

WADWORTH PARISH COUNCIL

MINUTES OF THE MEETING OF WADWORTH PARISH COUNCIL HELD ON THURSDAY 15TH JULY 2020, HELD REMOTELY VIA ZOOM

Present:

D Wright (Chairman)

P Oliver
M Leaney

L Slack
J Stevens

In attendance:

DMBC Councillors Cannings and Greenhalgh
0 x public

- 4114 CONFIRMATION OF COUNCIL APPOINTMENTS FOR 2020-21 IAW THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 R.4(2)** – confirmation that this meeting was held remotely via the Zoom application under this temporary legislation and that all appointments made in the May 2019 meeting would remain extant until May 2021.
- 4115 APOLOGIES FOR ABSENCE.** Cllr M Fromont – apologies accepted.
- 4116 TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM THE MEETING.** Nil
- 4117 DECLARATIONS OF INTEREST.** Nil.
- 4118 MATTERS RAISED BY MEMBERS OF THE PUBLIC.** Nil.
- 4119 MINUTES OF THE MEETING HELD ON 12TH MARCH 2020** – the minutes were accepted as a true and accurate record and signed by the Chair.
- 4120 MATTERS ARISING FROM THE MINUTES**
- a. **Allotment update (4106a).** Since the last meeting the allotment area had been significantly tidied, and all plots (including some newly generated plots) had been occupied by tenants. The site had seen a noticeable development and there was a sense of a real allotment ‘community’ developing. Two skips had been hired to dispose of waste at a cost of £158.33+VAT each. New gate keys for the new tenants had also been purchased at £52.50, and the water pipe had been extended with a tap fitted at no cost. Thanks were expressed to Cllrs Stevens and Oliver for their efforts over the past few months. Item closed.
 - b. **Village hall wall (4106d).** Item deferred to next meeting.
- 4121 WARD MEMBER UPDATE.** Recent fly-tipping and litter issues identified in the village had resulted in fixed penalty notices being issued, and other issues were still being pursued with DMBC Enforcement Officers. Temporary bollards installed near the White Hart pub as a safety measure had caused issues and the members were working with locals to resolve the matter. Ward Members had also provided support wherever possible to village efforts during the pandemic.

4122 PLANNING APPLICATIONS.

- a) 20/00628/MAT - Details of access, appearance, landscaping, layout and scale for the construction of Unit IP9 (Being matters reserved in outline application previously granted under ref: 09/00190/OUTA on 19.08.2011) Being amendment of Condition 1 (Approved Plans) of reserved matters consent 18/02801/REMM granted 22.12.2018) - Inland Port New Rosington Doncaster DN11 0GU –**DECIDED – PLANNING NOT REQUIRED**
- b) 20/00975/COND - Consent, agreement or approval required by conditions 1 (Full Planning Permission), 2 (Specified plans), 3 (Drainage), 4 (Tree protection), 5 (Landscaping), 6 (Spot heights), 7 (Arboriculture method statement), 8 (Arboriculture method statement), 9 (Roof material), 10 (Gable verge), 11 (Window door), 12 (Rainwater), 13 (Retaining walls), 14 (Site surfaced and sealed), 15 (Crossing over footpath/verge), 16 (Tree retention and removal) and 17 (Implementation of the landscaping scheme) of planning application 18/01918/FUL. - Haworth Carr Lane Wadworth Doncaster DN11 9AS – **DECIDED – PARTLY DISCHARGED**
- c) 20/01037/LBC - Listed building consent for the replacement of timber windows, french door and patio door DRAFT - East Lodge Wadworth Hall Lane Wadworth Doncaster DN11 9BH – **DECIDED - GRANTED**
- d) 20/01165/PD - Notification to utilise permitted development rights - O/S 3 Rockcliffe Drive Wadworth Doncaster DN11 9EA – **DECIDED – PERMITTED DEVELOPMENT**
- e) 20/01182/COND - Consent, agreement or approval required by condition 8 (Construction Method Statement) of planning application 13/02403/FUL. - Land to East of Edlington Wood Lane White Cross Lane Wadworth Doncaster DN11 9DT – **AWAITING DECISION**
- f) 20/01183/MAT - Erection of wind turbine (77m high to tip) and associated access track, hardstanding, substation, temporary meteorological mast and infrastructure. (Being amendment to application 13/02403/FUL granted 08/06/2017 - amendments to the wording of Conditions 04 and 07 - Land to East Of Edlington Wood Lane White Cross Lane Wadworth Doncaster DN11 9DT – **DECIDED – PLANNING NOT REQUIRED**
- g) 20/01250/FUL - Erection of two storey rear extension. - 9 Church Lane Wadworth Doncaster DN11 9BP – **AWAITING DECISION**
- h) 20/01456/TCON - Conservation area notification to fell one Sycamore (T2) and selectively crown lift minor lateral branches to achieve 5m clearance above ground level on four Horse Chestnuts (T2, T3, T4 and T5). The trees are within the Wadworth Conservation area. - Colwood Wadworth Hall Lane Wadworth Doncaster DN11 9BH – **AWAITING DECISION**
- i) 20/01719/FUL - Erection of two storey side extension - 21 Church Road Wadworth Doncaster DN11 9BT – no comments

Late received application

- j) 20/1726/TCON - Conservation area notification to remove one dead/dying tree (T1), remove dead wood from one Ash tree (T2), remove one Apple tree (T3), selectivity remove two lower branches from Crimson King (T5), crown lift three Lime trees targeting minor lateral branches to 3m above ground level and 5m above the highway (T6, T7, T8), selectively remove one branch from Blue Atlas Cedar (T9), remove one branch from Cedrus deodara (T10), reduce stem of one Sequoiadendron giganteum 'Pendulum' (T11), remove on Hornbeam (T12) and crown reduce and balance one variegated maple (T13). The trees are within the Wadworth Conservation Area - Manor House, Carr Lane, Wadworth Doncaster. No comments.

4123 CORRESPONDENCE AND REPORTS

- a. **Log of outstanding issues.** Minor updates to the running list were agreed.
- b. **To discuss COVID-19 effects/impacts on the parish.** It was agreed that future meetings of the council would continue on Zoom until such time as it was safe to hold physical public meetings. The play area had re-opened and signage created by DMBC had been installed. The area was to be cleaned and sanitised regularly. The council had also purchased sanitiser to support the village

response at a cost of £57. The Chair paid tribute to the way the village had 'pulled together' during the virus lockdown. The Coronavirus Support Group had co-ordinated any help needed from local residents and had supplied sanitiser products. Local businesses had rallied round by delivering food and meals and the local supermarket had done its best to keep stocked up. The Council's thanks go all those who played a part.

- c. **To approve a new Business Continuity Plan.** The new draft Plan was reviewed and deferred for further review at the next meeting. YLCA had provided a model Plan and this would be included in the review.
- d. **To consider and agree a response to a Councillor Code of Conduct Consultation.** The members supported NALC efforts to update the Code and the Chair offered to provide a response on behalf of the council (via the Clerk).
- e. **To discuss an apparent unauthorised building contrary to planning application 2019/0301/FUL.** Members had received several comments from parishioners that an additional building, as well as a hedge being replaced by a fence, both of which were not including on the original planning application, had been seen at the property in question. The Clerk was to report these to DMBC.
- f. **To discuss flooding issues on Long Gate.** Concerns had been raised from a neighbouring parish council regarding recent flooding on Long Gate, however members felt that the drainage ditch dug by the farmer was not the cause as had been asserted. The Clerk was to email DMBC to investigate.

4124 FINANCIAL MATTERS

a. Accounts for Payment

Resolved - the following accounts were approved and passed for payment including 3 late received invoices for skips (x2) and J Stevens for the keys mentioned earlier:

PAYEE	Chq No	Reason	INV NO	NET	VAT	TOTAL
Clerk	BACS	Salary – Mar 20	-	233.32	-	233.32
		Expenses:				
		Mileage (23@45p)		10.35		10.35
		Monthly printer fee		2.91	0.58	3.49
		Work at Home allowance		20.00		20.00
		<u>TOTAL EXPENSES</u>		<u>33.26</u>	<u>0.58</u>	<u>33.84</u>
		<u>TOTAL TO CLERK</u>				<u>267.16</u>
HMRC	BACS	Clerk PAYE – Mar 20	-	58.40	-	58.40
DMBC	BACS	Village hall rates		353.28	-	353.28
YLCA	BACS	Annual membership fee		417.00	-	417.00
ICO	BACS	Annual data protection fee		40.00	-	40.00
Vision ICT	BACS	Annual email hosting fee		90.00	18.00	108.00
Clerk	BACS	Salary – Apr 20	-	238.15	-	238.15
		Expenses:				
		Mileage (23@45p)		0.00		0.00
		Monthly printer fee		2.91	0.58	3.49
		Work at Home allowance		27.00		27.00
		Stationery		13.81	1.25	15.06
		<u>TOTAL EXPENSES</u>		<u>43.72</u>	<u>1.83</u>	<u>45.55</u>
		<u>TOTAL TO CLERK</u>				<u>283.70</u>
HMRC	BACS	Clerk PAYE – Apr 20	-	59.40	-	59.40

National Allotment Society	BACS	Annual subscription		55.00	11.00	66.00
YLCA	BACS	DW webinar fee		15.00	-	15.00
Waterplus	BACS	Water charges – village hall		58.86	-	58.86
Clerk	BACS	Salary – May 20	-	237.95	-	237.95
		Expenses: Mileage (77@45p) Monthly printer fee Work at Home allowance TOTAL EXPENSES TOTAL TO CLERK		34.65 2.91 27.00 <u>43.72</u>	0.58 <u>1.83</u>	34.65 3.49 27.00 <u>65.14</u> <u>303.09</u>
HMRC	BACS	Clerk PAYE – May 20	-	59.60	-	59.60
Business Stream	Direct Debit	Water charges - pavilion		11.95	-	11.95
Business Stream	Direct Debit	Water charges – village hall		20.60	-	20.60
Business Stream	Direct Debit	Water charges – allotments		7.81	-	7.81
SSE	Direct Debit	Electricity charges – pavilion		35.67	1.78	37.45
Clerk	BACS	Salary – Jun 20	-	237.95	-	237.95
		Expenses: Mileage (77@45p) Monthly printer fee Work at Home allowance TOTAL EXPENSES TOTAL TO CLERK		34.65 2.91 27.00 <u>64.56</u>	0.58 <u>0.58</u>	34.65 3.49 27.00 <u>65.14</u> <u>303.09</u>
HMRC	BACS	Clerk PAYE – Jun 20	-	59.60	-	59.60
P Harrison	BACS	Internal audit fee		75.00	-	75.00
Clerk	BACS	Salary – Jul 20	-	238.15	-	238.15
		Expenses: Mileage (54@45p) Monthly printer fee Work at Home allowance Stamps Hand sanitiser x 5 A4 paper, envelopes TOTAL EXPENSES TOTAL TO CLERK		24.30 4.57 27.00 16.92 47.50 5.65 <u>125.94</u>	0.92 - 9.50 - <u>10.42</u>	24.30 5.49 27.00 16.92 57.00 5.65 <u>136.36</u> <u>374.51</u>
HMRC	BACS	Clerk PAYE – Jul 20	-	59.40	-	59.40
Microshade	BACS	Annual hosting fee		324.00	64.80	388.80
J Stevens	BACS	Allotment gate keys		52.50	-	52.50
Quickskips	BACS	Skip for allotment waste		158.33	31.67	190.00
Quickskips	BACS	Skip for allotment waste		158.33	31.67	190.00

b. To approve a bank reconciliation to end June 20. The bank reconciliation was approved.

- c. **To note support for village response to COVID-19 pandemic.** Covered in earlier agenda items
- d. **To receive feedback from a councillor audit.** The Chair briefed members on an internal councillor check on the finances conducted by himself and Cllr Booth. All comments raised during the check had been satisfied.
- e. **To receive a report from the independent internal auditor.** The report from the Internal Auditor was accepted and the comments about VAT receipts was noted.
- f. **To approve the accounts for 2019/20 including Parts 1 and 2 of the Annual Return.** The Clerk presented the accounts for 2019-20 which showed a year-on-year bank balance decrease of approx. £32k, mainly due to the invoices for the new play equipment not being received before the previous year-end and therefore processed early in this financial year (grants were received for this project to cover the cost in the previous financial year). Members approved the accounts. Members were then asked to approve, on the basis of the accounts presented, the information be used as the basis for the completion of the Annual Governance and Accountability Return for 2019/20 (Section 1 - Annual Governance Statement (page 5), and Section 2 - Accounting Statements (page 6) and that both the Chair and Clerk be authorised to sign the return on behalf of the Council prior to submission.

Resolved: that Wadworth Parish Council approve Section 1 Annual Governance Statement 2019/20 for Wadworth Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.

Resolved: that Wadworth Parish Council approve Section 2 Accounting Statements 2019/20 for Wadworth Parish Council on page 6 of the Annual Governance and Accountability Return 2019/20.

The Annual Governance and Accountability Return 2019/20 was to be signed by the Chair and Clerk after the meeting and would be published on the council's website along with all other required documents.

- g. **To appoint an internal auditor for 2020/21.** Pam Harrison was nominated to continue in the role of internal auditor. **Resolved – the Clerk was to approach Pam Harrison to appoint as internal auditor for 2020/21.**

4125 TO EXCLUDE THE PRESS AND PUBLIC FROM THE FOLLOWING ITEM OF BUSINESS. Nil

4126 ITEMS FOR NEXT AGENDA.

Risk management
 Newsletter
 Carr Lane flats
 Anti-social behaviour
 Village tree issues
 Remembrance Day

4127 DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on **Thursday 10th September 2020** commencing at **7pm via Zoom.**

Approved as a true record

Chair:

Dated: