

# Ravenfield Parish Council

Ravenfield Parish Hall  
Birchwood Drive  
Ravenfield  
Rotherham  
S65 4PT

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6 May 2024

Dear Councillors

You are hereby summoned to attend the Annual meeting of Ravenfield Parish Council to be held in Ravenfield Parish Hall on **Thursday 9 May 2024** commencing at **6:30pm** for the purpose of transacting the following business.

*Gemma O' Carroll*

Proper Officer of the Council

**Circulation List:**

Councillor Pearson (Chairman), Councillor Jones (Vice-Chair), Councillor Callear, Councillor Jay, Councillor Jupp, Councillor Lilley, Councillor Rowley.

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## **AGENDA**

**There will be a public session within the meeting. Questions from the public may be submitted by 5:00pm Wednesday 8 May 2024 to [ravenfieldparishcouncil@yahoo.com](mailto:ravenfieldparishcouncil@yahoo.com)**

- 1 **ELECTION OF CHAIRPERSON** for the ensuing year.
- 2 **ELECTION OF VICE-CHAIRPERSON** for the ensuing year.
3. **ELECTION OF REPRESENTATIVES TO THE YLCA**
- 4 **NON-ATTENDANCE OF COUNCILLORS**
  - (a) To receive and note apologies from Councillors who are unable to attend the meeting.
  - (b) To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.
- 5 **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 other relevant interests under the Members' Code of Conduct
  - (b) To receive and decide upon request for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.
- 6 **ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS** - To identify any agenda items where resolutions may be moved to exclude the press and public, Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)).
- 7 **PUBLIC PARTICIPATION** - maximum time allocation 30 minutes.

**Members of the public are welcome to stay for the Council meeting after the public session, as observers, but will not be able to join in the discussion unless invited to do so by the Chairman.**

- 8      **CONFIRMATION OF MINUTES** – To receive and confirm the minutes of the Council meeting held in Ravenfield Parish Hall on Thursday 11 April 2024 (attached).
- 9      **MATTERS ARISING FROM THE MINUTES** - To note any matters arising from the minutes of the last Council meeting.
- 10     **CORRESPONDENCE** – To receive the following items and decide further action where necessary:  
(a)      Request for a zebra crossing on Braithwell Road (suggested location between Longfield Drive and Poplar Grove)
- 11     **MATTERS RELATING TO THE RECREATION GROUNDS** – To consider the following items and decide further action where necessary:  
(a)      All Weather Path, Jubilee Field. To receive an update of the landscape architect design.  
(b)      Hollings Lane Play Area – To receive information obtained from Creative Play.
- 12     **MATTERS RELATING TO THE PARISH** - To consider the following items and decide further action where necessary:  
(a)      Ravenfield Footpath (Green Bank Drive – Hollings Lane) – Planned works commencing 20 May 2024.  
(b)      Ravenfield Crossroads Flowerbed/s – Future maintenance  
(c)      Proposed Carriageway Resurfacing: Longfield Drive, Smeaton Close, Grayson Close and St James Drive - To receive information received from Rotherham MBC.  
(d)      Woodlathes Balancing Pond, and Footpath – To receive further information regarding the current condition.
- 13     **MATTERS RELATING TO THE PARISH HALL** - To consider the following items and decide further action where necessary:  
(a)      Vacuum Cleaner – to receive costs associated with replacing the current vacuum cleaner.  
(b)      Damage to Radiator – to receive details of damaged caused and associated repair costs.
- 14     **MATTERS RELATING TO THE PARISH COUNCIL** - To consider the following items and decide further action where necessary:  
(a)      Ravenfield Parish Councillor Vacancy  
(b)      Rotherham MBC local councils joint working group. To receive further information and nominate a Parish Councillor.  
(c)      Standing Orders – To review and consider adopting for further 12 months  
(d)      Financial Regulations – To review and consider adopting for further 12 months  
(e)      Staffing Committee – To adopt the Terms of Reference  
(f)      Staffing Committee - To appoint four members to the staffing committee  
(g)      Parish Council Website and Gov.UK Email Accounts.
- 15     **REPORTS FROM RAVENFIELD ALLOTMENT SOCIETY** - To receive the following items and decide further action where necessary:  
(a)      Annual General Meeting 16 April 2024 – To receive the minutes.
- 16     **MATTERS REALTING TO REDROW DEVELOPMENT**
- 17     **MATTERS RELATING TO GREEN ITEMS**
- 18     **PLANNING** - To consider the following planning applications:  
No planning applications received at the time of the agenda being published.
- 19     **EXTERNAL MEETINGS** – To receive information.

- 20 **YORKSHIRE LOCAL COUNCILS ASSOCIATIONS** - To consider the following received items and decide further action where necessary:
- 21 **FINANCIAL MATTERS** – To receive and approve the following:
- (a) Update on the Council's finances.
  - (b) Payments to be made.
  - (c) Unity Bank – Accountant Management Form. To update the signatories of the Parish Council Bank Account, and complete the necessary paperwork.
  - (d) Lloyds Commercial Card – To appoint a Secondary Programme Administrator.
  - (e) Year end accounts – To receive the final accounts, approved by the internal auditor.
  - (f) Public Works Loan Board – To receive the end of year statement.
  - (g) Community Infrastructure Levy Annual Report 1 April 2023 – 31 March 2024 – To receive the report.
  - (h) Internal Auditors Report for the period 1st April 2023 to 31st March 2024 - To receive the report and agree any changes to controls that may be necessary.
  - (i) Annual Governance and Accountability Return (AGAR) – Section 1. To be completed and signed by the Chairman and Clerk.
  - (j) Accounting Statements for the period 1st April 2023 to 31st March 2024. To consider and approve. The Chairman to sign section 2 of The Annual Governance and Accountability Return (AGAR).
  - (k) Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return - agree to set the date to advertise the period (suggested dates: Monday 3 June 2024 – Friday 12 July 2024).
- 22 **DATE AND TIME OF NEXT MEETING**
- (a) To confirm the date and time of the next meeting, Thursday 13 June 2024 at 6:30pm.
- 23 **ITEMS FOR THE AGENDA OF THE NEXT MEETING** - To agree on items to be included on the agenda of the next meeting of the Council.
- 24 **DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED** - To discuss and take decisions about any agenda item(s) for which the press and public have been excluded
- 25 **CLOSURE OF THE MEETING**

<sup>1</sup> A Councillor is at risk of prosecution for committing criminal offences in s.34 of the 2011 Localism Act if they, without dispensation, participates or votes on a matter being considered in which they have a **disclosable pecuniary interest** (s.31(4) of the 2011Act). Or written notification of such DPI has not already been given to the Monitoring Officer and the member does not provide written notification of the interest to the Monitoring Officer with 28 days of the meeting (ss.31(2) and (3) of the 2011 Act. Or they knowingly or recklessly provide false or misleading information about the above (s.34 (2) of the 2011 Act).