

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 1st December 2021 at Kilham Hall commencing at 6.30pm.

PRESENT: Councillors: M Sidebottom (Chair), D Chorlton, Y Butterworth, S Ward, J Rushby and R Dennis

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

1) APOLOGIES FOR ABSENCE

RESOLVED (1)

Apologies were received from Councillor Williams and accepted.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

Items 26, 27 and 28 are excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillors Sidebottom and Chorlton declared another interest in Item 11.

RESOLVED (3)

4) MINUTES OF THE PREVIOUS MEETING HELD ON 3rd November 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 a telephone enquiry from a Developer regarding ownership of land at the end of Branton on Doncaster Road.

The Clerk updated members of an email from the Project Lead regarding the financial implications of the installation of CCTV throughout the villages.

RESOLVED (5)

a) It was noted about the Developer’s query

b) That an Item be placed on January’s Agenda relating to CCTV installation and also to be considered when discussing item 12 on the Agenda.

6) REPORT FROM DMBC WARD COUNCILLORS

Apologies were received from Councillors J & S Cox. Councillor S Cox informed the Clerk that he had spoken to the Treasury of Kilham Hall Management Committee and discussed providing more skips for the Community.

An issue has arose regarding the sewage pumping station on Manor Farm which has leaked and a residents home has been flooded. Ward Councillors are trying to resolve this issue with the resident and Persimmon Homes.

RESOLVED (6)

That Councillor S Cox is thanked for the information provided.

7) UPDATE ON MUGA AND STORAGE EXTENSION

The Clerk informed Members that DMBC were trying to arrange a meeting with the Architect and then were hoping for a site meeting with members of the Parish Council to discuss the storage extension. DMBC will be in touch once they are in a position to do so.

With regards to the MUGA, DMBC requested confirmation of the positioning of the MUGA – Members confirmed that the position was to be as drawn out on the plan previously circulated – close to the gym

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equipment. DMBC also sought clarification from the Parish Council as to how they paid their contribution – upfront or on an as and when basis.

RESOLVED (7)

- a) The Clerk informs DMBC that the position of the MUGA be the same as the plan previously distributed.
- b) That the Clerk informs DMBC that the Parish Council wish for their contribution to be on an as and when basis.

8) 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) November Litter Pick

The litter pick took place, Katie from the Wildlife Trust attended and joined the litter pick at Manor Farm.

b) SUEZ Environment Fund Application

The Parish Council's application for funding for litter picking equipment has been granted in the sum of £1200. A cheque presentation ceremony will take place on Tuesday 14th December 2021 at Danum Gallery.

c) Additional Benches for Kilham Hall

The Plymouth Brethren Christian Church have purchased and donated two composite benches for Kilham Hall Field to the Parish Council. They will contact the Clerk when they arrive.

d) Fire Marshall Training

A place has been booked for the Clerk to attend this training on 13th January 2022 at a cost of £84 plus VAT.

e) Hanging and Removal of Christmas Lights

Illuminations have been installed at all 3 sites however DMBC are experiencing problems at the two new sites with the electricity connection. It is hoped this will be resolved by 3rd December. The illuminations are scheduled to come down 12 days after Christmas.

f) Completion of PAT Testing and Emergency Lighting Checks

Work was carried out by RJ Electrical at a cost of £48. Works to the emergency lighting have been recommended at a cost of £88.

g) Handyman's Salary

It was noted that there was a shortfall of £30.38 to the Handyman's last salary.

h) Queen's Platinum Jubilee

The Clerk informed Members that the bunting previously considered was out of stock. A new fabric bunting had been sourced, which could be reused, at a cost of £135.83.

i) Attendance at Two YLCA Courses

The Clerk expressed an interest in attending "Finding, Understanding and Applying Legislation" and "Risk Management and Risk Assessment" Training courses at a cost of £22.50 each.

RESOLVED (8)

- a) Councillors Ward and Chorlton attend the cheque presentation ceremony for the SUEZ Environment Fund
- b) The Parish Council expressed their thanks the Plymouth Brethren Christian Church for their generous donation of two new composite benches for Kilham Hall Field.
- c) Noted that the Clerk attends the Fire Marshall Training on 13th January 2022.
- d) That the recommended works to the emergency lighting is carried out by RJ Electrical at a cost of £88.
- e) That the Handyman's shortfall of £30.38 is paid in his next salary.
- f) That the bunting is ordered at a cost of £135.83 and that the Clerk tries to source somebody that is insured to work at height to put the bunting up.
- b) That the Clerk attends the two YLCA training courses at a cost of £45.

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

a) Annual Servicing of Gardening Equipment

The annual servicing of the Handyman's gardening equipment is due in December 2021. Last year's was carried out by Branton Garden Centre at a cost of £370

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b) 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. A template had been sought for use.

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

Urban Arborist Tree Specialists had provided a quote for the work at a cost of £300 plus VAT. The Clerk had requested a quote from DMBC for the work and was awaiting the same.

d) No Dogs sign

The "No Dogs" sign had been repositioned. The Clerk sought guidance from DMBC – the field is excluded from DMBC's Public Space Protection Order so the enforcement team would not be in a position to take any action against people with their dogs on this particular space. DMBC recommended the Parish Council communicate via social media with parishioners reminding them that it is a no dog area.

RESOLVED (9)

a) That the annual servicing of equipment be carried out by Branton Garden Centre.

b) That the Clerk compiles a Playground Safety Log sheet for the Handyman to complete each week.

c) That the trees to the East of the Kilham Hall boundary are cut using the best value quote.

d) That the Clerk continues to post updates on the Parish Council's Facebook page, website and Newsletter stating no dogs allowed on Kilham Hall Field.

10) CONSIDER AND APPROVE THE LONE WORKER POLICY

The Clerk confirmed the Policy was drafted due to best practice and the fact that both she and the Handyman are lone workers.

RESOLVED (10)

a) The Parish Council adopted the Lone Worker Policy.

b) The Handyman is asked to text the Clerk when he finishes work.

11) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT

The Chairman gave an update from the Management Committee. Kilham Hall had its best month yet. Thanks were expressed to the Caretaker/Booking Clerk for the work she carries out. They were still awaiting confirmation from the WI regarding the vacant seat on the Committee. The pantomime was a sell out within a few hours of tickets going on sale. AJH Electrical have installed an outside plug socket and the external Christmas illuminations have been installed. The decorations inside the Hall are in place although KHMC were hoping to purchase new decorations for next year. Members were informed of the sad news that a member of Kilham Hall Management Committee's wife passed away at the weekend.

RESOLVED (11)

The Clerk purchases a condolence card to send to the Member of Kilham Hall Management Committee.

12) FIRST DRAFT BUDGET FOR 2022/23

Consideration was given to the first draft budget prepared by the Clerk which included additional insurance cover for the planned MUGA and extension, the Clerk and Handyman's increment in salary, additional costs for new developments such as the dropped kerb, and a provisional amount of £6k towards the cost of an additional illuminated Christmas tree at Warningtongue Lane/Bawtry Road, £2.5k towards Christmas pantomimes and the cost of installing/removing the illuminations on all the trees, £5.5k for CCTV cameras, £1k for a new Notice Board at Warren Park, and election costs which haven't been budgeted for previously.

RESOLVED (12)

That the contents of the draft budget be noted and the final budget be approved at the January 2022 meeting,

13) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (13)

That the following payments made are duly authorised:

21/113	Clerk (Postage)	£	1.29
21/114	Branton Farm Nurseries (Plants and Strimmerline)	£	22.98
21/115	Caretaker (September and October gates)	£	42.00

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21/116	DMBC (dropped kerb)	£1004.00
21/117	Metro Locksmiths (annual alarm service)	£ 87.00
21/118	Clerk (Fire Exit Sign)	£ 4.26
21/119	South Anston Fire Extinguishers (annual service)	£ 99.12
21/120	Clerk (Ring binders)	£ 6.20
21/121	Armthorpe Elmfield Brass Band	£ 100.00
21/122	Exact Marketing (Useful Information Page on Website)	£ 24.00
21/123	M Sidebottom (Bin liners for litter pick)	£ 8.00
21/124	Clerk (Salary)	£ 583.90
DD02/08	O2 (Mobile)	£ 12.00
21/125	Clerk (Diary)	£ 1.00
21/126	DMBC (Christmas Tree/Planting/Maintenance)	£2910.74
21/127	DMBC (Kilham Hall Hedge cut)	£ 348.00
21/128	Urban Arborist (Doncaster Rd Tree cut and removal)	£ 360.00
21/129	Clerk (Sweets for Carol Service)	£ 6.00
21/130	Clerk (Postage)	£ 1.29
21/131	RJ Electrical (emergency lights testing)	£ 48.00

14) DONATION TO KILHAM HALL MANAGEMENT COMMITTEE FOR PANTOMIME 2021

Following guidance regarding income from ticket sales, it was agreed that Kilham Hall Management Committee would host the pantomime and the Parish Council would sponsor the event.

RESOLVED (14)

- A donation of £474 be made by the Parish Council to Kilham Hall Management Committee.
- The Parish Council asked for their thanks to be forwarded to Kilham Hall Management Committee for all the hard work they carry out throughout the year.

15) CAROL SINGING EVENT – 3rd DECEMBER 2021

The Clerk confirmed she'd contacted Armthorpe Elmfield Brass Band to confirm the booking and that they'd be providing carol sheets. The Cantley with Branton WI were meeting the Clerk on Friday morning to donate 36 mince pies for the event. The Clerk had purchased two tubs of sweets for the children. The Chairman requested authorisation to purchase a large Tupperware container to carry the mince pies to the event.

RESOLVED (15)

The Chairman was to purchase a Tupperware container.

16) UPDATE ON TRAFFIC CALMING MEASURES

The Clerk informed Members that the PCSO had informed her she would need to contact Safety Cameras and Ticket Processing department of South Yorkshire Police to determine if strips can be placed across the road to record speeding traffic. The Clerk made contact and they confirmed to determine the extent of the problem, they will arrange for a speed survey to be conducted over the coming weeks and once they have the results from the survey they will conduct a review of the location and decide if intervention is required. They will then contact the Clerk with their findings. The Clerk had also contacted two external companies regarding strips on the road, in case the SYP response wasn't positive and she has received quotes for this work between £450 and £465 plus VAT.

RESOLVED (16)

Await SYP findings.

17) SITE MEETING WITH JOHNSON MOWAT

The Chairman updated Members on the site visit with Johnson Mowat on Doncaster Road last month. Councillors Dennis and Ward were also in attendance. The developer provided the Parish Council with a plan of the site. Parish Councillors were able to ask numerous questions and raise any concerns they had regarding the site. Discussions took place regarding the width of the road, pedestrian safety, street lighting on the bridge, parking concerns, road safety, involvement with Section 106 monies.

RESOLVED (17)

- That the Clerk email Johnson Mowat thanking them for the opportunity of a site visit and feedback the Parish Council's concerns/views on the above issues.
- That the Clerk requests the Parish Council are kept up to date on progress with the application and any changes made.

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

18) WAYS TO ENGAGE WITH MANOR FARM/WARREN PARK RESIDENTS

Councillor Dennis raised the issue of ways in which the Parish Council could engage with Warren Park residents. The Clerk had tried to join the residents' facebook page as the Parish Council so that she could share posts with residents however this had been declined as residents took a poll and decided they didn't want the Parish Council present. Councillor Dennis felt long term plans would be to have a community building or use of a room within the school for the Parish Council, a notice board on site, some benches and a Christmas tree. Short-term plans would be to continue to update the Parish Council's facebook page and website and invite residents to like the page and maybe to compile an open letter to residents about the Parish Council.

RESOLVED (18)

- a) The Clerk contact the Ward Councillors to enquire about Section 106 monies – how much it was, is there any left and what it has been spent on.
- b) The Clerk contact Persimmon Homes and invite them to a Parish Council meeting to discuss the end result of the site.
- c) Councillor Dennis drafts an open letter to residents explaining who the Parish Council is, what we do and requesting their thoughts/interaction.

19) PLANNING MATTERS

The following new planning application was considered:

21/02906/FUL 15 Springwood Close, Branton	Formation of Dropped kerb (access onto Doncaster Road)	Traffic and pedestrian safety issue
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RESOLVED (19)

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

20) HIGHWAY MATTERS

RESOLVED (20)

No new highway matters to report.

21) TO CONSIDER ANY POLICE ISSUES

Police Drop In was held on 25th November 2021 at 6.30pm. No members of the public attending.

RESOLVED (21)

22) WEBSITE AND FACEBOOK MATTERS

Website and Facebook updates continue to be updated regularly with varying content. The Clerk informed members that the useful information page had been added to the website at a cost of £24.

RESOLVED (22)

- a) The report was received and contents noted.

23) REPORTS FROM MEETINGS

Members attended DMBC's Code of Conduct Training on 15th November which was self-explanatory.

Councillor Dennis updated Members on the Joint Consultative Committee meeting on 24th November (previously circulating a report from the meeting). Sheena Clark from DMBC provided a presentation on the Culture Strategy and had asked for responses to numerous questions on Doncaster's Cultural Offer. Dawn Lawrence provided a presentation on Locality Plans.

The Clerk attended two free webinars provided by HMRC on Minimum Wage and SSP.

RESOLVED (23)

- a) Thanks were noted to Councillor Dennis for sharing the feedback on the Joint Consultative Committee.
- b) The Clerk circulate Sheena Clark's presentation on the Culture Strategy to members.
- c) The Clerk contacts Clare Simpson at DMBC to put the Parish Council in touch with the lead for the Locality Team who focuses on the Finningley Ward and to invite them to a Parish Council meeting.

24) ITEMS OF CORRESPONDENCE

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

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin and link to climate change from the Branch meeting, DMBC Roadworks updates, SLCC November Bulletin, DMBC invite to Telecoms session on 8/12/21.

RESOLVED (24)

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

25) DATE AND TIME OF NEXT MEETING

RESOLVED (25)

That the next meeting be held on Wednesday 5th January 2022 commencing at 6.30 pm.

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

RESOLVED (26)

The Clerks timesheets were received and the contents noted.

27) EXCLUDED FROM THE PRESS AND PUBLIC – CLERK AND HANDYMAN’S ANNUAL LEAVE

RESOLVED (27)

The Clerk and Handyman’s annual leave records were received and noted.

28) EXCLUDED FROM THE PRESS AND PUBLIC – HANDYMAN’S APPRAISAL

The Chairman updated Members regarding the Handyman’s appraisal.

RESOLVED (28)

- a) Clerk to inform the Handyman that the Parish Council request an appraisal of value to be carried out.
- b) YLCA advice sought if need be.