

**REPORT OF THE MEETING OF THE COUNCIL HELD IN THE COULMAN PAVILION, THORNE ON TUESDAY 30<sup>th</sup> JULY 2019 AT 7.15PM.**

**Present:** Cllr. M.Houlbrook (Chair)

Cllrs. S.Durant, N.Etherington, D.Knight, J.Phillips, R. Powell, R Porter

6 members of the public.

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

**3436. APOLOGIES**

Apologies were received from:

Cllr. C. Blackham – Holiday

Cllr. J. Blackham - Holiday

Cllr. A. Brookes – Attending another meeting.

Cllr. A. Cuttell – Work

Cllr. C.Ellis - Work

Cllr. A. Jones -

Cllr. A. Knott – Illness

Cllr. M. Phillips – Work

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

**3437. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

Cllr. M. Houlbrook – Member of the Doncaster Planning Committee.

**3438. MINUTES**

Consideration was given to signing the minutes of the Council Meeting held on Tuesday 11<sup>th</sup> June 2019.

Cllr. D. Knight referred to Minute 3426 (Year End Accounts) saying that he was of the opinion that the Council assets should be correctly valued for accounting and insurance purposes.

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

**3438. MATTERS RAISED BY THE PUBLIC**

Ms. K.Palmer referred to monies being charged for the use of the rugby pitch for fitness training. She said that she was waiting for CRB checks to enable her to do more work with children.

A member of the rugby club said that the more activity on the recreation ground meant that someone was keeping an eye on it.

A question was raised regarding maintenance of trees on council property, and was advised that that they are due for periodic inspection in the near future.

**3439. PRESENTATION FROM ELIZABETH MACDONAGH**

Ms Macdonagh thanked the Council for inviting her to give a presentation.

She gave a brief synopsis of her career in the teaching of Nutrition and Cookery.

Ms Macdonagh's presentation outlined the effects of fluoride in the water supply on vulnerable groups which included babies, elderly, diabetics and heavy tea drinkers to name a few.

Questions raised by Councillors included the fact that Thorne is a fluorised area.

Ms Macdonagh said that Yorkshire Water don't fluoride artificially – the Secretary of State has the last word.

Ms Macdonagh **was thanked for attending the meeting to give her presentation.**

**3440. PLANNING APPLICATIONS**

**3440.1 Major Applications**

**There were no Major applications to be considered.**

### 3440.2 Minor Applications

It was noted that minor applications were included on the agenda for noting only, Council had already given devolved power to the Clerk to consider minor applications on behalf of the Council.

i) 19/01627/PDE – Erection of single storey extension to rear (excluding 4m beyond rear wall wall, maximum height of extension 3.1m in height to the eaves) at 90 Grampian Way, Thorne.

**RESOLVED: No observations.**

### 3441. FINANCIAL REPORT

The Clerk presented the Councillors with copies of the balance sheets, expenditure payment list, and income and expenditure by budget heading to 30<sup>th</sup> June 2019.

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

### 3442. INTERNAL AUDIT

The Clerk presented the Councillors with copies of the Internal Auditors report for the year ending 31<sup>st</sup> March 2019.

The Clerk reported that the areas recommended by the Auditor had either already been actioned or was due to be addressed, these included:

- That the Council arranges to have its own bank card to enable, for example, internet purchases where necessary.
- Asset Register – it was recommended that a check of all assets held be undertaken before March 2020.
- Insurance – that the fidelity cover be increased to ensure it covers the maximum funds held at any point in the year.
- Procurement – the Council's Financial Regulations 11.1 h requires that for goods and service in excess of £5000 three quotations should be sought. For the new IT equipment no quotations had been sought, a local provider was used. Subsequently, the new Clerk had properly obtained quotations where appropriate. The Internal Auditor recommended that in future, the Financial Regulations be adhered to, and in the event that there is a need to suspend them, then the reason be recorded (in line with FR 17.2).
- Investments – recommended that the Council develops a strategy in line with the audit requirements.

Councillors considered the report to be substantial, robust and straight to the point. It was agreed that there was a need for the Council to have a bank card for online purchases. Councillors considered that the internal audit was very effective and helpful in assisting the Council in managing its financial and audit affairs.

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

### 3443. PLANNING REQUEST – PARK VIEW

The Clerk reported that he had been approached by a resident of Park Vies regarding a proposed extension to his property towards Thorne Memorial Park. This property shares a boundary with the park and the railings along his boundary are the responsibility of the Town Council. The railings were not considered to be appropriate for a family home and wished to remove the railings and use the outer wall of his extension to create a new boundary.

Councillors thought that the Park is in a conservation area and its boundary and railings forms part of that, this was confirmed by the Town Clerk.

A vote was taken as to whether to reject the request on the grounds of it being in a conservation area, 1 Councillor was against the motion whilst the remainder were in favour.

**RESOLVED: That the request is rejected on the grounds of the Memorial Park being a Conservation Area and the loss of the railings will be detrimental to that.**

**3444. OUTDOOR FITNESS CLASSES**

A request had been received for outdoor fitness classes to be held on the Moorends Marauders Rugby pitch, approval was sought of a new category of charge for outdoor fitness classes on Council sites.

The Clerk said that for simply using the land, a charge in line with the current cheapest hall hire charge is proposed which is currently £5.50 per hour rising to £8.50 per hour where access to a building is required and caretaking services involved.

Councillors considered this individual request on its own merit and it was suggested that free use be granted for one calendar month and then to be charged at the lower building rate thereafter.

**RESOLVED:**

1. That an outdoor fitness class charge rate be created as follows:
  - £5.50 per hour for basic use of council site
  - £8.50 per hour when building access is required.
2. That one calendar month's free use of the facility is given to the outdoor fitness class. Thereafter the relevant fee would be charged.

**3445. GENERAL RESERVE ALLOCATIONS**

The Clerk reported that there were three items which require some budget allocation, 2 of which appeared in original draft budgets for this financial year but were removed to assist in precept and taxation management but on the understanding at the time that allocation from reserves would later be required.

The budget allocations sought were:

- **UCI Cycling Event** £3000

To support the delivery of the Fan Zone event planned. The funds would be used amongst other items to pay for First Aid provision, safety barriers, event promotion and managed through the Event Working Group,

- **Delves Café Development** £5000

The funds would be used to pay for professional costs involved with the preparation of a refurbishment specification which can be utilised for a tender process with building contractors as well as covering other professional charges and planning fees.

- **Fire Escape Stairwells** £6000

Recent structural surveys as part of H & SW checks have identified works required to the fire escape stairwells at the Winning Post and the Assembly Rooms. Quotations had been sought for the works with the cheapest coming in at £6000.

The Clerk explained that whilst the Council does have a buildings maintenance budget the costs for these items are large and would compromise the existing budget for more routine maintenance works and so a dedicated budget is sought. He explained that the costs were not foreseen at the time of preparing the annual budget.

**Resolved that budget allocations from the General Reserves be agreed in line with the Clerk's report.**

**3446. HIGH STREET HERITAGE ACTION ZONE**

The Clerk reported that a grant application had been submitted to Historic England for a High Street Heritage Action Zone grant with a total project cost of circa £500,000.

Councillors thought that should the grant be successful then it would be good for businesses and the area and help to encourage people to come to Thorne

The Clerk was commended for the work he had put into the bid.

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

**3447. MEETING START TIMES**

It was suggested that in future Council Meetings move to a start time of 7.00pm, to cope with the volume of agenda items.

**RESOLVED: That Future Council meetings commence at 7.00pm**

**3448. 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.

**3448. CASSON COURT**

The Clerk reported that at its last meeting the Council sought details of the original landscape plan for Cassons Court which was now provided. He reported that the care facility had now agreed to take ownership of the land and absolve the Council of any future liability.

The Clerk advised the Councillors to that the transfer could include one or more of the following:

- Restriction to development .
- An overage
- A pre-emption right.
- A call option.

**RESOLVED:** That the land be transferred to Housing 21 with the following provisions:

- A restriction on development to maintain an open area for Housing 21 as land that is ancillary to the care facility.
- A Call option (an option to reacquire the land in the future in certain defined circumstances).
- Housing 21 pay the legal fees.

The Chair was conscious of the time (8.55pm) and sought agreement to extend the meeting. This was agreed.

**3449. THORNE MEMORIAL PARK**

The Clerk reported that a local lady claimed that she had tripped in the park on a raised flagstone edge. She did not wish to claim through Solicitors but has asked if the Council can reimburse the cost of her broken glasses which were allegedly broken in the fall. The glasses have cost £149 to replace.

**RESOLVED:** That the Council does not reimburse the cost of the glasses and advise the lady that she is entitled to make a claim through the Council's insurers if she believes the Council is negligent.

**3450. LAND AT REAR OF 4 KING STREET**

The Clerk reported that valuation advice had been sought regarding land to the rear of 4 King Street.

**RESOLVED:** That the Council accept the valuation advice and permit the Clerk to negotiate with the developers regarding the price of the land.

**3451. ACCOUNT DISPUTE**

A hirer of one of the Council buildings has disputed an invoice for hire of one of the Council buildings claiming that they thought the use was free. This claim is disputed by the administration team.

**RESOLVED:**

1. That the Clerk write to the hirer requesting payment of the invoice.
2. That the Clerk be authorised to take further defined action following a review of the response.

**3452. DELVES CAFÉ UPDATE**

The Clerk updated Councillors on the project progress and sought approval to the Café tender process and the proposed Lease terms.

Members were asked to appoint five Councillors to sit on the tender scoring panel.

The following Councillors were nominated to sit on the tender scoring panel: Cllrs. S.Durant, C.Ellis, N.Etherington, M.Houlbrook and J.Phillips.

**RESOLVED:**

1. That the Tender process as documented is approved and that the following five Councillors be nominated to the panel: Cllrs. S.Durant, C.Ellis, N.Etherington, M.Houlbrook and J.Phillips.
2. That the provisional Lease terms be adopted and approved as a starting point but subject to further negotiation with the chosen tenant.
3. That John Hill Associates be appointed to prepare the building refurbishment specification.

**3453. TREE INSPECTIONS**

The Clerk reported that the Council had historically undertaken periodic inspections of trees. The work had been carried out by professional arboriculturalists. The inspections are necessary to discharge the Council's duty under the Occupiers Liability Act to take reasonable measures to ensure the safety of people visiting the Council sites.

A quotation had been sought from the inspector who had worked with the Council for a number of years and it was suggested that the same inspector continues as they now have a good knowledge of Council sites and can better assess the health of trees due to that previous exposure to the Council sites. Their quote is more than they have previously charged but the Clerk has identified some additional areas for inspection not previously covered. The Clerk reported that ordinarily a Council should seek multiple quotes for contracts of this type, due to the specialist nature of the work and the benefit of a longer period of knowledge when inspecting a tree it was proposed that Financial Regulations be suspended on this occasion.

**RESOLVED:** That the Council's established tree inspector be appointed to undertake the next periodic tree inspection in line with the quotation submitted.

End of meeting.

The meeting ended at 9.30pm.