

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 6th October 2021 at Kilham Hall commencing at 6.30pm.

PRESENT: Councillors: M Sidebottom (Chair), D Chorlton, Y Butterworth, N. Williams, S Ward, J Rushby and R Dennis

IN ATTENDANCE: B Walton (Clerk to the Council)

1) APOLOGIES FOR ABSENCE

RESOLVED (1)

No apologies were received.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

Items 34, 35 and 36 are excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillor Rushby declared another interest in Items 8, 10 and 14, Councillors Sidebottom and Chorlton declared another interest in item 13.

RESOLVED (3)

4) MINUTES OF THE PREVIOUS MEETING HELD ON 1 SEPTEMBER 2021

The Chairman expressed her thanks to Councillor Butterworth for chairing the last meeting. She asked members who were present whether the minutes were a true reflection of the meeting. Councillor Ward wanted to reiterate that the sign on Doncaster Road wasn't twisted, it was just in the wrong position.

RESOLVED (4)

That Councillor Ward's comment be noted and that the minutes of the Parish Council Meeting be agreed and signed by the Chairman.

5) ITEMS RAISED BY MEMBERS OF THE PUBLIC

The Clerk informed members of a number of emails received from a resident regarding Persimmon Homes building on Warning tongue Lane. The Parish Council were aware of the potential for development at this site via the call for sites 3 years ago and comments regarding traffic issues on Doncaster road were made at that time. The Parish Council have not been made aware of any formal planning application so far.

RESOLVED (5)

- a) That the Clerk look back through previous Parish Council Minutes for clarification on the comments made at the time and respond according to the resident.
- b) The Clerk is to contact DMBC for confirmation of what plans have been submitted.
- c) The Clerk is to seek a response from Persimmon as to why the Parish Council have not been informed.

6) REPORT FROM DMBC WARD COUNCILLORS

Apologies were received from Councillors J & S Cox. Councillor S Cox informed the Clerk that with regards to the speeding traffic issues on Whiphill Top Lane there was no further update. It was noted that DMBC have ceased providing traffic calming measures throughout the Borough and that the Police are responsible for providing strips for the road to record speeding vehicles not DMBC.

With regards to the dropped kerb at Flair Insurance and breach of planning issues at Ambleside/Old Post Office, Councillor S Cox informed the Council that discussions are taking place with the relevant Departments within DMBC.

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

The Clerk informed Members that she had been made aware of monies set aside by DMBC for each Ward to cover potholes and cracks. Members identified an area on Chapel Lane opposite CEJ Car Sales where the path is damaged and in need of repair.

RESOLVED (6)

- a) That Councillor S Cox is thanked for the information provided.
- b) That the Clerk continues to pursue the issue of strips for Whiphill Top Lane with the PCSO.
- c) The Clerk will establish from DMBC their reason for no longer providing traffic calming measures within the borough.
- d) The Clerk will report this to Councillor S Cox for consideration.

7) PK LITTLEJOHN EXTERNAL AUDIT REPORT AND CERTIFICATE AND NOTICE OF CONCLUSION OF AUDIT

RESOLVED (7)

That PK Littlejohn's external audit report, certificate and notice of conclusion are noted and have already been placed on the parish council's website

8) LEGAL AGREEMENT RELATING TO THE SECTION 106 EXPENDITURE PROJECTS

The Clerk informed members that she had now received the draft Deed of Variation drafted by the Parish Council's Solicitor for approval. Kilham Hall Management Committee had approved the Deed at their last meeting. Also received was the Grant Application between DMBC and the Parish Council.

RESOLVED (8)

- a) Members agreed the Deed of Variation and the relevant Members signed the Deed
- b) The Chairman will gain Kilham Hall Management Committee signatures on the Deed and return to the Clerk
- c) The Clerk will return the signed Deed to the Parish Council's Solicitor
- d) Members agreed the Grant Application and the relevant Members and Clerk signed it
- e) The Clerk will return the signed Grant Application to DMBC and seek guidance on the next steps

9) 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) Thank you from Councillor Worthington

Councillor Worthington wanted to express her gratitude to the Parish Council for her farewell tea party after 30 years' service

b) Follow Up Training for New Clerks – 25th October 2021

YLCA are hoping to host the above training session for new Clerks. Cost is to be determined as yet.

c) Town and Parish Council Survey of Climate and Environment Action

Clerks and Chairmen were invited to complete the survey. The Clerk completed and returned the survey. A copy is held in the Parish Council Office if anyone wants sight of it.

d) ILCA Training

Clerk has completed the second and third modules, passing the assessments with 80% and 85%.

RESOLVED (9)

That the Clerk attends the Follow up Training for New Clerks.

Thanks from Councillor Jennifer Worthington appreciated and noted.

10) KILHAM HALL PARK/BUILDINGS//MEETING ROOMS AND GARDEN ISSUES

a) Dropped Kerb in Kilham Hall Car Park for Disabled Access

The Clerk informed Members that there was no dropped kerb facility for disabled access to Kilham Hall. Although the kerb naturally slopes access isn't in line with DDA requirements. The Clerk has met with DMBC and a local builder to request quotes for a dropped kerb or pathway from the current dropped kerb at the emergency access to the field. The dropped kerb would be £836.67 and the path would be £1290.

b) Layout of Car Park/Emergency Service Access Issues when Car Park full

The Clerk showed Members a photograph of the car park when full. The layout of the car park is so that when full the emergency access onto the field is blocked, causing a potential hazard to health.

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

c) Old Cantley Sign Misshaped

The Clerk showed Members photographs of the village sign heading into Old Cantley from Armthorpe. Councillor Ward confirmed he had visited the site and agreed that the sign is even more damaged than the Clerk felt and would need replacing.

d) Update on Permanent Signage for Kilham Hall

Awaiting reply from the Manufacturer with regards to the permanent signage.

e) Screen for Store Area

A member of Kilham Hall Management Committee had provided the Clerk with a tension pole for use in the foyer of the Parish Council office however a curtain was still needed.

f) Review closing times of Kilham Hall Car Park

Car park closing times were considered during the Winter months.

g) Annual Hedge Cut at Kilham Hall

A quote has been sought from DMBC for the annual hedge cut around Kilham Hall. Maximum cost would be £450 when looking at previous years quotes.

h) Annual Fire Shutter Testing

Testing took place on 30th September 2021 as part of the Parish Council/Kilham Hall annual testing schedule. The cost of the service will be approximately £180.

i) Annual Fire Safety Testing

Annual testing of the fire alarm system has been booked for 8th October 2021 at an approximate cost of £45.

j) Antisocial Behaviour/Vandalism to the Park

A number of incidents have been reported over the past month – verbal abuse to Branton football club from teenagers using the park, late night use of the park and smashed bottles all over the park and field and children disrupting and verbally abusing users of Kilham Hall. CCTV has been checked.

k) Raised footpath in Doncaster Road Garden

The Clerk showed members photographs of the path underneath the large tree to the left of the Doncaster Road garden which is raised due to the roots.

l) Damaged Goalposts

The goalposts have been repaired at a cost of £23.38.

RESOLVED (10)

a) That the Clerk arranges for the dropped kerb to be installed.

b) That the Clerk contacts DMBC to discuss rearranging the markings on the car park and obtains a quote.

c) That the Clerk contacts DMBC regarding the Old Cantley sign to determine whose responsibility it is to replace it and request a new sign if DMBC. If it is the Parish Council's responsibility, to seek a quote for a new village sign and order up to a cost of £500.

d) Closing times of Kilham Hall car park be changed from 31st October 2021 to 1st March 2022 for users of the park/field from 9am to 6pm to 9am to 4pm due to the darker evenings.

e) The Clerk books the annual hedge cut.

f) Noted the cost of the annual shutter testing and fire safety checks.

g) The Clerk to speak to the PCSO's regarding the anti-social behaviour and provide them with the CCTV footage.

h) The Handyman purchases some yellow paint and paints the raised footpath in Doncaster Road garden to highlight the raised area to help draw attention and avoid tripping hazard.

i) The Clerk contacts Urban Arborist for a quote to cut back trees in Doncaster Road garden and to determine the best course of action for the large tree which is raising the path. Receive quotes for trimming and/or removal of the tree dependent on their advice.

11) NEW CHRISTMAS TREES AND ILLUMINATED TREES

The Clerk confirmed two new Transformers have been purchased for the lights at Glen Road and the new site at Whiphill Top Lane at a cost of £66. The Clerk informed Members that Christmas Plus have carried out a site visit at the McAuley Roundabout site to inspect the 2 existing trees and determine what they will need for installation and removal of the lights at this site. They have recommended a further 10 sets of lights per tree at a cost of £295 per tree.

RESOLVED (11)

The Clerk purchases the additional sets of recommended lights from Christmas Plus at a cost of approximately £295 per tree.

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

12) REVIEW OF POLICIES AND PROCEDURES

The Clerk had reviewed the Parish Council's Policies and Procedures currently in place and checked against guidance from YLCA as to which Policies a Parish Council should hold as a statutory requirement or best practice. Members were provided with the following for consideration – Draft Business Continuity Policy, Draft Fire Safety Policy, Draft Risk Management Policy and an Amended Appraisal Policy.

RESOLVED (12)

- a) The Parish Council adopted the amended Appraisals Policy.
- b) That a small working group be formed to look at the Business Continuity Policy, the Fire Safety Policy and the Risk Management Policy consisting of the Clerk, Councillor Ward and Councillor Dennis.

13) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT

The Chairman gave an update on the increased number of regular users, the servicing of the shutters highlighted two motors had broken so needed repairing, the fire testing was booked for the same day as the Parish Council's – 8 October 2021, and that one member had resigned from Kilham Hall Management Committee. The Committee were going to speak to the WI to see if they wished to nominate a new member.

RESOLVED (13)

14) KILHAM HALL MEETING ROOMS SERVICING AND TESTING SCHEDULE

RESOLVED (14)

Noted and approved the servicing and testing schedule.

15) LGA MODEL CODE OF CONDUCT FOR MEMBERS

DMBC's Monitoring Officer provided the new LGA Model Code of Conduct for Members for consideration and adoption. Members had all received a copy. The Chairman also informed Members that DMBC will be holding a virtual briefing on the Model Code of Conduct at 6pm on Monday 15 November 2021 to familiarise themselves with the contents of the new code and learn more about the key differences between the new model and previous versions.

RESOLVED (15)

- a) The new LGA Model Code of Conduct for Members be approved.
- b) The Clerk informs the Monitoring Officer at DMBC that Councillors Sidebottom, Rushby, Ward, Dennis and Williams along with herself will attend the virtual Code of Conduct briefing on 15 November 2021.

16) QUEEN'S PLATINUM JUBILEE WEEKEND 2022

Discussion took place regarding what the Parish could do for the Queen's Platinum Jubilee Weekend – Thursday 2nd June 2022 to Sunday 5th June 2022.

RESOLVED (16)

- a) The Clerk orders some Union Jack Bunting for Kilham Hall
- b) The Parish council will organise a community event open day at Kilham Hall on Thursday 2nd June, 11am to 4pm for teas/coffees/cakes in celebration of the Jubilee.
- c) An article is included in the next Newsletter asking for residents suggestions

17) QUEEN'S GREEN CANOPY: PLANT A TREE FOR JUBILEE

Councillor Dennis informed Members of the tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022. The Green Canopy will create a network of individual trees in honour of the Queen's service and the legacy she has built. It will also bring benefits for people, wildlife and climate. Trees. Councillor Dennis felt that the trees could be purchased in packs of 15 or alternatively individually. A discussion took place as to where the trees could be planted within the Parish.

RESOLVED (17)

- a) Councillor Dennis is to find out if the Parish Council can plant any trees on Manor Farm
- b) Councillor Dennis is to check the number of trees in a pack and determine how many the Parish Council purchase
- c) Councillor Williams was to consult with his grounds maintenance team to check the timings for planting such trees and also offered the opportunity for a number of trees to be planted on land that YWP leased if we had no other suitable location within the Parish.

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

d) The Clerk is to contact DMBC's Trees and Woodlands Officer to seek his guidance and ask if there is any planting guidance in the area that the Parish Council needs to be aware of.

18) NALC POLICY CONSULTATION BRIEFING – LOCAL NATURE RECOVERY STRATEGIES

The Clerk informed Members of NALC Policy Consultation Briefing relating to Local Nature Recovery Strategies that closes on the 2nd November 2021.

RESOLVED (18)

Members noted the Consultation and its closing date and agreed that the Clerk will email the members the link to the Consultation.

19) SUEZ ENVIRONMENT FUND

The Clerk informed Members of the Suez Environment Fund which aims to invest in activities, projects and local infrastructure in Doncaster which helps to reduce our impact on the environment and strengthen the connection between the local community and the natural environment.

RESOLVED (19)

The Clerk and Chairman complete and submit an application form to apply for hoops, litter pickers and hi viz jackets for the Parish Council litter pick group.

20) PROVISION OF A POPPY WREATH AND DONATION TO ROYAL BRITISH LEGION

RESOLVED (20)

That the Parish Council donate £100 to the Royal British Legion to include the purchase of a wreath to be donated to Branton St Wilfrids Primary school.

21) 2021 ANNUAL CHRISTMAS CAROL SINGING EVENT

RESOLVED (21)

That the Annual Christmas Carol Singing Event is under review. Dates suggested were 8th December 2021 or 15th December 2021, The Chairman to discuss with Branton St Wilfrid's Primary School and an update provided at the November meeting.

22) SLCC MEMBERSHIP

RESOLVED (22)

SLCC Membership is renewed at the cost of £144.

23) LITTER PICK

A date hasn't been set for the next litter pick as yet, however one will be arranged for November. Members were hoping to be able to litter pick in the Warning tongue Lane/Manor Farm area of the Parish if enough volunteers come forward.

RESOLVED (23)

The Chairman will confirm the date of the November litter pick in due course.

24) PLANNING MATTERS

The following new planning application was considered:

21/02390/FUL 6 Birchwood Dell, Bessacarr	Erection of rear extension, new porch, new render and internal alterations	No comments`
21/02595/FUL 23 Warning Tongue Lane Cantley	Erection of Single story side extension	No comments

RESOLVED (24)

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

25) DONCASTER LOCAL PLAN 2015-2035

The Local Plan sets out policies and proposals to meet Doncaster's needs for housing, employment and other development. The Plan aims to deliver positive sustainable economic, social and environmental development. The Plan has been adopted by DMBC and now carries full weight in consideration of planning applications.

RESOLVED (25)

Noted the Doncaster Local Plan

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

26) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (26)

That the following payments made are duly authorised:

21/78	Clerk (Asda – tea, coffee)	£ 9.85
21/79	Clerk (Disposable tablecloths)	£ 4.72
21/80	Caretaker KH (Gates)	£ 33.00
21/81	PK Littlejohn (AGAR Audit)	£ 300.00
21/82	Clerk (ink)	£ 35.98
21/83	Clerk (ink)	£ 34.74
21/84	Chairman (Retirement gift)	£ 19.99
21/85	Clerk (Salary)	£ 583.90
DD02/06	O2 (Mobile)	£ 12.00
21/86	ICO (Registration)	£ 35.00

27) 2nd QUARTER BANK RECONCILIATION

The Clerk provided Members with the second quarter bank reconciliation which denoted a bank balance of £91285.21. However the Clerk informed members that the bank reconciliation was incorrect by £8.63 (too much).

RESOLVED (27)

The Clerk will review the bank reconciliation with Councillor Ward and bring the revised bank reconciliation to the next meeting.

28) HIGHWAY MATTERS

Councillor Butterworth reported damaged tarmac on the corner of Moor View and Chapel Lane opposite CEJ Garage. It was also raised that the surrounding areas, especially snickets, had grass growing

RESOLVED (28)

- That the information is received and noted.
- That the Clerk report the damaged tarmac to Ward Councillor S Cox to be included in the money put aside for repairs within the Ward.
- That the Clerk report the grass growth within the snickets and surrounding areas to DMBC.

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

3 members of the public attended the Police Drop in on 29th September 2021 and raised issues relating to speed awareness on Whiphill Top Lane, antisocial behaviour on Kilham Hall Field/Park, intimidating behaviour and smoking illegal substances around Valley Road. It was noted that the next Police Drop in session had been arranged for 23rd November 2021 at 6.30pm.

RESOLVED (29)

That the information is received and noted.

That the Clerk liaises with the PCSO's for updates on the issues raised.

30) WEBSITE AND FACEBOOK MATTERS

Facebook updates continue to be placed daily with varying content. The Clerk informed Members that she'd accessed a free social media healthcheck with Breakthrough Communications. They did suggest the Parish Council consider getting the logo digitalised as it was slightly distorted and also to consider an eNewsletter would complement what the Parish Council are already doing.

RESOLVED (30)

The report was received and contents noted. The Chairman will seek a quote for a digital logo and the eNewsletter would be deferred. It was felt that the existing newsletter was already uploaded to face book and the website so there was an online presence.

31) REPORTS FROM MEETINGS

RESOLVED (31)

Councillor Ward had previously circulated feedback from the DSI Environmental Sub Committee for Members.

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

32) 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, MHCLG/Levelling UP change of name, DMBC Roadworks updates, SLCC September Bulletin, Community First Bulletins.

RESOLVED (32)

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

33) DATE AND TIME OF NEXT MEETING

RESOLVED (33)

That the next meeting be held on Wednesday 1st December 2021 commencing at 6.30 pm.

Excluded from the Public and Press

34) CLERK’S TIMESHEETS AND MONITOR HOURS WORKED

The Clerk submitted her latest timesheets for Members. The Chairman stated that the first 6 months in post hadn’t been a normal working period due to handover from previous clerk, attending training, having no Parish Council following elections so additional work being entailed, the year-end audit (AGAR). Up to the end of August 2021 the Clerk had worked an additional 29.5hours more than contracted.

RESOLVED (34)

- a) That the Clerk be paid for the additional 29.5 hours worked up to the end of August 2021 in the sum of £401.93 (gross).
- b) That the Clerk’s timesheets be produced on a monthly basis, but the hours worked be reviewed in 6 months’ time to determine if the hours allocated are correct for the roles involved.

35) CLERK’S APPRAISAL

The Chairman had carried out the Clerk’s first Appraisal and circulated to Members for information. The Clerk had succeeded in fulfilling every area of her job description and further training to support her ongoing development and understanding of the role was supported.

RESOLVED (35)

The Clerk’s next appraisal will take place in September 2022.

36) UPKEEP OF THE PARISH GROUNDS

Members were happy with the Handyman/Gardener’s work around the Parish however felt that due to the upcoming projects and the Parish size increasing it may be necessary to have the hours worked spread out over the week. The Clerk informed Members that she had arranged to carry out the Handyman/Gardeners first appraisal since he joined the Parish Council.

RESOLVED (36)

- a) Member feedback is fed into the Handyman/Gardeners Appraisal.
- b) The Clerk looks at the Handyman’s Contract and seeks HR advice if necessary