

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Wednesday 6 November 2019 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.**

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

**IN ATTENDANCE:** J Staniforth (Clerk to the Council) and two members of the public.

Two residents of Milton Road were in attendance to express concern that groups of young people were often engaging in football games in front of their property including the entrance gate area and entering their front garden to retrieve balls and causing a noise nuisance. The residents enquired as to whether there was any law or bye-law to prevent this. Members of the council explained that it was believed there were no specific laws or bye-laws but the situation would be deemed anti social behaviour and could be referred to DMBC's Neighbourhood Team.

**1) APOLOGIES FOR ABSENCE**

The Chairman reported the receipt of the resignation of Parish Councillor M Turner due to work and ongoing family commitments. The Clerk reported that the resignation had been forwarded to DMBC who would publish the vacancy and in the event that insufficient electors wished to convene an election the parish council could co-opt a person for the remainder of the period of office of current members.

RESOLVED (1)

a) That the resignation of Parish Councillor M Turner be noted and that notification of arrangements for filling the vacancy be awaited.

b) That a letter of thanks be sent for the service given to the parish council.

**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 8).

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

DMBC Ward Councillor S Cox had sent apologies due to attending a consultation event at The Hayfield School relating to a proposed planning application in Auckley. The DMBC Stronger Communities Officer had also sent apologies.

**5) MINUTES OF THE MEETINGS HELD ON 4 SEPTEMBER 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) Update on insurance claim

The insurers had paid a sum of £2,930.59 based on the quotation provided by DMBC and the cost of removing the damaged memorial stone, less the £125 excess. The insurer's solicitors were pursuing the recovery of costs including the excess from the car owner's insurance. DMBC were arranging the replacement of the bollards but had indicated that the order for new bollards to be delivered was expected to take six weeks.

b) Christmas Carol Singing and Christmas Lighting Arrangements

The organist from 2018 had agreed to provide the musical accompaniment at the 2019 event, the Coffee Club would provide refreshments and the WI had agreed to deliver three dozen mince pies for the event.

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All other arrangements were in place apart from agreeing the programme format with the school and seeking raffle prizes. A new Santa Claus outfit was needed.

DMBC had confirmed that delivery of the new Christmas tree was expected next week and arrangements would be made to plant it by 1 December 2019. The electrical company had not been formally contracted to install and remove the lighting in view of the possibility of new lighting which had now been deferred. There was no further update from DMBC regarding the suitability of the lampposts for new decorations.

c) Repair to damaged goalpost

No progress had been made as there had been no reply from Branton Juniors FC regarding assisting with the repair.

d) Progress with planning applications for the MUGA and storage extension

The DMBC Stronger Communities Area Co-ordinator had now confirmed that the formal approval process (ODR) was needed to be undertaken before the planning application for the MUGA could be submitted. The Landscape Architect had stated that work on the planning application was unlikely to commence until the new year. A letter of support had been received from St Wilfrid's School and had been forwarded to DMBC.

The Design Consultant had not yet completed the planning application for the storage extension due to other work commitments.

e) Servicing of equipment/fixtures/Quotations at Kilham Hall Meeting Rooms

The alarm service had been completed and a quotation of £190 +vat had been received for repairing the shutter to the handyman's store.

The electrical testing including the fitting of two new double electrical sockets was scheduled for Friday 8 December 2019, the cost of the sockets had been quoted at £50 +vat and an order placed. The fire extinguisher service was due to take place on Tuesday 12 November 2019.

f) Communications with Old Cantley and Bessacarr areas of the parish

The article had been included in the November issue of the Today magazine for Bessacarr and Cantley but no responses had been received to date other than a general enquiry not related to the article.

g) Other Matters

The overgrown vegetation in the kerbsides on Moor View had been reported to DMBC along with a notification of the overgrown hedgerow on New Road. The annual hedge cut at Kilham Hall Park had been undertaken.

**RESOLVED (4)**

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

b) That the purchase of a new Santa Claus outfit be agreed at a cost of £50 +vat.

c) That the date for the switch on for the Christmas lights be Wednesday 27 November 2019 and removal on Monday 6 January 2020 and Bawtry Electrical Services be requested to undertake the work.

d) That Councillor Sidebottom contacts a member of the Branton Juniors FC to seek assistance with the repair of the damaged goalpost.

e) That the repair to the handyman's store shutter be agreed in line with the quotation received.

f) That Councillor Butterworth confirms whether the overgrown vegetation on Moor View and New Road has been undertaken.

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

**RESOLVED (5)**

That the issue of anti social behaviour on Milton Road be referred to the area Neighbourhood Team .

**8) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom reported that the next meeting was the AGM on 13 November 2019 and the accounts had been completed for presentation reflecting a £1.200 reduction of income from the previous year which was less than anticipated in view of the loss of income from the coffee club. The reserves of £11.5k were only £500 less than the previous year as there had been £3k less expenditure due mainly to savings on caretaking costs. One member of the committee from a user group was resigning and it was hoped that a new permanent treasurer would be appointed at the AGM. The temporary appointment of a caretaker/booking clerk was to be resolved in the near future and the Halloween party had been very successful.

**9) SECOND QUARTER BANK RECONCILIATION/REVIEW OF LEVEL OF RESERVES**

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A copy of the second quarter reconciliation denoting a bank balance of £69, 801.82 had been circulated to members with the agenda. The Clerk explained that the £20k second half of precept had been paid in early and so was included in the balance. There was an increasing number of outstanding invoices which was contributing to a higher bank balance than expected and so the level of reserves was higher than in previous years.

RESOLVED (6 )

That the latest bank reconciliation is agreed and duly signed by the council auditor.

#### **10) SECOND QUARTER BUDGET MONITORING REPORT**

A copy of the latest monitoring report had been circulated to members with the agenda.

Only the budget for donations had been exceeded and all other headings were in line with planned expenditure or under spent.

RESOLVED (7)

That the second quarter budget monitoring report is received and duly noted.

#### **11) HIGHWAY MATTERS**

##### a) Response from DMBC to a request to attend a parish council meeting

DMBC had responded that they were unwilling to attend a parish council meeting as traffic calming measures such as speed humps and narrowing of roads with designated priority for traffic were no longer being provided and any speeding issues addressed by a reduction in speed limits.

Two residents from Old Cantley and one resident from Chapel Lane had attended the police 'Drop In' on 21 October 2019 to express concern about incidents involving speeding traffic. An update on the survey of the road at Old Cantley was awaited from DMBC.

##### b) New highway matters

No new matters were raised.

##### c) Temporary Traffic Orders on roads off Warning Tongue Lane

Details of road closures on roads adjacent to the parish were noted.

RESOLVED (8)

That DMBC is contacted to enquire as to cost of vehicle speed display activation signs to enable the parish council to consider funding the cost and the cost of replacing the sign to the north of Whiphill Top Lane which did not display specific speed of approaching vehicles with a speed display sign .

#### **12) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES**

##### a) Wifi Usage for Kilham Hall Users

The broadband connection was now complete although no payment arrangements had been enacted.

Kilham Hall Management representatives enquired as to whether it would be possible for hirers to have access to the wifi facility.

##### b) Security and anti social behaviour issues

There had been no complaints from residents since the last meeting and only litter including some broken glass and damage to picnic tables had been reported. It was likely that incidents would cease over the winter months in line with previous years.

##### c) Building specification for storage extension

A copy of the latest draft that had been circulated with the agenda was considered.

RESOLVED (9)

a) That it be agreed that Kilham Hall users be given access to the wifi code for free usage.

b) That the building specification for the storage extension be agreed and forwarded to the Design Consultant for further advice.

#### **13) CONTENT AND PUBLICATION OF DECEMBER NEWSLETTER**

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

Consideration was given to the draft newsletter circulated with the agenda which included information on the Christmas carol singing, Christmas lighting provision, updates on the MUGA and storage extension for Kilham Hall, road safety issues, the next litter pick, provision of a wreath and wifi facilities for Kilham Hall.

RESOLVED (10)

That the content of the newsletter be agreed and published in the next Branton and Auckley Arrow and the parish council website.

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**14) PLANNING MATTERS**

The following new planning application was considered:

19/02304/FUL 50 Milton Road	First floor extension over garage/replace flat roof to rear with pitched roof.	No Comments
19/02124/FUL Phoenix Grange	Erection of detached outbuilding	Comments

RESOLVED (10)

- a) That the information including decision reached since the last meeting is received and duly noted including the decision not to serve a TPO in respect of application 19/02513/TCON and an appeal relating to the refusal of an application to erect two dwellings on the site of 47 Warnington Drive.
- b) That the comments be submitted in respect of planning application 19/02124/FUL denoting that the parish council had objected to the original planning application for the dwelling but had no further comments or objections.

**15) POLICE ISSUES**a) Police 'Drop In' sessions

The Drop In session on Monday 21 October 2019 had been attended by two residents from Old Cantley and one from Chapel Lane to again express concerns regarding speeding traffic.

b) August and September 2019 crime reports

The reports denoted nine and ten crimes in Branton, one and none in Old Cantley and four and three in Bessacarr area respectively. From the ten in Branton there were four burglaries.

c) Bulletins dated 11 and 27 October 2019

These had referred to parking and anti social behaviour patrols in the parish. No specific information on speed monitoring had been received but at the police drop in it had been indicated that speed monitoring had been undertaken at Old Cantley and around 20% of cars were observed exceeding the speed limit.

d) SYPC – Public Accountability Board Meeting

A meeting would take place in Doncaster Civic building on 7 February 2020.

e) Crime Statistics for South Yorkshire

The report denoted that crime had risen by 1% but this was lower than the national average of 6% and 7% in the Yorkshire and Humber region.

RESOLVED (11)

That the information is received and duly noted

**16) WEBSITE MATTERS**

There were no new matters identified for the website.

**17) COMMUNITY ALCOHOL PARTNERSHIP (CAP) REPRESENTATIVE**

Notification had been received that whilst the initiative had been set up initially for the Auckley area it was felt appropriate to extend the partnership to the wider area.

RESOLVED (12)

That Councillor Worthington is appointed as the representative to attend future CAP meetings.

**18) REVIEW OF FINANCIAL REGULATIONS**

RESOLVED (13)

That the regulations are reviewed at a meeting with the Clerk and Parish Councillors M Sidebottom and J Worthington and a final draft presented at a future meeting for approval.

**19) REPORTS FROM MEETINGS ATTENDED**a) Yorkshire Wildlife Consultative Committee – 15 October 2019

Councillor Chorlton had circulated a written report denoting work was progressing on the new retail and catering outlets and work on the new roundabout on Hurst Lane had been undertaken during the recent half-term break. Tendering for the improvement work at the Mosham Road and Hurst Lane junction was to be undertaken with an expected completion date of May 2020.

b) Experienced Clerk's training day – 22 October 2019

The Clerk had circulated a report denoting actions undertaken as a result of information provided. Members were provided with a copy of a document provided by YLCA entitled The Role of the Clerk which explained the role of members and the Clerk which advised that the Clerk works at the lawful

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direction of the parish council (not individual councillors) and that information to councillors should only be provided on matters relating to the parish council and not for any personal requests.

c) DSA Consultative Committee – 24 October 2019

Councillor Worthington reported that a new group had formed to progress the development of a rail route from the East Coast Mainline and a railway station. Whilst the Flybe airline had withdrawn ten routes four new routes were being established. The name of the airport would officially be known as Doncaster Sheffield airport.

RESOLVED (14)

That the reports are received and the information duly noted.

## 20) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (15)

a) That the following payments made are duly authorised:

19/62	Clerk (lining spray/refreshments for public consultation)	£ 10.48
19/63	Arrow Publications (October newsletter)	£114.00
19/64	Glendale (grass cutting 6/9)	£ 42.38
19/65	DMBC (third quarter green waste)	£181.00
19/66	Clearance and Clean (removal of old CCTV items/ memorial stone)	£ 66.00
19/67	Clerk (October salary)	£658.78
19/68	SLCC (membership fee)	£136.00
19/69	Bit n Bobs (CCTV monitor bracket)	£ 39.98
19/70	Royal British Legion (Donation/wreath)	£ 100.00

b) That the direct debit for the cost of telephone calls not included in the contract fee for the period due on 16 November 2019 for £1.23 + vat be noted..

## 21) USE OF SOCIAL MEDIA FOR NOTIFICATION PURPOSES/SOCIAL MEDIA POLICY

The Chairman reported that a communication had been received from a resident who had been unable to attend the consultation relating to the MUGA and asking if any plans could be uploaded onto the village facebook page. In the Clerk's absence the Chairman had sought advice from YLCA who had advised that documents should not be directly uploaded as the parish council had no control over the collation of comments but a social media site could be used for signposting information to other sources. The Clerk advised that YLCA had advised that use of social media should be outlined within a policy document and a decision made as to whether the code of conduct adopted by the parish council should contain any reference to the use of social media.

RESOLVED (16)

That the use of the local social media site be agreed for signposting information contained on the parish council website or from other sources only and the Clerk arranges for the information to be made available.

## 22) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the October YLCA White Rose Update denoting details of the South Yorkshire Branch Meeting dates. A communication had been received from DMBC regarding the 'drone no fly zone' and referred to a greens space on Valley Drive. The Clerk had responded that the green space on Valley Drive was not owned by the parish council but a site a short distance away was but no reply had been received.

RESOLVED (17)

That the items of correspondence denoted on the agenda be received and duly noted.

## 23) DATE AND TIME OF NEXT MEETING

RESOLVED (18)

That the next meeting be held in accordance with the agreed schedule on Wednesday 4 December 2019 commencing at 6.30 pm.

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