

## Brinsworth Parish Council

### MINUTES OF THE ORDINARY MEETING HELD ON THURSDAY 10 SEPTEMBER 2020

Those present :

**Chairman : Cllr A Buckley**

**Vice-Chairman : Cllr J Williams**

**Councillors : Cllr Mrs P Gregory, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr P Soper, Cllr Mrs J Tompkins**

**Non Councillors : Cllr N Simpson**

**Officers : Mrs G Blank, Mrs J Huddleston**

#### **2426 Public Question Time (20 minutes)**

There were no members of the public in attendance.

#### **2427 Apologies**

Apologies were received from Cllr Hughes and the reason given was approved.

#### **2428 Declaration of Members' Interests**

The Chairman asked Councillors to express any declarations of interest prior to the relevant item being discussed.

#### **2429 Approval of the Minutes of the Meeting Held on :-**

16th July 2020

RESOLVED: That the minutes of the meeting held on 16th July 2020 are approved as a true and accurate record.

#### **2430 To Receive Information on Ongoing Issues and Decide Further Action Where Necessary**

2418 – to be covered later

2424 – the Clerk and Chairman have not had chance to meet to discuss frequency of meetings but will do this before the next meeting.

2425 – the Clerk has set up a plan of training for the Deputy Clerk and has handed over line management of the Assistant Clerk. The Deputy Clerk is involved in managing the workload of the Assistant Clerk, and has been responsible for organising the recruitment of a new Attendant.

#### **2431 Community Issues**

a) Police – The Clerk has written to the Police about speeding and gave information of the 3 speed watch operations that have taken place. Councillors discussed the issue of the local PCSO finishing work at 6.00 pm and the problem being later in the evening.

RESOLVED: Cllr Buckley to raise at the next POP meeting.

b) RMBC Ward Councillors -

Cllr Simpson informed Parish Councillors that he had attended meetings about changing the speed limit on Bawtry Road and that he was trying to get CCTV on the junction of Brinsworth Lane and Bonet Lane. He is also trying to pedestrianise the area between the 2 shops near Poplar Drive which would slow down traffic and provide a safe way for school pupils to walk. Cllr Simpson told the meeting about the old Library site being put up for sale for development without public consultation and that he is speaking to RMBC about this. When asked for an update on the Supermarket next to the old Library looking unsightly, he said the owner had agreed

to make it look better and that he would chase him in person when this could be done safely.

RESOLVED: That Cllr Simpson will visit the shop owner once he feels it is safe to do so. The Clerk is to write to the owner to ask them, again, to tidy up the area.

Cllr Buckley told the meeting he had raised the issue of CCTV being removed from Sunnybank Crescent at the last POP meeting. While the Police could not restore the CCTV, they had put the area on their list of drive-by's to disrupt any untoward activity. Similar behaviour was reported to be happening on junction of Broadway and Brinsworth Road.

RESOLVED: Cllr Buckley to raise the issues at the next POP meeting on 23rd Sept.

Cllr Buckley reported from the Ward Meeting that funding for tables and chairs for outside The Centre had not been approved but that the inclusive swing which will be match funded by the Parish Council had been funded, as well as signage for off-road motorbikes – the locations of which will be determined after consulting with the PCSO. Work is also being done to look at an illuminated sign for Bawtry Road to show the speed of cars as they pass. The meeting was told there is around £5,000 of funds left in the pot, and approximately £1,000 CLF per Ward Councillor so Councillors should encourage any groups they are aware of to apply.

c) Others – Cllr Gregory passed on praise she had received from a resident saying how the Churchyard looked nice and was a credit to the village. Councillors discussed the Commonwealth Graves that were looking worse for wear.

RESOLVED: Cllr Gregory to find out who to contact at the War Graves Commission as they may be able to help fund the up-keep of these graves.

## **2432 Policies**

- To consider and approve the Delegation of Powers Policy

Prior to the meeting the Clerk had circulated a copy of the suggested Delegation of Powers Policy for Councillors to consider. The Clerk explained that the purpose of the policy and informed them that it is considered best practice to have this in place.

RESOLVED: That the Delegation of Powers Policy is approved.

## **2433 Code of Conduct**

- To consider responding to the Code of Conduct consultation

Councillors had been circulated the draft consultation during lockdown for their comments but unfortunately the deadline for feedback had now passed. The reasoning behind the revision of the Code of Conduct is to stop some of the bullying that occurs within the sector. The proposal is to give more powers to Local Councils that strengthen sanctions on dealing with Councillors not adhering to the Code of Conduct.

## **2434 Planning**

a) To receive RMBC Planning Lists

1) RB2020/1063 - Demolition of garage and conservatory and erection of single storey side and rear extensions at 40 Croft Road - since granted conditionally - noted.

2) RB2020/1096 - Discharge of condition No's 5 imposed by RB2015/1469 - noted.

- 3) RB2020/1167 - Application to vary condition No 2 (materials) imposed by RB2020/0287 at 61 Bonet Lane - noted
- 4) RB2020/1265 - Two storey side and single storey front extensions at 91 Pringle Road - noted
- 5) RB2020/1247 - Application for a Lawful Development Certificate re proposed single storey rear extension under permitted development rights at 29 Field View - noted

b) To receive an update on decisions previously considered

- 1) RB2020/0726 - Erection of external canopy at Brinsworth Manor Infant School - granted conditionally - noted
- 2) RB2020/0834 - Demolition of existing extension and erection of two storey and single storey rear extensions at 15 Field View - granted conditionally - noted
- 3) RB2020/1063 - Demolition of garage and conservatory and erection of single storey side and rear extensions at 40 Croft Road - granted conditionally - noted
- 4) RB2020/1247 - Application for a Lawful Development Certificate re proposed single storey rear extension under permitted development rights at 29 Field View - refused - noted

## **2435 Reports**

a) To receive an update on GDPR

The Deputy Clerk said she had been working on ensuring the Parish Council complies with GDPR legislation and is working with the Assistant Clerk on a rolling programme of going through files and emails so information is not kept longer than is necessary. She explained that there were some implications for Councillors which would involve only using their Parish Council email address rather than personal ones for Parish Council business; for Councillors to be aware that anything they include in an email may be asked for under GDPR or Freedom of Information request; and that emails should not be kept for longer than 6 months after an issue is resolved.

RESOLVED - The Deputy Clerk to put relevant information into a procedure in time for the next meeting so Councillors can refer to it.

RESOLVED - The Clerk is to arrange a PC email address for Cllr Soper

b) To receive an update on office working hours

An update on the office working arrangements was circulated to Councillors prior to the meeting. The schedule showed which members of staff would be in the office on different days while keeping the office Covid-safe. Staff will be in the office some days and working from home others to minimise the amount of cleaning and potential to pass on Covid and so the amount of staff isolating would be minimised if someone did become ill. The Clerk explained the office will still have someone in it every day 9.00 am until 1.00 pm so usual office opening hours are not affected.

RESOLVED - A hard copy of the schedule is to be issued to Councillors in the next meeting pack.

c) To receive any other reports - none received.

## **2436 Correspondence**

For Action

a) Resident re paths on Brinsworth Playing Fields - letter received regarding a resident tripping on a crack in the path on Brinsworth Playing field, the issue is to be discussed at the Premises meeting.

For Information

- a) RMBC Electoral Register Updates August and September 2020 - noted
- b) RMBC Neighbourhoods - Newsletters (forwarded) - Nitrous Oxide danger posters have been received and will be put up around the parks.
- c) YLCA - White Rose Updates and Training Bulletins (forwarded) - The Clerk suggested that Councillors look at the training availability and let the office know if anyone would like a place booking.
- d) NALC - Bulletins (forwarded) - The Clerk pointed out the advice from NALC that it is still not permitted to hold face to face meetings unless there is no other alternative - noted
- e) VAR - Bulletins (forwarded) - noted
- f) Yorkshire Society - August Newsletter (forwarded) - noted
- g) Any Other Correspondence
  - g.1) 2020/21 Clerks National Pay Award - noted
  - g.2) Public Spaces protection order public consultation - noted
  - g.3) Email complaint regarding football teams behaviour - The Clerk updated Councillors on the incident and advised them that the situation had been resolved.
  - g.4) Complaint about the state of Brinsworth gennels - Ward Councillors have been asked to look at this.
  - g.5) RMBC Events review - noted.
  - g.6) RMBC Play Areas update - notice on how they are reopening their parks, sample posters and risk assessments provided.
  - g.7) Community Matters newsletter - noted.

The Clerk apologised that Councillors had not received all correspondence and informed them that a new procedure for dealing with emails was being implemented by the Deputy Clerk and Assistant Clerk to ensure mail is distributed in a timely fashion.

Meeting Closed: 19:45

## **2437 Zoom Meeting Joining Instructions**

Topic: Ordinary & Premises Meeting  
Time: Sep 10, 2020 06:30 PM London

Join Zoom Meeting

<https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus02web.zoom.us%2Fj%2F84565542289%3Fpwd%3DdbkNUY0I5cE5hUStDcENEalNrc3hWUT09&data=02%7C01%7C%7C3cf5fb8ad6ea4556cf2708d850cd636d%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637348190343791628&sdata=1FyMOqA0SIGnlwI7usd6lrLrFXYMIGaXWJSCI9ZnjO0%3D&reserved=0>

Meeting ID: 845 6554 2289  
Passcode: 130123