

**MINUTES OF THE MEETING OF WAVERLEY COMMUNITY COUNCIL HELD AT AMP ON
WEDNESDAY 3 NOVEMBER 2021 AT 7PM**

Present: Jamie Baggaley (Chair), Amin Miah-Allen, Neil Adshead, Christian Pulman and Paul Norton, plus Rachel Graham, Clerk to the Council. There was also one resident.

	Item
1.	Apologies and Reasons for Absence: a) To receive apologies for absence and approve reasons presented for absence. Cllr Narra was not present. Apologies were received and accepted from Cllr Venkana.
2.	Waverley Community Council Meetings a) To approve the minutes of the monthly meeting on 6 October Resolved: The minutes were confirmed as a true and correct record for the meeting. Carried
3.	Confidential Items: a) To identify any agenda items from which the press and public should be excluded due to the confidential nature of the business to be discussed.
4.	Declaration of Disclosable Pecuniary and Other Interests: a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any personal interests b) To receive any requests for dispensations made by Councillors to take part in discussions and votes where they have declared disclosable pecuniary interests. Clerk to decide
5.	Matters Arising: - CLERK <ul style="list-style-type: none"> • Canklow GP has been contacted to ask for materials to highlight the surgery at Olive Lane • The WJA have indicated that they are not hiring out any rooms until next year • Gritbin locations have been shared with the LandTrust. We are still waiting for the latest playground inspection reports • Cllr Allen from RMBC is now attending the December meeting • In light of the idea of First Aid training, contact has been made with the Waverley First Responder. • Elections are to be held in Anston & Woodsetts and Aughton & Swallownest, but on those councils will enter Purdah 4 Nov- 1 December • Clerk met with Mandy Ardon at RMBC, and has gathered lots of ideas on the raft of projects
6.	Ward Councillor Reports a) Reports from RMBC Councillors None in attendance
	Public Comments and Questions A period of 15 minutes will be set aside for comments or questions from members of the public

	There was a query from a new resident regarding the local GP services
7.	<p>Well Rotherham</p> <p>a) To receive an update on projects Apologies were sent from Kris McKay, and news that the– Garden Rm funds have to be spent by end of financial year.</p>
8.	<p>Waverley Events Team</p> <p>a) To receive an update on event planning WET are intending to submit a request for the Xmas event for more lights and decorations shortly</p>
9.	<p>Waverley Buds</p> <p>a) To receive an update on the garden project Lots of gardening to do, which would benefit from more volunteers</p> <p>b) To receive a request for funds for plants (Public Health Act 1875 section 164) Resolved. WCC to provide funds of £1500 to Buds on the condition, they share the plant list with the residents and see if any can be sourced locally, to engage residents more. Carried</p> <p>c) To reply to an invitation to ‘dig & chat’ Resolved. The Councillors will attend a ‘dig & chat’ session on Sunday 28 November, Clerk to advertise. Carried</p>
10.	<p>Waverley Garden Room</p> <p>a) To receive an update on the lease progress and the project WCC is waiting on the outline plan from Harworth. The Clerk is chasing the solicitors to formally confirm the latest lease revisions. Resolved. The Lease should be presented at the December meeting for signing Carried</p>
11.	<p>Olive Lane – Community Space</p> <p>a) To agree the working group terms of reference Resolved: Terms of reference for the Olive Lane community space working group are agreed. Carried</p> <p>b) To receive an update on the project. The Clerk fed back on the first Working Group meeting, which was an engaging session. Subsequently Cllr Norton and the Clerk attended Brinsworth PC as they have a new community space. For grant funding purposes, WCC may also benefit from ‘surveying’ resident’s needs, and an architect for the internal specifications. The next Working Group meeting is Wednesday at 7:30pm</p>
12.	<p>Review of Councillors additional roles</p> <p>a) Staffing committee</p>

	<p>Resolved: The committee will include Cllrs Baggaley, Narra, Venkana, Pulman and Norton Carried</p> <p>b) Planning committee Resolved: The committee will include Cllrs Miah-Allen, Narra, Venkana and Adshead, Carried</p> <p>c) Internal finance role Resolved: The role will include Cllrs. Venkana, Miah-Allen and Pulman. Carried</p> <p>d) Access to online bank accounts Resolved: The role will include Cllrs Baggaley, Narra, Adshead and Norton as well as the Clerk. Carried</p>
13.	<p>Finance Matters</p> <p>a) To monitor the budget against income and expenditure The Clerk reported that approximately 23 per cent of budget has been spent after 7 months. There is now £41,490.41 in current account (of which £2700 is the Ward fund contribution for the Garden room) and £38,006.11 in reserve account (of which £10,000 is earmarked for the Garden Room).</p> <p>b) To agree clerk to set-up additional bank account for non-earmarked reserves Resolved. Clerk to open new non-earmarked reserves account with Unity Trust Bank, and move monies across with access as per above (12d). Carried</p> <p>c) To approve the bank reconciliation to 31 October 2021 Resolved. Reconciliation is approved. Carried</p> <p>d) To approve payment of invoices presented Resolved. The invoices are approved. Carried</p> <p>e) To receive an update regarding a supplier's cyber attack The Clerk reported that there had been email communication from a supplier who had experienced a cyber-attack. There is a possibility that WCC bank/payment details have been breached. However, there have not been any unusual transactions on the bank accounts to date.</p> <p>f) To note that the second VAT refund has been received The Clerk reported that a VAT rebate of £526.72 has been processed by HMRC and added to the bank account on 6 October. A third rebate was sent to HMRC 25 October for £333.40, Resolved. Clerk to provide a profile of account spend until the end of the financial year. Carried</p>

14.	<p>Christmas tree offer</p> <p>a) To discuss the offer by Barrett’s to support the community by providing a Christmas tree and/ or decoration. Resolved. To accept the offer of the Christmas tree, with lights, baubles etc to be placed on the Waverley Garden, assuming Harworth’s agreement is gained. As well as clarifying if the decorations will be recycled or gifted to a community group and that the tree will be removed in January 2022. Carried</p>
15.	<p>First Aid training</p> <p>a) To receive an update on First Aid training courses The desire for First Aid training including the use of a defibrillator was discussed, but there is currently no WCC building to host it out of. Resolved. The First Aid training will be revisited once the Community Space at Olive Lane is available. Carried</p>
16.	<p>Vehicle activated speed signs</p> <p>a) To receive an update regarding VASS on Mitchell/Stephenson Way The Clerk reported that she is meeting Mandy Ardon and Andrew Lee from RMBC on site 11am 18 November to discuss which adopted roads would be suitable for the VASS provided by the Ward Councillors funds. b) To receive further quotes on the cost of VASS Resolved. Clerk to ear-mark £6000 to place into reserves for the next financial year. Carried</p>
17.	<p>Councillor visibility</p> <p>a) To discuss how to raise the visibility of the Councillors and consider how residents ‘access’ the Council. WCC is taking part in a ‘Dig & chat’ with the Waverley Buds and hosting a litter pick in January 2022. Other ideas were considered Resolved. Clerk to add item to agenda in April 2022. Carried</p>
18.	<p>Parking issues around Waverley Junior Academy</p> <p>a) To receive an update on the actions taken PCSOs have been alerted to the matter and the WJA’s Active Travel Coordinator has been approaching them too. Principal Keeton has been out moving traffic off the ‘no parking’ zig-zags. Resolved. Clerk to write to RMBC via the Joint Network Agreement process. Carried</p>
19.	<p>Litter pick</p> <p>a) To agree route, dates and temporary storage of equipment for litter pick Resolved. The litter pick will occur on 15 January 2022 at 10:30am, the route and risk assessment agreed; the Clerk should promote the event. Carried</p>

20.	<p>Queen's Jubilee</p> <p>a) To discuss ideas of how to celebrate the Jubilee weekend c 5 June 2022 Resolved. Clerk to liaise with the Events Team regarding a summer fayre type event and invite the Queen. Carried</p>
21.	<p>Grant fund scheme</p> <p>a) To agree to launch the scheme, with applications reviewed at the next meeting. Resolved. Scheme to be launched and applications to be presented at the next meeting. Carried</p>
22.	<p>Correspondence</p> <p>a) To discuss correspondence received</p> <ul style="list-style-type: none"> • Gocompare – request factsheet on flooding to be added to the website. The WCC website should not be used as a marketing site for larger companies • Badshot Lea – request to apply for grant scheme Not an adjacent parish and no benefit to Waverley residents <p>b) To agree that the clerk responds to all correspondence which is not for WCC and any complaint regarding individual disputes to free's up meetings to discuss relevant matters which are within WCC's remit. Resolved. Clerk to responds to all correspondence which is not for WCC and any complaint regarding individual disputes. Carried</p>
23.	<p>Planning Matters</p> <p>a) To discuss any planning applications No applications were discussed</p>
24.	<p>Training</p> <p>a) To discuss and agree any training needs Resolved. Cllr Norton to attend 'new Councillor' training at a cost of £60 for 2 sessions. Carried</p>
25.	<p>Staffing</p> <p>a) Appraisal summary</p> <ol style="list-style-type: none"> i. To note move to spinal column point 22, and agree additional hours 3 hours for study Resolved. Clerk's hours to increase from October as a result of CiLCA study and the SCP will be postponed until the December meeting. Carried <p>b) Health and Safety</p> <ol style="list-style-type: none"> i. Agree to adopted VDU policy, and pay for sight test Resolved: the VDU policy is adopted. Carried ii. Agree to purchase of antivirus software at no more than £20

	<p>Resolved: the software purchase is approved. Carried</p> <p>iii. Agree to purchase monitor and desk at not more than £600 Resolved: the monitor and electric rising desk purchases are approved. Carried</p>
26.	<p>Agenda Items for the Next Meeting</p> <p>a) To agree items for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • Draft precept • Profile spend to end of year • SCP increase • Revised Reserves Policy

The next monthly Council meeting is at 7pm on 1 December 2021.

The meeting closed at 20:23

Signed

Date