

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 6<sup>th</sup> July 2022 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors: S Ward (Chair), D Chorlton, M Sidebottom, J Rushby, Y Butterworth and R Dennis

**IN ATTENDANCE:** B Walton (Clerk to the Council), 3 members of the public

**1) APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams.

RESOLVED (1)

**2) EXCLUSION OF PUBLIC AND PRESS**

RESOLVED (2)

Items 29 and 30 are to be excluded from the public and press.

**3) DECLARATIONS OF INTEREST**

Councillor Sidebottom declared another interest in items 11, 19 and 21c and Councillor Chorlton declared another interest in items 11 and 21c.

RESOLVED (3)

**4) MINUTES OF THE PREVIOUS MEETING HELD ON 1<sup>st</sup> June 2022**

A slight amendment is made to Item 18 – resolution changed from “the majority of Members” to “the majority of the Parish Council”.

RESOLVED (4)

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

**5) ITEMS RAISED BY MEMBERS OF THE PUBLIC**

Apologies were received from Matthew Baker of Persimmon Homes who was due to attend to discuss issues at Manor Farm. Matthew had contracted COVID, hopefully he will attend the September meeting. The Chairman welcomed the 3 members of the public. 1 member raised issues relating to speeding traffic around Old Cantley and asked about traffic calming measures. The Parish Council updated the resident on DMBC’s current policy regarding traffic calming and the measures the Parish Council are trying to take in other areas of the Parish regarding speeding traffic.

The other 2 members of the public had no issues to raise and were just attending the meeting to keep updated with parish issues.

The Clerk informed members of an offer of spare goalpost parts received by a resident for use on Kilham Hall field.

RESOLVED (5)

a) The Clerk is to contact South Yorkshire Police and request speed strips to be placed in Old Cantley.

b) The Clerk is to respond to the resident thanking them for their kind gesture and to accept the goalpost parts and arrange collection.

**6) REPORT FROM DMBC WARD COUNCILLORS**

No updates were received from the Ward Councillors.

RESOLVED (6)

a) Members requested that the Clerk seeks a minimum of quarterly attendance by Ward Councillors at Parish Council meetings and a list of future dates that they could attend.

b) That the Clerk asks Ward Councillors where they hold their surgeries so the Parish Council can share this with residents.

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

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**7) UPDATE ON MUGA AND STORAGE EXTENSION**

The Chairman updated Members on a Teams Meeting held with himself, Councillor Sidebottom, the Clerk, Donna Flicker from DMBC and the Architect as a site meeting wasn't possible. Costs had spiralled relating to the MUGA and discussion took place around other options. The suggestion of a full size Tennis Court was made with a view to over time increasing the facilities ie. basketball/netball. It was felt this to be a good solution as Tennis was the main sport that residents had requested when questioned previously. The Architect had provided the Clerk with a quote for such facilities in the sum of approx. £95,000 - £100,000 however there was room to reduce this cost with slight changes.

The Clerk informed members that the grant provider had declined the application for additional funds stating our project does not strongly fit with their strategic priorities at this time. Two other grant providers were suggested. The Clerk had looked at these options, one the Parish Council didn't meet their criteria, the other was suitable for applying, but there was a maximum limit of £10k.

Councillor Rushby informed members that the Contractors for the extension had been surveying the site and they are going to liaise with her regarding knocking through into the hall. They did state that the park may have to close during the duration of the building works but they would let us know.

RESOLVED (7)

- a) The Clerk contacts DMBC and seeks clarity on the cost with minor changes to the Architects quote.
- b) The Clerk seeks clarity from DMBC/the Architect on the reference to an additional footpath.
- c) Members were in agreement to the Tennis Court however requested that the Clerk seeks a definitive price from DMBC relating to both parts of the project.
- d) The Clerk applies to the new Grant Provider for £10k.

**8) 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 re: Traffic Management issues at Old Cantley/Whiphill Top Lane Christmas Trees in 2021  
The Clerk has asked that Ward Councillors query these costs with DMBC on behalf of the Parish Council. Councillor Jones has been sent information and the Clerk has chased him for an update.
- b) New Christmas Tree at Warning Tongue Lane/Bawtry Road for 2022  
The Clerk has requested a quote from RJ Electrical services to install an electrical column at the proposed new site of Warning Tongue Lane/Bawtry Road. The cost would be £1,917.60. This does not allow for the final connection into the lamp post as this would normally be carried out by the local authority.
- c) Traffic Calming Measures – Whiphill Top Lane/Warning Tongue Lane  
No further update is available since last month's meeting however the Clerk is still chasing South Yorkshire Police.

RESOLVED (8)

- a) The Clerk is request a quote from DMBC for final connection into the lamp post.

**9) KILHAM HALL PARK/BUILDINGS//MEETING ROOMS AND GARDEN ISSUES**

a) Kilham Hall Flooding/Soak Away

The Chairman, Councillor Rushby and the Clerk met with GNE Construction Ltd. It was suggested that a percolation test was carried out to determine if a soakaway is viable and to calculate size etc. The percolation test would cost £600 plus VAT and if work was required, the construction of a new soakaway (assuming 20cum) would be £5850 plus VAT. The Clerk asked GNE Construction Ltd if this percolation test would also cover the percolation test that the Architects are suggesting for the MUGA site. Despite being at separate ends of the land, GNE confirmed that this percolation test would cover the MUGA.

The Clerk informed members of an act of vandalism/theft whilst she was on annual leave. Some plants were stolen from the pots outside Kilham Hall and others thrown across the car park. There has also been a rose bush stolen from the Rose Garden on Whiphill Top Lane.

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

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RESOLVED (9)

- a) The information relating to the percolation test is noted and will be considered further once the MUGA work is agreed.
- b) The Clerk checks the CCTV footage to see if there are any visible images of the theft/damage and report to SY Police.

**10) MEMBER CODE OF CONDUCT**

The Clerk informed members that there were a few amendments as due to adopting the Principal Authorities Policy a few points needed amending from the Monitoring Officer to the Clerk.

RESOLVED (10)

The Member Code of Conduct is approved.

**11) KILHAM HALL MANAGEMENT COMMITTEE UPDATE REPORT**

RESOLVED (11)

An update will be provided at the September meeting as Kilham Hall Management Committee haven't met since the last Parish Council meeting.

**12) DMBC'S PLAYGROUND INSPECTION REPORT AND ASSOCIATED WORKS**

Members were provided with the quarterly playground inspection report which highlighted the following repairs:

Replace wooden panels on either side of the tunnel and paint, supply and replace copper bush in the trolley of the aerial runway, tighten the four bolts on the leg press to re-secure the handles and to repair the small patch of safer surface under the flat swing.

RESOLVED (12)

- a) The Clerk checks the Insurance Policy to see if the Handyman would be insured to carry out this repair. If yes, the Clerk will ask the Handyman if he can replace the wooden panels on either side of the tunnel and inform him the extra hours required to carry out this task would be paid in addition to his normal working hours. If cheaper than the £250 DMBC quoted, the Clerk is to ask the Handyman to add this to his workload.
- b) Confirm the copper bush in the aerial runway is replaced by DMBC at a cost of £170.
- c) The Clerk asks the Handyman to tighten the four bolts on the leg press to re-secure the handles.
- d) Confirm the repair to the small patch of surface under the flat swing is carried out by DMBC at a cost of £50.

**13) ARMISTICE DAY**

Discussions took place regarding Armistice Day and what displays the Parish Council will be considering.

RESOLVED (13)

- a) A net will be purchased to display the knitted/crocheted poppies on that residents have made and be displayed near the Christmas tree at Whiphill Top Lane/Doncaster Road.
- b) Councillor Sldebottom will ask members of the Coffee Club or WI if they would attach the knitted/crocheted poppies to the net.
- c) Councillor Chorlton is seeking a quote for a silhouette soldier to add to the net of poppies.
- d) The Clerk is to order 66 lamp post poppies from the Royal British Legion at a cost of £3 per poppy to be placed on lamp posts throughout the Parish.
- e) The bunting is to be placed around Kilham Hall.

**14) REQUEST FOR USE OF KILHAM HALL FIELD AND KILHAM HALL BY CLUB DONCASTER U12'S FOOTBALL TEAM**

The Clerk informed members of a request to use Kilham Hall Field and Kilham Hall facilities by Club Doncaster under 12's football team. This will be to play matches on a Saturday, kick off time between 10am and 12noon for approximately 2hrs 30minutes. A pitch would need to be marked out, nets provided and car parking and toilet facilities. The Parish Council liked the idea of a community sporting

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event being held at Kilham Hall however concerns were raised regarding the car parking and toilet facilities.

RESOLVED (14)

The Clerk contacts the Football Club and offers them the use of Kilham Hall Field for their training sessions but unfortunately won't be able to accommodate matches due to lack of parking and toilet facilities.

**15) APPROVE THE NEXT LITTER PICK**

RESOLVED (15)

- a) The date of the next litter pick will be Saturday 3<sup>rd</sup> September 2022 at 9.30am meeting at Kilham Hall.
- b) The Clerk will contact Streetscene and arrange for the rubbish to be collected at 1pm the same day.
- c) The Clerk is to contact the Environment Fund to inform them of the date of the next litter pick to see if they can attend.

**16) APPROVE DIRECT BANK PAYMENTS**

RESOLVED (16)

That the following payments are duly authorised.

22/40	Caretaker (Tablecloths for Jubilee)	£ 12.50
22/41	Clerk (Tablecloths and Juice for Jubilee)	£ 12.15
22/42	Clerk (postage)	£ 2.05
22/43	Clerk (Jubilee food)	£ 10.69
22/44	Arrow Publications (June newsletter)	£118.80
22/45	Glendale (grass cut)	£143.21
22/46	Wilson Brothers Pipers and Drums	£200.00
22/47	Handyman (Fuel for mower)	£ 9.39
22/48	Handyman (workwear)	£ 50.00
22/49	Handyman (Wildflower Seeds)	£ 6.98
22/50	Handyman (Strimmer Head Grease)	£ 6.56
22/51	Handyman (Stihl Strimmer Harness)	£ 47.00
22/52	Handyman (Ladder tags)	£ 16.99
22/53	Handyman (Ramps)	£ 77.98
22/54	Clerk (Salary)	£745.39
22/55	Handyman (Salary – extra hours in May and June)	£714.82
22/56	YLCA (Local Council Powers Training)	£ 25.00
22/57	Clerk (Notice Board)	£ 29.99
22/58	Clerk (H&S Poster & Accident Book)	£ 18.20

**17) 1<sup>ST</sup> QUARTER BUDGET MONITORING REPORT**

The Clerk provided members with the 1<sup>st</sup> quarter's budget monitoring report which reflected the expenditure to date. It was noted that the total spend percentage hadn't worked out.

RESOLVED (17)

- a) The Clerk will look at the formulas on the spreadsheet and forward the updated version to members so they are aware of the total spend percentage.

**18) 1<sup>ST</sup> QUARTER BANK RECONCILIATION**

The Clerk provided members with the 1<sup>st</sup> quarter bank reconciliation. The reconciliation is 20p more than what is in the bank which is due to a discount applied to a payment made in April 2022.

RESOLVED (18)

The bank reconciliation states that the Parish Council have £100 in their current account and £91,630.44 in their reserve account.

**19) PUBLICATION OF QUARTERLY NEWSLETTER**

RESOLVED (19)

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

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- a) That the following information be contained within the September newsletter: Queen's Platinum Jubilee Celebrations, Parish Council Meetings, Acquisition of a Storage Extension and MUGA, Acquisition of a new Defibrillator, Litter Pick, Armistice Day, Christmas Festivities.
- b) That the Newsletter be published in the Arrow Magazine for Old Cantley and Branton and Today Publication for Cantley and Bessacarr.

**20) INSURANCE RENEWAL QUOTATIONS**

The Clerk informed the Parish Council that the annual insurance premium is due on 1<sup>st</sup> September. The Clerk has contacted a number of organisations to seek a quote for insurance to ensure the Parish Council are receiving value for money with their current provider. Zurich, Aviva and Cane & Co cannot provide a competitive quote in comparison to last years with the current provider. BHIB who the Parish Council are currently insured with can't provide a quote until one month before the policy start date. Dobson & Hodge have confirmed they will assess the market place and provide us with a quote prior to the renewal date.

RESOLVED (20)

The Clerk will review the two quotes upon receipt, ensure correct cover is in place and accept the most suitable, and value for money quote.

**21) PLANNING MATTERS**

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

22/01370/FUL 1A Plantation Avenue, Bessacarr	Erection of gates with associated works	No comments or concerns
22/01096/FUL 2 Poplar Close, Branton	Erection of rear extension (being resubmission of 21/01568/FUL granted 07/10/21)	No comments or concerns
22/01401/FUL Longacres, Whipihill Top Lane, Branton	Erection of a single storey rear extension of dwelling to include swimming pool, plant room and sauna	No comments or concerns
22/01478/FUL 42 Warning Tongue Lane, Cantley	Proposed raising of roof to form habitable rooms at first floor level as well as the installation of a dormer window to side elevation. Also the erection of a two storey extension to front and rear with single storey extensions to front and rear and new brick entrance wall and gates and associated works.	No comments or concerns

The Clerk also made members aware of a planning application relating to tree works subject to a Tree Preservation Order for information. Works will be carried out during the school holidays around Old Cantley which in turn may see traffic control measures put in place.

RESOLVED (21)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.
- b) The Clerk provides Members with planning application links as they arrive.

**22) PUBLIC PATH DIVERSION ORDER FROM DMBC RELATING TO PUBLIC BRIDLEWAY NUMBER 9 CANTLEY (PART) AND UNDEFINED PUBLIC BRIDGGLEWAY DONCASTER**

RESOLVED (22)

- a) The contents of the Order are noted.
- b) The Clerk will publicise the Order on the Facebook page.

**23) HIGHWAY MATTERS**

The following issues were reported by residents-

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- Potential to install “Deer Crossing” signs on Branton Bridge due to the increased number in the area.
- Channel has sunk on Doncaster Road opposite entrance to Hillcrest Drive.

RESOLVED (23)

The Clerk will raise these matters with DMBC.

**24) TO CONSIDER ANY POLICE ISSUES**

The Clerk informed Members that the next Police Drop In sessions have been arranged for Wednesday 13<sup>th</sup> July 2022 and Wednesday 13<sup>th</sup> August 2022 at 10am to 11am. The new venue will be Beth’s of Branton Tea Rooms situated in Hagans Nurseries (Branton Garden Centre), Doncaster Road, Branton.

RESOLVED (24)

- a) The Clerk liaises with the PCSO’s relating to any feedback following the sessions.

**25) WEBSITE AND FACEBOOK MATTERS**

The Clerk informed members that updates continue to be made regularly. Councillor Chorlton and Sidebottom raised concerns over one post that they felt was incorrect. The Clerk confirmed the post had been taken from the Clerk’s Magazine and therefore content was correct, however the post was amended slightly to make it more appropriate for the Parish Council.

RESOLVED (25)

**26) REPORTS FROM MEETINGS/TRAINING**

The Clerk informed members of feedback from the South Yorkshire Branch Meeting kindly provided by Councillor Staniforth of Auckley Parish Council.

Councillor Ward gave members an update of the DSA Noise and Environment Sub Committee completed her final module in FILCA and passed with 88%. She had also attended the Local Council Powers and General Power of Competence (GPC) Training provided by YLCA. The Clerk has a copy of the handouts if any members would like a copy.

The Handyman had attended an online playground inspection training course. It was very useful and members were provided with feedback.

RESOLVED (26)

- a) The Clerk provides Councillor Dennis with a copy of the Local Council Powers & GPC training handouts.
- b) The Clerk is to check whether there is a sign on the park stating “play at own risk” and if not, to order one.

**27) 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, Community First Funding Update, DMBC Roadworks updates, SLCC Bulletin.

RESOLVED (27)

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

**28) DATE AND TIME OF NEXT MEETING**

RESOLVED (28)

That the next meeting be held on Wednesday 7<sup>th</sup> September 2022 commencing at 6pm.

**29) EXCLUDED FROM THE PRESS AND PUBLIC – CLERK’S TIMESHEETS**

The Clerk informed members that there was an error on my timesheet previously circulated. On the first input the Clerk had omitted to include her time in attendance at the meeting. Therefore an additional 2hrs45mins needed including.

RESOLVED (29)

The Clerks timesheets were received and the contents noted.

**30) EXCLUDED FROM THE PRESS AND PUBLIC – PERSONNEL ISSUES**

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

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The Chairman and Councillor Chorlton informed Members of the slight amendments made to the Handyman and Clerk's contract regarding annual leave and the wording of the Contracts. Discussion took place regarding the probation period of the Handyman (Clause 4.1), the final sentence in Clause 20.2 needs removing and in Clause 21.2 it should state "Clerk" on the 2<sup>nd</sup> line not Chairman. The Clerk informed members of an email she'd received from Warrens GBC relating to payroll and holiday accrual of the Handyman.

RESOLVED (27)

- a) The Parish Council agreed that the Handyman's probation period would be 13 weeks.
- b) The Clerk is to amend the Handyman and Clerk's Contracts as per the suggestions above.
- c) The Clerk is to confirm to Warrens GBC that the Parish Council are happy to pay the Handyman for annual leave that hasn't been accrued but taken.

DRAFT

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

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