

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 6th November 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), Y Butterworth, A. Gibbins, J. Rushby and J. Sprack
IN ATTENDANCE: B Walton (Clerk), Ward Councillor Steve Cox

1) APOLOGIES

- 1.1 Apologies received
Councillor Odell.
- 1.2 Reasons for absence considered

RESOLVED (1)

- a) Councillor Odell's reason for absence were approved.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
None.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Items 17.1 to 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 2nd October 2024

RESOLVED (3)

- a) The minutes of the Parish Council Meeting held on the 2nd October 2024 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 were present at this time.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
A resident pointed out to the Handyman that their child had slipped on the grid entering the park whilst running.

RESOLVED (4)

- a) The Parish Council agreed to monitor the situation.

5) CITY OF DONCASTER COUNCIL

- 5.1 Ward Councillor's Report
Ward Councillor Cox confirmed that the skip would be located at Kilham Lane on the 30th November.
- 5.2 Update on the MUGA
Work started on the 4th November 2024 and is expected to take 4 to 6 weeks.
- 5.3 Update on CCTV
CDC envisage installation by the end of November/early December.
- 5.4 Capital Grant
CDC informed the Clerk that the Parish Council could not apply for the capital grant as it had to go through a Community Group. Discussion took place as to whether Kilham Hall Management Committee could apply for the grant.
- 5.5 Identify any new Highway matters
The Clerk has reported fly tipping on Gatewood Lane to CDC.

RESOLVED (5)

- a) Members noted the Ward Councillors Update and thanked Councillor Cox for his attendance.
- b) Members noted the update on the MUGA.
- c) Members noted the update on the CCTV.

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

d) The Clerk will forward the grant application details to KHMC.

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.

6.2.1 The Clerk informed Members that the website was not WCAG 2.2 AA Standard for website compatibility. It is good practice to have an accessible website. The website is currently in need of updating and the cost to make the existing website accessible would be nearly as much as a new website. Councillor Sprack also informed members of a government discount available to assist Parish Council's with gov.uk domain name/email addresses which is advised. It is more professional and also more secure.

RESOLVED (6)

a) Members noted the Clerk's Report and action list. The Clerk reminded The Chairman and Councillor Gibbins/Sprack of an outstanding action each.

b) Members noted the Clerk's Update on Facebook/the Website.

c) The Clerk is to obtain quotes for gov.uk domain/emails and upgraded website and include in budget costs for 2024/2025.

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

7.1 ROSPA Playground Inspection

Members noted the report which had been previously circulated and the associated action plan.

7.2 Aerial Runway

Members considered the quote from CDC regarding the Aerial Runway Annual Maintenance in the sum of £165.

7.3 Gardening Equipment

Members considered the annual servicing arrangements for the gardening equipment.

7.4 Kilham Hall Management Committee's Report

There has been no meeting since our October meeting.

RESOLVED (7)

a) Members noted the ROSPA Report and Approved works required on the Action Plan.

b) Members noted the cost to the Aerial Runway Annual Service and approved the same.

c) Members approved the annual servicing of the gardening equipment.

8) PARISH MATTERS

8.1 Parish Council Action Plan 2025/2026

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.

8.2 South Yorkshire Bus Franchising Consultation

The Clerk had previously circulated the above and asked whether Members wanted to send a combined response on behalf of the Parish Council.

RESOLVED (8)

a) Members were happy with the content of the Action Plan 2025/2026 with the addition of the upgrade to the website and the possibility of combining the Police Drop In sessions with Councillor Drop In's.

b) Members approved a joint response to the South Yorkshire Bus Franchising Consultation. Comments will be circulated to the Clerk by 30th November to enable her to draft a response for approval at December's meeting.

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

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments are duly approved:

Payments for Ratifying

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/83	Glendale - Sept Grass Cut Royal British Legion - Poppy	94.52	18.90	113.42	Open Spaces Act 1906
24/85	Donation	100.00	0.00	100.00	LGA 1972 S.145
24/86	GG Emergency Door Specialists	392.00	78.40	470.40	LGA 1892 S. 8 (1) (i)
24/87	SLCC - Annual Membership	183.00		183.00	LGA 1972. S. 111
24/88	SLCC - CILC Qualification - Clerk	450.00		450.00	LGA 1972 S. 111
24/89	GG Emergency Door Specialists	200	40	240.00	LGA 1892 S. 8 (1) (i)

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/84	YLCA - CILCA Tutorials/Mentorship	325.00	0.00	325.00	LGA 1972 S. 111
24/90	Clerk (Salary)	*			LGA 1972 S. 112
24/91	Handyman - Salary	*			LGA 1972 S. 112
24/92	Handyman - Cable Ties	12.08	2.42	14.50	Open Spaces Act 1906
24/93	Clerk - Seed Bombs Today Publications - Winter	29	0	29.00	S137
24/94	Newsletter CDC - MUGA/Extension	125	25	150.00	LGA 1972 S. 142(1a) GPC
24/95	Contribution RJ Electrical - Remove External	54945.6	0	54,945.62	
24/96	Socket	50	10	60.00	LGA 1892 S.8(1)(i)
24/97	Glendale - Oct Grass Cut	47.27	9.45	56.72	Open Spaces Act 1906
24/98	Clerk - Paper	20.95	0	20.95	LGA 1972 S. 111
DD03/40	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111

*to be confirmed by Warrens GBC once payroll has been prepared.

Ward Councillor Cox left the meeting.

Discussion took place regarding CDC's invoice for the MUGA and discussed contents of a letter to CDC requesting a reduction due to poor service received during the extension build.

9.2 Bank Statements

The Clerk presented Members with the bank statements for 1st October to 31st October 2024 for consideration and approval by the Council's auditors.

RESOLVED (9)

- a) The bank payments were approved and the Clerk is to pay these in due course.
- b) The Clerk is to send a letter to CDC requesting reduction in invoice due to poor service.
- c) The bank statements were noted and signed by the Council's auditors.

10) POLICIES/PROCEDURES

10.1 The following policies were reviewed:

- 10.1.1 Internet Banking Policy
- 10.1.2 Business Continuity Policy

RESOLVED (10)

- a) The above Policies were all approved.
- b) The additional list of key dates for recovery action were noted and approved within the Business Continuity Policy.

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

11) PLANNING APPLICATIONS

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

24/01725/FUL 3 New Road, Branton	Erection of a two storey rear extension with Juliette balcony	Already Granted
24/01780/FUL Woodview, Glen Road, Branton	Erection of a single storey front extension with first floor dormer window addition and general reconfiguration of internal space	No comments or concerns

RESOLVED (11)

a) Feedback is given to the Planning Department at CDC on the planning application received.

12) POLICE ISSUES

12.1 Police Issues

The next Police Drop In will be held at the Café at the Garden Centre on Doncaster Road on Thursday 14th November 2024 at 10am-11am.

RESOLVED (12)

a) Members noted the police update.

b) The Clerk advertises the future Police Drop In sessions on social media and the website.

13) CHRISTMAS ARRANGEMENTS

Carols Around the Tree

13.1 Members were asked if they wished to purchase sweets for the service.

13.2 Members were asked if they wished to ask the WI for a donation of mince pies for the event and purchase additional mince pies if needed.

RESOLVED (13)

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

b) The Clerk is to write to the WI regarding a mince pie donation.

14) TRAINING/EXTERNAL MEETINGS

14.1 YLCA Webinar on gov.uk Email Addresses

Councillor Sprack circulated an update on the above and talked Members through it.

14.2 CDC PROW Meeting

Councillor Gibbins updated Members on the above meeting held on the 16th October 2024.

14.3 South Yorkshire YLCA Branch Meeting

Councillor Williams could not attend this meeting so no update was available.

RESOLVED (14)

a) Members noted the circulated documents from the gov.uk webinar.

b) Members noted the update from the PROW 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, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training.

RESOLVED (15)

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

16) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 4th December 2024 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s October Timesheet

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

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

17.2 Handyman's October Timesheet

Handyman's timesheet for October was shared for information.

17.3 NALC Pay Award

Members considered the NALC Pay Award for all staff, which is backdated to April 2024 and the figures provided. Discussion took place around the hourly rate for the Handyman.

RESOLVED (17)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data.
- c) Members approved the NALC Pay Award for the Clerk and Handyman.
- d) The Clerk will inform Warrens GBC Accountants of the approved pay award backdated to April 2024.
- e) The Clerk is to look at similar job descriptions and discuss payscales of Handymen/Gardeners with other Parish Council's and the Principal Authority for comparison to bring to December meeting.

The meeting closed at 7.45pm.

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