

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 7 November 2018 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

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

IN ATTENDANCE: J A Staniforth (Clerk to the Council), S Racjan (DMBC Stronger Communities Officer) and four members of the public.

Two members of the public residing on Whiphill Top Lane explained that whilst it was pleasing to see the new facilities at the recreation ground being used for the benefit of residents there were concerns that the two new benches to the rear of the ground were attracting young people who were on occasions displaying anti social behaviour. The residents also enquired as to whether the parish council had granted permission for group training sessions that operated on a commercial basis. The chairman responded that the parish council had granted short term free use of the recreation ground for fitness training sessions as it was felt this was a beneficial activity but the sessions had now ceased. The DMBC Officer explained that a Community Impact Survey was being undertaken to identify any issues of concern and the issue of external lighting had been raised as residents had felt the sensor was oversensitive and a rear light seemed to be lit continuously. The police had been made aware of the incidents of ASB and had visited the area.

Two members of the public who owned land next to Acre Paddock on Brockholes Lane expressed their disappointment that the parish council had not supported a planning application relating to conditions pertaining to an increase in the size of the garage attached to the previous outline application for the building of a new dwelling on the aforementioned land. The chairman explained that it had been deemed inappropriate to support the application when the parish council had objected to the original application, however the comments were in no way personal and there was no objection to the style or design of the dwelling and it was hoped that once planning permission had been granted that the residents would enjoy their new home.

1) APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillor N Williams.

RESOLVED (1)

That the apologies be accepted and duly recorded.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

That in accordance with the Public Bodies (Admissions to Meeting) Act 1960 item 9b) is excluded on the basis that the information is commercially sensitive.

3) DECLARATIONS OF INTEREST

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

4) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

Councillors J & S Cox had sent apologies. The DMBC Officer reported that in addition to the carrying out the community impact survey following information suggesting possible drug use at the recreation park residents be urged to report any incidents either by ringing 101 or reporting online. It was suggested that the exterior lighting be checked to ascertain if there was lighting from dusk until dawn or whether the sensor was triggered by movement or possibly adverse weather.

The following matters were also outlined:

- Attendance at Kilham Hall coffee morning to support any vulnerable adults
- Notification of any environmental projects being undertaken up to March 2019
- Support and details of any Christmas events

RESOLVED (3)

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

That the information is received and the support received greatly appreciated.

**5) MINUTES OF THE PARISH COUNCIL MEETINGS HELD ON 3 OCTOBER 2018
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 developments to the butterfly trail

The donation from Yorkshire Butterfly Conservation Society had been received and a letter of thanks sent. Local residents had planted approximately six thousand bulbs and tidied the butterfly trail and the handyman had also tended the area. Following issues identified relating to an archway for the climbing shrubs it was suggested that wooden poles be used and that suitable ones were on view at the local wildlife park.

b) Drainage issues at Kilham Hall/Car Park

A report that had been commissioned by Kilham Hall relating to the drainage at the hall was being presented to the next meeting of Kilham Hall Management Committee. There had been no update from GNE following the decision to discuss the matter directly with the architect.

c) External lighting improvements for Kilham Hall Meeting Rooms

A local electrician had visited and the quotation was awaited.

d) Update on provision of new fencing at Kilham Hall entrance and car park

The required 50% deposit had been paid and the contractor was arranging the manufacture of the fencing. Discussion took place as to the most appropriate timing for the fencing to be fitted in view of usage of the hall.

e) Annual servicing of fire extinguishers and electrical items

The fire extinguisher service had been arranged for Tuesday 12 November and Kilham Management Committee intended to arrange for the electrician to undertake the electrical testing work in the near future.

f) Christmas Carol Singing Update

A message of thanks had been received from Mrs Littlewood in response to the floral tribute that members and the Clerk had purchased following the unexpected death of Mr Littlewood in recognition of his service in providing the musical accompaniment at the Christmas carol singing for a number of years. A resident of Branton had offered to provide the musical accompaniment at this year's event and had agreed for his contact details to be given to the school. A draft programme had been sent from the school but needed further clarification.

g) Maintenance of open space to rear of Poppyfields development

DMBC had been notified of the request for maintenance to the green space but no response had been received and the Officer responsible was now absent from work.

h) Removal of leaves from bus shelter at St Vincent's Avenue

SYPTC had been notified and a standard response saying the matter would be dealt with had been received.

i) Signing of Trust Deed

This was still awaited from the secretary of Kilham Hall Management Committee.

j) Unlit bollards on Doncaster Road adjacent to the Ava Court Development

Members reported that the bollards were still unlit

RESOLVED (5)

a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.

b) That Yorkshire Wildlife Park be contacted for details of the supplier of suitable wooden supports for climbing plants.

d) That arrangements be made for the new fencing to be erected during the second half of the week when the main usage of the car park had ceased.

e) That the details of the new organist be forwarded to the chairman who would forward to the teacher at St Wilfrid's School to make the necessary arrangements for the musical accompaniment at the Christmas carol singing.

f) That further contact is made with DMBC regarding maintenance requirements of the open space at Poppyfields and that the Ward Councillors are contacted if no response is received.

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

g) That it be noted that the duly signed variation to the Trust Deed relating to Kilham Hall is awaited.

h) That DMBC is contacted to undertake repairs to the unlit bollards on Doncaster Road.

7) ITEMS RAISED BY MEMBERS OF THE PUBLIC

Issues raised in respect of security for the recreation ground were addressed under item 9b).

8) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Representatives to the committee reported that the next meeting was due to take place on Monday 12 November 2018 which would be the Annual General Meeting. The Halloween event had not attracted quite as many children as in previous years and was felt to be attributable to the timing to coincide with the availability of the entertainer however it had been thoroughly enjoyed by those attending. The new member of the committee had agreed to organise the event in 2019.

RESOLVED (6)

That the information be received and duly noted.

9) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) Storage of play equipment

Members reported that some items of equipment had been placed in the loft space of Kilham Hall but the entrance lobby to the meeting rooms was still full and a concern was raised about whether any flammable material should be placed in close proximity to the fire extinguishers. The playgroup were currently considering the issue.

b) Security arrangements

Notification had been received from a local person that the cost for two visits would be £30 but that it was not possible to undertake a visit on a Friday. As it was felt that during summer months a visit was generally needed on a Friday and that over the winter months the need was less than during the summer it was proposed that members carry out a visit sometime over the weekend for the next few weeks to determine what the precise needs were. It was suggested that the local school could embark on an initiative to collect any litter as part of an environmental project.

c) Consultation on provision of a MUGA

There had been no feedback from the initial request contained in the autumn newsletter and therefore a more detailed consultation could be undertaken.

d) Playground inspection report and approval of minor repairs

The latest inspection had identified replacement of copper bushes to the four swings at a cost of £90 and the plugging of four holes in the multi unit at a cost of £20.

e) Tree maintenance and cost of tree survey

DMBC were now offering a tree survey facility at a cost of £57.15 for the first hour and £8 per tree thereafter so the cost would be in the region of £100.

f) Water leak in meeting room toilet area

The leak had been repaired by a local contractor and the invoice was awaited.

g) Hire policy document

Consideration was given to the draft document that had been circulated with the agenda.

RESOLVED (7)

a) That initial advice be sought as part of the fire extinguisher check to identify any issues relating to the storage of the play equipment and further consideration be given to the matter at the next meeting.

b) That it be agreed that members undertake a weekend visit to the recreation ground as follows and a further rota is agreed at the next meeting:

10/11 November – M Sidebottom

17/18 November – M Caygill

24/25 November – M Turner

1/2 December – Y Butterworth

8/9 December – J Worthington

15/16 December – D Chorlton

c) That Councillor Turner approaches the local school to ascertain if the children could be involved with the tidying of the ground on a Friday afternoon.

d) That a formal consultation is undertaken in respect of the provision of a MUGA with leaflets included in the next edition of the local publication and the January edition with a closing date for responses of 30 January 2019 for consideration at the February 2019 parish council meeting.

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

- e) That Councillor Sidebottom prepares a consultation leaflet and arranges the printing subject to the total cost not exceeding £300.
- e) That the playground inspection report be duly noted and the cost of repairs as outlined agreed.
- f) That a tree survey be undertaken based on the costs provided and the officer asked to confirm the ownership of the trees on the eastern boundary and whether any tree maintenance was needed.
- g) That the cost of repair to the meeting room toilet be agreed.
- h) That the hire policy document be agreed subject to casual hire being below 20 persons, the telephone number of the booking clerk included and the age for being accompanied by an adult when using the children's play area being under eight.
- i) That a copy of the hire policy be forwarded to Kilham Hall Management Committee.

10) SECOND QUARTER BANK RECONCILIATION/REVIEW OF THE LEVEL OF RESERVES

Consideration was given to the latest bank reconciliation a copy of which had been circulated to all members with the agenda denoting a balance of £42,088.00.

RESOLVED (8)

- a) That the reconciliation be received and certified as correct.
- b) That the level of reserves be noted and that this was adequate to continue to enhance and maintain current assets.

11) SECOND QUARTER BUDGET MONITORING REPORT

The report was considered and the Clerk reported that 48% of the budget had been spent in the first half year with only costs for the meeting rooms/car park and maintenance of the recreation ground exceeding the planned budget. An amount of £1,166.93 had been received on 5 October 2018 in respect of vat paid.

RESOLVED (9)

That the budget monitoring report be received and its contents duly noted.

12) GARDEN AND COMMUNITY AREAS MATTERS

The contractor for installing the Christmas lights had expressed concern over the size of the tree that was hosting the lights and had advised that it may not be possible to provide an ideal display DMBC had stated that pruning was not beneficial and a more appropriate tree would provide a better long term solution. Trees of around 4 -5m could be purchased for £840 which would include planting and watering for three years and the removal of the current tree.

The normal dates for installing/removing the lights fell on weekends and therefore alternative dates were needed.

RESOLVED (10)

- a) That the purchase of a new Christmas tree costing up to £1k be agreed.
- b) That the Christmas lights be installed on Wednesday 28 November 2018 and removed on Monday 7 January 2019.

13) DECEMBER NEWSLETTER

Councillor Sidebottom withdrew from the meeting during consideration of this item.

RESOLVED (11)

That information pertaining to the Christmas carol singing, butterfly trail enhancements, views on the provision of a multi-use games area, fencing replacement at Kilham Lane, provision of a wreath/donation to the Royal British Legion parking concerns on Glen Road and a festive message be included on the newsletter.

14) APPOINTMENT OF THE INTERNAL AUDITOR FOR 2018/19 ACCOUNTS

The Clerk reported that the current internal auditor had provisionally agreed to undertake the work for 2018/19 but it was felt that it may be helpful for a person with detailed knowledge of parish councils to also examine the council's documents.

RESOLVED (12)

That Mrs C Wellings be appointed as the internal auditor for 2018/19 and members of the council with experience of parish council procedures provide any additional checks as required.

15) PLANNING MATTERS

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

The following new/revised planning applications were considered:

18/02478FUL 12 Plantation Avenue	Erection of replacement dwelling following demolition of existing property	No comments
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RESOLVED (13)

That the applications and decisions reached are received and duly noted..

16) HIGHWAY MATTERS/PARKING ON GLEN ROAD

The following matters were raised:

- Clarification of DMBC's policy relating to lighting on motorway bridges in relation to Doncaster Road
- Fly-tipping on Gatewood Lane
- Concerns regarding indiscriminate parking on and around Glen Road raised by a resident
- Matrix speed sign at Branton Farm Nursery denoting speed in excess of 30 mph when below this

RESOLVED (14)

- a) That the issues be reported to DMBC
- b) That a letter be sent to the Three Horse Shoes requesting that any visitors to the establishment park considerably ensuring access to driveways and for emergency service vehicles is maintained.
- c) That members monitor the matrix speed sign for evidence that it is not working correctly.

17) POLICE MATTERS

The Clerk reported details of crimes that had been included on the police crime map for the parish for the month of August 2018 with fifteen crimes reported in Branton, one in Old Cantley and six in the Bessacarr part of the parish. Councillor Cox had also forwarded a weekly update from the police which listed police actions for the area and copies of the SY Police and Crime Commissioners newsletters for September and October 2018 were circulated.

RESOLVED (15)

That the information is received and duly noted.

18) WEBSITE MATTERS

RESOLVED (16)

That arrangements be made for the consultation form relating to the proposed MUGA be made available on the website.

19) TO RECEIVE REPORTS FROM THE FOLLOWING MEETINGS/TRAINING COURSES

a) Yorkshire Wildlife Consultative Committee – 6 November 2018

Councillor Chorlton reported that the first meeting of the committee had been well attended including Ward Councillors and parish councillors from surrounding parishes. As the visitor target of 750,000 had been met there were no plans for expansion during 2019. Preliminary work had commenced on the work to expand the park with the main work commencing in March 2019 with completion expected in March 2020. A public right of way had been temporarily diverted for safety reasons.

b) Maintenance of Parks Seminar – 6 November 2018

The Clerk reported that the seminar was mostly focused on the strategic development and maintenance of parks rather than providing practical support however it had been a valuable networking opportunity.

RESOLVED (17)

- a) That the reports are received and the information duly noted.
- b) That M Caygill is appointed as substitute for D Chorlton as the parish council representative to the Yorkshire Wildlife Park Consultative Committee.

20) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (18)

That the following payments made are duly authorised:

18/71	Clerk	October Salary/travel	£ 657.13
18/72	Arrow Publications	October newsletter	£ 114.00
18/73	Glendale	Grass cutting 7 & 21/9	£ 82.30
18/74	DMBC	Green waste collection 3 rd quarter	£ 174.00
18/75	Wel Medical Ltd	Replacement pads for defibrillator	£ 47.88
18/76	SLCC	Annual subscription	£ 128.00
18/77	Royal British Legion	Wreath/donation	£ 100.00

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

18/78	Clerk	Ink/paper	£ 116.24
18/79	Misson Gates	Deposit for new metal fencing	£ 2,625.00

21) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered and noted including notification of the airport's annual duty free sale, Arriva train strike dates and details of new grant funding availability.

RESOLVED (19)

That an enquiry is made as to whether the parish council was eligible to bid for the Co-op Community Fund.

22) DATE AND TIME OF NEXT MEETING

RESOLVED (20)

That the next meeting be held on Wednesday 5 December 2018 commencing at 6.30 pm.

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