



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## **Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 5th June 2024 commencing at 6 p.m.**

**Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation**

- 1) Apologies (1 minute)**
  - 1.1 To Receive Apologies for Absence in advance of the meeting.
  - 1.2 To Consider the Approval of the Reasons Given.
- 2) Declarations of Interest (3 minutes)**
  - 2.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
  - 2.2 Where necessary, to apply for dispensation from the Council's Proper Officer.
  - 2.3 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960.
- 3) Approval of Minutes (5 minutes)**
  - 3.1 To Approve the Minutes of the Annual Parish Council Meeting held on 1<sup>st</sup> May 2024 (enclosed).
- 4) Members of the Public (30 minutes)**
  - 4.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration.
  - 4.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Immediate Action/Future Consideration.
    - 4.2.1 Complaint about noise coming from Quarry Lane.
    - 4.2.2 Complaint about the metal grid going into Kilham Park.
    - 4.2.3 Request to use Field for football training on a Saturday morning between 10am-11am during June/July.
- 5) City of Doncaster Council (CDC) Matters (5 minutes per item)**
  - 5.1 To Receive Updates from CDC Ward Councillors.
  - 5.2 To Receive an Update on the MUGA and Consider and Agree any action needed.
    - 5.2.1 Receive update on the SUEZ Grant Application
  - 5.3 To Receive an Update on CCTV cameras.
  - 5.4 To Identify any New Highway Matters for consideration by CDC and/or Other Agencies.
- 6) Clerk's Report and Administration Matters (2 minutes per item)**
  - 6.1 To Note the Clerks Report and actions carried out by the Clerk since the last meeting (enclosed).
    - 6.1.1 To Consider selling the Clerk's desk at market value and with the money received put it towards purchasing a larger second hand desk and set of drawers.
  - 6.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.

- 6.2.1 Consider the current website Content Management System (CMS) with a view to upgrading it later in the year or early next year:
  - 6.2.1.1 Quote from Exact Marketing - £680 plus VAT and maintenance at £120 plus VAT per annum
  - 6.2.1.2 Quote from Aubergine - £499 plus VAT (additional costs of £200 for every year of content transferred from existing website and £100 plus VAT per annum for Councillor portal) and maintenance at £199 plus VAT per annum
  - 6.2.1.3 Quote from Parish Council Websites - £929 plus VAT
- 6.2.2 To Consider and Approve a Councillor to become Moderator for the Parish Council Facebook page.

## **7) Kilham Hall/Park/Buildings/Garden Area Matters**

**(3 minutes per item)**

- 7.1 To Consider, Approve and Sign the Deed of Variation between Kilham Hall Management Committee and the Parish Council relating to Kilham Hall (previously circulated).
- 7.2 To Receive an update on Users of the Field
- 7.3 Receive and Note Kilham Hall Management Committee's Update Report.

## **8) Parish Matters**

**(5 minutes per item)**

- 8.1 To Consider and Approve the content and publication of the quarterly newsletter (enclosed).
- 8.2 To Approve the purchase of the Armistice Day Tommy Silhouette at a cost of £175 plus £25 postage

## **9) Financial**

**(5 minutes per item)**

- 9.1 To Approve Direct Bank Payments (to be circulated).
- 9.2 To Approve changes to the Signatories for the Bank Mandate
  - 9.2.1 Remove Councillor Chorlton and Councillor Innes
  - 9.2.2 Add Councillor Sprack and Councillor Odell
- 9.3 To Consider and Approve regular transfers between the current account and savings account to ensure best possible interest is obtained.
- 9.4 To Receive the report of the Internal Auditor for 2023/24 Financial Year (to be circulated)
- 9.5 To Approve the following documents for the 2023/24 Annual Governance and Accountability Return:
  - 9.5.1 Section 1 - Annual Governance Statement (enclosed)
  - 9.5.2 Section 2 – Accounting Statement (enclosed)
  - 9.5.3 Explanation of variances pro-forma (enclosed)
- 9.6 To Note the dates for the period for exercise of public rights - Monday 10<sup>th</sup> June to Friday 19<sup>th</sup> July 2024 inclusive
- 9.7 To Note the Bank Statements and for the Council's Internal Auditor's to sign them (to be circulated).

## **10) Policies/Procedures**

- 10.1 To Consider and Approve the following reviewed policies (enclosed):-
  - 10.1.1 Financial Regulations
  - 10.1.2 Member/Officer Relations
  - 10.1.3 Code of Conduct
  - 10.1.4 Biodiversity
  - 10.1.5 Appraisal
  - 10.1.6 Fire Safety
  - 10.1.7 Social Media & Electronic Communication

## **11) Planning Applications**

**(2 minutes per item)**

- 11.1 To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed).

11.1.1 24/00781/FUL – Canters, Nutwell Lane, Old Cantley - Installation of a new composite door on the front elevation and replacement of the existing dormer roofs with hipped roofs (retrospective)

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00781/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00781/FUL)

11.1.2 24/00820/TCON – 32 Warnington Drive, Bessacarr - Notice of intention to fell an Oak tree, situated within Bessacarr Conservation Area

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00820/TCON](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00820/TCON)

11.1.3 24/00791/FUL - Winter House, Main Street, Old Cantley - Erection of a single storey extension with sky lantern & rendered finish & external render to existing house following demolition of existing conservatory

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00791/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00791/FUL)

11.1.4 24/00899/FUL – 4 Silverdale Close, Branton - Erection of two storey extension to the side, and ground floor extension to the rear of dwelling

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00899/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00899/FUL)

11.1.5 24/00894/FUL - 31 Cammidge Way Bessacarr - Erection of single storey pitched roof extension to the rear with internal alterations and a detached flat roof summer house

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00894/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00894/FUL)

11.1.6 24/00599/FUL - Victoria Court Industrial Estate, Quarry Lane, Branton - Demolition of existing building and erection of a building divided into three units intended for occupancy under Use Classes E, B2, or B8, and installation of a storage container for a temporary period of ten years

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00599/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00599/FUL)

11.1.7 24/00005/REF - Land At Warning Tongue Lane, Cantley - Outline application for 8 residential dwellings (all matters reserved) APPEAL – Passed to the Planning Inspectorate

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/00005/REF](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/00005/REF)

## **12) Police Matters**

**(2 minutes)**

12.1 To Consider/Note any police issues and reports received.

## **13) Training/External Meetings**

13.1 To Approve Councillor Gibbins attendance on YLCA's Chair training at a cost of £70.

13.2 To Confirm Attendance or pass on apologies for the YLCA South Yorkshire Branch Meeting to be held at Askern on the 19<sup>th</sup> June 2024.

13.3 To Approve the Clerk's Attendance at YLCA Regional Training Day on 18<sup>th</sup> July 2024 at a cost of £70.

13.4 To Approach Finningley Parish Council to split the cost of the YLCA Regional Training Day training for the Clerk.

## **14) Items of Correspondence**

**(2 minutes)**

14.1 For Consideration, Information and Noting: (previously circulated)

14.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, Training Programme for April to September, CEO Bulletin.

14.1.2 Community First Yorkshire Update - Funding News.

14.1.3 CDC – Roadworks Reports, Funding Opportunities,

14.1.4 SLCC – News Bulletin, Civility & Respect Newsletter.

14.1.5 NALC - CEO Bulletin, Training.

14.1.6 Severn Trent Water – Letter re: Finningley Project

**15) Date of Next Meeting**

15.1 To Confirm the Date of the Next Meeting on Wednesday 3<sup>rd</sup> July 2024 starting at 6pm.

**16) Employment Matters**

**(2 minutes per item)**

16.1 **Excluded from the Public and Press** - To Receive the Clerk's May Timesheet form (to be circulated).

16.2 **Excluded from the Public and Press** - To Consider the Handyman/Gardener's May Timesheet (to be circulated).