

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Wednesday 4 March 2020 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.**

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

**IN ATTENDANCE:** DMBC Ward Councillors J and S Cox, J Staniforth (Clerk to the Council) and twelve members of the public.

Members of the public in attendance raised the following issues:

- Notification of the closure of Brockholes Lane to install a three phase electricity supply to the Yorkshire Wildlife Park which provided very limited access to properties for the duration of the work. Residents were informed that a site meeting had been held on 3 March 2020 attended by the Chairman of the parish council and DMBC had stated that specialist equipment was now being commissioned which would allow work to be carried out underground thereby limiting disruption to residents. Confirmation from DMBC was awaited of this arrangement. Ward Councillors explained that the issue had not been raised at any meeting of the Yorkshire Wildlife Consultative Committee and therefore there had been no advance warning until the Road Traffic Order had been issued.
- A number of residents explained they had attended to discuss again their concerns about speeding traffic on Whiphill Top Lane and to request traffic calming measures be enacted. DMBC Ward Councillors requested that residents provide written details of their concerns directly to them as a number of individual representations could be more effective than just one from the parish council. Discussion took place on what measures were felt to be the most appropriate and a resident suggested that an action plan was needed so as to ensure the safety of residents and particularly children. It was reported that Blaxton Parish Council had recently commissioned a road traffic survey as part of a process to address similar concerns in Blaxton. A resident agreed to produce a flyer for delivery to homes on and around Whiphill Top Lane giving details of how to contact the DMBC Ward Councillors. The flyer would be sent to the parish council and Ward Councillors prior to issuing.
- An enquiry was made about the Section 106 Agreement relating to the Branton House Farm development and why this could not be used for traffic safety measures. It was explained that legal agreement stipulated that the Section 106 monies must be spent on improvements to the open space at Kilham Hall Park. The Ward Councillors advised the Section 106 Agreement was available to be viewed online on the Doncaster Council Planning Portal. It was felt that the future developments at the Park would strengthen the case for improvements to road safety on Whiphill Top Lane.
- Information was requested as to what outdoor equipment would be stored in the new storeroom and it was explained that tennis nets needed storage along with other smaller items such as table tennis equipment. It was explained that the tennis facility would be available at certain periods and would need to be booked in advance.
- A question was asked as to why tennis was to be included within the MUGA and it was explained that from the final consultation this had been the most requested item. A resident in attendance expressed a view that there was a demand for such facilities.
- A resident asked what evidence had been obtained to suggest that residents were in favour of a Multi-Use Games Area (MUGA) at Kilham Hall Park. The Chairman outlined the various stages of consultation which had included a public consultation day and then subsequent questionnaires specifically about the MUGA in 2018/19 where approximately 80% of the returns were in favour.
- The route of the First Bus to and from the New College was travelling along Whiphill Top Lane even though the designated route was denoted as through Old Cantley. A member of the parish council had contacted the New College who were unaware that the bus was not taking the designated route. Councillor J Cox agreed to contact the College again to ascertain the route that had been agreed and why an alternate route was being operated.

**1) TRAFFIC CONCERNS ON WHIPHILL TOP LANE**

**RESOLVED (1)**

a) That the intention of a resident to produce a flyer to be delivered to properties around Whiphill Top Lane with contact details for the DMBC Finningley Ward Councillor details be noted.

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

b)That the parish council notifies DMBC Ward Councillors J and S Cox that the parish council supports the residents efforts to progress measures to improve safety on Whiphill Top Lane and recognises the concerns in view of the representations made at the February and March 2020 parish council meetings.

**2) APOLOGIES FOR ABSENCE**

Apologies were received from Councillors M Caygill, A Whittaker and N Williams all due to a pre-arranged unavoidable personal family matter.

RESOLVED (2)

That the apologies be agreed and duly recorded.

**3) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (3)

That item 27 is excluded from the public and press.

**4) DECLARATIONS OF INTEREST**

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 9).

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

All matters had been dealt with as part of the public participation and item1 of the agenda.

**6) MINUTES OF THE MEETINGS HELD ON 5 FEBRUARY 2020**

RESOLVED (4)

That the minutes of the Parish Council Meeting 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) Repair to damaged goalpost

Councillor Chorlton explained that action was still awaited and it was hoped to update the next meeting.

b) Section 106 Projects and Clerks Injury

A total of three questionnaires (two in favour and one against) had been received from the consultation with properties within the immediate vicinity of the Kilham Hall site. These had been forwarded to DMBC immediately after the closing date. Planning consent for the storage extension was now awaited

Two quotations for the building of the storeroom had been received and these had been forwarded to DMBC to progress formal approval for the Section 106 expenditure.

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

DMBC had responded that it was felt appropriate to only use one supplier for DF signs and it was hoped that the final cost to replace the current vehicle activation sign with a DF sign would be available in the near future.

d) Repair of handyman's storeroom shutter

Work had been completed and the contractor had decided to retain the original shutter and so the total cost of the work had reduced to £272.

e) Invoice for new Christmas Tree/letter to resident re removal of former Christmas tree

An amended invoice and a credit note for the incorrect invoice had been received and payment made.

f) Order for new led Christmas lights

The local contractor had provided a quotation of £450 for the hanging and removal of the lights which was still less than the cost by the supplier of the lights but more than twice the cost of the current lights. A transformer at a cost of £30 +vat would be needed.

g) Replacement of bollards at the Rose Garden on Whiphill Top Lane

DMBC had confirmed receipt of the new bollards and a date to undertake the work was awaited. The £125 excess had now been repaid by the insurance company.

h) Request for hard standing area to replace grassed area on Whiphill Top Lane

DMBC had advised that as part of the Branton House Farm development there was a requirement to provide a crossing point near to the development and that it was likely that pedestrians would be able to access Whiphill Top Lane from Chapel Lane and therefore this work was needed to be completed before any further consideration could be given to the creation of any additional footpaths or crossing points.

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i) Maintenance of picnic benches

A reply was awaited from Councillor Williams as to whether there were any surplus tables at the Yorkshire Wildlife Park that could be used as spare parts for the picnic benches.

j) Supply of 100<sup>th</sup> birthday cards

Samples were provided for consideration.

k) Order for new post box

The supplier had sold out of the one chosen and was awaiting further supplies from China.

l) Receipt of outstanding invoices

A small number of invoices were still outstanding one of which was for the monthly direct debit for the broadband connection.

RESOLVED (5)

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

b) That the order for the new Christmas lights to be progressed and a transformer ordered with arrangements for the installation and removal to be undertaken by the existing contractor at the price quoted.

c) That DMBC is asked if work to replace a grassed area with hard standing on Whiphill Top Lane be undertaken when work is carried out to provide a crossing point adjacent to Branton House Farm.

d) That a small supply of both the first and second example of birthday cards is ordered costing no more than an additional £10 so £60 in total.

e) That an alternative supplier of a post box is sought in order to progress the order subject to the parish council agreeing to change the parish council registered address.

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

RESOLVED (6)

That notification is sent to DMBC expressing concern over the Road Traffic Order for Brockholes Lane and that there was a need for residents to access to their properties at all times.

**9) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom reported that other than an issue with drainage which had required a local contractor to attend to flush out the system and provide advice to prevent further issues there were no issues of concern. A fault to one of the shutters had been rectified.

A new booking had been received for Thursday evenings with the Meeting Rooms used on the second week when the WI required the hall. One off bookings continued to increase and the new accounting system was working well. There was one vacancy on the committee.

RESOLVED (7)

That the report is received and a message of thanks extended to the Management Committee.

**10) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES**a) Latest Playground Inspection Report

Following a request to DMBC for the tightening of bolts to the children's climbing frame (which had now been completed) a copy of a report following an inspection on 11 December 2019 had been received but denoted no action required.

b) 'Drone No Fly Zone' signs

DMBC had enquired as to whether the parish council wished to display a sign stating that drones were not permitted to be flown as the area was within the DSA exclusion zone area. A sign could either be mounted on a metal post or affixed to a hard surface.

c) Maintenance of butterfly trail

The handyman continued to maintain the formal planted area and had tidied the wild flower area but any re-seeding of the wildflower area required the ground to be rotovated before new seeds could be planted.

d) Access request for CCTV

Kilham Hall Management Committee had received a request to view CCTV to ascertain evidence of a vehicle being on site whilst attending a hall event as the person had received a parking fine for the same period of time. A copy of the CCTV policy had been forwarded and the policy was examined to denote whether this purpose was covered within the objectives listed.

e) Commencement of grass cutting

Arrangements had been made with the contractor to commence the grass cutting as soon as weather conditions permitted.

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

**RESOLVED (8)**

- a) That the information relating to the latest playground inspection report is received and noted.
- b) That it be agreed for a 'Drone No Fly Zone' notice to be erected on the building and not on a free standing post.
- c) That any required additional maintenance to the butterfly trail be deferred and monitored.
- d) That the CCTV policy was felt to be adequate at the present time as information could be provided to assist with any legal action.

**11) CHANGE OF PARISH COUNCIL ADDRESS**

A small number of postal communications had recently been received at Kilham Hall and the only returns from the questionnaire delivered to homes in close proximity to Kilham Hall had been returned via the Kilham Hall postbox. The parish council had agreed to the purchase of a larger post box for both parish council and Kilham Hall usage and the Clerk had requested that the parish council official address be changed to Kilham Hall rather than a personal home address. The Clerk and designated person from Kilham Hall Management Committee would have access to the postbox.

**RESOLVED (9)**

That it be agreed that the parish council postal address be changed to C/o Kilham Hall once a new post box was in situ.

**12) PUBLICATION OF A FURTHER NEWSLETTER**

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

**RESOLVED (10)**

That a half page newsletter be produced to include cancellation of the police Drop In session on 30 March 2020, information relating to traffic matters on Whiphill Top Lane including the email addresses of the Finningley Ward Councillors and notification of residents 100<sup>th</sup> birthdays.

**13) REVIEW OF INTERNAL SYSTEM OF CONTROLS/RISK ASSESSMENT FOR 2020/21**

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 (11)**

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

**14) PLANNING MATTERS**

The following new planning application was considered:

|                                   |  |                          |
|-----------------------------------|--|--------------------------|
| 20/00403/FUL<br>1 Oakcrest        | Vary conditions 2 (plans) of planning application<br>19/00365/FUL granted on 17/4/2019 | Comments                 |
| 20/00469/FUL<br>9 The Close       | Erection of one replacement dwelling and erect three<br>new dwellings                  | Defer to next<br>meeting |
| 20/00488/FUL<br>21 Birchwood Dell | Erection of bungalow   | Comments                 |

**RESOLVED (12)**

- a) That the following comments are submitted in respect of the planning applications considered:  
20/00403/FUL – Support comments of Tree Officer  
20/00488 /FUL – Support the comments of the resident regarding the soakaway meeting the requirements of building regulations.
- b) That the granting of the following applications be noted: 19/02748/FUL and 19/03066/FUL
- c) That all future planning decisions for the parish be documented in the minutes.

**15) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

**RESOLVED (13)**

That the following payments made are duly authorised:

|       |   |         |
|-------|---|---------|
| 19/94 | Clerk (February salary)                         | £659.23 |
| 19/95 | GG Door Servicing (repair of storeroom shutter) | £272.00 |
| 19/96 | Clerk (stationery/refreshments/postage)         | £ 28.11 |
| 19/97 | DMBC (emptying litter bins quarter 3)           | £ 68.88 |

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

|        |  |           |
|--------|--|-----------|
| 19/98  | Today Publications (Bessacarr newsletter)      | £ 72.00   |
| 19/99  | R J Electrical (electrical testing/new socket) | £ 120.00  |
| 19/100 | R Hill (computer upgrade to Windows 10)        | £ 85.00   |
| 19/101 | DMBC (new Christmas tree)                      | £1,510.82 |

## 16) NEW CHRISTMAS DECORATIONS

Information had been received from South Elmsall Town Council that solar decorations from Plantscape had cost £100 each and had remained lit even on dull days. There was no information as to the cost for installation, removal and storage.

RESOLVED (14)

That further information is obtained for future consideration.

## 17) LOCATIONS FOR PLANTING TREES

The following locations were suggested: Junction of New Road with Whiphill Top Lane, adjacent to the Warning Tongue Lane roundabout, grassed area at the entrance of Manor Farm, Bawtry Road and Warning Tongue Lane and possibly the Rose Garden. It was felt the only possible location in Old Cantley was adjacent to the village plinth on Nutwell Lane.

RESOLVED (15)

That DMBC is asked if any of the locations identified would be suitable from a highway perspective.

## 18) TO DETERMINE EXPENDITURE PRIORITIES FOR 2020/21

Discussion took place on the number of projects currently being undertaken/being considered and that the DMBC Stronger Communities Project Manager had advised to consider the situation should the cost of the storeroom extension be more than originally anticipated.

RESOLVED (16)

a) That it be agreed that the priority for expenditure be the completion of the MUGA and storeroom extension and that DMBC is asked that any balances remaining from the Woodlands Walk and Badgers Holt developments are added to the Section 106 monies from the Branton House Farm development and in addition a sum of £5k is retained in parish council reserves should this be needed to complete the projects.

b) That other projects such as tree planting and Christmas decorations be explored but any decisions on expenditure be deferred pending the outcome of agreed expenditure on road traffic improvements on Whiphill Top Lane and any other areas yet to be identified.

## 19) UPDATED FINANCIAL REGULATIONS

RESOLVED (17)

That the revised draft regulations be agreed and duly adopted.

## 20) HIGHWAY MATTERS FOR CONSIDERATION BY DMBC

RESOLVED (18)

That DMBC is notified of the following:

- Potholes on Milton Road and the B1396 (after the motorway bridge towards Warning Tongue Lane) two of which had been repaired in February 2020 but were in need of further repairs
- Fly tipping on Branton Gate Road
- Manhole maintenance needed adjacent to 12 Valley Drive

## 21) POLICE ISSUES – CANCELLATION OF ‘DROP IN’ SESSION ON 30 MARCH 2020

Notification had been received that the PCSO could not attend the scheduled ‘Drop In’ on 30 March and had offered a revised date of Monday 22 June 2020. A request had been made for an alternative earlier date but no response had been received to date.

RESOLVED (19)

That notices are produced for display in the parish council notice boards and the Kilham Hall notice board and the cancellation is denoted on the parish council website.

## 22) WEBSITE MATTERS/QUOTATION TO MEET REQUIREMENTS FOR NEW LEGISLATION

The webmaster had attended a meeting with the Clerk to identify some matters of minor maintenance/updating and to discuss the requirements relating to the accessibility requirements for public bodies. The webmaster had carried out a test of the website and had identified a small number of

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

items that required attention in order to meet compliance at a cost of up to £160 + vat. There may be an additional cost for the minor maintenance requirements.

RESOLVED (20)

That the cost of £160 for work to meet the legislative requirements be agreed.

**23) DONATION TO THORNE RURAL LIONS**

RESOLVED (21)

That a donation of £100 be agreed.

**24) REPORTS FROM MEETINGS ATTENDED:**

a) Community Alcohol Partnership - 7 February 2020

Councillor Worthington reported that the meetings were attended by DMBC ward councillors and the police and that leaflets had been produced to discourage the sale of alcohol by local retailers to persons under the legal age. A device has been developed to prevent 'drink spiking' and visits to schools were being undertaken.

b) Chairman's Meeting with MP

The chairman reported that the meeting had been very constructive and that the MP was very supportive of measures to improve road safety where required but did explain that if and when all avenues had been exhausted there was a need to accept the situation in the short to medium term. The new projects for Kilham Hall Park were discussed and he was supportive of the improvements. The Chairman raised the issue of a possible increase in anti-social behaviour and the MP expressed a view that improvements should be progressed as the potential benefit was greater overall and that incidents of anti- social behaviour should be reported to the police.

RESOLVED (22)

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

**25) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose Updates for 31 January, 7, 14 and 21 February 2020 which included information on HR polices available. The log-in details for the new YLCA website which had been circulated to members electronically was also noted.

**26) DATE AND TIME OF NEXT MEETING**

RESOLVED (23)

That the next meeting be held in accordance with the agreed schedule on Wednesday 1 April 2020 commencing immediately after the Annual Parish Meeting.

**27) EXCLUDED FROM THE PUBLIC AND PRESS – CLERKS WORKING HOURS REVIEW**

The Clerk explained that due to various unforeseen events such as a parish council vacancy and the number of projects currently under consideration prior to the current week a balance of plus twenty one hours had accrued and there was still a balance of twenty eight hours that had accrued during 2015 and the Clerk had two weeks annual leave outstanding. In view of the number of projects currently being undertaken and the work required at the end of the financial year there was little possibility of being able to take off any time in lieu and an additional payment was requested for 2020/21.

RESOLVED (24)

That the Clerks hours increase from twelve and a half hours per week to thirteen and half for the period 2020/21 in order to enable the hours accrued to be reduced.

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