

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 1st March 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)

1) APOLOGIES

- 1.1 Apologies received
Councillor Williams
- 1.2 Reasons for absence considered
Social engagement

RESOLVED (1)

Apologies were received and accepted.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
Councillor Sidebottom declared an interest in items 8.5 and 8.7, Councillor Chorlton declared an interest in Item 8.7.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Item 18 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 1st February 2023

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 1st February 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
No members of the public present.
- 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 around the village.

RESOLVED (4)

a) Members noted the residents' concerns regarding dog fouling and will continue to report it to DMBC.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

- 5.1 Ward Councillor's Report
No Ward Members were in attendance. The Clerk updated the Parish Council on their Grant Application to Ward Councillors and confirmed it had been successful. Ward Councillor Steve Cox provided the Parish Council with an update on ward boundaries.
- 5.2 Update on the MUGA and Storage Extension
 - 5.2.1 Snagging List of Storage Extension – DMBC have accepted the quote for the fire detection system in the store and work has been booked in for week commencing 20th March 2023. Externally, need to make the ground good and if this isn't done in the near future to reinstate temporary fencing around the area. Councillor Sidebottom felt the ramp to the external store wasn't safe and was a trip hazard/health and safety issue. She felt a rail was required.
 - 5.2.2 Update on the MUGA
 - 5.2.2.1 Flood Evacuation Plan
 - 5.2.2.2 Update from Site Meeting
 - 5.2.2.3 Update from Donna Flicker

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

5.2.3 Friends of Group

The Clerk provided Members with a briefing note following her meeting with DMBC and Doncaster Green Space Coordinator for their information and consideration.

5.3 Parish Council Joint Consultative Committee Agenda Items

The Draft Agenda was shared with Members and asked if they wished any items to be included to the PCJCC Work Plan to look at in the future.

5.4 Identify any new Highway matters

The following issues were raised:

- Hedge along Doncaster Road between Poppyfields Way and The Premier Shop is overgrown
- Whiphill Top Lane – as you leave the village and head towards the bend on Gatewood Lane there are two signs stating left hand bend – one of the signs is broken.

5.5 Street Scene Quote for Bin Emptying

The Clerk provided members with a quote in the sum of £483.21 for litter bin emptying at Kilham Hall Play area – weekly during the Summer months and fortnightly during the Winter months.

5.6 DMBC's Employability Hub Weekly Jobs Update

The Clerk provided members with a sample of emails sent to the Parish Council and queried whether she could advertise them on the Parish Council Facebook page.

RESOLVED (5)

- a) The Clerk is to thank Councillor Steve Cox for his update and express the Parish Council's support in meeting with residents of the Central Ward however at the current time none of the Parish Councillors have the capacity to attend such a meeting.
- b) The Clerk will continue to chase DMBC to ensure the snagging list is complete and to also mention the lack of a rail on the ramp to ensure this meets safety standards.
- c) The Clerk is to determine Donna Flicker and Angela Ganss availability to attend an extraordinary meeting to discuss the MUGA update and then coordinate such a meeting.
- d) The Clerk is to discuss the Friends of Group with Steve Racjan at DMBC and request he contacts the residents who expressed an interest in joining a friends of group thanking them for their interest however this doesn't fit with what the Parish Council need.
- e) The Clerk will add an article in the Summer Newsletter about what the Parish Council already has and why a Friends of Group wouldn't benefit the Parish currently, however if any residents want to express an interest in helping out occasionally to contact the Clerk to express an interest.
- f) The Clerk will request an update on the Public Space Protection Order and more specifically relating to Dog Fouling from the Parish Council Joint Consultative Committee.
- g) The Clerk will report the new highway matters identified to DMBC.
- h) The Clerk will confirm Street Scene's Quote of £483.21 for litter bin emptying.
- i) The Clerk can share DMBC's Employability Hub Weekly Job Updates on the Parish Council Facebook page.

6) **PARISH MATTERS**

6.1 Consider Chairman Role for 2023/24

Members were asked to consider the role of Chairman for 2023/24, commencing May 2023.

6.2 Guidance Notes for Public

The Clerk provided Members with guidance notes for members of the public relating to Parish Council meetings for consideration.

6.3 Article on Role of Parish Councillors and Role of the Clerk

The Clerk provided members with an article from The Clerks & Council's Direct regarding roles of Parish Councillors Roles of the Clerk/RFO and relationships between the two for information.

RESOLVED (6)

- a) Members were asked to give the role of Chairman some thought in preparation for the May 2023 meeting.
- b) The Guidance Notes for the Public relating to Parish Council meeting were approved.
- c) The Clerk is to place the Guidance Notes for the Public regarding Parish Council meetings onto the website and Facebook page.

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

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. The Clerk also provided members with an updated Action List for information.

7.2 To consider the Clerk's Attendance on the SLCC's virtual HR Summit on 22nd March 2023

The HR Summit is at a cost of £60.

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

Updates are carried out daily/weekly.

RESOLVED (7)

- a) The Clerk is authorised to attend the SLCC Virtual HR Summit on 22nd March 2023 at a cost of £60.

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

8.1 Handyman's Wheelbarrow

The Handyman's wheelbarrow had corroded. The Clerk has purchased a new one at the cost of £54.98 (inclusive of VAT)

8.2 Liability Sign for the Playground

Following the ROSPA Inspection it was recommended a liability sign be placed in the playground. The Clerk has purchased a sign at the cost of £10.44 (inclusive of VAT) and the Handyman has installed it.

8.3 Annual Service of Garden Equipment

The repair and service of the lawnmower and strimmer have been carried out at a cost of £286.48 (inclusive of VAT)

8.4 Handyman's Tracker

Following last month's meeting, the Clerk and Handyman have worked through the Tracker, which incorporates actions required following the ROSPA Inspection and general maintenance tasks, to determine which tasks cannot be carried out during the Handyman's scheduled weekly hours. Members were provided with an updated tracker with additional hours and costs allocated. Materials will be covered in next year's budget. The Handyman will need approximately 72 additional hours to carry out the tasks.

8.5 Quotes for Solar Panels

Councillor Gibbins had sought additional information from the energy companies providing the 3 quotes to the Parish Council for solar panels and had provided members with his findings. Energi UK were the most cost effective provider. The Chairman expressed his gratitude to Councillor Gibbins and Mark Turner (of Kilham Hall Management Committee) for their time and work involved in this piece of work.

8.6 External LED Light – Kilham Hall Meeting Rooms

Light outside isn't working. A quote has been requested from RJ Electrical who installed all the external lights around Kilham Hall.

8.7 Kilham Hall Management Committee's Report

Councillor Sidebottom informed the Parish Council that the Management Committee aren't meeting until Monday 6th March 2023. However she provided the following brief update – Despite interest being expressed in the Caretaker role, nobody accepted invitation to interview. Therefore a meeting with the existing Caretaker will take place later this week to discuss the role and potential ways forward. With regards to the resident complaint regarding the external lights, the Caretaker has contacted RJ Electrical and requested quotes and has kept the resident updated.

RESOLVED (8)

- a) The Clerk and Handyman work through the actions of the Tracker in priority order and carry them out over the next 6 months.
- b) The Clerk provides an update to the June Parish Council meeting relating to the tasks on the Tracker or earlier if the tasks go over their estimated cost.
- c) The Clerk accepts the Energi UK Quote for Solar Panels, including battery storage, at a cost of £16,800 on behalf of the Parish Council.
- d) The Clerk is to inform the two unsuccessful companies of the decision regarding Solar Panels.
- e) The Clerk is to look at a potential Grant from the Platinum Jubilee Village Halls Fund to support modernisation and improvement of village halls.

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

- f) The Clerk is to seek quotes for the external LED light and proceed with the purchase/fitting of it.
- g) Thanks were expressed to Mark Turner for the background work he has carried out regarding solar panels and to Councillor Gibbins for the research carried out following receipt of the quotes.
- h) Noted Kilham Hall Management Committee's update.

9) PARISH MATTERS

9.1 Manor Farm Notice Board

The Clerk has been chasing Persimmon regarding installing the Notice Board on the Manor Farm estate. The Handyman had a site meeting with a Persimmon Technician on 20th February 2023. The Technician has stated that the Parish Council will need to check with Cadent Gas to enable it is set back out of the HP Gas Easement, we'll need to use cable detecting equipment and before excavating carefully hand dig for foundations in case of any utilities. Then once notice board is sited, until the concrete is set they want barrier around the board and wooden props to hold it up. In addition, prior to installing they want a Risk Assessment carrying out and it needs signing off by their site construction team before work can start

9.2 Dog Fouling

Councillor Sidebottom presented the "We are Watching you" campaign to Members regarding dog fouling for discussion. This includes 40 glow in the dark A3 corex signs with digital assets for social media purposes. The cost of the campaign standard package is £1800 plus VAT for members and £2250 plus VAT for non-members.

9.3 Branton St Wilfrid's School Litter Pick

The Clerk has received a request from the Head Teacher if approximately 30 pupils can use the Parish Council's Litter Picking Equipment on Wednesday 8th March 2023 to carry out a litter pick around the school area.

9.4 Change the Parish Council Name

The Clerk informed Members that following a few residents correspondence over the past 6 months regarding the Parish Council's name being misleading, as requested she had sought clarification from DMBC regarding changing the Parish Council's name and the process involved.

RESOLVED (9)

- a) Members requested the Clerk contacts Persimmon and ask them where a safe place to install the notice board on Manor Farm site would be.
- b) The Clerk/Handyman write a risk assessment for installation of the notice board at Manor Farm.
- c) The Clerk is to request additional patrols around the Parish from DMBC regarding dog fouling.
- d) The Clerk is to request an update from DMBC regarding their Dog Fouling Strategy.
- e) The Clerk is to liaise with the Head teacher at Branton St Wilfred's Primary School to confirm use of the litter picking equipment and suitable collection/drop off.
- f) The Clerk is to include an item in the summer newsletter seeking resident's views on the Parish Council's name.

10 FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

22/177	DMBC (Qtr 3 Grounds – Bins)	£ 89.21
22/178	The Fire House (Fire Extinguisher)	£ 96.24
22/179	Clerk (Viking Stationery)	£ 32.94
22/180	Steve Love Entertainer (Coronation Event)	£250.00
22/181	Handyman (B&Q Shelving Parts)	£ 16.48
22/182	Handyman (Dustpan and Brush)	£ 6.49
22/183	Handyman (Fencing Materials)	£ 22.45
22/184	Handyman (Fencing Materials)	£ 22.99
22/185	Handyman (Fencing Materials)	£ 73.14
22/186	Handyman (Shelving)	£ 71.50
22/187	Handyman (Wildflower seeds)	£ 30.00
22/188	Handyman (Sunflower seeds)	£ 5.66
22/189	Handyman (Fencing Material)	£ 10.98
22/190	Clerk (Salary)	£726.27
22/191	Handyman (Salary)	£499.92

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

22/192	HMRC (February fees)	£209.09
22/193	Clerk (Wheelbarrow)	£ 54.98
22/194	Clerk (Playground Sign)	£ 10.44
22/195	Clerk (Blank Ink Cartridge)	£ 39.17
DDO2/21	O2 (Mobile Bill)	£ 13.40

10.2 List of Regular Payments

The Clerk provided members with a list of regular payments for the forthcoming year, as per the Parish Council's Financial Regulations. Figures in red were ones that may vary as quotes hadn't come in as yet or figures may change month to month ie. Salaries, HMRC, Insurance.

10.3 Confirmation of Internal Auditor

The Clerk confirmed Claire Wellings had accepted the role of Internal Auditor for the year ending 2022/23 at a cost of £110.

RESOLVED (10)

- The direct payments were duly authorised.
- The list of regular payments was noted.
- The Clerk is to contact the Internal Auditor Mid/late March to arrange collection of the accounts and to provide her with a schedule of audit timescales.

11) **POLICIES/RISK ASSESSMENTS**

11.1 Amendment to Paragraph 18 of the Parish Council's Standing Orders

Following receipt of the advice note from YLCA/Parkinson Partnership regarding the procurement threshold increasing from £25,000 to £30,000, the Parish Council's Standing Orders have been amended accordingly.

11.2 Amendment to Paragraph 11 of the Parish Council's Financial Regulations

Following receipt of the advice note from YLCA/Parkinson Partnership regarding the procurement threshold increasing from £25,000 to £30,000, the Parish Council's Financial Regulations have been amended accordingly.

RESOLVED (11)

- The amended Standing Orders were approved
- The amended Financial Regulations were approved.

12) **PLANNING APPLICATIONS**

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

12.1	23/00047/FUL Branton Farm Nurseries, Doncaster Road, Branton	Proposed Goods Only vehicular entrance from the highway, leading to a new hardstanding area for deliveries (being resubmission of application withdrawn under reference 21/03416/FUL on 20/03/22)	No comments or concerns
12.2	23/00226/3FUL The Gospel Hall, Doncaster Road, Branton	Section 73 Application to delete condition 13 of planning application 14/02236/FUL granted on 11/06/2015 – to allow an increase to the capacity of the building	The Parish Council don't support the deletion of Condition 13 in full. They have concerns regarding additional traffic and parking if the hall were used to full capacity. They feel an amendment of Condition 13 would be more suitable.
12.3	23/00255/FULM Land at Manor Farm, Bessacarr	Application to remove Condition 9 (EV Charging) of planning permission 16/03196/REMM granted on 20/12/22	The Parish Council are unable to comment as couldn't find what Condition 9 was. Post Meeting Note: Condition 9 is relating to no properties being able to be occupied until sufficient charging points are installed

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

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

23/00369/FUL 18 The Close, Branton	Erection of a single storey rear extension to dwelling and single storey extension to garage to create an office and enlargement of drive	No comments or concerns
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RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

The Police Drop In was held at Kilham Hall Meeting Rooms on Wednesday 22nd February 2023 at 6.15pm. Steve Racjan from DMBC's Neighbourhood Team was in attendance. Two members of the public attended raising concerns regarding vehicle theft, requesting advice on what further actions they could take, seeking guidance on policing resources within the Parish, clarification on police procedures when investigating crime.

RESOLVED (13)

- a) Appreciation was given to the PCSO's and Steve Racjan for holding the Drop In Session.

14) ROYAL EVENTS – MAY 2023

14.1 Update on the King's Coronation Event

The Clerk provided an update on the following issues relating to the King's Coronation Event on Monday 8th May 2023.

14.1.1 Ward Councillor's Grant Application has been approved and the Parish Council will be awarded £500 towards the event.

14.1.2 Pipers are booked at a cost of £210. The Parish Council were asked to determine a definitive time for their performance.

14.1.3 Refreshments have been provisionally booked with Beth's of Branton at a cost of approximately £250. A selection of tray bakes and cakes have been requested and they will need collecting on Sunday 7th May 2023.

14.1.4 Steve Love Entertainer has been booked at a cost of £250 for between 4pm and 8pm.

14.1.5 The Little Kitchen Down the Road has been booked at no cost for 4pm to 8pm.

14.1.6 Kilham Hall Management Committee have agreed to pay for Magic Faces Face Painting and provide sweets and drinks for the children at a cost of up to £400.

14.1.7 The Clerk has contacted Right Up Our Street who provided the craft items for the Platinum Jubilee Event. They are not providing craft items this time around. The Parish Council will have to source their own if required. The Clerk has already found some free downloads and pens/pencils and the Parish Council will need to consider professional printing costs for the craft items.

14.2 Risk Assessment – King's Coronation Event

The Clerk had drafted a Risk Assessment document with the help of BHIB Insurers for the King's Coronation Event.

RESOLVED (14)

- a) Members agreed on the following:

The Grant money will be used to pay for Steve Love Entertainer and Refreshments by Beth's of Branton;

The Pipers will be booked for 3pm;

The Clerk will order a selection of cakes from Beth's at Branton up to £250;

The Clerk will seek quotes for professional printing of free downloadable crafts and source some pens/crayons.

- b) The King's Coronation Event Risk Assessment is approved following a minor change "Marshalls" be replaced with "Members of the Parish Council/Event Organisers".

15) UPDATE FROM EXTERNAL MEETINGS

RESOLVED (15)

Councillor Williams was unable to attend the YLCA South Yorkshire Branch Meeting on the 22nd February 2023. Minutes will be provided by YLCA in due course and circulated.

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

16) ITEMS OF CORRESPONDENCE

16.1 Attendance at the YLCA Engagement Meeting with South Yorkshire & Humber Climate Commission

Members are invited to attend the above meeting via zoom on Thursday 23rd March 2023 at 6.30pm. An email and link to register for the meeting has been previously circulated.

16.2 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Civility and Respect Newsletter, Community First Funding Update, DMBC Roadworks updates and Funding Opportunities, DMBC Early Strategy, SLCC Bulletin, NALC CEO Bulletin, Guide to Infrastructure Levy (CIL) for Parish & Town Councils, Draft Parliamentary Briefing on Levelling Up and Regeneration Bill – House of Lords Second reading 17/01/23, HMRC’s Employers Bulletin.

RESOLVED (16)

- a) Members noted the invitation to attend the YLCA Engagement Meeting on 23rd March 2023 at 6.30pm via zoom.
- b) That the items of correspondence denoted on the agenda be received and duly noted.

17) DATE OF NEXT MEETING

17.1 Date of Next Meeting

17.2 Dates and Times for the 2023/24 Parish Council Meetings

RESOLVED (17)

- a) That the next meeting be held on Wednesday 5th April 2023 commencing at 6pm.
- b) That the list of dates and times for the 2023/24 Parish Council Meetings are approved.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk’s February Timesheet

The Clerk’s timesheet for February was shared for information. An additional 6 hours 31minutes had been worked due to current workload, additional work in relation to the King’s Coronation, and taking 2 days annual leave.

18.2 Handyman’s February Timesheet

Handyman’s timesheet for February was shared for information. An additional 21.5 hours had been worked due to carrying out the approved fence repairs and collecting materials relating to the job.

18.3 Clerk’s Annual Leave Entitlement

Following receipt of a briefing note/template from YLCA re: increase in annual leave, the Clerk noticed that upon her appointment on 1st March 2021 she had been given 1 day less per annum than she was entitled to.

18.4 Review the Clerk’s Contractual Hours

It is one year since the Clerk’s hours were temporarily increased from 12.5 hours per week to 14 hours per week and therefore a review is due.

18.5 NEST Pension Scheme

The Clerk omitted to opt out of the NEST Pension Scheme within the 30 day opt out period so a figure of £96.79 has been paid into the Scheme by the Parish Council. The Clerk has since suspended all future funds from both the Parish Council and herself into the Scheme.

18.6 Additional Day Leave for Clerk and Handyman

Due to the National Pay Review Agreement, from 1st April 2023 both the Clerk and Handyman will be entitled to an additional day annual leave.

18.7 Clerk’s Appraisal

The Clerk’s Appraisal is booked for 27th March 2023 and is to be carried out by the Chairman.

RESOLVED (18)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk is paid for the additional 6 hours worked throughout February and carries forward the 31 minutes into March.
- c) The Handyman is to be paid the additional 21.5 hours worked.
- d) The Clerk is to be paid for two additional days annual leave that she was entitled for 2021/22 and 2022/23.

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

- e) The Clerk is to draft a letter for the Chairman to sign, amending her Contract to meet the National Contract's annual leave entitlement.
- f) The Clerk's Contractual Hours be reviewed at a future meeting following her Appraisal on the 27th March 2023.
- g) The Clerk's error regarding a contribution of £96.79 being paid into the NEST Pension Scheme was noted.
- h) The additional day leave for the Clerk and Handyman was noted.
- i) The Clerk's Appraisal date was noted.
- j) Members requested the Chairman email all members of the Parish Council asking them their views on the Clerk's work prior to the Appraisal for consideration.

The meeting closed at 8.40pm

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