

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 4th December 2024 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk), Ward Councillor Steve Cox and one Member of the Public

1) APOLOGIES

1.1 Apologies received

No apologies of absence were received.

1.2 Reasons for absence considered

RESOLVED (1)

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 17.1 to 17.4 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 6th November 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 6th November 2024 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

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

No members of the public were present at this time.

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

4.2.1 A resident has raised concerns regarding parking at Kilham Hall and blocking access to Kilham Lane.

4.2.2 The Clerk provided an update on the resident who had concerns regarding noise from Quarry Lane.

RESOLVED (4)

a) The Parish Council agreed to request Kilham Hall Management Committee reiterate to hirers of the halls/groups that they take responsibility for parking and if needbe on busy events, allocate parking marshalls, request KHMC purchase some cones for users to place on the roadside, the Parish Council will contact the Highways Department at CDC and request yellow lines on Kilham Lane and also request quotes for next year regarding additional car parking.

b) The Clerk will respond to the resident accordingly.

5) PARISH COUNCIL MATTERS

5.1 Consider Applications of Interest for Councillor Vacancy

1 candidate expressed an interest in the vacancy within the prescribed timescale and he was in attendance at the meeting. The Chair asked the candidate if they had anything they wished to add to their application and explained the process.

5.2 Co-Opt a Candidate

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

The Clerk informed Members that the candidate met the criteria for appointment and Members came to an absolute majority vote in favour of the Candidate.

5.3 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 Stuart Adams to the Parish Council.

5.4 Remote Meetings Consultation

Since temporary COVID-19 powers ended in May 2021, NALC have been at the forefront of a national campaign to allow parish and town councils to hold remote council meetings. The Deputy Prime Minister that the government is committed to allowing councils to hold remote council meetings and published a consultation paper, which closes on 19 December 2024. The Parish Council considered the consultation paper and responded demonstrating the continued strong support for this flexibility, building on the momentum from the previous call for evidence.

RESOLVED (5)

- a) Members unanimously voted for Stuart Adams to join the Parish Council.
- b) Stuart Adams signed his declaration of acceptance of office in the presence of the Clerk and joined the meeting.
- c) The Clerk will forward Councillor Adams' acceptance of office form to the Monitoring Officer at CDC.
- d) The Clerk confirmed Councillor Adams' email address and provided him with the password for the same.
- e) The Clerk will forward Councillor Adams' a Councillor's welcome email with useful information in for consideration, completion and returning.
- f) The Clerk completed the remote meetings consultation paper survey on behalf of the Parish Council.

6) **CITY OF DONCASTER COUNCIL**

6.1 Ward Councillor's Report

Ward Councillor Cox confirmed that the skip was a success on the 30th November and hopefully another will be organised for the New Year. The next Ward Councillors Ward Meeting is scheduled for Saturday 7th December 2024 at Kilham Hall Meeting Rooms.

6.2 Update on the MUGA

Work is on target and progressing well. There was an incident last week where the site was broken into and equipment taken. The Clerk has accessed the CCTV footage and informed the Contractor and the Police of the same. The Clerk paid 95% of CDC's outstanding invoice and is awaiting a reply regarding the Parish Council's concerns regarding the project as a whole and a potential discount.

6.3 Update on CCTV

The Clerk has chased CDC regarding the installation of the CCTV cameras as no updates have been received since the Parish Council were informed installation would be by the end of November/early December. The Clerk asked Ward Councillor Cox if the annual maintenance costs for the cameras needed to be included in the 2025/26 Parish Council budget or whether FABB were paying it. Ward Councillor Cox confirmed FABB would be paying it.

6.4 Capital Grant

The Clerk contacted the Chair of Kilham Hall Management Committee regarding the above and also sought clarity from CDC regarding this issue. Unfortunately as the project has now started, Kilham Hall Management Committee cannot apply for this grant.

6.5 Identify any new Highway matters

The Clerk has already reported the street lighting fault on New Road at the junction with Whiphill Top Lane. This is turn is affecting the Christmas Illuminations as no power is available to the electrical column. Councillor Butterworth raised a potential issue on Moor View.

RESOLVED (6)

- a) Members noted the Ward Councillors Update and thanked Councillor Cox for his attendance.
- b) Members noted the update on the MUGA.
- c) Members noted the update on the CCTV.
- d) Councillor Odell will clarify whether he feels there is an issue on Moor View and report back to the Clerk.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

Ward Councillor Cox left the meeting.

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.

Councillor Adams left the meeting.

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

7.2.1 The Clerk asked Members if they would like to incorporate a QR code on the Agenda for residents to scan to access Agenda and Supporting Papers for Parish Council Meetings.

Councillor Adams returned to the meeting.

RESOLVED (7)

- a) Members noted the Clerk's Report and action list. The Clerk reminded Members of any outstanding actions.
- b) Members noted the Clerk's Update on Facebook/the Website.
- c) The Clerk is to make enquiries as to whether there is a cost/licence for generating QR codes and report back to the next Council meeting.

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

8.1 National Powergrid/EoN

Members were updated on the current situation regarding the meter change and considered whether to write a formal complaint.

Councillor Williams left the meeting during the above conversation and returned before the end of the discussion.

8.2 Kilham Hall Management Committee's Report

Councillor Gibbins provided Members with an update from the meeting held on 25th November 2024.

8.2.1 Members considered the exported solar power and confirmed once a reply was received from YLCA on this issue they will make a resolution.

8.2.2 Kilham Hall Management Committee have requested that the Handyman/Gardener grits the car park at Kilham Hall during incremental weather, in addition to the footpaths.

RESOLVED (8)

- a) Members resolved not to formally complain to National Powergrid/EoN.
- b) The Clerk will place the export of solar power on January's Agenda following a reply from YLCA.
- c) Members considered the gritting of Kilham Hall Car Park and agreed that the Handyman would undertake this task.

9) PARISH MATTERS

9.1 South Yorkshire Bus Franchising Consultation

Members were asked to provide the Clerk with any draft responses to the South Yorkshire Bus Franchising Consultation by the end of December. This will enable her to formulate a draft for consideration at January's meeting prior to the consultation deadline of 15/01/25.

9.2 South Yorkshire Branch Meeting with the South Yorkshire Mayoral Combined Authority (SYMCA) regarding Bus Reforms

Members were asked to consider any questions they wished to put forward to the above meeting, due to be held on 11th December 2024 and also whether any Members were available to attend, online, at 10am.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

9.3 Improvement of land at the top of Brockholes Lane/Doncaster Road

The Clerk informed Members of the residents positive responses regarding the improvement of land at the top of Brockholes Lane/Doncaster Road.

9.4 Poppy displays for 2025

The Clerk asked Members to consider whether to continue to improve the parish poppy displays in 2025 and whether any new displays would be created. The Parish Council expressed their gratitude to the resident who makes the post box toppers.

9.5 Community Litter Pick

The Clerk informed Members that the next litter pick was scheduled for Saturday 25th January 2025.

RESOLVED (9)

a) Members will provide comments to the Clerk by 30th December to enable her to draft a response to the South Yorkshire Bus Franchising Consultation for approval at January's meeting.

b) Members had no questions to put to the South Yorkshire Branch Meeting. Councillor Williams and Councillor Gibbins are able to attend the meeting.

c) The Clerk is to forward the link to the South Yorkshire Branch Meeting to Councillor Williams and Councillor Gibbins.

d) The Clerk is to contact CDC regarding a licence giving them permission to improve the land at the top of Brockholes Lane/Doncaster Road.

e) The Clerk is to keep the Handyman/Gardener updated on the land at the top of Brockholes Lane/Doncaster Road.

f) Members are to consider the works required and bear this in mind for inclusion in the 2025/26 budget.

g) Members approved the improvement of the parish poppy displays during 2025 and the Clerk will advertise on Facebook requesting volunteers.

h) Members agreed to purchase the resident who makes the post box toppers some flowers to show their appreciation.

i) Members noted the date for the next litter pick and wished to express their gratitude to those residents who are regular participants.

10) **FINANCIAL**

10.1 Direct Bank Payments

That the following payments are duly approved:

Payments Made - for Ratifying

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/99	HMRC - November fee Christmas Plus - Christmas	401.43		401.43	LGA 1972. S. 112
24/100	Illuminations Fireguard Ltd - Fire	1,075.00	215.00	1,290.00	S. 137
24/101	Extinguisher Service	35.00	7.00	42.00	LGA 1972 S. 111

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/102	Clerk (Payroll) *	tbc	0.00	0.00	LGA 1972 S. 112
24/103	Handyman (Payroll) *	tbc	0	0.00	LGA 1972 S. 112
24/104	HMRC * Clerk (Sweets Carols Around	tbc	0	0.00	LGA 1972 S. 112
24/105	Tree)	8.98	1.79	10.77	S137
24/106	Arrow Publications	105.00	21.00	126.00	LGA 1972 S. 142(1a)
24/107	Handyman's Expenses	tbc	tbc	13.27	Open Spaces Act 1906

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

Minutes Subject to Approval at the Next Meeting

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24/108	RJ Electrical - Meter connection	235	47	282.00	LGA 1972 S. 111
24/109	RJ Electrical - PAT Testing	270	54	324.00	LGA 1972 S. 111
24/110	RJ Electrical - Christmas Illuminations	335	67	402.00	S137
DD03/41	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111

*to be confirmed by Warrens GBC once payroll has been prepared.

10.2 Budget Monitoring Reports

The Clerk presented Members with Quarter 2 (amended) and Quarter 3 Budget Monitoring Reports for consideration and approval. The Clerk informed Members of an error on Quarter 2's report previously presented to the Parish Council at the October meeting.

10.3 Donation to Thorne Rural Lions

Members considered whether to make a donation to Thorne Rural Lions Charity towards Santa's Sleigh visit on 23rd December 2024.

10.4 First Draft of 2025/2026 Budget

The Clerk presented members with the first draft of the budget. This includes additional funds for a number of new developments and a section for contingencies. The Clerk informed members that currently the Parish Council has an earmarked reserve of £2,747.28 being the 5% balance for the MUGA, leaving a balance of £64,029.55. Parish Councils are advised to keep approximately 6 to 12 months of their precept figure in reserves. There are four more months within the financial year and therefore additional spending will be incurred. Members were asked to prioritise new developments and spending to ensure the precept isn't increased dramatically as currently the draft budget would mean a 12% increase in the precept.

10.5 Bank Statements

The Clerk presented Members with the bank statements for 1st November to 30th November 2024 showing a balance of £69,629.57 for consideration and approval by the Council's auditors.

RESOLVED (10)

- The regular payments document was approved.
- The Quarter 2 Amended Budget Monitoring report was noted and approved.
- The Quarter 3 Budget Monitoring report was noted and approved.
- It was agreed to donate £100 to Thorne Rural Lions.
- Members are to make amendments to the Draft Budget for 2025/26 and return to the Clerk by return to enable the Clerk to provide a 2nd draft to circulate to Members for further consideration prior to the next meeting where it will need to be approved.
- The bank statements were noted and signed by the Councillor Butterworth and Councillor Rushby.

11) **POLICIES/PROCEDURES**

11.1 The following policy was reviewed:

11.1.1 Publication Scheme

11.2 The following risk assessments had been drafted:

11.2.1 Installation of Poppy Displays.

11.2.2 Installation of Christmas lights and Bunting at Kilham Hall.

RESOLVED (11)

- The above Policy and Risk Assessments were all approved.

12) **PLANNING APPLICATIONS**

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

24/01367/FUL 1 Birchwood Dell, Bessacarr	Erection of 3no detached dwellings and garages following demolition of existing detached dwelling	Concerns were raised over the additional movement of traffic and the trees on site.
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Signed:.....Dated:.....:

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

24/02170/FUL 22 Warrington 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 (without compliance of conditions 2, 3 and 4 of planning application 24/01558/FUL granted on 23.11.2024 (approved plans, materials and finishes, trees)).	No comments or concerns
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RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

The next Police Drop In will be held at the Café at the Garden Centre on Doncaster Road on Wednesday 18th December 2024 at 10am-11am.

RESOLVED (13)

a) Members noted the police update.

b) The Clerk advertises the future Police Drop In sessions on social media and the website.

14) TRAINING/EXTERNAL MEETINGS

14.1 Parish Council Joint Consultative Committee

The Chairman provided Members with an update from the above meeting held on the 7th November 2024.

14.2 NALC Breaking the Mould of Local Council's Event

The above event is being held on the 25th March 2025 between 12noon and 1.15pm online at a cost of approximately £30. The Chairman asked Members if anyone was available to attend.

RESOLVED (14)

a) Members noted the Chairmans update from the PCJCC Meeting on 7th November 2024.

b) Councillor Williams and Councillor Gibbins would like to attend the NALC Event on the 25th March 2025.

c) The Clerk will book Councillor Williams and Councillor Gibbins onto the NALC Event.

15) ITEMS OF CORRESPONDENCE

15.1 Correspondence denoted on the agenda

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

RESOLVED (15)

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

16) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 8th January 2025 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's November Timesheet

The Clerk's timesheet for November was shared for information. Members noted that the Clerk had worked 16 additional hours during November – this was due to the Clerk starting her CILCA qualification.

17.2 Handyman's November Timesheet

Handyman's timesheet for November was shared for information.

17.3 Handyman/Gardener's payscale, pension and annual leave entitlement

Members considered the Handyman/Gardeners payscale in comparison with NMW/other similar roles/NALC Payscales, together with annual leave entitlement and pension contribution.

17.4 Clerk's payscale and annual leave entitlement

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

Members considered the Clerk's payscale in comparison to NALC payscales together with annual leave entitlement.

RESOLVED (17)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data, including the Clerk's additional hours.
- c) Members requested the Handyman's pay scale be reviewed and considered at the January 2025 meeting.
- d) Members approved the Handyman/Gardener's change in annual leave from 84 hours per annum inclusive of bank holidays to 84 hours per annum plus bank holidays.
- e) The Clerk is to check with Warrens GBC as to whether the Handyman is eligible for a pension and if so approved a pension scheme for the Handyman/Gardener if he wished to join one.
- f) Members requested the Clerk's pay scale be reviewed and considered at the January 2025 meeting.
- g) Members approved the change in the Clerk's annual leave from 84 hours per annum inclusive of bank holidays to 84 hours per annum plus bank holidays.

The meeting closed at 8.10pm.

DRAFT

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