



**Minutes of Maltby Town Council Meeting**  
**Held on Thursday 5 September 2019**

	<p><b>Present:</b> Councillors: D Sutton(Vice Chair) C Beaumont, C Beresford, J Bradford, A Dickinson, A Fletcher, P Heaps, J Kirk, K Stringer, A Rushforth.</p> <p><b>In attendance:</b> K Butler Town Clerk and 5 members of the public.</p> <p><b>Public Session:</b></p> <p>A member of public enquired if the developers from the new housing development on Braithwell road would be installing a children’s play area, they believed that this had been discussed at the consultation.</p> <p>A member of the British Legion (Maltby Branch) enquired if the Council were doing anything for the VE Day celebrations in 2020. The Clerk informed the member that the Council would be holding a celebration as agreed at the August Full Town Council meeting.</p>
2019/91	<p><u>APOLOGIES FOR ABSENCE</u></p> <p><b>RESOLVED:</b> that apologies from Councillors, Andrews, Biggin, Carratt, Law, Price and Richardson are received and the reasons for absence are accepted.</p>
2019/92	<p><u>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</u></p> <p>None received.</p>
2019/93	<p><u>ITEMS FOR WHERE A RESOLUTION MAY BE PASSED TO EXCLUDE PRESS AND PUBLIC</u></p> <p>None received.</p>
2019/94	<p><u>TO APPROVE THE MINUTES OF THE EXTRA-ORDINARY FULL TOWN COUNCIL MEETING HELD ON 1 August 2019</u></p> <p><b>RESOLVED:</b> that the above minutes be accepted as a true and accurate record of the proceedings.</p>

2019/95	<p><u>COMMUNICATIONS RECEIVED BY THE CHAIRPERSON</u></p> <ul style="list-style-type: none"> <li>• Thank You card from the Responsible Finance Officer</li> <li>• Resignation from Mr Spilsbury</li> </ul> <p>The Clerk informed the Council that the vacancy would be advertised on the noticeboard and Council website.</p>
2019/96	<p><u>TO RECEIVE A REPORT FROM THE POLICE</u></p> <p>No police were present. The July police newsletter was distributed.</p>
2019/97	<p><u>ON-GOING ISSUES</u></p> <p><b>Maltby Academy Frontage</b></p> <p>Deferred.</p> <p><b>Royal British Legion Maltby Branch – Remembrance Parade</b></p> <p>The Clerk advised that she had spoken to RBL head office in London, they had emailed her back stating that there is no legislation outlining who is responsible for the delivery of Remembrance Parades or services , however, in keeping with other civic occasions the Legion maintain that principle authorities should be responsible for the delivery of the parades which would require them to assume official 'event organiser' status on relevant event documentation.</p> <p>The Clerk also advised that she had spoken to RMBC Insurance department and they had informed her that they do not insure the Rotherham parade or any other RBL parades/services, the Clerk had also spoken to other Town/Parish Councils in Rotherham and they too do not insure or write the risk assessments for the RBL parades.</p> <p><b>RESOLVED</b>: that the Clerk speaks to MTC Insurance provider to ascertain if it would be possible for MTC to insure the parade, what the cost would be and what the Council would be responsible for if they did, it was agreed that the information is taken back to the Events Committee meeting for a decision.</p> <p><b>Dog Poo Bags</b></p> <p><b>RESOLVED</b>: that due to the cost of the bags, the Council do not fund the proposal from Maltby Ward Members.</p>
2019/98	<p><u>TO DISCUSS THE OVERGROWN VEGETATION IN MALTBY</u></p> <p>The Vice Chair informed the Council that she had spoken to St Mary's school regarding the hedge that borders the snicket, she had been informed that they are presently changing contractors and that the hedge will be cut shortly.</p>

2019/99	<p><u>TO DISCUSS AND AGREE TO PURCHASE A NEW COUNCIL NOTICEBOARD FOR OUTSIDE OF THE EDWARD DUNN MEMORIAL HALL</u></p> <p><b>RESOLVED</b>: that noticeboard 1. is purchased for the front of the Edward Dunn Memorial Hall and that the present noticeboard is refurbished and relocated.</p>
2019/100	<p><u>TO CONSIDER AND AGREE FOR THE COUNCIL TO PARTICIPATE IN FIND A BOOK</u></p> <p><b>RESOLVED</b>: that the Council join in with Find a Book and that these are distributed by Councillors across Maltby.</p>
2019/101	<p><u>TO DISCUSS AND AGREE FOR THE CLERK TO ATTEND THE PRACTITIONERS CONFERENCE IN FEBRUARY 2020</u></p> <p><b>RESOLVED</b>: that the Clerk attends the Practitioners Conference in February 2020.</p>
2019/102	<p><u>TO RECEIVE A STAFFING UPDATE (INFORMATION ONLY)</u></p> <p>The Clerk advised that now the RFO had retired she had agreed to carry out the financial work on a 3 month trial, this would show whether it could be incorporated into her working week, at the end of 3 months it would go back to Finance and Staffing for discussion and if the role was to become Clerk &amp; RFO it would need to be ratified in Full Town Council.</p> <p>Administrative Assistant closing date Friday 6<sup>th</sup> September 2019, shortlisting on Tuesday 10<sup>th</sup> September (by 3 Councillors) interviews on Monday 16<sup>th</sup> September 2019.</p>
2019/103	<p><u>TO CONSIDER HAVING A PRE-PAID CARD</u></p> <p>No longer required.</p>
2019/104	<p><u>TO CONSIDER HAVING A CARD PAYING MACHINE WITHIN THE OFFICE</u></p> <p>The Clerk informed Council that she had looked into this but felt that it wasn't cost effective, she also advised that the office staff had started asking people who wish to pay by card to pay by internet banking and there had been no problems.</p>
2019/105	<p><u>TO CONSIDER AND A AGREE THE RECOMMENDATION FROM CYNETIX RE UPDATING OFFICE 365</u></p> <p><b>RESOLVED</b>: that Cynetix's full recommendation for the office and Councillors is accepted.</p>
2019/106	<p><u>TO CONSIDER AND AGREE FOR COUNCILLOR BERESFORD TO COMPLETE AN AUDIT OF PUBLIC HIGHWAYS WITHIN MALTBY, FOR RESIDENTS WITH DISABILITIES</u></p> <p><b>RESOLVED</b>: that a full audit of the public highways is undertaken by Councillor Beresford.</p>

<p>2019/107</p>	<p><u>TO CONSIDER RMBC MATTERS</u></p> <p><b>21.1 Planning</b></p> <table border="1"> <thead> <tr> <th data-bbox="272 277 453 383">Planning No. Respond By</th> <th data-bbox="488 277 624 344">Date Received</th> <th data-bbox="695 277 1015 383">Planning proposals address and proposal details</th> <th data-bbox="1094 277 1259 344">Application /Agent</th> <th data-bbox="1289 277 1501 383">Proposed Decision Level Officer</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 421 405 488">RB2019/1034</td> <td data-bbox="488 421 632 454">8 July '19</td> <td data-bbox="695 421 1043 701">Application to vary condition – additional rear window and 2 new roof lights.  Mill House, Manor Farm Court, Peak Lane, Hooton Levitt</td> <td data-bbox="1094 421 1243 454">Mr Nelson</td> <td data-bbox="1289 421 1497 562">Delegated:  Case Officer – Anita Hayden</td> </tr> <tr> <td data-bbox="272 741 405 808">RB2019/1039</td> <td data-bbox="488 741 632 775">8 July '19</td> <td data-bbox="695 741 1043 954">Application to vary condition – location of approved building.  AC Aggregates, Tickhill Road, Maltby</td> <td data-bbox="1094 741 1230 775">UKSD ltd</td> <td data-bbox="1289 741 1497 882">Delegated:  Case Officer – Anita Hayden</td> </tr> </tbody> </table>	Planning No. Respond By	Date Received	Planning proposals address and proposal details	Application /Agent	Proposed Decision Level Officer	RB2019/1034	8 July '19	Application to vary condition – additional rear window and 2 new roof lights.  Mill House, Manor Farm Court, Peak Lane, Hooton Levitt	Mr Nelson	Delegated:  Case Officer – Anita Hayden	RB2019/1039	8 July '19	Application to vary condition – location of approved building.  AC Aggregates, Tickhill Road, Maltby	UKSD ltd	Delegated:  Case Officer – Anita Hayden
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<p>2019/108</p>	<p><u>TO CONSIDER ITEMS FROM THE YORKSHIRE LOCAL COUNCILS ASSOCIATION AND AGREE FURTHER ACTION WHERE NECESSARY</u></p> <ul style="list-style-type: none"> <li>• White Rose Update</li> <li>• Financial Regulations</li> </ul> <p>The Clerk advised that a copy of the White Rose update was in the office if anyone wished to read it, she also advised that the model Financial Regulations had been changed and a Policy &amp; Procedures meeting would need to be organised for the Committee to look at any changes, she also advised that Financial Regulations would need to come back to Council to be ratified.</p>															
<p>2019/109</p>	<p><u>GRANT APPLICATIONS AND DONATIONS</u></p> <ul style="list-style-type: none"> <li>• Friends of Maltby Memorial Gardens</li> </ul> <p><b>RESOLVED:</b> that Friends of Maltby Memorial Gardens are granted a free let for their first meeting in line with the free let policy.</p> <ul style="list-style-type: none"> <li>• Coalfield Regeneration Trust (Free let) – No longer required</li> <li>• Marie’s Smile</li> </ul> <p><b>RESOLVED:</b> that Marie’s Smile are granted a free let for their first meeting in line with the free let policy.</p>															

2019/110	<u>ROUTINE CORRESPONDENCE</u> Minutes received from Maltby Commons Management Group.
2019/111	<u>UPDATE FROM THE TOWN CLERK</u> The Clerk advised that:  Meetings had been held with surveyors regarding the proposed refurbishment of the Edward Dunn Memorial Hall.  Councillors/Clerks seminar at the Town Hall on Community Infrastructure Levy, 8 <sup>th</sup> October 10-12noon.  Update from Dignity regarding the cemetery – the subject of the wall is with the Area Manager and they have no update on this, 3 of the grave stones have now been ordered, still waiting for paperwork from the families of some of the other grave stones, unfortunately, some owners were contactable. The Clerk advised that as there is no data protection on deceased, the Council are sent the names to see if any of the Councillors may know any family member.  Interim Audit organised for after 3 months of the Clerk doing the RFO work to ensure that no mistakes are being made.
2019/112	<u>FUTURE AGENDA ITEMS</u> None.
2019/113	<u>DATE AND TIME OF NEXT MEETING</u> Date and time of next meeting, Thursday 3 October 2019, at 6.30 pm.