

ANSTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF ANSTON PARISH COUNCIL HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON WEDNESDAY 15th MAY 2023

Present: Councillors- Diane Graham, Marie Wilkinson, Clive Jepson, Ben Bentley, Shaun Concannon, Kay Wright, Drew Tarmey, Colin Tawn.

Public: Tracey Wilson (Borough Councillor) David Goulding, Stuart Fletcher (RMBC) & Catherine Oxtoby (RMBC).

In attendance: Andrew Woodhead, Clerk to the Council.

1/0523-ELECTION OF CHAIR

RESOLVED: That Cllr Shaun Concannon be elected as the Chairman of the Council until the next Annual Meeting of the Council and that he be allowed to complete the declaration of acceptance of office form at the end of the meeting and no later than the next meeting of the Council.

2/0523-ELECTION OF VICE CHAIR

RESOLVED: That Cllr Clive Jepson be elected as the Vice-Chairman of the Council until the next Annual Meeting of the Council.

3/0523-APOLOGIES

No apologies for absence received.

4/0523-DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

(a) 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) To receive and decide upon request for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests
None.

5/0523-PUBLIC PARTICIPATION

No questions raised.

6/0523-ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

To identify agenda items where resolutions may be moved to exclude the press and public.
None

7/0523-MINUTES OF THE MEETING OF THE 18th APRIL 2023

Resolved to accept the minutes of the meeting of the Council for the 18th April 2023 as a true record with the following amendments:- 39/23 Cllr Powers to read Cllr Bowers. Apologies accepted add Cllr Wright. 42.23a Fencing on Ryton Road, Change Andrea Pearson for Andrea Peers. 42.23c remove 'and electric vehicles; 44.22 Resolved that the council will enquire if the applicant has undertaken appropriate ground and water course tests. RB2022/1384 – this will not go to the Planning Board until June 23 at the earliest; 45.23c Council were asked to consider action to be taken to alleviate the issues with traffic experienced in previous years.

8/0523-CASUAL & ORDINARY VACANCIES ON THE PARISH COUNCIL

To consider co-opting to fill three casual vacancies on the Parish Council and to consider action require.

Noted that now a Clerk is in place work can be undertaken to encourage new members to come forward.

9/0523-ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR 2022-23

(a) REPORT OF THE INTERNAL AUDITOR FOR 2022-2023 FINANCIAL YEAR

RESOLVED: That the report of the internal auditor be accepted.

(b) ANNUAL GOVERNANCE STATEMENT FOR 2022/2023 FINANCIAL YEAR

RESOLVED: That the Annual Governance Statement for the 2022/2023 financial year be approved as presented.

(c) ACCOUNTING STATEMENTS FOR THE 2022/2023 FINANCIAL YEAR

RESOLVED: That the accounting statements for the 2022/2023 financial year be approved as presented.

(d) DATES FOR THE PERIOD OF PUBLIC RIGHTS OF INSPECTION IN RELATION TO THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR 2022-2023

RESOLVED: That the period for the exercise of public rights be from Monday 5th June 2023 to Friday 14th July 2023.

10/0523-COMMITTEE ARRANGEMENTS & MEMBERSHIP

RESOLVED: To defer item until June in order to give consideration to the subject in a proper manner. All Committees will continue under the current terms and memberships until that point.

11/0523-REPRESENTATION ON OUTSIDE BODIES

RESOLVED: Cllrs Concannon & Jepson be Anston Parish Council representatives to meetings of the South Yorkshire branch meetings and YLCA meeting and report back as necessary.

12/0523-REVIEW OF POLICIES & OTHER ARRANGEMENTS

(a)-To consider a calendar of review so that all Policies and other arrangements are reviewed and updated over a rolling 12 month period.

RESOLVED: to approve the proposed calendar, these items will appear as agenda items from June 2023 in the following order:

Anston Parish Council – Governance Review Schedule

Month	Subject	Action
April	Code of Conduct(s)	Review of approval at May Meeting
	Employees pay scales	Check and consider
May	AGAR paperwork	Sign off

(Annual)	Approve key procedures at Annual meeting of PC	Sign off reviewed Standing orders/Financial Regs & Code of Conduct.
June	Qtr 1 spend to budget & Public Statement on level of reserves	Review Spend v's Budget
	2 Complaints Procedure & Vexatious Complaints	Review
	Records Management Policy	Review
July	Data Protection Policy	Review
	Grievance & Discipline procedures	
	Website	Check and review
August	NO COUNCIL MEETING	NO COUNCIL MEETING
September	Qtr 2 spend to budget & Level of reserves & discretionary spend decisions	Review Spend v's Budget
	Annual Playground Safety Check	Rospa- Review
October	Allotment Review	Review allotment rentals, consider compliance and issuing of all related paperwork.
	Staff Reviews	
November	Risk Review	
	Risk Management documentation	
	Asset Register	
December	Qtr 3 spend to budget	Review Spend v's Budget
	Asset Register (Equipment) With dates of purchase/working life left	
January	Precept for following year & issue public update on current level of reserves and planned use of excessive reserves	
	[This] Governance Calendar	Review and update for next 12 month period

	Set Budget for coming year	
February	Built Assets Costs and requirements	
	Standing Orders	
	Grounds Maintenance Contracts	
March	Qtr 4 spend to budget	Review Spend v's Budget
	Financial Regulations	
	Model Publications Scheme	

(b) To review the Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence

The following items were noted; Anston Parish Council General Power of Competence- donations/grants for 2022-2023

Krazy Krafters	£ 200
South Anston Neighbourhood Watch	£ 300
Anston Parish Friendship Group	£ 200
Stitch & Sew	£ 100
35 th Rotherham St James Scouts (Jubilee)	£ 150
South Anston Methodist Church (Brass Band)	£ 150
Royal British Legion	£ 100
Royal British Legion (Wreath)	£ 30
68 th Rotherham Rainbows, Brownies & Guides	£ 350
South Anston Neighbourhood Watch	£ 300
Total	£1880

13/0523- PARISH BASIC ALLOWANCE

To consider the payment of a parish basic allowance and any action required. Item failed to find a second, no consideration.

14/0523- ESTABLISHING CONTACT WITH YORKSHIRE WILDLIFE TRUST AND SHEFFIELD & ROTHERHAM WILDLIFE TRUST.

Noted that it was important that the Council made links with groups and organisations who could assist and advice on and with the management of Anston Stones Wood and the other public sites the Council manages. The Clerk was instructed to contact organisations with a view to forming working links and report back.

15/0523- ANSTON COUNCIL APPROVED SERVICE/CONTRACT PROVIDER

It was stated that in the past the Council had an established list of approved service providers/contractors. It was noted that we needed to re-establish this as we needed to ensure that work was offered to more than one organisation to ensure the Council gets best value and supports local businesses where practicable. The Clerk was asked to contact Nicky and Cllr Tarmey to discuss and report back to the Council.

16/0523- ITEMS FOR THE AGENDA OF THE NEXT MEETING

To agree on items to be included on the agenda of the next meeting of the Council. None brought to meeting extra to those recorded.

Noted that the way to resolve the issue with our current committees will be to hold an extra ordinary meeting in June with this as the only agenda item.

17/0523- MEETING DATES

(a) To agree the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Meeting of the Council

(b) To set the date of the 2024 Annual Parish Meeting

(c) To agree that the next meeting of the Council will take place on Wednesday 24th May 2023 at 7pm at the Parish Hall, 15a Ryton Road, North Anston and that the agenda for the meeting was set on Friday 12th May and minutes of this meeting of the 15th May will not be available until the June meeting (Because of Staff annual leave).

RESOLVED: that the following dates are accepted as the dates for full Council and Annual meeting and Annual Parish Meeting and that the dates of Committees will be set at a later date.

Anston Parish Council

Full Council Meeting Dates 7:00 pm 2023-24

Middle Hall, Parish Hall, 15a Ryton Road, North Anston, Sheffield. S25 4DL

All meeting of the Council scheduled for the 3rd Monday in the month unless otherwise stated.

Day	Date	Month	Notes
Monday	15 th	May 2023	Annual Meeting of the Parish Council
Wednesday	24 th	May 2023	Ordinary meeting
Tuesday	30 th	May 2023	Anston Annual Parish Meeting (Not a Council Meeting)
Monday	19 th	June 2023	Ordinary meeting
Monday	17 th	July 2023	Ordinary meeting
Monday	21 st	August 2023 NO MEETING IN AUGUST	NO MEETING IN AUGUST
Monday	18 th	September 2023	Ordinary meeting
Monday	16 th	October 2023	Ordinary meeting
Monday	20 th	November 2023	Ordinary meeting
Monday	18 th	December 2023	Ordinary meeting
Monday	15 th	January 2024	Ordinary meeting
Monday	19 th	February 2024	Ordinary meeting
Monday	18 th	March 2024	Ordinary meeting
Monday	22 nd	April 2024	Ordinary meeting

Monday	20 th	May 2024	Annual Meeting of the Parish Council
Monday	20 th	May 2024 (Meeting to run after Annual meeting of the Council)	Ordinary meeting
Tuesday	28 th	May 2024	Anston Annual Parish Meeting (Not a Council Meeting)

Meeting closed at 8:30 pm

CIRCULATION

Councillors: D Graham, M Wilkinson, B Bentley, P Bowers, S Concannon, John Ireland, C Jepson, M Manship, P Matthews, D Tarmey, K Wright, C Tawn.

Andrew Woodhead

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25/05/2023