

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 4 September 2019 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

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

IN ATTENDANCE: J Staniforth (Clerk to the Council) and two members of the public.

The two members of the public explained that they wished to express concern over the danger of the fork junction of Whiphill Top Lane which created a blind corner for motorists travelling in two directions and that vehicles travelled at excess speed in that section which had culminated in an incident damaging six bollards on the Rose Garden along with fencing and a vehicle at their property on 26 August 2019. It was felt that the incident could have resulted in serious consequences if any pedestrians had been in the vicinity when the accident occurred. There had been a similar incident some twenty years ago involving a car with a trailer.

It was explained that additional signage had been sited but the residents felt that this was insufficient to protect properties and pedestrians, the latter of which had increased due to the additional facilities at Kilham Hall Park. The residents enquired as to whether the parish council insurance was liable to fund the cost of the damage to their property but it was explained that the council's insurer's had advised that they would need to claim from their own insurance and the insurance company should be able to recover the full cost from the vehicle owner's insurance.

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillor Turner.

RESOLVED (1)

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

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

That an item of correspondence be excluded from the public and press on the advice of the National Associations of Local Councils.

3) DECLARATIONS OF INTEREST

Councillor Chorlton and Councillor Sidebottom declared an other interest in Item 8).

4) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

No Ward Councillors or DMBC Officers were in attendance.

5) MINUTES OF THE MEETINGS HELD ON 3 JULY 2019

RESOLVED (3)

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) New outdoor illuminated Christmas decorations

DMBC had completed the inspection of the lampposts and had stated that the concrete columns were unsuitable and there was still an issue with other columns that needed referral to Northern Power Grid for which a response was awaited. DMBC had agreed not to charge for the initial inspections this year but in subsequent years there would be a cost which would then be deducted should work proceed.

b) Communications with Old Cantley and Bessacarr areas of the parish

The cost of printing 1,000 leaflets would cost £90 + vat with distribution cost of £35 + vat. The cost for a half page insertion into the local Bessacarr magazine would be £60 +vat and £110 + vat for a full page.

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

c) Mobile phone provision

A two year contract had been obtained via Carphone Warehouse using the O2 network for £13.50 plus vat as this was better value than two other best quotes at either £17.99 or £19.99 + vat. The first direct debit had been paid on 21 August after payment of the Clerk's August salary so no adjustment had been made to the August salary and the Clerk intended to reduce her telephone allowance payment by £12 per month from September 2019 with the balance being met from reduced employer national insurance contributions amounting to £1.65. The Clerk had made available a surplus handset although this would need replacing at some point in the near future. The new telephone number had been circulated and the former number replaced on published information.

d) Litter picking equipment/storage/next litter pick

Councillor Sidebottom reported that a bid for funding had been submitted to purchase jackets, litter picking equipment and a storage bin and that the next litter pick was scheduled to take place on Saturday 14 September 2019. As the new equipment would not have arrived by that date arrangements would be needed to hire the necessary equipment from DMBC. It was also noted that the strength of the black plastic sacks purchased for the last litter pick was insufficient for some items collected and a more superior quality needed to be purchased.

e) Police 'Drop In' sessions

Sessions had taken place in July and August during the day attended by members of the parish council and one member of the public on each occasion. The next one was scheduled for Monday 9 September 2019 between 6.30 and 7.30 pm. The police had obtained some CCTV footage of incidents of anti-social behaviour and had spoken to some young people.

f) Broadband Connection

The installation of a telephone line had needed a number of visits but it was hoped the line installation would be completed on 16 September 2019.

g) Website maintenance/advice on new mobile devices accessibility regulations

It had not been possible to undertake the website maintenance during the summer break due to still awaiting the broadband connection and so the advice from the webmaster regarding the new regulations was still awaited.

h) New insurance contract

The existing insurance policy had been renewed but it had been discovered that the previous year's policy had not included any cover for data breach and this was available at cost of £56.

i) Other matters

The relocation of the litter bin from Poppyfields to New Road had been completed.

Letters had been sent to residents whose gardens had overgrown vegetation on Doncaster Road and one resident had sent a copy of correspondence from the Neighbourhood Officer stating that DMBC were responsible for the maintenance. However on contacting the Highways Department it was re-confirmed that the land belonged to the property owners but DMBC would undertake maintenance work on this occasion. Further correspondence and a copy of the land plan had been sent to the residents. One resident who was a tenant was concerned that there could be a loss of privacy if the vegetation was removed and that if this were the case alternative accommodation would be sought. This information had been forwarded to DMBC.

The completion of the signing of the latest variation to the Trust Deed was awaited as the membership of Kilham Hall Management Committee had changed substantially.

RESOLVED (4)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That the issue of the Christmas decorations be discussed at the next meeting if further information was available.
- c) That a half page letter be published in the next edition of the Cantley and Bessacarr Journal inviting residents to submit ideas to be considered by the parish council and a further half page be ordered for the next edition in two months time.
- d) That the new mobile telephone number is added to the website.
- e) That DMBC is asked to provide the litter picking equipment for 13 September, that a supply of heavy duty plastic sacks is ordered from Amazon and the bags of litter be requested to be collected on the afternoon on 14 September 2019.
- f) That Data Protection breach insurance cover be purchased at a total cost of £56.
- g) That DMBC is asked to carry out the maintenance to overgrown vegetation on Doncaster Road to the rear of properties on Springwood Close and that as much as possible of the vegetation be removed.
- h) That the CCTV policy is reviewed in respect of access to the CCTV footage.

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

7) ITEMS RAISED BY MEMBERS OF THE PUBLIC

RESOLVED (5)

That DMBC Highways Department is contacted and a meeting requested with Highway Officers, DMBC Ward Councillors and the police to consider traffic calming measures for Whiphill Top Lane.

8) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that the next meeting was to be held on 10 September 2019. During the summer break a free ukulele class had been held and have proved very popular. The booking clerk was not available for two days per week during term time due to undertaking course of study. A new class for mothers and babies was to start on Thursday afternoons and generally other bookings were being sustained.

9) 2018/19 EXTERNAL AUDIT REPORT

A copy of the report had been circulated with the agenda along with an explanation relating to remarks in the report relating to one non-compliance issue for the previous year where an incorrect date had been inserted and therefore should have been recorded on the current year's return. The auditor accepted that there was no actual non-compliance but due to the date being entered incorrectly it indicated that there was a non-compliance issue which had not been addressed. The matter was now resolved.

RESOLVED (6)

That the report from the internal auditor is received and the comments made in the report are duly noted.

10) FIRST QUARTER BANK RECONCILIATION

RESOLVED (7)

That the bank reconciliation circulated with the agenda denoting a bank balance at the end of quarter one of £55,551.77 be agreed and duly certified by the council's auditors.

11) FIRST QUARTER BUDGET MONITORING REPORT

Consideration was given to the report which denoted that 25% of the budget had been expended but that this was due to the late completion of the new fencing to Kilham Hall park which had been budgeted for in the previous year. All other expenditure was in line with the agreed budget other than donations which was overspent by 25%.

RESOLVED (8)

That the report be received and duly noted.

12) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES**a) MUGA Specification**

Following meeting with two suppliers and a site meeting to determine the size of the proposed MUGA a final specification was proposed as follows:

Size 30 m by 16m, with a tarmac surface and perimeter fencing height to be determined at the next meeting following discussions with DMBC regarding the north side having sides of around one metre to allow for viewing.

Markings for football, netball, basketball and tennis. A cricket wicket to be considered for marking on the ball wall.

b) Kilham Hall storage extension project

Updated plans were considered and proposed for adoption. In formal pre-planning advice had been obtained suggesting no issues of concern and that the cost of the formal planning application would be £117 if less than 40m² or £231 if over 40m² but less than 75m². If the cost of the project was more than £25k there was a requirement to carry out the tendering process in accordance with the Public Tender Regulations and advice was being sought from YLCA on what this entailed.

c) Playground Inspection Reports

An inspection had been undertaken on 22 May 2019 but found now items requiring attention. The handyman had referred one of the swings due to splits in the seat but an inspection undertaken had advised that no immediate action was required and would be monitored as part of the inspection process. The date of the next inspection was awaited but should be imminent.

d) Security Issues/ Friends of Kilham Hall Park

During the summer holiday period there had been reports of anti-social behaviour resulting in damage to a plaque at the butterfly trial, the removal of a tree stake (which did not require replacement), possible

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

damage to one of the goalposts and the fly-tipping of a fridge which had been removed free of charge by DMBC. A resident had telephoned 101 on one occasion but the offenders had left the site before any officers arrived. An amount of CCTV footage had been forwarded to the police but identification was still ongoing for two of the incidents and a group of young people had been spoken to by the police in respect of the fridge incident.

Two local residents had indicated they were willing to form part of a group to provide support for the site.

e) Provision of New Entrance Lock/Keys

The lock had been assumed to have been removed intentionally during a regular Monday evening booking and a new lock had been supplied free of charge by DMBC the same as the field gate and new keys had been given to users of the hall other than groups starting in September which the booking clerk would arrange. Additional keys costing £18.33 (which included a key for the lobby cupboard in the hall) had been purchased.

f) Disposal of surplus items

The old disused CCTV Equipment and the damaged memorial stone at the Rose Garden were surplus and needed to be disposed of.

g) Hire Policy/Erection of Bouncy Castle

It had been noticed that a hirer of Kilham Hall had erected a bouncy castle with no prior permission from the parish council and therefore no proof of public liability insurance had been received.

h) Condition of picnic tables

It was recommended that an inspection of the tables be undertaken as there was a considerable amount of wear and tear and replacements may be needed in the future.

i) Car Park Drainage

This was being monitored due to surface water after heavy rain.

j) Lawn Mower Repairs

Minor repairs costing £20 + vat had been incurred.

k) Mole Removal

Due to the increasing number of molehills appearing the Pestilence Officer had been contacted and the site rectified at a cost of £70.

l) Additional Shelf in Meeting Room

Consideration was given to the installation of an additional shelf to enable the printer to be reconnected at an estimated cost of £50.

m) Maintenance of Field Maple tree

Consideration was given to whether any pruning of the tree should be undertaken to maintain its appearance.

n) Hedge cutting specification

The annual hedge cut needed to be arranged and a resident whose property bordered the hedge had requested that the height be retained in order to improve privacy to the property from the perimeter path.

o) Replacement goal parts

One of the goal nets appeared damaged possibly from a deliberate act or through usage and new parts had been ordered at a cost of £24.15 +vat.

p) Damage to Rose Garden

A vehicle incident had resulted in the damage and removal of six of the metal bollards along with a stone memorial plaque and very minor damage to shrubs. A resident had reported the damage and provided an incident number which had been forwarded to the council's insurers who would process the claim. The resident had stated that two people had been arrested following the incident and it was believed that the car involved was insured and the insurance company were hopeful that the full cost of damage could be recovered. DMBC had attended and removed the damaged bollards and made the site safe and advised that a quotation could be obtained for the replacement of the bollards and the insurance company had said that if the quotation was deemed reasonable there may be no need to supply other quotations.

RESOLVED (9)

a) That the specification for the MUGA be as proposed and finalised at the next meeting following a further meeting with DMBC on either 30 or 23 September 2019.

b) That the specification and plans for the MUGA be made available to the public on Wednesday 2 October 2019 between 4.00 pm and 6.30 pm. at Kilham Hall Meeting Rooms.

c) That the revised plan for the storage extension be agreed and arrangements be made with the Design Consultant to submit a planning application to DMBC and the building specification be finalised for approval at a future meeting.

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

- d) That the playground inspection report be noted and a further report awaited.
- e) That the Clerk contacts the residents regarding a meeting to discuss the formation of a 'Friends of Kilham Hall Park' group.
- f) That the cost of new keys be noted.
- g) That a quotation for the disposal of surplus items be obtained from a Waste Contract company the contact details to be supplied by Councillor Williams.
- h) That the playgroup is sent a copy of the hire policy and advised that prior permission and receipt of public liability insurance must be obtained for the erection of inflatable structures on the recreation field.
- i) That the handyman carries out repairs to the picnic tables as previously agreed and the condition be monitored.
- j) That drainage issue in the car park continue to be monitored.
- k) The cost of lawnmower repairs be noted.
- l) That the cost of mole removal at the park be noted.
- m) That the provision of a new shelf be agreed at a cost of £50.
- n) That maintenance to the Field Maple Tree be arranged in the future when the repairs to the Rose Garden had been completed .
- o) That arrangements be made for the annual hedge cut and the height be not reduced other than to level the section of hedging as necessary.
- p) That the cost of replacement parts for the goal posts be noted and Councillor Turner be asked if he could re—assemble the damaged goalpost and advise if any further replacement parts were needed.
- q) That the progress with the insurance claim to repair the damaged bollards at the Rose Garden be noted and an update provided at the next meeting.

13) PLANNING MATTERS

The following new planning application was considered:

19/01700/FUL 47 Warnington Drive	Demolition of existing dwelling and replacement with two detached dwellings/garages	Comments
19/01581/FUL Doncaster Golf Club	Erection of gate pillars and wall to allow electric gates to be fitted.	No comments

RESOLVED (10)

- a) That the information including decision reached since the last meeting is received and duly noted including the granting of application 19/01861/FUL which the Planning Officer had previously confirmed would await comments from the parish council meeting.
- b) That the comments submitted in respect of planning application 19/00486/FUL be noted.
- c) That comments be submitted in respect of application 19/01700/FUL denoting that the proposed development constituted an overdevelopment within a conservation area and that the comments of the Tree Officer be supported in order to maintain the appearance of the conservation area.

14) DONCASTER LOCAL PLAN – LATEST CONSULTATION STAGE

DMBC had prepared the publication version of the Doncaster Local Plan for consideration and invited comments to be submitted up to 30 September 2019.

RESOLVED (11)

That the contents of the plan be noted and an enquiry be made as to where an allocation of 70 houses would be sited in Branton along with ten in Old Cantley and that it was felt a summary document by area would be helpful.

15) CHRISTMAS CAROL SINGING ARRANGEMENTS

St Wilfrid's School had forwarded notification that a date of Wednesday 11 December 2019 would be suitable for the school choir to attend.

RESOLVED (12)

- a) That the Christmas carol singing event be undertaken on Wednesday December 11th 2019 at 6.30 pm in the usual format.
- b) That Councillor Sidebottom liaises with the school to confirm the musical accompaniment arrangement and the provision of a Father Christmas and the Clerk writes to the WI regarding the provision of mince pies.
- c) That the Kilham Hall secretary informs the booking clerk of the arrangement in order to ensure the hall is available for the carol singing event and not for the normal weekly hire.

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

16) HIGHWAY MATTERS

The following matters were raised:

- Overgrown vegetation adjacent to the wildflower area on New Road
- Overgrown vegetation around the kerbside at the junction of Moor View and Chapel Lane.

RESOLVED (13)

That the matters raised be notified to DMBC.

17) CONTENT AND PUBLICATION DATE FOR LATEST NEWSLETTER

Councillor Sidebottom withdrew from meeting during consideration of this item.

RESOLVED (14)

That the newsletter include the following items; Updates on MUGA and storage extension including consultation arrangements, new projects for Old Cantley and Bessacarr areas, Police 'Drop Ins' and speeding checks undertaken on Whiphill Top Lane, Litter Pick details, update on the zebra crossing at The Hayfield School and date for the Christmas carol singing event.

18) REVIEW OF THE FINANCIAL REGULATIONS

RESOLVED (15)

That a review be undertaken at the November 2019 meeting.

19) TO CONSIDER THE FOLLOWING POLICE ISSUESa) May, June and July 2019 Crime Reports

The crime report denoted twelve, six and five crimes respectively in Branton with three, one and three respectively in Old Cantley and two, thirteen and seventeen in the Bessacarr part of the parish.

b) Weekly bulletin and general information

Only two bulletins had been received the first in July denoting that speed checks had been carried out on Whiphill Top Lane with two out of 100 vehicles travelling in excess of the speed limit. The August bulletin denoted that five referrals had been submitted for youths causing anti social behaviour in Branton.

c) SY Police and Crime Panel Annual Report

A copy of the report was made available for information.

d) SYPC's July/August Newsletter

No further newsletters had been received to date.

20) WEBSITE MATTERS

It had not been possible to progress either the maintenance requirements or any work required to comply with the new regulations due to the broadband connection still being awaited. No other issues were raised.

RESOLVED (16)

That the meeting is arranged when the broadband connection has been completed...

21) REPORTS FROM MEETINGS ATTENDEDa) Yorkshire Wildlife Park Consultative Committee – 11 July 2019

A copy of the minutes of the meeting had been circulated and Councillor Caygill reported that the main focus of the meeting had been the closure of Hurst Lane for the construction of the new access, the temporary closure of an adjacent public footpath and the relocation of the bus stop on Mosham Road.

b) DMBC PCJCC Meeting – 12 July 2019

Councillor Caygill reported that a presentation had been received on recycling plastics and information provided from the Street Scene Head of Service. The Highways Department now worked a seven day week. A copy of the draft minutes was available.

c) Community Alcohol Partnership Meetings – 12 and 25 July 2019

Councillor Worthington reported that the police and DMBC were working with local businesses to try to prevent the sale of alcohol to anyone below the legal age limit and conducting evening patrols. The minutes of the meetings were available and the next meeting was scheduled for Monday 9 September 2019 at 1.00 pm.

d) DMBC Public Rights Of Way Forum – 1 August 2019

Councillor Worthington reported she had attended the meeting and the issue of the unauthorised closure of Old Bawtry Road in Finningley had been raised and it had been indicated and an officer in attendance

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

had stated that there was sufficient evidence to order the removal of the obstruction to allow access. It was also raised that buses for the Manor Farm development had not suitable turning point.

e) DSA – Heritage Sub Group – 14 August 2019

Councillor Worthington outlined that the sub-group had been established to seek funding to provide information about the history and heritage of RAF Finningley to the present day.

RESOLVED (17)

That the reports are received and the information duly noted.

22) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (18)

a) That the following payments made are duly authorised:

19/32	Clerk (July salary)	£668.31
19/33	Clerk (Black sacks)	£ 5.97
19/34	Glendale (Grass cutting 21/6)	£ 42.38
19/35	DMBC (2 nd quarter green waste)	£181.00
19/36	DIAL (donation)	£100.00
19/37	Badger Café (Litter pick drinks)	£ 35.35
19/38	Clerk (Ink/stationery/keys cut)	£ 62.10
19/39	Handyman (Petrol for mower)	£ 7.55
19/40	Branton Farm Nursery (Lawnmower repairs/gloves)	£ 25.99
19/41	Blyth Pest Control (Moles removal)	£ 70.00
19/42	DMBC (Pre planning advice)	£ 90.50
19/43	Clerk (August salary)	£671.11
19/44	Glendale (Grass cutting 5/7 &26/7)	£ 84.77
19/45	Clerk (Paper/sympathy card/memory stick)	£ 13.07
19/46	Branton Farm Nursery (manure)	£ 13.00
19/47	B G Sports (Goal replacement parts)	£ 28.98
19/48	BHIB (Annual insurance premium)	£881.17
19/49	PKF Littlejohn (External audit fee)	£240.00

b) That the refund of the £90.50 pre-planning fee be noted.

23) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Updates which provided advice about the holding of secret ballots and notification from DMBC that Edenthorpe Parish Council had submitted its Neighbourhood Plan.

RESOLVED (19)

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

24) DATE AND TIME OF NEXT MEETING

RESOLVED (20)

That the next meeting be held in accordance with the agreed schedule on Wednesday 2 October 2019 commencing at 6.30 pm.

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