

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Friday 11th June 2021 at Kilham Hall commencing at 9am.

PRESENT: Councillors: M. Sidebottom (Chair), S Cox (Co-opted by DMBC), J Cox (Co-opted by DMBC)

IN ATTENDANCE: B Walton (Clerk to the Council), 4 members of the public

1) ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Sidebottom was proposed and seconded as Chairman.

RESOLVED (1)

- a) That Councillor Sidebottom is unanimously elected as Chairman for the ensuing year.
- b) That Councillor Sidebottom’s Declaration of Acceptance of Office form be duly signed.

2) ELECTION OF VICE-CHAIRMAN

Due to the Co-option process to be undertaken it was agreed to defer this matter to later in the meeting if enough Members of the public are co-opted onto the Parish Council or at the next meeting.

RESOLVED (2)

That the election of Vice-Chairman for the ensuing year be deferred.

3) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (3)

Items 6 and 31 are excluded from the public and press.

4) DECLARATIONS OF INTEREST

Councillor Sidebottom declared another interest in Item 17 and the publishing of Item 22, not the content. Councillors’ Cox declared another interest in item 13.

RESOLVED (4)

5) APOLOGIES FOR ABSENCE

No apologies for absence were received.

RESOLVED (5)

6) EXPRESSIONS OF INTEREST/APPLICATIONS FOR CO-OPTION OF ORDINARY MEMBERS

6 expressions of interest were received and circulated to Members for consideration for co-option onto the Parish Council prior to the meeting. 4 members of the public, who had expressed an interest were present at the meeting. The Chairman asked the members of the public if they would like to say anything in relation to their application prior to the Parish Council asking them to leave the meeting while their application were discussed. No further comments were made.

Members of the public were asked to leave the meeting temporarily.

The Chairman asked for all candidates to be proposed and seconded 'en-block'. Councillors’ Cox were in agreement and seconded the Chairman’s proposal.

RESOLVED (6)

- a) The following members of the public were co-opted onto the Parish Council: Neville Williams, Yvonne Butterworth, David Chorlton, Joanne Rushby, Robert Dennis and Stephen Ward.
- b) That the absent Councillors (Neville Williams and Yvonne Butterworth) can sign their acceptance of office at a later date in the presence of the Clerk and receive their Induction Pack at that time also, prior to the next Parish Council meeting.
- c) The Clerk provided all new Councillors with their acceptance of office to sign and an Induction Pack and now acceptance of office was signed all 4 members were appointed members of the Parish Council.

Councillor Steve Cox and Councillor Jane Cox resigned from the Parish Council.

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

The Chairman went back to Item 4 on the Agenda, Declarations of Interest. Councillor Chorlton and Councillor Rushby declared an interest in Agenda Item 17.

RESOLVED (7)

The Chairman went back to Item 2 on the Agenda – Election of Vice Chairman.

RESOLVED (8)

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

7) APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO EXTERNAL BODIES

Consideration was given to the appointment of representatives to the following external bodies: DMBC Parish Council Joint Consultative Committee, DSA Airport and Noise Monitoring Sub- Committee, Kilham Hall Management Committee, Yorkshire Wildlife Park Consultative Committee, YLCA South Yorkshire Branch Meetings, DMBC Public Rights of Way meetings and Igas meetings.

RESOLVED (9)

- a) That Councillor Dennis is appointed as representative to the PCJCC with Councillor Ward as the designated substitute.
- b) That Councillor Ward is appointed as representative to DSA Noise Monitoring and Environmental Sub-Committee with Councillor Williams to be confirmed as the designated substitute.
- c) That Councillor Sidebottom and Councillor Chorlton are nominated as representatives to Kilham Hall Management Committee.
- d) That Councillor Dennis is appointed as representative to the YWP Consultative Committee with Councillor Chorlton as the designated substitute.
- e) That Councillor Sidebottom was appointed and Councillor Butterworth to be confirmed appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.
- f) That Councillor Williams is nomnated to attend DMBC PROW meeting and a designated substitute is to be agreed at the next meeting.
- g) That a designated Councillor to attend Igas meetings will be determined at the next meeting.

8) APPOINTMENT OF COUNCIL AUDITORS

RESOLVED (10)

That Councillor Chorlton was appointed as the Council Auditor and Councillor Williams to be confirmed as the second Council Auditor.

9) GENERAL POWER OF COMPETENCE

The Chairman informed the Parish Council that it has lost the General Power of Competence due to only having 1 elected member. Therefore unless there is a bi-election this will not be regained until 2025. The Parish Council can still conduct the work it carries out however there has to be legislation to support this.

RESOLVED (11)

10) REVIEW OF POLICIES AND PROCEDURES

RESOLVED (12)

- a) That this item be deferred until the next meeting.

11) TO DETERMINE LEVELS OF DELEGATION TO THE CLERK

RESOLVED (13)

- a) That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.
- b) That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council’s budget including urgent repairs costing less than £500.
- c) That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.

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

12) TO REVIEW INVENTORY OF LAND AND ASSETS

RESOLVED (14)

Inventory received for information and the Clerk to be notified of any amendments prior to the next meeting.

13) REPORT FROM DMBC WARD COUNCILLORS

Councillor S. Cox informed Members that a number of residents have been in contact regarding the ongoing issues with speeding motorists on Whiphill Top Lane. Councillor Cox is to find out how the information is recorded on the speed signs and will report back.

It was also noted that a single point of contact PCSO is to be appointed in the near future.

RESOLVED (15)

That Councillors' Cox is thanked for their attendance and the information provided.

14) MINUTES OF THE MEETINGS HELD ON 5 MAY 2021

RESOLVED (16)

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

15) 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) Summary of Costs for CCTV

The Clerk had continued to chase DMBC regarding costs for the proposed CCTV within the village. No response has been received and until such time the Parish Council cannot commit.

b) Location for new outdoor illuminated Christmas decorations

Consideration was given to the proposed sites that could host new illuminations/trees band DMBC's costs for installing and maintaining the trees. Priority were given in the following order:

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

c) Motorised vehicles on footpaths

A member of the public complained about motorised vehicles on footpaths on the Manor Farm Estate. Advice was sought from DMBC and fed back to the resident.

d) Public Liability Insurance for Busy Bees and Butterflies

A request for siting a bouncy castle on the field, near to the fence, for an end of year party had been received from the Busy Bees and Butterflies playgroup. A copy of their public liability cover had been seen and clarified.

e) Donation to Auckley Show

The Donation agreed at last month's meeting had been made to the Auckley Show and their gratitude had been received.

f) Banking

The new Clerk and Chairman have now been added to the Parish Council's bank account and the previous Clerk removed. Online banking has been requested for the new Clerk and it was confirmed that a previous member, Councillor Worthington, will also be removed.

g) Shredder

Consideration was given to 3 quotes for a new shredder due to the previous one no longer working.

h) Handyman's Safety Boots

Consideration was given to the purchase of new safety boots for the Handyman. The last pair were purchased in 2018.

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

The Caretaker's Invoice for May had been paid at a cost of £45.

RESOLVED (17)

a) That the Clerk continues to chase DMBC for costs.

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

c) That permission be granted for a bouncy castle to be used on Kilham Hall Field.

d) That the Clerk continues to resolve the banking issues and requests Councillor Worthington be removed from the Parish Council bank account.

e) That the Clerk purchases a new shredder at a costs of approximately £50.

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

f) That the Handyman purchases new safety boots upto the value of £150.

16) ITEMS RAISED BY MEMBERS OF THE PUBLIC

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

- a) Waste bin at Badgers Holt – there used to be a bin on Badgers Holt then it was removed.
- b) Fly Tipping on Kilham Lane
- c) Planning Complaint 19/02022/FUL – 19 Warnington Drive

RESOLVED (18)

- a) The Clerk reported this issue to Ward Councillors who in turn reported it to DMBC. The waste bin will be reinstated at Badgers Holt. The Clerk has informed the member of the public of her actions and the outcome.
- b) The Clerk reported this issue via DMBC's online reporting system and by telephone and also to Ward Councillors. The Chairman reported the actions back to the resident who made her aware of it.
- c) The Parish Council noted the complaint made to DMBC regarding the planning application.

Councillor Dennis left the meeting at 10.15am

17) 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. One class had asked if they could place a banner on the railings advertising her class. The Management Committee were still awaiting all members to agree to sign the Trust Deed and Councillor Chorlton is auctioning this. Councillor Sidebottom informed the Council that the bank balance for the Committee is healthy due to a grant received recently.

RESOLVED (19)

- a) The Hall user is advised that she may place a banner on the railings at the start of her class however it must be removed afterwards
- b) Councillor Chorlton arranges for the Trust Deed to be signed by all relevant parties

18) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) CCTV Inspection

The Clerk had to review the CCTV recently as the handyman found a spanner next to one of the new picnic benches. Nothing untoward was noted.

b) Dog Poo Bin, Rose Garden

The Dog Poo Bin at the Rose Garden is very rusty. The Clerk has sought quotes from DMBC for a new bin. However there is a litter bin on site for use.

c) Grass Cutting Old Cantley

The handyman strims around the village sign however the grass verge on approach to the village sign is 2ft tall. The Clerk has reported this to DMBC and requested the verge be cut.

d) Request for Use of Car Park for Duke of Edinburgh Award

A request had been received for use of Kilham Hall Car Park for an hour to check children's kit before heading off on a Duke of Edinburgh award task. The Clerk authorised this use as it was prior to the meeting. The children and leader were very respectful of the area and were no trouble.

e) Request for Pop Up Horsebox Cafe

An email request had been received for a hot drink/sweet treat service to utilise the car park during or after school hours. Further information had been requested by the Clerk ie. days/times/how much space is required and also a copy of the public liability insurance has been requested. No further information has been forthcoming.

f) Playground Inspection Report

Consideration was given to DMBC's Playground Inspection Report.

h) Hedgetrimmer and Lawnmower Repair

The Clerk informed members that repairs had been carried out on the above tools at a cost of £40 each. It was recommended by the repairer that the hedgetrimmer fault could be down to poor fuel use and a recommended fuel which provides lower emissions be used.

RESOLVED (20)

- a) That the removal of the dog poo bin at the Rose Garden be arranged and quotes sourced for new bins
- b) That the recommended repair to the Aerial Wire be approved and carried out at a cost of £130.
- c) That the recommendation of a different fuel be approved.

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

19) PLANNING MATTERS

The following new planning application was considered:

21/01427/OUT	Land between New Road and Whiphill Top Lane, Branton	Support residents concerns regarding extra pressure on the road, danger due to curve in the road, possible one way system
20/03548/FUL	Land on the East side of Green Lane, Old Cantley	No comments or concerns

The Clerk also made members aware of two upcoming applications for information purposes.

21/01855/MAT	Land at Manor Farm, Bessacarr	Details of access, appearance, landscaping, layout and scale of design for 123 dwellings and relocation of sub station
21/01866/SCR	Land East of Warningtongue Lane, Cantley	Request for a screening opinion

RESOLVED (21)

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

20) HIGHWAY MATTERS

Councillor Ward raised the condition of bin situated between Valley Drive and Poplar Road.

RESOLVED (22)

Councillor Ward was to check whether the bin had been replaced and let the Clerk know whether to report to DMBC

21) PERMANENT SIGNAGE FOR KILHAM HALL CAR PARK

RESOLVED (23)

To defer this item to the next meeting

22) PUBLICATION OF QUARTERLY NEWSLETTER

RESOLVED (24)

a) That the following information be contained within the June newsletter: Names of the elected Chairman and Co-opted Members, thank you to the past Parish Councillors – Alicia Whittaker, Marjorie Caygil and Jennifer Worthington, Parish Council next meeting, Police Drop In Session, Anti Social Behaviour, MUGA, Keeping Britain Tidy – next Cantley with Branton Litter Pick 24th July 2021, Parish Council facebook page.

b) That the Newsletter be published in the Arrow Magazine for Old Cantley and Branton and Today Publication for Cantley and Bessacarr

23) YLCA BRANCH OFFICIALS NOMINATIONS

RESOLVED (25)

That Councillors Sidebottom and Butterworth are nominated respectively.

24) MEMBERSHIP FOR THE DONCASTER QUARRY LIAISON MEETING ON 17TH JUNE 2021

RESOLVED (26)

That Councillor Chorlton is nominated.

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

Crime reports for April 2021 denoted 2 crimes in Branton, 1 crime in Old Cantley and 4 crimes in the Bessacarr part of the parish respectively.

It was noted that the next Police Drop in session had been arranged for 28th July 2021 at 6.30pm

RESOLVED (27)

That the information is received and noted.

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

26) WEBSITE AND FACEBOOK MATTERS

No specific issues were raised.

RESOLVED (28)

The Chairman thanked the Clerk for all the work involved in producing Facebook posts –she found the content very useful.

27) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (29)

That the following payments made are duly authorised:

21/024	YLCA – VAT Training	£ 30.00
21/025	Clerk (Zoom)	£ 14.39
21/026	Caretaker KH (Gates)	£ 51.00
21/027	Clerk (Salary)	£ 612.01
21/028	Retiring Clerk (Salary)	£ 586.60
21/029	Retiring Clerk (Gratuity Payment)	£3217.00
21/030	Clerk (Files)	£ 9.00
21/031	Glendale (Grass Cut)	£ 44.96
21/032	Zoom Credit	-£ 8.63
DD02/02	O2 Mobile	£ 18.30
21/033	Auckley Show Donation	£ 50.00
21/034	Branton Farm Nursery (Strimmer)	£ 40.00
21/035	Branton Farm Nursery (Lawnmower)	£ 40.00
21/036	Branton Farm Nursery (Plants & Compost)	£ 50.00
21/037	Caretaker KH (Gates)	£ 45.00
21/038	Arrow Publications (Co-Option Notice)	£ 66.00
21/039	Glendale (Grass Cut)	£ 89.93
21/040	R J Electrical (Toilet Light Repair)	£ 82.80

28) REPORTS FROM MEETINGSa) Clerk's Training

The Clerk attended Introduction to VAT course and After the Elections courses held by YLCA.

RESOLVED (30)

29) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Guidance for Owners and Operators of Urban Centres, Public Spaces and Managin Playgrounds and Outdoor Gyms, Law and Governance Bulletin, NALC CEO Bulletin, DMBC Roadworks updates and Social Enterprise Events, Community First Bulletins, SYFAB Funding News Updates and Rossington Neighbourhood Plan Submission..

RESOLVED (31)

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

30) DATE AND TIME OF NEXT MEETING AND SCHEDULE OF MEETINGS FOR 2021/22

RESOLVED (32)

a) That the next meeting be held on Wednesday 7th July 2021 commencing at 6.30 pm.

b) That the schedule of meetings for 2021/22 is agreed as the first Wednesday of each month other than August when there would be no meeting.

Excluded from the Public and Press**31) CLERK'S TIMESHEETS AND MONITOR HOURS WORKED**

The Clerk presented her timesheets, which had been circulated with the agenda, from her start date in March 2021. The timesheets detailed an additional 25 hours 50 minutes worked due to training, shadowing the retiring Clerk, increased workload due to the recent Elections and learning the role. The Clerk also presented a holiday record for both herself and the Handyman and discussed keeping a holiday log. Appraisals were discussed also.

RESOLVED (33)

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

- a) That the Clerk presents Members with her timesheets each month to make sure the contracted hours were sufficient to allow the Clerk to conduct normal duties without the needing for accumulating hours owed. The data will be reviewed at September's meeting.
- b) That the Clerk and Handyman log their annual leave on the sheet presented and the Clerk keeps a log of days/hours worked and holidays taken.
- c) That the Clerk and potentially Chairman books onto an Appraisal course and then Annual Appraisals are carried out for the Handyman and Clerk.

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