



Clerk to the Council

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MINUTES OF THE MEETING OF THE TICKHILL TOWN COUNCIL

TUESDAY 22nd APRIL 2025

THE PAVILION, TITHES LANE, TICKHILL. DN11 9QN

Present: Cllrs K Rochard, C Taylor, M Bycroft, A Johnson, I Smith

Chair: Cllr Walker

In Attendance: Clerk, RFO and Admin Support Officer

Members of the Public: 5

WELCOME The Chair opened the meeting, welcomed Cllrs, and members of the Public to the meeting and read out the fire and evacuation safety notice.

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

- A member of the public inquired about the window dressing competition for the VE 80 day on 8th May and offered to place additional posters around the town. Agenda item 13.25a.

MINUTES OF THE MEETING 25.03.2025

The meeting started at 7:00pm

1.25a TO CONSIDER APOLOGIES FOR ABSENCE GIVEN IN ADVANCE OF THE MEETING

Apologies were received from Cllr B Cooper and Cllr S Patel. Cllr Brookes joined the meeting at 7:30pm and Cllr Patel joined at approximately 7:50pm.

1.25b TO CONSIDER APPROVAL OF REASONS GIVEN.

RESOLVED: Reasons for apologies were approved

2.25 DISCLOSABLE PECUNIARY INTERESTS OR AMENDMENTS AND APPLICATIONS FOR

DISPENSATION. There were no requests for disclosable pecuniary interests or amendments and applications for dispensation.

RESOLVED: To note that there were none

3.25 APPROVAL OF THE DRAFT MINUTES FROM THE MEETING ON 25th MARCH 2025.

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

4.25 DONCASTER WARD BOROUGH COUNCILLORS REPORT

Ward Cllr M Greenhalgh gave the following updates

- Following the update at the February meeting, temporary toilet and changing room facilities at the football field off Worksoy Road will be funded by the Ward Councillor's grant.
- Following the update at the March meeting regarding the siting of a Duck feeding station at the Mill Dam, the legal team at City of Doncaster Council have no objection to siting this on City of Doncaster Land.

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ARD

- Following a report by a concerned resident about the removal of a historic street sign on Rawson Road, the sign has been located and returned to Tickhill Town Council for restoration. Cllr Greenhalgh has spoken with the Conservation officer at CDC who agreed to discuss putting a proactive measure in place to prevent similar occurrences in the future.
RESOLVED. That the updates be noted

5.25 LEGAL: TO CONSIDER THE FOLLOWING POLICIES AND RISK ASSESSMENTS AS CIRCULATED

5.25a Update to Business Continuity Plan

5.25b Update to Standing Orders

5.25c Councillors Code of Conduct

5.25d Finance Committee Terms of Reference

5.25e Governance Document

5.25f Staffing Committee Terms of Reference

5.25g Grant Application Process Terms of Reference

5.25h Updated Beacon Lighting Risk Assessment

5.25i VE 80 Day Risk Assessment

5.25j Working at Height Risk Assessment

A brief discussion took place regarding the importance of ensuring full compliance with the Business Contingency Plan and the key points highlighted. Members acknowledged the need for continued adherence to the procedures and protocols and reviews to the policies as required. **RESOLVED** that the policies be approved and that the highlighted points in the Business Contingency Plan be reviewed for further consideration.

6.25 PLANNING MATTERS (Appendix 1)

7.25 PROGRESS REPORTS FROM

7.25a CHAIR

- During a recent meeting with the Design and Conservation Officer from CDC, the property at 27 Sunderland Street was reviewed due to its listed status, which is attributed to a stone plaque embedded in the wall. The plaque, believed to have historical links to the nearby Roche Abbey, does not relate to the current structure of the building. The resident has reported the need for essential structural repairs to the roof. The Conservation Officer advised that a Listed Building Consent application should be submitted to facilitate the necessary repair work in compliance with heritage regulations.
- Following the report of the removal of the historic sign on Rawson Road, a member of the public has offered to restore the sign. Cllr Rochard agreed to approach the resident regarding the reinstatement of the renovated sign to its original location on the wall.
RESOLVED That the updates be noted

7.25b CLERK

- NFSS have been engaged and an appointment booked to carry out the fire risk assessment and evacuation plan.
- It was noted that the socket used for the Christmas tree may have been damaged during the installation of the Easter Cross by the Church. An inspection will be required once the cross has been removed to assess any potential damage. Additionally, a quotation has been received from Dexter Pollard for the installation of an alternative socket suitable for a different species of Christmas tree with a broader trunk. The quoted cost is £580 + VAT.
- Tickhill Castle open day has been publicised as Sunday 8th June 14:00 – 16:00
RESOLVED That the updates be noted and that the Clerk contact Dexter Pollard to organise work to be carried out for the alternative socket.

7.25c COUNCILLORS

- Cllr Johnson reported receiving a phone call from an individual reporting a local business claiming to be a doctor, despite not appearing to hold the relevant qualifications. Several other councillors confirmed they had received similar calls. The matter was noted as a concern.
- Cllr Taylor reported receiving a complaint regarding a noise nuisance caused by the keeping of several cockerels at a residential property. The resident reported the issue to Doncaster Council but has received no response due the Easter break. Cllr Taylor has requested that the complainant provide further information to enable the Clerk to follow up with the relevant department at CDC.

RESOLVED: That the updates be noted

8.25 FINANCE

8.25a TO APPROVE INVOICES RECEIVED AND CIRCULATED (Appendix 2)

Invoices were circulated and considered for payment. A discussion was held regarding the solicitor's advice against withholding payment of commercial rates for the car park, and their reluctance to instruct CDC of Tickhill Town Council's intention to withhold payment until the land transfer is complete.

RESOLVED that the invoices presented were approved for payment, with the exception of the commercial rates charge. The RFO will formally dispute this charge with CDC. The Deputy Chair signed the bank statements presented by the RFO for reconciliation.

8.25b To approve the 2024/25 AGAR

The RFO reported that the AGAR was completed, and all documents had been submitted to the internal auditor.

RESOLVED: That the AGAR for 2024/25 be approved

8.25c To approve the banking mandate

The Chair of the Finance Committee presented the committee's recommendation to transfer surplus funds to a Lloyds flexible savings account offering 4% interest. The account would require two authorised signatories.

RESOLVED that the mandate was approved and signed by Cllr Taylor, The Clerk and the RFO and that the council approved the Finance Committee's recommendation to proceed with the transfer as outlined.

9.25 CORRESPONDENCE (Appendix 3) received and circulated to town councillors

RESOLVED: That the correspondence be noted

10.25 REPORTS

10.25a TO RECEIVE UPDATES FROM COMMITTEES/REPRESENTATIVES there were no updates

RESOLVED To note there were no updates

10.25b TO RECEIVE UPDATES ON NEIGHBOURHOOD PLANNING.

A meeting has been scheduled with the Planning consultant, for Friday 25th April, following which the plan will be re-printed with the minor changes and submitted to CDC. The areas of disagreement on the green spaces remain.

RESOLVED That the update be noted

11.25 PAVILION TO RECEIVE UPDATES.

The water temperature has been lowered as a short-term measure to avoid scolding. One of the regular hirers has terminated their contract, having secured their own studio.

A discussion was held regarding the hire rate for one off hirers as this is not financially viable for hire periods of two hours or less.

RESOLVED That the Clerk will contact the approved plumber for quotes to install temperature reducing valves (TRV) to the five hand washing basins. That a minimum hire period of three hours will apply to all new one-off hirers. The first hour will be charged at a rate of £30, with any subsequent hours charged at the prevailing standard rate. The hire T&C will require updating to reflect this change.

12.25 CAR PARK AND LAND OFF THE PADDOCKS: to receive updates on the transfer of ownership from City of Doncaster Council.

An update was received that Tickhill Town Council's solicitor has been made aware by the CDC legal team that the relevant paperwork for transfer of ownership of the car park has been raised and will be issued shortly. CDC reported they had been under resourced causing the delay in completion of the process, however the Chair pointed out this process has taken five years and until ownership is complete, Tickhill Town Council are unable to enforce improper and inconsiderate parking in the EV bays, disabled bays, the yellow lines along the walkway and inconsiderate parking blocking resident access.

During the transfer process of the land off The Paddocks, the Council's solicitor has identified a clause within the documentation indicating that Tickhill Town Council is required to erect and maintain a short section of fencing, however, the documentation does not specify the location or the length of the fencing required.

RESOLVED: That the updates be noted, that as per agenda item 8.25a the RFO will notify CDC that payment of the commercial rates for the car park are withheld until transfer of the car park is completed and that the Clerk request clarification on the location of the fencing prior to completion of the transfer documents for the land off The Paddocks.

13.25 ALLOTMENTS To consider Transfer of part of registered title (Land Registry) TP1

A discussion was held to confirm key points prior to the signing of the transfer documents. The following matters were raised for clarification:

- Provision of soil testing evidence and results
- A list of current allotment holders
- Copies of any existing contracts
- Details of the current waiting list
- Confirmation of whether rent for the 2025–2026 period has been requested from plot holders
- Clarification on whether Tickhill Town Council will receive the 2025–2026 rent (pro-rata)
- Confirmation that all master keys for the site, along with any spare padlocks, will be handed over
- Request for copies of any inspection reports undertaken in the past five years

RESOLVED The Clerk will follow up with CDC to seek clarification on the above and report back to council.

14.25 EVENTS

14.25a VE DAY 80 8th May 2025 – BEACONS & LAMPLIGHTS OF PEACE AND COMMUNITY EVENT to receive an update.

Posters have been printed and placed on the council noticeboards, the event has been advertised on Facebook and in Tickhill Today. Tickhill Together have offered to distribute the posters in Tickhill shops and businesses and a Winston Churchill lookalike has been confirmed to judge the window dressing but there has been no confirmation from shops and businesses taking part. The clerk was unable to apply for the Community Wealth Builder Micro Grant as local councils were not eligible.

RESOLVED that the update be noted and the Clerk is to contact Cllr Cooper for an update on engagement by local shops and businesses for the window competition.

14.25b 102nd ANNIVERSARY OF THE MALTBY MINERS MEMORIAL to consider a representative for Tickhill Town Council.

There was a brief discussion regarding requirements and attendance at last year's event, where Cllr Johnson and the Clerk attended and laid a floral tribute on behalf of Tickhill Town Council. This year the event date has been announced as Saturday 5th July, which clashes with Tickhill Gala. Cllr Johnson offered to represent Tickhill Town Council at this event.

RESOLVED that Cllr Johnson represent Tickhill Town Council at this event and lay a floral tribute.

15.25 ENVIRONMENT

15.25a TRAFIC/HIGHWAYS TO RECEIVE UPDATES

The Clerk reported concerns regarding the new Spital Junction layout, specifically the maintenance layby, which is insufficiently signposted. To those unfamiliar with the new configuration, it may be mistaken for a slip road from Harworth to Tickhill. The existing signage is misleading and has not been updated since the completion of the junction works. Several incidents have been reported in which vehicles have mistakenly entered the area believing it to be a sliproad, subsequently having to reverse back into oncoming traffic in order to rejoin the main carriageway, creating a potential safety hazard at the junction. The Clerk has already reported this to CDC but received an out of office response.

Cllr Taylor gave an update on the 20 is plenty scheme in Wales where it is reported that since the scheme has been extended there has been a significant increase in the number of school children cycling to school as it is felt the roads are now safer to allow this.

RESOLVED That the Clerk pursue the matter with CDC and formally request the installation of updated signage to accurately reflect the new junction layout and that the update from Cllr Taylor be noted.

15.25b COMMUNITY SPEED WATCH: TO RECEIVE AN UPDATE.

Since the last meeting one CSW events has taken place with another planned for Friday 28th April. In the last month 104 vehicles were checked with 23 vehicles exceeding the permitted speed limit. There is still the need for more volunteers and the volunteers currently signed up to the scheme need to be encouraged to be more active to enable more events to be carried out.

RESOLVED That the update be noted

15.25c EV CHARGING POINTS: To receive updates. There were no updates.

RESOLVED To note there were no updates.

16.25 WAR MEMORIAL AND GRAVES: To receive updates

Following a meeting with the Design and Conservation Officer from CDC and a representative from the Parochial Church Council (PCC), conversations have taken place regarding the sensitive cleaning and restoration of the War memorial and some of the war graves in Tickhill. Living relatives will be contacted ahead of any work being approved and The Victoria Cross Trust are to undertake the work. The process used is steam cleaning and sensitive restoration, unlike the previous work which was carried out using power blasting apparatus which caused damage to the war memorial.

RESOLVED That the update be noted

17.25 BUTTERCROSS: To discuss the current condition of the Buttercross, a condition survey and evidence valuation for insurance purposes.

The Chair reported that following a meeting and preliminary inspection of the Buttercross,

with the Design and Conservation Officer from CDC, the Buttercross is significantly under insured and requires remedial work. The Clerk has spoken to the insurance provider and requested the level of cover be increased from £32,377.32 to the suggested speculative value of £500,000. As this is a significant uplift, this will need to be considered by the underwriters who require evidence in the form of a structural/condition report. The last report was carried out in 2005 and the Buttercross has deteriorated since then. Several companies have been approached and a quote to carry out the survey has been received for £550 + VAT from Wiles & Maguire, Architects specialising in conservation and historic buildings and structures.

Completion of the survey is a starting point which will allow adequate insurance cover and will identify any work required, allowing the council to explore potential grants from the National Lottery or Historic England to support the cost of any remedial works required.

RESOLVED That the Clerk engage the services of Wiles & Maguire to carry out a condition survey as quoted.

18.25 FLAG FLYING DATES:

- St George Day 23rd April
- VE Day 8th May 2025

RESOLVED That the St Georges Cross be flown on 23rd April and the Buttercross lit up red and white, and that the VE day flag be flown from 2nd May for a period of one week to commemorate the 80th Anniversary of VE day. The Buttercross will be lit red, white and blue for the same period.

19.25 MEMBER ITEMS FOR THE NEXT AGENDA.

RESOLVED That there were no requests from members to add items to the agenda for 27th May

The meeting concluded at 8:20 pm

20.25 STAFFING CONFIDENTIAL

There was a request for a staffing meeting

The Chair of the staffing committee gave a brief explanation of the updated Clerk's job description and contract of employment, which have been mutually agreed and circulated, and are now based on the NALC's approved template. This update reflects the councils shared aim to ensure clarity in the Clerk's responsibilities, manage expectations, and prioritise workload effectively. The revisions also support the councils commitment to operating within budget constraints by reducing the reliance on overtime, while ensuring the role remains focused and sustainable for the Clerk.

RESOLVED That duties outside of the core duties and legal obligations outlined in the job description and contract of employment will be addressed as time permits and may require approval from the staffing committee. The Council acknowledges that when the Clerk undertakes duties beyond their core responsibilities, it may result in delays to other tasks. In such cases, either a reprioritisation of workload will be necessary, or pre-approved overtime may be granted for specific delegated projects.

Date of the Annual Meeting of the Council 13th May 2025, 7pm

Date of the next ordinary meeting 27th May 2025 6:45pm

The Pavilion
Tithes Lane, Tickhill, DN11 9QN
www.tickhilltowncouncil.gov.uk

Both meeting will be held at

The Pavilion,
Tithes Lane,
Tickhill, DN11 9QN

Minutes approved by

AR Johnson

Cllr XXXXX
Chair – Mayor

13th May 2025

**TICKHILL
TOWN COUNCIL**

The Council
has been
informed that

the meeting will be held at

minutes approved by

[Signature]

10th May 2020

Chairman
Cllr. [Name]

TOWN COUNCIL

The Council
has been
informed that