

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 3rd July 2024 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

- 1.1 Apologies received
Councillor Rushby
- 1.2 Reasons for absence considered

RESOLVED (1)

Councillor Rushby's apologies for attendance were considered and 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 18.1 and 18.3 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 5th June 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 5th June 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 public footpaths, overhanging hedges and vandalised litter bin.
 - 4.2.2 A resident has contacted the Clerk regarding CDC Planning Department timeframes relating to the Yorkshire Wildlife Park Observation Wheel.
 - 4.2.3 A resident has contacted the Clerk regarding donating a bench for the Parish following the passing of his parents.

RESOLVED (4)

- a) The Clerk has provided the resident contact details for CDC relating to the public footpaths, overhanging hedges and litter bin.
- b) The Clerk has informed the resident that concerns regarding the CDC Planning Department and YWP Observation Wheel fall under CDC and Auckley Parish Council.
- c) The Clerk has thanked the resident for the kind offer to donate a bench to the Parish Council. She has shown him which benches we tend to purchase for around the park and has told him to contact her when he is in a position to donate.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

- 5.1 Ward Councillor's Report
- 5.2 Update on the MUGA

The Clerk updated Members – the tender has gone out with a return date of 11/07/24, to be reviewed by CDC Lead Officers the week after. One contractor has confirmed they won't be completing the tender documentation. Planning pre conditions have been sent to Planning and

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it has been confirmed that the information provided was satisfactory and conditions 3, 5 and 6 are discharged in full subject to the submitted details and/or the terms of the conditions.

5.3 Update on CCTV

Awaiting update from CDC regarding this.

5.4 Agenda items for the Parish Council Joint Consultative Committee

The Clerk asked Members if they had any items that they wished to put forward for the Agenda of the next Parish Council Joint Consultative Committee meeting.

5.5 CDC's Quarterly Playground Inspection Report

Members noted the quarterly playground inspection report. The Clerk informed Members of some minor damage to the park at the weekend and some repairs that are needed.

5.6 Identify any new Highway matters

Members reported the footpath at the rear of Hagans Nurseries was overgrown and the footpath on the River Torne.

RESOLVED (5)

a) Members noted the update on the MUGA

b) The Clerk will continue to chase CDC for updates on the CCTV.

c) No items were put forward for the Parish Council Joint Consultative Committee Agenda.

d) Members noted the quarterly playground inspection report.

e) Members approved the repairs to the play area.

f) The Clerk will report the overgrown footpath to CDC and she will inform Auckley Parish Council and the Environment Agency of the overgrown footpath at the River Torne.

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 that she was struggling to add Councillor Sprack to the Parish Council Facebook page as Moderator.

RESOLVED (6)

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

b) Members noted the Clerk's Update on the Website.

7 KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS

7.1 Annual Inspections

The Clerk presented the list of annual inspections for consideration and approval of works.

7.1.1 Roller Shutter service at a cost of approximately £150.

7.1.2 Fire Extinguisher service at a cost of approximately £90.

7.1.3 Emergency lighting, heaters and PAT testing at a cost of approximately £42.

7.1.4 Intruder alarm service at a cost of approximately £96.

7.1.6 Fire Alarm service at a cost of approximately £155.

7.1.6 Annual ROSPA Playground Inspection at a cost of approximately £164.

7.1.7 Electrical Installation Inspection – 2024 – Cost to be confirmed

7.2 Use of the Field

The Clerk has received a request from a resident to use the field on Friday 19th July 2024 for an end of year get together/picnic/birthday celebration immediately after school.

The Chairman asked Members if they would resolve to move Item 7.6 up the Agenda to this point in the meeting.

7.3 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members of the following discussions which took place at the last Meeting on Monday 1st July – Roof Repairs, electricity costs, new meter. KHMC want to replace the current electricity meter as the daily standing charges have increased from 50p to £10 per day. This would cost the Committee £4000 per year before electricity costs. Discussion took place regarding this. The Clerk informed Members that there was nothing budgeted for this, however she talked Members through the banking/reserves situation.

7.4 Solar Panels

Councillor Gibbins updated Members on the work he has carried out relating to the electricity meter/solar panels/export from solar panels. No refunds have been received as yet from the

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solar panels and discussion took place about the same once received and in view of the fact a new meter has been requested.

7.5 Trees on Doncaster Road

Members considered the quote from Urban Arborist in the sum of £300 for maintenance of the trees at Doncaster Road garden.

7.6 Kilham Hall Gates

The Clerk informed Members of a few dates where assistance was required for opening/closing Kilham Hall Gates in the absence of the Caretaker and Clerk.

RESOLVED (7)

- a) Members noted the annual inspections list and approved the Clerk to coordinate the inspections with Kilham Hall Caretaker.
- b) The Clerk is to confirm use of the field on the 19th July 2024 and for the resident to complete the Hire of Field Agreement and sign a disclaimer if they do not intend to take out public liability insurance.
- c) Noted Kilham Hall Management Committee's update.
- d) Members noted Councillor Gibbins update on energy for Kilham Hall.
- e) Members confirmed they would purchase a new electricity meter at the cost of £3,403.66 plus VAT and they would accept Kilham Hall Management Committee's kind offer to pay half the cost towards this.
- f) Members confirmed any refunds due back from the solar panels would remain with the Parish Council in the short term but this decision would be considered again in the future.
- g) Members approved the quote from Urban Arborist in the sum of £300 plus VAT for maintenance of the trees on Doncaster Road. The Clerk is to book the work.
- h) Members noted the Clerk's update relating to Kilham Hall Gates and agreed a rota.

8) PARISH MATTERS

8.1 Bus Shelter

Councillor Gibbins queried whose responsibility it was for maintenance of the brick built bus shelter on Doncaster Road near Badgers Holt.

RESOLVED (8)

- a) The Clerk is to report the maintenance needs of the bus shelter to CDC and/or Travel South Yorkshire.

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments are duly authorised.

| Ref No. | To Whom Paid | Net | VAT | Total | Power/Section |
|---------|---|----------|-------|---------|----------------------|
| | | £ | £ | £ | |
| 24/27 | KHMC - Pantomime * | 1,000.00 | 0.00 | 1000.00 | LGA 1972 S. 142 |
| 24/28 | Clerk - RBLI - Tommy Silhouette * | 166.66 | 33.34 | 200.00 | S.137 |
| 24/29 | Clerk - Rubble Bags | 16.67 | 3.33 | 20.00 | Open Spaces Act 1906 |
| 24/30 | Clerk - Payroll ** | 0.00 | | 0.00 | LGA 1972 S. 112 |
| 24/31 | Handyman - Payroll ** | 0.00 | | 0.00 | LGA 1972 S. 112 |
| DD02/37 | O2 - Mobile | 10.88 | 2.18 | 13.06 | LGA 1972 S. 19 |
| 24/32 | Handyman - expenses | | | 0.00 | Open Spaces Act 1906 |
| 24/33 | Claire Wellings - Internal Audit YLCA - Chairs Training - Cllr | 110.00 | | 110.00 | LGA 172 S. 111 |
| 24/34 | Gibbins | 70.00 | | 70.00 | LGA 1972 S. 111 |
| 24/35 | EBay - fees | 6.34 | | 6.34 | LGA 1972 S. 111 |
| 24/36 | CDC - Qtr 1 Grounds/Bins | 45.00 | 9.00 | 54.00 | LA 1983 S. 5 |
| 24/37 | Techstream - Website Hosting | 165.00 | 33.00 | 198.00 | LGA 1972 S. 111 |
| 24/38 | CDC – 660l Bin – Qtr 2 | 195.00 | 0.00 | 195.00 | LA 1983 S. 5 |
| DD03/02 | Unity Trust – Qtrly Charge *** | 18.00 | 0.00 | 18.00 | LGA 1972 S. 111 |
| 24/39 | Arrow Publications | 105.00 | 21.00 | 126.00 | LGA 1972 142 (1A) |
| 24/40 | Clerk – EBay Refund **** | 41.66 | 0.00 | 41.66 | LGA 1972 S. 111 |
| 24/41 | Glendale – June Grass Cut | 94.52 | 18.90 | 113.42 | Open Spaces Act 1906 |
| * | Paid on 13/06/24 as previously approved by PC to purchase/donate | | | | |

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

- ** Tbc by external provider
- *** Paid out of bank on 30/06/24
Had to make refund but wouldn't take it out of the Parish Council account, had to be taken
- **** from Clerk's Credit Card on 24/06/24

9.2 1st Quarter Bank Reconciliation

The Clerk provided members with the 1st quarter bank reconciliation.

9.3 1st Quarter Budget Monitoring Report

The Clerk provided members with the 1st quarter's budget monitoring report which reflected the expenditure to date.

9.4 1st Quarter HMRC Return

The Clerk provided members with the 1st quarter's HMRC return.

9.5 Bank Statements

The Clerk presented Members with the bank statements for 31st May to 30th June 2024 for consideration and approval by the Council's auditors.

RESOLVED (9)

- a) The bank reconciliation states that the Parish Council have £19,239.74 in their current account and £88,362.68 in their reserve account (£45,000 of which is set aside for the MUGA).
- b) Contents of the Budget Monitoring Report were noted.
- c) Members noted the VAT return in the sum of £131.25.
- d) The bank statements were noted and signed by the Council's auditors.

10) POLICIES/PROCEDURES

The following policies were reviewed:

- 10.1.1 Business Continuity (reviewed) Emergency Contacts amended and bank details
- 10.1.2 Safeguarding (new)
- 10.1.4 Security Incident (reviewed) Page 1 Chairman's details updated
- 10.1.5 Capability Policy (new)
- 10.1.6 IT Policy (new)
- 10.1.7 Investment Policy (new)

RESOLVED (10)

- a) The above Policies were all approved.

11) ARMISTICE DAY 2024

- 11.1 Members were asked to consider arrangements for Armistice Day and the displays around the Parish.

11.1.1 The Clerk stated poppies had been coming in slowly. She requested a deadline date of 4th October be published for further donations.

11.1.2 Volunteers will be needed to sew the poppies onto the netting to form a display.

11.1.3 Members were to consider placing lamppost poppies around the Parish again and to approve the Handyman's additional hours installing and removing them.

RESOLVED (11)

- a) The Clerk will post on social media that all knitted/crocheted poppies are to be with her by 4th October 2024.
- b) The Clerk will look at dates to meet to sew the poppies onto the netting for displays and advertise on social media asking for volunteers to help.
- c) Members approved the handyman's additional hours to install and remove the lamppost poppies.

12) CHRISTMAS 2024

12.1 Pantomime

The Pantomime is scheduled for 14th December 2023. Kilham Hall Management Committee need to consider ticket sales – prices, when they go on sale, where will sell them and keep the Parish Council updated so the event can be advertised.

12.2 Carol's Around the Tree

Members were asked to consider a date for Carol's Around the Tree. The Clerk informed members if they wanted to book Armthorpe Elmfield Brass Band it would potentially have to be Friday 6th December as the band are booked up the following weeks.

12.4 Armthorpe Elmfield Brass Band

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Members considered whether to book the band for the Carol's Around the Tree event at a cost of approximately £200.

12.5 Christmas Illuminations

Members considered the dates for installation and removal of the Christmas illuminations around the parish.

RESOLVED (12)

- a) Councillor Gibbins to ask Kilham Hall Management Committee about details for the pantomime and inform the Parish Council in due course.
- b) Members agreed Carol's Around the Tree should take place on Friday 6th December 2024 at the Glenn Road Tree.
- c) Members agreed to book the Armthorpe Elmfield Brass Band for Friday 6th December 2024 at a cost of approximately £200.
- d) Members agreed all 4 sites Christmas illuminations should be installed and ready for illuminating on or before Saturday 30th November 2024 and removed on 6th January 2025.
- e) Members agreed RJ Electrical will install/remove the 3 Christmas tree sites and Christmas Plus will install/remove the Old Cantley Roundabout illuminations.

13) PLANNING APPLICATIONS

13.1 Updates on previous planning applications were noted. The Clerk informed Members that an appeal relating to planning application 23/00041/REF May Dene, Branton had been dismissed. The following new planning applications were considered:

| | | |
|---|--|---|
| 24/00995/TCON 39 Warnington Drive, Bessacarr | Notice of intention to fell a Cupressus sempervirens, Willow and Cherry; and crown lift a Copper Beech, all within Bessacarr Conservation Area | The Clerk informed Members that this application had received an update – No TPO Served |
| 24/01051/FUL 39 Warnington Drive, Bessacarr | Erection of side extension as well as external alterations including raising of roof height and installation of dormer windows to front elevation and integral double garage to side | No comments or concerns |
| 24/00983/FUL Land On The South Side Of Carr Lane, Bessacarr | Change of use of Land (Temporary) to Class E (Children's Nursery) for siting of modular building and the formation of car parking, fencing and landscaping | No comments or concerns |

13.2 Conditions Placed on Application 21/03645/FULM – Land South of Doncaster Road, Cantley

The Clerk informed Members of the numerous conditions that had been placed on the above application for 187 dwellings including access and infrastructure. Councillor Gibbins had queried a few of these:

- 13.1.1 Play Area – who would be responsible for the maintenance of this, would it fall to the Parish Council?
- 13.1.2 Section 106 – there is no mention of Section 106 monies.

RESOLVED (13)

- a) Feedback is given to the Planning Department at CDC on the planning applications received.
- b) The Clerk informed Members that maintenance of the park at the new development would fall to CDC.
- c) The Clerk stated that as the developer has put provision for a park, open spaces and alterations to the road this may be why no Section 106 monies is mentioned.
- d) Members asked the Clerk to contact CDC Planning Department to query the Section 106.

14) POLICE ISSUES

14.1 Police Issues

The Clerk informed Members of some damage done at Kilham Hall fields and confirmed it had been reported online to South Yorkshire Police. The Clerk informed Members of an incident at Kilham Hall recently. The Clerk and Caretaker viewed CCTV and liaised with the PCSO's to satisfactorily conclude the matter. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Wednesday 10th July 2024 at 6.15pm-7.15pm.

RESOLVED (14)

- a) Members noted the police update.

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b) The Clerk liaises with the PCSO's to co-ordinate and advertise the future Police Drop In sessions on social media and the website.

15) TRAINING/EXTERNAL MEETINGS

15.1 YLCA Chair's Training

Councillor Gibbins provided Members with feedback from the Chairman's training.

15.2 YLCA Branch Meeting

No feedback was available from the meeting.

15.3 YLCA Joint Annual Meeting

The Clerk informed Members of the YLCA Joint Annual Member of Member Councils and Parish Meetings on Saturday 20th July 2024 at 2pm at Drax.

RESOLVED (15)

a) Members noted Councillor Gibbins update.

b) The Clerk is to pass Councillors Williams, Rushby, Thorpe, Butterworth and Sprack's apologies for the YLCA Joint Annual Meeting. Councillor Gibbins and Councillor will try to attend.

16) ITEMS OF CORRESPONDENCE

16.1 Correspondence denoted on the agenda

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

RESOLVED (16)

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

17) DATE OF NEXT MEETING

RESOLVED (17)

That the next meeting be held on Wednesday 4th September 2024 commencing at 6pm.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk's June Timesheet

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

18.2 Quarter 1 Mileage

The Clerk's mileage claim for quarter 1 was shared for approval.

18.3 Handyman's June Timesheet

Handyman's timesheet for June was shared for information.

RESOLVED (18)

a) The Clerk and Handyman's timesheets were received and the contents noted.

b) The Clerk's mileage claim for quarter 1 was approved.

c) The Clerk is to inform Warrens GBC Accountants of the mileage claim to incorporate into the payroll data.

The meeting closed at 7.40pm.

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