

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 5th January 2022 at Kilham Hall commencing at 6.30pm.

PRESENT: Councillors: M Sidebottom (Chair), D Chorlton, N Williams, S Ward and R Dennis

IN ATTENDANCE: B Walton (Clerk to the Council) and 2 members of the public

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillor’s Rushby and Butterworth.

RESOLVED (1)

Apologies received and accepted.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

Item 33 is to be excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillors Sidebottom and Chorlton declared another interest in Items 13 and 14.

RESOLVED (3)

4) MINUTES OF THE PREVIOUS MEETING HELD ON 1st December 2021

RESOLVED (4)

That the minutes of the Parish Council Meeting be agreed and signed by the Chairman.

5) ITEMS RAISED BY MEMBERS OF THE PUBLIC

The Clerk informed members of an email from a member of the public regarding vandalism and littering at Kilham Hall Field. The Clerk informed members of another email from a member of the public regarding dog fouling outside his property.

RESOLVED (5)

a) It was noted about the vandalism and littering on Kilham Hall Field and in the Handyman’s absence a rota was drawn up to check the field on a regular basis.

b) It was noted about the dog fouling and the Clerk’s response of an offer of help to report the issue to DMBC online if needed.

6) REPORT FROM DMBC WARD COUNCILLORS

Apologies were received from Councillors J & S Cox and Councillor Jones. Councillor S Cox informed the Clerk that in December they met with DMBC and Nick Fletcher MP to look at the poor footpath on Warren Park (towards the underpass). The issue is now with Persimmon Homes to action.

RESOLVED (6)

That Councillor S Cox is thanked for the information provided.

7) RECEIVE THE HANDYMAN’S RESIGNATION AND DETERMINE RECRUITMENT ARRANGEMENTS AND TEMPORARY ARRANGEMENTS IN THE INTERIM

The Clerk updated Members of the Handyman/Gardener’s sick note and resignation letter. An acknowledgement and letter of appreciation had been sent. The Clerk provided members with a draft Job Description, Person Specification, List of Duties, List of Safety Equipment and Job Advert for consideration and approval.

The Clerk informed Members that a local company “Need a Hand” could accommodate 2 hours each week in the interim to keep the Parish tidy at a cost of £75/80 per month.

RESOLVED (7)

a) That the Handyman be sent a leaving card and £50 voucher thanking him for approximately 20 years service.

b) That the Handyman/Gardener’s salary be agreed at from £9.55 per hour.

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

- c) That the draft Job Description, Person Specification, List of Duties and Job Advert are approved and advertised in the local publications, facebook and website.
- d) That Need a Hand are commissioned to carry out 2 hours per week in the interim at a cost of £75/80 per month.

8) UPDATE ON MUGA AND STORAGE EXTENSION

DMBC have spoken to the Architects and have requested a site meeting with the Parish Council. The Architects have looked at the 3 quotes for the building works and recommend DMBC's inhouse PBM. The Clerk had reported back from the last meeting regarding the positioning of the MUGA and also the preference for releasing funds.

RESOLVED (8)

- a) A site meeting is arranged for Thursday 13th January 2022 at 2pm with DMBC, the Architects and the Parish Council and to determine a timeline for planned works.

9) UPDATE ON TRAFFIC CALMING MEASURES

RESOLVED (9)

No update had been received from the Safety Cameras and Ticket Processing Department of South Yorkshire Police

10) CLERK'S REPORT ON ACTION ARISING FROM THE PREVIOUS MEETING

Consideration was given to the report provided by the Clerk relating to actions required from the previous meeting that had been circulated and the following updates were considered:

a) SUEZ Environment Fund Application

The cheque presentation ceremony planned for Tuesday 14th December 2021 at Danum Gallery was cancelled due to COVID. The funds have been placed in the Parish Council's Bank Account on 23rd December 2021. The Clerk showed Members the items of equipment she intended to purchase with the funds.

b) Hanging and Removal of Christmas Lights

Teething problems with the illuminations were finally resolved. The illuminations are scheduled to come down no later than 6th January 2022.

c) Additional Benches for Kilham Hall

The Plymouth Brethren Christian Church notified the Clerk that the two benches have arrived. They were delivered just before Christmas and are awaiting installation.

RESOLVED (10)

- a) The Clerk orders the equipment discussed for litter picking with the SUEZ grant funds.
- b) The Parish Council expressed their thanks to Christmas Plus and RJ Electrical Services for all their help with the illumination teething problems.
- c) The Parish Council expressed their thanks the Plymouth Brethren Christian Church for their generous donation of two new composite benches for Kilham Hall Field. The Clerk will determine if the interim Handyman can install the benches.

11) KILHAM HALL PARK/BUILDINGS//MEETING ROOMS AND GARDEN ISSUES

a) Replacement Defibrillator Battery in March 2022

The defibrillator battery life is due to expire and a new battery will need to be purchased at a cost of approximately £176-£200 plus VAT.

b) Cutting Trees on East Boundary of Kilham Hall Playing Field

A quote of £319.28 has been received and works ordered.

c) Damaged Goalpost Parts

The previous Handyman informed the Clerk of goalpost parts needed to repair the 2nd goalpost used on Kilham Hall field. The parts cost £56.08 plus VAT.

d) Playground Equipment Safety Logs

Following previous discussions regarding recording playground inspections, the Clerk has spoken to the training provider and it was confirmed a written log was required. The Parish Council's previous log and a suggested log were provided for consideration and approval.

RESOLVED (11)

- a) That the Clerk double checks the battery life of the defibrillator and if it is 4 or 5 years a replacement defibrillator battery be purchased at a cost of upto £200 plus VAT.

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

- b) Noted that the work to the trees to the East of the Kilham Hall Boundary are scheduled.
- c) That the goalpost parts are purchased at a cost of £56.08 plus VAT.
- d) That the new draft Playground Safety Log sheet for the Handyman to complete each week is approved.

12) CONSIDER AND APPROVE THE FOLLOWING POLICIES/PROCEDURES

RESOLVED (12)

- a) That a working group be arranged with Councillor's Dennis and Ward and the Clerk to discuss the draft Policies.
- b) Item deferred to the February meeting.

13) KILHAM HALL MANAGEMENT COMMITTEE ADOPTING PARISH COUNCIL POLICIES

The Chairman informed Members that Kilham Hall Management Committee wanted to adopt the Parish Councils Policies due to recently recruiting the Caretaker and her contract referring to various policies.

RESOLVED (13)

That Kilham Hall Management Committee adopt the Parish Council's Policies.

14) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT

The Chairman gave an update from the Management Committee. A member of the WI have been appointed onto the Management Committee. Kilham Hall hasn't been affected by restrictions and users of the hall are asked to follow guidance, wearing masks wherever possible. The Pantomime was a huge success and Kilham Management Committee have provisionally booked the 3rd and 4th December 2022 for 3 shows, a matinee and evening show on the 3rd and evening show on 4th.

RESOLVED (14)

Update noted and Kilham Hall Management Committee thanked for the update.

15) PROVISION OF HIGHWAY CAMERAS

RESOLVED (15)

Item deferred to the February meeting.

16) CONTRACTS FOR FIELD MAINTENANCE AND COLLECTION OF WASTE

The Clerk informed Members of the slight increase in price for the Grounds Maintenance Contract with Glendale Managed Services. Grass Cutting of Kilham Hall Playing Field for the year 2022 will be £39.78 per cut in comparison to 2021 price of £37.47. The Weed and Feed treatment for the year 2022 would be £504 in comparison to 2021 price of £475, however that said, this task is only carried out every two years and was it was carried out in 2021 so will not be due in 2022.

The Clerk informed Members of the annual cost for 2022 for emptying 2 waste bins at Kilham Hall Playing Fields in the sum of £483.25. This is based on the bins being emptied a total of 39 times over the year (weekly service from the start of April, dropping off to fortnightly late autumn til the end of March). 2021 cost was £469.17.

The Clerk informed Members that the DMBC have not agreed the quarterly cost of emptying the 660ltr bin (on a weekly basis) at Kilham Hall (which is used for garden waste) for 2022 as yet. This will be determined in March 2022. The current price of the service for 2021 is £184 per quarter.

RESOLVED (16)

- a) That Glendale Managed Services continue to hold the Contract for grass cutting services at Kilham Hall Playing Field.
- b) That the annual cost for emptying 2 bins at Kilham Hall Playing Field is approved.
- c) That the quarterly cost for emptying the 660ltr bin at Kilham Hall is awaited.

17) APPOINTMENT OF INTERNAL AUDITOR FOR THE 2021/2022 ACCOUNTS

The Clerk apologised for the error on the Agenda stating year 2020/21 rather than 2021/22.

RESOLVED (17)

That the current internal auditor is offered the appointment to complete the 2020/21 internal audit.

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

18) DETERMINATION OF THE 2022/2023 ANNUAL BUDGET

Consideration was given to the second draft budget prepared by the Clerk which provided an increase of £1,950 to cover inflation and new developments. Members were informed that the current bank balance is approx. £80K, with money set aside for works to the MUGA and extension. Therefore there were sufficient reserves to cover the cost of proposed projects for the forthcoming year and leave a reasonable amount of reserves for unexpected repairs and maintenance.

RESOLVED (18)

That a total annual budget for 2022/23 be agreed at £43,750.

19) DETERMINATION OF THE 2022/2023 ANNUAL PRECEPT

RESOLVED (19)

That the 2022/2023 precept be set at £43,750 giving an increase of 2.98% for a band D equivalent property.

20) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (20)

That the following payments made are duly authorised:

21/132	SER Fire Alarms (Annual Service)	£ 50.00
21/133	Clerk (Salary)	£ 583.90
21/134	Handyman (Hazard paint)	£ 2.50
21/135	Handyman (Salary)	£ 899.32
21/136	Arrow Publications (Quarterly Newsletter)	£ 114.00
21/137	Christmas Plus (Installation/Lights)	£3324.00
21/138	Chairman (Tupperware Container)	£ 7.49
21/139	G Lee (Damaged Path Doncaster Road)	£ 350.00
21/140	Clerk (Jubilee Bunting)	£ 115.43
21/141	KHMC (Donation for Pantomime)	£ 474.00
21/142	BG Sports (Goalpost parts)	£ 67.30
21/143	Clerk (postage)	£ 0.85
21/144	Clerk (condolence card)	£ 1.70
21/145	YLCA (Understanding and Applying Legislation Course)	£ 22.50
21/146	YLCA (Risk Assessment and Management Course)	£ 22.50
21/147	Christmas Plus (call out fee to rectify issue and turn 2 trees on)	£ 102.00
DD02/09	O2 (Mobile)	£ 12.00
21/148	Ebay – Ink Cartridge	£ 32.57
21/149	HMRC – Quarter 3	£ 784.09

21) GLEN ROAD CHRISTMAS TREE

The Chairman raised the issue of the condition of the Glen Road Christmas Tree. The Clerk informed Members that the maintenance contract with DMBC includes watering costs and replacing/removing stakes/ties where needed. They do undertake to replace a tree if it dies within the establishment period however they have found that over the last 3-4 years these trees are proving difficult to establish in the borough which is why the cost has increased this year to cover additional watering.

RESOLVED (21)

The Clerk contact DMBC asking them to assess the tree and ensure if it healthy.

22) ARMED FORCES DAY 2022

RESOLVED (22)

Item be deferred to February 2022.

23) QUEEN'S JUBILEE 2022

RESOLVED (23)

Item be deferred to February 2022.

24) CHRISTMAS 2022

RESOLVED (24)

Item be deferred to February 2022.

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

25) PLANNING MATTERS

The following new planning applications were considered:

21/03427/FUL 283 Bawtry Road, Bessacarr	Erection of dwelling following demolition of existing dwelling	No comments or concerns
21/03230/FUL 23 Warning Tongue Lane, Cantley	Erection of a 5 bedroom detached house with triple garage and formation of new vehicular access	No comments or concerns
21/03587/FUL 6 Kingsmead, Branton	Extension and alternation to bungalow, new drive, wall and gates	Concerns regarding the height of the wall, blocking visibility
21/03593/FUL 10 Birchwood Dell, Bessacarr	Proposed roof raise to form rooms within roof space and conversion of garage as well as the erection of a new wall to the front.	No comments or concerns
21/03583/FUL 21A Birchwood Dell, Bessacarr	Erection of new dwelling	No comments or concerns
21/03666/FUL 59 Milton Road, Branton	Erection of a supported first floor extension to side with car port beneath	No comments of concerns
21/03622/FUL 309B Bawtry Road, Bessacarr	Single storey extension to dwelling	No concerns of comments

RESOLVED (25)

Feedback is given to the Planning Department at DMBC on the planning applications received.

26) HIGHWAY MATTERS

RESOLVED (26)

No new highway matters to report.

27) TO CONSIDER ANY POLICE ISSUES

RESOLVED (27)

The next Police Drop In session will be held on 19th January 2022 at 1.30pm.

28) WEBSITE AND FACEBOOK MATTERS

RESOLVED (28)

Website and Facebook updates continue to be updated regularly with varying content.

29) REPORTS FROM MEETINGS

Councillor Ward updated Members on the Airport Consultative Committee meeting on 9th December 2021 (previously circulating a report from the meeting). The Airport has a scheme to provide funding for locally placed defibrillators and very few local communities have taken advantage of this.

The Clerk attended two YLCA training courses during December – Understanding and Applying Legislation and Risk Management and Risk Assessment. Both courses were beneficial and highlighted areas that will help the Clerk in her role and areas the Parish Council need to carry out numerous tasks. The Clerk attended a free webinar on Expenses and Benefits provided by HMRC.

RESOLVED (29)

a) Thanks were noted to Councillor Ward for sharing the feedback on the Airport Consultative Committee.

b) The Clerk looks into the Airport Funding for defibrillators and potentially site new ones at the Premier and the 3 Horse Shoes Public House.

c) The Clerk continues to work through any action needed following the Risk Management training to ensure the Parish Council complies.

30) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, DMBC Roadworks updates, SLCC December Bulletin.

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

RESOLVED (30)

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

31) DATE AND TIME OF THE ANNUAL MEETING OF THE ELECTORS

The Clerk informed members that that Annual Meeting of the Electors had to be set between 1st March and 1st June 2022.

RESOLVED (31)

That the Annual Meeting of the Electors be held on Wednesday 4th May 2022 at 6pm, prior to the Parish Council meeting.

32) DATE AND TIME OF NEXT MEETING

RESOLVED (32)

That the next meeting be held on Wednesday 2nd February 2022 commencing at 6.30 pm.

33) EXCLUDED FROM THE PRESS AND PUBLIC – CLERK’S TIMESHEETS

The Clerks timesheets were received and the contents noted.

RESOLVED (33)

- a) It was agreed to pay the Clerk the additional 14 hours 55 minutes she had accumulated
- b) The Clerk differentiates the hours for training and every day work on her timesheets going forward

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