

MINUTES OF THE MEETING OF TICKHILL TOWN COUNCIL

TUESDAY 27TH MAY 2025 7pm

THE PAVILION, TITHES LANE, TICKHILL DN11 9QN

Present: Cllrs C. Taylor, M. Bycroft, D. Cartwright, P. Thomas, I. Smith, S. Patel

Chair: Cllr A Johnson

Clerk: Maxine Gravill

In Attendance: RFO & Admin Support Officer

Members of the Public: 3

WELCOME The 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)

There were no questions from members of the public

MINUTES OF THE MEETING 27.05.2025

37.25 TO RECEIVE APOLOGIES GIVEN IN ADVANCE OF THE MEETING AND TO CONSIDER APPROVAL FOR REASONS GIVEN FOR ABSENCE

Cllrs Foster & Cooper (reasons provided to members)

RESOLVED That the reasons for absence be approved

38.25 TO RECEIVE DECLARATIONS OF INTEREST NOT ALREADY DECLARED UNDER THE COUNCIL'S CODE OF CONDUCT OR MEMBERS REGISTER OF DISCLOSABLE PECUNIARY INTEREST AND TO RECEIVE AND CONSIDER ANY APPLICATIONS FOR DISPENSATION

None

RESOLVED To note that there were none

39.25 TO APPROVE THE DRAFT MINUTES OF THE ANNUAL COUNCIL MEETING ON 13TH MAY 2025

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

40.25 DONCASTER BOROUGH WARD COUNCILLORS REPORT

- Cllr Jackie Dudley introduced herself as a newly elected Ward Councillor for Tickhill. She also informed the meeting that, in addition to her ward responsibilities, she had been appointed Deputy Civic Mayor and Vice Chair.
- Cllr Martin Greenhalgh gave the following updates.
- Cllr Greenhalgh provided a grant application form to a local resident to support toilet facilities at the football field. The grant was between £10,000 and £20,000, but the resident couldn't proceed due to lack of time to form a managing committee.

- No progress on installing duck feeders at Mill Dam. Cllr Greenhalgh is liaising with CDC Legal and Assets Teams, who will provide final approval and updates.
- Complaint from Limestone Farm owner about a strip of Traveller-owned land altered without planning permission: land levelled, rubble dumped, and over 20 telegraph poles installed. Cllr Greenhalgh is reporting this to CDC and will update the Clerk.
- Resident complaint about wildflower area at Wheatfield Drive being cut down during grass maintenance. Street Scene received multiple complaints about rats; grass was cut to balance wildflower growth and pest control. No further cutting planned soon; situation to be reassessed.
- Castle Close roadway and footpaths resurfaced with soft tarmac, causing tyre marks and mess. No road sweeping has been done. Issue reported to CDC.
- Complaint about a resident at All Hallows feeding birds excessively, attracting 2,000–3,000 birds and causing a mess and health risk. Cllr Greenhalgh has asked the Clerk to report this to the RSPCA.

41.25 LEGAL: TO CONSIDER THE FOLLOWING MATTERS AS DEFINED IN THE ADOPTED STANDING ORDERS (SO3(J) DEFERRED FROM THE ANNUAL COUNCIL MEETING ON 13TH MAY 2025;

41.25a to appoint representatives to the following outside bodies, and review the process for their reporting to the council

- I. CDC Parish Council's Joint Consultative Committee (PCJCC) – Cllr Smith nominated himself
- II. Tickhill Parish Room Committee – Cllr P. Thomas nominated herself and P. Walker has expressed an interest in continuing to act as a liaison.
- III. Tickhill Litter Picking & Snow Warden – Clerk to contact CDC for an updated list of Snow Wardens.
- IV. YLCA SY Branch- Cllr A. Johnson nominated herself

RESOLVED: That the above members were agreed by a vote of the full council and the clerk will contact CDC for a list of snow wardens for Tickhill

41.25b to appoint members to the following working parties.

- I. Pavilion – Cllr D. Cartwright, C. Taylor, M. Bycroft, S. Patel
- II. Events – Cllrs P. Thomas, I. Smith, B. Cooper, S. Foster

RESOLVED: That the above members were nominated and agreed by a vote of the full council. It was also agreed that all members of the pavilion working party would be designated key holders and have alarm access on their phones to assist with casual hirers and alarm-related matters.

41.25c review of the council's inventory of land and other assets, including buildings and office equipment.

There was a discussion about the ownership of the defibrillator, which was funded by public donations and the possibility of adding the second fridge, CCTV, lighting pillars and safe was also discussed.

RESOLVED: That the item be deferred to the June meeting to allow the Pavilion working party to complete their review of the assets.

41.25d confirmation of arrangements for insurance cover in respect of all insurable risks

A discussion was held to confirm whether the cover for the pavilion building is correct and why the defibrillator which is not council property was on the list of insured items. It was reaffirmed, as previous minutes, that the current cover for the Buttercross is insufficient. This concern has already been raised by the Clerk with the insurance company, who will reassess the coverage upon receipt of evidence from a condition survey.

RESOLVED: That the insurance cover for the pavilion is correct and the defibrillator will continue to be insured by the council as it is attached to the exterior of the building. Clerk to confirm date of Condition survey for Buttercross.

41.25e review of the following council documents.

- I. Complaints Policy - the policy has been reviewed and is considered to be appropriate, effective, and fit for purpose in its current form.

RESOLVED That the complaints policy be approved

- II. Policies procedures and practices in respect of its obligations under freedom of information and data protection legislation – the Freedom Of Information Act policy has been reviewed, and a suggestion was made to cross reference it with current legislation and the NALC template which incorporates press/media policy. The Business continuity Plan was reviewed and is considered to be appropriate, effective, and fit for purpose in its current form. **RESOLVED** that the Clerk will cross reference and circulate updated FOIA policy to council for consideration at the June meeting and that the Business Continuity Plan be approved

- III. Policy for dealing with the press/media **RESOLVED** Clerk to cross reference and circulate to council for consideration at the June meeting

- IV. Employment policies and procedures – these policies are all fit for purpose

RESOLVED: that the employment policies be approved.

41.25f review of the council's expenditure incurred under s.137 of the local government act 1972.

The RFO confirmed there had been no spend under s.137.

RESOLVED that the update be noted

42.25 PLANNING MATTERS (Appendix 1)

All planning matters were circulated as outlined in the appendix and discussed, with no objections raised.

RESOLVED That no objections were made.

43.25 PROGRESS REPORTS FROM

43.25a Chair – to receive updates

The Chair reported that the council's solicitor had requested members to review Section 11 of the Land Transfer document related to St Mary's Car Park, which outlines the property boundaries. Following discussion, it was generally agreed that if the solicitor considers the wording to be standard and is simply highlighting the boundary walls for attention, the council is content to proceed.

RESOLVED: That the Clerk contact the solicitor to confirm that the wording in Section 11 is standard and provide the necessary instruction.

43.25b Clerk – to receive updates

The Clerk gave the following update on behalf of Cllr Cooper.

Cllr Cooper would like to extend sincere thanks to Cllr Greenhalgh for his assistance in identifying a potential location for the Duck feeder near the gateway to the field by the Mill Dam, on the bench side. The proposed site is considered ideal; however, limited rear access presents challenges for refilling the unit.

The manufacturer has been contacted and is currently exploring the possibility of adapting the feeder for front access to address this issue. At present, the Council is awaiting either confirmation of a front-access model or an alternative site suggestion from Doncaster Council.

RESOLVED: That the update be noted

43.25c Councillors – to receive updates

- Cllr Thomas reported that the Perspex on the council notice board had been shattered, posing a potential hazard, and requested its replacement. It was noted that this matter is already in progress, with measurements taken and new Perspex due to be ordered within the week. A suggestion was made to consider using a local supplier, the RFO confirmed this could be funded from the contingency.
- Cllr Thomas also raised concerns regarding the overgrown hedges on Common Lane, as reported by residents, and queried the process for escalating this with CDC, noting a lack of action despite multiple complaints. A discussion followed, that responsibility for hedge maintenance likely lies with the adjacent residents rather than CDC, although if this becomes a health and safety issue CDC may be obliged to carry out maintenance.

RESOLVED: That Perspex will be ordered using funds from the contingency and that the Ward Councillor will follow up on the hedge issue to determine responsibility and report back to the Clerk.

- Cllr Patel reported observing the CDC maintenance team attempting to carry out maintenance on the drains at the recreation ground. Although instructed to attend and undertake the work, they were unable to proceed due to incorrect drainage levels in the adjacent dyke. The team indicated they would report the issue back to CDC.

RESOLVED: That this matter be added to the agenda for the quarterly liaison meeting with CDC.

- Cllr Taylor reported on recent activity by local teenagers who had created a makeshift BMX track on CDC land off Airedale Avenue. It was noted that funding was available which could potentially be used to develop a suitable facility, subject to identifying appropriate land. Cllr Thomas confirmed that approximately £5,000, raised by a local volunteer group for a skate park project, remained available and could be allocated towards such a scheme.

RESOLVED: That a working party be established to explore potential services and activities for young people.

44.25 FINANCE

44.25a To approve invoices received and circulated – (Appendix 2).

RESOLVED That the invoices be approved for payment

It was noted that, despite repeated requests to the bank to update the mandate by adding the Clerk and RFO and removing Cllr Taylor as the primary contact, Cllr Taylor remains the sole individual listed on the banking mandate.

RESOLVED: That Cllr Taylor will contact the bank to expedite the mandate update process.

44.25b Tickhill In Bloom – to consider management of the current financial support

A discussion took place regarding the purchasing process for Tickhill in Bloom's annual plants. As Tickhill in Bloom is not VAT registered, Tickhill Town Council has been able to reclaim the VAT and process the payment directly. The Responsible Financial Officer (RFO) advised that, should the Council wish to continue supporting Tickhill in Bloom in this way, the most appropriate approach would be for the Council to pay the full invoice, with Tickhill in Bloom making a donation of £1,000 towards the cost of the plants.

RESOLVED: That Tickhill Town Council will continue to pay the invoice for the annual plants, with a £1,000 donation to be received from Tickhill in Bloom. Clerk to notify Tickhill In Bloom.

45.25 CORRESPONDANCE RECEIVED AND CIRCULATED TO COUNCILLORS. (Appendix 3)

That the correspondence had been received.

Request from Cllr Bycroft: Cllr Bycroft expressed his interest in accepting the invitation from Tickhill Alpacas to visit their site ahead of the submission of any planning applications.

RESOLVED: That the Clerk contact Tickhill Alpacas to arrange the site visit.

46.25 REPORTS: to receive the following updates:

46.25a Committees/Representatives

The RFO gave the following report on behalf of the Finance Committee

The RFO reported that the option of investing in the CCLA fund had been dismissed due to the associated security risk, as it is not covered by the Financial Services Compensation Scheme (FSCS). Instead, it was confirmed that the council's reserves would be placed in a savings account rather than an investment account. Following a review by the Finance Committee where they had considered the risks it was agreed that the £50,000 excess would be deposited into a savings account with Hinckley & Rugby Building Society, which is protected by the FSCS up to £85,000. This was proposed by Cllr Cartwright, seconded by Cllr Thomas and agreed by full Council.

There were no updates from other committees or representatives.

RESOLVED: That £50,000 be invested into Hinckley & Rugby Building Society

46.25b Neighbourhood Planning.

To Receive Updates.

A meeting is planned with the planning consultant on 28th May 2025

RESOLVED That the item be added onto the June agenda to receive the update following the meeting.

47.25 PAVILION

To receive updates

An updated quote for the required security maintenance was received this afternoon following the Clerks challenge of the previous circulated quote. Sections 1, 2, and 4 remain as per the original quotation, while Section 3 has been reduced to £85, in line with the initial maintenance quote.

Securite is scheduled to carry out the routine service and maintenance on Tuesday, 3rd June. In addition to the scheduled work, they will also complete the following overdue tasks:

- Upgrade the alarm system due to a shortage of available user codes
- Install alarm sounders at each panel point
- Reconnect the CCTV hard drive
- Replace heat sensors in the main function hall with smoke detectors, as recommended in the fire risk assessment
- Integrate the fire and intruder alarm systems

The work is expected to take a full day. There are no existing bookings for the venue on that date, and it has been blocked out to prevent any new hires.

Cllr Cartwright asked about the recent fire risk assessment. The completed document has not yet been received.

RESOLVED: That the updated quote be approved and the scheduled works proceed as planned, and that the Clerk follow up with NFSS to obtain the fire risk assessment and updated evacuation plan.

48.25 LAND OFF THE PADDOCKS:

To consider the proposals circulated.

A discussion took place regarding the maintenance responsibility for a section of fencing that had previously been unclear. This has now been identified and will be marked on the plan with a red 'T'. The Council agreed that, subject to the solicitor's confirmation that all is in order, they are willing to proceed with the transfer but will require sight of the updated plans before doing so.

RESOLVED: That the clerk will request updated drawings from the solicitor to circulate to full council before proceeding.

49.25 ALLOTMENTS:

To receive an update following the questions forwarded to the CDC legal team

The Town Council's solicitor is currently finalising the wording of the land transfer. CDC has agreed to the proposed amendments and will provide the solicitor with a full list of tenants, details of rents paid, and any related correspondence on completion of the transfer. If any rent has been paid in advance for the 2025/26 period, an appropriate apportionment will be made. Information regarding keys is still outstanding. CDC has confirmed that no environmental reports or soil testing have been undertaken, and no such testing will be carried out by CDC, and that it will be the responsibility of the Town Council to commission any necessary enquiries or surveys.

RESOLVED:

That, subject to confirmation from the Town Council's solicitor that all matters are in order, the Council will proceed with the transfer and that the Clerk is to contact the solicitor and provide the necessary instructions.

50.25 EVENTS

50.25a VE DAY 80th May 2025 – BEACONS & LAMPLIGHTS OF PEACE AND COMMUNITY EVENT:

To receive an update following the event.

A report was received on the VE Day event held in Tickhill on Thursday 8th May. Despite being a midweek event, it was well-attended and considered a great success, demonstrating strong community engagement throughout the day and evening. Highlights included a shop window competition, with many local businesses participating and the winning entry praised for capturing the spirit of the occasion. The programme also featured a display of American military vehicles, a well-supported afternoon tea, a speech from a Winston Churchill lookalike, and the presence of a Town Crier, thanks to Cllr Johnson who kindly provided the Town Crier outfit.

Local pubs were thanked for their involvement in creating a welcoming atmosphere during the evening. The event concluded with a successful beacon lighting, when the beacon was lit by Peter and Jenny from Doncaster Veterans, Harworth Brass band played, and the event was well-attended and ran smoothly.

Cllr Cooper, unable to attend the council meeting due to a family emergency, extended his thanks to everyone who contributed to the event's success and expressed his hope to receive feedback from the Council.

Cllr Cooper also wished to extend special thanks to the Clerk for her significant behind-the-scenes contributions. Her dedication and efforts were instrumental to the success of the VE Day event, and she continues to be a valued asset to Tickhill Town Council.

50.25b 102nd ANNIVERSARY OF THE MALTBY MINERS MEMORIAL

To consider supply of a floral contribution

Cllr Johnson is to attend the event and asked members if any of them would like to join her. Cllr Taylor expressed his wish to attend providing it did not clash with his responsibilities at the Gala which fell on the same day. It was agreed that a floral contribution would be provided by the council and laid by Cllr Johnson.

RESOLVED: That Cllr Johnson will attend representing Tickhill Town Council and lay the floral contribution.

51.25 CHRISTMAS LIGHTING

To consider phase two of the lighting as set out in the 2025/26 budget

A discussion took place regarding the Christmas lighting arrangements. It was noted that the budget includes provision for a further feeder pillar and lighting additional trees. However, the globe-style lights previously installed outside the Parish Rooms have not been well-received by some residents. As two of the trees outside the Parish Room are already fitted with globe lights, consideration was given to whether the remaining two trees should also be fitted with globes for consistency, or whether alternative locations and styles—such as wrapped lighting—should be pursued instead. It was agreed that further investigation would be undertaken into the feasibility of lighting trees in Castle Close, with a view to potentially using a wrapped lighting solution in that area.

A total budget of £11,420 has been allocated for the lighting project. This includes £3,500 initially set aside for the feeder pillar, although this cost is expected to increase, and £7,920 for the lighting solution. It was also noted that stress testing will be required this year at an estimated cost of £500, there is an issue with the wiring for the Buttercross lights, and that Christmas Plus require a review as it is thought some of the timer switches require replacing. Cllr Thomas proposed that the Council approve Thursday, 27th November as the date for the Christmas Light Switch-On, to coincide with the late-night shopping event.

RESOLVED: That the Clerk investigate the possibility of lighting the trees on Castle Close and contact Christmas Plus to schedule a review. It was further resolved that Thursday, 27th November be confirmed as the date for the Christmas Light Switch-On event.

52.25 ENVIRONMENT

52.25a Traffic/Highways: To receive updates

There were no updates.

RESOLVED To note that there were no updates

52.25b Community Speed Watch: To receive updates

Latest event on Rotherham Road, 4 operators conducted checks on 77 vehicles. 9 vehicles exceeded the speed limit; 8 were reported to the police (one vehicle had an incorrect registration number). One vehicle was reported to the police for verbal abuse directed at the team. Two additional incidents of verbal abuse from passing motorists occurred but were not reported.

RESOLVED: That the update be noted

52.25c Charging points. To receive updates on usage

There were no updates

RESOLVED: To note that there were no updates

53.25 WAR MEMORIAL & WAR GRAVES

To receive updates

The Chair gave the following update from Cllr Cooper. The Victoria Cross Trust is keen to assist with cleaning the War Memorial and neglected graves of fallen military personnel in the local churchyard and has engaged with several groups to progress this. However, the Parish Church Council (PCC) appear to be postponing action, citing plans for an open day. The Trust is prepared to focus on cleaning the memorial if grave access is postponed. The Town Council is asked to consider how it can support overcoming these delays to properly honour those buried there and prevent well-intentioned volunteers from being hindered. A discussion followed regarding ownership of the war memorial that despite advice from the VC Trust in Doncaster, the memorial in question does not fall under the responsibility of the council but is the responsibility of the Church due to its position in a closed cemetery.

RESOLVED: That the clerk request further clarification from Cllr Cooper on his return

At 20:52 Cllr Patel left the meeting

At 20:54 Cllr Patel returned to the meeting

54.25 BUTTERCROSS.

To receive an update on the condition survey

No confirmed date has been received for the condition survey which was planned for some time during June.

RESOLVED Clerk to contact the contractor to confirm a date.

55.25 FLAG FLYING DATES.

14th June marks the official birthday of His Majesty King Charles III. This is also the Falklands anniversary of liberation day, and the council have received a request from a Falklands veteran to fly the Falkland's flag. The veteran has also requested permission to add a symbolic grave of a fallen soldier with a Tommy figure on the Buttercross. The Chair has investigated, and protocol dictates that both flags can be flown, however the Union Flag must be at the top, and the Falkland's flag lower on the flagpole.

RESOLVED. Both flags will be flown on 14th June, permission is granted for the symbolic grave and the Buttercross will be lit red, white and blue.

56.25 ITEMS FOR THE NEXT AGENDA.

There was a member request for a working party to be set up to consider awards and facilities for younger people.

There was also a request to organise an even for the 80th Anniversary of VJ day with the lighting of the beacon on Friday 15th August.

RESOLVED that both items be added on the June agenda for consideration

57.25 STAFFING CONFIDENTIAL

To consider an increase in the RFO's hours to accommodate processing of salaries.

Members of the public, Ward Councillors, and the press are excluded from this item on the agenda due to the nature of the business being transacted being prejudicial to the public interest, by virtue of Public Bodies (Admissions to Meetings) Act 1960.

RESOLVED: With effect from 1st June, the RFO's contracted hours will increase from 2.5 to 3 hours per week to reflect the additional responsibilities undertaken, including salary processing and management of hirer invoicing.

There being no other business, the meeting closed at 21:05

Minutes approved by:

Cllr A. Johnson
Chair – Mayor of Tickhill Town Council
24th June 2025

NEXT MEETING:

Tuesday 24th June 2025
6.45pm
The Pavilion,
Tithes Lane,
Tickhill, DN11 9QN