

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 7th December 2022 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N Williams (Chair), M Sidebottom, J Rushby, B Innes, Y Butterworth and D Chorlton.

IN ATTENDANCE: B Walton

1) APOLOGIES

1.1 Apologies received

None

1.2 Reasons for absence considered

N/A

RESOLVED (1)

No apologies were received.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Sidebottom declared another interest in item 8.14, Councillor Chorlton declared another interest in item 8.14 and Councillor Rushby declared another interest in items 8.8, 8.9, 8.10, 8.12 and 8.13.

2.2 Request Dispensation from Proper Officer

None

2.3 Updates to Existing Interests of Councillors

None

2.4 Items to which the public and press are excluded

Items 6.22 and 19.1, 19.2, 19.3, 19.4 and 19.5 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

3.1 Minutes of 2nd November 2022

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 2nd November 2022 be agreed and signed by the Chairman.

The Chairman requested that Item 10.3 be considered in conjunction with Agenda item 8 as the Quarterly Budget Monitoring Report is being shared to enable the Parish Council to consider the items required under Agenda Item 8 to ensure sufficient funds are available. Members agreed to this change of order on the Agenda.

4) MEMBERS OF THE PUBLIC

4.1 Items raised by members of the public present at the meeting

No members of the public were present to raise any items.

4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors

4.2.1 A resident had emailed Councillor Sidebottom regarding dog fouling between Silverdale Close and Valley Drive.

RESOLVED (4)

a) The Clerk is to report this issue online to DMBC and also request information on patrols from DMBC in the area.

5) PARISH COUNCIL ISSUES

5.1 Resignation of Councillor Dennis

The Chairman informed Members of Councillor Dennis' resignation.

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

5.2 Co-option Process and Timeframes for Advertising a Vacancy

The Clerk informed Members that the Notice of Vacancy published by DMBC expired this evening, therefore DMBC would let the Parish Council know tomorrow whether a co-option vacancy can be advertised. The Clerk drafted a Notice in preparation and requested a closing date be considered by the Parish Council.

5.3 Role of Chairman

The Chairman confirmed his role was on a temporary basis and asked if any other Members would like to take on the role. Councillor Chorlton was happy to take on the role temporarily for 3 months but couldn't commit permanently.

RESOLVED (5)

- a) The Parish Council wished to formally note Councillor Dennis' resignation letter and thank him for his involvement and commitment during his time on the Parish Council.
- b) The Parish Council agreed if they were to advertise a co-option vacancy, the closing date for interested parties to express their interest would be 12noon on Thursday 29th December 2022 to enable co-option to take place at the January meeting.
- c) The Chairman agreed to continue in the role until March 2023 and review it again then.

6) DONCASTER METROPOLITAN BOROUGH COUNCIL

6.1 Ward Councillor's Report

No apologies were received from the Ward Councillors. The Clerk had sought feedback on the Parish Council's grant application and the cost of traffic calming for the 2021 christmas illuminations from the Ward Councillors.

6.2 Update on the MUGA and Storage Extension

6.2.1 Work is complete although there are a few snagging issues that need completing – internal door between store and hall, flooring in store upto skirting boards, holes in plaster in ceiling in internal store, heras fencing to be removed from car park, ground made good around the rear of the building and heras fencing removed.

6.2.2 **EXCLUDED FROM THE PRESS AND PUBLIC** – the Parish Council noted the update from DMBC regarding budgets and contingency money.

6.2.3 The Consultation Summary and full results were published on the Parish Council's website and Facebook page. They were also displayed on the Parish Council Notice Boards for a week.

6.2.4 40 plus residents stated in the consultation that they would be interested in joining a friends of Group. The Clerk has asked to meet up with one of DMBC's Officers in the New Year to discuss this.

6.2.5 The Clerk provided members with a few questions that the architect needed answering prior to the planning application being submitted, which they hoped to do towards the end of this week/beginning of week commencing 12th December 2022.

6.3 Identify any new Highway matters

No new highways issues were raised.

6.4 Covid Booster Bus using Kilham Hall Car Park

The Clerk updated members on a request by DMBC to use Kilham Hall Car Park (over 3 spaces) between now and the end of January for the covid booser bus.

6.5 Locality Plan feedback

Members had been provided with the locality plan feedback on assets and priorities for 2023/24 for consideration and feedback to DMBC.

RESOLVED (6)

- a) The Clerk's work regarding Ward Councillor issues was noted.
- b) The Clerk is to chase DMBC with regards to the snagging issues relating to the build.
- c) The Clerk is to draft a response to DMBC regarding the budget requesting a more detailed breakdown and also the Parish Council's disappointment in the whole management process and lack of communication.
- d) The Parish Council confirmed another meeting would be requested with DMBC following their response regarding the budget and contingency.
- e) The Parish Council agreed to retain all of the Parish Council's contribution/fees to DMBC until further information was provided and they were satisfied with the answers.

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

- f) The Parish Council determined that when the MUGA is progressing, they would withhold a contingency fee if possible and request DMBC provide detailed information relating to why it is over budget and what additional funds are needed for.
- g) The Parish Council noted the consultation results and friends of group information provided and the Clerk will make contact with DMBC in the New Year regarding the friends of group.
- h) The Clerk is to respond to DMBC with the answers to the Architects questions to enable a planning application to be submitted and the Parish Council agreed to pay the Planning Application fees in advance.
- i) The Parish Council are happy for the covid booster bus to use Kilham Hall Car Park on a Wednesday between 12noon and 3pm. The Clerk will relay this information to DMBC.
- j) The Clerk would relay the Parish Council's comments on the Locality Plan feedback that listing priorities and outcomes is very simplistic, they felt it would be much better to have priorities or outcomes. The Parish Council would have liked to have seen "how" these outcomes would be achieved also.

7) CLERK'S REPORT AND ADMINISTRATION ISSUES

The Clerk's Report on work carried out was noted.

7.1 Amendments/updates/content to the Website and Facebook

Updates are carried out daily/weekly.

7.2 Content and publication of the Winter 2022 Newsletter in the Bessacarr Journal

The content of the Winter 2022 Newsletter was discussed and agreed to contain items on:

- Keeping the Parish of Cantley with Branton Parish Tidy
- Police Drop In Sessions and Speed Watch Initiative
- Storage Extension
- Armistice Displays
- Christmas Illuminations
- Christmas Events
- Engagement with Manor Farm and
- Look out for your Neighbour

RESOLVED (7)

a) Members agreed the content of the Winter Newsletter for publication with Today Magazine in the Bessacarr Journal which is published in January/February.

8) KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS

Members looked at the Quarterly Budgeting Report whilst considering the following items:

8.1 Handyman's Action Tracker Including ROSPA Playground Inspection Reports

The Summary of actions required following recent inspections by the Handyman and ROSPA was provided to members for consideration.

8.2 Consider Quotes for Repairs to Aerial Runway and Basket Swing

Following the ROSPA Inspection, works are required to the above items by a specialist. DMBC have provided a quote in the sum of £190 for both repairs.

8.3 Purchase new signage for the outdoor gym

Following the ROSPA Inspection, additional signage is required for the outdoor gym to meet standard EN16630. A quote has been received in the sum of £62 plus VAT.

8.4 ROSPA Routine Playground Inspection Training

The Handyman is booked onto the above training for 17th March 2023 in Harrogate.

8.5 Painting the External Store Floor

DMBC have stated it isn't necessary to paint the external store floor. If Members wished to do so it would cost approximately £100 plus the Handyman's additional hours.

8.6 Painting/Sealing the External Store Door and Framework

The external store door and framework need painting and sealing to ensure to eliminate the door swelling, cracking or rotting. The approximate cost would be £50 plus the Handyman's additional hours.

8.7 Purchase Material for Shelving for the External Store

To ensure maximum capacity is used of the external storage space, the Handyman has recommended building storage shelves. An approximate cost would be £50 plus the Handyman's additional time.

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

- 8.8. Purchase Fire Detectors and Arrange Installation for the Internal Store
Annual Fire Inspection highlighted the need for a fire detector in the internal storage at an approximately cost of £200 (inclusive of installation).
- 8.9. Purchase Fire Extinguisher for Internal Store
An additional fire extinguisher is required for the internal store to ensure if somebody was coming out of the store into the hall and was faced with a fire they would have equipment to fight it to enable them to safely evacuate the store. A new extinguisher would cost approximately £80 plus VAT.
- 8.10. Purchase Drain Covers for Kilham Hall
It is recommended drain covers are installed around Kilham Hall to reduce the time the Handyman spends unblocking drains. A quote of approximately £40 was received however the Handyman found some for £4 so the Clerk has authorised their purchase and installation.
- 8.11. Annual Servicing of the Gardening Equipment
The Handyman wishes to take the gardening equipment to Hagan's Nurseries during mid December for its annual service at a cost of approximately £200 plus VAT.
- 8.12. Flooding of Kilham Hall Car Park – Percolation Test
Following recent heavy rainfall, Kilham Hall Car Park has continued to flood and seems worse than previously. GNE quoted approximately £600 plus VAT to carry out a percolation test to determine if additional works need to be carried out on the drainage within the car park. As the issue has got progressively worse consideration needed to be given to acquiring a percolation test.
- 8.13. Annual Legionnaires Test for Kilham Hall
Discussion took place as to whether a legionnaires test was required for Kilham Hall.
- 8.14. Kilham Hall Management Committee's (KHMC) Report
Councillor Sidebottom updated the Parish Council on the following issues – still advertising for help every other weekend to ensure the Caretaker has time off, awaiting confirmation for registered charity status, LED lights installed, awaiting approval for the decarbonising grant, redecorating the hall between Christmas and New Year, Christmas lights installed around the Hall.
- 8.14.1 Reimbursement for Heating Expenses – historically KHMC have paid all utility bills for Kilham Hall however due to increase energy bills KHMC are requesting a contribution from the Parish Council towards the bills and contemplated 15%.
- 8.14.2 Solar Panels – KHMC have received 3 quotes for solar panels ranging between £12k and £20K (some including battery backup).
- 8.14.3 Trust Deed – KHMC have amended and signed their Trust Deed in the presence of the Parish Council Clerk for the Charities Commission.

RESOLVED (8)

- a) The Clerk works through the summary of actions needed following the playground inspection with the Handyman and any specialist teams to ensure the amber actions are actioned/completed by 31st December 2022.
- b) It was agreed to contract DMBC to carry out repairs to the Aerial Runway and Basket Swing as per the ROSPA Inspection Report at a cost of £190.
- c) The Clerk is to order new signage for the Outside Gym to ensure Standard EN16330 is met at a cost of £62 plus VAT.
- d) It was agreed to pay the Handyman's additional time and mileage when he attends the ROSPA Playground Inspection course in Harrogate on the 13th March 2023.
- e) The Handyman can purchase the sealant and paint for the external store door and framework at an approximate cost of £50 and the Parish Council agree to paying the Handyman for his additional hours.
- f) To purchase materials for shelving in the outside store at a cost of approximately £50.
- g) The Clerk is to speak the Fire Expert and arrange for a fire detector to be installed in the inside store room at a cost of approximately £200.
- h) The Clerk is to order an additional fire extinguisher for the internal store from South Anston Fire Extinguishers at an approximate cost of £80 plus VAT.
- i) The Handyman is authorised to take the gardening equipment to Hagan's Nurseries for its annual service at an approximate cost of £200.
- j) The Parish Council agreed for the Clerk to instruct GNE to undertake a percolation test of the car park at a cost of approximately £600 plus VAT.

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

- k) Councillor Williams will seek advice on whether a Legionnaires Test is required for Kilham Hall and feedback his findings.
- l) Noted Kilham Hall Management Committee's update.
- m) The Parish Council agreed to a 10% contribution towards energy bills however felt that the best way forward may be to have a sub meter installed. The Clerk is to speak to RJ Electrical about the cost of a sub meter and how they work.
- n) The Clerk is to add an additional £480 into next years budget to cover the energy contribution.
- o) The Clerk is to ask questions of the Parish Council's insurers with regards to the installation of the solar panels. Need to check if they agree in principal.
- p) The Clerk is to seek guidance from DMBC and other Parish Council's in a similar situation – if solar panels are installed and are classed as part of the building, are they the Parish Council or KHMC's ownership and therefore whose responsibility for maintenance?
- q) Councillor Chorlton will provide the Clerk with a copy of the signed Trust Deed to share with Members.
- r) The Parish Council wished to express their gratitude to Mark Turner of KHMC for his work in obtaining quotes for the solar panels.

9) PARISH MATTERS

The Clerk reiterated her email to Members following the last meeting seeking approval for postage costs for the Armistice Day Tommy Silhouette at a cost of £25 and for the Manor Farm Notice Board at a cost of £95.

RESOLVED (9)

- a) The Parish Council approved the postage costs for both items.

10) FINANCIAL

10.1 Christmas Plus' Invoice

The Clerk informed members of an invoice from Christmas Plus relating to the installation, switch on, removal and storage of the Christmas illuminations at Old Cantley Roundabout in the sum of £1000. This is the same as last year and the Parish Council are tied into a contract with Christmas Plus til June 2024 therefore the price will remain the same.

10.2 Direct Bank Payments

That the following payments are duly authorised.

22/127	Clerk (Postage)	£ 1.65
22/128	Royal British Legion Donation	£ 100.00
22/129	Arrow Publications (Panto Advert)	£ 48.00
22/130	Glendale (October Grass Cut)	£ 47.74
22/131	Handyman (Bulbs)	£ 64.00
22/132	Branton Nurseries (Plants)	£ 36.00
22/133	Clerk (B&Q Ladders)	£ 129.60
22/134	DMBC (Christmas Tree)	£2910.74
22/135	HMRC (November fee)	£ 294.98
22/136	Clerk (salary)	£ 905.81
22/137	Handyman (salary)	£ 510.16
22/138	Kilham Hall Management Committee (Pantomime Contribution)	£ 948.00
22/139	Armthorpe Elmfield Brass Band	£ 100.00
22/140	RBLI – Tommy Silhouette	£ 200.00
22/141	Techstream (Domain Registration)	£ 36.00
22/142	Clerk (Sweets for Carols around the Tree)	£ 7.98
22/143	The Parish Notice Board Company (Manor Farm Notice Board	£ 876.00
22/144	lerk (Condolence Card)	£ 1.79

10.3 3rd Quarter Bank Reconciliation

Members perused this document alongside Agenda Item 8 to ensure sufficient funds were available when considering items for purchasing/approval.

10.4 Donation to Thorne Rural Lions

Members were asked to consider their annual donation to Thorne Rural Lions in relation to the Santa's Sleigh visit to Branton during December.

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

10.5 First Draft of the 2023/24 Budget

The Clerk presented members with the first draft of the budget. This includes additional funds for CILCA training for the Clerk, additional hours for the Clerk to carry out the training, a number of new developments and a section for contingencies. The Clerk needed to amend the projected budget figures for 2022/23 and reissue to Members for consideration. The Clerk informed members that currently the Parish Council has approximately £91,000 in the reserves account as at 30th November 2022. £24,500 is earmarked for the Parish Council's contribution for the MUGA/Build leaving a balance of £66,500. Parish Councils are advised to keep approximately 6 months of their precept figure in reserves so would therefore need to leave approximately £22,000. There are four more months within the financial year and therefore additional spending will be incurred. However it is anticipated that the Parish Council will have some reserves left to use against the precept so as not to have a large increase in precept and to allow the Parish Council to implement some new developments still.

RESOLVED (10)

- a) Approval was given to pay Christmas Plus' Invoice in the sum of £1000 plus VAT.
- b) The direct payments were duly authorised.
- c) Agreed to make a donation of £100 to Thorne Rural Lions.
- d) The Clerk is to make amendments to the Draft Budget for 2023/24 and circulate to Members for further consideration prior to the next meeting where it will need to be approved.

11) **PLANNING APPLICATIONS**

Updates on previous planning applications were noted. The following new planning applications were considered:

22/02419/FUL Flair For Hair, Doncaster Road, Branton	Creation of a new entrance, crossover/dropped kerbs and car parking reconfiguration (restrospective)	No comments or concerns
22/02333/FUL 283 Bawtry Road, Bessacarr	Erection of a new boundary fence and formation of a new entrance to Warnington Drive from existing entrance on Bawtry Road with work to trees	No comments or concerns
22/02487/FUL 1 Dutchman Way, Bessacarr	Erection of a two storey rear extension	No concerns or comments
22/02491/OUT May Dene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout and scale)	Concerns re access to and from New Road

RESOLVED (11)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.

12) **POLICE ISSUES**

12.1 Police Issues

A resident emailed the Clerk requesting the PCSO's details to discuss parking on a narrow street forcing elderly residents to walk on a road.

12.2 Police Drop In Sessions

The Clerk informed Members that the Police Drop In's had been held on 22nd November at 10am at Beth's of Branton. No members of the public attended. The Clerk is awaiting confirmation of dates for evening drop in sessions from South Yorkshire Police.

RESOLVED (10)

- a) The Clerk gave the resident the PCSO's contact details and informed the PCSO's of the resident's concerns.
- b) The Clerk advertises the future Police Drop In sessions on social media, the website and the Newsletter.

13) **POLICIES, PROCEDURES AND RISK ASSESSMENTS**

13.1 Carols Around the Tree Risk Assessment

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

The Clerk provided members with the Risk Assessment that had been previously circulated for formal approval.

13.2 Christmas Tree and Christmas Illuminations Risk Assessment

The Clerk provided members with the Risk Assessment that had been previously circulated for formal approval.

13.3 Fire Risk Assessment

The Clerk provided members with the Risk Assessment that had been previously circulated for formal approval.

RESOLVED (13)

a) The Parish Council noted and approved the above Risk Assessments.

14) ROYAL EVENTS

14.1 King's Coronation

Consideration was given to which day to hold the events for the King's Coronation in May 2023.

14.2 Arrangements for the Kings Coronation

Members were asked to consider what kind of event they would like for the King's Coronation.

RESOLVED (14)

a) The Parish Council agreed to host an event for the King's Coronation on Monday 6th May 2023.

b) Members are to consider what kind of event they wish to provide and bring back any suggestions to the January meeting for approval and to ensure the Clerk has sufficient time to book any entertainment and other things that may be required.

15) ISSUES REQUESTED BY MEMBERS

15.1 Storage Trolley

Councillor Sidebottom wished to purchase a storage trolley for the external store for the Litter Picking Equipment to ensure easy access. The Clerk informed Members that there was a trolley already in the external store which may be suitable.

RESOLVED (15)

a) The Parish Council agreed to purchase a storage trolley for the litter picking equipment if the one currently in the store wasn't convenient.

16) REPORTS AND ANY UPDATES FOLLOWING TRAINING/MEETINGS

16.1 Building Progress Meetings 8th and 29th November 2022

The Clerk is chasing snagging issues with DMBC – Internal door, holes in ceiling in internal store, floor near door in internal store, heras fencing removing from car park, ground making good at rear of building and heras fencing removing from rear of building.

16.2 Parish Council Joint Consultative Committee – 24th November 2022

Apologies were sent to this meeting due to Councillor Dennis' resignation and Councillor Williams being previously engaged. Minutes of the meeting have been circulated to Members for information.

16.3 DSA Noise Monitoring and Environmental Sub Committee – 30th November 2022

Councillor Williams couldn't attend this meeting and no feedback has been received.

RESOLVED (16)

Updates noted

17) 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, CEO Bulletin, Community First Funding Update, DMBC Roadworks updates and Funding Opportunities, 20's Plenty Presentation, Public Consultation, SLCC Bulletin and NALC CEO Bulletin.

RESOLVED (17)

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

18) DATE OF NEXT MEETING

RESOLVED (18)

That the next meeting be held on Wednesday 4th January 2023 commencing at 6pm.

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

19) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

19.1 Clerk’s November Timesheet

The Clerk’s timesheet for November was shared. 4 hours and 12 minutes had been accrued over time due to additional work ie. Build project, Councillor Resignation, Councillor Butterworth proposed the Clerk be paid for her additional time each month rather than waiting for her appraisal or when it builds up. Councillor Rushby seconded this. A show of hands showed that the remainder of Members were in agreement.

19.2 Handyman’s November Timesheet and Reduced Days during Winter Months

Handyman’s timesheet for November was shared. The Handyman had worked 8 hour extra due to repairs to various items, removing the lamp post poppies and the poppy display on the Christmas Tree. As previously agreed by Members additional hours incurred carrying out repair work or additional duties by the Handyman would be paid. The Handyman had requested during the Winter months that his days of work be reduced, but hours increased to give him more time to carry out the repairs and larger maintenance tasks.

19.3 Handyman to be Paid Hourly rather than Salaried

The Handyman has requested to be paid hourly rather than salaried. The Clerk gave an update from Warrens GBC, who carry out the Parish Council’s payroll, on this item for consideration.

19.4 NALC Pay Award

NALC have publicised the annual pay award for Council staff backdated to 1st April 2022.

RESOLVED (19)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk would be paid for their additional hour’s works.
- c) The Handyman’s pay can be amended to hourly rate rather than salaried. The Clerk is to inform the Handyman of this, inform Warrens GBC of this and to amend the pay accordingly.
- d) The Clerk is to amend the Handyman’s contract accordingly.
- d) The Parish Council noted the NALC pay award and confirmed payment to the Clerk and Handyman.

The meeting closed at 8.45pm

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