

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Virtual Parish Council Meeting held on Wednesday 5 May 2021, commencing at 6.30 p.m.

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

IN ATTENDANCE: B Walton (Clerk to the Council) and one member of the public.

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillor Whittaker who was unable to attend this meeting due to prior commitments.

RESOLVED (1)

That the reason for the apologies be accepted and duly recorded.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

Items 25 be excluded from the public and press on the grounds of confidentiality.

3) DECLARATIONS OF INTEREST AND REQUESTS FOR A DISPENSATION

Councillors D Chorlton and M Sidebottom declared another interest' in Item 15 and Councillors J Worthington and M Caygill declared an interest in Item 18

RESOLVED (3)

4) UPDATE OF THE LEGAL AGREEMENT RELATING TO THE SECTION 106 EXPENDITURE PROJECTS

Councillor D Chorlton reported back from Kilham Hall Management Committee's meeting and their opinions were provided on the Solicitor's response advising that the Parish Council and Kilham Hall Management Committee seek their own legal advice as whether to vary the lease, create a licence agreement or no rights granted. All of the options would create the rights for the new building to be attached to the existing structure. Kilham Hall Management Committee opted for "Option c) no rights are granted so the restriction would only need to be placed on the Parish Council's Title and no change required to the funding agreement". The Parish Council considered the options and agreed with Kilham Hall Management Committee that Option c) would be the best way forward.

RESOLVED (4)

The Clerk is to contact the Parish Council's Solicitor to place a restriction onto the Parish Council's Title.

5) MINUTES OF THE MEETINGS HELD ON 7 APRIL 2021

RESOLVED (5)

That the minutes of the Parish Council Meetings 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) Disposal of Old Laptop
- b) Litter Pick 1st May 2021
- c) Risk Assessment Document relating to the opening of Kilham Hall car park for public use and the Caretakers Invoice for additional hours worked
- d) Cost of £10.70 for the purpose of a waste paper bin, paper and raw plugs for the office notice board
- e) White Lines on Whiphill Top Lane
- f) Delivery of Picnic Tables
- g) Updated Key Allocation List
- h) Aerial Runway Maintenance
- i) Resident concerns regarding Pedestrian Access to Yorkshire Wildlife Park

Signed:-----: Chairman

Date:-----:

- j) Uncontested nominations/Parish Council non quorate guidance
- k) Banking and authorised signatories
- l) Doncaster Road Drainage issue
- m) Retiring Clerk's gratuity payment

RESOLVED (6)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be noted.
- b) That parking at Kilham Hall be placed on the next agenda for monitoring and possibly consideration of permanent signage.
- c) That the Caretakers invoice in the sum of £51 be paid for additional hours worked opening and locking up the car park.
- d) That the Clerk's Gratuity be paid on 14 May 2021
- e) That Councillor Chorlton, Councillor Sidebottom and all volunteers were thanked for their assistance with the Litter Pick. The volunteers tackled all 3 exit and entry points to Branton as well as old Cantley. 39 bags of litter were collected in total and collected by Street Scene.
- f) That Councillor Williams and his maintenance team were thanked for their assistance with the delivery and siting of the picnic tables.

7) REPORT OF INTERNAL AUDITOR 2020/21 FINANCIAL YEAR

Consideration was given to the Internal Auditor's Checklist and Queries, a copy of which had been enclosed with the agenda.

RESOLVED (7)

Contents of the documentation was noted.

8) APPROVAL OF 2020/21 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 explanation of Variance Statement for 2020/21 accounts

A copy of the completed variance statement was considered which was enclosed with the agenda.

RESOLVED (8)

- 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 by the Chairman submission to the External Auditor.
- c) That the Annual Variance Statement is agreed and submitted to the External Auditors.

9) PROVISION OF HIGHWAY CAMERAS

The Clerk updated Members on additional information she had been provided with by DMBC that afternoon relating to alternative sites for the cameras and additional costs. The information provided wasn't what the Council had requested. The Clerk will contact DMBC again and request the correct information relating to alternative sites for the cameras and any additional expenditure that may be incurred. Once a response was received Members would be updated.

RESOLVED (9)

The Clerk contacts DMBC again for the further information previously requested.

10) PROVISION OF NEW CHRISTMAS TREES AND ILLUMINATED TREES

The Clerk updated Members that she was still awaiting a reply from DMBC with information requested by the retiring Clerk. However she was concerned that the deadline DMBC previously gave for agreeing the placement of trees was the end of May 2021. Members agreed that the desired locations were at Old Cantley roundabout and Top of New Road/Milton Road. However until actual costs are received from DMBC they cannot commit.

RESOLVED (10)

The Clerk contacts DMBC again for costings previously requested.

Signed:-----: Chairman

Date:-----:

11) YLCA SOUTH YORKSHIRE BRANCH AND JOINT EXECUTIVE BOARD

The Clerk informed Members that nominations were sought for the YLCA South Yorkshire Branch and Joint Executive Board. Members asked for this item to be deferred until the next meeting due to the current situation.

RESOLVED (11)

The Clerk will place this item on the next Parish Council Agenda to meet the deadline of 4th June 2021.

12) DONCASTER QUARRY LIAISON MEETING

The Clerk informed Members that nominations were sought for the Doncaster Quarry Liaison Meeting to be held on the 17th June 2021. Members asked that this item be deferred until the next meeting due to the current situation.

RESOLVED (12)

The Clerk will place this item on the next Parish Council Agenda.

13) CONSIDERATION OF ITEMS RAISED BY MEMBERS OF THE PUBLIC

A resident had wrote a note and dropped it off with the Chairman asking Members to consider a skate park or facilities for older children at Kilham Hall Park. Members were impressed with the interest the young resident showed for the local community. The Parish Council are currently planning the purchase of a MUGA (multi use games area) for Kilham Hall Park which will appeal to children of all ages but particularly older children. MUGA pitches are suitable for a range of sports including football, hockey, netball, tennis, basketball and much more. If for whatever reason the MUGA doesn't transpire, the Parish Council would be more than happy to consider looking at a skate park.

The Clerk informed Members of a request from Branton Buzzy Bees & Butterflies Playgroup for the siting of a bouncy castle for their end of year group on the 14 July 2021.

The Clerk informed Members of an email received 4 May 2021 regarding the use of motorised vehicles using footpaths in the Warren Lane area of the Parish. Despite reporting these incidents to the police they continue to occur.

RESOLVED (13)

- a) That the Clerk write to the resident thanking him for his request and explaining that currently the Parish Council are not in a position to do both options and as the MUGA is already in the planning stages they will proceed with this option.
- b) The Clerk contacts Busy Bees Playgroup to check their public liability insurance is in place and also the exact siting of the bouncy castle.
- c) That the Clerk contacts DMBC on behalf of resident to ascertain what can be done in relation to the resident's concerns

14) KILHAM HALL PARK/BUILDINGS AND GARDENS

- a) Maintenance of the wooden sculpture at the Butterfly Trail at a cost of £14.98 has been purchased and awaiting applying.
- b) Maintenance of the wooden plaques at a cost of £11.99 which has already been applied.
- c) Cost of £8.96 plus VAT for a replacement goal post part.
- d) Repair of lighting and sensor in Parish Council toilet at the cost of £69.

RESOLVED (14)

That the Clerk ensures the repair of the Parish Council toilet light and sensor are carried out.

15) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that the hall had now reopened with reduced numbers being able to access the hall due to government guidance. The Management Committee have agreed to reduce the hourly rate for hiring the hall during these difficult times. The Hall will be used for Polling Day tomorrow.

RESOLVED (15)

That the report is received and duly noted.

Signed:-----: Chairman

Date:-----:

16) PLANNING MATTERS

The following new planning applications were considered and details of decisions reached since the last meeting had been circulated for information:

21/00761/FUL 35 St Vincents Avenue	Erection of side and rear flat extension	No Comments or objections
21/01261/FUL 23 Birchwood Court	Proposed increase in height of existing front boundary brick pillars and erection of metal railings and gate	No Comments or objections
21/00634/FUL 17 Warnington Drive	Erection of detached garden building and extension to the rear of garage to convert garage to annex accommodation	No Comments or objections
21/00981/FUL 29 Hillcrest Drive	Conversion of integral garage into living accommodation including installation of a bay window to replace the garage door	No Comments or objections

RESOLVED (16)

Feedback is given to the Planning Department at DMBC

17) AUTHORISATION OF DIRECT BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (17)

That the following payments made are duly authorised:

21/001	BG Sports (Goal post parts)	£ 40.51
21/002	DMBC (Bin Empty Quarter 1)	£ 184.00
21/003	Glendale (Grass Cut)	£ 14.39
21/004	YLCA (Membership)	£ 792.00
21/005	Clerk (Zoom)	£ 14.39
21/006	Ian Scott Furniture (desk)	£ 193.20
21/007	Clerk (Salary)	£ 569.41
21/008	Retiring Clerk (Salary)	£ 722.08
21/009	Clerk (fridge)	£ 62.96
21/010	Clerk (stationery)	£ 6.09
21/011	DMBC (Aerial Runway Repair)	£ 108.00
21/012	YLCA (Clerk training)	£ 22.50
21/013	Chairman (Clerk gift)	£ 31.90
21/014	BG Sports (goal post parts)	£ 10.75
21/015	Ian Scott Furniture (notice board)	£ 80.10
21/016	YLCA (2 day conference)	£ 40.00
21/017	YLCA (Training CCTV Webinar)	£ 15.00
21/018	Handyman (Varnish/Stain)	£ 30.47
21/019	Clerk (stationery)	£ 7.20
21/020	Marmax Recycling (Picnic Tables)	£1196.40
21/021	Internal Auditor	£ 85.00
21/022	Arrow Publications (Elections Notice)	£ 42.00
21/023	Branton Farm Nurseries (Strimmer repair)	£ 16.99

18) REQUEST FOR A DONATION FROM AUCKLEY SHOW COMMITTEE TOWARDS THE 2021 SHOW.

RESOLVED (18)

That a donation of £500 is agreed.

19) NEW HIGHWAY MATTERS FOR CONSIDERATION BY DMBC AND/OR OTHER AGENCIES

RESOLVED (19)

No new highway matters were reported.

Signed:-----: Chairman

Date:-----:

20) POLICE ISSUES

Details of crimes reported in March 2021 had been circulated and noted. The Clerk also updated Members that she had made contact with the PCSO regarding further drop in sessions once COVID restrictions ease.

RESOLVED (20)

That the Clerk would contact the PCSO to arrange drop in sessions from 21st June 2021.

21) AMENDMENTS/UPDATES TO THE WEBSITE AND FACEBOOK

Discussion took place regarding the content on the new Facebook page and members were happy with how the page was working and the content shared on it.

The Clerk informed Members that the web developer has added the facebook logo to the website and when you click on the logo it automatically takes you to the facebook page. Members were informed there had been a request from Trainline for a link to be added to the parish council website.

RESOLVED (18)

- a) That the Clerk updates the website and facebook page with information relating to the Parish Council, Kilham Hall and information from public bodies. The Clerk was thanked for her work on the Parish Council’s new Facebook page.
- b) That the request for a trainline link on the website be declined.

22) REPORTS FROM MEETINGS/TRAINING ATTENDED

RESOLVED (22)

The Clerk updated Member’s on her attendance at YLCAs two day conference on 21 and 22 April 2021. She attended sessions on the following:

Day 1

- a) YLCA About Us
- b) A presentation by 2Commune
- c) Cyber Security and Awareness
- d) New Code of Conduct & Legal updates
- e) How to engage with the local community
- f) Rules & Regulations of Procurement
- g) Annual Governance and Accountability Return
- h) GDPR

Day 2

- a) Future of Council meetings and legal updates
- b) The Monitoring Officer – Advisor or Enforcer?
- c) How to prevent and avoid conflict
- d) GDPR – Practical Application of the Law
- e) Local Councils Being a Good Employer
- f) Responding to Principal Authorities on Planning Applications
- h) LCAS & CILCA
- i) How Local Council’s use Social Media to Support their Council Business

23) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates for April 2021, Independent Member of the South Yorkshire Police and Crime Panel, Wildscape Pond Creations, Community First Updates, DMBC – Candidate Spending Return and Declaration for Parish Elections, SLCC April 2021 bulletin.

RESOLVED (23)

That the correspondence be received and noted.

Councillor Williams left the meeting at this time.

Signed:-----: Chairman

Date:-----:

24) DATE AND TIME OF NEXT MEETING

It was reported that due to the Parish Council not being quorate after the 10th May, Members were awaiting guidance from DMBC and therefore the next meeting cannot be agreed as yet. Once further guidance has been received a date will be set and published.

RESOLVED (24)

That the next meeting will be published in due course, however a provisional date is held on Thursday 20 May 2021 commencing at 6.30pm in Kilham Hall.

Excluded from Public and Press

25) PAYMENT OF CLERK’S ADDITIONAL HOURS

The Clerk reported that the retiring Clerk had provided a time sheet which had been circulated with the agenda, detailing 28 additional hours worked, dating back to 2015 and an additional 28 hours up to 30 April 2021 due to continuing workload, preparing for the appointment of the new Clerk as well as providing support/training upon appointment. Members were asked to consider payment.

RESOLVED (25)

The Clerk is to pay the Retiring Clerk the sum of £737 as requested for hours worked. Members would like to express their gratitude to the Retiring Clerk for her hard work over the past 14 years and her offer of ongoing voluntary support to the New Clerk if needed. The Parish Council also agreed to review the clerk’s additional hours worked at each meeting to make sure the contracted hours were sufficient to allow the clerk to conduct normal duties without the need for accumulating hours owed.

Signed:-----: Chairman

Date:-----: