

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 6th March 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: B. Innes (Chair), J Rushby, Y Butterworth, N. Williams, A. Thorpe and A. Gibbins

IN ATTENDANCE: B Walton (Clerk) and four members of the public

1) APOLOGIES

1.1 Apologies received

1.2 Reasons for absence considered

RESOLVED (1)

No apologies were received as all Members were present.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

None.

2.2 Request Dispensation from Proper Officer

None

2.3 Items to which the public and press are excluded

Items 16.1 and 16.2 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

3.1 Minutes of 7th February 2024

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 7th February 2024 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 present to observe the meeting. Two Members of the public raised questions regarding the Warren Park estate – could the Parish Council explain why Warren Park fell under our Parish, what the Parish Council have done to engage with residents on Warren Park, what has happened to the Section 106 money, why have dog bins been removed and is any further work going to be carried out on the underpass as it isn't satisfactory.

4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors

4.2.1 A resident emailed the Clerk raising concerns about street signage near her property.

Since publishing the Agenda, the Clerk received the following issues:

4.2.2 A resident has asked whether the Parish Council can offer discounted swimming sessions at Rossington Swimming Baths like Rossington Parish Council do.

4.2.3 A resident has phoned the Clerk to inform her of a local residents 104th birthday.

RESOLVED (4)

a) The Parish Council addressed the residents questions and confirmed they'd take up their concerns regarding the dog bins and underpass with CDC.

b) The Clerk has responded to the resident directing her to CDC for street signage and also suggested informing tradesmen/delivery drivers specific directions to find her property.

c) The Clerk will contact Rossington Parish Council and seek guidance and add this to the next Agenda.

d) The Clerk will purchase a birthday card and bunch of flowers for the resident's birthday.

6.25pm 2 Members of the public left the meeting.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

Apologies were received from Ward Councillor's Cox however Councillor S. Cox provided an update on the following issue within the Ward – community skips, CCTV initiative, education

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

places, Family Hub in Cantley Community Centre, DSA, donation of logs for forest schools, defibrillators. Ward Councillor Cox also wished to thank Kilham Hall Management Committee for supplying a fantastic facility that serves the community.

5.2 Update on the MUGA and Storage Extension

Awaiting update from CDC regarding the percolation test and potentially going out to Tender.

5.3 Identify any new Highway matters

The following issues were raised:

- The potholes on Chapel Lane are getting worse – large ones in middle of road and lots of smaller ones down the kerbside.

RESOLVED (5)

- a) The Clerk has forwarded Ward Councillor Cox's comments to the Chair of Kilham Hall Management Committee.
- b) The Clerk will add CCTV onto the next Agenda for discussion and consideration.
- c) The Clerk will continue to chase CDC and update Members regarding the MUGA.
- d) The Clerk will report the new highway matters identified to CDC.

6) CLERK'S REPORT AND ADMINISTRATION ISSUES

6.1 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. The Clerk informed Members that last weekend's litter pick was postponed due to the weather.

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

Updates are carried out daily/weekly.

6.2.1 The Clerk informed Members of a request she'd received from Trainline to add a link to their website on to the Parish Council's page.

RESOLVED (6)

- a) Members noted the Clerk's Report and action list.
- b) The Clerk will publish details of the rearranged litter pick once a date has been scheduled.
- c) The Clerk is to publish the link to the Trainline website on the Parish Council website.

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

7.1 Children's Air Ambulance

The Clerk has received a request from the Children's Air Ambulance to hold their open day at Kilham Hall Field this year between 11am and 4pm on a date to be confirmed. However since the request, the Clerk has heard from the Air Ambulance that they have staffing issues so unfortunately this event won't be held.

7.2 Mobile Fish & Chip Van

The Clerk has received a request from Time and Plaice to see whether they could use Kilham Hall Car Park every other Thursday evening from 4pm to 7.30pm (serving 5pm to 7pm).

7.3 Edenthorpe Under 10's Football Team

The Clerk has received a request from Edenthorpe Under 10s football team to use Kilham Hall Playing Field on a Monday evening during the summer months to train between 6.30pm and 7.30pm.

7.4 Kilham Hall Gates

Members were asked to consider and approve the invoice for opening and closing Kilham Hall Gates.

7.5 Machinery Service

The Clerk informed Members of the costs for the annual service of the Handyman's machinery by Branton Farm Nurseries at a cost of £425.98.

7.6 Handyman's Tracker

The Handyman is working through tasks on the list and has recently bought specialist paint to start work on repainting the play area. The Handyman has assessed and feels these are tasks that needs actioning. Members considered the tasks.

7.7 Kilham Hall Management Committee's Report

Councillor Innes provided the Parish Council with the following update – very well with bookings. The last meeting was to discuss the Lease and potential changes to it. Their next meeting is on 11th March 2024.

RESOLVED (7)

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

- a) The Clerk is to contact Time and Plaice and decline their request to serve at Kilham Hall on a Thursday.
- b) The Clerk is to contact Edenthorpe Under 10's football team to inform them there are no toilet facilities available at the field, however if they wish to train on a Monday evening between 6.30pm and 7.30pm they can do so on a 3 month trial basis. The Clerk is to seek clarification on when this will commence and the approximate number of cars that will attend.
- c) Members approved the invoice for the opening and closing Kilham Hall Gates. The Clerk will process the invoice for payment.
- d) Members noted and approved the annual service charge for the Handyman's machinery at a cost of £425.98.
- e) Members noted the Handyman's Tracker and the work carried out. They agreed future work to be carried out in the new financial year.
- f) Noted Kilham Hall Management Committee's update.

8) PARISH COUNCIL MATTERS

- 8.1 Internal Auditor
Due to the resignation of Councillor Chorlton the Parish Council need to nominate a second Councillor as Parish Council Auditor. Members gave consideration to this and the tasks involved.
- 8.2 Deed of Variation
Dickinson Wood have confirmed their fee of £350 to change the Deed of Variation for Kilham Hall Management Committee. Kilham Hall Management Committee have confirmed they will pay £175 towards the cost of the work.

RESOLVED (8)

- a) Members unanimously voted for Councillor Innes as the Parish Council's Internal Auditor.
- b) Members approved the fee for the Deed of Variation at £350.
- c) The Clerk is to instruct Dickinson Wood to draft the Deed of Variation.

9) PARISH MATTERS

- 9.1 Gate at River Torne
The Clerk updated Members on the gate purchased by Cantley with Branton Parish Council and Auckley Parish Council at the side of the River Torne.
- 9.2 Defibrillator
The Clerk updated Members on the Old Cantley residents offer to host a defibrillator at their business. The business isn't central to the village, it's slightly off centre. Members discussed other options.
- 9.3 The Big Lunch
The Big Lunch is an annual event to try and bring communities together.

RESOLVED (9)

- a) Members confirmed if Auckley Parish Council want the gate they are happy for them to have it, however if they don't need it, the Parish Council would take it.
- b) The Clerk is to inform Auckley Parish Council of their decision regarding the gate at the River Torne.
- c) The Clerk is to email GBM Accountants in Old Cantley to see if they would house a defibrillator and if so to order via the match funding grant.
- d) The Clerk is to publish a post on Facebook informing residents about the Big Lunch and inviting residents to attend Kilham Hall field with their own picnics.

10) FINANCIAL

- 10.1 Direct Bank Payments
That the following payments are duly authorised.

Ref No	Payment to	Amount £	Power to Spend
23/156	HMRC (February 2024)	214.06	LGA 1972 S. 112
23/157	Clerk (Salary)	797.27	LGA 1972 S. 112
23/158	Handyman (Salary)	745.70	LGA 1972 S. 112
23/159	Clerk (Bin Bags - Litter Pick) RJ Electrical (Installation of Christmas	22.99	Litter Act 1983 S.5 & 10
23/160	Illuminations)	402.00	S.137
23/161	RJ Electrical (Humidifier Internal Store)	354.00	LGA 1892 S.8(1)(i)

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

Ref No	Payment Due to	Amount £	Power to Spend
23/162	CDC (Aerial Runway Repair)	180.00	PH Act 1875 . 164 & LGA 1972 S. 14, para 27
23/163	Clerk (Postage)	2.70	LG (FP) 1963 S.5
23/164	Handyman (Cladding/Nails)	59.22	LGA 1894 S8(1)(i)
23/165	Handyman (Cladding/Nails)	59.58	LGA 1894 S8(1)(i)
23/166	Handyman (Handsaw)	7.50	Open Spaces Act 1906
23/167	Handyman I(4 x 4 posts)	50.00	Open Spaces Act 1906
23/168	Handyman (Screws & Masonry Bit)	28.58	Open Spaces Act 1906
23/169	Handyman (Ballast & Mastercrete)	33.92	Open Spaces Act 1906
23/170	Handyman (Brackets, Connectors, Screws)	25.24	LGA 1894 S8(1)(i)
23/171	Handyman (Ballast)	8.00	Open Spaces Act 1906
DD0/31	O2 (Mobile)	12.00	LGA 1972 S.19

The Clerk asked Members to check/authorise payments in advance to ensure when they log onto the new banking system to authorise the payments they are aware of them. The Clerk gave Members a list of payments to authorise.

Ref No	Payment Due to	Amount £	Power to Spend
23/172	Arrow Publications	126	LGA 1972, S.142 (1A)
DD/32	O2 (Mobile)	12	LGA 1972 S.19
23/173	Clerk (Specialist paint playground) *	773.6	LGA 1972, Sch14, Para 27
23/174	Handyman	7.98	LGA 1894 S8(1)(i)
23/175	Handyman	49	
23/176	Handyman	33	
23/177	Handyman	29.27	
23/178	Handyman	22.94	
23/179	Handyman	2.29	
23/180	Today Publications	144	LGA 1972, S.142 (1A)
23/181	Clerk (Postage)	2.4	LG (FP) 1963 S.5
23/182	Techstream (Domain Registration)	42	LGA 1972 S.142
23/183	Branton Farm Nurseries (Service Machinery)	425.98	Open Spaces Act 1906
23/184	SLCC (Introduction to CILCA)	60	LGA 1972 S.111
23/185	Branton Farm Nurseries (Plants & Bark)	116.8	Open Spaces Act 1906
23/186	Clerk (Salary)		LGA 1972 S. 112
23/187	Handyman (Salary)		LGA 1972 S. 112
23/188	HMRC		LGA 1972 S. 112

**Post Meeting Note – The Clerk reported this figure as incorrect, it is considerable cheaper due to an error in ordering. The Clerk will update Members of the correct figure in due course.*

10.2 Banking Arrangements

The Clerk updated Members on the banking arrangements. The new bank account is now up and running and all funds have been transferred. The Clerk is currently in the process of closing the old account.

10.3 Bank Statements

The Clerk presented Members with the bank statements for both the old bank account and the new bank accounts.

RESOLVED (10)

- The payments were duly authorised.
- The banking arrangements were noted.
- The Council's Auditors signed the bank statements.

11) **POLICIES/RISK ASSESSMENTS**

11.1 Terms of Use

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

Members were provided with the reviewed Terms of Use for approval. The Clerk informed Members that there were no changes. Exact Marketing who host the website

11.2 Code of Conduct for Handling Complaints

Members were provided with the reviewed Complaints Policy for approval. The Clerk informed Members that the only change was DMBC to CDC.

11.3 Pay Policy

Members were provided with the reviewed Pay Policy for approval. The Clerk informed Members that there were no changes.

11.4 Risk Management Policy

Members were provided with the reviewed Risk Management Policy for approval. The Clerk informed Members that there a slight change to paragraph 3.2.

11.5 Training and Development Policy

Members were provided with the reviewed Training and Development Policy for approval. The Clerk informed Members that the only change was DMBC to CDC.

11.6 Usage and Hire of Recreation Ground and Meeting Rooms Policy

Members were provided with the reviewed Usage and Hire Policy for approval. The Clerk informed Members that the only change was the cost of hire as the same rate is charged.

11.7 Scheme of Delegation

Members were provided with the Scheme of Delegation Policy for approval. The Clerk referred Members to paragraph 7 which refers to the Staffing Committee for information.

RESOLVED (11)

a) All Policies listed above were approved, pending the minor changes and typographical changes..

12) PLANNING APPLICATIONS

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

24/00161/FUL 5 St Vincents Avenue, Branton	Erection of two-storey side extension	No comments or concerns
21/01904/FUL Land Adj 29 Warning Tongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works (Amended)	No comments or concerns as commented on 08/02/24
24/00247/FUL Nevara, Doncaster Road, Branton	Erection of single storey extensions to the front and rear, following demolition of the existing conservatory and utility room	No comments or concerns
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping Amended	No comments or concerns

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

24/00270/FUL Sandene, Doncaster Road, Branton	Erection of extension to rear of house and extension to side to replace existing semi circular extension, and off-white render of entire house	No comments or concerns
24/00313/FUL 8 Plantation Avenue, Bessacarr	Erection of additional storey at first floor level, single storey rear extension following demolition of existing conservatory and erection of detached garage and alterations to existing front boundary wall	No comments or concerns

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

The next Police Drop In will be held at the Café in Branton Garden Centre on Wednesday 13th March 2024 at 10am-11am.

RESOLVED (13)

a) The Clerk advertises the future Police Drop In sessions on social media and the website.

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

14) UPDATE FROM EXTERNAL MEETINGS

14.1 YLCA South Yorkshire Branch Meeting

14.2 Martyn’s Law Webinar

14.3 Introduction to CILCA Webinar

The Clerk informed Members of a webinar that is related to CILCA which she will undertake next financial year.

RESOLVED (14)

a) Councillor Gibbins and Councillor Williams provided an update from the YLCA South Yorkshire Branch meeting held on the 21st February 2024.

b) Councillor Rushby provided an update on the Martyn’s Law Webinar held on the 28th February 2024.

c) Members approved the Clerk’s attendance on the Introduction to CILCA webinar at a cost of £50.

15) ITEMS OF CORRESPONDENCE

15.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, CDC Roadworks updates, Environmental Pride Round 4 Funding, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training.

RESOLVED (15)

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

16) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 3rd April 2024 commencing at 6pm.

7.45pm – 2 members of the public left the meeting

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s February Timesheet

The Clerk’s timesheet for February was shared for information.

17.2 Handyman’s February Timesheet

Handyman’s timesheet for February was shared for information

RESOLVED (17)

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

b) The Clerk is to forward timesheets to Warrens GBC for preparing payroll.

The meeting closed at 7.50pm

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