

MINUTES OF THE ANNUAL MEETING OF ARMTHORPE PARISH COUNCIL
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH
STREET, ARMTHORPE, ON TUESDAY, 17TH MAY 2011

PRESENT:-

Councillors E. Butler, T. Cordon, L.S. Dickman, M.J. Doran, V. Doran,
P.J. Farrell, P.A. Hanson, S.A. Pickles and F.J. Tyas.

APOLOGIES

Apologies for absence were received from Councillors J.R. Armstrong,
A. Brown, A.J. Brown, C. J. McGuinness, S.L. McGuinness and V. Jennings.

1. DECLARATIONS OF ACCEPTANCE OF OFFICE

RESOLVED

- (1) it be noted that each Member of the Council present at the meeting signed a statutory Declaration of Acceptance to the Office of Councillor;
- (2) that Councillors J.R. Armstrong, A. Brown, A.J. Brown, C. J. McGuinness, S. McGuinness and V. Jennings be permitted to sign their statutory Declarations of Acceptance to the Office of Councillor either before or at the next meeting of the Council.

2. APPOINTMENT OF CHAIRMAN

RESOLVED

- (1) that Councillor V. Doran be appointed Chairman of the Parish Council for the ensuing year;
- (2) it be noted that Councillor V. Doran signed her statutory Declaration of Acceptance of the Office of Chairman of the Council.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Councillor F.J. Tyas be appointed Vice-Chairman of the Council for the ensuing year.

4. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declarations were made at the meeting.

5. CHAIRMAN'S ALLOWANCE

RESOLVED that the Chairman's Allowance be fixed at £400.00 for the ensuing year.

Initials

6. MEETING ARRANGEMENTS

RESOLVED that a meeting of the Council be held at the Community Centre on the first Tuesday in each month at 7.00 p.m., except

- (a) during the month of August which shall be the recess; and
- (b) in other months where the Clerk (in consultation with the Chairman and/or Vice-Chairman) makes alternative arrangements.

7. COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE

RESOLVED

- (1) that the Community Centre and General Purposes Committee continues to meet and to exercise all the powers and functions of the Council relating to:
 - (a) the Community Centre project (including the power to co-opt up to seven Members to the Committee) except that the Committee shall not be empowered to authorise the borrowing of money or issuing a precept or deal with matters relating to the operation of the bar in the Community Centre;
 - (b) all forms of entertainment to be provided by the Council including the fireworks display and to make the appropriate arrangements each year;
 - (c) the Annual Christmas Tea and Social for elderly residents of Armthorpe, including the power to incur expenditure for this purpose under the provisions of Section 137 of the Local Government Act 1972;
 - (d) the duties and responsibilities of the Sports and Recreation Officer, including determining the income and expenditure relating to the services provided by him/her and all other matters associated with the post;
- (2) that membership of the Committee comprise (on a rotational basis) thirteen Members of the Parish Council;
- (3) that meetings of the Community Centre and General Purposes Committee be held on the third Tuesday in each month at 7.00 p.m., (except August and other months where the Clerk [in consultation with the Chairman and/or Vice-Chairman] makes alternative arrangements).

Initials

8. FINANCE COMMITTEE

RESOLVED

- (1) that the Finance Committee continues to meet to consider the following matters:-
 - (a) To exercise budgetary control of the Council's estimates throughout each financial year, supervision of the administration and other matters relating to the Council's accounting records and procedures, including arranging from time to time an internal audit of the same and to report any findings and make recommendations to the Council (as per Minute 110/96);
 - (b) To have delegated authority to carry out all the powers and duties of the Council relating to the operation of the bar in the Community Centre, including appointment of casual bar staff, hours of duty, rates of pay, setting the bar tariff and purchasing of necessary equipment and drinks (as per Minute 8/99);
 - (c) To identify (within the Council's statutory powers) and prioritise any projects which the Committee feels will benefit the community and to make recommendations in respect of the same to the Council, together with estimates of the costs;
 - (d) To make recommendations to the Council on staff salaries and rates of pay, including annual pay awards;
- (2) that membership of the Committee comprise (on a rotational basis) thirteen Members of the Parish Council;
- (3) that the Committee shall meet on the fourth Tuesday every four months at 7.00 p.m., (except August and other months where the Clerk [in consultation with the Chairman and/or Vice-Chairman] makes alternative arrangements).

9. STAFFING COMMITTEE

RESOLVED

- (1) that the Staffing Committee continues to meet and have delegated authority to exercise all the powers of the Council to make appointments to permanent posts of the Council, including determination of terms and conditions of service, grievances, etc. and dismissal of all such employees, except

Initials

that the appointment of the Clerk to the Council and his/her terms and conditions of employment shall be determined by a special meeting of the whole Council;

- (2) that membership of the Committee comprise Councillors A. Brown, V. Doran, P.J. Farrell, P.A. Hanson, V. Jennings, C.J. McGuinness and S. McGuinness;
- (3) that meetings of the Committee be called by the Clerk to the Council (after consultation with the Chairman and/or Vice-Chairman of the Committee) when it is considered appropriate for matters to be considered at such a meeting.

10. DISCIPLINARY AND GRIEVANCE APPEALS PANEL

RESOLVED

- (1) that the Disciplinary and Grievance Appeals Panel have delegated authority to exercise all the powers of the Council in relation to the determination of employee appeals from decisions of the Staffing Committee;
- (2) that membership of the Panel comprise five Members of the Council who are not Members of the Staffing Committee, namely, Councillors T. Corden, L.S. Dickman, M.J. Doran, S.A. Pickles and F.J. Tyas;
- (3) that meetings of the Panel be called by the Clerk to the Council (after consultation with the Chairman and/or Vice-Chairman of the Committee) when it is considered appropriate for matters to be considered at such a meeting.

11. FREEMEN COMMITTEE

RESOLVED that the Freemen Committee make recommendations to the Council regarding (amongst other things):-

- (1) updating the eligibility criteria for nominations for any future awards of Freemen and/or Freewomen of the Parish of Armthorpe;
- (2) submitting nominations for the grant of the title of honorary freemen/women of the parish to “persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to their place or area”;
- (3) that membership of the Committee comprise five Members of the Council appointed at the Annual Meeting of the Council;

Initials

- (4) that as the award of honorary freemen or freewomen of the parish is the highest award the Parish Council can make, meetings of the Committee be determined by the Council on an infrequent basis and (generally) at not less than eight yearly intervals from 2010, (as per Minute 5 (4) of the Freemen Committee meeting held on 22nd June 2010 and approved by the Council at a meeting held on 6th July 2010, Minute 44).

12. APPOINTMENTS TO OUTSIDE BODIES

RESOLVED that the following representatives be appointed to the outside bodies referred to below:-

- (1) Councillor M.J. Doran - Armthorpe Poors Estate Charity;
- (2) Councillors V. Doran and P.A. Hanson - Doncaster M.B.C. Standards Committee;
- (3) Councillors V. Doran, P.A. Hanson and S. McGuinness - Doncaster M.B.C. Standards (Parish Council) Sub-Committee;
- (4) Councillors V. Doran and F.J. Tyas - Yorkshire Local Councils Associations, South Yorkshire Branch.

13. CO-OPERATIVE BANK PLC AND SIGNATORIES MANDATE

RESOLVED

- (a) that the Co-operative Bank plc ("the Bank") shall continue as one of the Council's bankers in accordance with our original application;
- (b) the Bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from the Council in connection with the accounts and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 6b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on the Council's behalf (even if the payments cause the accounts to be overdrawn) and requests or instructions in writing concerning the accounts, the Council's affairs or property (including the opening of new accounts) the arranging of facilities and creation of security);

Initials

- (c) the Bank shall be authorised to honour all cheques and all other documents made or accepted on the Council's behalf even if such payment causes any accounts to be overdrawn or increases any existing overdraft, provided that such documents are signed by any three signatories, in accordance with the specimen signatories shown in the account signatories Section 6b;
- (d) the Bank shall act on all specimen signatories in accordance with any instruction, notice, request or other document in writing concerning the Council's accounts (including the opening of new accounts), affairs or property, as shown in the account signatories Section 6b;
- (e) the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions;
- (f) the Bank shall be sent a copy of any changes in the Council's constitution/rules/memorandum and articles of association/rules or byelaws;
- (g) the Bank shall be notified in writing of any change of Members of the Council;
- (h) the Bank shall be notified in writing of any change of official authorised to sign on the Council's behalf;
- (i) the Bank shall otherwise continue to operate the Council's accounts in accordance with the business account mandates;
- (j) the Bank shall be notified in writing of any overall change of control of the Council;
- (k) that the Bank registers the Council for the Business Online Banking Service and the Council's authorised signatories confirm:-
 - (i) that the conditions of the Business Online Banking Service have been read and the terms and conditions of the same agreed to;
 - (ii) that the Bank provide the Clerk to the Council, who is an authorised signatory, with access to the Business Online Banking Service;
- (l) that the Bank is requested to issue a Co-operative Bank Business Charge Card to Mr. G. Shephard, Clerk to the Council, whose name is set out in the Business Credit Individual Card Users form. The Card is to be subject to the Co-operative Bank Business Charge Card Conditions of Use, a copy of which has been provided and is approved and by which the Council agrees to be bound;

Initials

- (m) the Bank is authorised to debit the current account with the Bank with all transactions effected under such Business Charge Card together with any fees for the issue and renewal of such Business Charge Card and the liability for any overdraft so created, together with interest is accepted by the Council;
- (n) the Bank is authorised to make any amendments to the list of Cardholders including the addition thereto from time to time of such individuals as may be advised to the Bank in writing by the Clerk to the Council;
- (o) this authority shall remain in force notwithstanding any change in the name of the Council and change in its membership for whatever reason;
- (p) the Bank is authorised to make any searches with credit reference agencies which will keep a record of that search to confirm the details of this application for credit assessment;
- (q) the Council acknowledges that these instructions shall be governed by and construed in accordance with English Law.

14. BARCLAYS BANK PLC AND SIGNATORIES MANDATE

RESOLVED

- (1) that the Barclays Customer Agreement and other documents which the Bank has provided has been considered and the Council appoints Barclays Bank plc (“the Bank”) as one of the Council’s bankers;
- (2) the Council accepts the terms of the Barclays Customer Agreement and confirms such acceptance to the Bank by completing the Bank’s form of Appointment of Bankers;
- (3) the Council authorise any individual named in Section 2 (an ‘authorised’ person) either individually or, if relevant, with other authorised person(s) in accordance with Section 3 to:
 - (a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of the Council from time to time; and
 - (b) give instructions concerning the operation of the Council’s bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Customer Agreement; and
 - (c) register the Council for the Bank’s computer and telephone banking services;

<i>Initials</i>

- (4) the Councillors noted that if the Council has registered for the Bank's computer and telephone banking services any of the authorised persons acting in accordance with the current approval processes for the services would be responsible for amending the Council's 'customer profile' which (among other things) determines
- the accounts that can be accessed by computer or telephone;
 - security procedures and the number of individuals required to approve each instruction issued to the Bank (approval processes);
 - the individuals ('Users') allowed to use the service for making payments and other purposes (within any specified limits);
- (5) the Councillors also noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the Council notifies the appropriate computer or telephone banking service that the User is no longer authorised to act for it.

15. MINUTES

RESOLVED that the Minutes of the meeting of the Council held on 5th April 2011 (copies of which had previously been circulated to each Member) be approved as a correct record and signed by the Chairman.

16. BURIALS

RESOLVED

- (1) it be noted that since the last meeting of the Council, there had been 1 interment and 3 interments of cremated remains at the Rands Lane burial ground;
- (2) that the request for interment of three urns of cremated remains (one now and two in the future) in an existing burial plot for which the family has the exclusive right of burial, be deferred for consideration at the next meeting of the Council.

17. ACCOUNTS FOR PAYMENT

RESOLVED

- (1) that the following schedule of accounts paid or for payment be approved:-

Initials

	£		
D. Cooke	572.88	Gardening charges	507283
D. Cooke	25.00	Petrol	507284
Commerce Business Systems Ltd.	101.40	Copying charges	507287
Inland Revenue	2,575.08	Tax, National Insurance	507289
South Yorkshire Pensions Authority	549.34	Superannuation contributions	507290
Doncaster M.B.C.	147.76	Grounds maintenance	507292
Yorkshire Water	38.86	Water charges - Burial Ground	507294
Employees	6,765.88	Pay	507298- 507302 507304- 507310 507313
Sage (UK) Ltd.	28.80	P60 stationery	507317
Zurich Insurance	6,707.32	Annual premium	507318
Doncaster M.B.C.	4.00	Playing field rent 2010 & 2011	507319
Doncaster M.B.C.	115.83	Refuse collection - Burial ground	507320
Commerce Business Systems Ltd.	31.31	Copying charges	507329
H.M. Revenue & Customs	2,349.02	Tax, National Insurance	507332
South Yorkshire Pensions Authority	989.74	Superannuation contributions	507333

(2) that the following schedule of accounts paid or for payment which was approved by the Council's Community Centre and General Purposes Committee on 19th April 2011, be noted:-

	£		
B.A. Cheetham	165.00	Stocktake reports	507268
British Gas Business	3,423.91	Gas charges	507270
J. Copeland	90.00	Splash - coaching fee	507271
C. McCombe	60.00	Splash - coaching fee	507272
Doncaster M.B.C.	1,150.00	Electrical works to lighting columns 2008-2009	507273
G.P. Services (UK) Ltd.	121.32	Supply toilet rolls	507275
S. Clayton	200.00	Training etc. expenses	507278
A. Pearson	200.00	Training etc. expenses	507279
J.E. Hardy	402.98	Reimburse cost of TV & bracket	507281
S.E. Ward	55.00	Dishwasher repairs	507282
Beauty Lounge (Doncaster) Ltd.	450.00	Fees for beauty treatments - Maple Grove (10 weeks)	507285
A.G. Barr plc	41.39	Soft drinks	507286
Gas & Hire Ltd.	91.91	Cylinder hire and refills	507288
Doncaster M.B.C.	47.38	Call-out fee - CC external lighting	507291
Yorkshire Water	104.26	Water & sewerage charges - CC	507293

Initials

18. PLANNING

RESOLVED

- (1) that details of the 12 applications submitted to Doncaster Borough Council since the last meeting of the Parish Council for planning permission to carry out development in Armthorpe, be noted;
- (2) that in respect of the application for change of use of gift shop (Class A1) at 49 Beech Road to hot food takeaway (Class A5), including formation of new front entrance doors and new extract flue to rear (being application under Regulation 3 of the Town and Country Planning (General) Regulations 1992, the Borough Council be requested to impose a condition restricting the closing hours to 10 pm each day (Monday to Sunday) for the reason that remaining open beyond that time may be detrimental to the amenity of residential occupiers in the area; and
- (3) that no objections or comments be submitted to the Borough Council in respect of the 11 remaining applications considered.

19. WARD MEMBERS' REPORTS

RESOLVED it be noted that the only Armthorpe Ward Member present at the meeting was Councillor T. Cordon and as he had only been elected a Member of Doncaster Borough Council on 5th May 2011, he had nothing to report to the Parish Council, as the Borough Council had not conducted any formal business since that date.

20. CRB CHECKS FOR MEMBERS

RESOLVED that the contents of a report submitted by the previous Chairman of the Council, Councillor S.A. Pickles (copies of which had previously been circulated to each Member), recommending that Members of the Council agree to subject themselves to checks made of the Criminal Records Bureau, for the reasons stated, be approved.

21. BRIAR ROAD PLAYING FIELD

RESOLVED that the action of the Clerk in accepting (since the last Council meeting and after consulting the Chairman and Vice-Chairman of the previous Council) the lowest quotation for levelling and seeding works to part of the Briar Road playing field, which had been received from Doncaster Borough Council in the sum of £3,505.37, be noted and approved.

Initials

22. LOCAL GOVERNMENT ACT 1972, SECTION 222

RESOLVED that pursuant to Section 222 of the Local Government Act 1972 the Clerk be authorised to commence an action on the Council's behalf in the County Court, against Mr. L.M. to recover from him the court costs of the action and the cost of replacing floor covering in the kitchen of Armthorpe Community Centre, which had been damaged during the hiring of those premises by Mr. L.M. on 13th March 2011.

23. GRANTS TO OUTSIDE BODIES

RESOLVED that in accordance with its powers under Section 137 of the Local Government Act 1972, the Council should incur the following sums, which in its opinion, are in the interests of the area or part of it or all or some of its inhabitants and will benefit them in a manner commensurate with the expenditure:-

- (a) Southfield Kids Club - £50.00
- (b) Children with Leukaemia - £50.00.

24. ARMTHORPE POORS ESTATE CHARITY

RESOLVED

- (1) that the contents of a letter received from the Secretary to the Armthorpe Poors Estate Charity, enclosing a cheque for £500 to support the Parish Council in its work to benefit local residents who are both retired and in need, be noted; and
- (2) that the sincere thanks of Members of the Council be conveyed to the Trustees of the Charity for their generous donation in this matter.

25. MMI SCHEME OF ARRANGEMENT

RESOLVED that the latest schedule of information received from Municipal Mutual Insurance Limited, relating to the Scheme of Arrangement for the six months ending 31st March 2011, together with a copy of the report on the Twenty-first Meeting of the Creditors' Committee, which was held on 17th November 2010 in accordance with the terms of the Scheme, be noted.

26. COUNCILLOR TRAINING COURSES

RESOLVED that details of training courses for newly elected Councillors, organised by the Yorkshire Local Councils Associations, be noted and those Members wishing to attend any of the courses should contact the Clerk for the necessary arrangements to be made.

Initials

27. JOINT REGIONAL TRAINING CONFERENCE

RESOLVED that details of the Joint Regional Training Conference organised jointly by the Yorkshire and the Humber Regional Training Partnership, Yorkshire Local Councils Associations and the East Riding Northern Lincolnshire Local Councils Association, which is to be held in Willerby, East Yorkshire, between 23rd and 25th September 2011, be noted.

28. PARISH COUNCILS JOINT CONSULTATIVE COMMITTEE

RESOLVED that the contents of the Minutes of Doncaster Borough Council's Parish Councils Joint Consultative Committee meeting, held on 22nd March 2011, copies of which had previously been circulated to each Member, be noted.

29. ADOPT-A- PATH VOLUNTEER SCHEME

RESOLVED

- (1) that the contents of correspondence received from Doncaster Borough Council supplying information (amongst other things) about its Adopt-A-Path Volunteer Scheme, be noted; and
- (2) the correspondence be displayed on village notice boards and the Parish Council's website.

30. DMBC - VARIOUS MATTERS

RESOLVED

- (1) that the Borough Council be requested to:-
 - (a) replace the missing street nameplate in Whiphill Lane;
 - (b) have attention paid to the manhole cover situate in Nutwell Lane, outside the Horse & Groom public house, which causes a noise nuisance every time a motor vehicle is driven over it;
 - (c) investigate complaints from motorists egressing Beech Road to enter Church Street about their visibility being obstructed by vehicles (particularly high sided ones), which are parked in the lay-by adjacent to the new parade of shops on Church Street;
 - (d) re-new the worn out double yellow lines in Beech Road in the vicinity of its junction with Church Street;

Initials

- (2) that Councillor T. Corden be thanked for his undertaking to raise with the Borough Council the complaints and concerns of residents living on the Southmoor Estate regarding:-
- (a) the anti-social behaviour of young people using the play park situate off Jenkinson Grove (the park);
 - (b) the failure of the developers of the estate to plant trees on the park in accordance with the requirements of the planning permission for the development; and
 - (c) problems being caused to residents and motorists:-
 - (i) by the indiscriminate parking of motor vehicles on the highway in the vicinity of the Reeves Way/Jenkinson Grove junction; and
 - (ii) the raised triangular area to accommodate the proposed monument to be erected on the same.

Signature