

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Monthly Meeting of the Parish Council held on Wednesday 5<sup>th</sup> June 2024 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors: N. Williams (Chair), J Rushby, Y Butterworth, A. Gibbins and J. Sprack

**IN ATTENDANCE:** B Walton (Clerk)

**1) APOLOGIES**

- 1.1 Apologies received  
Councillor Odell and Councillor Thorpe.
- 1.2 Reasons for absence considered

RESOLVED (1)

Apologies for absence were received 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 16.1 and 16.2 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 1<sup>st</sup> May 2024

RESOLVED (3)

a) The minutes of the Annual Parish Council Meeting held on the 1<sup>st</sup> May 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 noise coming from Quarry Lane.
  - 4.2.2 A resident has contacted the Clerk regarding the metal grid when entering the play area.
  - 4.2.3 A request to use the field for football training on a Saturday morning has been received by the Clerk.
  - 4.2.4 A request from the Air Ambulance to place a clothing bank at Kilham Hall has been received by the Clerk.
  - 4.2.5 A resident has requested the trees in Doncaster Road garden be trimmed back as they are overhanging onto her land.
  - 4.2.6 A resident contacted Councillor Gibbins from Rural Crescent regarding planters on CDC land.

RESOLVED (4)

- a) The Clerk has provided the resident contact details for CDC relating to noise nuisance and also suggested the resident walk round to Quarry Lane to talk to the residents regarding noise.
- b) Members agreed to monitor the grid into the play area, however in all the years of it being in place this is the first incident that has been reported.
- c) The Clerk is to inform the Football team that the timings suggested for use of the field are not convenient due to other bookings. If they want another time the Parish Council will consider it.
- d) The Parish Council are happy to trial (for 3 months) a clothing bank for the air ambulance at Kilham Hall. The Clerk is to contact them.
- e) The Handyman/Gardener can trim the trees at Doncaster Road to step ladder height.
- f) If the trees aren't cut back enough by the Handyman the Clerk is to seek quotes and availability from an external arborist and place on next month's Agenda.

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

g) Councillor Gibbins will contact the resident and confirm the Parish Council has no remit regarding CDC land.

**5) DONCASTER METROPOLITAN BOROUGH COUNCIL**

5.1 Ward Councillor's Report

5.2 Update on the MUGA

Discussion took place regarding CDC's email requesting confirmation regarding colours and line markings.

5.2.1 The Clerk updated Members with feedback from their SUEZ Grant application. This will be resubmitted in August 2024.

5.3 Update on CCTV

Awaiting update from CDC regarding this.

5.4 Identify any new Highway matters

No items were raised.

RESOLVED (5)

a) The Clerk will confirm to CDC that it is agreed to have a two tone colour and application of line markings for 1 tennis, 1 basketball and 1 netball. The three sports marked in colours as follows: Tennis – white, basketball – yellow and netball – blue.

b) The Clerk will resubmit the SUEZ Grant application.

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

**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.

6.1.1 The Clerk requested a larger workstation as the current desk is extremely small. It was suggested that the current desk be sold and a second hand larger desk be purchased, up to the value of £150. The Clerk informed Members that there was £300 in the budget for furniture.

6.2 To consider any amendments/updates/content to the Website and Facebook

Updates are carried out daily/weekly.

6.2.1 The Clerk informed Members that when requesting the website host place something on the website she has been informed that the Content Management System (CMS) is outdated and no longer supported by the development team that are responsible for it. This means it will need updating in due course. The Clerk presented Members with 3 quotes between £499 plus VAT to £929 plus VAT for the suggested work.

6.2.2 The Clerk asked Members to consider a Councillor to be added to the Parish Council Facebook page as Moderator.

RESOLVED (6)

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

b) The Clerk will advertise her desk/drawers for sale and is able to source a larger second hand desk/drawers up to the value of £150.

c) Members noted the Clerk's Update on the Website and agreed to incorporate the works/quotes in next year's budget to action.

d) Councillor Sprack was approved as Moderator for the Parish Council Facebook page.

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

7.1 Deed of Variation – Kilham Hall

Members considered and approved the amended Deed of Variation.

7.2 Users of the Field

The Clerk updated Members regarding the Users of the field – Edenthorpe Girls Football Team on a Monday evening, Branton Football Team on a Wednesday evening, Saturday and Sunday morning and Fitness Camp on a Thursday evening and Sunday morning. No complaints from residents or hall users have been received.

7.3 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members of the following discussions which took place at the last Meeting – Deed of Variation/Lease, Pantomime, Roof Repairs, concerns regarding football teams using the field and electricity costs.

RESOLVED (7)

a) The Chairman and Vice Chairman signed the Deed of Variation, witnessed by Councillor Sprack.

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

- b) The Clerk is to inform Kilham Hall Management Committee that the Deed of Variation is ready for their signature.
- c) Members confirmed they were happy to continue to let the users use the field.
- d) Noted Kilham Hall Management Committee's update.

**8) PARISH MATTERS**

8.1 Quarterly Newsletter

Members considered the content of the quarterly newsletter which included updates on the Defibrillator in Old Cantley, MUGA, CCYV, Biodiversity/Seed Bombs and The King's Portrait. The Clerk asked Members if they would like appointment of Chairman and welcome new Councillors including in the newsletter. Discussion took place regarding publication of the Newsletter.

8.2 Tommy Silhouette

The Clerk requested approval to order the 3<sup>rd</sup> Tommy Silhouette for the Parish Armistice Day displays, as approved in the budget, at a cost of £175 plus £25 postage.

RESOLVED (8)

- a) The Clerk is to include a paragraph regarding appointment of new Chairman and new Councillors in the Newsletter.
- b) The Clerk is to publish the quarterly newsletter in the Arrow Publication and Today Publication.
- c) Members approved the purchase of a Tommy Silhouette at a cost of £175 plus £25 postage.

**9) FINANCIAL**

9.1 Direct Bank Payments

That the following payments are duly authorised.

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/21	Branton Farm Nurseries (Fuel & Strimmercord)	24.17	4.83	29.00	Open Spaces Act 1906
24/22	Clerk - Payroll - tbc	0.00		0.00	LGA 1972 S. 112
24/23	Handyman - Payroll -tbc	0.00		0.00	LGA 1972 S. 112
24/24	HMRC -tbc	0.00		0.00	LGA 1972 S. 112
24/25	Flourish - Plants	155.21	31.04	186.25	Open Spaces Act 1906
DD02/36	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 19
24/26	Glendale - Grass Cuts at KH	141.78	28.35	170.13	Open Spaces Act 1906

9.2 Bank Signatories

9.2.1 The Clerk informed Members that Councillor Chorlton and Councillor Innes need removing from the Parish Council bank accounts.

9.2.2 The Clerk asked Members if they wished to approve Councillor Sprack and Councillor Odell as signatories for the Parish Council bank account.

9.3 Transfer of Funds

The Clerk requested approval from Members to transfer £30,000 from the current account into the Savings account to ensure the best possible interest is obtained.

9.4 Internal Auditors Report for 2023/24

Consideration was given to the Internal Auditor's Checklist, a copy of which had been circulated to Members.

9.5 2023/2024 Annual Governance and Accountability Return

9.5.1 Approval of Annual Governance Statement (section 1)

Consideration was given to the completion of the Annual Governance Statement a draft copy of which had been enclosed with the agenda.

9.5.2 Approval of Accounting Statement (section 2)

Consideration was given to the accounting statement a copy of which was enclosed with the agenda.

9.5.3 Approval of explanation of Variance Statement for 2023/24 accounts

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

A copy of the completed variance statement was considered which was enclosed with the agenda.

9.6 Period of Exercise of Public Rights

The dates for the period of exercise of public rights were considered.

9.7 Bank Statements

The Clerk presented Members with the bank statements for both April and May.

RESOLVED (9)

- a) The payments were duly authorised.
- b) It was approved to remove Councillor Chorlton and Councillor Innes from the bank accounts.
- c) It was approved to add Councillor Sprack and Councillor Odell to the bank account signatories.
- d) Councillors Williams, Rushby and Gibbins signed the bank amendment form and Councillor Sprack also signed the same.
- e) The Clerk is to obtain Councillor Odell's signature and send the completed form back to Unity Bank.
- f) The Clerk is to transfer £30,000 from the Current Bank Account into the Savings Account.
- g) The Internal Auditor's Report was noted.
- h) That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.
- i) That the Accounting Statement is approved and duly signed by the Chairman for submission to the External Auditor.
- j) That the Annual Variance Statement is agreed and submitted to the External Auditors.
- k) That the period of exercise of Public Rights is set for Monday 10<sup>th</sup> June to Friday 19<sup>th</sup> July 2024.
- l) The Bank statements were noted and the Council's Internal Auditors signed them

**10) POLICIES/PROCEDURES**

The following policies were reviewed:

- 10.1.1 Financial Regulations - Amendments Pg3, PG5-11, Pg13
- 10.1.2 Member/Officer Relations - Amendment to Pg4
- 10.1.3 Code of Conduct - No Changes
- 10.1.4 Biodiversity - Changes to Acton Plan
- 10.1.5 Appraisal - Amendment to Pg2
- 10.1.6 Fire Safety - Amendments to Pg1-2
- 10.1.7 Social Media & Electronic Communication - Amendment to Pg1

RESOLVED (10)

- a) The above Policies were all approved.

**11) PLANNING APPLICATIONS**

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

24/00781/FUL Canter, 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)	No comments or concerns
24/00820/TCON 32 Warrington Drive, Bessacarr	Notice of intention to fell an Oak tree, situated within Bessacarr Conservation Area	No comments or concerns
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	No comments or concerns
24/00899/FUL 4 Silverdale Close, Branton	Erection of two storey extension to the side, and ground floor extension to the rear of dwelling	No comments or concerns
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	No comments or concerns
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	No comments or concerns

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

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

RESOLVED (11)

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

**12) POLICE ISSUES**

12.1 Police Issues

1 residents attended the drop in sessions. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Wednesday 10<sup>th</sup> July 2024 at 6.15pm-7.15pm.

RESOLVED (12)

a) Members noted the police update.

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

**13) TRAINING/EXTERNAL MEETINGS**

13.1 YLCA Chair's Training

The Clerk informed Members of the Chair's Training scheduled for 12<sup>th</sup> June 2024 at Tadcaster at a cost of £70. Approval was sought for the Vice Chairman to attend.

13.2 YLCA Branch Meeting

The YLCA South Yorkshire Branch Meeting is scheduled for 19<sup>th</sup> June 2024 in Askern. All Members are able to attend.

13.3 YLCA Regional Training Day

The Clerk informed Members of the YLCA Talking Tables event on 18<sup>th</sup> July and requested approval to attend at a cost of £70.

13.4 Cost of YLCA Regional Training Day

RESOLVED (13)

a) Members approved Councillor Gibbins attendance on the YLCA Chair's Training at a cost of £70.

b) Councillor Gibbins will attend the YLCA South Yorkshire Branch Meeting.

c) The Clerk is to pass Councillors Williams' apologies for the YLCA South Yorkshire Branch Meeting.

d) Members approved the Clerk's attendance at the YLCA Talking Tables Event.

d) The Clerk is to write to Finningley Parish Council to request sharing the cost of the Talking Tables event.

**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, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training and letter from Severn Trent Water regarding the Finningley Project.

RESOLVED (14)

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

**15) DATE OF NEXT MEETING**

RESOLVED (15)

That the next meeting be held on Wednesday 3<sup>rd</sup> July 2024 commencing at 6pm.

**16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

16.1 Clerk's May Timesheet

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

16.2 Handyman's May Timesheet

Handyman's timesheet for March was shared for information.

RESOLVED (16)

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

The meeting closed at 7.30pm.

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