

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 1 May 2019 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

PRESENT: Councillors: D Chorlton (Vice-Chair), Y Butterworth, M Caygill, M Turner, N Williams and J Worthington.

IN ATTENDANCE: J A Staniforth (Clerk to the Council), Councillor R A Jones and S Racjan (DMBC Officer)

1) ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Sidebottom was proposed and seconded as Chairman.

RESOLVED (1)

- a) That Councillor Sidebottom is unanimously elected as Chairman for the ensuing year.
- b) That due to Councillor Sidebottom's absence from the meeting the Declaration of Acceptance of Office form be duly signed either before or immediately at the start of the next parish council meeting in the presence of the Clerk.

2) ELECTION OF VICE-CHAIRMAN

Councillor Chorlton was proposed and seconded as Vice-Chairman.

RESOLVED (2)

That Councillor Chorlton is unanimously elected as Vice-Chairman for the ensuing year.

3) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (3)

That no items are excluded from the public and press.

4) DECLARATIONS OF INTEREST

Councillor Chorlton and Councillor Turner declared an other interest in Item 16). Councillor Turner declared an other interest in items 18c) and 18d).

5) APOLOGIES FOR ABSENCE

Apologies were received from Councillor Sidebottom.

RESOLVED (4)

That the apologies of Councillor Sidebottom be accepted and duly recorded.

6) APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO EXTERNAL BODIES

Consideration was given to the appointment of representatives to the following external bodies: DMBC Parish Council Joint Consultative Committee, DSA Airport and Noise Monitoring Sub- Committee, Kilham Hall Management Committee, Yorkshire Wildlife Park Consultative Committee, YLCA South Yorkshire Branch Meetings, DMBC Public Rights of Way meetings and Igas meetings.

RESOLVED (5)

- a) That Councillor Caygill is appointed as representative to the PCJCC with Councillor Sidebottom as the designated substitute.
- b) That Councillor Worthington is appointed as representative to DSA Noise Monitoring and Environmental Sub-Committee with Councillor Williams as the designated substitute.
- c) That Councillor Sidebottom and Councillor Chorlton are nominated as representatives to Kilham Hall Management Committee.
- d) That Councillor Chorlton is appointed as representative to the YWP Consultative Committee with Councillor Turner as the designated substitute.
- e) That Councillor Worthington and Councillor Butterworth are appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.
- f) That Councillor Worthington is appointed to attend DMBC PROW meeting and Councillor N Williams is the designated substitute.
- g) That Councillor Worthington is appointed to attend Igas meetings.

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

7) APPOINTMENT OF COUNCIL AUDITORS

RESOLVED (6)

That Councillor Chorlton and Councillor Turner are appointed as the two Council Auditors.

8) REVIEW OF POLICIES AND PROCEDURES

RESOLVED (7)

- a) That a review of the Freedom of Information policy be undertaken and presented for adoption at a future parish council meeting.
- b) That policies relating to the parish council's own facilities are reviewed annually.
- c) That other policies are reviewed as and when advised by YLCA.

9) TO DETERMINE LEVELS OF DELEGATION TO THE CLERK

RESOLVED (8)

- a) That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.
- b) That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council's budget including urgent repairs costing less than £500.
- c) That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.

10) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

The DMBC Officer referred to the recent incidents of anti social behaviour at the recreation ground and within Branton which were subsequently addressed by the police and DMBC were now working with some of the families as a small number were known to be linked to other incidents. There had been no further reports of incidents at the recreation ground but there had been reports of fires in wooded areas near to the Poppyfields development.

Details of the SUEZ environmental fund were provided and that this may fund the cost of an additional litter bin that had been requested following the recent litter pick or community lock up bins for the storing of community items or wildflower areas. The Co-operative Managers fund were also looking for projects to undertake for up to two days in July and August 2019.

RESOLVED (9)

That the DMBC Officer is thanked for his attendance and the information provided.

11) MINUTES OF THE MEETINGS HELD ON 3 APRIL 2019

RESOLVED (10)

That the minutes of the Parish Council Meeting be agreed and signed by the Chairman.

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

Consideration was given to the report provided by the Clerk relating to actions required from the previous meeting that had been circulated and the following updates were considered:

a) Meeting with Ward Councillor and DMBC Officers regarding Section 106 funding

The Chairman and Clerk had met with Finningley Ward Councillors and DMBC Officers to outline the parish council's proposal that any balance of funding after the provision of a Multi Use Games Area (MUGA) be used to provide a storage extension for Kilham Hall. This would provide storage for user groups of the hall and some storage for outdoor equipment such as tennis nets and table tennis equipment. The Ward Councillors supported the proposals in principle but had explained that the funding could only be used for the improvement of public open space and would need to be linked with the MUGA application. The next stage was to obtain detailed plans for the storeroom and to liaise with the Planning Department to ensure that planning consent would be granted.

Councillor Jones advised that any remaining monies should be considered for other areas of the parish and could be used to fund wildflower planting on Bawtry Road after 2019 or other areas such as the entrance to Manor Farm.

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

b) Location for new outdoor illuminated Christmas decorations

Consideration was given to the proposed list of lampposts that could host new decorations subject to DMBC approving the installation of the items.

c) Update on issues relating to new metal fencing and provision of new parking bollards

All the snagging issues identified at the previous meeting had been dealt with and the contractor had indicated that the new parking bollard with reflectors would be fitted next Wednesday along with a new lock for the front pedestrian gate.

d) Request for additional seating on Doncaster Road

No suitable area for additional seating had been identified other than the entrance to Badgers Holt however this was in close proximity to a bus shelter that had an amount of seating.

e) Planting of wildflower area

DMBC had advised that to plant new seeds required that the area be sprayed and rotovated which would therefore damage the bulbs that had been planted, the handyman had cleared dead foliage but the ground had extensive vegetation covering it and therefore new seeds could not be sown without rotovating it.

f) Litter pick on 6 April 2019 /formation a local group/request for a litter bin on Milton Road

A number of residents had attended the litter pick and subsequently a group had been formed who were willing to undertake quarterly litter picks. The Chairman was arranging for items of equipment to be purchased from DMBC's Seed Funding. Residents on the litter pick had commented that an amount of dog waste bags had been left on a grass verge at Milton Road and suggested that a litter bin be provided in that area.

g) Revised CCTV policy/advice from YLCA on operation of CCTV

Consideration was given to the revised draft policy and additional advice provided by YLCA regarding remote access from mobile devices which was deemed not sufficiently secure to meet data protection requirements. There was also a need to provide additional signage particularly at the main entrance to the recreation ground.

Other matters

DMBC were to arrange for a new litter bin to be fitted at the entrance to the recreation ground in the near future.

RESOLVED (11)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That arrangements are made for the architect to undertake a site visit and to provide preliminary plans.
- c) That on receipt of preliminary plans pre-planning advice is sought at a cost of up to £100 to ensure that planning consent will be obtained for the new storeroom extension.
- d) That consideration is given to projects in other areas of the parish which may be funded from Section 106 funding remaining from the Woodlands Walk and Badgers Holt developments.
- e) That the list of the proposed location of lampposts to site new Christmas decorations be agreed and submitted to DMBC for the required survey to be undertaken with all lampposts surveyed if one fixed cost is applied or if an individual cost pre lamppost then those selected be surveyed.
- f) That no request be made for additional seating on Doncaster Road, Branton in view of the current provision.
- g) That the planting of new seeds in the wildflower area be deferred and further consideration be given to future planting later in the season.
- h) That it be noted the litter picking group would progress funding bids for litter picking equipment from DMBC's Seed fund and the parish council could submit an application for the provision of a new litter bin for Milton Road from the SUEZ environment fund subject to DMBC agreeing to the location of a new litter bin and the emptying costs.
- i) That the revised CCTV policy be agreed incorporating the advice provided by YLCA and its operation in accordance with the good practice guide provided by YLCA.
- j) That Councillor Sidebottom is the designated parish council member to access CCTV footage.
- k) That four new signs denoting the provision of CCTV be purchased at a cost of up to £200 + vat.

13) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance.

14) KILHAM HALL MANAGEMENT COMMITTEE REPORT

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

Councillor Chorlton reported that no meeting had taken place since the last meeting and the next meeting would be held on 7 May 2019..

15) 2018/19 FINAL BANK RECONCILIATION/REVIEW OF THE LEVEL OF RESERVES

The final bank reconciliation denoted a balance of £45,549.30 which was in excess of the previous year's balance due to some invoices not being received and some work still being completed. There was only a requirement to provide an explanation to the external auditor when the year-end balance was more than twice the amount of the annual precept.

RESOLVED (12)

That the final bank reconciliation is duly authorised and the level of reserves deemed satisfactory.

16) 2018/19 FINAL QUARTER BUDGET MONITORING REPORT

A copy of the report was considered and it was noted that the expenditure for the financial year equated to 92% of the budget with 100% committed. The budget for the buildings/car park was considerably overspent but largely offset by an under spending on equipment and insurance. There was also an overspend on maintenance of the recreation ground and a slight overspend on Christmas expenditure due to the receipt of the 2018/19 invoice for the electricity supply for the Christmas lights being received in the same financial year as the previous years due to the change in supplier.

RESOLVED (13)

That the report is received and the information duly noted.

17) APPROVAL OF 2018/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

a) Approval of Annual Governance Statement (section 1)

Consideration was given to the completion of the Annual Governance Statement a draft copy of which had been enclosed with the agenda.

b) Approval of Accounting Statement (section 2)

Consideration was given to the accounting statement a copy of which was enclosed with the agenda.

c) Approval of Asset Register as at 31 March 2019

An updated copy of the latest Asset Register (which included the new metal fencing and portable goalposts at the recreation ground) was provided for members' consideration.

d) Approval of explanation of Variance Statement for 2018/19 accounts

A copy of the completed variance statement was considered which required an explanation as to the increased expenditure from the previous year.

RESOLVED (14)

a) That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.

b) That the Accounting Statement is approved and duly signed for presentation to the internal auditor and submission to the External Auditor.

c) That the 2018/19 Asset Register is approved.

d) That the Annual Variance Statement is agreed and submitted to the Internal and External Auditors.

18) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) Update on anti social behaviour incidents

This item was covered under item 10.

b) Repairs to damaged football post

One of the stanchions supporting the goal nets had been damaged initially due to strong winds and possibly worsened by the actions of the group of young people displaying anti social behaviour. The supplier had advised that spare parts needed to be ordered from Samba direct and the parts were displayed on the website but it was not clear what exactly to order and the cost displayed was only £4.99 which seemed insufficient.

c) Request by Branton Juniors FC to use recreation ground for training sessions in June 2019

A request had been made by Branton Juniors FC to use the recreation ground on Wednesday evenings and Saturday mornings for under 8's and under 10's teams and on Saturday mornings between 11.00am. – 12.00 noon for under 5's and under 6's teams.

d) Request for sponsorship of Branton Juniors FC

A letter had been received from Branton Junior Football Club requesting support for a football team festival that was being held at The Hayfield School on 22 and 23 June 2019 with teams from under 7's to under 17's costing the club £12,000.

e) Review of Meeting Rooms Hire Charge

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

Consideration was given to the previously agreed hire charge of £10 per hour for commercial activities that were not part of hire of Kilham Hall and whether this charge was excessive.

RESOLVED (15)

- a) That the repair of the goalpost be agreed and advice be sought from the local football team as to the order for the replacement part.
- b) That the usage of the recreation ground be agreed subject to the football club providing a copy of appropriate public liability insurance and any request for car parking be considered at the next meeting.
- c) That a donation of £100 be made towards the football tournament.
- d) That the hire charge for the meeting rooms not in conjunction with the hire of the hall remain at £10 per hour.

19) PLANNING MATTERS

The following new planning application was considered:

19/00917/FUL Elsham House Whiphill Top Lane	Erection of a single storey extension to replace existing conservatory	No comments
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RESOLVED (16)

That the information is received and duly noted.

20) HIGHWAY MATTERS

The following matters were raised:

- Overgrown hedging between Poppyfields and Ava Court
- Overgrown vegetation on verges adjacent to Cantley Hall

RESOLVED (17)

That DMBC is notified of the matters identified.

21) PUBLICATION OF QUARTERLY NEWSLETTER

RESOLVED (18)

That the following information be contained within the June newsletter: Names of the elected Chairman and Vice-Chairman, Keep Branton tidy initiative/formation of local group and usage of Kilham Lane Recreation Ground.

22) YLCA BRANCH OFFICIALS NOMINATIONS

RESOLVED (19)

That Parish Councillors D Wright (Wadworth PC) and D Liddell (Silkstone PC) are nominated as Chairman and Vice-Chairman respectively.

23) TO CONSIDER ANY POLICE ISSUES AND DETAILS OF THE LATEST CRIME REPORT

Crime reports for February 2019 denoted 7 crimes in Branton, one crime in Old Cantley and six crimes in the Bessacarr part of the parish respectively.

Correspondence relating to the police use of 'Body Worn Video (BWV) and proposals for changes to the numbers and shift patterns of PCSO's was considered.

RESOLVED (20)

That the information is received and noted.

24) WEBSITE MATTERS

No specific issues were raised but a question was raised regarding usage of the website.

RESOLVED (21)

That the webmaster is asked if the site can record the number of visits to the site over specific periods.

25) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (22)

That the following payments made are duly authorised:

19/01	Misson Gates (final payment for new metal fencing)	£2,625.00
19/02	DMBC (emptying dog litter bins 5/1 – 9/2)	£ 40.54
19/03	Clerk (April salary)	£ 671.06
19/04	Misson Gates (50% deposit for parking bollards)	£ 427.50

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

19/05	DMBC (emptying green waste quarter 1)	£ 181.00
19/06	DMBC (repairs to swings)	£ 108.00
19/07	Glendale (grass cutting 22/3)	£ 42.38
19/08	ICE Theatre (donation)	£ 75.00
19/09	YLCA (annual subscription)	£ 749.00

26) REPORTS FROM MEETINGS

a) Yorkshire Wildlife Consultative Committee – 10 April 2019

No representative had been able to attend the meeting so no report was available.

b) DMBC Public Rights of Way Forum – 11 April 2019

No representative was able to attend due to the date and time coinciding with other meetings.

c) Igas - 1 April 2019

Councillor Worthington had circulated a written report outlining the events that had taken place since the last meeting including the completion of the exploratory drilling for which the outcome was awaited and that there had been some vandalism and interference with some equipment.

RESOLVED (23)

That Councillor Worthington is thanked for the report.

27) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Update, a request for photographs for the next annual report and a communication from DMBC reminding parish council members to ensure that their register of interests is up to date.

RESOLVED (24)

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

28) DATE AND TIME OF NEXT MEETING AND SCHEDULE OF MEETINGS FOR 2019/20

RESOLVED (25)

a) That the next meeting be held on Wednesday 5 June commencing at 6.30 pm.

b) That the schedule of meetings for 2019/20 is agreed as the first Wednesday of each month other than August when there would be no meeting and the date for the January 2020 meeting be Tuesday 14 January 2020.

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