

*CANTLEY WITH BRANTON PARISH COUNCIL*

**Minutes of the Meeting of the Parish Council held on Wednesday 2 September 2015 at Kilham Hall Meeting Rooms commencing at 7.00 p.m.**

**PRESENT:** Councillors J Worthington (Chair), Y Butterworth, M Caygill, D Chorlton, M Sidebottom, G Warrender and N Williams.

**IN ATTENDANCE:** J A Staniforth (Council Clerk) and S Racjan (DMBC Stronger Communities Officer).

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

RESOLVED (1)

That in accordance with the Public Bodies (Admissions to Meetings) Act 1960 the press and public be excluded during any discussion of Item 13 due to legal privilege.

**2) APOLOGIES FOR ABSENCE**

There were no apologies as all members were in attendance.

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

Declarations of disclosable other interests were made from Councillors M Sidebottom and G Warrender in respect of Item 9.

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

No member of the Community Policing Team was in attendance and no monthly report had been received. No matters were raised other than reference to the recent fatal accident on 11 August 2015.

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

No Ward Councillors were in attendance but S Racjan a DMBC Stronger Communities Officer was welcomed to the meeting. The Officer reported on the availability of funding for local groups and community events and that letters had been sent to some residents regarding overhanging vegetation as the issue had been raised as a concern by a partially sighted person. It was felt that some further properties should be contacted regarding this. Discussion took place on the meeting that had been convened with residents regarding horse riders in Black Carr Plantation following a complaint from a user of the woods. The meeting had been well attended and an update on any further action would be sought from the DMBC Officer involved. Dog stencils had been completed on the Poppyfields development. Details of the 'My Doncaster' App for reporting issues to DMBC were outlined.

RESOLVED (2)

That the Officer is thanked for his attendance and the information provided.

**6) MINUTES OF THE MEETINGS HELD ON 1 JULY 2015**

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. A response had been received relating to the area of land opposite the Rose Garden on Whiphill Top Lane that the parish council had suggested be sold/transferred to the developer of the Branton House Farm site. It was explained that as it was adopted highway land there would be a need to go through the procedure to 'Stop Up the Highway' which would cost between £3-5k and therefore would be uneconomical. The land had been added to the regular grounds maintenance schedule. The relocation of the 'No Through Road' sign on Chapel Lane was still awaited but all other actions had been undertaken or were pending.

The consultation on DMBC's Licensing and Gambling policies had been completed and whilst there were no specific comments on the policy documents a request had been made for parish councils to be formally consulted, however information had been provided as to where to seek details of applications for consideration and how to submit comments.

.....Dated:.....

It was noted that the shrubs and bedding plants in the tubs on Valley Drive had not survived probably due to a lack of water and needed removing for re-planting.

RESOLVED (4)

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

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

No members of the public were in attendance.

**9) KILHAM HALL MANAGEMENT COMMITTEE REPORT/BUILDING ISSUES**

a) Response from Charities Commission Regarding Charitable Status

The reported that copies of the lease and trust deed had been forwarded and the receipt acknowledged but no further response had been received.

b) Relocation of CCTV

A new location was required for the equipment.

c) Installation of Separate Electricity Meters

A suggestion had been received from Kilham Hall Committee for a separate electricity meter to be fitted to the new meeting rooms.

d) Procedures for Structural Alterations

The Clerk advised that the lease required written approval for any structural alterations undertaken by the Management Committee and whilst the parish council had approved the work documentation was needed.

e) Management Committee Report

Councillor Sidebottom reported that structural alterations to the hall had been a positive improvement. A quotation had been received for a 'zip tap' to provide hot water for refreshments at a cost of around £2k with an ongoing maintenance charge and it was therefore felt that the provision of 2-3 fast boiling kettles was more economic for the weekly coffee morning and occasional functions. New table had been purchased.

RESOLVED (5)

a) That the Management Committee be asked to identify the most suitable location for the CCTV equipment.

b) That the Management Committee be asked to manage any external bookings of the meeting rooms and retain any income for the benefit of Kilham Hall which would then meet any utilities costs.

c) That the parish council formally approve the structural alterations undertaken to Kilham Hall and any future alterations be agreed in writing in advance of work being undertaken.

d) That a message of appreciation be extended to the Kilham Hall Management Committee and the Caretaker for completing the building work for the benefit of the community.

**10) NEW MEETING ROOMS – BUILDING ISSUES**

a) Building Regulation Costs

DMBC had quoted £406 and one inspection had taken place with no issues raised. Members enquired as to why separate fire detection equipment was not fitted in the smaller meeting room.

b) Cost of Floor Levelling for Carpeting

The builder had quoted £765 + vat and as this had to be coordinated with the building work it was felt this was acceptable in order for the rooms to be completed ready for use.

c) Cost of Decoration and Re-fitting of Carpet Tiles

The Caretaker of Kilham Hall had submitted a quote of between £595- £795 dependent on cost of materials needed and time taken, this would include the re-fitting of the carpet tiles in the smaller room and inner lobby the latter however had not been completed and the carpet fitter from Surefit had completed the work.

d) Supplying and Fitting New Flooring to Meeting Room, Entrance Lobby and Toilet Areas

Surefit carpets had submitted a quote for £816.67 to supply and fit carpet tiles to the meeting room, matting to the entrance lobby and cap and coving vinyl to the toilet area. This was less than had been quoted by the builder. The re-fitting of the tiles to the lobby would be £20 - £30.

e) Hot Water Supply to Toilet

Hot water had been previously supplied by a separate unit which had been removed as part of the building work. Councillor Sidebottom had obtained a quotation of £59 +£7.99 delivery +vat for a small hand wash unit or £160 + delivery +vat for one with a larger capacity and faster flow. An electricity supply was needed and there was no ongoing maintenance. There were no fittings for the toilet.

.....Dated:.....

f) Additional Security

Consideration was given to additional security needs including improved external lighting. A quote of £595 + vat had been received.

g) New Entrance Door

Discussion took place as to whether a replacement entrance door was required or whether the completion of painting the current door and provision of a new handle would be sufficient.

h) Window Cleaning Arrangements

The need for a window cleaning schedule was considered.

i) Provision of Curtains/Blinds

One quotation had been sought for vertical or roller blinds but had not yet been received.

j) Donations from IKEA

IKEA had supplied two dustpans and brushes, several wine glasses and tumblers, a number of plates and different size dishes, one mug and two plant pot holders all free of charge but required photographs of the usage along with a written report.

k) Snagging Matters

Three of the internal doors needed adjustment to close, remote controls for the window shutters were awaited and external sealing was required to the windows. The wall heaters had been removed and stored in the loft and could be re-fitted if required. The length of the time for the automatic lights was raised. The notice boards transferred from the hall required re-fitting.

l) Keys

Members enquired as to how many sets of keys were available and the Clerk confirmed that in addition to her set, the caretaker of Kilham Hall had a set, the handyman a set and the builder currently had a set and there was possibly one other set included with a master set of keys.

RESOLVED (6)

- a) That the cost of building regulations be noted and DMBC be asked to confirm whether any further fire detection monitors were required to be fitted.
- b) That the cost of floor levelling be agreed.
- c) That the decorating quotation be agreed and the decorator be asked if the inside of the external door is to be painted.
- d) That the cost of new floor covering required be agreed.
- e) That the lower cost hot water dispenser be purchased and a quotation be sought from Bawtry Electrical Services for installing.
- f) That the necessary fittings for the toilet area including a waste paper basket be purchased.
- g) That a second quote for security improvements be obtained from Metro Locksmiths including improved external lighting and a new door handle for the external door.
- h) That the replacement of the entrance door be deferred for the present time.
- i) That the handyman is asked to clean the windows inside and outside on a quarterly basis.
- j) That quotations are sought for vertical blinds to the three windows.
- k) That IKEA is approached for any further items for use at the meeting rooms.
- l) That the building contractor is asked to forward the remote controls for the shutters, adjust the three internal doors to allow closure and seal the windows externally as soon as possible.
- m) That the Handyman is loaned equipment to re-fit the notice boards in the new meeting room.

**11) LOCATION OF ZEBRA CROSSING ON DONCASTER ROAD, BRANTON**

The DMBC Highways Officer had confirmed that the survey could be undertaken towards the end of September but it was preferable to await the relocation of the Post Office which was expected around 19 October 2015.

RESOLVED (7)

That the survey be requested in September in order to progress the matter.

**12) RESPONSE REGARDING DONATIONS OF LAND AT GREENACRES AND TO SUPPORT COSTS INCURRED WITH THE NEW MEETING ROOMS**

The Clerk reported that a response had been received from the Plymouth Brethren Christian Church stating that no meeting had taken place over the summer but the requests would be considered at the next meeting. Information had been supplied regarding the cost of decorating and soft furnishings to complete the meeting rooms.

RESOLVED (8)

That the response be considered at a future meeting when received.

.....Dated:.....

**13) EXCLUDED FROM PUBLIC AND PRESS****14) RECREATION GROUND AND GARDEN ISSUES**a) Approval of Purchase of New Hedgetrimmer

The cost of repair to the nine year old equipment had been quoted at £159+vat and a new appliance at £295+vat therefore it was felt that a repair was uneconomical in view of its age.

b) Safety of Goalposts

A resident had reported that one of the goalposts appeared to be leaning and may be unstable. The matter had been referred to the football team who had erected them and the handyman both of whom had inspected them and thought that there was no danger at the present time but would monitor. Advice had been sought Zurich as to whether the parish council's public liability cover extended in the event of an accident to a member of the public using the recreation ground. A more detailed response was awaited.

c) Training of Handyman on Use of Equipment

A member enquired as to whether there was a requirement to provide specific training on the use of equipment under the PUWER regulations. It was explained that the current handyman had used the equipment for over ten years and his health and safety training whilst employed as a fireman had been deemed sufficient. On the appointment of a new handyman appropriate training would need to be arranged.

d) Annual Hedge Cut

This was normally undertaken by DMBC in late September early October with an agreed specification.

RESOLVED (9)

a) That the purchase of a new hedge trimmer from Branton Farm Nursery be agreed.

b) That the Clerk ascertains the position of public liability insurance with Zurich and requests a copy of the insurance held by the football team.

c) That the issue of training for the handyman on use of equipment be noted.

d) That the annual hedge cut be arranged with the same specification as the last two years.

**15) FIRST QUARTERLY BANK RECONCILIATION**

RESOLVED (10)

That the bank reconciliation denoting a balance of £36,284.75 be noted and duly authorised.

**16) FIRST QUARTER BUDGET MONITORING REPORT**

RESOLVED (11)

That the first quarter budget monitoring report be received and the contents including £5.61 bank interest duly noted.

**17) REPORT FROM THE EXTERNAL AUDITOR FOR 2014/15**

A copy of the report denoting no issues of concern was circulated at the meeting.

RESOLVED (12)

That the contents of the report be received and duly noted.

**18) CHRISTMAS CAROL SINGING ARRANGEMENTS**

The Clerk reported that the local organist was available on both the 9<sup>th</sup> and 16<sup>th</sup> of December 2015. Councillor Sidebottom agreed to contact the school to ascertain the availability of the Jubilate Choir.

RESOLVED (13)

That the date of the carol singing event be provisionally agreed as Wednesday 16 December 2015.

**19) RELOCATION OF THE NOTICE BOARD AT BRANTON POST OFFICE**

Following confirmation that the Post Office would be relocated to the new Costcutter store the notice board would require relocating.

RESOLVED (14)

That the Costcutter store owner is asked if the notice board can be re-located to the site.

**20) PLANNING MATTERS**

Councillor Williams withdrew during consideration of application 15/01810/FULM

The following applications were considered:

.....Dated:.....

15/01810/FULM YWLP	Erection of amphitheatre and ancillary buildings on approx 0.63ha of land	No comments
15/01847/FUL 28 Milton Road	Part 1 storey part 2 storey extension to side/rear and ground floor extension after demolition of conservatory	No comments
15/01911/FUL 53 Warnington Drive	Increase in height of boundary wall, new railings and gates to front and side of detached dwelling	No comments

**RESOLVED (15)**

a) That the decision to submit no comments or objections in respect of application

That details of new applications since the last meeting be received.

b) That decisions reached since the last meeting including the granting of the application to build three detached houses and five town houses on the site of Sandhills Bungalow and two applications relating to the Manor Farm development be noted.

**21) HIGHWAY MATTERS**

The following matters were raised:

- Overgrown vegetation on Nutwell Lane to the north and east of the junction with Gatewood Lane.
- Re-seeding of grass verges on Doncaster Road

**RESOLVED (16)**

a) That DMBC is asked to cut back the vegetation in order to improve the visibility for motorists..

b) That DMBC is asked when the re-seeding of the grass verges is due to take place.

**22) OVERGROWN FOOTPATH ADJACENT TO WILLOW FARM**

The Environment Agency had responded to the request to cut back the vegetation to allow access over the stile along the river bank adjacent to Willow Farm stating there was no planned maintenance of the path beyond where the EA required access. Should residents wish to cut back any vegetation formal approval was needed from the EA.

**RESOLVED (17)**

That the information be received and noted.

**23) COUNCIL WEBSITE ISSUES**

All information had been uploaded including the policy for recording meetings and amendments for Kilham Hall had been undertaken at no additional cost.

**24) CONSULTATION ON DONCASTER'S LOCAL PLAN**

Discussion took place on the plan and the three options put forward for the broad location of new growth and there was a majority support for option 2.

**RESOLVED (18)**

That the Clerk notifies DMBC of the council's decision to support option 2 of the Local Plan.

**25) REPORT FROM MEETING PCJCC MEETING ON 7 JULY 2015****RESOLVED (19)**

That a detailed report be presented to the next meeting of the parish council.

**26) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

**RESOLVED (20)**

That the following payment made be duly authorised:

15/28	Clerk	July salary	£524.10
15/29	Branton Farm Nursery	Geranium Plants	£15
15/30	Branton Farm Nursery	Strimmer Cord	£6.98
15/31	DMBC	Emptying green waste 2 <sup>nd</sup> quarter	£150
15/32	DMBC	Emptying Litter Bins 30/3 – 21/6	£148.32
15/33	Clerk	August salary	£513.30
15/34	G P Property	Stage 1 Payment	£8,250
15/35	BDO	Annual External Audit	£240
15/36	Glendale	Grass cutting 05/6 & 26/06	£75.31
15/37	Glendale	Grass cutting 10/7 & 24/7	£75.31

.....Dated:.....

15/38	Branton Farm Nursery	Hedge Trimmer	£359
15/39	Zurich	Annual Insurance premium	1,010.70
15/40	YLCA	Playground Inspection	£55
15/41	G P Property	Stage 2/Final Payment	£9,157.20

**27) ITEMS OF CORRESPONDENCE**

Items of correspondence denoted on the agenda were noted and the following items were reported:

a) The offer of the South Yorkshire Police and Crime Commissioner to attend parish council meetings

b) Planning training by YLCA at three venues costing £115.

RESOLVED (21)

a) That the Police and Crime Commissioner is invited to attend the November or January meeting.

b) That Councillor Williams attend the planning course at the Wakefield venue on 10 October 2015.

c) That all other correspondence is received and duly noted.

**28) DATE AND TIME OF NEXT MEETING**

RESOLVED (22)

That the next meeting be held on Wednesday 7 October 2015 commencing at 7.00 pm .

**13) ITEM EXCLUDED FROM THE PUBLIC AND PRESS**