

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Virtual Parish Council Meeting held on Wednesday 3 June 2020 commencing at 6.30 p.m.**

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

**IN ATTENDANCE:** DMBC Ward Councillor R A Jones and J A Staniforth (Clerk to the Council)

**1) APOLOGIES FOR ABSENCE**

There were no apologies as all members were able to join the meeting.

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (1)

That no items be excluded from the public press.

**3) DECLARATIONS OF INTEREST**

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 11) and Councillor Sidebottom declared an interest in item 13.

**4) RATIFICATION OF DECISIONS DELEGATED TO THE CLERK (IN CONSULTATION)**

- a) Planning applications (Report enclosed)
- b) Resealing of the Rose Garden surface at a total cost of £610
- c) Cancellation of Parish Council meetings in April and the Annual Meeting in May 2020
- d) Suspension of Gardener/Handyman's employment due to the Covid 19 outbreak/PPE costs
- e) Internal Audit Arrangements for 2019/20 accounts
- f) Publication of a June newsletter cost of £95 + vat
- g) Funding of Clerk's training webinar costing £15
- h) Clerk's salary payments
- i) Order for Vehicle Activation Sign at a total cost of £2,762 + vat
- j) Cost of £14.39 for Zoom subscription for June meeting

RESOLVED (2)

- a) That the actions of the Clerk and decisions made is agreed and the following information be confirmed and noted as required:
- b) That the Chairman and Vice-Chairman continue in office until the next Annual Meeting in 2021 and representatives appointed continue until the next Annual Meeting unless notification is received of the intention to cease to be a representative.
- c) That no changes be needed to current policy and procedure documents including the GDPR statements and audit documents and that reviews of all documents be undertaken as required or at the next Annual Meeting whichever is earlier.
- d) The 'furloughing' of the Gardener/Handyman for the period from 1 April – 3 May 2020 with payment of 9 hours per week based on the average hours worked per week during 2019/20. A risk assessment had been undertaken prior to the return to work and details issued in writing.
- e) The internal audit arranged for the week of 15 June 2020 and the advice issued by YLCA relating to local council experience to be considered prior to the appointment of the internal auditor for 2020/21.
- f) That the Chairman had authorised the Clerk's monthly salary payments in advance of payment being made.

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

Councillor Jones reported that there was no further information relating to the issue of speeding traffic on Whiphill Top Lane raised at the March meeting which was attended by a number of residents and DMBC Ward Councillors J and S Cox. The Chairman explained that a resident had agreed to distribute a questionnaire to residents and forward the returns to the Ward Councillors but it was not known whether this had taken place

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

With regard to the Section 106 monies for the Multi Use Games Area (MUGA) and storage extensions for Kilham Hall Councillor Jones indicated that the balance from the Woodlands Walk development that had not been spent may need to be returned to the developer and he agreed to seek an update on this issue.

A fund of £3k per Ward Councillor had been established to promote community cohesion after the Covid 19 pandemic and ideas for how the fund could be utilised were being sought. Initially it was felt that some sort of community event would be the most appropriate, a book had been suggested but to provide a fair allocation was felt more difficult. Members were asked to forward any ideas to the Chairman of the parish council who would then progress the ideas with the Ward Members.

Forty nine people had been identified in need of support within the Finningley Ward and a decision was needed as to what level of support should continue.

A member enquired if a date for the recommencement of the collection of domestic green waste was known. Councillor Jones responded that no date had been agreed for the foreseeable future but the matter was reviewed regularly.

## **6) MINUTES OF THE MEETINGS HELD ON 4 MARCH 2020**

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) Repair to damaged goalpost

Councillor Chorlton explained that action was still awaited and it was hoped to update the next meeting.

### b) Section 106 Projects

A third quotation for the cost of the storage extension had been submitted to DMBC. This was the highest quote received and an enquiry had been made by the contractor as to the type of floor required as this was not specified. The design consultant had been contacted who had advised on the wording and the specification had been updated.

The DMBC Officer had indicated that further discussion may be needed in respect of the costs for the two projects and this would be clarified at the next meeting.

### c) Request for hard standing area to replace grassed area on Whiphill Top Lane

DMBC had advised that it was not possible to progress this at the present time.

### d) Maintenance of picnic benches

A reply was awaited on the suitability of any surplus picnic tables for parts at the Yorkshire Wildlife Park.

### e) Order for new post box

This was still being sourced as no delivery could be guaranteed online. A suitable sized one was available from B&Q but was a plain design and did not have any inscription on.

### f) Provision of additional Christmas tree

Details of the four proposed locations had been submitted to DMBC firstly to identify if all the sites were owned by DMBC and then for approval to site the trees and for an electricity supply.

RESOLVED (4)

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

b) That DMBC is requested to provide a full update in respect of the Section 106 funding and how best the projects can be progressed.

c) That the Clerk purchases a suitably sized wall mounted letter box from a local supplier.

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

No members of the public joined the meeting.

## **9) APPROVAL OF FINANCIAL DOCUMENTS FOR THE 2019/20 ACCOUNTS**

### a) Final quarter bank reconciliation and review of the level of reserves

The final bank reconciliation for 2019/20 denoting a bank balance of £59,630 was duly agreed. It was noted that there was a small number of outstanding invoices including around £3k for the cost of the repair work to the Rose Garden following the traffic incident in August 2019 for which the insurance company had paid the claim in full in advance of the work being undertaken. As a consequence the level of reserves was higher than projected but this was expected to reduce due to projects planned in 2020/21.

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

b) Final quarter budget monitoring report

Overall only 72% of the budget had been spent due to outstanding invoices and some budget headings had been exceeded due to unforeseen expenditure the highest for maintenance of the building and donations but these had been offset by reductions in expenditure in other areas.

c) Asset Register as at 31 March 2019

The total value of assets had increased due to purchases of Christmas lights, a new Christmas tree and parking bollards in the car park. No items had been removed from the register.

d) Annual Governance and Accountability Return – Annual Governance Statement

The statement (a copy of which had been provided to all members of the council) was presented for authorisation by the parish council for certification by the Chairman.

e) Annual Governance and Accountability Return – Accounting Statement

The document (a copy of which had been provided for all members of the council) was presented for approval and certification by the Chairman.

RESOLVED (5)

That the documents are approved and duly signed as required.

**10) PUBLICATION OF A FURTHER NEWSLETTER**

Councillor Sidebottom did not take part in discussion and the Vice-Chairman took the chair.

RESOLVED (6)

That no further newsletter be produced until the next meeting.

**11) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom reported that the hall was closed until further notice due to the Covid 19 outbreak. A grant of £10k had been obtained through DMBC to cover the loss of income and all prepaid bookings had been refunded. The booking clerk had been paid a retaining fee and the current bank balance was around £21.5 k but this would reduce as payments were made and no income received.

RESOLVED (7)

That the report is received and a message of thanks extended to the Management Committee.

**12) CONDITION OF WOODEN PLANTERS ON VALLEY DRIVE**

Two of the wooden planters were known to be damaged and no decision had been made for continuing planting/maintenance. The need for the planters had now been superseded following the erection of fencing to prevent parking and the planters did impede the grass cutting work.

RESOLVED (8)

a) That any damaged planters are disposed of and the remaining planters relocated to the frontage of Kilham Hall and planted with seasonal flowers

b) That DMBC is notified that the licence issued for the planters on Valley Drive is no longer required.

**13) LITTER PICKING ARRANGEMENTS/REIMBURSEMENT FOR CAR VALET**

A very successful litter pick had taken place on 7 March 2020 and over 50 bags of rubbish were collected as well as 10 large items. As a consequence of transporting the bags of litter to the collection point the Chairman's car had been subject to items leaking from the sacks causing staining and had left an unpleasant odour thereby requiring cleaning. The cost had amounted to £60.

A message of thanks had been conveyed in the June newsletter.

It was hoped that a further litter pick be arranged for the end of July/early August.

RESOLVED (9)

a) That the details are noted and all those taking part duly thanked.

b) That it be agreed to reimburse the Chairman the cost of £60 for a car valet.

c) That the school is asked to again take part by collecting litter from the local streets.

**14) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES**a) Tree maintenance

DMBC's Tree Officer had been contacted to request a site visit as a number of branches from trees bordering Kilham Hall Park and Kilham Lane were overhanging and could cause damage to the roof of the building and some had Tree Preservation Orders (TPO's). The Tree Officer was not able to undertake site visits at the present time and so a date was awaited. Any work would need to await the end of the bird nesting season.

b) Replacement of Metal Insert for the Playground Litter Bin

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

The Handyman had reported that the base of the metal insert had rotted in parts and whilst a black liner was inserted if this became too heavy it would not be supported.

c) Complaint regarding anti-social behaviour at Kilham Hall Park

An email had been received on 1 June 2020 from a resident on Whiphill Top Lane expressing concern over incidents of ASB on the evenings of 29 and 30 May 2020 when people had been seen heard using the zip wire at 2.00am and leaving litter including evidence of smoking illegal substances. Further disturbances were observed around 10.30pm on 31 May 2020.

RESOLVED (10)

a) That the information relating to tree maintenance is noted and an amount of £400 is agreed for the work to be undertaken.

b) That the Clerk seeks to source a replacement metal bin liner at a cost of up to £100.

c) That the complaint regarding ASB at the Park be noted and the situation monitored.

## 15) PLANNING MATTERS

The following new planning applications were considered:

18/02946/FULM Manor Farm	Removal of conditions relating to low energy and highway works on Bawtry Road	No comments
20/01199/FUL St Margaret's, Main Street	Conversion of garage and erection of first floor extension	Comments
20/01261/FUL 1 Poplar Close	Single storey extension/demolition of rear conservatory and garage	No comments
20/01174/FUL Doncaster Golf Club	Erection of single storey extension for a golf teaching facility	No comments

RESOLVED (11)

a) That comments are submitted in respect of application 20/01199/FUL supporting the contents of the report of the Conservation Officer.

b) That the granting of the following applications be noted: 19/03099/FUL and 20/01061/FUL

## 16) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (12)

That the following payments made are duly authorised:

19/102	Clerk (March salary)	£657.43
19/103	Branton Garden Centre (pansies for plinths)	£ 11.00
19/104	Arrow Publications (March newsletter)	£114.00
19/105	Exact Marketing (website development for accessibility/updates)	£240.00
19/106	DMBC (emptying litter bins quarter 3)	£ 55.69
19/107	Thorne (Rural Lions)	£ 100.00
19/108	Christmas Plus (Led lights for Christmas tree)	£ 622.20
19/109	Handyman (4 <sup>th</sup> quarter salary)	£ 769.83
19/110	Handyman (fuel for equipment)	£ 7.31
19/111	D C Print (100 <sup>th</sup> birthday cards)	£ 36.00
19/112	EON (electricity for Christmas lights)	£ 66.32
19/113	HMRC (4 <sup>th</sup> quarter return)	£ 739.68
19/114	Glendale (grass cutting on 20/3/20)	£ 43.66
20/001	Clerk (April salary)	£ 713.23
20/002	Arrow Publications (April newsletter)	£ 66.00
20/003	YLCA (Annual subscription)	£ 771.00
20/004	Clerk (Ink cartridges)	£ 118.99
20/005	Clerk (PPE for Handyman)	£ 11.40
20/006	DMBC (emptying litter bins quarter 4 part)	£ 27.55
20/007	DMBC ( emptying litter bins quarter 4 final)	£ 13.78
20/008	DMBC (green waste emptying quarter 1)	£ 184.00
20/009	Glendale (grass cutting 24/4)	£ 43.66
20/010	Moss Clean (pressure washing Rose Garden)	£ 260.00
20/011	Clerk (May salary)	£ 710.58
20/012	Driveways of Distinction (repair/resealing Rose Garden)	£ 850.00

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

**17) WEBSITE UPDATES AND ACCESSIBILITY STATEMENT**

A copy of the proposed statement that had been circulated with the agenda was considered. There were no new updates to the website.

RESOLVED (13)

That the Accessibility Statement is agreed for uploading to the website and the statement is reviewed at the next Annual Meeting or as required.

**18) HIGHWAY MATTERS FOR CONSIDERATION BY DMBC**

No new highway matters were identified.

**19) POLICE ISSUES**

a) Police 'Drop In' – 22 June 2020

It was felt that in view of the current situation it was unlikely that a formal meeting could take place.

b) Crime reports

Crime reports for the months of January to April were available and denoted a reduction in crimes from the January 2020 figures.

c) Doncaster Central Police Fortnightly Updates

The reports denoted a small number of incidents of anti-social behaviour in Branton during March and May but no other issues of interest or concern.

RESOLVED (14)

That the police be requested to visit Kilham Hall Park to deter incidents of anti- social behaviour.

**20) REPORTS FROM MEETINGS ATTENDED:**

a) SLCC (South Yorkshire Branch) - 10 March 2020

The Clerk reported that the meeting had received a presentation from Lisa Moore (SLCC HR Adviser) on time management and that it was recommended that the Clerk’s job description was bespoke rather than generic. Other current issues were discussed including an example of a Website Accessibility Statement which had been particularly useful.

b) PCJCC – 11 March 2020

Councillor Caygill reported that information had been provided on the ‘Great British Spring Clean and that further discussions were to take place on the Community Infrastructure Levy (CIL).

c) YLCA Webinar on Contracts and Specifications for Goods and Services – 15 April 2020

This had not mentioned in detail the arrangements for using the Public Contracts Finder website but had confirmed that the 2015 CDM Regulations were the latest for health and safety on building sites.

RESOLVED (15)

That the Clerk and Councillor Caygill are thanked for the reports and the information provided.

**21) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates for the period 28 February to 29 May 2020 which included information on the appointment of the internal auditor and the security of online banking transactions. Details of a virtual YLCA South Yorkshire Branch meeting to be held on Wednesday 17 June 2020 were provided.

**22) SCHEDULE OF MEETINGS FOR 20/21/ DATE AND TIME OF NEXT MEETING**

RESOLVED (16)

a) That the next meeting be held in accordance with the agreed schedule on Wednesday 1 July 2020 commencing at 6.30 pm.

b) That the date of the May 2021 parish council meeting be determined at a later date.

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