

# OXSPRING PARISH COUNCIL

## Minutes of a meeting held on Monday 1st October 2007, At 7pm in Oxspring School.

### **1. Attendance.**

#### **a. In Attendance.**

|                           |      |               |
|---------------------------|------|---------------|
| Councillor I. Goldthorpe. | (IG) | (Chair.)      |
| Councillor I. Stanley.    | (IS) | (Vice Chair.) |
| Councillor C. Booth.      | (CB) |               |
| Councillor A. Mills.      | (AM) |               |
| Councillor F. Shaw.       | (FS) |               |
| Councillor W. Taylor.     | (BT) |               |

Mrs Stephanie Tolson (Clerk), Borough Councillors R Barnard and J Wilson.

#### **b. Apologies.**

Apologies were received and accepted from Councillor R. Chitoriski.

### **2. Prioritisation of Agenda Items.**

Items 5a and 5b are to be taken following item 2. (CB,IG).

### **3. Community Matters.**

#### **Public Participation Adjournment.**

None.

#### **4a. Minutes of the Meeting held on Monday 9<sup>th</sup> July 2007, and Matters Arising from them.**

The Chair signed the minutes as a true record after **agreement** by the Council (BT,IG). The Clerk had circulated action reports from the minutes and provided the latest update in addition. The Chair and other members reported on their actions.

- Any other matters would be included in later agenda items.

#### **4b. Minutes of the Meeting held on Monday 3<sup>rd</sup> September 2007, and Matters Arising from them.**

The Chair signed the minutes as a true record after **agreement** by the Council (IS,CB). The Clerk had circulated action reports from the minutes and provided the latest update in addition. The Chair and other members reported on their actions.

- The Clerk reported that she had received her CRB disclosure and that it is clear.
- The Clerk reported that the Bank mandate had been set up with the signatories from the meeting of the 3<sup>rd</sup> September, and that a new mandate is to be presented to add Councillor Mills and Councillor Booth. Both signed the mandate in preparation. Councillor Mills is to present ID and address verification to HSBC.
- The standing order for the Clerks salary and Imprest account have been set up.
- Most other matters would be included in later agenda items.

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### **5. Business Matters.**

#### **a. Mottram Bypass**

- The correspondence received from Persona Associates regarding the current Public Enquiry was discussed with Borough Councillors Wilson and Barnard. In particular the revised lower traffic forecasts were discussed and also the proposed Translink UK rail based alternative was discussed.
- Councillor Barnard informed the Parish Council that the timelines for the bypass are that work is not expected to start until 2014.
- It was noted that even though traffic forecasts have been lowered, the main change is on the A616 between the Flouch and the M1, and the revised forecast affecting our area was a less than 5% change. Therefore it was **agreed** that the Parish Council's Objection still stands and does not need to be altered. (IG,IS).

#### **b. Sheephouse Heights Wind Farm**

- The scoping report by Arcus Consulting was discussed with Borough Councillors Wilson and Barnard. In particular the inefficiency of Wind Farms was discussed.
- Possible grounds for objection were discussed, and further thought and investigation is required to that end.
- It was agreed that an objection would be made once a Planning Application has been submitted, and that no comments were to be made at this point in time. (IG,IS).

#### **c. Allotment Inspection**

- The findings of the Allotment inspection carried out by the Clerk and Councillor Booth in September were discussed. Three plots were highlighted as being in particular need of attention; plots 4 and 6 West Crescent, and Plot 1 Roughbitchworth Lane. (rented by Mr Fearn, Mrs Sharman and Mrs Scott respectively).
- The Clerk is to write letters to the above, stating that the plots will be reinspected early in the growing season, with a view to giving notice if no work is evident. Councillor Stanley will hand deliver the West Crescent letters.
- The Clerk stated that there is still a vacancy at Plot 7 West Crescent, as no one on the waiting list wants it. Councillor Taylor reported that he has details of a possible tenant, which he is to pass to the Clerk.
- A possible rent review for the Allotments was discussed. It was **agreed** not to increase the rents in 2008, but possibly in 2009. (FS,IG). The Clerk is to send out a letter to all tenants to this effect.
- Councillor Booth reported that Mr Faxon of Plot 6 Roughbitchworth Lane has offered to spray weedkiller on the paths in between the allotments. Councillor Booth is to contact Mr Faxon to see if he has a certificate for this. If so, he will be given the go ahead to spray the paths.

#### **d. Tree Inspections**

- Councillor Taylor is to do the tree inspections and report his findings to the Council.

#### **e. Community Partnership facilities**

- Councillor Booth updated the Council and Borough Councillors Barnard and Wilson on the progress being made for the Community Partnership facilities on the Playingfield. Borough Councillors Barnard and Wilson stated that they will support the project.

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- Councillor Booth has spoken with the Planning Consultant, Mr Clynch. Mr Clynch is currently in discussions with BMBC about the proposal.
- The issue of where the facility is to be sited was discussed, and the effect that could have on a Business Plan for the facility.
- Councillor Booth handed out application forms for Membership to South Yorkshire Funding Advise Bureau, for the Parish Council, the Football club and Oxspring Friends.
- Councillor Booth is to talk to Nora Keaney-Corr, the YLCA's Village Halls Advisory Service Officer regarding funding.

### **f. Tollbar Post Planter and other planters**

- The vandalism of the Tollbar Post Planter was discussed. The Chair reported that Mr J Mitchel is rebuilding it by re-using much of the original stone from the Toll Bar Cottage. The cost of this is to come from of the remaining earmarked funds from the Bower Hill Bridge project. Currently £863.
- The planter and Trough on Sheffield Road near the Waggon and Horses were discussed as no-one is maintaining them. Councillor Mills offered to look after them, this was **agreed**. (IG,IS).

### **g. Oxspring Well**

- It was reported that the Sunday Walkers are attending to the well.

### **h. Youth Club**

- The Clerk is to contact the Volunteers to enquire whether they are still interested in running the Youth Club, as it is a long time since they put their names forward. It will then be decided at the next meeting what actions are required to start the Youth Club.
- Councillor Taylor reported that he is doing a Child Protection Policy for the Youth Club.
- It was discussed whether a Child Protection Policy is required by the Parish Council for the Play area and other recreational areas in the village. The Clerk is to ask the YLCC for advice on this matter.
- The Clerk reported that Rev Joy had been in contact with the Insurance company and was now satisfied with the Youth Club element of the insurance. He also requested a quote for pool tables/sports equipment All risks Cover. This will be £16.25 + 5% tax. It was also noted that there is a £100 excess for all insurance claims.

### **i. Administration Charges**

- To be discussed at the next meeting.

### **j. Website Maintenance**

- To be discussed at the next meeting.

### **k. Accounting Package**

- To be discussed at the next meeting.

### **l. Other Business**

- The Oxspring Fun Run took place on the 30<sup>th</sup> September and was very successful, with 75 runners taking part and a profit of £273. All proceeds are to be donated to Friends of Oxspring for community use.
- It was **agreed** that Risk Assessments should be carried out on all Parish Council activities/events. (IG,IS). Councillor Booth was volunteered to do this.

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## 6. Financial Matters.

### a. Payments and Receipts

- The following Receipts were acknowledged:

| Date      | Receipt Ref | Name                       | Service/item                  | Amount        | Account    |
|-----------|-------------|----------------------------|-------------------------------|---------------|------------|
| 1 Aug 07  | 32A         | Penistone Footpath Runners | Use of Playingfield           | 30.00         | RECEIPTS   |
| 7 Aug 07  | 31A         | Mr Murphy                  | Allotment Rents               | 9.00          | ALLOTMENTS |
| 14 Sep 07 | 33A         | Mr Andy Plummer            | Field fund from Trunce series | 350.00        | RECEIPTS   |
|           |             |                            | <b>Total Receipts</b>         | <b>389.00</b> |            |

- A further explanation was requested for receipt 32A. This was a donation to the proposed Oxspring Sports Field Club House, for the use of the field when the Penistone Footpath Runners promoted the South Yorkshire Road Race League in May.
- The following items of payment had been made during the recess by the Chair and Clerk. This action was **approved**. (CB,BT):

| Date      | Payment Ref | Name                            | Service/item                  | Amount         | Account        |
|-----------|-------------|---------------------------------|-------------------------------|----------------|----------------|
| 16 Jul 07 | SO          | Yorkshire Water                 | Water usage at Allotments     | 9.74           | ALLOTMENTS     |
| 26 Jul 07 | 17          | British Seed Houses             | Grass Seed                    | 55.75          | MAINTENANCE    |
| 26 Jul 07 | 18          | Barnsley Chronicle              | Advertise Clerk post          | 252.51         | ADMINISTRATION |
| 16 Aug 07 | 28          | Post Office Ltd                 | Mail redirection to chair     | 14.30          | ADMINISTRATION |
| 10 Aug 07 | 20          | SJM Planthire & Groundworks Ltd | #Car Park to football Club    | 1200.00        | MAINTENANCE    |
| 10 Aug 07 | 21          | Lappset UK Ltd                  | #Playarea-waltz arm x 2       | 680.00         | MAINTENANCE    |
| 10 Aug 07 | 22          | NGN Technology                  | Printer Cartridges            | 17.02          | ADMINISTRATION |
| 10 Aug 07 | 23          | Oxspring Primary School -bmhc   | Hire of hall                  | 80.00          | ADMINISTRATION |
| 10 Aug 07 | 24          | BMBC                            | Gound Maintenance Contract    | 594.45         | MAINTENANCE    |
| 10 Aug 07 | 25          | Windmill Nursery-Mrs Wainwright | Planter Plants                | 19.44          | MAINTENANCE    |
| 10 Aug 07 | 26          | Windmill Nursery-Mr Taylor      | Planter Plants                | 10.60          | MAINTENANCE    |
| 10 Aug 07 | 26          | HodgeHill Nursery-Mr Taylor     | Planter Plants                | 13.00          | MAINTENANCE    |
| 10 Aug 07 | 27          | Morrisons-Mrs Borham            | Planter Plants                | 18.46          | MAINTENANCE    |
| 16 Aug 07 | 29          | Jill Moore                      | Imprest Account reimbursement | 31.76          | BANK TRANSFERS |
| 23 Aug 07 | 30          | JS Mitchell                     | #Culvert Repairs Playingfield | 260.00         | MAINTENANCE    |
| 24 Aug 07 | 31          | St Aidans Church                | Hire of hall                  | 28.00          | ADMINISTRATION |
| 18 Sep 07 | 32          | Sutcliffe Play Ltd              | Pendulum seat & Assembly      | 62.82          | MAINTENANCE    |
| 18 Sep 07 | 33          | Peter Jones China Ltd           | Clock for J Moore             | 26.65          | ADMINISTRATION |
| 18 Sep 07 | 34          | Mr R Chitoriski                 | Prizes for Oxspring Fun Run   | 40.00          | ADMINISTRATION |
| 20 Sep 07 | DD          | Southern Electric               | Playing field electricity     | 1.26           | ADMINISTRATION |
| 23 Sep 07 | SO          | Stephanie Tolson                | Clerk Salary                  | 390.83         | WAGES, PAYE    |
| 23 Sep 07 | SO          | Stephanie Tolson                | Imprest Account               | 15.00          | ADMINISTRATION |
|           |             |                                 | <b>Total Payments</b>         | <b>3414.50</b> |                |

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### b. Balances and Transfers

- The Following transfers were made during the period:

| Date     | From/to    | Amount  |
|----------|------------|---------|
| 5 Jul 07 | C/A to D/A | 2000.00 |
| 7 Aug 07 | D/A to C/A | 2500.00 |
| 7 Aug 07 | D/A to C/A | 2500.00 |

- The closing balances for 31<sup>st</sup> August 2007 were:  
c/a £2053.56, d/a £11021.71, Imprest a/c £0.00

### c. Other Financial Matters

- An application form for setting up the Clerk for HSBC Telephone Banking was **agreed** and signed. (CB,IS).

## 5. Planning Matters

### a. Planning Applications.

There was one Planning Application for consideration by the Council

- Application No: 2007/1511  
Description: Erection of single storey side extension kitchen and garage  
Location: 20 West Crescent, Oxspring.  
This application was supported. (CB,BT)

### b. Other Planning Matters

- A letter from BMBC was read to the Council, acknowledging receipt of the signed license for the land at Sheffield Road, and acknowledgement of the Council's wish for a fixed term agreement once the deeds for the memorial garden are obtained. As a result of this BMBC have commenced the consultation process.
- The proposed diversion of Public Footpath no 9 at Willow Bridge Cottages was discussed. It was proposed that the Clerk sends the following comments to BMBC: 1) That the width of 1.5m is not a wide enough gap from the river for the path along the river bank, as it would be dangerous for children. 2) That there would be a risk of erosion of the river bank with the footpath being on the outside of the river bend, and so the gap from river to path would decrease. 3) That there is a concern that stiles are unsuitable for the less mobile and kissing gates would be preferred.
- Councillor Booth reported that the Heritage Group are willing to do Way Marking of footpaths in Oxspring for £50. This was **agreed**. (FS,BT).
- A draft contract for the Memorial Garden Land on Sheffield Road has been received by the Parish Council for its approval. The land is being sold by Eastwood developments to the Parish Council for £0. Special conditions of the sale include: 1) that the buyer shall pay £100 of the seller's solicitor's costs. 2) That the buyer is not to use the property for anything other than a Memorial Garden for use by the general public. 3) That the buyer will maintain the property to the seller's reasonable satisfaction as a Memorial Garden for use by the general public. These special conditions are to be redrafted as covenants into the Title Deed. It was **agreed** to

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accept these conditions. (CB,FS). The Clerk is to write a letter to the solicitor accepting the above.

### **8. Administrative Matters.**

#### **a. Correspondence**

- A list of correspondence had been circulated, and the Clerk added to this with recently received items. All items requiring discussion by the Council were discussed under the relevant agenda items.
- Councillor Stanley informed the Clerk that it had previously been agreed that all correspondence should be acknowledged.

#### **b. Items to Report**

- Councillor Taylor is to report a missing handrail at Black Moor to the Trans Pennine Trail Officer.

### **9. Other Matters**

#### **a. Emergency Items**

- The Clerk has received a letter from an applicant for the Clerk to the Council post. It was **agreed** that it should not be discussed at a full Council meeting. (CB,BT). An appeals committee of Councillors Booth, Mills, Taylor and Goldthorpe was set up to discuss this item separately.
- The new Code of Conduct was discussed, and it was **agreed** that the Parish Council is to adopt it. (IG,IS). The Clerk is to arrange the paperwork for all Councillors to formally sign that they will abide by the Code and also to detail their Declarations of Interest. The Clerk will also investigate how the adoption is to be advertised.

#### **b. Matters for future discussion.**

Community Partnership facilities, Code of Conduct, Administration charges, Tree Inspections, Website Maintenance, BMBC Web page for OPC, Appeal Committee, Youth Club, Role Re-allocation, Accounting Package.

### **7. Date and Time of the Next Meeting.**

The next full meeting will be at 7pm on Monday 12<sup>th</sup> November 2007 at Oxspring School.

**Signed this day** \_\_\_\_\_ **2007.**