

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 3rd January 2024 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B. Walton (Clerk)

1) APOLOGIES

1.1 Apologies

Councillor Chorlton

1.2 Approval of Reasons Given

RESOLVED (1)

a) Apologies of absence were noted and approved.

Post Meeting Note: Councillor Butterworth phoned to apologise for not attending and passing on apologies, she was at the hospital and it slipped her mind.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Innes declared an interest in Item 7.2.

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 6th December 2023

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 6th December 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

No members of the public were present.

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

No items were raised.

RESOLVED (4)

5) CITY OF DONCASTER COUNCIL

5.1.1 Ward Councillor's Report

No updates were received.

5.2 Update on the MUGA and Storage Extension

5.2.1.1 Snagging List of Storage Extension – The ventilation fan in the internal store was installed on the 19th December 2023.

5.2.1.2 Update on the MUGA – CDC have confirmed the percolation test will be carried out early New Year but the Clerk is chasing for a date.

5.3 Central Locality Delivery Plan and South Locality Delivery Plan

Deferred to February 2024 agenda at request of CDC.

5.4 Identify any new Highway matters

No issues were reported.

RESOLVED (5)

a) Clerk to chase CDC regarding the percolation test.

b) Clerk to place Central Locality Delivery Plan and South Locality Delivery Plan onto February Agenda.

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

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. The Clerk informed members of an update on an outstanding action regarding traffic to the website and analytic reports available.

RESOLVED (6)

- a) Members noted the Clerks report and actions taken.
- b) The Clerk is to inform Councillor Williams of the details of the laptop provided for disposal so he can obtain the certificate of disposal.
- c) The Clerk is to query whether she can run the monthly analytical reports once the analytics are set up and if so to instruct Exact Marketing to install analytics at a cost of approximately £50. If this isn’t something the Clerk could do (reports) to leave installing the analytics.

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

7.1 Outdoor Gym – Pull Up Bars

The Clerk had found the supplier of the outdoor gym equipment and sought the specification. She explained the ROSPA Inspector’s comments and the work is required to remove the concrete edging. The Clerk contacted CDC, as project manager, however they informed the Clerk that there was a satisfactory handover meeting once the Gym had been installed and therefore this now fell within the Parish Council’s remit to rectify. The Clerk had sought a quote from Bernard’s Sports Surfaces to rectify the error and they quoted £7,360 plus VAT. The Clerk also spoke to the Handyman who confirmed he could remove the concrete edging and build up the surface around the pull up bars to make it safe.

7.2 Kilham Hall Management Committee’s Report (KHMC)

Councillor Innes informed Members that the next meeting was 15th January 2024. Councillor Rushby confirmed that the works to remove the internal store had been completed together with the installation of the new flooring.

RESOLVED (7)

- a) Members approved work to remove the concrete edging around the outdoor gym equipment by the Handyman.
- b) Noted Kilham Hall Management Committee’s update.

8) PARISH COUNCIL MATTERS

8.1 Archiving of the Parish Council Minutes

The Clerk sought approval to archive the Parish Council minutes between 2011 and 2022

8.2 King’s Portrait Scheme

The Clerk informed members of the King’s Portrait Scheme which will be opening in due course

8.3 Valuation Office Agency Notice of an Existing Rating List Entry

The Clerk informed members of correspondence received from the Valuation Office for information.

8.4 Staffing Committee

The Clerk referred Members to a recent YLCA Bulletin where it was advising all Parish Council’s to form a Staffing Committee.

RESOLVED (8)

- a) The Clerk is to archive the Parish Council Minutes between 2011 and 2022 with CDC Archives
- b) The Clerk is to order the King’s Portrait for Kilham Hall when the King’s Portrait Scheme opens at no cost.
- c) The Valuation Office correspondence was noted.
- d) Members felt a Staffing Committee wasn’t required and they would continue to appoint Members to form a Committee when it was needed.

9) PARISH MATTERS

9.1 Keep Britain Tidy’s “Buy Nothing New Month”

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

The Clerk informed members of the above campaign and sought approval to post on the Facebook page.

RESOLVED (9)

a) The Clerk is to share details of Keep Britain's Tidy "Buy Nothing New Month" on the Parish Council's Facebook page.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

23/131	Clerk (Payroll & Back Pay)	£1152.82
23/132	Handyman (Payroll & Back Pay)	£1155.09
23/133	HMRC (Dec fee)	£ 645.36
23/134	Handyman (Fuel for mower)	£ 7.07
23/135	Branton Farm Nurseries (Primroses)	£ 21.60
23/136	Clerk (Postage)	£ 2.70
23/137	Clerk (Fire Assembly Point Sign)	£ 30.30
23/138	Branton Farm Nurseries (Pansies)	£ 61.99
23/139	Christmas Plus	£1200.00
23/140	Clerk (Ebay - Paper)	£ 24.45
23/141	Clerk (Ebay - Diary)	£ 3.39
DD02/29	O2 (mobile)	£ 12.00
23/142	Thorne Rural Lions (Santa visit donation)	£ 100.00
23/143	FireGuard - Fire Risk Assessment	£ 240.00

10.2 3rd Quarter Budget Monitoring Report

The Clerk presented members with the budget monitoring report for approval. It was noted that 57% of the budget had been spent so far.

10.3 3rd Quarter VAT Return

The Clerk presented members with the 3rd quarter VAT return for information.

10.4 Council's Banking Arrangements

The Clerk has submitted the application form and supporting documentation to Unity Trust Bank for processing.

10.5 Final Draft of 2024/2025 Budget

The Clerk presented the final draft Budget for 2024/25 incorporating all developments that Members requested at the December meeting. Consideration was given to the second draft budget prepared by the Clerk which with a few amendments, provided a decrease of £9,976. Members were informed that the current bank balance is approx. £72,393, with approximately £24,500 earmarked for works to the MUGA. Parish Councils are advised to keep approximately 6 to 12 months of their precept figure in reserves. There are three more months within the financial year and therefore additional spending will be incurred. Therefore there were sufficient reserves to cover the cost of proposed projects for the forthcoming year and leave a reasonable amount of reserves for unexpected repairs and maintenance.

10.6 Parish Precept for 2024/2025

The Clerk gave Members two versions of the Parish Precept for their consideration.

10.7 Grounds Maintenance Tender for Grass Cutting

The Clerk informed members that they should go out to tender every 3 years for maintenance contracts and since she has been in post the grass cutting hasn't been out to tender. The Clerk felt the current provider was cost efficient, reliable and provided a good service however lawfully, the Parish Council should invite quotes from other providers. The Clerk provided members with a draft Tender for consideration and approval.

10.8 Christmas Illuminations Tender

The contract with Christmas Plus for installing, removing and storing the illuminations at Old Cantley Roundabout runs out and a new contract will need to be sought for 2024 onwards. Also,

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

RJ Electrical have installed and removed the other Christmas Illuminations around the Parish for the past 3 years. The Clerk sought approval from the Parish Council to draft a Tender for these services for consideration at next month's meeting.

10.9 Bank Statements

The Clerk informed Members that December's bank statement wasn't available yet but previous statements were available if required.

RESOLVED (10)

- a) The regular payments document was approved.
- b) The 3rd quarter budget monitoring report was approved.
- c) The 3rd quarter VAT return was noted.
- d) The update on the new banking arrangements were noted.
- e) That a total annual budget for 2024/25 be agreed at £71,184 with some reserves being utilised to offset the budget.
- f) That the 2024/2025 precept be set at £68,014 giving an increase of 33.10% (£10.47 per annum or 20p per week) for a band D equivalent property.
- g) That the current internal auditor, Clare Wellings, is offered the appointment to complete the 2023/24 internal audit.
- h) The Grounds Maintenance Tender is approved and the Clerk is authorised to email interested parties. If no interest is shown by 7th February 2024, the Clerk is authorised to renew the current Contract with Glendale.
- i) The Clerk is to prepare a Christmas Illuminations Tender for approval at the February meeting.
- j) The bank statements were noted.

11) POLICIES/RISK ASSESSMENTS

11.1 Tree Management Policy and Tree Inspection Report

The Clerk presented the new policy which covers management of the trees on and surrounding Parish Council Land.

.RESOLVED (11)

- a) The Tree Management Policy and Inspection Report are approved.
- b) The Clerk is to order some tree tags for the Handyman to enable him to identify the trees when inspecting them.

12) PLANNING APPLICATIONS

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

23/02633/TPO 39 Warnington Drive, Bessacarr	Application to fell 3 Pine trees identified as being within G131 of Doncaster Borough Council Tree Preservation Order (No.64) 1991 Bessacarr with Cantley.	Against any tree felling unless it is for health and safety reasons. Request replanting of any felled trees
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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 – 1 member of the public attended the drop in session held on 20th December 2023 at The Café at Branton Garden Centre raising concerns relating to recent suspicious activity. The PCSO's gave advice to residents regarding securing their property regarding calling 999 and 101. The next drop in is scheduled for Wednesday 24th January 2024 between 6.15pm and 7.15pm at Kilham Hall Meeting Rooms.

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 Local Council Awards Scheme Webinar

The Clerk attended the above webinar and gave members feedback.

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

RESOLVED (14)

a) Update from the webinar was noted.

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, NALC Training, Violence Reduction Unit Newsletter and Valuation Office correspondence.

RESOLVED (15)

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

16) DATE OF NEXT MEETING

16.1 Date of Next Meeting

RESOLVED (16)

a) That the next meeting be held on Wednesday 7th February 2024 at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's December Timesheet/Mileage Claim

The Clerk's timesheet for December and her 3rd quarter mileage claim form were shared for information.

17.2 Handyman's December Timesheet

Handyman's timesheet for December was shared for information.

17.3 Clerk's Appraisal

Members were reminded that the Clerk's appraisal is due March/April 2024.

RESOLVED (17)

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

b) The Clerk is to arrange her Appraisal for April 2024 with the Chairman.

The meeting closed at 7.05pm

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