

## The Minutes of Ravenfield Parish Council

Minutes of the Annual Ravenfield Parish Council meeting held on Thursday 11 May 2023 at 6.30pm in Ravenfield Parish Hall, opened by Councillor R Jupp, and chaired by elected Chairman, Councillor N Pearson.

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

**In attendance:** Five members of the public.

93/23 **ELECTION OF CHAIRPERSON - RESOLVED** that Councillor Pearson be elected as Chairman for the ensuing municipal year. Councillor Pearson was elected unopposed and unanimously.

94/23 **ELECTION OF VICE-PERSON. - RESOLVED** that Councillor Jones be elected as Vice-Chairman for the ensuing municipal year. Councillor Jones was elected unopposed and unanimously.

95/23 **ELECTION OF REPRESENTATIVES TO THE YLCA. – RESOLVED** the following nominations be made: Councillor Pearson and Councillor Rowley

96/23 **APOLOGIES** – apologies received from Councillor Leach.

97/23 **DECLARATION OF DISCLOSABLE PECULINARY AND OTHER INTERESTS** – none declared.

98/23 **ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.**

99/23 **PUBLIC PARTICIPATION** – see attached report.

100/23 **CONFIRMATION OF MINUTES** - The Council **RESOLVED** that the minutes of the meeting held on Thursday 13 April 2023 be a true and accurate record of the proceedings.

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

101/23 **MATTERS ARISING FROM THE MINUTES.** Minute reference 77/23 (a), the Clerk advised has been unable to implement a new hire agreement with Ravenfield Rangers JFC (RRJFC), due to the managers of the club leaving, and awaiting details of the new managers. A request has also been received from RRJFC to obtain costs from Rotherham MBC for pitch marking, cutting and installation of goal posts. The Clerk is awaiting costs and will forward onto RRJFC.

Reference public participation, a request was received for 30mph signage to be painted on the road surface of Hollings Lane. The request was submitted to Rotherham MBC, but due to highway regulations, the Council has been advised this would not be possible.

102/23 **CORRESPONDENCE**

- (a) Additional item – email received from a resident on Birchwood Drive, requesting a key to the Hollings Lane recreational ground gate. The email advised that the property deeds include access to the rear of their garden by the access lane. The access lane leads to the allotments, and runs adjacent the end of some gardens situated on Birchwood Drive. Pedestrian access is not restricted, but vehicle access is, and only via the locked

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recreational ground gate. The Clerk has requested a copy of the section of deeds.

#### 103/23 MATTERS RELATING TO THE RECREATION GROUNDS

- (a) Rotherham MBC have commenced work to repair the broken concrete slab, on entrance to Jubilee Field, off Kingsley Drive. This was reported to have been damaged when the drainage repair works were carried out in May 2022.
- (b) The annual tree maintenance works was carried out on Jubilee Field, 25 April 2023. Garden waste, including Christmas Trees have been disposed of over boundary fences. The Council **RESOLVED** to include mention of this constituting fly tipping, in the Annual Parish Newsletter.

#### 104/23 MATTERS RELATING TO THE PARISH

- (a) Planning Application RB2023/0109 – the Council is in receipt of planning consent to place a memorial bench and noticeboard on Braithwell Road, at the junction of Radford Close. The resident of the property which raised objection to this planning application, attended the meeting to advise the Council “save it’s money”, if any bench or noticeboard is placed on the grass verge, he will remove this and return to the Parish Hall carpark. The resident was reminded that planning consent has been obtained, and that the property and land are not owned by him, he has no permission to carry out these actions. The resident acknowledged these facts and said he had informed Anita Heydon, Planning Officer at Rotherham MBC of his intention also.
- (b) Ward Councillors have agreed to assist in a community day to clear the overgrown area, and expose the Quarry Memorial Stone, situated in the woodland area behind the Ravenfield Arms. The Council **RESOLVED** to arrange the date for Saturday 29 July 2023. **Action:** Clerk

#### 105/23 MATTERS RELATING TO THE PARISH HALL

- (a) Quotations received from four contractors, to redecorate to Parish Hall, week commencing 14 August 2023 (over 7 days). The Council **RESOLVED** to proceed with A Alford Decorators, based on being the cheapest and being local to Ravenfield. The quotation cost is £2100.00.
- (b) Complaints have been received from users of the Parish Hall being too cold during the day. The Caretaker has requested guidance of how to manage the situation, the Clerk asked if a Parish Hall Heating Policy should be introduced? The Council **RESOLVED** that the Hall temperature should be set to 18 degrees when in use, and to increase up to a maximum of 21 degrees if required. **Action:** Clerk.
- (c) The baby group has requested to pause regular Monday hire for approximately 6 months commencing September/October, due to maternity leave. The Clerk advise the Council of the fall in income for this period of approximately £1500.00. The Council **RESOLVED** to hold the Monday hire slot for the baby group return, but asked that the Clerk advertise the period as being available for hire. **Action:** Clerk.
- (d) The craft group is closing and has submitted notice to end it’s hire of the Hall. The Clerk advise the Council of the fall in income of £90.00 for this financial year. The Council asked the Clerk re-advertise the hall availability. **Action:** Clerk.
- (e) Additional Item – One of the car park lights is flashing. The light is a sealed unit, and therefore to replace requires the whole unit be replaced by an electrician. Councillor Pearson offered to take a look at this. **Action:** Councillor Pearson.

#### 106/23 MATTERS RELATING TO THE PARISH COUNCIL

- (a) Councillor Rowley will be attending the Rotherham MBC Network meeting on Thursday 25 May 2023 at The Centre, Brinsworth.
- (b) Rotherham MBC Annual Review of the Joint Network Agreement, was circulated and noted.

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- (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 Clerk updated the Council with additional information obtained from Rotherham Titans school holiday camps. Toilet facilities must be provided for the camp to go ahead. The Clerk has obtained consent for access to toilet facilities at the Ravenfield Arms. The Council thanked the landlord. The Clerk has approached Ravenfield Primary Academy, to ask their help reaching out to parents to ask if they would like to see this activity made available. Awaiting a response. **Action:** Clerk
- (f) The Ward Councillors have agreed to offer financial support to the Christmas Pantomime costs. The Council requested a grant application be submitted for £300, to include refreshment/snack costs. **Action:** Clerk.

#### 107/23 **REPORTS FROM RAVENFIELD ALLOTMENT COMMITTEE**

- (a) Minutes of the Annual General Meeting, held on 18 April 2023 were circulated.

#### 108/23 **MATTERS RELATING TO REDROW DEVELOPMENT**

- (a) The Clerk met with Redrow Site Manager on 28 April 2023 to discuss the damage caused to the grass verge by recent utilities work, and HGV's parking part on the grass verge as they wait to gain access onto the site. Redrow have agreed to repair the damaged grass verge over the coming months, and will make contact with the HGV contractors to request drivers do not park on the grass verges.

#### 109/23 **MATTERS RELATING TO GREEN ITEMS**

- (a) The Clerk shared information of possible grants which may suitable to obtain funding for solar panels. The Council requested that the Clerk obtain an update to date quotation of solar panel costs. **Action:** Clerk.

#### 110/23 **PLANNING**

**RB2023/0456** – 110 Braithwell Road, Ravenfield. Two storey rear and single storey side and rear extension. The above planning application was noted. No objections raised.

**RB2023/0539** – 4 Cedar Drive, Ravenfield. Prior Notification for enlargement of a dwellinghouse by construction of an additional storey to an overall height of 10.2m.

A resident from a neighbouring property attended the meeting to discuss this application, and explained the proposal would result in a number of properties being overlooked, reduced day light, and concern that the house may be changed in use from a single dwelling to flats. Comment was also made that not all properties received notification of these plans, and notices have not been displayed on all lampposts.

The Council **RESOLVED** to submit an objection, due to the height of the proposed dwelling overlooking a number of properties, and not be in keeping with the surrounding area. **Action:** Clerk.

#### 111/23 **EXTERNAL MEETINGS**

#### 112/23 **YORKSHIRE LOCAL COUNCILS ASSOCIATIONS**

- (a) NALC Technical consultation on the Community Infrastructure Levy – circulated and noted.

#### 113/23 **FINANCIAL MATTERS**

- (a) Update on Council's finances. The information was noted and approved.

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- (b) Payments to be made were approved.
- (c) The Council **RESOLVED** to approve the Year End Accounts 2022/2023.
- (d) Internal Audit Report – the Council discussed the recommendation to reduce the number of expenses made in reimbursing Council staff for Council goods. The Council asked that the Clerk look into suitable credit cards to conform with Standing Order and Financial Regulations. **Action:** Clerk
- (e) Annual Governance and Accountability Return year ended 31 March 2023 forms were approved and signed by the Chairman. **Action:** The Clerk will submit the accounts to the external auditor PKF Littlejohn LLP.
- (f) The Council **RESOLVED** to set the date to advertise the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability period as Monday 5 June 2023 – Friday 14 July 2023.

#### 114/23 **DATE AND TIME OF NEXT MEETING**

- (a) The date and time of the next meeting was confirmed as Thursday 8 June 2023 at 6.30pm, to be held in the Parish Hall.

#### 115/23 **MINOR ITEMS AND ITEMS FOR THE NEXT AGENDA**

#### 116/23 **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.

#### 117/23 **DISCUSSION OF ITEMS FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED.**

#### 118/23 **CLOSURE OF MEETING**

The meeting was closed at 8:12pm.

**Chairman Signed:** \_\_\_\_\_ **Date:** 8 June 2023

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## Ravenfield Parish Council

### Public Participation 11 May 2023

- (1) Two parishioners (in partnership with Ravenfield Arms) asked permission to hold a Winter Wonderland on Hollings Lane recreational ground in November-December 2023 (dates to be confirmed).  
The Winter Wonderland would be located in front of the play area, adjacent the main road, to include a Santa's grotto, stalls (including sale of drinks), sale of Christmas trees (supplied by Flower Pot Lane at Bramley), and small children rides.

The proposed opening times would be 3:00pm – 8:00pm during the week, and 1:00pm – 8:00pm on a weekend.

Lighting would be in place and the area would be managed by security 24 x 7.

The Council agreed in principle to the event but advised that an event licensed must be obtained from Rotherham MBC, in addition any other applicable licenses for sale of goods.

The Council requested that advertisement encourage people walk to the event to reduce issues surrounding parking on Hollings Lane.

The Council **RESOLVED** not to charge hire for the event.

- (2) Ravenfield Arms sought consent to hold a firework display on Hollings Lane recreational ground, hosted by a professional company holding public liability. Date yet to be confirmed, but anticipated the event be around the end of October and advertised as a Halloween party.

The Council agreed in principle to the event but advised that an event licensed must be obtained from Rotherham MBC, in addition any other applicable licenses for sale of goods and use of fireworks.

The Council requested that advertisement encourage people walk to the event to reduce issues surrounding parking on Hollings Lane.

The Council **RESOLVED** not to charge hire for the event.

- (3) Solar light on the footpath from Woodlathes to Hollings Lane is not working. Problem suspected to be the tree canopy is covering the solar panels. **Action:** Clerk.
- (4) Report received that the grass verge at the bus terminal turning point on Braithwell Road, is being churned up by the buses. The bus service has recently changed, and the buses now approach the turning point in the opposite direction. **Action:** Clerk.

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# RAVENFIELD YOUTH CHARITY

Registered Charity No. 523806

## Ravenfield Parish Council

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## The Minutes of Ravenfield Youth Charity

### 11 May 2023

Minutes of the Ravenfield Youth Charity meeting held on Thursday 11 May 2023 in Ravenfield Parish Hall, chaired by Councillor David Rowley.

Commenced at: 8:12pm

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

Councillor Rowley and the Clerk met with Tanya Mkandi, HSBC business advisor over a Zoom call 25 April 2023 to discuss the issues updating the HSBC bank account mandate, and recent declined cheque payments. Tanya informed us that the current mandate has only two signatories listed; David Rowley and David Finch, and this was the reason for cheques being declined. Tanya offered to provide a link to download a new mandate and agreed to check the mandate before it be submitted.

All Parish Councillors are trustees of Ravenfield Youth Charity. Therefore, each Councillor must complete the new mandate. Ravenfield Youth Charity **RESOLVED** to complete the mandate. Signatures of trustees present at the meeting signed the mandate. The Clerk will obtain signatures from Councillor Brian Callear and Councillor Toni Leach before submitting the mandate.

The meeting was closed at 8:35pm

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