

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 6th December 2023 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: D. Chorlton (Chair), J. Rushby, A Gibbins and B. Innes

IN ATTENDANCE: B. Walton (Clerk)

1) APOLOGIES

1.1 Apologies

Councillor Williams, Councillor Thorpe and Councillor Butterworth

1.2 Approval of Reasons Given

RESOLVED (1)

a) Apologies of absence were noted and approved.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Chorlton and Councillor Innes declared an interest in Items 7.3, 7.4 and 7.6 and Councillor Rushby declared an interest in items 7.3, 7.4 and 7.6.

2.2 Request Dispensation from Proper Officer

None

2.3 Items to which the public and press are excluded

Items 18.1, 18.2 and 18.3 on the Agenda (items 17.1, 17.2 and 17.3 on the Minutes) are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

3.1 Minutes of the Parish Council Meeting of 1st November 2023

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 1st November 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

Two PCSO's from South Yorkshire Police attended to answer any questions members may have relating to the CCTV initiative.

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

4.2.1 A resident has emailed the Clerk requesting the Parish Council and CDC liaise and consider purchasing land at Warren Park Estate.

4.2.2 A resident and Councillor have emailed the Clerk informing the Parish Council of the destruction of hedgerow at the rear of Badgers Holt on Brockholes.

4.2.3 Councillor Innes sought advice where to refer a resident to regarding removal of garages, having to find alternative parking on a busy street and cost of a dropped kerb.

4.2.4 The Clerk informed members she'd had a query from a resident of Cantley regarding installing a Christmas tree at Everingham Road Shops as CDC had directed him to the Parish Council.

4.2.5 Councillor Rushby asked for a reminder on the deer crossing signs in the village.

RESOLVED (4)

- a) Members expressed their appreciation and thanks to the PCSO's for attending tonight's meeting.
- b) Members decided to defer the CCTV Cameras until 2025/2026 budget to enable them to gather more information about how valuable/successful they are in other areas.
- c) The Clerk is to inform the resident that the Parish Council does not have sufficient funds to look at purchasing land.
- d) The Clerk will refer the purchasing of land to Ward Councillor Cox to raise with CDC and maybe ask for a valuation from Persimmon and whether the land is for sale.

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

- e) The Clerk has emailed CDC regarding the boundary fence at Badges Holt/Brockholes Lane informing them of the issue and CDC have written to the remaining residents informing them not to remove their hedge until CDC's investigation is complete. There is nothing more the Parish Council can do.
- f) The Clerk will provide Councillor Innes with all the Ward Councillor's contact details for him to refer the resident to regarding the dropped kerb.
- g) The Clerk updated members on CDC's response as to why they wouldn't be installing signs warning of deer crossing.
- h) The Clerk will put a post on the Parish Council Facebook page regarding CDC's reply to the deer crossing issue.

5) CITY OF DONCASTER COUNCIL

5.1.1 Ward Councillor's Report

Councillor S. Cox and Councillor J. Cox passed on their apologies.

5.2 Update on the MUGA and Storage Extension

5.2.1.1 Snagging List of Storage Extension – The Clerk has received a quote from CDC for a handrail on the extension in the sum of £660. The ventilation fan in the internal store is being installed on the 19th December 2023.

5.2.1.2 Update on the MUGA – Neither the Clerk or CDC can get a response from GNE regarding the percolation test which is required as part of the preconditions of the planning application, despite chasing on numerous occasions.

5.3 Breach of S106 Agreement – Badgers Holt Development

Please refer to 4.2.2.

5.4 Identify any new Highway matters

No issues were reported.

RESOLVED (5)

- a) Members felt that the quote for a handrail was excessive as there have been no issues with the ramp without one.
- b) The Clerk will instruct CDC to go ahead with the percolation test that they had sought at a cost of £2900 for 1 day or £4150 for 2 days.

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 of a few outstanding actions that she was awaiting replies to to enable her to process some tasks.

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

Regular updates are made to the website and Facebook.

RESOLVED (6)

- a) Members noted the Clerks report and actions taken.
- b) Members are to respond to the Clerk with the relevant information outstanding in the Action List to enable her to process the tasks accordingly.

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

7.1 Handyman's Store Shutter

During the annual shutter service it was suggested a new shutter door be installed due to the automatic stop not working. A quote was received for £249.

7.2 Outdoor Gym

The Parish Council have been advised to remove the concrete edging around the outdoor gym equipment, but especially at the Triple Pull Up Bars due to the hazard it causes. Members were asked to consider appropriate action.

7.3 Lease – Parish Council and Kilham Hall Management Committee

The Clerk had reviewed the Deed of Variation relating to the Lease between the Parish Council and Kilham Hall Management Committee relating to who was responsible for maintenance. The Clerk gave members an extract of the Deed and referred members to Section 4.

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

7.4 Insurance – Parish Council and Kilham Hall Management Committee

The Clerk had reviewed the two insurance documents to ensure there wasn't duplication in policies.

7.5 Kilham Hall Management Committee's Report (KHMC)

Councillor Chorlton updated Members from the meeting held on 6th November 2023.

RESOLVED (7)

- a) Members didn't feel the need to replace the Handyman's shutter door currently.
- b) Members approved work to remove the concrete edging around the outdoor gym equipment however felt that as CDC acted as project manager's on the installation they should be contacted and held accountable. The Clerk is to contact CDC.
- c) The Clerk is to seek guidance from Dickinson Wood Solicitors on the Deed of Variation and responsibilities regarding maintenance.
- d) Councillor Chorlton and Councillor Innes are to feedback to KHMC regarding the insurance documents.
- e) It was noted that KHMC do not have employer's liability which they will need for the Caretaker. The Clerk is to email KHMC's Treasurer informing him of this.
- f) Noted Kilham Hall Management Committee's update.

8) PARISH COUNCIL MATTERS

8.1 Levelling Up and Regeneration Bill

The Clerk provided members with a report regarding the above for information.

RESOLVED (8)

- 10) The report on Levelling Up and Regeneration Bill was noted.

9) PARISH MATTERS

9.1 Poppy Displays 2024

The Clerk asked members if they wished to request volunteers to continue knitting/crocheting poppies for 2024 to extend displays.

9.2 Covid Drop In Session

The Clerk informed members that the covid drop in session at Kilham Hall Car Park had been confirmed for Wednesday 13th December 2023 between 12noon and 4pm.

9.3 Litter Pick

The Clerk informed members that the next litter pick is scheduled for Saturday 13th January 2024.

RESOLVED (9)

- a) The Clerk is to continue advertising for volunteers to knit/crochet poppies to include in the Remembrance displays for 2024.
- b) The Clerk is to advertise the covid drop in session.
- c) The Clerk is to advertise the next litter pick.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

23/116	Clerk (Salary)	£810.10
23/117	Handyman (Salary)	£745.05
23/118	HMRC (Nov fee)	£219.24
23/119	Clerk (Envelopes)	£ 18.99
23/120	RBL (Poppy Donation)	£100.00
23/121	CDC (Q2 Grounds KP Bin)	£ 84.36
23/122	Handyman (Cable Ties/Pads)	£ 13.77
23/123	Handyman (WD40)	£ 6.99
23/124	Arrow Publications (Winter Newsletter)	£126.00
23/125	Today Publications (Winter Newsletter)	£144.00
23/126	Glendale (Grass Cut Oct 23)	£ 51.55
23/127	KHMC (Heating Contribution)	£550.00
23/128	G&G Emergency Door Specialists	£180.00

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

DD02/28	O2 (mobile)	£ 12.00
23/129	Clerk (Postage)	£ 0.75
23/130	Clerk (Sweets for Carol Service)	£ 8.00

10.2 Christmas Plus Invoice

The Clerk sought approval from members to pay the invoice from Christmas Plus for installation/removal of the illuminations at Old Cantley Roundabout in the sum of £1000 plus VAT.

10.3 Budget Monitoring Report

The Clerk presented members with the budget monitoring report for noting.

10.4 Donation to Thorne Lions

Members considered whether to make a donation to Thorne Rural Lions Charity towards Santa's Sleigh visit on 23rd November 2023.

10.5 Council's Banking Arrangements

The Clerk has started the process to transfer the bank accounts to Unity Trust. The Clerk is awaiting details from two members to enable her to proceed with the process.

10.6 First Draft of 2024/2025 Budget

The Clerk presented members with the first draft of the budget and apologised for the error on the Agenda (relating to the year of the budget). This includes additional funds for CILCA training for the Clerk, additional hours for the Clerk to carry out the training, ROSPA training for the Handyman and additional hours for him to carry out the training, a number of new developments and a section for contingencies. The Clerk informed members that currently the Parish Council has £24,500 earmarked for the Parish Council's contribution for the MUGA/Build leaving a balance of £52,364.44. Parish Councils are advised to keep approximately 6 to 12 months of their precept figure in reserves. There are four more months within the financial year and therefore additional spending will be incurred. Members were asked to prioritise new developments and spending to ensure the precept isn't increased dramatically as currently the draft budget would mean a 100% increase in the precept.

10.7 Bank Statements

The Clerk presented Members with the bank statements for 1st November to 30th November 2023 showing a balance of £76,864.44 for consideration and approval by the Council's auditors.

RESOLVED (10)

- a) The regular payments document was approved.
- b) The invoice for Christmas plus was approved.
- c) The Budget Monitoring report was noted and approved.
- d) It was agreed to donate £100 to Thorne Rural Lions.
- e) The Clerk is to make amendments to the Draft Budget for 2024/25 and circulate to Members for further consideration prior to the next meeting where it will need to be approved.
- f) The Clerk is to contact Persimmon to see if they would donate or contribute towards a defibrillator at Manor Farm.
- g) The bank statements were noted and signed by the Councillor Chorlton.
- h) The Clerk will arrange for Councillor Williams to sign the bank statements.

11) POLICIES/RISK ASSESSMENTS

11.1 Website Management Policy

The Clerk presented the new policy which covers management of the website.

11.2 Email and Internet Use Policy

The Clerk presented a new policy which is seen to be good practice to have.

11.4 Home Working Policy

The Clerk provided members with a new policy which is seen to be good practice to have.

11.5 Internet Banking Policy

The Clerk provided members with a new policy for consideration in light of the new bank arrangements.

RESOLVED (11)

- a) All of the above policies and audit were approved.

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

12) PLANNING APPLICATIONS

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

23/02199/FUL 41 Chapel Lane, Branton	Erection of a first floor dormer extension and side roof extension	No comments or concerns
23/02217/FUL Bracken Lodge, Kilham Lane, Branton	Erection of an extension to the rear of the existing detached garage and replace the existing flat roof with a pitched tiled roof. Roof tiles and fascia's to match the main dwelling. Walls to be rendered off white to match main dwelling house	Granted already
23/02291/FUL 13 Warrington Drive, Bessacarr	Erection of a conservatory on the rear of the property	No comments or concerns
23/02428/FUL Edale, Nether Cantley Lane, Old Cantley	Erection of single storey rear extension	No comments or concerns

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

Police Drop In – 20 members of the public attended the drop in session held on Thursday 9th November 2023 at 6.15pm at Kilham Hall Meeting Rooms raising concerns relating to recent attempted break ins and car thefts. The PCSO's gave advice to residents regarding securing their property, agreed to pass comments and suggestions to her Sargent and to meet with a representative of a local Community Neighbourhood Watch group to provide specific advice. The next drop in is scheduled for Wednesday 20th December between 10am and 11am at the Café within Branton Garden Centre.

RESOLVED (13)

- a) The Clerk will continue to advertise the police drop in sessions on Facebook and leave posters on the Noticeboards.

14) EXTERNAL MEETINGS/TRAINING

14.1 Carbon Literacy Training

Councillor Gibbins and Councillor Williams attended the above. Councillor Gibbins gave members feedback.

14.2 Parish Council Joint Consultative Committee (PCJCC)

Apologies were sent for this meeting.

RESOLVED (14)

- a) Updates from external meetings were noted and Councillor Gibbins and Councillor Williams thanked for their attendance.

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, CEO Bulletin, Community First Funding News Update, CDC's Roadworks reports, CDC's Funding news, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin and NALC Training.

RESOLVED (15)

- a) That the items of correspondence denoted on the agenda be received and duly noted.
- b) As Local Foundation Award is in 2024/2025 budget it was agreed the Clerk could attend the free webinar on the 12th December relating to this.

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

16) DATE OF NEXT MEETING

16.1 Date of Next Meeting

RESOLVED (16)

a) That the next meeting be held on Wednesday 3rd January 2024 at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s November Timesheet

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

17.2 Handyman’s November Timesheet

Handyman’s timesheet for November was shared for information.

17.3 NALC Pay Award

Members were informed of the recent NALC Pay Award for al staff backdated to April 2023 for information.

RESOLVED (17)

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

b) The NALC Pay Award was noted and payment approved.

The meeting closed at 7.55pm

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