Committee meeting with an update on those actions to ensure the council is in the best position for the end of the year.

The Chair would like to put on record the thanks to the Clerk for taking the time to work through each of the actions one-by-one and putting the council in a better position with process.

**Resolved:-** That the recommendations considered by the Internal Audit Committee be approved by the council.

**Voting:-** 8 councillors present. 7 councillors voted in favour. 1 councillor abstained.

## 9567. To receive written applications for the office of parish councillor and to co-opt a candidate to fill the existing vacancies

The Clerk advised that there are two vacancies for Thurcroft North Ward of Thurcroft Parish. Two applications were received by the council, and these were considered by the council to co-opt into the open vacancies. Each candidate presented for five minutes to the council and a vote was taken on each candidate.

**Resolved:-** That H. Bell be co-opted to the first vacancy within Thurcroft North and that H. Bell completed her declaration of acceptance to office in the presence of the Clerk to the council.

**Voting:-** 8 councillors present. All councillors voted in favour.

Cllr C Walker declared an interest in candidate R. Butler due to her relationship as her mother. Cllr C Walker stated that she would stay in the room but would not take part in the vote.

**Resolved:-** That R. Butler be co-opted to the second vacancy within Thurcroft North and that R. Butler completed her declaration of acceptance to office in the presence of the Clerk to the council.

**Voting:-** 7 councillors present. All councillors voted in favour.



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### 9568. To discuss and approve the Council Budget for the year 2024/25 and approve the precept needed

The council is required to set a budget and precept for 2024/25, and to inform Rotherham MBC by 2nd February 2024, so that it may collect the sums due via the Council Tax. The council considered the impact on the precept for residents of Thurcroft, Laughton Common and Brampton en-le Morthen.

The Council's income is primarily the precept but there is an estimated contribution of (£23,000) from interments, Football pitches (£1100), GBMH Room Hire (£12,000) and Bank Interest (6000).

The Clerk & RFO has assessed spending requirements, a budget to spend of £230,028.50. The Council still have a large number of earmarked reserves that it has been drawing on for projects throughout the parish.

The Clerk and RFO recommends a precept increase from £176,114 in 2023/24 to £195,487 in 2024/25, a 9.6% increase in the demand of the precept from residents, and use of £34,541.50 from the General Reserves balance to cover the overall net expenditure of the council of £230,028.50.

The Finance & General Committee have considered the budget and recommend to the council that an increase of 9.6% would be suitable to account for the rise in costs with the Gordon Bennett Memorial Hall, increased staffing costs and inflation increases across all expenditure for the council. This would protect the impact of a large increase from the council in future years and draw from reserves.

**Resolved:-** That the council approve the precept demand of £195,487 for the financial year 2024/25.

**Voting:-** 10 councillors present. All councillors voted in favour.

### 9569. To discuss and consider the hanging baskets for the next financial year 2024/25

The Clerk advised that the quotes had not been received in time for the meeting and that this item is to be deferred until the quotes have been received as per the requirement from the council's Financial Regulations

**Resolved:-** That the council defer the item until the next meeting.

**Voting:-** 10 councillors present. All councillors voted in favour.



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### 9570. To receive and consider residents feedback from the consultation held in Brampton en-le Morthen for a new bench and flagpole in Brampton Memorial Garden

The Clerk shared that three responses were received as part of the consultation with Brampton en-le Morthen in relation to the placement of the bench and flagpoles within Brampton Memorial Garden.

The council discussed the placement and agreed that on one of the consultation documents it outlined the placement of the bench and flag to the left of the garden. Councillors agreed that the flag should be placed near to the War Memorial placed within the garden and that the bench be placed towards the front of the garden as agreed with the consultation feedback.

**Resolved:-** That the council approve the position of the bench and flag and that updated quotes be sought for the placement of the bench.

**Voting:-** 10 councillors present. All councillors voted in favour.

### 9571. To discuss and consider the flagpoles for Thurcroft Memorial Garden & Brampton Memorial Garden

The Clerk advised that he had worked with Cllr Copeland and Cllr Fretwell to obtain quotes for the renewal of flagpoles throughout Thurcroft and Brampton. It was also advised that planning permission was not required due to flying the national flags.

Glassfibre quotes have been obtained as they are longer lasting, and particular attention has been given to an internal roping to limit the noise created.

The quotes considered by the council are

<b>COMMERCIAL GLASSFIBRE</b> <b>Size: 6m</b> <b>Roping: Internal</b> <b>Thickness: Heavy Duty</b> <b>Door: Plastic</b> <b>Swivel Arm: None</b> <b>£372.00 - Quantity x1</b>	<b>COMMERCIAL GLASSFIBRE</b> <b>Size: 5m</b> <b>Roping: Internal</b> <b>Thickness: Heavy Duty</b> <b>Door: Plastic</b> <b>Swivel Arm: None</b> <b>£433.06 each / £1,732.24 total - Quantity x4</b> <b>(Thurcroft Memorial Garden x2, Gordon Bennett Memorial Hall x1 &amp; x1 Brampton Memorial Garden).</b>
<b>SUBTOTAL - £2,104.24</b>	
<b>SHIPPING: £304.80</b>	
<b>TOTAL £2,409.04</b>	

**Resolved:-** That the council approve the cost of £2409.04 for the purchase of 1x 6m flagpole and 4x 5m flagpoles for the memorial gardens and Gordon Bennett Memorial carpark.

**Voting:-** 10 councillors present. All councillors voted in favour.



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### 9572. To receive and consider quotes for the removal of flower beds as agreed by the council

The Clerk presented three quotes received for the Removal of 22 flowerbed planters within Thurcroft to include the following areas, Steadfolds Lane, Laughton Road, Toad Lane (Thurcroft end), Green Arbour Road stretching between Ivanhoe Road and Locksley Drive.

All stone removed from planters to be stacked within the Gordon Bennett Memorial hall grounds, any waste from planters removed and recycled, rotovate and add/remove topsoil where necessary to level areas off. Grass seed to be added to all areas.

**Quote 1 - £5,463.60 inc VAT**

**Quote 2 - £6342.19 inc VAT**

**Quote 3 - £500.00 exc. VAT (The Clerk has called the company to check the cost and he has confirmed that its £500 exc VAT).**

Councillor wished to have confirmation of the timescale to complete the flowerbed removal. The Clerk will seek a response and share this with the council by email.

**Resolved:-** That the council approve Hobson Nurseries to undertake the removal of the 22 flower beds as quoted at £500.00 and for a timescale to be shared with councillors.

**Voting:-** 10 councillors present. All councillors voted in favour.

### 9573. To discuss and consider a pest control contract specifically to moles on Hangsman Lane, Thurcroft Cemetery and Brampton Playground

The Clerk advised the council did contract pest control to alleviate the issues with moles across the football pitches and playgrounds last year. Councillors asked for this to be brought back to the council to ensure there is a permanent solution.

The Environment Committee have considered the quote received and have made a recommendation to go ahead with the below quote across the three sites for a 12-month period initially.

**Annual fee of £360 (exc. VAT) per annum per site.**

**Monthly fee of £30 (exc. VAT) per calendar month per site.**

**They will carry out monthly inspections and install traps as and when necessary. They would also respond to your requests to install traps between our visits.**

**Total cost across three sites for the year is £1080.**

A councillor raised concern of how the moles were removed from the playgrounds, the Clerk will contact the company to clarify the removal process.

**Resolved:-** That the council approve Anston Pest Control to undertake the mole removal activity to the value of £1080 for a 12 month period.

**Voting:-** 10 councillors present. 9 councillors voted in favour. 1 councillor voted against.



### 9574. To discuss and consider a quote for a building inspection of the Gordon Bennett Memorial Hall

The Clerk advised that the council conducts an annual inspection of the Gordon Bennett Memorial Hall.

As part of formalising the process for the Gordon Bennett Memorial Hall, the council is developing the Building and People Safety and ensuring that we have a full site inspection which will support in the renewal process.

The inspection will be split between Building Safety and People Safety.

***Their quote is £550 per day and they expect the following time to be allocated:***

***0.5 days – develop bespoke inspection form***

***0.5 days inspect property***

***0.5 days review and issue H&S inspection report.***

***Total £775 plus VAT. Future inspection will not require the 0.5 day for developing the inspection form.***

As part of the bespoke inspection form, the council will be able to develop inspection sheets to be completed throughout the year and minimise any risks to the council, whilst also providing an adequate audit trail.

**Resolved:-** That the council approve the quote of £775.00 for a Building Safety and People Safety inspection of the Gordon Bennett Memorial Hall.

**Voting:-** 10 councillors present. All councillors voted in favour.

### 9575. To discuss and consider the PHS contract for the Gordon Bennett Memorial Hall

The Clerk advised that the contract with PHS has been live since 1989 and the Clerk was unable to obtain the contract from this time period. The contract expires on 28th Jan 2025. The Clerk has received the following options from PHS;

If we terminate today;

• ***Option 1 - Contract Breach - Buy out the contract would cost £4164 (less the interest of 10% increase)***

• ***Option 2 - Remainder Contract - Pay £5553 exc. VAT (less the 10% increase in February) in total up to January.***

• ***Option 3 - Renewal - Pay £2200 per year - Pay £6600 over three years.***

With option 3 it would remove unnecessary monthly costs such as hand driers, but he would sell these at £50 each (3 in total / £150) - This removes the cost of buying new and having cost of fitting.

The Clerk advised that the contract is paid up until 14th March. If the council fixed this month, a rebate of the overpaid amount of £800 approx would be repaid which would be applied to Option 1 and Option 3.



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Councillors did not feel a decision could be made without the contract being presented outlining the three-year contract and the termination fees quoted. The Chair recommended calling an extraordinary meeting next week once the contract has been shared.

**Resolved:-** That the council defer the item until next week when a contract can be presented to the council.

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9576. To receive and consider a quote for a new electrical terminal for the stage curtains in the Gordon Bennett Memorial Hall**

The Clerk advised that the electrical terminal that operates the stage curtains has exceeded the limit and needs to be reset. There is a risk of the curtains snapping if left untreated.

The total quoted to fix the issue is £376.99. This price is for 4 hours of Labour and travel for our engineer to come and fix the issue with your curtains.

This price does not include parts that may be needed for the repair. If the price needs a new part, The Clerk advised if delegated decision be given to the Clerk and Chair up to £1000 for any potential new parts.

**Resolved:-** That the council approve the quote of £376.99 for labour and cost of fixing the curtains with delegated authority given between the Clerk and Chair to approve any costs up to £1000 for any required new parts.

**Voting:-** 10 councillors present. 9 councillors voted in favour. 1 councillor voted against.

### **9577. To consider the following policies for the council as recommended from the Finance & General Committee;**

#### **9543.1. CCTV Policy**

The Clerk advised that the CCTV policy has been considered by the Finance & General Committee. The CCTV policy is to be in place to cover the CCTV that covers the Gordon Bennett Memorial Hall. It outlines the responsibility of the data that is captured, and the length of time that this information is kept. The policy also outlines the responsibility of access to the data.

**Resolved:-** That the council approve the CCTV policy for adoption by the council.

**Voting:-** 10 councillors present. All councillors voted in favour.

#### **9543.2. Security Incident Policy**

The Clerk advised that the Security Incident policy had been considered by the Finance & General Committee and is recommended for adoption by the council. There has been an updated to include the up to date Chair information as part of the policy.

**Resolved:-** That the council approve the update to the Security Incident policy.





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**Voting:-** 10 councillors present. All councillors voted in favour.

### **9543.3. Staff & Councillor Privacy Notice**

The Clerk advised that the Staff & Councillor privacy notice has been considered by Finance & General committee. This policy has not been updated but is being considered by the council as approval for the review that has taken place.

**Resolved:-** That the council approve the review of the Staff & Councillor Privacy Notice.

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9543.4. Social Media Policy**

The Clerk advised that the Social Media policy has been considered by Finance & General committee. The policy has not been updated but is being considered by council as approval for the review that has taken place.

**Resolved:-** That the council approve the review of the Social Media policy.

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9543.5. Travel & Subsistence Policy**

The Clerk advised the Travel & Subsistence policy has been considered by the Finance & General Committee and is recommended to council for adoption. The Clerk advised that the updates to this policy have added the HMRC rates for travel and expenses form as recommended from the Internal Audit report for financial year 2022/23.

The Clerk received a question in Finance & General Committee regarding the requirement for business insurance for any person claiming travel expenses – it was confirmed that business insurance will be required.

**Resolved:-** That the council adopt the Travel & Subsistence policy

**Voting:-** 10 councillors present. All councillors voted in favour.

### **9578. To approve accounts for payment and note contractual payments made under the clerk delegation (attached)**

No matters were raised with the payments for approval. However, it is noted that the Clerk may benefit from having a payment card for office expenses to limit the need for transfers to the Clerk after purchases made for the council.

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

**Voting:-** 10 councillors present. All councillors voted in favour.



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**9579. To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1**

The Clerk advised that no payments were made between the Clerk and the Chair since the last meeting.

**9580. 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 has received no notifications for planning applications.

**9551. To notify the clerk of matters for inclusion on the agenda of the next meeting**

- Defibrillator in Laughton Common
- Benches in Laughton Common
- Photo of King Charles

**9552. To confirm the date and time of the next ordinary meeting on Thursday 29<sup>th</sup> February 2024 at 6.30pm**

The council noted the next ordinary meeting to be held on Thursday 29<sup>th</sup> February 2024.

**The meeting closed at 8.12pm.**