

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Virtual Parish Council Meeting held on Wednesday 6 January 2021, commencing at 6.30 p.m.**

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

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council), DMBC Ward Councillors J Cox and S Cox and one member of the public.

The member of the public explained that it was felt that an initiative to install cameras to improve the safety and security of residents would be beneficial as crime was increasing. The cameras would be positioned on designated lampposts with a suggestion of one at the Warning Tongue Lane roundabout area and one at Whiphill Top Lane. The cameras were monitored continually by DMBC through a secure server and could only be accessed by the police from DMBC. There was an annual survey/service fee of approximately £600-£700 per annum and a nearby parish had been estimated an initial total cost of £9,180. The equipment would be guaranteed for one year but any subsequent criminal damage or wear and tear costs would fall to the parish council.

Councillor Chorlton enquired as to what resources were needed to monitor incidents and whether it was cost effective. The resident explained that the police were responsible for following up any incidents and there was a guarantee that the footage would be recorded as DMBC have a dedicated team for which the annual service costs would ensure that the footage was available.

DMBC Ward Councillors outlined that there was a less visible presence of police in the area and the installation of cameras in all neighbouring villages would provide coverage from any point within the Finningley Ward and therefore act as a deterrent to those intending to commit any criminal acts.

**1) APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams due to unavoidable work commitments.

RESOLVED (1)

That the reasons for absence from Councillor Williams be agreed and duly recorded.

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (1)

That no items be excluded from the public and press.

**3) DECLARATIONS OF INTEREST**

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 12.

**4) REPORTS FROM DMBC WARD COUNCILLORS/OFFICERS**

a) Section 106 funding projects

The Clerk reported that the DMBC Finningley Ward Councillors had been contacted to provide a further update and had reported that the matter was being progressed but there were new additional procedures. The DMBC Officer had confirmed that the Officer Decision Record document was in circulation for approval and as soon as final approval had been received the legal document would be sent for authorisation. The Ward Members were seeking information on the additional procedures that had been put in place and hoped to provide a further update by the end of the following week.

b) Traffic concerns on Whiphill Top Lane

Ward Members reported that concerns were still being raised by residents including the parking of contractors' vehicles when building work was being undertaken at properties which was resulting in some vehicles driving dangerously when passing the parked vehicles.

It was noted that the new matrix sign denoted traffic speed when some distance from the sign and before entering the 30mph limit and therefore any statistical information obtained may not accurately reflect the situation.

Signed:-----: Chairman

Date:-----:

An enquiry was made as to whether the resident who had attended the March meeting and offered to produce a questionnaire to be distributed to properties on Whiphill Top Lane to collect views on traffic calming measures had provided any information. The Ward Councillors reported that no contact had been received from the resident.

c) Grant availability for village halls

Councillor Cox reported that a further round of grant funding was available and Ward Councillors agreed to contact the Chairman of Kilham Hall Management Committee to provide information.

RESOLVED (2)

That the information is duly received and Ward Councillors thanked for their help and support.

**5) MINUTES OF THE MEETINGS HELD ON 2 DECEMBER 2020**

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) Maintenance/replacement of security light above the Meeting Rooms entrance

The contractor had been contacted to ascertain when the work would be completed and a response was awaited.

b) Collection of decorated stones for a Covid memorial

Information regarding the arrangements for the collection of any stones had been published in the local magazine. Examples of possible suitable storage boxes had been obtained for consideration.

c) Disposal of unused ink cartridges

A response was awaited from the Clerk of a neighbouring parish as to whether these could be utilised.

d) Location of additional Christmas trees

The report from the DMBC Officer had been received and denoted that the sites identified on New Road, Branton and the junction of Bawtry Road with Warning Tongue Lane were deemed suitable for planting a tree. The site on Doncaster Road near to the Warning Tongue Lane roundabout was deemed unsuitable as it would impair sight lines for vehicles approaching the roundabout and further investigations were needed for the Manor Farm development due to limited land space and permission needed from the landowner. The DMBC Officer was to obtain plans of utility services located at the sites and a site meeting would then be arranged.

e) Servicing and repair costs of gardening equipment

In addition to the servicing costs which were within the agreed budget of £200 +vat but that a new blade for the hedge trimmer was needed at a cost of £129, a new blade for the lawnmower costing £13.33 and a repair to the strimmer throttle cable costing £22.92 (all + vat).

RESOLVED (4)

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

b) That a suitable storage container is purchased at a cost of up to £15 +vat.

c) That DMBC is asked if two or three trees located on the verge near to the Warning Tongue Lane roundabout would be suitable for hanging lights during the festive period akin to those on Auckley village green.

d) That DMBC is asked to obtain the necessary utility plans as soon as possible in order to progress the project.

e) That the required repairs/replacement parts for the gardening equipment be agreed.

**7) DETERMINATION OF THE 2021/2022 ANNUAL BUDGET**

Consideration was given to the draft budget prepared by the Clerk which provided an increase of £800 to cover inflation. Members were informed that the current bank balance was over £80k and therefore there were sufficient reserves to cover the cost of proposed projects for the forthcoming year and leave a reasonable amount of reserves for unexpected repairs and maintenance.

RESOLVED (5)

That a total annual budget for 2021/22 be agreed at £41,800.

**8) DETERMINATION OF THE 2021/2022 ANNUAL PRECEPT**

Signed:-----: Chairman

Date:-----:

**RESOLVED (6)**

That the 2021/2022 precept be set at £41,800 giving no increase for a band D equivalent property in view of the council tax base for the parish increasing by 1.99%.

**9) ARRANGEMENTS FOR SHORTLISTING AND INTERVIEWING FOR CLERK'S POST**

The Clerk reported that fourteen requests had been made for application forms and eight application forms had been received by the closing date. A request had been made for an application received on 5 January 2021 to be accepted as it had not been possible for the applicant to return it from her work computer due to a sudden close family bereavement.

**RESOLVED (7)**

a) That it be agreed to accept the late application in view of the unforeseen and unavoidable circumstances that had arisen.

b) That a Recruitment Committee be established comprising Councillors M Sidebottom, D Chorlton, J Worthington and A Whittaker and the committee be delegated to undertake the appointment of the new Clerk.

c) That a virtual meeting of the committee be held on Monday 18 January 2021 commencing at 6.30 pm for the purposes of shortlisting applicants for interview and determining the interviewing arrangements.

**10) ARRANGEMENTS FOR NEW PICNIC TABLES AND QUOTATION FOR A NEW BASE**

The concrete base had now been completed and the special offer for the picnic tables that had been chosen was still available however the arrangements for taking of the delivery and unloading the tables still needed to be determined.

**RESOLVED (8)**

That further consideration be given to the placing of the order and arrangements for receipt of delivery of the new picnic tables at the next meeting.

**11) ITEMS RAISED BY MEMBERS OF THE PUBLIC/PROVISION OF SECURITY CAMERAS**

Discussion took place on the request from a member of the public for the provision of security cameras to be sited and the issue of the parish boundary was raised in view of the Bessacarr part of the parish. Ward Councillors denoted that the DMBC devolved ward members budget could be used for other areas within the Ward.

**RESOLVED (9)**

a) That it be agreed to proceed in principle with the provision of up to two cameras subject to the required finance being available and information being presented to the next meeting on the level of reserves and commitments to be met from the reserves in the next financial year.

b) That DMBC is contacted to provide information on the cost and operating arrangements for the cameras.

**12) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom explained that there was little to report as the hall was now fully closed. Prior to Christmas the Dance School had continues usage but this had now ceased due to the current restrictions.

**13) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES****a) Activation of fire alarm sensor in the handyman's store**

There had been a further activation of the sensor and the installation company had agreed to change the sensor to a heat sensor free of charge and would be undertaken when the completion of work in the hall was carried out.

**b) Repair to goalpost**

The donated goalpost had been damaged and the handyman had repaired it using a supply of tape purchased from the local Garden Centre.

**RESOLVED (10)**

That the information be noted and the cost of the repair tape purchased by duly authorised.

**14) EXTERNAL CONTRACTS FOR SITE MAINTENANCE FOR 2021/2022**

Signed:-----: Chairman

Date:-----:

A formal quotation had been received from the field maintenance contractor denoting the cost of cutting the field would increase by just over 2.5% from £36.38 to £37.34 + vat per cut but this was still considerably less than quotations received previously. The cost of the biennial weed and feed due in 2021/22 was £475 + vat. The cost of DMBC emptying litter bins continued to provide best value in view of the economies of scale.

RESOLVED (11)

That the existing contractors be awarded contracts for site maintenance for 2021/22 on the same basis as the current year.

## 15) PLANNING MATTERS

The following new planning applications were considered and details of decisions reached since the last meeting had been circulated for information:

20/03044/FUL Edale, Nether Cantley Lane	Erection of side/rear extension and detached annexe to replace the existing garage	No comments
20/03329/FUL 31 St Vincents Avenue	Erection of two storey rear extension	No comments

RESOLVED (12)

That no comments or objections be submitted in respect of the two applications.

## 16) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (13)

That the following payments made are duly authorised:

20/076	Clerk (December salary)	£ 730.18
20/077	Clerk (postage and batteries)	£ 6.12
20/078	Clerk (reimbursement for laminator)	£ 24.99
20/079	Arrow Publications (Clerk's advert/December newsletter)	£ 204.00
20/080	Bawtry Electrical Services (hanging and removal of Christmas lights)	£ 450.00
20/081	YHN (annual website hosting fee)	£ 55.95
20/082	R J Electrical (Fixed wire and annual portable appliance testing)	£ 60.00
20/083	South Anston Fire (annual fire extinguisher service/replacement)	£ 107.41
20/084	Handyman (3 <sup>rd</sup> quarter salary)	£ 791.39
20/085	Handyman (fuel for equipment)	£ 6.37
20/086	Branton Garden Centre (Tape for goalpost repair)	£ 5.96
20/087	Clerk (Zoom subscription for December meeting)	£ 14.39
20/088	YLCA (Climate emergency webinar for N Williams)	£ 15.00
20/089	Lexis Nexis (Arnold Baker 12 Edition Manual)	£ 119.99
20/090	LMN Contracts ( Ventilation work to handyman's store)	£ 108.00
20/091	Branton Garden Centre ( hooks and mesh for butterfly trail)	£ 12.95.
20/092	HMRC (3 <sup>rd</sup> Quarter return)	£ 826.51

## 17) APPOINTMENT OF THE INTERNAL AUDITOR FOR 2021/22

RESOLVED (14)

That the current internal auditor is offered the appointment to complete the 2020/21 internal audit.

## 18) WEBSITE UPDATES

There were no new website updates raised.

## 19) HIGHWAY MATTERS FOR CONSIDERATION BY DMBC OR OTHER AGENCIES

The following matters were raised:

- Damaged grass verges at Chapel Lane and Whiphill Top Lane mainly as a result of recent gas work.
- Ponding on footpath on Doncaster Road approaching the Warning Tongue Lane roundabout

RESOLVED (15)

- That the Clerk provides a written request to the DMBC Ward Councillors to ask for the restoration of the grass verges along Doncaster Road in order to improve the unsightly appearance of the verges.
- That Councillor Whittaker reports the ponding of the footpath for the required action to be undertaken.

Signed:-----: Chairman

Date:-----:

**20) POLICE ISSUES**

The Clerk reported that the November crime report had not been completed and would be presented at the next meeting. Concerns were raised about an attempted dog kidnapping on Whiphill Top Lane. The December local bulletin had been circulated and there were no incidents relating to the parish included.

RESOLVED (16)

That the police are contacted for information relating to the attempted dog kidnapping incident.

**21) REPORTS FROM MEETINGS/TRAINING ATTENDED**

a) DSA Noise Monitoring and Environmental Sub- Committee – 3 December 2020

Councillor Worthington reported that the only issues discussed related to the reduced number of flights and the only complaints in respect of noise from one particular resident. There were several areas where the roads were continuing to flood due to drainage issues and action was being taken to seek to resolve these.

b) Community Alcohol Partnership Meeting – 3 December 2020

Councillor Worthington had circulated the minutes in advance of the meeting and no questions were raised.

c) Climate Emergency webinar – 15 December 2020

Councillor Williams had attended the seminar.

RESOLVED (16)

a) That Councillor Worthington is thanked for attending the meetings and the information provided.

b) That Councillor Williams is asked to forward a brief written report on the climate emergency webinar.

**21) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates dated 4 and December 2020, a temporary traffic order to Byway No.8, 2021 Census information and a DMBC initiative to tackle loneliness.

Details of a NALC consultation on standards in public life had been circulated with the agenda.

RESOLVED (17)

That the correspondence be received and noted.

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

RESOLVED (18)

That the next meeting is held remotely on Wednesday 3 February 2021 commencing at 6.30 pm.

Signed:-----: Chairman

Date:-----: