

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Virtual Parish Council Meeting held on Wednesday 1 July 2020 commencing at 6.30 p.m.

PRESENT: Councillors: M Sidebottom (Chairman), Y Butterworth, D Chorlton, A Whittaker, N Williams and J Worthington

IN ATTENDANCE: J A Staniforth (Clerk to the Council)

1) APOLOGIES FOR ABSENCE

There were no apologies received as all members were available to join the meeting.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (1)

That the press and public be excluded from any discussion relating to estimates obtained relating to item 4a) on the grounds that the information is commercially sensitive.

3) DECLARATIONS OF INTEREST

Councillors D Chorlton and M Sidebottom declared an 'other interest' in Item 11), Councillor Sidebottom declared an interest in item 10 and Councillor Williams an interest in item 14a).

4) REPORTS FROM DMBC WARD COUNCILLORS/OFFICERS

a) Section 106 funding projects

Confirmation had been received that an amount of £4,566.02 had been returned to the developer as it was not spent within the legal timeframe. An amount of £138,336.00 remained which did not provide for sufficient funds to cover the proposed total cost of the MUGA (£105k) and storage extension based on estimates received even with the committed sum of £5k from the parish council.

b) Traffic Issues on Whiphill Top Lane

The Ward Councillors had reported that information was awaited from the resident relating to the flyer that was to be produced.

c) Ward funding for 2020/21

No further ideas had been submitted for the use of the expenditure since the last meeting which proposed that an event be held to mark the end of the Covid 19 pandemic.

d) Provision of hand sanitizer dispensers

Councillor Cox had forwarded information denoting that a supply of both hand and foot operated hand sanitizer dispensers were available from DMBC.

RESOLVED (2)

a) That the parish council agree to fund from reserves any shortfall of funding to ensure the completion of the MUGA and storage extension for Kilham Hall using the Section 106 funding.

b) That an update is sought regarding traffic issues on Whiphill Top Lane for the next meeting.

c) That Ward Councillors are informed that the proposal from the parish council was to arrange a community event to mark the end of the Covid 19 pandemic.

d) That DMBC is asked to supply two foot pump operated hand sanitizer dispensers for Kilham Hall buildings.

5) MINUTES OF THE MEETINGS HELD ON 3 JUNE 2020

RESOLVED (3)

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

6) 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:

Signed:-----: Dated:-----:

a) Tree maintenance at Kilham Hall

A site visit was still awaited by the tree officer

b) Provision of additional Christmas trees

DMBC had confirmed that the Manor Farm location was not owned by DMBC, the three other sites on New Road, junction of Warning Tongue Lane and Bawtry Road and junction of School Lane and Doncaster Road were owned by DMBC.

c) Purchase of letter box and additional key

A letter box had been purchased and located in place of the letterbox provided by Kilham Hall. Any further keys needed to be ordered from the supplier and on contacting the supplier the type of key was out of stock and awaiting a further deliver from China. The cost of one key was £6.50 two keys £10 and three keys £12.

d) Repairs to hedge trimmer

The hedge trimmer had been repaired at a cost of £16.67 + vat.

e) Training webinars

Councillor Whittaker had expressed a wish to attend a planning webinar on 16 July 2020 at a cost of £22.50 and a place had been reserved.

RESOLVED (4)

a) That the information relating to actions undertaken by the Clerk since the last meeting be duly noted.

b) That the DMBC Tree Officer is contacted to seek a date for the tree inspection at Kilham Hall.

c) That the developer of Manor Farm is contacted to ask if permission would be granted for an illuminated Christmas tree to be provided and DMBC asked to confirm the suitability of the three sites with associated costs.

d) That the second key for the new letter box be kept in the Meeting Rooms for the hall usage.

e) That the Clerk arranges for the change of address for the parish council to C/o Kilham Hall.

f) That the cost of the equipment repair and webinar training be agreed.

7) INTERNAL AUDIT REPORT

Consideration was given to the report of the internal auditor which had denoted that an amount of £20.16 vat had been over claimed and would need to be refunded. Four payments had been incorrectly recorded in the minutes due to typographical error and a number of invoices had only been signed by one member of the parish council. The internal auditor advised that invoices/documentation relating to direct debit payments should be signed by two council members. The Clerk's pay statement contained an incorrect salary point as scales had been realigned from April 2019. There were no issues of concern.

RESOLVED (5)

a) That the report of the internal auditor is received and the contents duly noted and implemented as appropriate.

b) That a message of appreciation is extended to the Clerk and Internal Auditor for their work.

8) REVIEW AND RENEWAL OF INSURANCE

RESOLVED (6)

That the insurance be agreed in accordance with the current contract with the inclusion of £1,500 of CCTV equipment and the deletion of cover for a war memorial.

9) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public joined the meeting. Correspondence had been received enquiring as to whether any further work was to be undertaken to the grass verges on Brockholes Lane and whether any further work was to be carried out at Black Carr Plantation following the recent maintenance work which had left areas in a poor condition.

RESOLVED (7)

That DMBC is contacted to provide information on maintenance work to the two areas and the residents notified accordingly.

10) CONTENT AND PUBLICATION OF NEXT NEWSLETTER

Councillor Sidebottom did not take part in the discussion and the Vice-Chairman took the chair. The issue of the personal interest of the Chairman as the editor of the local magazine was discussed and that

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in view of her role as Chairman of the parish council it would be of benefit to receive the Chairman's input into future newsletters. The Clerk advised that information had been forwarded to the Chairman about dispensations relating to interests but a dispensation had not been applied for to date.

RESOLVED (8)

a) That a further newsletter be published in the September edition of the Branton and Auckley Arrow to include information relating to the next police 'Drop In' session, details of parish council meetings as to whether remote meetings were to continue or normal meetings resume in September 2020 and any other necessary information.

b) That the Chairman be permitted to take part in discussion on the content of newsletters based on the provision of four one page items in any one financial year.

11) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that in view of the latest guidelines the hall would remain closed and a decision would be made in August when a full risk assessment had been completed to prepare for a possible reopening in September 2020. The receipt of the £10k had alleviated any immediate financial concerns. One group was not intending to return before the spring but the fitness groups were hoping to return as soon as the hall re-opened.

RESOLVED (9)

That the report is received and a message of thanks extended to the Management Committee.

12) LITTER PICKING ARRANGEMENTS

Councillor Sidebottom reported that contact had been made with the volunteers and it was proposed to undertake a litter pick on 1st August 2020. There was a need to establish arrangements for the transportation of the collected bags of litter to the DMBC collection point and it was hoped a member of the group would volunteer.

RESOLVED (10)

a) That the details are noted, DMBC is asked to collect the bags of litter from the collection point and all those taking part duly thanked.

b) That it be agreed that in the event of any requirement for a car valet to be undertaken the parish council would agree to fund the cost up to a total cost of £60 including vat providing a valid receipt was obtained.

13) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES

a) Incidents of anti-social behaviour

A small number of further incidents had arisen reported by two households whose properties overlooked the park and CCTV footage provided to the police which had resulted in warnings being given to a number of the offenders. Subsequently only amounts of litter had been left and there had been no reports of damage or further anti-social behaviour. The police were visiting the area when possible.

b) Request for usage of the park for a fitness class

A month's trial had been offered to allow usage of the field and car park area for a group of up to six people to undertake fitness classes whilst gymnasiums remained closed. A resident of Kilham Lane had expressed a minor concern relating to loud music and parking on Kilham Lane. The music issue had been addressed and no further concerns had been received.

c) Request for usage of the park for football/rugby/fitness classes by hall users

Communications had been received from local junior football and rugby teams for use of the field area for training purposes. A request had been made for a copy of public liability insurance certificates but none had been provided and it was assumed that alternative arrangements had been made.

An approach had also been made by a number of groups who hired the hall for fitness classes as to whether it would be possible for groups of up to six people to undertake the activities on the park area.

The Clerk had advised that there was a need for public liability insurance and to date none had been provided other than for the yoga group and it was assumed that the groups were only insured for personal injury.

d) Condition of wooden picnic tables

The Clerk reported that the handyman had advised that the tables/benches were becoming unrepairable due to the wood rotting in several places. The one that would be removed/re-sited when the storage extension was built had the worst condition with the middle of the three in the best condition.

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The offer as to whether any spare sections were available from the Yorkshire Wildlife Park was awaited but the Handyman had expressed reservations about the suitability as it was known that these ones were older than the ones at Kilham Hall Park. Councillor Williams offered to contact the parish council handyman if any of the disused picnic tables at the Wildlife Park were suitable for spare parts for the tables at Kilham Hall Park.

e) Reopening of Kilham Hall Playground Equipment

The government had recently announced that children's playgrounds would be permitted to reopen from 4 July 2020 but guidelines had been issued as to how the playgrounds should be managed. There was a need to complete a risk assessment prior to the park reopening and the issue of cleaning the equipment was not reasonably practical to undertake.

RESOLVED (11)

- a) That the incidents of anti-social behaviour and subsequent action are noted and any further serious issues referred to the police.
- b) That details of the contact telephone numbers for reporting incidents of anti-social behaviour are provided to the Chairman to enable information to be provided to residents living in close proximity to the park to enable any incidents to be reported. Councillor Chorlton's offer to deliver the information was gratefully accepted.
- c) That it be agreed that any local groups be permitted to use Kilham Hall site providing they had public liability insurance and operated with the current policy unless the council's insurer confirmed that public liability insurance was not required or that cover could be added at a minimal cost.
- d) That details of the availability of any spare parts to repair the picnic benches is awaited and a further review of the condition is undertaken and any necessary action taken.
- e) That advice is sought from DMBC regarding reopening the playground and the playground reopened when DMBC guidance can be complied with.

14) PLANNING MATTER

The following new planning applications were considered:

20/01348/FUL Yorkshire Wildlife Park	Change of use of land to campsite with associated facilities	Further information required
20/01407/FUL 8 The Close	Erection of ground floor side extension	No comments
20/00013/NONDET Land SW of New Road	Appeal against non-decision for the erection of 1 dwelling following demolition of existing building	No further comments

Councillor Worthington raised concerns in respect of an adverse impact on the surrounding highway in respect of application 20/01348 and requested that her concerns be recorded.

RESOLVED (12)

- a) That the following information is requested in respect of application 20/01348/FUL and the comments are determined by the Clerk in consultation with members for submission:
- Is the application for tents only or for caravans/motorhomes in addition to tents?
 - What is the date of commencement?
 - Is it temporary or permanent seasonal or all year?
 - Are there any further plans for associated buildings?
 - Is the application linked to weekend festival events?
- b) That the withdrawal of application 20/0126/FUL be noted.

15) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (13)

That the following payments made are duly authorised:

20/013	Clerk (June salary)	£ 710.13
20/014	Clerk (reimbursement for letter box and hand sanitizer)	£ 47.98
20/015	Branton Garden Centre (oil for machinery)	£ 6.99
20/016	Branton Garden Centre (plants/compost for planters)	£ 132.00
20/017	Arrow Publications (June newsletter)	£ 114.00
20/018	Glendale (grass cutting 8 & 22 May)	£ 87.31

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20/019	Matt and Mouse (computer maintenance)	£ 92.50
20/020	Chairman (car valet/zoom subscription)	£ 74.39
20/021	Handyman (1 st quarter salary)	£ 919.08
20/022	Handyman (fuel for machinery)	£ 6.48
20/023	Branton Garden Centre (plants for plinths)	£ 57.00
20/024	Internal Auditor (19/20 audit + Clerk's excel training)	£ 107.50
20/025	Clerk (postage for April to June 2020)	£ 4.92
20/026	HMRC (1 st quarter return)	£ 816.53
20/027	Branton Garden Centre (hedge trimmer repair)	£ 20.00

16) WEBSITE UPDATES

RESOLVED (14)

That the website be updated to include details of the reopening of the playground equipment.

17) HIGHWAY MATTERS FOR CONSIDERATION BY DMBC

No new highway matters were identified in addition to those identified under item 9.

18) POLICE ISSUES

a) Police 'Drop In'

A new date for a further police 'Drop In' session was awaited.

b) Crime reports

The crime report for May 2020 would be provided for the next meeting.

RESOLVED (15)

That the information be noted

19) CONSULTATION ON A NEW MODEL CODE OF CONDUCT

The revised model code of conduct (a copy of which had been circulated with the agenda) was considered. It was noted that the new code provided for the withdrawal from meetings for any interest that was required to be declared unless a dispensation was applied for and granted.

RESOLVED (16)

That the Clerk submits a response to the consultation based on responses received from members received prior to the closing date of 17 August 2020.

20) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates date 5 and 19 June. A revised 'Working from Home Allowances' document denoting that the non-taxable allowance was £26 per month and not £27 as previously stated.

RESOLVED (17)

a) That the correspondence be received and duly noted.

b) That the Clerk adjusts her salary payments for the 2020/21 tax year in view of the correction to the 'working at home' allowances.

21) DATE AND TIME OF NEXT MEETING

RESOLVED (18)

That the next meeting be held in accordance with the agreed schedule on Wednesday 2 September 2020 commencing at 6.30 pm.

Signed:-----: Dated:-----: