

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 1st June 2022 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: S Ward (Chair), D Chorlton, M Sidebottom, N Williams, J Rushby, Y Butterworth and R Dennis

IN ATTENDANCE: B Walton (Clerk to the Council)

1) APOLOGIES FOR ABSENCE

RESOLVED (1)

No Apologies were received.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

Items 26 and 27 are to be excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillor Sidebottom and Councillor Chorlton declared another interest in items 13 and 18 and Councillor Rushby declared another interest in item 18.

RESOLVED (3)

4) MINUTES OF THE PREVIOUS MEETING HELD ON 4th MAY 2022

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

The Clerk informed members of a complaint by a resident regarding the footpaths, roads, dog fouling and graffiti on lampposts around the Milton Road area.

The Clerk informed members of a complaint by a resident regarding wheelie bins being left on the pavement of The Row, Old Cantley rather than in back yards.

The Clerk informed members of a complaint by a resident regarding the siting of Honey and the Moon catering van on 22nd May 2022.

RESOLVED (5)

a) The Clerk had already contacted DMBC and reported the issues raised by the Milton Road resident. The Clerk had also suggested the resident report the incidents online to DMBC also.

b) The Clerk is to respond to the resident directing them to DMBC Highways Department and Refuge Department. The Clerk will also do the same on the residents' behalf.

c) Members noted the residents' concerns and agreed to bear this in mind for future bookings.

6) REPORT FROM DMBC WARD COUNCILLORS

RESOLVED (6)

No updates were received from the Ward Councillors.

7) UPDATE ON MUGA AND STORAGE EXTENSION

An update had been received from DMBC that work will start on the storage extension in August 2022 now due to a slight delay. The Architect put forward a number of questions for the Parish Council's consideration which will affect the MUGA Planning Permission but also trying to meet Sport England's previous objections.

The Clerk informed members that additional questions have been asked by the Grant Provider. The Clerk, Councillor Sidebottom, Councillor Ward and Donna Flicker from DMBC have compiled a response, which is required by 6th June 2022. The Clerk had asked the Grant Provider whether it would

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

Minutes subject to approval at the next meeting

be possible at this stage in the application to extend the grant application figure due to the increased costs.

RESOLVED (7)

- a) The Clerk contacts DMBC and requests a site meeting with DMBC and the Architect to discuss the further issues.
- b) The Clerk responds to the Grant Provider with the Parish Council's response and requests an increase to £35k.

8) UPDATE ON TRAFFIC CALMING MEASURES

The Clerk updated members on a response from the Speed Enhancement Team stating that they are currently looking for a new speed survey provider. Once this contract has been awarded they will put both Whiphill Top Lane (towards Gatewood Lane end) and Warning Tongue Lane forward.

RESOLVED (8)

The Clerk keeps members updated.

9) 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) Update re: Traffic Management issues at Old Cantley/Whiphill Top Lane Christmas Trees in 2021

The Clerk had a name for a contact at DMBC who the Parish Council could escalate their concerns regarding the traffic calming costs.

b) New Christmas Tree at Warning Tongue Lane/Bawtry Road for 2022

The Clerk has received an email from DMBC informing her of increased costs relating to the electrical work for this site. The new figure for the works will be £3180.03, an increase of £1165.03.

c) New Waste Bin between Old Cantley and Valley Drive, Branton at a cost of £450 plus VAT

The Clerk has looked at possible grants however none are available. The Clerk informed members of potential funds available to purchase the bin.

d) Purchase Notice Board and Health & Safety Notices

Following various training courses carried out by the Clerk and Handyman, it is recommended that a notice board be purchased and displayed in Kilham Hall Meeting Rooms containing health and safety information.

e) Internal Auditors Report

The Clerk has looked at the VAT and Payroll issues highlighted by the Internal Auditor and actioned these.

f) Honey and the Moon Catering Van

Attended Kilham Hall Park on 22nd May 2022 and have requested to return on 24th July 2022.

g) Litter Pick

The Clerk updated Members that a litter pick took place on Saturday 28th May 2022. There were 12 volunteers in attendance and 25 bags of rubbish collected.

RESOLVED (9)

- a) The Clerk is to raise this issue with Ward Councillors and ask them to query it with DMBC on their behalf.
- b) The Clerk is to contact RJ Electrical to see if they can carry out such work and if so to provide a quote.
- c) The Clerk is to order the new waste bin and arrange for its siting on the grass verge near Hagans Nurseries (Branton Garden Centre).
- d) The Clerk is to purchase a notice board and relevant health and safety posters at a cost of no more than £50.
- e) Members noted the actions taken by the Clerk.
- f) Members considered the request and took into consideration the residents complaint regarding placement of the van. Members agreed to let Honey and the Moon use Kilham Hall Field on 24th July as long as sited in the far corner of the field near the gym equipment.
- g) Members expressed their gratitude to the litter picking volunteers.

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

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

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a) Quote from Wicksteed for new Swing Seat

A replacement swing will cost £69.58.

b) Removal of Union Jack Bunting

Armed Forces Day 2022 is on 25th June 2022.

c) Purchase of a Safety Harness for Handyman

Following strimmer training it has come to light that the Handyman should have a full body harness not just a strap when using the strimmer for health and safety.

RESOLVED (10)

a) The Clerk orders a new swing seat to replace the damaged one at a cost of £69.58.

b) It was agreed that the bunting would stay in situ until after Armed Forces Day and be removed on 27th June 2022.

c) The Clerk orders a harness for use by the Handyman up to £50.

d) Members expressed their gratitude to the new Handyman for all the work he has carried out around the Parish since he started.

11) MEMBER/STAFF PROTOCOL

RESOLVED (11)

The Member/Staff protocol is approved.

12) RISK ASSESSMENTS

The Clerk provided members with risk assessments for use of ladders, outdoor facilities and for the jubilee celebration event.

RESOLVED (12)

That the Risk Assessments are approved.

13) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT

Councillor Sidebottom updated the Parish Council that the vacancy has now been filled and the Management Committee has 7 members. The Management Committee have arranged for a face painter and ice-cream van to be in attendance for the Jubilee celebrations and the sweets/drinks have been ordered. A few Committee Members will be at the event to help the Parish Council set up, serve drinks and clear away. The issue regarding the Caretaker taking time off at weekends is hopefully being resolved after discussing what neighbouring Village Halls do. A key safe is to be installed and the shutters to be isolated.

RESOLVED (13)

The Parish Council thanked Councillor Sidebottom for her update and thanked the Management Committee for their support at the Jubilee event.

14) APPROVE THE SITING OF THE NEW DEFIBRILLATOR

Following the recent success in the grant application for a new defibrillator, the Clerk informed Members that the funds should be available over the coming months. Discussion took place where to site the new defibrillator.

RESOLVED (14)

a) It was agreed to site the new defibrillator at the Premier at Ava Court, Branton.

b) The Clerk liaise with the owner of the Premier to coordinate the installation of the defibrillator once funds are released.

15) APPROVE DIRECT BANK PAYMENTS

RESOLVED (15)

That the following payments are duly authorised.

22/11	Clerk (postage)	£ 1.45
22/12	Glendale (Grass cut week end 15/04/22)	£ 47.74
22/13	Internal Auditor	£100.00
22/14	Clerk (Playground Inspection Training)	£ 23.94
22/15	Branton Nurseries (Plants and compost)	£199.88

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22/16	Goole Training (Trimmers Training)	£234.00
22/17	Clerk (Salary (May))	£703.70
22/18	Handyman (Salary – April & May)	£734.07
22/19	Handyman (Fuel for mower)	£ 7.67
22/20	Handyman (Workwear)	£ 43.00
22/21	Handyman (Trowels)	£ 7.98
22/22	Handyman (Petrol can)	£ 4.50
22/23	Handyman (Tools/Fuel)	£ 20.46
22/24	Handyman (Boot Liner)	£ 44.95
22/25	Handyman (Seat Covers)	£ 16.95
22/26	Handyman (Hi Viz Vest/Safety Boots)	£ 36.98
22/27	Handyman (Triangle Reflectors)	£ 5.99
22/28	Handyman (Shoot Bolt)	£ 3.00
22/29	Handyman (Mileage)	£ 9.72
DD22/01	02 Mobile	£ 13.40
22/30	Auckley Show Donation	£500.00
22/31	Branton Nurseries (plants and compost)	£113.37
22/32	Beth's at Branton (Jubilee catering)	£200.00
22/33	Clerk (Plastic cups for Jubilee)	£ 7.00
22/34	Clerk (Purple Paper plates for Jubilee)	£ 8.85
22/35	Clerk (Plain Paper plates for Jubilee)	£ 9.89
22/36	Clerk (A4 copying paper)	£ 26.95
22/37	Clerk (Defibrillator Gloves)	£ 4.99
22/38	Clerk (Chocolates for Jubilee Art Competition)	£ 9.00
22/39	Clerk (Ink)	£ 30.10

16) APPROVE FINAL ARRANGEMENTS FOR THE QUEEN'S JUBILEE

The Clerk informed members that there had been no entries for the scarecrow competition. The Clerk had collected the artwork from Branton St Wilfrid's Church of England Primary School. The Clerk and Councillor Ward had displayed it in Kilham Hall ready for the open day.

RESOLVED (16)

- Councillors Ward, Sidebottom, Chorlton, Rushby will be at the Hall for 10am to set up.
- The Clerk will collect the cakes from Beth's at Branton at 10am.
- Councillor Ward will open the event at 11am, a member of the Art Club will judge the children's artwork at 11.30am, Jubilee Quiz at 12noon, the Feelgood Singers will sing at 1pm, Pipers at 2pm and event closes at 4pm.

17) OPERATION LONDON BRIDGE

The Clerk provided members with an advice note relating to Operation London Bridge, the protocol for the passing of Her Majesty the Queen. The Clerk has contacted DMBC's Policy, Improvement & Change Team to seek guidance on whether DMBC's protocol will cascade down and cover the Parish Council. They are currently unsure.

RESOLVED (17)

- Councillor Dennis emails the Chairman of the Parish Council Joint Consultative Committee and requests that Operation London Bridge be placed on July's agenda.
- In the meantime, if the event arose prior to July, Members are instructed to wear black ties or armbands on official Parish Council business during the mourning period.
- The Clerk is to look at the official format for the Parish Council's website and Facebook page and liaise with Exact Marketing to make the necessary changes.
- The Chairman is to draft suitable words to put on the Facebook page in readiness and forward to the Clerk.
- On the day of death, workers can be sent home early. The day of funeral, unless on a Saturday, will be a Public Holiday.
- Flood lights on Kilham Hall will be fitted with a purple filter for the 10 day of public mourning period.

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

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18) SOLAR PANELS ON KILHAM HALL

Councillor Sidebottom informed members that Kilham Hall Management Committee would like to install solar panels on the roof of Kilham Hall due to the rise in energy costs and the increased use of the hall. The Clerk informed members that further information would be required – a roof survey, whether planning permission is required, future maintenance costs and who they would fall to (Parish Council or Kilham Hall Management Committee), running costs for the Parish Council and any insurance implications.

RESOLVED (18)

The Parish Council agreed in principal however additional information is sought from Kilham Hall Management Committee for consideration prior to final approval.

19) PLANNING MATTERS

RESOLVED (19)

No new planning applications were received.
Updates on previous planning applications were noted.

20) HIGHWAY MATTERS

The following issues were reported

- the bollards in front of the 3 Horse Shoes Public House are split.
- the debris and crops from the farmers field in the last bus stop on Doncaster Road heading towards Cantley.
- Rubbish has been dumped near the ha ha banking on Gatewood Lane.
- Trees from gardens on Springwood Close are overhanging onto Doncaster Road.

RESOLVED (20)

The Clerk will raise these matters with DMBC.

21) TO CONSIDER ANY POLICE ISSUES

The Chairman and Clerk attended the Police Drop In session on 25th May 2022 at 1.30pm. One member of the public was in attendance and raised a number of issues, which were more national issues than local. Discussion took place regarding the relevance of future sessions due to poor public participation.

RESOLVED (21)

a) The Clerk liaises with the PCSO's and arranges future dates to take place in a more central place (potentially Hagans Nurseries/Beth's at Branton café) and advertises the new venue/future dates.

22) WEBSITE AND FACEBOOK MATTERS

The Clerk informed members that updates continue to be made regularly.

RESOLVED (22)

- a) No commercial advertising is to be put onto the Parish Council Facebook page.
- b) No need for the Clerk to put when she isn't available/out of office.

23) REPORTS FROM MEETINGS/TRAINING

The Clerk had intended to complete her final module in FILCA however hadn't had the time to do so. The Handyman had attended an online ladder training course. It was very useful and members were provided with feedback.

The Handyman had attended a one day strimmer training course. Feedback was provided to members.

RESOLVED (23)

a) The Clerk purchases ladder tags for the Handyman and drafts a checklist for annual inspections of the ladders to be carried out.

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, Community First Funding Update, DMBC Roadworks updates and Potential South Yorkshire Residential Design Guide Updated, SLCC Bulletin.

RESOLVED (24)

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

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

25) DATE AND TIME OF NEXT MEETING

RESOLVED (25)

That the next meeting be held on Wednesday 6th July 2022 commencing at 6pm.

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

RESOLVED (26)

The Clerks timesheets were received and the contents noted.

27) EXCLUDED FROM THE PRESS AND PUBLIC – PERSONNEL/PAYROLL ISSUES

Discussion took place regarding issues raised in the Internal Auditors Report relating to payroll and issues that the Clerk had incorporated. The Clerk informed members that she’d had a discussion with Warrens GBC Accountants relating to payroll discrepancies. The Clerk informed Members of the contradiction in both hers and the Handyman’s contracts regarding annual leave and the wording of the Contracts.

RESOLVED (27)

a) The Parish Council accept Warrens GBC’s offer of carrying out payroll functions free of charge and the Clerk takes the necessary steps to put this in place.

b) Councillors Ward and Chorlton sit down with the Clerk and review the Contracts of the Clerk and Handyman relating to Annual Leave and Bank Holidays entitlement.

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

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