

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 8 October 2020 held at Kilham Hall commencing at 6.30 p.m.

PRESENT: Councillors: M Sidebottom (Chairman), Y Butterworth, M Caygill, D Chorlton, A Whittaker and N Williams (remotely).

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

1) APOLOGIES FOR ABSENCE

Apologies were received from Councillor Worthington due to not wishing to attend a face to face meeting in view of her spouse's chest and lung condition.

RESOLVED (1)

That the apologies be accepted and duly recorded.

2) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (2)

That the press and public be excluded from any discussion relating to estimates obtained relating to items 6d) and 7) 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 10.

4) REPORTS FROM DMBC WARD COUNCILLORS/OFFICERS

a) Section 106 funding projects

Consideration was given to a further update from DMBC setting out the funding and explaining that information received from the Corporate Procurement Team had delayed the progression of the Officer Decision Record approval and that it was now recommended that DMBC undertake the procurement process and project management of the storeroom extension in view of the specialist nature of the process. The costs for this would be in the region of 15% of the project. The parish council were asked to agree to DMBC design team leading on both projects, funding any shortfall for the projects which would be incorporated into a legal agreement and fund the ongoing maintenance for both projects. Members raised concerns regarding a legal agreement committing the parish council to an unquantified level of expenditure and agreed to set a limit to ensure that an acceptable level of reserves was retained.

b) Traffic Issues on Whiphill Top Lane

There was no further update from Ward Members with regard to traffic issues on Whiphill Top Lane. Councillor Jane Cox had contacted the Chairman to notify of a meeting being arranged by Blaxton Parish Council to discuss traffic issues on the surrounding roads. .

c) Covid 19 small business rate relief grant payment

The grant of £10k had been received.

RESOLVED (3)

That the parish council agree to the three recommendations set out by DMBC as follows; that DMBC lead on the management of both projects, that any shortfall in funding for the storage extension be met by the parish council subject to a maximum of £50k for the storage extensions with an additional £7.5k management costs and ongoing maintenance costs be met by the parish council as agreed previously.

b) That the Clerk commences the collation of information for members to finalise to provide evidence that the MUGA project meets exceptions 1 and 5 laid down by Sport England in order to obtain their agreement to the planning application.

c) That the Chairman attends the meeting to discuss road traffic issues and in the event of the Chairman being unavailable the Vice-Chairman attends.

d) That the remaining information is duly noted.

5) MINUTES OF THE MEETINGS HELD ON 3 SEPTEMBER 2020

RESOLVED (4)

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:

a) Tree maintenance at Kilham Hall

The tree officer had visited the site and had recommended minor work with hand tools to the oak tree and similarly to the hawthorn tree in order to clear the roof area. A quotation of £150 + vat had been received from the tree surgeon. The tree officer had viewed the trees along the eastern boundary and reported that there were no glaring canopy defects as the health looked good throughout. Advice was given that the donated Tibetan cherry tree would benefit from a mulched grass free area around the stem to prevent strimmer/mower damage and the handyman had been asked to undertake this.

b) Provision of additional Christmas trees

DMBC had undertaken an inspection of the proposed sites and a written report was awaited. It was not possible to obtain a supply of Christmas trees for 2020 due to increased cost due to a lack of availability.

c) Maintenance of Acer tree at the Rose Garden

An order had been placed and the work was due to be completed on 20 October 2020.

d) Quotation for new perimeter fencing at Kilham Hall Park

A quotation had been received for fencing the same type as at the local school for either 1.2m or 1.8m high in either 'roll top' or 'v mesh' made from Zincalco coated wire which was galvanised resistance welded and plastic coated with maximum adhesion to guarantee extra lifespan.

e) Servicing of shutters, fire extinguishers and electrical testing.

The shutters had been serviced at a cost of £150 +vat the same as the previous year, the electrical portable appliance and fixed wire testing had been arranged for Monday 2 November 2020 and the fire extinguisher service for Monday 16 November 2020.

f) Replacement of mobile phone, laptop and printer

Details of three types of mobile telephone handsets available from O2 were considered at a cost between £80 and £180 inclusive of vat. The printer purchased in 2010 was not working effectively due to software issues and required replacing.

g) Retention of Covid memorial stones

The local school was very supportive of the project and felt that it would be possible to arrange for a collection of stones suitable for incorporation into the wall of the storage extension..

RESOLVED (5)

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

b) That the quotations for tree work for Kilham Hall and Doncaster Road garden be agreed.

c) That the report from DMBC regarding the suitability of the locations for the provision of illuminated Christmas trees is awaited but the project be progressed only when the required finance is available.

d) That the quotation for new perimeter fencing at Kilham Hall Park is noted and further consideration be given to replacing the fencing on completion of the Section 106 projects.

e) That the Clerk selects a new mobile handset based on the most appropriate specification up to £200.

f) That a new printer is purchased at a cost of up to £200 +vat

g) That a cost of £60 is agreed for the setting up of the new laptop.

h) That the local school is asked to progress a collection of memorial stones and for these to be stored by the parish council until such time as they can be displayed.

7) REPLACEMENT OF PICNIC BENCHES

The supplier of the picnic benches that were deemed suitable had advised that an offer of three benches with free delivery was available for £949 + vat. It was possible to purchase bolts to secure the benches to the concrete bases at a cost of £16 + vat per bench and the handyman was able to secure them using his own drill but a drill bit may need to be sourced. A quotation had been received for the removal of the current benches using a skip for disposal. The parish council handyman had indicated that he would be able to dismantle the benches and dispose of in a skip. It was possible to hire a skip at a cost of £220 + vat for an 8 yards size which was felt to be adequate and other items needing disposal could also be included.

RESOLVED (6)

a) That it be agreed to order three new picnic benches plus fastenings and a new concrete base be arranged (in lieu of the base that would need to be removed for the building of the storage extension) to be located in reasonable proximity to the other benches.

b) That arrangements are made for the handyman to remove the picnic benches after the end of October and the hire of a skip and any necessary tools be agreed in preparation for the delivery of the new benches.

**8) PROVISION OF A POPPY WREATH AND DONATION TO THE ROYAL BRITISH LEGION
RESOLVED (7)**

That a wreath is purchased for the local school and a total amount of £100 be donated to the RBL.

9) ITEMS RAISED BY MEMBERS OF THE PUBLIC

No members of the public were in attendance. Correspondence had been received regarding the provision of a house name for a new property on Old Farm Way and the Clerk had advised that the matter should be raised with the developer and Doncaster Council if the house name was to be formally adopted.

A communication had also been received from a resident expressing concern that social distancing measures were not being fully observed at the Yorkshire Wildlife Park. With the resident's permission the communication had been forwarded to a Ward Councillor who was the representative on the YWP Consultative Committee.

10) KILHAM HALL MANAGEMENT COMMITTEE REPORT

Councillor Sidebottom reported that a meeting had taken place although there was very little new business to discuss in view of the limited use of the hall. The accounts were fully up to date and an audit was being arranged. The boarding of the loft was awaited to complete the fire alarm upgrade. A new risk assessment for the kitchen had been completed and the general risk assessment updated.

RESOLVED (8)

That the report is received and the information duly noted.

11) KILHAM HALL PARK/MEETING ROOMS AND GARDEN ISSUES

a) Incidents of anti-social behaviour/damage to sign at the children's playground

There had been no further reports of any incidents of anti-social behaviour other than the sign denoting that the children's playground was for use by children aged under 11 had been torn from its post mounting and damaged. The goalposts were on occasions moved and needed reassembling and a corner piece needed replacing.

b) Completion of fire alarm upgrade

The work had been fully completed and a zone plan posted adjacent to the control box. The contractor had stated that the weekly testing would be carried out by the caretaker of Kilham Hall in conjunction with the testing at the hall. The alarm had been activated in the handyman's store but had been deactivated by the Clerk who was on site at the time. The contractor had recommended that the Handyman's store be fitted with some ventilation to release any fuel fumes to avoid any build-up of fumes.

c) Deterioration of condition of children's swing

DMBC had been contacted to ascertain if an inspection of the park equipment was due and if advice could be provided as to whether the swing needed replacing. A response was awaited.

d) Quotation for trimming of conifer trees at Doncaster Road garden

A quotation of £100 + vat had been received for work to trim the two conifer trees as the height was in excess of that able to be worked by the handyman.

RESOLVED (9)

a) That a new sign is considered when the storage extension has been completed.

b) That two new corner pieces are ordered to enable the goalpost to fully function.

c) That arrangements are made for ventilation in the Handyman's store in the form of a number of airbricks to provide the necessary ventilation at a cost of up to £100 + vat.

d) That information is sought from DMBC on the timescale for an inspection of the play equipment.

e) That the quotation for the trimming of the two conifer trees be agreed.

12) PLANNING MATTER

The following new planning application was considered:

20/02318FUL 7 Wood View	Erection of annex/double garage	No comments
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RESOLVED (10)

That the granting of the following applications is noted; 20/00160/FUL, 20/01689/FUL, 20/01787/FUL and 20/0212122/FUL.

13) ANNUAL CAROL SINGING EVENT**RESOLVED (11)**

That in view of the current pandemic the event is cancelled for 2020.

14) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (12)

a) That the following payments made are duly authorised:

20/043	Clerk (September salary - see October salary for adjustment)	£ 809.65
20/044	R Hill (computer /printer maintenance)	£ 20.00
20/045	Handyman (fuel for equipment)	£ 6.47
20/046	Arrow publications (September newsletter)	£ 66.00
20/047	Handyman (2 nd quarter salary)	£ 993.61
20/048	Handyman (fuel for equipment)	£ 6.60
20/049	SER Fire Alarms (fire alarm upgrade)	£1,014.60
20/050	HMRC (2 nd quarter return)	£ 900.39

b) That the underpayment of £4.66 taxation resulting in a corresponding overpayment of the Clerk's salary in September with a subsequent adjustment in October 2020 be noted.

15) WEBSITE UPDATES

No further updates were required at the present time.

16) HIGHWAY MATTERS FOR CONSIDERATION BY DMBC

The following highway matters were raised:

- The new Driver Feedback sign appeared to indicate an incorrect speed when first approaching
- A damaged fence post at Valley Drive still required replacement
- Bus shelters near Brockholes Lane, Badgers Holt and St Vincent Avenue had an accumulation of leaves.

RESOLVED (13)

a) That Councillor Chorlton investigates the Driver Feedback sign and informs members and the Clerk if it is felt to be not operating correctly to enable the issue to be reported to DMBC.

b) That a contractor is approached to repair the damaged fence post at a cost of up to £100

c) That Councillor Whittaker reports the accumulation of leaves in the bus shelters on Doncaster Road to DMBC's Street Scene Department.

17) POLICE ISSUES**a) Police 'Drop In'**

'Drop In' sessions at Kilham Hall Meeting Rooms had been arranged for Monday 26 October and Monday 7 December 2020 with a queuing system outside of the meeting room to restrict the number of people in the room at any one time.

b) Crime reports

The crime report for August 2020 denoted a reduced number of crimes from the previous month.

18) REPORTS FROM MEETINGS/TRAINING ATTENDED**a) DSA Environment and Noise Monitoring Sub-Committee Meeting – 24 September 2020**

No report had been received from Councillor Worthington and it was thought that had been unable to attend.

b) 'How to deal with a grievance' webinar – 8 October 2020

A report was awaited from Councillor Worthington.

c) Community Alcohol Partnership Meeting

Councillor Worthington had circulated information denoting that remote meetings would continue for the foreseeable future, an online alcohol workshop would take place during the week commencing 16 November with information distributed to retailers the previous week and there would be an alcohol awareness week of action commencing on 22 November 2020.

RESOLVED (14)

That Councillor Worthington is thanked for the information provided.

19) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the availability of YLCA training events, White Rose weekly updates dated 11 and 25 September 2020 and advice from NALC and SLCC for councils to continue to meet remotely. Details of a consultation on a government White Paper entitled 'Planning for the Future' was made available.

RESOLVED (15)

That the correspondence be received and noted.

20) DATE AND TIME OF NEXT MEETING

Members present were asked if further face to face meetings be held or if meetings should be held remotely in view of the national guidance received.

RESOLVED (18)

a) That face to face meetings continue unless prohibited by law or in view of the current pandemic it was deemed prudent to meet remotely.

b) That the next meeting is held on Wednesday 4 November 2020 commencing at 6.30 pm if Kilham Hall is available or the meeting is held remotely, if not available then on Thursday 5 November 2020 when it was known that the hall was available.

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