

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 3 April 2019 at Kilham Hall Meeting Rooms Commencing at 6.30 pm.

PRESENT: Councillors M Sidebottom (Chair), Y Butterworth, M Caygill, D Chorlton and J Worthington.

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

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Turner and N Williams

RESOLVED (1)

That the apologies of Councillors M Turner and N Williams be accepted and duly recorded

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

That no items be excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 8.

4) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

No Ward Councillors or DMBC Officers were able to attend the meeting. Councillor Worthington reported that former Finningley Ward Councillor Yvonne Woodcock had been awarded the Freedom of Doncaster, the highest accolade a resident can be awarded by DMBC.

RESOLVED (3)

That a card offering the parish council's congratulations be sent to Mrs Yvonne Woodcock.

5) MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 6 MARCH 2019

RESOLVED (4)

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

6) 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) Update on Section 106 Funding from Branton House Farm

Details of balances from the Woodlands Walk and Badgers Holt developments amounting to a total of £9,069 were provided. The funding from the Branton House Farm development would be available after the roof to a fifth house was completed however only two roofs had been completed to date as the outcome of a further planning application was awaited. The approval for the proposed expenditure could not be progressed until Ward Councillors had approved it and the monies received. A date was being sought with the Chairman and Clerk to discuss the proposals and it was expected that it would be at least three months before any projects could be finalised.

The architect of the hall buildings had been contacted and advised that a storeroom extension could be facilitated at a cost of around £30k and planning consent should be forthcoming. The Kilham Hall treasurer had asked if a south facing apex roof with a solar panel could be fitted to save energy costs.

b) Review of new illuminated Christmas decorations in view of increased costs

Notification had been received from DMBC that the policy and costs for illuminated decorations hanging from lampposts were not yet available and may increase from the maximum of £260 per lamppost to £300. In addition Christmas Plus had enquired if brackets were required and these would cost £90 per decoration. On this basis it was felt that no order could be placed until the full cost could be calculated.

c) Progress on Registration of Kilham Hall and allocation of postcode

The registration had been completed and the postcode confirmed as DN3 3PF.

d) Update on broadband connection for Kilham Hall Meeting Rooms

Three quotations had been received from BT, Daisy Communications and Origin Business.

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BT was the most expensive for the provision of a line rental and broadband speeds were only denoted as standard and enhanced which it was assumed equated to the standard and fibre (80mb) quoted by Origin. Daisy Communications had quoted options for faster broadband at an increased cost.

e) Finalisation of CCTV policy

Consideration was given to the draft policy that had been presented to the previous meeting and discussion took place as to whether it was sufficiently clear how the policy would operate. The Chairman reported that the footage could be viewed for up to 28 days after which it was deleted.

f) Advice/quotations for maintenance of wildflower area as part of the butterfly trail

Quotations had been received from DMBC and Danum Plants the lowest being for £126.24 +vat. The issues of any affect on the spring bulbs was raised.

g) Details of revised date for litter pick and approval of the cost of refreshments for volunteers

The date of the litter pick had been changed to Saturday 6 April 2019 in view of inclement weather on the original date. DMBC had agreed to provide litter picks and visibility clothing and a supply of plastic sacks had been purchased.

As volunteers were meeting at the local Garden Centre it was proposed that a hot drink be purchased by the parish council for the volunteers.

h) Other matters

DMBC had responded that a letter would be sent to the local garden centre regarding advertising boards on grass verges as whilst they did not represent a safety issue they contravened council policy.

RESOLVED (5)

- a) That the update on Section 106 funding provision and the proposal for a meeting be noted.
- b) That the order for the new illuminated outdoor Christmas decorations be deferred pending final details of the cost and enquiries be made as to the cost of purchase of any ex hire decorations.
- c) That a site meeting be held at 6.00pm on Wednesday 24 April 2019 convening at the Post Office to determine the lampposts that would used to site the decorations and the actual decorations for consideration at the next meeting.
- d) That the quotation from Origin Communications be agreed in principle subject to the broadband speed being recommended as sufficient by Councillor Turner.
- e) That the CCTV policy be amended to include the period of time for recordings to be available and for designated members to access for the reporting of crime anti- social behaviour.
- f) That all access and viewing of the CCTV is recorded in writing and the details retained
- g) That the quotation from DMBC be accepted pending the suitability of the work not adversely affecting the spring bulbs.
- h) That the revised date for the litter pick be noted and it be agreed that a drink be purchased for volunteers at a cost of up to £60.

7) ITEMS RAISED BY ELECTORS/MEMBERS OF THE PUBLIC

No members of the public were present for the public participation.

8) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Representatives reported that a new caretaker/booking clerk had been appointed and a plan to cover absence was needed. The new treasurer was implementing an on-line finance system and the on-line booking system was being developed. One vacancy existed on the management committee and the outlook of the new committee was very positive and there were a number of new bookings.

RESOLVED (6)

- a) That the information be received and duly noted.

9) RECREATION GROUND/MEETING ROOMS ISSUES

a) Design and specification of the Multi Use Games Area (MUGA)

The suggested site visit to local MUGAs had not yet taken place.

b) Request to hire recreation ground for an under 10s football tournament

There had been no further communication and it was therefore assumed that the football team no longer required the usage of the ground.

c) Design specification for parking bollards/new fencing snagging issues

The new metal fencing had been fitted but only two sides had been fitted to the bin storage area when three sides had been intended and a gap existed which could allow any loose dogs to access the ground, a small gap also existed where the wooden fencing had been removed next to the hedge and

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the end post was loose. Both of the two front pedestrian access gates were open but only one had a spring fastener. The final design of the nine parking bollards at a cost of £855 needed to be determined.

The old litter bin had been removed as its appearance detracted from the new fencing. The entrance gate adjacent to the building opened both ways and was felt to be a safety issue.

d) Planning of a community event

The Chairman had spoken to the local resident involved with the butterfly trail who had suggested that an event not be held in 2019.

e) Storage of Kilham Hall financial documents

The former treasurer of Kilham Hall had requested that the nine years of accounts be stored in the meeting rooms.

RESOLVED (7)

- a) That members arrange to view local MUGAs and a specification is drawn up at a future meeting.
- b) That the non- progression of the hire of the recreation ground be noted and no approval be given.
- c) That the parking bollards be square so as to house a small reflective area and finished in silver.
- d) That the Handyman secures the loose fence post and plants a suitable shrub to close the gap.
- e) That the fencing contactor is asked to fit a latch so the gate adjacent to the building opens only towards the building, that a new litter bin is ordered from DMBC and the contractor is asked for a contribution in lieu of the missing section of fencing and to secure the one of the front pedestrian gates.
- f) That a new litter bin be purchased from DMBC at a cost of £500 for supplying and fitting.
- g) That a community event is not arranged by the parish council in 2019 and consideration be given to an event in 2020.
- h) That it be agreed to store the Kilham Hall financial documents until such time as improved storage was available at the hall.

10) GARDEN AND COMMUNITY AREAS MATTERS INCLUDING A REQUEST FOR THE PROVISION OF ADDITIONAL SEATING BETWEEN GLEN ROAD AND AVA COURT

Members considered a request from a member of the public for additional seating on Doncaster Road and discussed whether any suitable area existed. There were no other garden issues raised.

RESOLVED (8)

That members view the area during the site visit on 24 April 2019 to determine any suitable location for additional benches and the matter be considered further at the next meeting.

11) PLANNING MATTERS

The following new/revised planning applications were considered:

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|--------------------------------------|---|-------------|
| 19/00181/FUL Branton House Farm | Erection of 3 garages/ancillary driveways, boundary treatment in connection with new development | No comments |
| 19/00421/FUL 20 Willow Glen | Single storey front extension and garage conversion to form annexe (resubmission of 18/0313/FUL) | No comments |
| 19/00462/FUL Moorwood, Green Lane | Raising roof height to create loft space and erection of single storey flat roof extension | No comments |
| 16/03186/REMM Manor Farm | Approval of reserved matters in respect of details of appearance landscaping and layout for 201 dwellings | No comments |
| 19/00500/FUL 3 Hillcrest Drive | 2 storey rear extension and provision of roof storage | No comments |
| 19/00688/FUL 5 Poplar Close | Kitchen extension to rear of bungalow (retrospective) | No comments |

The Clerk reported that application 19/00506/FUL had been granted on 29 March 2019.

RESOLVED (9)

- a) That details of new applications and decision taken since the last meeting are noted.
- b) That the Clerk contact the Planning Authority to seek advice as to whether applications can await parish council comments where a meeting takes place prior to the statutory deadline for determination.

12) UPDATE ON BANK BALANCE AT THE FINANCIAL YEAR END

The Clerk reported that the actual balance at the year-end was £45,549.30 which was higher than anticipated as the final invoice for the new fencing could not be paid until the work was completed in the

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new financial year and a small number of other invoices were still outstanding. Full details would be reported at the next meeting.

13) HIGHWAY MATTERS

The following matters were raised:

- Dog fouling on Doncaster Road
- Fly tipping on farmland adjacent to the lay-by on Gatewood Lane

RESOLVED (10)

a) That the DMBC is requested to provide new dog stencils on Doncaster Road opposite the Three Horse Shoes and for the Enforcement Officers to visit.

b) That a request is made for DMBC to erect a mobile camera to be erected at the lay-by on Gatewood Lane and enquiries are made to ascertain the landowner to request the fly-tipping is removed.

14) POLICE MATTERS

The Clerk reported that the crime map for the month January 2019 denoted six crimes in Branton, one in Old Cantley and three in the Bessacarr part of the parish. The updates for 8 and 22 and 29 March 2019 did not denote any specific actions in the parish. A copy of the SYPCC's March 2019 newsletter was circulated for information. Members reported there had been two recent burglaries at The Close.

15) REPORTS FROM MEETING AND TRAINING COURSES ATTENDED

a) Clerk's Financial Course – 19 March 2019

The Clerk reported the course run by YLCA's Chief Officer had been excellent and was attended by Clerks from all areas of the county including three others from Doncaster. Discussion had taken place on on-line banking procedures to ensure that security was sufficient and delegation to the Clerk should be clearly documented. Any contracts in excess of £25k should be procured in accordance with the Public Contracts Regulations which included a requirement to use the Contractors Finder's website. No major changes were expected to year end procedures but the webinar was useful to watch. Whilst the annual parish council meeting would normally review policies and procedures it may be appropriate to defer this to another meeting. A short session on charities was provided and it was stated that charities with an income in excess of £5k needed to be registered with the Charities Commission.

b) Planning Seminar – 21 March 2019

Councillor Chorlton reported that the course had been useful but the first half which related to planning procedures was less useful than the second half which had focused on material planning considerations and therefore could have been condensed.

c) PCJCC – 27 March 2019

Councillor Caygill reported that following discussion at the previous meeting a request was to be made for the South Yorkshire Police and Crime Commissioner to attend to discuss the 101 telephone service. It had been agreed to publish an updated Joint Charter to set out how DMBC would work with local councils. The Customer Services reporting system was being updated to provide information on the progress and completion of issues raised as this was not currently available. A presentation on dementia had been given and Doncaster MBC was seen as a leading authority in this area and there would be a Dementia Awareness Week commencing on 26 May 2019.

d) Playground Inspection Course – 28 March 2019

The Handyman had reported that the course had been very well presented and advised that a formal system of reporting the weekly inspections should be undertaken and that reports were required to be retained for twenty years. A form had been devised for usage. The practical inspection part had denoted that the checks that he undertook were in line with what was expected.

e) DSA Noise Monitoring and Environmental Sub- Committee

Councillor Worthington reported that information had been circulated relating to drones and that the police now had powers to intervene in the event of any misuse. Councillor Worthington along with two members of the sub-committee had been elected to the Executive Committee. There was strong support for a rail link to the airport but the cost was still felt to be prohibitive. Traffic and noise data was to be circulated.

16) WEBSITE MATTERS

Information had been amended in respect of Kilham Hall other than uploading the new booking form and the Clerk agreed to undertake this as soon as possible.

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17) DONATION TO ICE THEATRE GROUP

RESOLVED (11)

That a donation of £75 be made to the ICE Theatre Group.

18) AUTHORISATION OF BANK PAYMENTS

RESOLVED (12)

That the following payments made are duly authorised:

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|--------|-----------------------|--|----------|
| 18/111 | Clerk | March Salary/travel | £ 652.18 |
| 18/112 | Clerk | Postage/stationery/material | £ 10.82 |
| 18/113 | Handyman | Brackets for storeroom, | £ 4.47 |
| 18/114 | Branton Garden Centre | Sweeping brush | £ 5.99 |
| 18/115 | Branton Garden Centre | Compost/plants for Valley Drive tubs | £ 47.98 |
| 18/116 | Branton Garden Centre | Compost/plants for north plinth | £ 12.69 |
| 18/117 | DMBC | Kilham Hall building registration fee | £ 50.00 |
| 18/118 | DMBC | Green waste collection for March 2019 | £ 66.92 |
| 18/119 | Handyman | 4 th quarter salary payment | £ 674.55 |
| 18/120 | Handyman | Petrol for gardening equipment | £ 7.51 |
| 18/121 | DT Security | Relocation of CCTV/upgrade hard drive | £ 390.00 |
| 18/122 | EON | Power for 2018/19 Christmas lights | £ 91.54 |
| 18/123 | HMRC | 4 th quarter return | £ 724.10 |

19) CONSULTATION ON NEW CODE OF AUDIT PRACTICE

Consideration was given to proposals for a new code of audit practice mainly to address any vexation complaints and to determine the appropriate amount of time which should be spent to ensure that the time was proportionate.

RESOLVED (13)

That the proposals are supported.

20) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered and noted including the latest YLCA White Rose Update which included advice on internal control checks and external audit arrangements.

21) DATE AND TIME OF NEXT MEETING

That in accordance with the agreed schedule the next meeting (Annual Parish Council) be held on Wednesday 1 May 2019 commencing at 6.30 pm.

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