The Minutes of Ravenfield Parish Council

Minutes of the Ravenfield Parish Council meeting held on Thursday 14 December 2023 at 6.30pm in Ravenfield Parish Hall, chaired by Chairman, Councillor N Pearson.

Present: Councillors B Callear, K Jay, T Leach, N Pearson, D Rowley and G O'Carroll (Clerk).

In attendance: No members of the public.

233/23 **NON ATTENDANCE OF COUNCILLORS**

(a) Apologies received from Councillor Jupp and Councillor Jones.
(b) Councillor Jupp unable to attend due to work commitments. Councillor Jones unwell and unable to attend. The Council **RESOLVED** to accept Councillor Jupp and Councillor Jones apologies.

234/23 **DECLARATION OF DISCLOSABLE PECULINARY AND OTHER INTERESTS –** none declared.

235/23 **ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.**

236/23 **PUBLIC PARTICIPATION** – see attached report.

237/23 **CONFIRMATION OF MINUTES**

The Council **RESOLVED** that the minutes of the meeting held on Thursday 9 November 2023 be a true and accurate record of the proceedings.

238/23 **MATTERS ARISING FROM THE MINUTES**.

Minute reference 218/23 (a) detailed the Lamppost Poppy donations received as £380.00. The actual amount of money received was £390.00.

239/23 **CORRESPONDENCE**

(a) Community fridge – Councillor Jupp has more information, but was not present at the meeting. To discuss at the next Council meeting.
(b) VCSE Energy Efficient Scheme – the information was shared and noted.

240/23 **MATTERS RELATING TO THE RECREATION GROUNDS**

(a) All weather path, Jubilee Field. A quotation and draft sketch proposal was received from Rotherham MBC Landscape Architect, and shared with the Council prior to the meeting.
The sketch proposal fee is £750.00, based on a time charge. The design consultancy service fee includes a percentage cost calculated on the construction budget, which exceeds £10,000.00. This fee is considerable if funding is unsuccessful. The Clerk will discuss the situation with the Landscape Architect and look to obtain a quotation that better suits a grant application. **Action:** Clerk
The Council requested the following amendments to the draft layout sketch: 1. The path should join up to the concrete (ramp) access point at Kingsley Drive. 2. Remove the bench positioned near residential properties. 3.

Incorporate wild flowers/planting. 4. To obtain professional advice, and if appropriate, consider planting Willow trees to help with the saturated ground/soil conditions. **Action:** Clerk

The Clerk will share the grant application questions with Councillor Leach, to form ways to collate the necessary data required. **Action:** Clerk

241/23 **MATTERS RELATING TO THE PARISH**

(a) Green Bank Drive – Hollings Lane Footpath, Solar Lights. Bramley and Ravenfield Ward Councillors have agreed to fund the costs associated with the installation of electric lights. The shortfall in costs will be covered by Rotherham MBC. Rotherham MBC Highways will maintain the lights. The new lights are scheduled to be installed by the end of the financial year.
Rotherham MBC Tree Officers have reported that solar lights have been nailed into the trees along the footpath and raised awareness that hammering nails into the tree/s can cause harm to the health of the tree/s. The Clerk confirmed that the Council are not responsible.
(b) D-Day, 80-year Anniversary, 6 June 2024. Councillor Leach contacted Redrow Homes regarding costs associated costs to hang flags in the village to mark this event. Redrow Homes have kindly offered to donate upto £500.00 to purchase flags and accessories. The Council **RESOLVED** that the Clerk order the items and to share the receipt costs with Redrow Homes. **Action:** Clerk.
(c) Application to grant a premises licence – Ravenfield Supermarket, Unit 5 Braithwelll Road, Ravenfield, Rotherham, S65 4LH. The information was noted. No objections received.
(d) Christmas Light Switch On 2024. The preferred date is Monday 2 December 2024 at 6:30pm. Maltby Brass Band are unavailable on this date. **Action:** Clerk to approach Bramley Brass Band.

242/23 **MATTERS RELATING TO THE PARISH HALL**

(a) Treasure Island pantomime tickets – to date 77 tickets have been sold. **Action:** Councillor Leach will advertise again in the Rotherham Advertiser, and Councillor Jay will promote on Facebook.
(b) Fire Safety Legislation Changes
1) Fire Risk Assessment. The Council **RESOLVED** to proceed with the quotation obtained from Hollinsend Fire Safety Ltd, £385.00 exc vat, and obtain a professional fire risk assessment.
2) Fire Safety Training. The Council **RESOLVED** that the Clerk, Caretaker and Relief Caretaker should all complete a Fire Safety Training session. The Council **RESOLVED** to arrange training through YLCA, Nimble eLearning at a cost of £17.50 per delegate, per course.
3) Storage of Fire Documents. The Council approved the purchase of a storage container box, to be positioned next to the fire panel in the Parish Hall porch entrance.
4) Carbon Monoxide Alarm – The Council approved the purchase, to be positioned next to the boiler in the kitchen.
5) South Yorkshire Fire & Rescue – site visit scheduled on 9 January 2024.
6) Review of Fire Safety Policy, to be conducted after the fire risk assessment has been completed.
7) Fire Safety Compliance Matrix - to be conducted after the fire risk assessment has been completed.
(c) Baby Group – paused until April 2024. The information was noted. The Hall will be made available for hire on a Monday and Tuesday day until April 2024.
(d) PRS PPL Music Licence – to discuss the renewal quotation. Councillor Leach shared details obtained from GOV.UK website, indicating that a Village Hall is exempt from the requirement to obtain a PRS PPL Music Licence. **Action:** Clerk to investigate further and seek assistance from YLCA.
(e) The Council **RESOLVED** to adopt the Parish Hall Risk Assessment, conducted by the Clerk on 8 December 2023.

Chairman Initial: _____ Date: 11 January 2024

243/23 **MATTERS RELATING TO THE PARISH COUNCIL**

(a) The Council **RESOLVED** to adopt the Recreational Grounds Events Policy. Two amendments to wording were noted. **Action:** Clerk to conduct the amendments. An events application pack has been compiled including guidance notes and checklists, an application form, Rotherham MBC Events Application form.
(b) Biodiversity Policy – the Council noted this information, but **RESOLVED** not to adopt this policy.

244/23 **REPORTS FROM RAVENFIELD ALLOTMENT COMMITTEE**

245/23 **MATTERS RELATING TO REDROW DEVELOPMENT**

246/23 **MATTERS RELATING TO GREEN ITEMS**

247/23 **PLANNING**

RB2023/1666 – 19 Birchwood Drive, Ravenfield. First floor side extension and single storey rear extension.

The above planning application was noted. No objections raised.

248/23 **EXTERNAL MEETINGS**

Councillor Rowley attended the YLCA Talking Tables Training Day, held at The Bridge Hotel and Spa in Wetherby, on 10 November 2023.
Councillor Leach, Councillor Pearson and the Clerk attended the Ravenfield CAP meeting, held in Ravenfield Parish Hall on Monday 20 November 2023.
Councillor Leach joined the YLCA Appointing, Structuring and using Committees for Council Work webinar on 22 November 2023
Councillor Leach, Councillor Rowley and the Clerk met with Rotherham MBC Landscape Architect, Andrew Burton at Jubilee Field, on 22 November 2023
Councillor Pearson prepared to join the online YLCA Chairman Forum on 5 December, but this was cancelled on the day.

249/23 **YORKSHIRE LOCAL COUNCILS' ASSOCIATIONS**

The Council noted the NJC salary award, backdated to April 2023, and authorised the backpay under payments to be made.

250/23 **FINANCIAL MATTERS**

(a) Update on Council's finances. The information was noted and approved.
(b) Payments to be made were approved.
(c) Budget 2024/25 – the budget was approved. The Council **RESOLVED** the deficit be covered by reserves. The Council estimate that the precept will need to be raised by 5%, and will review at January's meeting.
(d) Additional Item: Councillors and the Clerk each donated £10.00 rather than sending Christmas Cards to one another. £60.00 was collected in cash. The Council **RESOLVED** to donate this money to the Yorkshire Air Ambulance. **Action:** Clerk to pay this money into the bank, and arrange transfer to the chosen charity.

251/23 **DATE AND TIME OF NEXT MEETING**

(a) The date and time of the next meeting was confirmed as Thursday 11 January 2024 at 6.30pm, to be held in the Parish Hall.

Chairman Initial: _____ Date: 11 January 2024

252/23 **MINOR ITEMS AND ITEMS FOR THE NEXT AGENDA**

(a) Play area inspection reports, and highlighted areas of repair.

253/23 **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.

254/23 **DISCUSSION OF ITEMS FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED.**

255/23 **CLOSURE OF MEETING**

The meeting was closed at 9:12pm.

Chairman Signed: _____ Date: 11 January 2024

Public Participation 14 December 2023

No discussions held.

Chairman Initial: _____ Date: 11 January 2024

Ravenfield Parish Council

Ravenfield Parish Council 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.

Chairman Initial: _____ Date: 11 January 2024