

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF ANSTON PARISH COUNCIL HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON MONDAY 19th JUNE 2023

Present: Councillors; Shaun Concannon (Chair), Clive Jepson, Marie Wilkinson, Kay Wright, Colin Tawn, Drew Tarmey, Diane Graham, Alan Scholey.

Public: Sandra Wallhead

45/0623-QUESTIONS FROM MEMBERS OF THE PUBLIC

Q. The requirement for a Bike Park was brought to the meeting.

A. The clerk stated that the question had been noted in the minutes of the meeting of the 13th June 2023. This is a Council matter and the project is on the list of projects that currently stands at over sixty. The Council will be looking at the list of projects and prioritizing which are undertaken in the short to medium term, these will then be consulted upon.

46/0623-TO CONSIDER CO-OPTION TO FILL CASUAL VACANCY

RESOLVED: to co-opt Alan Scholey to fill one of the North Ward vacancies. The declaration of acceptance of office was duly completed and signed.

47/0623-APOLOGIES

Apologies for absence received and considered from Cllr Bentley.

RESOLVED: to accept apologies for absence.

48/0623-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

49/0623-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 13(a) i and ii.

50/0623-TO RECEIVE PARISH INFORMATION FROM BOROUGH COUNCILLORS

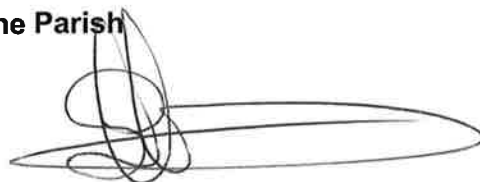
(a)To receive information from the Borough Council with regards to the Parish.

(i)-Cllr Tarmey reported that land issues at Quarry Lane shops had now been addressed and as part of this work a site had been identified for the Parish Council to place a new notice board and the Borough Council would plant a permanent living Christmas Tree with a power supply to feed the lights. Low maintenance planting would also be undertaken. It was hoped that a new bus stop would be fitted replacing the existing one as part of this scheme.

(ii)-Parish Councillors asked if plans of the final layout could be supplied for our information.

(iii)-Land at the side of the Lychgate was requested as an agenda item for July 2023.

(b)-To inform Borough Councillors of information from the Parish



(i)-It was reported that there was flooding on Sheffield Road outside 68A which prevented pedestrians using the footpath and trapped the residents in their property. It was requested that the gullies be cleared to address this issue.

(ii)-It was noted that a Bee Orchid was growing on land behind the South Anston Parish Council notice board next to the lamp post. This land is managed by the Borough Council and a request not to cut the grass until the Orchid had finished flowering and had seeded.

51/0623-MINUTES OF THE LAST MEETING

RESOLVED: to accept the minutes of the meeting of Anston Parish Council of the 13th June 2023 as a true and accurate record.

52/0623-PLANNING APPLICATIONS

(a)-To Consider Planning applications.

(i)-RB2023/0522 It was stated that the proposed development was out of caricature with the location within the conservation area and that this was an over development not in keeping with the site. The Clerk was instructed to send an objection to the proposal to the planning authority.

(ii)-The planning list appendix item 1 noted.

(b)-To consider information on planning decisions.

It was noted that RB2022/1203 the Solar Farm, has been granted by the Borough Council. The Clerk was instructed to contact Banks renewables with regards to funding and finance as Dinnington has been in receipt of direct funding for this project.

(c)-To receive information on Planning appeals.

No items to report.

53/0623-GOVERNANCE REVIEW

(a)-Complaints procedure

Noted that the procedure was last reviewed in February 2023, the procedure was accepted.

(b)-Vexatious Complaints Policy

Noted that the Vexatious Complaints Policy was introduced in February 2023, the policy was accepted.

(c)-Records Management Policy

RESOLVED: that the Records Management Policy as amended by adopted by the Council.

54/0623-TO RECIVE UPDATES FROM THE COUNCILS COMMITTEES

(a)-Report from the Finance Committee

No report for this meeting.

(b)-Report from Staffing Committee

It was reported that there was no Staff absence from Work in May and there had been no requests for PPE.

(c)-Report from the Amenities Committee

No report this meeting.

55/0623-GROUNDS MAINTENANCE STAFF

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To consider the employment of an extra member for the Grounds Maintenance team (Appendix item 2).

RESOLVED: That there is a current vacancy for the role of one Grounds Maintenance team member and that this position be filled using an agency worker in the first instance. The Clerk was instructed to liaise with the Chair of the Staffing Committee to fill this position.

56/0623-SEALING OF DOCUMENTS

RESOLVED: Anston Parish Council Grants of Exclusive Rights of Burial Numbers 795, 796, 797, 798, 799 and 800 be signed by Cllrs Jepson and Graham and the Clerk.

57/0623-UPDATE FROM THE CLERK

(a)-The Clerk presented his report to the 19th June to the Council- Noted (Appendix Item 3)

(i)-Paper to Council Cemetery Path

The Clerk presented Report to Council – Green Spaces- Cemetery Path (Appendix Item 4)

RESOLVED- To accept Option one, to lift and relay the existing paving as set out in the paper to the sum of £10,400 for which additional costs may be incurred depending on findings once work commences on site.

(ii)-Paper to Council- The Old Library Chimney

The Clerk presented Report to Council- Built Assets- Old Library Chimney (Appendix Item 5)

RESOLVED: To accept Option one, to instruct CS Surveying to tender and oversee the works required to remove the chimney of the old boiler house and make good to the value of £7000.

(b)-To review the current project list.

The current list of 62 projects had been circulated prior to the meeting. Councillors were asked to consider the top 20 items for consideration in the short to medium term.

58/0623-CORRESPONDENCE

(a)-A letter from Alexander Stafford has been received regarding items stored by a member of the public on behalf of Anston Parish Council. Cllr Jepson stated that he has been in touch with the member of the public and ways forward were being investigated. The Clerk was instructed to respond to the MP stating that we are aware of the matter and looking at options.

(b)-The Clerk reported that we have received a freedom of information request, but the records that should be available via the website had not been uploaded and that a related report was not comprehensive and lacked any detail. The Clerk was instructed to contact the member of the public direct and ask for clarification.

59/0623-PARISH MATTERS

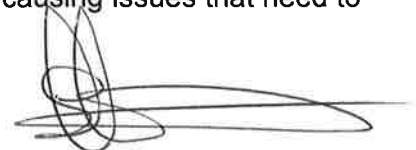
(a)-Amenity Ground Centenary Celebration

Cllr Wilkinson outlined planned activities and reported the everything was in hand and that she was to meet with community members to coordinate and consider works to be undertaken. Cllr Wilkinson requested the Parish Councillors assist in some form on the day; Saturday the 15th July 2023 from 10:30 am till late.

(b)-Consider access to play area and consider any action required.

Cllr Tawn spoke to the paper 'Disabled Access to Play Areas' (Appendix item 6)

It was noted that the ground was uneven in places, the play equipment by the Parish Hall was always intended to be based on grass, the land was very wet when installation was undertaken and the recent dry weather has dried the ground out causing issues that need to



be looked at. The Parish Council has not paid for installation at this time as the supplier has agreed to come back to view the site and undertake outstanding works. This should address issues raised.

(c)-To discuss the present state of the village and make any necessary representations to RMBC

Cllr Jepson stated that some areas within the village under the management of RMBC were particularly badly maintained. The Parish Council understands that RMBC observed no mow May, but other nearby villages have not been abandoned like Anston, maintenance has resumed for them, but this has not happened in Anston. The Clerk was instructed to investigate further.

(d)-Rackford Meadows

It was noted that our group of Viking re-enactors were interested in using Rackford Meadows. The issue of a water supply has been discussed in the past; The clerk reported that the water supply to the farm passed on the Councils side of the Road, and in some places was near the surface.

It was also noted that the hedge needed to be trimmed as it was close to overhead power lines.

60/0623-Items for the agenda of the next meeting

Form the Governance Review Schedule

- Qtr One spend to budget and public statement on level of reserves.
- Data Protection Policy & FOI Policy
- Grievance & Disciplinary Procedures
- Web site review

Standing items

- Planning
- Reports from Committees
- Sealing of Documents
- Report from the Clerk
- Correspondence

Item requested at this meeting; Land by side of Lynch Gate- request for Parish Council to manage.

61/0623-DATE OF NEXT MEETING

The next meeting of Anston Parish Council will be at 7:00pm on Monday the 17th July 2023 in the Parish Hall.

Meeting Closed at 8:50pm

CIRCULATION

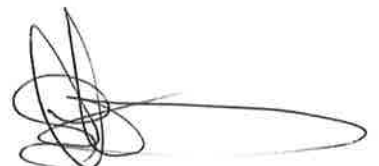
Councillors: S Concannon, C Jepson, D Graham, M Wilkinson, B Bentley, P Bowers, J Ireland, D Tarmey, C Tawn, K Wright, A Scholey.
Andrew Woodhead

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

22/06/2023



Appendix to the Anston Parish Council meeting held on the 19th June 2023

Appendix Item 1 Planning List 52/0623(a)ii

DECISION REGISTER ROTHERHAM METROPOLITAN BOROUGH COUNCIL DECISIONS SENT OUT BETWEEN 05/06/23 AND 09/06/23 (INCLUDING CONDITIONS/REASONS FOR REFUSAL) IN APPLICATION NUMBER ORDER

RB2023/0516 GRANTED CONDITIONALLY Ward Anston & Woodsetts Case Officer: Louise Hudson Two storey side extension at 65 Edinburgh Drive North Anston for Mr & Mrs Huany 08/06/2023

PLANNING APPLICATIONS RECEIVED BY ROTHERHAM METROPOLITAN BOROUGH COUNCIL The decision level indicated is provisional and may change during the processing of the application. Please contact the relevant case officer for further information.

LIST No. 23 05/06/2023 - 09/06/2023

RB2023/0755 Andrew West Demolition of attached timber outbuildings and conversion of stables and store building to residential dwelling Case Officer: Date Valid: Description and Location: Applicant: Application Documents: Ward: Anston & Woodsetts Ward Agent: Clay Architectural Designs Mr N Murray 05/06/2023 Rackford Farm Rackford Road North Anston Mr J Clay Grove House South Anston Sheffield S25 5BB Proposed Decision Level: Delegated Parish: North and South Anston

Appendix Item 2 Paper regarding item 11 for 19th June 2023 55/0623

11. Grounds Maintenance Staff

To consider the employment of an extra member for the Grounds Maintenance team

Background

As the Council will be aware the Grounds Maintenance Team has been a member down since the resignation of one of their number in October 2022. The current team are finding it difficult to manage the workload allocated to them, as two people are currently covering the role of three. Annual Leave is also difficult to manage as work is limited when employees are loan working, this is a major risk issue that we need to address, as our accident book can testify.

Considerations


The Staffing Committee having discussed the matter have proposed employing agency staff short term to undertake summer work.

The former employee has contacted the Council requesting to be re-employed.

The Council is asked to consider:

- 1) to formerly state that a vacancy for a position of a Grounds Maintenance person exists.

And if so-



2) To determine if this is to be filled as per the agency worker route as identified by the Staffing Committee- which can be brought back to the Council if required.

Or 3) By employing someone direct and authorising that the post be advertised, subject to job description, person specification, hours, pay scales and related information pack being produced (and identifying who should undertake this work)

Or 4) By re-employing the former holder of the post.

Or 5) The Council may wish to request a more detailed paper in order to form a clearer understanding of the issues at the July meeting.

Appendix Item 3 Clerks Report 57/0623(a)

Anston Parish Council Clerks Report For the period to the 19th June 2023

I have currently worked 9 weeks with Anston Parish Council, although one of those was taken as Annual Leave. In that time, I have serviced the Annual Meeting of the Parish Council, and the poorly attended Parish Meeting at the End of May, two finance Committee meetings, one Staffing Committee meeting and I have attended 2 Charity meetings and the Parish Council meetings for the following:

24th May

13th June

19th June

In that time, we have extended the temporary post of our Admin, set to end in May 2023 to now end on the 21st July 2023.

Reviewed the Terms of Reference for the Finance Committee, set new terms of reference for the Staffing Committee and established a new committee for Amenities.

Current items of work, in no particular order-

- Purchase of new van, we are expecting the last of the quotes in and Natalia and I are going to look at this on Wednesday 21st June.
- Anston Stones Woodland extension on part of Rackford Meadows; I have a meeting with the representative of South Yorkshire Woodland Partnership on the 27th June to look at the area for advice and information; report will come to Council on this.
- Allotments- Natalia has contacted everyone on the old data base and is progressing well with updating our records, we should see this part of the work completed within the next couple of weeks.

Current Issues (Parish Matters)

- Rackford Meadows Roadside Hedge requires cutting as it is very close the live power cables and although they state that they are 'off' they are 'ON' I have a contact for a contractor but will take advice. I have it on good authority that the mains water supply to the farm runs down the Rackford Meadow side of the lane between the road and the power cables. It runs in concrete pipes which are set close to the surface. The only hardened part to this is where the pipe runs under the main gate to the meadow.
- Flooding on Sheffield Road, at the side of 68A, standing water covers part of road and all pavement. Gullies require cleaning; Cones where used before to stop cars as they often park covering the drains this may be required again.
- Repairs are required on the Lynch Gate which is the Village War Memorial with all the names of the fallen recorded on it. Built by subscription in 1920 the Borough Council may now be the custodian?
- Land behind Notice Board at South Anston near lamp post by site. A Bee Orchid is currently in flower and it needs to be noted that this ground should not be cut until it has seeded.

Work falling in near future

- Cemetery Path
- Old Library Chimney
- Review and recommendation of grounds maintenance of the Green. I have old records and copies of maps, but need to find the original to assist with the planning.

The Project List

I am starting to add detail to the list of projects brought to my attention, some of which have been listed above. The list of projects as of the 19th June currently stands at 62. Council will need to pick 10 or 20 from this list so that we can undertake consultation works to see which the people of the Parish would like us to focus on.

Appendix Item 4 Old Cemetery Path 57/0623(a)i

Anston Parish Council

Report to Council

Theme- Green Spaces (Cemetery Path)

Background

South Anston Cemetery has been in operation for over 60 years, the Council maintain the Cemetery to a high standard; the Cemetery is still active and is used by many people paying their respects and as a place to sit and contemplate.

Over time the wide paved paths have settled and are now uneven, for some reason the paths become more uneven the further from the main entrance they are. This situation is only going to deteriorate further over time, and before this becomes a major health and safety issue the Council need to rectify the issue.

The finance and General Purposes committee have considered this project and having gained three quotes for the work, the cost and recommendation for which, is option one of this paper.

Proposal

To lift and relay the exiting paving, to bring older paving from the ends of the paths to replace broken stones elsewhere and to provide new paving where required, by the top of the existing path or/at each far end of the crossing, as required.

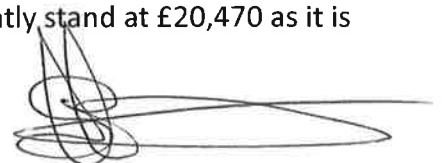
The wide paved paths have been in existence since the Cemetery was laid out, the paving looks formal and the light colour looks more pleasing than the ubiquitous tarmac surface, giving the Cemetery a warmer personal feel.

Rational

Keeping the existing paving ensures that the Cemetery maintains its original design principles, relaying it to make the surface even and replacing broken stones ensures that trip hazards are removed. Tarmac has been considered, but the single quote obtained was in excess of £26,000 which can not be justified for this project.

Financial implications

The footpath has a budget of £5,000; However no quotes came near to this allocation. The balance can be reallocated from 'Election Reserves' which currently stand at £20,470 as it is



difficult to envisage a forced election before next May, by which time the reserves can be built back up.

Three quotes have been obtained for this work, the first contractor quoted £13,800; The Second £12,500 and the third £10,400; It is noted that the specification was similar and that the cost were relatively consistent. The finance and general purposes committee recommend the cheapest quote at £10,400 to deliver the project as set in option one.

Options

Option 1 Lift and relay existing paving replacing with new only where required, including initial weed spraying prior to any works stating, new block sand and 15 bags of cement*.

Option 2 To lift paving with a view to resale of undamaged stones and treat and surface with Tarmac.

Option 3 To leave exiting path as it currently stands and undertake no works on the path.

Options considered

Option 1 Relaying the existing paving will return the cemetery to the condition it was when it was first set out, this will also remove any potential trip hazards that are now on site.

Option 2 The option would resolve the trip hazard issues with uneven paved surfaces, but the original integrity of the Cemetery Design would be lost. The need for proper edging and the possible further requirements for the path subsoil are also not unknown works extra to the path if this option was to be considered.

Option 3 The Council could put the work off, but the path is worst at the very section where the Cemetery is currently active, there is a risk of trips and falls resulting from the uneven surfaces, for which the Council could be liable.

Recommended Option

Option one is the preferred option; the lifting and relaying the existing paving, keeping the design integrity of the cemetery and removing trip hazards. Improving our risk management at the Cemetery.

The Finance and General Purposes committee have obtained 3 quotes for the proposed works and the contractor chosen by them will be notified by the Clerk, if this option is accepted.

The cost will be £10,400 for which additional costs may be incurred depending on findings once work begins.

End of report

Should you have any questions regarding this report please feel free to contact me, Monday to Friday during normal business hours, or simply call in to the office.

*This is a brief summary of the works for the purpose of this report.

Appendix Item 5 Old Library Chimney 57/0623(a)ii

Anston Parish Council



Report to Council
Theme- Built Assets (The Old Library)

Background

The Old Library has been under the ownership of the Council for several years, the property abuts and runs under a private dwelling. The Boiler house of the Old Library has a Chimney that is attached to the wall of the property above; there has been a long running issue with water seepage from this Chimney into the private property, causing issues of damp.

Damp and the associated issues this causes has been very much in the news recently and this paper has been produced to address this issue and action works to resolve known issues.

Issue Identified

Damp is entering the private property of the building above the old library via water penetration from the Chimney. The Chimney whilst old is not an original part of the building and is now no longer used.

Proposal

Whilst maintaining that the issue is not solely the responsibility of the Council, given that the Council wishes to develop the Old Library, a project to remove the Chimney completely and make good, removes the issue ever reoccurring and removes the need to maintain the redundant Chimney as works would be required to repair in future years.

Rational

This issue has been known to the Council for over 18 months and a resolve to the issue and a first project to improve the old library are needed.

The resident is eager to see this issue resolved and dialogue has taken place between Councillors and the resident.

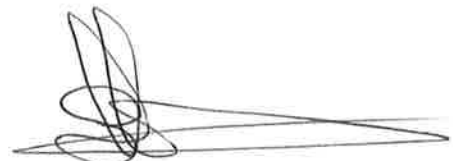
Financial implications

The Council has sufficient reserves to undertake this project within current budgets and future maintain works of this nature should not be required.

Other information

Tendering of the project and oversight of the works will be undertaken by CS surveying as part of the wider Old Library Project.

Options

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Option 1 To instruct CS Surveying to tender and oversee the works required, to remove the Chimney of the Boiler Room of the Old Library and make good; reporting back to the Council via the Amenities Committee with a project budget of £7,000 (Seven Thousand Pounds) Reporting and monitoring to be delegated to the Amenities Committee on the part of the Council, the Committee to determine the scope and timings of the project with CS Surveying.

Option 2 To do nothing, leaving the structure as it stands.

Options Considered

Option 1 will move this project on as the initial part of a much larger project, it will address a known and long-standing issue, and it will remove any future liabilities connected with this part of the building. The works would be better started sooner rather than risking further delays. Contracting oversight is required as the Council has insufficient time to allocate to for proper oversight.

Option 2 Not addressing this issue, which has been ongoing for some time, is only going to increase to risk of liability to the Council and the works required to remediate the situation are only going to increase in cost and scope over time.

Recommended Option

Option 1 is the preferred option, addressing the issue, reducing the potential for future liability and resolving the problem for a sum not to exceed £7000.

End of report

Appendix Item 6 Village Hall Playground 59/0623(a)

Disabled Access to Play Areas

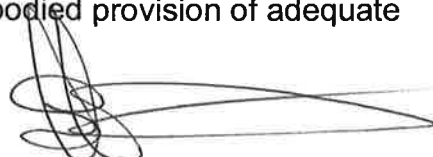
The Equality Act requires reasonable provision to be made for equal opportunities for disabled people except where it affects the safety of others. The Act also applies to places where children play (play areas, games area etc). It is illegal to treat disabled persons any less favourably than non-disabled persons.

Play areas should be accessible to all people with an impairment This includes learning difficulties, emotional and behavioural difficulties, visual and audible impairment and of course mobility impairment.

Mobility impairment can be broken down into three basic categories

- Wheel Chairs
- Walkers
- Leg Braces

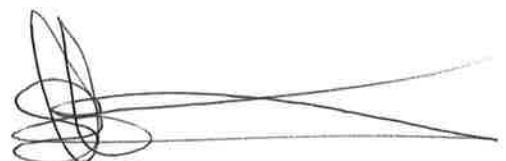
It is important to recognize that the Disability Discrimination Act applies to ALL disabled persons. On play areas this is not just the disabled child but also the disabled parent/carer. Even if the carer is fully able bodied provision of adequate



seating etc is important to encourage the carer to spend time on the site and thus to enable the disabled child to fully enjoy their experience of play.

1. Paths should have a maximum slope of 1:12 with a maximum camber of 1:40
2. Path surfaces should be suitable for wheelchairs in all weather conditions
3. Passing spaces (1.8m wide) should be provided on longer paths
4. Where a path is longer than 50m a seat suitable for those with mobility difficulties and a wheelchair space should be provided every 50m. Seating should be provided on the play area
5. At least one seat should incorporate arm rests to aid those with walking difficulties to get up.
6. Where picnic type benches are provided they should incorporate provision of wheelchair access to the table.
7. Paths should be stable and suitable for wheelchair use (not sand, gravel, bark etc) and should be slip resistant without gaps in joins etc. Edges of paths should be in good repair.
8. Slopes should not exceed 1:15 (ideally not more than 1:20)
9. Any sudden changes of level should be indicated by change of colour or surface texture (for those with visual impairment) and ramps for wheelchair users.
10. Where there are changes in level a hand rail (max 60mm diameter) should be provided at 650mm-800mm height
11. Safer surfacing should allow free access to wheelchairs. This normally means tiles, wet pour, or grass matting type of surfacing. Carpet surfacing, if worn or in poor condition, may have excessive resistance to wheelchairs.
12. Loose fill materials (bark, wood chip, engineered wood fibre) may allow passage for short distances (2-3m).

END

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