

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 7<sup>th</sup> July 2021 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors: M. Sidebottom (Chair), D Chorlton (Vice Chair), Y Butterworth, S Ward, J Rushby

**IN ATTENDANCE:** B Walton (Clerk to the Council), 2 members of the public

**1) APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams and Dennis due to them having to self-isolate.

RESOLVED (1)

That Councillor Williams and Dennis' apologies are received and accepted.

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (2)

Items 30 and 31 are excluded from the public and press.

**3) DECLARATIONS OF INTEREST**

Councillor Sidebottom, Chorlton and Rushby declared another interest in Item 19

RESOLVED (3)

**4) MINUTES OF THE PREVIOUS MEETING HELD ON 11 JUNE 2021**

Councillor Dennis requested that initials be added to the Minutes when relating to Councillor Cox. Councillor Dennis requested sight of the Minutes as soon as they are prepared in the future. A discussion took place regarding this.

RESOLVED (4)

- a) That the minutes of the Parish Council Meeting be agreed and signed by the Chairman.
- b) That normal practice regarding Minutes would continue – the Chairman checks the draft Minutes and Members receive them 3 clear working days before the next Parish Council meeting

**5) ITEMS RAISED BY MEMBERS OF THE PUBLIC**

The Chairman welcomed two members of the public to the meeting. They introduced themselves and confirmed they were members of the Plymouth Brethren Church on Doncaster Road. They informed members of support that they offer the community and surrounding areas ie. flooding, homeless, food banks. They wanted to extend their support to the community should the need arise.

The Clerk informed members of three issues that had been brought to her attention by members of the public.

- a) Guidance re; donation of proceeds from a book sale into the community.
- b) Land at rear of Sandhills Way
- c) Crossing on Whiphill Top Lane

RESOLVED (5)

- a) The two members of the Plymouth Brethren Church were thanked for their attendance and their offer of support was noted.
- b) The Clerk will report back to the member of the public suggesting Branton St Wilfrid's PTA may benefit from any proceeds of the sale of the book. Alternatively the Air Ambulance.
- c) The Clerk reported back to the resident that they weren't aware that the ownership of the land had changed or that there were future plans for building on it.
- d) The Parish Council will pass the request to the Ward Councillors and inform the member of the public should contact the Ward Councillors directly.

**6) REPORT FROM DMBC WARD COUNCILLORS**

Apologies were received from Councillors J & S Cox. Councillor S Cox informed the Clerk that all issues previously raised with them have been reported to DMBC and they are awaiting feedback.

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

## RESOLVED (6)

That Councillor S Cox is thanked for the information provided.

**7) LEGAL AGREEMENT RELATING TO THE SECTION 106 EXPENDITURE PROJECTS**

The Clerk has been speaking to Dickinson Wood Solicitors to receive an update. Dickinson Wood have confirmed that they can draft a Licence for the Parish Council giving Kilham Hall Management Committee permission to use the area which will effectively be usable by the Management Committee. This will save the Parish Council legal fees and a lot of time rather than redrafting the Lease. Legal fees would be approximately £500 and the Licence can be drawn up prior to the September meeting.

## RESOLVED (7)

a) Members agreed in principle that a Licence be drawn up giving Kilham Hall Management Committee permission to use the internal area of the storage extension and that the Licence be ongoing until the Parish Council decide otherwise.

b) The Clerk confirm the Parish Council's agreement to the Licence being drafted with Dickinson Wood Solicitors and requests the final document be with them within 4 weeks.

**8) 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) Cost of Stationery/Equipment

The Clerk has recently purchased 5 reams of paper, 6 ink cartridges for the printer and a new shredder at the cost of £260.24.

b) Appraisal Training

The Clerk has attended SLCC's Online Appraisal Training today. A number of useful tips were picked up and Appraisal templates will be circulated later in the week. The Clerk will be looking to discuss carrying out an Appraisal with the Handyman in the near future.

c) IT Support Packages

When the previous Clerk retired it meant that the Parish Council needed to find alternative arrangements for IT Support, if it was ever needed. The Clerk has contacted a number of companies enquiring about their services. Adhoc services range from £40 per hour to £90 per hour. Previously the Parish Council paid approximately £25 per hour.

d) Public Liability Insurance for Branton Football Club

A request has been received from Branton Football Club for use of Kilham Hall Field for July and possibly August on a Saturday morning and Wednesday evening for their under 16's team's training. A copy of the Club's current public liability insurance has been received and the Clerk has undertaken a Risk Assessment for consideration.

e) Busy Bees and Butterflies Storage

Busy Bees and Butterflies currently store their equipment in the hall storage and also into the Parish Council's storage area. They have also moved the organ and bookcase from other club's into the Parish Council storage and meeting room. These will need to be moved back into the Hall at the end of August ready for the other clubs resuming in September.

f) Banking

The new Clerk now has online banking access to the Parish Council's bank account and the previous Clerk has been removed along with her online banking access. It has also been requested that a previous Councillor be removed from the Parish Council's Bank Account. There are now 3 authorised signatories on the banking.

g) Payment of Caretaker's Invoice for Opening/Closing Gates

The Caretaker's Invoice for June had been paid at a cost of £27.

## RESOLVED (8)

a) That the Clerk keeps the IT Support details on file for future use and if needbe uses the local company who charges £40 per hour.

b) That permission be granted for Branton Football Club to temporarily use Kilham Hall Field for training purposes on a Wednesday and Saturday.

c) That Kilham Hall Caretaker informs Busy Bees and Butterflies that the organ and bookcase will need moving back into the Hall prior to the end of August 2021.

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

**9) KILHAM HALL PARK/BUILDINGS//MEETING ROOMS AND GARDEN ISSUES**a) Handyman's Safety Boots

The Clerk confirmed that the Handyman's Safety Boots have been purchased at a cost of £76.03.

b) Use of Wet and Forget Mould Lichen and Algae Remover

The Handyman has tried to remove the moss at Doncaster Road garden but it all isn't coming away. The Clerk circulated a product that had been recommended and asked the Parish Council to consider it for the Handyman's use.

c) Stolen Flowers from Old Cantley

Some of the flowers planted by the Handyman in the Old Cantley plinth (coming from Armthorpe into Old Cantley) have been stolen.

b) Dog Poo Bin, Rose Garden

The Dog Poo Bin at the Rose Garden has been removed and confirmation has been received from DMBC that the litter bin on site is OK to use for dog waste. Therefore a new/separate dog waste bin is not required. The Handyman is going to paint the existing bin at the Rose Garden.

c) Grass Cutting Old Cantley

The Clerk has chased this work up with DMBC and requested the verge be cut.

d) Playground Inspection Work

It was noted that the requested work to the aerial wire has been carried out at a cost of £130.

h) Removal of Stone Planter at Old Cantley

The Clerk has received a quote from a local builder to remove the stone planter under the notice board at Old Cantley at the cost of £85.

RESOLVED (9)

a) That the Handyman can purchase Wet and Forget Mould Lichen and Algae Remover at a cost of £30 should he need to.

b) That the Handyman replace the stolen flowers in the Old Cantley plinth.

c) That the stone planter is removed from Old Cantley at the cost of £85.

**10) QUOTATION/FURTHER INFORMATION RECEIVED RELATING TO THE PROVISION OF HIGHWAY CAMERAS**

RESOLVED (10)

That this item be deferred until further information has been received by DMBC.

**11) NEW CHRISTMAS TREES AND ILLUMINATED TREES**

Consideration was given to the quotes received so far for the new illuminations/trees and the Clerk informed Members that she was still awaiting DMBC's costs for each individual site for installing and maintaining the trees. Priority was given in the following order:

1. Illuminations on existing trees at the Branton/Old Cantley/Warning Tongue Lane Roundabout
2. New tree and lights at Milton Road/Whiphill Top Lane/Doncaster Road junction

Once all costs are received the Clerk will go ahead and book the works in (at the agreed cost of no more than £6500).

RESOLVED (11)

a) That full costs in relation to the illuminations for site 1 are received and if not exceeding £6500 are confirmed and works ordered.

b) That if works to site 1 come in under budget, an extraordinary meeting of the Parish Council is called to discuss costs for work on site 2.

**12) REVIEW OF POLICIES AND PROCEDURES**

RESOLVED (12)

That this item be deferred until the next meeting.

**13) APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO EXTERNAL BODIES**

Consideration was given to the appointment of representatives to the following external bodies:

DMBC Public Rights of Way meetings and IGAS meetings.

RESOLVED (13)

a) That Councillor Williams is nominated to attend DMBC PROW meeting and a designated substitute be nominated if required.

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

g) That the Clerk contact Councillor Worthington at Auckley Parish Council to ask if she would mind sharing any reports with Cantley with Branton Parish Council relating to this meeting (as it is based at Misson and doesn't impact directly on our Parish).

#### **14) PERMANENT SIGNAGE FOR KILHAM HALL CAR PARK**

Now that the hall is open and the car park remains open for users of the park, it was agreed that permanent signage was required for the car park informing members of the public that they cannot use the car park on days that the hall is booked ie. parties.

RESOLVED (14)

- a) It was agreed that a swivel sign was required stating car park open/closed. Councillors Sidebottom and Rushby will agree the wording of the sign and inform the Clerk of the same.
- b) The Clerk will source and order a sign costing no more than £500.

#### **15) QUEEN'S PLATINUM JUBILEE WEEKEND 2022**

RESOLVED (15)

To defer this item to the next meeting.

#### **16) QUEEN'S GREEN CANOPY: PLANT A TREE FOR JUBILEE**

Consideration was given to the Queen's Plant a Tree for Jubilee scheme. Councillor Dennis had asked the Clerk to inform Members that he was involved in planting 5 trees for the Queen's Canopy in 2018. They have expanded the number of trees you can order for free (max 420), the smallest pack you can order is the Urban Tree pack (members received a copy of this information with their Agenda) of 15 and this would be Councillor Dennis' recommendation. The saplings arrive around 60cm in height with protective guards and growing sticks. Trees are delivered in November. Prior to ordering, the website requires the 6 figure grid reference of the land where planting will take place and approval sought from the land owner so a location is needed before proceeding. 3 of the trees in 2018 were planted at the Manor Farm Estate in partnership with the Yorkshire Wildlife Trust, who manage the green spaces in the estate. It was noted that delivery of trees is November and March.

RESOLVED (16)

- a) That the Parish Council defers this item to the next meeting to enable them to seek sites which would be suitable.
- b) That an item be placed in the next Parish Council Newsletter seeking community feedback.
- c) That the Clerk contact Branton St Wildred's School to see if they are aware of this project and whether they'd like to work with the Parish Council.
- d) That the Clerk finds out the deadline for orders, with a view to an order for delivery in March 2022.

#### **17) REDESIGNING OF THE PARISH HEADER**

The Chairman raised the issue of the font on the Parish Header and felt it needed modernising.

RESOLVED (17)

That the Clerk redesign the font on the Parish Header for Agendas, Letterheads.

#### **18) ILCA TRAINING FOR THE CLERK**

The Clerk has been in post a few months now and has carried out the basic "New Clerk" training. Next training step would be to attend ILCA training which is an easy to use, sector specific, induction tool for new Clerks and those aspiring to go on and complete the CILCA qualification. In order for her to be a fully qualified Clerk she needs to carry out CILCA training.

RESOLVED (18)

That the Clerk attends ILCA training at a cost of £120 plus VAT.

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

Councillor Sidebottom reported that bookings were coming in and a few new users had booked the hall for regular classes. The Management Committee were still awaiting all members to agree to sign the Trust Deed and Councillor Chorlton is auctioning this.

RESOLVED (19)

Councillor Chorlton arranges for the Trust Deed to be signed by all relevant parties

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

**20) PLANNING MATTERS**

The following new planning application was considered:

21/01856/ADV	Display of Flags and Boards of varying dimensions – Land at Manor Farm	No comments
21/01886/FUL	Erection of detached garden room to rear garden - 36 Warnington Drive, Bessacarr	No comments

The Clerk also made members aware of two applications that came in following the Agenda's circulation which were considered:

21/01941/FUL	Erection of extensions to both side elevations and other external alterations including glazing and render as well as the erection of detached double garage at the rear of Rivendell, Whiphill Top Lane, Branton	No comments
21/01904/FUL	Erection of two storey detached dwelling house with attached garage and associated external works Land adj to 29 Warnington Lane, Cantley	No comments

RESOLVED (20)

Feedback is given to the Planning Department at DMBC on the two planning applications received.

**21) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

RESOLVED (21)

That the following payments made are duly authorised:

21/041	YLCA (Good Councillors Guide)	£ 33.57
21/042	Clerk (Salary)	£585.32
DD02/03	O2 (mobile)	£ 17.82
21/043	Clerk (Paper)	£ 17.83
21/044	Clerk (Shredder)	£ 54.98
21/045	Clerk (Printer Ink)	£ 39.95
21/046	Clerk (Printer Ink)	£147.48
21/047	Handyman (Safety Boots)	£ 76.03
21/048	Branton Farm Nurseries (strimmerline)	£ 4.00
21/049	SLCC (Appraisal Training)	£ 36.00
21/050	Handyman (Hammerite paint)	£ 13.00
21/051	Clerk (leaving/thank you card)	£ 1.70
21/052	Chairman (Mount Pleasant Voucher)	£ 31.90
21/053	Caretaker KH (Gates)	£ 27.00
21/054	DMBC (Bin empty Quarter 2)	£184.00
21/055	Handyman (Fuel April to June)	£ 23.45
21/056	Handyman (Hammerite paint)	£ 10.00
21/057	Handyman (Salary Quarter 1)	£962.51

**22) BANK RECONCILIATION**

Consideration was given to the latest bank reconciliation which denoted a bank balance of £87,757.28.

RESOLVED (22)

That the bank reconciliation is agreed and duly signed

**23) BUDGET MONITORING REPORT - QUARTER 1**

The report reflected that expenditure to date with only the playground/equipment exceeding the planned budget. This was due to the new picnic benches.

RESOLVED (23)

That the report is received and the contents duly noted.

**24) HIGHWAY MATTERS**

The Clerk informed Members that she had chased DMBC regarding the road markings at Doncaster Road/Whiphill Top Lane and the gullies on the path on Doncaster Road over the motorway bridge. Work

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

has been ordered and will be carried out within the near future. Councillor Butterworth asked what the yellow marks were on Whiphill Top Lane and what work was planned there.

RESOLVED (24)

- a) That the Clerk chase DMBC for all planned works and also ask about the yellow marks on Whiphill Top Lane
- b) That the information is received and noted.

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

No Police issues were reported. It was noted that the next Police Drop in session had been arranged for 28<sup>th</sup> July 2021 at 6.30pm

RESOLVED (26)

That the information is received and noted.

**26) WEBSITE AND FACEBOOK MATTERS**

The Clerk reported that there have been numerous issues with the website which resulted in the booking form for Kilham Hall not being accessible. Quotes were sought from Webmaster for them to rectify the problem and also for them to host the website. The Clerk reported that it was cheaper for Webmaster to host the website then the amendments to it can be carried out within this price and any future problems will be resolved. This would mean that an annual charge to the Council's current host would be cancelled. This comes at a cost of £145 per annum. The Clerk authorised Webmaster to carry out the work and change the hosting of the website. This work has been undertaken and everything on the website is now accessible.

Facebook updates continue to be placed daily with varying content.

RESOLVED (26)

The report was received and contents noted.

**27) REPORTS FROM MEETINGS**

RESOLVED (27)

This item be deferred to the next meeting.

**28) ITEMS OF CORRESPONDENCE**

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, DMBC Roadworks updates and Community Strategy Safety Survey, SLCC June Bulletin, Parish Online Bulletin, Community First Bulletins, Auckley Neighbourhood Plan, SYPTE - Notice of Intention to prepare an Enhanced Partnership Plan and Enhanced Partnership Scheme.

RESOLVED (31)

That the items of correspondence denoted on the agenda be received and duly noted.

**29) DATE AND TIME OF NEXT MEETING**

RESOLVED (32)

That the next meeting be held on Wednesday 1<sup>st</sup> September 2021 commencing at 6.30 pm.

**Excluded from the Public and Press**

**30) CLERK'S TIMESHEETS AND MONITOR HOURS WORKED**

RESOLVED (30)

That this item be deferred until the next meeting.

**31) FORMAL FUNCTION**

It was agreed by members that a formal function would be organised over the coming months for Parish Council members to attend. A provisional date and time had been scheduled and Kilham Hall booked.

RESOLVED (31)

The Parish Council agreed to contribute £150 towards the event.

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