

Dinnington St John's Town Council

Minutes of the Town Council Meeting on Monday 14th July 2025 at 7.00pm in The Lyric, Dinnington

Present: Cllr D Adams, Cllr D Booth, Cllr L Clarke, Cllr G Cruickshanks, Cllr J Hall, Cllr W Hall, Cllr J Hart, Cllr Z Lowe, Cllr T Mulholland, Cllr S Scott, Cllr K Smallwood, Cllr D Smith, Cllr F Walden.

Apologies: Cllr N Ruff, Cllr D Scriven

Absent: None

In attendance: T Collingham (Clerk), L Warne (Assistant Clerk) C Radford (Town Council Administrator) and 9 members of public.

112/25 To answer questions from the last meeting:

None

To allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise;

None

FORMAL MEETING

113/25 To receive and consider any reasons for absence

Resolved: That the Council received and accepted reasons for absence from Cllr N Ruff and Cllr D Scriven.

114/25 To receive and record any declarations of interest and if necessary, to receive written requests for dispensations for disclosable pecuniary interests and grant any requests for dispensation as appropriate

No declarations of interest were raised.

115/25 To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

Item number: 125/25

Resolved: That members of the press and public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960, due to the nature of the business to be transacted to the item number listed above for personal and commercially sensitive reason

116/25 Chair's Report

No report received as the Chair was not present at the meeting.



117/25 Monthly Accounts Schedule and relevant finance information:

- (A) **To approve accounts for payment and note contractual payments made under the clerk delegation (attached)**
Resolved: The Council approved the accounts (attached) for payment.
- (B) **To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1**
The Clerk advised the Council that a new defibrillator cabinet has been purchased for the K&R Spares location due to vandalism. Cost: £491.94.
- (C) **To receive and note the bank reconciliation up to 30th June 2025**
Council received by email and noted the bank reconciliation. Cllr W Hall and Cllr J Hart will verify the bank reconciliation from April, May and June and will confirm to Council when completed.
- (D) **To receive and note the Budgeting Report for Quarter 1 up to 30th June 2025**
The Council received the Quarter 1 figures provided by the Clerk. It was noted that the budget set aside for fireworks is incorrect and needs amending to £4000.00 on the software The Clerk will amend the firework budget to £4000.00 on Scribe.
- (E) **To discuss and consider the delegation for payments through August 2025**
Resolved: Councillors resolved to delegate standard payments through August 2025 on behalf of the Council to the Clerk.

118/25 To receive and approve the minutes of the meetings of the Council held on:

- (A) **26th June 2025 (Extraordinary meeting of the Town Council)**
No matters were raised on the minutes. Cllr D Smith thanked the Chair of the Council on behalf of Dinnington Primary School for the donation of £500.00 from the Chairmans allowance. This has enabled the installation of new goal posts. The Clerk was asked if any members of the public have exercised their rights relating to the Annual Accounts. The Clerk confirmed that no one has requested this yet.
- Resolved:** That the minutes of the Council meeting be approved as true record and to be signed by the Chairman and kept on file.

119/25 To consider relevant planning applications as published on RMBC's weekly lists along with any associated submissions received and any reports on previous planning applications/issues;

Planning Reference	Details	Consultation End Date
RB2025/0610	the description and plans have been amended and it is likely that the application will be determined by the Planning Board due to the number of objections received. 92 Swinston Hill Road Dinnington http://rotherham.planportal.co.uk/?id=RB2025/0610	(Deadline for comment 16 th July)

The Clerk confirmed to Councillors that he submitted an objection to Rotherham Council on behalf of the Town Council.

Members of the public were invited to take part in the discussion, they thanked the Council for their ongoing support. A member of the public advised that they are waiting on confirmation of the Planning Board meeting date expected on either 24/07/2025 or 14/08/2025. The residents requested any additional support or advice that the Councillors can offer and encouraged them to also attend the Planning Board meeting.

WJH

The amendments to the planning application have raised further issues that the residents are concerned about.

Resolved: It was resolved that the Clerk will speak on behalf of the Town Council at the Planning Board meeting thus leaving any Councillors wishing to attend the meeting as individuals available to do so.

120/25

Ward Member Update

Cllr J Hall provided an update to the Council that she recently attending the public enquiry regarding the compulsory purchase order on Dinnington high street to ensure that local voices are heard.

A local Road Safety Scheme has been launched in conjunction with South Yorkshire Police and volunteers to encourage reduce speeding in the area.

Dinnington's high street continues to be a priority with concerns from businesses and residents around irresponsible parking on the pavements and it's overall appearance and upkeep.

Pressure continues to be put on RMBC regarding extending the footpath on Lodge Lane to the Rugby Club.

121/25

For Members consideration and decisions:

(A) **To receive a recommendation from the Staffing and Complaints Committee for a new HR & Payroll system**

The Clerk presented a recommendation from the Staffing and Complaints Committee to approve Bright HR as the new Payroll and HR system provider.

The Committee had previously reviewed the Peninsula HR support package initiated by the former Clerk in May. They agreed to explore alternatives offering better value and functionality, including updated HR support (e.g. pay date changes, contract alignment, policy updates) and a more effective cloud-based payroll system to replace the outdated and complex current setup.

After meeting with three providers, the following options were considered:

- **Peninsula HR** – Limited HR-only support; expensive at £211.92/month for 60 months, with no payroll services.
- **Cintra** – Competitive pricing but high setup costs and limited HR support capacity; £248.41/month over 36 months.
- **Bright HR (Recommended)** – Comprehensive cloud-based payroll and HR system, including timesheets, employee self-service access, and unlimited legally backed HR support tailored to local councils; £199.65/month for 36 months.

Although not budgeted for this year, the cost will be factored into future budgets. The Committee supported the proposal and confirmed with Bright HR that HR support is unlimited.

Councillors discussed staff involvement; no concerns were raised, and full training will be provided. Implementation is expected to take around three months.

Resolved:- To engage Bright HR for a 36-month contract, with a review of ongoing HR support needs at the end of the term.

(B) **To note the change of service from Microshade to Flotek Group**

The Council received and noted a letter from Microshade regarding the announcement of the acquisition by Flotek Group. At this point it is believed it'll remain under the same name, but the service may change in the future.

(C) **To receive correspondence from Rotherham Council (RMBC) to inform our premises (The Lyric) that the RMBC Licensing Policy is due to be reviewed this year and to consider any comments that we would like to make**

(D)

Due to The Lyric being a licensed property, the Council received and was invited to comment on the draft policy that is due to be adopted 2025-2030. The last policy was drafted some time ago so updates to this policy include;



- Women's Safety – building on the Borough's commitment to keep women and girls safe – especially around the night time economy
- Environmental Impacts – Covering Public Nuisance and Anti-social behaviour
- Plus updates to appendix around the Core Hours, Operational Considerations and Licensing Objectives.

Councillors noted the draft policy but did not choose to make any comments to RMBC although it was requested that the Clerk discuss this with the Lyric Manager and Bar Manager as they may wish to contribute.

(E) To discuss and consider a review of the planters within the Dinnington parish (Cllr F Walden)

Cllr Walden presented several recent photographs taken from around Dinnington showing numerous planters and a noticeboard not in current use. Well cared for and maintained flowerbeds can give a great first impression to visitors of the area and show that Dinnington is a community that cares and has pride. The current noticeboards need updating and some maintenance to their appearance.

A discussion between Councillors pointed out that some of the presented flower beds cannot be maintained by DSJTC as they are areas not owned by the Town Council as we will not be covered by our insurance.

It was discussed that more noticeboards are needed for the area as not all residents are on social media and it is still a great way to communicate with the public.

Concerns were raised about the on going maintenance and cost implication of taking on new planters or flower beds.

Resolved: The Council resolved for the Clerk to find out what licences we have from RMBC and get a full list of planters.

(F) To discuss the noticeboards located on New Road and within Coronation Park (Cllr F Walden)

Two noticeboards installed and owned by RMBC placed at Byron Road and Doe Quarry Lane appear to be unused and Councillors discussed the possibility of taking over ownership of these so that they can be used to advertise upcoming meetings and events.

Existing noticeboards at New Road and Coronation Park owned by DSJTC are in need of some attention to their appearance.

Resolved: Councillors resolved for the Clerk to approach RMBC about the possibility of using the 2 mentioned noticeboards. The Maintenance Team are to undertake a weekly check of noticeboards to make sure that all notices are kept up to date and old ones are removed.

(G) To discuss the Summer Carnival and consider any future summer events (Cllr J Hall)

Cllr J Hall advised Councillors that a well-attended meeting was held with the Rugby Club the week after the Summer Carnival to go through the event and any positives, lessons learned and to discuss new ideas. The event was enjoyed by the public that attended and was an enjoyable community event.

Some things to be considered for next time are: providing free activities for children to take part in, the use of a compere on the stage to fill the gaps while the acts are setting up and more antique cars.

Organisers from the Rugby Club and Councillors involved with the event would like to go ahead with the event again next year with a provisional date of Saturday 20th June.

The Clerk presented Councillors with a breakdown of the figures which will also be presented to members of the Community Committee and sent out to all Councillors via email.

A Councillor did ask if the Rugby Club had provided details of their profits on the day, specifically the bar income and did we get a split of that. No details have been provided and it was confirmed that a bar split was never agreed. The Rugby Club did provide the volunteers for the event.

Going forward, the event will continue to be discussed by the Community Committee and updates will be provided to full Council as necessary.



Resolved: Council resolved to support the event again in 2026 with a provisional date of Saturday 20th June.

(H) To receive a redrafted Volunteer Policy and consider the implementation (Cllr J Hall)

A copy of the Volunteer Policy was presented to Councillors for their consideration. It has been prepared by the Clerk and Cllr J Hart and Cllr J Hall. It has been built up from a policy of another council and tailored it to the requirements for the Town Council.

Within the pack, there is the policy of what a councillor can and cannot do – to safeguard us as well as the individual. There is an application form to cover the basic details and the process that a Volunteer can expect.

Some Councillors wished for the council to have a volunteer bank that keeps volunteers on hand when we have events, or need to carry out certain tasks for the council such as consultation – leaflet/newsletter delivery etc.

Following the presentation of the policy a debate between Councillors took place over the role of the Volunteer Co Ordinator and who this responsibility would fall to, the increased workload or if this was a new role within the council. It could be that different members of staff will be needed as the named contact depending on the task/event. Consideration could be given that a volunteer could be the Volunteer Co Ordinator.

It was raised that the decision was previously made that the Council does need a Volunteer Policy but it does need to be correct and is clear, regardless of the time needed to bring into effect.

A Councillor raised concerns over the section within the policy surrounding payment to volunteers made by the Clerk to cover reasonable personal expenses and what these expenses are expected to cover and to what value.

It was discussed that there is still more to be considered and clarified within the policy. The implementation of bringing this policy into effect will still need to be discussed and resolved ensuring that the costs to the public are minimal.

Resolved: The Council resolved that the volunteer policy requires more consultation and amending. Also, that a working group should be set up to manage this with 2 additional members to assist.

As this proposal was carried a substantive motion was then taken and carried. A new agenda item will be needed at the next full council meeting to set up the working group

(I) To receive and note an update from the SYMCA Bus Transport work (Cllr J Hart)

Cllr Hart presented Councillors with an update that she had a positive and engaging meeting with the Project Manager and the Asst Director of the project. An update on the progress being made and the committees to be set up that will be dealing with the different aspects of the scheme. Cllr Hart asserted her belief that Dinnington is well placed to be a major hub and must be represented and consulted at all stages of planning.

Cllr Hart will attend the quarterly group progress meetings and represent the Town Council to ask questions, raise concerns and make proposals. The next meeting is scheduled for October.

(J) To note an update regarding the quote from 4FrontEvents

At the last full Council meeting, the Council resolved to accept a quote by 4FrontEvents. The Clerk now informs members that contact has been made with 4Front. The Lyric Manager is planning this work into The Lyric schedule which may disrupt the venue for a couple of days, training will then be planned in for relevant staff members.

(K) To discuss the Standing Orders; specifically the Rules of Debate (Cllr D Smith)

Cllr D Smith addressed fellow members to remind everyone that debate and discussion is a democratic right. It is OK to disagree with motions and to put forward an amendment for consideration. To put forward an amendment is not a personal attack. Councillors need to remember that items can be debated, can disagree and can amend.

It was then discussed between members that everyone should remember to be respectful to each other and of others passions and to discuss items in a civilised manner.

(L) To discuss an arising issue with the drainage pipes in The Lyric

The Clerk advised Council that there have been issues with the drainage at the Lyric which has been unblocked twice since December 2024. A drainage survey was conducted after the second time and the full CCTV report was presented to members.

The Lanes Group have reported that there is a pipe that has dipped and causing a kink in the sewage pipe. The pipe goes out under the block paving which and due to this, The Lanes Group would be unable to complete the necessary work to rectify..

The work is necessary to ensure that we don't have leaking drains and regular repair bills.

Resolved: Council resolved that the Clerk find a grounds contractor able to provide a quote to excavate the area and directed the Clerk to get the necessary consent from RMBC to carry out works needed.

(M) To consider consultancy work from Cube Construction Consultancy and consider the parameters set by council

The Clerk advised Councillors that The Neighbourhood Plan Committee have been working on potential regeneration projects within Dinnington for the last 12 months. In recent months, the Committee have approached Cube Construction who were previously involved with the Council through Dinnington Regeneration Partnership.

Cube met with the Neighbourhood Plan Committee and have agreed to work with the Council on outstanding projects. The Clerk identified some key projects that the Council have been working with; S106 Allocation (Rugby Club bid), Leicester Road, RNN site.

From their conversations, The Clerk has identified that DSJTC wouldn't need Cube Construction to attend every Neighbourhood Plan Committee. Therefore, a proposal has been created where they would commit to 14 hours per month, reviewed monthly (say after 2 months).

£1500 per month for a period of 3 months exc VAT. (£750 per day).

£75 per hour above the 14 hours quoted.

Fee is inclusive of travel to and from Dinnington.

Councillors discussed their previous experiences of Cube Construction. It is felt that the Cube's knowledge and experience will be particularly beneficial for the RNN site. The Leicester Road and Section 106 projects are been handled well between Councillors. The allocation of the Section 106 money is still ongoing.

Resolved: Councillors resolved to accept the consultancy proposal from Cube Construction on the basis of £1500 per month for a period of three months, with a review of the service received after two months.

(N) To receive and consider correspondence from RMBC with a request for the Town Council to apply for a licence for planters to be placed on Laughton Road

The Clerk advised Councillors that RMBC have contacted the Town Council following a request from Ward Councillors to implement planters on Laughton Road. When a Town Council considers any planters around the parish, they must apply for a licence and show that they have the correct insurance, plus the correct type of equipment, safety aspects etc. The Clerk has queried why the Town Council need to be involved in this decision, as the borough have a number of planters on Highways land that haven't required Town Council approval.

The reason for the Town Council's involvement would be the ongoing maintenance of the planters following installation.



Councillors discussed the application and whether they would support an increase in planters and where these are to be located; whilst the Clerk highlighted the fact that we have just entered into a hosepipe ban which has limited the ability of watering hanging baskets and planters. There are 5 new planters proposed to be situated on the pavement outside shops affected by cars parking on the pavement.

The possibility of the Town Council installing and monitoring CCTV cameras to report such incidents to the Police was briefly discussed.

The Clerk advised members that any additional planters and maintenance has not been accounted for within this precept.

Resolved: Councillors requested that the Clerk go ahead and apply for the relevant planter licences.

(O) **To discuss councillors being provided with business cards and consider any further action (Cllr K Smallwood)**

Cllr Smallwood addressed fellow members that she would find business cards useful for when speaking and dealing with members of the public to be able to give her contact information and the Council website address.

Councillors confirmed that the use of business cards had been previously agreed some time ago but due to changes in the Council email and website addresses these are now out of date.

Resolved: Councillors requested that the Clerk place an order of replacement business cards

122/25

Grant Applications:

(A) **Dinnington Bowling Club**

The Clerk advised Town Council members that this application was previously received in January/February. The Council at the time highlighted that they could not make an informed decision due to not receiving the constitution and bank statements.

The updated information was presented to Councillors so a discussion then took place regarding the application and the inclusiveness of the Club for residents of Dinnington along with the ownership of the land which they are based on. Consideration was also given to the amount left in the 2025/2026 budget for grant applications.

An amendment to award Dinnington Bowling Club £1000.00 was not carried.

Resolved: Councillors resolved to reject Dinnington Bowling Clubs grant application of £9400.00

123/25

General Matters

(A) **RMBC Dinnington Regeneration update**

Cllr J Hall updated members that the recent public enquiry took place over just half a day rather than the predicted 3 days and the result is expected during September. Lot's of work is still going on. Cllr Hall has requested another public meeting to update local residents and reassure that the project is still going ahead. Shopkeepers are starting to move out and into their new premises which is exciting and should be completed by September.

(B) **Neighbourhood Plan Committee update**

Cllr W Hall advised that the committee continues to meet regularly and is working hard with others such as the GP Surgery and Cube Construction. The RNN site is a large and complicated project and the projects at Leicester Road and East Street are still on going.

WM

(C) Emergency Response Committee update

Cllr D Smith updated members that the committee has met recently and that they are still discussing some amendments and small changes to the plan and equipment needed. A representative from RMBC's Emergency Department attended a recent meeting and was impressed by the Town Council's Emergency Plan and would like to use this as a for other local Town/Parish Councils that do not have a policy currently in place.

(D) Staffing and Complaints Committee update

The Clerk advised that the committee has recently met and considered the HR/payroll systems as well as looked at the recent staff appraisals and it's process.

Due to the nature of this committees work it is difficult to discuss further but work is ongoing.

(E) Lyric Committee update

Cllr W Hall updated Councillors that the committee is committed to look at reducing the amount of loss that the Lyric runs at. They are also looking at improving signage and considering new colour schemes to make the venue more inviting. A public consultation is now underway.

(F) Community Committee update

Cllr L Clarke updated Councillors on behalf of the Community Committee. The monthly events are going well. In August a children's entertainer is booked and the committee are now starting to look at plans for the Christmas Festival.

(G) Working Group updates

Twin Town Working Group – To meet Thurs 17/07/25 at 3pm

Newsletter and Website Working Group – The Clerk has nearly finished a draft copy of the newsletter so a meeting will be arranged soon to look at that for any changes.

(H) Community Working update

The Assistant Clerk explained to Councillors that part of her role as Asst Clerk is community engagement and fundraising, both to assist in raising the profile of the Council within the community and to raise funds to help pay for projects that benefit the community

To prepare for this, she has completed online training for -

- Introduction to fundraising
- Corporate Fund raising
- National Lottery Community Fund
- National Lottery Heritage Fund

The Asst Clerk has discovered that all funders require evidence showing that the Town Council have consulted with the community on what they want (not just what the Council wants to do).

Consultations started at the Summer Carnival and specific consultation events are being organised in the Lyric, starting this month.

As soon as the public consultation has been completed, the Town Council can start to apply for funding from the big funders.

In the meantime, she working to get sponsorship from local businesses. An ideal project for sponsorship is the Christmas Festival. A sponsorship pack has been created that gives options of what their business can sponsor and for how much. They can also have a tailored sponsorship to suit their business if they want.

Visits to some of the businesses on the trading estates have started, and the Asst Clerk aims to speak to all of them before the Christmas Festival this year.



124/25 To note the date and time of the next Town Council meeting

Monday 8th September 2025 at 7.00pm

125/25 Park Avenue Cemetery

(A) [CONFIDENTIAL] - To receive correspondence regarding a memorial application and consider any further action

Councillors considered a request to place a memorial within Park Avenue Cemetery. The memorial would be placed with no ashes and falls outside the cemeteries policy for usual memorial erections.

Resolved: Councillors resolved to reject the request and for the Clerk to notify the applicant.

Meeting closed at 21.55 hours



