

<b>MINUTES</b>	<b>MEETING:</b>	Parish Council Network Meeting
	<b>DATE:</b>	09.11.2022, 6pm-8pm
	<b>VENUE:</b>	Bramley Village Hall, Bramley
	<b>CHAIR:</b>	Cllr Sarah Allen
	<b>MINUTE TAKER:</b>	Catherine Oxtoby (RMBC – Parish Council Liaison Officer)

<b>In Attendance</b>	
Cllr Sarah Allen (SA)	RMBC, Deputy Leader and Cabinet Member for Neighbourhoods
Catherine Oxtoby (CO)	RMBC, Parish Council Liaison Officer
Andrea Peers (AP)	RMBC, Senior Neighbourhood Coordinator
Tim Archer (TA)	RMBC, Play and Horticulture Manager
Peter Blanksby (PB)	Wales Parish Council
Rebecca Thompson (RT)	Bramley, Hellaby & Letwell Parish Councils
Malcolm Brown (MB)	Bramley Parish Council
Dave Smith (DS)	Dinnington St Johns Town Council
Mick Elliott (ME)	Aston cum Aughton Parish Council
Rebecca Jupp (RJ)	Ravenfield Parish Council
David Rowley (DR)	Ravenfield Parish Council
Kate Butler (KB)	Aston cum Aughton Parish Council
George Davis (GD)	Aston cum Aughton Parish Council
Carolynn Ogden (CaO)	Wales Parish Council
Caroline Havenhand (CH)	Laughton en le Morthen & Harthill Parish Councils
Terry Craven (TC)	Thrybergh Parish Council

<b>Apologies</b>	
Martin Hughes	RMBC, Head of Neighbourhoods
Claire Hanson	RMBC, Service Manager, Emergency and Safety
Yvonne Colverson	Anston Parish Council
Caroline Jopling	Firbeck Parish Council
Julie James	Treeton Parish Council
Christopher Meyers	Ulley Parish Council
Elaine Keeling-Heane	Whiston Parish Council
Judith Sherratt	Woodsetts Parish Council
Al Evans	Firbeck Parish Council and Dinnington St Johns Town Council
Josie Huddleston	Catcliffe Parish Council
Rachel Chico	Dalton Parish Council
Joanne Holsey	Dalton Parish Council
Rachel Graham	Waverley Community Council
Rod Walker	Todwick Parish Council

<b>Item</b>	<b>Subject / Discussion</b>	<b>Action</b>
<b>1.</b>	<b>Welcome &amp; Introductions</b>  Cllr Allen welcomed all to the meeting and explained that items 3 and 6 on the agenda had switched.	

2.	<p><b>Notes from Previous Meeting (11<sup>th</sup> May 2022)</b></p> <p>All actions on previous minutes have been completed.</p>	
3.	<p><b>Emergency Planning – Dave Smith, Dinnington St Johns Town Council</b></p> <p>Unfortunately, Claire Hanson from Emergency Planning has sent her apologies due to illness. DS spoke to the group about Dinnington's experience of emergency planning.</p> <p>There are many areas within the Dinnington area that flood badly. During the floods of 2019 there was very little communication with Rotherham Council. After this Dinnington Town Council started working more closely with Rotherham Council and wrote an emergency plan. This was tested as part of a Flood Preparedness tabletop exercise.</p> <p>This closer communication has also led to Dinnington being provided with various pieces of equipment by Rotherham Council and signs that allow the Town Council to close a specific road that floods very badly putting homes at risk.</p> <p>Dinnington Town Council now has 2 members of staff trained as Flood Marshalls and work has been done, in partnership with Rotherham Council, to set up The Lyric as an emergency centre.</p> <p>There has previously been a focus on flooding when writing Dinnington emergency plan, this meant that when Dinnington recently suffered from fires during the heat wave both Rotherham Council and Dinnington Town Council were not as effective as they could have been. The plan has since been updated. DS encouraged all Parish Council's to consider the various types of emergencies i.e., fires, power outages etc when writing an emergency plan.</p> <p><u>Questions</u></p> <p>KB – Do you have a specific number now for flooding? There was a recent issue in Aston with flooding but I was unable to get hold of anybody to help. Rang CO and she was able to contact help.</p> <p>DS - Yes, we do as part of the emergency plan. Rotherham Council does not have an emergency committee though unless there is an emergency.</p> <p>DR – Rotherham Council did have an emergency centre around the time of the Lockerbie Disaster. There were certain people within the council that had a phone, on a rota basis, that could be contacted in case of emergency.</p> <p>SA – The does still exist. The Chief Executive and Strategic Directors have an emergency brief. Regular training sessions are also held.</p> <p>DS – Yes it does exist but not to the extent we need. Parish and Town Council's need to be able to get hold of somebody in an emergency. Dinnington only have details for flooding but if another type of emergency occurs then we wouldn't know who to contact.</p>	

	<p><b>ACTION: SA/CO to identify emergency contacts.</b></p> <p><b>UPDATE</b>  <b>If an emergency is being reported in normal working hours then the main switchboard number of 01709 382121 should be used. Out of hours the number is 01709 336009.</b></p> <p>PB – There is also a big issue if people leave post. We may have contacts but when they leave we are not told who replaces them.</p> <p>CH – I have not refreshed our emergency plan for a couple of years but it does have contact details of who to contact in an emergency as part of the template. It would be good to know if these have changed.  <b>ACTION: CO to get updated template and ensure emergency numbers are correct.</b></p> <p><b>UPDATE</b>  <b>As above emergency numbers are in working hours 01709 382121,out of hours 01709 336009.</b></p> <p>CaO – When the recent fires occurred in Wales the Police got in touch with the Resource Centre and asked them to open. An officer from Rotherham Council also attended.</p> <p>TC – Do Dinnington have a lot of staff to support their emergency plan? There is only me and 2 part time workers at Thrybergh.</p> <p>DS – There are 2 full time and 1 part time staff but depending on the type of emergency we potentially have an additional 4 part time staff that could be called upon.</p> <p>DR – Clarification around how Rotherham Council decide what is an emergency would be useful. When the A57 froze the Council were reluctant to call it an emergency. They do need to be a bit more proactive in terms of calling an emergency.  <b>ACTION: CO to determine how Rotherham Council decide what is an emergency.</b></p> <p><b>UPDATE</b>  <b>A major incident can be declared by a single or multi-agency partner. The definition the Council would use is as follows:</b></p> <p><b><i>‘Major Incident’ is defined by the Cabinet Office as ‘An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies. (Emergency responder agencies’ describes all Category one and two responders as defined in the Civil Contingencies Act (2004).</i></b></p> <p><b>In addition a Major Incident is:</b></p> <ul style="list-style-type: none"> <li><b>a) beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security;</b></li> <li><b>b) may involve a single-agency response, although it is more likely to require a multi-agency response, which may be in the form of multi-agency support to a lead responder;</b></li> </ul>	<p><b>SA/CO</b></p> <p><b>CO</b></p> <p><b>CO</b></p>
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	<p>c) the severity of consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally;</p> <p>d) the decision to declare a major incident will always be a judgement made in a specific local and operational context, and there are no precise and universal thresholds or triggers. Where Local Resilience Forums (LRFs) and responders have explored these criteria in the local context and ahead of time, decision makers will be better informed and more confident in making that judgement.</p> <p>GD – Just to clarify, if we do have an issue, we then need to raise with Rotherham Council?</p> <p>DS -Yes</p> <p>SA thanked DS for his time.</p>	
4.	<p><b>Play Areas – Tim Archer, Play and Horticulture Manager, Rotherham Council</b></p> <p>Tim is responsible for the Play Area Inspection and Maintenance Team and the Clifton Park Gardening Team.</p> <p>The Play Area Team consists of 2 members of staff.</p> <p>Most Parishes have a service level agreement with the Play Area Team. The service level agreement includes:-</p> <p>Play Area Inspections  Practical advice/support  Help with small scale maintenance work  Inspection reports.</p> <p>9 times out of 10 members of the public will contact Rotherham Council if they see something damaged in a Play Area. If the reported damage is in a Parish Play Area then Tim will contact the Parish/Town Council to notify them.</p> <p><u>Play Area Inspections</u></p> <p>Rotherham Council currently has service level agreements covering 30 Parish owned Play Areas. The service level agreement covers 12 visual inspections and 4 maintenance inspections per year, per play area.</p> <p>The visual inspections are intended to identify obvious hazards that can result from vandalism, use or weather conditions.</p> <p>The maintenance inspections are more detailed and include an examination of wear and tear and looking for rotting timber or corrosion. It is important to note that where wooden equipment is concerned, the team can only report on the external condition of the play equipment. If your Play Area does have wooden equipment we would always recommend resistive testing to determine any internal rot.</p>	

Compliance with BS EN 1176/7 is not mandatory; however it provides evidence of good practice and is part of a mandatory risk assessment. It may also be required by insurers

#### Practical Advice/Support

The team is in contact with many play manufacturers and can help source parts that are needed to keep Parish Play Area equipment working and safe. As part of the service level agreement they can also get initial costings, so the Parish/Town Council have an idea of the funding needed for a new piece of equipment or Play Area.

Tim was recently approached by Nic Harding, Neighbourhood Coordinator for Wickersley North and Bramley and Ravenfield Wards. Cllr Mills and Cllr Reynolds had seen a picture of a BSL sign online that was displayed in a play group to help children learn the BSL alphabet.

When Tim investigated the sign, he discovered that none of the Play Equipment Manufacturers approached were able to supply. He therefore contacted the company that supplied the panels to the Play Manufacturer and they were able to programme the required sign into their system which enabled the Play Manufacturers to supply.

SA asked if the BSL signs are purely educational.

TA stated that the signs are to encourage diversity and that manufacturers should be offering them as an option instead of having plain plastic.

MB stated that he had received feedback saying how good the BSL sign is. Children have been seen stood in front of it practicing the signs.

TA stated that the signs cost about £2000 at the moment. This is negotiable though if installed as part of a new play area.

#### Small scale maintenance work

Examples of maintenance that can be carried out include replacement swing seats, the team keep a stock of swing seats, if the one needed isn't in stock then they can try to source it. If a small repair to a safety surface is required then this is something they can help with too.

The team charge for materials and labour by the hour.

#### Reports

An electronic copy of each inspection is supplied during the month inspection was carried out. Reports have recently been delayed due to staffing issues but these have now been resolved and future reports should be on time.

The Play Area Team are available to meet on site to look at any issues raised through the report and can help with costing of a fix if required.

#### Questions

MB – Is inclusive equipment more expensive?

	<p>TA – Inclusivity should be part of the initial design brief for a Play Area. Inclusive equipment is useable by children who do not have disabilities.</p> <p>MB stated that Bramley are currently looking for a wheelchair roundabout. TA encouraged MB to discuss with him prior to purchasing. Unfortunately we have not yet found a wheelchair roundabout that we are happy with, more work is being done to find a suitable one.</p> <p><b>ACTION: TA to speak to MB re wheelchair roundabout.</b></p> <p>TC – Would you recommend CCTV in Play Areas?</p> <p>TA – Sometimes imagery is not enough to see who has damaged equipment but it can be beneficial as you can see how accidents happen.</p> <p>DR – Have you ever had to testify when a child has been injured.</p> <p>CH – I can answer that. We had a few issues on our Play Area. Once 12 months of reports and CCTV were provided to the insurance company, they were happy and the issues did not progress to court.</p> <p>TA – We use a piece of software as part of our play inspections, this logs all problems indefinitely. This can be useful as if a child is injured they have 21 years from the date of the accident to report it. This software enables you to look back on reports from that time.</p> <p>ME – Do Play Equipment Manufactures supply only so you can arrange somebody to install it?</p> <p>TA – Yes, they will supply only but you need to ensure that the fitter understands and ensures that requirements and instructions are met.</p> <p>There were no further questions. SA thanked TA for an interesting and informative presentation.</p>	TA/MB
5.	<p><b>AOB</b></p> <p>DR asked if there was any money from Central Government that would be filtering down to Parish Councils.</p> <p>SA stated that the biggest pot of money she is aware of now is Levelling Up and bids have already gone in for that. In terms of other funding SA has discussed with Martin Hughes and they are not aware of any. She suggested that if anybody has something they specifically want to spend money on to let CO know and we can investigate it.</p> <p>Ravenfield Parish Council are looking for funding for Solar Panels and for the Play Area to be resurfaced.</p> <p>Aston cum Aughton have recently successfully applied for money from the Community Foundation. This seems to offer more options</p>	

	<p>for small councils whereas funding like Levelling Up money does not offer anything for smaller councils.</p> <p><b>ACTION: KB to forward link to Community Foundation funding to CO for distribution.</b></p> <p>It was noted that Parish Councils never find out what happens to Rotherham Councils part of CIL. It is also frustrating that this money does not have to spent within that Parish.</p> <p>PB raised concerns about the ongoing fire in Kiveton.</p> <p>AP stated that the Council is working with the Environment Agency and putting pressure on them to resolve. Both the Council and Ward Members are pushing this but unfortunately have no authority to make them. A drop in has been arranged for 10<sup>th</sup> November at Wales Parish Hall. Various partners will be attending including the Environment Agency so this would be a good opportunity to raise any questions.</p>	KB/CO
6.	<p><b>Date and Time of the Next Meeting</b></p> <p>11.30 – 12.30 21<sup>st</sup> February at Letwell Village Hall.</p>	