

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 3 September 2014 at Kilham Hall commencing at 7.00 p.m.

PRESENT: Councillors J Worthington (Chair), Y Butterworth, B Cheetham, B Fussey G Warrender and M Sidebottom.

IN ATTENDANCE: J A Staniforth (Clerk to the Council) and Ward Councillor Y Woodcock.

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillor N Williams .

RESOLVED (1)

That the apologies be accepted and duly recorded.

2) DECLARATIONS OF OTHER DISCLOSABLE INTERESTS AND DISPENSATION FORMS

Councillors B Fussey and M Sidebottom declared a disclosable other interest in respect of Item 8 . Councillor Fussey declared an interest in item 11b) and Councillor Butterworth declared an interest in Item 10b). No requests for any dispensations for any item had been received.

3) REPORT FROM THE COMMUNITY POLICING TEAM

The Clerk reported the receipt of the July and August 2014 reports for the airport villages which denoted four crimes and two incidents on anti social behaviour recorded for July and one crime and one incident of anti social behaviour in August within the parish. It was noted that the October 'Have Your Say' meeting was scheduled for Kilham Hall on Tuesday 28 October 2014 and this had been notified to the Kilham Hall Committee who had indicated that it was not convenient for the meeting to take place during the coffee morning. It was explained that it was an informal meeting where the police attended to seek views from the public and that if this occurred up to 10.30am there would be no adverse impact on activities at the coffee morning, however this was matter for Kilham Hall committee. Inspector R Mountford was due to attend the next parish council meeting.

RESOLVED (2)

That the police be asked to attend the local school at the start and end of the school day to seek views from residents and to observe parking around the school at these times.

4) REPORT FROM DMBC WARD COUNCILLORS

Councillor Schofield had sent her apologies and Councillor Woodcock reported on the following:

- The review of ward boundaries by the Boundary Commission would be published in October, changes to Bessacarr/ Finningley Wards were possible which could affect the Manor Farm area.
- The survey for the zebra crossing was awaited.
- Possible Section 106 funding from the Branton House Farm development.
- Attendance at Planning Committee pre-meeting discussions on Section 106 Agreements.

RESOLVED (3)

That Councillor Woodcock is thanked for her attendance and the information provided.

5) MINUTES OF THE MEETINGS HELD ON 3 JULY 2014

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

Consideration was given to the report provided by the Clerk relating to actions required from the previous meeting that had been circulated. It was noted that the overgrown vegetation along the motorway bridge had not been cut back and there was no update on the two ongoing planning enforcement issues. DMBC had agreed to tend the Christmas Tree prior to the installation of the Christmas lights. Mark Bell had not completed the work to trees and shrubs in the Rose Garden in spite of many requests through the summer and Need a Hand had been asked for a quotation.

RESOLVED (5)

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

- a) That the update on action from the previous meeting be received and noted.
- b) That DMBC is asked to take the necessary action and provide an update on outstanding issues.
- c) That Need a Hand is asked to carry out work to the trees and shrubs at the Rose Garden subject to the cost not exceeding £60.

7) ITEMS RAISED BY THE PUBLIC

No members of the public were in attendance.

8) KILHAM HALL MANAGEMENT COMMITTEE REPORT

The parish council representatives reported the next meeting was due to take place on 8 September 2014 where further consideration would be given to alterations to the hall. The insurance had been renewed at a cost of around £600 and the current bank balance was £18,918.66. The committee was considering whether to make any charitable donations and a children's Halloween party would be arranged.

RESOLVED (6)

- a) That the information be received and duly noted.
- b) That RAY is asked as to whether the parish council as landlord could undertake structural alterations to the hall without the express permission of the leaseholder.

9) UPDATED PLANS TO CONVERT THE CHANGING ROOMS TO A MEETING ROOM/SPECIAL MEETING ARRANGEMENTS

A further set of plans had been provided for consideration by Saxton Design Services.

RESOLVED (7)

- a) That a special meeting is held on Monday 20 October 2014 commencing at 9.15 am at Kilham Hall to discuss the planning of the conversion of the Changing Room building to a Meeting Room.
- b) That sources of funding are sought from information to be provided by the Chairman.

10) RECREATION GROUND AND GARDEN ISSUES

a) Authorisation of electrical repairs at changing rooms

The Clerk after consulting the Chair had contacted R J Electrics to repair an electrical fault in the Changing rooms which had been discovered by the Caretaker at Kilham Hall as it had initially affected lighting to the hall. R J Electrics had carried out repairs and replaced the entrance light free of charge. The electricity supply to the showers had also been disconnected and a quotation of £80 received from C Humphreys to remove the unused surplus showers in preparation for sale. A previous quote received was for £250.

b) Tree cutting and fence maintenance at Doncaster Road garden

The Chairman reported that the quotation for removing overhanging branches was £95 and £105 to include the removal of the erroneous shoots from the field maple tree. Discussion took place on the condition of the fencing bordering Wittsend.

c) Annual hedge cut

The specification was considered.

RESOLVED (8)

- a) That a letter of thanks is sent to R J Electrics for carrying out the electrical repairs
- b) That C Humphreys is asked to remove the shower units in preparation for sale at a cost of £80.
- c) That the shower units be advertised in the Branton and Auckley Arrow at a cost of 50% of the current price.
- d) That a further quotation is sought from H D Branton for trimming vegetation overhanging Wittsend and the contractor with the lowest price be offered the work.
- e) That details of upvc fencing are obtained for consideration at the next meeting.
- f) That the specification for the annual hedge cut at Kilham Lane be in line with previous years.
- g) That the Handyman is asked to remove a shrub overhanging the path at the Doncaster Road garden.

11) PLANNING MATTERS

a) Ratification of comments submitted after the July meeting:

The Clerk reported that four planning applications needed to be considered during the summer recess and members had responded that there were no comments in respect of applications 14/01541/FUL(30 Milton Road) and 14/01571/TCON (22 Warnington Drive) comments were received for applications

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

14/01568/FUL (Monton, Old Cantley) and 14/1836/FUL(Spindlewood, Whiphill Top Lane). The following comments were submitted:

‘The parish council has concerns regarding an additional dwelling to the rear of the property as it will impact on neighbouring properties particularly Monton itself and will detract from the appearance of a conservation area.

There are also concerns regarding the impact on the highway as the number of off road parking spaces is not clear and there is a need for at least two parking spaces with adequate turning space for both properties and a requirement to ensure complete visibility for vehicle access and egress.’

With regard to Spindlewood a request was made for the building materials to be in line with neighbouring properties.

b) The following applications were considered:

14/01398/FUL YWLP	Formation of painted dog enclosure with housing unit thatched viewing hut and security fencing	Comments
14/01548/FULM Branton House Farm	Development of farm site/ conversion of buildings to provide 10 dwellings on 0.84ha of land	Comments
14/01837/FUL 2 Moor View	Pitched roof first floor extension over single storey extension to semi detached house	No Comments
14/01848/OHL Land North of School	86 metres of 66kv overhead line of 3 conductors supported on wooden poles for electricity	No Comments
14/01850/FUL 49 Oak Tree Road	Pitched roof single storey extension to rear of detached house	No Comments
14/01899/FUL Branton Post Office	Change of use from Post Office to residential with alterations to front elevation	No Comments
14/01942/FUL 1 Alliss Road	Two storey pitched roof extension to side and one storey extension to rear including roof alterations	No Comments
14/01931/FUL 3 Oak Crest	Erection of detached summer house to front and gazebo to rear	No Comments
14/01925/FUL 33 Warnington Drive	Erection of first floor pitched roof extension above single storey extension to side of detached house	No Comments
14/01991/FUL 7 Langton Gardens	Pitched roof 1 storey extension to rear/ new side doorway replace window/new pitched roof to garage + covered walkway	No Comments

Discussion took place on the possible availability of Section 106 funding from the Branton House Farm development and the involvement of the parish council as to how this could be expended.

c) Armthorpe Parish Council Draft Neighbourhood Plan

Details of the latest draft plan and consultation period were considered.

RESOLVED (9)

a) That the Planning Authority is informed of the following comments:

i) 14/01398/FUL – YWLP – That the advice of the Environment Agency regarding the undertaking of a flood risk assessment is supported.

ii) 14/01548/FULM – Branton House Farm – That the parish council regrets the removal of the green open space and is concerned over the impact on the highway in view of the narrow width of Chapel Lane and the current high volume of traffic travelling on Whiphill Top Lane.

b) That decisions reached since the last meeting are noted including the refusal of applications for Monton and 12 Silverdale Close.

c) That DMBC Ward Councillors be informed that the priorities for any Section 106 funding are the conversion of the changing rooms at Kilham Lane, the provision of new play equipment and a zebra crossing for Whiphill Top Lane.

d) That the publication of the latest draft Neighbourhood Development Plan for Armthorpe is noted.

12) PROVISION OF PLANTERS ON VALLEY DRIVE

Consideration was given to samples of planters obtained from Plantscape and Broxap and costs involved. It was suggested that ‘half barrel’ type planters may be more appropriate.

RESOLVED (10)

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

That the cost of supplying and locating 'half barrel' planters is sought from local garden centres including filling with soil/compost and an evergreen plant in the centre. Councillor Sidebottom was asked to recommend the number required for consideration at the next meeting.

13) HIGHWAY MATTERS

The following issues were raised:

- Overgrown vegetation on land opposite the Rose Garden
- A car with a 'For Sale' notice parked on the highway off Doncaster Road
- An advertising board on the roundabout at Warnington Lane
- Fly tipping in the lay-by on Gatewood Lane

RESOLVED (11)

That the Clerk contacts DMBC to request the issues are rectified and enquires as to the Council's policy regarding advertising on the Highway.

14) REPORT FROM THE EXTERNAL AUDITOR FOR THE 2013/14 ACCOUNTS

The Clerk reported that the external audit had been completed for the 2013/14 accounts and no issues had been raised. The appropriate notices had been displayed for the required period.

RESOLVED (12)

That the information is received and noted and the Clerk is thanked for the work undertaken.

15) FIRST QUARTER BUDGET MONITORING REPORT

Consideration was given to the first quarter report which identified all budget headings in line with projected expenditure apart from printing and stationery due to the number of ink cartridges purchased.

RESOLVED (13)

a) That the budget monitoring report be received and the contents noted.

b) That consideration be given to the purchase of a new printer at the next meeting.

16) FIRST QUARTER BANK RECONCILIATION

The first quarter reconciliation denoting a balance of £31,188.58 was received including bank interest of £4.11.

RESOLVED (14)

That the bank reconciliation is received and duly authorised by the council auditors.

17) REVISIONS TO THE COMPLAINTS PROCEDURE

A revised Legal Topic Note (LTN 9E) had been received from NALC recommending changes that were required to be incorporated into existing complaints procedures.

RESOLVED (15)

That the latest Legal Topic Note (LTN9E) be adopted as the Council's Complaint Procedure.

18) THE OPENESS OF LOCAL GOVERNMENT REGULATIONS 2014

Information circulated with the agenda and forwarded electronically including Legal Topic Notes No 1 relating to a council's powers to discharge its functions, LTN No 5 relating to parish council meetings, advice on procedures for recording council meetings and the required amendment to Standing Orders.

RESOLVED (16)

a) That the Legal Topic Notes be received and duly adopted.

b) That the guidelines recommended by YLCA contained in Advice Note No.22 be adopted and the Standing Orders be amended as recommended.

19) WEBSITE ISSUES

There were no specific issues to report in respect of the website, the Clerk apologised for the late notification of the agenda to the webmaster and as a consequence it had not been uploaded in time for the meeting. All other information forwarded to the webmaster had been uploaded.

20) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (17)

That the following payment made be duly authorised:

D/14/25	Clerk	July Salary	£514.88
D/14/26	Clerk	Stationery/ink	£19.94

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

D/14/27	C Humphrey	Renovation of bench on Glen Road	£110.00
D/14/28	Jubb Signs	WW1 Commemorative Plaque	£42.00
D/14/29	DMBC	Emptying litter bins 31/3 – 22/06	£148.32
D/14/30	Clerk	August salary	£503.18
D/14/31	Handyman	Petrol for mower	£7.50
D/14/32	Arrow Publications	August newsletter	£114.00
D/14/33	Branton Farm Nursery	Plants/gardening materials	£37.52
D/14/34	Veolia	Grass cutting 6 & 20 June	£73.13
D/14/35	Veolia	Grass cutting 4 & 18 July	£73.13
D/14/36	BDO	Annual External Audit Fee	£240.00
D/14/23	Zurich	Annual Insurance Premium	£993.02

Councillor Worthington reported on her attendance at a Chairman's Training Course and stated that it had been very worthwhile and covered both general issues and the latest legislation affecting local councils with a recommendation that if a meeting is being filmed or recorded the parish council should also consider similar action.

21) REPORT FROM PCJCC MEETING – 8 JULY 2014

Councillor Sidebottom reported that arrangements had been made for an independent speaker to give a presentation at a special meeting on 30 September 2014 on Fracking. The Director of Children's and Young Peoples Services had provided an update on progress made with improvements to the service including measures taken to seek to prevent children being placed in care by providing more support for parents at home. The Head of Development Management had provided information on parish council involvement with the planning process and what constituted material planning considerations. Details of the fee structure for waste removal was given and information on double taxation would be presented at the next meeting.

RESOLVED (18)

That Councillor Sidebottom and Councillor Worthington are thanked for the information provided.

22) ITEMS OF CORRESPONDENCE

Consideration was given to items of correspondence including the latest White Rose Update, details of the Civic Mayor's at home day on 26 September 2014 and SYPTE consultation. An article on the Manor Farm development contained within the Bessacarr and Cantley Journal was circulated. The Clerk reported that a response had been sent to YLCA indicating support for a course on playground inspection training and that Kilham Hall may be available as a venue subject to agreement by the Kilham Hall Committee.

RESOLVED (19)

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

23) DATE AND TIME OF NEXT MEETING

RESOLVED (20)

That the next meeting be held on Wednesday 1 October 2014 at 7.00 pm at Kilham Hall.

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