

MINUTES OF THE ANNUAL MEETING OF WAVERLEY COMMUNITY COUNCIL HELD AT THE BESSEMER ROOM, AMP TECHNOLOGY CENTRE ON FRIDAY 10th MAY 2019 AT 7.00PM

Present: RMBC Councillor Alan Buckley (Outgoing Chair), Councillors Neil Adshead, Aminur Allen-Miah, Jamie Baggaley, Roger Grace, Mark Lambert, Sai Narra and Aravind Venkana.

In Attendance: Les Wheatley, Interim Clerk to the Council, RMBC Councillor Nigel Simpson, RMBC Councillor Bob Walsh, Andrea Peers, RMBC Area Partnership Manager, Janice Curran, RMBC Parish Liaison Officer, and 5 members of the public.

012.19 Election of Chair of The Community Council

Cllr. Buckley opened the meeting and welcomed the incoming Councillors and other attendees. He wished the new Community Council every success for the future and thanked members of the public for attending the meeting.

(a) To elect a Chair for the 2019/20 municipal year

Cllr. Lambert proposed Cllr. Baggaley as Chair. There were no other proposals

Resolved: That Cllr. Jamie Baggaley is elected as Chair of Waverley Community Council for the 2019/20 municipal year. Proposed Cllr. Lambert, seconded Cllr. Grace. **Carried.**

(b) Chair to sign the Declaration of Acceptance of Office

Cllr. Baggaley signed the Declaration of Acceptance of Office

013.19 Approval of Minutes

(a) To approve the minutes of the meeting held on Monday 8th April 2019

The minutes of the meeting held on Monday 8th April 2019 were accepted as a true record

014.19 Election of Vice-Chair of The Community Council

(a) To decide whether the Council shall have a Vice-Chair

Resolved: That the Council will elect a Vice-Chair for the 2019/20 municipal year. Proposed Cllr. Baggaley, seconded Cllr. Adshead. **Carried**

(b) To elect a Vice-Chair of the Community Council for the 2019/20 municipal year

Resolved: That Cllr. Mark Lambert is elected as Vice-Chair of Waverley Community Council for the 2019/20 municipal year. Proposed Cllr. Baggaley, seconded Cllr. Allen-Miah. **Carried.**

(c) All members to sign the Declaration of Acceptance of Office

All members signed the Declaration of Acceptance of Office

015.19 Apologies and Reasons for Absence

All members of the Council were present at the meeting

016.19 Confidential Items

No confidential items were identified

017.19 Declaration of Disclosable Pecuniary and Other Interests:

(a) To ensure that all Councillors are aware that they must complete a Register of Interests form within 28 days of their election which they must return to the Monitoring Officer of RMBC.

Register of Interest Forms were distributed at the meeting and Councillors were made aware of the need to return them to the RMBC Monitoring Officer within 28 days of their election.

(b) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any personal interests

No interests were declared at the meeting

(c) To receive and decide upon requests for dispensations made by Councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.

No dispensations were required

PUBLIC COMMENTS AND QUESTIONS

Resolved: That the meeting is adjourned for comments and questions from the press and public. Proposed Cllr. Baggaley, seconded Cllr. Lambert. **Carried.**

Issues raised were:-

i) A request that Waverley Residents Association events be a standing agenda item for future meetings. This was agreed by the Clerk.

ii) A request that RMBC Ward Councillors reports be a standing agenda item for future meetings. This was agreed by the Clerk.

iii) Comments about community policing and anti-social behaviour including fires. The Chair said that the Council had requested a meeting with the police to discuss solutions to current problems. This was expected in late May / early June. Cllr. Simpson (RMBC) said that RMBC planning enforcement rules prohibited fires on building sites and suggested this may be a line to take.

iv) Comments about lack of protection from pollution during building works and about lack of privacy caused by inadequate planting and vegetation. The Chair said that these matters would be raised at forthcoming meetings with Harworth Group and The Land Trust which were expected later in May

018.19 Appointment of Proper Officer and Responsible Financial Officer to The Council

(a) To approve hours and salary scale for the Interim Clerk to the Council

Resolved: That the Interim Clerk will be paid at a rate of £12.39 per hour (LC1, Scale Point 17) from 1 April 2019 and that working hours will be 12 per week. Proposed Cllr. Lambert, seconded Cllr. Venkana. **Carried.**

(b) To review and approve a draft job description, person specification and advertising material related to the recruitment.

The documents were circulated prior to the meeting

Resolved: That the drafts of the job description, person specification, application form and advertising material related to the recruitment are approved, subject to revision for dates and contacts. Proposed Cllr. Narra, seconded Cllr. Allen-Miah. **Carried.**

(c) To consider and approve the appropriate salary scale and hours for the new post.

It was considered that the appropriate salary for a newly appointed Clerk would fall within the LC2 scale as population and responsibilities will grow relatively quickly. Weekly hours of 12 per week will allow for training and personal development.

Resolved: That the post will be advertised within the range of LC2 Scale Points 18-21 with starting salary negotiable within this range (£24,313 to £25,801 pro rata. Working hours will be 12 per week. Proposed Cllr. Baggaley, seconded Cllr. Adshead. **Carried.**

(d) To approve a timescale for the recruitment to be undertaken

Resolved: That the post is advertised immediately with Yorkshire Local Councils Associations, Voluntary Action Rotherham and RMBC. The closing date for applications will be Friday 7th June and interviews will be held during w/c 24th June to allow time for sifting and shortlisting. Proposed Cllr. Baggaley, seconded Cllr. Grace. **Carried.**

019.19 Adoption of Council Policies:

(a) To appoint a committee to draft various mandatory and discretionary policies for recommendation to the Council and to set the remit of the committee

There are a wide range of policies the Council must have that only exist in “model” form at the moment and need adjusting to need. In addition, Standing Orders and Financial Regulations have only been modified to an extent but need further work.

Resolved: To establish a committee to review and amend accordingly the Council’s Standing Orders, Financial Regulations and other policies and make recommendations to the Community Council for adoption. The committee will have 2 members and will meet monthly. The committee will complete its review of Standing Orders and Financial Regulations in time for the July meeting and will complete work on other policies by the end of 2019. Proposed Cllr. Baggaley, seconded Cllr. Grace. **Carried**

Cllrs. Baggaley and Grace were appointed as members of the Policies Committee.

020.19. Committees of The Council

(a) To consider the creation of committees

i) A Planning Committee was considered to meet (when needed) mid-month to consider response to planning applications which are outside the timescale of Council meetings. This is because Council meetings are held every 4 or 5 weeks and the usual response time to a planning application is only 3 weeks.

Resolved: That a committee will be established to consider planning applications which are outside the scope of the Community Council to comment upon. The planning committee will have delegated authority to respond to such applications on behalf of the Council. The committee will only meet when appropriate and Planning will remain a standing item on the agenda of full Council meetings. Proposed Cllr. Adshead, seconded Cllr Narra. **Carried**

Cllrs. Lambert, Allen-Miah, Grace, Narra and Venkana were appointed to the Planning Committee

ii) A Staffing Committee was considered for the purpose of handling the recruitment of the new Clerk and to deal with ongoing staffing issues.

Resolved: That a Staffing Committee will be established to oversee the recruitment of the new Clerk / RFO and undertake sifting, shortlisting, interviewing, appointment and

contracting. This committee will also meet as required to consider future changes to legislation, pay and conditions and other staffing issues. Proposed Cllr. Lambert, seconded Cllr. Baggaley. **Carried**

Cllrs. Baggaley, Lambert and Narra were appointed to the Staffing Committee

The Clerk will also attend all committee meetings

021.19 Representatives on Outside Bodies

(a) To appoint a representative to Yorkshire Local Councils Associations

Cllrs. Lambert and Venkana were appointed as representatives to Yorkshire Local Councils Associations

(b) To consider representation on other Outside Bodies if appropriate

No other outside bodies were identified that require named representation

022.19 Annual Parish Meeting

(a) To agree arrangements for the 2019 Annual Parish Meeting which will be held on Wednesday 29th May 2019 at 7pm at The Bessemer Room, AMP Technology Centre

The date for the meeting was confirmed and this will be advertised 2 weeks before the meeting date. An agenda will be placed in the noticeboard and also on the Community Council website and in the Parish e-bulletin if these are up and running in time. The agenda will include an address by the Community Council Chair, and Rother Vale Ward Cllr. Bob Walsh as well as an open forum on Parish matters.

023.19. Set Meeting Dates and Venues To 31 March 2020

(a) To agree a schedule of meeting dates and venues for the Council in the 2019/20 municipal year

Resolved: That ordinary Community Council meetings will be held on the first Wednesday of each month whenever possible during the year 2019/20 and will be held at the Technology Centre, Advanced Manufacturing Park in Waverley. Proposed Cllr. Baggaley, seconded Cllr. Grace. **Carried**

There are two exceptions to the resolution. The July meeting will be held on Monday 8th July due to existing holiday commitments and the January 2020 meeting will be held on the second Wednesday (8th) as the first Wednesday is New Year's Day.

The Clerk will advertise meeting dates on all available media

024.19 Finance Matters

(a) To receive an update on establishment of Lloyds bank account

The Clerk reported that the bank account is now open (Lloyds) and the first stage Precept of £18,013 has been transferred into the account by RMBC.

(b) To approve signatories to the Lloyds bank account

Four cheque signatories were approved. This will be expanded when the new Clerk takes up post and needs to be added to the signature mandate.

(c) To consider establishment of a business reserve account

Resolved: That a separate account is opened with Lloyds for the purpose of holding the Council's reserve fund. Proposed Cllr. Narra, seconded Cllr. Allen-Miah. **Carried**

(d) To consider a first draft budget for 2019/20

The draft budget had been previously circulated. Minor changes were suggested and the final budget will be presented for approval at the June meeting

(e) To appoint two Councillors to act as Internal Auditors for the Council

Two Councillors were appointed as internal auditors and will check invoices, payments and bank statement each month

(f) To consider a quotation for annual Internal Audit services

Resolved: That a quotation from VAR Community Accounting Service to provide the annual Internal Audit function for year-end March 2020 at a cost of £254.00 is accepted. This expense will not be incurred until the next financial year. Proposed Cllr. Lambert, seconded Cllr. Venkana. **Carried**

(g) To approve payment of invoices presented

Resolved: That accounts presented for payment are approved. Proposed Cllr. Adshead, seconded Cllr. Narra. **Carried**

025.19 Planning:

There were no planning applications to consider at this meeting

026.19 Community Council Communications

(a) To consider proposals to establish a Community Council website

The Clerk reported that no progress had been made with RMBC over the provision of a website for the Council. Cllr. Lambert has undertaken research into alternatives and outlined several possible affordable solutions which could be established quickly and inexpensively.

Resolved: That Cllr. Lambert establish a website for the Council under the domain name www.waverleycommunitycouncil.co.uk within an expenditure ceiling of £250. Proposed Cllr. Baggaley, seconded Cllr. Grace. **Carried.**

(b) To consider a proposal to establish a Parish e-mail network

Resolved: That the Community Council establish an e-bulletin to provide Council and Parish information to residents who opt in to receive it. Proposed Cllr. Lambert, seconded Cllr. Allen-Miah. **Carried**

(c) To arrange a meeting with publishers of The Wave magazine

There is an offer of regular space in The Wave for the Council to publicise its activities. Cllr. Baggaley will arrange a meeting with the publishers to discuss opportunities in detail.

027.19 Councillor Training

(a) To arrange training with Yorkshire Local Councils Associations to include New Councillor, Chair, and Code of Conduct training

It was agreed that this was necessary and the Clerk was asked to contact YLCA to put the necessary arrangements in place.

(b) To consider options for Planning training with RMBC

Various RMBC planning events are taking place throughout the year and these will be circulated by the RMBC Parish Liaison Officer. The Clerk will arrange a bespoke session related to Waverley planning with the relevant RMBC planning officer

(c) To approve expenditure for necessary training

YLCA have an introductory rate for new Councils of £12 per Councillor per course and also offer evening sessions.

Resolved: That expenditure up to £200 is approved for initial Councillor training provided by YLCA. Proposed Cllr. Venkana, seconded Cllr. Adshead. **Carried.**

028.19 Arrange External Meetings

(a) To arrange introductory meetings with key local stakeholder organisations

- (i) Harworth Estates
- (ii) Waverley Residents Association
- (iii) Well Rotherham
- (iv) RMBC, Cllr. Sarah Allen, Cabinet Member for Parish Liaison
- v) The Land Trust
- vi) AMP Occupiers Forum

The Clerk is in discussions with local stakeholder organisations, most of which have agreed to meet with representatives of the Community Council. It is expected that some of these meetings will take place before the next Council meeting on 5 June when the Council will report back.

029.19 Community Policing

(a) To arrange a meeting with representatives from South Yorkshire Police to introduce the Community Council and discuss community policing issues.

Sgt. Pete Longthorne of South Yorkshire Police has agreed to meet WCC representatives to discuss issues raised and identify potential solutions. It is expected that this meeting will take place before the next Community Council meeting on 5 June when the Council will report back.

030.19 Agenda Items for the Next Meeting

(a) To agree items for inclusion on the agenda of the next meeting

Agenda items identified for the next meeting were:-

- i) Community Council local grants scheme
- ii) First Aid Training from British Red Cross
- iii) Purchase of IT and communications equipment
- iv) Transfer of assets from Waverley Residents Association to the Community Council
- v) Public transport / SYPTE

The meeting closed at 7.18pm

Signed

Chair