

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 2 May 2018 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

PRESENT: Councillors M Sidebottom (Chair), Y Butterworth (from item 11), M Caygill (from Item 12), D Chorlton, M Turner and J Worthington.

IN ATTENDANCE: J A Staniforth (Clerk to the Council) and S Racjan (DMBC Officer)

1) ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor M Sidebottom was proposed and seconded as Chair.

RESOLVED (1)

That Councillor M Sidebottom is unanimously elected as Chairman for the ensuing year and duly signed the Declaration of Acceptance of Office form.

2) ELECTION OF VICE-CHAIRMAN

Councillor D Chorlton was proposed and seconded.

RESOLVED (2)

That Councillor D Chorlton is unanimously elected as Vice-Chairman for the ensuing year.

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 16. Councillor Worthington declared an other interest in Item 14d). Councillor Sidebottom declared an interest in item 22d).

5) APOLOGIES FOR ABSENCE

Apologies were received from Councillor N Williams

RESOLVED (4)

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

6) REPRESENTATIVE TO DMBC PARISH COUNCIL JOINT CONSULTATIVE COMMITTEE

RESOLVED (5)

a) That Councillor M Sidebottom is appointed as representative to the PCJCC.

b) That Councillor M Caygill is nominated as a substitute for Councillor Sidebottom.

7) REPRESENTATIVE TO THE ROBIN HOOD AIRPORT NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE

RESOLVED (6)

a) That Councillor J Worthington is appointed as the representative.

b) That Councillor N Williams is nominated as a substitute for Councillor Worthington.

8) KILHAM HALL MANAGEMENT COMMITTEE REPRESENTATIVES

RESOLVED (7)

That Councillor M Sidebottom and D Chorlton are appointed as representatives.

9) APPOINTMENT OF COUNCIL AUDITORS

RESOLVED (8)

That Councillors D Chorlton and M Turner are appointed as the two Council Auditors.

10) APPOINTMENT OF REPRESENTATIVE (S) TO ATTEND DMBC PUBLIC RIGHTS OF WAY MEETINGS

RESOLVED (9)

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

That Councillors J Worthington and N Williams are appointed as representatives to attend the Public Rights of Way meetings.

11) APPOINTMENT OF VOTING REPRESENTATIVES AT YLCA BRANCH MEETINGS
RESOLVED (10)

That Councillors J Worthington and Y Butterworth be agreed as the two voting representatives.

12) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

Councillors J and S Cox had sent apologies due to an ongoing community theatre activity and had extended an invitation to members to attend a production of the company on 16 May 2018.

The DMBC Stronger Communities Officer explained that most work was currently focusing on the Tour de Yorkshire event and officers would be acting as stewards on Hurst Lane.

The Chairman enquired about the latest 'Keep Britain Tidy' initiative as there had been complaints from residents about the amount of litter present on Doncaster Road and Whiphill Top Lane and that a group of residents would like to arrange a litter collection in Branton. The DMBC Officer responded that DMBC could provide a number of litter pickers and dispose of the refuse and may be able to supply some refuse bags however as the bags had to be purchased the cost may need to be passed on to the parish council.

RESOLVED (11)

a) That the information is received

b) That arrangements are made for a litter collection on a date in June and that the event is advertised with 'Keep Britain Tidy'.

13) MINUTES OF THE MEETINGS HELD ON 4 APRIL 2018

RESOLVED (12)

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

14) 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) Provision of Interpretation Board and Re- Seeding of Recreation Ground

Notification had been received that the re-seeding was due to take place on 2 May and the Interpretation Board installed on 3 May 2018.

b) Approval of Cost of Creating Improved Parish Council Logo Image for the Interpretation Board

Following a request from members of the parish council to include the parish council logo alongside the DMBC logo it had been necessary to obtain an improved image copy at a cost of £45.

c) Kilham Hall Building Guarantee

The developer had confirmed that no guarantee longer than one year applied to commercial buildings. The telephone number of the roofing contractor had been supplied should any further information be required.

d) Quotations for Supplying and Planting the Butterfly Trail/Completion

Quotations had been sought from Walkers Nursery, DMBC and Pleveys but none had been able to provide a quotation in the timescale agreed by the parish council. As a consequence the quotation from Danum Plants for £956 + vat had been accepted and work completed on 29 April 2018.

DMBC had advised that the wood carving was ready but required specialist lifting equipment and a quotation would be provided the following week.

A photograph of a revised template for a bespoke bench was circulated. The Clerk explained that no alternative suppliers in the north of England could be found for such specialised work.

There was a need to arrange for the watering of the plants to ensure their survival. The local Butterfly Conservationist had indicated that he may be able to supply some wooden plaques for the trail and a request had been made for residents to add additional plants to the wildflower area.

e) Attendance at Meeting with Doncaster Chief Superintendent of Police on 11 July 2018

Members were asked to denote if they wished to attend the meeting.

f) Advice from YLCA regarding land valuation

YLCA officer D Morton had advised that all the parish council's land should be valued at £1 as whilst the Doncaster Road garden had no longer any restrictive covenants as the land was for the benefit of the community it was not an appropriate use of resources to obtain a valuation. Documentation for the

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

Rose Garden and Kilham Lane denoted that the land could only be used for the benefit of the community and so had a value of £1.

RESOLVED (13)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That the cost of £45 for the production of the parish council logo electronically be agreed.
- c) That the quotation for the supply and planting of the butterfly trail at £968 + vat be agreed.
- d) That the quotation of £1,295 plus £105 for delivery plus £9.50 for a bolt down kit all plus vat be agreed and the order be placed as soon as possible.
- e) That DMBC is asked to arrange for the transportation of the butterfly carving subject to the cost not exceeding £300 in total.
- f) That arrangements are made for the watering of the butterfly trail either through the purchase of a suitable water container for the handyman to use or for DMBC to arrange whichever is the most cost effective and not exceeding £200.
- g) That the offer to supply wooden information plaques and to plant additional items be agreed.
- h) That Auckley Parish Council are notified of the costs of the butterfly trail excluding the cost of the bespoke bench in order to give further consideration to a donation previously pledged.
- i) That the Clerk notifies the police authorities that Councillors M Sidebottom wished to attend the meeting on 11 July 2018 and other members contact the Clerk if they wished to attend.

15) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance.

16) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that Sheila Smith one of the founder members of the Management Committee had resigned but would continue with the running of the Coffee Club. The roofing repairs had now been completed but problems were being experienced with the entrance door shutter and repairs were costly and so alternatives were being sought. The next meeting was due to take place on 7 May 2018.

RESOLVED (14)

- a) That the information be received and duly noted.
- b) That a 'thank you' card is purchased to be signed by members of the parish council and forwarded to Sheila.

17) GENERAL DATA PROTECTION REGULATIONS

The Clerk and members that had attended the YLCA training course reported that there was a requirement to dispose of all items not required to be retained beyond the recommended timescales, to carry out an audit of documentation a sample of which had been supplied and to appoint a Data Protection Officer although the requirement for the DPO was being reconsidered by parliament.

The training course had been very valuable in reassuring councils of the tasks to be undertaken.

The Clerk explained that the removal of documentation would be beneficial with storage but would take an amount of time and some additional hours may be needed to the hours currently worked.

RESOLVED (15)

- a) That the information from the training course attended is received and noted.
- b) That YLCA is appointed as the Data Protection Officer.
- c) That the Clerk presents an audit of the documentation to the next meeting.

18) 2017/18 FINAL BANK RECONCILIATION/REVIEW OF THE LEVEL OF RESERVES

The final bank reconciliation denoted a balance of £41,544.35 which was in excess of one year's precept however there was an amount of committed expenditure for which invoices had recently been received or were still awaited. A vat claim for £583.95 had now been submitted.

RESOLVED (16)

That the final bank reconciliation is duly authorised and the level of reserves deemed satisfactory.

19) 2017/18 FINAL QUARTER BUDGET MONITORING REPORT

A copy of the report for which there were no areas of concern or substantial changes was considered.

RESOLVED (17)

20) APPROVAL OF SECTIONS 1 AND 2 OF 2017/18 ANNUAL RETURN

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

Consideration was given to the completions of Sections 1 and 2 and the Variance Statement draft copies of which had been circulated with the agenda.

RESOLVED (18)

- a) That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.
- b) That the Accounting Statement is approved and duly signed for presentation to the internal auditor and submission to the External Auditor.
- c) That the Annual Variance Statement is agreed and submitted to the Internal and External Auditors.

21) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) Replacement of wooden boundary fencing

Consideration was given to the replacement of the wooden fencing at the entrance of the recreation ground and bordering the footpath to the recreation field.

b) Event to mark the provision of new outdoor equipment and butterfly trail

The Chairman had discussed the timing of an event with local residents and it was felt that many families would be away over the summer holiday period so a date of either just before or just after the summer break would be most appropriate however the new bench for the butterfly trail may not be received for the weekend of 7/8 July in which case the 8 September 2018 may be the best date.

Discussion took place on invitations to nationally recognised local sports people such as members of the Commonwealth netball team and England under 17s football team plus other entertainment celebrities. Invitations would also be extended to DMBC Officers, the Butterfly Trail adviser, the contractors and Auckley Parish Council.

c) Surface water in car park

During the period of wet weather surface water continued to accrue resulting in some car parking spaces being unusable.

d) Request to hire recreation ground for fitness training sessions

A request had been made to hire the ground on early mornings on Saturday and Sundays for up to 30 people.

e) Replacement of smoke alarm

The smoke alarm in the inner lobby had been replaced at a cost of £13.33 plus vat.

RESOLVED (19)

- a) That it be agreed that quotations be sought for consideration at the next meeting.
- b) That the date of the event be agreed as 7 July if the new bench is available or 8 September 2018 and planning arrangements be made at the next meeting.
- c) That the details of the quotations be sent to members and GNE be asked to undertake the work as per their quotation of February 2018 subject to any comments from members.
- d) That a four week free trial is granted for fitness training with details of times being obtained and the arrangement reviewed after the trial period with any fees determined.
- e) That the cost of the replacement smoke alarm be agreed.

22) PLANNING MATTERS

The following new/revised planning applications were considered:

Councillor Sidebottom withdrew from the meeting during consideration of application 18/00955/FUL.

18/00675/FUL Crowpool Sewerage Works	Installation of Motor Control Centre Kiosk and a Wash Water Booster	No comments
18/00782/FUL 17 Badgers Holt	Single storey extension to rear	No comments
18/00791/FUL 12 Plantation Avenue	1&2 storey extensions/raised roof for 2 dormers/new brick skin	No comments
18/00955/FUL YWP	Proposed animal enclosure and house within the existing wildlife park	Comments
18/00791/FUL 12 Plantation Avenue	Part 2/1 storey extensions/raising roof level for 2 dormers with roof lights/1 storey side extension	No comments

It was noted that application 18/00705/FUL relating to 14 Belmont Close had recently been agreed.

RESOLVED (20)

- a) That the information is received and duly noted.

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

b) That comments are submitted in respect of application 18/00955/FUL noting the concerns of the Health and Safety Executive and that these be fully considered by the Planning Authority.

23) HIGHWAY MATTERS

The following matters were raised:

- Damaged seat on Cantley Lane
- Surface water near roundabout on Warning Tongue Lane
- Litter on Doncaster Road and Whiphill Top Lane

RESOLVED (21)

That DMBC is notified of the matters identified.

24) PUBLICATION OF QUARTERLY NEWSLETTER

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

RESOLVED (22)

That the following information be contained within the June newsletter: Names of the elected Chairman and Vice-Chairman, creation of butterfly trail, community event to mark the new facilities at the recreation ground, Keep Branton tidy initiative and the resignation of Sheila Smith from Kilham Hall Management Committee.

25) YLCA BRANCH OFFICIALS NOMINATIONS

RESOLVED (23)

That Parish Councillors D Wright (Wadworth PC) and D Liddell (Silkstone PC) are nominated as Chair and Vice-Chair respectively.

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

Crime reports for February and March 2018 denoted 6 and 8 crimes in Branton, two and no crimes in Old Cantley and eleven and one crime in the Bessacarr part of the parish respectively.

RESOLVED (24)

That the information is received and noted.

That the crime details are monitored with a view to requesting the attendance of the police at future meetings.

27) WEBSITE MATTERS

Replacement photographs were still awaited for the home page. A communication had been received enquiring about the date of a photograph of residents of the Old Mill.

RESOLVED (25)

a) That new photographs be acquired of the recreation ground when appropriate.

b) That the current resident of the owner of the mill be asked for any information regarding the enquiry.

28) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (26)

That the following payments made are duly authorised:

18/01	Clerk	April Salary	£621.41
18/02	Clerk	Reimbursement for stationery	£ 8.30
18/03	Branton Farm Nursery	Tray of crocus bulbs	£ 5.00
18/04	DMBC	Green waste collection quarter 1	£174.00
18/05	DMBC	Emptying dog litter bins quarter 4	£ 77.98
18/06	YLCA	Annual subscription for 2018/19	£ 733.00
18/07	YLCA	Data protection course for Clerk	£ 45.00
18/08	Auckley PC	Shared member costs for GDPR course	£ 22.50
18/09	Branton Farm Nursery	Garden supplies for 2017/18	£ 70.61
18/10	DMBC	Emptying dog litter bins wks 51/52	£ 13.00

29) REPORTS FROM MEETINGS

a) Doncaster Sheffield Airport Consultative Committee – 12 April 2018

Councillor Worthington reported that the main focus was currently the Airport Master Plan which was being consulted upon and a government green paper outlining a national strategy which would be

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

incorporated into the Master Plan. The increase in the transportation of cargo would have an impact on the highway and a new airport lounge had recently been opened.

b) Igas - 26 April 2018

Councillor Worthington reported that all work would be carried out in accordance with the current terms of reference following a review and a monthly report would be presented to Misson Parish Council. There would be continual monitoring of the impact of the work particularly in respect of traffic and water.

RESOLVED (27)

a) That Councillor Worthington is thanked for the reports

b) That Councillor Worthington is asked to continue to represent the parish council at Igas meetings.

30) CONSULTATION ON DONCASTER SHEFFIELD AIRPORT MASTER PLAN

Consideration was given to documentation that had been circulated including a summary document.

RESOLVED (28)

That comments be submitted supporting the airport but expressing concern regarding the impact on the surrounding infrastructure including the impact on the B1396 and local facilities.

31) VACANCY FOR A VOLUNTEER TO COORDINATE POPPY WREATHS

Notification had been received that the current volunteer wished to retire and a new volunteer was needed to coordinate the ordering and delivery of the wreaths for the local area. An advertisement had been placed in the May 2018 edition of the local magazine.

RESOLVED (29)

That the information is received and noted.

32) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the 2018/19 staff salary award, Keep the Home Fires Burning exhibition and community transport price increases.

RESOLVED (30)

That the items of correspondence denoted on the agenda be received and duly noted.

33) DATE AND TIME OF NEXT MEETING AND SCHEDULE OF MEETINGS FOR 2018/19

RESOLVED (31)

a) That the next meeting be held on Wednesday 6 June commencing at 6.30 pm.

b) That the schedule of meetings for 2018/19 is agreed as the first Wednesday of each month (other than August when there would be no meeting).