



# Cantley with Branton Parish Council

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## **Agenda For The Annual Meeting Of The Parish Council To Be Held On Wednesday 1st May 2024 Commencing at Approx 6pm (following the Annual Parish Meeting) at Kilham Hall Meeting Rooms, Branton**

Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation

### **1. Formal Process for Annual Meeting**

- 1.1 Election of Chairman and Signing of Declaration of Acceptance of Office.
- 1.2 Election of Vice-Chairman.
- 1.3 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960.
- 1.4 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests and Updates to Existing Register including spouses.
- 1.5 To Appoint Representatives and Reserves to the Following External Bodies:
  - 1.5.1 CDC Parish Council Joint Consultative Committee (next meeting on 08/8/24)
  - 1.5.2 Kilham Hall Community Centre Management Committee (next meeting on 13/05/24)
  - 1.5.3 Yorkshire Wildlife Consultative Committee (next meeting on 14/05/24 via zoom)
  - 1.5.4 YLCA South Yorkshire Branch Voting Representatives
- 1.6 Appointment of Two Council Auditors for 2024/25.
- 1.7 Appointment of Four Councillors to form a Staffing Committee for 2024/25.
- 1.8 To Adopt the Standing Orders and Financial Regulations reviewed in April 2024 (enclosed).
- 1.9 To Note the Assets and Other Equipment which were reviewed in March 2024 (previously approved in April 2024).
- 1.10 To Review arrangements with other local authorities, not for profit bodies and businesses.
- 1.11 Confirmation of arrangements for insurance cover in respect of all insurable risks.
- 1.12 Review and Approve the Council's subscriptions to other bodies and List of Regular Payments (enclosed).
- 1.13 Review of the Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence (enclosed).
- 1.14 To Determine the Timescale for the Review of Policies and Procedures (list enclosed).
- 1.15 To Determine Levels of Delegation to the Clerk (Scheme of Delegation previously approved in March 2024).
- 1.16 To Adopt the time and place of Ordinary meetings of the Council up to and including the next Annual Meeting of the Council (enclosed).

### **2 Apologies**

- 2.1 To Receive Apologies for Absence.
- 2.2 To Consider the Approval of the Reasons Given.

### **3 Approval of Minutes**

- 3.1 To Approve the Minutes of the Parish Council Meeting held on 3<sup>rd</sup> April 2024 (enclosed).

### **4 Parish Council Matters**

- 4.1 To Receive and Consider written applications for the office of Parish Councillor (enclosed).
- 4.2 To Co-opt a candidate to fill the existing vacancy.
- 4.3 For the Co-opted candidate to sign the Declaration of Office form and formally join the meeting.

## **5 City of Doncaster Council (CDC) Matters**

- 5.1 To Receive Updates from CDC Ward Councillors
  - 5.1.1 Provision of a Community Skip
  - 5.1.2 Appoint a Member to attend a Quarterly meeting with Ward Councillors and other Ward Parish Councillor Representatives
- 5.2 To Receive an Update on the MUGA and Consider and Agree any action needed.
- 5.3 To Receive an Update on the CCTV and Agree any action needed.
- 5.4 To Identify any New Highway Matters for consideration by CDC and/or Other Agencies.

## **6 Members of the Public**

- 6.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration.
- 6.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Immediate Action/Future Consideration
  - 6.2.1 Request from Branton Juniors Under 9's to use the field for football matches

## **7 Clerk's Report and Administration Matters**

- 7.1 To Note the Clerk's Report and actions carried out by the Clerk since the last meeting (enclosed).
- 7.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.

## **8 Kilham Hall/Park/Buildings/Garden Area Matters**

- 8.1 To Receive an Update on the Deed of Variation and the repairs to Kilham Hall.
- 8.2 To Receive and Note Kilham Hall Management Committee's Update Report.

## **9 Parish Matters**

- 9.1 To Consider financially supporting the 2024 Auckley Show.
- 9.2 To Consider financially supporting Kilham Hall Management Committee's Christmas Pantomime.
- 9.3 To Approve the next Litter Pick scheduled for Saturday 11<sup>th</sup> May 2024.
- 9.4 To Consider siting of advertising banners for Branton St Wilfrid's CoE Primary School Summer Fayre.

## **10 Financial**

- 10.1 To Approve Direct Bank Payments (to be circulated).
- 10.2 To Note the Bank Statements and for the Council's Internal Auditor's to sign them (to be circulated).

## **11 Policies/Procedures/Risk Assessments**

- 11.1 Consider and Approve the Disposals Policy (enclosed)

## **12 Planning Applications**

To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed).

- 12.1 24/00645/COND - Kilham Hall Playing Field, Kilham Lane, Branton - Consent, agreement or approval required by condition(s) 3 (EA FRA), 5 (Drainage details be agreed before start) and 6 (Sport England) of planning application 22/02736/3FUL

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00645/COND](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00645/COND)

## **13 Police Matters**

- 13.1 To Consider/Note any police issues and reports received.

## **14    External Meetings/Training**

- 14.1 Update from the PCJCC meeting held on the 4<sup>th</sup> April 2024.
- 14.2 Update from the PROW meeting held on the 11<sup>th</sup> April 2024.

## **15    Items of Correspondence**

- 15.1 For Consideration, Information and Noting: (previously circulated)
  - 15.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, Training Programme for January to March, CEO Bulletin,
  - 15.1.2 Community First Yorkshire Update - Funding News
  - 15.1.3 DMBC – Roadworks Reports, Funding Opportunities, Central Locality Plan
  - 15.1.4 SLCC – News Bulletin
  - 15.1.5 NALC CEO Bulletin

## **16    Date of Next Meeting**

- 16.1 To Confirm the Date of the Next Meeting on Wednesday 5<sup>th</sup> June 2024 at 6pm

## **17    Employment Matters**

- 17.1 **Excluded from the Public and Press** - To Receive the Clerk's April Timesheet (to be circulated)
- 17.2 **Excluded from the Public and Press** - To Receive the Handyman/Gardener's April Timesheet (to be circulated)
- 17.3 **Excluded from the Public and Press** – To Approve the Clerk carrying forward 3 hours annual leave from 2023/2024 into 2024/2025.
- 17.4 **Excluded from the Public and Press** - To Note the Payroll Update from Warrens GBC dated 9<sup>th</sup> April 2024 (enclosed).