

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Virtual Parish Council Meeting held on Wednesday 7 April 2021, commencing immediately after the Annual Parish Meeting that commenced at 6.30 p.m.

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

IN ATTENDANCE: B Walton (Clerk to the Council), J Staniforth (Retiring Clerk) and two members of the public.

One member of the public requested an update on the progress of the acquisition of a Multi Use Games Area (MUGA) and expressed the view that there would be an increase in anti-social behaviour and it would attract residents from outside of the area which could increase the number of cars being parked on Kilham Lane and surrounding areas. Concern was also expressed regarding the continuing speeding issue on Whiphill Top Lane and the resident had requested details of speed records from DMBC via Ward Councillor Cox. The Chairman explained that the data from the speed sign may not be accurate as it also picks up speed from outside of the 30 zone.

The Chairman reported that DMBC had confirmed that the MUGA could be funded from the Section 106 expenditure and would be progressed through the normal planning process once the legal agreement had been finalised. Anti-social behaviour would not be tolerated by the Parish Council and it has worked closely with South Yorkshire PCSO's regarding past incidents. CCTV installed at the hall has been used successfully to identify individuals involved and action has been taken. The Parish Council will continue to monitor any such incidents. The Chairman explained that we now have more young families living within the parish and the MUGA would provide much needed facilities for all age groups, the more people who use it within the community, the less opportunity there is for anti-social behaviour.

The parking issue on Kilham Lane was an agenda item and the clerk would report back to the member of the public after our meeting.

A second member of the public enquired about highway cameras. Incidents of anti-social behaviour at Warren Park car park were reported and whether the provision of a highway camera would be beneficial in this area and asked if we were making the decision regarding where cameras should be located based on other parishes involvement. The Chairman reported that the Parish Council had agreed in principle to the provision and was awaiting further financial information and recommendations regarding the most appropriate locations from DMBC and would be involved in this decision.

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillor N Williams due to unforeseen personal circumstances.

RESOLVED (1)

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

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

Items 28 and 29 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 an 'other interest' in Item 15. Councillor Sidebottom had submitted a dispensation to take part in discussions relating to the content of items for inclusion within the Branton and Auckley Arrow Publication for which a pecuniary interest has been disclosed.

Councillor Sidebottom left the meeting whilst this item was being determined.

RESOLVED (3)

Signed:-----: Chairman

Date:-----:

Dispensation was granted for Councillor Sidebottom to take part in discussions relating to the content of items for inclusion within the Branton and Auckley Arrow and Members are authorised to advertise a 1 page advert quarterly.

Councillor Sidebottom rejoined the meeting.

4) REPORTS FROM DMBC WARD COUNCILLORS/OFFICERS

Ward Councillors were unable to attend the meeting due to Purdah however Councillor Cox had provided an update on the following issues via email:-

- a) Unlawful Tree Felling at Black Carr Plantation
Notices had been placed in Black Carr Plantation and DMBC would patrol the area periodically. Residents are requested to continue to report any further issues.
- b) Damage to Grass Verges on Doncaster Road
No further update is available currently.
- c) Financial Assistance towards Illuminated Christmas Trees
Ward Councillors were still keen to approach local Garden Centres relating to this however Purdah means that no action can be taken currently. The Parish Clerk had made the Ward Councillors aware that the reason the Parish Council purchases trees from DMBC is that there is a 3 year maintenance and watering contract included in the price.
- d) Communication from a resident regarding consultation with other residents of Whiphill Top Lane in respect of traffic calming measures on Whiphill Top Lane
The resident who attended the March 2020 meeting had expressed concern that the January 2021 Minutes stated that no further action had been taken in this matter. However the resident confirmed that a flyer to residents on Whiphill Top Lane to identify ideas for traffic calming measures had been distributed and resident responses forwarded to DMBC Ward Councillors. A response from Ward Members was still awaited from the Parish Council. A member of the public who attended updated the Parish Council that Councillor Cox was trying to ascertain the record of speeds from DMBC.

RESOLVED (4)

That the information is duly noted and Items included on the Agenda for the May meeting.

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

Consideration was given to the Solicitor's response advising that the Parish Council seek their own legal advice to vary the lease to create the rights for the new building to be attached to the existing structure.

RESOLVED (5)

Due to the late update received from DMBC Solicitors, Members agreed to place this item on the next Agenda, giving them time to consider the actions required further.

6) MINUTES OF THE MEETINGS HELD ON 3 MARCH 2021

RESOLVED (6)

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 Chairman confirmed contact has been made with the Head teacher at Branton St Wilfrid's Primary School to inform her that the storage box is in place. A small number of stones have been deposited in the storage box at Kilham Hall.
- b) Delivery of New Picnic Tables
The new picnic tables would be delivered and secured on site at a time convenient to Councillor Williams and his Team.
- c) Disposal of Old Laptop
Certificate of Disposal was still awaited.
- d) Inclusion in Virtual Guest Book for Danum Gallery
A message welcoming the new facility had been submitted for inclusion in the virtual guest book.

Signed:-----: Chairman

Date:-----:

RESOLVED (7)

- 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) CLERKS DELEGATION FOR ADVERTISING PARISH COUNCIL VACANCIES

At the present time, it was believed that there would be insufficient nominations received to fill all the Parish Council vacancies at the forthcoming election. If this were the case arrangements would need to be made to Co-opt further members and Members are asked to consider whether the resultant vacancies should be advertised to enable co-options at the May Annual Parish Council meeting.

Information had been circulated to Members relating to an update received from YLCA detailing that there has been no extension to legislation to continue to hold remote meetings after the 7 May 2021. In order to arrange the date for the Annual Parish Meeting it may be necessary to change from the agreed date in order for appropriate facilities to be available.

RESOLVED (8)

- a) That the Clerk is delegated to advertise any Parish Council vacancies for co-opted Members, to convene meetings as required in accordance with current legislation/guidance on holding meetings and to action any items of business required until such time as a further meeting of the Parish Council can be convened.

9) BANK RECONCILIATION AND LEVEL OF RESERVES

Consideration was given to the latest bank reconciliation which denoted a bank balance of £77,448.14. It was noted that it was believed that no bank charges would be incurred. The high level of reserves was noted however previous commitments would reduce the balance at the end of the 2021/22 financial year.

RESOLVED (9)

That the bank reconciliation is agreed and duly signed.

10) FINAL BUDGET MONITORING INFORMATION 2020/21 – QUARTER 4

The report reflected that expenditure to date with only the salaries, stationery and equipment, Kilham Hall Park maintenance and two garden areas exceeding the planned budget. The first due to a new Clerk being appointed and a handover period taking place meaning 2 Clerk’s employed, the second due to computer maintenance and the purchase of the Arnold Baker manual, the third due to tree work and the fourth due to additional maintenance as reported previously.

RESOLVED (10)

That the report is received and the contents duly noted.

11) ASSET REGISTER

Consideration was given to an updated Asset Register Document that had been circulated to all members with the agenda.

RESOLVED (11)

That the revised asset register be agreed.

12) RISK ASSESSMENT DOCUMENT AND SYSTEM OF INTERNAL CONTROLS

Consideration was given to an updated Risk Assessment Document that had been circulated to all members with the agenda.

The current system of internal control was considered.

RESOLVED (12)

- a) That the revised risk assessment be agreed.
- b) That the systems of internal control be deemed effective for the next financial year.

13) PROVISION OF HIGHWAY CAMERAS

Consideration was given to additional information provided by the Clerk denoting an estimated cost of £7950. The Clerk reported that she had sought further information from DMBC relating to alternative sites for the cameras and was informed that the cost would be similar. Further information had been sought from DMBC regarding any additional expenditure that may be incurred and once a response was received Members would be updated.

RESOLVED (13)

Signed:-----: Chairman

Date:-----:

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

14) CONSIDERATION OF ITEMS RAISED BY MEMBERS OF THE PUBLIC

A resident had expressed concern at vehicles parking on Kilham Lane when using the Park facilities making it difficult for residents to safely manoeuvre onto their driveways and also posing a risk to children attending the park and/or blocking access to emergency vehicles should the need arise.

The Clerk reported that she had checked with the Parish Council's Insurers and provided a Risk Assessment is carried out of the Car Park at Kilham Hall, it would be acceptable to open the gates and let visitors use the Car Park when attending the Park facilities. Gates would need to be locked on an evening to minimise risk of damage to the facilities.

The Clerk informed Members of an email received late this afternoon from a local resident expressing concerns relating to the pedestrian access to the Yorkshire Wildlife Park being closed and local residents having to drive to the new Auckley entrance. The resident has attempted to ask the question of the Yorkshire Wildlife Park with no success and would like the Parish Council to ask the question on behalf of the Community.

RESOLVED (14)

a) That it be agreed that the car park at Kilham Hall be opened up to 6pm each day for any visitors of Kilham Hall Park on a temporary measure (until 21st June 2021). The Clerk/Handyman would open the gates Monday to Friday mornings and the Kilham Hall Caretaker is contracted to arrange the locking of the gates and any weekend opening as required. The Parish Council will review this arrangement at each meeting up to 21st June 2021.

b) The Clerk contacts Yorkshire Wildlife Park on behalf of residents to ascertain whether public access would be available from the Brockholes Lane entrance.

15) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that the hall remained closed with a weekly check being undertaken by the caretaker. The Hall has been booked for Polling Day and party bookings were now being received for when the Hall fully reopens on 21st June 2021. Children's activity groups start from 12th April and fitness classes resume on 17th May following government guidance on restrictions being lifted.

RESOLVED (15)

That the report is received and duly noted.

16) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES

a) Maintenance of the wooden sculpture at the Butterfly Trail

It was noted that the sculpture at the Butterfly Trail was looking weathered and a discussion took place regarding the best way to maintain this.

b) Provision of Additional Office Equipment

Following the change in the new Clerk's working practice, being office based, it was requested that a Notice Board be purchased for the office and a small under counter fridge. Samples of both items were presented to members for their consideration. A local supplier had been sought for the notice board at a cost of £66.75 plus VAT and an online company for the fridge, as this was the cheaper option, at a cost of £59.97.

c) DMBC latest Playground Inspection Report

Members had been provided with DMBC's latest Inspection Report for consideration which included a minor repair to the aerial runway at a cost of £90 plus VAT.

d) Cost of £12.83 plus VAT for a replacement goal post part

The Clerk reported that an additional part was required at the cost of £12.83 plus VAT to repair the goalposts. A second report of damage had subsequently been received to the goal posts and additional parts in the sum of £33.76 plus VAT were required and ordered.

e) Request for Pizza Trail hosting weekly pop up takeaway night on Kilham Hall Car Park

The Clerk confirmed that another mobile food van had requested a weekly pop up takeaway night, on a Sunday, setting up at 3pm to be open 4pm to 8pm at Kilham Hall Car Park. No electricity is required from the unit. The Companies Certificate of Insurance had been received and was in order. Discussion took place regarding additional work this would entail, also additional waste generated and the possibility of additional traffic on Kilham Lane thereby causing a nuisance to local residents.

Signed:-----: Chairman

Date:-----:

f) Moss treatment for enclosed area adjacent to Kilham Hall at a cost of £90 plus VAT

The Clerk reported that the Handyman had requested the fenced off area adjacent to Kilham Hall receive a moss treatment in line with the contract for mowing of the field as currently this area is predominantly moss and very little grass. A quote had been received from Glendale, the Contractor, at a cost of £90 plus VAT.

g) Replacement of Damaged Stone Planter at Old Cantley

The Clerk noted that the stone planter situated at the base of the Notice Board in Old Cantley was broken due to frost damage and is looking unsightly. A new composite planter had been sought and a quote of £20 had been received from Branton Garden Centre.

RESOLVED (16)

a) Further information be sought from the manufacturers of the sculpture to see what treatment was required and whether it is a specialist job or whether the Parish Council's Handyman can undertake this.

b) That the office furniture is ordered and suitable delivery arranged with the Clerk.

c) That the Playground Inspection Report is noted and the Clerk's decision to arrange the repairs be noted.

d) It was agreed that additional goal post parts be ordered.

e) That it be agreed that due to the additional traffic and potential waste that the request for use of the Car Park for a pop up takeaway van be declined and suggestion be provided that an alternative site within Branton be sought.

f) The Clerk arranges with the Contractor that a Moss treatment be carried out.

g) That a replacement planter be purchased at a cost not exceeding £50.

17) PLANNING MATTERS

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

21/00389/FUL 50 Fillies Avenue	Relocation of rear garden wall and fence panels to boundary	Comments
21/00844/FUL Land at 23 Warning Tongue Lane	Erection of 4 bedroom detached house with attached double garage and formation of new vehicular access	No Comments or objections
21/00898/FUL 41 Badgers Holt	Erection of detached double garage with first floor gym/balcony following demolition of existing garage	No Comments or objections
21/00714/FUL 61 Stayers Road	Two storey rear extension for family room/bedroom and ensuite	No Comments or objections

RESOLVED (17)

That a response is submitted to DMBC in respect to application number 21/00389/FUL stating support for any comments/objections provided by the Highway Authority.

18) AMENDMENTS/UPDATES TO THE WEBSITE AND FACEBOOK

Discussion took place regarding the content on the new Facebook page and members were informed that an automatic reply to any messages posted on the site was generated.

RESOLVED (18)

That the Clerk updates the website and facebook page with information relating to the Parish Council, Kilham Hall and information from public bodies.

19) ARRANGEMENTS FOR THE NEXT BRANTON LITTER PICK

Councillor Sidebottom reported that residents were willing to undertake a Litter Pick on 1st May 2021, meeting at Kilham Hall at 9.30am.

RESOLVED (19)

That the Clerk arranges collection of the rubbish following the litter pick and for additional pickers and high visibility clothing delivered to the Chairman's residence before the date of the litter pick.

20) TO ADOPT THE NEW CODE OF CONDUCT

Consideration was given to the New Code of Conduct previously circulated to Members.

Signed:-----: Chairman

Date:-----:

RESOLVED (20)

That the new Code of Conduct be agreed with immediate effect and circulated to Members of the Council at the next meeting.

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

- Reinforcement of Road Markings on Whiphill Top Lane (Doncaster Road) – concern regarding the road markings at the junction of Doncaster Road and Whiphill Top Lane and at the fork junction of Whiphill Top Lane, adjacent to the Rose Garden.

RESOLVED (21)

That the Clerk would contact the Highway Authority regarding improved road markings.

22) POLICE ISSUES

Details of crimes reported in February 2021 had been circulated and noted. It was also discussed to arrange further drop in sessions with PCSO's once COVID restrictions ease.

RESOLVED (22)

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

23) AUTHORISATION OF DIRECT BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (23)

That the following payments made are duly authorised:

20/111	Clerk (March salary)	£ 731.98
20/112	Clerk (stationery)	£ 16.97
20/113	Clerk (Zoom subscription for March meeting)	£ 14.39
20/114	Handyman (fuel power)	£ 7.78
20/115	Branton Garden Centre (palnts)	£ 51.93
20/116	Arrow Publications (Newsletter)	£ 114.00
20/117	Today Publications (Newsletter)	£ 72.00
20/118	YLCA (new Clerk Induction)	£ 48.00
20/119	YLCA (Website Accessibility Training)	£ 15.00
20/120	R J Electrical	£ 42.00
20/121	Branton Garden Centre (Plants)	£ 27.00
20/122	BG Sports (Goal post parts)	£ 15.40
DD2/20	O2 (Mobile)	£ 16.63
20/123	Clerk (postage claim)	£ 2.91
20/124	Branton Garden Centre (chicken pellets)	£ 15.00
20/125	New Clerk (March salary)	£ 569.64
20/126	Ian Scott (office furniture)	£ 107.40
20/127	YLCA (Year End Accounting Training)	£ 30.00
20/128	DMBC (Green Waste)	£ 42.46
20/129	Handyman (salary)	£ 831.51
20/130	HMRC (Quarter 4 return)	£ 972.60
20/131	YLCA (Local Powers Training)	£ 15.00
20/132	DMBC (Rose Garden Repair)	£2489.59
20/133	DMBC (quarter 4 litter bins)	£ 98.35

24) CLERK'S ATTENDANCE AT YLCA TWO DAY CONFERENCE

Consideration was given to the Clerk's attendance at YLCA;s two day conference on 21 and 22 April 2021.

RESOLVED (24)

That a place is booked for the Clerk.

25) REPORTS FROM MEETINGS/TRAINING ATTENDED**a) Parish Council Joint Consultative Committee – 24 March 2021**

Councillor Caygill reported that Dr Rupert Suckling from DMBC attended the meeting and gave an update on the number of COVID cases currently in DRI and also the vaccine roll out programme.

b) DSA Noise Monitoring and Environmental Sub Committee – 25 March 2021

Signed:-----: Chairman

Date:-----:

Councillor Worthington reported that there was a 12 page report if any Members wanted sight of it. Discussions included training flights, cargo flights and passenger flights. It was also mentioned that the Community Investment Fund has increased from £3k to £5K.

c) Councillor's Discussion Forum – 25 March 2021

Councillor Worthington attended and reported that Parish Councils can record their meetings if they so wish and a template can be obtained from YLCA. Councillor Worthington also reported that there is a grant available for solar panels for Village Halls and she will forward this information to the Kilham Hall Management Committee

d) YLCA – Clerk's Training Sessions

The new clerk confirmed her attendance on the following sessions – Clerk's Induction on 4 March, Council Powers on 24 March, Year End Accounting on 30th March and Financial Internal Controls on 6 April 2021.

RESOLVED (25)

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

26) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates for March 2021, DMBC prohibition of traffic temporary order, Dog Safety Poster, Door Step Callers information, Nottinghamshire County Council's Mineral Plan Examination, SLCC News Bulleting and Keep Britain Tidy Campaign.

RESOLVED (26)

That the correspondence be received and noted.

27) DATE AND TIME OF NEXT MEETING

It was reported that notification had been received that it was not the Government's intention to extend the current legislation providing for remote meetings to take place after the 7 May 2021. In view of the guidelines relating to the COVID pandemic the normal meeting room may be deemed unsuitable. Notification had been received from Kilham Hall that the hall was available for meetings on Thursday evenings until September.

RESOLVED (27)

That the next meeting is held on Thursday 20 May 2021 commencing at 6.30 pm to be held in Kilham Hall.

Excluded from Public and Press

28) CLERK'S RETIREMENT GRATUITY PAYMENT AFTER 30 APRIL 2021

The Chairman had sought confirmation from YLCA regarding the calculation of the Clerk's Retirement Gratuity. This is worked out at 3.75% x 13 years and 273 days service x £6420 = £3717 (maximum gratuity payment).

RESOLVED (28)

Clerk's Gratuity be paid to the retiring Clerk in May 2021.

29) PAYMENT OF CLERK'S ADDITIONAL HOURS

The retiring Clerk reported that she had 28 additional hours worked, dating back to 2015 up to 30 April 2021, which she would like Members to consider payment of.

RESOLVED (29)

Retiring Clerk to provide Members with a report detailing how many hours were worked and what work was being carried out to accrue such hours and payment will be made

Signed:-----: Chairman

Date:-----: