

## CANTLEY WITH BRANTON PARISH COUNCIL

### **Minutes of the Monthly Meeting of the Parish Council held on Wednesday 5<sup>th</sup> July 2023 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors: D. Chorlton (Chair), N. Williams, B. Innes and Y. Butterworth

**IN ATTENDANCE:** B Walton (Clerk)

#### **1) APOLOGIES**

##### 1.1 Apologies

Apologies were received from Councillor Rushby and Councillor Gibbins.

##### 1.2 Approval of Reasons Given

Reasons given for the apologies were approved

RESOLVED (1)

#### **2) DECLARATIONS OF INTEREST**

##### 2.1 Declarations of Interest

Councillor Chorlton declared an interest in Item 8.4.

##### 2.2 Request Dispensation from Proper Officer

None

##### 2.3 Items to which the public and press are excluded

Items 20.1 and 20.2 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 the Parish Council Meeting of 7<sup>th</sup> June 2023

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 7<sup>th</sup> June 2023 be agreed and signed by the Chairman.

#### **4) PARISH MATTERS**

##### 4.1 Consider Written Applications for office of Parish Councillor

One candidate had expressed an interest and had completed the Declaration of Office Eligibility Check form. The candidate has a private appointment and cannot attend the meeting at 6pm, however may be able to join later.

##### 4.2 Co-opt a Candidate to fill the existing vacancy

Members unanimously voted to co-opt the candidate.

RESOLVED (4)

a) Members voted for Andrea Thorpe to be co-opted to fill the existing vacancy.

b) The Clerk will contact Andrea Thorpe, if she cannot attend the meeting later this evening, to inform her of her co-option and to sign the Acceptance Form and Register of Interests form.

#### **5) MEMBERS OF THE PUBLIC**

##### 5.1 Items raised by members of the public present at the meeting

No members of the public present.

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

5.2.1 A complaint had been received by a hall user regarding a boot camp taking place on Kilham Hall Field on Saturday morning.

5.2.2 A complaint had been received about unkempt grass verges in Old Cantley.

5.2.3 The Clerk received a request to use Kilham Hall Field for a picnic/party for a mother/toddler group on 20<sup>th</sup> July 2023 between 9am and 5pm.

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

*Minutes subject to approval at the next meeting*

5.2.4 A complaint had been received about an overgrown hedge on a footpath near Branton Nurseries.

5.2.5 A complaint had been received about noise and parking issues relating to Poppyfest gathering.

5.2.6 A complaint had been received about overgrown hedge at the rear of the Rose Garden.

**RESOLVED (5)**

a) The Caretaker attended Kilham Hall field on Saturday 17<sup>th</sup> June and spoke to the Boot Camp Organiser and informed them they would need permission from the Parish Council to use the field.

b) The Clerk has reported the unkempt grass verges in Old Cantley to DMBC.

c) Members were happy for the mother/toddler group to use the field with a tepee and picnic on the 20<sup>th</sup> July however the hall was booked and therefore there would be no facilities available for them. The use of a bouncy castle on the field is not permitted. The Clerk is to write to the mother/toddler group.

d) The Clerk had already reported the overgrown hedge near the garden centre to DMBC and feedback to the resident.

e) The Chairman will inform the Committee of Poppyfest regarding the complaints. Any permits were sought from DMBC and therefore the Clerk will inform the resident to make a formal complaint to DMBC regarding breach of permits.

f) The Clerk has spoken to the Gardener and the hedge is scheduled to be cut on Friday 7<sup>th</sup> July 2023. The Clerk will feedback to the resident.

**6) DONCASTER METROPOLITAN BOROUGH COUNCIL**

**6.1 Ward Councillor's Report**

No Ward Members were in attendance. Ward Councillor Jones provided the Parish Council with a contact for The Poetry Project that established in London.

**6.2 Update on the MUGA and Storage Extension**

5.2.2 Snagging List of Storage Extension – No update.

5.2.2 Update on the MUGA – No update.

**6.3 Quarterly Playground Inspection**

Members were presented with DMBC's quarterly playground inspection and a quote for works to the aerial runway at a cost of £250.

**6.4 Manor Farm Engagement Event**

Members were informed of an engagement event that DMBC's Central Locality Team are organising. It will be for approximately an hour. Members were invited to attend.

**6.5 Identify any new Highway matters**

No new highway issues were received.

**RESOLVED (5)**

a) The Poetry Project was noted.

b) The Clerk will provide Members with any further updates received by DMBC.

c) Post Meeting Note .... 3 consultees are to respond to the Planning Application and these were due back 05/07/23. The Clerk has requested guidance on the next procedures.

d) The Clerk is to commission DMBC to carry out the works on the aerial runway at a cost of £250.

e) The Clerk is to check her availability for the Engagement Session. If the Clerk isn't available, Councillor Chorlton or Councillor Williams should be able to attend.

**7) CLERK'S REPORT AND ADMINISTRATION ISSUES**

**7.1 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.

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

Updates are carried out daily/weekly.

**RESOLVED (7)**

a) Members noted the Clerks report and actions taken.

b) Councillor Innes has been added as admin of the Parish Council Facebook page.

c) The Clerk has removed Councillor Sidebottom's from the Parish Council website.

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

*Minutes subject to approval at the next meeting*

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

**8.1 Annual Inspections**

The Clerk presented the list of annual inspections for consideration and approval of works.

- 8.1.1 Roller Shutter service at a cost of approximately £150.
- 8.1.2 Fire Extinguisher service at a cost of approximately £90.
- 8.1.3 Emergency lighting, heaters and PAT testing at a cost of approximately £42.
- 8.1.4 Intruder alarm service at a cost of approximately £96.
- 8.1.5 Fire Alarm service at a cost of approximately £155.
- 8.1.6 Annual ROSPA Playground Inspection at a cost of approximately £164.

**8.2 Fire Risk Assessment**

The Clerk informed members of the need for a Fire Risk Assessment for Kilham Hall. Neither the Clerk nor Caretaker felt qualified to carry this out. If, in the event of a fire, a risk assessment was looked at, a specialist firm’s risk assessment would be more substantial. The Clerk received 3 quotes from specialist companies for a risk assessment, ranging from £375 to £500 plus VAT.

**8.3 Solar Panels**

The Clerk and Caretaker were due to meet UK Energi on 16/05/23 to discuss the system however this was postponed.

**8.4 Kilham Hall Management Committee’s Report**

No meeting had taken place since the last Parish Council meeting.

**RESOLVED (8)**

- a) Members noted the annual inspections list and approved the Clerk to coordinate the inspections with Kilham Hall Caretaker.
- b) Members approved the quote for South Anston Fire Services to carry out a Fire Risk Assessment of Kilham Hall at a cost of £375 plus VAT.
- c) The Clerk is to rearrange the meeting with UK Energi upon the Caretakers return from annual leave. Members will be informed of the meeting and if anyone can attend this would be beneficial. The Chairman will also ask if a member of Kilham Hall Management Committee can be in attendance.
- d) Noted Kilham Hall Management Committee’s update.

**9) PARISH MATTERS**

**9.1 2024 Birthday Honours List**

The Clerk drew member’s attention to the article in the YLCA Newsletter about the 2024 Birthday Honours list and asked if they wished to make a nomination.

**9.2 D-Day 80<sup>th</sup> Anniversary – 6<sup>th</sup> June 2024**

National guidance has been published about D-Day’s 80<sup>th</sup> Anniversary. Beacon lighting is recommended. If the Parish Council want to consider this they would need to purchase a beacon and therefore incorporate this into 2024/2025 budget.

**RESOLVED (9)**

- a) Members asked the Clerk to look at information required to nominate someone for the 2024 Birthday Honours List. The Clerk is to source background information to be able to nominate an individual, who Members have in mind.
- b) Members felt purchasing a beacon for lighting in June (when it is light until late on) wouldn’t be beneficial to the parish.

**10 FINANCIAL**

**10.1 Direct Bank Payments**

That the following payments are duly authorised.

23/34	UK Energi (Solar Panels Instalment 3)	£6720.00
23/35	Clerk (EBay - Notice Board Magnets)	£ 14.09
23/36	Branton Farm Nurseries (Bark)	£ 79.92
23/37	Kilham Hall Management Committee (Pantomime)	£1000.00
23/38	C Wellings (Internal Auditor)	£ 110.00
DD02/23	O2 (Mobile Bill)	£ 10.87
23/39	Glendale (May Grass Cut)	£ 103.10

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

*Minutes subject to approval at the next meeting*

23/40	Handyman (Postcrete for Notice Board)	£ 25.60
23/41	Handyman (Bolts for Notice Board)	£ 26.15
23/42	Handyman (Sealant Play Area)	£ 10.49
23/43	Branton Farm Nurseries (Bark)	£ 49.95
23/44	Clerk (Defib Pads)	£ 141.60
23/45	Clerk (Tommy Silhouette)	£ 200.00
23/46	Clerk (Wages)	£ 748.80
23/47	Handyman (Wages)	£ 901.75
23/48	HMRC (June)	£ 216.88
23/49	Clerk (Kneeling pad)	£ 9.99
23/50	Techstream (Website Hosting)	£ 186.00
23/51	Clerk (EBay - No Dog Signs)	£ 15.96

10.2 1<sup>st</sup> Quarter Bank Reconciliation

The Clerk provided members with the 1<sup>st</sup> quarter bank reconciliation.

10.3 1<sup>st</sup> Quarter Budget Monitoring Report

The Clerk provided members with the 1<sup>st</sup> quarter's budget monitoring report which reflected the expenditure to date.

10.4 1<sup>st</sup> Quarter HMRC Return

The Clerk provided members with the 1<sup>st</sup> quarter's HMRC return.

10.5 Banking Arrangements

The Clerk informed members of a few issues that needed their consideration following her training and also comments made by the Internal Auditor – how the Parish Council pay invoices, the bank account and the possibility of a dual authorisation account, the need to remove Michelle Sidebottom from the Parish Council's approved signatories for the bank account, add a new Councillor to the bank account and financial software.

10.6 Bank Statements

The Clerk presented Members with the bank statements for 29<sup>th</sup> April to 31<sup>st</sup> May for consideration and approval by the Council's auditors.

RESOLVED (10)

- The bank reconciliation states that the Parish Council have £100 in their current account and £76,522.07 in their reserve account.
- Contents of the Budget Monitoring Report was noted.
- Members noted the VAT return in the sum of £215.52.
- The Clerk is to source alternative suitable bank accounts for the Parish Council and report any findings back to the September meeting.
- The Clerk is to arrange for the removal of Councillor Michelle Sidebottom from the Parish Council's bank account following her resignation.
- The Clerk is to add Councillor Chorlton or Councillor Williams or Councillor Innes as signatories to the Parish Council's bank account following Councillor Sidebottom's removal.
- The Clerk is to look at NatWest Bank's free financial software.
- The bank statements were noted and signed by the Council's auditors – Councillor Chorlton and Councillor Williams.

*Andrea Thorpe joined the meeting. The Chairman welcomed her and confirmed the Parish Council had approved her co-option. Mrs Thorpe signed her Declaration of Acceptance, witnessed by the Clerk, and joined the meeting.*

**11) POLICIES/RISK ASSESSMENTS**

11.1 Social Media Policy

The Clerk presented a slight amendment to the policy following Councillor Sidebottom's resignation. Councillor Innes has replaced Councillor Sidebottom as the Parish Council's Admin on the Facebook page.

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

*Minutes subject to approval at the next meeting*

RESOLVED (11)

a) The Social Media Policy was approved

**12) REMEMBRANCE/ARMISTICE DAY 2023**

12.1.1 The Clerk stated poppies had been coming in slowly. She requested a deadline date of 3<sup>rd</sup> October be published for further donations.

12.1.2 Volunteers will be needed to sew the poppies onto the netting to form a display.

12.1.3 Members were asked to consider where a 2<sup>nd</sup> display would be placed if enough poppies were received.

12.1.4 Two Tommy Silhouettes have been purchased. Members considered here the silhouettes will be placed.

12.1.5 Members were to consider placing lamppost poppies around the Parish again and to approve the Handyman's additional hours installing and removing them.

RESOLVED (12)

a) The Clerk will post on social media that all knitted/crocheted poppies are to be with her by 3<sup>rd</sup> October 2023.

b) The Clerk will look at dates to meet to sew the poppies onto the netting for displays and advertise on social media asking for volunteers to help.

c) Members agreed if enough poppies are received for a 2<sup>nd</sup> display, this would be placed on the Bawtry Road Christmas Tree.

d) Members agreed to place a Tommy Silhouette with each display of poppies, one at Whiphll Top Lane/Doncaster Road and the other at Bawtry Road.

e) Members approved the handyman's additional hours to install and remove the lamppost poppies.

**13) CHRISTMAS 2023**

13.1 Section 171 Crane Agreement – Christmas Illuminations

The Clerk informed members that DMBC have informed her that a Section 171 Crane Agreement must be completed for each of the Christmas illumination sites (4) and sent to them prior to installation.

13.2 Pantomime

The Pantomime is scheduled for 3<sup>rd</sup> December 2023. Kilham Hall Management Committee need to consider ticket sales – prices, when they go on sale, where will sell them and keep the Parish Council updated so the event can be advertised.

13.3 Carol's Around the Tree

Members were asked to consider a date for Carol's Around the Tree. The Clerk informed members if they wanted to book Armthorpe Elmfield Brass Band it would potentially have to be Friday 1<sup>st</sup> December as the band are booked up the following weeks.

13.4 Armthorpe Elmfield Brass Band

Members considered whether to book the band for the Carol's Around the Tree event at a cost of £200.

13.5 Christmas Illuminations

Members considered the dates for installation and removal of the Christmas illuminations around the parish.

RESOLVED (13)

a) Members agreed that the Clerk should complete the Section 171 Crane Agreement for all 4 sites and send to DMBC prior to installation.

b) Councillor Chorlton to ask Kilham Hall Management Committee about details for the pantomime and inform the Parish Council in due course.

c) Members agreed Carol's Around the Tree should take place on Friday 1<sup>st</sup> December 2023 at the Glenn Road Tree.

d) Members agreed to book the Armthorpe Elmfield Brass Band for Friday 1<sup>st</sup> December 2023 at a cost of £200.

e) Members agreed all 4 sites Christmas illuminations should be installed and ready for illuminating on Friday 1<sup>st</sup> December 2023 and removed on 6<sup>th</sup> January 2023.

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

*Minutes subject to approval at the next meeting*

- f) Members agreed RJ Electrical will install/remove the 3 Christmas tree sites and Christmas Plus will install/remove the Old Cantley Roundabout illuminations.

#### 14) COUNCILLOR'S ITEMS

##### 14.1 Litter Bin

Councillor Gibbins requested a new litter bin be purchased for Brockholes Lane/Oakwood Drive. Members considered the request – a new bin would cost approximately £450 and then ongoing emptying charges. The Clerk reminded members there was no money in this year's budget for this.

##### 14.2 Boundary Fence – Badgers Holt/Brockholes Lane

Councillor Gibbins informed members of a boundary fence which may contravene planning regulations.

#### RESOLVED (14)

- a) Members determined there were two bins in the vicinity of Brockholes Lane – one at the top of the lane on the green and one at the bus stop 100 yards away. There are also bins located down Brockholes Lane, provided by the Wildlife Park. They felt a new bin would be excessive and as there was no budget, inappropriate.
- b) Members noted Councillors Gibbins update and confirmed Councillor Gibbins needs to direct residents to report this to DMBC.

#### 15) PLANNING APPLICATIONS

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

15.1	23/00645/FULM Land off Sheepbridge Lane, Rossington	Proposed geomorphological and ecological enhancement scheme including associated landscaping and excavation works within the floodplain between the River Torne and the Mother Drain	No comments
15.2	23/01080/3FUL Caretakers Cottage, Valley Drive, Branton	Erection of a single storey rear extension, roof alteration to existing lobby annex and refurbishment of existing bungalow. Also external works to include new permeable driveway, new rear patio and replacement of boundary fencing.	No comments

The Clerk also informed members of the following items that she has been made aware since distributing the Agenda.

15.3	21/03645/FULM Land South of Doncaster Road, Cantley	This application was due to DMBC's Planning Committee on 27/06/23. The Clerk has received an email from a resident expressing their disappointment that the PC remain neutral on the application
15.4	SNNC0230 Street Naming and Numbering Consultation for Manor Farm	The Clerk has received a Consultation Letter from DMBC that has a deadline of 10 days regarding the street naming and numbering for 11 streets at Manor Farm Development.

#### RESOLVED (15)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.
- b) Members recalled that the development on Land to the South of Doncaster Road, Cantley was highlighted on the local plan some years ago and therefore it was a matter of working with DMBC and the Developer as it isn't something that would be overturned.
- c) The Clerk is to respond to the resident regarding the development to the South of Doncaster Road.
- d) Members agreed the naming of the streets using leger winners names was a good idea however the names suggested weren't leger winners, they were in fact items associated with horses. Members suggested using leger winner's names or leger winning jockeys names. The Clerk is to respond to DMBC.

#### 16) POLICE ISSUES

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

*Minutes subject to approval at the next meeting*

16.1 Police Issues

16.1.1 Another resident has dropped out of the initiative so therefore only 2 are now signed up for it. The Clerk spoke to South Yorkshire Police and 6 residents are needed. Despite emailing other residents who expressed an interest and posting requesting for further volunteers, 6 residents cannot be sourced.

13.1.2 Police Drop Ins – the next drop in session is scheduled for Wednesday 9<sup>th</sup> August 2023 at 6.15pm at Kilham Hall Meeting Rooms.

RESOLVED (16)

- a) The Clerk is to contact South Yorkshire Police and thank them for their time but inform them not enough volunteers can be sourced and therefore the initiative cannot go ahead.
- b) The Clerk will write to the 2 volunteers who signed up to the initiative thanking them for their interest and enthusiasm however unfortunately we can't get enough volunteers to take up the training.
- c) The Clerk will continue to advertise the police drop in sessions on Facebook and leave posters on the Noticeboards.

**17) UPDATE FROM EXTERNAL MEETINGS**

17.1 YLCA South Yorkshire Branch Meeting – 27<sup>th</sup> June 2023

Councillor Gibbins attended the meeting and provided members with an update. Two main issues were engaging with younger members of the community and the 20's plenty campaign.

17.2 Full Council Training – October 2023

The Clerk requested members' availability for the full council training in October 2023.

RESOLVED (17)

- a) Members were happy to invite members of Doncaster Youth Council to Parish Council meetings, however if they don't live within the Parish Members were unsure if this would have any relevance.
- b) Members noted the 20's plenty campaign.
- c) Members were available on 10<sup>th</sup> October 2023 for Whole Council training. The Clerk is to notify YLCA and confirm the training.

**18) ITEMS OF CORRESPONDENCE**

18.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Civility and Respect Newsletter, Community First Funding Update, DMBC's Roadworks reports, Public Space Protection Order Consultation SLCC Bulletin, NALC CEO Bulletin and YWP Planning Application Update.

RESOLVED (18)

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

**19) DATE OF NEXT MEETING**

19.1 Date of Next Meeting

RESOLVED (19)

- a) That the next meeting be held on Wednesday 6<sup>th</sup> September 2023 at 6pm.

**20) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

20.1 Clerk's May Timesheet

The Clerk's timesheet for June was shared for information.

20.2 Handyman's May Timesheet

Handyman's timesheet for June was shared for information.

RESOLVED (20)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk is to be paid the additional 5 hours 30 minutes worked above her contracted hours.

The meeting closed at 7.45pm

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

*Minutes subject to approval at the next meeting*