



Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
Website: www.killamarsh-pc.gov.uk

To: All Members of Killamarsh Parish Council

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 19th August 2024 at 7:00 PM KILLAMARSH PARISH SUITE.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

- 1 **Chair's Announcements**
 - To receive the Chairman's opening announcements.
- 2 **Apologies for Absence**
 - To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.
- 3 **Declaration of Disclosable Pecuniary & Other Interests**
 - a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.
 - b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.
- 4 **Adjournment for Public Participation**
 - To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.
- 5 **Reports from County and District Councillors & Invited Guests**
 - To receive reports from County Councillors, District Councillors and any invited guests.
- 6 **Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960**
 - To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

- 7 Minutes from the previous meeting**
- a. To approve the draft minutes of the Full Council meeting held on 17th July 2024. (attached).
 - b. To receive an update on any ongoing issues not covered as an agenda item.
- 8 Finance Committee**
- a. To receive the minutes of the Finance Committee meeting held on 5th August 2024 (attached).
 - b. To receive the budget report for the period April to July 2024 for consideration and approval (attached).
- 9 Events & Communications Committee**
- a. To receive the minutes of the Events & Communications Committee meeting held on 31st July 2024 (attached).
- 10 Environment & Climate Change Committee**
- a. To receive the minutes of the Environment & Climate Change Committee meeting held on 7th August 2024 (attached).
- 11 Planning**
- To determine any action required on the planning application information, from lists circulated by the office previously.
- 12 Section 137 - Approval of Grants**
- a. To receive the end of grant report from the Heritage Society for their July and November grants. (attached).
 - b. To receive the end of grant report from the Killamarsh Dynamos. (attached).
- 13 Land Issues**
- to ratify the decision made at the Full Council meeting on the 17th July 2024 on the sale of land at Canal Bridge.
- 14 Parish Suite**
- a. To consider and approve the installation of a chiller system in the Parish Suite stock room subject to permission from the landlord and planning authority.
 - b. To approve withholding further lease payments to NEDDC until the issues with the kitchen are resolved.
- 15 Policies**
- a. To approve the Playground Management Policy as recommended by the Environment & Climate Change Committee. (attached).
 - b. To approve the Memorial Dedication Policy as recommended by the Environment & Climate Change Committee. (attached).
- 16 Reports from Members**
- To receive reports from Parish Councillors who have attended recent meetings or events on behalf of the Parish Council including representation on external bodies:
- a. Veolia Norwood
 - b. Community Support for Killamarsh (Bread Charity)
 - c. Chesterfield Canal Trust
 - d. NEDDC/Parish Liaison
- 17 Residents Correspondence**
- To receive, consider and resolve how to respond to any residents correspondence.
 - a. Compliments from a local resident on the grass cutting on Belk Lane.

18 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

19 Public Feedback

- To allow members of the public, 3 minutes each, to provide feedback on the meeting. No resolutions can be made under this agenda item.

20 Date of the Next Council Meeting

- To note the date of the next full council meeting is scheduled for 28th October 2024.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



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MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 17 JULY 2024

Those present :

Chair : Cllr S Clough

Vice-Chair : Cllr K Wood

Councillors : Cllr C M Fletcher, Cllr T Lacey, Cllr C Lacey, Cllr S Reed, Cllr B Rice, Cllr J Sherman, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank, Mrs J France

22/474 Chair's Announcements

There were no announcements.

22/475 Apologies for Absence

Apologies have been received from Cllr C Curzon, Cllr D Drabble, Cllr C Eggington, Cllr B Morris, Cllr H Laws.

22/476 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

22/477 Adjournment for Public Participation

No public were in attendance.

22/478 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED: That the press and public are excluded from items 7, 8 and a part of 6b relating to Canal Bridge, due to the confidential nature of the information.

22/479 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 24th June 2024.

RESOLVED: That the minutes of the Full Council Meeting held on 24th June 2024 are a true and accurate record.

b. To receive an update on any ongoing issues not covered as an agenda item.

The Clerk confirmed that as per item 22/465 the Conservation Group had now provided a breakdown of costs for their Section 137 grant application.

An update was given on the potential sale of land at Canal Bridge and a course of action was agreed.

22/480 Community Hub / CLOC Building

- To ratify the final version of the lease agreement for the use of Room 2 in the Community Hub between Killamarsh Parish Council and Killamarsh Heritage Society.

RESOLVED: That the final version of the lease agreement for the use of room 2 in the Community Hub by the Heritage Society is approved and ratified.

22/481 Motions requested by Members

- To receive a motion from Cllrs Fletcher and Reed and consider and approve any actions decided upon. (Motion attached, currently confidential due to the nature of the motion proposed).

The motion was discussed in closed session and a course of action was agreed.

22/482 Date of the Next Council Meeting

- To note the date of the next full council meeting is scheduled for 19th August 2024.



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8a)

MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 05 AUGUST 2024

Those present :

Chair : Cllr S Clough
Vice-Chair : Cllr C M Fletcher
Councillors : Cllr T Lacey, Cllr C Lacey, Cllr W Tinley
Officers : Mrs G Blank

FIN156 Chair's Announcements

The Chair welcomed everyone to the meeting.

FIN157 Apologies for Absence

Apologies have been received from Cllr D Drabble.

FIN158 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

FIN159 Adjournment for Public Participation

There were no members of the public in attendance.

FIN160 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items requiring the exclusion of the press and public.

FIN161 Minutes from the previous meeting

a. To approve the draft minutes of the Finance Committee meeting held on 17th June 2024.

RESOLVED: That the minutes of the meeting held on the 17th June 2024 are a true and accurate record.

b. To receive an update on any ongoing issues not covered as an agenda item.

FIN149 - The Clerk informed the Committee that the invoice for the Parish Councils contribution to Killamarsh Active losses for 23/24 has been received and totals £25,000. The Clerk was instructed not to make the payment until the second half of the precept has been received.

FIN162 Finances

7.1 Bank reconciliation

- a. To receive and check the bank reconciliation for June 2024
- b. To receive and check the bank reconciliation for July 2024

The bank reconciliation document was checked against the bank statements for each month. The totals of each months income and expenditure list was also checked against the reconciliation.

RESOLVED: That both the bank reconciliations for June and July 2024 are checked and approved.

7.2 Income and Expenditure

- a. To receive and approve the list of income and expenditure for June 2024
- b. To receive and approve the list of income and expenditure for July 2024

The Clerk had circulated the list of income and expenditure for both months for Councillors to consider, invoices were available for Councillors to cross reference should they have any queries.

RESOLVED: That the list of income and expenditure for June and July 2024 are checked and approved.

FIN163 Budgets

- To receive the budget report for the period April to July 2024 for consideration and approval.

The budget had been circulated to Councillors prior to the meeting for them to consider.

The Clerk said that the only area of concern was the Parish Suite income. The Clerk said that she would be looking at the profit and loss of events, staffing levels and bar costings. Paying VAT on the suite income has impacted on the original budgeted income.

The Clerk suggested using the saving from the Events manager post to absorb some of the potential shortfall and that the existing staff would keep the bookings, events and advertising side of the post going on a temporary basis. Councillors agreed that this was a sensible approach and the Clerk would monitor the situation.

The Clerk informed Councillors that the office would be looking at taking bookings in a more strategic manner to allow the suite bookings to be maximised, this would be achieved by allocating time slots for daytime bookings that allow evening bookings on the same day.

Councillors discussed the lack of catering facilities and if it was affecting the bookings for the Suite and agreed that no further payments for the lease of the building should be made until the problem is resolved.

The Clerk asked Councillors if they could assist with promotions by sharing posts on Facebook to family and friends.

RESOLVED: That the budget report is approved and that the Parish Suite income is to be carefully monitored.

FIN164 Bank Accounts

- To reconsider and approve alternative accounts to deposit the Parish Councils reserves.

The Clerk informed Councillors that the previously agreed account with Cambridge and Counties wasn't available to Parish Councils but a 5 year fixed bond at a 4.6% rate was available. The Committee discussed the options and agreed to put £75,000 in the account.

The Clerk said the Council still need other options to protect the Councils funds and due to the lack of banks offering Parish Councils accounts suggested looking at short term investments which are secure. Councillors agreed that the Clerk should invite CCL to a future meeting to discuss the Councils options.

The changes have been submitted to Unity bank but not yet actioned and the application to Lloyds bank has been submitted.

RESOLVED: That the revised Cambridge and Counties fixed term bond is applied for.

FIN165 Insurance

- To review the current Insurance policy and approve any amendments required to ensure the Parish Council is sufficiently covered.

The Committee went through the current insurance policy and made appropriate changes. Everyone agreed that the policy was complicated and that specialist advice was needed in some areas.

The Clerk agreed to speak to other insurance providers to try and get support in getting the appropriate level of cover. The Clerk said she would contact Gallagher's and Zurich to see who could assist and when a meeting is arranged would invite any Councillors interested in being involved.

RESOLVED: That the Clerk seeks additional support to ensure that the Council has sufficient cover and the recommended amendments are approved.

FIN166 Church Clock Agreement

a. To receive a quote to repair the chimes on the Church Clock and decide the appropriate course of action.

The Clerk informed Councillors that the Church clock was last repaired in November 2022 and 3 years prior to that the Council had only paid the service charge and electricity charges.

The Committee asked the Clerk to find out what work was carried out as part of the servicing and if there would be any detrimental affect on the other chimes if the quarter chime isn't repaired before they were happy to spend any money on the clock. Cllr Tinley asked if the office ever receives any complaints regarding the chimes and the Clerk said she couldn't recall any.

RESOLVED: That at this moment in time the Committee do not recommend the repairs to the Church clock quarter chimes.

b. To consider the draft Church Clock agreement and decide the next course of action.

The reason for the agreement being initially drafted was shared with the Committee and they discussed its current relevance.

RESOLVED: That rather than implement an agreement the Council continue to consider all repairs on a case by case basis and working with the Church.

FIN167 **Items for discussion for a future agenda**
- Policies (Asset Register and Financial Regs)
- Investments

FIN168 **Date of the Next Council Meeting**
Date of the next Finance Committee meeting is 18th November 2024

MEETING CLOSED 19:50

Killamarsh Parish Council
Budget 2024/25

		23/24	24/25	24/25	24/25	24/25	
		Outturn	Approved Budget	Current actual	Projected Outturn	Variance	
EXPENDITURE				31,07.24			
Health, Safety & Wellbeing Committee							
Salaries & Wages							
1000	Office Staff - Salaries	38,947.83	77,700.00	12,329.68	77,676.98	-23.02	
1001	Office Staff - NIC	16,021.18	23,400.00	3,708.96	23,366.45	-33.55	
1002	Office Staff - Pension	12,297.37	26,400.00	4,184.34	26,361.34	-38.66	
1010	Handyman - Salaries	16,257.69	18,950.00	3,083.72	19,427.44	477.44	
1011	Handyman - NIC	5,020.42	4,600.00	752.87	4,743.08	143.08	
1012	Handyman - Pensions	5,970.31	1,670.00	274.18	1,727.33	57.33	
1020	Cleaner - Salaries	5,622.79	6,460.00	1,042.86	6,570.02	110.02	
1021	Cleaner - NIC	0.00	0.00	0.00	0.00	0.00	
1022	Cleaner - Pension	0.00	0.00	0.00	0.00	0.00	
1050	Pension Added Years Payment	213.87	0.00	0.00	0.00	0.00	
Total - Salaries & Wages		100,351.26	159,180.00	25,376.61	159,672.84	692.64	
Indirect Staffing Costs							
1100	Staff Training	1,902.00	1,500.00	2,035.00	2,035.00	535.00	Caretaker training
1101	Councillor Training	100.00	600.00	0.00	0.00	-600.00	
1110	Travel	0.00	100.00	0.00	0.00	-100.00	
1120	Recruitment Advertising	0.00	500.00	145.80	145.80	-354.20	
1130	HR & Payroll	1,850.00	1,850.00	925.00	925.00	-925.00	
1135	Health & Safety	57.00	500.00	0.00	0.00	-500.00	
1140	Uniform	545.60	750.00	0.00	0.00	-750.00	
Total - Indirect Staffing Costs		4,454.60	5,800.00	3,105.80	3,105.80	-2,694.20	
Total - Health, Safety & Well Being Committee		104,605.86	164,980.00	28,482.41	162,778.64	-2,001.56	
Finance Committee							
Administration Costs							
1200	Stationery	392.30	500.00	221.84	500.00	0.00	
1201	Copier Charges	1,546.15	1,600.00	449.95	1,600.00	0.00	
1205	Subscriptions / Books	2,279.23	2,500.00	1,524.00	2,500.00	0.00	
1210	Postage	4.20	50.00	0.00	50.00	0.00	
1215	IT Costs	3,791.01	5,000.00	2,115.82	5,000.00	0.00	
1220	Misc. Expenses	408.87	200.00	3.00	200.00	0.00	
1225	Telecoms	1,350.45	1,500.00	720.15	1,600.00	0.00	
1230	Parish Newsletter	445.50	800.00	297.00	800.00	0.00	
1235	Office Equipment	862.12	800.00	0.00	800.00	0.00	
1240	Election Costs	11,331.02	3,000.00	0.00	3,000.00	0.00	
1245	Bank Charges	216.21	250.00	75.55	250.00	0.00	
1250/1	Audit - External	1,050.00	1,200.00	0.00	1,200.00	0.00	
1250/2	Audit - Internal	504.00	565.00	563.50	563.50	-1.50	
1255	Accountancy Fees	0.00	0.00	0.00	0.00	0.00	
1260	Professional Fees	0.00	0.00	0.00	0.00	0.00	
1265	Legal Fees	0.00	10,000.00	111.00	10,000.00	0.00	
Total - General Administration Costs		24,191.06	28,065.00	6,081.81	28,063.50	-1.50	
Premises Costs							
1300	Rent - Council Offices	0.00	0.00	0.00	0.00	0.00	
1310	Rates - Council Offices	3,792.40	3,793.00	2,441.40	3,793.00	0.00	
1320	Utilities - Council Offices	813.24	5,000.00	1,038.85	5,000.00	0.00	
1330	Refuse Disposal - Paper	941.80	950.00	335.11	950.00	0.00	
1331	Trade Waste - Village / offices	0.00	716.00	357.76	715.52	-0.48	
1340	Property Maintenance - Council Offices	0.00	0.00	0.00	0.00	0.00	
1350	Insurance	3,665.73	4,000.00	1,240.00	4,000.00	0.00	
Total - Office Premises Costs		9,213.17	14,459.00	5,414.12	14,458.52	-0.48	
Total - Administration Costs		33,404.23	42,524.00	11,495.93	42,522.02	-1.98	
Grants & Donations							
1400	Grants - Section 137	4,322.00	5,000.00	0.00	5,000.00	0.00	
Total - Grants & Donations		4,322.00	5,000.00	0.00	5,000.00	0.00	
Projects							
1500	NEDCC - Leisure Centre Subsidy	75,000.00	25,000.00	0.00	25,000.00	0.00	
1505	NEDCC - Leisure Centre Condition Survey & Boilers	20,000.00	0.00	0.00	0.00	0.00	
1530	Parish Suite Refurbishment / maintenance	169,041.21	1,570.00	1,570.00	1,570.00	0.00	Building Reps
1531	Parish Suite Doors	7,515.00	0.00	0.00	0.00	0.00	
1540	Contribution to reserves	0.00	47,000.00	0.00	47,000.00	0.00	Contribution to 2024/25 bill - need £100k in 2025/26
Total - Projects		271,556.21	73,570.00	1,570.00	73,570.00	0.00	
Total - Finance Committee		309,282.44	121,094.00	13,065.93	121,092.02	-1.98	
Environment & Climate Change Committee							
Parks & Open Spaces							
2000	Rent - CISWO land	106.58	107.00	106.58	106.58	-0.42	
2010	Dog Bin Emptying	5,812.92	6,220.00	0.00	6,220.00	0.00	
2015	Dog Bin Purchases	143.23	0.00	0.00	0.00	0.00	
	Grounds Maintenance - NEDCC Play Ground inspections	0.00	2,795.00	0.00	2,795.00	0.00	
2020	Grounds Maintenance - Grass Cutting Contract	7,033.78	8,500.00	2,832.00	8,500.00	0.00	
2045	Grounds Maintenance - Ad hoc	8,399.28	9,685.99	2,125.42	9,685.99	0.00	
2041	Green waste disposal	440.40	856.00	428.00	856.00	0.00	
2030	Gritting - Bags and Bins	787.00	2,000.00	0.00	2,000.00	0.00	
3000	Killamarsh in Colour	2,815.00	8,000.00	0.00	8,000.00	0.00	
2040	Equipment & Small Tools	2,190.18	1,000.00	189.73	1,000.00	0.00	
2042	Purchase of benches	1,212.00	912.00	912.00	912.00	0.00	
2050	Vehicle Leasing	4,646.98	8,021.40	3,888.68	8,021.40	0.00	
2060	Vehicle Fuel, Equipment & Maintenance	782.84	1,000.00	719.71	1,000.00	0.00	
2055	Vehicle Insurance	1,398.73	1,700.00	133.19	1,700.00	0.00	
2200	Play Equipment	7,121.00	0.00	0.00	0.00	0.00	
Total - Parks & Open Spaces		42,889.92	50,797.39	11,335.31	50,796.97	-0.42	
Cemetery							
2100	Water Charges	100.45	160.00	35.47	160.00	0.00	
2101	Gates Electricity	36.64	500.00	31.17	150.00	-450.00	
2105	Gates Opening Costs	2,559.05	0.00	0.00	0.00	0.00	
	Gates Maintenance	0.00	1,000.00	0.00	1,000.00	0.00	
2110	Refuse Disposal	1,324.96	716.00	357.76	715.52	-0.48	
Total - Cemetery		4,021.10	2,476.00	424.40	2,025.52	-450.48	
Churches & Churchyards							

2300	Electricity - Clock	329.03	500.00	21.94	300.00	-200.00
2310	Maintenance Costs	213.00	1,000.00	234.00	1,000.00	0.00
Total - Churches & Churchyards		542.03	1,500.00	255.94	1,300.00	-200.00
Highways & Street Furniture						
2400	Rent - Bus Shelter	37.08	37.00	0.00	37.00	0.00
2410	Maintenance / Repairs	1,250.00	1,000.00	90.00	1,000.00	0.00
Total - Highways and Street Furniture		1,287.08	1,037.00	90.00	1,037.00	0.00
CCTV						
2500	Electricity	694.60	1,000.00	521.44	1,000.00	0.00
2505	Maintenance	0.00	1,000.00	0.00	1,000.00	0.00
Total - CCTV		694.60	2,000.00	521.44	2,000.00	0.00
Community Bus						
3300	Community Bus	0.00	8,000.00	0.00	8,000.00	0.00
Total - Community Bus		0.00	8,000.00	0.00	8,000.00	0.00
Defibs						
2550	Maintenance & Supplies	0.00	500.00	0.00	500.00	0.00
Total - Defibs		0.00	500.00	0.00	500.00	0.00
Speed Indicator Devices						
2560	Maintenance	0.00	1,000.00	0.00	1,000.00	0.00
Total - Speed Indicator Devices		0.00	1,000.00	0.00	1,000.00	0.00
Projects						
2641	Speed Indicator Devices	10,723.00	0.00	0.00	0.00	0.00
2642	Norwood Play Area	51,440.80	0.00	0.00	0.00	0.00
2643	Cemetery Gates Project	7,123.27	0.00	0.00	0.00	0.00
2644	CCTV Project	0.00	0.00	300.00	300.00	300.00
2645	Solar Panels Grant	0.00	0.00	11,210.00	11,210.00	11,210.00
Grant funded						
Total - Projects		69,287.07	0.00	11,510.00	11,510.00	11,510.00
Total - Environment & Climate Change Committee		118,721.80	67,310.39	24,137.09	78,169.49	10,859.10
Events & Communications Committee						
Salaries & Wages						
1030	Events Manager - Salaries	0.00	20,230.00	3,210.34	20,230.00	0.00
1031	Events Manager - NIC	0.00	5,370.00	852.16	5,370.00	0.00
1032	Events Manager - Pensions	0.00	6,480.00	1,028.36	6,480.00	0.00
1040	Hospitality Staff - Salaries	0.00	0.00	808.88	4,853.28	4,853.28
1041	Hospitality Staff - NIC	0.00	0.00	124.80	748.80	748.80
1042	Hospitality Staff - Pensions	0.00	0.00	0.00	0.00	0.00
1043	Caretaker - Salaries	0.00	15,455.00	979.71	15,455.00	0.00
1044	Caretaker - NIC	0.00	3,925.00	38.95	3,925.00	0.00
1045	Caretaker - Pensions	0.00	5,101.00	270.46	5,101.00	0.00
Total		0.00	56,561.00	7,313.66	62,163.08	5,602.08
Killamarsh Community Hub						
3100	Rates	9,472.00	9,472.00	2,770.50	9,472.00	0.00
3110	Water Charges	548.03	700.00	150.91	700.00	0.00
3120	Electricity	2,551.25	2,500.00	253.93	2,500.00	0.00
3130	Gas	3,613.49	4,000.00	633.11	4,000.00	0.00
3140	Maintenance Contracts	14,024.27	10,000.00	3,050.00	10,000.00	0.00
3245	Cleaning Materials & Equipment	1,301.77	1,400.00	310.16	1,400.00	0.00
Total - Killamarsh Community Hub		31,510.81	28,072.00	7,168.61	28,072.00	0.00
Parish Suite						
3150	Parish Suite Broadband	132.00	480.00	126.00	480.00	0.00
3160	Parish Suite Waste Disposal	234.99	1,780.00	888.36	1,780.00	0.00
3170	Parish Suite Pest Control	100.00	100.00	0.00	100.00	0.00
3200	Bar Stock	3,717.38	8,000.00	4,553.27	8,000.00	0.00
3210	Catering Purchases - Food & Drink	291.25	1,000.00	0.00	1,000.00	0.00
3220	Catering Purchases - Non Food	565.79	1,000.00	244.14	1,000.00	0.00
3225	Tills	1,552.51	1,080.00	375.21	1,080.00	0.00
3230	Publicity	0.00	1,000.00	198.00	1,000.00	0.00
3240	Equipment & Small Tools	4,769.59	2,000.00	540.41	2,000.00	0.00
3246	Washroom Services	613.73	740.00	739.92	739.92	-0.08
3250	Stocktaking fees	0.00	400.00	0.00	400.00	0.00
3260	Entertainers	520.00	1,000.00	1,651.99	1,000.00	0.00
3270	Lease	18,000.00	18,000.00	9,000.00	18,000.00	0.00
3275	Service Charge	15,683.15	22,000.00	0.00	22,000.00	0.00
3280	Licences	3,368.51	2,500.00	21.98	2,500.00	0.00
Total - Parish Suite		49,574.90	61,080.00	18,539.28	61,079.92	-0.08
Projects						
3415	Active Regeneration	0.00	5,000.00	1,380.00	1,380.00	-3,620.00
3410	Extreme Wheels Sessions	8,265.00	5,000.00	0.00	9,048.00	4,048.00
Total - Projects		8,265.00	10,000.00	1,380.00	10,428.00	428.00
Events						
3500	Competition Prizes	120.00	150.00	0.00	150.00	0.00
3510	Christmas Decorations & Activities	7,554.18	8,000.00	0.00	8,000.00	0.00
3520	Village Festival	739.92	2,000.00	948.95	2,000.00	0.00
3530	One off Events	1,007.59	4,000.00	298.55	4,000.00	0.00
3540	Remembrance Day	1,241.62	800.00	0.00	800.00	0.00
Total - Events		10,663.31	14,950.00	1,247.50	14,950.00	0.00
Total - Events & Communications Committee		100,014.02	170,663.00	35,649.15	176,693.00	6,030.00
TOTAL EXPENDITURE		632,824.12	624,047.39	101,334.56	636,932.95	14,885.56
INCOME						
Finance Committee						
Administration						
100	Precept	440,314.00	416,159.00	208,079.50	416,159.00	0.00
110	Rent	0.00	0.00	0.00	0.00	0.00
120	Memorial Fence Insurance Claim	0.00	0.00	505.00	505.00	505.00
130	Wayleaves and Easements	0.00	19.00	0.00	19.00	0.00
140	Bank Interest	0.00	0.00	0.00	0.00	0.00

150	Leases	0 00	500 00	0 00	500 00	0 00
160	Misc Income	732 98	0 00	45 00	45 00	45 00
170	Parish Suite Doors	6,688 00	0 00	0 00	0 00	0 00
	Sale of Land	0 00	0 00	0 00	0 00	0 00

Total - Administration		447,714.98	416,678.00	208,629.50	417,228.00	550.00
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Environment & Climate Change Committee

Allotments

200	Belk Lane income	550 00	525 00	525 00	525 00	0 00
210	Stabon Road income	375 00	550 00	550 00	550 00	0 00

Total - Allotments		925.00	1,075.00	1,075.00	1,075.00	0.00
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Rights of Way - DCC

220	Rights of Way Income from DCC	495 00	495 00	0 00	495 00	0 00
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Total - Rights of Way - DCC		495.00	495.00	0.00	495.00	0.00
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Project Funding

230	Defibrillator Grant Income	0 00	0 00	0 00	0 00	0 00
240	Norwood Play Area	25,000 00	0 00	0 00	0 00	0 00
250	DPCC SIDS Grant	6,760 00	0 00	0 00	0 00	0 00
260	Groundworks Neighbourhood Plan Grant	1,850 00	0 00	5,200 00	5,200 00	5,200 00
265	Solar Panel Grant	1,850 00	0 00	11,210 00	11,210 00	11,210 00
270	DPCC CCTV Funding	5,000 00	0 00	0 00	0 00	0 00
280	FCC Grant - Parish Suite	99,410 00	0 00	0 00	0 00	0 00

Total - Projects Funding		139,870.00	0.00	16,410.00	16,410.00	16,410.00
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Events & Communications Committee

Killamarsh Community Hub

300	Rent	1,535 00	2,000 00	2,142 50	2,000 00	0 00
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Total - CLOC Building		1,535.00	2,000.00	2,142.50	2,000.00	0.00
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Parish Suite

310	Hire Income	1,305 89	14,000 00	3,175 02	14,000 00	0 00
320	Bar Income	4,369 71	75,974 00	9,982 76	75,974 00	0 00
330	Catering Income	0 00	4,000 00	0 00	0 00	-4,000 00

Total - Parish Suite		5,675.60	93,974.00	13,157.78	89,974.00	-4,000.00
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Events

340	Village Festival	324 99	300 00	110 00	110 00	-190 00
341	Craft Fayre	160 00	0 00	0 00	345 00	345 00
342	Event Ticket Sales	2,410 00	4,000 00	2,068 00	4,000 00	0 00
350/1	Grants received - Jubilee	0 00	0 00	0 00	0 00	0 00
350/2	Grants received - Remembrance	0 00	0 00	0 00	0 00	0 00
350/3	Grants - Extreme Wheels	5,000 00	0 00	0 00	0 00	0 00
350/4	Grants - Hub Furniture - Clr Renwick	500 00	0 00	0 00	0 00	0 00

Total - Events		8,394.99	4,300.00	2,198.00	4,455.00	155.00
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TOTAL INCOME		804,610.57	518,522.00	243,612.78	531,637.00	13,315.00
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NET BALANCE		28,213.55	5,525.39	-142,278.20	7,295.95	1,770.56
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<u>Reserves</u>	31.03.2024	Movement in Year	31.03.2025
General Fund	£138,014.95		£284,126.41
Reserves			
Rolling Capital Fund	£75,000.00	-£685.99	£74,314.01
EMR Birchlands Play Area	£0.00		£0.00
EMR Parish Suite Reserve	£25,000.00	-£1,570.00	£23,430.00
EMR Environment Reserve	£51,382.70	-£912.00	£50,470.70
EMR Community Events - Extreme Wheels	£5,000.00		£5,000.00
EMR Election Coops	£5,000.00		£5,000.00
EMR Speedwatch	£16.26		£16.26
EMR Community Hub Property Repairs	£15,000.00		£15,000.00
EMR IT refresh	£2,000.00		£2,000.00
EMR Vehicle and Equipment	£5,000.00	-£2,357.40	£2,642.60
Reserves	£183,398.96	-£5,525.39	£177,873.57
	£321,413.31		£481,999.98

Estimated Outstanding Costs	£149,574.15
EMR reserves at 31.03.24	£177,873.57
Total	£327,447.72
May 2024 Bank Balance	£485,899.38
Current General Fund	£158,451.66



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MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 31 JULY 2024

Those present :

Chair : Cllr K Wood
Vice-Chair : Cllr C Lacey
Councillors : Cllr S Clough, Cllr C Eggington, Cllr C M Fletcher, Cllr S Reed, Cllr J Sherman
Officers : Mrs G Blank, Miss H Johnson

EC230 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC231 Apologies for Absence

Apologies have been received from Cllr J Windle

EC232 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None

EC233 Adjournment for Public Participation

A salsa teacher was in attendance to speak to the Council to ask for a reduced rate for his classes and party nights. The Council thanked him for attending and said as the matter was on the agenda it would be discussed further at this point.

EC234 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

RESOLVED: That due to the nature of business being conducted items 8b and 11 are to be held in closed session.

EC235 Minutes from the previous meeting

a. To approve the draft minutes of the Events and Communications Committee meeting held on 5th June 2024 .

RESOLVED: That the minutes of the meeting held on the Events and Communications Committee are a true and accurate record.

b. To receive an update on any ongoing issues not covered as an agenda item.

EC224 - Beacon - the Clerk showed Councillors a photo of the beacon at Hornsea, which they all liked. The Clerk reported that she had the information she required to put together the planning application and would be speaking to Cllr Clough to plot the exact position on a map.

EC225 - Room 2, Hub - the Clerk informed Councillors that the Lease agreement has now been signed.

EC236 Village Festival

a. To receive feedback from the Village Festival

The Clerk gave the Committee feedback received and the Council agreed some points were worth considering.

The 2024 event was deliberately kept small as it was the first one, the Council now has a better idea what works and what improvements we can make.

b. To consider changing the name of future Village Festivals to Village Fete

The Clerk asked the Committee if they wanted to rename the event as Festival implies a music related event and suggested Fete, Gala or Family Fun Day.

RESOLVED: That the Village Festival is renamed as Village Fete for 2025

c. To decide on the date of the 2025 Village Fete / Festival

RESOLVED: That the date of the 2025 Village Festival is Sunday 6th July 2025

EC237 Parish Suite

a. To consider and approve allowing Extreme Wheels to use the Parish Suite on a Wednesday evening for the Winter youth programme from October 2024 to March 2025.

Extreme Wheels have funding for the winter youth programme and want to once again bring it to Killamarsh. They have approached the Clerk and asked if they can use the Suite as the Hub was too small once the programme took off. The only day currently not committed is Wednesday although there is interest in this evening.

The Parish Councils only contribution required to the project is to provide a safe space, everything else is funded.

The Committee agreed that providing something for the youths of Killamarsh is one of their priorities especially over the winter months.

RESOLVED: That Extreme Wheels are permitted to use the Parish Suite for the winter youth programme from October 2024 to March 2025.

b. To consider, and if applicable, approve a reduced rate for a private hirer wanting regular hires.

Due to the nature of this subject this agenda item was discussed in close session.

The Committees considered the request for a reduced rate for both dance classes and social events. The Council considered how much it costs to open the Suite against the hire rate once VAT is deducted and concluded that they could not afford to run the Suite at a loss.

Although Councillors thought this was a great addition to the Suite, the Salsa dancer isn't a

Killamarsh resident and it is a business.

Wednesday evenings are now committed to the Extreme Wheels project until the end of March 2025. If the Salsa dancer can fit around current bookings he would be welcome to use the Suite but at the £30 per hour rate.

The Parish Council is also happy for the Salsa dancer to hire the Suite for party nights on a Friday or Saturday but at the non resident rate of £60 per hour and the event finishing by 12.30pm. Should the first event generate good income over the bar the Council would consider a reduction on the next event and this may continue as long as bar sales continue to stay at a suitable level (equivalent to an average party booking).

RESOLVED: That the hirers request for a reduced rate is rejected.

c. To receive feedback from the marketing strategy working party meeting.

CLlr Reed fed back from the initial marketing strategy. The main focus of the meeting was how to generate commercial interest in the Suite for meetings and training.

It was agreed packages need to be put together to include catering.

The Committee asked about the catering facilities in the Suite and the Clerk confirmed that she was no further forward.

Councillors were concerned about how much the Council was potentially losing without these facilities and the lack of urgency from NEDDC to resolve the problem.

The Clerk was asked to investigate how much it would be to have the gas supply reinstated. Councillors also asked the Clerk to withhold payment of the next quarter service charge until the issue is resolved. It was agreed that this action be recommended to Full Council for approval.

The Clerk said she would contact NEDDC for an update.

It was agreed that with the Events Manager now leaving another meeting should be arranged.

d. To consider future events for the Parish Suite.

The Clerk revisited the list of events already discussed and informed Councillors that at the minute, with the Events Manager leaving, the office had no capacity to arrange anything other than the Remembrance event and Christmas events.

EC238 Remembrance Sunday

- To consider and approve the format for Remembrance Sunday event.

It was agreed to keep the same format for the Remembrance Sunday event but hold the reception at the Suite rather than the Hub.

RESOLVED: That the format for the Remembrance Service will remain the same as in previous years.

EC239 Christmas Projects

a. To consider and approve the options for the village Christmas Lights.

The Clerk had circulated a report with options to the Committee prior to the meeting and Councillors discussed the options.

RESOLVED: That the Council purchase 6 of the abstract design motifs from Blacheres for the lamp posts on Bridge Street and the Merry Christmas Motive is purchased for the Community Hub. The Council will also purchase 40 Christmas trees with coloured lights for the usual lampposts around the village and also a tree for the Parish Suite from Hobson's.

The Clerk asked Councillors if they wanted to replace the damaged tree in the precinct. Councillors agreed to this and also asked the Clerk to look into having an electricity supply put near the tree.

RESOLVED: That a replacement tree for the precinct is authorised.

b. To consider and approve the Christmas Events.

The Clerk made the following suggestions:

Christmas Craft Fayre

Breakfast with Santa

Dronfield Brass Band

Christmas Social afternoon with 'Just Us' choir, bingo, quiz and buffet.

RESOLVED: The Christmas events are approved.

Councillors also consider the New Years Party. It was agreed that the event should be limited to 85-90 people and that a doorman would be needed on the night.

RESOLVED: That tickets for the New Years Party will be £10 for adults and Children over 16, £5 for under 16's. Price of the ticket includes a buffet.

EC240 Staffing

a. Following an email received from NEDCC consider and approve, if applicable, increasing the casual bar staff rate of pay from the national minimum wage of £11.44 to the national living wage of £12.

RESOLVED: That the casual bar staff hourly rate is increased to the national living wage of £12.

b. To consider and recommend to the Health, Safety and Wellbeing Committee the options to replace the Events and Marketing Manager.

Due to the nature of this subject this agenda item was discussed in close session.

The Clerk present a couple of options which were discussed by the Committee and a recommendation to the Health, Safety and Wellbeing Committee was agreed subject to the Clerk speaking to current staff members.

RESOLVED: That the Committees recommendations are put to the Health, Safety and Wellbeing Committee for approval.

EC241 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

Parish Suite - refrigeration of stock room

Parish Suite - PA System

Marketing Working Party

Future Events

EC242 Date of the Next Council Meeting

- To note the date of the next Events & Communications Committee meeting is scheduled for 2nd October 2024 at 6.30pm.

MEETING CLOSED 20:15



Killamarsh Parish Council

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MINUTES OF THE ENVIRONMENT AND CLIMATE CHANGE COMMITTEE HELD ON WEDNESDAY 07 AUGUST 2024

Those present :

Chair : Cllr W Tinley
Vice-Chair : Cllr H Laws
Councillors : Cllr S Clough, Cllr J Sherman, Cllr J Windle
Officers : Mrs J France

ENV265 Chair's Announcements

There were no announcements.

ENV266 Apologies for Absence

Apologies have been received from Cllr C Lacey.

ENV267 Declaration of Disclosable Pecuniary & Other Interests

a) To receive declarations of disclosable pecuniary interests and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b) To receive, consider and record Councillors requests for dispensation (Section 13 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

ENV268 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public 3 minutes each to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

No members of the public were present.

ENV269 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED: That the press and public should be excluded from items 13 and 14 due to residents information being discussed.

ENV270 Minutes from the previous meeting

a) To approve the draft minutes of the meeting held on 12th June 2024.

RESOLVED: That the minutes of the meeting held on 12th June 2024 are a true and accurate record.

b) To receive an update on any ongoing issues not covered as an agenda item.

A written report had been circulated with the agenda pack.

The Deputy Clerk noted that the tree survey would now take place week beginning 19th August. The surveyor from Outline Trees did not need anyone to go around the sites with him as he had all the locations mapped out. The Deputy Clerk had discussed with him trees which had been reported by residents as being of concern.

Cllrs Tinley and Clough gave a further update on St Giles Churchyard:

A meeting of the volunteers was held at the churchyard and Killamarsh Conservation Group are willing to help out with some of the smaller jobs that need doing if NEDDC will complete the larger works. The group would like some of the covered over footpath to be re-instated. Cllr Tinley has made enquiries with Derbyshire Probation Service about helping out and also with the Duke of Edinburgh Scheme. The Deputy Clerk has contacted NEDDC to arrange a meeting with the volunteer group.

ENV271 Policies

a) To consider and approve any amendments needed to the KPC22 Playground Management Policy.

RESOLVED: That the KPC22 Playground Management Policy is approved.

b) To consider and approve any amendments needed to the KPC40 Memorial Dedication Policy.

RESOLVED: That the KPC40 Memorial Dedication Policy is approved.

ENV272 Health & Safety

- To consider and approve any amendments needed to the DRAFT Playground Risk Assessment.

It was agreed to add 'vandalism' into the risk box for play equipment and to add that a police report will be made if vandalism occurs into the 'controls' box. The Parish Council may consider the installation of CCTV at playgrounds in the future to deter anti-social behaviour and vandalism.

RESOLVED: That the Playground Risk Assessment is approved.

ENV273 Litter & Dog Bins

- To consider and approve a request from a resident to install a dog bin at the bottom of Ashley Lane by the sign post leading to the path.

The Committee thought that it would be an ideal place for a dog bin. Cllr Laws and Tinley will check with nearby residents that they have no objections and then an order would be placed with NEDDC.

RESOLVED: That the installation of a dog bin at the bottom of Ashley Lane is approved subject to any feedback from nearby residents.

ENV274 Village Green

- To consider and approve the installation of some additional planters or trees at the Village Green to help prevent parking.

The Committee said they had received positive feedback about the planters and how nice they

look. It was agreed that they are somewhat of a deterrent to parking, however some vehicles were still managing to park in a couple of areas, which was both damaging to the trees and had on occasion prevented the grounds maintenance contractor from cutting the grass. There was a discussion around some negative feedback Cllr Clough had received about the no parking signs, however the Committee agreed that it was important to protect the Green as a pleasant green space for the Village.

RESOLVED: That 5 additional planters be purchased for the Village Green, along with 2 for outside the Community Hub on Stanley Street.

ENV275 Climate Change

- To consider a request regarding a NALC and SLCC campaign about lithium batteries from Ron Bailey who is the researcher for Lord (Don) Foster, who has been campaigning on this issue in the House of Lords. Ron is also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity. The request has gone out to all local government associations and further details are attached.

The Committee agreed that the safe use and disposal of lithium batteries was a very important issue and were happy to the Council to write to Ron Bailey to express the support of his campaign. They would also like some posters or other relevant materials that encourage people in safe use of the batteries.

RESOLVED: To write to Ron Bailey in support of the campaign and ask if he could send some relevant promotional materials.

ENV276 Parish Council Land

- To consider and approve any action needed with regards to a parcel of land belonging to Killamarsh Parish Council that is adjacent to Ebenezer Gospel Hall.

This was discussed in closed session and the next steps were agreed.

ENV277 Birchlands

- To discuss the natural borders around Birchlands Park and decide on any required action following requests from two residents.

RESOLVED: For the Committee to have a site visit to Birchlands Park to look at the reported issues.

ENV278 Allotments

- To discuss the recent site visit by the Committee and agree any necessary action.

This was discussed in closed session and the necessary action was agreed.

ENV279 Items for discussion for a future agenda

- Trees overhanging the cemetery path from adjoining land.
- A welcome to Killamarsh sign at the entrance to the Village.

ENV280 Date of the Next Council Meeting

- Wednesday 16th October 2024

Planning List w/e date	Application Number	Address	Details	Decision	Date of Decision
21.06.24	NED 24/00308/MRM	Land South West Of Upperthorpe Road Killamarsh	Erection of 315 no. dwellings, including details of internal access, layout, scale, appearance and landscaping (Major Development) (Affecting a public right of way)	CONSULTATION REQUEST	
28.06.24	NED 24/00366/FL	First Floor 20B, Bridge Street, Killamarsh	Application to replace 3 sash windows and the large front window in the café.		
28.06.24	NED 24/00490/FLH	26 Rose Way, Killamarsh, Sheffield	First floor side extension and single storey rear extension.		
28.06.24	NED 24/00491/FLH	High Moor Farm, Cinder Lane, Killamarsh	Demolition of existing extensions, erection of new porch and alteration to roof to provide level first floor side extension with alterations to fenestration (Affecting a public right of way)		
05.07.24	NED24/00382/DISCON NONE RECEIVED	44 Cherry Tree Drive, Killamarsh, Sheffield, S21 1AR	Application to discharge conditions 5 (Acoustic Fence) and 11 and 12 (Ground Investigation) of planning application 23/00373/FL.	APPROVED	28.06.24
12.07.24	NED 24/00410/FL	The Orchard 120, Upperthorpe Road, Killamarsh	Construction of a 4 bed two storey dwelling with double garage	CONSULTATION REQUEST	
19.07.24	NED 24/00557/FLH	50 Kirkcroft Lane Killamarsh Sheffield	Single storey front porch.		
26.07.24	NED 24/00588/DEM	Garage Site, Norwood Place, Killamarsh	Prior notification of proposed demolition of a block of brick garages.		
26.07.24	NED 24/00591/DEM	Garage Site: Hawthorne Close, Killamarsh	Prior notification of proposed demolition of a number of brick built garages.		
02.08.24	NONE RECEIVED				
09.08.24	NED 24/00624/FLH	56 Walford Road, Killamarsh, Sheffield	Removal of railings and construction of boundary wall.		

Killamarsh Heritage Society
Report on
Section 137 grant
received from Killamarsh Parish Council

In November 2023 Killamarsh Parish Council awarded Killamarsh Heritage Society the amount of £500 to be used towards erecting a memorial stone at the bottom of the Churchyard of St Giles Parish Church, Killamarsh, in memory of the 6 young people who tragically lost their lives in a skating accident in 1915.

Unfortunately, this project is still ongoing as Rev. Helen Guest felt that she should get permission from the Derby Diocese to erect the memorial and as a result we are still awaiting the go-ahead to complete the project.

The memorial stone has now been completed by the stonemason and is awaiting installation.

We have the £500 funding we have received from Killamarsh Parish Council in the Killamarsh Heritage Society bank account and I have offered to pay the stonemason for the work he has done on the memorial stone. However, he says he is happy to wait until the project is completed.

We are liaising with both the stonemason and John Hall at St Giles Parish Church who both are working to get the project completed as soon as possible.

We have spoken to Cllr Stephen Clough, Chair of Killamarsh Parish Council to update him and he is aware of the situation regarding the project and we will continue to keep him informed.

Margaret Marshall
Secretary
Killamarsh Heritage Society

16th July 2024

Killamarsh Heritage Society
Report on
Section 137 grant
received from Killamarsh Parish Council

In June, 2023 Killamarsh Parish Council awarded Killamarsh Heritage Society the amount of £500 to be used towards producing a book to record the coal mining heritage of Killamarsh and to mark the centenary of Westthorpe Colliery which opened on the 17th of March, 1923. Killamarsh Heritage Society felt that it was important to mark this anniversary on behalf of the men and women who worked at Westthorpe pit.

Production of the book was covered by the Section 137 grant from Killamarsh Parish Council together with other amounts of funding that Killamarsh Heritage Society received towards the cost.

Patricia Bone, the Chair of Killamarsh Heritage Society, wrote and put together the book entitled '***A History of Mining***' on behalf of Killamarsh Heritage Society, taking no financial recompense for her work.

She worked with a company who typeset the book, and also a printing company who produced the copies of the book.

As the book is a history book, a sensible number of copies of the book were printed so as to gauge how the book would sell.

The book was issued for sale at the Killamarsh Heritage Society Local History Day in October 2023. To date over 75% of the copies of the print run have now sold and continue to sell.

ALL money raised from the sale of the book goes to Killamarsh Heritage Society to help fund their future projects.

Killamarsh Heritage Society thank Killamarsh Parish Council for contributing to our project and for their continued support of our group.

Margaret Marshall
Secretary
Killamarsh Heritage Society

Section 137 Grant Oct 23 Report – Killamarsh Dynamos.

Thank you to the Parish council for our grant which meant that we were able to pay for the hire of indoor space at Killamarsh Active. This provided a safe space to continue our football sessions for younger children over the winter months.

With Thanks

Killamarsh Dynamos AFC.

Killamarsh Parish Council
KPC 22 Playground Management Policy

DETAILS OF POLICY	
Policy No	KPC22
Policy Title	Playground Management Policy
Committee/Working Party Responsible	Environment & Climate Change Committee
Adoption Date	August 2024
Review Date	2026

The Policy

1. INTRODUCTION

The Council is responsible for managing play equipment at three sites:

- Belkline Drive
- Norwood Place
- Birchlands Park

Maintenance inspections are carried out monthly by NEDDC on behalf of Killamarsh Parish Council and an independent full inspection is carried out annually. Reactive inspections based on complaints, requests and reports received by the Council are also carried out. Inspection and maintenance activities are carried out to ensure play areas are safe for people using them. They also ensure timely maintenance to minimise major maintenance issues and replacement costs for equipment.

2. TYPES OF INSPECTION

- i. Visual and Maintenance Inspections
The Council employs Handy Persons, a part of whose role is to carry out weekly visual and maintenance inspections. The inspections will identify obvious hazards and defects and other useful information about the condition of equipment and site. Any issues identified will be reported to Killamarsh Parish Office who will take the appropriate action to rectify.
- ii. Reactive Inspections
The Clerk will respond to complaints, requests and reports received regarding play equipment from members of the public.
- iii. Independent Full Inspections
There will be annual inspection carried out by an independent accredited playground inspector. (*I.P.I.- Independent Playground Inspection*) on behalf of Killamarsh Parish Council. Their appointment is reviewed annually by NEDDC. The annual inspection will be sent to the Clerk who will disseminate to the Environment & Climate Change Committee.
- iv. Records
Monthly inspections are recorded on an inspection checklist (a sample is attached at Appendix 1) which covers each site and the equipment. The completed forms are submitted by NEDDC and reviewed by the Clerk and filed. Any highlighted defects will be brought to the attention of the Council along with any associated repair costs.

3. RESPONSIBILITIES

- 1) Parish Council
 - Appoint a person to be responsible for weekly inspections (Handy Persons).
 - Ensure the Handy Persons carrying out the inspections are suitably trained (Line Manager).

- Ensure all types of inspections are taking place, reports are filed and identified actions are undertaken in appropriate timeframe.
- Approve spending on remedial actions.
- Delegate authority to the Clerk to undertake actions to resolve urgent/and or high risk issues where such action is required before the next meeting.

2) Clerk

- Review the weekly inspection checklist completed by the Handy Persons and monthly by NEDDC
- File all inspection records.
- Ensure monthly inspection checklists and annual playground inspections are retained for 21 years.
- Instruct the Handy Persons to perform minor maintenance where appropriate.
- Engage a registered playground maintenance company to perform all (other than minor) maintenance repair works.
- Instigate action to resolve urgent and/or high-risk issues identified in inspections where such action is required before the next Full Council Meeting.
- Report any issues and actions to the Environment & Climate Change Committee.

3) **Handy Persons (Playground Inspectors)**

- Perform weekly inspections according to the agreed schedule, including an overall site visual inspection.
- Complete inspection reports and files with the Clerk.
- Inform the Clerk as soon as an inspection is completed.
- Notify the Clerk as a matter of urgency of any dangerous equipment or in the event the office is closed take steps to isolate the dangerous equipment with temporary barriers or barricades.
- Perform minor remedial works where appropriate.
- Attend training commensurate with the role.

4) **ACCIDENTS, ENQUIRIES AND CLAIMS**

Killamarsh Parish Council will record all accidents and enquiries relating to the play areas and facilities within them. The Council must ensure records are able to identify a clear chain of information from the inspection, the associated risk, details of works and repairs carried out and any information related to an accident or enquiry. This information will enable the Council to defend itself against claims and be an effective management tool for future improvements.

5) **RISK ASSESSMENT**

Killamarsh Parish Council Play Area Management Policy Document – Risk Assessment.

The purpose of the document is to:

- Assess the risks related to play area.
- Provide a formal way for the Parish Council to identify and be notified of potentially dangerous equipment within the play area.
- Ensure the Council has sufficient information to make decisions on play equipment condition.
- Ensure that play equipment damage can be detected in a reasonable time.
- Ensure that potentially dangerous equipment is properly dealt with and appropriate action taken.

Control measures are then applied to any significant risks where the remaining residual risks are re-scored to ensure all are suitably managed and controlled.

Specimen Risk Assessment is available in Appendix 2.

Related legislation

There is no specific legislation on play safety. However, the key legislation is the:

- Health and Safety at Work Act 1974 and appropriate updates.
- Occupiers Liability Act 1957 and 1984.
- Management of Health and Safety at Work Regulations 1999 (Management Regulations).
- Reporting of injuries, diseases and dangerous occurrences regulations 1995
- Personal Protective Equipment at Work Regulations 1992.
- Consumer Protection Act 1987.
- Children Act 1989.
- RIDDOR 2013.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Control of Pesticides Regulations 1986.
- Environmental Protection Act 1990.

Appendix 1

Version 1: August 2024

4. Playground Checklist example

Date:..... Signed.....

Date	Site 1	Site 2	Site 3	Any issues or defects	Issues reported

This is only an example and local conditions may require a different format.

Appendix 2

Version 1: August 2024

5. Risk Assessment example

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

This is only an example and local conditions may require a different format.

Killamarsh Parish Council
KPC 40 Memorial Dedication Policy

DETAILS OF POLICY	
Policy No	KPC40
Policy Title	Memorial dedication policy
Committee/Working Party Responsible	Environment & Climate Change Committee
Last Reviewed	August 2024
Next Review Date	2026

The Policy

Killamarsh Parish Council recognises the need to allow memorial benches, trees and shrubs on land in its ownership or care. The Council will ensure that the issue is managed and regulated for the mutual benefit of all. The policy will be regularly reviewed and proposed amendments shall be submitted to the Council for approval. This policy will be made available to the general public and all applicants for memorial benches, trees and shrubs will be issued with a copy.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin, executor or an organisation with the permission of the next of kin and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement. The Council, through this policy, will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

1. LOCATION

Land in the ownership of the Council is limited to Killamarsh Cemetery, Memorial Gardens, Westthorpe Village Green, Belkane Park, Birchlands Park and Linear Park.

Other Land

Where the proposed site is on or near the road and subject to a licence from DCC/NEDDC or another highways authority, the Parish Council is prepared to consider to approve an installation of (or adopting) a bench where this is necessary to comply with the appropriate licence. The Parish Council will not accept any responsibility for benches placed on private land.

The planting of Memorial trees and shrubs will only be carried out between November and February to ensure the most efficient growing conditions.

2. MEMORIALS

The Council will limit the number of memorial benches so that they shall not detract from their prime purpose. Benches should be placed where they contribute to the street scene, but must not cause an obstruction to the footway. New benches must match existing seat styles and materials and be in a style that suits the area. The Council reserves the right to refuse applications on this basis.

Subject to there being a suitable location, Killamarsh Parish Council can offer the following memorials:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque

- Memorial bench with plaque
- Memorial plaque on an existing bench (only one plaque per bench)
- Plaques

The Council shall specify the type of benches, trees and shrubs to be installed/planted to be in keeping with the intended location. Plaques shall be no larger than 20cm x 6cm.

3. MEMORIAL DEDICATION PERIOD

The bench is to be donated to the Parish for its lifetime. The bench will be removed by the Council and not be replaced when it is unsafe and beyond economical repair.

4. INSCRIPTIONS FOR BOTH BENCH & TREE PLAQUES

Memorial plaques shall be affixed in the centre of the upper most lath/slat of the back of the bench. In the case of trees and shrubs plaques shall be secured by a central pointed fixing.

The wording on the plaque must be approved by the Environment & Climate Change Committee of the Parish Council.

5. PROCESS

Once an application has been received and location agreed by the Environment & Climate Change Committee, the Parish Council Officers shall arrange for the purchase and planting/installation of the preferred memorial.

The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council, or any third party on behalf of the Council, carries out routine maintenance.

The Council will not grant applications for memorial benches to pets.

Please be mindful that the bench will become the responsibility of the Parish Council and it must be available for people to sit on. Flowers, soft toys or memorials of any kind must not be attached to the bench at any time. These shall be removed without reference to the original applicant.

6. PAYMENT

The application form should be signed by the donor and paid prior to installation. Cheques should be made payable to Killamarsh Parish Council. Payment can be arranged by bank transfer if the donor so wishes.

Where the bench is installed under the terms of licence from DCC/NEDDC or another authority, the donor will be responsible for any additional costs.

7. CONDITIONS

The Council reserves the right to plant trees, install benches or place memorial plaques in the most suitable place, but will where appropriate accommodate requests.

Once planted/installed, the tree/shrub/bench cannot be repositioned.

The Council will maintain responsibility for the memorial and associated plaque during its lifespan. This will include any preservation, treatment and minor repair works.

KILLAMARSH PARISH COUNCIL MEMORIAL DEDICATION APPLICATION FORM

Subject to there being a suitable location, Killamarsh Parish Council can offer the following Memorials:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with plaque
- Memorial plaque on an existing bench

Applicant Name	
Applicant Address	
Applicant Telephone No	
Applicant Email	

The Council shall specify the type of benches, trees and shrubs to be installed/ planted to be in keeping with the intended location.

	Cost	Quantity
Bench	POA	
Tree	POA	
Shrub	POA	
Bronze Plaque 20cm x 6cm, supplied and fitted	POA	
Additional lineage, subject to conditions	POA	

All memorials are the responsibility of the Council for the duration of their lifespan. Following this time, the bench will be removed and any memorial plaques shall be retained and may be collected by the applicant.

Cheques should be made payable to Killamarsh Parish Council. Payment can be arranged by bank transfer if the donor so wishes.

Dedication Details

Location Details	
1 st Preference	
2 nd Preference	
3 rd Preference	

We cannot guarantee your first preference location.

Killamarsh Parish Council cannot be held responsible for loss or damage to the Memorial Dedication once it is in place.

Signed.....

Date.....

Office Use Only

Date application received	
Application reference number	
Payment received in full	Yes / No
Date of Environment Committee	
Date of FPC meeting	
Minute number of resolution	
Approved	Yes / No
Memorial ordered	
Memorial installed	