

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 2 March 2016 at Kilham Hall Meeting Rooms commencing at 7.00 p.m.

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

IN ATTENDANCE: J A Staniforth (Council Clerk), Ward Councillor J Cox and 1 Member of the Public
D Roe (Building Link Design for Item 7 re Ava Court)

1) EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED (1)

That no items be excluded from the public and press.

2) APOLOGIES FOR ABSENCE

RESOLVED (2)

That the apologies of Councillors M Sidebottom and N Williams be received and duly accepted.

3) DECLARATIONS OF OTHER DISCLOSABLE INTERESTS AND DISPENSATION FORMS

Councillor G Warrender declared an 'other interest' in respect of Item 9 and Councillor Butterworth declared an interest in Item 7 relating to the grass verges opposite the Three Horse Shoes.

4) POLICING ISSUES

Discussion took place on a Media Statement that had been published by South Yorkshire's Police and Crime Commissioner following the receipt of a report produced by HMIC on the effectiveness of the South Yorkshire Police Force. The latest newsletter from the PCC had also been circulated. A member of the parish council expressed concern that there was a requirement to produce and publish an up to date plan when elections for the PCC were to take place later this year and a change of PCC could reflect different priorities and therefore was a waste of resources.

5) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

Councillor J Cox reported that DMBC had approved the next stage of the Local Plan for consultation from 7 March to 18 April 2016 relating to homes and settlements. Following DMBC's appointment of a private contractor to supplement enforcement procedures in respect of dog fouling it was requested that any knowledge of specific dates and times that incidents were known to occur was reported to DMBC. Confirmation had been received that a zebra crossing would be provided funded from the Section 106 funding from the Woodlands Walk development. DMBC were in ongoing discussions regarding changes to Section 106 arrangements and that this may be replaced by the Community Infrastructure Levy in the future. Existing Section 106 Agreements would not be affected.

RESOLVED (3)

a) That Councillor J Cox is thanked for her attendance and the information provided.

b) That further consideration is given to the availability of Section 106 funding at the next meeting.

6) MINUTES OF THE MEETINGS HELD ON 3 FEBRUARY 2016

RESOLVED (4)

That the minutes of the February 2016 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 likely timescale for the provision of a zebra crossing was the end of the 2016/17 financial year. The Stronger Communities Officer had responded that a strip of the hedge line bordering properties to the rear of Springfield Close was DMBC's responsibility and the appropriate Departments had been contacted to carry out the work.

A further response had been received from a Highways Officer regarding the condition of the grass verges opposite the Three Horse Shoes stating that no action could be taken at the present time. The Chairman reported that subsequently DMBC had written to properties that bordered the grass verges notifying them that it was intended to place bollards on the verges to prevent parking on the verges in

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

close proximity to the safe crossing point in order to ensure the safety of pedestrians. Discussion took place as to whether residents would be adversely affected by the bollards when parking on their driveways as this was felt to be the case by at least one of the properties affected. It was suggested that trees be planted instead of the bollards but this may impede sight lines.

With regard to the entrance to the Ava Court development it was explained by Mr Roe that the entrance did not meet the required width by a minimum of 400mm and was therefore to be widened by up to 900mm to ensure the safe entrance and exit of vehicles. The work was awaited pending discussions with Northern Power regarding apparatus being installed at an incorrect depth and it was hoped to minimise any disruption with just one schedule of work rather than two separate closures of the entrance. With regard to the bin store it was not proposed to make any amendments as it was felt that a closed store was more aesthetically pleasing.

Concerns raised by residents regarding dog fouling had been referred to DMBC's enforcement team.

A response had been received from the local MP's office stating that efforts were being made to ascertain if a planning application had been submitted or if any further consultation was planned in respect of the proposed new Sixth Form College on Hurst Lane.

The trial period for the a boot camp had commenced on 1 March 2016.

A resident had responded to the item in the newsletter asking for suggestions for future expenditure and had asked for trees to be planted on Doncaster Road.

RESOLVED (5)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That a site meeting is requested with DMBC regarding the placing of bollards on the grass verges opposite the Three Horse Shoes.
- c) That Mr Roe be thanked for his attendance and the information provided.

8) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No specific issues were raised by the member of the public in attendance.

9) KILHAM HALL MANAGEMENT COMMITTEE REPORT/UPDATE ON TRUST DEED

Councillor Sidebottom had forwarded information stating the Caretaker at Kilham Hall did not wish to be involved in any security issues relating to the meeting rooms and the Fire Officer had confirmed there were no safety issues in creating a store room in the entrance lobby of the new meeting rooms.

The next meeting of the committee was due to be held on 7 March 2016.

There was no further update on the Trust Deed due to the solicitor being on holiday

RESOLVED (6)

That the information is received and noted.

10) NEW MEETING ROOMS – BUILDING ISSUES

a) Security system call out procedures

Discussion took place on the most appropriate management of the security system should it be activated.

b) Heating in Main Meeting Room

All the heaters appeared to have an output of 1kw which was insufficient for the large room in cold weather.

c) Quotation for Sink Unit/Cupboards

Consideration was given to three quotations received for supplying and fitting a sink unit with worktop to the sides and wall cupboard in the store room. It was suggested that the spare worktop be used for a corner unit to house a kettle. The quotations did not include the cost of a water heater and one quotation had included a separate cost for tiling between the sink unit and wall cupboard. The third quotation from provided an alternative specification at a much higher cost. Both Need a Hand and JHS Joinery had declined to quote and therefore two other local contractors had been approached .

d) Cleaning Equipment

Discussion took place on the most appropriate cleaning equipment that was to be purchased.

e) Use by St Wilfrid's School PTA

A further request had been received for use of the meeting rooms for a meeting of the local school's PTA on 7 April 2016.

RESOLVED (7)

- a) That the security system is made operational as soon as possible and any instances of activation are monitored.

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- b) That a quotation is sought from R J Electrics to supply and fit a further radiator in the large meeting room.
- c) That the quotation from 'The Workbench' totalling £920 (including vat) be provisionally agreed to include cream gloss cabinets subject to a worktop being provided adjacent to the sink unit rather than a separate corner unit and receipt of samples of materials and door handles to be viewed and agreed by the Clerk in consultation with members and for work to commence as soon as possible after 1 April 2016.
- d) That a vacuum cleaner is purchased after 1 April at a cost not exceeding £80 + vat.
- e) That the use of the meeting rooms for a further meeting by St Wilfrid's School PTA be agreed.

11) RECREATION GROUND AND GARDEN ISSUES

a) Fencing at Doncaster Road garden.

The Clerk reported that the handyman had expressed concern over the condition of the two sides of fencing that had not been replaced. It was thought that the concrete posts and supports did not require replacement.

b) Removal of Trees at Doncaster Road Garden

The Clerk reported that the removal of the two trees had been indicated on the plan but only instructions to prune the trees had been given to the contractor and the tree roots were still in situ

c) Cleaning of Village Signs.

The Handyman had reported that the village signs were in need of cleaning and required a strong cleaning solution to achieve the best appearance.

d) Use of recreation ground in conjunction with a children's party

An enquiry had been received from a parent regarding the use of the recreation ground for some organised children's games as part of a children's party booking at Kilham Hall. The insurer's had confirmed that this was covered under the council's insurance policy but a risk assessment was required to be completed to ensure the ground was suitable. A draft risk assessment had been provided by the parent denoting the numbers of children and adults and the council's risk general assessment provided for weekly inspections. The handyman could be asked to carry out a final check on his last visit before the event.

RESOLVED (8)

- a) That Need a Hand is asked to provide a quotation to replace the two sides of fencing and to remove the two tree stumps at the Doncaster Road garden.
- b) That DMBC is asked to carry out cleaning of the village signs.
- c) That the use of the recreation ground for organised games between twelve and two p.m. in conjunction with the hire of Killham Hall for a children's party on 3 April 2016 be agreed in accordance with the agreed risk assessment.

12) 2016/17 RISK ASSESSMENT/EFFECTIVENESS OF INTERNAL CONTROL SYSTEMS

Consideration was given to the latest risk assessment document that had been amended to reflect the conversion of the Changing Room building to Meeting Rooms.

The issue of a relief clerk in the absence of the permanent clerk was raised as there had been a previous arrangement with a local clerk.

Discussion and review took place on the systems of internal controls as contained within the risk assessment document.

RESOLVED (9)

- a) That the risk assessment be agreed subject to including a named relief clerk and D Wright (former clerk to Hatfield Town Council) be approached to undertake the role.
- b) That the systems of internal control be deemed adequate and no changes be enacted.

13) AMENDMENTS TO FINANCIAL REGULATIONS

The parish council was made aware of minor changes recommended by NALC following the introduction of the Public Contracts Regulations 2015.

RESOLVED (10)

That the Financial Regulations be amended in line with the recommendations provided by NALC.

14) PLANNING MATTERS/PETITION FOR RIGHT OF APPEAL BY LOCAL COUNCILS

There were no new planning applications for consideration. Details of decisions reached since the last meeting were reported.

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Members were informed that YLCA had reported that a petition had been established seeking the required 10,000 signatures in order for the government to formally consider whether a right of appeal from local councils against a planning decision could be made available.

RESOLVED (11)

That the decisions reached since the last meeting are noted.

That the petition established to seek a right of appeal by local councils in respect of planning decisions is noted.

15) HIGHWAY MATTERS

The following highway matters were raised:

- Potholes on Kilham Lane and Gatewood Lane
- Unlit bollards at crossing points on Doncaster Road
- Rubbish in the lay-by and litter on Gatewood Lane
- Litter bin on School Lane requires re-securing to post

RESOLVED (12)

That the highway matters be referred to DMBC

16) QUOTATION FOR A NEW RCD ADAPTER AND BULBS FOR CHRISTMAS LIGHTS

The cost of a replacement RCD for the electricity kiosk for the Christmas lights was £115 and for the supply of fifty new bulbs £125.

RESOLVED (13)

That Bawtry Electrics be asked to supply a new RCD adapter at a cost of £115 and a further quotation be sought from Rosedale Lighting for fifty bulbs and the lowest of the two quotations accepted.

17) COUNCIL WEBSITE ISSUES

The issue of how long minutes should be displayed was discussed. There were no other issues.

RESOLVED (14)

That only minutes from 2010 be displayed on the website and the webmaster is asked to remove earlier minutes from public view.

18) REPORT FROM COMMUNITY FRACKING GROUP MEETING

Councillor Worthington reported that she had not been able to attend the meeting of the group on 11 February 2016 but it was hoped to attend the next meeting in two weeks time.

19) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (15)

That the following payments made are duly authorised:

15/90	Clerk	February 2016 salary	£523.20
15/91	Branton Farm Nursery	Servicing Lawnmower	£72.00
15/92	Branton Farm Nursery.	Strimmer Wire	£3.98
15/93	Thorne Rural Lions	Donation for community service	£20.00
15/94	Chairman	Purchase of cleaning materials	£24.26

20) ITEMS OF CORRESPONDENCE

A service level agreement for the emptying of the two dog litter bins had been received and duly signed. Commemorative medals in recognition of the Queen's 90th birthday were available for purchase.

RESOLVED (16)

That all correspondence denoted on the agenda and reported at the meeting is duly noted.

21) DATE AND TIME OF NEXT MEETING

RESOLVED (17)

That the next meeting be held on Wednesday 6 April 2016 commencing at 7.00 pm.

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