

MINUTES OF THE ANNUAL MEETING OF ARMTHORPE PARISH  
COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 11<sup>TH</sup> MAY 2021

PRESENT:-

Councillors A. Barrington, C. Brodhurst-Brown, A.L. Dickson, L.A. Donald, C.A. Head, C. Joseph Jay, S. Knowles, T. Needham, T.A. Nowell, F.J. Tyas and M. Walton.

APOLOGIES

An apology for absence was received from Councillor S. Pepper and his reason for absence through work commitments was approved.

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 Councillor S. Pepper be permitted to sign his statutory Declaration 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 C. Brodhurst-Brown be appointed Chairman of the Parish Council for the ensuing year;
- (2) it be noted that Councillor Brodhurst-Brown had signed her statutory Declaration of Acceptance of the Office of Chairman of the Council;
- (3) it be noted that the Chairman gave thanks and paid tribute to the hard work and commitment of the former Chairman, Ward Councillors and outgoing Parish Councillors.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Councillor L.A. Donald be appointed Vice-Chairman of the Parish Council for the ensuing year.

4. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

There were no declarations made at the meeting.

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5. VACANT OFFICES OF COUNCILLORS

RESOLVED

- (1) it be noted that there are 3 vacancies in the Office of Councillors caused by an insufficient number of people from the parish standing for election;
- (2) that the 3 vacancies be advertised on the Parish Council's website, noticeboards and social media sites, with a closing date for written applications before the next meeting of the Council.

6. CHAIRMAN'S ALLOWANCE

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

7. 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.

8. COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE

RESOLVED that the following terms of reference, be noted:-

- (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

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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 be deferred until such time as the 3 ordinary vacancies in the office of councillor are filled;
  - (3) that until such time as the Community Centre fully re-opens and there is sufficient business to be dealt with at meetings of the same, all matters within the terms of reference of this Committee be dealt with at meetings of the Parish Council;
  - (4) at the appropriate time when the Council deems necessary, meetings of the Community Centre and General Purposes Committee will resume and 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).

## 9. FINANCE COMMITTEE

RESOLVED that the following terms of reference, be noted:-

- (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 and/or approval of casual bar

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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 be deferred until such time as the 3 ordinary vacancies in the office of councillor are filled;
  - (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).

#### 10. STAFFING COMMITTEE

RESOLVED that the following terms of reference, be noted:-

- (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 be deferred until such time as the 3 ordinary vacancies in the office of councillor are filled;
- (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.

#### 11. DISCIPLINARY AND GRIEVANCE APPEALS PANEL

RESOLVED that the following terms of reference, be noted:-

- (1) that the Disciplinary and Grievance Appeals Panel have delegated authority to exercise all the powers of the

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Council in relation to the determination of employee appeals from decisions of the Staffing Committee;

- (2) that membership of the Panel be deferred until such time as the 3 ordinary vacancies in the office of councillor are filled;
- (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 Panel) when it is considered appropriate for matters to be considered at such a meeting.

## 12. 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 who shall be appointed at such time when it is decided to call a meeting for this purpose;
- (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 22<sup>nd</sup> June 2010 and approved by the Council at a meeting held on 6<sup>th</sup> July 2010, Minute 44).

## 13. APPOINTMENTS TO OUTSIDE BODIES

RESOLVED

- (1) that the following representatives be appointed to the outside bodies referred to below:-
  - (a) Armthorpe Poors Estate Charity - Councillor A.L. Dickson;
  - (b) Doncaster M.B.C. Parish Councils Joint Consultative Committee - Councillors L.A. Donald and C.A. Head;

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(c) Doncaster M.B.C. Public Rights of Way Committee -  
Councillors M. Walton and F.J. Tyas;

(2) that a decision on the two representatives to the Yorkshire  
Local Councils Associations, South Yorkshire Branch, be  
deferred until such time as the 3 ordinary vacancies in the  
office of councillor are filled.

14. CO-OPERATIVE BANK PLC AND SIGNATORIES MANDATE

RESOLVED

- (a) that the Co-operative Bank plc (“the Bank”) shall continue  
as the Council’s banker 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  
with those signatories remaining on the account and Part 2  
C (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 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;
- (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;
- (e) the Bank shall be sent a copy of any future resolutions  
which affect the terms of these resolutions;

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- (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 following signatories - former Councillors S. L. McGuinness, C.J. McGuinness, P. A. Hanson, M. J. Doran and E. Butler.
- (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;
- (l) that the Bank continue to issue a Co-operative Bank Business Charge Card to Mr. G. Shephard, Clerk to the Council. The Card is to be subject to the Co-operative Bank Business Charge Card Conditions of Use;
- (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;

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- (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.

15. MINUTES

RESOLVED that the Minutes of the meeting of the Council held on 6<sup>th</sup> April 2021 (copies of which had previously been circulated to each Member) be approved as a correct record and signed by the Chairman.

16. MINUTES OF SPECIAL MEETING

RESOLVED

- (1) that the Minutes of the Special Meeting of the Council held on 20<sup>th</sup> April 2021 (copies of which had previously been circulated to each Member) be approved as a correct record and signed by the Chairman;
- (2) it be noted that a meeting had been arranged for 12<sup>th</sup> May 2021 with a representative of Christmas Plus Limited regarding the festive lighting display (Minute 98(3) refers).

17. ALLOTMENTS

RESOLVED

- (1) that the contents of a letter from the Clerk to the Council to all tenants, regarding (amongst other things) the rising cost of water charges from increased usage on the Mercel Avenue allotment site and a proposed review of the allotment tenancy conditions, be noted;
- (2) that the letter from Mr. JAE, offering to be involved in the review and wishing to act as the allotment holders representative at the same be noted but he be informed that at the appropriate time the allotment tenants would be given the opportunity to nominate someone to represent them, whether that be him or someone else.

18. BURIALS

RESOLVED it be noted that since the last meeting of the Council, there had been 3 interments and 2 interments of cremains at the Rands Lane burial ground.

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19. ACCOUNTS FOR PAYMENT

RESOLVED

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

	£		
Oakwood Garden Services Ltd.	739.68	Gardening services - March	511582
HMRC	2,349.91	Tax, National Insurance	511584
Employees	8,863.10	Pay	511587- 511598
Doncaster Wolves	500.00	Grant	511602
Zurich Municipal	1,984.98	Annual insurance premium	511603
Mansfield Crescent Neighbourhood Watch Group	1,000.00	Grant - third instalment	511604

- (2) that the following schedule of accounts paid or for payment usually considered by the Council's Community Centre and General Purposes Committee, be approved:-

	£		
Christmas Plus Ltd.	2,006.33	Dismantle festive motifs	511583
B.A. Cheetham	70.00	Stocktake fees	511585
Doncaster MBC	1,062.16	Electrical testing re Christmas motifs	511586
Consultantsea Ltd.	4,560.00	Steel storage container	511599
Analogue Electrics Ltd.	319.80	6 month fire alarm service & annual emergency lighting test	511600
Smart Door Solutions Ltd.	153.00	6 month service - automatic doors	511601
	£		Credit card
Aldi Stores	8.94	Antibacterial spray	06.04.21
Information Commissioner's Office	60.00	Annual data protection fee	22.04.21
Screwfix	52.48	Emergency light fittings etc.	28.04.21
Acorn Fire & Security	43.39	Fire alarm sounder beacon	28.04.21

20. PLANNING APPLICATIONS

RESOLVED

- (1) that details of the 6 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 Elm View, Elm Road - extensions to the existing dwelling, including roof raise and creation of first floor to create a second dwelling and associated alterations

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(21/00964/FUL), concerns be raised regarding access/egress to the second dwelling as there appears to be no indication of the arrangements for this shown on the plans for the proposed development;

- (3) that in respect of the Recycling Site, Holme Wood Lane - retrospective application for the construction and operation of an asphalt recycling facility (21/00474/FULM),
  - (a) objections be submitted on the grounds that the development as proposed will adversely affect the amenity of occupiers of nearby residential properties by the creation of nuisances arising from dust and noise;
  - (b) if the local planning authority is minded to approve the application, however, it be requested to impose conditions (i) to ensure that adequate steps are taken to prevent dust and noise nuisances and (ii) that lorry movements into and out of the site are restricted to the normal operating hours and not twenty-four hours per day seven days per week;
- (4) that that no objections or comments be submitted to the Borough Council in respect of the other 3 applications considered (application numbers 21/01129/FUL, 21/01082/COU and 21/00654/FUL);
- (5) that the contents of a letter from Savills on behalf of GLP (formerly Gazeley) regarding a reserved matters application submitted to the Borough Council in respect of Plot B, West Moor Park, be noted, together with the query raised by the Clerk about the height of the building for which a response was awaited from the Borough Council.

## 21. WARD MEMBERS' REPORTS

### RESOLVED

- (1) that former Ward Councillor F.J. Tyas be thanked for reporting and supplying information regarding:-
  - (a) the light on the zebra crossing on Church Street, which is now working;
  - (b) the alteration works to the Armthorpe Welfare Bowling Club are almost complete and once the new door is installed, the former Ward Councillors will be invited to see the improvements;

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- (2) that the proposal by the East Area Housing Team to provide an outreach facility and hold weekly housing surgeries at Maple Grove Community Centre, be supported.

22. GRANTS TO OUTSIDE BODIES

RESOLVED that the contents of a letter from the Children's Air Ambulance, thanking the Council for its donation of £250.00, be noted.

23. YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

RESOLVED that the contents of the YLCA Law and Governance Bulletin, dated 30<sup>th</sup> April 2021, be noted.

24. DMBC - VARIOUS MATTERS

RESOLVED that Doncaster Borough Council be requested to:-

- (1) clear an accumulation of rubbish from Reeves Way;
- (2) investigate the legitimacy of the advertising banner and sign in the grounds of the residential property 'Brookland', Church Street (opposite St. Leonard and St. Mary Church)

25. LITTER PICKING

RESOLVED

- (1) it be noted that:-
- (a) Councillor L.A. Donald had visited Southfield Primary School to thank the teacher and pupils in person, for the litter pick carried out on land at the side of the school;
- (b) Members of the Parish Council expressed an interest in forming a link with the school, including learning about the pupils work on a leaflet about recycling and a poster competition for Keeping Armthorpe Tidy;
- (2) that Councillor A.L. Dickson be thanked for her undertaking to arrange for litter pickers to be provided for the school.

26. SOUTH YORKSHIRE POLICE

RESOLVED that South Yorkshire Police be requested to re-introduce PACT meetings.

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27. YOUTH COUNCIL

RESOLVED that Mr. C. Hughes, Sports and Recreation Officer, arrange a meeting with Councillors A.L. Dickson and T. Needham to discuss the establishment of a youth council and this be included as an agenda item for the next meeting of the Council.

28. MEMBERS' ITEMS

RESOLVED that in future any Members' items raised at Parish Council meetings be written down and passed to the Clerk, for inclusion in the Minutes.

*Signature*