

## *CANTLEY WITH BRANTON PARISH COUNCIL*

### **Minutes of the Monthly Meeting of the Parish Council held on Wednesday 4<sup>th</sup> October 2023 at Kilham Hall commencing at 6pm.**

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

**IN ATTENDANCE:** B. Walton (Clerk), Ward Councillor S. Cox

#### **1) APOLOGIES**

##### 1.1 Apologies

No apologies of absence were received, all members were present.

##### 1.2 Approval of Reasons Given

RESOLVED (1)

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

##### 2.1 Declarations of Interest

Councillor Chorlton declared an interest in Item 7.12. Councillor Rushby declared an interest in 7.4, 7.6, 7.7, 7.8, 7.9 and 7.11

##### 2.2 Request Dispensation from Proper Officer

None

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

Items 17.1, 17.2, 17.3 and 17.4 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 6<sup>th</sup> September 2023

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 6<sup>th</sup> September 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

A resident has emailed the Clerk requesting a zebra crossing in Old Cantley.

RESOLVED (4)

a) The Clerk is to forward the resident's concerns to Ward Councillor S. Cox for his information/attention.

b) The Clerk is to respond to the resident informing him of the above and stating there may be some Section106 funding available from CDC to assist this.

#### **5) CITY OF DONCASTER COUNCIL**

##### 5.1.1 Ward Councillor's Report

Councillor S. Cox was in attendance and updated Members on the Localities Teams within CDC, the time-lapse of the S106 monies at Warren Park, CCTV cameras have gone live in Finningley and the provision of skips for the future.

##### 5.2 Update on the MUGA and Storage Extension

5.2.1.1 Snagging List of Storage Extension – The Clerk updated Members on a quote received from an external contractor for the vent in the internal store at a cost of £354. The third quote has not been received as yet. CDC still to provide a quote for the handrail to the external store.

5.2.2 Update on the MUGA – CDC are currently seeking confirmation from GNE that their percolation test will meet the planning application conditions before instructing a contractor to

carry out the percolation test. No further work on the MUGA can take place until this work is carried out satisfactory.

5.3 Identify any new Highway matters

Councillor Butterworth stated the overhanging trees on Gatewood Lane were still there.

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 the third 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.
- d) The Clerk is to report the overhanging branches on Gatewood Lane again to CDC and Ward Councillor S. Cox.
- e) Ward Councillor S. Cox was thanked for his attendance and updates.

*Ward Councillor S. Cox left the meeting at 6.40pm.*

**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.

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

The Clerk asked members to consider sharing Slow Ways Highways information, local walking groups and non-confidential Parish Council papers on the website.

RESOLVED (6)

- a) Members noted the Clerks report and actions taken.
- b) It was agreed to publicise Slow Ways Highways on the Parish Council Website and Facebook page along with other local walking groups around the Parish.
- c) It was agreed to share non confidential meeting papers on the Website.

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

7.1 Paint the Playground

The Clerk informed members that both ROSPA and CDC playground inspections have stated the playground needs repainting. The Handyman feels it would take approximately 40 hours to carry out and materials cost approximately £200. The Playground would have to be closed temporarily whilst work is carried out.

7.2 Boundary Fence Repairs

The Clerk informed members that the Handyman started repairs on the boundary fence last year and now would be an ideal time to complete the repairs. The Handyman estimates another £200 in materials and 25 hours to complete the tasks.

7.3 Picket Fence, Kilham Hall

The picket fence around Kilham Hall building is in need of repair in places and repainting. The Handyman estimates it will cost £50 in materials and approximately 15 hours to carry out.

7.4 Kilham Hall Car Park

The Clerk asked members to review the closing time of Kilham Hall Car Park for the winter months.

7.5 Annual Hedge Cut

The annual hedge cut is due October/November at a cost of approximately £345.

7.6 Annual Fire Shutter Service

The annual test is booked in for 11<sup>th</sup> October 2023.

7.7. Fire Risk Assessment

An external specialist organisation should carry out a Fire Risk Assessment every 3 years. The Clerk has booked South Anston Fire Extinguishers to carry out the assessment on the 8<sup>th</sup> November 2023. The cost will be £375 and Kilham Hall Management Committee will donate £175 towards this report.

7.8 Annual Fire Extinguisher Service

The annual service is booked in for 8<sup>th</sup> November 2023 at an approximate cost of £90.

7.9 Annual Fire Alarm Service

The annual service is booked in for 18<sup>th</sup> October 2023 at an approximate cost of £155.

7.10 Annual Intruder Alarm Service

The annual service is booked in for 9<sup>th</sup> October 2023 at an approximate cost of £95.

7.11 Recycling Bin

Clerk obtained a quote for a recycling bin for Kilham Hall. It would cost £60 or £72.50 per quarter.

7.12 Kilham Hall Management Committee's Report

Councillor Chorlton updated members on decisions made at the last meeting which included shelves for the internal store, old storage area wall being removed to make the hall larger, and the solar panels reselling back to the grid.

**RESOLVED (7)**

- a) Members approved the painting of the playground.
- b) Members approved the repairs to the boundary fence.
- c) Members approved the repairs and painting of the picket fence.
- d) Members agreed for Kilham Hall Car Park to close at 4pm during the Winter months (between clock changes)
- e) Members wished to defer the annual hedge cut until January 2024. The Clerk is to contact CDC to confirm this and then inform local residents.
- f) All the Annual tests/services are noted.
- g) The Fire Risk Assessment is noted together with Kilham Hall Management Committee's contribution which is appreciated.
- h) The Parish Council don't feel a recycling bin could be monitored effectively to ensure money isn't wasted if collection cannot take place due to incorrect materials being recycled and no money is currently in the budget to purchase one or pay for ongoing costs.
- i) Noted Kilham Hall Management Committee's update.
- j) The Clerk is to contact the Parish Council's Insurers to check whether our insurance would be void if Kilham Hall Management Committee chose not to shut the shutters on the hall.

**8) PARISH COUNCIL MATTERS**

8.1 SLCC Membership

The Clerk informed members of the cost of the annual membership renewal for SLCC - £146.

8.2 Amended Asset Register

The Clerk has updated the Parish Council's Asset Register in line with the Insurance policy.

**RESOLVED (8)**

- a) The Clerk is to renew the SLCC membership at a cost of £146.
- b) The Amended Asset Register was noted and approved.

*Post Meeting Note: The SLCC Membership fee is in fact £177.*

**9) PARISH MATTERS**

9.1 Quarterly Newsletter

The Clerk presented members with the draft quarterly newsletter for Bessacarr and Branton for consideration.

9.2 CDC Events Form and Event Planning Document

The Clerk informed Members that CDC ask anyone organising an event within the District to complete an events form. The Parish Council will need to complete the form for the Carols around the Tree Event. The Clerk has emailed CDC to ask if they also need to complete and Event Planning Document as other Parish Councils have had to do this for their events. The Clerk is currently awaiting a reply from CDC regarding this.

9.3 Installation/Removal of Poppy/Tommy Silhouette/Lamp Post Displays

Members discussed dates to install and remove the Armistice Day displays around the Parish.

9.3.1 The Chairman raised resident concerns regarding the whereabouts of the poppy displays. The Clerk assured members that as well as providing a second display at Bawtry Road, she was confident there would be enough poppies for a 3<sup>rd</sup> display at the Glen Road Tree and potentially enough to make garlands for the Notice Boards also.

**RESOLVED (9)**

- a) The content of the newsletter was approved and it was agreed to publish in the usual publications – Bessacarr & Cantley Journal and The Arrow Publication.
- b) The Clerk is to complete CDC's Event form online and if needed, draft and send an Event Planning Documentation to CDC.

c) The Clerk and Handyman will install the poppy displays on or around end of October and remove them on or round the 17<sup>th</sup> November 2023.

## 10) FINANCIAL

### 10.1 Section 3 of the AGAR and Notice of Conclusion

The Clerk presented PKF Littlejohn's external audit report and certificate to Members together with the notice of conclusion. It was noted that Section 1 Box 9 and Section 2, Box 11 (a) had been left blank however confirmation had been received that it does not act as sole managing trustee for any trust funds, thus the response for these two boxes should have been N/A and No respectively.

### 10.2 Direct Bank Payments

That the following payments are duly authorised.

23/80	Glendale (Grass Cut August)	£154.65
23/81	Handyman (Petrol for Mower)	£ 11.62
23/82	Handyman (Wood Filler)	£ 14.49
23/83	Handyman (Sandpaper)	£ 9.98
23/84	Handyman (Yacht Varnish)	£ 14.99
23/85	Branton Farm Nurseries (Plants)	£ 28.45
23/86	Clerk (EBay - Wire for Poppy Display)	£ 6.39
23/87	Clerk (Salary)	£779.45
23/88	Handyman (Salary)	£864.79
23/89	HMRC	£253.53
23/90	M Sidebottom (Litter Pickers Water)	£ 5.00
DD02/26	O2 (Mobile)	£ 12.00
23/91	Yorkshire Ambulance Service Defib Training	£100.00
23/92	YLCA (Talking Tables Training)	£ 50.00
23/93	PKF Littlejohn (External Audit)	£252.00
23/94	Christmas Plus (new lights)	£195.00
DD03/1	ICO - Annual Fee	£ 35.00

### 10.3 2<sup>nd</sup> Quarter Bank Reconciliation

The Clerk presented members with the 2<sup>nd</sup> quarter bank reconciliation and informed them that the figure on the bank reconciliation is 20p more than is in the bank due to an error when paying the Handyman's expenses. The Clerk has repaid 20p into the Parish Council's account so the bank now reconciles. It was noted that the level of reserves in the Parish Council's bank stands at £80,652.04.

### 10.4 2<sup>nd</sup> Quarter Budget Monitoring Report

The Clerk presented members with the 2<sup>nd</sup> quarter budget monitoring report which showed the Parish Council had spent 45% of their annual budget so far.

### 10.5 2<sup>nd</sup> Quarter HMRC (VAT) Return

The Clerk presented members with the 2<sup>nd</sup> quarter VAT return which had been submitted for information. The Clerk made members aware that there was £1.06 which she was unsure if the VAT would be awarded on.

### 10.6 Regular Payments Schedule

The Clerk presented members with an updated regular payments schedule for consideration and approval.

### 10.7 Council's Banking Arrangements

The Clerk referred members to the Internal Auditors comments regarding the Council's banking arrangements and also stated that during the Clerk's training it was highlighted that the Council's banking system was not sufficient.

10.7.1 The Clerk provided members with a bank comparison document detailing different bank account providers and their pros/cons and costs for consideration.

10.7.2 The members considered the Internal Auditor and Clerk's concerns and discussed the different bank providers and accounts.

10.7.3 The members discussed who should be signatories on the new bank account.

10.7.4 The members considered whether the Parish Council would prefer dual or triple authorisation on a new account.

10.8 Awards for All Grant

The Clerk informed Members of a new grant available with Awards for All which could be applied for to meet any shortfall in the cost of the MUGA.

10.9 Provision of Poppy Wreath and Donation to the Royal British Legion

The Clerk asked members to consider donating to the Royal British Legion and in return receiving two poppy wreaths, one for Branton St Wilfrid’s Primary School and one for Kilham Hall Recreation Ground for the remembrance bench.

10.10 Bank Statements

The Clerk presented Members with the bank statements for 1<sup>st</sup> June to 30<sup>th</sup> June 2023, 1<sup>st</sup> July to 31<sup>st</sup> July 2023 and 1<sup>st</sup> August to 31<sup>st</sup> August 2023 for consideration and approval by the Council’s auditors.

RESOLVED (10)

- a) Section 3 of the AGAR and the Notice of Conclusion were noted and approved.
- b) The direct bank payments were approved.
- c) The 2<sup>nd</sup> quarter bank reconciliation was noted, approved and signed by the Council’s two Auditors – Councillor Chorlton and Councillor Williams.
- d) The 2<sup>nd</sup> quarter level of reserves was noted.
- e) The 2<sup>nd</sup> quarter budget monitoring report was noted.
- f) The 2<sup>nd</sup> quarter HMRC (VAT) return was noted.
- g) The amended regular payments document was approved.
- h) Members agreed to change the Parish Council’s bank account to a provider who can offer dual authorisation facilities. The bank providers were considered and it was agreed to change the bank provider to Unity Trust.
- i) The Clerk is to speak to the Internal Auditor to confirm the best time to switch bank providers, Members felt at the year-end ready for the next financial year would be appropriate, and action accordingly.
- j) The Clerk is to put all members and the Clerk as signatories for the new bank account.
- k) The Clerk is to request dual authorisation facility on the new bank account.
- l) The bank statements were noted and signed by the Council’s auditors.

**11) POLICIES/RISK ASSESSMENTS**

11.1 Generic Risk Assessment

The Clerk presented the generic risk assessments, which should be carried out annually, for consideration for:

- 11.1.1 Management Procedures.
- 11.1.2 Financial Procedures.
- 11.1.3 Buildings.
- 11.1.4 Employee and Volunteer Activities.

11.2 Gifts and Hospitality Policy

The Clerk presented the new policy which covers Parish Council Staff and Members.

11.3 Members Allowance Policy

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

11.4 Mobile Phone Policy

The Clerk provided members with a new policy, which is self-explanatory.

RESOLVED (11)

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

**12) PLANNING APPLICATIONS**

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

23/01788/FUL 317 Bawtry Road, Bessacarr	Erection of a 2 story rear extension and single storey side extension.	No comments or concerns
23/01760/FUL 19 Birchwood Court Bessacarr	Erection of a 1st floor extension above a portion of the dwelling house and an additional storey above the garage with internal and external alterations to the dwelling house.	No comments or concerns
23/01668/FUL The Bungalow, Main	Erection of a single storey pitched roof extension to the rear including internal and external alterations	No comments or concerns

Street, Old Cantley		
23/01847/FUL 1 Langton Gardens Branton	Erection of two storey side extension, single storey rear extension, and front porch.	No comments or concerns

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 Ins – No members of the parish attended the session on the 27<sup>th</sup> September 2023. The next drop in session is scheduled for Thursday 9<sup>th</sup> November 2023 at 6.15pm at Kilham Hall Meeting Rooms.

13.1.2 The Clerk has reported a number of incidents relating to cannabis remnants on Kilham Hall Field to the PCSO's along with a car and moped using Kilham Hall Car Park for potential deliver/collection of drugs.

RESOLVED (13)

- a) The Clerk will continue to advertise the police drop in sessions on Facebook and leave posters on the Noticeboards.

### 14) CHRISTMAS ARRANGEMENTS

#### 14.1 Times Illuminations are lit

Members were asked to consider whether they wanted the illuminations on a timer to save costs or whether they wanted the illuminations lit 24 hours a day.

#### 14.2 Carols Around the Tree and Pantomime

The Clerk asked members if they were happy to advertise the Carols around the Tree event on the Parish Council website and Facebook page. She also informed them that the Chair of Kilham Hall Management Committee had sent her the posters and tickets for the pantomime for her to print off, advertise the event and take the tickets and booking form to the Premier Shop to sell.

#### 14.3 Volunteers for the Pantomime

The Chairman asked members to consider if they would be available to help volunteer at the pantomime on Sunday 3<sup>rd</sup> December between 2pm and 6pm.

RESOLVED (14)

- a) Members agreed that the Christmas Illuminations should be on during hours of darkness (morning and night) so if timers could not be fitted, on permanently.  
b) Members approved the Carols around the Tree Event and Pantomime to be advertised on the Parish Council website, Facebook page and Notice Boards.  
c) The Clerk will take the tickets and booking sheets to the Premier Shop at the end of October ready for sales on 1<sup>st</sup> November 2023.  
d) The Clerk, Councillor Rushby and Councillor Williams volunteered to help at the Pantomime and other members will consider it and let the Chairman know at the next Parish Council meeting.

### 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, YLCA Annual Meeting/Annual Report, Remembrance Events letter, Community First Funding News Update, CDC's Roadworks reports, Site Visit details for and South of Doncaster Road, Parish Charter, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin, NALC Good Councillors Guide to Employment, NALC Training, NALC Nomination for Smaller Councils' Committee and South Yorkshire PCC Newsletter.

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 1<sup>st</sup> November 2023 at 6pm.

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

17.1 Clerk's September Timesheet and Quarter 1 Expenses

The Clerk's timesheet for September and 1<sup>st</sup> quarter expenses form were shared for information.

17.2 Handyman's September Timesheet

Handyman's timesheet for September were shared for information.

17.3 Clerk's Contractual Hours

The Clerk informed members that it is 6 months since members increased the Clerk's hours to 15 hours per week and it was due for review.

17.4 Handyman's Contractual Hours

The Clerk informed members of a request by the Handyman to consider increasing his weekly hours to enable him to carry out the job to a satisfactory level, fit in all the extra jobs he carries out and continue to maintain the areas regularly which currently can't be achieved on 10 hours per week. The Handyman has recommended 15 hours per week be considered. The Clerk gave members additional information regarding financial implications relating to this and options available to members.

**RESOLVED (17)**

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

b) The Clerk's 1<sup>st</sup> quarter expenses form was received and approved.

c) The Clerk's contractual hours were considered and it was approved to remain on 15 hours per week.

d) The Clerk's contractual hours will be reviewed in April/May 2024 following her Appraisal.

e) Members considered the Handyman's contractual hours and additional tasks, alongside Agenda Items 7.1 to 7.3.

f) It was agreed to increase the Handyman's contractual hours to 15 hours per week all year round to enable the Handyman to carry out any additional tasks required of him (Agenda items 7.1 to 7.3 as an example).

g) The Handyman's contractual hours will be reviewed in April/May 2024 following his Appraisal.

The meeting closed at 7.55pm