

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 7th June 2023 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

RESOLVED (1)

No apologies were received.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Chorlton declared an interest in Item 8.2 and Councillor Williams declared an interest in Item 12.1.

2.2 Request Dispensation from Proper Officer

None

2.3 Items to which the public and press are excluded

Items 17.1, 17.2 and 17.3 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 Annual Parish Council Meeting held on 3rd May 2023

3.2 Minutes of the Annual Parish Meeting of 3rd May 2023

RESOLVED (3)

a) The minutes of the previous Annual Parish Council Meeting held on the 3rd May 2023 be agreed and signed by the Chairman.

b) The minutes of the Annual Parish Meeting held on the 3rd May 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 present.

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

4.2.1 A request had been received requesting of Kilham Hall Car Park for a pop up dessert van periodically throughout the summer.

4.2.2 A request had been received asking the Parish Council to consider the placement of the No Dogs signs at Kilham Hall and to make them more prominent when entering the field.

4.2.3 The Clerk received a query regarding what issues can be discussed at the Police Drop In Sessions and for an update on issues raised previously.

4.2.4 Andy's Man Club have requested to display a poster in the Manor Farm Notice Board.

4.2.5 A request has been received requesting a donation/grant to Yorkshire Air Ambulance.

4.2.6 A resident has asked if they can locate a skip on the Parish Council's land (grass area to the rear of the car park) behind their boundary fence and also use the car park as access for a scaffolding company accessing their property for a few days.

RESOLVED (4)

a) Members declined the request to use the car park for a pop up dessert van.

b) Members agreed to place the No Dogs signs on the field in a more prominent position.

c) The Clerk will purchase 3 additional signs and discuss this with the Handyman to arrange for the placement.

d) The Clerk has contacted the Police regarding the drop ins and updates and has provided the resident with the update. The Clerk has also posted an update on the Parish Council Facebook page relating to this.

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

- e) The request to display a poster by an external organisation on the Parish Council Notice Board was declined.
- f) There aren't sufficient funds in this years budget to provide a grant/donation to Yorkshire Air Ambulance.
- g) Members agreed to allow the local resident to use the grassed area to the rear of the carpet to place a skip and for scaffolders to access his property via the car park.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

No Ward Members were in attendance. An update on the success of the community skip was received.

5.2 Update on the MUGA and Storage Extension

5.2.1 Snagging List of Storage Extension –The installation of the Fire Detectors has been completed. DMBC have suggested a vent in the internal extension wall to avoid damp however this would be at the Parish Council's costs. They do not feel a handrail is required for the external store.

5.2.2 Update on the MUGA – Drainage have provided a response to the planning application and have requested a few conditions be applied. DMBC are seeking quotes for some work which will form part of the condition and will update the Parish Council in the near future.

5.3 Identify any new Highway matters

The following issues were raised:

- Pothole on Chapel Lane near the car garage.
- Path between Auckley and Branton is impassable at times due to standing water/mud.
- Footpath at the side of Branton Garden Centre is impassable due to overhanging vegetation.
- Pedestrian signs left on Doncaster actually cover a faulty manhole that needs repairing

Councillor Butterworth joined the meeting at 6.25pm

- Pothole in Old Cantley on Main Street just after the bend.

RESOLVED (5)

- a) The Clerk will respond DMBC regarding the damp issue expressing their disappointment in the advice given by DMBC, as project managers, with regards to the need for a vent.
- b) The Clerk will provide Members with any further updates received by DMBC.
- c) The Clerk will ask DMBC when they feel the planning application will be considered
- d) The Clerk will report the new highway matters identified to DMBC.

6) PARISH MATTERS

6.1 Resignation of Councillor Sidebottom

The Chairman had received Councillor Sidebottom's resignation after 16 years of service.

6.2 Co-Option Process and Timescales for Advertising the Vacancy

The Clerk reminded members of the co-option process and members discussed the content of the vacancy advertisement and the timeframe for advertising the vacancy.

6.3 Councillor Job Description

The Clerk shared a Councillor Job Description for members consideration and approval.

6.4 Voting Process

The Clerk shared a Voting Process document with members for consideration and approval.

6.5 Membership of Kilham Hall Management Committee and South Yorkshire YLCA Branch Meetings

The Clerk informed members that due to Councillor Sidebottom's resignation, a member needed to be nominated and appointed onto the Kilham Hall Management Committee and the South Yorkshire YLCA Branch Meeting.

RESOLVED (6)

- a) Members acknowledged Councillor Sidebottom's resignation and expressed their gratitude for all her hard work and dedication over the past 16 years.
- b) Members noted the Co-option process.
- c) Members agreed the wording of the Parish Councillor Vacancy Advertisement and agreed the closing date for expressions of interest to be the 29th June 2023.
- d) Members approved the Councillor Job Description.

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

- e) Members approved the Voting Process document.
- f) Councillor Innes was appointed as representative on Kilham Hall Management Committee.
- g) Councillor Gibbins was appointed as representative on South Yorkshire YLC Branch Meeting.

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.

7.2.1 The Clerk has removed Councillor Sidebottom as admin to the Parish Council Facebook page and therefore another member needs to be appointed.

7.2.2 It is Local Clerk's week 10th to 14th July 2023 – discussion took place as to whether to promote this on the Facebook page.

RESOLVED (7)

- a) Members noted the Clerks report and actions taken.
- b) Members nominated Councillor Innes to be admin of the Parish Council Facebook page.
- c) Members agreed to promote Local Clerk's week on the Parish Council Facebook page.

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

8.1 Handyman's Tracker

The Clerk presented the Handyman's tracker for consideration and approval of works not routine.

8.2 Kilham Hall Management Committee's Report

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

RESOLVED (8)

- a) Members noted the Handyman's Tracker.
- b) Members requested an estimate of hours it would take to undertake the unplanned works listed on the Handyman's Tracker and agreed to consider them at the next meeting.
- c) Noted Kilham Hall Management Committee's update.

9) PARISH MATTERS

9.1 Quarterly Newsletter

A draft newsletter was presented to members for consideration of its content and to agree publishing.

9.2 Armistice Day Tommy Silhouette

Consideration was given whether to purchase a 2nd Tommy Silhouette for Armistice Day displays at the cost of £175 plus £20 postage.

9.3 Defibrillator Pads

The Defibrillator pads expire at the end of June 2023. Consideration was given to purchase 2 pads at a cost of £72 (inclusive of VAT) each.

9.4 Hedgehogs R Us Highway

Information relating to this was forwarded to school but no reply received.

9.5 Fitness Class on Kilham Hall

The field is being used on a Sunday morning and no complaints have been received. A request has been made to use the field one evening a week during the summer months, preferably a Wednesday or Thursday

RESOLVED (9)

- a) Members requested the solar panels at Kilham Hall be added to the Quarterly newsletter.
- b) Members agreed to publish the Summer Newsletter in the Branton & Auckley Arrow and the Bessacarr Today Publications.
- c) Members agreed to purchase a 2nd Tommy Silhouette for Armistice Day at a cost of £175 plus £25 postage.
- d) The Clerk is to purchase two sets of defibrillator pads at a cost of approximately £72 each.
- c) Members agreed for the fitness class to use the field on a Thursday evening during the Summer months.

10 FINANCIAL

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

10.1 Direct Bank Payments

That the following payments are duly authorised.

DD02/22	O2 (Mobile)	£ 15..72
23/16	Handyman (Materals for fence)	£ 18.75
23/17	Handyman (Hammerfix)	£ 10.98
23/18	Handyman (Woodscrews)	£ 22.99
23/19	Handyman (Woodscrews)	£ 9.18
23/20	Handyman (Aluminium Angle)	£ 9.40
23/21	Handyman (Petrol)	£ 12.79
23/22	Clerk (Ink Cartridges)	£ 39.16
23/23	Glendale (April Grass Cut)	£ 51.55
23/24	Clerk (Asda - Jam/Cream for Coronation)	£ 7.05
23/25	Clerk (Premier - Chocolates/Juice for Coronation)	£ 14.06
23/26	Cllr Sidebottom (Premier - Clingfilm/Napkins for Coronation)	£ 8.79
23/27	Clerk Salary	£ 828.45
23/28	Handyman Salary	£ 686.68
23/29	HMRC (May fees)	£ 236.41
23/30	Branton Farm Nurseries (Compost)	£ 44.96
23/31	Auckley Show Donation	£ 500.00
23/32	UK Energi (Solar Panels Instalment 1)	£4200.00
23/33	UK Energi (Solar Panels Instalment 2)	£5880.00

10.2 Internal Auditors Report for 2022/23

Consideration was given to the Internal Auditor's Checklist and Queries, a copy of which had been circulated to Members.

10.3 2022/2023 Annual Governance and Accountability Return

10.3.1 Approval of Annual Governance Statement (section 1)

Consideration was given to the completion of the Annual Governance Statement a draft copy of which had been enclosed with the agenda.

10.3.2 Approval of Accounting Statement (section 2)

Consideration was given to the accounting statement a copy of which was enclosed with the agenda.

10.3.3 Approval of explanation of Variance Statement for 2020/21 accounts

A copy of the completed variance statement was considered which was enclosed with the agenda.

10.4 Period of Exercise of Public Rights

The dates for the period of exercise of public rights were considered.

10.5 Bank Statements

The Clerk presented members with the most recent bank statements for consideration.

RESOLVED (10)

- a) The direct payments were duly authorised.
- b) Contents of the Internal Audit documentation was noted.
- c) The Clerk is to determine if VAT can be reclaimed on a number of items.
- d) The Clerk is to amend the payments schedule for 2022/23 to rectify a few discrepancies.
- e) Bank Payments/Transfers is to be placed on the July Parish Council Agenda for consideration.
- f) That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.
- g) That the Accounting Statement is approved and duly signed by the Chairman for submission to the External Auditor.
- h) That the Annual Variance Statement is agreed and submitted to the External Auditors.
- i) That the period of exercise of Public Rights is set for Monday 3rd July to Friday 11th August 2023.
- j) That the Parish Council's Auditors – Councillor Chorlton and Councillor Williams – signed the bank statements following inspection.

11) POLICIES/RISK ASSESSMENTS

11.1 Business Continuity Policy

The Clerk presented a slight amendment to the policy following a change in Chairman.

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

11.2 Annual Leave Policy

The Clerk presented an updated Annual Leave Policy for consideration and approval.

11.3 Amended Standing Orders

The Clerk presented a slight amendment to page 12 of the Standing Orders for consideration and approval.

RESOLVED (11)

- a) The Business Continuity Policy was approved
- b) The Annual Leave Policy was approved.
- c) The Amended Standing Orders was approved.

12) PLANNING APPLICATIONS

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

12.1	23/00983/FUL Land opposite Crowpool Sewage Works, Brockholes Lane, Branton	Erection of new electricity pole next to an existing line in order to replace an older transformer	No comments or concerns
12.2	22/01649/FUL 8 Warnington Drive, Bessacarr	Erection of replacement detached dwelling	Plans should be scaled back so the building isn't overbearing on neighbouring properties and stay within keeping of the area.

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

13.1.1 Speed Initiative Training took place on 1st June 2023 with 5 residents participating. 3 residents signed up immediately, equipment has been provided and the Clerk is currently awaiting further details from South Yorkshire Police on the next steps.

13.1.2 Police Drop Ins – no residents attended the last session which was held at Beths of Branton on 24th May 2023. Future dates have been planned for sessions from August through to July 2024.

RESOLVED (13)

- a) The next session is booked for 9th August 2023 at 6.15pm at Kilham Hall Meeting Rooms, Kilham Lane, Branton.
- b) The Clerk will advertise all future drop in sessions up until July 2024.
- c) The Clerk will email Members the week before drop in sessions reminding them of dates to see if anyone can attend.

14) UPDATE FROM EXTERNAL MEETINGS

14.1 Full Council Training

The session scheduled for 29th June has been cancelled due to the vacancy. Future dates are being sought. The Chairman encouraged all members to attend as the training is beneficial to all members.

14.2 Government Reforms of the Planning System

The Clerk provided members with a briefing paper for information following her attendance at the SLCC South Yorkshire Branch Meeting on 18th April 2023.

14.3 Clerk's Attendance at YLCA's Talking Tables Event

The YLCA are hosting a Talking Tables Training Event on 27th July between 8.30am and 4pm in Barnsley. The Clerk requested Members consider her attendance at the event. It is £50 to attend but will also take the Clerk's time.

RESOLVED (14)

- a) Noted postponement of Full Council Training and a date in October was suggested. The Clerk will liaise with YLCA to arrange this and will update Members.
- b) All Members are encouraged to attend the Full Council event as payment has to be made for all 7 members.
- c) The briefing paper provided by the Clerk was noted.

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

- d) The Clerk is able to book on the YLCA Talking Tables event, pending her childcare arrangements, at a cost of £50 and her time to attend the event be paid.

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, Civility and Respect Newsletter, Community First Funding Update, DMBC's Roadworks reports, PCSPO Consultation and Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin and YWP Consultative Committee Quarterly Report.

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 5th July 2023 at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's May Timesheet

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

17.2 Handyman's May Timesheet

Handyman's timesheet for May was shared for information. Additional hours had been worked due to carrying out jobs for Kilham Hall Management Committee.

17.3 Clerk's Annual Leave

The Clerk reminded members of her forthcoming annual leave.

RESOLVED (17)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk is to inform Kilham Hall Management Committee's Treasurer of the Handyman's hours and request payment.
- c) The Handyman is to be paid the additional 24 hours worked.
- d) The Clerk's annual leave was noted and members were aware that an out of office would be placed on emails and voicemail facility on the Clerk's phone.

The meeting closed at 7.25pm

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