

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 5th October 2022 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N Williams (Chair), D Chorlton, M Sidebottom, J Rushby, Y Butterworth

IN ATTENDANCE: B Walton (Clerk to the Council), 5 members of the public and Ward Councillor Steve Cox

1) APOLOGIES

1.1 Apologies received

Councillor Dennis

1.2 Reasons for absence considered

Agreed

RESOLVED (1)

Councillor Dennis' apologies were received, noted and approved.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Sidebottom declared another interest in items 8.6 and 14.2, Councillor Chorlton declared an interest in item 8.6 and Councillor Rushby declared an interest in items 8.2, 8.4 and 8.5.

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

Part of item 6 and item 19 are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 7th September 2022 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

Two members of the public were in attendance to raise concerns about a planning application at 9 The Close, Branton. Members listened to their concerns and advised them of the necessary process. The Parish Council will be addressing this planning application later in the meeting.

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 regarding concerns relating to the closure of the post box at Old Cantley. The resident has contacted Royal Mail and informed this was on a temporary basis whilst roadworks were carried out in the area. The post box has now reopened.

4.2.2 Councillor Rushby had been approached by a gentleman who was wanting to host a caravan rally on Kilham Hall Field for a weekend.

RESOLVED (4)

Councillor Rushby is to inform the gentleman that the Parish Council won't permit a caravan rally on Kilham Hall field due to potential neighbour dispute, damage to field, no dogs allowed on field and residents still needing use of the field.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

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

Ward Councillor Steve Cox updated the Parish Council on community skips. The Clerk asked if Councillor S Cox could look into the following issues and provide the Parish Council with feedback:

- Manor Farm Community Areas – ie. school and village square – to enable the Parish Council to determine where a Notice Board could be placed
- Update from Ward Councillor Jones regarding traffic calming issues raised
- Consideration for the Parish Council to receive funding from the Ward Councillor's Budget for additional costs relating to the MUGA

5.2 Update on the MUGA and Storage Extension

5.2.1 Update on building of the storage extension – Completion is due 14th October 2022 with knock through into the hall and tidy up on the 13th October 2022. Questions were raised by the Parish Council of DMBC regarding the specification. Donna Flicker of DMBC recalls receiving the Parish Council's specification that was used initially for quotes and forwarding it on. DMBC will look into this and get back to the Parish Council at the next meeting. The Parish Council made it clear that any additional costs incurred due to the error of the specification should be DMBC's responsibility.

5.2.2 No further updates were available from Donna Flicker.

5.2.3 The Consultation has gone live. DMBC have arranged a targeted, sponsored Facebook post. The Clerk has updated the Parish Council website with details of the consultation, displayed a poster on both notice boards which details the link to the consultation, a QR code for scanning, paper copies from the Clerk or use of the Parish Council laptop. Closing date for the consultation is 13th October 2022.

5.2.4 The Clerk updated Members of an additional grant she has applied for – Pitch Perfect – however the Parish Council didn't meet the criteria.

Ward Councillor Steve Cox left the meeting

5.3 Public Space Protection Order Consultation

Members noted the Public Space Protection Order.

5.4 Cumulative Impact Assessment (Licensing Act 2003)

Members noted the Cumulative Impact Assessment.

5.5 Identify any new Highway matters

The following issues were raised:

- The old layby on Gatewood Lane has rubble and bags left by the side of the road
- At the bottom of Mill Lane as you turn towards the motorway there is fly tipping
- The footpath around the back of Hagan's Nurseries (joining Doncaster Road and Mill Lane) is unpassable due to overgrown trees/bushes

5.6 Community Warm Spaces Scheme

The Scheme was noted.

RESOLVED (5)

a) Councillor S Cox is thanked for his attendance.

b) The Clerk is to apply to the Ward Councillors for a grant from the Ward Councillors budget for additional costs relating to the MUGA.

c) The Clerk is to ask Donna Flicker for confirmation on how they know the consultation is completed by parishioners only

d) Await an update from DMBC on the specification discrepancies and the outcome.

e) The Clerk is to provide Members comments on the Public Space Protection Order – how many people have been challenged? Something should be included about it being law for owners to carry poo bags when walking their dogs and maybe it would be useful for DMBC to provide signage and display around popular dog walking areas.

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

g) The Clerk is to publicise the clubs held at Kilham Hall and DMBC's Neighbourhood Team's monthly drop in sessions at Kilham Hall Meeting Rooms.

h) The Parish Council are to promote on their Facebook page and in the winter newsletter "look out for your neighbour campaign" over the winter months.

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

6) CO-OPTION VACANCY

6.1 Written Applications and listen to verbal updates from the Candidates

The Chairman confirmed all members had received written interests for the vacancy of Parish Councillor. The Chairman welcomed 3 candidates and invited them to provide any further information they felt relevant to support their application.

The 3 members of the public left the meeting.

Members considered the 4 applicants and discussed the merits of the candidates and their suitability.

The 3 members of the public returned to the meeting.

6.2 To Co-Opt a Candidate to the Vacancy

The Chairman asked Members for a raise of hands for each candidate in turn until a successful candidate had an absolute majority vote.

The Chairman welcomed the successful candidate, Brian Innes, to the Parish Council.

RESOLVED (6)

- a) All candidates were thanked for expressing an interest in the role.
- b) Councillor Innes was welcomed to the Parish Council.
- c) The Clerk provided Councillor Innes with a Declaration of Acceptance form for completion.
- d) The Clerk provided Councillor Innes with a New Councillors Induction Pack for information/completion.
- e) The Clerk is to forward Councillor Innes completed Declaration of Acceptance and Declaration of Interests forms to the Monitoring Officer at DMBC.

7) CLERK'S REPORT AND ADMINISTRATION ISSUES

7.1 To Consider a generic email address ie. gov.uk or org.uk

The Clerk referred to the SLCC's bulletin that Members had been provided with. It is recommended that the Parish Council has a generic email address as above. The approximate cost of this is £200.

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

7.2.1 To approve Councillor Sidebottom as nominated Parish Councillor with admin rights for the Parish Council Facebook page.

RESOLVED (7)

- a) The Parish Council felt the Clerk's Parish Council email address was generic and wasn't in any way linked to her personal account and therefore there wasn't a need to spend money unnecessarily.
- b) The Parish Council agreed that Councillor Sidebottom is the nominated Parish Councillor with admin rights for the Facebook page.

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

8.1 ROSPA Playground Inspection Reports

The Clerk informed members that the ROSPA Inspector carried out inspections of both the fenced in and unfenced play areas during September. His Reports are available from the Clerk and a Summary of actions required following the inspection was provided to members.

8.2 Closing Times of Kilham Hall Car Park

Members agreed that when the clocks go back the car park will close at 4pm rather than the current 6pm.

8.3 Annual Hedge Cut of Kilham Hall Field

Members agreed that the annual hedge cut of Kilham Hall Field be carried out at a cost of £345.

8.4 Annual Fire Shutter Testing

The Clerk confirmed the annual fire shutter testing was carried out this afternoon and no issues were found. The cost is £180.

8.5 Fire Safety Tests

The Clerk informed members that the annual Fire Safety tests are booked in for Wednesday 12th October 2022 at a cost of approximately £50.

8.6 Kilham Hall Management Committee's Report

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

Councillor Sidebottom updated the Parish Council on the following issues – requested quotes to change the current lighting in the hall to LED lights, applied for a decarbonising grant in relation to the lights, getting quotes to decorate the hall once building works are complete, the loft is being boarded out on 21st October 2022, couple of issues with the shutters which are getting repaired next week, new storage area – happy with a painted floor.

RESOLVED (8)

- a) The Clerk works through the summary of actions needed following the playground inspection and ensures any amber actions are carried out asap, whether that is by the Handyman or by a Specialist team if need be.
- b) It was agreed that when the clocks change the car park will close at 4pm.
- c) The Clerk will instruct DMBC to carry out the annual hedge cut at a cost of £345.
- d) Noted the annual shutter testing.
- e) Noted the date of the annual fire safety checks.
- f) Noted Kilham Hall Management Committee’s update.

9) FINANCIAL

9.1 AGAR

The Clerk provided Members with the external auditor’s (PK Littlejohn) completed Section 3 of the AGAR and the Conclusion of Audit Notice which have been displayed on the Parish Council’s website and Notice Board since the 14th September 2022. The Clerk highlighted a few minor points from the external auditor’s report which is for noting for the following financial year.

9.2 Budget Working Group

The Clerk requested assistance from members by forming a budget working group to assist in the budget setting process prior to the draft budget being presented to the Parish Council.

9.3 Rebuild Valuation Report

The Clerk provided members with a copy of the rebuild valuation report. The rebuild figure for insurance purposes is £625,000.

9.4 Direct Bank Payments

That the following payments are duly authorised.

22/94	Handyman (16pc Torc Bit Set)	£ 5.99
22/95	Handyman (Play tunnel plywood)	£ 35.00
22/96	Handyman (Roofing Sealant)	£ 6.99
22/97	Handyman (Fuel for mower)	£ 9.27
22/98	Clerk (postage)	£ 2.15
22/99	Today Publications (Sept Newsletter)	£120.00
22/100	Glendale (Grass cut August 2022)	£ 47.74
22/101	Arrow Publications (Sept Newsletter)	£118.80
22/102	Clerk (Bird netting for poppy display)	£ 12.46
22/103	ROSPA Play Safety Annual Inspection	£184.80
22/104	Clerk (Salary)	£693.93
22/105	Handyman (Salary)	£546.48
22/106	HMRC (Sept fees)	£190.08
22/107	PK Littlejohn (External Audit)	£240.00
DD02/16	O2 – Mobile	£ 13.40
DD02/17	ICO – Annual Fee	£ 35.00

9.5 2nd Quarter Bank Reconciliation and Level of Reserves

The Clerk provided Members with the August bank reconciliation which denoted a bank balance of £82,437.12. This was 21p 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 requesting amendments but hadn’t heard back as yet. The 2nd Quarter Bank Reconciliation will be presented to the November meeting due to paper bank statements not received as yet. The level of reserves as at 31st August 2022 is £82,436.91. Members raised a few formatting issues on the Budget Monitoring Report provided to them.

9.6 Provision of a Poppy Wreath

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

Consideration was given to purchasing and donating a wreath to Branton St Wilfrids Primary school and also one for the memorial bench on Kilham Hall Playing Field.

RESOLVED (9)

- a) That PK Littlejohn’s external audit report, certificate and notice of conclusion are noted and have already been placed on the website and notice boards.
- b) The Clerk will prepare the budget as usual, sharing it with Councillor Williams prior to presenting the first draft to the Parish Council.
- c) The rebuild costs are noted and the Clerk informs our Insurers of the same and arranges to pay any additional fee if required.
- d) The direct payments were duly authorised.
- e) The Clerk reformats the Budget Monitoring Report and adds a section in for Grant moneys spent to ensure budget areas ie. Defibrillator don’t look overspent when in fact it is money spent from grant funding.
- f) Consideration was given to ordering two wreaths from the Royal British Legion and the Parish Council donate the sum of £100.

10) GROUP MEMBERSHIP

10.1 Reserve Member for DMBC Parish Council Joint Consultative Committee

A nomination was sought for a Member to act as reserve on this Committee in Councillor Dennis’ absence.

10.2 Member for YLCA South Yorkshire Branch Meeting

A nomination was sought for a Member to join this meeting. Councillor Sidebottom is the reserve member.

10.3 SLCC Annual Membership

SLCC’s annual membership is due for renewal at a cost of £144.

RESOLVED (10)

- a) Councillor Williams is reserve member for DMBC’s Parish Council Joint Consultative Committee.
- b) Councillor Williams is nominated member for YLCA South Yorkshire Branch Meeting.
- c) The annual SLCC Membership is renewed at a cost of £144.

11) POLICIES AND PROCEDURES

- 11.1 The Social Media Policy had been redrafted to include a paragraph relating to posts/comments relating to the Parish Council on local community pages.
- 11.2 Members were provided with a summary of differences between the Parish Council’s current Standing Orders an NALC’s Model Standing Orders. The Policies Working Group had formed to consider these and to provide the new Standing Orders for approval.
- 11.3 Members were provided with a Whistleblowing Policy for consideration.

RESOLVED (11)

- a) The Social Media Policy was approved.
- b) The Standing Orders were approved in line with NALC’s Model Standing Orders.
- c) The Whistleblowing Policy was approved.

12) PLANNING APPLICATIONS

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

22/00025/REF Land at East Side of Green Lane, Old Cantley	Erection of a detached bungalow with integral garage (amended plans)	This was a planning appeal against refusal for application and was noted.
22/01711/FUL 9 The Close, Branton	Erection of 4 No. detached dwellings and garage an formation of new vehicular access following demolition of existing dwelling	Concerns were raised re: sufficient drainage requirements being in place, overdevelopment of the plot of land, not in keeping with local properties and additional traffic
22/02136/FUL 29 Warrington Drive, Bessacarr	Erection of a first floor level and a ground floor level extension to the rear of the dwelling house	No comments or concerns

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

.RESOLVED (12)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.
- b) The Clerk provides members with the associated plans at the Parish Council meetings or plans are available on the projector.

13) POLICE ISSUES

13.1 Police Drop In Sessions

The Clerk informed Members that the Police Drop In's had been booked for 25th October, 22nd November and 20th December 2022 at 10am at Beth's of Branton. The Police are trying to co-ordinate an evening session also.

13.2 Resident Concern

A resident had contacted the Clerk regarding suspicious activity on Kilham Lane which made her uneasy when walking her dogs. The Clerk reported this to the PCSO who is aware of this and will continue to pay some attention to the area. The Community Neighbourhood Team are also aware of this and has been in that area and reported back to the PCSO's. The Clerk had reported this back to the local resident.

Councillor Chorlton asked if anymore drugs paraphernalia had been found and if it had been reported to the police.

RESOLVED (13)

- a) The Clerk advertises the forthcoming Police Drop In sessions on social media, the website and the Newsletter.
- b) The Clerk speaks to the Handyman and requests a log is kept of any drug paraphernalia that is found and it is reported to the PCSO's on a regular basis.

14) CHRISTMAS ARRANGEMENTS

14.1 Illuminations on a Timer

Consideration was given to putting the illuminated trees on a timer to save costs.

14.2 Advertising the Carol's Around the Tree and the Christmas Pantomime

Last year's Carols and Pantomime were advertised in the Arrow publication. For a quarter page advert it would cost £40 plus VAT. No further information has been received from Talegate Productions regarding this year's performances. Kilham Hall Management Committee will provide selection boxes, drinks and refreshments again.

Councillor Sidebottom left the meeting.

Consideration was given to advertising the events in the Arrow publication and agreed.

Councillor Sidebottom returned to the meeting.

RESOLVED (13)

- a) The Clerk will enquire whether it is possible to have the illuminations on a timer from 3.30pm to 9.30am each day.
- b) The Clerk and Councillor Sidebottom will contact Talegate Productions to find out further information about the performance and produce an advert for the Arrow Publications and will also look at ticket costs – maximum of £4 per ticket.

Councillor Butterworth left the meeting.

15) LITTER PICK

15.1 Past Litter Picks

The Parish Council expressed their gratitude to the volunteers who contributed to the Community Litter Picks along with Councillor Sidebottom who organised them.

15.2 Future Litter Picks

The next litter pick will be in November/December 2022 with a definitive date to be confirmed.

RESOLVED (15)

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

Future litter pick date to be confirmed by Councillor Sidebottom and publicised by the Parish Council on their Facebook page.

Post Meeting Note: Litter pick arranged for Saturday 12th November 2022.

16) REPORTS AND ANY UPDATES FOLLOWING TRAINING/MEETINGS

16.1 Building Progress Meetings 13th and 21st September 2022

The build was running late, completion is approximately 14th October with knock through on the 13th October 2022. Issues were raised with DMBC regarding the specification of the building and associated costs as DMBC were not working to the specification that the Parish Council originally tendered for. DMBC will look into this and get back to the Parish Council at the next meeting on the 11th October 2022.

16.2 DSA Noise Monitoring and Environmental Sub Committee – 22nd September 2022

Councillor Williams attended the meeting. Discussions included complaints from a Bawtry resident re noise, closure of the airport and confirmation that the last flight out of the airport will be approximately 4th or 5th November. A final meeting of the Committee has been called on 2nd November 2022.

16.3 Introduction to Grants Training – 26th September 2022

The Clerk attended a free course to assist in applying for grant applications.

16.4 20's for Plenty Presentation – 29th September 2022

The Clerk attended this presentation in advance of it being presented to the Parish Council Joint Consultative Committee in November. The Clerk shared the presentation with Members for information and confirmed Councillor Dennis will attend the Parish Council Joint Consultative Committee in November and feedback to members following that meeting.

RESOLVED (16)

Updates noted

17) 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, SLCC Bulletin, NALC Civility & Respect Project Training Programme.

RESOLVED (17)

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

18) DATE OF NEXT MEETING

RESOLVED (18)

That the next meeting be held on Wednesday 2nd November 2022 commencing at 6pm.

19) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

19.1 Clerk's September Timesheet

The Clerk's timesheet for September was circulated. Councillor Chorlton queried the Clerk's time for attending the free training sessions.

19.2 Handyman's September Timesheet

Handyman's timesheet for September was circulated.

RESOLVED (19)

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

b) The Clerk will deduct the hours added onto her timesheet for the free training courses.

The meeting closed at 9.05pm

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