

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held on Wednesday 7 March 2018 at Kilham Hall Meeting Rooms commencing immediately after the Annual Parish Meeting.**

**PRESENT:** Councillors M Sidebottom (Chair), D Chorlton, Y Butterworth, M Caygill, M Turner and J Worthington.

**IN ATTENDANCE:** J A Staniforth (Clerk to the Council), S Racjan (DMBC Stronger Communities Officer), PS R Vernon and PC C Starbuck (for Item 1), J Stimpson (DMBC Planning Officer for Item 2) and one members of the public.

On opening the meeting the Chairman welcomed Mark Turner to his first meeting of the parish council following his co-option at the previous meeting.

**1) POLICE MATTERS**

Police Sergeant Richard Vernon and Police Constable Craig Starbuck were welcomed to the meeting and they explained that they had attended the meeting at the request of Inspector Lynne Lancaster but their area of work was Cantley and Bessacarr and consequently they had no information relating to crimes in Branton. Inspector Mark Payling was the appropriate contact officer for Branton. Details of the crime statistics for December 2017 and January 2018 were referred to and members expressed concern in respect of the increased number of crimes recorded and particularly those in the category of ‘violence and sexual offences’. The police officers outlined that these offences could relate to young people sharing photographs for example and there was no information to suggest that the crimes were of a serious nature but the details of the crimes would be looked into and a response provided.

A question was asked in respect of the number of vehicle crimes that had taken place in the summer of 2017 in Branton and the police explained that the use of scanners to obtain key codes was a concern.

A copy of the latest newsletter from the Police and Crime Commissioner was circulated for information.

**RESOLVED (1)**

That the Police officers are thanked for their attendance and they be requested to attend future meetings on a quarterly basis where possible.

**2) NEIGHBOURHOOD PLAN INFORMATION**

Jane Stimpson was welcomed to the meeting and asked to provide information about Neighbourhood Plans.

It was explained that Neighbourhood Plans differed from Village Plans as there was now a legal framework for the production of the plans and any adopted plan would form part of Doncaster’s Local Plan. Future planning applications would be required to be considered alongside the plan. In areas where local council existed it was for the local council to be responsible for the plan but a working group could be established to lead and produce the plan which could cover all or part of a parish and could focus on specific areas of planning policy or all aspects generally

The timescales and process for the production of the plan was outlined including the requirement for detailed consultation with residents and when complete the plan was required to undertake an independent examination process with modifications decided by DMBC as the Local Planning Authority with a referendum to confirm its adoption.

An amount of government funding was available to support the cost of producing the plan and DMBC would support the production of the plan but would not write the actual plan.

The following questions were raised:

Q: How useful was the plan for example could agricultural land be protected?

A: It is possible to request a re-designation of land to identify for more housing but not less, specific sites can be identified and green spaces can be protected.

Q: Can an appeal be overturned?

A: Normally only through a Judicial Review and as housing is a government priority a Neighbourhood Plan cannot specifically be used to prevent development.

Q: What level of resources would be available and how are these to be used?

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

A: Most of the funding has been used to pay for a Consultant to guide the process which usually takes around eighteen months.

Q: Can the plan be updated and added to?

A: Yes and there is a requirement to review every five years.

Q: is there a time limit for completion?

A: No. it is a long term government commitment and so areas could await the production of DMBC's Local Plan and then decide if there is a need for a Neighbourhood Plan.

Q: If the 'call for sites' outcome reflects no concerns would this negate the need for a Plan?

A: Arrangements will be made in the next few months to contact parishes regarding sites chosen and at this point parishes could determine whether to progress a plan.

RESOLVED (2)

a) That Jane Stimpson is thanked for her attendance and the information provided.

b) That consultation on DMBC's Local Plan is awaited and if not available further consideration be given to the production of a Neighbourhood Plan at the September meeting.

**3) APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams.

RESOLVED (3)

That the apologies be accepted and duly recorded.

**4) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (4)

That item 22 be excluded from the public and press due to the confidential information to be discussed.

**5) DECLARATIONS OF INTEREST**

Councillors M Sidebottom, M Turner and D Chorlton declared an 'other interest' in Item 10. Councillor Worthington declared an other interest in Item 8c. Councillor Sidebottom declared an interest in Item 15c).

**6) REPORT FROM DMBC WARD COUNCILLORS/OFFICERS**

DMBC's Stronger Communities Officer provided details of the following:

- Wildflower seeds for planting by the parish council were awaited and community planting would take place in the near future.
- The National Community Scheme (NCS) required a minimum commitment of five days for up to fifteen workers.
- The possible establishment of a Neighbourhood Watch Scheme

RESOLVED (5)

That the DMBC Officer is thanked for attending the meeting and the information provided.

**7) MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2018**

RESOLVED (6)

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

**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) Quotation for Artwork for the Interpretation Board

DMBC had provided a quotation for the artwork design of £150 and £55 per individual illustration or photograph and that the £100 balance of Section 1067 funding could be used towards the cost.

b) Insurance Arrangements for the New Interpretation Board

The insurance company had confirmed that the Board would be covered by the £12,500 contents insurance.

c) Butterfly Trail Update

The Chairman explained that no response had been received from the local Garden Centre and a date for a meeting with a member of grounds staff from YWP was awaited. A response had been received from Auckley PC stating that consideration would be given to the offer of a pledge for funding when firm costs were known. The issue of seeding of the recreation ground would need to be considered.

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

d) Data Protection Regulations Update

Comprehensive information had been received from YLCA which had been circulated to members electronically and included a template to undertake an audit that was required to be completed. YLCA had written to district councils enquiring whether they could offer the services of a Data Protection Officer. No details of any formal training from either YLCA, SLCC or DMBC had been received.

e) Monitoring of First Bus Provision

Councillor Butterworth reported that on one occasion on a Monday morning a bus had not stopped at two of the bus stops on Doncaster Road and was not believed to be full but no other issues had arisen.

f) Kilham Hall Insurance Arrangements

A copy of the insurance policy which had been circulated with the agenda was considered and Councillor Sidebottom reported that the details of the policy were being checked with the insurance broker.

g) New Keys for Meeting Rooms.

Two sets of the key/alarm fob had been purchased at a cost of £38.40 and the fobs had been programmed by the Clerk which had saved a £72 call out charge, However the alarm fob for the playgroup had ceased to function which would have resulted from the recent programming and so had been exchanged for one of the new ones. The spare fob would therefore need re-programming before it could be used. The contractor had advised that there was a maximum of eight programs available and any additional would require an update to the alarm system.

h) Public Space Protection Order Information

Information had been received from DMBC stating that there was a prohibition in the Dog PSPO that requires dog walkers to carry appropriate means to pick up any dog fouling and action could be taken where a person was identified for non compliance.

**RESOLVED (7)**

- a) That the information relating to actions undertaken by the Clerk since the last meeting be noted.
- b) That the quotation for the artwork be agreed and the inclusion of a drawing of a peacock, red admiral and brimstone butterfly be included at a total cost of £315 less £100 Section 106 funding.
- c) That the information is noted and in the event that advice is not obtained regarding the preparation of the land from the sources already identified then an approach be made to Walkers Garden Centre.
- d) That Auckley Parish Council is advised that actual costs of the butterfly trail will be notified when available.
- e) That YLCA is contacted to enquire as to whether any training will be provided and if any details of Data Protection Officers can be supplied.
- f) That the local school be contacted to enquire as to whether a Data Protection Officer had been appointed.
- g) That the service provided by First Buses be monitored for a further month.
- h) That the information relating to the PSPO be forwarded to the editor of Arrow Publications for inclusion in a future edition of the local magazine.
- i) That the provision of new keys/fobs for the meeting rooms be noted and the re-programming await the next alarm service.

**9) ITEMS RAISED BY MEMBERS OF THE PUBLIC**

There were no further matters to consider in respect of matters raised by members of the public.

**10) KILHAM HALL MANAGEMENT COMMITTEE REPORT**

Councillor Sidebottom reported that a meeting had been held on 5 March 2018 and it had been agreed to progress the installation of solar lighting at the entrance to the car park and updated lighting in the hall. The heating issues had been temporarily resolved but advice was being sought on replacement radiators from a local electrical contractor. A new bingo machine had been purchased and the hire fees for the mother and toddler group had been revised after a trial period in line with those of other 'not for profit' organisations. Advice was being sought on the implications of the new data protection regulations.

**RESOLVED ( 8 )**

That the information is received and duly noted and a message of appreciation extended to the Kilham Hall Management Committee.

**11) APPOINTMENT OF CANTLEY POOR'S REPRESENTATIVES**

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

Councillor Turner had declined the offer of appointment and the second nominee (a resident of Auckland) had been approached and was arranging to meet the Chair of the Trust. Subsequently notification had been received that Colin Kingston had resigned as a parish council representative and the third nominee a resident of Branton had been approached and he had expressed an interest due to previous experience as a representative to a similar trust as a member of Wroot Parish Council.

RESOLVED (9)

- a) That the nominations for R Dobson and I Smith be agreed and submitted to the Trust secretary.
- b) That a letter of thanks is sent to C Kingston for his services to the Trust.

## 12) KILHAM LANE RECREATION GROUND SITE AND BUILDINGS ISSUES

### a) Activation of defibrillator

Notification had been received that the defibrillator had been activated on Tuesday 13 February 2018 and that it was advisable to check if any items needed to be replaced. It was not known who had dialled 999 and it was not possible for the ambulance service to release any details.

### b) Outdoor play equipment and storage arrangements for the Mother and Toddler Group

Further to the request at the last meeting the Mother and Toddler group had now requested that items of outdoor equipment be purchased and stored in an external storage cabinet.

### c) Adaptation of round table for use by the Mother and Toddler Group

A request had been received to adapt one of the surplus round tables for use by the group.

### d) Commencement of Green Waste Collection

The handyman had requested the commencement of the collection and DMBC had confirmed that two free collections would be made in respect of the non collections during the third quarter and arrangements had been for these to be undertaken on 2 and 9 March with paid collections commencing on 16 March 2018.

RESOLVED (10)

- a) That further advice is sought so as to check whether any replacement consumables are required for the defibrillator.
- b) That it be agreed for the Mother and Toddler Group to site an external lockable container (metal or hard plastic) for the storage of outdoor play apparatus.
- c) That the Mother and Toddler Group be permitted to adapt a surplus round table for use.
- d) That the green waste collection commence on 2 March 2018 with chargeable collections from 16 March 2018.

## 13) 2018/19 RISK ASSESSMENT DOCUMENT/REVIEW OF INTERNAL CONTROLS

Consideration was given to the updated risk assessment circulated with the agenda which provided the following amendments:

Insertion of details of recording of key holders for the meeting rooms and reference to outdoor equipment under the security provisions.

Dates updated for fire extinguisher, alarm servicing and portable appliance test

Removal of reference to Section 137 payments due to adoption of General Power of Competence

Inclusion of Data Protection requirements

Removal of portable appliance checks from Clerk's home.

RESOLVED (11)

That the risk assessment be approved with amendments as outlined and arrangements be made for annual checks to emergency lighting and fire alarm systems.

## 14) GARDEN AND COMMUNITY OPEN SPACE ISSUES

There were no matters raised under this heading..

## 15) PLANNING MATTERS

The following planning applications were considered:

Councillor Sidebottom withdrew from the meeting during consideration of application 18/00253/FUL.

18/00244/FUL 34 Warning Tongue Lane	Erection of dwelling and detached garage following demolition of existing dwelling (resubmission of application 17/01994/FUL granted)	Comments
18/00253/OUT Hillcrest, Doncaster Road	Erection of up to 3 detached houses and associated garage (Approval for access, layout and scale)	Comments
18/00253/FUL	Change of use of land to animal enclosure and erection	No comments

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

Yorkshire Wildlife Park	of animal house including perimeter fence	
-------------------------	---	--

RESOLVED (12)

- a) That no comments or objections be made in respect of applications 18/00253/FUL.
- b) That comments be submitted in respect of application 18/00244/FUL supporting the report of the Tree Officer.
- c) That comments be submitted in respect of application 18/00253/OUT expressing concerns regarding vehicular access, increasing traffic on Doncaster Road and requesting further investigation in respect of objections regarding overbearing neighbouring properties and loss of light.
- d) That the decisions reached since the last meeting are duly noted.

## 16) HIGHWAY MATTERS

The following matters were raised:

- Potholes on Doncaster Road, New Road and Whiphill Top Lane
- Traffic cones left on crossing point adjacent to the Three Horse Shoes
- Dog fouling on Kingsmead Drive and Valley Drive

RESOLVED (13)

That the matters are referred to DMBC.

## 17) WEBSITE MATTERS

New photographs were still awaited and the incorrect minutes displayed had been amended by the webmaster who advised that most of the work required to be undertaken for the new financial year could be undertaken without the need for further development.

RESOLVED (14)

That the information is received and duly noted.

## 18) BANK PAYMENTS

RESOLVED (15)

That the following payments made are duly authorised:

17/92	Clerk	February Salary	£ 602.72
17/93	St Wilfrid's PTA	Donation for WOW Challenge	£ 750.00
17/94	Thorne Rural Lions	Donation in lieu of Santa sleigh visits	£ 100.00

## 19) REPORTS FROM MEETINGS ATTENDED IN JANUARY 2018

a) YLCA South Yorkshire Branch Meeting on 24 February 2018

Councillor Worthington reported the following:

- Had the LPA given consent for plans to be displayed and viewed by the public at meetings
- Staff support at YLCA branch meetings – Suggestion for Clerks rejected in view of subscriptions
- Most telephone queries from South Yorkshire
- White Rose Update and Standing Orders (a new version of which would be issued in the near future) to be provided to all members
- Webinar information to be sent to Clerks
- GDPR – more emphasis on compliance and probity, no liability for DPOs, only one council had responded regarding the enquiry for the appointment of a DPO with an expected cost of £150pa.

b) Igas – 1 March 2018

Councillor Worthington reported that the planned meeting had been cancelled due to adverse weather and a new date was awaited.

RESOLVED (16)

That Councillor Worthington is thanked for her reports and that arrangements are made to circulate White Rose Updates electronically when received with a hard copy provided for any member that could not access a copy electronically.

## 20) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was considered including the Community First Yorkshire February newsletter.

RESOLVED (17)

That the items of correspondence denoted on the agenda and tabled at the meeting be noted.

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

**21) DATE AND TIME OF NEXT MEETING**

RESOLVED (18)

That the next meeting be held on Wednesday 4 April 2018 commencing at 6.30 pm.

**CONFIDENTIAL ITEM – EXCLUDED FROM PUBLIC AND PRESS**

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