

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 5th February 2025 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk), Ward Councillor R A Jones

1) APOLOGIES

1.1 Apologies received
Councillor Adams.

1.2 Reasons for absence considered

RESOLVED (1)

a) Councillor Adams' reasons for absence were 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 to 16.2 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 8th January 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 8th January 2024 be agreed and signed by the Chairman following the slight amendment to Resolution i) on Agenda item 10 – only Councillor Butterworth signed the bank statements, not Councillor Rushby.

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 Residents of Manor Farm requested a meeting with the Clerk and Chairman regarding a number of issues they had. The Chairman informed Members of the topics discussed, including Defibrillator, CCTV, Honey Homes development, gritting, road markings, road signs, speeding traffic and e-bikes.

RESOLVED (4)

a) The Clerk and Chairman redirected the residents to the relevant authorities (CDC, Persimmon and the Police). They also recommended they keep a log of incidents, write to their MP (contact details provided) and potentially the HSE.

b) Members approved for the Clerk to raise the road markings and road signs with CDC by reporting them online. She would also raise speeding traffic and e-bikes with the PCSO's at the next Police Drop In.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

Ward Councillor Jones updated Members on the Airport.

5.2 Update on the MUGA

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

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5.2.1 The Clerk informed Members that FOSSE never returned to complete the snagging list due to illness. The ROSPA Inspector is due to attend site on 6th February 2025. CDC have chased payment of the balance of the invoice.

5.2.2 Discussion took place regarding a structured plan to ensure the MUGA operates efficiently, safely and equitably, catering to the needs of all users whilst maintaining a sustainable operational model.

5.2.3 Discussion took place as to whether any additional equipment was required at the current time.

5.3 Update on CCTV

The Clerk has chased CDC regarding the installation of the CCTV cameras as no updates have been received.

5.4 Identify any new Highway matters

Members raised the issue of damaged street signs on Moor View, Branton and School Lane, Old Cantley. It was also noted that there were no road markings on Whiphill Top Lane towards New Road.

RESOLVED (5)

a) Members noted the Ward Councillors Update and thanked Councillor Jones for his attendance.

b) Members noted the update on the MUGA and agreed the following:

1. To acknowledge CDC's reminder for outstanding payment, but to wait to pay the same until the snagging list has been complete.
2. Continue to chase CDC and Fosse to complete the snagging list.
3. Trial the following schedule for use of the MUGA and publicise to residents:
 - a. 1st May to 30th September Tennis be available
 - b. Basketball nets to be left in place all year round
 - c. Netball to be available upon request via the Clerk
 - d. Football available 1st October to 30th April.
4. No additional equipment is to be purchased at the current time.

c) Members noted the update on the CCTV. *Post Meeting Update: The Clerk has been informed that CCTV will be installed w/c 10/02/25 weather permitting.*

d) Clerk is to report the highway issues to CDC.

6) **CLERK'S REPORT AND ADMINISTRATION ISSUES**

6.1 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.

6.2 To consider any amendments/updates/content to the Website and Facebook

6.2.1 Members were asked to approve the parish precept document for inclusion on the website.

RESOLVED (6)

a) Members noted the Clerk's Report and action list.

b) Members noted the Clerk's Update on Facebook/the Website and Approved the parish precept document.

7) **KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS**

7.1 Pull Up Bars

The Clerk informed Members of the cost of the safagrass mats required to improve the safety of the pull up bars, as recommended by the ROSPA Inspector, at a cost of £364 plus VAT.

7.2 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members that the 2025 pantomime had been booked for 6th December 2025, providing two performances.

RESOLVED (7)

a) Members noted the cost of the safagrass mats.

b) Members noted the Kilham Hall Management Committee's update.

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8) PARISH COUNCIL MATTERS

8.1 The Clerk asked Members to consider carrying out the second internal control exercise of the financial year in March, prior to the internal auditor work.

RESOLVED (8)

a) Members approved the internal control exercise be carried out in March 2025. The Clerk is to arrange a mutually convenient date/time for Councillors Rushby and Butterworth to carry out this piece of work.

9) PARISH MATTERS

9.1 The Clerk asked Members to consider the content of the Spring Newsletter for inclusion in the Arrow publication and Today publication.

RESOLVED (9)

a) Members approved the content of the Newsletter and resolved to publish an article in the Arrow publication and Today publication.

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
		£	£	£	
24/127	KHMC Energy Export	335.61	0.00	335.61	LGA 1972 S. 111
DD05/05	NEST - Pension	127.06	0.00	127.06	LGA 1972 S. 112
24/128	Clerk - Wildflower Seeds	69.00	13.80	82.80	Open Spaces Act 1906
24/132-136	Handyman - Materials for Cupboard	103.49	20.77	124.26	LG(MP) Act 1972 S. 19
24/137	Clerk - Ink Cartridge	29.5	0	29.50	LGA 1972 S. 111
24/138	Clerk - Safagrass Matts - Pull Up Bars	373.95	74.79	448.74	PHAAA 1907 S. 76(1)

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/129	Clerk (Payroll)	tbc	0.00	0.00	LGA 1972 S. 112
24/130	Handyman (Payroll)	tbc	0	0.00	LGA 1972 S. 112
24/131	HMRC	tbc	0	0.00	LGA 1972 S. 112
24/139	CDC - Annual Hedge Cut	393	78.6	471.6	Open Spaces Act 1906
24/140	Branton Garden Centre - Machinery Service	168.32	33.67	201.99	Open Spaces Act 1906
DD02/43	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111
DD03/07	Unity Bank - Service Charge	6	0	6.00	LGA 1972 S. 111
24/141	CDC - MUGA Balance	1747.28	0	1,747.28	GPC

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

10.2 3rd Quarter Budget Monitoring Report

The Clerk presented members with the budget monitoring report for approval. It was noted that 124% of the budget had been spent so far. The Clerk explained that this was due to paying CDC

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

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the majority of the balance for the MUGA. £45,000 was taken out of the Parish Council reserves and only £10,000 was in the budget.

10.3 3rd Quarter Bank Reconciliation

The Clerk presented members with the third quarter bank reconciliation for approval. This showed total spend of £90,287.32, receipts of £126,774.49 and a balance of £65,580.37.

10.4 3rd Quarter VAT Return

The Clerk presented members with the 3rd quarter VAT return for information.

10.5 Bank Statements

The Clerk presented Members with the bank statements for 1st January to 31st January 2025 showing a balance of £61,302.06 for consideration and approval by the Council's auditors.

RESOLVED (10)

- a) The regular payments document was approved.
- b) Members noted the 3rd Quarter Budget Monitoring Report.
- c) Members noted the 3rd Quarter Bank Reconciliation.
- d) Members noted the 3rd Quarter VAT return.
- e) The Clerk will submit the 3rd Quarter VAT return with HMRC.
- f) The bank statements were noted and signed by the Councillor Butterworth and Councillor Rushby.

11) PLANNING APPLICATIONS

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

24/02228/FUL Home Lea, Doncaster Road, Branton	Erection of a two storey rear extension, front porch and double garage following demolition of existing garage.	No comments or concerns
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RESOLVED (11)

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

12) POLICIES AND PROCEDURES

12.1 Risk Assessment

12.1.1 Members were presented with the Risk Assessment for the MUGA and asked to consider its content.

12.2 Policies

The Clerk asked Members to consider and approve the following policies which had been reviewed.

- 12.2.1 Annual Leave Policy – no changes.
- 12.2.2 Co-option Policy – no changes.
- 12.2.3 Expenses Policy – no changes.
- 12.2.4 Recruitment and Selection Policy – one paragraph inserted relating to the Staffing Committee.
- 12.2.5 Sickness Absence Policy – no changes.
- 12.2.6 Dispensation Policy – no changes.

RESOLVED (12)

- a) Members approved the MUGA Risk Assessment, which will be incorporated into the generic risk assessment document and reviewed annually.
- b) Members approved the reviewed policies listed above with one change to 12.2.6 – inclusion of the Dispensation Request Form as an Appendix.
- c) The Clerk is to look into Members Expenses and either incorporate it into the Expenses Policy or draft a Members Expenses Policy.

13) POLICE ISSUES

13.1 Police Issues

No members of the public attended the drop in on 28th January 2025. The next drop in session Wednesday 12th March 2025 at 6pm at Kilham Hall Meeting Rooms.

RESOLVED (13)

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

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

14) 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, CEO 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.

15) DATE OF NEXT MEETING

RESOLVED (15)

That the next meeting be held on Wednesday 5th March 2025 commencing at 6pm.

16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

16.1 Clerk’s January Timesheet and Quarter 3 Mileage

The Clerk’s timesheet for January was shared for information. Members noted that the Clerk had worked an additional 3 hours and 30 minutes during January – this was due to the Clerk working on the CILCA qualification. The Clerk’s mileage was noted.

16.2 Handyman’s January Timesheet

Handyman’s timesheet for January was shared for information.

RESOLVED (16)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk’s Quarter 3 mileage claim was noted and approved.
- c) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data, including the Clerk’s additional hours.

The meeting closed at 7.35pm.

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