



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

(26/06/25)

Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 1st October 2025 commencing at 6 p.m.

Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation

1) Apologies

(1 minute)

1.1 To Receive Apologies for Absence in advance of the meeting.

1.2 To Consider the Approval of the Reasons Given.

2) Declarations of Interest

(3 minutes)

2.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.

2.2 Where necessary, to apply for dispensation from the Council's Proper Officer.

2.3 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960.

3) Approval of Minutes

(5 minutes)

3.1 To Approve the Minutes of the Parish Council Meeting held on 3rd September 2025 (enclosed).

4) Members of the Public

(30 minutes)

4.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration.

4.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Immediate Action/Future Consideration.

4.2.1 Request for a post box on Warren Park Estate.

5) City of Doncaster Council (CDC) Matters

(5 minutes per item)

5.1 To Receive Updates from CDC Ward Councillors.

5.2 To Receive and Note an Update on the MUGA.

5.3 To Identify any New Highway Matters for consideration by CDC and/or Other Agencies.

6) Clerk's Report and Administration Matters

(2 minutes per item)

6.1 To Note the Clerks Report and actions carried out by the Clerk since the last meeting (enclosed).

6.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.

6.2.1 To Receive and Note an update from the Clerk regarding the new gov.uk website.

7) Kilham Hall/Park/Buildings/Garden Area Matters

(3 minutes per item)

- 7.1 To Note the Gardener/Handyman's Action Tracker and Consider any priorities as a result (enclosed).
- 7.2 To Consider the quotes for updating the pictorial sign at the entrance to Kilham Hall Playing Fields/Park following the updated improvements on site.
- 7.3 To Note Kilham Hall Management Committee's Update following their meeting on 15th September 2025.

8) Parish Matters

- 8.1 To Consider the purchase of portable roadside signs to be used during litter picking activities - <https://www.tudorenvironmental.co.uk/temp-configurable-product-generated-from-qz750var-maw-end>
- 8.2 To Note the date of the Next Community Litter Pick (1st November 2025) and Advertise on Facebook.
- 8.3 To Consider the dates to install and remove the poppy/tommy silhouette/bunting displays for Armistice Day and agree the Handyman's additional hours.
- 8.4 Review closing times of Kilham Hall Car Park for Winter Months – October 2024 to March 2025.
- 8.5 Note the Annual Fire Shutter Testing for 6th October 2025 at a cost of approx £200.
- 8.6 Note the Annual Intruder Alarm testing for 10th September 2024 at a cost of £105.

9) Parish Council Matters

(3 minutes per item)

- 9.1 To Consider the content of the next Quarterly Newsletter and source of publication (enclosed).
- 9.2 To Ratify the Annual Membership to the Society of Local Council Clerks (SLCC) at a cost of £190 and to Approve to auto-enrol the Parish Council's Membership going forward.
- 9.2 For Councillors to Complete and Return the Civility and Respect Statement of Assurance (enclosed).
- 9.3 To Receive and Consider any proposals for new projects, initiatives, or expenditures that may require inclusion in the 2026/2027 parish council budget. Councillors are invited to present suggestions or requests for funding, with a view to identifying potential budgetary commitments and prioritising plans for the upcoming financial year.

10) Financial

(5 minutes per item)

- 10.1 To Receive PK Littlejohn's Section 3 of the AGAR (External Audit Report and Certificate) and the Notice of Conclusion of Audit. (enclosed).
- 10.2 To Approve Direct Bank Payments (to be circulated).
- 10.3 To Note the Internal Control exercise carried out during September by the Councillors appointed to check internal controls are being met. (enclosed)
- 10.4 To Approve 2nd Quarter Bank Reconciliation/Review Level of Reserves. (to be circulated)
- 10.5 To Consider receiving the Bank Reconciliations on a monthly basis.
- 10.6 To Receive the 2nd Quarter Budget Monitoring Report. (to be circulated)
- 10.7 To Receive the 2nd Quarter HMRC Return. (to be circulated)
- 10.8 To Agree to the Provision of a Poppy Wreath for the Local School and Kilham Hall Field Bench and a Donation to the Royal British Legion.

10.9 To Consider obtaining a corporate credit card for use by the Clerk, in place of her personal credit card, to support transparency and good governance.

10.10 To Note the Bank Statements and for the Councillors appointed to check internal controls are being met to sign them (to be circulated).

10.11 To Note additional information relating to the Introduction to (AGAR) Assertion 10 Digital & Data Compliance.

11) Policies/Procedures

11.1 To Receive and Approve the following Policies (enclosed):-

11.1.1 Corporate Credit Card Policy

11.1.2 Pensions and Retirement Policy

12) Planning Applications

(2 minutes per item)

12.1 To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed).

12.1.1 25/01881/TCON - The Farm, Main Street, Old Cantley - Notice of intention to undertake various pruning on a Cherry tree, within Old Cantley Conservation Area.

URL:

https://necdm.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=25/01881/TCON

13) Police Matters

(2 minutes)

13.1 To Consider/Note any police issues and reports received.

14) Training/External Meetings

14.1 To Receive feedback from the Village Hall Webinar (Councillor Gibbins).

14.2 To Remind Members of the YLCA South Yorkshire Branch Meeting on Wednesday 8th October 2025 via zoom.

15) Items of Correspondence

For Consideration, Information and Noting: (previously circulated)

15.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, CEO Bulletin.

15.1.2 Community First Yorkshire Update - Funding News.

15.1.3 CDC – Roadworks Reports, Funding Opportunities

15.1.4 SLCC – News Bulletin.

15.1.5 NALC CEO Bulletin.

16) Date of Next Meeting

16.1 To Confirm the Date of the Next Meeting on Wednesday 5th November 2025 starting at 6pm.

17) Employment Matters

(2 minutes per item)

17.1 **Excluded from the Public and Press** - To Receive the Clerk's September Timesheet and Quarter 1 Mileage claim (to be circulated).

17.2 **Excluded from the Public and Press** – To Review the Clerk's working hours following the completion of CILCA and Ongoing Projects.

17.3 **Excluded from the Public and Press** - To Consider the Handyman/Gardener's September Timesheet form (to be circulated).

17.4 Excluded from the Public and Press - To Note the Minutes from the Staffing Committee Meeting held on the 16th September 2025 (enclosed) and 30th September 2025 (to be circulated) and Approve any recommendations made.