

Minutes Subject to Approval at the Next Meeting

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 public 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

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

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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.

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 escalated 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

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

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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.
- 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.

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

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- 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.
- 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 Wellings 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)

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

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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.

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 minutes 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.

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

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

The meeting closed at 8.10pm.

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

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CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – FEBRUARY 2025

1) CDC

- a) MUGA - **Confirmed the PC would accept amended invoice cost (£1k reduction). Awaiting amended Invoice from CDC prior to payment. Snagging list compiled and awaiting final report and signage from FOSSE to enable us to open the MUGA to residents. Would like to open for half term – w/c 17th February 2025.**
- b) CCTV – **Chased CDC for update on when CCTV being installed. Had confirmation that sockets should be installed w/c 20/01/25. However received notification that there is a problem with the siting of the Whiphill Top Lane camera so awaiting CDC's correspondence re potential new site. Also awaiting confirmation when cameras will be installed.**
- c) Land at top of Brockholes Lane – **Carried out undertaker checks with Yorkshire Water and Northern Powergrid – no pipes or underground cables. No reply from Virgin or BT but usually 200/300mm underground if any cabling. Informed CDC, received two licences for signing.**
- d) Parish Precept – **Submitted precept figures to CDC once budget finalised.**

2) Recreation Ground/Garden Areas

- a) MUGA – **As above**
- b) Fence Maintenance - **Handyman continuing painting fence around KH.**
- c) Paint Playground – **Handyman will need to close park to paint it so waiting til Spring.**
- d) Repairs – **Handyman working through ROSPA Report.**
- e) Hedgecutter – **Handyman has taken it to Garden Centre for repair at a cost of £98.83. Still awaiting repair however handyman has new hedgecutter to use.**
- f) Annual Hedge Cut – **Took place 15/01/25 – local residents were informed prior to cut.**
- g) Pull Up Bars – **Ordered safagrass matting for underneath pull up bars. Handyman will install once received.**
- h) Donated bench – **Handyman and Cllr Gibbins installing bench on Friday 31/01/25 weather permitting.**
- i) Bike rack – **Handyman will install the bike rack near the MUGA.**

3) Kilham Hall /Meeting Rooms/Store Room/Car Park

- a) Energy – **Provided KHMC with refund from recent solar export.**
- b) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**
- c) Internal Store – **Handyman has made new internal store and painted the entrance to KHMR.**
- d) Complaints from residents regarding parking issues – **Forwarded CDC's reply to KHMC prior to their meeting for their consideration regarding legalities of placing cones on Kilham Lane. KHMC still agreed to purchase 30 cones for such use and therefore the Parish Council don't need to purchase any cones.**

4) Parish/Community

- a) Defibrillator's – **Checked regularly and the Circuit Website updated. KH Defib may be coming close to lifespan and battery isn't charging fully so Clerk to look into this and cost new ones for inclusion in next year's budget.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**
- c) Meeting with Warren Park Residents – **Arranged for Monday 3rd February 2025 at 5pm at Kilham Hall with Chairman and Clerk.**
- d) Community Grant for Open Spaces – **Went to apply for the grant (closing date was advertised as 13/02/25 initially) for improvements to Brockholes Lane. Tried on 28/01/25 and applications had closed.**

5) Parish Council Procedures/Finance

- a) Website –**Updated regularly**
- b) Facebook – **Updated regularly**
- c) Policies – **Reviewed the following:**
 - Annual Leave Policy.**
 - Co-option Policy.**
 - Expenses Policy.**
 - Recruitment and Selection Policy**
 - Sickness Absence Policy.**
 - Dispensation Policy.**

No changes to any policies.

- d) Generic Risk Assessment - **Amended to incorporate the MUGA.**
- e) Asset Register – **Updated to incorporate MUGA. Will present to PC when annual review is due.**
- f) Unity Bank – **Sent form to Unity to add Cllr Adams.**
- g) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**
- h) Handyman/Clerk roles – **Informed Handyman of new payscale, pension and annual leave entitlement. Also informed Warrens GBC.**
- i) Finalised budget for 2025/2026 – **sent final version to members for approval prior to submitting precept to CDC and placing budget and precept figures on website and FB.**
- j) Clerk's Phone – **Contract up for renewal – agreed a SIM only deal at £10pm plus VAT.**

6) Police

- a) Drop In Session – **future dates set until July 2025 and advertised on FB, website and notice boards. No residents attended the session on 28/01/25. The next session is on Wednesday 12th March 2025 at 6pm-7pm at Kilham Hall Meeting Rooms.**

7) Training/Networking

- a) Clerk has submitted two of five modules of CILCA qualification – **This will take between 8 and 12 months (started October 2024) at approximately 4/5 hours per week.**

Actions Following Meetings - 2024/2025 - Clerk's Report

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
03/04/2024	3.1	Place 20/03/24 Minutes on website	Clerk	04/04/2024	N	Done
03/04/2024	4.3	Ask newly appointed Cllr to sign Declaration of Office and send to CDC	Clerk	03/04/24 & 04/04/24	N	Done
03/04/2024	4.3	Arrange to meet Cllr Sprack to provide him with additional documentation, his PC Email address, to complete Register of Interests and answer any questions	Clerk	08/04/2024	N	Done
03/04/2024	4.3	Write to the unsuccessful candidates thanking them for their interest and asking them to apply for the 2nd vacancy due to be advertised in due course	Clerk	05/04/2024	N	
03/04/2024	4.4	Amend RM Schedule, place on Website and place in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.5	Place Asset Register, Deeds Register in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.7	Pay YLCA Annual Subscription Invoice	Clerk	12/04/2024	N	
03/04/2025	4.8	Seek confirmation from Lead Litter Picker that volunteers would be happy for their photo to be provided to YLCA for their annual report	Clerk	04/04/2024	N	Done - Ok with it
03/04/2024	4.8	Send Litter Picker photo to YLCA for annual report	Clerk	05/04/2024	N	Done
03/04/2024	4.9	Prepare Cllr Vacancy Poster for advertising	Clerk	08/04/2024	N	Done
03/04/2024	4.10	Nomination to KHMC to be placed on May Agenda	Clerk	04/04/2024	N	Done
03/04/2024	4.11	Internal Auditors to sign bank statements and bank reconciliation	Cllr Williams			Done
03/04/2024	4.11	Inform CDC (Clare Simpson on behalf of Ward Cllr Jones) that container not appropriate or required for Manor Farm	Cllr Rushby	03/04/2024	N	Done
03/04/2024	6.1.1	Phone persimmon and see if they'd give us permission to have 1/2hrs per month in their site office to engage with community	Clerk	05/04/2024	N	Left a voicemail for persimmon to call me back
03/04/2024	6.1	Continue to chase CDC on MUGA	Clerk	05/04/2024	Y	
03/04/2024	6.2	Continue to chase CDC on CCTV	Clerk	Done	N	Awaiting Planning to remove condition and tender documents to be drawn up and sent out
03/04/2024	6.3	Place a FB post thanking Cllr Innes for his work and welcoming Cllr Sprack	Clerk	Done	N	Awaiting update from DF at CDC re: location and when will be installed
03/04/2024	7.2	Write to KHMC informing them that the PC will take over cost of repairs once the Deed of Variation has been signed however they will not take on repairs already identified.	Clerk	05/04/2024	N	Done - scheduled for 07/04/24
03/04/2024	8.1	Contact Dickinson Wood and chase the Deed of Variation. Also ask about the legality of the PC charging rent to KHMC.	Clerk	05/04/2024	N	Emailed Chair of KHMC
03/04/2024	8.2	Request cost of pantomime from KHMC so PC can consider contribution at May meeting.	Clerk	05/04/2024	N	Done - emailed Chair of KHMC requesting details and placed on May Agenda

03/04/2024	9.1.1	Inform Christmas Plus of the contract for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.1.2	Inform Blanchard that they have been unsuccessful for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.2	Inform RJ Electrical that they have been successful for installation/removal of Christmas Illuminations for the 3 Parish Council chritmas trees	Clerk	05/04/2024	N	Done
03/04/2024	9.3	Confirm repair of the 3 sets of illuminations for Old Cantey with Christmas Plus	Clerk	05/04/2024	N	Done
03/04/2024	9.6	Place seed bombs on Facebook and in next Newsletter for residents to express an interest and let Clerk know by September 2024 for distribution Spring 2025	Clerk	17/04/2024	N	Drafted Newsletter for May PC Meeting and put a post on FB
03/04/2024	10.1	Pay invoices/payroll as authorised	Clerk	12/04/2024	N	Done
03/04/2024	10.2-10.4	Place Bank reconciliation, VAT return and budget monitoring reports in AGAR folder	Clerk	04/04/2024	N	Done
03/04/2024	10.5	Council's Internal Auditors to sign bank statements	Cllr Williams Cllr Rushby	03/04/2024	N	Done
03/04/2024	10.6	Look at SUEZ and FCC Community Action Fund Grants and apply for the same	Clerk	19/04/2024	N	Submitted both following help from Cllr Gibbins
03/04/2024	11.1.1-11.1.5	Provided CDC with feedback on planning applications	Clerk	04/04/2024	N	Done
03/04/2024	12.1	Advertise next police drop in	Clerk		N	Scheduled posts for FB
03/04/2024	13.1	Book handyman on ROSPA Operational Training for 4th and 5th December 2024	Clerk	03/04/2024	N	Done
03/04/2024	13.2	Book Clerk on CILCA for October 2024	Clerk	03/04/2024	N	Done - expressed an interest with YLCA for October
03/04/2024	13.2	Write to Finningley Parish Council asking if they would go halves on costs of CILCA	Clerk	15/04/2024	N	Done - agreed so once register for CILCA let YLCA know
03/04/2024	16.1-16.2	Inform Warrens GBC of decision to pay Clerk additional 5.5hrs and that timesheets been approved	Clerk	04/04/2024	N	Done
03/04/2024	16.4	Inform Warrens GBC of 1 increment for Clerk taking her to £16.67 ph	Clerk	04/04/2024	N	Done
03/04/2024	16.6	Inform Warrens GBC of 1 increment for Handyman taking him to £12.63 ph	Clerk	04/04/2024	N	Done
01/05/2024	1.1	Send Chair's Signed Declaration of Office to CDC MO and YLCA	Clerk	02/05/2024	N	Done
01/05/2024	1.5.1	Inform CDC of PCJCC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.2	Inform KHMC of PC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.3	Inform Barnsley DC of YWPCC Representatives	clerk	02/05/2024	N	Done
01/05/2024	1.5.4	Inform YLCA of Voting Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.5	Inform CDC of PROW Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5	Update list of external representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.8	Update Website with SO's & Fin Regs	Clerk	02/05/2024	N	Done
01/05/2024	1.16	Put Schedule of Meeting Dates on Website	Clerk	02/05/2024	N	Done
01/05/2024	1.16	Put Schedule of Meeting Dates on FB and Notice Boards	Clerk	07/05/2024	N	Done
01/05/2024	3.1	Put approved minutes on website	Clerk	02/05/2024	N	Done
01/05/2024	4.2	Update Councillor Details on website	Clerk	02/05/2024	N	Done
01/05/2024	4.3	Send Councillor Odell's declaration of office to CDC MO	Clerk	02/05/2024	N	Done

01/05/2024	4.2	Set up Councillor Odell's PC email address	Clerk	02/05/2024	N	Done
		Inform Ward Councillors of a PC representative for their quarterly PC meeting	Clerk	02/05/2024	N	Done
01/05/2024	5.1.2	Inform CDC that happy to go out to tender with all 5 contractors	Clerk	02/05/2024	N	Done
01/05/2024	5.2		Clerk	02/05/2024	N	
01/05/2024	5.4	Inform CDC of new highways issue	Clerk	02/05/2024	N	Done - Ref; 201002486695
		Inform Branton Juniors that the Under 9s team can use the field - need sight of PL Insurance and would need to meet up to discuss MUGA, marking of pitch, nets, toilet facilities	Clerk	02/05/2024	N	Done - met Chris Alton of Branton Juniors on 04/05/24 and received copy of PL Insurance 07/05/24
01/05/2024	6.2.1	Confirm attendance at the webinar on 21/05/24 re: webiste accessibility in the Clerk's absence	Councillors	02/05/2024	N	Done - Councillor Odell attending - Clerk registered him on the webinar and sent him the information.
01/05/2024	7.2					
01/05/2024	8.1	Keep Chasing Dickinson Wood for Deed of Variation	Clerk		N	Done
		Respond to KHMC Chair's email regarding Deed/Repairs				Done in meeting with Members input
01/05/2024	8.1		Clerk	01/05/2024	N	
		Donate £500 to Auckley Show - contact organisers				Donation declined by Auckley Show as they have enough funding
01/05/2024	9.1		Clerk	02/05/2024	N	
01/05/2004	9.2	Donate £1000 to KHMC for Pantomime - inform KHMC	Clerk	02/05/2024	N	Donation made
01/05/2024	9.3	Advertise the litter pick on 11/05/24	Clerk	02/05/2024	N	FB Posts scheduled
		Inform St Wilfred's PTA member that we have no restrictions on banners advertising the Summer Fayre				Messaged Michelle Abele who enquired
01/05/2024	9.4		Clerk	02/05/2024	N	
01/05/2024	10.1	Pay invoices/payroll that has been approved	Clerk	10/05/2024	N	Done
		Print bank statements off for next month (due to problem with Unity this month) ready for signing				Done
01/05/2024	10.2		Clerk	03/06/2024	N	
01/05/2024	11.1	Add the Disposals Policy to Website	Clerk	02/05/2024	N	Done
01/05/2024	13.1	Advertise the next Police Drop In	Clerk	02/05/2025	N	FB Posts scheduled
		Look at Department for Energy Security and Net Zero recently launched consultation and reply on behalf of the PC				Relates to Wind Turbines so no comment needed
01/05/2024	15.1.5		Councillor Gibbins	10/06/2024	N	
		Inform Warrens GBC of approved timesheets to arrnage payroll				Done
01/05/2024	17.1-17.2		Clerk	02/05/2024	N	
01/05/2024	17.3	Carry forward 3 hrs A/L from 2023/2024 to 2024/2025	Clerk	02/05/2024	N	Done
05/06/2024	3.1	Put approved minutes on website and file	Clerk	06/06/2024	N	Done
05/06/2024	4.2.2	Respond to resident re metal grid onto park	Clerk	11/06/2024	N	Done
		Contact Football team and inform time not convenient, maybe later				Done - no reply from Team
05/06/2024	4.2.3		Clerk	06/06/2024	N	
		Contact Air Ambulance/Recycling and say happy to try a clothing bank on 3 month trial				Done - Happy to trial, met rep from Recycling Company, signed contract, took photos of area - she'll be in touch when delivering
05/06/2024	4.2.4		Clerk	06/06/2024	N	Urba Arborist attended 08/08/24
		Discuss with Handymen re: overhanging trees and potentially contact external arborist to quote for work				
05/06/2024	4.2.5		Clerk	07/06/2024	N	
05/06/2024	4.2.6	Cllr Gibbins to contact resident from Rural Crescent	Cllr Gibbins	12/06/2024	N	Cllr Gibbins has responded to resident
05/06/2024	5.2	Confirm MUGA colours and markings with CdC	Clerk	06/06/2024	N	Done
05/06/2024	5.2.1	Resubmit SUEZ grant application	Clerk	Jul-24	N	
		Advertise the Clerk's desk for sale and purchase a second hand new larger desk/drawers for up to £150				No takers so keep current desk
05/06/2024	6.1.1		Clerk	12/06/2025	N	
05/06/2024	6.2.1	Add Website to November budget planning	Clerk		N	Done - look at in November when draft budget
05/06/2024	6.2.2	Add Councillor Sprack as PC Admin/Moderator on FB	Clerk	22/08/2024	N	Done and asked Cllr Sprack to accept invitation

05/06/2024	7.1	Get KHMC Members to sign Deed of Variation and then Scan and return to Dickinson Wood	Clerk	07/06/2024	N	Done - Signed 07/06/24 and scanned and returned to Dickinson Wood & KHMC on 10/06/24
05/06/2024	8.1	Amend Newsletter and publish in Arrow & Today publicationions	Clerk	07/06/2024	N	Done
05/06/2024	8.2	Order Tommy Silhouette	Clerk	11/06/2024	N	Done
05/06/2024	9.1	Pay invoices/payroll	Clerk	13/06/2024	N	Done
05/06/2024	9.2.1 & 9.2.2	Complete Bank changes form and send to Unity	Clerk	13/06/2024	N	Done - Need Cllr Odell's signature upon his return from leave then can do
05/06/2024	9.3	Transfer £30K from current account to Savings account to gain interest	Clerk	13/06/2024	N	Done
05/06/2024	9.4	Look at payroll data following Internal Auditor's Report	Clerk	01/06/2024	N	Done - only 1 error as highlighted by PC IA however checked with Warrens GBC and HMRC Account up to date
05/06/2024	9.5.1-9.5.3	Send AGAR to external auditor	Clerk	10/06/2024	N	Done
05/06/2024	9.5.1-9.6	Put AGAR and Notice of Public Rights on Notice Boards & Website	Clerk	07/06/2024	N	Done
05/06/2024	10.1.1- 10.1.7	Amend policies and publicise on Website and print off and place in Folder	Clerk	12/06/2024	N	Done
05/06/2024	11.1	Send CDC Feedback on Planning Applications	Clerk	07/06/2024	N	Done
05/06/2024	12.1	Liaise with SYP and coordinate/publish Police Drop Ins	Clerk			Done
05/06/2024	13.2	Send Cllr Williams apologies to YLCA SY Branch Meeting and confirm Cllr Gibbins attendance	Clerk	07/06/2024	N	Done
05/06/2024	13.3	Book Clerk a place on regional training day	Clerk	07/06/2024	N	Done
05/06/2024	13.4	Write to Finningley PC requesting split costs of Clerk's training	Clerk	07/06/2024	N	Done
05/06/2024	16.1-16.2	Send Clerk & Handyman's Timesheets to Warrens GBC for payroll data	Clerk	06/06/2024	N	Done
03/07/2024	3.1	Put approved minutes on website and file	Clerk	04/07/2024	N	Done
03/07/2024	5.5	Repair damage to park and rotting/loose treads on steps upto Monkey Bars	Handyman	08/07/2024	N	Clerk informed Handyman of decision. Parts for damage ordered and will repair once arrive
03/07/2024	5.6	Report hedge at back of Hagans to CDC	Clerk	04/07/2024	N	Done
03/07/2024	5.6	Report overgrown footpath at side of River Torne to Environment Agency	Clerk	04/07/2024	N	Done
03/07/2024	7.2	Chase resident for completed Hire of Field form and confirmation re: insurance prior to use	Clerk	09/07/2024	N	Received
03/07/2024	7.6	Inform KHMC that the PC will split the cost of the installation of the new meter	Clerk	04/07/2024	N	Informed KHMC
03/07/2024	7.4	Contact Urban Arboist to accept their quote and book work for Doncaster Road	Clerk	04/07/2024	N	Done - awaiting confirmation of when work will take place
03/07/2024	7.5	Confirmed Cllrs to close gates in Clerk/Caretaker absence for 06/07/24 & 13/07/24	Cllr Odell Cllr Gibbins	06/07/24 13/07/24	N	Done
03/07/2024	8.1	Report maintenance of brick built bus shelter (near Badgers Holt) to Travel South Yorkshire	Clerk	04/07/2024	N	Done
03/07/2024	9.1	Pay Invoices/Payroll	Clerk	12/07/2023	N	Done and Members asked to authorise
03/07/2024	9.2	Get Cllr Rushby to sign the Bank Reconciliation	Clerk	15/07/2024	N	Done
03/07/2024	9.4	Submit VAT Reclaim	Clerk	04/07/2024	N	Done
03/07/2024	9.5	Get Cllr Rushby to sign the bank statements	Clerk	15/07/2024	N	Done
03/07/2024	10.1.1-10.1.7	Amend Policies as stated and place on Website and in folder	Clerk	08/07/2024	N	Done

03/07/2024	10.1.1-10.1.7	Update Policy List and place in folder	Clerk	08/07/2024	N	Done
03/07/2024	10.1.5	Contact YLCA and seek guidance on trigger period and other queries in Capability Policy	Chair		Y	Clerk emailed Chair 08/07/24 reminding him to submit a ticket re: this issue and chased 21/08/24
03/07/2024	11.1.1-11.1.2	Clerk to update FB posts re: poppies and seeking volunteers to sew	Clerk	Conitnually advertise and moreso September 24	N	Posts scheduled
03/07/2024	12.2	Clerk to advertise Carols Around the Tree event nearer the time - 06/12/24	Clerk	Oct/Nov	N	Done
03/07/2024	12.3	Clerk to confirm Carols Around the Tree event with Armthorpe Elmfield Brass Band and request invoice	Clerk	08/07/2024	N	Clerk emailed and confirmed and requested invoice - awaiting receipt of same
03/07/2024	12.4	Inform Christmas Plus & RJ Electrical that lights want illuminating by 30/11/24 and removing on 06/01/25	Clerk	08/07/2024	N	Done
03/07/2024	13.1.1-13.1.3	Provide CDC Planning with PC comments	Clerk	04/07/2024	N	Done
03/07/2024	13.2	Request clarify from CDC planning re: S.106 monies re: Land at South of Doncaster Rd	Clerk	04/07/2024	Y	Emailed CDC Planning Department - await reply
03/07/2024	15.3	Inform YLCA of apologies/attendance for YLCA Joint Annual Meeting on 20/07/24	Clerk	04/07/2024	N	Done
03/07/2024	18.1-18.3	Provide Warrens GBC with payroll information	Clerk	04/07/2024	N	Done
04/09/2024	2.1	Forward Amended ROI Form to Cllr Odell	Clerk	05/09/2024	N	Done
04/09/2024	3.1	Put approved minutes on website and file	Clerk	05/09/2024	N	Done
04/09/2024	4.2.2	Report fallen trees on Milton Road to CDC	Clerk		N	Done
04/09/2024	4.2.3	Contact resident re: volunteering and arrange suitable date	Clerk	05/09/2024	Y	Contacted resident - he will get back to us with dates
04/09/2024	4.2.3	Draft Risk Assessment for volunteering/painting	Clerk	05/09/2024	N	Done - going to PC on 02/10/24 for approval
04/09/2024	5.1	Advertise Community Skip for 30/11/24 nearer time and once we know venue	Clerk	Oct/Nov	N	Done
04/09/2024	5.3	Chase CDC re; CCTV Update	Clerk		N	Done - still awaiting confirmation of electrics
04/09/2024	5.4	Report sunken drain on Whiphill Top Lane near new build entrance	Clerk		N	Done
04/09/2024	6.1	Email YLCA to request Chair's YLCA Log in details are sent direct to him	Clerk	05/09/2024	N	Done
04/09/2024	6.1	Chair to raise ticket with YLCA re:Capability Policy once gets log in details	Chair		Y	Done
04/09/2024	7.1	Inform Handyman of tasks to carry out over Autumn/Winter - painting of the play area, studded wall in Kilham Hall meeting rooms to be built, repair the play tower, stain park signs.	Clerk	06/09/2024	N	Done
04/09/2024	7.2	Inform Handyman that a compost bin can be built and that Councillor's Odell and Gibbins offered to help with this	Clerk	06/09/2024	N	Done, delivered and used
04/09/2024	7.4	Order 2-in-1 hedge trimmer and saw pole at the cost of £169.99 and inform Handyman	Clerk	06/09/2024	N	Done
04/09/2024	7.5	Discuss with Caretaker about a First Aid Course	Clerk	09/09/2024	N	Caretaker is going on a course paid for by KHMC in due course
04/09/2024	7.6	Discuss with Handyman about drilling hole at KH for meter and what equipment is required	Clerk	06/09/2024	N	Done - drill bit purchased
04/09/2024	8.4	Respond to Wilkin Chapman	Clerk	05/09/2024	N	Done
04/09/2024	9.2	Publish the next litter pick on 28/09/24 on FB	Clerk		N	Done and shared to Village Voice FB page

		Contact CDC to see whether they could adopt the land. If this isn't possible, the Clerk will put to CDC ways to improve the appearance of the land – cut back the self set and move the bench from next to the road back onto the land.	Clerk	09/09/2024	N	Update on Oct Agenda
04/09/2024	9.3					
04/09/2024	10.2	Pay outstanding invoices	Clerk	13/09/2024	N	Done
04/09/2024	10.3	Organise Internal Audit Exercise with Cllr Butterworth & Cllr Rushby	Clerk	13/09/2024	N	Done - Update on Oct Agenda
04/09/2024	10.4	Get Cllr Butterworth & Cllr Rushby to sign bank statements	Clerk	13/09/2024	N	Done
04/09/2024	11.1.1 to 11.1.5	Amend/finalise all policies and place on website and in Office File and update Policy List	Clerk	12/09/2024	N	Done
04/09/2024	11.2.1 to 11.2.4	Amend/finalise all risk assessments and place in Office File	Clerk	12/09/2024	N	Done
04/09/2024	11.3	Finalise Staffing Committee TOR and file	Clerk	12/09/2024	N	Done
04/09/2024	12.1	Provide feedback to CDC Planning Department and update Planning Register	Clerk	05/09/2024	N	Done
04/09/2024	13.1	Advertise Police Drop In Sessions on FB	Clerk		N	Done
04/09/2024	17.1 to 17.2	Forward Clerk & Handyman's timesheets to Warrens GBC to prepare payroll	Clerk	05/09/2024	N	Done
04/09/2024	17.3	Clerk to update Members and FB of her new working hours once she is aware of them	Clerk	17/09/2024	N	Done
02/10/2024	3.1	Put approved minutes on website and file	Clerk	03/10/2024	N	Done
02/10/2024	5.2 & 5.3	Clerk to amend standard Vacancy notice with closing date of 25/11/24 on it and advertise on Website, FB, Notice Boards, Shop	Clerk	22/10/2024	N	Once receive notification from CDC advertise the vacancy
02/10/2024	5.4	Pay SLCC Annual Membership	Clerk	11/10/2024	N	Done
02/10/2024	5.5	Put Asset Register on Website	Clerk	08/10/2024	N	Done
02/10/2024	5.6	Pass on Councillor Gibbins apologies to YLCA for SY Branch Meeting	Clerk	03/10/2024	N	Done, booked and advertised
02/10/2024	6.1	Chase Ward Councillors and check if skips are going ahead and if so location so can advertise	Clerk	07/10/2024	N	
02/10/2024	6.2	Send Grant Application to CDC	Clerk	03/10/2024	N	Done
02/10/2024	6.2	Finalise letter to residents once start date confirmed by CDC/FOSSE and delivery to local houses on Kilham Lane and those that back onto field from Whiphill Top Lane	Clerk	18/10/2024	N	Done
02/10/2024	6.4	Write to local residents whose properties back onto open space at Brockholes Lane and inform them of our intentions and seek their views	Clerk	23/10/2024	N	Done
02/10/2024	6.5	Inform Handyman that PC are happy for him to repair the swings/zip line as and when required as highlighted in CDC's report	Clerk	04/10/2024	N	Done
02/10/2024	6.6	Report paths on Kingsmead near the Close in disrepair and also metal bar on field between Oaktree Road and Valley Drive	Clerk	03/10/2024	N	
02/10/2024	7.1	Return Register of Interests form to Clerk	Councillor Odell	23/10/2024	N	ROI form received 23/10/24 and sent to Monitoring Officer
02/10/2024	7.1	Contact YLCA re: Capability Policy	Chairman		Y	

02/10/2024	8.1	Advertise change of times for closing of car park at Kilham Hall during Winter months	Clerk	03/10/2024	N	Put posts on FB and also updated Website
02/10/2024	8.2	Inform CDC that annual hedge cut to take place in January	Clerk	03/10/2024	N	Carried out 15/01/25
02/10/2024	8.4	Contact Shutter Company to see if can use the motor that was taken off window on Handyman's door to reduce cost of repair. If not, approve quote and book repair in	Clerk	03/10/2024	N	Done - repair carried out 08/10/24
02/10/2024	8.6	Phone resident and inform him of type of bench PC would accept on KH field and send him link to the benches	Clerk	03/10/2024	N	Done - phoned and spoke to resident who was OK with PC's decision, sent email with link to products, contact number for company and delivery details by email 07/10/24
02/10/2024	9.1	Amend Newsletter slightly and send to Today Publications and The Arrow Publication	Clerk	09/10/2024	N	Done
02/10/2024	9.2	Confirm with Handyman that poppy displays will go up 2 weeks before (w/c 28/10/24) and come down 2 weeks after (end of November)	Clerk	04/10/2024	N	Done
02/10/2024	9.3	Order seed bombs	Clerk	23/10/2024	N	Done
02/10/2024	9.4	Take to next KHMC Meeting and ask if they intend hosting anything for VE Day 80th Anniversary (May 25) or want to jointly host something and let the PC know at December meeting in time for budget setting	Councillor Gibbins & Councillor Sprack	04/12/2024	N	KHMC not holding an event
02/10/2024	10.1	Put AGAR Section 3 and Notice of Conclusion on Notice Boards	Clerk	04/10/2024	N	Done
02/10/2024	10.2	Pay invoices/payroll	Clerk	11/10/2024	N	Done
02/10/2024	10.3	Place Internal Control document on website	Clerk	08/10/2024	N	Done
02/10/2024	10.4	Transfer £30k from current account to reserves account	Clerk	11/10/2024	N	Done
02/10/2024	10.4	Put 2nd Qtr Bank Reconciliation on website	Clerk	08/10/2024	N	Done
02/10/2024	10.6	Check 2nd Qtr VAT return, await NPG Invoice & add that to it then claim	Clerk	11/10/2024	N	Done
02/10/2024	10.7	Order poppy wreathes and make a £100 donation to RBL	Clerk	11/10/2024	N	Done
02/10/2024	11.2	Put reviewed policies on website	Clerk		N	Done
02/10/2024	11.3.3	Put amended GDPR/Data Information Audit on Website	Clerk		N	Done
02/10/2024	12.1	Inform CDC of planning comments	Clerk	03/10/2024	N	Done
02/10/2024	12.2	Inform CDC of suggested street names for new estate	Clerk	03/10/2024	N	Done
02/10/2024	13.1	Advertise next police drop in at Garden Centre	Clerk		N	Done
02/10/2024	14.2	Send Councillor Sprack the link to the YLCA gov.uk webinar	Clerk	03/10/2024	N	Done
02/10/2024	17.1 - 17.4	Inform Warrens GBC of approved timesheets, mileage sheet and Clerk pension contribution	Clerk	04/10/2024	N	Done
06/11/2024	3.1	Put approved minutes on website and file	Clerk	07/11/2024	N	Done
06/11/2024	4.2	Monitor number of reports received about grid into park and keep PC updated	Clerk/Handyman		Y	Ongoing
06/11/2024	5.3	Chase Janice Jones at CDC for annual maintenance costs of CCTV cameras	Clerk	12/11/2024	N	Awaiting reply

06/11/2024	5.4	Ask KHMC if they would apply for Capital Grant on PC's behalf	Clerk/Cllr Gibbins	07/11/2024	N	Done - Clerk liaised with CDC and KHMC - as the project has now started we cannot apply for the Capital Grant
06/11/2024	6.1	Draft a FB post about proposed improvements to the open space at top of Brockholes Lane after 1/12/24	Clerk	02/12/2024	N	Scheduled a post for 02/12/24
06/11/2024	6.2.1	Include gov.uk domain and emails and accessible website in 2025/2026 budget	Clerk	12/11/2024	N	Requested costs from web developer
06/11/2024	7.2	Confirm repairs to aerial runway by CDC at a cost of £165	Clerk	07/11/2024	N	Emailed CDC requested works are carried out
06/11/2024	7.3	Confirm with Handyman when taking equipment to Garden centre for annual service	Clerk	12/12/2024	N	Handyman to take when convenient for him
06/11/2024	8.1	Include upgrade of Website and potential Cllr Drop in session combined with Police Drop In's	Clerk		N	Done
06/11/2024	8.2	Members to review the consultation and provide Clerk with responses by 29/11/24 to enable a PC response to be formed for approval at 4/12/24 meeting	All		N	Awaiting replies
06/11/2024	9.1	Write to CDC regarding balance invoice and request part refund for unsatisfactory services received during extension build	Clerk	06/11/2024	N	Reply received from CDC - awaiting members response for next steps
06/11/2024	10.2.1	Amend Electricity provider to EON	Clerk		N	Done
06/11/2024	10.2.2	Add Vice Chair into Policy as they have passwords envelope too			N	Done
06/11/2024	11.1	Change Clerk's Planning report relating to Land at Warning Tongue Lane/Bus Terminous as the appeal has been dismissed	Clerk	06/11/2024	N	Done
06/11/2024	11.1.1 & 11.1.2	Inform CDC of planning comments	Clerk	06/11/2024	N	Done
06/11/2024	12.1	Advertise next Police Drop IN	Clerk		N	Done
06/11/2024	13.1	Purchase two tubs of celebrations for Carols around Tree Event	Clerk	22/11/2024	N	Done
06/11/2024	13.2	Write to WI requesting donation of minch pies	Clerk	06/11/2024	N	Done - WI donated mince pies and left with Clerk
06/11/2024	14.1	Look at Parish Helpline and get a quote for gov.uk website and incorporate in budget	Clerk	26/11/2024	Y	Awaiting reply
06/11/2024	17.1 - 17.2	Inform Warrens GBC of approved timesheets	Clerk	06/11/2024	N	Done
06/11/2024	17.3	Clerk to look at legalities re: pay for Handyman and also compare role/payscale with other PC's and place on December agenda	Clerk	20/11/2024	N	Done - information collated ready for PC meeting Postponed til January 2025
04/12/2024	3.1	Put approved minutes on website and file Draft reply to resident and share with KHMC re: parking on Kilham Lane to ensure KHMC are aware of decision made	Clerk	05/12/2024	N	Done Done - KHMC Chair approved reply so emailed to resident.
04/12/2024	4.2.1	Put Kilham Lane parking issues on January 2025 agenda and include cones in 2025/2026 budget	Clerk	04/12/2024	N	Done
04/12/2024	4.2.1	Send Declaration of Office to CDC Monitoring Officer in relation to Councillor Adams	Clerk	04/12/2024	N	Done
04/12/2024	5.3	Send Councillor Adams new Councillor Welcome Pack and request completed Register of Interests be returned within 28 days	Clerk	05/12/2024	N	Awaiting Register of Interests returned from Cllr Adams to send to MO Received and sent
04/12/2024	5.4	Provide a response to the remote meetings consultation	Parish Council via Clerk	04/12/2024	N	

04/12/2024	6.2	Chase CDC for reply regarding 5% of invoice	Clerk		N	Done on numerous occasions - awaiting reply - £1k off balance
04/12/2024	6.3	Continue to Chase CDC re: CCTV installation dates so we can do a FB post to update residents	Clerk		N	Done on numerous occasions - awaiting reply - escalated to Cabinet Member & Ward Cllr
04/12/2024	6.5	Check if house at end of Moor View have dug some of pavement up and check permission received from CDC	Cllr Odell/Clerk	16/12/2024	N	Cllr Odell confirmed house has installed a dropped curb - Clerk checked with CDC whether permission had been sought for this work - all is legal
04/12/2024	7.2.1	Check if a licence is required to generate QR codes (for inclusion on Agenda)	Clerk		Y	
04/12/2024	8.2.1	Await YLCA re: Solar export then update PC so Cllr Gibbins can update KHMC at their January meeting	Clerk	05/12/2024	N	Advice received back, fed back to PC and asked Cllr Gibbins to update KHMC at their January meeting
04/12/2024	8.2.2	Ask the Handyman to grit car park when he grits paths around KH	Clerk	12/12/2024	N	Done
04/12/2024	9.1	Send Cllr Adams Bus Consultation email	Clerk	04/12/2024	N	Done
		Members to send their comments on bus consultation back to Clerk before end of month to enable her to formulate a PC response for approval at January meeting				No responses
04/12/2024	9.1		All Cllrs		N	
04/12/2024	9.2	Send Chairman link to YLCA SY Branch Meeting	Clerk	04/12/2024	N	Done
04/12/2024	9.3	Contact CDC re; licence for land at top of Brockholes Lane to make improvements	Clerk		N	Done - carrying out undertaker checks before obtaining licence
		Make a FB asking residents to continue knitting/crocheting poppies to improve the displays in				FB post scheduled
04/12/2024	9.4	2025	Clerk	12/12/2024	N	
		Purchase resident who made postbox topper flowers to say thank you				Collected 13/12/24 and delivered
04/12/2024	9.4		Clerk	13/12/2024	N	
04/12/2024	9.5	Advertise the next Litter Pick on 25/01/25 on FB	Clerk	12/12/2024	N	Posts scheduled
04/12/2024	10.1	Pay invoices/payroll	Clerk	12/12/2024	N	Done
		Contact Thorne Lions re Donation				Emailed and also contacted via website - awaiting reply with clarity of bank details - chased and got no
04/12/2024	10.3		Clerk	04/12/2024	N	reply
		Consider first draft of budget and let Clerk know of any amendments				Done
04/12/2024	10.4		All Cllrs		N	
		Clerk to continue to chase up quotes and incorporate in 2nd draft				Done
04/12/2024	10.4		Clerk		N	
		Send Cllr Adams the draft budget and associated papers				Done
04/12/2024	10.4		Clerk	04/12/2024	N	
04/12/2024	11.1	Put amended Publication Scheme on website	Clerk	11/12/2024	N	Done
04/12/2024	12.1.1 & 12.1.2	Provide response to CDC re: planning applications	Clerk	04/12/2024	N	Done
		Advertise next Police Drop In on 18/12/24 at 6pm at KH				FB post scheduled
04/12/2024	13.1		Clerk	04/12/2024	N	
04/12/2024	14.1	Send Cllr Adams PCJCC email and papers	Clerk	04/12/2024	N	Done
		Book the Chairman and Vice Chairman on "Breaking the Mould" training with YLCA for March 2024				Done and paid for - emailed Cllr Williams & Cllr Gibbins informing them of same
04/12/2024	14.2		Clerk	05/12/2024	N	
		Place Breaking the Mould training in diary for 26/03/25 at 12noon	Cllr Williams & Cllr Gibbins			Clerk reminded them to
04/12/2024	14.2		Gibbins	12/12/2024	N	
		Send Warrens GBC Clerk & Handyman's timesheets and confirm 16hrs overtime to be paid for Clerk				Done
04/12/2024	17.1 & 17.2		Clerk	04/12/2024	N	

		Send Handyman letter inviting him to join pension scheme, agreed to pay his bank holidays so inform of an extra 21 hrs leave and also write to him about training				Letters drafted and sent to Chair for approval then sent to Handyman
04/12/2024	17.3		Clerk	10/12/2024	N	
		Inform Warrens GBC that Handyman joining pension from 01/02/25 and also about annual leave/bank holiday entitlement	Clerk	11/12/2024	N	Done
04/12/2024	17.3		Clerk	05/12/2024	N	Done
		Put Handyman's payscale on January 2025 Agenda				Letters drafted and sent to Clerk
		Write to Clerk informing of additional 21 hours to cover bank holidays being added to annual leave and also about training				
04/12/2024	17.4		Chairman	11/12/2024	N	
08/01/2025	3.1	Put approved minutes on website and file	Clerk	09/01/2025	N	Done
08/01/2025	5.1	Contact Manor Farm resident once receive contact details from Cllr Jones	Clerk	14/01/2025	Y	Awaiting residents response
08/01/2025	5.2.1	Respond to CDC re: balance for MUGA and pay once receive amended invoice	Clerk	14/01/2025	Y	Awaiting reply from CDC and amended invoice
08/01/2025	5.2.2	Add MUGA opening and compile report for logistics of MUGA for February meeting	Clerk	15/01/2025	N	Done
08/01/2025	5.3	Escalate CCTV to Cabinet Member and Ward Councillors due to no response from CDC	Clerk	09/01/2025	Y	Done - awaiting reply from CDC
08/01/2025	5.4	Obtain two more quotes for tree inspections & report and then commission cheapest to carry out inspection	Clerk	14/01/2025	Y	Contacted Urban Arborist, Selwyn Trees & Trees Away - CDC came out cheapest so instructed them to carry out work. Awaiting confirmation of date
08/01/2025	5.5	Carry out statutory undertaker checks for land at Brockholes Lane prior to contacting CDC for licence	Clerk	14/01/2025	N	Done
08/01/2025	5.6	Report Drains on Milton Road, Whiphill Top Lane & Valley Drive	Clerk	14/01/2025	N	Done
08/01/2025	6.2	Chase gov.uk domain/emails	Clerk	10/01/2025	Y	Awaiting reply
08/01/2025	7.1	Pay additional Insurance Premium	Clerk	15/01/2025	N	Done
08/01/2025	7.3.1	Pay £335.61 to KHMC for Energy Export	Clerk	15/01/2025	N	Done
08/01/2025	7.3.2	Contact Highways re: Cones on Kilham Lane for events	Clerk	13/01/2025	N	Done - CDC responded and shared with Members & KHMC
		Draft Article for Arrow re: Poppies and request volunteers attend for photo on Friday				Done - Article drafted and sent to Cllrs for approval Emailed WI/CC and put post on FB for volunteers for photo
08/01/2025	8.1		Clerk	13/01/2025	N	
08/01/2025	10.1	Pay invoices/payroll	Clerk	15/01/2025	N	Done
		Amend the budget following discussions and resend to Members				Done and finalised
08/01/2025	10.2		Clerk	14/01/2025	N	
08/01/2025	10.3	Send Parish Precept to CDC	Clerk		N	Done
		Complete and send application form/supporting documents to Unity to add Cllr Adams to bank				Done - awaiting confirmation from Unity
08/01/2025	10.4	Inform Claire Wellings that she has been appointed as IA	Clerk	09/01/2025	N	Done
08/01/2025	10.5		Clerk	16/01/2025	N	
08/01/2025	10.6	Get PC's Auditors to sign bank statements	Clerk/Cllr Rushby & Cllr Butterworth		Y	Need Cllr Rushby's signatures on both documents and Cllr Butterworth's on one
08/01/2025	11.1.1 to 11.1.3	Provide response to CDC re: planning applications	Clerk	09/01/2025	N	Done
		Inform Warrens GBC that timesheets are approved and additional hours to be paid				Done
08/01/2025	16.1 to 16.2		Clerk	09/01/2025	N	

08/01/2025	16.3 to 16.4	Inform Warrens GBC the new payscales from 01/04/25	Clerk	09/01/2025	N	Done
08/01/2025	16.5	Organise the Clerk's Appraisal with the Chairman	Clerk		Y	Organise for March/April

Council Tax and Parish Council Precept 2025/26

The Parish Council considered the detailed budget and the Precept request (the amount the Parish Council requires for meeting the expenses of running the Council) for the year 2025/26 at the meeting on 8th January 2025.

The budget of £70,223 was agreed. This took into account the range of Parish responsibilities including village grass cutting and weed spraying, maintaining all public areas, the dog bin emptying, meeting costs, saving for replacement street furniture, road safety, seasonal activities ie. Remembrance and Christmas displays and maintenance of the MUGA at Kilham Hall Playing Fields.

The Parish had been given the Tax Base figure (broadly, the number of Band D equivalent dwellings in the village) by City of Doncaster Council (CDC). Following the calculations, it was agreed to not increase the Precept and keep it at £68,014. The annual cost to a Band D household last year was £42.11 – and despite the precept remaining the same for 2025/2026 the annual cost to a Band D household this year will decrease and be £38.84. The Parish Council were keen to use their reserves towards the rest of the budget rather than increase the precept.

More information about how the Tax Base figure is calculated is available on the Parish Council website at [Financing the Parish Council](#).

For anyone interested, the draft budget and precept calculations can be viewed Fridays between 1pm and 3.30pm at the Parish Council offices.



www.cantleywithbrantonparish.co.uk

A Wonderful Christmas in Branton

We are thrilled to share that this year's Christmas events were a resounding success! The *Carols around the Tree* and the *Pantomime* brought our community together in festive spirit, and the feedback from residents has been overwhelmingly positive. Thank you to everyone who attended and made these events so special.

MUGA Now Open!

We're delighted to announce that the long-awaited Multi-Use Games Area (MUGA) is now fully installed and open to the public. With the snagging list completed, you can now enjoy the facility without the need for booking. Please note that contractors will return in the coming months to apply the coloured surfacing, but this will not affect its availability in the meantime.

CCTV Installed for Community Safety

To help prevent crime and monitor activity, CCTV cameras are being installed at key entry points to Branton—near the Garden Centre and near Whiphill Top Lane. This initiative is part of our ongoing efforts to keep Branton safe and secure for all residents.

Parish Council Seeks to Revitalise Land at the Top of Brockholes Lane

The Parish Council is excited to announce its plans to take over the maintenance of the piece of land at the top of Brockholes Lane. Currently owned by City of Doncaster Council (CDC), the site has become overgrown and unkempt in recent years. In response to community concerns, the Parish Council is now working to secure a licence from CDC to take responsibility for the upkeep of this area.

If the licence is approved, the Parish Council aims to give the space a much-needed facelift. Plans include the removal of all overgrown foliage to restore the land to a clean and welcoming condition. Additionally, the existing bench will be re-sited towards the back of the land, creating a more peaceful seating area. To further enhance the space, new plants and greenery will be added, transforming it into an attractive spot for residents to enjoy.

Upcoming Police Drop-In Sessions

We encourage you to meet your local police officers at one of the upcoming drop-in sessions:

- **12th March at 6pm** at Kilham Hall.
- **22nd April at 10am** at *The Secret Garden Cafe*, Branton Garden Centre.

These sessions are a great opportunity to raise any concerns or ask questions about community safety.

Thank you for your continued support and involvement in our community. If you have any questions or suggestions, please don't hesitate to contact the Clerk to Cantley with Branton Parish Council.

Parish Council Elections – Get Involved!

This year is an election year for the Parish Council. If you're interested in making a difference in our community, why not consider standing as a Parish Councillor? Keep an eye on the CDC (City of Doncaster Council) website, as well as the Parish Council's website and Facebook page, for details on how to apply. We'd love to see more residents getting involved in shaping the parish's future!

CANTLEY WITH BRANTON PARISH COUNCIL

**BUDGET MONITORING INFORMATION
2024/2025 - QUARTER 3**

EXPENDITURE	2024/25 Budget £	EXPENDITURE (Minus VAT) £	% SPEND
1) EMPLOYEE/MEMBER COSTS			
1.1 Salaries & Business Travel	30239	19547	65
1.2 <i>Additional Salary for Training</i>	4402		0
1.3 Training/development- employees	1400	1630	116
1.4 Training/development - members	500	135	0
1.5 Chair's Allowance	100	11	11
1.6 Expenses (Retirement/Condolence Gifts)	50		0
2) COUNCIL COSTS			
2.1 Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1140	1069	94
2.2 Auditing	500	425	85
2.3 Stationery	550	80	15
2.4 Banking Charges	72	41	57
2.5 Postage	50	2	4
2.6 Publications (Arrow/Bessacarr Journal)	1250	690	55
2.7 Local Council Foundation Award	143		0
2.8 Website	420	165	39
2.9 Equipment/Fixtures and Fittings	300	131	44
2.10 Insurance	1605	1563	97
2.11 Telephone	144	99	69
2.12 Election/Co-option Recharge	500		0
3) SITES AND BUILDINGS			
3.1 Buildings (including broadband)	970	783	81
3.2 Opening/Closing KH Gates	150		0
3.3 Grass Cutting	710	663	93
3.4 Hedge Cutting	375		0
3.5 Handyman's Equipment Service & Repairs	500		0
3.6 PPE/Tools for Handyman	150	264	176
3.7 Park land (emptying bins)	1406	585	42
3.8 Park land maintenance/materials	1100	365	33
3.9 Playground/equipment repairs	1100	149	14
3.10 Butterfly trail	300	102	34
3.11 Rose & Donc Road Gardens	300	300	100
3.10 New Developments/Replacements	500	98	20
3.13 Fire Extinguisher Service	31	35	113
3.14 Alarm System Service & New Battery	123	80	65

Electrical Testing/Emergency Lights	360		
3.15 (includes Electrical Installation Report)		270	75
3.16 Shutter Service	200	200	100
3.17 Fire Alarm Service & new Batteries	155		0
3.18 Defibrillator	300		0
3.19 Annual ROSPA Playground Inspection	200	172	86
4) COMMUNITY COSTS			
4.1 Grounds Maintenance (parish - dogbins)	459	45	10
Seasonal Festivities			
4.2 (Remembrance/Christmas)			
Installation/Removal/Storage of Lights Old	1050		
4.2.1 Cantley		1,075	102
Installation/Removal of Lights - Rest of	1000		
4.2.2 Parish		335	34
4.2.3 Tommy Silhouette	200	167	84
4.2.4 Armthorpe Elmfield Brass Band - Carols	220	100	45
4.2.5 Pantomime KHMC	1000	1000	100
4.3 Village litter picks/plinths	20		0
4.4 MUGA Shortfall	10000	52198	522
Biodiversity - Hedgehog Highways,			
4.5 Resident Seed Bombs	570	29	5
5) DONATIONS/GRANTS			
5.1 Auckley Show	500	0	0
5.2 Royal British Legion Poppy Appeal	100	100	100
5.3 Thorne Lions - Santa Visit	100		0
5.4 Grant Money	1000		0
6) CONTINGENCY			
6.1 Staffing Contingency	1670		0
6.2 Elections Contingency	500		0
6.3 Professional Fees Contingency	500	3404	681
TOTAL	71184	88107	124

INCOME RECEIPTS

		RECEIPTS	% RECEIVED
Precept	68014	68,014	100
Bank Interest (Reserve Accounts)	0	1050	#DIV/0!
Donations	0	0	#DIV/0!
VAT Refunds	0	1,810	#DIV/0!
Other (refunds/grants/sales/insurance)	0	2463	#DIV/0!

TOTAL 68014 73,337

CANTLEY WITH BRANTON PARISH COUNCIL

BANK RECONCILIATION TO 31 DECEMBER 2024

	£
Balance Brought Forward as at 31 March 2024	23,966.60
Add Receipts Current Account:	126,774.49
Add Receipts Savings:	643.80
Total	<u>151,384.89</u>
Less Total Payments:	<u>90,287.32</u>
Less Transfer to Reserve Account	<u>60,437.83</u>
Total	659.74

Grand Total **659.74**

Represented by:

Current Account:	659.74
Reserve Account	64,920.63

Grand Total **65,580.37**

FINAL BANK RECONCILIATION WILL BE ADJUSTED TO TAKE ACCOUNT OF BANK INTEREST TO BE ADDED ON 1 MAY 2024

Signed: _____ (Council Auditor)

Signed: _____ (Council Auditor)

Signed: _____ (Clerk)

Dated: _____

CANTLEY WITH BRANTON PARISH COUNCIL

Reference No. XYV126000105688

Claim for Period: 1 October 2024 to 31 December 2024

Date	Vat No	Details	To	Amount
11/10/2024	199136174	Intruder Alarm Service	Cantley with Branton Parish Council	16
11/10/2024	GB 440 4982 50	External Audit	Cantley with Branton Parish Council	63
11/10/2024	876328389	Annual Playground Inspection	Cantley with Branton Parish Council	34.4
11/10/2024	GB 386 4146 72	Mobile Bill	Cantley with Branton Parish Council	2.26
11/10/2024	203 3249 52	Grass Cutting Kilham Hall	Cantley with Branton Parish Council	18.9
11/10/2024	345089683	Shutter Repair - Handyman's Store	Cantley with Branton Parish Council	78.4
22/10/2024	345089683	Shutter Annual Service	Cantley with Branton Parish Council	40
14/11/2024	917739096	Winter Newsletter	Cantley with Branton Parish Council	25
14/11/2024	464269917	Socket Removal	Cantley with Branton Parish Council	10
14/11/2024	203 3249 52	Grass Cutting Kilham Hall	Cantley with Branton Parish Council	9.45
18/11/2024	GB 386 4146 72	Mobile Bill	Cantley with Branton Parish Council	2.18
14/11/2024	817 2363 35	Christmas Illuminations Old Cantle	Cantley with Branton Parish Council	215
14/11/2024	897972435	Fire Extinguisher Service	Cantley with Branton Parish Council	7
12/12/2024	GB 350 3968 92	Sweets for Carols Around Tree	Cantley with Branton Parish Council	1.79
12/12/2024	979393546	Winter Newsletter	Cantley with Branton Parish Council	21
12/12/2024	464269917	Meter connection	Cantley with Branton Parish Council	47
12/12/2024	464269917	PAT Testing & 5yr Installation Test	Cantley with Branton Parish Council	54
12/12/2024	464269917	Christmas Illuminations Parish	Cantley with Branton Parish Council	67
	GB 386 4146 72	Mobile Bill	Cantley with Branton Parish Council	2.18
12/12/2024	876328389	Handyman ROSPA training	Cantley with Branton Parish Council	111
12/12/2024	GB233410214	Breaking the Mould Member Trair	Cantley with Branton Parish Council	13.08
TOTAL				838.64

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY FEBRUARY 2025

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
October 2022		
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Pending
July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve) (re-submission of 21/02108/REMM)	Pending
March 2024		
21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Pending
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
December 2024		
24/01367/FUL 1 Birchwood Dell, Bessacarr	Erection of 3no detached dwellings and garages following demolition of existing detached dwelling	Pending
24/02170/FUL 22 Warnington Drive, Bessacarr	Erection of a single storey side extension to form a new swimming pool and single storey extension to enlarge porch to front of property (without compliance of conditions 2, 3 and 4 of planning application 24/01558/FUL granted on 23.11.2024 (approved plans, materials and finishes, trees)).	Granted

January 2025		
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	Granted
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).	Pending
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.	Granted
February 2025		
24/02276/MAT Manor Farm, Bessacarr	Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources.	Pending
24/02228/FUL Home Lea, Doncaster Road, Branton	Erection of two storey rear extension, front porch and double garage following demolition of existing garage	Pending