

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held on Wednesday 6 December 2017 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.**

**PRESENT:** Councillors M Sidebottom (Chair), D Chorlton, Y Butterworth, M Caygill, and J Worthington.

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council), Councillor R A Jones, and S Racjan (DMBC Stronger Communities Officer)

**1) PARISH COUNCILLOR RESIGNATION**

The Chairman reported the receipt of the resignation of Mrs G Warrender with effect from 13 November 2017 due to her changed circumstances. The vacancy had been duly advertised by DMBC and displayed on the two parish council notice boards with a closing date of 5 December 2017. Notification had been received on the 6 December 2017 from DMBC that no electors had submitted representations seeking a formal election to the vacancy and consequently the parish council could co-opt a member to the council.

RESOLVED (1)

- a) That the receipt of the resignation be noted and it be agreed that a card and floral tribute be given in recognition of over twenty years service to the parish council including a number of years as Chairman.
- b) That the vacancy to co-opt a member to the council be advertised on council notice boards, in a local publication and on the village social media site with a closing date of 31 January 2018 with co-option at the February 2018 meeting.

**2) APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor N Williams.

RESOLVED (2)

That the apologies be accepted and duly recorded.

**3) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (3)

That no items are excluded from the public and press.

**4) DECLARATIONS OF INTEREST**

Councillors M Sidebottom and D Chorlton declared an 'other interest' in Item 9.

**5) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS**

DMBC's Stronger Communities Officer provided details of the following:

- South Yorkshire Police 'Alert System'
- Publication of local events facility
- Tuesday 'Drop In Sessions' at Rossington Holmescarr Centre

Councillor Jones reported on the following:

- An intention to walk footpaths in the area to identify any issues.
- Street cleaning had recently taken place in areas of the parish.
- The benefit of a Neighbourhood Plan
- New Data Protection Regulations
- Devolution of services by district councils to local councils
- Manor Farm development – Changes to planning conditions relating to affordable housing

RESOLVED (4)

- a) That a message of appreciation is extended to the Ward Member and DMBC Officer for attending the meeting and for their support throughout the year.
- b) That arrangements are made for a Planning Officer to attend the March 2018 meeting to provide information on the production of a Neighbourhood Plan.

Signed:.....Dated:.....

c) That the Clerk contacts the Planning Authority to seek information on the variations to planning conditions relating to the Manor Farm development.

## 6) MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2017

RESOLVED (5)

That the minutes of the Parish Council Meeting be agreed and signed by the Chairman.

## 7) CLERK'S REPORT ON ACTION ARISING FROM THE PREVIOUS MEETING

Consideration was given to the report provided by the Clerk relating to actions required from the previous meeting that had been circulated and the following updates were considered:

### a) Response to request for a breakdown of costs for the new outdoor equipment

The Clerk reported that the Neighbourhood Manager had stated that no further breakdown could be provided due to the information being confidential as it was deemed to be commercially sensitive. The cost of the zebra crossing had been provided along with a cost for the perimeter path and some separate items of the outdoor equipment for insurance purposes.

### b) Blocked drain at Kilham Hall car park

Quotations had been obtained from Rentokil and Clear First Services both of which were in excess of £1k consequently GNE's quote of £280 +vat had been accepted and the work was carried out on 4 December 2017.

### c) Quotation for shelving in the lobby area of Killham Hall Meeting Rooms

A quotation had been requested from the Playgroup leaders who had subsequently asked if an external contractor could be allowed access to provide a quote.

### d) Publication of articles reporting on partnership working successes

Draft articles prepared by the Clerk for submission to YLCA and other appropriate local council publications were considered.

### e) Highway Matters

The damaged bollard on Doncaster Road was still awaiting repair.

RESOLVED (6)

a) That the information relating to actions undertaken by the Clerk since the last meeting be noted.

b) That advice is sought from YLCA as to whether details of the cost of contracts should be regarded as commercially sensitive.

c) That Need a Hand is asked to provide a quotation for the fitting of shelving to the lobby area and the office area and the work be arranged subject to the cost not exceeding £250.

d) That DMBC is asked to progress the repair to the damaged bollard on Doncaster Road.

## 8) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance.

## 9) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that at the AGM on 6 November all serving members and officers of the committee had been re-elected and the Chairman's report paid tribute to the volunteers for their work over the past year. Bookings for individual events at weekends had increased and the new playgroup was well subscribed and may offer a further morning session in the future. Hire charges had been harmonised at £15 per hour for occasional hire and £12 per hire for regular events with a reduction offered for the playgroup which was operating on a not for profit basis. A waste collection service was now being trialled for a three month period and the new notice board was awaiting fitting.

RESOLVED (7)

a) That the report is received and duly noted.

b) That arrangements are made for an updated list of events on the parish council website.

## 10) KILHAM LANE RECREATION GROUND SITE AND BUILDINGS ISSUES

### a) Update on provision of new outdoor equipment at Kilham Lane Recreation Ground

A site meeting had taken place earlier in the afternoon with DMBC, the contractors site manager and the the Chairman and Clerk of the parish council. All of the work with the exception of the installation of the table tennis table was due to be completed on Friday 8 December 2017 with a formal hand over of the site on Monday 11 December 2017. A decision had been taken to delay the delivery of the table tennis table as the scheduled date of 6 December meant the table being situated in the car park and equipment being hired at a later date to transport it to the intended location as the tarmac surface of the perimeter

Signed:.....Dated:.....:

path was being laid during the time of the delivery. DMBC had confirmed that a new climbing net could be funded from the Section 106 funding and was to be arranged the following day. It was hoped that a new swing seat could also be provided as one was showing signs of wear and tear. The only issue of concern was the re-seeding of the field as new growth was unlikely to be completed until late spring thereby leaving areas of bare earth. The contractor had proposed that either sections of turf or artificial grass could be laid to access the pieces of equipment.

b) Event to mark the provision of the new outdoor equipment

A proposal was made that an event be held to mark the provision of the new equipment.

c) Letter of complaint relating to the installation of the new equipment and perimeter path

Consideration was given to a letter received from the residents of a property on Whiphill Top Lane which expressed concern over the location of the path and the disturbance created whilst the work on the recreation field was being undertaken. A draft response had been prepared addressing the points raised.

d) Insurance arrangements for the new outdoor equipment and perimeter path.

The annual payments to insure the additional sports equipment and perimeter path were £95.76 and £239.40 including insurance tax and pro-rata payments for the current year would be around £73.02 and £187.76 including tax.

e) Maintenance of land in the north west corner

DMBC had indicated at a previous site visit that the area could be treated to prevent weeds growing into the adjacent property and a quotation for the cost had been requested..

f) Request for reimbursement of cost of work trousers

The handyman had purchased some over trousers at a cost of £23 for outdoor work in the winter months as the protective clothing was deemed too heavy for general work and had enquired as to whether the parish council would refund the cost.

g) Servicing of gardening equipment

Arrangements were being made for the annual servicing of the three items of gardening machinery.

RESOLVED (8)

a) That the update on the progress of the installation of the new equipment and perimeter path is noted and the decision to delay the delivery of the table tennis table be agreed.

b) That the provision of temporary artificial grass to allow improved access to the equipment be agreed.

c) That further consideration be given to an event to mark provision of the outdoor equipment at the February 2018 meeting.

d) That the draft response to the letter of complaint from a property on Whiphill Top Lane be agreed.

e) That the insurance premium for the additional sports equipment be agreed and the continuing insurance for the perimeter path be reviewed at the time of the next renewal.

f) That DMBC is asked to progress maintenance work to the north west corner of the recreation ground.

g) That the reimbursement of the cost of the over trousers for handyman be refused.

h) That the arrangements for the servicing of the gardening equipment be agreed.

## 11) GARDEN AND COMMUNITY OPEN SPACE ISSUES

a) Quotation for re-sealing the Rose Garden

Two additional quotations were considered one of which was £400 more than that of the original contractor and also required the surface cleaning at a cost of £200 and so was deemed too expensive. The original contractor had stated that when the work was previously carried out the surface had been weeded and swept thoroughly prior to the sealing being applied. The third quotation was for a total of £540 (£200 for cleaning and £340 for applying two coats of sealant).

b) Quotation for pruning trees at the Doncaster Road Garden

Three quotations had been sought but only one received from the contractor who had previously undertaken work at the garden and it was known that one other contractor had received the request. The quotation received for a total of £75+vat was less than the required amount to seek further quotations.

c) Relocation of planters on Valley Drive

Discussion took place as to whether the planters should be relocated as the original purpose to deter motorists from parking on the grass verges opposite the school was now obsolete due to the provision of fencing around the verges.

RESOLVED (10)

a) That Sprayaway be asked to undertake the re-sealing of the Rose Garden

b) That N Marsh be asked to undertake the tree pruning at Doncaster Road garden.

c) That no revisions be made to the location of the planters on Valley Drive and the situation continue to be monitored.

Signed:.....Dated:.....:

**12) ARRANGEMENTS FOR THE CREATION OF A BUTTERFLY TRAIL**

RESOLVED (11)

- a) That a working party be established to consider the creation of a butterfly trail comprising any available member of the parish council, the Clerk and a member of the family that had proposed the naming of the perimeter path.
- b) That the Chairman circulate details of proposed dates for the first meeting.

**13) PLANNING MATTERS**

The following planning applications were considered:

17/02468/FUL 18 Warning Tongue Lane	Erection of two storey front/side extension/ demolition of existing garage	Comments
17/02704/FUL 21 Birchwood Dell	Erection of dormer bungalow	No comments
17/02790/FUL 4 Nutwell Lane	Replacement of boundary wall with new wall 1.5m h and pillars 1.65m high	No comments

RESOLVED (8)

- a) That no comments or objections be made in respect of the new applications 17/02704/FUL and 17/02790/FUL.
- b) That comments supporting the recommendations of DMBC's Tree Officer be submitted in respect of application 17/02468/FUL.
- c) That the decisions reached since the last meeting are duly noted including the granting of application 16/01212/FUL (Ambleside, Doncaster Road).

**14) HIGHWAY MATTERS/CORRESPONDENCE RELATING TO PARKING ON CHAPEL LANE**

The following matters were raised:

- Creation of a dropped kerb at a property on Whiphill Top Lane

Correspondence from a resident of Chapel Lane regarding an increase in parking on Chapel Lane at the beginning and end of the school day was considered.

RESOLVED (9)

- a) That the creation of a drooped kerb be referred to DMBC
- b) That a reply be sent to the resident explaining that there were no parking restrictions on Chapel Lane and cars were generally only parked for a short period of time.

**15) FINALISATION OF CHRISTMAS CAROL SINGING ARRANGEMENTS**

Councillor Sidebottom reported that St Wilfrid's School choir comprising of around forty children aged between 7-11 would attend and as a consequence an increased number of parents were expected to attend. Arrangements would be made to open the front and rear doors in the hall should all the seating capacity be taken and consideration could be given to usage of the car park in future years for the carol singing with the hall used for refreshments. A volunteer was still being sought for the role of Father Christmas.

RESOLVED (12)

- a) That Councillor Sidebottom is thanked for the update.
- b) That in the event that a volunteer is not forthcoming in the next few days arrangements are made to advertise for a Father Christmas on the village social media site.

**16) REVIEW OF FINANCIAL REGULATIONS**

Discussion took place on the appropriateness of the current limit of £100 for seeking three quotations as it was felt there where quotations had been sought previously and contractors were generally known to provide best value a higher limit was more appropriate.

RESOLVED (13)

That the regulations be amended to provide for striving to obtain three quotations for expenditure in excess of £500 unless the parish council determine that further quotations are sought.

**17) 2018/19 BUDGET PLANNING**

Information relating to contractual costs and annual maintenance costs was considered and discussion took place on projects for inclusion in 2018/19.

RESOLVED (14)

Signed:.....Dated:.....

That an amount be included for election costs in view of the recent vacancy, for the pledged donation towards a zebra crossing at Hayfield School plus donations in addition to the British Legion, £1,500 for equipment and £1,500 for insurance with £3k for maintenance of the recreation ground and £2k for the Doncaster Road garden.

### 18) POLICE MATTERS /CRIME REPORTS FOR SEPTEMBER 2017

Details of crimes during the month of September 2017 were reported which included one crime in Old Cantley (Gatewood Lane), and six in Branton with none reported in the Bessacarr area of the parish. A copy of the November 2017 newsletter from the Police and Crime Commissioner was circulated which referred to attendance at community meetings in Doncaster.

RESOLVED (15)

That the information is received and duly noted.

### 19) WEBSITE MATTERS

There were no new matters to report.

### 20) BANK PAYMENTS

RESOLVED (16)

That the following payments made are duly authorised:

17/59	Clerk	November Salary	£ 603.62
17/60	Clerk	Ink and paper	£ 75.00
17/62	Glendale	Grass cutting 6 &13/10	£ 79.90
17/63	Metro Locksmiths	Meeting room key/fob	£ 18.00
17/64	Metro Locksmiths	Alarm service/fob program	£ 84.00
17/65	DMBC	Emptying dog litter bins quarter 2	£ 181.94
17/66	R J Electrical	Fitting of defibrillator	£ 240.00
17/67	Handyman	New guttering piece	£ 2.17
17/68	R J Electrical	New rear light to Kilham Hall	£ 78.00
17/69	Beacon Signs	Dog control sign	£ 28.80

### 21) REPORTS FROM MEETINGS ATTENDED IN NOVEMBER 2017

#### a) PCJCC – 15 November 2017

Councillor Caygill reported that the development of the Doncaster Local Plan had been delayed due to a query on housing needs for the Borough. Street Scene operations were now taking place over seven days per week. A presentation had been given on the new Data Protection Regulations and advice was still being sought on the implications for local councils. A report entitled 'State of the Borough' was presented which provided information on the quality of life in the borough. The Elected mayor would attend the next meeting on 14 March 2018 and questions could be submitted in advance.

#### b) Igas – 30 November 2017

Councillor Worthington reported that a response had been provided to questions raised at a recently held public meeting in Misson for residents which included a date of February 2018 for the commencement of ground drilling and the closing of a level crossing. The Environment Agency would monitor the impact of the work.

RESOLVED (17)

That Councillor Caygill and Councillor Worthington are thanked for the reports and the information provided.

### 22) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was considered including the latest Rural News from Community First Yorkshire, briefing from the South Yorkshire Fire and Rescue Service, DMBC 'Doncaster Talks' initiative and SYPTE festive transport arrangements.

RESOLVED (18)

That the items of correspondence denoted on the agenda be received and duly noted including the audit arrangements from 2017/18.

### 23) DATE AND TIME OF NEXT MEETING

RESOLVED (19)

That the next meeting be held on Wednesday 3 January 2018 commencing at 6.30 p.m.

Signed:.....Dated:.....: