



# Cantley with Branton Parish Council

## Minutes of the Annual Meeting of the Parish Council held on Wednesday 14<sup>th</sup> May 2025 at Kilham Hall commencing at 6.10pm.

**PRESENT:** Councillors: N. Williams (Chair), T Gibbins, Y. Butterworth, R. Odell, S. Adams and J. Sprack

**IN ATTENDANCE:** B Walton (Clerk) and 25 Members of the public

### 1) FORMAL PROCESS FOR ANNUAL MEETING

#### 1.1 Election of Chairman

Councillor Williams was proposed and seconded as Chairman.

#### **RESOLVED (1.1)**

That Councillor Williams is unanimously elected as Chairman for the ensuing year or until the Vice Chairman feels comfortable to take over the role.

That Councillor Williams' Declaration of Acceptance of Office form be duly signed.

#### 1.2 Councillor's Declaration of Office Form

All Members were present so no resolution to allow any councillors not present, to sign their Declaration of Acceptance of Office at a later date was required. All Members signed their Declaration of Office forms.

#### **RESOLVED (1.2)**

#### 1.3 Election of Vice Chairman

Councillor Gibbins was proposed and seconded as Vice Chairman.

#### **RESOLVED (1.3)**

That Councillor Gibbins is unanimously elected as Vice Chairman for the ensuing year.

#### 1.4 Exclusion of Public and Press

Items 17.1 to 17.3 be excluded from the public and press.

#### **RESOLVED (1.4)**

#### 1.5 Declarations of Interest

No declarations of interest were declared that hadn't already been expressed.

#### **RESOLVED (1.5)**

#### 1.6 Appointment of Parish Council Representatives to External Bodies

Consideration was given to the appointment of representatives to the following external bodies:

- 1.6.1 CDC Parish Council Joint Consultative Committee (next meeting on 07/08/25)
- 1.6.2 Kilham Hall Community Centre Management Committee (next meeting on 12/05/25)
- 1.6.3 Yorkshire Wildlife Consultative Committee (next meeting tbc)
- 1.6.4 YLCA South Yorkshire Branch Voting Representatives (next meeting 18/06/25)
- 1.6.5 CDC Public Rights of Way meeting (next meeting on 09/10/25)

#### **RESOLVED**

**1.6.1** That Councillor Williams remains appointed as representative to the PCJCC with Councillor Odell as the designated substitute.

**1.6.2** That Councillor Gibbins and Councillor Sprack are nominated as representatives to Kilham Hall Management Committee.

**1.6.3** That Councillor Gibbins is appointed as representative to the YWP Consultative Committee with Councillor Adams as the designated substitute.

**1.6.4** That Councillor Williams and Councillor Gibbins to remain appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.

**1.6.5** That Councillor Gibbins remains nominated to attend DMBC PROW meeting and Councillor Williams as the designated substitute.

#### 1.7 Appointment of Council Members Appointed to Check Internal Controls are being met

Discussion took place regarding this role.

#### **RESOLVED (1.7)**

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

*Minutes subject to approval at the next meeting*

That Councillor Odell and Councillor Butterworth to be confirmed as the two Members appointed to check internal controls are being met.

1.8 Appointment of Staffing Committee

Discussion took place regarding forming a Staffing Committee.

**RESOLVED (1.8)**

That Councillors Williams, Butterworth, Sprack and Adams be appointed as members of the Staffing Committee, however it is noted that only three members need to be present to be quorate.

1.9 Staffing Committee Terms of Reference

The Clerk presented Members with the Staffing Committee's Terms of Reference for adoption.

**RESOLVED (1.9)**

That the Council adopt the Staffing Committee Terms of Reference.

1.10 Adopt Standing Orders and Financial Regulations

The Clerk presented members with the Standing Orders and Financial Regulations for adoption.

**RESOLVED (1.10)**

That the Council adopt the Standing Orders and Financial Regulations.

1.11 Review the Assets and Other Equipment

The Clerk informed members that the above had been adopted at the April 2025 meeting due to amendment and year end.

**RESOLVED (1.11)**

The Council assets and equipment are noted as agreed at the April 2025 meeting.

1.12 General Power of Competence

The Chairman informed the Parish Council that it has not got General Power of Competence due to the Clerk not being CILCA qualified. However once the Clerk completes CILCA successful GPC can be obtained. The Parish Council can still conduct the work it carries out however there has to be legislation to support this.

**RESOLVED (1.12)**

1.13 Review arrangements with Other Local Authorities, Not for Profit Bodies and Businesses

The Clerk informed Members of current Contracts in place with CDC, Christmas Plus, Annual Servicing Contracts, Gates and Grass Cut Contracts.

**RESOLVED (1.13)**

The Contracts with other authorities, non-profit organisations, businesses are noted and reviewed when required.

1.14 Arrangements for Insurance Cover

The Clerk informed the Parish Council of the insurance renewal date – September 2024.

**RESOLVED (1.14)**

The Clerk reviews the Parish Council's Insurance in August 2025 prior to renewal in September 2025.

1.15 Subscription to other Bodies and List of Regular Payments

The Clerk informed members of their annual subscriptions with other bodies – YLCA, SLCC and Website hosting. A list of regular payments was also presented to Members for approval.

**RESOLVED (1.15)**

The Council's subscriptions to the YLCA, SLCC and website hosting are noted and agreed. The Council's list of regular payments was approved.

1.16 Council's Expenditure under Section 137

The Clerk reminded Members that the Parish Council does not have General Power of Competency (GPC). Section 137 spend equates to £11.10 per parishioner and the Parish Council has 3119 electors. Therefore the Parish Council has authority to spend up to £34,620.90 under Section 137 if need be. The Clerk reminded Members that Section 137 expenditure is listed separately on the Direct Bank Payments and is the power of last resort.

**RESOLVED (1.16)**

The Council's expenditure under Section 137 is noted and continues to be monitored on a monthly basis.

1.17 Payroll Provider

The Clerk sought Members approval to continue to use Warrens GBC to provide payroll services, which were free of charge.

**RESOLVED (1.17)**

That the Council approved to continue using Warrens GBC to provide payroll services.

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

*Minutes subject to approval at the next meeting*

Minutes subject to approval at the next meeting

1.18 Review of Policies and Procedures

The Clerk provided Members with the current policy list together with review dates.

**RESOLVED (1.18)**

The current policy list was noted and agreed. The Clerk is to review legislation changes and amend any policies affected accordingly.

1.19 Determine levels of Delegation to the Clerk

The Chairman informed Members of the Clerk's current level of delegation, as per the Parish Council's Standing Orders (approved today) and Scheme of Delegation Policy which was approved in March 2024.

**RESOLVED (1.19)**

That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.

That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council's budget including urgent repairs costing less than £1000.

That the Clerk is delegated the authority to pay staff wages following approval by the Chairman.

That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.

1.20 Time and Place of Forthcoming Meetings

A list of future dates, times and venue was considered for future Parish Council meetings.

**RESOLVED (1.20)**

The List of future dates, times and venues for Parish Council meetings during 2025/2026 were approved. The Clerk will publicise the list of future meetings on the website, notice boards and Facebook page.

**2) APOLOGIES FOR ABSENCE**

2.1 Apologies

2.2 Reasons for absence considered

**RESOLVED (2)**

No apologies were received.

**3) APPROVAL OF MINUTES**

3.1 Minutes of 2<sup>nd</sup> April 2025

**RESOLVED (3)**

a) The minutes of the previous Parish Council Meeting held on the 2<sup>nd</sup> April 2025 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 raised any items that weren't otherwise published on the Agenda.

4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors

6.25pm: Councillor Williams left the room as he has a declared interest in this item.

4.2.1 A number of residents attended expressing their disappointment on the closure of the walk in entrance. They explained their reasons and requested the Parish Council write to Yorkshire Wildlife Park in support of residents' concerns regarding the walk in entrance off Brockholes Lane.

6.50pm: Councillor Williams returned to the meeting.

4.2.2 Coffee Club have requested for placement of a bench at Kilham Hall to commemorate 15years.

4.2.3 A number of residents' expressed their concerns regarding a life sized plastic cow, inconsiderate parking and running a business from a residential property on Chapel Lane. The Clerk informed residents of the Parish Council's remit and the actions she had taken so far. Councillor Odell gave residents advice on reporting issues.

4.2.4 Residents' raised concerns regarding the placement of the latest bench on Kilham Hall Playing Fields.

4.2.5 To Consider a residents request to request horse rider signs be installed in Branton.

**RESOLVED (4)**

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

Minutes subject to approval at the next meeting

*Minutes subject to approval at the next meeting*

**4.2.1** Members agreed to write to the Wildlife Park supporting residents. The Clerk will draft a letter for Members approval prior to the Clerk sending.

**4.2.2** Members approved Coffee Club's request to place a bench at Kilham Hall. Placement will be determined once the bench has been purchased.

**4.2.3** The Clerk has referred the residents to CDC for these issues and has also reported the inconsiderate parking to CDC via their online reporting system and South Yorkshire Police who have confirmed they will monitor the situation.

**4.2.4** The Clerk will publish the links for the online reporting mechanisms onto the Parish Council Facebook page for residents to access.

**4.2.5** Members considered the residents concerns and discussed options available. Members requested the Clerk respond to the resident stating they will monitor the anti social behaviour and consider relocation of the bench if issues persist.

**4.2.6** Members considered the residents request and agreed to remove the bench as soon as practicably possible ready to relocate later in the year.

**5) PARISH COUNCIL MATTERS**

**5.1** Consider Co-Option for Councillor Vacancy

Members were presented with an advertisement to advertise the vacancy of Councillor following the recent elections.

**5.2** Archiving of Parish Council Minutes

Members considered approving the archiving of Cantley with Branton Parish Council's Minutes between April 2021 and March 2024 inclusive with Heritage Doncaster.

**5.3** Topics for Discussion at YLCA Branch Meeting

Members considered topics for discussion at the next YLCA Annual Branch Meeting on the 18<sup>th</sup> June 2025 and put forward to YLCA.

**RESOLVED (5)**

**5.1** Members approved the advertisement with a closing date of 20<sup>th</sup> June 2025. The Clerk will advertise the vacancy on the notice boards, website and Facebook page.

**5.2** Members approved the archiving of Minutes between April 2021 and March 2024 with Heritage Doncaster.

**5.3** Members requested the Clerk put forward "Village Halls treated as businesses for energy supplies and the need to changes nationally". Cllr Gibbins will write/present a report for YLCA Branch meeting if this is accepted on the Agenda.

**6) DONCASTER METROPOLITAN BOROUGH COUNCIL**

**6.1** Ward Councillor's Report

No Ward Members were in attendance.

**6.2** Update on the MUGA

FOSSE are awaiting availability of a landscaper to complete the groundworks/snagging list.

**6.3** Tree Survey

The Clerk presented Members with the recent Tree Survey carried out by CDC at Kilham Hall for consideration and approval of any actions recommended. The Clerk informed Members of the cost of the proposed works, £2,389.60 which isn't budgeted for and therefore the Parish Council would need to use general reserves for this work.

**6.4** Identify any new Highway matters

The following issues were raised:

- The grate on Whiphill Top Lane still hasn't been repaired.
- There is a water leak in Old Cantley.

**RESOLVED (6)**

**6.2** The Update on the MUGA was noted.

**6.3** Members noted the Tree Survey and approved the following works action to take place as per the recommendations:

- Clerk to Obtain two additional quotes for the work recommended.
- Upon receipt of the additional quotes, Clerk to commission work to be undertaken in the next 6 months by the cheapest contractor.

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

*Minutes subject to approval at the next meeting*

6.4 The Clerk will report the new highway matter identified to CDC.

**7) CLERK’S REPORT AND ADMINISTRATION ISSUES**

7.1 To note actions carried out by the Clerk

The Clerk’s Report on work carried out was noted. The Clerk also provided members with an updated Action List for information.

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

Updates are carried out daily/weekly. The Clerk updated Members regarding the gov.uk email addresses and website.

**RESOLVED (7)**

7.1 The Clerk’s Report was noted.

7.2 The Update on the gov.uk work was noted.

7.3 The Clerk will request the website developer to add a page on the new website for biodiversity.

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

8.1 Kilham Hall Management Committee’s Report

Councillor Gibbins informed the Parish Council that discussions took place regarding poppies, pantomime, street lighting on the motorway bridge near the new estate and speed limit, fire training and the drainage.

**RESOLVED (8)**

8.1 Members noted Kilham Hall Management Committee’s update.

8.2 The Clerk will enquire with CDC regarding the street lighting and speed limit on the motorway bridge near the new estate and report back.

**9) PARISH MATTERS**

9.1 Donation to Kilham Hall Management Committee

The Clerk asked members how much they wished to donate to Kilham Hall Management Committee to support the 2025 Pantomimes, the total cost of the Pantomimes if £1250.

9.2 Litter Pick

The Clerk informed Members that the litter pick took place on the 3<sup>rd</sup> May 2025 and the next date will be published in due course. Councillor Gibbons and the Clerk will now be coordinating the litter picks.

**RESOLVED (9)**

9.1 The Parish Council agreed to donate £1000 to Kilham Hall Management Committee towards the 2025 pantomimes.

9.2 Members noted the details on the Litter Pick and wished to express their gratitude to those residents who participated. The Parish Council wished to thank Michelle Sidebottom for coordinating and attending the litter picks in the past.

**10 FINANCIAL**

10.1 Direct Bank Payments

That the following payments are ratified.

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
DD03/09	Unity - Bank Charge	6.00	0.00	6.00	LGA 1972 S. 111
25/10	Clerk Payroll	*			LGA 1972 S. 112
25/11	Handyman Payroll	*			LGA 1972 S. 112
25/12	HMRC	*			LGA 1972 S. 112
DD05/08	Nest Pension	*			LGA 1972 S. 112
25/13	Handyman Expenses	38.67	7.74	46.41	Open Spaces Act 1906
DD02/46	O2 Mobile	72.84	14.57	87.41	LGA 1972 S. 111
25/09	YLCA - Planning Policy Webinar	18.20	0.00	18.20	LGA 1972 S. 111

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

Minutes subject to approval at the next meeting

DD03/10	Unity - Bank Charge	6.00	0.00	6.00	LGA 197 S. 111
25/14	Glendale - KH Grass Cut	155.97	31.2	187.17	Open Spaces Act 1906

\* The Local Government Transparency Code 2015 states Parish Councils do not have to publish the names or individual pay details of staff earning below £50,000.

The Clerk informed Members of two additional invoices that had been received since payments were made for works approved previously. Members duly authorised the following payments:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/15	R J Electrical – Light repair	120	24	144	LGA 1894 S. 8 (1)(i)
25/16	C. Wellings – Internal Auditor	110	0	110	LGA 1972 S. 111

10.2 Bank Authorisation

The Clerk informed Members that Joanne Rushby would need to be removed as authorised signatory following the recent elections.

10.3 Bank Statements

The Clerk presented Members with the bank statements for 1st April to 30<sup>th</sup> April 2025 showing a balance of £86,416.70. For consideration and approval by the Members appointed to check internal controls are being met.

**RESOLVED (10)**

**10.1** The direct payments were duly ratified and authorised. Members noted that the Clerk has delegated authority to pay all these items and therefore future payments need noting not approving. Only payments not listed on the regular payments list approved at Item 1.15 need approval.

**10.2** The Clerk provided Members with the correct form to approve to enable removal of Joanne Rushby from the bank accounts. The Clerk will submit the form and relevant documentation required to Unity Bank.

**10.3** The bank statements were noted and the Members appointed to check internal controls are being met signed them.

**11) POLICIES/RISK ASSESSMENTS**

11.1 Biodiversity Policy

The Clerk presented the revised Biodiversity Policy for consideration and approval.

**RESOLVED (11)**

**11.1** The Biodiversity Policy was approved with the addition of a compost bin being included in the Action Plan.

**12) PLANNING APPLICATIONS**

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

25/00008/REF Hillcrest, Doncaster Road, Branton	Appeal Against Refusal - 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).	Noted – no comments or concerns
25/00836/OUT Land To The Rear Of 38 - 40 St Vincents Avenue, Branton	Outline application for erection of dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	Agree contaminated land risk assessment to be carried out otherwise no concerns

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

25/00852/FUL 24 Warnington Drive, Bessacarr	Erection of a 4 bedroom detached self-build dwelling following the demolition of the existing dormer bungalow	As long as in keeping with the conservation area no comments or concerns
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive	<b>Concerned about additional traffic onto main road, near another junction and directly opposite a junction</b>

**RESOLVED (12)**

The Planning Applications were noted. The Clerk will feedback to CDC.

**13) POLICE ISSUES**

13.1 Police Issues

The Police Drop In was held at The Café at Branton Garden Centre on 22<sup>nd</sup> April 2025 at 10am. A number of members of the public attended – no issues were relevant to the Parish Council. Next session is to be held on 11<sup>th</sup> June 2025 at 6pm at Kilham Hall Meeting Rooms.

**RESOLVED (13)**

13.1 The next Police Drop In session is booked for Wednesday 11<sup>th</sup> June 2025 at at 6pm at Kilham Hall Meeting Rooms.

**14) UPDATE FROM EXTERNAL MEETINGS**

14.1 PCJCC meeting held on the 3<sup>rd</sup> April 2025

Councillor Williams updated Members on the meeting held on the 3<sup>rd</sup> April 2025.

14.2 PROW meeting held on the 9<sup>th</sup> April 2025

Councillor Gibbons updated Members on the meeting held on the 9<sup>th</sup> April 2025.

14.3 YLCA National Planning Policy Framework Webinar on the 14<sup>th</sup> April 2025

Councillor Gibbins was unsure about this webinar. The Clerk apologised and noted her error, Councillor Gibbins never attended this.

14.4 Fire Marshall training

The Clerk’s Fire Marshall training has expired. The previous organisation used no longer provide training to individuals. It would therefore cost £220 for up to 5 people. The Clerk has found an online course at a cost of £29.99 plus VAT.

14.5 Nominations for the South Yorkshire Branch representatives

Members were asked to consider nominations for the YLCA South Yorkshire Branch representatives. Councillor Julia Staniforth from Auckley Parish Council has requested nominating.

**RESOLVED (14)**

14.1 Noted Councillor Williams feedback on the PCJCC meeting.

14.2 Noted Councillor Gibbins feedback on the PROW meeting.

14.3 Noted the error on the Agenda.

14.4 Approved the Clerk’s attendance on Fire Marshall Online Training at a cost of £29.99 plus VAT.

14.5 Agreed to nominate Councillor Julia Staniforth from Auckley Parish Council for the South Yorkshire Branch nominations.

**15) ITEMS OF CORRESPONDENCE**

15.1 Correspondence denoted on the agenda

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

Minutes subject to approval at the next meeting

*Minutes subject to approval at the next meeting*

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's Roadworks reports and Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin.

**RESOLVED (15)**

**15.1** That the items of correspondence denoted on the agenda be received and duly noted.

**16) DATE OF NEXT MEETING**

**16.1** Date of Next Meeting

**RESOLVED (16)**

**16.1** That the next meeting be held on Wednesday 4<sup>th</sup> June 2025 commencing at 6pm.

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

**17.1** Clerk's April Timesheet

The Clerk's timesheet for April was shared for information. The Clerk has worked an additional 5hrs20minutes above her contracted hours.

**17.2** Handyman's April Timesheet

Handyman's timesheet for April was shared for information.

**17.3** Payroll Update from Warrens GBC

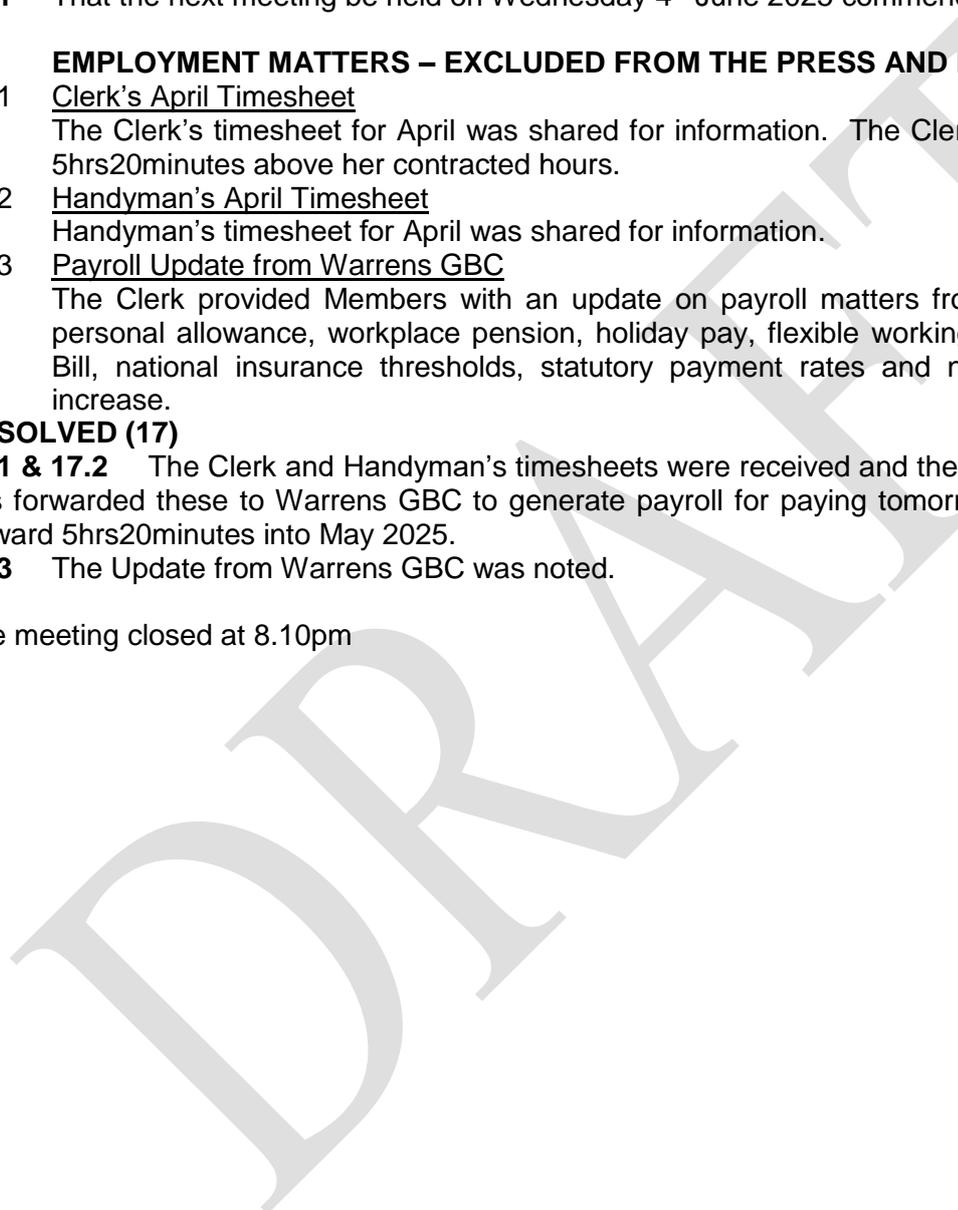
The Clerk provided Members with an update on payroll matters from Warrens GBC including personal allowance, workplace pension, holiday pay, flexible working laws, Employment Rights Bill, national insurance thresholds, statutory payment rates and national living wage (NLW) increase.

**RESOLVED (17)**

**17.1 & 17.2** The Clerk and Handyman's timesheets were received and the contents noted. The Clerk has forwarded these to Warrens GBC to generate payroll for paying tomorrow. The Clerk has carried forward 5hrs20minutes into May 2025.

**17.3** The Update from Warrens GBC was noted.

The meeting closed at 8.10pm



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

*Minutes subject to approval at the next meeting*

**MINUTES OF THE CANTLEY WITH BRANTON ANNUAL PARISH MEETING  
HELD ON WEDNESDAY 14<sup>th</sup> MAY 2025 COMMENCING AT 6.00 PM**

**PRESENT:** N. Williams (Chairman), B Walton (Clerk) and five parish councillors and 25 residents (electors).

**1) MINUTES OF THE ANNUAL PARISH MEETING HELD ON 1<sup>st</sup> MAY 2024**

The minutes were circulated by the Clerk for information as they had already been agreed as a correct record at the 5<sup>th</sup> June 2024 Parish Council Meeting.

**2) MATTERS ARISING**

There were no matters arising.

**3) CHAIRMAN'S REPORT**

Councillor Williams gave a detailed reported (a full copy of which could be viewed on the parish council's website) that covered 2024/25 regarding the following issues:

- Warren Park/Manor Farm – Drop In Sessions, Defibrillator, Christmas Illuminations
- Kilham Hall – Electricity Tarif
- MUGA at Kilham Hall Playing Field
- CCTV in Branton
- Defibrillator for Old Cantley
- Land at Top of Brockholes Lane
- Community Orchard
- Community Skips
- Resident donations
- Branton Litter Pick
- Road Safety
- Police Drop Ins
- Air Ambulance Clothing Bank
- Post Box Toppers
- Remembrance Poppy Displays
- Christmas Celebrations
- Facebook page.

The Chairman expressed thanks to his fellow Councillors for their help and support, particularly those who represented the Council at meetings of Cantley Poor's Land Trust, Kilham Hall Management Committee, Parish Council Joint Consultative Committee, Public Rights of Way Meeting and Yorkshire Wildlife Park Consultative Committee meetings. He expressed his gratitude to those Councillors that had left the Parish Council over the past year and welcomed new Members.

The Chairman also thanked Ward Councillors for their continued support. Thanks were made to the Clerk and Handyman who have worked incredibly hard over the past year and continue to do so. A vote of thanks to the Chairman was proposed and this was endorsed by those in attendance.

**4) WRITTEN RESOLUTIONS FROM ELECTORS**

No written resolutions had been received.

**5) ITEMS RAISED BY ELECTORS**

No items were raised.

As there were no further issues raised the Chairman declared the meeting closed. The meeting closed at 6.09pm.

**Signed:**.....(Chairman)

**Date:**.....



FAO Bev Walton  
Cantley with Branton Parish Council

26 May 2025

Dear Bev

**Re: Request to Reconsider Access via Brockholes Lane for Local Residents**

Thank you for your letter dated 19 May 2025.

As you are already aware from our response to residents, the decision to close the entrance at Brockholes Lane was not taken lightly. As we have already explained in our email to members, due to the significant increase in staff costs and the recorded low usage of this entrance, the business has taken the commercial decision to close the entrance.

Your letter suggests that the Brockholes Lane entrance was a general walk in entrance for residents living in Branton however, we would like to clarify that access to the park through the shop was for prebooked members on foot only. The entrance was not available to non-members, local residents without a valid membership or members arriving by car.

As a business in a tough economic climate, we need the flexibility to be able to close certain areas of the park if footfall is low. We therefore cannot guarantee that the shop will be open every day to serve as an entrance. The park retail store will be open more frequently during the summer season however, there are only two part time members of staff working in the shop. When one goes for their break, the other is left to serve customers, monitor the security of the store, allow schools access as well as having to check in members. Sadly, there have been times when the staff member has been busy serving other customers and we have had guests walking freely in through the shop (some free of charge and without a valid booking). Unless we put a member of staff dedicated to checking memberships in the shop, this will continue. Unfortunately, the increase in national minimum wage and national insurance contributions means that we have had to assess all areas of staffing across the whole park to address efficiency. Just to give you an idea, these increases will cost the business an additional £800,000 a year. As with any business, we need to show growth to our investors and sadly, we must generate a further £800,000 this year alone before we can show any growth. This is incredibly tough given the current economic climate.



As you will appreciate, given that the maximum number of members using this entrance in a day is 7, we cannot commercially justify this.

In addition to the above, members have been parking down Brockholes Lane and on Chapel Lane and walking down Brockholes Lane to gain access to the park. Again, without deploying further resource, this is something we are unable to police and so by closing this entrance, we are supporting the local village who have raised parking in these areas as a major issue.

You may also be aware that Martyn's Law has now received Royal Assent and so, to comply with the legislation and enhance public safety, we must ensure that all entrances and exits are accessible and secure. Sadly, if we continue to open the shop as an entrance, given the limited staff working in the shop, we cannot guarantee that the entrance is secure. As I have said previously, when the shop is busy, it is very easy for the public to access the park via the shop without detection.

We note the points raised in your letter and will address them as follows:

### **1. Accessibility**

We disagree with your statement that the terrain at the main entrance is uneven compared with the Brockholes Lane entrance. There have been significant improvements at the main entrance in the last four years to improve accessibility. We have built a large accessible car park close to the entrance, installed a fully functioning Changing Places room, a full fleet of mobility scooters available to hire by those with mobility issues, added five extra disabled toilets and worked with external groups to ensure our site is accessible for all.

### **2. Public Transport and Walking**

We have recently installed a new bus stop at the Hive entrance and have agreed with First Buses that the new entrance becomes part of their route. We now have buses coming onto our site every hour to pick up and drop off guests. There is no longer a need to walk to and from Hurst Lane to catch the bus. Furthermore, the bus stop at the end of Brockholes Lane is much further away from the park store entrance than the bus drop off point at the Hive to the new park entrance.

### **3. Environmental Impact**

We are not asking or encouraging guests to use a vehicle. As stated above, we now have a bus service that picks up in Branton and drops at the park entrance onsite, we have cycle racks for those cycling to the park and if locals choose to walk in, they can take the short cut down Bell Butts Lane. We have installed EV chargers to promote sustainable lower emission driving, and we are working with Tesla to promote the use of electric vehicles (we are now a designated test drive site for Tesla). If guests choose to drive to the park, that is their personal choice, there are other, more sustainable options available.

### **4. Visitor Experience and Site Layout**

This viewpoint is down to personal preference as to what guests want to view. Guests accessing via the main entrance can be as equally impressed/interested in the species on that side of the park. The creation of the Hive has enhanced the visitor experience with more shops and restaurants available to our guests and we have exciting species situated near the entrance.

### **5. School Access**

The shop has now been closed for school access, instead, they will now be met by the Education team and escorted through the side gate. We don't have schools on site every day and so we can't offer this as a permanent option for the commercial reasons already provided.

### **6. Community Sentiment and Communication**

For the past two years, we have offered residents a significant discount on their memberships, and we have also issued free tickets to the summer concerts to those who reside on our border as a goodwill gesture.

We have communicated to residents that the entrance would be closing. Notices were also put up at the shop and members were emailed of our intention to close the shop as an entrance. Whilst we appreciate that this has caused inconvenience to some members, we cannot justify the cost of opening this as an entrance to the limited amount of members that use it.

For the reasons stated above, we cannot guarantee the shop will be open every day. We note your suggestion of installing a turnstile system, but these are easily abused, hence why we don't have this system on our main entrance. The only practical and safe solution is to have dedicated member of staff on that entrance which is not a financially viable option for the business at present.



We're sorry that this is not the response you were hoping for and for any inconvenience caused to local residents who are valued members however, sadly, we are not in a financial position to keep the entrance open. We hope this letter explains the reasoning behind our decision.

Many thanks

Yours sincerely

A handwritten signature in brown ink that reads "Yorkshire Wildlife Park". The signature is written in a cursive style, with the words "Yorkshire", "Wildlife", and "Park" connected together.

Yorkshire Wildlife Park

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

### **1) CDC**

- a) MUGA - **Confirmed the PC would pay outstanding invoice once snagging complete. Coloured markings now complete, goalposts fitted and space usable. Signage received from FOSSE. Snagging list not complete – contractor to finalise landscaping once had some rain.**
- b) Land at top of Brockholes Lane – **Work will start on this towards Autumn/Winter.**
- c) Elections – **All Declarations of Acceptance of Office and Register of Interests scanned and send to Monitoring Officer at CDC within prescribed timescale. Co-option Vacancy advertised, closing date is 20/06/25 ready for June PC Meeting. Two expressions of interest to date.**
- d) Road Defects – **Reported defects highlighted at last Parish Council meeting.**
- e) Pollution from Development Site off Doncaster Road – **Resident complained of dust pollution from the site off Doncaster Road. Provided resident with link to CDC reporting pollution page.**

### **2) Recreation Ground/Garden Areas**

- a) MUGA – **Tennis nets been broken slightly, Handyman made temporary repair.**
- b) Fence Maintenance - **Handyman will continue to paint fence around KH.**
- c) Paint Playground – **Handyman started sanding and painting swings and will continue when weather and other tasks permit him to.**
- d) 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.**
- e) Tree Work – **Clerk has requested 3 quotes for work to be carried out. Requested replies by 3<sup>rd</sup> June 2025.**

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

- a) Internet – **Could not repair so commissioned broadband from Plusnet at a cost of £26.99pm and will be installed on 30/05/25.**
- b) Confirmation of the replacement of the existing small office desk with a larger desk as agreed at a previous meeting. **Clerk transferred money for purchase of small desk and furniture exchanged on 23/05/25.**

### **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 in readiness to purchase new one. Awaiting full response from Persimmon re: Placement of a Defib at Warren Park/Manor Farm.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards.**
- c) Letter to YWP re: pedestrian access – **Drafted letter and sent by email to YWP supporting residents.**
- d) Reporting Information – **Provided information on PC FB page re: CDC reporting for inconsiderate parking and change of use and to SYP for parking.**

### **5) Parish Council Procedures/Finance**

- a) Website –**Updated regularly.**
- b) Facebook – **Updated regularly.**
- c) Policies – **None for renewal.**
- d) Unity Bank – **Councillor Adams still struggling to log in. Confirmed Councillor Rushby removal from the banking.**
- e) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**

### **6) Police**

- a) Drop In Session – **future dates set until July 2025 and advertised on FB, website and notice boards. Next session is on Wednesday 11<sup>th</sup> June 2025 at 6pm at Kilham Hall Meeting Rooms.**

**7) Training/Networking**

- a) Clerk has submitted three of five modules of CILCA qualification – **There are 6 more learning modules to go through with the mentor. The Clerk has already drafted all of the modules in advance so will just need to amend following mentor sessions and feedback. Last CILCA mentor session is to be held in June sometime. Hopefully following this all modules will be submitted and marked.**
- b) Root to Liability Webinar – **Clerk attended Clear Councils free webinar regarding tree inspections and report provided to PC.**

## 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 christmas 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/Recylcing and say happy to try a clothing bank on 3 month trial				Done - Happy to trial, met rep from Recylcing 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 Electricial 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 mince 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	Email addresses confirmed and instructions received how to put them onto phones. Clerk to distribute to Members
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
04/12/2024	9.4	Make a FB asking residents to continue knitting/crocheting poppies to improve the displays in 2025	Clerk	12/12/2024	N	FB post scheduled
04/12/2024	9.4	Purchase resident who made postbox topper flowers to say thank you	Clerk	13/12/2024	N	Collected 13/12/24 and delivered
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 reply
04/12/2024	10.3		Clerk	04/12/2024	N	Done
04/12/2024	10.4	Consider first draft of budget and let Clerk know of any amendments	All Cllrs		N	Done
04/12/2024	10.4	Clerk to continue to chase up quotes and incorporate in 2nd draft	Clerk		N	Done
04/12/2024	10.4	Send Cllr Adams the draft budget and associated papers	Clerk	04/12/2024	N	Done
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
04/12/2024	14.2	Book the Chairman and Vice Chairman on "Breaking the Mould" training with YLCA for March 2024	Clerk	05/12/2024	N	Done and paid for - emailed Cllr Williams & Cllr Gibbins informing them of same
04/12/2024	14.2	Place Breaking the Mould training in diary for 26/03/25 at 12noon	Cllr Williams & Cllr Gibbins	12/12/2024	N	Clerk reminded them to
04/12/2024	17.1 & 17.2	Send Warrens GBC Clerk & Handyman's timesheets and confirm 16hrs overtime to be paid for Clerk	Clerk	04/12/2024	N	Done

		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	N	Met with residents and updated PC
08/01/2025	5.2.1	Respond to CDC re: balance for MUGA and pay once receive amended invoice	Clerk	14/01/2025	N	Reply received
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	N	Should be installed w/c 10/02/25
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	N	Report received and on May agenda for consideration
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	N	Domain secured and work ongoing
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				Done - CDC responded and shared with Members & KHMC
		Draft Article for Arrow re: Poppies and request volunteers attend for photo on Friday	Clerk	13/01/2025	N	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
08/01/2025	10.2	Amend the budget following discussions and resend to Members	Clerk	14/01/2025	N	Done and finalised
08/01/2025	10.3	Send Parish Precept to CDC	Clerk		N	Done
08/01/2025	10.4	Complete and send application form/supporting documents to Unity to add Cllr Adams to bank	Clerk	09/01/2025	N	Done - awaiting confirmation from Unity
08/01/2025	10.5	Inform Claire Wellings that she has been appointed as IA	Clerk	16/01/2025	N	Done
08/01/2025	10.6	Get PC's Auditors to sign bank statements	Clerk/Cllr Rushby & Cllr Butterworth		N	Done
08/01/2025	11.1.1 to 11.1.3	Provide response to CDC re: planning applications	Clerk	09/01/2025	N	Done
08/01/2025	16.1 to 16.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	09/01/2025	N	Done

		Inform Warrens GBC the new paycales from 01/04/25				Done
08/01/2025	16.3 to 16.4		Clerk	09/01/2025	N	
08/01/2025	16.5	Organise the Clerk's Appraisal with the Chairman	Clerk		N	Booked for 25/03/25
05/02/2025	3.1	Amend minutes and scan and update website	Clerk	12/02/2025	N	Done
		Report highway issues for Manor Farm residents to CDC				Done and informed Manor Farm contact
05/02/2025	4.2		Clerk	06/02/2025	N	
05/02/2025	4.2	Report e-scooters/drugs at Manor Farm to PCSO	Clerk	06/02/2025	N	Done and informed Manor Farm contact
		Request a meeting with Persimmon re: Cantley development				Awaiting reply
05/02/2025	4.2		Clerk	06/02/2025	Y	
05/02/2025	5.2.1	Chase CDC/Fosse for snagging list	Clerk	06/02/2025	N	Done
		Inform CDC not paying balance of invoice until snagging list is complete				Done
05/02/2025	5.2.1		Clerk	06/02/2025	N	
05/02/2025	5.2.2	Do a Facebook post about MUGA usage	Clerk	06/02/2025	N	Done - scheduled a post
05/02/2025	5.3	Chase CDC re: CCTV Cameras	Clerk	06/02/2025	N	Should be installed w/c 10/02/25
05/02/2025	5.4	Report Highway issues raised by Members to CDC	Clerk	06/02/2025	N	Done
		Apply for new grant for plants/shrubs for Brockholes Lane				Done - no suitable grants available
05/02/2025	6.1		Clerk	11/02/2025	N	
05/02/2025	6.2	Put Parish Precept document on website	Clerk		N	Done
		Coordinate convenient date for Cllr Rushby & Cllr Butterworth to carry out Internal Control check				Done - scheduled for 12/03/25
05/02/2025	8.1	Amend newsletter as per discussion and send to Arrow Publications and Today Publications	Clerk	07/02/2025	N	
05/02/2025	9.1		Clerk	06/02/2025	N	
05/02/2025	10.1	Pay invoices/payroll	Clerk	13/02/2025	N	Done
		File 3rd Quarter Budget Monitoring Report & Bank Reconciliation in Audit file				Done
05/02/2025	10.2-10.3		Clerk	07/02/2025	N	
05/02/2025	10.4	Make 3rd Quarter VAT Claim with HMRC	Clerk	07/02/2025	N	Done
05/02/2025	10.5	Get PC's Auditors to sign bank statements	Clerk	05/02/2025	N	Done
05/02/2025	11.1	Provide response to CDC re: planning application	Clerk	06/02/2025	N	Done
05/02/2025	12.1.1	Finalise MUGA RA and save	Clerk	08/02/2025	N	Done
		Finalise reviewed policies, put on website, and file electronically				Done
05/02/2025	12.2.1-12.1.6		Clerk	08/02/2025	N	
05/02/2025	12.2	Draft an Members Expenses Policy	Clerk	11/02/2025	N	Done
05/02/2025	13.1	Advertise Police Drop In session on Facebook	Clerk		N	Done - posts scheduled
		Inform Warrens GBC that timesheets are approved and additional hours to be paid				Done
05/02/2025	16.1-16.2		Clerk	05/02/2025	N	
		Send Clerk's Qtr 3 mileage to Warrens GBC for inclusion in payroll				Done
05/02/2025	16.1		Clerk	05/02/2025	N	
05/03/2025	3.1	Put approved minutes on website and file	Clerk	10/03/2025	N	Done
05/03/2025	5.2	Clerk to monitor snagging list on MUGA	Clerk	Ongoing	Y	Awaiting snagging list completion. Chased CDC
		If Clerk satisfied that the snagging list is complete, pay CDC's outstanding invoice				Awaiting snagging list completion
05/03/2025	5.2		Clerk	Outstanding	Y	
05/03/2025	5.2	Source quotes for football nets for within the MUGA	Clerk	17/03/2025	N	Done
05/03/2025	5.4	Sign and return the Licences to CDC re: Brockholes Lane	Clerk	12/02/2025	N	Done
05/03/2025	5.4	Complete the Grant Application for Brockholes Lane	Clerk	07/03/2025	N	Done and submitted
05/03/2025	5.4	Draw a rough plan for works at Brockholes Lane	Gardener/Handyman		N	Received and PC approved April
05/03/2025	5.6	Report Highway issues raised by Members to CDC and Ward Cllrs	Clerk	11/03/2025	N	Done

05/03/2025	7.1	Pay the Gates Invoice	Clerk	14/03/2025	N	Done
05/03/2025	8.1	Pay difference in ICO fee from reserves or vire from another budget heading	Clerk	Due April/May	N	PC Approved in April - awaiting DD to go out bank
05/03/2025	9.1	Confirm donation to Auckley Parish Council and ask when donation would be required	Clerk	11/03/2025	N	Done and diarised for April to make payment
05/03/2025	10.1	Pay Invoices/Payroll	Clerk	14/03/2025	N	Done
05/03/2025	10.2	Get PC's Auditors to sign bank statements	Clerk	05/03/2025	N	Done
05/03/2025	10	Chase Unity to see about Cllr Adams log in details for banking	Clerk	10/03/2025	N	Had confirmation Cllr Adams has this now
05/03/2025	11.1.1	Provide response to CDC re: planning application	Clerk	05/03/2025	N	Done
05/03/2025	12.1.1 - 12.1.4	Make suggested amendments to Policies then place on Website	Clerk		N	Done
05/03/2025	12.2.1-12.2.2	Finalise new policies and place on website	Clerk		N	Done
05/03/2025	12.1.2	Draft a poster for KH Field for prohibited activities as per policy	Clerk	10/03/2025	Y	Done - Shared with Members for approval - awaiting replies
05/03/2025	13	Place Training report on website for transparency purposes	Clerk	10/03/2025	N	Done
05/03/2025	13	Book Cllr Gibbins on YLCA Managing Playing Fields and MUGA training course	Clerk	05/03/2025	N	Done
05/03/2025	14	Advertise the next Police Drop In on Facebook	Clerk	05/03/2025	N	Done and future posts scheduled
05/03/2025	17.1 & 17.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	05/03/2025	N	Done and payroll received and checked by Vice Chairman
02/04/2025	3.1	Put approved minutes on website and file	Clerk	03/04/2025	N	Done
02/04/2025	4.2	Send Chairman map of land behind St Wilfreds School to determine ownership of woodland	Clerk	03/04/2025	N	Done - Chair confirmed ownership
02/04/2025	5.1	Raise concerns regarding lack of response to current situations at Manor Farm and that the PC doesn't want same issues at Cantley/Branton site with Persimmon. Request better liaison and potential drop in on Manor Farm for PC	Clerk	07/04/2025	N	Clerk meeting with Persimmon & Ward Cllr
02/04/2025	5.2	Clerk to approach Molly Lanaghan's family to see if she'd be free and interested in opening the MUGA	Clerk		Y	Not had chance to do this due to Clerk's injury
02/04/2025	5.4	Report Highway issues raised by Members to CDC	Clerk	03/04/2025	N	Done
02/04/2025	7.1	Check with SER Fire & Security about Fire alarm in new store cupboard and purchase if needbe	Clerk	03/04/2025	N	Spoke to SER - he doesn't think it will be an issue imminently so he'll look at this when he carries out his annual fire check later in the year
02/04/2025	8.1	Finalise RM Schedule and place on Website	Clerk	03/04/2025	N	Done
02/04/2025	8.2	Check with CDC whether CCTV will need adding to our Asset Register	Clerk	03/04/2025	Y	Awaiting reply
02/04/2025	8.3	Place internal control document on website	Clerk	03/04/2025	N	Done
02/04/2025	9.1	Pay Invoices/Payroll	Clerk	14/04/2025	N	Done
02/04/2025	9.2	Place 4th Quarter Bank Reconciliation on website and file	Clerk	03/04/2025	N	Done
02/04/2025	9.3	Make 4th Quarter VAT Claim	Clerk	03/04/2025	N	Done
02/04/2025	9.4	Place 4th Quarter BMR on website	Clerk	03/04/2025	N	Done
02/04/2025	10.1	Provide response to CDC re: planning application	Clerk	03/04/2025	N	Done
02/04/2025	11	Advertise the next Police Drop In on Facebook	Clerk	03/04/2025	N	Posts scheduled
02/04/2025	12	Place feedback from PCJCC meeting and PROW meeting on next Agenda	Clerk	04/04/2025	N	Done

02/04/2025	14.1	Publicise change of date for May Annual PC Meeting and Annual Parish Meeting on Website & Facebook	Clerk	03/04/2025	N	Done
02/04/2025	15.1 & 15.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	03/04/2025	N	Done
02/04/2025	15.3 & 15.5	Obtain quote from car insurance companies for difference to business insurance for Handyman & Clerk	Clerk			
14/05/2025	1.1	Sign declaration of acceptance of office	Chairman	14/05/2025	N	Done
14/05/2025	1.1	Scan Declaration of acceptance of office and send to Monitoring Officer and YLCA	Clerk	21/05/2025	N	Done
14/05/2025	1.2	Scan all members declarations of acceptance of office and ROI and send to the monitoring officer	Clerk	21/05/2025	N	Done
14/05/2025	1.6.1-1.6.5	Update Reps on External Bodies list and also inform external bodies of the representatives	Clerk	15/05/2025	N	Done
14/05/2025	1.10	Finalise SO's and Financial Regulations and place on Website and in Policies Folder	Clerk	16/05/2025	N	Done
14/05/2025	1.17	Inform Warrens GBC that the PC are happy for their to continue using their services	Clerk	15/05/2025	N	Done
14/05/2025	1.19	Advertise the dates of the ordinary meetings of the Council on the website and notice boards	Clerk	16/05/2025	N	Done
14/05/2025	3.1	Put approved minutes on website and file	Clerk	15/05/2025	N	Done
14/05/2025	4.2.1	Draft letter to YWP in support of residents	Clerk	15/05/2025	N	Done and sent to YWP
14/05/2025	4.2.2	Confirm the Coffee Club that request for bench on KH has been approved but placement will need to be decided nearer time due to resident concerns	Clerk	20/05/2025	N	Done
14/05/2025	4.2.3	Provide links to CDC reporting for inconsiderate parking/running a business from home and SYP on FB and direct residents to PC website Useful Information Page	Clerk	16/05/2025	N	Done
14/05/2025	4.2.4	Confirm to resident PC will support them in request to CDC for caution horse signs in Branton, and report to CDC	Clerk	16/05/2025	N	Done
14/05/2025	5.1	Change end of advert for Co-option date to 20th June and advertise on website, FB and notice Boards	Clerk	16/05/2025	N	Done
14/05/2025	5.2	Contact CDC Archives to take 2021 to 2024 Minutes	Clerk	19/05/2025	N	Done - awaiting date to take them in
14/05/2025	5.3	Inform YLCA of Cllr Williams apologies for branch meeting, Cllr Gibbins attendance and agenda item	Clerk	15/05/2025	N	Done - informed Cllr Gibbins of deadline date for paper to YLCA
14/05/2025	6.3	Obtain two additional quotes for tree works and commission cheapest quote	Clerk		Y	Requested quotes - awaiting replies
14/05/2025	6.4	Report Highway issues raised by Members to CDC	Clerk	16/05/2025	N	Done
14/05/2025	7.2	Provide members with passwords and instructions how to set up gov.uk email address	Clerk	15/05/2025	N	Done
14/05/2025	7.2	Inform Aires that PC website is OK as it is and to add a Biodiversity page	Clerk	15/05/2025	N	Done
14/05/2025	8.1	Look at planning application for Everingham Place re: speed limit and road lighting on bridge and report back to PC/KHMC	Clerk	22/05/2025	N	CDC responded to enquiries and replies sent to Members and Chair of KHMC for information/sharing.
14/05/2025	9.1	Confirm to KHMC that PC will donate £1000 for pantomime and request bank details and pay	Clerk	19/05/2025	N	Done

14/05/2025	10.1	Pay Invoices/Payroll	Clerk	14/05/2025	N	Done
		Additional member to sign Unity Bank form, scan and send to Unity with appropriate minute number to				Done
14/05/2025	10.2	remove Joanne Rushby from the banking	Clerk	21/05/2025	N	
14/05/2025	10.3	Councillors to sign bank statements	Cllr Butterworth & Cllr Odell	14/05/2025	N	Done
		Amend Biodiversity Policy then place on Website and in				Done
14/05/2025	11.1	Policy Folder	Clerk	19/05/2025	N	
14/05/2025	12.1-12.4	Provide response to CDC re: planning application	Clerk	15/05/2025	N	Done
14/05/2025	13.1	Advertise the next Police Drop In on Facebook	Clerk	15/05/2025	N	Done
14/05/2025	14.4	Book place on online Fire Marshall Training	Clerk	19/05/2025	N	Done
		Nominate Cllr Julia Staniforth of Auckley PC for YLCA SY				Done
14/05/2025	14.5	Branch meeting	Clerk	16/05/2025	N	



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

### **Parish Council Update**

At the Annual Meeting in May, Councillor Neville Williams was elected Chairman, and Councillor Tony Gibbins as Vice Chairman. We extend our sincere thanks to Joanne Rushby for her valuable contributions over the past four years, and we welcome Councillor Stuart Adams, who joined earlier this year.

There is currently one vacancy on the Parish Council. Anyone interested in joining should submit an expression of interest to the Clerk by 20th June 2025. Further details are available on the Parish Council website, Facebook page, and Notice Boards.

### **Residents' Concerns**

Several issues were raised at the May meeting, including:

- Inconsiderate parking (primarily linked to local businesses)
- Closure of the pedestrian entrance to the Yorkshire Wildlife Park
- Requests for additional caution signage in Branton

The Parish Council is actively engaging with residents and relevant authorities to address these concerns.

### **Manor Farm Facilities**

Persimmon Homes has approved a location for the installation of a Christmas tree and defibrillator at Manor Farm Estate (behind the Parish Council notice board). We are currently seeking quotations for:

- Electrical column installation
- Tree and festive lighting
- Defibrillator unit.

### **MUGA (Multi-Use Games Area)**

The MUGA is now open for public use, with tennis nets in place. Landscaping around the area will be completed when weather conditions allow.

### **Kilham Hall Field – Park Maintenance**

Our Handyman is gradually repainting the play equipment and surrounding area as time and weather permit. Please observe any safety signs or tape in place while this work is being carried out.

### **Volunteering in the Community**

We're always grateful for community support. Current opportunities include:

- Knitting or crocheting poppies for the Armistice Day display
- Watering parish planters during summer
- Joining our quarterly litter picking group
- Expressing interest in becoming a Councillor

Visit our website, notice boards, or contact the Clerk to get involved.

### **Litter Picking**

A big thank you to those who took part in the community litter pick on 3rd May 2025. The next event is scheduled for Saturday 2nd August 2025.

### **Police Drop-In Sessions**

Meet your local police officers at our upcoming community sessions:

- Tuesday, 11th June – 6:00pm at Kilham Hall
- Monday, 15th July – 10:00am at The Secret Garden Café, Branton Garden Centre

These are excellent opportunities to ask questions or share concerns.

### **Stay Connected**

Follow the Parish Council Facebook page for updates:

🔍 Search "Cantley with Branton Parish Council" and give us a like.

**Thank you for your continued support. For any queries or suggestions,  
please contact the Parish Clerk on [cwbpc@outlook.com](mailto:cwbpc@outlook.com)**

## Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	78,109	81,892				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	48,000	68,014	20,014	41.70%	YES	Knew there'd be a shortfall for MUGA & Storage Project so needed to add additional funds	Price had increased since COVID - Had £126k S137 and £25k PC - <b>Final Cost £163k</b>
3 Total Other Receipts	24,865	7,179	-17,686	71.13%	YES	Received a grant for £20k last year	
4 Staff Costs	24,120	26,494	2,374	9.84%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	44,962	74,788	29,826	66.34%	YES	Paid balance of MUGA	Paid invoice in sum of £52198 (using £25k PC funds as above plus balance)
7 Balances Carried Forward	81,892	55,803				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	81,892	55,803				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	213,203	375,890	162,687	76.31%	YES	MUGA value incorporated in Asset Register	
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**CANTLEY WITH BRANTON PARISH COUNCIL**  
**PLANNING MATTERS SUMMARY JUNE 2025**

<b>Pre February 2022</b>		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	<b>Withdrawn</b>
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)	<b>Withdrawn</b>
<b>July/August 2023 (reported to September 2023 meeting)</b>		
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
<b>March 2024</b>		
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
<b>August 2024</b>		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
<b>February 2025</b>		
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
<b>March 2025</b>		
25/00382/TCON 24 Warrington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending
<b>April 2025</b>		

25/00836/OUT Land To The Rear Of 38 - 40 St Vincent's Avenue, Branton	Outline application for erection of dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	Pending
25/00852/FUL 24 Warnington Drive, Bessacarr	Erection of a 4 bedroom detached self-build dwelling following the demolition of the existing dormer bungalow	Pending
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive.	Pending

**APPEALS**

25/00008/REF 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).	Appeal Against Refusal
--	---	------------------------



# Cantley with Branton Parish Council

## Briefing Note: Tree Management and Liability

---

**Subject: Key Learnings from “From Roots to Liability” Webinar – Clear Council**

### Overview

The recent Clear Council webinar provided important insights into managing tree-related risks and liabilities. It highlighted the legal responsibilities of parish councils and best practices to reduce the likelihood of claims, including the need for structured tree management and thorough documentation.

### Key Points

#### Tree-Related Risks

- Around 8% of insurance claims involve trees.
- Common claims include:
  - Tree root damage to third-party property and utility services.
  - Falling trees causing injury, death, or property damage.
  - Injury/fatality to staff during tree work or due to poor maintenance.

#### Legal Responsibilities

- Councils must act as a reasonable and prudent landowner.
- If a risk assessment and tree management programme are in place and followed, the council is better protected from liability—even if incidents occur.
- Regular and expert inspections are essential; these should be documented.

#### Insurance Cover

- Insurance typically covers:
  - Tree root damage
  - Property damage
  - Injuries/fatalities resulting from council error or oversight
- Not covered:
  - Fines and penalties (e.g. from the HSE)
  - Tree removal or replanting
- Individual employees are only liable for gross negligence.

#### Claims Process

- Notify insurers immediately of any incident.
- Provide confirmation of policy cover.
- Insurer will investigate and gather witness statements, documents, etc. (usually 30–90 days).
- Final stages include legal liability response and settlement.

## **Tree Risk Management Strategy**

- Tree condition reports: to understand and document risks.
- Roles and responsibilities
- Inspection frequency
- Emergency response plan
- Training and awareness for staff and volunteers:
  - Spotting signs of decline
  - Responding to extreme weather
  - Dealing with public queries

## **Documentation Needed for Claims**

- Ownership determination
- Past incident records
- Risk assessments
- Tree management programme and inspections
- Accident reports and RIDDOR forms
- Reports from qualified arborists

## **Abatement Notices**

- If a neighbouring property raises a concern:
  - Assess and document the issue
  - Seek arborist advice
  - Check for Tree Preservation Orders (TPOs)
  - Prompt action may help prevent liability

## **Useful Resources**

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

[www.ecclesiastical.com](http://www.ecclesiastical.com)

[www.envirotrees.uk](http://www.envirotrees.uk)

## **Conclusion**

Councils have a clear duty of care regarding trees on their land. Proactive management, regular inspections, and proper documentation significantly reduce the risk of liability and ensure public safety. The Parish Council regularly reviews its Tree Management Policy to ensure ongoing compliance and effective risk management. A formal tree inspection was undertaken earlier this year, and its findings were presented to Members last month for consideration and agreement on appropriate actions. This report is therefore provided for noting. Presentation slides and a recording of the webinar are available on the Clear Councils website, should Members wish to refer to them.

**Written by:** B. Walton, Clerk/RFO

**Dated:** 21<sup>st</sup> May 2025