

MINUTES OF THE ANNUAL MEETING OF ARMTHORPE PARISH COUNCIL
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH
STREET, ARMTHORPE, ON TUESDAY, 6TH MAY 2014

PRESENT:-

Councillors J.R. Armstrong, T. Corden, L.S. Dickman, M.J. Doran, V. Doran, P.J. Farrell, P.A. Hanson, C.J. McGuinness, S.L. McGuinness, W.L. Moore and F.J. Tyas.

APOLOGIES

Apologies for absence were received from Councillors E. Butler and S.A. Pickles.

1. 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 Doran had signed her statutory Declaration of Acceptance of the Office of Chairman of the Council.

2. APPOINTMENT OF VICE-CHAIRMAN

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

3. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

RESOLVED that the following declarations made at the meeting be noted:-

Councillor T. Corden - Minute 13 relating to the Neighbourhood Development Plan when he did not speak or vote on the same.

Councillors L.S. Dickman and P.J. Farrell - Minute 18 relating to Planning, when they did not speak or vote on the respective applications for which they had declared an interest.

Councillor C.J. McGuinness - Minute 18 relating to Planning and he left the meeting during consideration of the same.

4. CHAIRMAN'S ALLOWANCE

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

Initials

5. 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.

6. 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;
 - (e) where it is considered necessary between monthly meetings of the full Council, the Committee shall exercise all the functions of the Council (except the power to authorise the borrowing of money or issuing a precept);
- (2) that membership of the Committee comprise (on a rotational basis) thirteen Members of the Parish Council;

<i>Initials</i>

- (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).

7. 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).

Initials

8. 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 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 V. Doran, P.J. Farrell, P.A. Hanson, C.J. McGuinness, S.L. McGuinness and W.L. Moore;
- (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.

9. 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.

10. 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;

Initials

- (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;
- (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).

11. MINUTES

RESOLVED that the Minutes of the meeting of the Council held on 1st April 2014 (copies of which had previously been circulated to each Member) be approved as a correct record and signed by the Chairman.

12. MINUTES OF THE EXTRAORDINARY MEETING

RESOLVED that the Minutes of the Extraordinary Meeting of the Council held on 15th April 2014 (copies of which had previously been circulated to each Member) be approved as a correct record and signed by the Chairman.

13. NEIGHBOURHOOD DEVELOPMENT PLAN

RESOLVED

- (1) that the report circulated at the meeting by Councillor P.J. Farrell which (amongst other things) made suggestions relating to the Neighbourhood Development Plan Steering Group (the Group), be noted;
- (2) it be noted that the Council’s Standing Orders were then suspended only for the remainder of this item of business;
- (3) that no Members be appointed to a new Group and those appointments made at the previous meeting be rescinded;
- (4) that the process to complete the Draft Armthorpe Neighbourhood Development Plan be undertaken by Members of the full Council at future Extraordinary Meetings to be called by the Chairman;

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- (5) that the Council's Planning Consultant, Mr. K. Burley, be requested to make enquiries about The New Homes Bonus paid by central government to local councils, for increasing the number of homes, etc. and consider if it has any relevance to the Draft Plan.

14. COUNCILLORS ANN BROWN AND ANTHONY J. BROWN

RESOLVED

- (1) that the contents of an email from Councillors Ann Brown and Anthony J. Brown resigning from their respective Offices of Councillor with effect from 16th April 2014, be noted;
- (2) that the offices of Councillors A. Brown and A.J. Brown be declared vacant;
- (3) that the Council forthwith give notice of the casual vacancies in the Offices of Councillor.

15. ALLOTMENTS COMPETITION

RESOLVED

- (1) it be noted that all tenants of the Mercel Avenue allotment site had been asked to indicate by 13th May 2014 whether they wished to participate in an allotments competition this year;
- (2) that if there is sufficient interest from a majority of the tenants, arrangements be made for an allotments competition to be held in June 2014 and judged by someone independent of the Council.

16. BURIALS

RESOLVED

- (1) it be noted that since the last meeting of the Council, there had been 1 interment and 5 interments of cremated remains at the Rands Lane burial ground;
- (2) that the contents of a letter received from Charles Carpenter Funeral Services (the company), regarding the fees for the provision of concrete slabs and segments between the ashes plots and graves in the Rands Lane burial ground, be noted;

Initials

- (3) that in view of the fees to be imposed by the company, the conditions relating to the erection of memorial stones in the Rands Lane burial ground be amended and in future funeral companies/monumental masons be responsible (at their own expense) for providing concrete slabs and segments between ashes plots in the Rands Lane burial ground;
- (4) that Members carry out an inspection of the Rands Lane burial ground on Saturday 17th May 2014 at 10.00 am and afterwards at the Mercel Avenue allotment site.

17. ACCOUNTS FOR PAYMENT

RESOLVED

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

	£		
D. Cooke	262.58	Gardening charges	508635
Yorkshire Purchasing Organisation	65.88	Copy paper, litter picker etc.	508637
Doncaster MBC	1,174.06	Grounds maintenance	508643
Commerce Business Systems Ltd.	108.94	Copying charges	508646
Doncaster MBC	699.36	Grounds maintenance	508648
Lyreco UK Ltd.	58.80	Ink cartridges	508649
J. Hardy	39.99	PDF converter	508685
K.A. Burley	2,248.00	Professional fees - NDP	508686
D. Cooke	763.55	Gardening charges	508688
D. Cooke	10.00	Petrol	508689
HMRC	2,255.98	Tax, National Insurance	508691
South Yorkshire Pensions Authority	1,054.81	Superannuation contributions	508692
Employees	7,571.14	Pay	508693-508706
Yorkshire Purchasing Organisation	66.96	Copy paper	508708
Doncaster East I.D.B.	4.64	Drainage rates	508710
npower	30.71	Electricity charges 1/2-31/3/14 - Briar Road MUGA	508712
npower	35.91	Electricity charges 16/12/13 - 31/1/14 - Briar Road MUGA	508715
Yorkshire Water	37.05	Water charges - Allotments 10/2-31/3/14	508716
Yorkshire Local Councils Associations	1,125.00	Annual subscription	508717
Doncaster MBC	195.00	Refuse collection - burial ground	508718
Doncaster MBC	2.00	Rent - Briar Road playing field	508720
Children with Cancer UK	100.00	Grant	508730

Initials

- (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 16th April 2014, be noted:-

	£		
Yorkshire Purchasing Organisation	105.88	Cleaning materials	508647
Gas & Hire Ltd.	7.92	Cylinder hire	508650
Cash	100.00	Petty cash - CC	508654
British Gas	869.73	Gas charges	508670
Gas & Hire Ltd.	37.99	Gas refills	508673
B.A. Cheetham	330.00	Stocktake reports	508676
T. Disdel	360.00	Aromatherapy sessions	508679
Baker Ross Ltd.	236.79	Arts and crafts materials	508680
Good Directions Ltd.	847.80	Clock repair	508681
O. Garner	185.00	Dance fees - March	508682
C. Hughes	427.57	S & R equipment	508683
Councillor A.J. Brown	33.95	Varnish, sanding pads etc re bar	508684
Yorkshire Water	122.86	Water & sewerage charges - CC	508687
Sports Leaders UK	150.00	Training course fee	508690

18. PLANNING APPLICATIONS

RESOLVED

- (1) that details of the 11 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) it be noted that notification had been received (in view of the Parish Council's original objection to B8 Use) that the outline application for commercial/employment development (Class B1, B2 and B8) on approximately 12.83 ha of land off Hatfield Lane (approval being sought for access) will be presented to Doncaster Borough Council's Planning Committee on 29th April 2014 at 2.00pm.

19. WARD MEMBERS' REPORTS

RESOLVED

- (1) that Ward Councillors T. Corden, C.J. McGuinness and S.L. McGuinness be thanked for reporting and supplying information on the following matters:-
- (a) local public library in Church Street - its roof was being renewed and a mobile library would operate from outside the building until the works were completed; it was to become a community library operated by volunteers with Council staff working some specified hours;

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- (b) two horses belonging to local travellers were grazing on land behind the skate park on Wickett Hern Road and Officers from Doncaster Borough Council were dealing with the matter;
 - (c) an archaeological dig was being carried out on land in Edenthorpe to measure methane gas from the former colliery, which may lead to an application being made for planning permission to carry out development;
- (2) that the request to enable members of the public to use the Parish Council's photocopier in the Community Centre upon payment of a small fee per copy, be refused owing to insufficient staffing resources available to assist with this process;
 - (3) that the Ward Members be thanked for their undertaking to notify the Borough Council that the highways in most need of resurfacing are Woodlea Grove/Chestnut Avenue/ Almond Avenue areas and the footway on The Acorn side of Hatfield Lane.

20. LLOYDS BANK COMMUNITY FUND

RESOLVED that the contents of a letter from Lloyds Banking Group addressed to The Right Hon. Rosie Winterton, MP, be noted, inviting nominations for local good causes to apply to its Community Fund for grants of up to £3,000, to support projects and services that make a positive difference to local communities.

21. ARMTHORPE ELMFIELD BAND

RESOLVED that the contents of a letter be noted from Armthorpe Elmfield Band, which invited Members to attend its Celebration Concert at Armthorpe Community Centre on 31st May 2014, to say farewell to its twin town band the Spielmannszug Disteln-Backum from Herten in Germany.

22. MINERS' STAINED GLASS MEMORIAL WINDOW

RESOLVED that the contents of a letter be noted from the Secretary to the Trustees of the Armthorpe Miners' Welfare Scheme, which invited Members to attend a service on 22nd June 2014 at 4.00pm in the Parish Church of St. Leonard and St. Mary, to dedicate a stained glass window and brass plaque in the church, in memory of miners who worked at the former Markham Main Colliery.

23. PLANNING APPEALS

RESOLVED it be noted that:-

<i>Initials</i>

- (1) the Planning Inspectorate had allowed an appeal against the refusal by Doncaster Borough Council of an application for planning permission to erect a pharmacy with first floor living accommodation, to include car parking, following demolition of existing buildings at 18 Mere Lane;
- (2) an appeal had been submitted to the Planning Inspectorate, against the refusal by the Borough Council of an application for planning permission to erect a detached bungalow and detached double garage on approx. 0.03 ha of land at 4 Oakwood Drive.

24. DMBC - VARIOUS MATTERS

RESOLVED

- (1) that the following replies received from Doncaster Borough Council to complaints made by the Parish Council, be noted:-
 - (a) the household waste recycling centre is the responsibility of the Urban Team, however the area has been cleansed and the site is also being monitored by the waste and recycling department;
 - (b) a request has been made for the street sign on Whiphill Lane to be replaced;
 - (c) the new owners of the Mill Street shopping centre have been contacted and a start date is awaited for contractors to carry out urgent repairs to the car park surface; further improvement works to the car parking area are planned during the summer; enquires have been made regarding the spare land at the side of the shopping centre and a reply is awaited;
 - (d) street lighting column 23171 outside 10 Gunhills Lane has been reported for repair;
 - (e) Rands Lane in the vicinity of the burial ground is patrolled almost daily and any potholes found to fit the criteria for works to be carried out are passed through to the appropriate department; cleansing is done on schedule and the road was found in a clean state when patrolled on 15th April;
 - (f) Highways have been requested to supply a two year history on highways repairs and once this is received an update will be provided;

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- (g) Holmewood Lane was patrolled on the 15th April and no fly-tipped wood was found near the sewerage works;
- (2) it be noted that the three local Ward Members were to meet the Ward Members for Intake and Borough Council officers, to try and resolve the long standing problem of litter accumulating in the vicinity of the household waste recycling centre;
- (3) that the Borough Council be requested to:-
 - (a) cut back the conifer around the telegraph pole on the land formerly belonging to Black's Equipment Limited on Barton Lane;
 - (b) arrange for the hedgerow between Brampton Lane and Oakwood Drive to be cut back to a reasonable height as it is far too high.

25. HEDGEROW REAR OF FIDDLERS DRIVE

RESOLVED that enquiries be made to ascertain ownership of the hedgerow at the rear of Fiddlers Drive.

26. BANNERS

RESOLVED that arrangements be made to purchase two banners (1) advertising the public meeting on 27th May 2014 regarding the proposed closure of Rose House and (2) to replace the existing faded one advertising Table Top Sales.

27. SATURDAY DANCE

RESOLVED that Councillor L.S. Dickman be thanked for her undertaking to attend Armthorpe Community Centre on 14th May 2014 to receive the admission monies at the Saturday evening dance.

<i>Signature</i>
