

Ravenfield Parish Council

Minutes of the Ravenfield Parish Council Meeting held on Thursday 10 September 2020 at 6.30pm via Zoom video conference, and Chaired by Councillor K Jay.

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

One member of the public was present.

129/20 **APOLOGIES** – all Councillors present.

130/20 **CONFIRMATION OF MINUTES**

The minutes of the previous meeting held on 9 July 2020 were approved as a true record.

The minutes of the extraordinary meeting held on 13 August 2020 were approved as a true record.

131/20 **MATTERS ARISING FROM THE MINUTES**

132/20 **DECLARATIONS OF INTEREST** – no declarations of interest were raised.

133/20 **TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION**

The meeting was adjourned for public participation, see separate report.

134/20 **CORRESPONDENCE.**

- (a) An email request was received from a group of parishioners who have been tidying the flowerbed at Ravenfield crossroads, requesting to take over the maintenance of this area from Rotherham MBC. In order to proceed with this request, it would require a resident whom lives adjacent the flowerbed to apply for a licence from Rotherham MBC, or for the Parish Council to apply, under Section 96 of the Highways Act. The Parish Council resolved to apply for the licence. Action: The Clerk is to submit an application, and is aware that a 28 days consultation period will take place before a license can be granted. The Parish Council also agreed to donate up to the sum of £30.00 towards the cost of plants/bulbs. Receipts must be submitted to the Clerk for reimbursement.
- (b) Bramley Sunnyside JFC sought permission to provisionally book Hollings Lane playing field to host their annual presentation on 15 May 2021. The Parish Council agreed to provisionally accept this booking, due to the current terms of hire not permitting bookings more than 6 months away, and advised that Bramley Sunnyside JFC should approach the Parish Council again in the new year with details of the event.
- (c) Following the recent Parish Council newsletter distribution, an enquiry has been received from a local parishioner interested in running a local baby/toddler group. The Clerk has advised that the toddler group has been re-instated, but the baby sensory group has not. The Parish Council welcomed the interest.

135/20 **MATTERS RELATING TO THE RECREATION GROUNDS**

- (a) No further updates have been received from the Drainage team at Rotherham MBC.
- (b) Ravenfield Rangers JFC have reported a team training regularly on a Friday evening on the marked-out pitch. The Parish Council discussed placing a notice on the field to word "If you would like to hire this field commercially, please contact Ravenfield Parish Council". No suitable location to place a notice was agreed. It was resolved to discuss further at next month's meeting.

136/20 MATTERS RELATING TO THE PARISH

- (a) Due to the Covid-19 social distancing measures, there have been no Community Plan meetings, and no future meetings planned at this time. It was resolved to remove as an agenda item.
- (b) No information or updates have been received from Rotherham MBC regarding the Community Governance Review. The online public consultation ended 31 August 2020.
- (c) MP John Healey provided a copy of an email communication from Yorkshire Water to Persimmon Homes regarding Woodlathes Balancing Pond. Yorkshire Water have requested details of when the silt survey is planned, a layout plan of where the levels have been taken, and details of the original levels on the plan and the new levels at the inspection. The information was requested by 10 September 2020.
- (d) The war memorial is now place. Councillor Pearson to speak with Reverent Peter Hughes from St James Church to mark the memorial with a dedication ceremony. It was agreed that Saturday 17 October 2020 would be a good date.
- (e) We continue to follow the governments guidance in relation to Covid-19. Councillor Rowley advised that we should review the Parish Hall maximum number of people to 25, opposed to the maximum set by the Government of 30. The advice is that social distancing equates to 25% of the Hall capacity. It was resolved to incorporate this calculation.
- (f) Annual Newsletter has been delivered to all households in Ravenfield.
- (g) The Parish Council received the offer of free effective litter signage, aimed to stop littering of chewing gum. It was resolved that we don't have a chewing gum litter problem, and no suitable areas to display the posters.
- (h) The Clerk had received notification from WelMedical (supplier of the defibrillator situated outside of the Cavalier) is due for a replacement battery. Councillor Rowley has checked the warning lights, and there is no indication that this is required. It was resolved not to purchase a new battery. Councillor Rowley encouraged all Councillors to check on the warning lights as they pass.
- (i) Councillor Napper had informed the Clerk that the groups using the Parish Hall may apply for a Silverwood Community Grant to improve or purchase items required for use within their groups. It was suggested that new tables and chairs would be a welcomed improvement for all the groups in the Parish Hall. **Action:** Clerk to pursue an application on behalf of the community groups.

137/20 MATTERS RELATING TO THE PARISH HALL

- (a) Parish Hall Extension. The Clerk circulated a sketch of the prism store design, received from ROC Developments, ahead of the meeting, for Councillors approval. The sketch was approved. Councillor Pearson had provided a snagging list, which the Clerk confirmed had been forwarded onto ROC. The Events group had commented on the following areas:
 - 1. The small hand sink in the kitchen is situated in the wrong area. Councillors discussed this, and felt that it was correctly positioned. The previous location was no longer suitable as a new radiator has been installed.
 - 2. Concern that there was too much decoration work for the Caretaker to do alone, and that the Parish Council should consider employing cleaners/assistance. The Clerk has spoken with the Caretaker, and she confirms that she is confident that she can have the Hall ready for the re-opening on 28 September 2020, and does not require any help. An offer of cleaning services has been received from a parishioner. The Council agreed that we should consider this if the Caretaker requires help.
 - 3. Tent poles are currently stored outside, and room should be made for these inside. Councillors discussed and resolved that the tent has not been used in a number of years, and is very difficult to put up. There simply is not room in the storage room to store the tent poles and tent. Councillor Napper had previously suggested that the Events group could make an application for a Silverwood Community grant to purchase a new tent, which pops up and is more compact.

Councillor Pearson provided details of plans and costs for additional shelving in the book swap library, to go on the left hand side wall. A site meeting with Councillor Pearson, Councillor Jesson and the Clerk to be held to discuss further.

It was resolved that cream vertical blinds should be ordered, and that a laptop would be more practical than a desktop for library use.

- (b) Three fencing contractors have visited to provide quotations to place a 5ft fence, with concrete posts and gravel boards, as a boundary marker between the rear of the Parish Hall, and 12A Birchwood Drive. Only two quotes had arrived at the time of the Parish Council meeting. The most expensive was £900 exc VAT, the cheapest £600. The cheaper quote did not seem very professional and provided no warranty to work, and agreed that this should not be considered. It was resolved that the Parish Council agree to pay for this work as resolution to the complaint there being no boundary marker between properties. The Clerk will await the third quotation, and instruct the cheapest contractor to proceed.
- (c) Parish Hall Hand Sanitiser – the Clerk advised that it will be necessary to provide this on re-opening the Parish Hall. The cost to purchase a dispenser would be approximately £40, and hand gel would be approximately £50 for 5 litres. The current sanitation contractor at the Parish Hall are able to provide a dispenser and 4 week refill/cleaning service for £69 per annum, on a 3 year contract. It was resolved to proceed with the contract option, but to request that this be tied in with the current sanitary bin contract which has 2 years remaining.
- (d) The fire safety officer from Hollinsend Fire Safety Ltd has reported that an emergency light fitting is required in the new disabled toilet, and that the current emergency lights in the Hall need new batteries, or perhaps replacing with LED to reflect all new LED lights. A quote for all materials and labour has been received from Wickerlsey Electrical Solution at £357.00 exc VAT. Councillors agreed that the work must be carried out in order to comply with fire safety advice. It was resolved to replace old lighting with LED and to proceed with the quote.
- (e) The fire safety officer from Hollinsend Fire Safety Ltd carried out a survey of the Parish Hall now all works complete and advised 6 new fire extinguishers were required (3 x CO2, and 3 x Foam). The quotation for the supply of fire extinguishers, signs and wall mounting is £291.00 exc VAT. The Clerk explained that fire extinguishers can be purchased cheaper online, but have to be commissioned. To pay a third party to commission these becomes more expensive than the quote received. It was agreed to proceed with the quotation from Hollinsend Fire Safety Ltd.
- (f) Table Tennis. Councillor Jesson suggested a table tennis group may be popular with older children and adults. We currently have one table tennis table which could be used. Councillor Jay will seek interest and possible group organiser by placing a post on the Facebook page. To revisit as an agenda item at next month's meeting.
- (g) The Clerk had circulated a quotation for a valuation fee of the Parish Hall from the current insurance provider, BHIB. The quote cost was £490.00. BHIB advise that a valuation be carried out following the extension and Hall improvements. The Council agreed that a valuation was necessary but that we should wait until the new year and to shop for a cheaper quotation.

138/20 PLANNING

No planning application notifications received as of 4 September 2020.

139/20 EXTERNAL MEETINGS

Councillor Jay confirmed attendance of regular YLCA Councillor forums.

140/20 YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

- (a) NALC 2020-2021 National Salary Award was circulated ahead of the meeting. Councillors agreed that this should be incorporated, and that the Clerk should receive a salary increase back dated to 1 April 2020.
- (b) Records Management Policy, YLCA template was approved and incorporated by the Parish Council.

141/20 MINOR ITEMS AND ITEMS FOR THE NEXT AGENDA

- (a) Table Tennis
- (b) Dedication War Memorial Service

142/20 FINANCIAL MATTERS

- (a) Update on Council's finances. The information was noted and approved.
- (b) Payments in accordance with the budget were agreed. Councillor Pearson and Councillor Rowley to meet with the Clerk to sign cheques at 10:00am, 14 September 2020 at the Parish Hall. The Council agreed to setup a direct debit for BT bills.
- (c) Insurance Renewal. It was agreed on the last Parish Council meeting on 9 July 2020 to proceed with the cheaper insurance quotation – Zurich. The Clerk later found that we had a remaining tie in year with BHIB, and therefore unable to amend insurance cover. The Clerk advised Parish Councillors of this information by email and revisited this information to formally record.
- (d) The Clerk confirmed successful grant awards received from Silverwood Community Chest, for the application to purchase shelving, desk and computer for the book swap/honesty library – total received £1932.28. Covid-19 related discretionary grant of £10,000 received from Rotherham MBC.

143/20 DATE AND TIME OF NEXT MEETING

The date and time of the next meeting was confirmed as 8 October 2020 at 6.30pm, and will be hosted by video, on the Zoom platform.

144/20 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.

145/20 DISCUSSION OF ITEMS FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED.

- (a) The Clerk sought consent to take annual leave for 1 week, week commencing 26 October 2020. The Council approved this. An out of office message will be set on email and voice message. Councillor Jay confirmed happy to be contacted in the Clerks absence.

146/20 CLOSURE OF MEETING

The meeting was closed at 8:34pm.

Ravenfield Parish Council
Public Participation 10 September 2020

There was no public participation.

RAVENFIELD YOUTH CHARITY

10 September 2020

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

Meeting Commenced at: 8:34pm

Councillor Rowley ran through the information received from Schroders Personal Wealth, with a view to moving the current investment from Lloyds Private Banking. We have to find a new investor (Lloyds Private Banking will cease shortly) if we do not transfer the investment, the current funds will be returned to us. The approximate investment policy is valued at £166,210.00. Current investment fees are approximately £3000 per year.

Investment Advisor, Stuart Pook of Schroder's Personal Wealth would like to discuss the investment details further via a Zoom meeting. At least four Councillors must be present. The most convenient date for Councillors would be Tuesday or Wednesday evening.

Councillor Jesson stressed that she would like to see ethical investment.

Details of the Zoom meeting will be circulated by the Clerk.

Meeting closed at: 8:52pm