

## Minutes of the Ordinary meeting held Thursday 26<sup>th</sup> March 2026

**Present Councillors:** B. Clark (Chair), C. Walker, D. Oxley, T. Murphy, S. Hydes, B. Butler, M. Wordsworth, R. Ridler

**Apologies were received from Councillors:** D. Brown, A. Winsborough

**Absent:** None

**Officers:** S. Wilkinson

**There were no members of the public present**

**Mr George Beddows in attendance for consideration for co-option to the council**

**The meeting started at 6.30pm**

**FC388. To receive and consider reasons for absence**

The Council noted the apologies received from D. Brown, A. Winsborough

**FC389. To receive declarations of personal and pecuniary interest for members and officers**

B. Clark – FC402      S. Hydes – FC416

**FC390. To receive written requests for dispensations for disclosable pecuniary interests (if any)**

None received.

**FC391. To grant any requests for dispensation as appropriate**

No requests to grant.

**FC392. To receive and approve the minutes of the meeting held on Thursday 26<sup>th</sup> February 2026**

**Resolved:** - That the minutes of 26/02/26 be approved

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

**FC393. 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 2 mem**

No items were considered for exclusion of the press and public.

**FC394. Public Participation Session**

No members of the public present.

Chairperson Initial:



# Thurcroft Parish Council

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## FC395. To note the minutes for committee meetings held since the last ordinary meeting of the council

### a) Finance and General Committee held on Thursday 19th March 2026

Minutes were noted.

## FC396. To discuss any applications for Co-option

Council considered the application of Mr George Beddows for co-option onto the council

**Resolved:** It was resolved to co-opt Mr George Beddows to the council.

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

## FC397. To discuss Christmas Closure at the Gordon Bennett

**Resolved:-** Gordon Bennett to be closed from Thursday 24<sup>th</sup> December 2026 and reopen on Monday 4<sup>th</sup> January 2027. Staff may also take annual leave at the beginning of that week, subject to approval.

**Voting:-** 8 Councillors present. 7 voted in favour. 1 voted against.

## FC398. To determine the pay scale range for each council job role

**Resolved:-** Pay scales agreed as follows:

**Admin** – pay scale 5-10 – currently on SCP

**Lengthsman** – pay scale 2-5, currently on SCP 3

**Cleaner** – pay scale 2-5, currently on SCP 3

**Relief Caretaker** – pay scale 2-5, currently on SCP 3

**Caretaker** – pay scale 5-10, currently on SCP 9

**Deputy Clerk** – pay scale 5-14, from 15 onwards if CILCA qualified. Currently on SCP 8

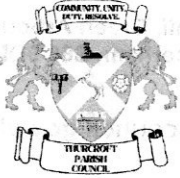
**Clerk** – pay scale 24-32 due to size of council. Currently on SCP 27

Recommendations: Admin to be increased from SCP2 to SCP5 from 1/4/26

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

## FC399. To conduct a pay scale review for each council employee

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**Resolved:** Clerk, deputy clerk and administrator receive a SCP increase on the anniversary of their start date (December, September and February respectively). Caretaker, deputy caretaker, cleaner and lengthsman had a review and subsequent SCP increase in August 2025. No increase due in 2026, to be revisited in March 2027

**Voting:-** 8 Councillors present, all voted in favour

### FC400. To discuss the cemetery warden job details in full

**Resolved a)** Pay scale to be 2-5, starting point SCP3. Start date to be Tuesday 7<sup>th</sup> April after the Easter weekend. Position to have 5 weeks holiday plus 10 days bank holiday for 2026-2027 as easter is early in 2027. Cemetery warden role to be included in the Christmas closure, and the cemetery to remain open throughout the Christmas period.

Recommended that we do not need a relief caretaker just yet, and holidays could be covered by Royce as an existing key holder, a member of office staff or a councillor. No works phone to be issued.

Cemetery open hours will be: **1<sup>st</sup> October - Good Friday 9am - 4pm**

**Good Friday to 30<sup>th</sup> September 8am - 8pm**

**Voting:-** 8 councillors present, all voted in favour

**Resolved b)** The council agreed that, following the second interviews to be held on Monday, a job offer may be made to the selected candidate for the Cemetery Warden position.

**Voting :-** 8 Councillors present. 7 voted in favour, 1 abstained

### FC401. To receive a reminder regarding roles and responsibilities of a councillor

**Resolved:** The council noted that any issues or concerns raised by councillors must be reported through the proper channels. Councillors should direct matters to the appropriate officer in the first instance, and where further escalation is required, this should be taken through the Chair.

### FC402 To discuss horticultural contract applications

Two quotes for the new horticultural contract were received: **Quote (1) £60,726. Quote (2) £11,000.**

**Resolved:-** After discussion, the committee agreed to proceed with the Quote (2) from **Hobsons** at £11,000 which included planting, weeding and watering. It was noted that the cost will reduce to £8,000 in Year 2 should the contract be extended for a further year.

Chairperson Initial:



**Voting:-** 8 Councillors present. 7 voted in favour, 1 abstained.

**FC403. To discuss quotes for the decorative fencing at the Memorial Garden**

As only one quote and drawing had been received for the decorative fencing around the memorial stone, it was agreed that additional quotes would be sought.

**FC404. To discuss summer events quotes**

It was decided that more time was needed to select the equipment for the summer events from the quotes presented. It was agreed that an ad-hoc meeting would be held the following Monday, and the findings would be reported back to the Deputy Clerk.

**FC405. To discuss the new process on attaching hanging baskets and Xmas lights to lamp posts**

It was noted that a new policy will require all lamp posts in the parish to be tested to determine whether they can safely support hanging baskets and Christmas lights, which will potentially incur a cost to the Council. In the meantime, it was agreed that quotes should be sought for Christmas lights.

**FC406. To approve quotes to resurface the path in the Memorial Garden**

Only one quote for the path resurfacing had been received, despite efforts by the Deputy Clerk to obtain additional quotations. Although the Council has used this contractor previously, it was agreed that further quotes should be sourced, including by placing a request on Facebook.

**FC407. To receive and update regarding the parish newsletter**

The Deputy Clerk has been working on a draft newsletter within the constraints of the current software. The draft was presented to Council, and members were asked to take it away and email back any issues or ideas they may have.

**FC408. To receive an update from the architect**

The Deputy Clerk has contacted the architect for an update, but no information has been received to date.

**FC409. To discuss the parish noticeboard content and management**

It was agreed that community notices may be displayed in the noticeboard, provided they are not for profit-making purposes. Any intended notices should be communicated to the Clerk or Deputy Clerk.

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### FC410. To discuss outstanding payments from Gordon Bennett user groups

**Resolved:** - User group has paid in full and is up to date with payments.

### FC411. To adopt the Information Asset Register (IAR) and Record of Processing Activities (ROPA) required for assertion 10

**Resolved:** Proposed policy accepted

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

### FC412. To receive an update on Assertion 10

**Resolved:** As at 19.3.26

#### **.Gov.UK email address**

Council already complies with this requirement.

#### **Website complies with WCAG 2.2 AA Standards**

Vision ICT confirmed that our website is fully compliant with the required standards

#### **IT Policy**

Policy adopted on 29.1.26

#### **Data Protection Policy**

Policy adopted on 29.1.26

#### **Training**

All staff and councillors have been trained on Data Protection/GDPR responsibilities

#### **Data Map**

Data Map (Information Asset Register IAR and Record of Processing Activities (ROPA) policy) policy documented as FG/2026/62

### FC413. To receive an update on the recent Health and Safety inspection report

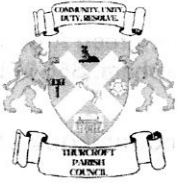
The Council is obliged to carry out wobble tests on all gravestones in the cemetery. It was reported that Winks, the memorial stone company the Council regularly works with, can undertake the wobble testing at a significantly reduced cost. The total price quoted is £750, compared with the previous quotation of £5,000.

**Resolved:** - The council will proceed with the lower quote.

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

### FC414. To approve the quote and wording on the cemetery signage.

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**Resolved:** - A quote for a new cemetery sign had previously been approved, and the wording has now been agreed. It was also agreed that a further quote is required for an additional sign incorporating contact details, the Council crest, and opening and closing hours. The Deputy Clerk will arrange this.

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

### **FC415. To approve the quote and wording on the signage for the Council Chambers**

**Resolved:** Council approved.

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

### **FC416 To discuss a new user group and fees at the Gordon Bennett Memorial Hall**

**Resolved:** - It was agreed that a new user group may hire the Gordon Bennett Memorial Hall at a cost of £6 per hour, within a three-hour window on Sundays.

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

**FC417. It was agreed to extend the Full Council meeting by 10 minutes at 8.26pm. All members present voted in favour.**

### **FC418. To approve the updated booking policy for parties at the Gordon Bennett**

**Resolved:** - Council approved.

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

### **FC419. a) To discuss a request for a surround at the cemetery**

**Resolved:** - It was agreed that the request would not be granted, as a surround would create difficulties for ground maintenance.

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

### **b) To discuss future requests for a surround at the cemetery**

**Resolved:** - It was agreed that future requests for grave surrounds would also not be permitted.

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

**FC420. To consider relevant planning applications as published on RMBC'S weekly lists (March) along with any associated submissions received and any reports on previous planning applications/issues**

No applications received.

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### **FC421. To note accounts for payment and note contractual payments made under the clerk delegation**

Payments and Receipts for January shown to council and noted.

**Resolved:** - That the payments and receipts be noted.

### **FC422. To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1**

A payment of £677.96 was made to Shed Maintenance for mole repair costs at Laughton Common playing fields.

### **FC423. To receive and consider any grant applications received by the council.**

Non-Received.

### **FC424. To receive an update regarding Whitestone Solar Farm**

Nothing to report.

### **FC425. To receive an update from the clerk (for information only)**

- Trees and bushes cut back in the Memorial Garden.
- Pat testing completed at the Gordon Bennett.
- Fireworks confirmed for November.
- Preliminary interviews have taken place re the cemetery warden job.
- Park tenders x 5. Another 4 interested parties.
- Winding Wheel has been tested and no lead is present.
- Community skip day advertised for the Saturday 28<sup>th</sup> March.
- We have used the new grave digger for the first time.

### **FC426. To notify the clerk of matter for inclusion on the agenda of the next meeting**

Nothing to add currently.

### **FC427. To confirm the date and time of the next ordinary meeting of the council on Thursday 30th April 2026 at 6.30pm in the Council Chamber of the Gordon Bennett Memorial Hall**

**The meeting closed at 20.38pm**

Chairperson Initial:

