

The Minutes of Ravenfield Parish Council

Minutes of the Annual Ravenfield Parish Council meeting held on Thursday 9 May 2024 at 6.30pm in Ravenfield Parish Hall, opened by Councillor N Pearson, chaired by elected Chairman Councillor M Jones.

Present: Councillors B Callear, K Jay, M Jones, R Jupp, S Lilley, N Pearson, D Rowley and G O'Carroll (Clerk).

In attendance: 4 members of the public were present.

93/24 **ELECTION OF CHAIRPERSON - RESOLVED** that Councillor Jones be elected as Chairman for the ensuing municipal year. Councillor Jones was elected unopposed and unanimously.

94/24 **ELECTION OF VICE-CHAIRPERSON - RESOLVED** that Councillor Rowley be elected as Vice-Chairman for the ensuing municipal year. Councillor Rowley was elected unopposed and unanimously.

95/24 **ELECTION OF REPRESENTATIVES TO THE YLCA - -- RESOLVED** the following nominations be made: Councillor Jubb and Councillor Rowley.

96/24 **NON-ATTENDANCE OF COUNCILLORS**

- (a) No apologies received. All Councillors present.
- (b) No reasons for absence received. All Councillors present.

97/24 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS.** None declared.

98/24 **ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.**

99//24 **PUBLIC PARTICIPATION** – see attached report.

100/24 **CONFIRMATION OF MINUTES**

The Council **RESOLVED** that the minutes of the meeting held on Thursday 11 April 2024 be a true and accurate record of the proceedings.

101/24 **MATTERS ARISING FROM THE MINUTES.**

102/24 **CORRESPONDENCE**

- (a) Request for a zebra crossing on Braithwell Road (suggested location between Longfield Drive and Poplar Grove). The request shall be taken to the next Rotherham MBC CAP Meeting (dates and times have not yet been received).

103/24 **MATTERS RELATING TO THE RECREATION GROUNDS**

- (a) All-weather path, Jubilee Field: Landscape Architect Ian Robinson informed the Clerk that he requires CAD drawings of Jubilee Field in order to proceed with a design plan. The Clerk arranged a meeting with a Landscape Architect from Groundwork who could create the CAD drawings. However, Ian Robinson subsequently resolved the CAD drawing issues and has notified the Clerk that the design plans will be completed within the next few days.

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- (b) Councillor Jones, Councillor Rowley, Councillor Pearson and the Clerk met with Creative Play, at Hollings Lane Play Area on 30 April 2024. We are awaiting quotations; to resurface the play area floor surfacing, and costs to replace the current swing/climbing frames. Councillor Lilley added that he has noticed areas of the perimeter fencing showing signs of corrosion, and that consideration should be made to repair this also.
Action: Clerk to obtain further quotations from Rotherham MBC and Kompan to update/replace dated parts of the equipment, and associated resurfacing costs.

104/24 MATTERS RELATING TO THE PARISH

- (a) Northern Power Grid will commence scheduled works from 20 – 26 May 2024 on the Ravenfield Footpath (Green Bank Drive – Hollings Lane). During this period the footpath will be closed. The information was noted.
- (b) Ravenfield Community Gardening Group wish to hand back the maintenance of the flowerbed at Ravenfield Crossroads. The Clerk has notified Rotherham MBC Highways Manager of this decision. It is expected that the contractor responsible for recent planting will maintain the area for 12 months, after which Rotherham MBC will assume maintenance.
- (c) Proposed Carriageway Resurfacing: Longfield Drive, Smeaton Close, Grayson Close and St James Drive. No objections raised, the information was noted.
- (d) Woodlathes Balancing Pond, and Footpath. Persimmon Homes have proposed that the Parish Council or a Community Group consider taking over the maintenance of this area, with financial assistance from them. The Council declined the offer, due to lack of expertise and resources to manage and maintain a balancing pond. The Council believes it would be better placed with Rotherham MBC and/or Yorkshire Water. **Action:** Clerk to contact Persimmon Homes and ask that they enter into discussion with Rotherham MBC.

105/24 MATTERS RELATING TO THE PARISH HALL

- (a) The Council **RESOLVED** to purchase a replacement George vacuum cleaner at a cost of £299.00. The current vacuum cleaner is in excess of 15 years old, and not working as it once did.
- (b) Unreported damaged occurred on a radiator in the Parish Hall causing the radiator to come away from the bracket. The repair cost was £127.00.
- (c) The Council **RESOLVED** to adopt the Standing Orders for a further 12 months.
- (d) The Council **RESOLVED** to adopt the Financial Regulations for a further 12 months.
- (e) The Council **RESOLVED** to adopt the Staffing Committee terms of reference.
- (f) The Council **RESOLVED** to appoint Councillor Jay, Councillor Jones, Councillor Jupp and Councillor Callear to the staffing committee. Councillor Jones was nominated as Chairman. The annual meeting will be held in October, after the ordinary Council meeting.
- (g) The Council **RESOLVED** to proceed with Vision ICT to design, develop and host a new Parish Council website, and form eight gov.uk email accounts. The design and development cost is £1190.00 exc vat. Year two onwards fee is £225.00 exc vat. Email accounts cost £18.00 per account, per year, exc vat.

106/24 MATTERS RELATING TO THE PARISH COUNCIL

- (a) Following the recent local elections, a Ravenfield Parish Council has a vacancy for a Parish Councillor. The Council will look to co-opt a new Councillor at the next meeting, Thursday 13 June 2024. **Action:** The Clerk will advertise the vacancy.
- (b) The Council **RESOLVED** to nominate Councillor Jay and Councillor Rowley as representatives of the Rotherham MBC Joint Working Group. **Action:** Clerk to submit the nomination papers to YLCA.

107/24 REPORTS FROM RAVENFIELD ALLOTMENT COMMITTEE

- (a) Annual General Meeting on Tuesday 16 April 2024, minutes were circulated and noted.
- (b) Councillor Jay confirmed that she would continue to act as the Parish Council representative.

108/24 MATTERS RELATING TO REDROW DEVELOPMENT

109/24 MATTERS RELATING TO GREEN ITEMS

YLCA shared details of Northern Power Grid grants upto £20,000. **Action:** Clerk to investigate further as a

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possible source of funding of solar panels for the Parish Hall.

110/24 **PLANNING**

No planning applications received at the time of the agenda being published.

RB2023/1386 – Ravenfield Arms, Hollings Lane, Ravenfield.

The Council has been informed of changes to the above planning application, which will be discussed at an upcoming planning board meeting. Upon reviewing the amended plans, the Council noted that while the steps leading from the outdoor seating area to the Hollings Lane recreational ground have been removed, the door remains in the design. This implies the potential use or accessibility of the steps. Additionally, the construction of the seating area extends onto Rotherham MBC land. **Action:** The Clerk is to submit these observations to the planning officer.

111/24 **EXTERNAL MEETINGS**

16 April 2024 – Councillor Jay and Councillor Jones attended the Ravenfield Allotment Society, Annual General Meeting.

19 April 2024 - Councillor Jay and Councillor Pearson attended the online zoom meeting hosted by MP John Healey, which focused on funding opportunities available through the postcode lottery.

25 April 2024 - The Clerk met with the Internal Auditor.

25 April 2024 - Councillor Rowey and the Clerk met with a Landscape Architect, from Groundwork, on Jubilee Field.

30 April 2024 - Councillor Jones, Councillor Pearson, Councillor Rowley and the Clerk met with Creative Play at Hollings Lane play area.

112/24 **YORKSHIRE LOCAL COUNCILS' ASSOCIATIONS**

113/24 **FINANCIAL MATTERS**

- (a) Update on Council's finances. The information was noted and approved.
- (b) Payments to be made were approved.
- (c) Unity Bank – Accountant Management Form, to update the signatories of the Parish Council Bank Account, by removing Councillor Leach and Councillor Pearson, and adding Councillor Lilley. The form was certified by Councillors. **Action:** Clerk to submit the completed paperwork to Unity Bank.
- (d) The Council **RESOLVED** to approve the year-end accounts which were circulated prior to the meeting, and certified by the Clerk (Responsible Financial Officer).
- (e) Internal Auditors Report for the period 1st April 2023 to 31st March 2024 was circulated. No recommendations have been made.
- (f) Annual Governance and Accountability Return (AGAR) – Section 1. Completed and signed by the Chairman and Clerk.
- (g) Accounting Statements for the period 1 April 2023 to 31 March 2024. The Chairman signed section 2 of The Annual Governance and Accountability Return (AGAR).
- (h) The Council **RESOLVED** to set the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return date period as: Monday 3 June 2024 – Friday 12 July 2024.

114/24 **DATE AND TIME OF NEXT MEETING**

- (a) The date and time of the next meeting was confirmed as Thursday 13 June 2024 at 6.30pm, to be held in the Parish Hall.

115/24 **MINOR ITEMS AND ITEMS FOR THE NEXT AGENDA**

- (a) Ravenfield Youth Charity meeting, to review the trustee details.

116/24 **EXCLUSION OF THE PRESS AND PUBLIC**

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It was moved that under Section 100(A)4 of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006, information relates to finance and business affairs. It was moved that under Section 100(A)4 of the Local Government Act 1972 the public be excluded from the meeting for the following items of business due to the confidential nature of the business to be transacted.

117/24 DISCUSSION OF ITEMS FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED.

118/24 CLOSURE OF MEETING

The meeting was closed at 8:20pm.

Chairman Signed: _____ **Date: 13 June 2024**

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Public Participation 9 May 2024

Parishioner attended the meeting to update the Council about the new glass bus shelter which has been installed on Braithwell Road. The removal of the hedges gave direct view into the bungalows located at the back of the bus shelter.

The bus shelter glass has been now been frosted/blacked out, preventing view into the bungalows.

A parishioner inquired about the road works on Hollings Lane, opposite the junction of Birchwood Drive, and asked the expected duration of these. The Clerk checked the traffic report table received from Rotherham MBC, but was unable to located the works.

Action: Clerk to obtain more information, and share with the Parishioner.

Ravenfield Community Plan Group (RCPG), Pop-up café asked if it would be possible to change the date of their December Hall hire from 15 December 2024 to 22 December 2024? The Clerk confirmed that the Hall would be available on 22 December. RCPG will confirm the date change once they have consulted with a Maltby Brass Band.

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