

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 3 September 2020 at Kilham Hall commencing at 6.30 p.m.

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

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

1) APOLOGIES FOR ABSENCE

Apologies with reasons given were received from Councillor Butterworth and Councillor Williams.

RESOLVED (1)

That the apologies be accepted and duly recorded.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

That the press and public be excluded from any discussion relating to estimates obtained relating to item 11c) on the grounds that the information is commercially sensitive.

3) DECLARATIONS OF INTEREST

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 10.

4) REPORTS FROM DMBC WARD COUNCILLORS/OFFICERS

a) Section 106 funding projects

DMBC had advised that the approval document (ODR) was awaiting completion due to the incorporation of some required amendments as advised by DMBC's Section 106 Department.

b) Traffic Issues on Whiphill Top Lane

There was no further update from Ward Councillors. The 'Driver Feedback' sign had been fitted but was displaying incorrect readings and had been reported to DMBC.

c) Ward funding for 2020/21 and provision of hand sanitizer dispensers

Councillor Sidebottom reported that a successful funding bid submitted by Kilham Hall for the Finningley Ward had been confirmed by DMBC and a supply of hand sanitizer dispensers received and distributed.

d) Covid 19 small business rate relief grant

The Clerk reported that following notification that a neighbouring parish council had received a £10k grant enquiries had been made of DMBC who had confirmed that a £10k grant was payable and confirmation had been received that a payment would be made in the next few days..

RESOLVED (3)

a) That DMBC is asked for an explanation as to why the approval for the Section 106 projects is still awaited and if a timeline could be provided outlining the process and steps in order to progress and complete the two Section 106 projects.

b) That the updates provided be received and duly noted.

5) MINUTES OF THE VIRTUAL MEETING HELD ON 1 JULY 2020

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

Signed:.....Dated:.....
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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) Opening of children's playground and playground equipment

DMBC had confirmed that all playgrounds owned by DMBC would be re-opening following the lifting of the restrictions to close them by the government. DMBC had provided signage regarding the safe use of the playground and other areas at a cost of £66 +vat to enable the playground to reopen safely.

b) Tree maintenance at Kilham Hall

A site visit was still awaited by the tree officer but it was expected in the near future.

c) Provision of additional Christmas trees

The Tree Officer hoped to undertake a site visit of the four areas identified in order to determine their suitability in the very near future.

d) Insurance renewal.

The policy had been renewed at a total cost of £949.55 to include £1.5k of cover for the CCTV system. The inclusion of cover for a war memorial was standard and would not be removed. Advice had been received stating that third party hire was not covered by the policy and all hirers were required to provide details of their own insurance, any hirer should be suitably qualified for activities being carried out and if the activity involved the supervision of children a Disclosure and Barring Service record check was required.

e) Litter pick on 1 August 2020

Councillor Sidebottom reported that 25 bags of litter had been collected, with some new residents joining the group. A further litter pick was to be arranged in November 2020.

f) Maintenance of Field Maple tree at the Rose Garden

A quotation of £75 had been received from the usual contractor who had advised that the tree was a Variegated Acer and not a Field Maple tree.

g) Replacement printer

The printer which was over six years old had ceased to function and the printer from the Meeting Rooms was being used as a temporary measure, there were some software issues some of which had been resolved at a cost of £20 but it may be necessary to replace it in the longer term.

RESOLVED (5)

a) That information received is duly noted.

b) That the hire policy for the recreation ground be updated to include a requirement for a DBS check to be undertaken for activities involving children.

c) That the quotation for maintenance to the variegated acer tree be agreed.

7) MAINTENANCE AND/OR REPLACEMENT OF PICNIC TABLES

A quotation had been received from a local contractor to refurbish the picnic tables however in view of the cost consideration was given to replacing the tables with ones of a hard plastic material that would require virtually no maintenance and were deemed to be more durable than wooden tables.

RESOLVED (6)

That the Clerk obtains the cost of a supply of new picnic tables for consideration at the next meeting.

8) FIRST QUARTER BANK RECONCILIATION AND BUDGET MONITORING REPORT

RESOLVED (7)

a) That the bank reconciliation denoting a bank balance of £73,670.34 be agreed and duly signed

b) That the budget monitoring report denoting that expenditure was in line apart from additional expenditure for the re-sealing of the Rose Garden surface was received and the contents noted.

9) ITEMS RAISED BY MEMBERS OF THE PUBLIC

Signed:.....Dated:.....
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a) Overgrown verge between Branton Garden Centre and Poppyfields Way

The Garden Centre had been asked to cut back vegetation to assist pedestrians using the footpath.

b) Incident of anti- social behaviour at Kilham Hall Park

A user of the park had reported that a small group of young people had harassed and verbally abused two runners using the perimeter path and that there was a large amount of litter on the site. The Clerk had advised to report the matter to the police but after consideration the person had decided not to. No further incidents had been reported.

RESOLVED (8)

That the information is noted and incidents of anti-social behaviour/harassment be monitored.

10) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that a meeting of the committee was scheduled to take place on 10 September 2020 and a new committee member had been appointed. A detailed risk assessment had been completed to enable the hall to reopen to its regular users with a maximum of 13 people and as a consequence the coffee club, WI meetings and private bookings had not reconvened. All users were required to produce their own risk assessment to ensure that the hall's and the groups' were compatible. A copy of the risk assessment for the playgroup was awaited to enable the group to re-commence. A dance group had a booking from 4.00 – 8.00pm every Friday from 4 September 2020.

There had been an upgrade to the fire alarm system which required an area of the loft to be boarded and this was being arranged. There was still a bank balance of around £20k.

RESOLVED (9)

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

11) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES

a) Incidents of anti-social behaviour

There had been no other reports of anti-social behaviour but there had been varying amounts of litter.

b) Upgrade of fire alarm system

Following the annual service the contractor had advised that an amount of work was needed to update the fire alarm system in both the meeting rooms and the hall and had quoted a total cost of around £3k. A further contractor had been approached who had confirmed that the systems required updating and had quoted a total cost of around £2k which included the installation of a separate control panel linked to the hall in the meeting rooms at a cost of £1,014.60 and less than £1k for the hall. The work was deemed essential to meet health and safety requirements had been arranged by the Clerk following consultation with members.

c) Quotation to repair/replace wooden picnic tables

This was considered under item 7.

d) Arrangements for the five year fixed wire testing and portable appliance testing

The five year fixed wiring check was now due and the annual portable appliance testing was due in November and had previously been undertaken by local contractors in conjunction with the annual checks at the hall.

e) Annual service of shutters

Arrangements had been the shutters to the meeting rooms and handyman's store to be serviced in September 2019 when the hall shutters were serviced.

f) Specification for the annual hedge cut

A resident in a property on Whiphill Top Lane had again requested that the height of the hedge be maintained to provide an element of privacy and screening from the users of the park. Some residents had cut the hedge that bordered their properties and so there were now different levels. Previously it had been agreed that the hedging to the east be allowed to increase in height and only the depth be reduced substantially.

g) Condition of wooden perimeter fencing

Signed:.....Dated:.....
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The handyman had reported that sections of the fencing were now rotten and would not be repairable.

h) Abandoned vehicle

A van had been left at outside the entrance of the park for several days but was not causing an obstruction. DMBC had been informed and the vehicle had now been removed.

RESOLVED (10)

- a) That the Clerk arranges for the annual servicing of the shutters and the electrical testing work in conjunction with Kilham Hall.
- b) That the annual hedge cut is arranged and DMBC requested to retain the height of hedging adjacent to properties on Whiphil Top Lane and the hedge on the north border.
- c) That an enquiry is made to the local school requesting details of the supplier of the fencing at the school.
- d) That all other information is duly noted and monitored as necessary.

12) PLANNING MATTER

The following new planning applications were considered:

20/01689/FUL Yorkshire Wildlife Park	Change of use of land and siting containers	No comments
20/01787/FUL 30 Oak Tree Road	Erection of single storey side extension	No comments
20/02122/FUL Tamale, Brockholes Lane	Erection of detached 5 bedroom dwelling including new boundary wall and gates	No comments

RESOLVED (11)

a) That the

That the granting of the following applications be noted:

20/00713/FUL, 20/01043/FUL, 20/01087/FUL, 20/01199/FUL, 20/01174/FUL, 20/01348/FUL,

20/01407/FUL, 20/01569FUL, 20/01611/FUL, 20.1634/FUL.

13) RETENTION OF PAINTED STONES AS A MEMORIAL TO THE 2020 PANDEMIC

The Chairman reported a parish had created a 'Covid snake' of painted stones as a memorial of the pandemic and whether a similar project could be enacted.

RESOLVED (12)

That the Chairman contacts the local school to request if a message could be sent to parents enquiring if anyone had any painted stones to donate to the parish council and further consideration be given to these being incorporated into a wall in the new storage extension.

14) ARRANGEMENTS FOR THE ANNUAL CAROL SINGING EVENT

RESOLVED (13)

That the item be deferred to the next meeting.

15) PROVISION OF A NEW MOBILE TELEPHONE AND LAPTOP

The Clerk reported that the mobile phone that had been loaned to the parish council no longer displayed the telephone number when calls were made and it would not receive general updates. The keyboard of the laptop was now worn away and some letters were no longer visible.

RESOLVED (14)

- a) That the provision of a new mobile telephone be agreed at a cost of up to £200.
- b) That the provision of a new laptop computer be agreed at a cost of up to £600.

16) UPDATE TO MEDIA POLICY

Signed:.....Dated:.....
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An amendment was proposed to allow the Clerk or Chairman to post messages in between meetings relating to health and safety of public land where there was a potential danger to the public. A copy of the proposed amendment had been circulated with the agenda.

RESOLVED (15)

That the proposed amendment be agreed.

17) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (16)

That the following payments made are duly authorised:

20/028	Clerk (July salary)	£724.15
20/029	Clerk (reimbursement for envelopes)	£ 3.40
20/030	Chairman (zoom subscription for July and hazard tape)	£ 24.16
20/031	DMBC (green waste collection)	£184.00
20/032	Glendale (grass cutting 5 & 19 June)	£ 87.31
20/033	Clerk (August salary)	£711.61
20/034	Branton Garden Centre (repair to hedge trimmer)	£ 25.00
20/035	YLCA (Planning training for A Whittaker)	£ 22.50
20/036	Glendale (grass cutting 3 & 17 July)	£ 87.31
20/037	DMBC (emptying bins quarter 1)	£126.47
20/038	BHIB (annual insurance premium)	£949.55
20/039	DMBC (Covid signs for playground)	£ 79.20
20/040	Glendale (grass cutting 31/7 & 14/8)	£ 87.31
20/041	Clerk (ink for replacement printer)	£127.99
20/042	Clerk (stationery)	£ 14.90

18) WEBSITE UPDATES

RESOLVED (17)

That the website requires no further updates at the present time.

19) HIGHWAY MATTERS FOR CONSIDERATION BY DMBC

- Overgrown hedge at the Harness Yard on Whiphill Top Lane
- Concern regarding the temporary traffic lights on Whiphill Top Lane adjacent to the Rose Garden as they were no operating as 3 way lights and causing a safety issue for traffic turning onto Whiphill Top Lane from the fork junction.

RESOLVED (18)

a) That the Clerk writes to the property on Whiphill Top Lane to request that the hedging is trimmed to improve the safety of vehicles and pedestrians when approaching the fork junction at Doncaster Road and Whiphill Top Lane.

b) That Councillor Whittaker contacts DMBC regarding the traffic lights on Whiphill Top Lane.

20) POLICE ISSUES

a) Crime reports

The crime report for May, June and July 2020 were provided denoting an increase in crimes during June and July 2020.

b) South Yorkshire Police and Crime Panel Annual Report 2019-20

A copy of the electronic report had been circulated for information.

RESOLVED (19)

That the information be noted

21) REPORTS FROM MEETINGS AND WEBINARS ATTENDED

a) DSA Consultative Committee Meeting – 16 July 2020

Signed:.....Dated:.....
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Councillor Worthington had been unable to join the meeting but reported that Wizz Air had commenced six new routes and established the airport as a second UK base.

b) Planning Webinar – 16 July 2020

Councillor Whittaker reported that the webinar had been helpful and included details on Neighbourhood plans.

c) Community Alcohol Partnership – 12 August 2020

Councillor Worthington had been unable to join the meeting but had forwarded the minutes for circulation.

RESOLVED (20)

That the information be received and duly noted.

22) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the availability of YLCA electronic training events for September and October 2020 and White Rose weekly updates dated 17 and 31 July and 14 August 2020. A letter from Dan Jarvis the Sheffield City Regional Mayor supporting additional funding for local councils was made available.

RESOLVED (21)

That the correspondence be received and duly noted.

23) DATE AND TIME OF NEXT MEETING

RESOLVED (22)

That the next meeting be held on Thursday 8 October 2020 at Kilham Hall commencing at 6.30 pm.

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