

MINUTES	MEETING:	RMBC and Local Councils Joint Working Group	
	DATE:	22.08.2022, 4pm-5:30pm	
	VENUE:	Microsoft Teams	
	CHAIR:	Cllr Sarah Allen	
	MINUTE TAKER:	Catherine Oxtoby	
In Attendance			
Cllr. Sarah Allen	RMBC, Deputy Leader and Cabinet Member for Neighbourhoods		
Catherine Oxtoby	RMBC, Parish Council Liaison		
Dave Smith	Dinnington St John's PC		
Richard Swann	Woodsetts PC		
Shaz Biggin	Maltby TC		
Kate Butler	Aston cum Aughton PC		
Rebecca Jupp	Ravenfield PC		
Alan Buckley	Brinsworth PC		
Mick Elliott	Aston cum Aughton PC		
Mike Thomas	Service Manager, Electoral Services, RMBC		
Apologies			
Clive Jepson	Anston PC		
Item	Subject / Discussion	Action	
1.	Welcome & Introductions Cllr Allen welcomed all to the meeting		
2.	Notes from Last Meeting Cllr Allen went through the actions from the last meeting - <ul style="list-style-type: none">JWG Elections – Process has not yet started, confirmed 1 Councillor and 1 Clerk role to be filled. Decision to be made re process this week.JWA Precept – An earlier date has now been agreed and the document updated.Terms of reference – Issue re member non attendance. Cllr Allen has taken on board comments stating a letter should be sent out via e-mail and hard copy. A letter has been sent to Peter Thirlwell who has replied stating that due to his and family members ill health he is no longer able to attend the JWG. Cllr Allen has thanked him for his contributions. It was also suggested that JWG Meetings be moved to a later start date to be consistent with Network Meetings. KB stated she may not be able to attend all meetings due to family commitments. Suggested alternate times for meetings to accommodate as many people as possible. ACTION: CO to alternate start times <ul style="list-style-type: none">Training – GDPR has been added to the forward plan.	CO	

	<ul style="list-style-type: none"> Parish Council Network Meeting – Administrator from the Rotherham Allotment Alliance attended and Cllr Allen encourages members to move forward making contact with them directly if they wish. CAP Meetings – Martin is on leave at the moment. Cllr Allen asked DS if he had an update but he did not. He stated he was meeting with Ward Councillors tomorrow. Cllr Allen will raise with MH. RS asked if other members were notified of CAP meetings as he was not and did not hear anything from either his Chair or Clerk. DS stated that Dinnington have not been notified of CAP meetings but have been notified of Where you Live meetings but he has not attended these for a number of years. Dinnington don't seem to be informed about when the meetings are. RS stated it's a waste of time if nobody knows when the meetings are or gets updates from them. <p>ACTION: Cllr Allen to raise with MH.</p>	SA/MH
3.	<p>Register of Interest – Mike Thomas, Electoral Services Manager</p> <p>MT has recently been working with Phil Horsfield, Monitoring Officer, on Parish Councils. One of the main areas of work they have been looking at is Register of Interest forms. All Parish Councillors should complete a Register of Interest form within 28 days of taking office. Best practice is to complete the form even if a Councillor does not have any pecuniary interests.</p> <p>Parish Council Clerks should hold a copy of that form and make it publicly available. Clerks should also share these with the Monitoring Officer as the Borough Council has a legislative requirement to make them publicly available. Rotherham Council does this by making them available on the Council website. There appear to be several Register of Interest forms missing from Rotherham Council website. Officers will be in touch with Clerks in the next few weeks to request missing copies if we are not able to lift these from Parish Council websites. A template will be circulated to make completion easier.</p> <p>Some of the forms displayed on the Rotherham Council website date back to the last elections in 2015, it is better to have something more up to date and if there are any Parish Councillors who haven't checked their form recently it would be beneficial to ask them to do so.</p> <p>AB stated that he tries to make Register of Interest forms an annual activity by placing them on the agenda yearly. He highlighted that it is up to each Councillor to ensure they have completed this form. The Council does not send out reminders.</p> <p>RS asked if Rotherham Council carry out any checks to ensure that Parish Councillors complete the forms or send out reminders that they have to complete. MT stated that as AB mentioned it is the responsibility of each Parish Councillor to complete the form so Rotherham Council does not send out reminders. Although Rotherham Council do not normally carry out checks on which forms are held as part of the website refresh (item 4 below) this is currently being done.</p> <p>Aston PC displays their Register of Interest forms on their website, does Rotherham Council need a copy or will a link be sufficient? Legislation states that both Parish and Borough Councils should display them so neither should be linking to the others website. Rotherham Council can download a</p>	

	<p>version from the Parish Council website and then display on the Borough website.</p> <p>KB has a knowledge quiz (including Register of Interest forms) that is given to Councillors every 6 months which she is happy to share. AB stated he would like to receive this.</p> <p>ACTION: KB to forward quiz to AB</p>	KB
4.	<p>Parish Council Website Refresh</p> <p>As mentioned in item 3 Rotherham Council are in the process of refreshing the Borough Council webpages for Parish Councils. The current pages appear to have been updated by a number of different people and some pages have not transferred over from the old website. The pages are not very user friendly.</p> <p>MT is working with CO and Jill Dimbleby to update and simplify the data. Each Parish Council will have one page, the page will be structured to include an introduction to the Parish Council, state which ward/s it is within, list current councillors, link to the register of interest and to the Parish Council website. The pages will only contain basic information as we would like to signpost people to the actual Parish Council Website for anything in depth. This will make the website much easier to keep up to date as removing councillors that have resigned and adding new ones will be simplified.</p> <p>In addition a how to guide/signposting document will be developed. This will contain information such as road closure details/contacts, any training going ahead or where training can be accessed. If there are any FAQ's these can also be included along with blank forms etc.</p> <p>Cllr Allen stated she was pleased to hear this, she suggested that Parish Councils write the description of their Parish. MT agreed that this would be a good idea.</p> <p>ACTION: CO to liaise with PC's to write their own descriptions.</p> <p>Once the pages are drafted then they will be sent to Parish Councils for their comments.</p>	CO
5.	<p>Emergency Planning</p> <p>DS stated that the recent Dinnington table top exercise went very well. Some residents will train as flood wardens shortly. Work is being carried out to set up the Lyric as an emergency centre.</p> <p>The emergency plan has worked quite well when used although it has been revisited since the recent fires caused by the heatwave. The plan was originally based around flooding so part of it is being rewritten to include any future fires.</p> <p>CO suggested that Emergency Planning be added to the next Network Meeting Agenda. The Council has emergency plans for 11 Parish Councils, of which only 3 have been written within the last 3 years, best practice is that they are refreshed every 3 years. The recent heatwave and flooding have highlighted how important emergency plans are so it would be a good idea for an Officer to speak to members about them.</p>	

	<p>DS stated that he thinks this is a good idea, Dinnington have used their emergency plans on 2 separate occasions recently. Parish Councils may think they can rely on the Borough Council to sort out issues, but this is not always the case. The emergency plan makes it very clear who is responsible for what and makes it a much smoother process.</p> <p>Cllr Allen suggested DS speaks at the next meeting to give the Parish Council perspective. He agreed.</p> <p>The group agreed that it would also be beneficial for an Officer to attend from Rotherham Council, ideally somebody who has been involved recently in the incidents at Dinnington.</p> <p>KB stated that Aston cum Aughton has started refreshing their emergency plan. She wondered if Dinnington would be willing to share theirs. DS agreed to share with all clerks.</p> <p>ACTION: DS to arrange for Dinnington Clerk to forward emergency plan so CO can share with all clerks.</p>	DS/CO
6.	<p>Training</p> <p>The training schedule has been distributed. CO has contacted various Officers within the Council and is awaiting dates for the training to be held, these will be sent out as soon as they are available.</p> <p>No other training identified at this point, contact CO if anything arises.</p>	
7.	<p>Parish Council Network Meeting</p> <p>Cllr Allen asked if there were any future topics for Network Meetings. DS asked about Levelling Up Parks fund and if anybody could attend to talk about that. Cllr Allen suggested that information be brought about different funding streams available to Parish Councils.</p> <p>ACTION: Cllr Allen to arrange for information to be presented at Network Meeting.</p>	SA
8.	<p>Youth Meeting Update</p> <p>Cllr Allen stated that the meeting was very successful, notes have been distributed. Has anybody progressed further with this?</p> <p>SB stated that Maltby have secured £8,000 of funding to work in Bramley. Young people were asked what activities they would like and boxing was highlighted. One night a week Active Regen now deliver boxing lessons.</p> <p>There is no need at the moment for additional meetings to be arranged, however, they can be arranged in future if necessary.</p>	
9.	AOB	

	<p>KB raised the hosepipe ban, she has some information from Yorkshire Water relating to Local Authorities and Parishes. Do Parishes have plans for the ban?</p> <p>ACTION: CO to distribute to Clerks</p> <p>DS stated that Dinnington will not be watering flowerbeds or hanging baskets. Their main concern is that they have to leave the water switched on at allotment sites. They will be installing signs stating that hosepipes cannot be used. The fire service have asked if the water butts held by the Parish can be filled and stored in case there is another heatwave.</p> <p>CO asked if members could send her an emergency contact number.</p> <p>ACTION: Members to send contact details to CO</p> <p>CO has contacted Tim Archer re discussion about Play Areas. He stated he would need to know exactly what Parish Councils want to know about as he already works with most of them. KB believes it was her that raised the matter a she has gone from a parish with no play equipment to one that has a large amount, a majority of which is broken. Cllr Allen suggested we ask Tim to come along and do a quick introduction to his role and the councils responsibility.</p> <p>SB stated this would be useful as Maltby are looking at taking over Coronation Park so she would find that very helpful.</p> <p>ACTION: Cllr Allen to write a brief for Tim. CO to add to future network meeting agenda.</p>	<p>CO</p> <p>ALL</p> <p>SA/CO</p>
10.	<p>Date and time of the next meeting</p> <p>26th September 6pm – 7.30pm</p>	