

## CANTLEY WITH BRANTON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held on Wednesday 6 January 2016 at Kilham Hall Meeting Rooms commencing at 7.00 p.m.**

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

**IN ATTENDANCE:** J A Staniforth (Council Clerk), Dr A Billings (South Yorkshire Police and Crime Commissioner and T Webster – For Item 1), Ward Councillors S Cox and R A Jones, S Racjan (DMBC Stronger Communities Officer) and eight members of the public.

Members of the public (all from Willow Glen), stated they had attended to express concerns over noise levels emanating from events taking place at the Yorkshire Wildlife Park leading up to Christmas and that the concerns raised with the Wildlife Park directly on previous occasions had largely been ignored. The residents explained that they were supportive of a wildlife park but felt that the activities that were taking place were more akin to an entertainment park particularly in view of the recent licensing application. Councillor Williams as a Director of the Wildlife Park outlined measures that had been enacted to ensure that noise levels were within the required limits and that engineers had taken soundings at Willow Glen as well as the Poppyfields development. The residents requested that a meeting be held and DMBC Ward Councillors supported this and suggested that improved liaison with the community may resolve most issues. Councillor Williams agreed to raise the matter with the Board of Director's and to request that consideration be given to holding a meeting with residents and members of the parish council.

### **1) ATTENDANCE OF SOUTH YORKSHIRE'S POLICE AND CRIME COMMISSIONER**

The Chairman welcomed Dr Alan Billings to the meeting.

Dr Billings provided information on crime statistics in Doncaster stating that Branton parish was generally an area of low crime but had been affected by the recent fatal road accident. Reference was made to the decision to transfer the Fire and Rescue Service to the Home Office suggesting a possible future amalgamation of the two services. It was explained that there was a requirement to produce an annual plan for each financial year and a new plan was being produced for 1 April 2016. The priority for the police was the safety of all residents and therefore the strategic priorities were:

- Protecting vulnerable people
- Tackling crime and anti-social behaviour
- Enabling fair treatment

Details of how cuts in expenditure were being managed was outlined and that it was no longer possible to absorb the same workloads with fewer resources, the number of police officers was expected to reduce by around 30% from 2010 to 2020 and the number of PCSOs by nearly 50%. Whilst some crime levels were falling some crimes including violent and sex crimes were increasing and new crimes such as cyber and internet crime were growing rapidly.

In order to continue to have a visible presence in communities new technology was being introduced to enable reports to be produced electronically at a crime scene and the use of community facilities was being sourced. The Local Policing Teams would no longer be separated into emergency and neighbourhood but would now work together to achieve a faster response and there were ongoing improvements to the '101' service.

The following questions were raised:

Was there one specific contact point?

What was expected to be the impact on resources with the expansion of the airport?

Why was an unsatisfactory response given when a member of the public tried to report that a caravan had been left in a lay-by.

Why could the police no longer attend parish council meetings?

Why are statements still taken by hand?

The commissioner explained that there was now a facility to email the police to report issues rather than to ring 101. The increase in air traffic would impact on resources but some government funding would be available. Any unsatisfactory response was regretted but the issue of fly-tipping was a matter for the local council. The reduction in police officers had meant that it was not possible to attend parish council

meetings but information on policing issues was available on the police website and a newsletter had been initiated to provide general information. New technology was to be introduced whereby statements could be recorded electronically and signed.

**RESOLVED (1)**

That Dr Billings and T Webster be thanked for their attendance and the information provided.

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

**RESOLVED (2)**

That no items be excluded from the public and press.

**3) APOLOGIES FOR ABSENCE**

**RESOLVED (3)**

That the apologies of Councillor M Sidebottom and G Warrender be received and duly accepted.

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

There were no declarations of 'other interests'.

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

Councillor Jones reported that a meeting was to take place on Tuesday 12 January 2016 with the Cabinet Member for Highways regarding the provision of a zebra crossing. Information on LED lighting as a more cost effective measure for pelican crossings was being explored.

Information regarding Section 106 funding for the Branton House Farm development site had been forwarded to the Neighbourhood Manager. The Stronger Communities Officer reported that there had been a meeting at the Poppyfields open space area to discuss Section 106 provision. A letter drop was being arranged regarding overgrown vegetation on Doncaster Road between Poppyfields and Quarry Lane and new dog stencils had been ordered but could only be undertaken in fine weather to allow the paint to dry.

**RESOLVED (4)**

That Councillors S Cox and R A Jones and DMBC Officer S Racjan are thanked for their attendance.

**6) MINUTES OF THE MEETINGS HELD ON 2 DECEMBER 2015**

**RESOLVED (5)**

That the minutes of the December parish council meeting be agreed and signed by the Chairman.

**7) CLERK'S REPORT ON ACTION ARISING FROM THE PREVIOUS MEETING**

The Clerk reported that the CCTV recorder had been fitted but not the monitor and this was now being arranged. Following an enquiry regarding the Building Regulation certificate a letter had been sent from DMBC to the Design Consultant stating that the entry doors to the two meeting rooms were required to be fire doors. The Design Consultant had visited the premises to ascertain if the windows would meet the necessary safety requirements but it had been concluded that the height was too great and therefore either adaptations were needed to the existing doors or they would need replacement. The door specification was being sought from the developer.

The electrician had reported that a new RCD adapter was required for the Christmas lights and new bulbs were needed. It was suggested that an investment in LED lights would be beneficial in the longer term. Details of the requirements would be sent by the contractor.

There had been no response from DMBC to the request for a hard surface to replace the grass verges at properties opposite the Three Horse Shoes or to the procedures for removing mud from roads. Arrangements were in hand to cut back overhanging vegetation on Doncaster Road and Gatewood Lane.

**RESOLVED (6)**

a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.  
 b) That a response is sought from DMBC regarding the replacement of the grass verges opposite the Three Horse Shoes, the planting of wild flowers and the removal of mud from roads.

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

**RESOLVED (7)**

That a letter is sent to Yorkshire Wildlife Park requesting that a meeting is arranged with residents to discuss their concerns.

**9) THIRD QUARTER BUDGET MONITORING REPORT**

RESOLVED (8)

That the report be received and the contents duly noted including interest of £3.46 and a vat claim for £861.16 to 30 November 2015.

**10) THIRD QUARTER BANK RECONCILIATION**

RESOLVED (9)

That the bank reconciliation denoting a balance of £24,098.24 at 31 December 2015 be approved and an expected 'year-end' balance of approximately £20k be noted.

**11) REVIEW OF CLERK'S WORKING HOURS**

The Clerk reported that she had worked an additional 26 hours to date in the current financial year and was currently working over her contractual hours each month mainly due to the new building. The number of properties in the parish was continuing to increase thereby giving rise to an increase number of planning applications and associated issues arising from new developments.

RESOLVED (10)

That the Clerk be awarded a temporary increase of one hour per week taking the total hours of work to twelve per week for the period 1 April 2016 to 31 March 2017 and this to be reviewed in March 2017.

**12) 2016/17 ANNUAL BUDGET REPORT**

Consideration was given to the draft budget prepared which included the cost of the Clerk's gratuity should she retire in 2016/17, an amount to cover the cost of the weed and feed treatment for the recreation ground, replacement fencing for the Doncaster Road garden and replacement of the climbing apparatus net if required. £500 had been included for any work connected to the Klargster Unit and £4k for further work/fixtures and fittings for the new meeting rooms.

RESOLVED (11)

That the draft budge totalling £31,250 be agreed.

**13) 2016/17 ANNUAL PRECEPT**

The level of support grant provided by DMBC had reduced from £1,229 in 2014/15 to £1,093 for 2016/17 leaving the amount required to be raised by the precept to meet the budget requirements as £30,157.

The average increase to households would be 1.37%. Councillor Worthington declined to vote on the item.

RESOLVED (12)

That the annual precept be agreed as £30,157 and this be notified to DMBC.

**14) KILHAM HALL MANAGEMENT COMMITTEE REPORT/ISSUES**

There was no report as both representatives had sent apologies. The Clerk reported that no further documentation had been received from the solicitor regarding the revised Variation to the Trust Deed.

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

a) Security system call out procedures

Councillor Sidebottom was to raise this again at Kilham Hall Management Committee meeting with a view to Kilham Hall Caretaker being asked to attend a call out.

b) Fixture and fittings update

The Handyman had completed the fitting of items in the toilet area and needed to carry out remedial work to the walls where the disability rails had been removed and to refit these at the side of the tiled area. A set of pictures was also to be displayed in the meeting room. The handyman had asked for items of cleaning materials and that a vacuum cleaner would be needed for ongoing cleaning.

The provision of a sink unit and storage cupboard was discussed.

The Chair reported that she was able to supply a desk and chair for the office area.

c) Hire of rooms by DMBC for the Elected Mayor to meet residents

A request had been received from DMBC to hire the meeting rooms for the Mayor to meet residents on Thursday 11 August 2016 between 2.00 and 5.00 p.m. The matter had been referred to the Kilham Hall booking clerk who had stated that the hire would not be managed by the booking clerk as no income would be derived from it to cover the cost of opening and closing the building.

RESOLVED (13)

- a)That Councillor Sidebottom provides an update the next parish council meeting following attendance at the next Kilham Hall Management Committee meeting.
- b)That arrangements are made to purchase the required cleaning materials.
- c)That the offer of a desk and chair for the meeting room be noted
- d)That the hire of the meeting rooms for the Elected Mayor be agreed and the parish council make the necessary arrangements

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

### **a) Safety of Goalposts**

The Clerk had provided details of the supply and fitting of the goalposts by the football team to the new contact but no response had been received.

### **b) Servicing of Gardening Equipment**

A quotation of £95 +vat had been received from the local supplier of the equipment to service the lawnmower and strimmer. The hedge cutter did not require service as it was still under guarantee.

### **c) Arrangements for Emptying Green Waste**

The collection had been cancelled from 11 December 2015 following completion of the removal of leaves and the cutting back of vegetation. The handyman had asked that the collection continue as the grass would benefit from a further cut due to the mild weather. The clerk explained that payment was required quarterly in advance at £150.

RESOLVED (14)

- a)That the football team be advised that any liability arising from the provision of the goalposts would rest with the football team and if the goalposts were not required they should be removed as soon as possible.
- b)The quotation for servicing the items of gardening equipment be agreed.
- c)That the green waste collection commence in March when weekly waste would be accrued.

## **17) PLANNING MATTERS**

The following applications were considered:

15/02834/FUL 11 Birchwood Court	Erection of dwelling on 0.28ha following demolition of existing dwelling within a conservation area	Comments
15/02879/FUL Post Office	Change of use from PO/residential to hairdressing salon/barbers shop/fitness studio/first floor flat	Comments
15/02940/FUL YWLP	Extension to events tent incorporating new kitchen prep area and customer toilets	No comments
15/02941/FUL YWLP	Formation of Children's play area and picnic area	No comments
15/0291/PRIOR Manor Farm	Prior approval to use permitted development rights for a railway crossing	No comments

Councillor Williams withdrew from the meeting during consideration from items relating to the Yorkshire Wildlife Park.

Members discussed the addition of a coffee shop to a retail outlet in Old Cantley in relation to any parking issues but it was felt none were present. Decisions reached since the last meeting were noted.

RESOLVED (15)

That the Planning Authority is informed of comments relating to the following applications:

- i) 15/02834/FUL- The comments of the Conservation Officer are supported and the removal of trees is not supported unless recommended by the Tree Officer.
- ii) 15/02879/FUL – There is insufficient car parking for the number of business outlets thereby impacting on the highway and there is insufficient information relating to opening times to be able to provide comments on the possible impact to neighbouring properties.

## **18) REVIEW OF CHRISTMAS CAROL SINGING ARRANGEMENTS**

Members who attended the event confirmed it had been very successful and enjoyable.

RESOLVED (16)

That the information is noted and Councillor Sidebottom is thanked for organising the event again.

**19) HIGHWAY MATTERS****a) Gate and Fencing at the rear of Oakwood Drive**

The Clerk reported that following a letter being sent to the property owner believed to be the landowner where the gate and fencing were located, a letter had been received stating they did not own the land and requested an apology. A further letter had been written to explain that the parish council had been informed by DMBC and that if the land was not owned by them then no liability could arise. A telephone call had been made by a neighbouring property denoting they owned some of the land.

**b) Parking on Moor View**

The Clerk reported that a member had reported cars parking on both sides of Moor View which may create an obstruction and also a vehicle parked on double yellow lines outside of the school and asked that the police be notified.

**c) Yorkshire Wildlife Park Issues**

The Chair reported receipt of a complaint regarding the amount of litter on Warning Tongue Lane following the Christmas market event at the Wildlife Park but this had been cleared by the Park the following day. DMBC were aware of the traffic problems that had occurred on the Sunday. The opening of Phase 1 of the FARRRS link road by the end of February was expected to assist with traffic congestion around the area.

**d) Other highway matters**

No other matters were raised.

RESOLVED (17)

a) That the response regarding the gate and fencing at the rear of Oakwood Drive be noted and no further action be taken.

b) That parking concerns on Moor View are monitored and any issues are reported directly by members of the council or the public to the appropriate authorities.

c) That issues arising at the YWLP are duly noted.

**20) COUNCIL WEBSITE ISSUES**

There were no issues to report or consider.

**21) PENSION PROVISION FOR EMPLOYEES**

The Clerk explained that a meeting of the Doncaster Clerk's Group, it was stated that there was a requirement to name the chosen pension provider when completing HMRC enrolment information even when no employees were enrolling.

RESOLVED (18)

That the chosen provider be the government's NEST scheme.

**22) REPORT FROM AIRPORT ENVIRONMENTAL AND NOISE MONITORING COMMITTEE**

A report prepared by Councillor Worthington forwarded with the agenda was received and noted.

RESOLVED (19)

That Councillor Worthington be thanked for her written report and the information provided..

**23) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

RESOLVED (20)

That the following payments made are duly authorised:

15/73	G P Property	Final payment for building work	£1,200.00
15/74	Clerk	Postage/stationery	£6.26
15/75	Blyth Pest Control	Mole removal at recreation ground	£60.00
15/76	YHN Ltd.	Website hosting	£58.14
15/77	Clerk	December salary	£519.60
15/78	Arrow Publications	December newsletter	£114.00
15/79	Danum Blinds	Supply/fit 3 new blinds	£153.00
15/80	Bawtry Electrical	Installing and removing Xmas lights	£155.00
15/81	Handyman	3 <sup>rd</sup> Quarter salary	£470.37
15/82	HMRC	3 <sup>rd</sup> Quarter return	£486.92
15/83	R J Electrics	Water heater/smoke alarm	£288.00

**24) ITEMS OF CORRESPONDENCE**

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

RESOLVED (21)

That all correspondence including the latest letter from the South Yorkshire Police and Crime Commissioner is received and duly noted.

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

RESOLVED (22)

That the next meeting be held on Wednesday 3 February 2016 commencing at 7.00 pm.