



Cantley with Branton Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 1st May 2024 at Kilham Hall commencing at 6.09pm.

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

IN ATTENDANCE: B Walton (Clerk) and one Member of the public

1) FORMAL PROCESS FOR ANNUAL MEETING

1.1 Election of Chairman

Councillor Williams was proposed and seconded as Chairman.

1.2 Election of Vice Chairman

Councillor Gibbins was proposed and seconded as Vice Chairman.

1.3 Exclusion of Public and Press

Items 17.1 to 17.4 be excluded from the public and press.

1.4 Declarations of Interest

1.5 Appointment of Parish Council Representatives to External Bodies

Consideration was given to the appointment of representatives to the following external bodies, which was reviewed in February 2024 following co-option:

DMBC Parish Council Joint Consultative Committee, Kilham Hall Management Committee, Yorkshire Wildlife Park Consultative Committee, YLCA South Yorkshire Branch Meetings and DMBC Public Rights of Way meetings.

1.6 Appointment of Council Auditors

Discussion took place regarding the two Council Auditors.

1.7 Appointment of Staffing Committee

Discussion took place regarding forming a Staffing Committee.

1.8 Adopt Standing Orders and Financial Regulations

The Clerk informed members that the Financial Regulations were due to be updated by NALC but hadn't been published as yet so they will be brought to a future meeting.

1.9 Review the Assets and Other Equipment

The Clerk informed members that the above had been adopted at the April 2024 meeting due to amendment and year end.

1.10 Review arrangements with Other Local Authorities, Not for Profit Bodies and Businesses

The Clerk informed Members of current Contracts in place with DMBC, Christmas Plus, Annual Servicing Contracts, Gates and Grass Cut Contracts.

1.11 Arrangements for Insurance Cover

The Clerk informed the Parish Council of the insurance renewal date – September 2023.

1.12 Subscription to other Bodies and List of Regular Payments

The Clerk informed members of their annual subscriptions with other bodies – YLCA, SLCC and Website hosting. A list of regular payments was also presented to Members for approval.

1.13 Council's Expenditure under Section 137

The Clerk reminded Members that the Parish Council does not have General Power of Competency (GPC). Section 137 spend equates to £10.81 per parishioner and the Parish Council has 3057 electors. Therefore the Parish Council has authority to spend up to £33,046.17 under Section 137 if need be. The Clerk reminded Members that Section 137 expenditure is listed separately on the Direct Bank Payments.

1.14 Review of Policies and Procedures

The Clerk provided Members with the current policy list together with review dates.

1.15 Determine levels of Delegation to the Clerk

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

Minutes subject to approval at the next meeting

The Chairman informed Members of the Clerk's current level of delegation, as per the Parish Council's Standing Orders and Scheme of Delegation Policy which was approved in March 2024.

1.16 Time and Place of Forthcoming Meetings

A list of future dates, times and venue was considered for future Parish Council meetings.

RESOLVED (1)

- a) That Councillor Williams is unanimously elected as Chairman for the ensuing year or until the Vice Chairman feels comfortable to take over the role.
- b) That Councillor Williams' Declaration of Acceptance of Office form be duly signed.
- c) Appreciation and thanks were expressed to previous Councillor Chorlton for his role as Chairman.
- d) That Councillor Gibbins is unanimously elected as Vice Chairman for the ensuing year.
- e) That the Clerk speaks to Councillor Gibbins about Chairman Training.
- f) Items 17.1 and 17.4 are excluded from the public and press.
- g) That Councillor Williams remains appointed as representative to the PCJCC with Councillor Rushby as the designated substitute.
- h) That Councillor Gibbins and Councillor Sprack are nominated as representatives to Kilham Hall Management Committee.
- i) That Councillor Gibbins is appointed as representative to the YWP Consultative Committee with Councillor Rushby as the designated substitute.
- j) That Councillor Williams and Councillor Gibbins to remain appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.
- k) That Councillor Gibbins remains nominated to attend DMBC PROW meeting and Councillor Williams as the designated substitute.
- l) That Councillor Rushby was appointed as the Council Auditor and Councillor Butterworth to be confirmed as the second Council Auditor.
- m) That Councillors Williams, Butterworth, Sprack and Thorpe be appointed as members of the Staffing Committee, however it is noted that only three members need to be present to be quorate.
- n) That the Council adopt the Standing Orders and Financial Regulations.
- o) The Council assets and equipment are noted as agreed at the April 2024 meeting.
- p) The Contracts with other authorities, non-profit organisations, businesses are noted and reviewed when required.
- q) The Clerk reviews the Parish Council's Insurance in August 2024 prior to renewal in September 2024.
- r) The Council's subscriptions to the YLCA, SLCC and website hosting are noted and agreed.
- s) The Council's list of regular payments was approved.
- t) The Council's expenditure under Section 137 is noted and continues to be monitored on a monthly basis.
- u) The current policy list was noted and agreed.
- v) The Clerk is to review legislation changes and amend any policies affected accordingly.
- w) 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.
- x) 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.
- y) That the Clerk is delegated the authority to pay staff wages following approval by the Chairman.
- z) 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.
- aa) The List of future dates, times and venues for Parish Council meetings during 2024/2025 were approved.
- ab) The Clerk will publicise the list of future meetings on the website, notice boards and Facebook page.

2) APOLOGIES FOR ABSENCE

2.1 Apologies

2.2 Reasons for absence considered

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

Minutes subject to approval at the next meeting

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RESOLVED (2)

No apologies were received.

3) APPROVAL OF MINUTES

3.1 Minutes of 3rd April 2024

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 3rd April 2024 be agreed with a change to Resolution 16b) which should read 5 hours 30 minutes and signed by the Chairman.

4) PARISH COUNCIL MATTERS

4.1 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.

4.2 Co-Opt a Candidate

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.

4.3 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 Robert Odell to the Parish Council.

RESOLVED (4)

- a) Members unanimously voted for Robert Odell to join the Parish Council.
- b) Robert Odell signed his declaration of acceptance of office in the presence of the Clerk and joined the meeting.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

6.35pm Councillor Butterworth left the room.

5.1 Ward Councillor's Report

No Ward Members were in attendance. A Community Skip Is to be arranged in the near future. A representative was requested to attend a quarterly meeting with Ward Councillors and other representatives for the other Parish Council's within the Ward.

6.40pm Councillor Butterworth returned to the meeting.

5.2 Update on the MUGA

The Project Lead has requested the removal of the planning pre-condition. The deadlines are as follows Standard Consultation period ends 10/05/25, decision target 23/05/24, deadline for decision 06/06/24. The Project Lead has credit checked 5 Contractors for Tender and Members were asked to consider whether they approved the 5 Contractors to be contacted for Tender.

5.3 Update on the CCTV

The Clerk informed Members that CDC have confirmed that a new column outside Hagans Nurseries instead of the Three Horse Shoes is suitable and on the list to be structurally tested. Once Street Lighting have structurally tests the columns and electronic sockets the project lead will be able to offer more precise timeframes for installation. The columns are being delivered to CDC for the end of May.

5.4 Identify any new Highway matters

The following issues were raised:

- The sign for the Community Centre on Doncaster Road (Near Three Horse Shoes Public House) is pointing the wrong way.

RESOLVED (5)

- a) The Clerk will advertise the Community Skip once it is arranged and thanks were expressed to the Ward Councillors for continuing to organise this.
- b) The Clerk will inform Ward Councillors that Councillor Williams will be the Parish Council's representative at a quarterly meeting with other Ward Parish Councils and if unavailable, Councillor Gibbins will be reserve.
- c) The Clerk will inform CDC that the Parish Council approved the 5 Contractors to be contacted regarding the Tender of the MUGA.

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

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- d) The Clerk will report the new highway matter identified to CDC.
6.45pm Councillor Thorpe left the meeting

6) MEMBERS OF THE PUBLIC

- 5.1 Items raised by members of the public present at the meeting
No members of the public present.
- 5.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
 - 4.2.1 A request had been received from Branton Junior Football Club for their Under 9s team to train on the field on a Wednesday evening and Saturday morning and to play their matches on the field on a Sunday morning.

RESOLVED (5)

- a) Members agreed to trial Branton Junior Football Club under 9s using the field for training and matches initially for 3 months.
- b) The Clerk will discuss the trial period with Branton Junior Football Club and inform them of the forthcoming MUGA build and discuss placement of the pitch.
- c) The Clerk will inform the Sunday morning user of the field about the above to ensure it doesn't clash with his sessions.

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 in particular the installation of the defibrillator at Old Cantley, 2 grants have been applied for and Councillor Gibbins was successful in his grant application and has secured 10 fruit trees for planting. The Clerk also provided members with an updated Action List for information.
- 7.2 To consider any amendments/updates/content to the Website and Facebook
Updates are carried out daily/weekly. The Clerk informed Members of a YLCA Webinar regarding website accessibility on the 21st March 2024 in the evening. The Clerk cannot attend this due to her other job and asked if any Members would be available to attend and feedback.

RESOLVED (7)

- a) The Clerk's Report was noted.
- b) Councillor Odell will attend the YLCA Webinar. The Clerk is to provide him with details of the same.

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

- 8.1 Deed of Variation
The Clerk has chased Dickinson Wood on numerous occasions and was told it would be with the Parish Council late last week. She is still chasing it. Members discussed Kilham Hall Management Committee's email regarding the Deed of Variation and repairs to Kilham Hall.
- 8.2 Kilham Hall Management Committee's Report
Councillor Gibbins informed the Parish Council that the main issues were the Deed of Variation and the Energy supplier. Councillor Gibbins has been carrying out some work in relation to the energy supplier and the solar panels.

RESOLVED (8)

- a) The Clerk will continue to chase Dickinson Wood for the Deed of Variation and share it with the Parish Council and Kilham Hall Management Committee as soon as she is in receipt of the same.
- b) The Clerk will respond to Kilham Hall Management Committee's email.
- c) Members noted Kilham Hall Management Committee's update.

9) PARISH MATTERS

- 9.1 Donation to 2024 Auckley Show
The Clerk asked members if the Parish Council if they wished to financially support the 2024 Auckley Show.
- 9.2 Donation to Kilham Hall Management Committee
The Clerk asked members how much they wished to donate to Kilham Hall Management Committee to support the 2024 Pantomimes, the total cost of the Pantomimes if £1200.
- 9.3 Next Litter Pick

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

Minutes subject to approval at the next meeting

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The Clerk informed Members that the next litter pick is scheduled for 11th May 2024.

9.4 Siting of Banners for School Fayre

The Clerk informed Members that the primary school were holding their Summer Fayre and had sought approval from CDC to site banners advertising the event. CDC had asked the school volunteers to contact the Parish Council to seek guidance as to placement of the banners.

RESOLVED (9)

- a) The Parish Council agreed to donate £500 towards the 2024 Auckley Show.
- b) The Parish Council agreed to donate £1000 to Kilham Hall Management Committee towards the 2024 pantomimes.
- c) The Litter Pick scheduled for 11th May 2024 was noted.
- d) The Parish Council had no objections to the school siting banners anywhere in the Parish to advertise the Summer Fayre.

10 FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

24/10	Branton Farm Nurseries - Strimmer Cord	£ 5.00
24/11	Branton Farm Nurseries - Petrol	£ 48.50
24/12	Clerk (EyesOnToes) - Paper	£ 20.95
24/13	Clerk - Payroll	£ 0.00
24/14	Handyman - Payroll	£ 0.00
24/15	HMRC	£ 0.00
24/16	Handyman - Work Gloves	£ 1.79
24/17	Handyman - Potting Trowel	£ 6.99
24/18	Handyman - Summer Flower Bulbs	£ 52.00
24/19	Clerk - Postage	£ 2.10
24/20	Christmas Plus - Illuminations Repair	£117.00

10.2 Bank Statements

The Clerk informed members of a problem with accessing statements on the online banking. Bank statements will be shared with Members next month. Members also discussed authorisation on the banking.

RESOLVED (10)

- a) The direct payments were duly authorised.
- b) The Clerk will provide two month's bank statements for approval at the June meeting.
- c) The Clerk will remove previous Councillors Innes and Chorlton from the banking and include new Councillors Sprack and Odell as signatories.

11) POLICIES/RISK ASSESSMENTS

11.1 Disposal Policy

The Clerk presented a Disposal Policy for consideration and approval.

RESOLVED (11)

- a) The Disposal Policy was approved.

12) PLANNING APPLICATIONS

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

12.1	24/00645/COND Kilham Hall Playing Field, Kilham Lane, Branton	Consent, agreement of approval required by condition(s) 3 (EA FRA) 5 (Drainage details be agreed before start) and 6 (Sport England) of planning application 22/02736/3FUL	No comments or concerns
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RESOLVED (12)

- a) The Planning Application was noted.

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

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13) POLICE ISSUES

13.1 Police Issues

The Police Drop In was held at Kilham Hall Meeting Rooms on 17th April 2023 at 6.15pm. No members of the public attended. Next session is to be held on 5th June 2024 at 10am at the Café in the Garden Centre.

RESOLVED (13)

a) The next Police Drop In session is booked for Wednesday 5th June 2024 at 10am at the Cafe, Branton Garden Centre, Doncaster Road, Branton.

14) UPDATE FROM EXTERNAL MEETINGS

14.1 PCJCC – 4th April 2024

Minutes of the above meeting were previously circulated to Members for noting.

14.2 PROW – 11th April 2024

Councillor Gibbins attended the meeting on 11th April which mainly focused on improvements in Sprotbrough and barriers to stop cars/motorbikes/quad bikes access.

RESOLVED (14)

- a) Noted PCJCC Minutes.
- b) Noted Councillor Gibbins feedback on the PROW meeting

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, Northern Powergrid Foundation Grants, CEO Bulletin, Community First Funding Update, CDC's Roadworks reports and Funding Opportunities, Central Locality Plan, SLCC Bulletin, NALC CEO Bulletin and The Department for Energy Security and Net Zero consultation.

RESOLVED (15)

- a) That the items of correspondence denoted on the agenda be received and duly noted.
- b) Councillor Gibbins will look at the Department for Energy Security and Net Zero Consultation and feedback any comments for the Parish Council to provide NALC.

16) DATE OF NEXT MEETING

16.1 Date of Next Meeting

RESOLVED (16)

- a) That the next meeting be held on Wednesday 5th June 2024 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's April Timesheet

The Clerk's timesheet for April was shared for information.

17.2 Handyman's April Timesheet

Handyman's timesheet for April was shared for information.

17.3 Clerk's Carry Forward of Annual Leave

The Clerk informed Members of 3 hours annual leave that she never took in 2023/2024 and requested it be carried forward to 2024/2025.

17.4 Payroll Update from Warrens GBC

The Clerk provided Members with an update on payroll matters from Warrens GBC including personal allowance, workplace pension, working time regulations 1988 (WTR), holiday calculations, flexible working, national insurance thresholds, statutory payment rates and national living wage (NLW) increase.

RESOLVED (17)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk is to carry forward 3 hours annual leave into 2024/2025.
- c) The Update from Warrens GBC was noted.

The meeting closed at 8pm

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

Minutes subject to approval at the next meeting