

MINUTES OF THE MEETING OF WAVERLEY COMMUNITY COUNCIL HELD AT THE HUNTSMAN ROOM, AMP TECHNOLOGY CENTRE ON WEDNESDAY 7th AUGUST 2019 AT 7.00PM

Present: Councillors Jamie Baggaley (Chair), Mark Lambert (Vice-Chair), Neil Adshead, Sai Narra, Aravind Venkana, Amin Allen-Miah and Roger Grace.

In Attendance: Les Wheatley, Interim Clerk to the Council, Rachel Graham, Clerk to the Council, Cllr. Bob Walsh, RMBC Rother Vale, Kris MacKay, Well Rotherham. No members of the public were present.

069.19 Apologies and Reasons for Absence

All members were in attendance

070.19 Waverley Community Council Meetings

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

071.19 Confidential Items

Resolved: That the press and public should be excluded from agenda item 7 due to the confidential nature of the business to be conducted. **Carried.**

072.19 Declaration of Disclosable Pecuniary and Other Interests

No interests were declared at the meeting

073.19 Matters Arising

a) Following a query from recent Councillor training the Interim Clerk confirmed that the Council has appointed the Voluntary Action Rotherham Community Accounting Service as independent internal auditor for 2019/20.

074.19 Ward Councillor Reports

a) Cllr. Bob Walsh (RMBC Rother Vale) drew the Council's attention to the Emissions Zone Consultation currently being undertaken in Rotherham and Sheffield. It was felt that the Community Council should contribute to both consultations and Cllr. Allen-Miah agreed to take the lead on this.

PUBLIC COMMENTS AND QUESTIONS

Resolved: That the meeting is adjourned for comments and questions from the press and public. **Carried.**

No members of the public were present at the meeting

075.19 Local Grants Scheme *(this item was brought forward due to the attendance of Kris Mackay from Well Rotherham)*

a) Kris Mackay from Well Rotherham gave an update on their Great Ideas grants project which offers small grants to individuals and groups wishing to carry out activities to improve wellbeing, participation and the environment. The scheme has been successfully launched in Waverley, Catcliffe and Treeton and several ideas have come forward including a book club and a horticultural project. The grants

scheme is ongoing and remains open to apply for.

b) The Interim Clerk will complete the Community Council's draft Grants Policy and the incoming Clerk will bring forward to the next meeting. Due to financial regulations the Council's grant scheme is required to be for constituted groups with bank accounts only. It is hoped that the two grants schemes will dovetail together well.

c) The Council has received a resident's proposal to establish a Dog Park in Waverley. While the idea was supported in principle, the Council is unable to act as it does not have ownership or control over the proposed site so permissions will need to be obtained from landowners. The cost was also considered to be prohibitive and external funding will need to be sought. The Council will monitor developments but feels the proposal is one for the future.

076.19 Adoption of Council Policies

A meeting of the Policies Committee will be convened to discuss a timetable for development and adoption of outstanding policies and to review terms of reference for Committees. Policies related to the Clerk's contract will be developed and presented to the next meeting.

077.19 Finance Matters

a) The Interim Clerk reported that the Reserve account is now up and running and the Council can now start making deposits

b) The management accounts up to end of July were examined and no issues found.

c) The bank reconciliation to 19 July 2019 was checked and signed by 2 Councillors

d) **Resolved:** That accounts presented for payment in August 2019 are approved.
Carried

e) Now that the new Clerk has been appointed, steps will be taken to change the bank signature mandate with Lloyd, to add the new Clerk and Councillors who are not currently signatories and remove the outgoing Clerk.

078.19 Planning

a) Amended application RB2017/1347 - Outline application for the formation of a proposed motorway service area with details of access (comprising main service station building, car fuel filling station, HGV amenity building, HGV fuel filling station, formation of car, coach and caravan parking areas and associated works) at Motorway Service Area, Rotherway, Brinsworth for Applegreen plc.

Resolved: That the Council will forward an objection to RMBC in respect of this application on the grounds of potential reduced access, increased traffic congestion and increased emissions. **Carried**

b) Cllr. Grace provided feedback from the RMBC Planning Enforcement Seminar held on 18 July which dealt with issues such as developers' compliance with planning conditions, Environmental Health issues and planning breaches. It was agreed to convene the Planning Committee in the near future to discuss issues

raised at the seminar and which have arisen locally.

079.19 Community Council Communications

a) To receive progress reports on:-

i) the Community Council website – Clerk and Cllr Lambert to meet and discuss uploading documents. Only Council related materials should be added such as minutes, accounts, agendas

ii) the Parish e-mail network

Currently the e-bulletin had limited uptake of 31 residents. **Resolved:** The method of delivery should be reviewed at the end of the financial year.

Carried

iii) the Community Council Facebook page – this page was live, and had received attention from some 150 residents.

iv) meeting with publishers of The Wave magazine.

Resolved: Clerks to meet with the publisher and seek to include a content regarding the WCC on a regular basis. **Carried**

b) To arrange compliance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations, 2018.

Resolved: Cllr Lambert agreed to ensure the website would be compliant within the specified timescales. **Carried**

c) To consider usage of individual Councillor e-mail addresses.

It will cost £70 per annum to use the .gov email domains, **Resolved:** Cllr Lambert to set-up specific email addresses for all Councillors to use. **Carried**

d) To approve a request from YLCA for an article to be written about the Community Council by NALC.

Resolved: the Councillors agreed this should occur, and requested sight of the final version before it was submitted to YLCA. **Carried**

d) To consider a proposal to commission a logo for the Community Council

Resolved: the Clerk will advertise a competition for a logo and strap line for WCC, using the ebulletin and WAVE magazine, with the prize of switching on the Xmas lights. **Carried**

080.19 Councillor Training

(a) To receive feedback on Chairmanship Training and New Councillor training undertaken by YLCA in July.

Councillors agreed this was beneficial training as the majority came to the role with little knowledge of the involvement becoming a Parish Councillor involved.

b) To arrange Code of Conduct training, to be delivered by YLCA

Resolved: the Clerk to find an agreeable date for all to attend the training. **Carried**

c) To consider other Councillor training needs

Resolved: Chair Baggaley to attend the annual YLCA conference at a cost of £125. **Carried**

d) To arrange a skills audit of Councillors

Resolved: the Clerk to prepare a form for Councillors to complete, so skills sets can be matched to tasks within the WCC. **Carried**

081.19 Arrange External Meetings

a) To receive feedback from the Catcliffe & Brinsworth / Rother Vale Special Ward Meeting. Cllr Adshead provided feedback to the Councillors, and encouraged an ongoing engagement with these events.

b) To arrange meetings with key local stakeholder organisations and consider agenda items

i) Harworth Estates

ii) The Land Trust

iii) Man Co

iv) Waverley Events Committee

v) Well Rotherham

vi) RMBC – Ward Councillors, Highways and Rights of Way

Resolved: Clerk to gather more items for the list for Harworth Estates and engage with other key stakeholders. **Carried**

b) RMBC Emergency Planning Seminar – 4th September

Resolved: Cllr Grace and Clerk to attend the seminar. **Carried**

082.19 Grounds Maintenance

a) To compile a list of grounds maintenance issues to address at meetings with relevant organisations. **Resolved:** Clerk to gather items for the list as mentioned above. **Carried**

083.19 Highways

a) To approve a project to identify and map progress on adoption of roads and utilities

b) To compile a list of other highways issues to address at meetings with relevant organisations.

Resolved: Clerk to engage with RMBC and seek a source map from Harworth Estates, to publish on the website. **Carried**

084.19 Waverley Academy

a) To receive a progress report on the development of Waverley Academy
The Ground breaking ceremony for the Academy was attended by the Major and Ward Councillor Walsh, unfortunately WCC was not made aware of the event.

Resolved: Clerk will include any updates such as admissions, when available.
Carried

085.19 Postal Services

a) To request additional post box facilities in Waverley

Resolved: Clerk to contact Royal Mail regarding a post box in Waverley. **Carried**

086.19 Community Policing

a) To receive reports on community policing issues.
Nothing has been reported.

b) To arrange a further meeting with South Yorkshire Police

Resolved: Clerk to arrange regular meetings. **Carried**

087.19 Waverley Events

a) To receive information on arranged local events

The Events Committee is planning a Scarecrow event in October, and the Party in the Park at Catcliffe was cancelled.

b) To give further consideration to a proposal for a joint Waverley One Stop Shop exhibition to be jointly organised between WCC and the Events Committee

Resolved: The Clerk will make arrangement for this event, and liaise with the Events Committee. **Carried**

088.19 Agenda Items for The Next Meeting

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

- joining the CPRE

- Highways ownership

21:20 Cllr Walsh left the meeting

Resolved: That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972. **Carried.**

088.19 Appointment of Proper Officer and Responsible Financial Officer to the Council

a) To approve the incoming Clerk's contract

The draft contract is with the Chair for review.

b) To approve payment of holiday pay for the Interim Clerk

Resolved: the interim Clerk will receive holiday payment. **Carried**

c) To consider staff training needs and costs

Resolved: the Council will cover the cost of £600 for the Clerk complete the CilCA training and permit completion within contracted hours. **Carried**

d) To consider appointment of a line manager for the Clerk

Resolved: Cllr Lambert will line manage the Clerk. **Carried**

e) To approve Catcliffe Memorial Hall as the official address of the Council

Resolved: Clerk to explore cost of using AMP as the official address, if not revert to Catcliffe and make arrangements with Catcliffe PC to enable this to happen. **Carried**

f) To receive an update on equipment purchase for the Clerk

Resolved: a budget of £1500 is set-aside for laptop, printer, phone, software etc. **Carried**

The meeting closed at 21.37

Signed

Chair