



# Thurcroft Parish Council

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

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## Minutes of the Ordinary meeting held Thursday 30<sup>th</sup> May 2024

**Present Councillors:** B. Clark (Chair), H. Bell, D. Brown, V. Burford, R. Butler, C. McCartan, T. Murphy, D. Oxley, C. Walker, A. Winsborough and M. Wordsworth (11 councillors present).

**Apologies were received from Councillors:** C. Alsop, J. Richardson and N. Ronksley.

**Officers:** Thomas Collingham

**There was five members of the public in attendance.**

**The meeting started at 6.30pm**

### 9694. To receive and consider reasons for absence

The Clerk shared with council the reasons for absence that were received from C. Alsop, J. Richardson and N. Ronksley.

**Resolved:-** That the reasons for absence be approved for C. Alsop, J. Richardson and N. Ronksley.

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

### 9695. To receive declarations of personal and pecuniary interest<sup>i</sup> for members and officers

No declarations raised.

### 9696. To receive written requests for dispensations for disclosable pecuniary interests (if any)

No written requests received.

### 9697. To grant any requests for dispensation as appropriate

No requests for dispensation to grant.

### 9698. To receive and approve the minutes of the meeting held on Thursday 25<sup>th</sup> April 2024

No matters raised on the minutes.

**Resolved:-** That the minutes for the meeting held on Thursday 25<sup>th</sup> April 2024 be approved as a true and accurate record, and that the chairman signs the bottom of each page to verify the approval of the minutes.

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

### 9699. To receive and approve the minutes of the meeting held on Thursday 16<sup>th</sup> May 2024

No matters raised on the minutes.

**Resolved:-** That the minutes for the meeting held on Thursday 16<sup>th</sup> May 2024 be approved as a true and accurate record, and that the chairman signs the bottom of each page to verify the approval of the minutes.



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

**9700. 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 that item 26 should be held in confidential session due the nature of business to be discussed in relation to employment matter.

**Resolved:-** That the council resolve to hold Item 26 with the exclusion of press and public.

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

**9701. Public Participation Session**

- Member of Public (MOP) asked who is responsible for the upkeep of the memorial garden. It was confirmed that Thurcroft Parish upkeep the land.
- MOP asked who removed the wreaths from the garden and where are they currently located. The Clerk advised that he would look into where the wreaths were and respond in writing.
- MOP expressed that he was not happy that the flagpoles had not yet been erected in the garden.
- MOP raised that they were awaiting a response to contacting the Clerk.

**9702. Cllr M Wordsworth entered the room**

**9703. To note the minutes for committee meetings held since the last ordinary meeting of the council**

**a) Facilities Committee held on Monday 15<sup>th</sup> April 2024**

The council noted the minutes of the Finance & General Committee held on Monday 15<sup>th</sup> April 2024.

**b) Finance & General Committee held on Thursday 23<sup>rd</sup> May 2024**

The council noted the minutes of the Finance & General Committee held on Thursday 23<sup>rd</sup> May 2024.

**9704. To receive and consider a recommendation from the Finance and General Committee to approve the updated Complaints policy**



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The Clerk advised the council of the updates to the complaints procedure since the policy was referred to the Finance & General Committee. The council agreed with the updates to the policy but wished to make additional recommendations.

- *Include: Resolution may take longer and therefore a timeframe needs to be included and ensure that we are keeping them informed of the progress.*

**Resolved:-** That the Complaints policy be approved and the additional recommendation be delegated to the Clerk to add into the policy.

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

### **9705. To receive and consider a recommendation from the Finance and General Committee to approve the updated policy for the Financial Regulations**

The Financial Regulations had been overhauled and scrutinised by the Finance and General Committee. The council agreed with the changes and the update the the thresholds currently in place for the size of our council.

**Resolved:-** That the Financial Regulations be updated to the most current version provided by NALC with the updates as listed in the Appendix of the Finance & General Committee minutes on 23<sup>rd</sup> May 2024.

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

### **9706. To receive and note the end of year finances for 2023/24**

The council received an update to the current position of the council as of 31<sup>st</sup> March 2024.

**Resolved:-** The council noted the report.

### **9707. To discuss and approve the earmarked reserves for 2024/25**

The Clerk informed the council that reserves need to be reapproved each year, and as the council is informed of the end of year position. It is agreed that a rebalance to earmarked reserves with a business case against each of the reserve amounts be put in place.

The council agreed with provisional earmarked reserves against the current projects on the work programme and approved the report.

**Resolved:-** That the council approved the earmarked reserves for 2024/25 attached as **Appendix A.**

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

### **9708. To receive and consider quotes for the build-up of flower beds**

The council received the plans for the beds which have been agreed to be built or resized. The quote for the work provided is £2730.00 exc. VAT. The Clerk advised that this was a lower quote than usual. The quote break down;



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**Stone Masonry Labour/Day 2,450.00**

**Cement/Materials 280.00**

**2,730.00 exc. VAT**

**Resolved:-** That the council approve the works for the building up of flower beds throughout the parish

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

### 9709. To receive and consider quotes for the installation of flagpoles

The Clerk advised that the flagpoles had been delivered some time ago and that a quote had been sought for installation. The council have already agreed the locations and flagpoles and the installation costs have been costed separately.

**The flagpoles are to be installed at locations;**

- **Gordon Bennett Memorial Hall carpark – 5m**
- **Thurcroft Memorial Garden – 1x 6m and 2x 5m**
- **Brampton Memorial Garden – 1x 5m**

**The total cost is £2220.00 exc. VAT**

**Resolved:-** That the council approve the quote from JC Construction for the amount £2220.00 exc. VAT

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

### 9710. To retrospectively approve a third-party company to undertake a full Fire Risk Assessment of the Gordon Bennett Memorial Hall

The Clerk advised that in the progress of the Gordon Bennett Memorial Hall, an up to date fire risk assessment should be undertaken to ensure that the Gordon Bennett Memorial Hall is complying with current fire risks within the building. The Clerk shared a quote for a company to undertake the risk assessment and provide the council with the actions needed.

As part of this a Fire Risk Assessment will be conducted by an external company – approval was sought from the council by email for the company Pyro to complete the work at the cost of £575 + VAT.

The scope of works is to carry out BAFE SP205 compliant life safety fire risk assessment for the Gordon Bennett Memorial Hall to satisfy the responsible person's obligation under the Regulatory Reform (Fire Safety) Order 2005.

**Resolved:-** That the council approve Pyro to complete the Fire Risk Assessment for the total cost £575 exc. VAT



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

### **9711. To review and appoint members to any external bodies and consider reporting back procedures**

The Clerk presented additional information requested for members considering joining external bodies on behalf of the council. The nominations to the external bodies are;

- RMBC Parish Joint Working Group – Cllr. D Oxley
- BANKS – Cllr B Clark and Cllr C McCartan
- YLCA Branch Meetings – None but to circulate minutes and meeting dates for members to attend when they are available.

**Resolved:-** That the councillors named be appointed to the external bodies on behalf of the parish council and that the Clerk distribute information relating to the YLCA Branch meeting

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

### **9712. To receive a complaint relating to the charges for the football pitch hire**

The Clerk advised of a complaint received before the approval of the new complaints policy. Therefore, in this instance the complaint is presented to the council for a committee to be nominated to look into the complaint. The council agreed for B. Clark, C. McCartan and A. Winsborough to meet the following week to consider the complaint – and for the complainant to be informed of the process.

**Resolved:-** That a complaints committee be delegated to process the complaint. The committee members will consist of B. Clark, C. McCartan and A. Winsborough with the complaint to be heard on 4<sup>th</sup> June 2024. The outcome will be reported back to the next available council meeting.

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

### **9713. To discuss members carrying out tasks on parish land and consider the process with the council**

The Clerk advised that any members carrying out work on parish land and behalf of the council must be covered or delegated in the actions they are carrying out. The Clerk advised of a volunteers policy that would cover members to undertake minor volunteer tasks in the parish – whether that be litter picking or completing small garden tasks.

A member raised the need to include parameters to safeguard members and also not overlap and breach any council contracts for grounds maintenance.

The council wished to have ID cards and hi-vis jackets when completing the volunteer work.

It was agreed that a WhatsApp will be put in place for members to advise when they are completing volunteer work to ensure that there is a log of any activity carried out.



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**Resolved:-** That the Clerk develops a Volunteer policy to be considered at the next Finance and General Committee, ID cards and hi-vis jackets are ordered and that a WhatsApp is put in place for members to adhere to any policy requirements.

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

**9714. To receive correspondence from the principal authority relating to resetting the borough ward priorities and to discuss any parish council priorities that the council would like to be considered**

The council agreed with the ward priorities that had already been set by the borough councillors. The council wished to add one recommendation;

- Include: The middle-aged social isolation and work with social prescribing

**Resolved:-** That the Clerk will report back to RMBC to include the point for more support with social isolation for the middle ages and the use of social prescribing.

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

**9715. To discuss the number of members positions for the council and consider any further action**

The council wish to look into reducing the number of positions on the council due to the numbers being large compared to other larger parish and town councils.

The Clerk advised that he would look into the process of reducing the numbers and report back on how to start the process if the council still agree to reduce the numbers.

**Resolved:-** That delegation be given to the Clerk to research the reduction of the number of seats on the council and the process that the council would need to action.

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

**9716. To discuss the vacancies for the council that are available for Co-Option in line with the Co-Option policy**

The council agreed that they would not like to fill the positions at this time whilst the Clerk undertakes the research into the process to reduce the councils number of seats.

**Resolved:-** That the council wish to not co-opt until the process of reducing the seats of the council has been researched.

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

**9717. To approve accounts for payment and note contractual payments made under the clerk delegation (attached)**

A councillor raised further clarity on the cost code for 'Misc Payments' and would like to see more description for payments in the future.



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**Resolved:-** That the payments be approved for payment and note payments made under the Clerk delegation.

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

### 9718. To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1

**Resolved:-** That the council note that there has been no expenditure outside of the meeting between the Clerk and Chair in line with Financial Regulation 4.1

### 9719. To consider relevant planning applications as published on RMBC's weekly lists (14-20) along with any associated submissions received and any reports on previous planning applications/issues

DATE	LIST NO.	P/A NO.	CASE OFFICER	PLANNING DETAILS	Parish Decision
15/04/2024	16	RB2024/0564	Emily Ushewokunze	82 Laughton Road, Thurcroft. Erection of two storey side and single storey front extension. <a href="https://rotherham.planportal.co.uk/?id=RB2024/0564">https://rotherham.planportal.co.uk/?id=RB2024/0564</a>	No Action
29/04/2024	18	RB2024/0640	Louise Hudson	Single storey front extension. Green Arbour Farm Green Arbour Road, Thurcroft. <a href="https://rotherham.planportal.co.uk/?id=RB2024/0640">https://rotherham.planportal.co.uk/?id=RB2024/0640</a>	No Action

**Resolved:-** That the council wish to take no action on the planning applications listed.

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

### 9720. **CONFIDENTIAL SESSION** - To note an update to Item 48 on the Internal Audit Report 2022/23 and consider any further action

The Clerk updated the council on the amount of remuneration and the explanation. The Clerk asked for a decision from the council on the recommendation 48. The council agreed that having conducted the investigation, this now needs to be put forward to HMRC as agreed previously by the council.

**Resolved:-** That the Clerk is instructed to pass all information gathered from Item 48 to HMRC.

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

### 9721. To notify the clerk of matters for inclusion on the agenda of the next meeting

- Land at Brampton en-le Morthen
- The hut to be included on the next Recreation and Environment Committee
- Allotments to be included on the next Recreation and Environment Committee



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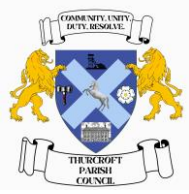
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**9722. To confirm the date and time of the next ordinary meeting of the council on Thursday 27<sup>th</sup> June 2024 at 6.30pm in the Council Chamber of the Gordon Bennett Memorial Hall**

The Chair confirmed that the next meeting will take place on Thursday 27<sup>th</sup> June 2024 at 6:30pm.

**The meeting closed at 8.15pm**





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## Appendix A

### EARMARKED RESERVES

<u>Reserve</u>		<u>CurrentBalance</u>
<b>Capital</b>		
2024-25 CIL MONIES		650.80
<b>Total</b>	<b>Capital</b>	<b>650.80</b>
<b>Earmarked</b>	