

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 4 May 2016 at Kilham Hall Meeting Rooms commencing at 7.00 p.m.**

**PRESENT:** Councillors M Sidebottom (Chair), Y Butterworth, M Caygill, D Chorlton, G Warrender, N Williams and J Worthington

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council), Councillor R A Jones and 3 Members of the public.

Three members of the public from the same family explained that they were seeking planning consent to build a retirement home on an area of land between Brockholes Lane and the Yorkshire Wildlife Park that was currently designated as countryside policy area. A site plan of the area and proposed plans for the dwelling were provided for information. Councillor Jones explained that Ward Councillors had powers to 'call in' planning applications that would normally be decided by DMBC Officers to enable the decision to be made by DMBC's planning committee.

**1) ELECTION OF CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE**

Councillor M Sidebottom was proposed and seconded as Chair.  
Councillor Sidebottom extended a message of thanks to Councillor Worthington for her service as Chair and for the expertise provided.

RESOLVED (1)

That Councillor M Sidebottom is unanimously elected as Chairman for the ensuing year and duly signed the Declaration of Acceptance of Office form.

**2) ELECTION OF VICE-CHAIRMAN**

Councillor D Chorlton was proposed and seconded.

RESOLVED (2)

That Councillor D Chorlton is unanimously elected as Vice-Chairman for the ensuing year.

**3) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (3)

That no items are excluded from the public and press.

**4) DECLARATIONS OF INTEREST**

The following declarations of other interests were received:

Councillor Sidebottom in respect of items 14 (relating to the Poppyfields open space) and item 18

Councillor Chorlton in respect of item 14 (relating to the Poppyfields open space)

Councillor Worthington in respect of item 30

Councillor Caygill in respect of item 30.

**5) APOLOGIES FOR ABSENCE**

There were no apologies as all members were in attendance.

**6) REPRESENTATIVE TO DMBC PARISH COUNCIL JOINT CONSULTATIVE COMMITTEE**

RESOLVED (4)

a) That Councillor M Sidebottom is appointed as representative to the PCJCC.

b) That Councillor M Caygill is nominated as a substitute for Councillor Sidebottom.

**7) REPRESENTATIVE TO THE ROBIN HOOD AIRPORT NOISE MONITORING AND ENVIRONMENTAL SUB-COMMTTEE**

RESOLVED (5)

a) That Councillor J Worthington is appointed as the representative.

b) That Councillor N Williams is nominated as a substitute for Councillor Worthington.

Signed:.....Dated:.....

**8) KILHAM HALL MANAGEMENT COMMITTEE REPRESENTATIVES**

RESOLVED (6)

- a) That Councillors M Sidebottom and D Chorlton are appointed as representatives.
- b) That Councillor Warrender is thanked for her service to the Management Committee.

**9) APPOINTMENT OF COUNCIL AUDITORS**

RESOLVED (7)

That Councillors D Chorlton and N Williams are appointed as the two Council Auditors.

**10) APPOINTMENT OF REPRESENTATIVE TO ATTEND PUBLIC RIGHTS OF WAY MEETINGS**

RESOLVED (8)

That Councillors J Worthington and N Williams are appointed as representative for Public Rights of Way meetings.

**11) APPOINTMENT OF VOTING REPRESENTATIVES AT YLCA BRANCH MEETINGS**

RESOLVED (9)

That Councillor Worthington attends as the first voting delegate and where a second vote is available this be given to Councillor Sidebottom.

**12) REPORT FROM THE COMMUNITY POLICING TEAM**

No information had been received from the local policing team. A media statement had been received from the Police and Crime Commissioners Office regarding the appointment of D Jones as the interim Chief Constable.

Councillor Jones reported that he had requested that crime statistics were made available but had been advised that any enquiries should be made at the local community meetings.

RESOLVED (10)

That the information is received and noted.

That an approach is made to the local policing team to request attendance at parish council meetings on a quarterly basis if possible.

**13) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS**

Councillor Jones reported that it was intended to request DMBC Officers to provide the cost of providing the zebra crossing so that the formal documentation could be completed. Discussion took place on the location of the crossing and that in accordance with the Section 106 Agreement it would need to be in close proximity to the Woodlands Walk development.

Reference was made to the overgrown land to the rear of council highway land between Doncaster Road and Brockholes Lane and whether its acquisition would be beneficial. A member of the parish council reported that it was believed an enquiry had been made from a resident in one of the adjacent properties but the landowner did not wish to sell the land.

RESOLVED (11)

a) That Councillor Jones is thanked for his attendance and the information provided.

b) That DMBC is asked if arrangements could be made for a site meeting to determine the location of the zebra crossing.

**14) UPDATE ON SECTION 106 EXPENDITURE PLANS**

It was clarified that a sum of money was available from the Woodlands Walk development of which the first priority for expenditure would be the zebra crossing on Doncaster Road. A similar sum of money was also provided from the Badgers Holt development of which Ward Councillors had proposed that consultation take place on whether play equipment should be provided on the open space at the Poppyfields development. The Section 106 Agreement for Branton House Farm provided for developments and improvements to Kilham Lane recreation ground. The DMBC Neighbourhood Manager had agreed to attend the July 2016 meeting to discuss the expenditure plans.

RESOLVED (12)

That further consultation with residents is undertaken to determine expenditure plans.

**15) MINUTES OF THE MEETINGS HELD ON 6 APRIL 2016**

RESOLVED (13)

Signed:.....Dated:.....

That the minutes of the Parish Council Meeting be agreed and signed by the Chairman subject to the inclusion of 'suitable' in line 5 of the second paragraph of public participation.

#### **16) 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. Information had been received from a member of Bessacarr Forum relating to the Manor Farm development and that the two railways crossings would be closed and an underpass provided when 150 dwellings had been erected which was expected to be in 2017 as a road was needed for track maintenance and the cost of the required fencing was quite substantial and so was dependent on sales of the new properties.

Arrangements had been made to meet at DMBC Officer to undertake a survey of the parish but the officer had not attended and had not responded to emails or telephone calls since.

The reporting of the flooding along Doncaster Road opposite St Vincents Avenue was outstanding.

The handyman had been advised not to block the access to Kilham Hall.

All other actions were progressing.

RESOLVED (14)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That the flooding on Doncaster Road opposite St Vincents Avenue be reported to DMBC
- c) That a request is made for an item to be included on the next PCJCC agenda to discuss the lack of response from DMBC officers
- d) That a letter is sent to DMBC's Chief Executive regarding the lack of responses from DMBC Officers
- e) That the Handyman is asked to park only in a designated parking space at the recreation ground.

#### **17) ITEMS RAISED BY MEMBERS OF THE PUBLIC**

The Clerk reported the information provided by a DMBC Planning Officer regarding the planning enquiry relating to the building of a property on land between Brockholes Lane and the Yorkshire Wildlife Park which was designated as countryside policy area and that consideration should be given to the visual impact, any highway issues and that the area had a sufficient housing allocation.

RESOLVED (15)

That a response be considered when a planning application has been received.

#### **18) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom reported that no meeting had taken place since the last parish council meeting the next meeting being scheduled for 9 May 2016. A copy of the current insurance policy was appended to the notice board in the main hall.

RESOLVED (16)

That the information be received and duly noted.

#### **19) 2015/16 FINAL BANK RECONCILIATION AND BUDGET MONITORING REPORT**

Consideration was given to the final bank reconciliation denoting a balance of £20,884.46 representing approximately two thirds of the annual precept. All expenditure had been within the agreed budget apart from maintenance of the recreation ground which was 20% overspent due to the purchase of a new hedge trimmer and the cost of emptying green waste due to the mild weather requiring an extended period. An additional small Section 106 donation had been made. The overspend on the conversion of the changing rooms to meeting rooms had been partially offset from savings from the previous year and savings to other budget headings e.g. maintenance of playground equipment and council fixture and fittings.

RESOLVED (17 )

- a) That the final bank reconciliation is duly authorised and the level of reserves deemed satisfactory.
- b) That the final budget monitoring report is received and noted.

#### **20) APPROVAL OF SECTION 1 AND SECTION 2 OF 2015/16 ANNUAL RETURN**

Consideration was given to the completion of Sections 1 and 2 a draft copy of which had been circulated with the agenda.

RESOLVED (18 )

- a) That the Section 1 of the Annual Return is duly certified by the Chairman for presentation to the internal auditor and submission to the External Auditor.

Signed:.....Dated:.....

b) That Section 2 of the Annual Return is duly certified by the Chairman for presentation to the internal auditor and submission to the External Auditor.

## 21) NEW MEETING ROOM MATTERS

### a) Hot water supply for kitchen area

Confirmation was sought on the arrangements for the provision of hot water for the kitchen area.

### b) Title of new building

In order to avoid any confusion with the community hall consideration was given to the naming of the new meeting rooms.

RESOLVED (19)

a) That a 'vented point of use water heater' costing £97.63 be purchased from Tool Store for the provision of hot water with the sink unit.

b) That the official name of the converted building be 'Kilham Hall Meeting Rooms'.

## 22) RECREATION GROUND AND GARDEN ISSUES

### a) Offer towards cost of removal of goalposts

Branton Juniors Football Club had offered £50 towards the removal of the goalposts that had been erected by a former organiser of the under 11 team. The final cost was still awaited from DMBC.

### b) Approval for use of the recreation ground and car park for two matches by the Under 9 team

A request had been received on the evening of 13 April 2016 for use of the recreation ground and car park on Sunday 17 and Saturday 23 April 2016 for a competitive match that was expected to attract spectators. There were no bookings at Kilham Hall on the two dates involved. A request had been made for sight of the insurance which on examining did not include public liability insurance. The council's insurers had been contacted and who confirmed that the policy only covered personal accident for players and that the parish council should ask that public liability cover was in place prior to usage.

### c) Request for Branton Juniors Under 7s to use recreation ground for training/storage/tournament

A request had been received for both the Under 7 team and Mini Soccer for 5-7 year olds to train and for three pitches to be marked for each of the three teams that were requesting usage. A request had also been made for storage facilities. It was known that a tournament was planned for June which the recreation ground at Auckley had been offered but due to some difficulties an enquiry had been made as to whether it would be possible for the tournament to be played on the recreation ground.

### d) Request for use of recreation ground for a new football team aged 10/11

A request had been received for use of the recreation ground to try to establish a football team for children aged 10/11 in the Branton area.

### e) Quotations for replacing fencing at the Doncaster Road garden

Need a Hand Ltd had provided an initial quotation for replacing the remaining two sides of fencing in line with that replaced in the previous year. However the quotation referred to damage to one of the gravel boards due to overgrown tree roots from a tree in the garden of the adjacent property. J Thornton had declined to provide a quote and a company from Kirk Sandall had been contacted who had visited the site and advised that the tree in the neighbouring garden and a tree to the rear in the council garden required removal prior to new fencing being erected and a gravel board and one concrete post required replacing in the rear fencing as were damaged due to the tree roots.

A quotation for the removal of the tree along with the two tree stumps had been obtained from N Marsh and Need a Hand Ltd had been asked for a separate quote to remove the tree and two tree stumps but had not been received to date.

### f) Klargester Unit

The handyman had reported that the unit was unlocked and this had been referred to the Kilham Hall caretaker who had arranged to lock the unit. However the unit had been subsequently damaged and access made available. The handyman had indicated he may be able to repair it.

RESOLVED (20)

a) That the offer of £50 be agreed.

b) That the decision to allow two matches with use of the car park be agreed.

c) That the usage of the recreation ground for training by Branton Junior football teams be agreed subject to the football club being in receipt of public liability insurance and details of all usage being forwarded to the Clerk. .

d) That any use of the car park is agreed in advance with the Clerk in consultation with the Chair.

e) That the request for usage of the recreation ground for children aged 10/11 be declined and the enquirer be advised to approach Branton Junior Football Club.

Signed:.....Dated:.....

- f) That the owners of the property adjacent to the Doncaster Road garden be requested to remove the tree damaging the fence panels in order for new fencing to be provided.
- g) That Need a Hand is asked to provide a quotation for the removal of the tree to the rear of the Doncaster Road garden that is damaging fencing and removing the two stumps by Monday 9 May 2016 in order to progress the removal of trees to enable new fencing to be fitted.
- h) That the damage to the Klargester unit is noted and the situation be monitored.

### 23) PLANNING MATTERS

The were no new planning applications to consider and it was reported that application 15/02323/FUL for a property at Boulton Drive was to be considered by DMBC Planning Committee.

RESOLVED (21)

That the information is received and duly noted.

### 24) HIGHWAY MATTERS

The following matters were raised:

- Overflowing litter bin at the bus stop adjacent to St Vincent's Avenue
- Dog fouling on St Vincent's Avenue
- Flooding on junction of Gatewood Lane/Whiphill Top Lane
- Parking of vehicle on grass verge adjacent to 11 Moor View
- Removal of a bollard at the front of the Three Horse Shoes
- A bollard leaning at the front of the Three Horse Shoes
- RESOLVED (22)

That DMBC are requested to consider to highway matters reported.

### 25) PUBLICATION OF QUARTERLY NEWSLETTER

Councillor Sidebottom withdrew from the meeting during consideration of this item.

RESOLVED (23)

That the following information be contained within the June newsletter: Names of the elected Chairman and Vice-Chairman, proposals for expending Section 106 funding, the Mayoral visit on 11 August 2016 and concerns re dog fouling.

### 26) CLERK'S ATTENDANCE ON SLCC VAT COURSE

RESOLVED (24)

That attendance at a VAT course be agreed at a cost of £95 + travel.

### 27) WEBSITE ISSUES

The webmaster had confirmed that the cost of the contract for 2016/17 would be £318 the same as the previous year.

RESOLVED (25)

That the contract be agreed.

### 28) YLCA BRANCH OFFICIALS NOMINATIONS

RESOLVED (26)

That Parish Councillors D Wright (Wadworth PC) and D Liddell (Silkstone PC) are nominated as Chair and Vice-Chair respectively.

### 29) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (27)

That the following payment made be duly authorised:

16/01	Clerk	April Salary	£561.30
16/02	Clerk	Purchase of vacuum cleaner	£ 69.99
16/03	Clerk	Stationery	£ 15.00
16/04	Clerk	3 recreation ground gate keys	£ 10.00
16/05	LCR	Annual subscription	£ 17.00
16/06	YLCA	Annual subscription	£ 680.00
16/07	DMBC	Emptying Green Waste (Apr – June)	£165.00
16/08	DMBC	Emptying dog litter bins (Dec – Mar)	£ 98.88

Signed:.....Dated:.....

16/09	Rosedale Lighting	New bulbs for Christmas lights	£116.88
16/10	Glendale	Grass cutting 26/3/16	£38.78

**30) REQUEST FOR A DONATION TOWARDS THE AUCKLEY SHOW**

A request for a donation towards the cost of the 2016 Auckley Show had been received.

RESOLVED (28)

That a donation of £100 be given.

**31) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered.

RESOLVED (29)

- a) That the items of correspondence denoted on the agenda be received and duly noted.
- b) That a copy of the PCJCC minutes and White Rose Update be forwarded to the Chair.
- c) That the NALC website details be forwarded to Councillor Worthington.

**32) DATE AND TIME OF NEXT MEETING AND SCHEDULE OF MEETINGS FOR 2016/17**

Discussion took place on whether it would be possible to hold meetings at other locations within the parish.

RESOLVED (30)

- a) That the next meeting be held on Wednesday 1 June commencing at 7.00 pm at Kilham Hall meeting rooms.
- b) That the schedule of meetings for 2016/17 is agreed as the first Wednesday of each month (other than August when there would be no meeting).
- c) That the date of the Annual Parish Meeting be determined by the Chairman at a later date.
- d) That consideration be given to holding parish council meetings at other venues within the parish.

Signed:.....Dated:.....: