

**CANTLEY WITH BRANTON PARISH COUNCIL**

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

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

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council)

**1) APOLOGIES FOR ABSENCE**

RESOLVED (1)

That the apologies of Councillor J Worthington be accepted and duly recorded.

**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**

Councillors S and J Cox and the Stronger Communities Officer had sent apologies and no one else was in attendance from DMBC.

**5) UPDATE ON FUNDING FOR NEW EQUIPMENT AT KILHAM LANE RECREATION GROUND**

DMBC's Area Stronger Communities Manager had arranged for a DMBC architect to visit the recreation ground on Monday 7 November 2016 at 10.30 a.m. to provide advice on the suitability of the site for the proposed additional outdoor equipment. A formal letter was also required to be sent confirming that the parish council wished the recreation ground to be developed using the Section 106 funding, that DMBC was to manage the project (this had been agreed at the previous meeting) and that the parish council would accept full responsibility for all associated maintenance, aftercare and insurance requirements. Details of any further consultation were also needed by DMBC to complete the formal approval process.

RESOLVED (3)

a) That the meeting with the DMBC Architect and Community Manager be duly noted.

b) That the Clerk formally notifies DMBC of the intended project and the acceptance of responsibility for the equipment following installation.

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

RESOLVED (4)

That the minutes of the October 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 the following in relation to action arising from the previous meeting :

- DMBC had indicated that they would now be willing to provide quotation to erect a new village sign but the quotation had not yet been received.
- The replacement of two of the shrubs in the Rose Garden had been discussed with the handyman and the local garden centre had been visited but no suitable replacement could be identified. The handyman suggested leaving until spring as the existing shrubs were displaying signs of re-growth.
- A notice had been displayed in the notice board on Warning Tongue Lane denoting its removal and replacement subject to residents requesting this. No representations had been received to date. The removal and disposal of the notice board needed further consideration as the posts were concreted into the ground and the large metal frame/Perspex window could not be broken down easily for disposal in the household waste container.

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

The police had agreed usage of the speed gun on Doncaster Road and a member reported that this had taken place recently.

All other action/work required was completed or progressing and there were no outstanding issues other than the cutting back of vegetation for which notification had been received that the work was being undertaken around DMBC currently.

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 erect the new village sign subject to the quotation not exceeding £50
- c) That the replacement of the shrubs in Rose Garden be reviewed at the March 2017 meeting.
- d) That the offer of Councillor Williams to arrange for the disposal of the Notice Board be gratefully accepted.

## 8) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance.

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

Councillor Sidebottom reported that the Halloween event on 30 October 2016 had been very successful with much positive feedback received. 65 children had attended out of 67 tickets sold with a cost to Kilham Hall around £235 of which £175 was the cost of the entertainer, other costs included prizes for a pumpkin competition and refreshments. The next meeting of the committee was due to take place after the AGM on 7 November 2016.

The variation to the Trust Deed had been considered and some queries raised with the solicitor but no response had been received. The Variation did remove the section that disallowed members of the parish council from being charity trustees and added a clause that allowed for other charitable donations.

RESOLVED (6)

- a) That the Councillor Sidebottom be thanked for the report and the information provided.
- b) That Councillor Chorlton considers the Variation to the Trust Deed and liaises with the Clerk regarding the arrangements for the Trust Deed to be signed in order for the variation to be effective.

## 10) MEETING ROOMS, RECREATION GROUND AND GARDEN ISSUES

The handyman had reported that an invasive bindweed was growing into the hedge on Kilham Lane from the adjacent untended land. The matter had been referred to DMBC and would be discussed when the Officer attended for the recreation ground hedge cutting. No other issues were raised.

RESOLVED (7)

That the information is received and noted.

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

The following new applications were considered:

16/02529/FUL 22A Warning Tongue Lane	Erection of detached double garage	No Comments
16/02531/FUL 22 Warning Tongue Lane	Erection of detached double garage	No Comments
16/02539/FUL YWLP	Erection of hoof stock house and walkway	No Comments
16/02540/FUL YWLP	Erection of replacement lemur house	Comments
16/02599/FUL Land at 28 Beech Drive	Erection of 4 bedroom detached house with garage (resubmission of application 16/00793/FUL	Comments

Councillor Williams withdrew from the meeting during consideration of applications 16/02539/FUL and 16/02540/FUL.

Decisions reached since the last meeting were reported.

RESOLVED (8)

That the planning applications received be duly noted and that comments in respect of application 16/02540/FUL supporting the action relating to planting new trees and application 16/02599 supporting the comments of the Highways Officer be submitted.

## 12) HIGHWAY MATTERS

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

The following highway matters was raised:

- The removal of the dog litter bin on Kilham Lane
- The relocation of the planters on Valley Drive to their original positions
- A request for permission for chain fencing to be provided around the grass verges on Valley Drive
- Emptying of the litter bin at Black Carr Plantation
- Overgrown vegetation around the parish

RESOLVED (9)

- a) That relevant matters be referred to DMBC for action and/or a response
- b) That the parish council handyman is asked to relocate the planters on Valley Drive.

**13) POLICE ISSUES**

Details of media releases received from the Police and Crime Commissioner were reported including the appointment of Sioned-Mair Richards as Deputy Police and Crime Commissioner.

RESOLVED (10)

That the information is received and noted.

**14) PUBLICATION OF QUARTERLY NEWSLETTER**

Councillor Sidebottom withdrew from the meeting during consideration of this item.

RESOLVED (11)

That the following items be included in the latest newsletter: Christmas carol singing details, update on zebra crossing (if date of commencement is available), Section 106 expenditure decision, provision of poppy wreath/donation to Royal British Legion and information about parish council meetings and the website.

**15) SECOND QUARTER BUDGET MONITORING REPORT**

Consideration was given to the latest report which denoted expenditure was within budget other than office supplies which was in excess of the half year budget due to cost of computer maintenance but was expected to be within budget at the year end. There had been a considerable saving on the cost of insurance.

RESOLVED (12 )

That the report be received and the contents duly noted.

**16) SECOND QUARTER BANK RECONCILIATION/REVIEW OF THE LEVEL OF RESERVES**

The bank balance of £39,247.25 which included the second half year precept paid on 30 September 2016. The year-end balance was expected to be around 30k subject to any unplanned expenditure and the level of reserves would be a minimum of 80% of a year’s precept which was deemed acceptable.

RESOLVED (13)

That the bank reconciliation be received and the contents including the level of reserves duly noted.

**17) PARKING ON VALLEY DRIVE ADJACENT TO ST WILFRID’S SCHOOL**

Discussion took place on the continuing complaints received about parking on verges around the school at the beginning and end of the school day. The Chair reported on a possible initiative to be undertaken to encourage children residing outside of Branton to walk at least part of the way to school thereby reducing parking in the vicinity of the school. A suggestion was that children be supplied with a pedometer to record daily steps and that prizes could be given for increased walking. The Parent Teacher Association would consider this and whether any funding could be made available.

A parent had also enquired as to whether a drop off zone could be created to reduce some of the congestion and thereby improve safety around the school.

RESOLVED (14)

- a) That the Chair discusses both matters with the school and if the school is in agreement with the suggestion of a drop off zone the school contacts DMBC’s Highway Department to determine if this was viable.
- b) That the parish council will contribute 50% of the cost of the pedometers up to a cost of £500.

**18) PROVISION OF A DEFIBRILLATOR**

Information was circulated relating to defibrillators and the merits of these being available was discussed. Councillor Williams reported that the Yorkshire Wildlife Park had one and Councillor Caygill reported that the primary school in Auckley was considering the purchase of one for community use.

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

RESOLVED (15)

That the Chair enquires if the local school would consider the provision of a defibrillator.

### 19) COUNCIL WEBSITE ISSUES

The webmaster had been notified of the parish council's requirements regarding the uploading of documentation and the latest documents had been uploaded promptly.

RESOLVED (16)

That the information is noted and the service provided continue to be monitored.

### 20) REPORT FROM IGAS MEETING HELD ON 13 OCTOBER 2016

RESOLVED (17)

That a report is presented to the next meeting.

### 21) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (18)

That the following payments made are duly authorised:

16/54	Clerk	October salary	£571.50
16/55	Glendale	Grass cutting 2/ 16 / 30 September	£116.35
16/56	DMBC	3 <sup>rd</sup> Quarter emptying of green waste	£75
16/57	SLCC	Annual subscription	£118
16/58	British Legion	Poppy wreath and donation	£80
16/59	YLCA	Member's Employment Course	£45
16/60	DMBC	Emptying litter bins 1/4 to 30/6	£76.32
16/61	G Green	Meeting Rooms porch renovations	£305

### 22) ITEMS OF CORRESPONDENCE

Consideration was given to items of correspondence outlined on the agenda including the NHS free health care checks information, the revised tariff for the Christmas lights energy consumption, the recent revaluation of the buildings giving the same rateable value of £1,400 and grant funding from Tesco for community projects.

RESOLVED (19)

- a) That all correspondence denoted on the agenda and reported at the meeting is duly noted.
- b) That Tesco is approached for information regarding funding for pedometers and a defibrillator.
- c) That the NHS is notified that Kilham Hall meeting rooms are available for free health checks.

### 23) DATE AND TIME OF NEXT MEETING

RESOLVED (20)

That the next meeting be held on Wednesday 7 December 2016 commencing at 7.00 pm.

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