

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 3 May 2017 at Kilham Hall Meeting Rooms commencing at 6.30 p.m.

PRESENT: Councillors M Sidebottom (Chair), Y Butterworth (from item 14), M Caygill, G Warrender, N Williams and J Worthington.

IN ATTENDANCE: J A Staniforth (Clerk to the Council) and S Racjan (DMBC Officer)

1) ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor M Sidebottom was proposed and seconded as Chair.

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

Councillor Sidebottom declared an other interest in Item 16.

5) APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Chorlton.

RESOLVED (4)

That the apologies of Councillor Chorlton be accepted and duly recorded.

6) REPRESENTATIVE TO DMBC PARISH COUNCIL JOINT CONSULTATIVE COMMITTEE

RESOLVED (5)

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-COMMITTEE

RESOLVED (6)

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

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

8) KILHAM HALL MANAGEMENT COMMITTEE REPRESENTATIVES

RESOLVED (7)

That Councillor M Sidebottom and D Chorlton are appointed as representatives.

9) APPOINTMENT OF COUNCIL AUDITORS

RESOLVED (8)

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

10) APPOINTMENT OF REPRESENTATIVE (S) TO ATTEND PUBLIC RIGHTS OF WAY MEETINGS

RESOLVED (9)

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

That Councillors J Worthington and N Williams are appointed as representatives to attend the Public Rights of Way meetings.

11) APPOINTMENT OF VOTING REPRESENTATIVES AT YLCA BRANCH MEETINGS
RESOLVED (10)

That Councillors J Worthington and M Sidebottom be agreed as the two voting representatives.

12) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS

No Ward Councillors were in attendance due to the local elections the next day.

The DMBC Stronger Communities Officer outlined details of a new strategy for 'Community Led Support' which aimed to enhance independent living for residents through the provision of information, signposting of services and access to social care where required. Members enquired as to whether there was a charge for the service and it was explained that the first two stages were free but any formal support would be charged for in accordance with the current policy.

The completion of work to light the second beacon at the new zebra crossing on Doncaster Road was expected to be completed by 22 May 2017 and if required the signed agreement for the new play equipment could be forwarded to DMBC by the Officer.

RESOLVED (11)

That the information is received and the offer to forward the signed legal agreement be accepted.

13) MINUTES OF THE MEETINGS HELD ON 5 APRIL 2017

RESOLVED (12)

That the minutes of the Parish Council Meeting be agreed and signed by the Chairman.

14) 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 and the following updates were considered:

a) New outdoor equipment at Kilham Lane/Acceptance of legal agreement with DMBC

A copy of the agreement had been circulated electronically to members in advance of the meeting and required signing in order for the planning application to be submitted and tenders prepared. The requirement for a completion date of twenty four months was a standard term and a maximum timescale with the project expected to be completed much sooner..

b) Planning application for fencing to grass verges on Valley Drive

The application had been submitted to DMBC and had been published, some additional information had subsequently been requested and this had been provided other than an amended plan denoting the fencing not crossing the dropped kerbs on Valley Drive. The details had been sent to the Design Consultant and an amended plan was awaited.

c) Provision of a defibrillator/grant application

An application for a funding bid to Robin Hood Airport Community Fund had been partially completed and required information relating to details of external support for the project, the location and costing details. Members reported that residents had suggested the need for a defibrillator on social media sites and there was a high proportion of elderly residents in the parish. Councillor Worthington had forwarded information relating to defibrillators and that the Yorkshire Ambulance Service would assist with any bids for funding and commission the equipment if requested. It was noted the defibrillator supplied to the school by a local charity had not yet been available for use.

A member proposed that consideration be given to also providing a defibrillator at the recreation ground and it was reported that the Yorkshire Wildlife Park was considering purchasing a second one so one would be available at each first aid station.

Zebra crossing update

Signage notifying drivers of the new crossing had been erected and one beacon was lit but the one adjacent to the Costcutter was still awaiting a decision as to whether it could be relocated to the edge of the pavement in view of the extensive service cables that ran under the pavement.

d) Removal of notice board at Warning Tongue Lane

The handyman had attempted to remove the notice board but was unable to do without more specialist equipment.

e) Repairs to bus shelters on Doncaster Road

South Yorkshire Passenger Transport had advised that there was no funding to repaint external bus shelters but that repairs to the seats would be undertaken.

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

f) Request for police camera van on Whiphill Top Lane

A response had been received stating the camera van could not be deployed on Whiphill Top Lane as the criteria was deploy on roads with a high collision history and there had been no reports of any in the last three years. It was suggested that the Local Policing Team be contacted.

g) Dog Stencils

These were still awaited at the Poppyfields development and on Doncaster Road.

h) Widening of entrance at the Ava Court Development

No update had been received in spite of several requests to contact the Officer dealing with the matter.

i) DMBC policy on advertisements on the public highway

The lead officer for DMBC enforcement had advised there was no progress with an enforcement policy and that it was a criminal offence to display notices on the public highway without permission.

RESOLVED (12)

- a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.
- b) That the legal agreement with DMBC for provision of new outdoor equipment for Kilham Lane recreation ground be agreed and duly signed by the Clerk and forwarded to DMBC by the Stronger Communities Officer..
- c) That the grant application form is completed and submitted pending an approach to the owner of the Ava Court development seeking permission to site a defibrillator on the site.
- d) That the Yorkshire Air Ambulance Service is contacted for information on the purchase and location of a defibrillator.
- e) That a letter is sent to the school requesting details of the location of the defibrillator in order to assist decisions on any subsequent locations and that the defibrillator is made as accessible as possible to the public.
- f) That further consideration is given to the purchase and location of defibrillators at the next meeting.
- g) That the handyman contacts Councillor Williams for assistance removing the notice board on Warning Tongue Lane.
- h) That the contractor for the repainting of the storeroom door be asked to complete the work by 30 June 2017.

15) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance.

16) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that interviews had been held to secure a contractor for the day to day management of the bookings/building and a local resident named Lisa Simpson had been offered the contract which would commence on 20 May 2017. It was explained that some regular user groups would now have their own key and would set up and clear away their own equipment. The contractor would be responsible for the weekly coffee morning and art club, the monthly WI meeting and any one off bookings. Cleaning would also include a monthly clean of the meeting rooms and alarm call outs for both buildings.

An updated timetable of the regular bookings was provided and it was explained that marketing of the availability of the hall to secure further bookings would be undertaken in the near future.

RESOLVED (14)

That the information be received and duly noted.

17) 2016/17 FINAL BANK RECONCILIATION/REVIEW OF THE LEVEL OF RESERVES

Consideration was given to the final bank reconciliation denoting a balance of £31,697.21 representing almost the equivalent of the annual precept. A vat claim for £209.41 had now been received.

RESOLVED (15)

That the final bank reconciliation is duly authorised and the level of reserves deemed satisfactory.

18) APPROVAL OF SECTION 2 OF 2016/17 ANNUAL RETURN

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

RESOLVED (16)

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.

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

19) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

Consideration was given to the request of the handyman to be provided with a battery operated drill to undertake maintenance work particularly to fencing at the recreation ground and securing signage. A member raised the issue of reports of dogs being exercised on the field and the enforcement situation relating to the introduction of the Public Space Protection Order was explained.

RESOLVED (17)

That it be agreed that a drill be provided at a cost of £50 +vat.

That DMBC is asked to arrange visits of the Enforcement Officers to the recreation ground to enforce that dogs are not allowed on the recreation ground.

20) NAMING OF NEW CYCLE/FOOTPATH IN MEMORY OF A DECEASED CHILD

Correspondence had been received from the parents of the late Sianne White requesting that consideration be given to naming the new cycle/footpath at the recreation ground either 'Sianne Lili Lane' or 'Sianne's butterfly trail' in memory of Sianne.

RESOLVED (18)

That it be agreed in principle (and subject to the scheme being implemented) to name the new perimeter path 'Sianne's Butterfly Trail' and that information is sought on how butterflies could be attracted to the site and details could be best displayed to the public.

21) PLANNING MATTERS

The following new/revised planning applications were considered:

17/00820/TPO 8 Warning Tongue Lane	To fell one Lime tree	No comments
17/00568/FUL 20 Warrington Drive	Erection of front porch/rear extension/detached garden store – AMENDED PLANS & DESCRIPTION	No comments
17/00974/FUL Lapthorne, Kilham Lane	Single storey extension, new dormer windows, roof lights, formation of roof space to attic and additional vehicular access.	No comments
17/01085/REM Land at Sandhills Bungalow	Details of access, appearance, landscaping, layout and scale of design for the erection of 1 dwelling plus Phase 1 environment assessment (matters reserved in outline granted 15/00741/OUT)	No comments*

The successful appeal for erection of a dwelling on land adjacent to Acre Paddock on Brockholes Lane was reported.

RESOLVED (19)

a) That the information is received and duly noted.

b) That in the event of further information being made available in respect of application 17/01085/REM the Clerk in consultation with members submits any comments by the due date of 17 May 2017.

22) HIGHWAY MATTERS

The following matters were raised:

- A refuse bin and rubbish littering a grass verge at Langton Gardens
- A car parked on the footpath adjacent to the Three Horse Shoes
- Advertisements placed on the beacon post at the zebra crossing

RESOLVED (20)

a) That DMBC is notified of the issues at Langton Gardens

b) That a letter is sent to the landlord of the Three Horse Shoes requesting that vehicles refrain from parking on the pavement as this could cause an obstruction.

c) That a letter is sent to the owner of the business on Quarry Lane requesting that advertisements are not posted on the public highway.

23) PUBLICATION OF QUARTERLY NEWSLETTER

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

RESOLVED (21)

That the following information be contained within the June newsletter: Names of the elected Chairman and Vice-Chairman, update on new outdoor equipment and a request for residents not to bring dogs

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

onto the recreation ground, proposed fencing on grass verges at Valley Drive and Rural Crescent, speeding on Whiphill Top Lane, dog fouling and litter in the parish and the provision of a defibrillator.

24) CONTRACT FOR THE MAINTENANCE AND DEVELOPMENT OF THE WEBSITE

Information had been circulated outlining the need to upgrade the site in order for all information to be accessible from mobile devices. It was suggested that the Clerk be trained to upload all general information thereby reducing the long term costs. The cost of the upgrade plus initial training was £475+vat and additional training would be £30 per hour.

RESOLVED (22)

- a) That the contract with Andy Roberts be agreed with up to two hours additional training if required.
- b) That the format of the new website be delegated to the Clerk in consultation with the Chair including that a counter to denote the number of times the website is accessed.

25) YLCA BRANCH OFFICIALS NOMINATIONS

RESOLVED (23)

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

26) TO CONSIDER ANY POLICE ISSUES AND DETAILS OF THE LATEST CRIME REPORT

A reply had been received regarding the request for the police camera van to visit Whiphill Top Lane to enforce the speed limit stating that as there had been no personal injury collisions in the last three years it was not possible to deploy any resources to the area. Councillor Caygill reported on the new legislation to levy fines based on income levels that had been contained within the latest newsletter from the South Yorkshire Police and Crime Commissioner.

The latest crime report denoted an increase in crime overall with 5 crimes in Branton, and five in the Bessacarr part of the parish with none in Old Cantley.

RESOLVED (24)

- a) That the information is received and noted.
- b) That the Clerk obtains a copy of the latest newsletter from the SY Police and Crime Commissioner.

27) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (25)

That the following payments made are duly authorised:

17/01	Clerk	April Salary	£610.37
17/02	Need a Hand	Disposal of basketball stand/filing cabinet	£ 85.00
17/03	DMBC	Emptying dog litter bins – quarter 4 2016/17	£101.76
17/04	DMBC	Emptying green waste – quarter 1 2017/18	£169.00
17/05	YLCA	Annual subscription for 2017/18	£712.00
17/06	DMBC	Planning application for knee rail fencing	£ 97.50

28) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the offer of a DMBC Officer to attend the next parish council meeting to provide and update on Doncaster's Local Plan and information on concessionary child travel passes.

RESOLVED (26)

- a) That the items of correspondence denoted on the agenda be received and duly noted.
- b) That a request is made for a DMBC Officer to attend the next meeting to update the parish council on the Local Plan and any impact that it may have on the parish.

29) DATE AND TIME OF NEXT MEETING AND SCHEDULE OF MEETINGS FOR 2017/18

RESOLVED (27)

- a) That the next meeting be held on Wednesday 7 June commencing at 6.30 pm at Kilham Hall meeting rooms and that the start time for future meetings is reviewed
- b) That the schedule of meetings for 2017/18 is agreed as the first Wednesday of each month (other than August when there would be no meeting).

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