



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 4th October 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 Parish Council Meeting held on 6th September 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 for a zebra crossing in Old Cantley
- 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.
 - 5.3 To Identify any New Highway Matters for consideration by DMBC and/or Other Agencies.
- 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.
 - 6.2.1 Promote Slow Ways Highway on the Parish Council website.
 - 6.2.2 Agree to Non Confidential Parish Council Meeting Papers being added to the website.

7) Kilham Hall/Park/Buildings/Garden Area Matters

(3 minutes per item)

- 7.1 Consider the quote to paint the playground equipment following DMBC's Playground Inspection recommendation, the Handyman's additional hours and also having to close the park for a period of time.
- 7.2 Consider continuing the additional repairs to the boundary fence following on from last Winter and the Handyman's additional hours.
- 7.3 Consider painting the picket fence around Kilham Hall and the Handyman's additional hours.
- 7.4 Review closing times of Kilham Hall Car Park for Winter Months – October 2023 to March 2024.
- 7.5 Arrange the annual Hedge cut at Kilham Hall at a cost of approx £345.
- 7.6 Note the Annual Fire Shutter Testing for 11th October 2023 at a cost of approx £200.
- 7.7 Note the Fire Safety Risk Assessment for Wednesday 8th November 2023 at a shared cost (between the Parish Council and Kilham Hall Management Committee) of £375 plus VAT.
 - 7.7.1 Determine who is responsible to pay for the internal store and external store with regards to the assessment.
- 7.8 Note the Annual Fire Extinguisher Service for Wednesday 8th November 2023 at a cost of approx. £90.
- 7.9 Note the Annual Fire Alarm testing for 18th October 2023 at a cost of approx £155.
- 7.10 Note the Annual Intruder Alarm testing for 9th October 2023 at a cost of approx £95.
- 7.11 Note the quote received for a Recycling Bin for Kilham Hall and determine whether to purchase one and who pays for ongoing costs for emptying of it.
- 7.12 To Receive and Note Kilham Hall Management Committee's Update Report.

8) Parish Council Matters

(5 minutes per item)

- 8.1 To Consider SLCC Annual Membership at a cost of £146.
- 8.2 To Receive and Approve the Amended Asset Register as at July 2023 (in line with the Internal Auditor's comments and Insurance documentation). (enclosed)

9) Parish Matters

(5 minutes per item)

- 9.1 To Determine the content of the Winter Quarterly Newsletter and agree source of publication. (enclosed)
- 9.2 To Note the completion of the DMBC Events form for the Carol's Around the Tree Event and Approve Completion of an Event Planning Document for submission to DMBC if required.
- 9.3 To Consider the dates to install and remove the poppy/tommy silhouette/bunting displays for Armistice Day and the Handyman's additional hours.
 - 9.3.1 To Approve making a third poppy display for the Glen Road Christmas Tree and garlands for the notice boards if sufficient poppies are received.

10) Financial

(5 minutes per item)

- 10.1 To Receive PK Littlejohn's Section 3 of the AGAR (External Audit Report and Certificate) and the Notice of Conclusion of Audit. (enclosed)
- 10.2 To Approve Direct Bank Payments. (enclosed)
- 10.3 To Approve 2nd Quarter Bank Reconciliation/Review Level of Reserves. (to be circulated)
- 10.4 To Receive the 2nd Quarter Budget Monitoring Report. (enclosed)

- 10.5 To Receive the 2nd Quarter HMRC Return. (enclosed)
- 10.6 To Receive and Approve the amended Regular Payments Schedule. (enclosed)
- 10.7 To Consider the Council's Banking arrangements and Approve a transfer of accounts
 - 10.7.1 To review the bank comparison document provided by the Clerk (previously circulated)
 - 10.7.2 To agree to change the Council's Bank Account and determine which bank to use.
 - 10.7.3 To agree the signatories for the new bank account.
 - 10.7.4 To determine whether to have dual or triple authorisation.
- 10.8 To Consider applying for an "Awards for All" Grant to help towards the cost of the MUGA.
- 10.9 To Agree to the Provision of a Poppy Wreath for the Local School and Kilham Hal Field Bench and a Donation to the Royal British Legion.
- 10.7 To Note the Bank Statements and for the Council's Internal Auditor's to sign them. (to be circulated)

11) Policies/Procedures/Risk Assessments

(2 minutes per item)

- 11.1 Consider and Approve the Generic Annual Risk Assessments (Outdoor Facilities previously approved).
 - 11.1.1 Management Procedures (enclosed).
 - 11.1.2 Financial Procedures (enclosed).
 - 11.1.3 Buildings (enclosed).
 - 11.1.4 Employee and Volunteer Activities (enclosed).
- 11.2 Consider and Approve the Gifts & Hospitality Policy and Register (enclosed).
- 11.3 Consider and Approve the Members Allowance Policy (enclosed).
- 11.4 Consider and Approve the Mobile Phone 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 23/01788/FUL - 317 Bawtry Road Bessacarr - Erection of a 2 story rear extension and single storey side extension

URL: [Documents for reference 23/01788/FUL: Public Access \(doncaster.gov.uk\)](https://documents.doncaster.gov.uk/Document/View/23/01788/FUL:PublicAccess)

12.2 23/01760/FUL - 19 Birchwood Court Bessacarr - Erection of a 1st floor extension above a portion of the dwelling house and an additional storey above the garage with internal and external alterations to the dwelling house.

URL: [Documents for reference 23/01760/FUL: Public Access \(doncaster.gov.uk\)](https://documents.doncaster.gov.uk/Document/View/23/01760/FUL:PublicAccess)

12.3 23/01668/FUL - The Bungalow, Main Street, Old Cantley - Erection of a single storey pitched roof extension to the rear including internal and external alterations

URL: [Documents for reference 23/01668/FUL: Public Access \(doncaster.gov.uk\)](https://documents.doncaster.gov.uk/Document/View/23/01668/FUL:PublicAccess)

12.4 23/01847/FUL - 1 Langton Gardens, Branton - Erection of two storey side extension, single storey rear extension, and front porch.

URL: https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=23/01847/FUL

13) Police Matters

(2 minutes)

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

14) Christmas Arrangements

- 14.1 To Consider cost saving by having the Christmas Illuminations on timers between the hours of 3.30pm and 11pm.
- 14.2 To Consider how to advertise the Christmas Carol's around the Tree and Christmas Pantomime for 2023.
- 14.3 To Request volunteers to help on Sunday 3rd December 2023 at the Pantomime.

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, Nomination for Smaller Councils' Committee
 - 15.1.6 South Yorkshire PCC – Newsletter.

16) Date of Next Meeting

- 16.1 To Confirm the Date of the Next Meeting on Wednesday 1st November 2023 at 6pm.

17) Employment Matters

(2 minutes per item)

- 17.1 **Excluded from the Public and Press** - To Receive the Clerk's September Timesheet and 2nd quarter mileage form (to be circulated).
- 17.2 **Excluded from the Public and Press** - Consider the Clerk's contractual hours.
- 17.3 **Excluded from the Public and Press** - To Consider the Handyman/Gardener's September Timesheet (to be circulated).
- 17.4 **Excluded from the Public and Press** – To Consider a request from the Handyman to review his contractual hours.