

**CANTLEY WITH BRANTON PARISH COUNCIL**

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

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

**IN ATTENDANCE:** J A Staniforth (Council Clerk), Ward Councillors J and S Cox, S Racjan (DMBC Stronger Communities Officer), R McKone (DMBC Planning Officer for Item 1) and 1 Member of the Public.

The member of the public expressed concern over the latest licence application for Yorkshire Wildlife Park and enquired as to whether the parish council would be submitting any comments or objections and what had been concluded at the recent consultation meeting held at the Wildlife Park with residents and members of the parish council. The resident explained that there was support for the Wildlife Park but that a series of twelve events attracting up to fifteen thousand people was felt to be detrimental to the residents of the surrounding residential area particularly in view of the traffic congestion that would be created.

It was explained that the parish council was not a statutory consultee for licensing applications and prior to the meeting no residents had contacted the council to express any concerns and as a consequence the item had not been specifically included on the agenda for the meeting. Councillor S Cox explained that traffic matters were not a licensing issue and therefore would not be considered.

The resident pointed out that there was no suitable footpath on Warning Tongue Lane leading directly to the Wildlife Park which could be deemed a health and safety hazard and enquired as to whether any 'park and ride' facility had been considered.

The resident provided the licence application number of WK/215/031972 and that any comments/objections were required to be received by 15 April 2016.

**1) DMBC LOCAL PLAN CONSULTATION DOCUMENT**

R McKone was invited to address the parish council on the latest update on the Local Plan and it was explained that DMBC were now consulting on the next stage entitled 'Homes and Settlements' which was proposing to provide 920 new homes per year with a total of around 15,000. The homes would be both affordable and family homes but there may be an emphasis on starter homes for first time buyers rather than social housing for rent in line with government policy. Around 50% of the new homes were proposed within the urban area around the town centre with up to 39% in the seven main towns within DMBC and the remaining 10% in service area. For Branton this would mean only 'infill' would be permitted but the Bessacarr area would fall within the urban area around the town centre. As part of the 'Call for Sites' initiative (resulting in around 500 proposals), land off Warning Tongue Lane had been put forward and this was being considered over the next few months.

The two main issues concerned the building on green belt which was in the west of the borough thereby protected and flood risk. It was explained that the two issues were different and the latter had more of a direct impact as flood defences could be affected.

RESOLVED (1)

That R McKone is thanked for his 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 Councillors G Warrender and N Williams be received and duly accepted.

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

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

Councillor Sidebottom declared an 'other interest' in respect of Item 11 and Councillor Chorlton declared an 'other interest' in respect of discussion pertaining to open space at Poppyfields as a resident of the Poppyfields development.

**5) POLICING ISSUES AND LATEST MEDIA STATEMENT**

The receipt of the latest Media Statement that had been published by South Yorkshire's Police and Crime Commissioner was noted. There were no other police matters raised and it was noted that the police were unable to attend meetings due to a lack of resources.

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

Councillor J Cox was thanked for the intervention to expedite the removal of goalposts from the recreation ground which may have been a safety issue as the football team had failed to arrange removal by the agreed date of 29 February 2016.

Councillors reported that new LED light bulbs were to be provided in street lighting on estate roads in the near future. S Racjan reported that Councillor Jones had enquired about the ownership of untidy land adjacent to the entrance to Brockholes Lane.

RESOLVED (4)

- a) That Councillors S and J Cox are thanked for their attendance and the information and support provided.
- b) That enquiries are made about the ownership of the untidy land adjacent to Brockholes Lane and DMBC notified of the outcome.

**7) SECTION 106 FUNDING EXPENDITURE PLANS**

The Clerk reported that two quotations had been received for an aerial runway, one contractor had visited the site and the other had based on information obtained electronically and was therefore not a final quotation.

Two responses had been received from residents, one requesting improvements to the village of Branton including the planting of trees and the second the provision of play equipment on the open space at Poppyfields.

RESOLVED (5)

- a) That DMBC is asked to carry out a survey of the parish to determine suitable locations for planting new trees and to provide information on the type of tree that would be planted.
- b) That information is included in the next newsletter to ascertain views as to whether there was support for the provision of any play equipment on open space at Poppyfields.
- c) That the suppliers of the aerial runway are asked to provide a quotation and site plan for the provision of additional adult fitness equipment.

**8) MINUTES OF THE MEETINGS HELD ON 2 MARCH 2016**

RESOLVED (6)

That the minutes of the March 2016 parish council meeting be agreed and signed by the Chairman.

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

DMBC had confirmed changes to the bin store and entrance at the Ava Court development.

A further site meeting had been arranged for 11 April 2016 to which the parish council had been invited to conclude work to be undertaken to the grass verges opposite the Three Horse Shoes. The officer dealing with the relocation of litter bin at Poppyfields had now retired and no response had been received to the request to re-site the litter bin. An order had been placed for work to repair potholes on Gatewood Lane and Kilham Lane.

A vacuum cleaner had been purchased for the new meeting rooms from Argos and six mugs obtained with a free voucher provided. A supply of light bulbs for the Christmas lights had been purchased from Rosedale lighting as this was the lowest quote. The plastic children's stools had been returned to the hall for storing and the other round and oblong tables placed in the entrance lobby for storage. The handyman had agreed to complete the work to the walls in the toilet area when a vacuum cleaner was available as a supply of paint had been provided by the contractor.

RESOLVED (7)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That the Clerk attends the site meeting on 11 April 2016 regarding the provision of bollards and replacement surface to grass verges opposite the Three Horse Shoes.

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

c) That DMBC is asked to either re-locate the wrongly placed litter bin at Poppyfields or provide a new litter bin at the entrance to Black Carr Plantation to replace the one that had been removed.

## 10) ITEMS RAISED BY MEMBERS OF THE PUBLIC

RESOLVED (8)

That details of the licence application for the Yorkshire Wildlife Park are obtained and circulated to members for consideration.

## 11) KILHAM HALL MANAGEMENT COMMITTEE REPORT/UPDATE ON TRUST DEED

Councillor Sidebottom reported that a fire inspection had taken place and the hall deemed to be a low to medium fire risk. An enquiry had been made as to whether the maximum capacity could be increased above the 110 currently permitted but this was not possible unless an additional exit was available. The current bank balance was £9,628.51 and there were concerns regarding the late payment of one regular hirer. Details of the hire charges for Kilham Hall were available should the parish council wish to adopt a similar policy for hire of the meeting rooms.

There was no further update on the Trust Deed.

RESOLVED (9)

a) That the information is received and noted.

b) That Councillor Sidebottom forwards a copy of the hire charges to the Clerk for consideration at the next meeting.

c) That the Clerk obtains the set of keys from the Kilham Hall Caretaker.

## 12) NEW MEETING ROOMS – BUILDING ISSUES

a) Electrical failure and quotation for work to rectify the issue

The handyman had been unable to access the meeting rooms due to an electrical fault and could not operate the manual lever as no access point was available. The supplier of the shutter had been contacted and had fitted an access point and opened the shutter with the manual lever. RJ Electrical Ltd had ascertained the electrical fault free of charge and recommended the replacement of a RCBO in the main fuse board in the hall at a cost of £45 + vat.

b) Final specification for sink unit/cupboards

There was a need to determine materials to be used for the new sink unit and work top.

c) Quotations for additional heating in main meeting room and wall socket in kitchen area

R J Electrical Ltd. recommended that a new heater with a time switch be fitted in the main meeting room at a cost of £175 + vat as the current heater did not provide sufficient output in cold weather.

The cost of a double electrical socket in the kitchen area would be £50 +vat and to fit a 20 amp supply for hot water would be £55 + vat.

RESOLVED (10)

a) That RJ Electrical Ltd is asked to undertake the work to the fuse board in Kilham Hall to avoid future electrical issues which may prevent access to the meeting rooms.

b) That the least expensive units and work surfaces are supplied for the kitchen, a single lever tap as identified in the catalogue and least expensive stainless handles are fitted.

c) That the quotations from RJ Electrical are agreed for a new heater in the main meeting room and socket for the new kitchen.

d) That consideration is given to the official name for the new meeting rooms at the next meeting.

## 13) RECREATION GROUND AND GARDEN ISSUES

a) Quotation for fencing at Doncaster Road garden.

A quotation from Need a Hand Ltd had not been received. The handyman and Need a hand Ltd had reported that there was an amount of vegetation growing on the fencing from the adjacent property.

b) Quotation for removal of two tree stumps at Doncaster Road garden

This was to be included with the quotation for the new fencing and so had not been received to date.

c) Fitness boot camp Update.

There had been little take up of the boot camp and the organiser had asked if a revised time could be allocated later in the year.

d) Grass Cutting Arrangements

Arrangements had been made for the grass cutting to commence prior to 1 April 2016 in view of the mild weather and there would be a need to consider the number of cuts needed per annum if the mild weather during winter and autumn persisted,

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

e) **Removal of Goalposts**

Following an inspection by the Clerk and Chair at a meeting at Kilham Lane it was noticed that the goalposts still had not been removed by the football team in spite of assurances they would be removed by the end of February 2016. As one of the goalposts was leaning the Chair felt that they should be removed as soon as possible and DMBC were contacted along with Veolia for a quote to remove urgently. Veolia could not undertake the work until the end of the week commencing 4 April 2016 and DMBC agreed to undertake on 4 April however access was needed and this could not be arranged until 6 April 2016 when they were removed at a cost of around £100 + vat.

RESOLVED (11)

a) That a further quotation is obtained from John Goodall a fencing contractor based at Austerfield and the quotations be considered at the next meeting.

b) That the commencement of grass cutting prior to 1 April 2016 is noted.

c) That the action of the Clerk to arrange the removal of the goalposts by DMBC be agreed and DMBC be thanked for undertaking this.

d) That the football team be asked to reimburse the amount when the invoice is received.

**14) ASSET REGISTER AS AT 31 MARCH 2016**

RESOLVED (12)

a) That the Asset Register is approved subject to the inclusion of the insurance value of the ICT equipment kept at the Clerk's home being included.

b) That Kilham Hall Committee is asked to confirm that the Kilham Hall building is fully insured.

**15) LEVEL OF RESERVES AT CLOSE OF 2015/16 FINANCIAL YEAR**

RESOLVED (13)

That the year- end balance of £20,884.46 be noted and as the amount is approximately two thirds of the annual precept the level of reserves be deemed adequate.

**16) PLANNING MATTERS – NEW APPLICATIONS/DECISIONS SINCE LAST MEETING**

The following new applications were considered:

16/00639/FUL 1 Branton Terrace	Erection of brick wall (2m high overall) following removal of existing wall and hedge	No comments
16/00749/FUL 1 Plantation Avenue	Alterations to doors and windows, new render and new pitched roof to replace existing tiled flat roof	No comments
16/00793/FUL Land at Beech Drive	Erection of detached house with integral garage	No comments
16/00889/FUL Sandhills Bungalow	Erection of 2 pairs of semi detached houses and 1 4 bed detached (substitution of previous)	Comments

Details of decisions reached since the last meeting were reported.

RESOLVED (14)

a) That no comments be submitted in respect of applications 16/00639/FUL, 16/00749/FUL and 16/00793/FUL.

b) That comments in respect of application 16/00889/FUL be submitted stating that the revised proposals were felt to be an overdevelopment of the site and that there was insufficient car parking which could impact adversely on the highway.

**17) HIGHWAY MATTERS**

The following highway matters were raised:

- A replacement village sign when entering Doncaster Road from the north
- Flooding on Doncaster Road next to the bus stop near St Vincents Avenue
- A large pothole when approaching Gatewood Lane from Doncaster Road

RESOLVED (15)

That the highway matters be referred to DMBC

**18) MEDIA POLICY**

RESOLVED (16)

That the draft Media Policy be duly adopted.

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

**19) COUNCIL WEBSITE ISSUES**

All documentation submitted to the webmaster had been uploaded and notification had been sent to update the details of the secretary to the Cantley Poor's Land Trust following the retirement of Mrs M Jackson on 31 March 2016. Information relating to the M25 group had been removed as the initiative advertised was no longer operational. A copy of the Chair's Annual Report had not been sent as a final version was needed. Councillor Chorlton suggested that a map of the parish would be useful and he would make enquiries as to whether DMBC could provide a suitable one.

RESOLVED (17)

That the updating of the website be noted and that Councillor Chorlton updates the next meeting regarding the provision of a map of the parish for the website.

**20) REPORTS FROM MEETINGS**a) PCJCC – 16 March 2016

Councillor Caygill reported that DMBC had engaged a private contractor to provide additional resources to undertake enforcement of dog fouling, unlawful parking and litter. An initial consultation which was due to end on 31 March 2016 had also commenced for the introduction of a Public Spaces Protection Order which would provide a consistent approach across Doncaster for issues relating to dogs and formal consultation would follow.

b) Community Fracking Group – 17 March 2017

Councillor Worthington reported that the meeting had focused on the legal position of lgas and the community groups and had not referred to any traffic issues.

c) Doncaster Clerk's Group – 21 March 2016

The Clerk reported that the main discussion was regarding playground inspections and whether a further annual inspection by ROSPA or an independent contractor was necessary in addition to DMBC's three/four detailed inspections per annum and it was concluded that as DMBC officers were ROSPA trained there was no requirement to purchase any additional inspections under the current arrangements. No further information was available on any further training courses on inspecting play equipment.

d) Yorkshire Wildlife Park Residents Meeting – 30 March 2016

Three members of the parish council attended the meeting and reported it had been well attended by residents from the surrounding area and had sought to allay fears regarding proposed future events that were subject to a new licence application. It was proposed to continue to engage with the community through further meetings for specific areas.

e) Public Rights of Way Forum – 31 March 2016

Councillor Worthington reported that the meeting had been interesting and attended by a representative of Bessacarr Forum who was well informed on matters concerning the Manor Farm development.

RESOLVED (18)

That the reports are received and the information duly noted.

That an enquiry is made as to whether it would still be possible for the parish council to comment on the Public Spaces Protection Order at the next parish council meeting.

That DMBC is asked to supply contact details of the Bessacarr Forum representative in order for the Clerk to engage with the Forum regarding the Manor Farm development.

**21) DONCASTER SHEFFIELD AIRPORT MATTERS/CONSULTATIONS**

Councillor Worthington reported that the Community Fund had been re-enacted and community groups could bid for up to £5k for any community driven project.

RESOLVED (19)

That Councillor Worthington is thanked for the information provided and consultations on passenger access to the airport and improvements to UK airspace changes are duly noted.

**22) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

RESOLVED (20)

That the following payments made are duly authorised:

15/95	Clerk	March 2016 salary	£520.50
15/96	Clerk	Postage/materials	£4.82
15/97	Arrow Publications	March newsletter	£114.00
15/98	Matt & Mouse	Computer repair	£40.00

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

15/99	Handyman	Petrol for mower	£6.00
15/100	Handyman	4 <sup>th</sup> quarter salary	£468.76
15/101	DMBC	Emptying green bin in March 2016	£46.15
15/102	HMRC	4 <sup>th</sup> quarter return	£486.29

### 23) ITEMS OF CORRESPONDENCE

Consideration was given to items of correspondence outlined on the agenda including a request from the Ramblers Association to identify any 'lost ways' that could be converted into public rights of way and the receipt of the LCR quarterly publication. There was also the requirement to complete an interim audit along with the external audit of accounts thereby requiring the submission of additional information all of which was readily available apart from the need to provide copies of the expenditure account book which would need A3 copying facilities.

RESOLVED (21)

- a) That all correspondence denoted on the agenda and reported at the meeting is duly noted.
- b) That information relating to 'lost ways' is forwarded to the editor of the Branton and Auckley Arrow.
- c) That Councillor Chorlton receives the LCR publications for the next year in order to provide a future recommendation to the parish council regarding the continued purchase of the magazine.
- d) That the requirement to complete an Interim Audit is duly noted and the Clerk arranges for A3 copies of the accounts book at the expense of the parish council.

### 24) DATE AND TIME OF NEXT MEETING

RESOLVED (22)

That the next meeting (Annual Parish Council) be held on Wednesday 4 May 2016 commencing at 7.00 pm.

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