

Minutes subject to approval at the next meeting

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 6th May 2022 at Kilham Hall commencing at 6.30pm.

PRESENT: Councillors: S Ward (Chair), D Chorlton (Vice Chair), Y Butterworth, J Rushby, M Sidebottom

IN ATTENDANCE: B Walton (Clerk to the Council)

1) ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Ward was proposed and seconded as Chairman. The Clerk informed Councillor Ward of a two part training session for Chairmen at a cost of £66.80.

RESOLVED (1)

- a) That Councillor Ward is unanimously elected as Chairman for the ensuing year.
- b) That Councillor Ward's Declaration of Acceptance of Office form be duly signed.
- c) Councillor Ward will check the training dates and let the Clerk know if he can attend.
- d) Appreciation and thanks were expressed to Councillor Sidebottom for her role as Chairman.

2) ELECTION OF VICE-CHAIRMAN

Councillor Chorlton was proposed and seconded as Vice Chairman.

RESOLVED (2)

That Councillor Chorlton is unanimously elected as Vice Chairman for the ensuing year.

3) EXCLUSION OF PUBLIC AND PRESS

RESOLVED (3)

Items 33, 34 and 35 are excluded from the public and press.

4) DECLARATIONS OF INTEREST

Councillor Sidebottom declared another interest in Item 15 and the publishing of Item 20, not the content. Councillor Chorlton declared another interest in Item 15. Councillor Rushby declared another interest in Item 19.

RESOLVED (4)

5) APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Williams due to annual leave and Councillor Dennis due to COVID.

RESOLVED (5)

Councillor Williams' and Councillor Dennis' apologies for absence were accepted.

6) APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO EXTERNAL BODIES

Consideration was given to the appointment of representatives to the following external bodies: DMBC Parish Council Joint Consultative Committee, DSA Airport and Noise Monitoring Sub-Committee, Kilham Hall Management Committee, Yorkshire Wildlife Park Consultative Committee, YLCA South Yorkshire Branch Meetings and DMBC Public Rights of Way meetings.

RESOLVED (6)

- a) That Councillor Dennis is appointed as representative to the PCJCC with Councillor Ward as the designated substitute.
- b) That Councillor Ward is appointed as representative to DSA Noise Monitoring and Environmental Sub-Committee with Councillor Williams to be confirmed as the designated substitute.
- c) That Councillor Sidebottom and Councillor Chorlton are nominated as representatives to Kilham Hall Management Committee.

Signed:

Dated:

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- d) That Councillor Dennis is appointed as representative to the YWP Consultative Committee with Councillor Chorlton as the designated substitute.
- e) That Councillor Sidebottom was appointed and Councillor Ward to be confirmed appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.
- f) That Councillor Williams is nominated to attend DMBC PROW meeting and a designated substitute is to be agreed at a later date.

7) APPOINTMENT OF COUNCIL AUDITORS

RESOLVED (7)

That Councillor Chorlton was appointed as the Council Auditor and Councillor Williams to be confirmed as the second Council Auditor.

8) REVIEW OF POLICIES AND PROCEDURES

RESOLVED (8)

- a) The current policy list was noted and agreed.
- b) The Clerk is to review legislation changes and amend any policies affected accordingly.

9) TO DETERMINE LEVELS OF DELEGATION TO THE CLERK

RESOLVED (9)

- a) That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.
- b) That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council's budget including urgent repairs costing less than £500.
- c) That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.

10) ITEMS RAISED BY MEMBERS OF THE PUBLIC

RESOLVED (10)

No issues had been raised by Members of the Public.

11) REPORT FROM DMBC WARD COUNCILLORS

Apologies were received from Councillor S. Cox, Councillor J Cox and Councillor A Jones. The Clerk updated members on Councillor S Cox's response to her email regarding Ward Councillor attendance at Parish Council meetings.

RESOLVED (11)

The content of Councillor S Cox's email is noted.

12) TO APPROVE THE MINUTES OF THE MEETING HELD ON 6TH APRIL 2022

RESOLVED (12)

That the Minutes of the previous meeting are agreed.

13) 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) Update from DMBC re: Traffic Management Costs

The Clerk had continued to chase DMBC regarding the traffic management costs relating to the Christmas illuminations and updated Members on the response.

b) Soldier Silhouette

The Clerk had sourced a Soldier Silhouette and the cost would be approximately £142 - £170.

RESOLVED (13)

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- a) DMBC's response regarding traffic management is noted. The Clerk is to write to DMBC requesting information as to who to escalate this query to.
- b) The Clerk is to look to see if there is any legislation to enable the Parish Council to purchase the silhouettes or whether they will be purchased from Section 137 monies.

14) RECREATION GROUND/MEETING ROOMS AND GARDEN ISSUES

a) Playground Inspection Training

An online training course is available for the Handyman to undertake at a cost of £19.95.

b) Trimmer/Strimmer Training

A course is available on the 17th May 2022 for the Handyman to attend in Hatfield at a cost of £195 plus VAT.

c) Online Ladder Training

Online ladder training has been purchased for the Handyman to complete at a cost of £30. The Handyman now has access to the training.

d) Roof Canopy of the Play Area

The Clerk and Handyman have found wood around the play area recently. It has been determined that it is coming from the roof canopy of the play area. The felt has been removed. New felt is required to protect the canopy at a cost of approximately £30.

e) Kilham Hall Car Park/Soak Away

The Clerk has emailed GNE to request the quote and latest correspondence detailing the problems.

RESOLVED (14)

- a) The Handyman books onto and attends the online playground inspection training at a cost of £19.95.
- b) The Handyman books onto and attends the Handheld Trimmer/Strimmer/Leafblower training at a cost of £195 plus VAT.
- c) That the roof canopy be repaired at a cost of £30.
- d) The Clerk arranges a site visit with GNE for an up to date quote and plans are put in place for next year's budget.

15) KILHAM HALL MANAGEMENT COMMITTEE REPORT

RESOLVED (15)

Kilham Hall Management Committee are due to meet next week so no update available.

16) INTERNAL AUDIT REPORT FOR 2021/22

Consideration was given to the Internal Auditor's Checklist and Queries, a copy of which had been circulated to Members.

RESOLVED (16)

- a) Contents of the documentation was noted.
- b) The Clerk is to determine if VAT can be reclaimed on a number of items.
- c) The Clerk is to revisit the HMRC Basic PAYE Tools.

17) 2021/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

a) Approval of Annual Governance Statement (section 1)

Consideration was given to the completion of the Annual Governance Statement a draft copy of which had been enclosed with the agenda.

b) Approval of Accounting Statement (section 2)

Consideration was given to the accounting statement a copy of which was enclosed with the agenda.

c) Approval of explanation of Variance Statement for 2020/21 accounts

A copy of the completed variance statement was considered which was enclosed with the agenda.

RESOLVED (8)

- a) That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.
- b) That the Accounting Statement is approved and duly signed by the Chairman for submission to the External Auditor.
- c) That the Annual Variance Statement is agreed and submitted to the External Auditors.

Signed:

Dated:

18) NEW LITTER BIN BETWEEN OLD CANTLEY AND VALLEY DRIVE AND THE ASSOCIATED COST IMPLICATIONS

A member of the public requested a new bin between Old Cantley and Valley Drive as there is nothing on the left hand side of the road (coming from Old Cantley) and the littering is terrible. The Clerk showed Members a list of the bins within the Parish and also costs for purchasing a new bin and emptying costs. RESOLVED (18)

- a) The Clerk is to review the budget and ensure the Parish Council has sufficient funds to purchase a bin at a cost of £450 plus VAT and the additional £350 per annum for emptying.
- b) The Clerk is to research if there is any community funding available to the Parish Council to enable them to purchase the bin if sufficient funds aren't available within the current budget.

19) REQUEST FOR A MOBILE TEA/COFFEE/DESERT VAN AT KILHAM HALL DURING WEEKENDS DURING THE SUMMER MONTHS

A request has been received from "Honey And the Moon" for a mobile coffee caravan at Kilham Hall on selected weekends throughout the Summer to serve drinks and ice cream deserts. Additional litter bins will be provided by the business. A copy of the business' insurance has been received. RESOLVED (19)

- a) It was agreed to provide Honey and the Moon a trial period to use the field and if successful to determine if rent is charged for future use of the field.
- b) The Clerk is to liaise with Honey and the Moon to coordinate suitable dates.

20) PUBLICATION OF QUARTERLY NEWSLETTER

RESOLVED (20)

- a) That the following information be contained within the June newsletter: New Parish Council arrangements, Welcome to the New Handyman, Parish Council next meeting, MUGA, Acquisition of new Defibrillator, Cantley with Branton Litter pick, Platinum Jubilee celebrations, Parish Council Facebook page.
- b) That the Newsletter be published in the Arrow Magazine for Old Cantley and Branton and Today Publication for Cantley and Bessacarr.

21) AUTHORISATION OF BANK PAYMENTS

Consideration was given to the schedule of payments for signature.

RESOLVED (21)

That the following payments made are duly authorised:

DD02/12	O2 Mobile	£ 13.40
22/01	DMBC Qtr 4 Grounds (bins emptying)	£101.05
22/02	Clerk (postage)	£ 1.83
22/03	Clerk (envelopes)	£ 8.99
22/04	YLCA (Annual Subscription)	£804.00
22/05	DMBC Qtr 1 Bins Kilham Hall	£189.50
22/06	Clerk (Files and ink)	£ 48.30
22/07	Clerk (Dividers)	£ 3.78
22/08	Clerk (Salary)	£823.86
22/09	Clerk (Ladder training)	£ 30.00
22/10	Clerk (ladders)	£189.00

22) QUEEN'S PLATINUM JUBILEE

The Clerk informed members that Right Up Our Street have offered to provide creative activities for children or older people to have a quiet create moment amongst the fun on our open day on 2nd June 2022. Everything is provided free of charge, it will just need collecting from their office in Doncaster Town Centre.

The Clerk provided members with options for catering for the day. It was also noted that the Cantley with Branton WI were donating half a dozen packs of scones for the event.

Councillors' Ward, Sidebottom, Rushby, Chorlton and Butterworth will be in attendance on the 2nd June 2022 between 11am and 4pm. The Clerk and Councillor Rushby and Councillor Ward are happy to set up on the day. Discussions took place regarding the finer details.

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RESOLVED (22)

- a) The Clerk arranges to collect the creative activities from Right Up Our Street.
- b) The Clerk orders cakes/bakes from Beths at Branton at a cost of £200.
- c) Councillor Rushby is to ask a member of the Art Club to judge the Art Competition.
- d) Two Councillors will judge the Scarecrow Competition on the morning of the 2nd June 2022.
- e) The Clerk and Councillor Rushby will purchase paper plates/table cloths/napkins/cutlery/plastic cups.
- f) The events will be promoted via the Parish Council's Newsletter, Facebook page, website, notice boards and poster displayed in the local shop and public house.

23) REQUEST FOR A DONATION FROM AUCKLEY SHOW COMMITTEE TOWARDS THE 2022 SHOW

RESOLVED (18)

That a donation of £500 is agreed.

24) NOMINATIONS FOR THE YLCA JOINT EXECUTIVE COMMITTEE

It is policy to invite nominations prior to the YLCA Joint Executive Committee's Annual Meeting of the branch. The Clerk has received a nomination letter and nomination paper for completion. Closing date for nominations is Wednesday 18th May 2022. Councillor Julia Staniforth from Auckley Parish Council has wrote requesting the Parish Council nominate her if nobody from Cantley with Branton Parish Council wishes to be nominated.

RESOLVED (24)

That Councillor Staniforth from Auckley Parish Council is nominated by Cantley with Branton Parish Council to become a member of the YLCA Joint Executive Board.

25) PLANNING MATTERS

The following new planning application was considered:

22/00996/FUL	6 Oak Tree Road, Branton – Erection of an extension to the side and rear of detached bungalow	No comments/concerns
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RESOLVED (25)

Feedback is given to the Planning Department at DMBC on the planning application received.

26) HIGHWAY MATTERS

RESOLVED (26)

No issues were highlighted.

27) TO CONSIDER ANY POLICE ISSUES

The Clerk informed Members that YLCA had wrote requesting any questions to be put forward to Dr Billings, South Yorkshire Police and Crime Commissioner, and an OPCC Officer at the June YLCA South Yorkshire Branch Meeting.

The Clerk updated Members of the recent Police Drop In Session held on 30th March 2022.

RESOLVED (27)

- a) No questions were forthcoming for Dr Billings.
- b) Next drop in session booked for 23rd May 2022. The Clerk is to liaise with the PCSO's to determine if these sessions are worthwhile.

28) NEXT LITTER PICK – 28TH MAY 2022

RESOLVED (28)

The next litter pick is arranged for 28th May 2022 at 9.30am meeting at Kilham Hall.

29) WEBSITE AND FACEBOOK MATTERS

Councillor Chorlton raised the content shared on Facebook and felt that some of the content shared isn't Parish Council related and one recent post was promoting businesses which it shouldn't be for.

RESOLVED (29)

The Clerk noted Councillor Chorlton's concerns and will be mindful of content posted and shared.

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30) REPORTS FROM MEETINGS

a) Clerk's Training

The Clerk completed module 5 of FILCA and passed with 90% .

RESOLVED (30)

31) ITEMS OF CORRESPONDENCE

Correspondence denoted on the agenda was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, DMBC Roadworks updates, Biodiversity Net Gain Supplementary Planning Document, Community First Bulletins, SYFAB Funding News Updates.

RESOLVED (31)

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

32) DATE AND TIME OF NEXT MEETING AND SCHEDULE OF MEETINGS FOR 2021/22

Discussion took place regarding the start time of future meetings. 6pm was suggested rather than 6.30pm.

RESOLVED (32)

a) That the next meeting be held on Wednesday 1st June 2022 commencing at 6pm.

b) Future meetings will start at 6pm.

c) That the schedule of meetings for 2021/22 is agreed as the first Wednesday of each month other than August when there would be no meeting.

EXCLUDED FROM THE PUBLIC AND PRESS

33) CLERK'S TIMESHEETS

The Clerk presented her March 2022 timesheets, which had been circulated with the agenda.

RESOLVED (33)

a) That the Clerk presents Members with her timesheets each month to make sure the contracted hours were sufficient to allow the Clerk to conduct normal duties without the needing for accumulating hours owed.

34) UNDERPAYMENT TO CLERK

The Clerk informed Members of an underpayment of her wages during 2021/22 in the sum of £23.13 due to incorrect NI threshold rate being used.

RESOLVED (34)

That the underpayment of £23.13 due to the Clerk is paid in June's salary.

35) ADDITIONAL HOURS FOR HANDYMAN

The Clerk updated Members of the work carried out so far by the new Handyman/Gardener. It was requested that it be authorised for him to work an additional 2/3 hours per week for a month to get on top of things and carry out his training.

RESOLVED (35)

a) That the Handyman is authorised to work up to 3 additional hours per week during May to get on top of things around the Parish.

b) That the Handyman is paid for his time attending training in addition to his normal working hours.

Signed:

Dated: