

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Wednesday 5 June 2019 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.**

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

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council).

**1) SIGNED DECLARATION OF OFFICE BY THE CHAIRMAN**

The declaration was duly signed by the Chairman in the presence of the Clerk prior to the start of the meeting.

**2) APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams.

RESOLVED (1)

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

**3) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (2)

That no items are excluded from the public and press.

**4) DECLARATIONS OF INTEREST**

Councillors Chorlton, Sidebottom and Turner declared an other interest in Item 9), Councillor Sidebottom declared an other interest in item 14b) and Councillors Caygill and Worthington declared an other interest in item 17.

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

No Ward Councillors or DMBC Officers were in attendance.

**6) MINUTES OF THE MEETINGS HELD ON 1 MAY 2019**

RESOLVED (3)

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) Meeting with Design Consultant Regarding Kilham Hall Storeroom Extension

The local design consultant had attended a meeting with members and the Clerk on 23 May 2019 and had agreed to draw up plans for a rear extension to store outdoor equipment and some items for external groups using the hall free of charge.

b) New outdoor illuminated Christmas decorations

Details of the proposed location of new outdoor illuminated decorations had been sent to DMBC but no response had been received and the Officer was not available until 10 June 2019.

c) Hire of recreation ground by Branton Juniors FC

A copy of the required insurance which was due to expire on 30 June 2019 had been received and the football club duly notified that the hire could take place until the end of June and after that date on receipt of an update insurance certificate. .

d) Purchase of replacement goalpost part costing £12.83 + vat

The replacement part had been received and the handyman had duly fitted.

e) Quotation of £45 for installation of software to count website access

The webmaster had confirmed that 'Google Analytics' could be fitted to analyse website access and would cost approximately £45 to install.

f) Order for new CCTV signage

Delivery was awaited for the four new signs at a cost of £96 + vat.

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

g) Clerk's Excel training and provision of a mobile telephone

The Council's Internal Auditor was able to offer Excel training at a cost of £15 per hour and so a training session would be arranged in the summer period of 2-3 hours therefore within the agreed budget of £50. The Clerk could supply a mobile telephone in the short term to enable a bespoke contact number for the parish council to be provided. In the longer term a new handset would be needed. The cost of any contract would be met from the Clerk's telephone allowance so there would be no additional cost to the council.

Other matters – Overgrown vegetation

DMBC had responded that the verges on School Lane at Old Cantley were only cut twice per year but that could be reviewed. There had been no update on the overgrown vegetation along the highway between Poppyfields and Ava Court.

RESOLVED (4)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That the Clerk obtains pre-planning advice on receipt of the plans for the storeroom extension on receipt of agreed plans.
- c) That the provision of new outdoor illuminated Christmas decorations is progressed with DMBC and Ward members are informed if no response has been received by 14 June 2019.
- d) That the cost of the replacement goalpost part is noted..
- e) That the provision of Google Analytics be declined as on reflection it was felt to be unnecessary.
- f) That the provision of Excel training be progressed in accordance with the budget previously agreed.
- g) That the Clerk seeks a 'Pay as You Go' type of arrangement for a mobile telephone.
- h) That DMBC is contacted to request that the overgrown vegetation is tended.

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

No members of the public were in attendance.

**9) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom reported that a meeting had taken place on 7 May 2019 and a new member had been appointed to the remaining vacancy representing the Sunday evening user group and Parish Councillor Mark Turner had been appointed Vice-Chairman. The new treasurer had decided to relinquish the role and the former treasurer had assisted completing outstanding work. The new member of the committee was interested in taking on the treasurer role at a later date. A Facebook page was being created and photographs were being sought. A monthly meeting now took place with the booking clerk and the new email address was now working well.

The Monday morning fitness class was to cease but a new class would commence on Thursday mornings in September. The playgroup was considering transferring to the Monday morning instead of Wednesday.

There had been an activation of the fire alarm and this had been disconnected by a contractor and arrangements were being sought for a repair/replacement.

RESOLVED (5)

That the information is noted and committee members again thanked for their work for the hall.

**10) INTERNAL AUDIT REPORT**

The contents of the report were considered and it was noted that the report identified no issues of immediate concern.

RESOLVED (6 )

That the report is received and the contents duly noted.

**11) CONFIRMATION OF BROADBAND PROVISION FOR KILHAM HALL MEETING ROOMS**

Members discussed the benefits of the provision for the meeting rooms following advice that access to CCTV from mobile devices was not deemed appropriate. It was felt that it would be beneficial for anyone using the meeting rooms including the Clerk to have access to the facility. The Clerk advised that a three year contract would extend beyond the current term of office of current members with an annual cost £408 which had not been specifically included in the current year's budget.

RESOLVED (7)

That in view of the benefits the broadband contract be arranged at £33.99 per month for three years with no charge for the new telephone line installation.

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

**12) PROVISION OF A NEW LITTER BIN NEAR MILTON ROAD**

The Clerk reported that DMBC intended to monitor for six weeks the usage of the litter bin located at the entrance to the open space to the rear of Poppyfields following the parish council's suggestion that it could be relocated to an area on New Road. There had been no response to the enquiry as to whether DMBC would fund the cost of emptying but it was assumed that if it was relocated then it would continue to be emptied by DMBC as it was not an additional litter bin.

The Neighbourhood Officer had sent a notification that the cost of a new litter bin was £395 + vat but the Street Scene team had quoted £500 but this may include fitting.

RESOLVED (8)

That DMBC is asked if a decision could be made available for the July 2019 meeting in order to progress the matter at the next meeting.

**13) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES**a) Security arrangements for the summer period

Discussion took place on how the park could be best kept safe following the recent incidents. It was felt that residents needed to use the park as much as possible as adult/family use was likely to deter anyone wishing to misuse the area.

b) Review of hire policy for the recreation ground and meeting rooms

Consideration was given to the policy and proposals to introduce a half-day and full day hire cost for the meeting rooms.

c) Specification for the proposed Multi Use Games Area (MUGA)

A Finningley Ward Councillors had indicated that the planning application for changes to some of the dwellings at Branton House Farm should be decided in the near future and that if approved the developer had indicated that the commuted sum would be paid it was felt appropriate to progress the specification for the MUGA. Discussion took place on the feasibility of incorporating a net for tennis/badminton/volleyball and it was questioned whether this would be practical as it would restrict general usage whilst possibly two people were using it as a tennis court etc. There would need to be a decision on the size, items to include, surface and security fencing in order for DMBC to confirm approval and to progress the necessary planning permission.

d) Damage to wooden plant support at the butterfly trail

The handyman had reported that the climbing plants attached to the two support poles next to the commemorative bench had been removed and one of the poles had fire damage and had occurred between the afternoon of 30<sup>th</sup> May and Sunday 2 June 2019 evening.

RESOLVED (9)

a) That members discuss with local residents the formation of a group to improve security of Kilham Hall Park.

b) That the proposals for half and full day hire costs for Kilham Hall Meeting Rooms be agreed.

c) That a meeting is arranged with a suitable contractor recommended by DMBC to draw up the specification for the MUGA.

d) That the Clerk reports the damage to the butterfly trail area to the police.

**14) PLANNING MATTERS**

The following new planning application was considered:

|                                       |  |             |
|---------------------------------------|--|-------------|
| 19/00773/FUL<br>2 Warning Tongue Lane | Demolition of existing dwelling and outbuildings with a replacement dwelling               | Comments    |
| 19/01283/FUL<br>22 Springwood Close   | Erection of a single storey roof extension over conservatory and two storey side extension | No comments |

RESOLVED (10)

a) That the information including decision reached since the last meeting is received and duly noted.

b) That comments are submitted relating to application 19/0773/FUL supporting advice from submitted by some of the consultees that wildlife surveys are undertaken.

**15) HIGHWAY MATTERS**

The following matters were raised:

- Gatewood Lane – Overgrown verges
- Poppyfields - Vegetation at kerb edges

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

**RESOLVED (11)**

That DMBC is notified of the matters identified.

**16) PLANNING OF FUTURE PROJECTS FOR OLD CANTLEY AND BESSACARR AREAS****RESOLVED (12)**

- a) That a site visit is arranged to view areas in Bessacarr and Old Cantley with a view to providing a Christmas tree and wild flowers seeding on verges at Bawtry Road.
- b) That consideration is given to how residents could be consulted with at the next meeting.

**17) DONATION TO 2019 AUCKLEY SHOW****RESOLVED (13)**

That a donation of £500 is agreed.

**18) CLERK'S TRAINING**

The Clerk had requested to attend a one day course for experienced Clerks at the Holiday Inn Warmsworth on 22 October 2019 at a cost of £115 and to receive travel expenses to attend an SLCC South Yorkshire meeting where a vat training session would take place.

**RESOLVED (14)**

That the training requests be agreed.

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

Crime reports for March 2019 denoted 7 crimes in Branton, one crime in Old Cantley and six crimes in the Bessacarr part of the parish respectively. A copy of the April newsletter from South Yorkshire's Police and Crime Commissioner was made available. The weekly bulletin denoted that school parking patrols had been undertaken in May 2019.

**RESOLVED (15)**

- a) That the information is received and noted
- b) That a copy of the SYPCC newsletter is circulated electronically to parish council members.

**20) WEBSITE MATTERS**

No specific issues were raised but a question was raised regarding usage of the website..

**21) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

**RESOLVED (16)**

That the following payments made are duly authorised:

|       |   |          |
|-------|---|----------|
| 19/10 | Clerk's (May salary)                    | £668.31  |
| 19/11 | Clerk's (ink cartridges stationery)     | £123.99  |
| 19/12 | Handyman (fuel for gardening equipment) | £ 7.37   |
| 19/13 | Branton Garden Centre                   | £ 14.48  |
| 19/14 | Glendale (grass cutting 5 & 19 Apr 19)  | £ 84.77  |
| 19/15 | Handyman (paint and fuel for equipment) | £ 23.09  |
| 19/16 | Misson Gates (parking bollards)         | £ 427.50 |
| 19/17 | Clerk (2 x black ink cartridges)        | £ 61.18  |
| 19/18 | Internal Auditor (18/19 fee)            | £ 77.50  |
| 19/19 | B G Sports (goalpost stanchion)         | £ 15.40  |

**22) REVIEW OF FREEDOM OF INFORMATION POLICY**

A copy of the updated policy document was considered.

**RESOLVED (17)**

That the updated policy document be duly adopted and reviewed as necessary.

**23) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Update, (which included a list of policy documents), the latest training programme, advice from HMRC on an employers' responsibilities and powers of councils to incur expenditure. Notification of the next YLCA South Yorkshire Branch Meeting on 19 June 2019 was reported.

**RESOLVED (18)**

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

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

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

RESOLVED (19)

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

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