

Minutes subject to approval at the next meeting

## **CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Monthly Meeting of the Parish Council held on Wednesday 7<sup>th</sup> February 2024 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors B. Innes (Chair), J. Rushby, A Gibbins.

**IN ATTENDANCE:** B. Walton (Clerk)

### **1) RESIGNATION OF CHAIRMAN**

#### **1.1 Chairman's Resignation**

Members noted Councillor Chorlton's resignation.

#### **1.2. Acting Chairman**

RESOLVED (1)

a) The Parish Council wished to express their gratitude to David Chorlton for his service to the Parish Council over the years and for acting as Chairman more recently.

b) Members voted unanimously for the Vice Chairman, Councillor Brian Innes, to preside as Chairman until the Annual Parish Council meeting in May 2024 where a new Chairman will be appointed.

### **2) APOLOGIES**

#### **2.1 Apologies**

Councillor's Y. Butterworth, N. Williams and A. Thorpe

#### **2.2 Approval of Reasons Given**

RESOLVED (2)

a) Apologies of absence were noted and approved.

### **3) DECLARATIONS OF INTEREST**

#### **3.1 Declarations of Interest**

None.

#### **3.2 Request Dispensation from Proper Officer**

None

#### **3.3 Items to which the public and press are excluded**

Items 17.1 and 17.2 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (3)

### **4) APPROVAL OF MINUTES**

#### **3.1 Minutes of the Parish Council Meeting of 3<sup>rd</sup> January 2024**

RESOLVED (4)

The minutes of the previous Parish Council Meeting held on the 3rd January 2024 be agreed and signed by the Chairman.

### **5) MEMBERS OF THE PUBLIC**

#### **5.1 Items raised by members of the public present at the meeting**

No members of the public were present.

#### **5.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors**

5.2.1 A resident raised concerns regarding traffic on Brockholes Lane and requested speed calming measures.

5.2.2 A resident complained about dog fouling around the village.

5.2.3 It has been reported to the Clerk that the access gate on the Branton side of the River Torne has been removed and replaced with works fencing. The gate was purchased by Cantley with Branton Parish Council and Auckley Parish Council jointly many years ago.

5.2.4 Information has been received regarding revised bus timetables.

RESOLVED (5)

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- a) The Clerk has responded to the resident stating the Parish Council has no powers to be able to install traffic calming measures or change a speed limit however if the resident wished, the Clerk would raise their concerns with CDC Highways Department and Ward Councillors.
- b) The Clerk has reported the concerns re Dog Fouling to CDC and incorporated some text into the next Parish Council Newsletter.
- c) The Clerk has contacted the Environment Agency seeking clarity on the removed gate.
- d) The Clerk has circulated the bus timetable changes to all members for information, posted the details on the Parish Council Facebook page and asked Councillor Rushby to forward on to the resident who contacted her recently.

## **6) CITY OF DONCASTER COUNCIL**

### **6.1 Ward Councillor's Report**

Apologies were received from the Ward Councillors. No updates were received.

### **6.2 Update on the MUGA**

The percolation test has been carried out yesterday and today. The Contractor will provide CDC with their report in the next week/two and if everything is OK, CDC will then go out to Tender for the MUGA. The Clerk informed members of concerns regarding the state the contractors are going to leave the field and confirmed she had already emailed CDC raising her concerns.

### **6.3 Central Locality Delivery Plan and South Locality Delivery Plan**

Members were provided with a briefing paper relating to the above Locality Delivery Plans for information.

### **6.4 Emptying Bins**

The Clerk updated Members on CDC's quote for emptying Kilham Hall Park's bins for 2024/2025 at a cost of £585.08. This is an increase of £36.70 from 2023/2024.

### **6.5 Supplementary Planning Documents (SPD)**

Members had previously been provided the above consultation for consideration.

### **6.6 Identify any new Highway matters**

No issues were reported.

## **RESOLVED (6)**

- a) Clerk to chase CDC regarding the results of the percolation test and tender.
- b) Members noted the Central Locality Delivery Plan and South Locality Delivery Plan contents and were happy with them.
- c) Members noted CDC's quote for emptying bins at Kilham Hall Park and approved the same.
- d) Members were to look at CDC's Supplementary Planning Documents consultation and feedback any comments to the Clerk for submitting by Wednesday 20<sup>th</sup> February 2024.

## **7) CLERK'S REPORT AND ADMINISTRATION ISSUES**

### **7.1 To note actions carried out by the Clerk**

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information. The Clerk informed members of the next Clerk's Forum where Policies, Procedures and Powers were being discussed.

### **7.2 To consider any amendments/updates/content to the Website and Facebook**

Regular updates are made to the website and Facebook.

7.2.1 The Clerk provided members with the updated Parish Precept document for inclusion on the website.

## **RESOLVED (7)**

- a) Members noted the Clerks report and actions taken.
- b) The Clerk is to attend the Clerk's Forum on 8<sup>th</sup> February relating to powers, policies and procedures.
- c) The Clerk is to update the website with the Parish Precept document.

## **8) KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS**

### **8.1 Grass Cutting Tender**

The Clerk informed Members that four companies had requested Tender documentation for the grass cutting contract. The Clerk met with the Chairman at 5.30pm to open the Tenders

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received. Two Tenders were received and the Clerk provided members with the two quotes for consideration. The first was for £756.16 plus VAT and the second was for £1920 plus VAT.

8.2 New Development for Doncaster Road Garden

The Clerk informed Members of a gap where the old tree had been removed from Doncaster Road garden and suggested a new feature for the area.

8.3 Advice from Dickinson Wood Solicitors regarding KHMC Lease

The Clerk had previously circulated Dickinson Wood's advice regarding the maintenance of Kilham Hall building to Members and KHMC Chair and Treasurer for information. The Chairman informed Members that KHMC meet yesterday evening to discuss this advice who felt the Lease should be amended.

8.4 Studded Wall to Kilham Hall Meeting Rooms

The Clerk sought approval from Members for the Handyman to make a studded wall in the entrance to Kilham Hall meeting rooms from the old store cupboard doors at a cost of approximately £150.

8.5 Marmax Prize Draw

The Clerk informed members of a free monthly prize draw by Marmax, the supplier who the Parish Council bought picnic benches and benches from previously.

8.6 Kilham Hall Management Committee's Report (KHMC)

Councillor Innes informed Members that an extra meeting was called on 6<sup>th</sup> February to discuss the Solicitor's advice regarding the Lease. The next meeting is scheduled for 11<sup>th</sup> March 2024.

**RESOLVED (8)**

- a) Members approved the first tender in the sum of £756.16 plus VAT and appointed Glendale Countryside Ltd.
- b) Clerk is to inform Glendale of their success and thank North Notts Landscapes Ltd for expressing their interest but that they were unsuccessful on this occasion.
- c) Members voted against the new feature for Doncaster Road due to cost and potential damage/theft.
- d) Members felt the Parish Council should be liable for maintenance costs of Kilham Hall as Landlord and therefore requested the Clerk contact Dickinson Wood Solicitors to seek a cost for a Deed of Variation being drawn up to make this amendment.
- e) The Clerk is to inform Kilham Hall Management Committee of the Parish Council's decision regarding the maintenance of the building and seek a donation of half the cost for the legal work.
- f) Members approved the studded wall to be built in the meeting rooms' entrance at a cost of £150.
- g) Members were happy for the Clerk to enter the Marmax Free Prize Draw.
- h) Noted Kilham Hall Management Committee's update.

**9) PARISH COUNCIL MATTERS**

9.1 Notice of Vacancy

The Clerk informed Members that the Notice of Vacancy provided by CDC had been placed on the Notice Boards and the Parish Council should hear back from CDC soon after the 9<sup>th</sup> February as to whether they can advertise to co-opt for the current vacancy.

9.2 Co-Option Advert

The Clerk provided members with a draft advert for a potential vacancy. The Clerk sought advice on the closing date for the notice.

9.3 Member for Kilham Hall Management Committee

Due to Councillor Chorlton's resignation there was now a Parish Council vacancy on Kilham Hall Management Committee. Members were asked if they would consider this vacancy or whether to defer to a future meeting once a new Member is co-opted.

9.4 Reserve Representative for the YWP Consultative Committee

Due to Councillor Chorlton's resignation, a reserve representative was required for this Committee. Members were asked if they would consider this vacancy or whether to defer to a future meeting once a new Member is co-opted.

9.5 Appoint a Parish Councillor as Internal Auditor

Due to Councillor Chorlton's resignation, the Parish Councillor need to appoint a second Member as Internal Auditor.

9.6 Audit Plan and Internal Control Exercise

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The Clerk presented Members with the Audit Plan for 2024. This document highlights tasks that have to be undertaken by a Parish Council throughout the year. Members were also provided with an Internal Control Checklist and asked to consider a date for the Councillors appointed as Internal Auditors to carry out this exercise.

**RESOLVED (8)**

- a) CDC's Notice of Vacancy and timeframe was noted.
- b) The Clerk is to advertise the co-option vacancy if CDC inform the Parish Council that it is OK to do so. A deadline for expressions of interest is to be 15<sup>th</sup> March 2024 to enable interested applicants to attend the March Parish Council meeting to observe if they so wish.
- c) Councillor Gibbins expressed an interest in the membership of Kilham Hall Management Committee and Members voted unanimously.
- d) The Clerk is to inform Kilham Hall Management Committee of Councillor Gibbins appointment.
- e) Councillor Gibbins expressed an interest in the reserve representative for the YWP Consultative Committee. Members voted unanimously.
- f) Members agreed to defer appointing a Parish Council Auditor until more Members were present at the meeting.
- g) Members approved the Audit Plan and noted the Internal Control exercise.
- h) Members approved the Internal Control exercise to take place Mid March 2024 however deferred an exact date until the next meeting when a second Internal Auditor is appointed and both Auditors can give their availability.

**10) PARISH MATTERS**

**10.1 Quarterly Newsletter**

The Clerk provided members with a draft Newsletter for consideration along with where to publish it. Items included it in were Christmas events, Keeping the Parish tidy, Dog Fouling, Parish Precept, Volunteering around the Parish, Annual Parish Meeting, Defibrillators and the Parish Council Facebook page.

**10.2 Environmental Pride – Round 4**

The Clerk had previously circulated information on this grant to Members for information. The Clerk sought guidance on which community groups the Parish Council felt they could share this information with.

**10.3 Christmas Illuminations Tender**

The Christmas Illuminations Contract (3 years) has expired and the Clerk sought guidance on tendering processes and how the Parish Council wanted to proceed for 2024/2025. Currently the installation and removal of the illuminations costs the Parish Council approximately £1500 plus VAT per annum.

**RESOLVED (10)**

- a) Members approved the content of the quarterly newsletter and agreed to publish it in the Bessacarr Journal and the Arrow Publications.
- b) The Clerk is to circulate information on Environmental Pride – Round 4 grants to Branton St Wilfrids Primary School and also to Branton Football Club.
- c) Members approved the Clerk to email out to organisations asking them to express an interest in quoting for the Christmas illumination contract for 2024/2025 onwards.

**11) FINANCIAL**

**11.1 Direct Bank Payments**

That the following payments are duly authorised.

23/144	Clerk (Salary)	£825.96
23/145	Handyman (Salary)	£862.14
23/146	HMRC (January 2024)	£251.91
23/147	CDC (Grounds Qtr 3)	£ 50.62
23/148	Clerk (Ebay - Tree Tags)	£ 12.26
23/149	Clerk (Postage)	£ 2.70

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23/150	CDC (Bins KH)	£189.50
23/151	Clerk (Postage)	£ 2.40
23/152	Handyman (Postcrete)	£ 14.94
23/153	Handyman (Timber)	£ 29.16
23/154	Handyman (Workwear)	£ 45.98
23/155	Handyman (Cable Ties)	£ 7.39
DD02/30	O2 (Mobile)	£ 12.00

**11.2 3<sup>rd</sup> Quarter Bank Reconciliation**

The Clerk presented members with the third quarter bank reconciliation for approval. This showed total spend of £57,599.83, receipts of £51,884.80 and a balance of £72,293.70.

**11.3 Council's Banking Arrangements**

The Clerk sought clarity from Members that they'd all received their log in details and they'd validated them. The switch from the current provider, Natwest, to the new Provider, Unity Trust will take place on the 16<sup>th</sup> February 2024.

**11.4 Bank Statements**

The Clerk provided Members with December and January's bank statements for noting.

RESOLVED (11)

- a) The regular payments document was approved.
- b) The 3<sup>rd</sup> quarter bank reconciliation was approved.
- c) The Clerk is to ensure the Council Auditors sign the 3<sup>rd</sup> quarter bank reconciliation.
- d) The update on the new banking arrangements were noted.
- e) The bank statements were noted.

**12) POLICIES/RISK ASSESSMENTS/DOCUMENTS**

The following Policies and documents were presented for consideration and approval.

**12.1 Disciplinary Policy**

The Clerk presented the reviewed policy.

**12.2 Grievance Policy**

The Clerk presented the reviewed policy and highlighted changes to Paragraphs 4 and 16.

**12.3 Dispensation Policy**

The Clerk presented the reviewed policy.

**12.4 Fire Safety Policy**

The Clerk presented the reviewed policy.

**12.5 Lone Worker Policy**

The Clerk presented the reviewed policy.

**12.6 Media Policy**

The Clerk presented the reviewed policy.

**12.7 Meeting Attendance Policy**

The Clerk presented the reviewed policy.

**12.8 Grants Policy**

The Clerk presented the reviewed policy. An addition had been made to Paragraph 2.1 following the approval of the 2024/25 budget setting. Amendments made to Paragraph 5.1 referring to Appendix 1 and dates/figures incorporated into Appendix 1.

**12.9 Community Engagement Policy**

The Clerk presented members with a new policy. This is considered best practice to have this policy.

**12.10 Draft Report Template**

The Clerk presented members with a new report template. If ever members want to add an item to the Agenda they can complete the Report template to ensure sufficient information is provided to other members.

RESOLVED (12)

- a) The above policies and templates were approved, pending a few typographical errors amending.
- b) The Clerk is to add the policies to the website.

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### 13) PLANNING APPLICATIONS

Updates on previous planning applications were noted. The following new planning applications were considered:

23/02598/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance to condition 1 of planning application 22/01960/FUL granted on 25/01/2023 - Temporary consent).	No comments or concerns
24/00034/PDTEL 37 Stayers Road, Bessacarr	Notification to utilise permitted development rights in accordance to Town and Country Planning (General Permitted Development) Order 2015 Class A Part 16, Schedule 2 - Installation of a 12M Pole for the mounting of LoRaWAN gateway equipment.	No comments or concerns
24/00054/TCON 4 Warrington Drive, Bessacarr	Notice of intention to undertake pruning on a Cedar, Beech and Maple situated within the South Bessacarr Conservation Area	Noted
24/00081/TCON 8 High Grove, Bessacarr	Notice of intention to prune several Silver Birch trees from adjacent properties back to the boundary, and remove two Silver Birch trees within the garden of the property, all being within the South Bessacarr Conservation area.	Noted
24/00056/FUL Manor Farm, Phase 2, Bessacarr	Erection of one dwelling, landscaping and associated infrastructure on Manor Farm Phase 2, Bessacarr, Doncaster – DRAFT	No comments or concerns
24/00114/FUL 41 Oak Tree Drive, Branton	Erection of a ground floor extension to the front of property	No comments or concerns
24/00065/REM Land To Rear Of Malawi, Green Lane, Old Cantley	Details of Access, Appearance, Landscaping, Layout and Scale of Design for the erection of a dormer bungalow (being matters reserved in outline application previously granted permission under ref 22/02227/OUT granted on 07.12.2022)	Noted
21/01904/FUL Land Adj to 29 Warning Tongue Lane, Bessacarr	Erection of two storey detached dwelling house with attached garage and associated external works (amended)	They agree with the Tree Officer's comments in that it looks tight to fit a house on the land and the Parish Council object to any trees being removed.

RESOLVED (13)

a) Feedback is given to the Planning Department at CDC on the planning applications received.

### 14) POLICE ISSUES

#### 14.1 Police Issues

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Police Drop In – 1 member of the public attended the drop in session held on 24<sup>th</sup> January 2024 at Kilham Hall Meeting Rooms to discuss the Neighbourhood Watch Scheme on Poppyfields Estate. The next drop in is scheduled for Wednesday 13<sup>th</sup> March 2024 between 10am and 11am at The Café, Branton Garden Centre, Doncaster Road, Branton.

RESOLVED (14)

- a) The Clerk will continue to advertise the police drop in sessions on Facebook and leave posters on the Noticeboards.

**15) ITEMS OF CORRESPONDENCE**

**15.1** Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, CEO Bulletin, YLCA Training Programme, Community First Funding News Update, CDC's Roadworks reports, CDC's Funding news, Environmental Pride Round 4, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin and NALC Training.

RESOLVED (15)

- a) That the items of correspondence denoted on the agenda be received and duly noted.

**16) DATE OF NEXT MEETING**

**16.1** Date of Next Meeting

RESOLVED (16)

- a) That the next meeting be held on Wednesday 6<sup>th</sup> March 2024 at 6pm.

**17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

**17.1** Clerk's January Timesheet

The Clerk's timesheet for January was shared for information.

**17.2** Handyman's January Timesheet

Handyman's timesheet for January was shared for information.

RESOLVED (17)

- a) The Clerk and Handyman's timesheets were received and the contents noted and approved.

The meeting closed at 7.30pm

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