

MINUTES OF THE MEETING OF WAVERLEY COMMUNITY COUNCIL HELD AT THE HUNTSMAN ROOM, AMP TECHNOLOGY CENTRE ON WEDNESDAY 4 SEPTEMBER 2019 AT 7.00PM

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

In Attendance: Rachel Graham, Clerk to the Council, and four members of the public were present.

89.19 Apologies and Reasons for Absence

Apologies from Cllr M Lambert

90.19 Waverley Community Council Meetings

The minutes of the meeting held on Monday 7 August 2019 were accepted as a true record

91.19 Confidential Items

No items were identified

92.19 Declaration of Disclosable Pecuniary and Other Interests

No interests were declared at the meeting

PUBLIC COMMENTS AND QUESTIONS

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

- A resident wished to commence a scheme to recycle items not taken away by RMBC. She had already engaged with some contacts and wondered if WCC could support the initiative. Without land assets WCC cannot help with the location of a collection point, but agreed to raise with Harworth Estates.
- Another resident queried the road adoption process and had not appreciated that 'the road before' needed adopting before the next one.
- A third resident asked if there was an up to date map of Waverley. The Clerk agreed to ask Harworth Estates for their latest.
- The fourth resident, queried if the WCC could assist with ensuring there is a power supply for the Scarecrow competition. The Chair agreed to take this matter forward.

19:24 another resident attended the meeting

- The resident wished to know how to access the education for Waverley residents and was directed to contact Aston nursery until the Waverley School is built.

93.19 Agenda item 20 was brought forward.

Waverley Events Committee:

- a) To receive information on arranged local events

The WEC are holding a scarecrow event on 29 September, a Remembrance Sunday Event on 10 November and an Xmas event on 1 December with Orgreave Colliery Band.

- b) To receive an update on the Waverley One Stop Shop exhibition to be jointly organised between WCC and the Events Committee
A list of potential attendees had been drawn up. The Clerk will invite amongst others, Harworth Estates, Well Rotherham, SY Police and the public to attend
- c) To receive information from RMBC Neighbourhoods on Ward Members Community Leaders Fund and the Community Chest Fund
The Clerk will forward the funding applications to the WEC, who can complete the forms. If the applications are successful, the monies can sit with the WCC, until the bank account has been properly transferred from the Residents Association to the WEC.

94.19 Matters Arising

The cost of the correspondence address at AMP would be approximately £370 a year. The alternative was for a letter box to be purchased, and placed at Catcliffe Memorial Hall, by their handyman. The letter box would cost WCC £20. It was agreed to have the WCC addressed care of Catcliffe Memorial Hall and the expenditure of the box.

95.19 Ward Councillor Reports

No Ward Councillors were in attendance to report.

96.19 Appointment of Proper Officer and Responsible Financial Officer to the Council:

- a) The Clerk's draft contract had been sent to the Chair for comment.
- b) The Clerk considered that a course in November on finances would be beneficial. The cost of £115 was agreed. In addition, a book on Local Councils' was requested to be purchased at £20, also agreed.
- c) To date the Clerk has purchased a mobile phone, laptop, and external hard drive. The 'free printer' was not fit for purpose, and thus a small office printer had been purchased instead of a mouse and laptop case. She had yet to acquire the software. Purchases remain within the pre-agreed budget.

97.19 Adoption of Council Policies

A meeting of the Policies Committee was convened to discuss the development and adoption of outstanding policies and to review terms of reference for Committees. It is anticipated that some policies will be ready for sign-off by the October meeting.

19:49 a resident left the meeting

98.19 Finance Matters:

- a) The Clerk presented the forms for her to be a signatory to the bank account, and agreed to circulate the forms to Councillors to complete ahead of the next meeting.
- b) The budget of income and expenditure was underspent to date.
- c) A review of the budget was agreed.
- c) The bank reconciliation to 31 August 2019, will be provided at the October meeting.

- d) **Resolved:** That accounts presented for payment in September 2019 are approved. **Carried**
- e) To receive a progress report on change of bank signature mandate – see bullet a) above
- f) **Resolved:** Councillors agreed to the Community Council opting in to the Smaller Authorities' Audit Appointments (SAAA) external audit arrangements. **Carried** Clerk to respond to correspondence.
- g) To approve expenditure on a post box to be sited at Catcliffe Memorial Hall - see above
- h) **Resolved:** That the expenditure on Councillor attending at a conference is approved. **Carried**
- i) Membership of the Campaign to Protect Rural England (CPRE) was approved. Clerk to progress.

19:52 three residents left the meeting

99.19 Planning:

- a) Councillors agreed to arrange a meeting of the Planning Committee to consider issues such as Planning Enforcement, developers' compliance with planning conditions, Environmental Health issues and planning breaches.
- b) The Clerk agreed to pursue a meeting with the RMBC Planning Officer, who has been working on all Waverley applications. Cllr Baggaley and Grace wished to attend.

100.19 Community Council Communications:

- a) To receive progress reports on:-
 - i) the Community Council website
 - ii) the Parish e-mail network
 - iii) the Community Council Facebook page
- b) To receive an update on compliance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations, 2018
Cllr Lambert's written contribution indicates that a number of compliance changes to the website, including removing links with no textual context, enabling site navigation via the keyboard and updating images to have alternate text descriptions have occurred.

WCC still needs to have a document detailing compliance, which Cllr Lambert will complete.

- c) To receive an update on establishment of individual Councillor e-mail addresses
Cllr Lambert has set-up separate council email addresses. Cllr Aravind will contact him directly over naming conventions.
- d) To receive an update on commissioning a logo for the Community Council
The logo competition has been added to the Wave magazine and will go on Facebook and the next e-bulletin.
- e) To receive feedback from a meeting with The Wave Magazine.
The Clerk reported that the meeting was positive, and content will be provided for the next publication. The WCC is welcome to add content to each bi-monthly publication.

20:06 the last resident left the meeting

101.19 Councillor Training:

- a) To confirm Code of Conduct training to be delivered by YLCA on 16 October. Arrangements are in place for this training.
- b) To consider other Councillor training needs. Cllr Grace wishes to attend the next planning seminar held by RMBC. Clerk to arrange.
- c) To receive an update on a skills audit of Councillors. The Clerk will take this forward before the October meeting.

102.19 External Meetings:

- a) To receive feedback from meetings held with The Land Trust, Well Rotherham, RMBC Rights of Way and Waverley Events Committee
The Clerk reported that the meeting with the Land Trust regarding Sorby Road hedge, was informative. The planning conditions on landscaping insist that vegetation is replaced if it fails within 5 years. It is unclear how enforceable it is on developers who have since left the site. It was agreed that the Planning Committee should include this in their remit.

The meeting with Well Rotherham was productive. Clerk to requested attendance at the monthly Steering Group meeting as the previous one discussed GP surgery and included many of the Waverley Stakeholders.

RMBC Rights of Way Officer, informed the Clerk that work on the public footpath and cycle path between Waverley and Rother Valley Country would be commencing this month.

Clerk met the WEC to discuss transfer of assets including the two defibrillators and the noticeboard. The assets have been added to the insurance policy.

- b) The Clerk will arrange further meetings with key local stakeholder organisations including, Harworth Estates, the Land Trust and the Management Company.
- c) To consider issues to discuss at the Waverley Walkabout on 5th September.
Cllrs Baggaley, Adshed and the Clerk will be meeting with the Neighbourhood team, police and ward councillors to walk around Waverley to discuss problems and let stakeholders see first hand what the issues are. Members of the WEC are welcome to attend.
- d) Attendance at the YLCA Conference on 13 September
The Clerk will now attend in the Chair place, and has asked to prepare a presentation on Waverley and its challenges. Ward Councillor Bob Walsh has agreed to co-present.

103.19 Grounds Maintenance

- a) To update a list of grounds maintenance issues to address at meetings with relevant organisations.
The Clerk has an existing list which has been circulate to Councillors. She will add the junior play equipment to it, and the 'welcome to catcliffe' sign.

104.19 Highways

- a) The issue of updates on road adoption will be discussed at the forthcoming Harworth Estates meeting
- b) Chair Baggaley had been made aware of the proposal of the Parkway Widening Scheme. The Clerk will locate the consultation document, and place on Facebook to raise awareness.
- c) Chair Baggaley is the Snow Warden under the RMBC Winter Maintenance Programme

105.19 Postal Services

- a) Councillors opinions regarding the position of the additional Royal Mail post box facilities in Waverley has been sought. **Resolved:** that the box should be places on Lescar Road near the Superbin S60 8AS. **Carried** -Clerk to liaise with Royal Mail.

106.19 Public Transport

- a) To receive information from SYPTE on potential for local engagement on public transport issues.
It was noted that the X6 had been re-routed
- b) To appoint a Community Councillor to take the lead on public transport issues.
Cllr Grace agreed to lead on items arising in Waverley relating to public transport.

107.19 Local Grants Scheme

- a) To review the draft Community Council local grants policy
The Clerk had insufficient time to review and hoped to present these at a following meeting.

108.19 Community Policing:

- a) To receive reports on community policing issues.
- b) To arrange a further meeting with South Yorkshire Police

The Clerk was tasked with seeking a new SYP point of contact, as the previous chap had retired.

109.19 Agenda Items for The Next Meeting

- To agree items for inclusion on the agenda of the next meeting
- Funding for a wreath for Remembrance Sunday
- start date for local community centre

The meeting closed at 20:52

Signed

Chair