

# CANTLEY WITH BRANTON PARISH COUNCIL

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

**PRESENT:** Councillors: N. Williams (Chair), J. Rushby, A Gibbins and Y. Butterworth

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

The Clerk informed Members that she'd received apologies from the Chairman and Vice Chairman and therefore needed a member to open the meeting and a member to be voted into the Chairman's role for this meeting. Councillor Williams volunteered to be Chairman and the other members agreed unanimously.

### **1) APOLOGIES**

#### 1.1 Apologies

Apologies were received from Councillor Chorlton, Councillor Innes and Councillor Thorpe.

#### 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 Williams declared an interest in Items 12.1 and 12.2. Councillor Rushby declared an interest in item 5.2.1.1.

#### 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 Parish Council Meeting of 5<sup>th</sup> July 2023

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 5<sup>th</sup> July 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 has informed the resident to also write to DMBC Highways and the Ward Councillors regarding a zebra crossing.

b) The Clerk will place this item on the October Parish Council Agenda for full consideration and discussion.

### **5) DONCASTER METROPOLITAN BOROUGH COUNCIL**

#### 5.1.1 Ward Councillor's Report

No Ward Members were in attendance and no updates were forthcoming.

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

5.2.1.1 Snagging List of Storage Extension – The Clerk updated Members regarding DMBC's response to the mould issue and the suggestion of an air vent/fan in the wall to alleviate this problem. This will come at a cost of between £300 and £450.

5.2.1.2 The Clerk informed members of the need to obtain two additional quotes for the vent/fan.

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

5.2.1.3 DMBC have suggested a graded ground ramp be installed up to the door eliminating the need for a handrail. Members felt a handrail would be the better/safer option.

5.2.2 Update on the MUGA – Planning permission has been granted with various conditions attached. Additional costs will be incurred due to drainage surveys and percolation tests being needed to discharge the pre-commencement conditions. An extension may need to be requested due to the original legal agreement stating work would be carried out by December 2023.

5.3 Identify any new Highway matters

Trees overhanging the road on Gatewood Lane.

5.4 Quarterly Playground Inspection

Members were presented with DMBC's quarterly playground inspection for information.

RESOLVED (5)

- a) The Clerk will seek clarity from DMBC regarding the type of vent/fan quoted for.
- b) The Clerk will seek two further quotes for a vent/fan from independent companies.
- c) The Clerk will ask DMBC for a quote for a handrail on the external store ramp.
- d) The Clerk is to ask DMBC whether the recent percolation test in Kilham Hall car park will suffice for the MUGA.
- e) The Clerk is to seek a quote from GNE for the drainage survey and percolation tests and provide them to DMBC for consideration (if DMBC won't accept the recent percolation test in the car park) and inform DMBC to instruct the "best price" quote that meets the conditions.
- f) The Clerk is to confirm they are happy with the extension request of April 2025 relating to the legal agreement of the MUGA.
- g) The Clerk is to report the overhanging branches on Gatewood Lane to DMBC.
- h) Members noted the playground inspection report.

**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

Updates are carried out daily/weekly.

RESOLVED (6)

- a) Members noted the Clerks report and actions taken.

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

7.1 PT Trial Sessions on Kilham Hall Field

The Clerk informed members that the 3 month trial was coming to an end and they needed to determine if they would grant permission permanently.

7.2 Solar Panels

The Clerk informed members that the system was now fully live with the MSC Certificate being provided. The Clerk, Councillor Gibbins and Councillor Rushby attended the App Training and forwarded details onto KHMC Treasurer for his information/use.

7.3 Covid Booster Clinic

The NHS have asked if they can provide a mobile drop in session in the Car Park between October and December 2024.

7.4 Kilham Hall Management Committee's Report

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

RESOLVED (7)

- a) Members were happy for the PT to continue to use the field on a Sunday morning and will reconsider it every 6 months in case of resident complaints.
- b) The Clerk is to discuss the solar panels with KHMC Treasurer relating to paying back to the energy provider.
- c) The NHS Mobile Covid Clinic can use the Car Park on a Friday from 1pm between October and December. The Clerk is to inform them of this decision.

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

d) Noted Kilham Hall Management Committee's update.

**8) PARISH COUNCIL MATTERS**

8.1 Whole Council Training Refreshments

Training is from 5.30pm to 8.30pm on the 10<sup>th</sup> October and a number of members and the trainer will be attending straight from work. Refreshments will be required and therefore a budget needed to be set for the Clerk to organise these.

8.2 Whole Council Training Attendance

Final numbers are required to confirm the training and determine if any spare places are offered to neighbouring Parish Council's.

8.3 To Consider a gov.uk Email Address

The Clerk informed members that the Practitioners Guide 2023 relates to the requirements of email management and that every authority should have an email account that belongs to the Council and which the Council has access – ideally should be a gov.uk or org.uk address. In order to answer yes to Assertion 3 in the 2023/24 Annual Government Statement the Local Authority should ensure that it has an email address that complies with this requirement.

**RESOLVED (8)**

a) The Clerk is to purchase refreshments up to the value of £50 for the 8 members of the Whole Council Training.

b) All Members will be able to attend the training, however depending on Councillor Butterworth's shifts, she may be a little late joining. Councillor Butterworth won't know this until the week before the training when her rota is published.

c) The Clerk is to look at getting a gov.uk email address for herself and research whether every Councillor is to have a gov.uk email address going forward.

d) The Clerk is to set up all Councillors with an outlook.com email address for Parish Council related emails.

**9) PARISH MATTERS**

9.1 Quarterly Newsletter

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

9.2 Purchasing 5 Additional Strings of Lights

The Parish Council budgeted for 5 additional strings of lights for the Christmas Trees at a cost of £162.50.

9.3 Npower Unmetered Supply Tariff Increase

The Clerk informed members of an increase to the tariff for the Christmas Illuminations from 33.80p/kWh to 50.188p/pKw for information.

9.4 Climate Change

The Clerk provided members with a report on climate change and reducing the Parish Council's carbon footprint following her attendance at a recent training course.

9.5 Litter Pick

The next litter pick has been arranged for Saturday 9<sup>th</sup> September 2023 at 9.30am

**RESOLVED (9)**

a) The content of the newsletter was approved and it was agreed to publish in the usual publications.

b) The Clerk is to order 5 additional strings of Christmas illuminations from Christmas Plus at a cost of £162.50.

c) The unmetered tariff increase was noted.

d) The Clerk's report on Climate Change was noted.

e) Members asked the Clerk to obtain a quote for a recycling rubbish bin and the cost for emptying it.

f) The Clerk has arranged for Streetscene to collect the rubbish following the litter pick on Saturday 9<sup>th</sup> September 2023. The Parish Council wished to thank the regular litter pickers for continuing to co-ordinate and attending the picks.

**10 FINANCIAL**

10.1 Direct Bank Payments

That the following payments are duly authorised.

23/52	Handyman (Fuel for mower)	£14.89
23/53	Handyman (Plants for KH)	£239.75

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23/54	Handyman (Safety Boots)	£27.00
23/55	DMBC (Bins Qtr 2)	£189.50
23/56	Branton Farm Nurseries (Strimmercord)	£5.00
23/57	Arrow Publications (Summer Newsletter)	£126.00
23/58	Today Publications (Summer Newsletter)	£144.00
23/59	Glendale (Grass Cut)	£103.10
23/60	DMBC (Qtr 1 Grounds)	£134.98
23/61	HMRC	£255.14
23/62	Clerk (Salary)	£816.35
23/63	Handyman (Salary)	£841.93
23/64	Armthorpe Elmfield Brass Band (Carols Around the Tree)	£200.00
DD02/24	O2 (Mobile)	£14.70
23/65	BHIB (Annual Insurance Premium)	£1492.33
23/66	YLCA (Talking Tables Training)	£50.00
23/66A	Christmas Plus (Repairs)	£156.00
23/67	Branton Farm Nurseries (Rake)	£24.99
23/68	Milton Plumbing & Heating	£65.00
23/69	Handyman (Tesco's - Secataurs)	£3.35
DD02/25	O2 (Mobile)	£12.00
23/70	Glendale (Weed & Feed Treatment)	£711.60
23/71	Glendale (Grass Cut)	£103.10
23/72	HMRC	£224.38
23/73	Clerk (Salary)	£748.80
23/74	Handyman (Salary)	£844.04
23/75	Clerk (Ink Cartridges)	£118.49
23/76	DMBC (Aerial Runway Repairs)	£270.00
23/77	GNE (Car Park Soakaway Repairs)	£9616.80
23/78	Clerk (Ebay - Card)	£4.99

10.2 Consider the Council's Banking Arrangements

Members voted to defer this item until the October meeting when the Chairman and Vice Chairman are present.

10.3 Internal Control Document

The Clerk presented Members with an Internal Control Report for information and approval.

10.4 Internal Control Check

It is recommended internal control checks are carried out twice a year. The Parish Council previously agreed to carry out a check in March 2024. The Clerk asked whether an internal control check should be carried out during September/October 2023.

10.5 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) The direct bank payments were approved.
- b) The Council's Banking Arrangements be deferred until the October meeting.
- c) The Clerk is to message Councillor Butterworth with details of information needed from Natwest Bank (the Parish Council's current bank provider) for her to seek answers.
- d) The Internal Control document was noted and approved.
- e) The Clerk is to add the Internal Control document to the financial section of the website for information.
- f) A 2<sup>nd</sup> Internal Control Check will not take place in September/October due to the changes that will take place in due course with regards to the Council's banking arrangements and new payment process. From 2024 two checks will take place, one in March and one in September.
- g) The bank statements were noted and signed by the Council's auditor – Councillor Williams.

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

h) The Clerk is to arrange for the Council's 2<sup>nd</sup> auditor, Councillor Chorlton, to sign the bank statements.

**11) POLICIES/RISK ASSESSMENTS**

- 11.1 Outdoor Spaces Risk Assessment  
The Clerk presented the generic risk assessment for outdoor spaces which should be carried out annually.
- 11.2 Volunteer Policy  
The Clerk presented the new policy which covers Parish Council Volunteers.
- 11.3 Carols Around the Tree Risk Assessment  
The Clerk presented the Risk Assessment in preparation for this year's event.
- 11.4 Menopause Policy  
The Clerk presented a new policy which is seen to be good practice to have.
- 11.5 Equality & Diversity Policy  
The Clerk provided members with an amended, updated policy.
- 11.6 Parish Council Application Form  
The Clerk presented the amended Parish Council Application form inline with the updated Equality & Diversity Policy.
- 11.7 Flexible Working Policy  
The Clerk presented the Policy which has been amended in line with legislation.
- 11.8 Grants Awarding Policy  
The policy has been reviewed but not amended.
- 11.9 Recording of Meetings Policy  
The policy has been reviewed but not amended.
- 11.10 CCTV Policy  
The policy has been reviewed but not amended.
- 11.11 Freedom of Information Policy – Publication Scheme  
The policy has been reviewed and amended to reflect the new Clerk's contact number.
- 11.12 Health & Safety Policy  
The Clerk provided members with an amended, updated policy.
- 11.13 Privacy Notice – General  
The Clerk provided members with an amended policy due to legislation change.
- 11.14 Privacy Notice – Staff, Councillors and Role Holders  
The Clerk provided members with an amended policy due to legislation change.
- 11.15 Records Management Policy  
The Clerk provided members with an amended policy due to legislation change.
- 11.16 Security Incident Policy  
The policy has been reviewed and amended to reflect the new Chairman's details.

RESOLVED (11)

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

**12) PLANNING APPLICATIONS**

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

*Councillor Williams left the meeting.*

12.1	23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf' reserve) (re-submission of 21/02108/REMM)	No comments or concerns
12.2	23/01322/FUL Yorkshire Wildlife Park	Erection of two animal houses & enclosures	No comments or concerns
<i>Councillor Williams returned to the meeting.</i>			
12.3	22/01818/OUTM Land at Warning Tongue Lane, Cantley	Outline application of 8 residential dwellings (all matters reserved)	No comments or concerns
12.4	23/01450/FUL 6 Chapel Lane, Branton	Change of use of the ground floor from a car showroom to a licensed eatery including minor	No comments or

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		external alterations and installation of an external extraction unit.	concerns
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The Clerk also informed members of the following item that she has been made aware since distributing the Agenda.

12.5	23/01510/FUL Unit 4 Victoria Court Industrial Estate, Quarry Lane, Branton	Erection of new workshop (8.9m x 12.9m) following demolition of existing store.	No comments or concerns
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RESOLVED (15)

- 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 Police Drop Ins – No members of the public attended the session on the 9<sup>th</sup> August 2023. The next drop in session is scheduled for Wednesday 27<sup>th</sup> September 2023 at 10am at Beth’s of Branton.

13.1.2 The Clerk has reported 3 incidents relating to cannabis remnants on Kilham Hall Field to the PCSO’s.

RESOLVED (16)

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

**14) UPDATE FROM EXTERNAL MEETINGS**

14.1 PCJCC – 20<sup>th</sup> July 2023

No members were able to attend this meeting.

14.2 YLCA Joint Executive Board Annual Meeting and the Joint Annual Meeting – 22<sup>nd</sup> July 2023

The Clerk had circulated an update from this meeting as no members were able to attend.

14.3 Talking Tables Event – 27<sup>th</sup> July 2023

The Clerk provided members with a report on the Talking Tables event which included the following topics – The Council working as a Team with Effective Communication, Organising Successful events, Declarations of Interest, Explaining VAT, Maximising the Potential of your Council in serving its Community, Making Responses to Planning Applications Meaningful, Hold Better Meetings and Climate Change – for information.

14.4 Yorkshire Wildlife Park Committee – July/August Update

The quarterly update had previously been circulated to Members for information.

14.5 Community Engagement Event at Manor Farm – 9<sup>th</sup> August 2023

Councillor Williams and Councillor Chorlton attended. No members of the public attended.

14.6 The Clerks Attendance at Future Events

14.6.1 SLCC South Yorkshire Branch Meeting on Tuesday 12<sup>th</sup> September 2023 between 10am and 12noon at Dalton Parish Council, Rotherham.

14.6.2 Doncaster Parish Council Clerk’s Networking Event on Wednesday 13<sup>th</sup> September 2023 between 1pm and 2pm at Rossington Parish Council.

14.6.3 Doncaster Parish Council Clerk’s Meeting regarding DMBC’s requirements for Organising Events (including small events) on Tuesday 17<sup>th</sup> October 2023 from 2pm at Rossington Parish Council.

14.7 Code of Conduct Training – 7<sup>th</sup> September 2023

Councillor Gibbins would like to attend this training course provided by YLCA at a cost of £25.

RESOLVED (14)

- a) The updates from the external meetings listed above were noted.
- b) Members approved the Clerk’s Attendance at the SLCC South Yorkshire Branch Meeting on the 12<sup>th</sup> September and to the Doncaster Parish Clerk’s Meeting regarding Events on the 17<sup>th</sup> October 2023.
- c) Approval was given to Councillor Gibbins to attend the Code of Conduct Training.

**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, Remembrance Events Letter, Community First Funding Update, DMBC’s Roadworks reports, Site Visit details for and South of Doncaster Road, Parish Charter, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin, NALC Good

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

Councillors Guide to Employment, NALC Training, NALC Consultation on Local Plans, South Yorkshire PCC Newsletter and Nottinghamshire and Nottingham Waste Pan Consultation.

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 4<sup>th</sup> October 2023 at 6pm.

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

17.1 Clerk's July and August Timesheet

The Clerk's timesheets for July and August were shared for information. It was noted that the Clerk had 2.5 hours overtime in lieu.

17.2 Handyman's July and August Timesheet

Handyman's timesheets for July and August were shared for information.

17.3 Clerk's Annual Leave

The Clerk presented Members with her leave card for authorising.

RESOLVED (17)

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

b) The Clerk is to be paid the additional 2 hours 30 minutes worked above her contracted hours.

c) The Clerk's annual leave was noted and authorised.

The meeting closed at 7.55pm

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