

DINNINGTON ST. JOHN'S TOWN COUNCIL

Minutes of the Town Council Meeting held on Monday 3rd August 2020 at The Lyric, Laughton Road, Dinnington

Present: Cllrs D Smith (Chair), D Adams (Vice Chair), G Cruickshanks, P Davies, J Hart, W Loftus, A Milner, R Mugglestone, P Russell, J Simmonds, P Smith

2 members of the public attended

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

- 33/20** To confirm council positions and appointments for 2020/21
- Cllr D Smith (Chair) informed Members that under the temporary Covid-19 Regulations (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 R.4(2)) the Council have not held the usual Council meetings in April, May, June and July. These Regulations also gave permission for councils to not hold an annual meeting and therefore all appointments made at the last annual meeting in May 2019 would continue until the next scheduled annual meeting in May 2021.
- 34/20** 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 received
- 35/20** To record reasons for holding a physical meeting.
- Cllr D Smith (Chair) had previously canvassed all Members what their preference would be for holding a Council meeting (either physical or virtual). The majority of Members requested a physical meeting, citing concerns over the use of technology as a primary concern to conduct an effective meeting.
- 36/20** To note apologies for absence. Apologies received from Cllrs Scott and Clarke – Accepted by the Council
- 37/20** To record any Declarations of Interest. – None declared at the time
- 38/20** 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.
- Items 45/20(G) and 47/20(E)
- 39/20** Monthly Accounts Schedule and relevant Budget Update Information:
- (A) To approve the accounts for March to July 2020 - **Members approved the accounts with a unanimous vote**
 - (B) To approve a bank reconciliation - **Members approved the bank reconciliation with a unanimous vote**
 - (C) To receive a budget update report – Members were updated with the current budget situation and the effect of the Covid-19 lockdown on Council income. Although the budget will be down on income this year, Council reserves had ensured the Council would not be adversely affected overall and agreed projects for the year can continue. – Members accepted the budget update
 - (D) To receive a report from the internal auditor – Members had been previously presented with the 2019/2020 Internal Audit Report of which there were no concerns.
 - (E) To approve the end-of-year accounts for 2019/20 incl. approval of Annual Governance and Accountability Return sections 1 and 2.
Cllrs Hart and P Smith Proposed and Seconded that Section 1 – Annual Governance Statement 2019/20 be approved. Vote: Unanimous
Cllrs Hart and P Smith Proposed and Seconded that Section 2 – Accounting Statements 2019/20 be approved. Vote: Unanimous

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

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
			Wages incl PAYE		9444.44		9444.44
			Pension contributions		392.35		392.35
773	Grants & Community Activities/Support	11/02/2020	Tea, coffee etc. for community club	Staff	15.61	0.00	15.61
774	Health & Safety Support (I-Safe)	11/02/2020	H&S Consultancy	I-Safe	160.00	32.00	192.00
775	Cemetery - Misc Supplies incl staff uniform	11/02/2020	Cemetery supplies	Torne Valley	35.29	7.06	42.35
776	Lyric Bar Purchases	11/02/2020	Bar supplies	HB Clark	356.56	71.31	427.87
777	Lyric and Other Areas - Miscellaneous Repairs	11/02/2020	New gate post	R Ekin Fabrications	55.00	11.00	66.00
778	Grants & Community Activities/Support	11/02/2020	Grant awarded	Dinnington Town JFC	3,000.00	0.00	3,000.00
779	Grants & Community Activities/Support	11/02/2020	Grant awarded	Dinnington Community Boxing	1,500.00	0.00	1,500.00
780	Lyric Waste Water/sewerage	13/02/2020	Water Drainage	Business Stream	40.93	0.00	40.93
781	IRIS Payroll	13/02/2020	Monthly auto enrolment fee	IRIS	13.44	2.69	16.13
785	Project - Catering Equipment	18/02/2020	Lyric catering equipment	Nisbets	704.24	140.84	845.08
786	Lyric Miscellaneous Supplies/Equipment Repairs	18/02/2020	Lyric supplies	Granwax	69.00	13.80	82.80
787	Lyric Theatre Licence	18/02/2020	Annual theatre licence	RMBC	180.00	0.00	180.00
788	Office Water	18/02/2020	Water Drainage	Water Plus	8.72	0.00	8.72
789	Lyric Miscellaneous Supplies/Equipment Repairs	19/02/2020	Paint	Crown Paints	332.58	66.52	399.10
790	Mobile Phones	19/02/2020	Mobile phone charges	EE	73.92	14.78	88.70
797	Mobile Phones	24/02/2020	Mobile phone charges	Staff	8.66	1.72	10.38
798	Lyric Miscellaneous Supplies/Equipment Repairs	24/02/2020	Space heater	Screwfix	33.33	6.66	39.99
799	Bank fees	24/02/2020	Commission	Co-op Bank	11.36	0.00	11.36
800	Cemetery - Misc Supplies incl staff uniform	24/02/2020	Cemetery site map	Design Works	330.00	66.00	396.00
811	Lyric Miscellaneous Supplies/Equipment Repairs	02/03/2020	Paint	Rackfords	77.32	15.47	92.79
812	Lyric Miscellaneous Supplies/Equipment Repairs	02/03/2020	Smoke alarm installation	Assured Fire & Security	471.54	94.30	565.84
813	Grave Digging	03/03/2020	Gravedigging	M&C Elliott	2,240.00	0.00	2,240.00
814	Cemetery Waste incl skip hire	04/03/2020	Waste Carrier Licence	Environment Agency	105.00	0.00	105.00
815	Project - Catering Equipment	04/03/2020	Lyric catering equipment	Nisbets	12.57	2.52	15.09
816	Office Heat & Light	04/03/2020	Gas supply	British Gas	342.54	17.12	359.66
817	Chair's Allowance	04/03/2020	Chair's Allowance	Chair's Allowance	170.00	0.00	170.00
818	Allotment Water	04/03/2020	Water supply	Business Stream	188.51	0.00	188.51
819	Lyric Water	04/03/2020	Water supply	Business Stream	140.98	0.00	140.98
820	Office Water	04/03/2020	Water supply	Business Stream	38.28	0.00	38.28
821	Microshade	04/03/2020	Monthly hosting fee	Microshade	131.25	26.25	157.50
822	Sundry Expenditure	04/03/2020	Tea, coffee etc. for surgeries	Councillor	18.69	0.00	18.69
823	Neighbourhood Plan	04/03/2020	Neighbourhood Plan Consultancy	Andrew Towler Associates	590.00	118.00	708.00
825	Sundry Expenditure	04/03/2020	Travel claim	Staff	80.10	0.00	80.10
824	Petty Cash	04/03/2020	Scissors	Staff	3.00	0.00	3.00
Total					21,375.21	708.04	22,083.25

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

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
334	Lyric Bar Income	11/02/2020	Bar receipts	Worldpay	15.42	3.08	18.50
335	Lyric Bar Income	11/02/2020	Bar receipts	Bar income	75.33	15.07	90.40
336	Bookings Income	11/02/2020	Lyric Hire	Z Jones	120.00	0.00	120.00
337	Bookings Income	11/02/2020	Lyric Hire	Leger Montgomery Festiv	50.00	0.00	50.00
338	Allotment rent income	11/02/2020	Allotment fee	PN Hammock	23.00	0.00	23.00
339	Bookings Income	11/02/2020	Lyric Hire	PKA Kickboxing	80.00	0.00	80.00
341	Allotment rent income	11/02/2020	Allotment fee	M Barker	23.00	0.00	23.00
340	Bookings Income	12/02/2020	Lyric Hire	L Barnett	50.00	0.00	50.00
342	Allotment rent income	13/02/2020	Allotment fee	R Armin	23.00	0.00	23.00
343	Allotment rent income	17/02/2020	Allotment fee	J Atkins	23.00	0.00	23.00
344	Allotment rent income	18/02/2020	Allotment fee	R Sanderson	23.00	0.00	23.00
345	Cemetery Income	18/02/2020	Burial fee	Butcher & Son Ltd	600.00	0.00	600.00
346	Cemetery Income	18/02/2020	Burial fee	Butcher & Son Ltd	600.00	0.00	600.00
347	Cemetery Income	18/02/2020	Burial fee	Butcher & Son Ltd	950.00	0.00	950.00
348	Cemetery Income	18/02/2020	Memorial fee	GC & I Newey	145.00	0.00	145.00
349	Cemetery Income	18/02/2020	Memorial fee	Steve Winks Memorials	40.00	0.00	40.00
350	Cemetery Income	18/02/2020	Memorial fee	Beecroft Memorials	40.00	0.00	40.00
351	Cemetery Income	18/02/2020	Memorial fee	Beecroft Memorials	40.00	0.00	40.00
352	Genral Income (incl. interest, wayleave)	18/02/2020	Commission	Tubz	14.00	0.00	14.00
353	Allotment rent income	18/02/2020	Allotment fee	S Bradley	46.00	0.00	46.00
354	Lyric Bar Income	19/02/2020	Bar receipts	A Greaves	89.25	17.85	107.10
355	Allotment rent income	24/02/2020	Allotment fee	A McComb	46.00	0.00	46.00
356	Bookings Income	24/02/2020	Lyric Hire	RE Lumb	250.00	0.00	250.00
357	Bookings Income	24/02/2020	Lyric Hire	S Bramall	50.00	0.00	50.00
358	Bookings Income	24/02/2020	Lyric Hire	S Fenwick	50.00	0.00	50.00
359	Bookings Income	24/02/2020	Lyric Hire	J Sheldon	50.00	0.00	50.00
360	Cemetery Income	24/02/2020	Burial fee	Butcher & Son Ltd	600.00	0.00	600.00
361	Cemetery Income	24/02/2020	Burial fee	Butcher & Son Ltd	600.00	0.00	600.00
362	Cemetery Income	24/02/2020	Burial fee	JH Clark & Son	550.00	0.00	550.00
363	Allotment rent income	25/02/2020	Allotment fee	Multiple payees	369.00	0.00	369.00
364	Allotment rent income	25/02/2020	Allotment fee	Multiple payees	69.00	0.00	69.00
365	Genral Income (incl. interest, wayleave)	02/03/2020	Wayleave	Norther Powergrid	25.00	0.00	25.00
366	Bookings Income	02/03/2020	Lyric Hire	H Pack	50.00	0.00	50.00
367	Lyric Bar Income	02/03/2020	Bar receipts	Royal British Legion	51.08	10.22	61.30
368	Bookings Income	02/03/2020	Lyric Hire	A Greaves	170.00	0.00	170.00
369	Recovery of Events Expenditure	02/03/2020	Community Club Entertai	S Fielding	2.00	0.00	2.00
370	Bookings Income	03/03/2020	Lyric Hire	Paranormal investigation	100.00	0.00	100.00
371	Bookings Income	04/03/2020	Lyric Hire	G Thorpe	170.00	0.00	170.00
372	Rugby Club Rent Income	04/03/2020	Ground rent	Dinnington Rugby Club	250.00	0.00	250.00
373	Allotment rent income	04/03/2020	Allotment fee	D Link	23.00	0.00	23.00
374	Bookings Income	04/03/2020	Lyric Hire	PKA Kickboxing	80.00	0.00	80.00
Total					6,625.08	46.22	6,671.30

TOTAL NET EXPENDITURE (+) AND INCOME (-)

15,411.95

- (F) To approve the appointment of an internal auditor for 2020/21

The Clerk recommended that Faye Hazlehurst, Community Accountant, Voluntary Action Rotherham, continues as the Internal Auditor

Cllrs Milner and Simmonds Proposed and Seconded that Faye Hazlehurst be appointed as the Internal Auditor. Vote: Unanimous

- (G) To adopt the General Power of Competence (GPC)
Following the Clerk's achievement of the CiLCA qualification, the Council considered whether they were able to adopt the GPC until the next election. Unfortunately, due to the number of current members who were elected as opposed to co-opted, the council did not meet the criteria and would review again after the next election.
- (H) To ratify rent payments for Dinnington Rugby Union Football Club
Cllr D Smith (Chair) had agreed that the club could suspend rent payments during the Covid-19 lockdown, due to loss of income, until the club was 'operational' again. The Clerk would check the club's status and their future intentions to determine when rent payments could resume. - **Ratified with unanimous vote**

40/20 To approve the minutes of the meetings of the Council held on:

- (A) 9th March 2020
Cllrs Loftus and Adams Proposed and Seconded that the minutes be approved. Vote: Unanimous

41/20 To consider any matters raised in the Public Session. - None

42/20 To consider/approve the following planning applications:

- (A) New planning applications

Planning Reference	Details	Consultation End Date
	PROCESSED AND DECIDED DURING COVID-19 LOCKDOWN	
RB2020/0232	Erection of boundary wall to front at 163 Swinston Hill Road Dinnington	Granted
RB2020/0330	Change of use to gymnastics centre (class D2) Unit 11 31 East Business Park Todwick Road Dinnington	Granted conditionally
RB2020/0350	Demolition of existing extension, alterations to existing outbuilding and erection of two storey & single storey rear extension at 58 Middleton Avenue Dinnington	Granted conditionally
RB2020/0406	Erection of 1 No. bungalow with rooms in roofspace & associated parking land adjacent 5 Outgang Lane Dinnington	Granted conditionally
RB2020/0452	Change of use to residential institution (use class C2) 36 Shakespeare Drive Dinnington	Granted conditionally
RB2020/0526	Single storey rear extension New Life Church 7 Silverdales Dinnington	Granted conditionally
RB2020/0561	Application of Lawful Development (existing) re use as care facility 50 Barleycroft Lane Dinnington	Granted
RB2020/0582	Two storey side & rear extension and single storey rear extensions 11 Turnberry Way Dinnington	Granted conditionally
RB2020/0794	Non material amendment to application RB2019/1964 to remove the proposed chimney stack and embellishments over the existing and proposed first floor windows on the front elevation at 6 Cramfit Crescent Dinnington	Granted
RB2020/0546	Application to undertake works to a tree(s) protected by TPO No.6 2008 Land adjacent The Grange St Leonards Close Dinnington	05/05/20
	PROCESSED DURING COVI-19 LOCKDOWN BUT AWAITING A DECISION	
RB2020/0630	Erection of 2 No. buildings for business, general industry, storage & distribution (Use Class B1(b), B1(c), B2 & B8) with associated service yard & car parking land off Todwick Road Dinnington	29/05/20
RB2020/0724	Single storey front and rear extensions 2 Park Avenue North Anston	17/06/20

RB2020/0754	Demolition of existing semi-detached dwellinghouse (including works to make good party wall) and erection of 1 No. detached dwellinghouse with detached garage 78 Church Lane Dinnington	13/07/20
RB2020/0850	Demolition of fence and erection of boundary wall 2 Sunningdale Road Dinnington	08/07/20
RB2020/0897	Demolition of existing and erection of two storey side and single storey rear extension 157 Swinston Hill Road Dinnington	13/07/20
RB2020/0914	Use of land for siting of self-storage container units and prefabricated office unit Marquis Caravans Rotherham Road Dinnington	15/07/20
RB2020/0984	Erection of 1 No. detached dwellinghouse with detached garage land rear of 110 Swinston Hill Road Dinnington	6/8/20
RB2020/1006	Single storey side extension 4 Gleneagles Road Dinnington	27/7/20
RB2020/1024	Single storey rear extension 9 Carver Drive Dinnington	?
RB2020/1054	Demolition of existing spectator stands and erection of new spectator stand and clubhouse/changing rooms, replacement of existing football pitch with 3G artificial grass pitch (AGP), new LED floodlighting system and fencing & siting of storage container Dinnington Resource Centre Laughton Road Dinnington	4/8/20
RB2020/1061	Demolition of existing rear conservatory and formation of new pitched roofs to existing side and rear extensions 2 New Road Dinnington	14/8/20
RB2020/1084	Discharge of conditions 03, 04, 05, 07, 08, 09, 10, 11, 12, 16, 19 & 20 imposed by planning application RB2019/0837 land East of Wentworth Way Dinnington	For info only 0 not part of statutory consultation

Members had no planning based objections to the above applications

43/20 Booking Concessions and Donations:

- (A) To ratify donations made in respect of COVID-19 support in Dinnington
Cllr D Smith (Chair) had donated £1000 to Dinnington Coronavirus Community Action group and £1000 to the Salvation Army Food Bank in support of the community response to the coronavirus pandemic. The donations had been made at the start of the 'lockdown' period, with members being informed by email at the time. The Chair's actions required formal approval. – **Resolved: approved with unanimous vote**

44/20 For Members consideration and decisions:

- (A) To approve a new Business Continuity Plan
A draft Business Continuity Plan had been previously supplied to Members for their comment. Members agreed the Council needs a Business Continuity Plan that can be invoked in an emergency and it was agreed to discuss further at the next meeting.
Cllrs Loftus and Simmonds proposed the Business Continuity Plan be accepted in principle, subject to further discussion and ratification. Vote: Unanimous
- (B) To discuss the casual vacancies
There are two casual vacancies on the Council which had been publicised on the Council website and on Council notice boards. No interest had been received so far
- (C) To discuss updating the council's website (Cllr P Smith)
Cllr P Smith recommended that Members had an input into what goes on the Council Website.
Cllrs P Smith and G Cruickshanks proposed and seconded that a Working Group be set up to update the website with information. Vote: Unanimous
Cllrs P Smith, P Russell, G Cruickshanks, A Milner and J Hart volunteered for the Working Group
- (D) To discuss a temporary Post Office (PO)
The Post Office had approached the Council to discuss a location for a temporary Post Office. Cllr D Smith (Chair) and the Clerk met with a PO representative who showed an interest in using the Jepson Lounge in the Lyric for a possible location. Members discussed the advantages and disadvantages of using the Lyric for this purpose, taking into consideration the unsuitable layout of the Lyric, opening times and the overall security of the Lyric.

Cllrs Loftus and Cruickshanks proposed and seconded that The Lyric not be used as a temporary Post Office, citing security concerns as a primary reason.
Cllr Adams and Simmonds proposed and seconded an amendment for a temporary Post Office to be installed in the Jepson Lounge. Vote: 2 for, 6 against, 3 abstained.
Majority vote to reject the use of The Lyric for a temporary Post Office location.

45/20 Park Avenue Cemetery/Lyric Theatre/Allotments/Land:

- (A) To consider additional spot lighting for The Lyric
Cllrs Loftus and Milner proposed and seconded that 2 new spot lights be installed. Vote: Unanimous
- (B) To consider quotes for toilet upgrades in The Lyric
Cllrs P Smith and Russell proposed and seconded that MDM Construction be appointed to refurbish the toilets, as they offered the best value for money. Vote: Unanimous
- (C) Admin block at the Park Avenue Cemetery – update
The old building had been dismantled and the new building was now at roof height, with upgrades to the distribution board and water supply pipes required at an additional cost of c.£500 each.
Resolved: the additional costs were approved with a unanimous vote.
- (D) To consider and decide on a council charity for 2020/21
Due to the Council's current adopted charity, the Royal British Legion, missing out on fundraising opportunities during the lockdown, Members discussed the option of deferring the decision until next year.
Cllrs Cruickshanks and Russell proposed and seconded that the RBL remain the Council's adopted charity until next year. Vote: 9 for, 2 abstained
- (E) To discuss the following land issues:
a. The future of the land at Leicester Road
Cllr D Smith pointed out that the land in its current form was of little use to the Council. A proposal from a developer had been received and the Clerk advised members that, if disposal of the land was approved, it should be conducted in an open and transparent manner.
Cllrs Cruickshanks and Hart proposed and seconded that the land be sold for housing development with caveats that DSJTC are involved in decisions regarding the type of housing built and for Dinnington residents. Vote: Unanimous
b. An offer from Dinnington Rugby Club for the land at Leys Lane
Members were advised of an offer received from Dinnington Rugby Club for the land they lease from the council on Leys Lane. Members discussed the offer and considered whether the land should remain an asset to the Council and community.
Cllrs Russell & Milner proposed and seconded that the offer be declined. Vote: 10 for, 1 abstained
- (F) To consider an offer of a fundraising concert
Members agreed to defer until the Lyric re-opened
- (G) Allotment update (Asst Clerk) - Taken to private session (personal information)

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

46/20 Dinnington Town Council Grants:

- (A) To consider a grant request from Dinnington Bowling Club
Cllrs Milner and Cruickshanks proposed and seconded the request be declined, as the grant would not benefit many Dinnington residents. Vote: 10 for, 1 abstained

47/20 General Matters:

- (A) Neighbourhood Plan update (Chair)

The Council had received a letter from Alexander Stafford MP confirming that the Neighbourhood Plan, even though it could not go to referendum due to the Covid-19 lockdown, would be treated with the same weight in local planning decisions as if it had been 'passed' in a referendum. Excerpt from the letter dated 31 July 2020 from Alexander Stafford MP reads:
"I can confirm that the Ministry of Housing, Communities and Local Government (MHCLG) has confirmed that Neighbourhood Plans due to go to referendum but were interrupted by the Covid-

19 outbreak will be Neighbourhood Plans who are treated as having been in effect 'passed' at a referendum. MHCLG's guidance is as follows – Paragraph 107:

"...Where the local planning authority has issued a decision statement (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012) detailing its intention to send a Neighbourhood Plan to referendum, that plan can be given significant weight in decision-making"

The Neighbourhood Plan Group want to arrange a meeting with the Council to work together on enforcing the Neighbourhood Plan.

The Community Land Trust had approached Homes England for a £30,000 grant to cover land surveys and legal requirements regarding social housing proposals, however Homes England required DSJTC to provide 10% of the grant (£3000).

Cllrs Loftus and Russell proposed and seconded DSJTC provide the £3000 required to get the £30,000 grant. Vote: Unanimous

- (B) Where We Live Group Update – No update
- (C) Community Club update – No update, due to the risk being too high at the moment to hold events. The Council have a responsibility to protect members of its community from Covid-19, so events have been postponed until safe to recommence.
- (D) To discuss the 'running list' of outstanding items
Members updated with the current status of all items
- (E) Staffing committee feedback (Chair) - Taken to private session (personal information)
- (F) To agree a council response to a Code of Conduct consultation
Cllrs Russell and Milner proposed and seconded that a letter of support be sent to NALC
Vote: Unanimous
- (G) Update on Town Council business during lockdown
Staff continued to work throughout lockdown. Office staff either worked from home where they could or occasionally in the office, at different times. Maintenance staff were able to work outside, distancing from others.
Cllr P Smith proposed a vote of thanks to staff for continuing to work throughout the lockdown.
- (H) Options available to DSJTC for payments to employees (Cllr Hart)
Cllr Hart enquired as to whether the council applied for furlough funding for staff during the 'lockdown' period. As the furlough scheme was not available to public authorities however, all staff were paid wages as normal during the Covid-19 national lockdown.

The meeting closed at approx. 21:30hrs, after which items 45/20(G) and 47/20(E) were discussed in private session.

Date and time of next meetings:

- (A) 14th September 2020 at 7:00pm in The Lyric, Laughton Road, Dinnington

D SMITH
Chair
Dinnington St John's Town Council

Date: