

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 September 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), Y Butterworth, A. Gibbins, R. Odell and J. Sprack
IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

- 1.1 Apologies received
Councillor Rushby and Councillor Thorpe.
- 1.2 Reasons for absence considered

RESOLVED (1)

Councillor Rushby's and Councillor Thorpe's apologies for attendance were considered and approved.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
Councillor Odell informed Members of his new part time employment with the NHS.
- 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)

a) The Clerk is to forward Councillor Odell the amended Register of Interests form for completion and return.

6.05pm Councillor Butterworth arrived.

3) APPROVAL OF MINUTES

- 3.1 Minutes of 3rd July 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 3rd July 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 contacted the Clerk regarding speeding traffic on Goodison Boulevard, Cantley.
 - 4.2.2 A resident has reported fallen trees on the green space on Milton Road (opposite Carlton Close).
 - 4.2.3 A resident has stated his company allows 2 days per annum for community/volunteering work and wondered if he could volunteer with the Parish Council.

RESOLVED (4)

- a) The Clerk has provided the resident contact details for CDC Highways, Ward Councillors and South Yorkshire Police.
- b) The Clerk will report the fallen trees to CDC.
- c) The Clerk will contact the resident and accept his request to volunteer within the community. The resident can help paint the play park, or the signs around the field or help the Handyman maintain some of the equipment.
- d) The Clerk is to co-ordinate days/times for volunteering and ensure the relevant Risk Assessments are in place.

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5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

The Clerk informed Members that the Community Skip will be in Branton on 30th November 2024. Location is to be determined. The Clerk reminded Members of the Ward Councillors Finningley Ward Meeting which is being held on Saturday 7th September 2024 at 9.30am. Councillor Gibbins is representing the Parish Council.

5.2 Update on the MUGA

The Clerk updated Members – CDC have received Tenders back and hope to appoint FOSSE. Works are hoped to start in October/November. Pre-planning conditions regarding traffic management are currently being discussed with planning.

5.3 Update on CCTV

Awaiting update from CDC regarding this.

5.4 Identify any new Highway matters

Members reported an issue with a drainage grate on Whiphill Top Lane (outside the new build plot). The drain is sunken and every time a vehicle goes over it it disturbs residents.

RESOLVED (5)

- a) Members noted the Ward Councilors Update.
- b) Once location of the community skip has been confirmed the Clerk will advertise the skip on Facebook.
- c) Members noted the update on the MUGA
- d) The Clerk will continue to chase CDC for updates on the CCTV.
- e) The Clerk will report the sunken drain on Whiphill Top Lane 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

Updates are carried out daily/weekly. The Clerk informed Members she has added Councillor Sprack to the Parish Council Facebook page as Moderator.

RESOLVED (6)

- a) Members noted the Clerk's Report and action list.
- b) The Clerk is to email YLCA requesting the Chairman's log in details be resent to him.
- c) The Clerk is to resend the Chairman the Capability Policy.
- d) Members noted the Clerk's Update on Facebook/the Website.

7 KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS

7.1 Handyman's Tracker

The Handyman's Tracker was noted. Members were asked to prioritise tasks.

7.2 Compost Bin

Members were asked to consider building a compost bin at Kilham Hall site.

7.3 Kilham Hall Windows

The Clerk informed Members of recent damage caused to the windows at Kilham Hall from birds. Members considered the options available.

7.4 Hedge Trimmer

The Handyman has requested to purchase a cordless 2-in-1 hedge trimmer and saw pole at the cost of £169.99 to alleviate over-stretching.

7.5 Lone Worker First Aid Kit

Clerk informed Members she has purchased a Lone Worker First Aid Kit at the cost of £12.84 for the Handyman/Gardener for when he's working away from Kilham Hall.

7.6 Self Closing Devices & Smoke Seals

The Clerk informed Members that in the Fire Risk Assessment carried out last year the Parish Council needed to purchase self closing devices for the Clerk's Office and Meeting Room doors along with smoke seals. These have been purchased at a cost of £61.55 and the Handyman will fit them.

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

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7.7 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members of the issues regarding the meter in Kilham Hall and the updates with National Power Grid and EoN.

RESOLVED (7)

- a) Members noted the Handyman's tracker and confirmed they were happy for the following tasks be carried out over the Autumn/Winter - painting of the play area, studded wall in Kilham Hall meeting rooms to be built, repair the play tower, stain park signs.
- b) Members approved building a compost bin. Councillor's Odell and Gibbins offered to help with this.
- c) Members considered damage to Kilham Hall Windows and agreed to monitor the situation.
- d) Members approved purchase of a 2-in-1 hedge trimmer and saw pole at the cost of £169.99.
- e) Members ratified the purchase of a lone worker first aid kit for the Handyman at the cost of £12.84.
- f) Members queried attendance on a First Aid Course for either the Clerk or Caretaker. The Clerk will discuss this with the Caretaker.
- g) Members ratified the purchase of self closing devices and smoke seals at the cost of £61.55.
- h) Noted Kilham Hall Management Committee's update and thanked Councillor Gibbins for all his work on the meter issue.
- i) Members approved purchase of a drill to enable the Handyman to make a hole in the wall of Kilham Hall to enable the new meter to be installed. The Clerk will discuss which drill to purchase with the Handyman.

8) PARISH COUNCIL MATTERS

8.1 Projector

The Clerk informed Members to repair the current projector would cost over £100. A new projector can be purchased for £44.

8.2 Shredder

The Clerk informed Members the current shredder had broken and the Handyman couldn't repair it. A new shredder was purchased for £42.99.

8.3 Disposal Register

The Clerk provided members with the updated Disposal Register for information.

8.4 Letter from Wilkin Chapman

The Clerk had circulated a letter from Wilkin Chapman to Members previously and had enclosed a draft reply for consideration.

RESOLVED (8)

- a) Members ratified the cost of the new projector of £44.
- b) Members ratified the cost of the new shredder at £42.99.
- c) Members noted and approved the updated Disposal Register. The Clerk will dispose of the old items.
- d) Members considered Wilkin Chapman's letter and approved a reply. The Clerk will respond accordingly.

9) PARISH MATTERS

9.1 Newsletter

The Clerk previously circulated the draft newsletter for consideration and publishing in the Arrow Magazine and Today Publication.

9.2 Litter Pick

The Clerk informed Members that the next litter pick was scheduled for Saturday 28th September 2024 at 9.30am.

9.3 Green Space at Entrance to Brockholes Lane

Councillor Odell queried whose responsibility it was for maintenance of the green space at the entrance to Brockholes Lane and wondered if the area could be made more appealing.

RESOLVED (9)

- a) Members ratified the content of the newsletter and its publication in the Arrow Magazine and Today Publication.
- b) Members noted the date of the next litter pick and the Clerk will advertise it on Facebook.
- c) Members considered the land at the top of Brockholes Lane and its appearance. The Clerk is to contact CDC to see whether they could adopt the land. If this isn't possible, the Clerk will put to CDC

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ways to improve the appearance of the land – cut back the self set and move the bench from next to the road back onto the land.

10) FINANCIAL

10.1 Direct Bank Payments - August

That the following payments made in August are ratified.

Ref No.	To Whom Paid	Net £	VAT £	Total £	Power/Section
24/42	YLCA - Talking Tables Training	35.00	0.00	35.00	LGA 1972 S. 111
24/43	Northern Powergrid - Meter	3,403.66	680.73	4084.39	
24/35	Clerk - Ebay - fees	6.34		6.34	LGA 1972 S. 111
24/44	Handyman - Salary	983.29		983.29	LGA 1972 S. 112
24/45	Clerk - Salary	1,073.51		1073.51	LGA 1972 S. 112
24/46	HMRC	0.00		0.00	LGA 1972 S. 112
24/47	Glendale - Grass Cut July	94.52	18.90	113.42	Open Spaces Act 1906
24/48	Urban Arborist - Dnr Rd Trees	300.00	60.00	360.00	Open Spaces Act 1906
24/49	Handyman - Expenses - Gloves	1.49	0.30	1.79	Open Spaces Act 1906
24/50	Handyman - A3 Copy/Laminate	10.80		10.80	LGA 1972 S. 111
24/51	Handyman - Bedding Plants	5.83	1.17	7.00	LGA 1972, S. 137
24/52	Handyman - Roofing End Caps	12.57	2.51	15.08	Public Health Act Amendments Act 1907
24/53	Handyman - Safety Boots	39.99		39.99	LGA 1972 S. 111
24/54	Handyman - Red Reflector Triangle	3.88		3.88	LGA 1972 S. 111
	Branton Farm Nurseries - Strimmer				
24/55	Cord	8.33	1.67	10.00	Open Spaces Act 1906
24/56	Today Publications - July Edition	125.00	25.00	150.00	LGA 1972, S.142 (1A)
24/57	Clear Insurance - Annual Premium	1,562.50		1562.50	LGA 1972 S. 111
	Clerk - Compost/Gloves/Rooting				
24/58	Powder	97.15	0.83	97.98	Open Spaces Act 1906 Local Government (Miscellaneous Provisions)
24/59	B G Sports - Goalpost Parts	120.83	24.17	145.00	Act 1976 S. 19(3)
24/60	Clerk Amazon - Projector	36.66	7.33	43.99	LGA 1972 S. 111
24/61	Clerk - Amazon - Shredder	35.41	7.08	42.49	LGA 1972 S. 111

10.2 Direct Bank Payments - September

That the following payments are duly approved:

Ref No.	To Whom Paid	Net £	VAT £	Total £	Power/Section
DD04/01	ICO - Annual Registration	35	0	35	LGA 1972 S. 111
24/62	Clerk - Lone Worker First Aid Kit	10.7	2.14	12.84	Public Health Act 1936 S. 234 Local Government (Miscellaneous Provisions) Act 1976 S. 19
24/63	Clerk - Fire Seals & Door Closer	51.29	10.26	61.55	
24/64	Arrow Publications - Autumn	105	21	126	LGA 1972 S. 142(1a)
24/65	Today Publications - Autumn	125	25	150	LGA 1972 S. 142(1a)
DD02/38	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111
24/66	Clerk – Salary *				LGA 1972 S. 112
24/67	Handyman/Gardener – Salary *				LGA 1972 S. 112
24/68	HMRC *				LGA 1972 S. 112
	Handman - Timber Play Tower				
24/69	Treads			18.72	Public Health Act 1875 S. 164

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

10.3 Internal Control Exercise

The Clerk reminded Members of the decision to carry out an internal control exercise in September and March. The Internal Auditors will carry out this task.

10.5 Bank Statements

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The Clerk presented Members with the bank statements for 1st July to 31st August 2024 for consideration and approval by the Council's auditors.

RESOLVED (10)

- a) The August bank payments were ratified.
- b) The September bank payments were approved and the Clerk is to pay these in due course.
- c) Members confirmed the Internal Auditors were to carry out the internal control exercise during September or October with the supervision of the Clerk.
- d) The bank statements were noted and signed by the Council's auditors.

11) POLICIES/PROCEDURES

11.1 The following policies were reviewed:

- 11.1.1 Parental Bereavement Policy (new)
- 11.1.2 Adoption Policy (new)
- 11.1.4 Shared Parental Leave Policy (new)
- 11.1.5 Dignity at Work Policy (reviewed)

11.2 The following risk assessments were reviewed:

- 11.2.1 Carols Around the Tree (reviewed)
- 11.2.2 Lone Worker (reviewed)
- 11.2.3 Work Station (new)
- 11.2.4 Generic Risk Assessments (reviewed)
 - 11.2.4.1 Outside Facilities
 - 11.2.4.2 Management Procedures
 - 11.2.4.3 Financial Procedures
 - 11.2.4.4 Buildings
 - 11.2.4.5 Employees

11.3 The Staffing Committee Terms of Reference were considered.

RESOLVED (11)

- a) The above Policies were all approved.
- b) The above risk assessments were approved. An amendment to include incremental weather was to be added to the Carols around the Tree risk assessment.
- c) The Staffing Committee Terms of Reference were approved.

12) PLANNING APPLICATIONS

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

24/01164/FULM Land at Cammage Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Object to this application – no infrastructure in place for the estate ie. transport links, doctors, dentists, schools and more affordable housing is required.
24/01557/TPO 5 Birchwood Dell, Bessacarr	Application for pruning fibrous roots <25mm in diameter from under the driveway back to the edge of the lawn area from 2 Corsican Pine identified as being within G3 Doncaster Borough Council Tree Preservation Order (No 349) 2011 Nos. 3 and 5 Birchwood Dell	No comments or concerns

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

The Clerk informed Members of new dates set for the Police Drop In's between September 2024 and July 2025. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Wednesday 25th September 2024 at 6pm-7pm.

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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 YLCA Talking Tables Event

The Clerk provided Members with feedback from the above training.

14.2 YLCA Joint Annual Meeting

Councillor Gibbins and Councillor Odell attended the meeting. However no decisions could be made due to the meeting not being quorate. Members did raise the issue of the Village Hall meter issue and said once concluded they would provide information to YLCA to add to a future agenda to try and take this forward nationally to help other Parish Councils.

14.3 PCJCC

Councillor Williams informed Members of the PCJCC Meeting on the 8th August and the Clerk confirmed she had circulated the draft Minutes to members for information.

RESOLVED (14)

- a) Members noted the above updates.

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 and letter from Wilkin Chapman Solicitors.

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 2nd October 2024 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s July and August Timesheets

The Clerk’s timesheets for July and August were shared for information.

17.2 Handyman’s July and August Timesheets

Handyman’s timesheets for July and August were shared for information.

17.3 Change in Clerk’s Working Hours

Members were made aware of a change in the Clerk’s personal circumstances and considered a change in working hours.

17.4 CILCA

Members were made aware that the cost of CILCA and the additional hours training will now solely fall to the Parish Council and not be split like previously thought. The Clerk confirmed the whole cost had been budgeted for.

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.
- c) Members noted the change in the Clerk’s personal circumstances and approved a change in her hours of work.
- d) The Clerk is to inform Members of the new hours worked and to publicise for members of the public.
- e) Members noted the update regarding CILCA.

The meeting closed at 7.30pm.

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