

HIGH MELTON PARISH COUNCIL

6 May 2026 - Ordinary Parish Council Meeting

In attendance: Councillors: Martin Pick, Dave Jones, Joan Herrero, Robert Parkes. Also present were five members of the public and Paul Rollinson, Clerk.

1. **Apologies:** Parish Councillor Tom Hunt and Ward Councillors Cynthia Ransome and Oliver Bloor.
2. **Declarations of Members' Interests:** Councillors Martin Pick, Joan Herrero and David Jones declared membership of the Friends of St James Church and Community Group.
3. **To approve the minutes of Parish Meetings**
 - a) Ordinary Meeting held 4 March 2026. Resolution; meeting minutes were accepted.

4. To Receive Correspondence

The Clerk reported that the following correspondence had been received since the previous meeting and circulated where appropriate:

- Internal audit correspondence, including the receipt of annual internal audit report undertaken by the Council's appointed internal auditor.
- Formal complaint correspondence received from a resident and the Clerk's response addressing the matters raised.
- Invoices received from the Yorkshire Local Councils Associations (YLCA).
- Insurance renewal documentation and invoice from Zurich.
- Correspondence in relation to St James Church.
- PCJCC meeting information and related updates.
- Resident correspondence relating to St James Church, including matters concerning the role of the Friends Group and the Parish Council.
- Neighbourhood Plan correspondence relating to ongoing project development and updates.
- General meeting invitations and financial correspondence.
- Invitations issued to Ward Councillors for attendance at Parish Council meetings.
- Correspondence with Parish Councillors, including YLCA bulletins, briefings, and sector updates.
- HMRC Help and Support communications, including guidance on record keeping, National Minimum Wage compliance, and webinar invitations.
- HMRC Gateway and other government service notifications relating to account access, reminders, and system-generated updates.
- Website-related correspondence, including communications regarding the Parish Council website, migration to a .gov domain, and the obtaining of quotes for related services.

Councillor Dave Jones confirmed resident correspondence regarding the state of Church Lane and the grass cutting and the reporting of the matter to Doncaster Council. Councillors Martin Pick and Dave Jones explained that this was part of their shared access at their properties.

The charity event held by the Community Group on 10 March 2026 in relation to the war memorial renovation received positive feedback, being described as a well-organised occasion with engaging speakers.

Additional feedback was shared at the Parochial Church Council meeting, which was attended by Martin Pick, Joan Herrero, and Dave Jones in their capacity as residents.

5. Update on St James Church

- a. To receive an update on the current position regarding Proposed closure of Church of Saint James

St James Church remains at risk of closure and the deadline for the feedback into the draft Pastoral Church Buildings Scheme relating to the proposed closure of St James' Church, High Melton is the 11 May 2026.

- b. Motion to consider formally objecting to the proposed closure of the Church of Saint James.

St James' Church is considered an important feature of the village, holding significant value for residents and playing a vital role in maintaining a sense of connection and continuity within the community. Residents are encouraged to participate in the consultation and provide feedback by the deadline.

Resolution: The Parish Council concluded that the future of St James' Church is a matter of significant community interest, recognising its importance to the village and community cohesion, and resolved that the Clerk should submit a formal letter of objection.

6. To Receive Financial Update

- a) To complete paperwork for approval of accounts, Internal Audit & AGAR Approval (Sections 1 & 2 of the AGAR form)

The Council approved the accounts for the financial year 2025/2026. The Internal Audit paperwork was completed, and Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), including the Governance Statement and Exemption Certificate, were signed. The explanation of variances was provided and agreed.

- b) Review key findings and recommendations from the internal audit.

The Internal Audit Report for 2024/2025, prepared by FH Accountancy Services, was received and noted. The Council accepted the auditor's findings and recommendations, which will be implemented during the forthcoming financial year.

- c) Public Access and Website Publication of Accounts.

The Parrish Council resolved to agreement for the accounts will be available for public inspection from 5 June 2026 until 16 July 2026. All required documentation has been published on the Parish Council website in compliance with the Transparency Code for Smaller Authorities

Resolved:

- a) Accounts approved and Internal audit paperwork completed and Exemption Certificate and Governance Statements signed. Explanation of variances provided and agreed.

- b) Internal Audit reports received and recommendations accepted with comments noted.

- c) Accounts available from 5 June 2026 until 16 July 2026 and all information made available and published on the Parish Council website.

7. To Receive Planning Updates

- a) 26/00322/FUL planning application Erection of a single storey flat roof rear extension has been granted. b) 26/00685/4FULM Hybrid planning application has been made comprising of several proposals relating to Melton Park is awaiting a decision. The full details of the planning application will be discussed at a future Parish Council meeting.

8. Update on plans for footpaths connections to other villages

The follow up meeting of the group was held on the 23 April 2026 to progress the footpaths connection project to join up footpaths between High Melton with Cadeby, Barnburgh and Sprotborough.

The meeting was attended by representatives from Doncaster Council and from neighbouring Parishes. There is support for rural areas and to feed into the review of the Public Rights of Way Improvement Plan in 2027.

A further meeting will reconvene in three months June/July 2026.

9. To Receive Traffic Group Update

The Parish Council considered a proposal for traffic calming measures and equipment including the purchasing of a traffic speed gun and associated equipment.

A traffic speed group will require a minimum of 2-4 volunteers that will be trained in the operation of the equipment and the scheme. The Police will need to calibrate the speed gun for its operation.

Resolved: The Parish Council resolved with all in favour to proceed with the purchase of a Traffic speed gun and associated equipment e.g. high visibility vest approximately totalling £200.00.

10. Update on Parish Neighbourhood Plan

Work is ongoing with the Neighbourhood Plan following the feedback and input on the final document before sending into Doncaster Council.

11. Update on Parish Council Domain, Website and Email Provision

The new Parish Council website has been created and the email address for the Clerk and five Councillors have been put in place.

Work is ongoing to develop the new website and to migrate all the information and details to the new site.

Resolved: To approve a £25 + VAT annual arrangement to retain the .org.uk domain, with management transferred to enable website and email forwarding, and facilitate decommissioning of existing services.

12. Community Matters

Member of the public raised concerns regarding the public soakaways, describing them as an eyesore and suggesting improvements such as better screening, covering, or planting hedging. It was proposed that this could be discussed further at a meeting with Highways.

Additional concerns were raised about vegetation along Hangman Stone Lane, with a request for it to be cut back, as well as reports of motorbikes using the lane.

13. Date of Next Meeting

1 July 2026

Signed: _____

Date: _____