

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 2nd February 2022 at Kilham Hall commencing at 6.30pm.

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

IN ATTENDANCE: B Walton (Clerk to the Council)

1) APOLOGIES FOR ABSENCE

RESOLVED (1)

No apologies were received.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

Item 33 and 34 are to be excluded from the public and press.

3) DECLARATIONS OF INTEREST

Councillor Sidebottom declared another interest in items 15 and 22 and Councillor Chorlton declared another interest in Items 15.

RESOLVED (3)

4) MINUTES OF THE PREVIOUS MEETING HELD ON 5th January 2022

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 speeding on Warning Tongue Lane.

The Clerk informed members of another email from a member of the public regarding Branton Nurseries Planning Application.

The Clerk informed members of another email from a member of the public regarding Off Road Bikes/vehicles at Manor Farm.

RESOLVED (5)

a) It was noted about speeding on Warning Tongue Lane and the issue had been reported to the PCSO and confirmed that speed checks will be carried out in the near future in that area.

b) It was noted about the concern regarding the planning application. The resident had been invited to attend the Parish Council meeting and encouraged to reply to DMBC’s application directly.

c) It was noted about the concern regarding off road vehicles at Manor Farm and had been reported to the PCSO requesting it be passed onto ORBIT Team. The PCSO confirmed this has been carried out and hopefully a presence will be made in the near future.

6) REPORT FROM DMBC WARD COUNCILLORS

Apologies were received from Councillors J & S Cox and Councillor Jones. Councillor S Cox informed the Clerk that work has been carried out on the poor footpath on Warren Park (towards the underpass).

RESOLVED (6)

That Councillor S Cox is thanked for the information provided.

7) UPDATE ON MUGA AND STORAGE EXTENSION

The Clerk received a phone call from DMBC Business Rates regarding the extension. They were informed that we were still in planning stages with no date for completion as yet.

An update had been received from DMBC this afternoon. The ceiling limit for the whole scheme was £162,500.00, made up from £138,294.50 of Section 106 monies and the Parish Council’s contribution of up to £24,500.

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

The estimated cost of the Muga at approval stage was £105,000. The Architects have gone back out for re-quotes as materials etc have gone up in the region of 25% post covid.

The brick built storage was estimated to cost £57,500 at approval stage. A quote from PBM (Public Building Maintenance) included a 10% contingency which is normal for building projects to cover any unforeseen expenditure, 12% Preliminaries cost which covers the Contractors Site set up and continued presence on site and 15% design & supervision fee for the store extension element of the project. The total cost is £64,715.76 (this does include £4,715.76 contingency). Therefore, there could potentially be a shortfall of £7,215.76

It looks certain that more funding will need to be sourced or the schemes reduced. At this stage DMBC were not in a position to update on timeframes but would endeavour to provide this for the next meeting in March 2022.

RESOLVED (7)

- a) The Clerk to request a breakdown of costs from the Contractor, including their profit margin to justify why the cost has increased so much.
- b) The Clerk to express the Parish Council's disappointment with DMBC as the additional costs have arisen due to no fault of the Parish Council's which may now jeopardise the plans.
- c) The Clerk to request a schedule of timescales for both projects.
- d) The Clerk to request clarity on what can be achieved relating to the MUGA with the funds left after building the extension, to see what compromises will be needed.
- e) The Clerk to make enquiries with DMBC about any grants that may be available to the Parish Council to secure additional funding to help with the increase in costs.
- f) The Clerk seeks clarity from DMBC regarding the Parish Council's contribution.

8) UPDATE ON TRAFFIC CALMING MEASURES

The Safety Cameras and Ticket Processing Department of South Yorkshire Police have confirmed that this request has been passed to their Contractor to carry out the assessment and once the results are received, they will let the Parish Council know any outcome.

RESOLVED (8)

9) RECRUITMENT WORKING GROUP FOR THE SHORTLISTING AND INTERVIEWING OF HANDYMAN

The closing date for the vacancy is 28th February 2022. It was agreed that Councillors Chorlton, Rushby, Neville and Ward form the recruitment working group.

RESOLVED (9)

Following the closing date, the Clerk will provide the Recruitment Working Group with the applications, and they will liaise with each other to organise shortlisting and interview dates.

10) CLERK'S ANNUAL REVIEW

The Clerk has been in post a year on 1st March 2022.

RESOLVED (10)

The Chairman will carry out the Clerk's Annual Review at 8.30am on Thursday 3rd March 2022. Chairman asked members to email her with any feedback for the Clerk prior to the review.

11) 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) Additional Benches for Kilham Hall

RESOLVED (11)

- a) The Clerk is to obtain quotes from local builders/handyman to install the two benches.

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

- a) Broken Boundary Fence

The fence at the far end of the field near the Gym equipment was broken. Councillor Ward and "Lend a Hand" fixed it temporarily, but this may need further consideration in the future.

- b) Annual Service of Machinery

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

The Clerk collected the Handyman's machinery and returned it to the store. Total cost of the service was £216.99.

c) Interim Handyman

Lend a Hand worked on 21st January 2022 for 2 hours then emailed the Clerk to say he couldn't fit in any more time moving forward. A schedule has been drawn up between the Clerk and a few Councillors to check Kilham Hall grounds, litter pick and Doncaster Road garden. The leaves around Kilham Hall will need clearing soon.

d) Annual Playground and Gym Equipment Inspection by RoSPA

The Parish Council are required to have an annual RoSPA inspection of the playground and gym equipment. Upon checking, the inspections carried out by DMBC are only on an operational level and not up to the same standard as an annual RoSPA inspection.

e) Playground Inspection Training for New Handyman

The Clerk informed Members that the training the previous Handyman undertook cost approx. £295 plus VAT. Members discuss whether to look at this for the new Handyman once appointed.

f) Screwfix Foundation Fund

The Clerk came across a grant to help organisations with repair, maintenance and improvement to community facilities and other buildings.

RESOLVED (12)

- a) That the Clerk seeks advice from DMBC to see if they could help with clearing of the leaves in the short term at a cost of no more than £150 per month.
- b) That the Clerk arranges for a RoSPA Annual Playground and Gym Inspection to be carried out.
- c) Noted about the Handyman's Playground Inspection Training and this will be deferred until someone is in post and any probation period is over.
- d) That the Clerk looks at the Screwfix Foundation Fund to see if the Parish Council would be legible to apply.

13) CONSIDER AND APPROVE THE CLERKS REGISTRATION TO CILCA

RESOLVED (13)

Noted and deferred until after the Clerk's Annual Review and FILCA qualification.

14) CONSIDER AND APPROVE THE FOLLOWING POLICIES/PROCEDURES

The Clerk updated Members of the minor changes made to the policies by the Working Group.

RESOLVED (14)

The following policies and procedures were approved:

- Sickness and Absence Policy
- Annual Leave Policy
- Recruitment and Selection Policy
- Training and Development Policy
- Flexible Working Policy
- Expenses Policy
- Dignity at Work/Bullying and Harassment Policy
- Terms of Use Statement including Intellectual Property
- Criminal Record Declaration Form
- Meeting Attendance Policy

15) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT

The Chairman gave an update from the Management Committee. A member of the Management Committee has resigned following a recent bereavement. The Caretaker/Booking Clerk is now employed by Kilham Hall Management Committee and a Contract of employment has been signed and in place. The Pantomime has been booked for Friday 2nd and Sat 3rd December 2022 for 2 shows, an evening show on the 2nd and a matinee show on the 3rd. Bookings in the hall are doing really well, there is only availability on a Wednesday afternoon now.

RESOLVED (15)

Update noted and Kilham Hall Management Committee thanked for their work

16) APPROVE THE DATE OF THE NEXT LITTER PICK

RESOLVED (16)

The next litter pick will be held on Saturday 19th February 2022 at 9.30am meeting at Kilham Hall.

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

17) CONSIDER AND APPROVE A DONATION TO THORNE RURAL LIONS

The Chairman informed members that historically the Parish Council have donated £100 for Santa and his sleigh attending Branton.

RESOLVED (17)

A donation of £100 is made to Thorne Rural Lions.

18) AGREE AND APPROVE LETTER TO MANOR FARM RESIDENTS

Councillor Dennis had taken all amendments into account and incorporated them into the letter. Discussion took place regarding printing costs – for 500 A5 flyers it would cost £82.50 or for 500 A4 flyers at a cost of £132.

RESOLVED (18)

That the Chairman edits the flyer and shares with Members into an A5 format for approval and then forwarded to print. Councillor Dennis was thanked for drafting the letter.

19) APPROVE THE THIRD QUARTER BANK RECONCILIATION

RESOLVED (19)

The Clerk reported that the balance of £79,904.65 contained on the report circulated with the agenda.

20) APPROVE THE THIRD QUARTER BUDGET MONITORING REPORT

Consideration was given to the report which had been circulated with the agenda and denoted that only the expenditure on the Grounds Maintenance, Playground Equipment, New developments and donations had exceeded the budget. The Clerk informed the Parish Council that £500 was budgeted for donations yet the Parish Council always donate £500 to the Auckley Show, £100 to the Royal British Legion Poppy Appeal and £100 to the Thorne Rural Lions. Neither of the latter two donations are incorporated in the budget. All other areas of expenditure were in line with the planned budget.

RESOLVED (20)

a) Members discussed that the budget is for guidance and that additional expenditure can still occur providing there is sufficient funds and other planned items are not compromised. That the report be received, and the information duly noted.

21) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (21)

That the following payments made are duly authorised:

21/150	Clerk (postage)	£ 1.83
21/151	Caretaker (Gates - Nov & Dec)	£ 36.00
21/152	DMBC (Quarter 4 Bin Emptying)	£184.00
21/153	Clerk (Handyman Gift & Card)	£ 52.15
21/154	DMBC (Election Recharge 1/5/21)	£213.88
21/155	Clerk (Litter Pickers)	£688.98
21/156	Clerk (Salary)	£730.70
DD02/9	O2 (mobile)	£ 12.48
21/157	Clerk (Litter Picking Hoops/Bin Bags)	£340.39
21/158	Today Magazine (Winter Newsletter)	£120.00
21/159	Clerk (additional Litter pickers)	£163.92
21/160	RJ Electrical (Christmas Illuminations)	£402.00
21/161	Workwear Express (Hi Viz for Litter pickers)	£154.94
21/162	SLLC Enterprise (FILCA)	£144.00
21/163	Branton Farm Nurseries (Equipment Service)	£216.98
21/164	Clerk (Postage)	£ 0.96
21/165	Wel Medical Ltd (Defibrillator Battery)	£244.74

22) CONTENT/PUBLICATION ARRANGEMENTS FOR SPRING 2022 NEWSLETTER

Consideration was given to the draft newsletter prepared by the Clerk for publication in the Arrow March publication and the Bessacarr and Cantley Today February/March publication.

RESOLVED (22)

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

That the draft newsletter be agreed subject to the minor amendments suggested.

23) QUEEN'S JUBILEE 2022

The Clerk informed members of numerous items relating to the Queen's Jubilee celebrations which should be considered – a potential grant for hosting an event, pipers or a choir on the day, commemorative coins, installation of the bunting and potentially a themed Scarecrow competition.

RESOLVED (23)

- a) The grant is available for those hosting large events so it would not be appropriate for the Parish Council to apply.
- b) The Clerk is to contact some local Pipers to see if they would have availability for an hour on 2nd June to attend the event at Kilham Hall and to determine a cost.
- c) Place commemorative coins on the next Agenda and consider asking community groups to nominate someone in the community to receive a coin – coins cost £3.99 each.
- d) Clerk is to enquire about the new Handyman use of a Ladder course and see if they can install the bunting prior to getting a quote for an external company.
- e) The Clerk to publicise a Jubilee Themed Scarecrow Competition for displays around the village the week commencing 23rd May 2022 and judging on the morning of the 2nd June 2022.
- f) The Clerk to contact the local Primary School to see if the children would like to enter a Jubilee art competition. Collection of entries the week before Jubilee, and displayed in Kilham Hall for the Jubilee celebrations. Winner to be decided on 2nd June 2022.

24) ARMED FORCES DAY 2022

Discussion took place relating to Armed Forces Day.

RESOLVED (22)

- a) Agreed to leave the Jubilee Bunting up for Armed Forces Day.

25) CHRISTMAS 2022

RESOLVED (25)

Item be deferred to March 2022.

26) PLANNING MATTERS

The following new planning applications were considered:

21/03416/FUL Branton Farm Nurseries, Doncaster Road, Branton	Proposed new vehicular access from the highway leading to a new hardstanding area for deliveries and overflow car park	Concern re siting of bus stop between 2 entrances and for children crossing new entrance
22/00147/FUL 5 Oak Tree Road, Branton	Erection of side and rear extensions and internal alterations	No comments or concerns
22/00103/FUL 47 Warrington Drive, Bessacarr	Erection of 5 bedroomed house with attached double garage and re-siting of vehicular access following demolition of existing dwelling	No comments or concerns
21/036645/FULM Land South of Doncaster Road, Cantley	Residential Development of 182 dwellings including associated access and infrastructure	Extension agreed with DMBC – to be considered in March 2022
22/00172/FUL 51 Chapel Lane Branton	Erection of single storey rear extension and replacement garage	No comments or concerns

RESOLVED (26)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.
- b) The Clerk invites a representative from Persimmon Homes and the Planning Officer to a meeting on 2nd March 2022 at 5.45pm til 6.25pm at Kilham Hall to answer any questions the public may have on the Land South of Doncaster Road Application, and publicise this to make members of the public aware.

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

27) HIGHWAY MATTERS

Members were made aware, for information, of a Proposed Stopping up of Highway at Byway open to all traffic at Manor Farm, Bessacarr Lane, Bessacarr. The highway is slightly out of the Parish boundary however may affect parishioners.

RESOLVED (27)

The Clerk has forwarded this onto the Ward Councillors seeking their views on what this actually means and whether it is in keeping with the planning permission.

28) TO CONSIDER ANY POLICE ISSUES

The Police Drop in session for 19th January 2022 was cancelled due to South Yorkshire Police Covid Guidance. The Clerk informed members that she had received concerns from a member of the public regarding use of e-scooters on public footpaths.

RESOLVED (28)

a) The next Police Drop In session will be held on 30th March 2022 at 6.30pm.

b) The Clerk has reported the issue of use of e-scooters to the PCSO who has confirmed they will ask patrols to look out for anyone in the Parish and discuss their use with them.

29) WEBSITE AND FACEBOOK MATTERS

The Clerk informed members that updates continue to be made regularly. Whilst checking other Parish Council's websites the Clerk was made aware that other Parish Council's publicise their budgets and bank reconciliations and queried whether there was a reason why the Parish Council didn't.

RESOLVED (29)

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

b) The Clerk updates the website to add the Parish Councils budget and bank reconciliations.

30) REPORTS FROM MEETINGS

The Clerk attended Fire Marshall Training which highlighted the need for the Parish Council to carry out a Fire Risk Assessment. South Anston Fire Extinguisher's can carry this out and provide the Parish Council with a folder and documentation relating to Fire issues at the cost of £320. However, with assistance, the Clerk felt she may be able to carry this out.

The Clerk has now registered for FILCA qualification and has 1 year to complete the training.

RESOLVED (30)

a) Councillor Williams and the Clerk will arrange a date to carry out a Fire Risk Assessment.

31) 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 January Bulletin, NALC's New Year Open letter, OFCOM Review of postal regulation and NALC open letter re: remote meetings, Nottinghamshire County Council's Consultation on their Waste Local Plan.

RESOLVED (31)

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

32) DATE AND TIME OF NEXT MEETING

RESOLVED (32)

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

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

RESOLVED (33)

The Clerks timesheets were received, and the contents noted.

34) EXCLUDED FROM THE PRESS AND PUBLIC – CLERK'S ANNUAL LEAVE

RESOLVED (34)

The Clerk's annual leave was authorised.

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