

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF ANSTON PARISH COUNCIL HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON TUESDAY 13TH JUNE 2023.

Present: Councillors; Shaun Concannon (Chair), Clive Jepson, Marie Wilkinson, Kay Wright, Colin Tawn.

Public: Rosie Robins

31/0623-QUESTIONS FROM MEMBERS OF THE PUBLIC

Q. Where do I report issues with people burning garden refuse and causing a nuisance to their neighbours with smoke.

A. This is a Borough Council matter, and it was advised to report the matter through Rotherham Council Web site; Anston and Woodsetts Ward page- Anti-Social behaviour link.

The Clerk reported that a previous question regarding the Skate Park/Bike Park can be confirmed as a Parish Council matter and that this is a current project on the list compiled of possible projects. These would be consulted upon in due course in order to assist the Council prioritise.

32/0623-APOLOGIES

(a) Apologies for absence received and considered from Cllr Bentley and Cllr Graham.

RESOLVED: to accept apologies for absence.

(b) The Chair instructed the Clerk to inform Rotherham Council that Anston Parish Council had a casual vacancy on account of Myles Manships non-attendance for a period of 6 months.

33/0623-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; None

(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.

34/0623-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; Agenda item 12.

35/0623-MINUTES OF MEETINGS

a)-**RESOLVED:** To receive and confirm the minutes of the Annual Parish Council Meeting held on Monday the 15th May 2023 as a true and accurate record.

b)-**RESOLVED**: To receive and confirm the minutes of the Parish Council Meeting held on 24th May 2023 as a true and accurate record.

36/0623-ANSTON PARISH COUNCIL COMMITTEES FOR 2023-2024

a)-Finance Committee

i)-**RESOLVED**: to adopt the (current) Terms of reference for this committee and amend with the following; that the committee consists of 7 members with Quoracy of three (Appendix item 1) and

ii)-The following members were elected to sit on this committee for 2023-2024 Diane Graham (Chair) Kay Wright (Vice Chair) Clive Jepson, Colin Tawn Marie Wilkinson, Ben Bentley Shaun Concannon and

iii) The Clerk was instructed to investigate the parameters of General Purposes, in case a review of the terms of this committee was required in the near future.

b)-To consider the formation of Anston Parish Council Amenities Committee

i)-**RESOLVED** to found and adopt the Terms of reference for the Amenities Committee, amended to include that the committee consists of 7 members with Quoracy of three (Appendix Item 2) and

ii)-The following members were elected to sit on this committee for 2023-2024 Clive Jepson (Chair) Colin Tawn (Vice Chair) Marie Wilkinson, Ben Bentley Shaun Concannon, Kay Wright, Diane Graham.

c)-Staffing Committee

i)-**RESOLVED**: to adopt new Terms of reference for this committee with amendment (Appendix Item 3) It was noted that members of this committee will sign a confidentiality statement and to that the committee consists of 7 members with Quoracy of three and

ii)-The following members were elected to sit on this committee for 2023-2024 Marie Wilkinson (Chair) Ben Bentley (Vice Chair) Shaun Concannon, Clive Jepson, Kay Wright, Colin Tawn, Diane Graham.

37/0623-To consider the election of Chair and Vice Chair of the Charity

RESOLVED: Kay Wright (Chair) Shaun Concannon (Vice Chair).

38/0623- Committee meeting dates & times

The following meeting dates were noted with meetings starting at 7:00pm.

1st Wednesday of each month- Charity followed by Finance Committee

2nd Wednesday of every other month- Staffing Committee

3rd Monday of each month- Full Council

3rd Wednesday of each month- Amenities Committee

39/0623- TESCO Car Park

To consider a response to the management of the TESCO store in regard to the car park and associated traffic issues that have recently arisen. Noted that there were concerns that the agreed planning conditions were being breached; Cllr Jepson will report the issues to Rotherham Council Planning.

40/0623- South Yorkshire Woodland Partnership

a)- **RESOLVED:** To approve option one; in the paper titled Anston Parish Council, Report to Council, Theme Green Spaces (Woodland) [Appendix item 4] instructing the Clerk to arrange a meeting with agents of the South Yorkshire Woodland Partnership to ascertain the suitability of a proposed section of Rackford Meadows for the expansion of Anston Stones Wood as set down in the paper.

b)-To consider the provision of a water supply to Rackford Meadows; Item deferred.

41/0623-Former Tenant of Old Library

RESOLVED: Council requested information be sent the Councils legal representative who are the only people the Council authorise to address this issue.

42/0623-Parish Matters

Use of Anston Parish Council projects by Borough Council Ward Members; Item deferred.

43/0623-ITEMS FOR THE AGENDA OF THE NEXT MEETING

To agree on items to be included on the agenda of the next ordinary meeting of the Council, including –

From the Governance Review Schedule-

- Qtr 1 spend to budget and public statement on level of reserves.
- Both Complaints Procedures and Vexatious Complaints Policy- Review
- Records Management Policy- Review

Standing items from June onwards-

- Report from the Staffing Committee
- Report from the Finance Committee
- Report from the Amenities Committee
- Report from the Clerk

44/0623-MEETING DATES

The next Ordinary meeting of the Parish Council will take place at 7:00 pm in the Parish Hall on Monday the 19th June 2023.

Meeting closed at 8:50pm

CIRCULATION

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

Andrew Woodhead

Clerk to Anston Parish Council

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

Tel: 01909 560922. E-mail: clerk@anston.gov.uk

14/06/2023

**ANSTON PARISH COUNCIL
FINANCE COMMITTEE
TERMS OF REFERENCE**

Membership and voting – 7 Members

(To be elected annually at the Annual Meeting of the Parish Council each year in May)

- At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a chairman.
- The chairman will have an ordinary vote and a casting vote and may use the latter although he or she is not compelled to use it.

Aims and Objectives, Scope of Delegated Authority and Accountability

To have overall responsibility for the management of the council's financial affairs in accordance with legislative requirements, regulations and guidelines and the adopted financial regulations of the Council except for matters required to be decided at meetings of the full Council either by legislation or the financial regulations of the Council.

Any recommendations of the Finance Committee outside of its terms of reference shall be made to the full Council.

Matters reserved to Full Council

- Setting the final budget or the precept (council tax requirement)
- Approving the accounting statements
- Approving an annual governance statement
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors
- Determining and keeping under regular review the bank mandate for all Council bank accounts
- Approving any grant or single commitment in excess of £5,000
- In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference

Matters required to be reported to or decided by the Finance Committee

- Verification of bank reconciliations (Financial Regulation 2.2)
- Preparation (no later than January) of budget for the next financial year (Financial Regulation 3.2)

- Authorisation of expenditure above £500 and below £5,001 (Financial Regulation 4.1)
- Authorisation of schedule of payments (Financial Regulation 5.2)
- Receiving of list of payments made to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 (Financial Regulation 5.5(a))
- Receiving of lists of continuing contracts and obligations expenditure items authorised (Financial Regulations 5.5(b) and 5.6)
- Receiving of lists of fund transfers within the Councils bank arrangements up to the sum of £10,000 (Financial Regulation 5.5(c))
- Reporting of cheque signatures obtained other than at a meeting of the Council (Financial Regulation 6.6)
- Setting limits for any pre-paid debit card (Financial Regulation 6.19)

Meetings

The Committee will usually meet monthly. In addition, upon request of the Committee chairman, the Clerk will call additional meetings of the Committee as and when necessary. Members will be summoned to attend meetings which will be held in a public place and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Quorum

The quorum of the Committee will be three members.

Documentation

Minutes of all meetings will be taken by the RFO and circulated to all members of the Committee and approved by the next meeting of the Committee. They will also be circulated to all members of the Council for their information.

Review

The Finance Committee's terms of reference are to be reviewed annually at the Annual Meeting of the Parish Council.

Adopted – 21st March 2022 Reviewed and updated 13th June 2023

Appendix 2 [36/0623(b)(i)]

Anston Parish Council Amenities Committee

Background:

To oversee the ongoing provision, maintenance and future development of all assets either leased or managed by the Parish Council for the benefit of the Parish.

1. Terms of the Committee:

To comply with the Parish Council's Standing Orders on the governance and membership of the

2. Amenities Committee.

To implement relevant policies of the Parish Council relating to the parish's amenities and, where appropriate, recommend amendments and new policies to the Parish Council.

- a) To exercise the delegated powers and duties of the Parish Council with respect to the provision, care, maintenance and development of:
- i)- All buildings, the Cemetery, open spaces, playgrounds, village greens, allotments and horticultural areas whether owned, leased or managed by the Parish Council;
 - ii)- Sporting, cultural and recreational facilities provided by the Parish Council and to review the local provision of such facilities.
- b) To represent the Parish Council's interests in the management of the:
- i)- Bowling Pavilion
 - ii)- Parish Hall
 - iii)- Anston Stones Wood
 - iv)- The Old Library
- c) To oversee all Allotment Garden Provision as required.
- d) To submit proposals to the Parish Council for new and improved services.
- e) To formulate a budget for revenue/capital expenditure for the next financial year and to recommend it to the November meeting of the Parish Council.
- f) To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to the Parish Council any possible variations.
- g) To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
- h) To set rents and fees for persons or groups using the facilities provided by the Parish Council.
- i) To oversee small projects as direct by the Parish Council
- J) To consider and consult on how recreational areas can be improved and determine how any recommendations coming from this should be managed, ensuring compliance with health and safety legislation and impact on insurance liability and make recommendations to the Parish Council on future management.
- k) To be responsible for dealing with items of correspondence, consultations and projects relating the identified responsibilities of the Amenities committee.
- l) To assess and discuss issues relating to the condition and maintenance of footpaths in the parish and correspond with the relevant bodies.
- m) The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

3. Membership

a)- The Committee shall consist of any Seven interested Members of the Parish Council who shall have full voting rights. Members shall be selected at the Annual General Meeting of the Council or at any meeting called for the purpose of such a selection.

b)- The Committee shall have the power to invite non councillor members to join the Committee where they may have expertise to offer on a particular subject however non-councillors shall not have voting rights.

c)- Meetings shall be open to the public unless a Resolution is passed relating to a particular item on the agenda that the business to be transacted is prejudicial to the public interest by reason of its confidential nature or other special reason, which shall be duly recorded.

4. Quorum

A quorum must comprise at least Three voting Members.

5. Chairman

At the first meeting and thereafter at the first meeting after the Annual General Meeting of the Council, the Committee shall elect from its number a Chairman and Vice-Chairman of the Committee.

6. Meetings

a)- The Committee shall meet as required, but not less than bi-annually, except where otherwise agreed by Full Council.

b)- If requested, meetings will be supported by the Clerk.

c)- The Agenda and notice of the meeting will be notified at least 3 clear working days in advance.

d)- A brief summary of work undertaken must be reported to full Council, the format of this report is for the Committee to determine (Minutes of meetings are acceptable so long as Full Council is happy to accept them for the purpose).

13/06/2023

Appendix 3 [36/0623(c)(i)]

Anston Parish Council Staffing Committee

Background:

This Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Anston Parish Council.

1. Terms of the Committee:

To establish and keep under review the staffing structure in consultation with the Parish Council.

a)- To draft, implement, review, monitor and revise policies for staff.

b)- To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.

- c)- To oversee the recruitment and appointment of staff.
- d)- To arrange execution of new employment contracts and changes to contracts.
- e)- To review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
- f)- To keep under review the Clerk's Job description and ensure it reflects the requirement of the role.
- g)- To establish and review performance management (including annual appraisals) and staff training programmes.
- h)- To keep under review staff working conditions and Health and Safety matters.
- i)- To monitor and address regular or sustained staff absence (as per Absence Management Policy).
- j)- To make recommendations on staffing related expenditure to Anston Parish Council.
- k)- To consider any appeal against a decision in respect of pay.
- l)- To consider a grievance or disciplinary matter (and any appeal).
- m)- To oversee the management of the Clerk by the Staffing Sub-Committee.
- n)- To oversee any process leading to dismissal of staff (including redundancy).
- o)- To consist of 3 parish councillors as a minimum.
- p)- The Committee is authorised to establish sub-committees and working groups as and when necessary to assist in its work.

3. Membership

- a)- The Committee shall consist of any seven interested Members of the Parish Council who shall have full voting rights. Members shall be selected at the Annual General Meeting of the Council or at any meeting called for the purpose of such a selection. – All members MUST sign a confidentiality agreement to be members of the committee.
- b)- The Committee shall have the power to invite non councillor members to join the Committee where they may have expertise to offer on a particular subject however non-councillors shall not have voting rights.
- c)- Meetings shall be open to the public unless a Resolution is passed relating to a particular item on the agenda that the business to be transacted is prejudicial to the public interest by reason of its confidential nature or other special reason, which shall be duly recorded.

4. Quorum

A quorum must comprise at Three voting Members.

5. Chairman

At the first meeting and thereafter at the first meeting after the Annual General Meeting of the Council, the Committee shall elect from its number a Chairman and Vice-Chairman of the Committee.

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d)- A brief summary of work undertaken must be reported to full Council, the format of this report is for the Committee to determine (Minutes of meetings are acceptable so long as Full Council is happy to accept them for the purpose).

13/06/2023

Appendix 4 [40/0623(a)]

Anston Parish Council

Report to Council

Theme- Green Spaces (Woodland)

Background

The Council owns Anston Stones Wood and the adjacent Rackford Meadows. The Woodland is an SSSI as well as being an ancient woodland. There is a national and local drive to increase woodland cover and we have recently received an e-mail from the South Yorkshire Woodland Partnership with an offer of free help to any landowner in South Yorkshire who is interested in creating woodland.

Rackford Meadows is a large open meadow, it generates a modest income and is sufficiently large to accommodate a section turning over to alternative use, without detrimentally reducing its usefulness for other purposes. Vehicle access is not ideal.

Issues identified

There is a nationally recognised need for more woodland and the South Yorkshire Woodland Partnership are able to advise and assist with funding to cover up to 100% of costs and are also able to advise on management funding for up to 5 years. RMBC along with many Councils has declared a climate emergency and this project would also support their initiatives.

Anston Stones wood is popular with the public, increasing its size would give the woodland more capacity for wildlife and people.

It has been stated that the soil may not be sufficiently deep to sustain trees, this has been noted and is part of this consideration.

The less kind have noted that the meadow is the largest dog toilet in the district.

Proposal



To work with the South Yorkshire Woodland Partnership with a view to identifying the suitability of the area identified for tree planting and to investigate the work, cost and funds available to implement an extension to Anston Stones Wood and report this back to Council for them to determine a way forward.

Area proposed for woodland extension outlined in red.

Rational

Given the nationally recognised need for more tree planting and the current availability of funding to pay for and help maintain (For up to 5 years) any extension to the existing woodland. It is an ideal opportunity to see if we could undertake this project that will only start to become recognisable as a woodland in 15 to 20 years time.

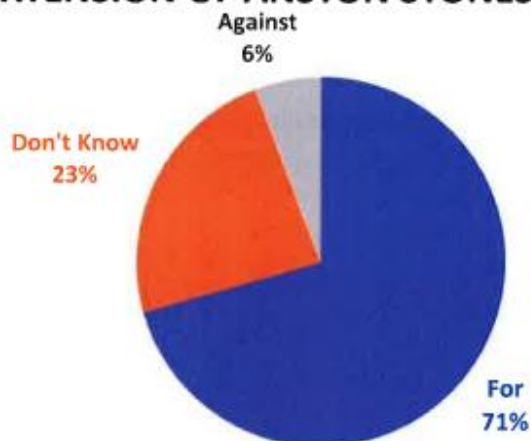
Financial implications

The Parish Council may need to fund some works, but this will be reported back to Council once we have information on the suitability of the site, the estimated costs and the estimated external funds available.

Other information

I undertook a very rough and ready straw poll using the good people at St James Coffee Morning, this was undertaken on the 1st June of the 17 people asked this was the outcome:

EXTENSION OF ANSTON STONES WOOD



Options

Option 1 Arrange a meeting with the agents of the South Yorkshire Woodland Partnership to ascertain the suitability of the proposed site, the costs and the available funding and report this information to the Council.

Option 2 To not consider this project and to leave the meadow at its current size and not further investigate woodland funding for the site.

Options considered.

Option 1 If the Council is content with reducing Rackford Meadow there is little to be lost with authorising the investigation of the extension of the woodland using third party funds. This would increase Woodland with Anston and would add to increases in tree cover in the Brough and Nationally.

Option 2 The opportunity to use third party funds for this kind of project within the parish may be lost as the minimum size area is 'just over a standard football pitch'.

Recommended Option

Option 1 I recommend to the Council Option one, granting permission to consider releasing part of Rackford Meadow for use as an extension to Anston Stones Wood and seeking advise on suitability of the site, area, costs and funds to be reported back to Council.

End of report

Should you have any questions regarding this report please feel free to contact me, Monday to Friday during normal office hours (I tend to leave at 4:30 pm) Or simply call into the Office, call first just to make sure I'm free.

Andrew Woodhead
Clerk to the Council