

## FINNINGLEY PARISH COUNCIL

Minutes of a meeting held on Monday, 20 September 2021 at the Village Hall, Rectory Lane, Finningley, at 7.00pm.

Present: Councillors R Castle (Chairman), C Creighton, J Kong, A Martin, J Tuff, S Spence (YLCA) and three members of the public.

1. To receive and note apologies for absence and consider any reasons given for absence

The apologies of Councillor Clarke were noted

2. To receive declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests

Members of the community group for CCTV discussed their potential non pecuniary interest in CCTV matters raised at Council meetings. S Spence advised that they need to read the Code of Conduct adopted by Finningley Parish Council as this will direct them to the appropriate action for the situation.

3. Interest declarations and dispensations

No new interests were declared and no dispensations applied for.

4. To receive an update on policing issues

There was no report from the police.

5. To receive a verbal report from DMBC ward councillors

There was no report from the ward councillors.

6. To discuss any issues raised by the public via the Council's website or by public participation at the meeting

### *Silver Birch tree*

The Chairman reported that issues with a tree had been reported to him. Cllr Creighton informed the meeting that he was assisting a resident with the issue.

### *Peacocks*

A query about the number of peacocks had been dealt with. A member of the public asked why the Council undertook a survey on the birds when the Council has no interest in them. The Chairman informed that due to the large number of complaints, the Council wanted to assess the numbers of peacocks.

### *Correspondence from a resident regarding a children's nursery*

The correspondence had been circulated to members for information. It was noted that the planning application was in Blaxton Parish.

RESOLVED that the correspondence is passed to BPC.

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7. Approval of Minutes

RESOLVED that the minutes of the ordinary meeting held on 20 July 2021 be approved as a correct record.

RESOLVED that the minutes of the extraordinary meeting held on 2 September 2021 be approved as a correct record.

8. Finningley Village Hall matters

*Quotation for the removal of ivy from the Hall*

RESOLVED that Viking Trees and Gardens are engaged to remove the ivy and roots

*Quotation for an external lime wash to the Village Hall*

RESOLVED that Bonsers Building Restoration and Conservation are engaged to lime wash the exterior of the hall.

*To receive (if available), an update on the renewal of the agreement with the Village Hall Management Committee and to agree to arrange a meeting with the Committee to discuss this matter*

RESOLVED that this matter is deferred to the next meeting.

9. Finningley PFA matters

*To discuss a response to the Parish Council's letter to the Playing Field Association regarding risk assessment and decide any further action*

The Chairman explained the history for the benefit of new councillors and explained the purpose of the letter that had been sent to the PFA. He reported that the PFA had still not given the Council answers to the questions raised. No further action in this regard was agreed at the meeting. Cllr Kong reported that she is continuing to take steps to register the land in the ownership of Finningley Parish Council at the Land Registry.

RESOLVED to use the legal services of the National Association of Local Councils to obtain advice for the Council in this matter and that of the pavilion.

*To review information required to enable the Parish Council to make an informed decision on a grant to the Finningley PFA*

The Chairman explained that it was agreed that the Parish Council give a fixed sum grant of £2,000 to the PFA per annum, and that the original intention of the grant was to assist with the payment of insurances. Finningley Parish Council pays the grant in April and Blaxton Parish Council gives a grant in September. It was noted that the decision to give the annual grant was still applicable until changed by the Council.

RESOLVED that the next grant of £2,000 is paid to the PFA at the relevant time.

RESOLVED that the policy of giving a fixed sum annual grant to the Association is reviewed at the October meeting.

10. To receive information/an update on the pond construction

Cllr Creighton reported that the project was on hold waiting for the results of the formal public Section 106 consultation. A resident had offered support and advice regarding the island and there were plans to remove the fish for a short while whilst the works are undertaken.

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He reported that silt levels were found in the centre, but some needed removing from the pond sides. There was no need for repair to the aerator at the current time as the water level is fine for the ducks and fish.

11. Allotment matters

*Meeting with the Society*

The Chairman reported that there are no issues for consideration.

Cllr Creighton reminded the Council that the Allotment Society wanted to meet to discuss keys. This was noted.

*To consider the appointment of a representative(s) to the Allotment Society*

RESOLVED that councillors Castle and Creighton are appointed.

12. To receive information on the following ongoing issues and decide further action where necessary

*Chapel Lane – Chapel cleaning (min 22, July refers) – to decide any further action to be taken in this matter by the Parish Council*

RESOLVED that as this building is not in the ownership of the Parish Council, the matter of cleaning is referred to DMBC.

*DMBC CCTV network roll out update*

It was reported that the FAB group are waiting for DMBC to re-engage with the Parish Council. Cllr Kong reported that DMBC is arranging a meeting with its preferred CCTV contractor, to which FAB members had requested attendance. Cllr Kong would remind DMBC of this undertaking and to progress the matter.

*Section 106 village enhancement consultation*

The Chairman reported that early results of the consultation showed a majority in favour of works to improve the pond and works to the Village Hall garden if there are any funds remaining. He reminded the meeting that the Parish Council had agreed with DMBC that one project would be done and completed and further applications for the money would then be made for other projects. The chairman reported that there was need for the Council to inform parishioners of the outcome of the consultation and proposed that a project team, administered by the Parish Council, is established for this purpose. It was suggested that the team holds an open morning for parishioners to attend so that they can be appraised of the details of the project(s) being undertaken

RESOLVED that a project team comprising Cllrs Creighton, Clarke, Tuff and Martin is appointed for this purpose.

13. Financial matters

*Accounts for payment*

RESOLVED that the following be approved for payment

Zurich Insurance: Annual Council insurance premium - £1,542.96.

Wave (for the supply of water) - £1,961.42.

*To review the appointment of an independent internal auditor for financial year ended 31 March 2021 and to receive information from S Spence on the Annual Governance and Accountability Return process*

It was noted that the Council had appointed Chris Phillipson as its independent internal auditor for year ended 31 March 2021.

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The internal audit work had been done in July by this person and the report within the Annual Governance and Accountability Return had been completed with the comment that there are no issues to raise from an internal, financial perspective. It was reported that the external auditor, PKF Littlejohn had given an extension to the end of October for submission of the AGAR.

RESOLVED that completion of the AGAR is on the agenda of the next meeting.

14. Planning Applications/Decisions

*21/02412/FUL. Erection of ground floor extension, new porch, erection of detached tandem length garage, creation of new access to Old Bawtry Road, increase in ridge height, and formation of rooms in roof space following demolition of existing detached garage (being resubmission of application 20/02357/FUL), Villa Bonita, Rectory Lane, Finningley*

The Council noted that the application site was in the conservation area. There was concern for a tree and access to the site.

RESOLVED that Cllr A Martin formulates the Council's response to DMBC based on these considerations.

*21/02373/FUL. Erection of single storey rear extension, 11 Wroot Road, Finningley*  
The Council had no comments to make on this application.

15. Highway Matters

*To decide further action to obtain information on a Definitive Map Modification Order*

The Chairman reported the receipt of correspondence from Julie Guest at DMBC referring to consultation on the Old Bawtry Road as a bridleway. He further reported that ward councillors are working on access issues.

*Parish Council walkabout*

RESOLVED that Cllr Creighton will liaise with a highway's office at DMBC.

16. Website and Communication matters

*Proposed contract with Aubergine for a new website and.gov.domain, including initial payment to this company*

The Chairman reminded the Council that it had agreed the provision of a new website with Aubergine. This was being progressed and would be ready for publication shortly. A purchase order for £1,398 had been received.

RESOLVED that the payment to Aubergine is approved.

*To receive information and update (if any) on the Parish Council Facebook page*

Cllr Kong reported that in the last 28 days there had been a substantial increase in activity on the page, which was pleasing.

17. To receive reports from representatives to external bodies

*Finningley PFA*

A report would be given at the next meeting.

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*Yorkshire Wildlife Park Consultative Committee*  
No meetings had been held of this Committee.

*Airport Consultative Committee*  
A report would be available at the next Council meeting.

18. Date of the next meeting

RESOLVED that the date of the next ordinary meeting of the Council is 19 Oct 2021 at the Village Hall, commencing at 7.15pm.

19. Adoption of mandatory policies by the Council

RESOLVED that a working group comprising Councillors Martin, Tuff and Castle overview the mandatory policies that need to be adopted by the Council and report to a meeting when recommendations are prepared.

20. Appointment of a Clerk/RFO/Proper Officer and other employment matters

*To adopt a Grievance Policy and a separate Disciplinary Policy*

S Spence explained the need to have these policies in place from the point that the new Clerk/RFO commences employment with the Council.

RESOLVED that the model grievance and disciplinary policies provided by the National Association of Local Councils by way of Legal Topic Note 22 be adopted.

*To agree the purchase of a Council laptop computer, printer and scanner (or latter combined)*

RESOLVED that the Chairman is authorised to spend up to £1,000 on a laptop plus combined scanner and printer for the use of the Clerk/RFO.

*Exclusion of press and public*

RESOLVED to exclude members of the press and public due to the nature of the business at items 19.4 to 19.8 being prejudicial to the public interest.

*Appointment of Clerk/RFO*

The meeting received a report and recommendation from its interview panel.

RESOLVED that Ms Georgina Nicol is appointed as Clerk/RFO.

RESOLVED that a formal letter offering the employment is sent by the Chairman.

*To decide on necessary employment actions to be undertaken by the Council*

The starting salary scale point, start date and contractual details were discussed and resolved by the Council.

RESOLVED that the officer's line manager/liaison point is Cllr A Martin.

*Induction process*

S Spence reported that YLCA would provide an induction session as part of the membership subscription and would support the new officer for the next couple of months.

*Return of Council equipment/information from the former Clerk/RFO*

S Spence updated the Council in this matter.

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*Salary*

S Spence reported that the former clerk had been asked to inform her whether any salary payments were outstanding.

*Pension provision*

RESOLVED that this matter is addressed at the next meeting.

There being no other business, the Chairman thanked those present for their attendance and declared the meeting closed at 8.55pm.

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