

Dinnington St John's Town Council

Minutes of the Town Council Meeting on Monday 13th October 2025 at 7.00pm in The Lyric, Dinnington

Present: Cllr D Adams, Cllr D Booth, Cllr G Cruickshanks, Cllr W Hall (Vice Chair), Cllr Z Lowe, Cllr T Mulholland, Cllr K Smallwood, Cllr D Smith, Cllr F Walden.

Apologies: Cllr L Clarke, Cllr J Hall, Cllr J Hart, Cllr N Ruff, Cllr S Scott, Cllr D Scriven

Absent: None

In attendance: A Wilson (Locum Town Clerk), L Warne (Assistant Clerk) C Radford (Town Council Administrator) and 5 members of public.

Cllr W Hall chaired this meeting due the absence of Cllr N Ruff

126/25 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

127/25 To receive and consider any reasons for absence

Resolved: That the Council received and accepted reasons for absence from Cllr L Clarke, Cllr J Hall, Cllr J Hart, Cllr N Ruff, Cllr S Scott, Cllr D Scriven

128/25 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.

129/25 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: 138/25 D – Staffing & Complaints Committee update

It was agreed 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

130/25 Chair's Report

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

131/25 Monthly Accounts Schedule and relevant finance information:

Members are asked to:

- (A) To approve accounts for payment and note contractual payments made under the clerk delegation (attached)
- (B) To note expenditure outside of the meeting between the Clerk and the Chair in line with Financial Regulation 4.1
- (C) To receive and note the latest bank reconciliation and to appoint two members to complete verification
- (D) To receive and note the Budgeting Report for Quarter 2 up to 30th September 2025
- (E) To appoint two members to complete the internal controls checklist
- (F) Financial Risk Assessment?
- (G) To note the increase to NJC rates for the financial year 2025/26

Members are asked to note that this information may not be available for the meeting.

The Locum Town Clerk updated that Councillors that she is still in the process of picking up where the previous Clerk had left off. There are still invoices and payments to be processed. The upto date information will be forwarded as soon as possible.

The Locum Town Clerk updated Councillor's that due to the resignation of the Town Clerk & RFO the full time position of Town Clerk & RFO has been advertised.

Due to the financial information not ready for Councillors to receive, this item was deferred to the next meeting.

132/25 To receive and approve the minutes of the meetings of the Council held on:

(A) 14th July 2025 (Town Council meeting)

Cllr D Smith queried why Councillors had only received minutes of the Extraordinary meeting that took place on Tuesday 16th September 2025 and it was missed from the agenda.

The Locum Town Clerk confirmed that missing the inclusion of the minutes from this agenda was an administrative error. Hard copies of the minutes will be distributed to all Councillors and brought to the next meeting for approval.

At this opportunity the Locum Town Clerk reminded Councillors that agendas are under the control of the Clerk and Council office and that any items can be identified as confidential by the Clerk and the lay out of the agenda is also the responsibility of the Clerk and will be changing going forward. As a Councillor advised that this is not what Dinnington St John's Town Council's Standing Orders state the Clerk advised that she will need to look into this and bring the matter back to a future meeting.

It was raised as a point that the minutes did not mention the short disturbance that took place during the meeting on 14th July or the short break that followed that before the meeting resumed.

Resolved:

1. That the minutes of the Council meeting be approved as true record and to be signed by the Chairman and kept on file with an amendment to the minutes to reflect the short disturbance and the following short break at the meeting held on 14th July 2025.
2. Minutes of the Extraordinary meeting held 16th September 2025 be distributed to Councillors and brought to the next Town Council meeting for approval.



- i) Members are asked 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	Date Valid
RB2025/1197	Application to take works to tree(s) within Dinnington Conservation Area Hall Court Veterinary Group, 1 St. Leonards Close	5 th September 2025

ii) Councillors noted the following Applications agreed:

- RB2012/0023 Mac'Ants Abrasives Ltd Todwick Road, Dinnington
Demolition of existing flat roof porch and erection of pitched roof porch
- RBRB1995/0012 22 Furness Close Dinnington
Two storey extension to form study with bedroom cover

134/25

Ward Member Update

No update received as Cllr J Hall was not present at the meeting.

135/25

Parish Matters

Members are asked to consider and make decisions on the following:

- (A) **To receive and consider quotes to excavate and relay a broken drainage pipe under Constable Lane**
Councillors discussed the required work on the drains for the Lyric and that this needs to be carried out as soon as possible.

Resolved: Councillors resolved to engage the services of RMBC to carry out the required work to replace the broken drainage pipe.
- (B) **To discuss PAT testing for the Council and receive quotes for alternative methods of completion**
Councillors discussed the cost effectiveness of training staff to be qualified PAT Testers and purchasing the required equipment against continuing to use an independent contractor.

Resolved: Councillors resolved to continue using an independent contractor to carry out PAT Tests.
- (C) **To receive and consider a request from Rotherham Council to temporarily move Dinnington Market onto the carpark adjacent to the bus station**
Councillors received and discussed the briefing received from RMBC regarding temporary markets.

Resolved: Councillors resolved to defer making a decision. Due to the regeneration scheme being delayed a further six months by RMBC, they can take more time to consider the recommendation and also to discuss the matter with traders on what their preference would be as well as with the Chair of Dinnington St John's Town Council as he is mentioned in the briefing as having had informal discussions with RMBC and Councillors would like to know more about this. The Locum Clerk will also look at the Market Charter and Market Rights for additional information to help Councillors with their decision.

(D) **To discuss the concerns with the front door and consider any further action**

Councillors received quotes from two contractors but were concerned about the vagueness of both and have requested that a third quote is obtained if possible. A member of the public offered to provide contact details for a commercial door contractor they know of.

Resolved: Councillors resolved to defer this matter until the next meeting to allow time for a third quote to be obtained.

(E) **To receive a report regarding the gas cooker in The Lyric and consider - £11,000 to improve the ventilation and the emergency cut off**

Councillors discussed the received report and questioned why the lack of ventilation would not be raised as part of a fire assessment and has only become an issue now. It was explained that the gas supply safety feature is now cutting off the gas supply when trying to use the hob. Councillors would like to know how many bookings throughout the year require the use of the gas oven/hob in order to consider the issue further.

Resolved: Councillors would like to know more about the quantity of Lyric bookings where the use of the gas oven/hob is required. Councillors have also requested that a second opinion and quote is received to enable a comparison.

(F) **To receive Roller Shutter - information attached**

Councillors received a quote from the company that serviced the roller shutters to replace the Lyric interior shutter at the kitchen serving hatch with a fire shutter. It was discussed that that this has not previously been raised as a requirement or cause for concern. The Councils Health & Safety advisor was consulted on this and he advised that as there are two available exit points from the kitchen there is no requirement to change the existing shutter to a fire shutter.

Resolved: Councillors resolved to take no further action and that the existing roller shutter shall remain.

(G) **To appoint members to a Working Group to discuss and consider the Volunteer Policy**

A debate took place on whether an additional two or three members need to be appointed to a working group.

Resolved: Councillors resolved to add Cllr G Cruickshanks, Cllr Z Lowe and Cllr F Walden to the working group alongside Cllr J Hall and Cllr J Hart who have already been involved. The Locum Clerk will arrange the necessary meetings and oversee the process.

(H) **To confirm the donation to Dinnington Rugby Club for their annual Bonfire Night event**

Councillors discussed a previous confusion regarding the budget for the Bonfire night and confirmed that the amount pledged is £4000.00. Consideration was given to costing a professional but it was decided that this would be something for the Rugby Club to look at further and not a decision for the Council to make.

(I) **To note the update of the sound and lighting in The Lyric and to consider the disposal of old equipment**

Councillors were updated that the Sound & Lighting installation company have offered to try and sell the old equipment that is in working order on our behalf for a commission fee. One of the Councillors and the Locum Clerk advised that they have contacts in the sound and lighting industry so will take the list of the equipment and see if they can get any additional interest.

An issue was raised that a recent visitor to the Lyric was told that the hearing loop was no longer available and asked that this be looked into further, especially with the recent upgrade to the sound within the venue.

Resolved: Councillors resolved to defer this item until other possibilities have been explored for sale. The Locum Clerk will look into provision of the hearing loop and advise at a future meeting.

136/25

Concessions

- (A) **[CONFIDENTIAL]** - To receive a request for concession for a Lyric booking on Friday 17th October

137/25

Park Avenue Cemetery

Members are asked to receive an update from Councillors following their visit to the Cemetery

Cllr Booth updated members that he had recently visited the cemetery alongside the previous Clerk and other Councillors. An issue raised is the maintenance of memorial benches within the cemetery and that many are in a poor state or maintenance and repair. It is their opinion that some of these benches are dangerous and need to be removed but are aware that these are not the property of Dinnington St John's Town Council but are owned by the relatives so this can be a difficult situation to resolve. The question was raised how long the time limit is that is given to bench owners for the bench installation and if there is a time limit in place ? The Locum Clerk advised that if dangerous and in a poor state of repair that there are steps that can be taken by the council to resolve this and that she will look into this further.

The compound area was looked at and is in need of some clearance, although locked to the public, if it was broken into it could be dangerous.

The garage is in good repair and kept clean and tidy – no concerns.

It was observed that a number of graves are in need of levelling as they are sinking. Other Councillors advised that this is regularly carried out and then re seeded by the Cemetery Team.

138/25

General Matters

- (A) **RMBC Dinnington Regeneration update**

Cllr W Hall updated members that the regeneration scheme has been delayed by a further six months due to RMBC although the Borough Councillors are working hard to bring this forward now that the Compulsory Purchase Order is approved.

- (B) **Neighbourhood Plan Committee update**

Cllr W Hall advised that the committee continues to meet regularly and is working hard with others. The sale of land at East Street is with Solicitors and still going through. The committee has stepped back on the purchase of the RNN site as the owner has announced they are now only interested in selling the land to the highest bidder, considering the initial conversations regarding the possibilities of any development this is disappointing news for the Council.

The committee is still looking to move forward with projects on Leicester Road and Lodge Lane. Cllr D Smith is reviewing the Neighbourhood Plan for the committee.

A monthly meeting is now in place with an Enforcement Officer from RMBC, working in partnership with Councillors, hoping to facilitate bringing empty homes in Dinnington back into use.

- (C) **Emergency Response Committee update**

Cllr D Smith updated members that all protective clothing has now been purchased and distributed to Councillors along with new equipment. As part of the Emergency Plan it has been identified that a list of emergency contact numbers is still to be compiled and distributed. The list should include members of the Emergency Committee, relevant staff members work numbers and other outside agencies. The Locum Clerk is to look into the distribution of this information giving consideration to laws around data protection.

- (D) **Staffing and Complaints Committee update**

The Locum Clerk advised that the committee held a meeting Monday 13th October and have approved the advertisement for a new full time Clerk. The job advert and job description have been amended and now circulated.

- (E) **Lyric Committee update**

Cllr W Hall updated Councillors that due to a lack of information a lot of the last Lyric Committee meeting was deferred. A full update will be provided to full council at the next Town Council meeting.

Chairman Signature:



(F) Community Committee update

Cllr L Clarke was absent from this meeting so a full update will be provided to full council at the next Town Council meeting.

(G) Working Group updates

No update given

(H) Community Working update

No update given

140/25

To note the date and time of the next Town Council meeting

Monday 10th November 2025 at 7.00pm

136/25

Concessions

(A) (CONFIDENTIAL) The Locum Clerk advised Town Council members that correspondence has been received by the previous Clerk requesting a concession for a booking on 17th October 2025 from Kids@heart, a local charity that fundraises for children, celebrating their anniversary with a party at the Lyric.

Resolved: Councillors resolved to waive the room hire fee, AV charge, fee for a late bar and the hire charges for tablecloths, chair covers and chair bows.

138/25

(D) (CONFIDENTIAL) Staffing and Complaints Committee

Cllr D Smith referred members to the Terms of Reference for the Staffing and Complaints Committee in regards to a recently handled complaint and that this matter does remain on going.

The Locum Clerk agreed to investigate the matter and the way it has been handled and come back to members with her findings at a later date.

Meeting closed at 20.50 hours

Chairman Signature:

