

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 7 May 2014 at Kilham Hall commencing at 7.00 p.m.**

**PRESENT:** Councillors J Worthington (Chair), G Warrender (Vice-Chair), Y Butterworth, B Cheetham, B Fussey and N Williams

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council), Ward Councillor Y Woodcock and 1 Member of the public.

A resident from a property on Doncaster Road adjacent to land owned by the parish council explained that he was in the process of purchasing an area of land to provide a soak away and his solicitor had advised him to register a separate small piece of land that was in his possession but that was not currently registered. In addition the resident was seeking to re-site the parish council fence approximately one foot to the left of his property to enable the boundary of the land to be straight and provide for better access to the property. The landowner was intending to provide new boundary fencing and would meet all associated costs. Members of the parish council enquired as to who owned the land to the side of the property and was this a full width drive at the time when the property was purchased. The resident stated that this was the case.

The Chair informed the resident that the correspondence received from the Land Registry would be considered under item 29 on the agenda.

**1) ELECTION OF CHAIRMAN**

Councillor J Worthington was proposed and seconded as Chair

RESOLVED (1)

That Councillor J Worthington is elected as Chairman for the ensuing year and duly signed the Declaration of Acceptance of Office.

**2) EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED (2)

That in accordance with the Public Bodies (Admissions to Meetings) Act 1960 the press and public be excluded during consideration of Item 29 due to legal privilege.

**3) ELECTION OF VICE-CHAIRMAN**

Councillor G Warrender was proposed and seconded.

RESOLVED (3)

That Councillor G Warrender is elected as Vice-Chairman for the ensuing year.

**4) APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Sidebottom

RESOLVED (4)

That the apologies be accepted and duly recorded.

**5) DECLARATIONS OF OTHER DISCLOSABLE INTERESTS AND DISPENSATION FORMS**

Councillor Fussey declared a disclosable other interest in respect of Item 15. No requests for any dispensations for any item had been received.

**6) REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND POLICY DOCUMENTS**

The Clerk reported that the Standing Orders had been revised in February 2014 and therefore required no further amendments. Consideration was given to revised Financial Regulations circulated to all members in advance of the meeting. No advice had been received regarding recommended changes to the Complaints Procedure or Freedom of Information policy.

RESOLVED (5)

a) That the revised Financial Regulations be considered at the next meeting.

b) That no changes be made to other policy documents at the present time.

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

**7) REPRESENTATIVE TO DMBC PARISH COUNCIL JOINT CONSULTATIVE COMMITTEE  
RESOLVED (6)**

- a) That Councillor Warrender is appointed as representative to the PCJCC.
- b) That Councillor Sidebottom is nominated as a substitute for Councillor Warrender.

**8) REPRESENTATIVE TO THE NOISE MONITORING AND ENVIRONMENTAL SUB COMMITTEE  
RESOLVED (7)**

That Councillor J Worthington is appointed as the representative.

**9) KILHAM HALL MANAGEMENT COMMITTEE REPRESENTATIVES  
RESOLVED (8)**

That Councillors B Fussey and M Sidebottom are appointed as representatives.

**10) APPOINTMENT OF COUNCIL AUDITORS  
RESOLVED (9)**

- a) That Councillors B Cheetham and M Sidebottom are appointed as the two Council Auditors.
- b) That due to Councillor Sidebottom's absence Councillor B Fussey acts as an auditor for this meeting.

**11) REPORT FROM THE COMMUNITY POLICING TEAM**

The Clerk reported the receipt of the March and April reports relating to the Airport villages which denoted an armed robbery, a theft of a motor vehicle, criminal damage to a motor vehicle, a theft from a motor vehicle and a burglary in March and a burglary and theft from a motor vehicle in April 2014.

A response had been provided regarding the request for a statement to be published to reassure the public following the targeted armed robbery in March but the response quoted the details of the armed robbery and that any statement had to be approved by the police media team.

RESOLVED (10)

- a) That the information is received and noted
- b) That Inspector R Mountford is invited to attend the September meeting of the Parish Council.

**12) REPORT FROM DMBC WARD COUNCILLORS**

Ward Councillor Y Woodcock reported that DMBC had appointed a new Director for Adult and Well Being Services due to the impending retirement of Joan Beck the current Director. Councillor Woodcock explained there was nothing specific within the Section 106 Agreement for the Woodlands Walk development to provide for a zebra crossing but discussions had taken place previously to via funding for green travel passes to the provision of a zebra crossing but this had not been confirmed. Members raised concerns that if further development was to take place at Badgers Holt this would increase the number of pedestrians crossing Doncaster Road.

A member enquired as to the level of savings that Doncaster Council were required to make over the next year and Councillor Woodcock explained that there were variations but over £100m was required over the next two years.

The Tourist Information Centre on High Street was being relocated to the Mansion House to facilitate the location of Children's Services into the premises.

RESOLVED (11)

- a) That Councillor Woodcock is thanked for her attendance and the information provided.
- b) That DMBC Officers are contacted for a response response to the request for a zebra crossing.

**13) MINUTES OF THE MEETINGS HELD ON 2 APRIL 2014  
RESOLVED (12)**

That the minutes of the Parish Council Meeting be agreed and signed by the Chairman and the minutes of the Annual Parish Meeting be recommended as a correct record at the next Annual Parish meeting.

**14) 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. The Clerk reported that the Planning Enforcement Officer had concluded that there was no requirement for a change of use planning application for Blue Sky parking and the matter was therefore concluded. A letter had been sent to the owner of the land off New

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

Road requesting the submission of a planning application within 28 days. A letter had been sent to the owner of Larks Gate on Kilham Lane regarding the storage of commercial vehicles on the site. Information had been received from RAY on sources of external funding and Councillor Cole had offered to provide any further help. YLCA had advised that the issue of the high hedge on Whiphill Top Lane was a civil matter and that the parish council should not become involved. Councillor Warrender reported that the height of the hedge had now been reduced. Confirmation was awaited from DMBC whether action had been taken in respect of the moles on land to the rear of Poppyfields. No update had been received regarding the maintenance of the grass verges on Doncaster Road. David Wilson Homes had responded to the further letter regarding a donation towards the zebra crossing stating they would raise the matter with DMBC which had prompted the discussions between Councillor Woodcock and the Neighbourhood Manager.

DMBC had not provided an update on the maintenance of the grass verges opposite the Three Horse Shoes or the ponding on Doncaster Road adjacent to Branton Farm Nursery. An invoice received from npower for the Christmas lighting had been queried and an amended invoice was awaited. All other issues had been addressed.

It was hoped that a viewing of the Klargestor Unit would be undertaken prior to the next meeting.

RESOLVED (13)

- a) That the information be received and duly noted.
- b) That a further letter is sent to David Wilson Homes requesting a separate contribution towards a zebra crossing on Doncaster Road as a goodwill gesture.
- c) That DMBC are asked for a response regarding the maintenance of the grass verges on Doncaster Road and the ponding adjacent to Branton Farm Nursery.

#### **15) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Fussey reported that there had been no further meeting since the last parish council meeting. The bank balance was £18,367 and arrangements were progressing with the visit to Castle Howard.

RESOLVED (14)

That the information be received and duly noted.

#### **16) UPDATE ON PLANS FOR CONVERSION OF THE CHANGING ROOMS BUILDING**

The Clerk reported that the Design Consultant would make plans available for the next meeting and Danum Developments had been notified with a view to arranging a meeting prior to the next parish council meeting assuming the plans have been received. Consideration was given to the proposed consultation document circulated with the agenda and it was proposed that the local post office be asked to receive responses as well as the Clerk.

RESOLVED (15)

That the information is received and noted.

That the consultation document be agreed and a copy be included in the next edition of the Branton and Auckley Arrow adjacent to the newsletter.

#### **17) APPROVAL OF 2013/14 ANNUAL ACCOUNTS RETURN/BANK RECONCILIATION**

The completed annual return was circulated for information with the final bank reconciliation and budget monitoring report. The level of reserve at the end of the financial year was noted as £21,920.77 which was less than one year's precept but still within the guidelines recommended. Expenditure had been broadly in line with budget headings apart from the additional expenditure agreed from reserves for the sewer connection. A saving had been made on the annual insurance premium.

RESOLVED ( 16)

- a) That the Annual Return is duly certified by the Chairman for presentation to the internal auditor.
- b) That the final bank reconciliation and level of reserve is agreed and duly certified.
- c) That the final budget monitoring report is received.

#### **18) RECREATION GROUND AND GARDEN ISSUES**

- a) Request to hire recreation ground on 10 August for a Charity Event Day

A written request had been received for hire of the recreation ground and changing rooms for toilet facilities to host a sports fun day to raise money for cancer research.

- b) Quotation from DMBC for Securing Bolts to Items of Play Equipment

The cost of supplying and fitting two bolts to the multi unit was £70.

- c) Other Matters

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

Repairs were needed to the perimeter fence and strimming was required around the ball wall. The Handyman had stated that preservative to the fencing would be applied later in the year as he had insufficient time at present and would use some of the winter hours during the autumn to complete the work.

**RESOLVED (17)**

- a) That the request to hire the recreation ground be agreed subject to all necessary insurance and licences being in place, that the site is cleared of all litter, the Changing Rooms are cleaned after use and that the Dog Control Order remains in place.
- b) That the quotation from DMBC to replace and re-secure bolts to the play apparatus is agreed.
- c) That the Handyman is asked to repair the perimeter fence and trim the area around the ball wall.

**19) PLANNING MATTERS**

Consideration was given to the following applications:

14/00554/FUL 2 Nether Cantley Lane	Erection of part two storey/part single storey extension to side/rear of semi detached house and formation of rooms in roof space following demolition of garage.	No comments
14/00668/FUL 37 Warrington Drive	Erection of part 1 storey/part 2 storey extension to side/rear to provide accommodation for disabled person (being resubmission of 13/02122/FUL granted in 2013)	Comments
14/00747/TPO 17 Bracken Close	Consent to crown thin by 20% and crown clean one Oak being subject to T10 Tree Preservation Order.	No comments
14/00804/FUL Rear of 12 Silverdale Close	Erection of detached dwelling on approx 0.06ha of land	Comments
14/00810/FUL 22 Boulton Drive	Erection of two storey pitched roof extension to side and single storey pitched roof extension to rear.	No comments
14/08883/FUL PenY Brin, Doncaster Rd.	Erection of 2 storey pitched roof rear extension + dormer windows to side/formation of rooms in roof of detached bungalow, after demolition of conservatory.	No comments

A letter had been received after the last meeting objecting to the planning application for the shop units/apartments at Quarry Lane and details of the Council's response and information on what constituted material objections had been forwarded to the residents.

**RESOLVED (18)**

- a) That comments in respect of the following applications be submitted:
- i) 14/00668/FUL – That the LPA is asked to take into accounts information provided by the Pollution Control Officer
- ii) 14/00804/FUL – That an objection is raised due to the impact on the highway, the design and layout is out of character with other properties and that it overbears neighbouring properties.
- b) That details of decisions reached since the last meeting are noted.
- c) That correspondence in respect of the application for shop units/apartments at Quarry Lane is noted.

**20) HIGHWAY MATTERS**

The following matters were raised:

- The untidy appearance of the small piece of land opposite the Rose Garden
- Traffic problems with vehicles attempting to access the Wildlife Park from Brockholes Lane
- Potholes on Gatewood and Kilham Lane

**RESOLVED (19)**

- a) That DMBC are requested to tend the untidy land, to provide a sign for Brockholes stating 'Residents Only Access' and to repair potholes.
- b) That the Clerk contacts Google Customer Services to request the postcode for the Wildlife Park is amended to the revised code for entry on Warning Tongue Lane.

**21) PUBLICATION OF QUARTERLY NEWSLETTER**

**RESOLVED (20)**

That the following information be contained within the June newsletter: Names of the elected Chairman and Vice-Chairman, proposed conversion of the Changing Rooms building, update on request for zebra crossing on Doncaster Road, the forthcoming Village Fun Day and the Doncaster Council telephone number for residents to ring directly with complaints.

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

**22) WEBSITE ISSUES**

There were no issues to report in respect of the website and all information had been uploaded promptly.

**23) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

RESOLVED (21)

a) That the following payment made be duly authorised:

D/14/01	Clerk	April Salary	£509.48
D/14/02	Clerk	Hammerite to repair metal benches	£15.00
D/14/03	YLCA	Annual Membership Fee	£635.00
D/14/04	Webmaster	Annual Fee	£318.00
D/14/05	DMBC	Emptying dog litter bins quarter 4 13/14	£192.00
D/14/06	Cartridge World	2 x black + 2 x colour ink cartridges	£27.98

**24) NOMINATIONS FOR YLCA SOUTH YORKSHIRE BRANCH OFFICIALS**

RESOLVED (22)

That Parish Councillors D Liddell (Silkstone PC) and D Wright (Wadworth PC) are nominated as Chair and Vice-Chair respectively.

**25) CONSULTATION ON PROPOSED LEGISLATION TO CREATE TOWN/PARISH COUNCILS**

RESOLVED (23)

That the information be received and duly noted.

**26) PLANTING OF A TREE TO COMMEMORATE 100 YEARS SINCE WORLD WAR 1**

Councillor Williams offered to donate a cherry tree on behalf of Yorkshire Wildlife Park.

RESOLVED (24)

That the offer of Councillor Williams be accepted with thanks and a quotation from Jubb Signs be sought for a plaque with the wording ' This tree kindly donated by Yorkshire Wildlife Park is planted by the parish council to commemorate the centenary of the commencement of World War 1'

**27) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered.

RESOLVED (25)

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

**28) DATE AND TIME OF NEXT MEETING AND SCHEDULE OF MEETINGS FOR 2014/15**

RESOLVED (26)

a) That the next meeting be held on Wednesday 4 June commencing at 7.00 pm at Kilham Hall.

b) That the schedule of meetings for 2014/15 is agreed and that the May 2015 meeting is held on Wednesday 20 May 2015 in view of the parish council elections taking place on Thursday 7 May 2015

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