

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held on Wednesday 7 September 2016 at Kilham Hall Meeting Rooms commencing at 7.00 p.m.**

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

**IN ATTENDANCE:** J A Staniforth (Council Clerk), Councillor R A Jones and one member of the public.

A member of the public attended to inform the parish council of a threatened assault on a horse rider in the Black Carr Plantation and to seek support for the horse riders using the area. The offender believed to reside in Cantley was known to the horse riders and alleged he was being harassed (this was denied by the horse riders) prior to the threatened assault. In view of the concern the police had been contacted and a statement provided. Councillor Jones advised that photographic evidence be obtained of any subsequent incident and confirmation sought that horse riding was permitted within the area.

**1) APOLOGIES FOR ABSENCE**

RESOLVED (1)

That the apologies of Councillor N Williams be received and accepted.

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

RESOLVED (2)

That no items be excluded from the public and press.

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

Councillors D Chorlton and M Sidebottom declared an 'other interest' in respect of Item 9.

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

Councillor S Cox had sent apologies.

Councillor Jones reported that a further meeting had been held to discuss the Section 106 expenditure. Members of the parish council expressed concern a consultation with residents of Poppyfields and the two new developments had been undertaken by DMBC shortly after the parish council's own consultation and with no involvement of the parish council. The Chair requested clarification as to who would make the final decision on the expenditure as the parish council had not put forward any proposals for equipment to be sited on the open space to the rear of Poppyfields but DMBC continued to pursue this option.

Councillor Jones confirmed that the DMBC Ward Councillors would be guided by the parish council and he would support proposals from the parish council. He also recommended that an amount of the funding was set aside for future maintenance of any new equipment. It was hoped the zebra crossing would be provided in the near future and had been requested prior to a new crossing for Bawtry Road.

RESOLVED (3)

That Councillor Jones is thanked for his attendance and the information provided.

**5) MINUTES OF THE MEETINGS HELD ON 6 JULY 2016**

RESOLVED (4)

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

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

The Clerk reported the following in relation to DMBC highway matters :

No action was to be taken regarding driving across the pavement at Valley Drive at the present time.

A Planning Officer was in communication regarding the widening of the Ava Court vehicle entrance.

No update had been received regarding the replacement of the village sign or the bollard that had been removed at the Three Horse Shoes.

The replacement of the litter bin at the bus stop near St Vincents Avenue had been agreed but was still awaited.

Cutting back of overgrown vegetation between Poppyfields and Ava Court was awaited.

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

RESOLVED (5)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That DMBC is asked to install a larger litter bin at the bus stop on Doncaster Road.
- c) That DMBC is asked to progress enforcement action regarding the widening of the entrance to the Ava Court development on the grounds of safety as it continues to contravene planning requirements and that the situation would worsen when the new zebra crossing is in situ.
- d) That DMBC is contacted to ascertain if a new village sign can be provided.
- e) That DMBC is contacted regarding the replacement of the removed bollard outside of the Three Horse Shoes.
- f) That any overgrown vegetation is cut back as soon as possible.
- g) That any matters not responded to are reported to the Head of Street Scene.

**7) PROPOSALS FOR SECTION 106 EXPENDITURE**

Discussion took place on how the Section 106 funding should be prioritised taking into account that any funding from the Branton House Farm designated for Kilham Lane recreation ground was not yet agreed. Consideration was given to two options for outdoor gym equipment provided by The Great Outdoor Gym Company who had visited the sites and provided outline costs for two alternative ground surfaces.

RESOLVED (6)

- a) That Phase 1 of expenditure be the provision of outdoor gym equipment for Poppyfields and Kilham Lane as follows:

Kilham Lane – 8 fitness stations as per Option 1 plan but with the Hand Bike exchanged for a Spinning Bike (No. 1 on Option 2 plan) and the Triple Pull Up Bar.

Poppyfields (subject to consultation with residents) - 6 different activities plus a leg press bench (No 3 on Option 1 plan).

Quotations for different ground surfaces and advice/information sought for this.

- b) That for Phase Two expenditure a quotation is sought for the provision of a zip wire from The Great Outdoor Gym Company or if they are unable to supply from HAGS SMP also with the cost of the outdoor Gym Equipment included. Phase Two to include additional pieces of equipment with surplus funds.

- c) That Phase 3 include the provision of a Multi Use Games Area (MUGA) subject to funding being made available from the Branton House Farm development and environmental improvements including a replacement Christmas Tree if required.

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

RESOLVED (7)

That advice is sought from DMBC on the policy of horse riding in Black Carr Plantation.

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

Councillor Sidebottom reported that a special meeting of the management committee had been convened following the receipt of the resignation of the secretary following which David Chorlton had been appointed as the new secretary. Notification had been received from DMBC of funding for Halloween and Bonfire Night events but due to the timing of school holidays an event may not take place, the committee would discuss at the meeting next Monday. There had been issues regarding young people playing ball games and causing some damage in the car park and access to the CCTV was awaited and would be raised at the next meeting. Maintenance of the Burglar alarm was also being undertaken. The date of the AGM would be decided at the next meeting.

A message had been received stating that the required variation to the Trust Deed was being typed.

RESOLVED (8)

**10) NEW MEETING ROOMS ISSUES**

- a) Quotations for porch renovations/replacement

C Humphreys had declined to quote, Need a Hand had indicated that he would provide an quote but none had been received. Garrick Green and The Workbench had been contacted and had indicated they would visit the site with a view to submitting a quotation for work to be undertaken.

- b) Painting of storeroom door

C Humphreys had expressed an interest in quoting and a second quote was being obtained from Garrick Green.

RESOLVED (9)

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

That quotations received are presented to the next parish council meeting.

### 11) RECREATION GROUND AND GARDEN ISSUES

#### a) Quotation for replacement fencing at Doncaster Road garden

Three quotations were considered as follows: Michael Spencer Fencing for £700 and others for £862 and £975.

#### b) Replacement of shrubs in Rose Garden

Two original matching shrubs were thought to have suffered wind damage and looked in a poor condition.

#### c) Risk Assessment for Hire of Recreation Ground

The required risk assessment had been received in advance of the event. The Chair reported that the event had passed without incident and the bouncy castle had not been erected due to the weather. An amount of straw had been left around the site but would decompose over time.

#### d) Hedge Cutting Specification

The annual hedge cut was due to be arranged and any specific requirements would need to be forwarded to DMBC.

#### e) Cleaning of WW1 Commemorative Brass Plaque

Councillor Worthington reported that the plaque required cleaning and that a special cleaning solution was needed to eradicate marks as the product she had applied could not remove the marks.

RESOLVED (10)

a) That Michael Spencer Fencing is contracted to provide replacement fencing as per the specification at a cost of £700.

b) That the Handyman is asked to remove any vegetation overhanging the new and old fencing as soon as possible.

c) That Walkers Nursery is asked to provide a quotation for two suitable replacement shrubs and advice on watering requirements.

d) That the receipt of the risk assessment for the hiring of the recreation ground be noted.

e) That the same specification as the previous year be used for the annual hedge cut.

f) That advice is sought from Jubb Signs as to appropriate cleaning materials for the brass plaque.

### 12) PLANNING MATTERS – NEW APPLICATIONS/DECISIONS SINCE LAST MEETING

The following new applications were considered:

16/01912/FUL 41 Warrington Drive	Division of garden to erect a detached dwelling to rear Extension of existing dwelling to form 2 <sup>nd</sup> floor/attic	Comments
16/01974/OUT Land next to Acre Paddock	Erection of a detached dwelling including details of access and landscaping	Comments
16/02024/FUL 19 Warrington Drive	Demolition of existing property and construction of a new two storey dwelling	Comments

Details of decisions reached since the last meeting were reported.

RESOLVED (11)

That the following comments be submitted in respect of the applications considered:

- 16/01912/FUL – No objections but support the comments of the Highway Authority
- 16/01974/OUT - Application not supported as contravenes DMBC planning policy
- 16/02024/FUL – No objections but support the comments of the Conservation Officer.

### 13) HIGHWAY MATTERS

The following highway matters was raised:

- Letter from a resident regarding speeding traffic on Warning Tongue Lane

RESOLVED (12)

That DMBC is asked if any traffic calming measures could be instigated on Warning Tongue Lane and the police asked if speed gun operations and use of the mobile camera van could be carried out on Warning Tongue Lane.

### 14) POLICE ISSUES AND LATEST MEDIA STATEMENT

YLCA had forwarded the latest media statement from the Police and Crime Commissioner and information regarding police presence at Remembrance Day parades.

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

Councillor Worthington reported that she had attended the most recent Community Safety meeting held in Armthorpe which had been poorly attended. Issues of speeding traffic, parking on pavements (which the police agreed to monitor) and driving of quad bikes on roads were raised. Crime statistics for a specific post code area could now be obtained from the website [www.police.uk](http://www.police.uk).

RESOLVED (13)

That the information is received and noted.

#### **15) CHRISTMAS CAROL SINGING ARRANGEMENTS**

Councillor Sidebottom reported that she had discussed the matter with the new Head Teacher of St Wilfrid's School and had been asked to provide possible dates for the event. Dates proposed were Tuesday 13 December (although this would coincide with the corresponding event in Auckley), Wednesday 14 December but this would coincide with Auckley Parish Council meeting and two members therefore would be unable to attend the carol singing, Monday 12 or Tuesday 6 December were also suggested. The Clerk reported she had contacted Bawtry Electrical Services the contractor for displaying the lighting and to arrange for the fitting of a new RCD for the electric kiosk.

RESOLVED (14)

That Councillor Sidebottom is asked to submit dates proposed to the school and the date confirmed at a subsequent meeting.

#### **16) YLCA ADVICE ON RECLAIMING VAT**

Consideration was given to advice obtained from YLCA regarding the eligibility to reclaim vat in respect of building work where possible benefits accrue due to joint services provision with the community hall.

RESOLVED (15)

That the advice be noted and that whilst it was recommended to separate any joint services this be considered at a future date if usage of the new meeting rooms were to increase.

#### **17) YLCA NOTIFICATIONS**

##### a) White Rose Update – Article on Parish Precept Statistics

The availability of the latest update which included information regarding the limits and possible changes to limits of parish precept increase and South Yorkshire branch meetings was reported.

##### b) Autumn Training Programme

The Clerk reported that there will still places available on the training course for 'Developing Your Skills as a Councillor' at the Holiday Inn, Warmsworth on Monday 29 September 2016.

##### c) Annual Conference Details

The YLCA Annual Conference was to be held in Scarborough on 28-30 October 2016.

##### d) Updated Edition 'Being a Good Employer' Booklet'

This was now available at a cost of £3.40 for one booklet and £5.80 for two booklets with additional discounts for multiple copies.

RESOLVED (16)

a) That the latest White Rose Update including an article on parish precepts be received and duly noted.

b) That members contact the Clerk if wishing to attend any YLCA training courses.

c) That details of the YLCA annual conference are duly noted.

d) That one copy of the latest edition of 'Being A Good Employer' be purchased at a cost of £3.40.

#### **18) FIRST QUARTER BUDGET MONITORING REPORT**

RESOLVED (17)

That the report be received and it be noted that all expenditure incurred was within budget provision.

#### **19) FIRST QUARTER BANK RECONCILIATION**

RESOLVED (18)

That the first quarter budget monitoring report reflecting a bank balance of £30,202.35 be received.

#### **20) COUNCIL WEBSITE ISSUES**

Councillor Worthington reported that the agenda for the meeting had not been uploaded until the Monday prior to the meeting which was felt to be too late when submitted the previous Wednesday.

RESOLVED (19)

That the webmaster is asked for an explanation as to why the agenda had been late being uploaded and That future documents be uploaded promptly.

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

**21) APPROVAL OF COMPUTER MAINTENANCE COSTS**

The Clerk reported that Matt and Mouse IT contractors had been asked to undertake some annual routine maintenance and as a result it had been discovered that the disc space had almost reached capacity due to being small and there was a need to transfer all documents to a larger disc that was available. The total cost of all the work was £75.

RESOLVED (20)

That the cost be approved.

**22) REPORTS FROM MEETINGS/TRAINING EVENTS ATTENDED**a) Doncaster Clerk's Group – 11 July 2016

The Clerk reported that issues relating to DMBC's Customer Relationship System were discussed which had resulted in permission being sought to attend the meeting on behalf of the Clerk's Group (due to the Chair of the Group being unable to attend) to raise concerns about the effectiveness of the system. Training on playground inspections was being pursued.

b) Chair's Training – 12 July 2016

Councillor Sidebottom reported that the training had been very beneficial and many new Chairs were in attendance and so had focused on conducting meetings and decision making.

c) PCJCC – 13 July 2016

Councillor Sidebottom reported that a report was presented on Enforcement Action that had been taken relating to parking, fly-tipping and dog fouling but no fines had been issued in the Branton area. It was explained that only licensed carriers could dispose of household waste and residents needed to check that any carrier was licensed and that landlords were responsible for the removal of tenants bulk waste. Discussion took place on the proposed Public Space Protection Order and proposals were put forward regarding wording for dogs to be on lead not just when officiated sporting matches were taking place but when any organised activity was taking place. An update on developments to the Customer Relationship Management System was provided with the facility to track requests being introduced in the near future. A request had been made for the public to be given demonstrations at local libraries and this was to be arranged.

d) Public Rights of Way – 28 July 2016

Councillor Worthington and Councillor Williams had attended the meeting. Councillor Worthington reported that further contact had been established with the representative of Bessacarr Forum and the issue of overgrown trees on Manor Farm development had been raised. It was intended to replace stiles with 'kissing gates' as these met disability requirements and all public rights of way were to be considered to become bridle paths. There were also concerns regarding the riding of motor cycles on public rights of way.

RESOLVED (21)

That the reports are received and the information duly noted.

**23) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

RESOLVED (22)

That the following payments made are duly authorised:

16/29	Clerk	July salary	£569.25
16/30	R J Electrical	Heater/socket/water heater	£390
16/31	Glendale	Grass cut10&24 Jun/Weed n Feed	£578.15
16/32	DMBC	Waste collection Jul - Sept	£165
16/33	Clerk	August salary	£560.25
16/34	Arrow Publications	August newsletter	£66
16/35	YLCA	Chair's training course	£45
16/36	Glendale	Grass cutting 15/7	£38.78
16/37	Aon	Insurance premium	£765.15
16/38	Handyman	Paint/roller for meeting room door	£11.05
16/39	ICO	Annual Data Protection fee	£35
16/40	Staples	Ink Cartridge and box files	£29.49

**24) ITEMS OF CORRESPONDENCE**

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

Consideration was given to items of correspondence outlined on the agenda. Notification of a survey to improve capacity of smaller councils had been received but mainly related to partnership working. Additional notifications from DMBC relating to events in the Doncaster area had also been received.

RESOLVED (23)

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

**25) DATE AND TIME OF NEXT MEETING/VENUES FOR MEETINGS**

RESOLVED (24)

- a) That the next meeting be held on Wednesday 5 October 2016 commencing at 7.00 pm.
- b) That consideration is given as to how residents of the Manor Farm development could engage with the parish council.

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