

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 1<sup>st</sup> September 2021 at Kilham Hall commencing at 6.30pm.**

**PRESENT:** Councillors: Y Butterworth (Chair), 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 Sidebottom and Councillor Dennis due to them being on annual leave Councillor Chorlton due to having to self-isolate and Councillor Williams due to personal circumstances.

RESOLVED (1)

That Councillor Sidebottom, Dennis, Chorlton and Williams' apologies are received and accepted.

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (2)

Items 30 is excluded from the public and press.

**3) DECLARATIONS OF INTEREST**

Councillor Rushby declared another interest in Item 13 and 19.

RESOLVED (3)

**4) MINUTES OF THE PREVIOUS MEETING HELD ON 7 JULY 2021**

RESOLVED (4)

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

**5) MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 JULY 2021**

RESOLVED (5)

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

**6) 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 residents of Whiphill Top Lane. Both residents had concerns regarding speeding traffic and sought clarity as to what actions were being taken. The Clerk updated both residents on the Police Drop In session and the PCSO's actions relating to speed guns and training for local residents. An update was also provided from Councillor S Cox. The Chairman assured both residents that the Parish Council would continue to seek guidance from the Ward Councillors and the Police and update residents via the Newsletter, facebook and the website. Both residents were informed of the next Police Drop In session and thanked for their time.

The Clerk informed members of a comment on the removal of stone planter post on facebook by a concerned resident. The Clerk had invited the resident to attend a Parish Council meeting or to email the Clerk with any concerns so she could raise them on her behalf.

RESOLVED (6)

**7) 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, it was brought up in the Ward Members meeting. Unfortunately the police weren't in attendance at the meeting. Ward Members asked that DMBC pushed the issue with the police as DMBC officers had a meeting scheduled for later with the police. As yet the Ward Councillors hadn't received any response.

With regards to the resident complaint relating to the old Post Office, a resident was concerned about the building of a wall on the boundary of the old post office on Doncaster Road, Branton. Ward Councillors

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

contacted DMBC Planning who confirmed the wall was legally permitted providing it was 1m maximum in height. The Ward Councillors are investigating a dropped kerb on Doncaster Road to check the relevant permissions have been granted.

RESOLVED (7)

That Councillor S Cox is thanked for the information provided.

### **8) LEGAL AGREEMENT RELATING TO THE SECTION 106 EXPENDITURE PROJECTS**

Following the Extraordinary Meeting, Doncaster Metropolitan Borough Council requested a Deed of Variation be drafted as they felt the Draft Licence wasn't sufficient. Dickinson Wood were instructed and were asked to liaise with DMBC to draft a suitable Deed of Variation for the Parish Council.

RESOLVED (8)

a) The Clerk chases the draft with Dickinson Wood Solicitors and requests the final document be with them within 4 weeks.

### **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) Budget Monitoring for Clerks and Financial Officers Training Course

The Clerk has booked onto the YLCA Course on 5<sup>th</sup> October 2021 at a cost of £30.

b) Change in Energy Prices

Notification received from EON of a price increase from 1<sup>st</sup> September 2021 for our un-metered supply (UMS) which covers the Christmas lights. Prices will change from 22.10p per kWh to 25.40p per kWh.

c) BHIB Insurance Renewal

The Parish Council's Insurance was due for renewal at a cost of £963.79 which is an increase of £14.24 from the previous year.

d) Public Liability Insurance for Branton Football Club

A request has been received from Branton Football Club for use of Kilham Hall Field for on a Tuesday and Thursday evening for their under 10's team's training. A copy of the Club's current public liability insurance has previously been received and a Risk Assessment undertaken.

e) ILCA Training

Clerk registered on the training following approval by the Parish Council. She has completed the first module, passing the assessment with 90%.

f) HMRC Statutory Sick Pay Webinar

The Clerk has registered on a free webinar with HMRC relating to Statutory Sick Pay on 7<sup>th</sup> September 2021.

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

The Caretaker's Invoice for August had been paid at a cost of £33.

RESOLVED (9)

a) That UMS price changes are noted and the Parish Council stays with EON for their supply.

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

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

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

This item was deferred until the next meeting.

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

This item was deferred until the next meeting.

c) Old Cantley Sign Mishaped

The Clerk showed Members photographs of the village sign heading into Old Cantley from Armthorpe. Members confirmed they would need a site visit to look at the damaged sign and then discuss at the next meeting.

d) Update on Permanent Signage for Kilham Hall

Quotes have been sought for permanent signage for Kilham Hall. The most expensive option is approximately £250. Measurements have been sent to the manufacturer and the Parish Council are awaiting confirmation.

e) Damage to Goalpost

Parts have been sought at the cost of £17.21 for repairs to the damaged goalpost. Branton Football Club have been notified of the damage and the cost as the damage was caused at their training session.

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f) New Hedgetrimmers

Branton Nurseries have confirmed they cannot repair the current hedgetrimmers. Quotes for new hedgetrimmers have been sought and range between £309 and £359.

h) Screen for Store Area

This item was deferred until the next meeting.

RESOLVED (10)

- a) That the Clerk awaits final quote for permanent signage and if within the £500 budget previously set, orders the same.
- b) That the Handyman purchases new Hedgetrimmers at the cost of £359.

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

The Clerk confirmed that the works had been booked with Doncaster Metropolitan Borough Council for the electrical supplies to be installed at McAuley Roundabout and the top of Whiphill Top Lane/Doncaster Road/Milton Road sites. These works should be carried out by the end of September/beginning of October. A tree has been ordered from Doncaster Metropolitan Borough Council for the new site at Whiphill Top Lane. Christmas Plus have carried out a site visit at the McAuley Roundabout site to inspect the existing trees and determine what they will need for installation and removal of the lights at this site. RJ Electrical have been instructed to install and remove lights at Glen Road and Whiphill Top Lane sites. There are sufficient new lights in the Handyman's Store Room for the new tree at Whiphill Top Lane. The Clerk cannot locate the transformer which is needed for the lights at Glen Road and a new transformer will be required for the site at Whiphill Top Lane.

RESOLVED (11)

The Clerk purchases two new transformers from Christmas Plus at a cost of approximately £40 each.

**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 – Amended Complaints Policy, Dispensation Procedure, Pension Policy, Appraisal Policy, Pay Policy Statement, Social Media Policy, Amended Usage of Recreation Ground and Meeting Rooms Policy and Co-option Policy.

RESOLVED (12)

- a) The Parish Council adopted the amended Complaints Policy and noted advice from the Clerk that guidance had been sought from YLCA and DMBC regarding Councillor Chorlton's query at the previous meeting.
- b) The Parish Council adopted the Dispensation Procedure
- c) The Parish Council adopted the Pension Policy
- d) The Parish Council adopted the Appraisal Policy
- e) The Parish Council adopted the Pay Policy Statement
- f) The Parish Council adopted the Social Media Policy
- g) The Parish Council adopted the Amended Usage of Recreation and Meeting Rooms Policy
- h) The Parish Council adopted the Co-Option Policy.

**13) KILHAM HALL SERVICING AND TESTING SCHEDULE**

RESOLVED (13)

This item was deferred until the next meeting.

**14) LGA MODEL CODE OF CONDUCT FOR MEMBERS**

RESOLVED (14)

That this item be deferred until the next meeting.

**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**

RESOLVED (16)

To defer this item to the next meeting.

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**17) PRINCE'S COUNTRYSIDE FUND – AUTUMN 2021**

The Clerk informed Members of The Prince's Countryside Fund – Autumn 2021. This is a grant that Community Groups can apply for in the sum of £10,000. Successful projects will protect or boost community assets and enterprises, reinvigorate service provision, and strengthen the sense of community to tackle isolation in the countryside. Previous examples have included community breweries, transport schemes to link up essential services, and befriending schemes. It can be used for things like painting parking spaces or building fences too. Closing date for applications is 17<sup>th</sup> September 2021. The Members present agreed in principal that it would be worthwhile applying for this grant, if the Parish Council is illegible, for potentially painting the car parking spaces, a dropped kerb and fencing around Kilham Hall. However they would like to seek guidance from the absence members also.

RESOLVED (17)

The Clerk will email the absent members and request their thoughts, check with the Countryside Fund whether Parish Council's are able to apply and if not whether Kilham Hall Management Committee could, prior to an application being submitted.

**18) DONATION TO VICTIM SUPPORT**

The Clerk has received a request from Victim Support for a donation from the Parish Council to help people within South Yorkshire following the COVID pandemic.

RESOLVED (18)

The Parish Council has donated all monies within their budget this year and therefore cannot donate to this cause. However Members felt it would be a worthwhile cause to donate to in future and felt that in future years the Parish Council should consider this cause. The Clerk will respond to the request accordingly.

**19) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

RESOLVED (19)

To defer this item to the next meeting.

**20) PUBLICATION OF QUARTERLY NEWSLETTER**

RESOLVED (20)

a) That the following information be contained within the September newsletter: Parish Council next meeting, Police Drop In Session, Storage Extension at Kilham Hall, Keeping Britain Tidy – next Cantley with Branton Litter Pick October 2021, Use of Kilham Hall Car Park, Illuminated Christmas Trees, Parish Council facebook page.

b) That the Newsletter be published in the Arrow Magazine for Old Cantley and Branton and shared amongst social media groups for Branton, Cantley and Bessacarr.

**21) PLANNING MATTERS**

The following new planning application was considered:

21/02338/FUL	Mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces – Manor Farm	No comments`
21/02538/FUL	Erection of Single story side and rear extension with infill extension to front, plus application of off white coloured render to dwelling	No comments

RESOLVED (21)

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

**22) AUTHORISATION OF BANK PAYMENTS**

Consideration was given to the schedule of payments for signature.

RESOLVED (22)

That the following payments made are duly authorised:

21/058	Clerk (postage)	£ 1.83
21/059	Arrow Publications (Newsletter)	£ 114.00
21/060	Glendale (Grass Cut)	£ 134.89
21/061	Techstream (Website hosting)	£ 174.00
21/062	Clerk (Condolence card)	£ 1.70

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21/063	Clerk (Salary)	£ 616.07
21/064	Branton Farm Nurseries (Plants)	£ 20.49
21/065	DMBC (Qtr 11 Empty Bins)	£ 173.23
DD02/04	O2 (Mobile)	£ 17.34
21/066	SLCC (ILCA Training)	£ 144.00
21/067	Clerk (Postage)	£ 0.96
21/068	BHIB (Annual Insurance)	£ 963.79
21/069	Clerk (Get Well Card)	£ 2.35
21/070	Caretaker (KH Gates)	£ 24.00
21/071	G Lee Builder (removal stone planter)	£ 85.00
21/072	B G Sports (Goalpost parts)	£ 17.21
21/073	Clerk (Salary)	£ 583.90
21/074	Glendale (Grass Cut)	£ 89.93
21/075	DMBC (Electric Works for Christmas Illuminations)	£6268.67
DD02/05	O2 (Mobile)	£ 9.77
21/076	Clerk (Postage)	£ 1.83
21/077	Beth's at Branton (Buffet)	£ 150.00

### 23) BANK RECONCILIATION

The Clerk provided Members with an amended version of the first quarter bank reconciliation which denoted a bank balance of £86,519 due to an error on the previous submission.

RESOLVED (23)

That the amended bank reconciliation is agreed and duly signed

### 24) HIGHWAY MATTERS

The Clerk informed Members that she had chased DMBC regarding the road markings at Doncaster Road/Whiphill Top Lane and they had been carried out after the road patching. The gullies on the path on Doncaster Road over the motorway bridge had been carried out although they are getting blocked with dirt/debris from local hedges. Councillor Ward informed the Members that he had been approached by a local resident that the sign for New Road wasn't visible as it was twisted.

RESOLVED (24)

a) That the information is received and noted.

b) That the Clerk report the damaged sign for New Road to DMBC.

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

No Police issues were reported. 3 members of the public attended the Police Drop in on 28<sup>th</sup> July 2021 and raised issues relating to burglaries and speed awareness on Whiphill Top Lane. It was noted that the next Police Drop in session had been arranged for 29<sup>th</sup> September 2021 at 1.30pm.

RESOLVED (25)

That the information is received and noted.

### 26) 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. A few recommendations were made to the Clerk to improve the facebook page which have been applied already. Breakthrough Communications felt the number of followers attracted in such a short space of time was impressive. 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 doing really well.

RESOLVED (26)

The report was received and contents noted. The digital logo and eNewsletter were deferred until the next meeting.

### 27) REPORTS FROM MEETINGS

Councillor Ward had previously circulated feedback from the DSI Environmental Sub Committee for Members. He added that it was mentioned about a Community Investment Fund.

RESOLVED (27)

a) The Clerk will look into Community Investment Fund.

b) This remaining updates be deferred to the next meeting.

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

**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, SYPTTE - 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.