



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 Extraordinary meeting held Thursday 3rd August 2023

Present Councillors: **C. Walker (Chair), D. Andrews, D. Brown, A. Copeland, D. Fretwell, C. McCartan, T. Murphy, P. Owen, D. Oxley, J. Richardson, A. Winsborough.** (11 councillors present).

Apologies were received from Councillors: **M. Howis, E. Humphreys, B. Clark, C. Alsop, N. Ronksley, J. Ronksley & A. Scott.**

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

There was 1 member of public in attendance.

The meeting started at 6.30pm

9452. To receive and approve reasons for absence

Apologies received from; C. Alsop, B. Clark, M. Howis, E. Humphreys, J. Ronksley, N. Ronksley & A. Scott.

Resolved:- That the reasons for absence be approved.

Voting:- 9 councillors present. All councillors voted for.

9453. Cllr C McCartan and Cllr D Oxley arrived at the meeting.

9454. To receive declarations of personal and pecuniary interestⁱ

No declarations received.

9455. 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))

No items were identified as confidential.

9456. Public Participation Session

A member of the public referred to a recommendation made by the Facilities Committee and why this hasn't been included in the agenda. The Clerk explained that the item should not have

Chairperson Initial:



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been raised again and that the previous Terms of Reference for the Facilities Committee should be used. The member of public referred to Standing Order (7) and believed that this should have supersede as it was a recommendation from a committee. The Clerk said he would seek advice from Yorkshire LCA.

9457. To receive and note the meeting minutes of committee meetings –

9434.1. Events Committee held on Wednesday 19th July 2023

The Council noted the minutes of the Events Committee held on 19th July 2023.

9434.2. HR Committee held on 25th July 2023

The Council noted the minutes of the HR Committee held on 25th July 2023.

9458. To retrospectively appoint Thomas Collingham as the Clerk and RFO to Thurcroft Parish Council from 1st September 2022

The Clerk referred to the Clerk Report on the reasons why the Council must legally appoint a Clerk and RFO to the Council. This was also highlighted within the Internal Audit report.

Resolved:- That the Council appoint Thomas Collingham as Clerk and RFO of Thurcroft Parish Council.

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

9459. To discuss and consider DBS Checks for councillors

The Clerk circulated the legal topic note that shared that councillors are not legally obliged to complete a DBS check in their role and should not be in a position where they are in sole care of children. Councillors felt it would be beneficial for councillors to undertake a DBS Check and mentioning of ID badges for councillors. Councillors raised a query that they would need to be renewed. The Council preferred for all councillors and staff to undertake a DBS Check. This would cost £18.00 per delegate.

Resolved:- That all Councillors and Officers undertake a DBS Check with the Council.



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

9460. To discuss and consider the show curtains for the Gordon Bennett Memorial Hall that are in need of repair or replacement

Due to the damage to the stage curtains they are in need of repair or replacement. There is a maximum 12 week lead time for the curtains and it is needed to replace before the theatre show later this year.

Quotes for red curtains were sought, however, councillors agreed a variety of colour options should be shared to decide. The Clerk will obtain colour samples in grey, red, purple, and blue and distribute between councillors for a decision to be made to enable an order to be placed.

Resolved:- That colour samples be obtained and a vote be taken between councillors in person next week to enable an order to be placed and the leading choice to be announced to councillors after the vote has taken place. That the Clerk has delegated authority to place the order of the curtains up to £3500 based on the current contractor that the council have approved.

Voting:- 11 councillors present. 10 councillors voted in favour, 1 councillor voted against.

9461. To discuss and consider the PHS Contract for the Gordon Bennett Memorial Hall

The contract for PHS has been in place for some time and is charging £1666.04 a quarter which is up to £6,000 a year. Some of the services included in the contract can be completed by employees and do not need to be included in the contract. The Clerk advised that there must be sanitary disposal as outlined in the Clerk Report.

The Clerk has looked at the cost of a new contract with the services that we need and this would be £1000 a year with VAT. A different company has been approached that can offer the same services at £792 for two years.

Resolved:- The Council agreed to cancel the contract with PHS and appoint AnwayWashroom as a new provider for sanitary waste services.

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



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9462. To discuss and consider the cost of materials and appointing Community Payback to install bollards on the land as agreed with RMBC to secure the rear of Thurcroft Recreation Ground

The Clerk presented to Council that the recent work with Thurcroft Recreation Ground had seen Thurcroft Church knee-rail the perimeter of their land, RMBC install a knee rail at Waverley Avenue and the remaining part at the back of field be the only part that needs to be completed.

The Clerk has obtained material costs included in the Clerk Report and the support of Community Payback to undertake the work.

Resolved:- That the Council approve the material cost of £1905.00 plus transport costs and for the Clerk to submit an application for work to be completed on the knee-rail by Community Payback.

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

9463. To consider IT provision for booking management at Gordon Bennett Memorial Hall

The Clerk explained the new booking system requires access to a computer for the caretaker and bar contractor to access for future bookings. The Clerk found the previous laptop that had been purchased by the Council and said that this is adequate to complete the needs of the facilities management.

Resolved:- That a new Lenovo IdeaPad Slim 3 Gen 8 (15" AMD) be purchased for the amount £357.00.

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

9464. To appoint additional member of the Internal Audit Committee

The Council raised concern that the appointment of a further member had not been included on the agenda. The Clerk asked the Chair whether they were happy for this item to be added



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and a vote be taken to add an additional member. The Clerk asked for any nominations from councillors to join the Internal Audit Committee. Cllr D Andrews put herself forward.

Resolved:- That Cllr D Andrews be appointed as a member to the Internal Audit Committee

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

9465. To appoint the Chair of the Internal Audit Committee

Councillors raised that they would like Cllr B Clark to be the chair of the Internal Audit Committee. As he wasn't able to be present at the meeting, he was supported by the Council and it was noted that if he didn't wish to be Chair of the committee then this would be Cllr C McCartan.

Resolved:- That Cllr B Clark be appointed as Chair of the Internal Audit Committee, and that Cllr C McCartan be appointed if he isn't able to be the Chair.

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

9466. To receive the recommendations from the HR Committee -

9442.1. To receive and consider recruitment for an Assistant Clerk role

A recommendation has been made from the HR Committee for an additional employee to join Thurcroft Parish Council on a 20 hours per week contract on a 6 month fixed term. A question was raised about the salary banding for the position and it was confirmed that we are an LC2 council which would determine the salary banding for the role as Clerk.

A councillor raised that the role should be 15 hours a week, and this was proposed by Cllr A Copeland and seconded by Cllr D Fretwell.

A recorded vote was requested before the proposal took place.

FOR	AGAINST	ABSTAIN
Cllr D Andrews	Cllr D Brown	
Cllr A Copeland	Cllr C McCartan	
Cllr D Fretwell	Cllr T Murphy	



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Cllr J Richardson	Cllr P Owen	
Cllr A Winsborough	Cllr D Oxley	
	Cllr C Walker	
5 For	6 Against	0 Abstentions

The proposal was not carried. It was agreed the original recommendation be put forward and a job advert be placed for an Assistant Clerk position.

Resolved:- That the Council will advertise for a 20 hour per week, 6 month fixed term Assistant Clerk position with the job description recommended from the HR Committee.

Voting:- 11 councillors present. 9 councillors voted in favour, 2 councillors voted against.

9442.2. To consider a permanent increase to the hours for the Clerk position to 32 hours

The HR Committee recommended as part of the staffing model to increase the Clerk to 32 hours per week permanently.

Resolved:- That the Council agrees to appointing the Clerk to 32 hours per week permanently.

Voting:- 11 councillors present. 9 councillors voted in favour, 2 councillors abstained.

9467. To receive the recommendations from the Events Committee –

9443.1. To receive and consider the proposal for an event to be held on Remembrance Sunday

The Clerk referred to the Events Committee minutes that included the post-review of last years Remembrance Sunday event. There were minor amendments and clarifications to ensure that this year runs smoothly. It was agreed by Council to have the diversion to go down New Orchard Road and not Osbert Drive. It was discussed that a meeting should be planned between the Clerk, Church, and a representative from The Veterans to ensure the different parts of the day are covered.

The Clerk ran through a list of costings for this years event;

- Cost of wreaths – £159.92 total cost



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- Parish Council x2 Medium Wreath (Type B) £19.99 each
- Thurcroft Veterans x2 Medium Wreath (Type B) £19.99 each
- Police x2 Medium Wreath (Type B) £19.99 each
- Church x2 Medium Wreath (Type B) £19.99 each
- Scouts x2 Medium Wreath (Type B) £19.99 each
- Cost of buffet for GBMH - £285.38 total cost
 - £100 additional cost from previous year
- Cost of printing posters – £35.00 (last years cost)
 - 20 A4 colour posters for businesses
- Lamppost poppies – £279.72 total cost
 - 8 additional at Brampton en le Morthen
 - 10 additional at Laughton Common
 - 10 additional in Thurcroft

TOTAL COST - £800.00

Remembrance Sunday budget for 2023-24 is £800.00

Resolved:- That the Clerk organise a meeting between the three organisations and the costings be approved for Remembrance Sunday.

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

9443.2. To receive and consider the proposal for events to take place over the Christmas period

The Clerk and Chair of the Events Committee spoke through the recommendations for the Christmas events this year. The Clerk referred to the Clerks Report for the detail and the previous post-review in the minutes of the Events Committee.

Additional Christmas lighting recommended from the Events Committee for Brampton en-le Morthen to keep the previous lighting between houses. Councillors discussed this and agreed that there should be an impact with the new lighting with just one old light on the Gordon Bennett to support with the Christmas lights switch on event.



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The costings of the events have been put together;

- Christmas Lights have been passed for Blachere Illuminations Ltd to provide lamppost motifs throughout the Parish – no extra costs.
- Christmas Tree –
 - 1 Tree in Thurcroft (£200 approx)
 - 1 Tree in Laughton Common (£100 approx)
 - 2 Tree's in Brampton en le Morthen (£200 approx, £100 each)
- Christmas Card competition – £169.53 total cost (based on last year)
 - 80 Christmas Cards for Laughton Common
 - 120 Christmas Cards for Thurcroft
- Entertainment costs –
 - Entertainment for Thurcroft event - £400 maximum.
 - Grotto costs for Brampton en le Morthen - £350.00
- Communication costs - £397.66 approx
 - A5 Glossy posters to be posted across the parish with Christmas eventing.

TOTAL COST - £1817.19.

Resolved:- That the Council approve the costs of the Christmas event and for the Christmas switch-on event to be planned for this year.

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

9468. To receive recommendations from the Environment Committee –

9444.1. To discuss and consider locations for the noticeboards and the designs

The Clerk referred to the Clerk Report for the detail on the locations and shared the designs with councillors. It was suggested that if there is trouble locating the noticeboard on the highway verge, then an approach to the Co-Operative to place within their grounds may help. Councillors were happy with the 'Chipping Norton' designs that were circulated from The Panel Warehouse.



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A councillor raised concerns that this had been previously discussed and the GT News was suggested as a location. The Clerk agreed that this was raised with the councillors making the recommendation at the time.

Resolved:- That the Council approve the locations and designs of the noticeboards for each of the areas, and that final quotes be obtained including labour and utility checks.

Voting:- 11 councillors present. 10 councillors voted in favour, 1 councillor abstained.

9444.2. To consider painting the memorial and cemetery railings and instructing Community Pay Back to carry out the work

The Environment Committee recommend to full council to appoint Community Payback to undertake the painting on the railings at Thurcroft Memorial Garden and Thurcroft Cemetery. The cost to the council is included within the Clerks Report totalling £197.94.

Resolved:- That the Council delegate to the Clerk to book Community Payback to carry out the work and buy the painting materials to the cost of £197.94.

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

9444.3. To receive consider a recommendation from the environment committee for a rota of street cleaning in specific to the lengthsman

A councillor raised why this was not brought into HR Committee before coming to the full council. The Clerk advised that this was raised at the last HR Committee, and this was checked with the Chair of the HR Committee. It was deemed that this was not specific to the contract of employment and therefore did not need to go through HR Committee.

The Clerk referred to the Clerk Report for the detail of the recommended work pattern for employees to complete whilst litter picking.

A councillor referenced the maps of flower beds and that these had not yet been received by the council and other comments relating to public consultations not specific to the current agenda item being discussed.



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Resolved:- That the Council approve the timetable of litter picking to be adopted by employees.

Voting:- 11 councillors present. 10 councillors voted in favour, 1 councillor abstained.

9469. To discuss and consider replacement of the goal posts on Thurcroft Recreation Ground

The Clerk shared quotes with councillors regarding new football posts that are due for renewal. Councillors discussed the goal posts with a mixed reception on whether they should be bought by the parish or football clubs.

The Clerk advised that the parish council is unable to be associated with the grant as the terms and conditions state that they do not grant government bodies. The Clerk also advised that the teams have paid for the football pitches based on the inclusion of football posts.

It was agreed that the parish would provide socketed goal posts at Laughton Common and Thurcroft and these would be permanently fixed as a parish asset.

Resolved:- That the Council approve to purchase of senior socketed goal posts 24ft x 8ft for Hangsman Lane at £895.00 and junior socketed goal posts 21ft x 7ft for Thurcroft Recreation at £875.00

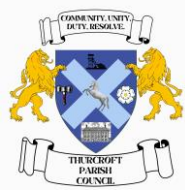
Voting:- 11 councillors present. 8 councillors voted in favour, 3 councillors abstained.

9470. To receive correspondence from a regular hirer of the Gordon Bennett Memorial Hall, and consider any action to be taken

The Clerk shared the complaint received from a regular hirer regarding the current fees at the Gordon Bennett Memorial Hall. The Clerk advised the Council that fees had been agreed within the last few months, and that attempts had been made to offer a smaller room for the classes. Councillors did not agree with lowering the amount of the venue hire and delegated to the Clerk to write a letter in response to the complaint outlining that the venue fees will not be modified and to reoffer the smaller room for hire.

Resolved:- That the Council delegate for the Clerk to write a response to the regular hirer.

Voting:- 11 councillors present. 10 councillors voted in favour, 1 councillor abstained.



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9471. To receive and approve quote for Thurcroft Memorial Wall to be completed

The Clerk referred to the Clerks Report with the detail of the pricing and the breakdown of the repair of the wall.

Resolved:- That the Council approve JC Construction to undertake the masonry work on Thurcroft Memorial Garden.

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

9472. To approve accounts for payment and note contractual payments made under the clerk delegation (attached).

The Clerk raised concern with the Gillgrass Nurseries with regards to the final figure for the flowers. The Clerk rang to dispute the amount, but he explained it was due to holding onto the stock for longer and the cost of staffing and watering the flowers.

Resolved:- The Council approved the accounts for payment.

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

9473. 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.

9474. To confirm the date and time of the next ordinary council meeting on Thursday 28th September at 6.30pm

The Chair confirmed that the next meeting will be held on Thursday 28th September at 6.30pm in the Council Chamber and then brought the meeting to a close.

The meeting closed at 20:35.