

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Tuesday 14 January 2020 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.**

**PRESENT:** Councillors: M Sidebottom, (Chairman), D Chorlton and M Caygill

**IN ATTENDANCE:** J Staniforth (Clerk to the Council) and A Tighe (DMBC Neighbourhood Officer)

**1) APOLOGIES FOR ABSENCE**

Councillors N Williams and J Worthington had tendered apologies due to work commitments and family illness respectively.

RESOLVED (1)

That the reason for apologies for absence from Councillors N Williams and J Worthington be agreed 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 10).

**4) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS**

No DMBC Ward Councillors were in attendance but DMBC Neighbourhood Officer provided information relating to the Officer Decision Record for the Section 106 funding projects which was to be discussed under item 6b) and the loan availability of some portable waste containers that may be suitable for use with future litter picks. Members reported a small amount of fly-tipping on Gatewood Lane.

**5) MINUTES OF THE MEETINGS HELD ON 4 DECEMBER 2019**

RESOLVED (3)

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) Repair to damaged goalpost

The local football team had been contacted but a response was still awaited.

b) Section 106 Projects

Notification had been received that the approval process for the storage extension and the Multi Use Games Area (MUGA) would now be combined as it was deemed the projects were interlinked, quotations for the storage extension were therefore required to progress the formal approval. There had been no response from the two builders that had been approached to provide quotations for the storage extension. Following submission of the planning application the Planning Officer had forwarded a questionnaire via the Design Consultant for completion by residents living on Kilham Lane and part of Whiphill Top Lane with a four week timescale for completion.

c) Replacement of vehicle activation sign with a driver feedback sign

The final total cost to replace the current sign with a driver feedback sign was still awaited from DMBC.

d) Repair of handyman's storeroom shutter

Consideration was given to the two quotations which differed in the actual work to be undertaken as one replaced the canopy and the other retained the existing canopy.

e) Christmas carol singing event review

The 2019 event had been very successful with more people in attendance and the children pleased with the receipt of a puppet donated by the Yorkshire Wildlife Park and sweets donated by one of the outlets at the Wildlife Park. A sum of £179 had been raised for the Sheffield Children's Hospital.

f) Invoice for cost of the new Christmas tree

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The invoice received reflected a total cost of £1,892 + vat which had been broken down into £423.50 for the new tree, £209.57 for planting and delivery and £1,259.02 for 8 watering visits per year and insurance for three years, with no cost for removing the former tree. When the original quotation had been received that included only the supply, planting and delivery this was queried as the total cost had originally been stated as £960 and it was therefore assumed that the £1,259.02 was for the total cost as the original had not included the watering costs. DMBC had received a complaint from a resident regarding the removal of the original tree but no complaints had been received to the parish council.

g) Servicing of gardening equipment

The total cost for servicing the three items, a repair to the lawnmower and sharpening blades was £184.50 + vat and had been authorised by the Clerk and items would be available for collection the next day.

h) New illuminated Christmas decorations

DMBC were still awaiting information from Northern Power Grid to enable the policy to be approved and were trying to contact NPG to progress the matter. It was felt that the current Christmas tree lights needed replacing.

i) Other Matters

i) Tree maintenance at Black Carr Plantation

A response had been received from the DMBC officer leading the work outlining the reasons for the work and that the work was due to be completed by mid January 2020.

ii) Replacement of Bollards at the Rose Garden

No reply had been received to an email sent before Christmas requesting an update on the timescale for the work to be undertaken but contact had been made with the officer's supervisor who had agreed to look into the matter. It was known that most Highway Officers were being deployed at Fishlake.

RESOLVED (4)

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

b) That Councillor Chorlton seeks to ascertain how the damaged goalpost can best be repaired.

c) That a further response is sent to the Planning Officer explaining that most of the open space that will be lost is only used by hirers of the hall and not the general public as the area is fenced off. In the event that the questionnaires are still required these be delivered as soon as possible.

d) That Kilham Hall Management Committee are asked if the post box at Kilham Hall could be used for the return of the questionnaires.

e) That further local builders (C D Hall and C Morrell) are approached to seek quotations for the storage extension.

f) That the quotation from GG Emergency Door Specialists be agreed to undertake the repair to the handyman's store shutter but the cost of painting the new canopy be requested and the final quotation presented to the next meeting.

g) That letters of thanks are sent to Branton St Wilfrid's School, Yorkshire Wildlife Park, Laura's Fudge outlet, Branton Coffee Club, the local WI and the residents providing the musical accompaniment and undertaking the role of Father Christmas.

h) That in future it be agreed to produce and distribute leaflets to the families of children at the local school.

i) That DMBC be notified that it was felt the final cost of the invoice was not acceptable as it was several hundred pounds in excess of the agreed cost.

j) That a copy of the letter sent by DMBC to the resident who had complained about the removal of the tree be requested.

k) That the future servicing of the gardening equipment be agreed if the cost is less than £200 +vat.

l) That a quotation is obtained from Christmas Plus for a new set of LED white lights.

m) That information is requested from DMBC as to when the work at Black Carr was due to be completed as it was felt there an amount of tidying still to be undertaken.

n) That further contact is made with DMBC as to the timescale for the replacement of the bollards at the Rose Garden.

**7) ITEMS RAISED BY MEMBERS OF THE PUBLIC**

No members of the public were in attendance.

**8) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

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Councillor Sidebottom reported that there were bookings for two new yoga sessions on Tuesday evenings and Thursday mornings plus a number of sessions trialled for a pre-natal group. The number of occasional events was also good with five for January and February and three to date for March 2020. The current WI representative was leaving the WI and a further representative would be sought and the new treasurer was about to take responsibility for the accounts which had a closing balance of £11,510 and denoted a smaller deficit in comparison to 2018.

A complaint had been received from a user group relating to damage from dust when the CCTV work was undertaken requesting reimbursement to replace items valued at £200. However no receipts were provided and photographs depicted items that were thought to be still in use. The Clerk outlined that items stored in the meeting rooms were a concession pending more suitable storage facilities becoming available and were not the responsibility of the parish council and were not covered by the council's insurance.

RESOLVED (5)

That the report is received and noted.

That a response is sent to the user group explaining that position of storage and that no reimbursement could be made without bona-fide receipts.

#### 9) THIRD QUARTER BANK RECONCILIATION

RESOLVED (6)

That the third quarter reconciliation denoting a bank balance of £66,376.14 be agreed and duly signed.

#### 10) THIRD QUARTER BUDGET MONITORING REPORT

Consideration was given to the report which denoted budget headings in line with expected expenditure apart from expenditure for Kilham Hall Meeting Rooms and a small overspending on Kilham Hall Park. Donations were also overspent due to the grant given for Auckley Show which had not been included in the original budget set. There were only a small number of outstanding invoices.

RESOLVED (7)

That the report is received and content duly noted.

#### 11) 2020/21 BUDGET PLAN

A proposed budget was considered which included an amount of £1,500 for equipment and fixtures as the council laptop was in need of replacing and a new mobile phone would be needed at some future point, the printer was now also over five years old. Amounts had been added for staff and member training. It was assumed that bank interest of around £100 would be received based on current rates.

RESOLVED (8)

That a budget of £41,100 be agreed for 2020/21.

#### 12) 2020/21 ANNUAL PRECEPT

RESOLVED (9)

That the 2020/21 precept be agreed as £40,000.

#### 13) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES

There were no new issues other than the doors to the toilet area and kitchen area were not closing easily due to swelling.

RESOLVED (10)

That the situation be monitored and any action considered at the next meeting.

#### 14) PLANNING MATTERS

The following new planning application was considered:

19/02748/FUL Stoneleigh, Doncaster Rd	Erection of one pair of semi-detached houses and associated parking	Comments
19/02918/FUL Parish Council	Single storey storeroom extension to Kilham Hall	For information
19/02220/FUL 31 Warning Tongue Lane	Replacement of fence and erection of new section of wall to rear (3.65m height overall)	No comments
19/02868/FUL Maudsville, New Road	Roof alterations and erection of a replacement dwelling following partial demolition of existing	No comments

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19/01908/FUL 4 Plantation Avenue	Erection of single storey rear extension	No comments
19/03024/FUL 46 Warning Tongue Lane	Erection of three detached houses to replace two semi-detached bungalows	No comments
19/03099/FUL 18 Warning Tongue Lane	2 Storey extension to front, side and rear with new attic roof and new detached garage	No Comments
19/03066/FUL YWP	Application for variation to condition 3 of application 19/00486/FUL re restoration strategy	No comments

**RESOLVED (11)**

- a) That the information including decisions reached since the last meeting is received and duly noted.  
b) That comments are submitted in respect of application 19/02748/FUL regarding the adverse impact on traffic entering and leaving Doncaster Road and St Vincent's Avenue.

**15) HIGHWAY MATTERS**

No new highway matters were raised.

**16) COMMEMORATING VE 75<sup>th</sup> ANNIVERSARY**

The Chairman had received a communication from a resident who had expressed an interest in engaging the community to commemorate this event.

**RESOLVED (12)**

That the editor of the Branton and Auckley Arrow is asked to seek support of residents to identify possible initiatives as part of the community news at no cost to the parish council.

**17) POLICE ISSUES**a) Police 'Drop In' session – 13 January 2020

Two residents from Milton Road had attended to complain about cars parking on pavements and causing an obstruction to pedestrians..

a) Crime report for November 2019

The latest report denoted twenty two crimes in Branton, three in Old Cantley and eight in Bessacarr which was an increase from previous months.

b) SY Police fortnightly updates

There was nothing specifically identified for the parish other than one incident of anti social behaviour in the report for 3 January 2020.

**RESOLVED (13)**

That the information including the Crime Commissioners Christmas message is received and duly noted.

**18) DISCIPLINE AND GRIEVANCE REVISED POLICY DOCUMENTS**

Consideration was given to documents and advice received from YLCA regarding the adoption of policies relating to staff discipline and grievance.

**RESOLVED (14)**

- a) That the policy documents be established.  
b) That a Staffing Committee be established comprising the Chairman and two members of the parish council determined by their availability and suitability.

**19) WEBSITE MATTERS**

There were no new matters identified for the website other than a revised event timetable for Kilham Hall.

**20) REPORTS FROM MEETINGS ATTENDED:**a) DSA Noise Monitoring and Environmental Sub-Committee – 5 December 2019

Councillor Caygill who had substituted for Councillor Worthington reported that the changes to the airspace were to be implemented and would be reviewed in twelve months. Four new routes were being established by TUI for the season 2020/21. The amount of cargo being transported was increasing and a new hangar was being commissioned.

b) DMBC Public Rights of Way Forum – 9 December 2019

Councillor Worthington provided a written report which outlined that progress was being made removing concrete blocks preventing access to part of Old Bawtry Road at Finningley. With regard to the diversion

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of bridleway No.9 at Manor Farm the new underpass was still awaiting construction as the actual location and design were still to be finalised. There had been objections from some Bessacarr residents due to safety concerns. A walking day was being arranged for Wednesday 20 May 2020.

A copy of the draft minutes was available.

c) YWP – Consultation on changes to Mosham Road junction

A representative had not been able to attend but the meeting related to only matters in Auckley parish in respect of changes to the junction of Hurst Lane and Mosham Road.

d) YWP Consultative Committee Meeting – 8 January 2020

Councillor Chorlton had provided a comprehensive report outlining the current and future licensing provision for events at the park with the existing licensing arrangements covering events for 2020. It was indicated that residents of Auckley and Branton would receive a letter outlining the details. A website was also being made available to allow people to submit comments/questions.

e) DSA Heritage Group Meeting – 9 January 2020

Councillor Worthington had been unable to attend and no substitutes were invited.

RESOLVED (15)

That the members are thanked for the reports and the information provided.

## 21) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (16)

That the following payments made are duly authorised:

19/81	Handyman (3 <sup>rd</sup> quarter salary)	£802.31
19/82	Handyman (petrol for mower)	£ 6.34
19/83	Clerk (December salary)	£660.58
19/84	Clerk (stationery)	£ 9.97
19/85	Arrow Publications (December newsletter)	£114.00
19/86	Glendale (weed and feed)	£546.00
19/87	DMBC (annual hedger cut)	£432.00
19/88	YHN Ltd. (website hosting fee)	£ 54.95
19/89	HMRC (3 <sup>rd</sup> quarter return)	£748.70
19/90	Bawtry Electrical Services (hanging Christmas lights)	£120.00

## 22) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the availability of YLCA training webinars, the date of the next YLCA South Yorkshire Branch meeting on Saturday 8 February 2020 at Ravenfield and a YLCA Spring training conference on Saturday 28 March at Ossett. YLCA White Rose Updates for December and 10 January 2020 were received and the contents noted.

## 23) DATE AND TIME OF NEXT MEETING

RESOLVED (17)

That the next meeting be held in accordance with the agreed schedule on Wednesday 5 February 2020 commencing at 6.30 pm.

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