

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held on Wednesday 7 February 2018 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.**

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

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council), S Racjan (DMBC Stronger Communities Officer) and two members of the public.

Two members of the public from the Plymouth Brethren Christian Church outlined the reason for their attendance was to explain that work for a new Gospel Hall on the site of Greenacres on Doncaster Road was expected to commence in May 2018 pending planning consent being received. The original bungalow would be demolished for the new building which would be sited to the north of the original building leaving a larger area of land for parking. The following questions were asked by members of the parish council:

Q: What was the situation regarding the offer of land to the rear of the property?

A: This was still under discussion by the Trustees.

Q: When was the new building expected to be completed by?

A: The building work was expected to take around six months so completion was expected at the end of 2018.

Q: Would any road closures be required?

A: There would be a need for gas disconnection but it was not known if this would affect the highway.

**1) CO-OPTION OF A MEMBER OF THE PARISH COUNCIL**

Two applications had been received by the closing date of 31 January 2018. There had been a further application but the resident did not meet the eligibility criteria and two other telephone enquiries had been received and information provided.

Both candidates were proposed and seconded and following a proposal which was agreed by a majority a paper ballot took place.

RESOLVED (1)

That Mark Turner be co-opted to the parish council and arrangements be made for the signing of the Declaration of Acceptance of Office and other relevant documentation.

**2) APOLOGIES FOR ABSENCE**

There were no apologies for absence as all members were in attendance.

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (2)

That item 28 be excluded from the public and press on the basis of the confidential information to be discussed.

**3) DECLARATIONS OF INTEREST**

Councillors M Sidebottom and D Chorlton declared an 'other interest' in Item 10.

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

Councillor Jones had sent apologies due to being on annual leave and there were ongoing apologies from Councillors J and S Cox.

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

- Funding for wild flower seeding had been agreed, which could be stored for at least a year and was in a number of varieties.
- National Citizen Scheme – Community projects
- Installation of CCTV camera in Gatewood Lane lay-by and accessing footage

RESOLVED (3)

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a) That the DMBC Officer is thanked for attending the meeting and the information provided.

## 5) MINUTES OF THE MEETING HELD ON 3 JANUARY 2018

RESOLVED (4)

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

## 6) 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) Quotation for shelving in the Meeting Rooms

The shelving had been completed at a total cost of £237.48p which included repositioning the fire extinguishers to the opposite wall. The fire inspection company had confirmed the contractor could re-site the extinguishers and any subsequent work needed would be undertaken at the next inspection.

### b) Quotation for replacing and repainting the roof of the multiplay unit

DMBC's quotation of £420 + vat was the lowest and the work had now been completed .

### c) Provision of a grit box

DMBC were able to provide and deliver at a cost of £45 + £3.50 for a 25kg bag of rock salt of which eight was the capacity of the box.

### d) Delivery of table tennis table and interpretation board

The table tennis table had been installed and a supply of bats and ping pong balls received. The interpretation board which was now being completed denoting the location of the butterfly trail would be fitted by the contractors when re-seeding of the grassed areas was carried out in the spring. Insurance of the Board was discussed.

### e) Balance of Section 106 funding

DMBC had confirmed that only around £100 was left and the total capital cost of the contract was £135,069. The parish council would therefore need to fund an additional costs for the interpretation board.

### f) Attendance of the police at future meetings.

Inspector Lynne Lancaster had responded stating she was unavailable to tonight's meeting but could attend the meeting on 7 March 2018.

### g) Quotation for cleaning out the soakaway at Kilham Hall car park

A quotation of £410.32 to clean out and inspect the soakaway had now been received should the work still be required.

RESOLVED (5)

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

b) That a grit box and eight bags of rock salt be purchased from DMBC.

c) That the insurance company is contacted to ascertain if any additional insurance cover is required for the Interpretation Board

d) That Inspector Lancaster is asked to attend the March parish council meeting at 7.00 pm .

e) That the car park is monitored for any surface water and reviewed as appropriate.

## 8) APPOINTMENT OF A REPRESENTATIVE TO CANTLEY POOR'S LAND TRUST

Notification had been received that Gillian Warrender had resigned as a parish council representative of the Trust and a replacement representative was sought.

RESOLVED (6 )

That Mark Turner is approached as a possible representative and if unavailable the unsuccessful applicant for the parish council vacancy is approached and if unavailable the ineligible applicant for the parish council vacancy be approached. If none are able to accept the offer then Councillor Butterworth enquires of the Trust for any recommendation.

## 9) ITEMS RAISED BY MEMBERS OF THE PUBLIC

There were no further matters to consider in respect of matters raised by members of the public.

## 10) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that a meeting had been held on 8 January 2018 and had focused on a number of maintenance issues most of which had been resolved other than the issue of the heating as there were two faulty radiators and advice was being sought as to whether repair or replacement was the

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

best option. The new notice board had been sited and the old notice board was to be removed. A request had been made for improved exterior lighting and this was being explored including the possibility of reflectors on the entrance gates as it was not possible to install any lighting as there was no electricity supply.

An enquiry was made regarding the insurance for the hall building and it was explained this was the responsibility of the management committee who insured the building through a local insurance broker.

RESOLVED ( 7 )

a) That the information is received and duly noted

b) That a copy of the hall's insurance is obtained for reference and that this is requested annually.

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

### a) Operations manual relating to the new equipment and perimeter path

Consideration was given to the manual which outlined a routine of basic maintenance for the equipment. DMBC had carried out an inspection of all the equipment on 2 February 2018 but felt the zip wire did not require tightening at the present time but needed monitoring as the next inspection would not be for three months. DMBC had found loose bolts in one of the pieces of fitness equipment and had tightened these but believed they had been loosened deliberately. The handyman had been asked to inspect the items on his working days.

Members reported that the zip wire was felt to function too slowly and some pieces of the adult fitness equipment seemed too difficult to operate whilst another piece seemed to offer no resistance and therefore some adjustments were felt to be needed.

### b) Report from Butterfly Working Group

The group comprising three members of the parish council, a resident (who had suggested the name of the perimeter path in memory of her daughter during the consultation) the Clerk and DMBC's Stronger Communities Officer had met on 25 January 2018. The Stronger Communities Officer had advised that funding may be available via DMBC's Bio- Diversity Team for environmental projects and the resident had contacted a member of the Yorkshire Butterfly Conservation Society to request that he attend a future meeting and was awaiting details of his availability. The trail would be sited in the north east corner as this was felt to be the sunniest and most secluded area of the recreation ground. DMBC had offered to supply a wood carving which was around 5' tall and was currently being prepared, details of the full dimensions had been requested and were awaited. DMBC had also offered a supply of wild flower seeds. The Chairman had contacted the local Garden Centre for a quotation to prepare the land for planting and for advice on suitable plants and shrubbery. Councillor Williams also agreed to provide advice on the preparation of the land.

### c) Event to mark the provision of the new outdoor equipment

It was suggested that this take place later in the year.

### d) Additional keys for meeting rooms

The caretaker at Kilham Hall had requested an additional set of keys as the local WI committee were hiring the meeting rooms on the first Thursday of the month.

### e) Replacement lock for playground litter bin

DMBC had now replaced the lock free of charge.

### f) Damaged car park wooden fencing

There had been no further damage and it was suggested that replacement fencing be considered when other areas of fencing needed replacement.

### g) Outside play equipment for playgroup

A request had been received to site some outside play apparatus for use by the mother and toddler group in the fenced area to the outside of the hall.

### h) Provision of additional benches

Councillor confirmed that the Yorkshire Wildlife Park could donate a bench made from recycled plastic which would require little future maintenance.

### i) Surface water in car park

A quotation had been received from GNE to inspect and clean out the soakaway in order to rectify the surface water problem.

RESOLVED (8)

a) That DMBC is informed of the concerns regarding items of the new outdoor equipment.

b) That the offer of a wood carving for the butterfly trail be agreed.

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- c) That Auckley Parish Council is approached to consider a pledge towards the cost of the butterfly trail as the cost of the bespoke bench was in excess of the grant funding already received for the total project.
- d) That an event to mark the provision of the new outdoor equipment be considered at the May 2018 meeting.
- e) That two sets of keys for the meeting rooms be purchased.
- f) That further consideration be given to replacement fencing to the car park/areas of the recreation ground at the May 2018 meeting.
- g) That the request to site outdoor play apparatus by the mother and toddler group be declined due to concerns about liability due to public access.
- h) That Councillor Williams is thanked for his offer to donate a bench and that this be sited approximately half way around the perimeter path on the north border.
- i) That the receipt of the quotation from GNE be noted and the situation of the surface water be monitored.

## 12) THIRD QUARTER BUDGET MONITORING REPORT

Consideration was given to third quarter report which denoted 60% of the budget had been spent to date but a number of invoices from orders placed were still awaited. The expenditure on Christmas lighting had exceeded the budget as invoices for the previous two years had been paid and were now up to date. Insurance was slightly overspent due to the insurance costs for the new outdoor equipment and perimeter path. The year- end balance was projected to be in excess of one year's precept.

RESOLVED (9)

That the report is received and the contents noted.

## 13) THIRD QUARTER BANK RECONCILIATION.

RESOLVED (10)

That the reconciliation denoting a balance of £45,566.97 be agreed and duly authorised.

## 14) NEW GENERAL DATA PROTECTION REGULATIONS

A number of publications had been received from NALC on the implications of the new regulations and it had now been confirmed that an independent Data Protection Officer would need to be appointed. YLCA had advised that NALC were working on plans to develop a national DPO service and provide a range of templates and model documents. Councillor Chorlton reported that DMBC had been approached by some local councils enquiring as to whether DMBC could be appointed as the DPO but had indicated there was insufficient capacity at the present time.

RESOLVED ( 11 )

That the implications of the new regulations be noted and further advice be awaited from YLCA regarding the appointment of a Data Protection Officer.

## 15) GARDEN AND COMMUNITY OPEN SPACE ISSUES

The requirement for possible additional bulbs for the Rose Garden was considered.

RESOLVED (12)

That additional bulbs be purchased as necessary up to a cost of £50.

## 13) PLANNING MATTERS

The following planning applications were considered:

Application Reference	Description	Comments
18/00068/ADV Costcutter	Display one car park sign and one externally illuminated free standing sign (3m x 1m)	Comments
18/00073/FUL 56 Milton Road	Erection of 2 storey extension to side and 1 storey extension to rear	No comments
18/00182/FUL West Croft, Doncaster Road	Erection of 2 storey extension and construction of raised patio	No comments

RESOLVED (12)

- a) That no comments or objections be made in respect of applications 18/00073/FUL and 18/00182/FUL.
- b) That comments be submitted in respect of application 18/00068/ADV relating to concerns in respect of adverse visibility of vehicles exiting Quarry Lane, a potential distraction for traffic approaching the zebra crossing and that it detracted from the appearance of the area.

c) That the decisions reached since the last meeting and new information is duly noted.

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

**17) HIGHWAY MATTERS INCLUDING CONDITION OF GRASS VERGES BETWEEN QUARRY LANE AND BADGERS HOLT AND DOG FOULING RAISED BY RESIDENTS**

The Clerk reported that a resident of Badgers Holt had expressed concern over the condition of the grass verges adjacent to Stables View and the new dwellings that were under construction. DMBC had been contacted and had advised that there was little that could be done where contractors had left a site but they would contact the developers of the properties that were currently under construction.

An enquiry had also been received regarding the legality of allowing dogs to foul on agricultural land. The Clerk had responded regarding the PSPO and that it related to publicly owned land and that agricultural land was normally private land and therefore the PSPO could not be applied.

The following matters were raised:

- Condition of grass verges adjacent to properties 5-11 on Chapel Lane due to parking vehicles.

RESOLVED (13)

a)That DMBC is requested to send letters to residents of properties adjacent to the damaged grass verges requesting that residents and visitors refrain from parking on the verges..

b)That a request is made for DMBC’s Enforcement Team to visit Doncaster Road and Valley Drive and for new dog stencils to be provided.

c)That DMBC is asked to clarify the law regarding dog walkers carrying dog waste collection bags.

**18) FIRST BUS SERVICE ISSUES**

Councillor Sidebottom reported that there had been continuing issues with students being unable to access First Bus services at the beginning and end of the school day and that the buses were regularly late. An additional bus was now being provided and it was hoped that this would address the problem.

RESOLVED (14)

That the information is noted and the situation be monitored for one month with the public asked to record details of any buses that were failing to provide an appropriate level of service.

**19) TOUR DE YORKSHIRE INFORMATION**

Information had been included in the Branton and Auckley Arrow and the website but no expressions of interest had been received and no further information had been received from DMBC.

RESOLVED (15)

That the information is noted.

**20) MARCH NEWSLETTER**

Councillor Sidebottom withdrew from the meeting during consideration of this item.

A draft of the newsletter had been included with the agenda for updating and approval

RESOLVED (16)

That the draft newsletter be agreed with the deletion of any reference to an event to mark the receipt of the new outdoor equipment as a decision was to be made at a later date..

**21) POLICE MATTERS /CRIME REPORTS**

The December crime map had not yet been uploaded on the website and details of November crimes had been reported at the previous meeting but there had been one crime in the Bessacarr area relating to violence and sexual offences which had not been reported at the last meeting. A copy of the latest newsletter from South Yorkshire’s Police and Crime Commissioner which referred to the latest police and crime plan and the continuation of the priorities that had been agreed for the current year.

RESOLVED (17)

That the information is received and duly noted.

**22) DONATION TO THORNE RURAL LIONS**

RESOLVED (18)

That a donation of £100 be made to Thorne Rural Lions in recognition of the visits of the Santa’s sleigh.

**23) WEBSITE MATTERS**

Councillor Sidebottom reported that photographs had been taken of the new outdoor equipment but it was felt that further photographs were needed and this was being arranged. There was also an error when accessing the minutes from one of the headings and an amount of work would be needed to facilitate uploading documents for the next financial year.

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

**RESOLVED (19)**

- a) That the webmaster is notified of the need to rectify an error with one of the minute fields that was displaying incorrect information.
- b) That a list of requirements is drawn up by the Clerk of actions needed in preparation for the 2018/19 year.

**24) BANK PAYMENTS****RESOLVED (20)**

That the following payments made are duly authorised:

17/82	Clerk	January Salary	£ 605.87
17/83	Arrow Publications	Vacancy advert	£ 30.00
17/84	Branton Farm Nursery	Annual service of machinery	£ 176.80
17/85	N Marsh Arborist	Tree pruning at Doncaster Rd	£ 90.00
17/86	YHN Ltd	Website domain and hosting	£ 54.95
17/87	YLCA	Planning training course	£ 115.00
17/88	Branton Farm Nursery	Plants for Valley Drive planters	£ 34.80
17/89	DMBC	Emptying dog litter bins quarter three	£ 77.98
17/90	Bits n Bobs	Shelving for meeting rooms	£ 237.48
17/91	R Hill	Computer maintenance	£ 20.00

**25) REPORTS FROM MEETINGS ATTENDED IN JANUARY 2018**a) Igas – 23 January 201

Councillor Worthington reported that there was an ongoing police presence in Misson to ensure the safety of everyone in the vicinity. Exploratory drilling was due to commence but no update had been provided on traffic that could travel through villages along the B1396.

b) DSA Consultative Committee – 25 January 2018

Councillor Worthington reported that training flights by Ryanair had been agreed for the period 5 February to 9 March 2018 between 9.00am and 2.00 pm. Approval had also been given for a new permanent hangar for the Vulcan for which fundraising was continuing.

**RESOLVED (21)**

That Councillor Worthington is thanked for her reports and the information provided.

**26) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was considered including dates of YLCA Planning Seminars and additional community events at the Homescarr Centre.

**RESOLVED (22)**

- a) That the items of correspondence denoted on the agenda and tabled at the meeting be noted.
- b) That the attendance of Councillor Worthington at the planning seminar to be held at the Holiday Inn Warmsworth on Saturday 24 March 2018 be agreed at a cost of £115 or 50% of the cost if shared with Auckley Parish Council.

**27) DATE AND TIME OF NEXT MEETING****RESOLVED (23)**

That the next meeting be held on Wednesday 7 March 2018 commencing immediately following the Annual Parish Meeting.

**CONFIDENTIAL – PUBLIC AND PRESS EXCLUDED****28) CLERKS SALARY SCALE EXTENSION FOR QUALIFICATIONS**

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