

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 2nd November 2022 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton

1) APOLOGIES

1.1 Apologies received

None

1.2 Reasons for absence considered

N/A

RESOLVED (1)

No apologies were received.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Sidebottom declared another interest in items 6.3 and 7.4 and Councillor Chorlton declared another interest in item 6.3.

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 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 5th October 2022

It was noted that there was an error on the Agenda stating minutes of 5th November 2022 and not 5th October 2022. A slight amendment stating the Clerk was to provide members with paper copies of any planning permission applications for consideration at meetings was requested.

3.2 Minutes of the Annual Parish Meeting of 4th May 2021

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 5th October 2022 be agreed and signed by the Chairman following the slight amendment.

b) The Minutes of the Annual Parish Meeting held on the 4th May 2021 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 were present to raise any items.

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 find a green communal area for the residents of Old Cantley and suggested the allotments on Green Lane.

4.2.2 A resident had emailed the Clerk regarding the MUGA and Section 106 monies and the period of time that had lapsed since residents were asked their views on facilities.

4.2.3 The landlord of the local public house had contacted Councillor Innes requesting various details regarding police liaison, neighbourhood officer and licensing officers.

RESOLVED (4)

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

- a) The Clerk is to respond to the resident informing them that the Parish Council doesn't own any land in Old Cantley and therefore unfortunately cannot provide a green space for residents. The Parish Council is unaware who owns the allotments on Green Lane and the Clerk is to suggest the resident contacts DMBC or the Land Registry to ascertain this. If the resident requests the Parish Council do this on his behalf the Parish Council are happy to do so.
- b) The Clerk is to respond to the resident informing him that the Parish Council have tried to engage with residents in many ways over the years and DMBC had recently gone back out to consultation with the public on behalf of the Parish Council. Unfortunately lack of response by residents is out of the Parish Council's control and the Section 106 monies has to be spend on the ground at Kilham Hall. The Clerk will update the resident once DMBC's summary of the consultation is reported to residents.
- c) The Clerk had already responded to Councillor Innes regarding the Landlord's query and provided all the necessary information for which the Landlord was grateful for.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

Apologies were received from Ward Councillor Steve Cox. There was nothing to feedback to the Parish Council.

5.2 Update on the MUGA and Storage Extension

5.2.1 Update on building of the storage extension – Work is still ongoing – the floor is to be completed (sealed and painted in both internal and external store), the loft hatch is to be installed and there is a problem with the drainage that DMBC are awaiting advice from Building Control on.

Councillor Chorlton arrived at 6.30pm and declared Agenda Item 6.3 as another item to declare an interest in

Next build meeting with DMBC is to be held on Tuesday 8th November 2022 at 10am.

5.2.2 No further updates were available from DMBC regarding the contingency until after the build is complete. DMBC will present a breakdown of costs, including the contingency for the December Parish Council meeting. Councillor Sidebottom updated the Parish Council on discussions at the last build meeting with DMBC regarding the contingency money.

5.2.3 The Consultation had closed and 157 responses were received and the Parish Council had been provided with a Summary. DMBC were feeding back the results to residents in due course.

5.3 Identify any new Highway matters

The following issues were raised:

- The Bollard at the Three Horseshoes Public House has been knocked down
- A Builders Bag has been left next to the waste bin near Brockholes Lane/Chapel Lane
- Bags of rubbish on Whiphill Top Lane as you leave the village and before you hit the bend on Gatewood Lane

Councillor Butterworth arrived at 6.50pm and had no other items to declare an interest in.

- The old layby on Gatewood Lane still has rubble and bags left by the side of the road

5.4 Feedback on the Public Space Protection Order (PSPO) Consultation

The Clerk updated the Parish Council on the response from DMBC's Environmental Crime and Contracts Manager to the Parish Council's feedback relating to the PSPO.

5.5 Funding Opportunities relating to Branching Out Fund and UK Community Tree Planting Grant

Members noted both grants available.

5.6 Cancellation of Community Led Support Drop In Sessions

The Stronger Communities Officer held Drop In sessions on the first Monday of the month between 11am and 1pm. However no residents had attended since the sessions started so they have taken the decision to cancel future sessions.

5.7 DMBC's Parish Council Joint Consultative Committee (PCJCC)

5.7.1 The Parish Council were requested to consider the future of scheduling of meetings to enable more Parish Councillors to attend.

5.7.2 The Draft Agenda for November's PCJCC meeting was presented for the Parish Council's consideration.

5.7.3 Local Help, Early Health and Social Care Information was presented for information.

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

RESOLVED (5)

- a) The Clerk is to follow up on the outstanding Ward Councillor issues – Update from Ward Councillor Jones re: traffic calming, Ward Councillors Grant application for additional funds for the MUGA.
- b) Await an update from DMBC on the consultation feedback, outstanding jobs and any potential costs incurred and for the breakdown of costs.
- c) The Clerk will report the new highway matters identified to DMBC.
- d) The Clerk is to publicise the potential action that could be taken against residents relating to dog fouling and not being able to produce a poo bag if approached by DMBC officers as per the PSPO on the Parish Council Facebook page.
- e) The grants were noted however the Parish Council felt that there was no public space large enough to plant the minimum of 50 trees within the Parish.
- f) Thanks were expressed to DMBC’s Stronger Communities Officer for organising the Drop In sessions despite no uptake from residents.
- g) Members felt that virtual or hybrid meetings were most convenient for working Councillors. However no matter what time of day meetings were scheduled for it is often difficult to get to them. The Clerk is to feedback to DMBC’s PCJCC.
- h) The PCJCC’s Draft Agenda was noted and the Parish Council had no comments. The Clerk is to pass on Councillor Dennis’ and Councillor Williams’ apologies for the November meeting due to work commitments.
- i) The information on Local Help, Early Health and Social Care was noted.

6) CLERK’S REPORT AND ADMINISTRATION ISSUES

The Clerk’s Report on work carried out was noted. Councillor Sidebottom queried the outstanding issue of the undated Trust Deed relating to Kilham Hall.

- 6.1 To Consider a generic email address ie. gov.uk or org.uk
The Clerk referred to the SLCC’s and NALC bulletin that Members had been provided with. It is recommended that not only the Parish Council has a generic email address as above but also Members. When Councillor Innes signed his declaration, the Clerk set him up with a new outlook email address that was solely for Parish Council business.
- 6.2 To consider any amendments/updates/content to the Website and Facebook
Updates are carried out daily/weekly.
- 6.3 To consider and agree the content and publication methods of the Winter 2022 Newsletter
The content of the Winter 2022 Newsletter was discussed and agreed to contain items on:
 - Keeping the Parish of Cantley with Branton Parish Tidy
 - Police Drop In Sessions and Speed Watch Initiative
 - Storage Extension
 - Armistice Displays
 - Christmas Illuminations
 - Christmas Events and
 - Look out for your Neighbour

RESOLVED (6)

- a) The Clerk will check the Undated Trust Deed and update Councillor Sidebottom and Councillor Chorlton.
- b) The Parish Council agreed in principal generic email addresses however the majority felt in practice it wasn’t feasible and felt the current process was sufficient.
- c) Members discussed the content of the Winter Newsletter and made some changes to it. The Parish Council agreed to publish a full page of the Newsletter in the Arrow Publication and also a half page slightly edited version in the Today Magazine in January.

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

- 7.1 ROSPA Playground Inspection Reports
The Summary of actions required following the inspection was provided to members. The Parish Council’s Handyman/Gardener can carry out the majority of the works and the Clerk has requested quotes from DMBC and the Manufacturers of the equipment for the other works.

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

- 7.2 Consider Painting the External Store Floor
No longer required as DMBC have confirmed they are painting and sealing the external store.
- 7.3 Purchase a new set of step ladders
The Clerk informed the Parish Council that one of the Handyman's sets of step ladders don't comply with EN131 standard for portable steps and ladders. A new set that complies would cost approximately £144.99.
- 7.4 Kilham Hall Management Committee's Report
Councillor Sidebottom updated the Parish Council on the following issues – Advertised for help every other weekend to ensure the Caretaker has time off, applied to become a registered charity, changing the current lighting in the hall to LED lights, awaiting approval for the decarbonising grant, quotes obtained to redecorate the hall and scheduled for between Christmas and New Year, the loft has being boarded out, new storage area and it is the AGM on Monday 7th November 2022.

RESOLVED (7)

- a) The Clerk works through the summary of actions needed following the playground inspection with the Handyman and any specialist teams to ensure the amber actions are completed by 31st December 2022.
- b) The Clerk or Handyman purchase a new set of step ladders at a cost of £144.99 to ensure compliance.
- c) Noted Kilham Hall Management Committee's update.

8) FINANCIAL

8.1 Direct Bank Payments

That the following payments are duly authorised.

22/108	Clerk (Postage)	£ 0.68
22/109	Clerk (Floristry Wire) *	£ 4.19
22/110	Clerk (Copier paper)	£ 29.95
22/111	Clerk (Black Ink)	£ 28.98
22/112	Craven Wildsmith (Rebuild Valuation)	£240.00
22/113	DMBC (Bins)	£189.50
22/114	Caretaker (Gates)	£ 66.00
22/115	Handyman (Fixings for the Play Tunnel)	£ 11.21
22/116	Clerk (Postage)	£ 2.15
22/117	Today Publications	£120.00
22/118	Clerk (Bubblewrap for Poppy Display)	£ 35.93
22/119	GG Door Servicing (Annual Shutter Servicing)	£180.00
22/120	Clerk (Salary)	£722.03
22/121	Handyman (Salary)	£542.26
22/122	HMRC (October fee)	£189.88
22/123	RJ Electrical (Defibrillator Installation at Ava Court)	£456.00
22/124	SLCC Membership	£144.00
DD02/17	O2 Mobile Bill	£ 13.40
22/125	DMBC (Grounds – bins)	£208.15
22/126	BHIB Insurance (additional fee)	£349.09

The Clerk informed the Parish Council of an error when paying 22/109 – the Clerk accidentally paid £4.39 instead of £4.19. Therefore the Clerk send 20p from her bank directly into the Parish Council's account to rectify this error.

Councillor Dennis informed the Clerk that his papers had been sent to the wrong house number. Councillor Dennis also requested future papers be sent via email rather than post.

8.2 2nd Quarter Bank Reconciliation and Level of Reserves

The Clerk provided Members with the September bank reconciliation which denoted a bank balance of £101,073.35 which included the 2nd instalment of the Parish Precept. There was a 20p discrepancy due to invoicing on a few items where discount had been applied and also the VAT invoice rounding up. The Clerk informed Members that she had wrote to the companies

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

requesting amendments but the companies had stated this is how eBay produced invoices and nothing could be done. The Clerk informed Members that the budget was on target overall.

RESOLVED (8)

- a) The direct payments were duly authorised.
- b) The Clerk's error and adjustment to rectify the error was noted.
- c) The Clerk sends all correspondence to Councillor Dennis via email.
- d) The 2nd Quarter Bank Reconciliation was noted and approved.

9) PLANNING APPLICATIONS

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

22/02193/FUL 7 Milton Road, Branton	Erection of a tiled roof over garage and side of dwelling and convert garage in to rooms	No comments or concerns
22/01788/REM Land between New Road and Whiphill Top Lane, Branton	Details of appearance, landscaping, layout, and scale of design for 4 detached dwellings and associated garages	Neutral response although concerns were raised regarding lines of sight when exiting the site onto Whiphill Top Lane
22/02227/OUT Malawi, Green Lane, Old Cantley	Outline application for the erection of a dormer bungalow	Concerns were expressed regarding parking
22/02347/FUL Units 1A and 2A Victoria Court Industrial Estate, Quarry Lane, Branton	Installation of two storage containers for a temporary period	No comments or concerns
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage and the formation of a new private drive	Concerns were raised regarding the volume of traffic on Doncaster Road and the close proximity to an already busy junction

The Clerk also informed the Parish Council of a letter received by DMBC relating to Planning Reference 22/01366/FUL – Garage Site at Moor View, Branton – Erection of 2 dormer bungalows. This application will be presented to DMBC's Planning Committee on 15th November 2022 at 2pm in the Council Chamber at the Civic Offices.

RESOLVED (9)

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

10) POLICE ISSUES

10.1 Police Drop In Sessions

The Clerk informed Members that the Police Drop In's had been held on 25th October at 10am at Beth's of Branton. 2 members of the public attended raising concerns regarding vehicles parked on Kilham Lane and e-scooters.

10.2 South Yorkshire Police Speed Awareness Scheme

The Clerk updated members that a pilot had taken place in Rotherham and South Yorkshire Police were carrying out another pilot area. Once the scheme was fully operational South Yorkshire Police would be in touch with the Parish Council. So far 6 residents have expressed an interest to volunteer for the scheme.

RESOLVED (10)

- a) 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.

11) PARISH ISSUES

11.1 Armistice Day Tommy Silhouette

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

Councillor Chorlton was unable to source a quote for a Silhouette. The Clerk had previously circulated to Members a Tommy Silhouette at a cost of £175 plus VAT from the Royal British Legion.

- 11.2 Contribution to Kilham Hall Management Committee for the Pantomime
Two pantomime's have been booked this year at a cost of £640 plus VAT each. Last year the Parish Council donated £474 for one pantomime.
- 11.3 Volunteers for the Christmas Pantomime on 2nd and 3rd December 2022
Kilham Hall Management Committee have volunteered to help at both events. The Caretaker will be set up earlier in the day on Friday 2nd December and pack up after the show on 3rd December.
- 11.4 Armthorpe Elmfield Brass Band – Carol's Around the Tree on 1st December 2022
The Parish Council were to consider booking Armthorpe Elmfield Brass Band for the Carol's around the Christmas Tree event on Thursday 1st December 2022 at a cost of £100.
- 11.5 Request for Mince Pies from Cantley with Branton Women's Institute
Cantley with Branton Women's Institute kindly provided mince pies last year for the Carol's around the Christmas Tree event.
- 11.6 Purchase and siting of a Notice Board at Manor Farm Estate
The Clerk has been in contact with Persimmon Homes regarding placement of a Notice Board on the Manor Farm estate. Members were provided with a plan of the proposed site and 3 quotes for notice boards.

RESOLVED (11)

- a) The Clerk is to purchase the Armistice Day Tommy Silhouette from the Royal British Legion at a cost of £175 plus VAT.
- b) The Parish Council agree to donate £948 to Kilham Hall Management Committee for the 2022 Pantomime performances.
- c) The Clerk will help the Caretaker set up on Friday 2nd December 2022 and pack away on Saturday 3rd December 2022.
- d) The Clerk is to book Armthorpe Elmfield Brass Band at a cost of £100 for Carol's Around the Christmas Tree on Thursday 1st December 2022.
- e) The Clerk writes to Cantley with Branton Women's Institute asking for a donation of mince pies.
- f) The Clerk is to order the 3 door magnetic notice board from the Classic Range provided by Parish Notice Boards at a cost of £1365 plus VAT.
- g) The Clerk is to arrange a site visit with a representative from Persimmon Homes to confirm the exact siting of the notice board in preparation for the Parish Council's Handyman to install.

12) ROYAL EVENTS

- 12.1 King's Coronation
Consideration was given to events for the King's Coronation in May 2023. Discussion took place around an event similar, but on a larger scale, to the Queen's Jubilee Event. Consideration was also given to budget implications.
- 12.2 Garden Party Nominations
Councillor Sidebottom proposed nominating previous Councillor Jennifer Worthington for her long service. Councillor Butterworth seconded this motion and the remainder of the Parish Council agreed with a show of hands.

RESOLVED (12)

- a) The Clerk is to allow £2000 in the Draft 2023/24 Budget for the King's Coronation in May 2023.
- b) The Parish Council is to consider what kind of event it would like to host and start the initial planning process ready for booking items in February once the 2023/24 budget has been approved.
- c) The Clerk is to nominate previously Councillor Jennifer Worthington for the Royal Garden Party in 2023.

13) REPORTS AND ANY UPDATES FOLLOWING TRAINING/MEETINGS

- 13.1 Building Progress Meetings 11th October and 1st November 2022
The build was running late due to drainage issues. The Clerk is chasing snagging issues that DMBC thought had been completed – floor and loft hatch. The meeting of the 1st November was postponed until 8th November at 10am.

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

13.2 DSA Noise Monitoring and Environmental Sub Committee – 2nd November 2022
This meeting was cancelled and a new meeting arranged for the 30th November 2022.

RESOLVED (13)
Updates noted

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 7th December 2022 commencing at 6pm.

16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

16.1 Clerk's October Timesheet and Additional Hours Worked

The Clerk's timesheet for October was shared. 19 hours and 33 minutes had been accrued over time due to additional work ie. Build project, Councillor Resignation, new Councillor recruitment. Councillor Butterworth proposed the Clerk be paid for her additional time. Councillor Dennis seconded this. A show of hands showed that the remainder of Members were in agreement.

16.2 Handyman's October Timesheet

Handyman's timesheet for October was shared. The Handyman had worked 14 hours 15 minutes extra due to repairs to the goalposts and hanging the bunting, installing lamp post poppies and displaying the poppy display on the Christmas Tree. As previously agreed by Members additional hours incurred carrying out repair work or additional duties by the Handyman would be paid

RESOLVED (16)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk and Handyman would be paid for their additional hour's works.

The meeting closed at 8.15pm

Post Meeting Note: The numbering on the Agenda was incorrect after item 9 – it was 1 number ahead ie. 10.1 instead of 9.1, 11.1 instead of 10.1. Therefore the numbering on the Agenda does not match the numbering on these Minutes.

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