

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Monthly Meeting of the Parish Council held on Wednesday 6<sup>th</sup> April 2022 at Kilham Hall commencing at 6.30pm.**

**PRESENT:** Councillors: M Sidebottom (Chair), D Chorlton, S Ward and R Dennis

**IN ATTENDANCE:** B Walton (Clerk to the Council) 3 members of the public

**1) APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Butterworth, Rushby and Williams.

RESOLVED (1)

Apologies were noted and accepted.

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (2)

Item a 34, 35, 36 and 37 are to be excluded from the public and press.

**3) DECLARATIONS OF INTEREST**

Councillor Sidebottom and Councillor Chorlton declared another interest in item 12.

RESOLVED (3)

**4) MINUTES OF THE PREVIOUS MEETING HELD ON 2<sup>nd</sup> MAY 2022**

Councillor Ward raised the omission of the discussion requesting Ward Councillors attending Parish Council meetings as no attendance had been made since June 2022.

RESOLVED (4)

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

**5) ITEMS RAISED BY MEMBERS OF THE PUBLIC**

The Clerk informed members of a request from a member of the public regarding remedial works on the field at Poppyfields Way due to numerous molehills.

RESOLVED (5)

a) The Clerk will contact DMBC and request the field be inspected and appropriate works carried out.

**6) REPORT FROM DMBC WARD COUNCILLORS**

Apologies were received from Councillors J & S Cox and Councillor Jones. Councillor S Cox informed the Clerk that they have funding for additional skips in the community and will coordinate this in the near future.

The Chairman welcomed Jacki Hardy and Clare Simpson from DMBC's Locality Team to the meeting. They gave feedback to the Council on both Central and South's Locality Plans. Key issues for both areas were community safety, environment and green space, community spirit and pride, amenity services and support and supporting small businesses.

RESOLVED (6)

a) That Councillor S Cox is thanked for the information provided.

b) That Jacki Hardy and Clare Simpson were thanked for attending the Parish Council meeting and for the information provided.

c) The Locality Team will update the Parish Council on a quarterly basis, via email to the Clerk so that any information can be relayed to the community via the Parish Council's social media account and newsletters.

**7) UPDATE ON MUGA AND STORAGE EXTENSION**

An update had been received from DMBC that work will start on the storage extension in July 2022.

Once confirmation of which MUGA option is preferred the Architects will submit a Planning Application to DMBC.

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

The Clerk updated members that a grant application had been submitted to The National Lottery Community Fund for the sum of £29,326. This was to cover the shortfall of monies to fund the whole scheme due to time delays and increased costs due to COVID.

RESOLVED (7)

- a) The Clerk is to request confirmation from DMBC as to a timeframe for the building works ie. when it will be knocking through into hall, when it will be completed.
- b) The Clerk is to confirm to DMBC that they wish to proceed with the Wicksteed 24.9m x 15.1 MUGA and wish the Architects to submit a planning application for the same as soon as possible.

#### **8) UPDATE ON TRAFFIC CALMING MEASURES**

The Clerk updated members on a response from the Speed Enhancement Team stating that the results do not indicate a problem with speeds so does not fall within the enforcement criteria. The Clerk has requested the strips be placed further along Whiphill Top Lane (towards Gatewood Lane) as they were situated just before a bend where traffic naturally slows down. This request is being considered.

RESOLVED (8)

That the Clerk asks for more specific data from the Speed Enhancement Team.

#### **9) UPDATE FROM THE RECRUITMENT WORKING GROUP FOR THE INTERVIEWING AND APPOINTMENT OF HANDYMAN**

Interviews took place on Tuesday 8th March 2022 and a suitable candidate was appointed. Steve Maskill accepted the position on Wednesday 9th March 2022 and is looking forward to a start date being confirmed. Members discussed and agreed the starting salary for the position, terms and conditions of the Contract, a start date for the post of 11th April 2022, purchasing suitable safety clothing/boots and organising/looking into suitable training.

RESOLVED (9)

- a) The Clerk will amend the Handyman's Contract of Employment ready to provide him with a copy on his 1st day.
- b) The Clerk will contact the Handyman and confirm his starting salary of £10.01 per hour and his start date of 11th April 2022.
- c) Mileage of 45p per mile will be paid to the Handyman for work purposes.
- d) The Parish Council are not required to offer a work place pension as the position is under the threshold. The Parish Council agreed to not offer a pension at this moment in time.
- e) The Clerk and Handyman order safety boots, trousers and coat as necessary upto £250.
- f) The Clerk books the Handyman onto Ladder Training Course and purchases a set of ladders at the cost of approximately £225.
- g) The Clerk contacts DMBC to see if they carry out any training on strimmers, hedge cutters, mowers and blowers.
- h) The Clerk contacts the new Handyman and provides an update.

#### **10) 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) Projector for Kilham Hall Meeting Rooms at a cost of approximately £250  
The Clerk had wanted to share with Members a recent grant application but couldn't download it. If the Parish Council had a projector for the meeting room it would make this possible, together with being able to look at Planning Applications and other items.
- b) DSA Grant for Defibrillator  
The grant application had been submitted and was to be considered at tomorrow's meeting.

Members asked if we had any clarity from DMBC regarding the fee paid last year for traffic management when installing the electricity poles for the Christmas Illuminations. The Clerk informed Members of the response. Members requested that the Clerk requests clarity as to how to escalate the query with DMBC as they are not happy with the response.

RESOLVED (10)

- a) The Clerk is to purchase a projector for Kilham Hall Meeting Rooms.
- b) The Clerk is to contact DMBC and request details as to how to escalate their query.

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

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

a) Quote to Jet Clean the drains in Kilham Hall Car Park

Messaged had been left for GNE. Doncaster Groundwork and Reconstruction had been out and stated the drains needed jet washing and quoted £575 plus VAT.

b)Boundary Fence

The Clerk updated Members about the damage to the Boundary fence and recent temporary repairs made.

RESOLVED (11)

a) The Clerk is to chase GNE as they looked at the issue previously and will have a better understanding of the problem

b) It was agreed to see if the new Handyman could repair the fence at minimal cost. If this is not possible it was agreed to remove the boundary fence altogether.

**12) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT**

The Vice Chairman updated the Parish Council that there was still a vacancy available and that the Management Committee were hoping to put together a list of people who could provide temporary cover for the Caretaker in her absence. Kilham Hall Management Committee have committed £500 towards the Parish Council’s Jubilee Celebrations and have paid for a facepainter and are arranging party packs.

RESOLVED (15)

The Parish Council thanked the Vice Chairman for his update and wished to express their gratitude to Kilham Hall Management Committee for the work they carry out and also for their generosity supporting the Jubilee event.

**13) APPROVE THE AMENDED STANDING ORDERS**

Following a recent NALC topic note and briefing note from the Parkinson Partnership regarding procurement the Standing Orders had been amended slightly.

RESOLVED (13)

Amended Standing Orders approved.

**14) APPROVE THE FINANCIAL REGULATIONS**

Councillor Ward noted that throughout the document “he” was referred to.

RESOLVED (14)

Approved the Financial Regulations with a footnote adding to imply “he” means “he/she/they”.

**15) CONSIDER AND APPROVE YLCA MEMBERSHIP**

RESOLVED (15)

That the Membership be renewed in the sum of £804.

**16) CONSIDER WRITING TO OUR MP TO ESTABLISH AN EFFECTIVE MECHANISM TO DEAL WITH LOCAL COUNCILLORS WHO HAVE BEEN FOUND GUILTY OF BULLYING AND HARRASSMENT**

The Clerk informed Members of the YLCA’s request for Parish Council’s to write to their MP’s to establish an appropriate and effective sanctions mechanism to deal with local Councillors who have been found guilty of bullying and harassment following an independent investigation and have it discussed in parliament.

RESOLVED (16)

Members felt that there was sufficient process in place locally therefore the above request was unwarranted.

**17) APPROVE DIRECT BANK PAYMENTS**

The Clerk reported the final Quarter payments and highlighted an error on her part – paid the HMRC bill twice in error. The Clerk confirmed this would just be held by HMRC and reduced the Quarter 1 2022/23 bill.

RESOLVED (17)

That the following payments are duly authorised.

21/175 Arrow Publications

£118.80

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

21/176	Clerk (Jubilee Coins)	£135.00
21/177	Handyman (Backpay)	£ 81.12
21/178	Clerk ((salary and backpay)	£697.28
21/179	G Lee Builder(install benches)	£225.00
DD02/12	O2 (mobile)	£ 12.00
21/180	HMRC Quarter 4	£582.17
21/181	DMBC Non Domestic Rates Bill	£ 0.00
21/182	Clerk (Postage)	£ 0.66
21/183	Caretaker (Gates – Jan, Feb and Mar)	£ 78.00
21/184	Glendale (Grass Cut)	£ 47.74
21/185	HMRC Quarter 4	£582.17

**18) APPROVE THE BANK RECONCILIATION/REVIEW OF LEVEL OF RESERVES**

The Clerk informed Members that the balance at 31<sup>st</sup> March 2022 was £74,238.70. The reconciliation is 20p out however the Clerk and Councillor Ward are meeting on 11<sup>th</sup> April to rectify this.

RESOLVED (18)

The Bank Reconciliation is approved and the level of reserves noted.

**Post Meeting Note – shortfall accounted for and bank reconciliation balances**

**19) RECEIVE THE FINAL BUDGET MONITORING REPORT FOR 2022**

Members asked for clarity from the Clerk relating to New Developments.

RESOLVED (19)

- a) Members noted the content of the final budget monitoring report
- b) The Clerk will provide members with a breakdown of the New Developments.

**20) APPROVE THE ASSET REGISTER AND INVENTORY AS AT 31<sup>ST</sup> MARCH 2022**

RESOLVED (20)

That the Asset Register and Inventory are approved.

**21) APPROVE THE RISK ASSESSMENT 2022/23 AND REVIEW SYSTEM OF INTERNAL CONTROLS**

RESOLVED (21)

- a) Approved the Risk Assessment 2023/23
- b) Reviewed system of internal controls and confirmed compliance.

**22) NOTE THE LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2022 BACKDATED TO 1<sup>ST</sup> APRIL 2021**

RESOLVED (21)

Members noted the pay agreement backdated to 1<sup>st</sup> April 2021.

**23) CONSIDER LEADING/SUPPORTING THE COMMUNITY IN FORMING A KNITTED/CROCHETED POPPY DISPLAY FOR ARMED FORCE DAY AND REMEMBRANCE DAY**

The Chairman informed members of some residents who were knitting/crocheting poppies to form part of a display later in the year.

RESOLVED (23)

- a) The Parish Council agreed to support residents, provide patterns and collate poppies for a display for Remembrance Day.
- b) The Clerk will place this item on September's Agenda to discuss what display is provided and where.
- c) Members requested the Clerk to source a cost for a Soldier Silhouette for to place at the entrance to the village.

**24) PROPOSAL FOR JOINT EXECUTIVE BOARD TO TAKE TO NALCO AN AMENDMENT TO SECTION 145 OF THE 1972 LOCAL GOVERNMENT ACT RELATING TO CHRISTMAS ILLUMINATIONS**

RESOLVED (24)

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

To agree a proposal to be recommended to the YLCA Joint Executive Board for an amendment to Section 145 of the 1972 Local Government Act to allow local councils to provide Christmas lighting without the need for a public event to promote the lighting, rather than relying on Section 137 provision

**25) APPROVE ARRANGEMENTS FOR THE QUEEN’S JUBILEE**

The Clerk provided Members with a quote from AJH Electrical to install bunting around Kilham Hall at a cost of £140.

The Clerk requested Members consider the fee of £200 for the 3 pipers and a drummer to attend the event on 2<sup>nd</sup> June 2022 at 2pm for an hour.

RESOLVED (25)

a) Members declined AJH Electrical’s quote to hang bunting as the new Handyman will be able to carry this out once he has completed his ladder training.

b) Members agreed to pay 3 pipers and a drummer £200 to attend the event on 2<sup>nd</sup> June 2022.

**26) APPROVE ARRANGEMENTS FOR CHRISTMAS 2022 AND 2023**

The Clerk has booked 2 pantomime performances for Friday 2<sup>nd</sup> December and Saturday 3<sup>rd</sup> December 2022. Availability for 2023 is limited and the Clerk gave Members details on this.

The Clerk updated Members on the cost of a new Nordman Fir Tree (same as the one planted at Whiphill Top Lane/Doncaster Road) for this year for planting at Bawtry Road/Warningtongue Lane junction. The cost for the tree, a 3 year maintenance (watering/feeding/staking) contract with DMBC and insurance would be £3,560.03.

RESOLVED (26)

a) The Clerk books the pantomime for Sunday 3<sup>rd</sup> December 2023 – matinee and evening performance.

b) The Clerk orders the new Christmas Tree for the new site at a cost of £3,560.03.

**27) PLANNING MATTERS**

The following new planning applications were considered:

22/00234/FUL 19 Boulton Drive, Old Cantley	Erection of front extension to entrance and garage, removal of front flat roof and erection of a new pitched roof, internal refurbishment and associated works	No comments or concerns
22/00480/REMM Yorkshire Wildlife Park	Application for reserved matters (being matters of access, appearance, landscaping, layout and scale reserved in outline application previously granted permission under reference 17/02189/OUTA) for a walk through exhibit within the park	No comments or concerns
20/03548/FUL Land to the East side of Green Lane, Old Cantley	Erection of a detached bungalow with integral garage (amended plans)	Application refused
22/00684/FUL Willow Cottage, Doncaster Road, Branton	Erection of Rear Extension and Rendering to Full dwelling	No comments or concerns

RESOLVED (27)

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

**28) HIGHWAY MATTERS**

RESOLVED (28)

No Highway matters were highlighted.

**29) TO CONSIDER ANY POLICE ISSUES**

The Clerk attended the Police Drop In session scheduled for 30<sup>th</sup> March at 6.30pm. No representative from the Police attended. One member of the public was in attendance.

RESOLVED (29)

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

- a) The Clerk provides the local PCSO with the residents concerns and feeds back any response received.
- b) The Clerk confirms that the next Police Drop In session will be held on 25<sup>th</sup> May 2022 at 1.30pm.

**30) WEBSITE AND FACEBOOK MATTERS**

The Clerk informed members that updates continue to be made regularly. In line with the transparency code, the Clerk highlighted a few items that should be published on the website – Draft Minutes as soon as drafted and approved by the Chairman, Councillor Responsibilities and Expenditure over £100.

RESOLVED (29)

- a) Website and Facebook updates continue to be updated regularly with varying content.
- b) The Clerk updates the website to include draft Minutes, Councillor responsibilities and expenditure over £100.

**31) REPORTS FROM MEETINGS/TRAINING**

RESOLVED (31)

- a) The Clerk has passed Module 3 of her FILCA qualification with 85%.
- b) The Chairman had previously circulated an update from the South Yorkshire Branch Meeting held on 23<sup>rd</sup> February 2022
- c) Councillor Dennis provided an update from the Yorkshire Wildlife Park Consultative Committee held on 16<sup>th</sup> March which included educational and employment matters. The meeting is moving to annual meetings.
- d) Councillor Ward had provided members with an update from the DSA Noise Monitoring and Environmental Sub Committee held on the 24<sup>th</sup> March 2022 and was attending the next meeting on 7<sup>th</sup> April 2022 where he should hopefully receive an update on the Parish Council’s grant application for a defibrillator.

**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, Community First Funding Update, DMBC Roadworks updates and South Locality Plan, SLCC March Bulletin, NALC’s Letter to Smaller Councils.

RESOLVED (32)

- a) That the items of correspondence denoted on the agenda be received and duly noted.
- b) That the Clerk contacts YLCA for guidance on grant funding for the MUGA

**33) DATE AND TIME OF NEXT MEETING**

RESOLVED (33)

That the next meeting be held on Wednesday 4<sup>th</sup> May 2022 commencing at 6.30 pm.

**34) EXCLUDED FROM THE PRESS AND PUBLIC – CLERK’S TIMESHEETS**

RESOLVED (34)

The Clerks timesheets were received and the contents noted. The parish council discussed the extra hours worked by the clerk and agreed to pay the Clerk for the additional 16 hours worked.

**35) EXCLUDED FROM THE PRESS AND PUBLIC – CLERK’S ANNUAL APPRAISAL AND ANNUAL PAY INCREMENT AND TO CONSIDER THE CLERK’S CONTRACTUAL HOURS**

The Chairman carried out the Clerk’s Appraisal on 3<sup>rd</sup> March 2022 where exceptional performance was noted throughout 2021/22. Members had considered the Appraisal document. Members also considered the hours worked by the Clerk and key tasks and expected additional work that will be required in 2022/23 due to the extension, MUGA and additional studying for FILCA and then CILCA.

RESOLVED (35)

- a) The Clerk is awarded a 2 point pay increase due to exceptional performance taking her new annual salary to £27,514 pro rata.
- b) The Clerk’s contracted hours are increased from 12.5 hours per week to 14 hours per week for 12 months, starting 1<sup>st</sup> April 2022.
- c) The Parish Council will review the Clerk’s contracted hours in March 2023.

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

**36) NOTE THE PREVIOUS HANDYMAN'S BACK PAYMENT OF ANNUAL SALARY FROM APRIL 2021 TO DECEMBER 2021**

Due to the Local Government Services Pay Agreement 2021/22 an amount of £101.40 was due to the previous Handyman and paid.

RESOLVED (36)

Members noted the amount owed and paid to the previous Handyman.

**37) HOLIDAY ACCRUALS FOR CLERK'S ADDITIONAL HOURS WORKED/PAID**

The Clerk had been informed that holiday allowance could be accrued on extra hours worked.

RESOLVED (37)

Clerk had been paid for additional hours worked so no holiday accrual was necessary.

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