



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 4th September 2024 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. 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 3rd July 2024 (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 Noting/Immediate Action/Future Consideration.
 - 4.2.1 Query regarding speeding traffic on Goodison Boulevard.

- 5) City of Doncaster Council (CDC) Matters (5 minutes per item)**
 - 5.1 To Receive Updates from CDC Ward Councillors.
 - 5.2 To Receive an Update on the MUGA and Consider and Agree any action needed.
 - 5.2.1 To Approve and Sign the Legal Agreement between City of Doncaster Council and the Parish Council relating to the Multi Use Games Area (draft previously circulated).
 - 5.3 To Receive an Update on CCTV cameras.
 - 5.4 To Identify any New Highway Matters for consideration by CDC 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.

- 7) Kilham Hall/Park/Buildings/Garden Area Matters (3 minutes per item)**

- 7.1 To Note the Handyman's work tracker and prioritise any tasks outstanding (enclosed).
- 7.2 To Consider building a compost bin at Kilham Hall to dispose of green waste economically.
- 7.3 To Consider the issues with the birds damaging the window seals around Kilham Hall.
- 7.4 To Consider purchasing a Cordless 2-in-1 hedge trimmer and pole saw at the cost of £169.99.
- 7.5 To Ratify purchasing a lone worker first aid kit for the Handyman at a cost of £12.84.
- 7.6 To Ratify purchasing self closing devices and smoke seals at the cost of £61.55.
- 7.7 Receive and Note Kilham Hall Management Committee's Update Report.

8) Parish Council Matters

- 8.1 To Ratify the purchase of a new projector at the cost of £44 rather than replace the bulb in the existing, older projector, at a cost of £100 plus.
- 8.2 To Ratify purchasing a new shredder at the cost of £42.99.
- 8.3 To Note and Approve the updated Disposal Register (enclosed).
- 8.4 To Note correspondence received from Wilkin Chapman and Agree a formal response (letter previously circulated, draft reply enclosed).

9) Parish Matters

(5 minutes per item)

- 9.1 To Ratify the content of the next Quarterly Newsletter and source of publication (previously circulated).
- 9.2 To Approve the next Litter Pick scheduled for Saturday 28th September 2024.
- 9.3 To Consider improvement to green space at the entrance to Brockholes Lane.

10) Financial

(5 minutes per item)

- 10.1 To Ratify August Direct Bank Payments (previously circulated).
- 10.2 To Approve Direct Bank Payments (to be circulated).
- 10.3 To Consider an Internal Control exercise to be carried out during September/October by the Councillors appointed as Auditors. (enclosed)
- 10.4 To Note the Bank Statements and for the Council's Internal Auditor's to sign them (to be circulated).

11) Policies/Procedures

- 11.1 To Consider and Approve the following policies (enclosed):-
 - 11.1.1 Draft Parental Bereavement Policy (new)
 - 11.1.2 Draft Adoption Policy (new)
 - 11.1.3 Draft Shared Parental Leave Policy (new)
 - 11.1.4 Dignity at Work Policy (reviewed)
- 11.2 To Receive and Approve the following Risk Assessments (enclosed):-
 - 11.2.1 Carols Around the Tree event (reviewed).
 - 11.2.2 Lone Worker (reviewed).
 - 11.2.3 Work Station (new).
 - 11.2.4 Generic Risk Assessments (reviewed)
 - 11.2.4.1 Outside Facilities
 - 11.2.4.2 Management Procedures

- 11.2.4.3 Financial Procedures
- 11.2.4.4 Buildings
- 11.2.4.5 Employee and Volunteer Activities

- 11.3 To Receive and Approve the following Procedures (enclosed):-
11.3.1 Staffing Committee Terms of Reference (new)

12) Planning Applications

(2 minutes per item)

- 12.1 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).
- 12.1.1 24/01164/FULM – Land at Cammage Way, Bessacarr - Erection of 184 dwellings with associated landscaping and drainage
URL:
https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/01164/FULM
- 12.1.2 24/

13) Police Matters

(2 minutes)

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

14) Training/External Meetings

- 14.1 To Receive feedback from the Clerk regarding YLCA's Talking Tables Event on 18th July 2024.
- 14.2 To Receive feedback from the YLCA Joint Annual Meeting to Member Councils and Parish Meetings on 20th July 2024.
- 14.3 To Receive feedback from the PCJCC meeting held on 8th August 2024.

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 April to September, CEO Bulletin.
 - 15.1.2 Community First Yorkshire Update - Funding News.
 - 15.1.3 CDC – Roadworks Reports, Funding Opportunities,
 - 15.1.4 SLCC – News Bulletin, Civility & Respect Newsletter.
 - 15.1.5 NALC - CEO Bulletin, Training.
 - 15.1.6 Wilkin Chapman – letter

16) Date of Next Meeting

- 16.1 To Confirm the Date of the Next Meeting on Wednesday 2nd October 2024 starting 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 Approve the change in the Clerk's working hours due to a change in her personal circumstances.
- 17.4 **Excluded from the Public and Press** – To Note the change in the Clerk's circumstances and therefore the cost for CILCA and additional hours training will fall solely to the Parish Council.