



# Cantley with Branton Parish Council

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## **Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 6<sup>th</sup> September 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 in advance of the meeting.
  - 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 5<sup>th</sup> July 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
- 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.
      - 5.2.1.1 Consider installing the vent for Kilham Hall Storage..
      - 5.2.1.2 Consider the Clerk obtaining additional quotes for the vent.
      - 5.2.1.3 Consider DMBC's suggestion regarding changing the ramp to the external store
    - 5.2.2 Update on the MUGA.
  - 5.3 To Identify any New Highway Matters for consideration by DMBC and/or Other Agencies.
  - 5.4 To Receive and Note DMBC's Routine Playground Inspection Report (enclosed).
- 6) Clerk's Report and Administration Matters** (2 minutes per item)
  - 6.1 To Note the Clerks Report and actions carried out by the Clerk since the last meeting (enclosed)
  - 6.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.

- 7) Kilham Hall/Park/Buildings/Garden Area Matters (3 minutes per item)**
- 7.1 To Consider the impact of the trial PT sessions on Kilham Hall Field and Determine if this can be a permanent session and whether to charge for the use of the field.
- 7.2 To Update on Solar Panels and to Agree who is responsible for selling back to the grid and paying bills/receiving income going forward.
- 7.3 To Consider a request from the NHS to be able to host pop up Covid clinics at Kilham Hall car park between October and December 2023.
- 7.4 To Receive and Note Kilham Hall Management Committee's Update Report.
- 8) Parish Council Matters (5 minutes per item)**
- 8.1 To Consider and Approve the Clerk to purchase light refreshments for the Whole Council Training on 10<sup>th</sup> October 2023 and determine a maximum budget.
- 8.2 To Confirm numbers for the Whole Council Training scheduled for 10<sup>th</sup> October and if any spaces available determine whether to offer to a neighbouring Parish Council.
- 8.3 To Consider a .gov.uk or .org.uk email address for the Parish Council and Councillors to ensure compliance with Assertion 3 of the 2023/24 Annual Governance Statement (enclosed).
- 9) Parish Matters (5 minutes per item)**
- 9.1 To Determine the content of the next Quarterly Newsletter and agree source of publication. (enclosed)
- 9.2 To Consider purchasing 5 additional strings of Christmas lights from Christmas Plus at a cost of approximately £162.50.
- 9.3 To Note Npower's unmetered supply (UMS) tariff increase for our electricity ie. Christmas Illuminations from 1<sup>st</sup> September 2023 from 33.80p/kWh to 50.188p/kWh.
- 9.4 To Consider climate change and how the Parish Council can reduce its carbon footprint. (enclosed)
- 9.5 To Approve the next Litter Pick scheduled for Saturday 9<sup>th</sup> September 2023.
- 10) Financial (5 minutes per item)**
- 10.1 To Approve Direct Bank Payments. (enclosed)
- 10.2 To Consider the Council's Banking arrangements
- 10.2.1 To review the bank comparison document provided by the Clerk (enclosed)
- 10.2.2 To agree to change the Council's Bank Account and determine which bank to use.
- 10.2.3 To agree the signatories for the new bank account.
- 10.2.4 To determine whether to have dual or triple authorisation.
- 10.3 To Consider the Internal Control Document and approve it. (enclosed)
- 10.4 To Consider an Internal Control exercise to be carried out during September/October by the Councillors appointed as Auditors. (enclosed)
- 10.5 To Note the Bank Statements and for the Council's Internal Auditor's to sign them. (to be circulated)
- 11) Policies/Procedures/Risk Assessments (3 minutes per item)**
- 11.1 Consider and Approve the Outdoor Spaces Risk Assessment (enclosed).
- 11.2 Consider and Approve the Volunteer Policy (enclosed).

- 11.3 Consider and Approve the Carol's Around the Tree Event Risk Assessment (enclosed).
- 11.4 Consider and Approve the Menopause Policy (enclosed).
- 11.5 Consider and Approve the Equality & Diversity Policy (enclosed) to replace the existing Equality Policy (enclosed).
- 11.6 Note and Approve the amended Parish Council Application Form which has been amended in line with the Equality & Diversity Policy (enclosed).
- 11.7 Consider and Approve the amended Flexible Working Policy which has been amended in line with legislation change (enclosed).
- 11.8 Note the review of the Grants Awarding Policy and Approve (enclosed).
- 11.9 Note the review of the Recording of Meetings Policy and Approve (enclosed).
- 11.10 Note the review of the CCTV Policy and Approve (enclosed).
- 11.11 Consider and Approve the amended Freedom of Information Policy – Publication Scheme (enclosed).
- 11.12 Consider and Approve the amended Health & Safety Policy (enclosed, together with previous policy).
- 11.13 Consider and Approve the amended Privacy Notice – General (enclosed).
- 11.14 Consider and Approve the amended Privacy Notice – Staff, Councillors and Role Holders (enclosed).
- 11.15 Consider and Approve the amended Records Management Policy (enclosed).
- 11.16 Consider and Approve the amended Security Incident Policy (enclosed).

## **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 23/01229/FULM - Yorkshire Wildlife Park - Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf' reserve) (re-submission of 21/02108/REMM)

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=23/01229/FULM](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=23/01229/FULM)

12.2 23/01322/FUL - Yorkshire Wildlife Park - Erection of two animal houses & enclosures

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=23/01322/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=23/01322/FUL)

12.3 - 22/01818/OUTM – Land at Warning Tongue Lane, Cantley – Outline application of 8 residential dwellings (all matters reserved)

URL: [Documents for reference 22/01818/OUTM: Public Access \(doncaster.gov.uk\)](https://www.doncaster.gov.uk/Document/View/22/01818/OUTM)

12.4 - 23/01450/FUL – 6 Chapel Lane, Branton – Change of use of the ground floor from a car showroom to a licensed eatery including minor external alterations and installation of an external extraction unit.

URL: [Documents for reference 23/01450/FUL: Public Access \(doncaster.gov.uk\)](https://www.doncaster.gov.uk/Document/View/23/01450/FUL)

## **13) Police Matters**

**(2 minutes)**

13.1 To Consider/Note any police issues and reports received.

#### **14) External Meetings/Training**

**(2 minutes per item)**

- 14.1 To Note the update from the PCJCC meeting held on 20<sup>th</sup> July 2023.
- 14.2 To Note the update from the YLCA Joint Executive Board Annual Meeting and the Joint Annual Meeting of the Associations held on 22<sup>nd</sup> July 2023 (enclosed).
- 14.3 To Note the update from the Talking Tables Event on 27<sup>th</sup> July 2023 (enclosed).
  - 14.3.1 Effective Communication and Teamwork. (enclosed)
- 14.4 Yorkshire Wildlife Park Committee – July/August Update. (previously circulated)
- 14.5 To Note the update from the Community Engagement Event at Manor Farm/Warren Park.
- 14.6 To Consider and Approve the Clerk’s attendance at the following meetings/networking events:
  - 14.6.1 SLCC South Yorkshire Branch Meeting on Tuesday 12<sup>th</sup> September 2023 between 10am and 12noon at Dalton Parish Council, Rotherham.
  - 14.6.2 Doncaster Parish Council Clerk’s Networking Event on Wednesday 13<sup>th</sup> September 2023 between 1pm and 2pm at Rossington Parish Council.
  - 14.6.3 Doncaster Parish Council Clerk’s Meeting regarding DMBC’s requirements for Organising Events (including small events) on Tuesday 17<sup>th</sup> October 2023 from 2pm at Rossington Parish Council.
- 14.7 To Consider and Approve Councillor Gibbins attendance on the YLCA Code of Conduct Webinar on 7<sup>th</sup> September via zoom at the cost of £25.

#### **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, YLCA Annual Meeting/Annual Report, Remembrance Events Letter.
  - 15.1.2 Community First Yorkshire Update - Funding News.
  - 15.1.3 DMBC – Roadworks Reports, Funding Opportunities, Site Visit Details for Land South of Doncaster Road, Parish Charter.
  - 15.1.4 SLCC – News Bulletin, Civility & Respect Newsletter.
  - 15.1.5 NALC - CEO Bulletin, Good Councillors Guide to Employment, Training.
  - 15.1.6 South Yorkshire PCC – Newsletter.

#### **16) Date of Next Meeting**

- 16.1 To Confirm the Date of the Next Meeting on Wednesday 4<sup>th</sup> October 2023 at 6pm.

#### **17) Employment Matters**

**(2 minutes per item)**

- 17.1 **Excluded from the Public and Press** - To Receive the Clerk’s July and August Timesheets (to be circulated).
- 17.2 **Excluded from the Public and Press** - To Consider the Handyman/Gardener’s July and August Timesheets (to be circulated).
- 17.3 **Excluded from the Public and Press** – To Note the Clerk’s recent and future annual leave dates (previously circulated).