



Clerk to the Council

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MINUTES OF THE MEETING OF THE TICKHILL TOWN COUNCIL

TUESDAY 25th FEBRUARY 2025

THE PAVILION, TITHES LANE, TICKHILL. DN11 9QN

Present: C Taylor, S Patel, M Bycroft, A Johnson, W Brookes

Deputy Chair: Cllr Rochard

In Attendance: Clerk, RFO and Admin Support Officer

Members of the Public: 11

WELCOME The Deputy Chair opened the meeting and welcomed Cllrs, and members of the Public to the meeting.

PUBLIC MEETING FOR MATTERS RAISED BY THE PUBLIC (15 MINUTES MAXIMUM)

- A member of the public asked why the upcoming May elections had not been advertised to the general public.
- A member of the public raised a complaint about the recent works to clear out the dykes at the recreational ground. Whilst these have been cleaned out recently, the work has not been finished, the bottom end has not been cleaned out and although the water is now flowing around the park, it is flowing into a dead end, and the water has nowhere to go. The dyke at the bottom end requires re-instating, it is believed this was blocked/filled in during the housing development some 40 years ago and having never been reinstated is full of building debris. The resident went on to register their disappointment at the poor response from CDC to their emails where many points the resident raised had not been answered and those that had were irrelevant; information having been copied and pasted from a data source outlining the responsibilities of a landowner which did nothing to address the residents complaint.
- A resident enquired if City of Doncaster Council would be continuing the slurry tarmac works which had been completed on Market Place and Castlegate in other areas of the town, specifically where the tarmac was in a poor state of repair due to the installation of fibre optic cables.

MINUTES OF THE MEETING 25.02.2025

The meeting started at 7:00pm

164.25a TO CONSIDER APOLOGIES FOR ABSENCE GIVEN IN ADVANCE OF THE MEETING

Apologies were received from Cllrs P Walker, B Cooper and I Smith

164.25b TO CONSIDER APPROVAL OF REASONS GIVEN.

RESOLVED: Reasons for apologies were approved

The Pavilion

Tithes Lane, Tickhill, DN11 9QN

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164.25c DISCLOSABLE PECUNIARY INTERESTS OR AMENDMENTS AND APPLICATIONS FOR DISPENSATION. None

RESOLVED: To note that there were none

164.25d APPROVAL OF THE DRAFT MINUTES FROM THE MEETING ON 21st JANUARY 2025.

RESOLVED: That the minutes are a true and accurate record of the meeting.

165.25 DONCASTER WARD BOROUGH COUNCILLORS REPORT

Ward Cllr M Greenhalgh gave the following updates

- **DYKES ON RECREATIONAL GROUND** Following the clearing of the dykes on the recreational ground, a complaint had been received from a resident about the amount of excess damage from the large cutters and equipment used. City of Doncaster Council have given reassurance that the area will be rolled flat and re-seeded.
- **LAND OFF THE PADDOCK** The Land contains a natural spring which is rare. Cllr Greenhalgh has been in touch with a company who may be able to restore the spring at zero cost to the council. A resident has expressed an interest in a communal garden. Cllr Greenhalgh to forward details to the Clerk to follow these up.
- **TICKHILL JUNIORS** Tickhill junior football club currently play in a field off Worksop Road where there are no facilities. They are looking to apply for a grant from CDC and Sports England to place portable amenities for showers, toilets and changing rooms. First it will be necessary to establish if land is leased or owned by the farmer.
- **TICKHILL SPITAL JUNCTION** A complaint was received about the suspected unnecessary removal of trees covered in ivy during the works at the Spital Junction. The trees were found to be rotting once the ivy was removed and would require removal in the next 12 – 24 months. To carry out further surveys would delay the works at the Spital by a further 6 months and when removed at a later date would be subject to the Council's trees Policy which sets out that one tree is replaced for everyone removed. If this was considered under the Spital Junction works, each tree removed is replaced by 5 trees. Cllr Greenhalgh has been in touch with a Chartered Environmentalist who has offered his services on keeping the trees at Cherry Lane as currently it would require CDC to instigate a judicial review at great cost. Cllr Greenhalgh will pass the details onto the Clerk.
- **STREET SCENE** Complaints have been received about the frequency of rubbish collection in Tickhill causing the bins in the town centre to become overflowing and attracting vermin. It was also noted that the bins at the recreational ground are not being emptied by CDC and it is necessary for the Tickhill Town Council Ground Lengthsman to bag up this rubbish and move it to another location for collection by CDC. Cllr Greenhalgh is taking this up with Street Scene and will keep the Clerk updated.
- **ROAD MARKINGS COMMON LANE** Cllr Greenhalgh received a thank you card from a resident following his campaign to instigate white lines outside their property on common lane to prevent the property being blocked by parking during school pick up/drop off.
- **ACTIVE TRAVEL** Cllr Greenhalgh reported that the Active Travel plans on Wilsic Lane are now going through the consultation process and effected residents will receive a visit to carry out a 1:1 consultation. It was pointed out that Active Travel monies can be utilised for pedestrian crossings, and this should be investigated. It was also pointed out that with any new housing development, 106 monies are attached, and Tickhill Town Council should ensure these are forthcoming. Cllr Greenhalgh to keep the Clerk updated.
- **RUDDLE DYKE** Cllr Greenhalgh reported the flood engineer had moved to Rotherham and he would contact Cllr Taylor with details of the engineer concerning Ruddle Dyke.

RESOLVED. That the updates be noted

166.25 LEGAL

166.25a TO CONSIDER THE FINANCIAL REGULATIONS

RESOLVED that the policy be approved and adopted

166.25b TO CONSIDER THE FINANCIAL RISK ASSESSMENT

RESOLVED that the policy be approved and adopted

166.25c TO CONSIDER THE STANDING ORDERS

RESOLVED that the policy be approved and adopted

166.25d TO CONSIDER RESERVES POLICY

RESOLVED that the policy be approved and adopted

166.25e TO DISCUSS OUTSTANDING POLICIES AND LEGAL DOCUMENTS AND SET A PRIORITY AND

TIME FRAME FOR THESE TO BE DRAFTED. It was suggested it would take approximately a year for all the relevant missing and outdated policies to be reviewed, and a discussion was held with regard for the need to prioritise the outstanding Statutory, Audit requirement and Fire Safety Policies, it may be necessary to seek professional help on the Fire documents. The policies below were considered to be the highest priority.

- Health & Safety Policy
- Fire Risk Assessment
- Fire Safety & Evacuation Policy
- Pension & Retirement Policy
- Auto Enrolment Record
- Disability Access Audit
- Data Audit

RESOLVED That the Clerk prioritise the above list of policies during March

167.25a PLANNING MATTERS (Appendix 1)

167.25b PLANNING COMMITTEE To consider Cllr Bycroft as Chair of the planning committee replacing Cllr Brookes.

RESOLVED that Cllr Bycroft is Chair of the Planning Committee, Cllrs Walker and Brookes remain members.

168.25 PROGRESS REPORTS FROM

168.25a CHAIR

The Deputy Chair gave the following update on behalf of the Chair.

- **BUTTERCROSS** – The Chair had a conversation with Historic England regarding valuing the Buttercross and instigating a condition survey. The Buttercross should be on Doncaster Council's Building at Risk Register so this needs to be checked. It may be possible to apply for funding from the Civic Trust to fund any condition survey. Chair will give further updates at the March meeting. Chair has confirmed he is happy to pursue this.
- **ALLOTMENTS** – local allotments belong to the lowest form of government associated with the area in question and as such any allotments should have come to Tickhill Town Council at the time of Government Reorganisation in April 1974. Allotments in Tickhill are emotive and there is a waiting list. 18 months ago, the landlord evicted the allotment holders from the Land behind what was the institute and left it fallow. The land in question is allocated to allotment use and cannot be used for anything other than that, and TTC are legally required

to maintain this stance. No update has been received from CDC on the transfer of the allotments adjacent to the Pavilion, so we need to pursue this through the solicitors.

RESOLVED That the update be noted and the Clerk to contact TTC solicitor.

168.25b CLERK

- ICO registration has been renewed and details updated.
- HR policies approved at the Jan meeting have now been circulated to all staff who are happy with them, and they were adopted from 1st Feb 2025.
- The assets register is currently being updated and will be up to date in time for the 2024/2025 audit.
- Application for the water survey to provide water to the Buttercross on behalf of Tickhill in Bloom has been submitted. A refund of £32.40 is being processed as this is considered a field connection for gardening. The information has been passed onto Ward Cllr Greenhalgh and Tickhill in Bloom.
- Tickhill in Bloom would like to ascertain TTC's interest in taking part in 60th Anniversary of the National Britain in Bloom campaign to discuss at their meeting on 3rd March.
- List of all defibrillators and their guardians has been received and noted, along with maintenance required.
- Complaint from resident today regarding suspected unlawful felling of a tree – reported to the relevant department at Doncaster Council and the planning officer.
- **RESOLVED** To note the updates

168.25c COUNCILLORS

Cllr Taylor reported that he had spoken with the security company regarding access codes to the CCTV system and they reported it required the hard drive downloading onto a new system. A discussion followed and Cllr Patel reported that after investigating, he believed the company who provided the system would be able to provide a new access code without the need for a new system.

RESOLVED: Cllr Patel to update the Clerk with details to follow this up and the charge for CCTV maintenance from the security company is to be credited.

169.25 FINANCE (Appendix 2)

169.25a Invoices were circulated and considered for payment

RESOLVED that the invoices provided be approved for payment and the Deputy Chair signed the bank statements presented by the RFO for reconciliation.

169.25b TO RECEIVE AN UPDATE ON 2023/24 AGAR.

Investigations into the 2023/24 AGAR have now been completed by the external auditor and are available on the Tickhill Town Council website. The auditor accepted the explanation of the discrepancies in the asset register and the failure of the Council to ear mark reserves from prior years as part of the budgetary process as required by Section 49a of Local Government Finance Act 1992. It was also accepted that the Council is redressing this and is working hard to ensure all policies and procedures are in place for the 2024/2025 audit. Due to the additional work involved in completing the audit, an invoice of £887.50 plus VAT will be raised by the auditor.

RESOLVED that the update be noted

169.25c TO CONSIDER A GRANT APPLICATION OF £500 RECEIVED FROM TICKHILL COMMUNITY LIBRARY.

Tickhill Community Library have requested £300 towards the cost of children's activities over the summer holiday and £200 towards the cost of materials for the summer reading

challenge. The total combined cost of the project is expected to be £1000 and a total grant of £500 is being requested towards this. A discussion was held that this had already been considered in the 2025/26 budget.

RESOLVED That the grant is approved

169.25d TO CONSIDER QUOTES AS CIRCULATED.

Fire Extinguisher and equipment testing, PAT testing and Fire alarm maintenance. A discussion was held regarding the quotes received and the CCTV access.

RESOLVED that Harbon be contracted to carry out the PAT testing, Churches be contracted to carry out the Fire equipment testing and that the quote from Securite be accepted on the condition the CCTV maintenance was removed from the quote and NICEIC emergency lighting and Fire Alarm Logs be provided as specified in the quote.

169.25e TO CONSIDER QUOTE FOR FLOWER BED REPAIRS (2025/2026 BUDGET).

Monies have been set aside in the 2025/26 budget for ongoing repairs to the flower beds and a quote has been received from the approved contractor. Some of the flower beds require moving as they are too close to the highway causing a safety hazard for the volunteers managing them which was not included in the budget and may need to be funded from the 2026/27 budget. Works to relocate the flower beds will require CDC notifying and permission granted.

RESOLVED that the work carried out should be prioritised with the beds identified as urgent scheduled for repair first and that a quote for the re-positioning of the flower beds is obtained along with the relevant permissions from CDC.

169.25f TO INVESTIGATE INVESTMENT ACCOUNTS FOR RESERVES

An estimated interest rate of 4% has been factored into the income for the 2025/2026 budget. Cllr Taylor and the RFO have identified potential accounts, however, many investments and savings accounts are not open to Parish Councils. Cllr Taylor requested the permission from the council for the Finance Committee to carry on investigating and find a suitable investment to place the funds at the earliest convenience.

RESOLVED That the Council approved the request for the Finance Committee to continue investigating and present a proposal for investment.

170.25 CORRESPONDENCE (Appendix 2) received and circulated to town councillors

RESOLVED: That the correspondence be noted

171.25 REPORTS

171.25a TO RECEIVE UPDATES FROM COMMITTEES/REPRESENTATIVES there were no updates

RESOLVED To note there were no updates

171.25b TO RECEIVE UPDATES ON NEIGHBOURHOOD PLANNING. The services of the planning consultant have now been engaged to re-evaluate the Draft Neighbourhood Plan document with regard to legislative changes brought in by the new government. Once completed, the updated draft document will be re-submitted to CDC.

RESOLVED To note the update

172.25 PAVILION TO RECEIVE UPDATES. The cleaners have been given notice and the Clerk met with an alternative cleaning company who have been engaged from w/c 17/02/2025. Decorators completed decorating in the hallway and main function room on 20th & 21st February, the trophy cabinet and bowling plaques were removed and have been stored safely in the front storage room. Replacement of the windows and fire doors is now scheduled for March. As a result of the re-modelling of the pavilion the Council is required to ensure all fire safety

documentation is up to date and meets current legislation. Cllr Taylor requested a meeting of the Pavilion Committee.

RESOLVED that the updates be noted, the Clerk draft revised Fire Safety Policy, Fire Risk Assessment, and Evacuation Procedure as per item 166.25e on the Agenda and Cllr Taylor email the Pavilion Committee to request a meeting.

173.25 CAR PARK: TO RECEIVE AN UPDATE ON THE TRANSFER OF OWNERSHIP FROM DONCASTER COUNCIL.

CDC Estates issued a Head of Terms to Tickhill Town Council's Solicitor in January. CDC Legal team are now actively pursuing this, however in the last update from the solicitor, there has been no further progress. A letter from CDC's solicitor requested confirmation of what land is being referred to. TTC solicitor to chase this.

RESOLVED That the car park be added onto the agenda for the Quarterly liaison meeting with CDC

174.25 LAND OFF THE PADDOCKS: TO RECEIVE AN UPDATE ON THE TRANSFER OF OWNERSHIP FROM CITY OF DONCASTER COUNCIL.

CDC legal team have now confirmed via TTC solicitors that HM Land Registry completed the registration of Land Lying to The North of Scarborough Close, (known as the Land off The Paddocks), on 11th February 2025. The Official Copy of Register, Official Copy of Title Plan and registration Completed Sheet to CDC have been received and filed. The Title deeds now state City of Doncaster Council as the registered proprietor and there are still a few queries which TTC solicitors need to clarify before the final transfer of title can be made from CDC to Tickhill Town Council. The 106 monies associated with the transfer will be sent once transfer is complete and it was noted that we will owe a nominal £1 which should be deducted from the 106 monies. We now need to consider looking for contractors for cutting of the grass and pursue the Various Pond Rescue Charities/Schemes available and reconsider the possibility of tree planting, so we are ready when the final transfer is completed. A resident has previously expressed an interest in active engagement of the completion of transfer so the Clerk should make contact. A discussion followed about the existing public liability insurance being sufficient to cover the land once it is transferred.

RESOLVED that the Clerk contacts TTC solicitor to check progress on title, contacts companies to receive quotes to maintain the land, reinstate the pond and natural spring and contact the resident regarding engagement once ownership is completed.

175.25 EVENTS

175.25a VE DAY 80th May 2025 – BEACONS & LAMPLIGHTS OF PEACE AND COMMUNITY EVENT

The Clerk gave the following update on behalf of Cllr Cooper

08:00 Town Crier Proclamation will be given by Cllr Baz Cooper announcing the significance of the 80th anniversary of VE Day, honouring peace and unity. At 09:00 A specially designed VE Day flag will be raised by Cllr Cooper to commemorate the occasion followed by daylong Celebrations by any Town members wanting to play a part. A Winston Churchill lookalike and several Vehicles coming in and out of the town have been arranged and Cllr Cooper has potentially organised a few jeeps to come along (TBC). 18:30 St Mary's Church Bells will be rung as a symbol of peace and remembrance. And the Beacon will be lit at 21:30. The Clerk has booked Harworth Brass to play songs from the era, concluding with the last post at 21:30 as the beacon is lit followed by The National Anthem played by Harworth Brass and led by members of a choir. A discussion followed about the type of flag to be raised, and Cllr Johnson updated the council that as the Monday was a bank holiday, the Palace are

encouraging street parties and City of Doncaster Council will be facilitating free of charge road closures for residents applying to host a street party. Fish and chips is the suggested food for any parties and a celebration cake of orange and ginger.

RESOLVED That the updates be noted and the Clerk order a VE day flag

176.25 AWARDS & MEETING THE NEEDS OF THE YOUNGER COMMUNITY:

Cllr Patel reported that there has been no significant progress made, he has contacted the Scouts, Guides and Brownies but had no response and the next step would be to hold a series of two consultation evenings, ideally on a Wednesday and Friday where light refreshments will be served. A table tennis has been gifted for a donation of £1. A discussion followed on the suitability of the two existing playparks and if there is the need for these to be upgraded to suit the younger community using them and the dormant skate park initiative which was unable to proceed due to the ownership of land. Once this hurdle is overcome there may be the potential to investigate National Lottery funding.

RESOLVED: That Cllr Patel liaise with the Admin Support Officer for suitable dates for the consultation evenings and these be promoted through the usual channels and that the Clerk add the table Tennis table to the asset register, contact CDC to ascertain when the parks are due a refurbishment and add Parks and the viability of transfer/leasing of land to facilitate a skate park or similar onto the agenda for the upcoming quarterly liaison meeting with CDC.

177.25 INSTALLATION OF DUCK FEEDERS AT THE MILL DAM: There were no updates

RESOLVED: To note there were no updates

178.25 ENVIRONMENT

178.25a TRAFIC/HIGHWAYS

Road Closure for carriageway resurfacing on Castlegate and Marketplace and drain clearing took place Sunday 9th & Sunday 16th Feb. It was noted one or more of the storm drains had been blocked with tarmac, the disabled bay had not been marked, and the yellow lines were not compliant with the standards specified by Highway Design within Historic England in a conservation area. This was reported to Doncaster Council who confirmed they were aware of the issues. The disabled bay markings have now been re-instated, the double yellow lines are the correct shade: Primrose yellow, however the decision was taken by CDC not to extend the existing markings, which are standard width with thinner new markings as this would not be in keeping and would look out of place. Temporary three-way traffic restrictions will be in place one Sunday in March (date to be confirmed) to clear the blocked storm drains.

CDC staff were in place on Sunday 23rd Feb to carry out ivy removal and maintenance to the trees on Bawtry Road whilst the road closure was in place. When the ivy was removed from two of the trees, the extent of decay in the main stems was found to be so far advanced that the decision was taken to remove the trees then and there as they presented an unacceptably high risk of harm to road users. This action is consistent with the Tree Policy and Tree Risk Management Plan for Doncaster Council's Trees and Woodlands which aims to identify potential hazards and to specify and prioritise any tree maintenance work required to keep any risk of harm or damage as low as reasonably practicable. In accordance with the Tree Policy, replacement trees will be planted at minimum heavy standard size on a one-for-one basis for every tree removed and CDC have confirmed that two replacement trees for Bawtry Road have been added to the planting list for the next planting season (October 2025 to February 2026).

Additional weekend dates have been added for the Spital Road closure for final road surfacing on 5th & 6th April 2025.

178.25b COMMUNITY SPEED WATCH: TO RECEIVE AN UPDATE. Two events were held during Feb, a total of 95 vehicles were checked, 11 were reported as exceeding the speed limit.

Permanent signage is scheduled to be erected in March, and we will be looking to recruit additional volunteers as there are currently just three active members which is not sustainable. A discussion into various possible solutions for speed reduction followed and it was noted that without the data to support the need for this, CDC will not consider any speed reduction solutions. The data for 20 is plenty in Wales confirms that since the implementation of the scheme, there has been a 28% reduction in casualties and insurance premiums have dropped.

RESOLVED That the Clerk will investigate data capturing cameras, the Admin Support Officer actively request volunteers via the usual channels and Cllr Taylor continue to pursue CDC for implementing 20 mph on the A roads through Tickhill.

178.25c EV CHARGING POINTS: To receive updates. There were no updates in Cllr Coopers absence

RESOLVED To note there were no updates.

179.25 QUARTERLY LIAISON MEETING WITH CITY OF DONCASTER COUNCIL 5th MARCH 2025

Members requested the following items be added to the agenda.

Fly Tipping

Playground upgrade schedule

Youth Club contacts at CDC

Reinstating the Ruddle Dyke and management of the flow of wastewater from Maltby to Tickhill

180.25 FLAG FLYING DATES: There are no flag flying dates in March, however a request from Cllr Johnson was received to light the Buttercross pink on 8th March for International Women's Day and on 11th March to mark Commonwealth Day and that these events are posted on social media to raise awareness of both.

RESOLVED The Buttercross will be lit as per the request and posted on social media.

181.25 MEMBER ITEMS FOR THE NEXT AGENDA.

RESOLVED To note there were no item requests from members

The meeting concluded at 8:40 pm

182.25 STAFFING CONFIDENTIAL

There was a request for a staffing confidential meeting to discuss the Chairs position in the run up to the election and the additional duties of the Ground Lengthsman.

A discussion was held

RESOLVED That the Council would like Cllr Walker to remain as Chair for the remainder of this Council and that the duty of weekly testing of the fire alarm system be added to the duties of the Ground Lengthsman.

Date of the next meeting 25th March 2025
6:45pm
The Pavilion,
Tithes Lane,
Tickhill, DN11 9QN

Minutes approved by

Cllr P Walker
Chair – Mayor

25th March 2025