

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 2nd October 2024 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

1.1 Apologies received

None

1.2 Reasons for absence considered

RESOLVED (1)

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 4th September 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 4th September 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

None

RESOLVED (4)

5) PARISH COUNCIL MATTERS

5.1 Resignation

Members noted Councillor Thorpe's letter of resignation.

5.2. Advertisement of Councillor Vacancy

The Clerk informed Members of the due process for advertising the Councillor vacancy, actions carried out already and what is required going forward.

5.3 Closing Date for Vacancy

Members discussed the closing date for advertising the Councillor Vacancy if a bi-election isn't called.

5.4 SLCC Annual Membership

The Clerk informed members of the cost of the annual membership renewal for SLCC - £188 an increase of £11 from last year.

5.5 Asset Register

The Clerk informed members of an amendment to the final total on the asset register.

5.6 South Yorkshire YLCA Branch Meeting

The Clerk asked if Members had any items they wished to place on the next Agenda for consideration.

RESOLVED (5)

a) Members noted Councillor Thorpe's resignation and understood the reasons behind it.

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

- b) Members noted the process to advertise the vacancy and delegated it to the Clerk to move forward when possible.
- c) Members confirmed the previous advertisement for a Councillor Vacancy would be used and a closing date of 25th November 2024 be used to enable Members to make a co-option at December's meeting.
- d) Members approved the SLCC Annual Membership at a cost of £188 and the Clerk will renew the same.
- e) Members approved the amendment to the Asset Register.
- f) Clerk to inform YLCA there are no agenda items for October Agenda, and to pass on Councillor Gibbins apologies.

6) DONCASTER METROPOLITAN BOROUGH COUNCIL

6.1 Ward Councillor's Report

The Clerk informed Members that the Community Skip may not be taking place in Branton on 30th November 2024 now due to CDC procedures. Councillor Gibbins attended the Ward Councillor's Parish Council meeting. Issues brought up that were of interest to the Parish Council were an update on the airport and the community skips.

6.2 Update on the MUGA

The Clerk updated Members – Pre-planning conditions regarding traffic have been removed by Planning. CDC are awaiting the report from FOSSE regarding the ground suitability prior to awarding the Contract. The Clerk has drafted a grant application to send to CDC for the sum of £5,000. The previous grant application to FCC has been refused. The Clerk had drafted a letter to local residents regarding the works to post once we have a start date.

6.3 Update on CCTV

Awaiting update from CDC regarding this.

6.4 Green Space at top of Brockholes Lane

The Clerk updated Members on the above area. CDC are happy to provide licences to the Parish Council to move the bench further onto the land and for the Parish Council to tidy the area and plant shrubs/plants if required.

6.5 Quarterly Playground Inspection

The Clerk had circulated CDC's quarterly playground inspection report and discussed repairs to the zip wire.

6.6 Identify any new Highway matters

Members reported:

- A metal bar that has been dumped on the grassed area between Oaktree Road and Valley Drive.
- The pathways surfaces around Kingsmead Drive, joining The Close, are corroding and peeling off which could in turn cause a trip hazard.

RESOLVED (6)

- a) Members noted the Ward Councillors Update.
- b) Members noted the update on the MUGA and approved the grant application for submission and the draft letter to residents.
- c) The Clerk will submit the grant application to CDC and send the letter to residents once the contract has been awarded and a start date confirmed.
- d) The Clerk will continue to chase CDC for updates on the CCTV.
- e) The Clerk will write to the residents who back onto the green space at the top of Brockholes Lane and inform them of our intentions and seek their views.
- f) Members were happy for the Handyman to carry out the repairs to the zip wire if he felt this was possible. The Clerk will speak to the Handyman.
- g) The Clerk will report the metal pole and pathway surfaces to CDC.

7) CLERK'S REPORT AND ADMINISTRATION ISSUES

7.1 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.

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

Updates are carried out daily/weekly.

RESOLVED (7)

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

- a) Members noted the Clerk's Report and action list. The Clerk reminded The Chairman and Councillor Odell of an outstanding action each.
- b) Members noted the Clerk's Update on Facebook/the Website.

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

- 8.1 Closing Times
Members discussed closing times of Kilham Hall gates during the period November to March 2025.
- 8.2 Kilham Hall Hedge Cut
Members were asked to consider when they would like the hedge cut around Kilham Hall Playing Field – October of January – at a cost of approximately £393.
- 8.3 Fire Shutter Service
The Clerk informed Members that this took place on 25th September.
- 8.4 Repair Faulty Shutter
The Clerk informed Members of the fault on the Handyman's store shutter. Repairs would cost approximately £470 however the Clerk informed members that part of the repair was a new motor. We have a spare motor in the rear store which we may be able to utilise.
- 8.5 Intruder Alarm Service
The Clerk informed Members that this took place on 23rd September.
- 8.6 Donation of a Memorial Bench
The Clerk informed Members that the local resident had been in touch as was in a position to donate a bench with memorial plaque in memory of his parents. Discussion took place regarding placement of the bench.
- 8.7 Kilham Hall Management Committee's Report
Councillor Gibbins informed Members of the ongoing issues regarding the meter in Kilham Hall and the updates with National Power Grid and EoN. Also discussed was the pantomime.

RESOLVED (8)

- a) Members agreed the new closing times of the gates during November to March 2025 inclusive as being 4pm, unless there is a group/event in the Hall.
- b) Members approved the annual hedge cut and requested it be booked in for January 2025.
- c) Members noted the annual fire shutter service.
- d) Members approved the repair of the handyman's store shutter. They requested that the Clerk tries to obtain a reduction in price due to the Parish Council having a motor that can be utilised. However if this is not possible, Members approved the repair at the cost of £470.
- e) Members noted the annual intruder alarm service.
- f) Members wished to thank the resident for the offer of a memorial bench. They agreed placement of the bench in the far corner to the left of the field (opposite corner to the memorial garden) due to limited space elsewhere. They also requested that the bench is brown, in keeping with others around the field.
- g) The Clerk is to contact the resident and confirm the Parish Council's gratitude for the bench donation and discuss options with him.
- h) Noted Kilham Hall Management Committee's update and thanked Councillor Gibbins for all his ongoing work on the meter issue.

9) PARISH MATTERS

- 9.1 Newsletter
The Clerk previously circulated the draft winter newsletter for consideration and publishing in the Arrow Magazine and Today Publication.
- 9.2 Armistice Day Displays
The Clerk updated Members on donations of poppies for the Armistice Day displays. She hopes to invite volunteers to make the new displays on Friday 11th and 18th October between 1pm and 2pm. Members discussed when to install/remove the displays.
- 9.3 Seed Bombs
The Clerk informed Members of the uptake of seed bombs by residents and confirmed she would order these over the next month ready to provide to residents for planting in the New Year.
- 9.4 VE Day 80th Anniversary
Members discussed the 80th Anniversary in May 2025 and whether to provide an event.

RESOLVED (9)

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

- a) Members were happy with the content of the winter newsletter and agreed to publicise it in the Arrow Publication and Today Magazine.
- b) Members approved additional hours for the Handyman to install/take down Armistice Day displays.
- c) Members would like the displays installing the week commencing 28th October and removing no later than 29th November 2024. Councillor Sprack will assist the Handyman if needed.
- d) The Clerk will order seed bombs to the value of approximately £30 to distribute to residents who requested them.
- e) Councillor Gibbins will ask Kilham Hall Management Committee at their next meeting if they wish to hold an event for VE Day 80th Anniversary and bring it back to the Parish Council's December meeting.

10) FINANCIAL

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

The Clerk informed Members that PKF Littlejohn had provided an interim report on Sunday 29th September as they didn't think they'd be able to meet the deadline for completion of audit by close of business on Monday 30th September. This had to be displayed on the Parish Council's website by 30th September which the Clerk adhered to. On Monday 30th September the Clerk received the final report and notice of conclusion of audit from PKF Littlejohn for displaying. This was placed on the website. The Clerk informed Members that there were no issues raised with the audit.

10.2 Direct Bank Payments

That the following payments are duly approved:

24/75	Clerk - Salary	Tbc	LGA 1972 S. 112
24/76	Handyman - Salary	Tbc	LGA 1972 S. 112
24/77	HMRC	Tbc	LGA 1972 S. 112
24/78	Metro Secure - Annual Alarm Test	£ 96.00	LGA 1892 S. 8 (1) (i)
24/79	Clerk - Ebay - Printer Ink	£ 29.99	LGA 1972 S. 111
24/80	CDC - KH Litter Bin Qtr 3	£195.00	Open Spaces Act 1906
24/81	PKF Littlejohn - External Auditor	£378.00	LGA 1972 S. 111
	ROSPA - Annual Playground	£206.40	Open Spaces Act 1906
24/82	Inspection		
DDO3/39	O2 - Mobile	£ 13.06	LGA 1972 S. 111

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

10.3 Internal Control Exercise

Councillor Rushby and Councillor Butterworth carried out the Internal Control Exercise and found everything to be in order.

10.4 2nd Quarter Bank Reconciliation and Level of Reserves

The Clerk presented Members with quarter 2 bank reconciliation and confirmed the banks closing balance as at 30th September 2024 was £40,866.61 in the current account and £88,975.17 in the reserves account. Approximately £55,500 of the reserves is earmarked for the MUGA. Discussion took place regarding transferring some money from the current account to the reserves account to obtain interest.

10.5 Quarter 2 Budget Monitoring Report

The Clerk confirmed overall 21% of the budget for 2024/25 had been spent to date.

10.6 Quarter 2 VAT Return

Members noted the Quarter 2 VAT return in the sum of £637.48.

10.7 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.

10.8 Bank Statements

The Clerk presented Members with the bank statements for 1st September to 30th September 2024 for consideration and approval by the Council's auditors.

RESOLVED (10)

- a) Members noted PKF Littlejohn's Final Audit Report and Notice of Conclusion.
- b) The bank payments were approved and the Clerk is to pay these in due course.
- c) Members noted the Internal Auditors internal control exercise findings.

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

- d) The 2nd quarter bank reconciliation was noted, approved and signed by the Council's two Auditors – Councillor Rushby and Councillor Butterworth.
- e) The 2nd quarter level of reserves was noted.
- f) The 2nd quarter budget monitoring report was noted.
- g) The 2nd quarter HMRC (VAT) return was considered and an additional item was noted as being missing from the return. The Clerk will amend the VAT return accordingly and claim £1042.09.
- h) Members approved £100 donation to the Royal British Legion and to donate one wreath to Branton St Wilfrid's Church of England Primary School.
- i) The bank statements were noted and signed by the Council's auditors.

11) POLICIES/PROCEDURES

- 11.1 The following policies were compared with the NALC templates:
 - 11.1.1 Compassionate Leave
 - 11.1.2 Flexible Working
- 11.2 The following policies were reviewed:
 - 11.2.1 Reserves
 - 11.2.2 Risk Management
 - 11.2.3 Whistleblowing
- 11.3 The following risk assessments were considered:
 - 11.3.1 Volunteers (Painting) Risk Assessment (new)
 - 11.3.2 Employees Stress Assessment form (new)
 - 11.3.3 GDPR/Data Information Audit (reviewed)

RESOLVED (11)

- a) Members agreed to keep the Compassionate Leave Policy and Flexible Working Policy as they were.
- b) The above Policies were all approved.
- c) The above risk assessments were approved.

12) PLANNING APPLICATIONS

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

24/01558/FUL 22 Warrington Drive, Bessacarr	Erection of a single storey side extension to form a new swimming pool and single storey extension to enlarge porch to front of property	No comments or concerns
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12.2 Proposed Street Names for Development South of Doncaster Road

The Clerk provided members with a list of 7 names that CDC propose to use for the new development South of Doncaster Road's street naming. Members considered them and informed the Clerk of their views.

RESOLVED (12)

- a) Feedback is given to the Planning Department at CDC on the planning application received.
- b) Feedback is given to the Planning Department at CDC regarding the new street names – 4 names are British Birds, the last 3 aren't. Therefore the Parish Council suggested alternative names – Pheasant, Swallow, Goldfinch and Swift.

13) POLICE ISSUES

13.1 Police Issues

Nobody attended the last police drop in. 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 (13)

- a) Members noted the police update.
- b) The Clerk advertises the future Police Drop In sessions on social media and the website.

14) TRAINING/EXTERNAL MEETINGS

14.1 HMRC Webinar

The Clerk had previously provided Members with information from the above training.

14.2 YLCA Webinar on gov.uk Email Addresses

The Clerk informed members of a free webinar on the 9th October relating to gov.uk email addresses. External auditors and YLCA/NALC are encouraging Parish Council's to change to a gov.uk email address. The Clerk is unable to attend the webinar so requested a Member to attend and feedback to the Parish Council.

RESOLVED (14)

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

- a) Members noted the circulated documents from the HMRC webinar.
- b) Councillor Sprack confirmed he could attend the YLCA webinar on gov.uk email addresses.
- c) The Clerk will forward the link to the YLCA webinar to Councillor Sprack for registration.

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 6th November 2024 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s September Timesheets

The Clerk’s timesheets for September was shared for information.

17.2 Handyman’s September Timesheets

Handyman’s timesheets for September was shared for information.

17.3 Clerk’s Pension

Members considered making a pension contribution for the Clerk into a Nest pension.

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 to pay a 4% contribution into a NEST Pension for the Clerk.
- d) The Clerk will inform Warrens GBC Accountants of the approved pension contributions.

The meeting closed at 7.45pm.

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