

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 1st February 2023 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk) and one member of the public

1) APOLOGIES

- 1.1 Apologies received
Councillor Williams
- 1.2 Reasons for absence considered
Work commitments

RESOLVED (1)

Apologies were received and accepted.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
All Members declared an interest in Item 11.2, Councillor Sidebottom declared an interest in items 7.2.1, 7.3 and 8.1, Councillor Chorlton declared an interest in Item 7.3.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Item 17 on the Agenda is to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

- 3.1 Minutes of 4th January 2023

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 4th January 2023 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

- 4.1 Items raised by members of the public present at the meeting
A member of the public was present to discuss item 4.2, 11.2 and a concern regarding the new external lights at Kilham Hall.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
Since publishing the Agenda, the Clerk received the following issues:
 - 4.2.1 A resident had emailed the Clerk requesting the Parish Council consider dimming or switching off the new security lights over the fire exit due to it shining into his property.
 - 4.2.2 Cadent Gas are working in the area for the next 2/3 weeks and contacted the Caretaker asking if they could park their mini digger in the car park overnight.
 - 4.2.3 A resident's daughter emailed the Clerk regarding issues with gaining access to her mum's driveway due to neighbours.

RESOLVED (4)

a) Members informed the Member of the Public present it was a legal requirement to have lighting over the fire exit whilst the hall was in use however it was Kilham Hall Management Committee's (KHMC) responsibility regarding the external lighting. KHMC would raise it at their meeting in early March and in the meantime they would also contact RJ Electrical to see if there was a satisfactory solution to the situation. Any feedback will be given to the Clerk to forward onto the resident.

b) The Clerk is to check with DMBC as to the colour of the railings of the MUGA as the planning application states black when the Parish Council thought they'd be green.

c) The Clerk will seek clarity from DMBC as to whether Sports England have been or need to be consulted on the MUGA planning application.

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

- d) If Cadent Gas approach the Caretaker or Clerk to park their mini digger in the car park overnight this is acceptable as long as Cadent Gas accept responsibility to any damage to the car park surface or any of the Parish Council property.
- e) The Clerk is responded to the resident's daughter informing her it wasn't within the Parish Council's remit however she would inform the PCSO's at their recent drop in session. The resident had spoken to the PCSO's and was happy with this.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

Apologies were received from Ward Councillor Jones however he provided a verbal update on the grant application. The Ward Councillors cannot award the Parish Council any money towards the MUGA shortfall of fees, the maximum they could grant would be £500 but it had to be for a specific project for the community or a group within the community.

5.2 Update on the MUGA and Storage Extension

5.2.1 Snagging List of Storage Extension – fan heater in the internal store broken but has since been repaired. The fire strips have been removed but awaiting replacement. A quote for the fire detection system in the store have been sent to DMBC for consideration. External need to make the ground good and if this isn't done in the near future to reinstate temporary fencing around the area.

5.2.2 DMBC's update regarding the contingency and the Parish Council's concerns regarding the build was received and noted.

5.2.3 The Clerk thinks the deadline date for any comments on the planning application is approximately 6th February 2023.

5.2.4 The Clerk is meeting with representatives from DMBC on Friday 3rd February 2023 to discuss the Friends of Group and what it entails.

5.3 Identify any new Highway matters

The following issues were raised:

- The potholes on Brockholes Lane haven't been repaired as yet
- More fly tipping in the layby on Gatewood Lane
- The sign at the roundabout (coming from Old Cantley to the roundabout) has been damaged.

RESOLVED (5)

- a) The Clerk is to resubmit the Parish Council's Ward Councillors Grant application for additional funds for funds towards the Coronation Event in May 2023.
- b) The Clerk will continue to chase DMBC to ensure the snagging list is complete
- c) The Clerk is to find out what is involved in the Friends of Group – how does it link into the Parish Council, how the Friends of Group get approval from the Parish Council prior to carrying out tasks, what involvement the Parish Council needs, is there additional work for the Clerk.
- d) Members are invited to attend the Friends of Group meeting.
- e) The Clerk will report the new highway matters identified to DMBC.

6) CLERK'S REPORT AND ADMINISTRATION ISSUES

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with a new Action List which will be provided after each meeting so members can see quickly what action has been requested at meetings and how it is being actioned and by who.

6.2 To consider any amendments/updates/content to the Website and Facebook

Updates are carried out daily/weekly. The Clerk sought clarity that the Parish Council were happy for her to share a scheduled post requested by Nick Fletcher's Office regarding "Meet your MP Event".

RESOLVED (6)

- a) The Clerk is authorised to publish the scheduled post on the Parish Council Facebook page regarding the "Meet your MP event".

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

7.1 Handyman's Tracker

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

Items raised by ROSPA have to be completed in the timeframe advised and all other tasks on the tracker are what the Handyman has assessed and feels needs actioning.

7.2 Quotes for Solar Panels

Kilham Hall Management Committee sought like for like quotes from 3 companies for solar panels, with and without a battery. Members were informed that the quote from Ivoltz was to get the system battery ready, if a battery was required it would be an additional cost of between £6360 (on day of system install) and £6760 (if they had to return afterwards).

7.3 Kilham Hall Management Committee's Report

Councillor Sidebottom provided the Parish Council with the following update - Caretaker has handed her notice in however has agreed to stay on as Booking Clerk, advertised for the position and hope to interview end of February with a view to new staff starting early March 2023, annual accounts have been completed and signed off, requested quotes for internal store cupboards walls removing to utilise the space more as part of the hall.

RESOLVED (7)

- a) The Clerk informs the Handyman that an additional 15 hours pay will be approved to enable him to complete the perimeter fence repairs.
- b) The Clerk asks the Handyman to highlight which tasks on the tracker cannot be done in his 10hour working week and an approximate time and cost to carry out the tasks.
- c) The Clerk organises a meeting with Mark Turner of Kilham Hall Management Committee and Councillor Gibbins to discuss and get a better understanding of the solar panel quotes to then bring back further information to the March meeting.
- d) Thanks were expressed to Mark Turner for the background work he has carried out regarding solar panels.
- e) Noted Kilham Hall Management Committee's update.

8) **PARISH MATTERS**

8.1 Newsletter

The content of the Spring Newsletter was agreed and the usual publishing methods discussed.

8.2 Litter Pick

The date of the next litter pick was noted for 25th February 2023.

8.3 Pantomime 2023

Talegate Theatre Company are not going to tour in 2023. Two other companies have been contacted for further details.

8.4 Climate Action Pledge

YLCA recommend Parish Council's sign the Climate Action Pledge. Members looked at the information provided in relation to this subject and considered it.

RESOLVED (8)

- a) The Clerk will forward the Spring Newsletter to the Editors of the Arrow Publication and Bessacarr Today publication for including in their next magazines.
- b) Appreciation was given to Councillor Sidebottom for organising the litter pick.
- c) The Clerk has arranged for Streetscene to collect the litter pick rubbish after 12.30pm on the day of the litter pick.
- d) Kilham Hall Management will look at pantomime details and keep the Parish Council updated.
- e) The Clerk will email Mark Turner and co-ordinate a meeting with Councillor Gibbins.
- f) Councillor Gibbins will report back to the March Parish Council meeting regarding solar panel/company recommendations.

9) **FINANCIAL**

9.1 Direct Bank Payments

That the following payments are duly authorised.

22/165	Handyman (Drain cover and wood)	£ 51.16
22/166	DMBC (Emptying Bins)	£189.50
22/167	Caretaker (Opening gates)	£ 30.00
22/168	The Parish Notice Board Company (Manor Farm Notice Board)	£876.00
22/169	Clerk (Salary)	£755.52
22/170	Handyman (Salary)	£608.63
22/171	HMRC (January fee)	£209.09

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

22/172	Glendale (September 2022 Grass Cut)	£ 95.47
22/173	AJH Electrician (CCTV Installations)	£ 90.00
22/174	Clerk (Storage Boxes)	£ 75.84
22/175	Clerk (Bike rack)	£ 44.99
22/176	The Great Outdoor Gym Company (Sign)	£ 74.40

9.2 Quarter 3 Budget Monitoring Report

Quarter 3 Budget Monitoring Report was considered and approved. The Clerk informed members that they were on target for the year end budget. The defibrillator looks overspend however this is due to grant money received and used against this so in fact it is underspend. A note has been placed to the right of the figures for the auditor to see.

9.3 Quarter 3 Bank Reconciliation

The Clerk presented Quarter 3 Bank Reconciliation which was noted and approved. Members were made aware of the current bank balance and bank statements were available for perusal.

RESOLVED (9)

- The direct payments were duly authorised.
- Quarter 3 budget monitoring report was noted and approved.
- Quarter 3 bank reconciliation report was noted and approved.

10) **POLICIES/RISK ASSESSMENTS**

10.1 Car Park Risk Assessment

Members were issued with a Risk Assessment for the Car Park relating to the potential covid bus drop in due to be held.

RESOLVED (10)

- The Risk Assessment was approved
- The Clerk contacts the Parish Council's Insurers to discuss the NHS Co-ordinator's response regarding insurance and then confirms with the NHS Co-ordinator whether the drop in bus can go ahead

11) **PLANNING APPLICATIONS**

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

11.1	22/02800/FUL 11 Ashwood Close, Branton	Erection of a single detached garage	No comments or concerns
11.2	22/02736/3FUL Kilham Hall Sports Grounds, Kilham Lane, Branton	Installation of a 36.6m x 18.3m permeable tarmac Multi Use Games Area (MUGA) for tennis, basketball and netball, associated 3m high twin bar fencing with basketball ends incorporated into each end, gates and accessories, in addition there will be a short connecting tarmac footpaths constructed for pedestrian access from the existing footpath from the main entrance to the site	The Parish Council are not able to pass comment on their own application so no comments will be forwarded to the Planning Department.
11.3	22/01711/FUL 9 The Close, Branton	Erection of 3 dwellings and garage and formation of new vehicular access following demolition of existing dwelling (amended plans)	No change from the Parish Council's previous comments
11.4	22/02706/FUL The Gospel Hall, Doncaster Road, Branton	Change of use of land for additional car parking bays for overflow parking for Gospel Hall	No comments or concerns
11.5	22/02288/FUL Dove Cottage, Nutwell Lane, Old Cantley	Demolition of existing single storey extension and construction of 2 part storey, part single storey extension to rear of dwelling	No comments or concerns
11.6	23/00072/FUL 38 Milton Road, Branton	Erection of ground floor and first floor side extension and single storey rear/side extension following demolition of existing conservatory	No comments or concerns

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

The Clerk also informed the Parish Council of two applications received by DMBC following the Agenda being circulated, for consideration relating to:

22/02044/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection of an industrial canopy shelter to be used as storage	No comments or concerns
22/02036/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection of an industrial canopy shelter to be used as storage	No comments or concerns

RESOLVED (11)

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

12) POLICE ISSUES

12.1 Police Issues

The Police Drop In was held at Kilham Hall Meeting Rooms on Monday 30th January 2023 at 6.15pm. No members of the public attended.

12.2 Future Police Drop In Sessions

The Clerk informed members of future dates and times.

RESOLVED (12)

a) Evening Drop In Sessions have been booked for Wednesday 22nd February 2023 and 13th April 2023 at 6.15pm to 7.15pm. Both sessions will be held in Kilham Hall Meeting Rooms. Daytime sessions have been booked for 15th March and 24th May 2023 at 10am to 11am at Beth's of Branton.

b) The Clerk advertises the future Police Drop In sessions on social media, the website and the Newsletter.

13) ROYAL EVENTS – MAY 2023

Discussion took place regarding what events the Parish Council wanted to hold on Bank Holiday Monday for the Kings Coronation Event. Despite putting a Facebook post on the Parish Council Facebook page and the Village Voice Facebook page no residents have come forward with any suggestions.

RESOLVED (13)

a) Members agreed on the following:

- The Event will be held at Kilham Hall Field on Monday 8th May 2023 between 1pm and 7pm;
- Quotes will be requested from the pipers who attended the Queen's Jubilee event (approx. £200) for attendance at approximately 2pm;
- A quote from Steve Love Entertainer (approx. £350) for attendance between 4pm and 7pm;
- The Clerk will determine whether a temporary event notice (approx. £25) is required and submit an application if need be;
- The Clerk will order cakes from Beth's at Branton (approx. £200);
- The Clerk will seek free crafts relating to the Coronation;
- Members will devise a Coronation Quiz;
- Kilham Hall Management Committee will invite a pizza/crepe van to attend from 4pm to 7pm, provide face painter, sweets and drinks.

14) UPDATE FROM EXTERNAL MEETINGS

RESOLVED (14)

Councillor Chorlton provided an update from the Yorkshire Wildlife Park Consultative Committee meeting held on the 25th January 2023.

15) ITEMS OF CORRESPONDENCE

15.1 Items for the South Yorkshire Branch Meeting

Consideration was given for any agenda items.

15.2 Correspondence denoted on the agenda

Correspondence 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 Funding Opportunities, SLCC Bulletin NALC CEO Bulletin.

RESOLVED (15)

a) No items were put forward for the South Yorkshire Branch Meeting Agenda.

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

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

16) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 1st March 2023 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s January Timesheet

The Clerk’s timesheet for January was shared for information.

17.2 Handyman’s January Timesheet

Handyman’s timesheet for January was shared for information. An adjustment of 2hours will be deducted from the Handyman’s hours worked this month due to 2hours leave taken over the annual entitlement.

17.3 Staff Appraisals

The Handyman’s Appraisal is set for 3rd April 2023. The Clerk’s is to be agreed with the Chairman in early March 2023.

RESOLVED (17)

a) The Clerk and Handyman’s timesheets were received and the contents noted.

b) The Handyman has a 2 hour deduction from his salary due to 2hours leave taken over the annual entitlement...

c) The Clerk is to update Members of the date of her appraisal once it is organised.

The meeting closed at 8.35pm

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