

DINNINGTON ST. JOHN'S TOWN COUNCIL

Minutes of the Town Council Meeting Held on Monday 10th Sept 2018 Lyric Theatre, Laughton Road, Dinnington

Present: Cllrs D Smith (Chair), D Adams (Vice Chair), L Clarke, P Davies, J Hart, B Lewis, A Milner, R Mugglestone, P Russell, S Scott, J Simmonds, P Smith

In attendance: A Evans (Clerk), L Warne (Asst Clerk),

3 members of the public also attended

- 103/18** To allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise. – No questions submitted
- 104/18** To note apologies for absence. Cllr W Loftus - Apologies accepted by the Council
- 105/18** To record any Declarations of Interest. – Item 115/18 – Cllrs D Smith, P Smith and A Milner
- 106/18** To consider any matters which should be dealt with in open, or confidential session (items for which the Press and Public may be excluded further to the Public Bodies (Admission to Meetings) Act 1960 and Part 1 of Schedule 12A to the Local Government Act 1972 - Admission to Meetings). - None
- 107/18** To co-opt a new councillor to fill a casual vacancy
- Two applications were received, but one applicant had not responded to the Clerk's emails and had not attended the meeting.
- Mr G Cruickshanks spoke to the Council about why he wanted to become a Town Councillor.
- Cllrs Adams & Milner Proposed and Seconded that Mr Cruickshanks be co-opted onto the Council. Vote: 10 For, 1 Against, 1 Abstained. Majority vote for Mr Cruickshanks to fill the casual vacancy.**
- 108/18** Monthly Accounts Schedule and relevant Budget Update Information:
- (A) To approve the Monthly Accounts for July/August 2018
- Cllrs Lewis and Simmonds Proposed and Seconded that the old Cemetery gates be sold as scrap to off-set costs for other projects. Vote: 8 For, 2 Abstained. Majority vote to sell old gates as scrap**
- Cllrs Adams & Simmonds Proposed and Seconded that the monthly accounts be approved. Vote: Unanimous**
- (B) To approve a bank reconciliation
- Cllrs Hart and P Smith Proposed and Seconded that the Bank Reconciliation be approved. Vote: Unanimous**
- (C) To receive the external auditor's report
- The External Auditors had no matters of concern to bring to the Council's attention which was a credit to the work of the Council's Accountant.

Balances and Reserves as at 01/04/2018		General Reserves	£	159,588.72		
		Land Sales Costs Reserve Legal/Survey Fees	£	5,000.00		
		Vehicle/Plant Replacement Reserve	£	28,000.00	£12,250 to be deducted for tractor	
		Election Reserve	£	6,000.00		
		Environment Reserve (Carpark)	£	2,500.00		
		War Memorial Reserve	£	2,000.00		
		Total Reserves of the Council as per the Annual Accounts	£	203,088.72		
Month end 10th Sept 2018	Latest Bank Balances					
	Business Select Instant Access 06/09/2018		£	331,456.91		
		Invoice No		Net	VAT	Total
Salaries/Wages - Month 4 & 5 & Weeks 14 - 22	Environment		£	6,163.24		£ 6,163.24
	Bar Staff		£	621.70		£ 621.70
	Bar Manager		£	794.01		£ 794.01
	Events Manager		£	2,146.64		£ 2,146.64
	Hall (incl caretaker)		£	3,093.98		£ 3,093.98
	General		£	5,226.07		£ 5,226.07
B&CE Holdings	Pension Contributions		£	523.79		£ 523.79
HMRC - Tax/NI Contributions Month 4 & 5			£	3,739.34		£ 3,739.34
	Total Salaries/Wages/PAYE		£	22,308.77	£ -	£ 22,308.77
Purchases/Invoices	Description					
Iris	Annual License Fee	1280323	£	295.00	£ 59.00	£ 354.00
P.S.B Stocktaking	Bar Stocktake	4	£	80.00		£ 80.00
Amazon	Opening Hours Sign		£	9.48		£ 9.48
L Warne	Mileage Claim		£	7.65		£ 7.65
Imagin Products Ltd	Name Badge		£	11.10		£ 11.10
Amazon	Photo Frames for Office		£	13.99		£ 13.99
GY Web Services	Lyric Website		£	500.00		£ 500.00
Annie Parker	Wool & camo netting for event		£	31.98		£ 31.98
Steve Scott	Bingo Tickets		£	34.99		£ 34.99
Emma Stanger	Decorations/Prizes for summer party		£	118.44		£ 118.44
The Stencil Warehouse Ltd	Sign		£	20.45	£ 4.09	£ 24.54
L Warne	Storage Drawer/Wash-up Liquid		£	12.49		£ 12.49
Balmers GM Ltd	Tractor	210562	£	12,250.00	£ 2,450.00	£ 14,700.00
M Kettell	Bar Staff Uniform		£	30.00		£ 30.00
HM Wainwright	Fuel	6	£	120.15	£ 24.03	£ 144.18
Stapletons Lock & Safe	2 x Keys & Padlocks	105151	£	27.18	£ 5.44	£ 32.62
Arco Ltd	Safety trainer	933330298	£	47.99	£ 9.60	£ 57.59
I-Safe	H&S Consultancy	3672	£	325.00	£ 65.00	£ 390.00
HB Clark	Bar Supplies	353692	£	572.47	£ 114.49	£ 686.96
HB Clark	Bar Supplies	355687	£	21.24	£ 4.25	£ 25.49
HB Clark	Bar Supplies	356730	£	42.17	£ 8.43	£ 50.60
HB Clark	Bar Supplies	357426	-£	10.00	-£ 2.00	-£ 12.00
HB Clark	Bar Supplies	630652	-£	311.17	-£ 62.23	-£ 373.40
HB Clark	Bar Supplies	507823	£	34.04	£ 6.81	£ 40.85
HB Clark	Bar Supplies	510001	£	-	£ -	£ -
HB Clark	Bar Supplies	506019	£	1,011.25	£ 202.25	£ 1,213.50
HB Clark	Bar Supplies	518947	£	400.15	£ 80.03	£ 480.18
Contact Electrical Services	Replacement & instalation of light fittings		£	280.00		£ 280.00
Tome Valley	Cemetery Supplies	SIN062298	£	4.00	£ 0.80	£ 4.80
South Anston Fire Extinguishers	Fire Extinguishers and signage	4491	£	245.47	£ 49.09	£ 294.56
223 Automotive Ltd	MOT & Service	1459	£	155.50	£ 20.50	£ 176.00
223 Automotive Ltd	Turbo Pipe	1434	£	102.00	£ 20.40	£ 122.40
Andrew Towleron Associates	Consultancy Support re Neighbourhood plan	ATA/DPC/010	£	800.00	£ 160.00	£ 960.00
Konica Minolta	Printer Charges	1138741379	£	95.76	£ 19.15	£ 114.91
Arco Ltd	Lyric Supplies	933445498	£	24.49	£ 4.90	£ 29.39
Crown Paints	Paint	8202244000	£	92.99	£ 35.40	£ 128.39
AVL	Light & Sound Service	96	£	170.00		£ 170.00
Arco Ltd	Lyric Supplies	933463115	£	85.38	£ 17.08	£ 102.46
RMBC	Building Design Team Fees - CREDIT	CR0014103554	-£	1,322.07	-£ 264.41	-£ 1,586.48
Assured Fire & Security	Fire Alarm System - maintenance (annual)	131607	£	279.00	£ 55.80	£ 334.80
Tracie B Personalised Embroidery	Polo shirts x 23	161	£	276.00		£ 276.00
Tome Valley	Cemetery Supplies	SIN063481	£	152.33	£ 11.67	£ 164.00
M & C Elliott	Gravedigging Fees July	98	£	270.00		£ 270.00
Property Repairs & Improvements	Cemetery - Burst pipe removal & replace		£	500.00		£ 500.00
Ryton DIY	Cemetery supplies - soil/compost + misc supplies		£	1,193.32		£ 1,193.32
C.D. Potter & Sons Ltd	Basement Works	22	£	2,644.14	£ 528.83	£ 3,172.97
Rackfords	Cemetery Misc Supplies	67412	£	25.43	£ 5.08	£ 30.51
South Anston Fire Extinguishers	Fire Extinguisher service	4545	£	13.33	£ 2.67	£ 16.00
Tome Valley	Cemetery Supplies	SIN064088	£	92.97	£ 18.59	£ 111.56
HM Wainwright	Fuel	7	£	122.09	£ 24.42	£ 146.51
Contact Electrical Services	Supply & Replacement of Emergency Light	5481	£	90.00		£ 90.00
M&R Lawnmower Services	Hedge Trimmer Service & Repair		£	49.65		£ 49.65
Microshade Business Consultants	Monthly Fee	10957	£	157.80	£ 31.56	£ 189.36
PKF Littlejohn LLP	External Audit	SB201800312	£	1,000.00	£ 200.00	£ 1,200.00
I-Safe	H&S Consultancy	3697	£	325.00	£ 65.00	£ 390.00
Arco Ltd	Safety trainer	933553856	£	47.99	£ 9.60	£ 57.59
Beecroft Memorials	Memorial Desk Plaque		£	315.00	£ 63.00	£ 378.00
YLCA	Good Councillors Guides	412-1819	£	17.22		£ 17.22
Aizlewoods Flooring Specialists Ltd	Floorings - lobby/toilets/Milner Lounge	INV-9961	£	3,452.00	£ 690.40	£ 4,142.40
Sheffield Floor Sanding Co	Sand/Varnish/Strip Floor	094/18	£	2,580.00	£ 516.00	£ 3,096.00
Audio Visual Lighting	Call-out for Sound System Issue	99	£	50.00		£ 50.00
YLCA	Training Day - A Evans	423-1819	£	115.00		£ 115.00
South Anston Fire Extinguishers	Dry Powder Fire Extinguisher	4570	£	54.60	£ 10.92	£ 65.52
M & C Elliott	Gravedigging Fees - August	6	£	280.00		£ 280.00
Rackfords	Cemetery Supplies	67473	£	9.24	£ 1.85	£ 11.09
Tome Valley	Cemetery Supplies	SIN065998	£	69.79	£ 13.95	£ 83.74
Microshade Business Consultants	Monthly Fee	11031	£	157.80	£ 31.56	£ 189.36
Iris	Auto Enrolment	128104	£	12.32	£ 2.46	£ 14.78
DVLA	Vehicle Tax YR13 HZS		£	250.00		£ 250.00
EE	Mobile Phones	V010514462436	£	79.64	£ 15.93	£ 95.57
Npower	Quarterly Electricity Bill - Lyric		£	672.18	£ 134.44	£ 806.62
Npower	Quarterly Electricity Bill - Cenotaph		£	66.55	£ 3.33	£ 69.88
Npower	Quarterly Electricity Bill - Cemetery		£	141.08	£ 7.05	£ 148.13
Yorkshire Water	Water Usage Charges - Cemetery	9.01733E+15	£	102.17		£ 102.17
Iris	Auto Enrolment	1292941	£	12.32	£ 2.46	£ 14.78
Iris	Monthly Fee	469161	£	6.16	£ 1.23	£ 7.39
EE	Mobile Phones	V01525752109	£	72.48	£ 14.50	£ 86.98
Yorkshire Water	Water Charges	9.01733E+15	£	129.31		£ 129.31
Yorkshire Water	Water Charges	9.02243E+15	£	-		£ -
	Total Other Expenditure		£	32,313.47	£ 5,494.40	£ 37,807.87
	Total Purchases/Payments Check Sum					£ 37,807.87
	Total of Wages, Salaries and Other Expenditure					£ 60,116.64
	Income - July & Aug 2018					
	Lyric Bar Takings		£	2,272.17	£ 454.43	£ 2,726.60
	Lyric Bookings		£	2,140.00		£ 2,140.00
	Cemetery		£	2,710.00		£ 2,710.00
	Allotments		£	-		£ -
	Misc - July & Aug (RMBC Precept £115,265.5 & Q1 VAT refund £2,844)		£	115,208.16		£ 115,208.16
	Dinnington Rugby Club (July & Aug)		£	500.00		£ 500.00
	Grants		£	-		£ -
			£	122,830.33	£ 454.43	£ 123,284.76
	SUMMARY					
	Total Salaries/Wages/PAYE					£ 22,308.77
	Total Other Expenditure					£ 37,807.87
	Lyric Receipts (Bookings and Bar) - Inc VAT					-£ 4,866.60
	Cemetery Income					-£ 2,710.00
	Miscellaneous Income					-£ 115,208.16
	Allotment Income					£ -
	Dinnington Rugby Club					£ 500.00
	Grants					£ -
	Total Net Expenditure (+) and Income (-)					-£ 63,168.12

109/18 To approve the minutes of the meetings of the Council held on:

(A) 9th July 2018

Cllrs Simmonds and Adams Proposed and Seconded that the minutes be approved as a true record. Vote: 9 For, 1 Abstained. Majority vote to approve

110/18 To consider any matters raised in the Public Session. – none

111/18 To consider/approve the following planning applications:

(A) New planning applications

Planning Reference	Details	Consultation End Date
RB2018/1200	Application to prune various trees protected by RMBC Tree Preservation Order No.15 (1975) land rear 48 Middleton Avenue Dinnington	11/9/18
RB2018/1202	Erection of B2/B8 warehouse with ancillary office space at first floor and associated yard, parking, roadways, landscape and amenities land at Todwick Road Dinnington	11/9/18
RB2018/1231	Erection of 15 No. dwellinghouses, formation of access road, car parking spaces and boundary treatment former Lordens Hotel site Doe Quarry Lane Dinnington	11/9/18
RB2018/1266	Use of land for siting of cabin in car park former District Office New Street Dinnington	11/9/18
RB2018/1322	Change of use of existing garage to dwellinghouse (Use Class C3) 11 Roddis Close Dinnington	12/9/18

Members had no planning based objections to the above applications except for RB2018/1322 which the Council would object to in support of the 5 public objections.

Cllrs Hart and Milner Proposed and Seconded that the Council object to planning application RB2018/1322. Vote: 9 For, 1 Abstained. Majority vote to object to RB2018/1322

The following planning application was received after the Agenda had been sent to Members. For information only but can be objected to on RMBC website

RB2018/1187	New build – Detached dwelling house and single garage and access to the site - Rear of 140 Swinston Hill Road	
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112/18 Booking Concessions and Donations:

(A) Nil

113/18 For Members consideration and decisions:

(A) To approve an updated document retention policy

**Cllrs Hart and Adams Proposed and Seconded that the updated policy be approved
Vote: Unanimous**

(B) To confirm office opening/councillor surgery times

Members discussed possible opening times and agreed councillor surgery times to be every Tuesday and Friday, along with the second Saturday in every month.

(C) To approve amended Standing Orders

Cllrs Adams and Simmonds Proposed and Seconded that the Standing Orders be approved. Vote: Unanimous

114/18 Park Avenue Cemetery/Lyric Theatre/Allotments/Land:

(A) Update report from Lyric Management Working Group - No recent meeting had taken place

(B) Office dilapidations claim update

The Clerk updated Members on the current situation and advised that all parties were keen to secure a resolution

- (C) To decide on replacement of fencing and gates at Coronation Park

Cllrs Scott and Mugglestone Proposed and Seconded that the Maintenance Team replace the front fencing with the side fencing, provided this could be achieved within the £2000 budget agreed during the Precept meeting.

Members agreed to sell the old fencing as scrap

- (D) To agree allotment land transfer process

The Clerk read a letter from the Council's Solicitor regarding the land transfer and its legal implications

Cllrs Scott and Hart Proposed and Seconded that the Council follow the Solicitor's advice. Vote: 10 For, 1 Against, 1 abstained. Majority vote to follow legal advice.

- (E) To discuss Coronation Park and the WW1 centenary celebrations (Cllr P Smith)

Cllr P Smith suggested a pictorial flower bed be created in Coronation Park, but only when the Maintenance Team had time to create it.

Cllrs P Smith and Clarke Proposed and Seconded that the flower bed be created when time allowed. Vote: Unanimous

- (F) To discuss Lyric licensing (Cllr Boughton)

Cllr Boughton was not present at the meeting, so item to be deferred to next meeting

- (G) To agree a quote to upgrade the Lyric sound system

Due to intermittent issues with the sound system an emergency repair was made that has resolved the problem, but the sound system needs fully replacing due to its age. Members to consider a full replacement budget in the next precept.

- (H) To decide on Lyric signage

Members considered various examples of designs & structures, but decided on a different design to those shown. The Chair queried which budget would be used to fund the signage. The design would be changed and a funding budget identified. To be deferred to next meeting.

STANDING ORDERS WERE SUSPENDED AT 9PM IN ORDER TO COMPLETE THE MEETING AGENDA.

- (I) To discuss installation of public wi-fi in The Lyric

Cllrs Russell & Simmonds Proposed and Seconded that this item be deferred to the Precept meeting for funding. Vote: Unanimous

- (J) To discuss installation of card terminals for The Lyric bar

The Clerk provided Members with examples of suppliers and costings

Cllrs Russell and Scott Proposed and Seconded that Worldpay be chosen as the supplier due to their experience of the service. Vote: Unanimous

115/18 Dinnington Town Council Grants:

- (A) To consider a grant request from Dinnington Colliery Old Boys

Cllr P Smith requested a grant to cover the hire cost of The Lyric for a Dinnington Colliery Old Boys reunion on 20th November

**Cllrs Clarke and Simmonds Proposed and Seconded that the grant be approved
Vote: 10 For, 1 Against. Majority vote**

116/18 General Matters:

- (A) Neighbourhood Plan update including review/approval of draft Neighbourhood Plan (Chair)

Cllr D Smith (Chair) explained that the draft Neighbourhood Plan previously issued to Members needed to be approved by the Council before it could be taken to the next step of Public Consultation.

Cllrs Scott and Mugglestone Proposed and Seconded that the draft Neighbourhood Plan be approved.

Vote: 10 For, 2 Abstained. Majority vote to approve Neighbourhood Plan

- (B) Area Housing Panel update – no minutes were available to discuss

- (C) Where We Live Group Update – no recent meeting

- (D) Staffing Committee update

The Accountant has resigned and would leave on 27th September. The vacant post would be advertised.

- (E) To discuss a 'running list' for outstanding items (Cllr P Smith)

Cllr P Smith suggested that a running list be created so Members could be updated with what had been done and what was still outstanding.

Cllrs Clarke and Hart Proposed and Seconded the running list. Vote: Unanimous

- (F) Royal British Legion Commemoration Visit Report (Cllr Hart)

Cllr Hart provided Members with a report of her attendance at the 90th Anniversary of the Great Parade in conjunction with the Royal British Legion Centenary Remembrance of the Somme. Cllr Hart wished to thank the Council for facilitating her attendance as their representative and that it was an honour to attend.

- (G) Update on DSJTC Community Club

The Asst Clerk updated Members on the success of the first Community Club event and that further events were to follow as a result of the enthusiasm of the community members who attended.

Date and time of next meetings:

- (A) 15th October 2018 at **7:00pm** at The Lyric, Laughton Road, Dinnington

D SMITH
Chair
Dinnington St John's Town Council

Date:

To all local Community Groups

Why not apply for a Community Grant from Dinnington St John's Town Council to assist with your community work? For further details and an Application Form visit our website:

www.dinningtonstjohns.org/grants-and-donations or phone 01909 564169