



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 2nd October 2024 commencing at 6 p.m.

Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation

- 1) Apologies (1 minute)**
 - 1.1 To Receive Apologies for Absence in advance of the meeting.
 - 1.2 To Consider the Approval of the Reasons Given.
- 2) Declarations of Interest (3 minutes)**
 - 2.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
 - 2.2 Where necessary, to apply for dispensation from the Council's Proper Officer.
 - 2.3 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960.
- 3) Approval of Minutes (5 minutes)**
 - 3.1 To Approve the Minutes of the Parish Council Meeting held on 4th September 2024 (enclosed).
- 4) Members of the Public (30 minutes)**
 - 4.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration.
 - 4.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Noting/Immediate Action/Future Consideration.
- 5) Parish Council Matters**
 - 5.1 To Note and Accept Councillor Thorpe's resignation with immediate effect.
 - 5.2 To Note the process for advertising the Councillor Vacancy and Give Delegation to the Clerk to proceed with this.
 - 5.3 To Agree a closing date for the Councillor vacancy.
 - 5.4 To Consider SLCC Annual Membership at a cost of £188 (£177 last year).
 - 5.5 To Receive and Approve the Amended Asset Register as at September 2024 (in line with the External Auditor's comments). (enclosed)
 - 5.6 To Consider any items to be added to the South Yorkshire YLCA Branch Meeting Agenda.
- 6) City of Doncaster Council (CDC) Matters (5 minutes per item)**
 - 6.1 To Receive Updates from CDC Ward Councillors.

6.2 To Receive an Update on the MUGA and Consider and Agree any action needed.

6.3 To Receive an Update on CCTV cameras.

6.4 To Consider the update regarding the green space at the entrance to Brockholes Lane and Approve any action required.

6.5 To Note the Quarterly Inspection Report provided by CDC relating to the Park and Consider any actions/repairs recommended and Approve the same (enclosed).

6.6 To Identify any New Highway Matters for consideration by CDC and/or Other Agencies.

7) Clerk's Report and Administration Matters (2 minutes per item)

7.1 To Note the Clerks Report and actions carried out by the Clerk since the last meeting (enclosed).

7.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.

8) Kilham Hall/Park/Buildings/Garden Area Matters (3 minutes per item)

8.1 Review closing times of Kilham Hall Car Park for Winter Months – October 2024 to March 2025.

8.2 Arrange the annual Hedge cut at Kilham Hall at a cost of approx £393.

8.3 Note the Annual Fire Shutter Testing for 25th September 2024 at a cost of approx £200.

8.4 Consider and Approve the quote to repair faulty shutter on the Handyman's store at a cost of £420.

8.5 Note the Annual Intruder Alarm testing for 23rd September 2024 at a cost of £96.

8.6 To Consider Member of Public's suggestion regarding Donation of a Memorial Bench for Kilham Hall Field.

8.7 Receive and Note Kilham Hall Management Committee's Update Report.

9) Parish Matters (5 minutes per item)

9.1 To Determine the content of the Winter Quarterly Newsletter and agree source of publication. (enclosed)

9.2 To Consider the dates to install and remove the poppy/tommy silhouette/bunting displays for Armistice Day and agree the Handyman's additional hours.

9.3 To Approve ordering seed bombs for residents at a cost of £29.

9.4 To Consider whether to host an event for VE Day's 80th Anniversary in May 2025.

10) Financial (5 minutes per item)

10.1 To Receive PK Littlejohn's Section 3 of the AGAR (External Audit Report and Certificate) and the Notice of Conclusion of Audit. (to be circulated)

10.2 To Approve Direct Bank Payments (to be circulated).

10.3 To Note the Internal Control exercise carried out during September by the Councillors appointed as Auditors. (enclosed)

10.4 To Approve 2nd Quarter Bank Reconciliation/Review Level of Reserves. (to be circulated)

10.5 To Receive the 2nd Quarter Budget Monitoring Report. (enclosed)

10.6 To Receive the 2nd Quarter HMRC Return. (enclosed)

10.7 To Agree to the Provision of a Poppy Wreath for the Local School and Kilham Hall Field Bench and a Donation to the Royal British Legion.

10.8 To Note the Bank Statements and for the Council's Internal Auditor's to sign them (to be circulated).

11) Policies/Procedures

11.1 To Consider and Determine whether to change and Approve the following differences between NALC template and PCT policies (enclosed):-

11.1.1 Comparison document relating to the NALC and the Parish Council's Compassionate Leave Policy.

11.1.2 Comparison document relating to the NALC and the Parish Council's Flexible Working Policy.

11.2 To Consider and Approve the following policies (enclosed):-

11.2.1 Reserves Policy (Review)

11.2.2 Risk Management Policy (Review)

11.2.3 Whistleblowing Policy (Review)

11.3 To Consider and Approve the following risk assessments/documents (enclosed):-

11.3.1 Volunteers (Painting) Risk Assessment

11.3.2 Employees Stress Assessment Form

11.3.3 GDPR/Data Information Audit

12) Planning Applications

(2 minutes per item)

12.1 To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed).

12.1.1 24/01558/FUL – 22 Warnington Drive, Bessacarr - Erection of a single storey side extension to form a new swimming pool and single storey extension to enlarge porch to front of property

URL:

https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/01558/FUL

12.2 To Consider proposed street naming of 7 New Roads at the New Development South of Doncaster Road, Cantley, Doncaster and Respond to City of Doncaster Council accordingly.

13) Police Matters

(2 minutes)

13.1 To Consider/Note any police issues and reports received.

14) Training/External Meetings

14.1 To Receive feedback from the Clerk regarding the HMRC Webinar (documents previously circulated) and the YLCA Webinar.

14.2 To Consider a Councillor attending YLCA Webinar on gov.uk email addresses on Wednesday 9th October 2024 at 2pm.

15) Items of Correspondence

(2 minutes)

15.1 For Consideration, Information and Noting: (previously circulated)

15.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, Training Programme for April to September, CEO Bulletin.

15.1.2 Community First Yorkshire Update - Funding News.

15.1.3 CDC – Roadworks Reports, Funding Opportunities,

15.1.4 SLCC – News Bulletin, Civility & Respect Newsletter.

15.1.5 NALC - CEO Bulletin, Training.

16) Date of Next Meeting

16.1 To Confirm the Date of the Next Meeting on Wednesday 6th November 2024 starting at 6pm.

17) Employment Matters

(2 minutes per item)

- 17.1 **Excluded from the Public and Press** - To Receive the Clerk's September Timesheet and Mileage Claim form (to be circulated).
- 17.2 **Excluded from the Public and Press** – To Consider the Handyman/Gardener's September Timesheet (to be circulated).
- 17.3 **Excluded from the Public and Press** – To Consider a pension contribution for the Clerk.