

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Virtual Parish Council Meeting held on Wednesday 3 March 2021, commencing at 6.30 p.m.

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

IN ATTENDANCE: J A Staniforth (Clerk to the Council), DMBC Ward Councillor S Cox, B Walton (Clerk Designate) and one member of the public.

A member of the public and also Chairman of Blaxton Parish Council enquired if the parish council was intending to progress the provision of highway cameras as part of an initiative for the DMBC Finningley Ward area. The Chairman reported that a decision had been made in principle to provide cameras subject to further information being received relating to overall cost and evidence of their effectiveness. A meeting arranged by Councillor S Cox with representatives of the four parish councils was to take place to provide a response to questions raised by parish councils in the Finningley Ward and it was hoped to finalise a decision at the next meeting.

1) APOLOGIES FOR ABSENCE

There were no apologies as all members were in attendance.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (1)

That no items to be excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 12.

4) REPORTS FROM DMBC WARD COUNCILLORS/OFFICERS

Councillor Cox reported that DMBC was still undertaking an amount of work relating to the current pandemic which was progressing well. The Chairman enquired as to whether there was any update from Councillor Jones relating to the unlawful felling of trees at Black Carr Plantation as no update had been received.

Councillor Cox requested that any relevant correspondence from members of the public be shared with Ward Members in order to address the issues at the earliest opportunity.

RESOLVED (2)

- a) That Councillor Jones is asked to provide an update on the issues relating to the Black Carr Plantation.
- b) That the information is duly received and Ward Councillors thanked for their help and support.

5) FIRST DRAFT OF THE LEGAL AGREEMENT RELATING TO THE SECTION 106 EXPENDITURE PROJECTS AND THE AMENDMENTS REQUIRED FOR THE SIGNING OF THE FINAL DOCUMENT

A copy of the Legal Agreement had been received and circulated to all members for comment and the Clerk had advised that the completion of documentation to the Land Registry would need to be completed by a solicitor. Following discussions with DMBC's solicitor it had been agreed that DMBC would undertake this with the parish council meeting the cost of the Land Registry fee which was believed to be in the region of £20. The solicitor had been supplied with a copy of the lease and trust deed relating to Kilham Hall and an amended document denoting the correct parish council address and the site name being amended to Kilham Hall Park was now awaited.

The Chairman asked each member of the council if they had received a copy of the legal agreement and had read, understood and had no further comments to make. All members confirmed their agreement to this.

RESOLVED (3)

Signed:-----: Chairman

Date:-----:

That the information is noted and it be agreed that DMBC undertake the completion of the RX1 Land Registry form with the costs met by the parish council.

6) MINUTES OF THE MEETINGS HELD ON 3 FEBRUARY 2021

RESOLVED (4)

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

7) 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) Collection of decorated stones for a Covid memorial

The purchase of a suitable storage container has been sourced and located in the grounds of the Park, close to the rear of the building. The Chairman confirmed she will email the Head teacher at Branton St Wilfrid's Primary School to inform her that the storage box is in place.

b) Delivery of New Picnic Tables

The new picnic tables have been delivered into storage at the Yorkshire Wildlife Park and the Handyman is waiting until the ground is dryer to have them delivered and secured on site.

c) Disposal of Old Laptop

The Clerk reported that the laptop had been collected for disposal through the correct routes and she will receive a Certificate of Disposal in due course.

d) Order for new net clips for portable goalposts at a cost of £7.91 + VAT

It was reported that the broken portable goalposts have now been repaired and the handyman has a few clips spare for future use.

e) Planning Applications – 20/03552/ADV, 20/00017/ADV, 21/00203/FUL and 21/00011/FUL

Following consultation with members the Clerk had informed the Planning Authority that the parish council had no comments or objections to any of the applications delegated to the Clerk at the previous meeting.

f) New Clerk appointment and training courses to be attended

Beverley Walton started her position on 01/03/21 and the following training courses have been scheduled for her attendance:

- Website Accessibility 2nd March 2021
- Induction for New Clerks 4th March 2021
- Local Council Powers 24th March 2021
- Year End Accounts Training 30th March 2021
- Introduction to VAT 18th May 2021

g) Variation of Trust Deed

Councillor Chorlton was in the process of arranging the signing of the latest variation to the Kilham Hall Trust Deed.

RESOLVED (5)

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

b) That Councillor Williams is thanked for his assistance with the delivery of the picnic tables.

8) POSSIBLE EXPENDITURE OPTIONS TO SUPPORT THE PROVISION OF HIGHWAY CAMERAS AND FURTHER INFORMATION AVAILABLE

Consideration was given to a report prepared by the Chairman outlining financial options to enable at least one highway camera to be funded in the next financial year. A meeting is being held on 5 March 2021 to provide further information to Parish Council's. The Clerk reported that fifteen emails had been received all supporting the provision of cameras following a posting on a local social media site encouraging residents to submit representation to their parish council.

RESOLVED (6)

a) That the matter is discussed at the next meeting pending information provided at the meeting on 5 March 2021.

b) That subject to members receiving satisfactory information that the priority for expenditure from reserves in 2021/22 be the provision of up to two highway cameras.

Signed:-----: Chairman

Date:-----:

9) REPORT FROM THE SITE VISIT RELATING TO THE PROVISION OF NEW ILLUMINATED CHRISTMAS TREES/TREES AT NEW ROAD, WARNING TONGUE LANE, MANOR FARM AND DONCASTER ROAD

Consideration was given to the financial information provided by Street Lighting Team, DMBC. The report reflected feeder pillar boxes on each location, JCB hire and traffic management costs. Costs need to be reviewed further once additional information is received relating to the provision of highway cameras. Councillor Cox reported that consideration could be given to a financial contribution towards the cost of new illuminated trees from the Ward Members' budget. The Clerk reported that the DMBC Officer had requested a decision on what electricity infrastructure was required by 31 May 2021 in order to ensure the work could be completed by the beginning of December 2021.

RESOLVED (7)

- a) That the report is received and the contents duly noted.
- b) That it be agreed that the provision of illuminated trees on Doncaster Road approaching the roundabout at Warning Tongue Lane be the first priority in view of the benefit received to the different areas of the parish.
- c) That Councillor Cox is thanked for the offer of financial assistance towards illuminated trees and to contact the local garden centre to ascertain if they could supply suitable Christmas trees and assist with the cost.

10) 2021/22 RISK ASSESSMENT DOCUMENT

Consideration was given to the 2021/22 Risk Assessment Document and the amendments made.

RESOLVED (8)

That the document is received and the content agreed.

11) CONSIDERATION OF ITEMS RAISED BY MEMBERS OF THE PUBLIC

A response had been provided to the questions raised by the member of the public in respect of highway cameras.

A resident had expressed concern at vehicles (including those using the car park for fitness sessions) parking outside of the entrance to Kilham Hall particularly adjacent to his property as any vehicle fire could pose a risk to his property.

RESOLVED (9)

That any hirers of Kilham Hall Park are asked to ensure that cars are not parked in the area in front of the entrance gates.

12) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that the hall remained closed with a weekly check being undertaken by the caretaker. Funding had been secured initially and Ward Councillor has further Information as to whether any further funding was available for village halls. The Hall has been booked for Polling Day and quotes are currently being sourced for loft boarding in order to complete the fire safety work.

RESOLVED (10)

That the report is received and duly noted.

13) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES

a) Vandalism to Birch Pole at the Butterfly Trail

Some damage had occurred to the birch pole at the Butterfly Trail. The person has been identified and an apology received and accepted.

b) Vandalism to Playground Notice and evidence of Minor Fire Damage

The playground notice has disappeared from the play area and minor fire damage around one of the bins.

c) Request for Mobile Food Van to Site at Kilham Hall Car Park and Use of Electricity Supply

The Clerk confirmed that the mobile food van's Certificate of Insurance has been received and is in order. However they have now asked to use Kilham Hall's electricity supply. Discussion took place regarding additional work this would entail for Kilham Hall and also additional waste generated.

d) Provision of new office furniture

Following the appointment of the new Clerk samples of office furniture were provided. It was explained that delivery arrangements for an online order to the office may be difficult and that a local supplier could

Signed:-----: Chairman

Date:-----:

supply a suitable desk and chair at a total cost of £250.50+ vat which was less than one supplier who had quoted £284+ vat although a saving of around £25 may accrue if the items were ordered separately online.

e) Commencement of Green Waste Emptying and Grass Cutting

The Clerk reported that the Handyman had requested the commencement of the green waste collection on 12 March 2021 and that it may be prudent to commencement the contract for mowing of the field prior to 1 April 2021 in view of the mild and wet weather.

f) Adoption of logos for Kilham Hall and Park Areas

A member of Kilham Hall Management Committee has designed logos for Kilham Hall and Park areas. The Council welcomed the logos and considered the attached designs.

g) Hire of Kilham Hall car park for personal fitness training sessions

A local fitness instructor who had previously hired the car park and field area at Kilham Hall Park had requested to resume usage for one to one session pending the opening of his gym on 12 April 2021.

RESOLVED (11)

- a) That no further action is taken against the identified person who caused damage to the birch pole.
- b) That further enquiries with the mobile food van are made relating to the type of sales but the access to Kilham Hall electricity supply be refused.
- c) That the office furniture is ordered from the local supplier and a suitable delivery date arranged.
- d) Green Waste collection is 'arranged for 12 March 2021 and first grass cut arranged with the contractor.
- e) That the logo design for Kilham Hall Community Centre be supported and the logo headed 'Kilham Hall Park and Gardens be adopted for parish council usage with a heading Kilham Hall Park. A message of thanks was extended to Mark Turner of Kilham Hall Management Committee for the designs provided.
- f) That it be agreed to permit the use of the car park and grounds for fitness session subject to ensuring that no vehicles in connection with the fitness classes are parked in front of the entrance area.

14) PLANNING MATTERS

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

Councillor Williams withdrew from the meeting during consideration of applications 21/00446/REMM..

21/00023/FUL	31 Chapel Lane – Two storey rear extension and balcony and detached sun room	No Comments or objections
21/00098/FUL	47 Warnington Drive – Demolition/Erection of 5 bed detached house/re-siting of access	No Comments or objections
21/022353/FUL	1 Poplar Close – Single storey rear side extension (resubmission for 20/01261/FUL)	No Comments or objections
21/00353/FUL	28A Warning Tongue Lane – Erection of single storey extension to rear	No Comments or objections
21/00446/REMM	Yorkshire Wildlife Park – Appearance, landscaping and layout of 2 storey hotel	No Comments or objections

Councillor Worthington wished to record her personal objection regarding the Yorkshire Wildlife Park new entrance and potential traffic congestion.

RESOLVED (12)

That a response is submitted to DMBC stating no objections or comments to any application.

15) AMENDMENTS/UPDATES TO THE WEBSITE

RESOLVED (13)

That the Clerk updates the website with Parish Council Election information

16) ESTABLISHMENT OF A PARISH COUNCIL FACEBOOK PAGE

Consideration was given to the Parish Council developing a Facebook page for information only.

RESOLVED (14)

That the Clerk Designate is asked to develop a Parish Council Facebook page and ensure communication is directed through the usual routes of website, email or by contacting the Clerk by telephone

Signed:-----: Chairman

Date:-----:

17) NEW HIGHWAY MATTERS FOR CONSIDERATION BY DMBC AND/OR OTHER AGENCIESa) Potholes on Doncaster Road and Whiphill Top Lane

It was noted that the potholes on Doncaster Road had been repaired by DMBC but had reappeared subsequently. Councillor Cox offered to report any potholes that needed further repair.

b) Flooding on footpath approaching the Warning Tongue Lane roundabout from Branton

The Assistant Flood Risk Engineer has confirmed that as soon as flooding work in the Borough is complete he will attend the site and assess the width of the path, assess what drainage is there and potentially insert gullies connecting them to the main road drainage.

RESOLVED (15)

That Councillor Cox is thanked for his offer to report any potholes requiring repair and the update relating to flooding on the footpath be noted.

18) POLICE ISSUES

Details of crimes reported in January 2021 had been circulated and noted.

19) PURCHASE OF THE LATEST EDITION OF "GOOD COUNCILLOR" BOOKLETS

With the forthcoming Parish Council Elections and the recruitment of the new Parish Clerk it was felt that it was appropriate to order 8 copies of the "Good councillor" booklet at the cost of £3.49 plus PP.

RESOLVED (16)

That it be agreed for the Clerk to order 8 "Good Councillor" booklets from YLCA,

20) 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:

20/102	Clerk (February salary)	£ 729.73
20/103	Clerk (Zoom subscription for February meeting)	£ 14.39
20/104	Clerk (storage box)	£ 14.99
20/105	Clerk (Stationery)	£ 10.67
20/106	Branton Garden Centre (servicing of machinery)	£ 370.30
20/107	YLCA (Clerk Vacancy Advert)	£ 15.00
20/108	DMBC (Dog bin empty Qu 3)	£ 56.21
20/109	B G Sports (net clips)	£ 9.49
20/110	R Hill (wipe old laptop)	£ 10.00

21) REPORTS FROM MEETINGS/TRAINING ATTENDEDa) YLCA Planning Enforcement and Appeals Webinar – 10 February 2021

Councillor Worthington reported that the notes from the webinar were to be forwarded to all Council's from YLCA.

b) YLCA South Yorkshire branch Meeting – 24 February 2021

Councillor Worthington reported that Friends of the Earth provided a presentation on Climate Change and it was also reiterated that YLCA offer training and support to new Clerks and Councillors. YLCA released the dates of their annual virtual conference which is to be held over 2 days – 21 and 22 April 2021 9am to 8.15pm.

c) YWP Consultative Committee – 2 March 2021

Councillor Chorlton circulated a report. YWP are hoping to re-open on 12 April 2021 but are unsure as yet whether the new entrance on Hurst Lane could be used.

RESOLVED (18)

That Councillor Worthington and Councillor Chorlton are thanked for the reports provided.

22) COMPLETION OF YLCA CONSULTATION ON POWERS TO HOLD REMOTE MEETINGS

Consideration was given to consultation on the continuation to hold remote meetings after 7 May 2021. Members supported having a permanent legislative power to hold remote meetings and hybrid meetings but only as a last resort. Members felt it gave flexible powers to meet and have business continuity

RESOLVED (19)

That the Clerk completes the YLCA survey on behalf of the parish council.

Signed:-----: Chairman

Date:-----:

23) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates for February 2021, Memorial Testing Training offered by Thorne Moorends Town Council, Consultation on main modifications to Doncaster Local Plan, training opportunities through Princes Trust and funding opportunities, DSA Community Investment Fund information, Misson Parish Council's response to application to extend water monitoring for a further 3 year period and SLCC February 2021 News bulletin.

RESOLVED (20)

That the correspondence be received and noted.

24) DATE AND TIME OF NEXT MEETING

RESOLVED (21)

a) That the next meeting is held remotely on Wednesday 7 April 2021 commencing at 6.30 pm.

b) That the dates of the May and June meetings be as follows;

Wednesday 19 May 2021 at 6.30pm

Wednesday 9 June 2021 at 6.30pm - Proposed

Signed:-----: Chairman

Date:-----: