

MINUTES OF THE ANNUAL MEETING OF ARMTHORPE PARISH COUNCIL
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH
STREET, ARMTHORPE, ON TUESDAY, 19TH MAY 2015

PRESENT:-

Councillors N. Berry, A. Berwick, Mrs. A. Berwick, E. Butler, S.J. Cherry, T. Corden, A.L. Dickson, M.J. Doran, R. Fretwell, P.A. Hanson, C.J. McGuinness, S.L. McGuinness, F.J. Tyas, I.E. Walstow and M. Walton.

APOLOGIES

No apologies.

1. DECLARATIONS OF ACCEPTANCE OF OFFICE

RESOLVED 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. APPOINTMENT OF CHAIRMAN

RESOLVED

- (1) that Councillor F.J. Tyas be appointed Chairman of the Parish Council for the ensuing year;
- (2) it be noted that Councillor Tyas signed his statutory Declaration of Acceptance of the Office of Chairman of the Council.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Councillor S.L. McGuinness be appointed Vice-Chairman of the Council for the ensuing year.

4. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

RESOLVED that the following declaration made at the meeting, be noted:-

Councillor M.J. Doran - Minute 18 in respect of cheque no. 509150

5. CHAIRMAN'S ALLOWANCE

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

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

Initials

- (a) next month when it will be held on 9th June 2015;
- (b) during the month of August in each year, which shall be the recess; and
- (c) 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;
 - (e) where it is considered necessary between monthly meetings of the full Council, the Committee shall exercise all the Council's functions (except the power to authorise the borrowing of money or issuing a precept);
- (2) that membership of the Committee comprise thirteen Members of the Parish Council, namely, Councillors A. Berwick, Mrs. A. Berwick, E. Butler, S.J. Cherry, T. Corden, A.L. Dickson, M.J. Doran, R. Fretwell, P.A. Hanson, S.L. McGuinness, F.J. Tyas, I.E. Walstow and M. Walton;

Initials

- (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).

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 ten Members of the Parish Council, namely N. Berry, A. Berwick, Mrs. A. Berwick, S.J. Cherry, T. Corden, M.J. Doran, P.A. Hanson, C.J. McGuinness, F.J. Tyas and M. Walton;
- (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

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 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 seven Members of the Council, namely, Councillors Mrs. A. Berwick, E. Butler, S.J. Cherry, T. Cordon, M.J. Doran, P.A. Hanson and F.J. Tyas, and
- (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 N. Berry, A. Berwick, A.L. Dickson, C.J. McGuinness, M. Walton, and
- (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;

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).

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) Councillor F.J. Tyas - Doncaster M.B.C. Parish Councils Joint Consultative Committee;
- (3) Councillors R. Fretwell and I.E. Walstow - Doncaster M.B.C. Public Rights of Way Forum;
- (4) Councillor F.J. Tyas and T. Corden - 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 the Council’s 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 Sections 3a (signatories remaining on the account) and 3b (new signatories). 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

<i>Initials</i>

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);

- (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 Sections 3a (signatories remaining on the account) and 3b (new signatories);
- (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 Sections 3a (signatories remaining on the account) and 3b (new signatories);
- (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 Memorandum and Articles of Association/ Regulations, constitution, rule book or byelaws;
- (g) the Bank shall be notified in writing of any change of Members of the Council and shall remove the signatories as shown in Section 4a, namely, former Councillors J.R. Armstrong, A. Brown, A.J. Brown, L.S. Dickman, P.J. Farrell, B.P.J. Gallagher, V. Jennings, W.L. Moore, M. Pinkney, T. O'Connor, A. Rutherford and C. Stevenson;
- (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 mandate;
- (j) the Bank shall be notified in writing of any overall change of control in 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;

Initials

- (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;
- (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. MINUTES

RESOLVED that the Minutes of the meeting of the Council held on 7th April 2015 (copies of which had previously been circulated to each Member) be approved as a correct record and signed by the Chairman.

15. ALLOTMENTS

RESOLVED

- (1) that all tenants of the Mercel Avenue allotment site be asked to indicate by 9th June 2015 whether they wish 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 towards the end of June 2015 and judged by someone independent of the Council;

Initials

- (3) it be noted that following a site inspection by the Clerk to the Council on 29th April 2015, letters had been sent to 4 tenants requiring action to be taken within the course of 4 weeks in respect of the condition of their allotment gardens;
- (4) that Members having inspected photographs of Plots 11 and 15 taken on 13th May 2015, determined that if these plots are not in good order within the timescale given in (3) above, notices to quit be served on the tenants of the same to terminate their respective tenancies.

16. BURIALS

RESOLVED it be noted that since the last meeting of the Council, there had been 8 interments at the Rands Lane burial ground.

17. ACCOUNTS FOR PAYMENT

RESOLVED

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

	£		
K.A. Burley	4,800.00	Professional fees - NDP	509138
Ricoh UK Ltd.	609.08	Photocopier rental and charges	509140
HMRC	2,236.70	Tax, National Insurance	509142
South Yorkshire Pensions Authority	995.57	Superannuation contributions	509143
npower	99.31	Electricity charges - Briar Road MUGA	509147
Yorkshire Water	10.83	Water charges - burial ground	509149
Councillor M.J. Doran	80.00	Pro rata telephone allowance due to Chair, V. Doran	509150
Doncaster MBC	215.00	Refuse collection - burial ground	509154
Doncaster MBC	2.00	Playing field rent - Briar Road	509155
Employees	7,912.77	Pay	509163- 509165 509167- 509174 509176
South Yorkshire Pensions Authority	1,000.00	One off capital payment	509175
Doncaster East IDB	6.65	Drainage rates - burial ground	509177
YLCA	1,243.00	Annual subscription	509179
Zurich Municipal	6,136.35	Annual insurance premium	509180

- (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 21st April 2015, be noted:-

<i>Initials</i>

	£		
M.J. Gladders	126.00	PAT testing and electrical repairs	509127
M.J. Gladders	310.00	Replace CCTV motherboard, battery, increase storage drive etc	509128
SLCC Enterprises Ltd.	118.80	ILCA training course fee	509129
A.G. Barr plc	20.59	Soft drinks	509130
Viking Pumps Ltd.	204.00	Annual service - sewage pump	509133
M.L. Dyminiuk	80.00	Tea dance fees - March	509134
O. Garner	155.00	Tea dance & monthly dance fees - March	509135
G.P. Services (UK) Ltd.	202.20	Toilet rolls	509137
J.E. Hardy	36.30	Dishwasher part	509144
Cash	100.00	Petty cash - CC	509145
Gas & Hire Ltd.	2.31	Cylinder hire - outstanding balance	509146
A Bouncy Castle Man	675.00	Inflatable hire - Easter Splash	509151
Health & Safety Publications	210.00	H & S Service Level Agreement	509152
Doncaster MBC	215.00	Refuse collection - CC	509153
Armthorpe Academy	384.30	Premises hire - Splash	509156
E. Williams	198.00	Sports Leader fees - Splash	509157
M. Guest	176.00	Sports Leader fees - Splash	509158
M. Jerram	27.50	Sports Leader fees - Splash	509159
J. Farmer	198.00	Sports Leader fees - Splash	509160
C. Farmer	44.00	Sports Leader fees - Splash	509161
DCLT	180.00	Swimming fees - Splash	509162

18. PLANNING

RESOLVED

- (1) that details of the 13 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 neighbour enquiry regarding permitted development rights for the erection of a 0.95 metre high boundary fence at 60 Sargeson Road, Councillor C.J McGuinness be thanked for his undertaking to raise this with officers of the local planning authority, as such permitted development rights conflict with the open plan status of the estate;
- (3) that no objections or comments be submitted to the Borough Council in respect of the 12 remaining applications considered;
- (4) that in respect of the request for a screening opinion in respect of the proposed development of an employment park comprising buildings for use within Classes B1 and B8, construction of roads and landscaping on 30 ha of land off Holmewood Lane, the Borough Council:-

Initials

- (a) be requested to clarify the distances between
 - (i) the new distribution warehouse being constructed to the north of the site by Next plc and the proposed Units A and B; and
 - (ii) the location of Units A & B in the original outline planning permission (08/02201/OUTA) and their location within the proposed development as shown on the new plan (Ref. 3917-10 Rev 01);
- (b) ensure that the overall height of the proposed Units A and B are not “comparable to the existing logistics development to the north”, as these units will be sited much nearer to the residential dwellings on Wickett Hern Road, etc. and the height should be in accordance with the original outline permission (08/02201/OUTA);
- (c) require the developers of Units A and B to provide a construction method statement in order to ensure that there will not be a repetition of the noise nuisance that was caused by the construction of the new warehouse for Next plc.

19. PROPOSED PURPOSE BUILT SPORTS CENTRE FACILITY

RESOLVED

- (1) that the contents of emails between the Clerk and Mr. Phil Simpson, BSc., MRICS, Director and RICS Registered Valuer of Stanhope Property, regarding a proposed leasehold valuation of part of the Welfare Land, be noted;
- (2) that Mr. Simpson and the District Valuer be requested to provide a leasehold valuation of the land in question in two parts, firstly, comprising the large square area of approximately 5,025 square metres and secondly, comprising the smaller rectangular area of approximately 1,144 square metres.

20. 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) double yellow lines on Doncaster Road will be extended into part of Charles Crescent in due course;

Initials

- (b) the current programme for highway improvement works does not include Chestnut Avenue but arrangements have been made for this road to be included in a future programme of works;
- (2) that Councillor C.J. McGuinness be thanked for his undertaking to supply a copy of the email correspondence between himself and the Armthorpe Academy, regarding its lettings charges for use of the synthetic turf pitch, to the Clerk;
- (3) that the Clerk request Doncaster Borough Council to supply a copy of the grant funding approval relating to the synthetic turf pitch at the then Armthorpe Comprehensive School.

21. YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

RESOLVED

- (1) that as there was insufficient information available to enable the Council to make a considered decision regarding nominations to the positions on the Yorkshire Local Councils Associations South Yorkshire Branch, no nominations be made;
- (2) that eight copies of The Good Councillors Guide (4th Edition) be ordered at a cost of £19.80.

22. PUBLIC RIGHTS OF WAY FORUM

RESOLVED that the draft Minutes of the meeting of the Doncaster Public Rights of Way Forum held on 26th March 2015 (copies of which had previously been circulated to each Member), be noted.

23. PARISH COUNCILS' JOINT CONSULTATIVE COMMITTEE

RESOLVED

- (1) that the Minutes of the meeting of the Parish Councils' Joint Consultative Committee held on 17th March 2015, together with responses to matters arising from previous meetings (copies of which had previously been circulated to each Member), be noted;
- (2) it be noted that as no response had been received from the Mayor of Doncaster, regarding the request to place documents relating to traffic regulation orders on deposit in the local library, a reminder had been sent to the officer dealing with this matter on the Mayor's behalf.

Initials

24. DMBC - VARIOUS MATTERS

RESOLVED

- (1) that notice of the temporary order prohibiting through traffic on various roads in Armthorpe (each road closure up to 5 separate occasions for up to 3 consecutive days each) between 1st May 2015 and 30th September 2015, for the purposes of carriageway resurfacing, road studding and lining works, be noted;
- (2) that Doncaster Borough Council be requested to:-
 - (a) arrange for patrols to be undertaken to detect offences of dog fouling in various parts of the village;
 - (b) repair the damaged street lighting column 31976 in Nutwell Lane;
 - (c) repair the damaged wayside seat situate in Nutwell Lane near to its junction with Whiphill Lane;
 - (d) repair pot holes in Edward Street and Nutwell Lane at its junction with Tranmoor Lane;
 - (e) as a matter of urgency, mark the existence of the speed bumps in Beech Road, which have been resurfaced in conjunction with the rest of the highway surface;
 - (f) cut grass and weeds obstructing the 'Armthorpe' village entrance sign on Armthorpe Road;
 - (g) take steps to prevent high sided motor vehicles travelling through the village.

25. SOUTH YORKSHIRE POLICE

RESOLVED that South Yorkshire Police be requested to:-

- (1) take steps to prevent motor cycles and quad bikes causing noise nuisance on Markham Main Heath and speeding into the Eastfield Estate, particularly on Sunday afternoons;
- (2) take steps to rotate the mobile speed camera van from its usual position in Hatfield Lane, to Doncaster Road, Church Street (top near church and bottom near Barton Lane), Nutwell Lane, Tranmoor Lane and Mercel Avenue;

Initials

- (3) address complaints from local residents about nuisance being caused from motor vehicles and their occupants shouting and revving their engines, whilst parking/stationery in Wickett Hern Road in the vicinity of the multi-use games area, from about 7 pm until 1.30 am and racing at high speeds up and down that road.

26. NEXT DISTRIBUTION LIMITED

RESOLVED that Messrs. Tony Baugh and James Grier of Next Distribution Limited, be requested to supply a number of dates during June 2015 when they will be available to meet the Chairman of the Council and the three local Ward Members to:-

- (1) give feedback on the current position regarding the construction of the new warehouse, etc.; and
- (2) discuss how the company is able to give something back to the community of Armthorpe to compensate for the noise nuisance suffered by residents.

27. FORMER COUNCILLOR M. ANDREWS

RESOLVED that the contents of a letter be noted from former Councillor M. Andrews, which (amongst other things) thanked former Members for the kindness shown to him during the short term of his office and paid tribute to the former Chairman, Councillor V. Doran, who passed away quite suddenly on 19th November 2014.

Signature