

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Wednesday 6 March 2019 at Kilham Hall Meeting Rooms Commencing Immediately after the Annual Parish Meeting.**

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

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council) D Flicker and S Racjan (DMBC Communities Officers) for items 1- 5 and one member of the public from item 9.

**1) UPDATE FROM DMBC ON SECTION 106 FUNDING**

DMBC Officers explained that sums of £5,345 from the Woodlands Walk development and £3.724 from the Badgers Holt development remained unspent although £3,700 had been ring fenced for a project at Hatchell Wood. Parish council members outlined that a previous notification had been received from DMBC that no funding remained and the parish council had been required to fund an amount of £300 towards the cost of the information board for the recreation ground from its own resources when it was part of the improvements to the recreation ground.

An amount of £124k plus index linking was expected from the Branton House Farm development and the cost of the Multi Use Games Area (MUGA) was expected to be in the region of £80k leaving a substantial balance for a further project. The parish council asked if it would be possible to use the funding for a store room extension at Kilham Hall as there was insufficient storage for regular groups using the hall or for any outdoor activities/events

The DMBC Officers agreed to seek advice on the request and notify the council.

RESOLVED (1)

That the DMBC Officers are thanked for the update and information provided which would be discussed further at this and subsequent meetings.

**2) APOLOGIES FOR ABSENCE**

Councillor Butterworth had submitted apologies in the event that she was unable to attend.

RESOLVED (2)

That the apologies of Councillor Butterworth are accepted and duly recorded.

**3) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (3)

That item 22 be excluded from the public and press due to the personal and confidential information to be discussed.

**4) DECLARATIONS OF INTEREST**

Councillors D Chorlton, M Sidebottom and M Turner declared an 'other interest' in Item 9. Councillor Turner declared an other interest in item 10j).

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

The DMBC Officer reported that the main focus was still around community led support and a report had been produced to identify developments to date. Locations were being sought for informal meetings with residents including sessions in schools to engage with parents. Support was also being provided to health and well being activities, the local coffee club and how to access to local funding grants. A prostate cancer awareness day was being organised on 19 March 2019. There had been no reports of anti-social behaviour over the winter months in the parish.

RESOLVED (4)

That the DMBC Officer is thanked for the information and support provided.

**6) MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 6 FEBRUARY 2019**

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**

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

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) Arrangements for Branton Litter Pick

The litter pick was to take place on Saturday 16 March 2019 commencing from Branton Garden Centre at 9.30 am. DMBC were to provide litter pickers and high visibility vests. A supply of black plastic sacks had been purchased by the parish council and DMBC had arranged to collect the refuse from Kilham Lane Recreation Ground.

b) Other Issues

The two advertising boards on Doncaster Road had been reported to DMBC who had responded that they had been included in the workload but would be dealt with in priority order.

There had been no further information relating to the receipt of financial information from the ICE group or the formal full tree survey to be undertaken by DMBC following an initial visit which concluded there was no cause for concern in respect of the trees bordering the recreation ground.

Misson Gates had agreed to source further reflective strips for the entrance gates at Kilham Hall. DMBC had not forwarded any update relating to work that had been requested to improve the condition of the open space at the rear of the Poppyfields development.

RESOLVED (6)

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

b) That the Clerk contacts the ICE group to request details of the latest accounts and that on receipt an item is included on the next agenda for consideration of donation to the group.

c) That DMBC is asked when work would take place to improve the condition of the open space at Poppyfields and in particular to address the issue of molehills.

**8) ITEMS RAISED BY ELECTORS/MEMBERS OF THE PUBLIC**

No members of the public were present for the public participation.

**9) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Representatives reported that a meeting took place on 4 March 2019 and that Councillor Sidebottom had been elected Chairman following the resignation of the long standing Chairman. A new representative of the WI had also been appointed and one vacancy for a representative remained. The coffee club would now be an independent group with effect from 5 March 2019 resulting in reduced income for the hall. Interviews for the caretaking/booking clerk vacancy would take place on 20 March 2019. An on-line system was to be developed for managing bookings and payment of income via the website. A further meeting of the committee was to take place after the interviews on 20<sup>th</sup> March and subsequent committee meetings would take place on Tuesday evenings.

RESOLVED (7)

a) That the information be received and duly noted.

b) That the amendments funded by Kilham Hall Management Committee to the website be agreed.

**10) RECREATION GROUND/MEETING ROOMS ISSUES**

a) Registration of Kilham Hall Building

The Clerk explained that on making enquiries regarding the allocation of a postcode for the Meeting Rooms it had been discovered that the building had not been formally registered with DMBC and to do so would cost £50. It was necessary to register the building if a postcode was to be allocated.

b) Broadband provision for Kilham Hall Meeting Rooms

It would be possible to access the CCTV coverage remotely if there was a broadband/wifi facility which would cost a minimum of £22.99 per month for standard broadband on a three year contract from a local supplier. BT was unable to provide a cost without a postcode and it would not be possible to proceed without a postcode. The router connection cost was £40 which was within the agreed amount (up to £500 for work to re-site the CCTV monitor and upgrade the hard drive which had totalled £390). The work would be carried out on 8 March and a demonstration to operate the CCTV would take place at 2.00 pm.

c) Approval of CCTV policy document

Consideration was given to the draft policy document which had been based on a policy from a Town Council and recommended by YLCA. The ICO had been contacted but had confirmed there was no requirement to register the CCTV separately.

d) Commencement of emptying green waste and grass cutting service

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

The handyman had requested the emptying of the green waste as gardening work had commenced. The grass cutting would need to commence on 1 April in view of the mild weather.

e) Maintenance of butterfly trail

It had been possible to source two silver birch tree stems free of charge which had been secured into the ground by the handyman and residents had fitted wire and hooks and relocated the climbing plants. The handyman had replaced the hooks with staples in order to ensure there was no safety concern. The autumn bulb planting had produced an attractive display. Discussion took place on the ongoing maintenance including that of the wildflower area and the Clerk explained that the handyman weeded and tended the formal area but had stated that it was not possible to maintain the wildflower area.

f) Additional storage for Kilham Hall

Following the discussion with DMBC under item 1 further discussion took place on the most appropriate size of a store room and the access required.

g) Hosting of a community event

Consideration was given to what activities could be arranged with suggestions of a family picnic with a stone finding activity for children and other craft type activities in the hall assuming it was available.

h) Design and specification for a Multi Use Games Area

DMBC had supplied details of MUGA sites within DMBC and some suppliers.

i) Playground inspection report and quotation for repair to swing chain

A copy of the report was circulated which denoted a minor repair to a worn split link in the chain at a cost of £90.

j) Request to hire recreation ground/meeting rooms

There had been a request to hire the recreation ground for an under 10s Easter soccer camp on 22, 23 and 24 April 2019 to raise funds for the team.

RESOLVED (9)

a) That the formal registration of Kilham Hall building be agreed at a cost of £50.

b) That the provision of a broadband connection be agreed in principle but details of the broadband speed and whether this was a fibre connection be ascertained and the matter discussed further at the next meeting.

c) That the CCTV policy be approved for adoption but reviewed at the next meeting when the upgraded system had been installed.

d) That the green waste collection commence on 1 March 2019 and the grass cutting on 1 April 2019.

e) That the handyman continues to maintain the butterfly trail and advice is sought from Councillor Williams as to the maintenance requirements of the wildflower area.

f) That the Clerk contacts the architect of the hall to ascertain the feasibility of a store extension a similar size to the meeting room with internal access from the hall and an external access and if possible an approximate cost for the project.

g) That DMBC is asked to progress the ODR giving approval for the funding of the store from the Section 106 funding from Branton House Farm so that the project can then be progressed along with the MUGA and that the surplus funds from the Woodlands Walk and Badgers Holt developments can also be used towards the funding of these projects.

h) That a community event be agreed in principle and planning take place at future meetings.

i) That a site visit be arranged to local MUGA's prior to the next meeting to view types of surround, surface and content.

j) That the receipt of the latest playground inspection report be noted and the repair required be agreed.

k) That the hire be agreed in principle subject to meeting the conditions of the hire policy including the forwarding of a copy of the required public liability insurance.

## 11) GARDEN AND COMMUNITY AREAS MATTERS

There were no other community garden issues raised.

## 12) NEW FESTIVE DECORATION EXPENDITURE

Information had been sought from two other supplier of festive lighting however one did not store the items and was based in Scotland. A second based in Rossendale had provided a quotation but the cost of assembly/removal /storage was more than the quotation provided by Christmas Plus.

Details of the cost of provision of 20 decorations in year 1 with costs for a further 20 in year 2 along with ongoing costs were presented. The cost of energy was an estimate as this would not be fully known until an invoice was received. The issue of decorations in other parts of the parish was raised.

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

**RESOLVED (10)**

a) That Christmas Plus be notified that the parish council would place an order for up to 20 decorations in line with the quotation provided based on an overall cost of £4k for the purchase of the decorations and £1,700 for the assembly/removal and storage.

b) That DMBC is contacted to ensure agreement with the proposal based on the costs provided of up to £260 per lamppost for the electricity connection and up to £500 for an initial inspection.

c) That in year one the decorations be located in Branton and Old Cantley with the final details agreed at a later date and consideration be given to a Christmas tree at the Manor Farm area for 2020.

**13) PLANNING MATTERS**

The following new/revised planning applications were considered:

|   |  |             |
|---|--|-------------|
| 19/00195/FULM<br>Willow Farm                  | Extension of timescale to 31/10/19 to complete site work         | No comments |
| 19/00304/FUL<br>301 Bawtry Road               | Erection of two detached houses/garages/change to vehicle access | Comments    |
| 19/00312/FUL<br>21 Birchwood Dell             | Erection of side/front/rear extensions/internal alterations      | No comments |
| 19/00327/FUL<br>Acre Paddock, Brockholes Lane | Single storey extension to rear                                  | No comments |
| 19/00365/FUL<br>1 Oakcrest                    | Extension to front and side including raising soffit level       | No comments |
| 19/00403/FUL<br>Earlwood, Beech Tree Close    | Single storey extension to rear/new side window                  | No comments |
| 19/00439/FUL<br>Kirklyn, Doncaster Road       | Single storey flat roof extension to rear                        | No comments |

**RESOLVED (11)**

That the applications be received and comments submitted in respect of application 19/00304/FUL supporting the protection of trees and natural habitat for wildlife within the conservation area.

**14) REVIEW OF RISK ASSESSMENT DOCUMENT/ SYSTEMS OF INTERNAL CONTROL**

A copy of the latest risk assessment which had been circulated to all members with the agenda was considered.

**RESOLVED (12)**

That the updated risk assessment be agreed and the systems of internal control reviewed and deemed sufficient to minimise any risk to the council's resources.

**15) HIGHWAY MATTERS****RESOLVED (13)**

That the following issues be referred to DMBC or the police as appropriate:

- Fly tipping in the ditch to the north of Whiphill Top Lane approaching the junction with Gatewood Lane

**16) CLERK'S ATTENDANCE ON YLCA FINANCIAL TRAINING COURSE****RESOLVED (15)**

That the attendance of the Clerk on financial training on 19 March 2019 costing £115 be agreed.

**17) POLICE MATTERS**

The Clerk reported that the crime map for the month January 2019 was not yet available. The updates for 1 and 22 February and 1 March 2019 did not denote any specific actions in the parish. A copy of the SYPCC's February 2019 newsletter was circulated for information.

**18) WEBSITE MATTERS**

There were no specific matters other than formally notifying the webmaster of the parish council's approval for the website to be amended to allow Kilham Hall Management Committee to proceed with the amendments to allow on-line booking and payment for hire fees.

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

**19) AUTHORISATION OF BANK PAYMENTS****RESOLVED (16)**

That the following payments made are duly authorised:

|        |                       |                                     |          |
|--------|-----------------------|-------------------------------------|----------|
| 18/106 | Clerk                 | February Salary/travel              | £ 657.13 |
| 18/107 | YLCA                  | Finance training course             | £ 115.00 |
| 18/108 | DMBC                  | Emptying dog litter bins quarter 3  | £ 81.07  |
| 18/109 | Thorne Rural Lions    | Donation                            | £ 100.00 |
| 18/110 | Branton Garden Centre | Postcrete for butterfly trail posts | £ 12.00  |

**20) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered and noted including the latest YLCA White Rose Update, notification of the publication of Rossington Parish Council's draft Neighbourhood Plan, SLCC's news bulletin denoting new regulations called 'The Public Sector Bodies (Websites and Mobile Applications (No.2) Accessibility Regulations 2018 are in force, a review by the 'Committee on the Standards of Public Life' on the current ethical framework relating to the Code of Conduct for councillors. A communication had also been received from Blaxton Parish Council enquiring as to whether the parish council had any concerns on the absence of traffic volume and speed statistics as DMBC did not seem to be able to supply any information and whether a representative would attend a meeting with Ward Councillors to discuss this with a view to obtaining improved information.

**RESOLVED (17)**

That the correspondence be duly noted and no comments be made in respect of the Rossington Parish Council Neighbourhood Plan and that consideration be given to a member of the parish council attending a meeting with Ward Members with Blaxton Parish Council when a date is available.

**21) DATE AND TIME OF NEXT MEETING**

That in accordance with the agreed schedule the next meeting be held on Wednesday 3 April 2019 commencing at 6.30 pm.

**22) EXCLUDED FROM PUBLIC AND PRESS  
CLERK'S WORKING HOURS**

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