

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 5 September 2018 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

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

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

1) APOLOGIES FOR ABSENCE

RESOLVED (1)

There were no formal apologies as Councillor Williams had indicated his intention to attend the meeting but may be late as an earlier appointment had been delayed and was still awaited.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

That in accordance with the Public Bodies (Admissions to Meeting) Act 1960 item 29 is excluded due to confidentiality of employees.

3) DECLARATIONS OF INTEREST

Councillors D Chorlton, M Sidebottom and M Turner declared an 'other interest' in Item 8.

4) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

The following information was provided by the DMBC Stronger Communities Officer:

- Establishment of support facilities at The Homescarr Centre with extensions to local villages
- Possible provision of local support services at Kilham Hall
- Identification of children acting as carers and how these could be supported
- Anticipate funding for sustainable events for young people
- Visits to Tia Rescue Centre for vulnerable adults
- Publication of festive events
- Updating of information on DMBC's Facebook pages

RESOLVED (3)

That the information is received and duly noted.

5) MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 4 JULY 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) Update on the delivery of the commemorative bench and butterfly carving

The butterfly carving had been erected prior to the public event on 7 July 2018 and was regarded as a particular asset. The commemorative bench had been delivered in August 2018 and the handyman had secured along with the securing of the wooden bench which had been relocated near the ball wall at a cost for materials of £40+vat. A reduction of £309 had been received and the invoice therefore duly paid. Information had been received regarding the type of paint used should the colour of the lettering wished to be changed.

b) Information board for the butterfly trail

It had been difficult to obtain like for like quotes as materials varied and one supplier had advised that the type of material initially proposed would not be sufficiently durable and drainage channels should be fitted. Members therefore considered the quotations obtained for £715 and £820 all plus vat.

c) Erection of new goalposts

A pair of goalposts had been purchased at a cost of £225 +vat and the local resident who had asked if a set of goalposts could be provided had indicated he could assist with the assembling of the goalposts.

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

d) Update on information relating to the provision of the soakaway in Killham Hall Car Park

The architect for Killham Hall had indicated that he would need to access the plans relating to Killham Hall that were stored on disc to ascertain the provision of where any soakaway had been fitted and located when Killham Hall was built.

RESOLVED (5)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That the lowest quotation for the lectern be agreed on the basis that the supplier had agreed to insert a drainage channel in the wooden surround at no extra cost.
- c) That the local resident is asked if he could assemble the new goalposts within one month and if not the council's handyman be asked to undertake the work.
- d) That further contact is made with the architect of the Killham Hall project to ascertain the location and date the soakways were built.

7) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance.

8) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Representatives to the committee reported that the next meeting was scheduled to take place on 10 September 2018. The coffee club had re-commenced along with other groups who had not operated during all or part of the summer recess. It was hoped that a new member of the committee would be appointed from one of the user groups at the next meeting.

RESOLVED (6)

That the information be received and duly noted.

9) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) Review of four week trial for fitness classes

The classes had been taking place and no comments or complaints had been received. A leaflet had been obtained which denoted that classes were also taking place on two early mornings but it was not known if this was the case or the leaflets related to a previous request which had not progressed.

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

The three quotations were considered along with a second for two types of less ornate railings which would reduce the cost. A quotation had also been received for parking bollards.

c) Maintenance of recreation ground and butterfly trail

The provision of an additional litter bin was considered to be site near the wooden bench. The clerk advised that the cost of emptying each litter bin was around £6 and so the annual cost for 39 collections would be £234 + vat.

Over the summer period there had been two instances of broken glass one at the ball wall and one around the picnic tables. The clerk reported that some damage had been incurred to the picnic tables most likely as a result of vandalism. Other areas of the wooden fencing were also showing signs of wear and the handyman had reported a slight offensive odour from the Klargester unit during the very hot weather. No complaints had been received from local residents.

The Chairman reported that there was still money left from fund raising by parents for the 'butterfly release' and it had been suggested that an archway be created for the trailing plants and some plants may need repositioning as they may overhang the commemorative bench. It was also suggested that bulbs be planted in and around the butterfly trail to ensure that the area remained attractive throughout the plant growing season. Saturday 6 October 2018 was a suggested date.

d) Hire policy for use of meeting rooms and grounds

Following a request at very short notice for the use of a bouncy castle on the recreation ground it was felt that a hire policy needed to be in place to ensure that any hire requests could be considered equitably and that all necessary risks were fully assessed.

e) Initial consultation on the provision of a Multi Use Games Area (MUGA)

In view of the commencement of building development on the site of Branton House Farm which would generate Section 106 funding that had previously been agreed should be used for the provision of a MUGA it was proposed that consultation on the project commence.

f) Annual hedge cut specification

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In previous years it had been agreed to allow the height to the rear of the recreation ground (north side) to increase and consideration was given to whether this should continue and whether the height to the west boundary should be slightly higher in order to improve privacy for residents whose properties bordered the recreation ground.

g) Allocation of keys for the meeting room/car park for Branton Junior Football Club meetings

A request had been received from the Kilham Hall caretaker for a set of keys to be allocated to Branton Junior Football club who now hired the meeting rooms for a monthly meeting.

RESOLVED (7)

- a) That the trial for the fitness class be allowed to continue.
- b) That further quotations are obtained for railings based on the design of rails with a single sphere and also for parking bollards from both GNE and Misson Gates.
- c) That an additional litter bin (black metal type) is obtained and sited at a cost not exceeding £500 with the cost of emptying added to subsequent year's budgets.
- d) That the improved monitoring of the maintenance of the recreation ground be discussed in connection with staff roles and responsibilities.
- e) That the planting of bulbs on 6 October 2018 be agreed subject to the cost being within the budget allocation for gardening supplies.
- f) That the clerk is asked to devise a hire policy for consideration and YLCA are approached for advice.
- g) That initial consultation regarding a MUGA is contained in the next newsletter and the Chairman is asked to draft a formal consultation leaflet for consideration at the next meeting.
- h) That the annual hedge cut specification be to level the height on the west side and to allow the height to continue to increase on the north side with the depth being cut in line with that of previous years.
- i) That it be agreed for the football team to be allocated a set of keys and in order for the alarm fob to be operative arrangements be made for the annual alarm service to be brought forward to enable the fob to be programmed for use.

10) GARDEN AND COMMUNITY AREAS MATTERS

There were no matters to raise under this item.

11) APPROVAL OF GDPR PRIVACY NOTICES FOR PUBLICATION ON THE WEBSITE

RESOLVED (8)

That the privacy notices in line as contained within the toolkit supplied by NALC be agreed for publication on the website.

12) APPROVAL OF DIRECT DEBIT PAYMENT TO ICO FOR GDPR

The Clerk explained that the ICO were seeking payment by direct debit and were offering a £5 reduction for this method.

RESOLVED (9)

That a direct debit be established due to the legal requirement to pay the fee to the government agency.

13) INSURANCE PROVISIONS FOR SPECIAL EVENTS

A copy of the insurance requirements relating to special events which included the hiring of bouncy castles was provided for each member. It was noted that the parish council event for the public to enjoy the new recreation facilities had been very successful with just minor issues relating to the usage and supervision of the bouncy castle that had been hired for the event.

RESOLVED (10)

- a) That the insurance guidelines be received and these be applied to any future events particularly those involving the hire of a bouncy castle and the necessary supervision arrangements be agreed in advance.
- b) That clarification is sought as to the parish council's insurance provision relating to third party hire by charities and whether any loss of furniture and equipment was covered.

14) PLANNING MATTERS

The following new/revised planning applications were considered:

18/00673/FUL The Villa	This application had been considered previously and had been forwarded in error by the Planning Officer	Noted
18/01912/FUL 4 Plantation Avenue	Erection of detached dwelling to rear/construct new access road and demolish single garage	No comments

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

18/01927/FUL Beech Tree Farm	Erection of livestock building	No comments
18/01913/REMM YWP	Details re application 17/02189/OUTA re animal attractions and supporting facilities including buildings	Comments
18/02112/FUL 13 Warrington Drive	Erection of 2 storey rear and first floor side extension	No Comments

RESOLVED (11)

- a) That the applications and decisions reached are received and duly noted.
- b) That the decision of the Clerk in consultation with members to submit no comments or objections in respect of applications 18/01612/FUL and 18/01628/FUL be duly noted.
- c) That the objections submitted in respect of application 18/01628/FUL be noted.
- d) That comments be submitted in respect of application 18/01913/REMM denoting the support of comments of DMBC's Senior Environmental Health Practitioner with regard to cooking odour extraction systems to ensure residents are not adversely affected.

15) HIGHWAY MATTERS

The following matters were raised:

- The delay with the provision of a pedestrian crossing at The Hayfield School, Auckley
- Notification from a resident of Warning Tongue Lane regarding concerns relating to speeding traffic which had been referred to DMBC ward councillors
- Concerns relating to speeding traffic on Doncaster Road, Branton
- Unlit/damaged bollard in the central reservation opposite Flair Insurance

RESOLVED (12)

- a) That information relating to the provision of a pedestrian crossing on Hurst Lane received from Auckley Parish Council and the concern regarding speeding on Warning Tongue Lane be noted.
- b) That the police be contacted to ask if speed detection equipment could be operated on Warning Tongue Lane and Doncaster Road.
- c) That DMBC is asked to repair the damaged bollard on Doncaster Road

16) CHANGES TO BUS TIMETABLES

Members discussed the changes to the bus timetables and that at the start of the new school term a number of pupils had been unable to use the bus service to The Hayfield School from some of the bus stops as the buses did not stop at the designated bus stops at Valley Drive and near Whiphill Top Lane.

RESOLVED (13)

That a letter is sent to SYPTE outlining the issues that had arisen and enquiring as to whether any action could be taken to address the issue.

17) PUBLICATION OF NEXT QUARTERLY NEWSLETTER

Consideration was given to a draft newsletter prepared by the Clerk.

RESOLVED (14)

That the next newsletter be agreed with the following additions; delay to the zebra crossing on Hurst Lane, publicity on the provision of bus services to the Manor Farm and Bessacarr areas of the parish and asking parents to contact SYPTE to report any travel concerns.

18) FIRST QUARTER BUDGET MONITORING REPORT

The Clerk reported there were no areas of concern and that the half-yearly report provided a better reflection of spending to date. In view of the expected under spend on the stationery budget the Clerk enquired as to whether a set of ink could be purchased for the printer in the meeting rooms as the printer was in good working order and it was useful to be able to copy documents at the site.

RESOLVED (15)

- a) That the report is received and the information duly noted.
- b) That the purchase of a supply of ink cartridges for the meeting room printer be agreed.

19) FIRST QUARTER BANK RECONCILIATION**RESOLVED (16)**

That the first quarter bank reconciliation is agreed and duly certified by the council auditors.

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

20) 2018 CHRISTMAS CAROL SINGING EVENT

The arrangements for the current year were discussed noting that the local school choir had been in attendance last year and had been an enhancement. The suggested date was Wednesday 12 December 2018 commencing at 6.30 pm.

RESOLVED (17)

That Councillor M Turner is asked to contact the school to ascertain if the school choir would again be available on the proposed date and if so the date be confirmed.

21) POLICE MATTERS/ SYPCC LATEST NEWSLETTER

The Clerk reported details of crimes that had been included on the police crime map for the parish for the months of May and June 2018. A copy of the SY Police and Crime Commissioner’s newsletter for July 2018 was circulated and its contents noted.

22) WEBSITE MATTERS

RESOLVED (18)

a) That the Clerk uploads information relating to the delay in the provision of a pedestrian crossing on Hurst Lane and the new bus services for the area.

b) That the webmaster is asked for a quotation for the cost of concealing members personal email addresses on the website.

23) YLCA LATEST TRAINING PROGRAMME

A place had been arranged for the Chairman to attend training on 2 October 2018. There was a one day annual conference arranged by YLCA on 28 September 2018.

RESOLVED (19)

That the details relating to training course/events is received and duly noted.

24) DRAFT AIRSPACE MODERNISATION STRATEGY

Consideration was given to the information relating to the Airspace Modernisation Strategy.

RESOLVED (20)

That the information is received and duly noted.

25) TO RECEIVE REPORTS FROM THE FOLLOWING MEETINGS

a) Police District Commander – 11 July 2018

Councillor Chorlton reported that the Commander had confirmed a commitment to increasing police presence in communities but the priority would be for town centres rather than rural villages. It was however intended to provide ‘drop in’ sessions for PCSO’s to meet with residents with a suggestion that this could be at the Ava Court development in Branton and there was a commitment to attend parish council meetings where possible. Speeding issues were dealt with by the Safer Roads Partnership which is not directly responsible to South Yorkshire Police.

b) PCJCC – 12 July 2018

Councillor Caygill reported that a presentation had been received from a Highways Officer which outlined the road inspection criteria and that repairs to potholes were undertaken if more than 40mm deep on roads and 20mm deep on footpaths. There was a proposal to review the Joint Charter between DMBC and local councils and present a draft to the next meeting. The provision of a statue to commemorate Doncaster’s mining heritage was being commissioned and consultation would commence in the near future on the next stage of Doncaster’s Local Plan.

c) Doncaster’s Public Rights of Way (PROW) – 26 July 2018

Councillor Worthington reported that concern had been expressed in respect of a planning application relating to the Manor Farm development to change an agreement over the number of houses that may be occupied prior to two level crossings being ‘stopped up’. DMBC (PROW) had not raised any objections to the proposal.

RESOLVED (21)

That the reports are received and the information duly noted.

26) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (22)

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

That the following payments made are duly authorised:

18/37	Clerk	July Salary/travel	£ 633.06
18/38	Clerk	Reimbursement for paper cups for event	£ 9.00
18/39	Glendale	Grass cutting 01,15 & 29 June	£ 123.44
18/40	DMBC	Green Bin collection quarter 2	£ 174.00
18/41	Rascals Castes	Bouncy castle hire	£ 150.00
18/42	N Marsh	Tree maintenance, Donc Rd garden	£ 180.00
18/43	Awesome Faces	Face painting at event on 7/7	£ 60.00
18/44	P Oliver Joinery	Repair to field gate	£ 150.00
18/45	Clerk	August salary	£ 626.76
18/46	Handyman	Safety Boots	£ 92.99
18/47	Branton Farm Nursery	Grass rake	£ 9.99
18/48	Bits n Bobs	Locks/shelving for meeting rooms	£ 188.59
18/49	DMBC	Emptying dog litter bins	£ 162.14
18/50	Glendale	Grass cutting 6 July	£ 41.15
18/51	YLCA	Chairman's course on 2/10	£ 45.00
18/52	BHIB	Annual insurance premium	£ 853.00
18/53	David Ogilvie	Commemorative bench	£1,320.00
18/54	Clerk	Keys for cupboard	£ 10.00
18/55	GNE	Dropped kerb	£ 516.00
18/56	Soccer Store	Set of goal posts	£ 270.00

27) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including YLCA's latest White Rose Update, minor updates to the model Standing Orders, the latest Good Councillor Guide booklets and updated GDPR toolkit. Communication had also been received from Yorkshire Ambulance Service that the defibrillator had been activated. The Clerk had checked and the equipment and pads were still in situ.

RESOLVED (23)

- That the documents are received and duly note.
- That the updated Standing Orders are considered at the next meeting following a review of the current document by the Chairman, Councillor Worthington and the Clerk.
- That letters are sent to local businesses to notify of the availability of a defibrillator at Kilham Hall.
- That the Ambulance Service is contacted for advice as to whether spare pads should be purchased.

28) DATE AND TIME OF NEXT MEETING

RESOLVED (24)

That the next meeting be held on Wednesday 3 October 2018 commencing at 6.30 pm.

29) EXCLUDED FROM PUBLIC AND PRESS

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