

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Wednesday 4 January 2017 at Kilham Hall Meeting Rooms commencing at 7.00 p.m.

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

IN ATTENDANCE: J A Staniforth (Clerk to the Council) and S Racjan (DMBC Stronger Communities Officer)

1) APOLOGIES FOR ABSENCE

There were no apologies as all members were in attendance.

2) EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED (1)

That in accordance with the Public Bodies (Admission to Meetings) Act 1960 items 26 and 27 be excluded from the public and press due to information of a personal and confidential nature being discussed.

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 J and S Cox had sent apologies. The Stronger Communities Officer reported that due to the Christmas period there were no specific issues from DMBC to update the council on. The Officer would be available to attend the consultation event on 28 January 2017 for the duration of the event.

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

The Clerk reported that the DMBC Architect was to send the plans of the layout of the proposed new outdoor equipment during the week of 9 January 2017 for checking by members and when agreed arrangements would be made for DMBC to provide A1 size copies for display. The Stronger Communities Officer agreed to source appropriate display boards.

The Chair would open and close the premises and other members agreed to attend for some or all of the event.

RESOLVED (2)

- a) That the consultation event take place on Saturday 28 January 2017 between 10.00 am. and 2.00 pm.
- b) That the Clerk arranges an informal meeting of members to view the proposed plans of the layout and submits any comments/approval to DMBC to enable display copies to be printed.
- c) That DMBC is asked to provide a display of each individual piece of equipment at least A3 size for viewing at the event.
- d) That the Clerk produces a document outlining details about the Section 106 Agreement and purchases refreshments for the public attending the consultation.

6) MINUTES OF THE MEETINGS HELD ON 7 DECEMBER 2016

RESOLVED (3)

That the minutes of the December 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 :

- The cost of metal rails with posts similar to that provided on the verges at Valley Drive was £35 per linear metre and DMBC would arrange contact with the supplier if required.
- A new litter bin on Kilham Lane was now in place.
- DMBC would not designate a parking area bay on Valley Drive.
- A letter had been sent to The McAuley School but no acknowledgement had been received.
- The zebra crossing was expected to be in place by 31 March 2017.

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

RESOLVED (4)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That a quotation for fencing is obtained and considered at the next meeting.
That DMBC is thanked for the provision of the litter bin on Killham Lane.
- c) That DMBC is asked if the work to the entrance to the Ava Court development is complete and that it complies fully with the planning requirement.
- d) That DMBC is asked for an update on the timescale for completing the zebra crossing and the expected cost.

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 next meeting was on 9 January 2017.
The Clerk reported that the Charities Commission had confirmed that there were no objections to the new Deed of Variation to the Trust Deed and arrangements would be made for the document to be signed at the meeting on 9 January 2017.

RESOLVED (5)

That the information is received and duly noted.

10) THIRD QUARTER BUDGET MONITORING REPORT

The report which had been circulated with the agenda was considered and all items of expenditure were in line with the planned budget or with decisions reached previously.

RESOLVED (6)

That the report is received and the contents duly noted.

11) 2017/18 BUDGET PLAN AND CONTRACTS FOR SERVICES

Consideration was given to the draft budget based on contractual requirements and decisions reached at the previous meeting. The Clerk reported on the proposed costs for grounds maintenance services that had been obtained to date and that it had not been possible to obtain any quotes for the emptying of commercial waste from any local suppliers. The cost of emptying litter bins continued to be most cost effective from DMBC due to the collection arrangements.

RESOLVED (7)

- a) That the enclosed budget plan for £32,600 be agreed.
- b) That in line with previous years Glendale is contracted to undertake the fortnightly grass cutting up to 15 times per annum, DMBC is contracted to empty litter bins and green waste.
- c) That the annual hedge cutting is considered in the summer if any alternative quotations are available.

12) DETERMINATION OF THE 2017/18 ANNUAL PRECEPT**RESOLVED (8)**

That the annual precept for 2017/18 be agreed at £31,507 with receipt of an annual grant of £1,093 to meet the proposed budget costs.

13) REVIEW OF CHRISTMAS CAROL SINGING EVENT ARRANGEMENTS

Councillor Sidebottom reported that the event had again been very successful although most of the people in attendance were parents of children attending the local school with only a small number representing other sections of the community. It was suggested that members of the Kilham Hall coffee club be notified in advance of next year's event.

RESOLVED (7)

- a) That Councillor Sidebottom is thanked for organising the event.
- b) That J Cheetham, B Fussey and N Pearson of Kilham Hall Management Committee, and parish councillors D Chorlton and Y Butterworth are thanked for their support of the event.
- c) That a letter of thanks is sent to St Wilfrid's School, R Littlewood and L Park for their supporting roles.

14) MEETING ROOMS, RECREATION GROUND AND GARDEN ISSUES

- a) Approval of an annual service for the alarm system

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

The supplier of the alarm system had recommended an annual service which included the provision of replacement batteries at any time.

b) Annual Service of gardening equipment

A quotation of £192.56 including vat had been received which included replacement parts for the lawnmower.

c) Review of decision to repaint the storeroom shutter and consideration of a replacement shutter

A member reported that the supplier of the shutter to the meeting rooms had indicated that it would not be possible to repaint the shutter on the handyman's store and that a replacement could be obtained at a cost of between £800 – £1,000.

d) Return and Storage of Christmas Lights

The Christmas lights were due to be removed on 5 January 2017 and would need to be collected for storage.

RESOLVED (8)

- That an annual service of the alarm be agreed and this be arranged by the Clerk.
- That the quotation for the servicing and repair of gardening equipment be agreed.
- That the original contract for repainting the storeroom door be re-affirmed.
- That Bawtry Electrical Services is asked to return the Christmas lights to Councillor Warrender.

15) PLANNING MATTERS – NEW APPLICATIONS/DECISIONS SINCE LAST MEETING

The following new applications were considered:

Councillor Williams withdrew from the meeting during consideration of application 16/02956/FUL.

16/02956/FUL YWLP	Erection of staff facilities building	No comments
16/02942/FUL Willow Farm	Temporary use of land for plant and machinery for raising land levels as approved previously	Comments

Decisions reached since the last meeting were reported including the Branton House Farm development which included a Section 106 agreement providing £124k for improvements to Kilham Lane recreation ground.

Correspondence had been received from a resident expressing concern over the inconvenience being caused by building work at two adjacent properties on Milton Road and that an extension at one property seemed to be larger than the plans displayed on DMBC's website indicated and was now being used commercially.

RESOLVED (9)

- That the planning applications received and decisions reached be duly noted and the Planning Authority is notified of concerns regarding possible adverse environmental impact due to noise and dust and that no timescale is attached to the temporary period in respect of application 16/02942/FUL.
- That a letter is sent to the resident of Milton Road acknowledging receipt of the correspondence and that as a copy had been sent to DMBC it would be dealt with by the Planning Authority.

16) HIGHWAY MATTERS

The following highway matters were discussed:

- Litter on Gatewood Lane
- Pothole on Whiphill Top Lane
- Lack of a 'No Tipping' sign for the lay by on Gatewood Lane
- Dog Fouling on Springwood Close and Doncaster Road

RESOLVED (10)

That the matters be referred to DMBC for consideration and action.

17) POLICE ISSUES

Details of the crime map for October and November were circulated for information. Councillor Williams reported that items of agricultural machinery had been stolen over the Christmas period from the Yorkshire Wildlife Park.

RESOLVED (11)

- That the information is received and noted.
- That the police are asked to undertake speed checks on Doncaster Road and Whiphill Top Lane

18) APPOINTMENT OF INTERNAL AUDITOR FOR 2016/17 ACCOUNTS

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

RESOLVED (12)

That Ms C Wellings is reappointed as the internal auditor for 2016/17.

19) DONATION TO THORNE RURAL LIONS**RESOLVED (13)**

That a donation of £100 be made to Thorne Rural Lions in recognition of the visits of the Santa's sleigh..

20) PURCHASE OF 10TH EDITION OF CHARLES ARNOLD BAKER HANDBOOK

Consideration was given to the purchase of the latest edition as the current copy was version seven which had been purchased around eight years ago.

RESOLVED (14)

That a copy of the latest Charles Arnold Baker publication is obtained from SLCC or the lowest cost supplier.

21) COUNCIL WEBSITE ISSUES

There were no issues to report as all information had been uploaded. The webmaster would be requested to complete work on storing financial information that was now required to be displayed.

22) CONSULTATION ON A DRAFT PUBLIC SERVICE OMBUDSMAN BILL**RESOLVED (15)**

That the consultation is duly noted.

23) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (16)

That the following payments made are duly authorised:

16/69	Clerk	December salary	£569.25
16/70	Handyman	3 rd Quarter salary	£666.57
16/71	DMBC	Emptying dog litter bins 27/6 – 18/9	£127.20
16/72	Arrow Publications	December newsletter	£114.00
16/73	HMRC	Third quarter return	£572.30
16/74	Clerk	Postage/stationery	£5.15
16/75	Bawtry Electrical Services	Christmas Lights installation/ new RCD	£270.00
16/76	Metro Locksmith	Alarm Service	£78.00
16/77	South Anston Fire Service	New fire extinguisher	£125.78

24) ITEMS OF CORRESPONDENCE**RESOLVED (17)**

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

25) DATE AND TIME OF NEXT MEETING**RESOLVED (18)**

That the next meeting be held on Wednesday 1 February 2017 commencing at 7.00 pm.

26) EXCLUDED FROM PUBLIC AND PRESS**27) REVIEW OF CLERK'S SALARY SCALE**

The clerk withdrew from the meeting during consideration of this item.

Consideration was given to documentation from YLCA on determining the Clerk's salary scale which denoted a grade of LC2 and points 26-29. The clerk was currently paid on point 27 which included one point for obtaining CiLCA (the recognised Clerk's qualification). Two recent advertisements for Clerks of Council's with no greater responsibilities denoted a scale of 26-29.

RESOLVED (20)

a) That the Clerk's salary scale be increased to points 26-29 with effect from 1 April 2017 with the Clerk progressing to point 29.

b) That the Chairman confirms the revised salary scale in writing as soon as practicably possible.

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