

MINUTES OF THE MEETING OF WAVERLEY COMMUNITY COUNCIL HELD AT THE BREARLEY ROOM, AMP TECHNOLOGY CENTRE ON WEDNESDAY 5th JUNE 2019 AT 7.00PM

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

In Attendance: Les Wheatley, Interim Clerk to the Council, RMBC Councillor Sarah Allen, Janice Curran, RMBC Parish Liaison Officer, and 1 member of the public.

031.19 Apologies and Reasons for Absence

All Councillors were present at the meeting

032.19 Approval of Minutes

The minutes of the Annual Meeting held on Wednesday 10th May 2019 were accepted as a true record

033.19 Confidential Items

No confidential items were identified

034.19 Declaration of Disclosable Pecuniary and Other Interests

a) No interests were declared at the meeting

b) The Clerk confirmed that all Register of Members Interests Forms had been submitted and published on the RMBC and Waverley CC websites

035.19 Matters Arising

a) The Annual Parish Meeting was held on 29th May 2019. The minutes will be published shortly on the website and in the e-bulletin.

b) The Clerk confirmed that the Council is now registered with the Information Commissioner's Office

036.19 Ward Councillor Reports

a) No Ward Councillors were present at the meeting. Apologies were received from Cllr. Walsh (Rother Vale)

b) The meeting was attended by Cllr. Sarah Allen. Councillor Allen is RMBC Cabinet member for Cleaner, Greener Communities plus has responsibility for Local Councils liaison.

She is visiting all the local councils across the borough to express how RMBC wants to improve relationships with the Local Councils and to find out what the issues/barriers are and look at ways to overcome them; she stressed she is not there to replace the Ward members.

From visiting nearly 30 Councils so far, the 4 dominant issues coming out are:-

- Lack of engagement from the elected members in many parishes
- Lack of consultation and engagement on service changes and when consultation takes place nobody listens
- Most parish councils feel they are the forgotten village
- Planning – poor communication and engagement

Councillor Allen stated the current mechanisms in place for parish liaison, those being:-

- Rotherham Borough, Town, and Parish Councils Joint Working Group. This is the consultative committee between the Borough and Parishes and currently has 9 local council members on board. Councillor Allen also stated the current members are due to step down in 2020 and the election process will be conducted by YLCA, hence there will be an opportunity to be on the group.
- Rotherham Town and Parish Council network meetings – RMBC currently facilitate this but encourage the agenda to be dictated by the Local Councils. The next session will be on 19th November and the Chief Executive and Leader of RMBC will be presenting on the budget setting process.
- Training and Development sessions take place throughout the year via requests from Local Councils. The Planning Service regularly hold seminars, the next one being on July 18th. Other sessions we hold include Code of Conduct, Health and Safety, and Emergency Planning – all delivered by RMBC specialist services which provide a local context and is an opportunity to meet and talk with Officers.
- Clerks meetings are held every quarter and is an opportunity for the clerks to meet with each other and RMBC.

Cllr. Allen also said that the Parish Liaison Officer will be able to assist with any issues, blockages or appropriate contacts within RMBC. Councillor Allen finished by saying she is happy to return any time.

Waverley Community Council asked about increasing representation on the Council as the growth of Waverley continued, and requested that new highway adoptions are placed onto the weekly planning list sent out by RMBC. Cllr. Allen and Janice Curran, Parish Liaison Officer, agreed to take these questions forward and report back.

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.**

No members of the public were present at the time of this session

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

a) The Clerk reported that 16 expressions of interest had been received and application packs sent out. The closing date for applications is 7th June

b) **Resolved:** That the Staffing Committee will meet on Thursday 13th June to sift and shortlist applications with interviews to be undertaken during w/c 24th June. Proposed Cllr. Baggaley, seconded Cllr. Narra. **Carried**

c) The Clerk reported that there had been unexpected expenditure on advertising the post - £100 to RMBC and £15 to YLCA - and sought retrospective approval of the expenditure.

Resolved: That £115 expenditure on the advertising of the Clerk / RFO post is approved retrospectively. Proposed Cllr. Lambert, seconded Cllr. Venkana. **Carried**

038.19 Adoption of Council Policies

The Policies Committee will convene shortly to streamline the Council's Standing Orders and Finance Regulations, and these will be presented for adoption at the next meeting. The Clerk will also commence work on production of a draft Model Publications Policy and Privacy Policy.

039.19 Finance Matters

a) The Clerk reported that the new bank account was running smoothly and bank statements were being received in a timely manner for purposes of Council meetings. To establish a Reserve account requires a letter to the bank signed by cheque signatories so this will be prepared and sent

b) **Resolved:** That the budget for 2019/20 is approved and will be published on the Community Council website. Proposed Cllr. Venkana, seconded Cllr. Grace. **Carried**

c) The management accounts up to end of May were examined and no issues found.

d) The bank reconciliation to 31 May 2019 was checked and signed by 2 Councillors

e) An error with the payment sheet formulae was identified by Councillor Venkana who acts as internal auditor to the Council. This was corrected.

Resolved: That accounts presented for payment in June 2019 are approved. Proposed Cllr. Narra, seconded Cllr. Adshead. **Carried**

f) Discussion took place on items that needed to be purchased. A printer will be subject of an asset transfer from Waverley Residents Association and a software license is already available. It was concluded that a laptop computer was all that was required in the first instance. A decision on phone purchase was deferred until the circumstances and preferences of the new Clerk were known.

Resolved: That a laptop computer is purchased for use by the incoming Clerk, subject to a budget ceiling of £500. Cllr. Lambert will take the lead on the purchase. Proposed Cllr. Lambert, seconded Cllr. Allen-Miah. **Carried**

040.19 Consider Requests for Financial Assistance

An e-mail has been received from the Royal British Legion seeking sponsorship of D-Day crosses for a forthcoming commemoration of the 75th anniversary of D-Day. The Council approved support under Section 137 of the LGA 1974 and will also circulate details to the wider community.

Resolved: That 6 crosses will be sponsored, at £10 per cross, to support the Royal British Legion commemoration of the 75th anniversary of D-Day. Total sponsorship will be £60. Proposed Cllr. Grace, seconded Cllr. Narra. **Carried**

041.19 Planning

There were no planning applications to consider at this meeting

A licensing application from Marstons for The Winter Green was received too late for this agenda but it was agreed that details would be advertised in the e-bulletin.

042.19 Community Council Communications

a) Cllr. Lambert reported that the Council's website and Facebook pages were up and running and the website is being populated as content becomes available. The Council thanked Cllr. Lambert for the excellent work completed to date

b) The E-bulletin is also being produced regularly. Recipients need to opt-in to receive this, but the circulation list is growing at a steady rate

c) Cllr. Baggaley will arrange a meeting with The Wave publishers to discuss Community Council access to space in the magazine

d) Action on a Community Council newsletter was deferred for the time being as it was felt that the opportunity to publish material in The Wave would suffice for now.

043.19 Councillor Training

a) YLCA has agreed to undertake New Councillor training but has requested that all Councillors attend this. Councillors agreed to provide the Clerk with their evening availability during July so this training can be arranged. The course will be charged at a discounted rate of £12 per Councillor.

b) The Clerk will seek further information on Code of Conduct training to be provided by RMBC.

c) Cllrs Baggaley and Lambert will arrange Chairmanship training as advertised on the YLCA training schedule. The cost of this training is £115 per person.

It is expected that Councillor training costs will not exceed expenditure already approved.

044.19 Arrange External Meetings

a) Meetings will be taking place with the Land Trust on Thursday 13th June and Harworth Estates on Wednesday 19th June. These are introductory meetings to establish contacts and explore ways of working together constructively.

b) A meeting was held on 4th June with Kris Mackay from Well Rotherham. The Well Rotherham project is a wellbeing project that aims to support individuals with ideas to connect with others and improve the places they live, work, and play. Kris highlighted a piece of research which she has undertaken over the previous year – “The Community Conversation” and said that a local community grants scheme would be launched shortly.

c) RMBC Highways and RMBC Rights of Way will be invited to meet the Council over the next few weeks

045.19 Community Policing

Cllr. Lambert reported that Community Councillors and Resident Association representatives held a very productive meeting with Sgt. Pete Longthorne of South Yorkshire Police. Sgt Longthorne outlined recent changes in South Yorkshire Police’s approach to community policing which will involve an increase in resources generally and more visible staff. Waverley is now covered by a PC for the first time and there are also 2 PCSOs serving Waverley. Ongoing contacts were established, and local issues raised such as site fires and thefts. The overriding message from Sgt. Longthorne was that residents should report everything, serious incidents or emergencies to 999, more minor incidents to 101.

046.19 Waverley Residents Association

a) Cllr. Baggaley reported that the WRA AGM had taken place recently and it had been decided to dissolve the organisation. The primary reason was that many of the activities and responsibilities of the association had been taken over by the Community Council. The Events Team will continue with a new constitution.

b) A meeting will be held shortly between the Community Council and the Residents Association to discuss asset transfer and future shared projects.

047.19 Local Grants

This item was deferred due to the work being done locally on grants by Well Rotherham. The Council will have further discussions with Well Rotherham to consider how local grants schemes can dovetail together effectively

048.19 Public Transport

Issues about public transport have arisen and the Council is not currently receiving information about current or planned local services. The Clerk will make contact with SYPTTE in the first instance to ensure we receive all available information. SYPTTE will also be invited to attend a meeting to discuss future plans for public transport in Waverley.

049.19 First Aid Training from Red Cross

An offer has been received from The Red Cross to deliver free First Aid Training to Parish Councils and community groups. This will be published in the next e-bulletin.

050.19. Agenda Items for The Next Meeting

- a) Grounds maintenance (as a standing agenda item)
- b) Facilitating better communications between developers / housing associations and residents
- c) Consult Neighbourhood Teams about Youth Bus provision

The meeting closed at 21.23

Signed

Chair