

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Virtual Parish Council Meeting held on Wednesday 4 November 2020, commencing at 6.30 p.m.**

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

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council)

**1) APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams due to urgent work matters.

RESOLVED (1)

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

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (2)

That the press and public be not excluded from any items on the agenda.

**3) DECLARATIONS OF INTEREST**

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 13.

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

Section 106 funding projects

The Clerk reported that the latest information from the DMBC Officer responsible for the progression of the Section 106 funding projects stated that the Landscape architects were in agreement with the proposals for the project management and the Officer Decision Record form had been drafted and forwarded to the Section 106 team for final comments in order for the final approval to be obtained. There were delays with the Section 106 team due to increased work-loads created by the current pandemic. The parish council was asked to identify the expectation for the timescales for the two schemes to provide to the project team. A response had been provided to DMBC stating that the original timescale had already elapsed and that the parish council wished the projects to proceed as soon as practicably possible.

RESOLVED (3)

That a response is sent to DMBC stating that the parish council feel that the final approval for the projects should be sought as quickly as possible and that a decision was expected by no later than the January 2021 meeting. In addition DMBC was asked to provide notification of when the Section 106 team had provided their final comments.

**5) MINUTES OF THE MEETINGS HELD ON 8 OCTOBER 2020**

RESOLVED (4)

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) Tree maintenance at Kilham Hall

The tree maintenance work at all three sites had been completed and the invoices paid.

b) Removal of picnic benches and arrangements for new benches

The wooden picnic benches had been disposed of by the handyman in a skip delivered on 2 November 2020. It had been intended that the delivery of the new benches could be arranged for Monday 30 November 2020 subject to the completion of an additional concrete base for which quotations were still awaited. However it had been confirmed that the picnic benches would be delivered on a pallet and left at the kerbside. Each bench weighed 95kg so could not be lifted by one person. The handyman had

Signed:-----: Chairman

Date:-----:

suggested that the two existing bases would benefit from jet washing and Councillor Williams had offered to collect the pallet after delivery.

c) Replacement of mobile phone, laptop and printer

The following new equipment had been purchased:

Huawei mobile phone handset+ case costing £109.99 including vat

Dell 15.6" laptop costing £499 including vat plus £60 set up costs

HP Office Jet Pro 9015 printer costing £159.99 plus £.95 pp including vat and less £50 cashback

d) Order for fitting of ventilation to the Handyman's Store

A quotation of £90 had been received and an order placed for the work to be completed on 9 November 2020.

e) Playground inspection/condition of swing seat

DMBC's Playground Inspector had stated he would visit the site during the week commencing 2 November and report on the condition of the swing.

f) Repair to damaged fence post at Valley Drive

The original contractor had replaced the damaged post free of charge.

g) Provision of poppy wreath and donation to the Royal British Legion

The wreath had been taken to the local primary school and the agreed amount of £100 paid to the Royal British Legion.

h) Retention of Covid memorial stones

The Chairman reported that a response was awaited from the local school.

i) Repair of goalposts

Two new corner pieces had been received at a cost of £16.48 +vat and were awaiting fitting by the handyman.

j) Removal of leaves from bus shelters on Doncaster Road, Branton.

The bus shelters had been cleared of leaves.

RESOLVED (5)

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

b) That the order for the new picnic benches is placed on hold until arrangements for a new concrete base had been finalised and then consideration be given to how the picnic benches could be transported from the delivery point to the site on the Park at the next meeting.

c) That an amount of £500 be agreed for the provision of a new concrete base.

d) That the insurance company is contacted to advise whether any additional insurance cover is required for the new equipment and the asset register be updated accordingly.

e) That a letter of thanks is sent to the fencing contractor for replacing the damaged post free of charge.

f) That the Chairman is asked to contact the local school regarding the collection of decorated stones

g) That Councillor Whittaker is thanked for arranging for DMBC to clear the bus shelters of leaves.

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

The Clerk reported that the balance of £97,135.25 contained on the report circulated with the agenda included the second half precept of £21,500 which had been paid early and the £10k grant received from DMBC. The invoice for the replacement of the damaged bollards for approximately £2.5k was still awaited along with an amount of expenditure that had been incurred since. The reserve account balance at the end of October 2020 was £91,413.75.

RESOLVED (6)

That the bank reconciliation be agreed and the level of reserves duly noted.

**8) SECOND QUARTER BUDGET MONITORING REPORT**

Consideration was given to the report which had been circulated with the agenda and denoted that only the expenditure on the two garden sites had exceeded the budget. All other areas of expenditure were in line with the planned budget.

RESOLVED (7)

That the report be received and the information duly noted.

**9) APPOINTMENT OF A REPRESENTATIVE TO CANTLEY POORS' LAND TRUST**

Councillor Butterworth's four year term of office was due to expire and the parish council was asked to appoint a representative. There was no limit to the number of terms of office that could be served.

Signed:-----: Chairman

Date:-----:

**RESOLVED (8)**

That Councillor Butterworth be reappointed for a further term of office and a message of appreciation conveyed for the work that Councillor Butterworth had undertaken.

**10) ARRANGEMENTS FOR THE HANGING AND REMOVAL OF THE CHRISTMAS LIGHTS****RESOLVED (9)**

That the lights be displayed for the period 30 November 2020 to 4 January 2021.

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

No members of the public were in attendance.

A communication had been received enquiring about the footpaths in the vicinity of the Yorkshire Wildlife Park and an amount of information had been provided including that DMBC's Public Rights of Way team would be able to answer specific enquiries.

**12) CONTENT AND PUBLICATION OF NEXT NEWSLETTER**

Consideration was given to a draft newsletter prepared by the Clerk.

**RESOLVED (10)**

That the draft newsletter be agreed subject to the inclusion of information relating to the provision of new picnic tables and the postponement of the November 2020 litter pick until 2021.

**13) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom reported that the hall was now closed as no classes could meet until the current lockdown was reviewed on 2 December 2020. The receipt of the £10k grant would ensure that ongoing expenditure could be met. New recent bookings had offset the loss of income from the Coffee Club and playgroup. Arrangements were being made for an online AGM to take place and a new risk assessment to cover Tier 3 lockdown arrangements had been completed but would need to await the next update.

**RESOLVED (11)**

That the report is received and the information duly noted.

**14) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES****a) Request for use of park area in conjunction with hire of Kilham Hall for junior rugby training**

Notification had been received from the Kilham Hall booking clerk that a group providing rugby training for young people in Kilham Hall had asked if the park area could be used when the sessions commenced in January 2021. The booking clerk had provided a copy of the parish council's hire policy to the group but no further communication had been received.

**b) Activation of defibrillator**

Notification had been received from the Ambulance Service that the defibrillator had been accessed on 20 October 2020. The device had been returned to the cabinet and on checking the pads one set was out of date and had been disposed of and the second was due to expire in February 2021.

**c) Overhanging tree branches on east boundary**

The hedge cutting operator had commented to the handyman that the overhanging tree branches had prevented a section of hedging being cut on the east boundary and any further growth of the branches may create an issue for the grass cutters.

**d) Security alarm service**

This had been arranged for 16 November 2020.

**RESOLVED (12)**

a) That the Kilham Hall booking clerk arranges for the rugby training hirer to contact the parish council directly regarding the hire of the park area for rugby training but that the hire is agreed subject to meeting the requirements of the hire policy.

b) That two sets of pads for the defibrillator and a starter pack are purchased prior to the expiry of the pads in 2021.

c) That the overhanging tree branches are monitored and enquiries made as to whether any of the trees are subject to preservation orders.

**15) PLANNING MATTERS**

The following new planning applications were considered:

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Date:-----:

20/02332/FUL 2A Plantation Avenue	To white render the existing external walls, replacement windows and internal alterations	No comments
20/02530/FUL 283 Bawtry Road	Extension to front and rear together with an increase in roof height to from rooms in roof space	No comments
20/02837/FUL Home Lea, Doncaster Rd	Erection of 2 detached bungalows to rear of property	Delegate comments
20/02839/FUL 23 Warning Tongue Lane	Erection of 4 bed detached house with attached double garage /formation of new vehicular access	Support retention of trees

**RESOLVED (13)**

- a) That application 20/02837 is delegated to the Clerk in consultation with members to take into account issues raised by residents concerning drainage and highway access.
- b) That comments are sent in respect of application 20/02839/FUL regarding the support for the retention of trees.
- c) That the dismissal of the appeal reference 20/0013/NONDET relating to New Road is duly noted.

**16) CLERK'S RESIGNATION AND RECRUITMENT ARRANGEMENTS**

The Clerk had formally submitted her resignation with effect from 31 March 2021 but confirmed that she was able to remain in post until 30 April 2021 if a new Clerk required further training and support in view of the year- end work and forthcoming elections.

Consideration was given to a draft advert (denoting a closing date for applications of 31 December 2020), job description, person specification and application form that had been enclosed with the agenda.

**RESOLVED (14)**

- a) That the Clerk's resignation be formally noted and a message of thanks was given for her service to the council.
- b) That the job advertisement be finalised by the Chairman and advertised on the parish council's website, by YLCA, in the December 2020 edition of the Branton and Auckley Arrow and Councillor Whittaker to include reference to the website on the social media sites for Branton and Auckley villages.
- c) That the job description, person specification and application form be agreed.

**17) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

**RESOLVED (15)**

That the following payments made are duly authorised:

20/051	Clerk (October salary)	£ 722.82
20/052	Clerk (reimbursement for mobile phone handset and case)	£ 109.99
20/053	Clerk (reimbursement for printer)	£ 163.94
20/054	Branton Garden Centre (Strimmer wire)	£ 4.00
20/055	Glendale (grass cutting 4 & 18/9/2020)	£ 87.31
20/056	GG Door Servicing (Meeting Rooms shutter servicing)	£ 180.00
20/057	DMBC (Driver Feedback sign)	£3,314.40
20/058	YLCA (Clerk's contracts training)	£ 15.00
20/059	B G Sports (2 x corners for goalposts)	£ 19.78
20/060	Royal British Legion (poppy wreath & donation)	£ 100.00
20/061	Clerk (reimbursement for new laptop)	£ 499.00
20/062	R Hill (Computer set up/document transfer)	£ 60.00
20/063	Urban Arborist (Tree maintenance)	£ 390.00
20/064	Thompson Skip Hire (skip for removal of picnic tables)	£ 220.00

**18) WEBSITE UPDATES**

No further updates were required other than those agreed at the meeting.

**19) HIGHWAY MATTERS FOR CONSIDERATION BY DMBC**

There were no new highway matters raised.

**20) POLICE ISSUES**

Signed:-----: Chairman

Date:-----:

a) Cancellation of Police 'Drop In' sessions

In view of the current lockdown restrictions the police had cancelled the resumption of the 'drop in' sessions until further notice.

b) South Yorkshire Police and Crime Commissioners Blog

Details of how to access the blog were provided.

c) Crime reports

The crime report for September 2020 was circulated.

**21) REPORTS FROM MEETINGS/TRAINING ATTENDED**a) 'How to deal with a grievance' webinar – 8 October 2020

Councillor Worthington reported that the webinar had provided useful information including examples of bullying, harassment and intimidation. The Clerk confirmed that the council's grievance policy was published on the website.

b) Parish Councils Joint Consultative Committee Meeting – 21 October 2020

Councillor Caygill reported that the new Chairman of the committee was DMBC Councillor Linda Curran and that Doncaster's Director of Public Health (Rupert Suckling) had attended the meeting to provide and update on the situation in Doncaster the Tier 3 designation and how the Test and Trace system was being operated. A presentation was also provided on the Environment Sustainability Strategy.

c) Councillor Discussion Forum – 26 October 2020

Councillor Worthington had attended the forum and found it a useful platform for discussion and the exchange of information.

d) YLCA South Yorkshire Branch Meeting

Councillor Worthington reported that the meeting provided an update on the work of YLCA and its financial position which remained healthy due to income from online training substituting for face to face training sessions that would normally be provided. NALC were seeking a 7% increase in subscription rates from county associations and the subscription fee to councils would therefore increase by 1.5% for 21/22. The committee structure had been revised to create greater efficiency by reducing overlap. Questions had been raised relating to government grants available to village halls and local councils.

e) DMBC Public Rights of Way Committee – 29 October 2020

The meeting had been postponed and a rearranged date was awaited.

f) Community Alcohol Partnership - 2 November 2020

Councillor Worthington reported that a substantial amount of work was being undertaken to address the concerns and issues relating to alcohol and an 'Alcohol Awareness Week' was taking place during the week 16- 22 November 2020.

g) Finningley Ward Quarry Liaison Meeting - 4 November 2020

Councillor Worthington reported that she had been unable to join the meeting on behalf of Auckley Parish Council but had been contacted by Councillor S Cox who had reported that no representative from the parish council had attended but that it had been a productive meeting engaging with local quarry owners and that some traffic issue may be resolved as the quarry on Hurst Lane was due to close. The Clerk reported that the joining information had been sent to Councillor Williams.

RESOLVED (16)

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

**22) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates dated 9 and 23 October 2020. The availability of an Internal Audit Service provider was noted and the details would be retained on file for any future reference.

The latest copy (12<sup>th</sup> edition) of Arnold Baker on local council administration was available for £119.99.

RESOLVED (17)

a) That the correspondence be received and noted.

b) That a copy of the latest Arnold Baker manual is purchased.

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

RESOLVED (18)

That the next meeting is held remotely on Wednesday 2 December 2020 commencing at 6.30 pm.

Signed:-----: Chairman

Date:-----: