

## **ANSTON PARISH COUNCIL**

### **MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON MONDAY 16<sup>th</sup> MAY 2022**

**Present:** Councillors Diane Graham (Chairman), Tim Baum-Dixon, Phil Bowers, Shaun Concannon (from agenda item 75.22), John Ireland, Clive Jepson, Phil Matthews, Kevin Pearson (from agenda item 75.22) and Marie Wilkinson.

**In Attendance:** Chris Pilkington (Clerk) and three members of the public.

#### **68.22 ELECTION OF CHAIRMAN**

**RESOLVED:** That Cllr Diane Graham be elected as the Chairman of the Council until the next Annual Meeting of the Council and that she be allowed to complete her declaration of acceptance of office form at the end of the meeting and no later than the next meeting of the Council.

#### **69.22 ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Cllr Marie Wilkinson be elected as the Vice-Chairman of the Council until the next Annual Meeting of the Council.

#### **70.22 APOLOGIES**

Apologies for the meeting and reasons for absence from it were received from Cllrs Ben Bentley and Myles Manship.

**RESOLVED:** That the reasons for absence of Cllrs Bentley and Manship be approved.

#### **71.22 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

**(a) TO RECEIVE DISCLOSURES BY MEMBERS OF ANY DISCLOSABLE PECUNIARY INTERESTS FOR THE PURPOSES OF SECTION 31 OF THE LOCALISM ACT 2011 AND ANY OTHER RELEVANT INTERESTS UNDER THE MEMBERS CODE OF CONDUCT**

None.

**(b) TO RECEIVE AND DECIDE UPON REQUESTS FOR DISPENSATIONS TO COUNCILLORS TO TAKE PART IN DISCUSSIONS AND VOTES WHERE THEY HAVE DECLARED DISCLOSABLE PECUNIARY INTERESTS**

None.

**72.22 PUBLIC PARTICIPATION**

The Clerk read out some written questions received from ward councillor Tracey Wilson. She had asked why the play equipment at Lockwood had not yet been installed, why there had been no progress resolving a drainage issue at the village green in North Anston and why parish council assets and consumables were being used for personal and private purposes by employees. The Clerk explained the reason for the delay in the play equipment work at Lockwood and that it was being done this week and that he could not say much about the issue at the village green as the Council was seeking external advice about it. In relation to the third issue, he asked that the ward councillor put any specific allegations about specific employees into writing to the Council.

**RESOLVED:** That this be noted.

**73.22 IDENTIFICATION OF ITEMS FOR THE EXCLUSION OF PRESS AND PUBLIC**

The Clerk stated that the Council may want to consider the exclusion of the press and public whilst discussing the candidates for the co-option under agenda item 8.

**RESOLVED:** That this be noted.

**74.22 MINUTES OF MEETINGS**

**(a) MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY 21<sup>st</sup> MARCH 2022**

**RESOLVED:** That the minutes of the meeting of the Council held on Monday 21<sup>st</sup> March 2022 be confirmed as an accurate record and signed by the Chairman of the meeting.

**(b) MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY 19<sup>th</sup> APRIL 2022**

**RESOLVED:** That the minutes of the meeting of the Council held on Monday 19<sup>th</sup> April 2022 be confirmed as an accurate record and signed by the Chairman of the meeting.

**75.22 VACANCIES ON PARISH COUNCIL**

The Clerk reported that there were still four vacancies on the parish council and that two expressions of interest in joining the Council had been received. The two candidates in question then spoke to the Council and took questions from members of the Council. A resolution to then exclude the press and public whilst the Council considered the candidates was then passed. The press and public returned to the room after the discussion and prior to the vote taking place.

**RESOLVED:** That Mr Shaun Concannon and Mr Kevin Pearson be co-opted on to the Parish Council for the north ward and that they sign their declaration of acceptance of office forms at the end of the meeting and no later than the next meeting of the Council.

**76.22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2021-2022**

**(a) REPORT OF THE INTERNAL AUDITOR FOR THE 2021-2022 FINANCIAL YEAR**

**RESOLVED:** That the report of the internal auditor be accepted.

**(b) ANNUAL GOVERNANCE STATEMENT FOR THE 2021/2022 FINANCIAL YEAR**

**RESOLVED:** That the Annual Governance Statement for the 2021/2022 financial year be approved as presented.

**(c) ACCOUNTING STATEMENTS FOR THE 2021/2022 FINANCIAL YEAR**

**RESOLVED:** That the accounting statements for the 2021/2022 financial year be approved as presented.

**(d) DATES FOR THE PERIOD OF PUBLIC RIGHTS OF INSPECTION IN RELATION TO THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR 2021-2022**

**RESOLVED:** That the period for the exercise of public rights be from Monday 13<sup>th</sup> June 2022 to Friday 22<sup>nd</sup> July 2022.

**77.22 COMMITTEE MEMBERSHIPS**

**(a) MINUTES OF THE LAST MEETINGS OF ANY COMMITTEES**

The Clerk reported that there were no minutes of last meetings of committees for approval by the Council.

**RESOLVED:** That this be noted.

**(b) RECOMMENDATIONS FROM COMMITTEES**

The Clerk reported that there were no recommendations from committees for consideration by the Council.

**(c) REVIEW OF THE TERMS OF REFERENCE OF THE FINANCE COMMITTEE AND MEMBERSHIP FOR 2022-2023**

**RESOLVED:** That no changes be made to the terms of reference of the Finance Committee and that the members of the Committee for 2022/2023 be Cllrs Baum-Dixon, Graham, Ireland, Jepson, Matthews, Pearson and Wilkinson with two vacancies to be filled at a later date.

**(d) REVIEW OF THE TERMS OF REFERENCE OF THE STAFFING COMMITTEE AND MEMBERSHIP FOR 2022-2023**

**RESOLVED:** That no changes be made to the terms of reference of the Staffing Committee and that the members of the Committee for 2022/2023 be Cllrs Bowers, Graham, Jepson, Pearson and Wilkinson with four vacancies to be filled at a later date.

**(e) CREATION OF A LAND & PROPERTY COMMITTEE AND AGREEMENT OF ITS TERMS OF REFERENCE AND MEMBERSHIP FOR 2022-2023**

The Clerk presented draft terms of reference for a new Land & Property Committee to cover the management of all the land and property owned or managed by the Council but excluding that covered by the Anston Stones Wood Local Nature Reserve Management Plan or that owned by the Recreation Ground Charity.

**RESOLVED:** That the Land & Property Committee be created with the terms of reference as presented and that the members of the Committee for 2022/2023 be Cllrs Bowers, Concannon, Graham, Jepson, Matthews, Pearson and Wilkinson with two vacancies to be filled at a later date.

**(f) REVIEW OF THE TERMS OF REFERENCE OF THE OPEN SPACES COMMITTEE AND MEMBERSHIP FOR 2022-2023**

The Clerk recommended that with the creation of the Land & Property Committee the Open Spaces Committee be renamed the Anston Stones Wood Local Nature Reserve Committee and its terms of reference amended to reflect that its remit was now only the area covered by the Anston Stones Wood Local Nature Reserve management plan.

**RESOLVED:** That the Committee be renamed the Anston Stones Wood Local Nature Reserve Committee, its terms of reference revised to reflect that its remit only covered the area covered by the Anston Stones Wood Local Nature Reserve management plan, and that the members of the Committee for 2022/2023 be Cllrs Concannon, Jepson, Matthews, Pearson and Wilkinson with four vacancies to be filled at a later date.

**(g) REVIEW OF THE TERMS OF REFERENCE OF THE ALLOTMENTS COMMITTEE AND MEMBERSHIP FOR 2022-2023**

The Clerk explained that with the creation of the Land & Property Committee whose remit included the management of the allotments a separate Allotments Committee was no longer required and added that the Allotments Committee had struggled to hold quorate meetings.

**RESOLVED:** That the Allotments Committee be abolished.

**(h) APPOINTMENT OF NEW COMMITTEES FOR 2022-2023**

**RESOLVED:** That other than the Land & Property Committee no additional new committees be appointed for 2022-2023.

**78.22 REPRESENTATION ON OUTSIDE BODIES**

**(a) PARISH COUNCIL REPRESENTATIVES TO MEETINGS OF THE SOUTH YORKSHIRE BRANCH OF THE YORKSHIRE LOCAL COUNCILS ASSOCIATIONS FOR 2022-2023**

**RESOLVED:** That Cllrs Bentley and Graham be the representatives of the Council to YLCA branch meetings for 2022-2023

**79.22 REVIEW OF POLICIES AND OTHER ARRANGMENTS**

**(a) REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS OF THE COUNCIL**

The Clerk spoke to the briefing paper he had produced and recommended that standing orders 18(c) and 18(f) be amended to reflect the new wording recommended by the National Association of Local Councils. He also recommended that financial regulation 6 be amended to allow both the use of a Council debit card and a petty cash float.

**RESOLVED:** That standing orders 18(c) and 18(f) be revised as recommended and financial regulation revised to allow the use of both a Council debit card and a petty cash float.

**(b) REVIEW OF DELEGATED POWERS OF CLERK AND ANY DELEGATION ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES**

The Clerk reminded members that they had recently reviewed the delegated powers of the Clerk and he was not suggesting any changes to them. The Council had no delegation arrangements with other local authorities.

**RESOLVED:** That no changes be made to the delegated powers of the Clerk.

**(c) REVIEW OF ARRANGEMENTS, INCLUDING LEGAL ARRANGEMENTS, WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES**

It was noted that the Council was holding funds on behalf of other local councils in the district in respect of the flood relief funding received from South Yorkshire Community Foundation.

**RESOLVED:** That this be noted.

**(d) REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

It was noted that the Council was represented on the South Yorkshire branch of the Yorkshire Local Councils Associations and that it regularly sent representatives to various meetings organised by Rotherham Metropolitan Borough Council. The Clerk and councillors reported back on all these meetings to the Parish Council either verbally or in writing.

**RESOLVED:** That this be noted.

**(e) REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

The Clerk reported that the asset register needing revising to reflect non land related items owned by the Council and that an inventory needed to be developed for items of smaller value.

**RESOLVED:** That the asset register be revised and an inventory developed of office and other equipment.

**(f) CONFIRMATION OF INSURANCE COVER**

The Clerk confirmed that the Council had insurance cover in respect of all insurable risks. He would be bringing one or more quotes for the renewal of the Council's policies from 1<sup>st</sup> June 2022 to the next meeting of the Council.

**RESOLVED:** That this be noted.

**(g) REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES**

**RESOLVED:** That no changes be made to the list of bodies to which the Council and staff subscribed.

**(h) REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**

It was again noted that the Council's complaints procedure was not based on the NALC model version.

**RESOLVED:** That a draft complaints procedure based on the NALC model version be brought to a future meeting of the Council for consideration.

**(i) REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

The Clerk confirmed that the Council operated in line with freedom of information and data protection legislation and that he kept its policies and procedures under constant review. He added the Council's publication scheme probably needed updating and he would bring a revised one to a future meeting of the Council.

**RESOLVED:** That this be noted and a revised publication scheme brought to a future meeting of the Council.

**(j) REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**

The Clerk reported that further to the Annual Meeting of the Council in 2021 the Council had adopted both media and social media policies. He was not recommending any changes to either document.

**RESOLVED:** That no changes be made to either the Council's media or social media policies.

**(k) REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

**RESOLVED:** That the Staffing Committee carry out the review of the Council's employment policies and procedures.

**(l) REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE**

The Clerk reported that with the possible exception of expenditure on electricity at St James' Church he was not aware of any expenditure incurred by the Council which it was not entitled to incur using the General Power of Competence/

**RESOLVED:** That this be noted.

**80.22 PARISH BASIC ALLOWANCE**

Cllr Bentley had asked for consideration of the payment of a basic parish allowance to members to be added to the agenda of the meeting. In his absence it was agreed to defer consideration of it to the next meeting of the Council.

**RESOLVED:** That consideration of this matter be deferred to the next meeting of the Council.

**81.22 DISCUSSION OF ITEMS FOR WHICH PRESS AND PUBLIC HAVE BEEN EXCLUDED**

None.

**82.22 ITEMS FOR THE AGENDA OF THE NEXT MEETING**

None.

83.22

**MEETING DATES**

**(a) SCHEDULE OF MEETING DATES**

The Clerk presented a schedule of dates for the Council and its committees up to and including the next Annual Meeting of the Council.

**RESOLVED:** That the schedule of meeting dates be approved as presented.

**(b) DATE OF 2022 ANNUAL PARISH MEETING**

The Clerk reported that the Chairman was convening the Annual Parish Meeting on Tuesday 24<sup>th</sup> May 2022 rather than the following evening in order to avoid a booking clash with another hall user.

**RESOLVED:** That the Annual Parish Meeting now take place on Tuesday 24<sup>th</sup> May 2022 at 7pm at the Parish Hall.

**(c) DATE OF 2023 ANNUAL PARISH MEETING**

**RESOLVED:** That the 2023 Annual Parish Meeting take place on Wednesday 15<sup>th</sup> March 2023 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

**(d) DATE OF NEXT MEETING**

**RESOLVED:** That the Parish Council next meet on Monday 23<sup>rd</sup> May 2022 at 7pm at the Parish Hall, 15a Ryton Road, North Anston.

Chris Pilkington PSLCC

Clerk to Anston Parish Council

22<sup>nd</sup> May 2022