



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 Wednesday 8th November 2023

Present Councillors: C. Walker (Chair), D. Brown, A. Copeland, D. Fretwell, E. Humphreys, C. McCartan, T. Murphy, P. Owen, D. Oxley & A. Winsborough (10 Councillors Present)

Apologies were received from Councillors: C. Alsop, B. Clark, M. Howis, J. Richardson, J. Ronksley & N. Ronksley.

Officers: Thomas Collingham

There were two members of the public in attendance.

The meeting started at 6.30pm

9500. To receive and approve reasons for absence.

The Clerk circulated the reasons for absence for C. Alsop, B. Clark, M. Howis, J. Richardson, J. Ronksley & N. Ronksley. prior to the meeting.

Resolved:- That the reasons for absence be approved for C. Alsop, B. Clark, M. Howis, J. Richardson, J. Ronksley & N. Ronksley.

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

9501. To receive declarations of interest in respect of business on the agenda.

No declarations of interest were received.

9502. To receive written requests for dispensations for disclosable pecuniary interests (if any)

No requests for dispensations were received.

9503. To grant any requests for dispensation as appropriate

No requests for dispensation to grant.

9504. To receive and approve the minutes of the meeting held on Thursday 28th September 2023



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The Chair went through page-by-page and asked councillors if they would like to report any accuracy concerns.

A councillor raised Item 9497 in relation to antisocial behaviour and the cost per hour for an outreach worker. The Clerk reminded the councillor that the item is to determine the accuracy of the minutes.

A councillor further highlighted an issue that they couldn't find the job vacancy for the Assistant Clerk. The Clerk advertised that the position is now closed and is no longer advertised – however it was advertised on the website, through the Yorkshire Local Council Association and through the RMBC recruitment website.

Resolved:- That the minutes for the meeting held on Thursday 28th September 2023 be approved as a true record and that the Chairperson certifies a copy of the minutes.

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

9505. 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 that Item 28 (Minute Reference: 9528) be held in confidential session whilst discussing the individual contract arrangements for the appointment of the Assistant Clerk.

Resolved:- That the council will consider Item 28 for the appointment of Assistant Clerk in confidential session.

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

9506. Public Participation Session

- A previous recommendation from the Facilities Committee relating to the Terms of Reference was to appear on this agenda. The Clerk took the opportunity to clarify Item 21 on the agenda that relates to the recommendation received from the Facilities Committee when reproducing the agenda after the ordinary meeting was postponed.



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- A member of the public asked if all employees would be enrolled within the same Employer's Pension Scheme. The Clerk confirmed that there are two pension schemes operated by the council which are South Yorkshire Pensions Authority & NEST, all employees have been offered to join a pension scheme with the council. The individual requirements of the schemes that employees are a member of is sensitive information and cannot be shared under GDPR. A councillor further clarified that the council is being inclusive to offer two pension schemes as not all employees would be able to afford higher contribution rates.

9507. To note correspondence received to the Clerk regarding the donation of tables and chairs

The Council noted correspondence received from May Blossom Farm, thanking Thurcroft Parish Council for the donation of tables and chairs.

9508. To note meeting minutes for committee meetings held since the previous ordinary meeting –

1. Environment Committee held on Tuesday 17th October 2023

The council noted the minutes of the Environment Committee held on Tuesday 17th October 2023.

2. Finance & General Committee held on Thursday 19th October 2023

The council noted the minutes of the Finance & General Committee held on Thursday 19th October 2023.

9509. To receive and note the interim report received from PFK Littlejohn completing the external audit

The council received correspondence from PKF Littlejohn regarding the external audit. The report notifies the council that a conclusion hasn't been reached a decision by the statutory deadline of 30th September 2023.



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The Internal Auditor has submitted the Internal Audit along with documentation explaining the position of the council. This is being considered by the external auditors before the external audit can be completed.

A copy of the report has been uploaded to the website in the interim.

9510. To receive and note the consultation feedback on flowers within the parish

The Council received and noted the outcome of the consultation undertaken over the previous month regarding flower beds.

The Facebook post was viewed by 945 people, it received 14 shared and had 66 clicks on the post. The second post was viewed by 113 people, it received 0 shared and had 10 clicks on the post. I am unable to get specific website data for the consultation page, however in the past month our website has been viewed 245 times. The consultation was displayed prominently on the front page to reduce the number of link clicks needed.

The survey itself received 16 responses. To put this into perspective, RMBC have around 250,000 residents and achieve small numbers over most of their consultations. The parish of Thurcroft has approximately 7000 residents.

Summary of feedback;

Residents wished to see flower beds on the entrances to the village, and there is feedback for flower beds across the main roads of the village. Some of the feedback related to enhancing some of the current beds.

When asked for specific feedback on adding/enhancing/removing there was a mixed response that the beds needed enhancing or removing with minimal resident support for adding more flower beds. Steadfolds Lane and Laughton Road did feature on feedback over a few responses



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for the removal and the area near the pit tub has been noted for improvement in the responses.

There was a strong response for larger beds rather than smaller and would be noted to make more of an impact across the parish and raised from the ground. However, it was noted that more care needed to be given to the beds moving forward.

On a request for which flowers residents would like to see there is a strong sense for more colourful flowers across the parish, with some responses for bulbs and wildflowers across the parish.

Residents have a keen interest in flower beds being maintained sustainably with minimal pesticide uses and low water usage.

Hanging baskets have been praised in the consultation feedback and under any further suggestions a better maintenance programme for the flower beds has been raised.

A councillor raised concern that a public consultation should have included a public meeting. The Chair reminded the councillor that we do facilitate a public participation session where members of the public can attend. The council noted the consultation responses.

9511. To consider the flower beds identified for removal

The Clerk re-presented the flower beds identified for removal for decision following the council receiving of consultation feedback requested.

A councillor raised that all residents need to be considered and some residents would prefer lower level flowers than to have hanging baskets across the parish.



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A councillor raised that they wished to have a public consultation that included a public meeting. An amendment to the original proposal was raised and seconded to include further consultation for the removal of the specific flower beds identified. A recorded vote was called for as part of the amendment to the original motion.

Proposer	Cllr Fretwell		
Secunder	Cllr Copeland		
	FOR	AGAINST	ABSTAIN
1. Brown, Diane	X		
2. Copeland, Andy	X		
3. Fretwell, Dave	X		
4. Humphreys, Liz			X
5. McCartan, Cath		X	
6. Murphy, Tommy		X	
7. Owen, Phil		X	
8. Oxley, Diane		X	
9. Walker, Cath		X	
10. Winsborough, Anne		X	
TOTAL	3	6	1
RESULT	NOT CARRIED		

The amendment was not carried, and the original motion was further debated to consider the flower beds that were identified for removal. The council agreed to the list of flower beds that have been drafted.

Resolved:- That the council resolve to remove the identified flower beds for removal

Voting:- 10 councillors present. A recorded vote was called by a councillor.

Proposer	Cllr Brown
Secunder	Cllr Murphy



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	FOR	AGAINST	ABSTAIN
1. Brown, Diane			X
2. Copeland, Andy		X	
3. Fretwell, Dave		X	
4. Humphreys, Liz			X
5. McCartan, Cath	X		
6. Murphy, Tommy	X		
7. Owen, Phil	X		
8. Oxley, Diane	X		
9. Walker, Cath	X		
10. Winsborough, Anne	X		
TOTAL	6	2	2
RESULT	CARRIED		

9512. To receive and note a report from detached workers in relation to the recent antisocial behaviour

The council received a report from Youth Work Works in relation to the outreach work that was conducted to limit the recent spate of antisocial behaviour. The council noted the work undertaken and the improvement in antisocial behaviour.

9513. To discuss and consider the football posts on Thurcroft Recreation Ground

The Council's grounds maintenance responsible for the pitch marking contacted the Clerk in regard to the new football posts that have been implemented at Thurcroft Recreation ground. They have raised concern that they are having to mark out three pitches when only two are being used.

The Clerk advised the council that he was directed by the local football club that a 9 a side pitch is needed, with a 5 a side pitch within this to use for multiple games. However, the junior posts



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that local football club had requested to be ordered are for older football players for an 11 a side.

The contractor has asked if the goalposts can be removed whilst they are not being used for this year and stored until following year. The council previously voted to have these goalposts for the community and not specifically for local football teams.

The council agreed to keep the posts in place, but not mark out the main pitch for them until next year when it would be necessary.

Resolved:- That the football posts stay in position and that pitch marking is only undertaken for the football teams that use the pitch.

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

9514. To consider a quote for a new flagpole to be installed in Brampton Village Garden

In minute reference 9499.6, the council agreed to having a new flagpole in the Brampton Village Garden. The Clerk presented a quote obtained for a Glassfibre flagpole, with costs attached for a gold top and two varying sizes for a 6m and a 4m pole.

The Clerk advised that current planning regulations state that you only need planning permission if the flagpole exceeds 4.6m.

The quote is based on placing the flagpole into soft ground (grass) and an approximate location was next to the Brampton Village sign. The Clerk has since been contacted by a resident of Brampton that is unhappy with a flagpole to be placed in the position suggested.

Quote

4M Glassfibre Pole - £217.96 or 6M Glassfibre Pole - £260.18

Gold finial for fibreglass flagpole (Optional) - £41.35



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Installation costs - £509.62

The Clerk advises that consultation is undertaken for surrounding properties by letter to gain feedback before placing the flagpole.

A councillor raised that a clergy flag would need to be blessed by the church and whether the flagpoles in Thurcroft Memorial Garden could also be considered.

The council agreed that a consultation letter be sent to residents of Brampton en-le Morthen and that multiple quotes are obtained.

Resolved:- That the council agrees to put a letter of consultation to residents of Brampton en-le Morthen on the position they would like the flagpole and bring back to the council for decision.

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

9515. To consider the quote received for installation of a new bench at Brampton Village

In minute reference 9499.5, the council agreed to having a new bench in memory of the last Queen Elizabeth II in the Brampton Village Garden. The Clerk presented a quotation received and is in-keeping with the benches that have been placed in the rest of the parish.

Quote

Round bar seat complete with Plaque – hot dip galvanised and powder coated in any standard RAL colour of your choice - £1284.13 + VAT

It will feature space for the gold plaque with the text;

“In loving memory of Queen Elizabeth II

a beloved monarch who dedicated her life to the service of her nation. Her unwavering commitment to her people will forever be cherished.

Rest in peace, Your majesty, 1926-2022.”



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Councillors agreed that this should follow the same as the previous item and be included as part of the consultation to Brampton en-le Morthen, and then considered again by the council.

Resolved:- That the council agree to put the proposed bench on the consultation letter to residents of Brampton en-le Morthen and the decision be brought back to council following the closure of the consultation.

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

9516. To consider donation of existing Christmas lights for Brampton Village

The Clerk advised that the item was raised by Cllr Clark for inclusion on the agenda. The item is to donate the old Christmas lights for Brampton Village to the BELM Association. Since the addition of this item on the agenda, there has been additional correspondence from residents of Brampton. The Clerk read through the received correspondence to councillors to support them in considering their decision.

A councillor raised concern that not enough consultation had been undertaken with residents but this was disputed by another councillor who attended local meetings to discuss the future lights.

The council agreed to donating the lights to a local group within Brampton en-le Morthen.

Resolved:- That the council resolve to donate the old Christmas lights used for Brampton en-le Morthen to BELM Association.

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

9517. To consider a quote for flagpoles in Thurcroft Memorial Garden

The Clerk presented the council with a quote to install a concrete base for the flagpoles within Thurcroft Memorial Garden to stop the flagpoles from becoming loose in the ground and presenting a health and safety risk.



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Quote

The quote presented is for £444.00 inc. VAT this would be to take out the flags, concrete and set the new post holders in for flags, and to remove any waste.

Due to the postponement of the meeting, the Clerk has been back to the contractor to ask for assurance the works can be completed before Remembrance Sunday. He did agree that he would prioritise a job in the village.

Resolved:- That the council approve the quote for the work to be undertaken for a concrete base to strengthen the base of the flagpoles.

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

9518. To receive and note the half year position for the council's finances and any material variances

The Clerk produced the set of accounts marking the half year position for the council. This will inform the budget setting process for the council into the next financial year. The Council were advised that the committees in their last meetings have been asked for any future projects that they would like to be costed for the future budgets. The budget is attached as **Appendix B**.

Overall, budgeted spend is £394,732.20, the councils current spend is £224,993.93. The remaining balance for the year is £167,281.82.

9519. To consider and approve the Scribe Accounts system for the next financial year

The Clerk advised the council that Scribe Accounts has an annual renewal cost. The amount to keep the accounting system is £907.20, due by 30th November 2023.

The council were informed the system has updated the way of accounting with the parish council. It makes VAT returns much simpler as well as being able to pinpoint transactions under different search themes. The Clerk advises the council with a recommendation to keep Scribe, and not change accounting system part way through the year.

The council agreed to keep the Scribe Accounts system in place for another year.



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Resolved:- That the council resolves to keep Scribe Accounts for financial record management for the council.

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

9520. To receive and consider the Terms of Reference for the Facilities Committee following a recommendation from the Facilities Committee minute reference FA/2023/37

In the Facilities Committee, under minute reference FA/2023/37 a recommendation was made to the council to adopt an updated term of reference for the committee.

The council were advised that the main updates for the terms of reference were to include the Thurcroft Memorial Garden and the playgrounds in Brampton en-le Morthen, Thurcroft and Laughton Common.

If the council do not accept the terms of reference for the facilities committee, it will mean that the terms of reference that the facilities committee work to is the previous adopted version from 23rd February 2023 where it was decided by the council that no committees have the power to spend.

Councillors discussed why the additional undertakings should be included on the Terms of Reference, that despite not bringing an income they are classed as facilities within the parish. Councillors discussed that it should be reviewed next May.

Resolved:- That the council resolved against the updated terms of reference for the Facilities Committee and that the adopted version from 23rd February 2023 still remain in place until it is next reviewed.

Voting:- 10 councillors present. 2 voted in favour, 6 voted against, 2 abstentions.

9521. To consider the following policies for the council -



1. Document Retention Policy

The council received the draft policy for consideration as a recommendation from the Finance & General Committee. The Document Retention policy is to replace the existing records management policy that is in place. It is a more in-depth records management that has been recommended by YLCA to cover Personnel, Corporate, Health and Safety, Agreements and related Correspondence and any other items such as voice recorded meetings.

Resolved:- That the council approve the updated Documents Retention policy.

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

2. Bench Placement Policy

The council received the draft policy for consideration as a recommendation from the Finance & General Committee. The policy has been developed in response to a resident query to place a bench within the parish. The policy will standardise the process and the responsibility between the council and a resident wishing to place a bench.

Resolved:- That the council adopts the Bench Placement Policy.

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

3. Chairmans Allowance Policy

The council received the draft policy for consideration as a recommendation from the Finance & General Committee. The Chairmans Allowance policy was highlighted in the Internal Audit report as a recommendation to be implemented by the council. As well as this policy, Along an application form will be developed to keep on file when any monies are spent from the allowance, also recommended from the Internal Audit report to keep an audit trail on when the amount was requested and approved.

Resolved:- That the council adopt the Chairmans Allowance policy.

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



4. Cemetery Regulations & Cemetery Fees

The council received the draft policy for consideration as a recommendation from the Finance & General Committee. This was in line with a complaint about the sizes of plaques within the cemetery and the maintenance of the grounds throughout the summer.

Previous model burial rules that were displayed on the website had not been ratified by the council and there was a need for this information to mirror the information that the funeral directors kept, as well as the notices at the cemetery. The new regulations cover the cemetery in a wider set of circumstances.

The fees are also recommended to be updated and cover burial requests that have been experienced over the past year. The rates for the cemetery have been based on other local cemeteries in the area, plus the charges for the upkeep of the grounds from contractors and administrative time to be undertaken as a council.

A further system has been introduced to make it cheaper for residents of the parish, and is inclusive of residents that may have moved into care but were previously a Thurcroft Parish resident.

The council agreed to support the updates to the regulations and the updated fees for burials.

Resolved:- That the recommended Cemetery Regulations and Cemetery Fees be adopted by the council.

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

9522. To consider an extension of the meeting by 30 minutes after the two hour meeting length limit

Resolved:- That the council resolve to extend the meeting by 30 minutes



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

9523. To receive and consider the Corporate Risk Register completed for this financial year

The council received a draft of the Corporate Risk Register with a recommendation from the Finance & General Committee to consider a new policy document. The Clerk advised that the risk register was recommended by the recent Internal Audit report. The Corporate Risk Register will include the financial and non-financial risks to the council.

The Internal Auditor recommended the risk of the Clerk also being a borough councillor for the same area be included as part of the register. The council agreed to add this into the Corporate Risk Register.

Resolved:- That the Corporate Risk Register be approved and the risks associated with the Clerk also being a borough councillor be added to the Corporate Risk Register.

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

9524. To consider an update to the appointed bank signatories for the council

The Finance & General have made a recommendation to update the bank signatories for the council to replace previous members of the council with members of the Finance & General Committee.

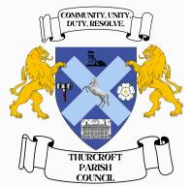
Resolved:- That the council approve to update the bank signatories to members of the Finance & General Committee

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

9525. 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 council considered four applications and agreed to take no further action. The Clerk advised that planning decisions for the council will be uploaded to the website following the meeting.

Resolved:- That the council agreed to take no further action on the planning applications.



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

9526. To approve accounts for payment and note contractual payments made under the clerk delegation (attached)

Resolved:- That the payments list presented to council be approved and council note the contractual payments made under the clerk delegation.

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

9527. To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1

The council noted the payments made between the Clerk and the Chair;

- 24th October – Christmas Card post box for £45.00 to support the Christmas Card competition for Laughton Common.
- 24th October – 20 additional poppies for £169.83 due to missing poppies for Remembrance Sunday.

9528. **CONFIDENTIAL - To consider and appoint the position of Assistant Clerk**

The Council considered the appointment of the Assistant Clerk following a successful candidate identified by the interview panel to the agreed advertisement for six-months.

Resolved:- The Council appoints the Assistant Clerk to the council.

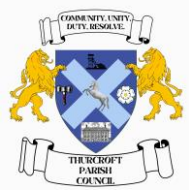
Voting:- 10 councillors present. All voted in favour.

9529. To notify the clerk of matters for inclusion on the agenda of the next meeting

A councillor raised that flagpoles should be included on the agenda of the next meeting.

9530. To confirm the date and time of the next ordinary meeting on Thursday 30th November 2023 at 6.30pm

The council noted the next ordinary meeting to be held on Thursday 30th November 2023.



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The meeting closed at 8.40pm.