



Killamarsh Parish Council

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MINUTES OF THE ANNUAL MEETING OF THE FULL COUNCIL HELD ON MONDAY 15 MAY 2023

Those present :

Chair : Cllr S Clough

Vice-Chair : Cllr K Wood

Councillors : Cllr C Curzon, Cllr D Drabble, Cllr C M Fletcher, Cllr T Lacey, Cllr C Lacey, Cllr H Laws, Cllr B Morris, Cllr S Reed, Cllr B Rice, Cllr J Sherman, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank, Mrs J France

1 Chair's Announcements

The Chair welcomed everyone to the meeting.

2 Election of the Chair

a. To elect the Chair of the Parish Council for 23/24

There were two nominations for the Chair of the Parish Council for 23/24:

Cllr T Lacey - nominated by Cllr C Lacey, seconded by Cllr Windle

Cllr S Clough - nominated by Cllr Tinley, seconded by Cllr Drabble

Cllr T Lacey received 7 votes and Cllr Clough received 7 votes. Cllr Clough as the outgoing Chair had a casting vote and used it to vote for himself.

RESOLVED: That Cllr Stephen Clough is elected as Chair of the Parish Council for 2023/24.

b. To complete the declaration of acceptance of office.

The Declaration of Acceptance of Office was signed by the Chair in the presence of the Parish Clerk.

3 Election of the Vice Chair

a. To elect the Vice-Chair of the Parish Council for 23/24

There were two nominations for the Vice-Chair of the Parish Council for 23/24:

Cllr T Lacey - nominated by Cllr Windle, seconded by Cllr C Lacey

Cllr Wood - nominated by Cllr Drabble, seconded by Cllr Curzon

Cllr T Lacey received 7 votes and Cllr Wood received 7 votes. Cllr Clough as the Chair had a casting vote and used it to vote for Cllr Wood.

RESOLVED: That Cllr Kevin Wood is elected as Vice-Chair of the Parish Council for 2023/24.

b. To complete the declaration of acceptance of office.

The Declaration of Acceptance of Office was signed by the Vice-Chair in the presence of the Parish Clerk.

4 Acceptance of Office Forms

a. All Councillors to sign their acceptance of office forms.

All Councillors signed their acceptance of office forms in the presence of the Parish Clerk.

5 Apologies for Absence

Apologies had been received from Cllr C Eggington due to a prior commitment.

6 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.

7 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.

A member of the public stated they had spoken to the Charities Commission about the former Bread Charity and said that the Charities Commission were conducting an investigation. The Chair asked the Parish Clerk if she had heard from the Charities Commission and she said no. Cllr Windle asked if it was legal for the Parish Council to elect representatives to CS4K (former Bread Charity) if the Bread Charity was potentially under investigation. The Clerk said that a Parish Council representative did not need to be elected until 2025 as per the current terms. Cllr C Lacey asked why Cllr Wood had not declared his interest in Item 13a as he is a trustee of CS4K (former Bread Charity). The Chair said that as Cllr Wood is a new councillor he was still learning about all the requirements and would state his interest at the relevant item in the agenda. There was a further discussion with contributions from Cllr Laws, Cllr Wood, Cllr Windle and the Chair with regards to the constitution of the Bread Charity and the role that parish councillors had previously had. The Chair stated it had all been recorded in previous Parish Council minutes and that he would seek clarification.

A member of the public asked if Birchlands Park could have some improvements made to the play area for children and the Chair said this could be looked at by the Environment & Climate Change Committee.

8 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 no items required the exclusion of the Press and Public.

9 Minutes from the previous meeting

a. To note the minutes of the Annual Full Parish Council meeting held on the 30th May 2022.

The minutes were noted.

b. To approve the minutes of the Full Council meeting held on the 26th April 2023.

RESOLVED: That the minutes of the Full Council meeting held on 26th April 2023 are a true and accurate record.

10 Review of Annual Policies

a. To consider and approve the Standing Orders - there are no changes from 22/23

RESOLVED: That the Standing Orders are approved.

b. To consider and approve the Financial Regulations - there are no changes from 22/23

RESOLVED: That the Financial Regulations are approved.

c. To consider and approve the Members Code of Conduct -there are no changes from 22/23

RESOLVED: That the Members Code of Conduct is approved.

d. To consider and approve the Members & Officer Protocol - there are no changes from 22/23

RESOLVED: That the Members & Officer Protocol is approved.

e. To consider and approve the Scheme of Delegation - the Clerk is proposing to change the allocation of places available for each committee.

The Clerk had proposed that the limit of 6 Councillors per committee be lifted to enable more Councillors to be involved, however only 6 Councillors had expressed an interest in each committee so it was decided to keep it as it is.

RESOLVED: That the Scheme of Delegation is approved with no changes.

11 Approval of meeting schedule

To consider and approve the timetable of meetings for 23/24.

It was noted that the NEDDC meeting schedule had not as yet been finalised and therefore if there were any future meeting clashes for those Councillors serving at both District and Parish level then the Parish Council timetable of meetings could possibly be adjusted.

The Clerk stated that the AGAR would not be ready for the 22nd of May so suggested that with Council approval the next meeting of Full Parish Council should be Monday 26th June 2023, which was agreed.

Cllr Windle suggested that some committees may be able to meet during the day, and it was agreed that individual committees could discuss this at their first meeting.

RESOLVED: That the timetable of meetings for 23/24 is approved, subject to any necessary amendments.

Appointment of Committees

- To appoint Members to committees in accordance with the scheme of delegation.

a. Environment & Climate Change Committee

The Clerk read out the list of Councillors nominations:

Cllr Clough, Cllr C Lacey, Cllr Laws, Cllr Sherman, Cllr Tinley and Cllr Windle.

RESOLVED: That the nominations for committee members of the Environment & Climate Change Committee are approved.

Councillors were asked for nominations for the position of Chair for the Environment & Climate Change Committee:

Cllr C Lacey - nominated by Cllr Fletcher, seconded by Cllr J Windle

Cllr Tinley - nominated by Cllr Clough, seconded by Cllr Drabble

Cllr C Lacey received 7 votes and Cllr Tinley received 7 votes. Cllr Clough as the Chair had a casting vote and used it to vote for Cllr Tinley.

RESOLVED: That Cllr Tinley is elected as Chair of the Environment & Climate Change Committee

b. Finance Committee

The Clerk read out the list of Councillors nominations:

Cllr Clough, Cllr Drabble, Cllr Fletcher, Cllr C Lacey, Cllr T Lacey and Cllr Tinley.

RESOLVED: That the nominations for committee members of the Finance Committee are approved.

Councillors were asked for nominations for the position of Chair for the Finance Committee:

Cllr Fletcher - nominated by Cllr C Lacey, seconded by Cllr Morris

Cllr Clough - nominated by Cllr Drabble, seconded by Cllr Tinley

Cllr Fletcher received 7 votes and Cllr Clough received 7 votes. Cllr Clough as the Chair had a casting vote and used it to vote for himself.

RESOLVED: That Cllr Clough is elected as the Chair of the Finance Committee.

c. Health, Safety and Well Being Committee

The Clerk read out the list of Councillors nominations:

Cllr Curzon, Cllr Drabble, Cllr Eggington, Cllr T Lacey, Cllr Rice and Cllr Windle

RESOLVED: That the nominations for committee members of the Health, Safety & Wellbeing Committee are approved.

Councillors were asked for nominations for the position of Chair for the Health, Safety & Wellbeing Committee:

Cllr Rice - nominated by Cllr C Lacey, seconded by Cllr J Windle
Cllr Curzon - nominated by Cllr Drabble, seconded by Cllr Tinley

Cllr Rice received 7 votes and Cllr Curzon received 7 votes. Cllr Clough as the Chair had a casting vote and used it to vote for Cllr Curzon.

RESOLVED: That Cllr Curzon is elected as the Chair of the Health, Safety & Wellbeing Committee.

d. Events and Communications Committee

The Clerk read out the list of Councillors nominations:

Cllr Clough, Cllr Fletcher, Cllr C Lacey, Cllr Reed, Cllr Wood and Cllr Windle

RESOLVED: That the nominations for committee members of the Events & Communications Committee are approved.

Councillors were asked for nominations for the position of Chair for the Events & Communications Committee:

Cllr C Lacey - nominated by Cllr C Lacey, seconded by Cllr Fletcher
Cllr Wood - nominated by Cllr Drabble, seconded by Cllr Tinley

Cllr C Lacey received 7 votes and Cllr Wood received 7 votes. Cllr Clough as the Chair had a casting vote and used it to vote for Cllr Wood.

RESOLVED: That Cllr Wood is elected as the Chair of the Events & Communication Committee.

Cllr Windle left the meeting at 7.40pm.

13 Review of Representation on Outside Bodies

- To consider and approve the appointment of members to act as representatives on external bodies for 23/24. Members appointed will be required report back to full Council.

a. Veolia Norwood

RESOLVED: That Cllr Drabble, Cllr C Lacey & Cllr T Lacey will represent the Parish Council and provide feedback to the Council.

b. Chesterfield Canal Trust

RESOLVED: That Cllr Laws will represent the Parish Council and provide feedback to the Council.

c. CS4K (Former Bread Charity) - not required to be reviewed until 2025

d. NEDCC - Parish liaison meetings

RESOLVED: That Cllr Laws will represent the Parish Council and provide feedback to the Council.

14 General Power of Competence

To confirm that the Parish Council is still eligible to use the General Power of Competence whilst conducting its business.

The Clerk provided a report for Council explaining the criteria for using the General Power of Competence and the Council were happy for the Council to continue to use it.

RESOLVED: The Parish Council confirmed that it is still eligible to use the General Power of Competance to conduct its business.

15 Items for discussion for a future agenda

- AGAR Approval
- Review of delegated budgets
- Section 137 Grant approval
- Planning applications
- Cemetery Grass Cutting
- Community bus

16 Date of the Next Council Meeting

The next meeting of Full Council is Monday 26th June 2023.

The meeting closed at 7.50pm.



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MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 15 MAY 2023

Those present :

Chair : Cllr S Clough

Councillors : Cllr C Curzon, Cllr D Drabble, Cllr C M Fletcher, Cllr T Lacey, Cllr C Lacey, Cllr B Morris, Cllr S Reed, Cllr B Rice, Cllr J Sherman, Cllr W Tinley, Cllr J Windle, Cllr K Wood

Officers : Mrs G Blank, Mrs J France

1 Chairmans opening statement

The Chair welcomed everyone to the meeting and invited members of the newly formed Parish Council to introduce themselves.

2 Apologies received from Parish Councillors

Apologies were received from Cllr Eggington due to a prior commitment.

3 Annual Parish Council Report

Killamarsh Parish Council Chairs Annual Report 2023

The past Council year has been unusual and challenging, though still a progressive one. 2022 saw the celebration of the Queen's Platinum Jubilee during June, though sadly Her Majesty passed away only a few months later in September, after a long 70 years of reign across the United Kingdom and the Commonwealth, having been the longest reigning British Monarch in UK history. King Charles' picked up the mantle thereafter and the nation engaged in further celebrations with the King's Coronation following at the start of May 2023.

The challenges of the cost-of-living crisis have tested all of us, and the Council too. Despite those challenges, we were pleased to have supported the delivery of warm spaces directly through Council facilities and supporting others in the community to do the same.

The start of the Council calendar year 2022/23 saw the Parish Council receive a positive internal and external audit, with only minor concerns raised. This allowed me as Chair to start the process of preparing to end the 12-month period as Acting Responsible Officer, where I undertook the role of Clerk/RFO in a purely voluntary capacity for which there was no remuneration.

The past Council year has seen Killamarsh Active come to life as a refurbished leisure facility for the community, following a £1.9m investment from NEDDC including further activity spaces, a new café and integrated library. The Council has aimed to get the Parish Suite refurbishment underway now the Sports Centre work is complete, and following consultation in November 2022 are looking to take this forward with value for money being the priority. Killamarsh Community Hub came back into use in the Autumn, with the Councillors agreeing to move the operational team into the Hub to increase the effectiveness of activities in the building.

The Council has also sought to improve some of the park spaces in the community with replacement benches and looked to invest in some of the Parish owned parks and play areas, with new equipment, benches and supporting conservation work in the community. Additionally, the Council has looked at improving road and village centre safety with support from grant funding. Further investment has taken place, with investment in defibrillators. Working with Killamarsh Wombles has also led to the improvements in the placement of bins and dog bins across the

community.

The Council also looked towards activities for the younger generation with Extreme Wheels delivering outdoor activities for the local youth initially, with further plans to extend activities for a variety of age groups, alongside opportunities for employment and skills development for older age groups.

The Council has also looked to develop a more proactive approach to community engagement, with improvements to the Parish Council website to upgrade user accessibility, communications and other activities to engage residents.

During the year the Council has also sought to improve Council operations through developing a stronger team to take the Council forward. This recently appointed team are now well placed to take the Council forward and do more for Killamarsh residents, with the parish office now open for the residents to drop in for a chat, ask for help or raise their concerns etc.

Our Council

Having been without a permanent Clerk/Responsible Finance Officer since September 2019, the Council welcomed our new Clerk in mid-July 2022 being a crucial element in delivering Council objectives. The new Clerk joined the Deputy Clerk who had been appointed in late 2021.

Additional team members have recently been recruited to boost progress in the community, with the recruitment of an additional Maintenance Officer, a Business Administration Apprentice and Events & Marketing Manager. The vision is for the team to capitalise on opportunities for greater community engagement, more events and improved use of Council facilities to provide better value for money for residents. This now allows the Parish Council to start implementing some of its ambitious plans to move the village forward and focus more on the environmental aspects of the village.

Our Precept for 2022-23

Although, when setting the budget for the 2021-22 financial year, we were only able to set a budget with a prudent 2% decrease in our Parish precept (the parish part of the council tax bill), in the 2022/23 budget we were able to extend this to a 10% reduction in precept. While we have not been able to control the wider financial impacts arising out of the cost-of-living crisis, we have worked to alleviate, in part, some of the challenges every resident will be feeling since the withdrawal of the energy support package provided by Government.

The continued inflation has also continued to impact upon the Council's costs, however continued prudent budget management has allowed us to stay on top of these while still looking to deliver more for the community. This has been aided during the past financial year by gaining additional funding from other organisations to support our activities, buffering some of those financial challenges. Budgets remain allocated with room for contingencies to minimise any financial challenges that could arise during the current financial year.

The subsidy against the sport centre continues to reduce, which should reduce the Parish precept further to lessen the impact on resident's pockets over the next couple of years while still delivering more for the village. We have also managed to bring the Council reserves back within legal limits, a goal we have sought to achieve over recent years.

Further savings have also been made around IT provision which has also allowed the Council to invest in much needed new equipment, reduce paper usage and improve secure communications for Councillors going into a new Council year.

With investment in the right team members to form the Council's operational team, we also expect to see improvement in revenue generation through Council facilities which should assist in relieving some the financial burdens placed on the Council. Additionally, costs relating to the Parish Suite refurbishment are expected to be minimised without affecting future intended reductions in Parish precept, with careful financial planning and management.

Killamarsh Active

The Sports Centre was successfully refurbished with a £1.9m investment and reopened to the public in October 2022. Since then, the centre has been going from strength to strength, with membership up and the new facilities such as the children's play area, the café and the integrated library, all seeing an increase in visitors to the centre. Killamarsh Active continues to build on its plan to increase usage and patronage to the leisure centre as well as draw additional visitors to Killamarsh to meet its business plan over the coming years.

They still have ambitious Youth Activity Plans in place and are delivering on this, with further activities aimed across all age ranges, so with further help from the Parish Council we hope to generate plenty of activities across the spectrum of ages, using our key facilities.

Skate Park

NEDDC have secured £140k of funding towards the Skate Park from both the Government's Safer Streets Fund and NEDDC's UK Shared Prosperity Fund. This is currently under development by District and is expected to provide a refurbished site better equipped to meet user needs.

Parish Suite

Following consultation on the Parish Suite, the Council has aimed to progress the refurbishment of the facilities with best value in mind, including seeking grant funding from various sources to support costs. Much groundwork has gone into seeking contractor quotes and we hope to progress this in the coming months to bring the facilities back into full operation moving forward.

The Council is aiming to minimise any form of borrowing to support works whilst ensuring it has the flexibility to meet the needs of the majority of future users. Much work has gone into cost management to avoid unnecessary costs to progress this project, though we still expect the project to start moving forward at pace once all external grant funding potential has been exhausted.

Killamarsh Community Hub (formerly known as the CLOC building)

The Killamarsh Community Hub re-opened for business during the period 2022/23. During the winter months the building was used by the Town Team to provide warm space facilities for residents, funded by monies from Derbyshire County Council which was well received and operated in conjunction with other groups and organisations in the village to provide 7 days a week offering to residents.

Community user interest in the building is now starting to grow with the space having been hired out on a number of occasions and other community groups and organisations looking to use the facilities. Some work has already been carried out inside the building to help increase its accessibility and all Parish Council and Committee meetings are now held at the hub.

The Council have approved further work to be undertaken shortly, which will then enable to Parish Council operational team to move into the building, enabling the site to be managed much more effectively and become the village focal point to benefit the community.

Allotments

I would like to thank Judy France our Deputy Clerk for the hard work that has gone in to carry out the successful review of allotment and for ensuring concerns have been and continue to be dealt with in a timely and efficient manner. More allotments have now been let and periodic checks are now being undertaken, logged and appropriate action taken where necessary.

The Environment Committee have been reviewing pieces of land owned by the Council to identify if any existing spaces could be converted into further allotments, to ease the continuing rise in the waiting list. A particular site had been considered, but after consultation it was decided that the site was not the most appropriate site to use and would have the potential to cause many problems for residents in the immediate vicinity of the proposed site.

Christmas Lights & Seasonal Fixtures

During December 2022 there was an increased investment in the Christmas lights with two new permanently planted trees being installed outside the Community Hub and on the precinct facing Bridge Street. In order to ensure we could decorate more lampposts across the village, we made the decision to try something a little different, with real decorated trees being placed on the lamp posts instead of the one-dimensional plastic trees previously used.

The council were unfortunately let down by the supplier and some of the trees were not adequately decorated and the lights had limited visibility. The Council has taken note of the feedback provided around these issues and are already working to resolve any future issues.

The Council have also investigated the additional aspects of lamp post hanging baskets or additional planters in the village for flowers as this adds visual appeal to the main areas of the village.

Remembrance Day

Remembrance Day 2022 took place as per the previous year with the continued beautiful array of red poppies placed at the war memorial and around the village. Sadly, the Council had struggled to secure a marching band since many had disbanded since the pandemic, however the Council have since secured a marching band recently to accompany the parade this November. The afternoon tea was delivered at the Community Hub this year which was attended by a number of residents. This was once again part funded by Derbyshire District Council Leadership Fund and donations.

Summer Festival

For the first time in a number of years, the Council has sought to provide a Summer Festival during July at the Community Campus facilities on the field and around the leisure centre area. This is aimed to provide some summer entertainment for residents and bring the community together.

Environment & Outdoor Fixtures

The Parish Council have agreed to look at installation of a new park at High Moor, to replace the old park which fell into disrepair many years ago. The new park is intended to be named after King Charles III as a long-lasting legacy from his recent coronation and will hopefully help High Moor residents feel more included in the village than they have previously. I'm pleased to say we will also soon see the redevelopment of the play area at Norwood Park which has been in a poor state of repair for several years. The Parish Council will also continue to press the District Council to look at, maintain or replace their existing parks in the Killamarsh West area of the village unfortunately, the Parish Council do not own any of the parks in West and are unable to invest in them, but we can encourage them to look for funding to invest in them.

The village has had several benches replaced as part of an ongoing plan to maintain key public spaces, alongside addressing issues around the placing of existing benches affecting residential properties.

Additionally, focus has been given to the risks posed by trees and their various states in some locations around the village and those that affect residential properties, although there is still much work to do in this area. Some rectification work has taken place at some points around the village, though it remains a focus for the Council to take forward.

Investment in defibrillators has seen the network extended across the village to improve provision at key focal points that are familiar with residents. Over the last year the Parish Council has paid for and installed four new Defibrillators across the village, which were installed as agreed to back up the ones already installed by the Town Team.

The four new locations are Travellers Rest at High Moor, Sandwich Junction near Norwood, Rai's convenience store on Delves Road and the Killamarsh Community Hub building on Stanley Street. Over time it is expected that other key locations will be identified, and the Council will seek to support the development of the network where possible.

Working with feedback from the Killamarsh Wombles has also assisted the strategic placement of bins and dog bins across the community, while they continue to do their amazing work keeping our village clean and tidy. Their continued efforts are appreciated, and I thank them for keeping the community truly at their heart.

Linear Park is currently work in progress, with some tree and hedge work having been undertaken but there is much more to do, this has initially been down to difficulties in locating available suppliers to undertake the work before the bird nesting season. The Parish Office will continue to work on this and look to have a scheduled maintenance plan in place, moving forward with an appropriate supplier. Also, in this area the old, damaged benches have now been removed with new benches and locations being identified, work is progressing here too.

CCTV

We have worked closely with Derbyshire Police and the Safer Neighbourhoods Team to identify key locations for the installation of CCTV, to help assist in identifying and reducing areas of crime and anti-social behaviour. This will assist the police in undertaken their duties and help keep the residents safer.

Key locations have been identified and the Council are in the process of obtaining quotations for a system to be installed that will also be directly accessible by the Safer Neighbourhood Team.

Speed Indicator Devices

Speeding vehicles have been identified as a significant concern in our village, so the Parish Council has been working with Derbyshire County Council to agree locations to install a range of Speed Indicator Devices (SID's). These are intended to encourage drivers to slow down, and to collect speed and traffic data to enable the Council to have useful data around the use of roads for future planning issues.

In addition, the Parish Council has engaged with IAM Road Smart to deliver a bi-monthly program of advanced driving skills advice for free to residents. It is hoped this will assist with road safety and help drivers with economy and driving confidence.

Parish Calendar for Charity

The Council has worked to deliver a Parish Calendar to raise money for a local charity for the first-time using images supplied directly by residents of the village. It is hoped that this becomes a regular activity in the community and raises money for valuable local causes.

Extreme Wheels and Activities for Young People

Again, to support our local 9 – 16-year-olds, the council has engaged the services of Extreme Wheels, to provide some further engaging activities over a period of 29 weeks during spring and summer. This was extended from the previous 11 week provision thanks to grant support from the Derbyshire Police and Crime Commissioners funding scheme to support the programme.

After being absent for almost a decade, last year's re-introduction was well received and this has encouraged some of our older children in the village to partake in scooter and BMX activities, with laser tag and body zorbing also part of the mix of activities on offer. As promised in my last report, the council has aimed to cultivate its relationship with younger citizens and is to look at further options to meet their needs.

It was incredibly important and useful to obtain feedback from our younger residents during these activities and it identified that given a dedicated space, they would prefer to use it for drop-in sessions such as pizza and pool evenings etc. The younger end of the user group stated that they would feel confined and restricted having a dedicated space and would rather engage in outdoor activities. It was recommended that wider consultation be undertaken, maybe with schools, to engage more and identify much greater feedback of the younger end of our community. Then tailored activities could be looked at.

Consultation has also been undertaken with Gulliver's Resort looking to develop Community Days in Killamarsh, supporting community groups and developing a programme to skill up young people with work opportunities at their Rotherham leisure site.

The Council has also agreed to support the inclusion of young people in some of their decision-making processes, by engaging them in feedback about their community and facilities aimed at their age groups so they could also have a say in the future plans of the village.

Planning

Given the local plan has always been a bone of contention for Killamarsh Parish Council due to its allowance of development of green belt land around the village, as I previously reported this was sadly passed at District Council in November 2021 despite strong criticism and votes against the plan by Killamarsh Parish and District Councillors.

Since then, the Westthorpe Development application came to the Planning Committee at the District Council on the 17th May 2022, and was refused by the Committee, with 10 votes against and 2 abstentions. The application rejection came to appeal at the end of March 2023 and is still currently under review with the planning inspectorate. We hope for a positive outcome for Killamarsh, and I would like to acknowledge the valiant efforts of Paul Johnson, the Killamarsh Rage Group and accompanying Councillors and residents who attended and opposed the appeal.

Website

The Parish Council website has been updated during the current period and now meets with the new Website Accessibility Standards. The website is much easier to navigate, has improved accessibility for mobile technology and screen reader usability. The website content continues to be a work in progress and user feedback is welcomed.

With additional resources and staff, we would like to encourage our Parishioners to visit the office,

raising your thoughts and concerns and welcome you to take a part in our villages' future. The world is once again a little bit more different now, but we still want to make Killamarsh a better place to work, play and live in.

4 Annual Finance Report

Annual Finance Report from the Responsible Finance Officer

Introduction

The Parish Council year end accounts have been prepared and as of the 4th of May 2023 are with the independent internal auditor for scrutiny and verification.

The Annual Governance and Accountability Return for 2022/23 will be put forward to the Parish Council for approval at the Full Council to be held on the 22nd of May 2023. Once approved the return will be submitted to the external auditor, PKF Littlejohn LLP.

The unaudited accounts will be available for inspection between the 5th of June 2023 and 14th July 2023, more information on this can be obtained from the Clerk. The fully audited accounts will be available later in the year and this will be advertised in the normal way.

Income

The Parish Council received income of £496,185, most of which was from the precept of £488,649.

Precept £488,649
Grants £2,806 (Defibrillator grant and Queens Jubilee Grant)
Parks & open spaces £1,570
Rents & leases £2,096
Insurance claim £900
Misc. income £164

Expenditure

The Parish Council spent £442,904.

Staff costs £100,151
Administration costs £34,221
Grants to organisations £2,070
Leisure Centre subsidy £150,000 (Reduces to £75k 23/24)
Leisure Centre contribution to heating system (Last payment 23/24)
Parks & open spaces £27,222
Cemetery & churchyards £6,901
Street furniture £3,806 (Benches, bins, noticeboards, bus shelters)
Installation of defibrillators £5,240
Killamarsh Community Hub £23,149
Parish Suite £61,083 (Includes sub lease & shared costs)
Extreme Wheels project £3,245
Events & Activities £5,816

Reserves

General Reserves

It is recommended that a Parish Council should typically hold between 3- and 12-months

expenditure as a general reserve. The Parish Council currently has a general reserve pot of £156,243.74 a small increase on the 21/22 figure.

Ear Marked / Ring Fenced Reserves

The purpose of an earmarked / ring fenced reserve is to allocate funds for a specific purpose or project which will be spent in future years. Killamarsh Parish Council at the end of financial year 22/23 has the following earmarked reserves totalling £285,678.27 an increase of £43,372.26 from 21/22.

Reserve Name	Amount
EMR Birchlands Play Area	£1,509.67
EMR Parish Suite Reserve	£59,962.11
Rolling Capital Fund	£128,229.19
EMR Environment Reserve	£85,696.04
EMR Community Events	£3,265.00
EMR Election Costs	£2,000.00
EMR Speed Watch	£16.26
EMR Community Hub Property Repairs	£5,000.00

The ear marked reserves are to be reviewed by the Finance Committee during 23/24

Grants to organisations – Section 137

The Parish Council has the power to make donations or grants to local organisations each year either using the General Power of Competence or the statutory Section 137 power. During 22/23 the Parish Council made the following payments:

Organisation	Amount
Killamarsh Heritage Society	£500.00
Killamarsh Conservation Group	£500.00
Killamarsh Methodist Church	£500.00
Killamarsh Age Well	£102.85
Killamarsh Wombles	£466.60

Conclusion

The Parish Council ends 22/23 in a good financial position. The internal auditor will highlight any areas of concern in a report to Council and make recommendations on how these can be addressed where applicable. This report will be discussed at Full Council once the report is received.

5 Public Participation

To receive and consider any questions from members of the public who may raise issues, concerns or submit ideas for consideration by the Parish Council.

Some members of the public who were present had concerns about parking in certain areas of Killamarsh, including:

- Parking on Stanley Street - double parking is especially bad at weekends if there are any events

on at Killamarsh Active. This could prevent emergency vehicles from accessing residential properties at the top of Stanley Street.

- Double yellow lines at the top of High Street are faded and cars are often parked on them.
- Parking on both sides of the road between the top of Cherry Tree Drive and the bench at the bottom is an issue.

Other issues raised by members of the public included:

- Overflowing drains at the top of Manor Road.
- Flooding on the road past the Nags Head, potentially caused by a natural stream.
- Disappointment that contractors and authorities cannot schedule works to happen at the same time to prevent the same roads being dug up numerous times.

It was agreed that the Clerk would contact the County Council regarding these issues and copy in the County Councillors representing Killamarsh.

Members of the public raised the point that they were disappointed that the warm spaces in the Hub had finished as they really appreciated a central place to meet. The Clerk said that when the Parish Office moves into the Hub the Parish Council will be looking to support some community social events, such as coffee mornings and craft events.

The Chair thanked everyone for attending. The Parish Clerk said that next year the Annual Parish Meeting would be held separately to the Annual Council Meeting and would be made into more of a community event to encourage more residents to attend.

The meeting closed at 6.18pm



MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 12 JUNE 2023

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

FIN93 Chair's Announcements

The Chair welcomed everyone to the meeting.

FIN94 Apologies for Absence

No apologies were received.

FIN95 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

FIN96 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.

Cllr Windle was in attendance and commented on the Westthorpe development planning application.

FIN97 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

It was agreed that there were no items on the agenda requiring the exclusion of the press and public.

FIN98 Minutes from the previous meeting

a) To approve the draft minutes of the Finance Committee meeting held on 17th April 2023.

RESOLVED: That the minutes of the meeting held on the 17th April 2023 are a true and accurate record.

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

FIN87 - Church Clock maintenance agreement - The Clerk reported that the Deputy Clerk has submitted the grant funding application for the restoration and is waiting the outcome. The Clerk will add the maintenance agreement to the next agenda for the committees consideration.

FIN99 Appointment of the Vice Chair

- To consider and approve the appointment of the Vice Chair to the Committee.

Cllr Tony Lacey nominated Cllr Fletcher and Cllr Carol Lacey seconded the nomination. All Councillors were in favour.

RESOLVED: Cllr M Fletcher is appointed as Vice Chair of the Finance Committee.

FIN100 Internal Audit

a) To receive the Internal Auditors report and consider how any issues raised may be resolved.

The Clerk had circulated the detailed Auditors report to Councillors prior to the meeting.

Overall the auditor was satisfied that a good standard of record keeping has been maintained which simplified the audit process.

The auditor highlighted a few areas for slight improvement during 2023/24 which she was happy the Council will be able to achieve.

1. More work required on updating policies.
2. Ensure 5 years worth of Annual returns are on the Parish Website.
3. Review business continuity insurance levels.
4. Asset register to be allocated insurance figures.
5. Additional bank accounts required to safeguard Council monies.

With the exception of point 2 the Clerk had already identifies these areas to target now that the Finance processes are up to date.

b) To make recommendations to Full Council.

RESOLVED: That the Finance Committee recommend that the Auditors report be accepted and the Clerk instructed to take corrective action.

c) To consider and approve the appointment of the internal auditor for the 23/24 accounts.

The Clerk asked the Committee to consider recommending the appointment of Faye Hazlehurst as the internal auditor for 23/24 due to the thorough report the Council had received.

RESOLVED: That the Finance Committee recommends that Full Council approves the appointment of Faye Hazlehurst as the internal auditor for 23/24.

FIN101 Year End

a) To consider the responses to the Annual Governance Statement and recommend them to Full Council for approval.

The Clerk explained the external audit process to Councillors new to the Finance Committee.

The Clerk read through the statements of the Annual Governance Statement and the Committee agreed to each appropriate response.

RESOLVED: That the Annual Governance statement responses agreed by the Finance Committee

are recommended to Full Council for approval.

b) To receive the figures in the Annual Accounts Statement for 22/23 and recommend to Full Council their approval.

The Clerk informed Councillors that the internal auditor had checked and agreed with the figures completed in the Annual Accounts Statement for 22/23. The Clerk advised Committee members that she was happy to go through the figures in more detail on a one to one basis if anyone wished to do so.

RESOLVED: That the Finance Committee recommends to Full Council that the figures in the Annual Accounts Statement for 22/23 are approved.

FIN102

Finances

10.1 Bank Reconciliation

- To receive and check the bank reconciliation for April 2023
- To receive and check the bank reconciliation for May 2023

The Clerk explained to new Committee members how the bank reconciliation worked and what checks are required on their behalf.

Figures on the bank statements for each month were checked against the bank reconciliation spreadsheet and the receipts and payments figures in the spreadsheet were also checked against the lists supplied separately.

RESOLVED: That the bank reconciliation checks are completed for April and May 2023.

10.2 Receipts and Payments

- To receive and check the receipts and payments for April 2023
- To receive and check the receipts and payments for May 2023

Councillors were asked to check the lists of receipts and payments and ask any questions they may have. The Clerk informed the Committee members that at any point anyone could ask the Clerk to see the invoices on the list as a check.

RESOLVED: That the receipts and payments for April and May 2023 are checked.

10.3 Direct Debits

- To receive and approve the list of direct debits

The Clerk showed Councillors a report from the banking system that showed all current direct debits and explained what each one was for.

RESOLVED: That the list of direct debits is approved for 2023/24.

FIN103

Bank Accounts

a) To review the current bank mandate and approve the details are still correct.

The Clerk informed Councillors that the current mandate is that herself and the Deputy Clerk are set up as administrators and 4 Councillors as authorisers. Of the 4 Councillors 2 are require to approve online payments or sign cheques.

RESOLVED: That the current mandate and levels of authorisation meet the needs of the Parish Council.

b) To resolve to remove the former Councillors from the mandate.

The Clerk informed the Committee that due to their departure from the Council 2 of the existing signatories need removing from the account.

RESOLVED: That the former Councillors are removed from the mandate.

c) To consider and approve adding additional bank signatories to the mandate.

RESOLVED: That Cllrs Clough, Fletcher, C Lacey and Tinley are approved as the bank signatories.

FIN104

Items for discussion for a future agenda

- To receive any agenda items for a future meeting.

Church Clock Maintenance Agreement

Review of reserves

Policy - Online banking and invoice payments

Additional banking / investment opportunities

FIN105

Date of the Next Council Meeting

a) to consider the appropriate time for future Finance Committee meetings.

Due to the working commitment of current committee members it was agreed to keep the meeting start times at 7pm and that this maybe reviewed at any time.

b) 18th September 2023

The Clerk informed the Committee that she would be on annual leave the 2 weeks prior to the next meeting so information for them to check would be limited. She asked them to consider moving the date of the meeting so that the meeting can be more productive. Councillors agreed that the Clerk should circulate alternative dates for Councillors to consider.



**KILLAMARSH PARISH COUNCIL
INTERNAL AUDIT FOR THE FINANCIAL YEAR 2022/23**

Background and Introduction

All town and parish councils are required by statute to make arrangements for an independent internal audit and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). The Parish Council has requested that Faye Hazlehurst t/a FH Accountancy Services provides this service, based on a letter of engagement agreed and signed by the Council. The audit is not designed to identify all significant weaknesses in the Council's systems but, if such weaknesses come to my notice during the course of the examination, which I think should be brought to your attention; I shall report them to you.

The responsibility for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council. The audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as might exist.

Faye Hazlehurst is a member of the Internal Audit Forum – an association of Internal Auditors for local councils which seeks to promote high quality internal audit.

Independence

It is important that the auditor is independent of the Council and has no conflict of interest, in order that a truly professional audit is performed. I am not aware of any relationships that might constitute a threat to my independence.

Internal Audit Approach

In accordance with the 'Accountability and Governance, Practitioners' Guide, March 2023', my work plan consisted of an investigation to review whether the systems of financial and other controls over the Council's activities and operating procedures are effective. Areas covered by the testing included;

- **Bookkeeping**
- **Due process**
- **Risk management arrangements**
- **Budgetary controls**
- **Payroll control**
- **Asset control**
- **Petty cash**
- **Bank reconciliation**
- **Year-end procedures**
- **Miscellaneous**



Findings

The internal audit was carried out off site after a face to face meeting with the Clerk/RFO, all records and evidence were provided by the Clerk either electronically or in paper format. Detailed internal control testing was carried out and findings presented in this report, any audit recommendations have been agreed with the Clerk/RFO.

The following recommendations/points for the year ending 31 March 2023 should be addressed:

Proper Bookkeeping

The cashbook was up to date and arithmetically correct, a review of internal controls and their effectiveness took place in December 2022. VAT has been reclaimed quarterly and payments selected for sampling were supported by an invoice, authorised and minuted.

S137 has been recorded separately and is within limits.

Due Process

The Council has adequate internal controls for payments, direct debit payments were not approved during the year but the Clerk advises that these are to be presented before Council for approval in June 2023. Model Financial regulations have been adopted and are properly tailored to the council. Model Standing Order have been adopted and reviewed during the year.

Risk Assessment Arrangements

As annual risk assessment was carried out and approved by Council in March 2023. The Council should consider looking at the levels of business interruption cover to ensure cover is appropriate for their size. There was no evidence of an annual insurance review and inconsistencies with minutes being signed overall and each page minuted. From July onwards, I was able to evidence regular reporting and minuting of the bank balance via the bank reconciliation presented to council.

Budgetary controls

The Council has prepared a budget in support of the precept and this was discussed and adopted by full council in December 2022. Ensure the value of the precept agreed is minuted. Budget against spends was evidenced once in the first six months and then each quarter. Reserves are earmarked and have been reviewed and are within the level for proper practice.

Payroll controls

I was able to evidence the signed contract of employment for the Clerk, this had clear terms and conditions. The Council has approved salaries and minimum wage thresholds and pension obligations are being met. Any expenses paid to the Clerk are approved by council. The Council is currently reviewing the grievance and disciplinary policies.



Assets Control

The Council maintains a register of assets owned or in its care, the register is up to date and the value of assets are included. There were two additions during the year, these were incorrectly added at gross cost, discussed this with the Clerk who amended the register and resubmitted. I recommend insurance valuations are also included on the register.

Petty Cash

The council holds petty cash but this was not utilised during the year, an adjustment was made by the new Clerk to bring the closing imprest to £150.

Bank reconciliation

From July onwards bank reconciliations were carried out monthly and reviewed by members of the authority, there were no unexplained balancing entries. The bank mandate was approved by Council in January 2023 and will be amended again in June 2023.

Year-end procedures

The accounts are prepared on the correct basis and there was an underlying financial trail from records to the presented accounts. Debtors and creditors have been properly recorded.

Miscellaneous

The Council has undertaken a good review of policies during 2023, there are still some policies in need of updating in the forthcoming year. There are adequate measures in place for back up and storage of files. The Council has no outstanding loans.

The Council hold a lot of funds with one bank, namely Unity Trust bank. The value of these funds held at 31 March 2023 greatly exceeds the £85,000 that would be covered under the Financial Services Compensation Scheme (FSCS). The item is included on the Council's risk register, as a priority the Council should look to distribute funds to other providers to lower the risk.

The requirements of the Accounts and Audit Regulations 2015 - Section 13 (2) (b) require Councils to display AGARs for the five years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 on their website. The AGAR for 2017-18 has section 1 of the return missing and 2020/21 has section 3 of the return missing, therefore I have been unable to answer 'yes' to control measure L.

Allotments

The fees charged for allotments are in accordance with approved rates and I was able to evidence a signed tenancy agreement. Up to date occupancy details are kept securely. Income received, spans two financial years, the income for allotments will be checked in more detail during 2023-24.



Conclusion

I am pleased to conclude that the new Clerk/RFO has maintained a good standard of record keeping which has simplified the audit process. I have confidence that the figures lifted into the Statement of Accounts for the financial year ended 31st March 2023 are accurate.

All of the controls contained within the internal audit section of the AGAR were examined the following non-compliance was found.

- L. The authority published the required information on a website/webpage up to date the time of the internal audit in accordance with the relevant legislation.

The Clerk/RFO is relatively new to the Council and it is clear to see the improvement made during her short time, there are still some policies in need of review and some small areas of weakness highlighted in this report but I am confident that these can be implemented during the forthcoming year.

I would like to thank the Gail for her assistance during the internal audit.

Faye Hazlehurst FMAAT
Internal Auditor – 22 May 2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

KILLAMARSH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2023

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

KILLAMARSH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	330,047	388,641	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	495,263	488,649	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,381	7,537	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	73,167	100,151	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	379,883	342,753	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	388,641	441,922	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	413,123	440,302	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,092,024	4,062,179	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date 04/05/2023 YYY

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 07 JUNE 2023

Those present :

Chair : Cllr K Wood
Vice-Chair : Cllr C Lacey
Councillors : Cllr S Clough, Cllr C M Fletcher, Cllr S Reed, Cllr J Windle
Officers : Mrs G Blank, Mrs C Watson

EC128 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC129 Apologies for Absence

No apologies were received.

EC130 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.

EC131 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.

PCSO Christina Stevenson and PC Jason Graham were in attendance. They informed the Council of a football match they were trying to arrange in the school holidays called Cops V Kids and wanted to ask the Parish Council if they would be happy to donate the medals for those who take part. Each participant will receive a water bottle donated by the safer neighbourhoods team and the match will take place at Killamarsh active. The medals cost approximately £25 in total.

Cllr Lacey proposed that the Council make the donation of the medals and Cllr Windle seconded the proposal, all Councillors were in favour.

The Clerk informed PC Graham and PCSO Stevenson that the office would purchase the medals and let them know when they were available for collection.

Cllr Windle proposed that the Committee write to the former Chair of the Committee, Alex Platts,

to thank him for all his hard work and efforts during his time on the Committee. Cllr Lacey agreed with the proposal and the Chair thanked them both for their kind words.

EC132 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

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

EC133 Minutes from the previous meeting

a) To approve the draft minutes of the Events & Communications Committee meeting held on 11th April 2023.

RESOLVED: That the minutes of the meeting held on the 11th April 2023 are a true and accurate record.

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

EC121 - With the exception of Killamarsh Infant school the prizes for the portrait competition and coronation gifts have been handed out. The Clerk informed the committee that the decision was made to purchase book marks as gifts for the children as these were the only things readily available and within budget. The book marks were the same design as the Queens jubilee ones but in cream and gold.

EC122 - The Events manager has spoken to the contact at Gulliver's and will be arranging a meeting with him on his return from annual leave. She is trying to get their mascot to make an appearance at the Village Festival.

EC125 - The Clerk and Events Manager are looking at separating the current hire policy for the Hub and Parish Suite and will forward the draft versions at the next meeting for Councillors to consider.

EC134 Appointment of a Vice Chair

- To consider and approve the appointment of the Vice Chair of the committee.

Cllr Windle nominated Cllr C Lacey for the position and Cllr Wood seconded the nomination. All Councillors were in favour.

RESOLVED: Cllr C Lacey is appointed as Vice Chair of the Events and Communications Committee.

EC135 Parish Suite Refurbishment

The Clerk informed Councillors that the grant application to the FCC has been submitted and all supplementary information has been provided. The outcome of the application should be known by the end of June.

The Clerk informed the committee that if the submission is unsuccessful there is the option to apply for the Governments Levelling up funding which was previously unavailable to Parish Councils. The closing date for expressions of interest is in June so the Clerk will prepare the necessary application as a back up.

EC136 Village Festival

The Events Manager updated the committee on the village festival plans.

The event has now been plotted out.

23 stalls have been confirmed.

Radio Derbyshire will be attending.

4 Catering stalls are confirmed with another possible if they can remedy their generator issues.

Several Demonstrations have been arranged.

The Travellers Rest is interested in providing the outside bar and is looking into it, a back up has been arranged if this doesn't materialise.

Extreme Wheels has been an issue due to the amount of space they require but this has hopefully been resolved.

A few small fairground rides will be in the car park along with another catering outlet.

The Scouts bus will also be in the car park.

Emergency Services will also be in attendance if they are able to.

A children's entertainer has also been arranged.

Use of the car park is subject to the TENS licence being obtained so the Clerk and Events Manager will make this their next priority.

Councillors thanked the Events Manager for the update and for all her hard work bringing this event together.

EC137 Community Activities

a) To consider and approve the chosen charity for the 2024 Killamarsh Calendar.

The Events Manager read out the results of the poll that was put on Killamarsh Voice for residents to vote for their preferred charity. First place went to New Hope Food Bank.

Cllr Lacey proposed that New Hope Food Bank receive the proceeds and Cllr Clough seconded the proposal all Councillors were in agreement.

RESOLVED: That New Hope Food Bank are the chosen charity for the 2024 Killamarsh Calendar.

b) To discuss whether the Council would like to run the competition for 2025, consider the theme and approve the project to be undertaken by the Events and Marketing Manager.

Councillors considered whether to wait and see how the sales of the calendar go or to start the ball rolling with another competition. Cllr Lacey suggested that by continuing over time it could become a thing residents come to expect.

RESOLVED: That a competition for 2025 is launched.

Councillors were asked what theme they wanted for the competition. Cllr Lacey suggested 'Killamarsh Points of Interest' and Councillors agreed with the suggestion. It was agreed that each entrant can submit a maximum of 3 photo's each of their choice.

RESOLVED: That the theme of the competition is Killamarsh Points of Interest.

EC138 Remembrance Sunday

a) To note the date and time of the Remembrance Sunday service.

The Clerk asked the Committee if they still wanted the event to take place in the afternoon as it had in previous years. Cllr Fletcher asked why it was held in the afternoon and it was explained that this was to allow more dignitaries to attend.

RESOLVED: That the Remembrance Service will be held on the 12th November 2023 from 2.30pm.

b) To consider and approve the Parish Councils role in the event.

The Clerk asked the committee to confirm that they still wanted the office to organise the road closures, marshals, band, order of service and refreshments.

RESOLVED: That the Parish Council will organise the event in keeping with previous years.

EC139

Christmas Projects

- To consider what projects the Council would like to undertake for the Christmas period.

The Committee discussed ideas for the Events Manager to look into:

Outdoor Christmas Market and band playing Christmas.

Christmas Carol concerts, maybe one for families and also one for school children to perform for elderly residents.

Children's parties with an appearance from Father Christmas

Christmas Craft market in the Hub or Parish Suite

Christmas trail competition

The Events Manager said she would look into the possibilities and report back to the committee.

The Clerk informed the committee that more investigatory work needs to take place on the cost of lamp post testing before village illuminations are discussed. The cost of lamp post testing has dramatically increased since the Council was last required to carry this out and is a mandatory requirement if the Council wants to use the lamp posts for hanging trees or floral decorations. Each test is valid for 12 months so there has been no requirement to have them tested for the hanging baskets.

EC140

Killamarsh Community Hub

- To receive an update on bookings and enquiries.

The Events Manager informed Councillors of the current bookings in the hub and enquiries she was following up on.

Pilates - 2 sessions per week

Natterchat - 1 session per month but looking to expand the frequency

Killamarsh Dreams - weekly drama club during the school holidays

Defib Training

Potential baby sensory and rhyme time sessions- these groups will need baby changing facilities providing and the Clerk has purchased one to be installed. Ideally it should be in the disabled toilets but the only space available is directly above the radiator. Cllr Windle suggested moving the radiator if there was no room to have one in both the ladies and gents toilets. The Clerk suggested a table on wheels that could be left in a quiet / private space.

Cllr Fletcher suggested being a hub for speed awareness sessions

Cllr Clough informed the Events Manager that the Camera Club was interested in hiring the hub and said he would pass on their contact details.

Cllr Lacey asked if Citizens Advice could be approached

The Clerk and Events Manager gave the committee a list of potential people they can approach to

bring activities for the communities benefit.

EC141 Noticeboards

- To consider whether the Parish Council needs more noticeboards in the village and to recommend this to Council for approval.

The Clerk suggested that a noticeboard outside the Parish Suite would be useful and asked about other areas in the village.

Cllr Reed asked if the Council had looked at digital noticeboards. He suggested the Parish Office, Killamarsh Active and Aldi as potential sites and explained how these could work. Cllr Reed said that he would be happy to help the office look into this as he had experience in using them.

It was agreed that this would be looked into and brought back to a future meeting.

EC142 Communications

a) To receive an update on progress on Social Media from the Events Manager.

The Events Manager gave an update on the Councils social media page and reported a 20% increase in followers and an increased engagement with posts.

b) To approve the advertising of the Village Festival in the Doorsteppa

The Events Manager asked if she was able to advertise the Village festival in the July addition of the Doorsteppa and arrange for flyers and posters to be printed and distributed to local shops.

RESOLVED: That the Events Manager advertises the Village Festival in the Doorsteppa and has Posters and flyers produced using the publicity budget.

c) To consider and approve when the next edition of the Newsletter should be published.

Given the offices current work load and the fact that the Clerk will need to take on the role of editor it was agreed that the next edition of the newsletter be scheduled for September 2023 and that a meeting in early August be scheduled to approve the draft.

RESOLVED: That the next edition of the newsletter will go in the September edition of the Doorsteppa and an Events meeting arranged for early August.

d) To consider and approve who will take on the role of editor for the Newsletter.

As it is in her job description it was agreed that the Clerk should take on the role with the support of other office staff. The Clerk said she had no experience of using publisher so would need a little longer to put the articles together. Cllr Clough said there may be a template to follow and Cllr Lacey offer her assistance to show the Clerk how to use publisher.

RESOLVED: That the role of editor falls to the Clerk.

e) To consider and approve the content of the newsletter.

The following articles were agreed.

Meet your new Councillors & staff
2025 Calendar comp
Promote the Hub
Parish Suite update

Events promotions
Norwood Play area
Low Cost meal ideas - Cllr Lacey to supply.

Cllr Wood asked if there was any possibility of having a larger print version. The Clerk agreed to looking into having a 4 page A4 leaflet to go out with the Doorsteppa rather than inside.

EC143 Budget Requirements

- To review the 23/24 Committee budget and approve any amendments required.

The Clerk had circulated the budget prior to the meeting and gave Councillors an updated version with costs to date included. The Committee went through the budget and discussed some of the lines.

Cllr Lacey asked which stock taker would be used and the Clerk said she would ask Cllr Fletcher for his recommendation. The Clerk suggested they should be involved as soon as the Suite reopens.

The Clerk also mentioned the DPS licence and that she would like to get an exemption certificate to remove the need for a named DPS and allow the Council as a Committee to take on the role.

The Clerk also intended looking at the current premises licence and to amend it to include the Hub and field area.

Cllr Wood raised the question of solar panels for the Hub and to look at the possibility of funding. The clerk suggested this should be looked at by the Environment Committee under a building efficiency review.

Cllr Lacey suggested asking local cleaners to look at deep cleaning the kitchen area rather than a large company. The Council then briefly discussed hiring the kitchen out.

Cllr Windle mentioned removing the canopy at the entrance to the Hub to stop it being used as a shelter for youths. The Clerk confirmed she had spoken to a builder who said it would need plans, structural checks and planning permission. Cllr Windle then suggested looking into having the area boxed in as an alternative to taking it down.

EC144 Items for discussion for a future agenda

- To inform the Clerk of items for future meetings

Youth Council

Website update of information and Links - The Clerk and Cllr Lacey to look at this.

Activities for youths and elderly residents

Youth club provision

Awards for All grants

Policy Hire

The Clerk was asked to look into Business Cards for Councillors and the Events Manager.

Cllr Windle asked for the use of the former Housing Office building to be put on a Full Council agenda.

EC145 Date of the Next Council Meeting

a) 13th September 2023 - another meeting to be arranged for early August.

b) To consider and approve the starting time for future Event Committee Meetings

RESOLVED: That all future Events & Communication Committee Meetings will commence at 6.30pm



Killamarsh Parish Council

Killamarsh Parish Office
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Website: www.killamarsh-pc.gov.uk

MINUTES OF THE ENVIRONMENT AND CLIMATE CHANGE COMMITTEE HELD ON WEDNESDAY 14 JUNE 2023

Those present :

Chair : Cllr W Tinley

Councillors : Cllr S Clough, Cllr C Lacey, Cllr H Laws, Cllr J Sherman, Cllr J Windle

Officers : Mrs G Blank, Mrs J France

ENV121 Chair's Announcements

The Chair welcomed everyone to the meeting.

ENV122 Apologies for Absence

All Members were present.

ENV123 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.

ENV124 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.

A member of the public asked if agenda packs could go on the website prior to the meeting.

A member of the public asked when collective decision making had been abandoned by the Council with regards to the Village Green parking complaints. This was related to a conversation she had with the manager of the West End Public House who had been under the impression that she was the only person complaining about parking on the Village Green, when in fact she had had several residents complaining to her. Cllr Clough said that parking on the Village Green was a sensitive issue to the Public House, who did not want to distribute leaflets saying no parking, as there was a chance it would deter customers. The Deputy Clerk said a 'No Parking' sign was on order and she had visited the Village Green recently and there had been no indication that anyone had been parking on there, but that the office would monitor the situation.

A member of the public summarised a letter she had sent to Members of the Council regarding

grass cutting and decorations on graves at Killamarsh Cemetery. Cllr Laws said that he was a Councillor when the cemetery opened and he used to make sure everything was kept in a good state. He suggested that there should be a Councillor who took responsibility for the cemetery, but the Clerk pointed out that no individual Councillor could be delegated that responsibility, it had to come under the committee as a whole.

ENV125 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 Item 12 should be in closed session due to quotations for works being discussed.

ENV126 Minutes from the previous meeting

a) To approve the draft minutes of the meeting held on 15th March 2023.

RESOLVED: That the minutes of the meeting held on 15th March 2023 are a true and accurate record.

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

The Deputy Clerk provided a report for the Committee on the following:

Benches

A new bench has been fitted on the plinth at the junction of Delves Road and Cherry Tree Drive. Two new benches have been fitted at Linear Park.

Defibrillators

A community awareness session has been arranged for the morning of Tuesday 27th June with East Midlands Ambulance Service. Costs for the replacement pads and batteries for the defibrillators are as follows:

Mindray Battery - £244 plus VAT– 4/5 year life - Mindray Pads - £57 plus VAT– 4/5 year life.

Norwood Play Area

The play area has been completed and was handed over to the Parish Council on Friday 26th May 2023.

A new litter bin has been ordered and NEDDC have fitted a lock to the maintenance gate. We will be putting up signs saying no dogs or motorised vehicles. The office is looking into a dropped kerb at the main entrance to the playground to aid wheelchairs and pushchairs.

Planting

Summer planting is due to be installed week beginning 5th June in the planters and hanging flower troughs that will be fitted to 45 lamp posts. The planter from the precinct will be moved to accompany the new bench at Delves Road and will be replaced with a pole and hanging flower trough.

Speed Indicator Devices

The Licence has now been received from DCC to erect the SIDS. The devices are on order and we are awaiting an installation date.

Time capsule

Pictorial details of the location of the time capsule buried in the Memorial Gardens are stored digitally. A search for the original print copies and related information will be undertaken when the Parish Council archive is inspected.

Tree inspection

A tree inspection was undertaken on 31st March by Anderson Tree Care and we are awaiting the full report and recommendations. The areas inspected were – Birchlands, Belkane, Linear Park, Sports Field, Memorial Gardens and the Village Green.

ENV127 Appointment of a Vice Chair

Cllr C Lacey proposed Cllr Laws to be the Vice Chair. This was seconded by Cllr Windle and all were in favour.

RESOLVED: That Cllr Harold Laws is appointed as Vice Chair of the Environment & Climate Change Committee.

ENV128 Allotments

a) To update the new committee on the current position with the Parish Council allotments

The Deputy Clerk provided the following report to the Committee:

The Parish Council has two allotment sites - Station Road with 22 plots and Belkline Drive with 20 plots. The plots are let on an annual basis for a current fee of £25 per annum, bringing an annual income of £1050. Allotment plots are in high demand with a current waiting list of 33 with the first person on the list having been waiting since August 2020.

A site visit/inspection takes place on a monthly basis where possible, when the Deputy Clerk and Handyperson check that each plot is in a good state of use/cultivation. If any plots are not reaching the expected standard then the plothead is initially contacted on an informal basis by telephone to ascertain whether there are any issues that have affected their allotment maintenance. There would then be a follow up check at the next site visit. Where possible any issues are sorted out in an amicable manner by encouraging the plothead to give up the plot if it seems clear that they cannot devote enough time to keep it in good order. If there are no improvements then a formal 'Notice to Improve' letter is sent out by email or post, giving the plot holder a specified amount of time e.g. one month, to make the required improvements. If no improvement is subsequently made then a 'Notice to Quit' letter is sent.

The site visits/inspections over the last 18 months have resulted in significant improvements to the allotments as there were several plots that were not tenanted as they were completely overgrown, which have now been cleared.

In 2022 the E&CC Committee started a search for an additional allotment site in Killamarsh. Birchlands Park was suggested as a potential site and a small-scale public consultation was undertaken with the households in the area surrounding the park. The feedback received from the local residents was unanimously not in favour of having allotments at Birchlands for reasons such as anti-social behaviour, parking issues, taking away space used by children to play or by dog walkers.

The office has recently asked NEDDC if they have any land available in Killamarsh where allotments could be created and they said no. The office has asked the same question of DCC and is awaiting a response. The Parish Council may want to consider a lease of private land in the future if appropriate.

In 2021/22 the Parish Council provided compost bins to all allotment tenants who required one, in order to encourage good environmental and waste management.

One of the most common sources of complaint from allotment holders is that there is no water available on site, which can be very problematic in dry spring and summers. This may be something that the Parish Council would like to consider in the future.

b) To consider and approve the amended KPC17 Allotment Policy

There were three amendments to consider, which were: Confirming that well-behaved dogs are allowed onto an allotment plot; adding a clause stating the minimum percentage of an allotment

plot that should be under cultivation; adding a clause regarding water butts.

RESOLVED: That the amended KPC17 Allotment Policy is approved.

ENV129 Cemetery

- a) To consider the draft SLA sent by NEDDC and to decide on any further action.
- b) To consider and approve the offer from Mark Hewitt to maintain the grass at the cemetery.

Items 9a and 9b were discussed together.

The grass cutting at the cemetery was discussed and it was decided no firm decision could be made on the SLA until the grass cutting issue had been resolved and until a further breakdown of figures had been received from NEDDC. Cllr Tinley said she had spoken to NEDDC who has said that it was possible to add taking away the grass cuttings into the schedule, which the Parish Council were unaware was an option.

A member of the public who had been liaising with Mark Hewitt with regards to his offer to do some grass cutting and clearing at the cemetery confirmed that his offer was to do any additional cuts and tidying up of the grass in between the normal maintenance schedule, and not to take on full responsibility for the grass cutting. She had asked him to provide his insurance and equipment operation certificates and was chasing this up.

Cllr Tinley suggested it would be useful to have a separate Working Group meeting to discuss the cemetery in more detail.

RESOLVED: To ask NEDDC for a quote to remove the grass cuttings from the cemetery.

RESOLVED: To obtain quotes from alternative grounds maintenance companies.

RESOLVED: To arrange a Working Group meeting of all Committee Members to discuss the cemetery issues in greater detail.

- c) To consider a complaint from a resident that people are using the standpipe in the cemetery to fill their water containers up on a regular basis and decide on any further action.

The water bills for the cemetery had doubled recently and fitting a regulator valve or similar was discussed to slow down the flow of the water to deter anyone from filling large containers of water for their own personal use.

RESOLVED: To obtain advice and a quotation from a plumber on restricting the water flow from the stand pipe.

ENV130 Community bus

- To consider the suggestion by Cllr C Lacey to bring back a community bus to Killamarsh.

Cllr Lacey explained for those that were not aware how the community bus that the Parish Council used to provide worked. It was run by a separate company hired by the Parish Council to transport elderly and vulnerable residents from around Killamarsh to the Precinct for the market, initially every Tuesday and Thursday and then on Thursdays only. The service was halted in 2019 due to an increase in costs by the company who provided the service. Cllr Lacey would like the Council to consider bringing back a community bus, by either purchasing or hiring a suitable vehicle, and employing drivers. She believes the service would be really useful for residents who cannot easily access public transport, and who may want to visit the village centre, Crystal Peaks or community events at the Hub.

Cllr Tinley mentioned a service called Derbyshire Connect that operates in NE Derbyshire and provides transport to health care appointment or shopping destinations for people unable to use conventional buses because of age, disability or because they live in areas where public transport is

limited. For example there is a bus available to residents on Thursdays that goes to Morrison's at Staveley. Residents have to contact the organisation to request a pick up and the return fee is currently £3.80 or free with a gold card.

Cllr Lacey said she would still like the Council to consider having it's own community bus and Cllr Laws agreed it would be a good idea.

The Clerk said that full costings would need to be sought and also wondered how well-used it would be?

RESOLVED: It was resolved that further work needed doing on the costs of buying or leasing a suitable vehicle and employing drivers, or hiring a company to run the service. Feedback would also need to be sought on if residents would use a community bus.

ENV131 Neighbourhood Plan

- To agree a date for the initial meeting of the Working Party to work with Andrew Towleron Associates on the Neighbourhood Plan now that Killamarsh has been accepted as a Designated Neighbourhood Plan Area.

RESOLVED: It was agreed that Tuesday 27th June at 6pm was a suitable date and time for an initial meeting, and for the Deputy Clerk to contact Andrew Towleron to confirm.

ENV132 Future planning and budget allocation

a) To consider and prioritise the short and medium term committee projects, including cost implications:

The list of projects were discussed and it was decided to prioritise the following for 2023/24:

1. CCTV (Three quotes have been received and will be discussed at the next meeting)
2. Cemetery gates automation (costs agreed by Committee on 15th February 2023)
3. Play equipment at Birchlands (quotes to be obtained)
4. Purchase of a Parish vehicle (quotes to be obtained)
5. To consider an area at Belkline playing fields for some additional allotment plots

RESOLVED: To prioritise the five projects listed above for 2023/24

For the rest of the projects the following was decided:

- Church Clock restoration - to wait for the outcome of the grant application
- Memorial Gardens development - to ask the handy persons or Killamarsh Conservation Group to tidy up the beds and to seek a quote for some shrubs or roses in the centre space where the cherry tree used to be.
- Community bus - further research and costings needed
- Development of a playground at Highmoor - to further research when the priorities list is completed.
- Climate Change policy and action plan - to further research when the priorities list is completed.
- Linear Park development - agreed that at this point it just needs NEDDC to cut the verges as per the maintenance schedule

b) To agree the 2023/24 priorities and to consider any additional budget requirements to recommend to Full Council

RESOLVED: To recommend to Full Council that the cemetery gates be automated, including the

cost of installing an electricity supply (costs to be confirmed prior to Full Council due the time period from the quotes being received)

ENV133 Items for discussion for a future agenda

- A plaque at the wildflower area at Linear Park (Cllr C Lacey)
- Parking on Bridge Street (Cllr Laws)
- The footpath at Belkane playing fields that belongs to DCC (Cllr Windle)
- CCTV quotes

ENV134 Date of the Next Council Meeting

a) The date of the next meeting on the Environment & Climate Change Committee is 12th July 2023

b) To consider and approve the starting time for future meetings of the Environment & Climate Change Committee

RESOLVED: It was agreed that future meetings would start at 6.30pm.

The meeting closed at 8.16pm

Killamarsh Parish Council

DETAILS OF POLICY	
Policy No	KPC17
Policy Title	Allotment policy
Committee/Working Party Responsible	Environment & Climate Change Committee
Version	Amended June 2023
Adoption Date	
Details of Revisions	14 d – allowing dogs onto an Allotment Garden 14 r – specifying the minimum area of an Allotment Garden to be under cultivation as per the National Allotment Society standards 14s – preventing Legionella

The Policy

It is the policy of Killamarsh Parish Council (the Council) to seek to provide allotments to satisfy the requirements of residents of the village. They shall be let on an annual basis and provided that all conditions of tenancy have been adhered to and the Parish Council does not require the land for its own purposes, the sitting tenant shall have the first option on their existing plot for the following year. The Council will give 12 months' notice when a plot will cease to be available and will endeavour to find an alternate plot for the occupant. The year will run from April 1st to March 31st.

Where there are insufficient plots to satisfy all requests:

- No plot shall be let to any person who is not a resident within the village of Killamarsh.
- A waiting list shall be maintained.
- Not more than one plot shall be let per household.
- When a plot becomes available it may be re-let immediately, to the first person on the waiting list. If not let within a week it shall be offered down the list.
- If a plot is refused or there is no reply within the time frame above then the person will be moved to the bottom of the waiting list.
- Letting for a part year will incur a pro-rata annual payment.
- The offer of a plot to a tenant is on the basis that, if he/she agrees to take the tenancy, the plot will be let in the condition as seen.

TERMS AND CONDITIONS

1. The Council shall let to the Tenant for a period of one year to year an Allotment Garden at an agreed rent falling due on the seventh of April each year or the seventh day of first month after the commencement of the tenancy. Payment of the said yearly rent shall be paid to the Parish Clerk within 30 days of its due date. The tenant will be considered to be in breach of this provision if payment is not received within the prescribed period.
2. The tenancy is with the approved tenant only and shall not be transferable.
3. New and sitting tenants will be required annually to provide proof of identification (Drivers Licence, Passport, Utility Bill), to maintain an Allotment Garden.
4. The tenant shall not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden.
5. Provided that all conditions of tenancy have been adhered to and the Council does not require the land for its own purposes, the sitting tenant shall have the first option on their existing plot for the following year.
6. The amount of the yearly rent shall be reviewed annually by the Council.
7. The Council shall pay all rates, taxes, dues or other assessments, which may at any time be levied or charged upon the Allotment Garden.
8. The Council reserves the right of access over all areas of the allotment gardens,
9. The tenancy may be terminated by the Parish Council serving on the other not less than twelve months written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year. The tenant may terminate the tenancy agreement with one month's written notice given. No rental refund will be given.



10. If the tenant shall have been in breach of any of the provisions of the Agreement for a period of one month or longer the Council may re-enter upon the Allotment Garden and the Tenancy shall thereupon come to an end but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
11. The tenant shall permit the inspection at all reasonable times of the Allotment Garden by any representative of the Council.
12. Following the receipt of any complaint against a tenant the Council will consider the complaint and if they consider the complaint justified, they will issue a written warning to the tenant and the tenant will be given a specified period of time, as set by the Council, to make good any situation, as detailed in the written warning. Failure to comply with the request(s) within the written warning or on any recurrence will be considered to be a breach of this provision.
13. On the termination of this tenancy the tenant shall be entitled to receive such compensation as is provided for by the Allotments Act 1908 to 1950 and any subsequent relevant legislation, but if the tenant shall have been paid or promised any compensation by any incoming tenant of the Allotment Garden the tenant shall, before claiming any compensation from the Council, give to it notice in writing of the matters in respect of which any such compensation has been paid or promised.
14. The tenant shall during the tenancy carry out the following obligations:
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden and no shrubs, bushes or trees shall be planted which deprive adjoining plots of adequate light;
 - c) not keep any animal in the allotment without the express consent of the Council;
 - d) **dogs may be brought onto an Allotment Garden subject to the following conditions: they must be well-behaved; kept on a lead and under control at all times; not be left unattended; not be allowed onto another tenant's plot; dog waste must be cleared up immediately and removed from site;**
 - e) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - f) not fence the Allotment Garden without first obtaining the Council's written consent;
 - g) maintain and keep in repair the fences and gates forming part of the Allotment Garden;
 - h) trim and keep in decent order all hedges forming part of the Allotment Garden;
 - i) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
 - j) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - k) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - l) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.
 - m) given the proximity of residential properties, due consideration should be given when having bonfires at the allotment site. Bonfires are not to be left unattended at any time.
 - n) no structure or building shall be erected on the allotment without the consent of the Council in any event no structure greater than 2meters in height.
 - o) the tenant shall maintain in decent order all footpaths bordering the north and west sides of their plot and shall not obstruct or permit the obstruction of any of the paths on the Allotments set out for the use of the tenants of the Allotment Gardens;
 - p) the tenant shall cultivate the Allotment Garden for, and shall use it only for, the production of fruit, vegetables and flowers for domestic consumption and not for commercial purposes. No business or profit-making schemes or selling of produce from an Allotment Garden is allowed, unless sold by, and for the benefit of a charity;
 - q) any compost bin provided by Killamarsh Parish Council shall remain the property of the Parish Council and must remain with the allocated plot. Any tenant giving up their plot must not remove the compost bin, otherwise they will be invoiced for the cost of a replacement.
 - r) **the tenant shall have at least ¼ of the Allotment Garden under cultivation of crops after 3 months and at least ¾ of the Allotment Garden under cultivation of crops after 12 months and thereafter. NB in winter months cultivation to include dug over and prepared for planting.**
 - s) **to prevent the growth and spread of Legionella keep water storage containers such as tanks and butts clean by emptying and scrubbing out once a year. Insulate them to reduce temperatures increasing in warm weather or paint them with a light colour to reflect the heat. Lids should be fitted to reduce the risk further and to avoid the risk of small animals drowning in open water containers.**
15. The tenant shall observe additional rules that the Council may make or revise for regulation and management of the Allotment Garden and other allotment gardens let by the Council.
16. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
 - a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 14; or
 - c. the tenant lives outside the PARISH OF KILLAMARSH

17. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
18. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Parish Clerk.



UPDATE REPORT

TO:	Members of Full Council
DATE:	26 th June 2023
SUBJECT:	Agenda Item 11c - Cemetery gates
REPORT AUTHOR:	Judy France [Deputy Parish Clerk]

Information about ongoing issues not included on the agenda

Purpose of Report: To provide information to Full Council on the recommendation from the Environment & Climate Change Committee to install electronic gates at Killamarsh Cemetery.

In Summer 2022 there were some instances of vandalism at the cemetery and it was decided that the cemetery gates needed locking at night as they had been previously. A company was employed to lock and unlock the gates evenings and weekends at a cost of £54.25 per week + VAT, so £2821 per annum. The Parish Council Handy Persons unlock the gates Monday to Friday mornings.

At the meeting of the Environment Committee on 15th February 2023 a recommendation was made to install an electricity supply and gate automation to the existing cemetery gates at a cost of £5,582.00 + VAT (ENV112) to alleviate the ongoing costs associated with paying a company to do the locking and unlocking.

Installation of electricity supply - £2,782.

Gate automation - £2,800.

It was agreed by the Committee that the current cemetery gates were in a reasonable condition and therefore it would be more cost effective to install the automated gearing on them, rather than purchasing new gates.

Therefore within two years a cost saving would be made, although ongoing costs for annual maintenance and electricity costs should also be considered.

The Environment & Climate Change committee subject this recommendation to Full Council for consideration and approval.



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Mrs Gail Blank
KILLAMARSH PARISH COUNCIL
KILLAMARSH COMMUNITY CAMPUS
STANLEY STREET
SHEFFIELD
Derbyshire
United Kingdom
S21 1EL

16 June 2023
Our Ref: CF-2362

Dear Mrs Blank

Killamarsh - Parish Suite Refurbishment

The above application for funding has now been reviewed and assessed. I am pleased to inform you that the Board of Directors of FCC Communities Foundation have allocated a grant of up to **£99,410.00** towards the eligible costs of your project.

This allocation is subject to the following conditions:

1. Your project is successfully registered with the scheme's regulator ENTRUST. We will apply for this registration on your behalf.
2. Your agreement to our terms and conditions for distributing the Landfill Communities Fund money. These will be stated in our Funding Agreement that will be issued to you providing your project is registered by ENTRUST and once all of the information listed below has been provided.
3. Payment of £10,686.58 third party funding. Within the next 7 days we will issue your nominated contributor with a request for payment of the third party funding to FCC Recycling (UK) Ltd. Payment of this request must be made within 28 days of issue.
4. That the grant is offset towards the following elements:

Description	Total Cost (£)	Amount Requested (£)
Toilet refurbishments and disabled toilets upgrade to be DDA Compliant	£26,944.80	£22,454.00
Refurbishment of Main Hall including new dance floor, ceiling and lighting and av system. Removal of stage and creation of community kitchenette refurbishment	£84,967.20	£70,806.00
Creation of Cellar and storage area, purchase of chillers and fridges	£16,320.00	£0.00
DDA compliant entrance doors	£9,597.60	£0.00
New banqueting furniture for 120 people (tables, chairs and storage =)	£7,138.80	£0.00

Repositioning of bar to stage site, new back bar and fittings	£28,500.00	£0.00
Entrance Hall refurbishment	£6,768.00	£5,650.00
External Signage and painting of exterior.	£600.00	£500.00
Deep Cleaning of existing commercial Kitchen and Equipment and equipment safety checks	£2,640.00	£0.00
Contingency	£30,000.00	£0.00
Total	£213,476.40	£99,410.00

In order for us to be able to issue your project with a Funding Agreement we require the additional information as set out in the email to which this letter is attached. Please forward the outstanding information within the next 8 weeks. If you are unable to do so please let us know as soon as possible when you anticipate the information will be available.

Please note you must not change the scope or delivery of your project without written permission from us. If you need to change any aspect of your project, or you register with ENTRUST as an Environmental Body, please contact me or your Grant Administrator who will be able to advise you further. Failure to inform us of changes may result in your funding being withdrawn.

On receipt of all outstanding information we will contact you to discuss the drawdown of your grant and the details we need to finalise and issue your Funding Agreement.

It is very important that you do not start work on your project, instruct contractors or make/authorise any payments relating to your project until you have signed and returned our Funding Agreement. Failure to do so will result in your grant being withdrawn.

Please note, on receipt of all outstanding information it can take up to 4 weeks to issue your Funding Agreement.

The grant offer is open for 6 months from the date of this letter, by which time your Funding Agreement must be issued. Please also note that our grant must be claimed in full before 30 June 2024.

You are encouraged to publicise your funding award and advice on doing this can be found in the enclosed guidance. Please contact us if you need further information.

If you have any queries regarding the content of this letter or would like to discuss any project related queries, please contact myself or the Grant Administrator.

Yours sincerely

Cheryl Raynor
Grant Manager

Enc Funding Success Guidance
 Publicity Guidance

Killamarsh Parish Council

Report to Members of the Parish Council

TO:	Full Council
MEETING DATE:	26 th June 2023
SUBJECT:	Community Hub replacement lighting
REPORT AUTHOR:	Gail Blank

Item 14

Purpose of Report:

To help Councillors consider the proposal to replace the current lighting in the Community Hub building for energy efficient lighting.

The Community Hub building is currently being redecorated and an office is being created for the Parish Council staff. Several light bulbs in the hub have been identified as requiring replacement and, in a bid, to save on energy costs several quotes have been obtained to replace all existing lighting with new LED lighting.

The quotes received are as follows:

Quote 1: To replace all light fittings and bulbs throughout the building to include 1 emergency light in each room, this company didn't want to just replace the bulbs, they wanted to supply new lighting units - £4,308.

Quote 2: To replace all office lights with LED panels with 1 emergency panel in each office, replace store room, kitchen and cleaners cupboard strip lights and replace bulbs in atrium, reception and toilets for LED bulbs - £2,400.

Quote 3: To replace all light fittings and bulbs throughout the building to include 1 emergency light in each room, this company didn't want to just replace the bulbs, they wanted to supply new lighting units - £3,995.85.

Recommendation

That Council consider and approve the 2nd quote to replace the meeting room lights with LED panels with one emergency light in each, and to replace the bulbs in the toilets, store rooms, atrium and reception with new LED bulbs at a cost of £2,400.

Item 15.

Planning List w/e date	Application Number	Address	Details	Decision	Date of Decision
28.04.23	NED 23/00373/FL	44 Cherry Tree Drive Killamarsh Sheffield S21 1AR	Revised proposal for Change of Use from Retail Shop to Micro Pub, including two storey side extension	RESUBMISSION OF PREVIOUSLY REFUSED APPLICATION 22/00055/FL	
28.04.23	NED 23/00354/FLHPD	9 Boiley Lane, Killamarsh, Sheffield	Application under the neighbour notification scheme for a proposed rear single storey monopitched roof extension with velux roof windows and bifold doors.	PERMITTED DEVELOPMENT	01.06.23
03.05.23	23/00396/FLH	26 Sheffield Road, Killamarsh, Sheffield S21 2EA	Proposed single storey rear extension.	CONSULTATION REQUEST	
15.05.23	NED 23/00411/DISCON	48 Sheffield Road, Killamarsh, Sheffield	Application to discharge condition 17, 18 and 19 (Phase 1 Land Contamination Assessment) pursuant to planning application 21/01176/OL		
17.05.23	23/00413/FL	Land Approximately 200 Metres East Of Woodview Hut Lane, Killamarsh	Section 73 application to vary condition 2 (approved amended Plans) of planning application 16/00821/FL (Amended Plans) to amend the siting of the pond	CONSULTATION REQUEST	
25.05.23	23/00246/LDC	Netherthorpe House, Netherthorpe Lane, Killamarsh, Sheffield	Application for Lawful Development Certificate for proposed change of use from Residential to a 4 Bed Residential Children's Home.		
30.05.23	23/00471/FL	Crofters Barn, Westthorpe Road, Killamarsh, Sheffield	Change of use of land to site a converted horse box to sell food and drink during trading hours (Affecting Setting of a Listed Building).	CONSULTATION REQUEST	
31.05.23	CW4/0523/9	Veolia ES (UK) Ltd, Norwood Industrial Estate, Ellisons Road, Killamarsh, S21 2DR	Proposed retention of a portacabin unit.	CONSULTATION REQUEST	
02.06.23	22/01012/FL	3 Canal Bridge, Killamarsh, Sheffield, S21 1DJ	Construction of 2no two storey dwellings (Amended Plans)	CONSULTATION REQUEST	
06.06.23	NONE RECEIVED	To The North Of 47 To 59 Beech Crescent, Killamarsh	Change of use of amenity land for the provision of 7 Parking Spaces at Garage Site	CONDITIONALLY APPROVED	02.06.23
12.06.23	NED 23/00505/DISCON	At Land Between Old Canal And North Side Of Primrose Lane, Killamarsh	Application to discharge Condition 7 (Landscape - Biodiversity) pursuant to planning permission 21/00976/FL.		
12.06.23	NED 23/00513/CM	Veolia Environmental Services, Ellisons Road, Killamarsh	CW4/0523/9 - County Matters application for proposed retention of portacabin unit		
19.06.23	NONE RECEIVED				

SECTION 137 GRANT APPLICATION FORM



PART 1

Name of organisation	Natterchat		
Type of organisation	Friendship Group (Support)	Registered charity no (if applicable)	n/a
Total no. of members	19	No. of members who live in the parish	16
Contact name	Jill Wormleighton	Position in organisation	Admin Treasurer
Contact address	52 Upperthorpe Road, Killamarsh, Derbyshire		
Telephone number	07975992506	Email address	Jill.w@wormhome.plus.com
Website	Private group on facebook – but no website as yet		
What are the objectives of the organisation?	We set up primarily as a help group for Widows/Widowers. Meeting once a month to chat/listen/signpost for support/understanding and caring – fostering a culture of help, hope, strength and courage through talking and listening. However, as we recognised that people also go through life with times of loss, divorce, separation, anxiety and need – we have developed now into a “Friendship” Group – respecting the diversity of all within our local area.		

PART 2

Please outline details of the project for which you are seeking funding from the Council (continue on a separate sheet if necessary)	
The group were fortunate to be offered a “free” venue with the local Chapel to start up, but as members have grown, it is felt a move to a more congenial venue with more space and facilities would be researched. Our request for funding would support us in the rent of the room, resources for speaker events, games, activities and to help fund a one off outing costs to be decided by the group.	
Total cost of the project (please indicate if estimated)	£470.00
Date scheduled to commence and complete	May 2023
Funding already secured	£
Amount expected to be secured by commencement	£
If you have applied for other grants towards this project, please list them below	
Name of body:	Amount applied for:
	£
	£
	£
How much are you requesting from Killamarsh Parish Council?	£470.00
<i>(Please note that the maximum grant is £500)</i>	
What will be the benefit to the parish/parishioners of Killamarsh on completion of the project?	
Our group is open to anyone living in Killamarsh or the surrounding areas who would like to spend one afternoon a month, listening, sharing, learning from each other. We want to encourage learning different crafts eg jewellery making/card making/learning from various speakers as well as visiting places of interest locally including theatre visits. Our group started with 5 members we are now up to 19. We welcome all persons and hope that they will benefit from the members who have bonded together and enjoy each others company.	
If the Parish Council is unable to grant funding for this project, or grant anything other than the full amount requested, will the project still go ahead? If necessary add notes below	YES / NO YES our project will go ahead
We feel it is necessary for support groups like ours to meet. This gives vulnerable people the chance to share their concerns with others and to also help others in a time of need.	

SECTION 137 GRANT APPLICATION FORM



PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

PART 1

Name of organisation	KILLAMARSH HERITAGE SOCIETY		
Type of organisation	HISTORY AND HERITAGE GROUP	Registered charity no (if applicable)	
Total no. of members	8 MEMBERS OF COMMITTEE	No. of members who live in the parish	ALL COMMITTEE MEMBERS AND 1,400 ON FACEBOOK GROUP
Contact name	MARGARET MARSHALL	Position in organisation	SECRETARY
Contact address	37 UPPER THORPE ROAD, KILLAMARSH, NORTH EAST DERBYSHIRE, S21 1EQ		
Telephone number	014 2484812	Email address	margaretmarshall53@btinternet.com
Website	WWW.KILLAMARSH.ORG		
What are the objectives of the organisation?	TO PRESERVE AND RECORD THE HISTORY AND HERITAGE OF KILLAMARSH FOR FUTURE GENERATIONS.		

PART 2

Please outline details of the project for which you are seeking funding from the Council (continue on a separate sheet if necessary)	
KILLAMARSH HERITAGE SOCIETY ARE PRODUCING A BOOK TO RECORD THE COAL MINING HERITAGE OF KILLAMARSH AND MARK THE CENTENARY OF NESTTHORPE COLLIERY	
Total cost of the project (please indicate if estimated)	£ 1,000 (Estimate)
Date scheduled to commence and complete	TO BE COMPLETED IN 2023
Funding already secured	£ Funding being arranged.
Amount expected to be secured by commencement	£ Full amount
If you have applied for other grants towards this project, please list them below	
Name of body:	Amount applied for:
KILLAMARSH HERITAGE SOCIETY	£ THE GROUP WILL
WILL FUND ANY SHORTFALL	£ PAY THE AMOUNT
	£ OVER THIS FUNDING BID.
	£
How much are you requesting from Killamarsh Parish Council? (Please note that the maximum grant is £500)	£ 500.00
What will be the benefit to the parish/parishioners of Killamarsh on completion of the project?	
THE PROJECT WILL CONTRIBUTE TO OUR AIM OF RECORDING AND MARKING THE HISTORY OF KILLAMARSH.	

Item 16c

Killamarsh Heritage Society
Treasurer – 52 Upperthorpe Road
Killamarsh, S21 1EJ
Mrs Jill Wormleighton

14th June 2023

For the attention of the Parish Council Clerk Gail Blank

Dear Sirs

Killamarsh Heritage Society

The Parish Council under the S137 Grant Application awarded the Killamarsh Heritage Society £500 for the design, and erection of a Miners Statue on Green Lane.

The total expenditure of the project has been :

£234.00	Planning Permission cost
£90.00	Cleaning the Stone Memorial
£28.00	Met Post concrete to secure the statue.
Total : £352.00	

The original estimate of £500 was original put in to also cover the cost of the design and manufacture of the statue. Due to the donation of their time and effort, Mike Jackson and Robin Penny of Penny Hydraulics have waived their charges as they informed the Society that they had connections with people who worked at Westthorpe Colliery, as well as both being interested in history and heritage. They also wanted to support a local community project. They have confirmed to us that there will be no further charges for this project.

Therefore the amount of £148.00 is to be refunded to the Parish Council for the completion of this project.

As Treasurer, I will be arranging to transfer the amount of £148.00 back to the Parish Council

Thank you for your support in this project.

Yours faithfully


Mrs Jill Wormleighton
Treasurer Killamarsh Heritage Society

May 30th 2023

Report to Killamarsh Parish Council

Summary of progress and outcomes due to the grant from KPC for £500 towards the provision of warm spaces at KMC during the winter of 2022-2023

Thank you for the grant which contributed to our general running costs of offering all those in the village a warm space to attend on Thursday, Friday and Sunday mornings.

It was good to be part of a cross -village provision with those from other churches and at the community hub, ensuring that a warm space was available for some hours every day over the past winter.

Attendance varied across the week, with the highest attendance on a Thursday for the coffee morning (approx. 60-70 people) and the fewest additional attendees of a Sunday morning, although this was supplemented by those who attended the free community lunch one a month.

The project also received very positive national press coverage from the Daily Mirror-see link.

[Retired couple shelter inside church to keep warm as energy and grocery bills rocket - Mirror Online](#)

The money was specifically used to buy a freezer to store “JustMeals”, frozen meals prepared in Sheffield by Foodworks from donated excess foods and available for a donation from £1. (although the church pays this if needed)

[Killamarsh Partner Hub – Food Works \(thefoodworks.org\)](#)

(Opening times: Thursday 9am-12pm and Friday 9am-12pm Address: 185 Sheffield Rd, Killamarsh, Sheffield S21 1DY

We are an all-inclusive Christian church serving our local community to provide a safe modern environment for people of all ages and backgrounds to find friendship, help and support.

Killamarsh
Methodist Church



part of the Methodist Church in Sheffield

Many activities and support groups are available to everyone throughout the week, including a Free café on Fridays 9- 12 noon where folk can be signposted to advice for help with debt advise, Foodbank referrals, benefit claims etc.)

The remaining grant was used towards increased energy costs and the provision of free breakfasts on a Friday.

We are already aware that from the autumn our energy costs will double, we had fortunately been on a fixed deal that protected us somewhat last winter. We are applying to the Co-op. for support towards the ongoing breakfasts and community lunches- both of which are free to anyone who attends. So, if the council is willing, we may be requesting another grant this coming autumn to enable to continue with this much valued community support provision next winter.

Thank you for your support this past year.

Marjke Turvey

On behalf of the stewards at Killamarsh Methodist church.

[Church in Killamarsh | Killamarsh Methodist \(killamarshmethodistchurch.co.uk\)](http://killamarshmethodistchurch.co.uk)