

**Minutes of a Meeting of Thrybergh Parish Council Held On  
Thursday 6th August 2020  
at the Parish Hall, Park Lane, Thrybergh (6.30pm start)**

**Present:** - Councillors G Trickett (Chair), D Bates, T Knapton, B Shaw, G Senior, M Senior & K Endicott.  
There were two members of the public in attendance.

**058/20 August Meeting of the Parish Council**

The clerk advised that it was current NALC policy that all parish council meetings be conducted on-line due to the risks from Covid-19. Legislation was now in place for on-line meetings up to May 2021. If a live, face to face meeting was to be held then it must, effectively, be paperless and the reason why the live meeting is being held stated in the minutes. The clerk further advised we were holding a live meeting predominantly to consider and agree on the internal audit, annual governance, annual accounting statement and annual accounts for 2019/20. We have had to meet as not all councillors had access to email so a face to face meeting was our only option. A full risk assessment had been undertaken by the clerk and all of the required procedures have been undertaken to open the hall safely. The hall would remain closed to the general public for the foreseeable future but it was thought it may reopen around the middle of September.

**059/20. Appointment of Chairman of the Council for the Municipal Year of 2020/21.**

The chairman advised that it had already been agreed through correspondence that the current chair and vice chair would continue in their positions until the new elections in 2021 and that these now had to be formally approved by council.

**Mover: Councillor D Bates      Second: Councillor G Senior**

**Resolved: That Councillor Glen Trickett be appointed as Chair of Thrybergh Parish council for municipal year 2020/21.**

**060/20. Appointment of Vice Chairman of the Council for the Municipal Year of 2020/21.**

**Mover: Councillor D Bates      Second: Councillor G Senior**

**Resolved: That Councillor Andrea Martin be appointed as Vice Chair of Thrybergh Parish council for municipal year 2020/21.**

**061/20. Committees of the Parish Council**

The chair advised that the recent councillor resignations had left a vacancy on the Standing Orders Review committee.

**Mover: Councillor G Trickett      Second: Councillor T Knapton**

**Resolved: That Councillor Andrea Martin be appointed to the Standing Orders Review committee.**

**062/20. Apologies For Absence**

Apologies received from Councillors J Parsons & A Martin.

**063/20. Declaration Of Interest**

Councillor G Senior expressed an interest in agenda item 23.12 (Minute 80/20) Parish Hall Roof.

**064/20. Questions From The Public**

A member of the public asked if the parish council would consider erecting a suitable commemoration to front line workers during the Covid 19 crisis in the village either in the form of a plaque or bench in or near to the village war memorial. The chairman advised that all parish councils have seen a major drop in income due to the Covid-19 epidemic and that the Mayor of Sheffield himself has recently written an open letter to the Government requesting financial aid for both Parish and Town councils due to the problems. It was agreed that the item be placed on the agenda for discussion at the next parish council meeting.

**065/20. Minutes of the Previous Parish Council Meeting Held on Thursday 5<sup>th</sup> March 2020.**

**Mover: Councillor M Senior      Second: Councillor G Senior**

**Resolved: That the minutes of the previous meeting of Thrybergh Parish Council, held on Thursday 5<sup>th</sup> March, be approved as a correct record and signed by the Chairman.**

**66/20. Minutes of the Extraordinary Parish Council meeting held on Wednesday 18<sup>th</sup> March 2020**

**Mover: Councillor K Endicott      Second: Councillor G Senior**

**Resolved: That the minutes of the extraordinary meeting of Thrybergh Parish Council, held on Wednesday 18<sup>th</sup> March, be approved as a correct record and signed by the Vice Chair.**

**67/20. Matters Arising from Previous Meetings of the Parish Council**

146/19 - To receive further information on the repair work to be undertaken at the Silverwood Colliery Wheel. The clerk advised that he had been unable to contact the person whose quote had been accepted to make repairs to the wheel. It was decided that this would be put out for tenders again if contact was not made within the next 4 weeks.

179/19 - To receive further information on the new bench placed near to the war memorial. The bench is now in place next to the cenotaph.

110/19 - To receive further information on the repair work to the bar shutters. 1<sup>st</sup> Choice Shutters have confirmed that modification work will take place 15<sup>th</sup> September.

147/19 - To receive further information on the speed reduction scheme on Doncaster Road. Signage showing speed reduction down to 30mph were being put in place and expected to be done by middle/end August. The two refuges near the church still need to be sorted and we also await the exact date when the speed limit will change.

009/20 - To receive further information on the new councillor training courses run by RMBC and YLCA. All courses by YLCA being conducted on-line, a list of courses for the remainder of the year has already been forwarded to councillors. No courses, as yet, are being offered by RMBC.

200/19 - To receive further information on the Whinney Hill & Chesterhill Avenue developments. Engie has advised that the Covid-19 virus has delayed the completion of the Contracts as well as a Network Rail land technicality which Rotherham MBC has had to resolve. They can now confirm that matters are now back on track and they are targeting the completion of all the required Land Contracts and Build Contract by the end of August and a start by the end of September.

048/20 - To receive further information on the purchase of a coffee machine for the bar and kitchen area. Coffee machine and pods now purchased. We will look at new cups when the bar re-opens.

128/19 - To receive further information on the Speed Indicator Device for Hollings Lane. Still awaiting RMBC when devices for Vale Road and Hollings Lane will be made available by RMBC. The clerk continues to chase this issue.

105/19 - To receive further information on the status of the Bill Winder Football Competition 2020. The cup has quite obviously been cancelled for 2020 due to the Covid-19 epidemic. We will look at holding it again in 2021 assuming we are able to do so.

027/19 - To receive further information on Network Rail clean up of disused rail line in Thrybergh and positioning of video surveillance camera. The line was cleaned by NR in March and RMBC fitted a camera to deter further fly tippers.

**068/20. Police Report**

It was advised that crime statistics for Thrybergh and Dalton were now being combined but we had been able to extract the Thrybergh information. The statistics were then given to the councillors for consideration. It was reported that drop in sessions at parish halls have been cancelled due to Covid-19 but on-line sessions were regularly being held.

**069/20. Councillors Stuart Tennant, Grace Marlow & Sandra Docherty.**

The chairman advised that we had recently received the resignations of councillors Tennant, Marlow and Docherty. The chairman thanked them for their diligence and efforts during their time as parish councillors.

**Mover: Councillor D Bates**

**Second: Councillor M Senior**

**Resolved: That the resignations of the councillors be accepted by Thrybergh Parish Council.**

**070/20. Planning Applications**

Planning Application RB/2020/1044, an application to build a single storey flat roofed extension at 11 Back Lane.



Planning Application RB 2020/1131, an application to create a trial bikes area at Hooton Lodge, Kilnhurst Road.

Planning Application RB2020/0867 (original planning RB2014/1613), properties being built to rear of 13-37 Vale Road. Contains new and already conditionally granted amendments to the original planning agreement.

The council considered the planning applications and there were no objections raised. the applications. It was felt that, if properly managed and monitored, the off-road track could help remove some the nuisance quad bikes and motor cycles from the roads and parklands of Thrybergh

#### **071/20. Parish Council Website**

The clerk advised that our website (RMBC is the website provider) had been refreshed and migrated to a new site. Any search for Thrybergh Parish Council will bring up the new site. We are currently in the position of updating it and any ideas or news and items for the site would be welcomed. The clerk is currently awaiting access rights which should come shortly.

#### **072/20. Items Of Correspondence**

To consider the following new Correspondence which has been received since the March meeting and decide action where necessary.

(a) Community First Newsletter July

(b) White Rose Update

(c) VAR Bulletin

(d) Neighbourhood Watch – Our News July 2020.

(e) Rotherham North Neighbourhood Newsletter June 2020.

(f) Letter received from Robert Boyle of Sunnyside regarding 4X4 and quad bike nuisance on Silverwood Nature Reserve.

(g) Letter from Sheffield City Mayor, Dan Jarvis, to Parish & Town Councils.

(h) Notification of closure of 42 payphones in Rotherham area by BT. This includes the payphone at Musgrove Avenue, Thrybergh.

(i) Rotherham Flood Report – RMBC report on flooding of 2019,

(j) Letter from Polly Hamilton, RMBC, re meeting at Thrybergh County Park with the Rt Hon John Heeley MP to take place Friday 21<sup>st</sup> August 2020.

#### **073/20. Items of Report.**

The clerk reported on a risk assessment meeting at RMBC 11<sup>th</sup> March, a meeting of the South Yorkshire branch of the Society of Local Council Clerks at Stainforth on 10<sup>th</sup> March, an on-line Parish Liaison meeting held 14<sup>th</sup> July 2020 and an on-line Local Councils Liaison meeting of Valley Ward 14<sup>th</sup> July 2020. They have a small 'war chest' available for community projects.

Councillor Shaw also advised that he had attended meetings of the South Yorkshire branch and the Joint Executive board of the YLCA.

#### **074/20. Matters Requested by Councillors and/or AOB.**

There were no matters raised.

#### **THE PRESS AND PUBLIC WERE THEN INVITED TO LEAVE THE MEETING.**

#### **075/20. INTERNAL AUDIT**

Copies of the internal audit were earlier distributed and read by the councillors.

**Mover: Councillor D Bates      Second: Councillor B Shaw**

**Resolved: That the council accepts the internal audit report for 2019/20.**

#### **076/20. Internal Auditor 2020/21.**

**Mover: Councillor M Senior      Second: Councillor D Bates**

**Resolved: That the council appoints Richard Bellamy as the internal auditor for the year 2020/21.**

#### **077//20. Annual Governance Statement 2019/20.**

Consideration was given to the 'Annual Governance Statement' for the financial year ended 31<sup>st</sup> March 2020.

**Mover: Councillor M Senior      Second: Councillor B Shaw**

**Resolved: That the Annual Governance Statement be approved for submission to the auditor PKF Littlejohn.**

**078/20. Annual Accounting Statement 2019/20.**

Consideration was given to the 'Annual Accounting Statements' for the financial year ended 31<sup>st</sup> March 2020.

**Mover: Councillor M Senior      Second: Councillor T Knapton**

**Resolved: That the Annual Accounting Statement be approved for submission to the auditor PKF Littlejohn.**

**079/20. Annual Accounts 2019/20**

Consideration was given to the annual accounts for Thrybergh Parish Council for the year 2019/20.

**Mover: Councillor D bates      Second: Councillor G Senior**

**Resolved: That the Annual Accounts for the 2019/20 financial year be approved.**

**080/20. Matters Dealt With Under Delegated Authority Given to the Clerk at the Extraordinary Meeting of the Parish Council on Wednesday 1th March 2020.**

**Parish Hall Flooring** - We had 3 quotes, one from Williams Floor Restorations at £2695, one from N&L Flooring at £4125 and a new one from Sheffield Floor Sanding Company at £2650. All have given a working time of 1 week and all are offering, effectively, the same level of service. We chose Williams Floor Restoration of Ravenfield as they were local, have done several parish hall floors in Rotherham already and were recommended to us by other Rotherham Parish Councils.

**Fire Risk Assessment of the Parish Hall** - We had received quotes for the extensive electrical & door work required to make our building fire safe. Hollinsend Safety Ltd at £5330, Trust Fire at £4730 and SS Systems at £13,800. The quote from SS Systems is very much higher than the other quotes because they had quoted for a fully automatic fire system to level L3 rather than L5. L3 is an extensive smoke detection system in all rooms whereas L5 is a manual system and just three rooms have been defined by the fire assessor as requiring additional smoke detection systems i.e. boiler room, cellar (the CCTV room) and cloak room. We have awarded the contract to Trust Fire and they will start the work middle of August. Trust Fire is the current supplier of systems and fire checks to Thrybergh Parish Council. Once completed, we will arrange for fire training for staff and regular hirers of the hall (when Covid regulations allow).

**Painting of Parish Hall** - We received three quotes for painting of the parish hall and ancillary rooms. The only rooms not being painted are the bin room, bar and CCTV room as these are not necessary. Eclipse Decorators at £3750, Prestige Decorators at £2852 & DG Decorators at £2270. We have placed the contract with Eclipse decorators as their quote was based on superior products and more coats of paint therefore the life expectancy for the hall will be longer.

**Membership of Yorkshire Local Councils Associations** - Our membership was renewed on 1<sup>st</sup> July at a cost of £780.00 (was £761 last year). The benefit of membership to SLCC, YLCA and Community First Yorkshire is really valuable especially at troublesome like we are facing now.

**Membership of Society of Local Council Clerks** - This is a requirement for clerks, cost for 2020/21 is £161.00 (last year was £156).

**Membership of Community First Yorkshire** - Our membership was renewed in April at a cost of £42.00 (same as last year).

**Parish Hall Insurance** - Our current insurance expired 12<sup>th</sup> June and we had received the renewal offer from Zurich Municipal. The cost for 2020/21 was £1427.33 which was an increase of 4% on the 2019/20 cost of £1373.72. This was very reasonable given that we have made a claim for £2100. This figure was for a 1 year deal and they also offered a 3 and 5 year deal at £1362.23 and £1298.06 respectively. Last year, the clerk spent almost 2 months trying to get quotes and eventually received 2 from Came & Company (a company that specialises in insuring parish halls) and their quote was £1499.47 with the other quote from NC Insurance for £2890. This is why we renewed with Zurich. We chose to stay with Zurich given the high level of service they have given us and went with the saving of the 3 year deal as we felt 5 years was just a little too long a period to commit to.



**Edge IT Systems** - This is the package for producing our accounts and we agreed to a three year deal last year, annual cost is £328.80. Also, the clerk undertook end of year on-line training and seminars at a cost of £162.00.

**Hanging Baskets** – Initially, we were not going to have baskets due to Covid but both Ravenfield and Dalton decided they were going ahead with them. In view of this and to, hopefully, provide a little cheer in these dour times we decided to have baskets again this year with the decision being taken 1<sup>st</sup> June. We had discussed baskets and/or a floral display outside St Leonard's Church and we decided to put 2 baskets outside the Church entrance gate. We will look at costs of a floral display or tower when we produce next year's budget. Basket/tower is approx £300 one-off cost then cost of flowers. We ordered 54 baskets, the same as last year plus 2 for the church at £49.80 each which is the same price as last year.

**Cleaning Room** - New extractor unit now fitted at a cost of £577.61. New lino flooring fitted to the cleaning room floor and a new rug fitted to main door entrance at a cost of £398.58. The plumber still has to attend within the next couple of weeks to quote for new sink units in cleaning room, the current ones being blocked, leaky and not fit for purpose.

**Trustees of Hollings Lane Football Pitch** - Covid-19 saw all games cancelled and the premature ending of the 2019/20 season affecting our projected income stream. A grant of £718.35 was made to ensure RMBC grounds maintenance bill could be paid.

**Financial Matters – Payment of Invoices** - Payment schedules for March, April, May and June paid under delegated authority.

**Bar – Out of Date Drinks** - As previously advised, we have lost £443.36 worth of stock due to the hall being closed. We took the soft drinks that were still in date (end June 2020) to the food bank run by St Mary's/St Gerard's. Soft drinks that expired end April have been disposed of. We have 4 kegs of beer (approx 140 pints) out of date and we are in discussion with Primo Drinks about them. We may get a full credit for these or it might just be a credit for the VAT element. We are currently awaiting further developments on this. The opened beer that is currently in the system is lost but we need to keep it in the pipes to prevent damage to the system. We will dispose of this when the hall and bar re-opens.

**Parish Hall Roof – Urgent Repairs Required** - The hall roof was inspected on 22<sup>nd</sup> July by the clerk and Councillor Graham Senior as there appeared to be some damage to edge flashings. Whilst inspecting the roof, major damage was discovered on the section above the committee room, bin storage and kitchen area. Water ingress around the chimney has damaged to wooden supports under the roof covering which could lead to imminent collapse. It was decided that due to the severity of problem and the risk to trespassing children falling through (we have received a report of children on the roof chasing a lost football two days earlier) to undertake immediate repairs without going through the usual three quotes procedures. This decision was taken under health and safety regulations. The work is being done by Councillor Senior's roofing company at £2700. The work was undertaken and completed on Friday 24<sup>th</sup> July. A decision on what to do with the rest of the roof will be made as an agenda item for the September meeting.

**Hollings Lane Football Pitch** - To advise on the recent fly tipping on Hollings Lane football pitch and actions to secure gate. The fly tipping was reported to RMBC and removed. The gate has been damaged and is unable to be locked. A fence company has been engaged to make repairs at £286.80. Work to be done Friday 7<sup>th</sup> August.

A drinking and drug taking den has been discovered on Hollings lane football grounds in undergrowth near to the stone steps onto Hollings Lane. Remedial work to the trees and under growth removal will be done by RMBC at a cost of £423.36. A grant will need to be made to the Trustees of Hollings Lane account to allow payment of this invoice when it comes.

**Mover: Councillor B Shaw**                      **Seconder: Councillor M Senior**

**Resolved: That the decisions taken during the Covid-19 lockdown covered by the Clerk's Delegated Authority are approved.**

#### **081/20. Accounts For Payment.**

The Council considered the schedule of accounts for payment July.

**Mover: Councillor M Senior**

**Seconder: Councillor D Bates**

**Resolved: That the schedule of accounts for payment, as now submitted, be approved and signed by the Chairman.**

#### **82/20. To notify the Clerk of Matters for inclusion on the Agenda of the Next Meeting.**

There were no matters raised.

**Date Of Next Meeting**

The date of the next Council meeting was confirmed as **Thursday 3<sup>rd</sup> September 2020, (starting at 6.30 pm).**

**Closure of Meeting at 8.05pm.**

.....  
  
Chairman