

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 3 October 2018 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

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

IN ATTENDANCE: J A Staniforth (Clerk to the Council) and N Ward (DMBC Planning Officer for Item 1).

1) UPDATE ON DONCASTER'S LOCAL PLAN

The DMBC Planning Officer explained that consultation was taking place on the production of a Local Plan which would cover the period from 2015 to 2032 and would replace the current Urban Development Plan, the Core Strategy document and a number of other policies which covered land usage, housing, employment and mineral sites. It was outlined that this was the main opportunity to comment on the proposed plan as the statutory process would commence after the end of the consultation process on 26 October 2018 and there would be only a limited opportunity to change the details of the plan after this date. The government had introduced an ambitious growth strategy which included house building of around 920 houses per annum and the regeneration former mining areas linked to the Sheffield Region plans. Details of proposals for the main urban areas and service villages were outlined along with three new employment sites one of which was the continued development of land at the airport. Questions were raised in respect of development at the airport and it was explained that an amount of housing was proposed linked to job creation.

Whilst in general there was little housing planned for villages an area to the east of Warning Tongue Lane which had not previously been designated had been identified for a development of around 275 houses as part of the urban allocation. At this stage it was not known whether recent housing could be taken into account when determining future needs. Members enquired as to whether any other sites had been identified for development and the Planning Officer explained that no other sites were currently included but it was possible to put forward proposals and these could be accepted up to the closing date of the consultation. Any development would be subject to the normal planning process.

RESOLVED (1)

a) That the Planning Officer is thanked for her attendance and the information provided.

b) That comments are submitted as part of the consultation process expressing concern that sites for development could be accepted up to the closing date after consultation responses had been submitted and that the parish council did not support development off Warning Tongue Lane due to the impact on the local infrastructure and traffic issues.

2) APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillor M Turner.

RESOLVED (2)

That the apologies be accepted and duly recorded.

3) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (3)

That in accordance with the Public Bodies (Admissions to Meeting) Act 1960 item 22 is excluded due to confidentiality of employees.

4) DECLARATIONS OF INTEREST

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 8. Councillor N Williams declared an other interest in item 7j).

5) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

No DMBC Ward Councillors or officers were in attendance.

6) MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 5 SEPTEMBER 2018

RESOLVED (4)

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

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) Update on the provision and cost of information board

The new information board had been installed by the handyman and the artwork would be available at the end of the week and it was hoped to arrange to display this at the weekend. The Yorkshire Butterfly Society had offered a donation of £215 towards the cost of the information board and this was awaited.

b) Erection of new goalposts

The goalposts had been erected by the local junior football team on 23 September 2018 but disappointingly one had been damaged a week later and had now been dismantled. The local football team had offered to repair the goalpost and reassemble it.

c) Update on information relating to the provision of the soakaway in Kilham Hall Car Park

The architect for Kilham Hall had provided the only information available and this had been forwarded to GNE who had proposed to discuss the information further with the architect.

d) Repairs to picnic tables

Two local contractors had been contacted but only one had responded stating it would be possible to obtain new wooden slats but some assistance would be needed to fit them. Councillor Williams offered to provide wooden slats of the same type as the Wildlife Park were replacing some picnic tables of the same type. The parish council handyman had indicated that he could fit the slats if provided.

e) Provision of New Litter Bin and its location

DMBC had quoted £500 to supply and fit an additional litter bin and the standard cost of £5.63 per week for emptying. Following the decision to site the litter bin near the ball wall the Chairman requested that Standing Orders be suspended in order for a review of the location to be undertaken.

f) Hire Policy for recreation ground/meeting rooms

The Clerk reported that an amount of information had been obtained and a draft document would be produced when time allowed.

g) Feedback on consultation relating to the provision of a MUGA

No comments had yet been received as the newsletter had only been published in the local Arrow the previous weekend.

h) Servicing of alarm/new alarm fobs/keys for Branton Juniors

The alarm had been serviced but in order to program the remaining alarm fob it had been necessary to purchase six new fobs and for these to be distributed to existing key holders at an extra cost of £36. A set of keys was now available for the Branton Junior Football Team and Councillor Sidebottom would forward the keys to Parish Councillor Mark Turner.

i) Christmas carol singing arrangements

The local school had confirmed that the school choir would again take part and had agreed the date of Wednesday 13 December at 6.30 pm. However notification had been received that the local organist had passed away unexpectedly and further consideration would need to be given to the musical accompaniment. A card had been sent to his widow and it was proposed that members and the Clerk be asked to contribute to purchase a floral tribute.

j) Yorkshire Wildlife Park Consultative Committee representative

Councillor Chorlton offered to act as representative to the committee.

k) First Bus Services Timetable Changes

Following a meeting arranged by Ward Councillors an additional bus had now been provided to meet demand for pupils travelling to and from The Hayfield School which had addressed the issues for Branton residents.

l) Tree Survey

The Clerk reported that information had been received that a tree survey had been undertaken prior to the installation of the new outdoor equipment and so a further survey was not needed at the present time.

RESOLVED (5)

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

b) That a letter of thanks be sent to the Yorkshire Butterfly Society following receipt of the donation.

c) That the repairs undertaken to the damaged goalposts by the local football team are gratefully received.

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

- d) That arrangements are made by the handyman to contact Councillor Williams to obtain the surplus wooden slats from picnic tables and the repairs be undertaken as soon as practicably possible.
- e) That it be agreed to suspend Standing Orders and the new litter bin be situated in proximity to the table tennis table rather than near the ball wall.
- f) That the hire policy be presented for consideration when complete.
- g) That consideration be given to any feedback regarding the provision of a MUGA at the next meeting.
- h) That the cost of new alarm fobs be agreed and a set of keys for the meeting rooms be provided to Branton Junior Football Club.
- i) That arrangements be made for a floral tribute to be sent to the widow of the organist to be funded by parish council members and the clerk.
- j) That Councillor D Chorlton be confirmed as the representative to the Yorkshire Wildlife Consultative Committee.
- k) That the revised bus timetable be welcomed.
- l) That the information relating to the tree survey be noted.

8) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance.

9) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Representatives to the committee reported that a member of the playgroup had been appointed as a member of the committee and would attend the November meeting. A Halloween event had been arranged for 27 October 2018 and the new member had helped to organise with a view to her assuming responsibility for the event in future years. There had been an issue of blocked drains and it was believed a report was being commissioned to identify a solution to the problem.

RESOLVED (6)

That the information be received and duly noted.

That Kilham Hall Management Committee is contacted to ask what action is being taken to address the issue of blocked drains.

10) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) Quotations for the replacement of wooden fencing to entrance and path adjacent car park path

Two quotations were considered which included the cost of painted parking bollards.

b) Request for keys to handyman's store by Kilham Hall Management Committee

Following an incident of blocked drains and a request for an external water supply which was located in the handyman's store a request had been received for a set of keys to access the water supply.

c) Recreation field maintenance

A resident had again enquired as to whether any further maintenance was being undertaken to the recreation field where re-seeding had taken place and stones appeared on the surface.

d) Developments of butterfly trail.

The Chairman reported that local residents had purchased supply of bulbs from funds remaining from the butterfly release and it was intended to plant these along with tending the area on Saturday 6 October 2018. There had been a suggestion that an archway be provided to facilitate climbing plants between the two sections of the trail.

e) Consultation on provision of a MUGA

In order to initiate responses it was proposed that information be uploaded to the local Facebook group.

f) Annual fire alarm service and portable appliance/fire alarm service

The annual maintenance was due to be undertaken in November 2018.

g) External lighting improvements

It was felt that the external lighting was not adequate during hours of darkness.

RESOLVED (7)

a) That Misson Gates be awarded the contract to supply and fit new metal fencing as per the specification agreed at a cost of £5,250 with eight parking bollards costing £95 each and if appropriate galvanised or if painting be recommended this be a reflective yellow.

b) That it be agreed to provide a set of keys to the caretaker of Kilham Hall in the event that an external water supply was needed.

c) That the comments of the resident be noted and the condition of the recreation ground continue to be monitored.

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

- d) That the developments to the butterfly trail be agreed and the handyman be asked to weed and maintain the area.
- e) That Councillor Sidebottom arranges for a quotation for a suitable archway for the climbing plants to the butterfly trail.
- f) That Councillor Sidebottom seeks responses to the MUGA consultation via Branton Voice Facebook Group.
- g) That arrangements are made for the annual service to fire extinguishers, portable electrical equipment and the fire alarms in liaison with Kilham Hall.
- h) That it be agreed to upgrade the external lighting with an additional LED light and the Chairman contacts the Kilham Hall Committee Treasurer to arrange for a quotation.

11) 2017/18 EXTERNAL AUDIT REPORT

Consideration was given to the internal audit report which had been circulated with the agenda and identified two issues. The Clerk explained that the asset revaluation should have also pertained to the previous year as well as the current year when the revaluation had been undertaken but it was not clear why this was required when previous years were also incorrect. The matter would not apply in subsequent years as the revaluation was now complete. The date for the display of the public rights had been quoted as the date that it applied from when it should have been a date prior to this in line with when the notice was actually displayed. The notice had been displayed on the notice boards prior to the date of commencement of the public rights and for a considerable time on the website and therefore the legal requirements for publication had been met and in future years the actual date of publication would be denoted. The report had been uploaded on the website.

RESOLVED (8)

That the report from the external auditor be received and the contents duly noted.

12) ADOPTION OF REVISED STANDING ORDERS

The revised Standing Orders a copy of which had been circulated with the agenda were considered.

RESOLVED (9)

That the revised Standing Orders be agreed for adoption with immediate effect.

13) GARDEN AND COMMUNITY AREAS MATTERS

The following issues were raised:

- Unlit bollards on Doncaster Road adjacent to The Close
- Poor condition of grassed area to the rear of the Poppyfields development
- Fly-tipping in the lay-by on Gatewood Lane
- Leaves in the bus stop near to St Vincent's Avenue

RESOLVED (10)

That the matters raised be reported to DMBC and SYPTTE as appropriate.

14) PLANNING MATTERS

The following new/revised planning applications were considered:

18/01628/FUL 5 Conway Drive	Revised plans for raising roof height to form rooms in roof space /rear extension	No further comments
18/01973/FUL 1 Hollywell Drive	Erection of summer house/gym	Comments
18/02020/FUL 19 Birchwood Court	Erection of double garage/retain rear wall/widen drive	Comments
18/02213/FUL 1 Oakcrest	1 & 2 storey rear extension/raise roof height/new driveway/2m boundary wall	Comments
18/022225/FUL The Willows, Brockholes Ln	Erection of 1 storey rear extension	No Comments
18/02322/REM Acre Paddock	Details of layout and scale for new dwelling	Comments

RESOLVED (11)

- a) That the applications and decisions reached are received and duly noted.

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

- b) That comments are submitted in respect of applications 18/01973/FUL and 18/02020/FUL supporting the comments of the DMBC Tree Officer.
- c) That comments are submitted in respect of application 18/02213/FUL supporting residents views in respect of the proposed balcony and application 18/02322/REM is not supported as it is felt the proposal was not in keeping with neighbouring properties.

15) PROVISION OF A POPPY WREATH AND DONATION TO THE ROYAL BRITISH LEGION

In line with previous years consideration was given to the purchase of a wreath for the local school with any remaining amount donated to the Royal British Legion.

RESOLVED (12)

That a donation of £100 is made to cover the cost of a wreath for the local school and the balance as a donation to the Royal British Legion.

16) POLICE MATTERS

The Clerk reported details of crimes that had been included on the police crime map for the parish for the months of July 2018 with five crimes reported in Branton, one in Old Cantley and four in the Bessacarr part of the parish which represented a reduction in the number from that of previous months.

17) WEBSITE MATTERS

The webmaster had denoted that it would be possible to remove the actual email address of any member and replace with a standard email linked to the email address should any member prefer this.

RESOLVED (13)

That the email address of Councillor Williams be replaced with a generic address.

18) TO RECEIVE REPORTS FROM THE FOLLOWING MEETINGS/TRAINING COURSES

a) Igas – 6 September 2018

Councillor Worthington reported that a previous condition involving Natural England had now been removed following the end of the breeding season for wildlife. No specific traffic issues for the parish were raised.

b) DSA Environmental and Noise Monitoring Sub Committee – 13 September 2018

Councillor Caygill (as substitute for Councillor Worthington) reported that several complaints had been received from Bawtry residents relating to training flights and an offer had been received from another airport to undertake these. The amount of cargo transported was increasing and a new Cargo manager had been appointed. A new baggage carrier was in place and a plaque had been provided to commemorate WW1.

c) YLCA Chairman's Training – 2 October 2018

Councillor Sidebottom reported that the training had been attended by mainly new Chairmen but had been interesting and worthwhile.

RESOLVED (14)

That the reports are received and the information duly noted.

19) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (15)

a) That the following payments made are duly authorised:

18/57	Clerk	September Salary/travel	£ 638.01
18/58	Clerk	Reimbursement for postage	£ 5.46
18/59	Handyman	Petrol for gardening equipment	£ 7.40
18/60	Branton Farm Nursery	Cement for benches	£ 48.00
18/61	Branton Farm Nursery	Oil and strimmer wire	£ 10.84
18/62	Glendale	Grass cutting 17 & 24/8	£ 82.30
18/63	DAB Graphics	Oak lectern	£ 858.00
18/64	Handyman	2 nd quarter salary	£ 874.57
18/65	Handyman	Petrol & bolts	£ 10.00
18/66	Clerk	Keys for entrance gate	£ 10.00
18/67	PFK Littlejohn	External audit	£ 240.00
18/68	Metro Locksmith	Alarm service/new alarm fobs	£ 127.20

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

18/69 HMRC

2nd quarter return

£ 731.18

b) That the direct debit payment of £35 fee to the ICO for the data protection fee be noted.

20) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered and noted.

21) DATE AND TIME OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 7 November 2018 commencing at 6.30 pm.

22) EXCLUDED FROM PUBLIC AND PRESS

REVIEW OF THE RESPONSIBILITES AND HOURS OF THE HANDYMAN

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