

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Monthly Meeting of the Parish Council held on Wednesday 4<sup>th</sup> January 2023 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors: N Williams (Chair), J Rushby, B Innes and Y Butterworth.

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

**1) APOLOGIES**

- 1.1 Apologies received  
Councillor Sidebottom and Councillor Chorlton
- 1.2 Reasons for absence considered  
Annual Leave

RESOLVED (1)  
Apologies were received and accepted.

**2) DECLARATIONS OF INTEREST**

- 2.1 Declarations of Interest  
None
- 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  
Item 16 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 7<sup>th</sup> December 2022  
A slight amendment to Minute 8.14.3 stating the Trust Deed was witnessed by the Parish Council Clerk and also thanks were expressed to Mark Turner of KHMC for his work obtaining quotes for solar panels.

RESOLVED (3)  
a) The minutes of the previous Parish Council Meeting held on the 7<sup>th</sup> December 2022 be agreed and signed by the Chairman following the slight amendment.

**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 4.2.2.
- 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 the Clerk requesting the Parish Council contact the local primary school and post a Facebook post regarding parking outside the school.
  - 4.2.2 Two residents had emailed the Clerk regarding hedge removal and possible access on Brockholes Lane.

*Councillor Butterworth arrived at 6.10pm*

- 4.2.3 A resident phoned the Clerk seeking guidance regarding a spillage on Brockholes Lane making conditions hazardous due to inclemental weather.
- 4.2.4 A resident emailed the Clerk regarding Parish Council boundaries and change of the Parish Council name.
- 4.2.5 A resident emailed Councillor Sidebottom regarding noise disturbance and removal of trees on Springwood Close/Quarry Lane.
- 4.2.6 A resident emailed the Clerk regarding traffic through Old Cantley and the possibility of a bypass.

RESOLVED (4)

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

- a) The Clerk had responded to the resident stating this isn't within the Parish Council's remit. However the Clerk had forwarded the residents' concerns onto the local PCSO and requested a police presence around school.
- b) The Clerk had sought guidance from DMBC's Planning and Highways Department. The resident hasn't breached any planning guidance in removing the hedge. A site visit was arranged with Highways who confirmed the hedgerow was part of the boundary and does not form part of the highway, it has been removed on the Public Bridleway section of the Lane past the extent of the public highway maintainable at public expense. The residents have been informed of this.
- c) The Clerk is to contact the Bridleway and Footpaths Commission relating to the possible access from this property onto Brockholes Lane and seek guidance.
- d) The Chairman will raise this issue at the next DMBC Public Rights of Way meeting.
- e) The member of the public is to provide the Clerk with the reference number relating to requesting a TPO be placed on the remaining Oak Tree on Brockholes Lane and then the Clerk will contact Jonathan Tesh at DMBC regarding this.
- f) The Clerk reported the spillage on Brockholes Lane for the resident and also raised the resulting potholes with DMBC Highway's on the earlier site visit. The potholes have been reported by the DMBC Highways Officer.
- g) The Clerk is to contact DMBC and ask when the next Community Governance Review will take place in light of having a few queries regarding the Parish Council's name recently.
- h) The Clerk responds to the resident regarding noise and hedge removal and suggests she contacts DMBC's Neighbourhood Response Team who tackle anti-social behaviour. It was also suggested that the resident walks round to discuss the issues with the resident on Quarry Lane to try and resolve these amicably if she hasn't already done so.
- i) The Clerk is to respond to the Old Cantley resident acknowledging their concerns and confirming they will write to the Highways Department supporting the idea of a bypass for Old Cantley. The Clerk will also write to the Parish Council's contact at South Yorkshire Police regarding speeding traffic and the sheer volume.

**5) PARISH COUNCIL VACANCY**

- 5.1 Two written applications for the post of Parish Councillor were received and one applicant attended the meeting to explain why they wished to be a Parish Councillor.
- 5.2 Members voted and all four members present voted for Candidate No 2.

**RESOLVED (5)**

- a) Councillor Anthony Gibbins was welcomed to the Parish Council.
- b) Councillor Gibbins signed the Acceptance of Office form in the presence of the Clerk and officially joined the meeting.
- c) The Clerk will forward Councillor Gibbins Acceptance of Office form to DMBC tomorrow.
- d) The Clerk will meet with Councillor Gibbins on Tuesday 10<sup>th</sup> January 2023 to complete his Members Interests form and to confirm contact details for publishing on the Parish Council's website.
- e) The Clerk will thank the other candidate for expressing an interest and inform them that unfortunately on this occasion they were unsuccessful.

**6) DONCASTER METROPOLITAN BOROUGH COUNCIL**

*Ward Councillor Alan Jones joined the meeting at 6.30pm*

**6.1 Ward Councillor's Report**

Ward Councillor Jones stated there was nothing to feedback to the Parish Council. Nothing can be done regarding the issue over traffic calming fees from 2021 Christmas Illuminations as the Parish Council paid the invoice. The Clerk requested an update on the Parish Council's application for a contribution from the Ward Councillors Budget. The Clerk informed Ward Councillor Jones of a few residents agreement regarding the recycling post on the Finningley Ward page on 24 December. Discussions took place regarding engaging with Manor Farm residents.

*Ward Councillor Alan Jones left the meeting at 6.50pm.*

**6.2 Update on the MUGA and Storage Extension**

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

6.2.1 Snagging List of Storage Extension – Internal snagging list is complete. External need to make the ground good and remove the temporary fencing. The Clerk has received an email yesterday regarding fire detector/alarm system and is awaiting a reply from DMBC regarding it.

6.2.2 No further updates were available from DMBC regarding the contingency and the Parish Council's concerns regarding the build due to the Christmas lockdown.

6.2.3 The Clerk paid the Planning Application fee of £234 on 23<sup>rd</sup> December 2022 so presumes DMBC have submitted the application.

### 6.3 Identify any new Highway matters

The following issues were raised:

- A large pothole on the left hand side of the road as you approach the Three Horseshoes Public House (coming from Auckley into Branton)

### 6.4 Play Park Strategy Survey

The Clerk shared the above with the Parish Council.

### RESOLVED (6)

a) The Clerk is to forward the Parish Council's Ward Councillors Grant application for additional funds for the MUGA to Councillor Jones.

b) The Clerk will contact Persimmon Homes and see if there is a possibility that the Clerk and possibly Chairman can sit in their show house one morning a month to be available for residents of Manor Farm if needed.

c) The Clerk is to share residents' comments on the Finningley Ward Facebook post about recycling with Ward Councillors.

d) Await an update from DMBC on the outstanding jobs and any potential costs incurred and for the response to the Parish Council's concerns.

e) The Clerk will report the new highway matters identified to DMBC.

d) The Clerk is to respond to the Play Park Strategy Survey on behalf of the Parish Council.

## 7) **CLERK'S REPORT AND ADMINISTRATION ISSUES**

### 7.1 To note actions carried out by the Clerk

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

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

Updates are carried out daily/weekly.

### RESOLVED (7)

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

### 8.1 Bike Rack for Kilham Hall Field

Following the public consultation, the Clerk priced up a bike rack for Kilham Hall Field - £45.

### 8.2 Storage Shelf in External Store

The Handyman has made one large shelf for the external store but a second would be beneficial at a cost of approximately £50.

### 8.3 Purchase storage boxes

All items in the external store are just placed on floor/shelves. The Clerk requested plastic storage boxes be purchased at a cost of £75 to ensure their safe storage and longer life.

### 8.4 Kilham Hall Management Committee's Report

Councillor Sidebottom provided the Clerk with the following update for the Parish Council on the following issues – secured Charity status, successful with Decarbonisation Grant, Hall has been redecorated, advertised for help every other weekend to ensure the Caretaker has time off, looking for a solution for the internal storage room, consideration being given to removing the internal storage area walls later in the year to provide a bigger room, solar panels – if the Parish Council's Insurers are happy for panels to be installed, Mark Turner will request a specification for each company to supply like for like quotes.

### RESOLVED (8)

a) The Clerk purchases a bike rack at the cost of £45.

b) The Clerk informs the Handyman to purchase materials to enable him to build a shelf in the external store at a cost of £50.

c) The Clerk purchases storage boxes for the external store at a cost of £75.

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

d) Noted Kilham Hall Management Committee's update.

## 9) PARISH MATTERS

9.1 Consideration was given to representation on external bodies.

RESOLVED (9)

The Clerk will update representation and inform the relevant external bodies -

a) Public Rights of Way – Councillor A Gibbins, Reserve Councillor N Williams

b) DMBC Parish Council Joint Consultative Committee – Councillor N Williams, Reserve Councillor J Rushby

c) YWP Consultative Committee – Councillor B Innes, Reserve Councillor D Chorlton

## 10) FINANCIAL

### 10.1 Direct Bank Payments

That the following payments are duly authorised.

22/145	The Fire House (extinguisher service)	£ 45.00
22/146	Metro Secure 24 (Alarm service)	£ 90.00
22/147	Christmas Plus (Illuminating Old Cantley Roundabout)	£1200.00
22/148	Arrow Publications (Winter Publication)	£ 120.00
22/149	Clerk (Ink)	£ 94.61
22/150	Clerk (Diary 2023)	£ 1.99
22/151	Clerk (Pens and post it notes)	£ 2.89
22/152	Thorne Rural Lions Donation	£ 100.00
22/153	HMRC (December)	£ 458.39
22/154	Clerk (Salary & National Pay Rise Backdated)	£1102.77
22/155	Handyman (Salary & National Pay Rise Backdated)	£ 800.77
22/156	Handyman (Noticeboard hinges)	£ 8.58
22/157	Handyman (Cable ties)	£ 17.30
22/158	Handyman (Plastic Nuts Playground)	£ 2.99
22/159	Handyman (Plastic Nuts Playground)	£ 2.09
22/160	Handyman (Plastic Nuts Playground)	£ 2.69
22/161	Handyman (Plastic Post Caps)	£ 13.95
DD02/19	O2 Mobile Bill	£ 13.40
22/162	Clerk (Litter Pick Storage Containers)	£ 49.98
22/163	Clerk (Paper)	£ 32.82
22/164	DMBC (MUGA Planning Application)	£ 234.00

### 10.2 Quote for Grass Cut and Feed and Weed Treatment – Kilham Hall Field

Glendale had provided a quote for 2023 grass cutting and the feed and weed treatment. Each cut would be £42.96 (approximately 15 cuts per year) and the feed and weed treatment due to May/June 2023 would be £593.

### 10.3 Fire Extinguisher Service Quote

The Fire House had provided a quote for 2023 Fire Extinguisher servicing at a cost of £45.00

### 10.4 Grant's available for Solar Panels and the Clerk's time to Research/Apply

The Clerk sought advice from DMBC's Head of Sustainability regarding Solar Panels. As the building owner, it would be much simpler for the Parish to own the panels and agree, if they so wish, to share the reducing electricity costs with any tenant (Kilham Hall Management Committee). If anyone other than the building owner owns the solar panels, they would need to hold an 'airspace' lease with the building owner and agree terms for maintenance and the use of the electricity. This is much more complicated and would require legal advice. There are a few funding opportunities to consider for help towards the cost of the installation, subject to a success application.

### 10.5 2023/24 Budget (Final Draft)

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

The Clerk presented the final draft Budget for 2023/24 incorporating all developments that Members requested at the December meeting. Consideration was given to the second draft budget prepared by the Clerk which provided an increase of £37,410 to cover inflation and new developments. Members were informed that the current bank balance is approx. £86K, with money set aside for works to the MUGA. Therefore there were sufficient reserves to cover the cost of proposed projects for the forthcoming year and leave a reasonable amount of reserves for unexpected repairs and maintenance.

10.6 2023/24 Parish Precept

The Clerk gave Members 3 options for the Parish Precept for consideration.

10.7 Appointment of Internal Auditor for 2022/23 Accounts

The Clerk apologised for the error on the Agenda stating year 2021/22 rather than 2022/23.

RESOLVED (10)

- a) The direct payments were duly authorised.
- b) The Glendale Grass Cutting and Weed and Feed quote was approved. The Clerk will confirm this with Glendale
- c) The Fire House Fire Extinguisher quote was approved. The Clerk will confirm this with The Fire House.
- d) The Clerk will update KHMC regarding the solar panels and await like for like quotes prior to looking at and applying for any grants.
- e) That a total annual budget for 2023/24 be agreed at £81,160 with some reserves being utilised to offset the budget.
- f) That the 2023/2024 precept be set at £48,000 giving an increase of 9.14% (£2.65) for a band D equivalent property.
- g) That the current internal auditor is offered the appointment to complete the 2022/23 internal audit.

**11) PLANNING APPLICATIONS**

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

22/01818/OUTM Land at Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved except for access)	Development on a bad bend, concerns re access to the site and additional traffic onto Warning Tongue Lane. Concerns raised regarding the historical nature of the site also
22/02606/FUL Bancroft, Chapel Lane, Branton	Erection of front, side and rear extensions	No comments or concerns

The Clerk also informed the Parish Council of a letter received by DMBC relating to Planning Reference 20/03548/FUL – Erection of a detached bungalow with integral garage at Land at the South Side of Green Lane, Old Cantley. This application went to Appeal and has been dismissed.

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 Clerk informed Members that numerous car thefts had been reported around Branton in the past month. The South Yorkshire Police Scheme for speeding traffic is still in pilot form and have our Parish on their list. They'll be in touch in due course.

12.2 Police Drop In Sessions

The Clerk updated members that the December drop in session had to be cancelled 25 minutes prior to its start time due to a police emergency. The Clerk was on annual leave and on the A1 when notified so couldn't attend. A Facebook post was posted immediately and the Tea Room informed so they could apologise to any members of the public.

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

RESOLVED (12)

a) Evening Drop In Sessions have been booked for Monday 30<sup>th</sup> January 2023 at 6.15pm til 7.15pm and Wednesday 22<sup>nd</sup> February 2023 at 6.15pm til 7.15pm. Both sessions will be held in Kilham Hall Meeting Rooms.

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

b) The Clerk continues to promote South Yorkshire Police’s Scheme on the Parish Council Facebook page and note any additional volunteers.

**13) ROYAL EVENTS – MAY 2023**

RESOLVED (13)

a) The Clerk has asked members for ideas to be brought to the next meeting, potentially with costings, to enable her to start to plan and book the event.

b) The Clerk will write a Facebook post asking residents what they would like to see at such an event.

**14) 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 Funding Opportunities, SLCC Bulletin and NALC Civility & Respect Training Programme.

RESOLVED (14)

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

**15) DATE OF NEXT MEETING**

RESOLVED (15)

That the next meeting be held on Wednesday 1<sup>st</sup> February 2023 commencing at 6pm.

**16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

16.1 Clerk’s December Timesheet and Mileage Claim Form

The Clerk’s timesheet for December was shared together with a mileage claim form for October to December 2022.

16.2 Handyman’s December Timesheet

Handyman’s timesheet for December was shared.

16.3 Calculation from Warrens GBC re: Handyman Changing from Salaried to Hourly Pay

The Clerk provided members with an update following the Handyman’s request to be paid for hours worked, not salaried. Warrens GBC had provided a comprehensive breakdown of pay and in turn this resulted in an overpayment of £383.58.

16.4 Amended Handyman’s Contract

As a result of changing from salaried to hourly pay, the Handyman’s Contract needs amending slightly.

RESOLVED (16)

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

b) The Handyman has already paid back the overpayment out of his December pay.

c) The Clerk is to amend the Handyman’s Contract accordingly and share with the Handyman for signing.

The meeting closed at 8.25pm

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