

# The Minutes of Ravenfield Parish Council

Minutes of the Ravenfield Parish Council meeting held on Thursday 13 November 2025 at 6.30pm in Ravenfield Parish Hall, chaired by the Chairman, Councillor Rowley.

**Present:** Councillors B Callear, K Jay, M Jones, R Jupp, D Rowley, S Lilley, P Whitworth and G Needes (Clerk).

**In attendance:** Seven members of the public were present.

<b>209/25</b>	<b>NON-ATTENDANCE OF COUNCILLORS</b>
(a)	<b>To receive and note apologies from Councillors who are unable to attend the meeting.</b>
	Councillor Jupp arrived at 7:20pm, due to work commitments.
(b)	<b>To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.</b>
	No apologies for absence were received, and no reasons for absence were submitted for consideration.
<b>210/25</b>	<b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b>
(a)	<b>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>
	No pecuniary interests declared.
(b)	<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.</b>
	No pecuniary interests declared.
<b>211/25</b>	<b>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)).</b>
	No items identified.
<b>212/25</b>	<b>PUBLIC PARTICIPATION</b> (see attached report)
<b>213/25</b>	<b>CONFIRMATION OF MINUTES</b>
	<b>To receive and confirm the minutes of the Council meeting held in Ravenfield Parish Hall on Thursday 9 October 2025 (attached).</b>
	The Council <b>RESOLVED</b> that the minutes of the meeting held on Thursday, 9 October 2025, be approved as a true and accurate record of the proceedings.
<b>214/25</b>	<b>MATTERS ARISING FROM THE MINUTES</b>
	<b>To note any matters arising from the minutes of the last Council meeting.</b>

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	No matters raised.
<b>215/25</b>	<b>CORRESPONDENCE – To receive the following items and decide further action where necessary:</b>
(a)	<b>Christmas Light Switch-On – To consider concerns and requests for support regarding non-Parish Council organised event, ensuring safety and addressing local business concerns.</b>
	<p>A business owner raised concerns that additional events planned outside the shopping centre on the evening of the Christmas Light Switch On had been organised without consultation with local businesses. Concerns were expressed regarding customer access to the car park, vehicle movements, traffic impact, and pedestrian safety.</p> <p>It was noted that the location is private land and that the event is not organised by the Parish Council. The Clerk confirmed that The Long Bar has obtained a Temporary Event Notice permitting alcohol sales and regulated entertainment on 21 November 2025 between 5:00pm and 11:30pm, with activities taking place within the premises and the adjacent car park area. It was also noted that no permission had been obtained from RMBC Highways for use of the grass verge.</p> <p>The Council advised businesses to contact their landlord regarding the concerns raised and to clarify the permissions for closing the car park.</p> <p><b>RESOLVED:</b> That the Clerk write to The Long Bar to remind them of the required licences and permissions for the event and to highlight the need for appropriate safety measures.</p>
<b>216/25</b>	<b>MATTERS RELATING TO THE RECREATION GROUNDS – To consider the following items and decide further action where necessary:</b>
(a)	<b>Jubilee Field – To receive updates from the insurance company regarding potential land encroachment.</b>
	<p>Correspondence has been received from the insurance company solicitor advising that the claim is unlikely to have a reasonable prospect of success due to current discrepancies concerning the boundary line. The Council would need to appoint a surveyor to provide an independent report on the boundary and any alleged encroachment; however, such a report is not covered under the legal expense's of the insurance. The Council reviewed the letter and noted several areas that remain unclear.</p> <p><b>Action:</b> Councillor Jones to review the solicitor's letter and the Land Registry plans. Ward Councillor Duncan is to investigate any related planning requirements. To review all information at the next Council meeting.</p>
(b)	<b>Jubilee Field – To receive information from archived records to determine responsibility for the boundary fence west of Kingsley Drive.</b>
	<p>The Clerk obtained all relevant documents relating to the planning history and property deeds from archives held at Rotherham MBC Riverside office. Councillor Jones has reviewed the information and is satisfied that the boundary fence is neither owned by or the responsibility of the Council.</p> <p>The Council <b>RESOLVED</b> that the fence, previously reported as rotten and in need of repair, will not be replaced by the Council.</p>
(c)	<b>Hollings Lane Recreational Grounds – To receive an update on the request to reposition the stone bollard to prevent off-road bike access.</b>

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	<p>The play area inspector from Rotherham MBC has assessed the stone bollard and advised that it would not be safe to re-position it. There is concern that, due to its weight and stability, the stone could be easily pushed over, presenting a safety risk.</p> <p><b>Action:</b> Clerk to refer the matter to Rotherham MBC Neighbourhood Officers and Ward Councillors for further advice and review.</p>
(d)	<p><b>Hollings Lane Recreational Grounds - To receive reports of vandalism impacting properties bordering the Allotment access track.</b></p>
	<p>Reports were received of children climbing the trees lining the allotment access track and throwing large objects toward neighbouring properties, resulting in damage including a broken patio door window. Residents enquired whether the tree branches could be cut back to prevent climbing. An email was also received requesting that V-mesh fencing be installed.</p> <p>The Clerk confirmed that this was discussed at the recent CAP Meeting with the Community Police Team, who are currently aware of only one reported incident. The Police have encouraged all residents to report every occurrence, including incidents of stones being thrown into gardens. The Clerk has also requested that Rotherham MBC Tree Officers review the trees and provide any recommendations.</p> <p>The Council <b>RESOLVED</b> not to pursue the installation of V-mesh fencing, noting that the costs would be excessive and the area too extensive.</p>
217/25	<p><b>MATTERS RELATING TO THE PARISH - To consider the following items and decide further action where necessary:</b></p>
(a)	<p><b>Woodlathes Balancing Pond – To receive a maintenance update and any new information.</b></p>
	<p>The Clerk provided a summary of the most recent discussion with Persimmon Homes Adoptions Manager, who now considers the pond to be a wildlife haven, which contradicts earlier comments. A contractor appointed by Persimmon Homes advised that dredging and other maintenance may be causing more harm than good and recommended that an ecological survey be carried out, with a view to revising the maintenance agreement to reflect the current condition of the pond.</p> <p>This information has been shared with the Rotherham MBC Drainage Team, who have offered to attend a site meeting to review the situation.</p> <p><b>Action:</b> Clerk to obtain dates of availability and arrange a site meeting.</p>
(b)	<p><b>Lamppost Poppies – To receive details of donations received, and to agree a date for removal and volunteer support.</b></p>
	<p>The Council thanked all volunteers involved in arranging the lamppost poppy displays. The Clerk confirmed that, to date, a total of £265.00 has been raised in donations for the Royal British Legion. The Clerk also noted that an additional 10 poppies were purchased for display in Old Ravenfield at a cost of £50.00.</p> <p>The Council <b>RESOLVED</b> that the poppies be taken down over the weekend of 15–16 November 2025, ahead of the Christmas light switch on event, with volunteer support arranged as required.</p>

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(c)	<b>Memorial Service – To receive a summary of the event and feedback from the volunteers.</b>
	<p>The Council expressed its thanks to John Patterson for leading the Memorial Service, and to Councillor Jupp, who kindly loaned a portable speaker and microphone. The event was well attended, with 96 people present, including many children, 10 dogs, and 2 miniature ponies. Some attendees suggested that the public could face towards Moor Lane North to address safety concerns regarding passing traffic; however, this would result in the memorial stone not facing the congregation.</p> <p>Around 20 attendees returned to the Hall for refreshments, and donations totalling £30.00 were received. These will be forwarded to the Royal British Legion.</p>
(d)	<b>Christmas Light Switch On – To finalise arrangements for the event, Friday 21 November 2025.</b>
	<p>Rev James of Bramley Parish has kindly agreed to conduct a service and lead the Christmas Light Switch On event.</p> <p>The light power fob was handed to Councillor Whitworth, who will arrange a test run of the lights. Councillor Jupp's husband will assist by switching on the Christmas tree lights.</p> <p>Councillor Jupp has kindly offered loan of a portable speaker and microphone.</p> <p>Feedback from Bramley Brass Band last year suggested that a designated child should be given the opportunity to operate the switch for the lights. <b>Action:</b> Councillor Whitworth will make a "light switch on button".</p>
(e)	<b>Hollings Lane – To receive information regarding the request for yellow lines to address parking issues.</b>
	<p>The Council has consulted with Rotherham MBC and noted a request for parking restrictions along Hollings Lane between Wood Close and Moor Lane South, including 10m lengths into the junctions with Wood Close, Birchwood Drive, and Spencer Drive. It was noted that potential objections may arise from residents, as the proposed restrictions could simply shift parking issues from one area to another.</p> <p>The request will be considered alongside other similar requests during the 2026/27 financial year and assessed against set criteria. Decisions on successful schemes are expected in February 2026, with implementation potentially starting in May 2026 and completion of any Traffic Regulation Orders anticipated around February 2027.</p>
<b>218/25</b>	<b>MATTERS RELATING TO THE PARISH HALL - To consider the following items and decide further action where necessary:</b>
(a)	<b>Request from Ravenfield Art Group for additional key holder for the Parish Hall and storage cupboard.</b>
	<p>The Council <b>RESOLVED</b> to approve the request from Ravenfield Art Group for an additional key holder for the Parish Hall and storage cupboard, subject to signing a key permission form. It was noted that one reason for the additional key is to allow early access for setup; any early access would require payment for additional hire time.</p> <p><b>Action:</b> Clerk to administer.</p>

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(b)	<b>Book Swap Library – Proposal to extend the scheme to the Ravenfield Arms pub.</b>
	<p>The Clerk met with the Ravenfield Arms and the Book Swap Librarian volunteer to discuss extending the scheme to the pub. The Librarian is happy to collaborate with the pub on rotating and sharing books between both locations. The Ravenfield Arms will have shelves fitted to accommodate the books.</p> <p>Additional comments were noted that people continue to drop large volumes of books, which can block access and use of the book swap room.</p> <p><b>Action:</b> Clerk to place a notice asking donors to restrict contributions if the plastic drop off box is full.</p>
(c)	<b>Christmas Pantomime – To receive an update on ticket sales, and to discuss event arrangements (Saturday 13 December 2025) and volunteer support.</b>
	<p>All 90 tickets for the Christmas Pantomime sold within two days of going on sale. Councillor Jay and Councillor Whitworth volunteered to oversee the running of the event, including opening and closing the Hall and serving refreshments. Councillor Jupp offered to loan additional lighting for the side of the Hall, following feedback from last year that the area was too dark.</p>
<b>219/25</b>	<b>MATTERS RELATING TO THE PARISH COUNCIL - To consider the following items and decide further action where necessary:</b>
(a)	<b>Community Governance Review – To receive a petition count and determine next actions.</b>
	<p>The Clerk confirmed that 95 additional signatures are required for the Community Governance Review petition. A replacement petition was left in the Ravenfield Stores shop, but when the Clerk went to collect it, it was not on display and only one signature had been added.</p> <p><b>Action:</b> The petition will be made accessible at forthcoming events, including the Christmas Light Switch On, Mini Pantomime, and Pop Up Café.</p>
(b)	<b>Christmas Chosen Charity – To decide on a charity for donations received at the Christmas Pantomime and Councillors' donations in lieu of Christmas cards.</b>
	<p>The Council <b>RESOLVED</b> that this year's chosen charity will be the Rotherham Hospice.</p> <p><b>Action:</b> Councillor Jupp will obtain a charity collection jar from the Rotherham Hospice to display at the Mini Pantomime and Pop-Up Café for donations.</p>
<b>220/25</b>	<b>REPORTS FROM RAVENFIELD ALLOTMENT SOCIETY - To receive the following items and decide further action where necessary:</b>
<b>221/25</b>	<b>MATTERS RELATING TO REDROW DEVELOPMENT</b>
<b>222/25</b>	<b>MATTERS RELATING TO GREEN ITEMS</b>
<b>223/25</b>	<b>MATTERS RELATING TO WHITESTONE SOLAR FARM</b>
(a)	<b>Nomination of representative for meeting with Conisbrough Parks Parish Council on 25 November 2025.</b>

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	The Council <b>RESOLVED</b> that the Chairman, Councillor Rowley, will attend the meeting with Conisbrough Parks Parish Council on 25 November 2025.
<b>224/25</b>	<b>PLANNING</b>
(a)	<b>To consider the following planning applications:</b>
	<b>RB2025/1392 – Land at Moor Lane South, Ravenfield (Bramley)</b> Non-Material Amendment to condition 1 (approved plans) and condition 2 (materials plan) on application RB2025/0602 to include change of brickwork to suit availability. <a href="#">Plan Portal</a>
	The Council noted receipt of the above planning application and raised no objections to the proposals.
(b)	<b>To receive information on any previous planning applications/issues and discuss further action.</b>
	<b>RB2025/1303 – The Longbar, Unit 2 Ravenfield Shopping Centre, Braithwell Road, Ravenfield.</b> Application to remove condition 04 (no external seating) imposed by RB2024/1765 to allow external seating. <a href="#">Plan Portal</a> <b>Application Refused.</b>
	The Council noted receipt of the above planning application outcome.
	<b>ADDITIONAL ITEM:</b> Application for the Variation of a Premises Licence - The Longbar, Unit 2 Braithwell Road, Rotherham S65 4LH. The application seeks consent to vary the Premises Licence so as to: <ol style="list-style-type: none"> <li>1. Extend the latest permitted hours for the sale of alcohol, for consumption on and off the premises, on Sundays from 17:30 hours (5.30pm); and</li> <li>2. Amend condition 18 of Annex 2 of the Premises Licence, which currently says:  <i>"There shall be no outdoor consumption of alcohol. Alcohol shall only be permitted to be taken off the premises in sealed containers"</i>  To read as follows:  <i>"The consumption of alcohol is permitted by customers in the designated seating area and permitted to be taken off the premises in sealed containers"</i> </li> </ol> <p>The Council noted that the application and any representations received will be considered by the Rotherham MBC Licensing Sub-Committee on 1 December 2025.</p> <p><b>Action:</b> The Council <b>RESOLVED</b> that the Clerk attend to represent the Council.</p>
<b>225/25</b>	<b>EXTERNAL MEETINGS – To receive information.</b>
	Councillor Rowley and the Clerk attended the Rotherham MBC CAP Meeting on 7 November 2025 at The Lings, Bramley.
<b>226/25</b>	<b>YORKSHIRE LOCAL COUNCILS ASSOCIATIONS - To consider the following received items and decide further action where necessary:</b>
(a)	<b>Royal Garden Party 2026 – Candidate nominations.</b>
	The Council <b>RESOLVED</b> to nominate Cllr Callear as a candidate for the Royal Garden Party 2026.

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	<b>Action:</b> Clerk to complete the nomination form and submit.
<b>227/25</b>	<b>FINANCIAL MATTERS</b> – To receive and approve the following:
(a)	<b>Update on the Council's finances</b>
	The Council noted and approved.
(b)	<b>Payments to be made</b>
	The Council <b>RESOLVED</b> that the payments, as presented, be approved and made accordingly.
(c)	<b>Budget – To consider items for inclusion in the 2026–2027 budget.</b>
	The Clerk asked the Council to consider the purchase of accounting software to replace the current spreadsheet system, including the ability to generate invoices. The Council agreed to review the associated costs as part of the 2026–2027 budget planning.
(d)	<b>Community Infrastructure Levy – To review potential projects or items for expenditure of CIL monies.</b>
	<p>A resident submitted a request for CIL funds to be used towards installing a zebra crossing outside Ravenfield Primary Academy. The Council considered the request but <b>RESOLVED</b> not to proceed, noting that the current CIL balance of £5,879.00 would be insufficient to cover the cost. Additionally, earlier advice from Rotherham MBC had not identified a zebra crossing as necessary.</p> <p>The Council reviewed potential projects for expenditure of Community Infrastructure Levy (CIL) monies. Areas for consideration include:</p> <ul style="list-style-type: none"> <li>• Replacing paving around the Parish Hall, which is currently lifted in places and poses a trip hazard.</li> <li>• Replacing the fence panel and gate at the front of the Parish Hall, as the fence is rotten and the gate is difficult to open.</li> <li>• Installing solar lights along the side of the Parish Hall (left-hand side when facing the front door), following complaints that the area is too dark, particularly when using the side entrance.</li> <li>• Replacing the notice board in Old Ravenfield, subject to consultation with the South Yorkshire Mayoral Combined Authority, as the notice board forms part of the bus shelter.</li> </ul>
<b>228/25</b>	<b>DATE AND TIME OF NEXT MEETING</b>
(a)	<b>To confirm the date and time of the next Parish meeting, Thursday 11 December 2025 at 6:30pm.</b>
	It was <b>RESOLVED</b> that the next ordinary meeting of Ravenfield Parish Council will be the Parish meeting held on Thursday 11 December 2025 at 6:30pm.
<b>229/25</b>	<b>ITEMS FOR THE AGENDA OF THE NEXT MEETING</b> - To agree on items to be included on the agenda of the next meeting of the Council.
<b>230/25</b>	<b>DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED</b> - To discuss and take decisions about any agenda item(s) for which the press and public have been excluded

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231/25	<b>CLOSURE OF THE MEETING</b>
	The meeting was closed at 9:13pm.

**Chairman Signed:** \_\_\_\_\_ **Date:** 11 December 2025

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# Ravenfield Parish Council

## Public Participation 13 November 2025

A representative from the Ravenfield Community Plan Group attended the meeting and reported that two new members have joined, enabling the group to continue operating. A reminder was also given that the Pop Up Café will be held in the Parish Hall on Sunday 21 December 2025, from 10:30 am to 12:30 pm.

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