

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 5th April 2023 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), D. Chorlton, J. Rushby, B. Innes, Y. Butterworth and A. Gibbins

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

- 1.1 Apologies received
Councillor Sidebottom
- 1.2 Reasons for absence considered
Work commitments

RESOLVED (1)

Apologies were received and accepted.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
Councillor Williams declared an interest in item 12.5, Councillor Rushby declared an interest in Item 8.2 and 12.4, and Councillor Chorlton declared an interest in Item 8.4.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Items 18.1, 18.2, 18.3 and 18.4 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 1st March 2023
- 3.2 Minutes of the Extraordinary Meeting of 8th March 2023

RESOLVED (3)

- a) The minutes of the previous Parish Council Meeting held on the 1st March 2023 be agreed and signed by the Chairman.
- b) The minutes of the extraordinary Parish Council Meeting held on the 8th March 2023 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 present.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
 - 4.2.1 A request had been received requesting to use Kilham Hall field for Sheffield Saturday League Football between 12.30pm and 2.30pm each week throughout the season.
 - 4.2.2 A request had been received requesting to use the field either Saturday or Sunday morning for personal fitness training.

RESOLVED (4)

- a) Members declined the request to use the field for Saturday League Football due to the lack of parking and toilet facilities and the disruption/danger to other field users
- b) Members requested the Clerk seek clarity from our Insurers with regards to the use of the field for personal training sessions.
- c) If the Parish Council's Insurers are happy with the use of the field for personal training sessions, the Clerk is to confirm this would be on a 3 month trial period and then revisit it. During the trial period there would be no payment due however the Parish Council reserve the right to charge in the future.
- d) It was agreed that a Use of Field Policy was required – the Clerk is to draft one for approval at the May 2023 meeting.

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

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

No Ward Members were in attendance and no update provided.

5.2 Update on the MUGA and Storage Extension

5.2.1 Snagging List of Storage Extension – Externally, the ground has been made good and seeded. The installation of the Fire Detectors has been postponed as the work order has not been submitted yet by DMBC. There is mould on the walls in the internal store.

5.2.2 Update on the MUGA – Angela Ganss from DMBC has prepared the response document regarding the highways issues. She has also sent a tree protection plan which the tree officer is happy with which should mean part of the condition should be lifted. The Flood Evacuation Plan hasn't been submitted yet as talks with the drainage officer are ongoing.

5.3 Public Space Protection Order re: Dog Fouling

DMBC confirmed no fixed penalty notices have been issued to dog owners within the Parish. Members of the public are requested to support DMBC by reporting any offences which in turn will ensure uniformed officers patrol the area. A poster was provided for display by the Parish Council.

5.4 Identify any new Highway matters

The following issues were raised:

- The pavement on Chapel Lane/Moor View junction is damaged.
- Pothole repairs on Brockholes Lane are incomplete.
- A pedestrian roadworks sign has been abandoned on Doncaster Road opposite the junction of Glen Road.
- Concrete runners/curbing on Willow Glen outside No. 34 have become dislodged and bouncing around.
- Deer crossing sign on Doncaster Road/Branton Bridge requested

RESOLVED (5)

- a) The Clerk will continue to chase DMBC to ensure the snagging list is complete.
- b) The Clerk will display the dog fouling poster on the Parish Council Notice Boards and also schedule Facebook posts highlighting the issue and giving the appropriate contact details for reporting purposes.
- c) The Clerk will report the new highway matters identified to DMBC.

6) PARISH MATTERS

6.1 Risk Management Strategy 2023/24

The Clerk presented the annual Risk Management Strategy highlighting amendments in red.

6.2 Asset Register

The Clerk presented the annual Asset Register for approval.

6.3 Internal Controls

The Clerk shared an Internal Controls Checklist with the Parish Council. Despite the Parish Council adhering to these measures throughout the year and having sight of documents at Parish Council Meeting it is advisable for the two Parish Council Auditors to carry out this checklist.

6.4 YLCA Membership

The YLCA Annual Membership is due for renewal for April 2023 to March 2024 at a cost of £816, an increase of £12 from last year.

RESOLVED (6)

- a) Members approved the Risk Management Strategy 2023/24.
- b) Members approved the Asset Register as at 31st March 2023.
- c) Members agreed that the Parish Council's two nominated auditors would carry out the Internal Control's Checklist annually, prior to the Internal Audit of accounts.
- d) Members approved the YLCA Annual Subscription at a cost of £816.

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. 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 presented members with two documents relating to the Parish Precept and Financing the Parish for consideration.

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

RESOLVED (7)

a) Members approved the Parish Precept and Financing the Parish documentation for inclusion on the Finance Section of the Website.

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

8.1 Percolation Test

GNE carried out the percolation test in relation to the flooding of Kilham Hall Car Park. Installation of a new soakaway would alleviate flooding on the car park. GNE provided the Parish Council with a quote for the work.

8.2 Opening and Closing of Kilham Hall Gates

The Caretaker's hours are changing and therefore consideration needs to be given to opening and closing gates at Kilham Hall on weekends and Bank Holidays.

8.3 Siting of Wooden Dog Ornament

The Handyman found a wooden dog ornament when litter picking. It used to belong to a previous resident on Kilham Lane. Consideration was given whether to revarnish and site the ornament on Kilham Hall fields or whether to donate to a local resident who had requested it.

8.4 No Parking on the Grass Signs

No Parking on the Grass signs were requested to be purchased at a cost of £19.10 due to users of the hall parking on the recently seeded grass at the front of the hall.

8.5 Kilham Hall Management Committee's Report

Councillor Chorlton informed the Parish Council that the Treasurer is currently looking at a new energy deal, a new weekend cleaner has been appointed, the external light issue is being considered and a new pantomime company has been booked for the 3rd December 2023 for a matinee and evening performance.

RESOLVED (8)

a) The Clerk contacts two other companies for quotes for a soakaway.

b) April Bank Holiday weekend, the Clerk will open the gates on Saturday morning and Councillor Gibbins will close them and Councillor Williams will open and close the gates on Sunday.

c) The Clerk is to approach a local resident and ask them if they would like to open/close the gates on a weekend/bank holiday on a self-employed basis.

d) The dog ornament would be given to the local resident rather than siting on Kilham Hall field. Clerk to contact the resident to arrange collection.

e) Approved the purchase of No Parking on the Grass signs at a cost of £19.10.

f) Noted Kilham Hall Management Committee's update.

9) PARISH MATTERS

9.1 Manor Farm Notice Board

Persimmon require the Parish Council to carry out the cable detecting work before installation. The Clerk has drafted a risk assessment and the Handyman has drafted a method statement relating to the installation of the notice board ready for submitting to Persimmon for approval.

9.2 Hedgehogs R Us Highway Project

The Clerk informed members of literature received regarding purchasing a hedgehog highway at a cost of £150.

9.3 Repairing 4 sets of Christmas Lights

Christmas Plus have completed testing the lights from Old Cantley Roundabout. 4 sets of lights are faulty and need repairing or replacing. Repairs would cost £130.

RESOLVED (9)

a) Members approved the Method Statement and Risk Assessment relating to the installation of the Notice Board at Manor Farm. The Clerk can forward the same to Persimmon for approval.

b) Councillor Gibbins will assist the Handyman when installing the Notice Board at Manor Farm.

c) Appreciation was raised to the Handyman for going above and beyond in drafting the Method Statement.

d) The Clerk is to write to the local Primary School to see if the Hedgehog Highway would be of interest to the school and report back to the Parish Council in June/July.

c) The Clerk is to confirm repair of the 4 sets of lights by Christmas Plus at a cost of £130.

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

10 FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

22/196	Branton Farm Nurseries (Grass seed/plants)	£ 28.58
22/197	RJ Electrical (Installation of Christmas Illuminations)	£286.48
22/198	Today Publications (Spring Newsletter)	£660.00
22/199	Arrow Publications (Spring Newsletter)	£126.00
22/200	Branton Farm Nurseries (grass seed/plants)	£ 9.25
22/201	SLCC HR Summit – Clerk Training	£ 72.00
22/202	Clerk (Computer mouse)	£ 6.77
22/203	HMRC (March fee)	£240.16
22/204	Clerk (Salary)	£816.00
22/205	Handyman (Salary)	£696.47
22/206	GNE Contracting (Percolation Test)	£720.00
DD2.2	O2 Mobile	£ 13.40
22/207	ROSPA Play Safety – Handyman Training	£354.00
22/208	Handyman (Ballast and cement)	£ 30.55
22/209	Handyman (Ballast and cement)	£ 30.05
22/210	Handyman (Ballast and cement)	£ 37.55
22/211	Handyman (Washers)	£ 5.39
22/212	Handyman (Timber)	£ 62.00
22/213	Handyman (Brackets and Connectors)	£ 38.55
22/214	Handyman (Wildflowers)	£ 30.00
22/215	Handyman (Wildflowers and spade)	£ 10.96
22/216	Npower (Christmas Illuminations)	£ 93.37
22/217	Handyman (Compost and plants)	£ 9.00
22/218	Handyman (Woodstain)	£ 14.99
22/219	Handyman (Woodscrews)	£ 9.49
22/220	Handyman (Nut & Washers)	£ 8.48
22/221	Beths at Branton (Kings Coronation Catering)	£250.00
22/222	Caretaker (Opening Gates)	£ 54.00
22/223	RJ Electrical (LED Light KH)	£114.00
22/224	Clerk (Ink Cartridges)	£122.99

10.2 Bank Reconciliation and Level of Reserves

The Clerk presented Members with quarter 4 bank reconciliation and confirmed the banks closing balance as at 31st March 2023 was £78,009.13 in the reserves account. The Clerk stated she didn't feel any bank charges would be added to the account.

10.3 Quarter 4 Budget Monitoring Report

The Clerk confirmed that despite a few headings going over budget, virements had been made between those expenditure categories that underspent to ensure the whole budget balanced. Overall 97% of the budget for 2022/23 had been spent.

10.4 Community Grant

The Clerk informed the Parish Council of a Community Grant that is available for up to £500 to improve community spaces. Authorisation was sought for additional time for the Clerk and Handyman to research the grant and complete the application form.

RESOLVED (10)

- The direct payments were duly authorised.
- The bank reconciliation and bank balance as at 31st March 2023 was noted.
- The Quarter 4 budget monitoring report was noted.
- The Clerk is to research the community grant and complete an application form.

11) POLICIES/RISK ASSESSMENTS

11.1 Litter Collection Policy

The Clerk presented a Litter Collection Policy which highlighted the risks of picking in areas above 30mph.

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

11.2 Flood Evacuation Plan

The Clerk presented a Flood Evacuation Plan for consideration and approval.

11.3 Subject Access Request Form

The Clerk presented a Subject Access Request Form for consideration and approval.

RESOLVED (11)

- a) The Clerk is to clarify with the Parish Council's Insurers if reference to 30mph zones is required and if so, the Policy is approved
- b) The Flood Evacuation Plan was approved.
- c) The Subject Access Request Form is approved.

12) **PLANNING APPLICATIONS**

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

12.1	23/00448/FUL 283 Bawtry Road, Bessacarr	Section 73 Application to vary Condition 2 of planning application 21/03427/FUI – to include solar panels on the roof and associated roof form alterations and to update the access as approved under the permission 22/02333/FUL	No comments or concerns
12.2	23/00445/FUL Land at Manor Farm, Bessacarr	Application to remove Condition 9 (EV Charging) of Planning Permission 16/03186/REMM granted on 20 th December 2022.	Sustainability and environmental point of view this should be considered and therefore the Parish Council do not approve removal of this condition
12.3	23/00205/FUL Manor Farm, Bessacarr	Erection of a pumping station, associated infrastructure, access road and HV diversion within Phase 4 of development	No comments or concerns
<i>Councillor Rushby left the meeting at 7.40pm</i>			
12.4	23/00488/FUL Land to the rear of 2, 4, 6, 8, 10, 16, 18, 20 and 22 Bracken Close, Branton	Change of use of former agricultural land to use as private garden at rear of Nos. 2, 4, 6, 10, 16, 18, 20 and 22 Bracken Close, Branton	No comments or concerns
<i>Councillor Rushby returned to the meeting at 7.42pm</i> <i>Councillor Williams returned to the meeting at 7.42pm</i>			
12.5	23/00402/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection of a new animal house and aviary to house new animal species in existing South American animal enclosure	No comments or concerns
<i>Councillor Williams returned to the meeting 7.43pm</i>			
12.6	23/00546/FUL Glen Mor, Doncaster Road, Branton	Erection of a two storey rear extension	No comments or concerns
12.7	23/00395/FUL 9 Milton Road, Branton	Erection of a single storey pitched roof rear extension to replace an existing conservatory	No comments of concerns
12.8	23/00564/FUL Railway Cottage, Carr Lane, Bessacarr	Demolition of the existing Railway Cottage at Manor Farm, Bessacarr to be replaced with a singular dwelling	The Parish Council agree with the Public Rights of Way Officer's comments and think this build will affect the use of the public bridleway

The Clerk also informed the Parish Council of an applications received by DMBC following the Agenda being circulated, for consideration relating to:

23/00509/FUL 6 Milton Road, Branton	Erection of a first floor pitched roof extension to the rear	No comments or concerns
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RESOLVED (12)

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

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

13) POLICE ISSUES

13.1 Police Issues

The Police Drop In was held at Beth's of Branton on Wednesday 5th March 2023 at 10am. No members of the public attended.

RESOLVED (13)

- a) The next session is booked for Thursday 13th April 2023 at 6.15pm at Kilham Hall Meeting Rooms, Kilham Lane, Branton.

14) ROYAL EVENTS – MAY 2023

14.1 Update on the King's Coronation Event

The Clerk provided an update on the following issues relating to the King's Coronation Event on Monday 8th May 2023.

14.1.1 Insurance – The Parish Council's Insurers have confirmed all stalls/entertainers must have public liability insurance. Unfortunately the Pipers don't have it.

14.1.2 TENS Licence – we can use Kilham Hall Management Committee's entertainment licence however Monday does not permit live music after 6pm.

14.1.3 Printable crafts – The Clerk had received 3 quotes from local printers for 100 copies of 4 designs on A4 paper for children to colouring. Prices range from £29 per 100 to £77.50 per 100.

14.1.4 Launch of the Big Help Out – as Monday 8th April is the launch of the Big Help Out the Clerk wondered if the Parish Council wanted to display a poster around the hall on the day promoting what residents can volunteer to help out doing.

RESOLVED (14)

- a) Councillor Sidebottom seeks clarity from the Pipers regarding public liability insurance;
b) Councillor Rushby will ask the local dance school if they'd be available to put on a display at 3pm;
c) The Clerk will enquire with DMBC whether a Bank Holiday is the same as weekends for KHMC's entertainment licence or whether the Parish Council will need to apply for a TENS Licence;
d) The Clerk will order 100 A4 designs from AKS Print and Design at a cost of £29 per 100.
e) The Clerk will order the following designs – Wordsearch, Colour in Crown, Maze and Colour in King's Knight.
f) The Clerk will design a poster to highlight litter picking, knitting/crocheting poppies, watering during the summer months and becoming a Councillor to display

15) UPDATE FROM EXTERNAL MEETINGS

15.1 ROSPA Playground Inspection Training

The Handyman attended the above training on 17th March 2023 and found it very useful. Has a contact now if he needs any guidance regarding playground inspections and maintenance. The 2 day course would be beneficial which would then allow the Handyman to maintain the equipment to a higher level. This costs £595.

15.2 SLCC HR Summit

Covers issues such as menopause, recruitment, understanding the value of good HR practice, when the employment ends and most common asked questions. The Clerk took a few things that the Parish Council could be doing as best practice in the future.

15.3 Clerk's Attendance at SLCC South Yorkshire Branch Meeting

The South Yorkshire Branch meeting of the SLCC takes place on 18th April between 9.30am and 12noon. It is free to attend but will take the Clerk's time.

15.4 South Yorkshire Branch Nomination Paper

Nomination paper for election of branch Chairman, Vice Chairman and representative for the YLCA Joint Executive Board was considered.

15.5 Resolutions for Debate by Parish Councils to the YLCA Joint Annual Meeting

There is benefit and weight in a number of parishes coming together to support a proposal for change in legislation and Parish Councils are invited to agree any matters for debate at the YLCA Joint Annual Meeting.

15.6 Attendance at YLCA PROW Training

Councillor Gibbins would like to attend the above course on 17th April 2023 at a cost of £25.

15.7 Full Council Training Event

The Clerk informed members that the above training had been booked for Thursday 29th June 2023 at 5.30pm to 8.30pm at Kilham Hall Meeting Rooms at a cost of £32 per member.

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

RESOLVED (15)

- a) Noted Handyman's feedback on ROSPA training course and the Clerk is to diarise for November 2023 when she prepares 2024/25 budget to incorporate £595 into the training budget for the Maintenance two day course.
- b) Noted Clerk's feedback on HR Summit and agreed the Clerk can carry out the best practice pieces of work as and when she has time ie. Menopause Policy, Policy Review Log, Check contracts content, look at SLCC website for part time staff annual leave calculator.
- c) The Clerk attends the SLCC South Yorkshire Branch meeting on 18th April 2023.
- d) Noted the South Yorkshire Branch Nomination paper.
- e) Noted the debate by parish councils to the YLCA Joint Annual Meeting.
- f) The Clerk is to book Councillor Gibbins onto the YLCA PROW Training course on 17th April 2023.
- g) All Members are to put the Full Council training date and time in their diary.
- h) It was noted that if any member cannot attend the Full Council Training nearer the date, they let the Clerk know asap, and the Clerk offers the place to members of neighbouring Parish Councils.

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, Civility and Respect Newsletter, Community First Funding Update, DMBC's Roadworks reports and Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin.

RESOLVED (16)

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

17) DATE OF NEXT MEETING

17.1 Date of Next Meeting

RESOLVED (17)

- a) That the next meeting be held on Wednesday 3rd May 2023 with the Annual Parish Meeting commencing at 6pm following immediately afterwards by the Annual Parish Council meeting.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk's March Timesheet

The Clerk's timesheet for March was shared for information. Despite being paid an additional 6 hours previously the Clerk had worked an additional 7hrs 54 minutes due to current workload, attending the HR Summit and taking 3 days annual leave. The Clerk's mileage form was submitted also for January to March 2023.

18.2 Handyman's March Timesheet

Handyman's timesheet for March was shared for information. An additional 24 hours had been worked due to carrying out the approved fence repairs, ROSPA Inspection repairs, collecting materials relating to the jobs, doing tip runs with rubble from the above jobs and writing a method statement for the Manor Farm noticeboard installation.

18.3 Clerk's Appraisal

The Chairman updated members on the Clerk's Appraisal which was carried out on 27th March 2023.

18.4 Handyman's Appraisal

The Clerk updated members on the Handyman's Appraisal which was carried out on 3rd April 2023.

RESOLVED (18)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk is paid for the additional 7 hours 30 minutes worked throughout March and carries forward the 24 minutes into April.
- c) The Handyman is to be paid the additional 24 hours worked.
- d) The Clerk's Contractual Hours be reviewed due to her appraisal, the tasks that will be coming up during the next year and her current workload. Councillor Williams proposed and Councillor Chorlton seconded that the Clerk's hours be increased to 15 hours per week, to be reviewed in 6 months' time.

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

- e) The Handyman's Contractual Hours be reviewed for the Summer months (1st May 2023 to 30th September 2023). Councillor Williams proposed and Councillor Butterworth seconded that the Handyman's hours be increased to 15 hours per week during the above period.
- f) The Handyman's salary is moved up by 2 increments to £11.42 per hour as of 1st April 2023.
- g) The Clerk informs Warrens GBC of the above information for the payroll run in April.
- h) The Clerk drafts a letter of amendment for the Handyman's Contract for approval and signing.
- i) Members wished to express their gratitude to both the Clerk and Handyman for their continued support and hard work.

The meeting closed at 8.40pm

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