

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 3rd November 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) and two members of the public

1) APOLOGIES FOR ABSENCE

RESOLVED (1)

No apologies were received.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

No items are excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillors Sidebottom declared another interest in Items 11 and 18 and Chorlton declared another interest in item 11.

RESOLVED (3)

4) MINUTES OF THE PREVIOUS MEETING HELD ON 6th October 2021

RESOLVED (4)

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

5) ITEMS RAISED BY MEMBERS OF THE PUBLIC

Mr Hughes and Mr Smith from the Plymouth Brethren Christian Church on Doncaster Road attended. They wanted to inform the Parish Council of an error that they'd been made aware of relating to the ownership of the footpath from Doncaster Road and around the back of Branton Nurseries. They were initially led to believe that they were the owners however it has transpired that Branton Nurseries in fact own the land that the footpath is on. They also wanted to reiterate that if there is anything that they can help the Parish with, donate items or towards the cost of items they would be more than happy to.

The Clerk informed members of an email received from Johnson Mowat, Planning and Development Consultants following last month's concern from a resident regarding the proposed Persimmon Homes development on Warning tongue Lane. Johnson Mowat were invited to the meeting to share their plans with the Parish Council but unfortunately were not able to attend. They have however invited the Parish Council to either a "Teams" meeting or a site visit to present the illustrative site layout and answer any questions.

The Clerk mentioned a local resident has requested additional benches around the track on Kilham Field for additional resting places.

The Clerk informed members of an email from the Project Lead regarding the installation of CCTV throughout the villages to determine if the Parish Council wanted to go ahead with this scheme as they were eager to implement it before the year end. The Clerk confirmed she had responded stating the Parish Council were awaiting financial details regarding this before they could confirm either way.

RESOLVED (5)

a) The Chairman thanked Mr Hughes and Mr Smith for their update and offer of donation and stated that there was potentially an item on tonight's agenda that may be suitable.

b) That the Clerk informs Johnson Mowat that the Parish Council wish to have a site visit and to try and coordinate a suitable date.

c) The Clerk is to obtain quotes for two additional benches and approach Mr Hughes and Mr Smith of the Plymouth Brethren Christian Church.

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

d) That the Clerk is to contact the CCTV Lead and state that once the financial information is received the Parish Council will consider it however it won't be this financial year that work could be carried out.

6) REPORT FROM DMBC WARD COUNCILLORS

Apologies were received from Councillors J & S Cox. Councillor S Cox informed the Clerk that he had been to the area on Chapel Lane that Members identified (opposite CEJ Car Sales) where the path is damaged and in need of repair. He has taken photographs and submitted them to DMBC for repair.

RESOLVED (6)

That Councillor S Cox is thanked for the information provided.

7) UPDATE FROM DMBC ON TRAFFIC CALMING MEASURES

The Clerk informed Members that DMBC had provided a reply to the Parish Council's query regarding traffic calming measures for Whiphill Top Lane. DMBC are not installing any traffic calming measures within the district and haven't done for 10 years. This is due to a number of reasons, including the significant cost of installation and maintenance, some of the adverse effects of these measures which include increased noise and vibration which can be very intrusive to residents and the potential for damage to vehicles. DMBC also stated that traffic calming wasn't a measure used to address concerns about speeding or to seek to achieve compliance with existing speed limits. They had only been installed in the Borough previously as a casualty reduction measure. The Clerk was still awaiting a reply from the PCSO to determine if strips can be placed across the road to record speeding traffic.

RESOLVED (7)

a) Members noted DMBC's update

b) The Clerk is to continue to chase the PCSO for an answer regarding strips

c) The Clerk is to obtain a quote from a private company for strips for the road in case the PCSO states they cannot undertake this on the Parish Council's behalf.

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) November Litter Pick

The litter pick has been arranged for 13th November 2021 meeting at 9.30am at Kilham Hall. Councillor Dennis has spoken to the Katie from the Wildlife Trust who are heavily involved at Manor Farm and she is going to attend.

b) SUEZ Environment Fund Application

An application for funding for litter picking equipment has been submitted in the sum of £1200. The closing date for applications is 5pm on 12th November 2021.

c) Plant a Tree for the Queen's Jubilee

Councillor Dennis spoke to the Wildlife Trust regarding planting at Manor Farm. The last set of saplings planted only lasted 6 months then died so they didn't think it was worthwhile.

d) Queen's Platinum Jubilee Celebrations 2022

Kilham Hall has been booked out for Thursday 2nd June 2022, the Clerk has sourced bunting ranging from £60 to £160, consideration will also need to be given to putting the bunting up on the outside of Kilham Hall as it will be working at height and therefore not a task the Handyman can carry out.

e) Illuminated Christmas Trees

Despite DMBC stating electrical work would be carried out and completed by the end of October, work still has not started. DMBC are awaiting some parts to be delivered and once they have these they will inform the Clerk of when work will commence. They have assured us it will be complete by December. Christmas Plus have been updated and the installation of the lights postponed until the electrical work is complete.

f) Handyman's Appraisal

This has been rearranged to the 8th November 2021.

g) Antisocial Behaviour

The Clerk forwarded footage of both incidents relating to antisocial behaviour on Kilham Hall Park and Car Park. The PCSO's took the footage to the local school but no positive identification could be made on either incident. Therefore no further action can be taken.

RESOLVED (8)

a) That the bunting is ordered at a cost up to £200 and that the Clerk tries to source somebody that is insured to work at height to put the bunting up.

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

- b) That the Clerk continues to chase DMBC for the electrical works to be carried out and coordinates with the Companies who will illuminate the trees.
- c) The PC agreed not to order any saplings due to the Wildlife Trusts experience.

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

a) Green Waste Collection

Normally green waste collection is reduced to a fortnightly collection over the Winter months however due to the weather conditions recently the Handyman has noticed a few weeks delay in the work he undertakes. Therefore if the collections are reduced to fortnightly he will struggle to clear areas of leaves and debris as the bin will be full. Consideration was given to keep collections weekly for the Winter months.

b) Raised footpath in Doncaster Road Garden

Urban Arborist Tree Specialists had been consulted regarding the Cypress tree that has raised the footpath in Doncaster Road garden. The roots cannot be cut and the tree remain, so the options available are to leave the tree as it is and just trim it which still leaves the problem of the tripping hazard, for a cost of £100 or remove it altogether at a cost of £200 to ensure the roots are removed which will allow the path to be re-laid level again. A quote from a local builder has been sought with regards to the path and this work would cost an additional £350.

c) Trim of additional Trees at Doncaster Road Garden

A quote had been received from Urban Arborist to trim the Cypress tree at the rear of the garden and the tree to the front right of the garden (overhanging the neighbouring property) in the sum of £100.

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

DMBC had been to assess the layout of the car park. The clerk informed members of the suggested layout and the cost for the work would be £240.04.

e) No Dogs sign

The "No Dogs" sign on the railings broke. The Handyman has repaired it and repositioned it. The Clerk still sees people on the field with dogs during her working hours and it was suggested a sign be placed on Kilham Hall field sign as you approach the park. Guidance had been sought from DMBC and the Clerk is awaiting a reply.

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

The dropped kerb work has been commissioned at the cost of £836.67. The Clerk is currently awaiting DMBC's confirmation for a date for works to be carried out.

g) Old Cantley Sign Misshaped

DMBC have been informed of the damaged sign, a new one has been requested and once received the Handyman will install it.

h) Update on Permanent Signage for Kilham Hall

The new permanent signage for Kilham Hall has been installed with 3 interchanging signs for different uses.

i) Annual Hedge Cut at Kilham Hall

The Annual hedge cut at Kilham Hall Field had taken place today, 3rd November 2021.

j) Annual Fire Extinguisher Testing

Testing took place on 2nd November 2021 as part of the Parish Council/Kilham Hall annual testing schedule. The cost of the service will be approximately £82.50. One new Fire Extinguisher was needed,

l) Annual Intruder Alarm Testing

Annual testing of the intruder alarm system took place today, 3rd November 2021 at an approximate cost of £87.

RESOLVED (9)

- a) That green waste collection is kept weekly during the Winter months.
- b) That the tree which is raising the path at Doncaster Road be removed. The Clerk is to coordinate the builder and urban arborist to carry out the work.
- c) That the two trees at Doncaster Road garden are trimmed by Urban Arborist at the cost of £100.
- d) That the Clerk commissions DMBC to change the layout of the car park to ensure emergency access is kept clear and disabled access is closer to the new dropped kerb and the disabled access into Kilham Hall. This will cost £240.04.
- e) The Clerk awaits DMBC's advice regarding the No Dogs sign and arranges for one to be situated on the field itself if possible.
- f) Noted the cost of the annual fire extinguisher and intruder alarm testing/checks.

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

10) CONSIDER AND APPROVE POLICIES AND PROCEDURES

The Clerk confirmed she had met with Councillors Ward and Dennis to look at the Draft Business Continuity Policy, Fire Safety Policy and Risk Management Policy. A few minor typing errors were amended, and a sentence added in the Business Continuity Policy relating to sourcing another venue for Parish Council meetings in the event of not being able to use the Meeting Rooms at Kilham Hall.

RESOLVED (10)

The Parish Council adopted the Business Continuity Policy, Fire Safety Policy and Risk Management Policy.

11) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT

The Chairman gave an update on the AGM held on Monday 1st November 2021, they were still awaiting confirmation from the WI regarding the vacant seat on the Committee. The number of regular users had increased and so had party bookings. The servicing of the fire extinguishers recommended that one new extinguisher was needed, and the current fire testing was OK. Consideration was being given to offer a contract of employment to the current caretaker. Christmas decorations are going up on 24th November 2021 and the KHMC were hoping to put external Xmas lights up on the hall. The quote for boarding the loft had been agreed and work was being scheduled in. Consideration was being given to The Queen's Jubilee Celebrations and also to a Pantomime for Christmas.

RESOLVED (11)

12) ARRANGEMENTS FOR THE HANGING AND REMOVAL OF THE CHRISTMAS LIGHTS

RESOLVED (14)

That the lights be displayed for the period 30 November 2021 to 6 January 2022.

13) CHRISTMAS LIGHTS "SWITCH ON" EVENT

Due to the delay in installing the electrical works for the two new sites a Christmas Light switch on event isn't possible this year. The Christmas Carol Service in Kilham Hall will not go ahead this year so a Carol service around the Glen Road tree was considered for 3rd December 2021 at 6.30pm. Armthorpe Elmfield Band are available at the cost of £100 and they would provide hymn sheets and music. The local WI normally provide mince pies for the event and the Parish Council sweets for the children.

RESOLVED (13)

- a) That the Carol Service around the tree event is published on the facebook page, website and local community pages.
- b) The Chairman books Armthorpe Elmfield Band at the cost of £100 and informs the WI of the date/time and asks if they are able to donate mince pies.
- c) That the Clerk contacts the 3 Horse Shoes Public House and requests permission for Elmfield Band to set up in the corner of the car park.
- d) That the Clerk purchases a tub of sweets to hand out to the children.

14) CHRISTMAS PANTOMIME FOR 2021 AND 2022

The Chairman had spoken to Talegate Theatre Company who could provide a Christmas Pantomime on 4th December 2021 at 6.30pm. A show would cost £620 plus VAT. The Parish Council felt this would be something nice to put on for the Community following COVID. Conversation took place regarding charging £3 per ticket to confirm commitment from residents due to limited ticket numbers. Ticket sales hopefully would take place at the Premier Shop. Kilham Hall Management Committee would pay for refreshments and a selection box for each child attending.

RESOLVED (14)

- a) The Clerk seeks guidance on the implications of charging for tickets.
- b) The Clerk speaks to the Manager of the Premier Shop to see if tickets could be distributed from the shop.
- c) The Clerk asks the Caretaker to contact Talegate Theatre Company to attend Kilham Hall to ensure sufficient space is available and to confirm the maximum number for an audience/ticket numbers.
- d) That the Chairman drafts a poster and tickets for the event.
- e) That the Clerk allows for this event in next years budget.

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

15) 2nd QUARTER BANK RECONCILIATION AND LEVEL OF RESERVES

The Clerk reported that the balance of £97,376.58 contained on the report circulated with the agenda included the second half precept of £21,500 which had been paid early. The reserve account balance at the time of meeting was £91,330.57.

RESOLVED (15)

16) SECOND QUARTER BUDGET MONITORING REPORT

Consideration was given to the report which had been circulated with the agenda and denoted that only the expenditure on the Chairman's Budget, Playground Equipment and the Christmas Lights had exceeded the budget. However the Clerk informed members that she felt both the Chairman's Expenses (retirement gift/event, leaving gift, cards) and Christmas Lights' (new Christmas tree works) items should be under different budget headings. The Clerk informed the Parish Council that £500 was budgeted for donations yet the Parish Council always donate £500 to the Auckley Show, £100 to the Royal British Legion Poppy Appeal and to the Thorne Rural Lions. Neither of the latter two donations are incorporated in the budget. All other areas of expenditure were in line with the planned budget.

RESOLVED (16)

- a) That the report be received, and the information duly noted.
- b) That the Clerk moves the expenses listed in the Chairman's expenses under Gifts and Events.
- c) That the Clerk moves the expenses relating to the new Christmas Illuminations under New Developments.
- d) That the Clerk considers donations in next years' budget.

17) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (17)

That the following payments made are duly authorised:

21/87	Clerk (Notepads)	£ 1.99
21/88	Handyman (Fuel)	£ 8.19
21/89	Clerk (Postage)	£ 1.83
21/90	Clerk (Envelopes)	£ 6.15
21/91	Christmas Plus (Transformers)	£ 66.00
21/92	Handyman (Qtr 2 Salary)	£ 899.24
21/93	DMBC (Bin emptying)	£ 184.00
21/94	Arrow Publications (Qtr Newsletter)	£ 114.00
21/95	BG Sports (goalpost parts)	£ 23.38
21/96	Glendale (grass cut)	£ 134.89
21/97	GG Emergency Door Specialist (Shutter service)	£ 180.00
21/98	Branton Farm Nurseries (hedgetrimmers and fuel)	£ 379.50
21/99	YLCA (Budgeting for Clerks Training)	£ 30.00
21/100	Clerk (postage Grant to DMBC)	£ 1.20
21/101	DMBC (Qtr 2 grounds)	£ 202.10
21/102	Clerk (Tesco Paper)	£ 8.55
21/103	Clerk (postage Deed to Solicitors)	£ 1.29
21/104	British Legion (Wreath and Donation)	£ 100.00
21/105	SLCC (Annual Membership)	£ 144.00
21/106	Clerk (Salary)	£ 892.67
DD02/07	O2 Mobile	£ 12.00
21/107	Glendale (Grass cut and weed treatment)	£ 659.93
21/108	Glendale (Weed treatment fenced area)	£ 108.00
21/109	HMRC (Qtr 1)	£1011.23
21/110	HMRC (Qtr 2)	£ 669.83
21/111	Glendale (Oct Grass Cut)	£ 44.96
21/112	SPJ Marketing (Cabinet on Railings)	£ 270.00

18) CONTENT AND PUBLICATION OF THE NEXT NEWSLETTER

Consideration was given to two draft newsletters prepared by the Clerk, one for the Branton and Auckley Arrow December publication and one for the Bessacarr and Cantley Today January publication.

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

RESOLVED (18)

That the draft newsletter be agreed subject to the inclusion of information relating to the Carol Service and Pantomime

19) PLANNING MATTERS

The following new planning application was considered:

21/03156/FUL 2A Plantation Avenue, Bessacarr	Erection of a 2m high fence to front and associated planting (retrospective)	No comments`
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RESOLVED (19)

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

20) HIGHWAY MATTERS

Councillor Rushby reported two large pot holes on Warning tongue Lane just over the motorway bridge (heading towards old YWP entrance) on the right hand side. Councillor Ward reported the poor condition of Chapel Lane from the one way system to the new development. Councillor Chorlton reported an issue on behalf of a resident of Brockholes Lane relating to signage for the Yorkshire Wildlife Park. Residents are still getting vehicles attempting to gain access from Brockholes Lane. When they try to turn around they have damaged a residents' property. Clearer signage needs to be made available on Brockholes Lane.

RESOLVED (20)

- That the information is received and noted.
- That the Clerk report the damaged areas to DMBC.
- That the Clerk report the signage issue relating to Brockholes Lane to DMBC.

21) TO CONSIDER ANY POLICE ISSUES AND DETAILS OF THE LATEST CRIME REPORT**RESOLVED (21)**

It was noted that the next Police Drop in session had been arranged for 24th November 2021 at 6.30pm.

22) WEBSITE AND FACEBOOK MATTERS

Website and Facebook updates continue to be updated regularly with varying content. The Clerk informed members that as a visitor to the Website she felt a useful information page would be beneficial, detailing Ward Councillors, Local MP, Useful DMBC contacts. Following the recent antisocial behaviour the Clerk had looked to draw up a flow chart to add to the website to guide people what to do if they are witnessing antisocial behaviour. A flow chart was published on Finningley Parish Council's website so the Clerk spoke to the Chairman of Finningley Parish Council and asked if the Parish Council could adapt and adopt the same.

RESOLVED (22)

- The report was received and contents noted.
- That the Clerk adds a "useful information" page to the website
- That the Antisocial Behaviour Flowchart is adopted and added to the website.

23) REPORTS FROM MEETINGS**RESOLVED (23)**

Councillor Sidebottom had previously circulated feedback from the South Yorkshire Branch Meeting held on the 27th October 2021. Thanks were noted to Councillor Staniforth of Auckley Parish Council for sharing the feedback with Councillor Sidebottom.

24) 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, SLCC October Bulletin, Community First Bulletins.

Councillor Dennis informed members that the item on Electric Charging Points highlighted on the YLCA White Rose Update was interesting and something the Parish Council would need to look at in the future. The consultation is lengthy so Councillor Dennis felt members would be best completing it individually rather than as a Parish Council.

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

RESOLVED (24)

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

25) DATE AND TIME OF NEXT MEETING

RESOLVED (24)

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

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