

MINUTES OF THE ANNUAL MEETING OF ARMTHORPE PARISH COUNCIL  
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH  
STREET, ARMTHORPE, ON TUESDAY, 6<sup>TH</sup> MAY 2008

PRESENT:-

Councillors M. Davison, L.S. Dickman, P.J. Farrell, D.P. Hill,  
I.P. Hutchinson, V. Jennings, J.R. Lowndes, W.L. Moore, S.A. Pickles and  
M. Pinkney.

APOLOGIES

Apologies for absence were received from Councillors J.R. Armstrong,  
A. Brown, A.J. Brown, G.R. Hayes and T.D. O'Connor.

1. APPOINTMENT OF CHAIRMAN

RESOLVED

- (1) that Councillor S.A. Pickles be appointed Chairman of the Parish Council for the ensuing year;
- (2) it be noted that Councillor Pickles had signed his statutory Declaration of Acceptance of the Office of Chairman of the Council.

2. COUNCILLOR J.R. ARMSTRONG

RESOLVED that a vote of thanks be recorded for the excellent and unstinting service given throughout the past 4 years by the retiring Chairman, Councillor J.R. Armstrong, both to the Council and the community of Armthorpe.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that consideration of this appointment be deferred until the next meeting of the Council.

4. DEVELOPMENT BY CHURCHILL RETIREMENT LIVING

RESOLVED

- (1) that the attendance and presentation given by Mr. K. Armstrong, Managing Director and Mr. L. Spicer, Scheme Design Manager of Churchill Retirement Living, regarding the company's proposed sheltered housing accommodation on the site of the Markham Main Sports and Social Club, Church Street, be noted;

Initials

- (2) that the Council formally records its thanks to Messrs. Armstrong and Spicer both for their presentation and answering various questions from Members and members of the public.

5. SOUTH YORKSHIRE POLICE

RESOLVED

- (1) that the attendance of Sergeant W. Goodwin and P.C. J. Moss of the South Yorkshire Police be noted and the Council formally record its thanks for the information supplied regarding, amongst other things, the re-location of the Safer Neighbourhood Team and holding future liaison meetings with Members of the Parish Council;
- (2) that the contents of a letter received from Sergeant K. Bennett, together with the contents of a letter the officer sent in response to a complaint about dangerous/poor driving on the West Moor Business Park, be noted.

6. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during the discussion on an item of business relating to Minute 31, by virtue of the confidential nature of the same.

7. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

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

Councillor V. Jennings - Minute 15 relating to the allotments.

Councillor M. Davison - who left the meeting during consideration of a planning application relating to 13 Church Street.

8. CHAIRMAN'S ALLOWANCE

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

9. 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

Initials

- (b) in other months where the Clerk (in consultation with the Chairman and/or Vice-Chairman) makes alternative arrangements.

10. COMMUNITY CENTRE AND ENTERTAINMENTS COMMITTEE

RESOLVED

- (1) that to reflect the change in its terms of reference by the addition of item (2) (d) below, the Committee be re-named the Community Centre and General Purposes Committee;
- (2) 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 bonfire/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;
- (3) that membership of the Committee comprise all Members of the Parish Council;
- (4) 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
  - (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.

*Initials*

11. FINANCE COMMITTEE

RESOLVED

- (1) that the Finance Committee continues to meet to consider the matters referred to in (2) below;
- (2)
  - (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;
- (3) that membership of the Committee comprise all Members of the Parish Council;
- (4) that the Committee shall meet on the fourth Tuesday every three months, 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.

*Initials*

12. STAFFING COMMITTEE

RESOLVED

- (1) that the Staffing Committee 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 J.R. Armstrong, A. Brown, D.P. Hill, V. Jennings, J.R. Lowndes, W.L. Moore and T.D. O'Connor;
- (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.

13. 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 A.J. Brown, L.S. Dickman, P.J. Farrell, I.P. Hutchinson and S.A. Pickles;
- (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.

14. MINUTES

RESOLVED that the Minutes of the meeting of the Council held on 1st April 2008 (copies of which had previously been circulated to each Member) be approved as a correct record and signed by the Chairman.

*Initials*

15. ALLOTMENTS

RESOLVED

- (1) that the Clerk makes the necessary arrangements for the Annual Allotments Competition to be held on a date to be fixed and a fee of £65.00 be paid to the competition judge;
- (2) that the prizes for the Allotments Competition be as follows:-  
  
First Prize - Trophy and £30.00  
Second Prize - £20.00  
Third Prize - £15.00
- (3) it be noted that Plot 30 on the Council's Mercel Avenue allotment site had been vacated and would be re-let to the next person on the waiting list;
- (4) that the Clerk check the condition of Plot 15 and instigate the appropriate remedial action.

16. BURIALS

RESOLVED

- (1) it be noted that since the meeting of the Council held on 4<sup>th</sup> March 2008, there had been 4 interments and 4 interments of cremated remains at the Rands Lane burial ground;
- (2) that the Council's regulations regarding the erection of open book memorial headstones for cremated remains be amended to read – "headstones should not exceed 2'6" in height, 2 feet in width, no more than 1'6" in depth and not less than 2" thick";
- (3) it be noted that two water supply taps in the burial ground were not working and that Councillor J.R. Armstrong had agreed to repair the same on his return from his short break in Northern Ireland.

17. ACCOUNTS FOR PAYMENT

RESOLVED

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

D. Cooke	£ 236.25	Gardening charges - 1/08	505915
D. Cooke	201.60	Gardening charges - 2/08	505916

Initials

	£		
Staples	136.49	Ink cartridges, labels & fax ribbons	505917
Staples	53.82	Ink cartridges	505918
Doncaster MBC	7,260.00	Election fees 2007	505919
Doncaster MBC	121.73	Grounds maintenance - 3/12 - 30/3	505922
Fields in Trust	35.00	Annual subscription	505924
South Yorkshire Pensions Authority	332.04	Superannuation contributions	505925
Inland Revenue	1,749.55	Tax, National Insurance	505926
Doncaster MBC	2,500.00	Infrastructure works - Christmas lighting	505927
Councillor J.R. Armstrong	120.00	Telephone allowance - Chairman's Allowance	505928
Doncaster MBC	286.49	Rapid print charges	505930
Employees	6,390.45	Pay	505931-505943-505945
Yorkshire Water	34.50	Water charges - Allotments	505949
Doncaster MBC	2.00	Rent - Briar Road playing field	505950
Doncaster MBC	119.93	Refuse collection - Burials	505952
Staples	1,002.98	2 PCs, 2 memory sticks, Home Office Student Pack etc	505956

(2) that the following schedule of accounts for payment which was approved by the Council's Community Centre and Entertainments Committee on 15<sup>th</sup> April 2008, be noted:-

	£		
A.R. Battersby	147.00	Painting clock tower	505888
E. Ackroyd	170.00	Supply flags and hats re St. George's Day	505905
E.On	1,029.86	Electricity charges - 7/12 - 24/2	505906
J.F. Bodman & Sons (Glass) Ltd.	133.27	Repair window	505909
B.A. Cheetham	80.00	Stocktake fees	505910
British Gas Business	2,464.59	Gas charges	505911
BT Payment Services Ltd.	142.76	Broadband line rental	505912
Paul Farrell	1,160.00	Repairing roof and leadwork to clock tower	505913
M.J. Gladders	1,385.00	Updating existing CCTV system, supply and build PC etc.	505914
BT Payment Services Ltd.	117.24	Telephone charges - 830543	505920
Gas & Hire Ltd.	19.80	Cylinder hire	505921

Initials

18. PLANNING

RESOLVED

- (1) that details of the 17 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 objections be made to the outline application for the erection of 2 detached dwellings on approximately 0.19 ha of land at Stone Bank, Church Street, for the following reasons:
  - (a) there will be an intensification of the user of the access/egress to the proposed development, which is situated on a very bad bend in Church Street (C96) that could result in a dangerous situation and be contrary to the interests of road safety;
  - (b) access/egress to and from the proposed development along the access road to the same is restricted making it difficult for (a) vehicles to pass each other and (b) emergency service vehicles;
  - (c) residents of the two proposed dwellings would be burdened in wheeling bins and carrying recycling boxes a long distance to the roadside in Church Street;
- (3) that in respect of the application relating to the erection of sheltered housing apartments with communal amenity space, car parking and erection of 4 ground floor retail units on the site of the Markham Main Sports and Social Club, Church Street, no objections be raised to the principle of this application but the local planning authority be requested to impose conditions requiring:-
  - (a) the provision of more car parking spaces on the land, as it is considered that 12 spaces are insufficient to accommodate the occupiers of the 4 retail units and the occupiers of the 30 apartments and their visitors;
  - (b) that surface water from the proposed development is drained into the public sewerage system, as opposed to discharge being permitted via soakaways;
  - (c) that refuse bins are screened from the adjacent land and the main public highway in Church Street;

*Initials*



- (d) the company to provide a senior citizens exercise/play park for the proposed development;
- (4) that in respect of the change of use of public open space to form multi-use games area (90m x 48m) including erection of 2.8m high fence and 4 no. lighting and CCTV locations on land adjacent to 2 Wickett Hern Road, the Borough Council be informed that the Parish Council supports this application;
- (5) that no objections be submitted to the Borough Council in respect of the remaining 14 applications considered.

19. 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 sum of £50.00 to Children with Leukaemia which, in its opinion, is 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.

20. SUMMER READING CHALLENGE

RESOLVED that the contents of a letter received from the Head of Library and Information Services of Doncaster Borough Council, regarding its proposal to promote a summer reading challenge in libraries this summer instead of its previous summer activities programme, be noted.

21. LOCAL COUNCIL ADVISORY SERVICE ANNUAL HEALTH AND SAFETY SEMINAR 2008

RESOLVED that the Clerk to the Council and the General Assistant attend the Zurich Municipal Local Council Advisory Service Annual Health and Safety Seminar 2008, to be held at South Kirby on 24<sup>th</sup> July 2008 and the fees be paid by the Council.

22. ZURICH MUNICIPAL

RESOLVED

- (1) that the contents of correspondence received from Zurich Municipal regarding the Council's insurance policy and enhanced cover in light of the Corporate Homicide and Corporate Manslaughter Act 2007, be noted;
- (2) that the Council enter into a long term agreement with the company which will reduce the annual premium to the amount shown.

*Initials*

23. 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 31<sup>st</sup> March 2008, together with a copy of the report on the Eighteenth Meeting of the Creditors' Committee, which was held on 4<sup>th</sup> December 2007 in accordance with the terms of the Scheme, be noted.

24. YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

RESOLVED

(1) that the Council renew its membership to the Yorkshire Local Councils Associations in the sum of £790;

(2) that the Council nominates the following persons to the positions shown on the South Yorkshire Branch of the Associations:-

Chairman of Branch - Councillor Liddell -  
Silkstone Parish Council

Vice-Chairman of Branch Councillor Jones -  
Sprotbrough & Cusworth  
Parish Council

Sports Council, Doncaster - Councillor J.R. Armstrong  
Armthorpe Parish Council

(3) that Councillor P.J. Farrell be thanked for his undertaking to complete and return the YLCA Branch Review Questionnaire.

25. SOUTH YORKSHIRE FIRE AND RESCUE

RESOLVED that the contents of a letter received from South Yorkshire Fire and Rescue, together with its Integrated Risk Management Plan consultation, be noted.

26. PUBLIC RIGHTS OF WAY

RESOLVED

(1) that the Parish Council supports the Public Rights of Way Improvement Plan prepared by Doncaster Borough Council and Mayor Winter be requested to provide additional financial resources in order to fully implement the plan's statement of action;

*Initials*

- (2) that the contents of a letter received from the Area Rights of Way Officer of the South Yorkshire and North East Derbyshire Section of the Ramblers' Association, be noted.

27. COW HOUSE LANE PLAYING

RESOLVED that the request received from Tickhill Engineering Company Limited to:-

- (a) remove the Council's concrete boundary fencing situate between its playing field at Cow House Lane and the company's adjacent premises; and
- (b) construct a small earth bund along the entire boundary of this fencing;

be approved, subject to the company agreeing to fulfill the following conditions at its own expense:-

- (1) removing and disposing of the concrete fence;
- (2) replacing the concrete fence with a 2.8 metre high palisade fence and agreeing to forever maintaining the same to the Council's satisfaction;
- (3) grass seeding the earth bund, planting gorse bushes along the same and planting a hawthorn/quickthorn hedge:-
  - (a) along the top of the earth bund adjacent to the new fence; and
  - (b) to the rear of the wooden fencing belonging to the residential properties on Cleveland Road, which overlook the playing field;
- (4) replacing any gorse bushes and hawthorn/quickthorn plants that may die or be damaged or destroyed within 2 years of the same being planted.

28. ARMTHORPE COMMUNITY ENTERPRISE

RESOLVED that Councillor I.P. Hutchinson be thanked for relaying the contents of a letter from Armthorpe Community Enterprise Limited, regarding the action being taken about the company's future.

*Initials*

29. ROBIN HOOD AIRPORT DONCASTER SHEFFIELD

RESOLVED that the contents of a letter received from the Manager, Air Traffic Services of Robin Hood Airport Doncaster Sheffield, regarding its Airspace Change Proposal, be noted.

30. DMBC - VARIOUS MATTERS

RESOLVED

- (1) that the following replies in a letter received from Doncaster Borough Council, regarding the matters referred to, be noted:-
- (a) uneven footway between 40-50 Walbank Road - the Highway Maintenance Department will arrange for an inspection of the footway and then instigate appropriate remedial measures reflective of current priorities and available budgets;
  - (b) the dumped rubbish in the Barton Lane ditch has been removed; traceable evidence was found within the rubbish and investigations are underway in an effort to prosecute the offenders;
  - (c) motor vehicle trailer used as a skip and parked outside 31-33 Beech Road - parking of an unhitched, unlit trailer on a public highway is an offence under the Highways Act and as such this matter has been referred to the Highways Enforcement Team;
  - (d) water ponding in Nutwell Lane outside Severn Trent Water Treatment Works - the Highway Maintenance Department will arrange an inspection of this site and instigate appropriate remedial measures reflective of current priorities and available budgets;
- (2) that the Borough Council be requested to:-
- (a) empty blocked gullies situate between 35 and 37 Woodlea Grove;
  - (b) repair the carriageway outside 13 Nutwell Lane where the surface water gully cover has dropped;
  - (c) remove an accumulation of Rubbish in Barton Lane;
  - (d) repair the defective street lighting column 60084 in Tranmoor Lane;

Initials

- (e) investigate the erection of the unauthorised wooden building sign on the site of the former White House Farm, Church Street;
- (f) remove (as previously requested) the remains of a litter bin concrete base that is causing a danger to pedestrians using the footway outside the fish and chip shop in Church Street.

31. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the contents of a letter received from DM, be noted and the action taken by the Clerk, be approved.

*Signature*