

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Monthly Meeting of the Parish Council held on Wednesday 1<sup>st</sup> November 2023 at Kilham Hall commencing at 6pm.**

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

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

**1) APOLOGIES**

- 1.1 Apologies  
Councillor Williams
- 1.2 Approval of Reasons Given  
Personal commitments

RESOLVED (1)  
Councillor Williams' apologies were received and accepted.

**2) DECLARATIONS OF INTEREST**

- 2.1 Declarations of Interest  
Councillor Chorlton and Councillor Innes declared an interest in Item 7.3. Councillor Rushby declared an interest in 8.3.
  - 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 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 4<sup>th</sup> October 2023
- RESOLVED (3)  
The minutes of the previous Parish Council Meeting held on the 4<sup>th</sup> October 2023 be agreed and signed by the Chairman.

*The Chairman was expecting members of the public to attend so asked if Item 4 could be deferred until 6.30pm in case any members turned up. Members resolved to postpone Item 4.*

**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 continues to chase CDC for quotes for the handrail and fan and will update members at the next meeting.
  - 5.2.1.2 Update on the MUGA – No further update since the last meeting. The Clerk continues to chase CDC.
- 5.3 Identify any new Highway matters  
No issues were reported.

RESOLVED (5)  
a) The Clerk will continue to chase CDC for a quote for a handrail on the external store ramp.  
b) The Clerk will chase CDC for the quote for the fan/vent and ensure all quotes are like for like before commissioning the most reasonable quote.  
c) The Clerk will continue to chase CDC regarding the percolation test and ensure they appoint the best value contractor's quote.

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

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

*Councillor Butterworth left the meeting to take a telephone call.*

**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. It was noted that the car park flooded during last week's flash floods.

*Councillor Butterworth returned to the meeting.*

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

The Clerk informed members of an issue she was having uploading meeting papers to the website. She is awaiting a reply from the web developer. Members asked what traffic we receive to the website.

RESOLVED (6)

- a) Members noted the Clerks report and actions taken.
- b) The Clerk has already left a message for GNE regarding the car park and she will update members on their response.
- c) The Clerk will ask the question of the web developer regarding traffic to the site.

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

**7.1 ROSPA Annual Inspection**

The Clerk summarised the ROSPA Annual Inspection Report providing members with an action plan. The majority of tasks can be completed by the Handyman, a few issues are to be referred back to ROSPA as the Handyman and Clerk don't agree with them and CDC have been asked to provide a quote for repairs to the Aerial slide. This has been received at a cost of £150.

**7.2 Solar Panels/Selling Electricity Back**

The Clerk has made the first application to sell electricity back to the grid.

**7.3 Kilham Hall Management Committee's Report**

Councillor Chorlton informed members that the next meeting will be on Monday 6<sup>th</sup> November. The Treasurer has provided Councillor Chorlton with last year's annual costs for the electricity bill and has asked the Parish Council to make the 10% contribution as agreed. This would equate to approximately £586.

RESOLVED (7)

- a) Members noted the ROSPA Annual Report and were happy for the Clerk and Handyman to persue these.
- b) Members approved the quote for the works to the aerial slide at a cost of £150.
- c) Noted Kilham Hall Management Committee's update.
- d) The Clerk is to request sight of the energy bills for the past year and then arrange to pay Kilham Hall Management Committee 10% contribution.

*No members of the public turned up by 6.30pm so the Chairman moved to Agenda Item 4.*

**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 pubic via email/telephone to the Clerk and/or Councillors**

4.2.1 A resident has emailed the Clerk requesting CCTV Cameras for entry/exit points in Branton.

4.2.2 A resident has emailed the Clerk seeking permission to place Neighbourhood Watch signs on lamp posts.

4.2.3 A resident has emailed asking if the Parish Council would like to purchase a neighbours Christmas Tree for £100 for planting at Kilham Hall.

4.2.4 A resident phoned Councillor Rushby regarding the reduced bus timetable on an evening.

RESOLVED (4)

- a) The Clerk is to request an up to date quote for CCTV from CDC for consideration and inclusion in next year's budget
- b) The Clerk is to ask Councillor Kong of Finningley Parish Council to attend a future Parish Council meeting to discuss CCTV.
- c) The Clerk is to update the resident on the actions above.

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

- d) The Clerk has informed the resident that approval should be sought from CDC regarding lamp posts.
- e) The Parish Council don't require a tree for Kilham Hall so the Clerk is to inform the resident.
- f) The Clerk provided Councillor Rushby with information on the amended timetable and also drop in sessions that Mayor Oliver Coppard was holding to provide to the resident.
- g) The Parish Council will write to the bus company and cc Ward Councillor Cox and Mayor Oliver Coppard regarding their concern about the reduced bus timetable.

**8) PARISH COUNCIL MATTERS**

8.1 Local Council Award Scheme

The Clerk informed members that they meet the criteria for the Foundation Award of the above scheme. The cost to apply is £130.

8.2 Parish Priorities for 2024/2025

The Clerk provided members with a draft Action Plan and asked members to consider priorities for the forthcoming year to be incorporated into the budget which included donations, grants, recreation area and grounds maintenance, litter picking, communicating with residents, remembrance displays, Christmas displays, defibrillators and CCTV.

8.3 Kilham Hall Shutters

The Clerk provided members with feedback from the Parish Council's Insurers and South Yorkshire Police re: security at Kilham Hall and the use of the shutters.

**RESOLVED (8)**

- a) The Parish Council didn't feel the foundation award would benefit the community at this time. The Clerk could incorporate these fees into next year's draft budget for consideration.
- b) The Clerk is to incorporate the items in the action plan into next year's draft budget for consideration.
- c) The Clerk is to approach the owner of the new business in Old Cantley to see if they would mind siting a defibrillator on the external wall of the building.
- d) The Clerk is to approach the resident who requested a defibrillator at Manor Farm asking for suggestions of where to site one.
- e) The Chairman is to discuss the shutters and security at Kilham Hall Management Committee's next meeting.
- f) The Clerk is to look at the Lease between the Parish Council and Kilham Hall Management Committee regarding issues such as the shutters.

**9) FINANCIAL**

9.1 Direct Bank Payments

That the following payments are duly authorised.

23/95	Clerk (Morrisons Food Training)	£ 34.39
23/96	Clerk (Morrisons Food Training)	£ 4.75
23/97	Branton Farm Nurseries (strimmerline)	£ 5.00
23/98	Clerk (Ink Cartridge)	£ 37.75
23/99	Clerk (Postage)	£ 1.85
23/100	CDC (Bins Kilham Lane)	£189.50
23/101	Handyman (WD40)	£ 6.99
23/102	Glendale (Grass Cut Sept 23)	£ 51.55
23/103	SLCC (Annual Membership)	£177.00
23/104	Clerk (ribbon for poppy displays)	£ 5.92
23/105	Clerk (salary)	£806.02
23/106	Handyman (Salary)	£686.45
23/107	HMRC (Oct fee)	£180.29
23/108	Clerk (Staples)	£ 3.45
23/109	YLCA (Whole Council Training)	£224.00
23/110	Branton Farm Nurseries (hedgetrimmer repairs)	£ 98.83
23/111	ROSPA (Annual Inspection)	£196.80
23/112	Metro Secure 24 (Annual Alarm Test)	£ 90.00

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

DD02/27	O2 (mobile)	£ 12.00
23/113	Arrow Publications (Winter Newsletter)	£126.00
23/114	Clerk (postage)	£ 0.75
23/115	Clerk (Ink Cartridge)	£ 67.12

**9.2 Council's Banking Arrangements**

The Clerk referred members to current bank accounts and how they work.

10.2.1 The Clerk informed members that the current account with the new bank charges £6 per month.

10.2.2 The Clerk sought approval from members to open a second instant savings account for the Parish Council's reserves.

**9.3 Bank Statements**

The Clerk presented Members with the bank statements for 30<sup>th</sup> September to 31<sup>st</sup> October 2023 showing a balance of £79,841.91 for consideration and approval by the Council's auditors.

RESOLVED (9)

- a) The regular payments document was approved.
- b) The Clerk is to forward Councillor Gibbins details regarding the new bank accounts for his consideration prior to her opening the two new accounts with the new provider.
- c) The bank statements were noted and signed by the Councillor Chorlton.
- d) The Clerk is to obtain Councillor Williams' signature on the bank statements as the Council's second auditor.

**10) PARISH MATTERS**

**10.1 Biodiversity**

Under the 2021 Environment Act, Parish Council's must consider what they can do to conserve and enhance biodiversity. The Clerk presented members with a report detailing what the Parish Council must consider.

RESOLVED (10)

- a) The Clerk's report on Biodiversity was noted and the Parish Council will consider how they can enhance and conserve biodiversity in it's tasks.
- b) The Clerk will publicise the work the Parish Council currently carries out regarding Biodiversity on the Parish Council's Facebook page.

**11) POLICIES/RISK ASSESSMENTS**

**11.1 Biodiversity Policy**

The Clerk presented the new policy which covers Biodiversity. This Policy will be reviewed annually at the Annual Parish Council meeting together with actions taken.

**11.2 Data/Information Audit**

The Clerk presented the new audit which covers all personal details held by the Parish Council.

**11.3 Asset Register and Disposal Policy**

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

**11.4 Reserves Policy**

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

**11.5 Compassionate Leave Policy**

The Clerk provided members with a new policy for consideration.

RESOLVED (11)

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

**12) PLANNING APPLICATIONS**

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

23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping.	No comments or concerns
23/01154/OUT 3 Hallside Court, Old	Outline application for the erection of a detached dwelling and garage including demolition of the existing building	No comments or concerns

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

Cantley	within the site (all matters reserved)	
23/01995/FUL Yorkshire Wildlife Park	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance with Condition 1 for the planning application 22/01960/FUL: current temporary permission to change to permanent)	No comments or concerns

12.2 Planning Delegation to the Clerk

Members considered giving the Clerk delegation to respond to planning applications that were of a nature where it would mainly affect neighbours. However the Clerk felt that if this was the case the Parish Council wouldn't be able to consider environmental/biodiversity issues.

RESOLVED (12)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.
- b) Planning Applications are to continue to be seen by the Full Parish Council for consideration and comment.

**13) POLICE ISSUES**

13.1 Police Issues

Police Drop Ins – Next drop in session is to be held on Thursday 9<sup>th</sup> November 2023 at 6.15pm at Kilham Hall Meeting Rooms. The Clerk provided members with an update received from South Yorkshire Police of incidents within the Parish over the last 3 months.

RESOLVED (13)

- a) The Clerk will continue to advertise the police drop in sessions on Facebook and leave posters on the Noticeboards.
- b) The Clerk will seek clarity from South Yorkshire Police as to whether the figures provided can be published on the Parish Council Facebook page.

**14) CHRISTMAS ARRANGEMENTS**

14.1 Carols Around the Tree

Members were asked if they wished to purchase sweets for the service and additional mince pies (once the WI have delivered their donation)

RESOLVED (14)

- a) The Clerk is to purchase two tubs of celebrations sweets and additional mince pies, if required, for the Carols around the Tree event.

**15) EXTERNAL MEETINGS/TRAINING**

15.1 PROW

Councillor Gibbins couldn't attend the meeting due to family illness. He will provide an update upon receipt of the Minutes.

15.2 YLCA South Yorkshire Branch Meeting

Councillor Gibbins attended the meeting. The main issue that will affect the Parish Council is pre planning applications to Parish Council's prior to submission to Principal Authorities.

RESOLVED (15)

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

**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 News Update, CDC's Roadworks reports, PCJCC Minutes from 20/07/23, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin, NALC Training and YWP Quarterly Newsletter.

RESOLVED (16)

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

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

**17) DATE OF NEXT MEETING**

17.1 Date of Next Meeting

RESOLVED (17)

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

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

18.1 Clerk’s October Timesheet

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

17.2 Handyman’s October Timesheet

Handyman’s timesheet for October was shared for information.

17.3 Handyman’s Compassionate Leave

Members were aware of a recent bereavement and discussed compassionate leave to award to the Handyman.

RESOLVED (17)

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

b) The Clerk’s additional 5 hours worked were approved to be paid.

c) The Handyman is to be awarded 5 days compassionate leave.

The meeting closed at 7.50pm

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