

**REPORT OF THE ANNUAL MEETING OF THE COUNCIL HELD IN THE COULMAN PAVILION, THORNE ON TUESDAY 14<sup>th</sup> MAY 2019 AT 7.15PM.**

**Present:** Cllr. S.Durant (Chair)

Cllrs. A.Brookes, C.Blackham, J.Blackham, C.Ellis, N.Etherington, M.Houlbrook, A.Jones, D.Knight, A.Knott, J.Phillips and M.Phillips.

5 members of the public.

The Safety procedures in case of fire were explained to all present.

**3400. ELECTION OF CHAIRMAN AND MAYOR FOR THE ENSUING YEAR**

Cllr. Mark Houlbrook was proposed and seconded for the post of Chairman and Town Mayor for the forthcoming year.

**RESOLVED: That Cllr. Mark Houlbrook be appointed Chairman and Town Mayor.**

**3400 Acceptance of Office**

Cllr. Houlbrook read and duly signed the Declaration of Acceptance of Office which was witnessed by the Town Clerk.

The outgoing Mayor, Cllr. Susan Durant handed over the Chain of Office to Cllr. Mark Houlbrook.

**3401. ELECTION OF DEPUTY CHAIRMAN AND DEPUTY MAYOR FOR THE ENSUING YEAR**

Cllr. Craig Ellis was proposed and seconded for the post of Deputy Chairman and Deputy Town Mayor for the forthcoming year.

**RESOLVED: That Cllr. Craig Ellis be appointed Deputy Chairman and Deputy Town Mayor.**

**3401.1 Acceptance of Office**

Cllr. Ellis read and duly signed the Declaration of Acceptance of Office which was witnessed by the Town Clerk.

**3402. OUTGOING MAYOR'S ADDRESS**

Cllr. Durant thanked everyone for their support during her three years as Town Mayor. She said that she felt proud to have represented Thorne and Moorends, of the Council's accomplishments and the differences that had been made in Thorne and Moorends.

The Mayor, Cllr. Houlbrook thanked Cllr. Durant for all her hard work, he said that she had been a pillar of the community and had reached out to the residents of Thorne and Moorends, adding that he had considered Cllr. Durant as both a friend and the Mayor. He commented that the Council had been through a difficult time recently and was proud how the Council had worked as one. Cllr. Durant had taken the Council forward along with good teamwork, effort and positive approach. Cllr. Durant was congratulated for all the good work carried out during her term in office and she vowed to continue the good work.

**3403. APOLOGIES**

Apologies were received from:

Cllr. A.Cuttell – Work Commitment

**RESOLVED: That the apologies be accepted.**

**3404. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr. S. Durant – Member of the Doncaster Planning Committee.

**3405. MINUTES**

Consideration was given to signing the minutes of the Council Meeting held on Tuesday 9<sup>th</sup> April 2019.

Cllr. J.Phillips pointed out that her name had been recorded as M.Phillips.

Cllr. M. Houlbrook wished it to be recorded that at this meeting he had stated that he was opposed to the principal of local Primary Schools becoming Academies.

Cllr. Durant wished it to be added that the Council had appreciated the fact that West Road Primary School had addressed the Council during the consultation period.

**RESOLVED: That subject to the amendments the minutes be signed and accepted as a true record.**

### **3406. MATTERS RAISED BY THE PUBLIC**

There were no matters raised by the public,

### **3407. STRUCTURE AND FUNCTIONS**

The Town Clerk reported that the Local Government Act requires Parish Councils to meet a minimum of 4 times per annum, that beyond this the way in which the Council structures itself to make decisions is largely for the Council to determine albeit subject to statutory requirements. Thorne-Moorends is at the higher end of the scale in terms of its turnover and asset base and as such will require a more in depth governance and meeting structure than a smaller Council.

The Town Clerk said that it was quite common for larger Councils to operate a committee system, they could be permanent committees for matters such as planning or short term 'task and finish' committees to deal with a specific problem.

The Clerk advised that it is up to the Council to determine how it wishes to structure itself. He had included a Structure and Functions document which reflected the way the Council is currently structured adding that the only additional consideration would be the possible inclusion of a Planning Committee.

Councillors discussed the various groups which included: Staffing and Complaints Committee, Neighbourhood Plan Working Group, Events Working Group, Delves Working Group.

Events Working Group – it was said that this working group allowed all members who attended the meeting to have a vote. One Cllr. said that he shared the views of including members in voting but was of the opinion that financial implications should be allocated by Council. He was advised that the fund is allocated by the Council and the only matters that non-Council members of this group would be regarding the type of entertainment. The Council determine the budget.

Other Councillors asked if there could be provision on future meetings to include a report of these working groups and was advised by the Clerk that the minutes of the working groups would be submitted at Council meetings.

Regarding the Planning Committee, Councillors wondered if only controversial planning applications could come to full Council and if a Planning Committee was really needed. The Clerk said that some Councils give the Clerk the power to give observations on general planning applications. One Councillor asked if there was a contentious application could an extraordinary meeting be called.

Councillors considered that all other structures were fine, but felt that the Planning applications should continue to be dealt with as at present and the volume monitored. That the Town Clerk be authorised to deal with non-contentious applications.

**RESOLVED: That the Planning applications be dealt with as at present and the Town Clerk be authorised to deal with non-contentious applications.**

#### **3407.1 Committee/Working Group Representations**

##### **i) Staffing and Complaints Committee**

It was considered that membership of this group remain as it currently is for continuity.

**Resolved that Cllrs. J.Blackham, S.Durant and M.Houlbrook be elected to this Committee.**

##### **ii) Neighbourhood Plan Working Group**

It was considered that membership of this group remain as it currently is for continuity.

**Resolved that Cllrs. S.Durant , M.Houlbrook, J.Phillips and R.Powell be elected to this Committee.**

**iii) Events Working Group**

The following Councillors were proposed: Cllr. A.Cuttell, S.Durant, C.Ellis, N.Etherington and M.Phillips.

**Resolved that Cllrs. A.Cuttell, S.Durant, C.Ellis, N.Etherington and M.Phillips be elected to this Committee.**

**iv) Delves Working Group**

The following Councillors were proposed: Cllr. C.Ellis, D.Knight and A.Knott.

**Resolved that Cllrs. Cllr. C.Ellis, D.Knight and A.Knott be elected to this Committee.**

**3407.2 Representation to External Bodies**

Consideration was given to the membership of the following external organisations.

Brook's Trust (2)

DMBC Parish Council JCC (1 plus reserve)

Thorne and Hatfield Moors Conservation Forum(1)

Thorne Town Community Angling Association (1)

The Travis Trust (1)

Friends of Thorne Community Wood (1)

Glebe Road Allotment Association (1)

Public Rights of way Forum (1)

Citizens Advice (1)

Yorkshire Local Councils Association (2)

Neighbourhood Working Plan (4)

Council Working Group (5)

**RESOLVED that the following representatives be appointed for the following year:**

**Brook's Trust - Cllrs. C.Blackham and J.Phillips**

**DMBC Parish Council JCC – Cllr. A.Knott (No Reserve)**

**Thorne and Hatfield Moors Conservation Forum – Cllr.M.Houlbrook**

**Thorne Town Community Angling Association – Cllr. M.Phillips**

**The Travis Trust – Cllr. J.Phillips**

**Friends of Thorne Community Wood – Cllr. A.Knott**

**Glebe Road Allotment Association – Cllr. S.Durant**

**Public Rights of way Forum – Cllr. R.Powell**

**Citizens Advice – Cllr. N.Etherington**

**Yorkshire Local Councils Association – Cllrs. S.Durant and M.Houlbrook**

**Neighbourhood Working Plan Cllrs. S.Durant, M.Houlbrook, J.Phillips and R.Powell**

**Council Working Group – it was agreed that the Clerk would come back to Council with a remit of terms of reference before representatives are elected.**

**3408. MEETING SCHEDULE FOR ENSUING YEAR**

**RESOLVED: That meetings of the Council commence at 7.15pm and alternate between Coulman Pavilion, Thorne and the Winning Post, Moorends. The schedule of meetings for the coming year would be:**

Date	Time	Meeting	Location
<b>2019</b>			
21 <sup>st</sup> May	7.15pm	Annual Electors	Coulman Pavilion
11 <sup>th</sup> June	7.15pm	Council	Winning Post
30 <sup>th</sup> July	7.15pm	Council	Coulman Pavilion
<b>NO MEETING IN AUGUST</b>			
10 <sup>th</sup> September	7.15pm	Council	Winning Post
Date	Time	Meeting	Location
8 <sup>th</sup> October	7.15pm	Council	Coulman Pavilion
12 <sup>th</sup> November	7.15pm	Council	Winning Post
10 <sup>th</sup> December	7.15pm	Council	Coulman Pavilion
<b>2020</b>			
21 <sup>st</sup> January	7.15pm	Council (Precept)	Winning Post
11 <sup>th</sup> February	7.15pm	Council	Coulman Pavilion
10 <sup>th</sup> March	7.15pm	Council	Winning Post
14 <sup>th</sup> April	7.15pm	Council	Coulman Pavilion
12 <sup>th</sup> May	7.15pm	Annual Council	Winning Post
19 <sup>th</sup> May	7.15pm	Annual Electors	Winning Post

### 3409. FINANCE SIGNATORIES

The Town Clerk reported that Councils use public funds and have a duty to ensure that those funds are appropriately spent and protected against fraud and misuse. He said that by simply placing responsibility with employed staff alone is not sufficient and does not represent good practice. Councillors should be involved in the financial governance process.

As part of its annual External Audit the Council is required to make certain declarations as to the way in which it handles its financial affairs. As part of recognised good practice it is important that at least 2 signatories are involved in all payments made by the Council. In order to provide some Councillor governance, electronic payments will be scheduled and exhibited with copies of the invoices referred to on the schedule. This schedule and invoices are sent to the appointed members to review and confirm the agreement to make the payments on line. Their agreement is evidenced by their signatures on the Schedule. The appointed members are expected to review the payment schedule, ensure it corresponds with the invoices, ensure the invoices are relevant to the Council's activities and generally check to ensure that there is no sign of anything untoward with the payment proposed. A Schedule will be submitted to the nominated members for review most weeks. It is important that the nominated members are able to review and respond to the Schedule quickly so as to ensure that payments are being made regularly to avoid late payment issues.

It was proposed and seconded that Cllrs. S.Durant, M.Houlbrook, A.Knott and J.Phillips be authorised signatories.

**RESOLVED: That that Cllrs. S.Durant, M.Houlbrook, A.Knott and J.Phillips be authorised signatories.**

### 3410. RUGBY CLUB

It was reported that the Rugby Club had recently introduced junior rugby as part of plans to develop and strengthen the club. In support of the growth ambitions of the Club, the Club is keen to add some small club rooms to provide shelter and an area for congregation by parents, players and members alike. The club is seeking grant funding to fund the club rooms which will be of a pre fab cabin type construction.

The Clerk advised Councillors that:

- The proposal will require Planning Permission which the club have been advised of and will need to address.
- The proposal has been approved by the Landlord (CISWO)
- The Rugby Club will need to demonstrate appropriate Health & Safety practices in relation to the building.

**RESOLVED:** That the Rugby Club be authorised to install a new club room at Moorends Recreation Ground subject to the grant of Planning Permission and demonstrating an ability to ensure that the building will be appropriately managed and maintained.

### **3411. ASBESTOS WORKS**

The Clerk reported that a recent annual asbestos surveys have resulted in recommendations for certain remedial works. Three quotes have been obtained for these works:

The Clerk reported that Cllr. Durant had queried why the works had not been carried out before, and explained that asbestos management involves periodic assessment and review of the asbestos containing materials. As time passes works that previously have not been necessary will become necessary due to general deterioration of materials over time. Whilst all issues have previously been identified their inherent risk factor has increased this time round.

**RESOLVED:** That Demex be instructed to undertake the necessary asbestos remedial works.

### **3412. GROUNDS MAINTENANCE VAN**

It was reported that the works van had recently been involved in an accident and had been written off, the other party involved had accepted complete responsibility and their insurers had acknowledged this. The Council has been offered £3093.00 by way of settlement for the van which had been purchased for £4800 in May 2018.

A replacement vehicle is being sought. If a like for like replacement can be found with the funds from the settlement a replacement vehicle will be acquired. If no suitable replacement can be found, Council may be asked to consider using some reserve funds to top up the funds available to replace the van.

**RESLOVED:** that authority be given to the Mayor, Deputy Mayor and Town Clerk to investigate and complete the purchase of a replacement vehicle.

### **3413. PLANNING APPLICATIONS**

#### **MINOR APPLICATIONS**

#### **i) 19/01034/FUL**

Loft conversion at Dunwalkin, 65 East Gate, Moorends.

**RESOLVED:** No observations.

#### **ii) 19/000978/PDE**

Erection of single storey extension to rear (extending 5.5m beyond rear wall, maximum height of extension 3.7m and 2.35m to height of the eaves) at 6 Northgate, Moorends.

**RESOLVED:** No observations.

#### **iii) 19/00937/FUL**

Erection of detached garage to the rear to replace the existing and replacement of front and side boundary wall at 27 Brooke Street, Thorne.

**RESOLVED:** No observations.

#### **iv) 19/00898/DEM**

Demolition of 1 block of 17 garages at 58-74 East Gate Garages, East Gate, Moorends.

**It was noted that the decision for this application had already been made at Doncaster MBC.**

#### **v) 19/00845/FUL**

Erection of two storey rear extension, single storey rear orangery and attached side garage following demolition of existing extensions at Delves House, Selby Road, Thorne.

**It was noted that the decision for this application had already been made at Doncaster MBC.**

**vi) 19/00823/REM**

Reserved Matters. Application for Details of Appearance, Landscaping, Layout, Scale and Design for the Erection of 1 dwelling following grant of Outline Planning Permission 18/01961/OUT.

**RESOLVED:** No observations.

**3414. FINANCIAL REPORT**

The Clerk presented the Councillors with copies of the Balance Sheets, List of Payments and a Cost Centre report for March 2019. He reported that this financial year he intended to look at the budget half way through the year to ensure that the budget is on target.

It was noted that the Moorends Gala did not receive £1,568 (the allocation code would be checked for this), the skip hire allocated to the Allotments needs reallocating to the Cemetery and the Mayor's Allowance should not be referred to as the Mayor's fund.

**RESOLVED:** That the report be noted.

**3415. STANDING ORDER 10a xi – EXCLUSION OF PUBLIC AND PRESS**

Consideration was given to the implementation of Standing Order 10 a xi (Exclusion of Press and Public) in view of the confidential nature of the business about to be transacted

**RESOLVED:** That Standing Order 10 a xi be invoked due to consideration of confidential matters.

At this point the time was 8.55pm and it was agreed to extend the meeting.

**3416. THE DELVES**

The Clerk reported that calls for expressions of interest in the Delves Café had yielded an early proposal from a company who would be interested in significant investment in the building but in return would seek a long leasehold interest.

Councillors were of the opinion that the proposal did not fit in with their vision for a community café which could be used by the anglers and community. Others said that they would prefer the café to go to someone local, it is a community building and income yields would be lower on this proposal.

**RESOLVED:** That the offer is rejected and the Council move forward as planned.

**3417. LAND NEAR MARKET PLACE DEVELOPMENT**

The Clerk reported that the land concerned is the residue of a wider area of land previously owned by the Town Council and which was sold to Commercial Development Projects Limited in 2005. The land has been independently valued; the access land has no real value as it is subject to access rights in favour of the developer. It was considered that it would make sense to sell this alongside the other land (the access is a financial burden as it is subject to obligations on the Councils part to contribute to its maintenance).

Councillors asked if the access land has been valued separately. They were advised that the access land had no value which was a view confirmed by the valuers and the Clerk would ensure this is reflected in the written valuation report,

**RESOLVED:** That the two parcels of land be sold to Commercial Development Projects Limited for the sum of £50,000 and the Clerk be asked to progress the sale and transfer of the land subject to the valuers adding a statement in their report about the access land.

**3418. ANGLING CLUB**

The Angling Club had asked the Council to provide the following:

- A number of signs to aid with dog fouling and dogs on leads problems that have heightened recently.
- The cost of an electrician to install new aerators in the ponds.

The lease of the ponds to the Angling Club is such that these costs should be met by the Angling Club based on the Lease wording.

Councillors wondered whether the signs had been located in the most beneficial locations and suggested that the Club be given advice on the locations from Doncaster MBC's Dog Officer.

The Mayor said that the Council had given the Club the responsibility to run the sites and should therefore have access to the financial records, particularly in respect of the investment that the Delves is about to receive. The Angling Club should also be encouraged to seek funding from Eon.

**RESOLVED: That the Angling Club be advised to seek funding to assist in the installation of new aerators and that the Dog Warden for Doncaster MBC be approached to seek advice regarding the signage required.**

End of meeting.

The meeting ended at 9.22pm.