

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 7th September 2022 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk to the Council), 3 members of the public and a representative from Persimmon Homes

1) CHAIRMANS RESIGNATION AND WELCOME NEW CHAIRMAN

Members noted Councillor Ward's resignation from the role of Chairman and Parish Council due to personal circumstances and welcomed Councillor Williams into his new role of Chairman as agreed at the extraordinary meeting on the 9th August 2022.

RESOLVED (1)

2) APOLOGIES FOR ABSENCE

No apologies for absence were received

RESOLVED (2)

3) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (3)

Items 30 and 31 are to be excluded from the public and press.

4) DECLARATIONS OF INTEREST

Councillor Sidebottom declared another interest in items 19, Councillor Chorlton declared another interest in items 19 and Councillor Williams declared another interest in item 23h.

RESOLVED (4)

5) MINUTES OF THE PREVIOUS MEETING HELD ON 6TH JULY AND THE EXTRAORDINARY MEETING HELD ON 9TH AUGUST 2022

RESOLVED (5)

The minutes of the Parish Council Meeting and Extraordinary Meeting be agreed and signed by the Chairman.

6) ITEMS RAISED BY MEMBERS OF THE PUBLIC

Mark Beevers of Persimmon Homes attended to update Members of the development at Manor Farm.

The Chairman welcomed the 3 members of the public who were in attendance to observe the meeting.

The Clerk informed members of issues raised by members of the public relating to the Parish Council changing its name, a fence that is in disrepair on the field on Poppyfields Way, issues of Dog Fouling on Poppyfields Way and concerns re: drug packaging on Kilham Hall field.

RESOLVED (6)

a) Mark Beevers was thanked for attending the meeting and providing an update

b) The Clerk is to contact DMBC and report the fence in disrepair

c) The Clerk is to contact DMBC and report the dog fouling

d) The Clerk is to contact South Yorkshire Police re: drug packaging and request additional patrols around the area

7) REPORT FROM DMBC WARD COUNCILLORS

An update had been received from the Ward Councillors relating to Flairs Dropped Kerb Issue, Community Skips, Ward Members Funding and Ward Members Meeting.

RESOLVED (7)

a) The Clerk is to contact Ward Members to express their disappointment that a Ward Councillor can't attend the Parish Council meetings on at least a quarterly basis.

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

- b) The Clerk is to contact Ward Members regarding the Ward Members Meeting and confirm that they cannot commit until they know further details ie. dates/times/venues due to all of the Parish Councillors working full time.

8) UPDATE ON MUGA AND STORAGE EXTENSION

The Clerk informed members that work had started on site on 22/08/22. Foundations and the flooring had been completed and the builders would be back on site Monday 11/09/22 to start building the walls.

The Clerk informed Members that the CCTV cameras on the rear of Kilham Hall needed to be removed to enable the builders to add the extension and then be re-sited on the new building. The Clerk had contacted the firm who installed the cameras but to no avail. Therefore the Clerk has contacted 3 local electrical firms for quotes. RJ Electrical have quoted £250 plus VAT, AJH Electrical have quoted approximately £90 and the 3rd company has not come back with a quote. Councillor Sidebottom informed the Clerk that the installation company was still trading as she'd seen an advertisement recently.

Members were provided with an update from Donna Flicker at DMBC regarding the extension, MUGA and costs. Additional questions were raised by DMBC relating to percolation tests, further consultation, what type of fencing is required, and how will equipment be managed.

The Clerk provided Members with a draft Consultation document for input/amendment/approval.

The Clerk provided Members with a list of grant providers she has contacted to try and raise additional funds for the shortfall.

RESOLVED (8)

- a) The Clerk contacts DMBC to seek confirmation that they are happy for the Parish Council to instruct an independent company to carry out one percolation test and if so to go ahead and instruct GNE Construction Ltd.
- b) The Clerk will instruct DMBC that they agree to a further consultation. The Clerk will amend the foreword and then inform DMBC of the wording ready to carry out the consultation for 2 weeks.
- c) The Clerk will instruct DMBC that they want Twin Bar fencing around the MUGA and to the bigger sized court.
- d) Councillor Sidebottom is to provide the Clerk with the installation company's contact details and if they can remove and re-site the CCTV cameras for a reasonable price to go ahead and instruct them.
- e) If the Clerk can't contact the installation company or their price is considerably higher than AJH Electricals' quote, the Clerk is to instruct AJH Electrical to remove and re-site the CCTV Cameras at a cost of approximately £90.

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) New Christmas Tree at Warning Tongue Lane/Bawtry Road for 2022
The Clerk requested a quote from DMBC for connection to the lamppost. Quote came in and if RJ Electrical were to install the column and then DMBC connect it to the lamppost it would be more expensive than DMBC's quote to carry out the full works. The Clerk has ordered the electrical works with DMBC and requested an update as to when the work will take place.
- b) How To Templates
The Clerk has drafted templates for most aspects of her role to enable somebody else to pick up her tasks if ever she was off long term sick. This folder will be kept in the Clerk's Office on the shelf.
- c) Expressions of Interest for Councillor Vacancy
The Clerk informed Members that 5 expressions of interest had been received relating to the vacancy. Each applicant had been sent the form to complete relating to their eligibility to be a Councillor and had been invited to this evenings meeting. One passed on apologies due to annual leave. The closing date for interest is 16th September 2022.

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

RESOLVED (9)

a) The members of the public were thanked for their interest in joining the Parish Council and were informed of the next steps.

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

a) Repair of Wicksteed Multi Unit

The Clerk informed Members that following a routine inspection it was noted that the bottom two treads were loose and a hazard and the roof the unit needed sealing. The Handyman has fixed these items as a matter of urgency to ensure no accidents occurred.

b) Repair of Football Posts

The Clerk informed members of the continuing need to repair the goalposts on Kilham Hall Field and the additional time this is taking the Handyman.

c) ROSPA Routine Playground Inspection Training

The Clerk informed Members of a one day ROSPA Routine Playground Inspection course available for the Handyman at a cost of £295 plus VAT in York.

d) ROSPA Annual Playground Inspection

The Clerk informed Members that the Annual ROSPA Playground Inspection is booked for September 2022.

RESOLVED (10)

- a) The Handyman’s additional time is paid for repairs that have needed to be carried out.
- b) The Handyman is authorised to attend the routine ROSPA Playground Inspection Course in York at the cost of £295 and the Clerk books him onto a suitable date.
- c) The annual ROSPA playground inspection is noted.

11) REBUILD COSTS VALUATION FOR KILHAM HALL

The Clerk informed members that the Parish Council should revalue Kilham Hall every 3 years for rebuild costs for insurance purposes. This hasn’t been done for a while. The Clerk has sought 3 quotes for this work and are as follows:-

- Craven Wildsmith - £200 plus VAT
- Allied Surveyors & Valuers - £600 inclusive of VAT
- Barnsdales - £750 plus VAT

RESOLVED (11)

The Clerk is to book a valuation with Craven Wildsmith at the cost of £200 plus VAT.

12) APPOINT A MEMBER TO THE DSA ENVIRONMENTAL SUB COMMITTEE AND A RESERVE FOR DMBC PARISH COUNCIL JOINT CONSULTATIVE COMMITTEE AND YLCA SOUTH YORKSHIRE BRANCH MEETING

Councillor Williams was nominated as the Parish Council’s representative to the DSA Environmental Sub Committee.

RESOLVED (12)

The remaining representations are deferred to the next meeting due to the Parish Council vacancy.

13) SIGN UP TO THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ATTENDING TRAINING

The Clerk had previously provided Members with the Civility and Respect Newsletter and provided them with a Report on the subject. NALC and SLCC invite all Council’s to sign up the Civility and Respect Pledge to help the Parish Council encourage the right behaviours, stamp out bullying and demonstrate high standards of conduct. Thankfully the Parish Council doesn’t have any bullying and bad behaviours currently however the Pledge will help alleviate any in the future if the Council changes.

RESOLVED (13)

a) The Parish Council agreed to take the pledge and requested that the Clerk do so on their behalf.

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

14) CONSIDER TO OPT OUT OF SAAA CENTRAL EXTERNAL AUDITOR ARRANGEMENTS

The Clerk informed Members of an email from the SAAA (Smaller Authorities Audit Appointments) who are responsible for appointing external auditors to all applicable opted in smaller authorities. The next 5 year appointments runs from 2022-2023 to 2026-2027. All authorities require an appointed auditor. There are various complex procedures required under statute to appoint our own external auditor however all authorities are offered the option to opt out.

RESOLVED (13)

a) The Parish Council did not wish to opt out of the central procurement regime managed by SAAA.

15) CONSIDER AND APPROVE THE FOLLOWING POLICIES

The Clerk presented members with two draft policies – NALC Model Standing Orders and Dignity at Work Policy. The Clerk informed members that due to the number of items for consideration in the NALC Model Standing Orders it would be preferable for the Policies Working Group to form to discuss these changes prior to full Council’s consideration. The Dignity at Work Policy sits hand in hand with the Civility and Respect Project and replaces the Council’s current Bullying and Harassment Policy.

RESOLVED (15)

a) The Policies Working Group, consisting of Councillor Dennis, Councillor Williams and the Clerk meet to discuss the NALC Model Standing Orders Policy prior to full Council’s consideration in October 2022.

b) The Dignity at Work Policy is approved.

16) NOTE AN AMENDMENT TO THE AGAR AND FEEDBACK FROM THE EXTERNAL AUDITOR

The Clerk informed members of a typographical error on her part on Section 2 of the AGAR. She had emailed the External Auditor and upon their advice amended it and got the Vice Chairman to sign it ready for resubmission. The Clerk also informed members of a few minor errors on her part that the Auditor has picked up – she hadn’t signed Part 3 of the AGAR prior to submitting it to Council, Box 9 of Section 1 and Box 11 of Section 2 hadn’t been completed with Yes/No/N/A. The Clerk had explained all the answers to the External Auditor. These items will be marked on the External Auditor’s Report for the Parish Council’s attention.

RESOLVED (16)

a) The amendment and errors on the AGAR are noted

b) The Clerk will be mindful of the minor errors when completing the next AGAR

17) ENDORSE DMBC’S REVISED PARISH CHARTER

Councillor Dennis informed Members that the 2022 version of the Parish Charter had recently been updated and endorsed at the Parish Council Joint Consultative Committee in July 2022. Each respective Parish Council are to consider the Parish Charter for endorsement prior to adoption by DMBC.

RESOLVED (17)

The Parish Council endorsed the 2022 Parish Charter prior to its adoption by DMBC.

18) NOTE DMBC’S LOCALITY PLANS

RESOLVED (18)

a) The Parish Council noted the 2022 Locality Plans

b) The Parish Council agreed to publicise the Locality Plans on their Facebook page and direct residents to view them on the Your Life Doncaster website

19) KILHAM HALL MANAGEMENT COMMITTEE UPDATE

Councillor Sidebottom updated members that users of the hall have been made aware of the building works, there are new groups starting during September, still looking at solar panels and the issue with the Fire Door Shutter will hopefully be resolved this month once the shutters are serviced.

RESOLVED (19)

The Kilham Hall Management Committee Report is noted.

20) APPROVE ARRANGEMENTS FOR REMEMBRANCE DAY/ARMISTICE DAY

Councillor Sidebottom has been approached by Coffee Club for a pattern for the knitted poppies. Discussion took place around when to request all poppies to be forwarded to the Clerk by, what size netting the Parish Council needs to order to display the poppies, seeking volunteers to attach the

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

poppies onto the netting, who will install the display and who will install (and where) the lamppost poppies. Councillor Sidebottom asked Councillor Chorlton if he had received the quote for the silhouette.

RESOLVED (20)

- a) All poppies are requested to be with the Clerk for inclusion in the display by no later than 3rd October 2022
- b) The Clerk is to provide Coffee Club members with the knitting pattern
- c) Councillor Sidebottom or Councillor Rushby speak to the members of the Coffee Club to see if they could attach the poppies to the netting ready to display
- d) The Clerk orders netting 2m wide by 10m long at a cost of £19.95 for the display
- e) The Clerk is to ask the Handyman if he would be happy to work additional hours installing and removing the bunting around Kilham Hall, the poppy display at the new Christmas Tree on Whiphill Top Lane/Doncaster Road and to also install the lamppost poppies (on both sides of the road at all entrances/exits to the Parish (Old Cantley, Old Cantley Roundabout, Whiphill Top Lane, Doncaster Road, Warning Tongue Lane/Bawtry Road, Manor Farm) and any leftover throughout the village of Branton).
- f) The Clerk is to drive around the Parish to count how many lampposts are at the entrance/exits to the Parish to help the Handyman plan where to place them.
- g) If the Handyman is happy to work additional hours, request installation of all displays on Friday 28th October and removal no later than 21st November
- h) Councillor Chorlton is to chase the quote for the silhouette.

21) APPROVE CHRISTMAS LIGHT SWITCH ON ARRANGEMENTS

The Clerk informed members that Christmas Plus had requested Christmas Illumination details so they could schedule in the works and that she would also need to let RJ Electrical know details.

RESOLVED (21)

- a) The Clerk is to inform both Christmas Plus and RJ Electrical to schedule work in for the Christmas Illuminations to be switched on 21st November 2022 and removed 12 days after Christmas.
- b) The Clerk is to chase DMBC again about when the work is going to be scheduled for the electrical column for the new Christmas tree on Warning Tongue Lane/Bawtry Road and when the new tree is going to be planted.

22) APPROVE DIRECT BANK PAYMENTS

RESOLVED (22)

That the following payments are duly authorised.

22/58	DC Print – Manor Farm Leaflets	£ 82.50
22/59	Npower – Glen Rd Christmas Illuminations	£ 23.78
22/60	DMBC (Bin emptying Kilham Lane)	£ 189.50
22/61	DMBC (Grounds)	£ 178.42
22/62	Caretaker (Gates)	£ 87.00
22/63	Glendale (Grass Cut June 2022)	£ 95.47
22/64	Clerk (Postage)	£ 2.05
22/65	Today Publications (June Newsletter)	£ 120.00
22/66	Printer Cartridge Recycling (Ink)	£ 21.98
22/67	Techstream (Website Hosting)	£ 186.00
22/68	DMBC (Supply & Fit New Litter Bin)	£ 420.00
22/69	Handyman (Play Tower Materials)	£ 44.82
22/70	Handyman (Dustpan and Brush & Hose)	£ 13.00
22/71	Handyman (Wax Oil)	£ 10.26
22/72	Handyman (Play Tower Sealant)	£ 25.00
22/73	Handyman (Play Tower Bolts)	£ 12.10
22/74	Clerk (Salary)	£ 728.13
22/75	Handyman (Salary)	£ 544.75
22/76	HMRC July Fees	£ 168.77
22/77	Clerk (Lamppost Poppies)	£ 198.00

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DD02/14	O2 - Mobile	£ 13.40
22/78	GB Sport & Leisure – Swing Seat	£ 60.00
22/79	DMBC Christmas Infrastructure	£3180.03
22/80	Clerk (Postage and Condolence card)	£ 1.97
22/81	Handyman (Apex End Caps Tower)	£ 11.52
22/82	Handyman (Nuts, Bolts & Treds Play Tower)	£ 26.55
22/83	Handyman (Flat Swing Chain)	£ 7.48
22/84	Handyman (Security Tors Bit Box)	£ 5.99
22/85	Handyman (T45 Security Bit)	£ 3.59
22/86	Handyman (T50 Security Bit)	£ 3.59
22/87	Glendale (Grass Cut July 2022)	£ 47.74
22/88	Clerk (Salary)	£ 694.13
22/89	Handyman (Salary)	£ 504.25
22/90	HMRC August fee	£ 189.88
22/91	Wel Medical – Defib & Case	£1511.94
22/92	Branton Farm Nurseries (Plants)	£ 70.95
DD02/15	O2 – Mobile	£ 13.40
22/93	Clerk (Ebay – Ink)	£ 84.00

23) PLANNING MATTERS

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

22/01657/FUL 29 Warning Tongue Lane, Bessacarr	Erection of a 4 bedroom detached house including widening of existing vehicular access following demolition of existing bungalow (proposal amended to include double garage) (being amended to application 20/0336/FUL granted 17/06/21) (to resite the detached double garage to the front of the dwelling and to revise the front boundary treatment to include an entrance with brick pillars)	The impact on the trees should be taken into consideration
Notification of the submission of the Auckley Neighbourhood Development Plan and supporting documents to DMBC for examination under Part 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended) – Regulation 16 Publicity		No comments or concerns
22/01723/FUL 39 Warnington Drive, Bessacarr	Erection of a flat roof summer house/gym/office to be located within the rear garden area, erection of a new front boundary cast iron fencing, gates and supporting piers and widening of the existing vehicular access	Amended and to be considered at Item 23i on the Agenda
22/01696/FUL 27 Warnington Drive, Bessacarr	Erection of a single storey extension to rear	No comments or concerns
22/01811/FUL 317 Bawtry Road, Bessacarr	Erection of single and two storey extensions to the side and rear	No comments or concerns

Councillor Butterworth left the meeting

22/01366/FUL Garage Site, Moor View Branton	Erection of 2 dormer bungalows, 100% affordable council houses on vacant land	No comments or concerns
22/01899/OHL Land on the South Side of	Installation of 2 new terminal poles following removal of 5 supporting poles to divert an overhead line crossing	No comments or concerns

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

Carr Lane, Bessacarr		
22/001723/FUL 39 Warrington Drive, Bessacarr	Amended 1. Erection of a flat roof summer house/gym/office to be located within the rear garden area, 2. Black cast iron fencing, gates and white rendered piers with the Warrington Drive and widening of the existing vehicular access	No comments or concerns

Councillor Williams left the room

22/01960/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective)	No comments or concerns
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Councillor Williams returned to the room

RESOLVED (23)

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

24) HIGHWAY MATTERS

The following issues were reported by Members -

- Potholes on the stretch of Cantley Lane up to Bawtry Road
- Willow Glen, Branton – the bungalow to the left of the junction, hedge needs trimming
- Bus Stop on Doncaster Road as leaving Branton (opposite Hagen’s Nurseries) is untidy again
- Speed Indicator Sign near the 3 Horse Shoes Public House doesn’t seem to be working

RESOLVED (24)

The Clerk will raise these matters with DMBC and South Yorkshire Transport Executive.

25) TO CONSIDER ANY POLICE ISSUES

The Clerk informed Members that the next Police Drop In session has been arranged for Wednesday 14th September 2022 at 10am to 11am. The new venue will be Beth’s of Branton Tea Rooms situated in Hagans Nurseries (Branton Garden Centre), Doncaster Road, Branton.

DMBC’s NRT have informed the Clerk of an antisocial behaviour incident on Kilham Hall Field on 24/08/22 between 1.30am and 3.30am.

The Clerk updated Members with the latest update from South Yorkshire Police regarding speed strips and speed watch.

RESOLVED (25)

- a) The Clerk liaises with the PCSO’s relating to any feedback following the drop in session.
- b) DMBC’s NRT incident noted.
- c) The Clerk is to write a post updating residents on the speed watch and share it to the village community Facebook pages requesting volunteers

26) WEBSITE AND FACEBOOK MATTERS

The Clerk informed members that updates continue to be made regularly. The Clerk informed Members of a factually incorrect and slanderous post that had been posted on Cantley Community Facebook pages about Lady Ellerker’s Trust but had also brought the Parish Council and Councillor Sidebottom into disrepute. The Clerk commented on the post on behalf of the Parish Council stating it was factually incorrect, sought legal advice from our insurers and the police re slanderous comments and contacted the admins of the pages requesting the posts be removed.

RESOLVED (26)

The Clerk is to write a Social Media Policy for approval

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

27) REPORTS FROM MEETINGS/TRAINING

Councillor Dennis gave members an update of the DMBC Parish Council Joint Consultative Committee held on 7th July 2022. The Clerk updated Members of the Pre Build Meeting relating to the extension at Kilham Hall. Councillor Dennis informed Members of the recent emails relating to the Yorkshire Wildlife Park Committee and their written update for June/July.

RESOLVED (27)

Updates noted

28) 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, Question/Answer session for Dr Billings and Chief Supt Proffitt, NALC LTN13 Policing your Area, Community First Funding Update, DMBC Roadworks updates, Upcoming CWB Workshops, SLCC Bulletin, Police and Crime Panel Annual Report and NALC Civility & Respect Newsletter and Training Programme.

RESOLVED (28)

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

29) DATE AND TIME OF NEXT MEETING

RESOLVED (29)

- a) That the next meeting be held on Wednesday 5th October 2022 commencing at 6pm.
- b) Councillor Dennis passed on his apologies for the next meeting as he will be on annual leave.

The 3 members of the public who were observing left the meeting

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

The Clerk’s timesheets for July and August were circulated.

RESOLVED (30)

The Clerks timesheets were received and the contents noted.

31) EXCLUDED FROM THE PRESS AND PUBLIC – HANDYMAN’S TIMESHEETS

The Clerk’s presented the Handyman’s timesheets for June, July and August to Members. Members agreed that the Parish was looking wonderful and going into winter they were happy to keep the Handyman’s hours of work at 10 hours per week, paying him for additional hours relating to repairs. The Clerk also mentioned the stone planter that had appeared in Old Cantley under the notice board as the Handyman wanted to secure the planter to the ground.

RESOLVED (27)

- a) The Clerk will pass on the Parish Council’s gratitude to the Handyman for his hard work and how well the village is looking.
- b) The Clerk is to inform the Handyman that his contract will remain at 10 hours per week throughout the winter months.
- c) The Clerk will work into the budget next year for additional hours for the Handyman during the summer months for the Parish Council to review.
- d) The Clerk will contact DMBC Highways regarding the stone planter at Old Cantley to determine who is liable for maintaining it and responsible if there was an accident.

The meeting closed at 9.05pm

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