

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 6 June 2018 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

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

IN ATTENDANCE: J A Staniforth (Clerk to the Council), S Racjan (DMBC Officer) and 3 members of the public.

The three members of the public outlined that they had made a request for use of the recreation ground for a new under 8's Auckley football team that would wish to train once a week and hold five a side football games every alternate Sunday. The coaching staff were local residents and were in receipt of level FA coaching certificates and had undergone the required DBS checks. The group had their own portable goalposts which would be removed after each session. It was explained that the group would remain for subsequent years competing within the appropriate age range.

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Turner.

RESOLVED (1)

That the apologies of Councillor Turner be accepted and duly recorded.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

That items 9e) and 9f) are excluded from the public and press on the basis that the information to be discussed is commercially sensitive.

3) DECLARATIONS OF INTEREST

Councillors M Sidebottom and D Chorlton declared an 'other interest' in Item 8. Councillor Butterworth declared an 'other interest' in item 12a).

4) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

The DMBC Stronger Communities Officer outlined that a supply of litter picks would be provided but a supply of black plastic sacks would be needed and DMBC would arrange to collect the sacks on the day from agreed collection points. High visibility tabards would also be provided. It was suggested that the event was recorded with Keep Britain Tidy and the Chair explained that an attempt had been made but the website was not functioning at the time.

The following information was provided:

- Armed Forces Covenant details
- 'Working Win' initiative
- Drop in sessions at Holmescarr Centre

RESOLVED (3)

a) That the information is received and duly noted

b) That the armed forces covenant information is circulated to members of the parish council.

5) MINUTES OF THE ANNUAL PARISH COUNCIL MEETINGS HELD ON 2 MAY 2018

RESOLVED (4)

That the minutes of the Annual Parish Council Meeting be agreed and signed by the Chairman subject to item 6 being amended to read that Councillor Caygill is the PCJCC representative with Councillor Sidebottom to substitute.

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:

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

a) Update on completion of the butterfly trail/Commemorative bench/interpretation Board

Work to the butterfly trail had been completed and watering had been undertaken by the Chair and Vice-Chair during the hot weather period and subsequently by the handyman following the purchase of a water carrier at a cost of £54.99 inc vat. The commemorative bench was to be delivered the week of 25 June and the wood carving at a date to be arranged in the near future. The interpretation board had been completed.

b) Arrangements for a Litter Pick on 23 June 2018

Volunteers were to meet at the local Garden Centre at 9.30am to commence the litter pick at 10.00am.

c) Kilham Hall car park drainage

GNE were to undertake the work on Friday 8 June 2018 in accordance with the quotation provided.

d) Donation from Auckley Parish Council towards the Butterfly Trail

A letter had been sent outlining the cost of the planting work and the commemorative bench and would be considered by Auckley Parish Council at its next meeting on 13 June 2018.

e) Request for information relating to a photograph of a former Branton mill owner

A letter had been sent to the current mill owner but no reply had been received. A request had been included in the May 2018 Branton and Auckley Arrow and this had been notified to the enquirer

f) Resealing of Rose Garden surface

This had been completed and had improved the appearance but the sealant had been clear and therefore some of the frost damaged areas were still visible and any subsequent sealing would need to be coloured.

g) Thank you card for retiring Kilham Hall Management Committee member

A card had been purchased and the Chairman had arranged signatures and forwarded.

RESOLVED (5)

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

b) That DMBC is asked to site and secure the wood carving and commemorative bench at a cost not exceeding £500.

c) That a supply of black refuse sacks is purchased for the litter pick.

d) That two collection points for the refuse collected on 23 June are identified and notified to DMBC.

e) That a letter of thanks is sent to the handyman for the maintenance of the Rose Garden.

7) ITEMS RAISED BY MEMBERS OF THE PUBLIC

This item was considered under item 9g) on the agenda.

8) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that a meeting was to take place on 11 June 2018 to consider quotations for new external lighting. There had been an increase in the number of bookings for regular hire and one off hires and the balance as at February 2018 was £12.5k. General data protection regulations would be discussed at the meeting in respect of hirers details with a view to a letter being sent.

RESOLVED (6)

That the information be received and members of the committee thanked for their support.

9) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) Replacement of field entry gate and supporting posts

The field entry gate had been removed as one of the wooden support posts had severed due to age, the gate had been laid flat so as not to cause any harm to anyone using the access which was normally only by contractors undertaking work on the field.

b) Condition of re-seeded grass areas/reinstatement of goalposts request

A resident had expressed concern that there were many stones of varying sizes in areas of the recreation ground where re-seeding had taken place and that the field was not level in places. A request had also been received for the reinstatement of goal posts that had been provided by the former football team that had now been removed due to health and safety issues.

c) Arrangements for trial hire for fitness classes

These were due to commence on Saturday 9 June 2018 and a request had been made for access to the car park.

d) Community event to mark the provision of new facilities

The Chairman proposed a programme commencing at 11.00am and a formal opening at noon by a local sporting celebrity with the unveiling of the wood carving by Sienna White. Consideration was given to the

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

hire of a bouncy castle costing £80 and a face painter costing £60 and a possible bouncy obstacle course. It was also hoped that a butterfly release could be arranged which would be sponsored by local children so there would be no cost to the parish council. The school's PTA would be asked to sell sweets and an ice cream seller would be contacted. Tea and coffee would be provided.

e) Quotations for replacement of wooden fencing

One quotation had been received and two further were still awaited

f) Quotations for hard surface from the car park to the field access

Two quotations had been received and one contractor had suggested an alternative surface to tarmac which was equally durable but more aesthetically pleasing, a sample and pictures had been provided. A third quotation was being obtained from a local contractor.

g) Request for usage of recreation ground for under 8's (5 a side) training and matches

The information provided as part of the public participation was discussed.

h) Playground Inspection Report

Consideration was given to the latest report which denoted that a repair was needed to the wooden platform in the children's play area and that an adjustment was needed to the zip wire.

i) Request to hire recreation ground for a christening party

A request had been received to use the recreation ground for a picnic and informal games on 11 August 2018 as the hall was already booked on that day.

RESOLVED (7)

a) That quotations be sought from local contractors to replace the gate post and re-hang the wooden gate at the entrance to the recreation ground and the work be undertaken if less than £100.

b) That DMBC is contacted to request that the contractors return to the site to carry out further work to level the recreation field and remove the stones.

c) That the purchase of a set of portable goalposts be agreed at a cost not exceeding £300 and the resident be asked if he would assist with the assembly of the new goalposts.

d) That keys to the car park and field be provided for the fitness class trial with the proviso that all cars must leave the site by 10.15am.

e) That the programme of events be agreed and the hire of a bouncy castle, face painter and obstacle course be agreed at a cost not exceeding £210 in total.

f) That supplies of tea, coffee and fruit juice be made available with disposable cups with lids purchased at cost not exceeding £50.

g) That arrangements be made with Kilham Hall for a small number of car parking spaces to be made available for invited guests.

h) That an invitation be extended to all those involved with the project and residents whose properties border the recreation ground.

i) That quotations to replace the wooden fencing be considered at the next meeting.

j) That the cost of providing a dropped kerb be provided and work proceed if less than £500.

k) That the use of the recreation field by Auckley Under '8's football club be agreed subject to agreement by Kilham Hall Management Committee and confirmation of appropriate liability insurance.

l) That DMBC is asked to arrange the repairs to the wooden platform.

j) That DMBC is asked to contact the contracting regarding adjustments to the zip wire.

k) That informal usage of the recreation field for a christening party be agreed in principle subject to parking being agreed with Kilham Hall.

10) GARDEN AND COMMUNITY AREAS MATTERS

The handyman had reported that there was a deceased tree and the large conifer tree was in need of attention. A number of compliments had been received relating to the appearance of the Rose Garden.

RESOLVED (8)

a) That further details are presented to the next meeting for consideration.

b) That a letter expressing the appreciation of the parish council is sent to the Handyman for his work maintaining garden areas and in particular the Rose Garden.

11) TO RECEIVE THE REPORT OF THE INTERNAL AUDITOR

A copy of the internal report which had been circulated with the agenda was considered. The Clerk explained that most issues raised in connection with incorrect amounts denoted in the minutes for invoices paid were typing errors with the omission now added to the appropriate minutes.

RESOLVED (9)

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

That the report is received and the Clerk is asked to check minutes to ensure no future typographical errors are present.

12) PLANNING MATTERS

The following new/revised planning applications were considered:

18/00842/FUL Mostar, Doncaster Road	1 and 2 storey extension/rear orangery/reform of front wall	No comments
18/00974/FUL The Warren, New Road	Demolition of garage and erect new garage and external walls	No comments
18/01249/FUL 34 Warning Tongue :Lane	Erect 3 bed detached house and garage with garden store	No comments

RESOLVED (10)

That the applications and decisions reached are received and duly noted.

13) HIGHWAY MATTERS

The following matters were raised:

- Overgrown and unsightly vegetation growing in the roadside on the Poppyfields development
- Damaged grass verges on Valley Drive opposite the school.
- Car obstructing the pavement on Doncaster Road adjacent to the Three Horse Shoes.

RESOLVED (11)

a) That DMBC is notified of the first two matters identified.

b) That a letter is sent to the car owner requesting the car is parked as close to the road as possible so as not to obstruct the pavement.

14) GDPR AUDIT REQUIREMENTS

Consideration was given to the audit that had been completed by the Clerk and the recommendations it contained regarding security of documents. The correspondence denoting that there was no longer a legal requirement to appoint a Data Protection Officer was duly noted. A privacy policy notice had been uploaded onto the website relating to documentation stored relating to the public, It was not intended to upload the policy relating to staff and members unless advised to do so by YLCA.

RESOLVED (12)

a) That the audit is received and is updated as and when necessary.

b) That the cost of £20 for computer maintenance to password protect hardware be agreed.

c) That quotations are sought for a replacement cupboard lock, key padlock to office area and an additional storage shelf for consideration at the next meeting.

15) REVIEW OF STANDING ORDERS TO TAKE ACCOUNT OF LEGAL CHANGES

RESOLVED (13)

That the revisions to the Standing Orders are considered at the October 2018 meeting after detailed consideration by members with any legal requirements adopted as necessary.

16) TO CONSIDER ANY POLICE ISSUES AND DETAILS OF THE LATEST CRIME REPORT

The crime report for April 2018 denoted no crimes in Branton and Old Cantley and eleven in the Bessacarr part of the parish. A copy of the PCC's newsletter for May 2018 was made available.

17) WEBSITE MATTERS

A photograph of the old mill in Branton had been produced and adapted for the website pending approval by the parish council. A small amount of development work was needed to upload the minutes for the 2018/19 year.

RESOLVED (14)

That the proposed photograph for the home page be agreed and the webmaster asked to carry out the required work to upload the minutes for the new year.

18) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (15)

That the following payments made are duly authorised:

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

18/11	Clerk	May Salary (including April arrears)	£ 641.56
18/12	Clerk	Reimbursement for smoke alarm	£ 15.98
18/13	Clerk	Reimbursement for ink cartridge	£ 115.21
18/14	Branton Garden Centre	Oil and safety glasses	£ 9.99
18/15	Branton Garden Centre	Strimmer line/plants for plinths	£ 12.84
18/16	Exact Marketing	Updated logo	£ 45.00
18/17	DMBC	Art work for Interpretation Board	£ 215.00
18/18	Glendale	Grass cutting April 18	£ 41.15
18/19	Danum Plants	Supplying and planting butterfly trail	£1,161.60
18/20	Exact Marketing	Vat omitted from payment 18/16	£ 9.00
18/21	Clerk	Reimbursement for aqua roll	£ 54.99
18/22	Clerk	Reimbursement for filing cabinet key	£ 8.00
18/23	C Wellings	Internal audit fee	£ 77.50
18/24	Sprayaway	Re-sealing Rose Garden surface	£ 540.00

19) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered and all items noted.

20) DATE AND TIME OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 4 July 2018 commencing **at the later time of 7.00 pm** for this meeting only.

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