

WENTWORTH PARISH COUNCIL

Minutes of a Meeting of Wentworth Parish Council which was held at The Pavillion at Harley, at 6.30pm on Monday 16th March 2026

PC/217/25

Members present.

Councillor Mr B. McNamara (Chairman)

Councillor Mr S. Peace (Deputy Chairman)

Councillors Mrs J. Annetts, Mr D. Booth, Mr T. Hill, Mr J. Knight, Mr P. Martin,
Mrs V Sykes.

PC/218/25

Absence.

Councillors Mrs C Shaw, Mr R Brent

a) To receive apologies for absence.

Apologies received from Councillor Mrs C Shaw

b) To consider the reasons for absence given by Councillors.

Reason considered and accepted.

PC/219/25

Disclosures of Interest & Dispensations.

To receive declarations of interest in respect of items on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from Members or Officers and to consider any dispensation requests received by the Clerk under the Localism Act 2011 s33.

None were declared.

PC/220/25

Public Participation.

Brett Watkin (BW) of Harley Activity Group (HAG) attended the meeting to discuss proposed events and activities over the coming year. He advised that the following proposed dates were being considered, and asked for PC approval:

- 4th Apr Easter Egg Hunt
- 3rd May Car Boot
- 12th Jul Gala
- 31st Oct Halloween (Mission)
- 7th Nov Bonfire Night
- 6th Dec Xmas Lights (Circle)

Cllr McNamara reported that he had emailed the Estate for permission to hold the Car Boot sale as he wasn't sure what was in the lease and was awaiting a reply, they had been resistant in the past.

Gala 12th July: Brett Watkin asked if it would be possible for them to prepare their own food for the event. He reported that one of their members, Sally Moxon, has the necessary hygiene certificates.

Cllr Sykes asked what method of cooking would be used.

Brett Watkin explained it would be a big barbecue using Propane gas.

Cllr Sykes advised that it must be used outside and not in the garage as it had been previously.

BW confirmed the barbecue would be outside but said they would want to use

the Pavilion for teas and holding materials. They might use air fryers inside to make fries.

Cllr Sykes advised that any electrical equipment brought and used would need to be PAT tested – she has a contact who she could work with to get this done.

Bonfire 7th November: Cllr Knight stated that a risk assessment would be needed.

Cllr McNamara asked the Clerk to draft a letter requesting the health & safety documentation of the following items from the group – a current Insurance Policy, proof of PAT testing and hygiene certificates. He also asked for confirmation of the first aider who would be present.

Cllr Peace asked if the first aider was qualified.

BW advised that the person who did it last year would be doing it again and he is qualified.

Cllr McNamara confirmed with the PC that they were happy for the Gala and Bonfire to go ahead, subject to receiving the health & safety documentation of information requested.

Car Boot Sale 3rd May: Cllr McNamara reiterated that the Estate were not willing to allow a Car Boot Sale previously because of concerns that it may attract petty crime to the area.

Cllr Annetts commented that car boot sales were held at Wentworth Woodhouse now, so the Estate's attitude may have changed. Her main reservation was about the condition of the field which becomes very boggy in bad weather.

BW replied that if the weather was bad, they would cancel or postpone the event. If there was enough room to keep the stalls on the gravel, they would aim to do that.

Cllr Sykes stated that it is normally £15.00 per hour to hire the pavilion but for the Gala a lump sum payment to cover power etc could be considered - £100 for example.

Cllr Knight stated that a lump sum seemed sensible as charging for the event plus time to prepare and clear up would cost more.

BW replied that to his knowledge they had paid the £15 per hour previously but if the PC were happy with the lump sum proposal he would check if it is acceptable and report back.

Cllr Sykes requested that, because of previous misunderstandings, posters for events should be cleared through the PC prior to going out.

Cllr McNamara agreed but said it would only be necessary for the Gala and Bonfire.

Cllr Annetts offered to share any publicity via the PC website.

PC/221/25

To receive and consider matters raised for and by RMBC.

Cllr Peace reported that the working relationship with Cllr John Williams is working well. He also advised that had emailed fellow Cllrs and local stakeholders a screenshot of pages providing an update on traffic issues over the next two weeks. Main Street and Cortworth Lane are the most affected. One set of traffic lights was due to be removed in the next three days, but the other companies traffic lights will be in place until

Cllr Annetts asked if the traffic lights were related to the drainage works.

Cllr Peace advised they were the result of several projects happening simultaneously.

Cllr McNamara said he had heard that Coley Lane will be closed as far as Brampton from 30th April until 2nd September, but he didn't know why.

Cllr Peace stated he would find out the company involved and obtain more information.

Cllr Sykes asked who should be contacted regarding the huge potholes on Kirby Lane.

Cllr McNamara asked if they had been reported online and Cllr Sykes replied she would do that now.

PC/222/25

To receive and consider matters raised for and by Fitzwilliam Estate.

Nothing was reported.

PC/223/25

Minutes of previous meetings.

a) To consider any alterations to the minutes of the previous meeting

b) No amendments were requested

c) To accept the minutes of the previous meeting as a true record and authorise the Chairperson to sign accordingly

RESOLVED that the minutes of the Council meeting held on the 16th February 2026 were accepted as a true record and were authorised to be signed by the Chairman.

PC/224/25

Matters Arising from Previous Minutes

Cllr Knight expressed concern that he had not received the minutes, and several other Cllrs said the same.

Cllr McNamara advised that he had sent the minutes out to all on the new gov.uk addresses. He immediately sent two test messages, and the second one was generally received.

PC/202/25 Cllr McNamara reported that the action for Cllr Brent to investigate the process for obtaining a flagpole for the carpark was now closed. He had approached the Estate who refused permission for a flagpole.

Cllr McNamara also advised that the action regarding parking bays in Street was now closed. The Estate had approached the private tenants without response and the PC had received no further queries from tenants.

PC/202/25 and PC/194 Cllr McNamara reported that he had contacted RMBC Finance Department who confirmed in writing that the Pavilion is not rateable.

PC/202/25 Cllr McNamara reported that he had applied to RMBC for 50% funding for skips. He is awaiting a reply.

Cllr Sykes questioned when the skips would be available.

Cllr McNamara confirmed they would be available on the 18th April from 9am until they are full.

Cllr Martin confirmed the grit bins had been checked.

PC/208/25 Cllr McNamara reported he had contacted the Rugby Club who had expressed an interest in using Harley Field but had not received a reply. He had not had chance to investigate registering the cricket field as a sporting venue but would progress it once the Pavilion project was completed.

PC/209/25 Cllr Annetts reported that the Newsletter is almost complete. It will be set up as a Quarter 2 edition, covering April May and June. Contents will

include main event dates, once information is confirmed by Brett Watkin. She will also contact the Vicar at Holy Trinity for details of church events and provide useful information such as defib locations. Cllr Annetts advised that she had seen other councils' newsletter which had include articles on how the increase in Council tax has been calculated and asked the PC for their view. Cllr Martin stated he agreed we should include a piece on the uplift. Cllr McNamara advised that RMBC have confirmed the figure, and the PC also must deal with a ground rent increase on both fields, increases on water and electricity charges, bins in Harley, and possible massive costs incurred by moving the VAS signs between locations. Cllr Annetts stated the article should clarify why the costs are changing and where the money is going. Cllr Booth calculated that the Precept had gone up from £44.28 to £55.67, an increase of £11.39 per year or 25 pence per week. If reported that way it in the newsletter it would show the increase is not as high as generally thought. Cllr Sykes asked if previous newsletter photos could be used. Cllr Annetts said she would be using photos from key events from now on. Cllr McNamara reported that there are currently two Wentworth Parish Council websites. Anyone accessing the old web site will be re-directed to the new one. He has been advised to keep the old one for two years before finally taking it offline

PC/225/25

Financial Matters

Cllr Peace reported that he had temporarily taken over responsibility for financial matters. Jane Hutchings will be officially employed from the 1st April on a short-term contract until the Parish Council employs a full/part time clerk. Jane will be helping with the finances and the annual audit; Cllr McNamara will arrange for her to receive emails via the Parish Clerk's email address.

Cllr Peace provided a summary of outgoings for March (attached at Appendix 1).

He stated that the biggest outlays had been the Pavillion project and the Parish Clerk's salary and leave costs.

Cllr McNamara stated that the Pavillion had one further payment outstanding.

Cllr Annetts asked when the work would be completed. Cllr McNamara confirmed it has been extended to two weeks before the cricket season starts.

Cllr McNamara asked for £550 to fit out the pavilion, such as a water boiler ,Fridge, and safety equipment such as Fire extinguishers etc etc, he will provide receipts for goods purchased.

Cllr Annetts offered to take the list of requirements and see the best price she could obtain. Crockery and utensils were discussed, Cllr McNamara advised he had not included for pots, pans and crockery in the items quoted for.

Cllr Booth suggested putting a request out for donations of crockery and utensils ahead of skip day.

Cllr McNamara asked for approvals for the payments in March.

The list of payment have been approved at the meeting.

Scribe fee	DD	£14.40	Accounting software fee
AWS (Feb)	DD	£993.63	Grounds maintenance
Bank charges	DD.	£4.25	Bank charges

Clerk	SO	£348.82	Salary
Website	BACS	£300.00	Web hosting
Clerk	SO	£234.65	Final salary settlement
G M Jones	BACS	£20,820.00	Pavilion project
EON HP	DD	£26.69	Electricity HP
Everflow WP	DD	£31.94	Water WP
J Torry	SO	£35.00	Window cleaner
EDF WP	DD	£153.22	Electricity WP
G M Jones	BACS	£9,600.00	Pavilion project
AWS { Mar }	DD	£993.63	Grounds maintenance
Cllr Annetts	BACS	£282.00	Expenses for defibrillator
Bank charges	DD	£4.25	Bank charges
TK Lynsky	BACS	£1,560.00	Community skip hire

RESOLVED that the Council approved payments to be processed

PC/226/25

To consider Planning applications.

None had been received.

PC/227/25

Correspondence and emails received.

Cllr McNamara had received an enquiry about setting up a coffee pod in the Village. It will be forwarded for the Estate's attention.

PC/228/25

Parish Councillor's areas of Responsibilities and Parish Council Plan.

Cllr Peace ran through the areas of Responsibility.

Cllr Booth reported he was behind on the benches but would complete the checks asap.

Cllr Hill reported that the Defib battery was running low and would need to be replaced. Cllr Annetts advised it would cost about £250 for the battery, and that she would obtain more quotes. All agreed the purchase should go ahead.

Cllr Knight confirmed the Bus Shelters had been checked and reports sent to Cllr McNamara.

Cllr Martin confirmed that he will ask Cllr Shaw to review the Safeguarding Policy and amend as necessary. He will also produce Safeguarding Certificates for the PC to confirm training has been completed. He is currently investigating whether a vulnerable adults safeguarding course would be suitable for the PC, subject to cost.

Cllr McNamara advised that the work so far on the Pavilion was very successful, including water tanks, bifold doors and a vaulted ceiling. He will provide photos for the newsletter and send a thank you letter to the charities.

Cllr Annetts asked who the contact would be to book the pavilion and was advised email requests should go to the Parish Clerk once the new one is appointed.

PC/229/25

To receive an update on the building progress work at Wentworth Pavilion.

This had already been covered.

PC/230/25

Additional Items Authorised by the Chairperson.

Cllr Knight had received a request from a Harley resident asking if their relatives could park on the Pavilion car park whilst staying with them. Cllr

Knight saw no objection in principle but would be asking them to unlock and lock the gate. He asked if the PC would be happy for them to have the code. Cllr McNamara stated it could be agreed on the understanding that they must lock up and the PC has no responsibility or liability for anything that may happen while they are on the field. All agreed.

Cllr Knight raised the donation of the Welcome stones/boulders to Harley. He has applied for a licence and had been told he needed to apply for planning permission. Cllr John Williams had investigated this and confirmed planning permission was not required but the licence was needed because the boulders were classed as street furniture, to remain in place permanently. Cllr Knight did require a copy of the public liability documentation. Cllr Peace agreed to provide this.

Cllr Sykes asked what was to happen to the wooden signs as they were still in the garage and no work was being done on them. Cllr McNamara asked if the garage padlocks were working. Cllr Sykes confirmed one of the locks was working. Cllr McNamara advised leaving the wooden signs in the garage for now.

PC/231/25

To start discussions on new issues (Council members only) No decisions can be passed during this item.

Cllr Annetts raised the issue of the beam in the playground which needs to be replaced. She has been given a quote of £600+ fitting which we cannot afford but there may be some negative feedback from the community if it is not repaired. She had obtained a quote of £20,000 to replace and renovate the playground. Options for replacing the beam with more durable material were discussed and Cllr Annetts said she would investigate it and see what could be done.

PC/232/25

To note diary dates.

Wentworth Parish Council AGM will take place at May's meeting. Cllr McNamara proposed 30th April or 1st May for the Assembly Meeting. The majority agreed 30th April, Cllr Martin will check. Cllr McNamara will book The Mechanics, and a poster will go out seven days ahead of the meeting.

Wentworth and Harley Cllrs surgery dates:

(Wentworth Cllr Annetts) - 2nd May

(Wentworth Cllr McNamara) - 6th June

(Wentworth Cllr Peace) - 4th July

(Wentworth Cllr Booth) - 1st August

(Wentworth Cllr Martin) - 5th September

Cllr Shaw and Councillor Knight attend all the Harley surgeries.

PC/233/25

To receive an update concerning The Clerk for Wentworth Parish Council.

The Chair informed the meeting that pending the appointment of a new Clerk he will be acting as Clerk/Proper Officer. Cllr Peace will be the Responsible Financial Officer in the interim. This is necessary for the Audit and AGAR sign off.

PC/234/25

Date and time of the next meeting- Monday 20th April 2026

The next Parish Council meeting would be held at 18.30.

The Chair declared the meeting closed at 19.35

Signed as a True Record *Brendan J McNamara*

Cllr B. McNamara, Chair and acting Clerk of Wentworth Parish Council

