

THORPE SALVIN PARISH COUNCIL

THE MINUTES MEETING OF THE PARISH COUNCIL HELD AT ST. PETER'S CHURCH ON MONDAY 11 MARCH 2019 AT 7.00PM

Present: Cllrs. Mrs L Hayes (Chair), Mr. J. Cox, Ms. M. Johnson, Mr L Hutchinson and Mr A Colclough

In Attendance: The Clerk to the Council and 4 members of the public.

42.19 To receive any apologies for absence

None were received.

43.19 To approve the minutes of the meeting held on 11 February 2019

Resolved: That the minutes of the meeting held on 11 February are accepted and approved as a true record. Proposed Cllr. Hayes seconded Cllr. Colclough, **Carried**

44.19 To identify any agenda items from which the press and public should be excluded due to the confidential nature of the business to be discussed.

None were identified.

45.19 To declare any interests necessary for this meeting.

None were declared.

Comments or questions from members of the public

Resolved: That the meeting is adjourned for comments and questions from the press and public. Proposed Cllr. Hayes, seconded Cllr. Johnson. **Carried.**

- A resident asked the TSPC to pursue RMBC regarding the grass verges not being cut beyond 30 Worksop Road towards Shireoaks – **Clerk to action**

46.19 To note any matters arising (For information only)

- a) Cllr Hayes has attempted to contact a farmer several times in relation to Bridle path 18, but is still awaiting a call back.

47.19 To consider planning matters

RB2019/0266 – 20 Worksop Road - Demolition of existing car port and green house and erection of detached garage with rooms in the roofspace, alterations to existing dwelling to include removal of chimney and formation of dormer window to west elevation and alteration to access

Resolved: That Cllr Cox will draft a response to be sent by the Parish Clerk to RMBC Planning objecting to the application. Proposed Cllr. Cox, seconded Cllr. Hayes. **Carried**

RB2019/0287 - 52 Common Road - Erection of boundary wall to front

Resolved: That Cllr Cox will draft a response to be sent by the Parish Clerk to RMBC Planning objecting to the application. Proposed Cllr. Cox, seconded Cllr. Hayes. **Carried**

RM2016/0523 – The Barn, Common Road - conversion of a barn into a residential dwelling.

THORPE SALVIN PARISH COUNCIL

An appeal has been submitted to the Planning Inspectorate against the enforcement notice. Once an Inspector is appointed a start date for the appeal will be given.

48.19 To consider training for Councillors

Cllr Cox wishes to attend the Planning Seminar at a cost of £115 being run by YALC.

Resolved: That Cllr Cox will attend the training. Proposed Cllr. Cox, seconded Cllr. Hayes.

Carried

49.19 To receive the RFO's report

- a) After 11 months of the financial year 105% of anticipated income has been received and 90.93% planned expenditure spent.
- b) Account balances as at 28 February were – Current £2201.04, Business £5098.87, Total £7,222.91. HMRC have reimbursed TSPC for VAT of £724.72

50.19 To approve the Parish Council Financial Risk Assessment

The financial risk assessment was presented to the Council. There is an omission surrounding two items including performance measurements and review of the Clerk's contract.

Resolved: That Chair Hayes will draft performance measures and review the employees contract. Proposed Cllr. Hayes, seconded Cllr. Cox. **Carried**

50.19 To consider matters relating to the 2019 Audit

a. To approve continuing arrangements for the Internal Audit 2019

Resolved: That Faye Hazelhurst from Voluntary Action Rotherham Community Accountancy Service will complete the internal audit for Thorpe Salvin. The IA will cost £178.50 including VAT. Proposed Cllr. Hayes, seconded Cllr. Johnson. **Carried.**

b. To reappoint Voluntary Action Rotherham to undertake the Audit

The current remit for the Internal Auditor is to review internal controls and ensure that the Council has complied with its own financial regulations. The Clerk as Responsible Finance Officer provides a regular bank reconciliation to the Internal Auditor together with bank statements, files, minutes and all other documentation requested. All payments are approved by the Council and all invoices available for inspection by the Council. Cheques are signed by authorised signatories in accordance with the requirements of the Local Government Act 1972 and the Council's Financial Regulations.

The Internal Auditor will also be asked to review the Council's compliance with the Transparency Code which was introduced last year. It does not replace the need for external audit, but this does not cost.

No further amendment was considered necessary to the current process for Internal Audit and it was recommended that the Internal Audit should take place in May 2019.

Resolved: That the arrangement for the Internal Audit are approved for Thorpe Salvin. Proposed Cllr. Hayes, seconded Cllr. Johnson. **Carried.**

THORPE SALVIN PARISH COUNCIL

c. To discuss data processing agreement with VAR

It was discussed that no other contractors, aside from VAT and RMBC, required data procession agreements with TSPC.

51.19 To approve the Parish Council Asset Register

Resolved: That the Insurance will be updated to include the cost of the plinth on the bench at Ladyfield Road and the Asset Register presented again at the next meeting. Proposed Cllr. Hayes, seconded Cllr. Johnson. **Carried.**

52.19 To approve accounts for payment

Resolved: That accounts presented for payment are approved. Proposed Cllr. Hayes, seconded Cllr. Johnson. **Carried**

53.19 To consider responding to the Review of Polling Districts, Polling Places and Polling Stations

Resolved: That TSPC does not wish to comment. Proposed Cllr. Hayes, seconded Cllr. Johnson. **Carried**

54.19 To consider approaching SYPTE regarding parking facilities at Kiveton Park Station

Resolved: That Cllr Cox will summarise the issues, for the Parish Clerk to send to SYPTE regarding the lack of appropriate parking spaces. Proposed Cllr. Cox, seconded Cllr. Hayes. **Carried**

55.19 To discussion the litter pick

Resolved: That Cllr Hayes will take receipt of the litter picking items from RMBC a few days in advance and Cllrs Johnson and Cox will lead the litter pick, and complete the risk assessment on the day. Proposed Cllr. Cox, seconded Cllr. Johnson. **Carried**

56.19 To discuss a footpath between Sorby Field and Worksop Road

Cllr Cox proposed the idea of a new stepping-stone footpath as a future project possibly funded from grants, as it had not been budgeted for.

57.19 To discuss HMRC's 'making VAT digital' programme

HMRC will introduce changes from April 2019 affecting VAT-registered businesses with a taxable turnover above £85,000. This does not apply to TSPC.

58.19 To note any correspondence

None received.

59.19 To receive information / reports on external meetings held in February/March

Chair Hayes reported on an external meeting which she was invited to by RMBC and South Yorkshire Police. It focussed on the pre-requisite of a Community Liaison Group, before work starts. Ineos will commence work on Common Road Harthill next month.

THORPE SALVIN PARISH COUNCIL

60.19 To consider matters relating to Sorby Field

- a) February Play Inspection Report, gave a 'Moderate Risk' rating due to the need for some welding to a bench. **Clerk** to action.
- b) Update on moles activity - Recently evidence of two more moles have appeared and been dealt with by the Mole Catcher.

61.19 To consider matters relating to: -

- a) Ladyfield Road
- b) Worksop Road
- c) Common Road
- d) Manor Road

Clerk asked to chase Mr A Lee at RMBC regarding the request for double yellow lines on Manor Road, and to have received an update on the housing situation on Ladyfield Road at the May meeting.

62.19 To consider other grounds maintenance and miscellaneous matters

Cllr Hayes reported that the quote from Shred-it! for destroying old parish documents was £10 per bag with a minimum of 10 bags to be removed. **Resolved:** That Shred-it! should be used to destroy old documents. Proposed Cllr. Hayes, seconded Cllr. Johnson. **Carried**

63.19 Individual Councillor Reports (for information only)

The Chair reported that Thorpe in Bloom were considering further work on Coronation Garden. It was suggested that the Chair of TiB be invited to the next parish council meeting,

The meeting closed at 8.26 pm

Signed

Chair