

The Minutes of Ravenfield Parish Council

Minutes of the Ravenfield Parish Council virtual meeting held on Thursday 8 April 2021 at 6.30pm via Zoom video conference, and Chaired by Councillor K Jay.

Present: Councillors B Callear, D Finch, K Jay, R Jupp, R O'Nion, N Pearson, D Rowley and Clerk G O'Carroll.

Six members of the public were present.

59/21 **APOLOGIES** – all Councillor present.

60/21 **DECLARATION OF DISCLOSABLE PECULINARY AND OTHER INTERESTS** – none declared.

61/21 **ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS** – agenda item 11 (a) Pension Policy.

62/21 **PUBLIC PARTICIPATION** – see attached report.

63/21 **CONFIRMATION OF MINUTES** - It was **RESOLVED** that the minutes of the meeting held on Thursday 11 March 2021 be a true and accurate record of the proceedings.

64/20 **MATTERS ARISING FROM THE MINUTES** – Minute 43/21, the Clerk sought guidance from YLCA, and confirmed that Councillor O'Nion was co-opted. Minutes 19/21 and 27/21 (a) have not been amended.

65/21 **CORRESPONDENCE**

- (a) Morthorn Road Surgery responded to our letter offering the Parish Hall as a Covid vaccination centre, to thank the Council. The vaccination programme is already underway with centres already appointed.
- (b) Fitness Instructor Classes, an email was received from a member of the public seeking permission to hold classes on Jubilee field. The parishioner was not present, and the Council had further questions. It was **RESOLVED** to move this item to next month's agenda and request further information from the parishioner.
- (c) Additional item – Telephone call received on 8 April 2021 at 6:15pm, from a parishioner wishing to complain about the parking on Hollings Lane on Sunday when Ravenfield Rangers played their match, causing difficulty exiting a driveway. It was noted that the cones provided to Ravenfield Arms had not been put out. It was **RESOLVED** that the Clerk should make Ravenfield Rangers aware of the complaint and ask that parents and visitors park considerately.

66/21 **MATTERS RELATING TO THE RECREATION GROUNDS**

- (a) Local Authority Treescape Fund, applications are being made via Rotherham MBC. It was **RESOLVED** that the Clerk should register interest, for up to 4 trees for Jubilee field (planted away from houses, towards the brook).
- (b) Additional item – Ravenfield Rangers have reported unauthorised use of an adult football team using the football pitch, on arrival to play their first match of the season. Reference minute 7/21 (b), Ravenfield Rangers gave consent 7 April 2021 to place a sign on their storage cabin. It was **RESOLVED** that the Clerk gain quotations for signage to read "Please stay off the marked pitch. Any official training/matches – please contact Ravenfield Parish Council".

67/21 MATTERS RELATING TO THE PARISH

- (a) Ravenfield to Woodlaithes Foot Path – works are now complete. Positive comments received from parishioners. Parishioners did also enquire if anything could be done to stop the gate at the bottom of the path leading to Green Bank Drive, banging. **Action:** The Clerk will report to Rotherham MBC.
- (b) Woodlaithes Balancing Pond – no updates have been received.
- (c) Christmas Lights – 2021. The Clerk presented quotations received from three festive lighting contractors, and the associated three-year hire agreement contracts. The Council **RESOLVED** to proceed with Christmas Plus, and to replace the lights of the conifer tree with new. The lights will be installed in September (providing a 7% discount), but not switched on until a date yet to be agreed.
- (d) Re-opening Allotments – 69 people completed the online poll, with 88.4% expressing an interest in having their own allotment. The Council **RESOLVED** that there is sufficient interest to warrant proceeding with the project to re-open the allotment, and that an allotment committee would need to be setup. Due to current covid restrictions, face to face meetings cannot take place until 21 June 2021. To revisit this agenda item in June.
- (e) Remembrance Poppies on Lampposts -. The Clerk had obtained a quotation from the Royal British Legion, of £3.00 per poppy. Councillor O’Nion offered to identify and calculate the number of lampposts on Moor Lane South, Moor Lane North, Hollings Lane and Braithwell Road. It was agreed to revisit this agenda item in May, and decide on the number of poppies required, and if to offer the public the opportunity to donate/purchase their own poppy.
- (f) Defibrillated (situated outside the Cavalier) – Councillor Pearson, Rowley and the Clerk tested on Monday 15 March 2021 and found the defibrillator to be working. The smart pads had expired in February 2021. Replacement pads have since been purchased and fitted.
- (g) Driveway Car Boot/Yard Sale – a parishioner is hoping to arrange this within Ravenfield, and confirmed that the original proposal date on 18 April 2021 will not go ahead. The Council advised that consent must be gained from Rotherham MBC Events department. The Clerk will forward on an Events Application Form.
- (h) Request for a Dog Waste Litter Bin on Braithwell Road (before access to footpath No 10) was received from a parishioner, explaining that there is currently a general waste litter bin, but this is always full with dog waste. The bin is at the entrance to a popular dog walking area and warrants a bin specifically for dog waste. Councillor Deborah Fenwick-Green present at the meeting offered to follow this up with Rotherham MBC.

68/21 MATTERS RELATING TO THE PARISH HALL

- (a) Re-opening Plans. There have been no changes to the current government guidance. The Hall will reopen as planned:
 - 12 April 2021 – parent and child groups (up to 15 people, not counting under 5 years old)
 - 17 May 2021 – groups of 6
 - 21 June 2021 – re-open without restrictions.Kitchen facilities will not be available until 21 June 2021 onwards. The toddler group have requested access to the hot water boiler to make drinks in disposable cups. The Council approved this request on the condition that disposable cups are provided and disposed of by the group.
- (b) Book Swap Library - it was **RESOLVED** to temporarily re-open on Monday and Tuesdays between 2:30pm and 3:30pm (excluding bank holidays), whilst the Caretaker is at the Hall. Only one person will be permitted inside at a time.
- (c) Replacement Windows and Doors – two quotations have been received. To revisit at next month’s meeting once in receipt of a third quotation.
- (d) Solar Panels – Councillor Rowley suggested the Council consider solar panels at the Parish Hall as a step further towards making the building as green and energy efficient as possible. It was agreed to consider this once windows and doors had been replaced.
- (e) Additional Item – the Clerk confirmed that the redundant Parish Hall chairs had been sold to the Wickerlsey Office Furniture shop. A payment of £125.00 was received.

69/21 MATTERS RELATING TO THE PARISH COUNCIL

- (a) Pension Policy – **RESOLVED** that the Parish Council setup a pension scheme for staff. A pension policy to drafted with scheme provider details, and adopted at the next meeting.
- (b) Rotherham MBC Draft Joint Working Agreement with Local Councils – Janice Curran, Rotherham MBC, Parish Liaison Officer joined the meeting to answer questions. Councillor Rowley suggested under 3.3 the period for a substantive reply should be 35 days to allow time for matters to be brought to a Parish Council meeting.
- (c) Staff Training – The Clerk confirmed having passed the iLCA course. Staff appraisals will be conducted after the local elections.

70/21 **PLANNING**

RB2021/0476 – 24 Longfield Drive, Ravenfield. Single storey side/rear extension to provide link between house and annexe.

The planning application was noted. No objections raised.

71/21 **EXTERNAL MEETINGS**

Councillor Jay attended the virtual Rotherham MBC, Covid update meeting, 17 March 2021.

Councillor Jay and Councillor Rowley attended the online YLCA appraisal training, 30 March 2021.

72/21 **YORKSHIRE LOCAL COUNCILS ASSOCIATIONS**

- (a) Resuming Face to Face Parish Council meetings – if legislation does not change the Council will resume face to face meetings from 7 May 2021. The Annual Parish Council meeting is scheduled to take place on 13 May 2021. It was noted that holding a meeting in the Hall contravenes governments Covid rules that no groups meet indoor, and only 6 people can meet from 17 May 2021. The Clerk will seek guidance if it is legally permitted to hold a hybrid meeting and allow public to join virtually. The Clerk will communicate details and advertise on the notice boards, website and on Facebook.

73/21 **MINOR ITEMS AND ITEMS FOR THE NEXT AGENDA**

- (a) Development plans for the outdoor space at the Parish Hall.

74/21 **FINANCIAL MATTERS**

- (a) Update on Council's finances. The information was noted and approved.
- (b) Payments to be made were approved.
- (c) Year End Accounts –The Clerk advised waiting on the bank statement to cover period 24 March 2021 – 1 April 2021 (the statement dates run from 24 March 2021 – 23 April 2021). On receipt of this, the year-end accounts will be circulated by email. Accounts and files were handed over to the internal auditor 31 March 2021. The Clerk will meet with the internal auditor once in receipt of the final year end bank statement.
- (d) Details of the renewal of Parish Hall gas and electricity supply. The Clerk explained that on renewing the contract for one year, the standing charge fees have increased slightly, anticipating an additional £45 cost over the next 12 months. This is due to the renewal being based on a low consumption for the last 12 months.

75/21 **DATE AND TIME OF NEXT MEETING**

The date and time of the next meeting was confirmed as 13 May 2021 at 6.30pm, to be held in the Parish Hall. This will be the Annual Parish Council meeting.

The virtual Annual Parish Meeting will take place, 22 April 2021, on the Zoom platform.

76/21 EXCLUSION OF THE PRESS AND PUBLIC

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.

77/21 DISCUSSION OF ITEMS FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED.

78/21 CLOSURE OF MEETING

The meeting was closed at 9:24pm.

Ravenfield Parish Council

Public Participation 7 April 2021

No public participation reported.