

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 5th March 2025 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: A. Gibbins (Chair), Y Butterworth, J. Sprack, R. Odell, J. Rushby and S. Adams
IN ATTENDANCE: B Walton (Clerk), One resident from Warren Park

1) APOLOGIES

1.1 Apologies received

N. Williams

1.2 Reasons for absence considered

RESOLVED (1)

a) Councillor Williams apologies for absence 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 17.1 to 17.2 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 5th February 2025

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 5th February 2025 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

The member of the public present was from Warren Park and requested any updates following their previous meeting with the Chairman and Clerk. Members and the Clerk provided the resident with an update.

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

4.2.1 A resident had contacted the Clerk about dog fouling and requesting a yellow stencil painting on the path outside their property.

RESOLVED (4)

a) The Clerk had responded to the resident redirecting them to CDC.

b) The Clerk also reported dog fouling issues around the Parish.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

Members had received an email update from Ward Councillor J. Cox on the issues at Warren Park. No further update received.

5.2 Update on the MUGA

5.2.1 The Clerk informed Members that FOSSE have returned to carry out snagging issues and despite there being a few outstanding, it was satisfactory enough to open the MUGA. The colour coating has been applied and the remaining snagging list will be completed by Friday 14th March.

5.2.2 The ROSPA Inspection had taken place and Members were presented with the report for noting.

5.3 Update on CCTV

CDC confirmed the camera on Doncaster Road (Whiphill Top Lane) has been installed and electricity will be connected this week. The second camera near to the Garden Centre will be installed this week.

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

5.4 Land at Top of Brockholes Lane

The Clerk circulated two licences to members between meetings for information and comment relating to maintenance work of the land at the top of Brockholes Lane and also re-siting of the bench. Following no objections, the Clerk signed and returned the licences to CDC under delegated authority. Members were asked to ratify the licences.

5.5 Biodiversity Net Gain "Call for Sites" Consultation

Members noted the above consultation.

5.6 Identify any new Highway matters

Members raised the issue of the condition of the road on Moor View and surrounding areas.

RESOLVED (5)

a) Members noted the Ward Councillors Update.

b) Members noted the update on the MUGA and gave the Clerk delegated authority to pay the balance of CDC's invoice if the snagging list is completed satisfactorily.

c) Members approved the Clerk to source quotes for football nets for within the MUGA.

d) Members noted the update on the CCTV.

e) Members ratified the Licences between CDC and the Parish Council and confirmed approval of the decision.

f) Members noted the Grant available to help towards the work at the top of Brockholes Lane and approved its submission.

f) Members requested the Handyman draw a diagram of proposed plans for the land at the top of Brockholes Lane.

g) Members noted the Biodiversity Net Gain Call for Sites Consultation.

h) The Clerk is to report the highway issues to CDC and escalate to Ward Councillors for clarification on how roads are prioritised for repairs/resurfacing.

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 to the Website and Parish Council Facebook page take place regularly,

RESOLVED (6)

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

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

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

7.1 Gates Invoice

Members were presented with an invoice for opening/closing of Kilham Hall gates for 2024/2025 in the sum of £150.

7.2 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members that the next meeting will be held on 10th March 2025.

RESOLVED (7)

a) Members noted and approved the gates invoice.

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

8) PARISH COUNCIL MATTERS

8.1 Members noted the increase in ICO fees and determined where the additional fees will come from as the budget of £35 had been agreed for 2025/2026 prior to the increase.

RESOLVED (8)

a) Members noted the increase in ICO fees and confirmed they would either vire the additional fee from another budget heading or use from reserves.

9) PARISH MATTERS

9.1 The Clerk informed Members of an email from the Auckley Show requesting a contribution to the 2025 show due to the increase in marquee hire.

RESOLVED (9)

a) Members approved a donation of £500 to the Auckley Show.

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

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
		£	£	£	
24/142	Aubergine - Domain	0.00	0.00	0.00	LGA 1972 S. 111
DD05/06	NEST – Pension	83.60	0	0.00	LGA 1972 S. 112

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/143	Clerk (Payroll)	*tbc	0.00	0.00	LGA 1972 S. 112
24/144	Handyman (Payroll)	*tbc	0	0.00	LGA 1972 S. 112
24/145	HMRC	*tbc	0	0.00	LGA 1972 S. 112
24/146	Today Publications (Newsletter)	125.00	25	150	LGA 1972 S. 142(1a)
DD02/44	O2 - Mobile	9.45	1.89	11.34	LGA 1972 S. 111
DD03/08	Unity - Service Charge	6.00	0	6.00	LGA 1972 S. 111
24/147	Handyman (Expenses)	32.18	4.84	37.02	Open Spaces Act 1906
24/148	Clerk (Hazard Tape)	12.46	2.49	14.95	LGA 1972 S.14
24/149	Clerk (Dell Laptop Charger)	11.10	2.22	13.32	LGA 1972 S. 111
24/150	Clerk (Wrench Spanner)	4.16	0.83	4.99	LGA 1972 S. 14
24/151	Mrs Jones-McEwan – KH Gates	150.00	0	150.00	LGA 1972 S. 111
24/152	Arrow Publications (Newsletter)	105.00	21.00	126.00	LGA 1972 S. 142(1a)

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

10.2 Bank Statements

The Clerk presented Members with the bank statements for 1st February to 28th February 2025 showing a balance of £59,137.30 for consideration and approval by the Council's auditors.

RESOLVED (10)

a) The regular payments document was approved.

b) 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:

25/00290/FUL 39 Oak Tree Road, Branton	Installation of new front door including alterations to remove current bay window.	No comments or concerns
25/00382/TCON 24 Warrington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	No comments or concerns

RESOLVED (11)

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

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

12) POLICIES AND PROCEDURES

12.1 Reviewed Policies

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

12.1.1 Training and Development Policy – inclusion of identifying, meeting, and evaluating training and development needs, Volunteers and financial support and study leave.

12.1.2 Usage and Hire of Meeting Rooms and Recreation Ground Policy – inclusion of the MUGA.

12.1.3 Investment Policy – no changes.

12.1.4 Pay Policy Statement – amended pension details.

12.2 New Policies

The Clerk asked Members to consider and approve the following new policies.

12.2.1 Councillors Allowance Policy following a request at February’s meeting.

12.2.2 Internal Control Policy as a result of good practice.

RESOLVED (12)

a) Members approved the reviewed policies listed above with the following amendments:-

1. Grammatical error on Item 36 of the Usage and Hire of Meeting Rooms and Recreation Ground Policy.

2. Provide the full definition of DCLG at 3.1 in the Investment Policy.

3. Typographical error on 5.1 of the Pay Policy Statement.

b) Members approved the new policies listed above.

c) Members approved the creation of a poster for the Kilham Hall notice board, outlining activities prohibited on Kilham Hall field.

13) TRAINING

The Clerk provided Members with a report highlighting Staff and Councillor Training during 2024/2025. This was for transparency purposes. Members also discussed training recently published by YLCA.

RESOLVED (13)

a) Members noted the report on training and approved to place it on the Parish Council website for good practice and transparency purposes.

b) The Clerk is to book Councillor Gibbins on the YLCA Managing Playing Fields and MUGA webinar on 18th March 2025 at a cost of £10.

14) POLICE ISSUES

14.1 Police Issues

The next drop in session Wednesday 12th March 2025 at 6pm at Kilham Hall Meeting Rooms.

RESOLVED (14)

a) Members noted the police update.

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

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, South Yorkshire Special Branch Meeting, CEO Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training, HMRC Payroll Matters.

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 April 2025 commencing at 6pm.

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

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s February Timesheet

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

17.2 Handyman’s February Timesheet

Handyman’s timesheet for February was shared for information.

RESOLVED (17)

- a) The Clerk and Handyman’s timesheets were received and the contents noted and approved.
- b) 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 7.45pm.

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