

DINNINGTON ST. JOHN'S TOWN COUNCIL

Minutes of the Town Council Meeting Held on Monday 14th October 2019 The Lyric, Laughton Road, Dinnington

Present: Cllrs D Smith (Chair), D Adams (Vice Chair), L Clarke, G Cruickshanks, P Davies, J Hart, B Lewis, W Loftus, A Milner, J Simmonds, P Smith

3 members of the public attended

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

- 100/19** 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, - None
- 101/19** To note apologies for absence. –
Apologies received from Cllrs Mugglestone, Scott and Russell – Accepted.
Cllr Boughton absent with no apologies.
- 102/19** To record any Declarations of Interest. - Cllr Clarke - Item 111/19(A)
- 103/19** 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. - None
- 104/19** Monthly Accounts Schedule and relevant Budget Update Information:
- (A) To approve the Monthly Accounts for September 2019
Members approved the Accounts
 - (B) To approve a bank reconciliation
Members approved the bank reconciliation
 - (C) To receive a budget update report
The Clerk explained the budget report to Members which was approved
 - (D) To discuss and agree additional internal financial checks by members

Although not suggested by the Council's Auditor, the Clerk felt that these additional internal checks would provide an even more robust checking system for the Council. The Clerk proposed the checks be completed once a quarter.
- Cllrs P Smith and Hart Proposed and Seconded to approve the Clerks proposal.
Vote: 10 For, 1 Abstained**

**Dinnington St John's Town Council
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
			Wages incl PAYE		12,343.45	0.00	12,343.45
			Pension contributions		324.54	0.00	324.54
363	Office General Maintenance	09/09/2019	Stationery	Staff	4.98	1.00	5.98
364	Vehicle Fuel	09/09/2019	Fuel	HM Wainwright	116.40	23.27	139.67
365	Microshade	09/09/2019	Monthly hosting fee	Microshade	131.25	26.25	157.50
366	Lyric Bar Purchases	09/09/2019	Card transaction fees	Worldpay	21.08	4.00	25.08
367	Memorials	09/09/2019	Memorial fee	Beecroft Memorials	365.00	73.00	438.00
368	Memorials	09/09/2019	Memorial fee	Beecroft Memorials	224.00	44.80	268.80
369	Lyric Gas	09/09/2019	Gas supply	British Gas	240.91	12.04	252.95
370	Cemetery - Misc Supplies incl staff uniform	09/09/2019	Impact drill	Screwfix	20.83	4.16	24.99
371	Health & Safety Support (I-Safe)	09/09/2019	H&S Consultancy	I-Safe	160.00	32.00	192.00
372	Lyric Bar Purchases	09/09/2019	Bar supplies	HB Clark	532.22	106.44	638.66
373	Grants & Community Activities/Support	10/09/2019	Community club support	Staff	52.29	9.85	62.14
374	Telephone/Internet	10/09/2019	Telephone, broadband	BT	263.43	52.69	316.12
375	Lyric and Other Areas - Miscellaneous Repairs	10/09/2019	Lyric supplies	Councillor	54.48	0.00	54.48
376	IRIS Payroll	11/09/2019	Monthly auto enrolment fee	IRIS	12.32	2.46	14.78
377	Sundry Expenditure	11/09/2019	Milk etc. for TC meeting	Staff	13.07	0.00	13.07
378	Petty Cash	11/09/2019	Fuse for work van	Staff	1.04	0.21	1.25
379	Project - Changing Room Refurb	12/09/2019	Lyric repairs	B&Q	50.29	10.06	60.35
408	Project - Lyric Wifi	13/09/2019	Lyric wifi	Plusnet	23.50	4.70	28.20
385	Cemetery - Misc Supplies incl staff uniform	17/09/2019	Lawnmower repairs	M&R Lawnmower Services	357.00	0.00	357.00
386	Lyric Miscellaneous Supplies/Equipment Repairs	17/09/2019	Lyric supplies	Rackfords	30.54	6.11	36.65
387	Lyric - Operation of Lights	17/09/2019	Lyric lighting/AV	Flourish New Media	50.00	0.00	50.00
388	Neighbourhood Plan	17/09/2019	Neighbourhood Plan Consultancy	Andrew Towleron Associates	300.00	60.00	360.00
389	Lyric and Other Areas - Miscellaneous Repairs	17/09/2019	Notice board repairs	Screwfix	13.24	2.65	15.89
390	Lyric and Other Areas - Miscellaneous Repairs	17/09/2019	Notice board repairs	Screwfix	13.24	2.65	15.89
391	Lyric Bar Purchases	17/09/2019	Bar supplies	HB Clark	778.49	155.70	934.19
392	Mobile Phones	17/09/2019	Mobile phone charges	EE	73.92	14.78	88.70
393	Grants & Community Activities/Support	17/09/2019	Community club support	Staff	3.33	0.67	4.00
394	Grants & Community Activities/Support	17/09/2019	Community club support	Staff	96.49	0.00	96.49
395	Project - Large Event Poppies	17/09/2019	Poppies	Poppy Shop	240.00	0.00	240.00
396	Cemetery Drainage	18/09/2019	Water Drainage	Water Plus	-347.87	0.00	-347.87
397	Lyric Waste Water/sewerage	19/09/2019	Water Drainage	Water Plus	371.18	0.00	371.18
404	Lyric Bar Purchases	24/09/2019	Bar supplies	HB Clark	-20.00	-4.00	-24.00
405	Lyric Bar Purchases	24/09/2019	Bar supplies	HB Clark	317.99	63.60	381.59
406	Cemetery - Misc Supplies incl staff uniform	24/09/2019	Cemetery supplies	Torne Valley	55.88	11.18	67.06
407	Bank fees	24/09/2019	Commission	Co-op Bank	39.76	0.00	39.76
409	Lyric Electricity	24/09/2019	Electricity supply	NPower	854.52	170.90	1,025.42
410	Cemetery Electricity	24/09/2019	Electricity supply	NPower	105.39	5.27	110.66
411	Lyric Miscellaneous Supplies/Equipment Repairs	24/09/2019	Hire fee - art club	Dinnington Resource Centre	210.00	42.00	252.00
412	Member/Staff Training	26/09/2019	Staff training	YLCA	115.00	0.00	115.00
413	Office General Maintenance	26/09/2019	Final retainer payment	CD Potter & Sons	3,941.82	788.36	4,730.18
429	Lyric - Operation of Lights	01/10/2019	Lyric lighting/AV	Flourish New Media	50.00	0.00	50.00
430	Grave Digging	01/10/2019	Gravedigging	M&C Elliott	280.00	0.00	280.00
431	Lyric Bar Purchases	01/10/2019	Bar supplies	HB Clark	315.64	63.13	378.77
432	Website Fees	01/10/2019	Website update	Abbedale Web	250.00	0.00	250.00
433	Cemetery - Misc Supplies incl staff uniform	01/10/2019	Cemetery supplies	Torne Valley	86.94	17.39	104.33
434	Cemetery - Misc Supplies incl staff uniform	01/10/2019	Cemetery supplies	Torne Valley	116.45	23.29	139.74
435	Office Water	01/10/2019	Water supply	Yorkshire Water	33.13	0.00	33.13
436	Stationery	01/10/2019	Stationery	Office Depot	83.41	16.68	100.09
437	Stationery	01/10/2019	Stationery	Office Depot	3.62	0.72	4.34
438	Sundry Expenditure	03/10/2019	Petty cash top-up	Staff	100.00	0.00	100.00
439	Chair's Allowance	03/10/2019	Donation	Chair's Allowance	50.00	0.00	50.00
443	Mobile Phones	08/10/2019	Mobile phone charges	Staff	12.99	2.58	15.57
444	Grants & Community Activities/Support	08/10/2019	Community club support	Staff	4.93	0.00	4.93
445	Lyric Bar Purchases	08/10/2019	Bar supplies	HB Clark	368.94	73.79	442.73
446	Lyric Bar Purchases	08/10/2019	Card transaction fees	Worldpay	28.45	4.00	32.45
447	Lyric - Operation of Lights	08/10/2019	Lyric lighting/AV	Emma Briggs	50.00	0.00	50.00
448	Lyric - Operation of Lights	08/10/2019	Lyric lighting/AV	Emma Briggs	50.00	0.00	50.00
449	Lyric PRS/PPL Licences	08/10/2019	Music licence	PPL PRS	508.38	101.67	610.05
450	Health & Safety Support (I-Safe)	08/10/2019	H&S Consultancy	I-Safe	160.00	32.00	192.00
451	Microshade	08/10/2019	Monthly hosting fee	Microshade	131.25	26.25	157.50
452	Xmas Festival - Electricity, Misc Supplies	08/10/2019	Road barriers	Safe Fence	276.90	55.38	332.28
453	IRIS Payroll	08/10/2019	Monthly auto enrolment fee	IRIS	12.32	2.46	14.78
454	Sundry Expenditure	09/10/2019	Adobe	Adobe	21.14	0.00	21.14
			Total		25,549.49	2,146.14	27,695.63

**Dinnington St John's Town Council
RECEIPTS LIST**

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
144	Precept	09/09/2019	Precept	RMBC	119,230.50	0.00	119,230.50
145	Bookings Income	09/09/2019	Lyric Hire	PKA Kickboxing	80.00	0.00	80.00
146	Lyric Bar Income	10/09/2019	Bar receipts	Bar income	45.33	9.07	54.40
147	Lyric Bar Income	10/09/2019	Bar receipts	Bar income	71.83	14.37	86.20
148	Lyric Bar Income	10/09/2019	Bar receipts	Bar income	521.75	104.35	626.10
149	Lyric Bar Income	10/09/2019	Bar receipts	Worldpay	8.92	1.78	10.70
150	Lyric Bar Income	10/09/2019	Bar receipts	Bar income	325.92	65.18	391.10
151	Bookings Income	10/09/2019	Lyric Hire	Anthony Pack	50.00	0.00	50.00
152	Bookings Income	10/09/2019	Lyric Hire	J Ward	50.00	0.00	50.00
153	Bookings Income	11/09/2019	Lyric Hire	Ticketsource	60.00	0.00	60.00
154	Bookings Income	12/09/2019	Lyric Hire	Music Masters	60.00	0.00	60.00
155	Lyric Bar Income	13/09/2019	Bar receipts	Worldpay	104.25	20.85	125.10
156	Lyric Bar Income	13/09/2019	Bar receipts	Summer dance	358.83	71.77	430.60
157	Lyric Bar Income	15/09/2019	Bar receipts	Worldpay	12.25	2.45	14.70
158	Lyric Bar Income	15/09/2019	Bar receipts	Summer dance	140.75	28.15	168.90
159	Allotment rent income	17/09/2019	Allotment fee	D Link	9.00	0.00	9.00
160	Xmas Festival - Contributions and Collections	17/09/2019	Stall hire	High Nook TARA	15.00	0.00	15.00
161	Bookings Income	17/09/2019	Lyric Hire	I Osuchowska	50.00	0.00	50.00
162	Bookings Income	17/09/2019	Lyric Hire	Parker-Knight	120.00	0.00	120.00
163	Bookings Income	17/09/2019	Lyric Hire	K Ridsdale	150.00	0.00	150.00
164	Bookings Income	18/09/2019	Lyric Hire	E Goddard	155.00	0.00	155.00
165	Bookings Income	19/09/2019	Lyric Hire	I Osuchowska	20.00	0.00	20.00
166	Bookings Income	19/09/2019	Lyric Hire	Nic Palmer	240.00	0.00	240.00
167	Bookings Income	19/09/2019	Lyric Hire	C Lane	20.00	0.00	20.00
168	Xmas Festival - Contributions and Collections	24/09/2019	Stall hire	A Carver	15.00	0.00	15.00
169	Lyric Bar Income	24/09/2019	Bar receipts	Worldpay	108.17	21.63	129.80
170	Lyric Bar Income	24/09/2019	Bar receipts	Bar income	689.08	137.82	826.90
171	Lyric Bar Income	24/09/2019	Bar receipts	Worldpay	62.67	12.53	75.20
172	Lyric Bar Income	24/09/2019	Bar receipts	Bar income	500.67	100.13	600.80
173	Recovery of Events Expenditure	26/09/2019	Lyric Event	Ticketsource	1,706.00	0.00	1,706.00
174	Recovery of Events Expenditure	26/09/2019	Lyric Event	Laffin Boi Productions	-1,706.00	0.00	-1,706.00
175	Grant Income	26/09/2019	Neighbourhood Plan Grant	Groundwork UK	1,878.00	0.00	1,878.00
176	Lyric Bar Income	01/10/2019	Bar receipts	Bar income	32.75	6.55	39.30
177	Lyric Bar Income	01/10/2019	Bar receipts	Worldpay	167.25	33.45	200.70
178	Lyric Bar Income	01/10/2019	Bar receipts	Bar income	1,181.08	236.22	1,417.30
179	Lyric Bar Income	01/10/2019	Bar receipts	Worldpay	5.83	1.17	7.00
180	Lyric Bar Income	01/10/2019	Bar receipts	Bar income	23.58	4.72	28.30
181	Rugby Club Rent Income	01/10/2019	Ground rent	Dinnington Rugby Club	250.00	0.00	250.00
182	General Income (incl. interest, wayleave)	03/10/2019	Petty cash top-up	Staff	100.00	0.00	100.00
184	General Income (incl. interest, wayleave)	04/10/2019	Bank interest	Nationwide BS	524.13	0.00	524.13
183	Bookings Income	07/10/2019	Lyric Hire	PKA Kickboxing	80.00	0.00	80.00
185	Xmas Festival - Contributions and Collections	08/10/2019	Stall hire	A Parker	15.00	0.00	15.00
186	Lyric Bar Income	09/10/2019	Bar receipts	Worldpay	2.42	0.48	2.90
187	Lyric Bar Income	09/10/2019	Bar receipts	Bar income	209.17	41.83	251.00
188	Lyric Bar Income	10/10/2019	Bar receipts	Worldpay	34.58	6.92	41.50
189	Lyric Bar Income	10/10/2019	Bar receipts	Bar income	272.00	54.40	326.40
Total					128,050.71	975.82	129,026.53
TOTAL NET EXPENDITURE (+) AND INCOME (-)							-101,330.90

105/19 To approve the minutes of the meetings of the Council held on:

- (A) 9th September 2019 - Minor amendments were required to agenda items 99/19(A)ii, 97/19(C) and 99/19(C). Following these amendments, the Minutes were agreed
Cllrs P Smith and Simmonds Proposed and Seconded that the minutes be approved.
Vote: 9 For, 2 Abstained

106/19 To consider any matters raised in the Public Session. - None

107/19 To consider/approve the following planning applications:

- (A) New planning applications

Planning Reference	Details	Consultation End Date
RB2019/1033	Erection of 3 No. industrial buildings, comprising 7 industrial units (use class B1/B2/B8) including car parking and associated works	25/10/2019
RB2019/1316	Application to prune a horse chestnut tree protected by RMBC Tree Preservation Order No.6 (1977) - land adjacent 5 Manor Lane Dinnington	10/10/19

RB2019/1415	First floor rear and side extension - 205 Outgang Lane Dinnington	08/10/19
RB2019/1449	Erection of 1 No. dwellinghouse land rear of 110 Swinston Hill Road Dinnington	15/10/19
RB2019/1499	Application for lawful development certificate re erection of garage 82 Swinston Hill Road Dinnington	16/10/19

No objections for RB2019/1033, RB2019/1316, RB2019/1415 and RB2019/1449
 RB2019/1499 – Cllr P Smith recommended the Council object on the same grounds as previously.
 RB2019/1530 - For Members information, as the planning application was received after the meeting's agenda was issued. – Application to extend existing conservatory to side and rear of existing dwelling at 12 Hunters Close, Dinnington

108/19 Booking Concessions and Donations:

- (A) Nil

109/19 For Members consideration and decisions:

- (A) To approve the council's Risk Assessment

The Clerk explained the updates since last year.

Cllrs Hart and Adams proposed and seconded to approve the updated Risk Assessment. Vote: Unanimous

- (B) To approve updated Financial Regulations

Cllrs Hart and Simmonds proposed and seconded to approve the updated Financial Regulations. Vote: Unanimous

- (C) To note compliance with auto enrolment pension re-enrolment requirements

The Clerk explained that Members just needed to note that eligibility criteria for each employee was checked every 3 years and the council had complied with re-enrolment requirements.

- (D) To consider a response to a NALC consultation regarding an independent review into local government audit

Members had received the consultation papers, but no comments would be made as they felt current audit procedures were sufficient.

- (E) To consider a response to a consultation on proposed reforms to permitted development rights to support the deployment of 5g and extend mobile coverage

Members decided to respond expressing concerns that it was important for councils and individuals to retain the ability to comment on such applications.

- (F) To discuss procedures for funding applications made by DSJTC (Cllr Hart)

Following a recent funding application by the Neighbourhood Plan Working Group (NPWG), Cllr Hart requested that any funding applications made on behalf of or in the name of DSJTC be brought to Council meetings and agreed on before funding applications were made.

Cllr D Smith reminded Members that DSJTC had previously agreed the Terms of Reference for the NPWG and it was not against these Terms of Reference for the group to apply for grants. Waiting for Council approval at meetings to make the application could result in a deadline for an application being missed. However, any successful funding bids would subsequently be brought to the Council for approval, prior to accepting the funding.

Cllr Hart proposed, and Cllr Lewis seconded, that Standing Orders be amended to state that applications for funding be brought to the Council for a decision to be made before applications are submitted

Cllr Adams expressed concerns that if this was accepted, the NP could be disadvantaged.

Cllr Cruickshanks proposed an amendment to leave the Council's Standing Orders unchanged, without the addition of Cllr Hart's proposal. Cllr Loftus seconded.

Vote for the amendment: 7 For, 3 Against, 1 Abstained. Amendment carried.

The amendment then became to substantive motion.

Vote for substantive motion: 7 For, 3 Against, 1 Abstained. Standing Orders to remain unchanged.

- (G) To agree meeting dates for 2020

Members were presented with a list of dates for Town Council meetings in 2020. All dates and venues were agreed.

- (H) To agree an updated Emergency Plan

Members agreed and accepted the updated Emergency Plan.
Cllr P Smith suggested DSJTC set up a mock emergency situation with various scenarios to provide a training session. The Clerk to ask RMBC for suggestions.

110/19 Park Avenue Cemetery/Lyric Theatre/Allotments/Land:

- (A) To consider a history board for Coronation Park (Cllr P Smith)

Cllr P Smith asked Members to consider approving a history board for Coronation Park which would cover the history of the Park, the War Memorial, the trough and the Miners Memorial. Cllr Milner presented Members with a draft of what that board could look like.

Cllrs Clarke and Hart proposed and seconded that a history board be approved, dependant on costings. Vote: Unanimous

- (B) To decide on a fence quote for the green burial area at the cemetery

Three quotes were received from different fencing companies

Cllrs Lewis and Simmonds proposed and seconded that the quote from the Dinnington based company, MDM Building & Construction, be accepted. Vote: Unanimous

111/19 Dinnington Town Council Grants:

- (A) To consider a grant request from the Salvation Army

The Salvation Army requested a grant of £580 to cover the cost of a coach to take members of the community to Blackpool to see the Illuminations.

Cllrs Milner and Loftus proposed and seconded that the grant be approved. Vote: Unanimous

112/19 General Matters:

- (A) Neighbourhood Plan update (Chair)

Cllr D Smith (Chair) advised that the application to Homes England had been withdrawn. The Neighbourhood Plan Group would form a Community Land Trust with a view to managing a potential social housing project on the old Scarsdale allotment site.

RMBC had replied to the NP Group and were looking at the final Neighbourhood Plan. The NP Group would chase RMBC as RMBC were delaying the process.

- (B) Where We Live Group Update – report to be emailed to all Members

- (C) Community Club update (Asst Clerk)

The Community Club was set up to provide somewhere for people to meet to make new friends and combat loneliness. The aim was always for members of the community to run their own activities and events. Eleven volunteers from the community have now met and decided the next three Club events, which they will help to publicise and run with the support of Council members and staff. The Community Club has over the last year provided 12 activities and events costing the Council less than £300 in total, due to being creative with the type of events offered and the generosity of the Club's sponsor Coop Funeralcare. Members offered to help deliver flyers.

- (D) To discuss the 'running list' of outstanding items

Cllr Milner offered to help set up individual Councillor email accounts

Interest had recently been received to purchase the Rostra. Members agreed to accept an amount for the Rostra which would cover the cost of the new snow plough attachment.

Members agreed to add the Lyric Wedding Licence item to the agenda for the next Council meeting, where it could be discussed.

- (E) Chair's report from meeting with Borough Councillors

Cllr D Smith (Chair) met with Cllr Vjestica and Cllr Tweed.

Cllr D Smith asked if Borough Councillors would be more involved with DSJTC in the future.

The Borough Councillors advised they would not attend Town Council meetings, but Cllr D Smith could attend Borough Councillor meetings held every 6 weeks.

DSJTC Members agreed that Borough Councillors should make more of an effort to attend Town Council meetings, or at least provide update reports for the meetings

Cllr P Smith suggested that Cllr D Smith attends the next Borough Councillor meeting to update the Borough Councillors on DSJTC's thoughts on the matter

Cllrs Clarke and Simmonds proposed and seconded that a letter be sent inviting Borough Councillors to attend DSJTC meetings.

Cllrs Adams and P Smith proposed and seconded an amendment for Cllr D Smith (Chair) to attend the Borough meetings.

Vote on Amendment: 5 For, 5 Against. Cllr D Smith had casting vote to attend the Borough meetings. Substantive Vote: 6 For, 5 Against. Amendment carried

Cllr D Smith (Chair) suggested that if the Borough meetings are not productive, to suspend the '6-month rule' and vote again

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

- (F) Christmas Festival update including councillor attendance at Christmas Festival (Asst Clerk)

The Christmas Festival this year is on Saturday 30th November and is an all-day event.

Members were asked to support the Festival and attend on the day to help out

Assistant Clerk to email all Members to coordinate when and where Members could help out.

- (G) To receive an invite to the Royal British Legion Festival of Remembrance

The RBL invited the Chair and all other Councillors to the annual Festival of Remembrance on 3rd November. Cllr D Smith (Chair) accepted the invitation

- (H) To discuss DSJTC involvement in Dinnington Resource Centre's 'Reindeer' event on 3rd December 2019

Cllr Davies volunteered to attend the event on behalf of DSJTC

Date and time of next meetings:

- (A) 11th November 2019 at **7:00pm** at **The Lyric, Laughton Road**, Dinnington

D SMITH
Chair
Dinnington St John's Town Council

Date: