

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 3rd May 2023 at Kilham Hall commencing at 6.10pm.

PRESENT: Councillors: N. Williams (Chair), D. Chorlton, J. Rushby, T Gibbins, Y. Butterworth and M Sidebottom

IN ATTENDANCE: B Walton (Clerk)

1) FORMAL PROCESS FOR ANNUAL MEETING

1.1 Election of Chairman

Councillor Chorlton was proposed and seconded as Chairman. The Clerk informed Councillor Chorlton of an YLCA training session for Chairmen at a cost of £60.

1.2 Election of Vice Chairman

Councillor Innes has emailed the exiting Chairman stating he would be happy to be Vice Chairman. Councillor Innes was proposed and seconded as Vice Chairman. Members felt it would be beneficial for Councillor Innes to carry out the Chairman's training at a cost of £60.

1.3 Exclusion of Public and Press

Item 18 be excluded from the public and press.

1.4 Declarations of Interest

Councillor Sidebottom declared another interest in Items 8.3 and 9.3. Councillor Chorlton declared another interest in Items 8.3 and 9.3. Councillor Rushby declared another interest in Item 8.2.

1.5 Appointment of Parish Council Representatives to External Bodies

Consideration was given to the appointment of representatives to the following external bodies, which was reviewed in January 2023 following co-option:

DMBC Parish Council Joint Consultative Committee, DSA Airport and Noise Monitoring Sub-Committee, Kilham Hall Management Committee, Yorkshire Wildlife Park Consultative Committee, YLCA South Yorkshire Branch Meetings and DMBC Public Rights of Way meetings.

1.6 Appointment of Council Auditors

Discussion took place regarding the two Council Auditors.

1.7 Adopt Standing Orders and Financial Regulations

The Clerk informed members that the above had been adopted at the March 2023 meeting due to amendment.

1.8 Review the Assets and Other Equipment

The Clerk informed members that the above had been adopted at the March 2023 meeting due to amendment and year end.

1.9 Review arrangements with Other Local Authorities, Not for Profit Bodies and Businesses

The Clerk informed Members of current Contracts in place with DMBC, Christmas Plus, Annual Servicing Contracts, Gates and Grass Cut Contracts.

1.10 Arrangements for Insurance Cover

The Clerk informed the Parish Council of the insurance renewal date – September 2023.

1.11 Subscription to other Bodies

The Clerk informed members of their annual subscriptions with other bodies – YLCA, SLCC and Website hosting.

1.12 Council's Expenditure under Section 137

The Clerk reminded Members that the Parish Council does not have General Power of Competency (GPC). Section 137 spend equates to £9.93 per parishioner and the Parish Council has 2979 electors. Therefore the Parish Council has authority to spend up to £29,591 under Section 137 if need be. The Clerk reminded Members that Section 137 expenditure is listed separately on the Direct Bank Payments.

1.13 Review of Policies and Procedures

The Clerk provided Members with the current policy list together with review dates.

1.14 Determine levels of Delegation to the Clerk

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

The Chairman informed Members of the Clerk's current level of delegation, as per the Parish Council's Standing Orders.

RESOLVED (1)

- a) That Councillor Chorlton is unanimously elected as Chairman for the ensuing year or until the Vice Chairman feels comfortable to take over the role.
- b) That Councillor Chorlton's Declaration of Acceptance of Office form be duly signed.
- c) Appreciation and thanks were expressed to Councillor Williams for his role as Chairman.
- d) That Councillor Innes is unanimously elected as Vice Chairman for the ensuing year.
- e) That the Clerk speaks to Councillor Innes about Chairman Training and if he is agreeable, books him onto the session.
- f) Items 18.1 and 18.2 are excluded from the public and press.
- g) That Councillor Williams remains appointed as representative to the PCJCC with Councillor Rushby as the designated substitute.
- h) The DSA Noise Monitoring and Environmental Sub-Committee is no longer meeting so no representatives were needed.
- i) That Councillor Sidebottom and Councillor Chorlton are nominated as representatives to Kilham Hall Management Committee.
- j) That Councillor Innes remains appointed as representative to the YWP Consultative Committee with Councillor Chorlton as the designated substitute.
- k) That Councillor Williams and Councillor Sidebottom to remain appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.
- l) That Councillor Gibbins remains nominated to attend DMBC PROW meeting and Councillor Williams as the designated substitute.
- m) That Councillor Chorlton was appointed as the Council Auditor and Councillor Williams to be confirmed as the second Council Auditor
- n) That the Council adopt the Standing Orders and Financial Regulations amended in March 2023.
- o) That the Clerk amends the Standing Orders to state Standing Orders and Financial Regulations will be adopted annually, not necessarily at the Annual Parish Council Meeting in May.
- p) The Council assets and equipment are noted as agreed at the March 2023 meeting.
- q) The Contracts with other authorities, non-profit organisations, businesses are noted and reviewed when required.
- r) The Clerk reviews the Parish Council's Insurance in August 2023 prior to renewal in September 2023.
- s) The Council's subscriptions to the YLCA, SLCC and website hosting are noted.
- t) The Council's expenditure under Section 137 is noted and continues to be monitored on a monthly basis.
- u) The current policy list was noted and agreed.
- v) The Clerk is to review legislation changes and amend any policies affected accordingly.
- w) The Clerk is to review policies on a rotational basis, every 3 years.
- x) That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.
- y) That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council's budget including urgent repairs costing less than £500.
- z) That the Clerk is delegated the authority to pay staff wages following approval by the Chairman.
- a1) That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.

2) APOLOGIES FOR ABSENCE

2.1 Apologies

Councillor Innes

2.2 Reasons for absence considered

Annual Leave

RESOLVED (2)

Apologies were received and accepted.

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

3) APPROVAL OF MINUTES

3.1 Minutes of 5th April 2023

RESOLVED (3)

- a) The minutes of the previous Parish Council Meeting held on the 5th April 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 for a defibrillator to be purchased and located in Old Cantley.

4.2.2 A request had been received for defibrillator training.

4.2.3 A noise nuisance complaint had been received for residents in Old Cantley due to vehicles playing excessively loud music.

4.2.4 A request had been received to use the field on 20/05/23 for a pamper van for a child's party.

4.2.5 A request had been received from the Personal Trainer using the field on a trial basis, for a key to the field gate to gain access to unload his equipment.

4.2.6 A resident of Cantley had requested help regarding sourcing household items/furniture for her new home.

RESOLVED (4)

- a) Members confirmed no funds were in the 2023/24 Budget for a new defibrillator however if the Clerk saw any grants available she could apply.
- b) The Clerk responds to the resident regarding the siting of the defibrillator in Old Cantley and states if no grants are available the Parish Council will consider this when they set their 2024/25 budget in November/December 2023.
- c) SYAS Offer 1 hour familiarisation training on Defibrillators and have availability from September 2023. The Clerk is to book a session and advertise on the Parish Council's Notice Board, Website and Facebook page for residents to attend.
- d) The resident's noise complaint is noted but this is not within the Parish Council's remit. The Clerk has already directed the resident to DMBC for Highways issues and noise nuisance and the Police for speeding.
- e) Members confirmed the Personal Trainer could have a key to the field. The Clerk is to contact him to arrange collection.
- f) Members noted the resident's plea for household items/furniture. This is not within the Parish Council's remit. The Clerk had already signposted the resident to DMBC, Ward Councillors, Surestart at Rossington, Poor Land's Trust (Lady Elekar's Trust) and Victim Support. The Clerk is to contact the resident and give her a different number for Poor Land's Trust and inform her when the next meeting is to enable her to complete a request form in time for the meeting.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

No Ward Members were in attendance. A Community Skip has been arranged for Saturday 27th May 2023 between 7.30am and 12.30pm (or until full) and it will be sited at the local Primary School.

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 scheduled for the 10th May 2023. The Clerk is still awaiting a reply from DMBC regarding the mould on the walls in the internal store and a safety rail on the ramp.

5.2.2 Update on the MUGA – Highways are requesting a Traffic Management Plan when construction is underway. DMBC or the Contractor will draft this. Talks with the drainage officer are ongoing.

5.3 Identify any new Highway matters

The following issues were raised:

- A hedge that backs onto Doncaster Road footpath on the corner of Valley Drive is overhanging

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

RESOLVED (5)

- a) The Clerk will advertise the Community Skip and thanks were expressed to the Ward Councillors for arranging this.
- b) The Clerk will continue to chase DMBC to ensure the snagging list is complete.
- c) The Clerk will report the new highway matters identified to DMBC.

6) PARISH MATTERS

6.1 Proposed Contract, Method Statement, Risk Assessment relating to Solar Panel Installation
 The Clerk presented members with the above documents for approval and signing of the proposed Contract.

6.2 Lost Property
 The Clerk requested clarity on how long lost property should be held for.

RESOLVED (6)

- a) Members approved the Proposed Contract, Method Statement and Risk Assessments relating to the installation of the solar panels. It was agreed that the Chairman and Clerk would sign the Contract on behalf of the Parish Council
- b) The Chairman and Clerk signed the Contract relating to the installation of solar panels.
- c) The Clerk will return the signed solar panel contract and confirm payment in 3 instalments as set out in the contract.
- d) The Clerk is authorised to pay UK Energi the 2 instalments of £4,200 and £5,880 prior to installation and the third installation of £6,720 following completion of the works.
- d) Lost property will be kept for 3 months then disposed of.
- e) The Clerk will add an article in the next Newsletter regarding lost property.

7) CLERK’S REPORT AND ADMINISTRATION ISSUES

RESOLVED (7)

7.1 To note actions carried out by the Clerk
 The Clerk’s Report on work carried out was noted. The Clerk informed Members that the Parish Council’s accounts for 2022/23 have been left with the Internal Auditor. 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.

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

8.1 Percolation Test
 The Clerk has sought 3 quotes from 3 companies to alleviate the flooding issue on Kilham Hall Car Park. The quotes were for a new soakaway or to repair the existing soakaway/holding tank. The quotes came in at £12,850 by Company 1, either £8,626.40 or £12,600 from Company 2 (dependent on which work was undertaken) and £8014 from Company 3. All quotes are plus VAT.

8.2 Opening and Closing of Kilham Hall Gates
 The Clerk has approached a neighbour of Kilham Hall and they have confirmed they’d open/close the gates to Kilham Hall when needed.

8.3 Kilham Hall Management Committee’s Report
 Councillor Sidebottom informed the Parish Council that the Vice Chairman, Mark Turner, had resigned, quotes have been sought to remove the large internal cupboard in the hall to make it larger, talks with RJ Electrical are ongoing regarding the security lights and the new weekend cleaner has started.

RESOLVED (8)

- a) The Parish Council agreed to employ Company 3, who the Clerk informed Members was GNE Contracting Ltd, to carry out the works to alleviate the flooding issues at Kilham Hall car park at a cost of £8,014 plus VAT providing a warranty for work is provided.
- b) The Clerk and Caretaker will meet monthly to determine when the gates need opening/closing and provide the neighbour with a calendar.
- c) Noted Kilham Hall Management Committee’s update and thanks were expressed to the Vice Chairman for his time on the Committee.

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

9) PARISH MATTERS

9.1 Manor Farm Notice Board

The Handyman and Councillor Gibbins will be installing the Notice Board at Manor Farm on Friday 19th May 2023.

9.2 Donation to 2023 Auckley Show

The Clerk asked members if the Parish Council if they wished to financially support the 2023 Auckley Show.

9.3 Donation to Kilham Hall Management Committee

The Clerk asked members how much they wished to donate to Kilham Hall Management Committee to support the 2023 Pantomimes.

9.4 Next Litter Pick

Councillor Sidebottom informed Members that the next litter pick is scheduled for 27th May 2023.

9.5 Defibrillator Training

Following a residents request for defibrillator training, the Parish Council were asked if they would like to provide this training, via SYAS, and make a donation to the SYAS Charity.

RESOLVED (9)

- a) Date for installation of the Manor Farm Notice Board was noted.
- b) The Parish Council agreed to donate £500 towards the 2023 Auckley Show.
- c) The Parish Council agreed to donate £1000 to Kilham Hall Management Committee towards the 2023 pantomimes.
- d) The Litter Pick scheduled for 27th May 2023 was noted.
- e) The Parish Council agreed to request training from SYAS for defibrillator familiarisation. The Clerk will contact SYAS and request a date in September and then advertise this on the Notice Boards, Website and Facebook page.
- f) The Parish Council agreed to donate £100 (vired from Christmas festivities budget) to SYAS Charity following completion of defibrillator training.

10 FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

DD02/22	O2 (mobile bill)	£ 15.72
23/01	YLCA (Annual subscription)	£816.00
23/02	DMBC (Qtr 1 KL 660ltr Bin Empty)	£189.50
23/03	Clerk (No Parking on Grass Signs)	£ 19.10
23/04	Clerk (Salary)	£858.98
23/05	Handyman (Salary)	£830.46
23/06	HMRC (April fee)	£241.87
23/07	Clerk (Felt tip pens - Coronation event)	£ 15.25
23/08	Clerk (Colouring Crayons – Coronation event)	£ 25.12
23/09	Clerk (DMBC Tens Licence – Coronation event)	£ 21.00
23/10	AKS Design & Print (Coronation Crafts)	£116.00
23/11	Clerk (File Dividers)	£ 3.18
23/12	YLCA (Cllr PROW Training)	£ 25.00
23/13	DMBC (Qtr 4 Grounds)	£ 89.21
23/14	Branton Farm Nurseries (Compost)	£ 39.96
23/15	Clerk (Ebay – Paper)	£ 22.95

RESOLVED (10)

- a) The direct payments were duly authorised.

11) POLICIES/RISK ASSESSMENTS

11.1 Litter Collection Policy

The Clerk presented a Litter Collection Policy following guidance from the Parish Council’s Insurers.

11.2 Amended Usage & Hire of Recreation Ground and Meeting Rooms Policy

The Clerk presented an amended Usage & Hire of Recreation Ground and Meeting Rooms Policy for consideration and approval, together with the new Field Hire Agreement and Conditions of Use.

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

RESOLVED (11)

- a) The Litter Collection Policy is approved
- b) The Usage & Hire of Recreation Ground and Meeting Rooms Policy was approved.
- c) The Field Hire Agreement and Conditions of Use were approved.

12) PLANNING APPLICATIONS

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

12.1	23/00663/FUL 2 Old Mill Court, Whiphill Top Lane, Branton	Convert attached garage into living space with new window to front elevation	No comments or concerns
12.2	23/00597/FUL Canter, Nutwell Lane, Old Cantley	Replacement of existing white UPVC door with a new sliding oak door on the front elevation and replacement of the existing dormer roofs with hipped roofs	Concerns regarding sufficient parking for the office space/apartments

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

The Police Drop In was held at Kilham Hall Meeting Rooms on 13th April 2023 at 6.15pm. No members of the public attended.

13.2 Resident's Speed Initiative Training

This was scheduled for 19th May however had to be postponed due to covid. New dates have been issued to residents and the Clerk is currently awaiting availability.

RESOLVED (13)

- a) The next Police Drop In session is booked for Thursday 24th May 2023 at 10am at Beth's of Branton, Branton Garden Centre, Doncaster Road, Branton.
- b) The Clerk contacts residents to collate their availability and rearrange the Speed Initiative training.
- c) If the Clerk doesn't receive responses regarding Speed Initiative Training then no further attempts are made to coordinate this.

14) ROYAL EVENTS – MAY 2023

14.1 Update on the King's Coronation Event

The Clerk provided an update on the following issues relating to the King's Coronation Event on Monday 8th May 2023.

- 14.1.1 TEN's Licence – The Parish Council have had to apply for a TEN's Licence.
- 14.1.2 Dance School attendance – unfortunately the dance school are not available to attend.
- 14.1.3 Roles on the Day – Roles on the day will include setting up, providing teas/coffees/sweets/pop, handing out raffle tickets for the sweets and pop, replenishing cakes, quiz, cleaning up, packing away
- 14.1.4 Jubilee Quiz – Councillor Sidebottom will carry out the quiz. A picture quiz is available also.
- 14.1.5 Purchase Coffee/Juice – Additional juice is required in case the children require more after their one bottle. Coffee has now been found so is not required however additional cream and jam is required for the cakes along with two boxes of chocolates for prizes for the quizzes.
- 14.1.6 Volunteers Poster – The Clerk provided a draft poster to display around the hall on the day and then for publishing on the Parish Council website, notice boards and Facebook page.
- 14.1.7 Site Safety Document – The Clerk provided members with a document relating to Site Safety Rules for Coronation Event.

RESOLVED (14)

- a) The Clerk will chase DMBC for confirmation the TENs Licence has been approved;
- b) Members noted roles on the day and confirmed their attendance.
- c) Councillor Sidebottom will provide the Clerk with Quiz Answer sheets for printing out.
- d) The Picture quiz was approved and will be placed on each table during the day.
- e) The Clerk is authorised to purchase juice, cream, jam and chocolates.

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

- f) The Volunteer Poster was approved and confirmed would be placed around the hall on the Coronation Event.
- g) The Clerk will publish the Volunteer Poster on the Parish Council Website, Notice Boards and Facebook page.
- h) The Site Safety document was noted and approved.

15) UPDATE FROM EXTERNAL MEETINGS

- 15.1 Clerk’s Attendance at SLCC South Yorkshire Branch Meeting
The Clerk felt the meeting was useful for networking purposes and useful information was agreed on the planning process.
- 15.2 YLCA PROW Training
Councillor Gibbins attended the training on 17th April and the DMBC PROW meeting today. Training was useful and Councillor Gibbins is awaiting a copy of the PowerPoint presentation from the training.
- 15.3 Carbon Literacy Training
Sprotbrough & Cusworth Parish Council are looking to host a Carbon Literacy Training Full Day during the summer at the Goldsmith Centre, Sprotbrough. Councillors and Clerks are invited.
- 15.4 Raising Funds to Help Sustain Your Organisation
DMBC are providing a free session on 11th May.

RESOLVED (15)

- a) Noted Clerk’s feedback on SLCC Branch Meeting and Members await a briefing paper on the planning process issues raised.
- b) Noted Councillor Gibbins feedback on the PROW Training.
- c) The Clerk keeps members updated with dates for the Carbon Literacy Training and informs Sprotbrough & Parish Council of any members interested in attending.
- d) Noted the Raising Funds to Help Sustain your Organisation training. Members felt it wasn’t appropriate for the Parish Council to attend.

16) ITEMS OF CORRESPONDENCE

- 16.1 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 Update, DMBC’s Roadworks reports and Funding Opportunities, Central Locality Plan, SLCC Bulletin, NALC CEO Bulletin.

RESOLVED (16)

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

17) DATE OF NEXT MEETING

- 17.1 Date of Next Meeting

RESOLVED (17)

- a) That the next meeting be held on Wednesday 7th June 2023 commencing at 6pm.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

- 18.1 Clerk’s April Timesheet
The Clerk’s timesheet for April was shared for information. Despite being paid additional hours previously the Clerk had worked an additional 6 hours 49 minutes due to current workload, preparing the AGAR, Meeting the Council’s Auditor, attending the SLCC South Yorkshire Branch Meeting and taking 1 day annual leave.
- 18.2 Handyman’s April Timesheet
Handyman’s timesheet for April was shared for information. An additional 18 hours 45 minutes had been worked due to carrying out the approved fence repairs, collecting materials relating to the jobs, bank holidays and annual leave.

RESOLVED (18)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk is paid for the additional 6 hours 30 minutes worked throughout April and carries forward the 29 minutes into May.

The meeting closed at 8.10pm

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