

Minutes Subject to Approval at the Next Meeting

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Monthly Meeting of the Parish Council held on Wednesday 3<sup>rd</sup> April 2024 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors: N. Williams (Chair), J Rushby, Y Butterworth and A. Gibbins

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

**1) APOLOGIES**

- 1.1 Apologies received  
Councillor Thorpe.
- 1.2 Reasons for absence considered

RESOLVED (1)

Apologies for absence were received and approved.

**2) DECLARATIONS OF INTEREST**

- 2.1 Declarations of Interest  
None.
- 2.2 Request Dispensation from Proper Officer  
None
- 2.3 Items to which the public and press are excluded  
Items 16.1 and 16.6 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

**3) APPROVAL OF MINUTES**

- 3.1 Minutes of 20<sup>th</sup> February 2024

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 20<sup>th</sup> March 2024 be agreed and signed by the Chairman.

**4) PARISH COUNCIL MATTERS**

- 4.1 Consider Applications of Interest for Councillor Vacancy  
3 candidates expressed an interest in the vacancy and 2 were in attendance at the meeting. The Chair asked the candidates if they had anything they wished to add to their applications and explained the process.
- 4.2 Co-Opt a Candidate  
Members voted on the 3 candidates and after 3 rounds of voting came to an absolute majority vote in favour of Candidate 3.
- 4.3 Declaration of Office  
The Clerk asked the new Member to read and sign the Declaration of Office form which he duly did. The Chairman welcomed Councillor Jim Sprack to the Parish Council.
- 4.4 2024/2025 Risk Management Schedule  
The Clerk presented the above document to members and highlighted a few amendments to the document in red text and a deletion in blue text.
- 4.5 Asset Register as at 31<sup>st</sup> March 2024  
The Clerk presented the updated Asset Register and informed members that the figures are now in line with the Parish Council's Insurance document. She also informed members of the new pages added to the Asset Register relating to Land/Leases/Deeds Register and a Disposal Register.
- 4.6 Review of Internal Controls  
The Chairman informed members that he had carried out the review of internal controls exercise which was the first time the Parish Council had carried out this exercise.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

4.7 Annual YLCA Membership

The Clerk informed members of the annual YLCA Membership cost for April 2024 to March 2025 at a cost of £851, an increase of £45 from last year.

4.8 Photographs for Inclusion in the YLCA Annual Report

The Clerk asked members if they would like to share any photographs of the Parish Council's work with the YLCA for inclusion in their annual report. Members would like to share a photograph of the litter pickers if they had no objection to it.

4.9 Councillor Vacancy

The Clerk presented members with an advert for the Councillor Vacancy following the resignation of Councillor Innes. Members were asked to consider this and the deadline for expressions of interest ready for advertising on Monday 8<sup>th</sup> April 2024.

4.10 Member to Kilham Hall Management Committee

Following the resignation of Councillor Innes, a member needs nominating to attend Kilham Hall Management Committee Meetings. The next meeting will be on Monday 13<sup>th</sup> May 2024.

4.11 Appoint a Councillor to Parish Council Auditor

Following the resignation of Councillor Innes, a new Parish Council Auditor needs to be appointed to ensure bank statements and bank reconciliations are signed ready for the year end reporting.

RESOLVED (4)

- a) Members unanimously voted for James Sprack to join the Parish Council.
- b) The Chair thanked the other candidates for expressing an interest in the vacancy and informed them that a second vacancy had become available and that they would welcome an expression of interest from them for that vacancy once it can be lawfully advertised.
- c) The Clerk is to inform the resident who wasn't in attendance of the above.
- d) James Sprack signed his declaration of acceptance of office in the presence of the Clerk and joined the meeting.
- e) Members noted and approved the Risk Management Schedule for 2024/2025.
- f) Members noted approved the Asset Register as at 31<sup>st</sup> March 2024.
- g) Members noted the internal control exercise carried out by the Chairman.
- h) Members approved the YLCA membership for 2024/2025 at a cost of £851.
- i) The Clerk is to ask the lead litter picker if they would have any objections to the Parish Council sharing their photograph with the YLCA for inclusion in their Annual Report.
- j) Members approved the content of the Councillor Vacancy advert and agreed a closing date for expressions of interest for the 24<sup>th</sup> April 2024.
- k) Members deferred appointing a Member to Kilham Hall Management Committee until the May meeting.
- l) Members unanimously voted for Councillor Rushby as the Parish Council's Internal Auditor

6.25pm 1 Member of the public left the meeting.

**5) MEMBERS OF THE PUBLIC**

5.1 Items raised by members of the public present at the meeting

No members of the public were present at this time.

5.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors

RESOLVED (5)

**6) DONCASTER METROPOLITAN BOROUGH COUNCIL**

6.1 Ward Councillor's Report

6.1.1 The Clerk informed members that Ward Councillor Jones had offered a storage container for placement at Warren Park for residents to use a meeting place/hub. The container is 20ft x 8 ft, varying colours and conditions. Members considered the cost relating to this donation, the permission required and also whether this asset would be of use to residents.

6.2 Update on the MUGA

Awaiting official update from CDC regarding the percolation test and potentially going out to Tender. However it is looking like May 2024 before tenders are sent out.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

- 6.3 Update on CCTV  
Awaiting update from CDC regarding this.

6.50pm The Chairman left the room and returned at 6.55pm.

- 6.4 Identify any new Highway matters  
No items were raised.

RESOLVED (6)

- a) Members did not feel that the storage container was suitable for residents at Warren Park as a meeting place/hub and the Parish Council have no additional funds in the budget to set this up.
- b) The Clerk will continue to chase CDC for updates on the MUGA.
- c) The Clerk will continue to chase CDC for updates on the CCTV.
- d) The Clerk will report the new highway matters identified to CDC.

**7) CLERK’S REPORT AND ADMINISTRATION ISSUES**

- 7.1 To note actions carried out by the Clerk  
The Clerk’s Report on work carried out was noted. The Clerk also provided members with an updated Action List for information.

- 7.2 To consider any amendments/updates/content to the Website and Facebook  
Updates are carried out daily/weekly.

RESOLVED (7)

- a) Members noted the Clerk’s Report and action list.
- b) The Clerk will publish a Facebook post thanking Councillor Innes for his contribution to the Parish Council and wishing him good health for the future and also welcome Councillor Sprack to the Parish Council on a post.

**8 KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS**

- 8.1 Repairs to Kilham Hall  
Kilham Hall Management Committee wanted clarification on the repairs to Kilham Hall prior to the approval of the Deed of Variation. They felt it was the Parish Council’s responsibility to carry out the repairs now they’d agreed to it and wanted the repairs to the roof and shutters carrying out. Members discussed this issue and the budget implications along with landlord/tenant issues.

- 8.2 Kilham Hall Management Committee’s Report  
Councillor Gibbins provided the Parish Council with the following queries – are the Parish Council contributing to the Pantomime this year and if so how much as it needs booking, and concerns regarding the energy costs despite having solar panels now installed.

RESOLVED (8)

- a) The Clerk is to contact Dickinson Wood and chase the Deed of Variation and also ask about rental charges.
- b) The Clerk is to inform Kilham Hall Management Committee that the Parish Council will carry out repairs found following approval of the Deed of Variation however will not be responsible for carrying out repairs found prior to this resolution.
- c) Members confirmed they were happy to contribute towards the pantomime and asked Councillor Gibbins if he could find out the cost of the pantomime prior to May’s meeting so they could consider and approve a contribution amount.
- d) The Clerk updated Members regarding the energy/solar panels issue currently and confirmed she is in contact with the Treasurer of Kilham Hall Management Committee keeping him updated.
- e) Members confirmed a discussion will need to take place in the future regarding funds received from the solar panels.
- f) Noted Kilham Hall Management Committee’s update.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

**9) PARISH MATTERS**

9.1 Christmas Illuminations – Old Cantley

The Clerk informed Members that the Contract for installation, storage and removal of the illuminations at Old Cantley roundabout expires in June 2024. The Clerk has requested quotes from 5 companies and received the following:

9.1.1 Consider quote received by Christmas Plus in the sum of £1075 plus VAT.

9.1.2 Consider quote received by Blachard in the sum of £2947 plus VAT.

9.2 Christmas Illuminations – 3 Parish Trees

The Clerk has requested quotes from 3 companies for the installation and removal of the lights for the 3 Parish trees. 1 quote was received back from R J Electrical in the sum of £402 inclusive of VAT.

9.3 Repair of Christmas Illuminations

The Clerk informed members that 3 sets of Christmas illuminations for Old Cantley trees are in need of repair at a cost of £97.50.

9.4 Subsidised Swimming

The Clerk reminded Members of the member of public's request last month for subsidised swimming at Rossington. The Clerk informed members that the public pay £1 per session and the Parish Council pay the balance (anything between £2.75 and £6 per person).

9.5 Defibrillator – Old Cantley

The Clerk informed Members that the defibrillator is on order and will be installed during April 2024.

9.6 Seed Bombs

The Clerk reminded Members that they budgeted to purchase seed bombs for residents during 2024/2025. Discussion took place on how to do this.

RESOLVED (9)

a) Members approved Christmas Plus' quote for installation, removal and storage of the Old Cantley lights at the cost of £1075 plus VAT.

b) Members approved R J Electrical's quote for installation and removal of the 3 Parish Council Christmas Tree lights at a cost of £402.

c) Members approved the repairs to the 3 sets of lights at a cost of £97.50.

d) Members declined the request for subsidised swimming as there is no budget for this facility and it is not within our Parish.

e) The Clerk will add an article about Seed Bombs into the next Newsletter, on Facebook and on the Website asking residents to express their interest in readiness for the Clerk to order early 2025.

**10) FINANCIAL**

10.1 Direct Bank Payments

That the following payments are duly authorised.

23/186	Clerk (Salary)	1396.62	LGA 1972 S. 112
23/187	Handyman (Salary)	834.79	LGA 1972 S. 112
23/188	HMRC	613.20	LGA 1972 S. 112
23/189	CDC (Non Domestic Rates KH Field)	0.00	
23/190	London Hearts Defib Match Funding	750.00	Public Health Act 1936, S234
23/191	C. Jones-McEwan - KH Gates	150.00	Open Spaces Act 1906
23/192	Clerk (Asda - 104 Card & Gift)	11.00	LGA 1972, S.139
23/193	YLCA (Cllr Training)	33.40	LGA 1972 S. 111
23/194	R.J. Electrical (Defib Install)	288.00	Public Health Act 1936, S234
23/195	Clerk (ink cartridges)	207.96	LGA 1972 S. 19
23/196	CDC (Qtr 4 grounds)	33.74	Open Spaces Act 1906
DD03/01	Unity Bank - Service Charge	9.30	LGA 1972 S. 111
24/01	Clerk Wages	Tbc	LGA 1972 S. 112
24/02	Handyman Wages	Tbc	LGA 1972 S. 112

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

Minutes Subject to Approval at the Next Meeting

## Minutes Subject to Approval at the Next Meeting

24/03	HMRC	tbc	LGA 1972 S. 112
DD02/24	O2	12	LGA 1972, S. 19
24/04	Handyman Expenses	63.50	Open Spaces Act 1906
24/05	Clerk – Replacement Letterbox keys	15.00	LGA 1972, S.111
24/06	CDC – Qtr 4 Grounds Maintenance	33.74	Open Spaces Act 1906
24/01	Clerk – Mileage	33.71	LGA 1972 S. 112
24/07	YLCA – Annual Subscription	851	

The Clerk informed members of a refund of £248.40 for the specialist paint for the playing field.

### 10.2 Bank Reconciliation and Level of Reserves

The Clerk presented Members with quarter 4 bank reconciliation and confirmed the banks closing balance as at 31<sup>st</sup> March 2023 was £23,966.60 in the current account and £57,924.85 in the reserves account. £44,500 of the reserves is earmarked for the MUGA. The Clerk stated she didn't feel any bank charges would be added to the account.

### 10.3 Quarter 4 VAT Return

Members noted the Quarter 4 VAT return in the sum of £637.48.

### 10.4 Quarter 4 Budget Monitoring Report

The Clerk confirmed that despite a few headings going over budget, virements had been made between those expenditure categories that underspent to ensure the whole budget balanced. Overall 81% of the budget for 2023/24 had been spent. The saving came from the work to the MUGA not starting yet and a reduction in the cost of the solar panels. Both of these items were being taken out of reserves.

### 10.5 Bank Statements

The Clerk presented Members with the bank statements for both the old bank account and the new bank accounts.

### 10.6 Potential Grants

The Clerk informed Members of two potential grants available to help with the shortfall of the MUGA costs – SUEZ and FCC Community action Fund.

## RESOLVED (10)

- The payments were duly authorised.
- The bank reconciliation and bank balance as at 31<sup>st</sup> March 2024 was noted.
- The Quarter 4 VAT return was noted.
- The Quarter 4 budget monitoring report was noted.
- The Bank statements were noted and the Council's Internal Auditors signed them.
- The Clerk is to research the potential grants and complete an application form.

## 11) **PLANNING APPLICATIONS**

Updates on previous planning applications were noted. The following new planning applications were considered:

23/00041/REF (Planning Application Ref 22/02491/OUT) May Dene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	No comments or concerns
21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Concerns re: lack of schools, doctors, bus services in the area
24/00386/FUL Tresillian, Whiphill Top Lane, Branton	Conversion of french door and window opening to a single large opening for bi-fold doors to the rear of the property	This application has been Withdrawn

The Clerk also informed the Parish Council of two applications received by CDC following the Agenda being circulated, for consideration relating to:

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

24/00292/FUL 1 Apple Tree Way, Bessacarr	Erection of single storey front porch extension to adjoin existing front porch	No comments or concerns
24/00476/FUL 8 Hillcrest Drive, Branton	Erection of extension to rear and conversion of garage	No comments or concerns

**Councillor Sprack declared an interest in Application 24/00476/FUL**

RESOLVED (11)

- a) Feedback is given to the Planning Department at CDC on the planning applications received.

**12) POLICE ISSUES**

12.1 Police Issues

3 residents attended the drop in sessions. The PCSO's passed their queries onto the Clerk (1 regarding footpath closure and 1 regarding occupancy of a caravan). The Clerk responded to the residents regarding these issues and the residents were happy. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Thursday 25<sup>th</sup> April 2024 at 6.15pm-7.15pm.

RESOLVED (12)

- a) Members noted the police update.
- b) The Clerk advertises the future Police Drop In sessions on social media and the website.

**13) TRAINING/EXTERNAL MEETINGS**

13.1 ROSPA Operational Playground Inspection Training

The Handyman expressed an interest in this training last year and it was therefore budgeted for. Members were asked to consider attendance on the course which is to be held in York on 4<sup>th</sup> and 5<sup>th</sup> December 2024 and paying the Handyman's time and mileage.

13.2 CILCA

Members had previously postponed the Clerk's attendance on the CILCA qualification however it is written in the Clerk's Contract to obtain CILCA. Intake for 2024 is March and October and therefore the Clerk felt October would be a better option. The cost of the course is approximately £775 however the Clerk has recently taken up another Parish Council Clerk/RFO role and therefore costs may be able to be split between the two Parishes.

13.3 Biodiversity Webinar

Councillor Gibbins updated Members on the Biodiversity Webinar that he attended. Main focus was on applying for grants, wild flower planting, seed bombs and planning – Net Gain.

RESOLVED (13)

- a) Members approved the Handyman's attendance, hours and mileage for the ROSPA Operational Inspection Training.
- b) The Clerk will book a place for the Handyman on the ROSPA Operational Training Course on 4<sup>th</sup> and 5<sup>th</sup> December 2024.
- c) Members approved the Clerk's attendance and additional hours required for the CILCA qualification.
- d) The Clerk is to write to Finningley Parish Council to request sharing the cost of the CILCA qualification.
- e) The Clerk is to book the CILCA qualification for October 2024.
- f) Members noted that they may need to provide additional support to the Clerk whilst she is studying CILCA due to the number of hours required to study and it potentially clashing with the MUGA project.
- g) Members noted Councillor Gibbins update from the Biodiversity Webinar.

**154 ITEMS OF CORRESPONDENCE**

14.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training.

RESOLVED (14)

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

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

Minutes Subject to Approval at the Next Meeting

**15) DATE OF NEXT MEETING**

RESOLVED (16)

That the next meeting be held on Wednesday 1<sup>st</sup> May 2024 commencing after the Annual Parish Meeting which starts at 6pm.

**16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

**16.1 Clerk’s March Timesheet**

The Clerk’s timesheet for March was shared for information. Members noted that the Clerk had worked 5.5 hours over her contracted hours this month.

**16.2 Handyman’s March Timesheet**

Handyman’s timesheet for March was shared for information.

**16.3 Clerk’s Appraisal**

The Chairman informed Members he’d carried out the Clerk’s Appraisal yesterday.

**16.4 Clerk’s Incremental Raise**

The Chairman informed Members of the potential of an incremental rise on the NALC Local Government Services Pay Agreement 2023. The Clerk reminded Members that no increment was placed last year due to an administration error.

**16.5 Handyman/Gardener’s Appraisal**

The Clerk informed Members she’d carried out the Handyman/Gardener’s Appraisal last week.

**16.6 Handyman/Gardener’s Incremental Raise**

The Clerk informed Members of the potential of an incremental rise on the NALC Local Government Services Pay Agreement 2023.

RESOLVED (16)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk is paid for the additional 57 hours 30 minutes worked throughout March.
- c) The Clerk’s Contractual Hours to remain at 15 hours per week.
- e) The Handyman’s Contractual Hours to remain 15 hours per week.
- f) The Clerk’s salary is moved up by 1 increment to £16.67 per hour as of 1<sup>st</sup> April 2024
- g) The Handyman’s salary is moved up by 1 increment to £12.63 per hour as of 1<sup>st</sup> April 2024.
- h) The Clerk informs Warrens GBC of the above information for the payroll run in April.
- i) Members wished to express their gratitude to both the Clerk and Handyman for their continued support and hard work.

The meeting closed at 8.15pm.

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