



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 7th June 2023 commencing at 6 p.m.

Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation

- 1) Apologies** (1 minute)
 - 1.1 To Receive Apologies for Absence
 - 1.2 To Consider the Approval of the Reasons Given
- 2) Declarations of Interest** (3 minutes)
 - 2.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests
 - 2.2 Where necessary, to apply for dispensation from the Council's Proper Officer
 - 2.3 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960
- 3) Approval of Minutes** (5 minutes)
 - 3.1 To Approve the Minutes of the Annual Parish Council Meeting held on 3rd May 2023 (enclosed)
 - 3.2 To Approve the Minutes of the Annual Parish Meeting held on 3rd May 2023 (enclosed)
- 4) Members of the Public** (30 minutes)
 - 4.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration
 - 4.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Immediate Action/Future Consideration
 - 4.2.1 Request to use the car park for a pop up dessert van
 - 4.2.2 Consider the positioning of "No dogs" signage at Kilham Hall
 - 4.2.3 Query regarding what the Police Drop Ins can deal with and update on issues raised previously
 - 4.2.4 Query regarding Andy's Man Club displaying a poster on Manor Farm Notice Board
 - 4.2.5 Request for a Grant/Donation from Yorkshire Air Ambulance
 - 4.2.6 Request to place a skip on our land at rear of a residents property and have access via the car park to install scaffolding at the rear of their property
- 5) Doncaster Metropolitan Borough Council (DMBC) Matters** (5 minutes per item)
 - 5.1 To Receive Updates from DMBC Ward Councillors
 - 5.2 To Receive an Update on the MUGA and Storage Extension and Consider and Agree any action needed
 - 5.2.1 Update on snagging list of storage extension
 - 5.2.2 Update on the MUGA (enclosed)
 - 5.3 To Identify any New Highway Matters for consideration by DMBC and/or Other Agencies
- 6) Parish Council Matters** (5 minutes per item)
 - 6.1 To Receive the Resignation of Councillor Sidebottom

6.2 To Note the co-option process and Agree timeframes for advertising a Vacancy and the Vacancy Notice (enclosed)

6.3 To Approve the Councillor Job Description document (enclosed)

6.4 To Note the Voting Process document (enclosed)

6.5 To Consider and Agree Membership on Kilham Hall Management Committee and South Yorkshire YLCA Branch Meetings

7) Clerk's Report and Administration Matters (2 minutes per item)

7.1 To Note the Clerk's Report and actions carried out by the Clerk since the last meeting (enclosed)

7.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site

7.2.1 To appoint a Member as admin for the Parish Council Facebook page

7.2.2 To promote Local Council Clerk Week on the Facebook page – 10th to 14th July 2023

8) Kilham Hall/Park/Buildings/Garden Area Matters (5 minutes per item)

8.1 To Receive the Handyman's Tracker and Note the works carried out to date and Approve any additional work required (enclosed).

8.2 To Receive and Note Kilham Hall Management Committee's Update Report

9) Parish Matters (2 minutes per item)

9.1 To Determine the content of the next Quarterly Newsletter and agree source of publication (enclosed)

9.2 To Approve the purchase of the Armistice Day Tommy Silhouette at a cost of £175 plus £25 postage

9.3 To Approve the purchase of 2 new defibrillator pads at a cost of £72 (inclusive of VAT) each

9.4 To Provide an Update on the Hedgehogs R Us Highway Project from Branton St Wilfrid's Primary School

9.5 Update on the Fitness Class using Kilham Hall Field and Request to use the field one evening per week

10) Financial (5 minutes per item)

10.1 To Approve Direct Bank Payments (enclosed)

10.2 To Receive the report of the Internal Auditor for 2022/23 Financial Year (to be circulated)

10.3 To Approve the following documents for the 2022/23 Annual Governance and Accountability Return:

10.3.1 Section 1 - Annual Governance Statement (enclosed)

10.3.2 Section 2 – Accounting Statement (enclosed)

10.3.3 Explanation of variances pro-forma (enclosed)

10.4 To Note the dates for the period for exercise of public rights - Monday 3rd July to Friday 11th August 2023 inclusive

10.5 To Note the Bank Statements and for the Internal Auditor's to sign them (to be circulated)

11) Policies/Procedures/Risk Assessments (3 minutes per item)

11.1 Consider and Approve the Amended Business Continuity Plan (enclosed)

11.2 Consider and Approve the Annual Leave Policy, superseding the Annual Leave Request Procedure (enclosed)

11.3 Consider and Approve the Amended Standing Orders (amended page only enclosed – Page 12)

12) Planning Applications

(2 minutes per item)

To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed)

12.1 23/00983/OHL - Land Opposite Crowpool Sewage Works, Brockholes Lane, Branton
Erection of a new electricity pole next to an existing line in order to replace an older transformer
(ENQ23107049)

URL:

https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=23/00983/OHL

12.2 22/01649/FUL - 8 Warrington Drive, Bessacarr - Erection Of Replacement Detached
Dwelling

URL:

https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=22/01649/FUL

13) Police Matters

(2 minutes per item)

- 13.1 To Consider/Note any police issues and reports received
- 13.1.1 Update on the Speed Initiative Training on 1st June 2023
 - 13.1.2 To Note future dates for Police Drop In Sessions

14) External Meetings/Training

(2 minutes per item)

14.1 To Note Changes to the Full Council Training Event booked for Thursday 29th June 2023 at 5.30pm til 8.30pm.

14.2 To Note the Briefing Paper provided by the Clerk relating to Government Reforms of the Planning System – What Clerk’s Need to Know (enclosed)

14.3 To Consider the Clerk’s attendance at YLCA’s Talking Tables event on Thursday 27th July 2023, 9am to 4pm, at a cost of £50.

15) Items of Correspondence

(2 minutes)

- 15.1 For Consideration, Information and Noting: (previously circulated)
- 15.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, Training Programme for July to September, CEO Bulletin, South Yorkshire Branch Nominations
 - 15.1.2 Community First Yorkshire Update - Funding News
 - 15.1.3 DMBC – Roadworks Reports, Funding Opportunities, Public Space Protection Order Consultation
 - 15.1.4 SLCC – News Bulletin
 - 15.1.5 NALC CEO Bulletin
 - 15.1.6 YWP Consultative Committee – Quarterly Update

16) Date of Next Meeting

(1 minute)

16.1 To Confirm the Date of the Next Meeting on Wednesday 5th July 2023 at 6pm

17) Employment Matters

(3 minutes per item)

17.1 **Excluded from the Public and Press** - To Receive the Clerk’s May Timesheet (enclosed)

17.2 **Excluded from the Public and Press** - To Consider the Handyman/Gardener’s May Timesheet (to be circulated)

17.3 **Excluded from the Public and Press** – To Note the Clerk’s forthcoming Annual Leave