

## ANSTON PARISH COUNCIL

### **MINUTES OF THE MEETING OF ANSTON PARISH COUNCIL HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON WEDNESDAY 24<sup>th</sup> MAY 2023**

**Present:** Councillors- Shaun Concannon (Chair) Diane Graham, Marie Wilkinson, Clive Jepson, Kay Wright, Colin Tawn.

**Public:** S Wallhead

**In attendance:** Andrew Woodhead, Clerk to the Council.

#### **18/0523-QUESTIONS FROM MEMBERS OF THE PUBLIC**

Q. What is the follow up plan for the bike park?

A. The bike park is a Charity matter and so cannot be answered at this meeting, however the Clerk will raise the question with the Charity and reply accordingly.

#### **19/0523-APOLOGIES**

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

**RESOLVED:** to accept apologies for absence.

(b) Philip Matthews has submitted his resignation from the Council; The Council expressed gratitude towards the help, assistance and knowledge and thanked Mr Matthews for his work over the years. The Clerk was instructed to inform the Borough Council of the Vacancy.

(c) The Chair on behalf of the Council thanked Cllr Diane Graham for her work as Chair of the Parish Council over the last four years, noting that this period had been particularly hard for the Council and she had dealt with issues that were very trying, far beyond what should be expected for a Chair.

#### **20/0523- 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.

#### **21/0523- 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.

#### **22/0523- MINUTES OF MEETINGS**

To receive and confirm the minutes of the Annual Parish Council Meeting held on Monday the 15th May 2023- Item deferred to the June meeting, due to staff annual leave preventing the production of the required paperwork.

### **23/0523-TO RECEIVE INFORMATION FROM WARD COUNCILLORS**

**a)-To receive information from the Borough Council on any issues relating to Anston;** Nothing to report this meeting.

**b)-To bring any Anston issues to the attention of Ward Councillors**

(i)The issue regarding the ownership/oversight of the fence on Ryton Road by the bus stop was still ongoing, this was now with RMBC legal department.

(ii)Report of trial bikes causing ASB in the Woodsetts Road area, the bikes were distinctive and information has been passed to the Police, RMBC where requested to assist where possible.

### **24/0523- PLANNING**

(a)-A paper titled Item 8 Planning, was circulated at the meeting (Appendix 1) **Noted.**

(b)-Councillors were informed that plans to build three town houses on a small section of land have recently been submitted. Councillors were asked to look at the application- RB2023/0522

(c)-Concerns were raised that the proposed Solar Farm may lead to further development on the greenbelt. It was also noted that three quarters of the site are in Anston Parish with the rest in Dinnington and Todwick, Anston has received a lower level of consultation and the proposed system to distribute Community Gain funds for this had not been brought to the Parish Council. The Clerk was instructed to investigate the situation.

### **25/0523- PROJECTS/CURRENT PROJECTS**

**a)-Hill Crest premises**

It was stated that Hill Crest was now vacant, works to refurbish the Electric and Plumbing are required, but the lease has still not been revised or issued to us. The Clerk was instructed to contact Borough Councillor Drew Tarmey with a view to finding a way forward.

**b)-Anston Parish Council Van**

(i)-It was stated that the Parish Council Van has been written off for insurance purposes and that we were awaiting the insurance company to inform us of the value of the item.

(ii)-It was asked that the Ground maintenance staff supply the specification of a replacement vehicle for the Council to consider the options.

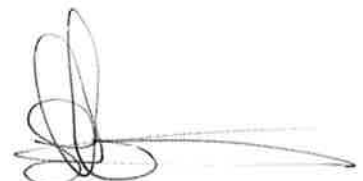
**c)-Alcohol License for the Parish Hall**

It was stated that an Alcohol License for the Parish Hall would require a major variation to the current License and there was a requirement for training as part of this. An alternative would be for users to apply for Temporary Events Notices (Tens) This was the preferred option, the Clerk was instructed to put an information sheet together to assist hirers.

**d)-Resurfacing of Car Park (and line marking thereafter)**

The need to resurface the car park and remark the parking bays requires quotes, the Clerk was instructed to contact RMBC in the first instance and request a price for the resurfacing.

**e)-The Old Library**



(i)-Progress on the design stage was outlined, it was stated that tenders would be sent out, so as to cost the project. Currently we do not have any costings from which to consider funding options. As part of this work the Clerk was asked to contact the Architects and request that this stage be held back two weeks so as to give the Committee time to look at funding.

(ii)-It was requested that full Council be given sight of the proposed plans so as that full Council could comment, noting that works had been undertaken and tenders were to be issues without Full Council giving approval.

(iii)-It was stated that the tenders where a method of determining the project costs and that if the costs were too high the project may not be achievable.

(vi)-Public consultation should also take place to ensure that the Public are happy with the proposal.

(vii)-Cllr Graham left the meeting at this point.

(viii)-It was stated that the next meeting of the Committee would be on the 2<sup>nd</sup> June in the Architects Office in Dinnington.

(ix)-It was stated that all concerns raised were understood by the committee and each issue would be addressed in turn.

#### **f)-Update from Staffing Committee**

Cllr Wilkinson presented paper appendix 2 to the Meeting, the Council noted the report and thanked the Committee for its work.

#### **g)-Memorial Cross between A57 and Sheffield Road**

It was noted that the Memorial Cross and surrounding area were looking a little unkept and a request was made for the area to be tidied and brought back to standard.

**RESOLVED:** that the Ground Maintenance staff be instructed to undertake works to uplift area. Clerk was requested to inform the team.

#### **h)-Footpaths with Anston Cemetery**

The Clerk reported that a Quote had been received for the works required, a second quote was in process and a third quote would be provided following a meeting with staff and Councillors on site this morning. Once complied the quotes would be sent to the Finance committee for consideration.

### **26/0523-CLERKS REPORT**

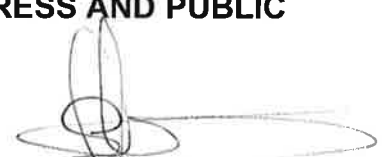
#### **a)-Report on works undertaken over past 4 weeks**

The Clerk reported that it had been a busy time and recommended a project plan system of reporting and overseeing Parish Council projects. The first draft was circulated in an incomplete form. It was agreed that this should be developed and it was requested that Clerks report be a standard agenda item.

#### **b)-To consider options set out in report titled Anston Parish Council Administrative support, May 2023, circulated prior to the meeting (Appendix 3)**

**RESOLVED:** to accept option One as set out in the report; That the Council extend the temporary employment of our current administrator to Friday 21<sup>st</sup> July 2023.

### **27/0523-DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED**



To discuss and take decisions about any agenda item(s) for which the press and public have been excluded- No items

### **28/0523-Parish Matters**

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

### **29/0523-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, including –

From the Governance Review Schedule-

- Qtr 1 spend to budget and public statement on level of reserves- The Council requested that this item be presented by the RFO.
- Both Complaints Procedures and Vexatious Complaints Policy- Review
- Records Management Policy- Review

Deferred item from this meeting- Use of Anston Parish Council projects by Borough Council Ward Members. Standing items from June onwards-

- Report from the Staffing Committee
- Report from the Finance and General Purposes Committee
- Report from the Open Spaces Committee
- Report from the Built Assets Committee
- Clerk's Report

### **30/0523-MEETING DATES**

The next Ordinary meeting of the Council will be on Monday the 19<sup>th</sup> June 2023 at 7:00pm

**RESOLVED:** to call an ordinary meeting of the Council on Tuesday 13<sup>th</sup> June 2023 at 7:00pm for the purpose of establishing the Committees of the Council for 2023-2024, the terms of reference for each, and the membership for each committee.

**Meeting Closed at 9:30 pm**

### **CIRCULATION**

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

Andrew Woodhead

Clerk to Anston Parish Council

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

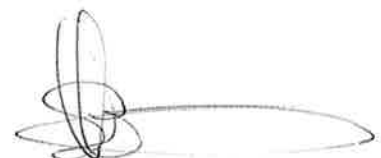
Tel: 01909 560922. E-mail: [clerk@anston.gov.uk](mailto:clerk@anston.gov.uk)

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### **Appendix 1 [24/0523]**

**ITEM 8 Planning**

**Decision Register RMBC 17/4/23-21/4/23**



RB2023/0093 Ward Anston & Woodsetts Case Officer: Louise Hudson Installation of dormer windows to rear (East elevation) at Ashgate High Street South Anston for Mr & Mrs D Kaye- Granted conditionally.

RB2023/0195 Ward Anston & Woodsetts Case Officer: Louise Hudson Single storey front extension at 18 Scholey Avenue Woodsetts for Mr & Mrs Clarke- Granted conditionally.

RB2023/0334 Ward Anston & Woodsetts Case Officer: Anita Heydon Removal of part of existing roof cladding and re clad existing roof comprising of plastisol coated roof sheets, spacer bar system, insulation, roof lights, trims and gutters. at Plaxton Ryton Road North Anston for Wagner Developments Limited- Granted conditionally.

#### **Decisions Register RMBC 22/4/23-**

RB2023/0091 Ward Anston & Woodsetts Case Officer: Matthew Peck 2 Storey Side Extension, , addition of metal railings to front boundary wall and installation of security cameras at 18 Main Street North Anston for Mr & Mrs Taylor- Granted conditionally.

RB2023/0092 Ward Anston & Woodsetts Case Officer: Matthew Peck Listed Building Consent for 2 Storey Side Extension, partial demolition, internal alterations, new front door, new Clay Pantiles, new bi folding doors and installation of security cameras and alterations to access at 18 Main Street North Anston for Mr & Mrs Taylor- Granted conditionally.

RB2023/0227 Ward Anston & Woodsetts Case Officer: Louise Hudson Two storey side & rear extension at 85 Nursery Road North Anston for Mr A Scholey- - Granted conditionally.

RB2023/0311 Ward Anston & Woodsetts Case Officer: Louise Hudson Application for Lawful Development Certificate re: Proposed single storey rear extension at 16 Kirkstall Close South Anston for Mr K Snow- Granted.

RB2023/0250 Ward Case Officer: Katherine Timmiss Erection of summerhouse to rear garden at 3 Aston Forge Court Aston for Mrs Weatherall- Granted conditionally.

#### **Planning Applications Received by RMBC**

RB2023/0516 Louise Hudson Two storey side extension Case Officer: Date Valid: Description and Location: Applicant: Application Documents: Ward: Anston & Woodsetts Ward Agent: PBM Plans Mr & Mrs Huany 26/04/2023 65 Edinburgh Drive North Anston 7 Ridgeway Close Rotherham S65 3NH <http://rotherham.planportal.co.uk/?id=RB2023/0516>

#### **DECISION REGISTER ROTHERHAM METROPOLITAN BOROUGH COUNCIL DECISIONS SENT OUT BETWEEN 08/05/2023 AND 12/05/2023**

RB2022/1877 Ward Anston & Woodsetts Case Officer: Katherine Timmiss Two storey side, single storey rear and first floor front extensions at 26 West Street South Anston for Mr Wigfull GRANTED CONDITIONALLY 12/05/2023 01

#### **Others brought to my attention**

RB2023/0522 18 Main street

#### **DECISIONS SENT OUT BETWEEN 15/05/23 AND 19/05/23**

RB2023/0376 Ward Anston & Woodsetts Case Officer: Emily Ushewokunze 18Demolition of existing rear conservatory and erection of single storey side and rear extensions and alterations including replacement of front door with window at 7 Cartmel Walk North Anston for Mr & Mrs Dean Smith- GRANTED CONDITIONALLY 19/05/2023.

**OTHER APPLICATIONS RECEIVED BY RMBC** Please note that these applications are presented for information purposes only and are not part of the statutory consultation. Prior Notifications must be determined before the deadline. Please contact the relevant case officer for further information. LIST No. 20 15/05/2023 - 19/05/2023

RB2023/0678 Trees & Woodlands Application to undertake works to a tree(s) within South Anston conservation area Case Officer: Date Valid: Description and Location: Applicant: Application Documents: Ward: Anston & Woodsetts Ward Agent: Mrs A Buck 18/05/2023 3 Winnowing Barn Court South Anston <http://rotherham.planportal.co.uk/?id=RB2023/0678> Proposed Decision Level: Delegated Parish: North and South Anston 29/06/2023

**LIST No. 20 15/05/2023 - 19/05/2023**

RB2023/0667 Louise Hudson Single storey side extension Case Officer: Date Valid: Description and Location: Applicant: Application Documents: Ward: Anston & Woodsetts Ward Agent: Clay Architectural Designs Mr D Bibbs 12/05/2023

**Appendix 2 [25/0523(f)]**

PLEASE NOTE: This paper has been edited and sections deleted for GDPR purposes, from that which was presented to Council, the material facts remain the same.

**Anston Parish Council – Staffing Committee**

Report for APC Full Council – on 24/5/2023

Current Staffing Levels: 1 Clerk, 1 RFO, 2 Ground staff, 2 Cleaners, 1 Admin **Total: 7**

**ABSENCE:** Reporting Period: From: Jan To: April 23 Covering: 4 month

Number of days absence due to illness	Average duration of absences / Any Periods of LTS	Any proposed action required
2	2	None

**APPRAISALS:** Due: April

Format agreed previously – were not completed in April as new clerk not in place. Therefore, have been postponed until clerk been in post at least 5 months.

**DISCIPLINARY OR GRIEVANCES:**

No disciplinary action pending, and no grievances reported.

**PAY REVIEWS:**

Those previously agreed at full council were implemented.

**PENSION:**

From April 21% Employers Pension Contribution (in line with report from South Yorkshire Pensions Actuaries Report)

**TRAINING:**

Employee:	Training	Requirement: Recertification or New



Staff team	First Aid (Current Cert expires ?)	Requires re-certification 11/8/23 AID Training
Grounds Team	Chainsaw Training – Cert?	
Cleaning Staff member	IOSH – those responsible for H&S Duties	Check Wirehouse? – Training Agreement
Clerk	CiICA	Training Agreement

**PPE:**

No outstanding requests/ all issued PPE signed for

Employee:	PPE Required:	Purchased from, Issued & Signed for

**HOLIDAYS**

Any up-coming holidays and whether any additional support or action required

Marie Wilkinson  
Chair – Staffing Committee

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**Appendix 3 [26/0523(b)]**

**Anston Parish Council**

**Report to Council**

**Theme- General Administration**

**Background**

Having joined the Council a matter of weeks ago, it is clear that the general administration of the Council requires improvement. I am aware that this is the view of the Council, this paper is the first in a series aimed at improving administration.

Aware that the Council has been without a full time Clerk for several months together with the covid period where all administrations suffered a degree of change. The Council appears to have had a period of ‘treading water’ for several years, where work is undertaken, but no progress can be readily identified.

There are exceptions to this, there are some very nice modern play areas, which are a credit to the Council.

**Issues identified**

The Council has many ambitions, these currently lack any strategic plan, they are not overseen as a whole, although some are overseen individually. We need to consider developing a vision which sets out what we want to achieve over a set period, how all projects fit within the context of improving Anston, how projects deliver that improvement, how all proposals work together and what the outcome will be for each and as a whole.

To ensure sustainable and positive outcomes we need to ensure that all the current and future proposal are undertaken following and including elements of public consultation throughout the whole process.

I am of the opinion that the task in hand will require to be properly resourced. I am determined to assist this Council to deliver everything it sets out to achieve, however this has to be undertaken

whilst ensuring that the day to day running of the Council and its services are undertaken, currently and in the past this administration has been adequate, it is not however sufficient to move the Council forward.

### **Proposal**

To ensure that the Council has the capacity to review, identify and improve administrative process; To add the additional workload to ensure projects can be undertaken in a timely manner, including proper planning of projects, community consultations, required to assist the Council to ensure the projects and services it proposes/delivers are supported by the community, ensuring a degree of staff time to undertake all planning, producing reports to Council and general administration, building a firm evidence base to justify spend (which can be also used to seek external funds where available).

I propose that the Council should extend the temporary employment of our current administrator to Friday 21<sup>st</sup> July 2023.

### **Rational**

Former Clerks have been employed full time hours; it is apparent to me that even full-time hours have not been sufficient to maintain the require degree of administration required to ensure this Council and its services are run to the best available.

The number of projects, and amount of work extra to the ordinary administration of the Council is sufficient to employ the administration team- Myself, Our RFO and the admin post. This will ensure that projects can be undertaken in shorter timeframes and that all Consultations can be undertaken and properly recorded.

### **Financial implications**

The Parish Council has been budgeting for an additional administration officer over the last few years ranging from £12,000 to £25,000 per annum but has never used any of this fund.

The previous Clerk (full time) was remunerated at £45,648 pa. The current Clerk (part time) is remunerated (pro rata) at £33,645 pa – a reduction of £12,003 pa.

The Administration Officer (part time) is currently remunerated (pro rata) at £9,576 pa.

### **Options**

**Option 1** To employ the current admin officer on an extended contact, this will ensure that the additional works require in the near future can be adequately undertaken in a timely manner ensuring that the bottle neck that has been apparent for several years is addressed and projects can move forward. Our current admin officer knows and understands the organisation.

**Option 2** To dispense with the services of the admin officer; considering the need for this post again at some future date if required.

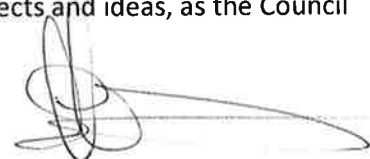
**Option 3** To dispense with admin support completely, reverting back to the systems traditionally used by the Council.

### **Options considered.**

**Option 1** Our current admin support is exceptional, the Council and the projects it wishes to undertake will benefit form the skill set and expertise current held by the current admin officer.

**Option 2** Dispensing with the admin in the short term would effectively slow any future progress that this Council would make.

**Option 3** Dispensing with admin completely is to return the Council to its former structure, this in my opinion would restrict the Councils ability to progress with new projects and ideas, as the Council





had as degree of admin that has to be undertaken and the extra capacity needed to drive projects is limited.

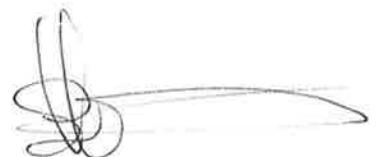
**Recommended Option**

**Option 1** I recommend to the Council Option one, granting an extension to the temporary contract to our existing administrator. This would ensure that all the projects the Council has can be properly considered and administered.

**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.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

