

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held on Wednesday 7 December 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 J Worthington

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

**1) APOLOGIES FOR ABSENCE**

RESOLVED (1)

That the apologies of Councillor N Williams 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 had sent apologies and no one else was in attendance from DMBC.

**5) UPDATE ON PROVISION OF NEW EQUIPMENT AT KILHAM LANE RECREATION GROUND**

Following the visit of a DMBC architect on 7 November 2016, a tree survey had been undertaken on 7 December to determine where equipment could be located and had concluded that the equipment could not be placed between the current children's play apparatus and the fencing adjacent to Kilham Lane due to tree roots which required a 30m zone. The Architect would therefore design a layout to retain the outdoor gym equipment as near as possible to the children's play area with the remainder of the equipment located towards the east boundary. The plans should be available at the beginning of January 2017 to enable a final public consultation to take place in late January 2017 with a view to the project being completed at the end of May 2017. Kilham Hall Management Committee had confirmed there would be no charge for use of the hall for a public consultation.

RESOLVED (3)

- a) That the meetings with the DMBC Architect and the undertaking of a tree survey be noted.
- b) That the final public consultation take place at Kilham Hall on Saturday 28 January 2017 between 10.00 am. and 2.00 pm. and a rota of members be determined at the January 2017 meeting.
- c) That DMBC's Neighbourhood Manager is asked if details of the equipment to be purchased can be provided for the consultation meeting and that a DMBC is asked to attend the consultation to provide any technical information that may be asked.

**6) MINUTES OF THE MEETINGS HELD ON 2 NOVEMBER 2016**

RESOLVED (4)

That the minutes of the November 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 :

- There was no further update on the date for work to provide the zebra crossing DMBC had confirmed that a Works Order had been issued but no date assigned to commence due to current workloads.
- DMBC had confirmed a new village sign would be provided and erected free of charge and was awaited.
- DMBC had removed the litter bin on Kilham Lane as it had been damaged and was felt to be a safety issue and would be replaced in the near future.
- The work to repaint the storeroom door had commenced but could not be progressed in damp or frosty weather.

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

- St Wilfrid's School had a defibrillator on site.
- Arrangements were being made for free NHS health checks to be undertaken in January 2017 and dates were currently being finalised.
- The notice board on Warning Tongue Lane would be disposed of when this could be arranged by the handyman and the Yorkshire Wildlife Park. No representations had been received from residents.
- A quotation had been sought for the printing of leaflets to issue to residents of the Manor Farm development but details of the number of residents from the latest register was awaited to determine the timescale for printing and distributing.
- Councillor Worthington agreed to open the meeting rooms to enable electrical testing on two items to take place on Tuesday 13 December 2016 at 11.00 a.m.

**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 for an update on the date that the zebra crossing would be provided and how long was work planned ahead.
- c) That Councillor Sidebottom asks the school if the availability of the defibrillator can be publicised
- d) That the timescale for issuing leaflets to residents of Manor Farm be reviewed in early Spring.
- e) That Metro- Locksmiths is asked to provide information as to how to program the alarm for the fourth key holder to operate.
- f) That Councillor Worthington is thanked for arranging to attend the meeting rooms for the electrical testing work.

**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 at the AGM all existing members and officeholders on the committee had been re-elected. The Chair's report had concluded there were no issues of concern and the bank balance at the end of October 2016 was £9,955. Income from 'one off' party bookings had fallen slightly and arrangements were being made to promote its availability as the cost was competitive in comparison to neighbouring halls. The coffee morning continued to have excellent attendance and there had been an enquiry as to whether stall holders were permitted to sell goods on the premises, the secretary was to check the Trust Deed. A new sound system to assist the partially hearing and a new notice board were to be purchased. The next meeting was on 9 January 2017.

The Clerk reported that a copy of the variation to the Trust Deed had been sent to the Charity Commission to ascertain if the revised document was acceptable to enable Kilham Hall to register with the Commission.

**RESOLVED (6)**

- a) That the Councillor Sidebottom be thanked for the report and the information provided.
- b) That a message of appreciation is extended to the Management Committee for their support of the hall.

**10) FINALISATION OF CHRISTMAS CAROL SINGING EVENT ARRANGEMENTS**

Councillor Sidebottom reported that all arrangements were in hand, a programme had been agreed and distributed, the WI had confirmed that they would supply mince pies as in previous years, the carol sheets had been located and Father Andrew would be in attendance.

**RESOLVED (7)**

That the arrangements be noted and Councillor Sidebottom is thanked for organising the event.

**11) MEETING ROOMS, RECREATION GROUND AND GARDEN ISSUES**

**a) Approval of new safety boots**

The handyman had requested replacement of his safety boots at a cost of £34.99. These however were of a lower quality than the previous pair as the cost for similar quality was between £70 and £80.

**b) Purchase of Additional Fire Extinguishers**

Following the annual fire extinguisher service advice had been received that additional extinguishers were required due to the change of usage of the building at a total cost of £105 +vat.

**RESOLVED (8)**

- a) That the purchase of new safety boots be agreed and a review of the amount available to purchase a future pair be reviewed at the time required.

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

b) That the purchase of the additional fire extinguishers and notices be agreed.

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

The following new applications were considered:

|  |   |             |
|--|---|-------------|
| 16/02716/FUL<br>40 Oak Tree Road               | Erection of extension to side of existing bungalow  | No comments |
| 16/02880/FUL<br>Shee Dy Vee, Whiphill Top Lane | Extension to rear and installation of new roof over garage/.convert part of garage to habitable space | No comments |

Decisions reached since the last meeting were reported.

RESOLVED (9)

That the planning applications received and decisions reached be duly noted.

## 13) HIGHWAY MATTERS

The following highway matters were discussed:

### a) Initiatives to improve parking outside of St Wilfrid's School

St Leger Homes had confirmed that they had no objections to the parish council submitting a planning application for the provision of low level metal barriers to the grass verges outside nos. 16-22 Valley Drive. The Planning Officer had indicated that planning consent should be granted providing there were no material planning issues.

### b) Proposal for 20mph Speed Limit on Elham Road, Cantley

Notification had been received that it was intended to introduce a 20mph speed limit outside Hawthorn School on Elham Road, Cantley.

### c) Dog fouling and enforcement concerns

Members of the parish council had been made aware that enforcement notices had been issued in respect of dog fouling in an open field off Valley Drive which was not public land. It was felt the issuing of fines on such land was not appropriate as it was not the public highway and as far as was known the tenant of the land had not given permission for enforcement action to be taken on the land which was regularly used by dog walkers. The Chairman had contacted DMBC who had advised that an appeal to waive the fine could be made.

### d) Manor Farm underpass details

DMBC had provided details of the preferred option for the underpass under the railway line at the Manor Farm development.

### e) Other highway matters for referral

- Fly-tipping in the lay-by on Gatewood Lane
- Young people alighting from buses and crossing Cantley Lane other than on the zebra crossings

RESOLVED (10)

a) That an estimate of the cost of supplying and fitting metal post fencing around the grass verges on Valley Drive is obtained with a view to work being undertaken in the next financial year.

b) That the proposed 20mph speed limit on Elham Road is supported.

c) That DMBC is contacted to request that Enforcement Officers are instructed not to issue fixed penalty notices on private land off Valley Drive although the enforcement of fixed penalty notices for offences on the public highway is strongly supported and a request is made for details of fines issued since 1 October 2016 to be provided in order to publish information with a view to alerting the public that enforcement action is being undertaken within the parish.

d) That the proposed location for the underpass at Manor Farm is noted.

e) That a letter is sent to The McAuley Catholic High School outlining concerns for students who do not use the zebra crossings and are alighting from buses on the road and not at established bus stops with a request that supervision is provided when students are transferring between sites

e) That DMBC is asked to remove items of deposited in the lay-by on Gatewood Lane.

## 14) POLICE ISSUES

Councillor Worthington reported that the police website with crime statistics now denoted reported crimes up to September 2016. The Clerk reported that members at the previous meeting had confirmed that speed checks had been undertaken on Doncaster Road but no statistics had been sent by the police.

RESOLVED (11)

a) That the information is received and noted.

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

b) That a request is made for speeding checks to be carried out on Whiphill Top Lane and for statistics to be supplied in respect of the speed operation on Doncaster Road.

**15) APPOINTMENT OF CANTLEY POOR'S LAND TRUST REPRESENTATIVE**

The four year term of office of Councillor Y Butterworth had expired in November 2016 and members were asked to appoint/reappoint a representative to serve on the Trust

RESOLVED (12)

That Councillor Butterworth is reappointed as a parish council representative to the Trust.

**16) CLERKS WORKING HOURS INCREASE**

Following the decision to increase the Clerk's working hours to 12 hours per week on a temporary basis from 1 April 2016 the Clerk reported that an average of twelve hours per week had been worked in order to complete all the necessary work and to take into account annual leave entitlement.

RESOLVED (13)

That the Clerk's hours be permanently increased to 12 hours per week with immediate effect.

**17) FORMULATION OF 2016/17 BUDGET**

Consideration was given to the expected annual costs that the council would incur in 2017/18 and to new/ongoing maintenance projects.

RESOLVED (14)

a) That a sum of £2k be included for playground maintenance and £1k for further development of the new meeting rooms.

b) That the final budget be agreed at the January 2017 meeting.

**18) USE OF LASERS AND DRONES NEAR AIRPORTS INFORMATION**

Consideration was given to a letter from the Department of Transport which outlined measures that were to be developed to improve aviation safety.

RESOLVED (15)

That the information is received and the situation is monitored in order to consider the inclusion of further information in a future newsletter.

**19) COUNCIL WEBSITE ISSUES**

There were no issues to report as all information had been uploaded.

**20) REPORT FROM ATTENDANCE AT MEETINGS**

a) Parish Council Joint Consultative Committee – 9 November 2016

Councillor Sidebottom reported that the new Chair was Parish Councillor John Gray from Stainton with DMBC Councillor Chris McGuinness as Vice- Chair. The main item discussed was the results of South Yorkshire Waste Strategy consultation which had produced good results from a small survey in preparation for the tender in July 2017. Changes to the provision of current domestic waste bins were expected. There was an update on HS2 that was going ahead but the final route still to be determined.

b) Doncaster Council Clerk's Group – 22 November 2016

The Clerk reported that YLCA had agreed to provide a further playground inspection training course and details would be sent when available. Clerks felt that increasing amount of outdoor apparatus meant greater responsibility for checking the condition and that a more thorough weekly inspection along with DMBC's quarterly check would limit any liability. The issue of the Variation of the Trust Deed had been raised and it was felt the Charity Commission was the most appropriate source of advice, a local Clerk had also offered to assist. Edition ten of the Charles Arnold Baker (parish council advice book) had recently been published. The council currently owned edition seven and a neighbouring clerk edition eight.

c) DMBC Public Rights of Way – 24 November 2016

Councillor Worthington reported that the provision of the Underpass at Manor Farm had been discussed. No other issues relating to the parish were raised and any arising could be discussed at future meetings.

d) Igas – 24 November 2016

Councillor Worthington reported that Nottinghamshire County Council had approved an application for exploratory drilling to take place at Misson but a further application would be required if fracking was to take place. Igas had a community fund for projects within three miles of the site and an enquiry had been

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

made in respect of a zebra crossing for Hurst Lane in Auckley to assist pupils crossing the road to and from the school as a pupil from Branton had been involved in an accident when crossing the road.

e) DSA Noise Monitoring and Environmental Sub-Committee – 1 December 2016

Councillor Worthington reported that following a successful summer programme the airport was the fastest growing in the UK. Maintenance was being undertaken to the runway in January 2017. A procedure had been established for dealing with complaints none of which had been received from residents within the parish.

RESOLVED (16)

a) That the reports are received and the information duly noted.

b) That consideration is given to the purchase of the latest edition of Charles Arnold Baker at the next meeting.

**21) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

RESOLVED (17)

That the following payments made are duly authorised:

|       |                   |                                  |         |
|-------|-------------------|----------------------------------|---------|
| 16/62 | Clerk             | November salary                  | £565.65 |
| 16/63 | Handyman          | Petrol for Mower                 | £6.50   |
| 16/64 | YHN Ltd           | Website hosting                  | £59.34  |
| 16/65 | Glendale          | Grass cutting 14/10              | £38.78  |
| 16/66 | Handyman          | New safety boots                 | £34.99  |
| 16/67 | Staples           | Ink Cartridges                   | £75.26  |
| 16/68 | South Anston Fire | Annual fire extinguisher service | £30.00  |

**22) ITEMS OF CORRESPONDENCE**

Consideration was given to items of correspondence outlined on the agenda including a notification from the Pensions Regulator outlining the next steps to be undertaken at 1 February 2017.

RESOLVED (18)

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

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

RESOLVED (19)

That the next meeting be held on Wednesday 4 January 2017 commencing at 7.00 pm.

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