CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 8th January 2025 at Kilham Hall commencing at 6pm.

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

1) APOLOGIES

1.1 Apologies received
Councillor Rushby.

1.2 Reasons for absence considered

RESOLVED (1)
a) Councillor Rushby's reasons for absence were 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 16.1 to 16.5 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 4th December 2024

RESOLVED (3)
a) The minutes of the Parish Council Meeting held on the 6th November 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 pubic via email/telephone to the Clerk and/or Councillors
4.2.1 A resident wrote complaining about the Christmas illuminations.

RESOLVED (4)
a) The Clerk responded to the resident accordingly.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report
Ward Councillor Jones updated Members on requests for CCTV cameras and a defibrillator at Warren Park and also the relocation of Hatchelwood Nursery.

5.2 Update on the MUGA
The Clerk informed Members that FOSSE should be returning this week to complete the snagging list. Members considered sprung hinges, turf around the perimeter, graded ramp, litter bin, the logistics of the MUGA use and an official opening of the MUGA in Spring 2025.

5.3 Update on CCTV
The Clerk has chased CDC regarding the installation of the CCTV cameras as no updates have been received since the Parish Council were informed installation would be by the end of November/early December.

5.4 Tree Inspection
The Clerk informed Members about tree safety and considering commissioning CDC to undertake tree surveys.

5.5 Land at Brockholes Lane
The Clerk informed Members that prior to CDC issuing a licence to improve land, the Parish Council must carry out statutory undertakers check ie. contact gas, electricity, broadband, water providers etc to see if any underground cables.

Signed::.....Dated: 5/2/25.....:

5.6 Identify any new Highway matters

Members raised the issue of blocked drains around Milton Road, Whiphill Top Lane and Valley Drive.

RESOLVED (5)

a) Members noted the Ward Councillors Update and thanked Councillor Jones for his attendance.

b) Members noted the update on the MUGA and agreed the following:

1. To acknowledge CDC's response and accept the offer of £1k reduction on the final invoice.
2. To request a second site visit for snagging once all the equipment is in place.
3. To place the official opening and the logistics of the MUGA to February's Meeting.

c) Members noted the update on the CCTV. They requested it be escaluated and the Clerk write to the CDC Cabinet Member Phil Coles for an update.

d) Members approved the Tree Inspection Report but requested the Clerk obtain independent quotes also. Once quotes are obtained the Clerk is to commission the work.

e) Members authorised the Clerk to carry out the statutory undertakers check on land at Brockholes Lane to enable a licence to be issued.

f) Clerk is to report the blocked drains 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 including gov.uk domain. 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.

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 Insurance

The Clerk updated Members on the additional premium of £125.76 to include the MUGA.

7.2 Handyman's Tracker

The Clerk presented the updated Handyman's tracker to members for information.

7.3 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members that there has not been

7.3.1 Solar Export – the Clerk informed members that any export money from the solar panels needs to be repaid to KHMC.

7.3.2 Purchase 5 traffic cones for traffic management on Kilham Lane during events at a cost of approximately £50 and request KHMC purchase the same.

RESOLVED (7)

a) Members resolved to pay the additional insurance premium in the sum of £125.76.

b) Members noted the Handyman's tracker.

c) Members noted the Clerks update on solar export and agreed to forward £335.61 to KHMC.

d) Members resolved to purchase 5 traffic cones at a cost of £50 following guidance from Highways at CDC.

8) PARISH COUNCIL MATTERS

8.1 The Clerk asked Members to consider publishing an article in the Arrow publication thanking volunteers who helped with remembrance displays.

RESOLVED (8)

a) Members resolved to publish an article in the Arrow publication

b) The Clerk is to invite volunteers to Kilham Hall to have a photograph together to incorporate in the Arrow publication.

9) PARISH MATTERS

9.1 South Yorkshire Bus Franchising Consultation

Members were asked to provide the Clerk with any draft responses to the South Yorkshire Bus Franchising Consultation, of which none were received.

Signed::.....Dated:...5/2/25.....:

9.2 'Local Audit Reform: A Strategy For Overhauling The Local Audit System in England' Consultation

Members were asked to consider the above consultation.

9.3 'Strengthening The Standards and Conduct Framework For Local Authorities in England' Consultation

Members were asked to consider the above consultation.

RESOLVED (9)

a) No response is to be sent to the South Yorkshire Bus Reform consultation.

b) No response is to be sent to the Local Audit Reform.

c) Members noted the Strengthening the Standards and Conduct Framework for Local Authorities.

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
24/111	Clerk - YLCA Breaking the Mould Training	78.44	0.00	78.44	LGA 1972 S. 111
24/112	ROSPA - Handyman Training	820.00	111.00	931.00	Open Spaces Act 1906
24/113	Armthorpe Elmfield Band	100.00	0.00	100.00	S. 137

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
24/114	Clerk (Payroll) *	tbc	0.00	0.00	LGA 1972 S. 112
24/115	Handyman (Payroll) *	tbc	0	0.00	LGA 1972 S. 112
24/116	HMRC *	tbc	0	0.00	LGA 1972 S. 112
24/117	Clerk - Cartridge Ink	54.12	10.83	64.95	LGA 1972 S. 111
24/118	Clerk - 2025 Diary	3.49	0	3.49	LGA 1972 S. 111
24/119	CDC - Qtr 2 Bins	60	12	72	Open Spaces Act 1906
24/120	CDC - Qtr 3 Bins	45	9	54	Open Spaces Act 1906
24/121	CDC - 3 Abus Locks	42	8.4	50.40	Open Spaces Act 1906
24/122	Branton Farm Nurseries - Plants	34.16	6.63	40.79	Open Spaces Act 1906
24/123	Branton Farm Nurseries - Plants & Compost	26.65	5.33	31.98	Open Spaces Act 1906
24/124	Clear Councils - MUGA Insurance	112.29	13.47	125.76	Open Spaces Act 1906
24/125	CDC - 660l Bin Empty	195	0	195.00	Open Spaces Act 1906
24/126	Handyman - Materials for Stud Wall	109.53	21.94	131.47	LGA 1972 S. 111
DD02/42	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111
DD03/06	Unity Bank - Service Charge	6	0	6.00	LGA 1972 S. 111

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

The Chairman asked Members if Items 16.3 and 16.4 could be moved to this point in the Agenda, in line with Standing Order 10 a vi to ensure incorporation in the budget process. Members unanimously agreed. Members of the public were asked to leave the room whilst items 16.3 and 16.4 were considered in line with Standing Order 10 a xi.

16.3 Handyman/Gardener's payscale, pension and annual leave entitlement

Members considered the Handyman/Gardeners payscale in comparison with NMW/other similar roles/NALC Payscales. Annual leave entitlement and pension contribution had been discussed at December 2024 meeting.

16.4 Clerk's payscale

Members considered the Clerk's payscale in comparison to NALC payscales.

Signed::.....Dated:...5/2/25.....:

10.2 Final Draft of 2025/2026 Budget

The Clerk presented members with the second draft of the budget and highlighted the earmarked reserves. Members were asked to prioritise new developments and spending to ensure the precept isn't increased. The second/final draft of the budget equates to £70,223.

10.3 Precept 2025/2026

The Clerk provided members with the precept documentation. This would mean no increase to residents.

10.4 Banking

Members considered whether to add Councillor Adams to the Parish Council bank accounts.

10.5 Internal Auditor

Members were asked to appoint an Internal Auditor.

10.6 Bank Statements

The Clerk presented Members with the bank statements for 1st December to 31st December 2024 showing a balance of £65.580.37 for consideration and approval by the Council's auditors.

RESOLVED (10)

a) The regular payments document was approved.
b) Members considered the Handyman's pay scale be increased to payscale 13 from 1st April 2025.
c) Members considered the Clerk's pay scale be increased to payscale 24 from 1st April 2025.
d) The Clerk is to make the amendments to the 2nd draft of the budget and finalise with the following amendments:
   1) Increase staff training to £1000
   2) Increase Handyman's equipment repairs to £600
   3) Add new development of Land at Brockholes Lane £1500
   4) Reinstate Auckley Show donation of £500
   5) Professional fees contingency increase to £1000
   6) Add grounds maintenance/parkland/buildings contingency of £2662
e) Members approved the precept of £68,014.
f) Members approved to add Councillor Adams to the Parish Council banking.
g) The Clerk will print off the necessary forms for adding a signatory and contact relevant members for approval/signing prior to sending to Unity Bank.
h) Members approved to appoint Claire Welliings as the Parish Council Auditor.
i) 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:

24/02163/FUL - Crowpool Sewage Works, Brockholes Lane, Branton	Installation of 1 no. main switch board kiosk and 1 no. tertiary solid removal (TSR) and moving bed biofilm reactor (MBBR) kiosk at the existing Branton STW operational site	
24/01883/FUL – 283 Bawtry Road, Bessacarr	Erection of dwelling following demolition of existing dwelling (vary condition 2 of planning application 21/03427/FUL granted on 11/03/2022, to include the erection of a single storey rear extension).	No comments or concerns
24/02011/FU – Alford, Whiphill Top Lane, Branton	Erection of first floor extension above existing garage, first floor extension above existing utility and single story rear extension.	No comments or concerns

RESOLVED (11)

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

12) POLICE ISSUES

12.1 Police Issues

No members of the public attended the drop in on Wednesday 18th December 2024. The next drop in session Tuesday 18th January at 10am at the Secret Tea Room at the Garden Centre.

RESOLVED (13)

a) Members noted the police update.
b) The Clerk advertises the future Police Drop In sessions on social media and the website.

Signed::.....Dated:.....5/2/25.....

13) TRAINING/EXTERNAL MEETINGS

13.1 YLCA South Yorkshire Branch meeting with the South Yorkshire Mayoral Combined Authority regarding Bus Reforms.

The Chairman provided Members with an update from the above meeting held on the 11th December 2024

13.2 Parish Council's Ward Meeting

The Vice Chairman provided Members with an update from the above meeting held on the 7th December 2024.

13.3 YLCA Talking Tables Event

The Clerk asked Members if anything wished to attend the above event at Drax Social Club on Friday 21st March 2025.

RESOLVED (13)

a) Members noted the Chairmans update from the South Yorkshire Mayoral Combined Authority meeting held on the 11th December 2024.

b) Members noted the vice Chairmans update from the Parish Council's Ward Meeting held on the 7th December 2024.

c) Members noted the YLCA Talking Tables event on the 21st March 2025.

14) ITEMS OF CORRESPONDENCE

14.1 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.

RESOLVED (14)

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

15) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 5th February 2025 commencing at 6pm.

16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

16.1 Clerk's December Timesheet

The Clerk's timesheet for December was shared for information. Members noted that the Clerk had worked an additional 6 hours and 5 miinutes during December – this was due to the Clerk working on the CILCA qualification.

16.2 Handyman's December Timesheet

Handyman's timesheet for December was shared for information.

16.5 Clerk's Appraisal

The Clerk's appraisal is due March/April 2025.

RESOLVED (16)

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, including the Clerk's additional hours.

c) The Clerk is to inform Warrens GBC Accountants of the Clerk and Handyman's new payscales.

d) The Chairman will arrange the Clerk's Appraisal at a mutually convenient date.

The meeting closed at 8.10pm.

Signed:::.....Dated:.....5/2/25.....: