

Minutes Subject to Approval at the Next Meeting

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 20th March 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N Williams (Chair), J Rushby, A. Thorpe, A. Gibbins and Y. Butterworth
IN ATTENDANCE: B Walton (Clerk)

1) RESIGNATION OF ACTING CHAIRMAN

1.1 Resignation

The Clerk informed Members of Councillor Innes' resignation.

1.2 Nominate a Chairman

Members were asked to consider the role of Chairman.

RESOLVED (1)

a) Members noted Councillor Innes' resignation and wished to thank him for his involvement in the Parish Council.

b) Councillor Williams offered to become Chairman. All Members thanked Councillor Williams and approved his appointment.

2) APOLOGIES

2.1 Apologies received

Councillor Butterworth

2.2 Reasons for absence considered

Councillor Butterworth may be late arriving to the meeting due to family commitments

RESOLVED (2)

Members approved Councillor Butterworth's late arrival.

3) DECLARATIONS OF INTEREST

3.1 Declarations of Interest

None.

3.2 Request Dispensation from Proper Officer

None

3.3 Items to which the public and press are excluded

None

RESOLVED (3)

4) APPROVAL OF MINUTES

4.1 Minutes of 6th March 2024

RESOLVED (4)

a) The minutes of the previous Parish Council Meeting held on the 6th March 2024 be agreed and signed by the Chairman.

5) MEMBERS OF THE PUBLIC

5.1 Items raised by members of the public present at the meeting

No members of the public were present.

RESOLVED (5)

6) DONCASTER METROPOLITAN BOROUGH COUNCIL

6.1 Donation of 2 CCTV Camerast

The Clerk informed Members of an email received last week offering to install 2 cameras in Branton. A plan showing placement showed one (3 way) camera on New Road/Whiphill Top Lane junction (near the Christmas Tree) and one on Doncaster Road/Whiphill Top Lane junction (near the 3 Horse Shoes Public House).

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

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6.2 Ongoing Maintenance Costs for CCTV

The Clerk had provided members with the quotations for ongoing maintenance and 4G coverage relating to the cameras. 4G would cost £50 per month per location or £3,600 + VAT for a 3-year term or £6,000 + VAT for a 60 month term for both locations. If annual contracts are required the cost would be £65 + VAT per month per location payable either monthly, quarterly or annually in advance.

Maintenance includes:

- Two Scheduled Preventative Maintenance Visits per annum
- Cleaning and Alignment Check of all components of the system
- Dedicated Online Helpdesk for Faults and Queries
- 16 Hour on site Response to call outs (Mon-Fri Excluding Bank Holidays)
- All Replacement Parts & Materials Included (Excluding Vandalism / Neglect or Power Surges)
- On Site Labour Included
- Travelling Time Included
- Software Updates and Fixes included
- Call Out Charges Included
- Access Equipment / Cherry Picker hire included

The cost for the Service and Maintenance for both locations would be:

- Annual Charges for the above based on a TEN Year Agreement £ 795.00 + VAT
- Total for TEN year plan £7,950.00 + VAT

The Clerk has informed CDC that the Parish Council has no budget for this year or next year for these additional costs (£2,000 per year) but has asked whether CDC would allow the Parish Council to pay these costs towards the end of 2024/2025 or in 2025/2026. The Clerk is awaiting a reply.

RESOLVED (6)

- a) The Parish Council agreed in principle for the CCTV cameras to be installed.
- b) Members want 4G and maintenance costs however there is no budget for these currently.
- c) Members questioned the siting of the cameras and felt there was overlap with them being so close together. They also felt there was a blind spot for cars coming into the village from Armthorpe who could turn right into Chapel Lane and join the majority of the village without being picked up on cameras. The Clerk is to feed this back to CDC and seek clarification as to why those positions were chosen.
- d) Members felt the second camera would be better placed near the motorway bridge/garden centre on Doncaster Road rather than near the public house. The Clerk is to feed this back to CDC.
- e) The Clerk is to monitor the 2024/2025 budget and if funds allow the Parish Council could pay the maintenance fees.
- f) The Clerk is to ensure maintenance of CCTV cameras is placed in the 2025/2026 budget in the sum of £2000.

Post Meeting Note: Ward Councillor S Cox telephoned the Clerk on 21st March 2024 to discuss the CCTV cameras placement and maintenance fees. Ward Councillor S Cox explained that the placement was chosen due to crime figures, communication needs etc and it was felt that these two spots would cover most areas of access/exit to village and also marrying up with other villages cameras. In the future, it is planned to place another camera near Old Cantley roundabout to be able to monitor the far end of the village and Old Cantley. With regards to maintenance and 4G fees, Ward Councillor S Cox spoke to the FABB Group to approve to funding the Parish Councils first year FABB approved the funding if the Parish Council could place provision for 2025/2026 onwards.

7) **PARISH MATTERS**

7.1 Defibrillator in Old Cantley

The Clerk updated Members on the progress with the match funding and obtaining a venue to house a defibrillator in Old Cantley.

RESOLVED (7)

- a) Members noted the Clerk’s update.

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

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6.20pm - Councillor Butterworth arrived and was given an update by the Clerk on matters discussed and agreed.

8) DATE OF NEXT MEETING

RESOLVED (8)

That the next meeting be held on Wednesday 3rd April 2024 commencing at 6pm.

The meeting closed at 6.25pm

DRAFT

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

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Applicant 1

Application for selection to Cantley with Branton Parish Council

I wish to apply to join the current Parish Council for the Cantley with Branton Ward.

As a Branton resident since 1989 (excluding a 5-year break) I am keen to offer my services in support of the Parish Council and feel that I can offer skills and experience that may be of use to my community.

My experience has been acquired within previous working roles in Marketing and Public Relations (Doncaster Racecourse), Tourism Development (Local Authority), Community Affairs and Marketing (Doncaster Sheffield Airport - from pre-opening to operational, inc. period of Public Enquiry) and Office Management/Senior Administrative/Executive PA roles.

The ability to communicate at all levels has been mandatory within many of these roles, specifically with Politicians, Senior Local Authority Directors and Legal professionals, but as importantly, with Local Groups, Schools, the public and Business Groups.

I feel that I take a strategic, balanced and logical approach when evaluating situations or challenges.

The village and the wider community are very important to me and I would be proud to be part of the organisation that is working to preserve the future of our natural and built environment, ensure safe conditions for residents and create a place that we can be proud to build on for our young people.

7th March 2024

Applicant 2

Please find attached the cooption form for my application to join the Parish Council.

I have lived in the Village with my family since 1997, having resided in the Doncaster area since 1991.

I have just concluded a 30 year career as a Police Officer within South Yorkshire Police. I served in all four areas in the county ending up as a Chief Superintendent for my last 12 years of service. I have wide experience of dealing with Local Administration from local Officers up to Chief Executives. I have had a great deal of recruitment and policy experience along with leadership and decision making at a local and corporate level. I am familiar with budget management and running large teams focused on delivery of public service. Having left policing in 2023, I have had 12 months free of commitments and am now ready to continue my public service and help with the running of my local community with this application.

If you need anything else please let me know, unfortunately we are away today for a week so I will not be able to attend the meeting tonight.

Applicant 3

I would like to express my interest in becoming a Councillor for the Cantley and Branton parish.

I share the desire to make the parish the best place for its residents that it can be and in so doing play its part in helping to maintain Doncaster as a place to be proud of.

I have read the information about the roles and responsibilities of a councillor and I feel my listening and communication skills, honed over many years as a teacher in schools across Doncaster, would make me a useful addition to the team. Having lived and worked in Doncaster for over forty years and been a resident in the parish for the last fourteen of those, I have a reasonable local knowledge to draw upon. Doncaster has undergone many changes in that time but the sense of community is an enduring strength.

I guess, like many people, I have taken for granted the work that others have put into making the communities we live in safe and thriving. I would welcome the opportunity to use what skills I have to give something back to the place that has given me so much.



Cantley with Branton Parish Council

RISK MANAGEMENT SCHEDULE 2024/25

AREA OF RISK	INTERNAL CONTROL MEASURES	REVIEW DATE/ FREQUENCY	COMMENTS AND REMEDIAL ACTIONS
1) <u>Insurance Cover</u>	Value inflated annually by Insurance provider at 1 September	Annual review an agenda item prior to renewal	Premiums are compared for best value when policy due (2024)
Public and Products Liability } Employers Liability }	Cover £10,000,000 each (excess £125) Cover £10,000,000	1 September	
Fidelity Guarantee	Cover : £150,000	March meeting for 1 April and/or 1 September	
Hirers Liability	Cover £2,500,000	1 September	
Officials Indemnity (Libel and Slander)	Cover £500,000 Cover £250,000	1 September	
Personal Accident (Age 16-75) Personal Accident Death/Loss of Limb/Disablement Commercial Legal Protection Data Breach	Capital Benefit £100,000 Schedule of benefits £100,000 Capital Benefit £250,000 Cover £25,000	1 September	Covers members, employees and volunteers
Money (Cash) Cheques etc	Cover £350 Receipted and shown on monitoring report Up to £250,000 (Excess £50)	1 September	Currently there are no lettings but any cash or cheques are banked as soon as practicably possible Direct bank payments are requested
Buildings	£750,000	1 September	An Independent Valuation should be carried out of Kilham Hall every 3 years. Last carried out 2022
Contents	£33,000	1 September	
Other property insured away from the Premises (All physical assets as per inventory and stated on Asset register)	Cover as per schedule. £350,591 Inventory maintained for all items	1 September	Clerk arranges cover for new items following instruction from the parish council
2) <u>Security provisions:</u>			

Meeting Rooms and Store Room Building	Buildings have locked external doors, locked metal shutters and CCTV. Security alarm fitted in 2015. List of key holders retained All new key holders sign on receipt	Agenda item for monthly meeting .	Handyman checks weekly. Security alarm – Annual service Shutters serviced annually from June 2019
Children’s Playground and Outdoor Equipment	Handyman checks weekly for visible damage and cleans as necessary. DMBC carry out a detailed check every 3-4 months and occasional general checks in between and advise on any maintenance/repairs .(Email dated 15 June 2011 – A Simms) and S Racjan. Annual ROSPA inspection scheduled. CCTV coverage from cameras attached to rear of buildings	Agenda item for monthly meeting	Painted with lead free paint Urgent H&S repairs arranged by Clerk in consultation with members. Other repairs agreed by parish council. Occasional checks by members and Clerk if Handyman absent.
Recreation Ground	Handyman clears litter and checks for damage and tree maintenance weekly. Agenda item for monthly meeting. Tree Inspections arranged when required. CCTV covers area from cameras attached to buildings	Agenda item for monthly meeting Tree Officer visited site in October 2022 Tree work carried out Dec 21 and hedge cut Jan 24	Occasional checks by members and Clerk if Handyman absent Report circulated with agenda
General Health and Safety	H&S Questionnaire to New Contractors and insurance liability checked. Fire extinguishers Electrical emergency lighting, fire alarm and portable appliances Fixed wired electrical items Fire alarm system upgraded	As and when required Serviced annually Checked annually. Checked every 5 years Checked Annually	Work carried out by local contractor with H&S certificates subject to best value. Policy Document Fire extinguishers checked Nov 2023 Portable appliances and emergency lighting checked Nov 2023 Fixed wiring all renewed 2015 Due to conversion of building Checked 2020
3) <u>Financial Matters</u>			
Audit Arrangements	Internal Auditor appointed External Annual Return presented for approval and report considered	Annually. AGAR presented to May meeting. Internal auditor annual report presented in June meeting	Recommendations are implemented with immediate effect

		External audit report presented to next available meeting	
Banking Arrangements (All Direct Bank Transfers)	New account opened with Unity Trust to ensure dual authorisation		Reviewed if required
Budget and Precept Setting	Three year analysis used and allowances reviewed	Annually December or January	
Expenditure Approval	In accordance with Financial Regulations. All payments certified by two members. All payments listed in minutes	Regulations review May. Effectiveness of systems of internal control reviewed March each year	Clerk is authorised to make payments where goods/services have been verified as received.
Financial Records	Kept in accordance with Audit Regulations and Governance and Accountability Practitioners Guide	Receipts and payments reconciliation checked by Council Auditors quarterly and Internal Auditor annually	Regulations also reviewed as advised by NALC/YLCA
Income and Expenditure Control/ Budget Monitoring	All expenditure approved by pc in advance. Budget monitoring reports and bank reconciliations presented and signed by council auditors. Income receipts reported	Quarterly report presented to all members of the council.	Bank statements presented with quarterly reconciliation certified by Council auditors
VAT Claims	In accordance with Financial Regulations	Claims submitted each quarter if exceeding £100 or on reaching £500 or at year end	Claim balanced to accounts book
Proper use of expenditure granted under Section 137 of the Local Government Act 1972	Identified in minutes and recorded separately in accounts records.		
Salary payments	Clerk and Handyman's timesheets are an Agenda item monthly Once timesheets approved, sent to Warrens GBC to prepare payroll Upon receipt of payroll information from Warrens GBC, sent to Chairman for approval prior to paying salaries	See Section 6 on Employees	HMRC and YLCA advice included in correspondence
4) <u>Record Keeping</u>			
Minutes of Meetings	Items and pages numbered. Minutes are approved at the next meeting and signed by the Chairman at the meeting. Current Minute book is available at	Ongoing	Minutes are kept in four year cycles and archived when five years old.

	each meeting.		
Electors Right to Inspection	Public notices displayed denoting inspection arrangements.	As advised by External Auditor	Notices are displayed on two council notice boards.
Asset register and inventory	Agenda Item. Copy circulated to members.	Annually March/April Meeting	Updated by Clerk on receipt of new items. Parish Council agrees deletion of items – have now formed disposal register
Policies and Procedures	Formulated as advised by YLCA or the needs of the council	Reviewed annually in May or as required	Copies are displayed on the council's website and available for viewing from the Clerk's Office.
Security of Computer records	Computer is password protected	Password changed at least annually and when computer maintenance is undertaken.	Clerk backs up to a hard disc. Chairman has a sealed envelope of passwords
Filing System	Clerk maintains a manual filing system	Ongoing	Items disposed of in accordance with advice received from YLCA.
Data Protection Requirements	New regulations considered and compliance understood. Council documents stored in locked cabinet in locked room in locked building/Clerk's home	As advised in respect of legal changes. Emails containing any personal data deleted after six months. Other filed for reference	ICO registration paid by direct debit from October 2018.
<u>5) Members' Responsibilities</u>			
Register of Members Interests	Documents provided and completed. Subsequent agenda item	First meeting after four yearly elections and ongoing Forms uploaded on website in June 2021/Updating ongoing	All members completed in June 2021 Agenda item for updating Training provided Nov 2021. New declarations completed May 2022 New Members completed declarations and members interests upon appointment
Declarations of Gifts and Hospitality	DMBC request details for submission to Monitoring Officer. Minutes of meetings. Item on March agenda	March /Ongoing	Forms available at each meeting.
Declaration of Interests	Agenda item and documented in minutes	Ongoing	Training provided by DMBC in 2021
Ensuring all business activities are within the Council's powers	Controlled through minutes Advice from Clerk	Ongoing	All members are supplied with a copy of the 'Good Councillors



No.	ASSET	Location ¹	Date Acquired	Cost New £	Current Ins.Value £
Buildings					
1	Kilham Hall Meeting/Store Rooms Conversion work Kitchen addition Storage Extension Solar Panels	KHMR/KHHS	1998/2009 2015 2016 2022 2023	£37,000.00 £19,750.00 £850.00 £65,454.69 £18,600.00	£837,933
Contents					
2a	Filing Cabinet/4 tables/ 12 chairs/3 long tables/3 round tables/ desk/chair/notice board Notice Board	KHMR	2009 2021 2022	£1,500.00 £317.00 £25.00	£33,000
2b	Kettle/Vacuum Cleaner	KHMR	2016	£86.74	
2c	Fridge	KHMR	2021	£62.96	
2d	HP Officejet 9010 Printer	KHMR	2020	£133.00	
2e	Printer & Projector	KHMR	2009	£585.00	
2f	DELL Laptop/Mobile Phone	KHMR	2020/2019	£500.00	
2g	Shredder/ Laminator/items	KHMR	2020/2021	£100.00	
2h	Arnold Baker Manual	KHMR	2020	£120.00	
CCTV Equipment					
3	CCTV Monitor	KHMR	2019	£100.00	£2,238
Playground Equipment					
4	Play Equipment 2 x Portable goalposts 2 x Portable goalposts (no nets)	KHP KHP KHP	1997 2018 2022	£27,404.00 £225.00 £1.00	£90,000
Street Furniture					
5a	Litter Bins (4) Inc in (3) Litter Bin (1)	2 x RSG 3 x KHP 1 x P	2007 1997/2018 2022	£935.00 £420.00	
5b	Notice Boards (3))	1 x Old Cant 1 x Ava Court 1 for Manor Farm	2011 2008 2023	£725.00 £840.00 £1,752.00	
5c	6 Metal Benches)	1 x RSG 1 x KHP 3 X Parish 1 x KHP (BT)	2007 2009 2009 2018	£445.00 £400.00 £1,200.00 £995.00	
5d	3 x Picnic Tables	KHP	2021	£997.00	
5e	Plant Trough	Butterfly Trail	Apr-21	£16.00	
5f	6 x Wood Planters	Kilham Hall	Oct-14	£240.00	

5g	Christmas Lights	KHHS	1999/2008 2020 2023	£750.00 £472.00 £163.00	£72,000
5f)	Christmas tree	Glen Road	2019	£424.00	
5g)	Christmas tree	Whiphill Top Lane/Donc Rd	2021	£2,569.00	
5h)	Christmas tree	Bawtry Road	2022	£2,910.00	
5i)	Christmas Infrastructure	Old Cantley Roundabout Whiphill Top Lane/Donc r Rd Bawtry Rd	2021 2022	£6,268.00 £3,180.00	
5j)	2 x Composite benches	KHP	Dec-21	£1.00	
5k)	66 Lamppost Poppies	P	Jul-22	£198.00	
5l)	Tommy Silhouette Tommy Silhouette	P P	Nov-22 Apr-23	£200.00 £200.00	
5m)	Grit Bin	KH	Feb-18	£45.00	
5n)	Defibrillator Defibrillator & Cabinet	KH P	Nov-17 Aug-22	£1,167.00 £1,512.00	
Mowers and Machinery					
6a	Garden Mower	KHHS	2014	£333.00	£6,000
6b	Hedge Cutter	KHHS	Aug-15	£299.00	
6c	Garden Strimmer	KHHS	2021	£359.00	
6d	Gardening/Tool Items As per inventory	KHHS	2000+	£500.00	
Gates and Fences					
7a	Metal Gates/Fence/ Parking bollards	KH Car park KH Car park	2013/2019 2019	£6,650.00 £855.00	£36,000
7b	Fencing	Donc Rd Grden	Jan 15/Sep16	£1,755.00	
7c	Birdsmouth Fencing	Valley Drive	Oct-17	£1,420.00	
	Community Assets	See List		£1,226.00	
Ground Surfaces					
					£76,782
Sports Equipment					
					£30,711
	TOTAL 2020			£110,948.74	
	TOTAL 2021			£114,351.70	
	TOTAL 2022			£130,817.00	
	TOTAL 2023			£129,795.70	
	TOTAL 2024			£214,013.39	

¹ KH = Kilham Hall Building (MR = KH Meeting Rooms)

KHP = Recreation Ground at Kilham Lane DN3 3PF (KHHS = Handyman's Storeroom)

BT – Butterfly trail

RSG = Rose Garden on Whiphill Top Lane DN3 3NU

P = Within the parish boundary (OC = Old Cantley)

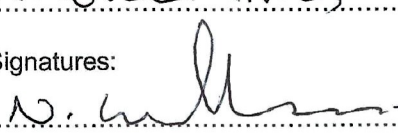


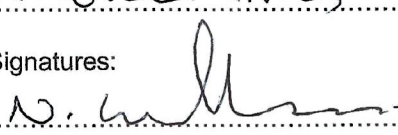
Cantley with Branton Parish Council

LAND/LEASE/DEEDS REGISTER UPTO MARCH 2024

DATE	ASSET	PURCHASE/ SALE PRICE	REPLACEMENT PRICE
21/06/1930	Copy Shooting Licence - The Rt. Hon.Wm. Charles De Meuron Earl Fitzwilliam to T.B. Darley Esq		
25/09/1940	Copy Grant - Earl Fitzwilliam and His Mortgagees and The Corporation of Doncaster		
1950	Copy Abstract of Title - The Metropolitan Railway Country Estates Ltd		
24/10/1960	Conveyance - Messrs. W. & N. Tyas and Woolwich Equitable Building Society to Messrs. R. & S. Nuttall		
1964	Abstract of Title - Messrs Ronald & Stanley Nuttall		
15/04/1972	Conveyance - Messrs. R. & S. Nuttall to Cantley with Branton Parish Council - A plot of land situated at Whip Hill Top Lane, Branton (The Rose Garden)		
15/08/1979	Register of Local Land Charges - Field known as football field, Branton at the corner of Whip Hill Top Lane and Kilham Lane		
28/11/1979	Epitome of Title relating to freehold property known as land at Branton		
17/04/1960	- Assent - Personal Representatives of George Innocent Dec'd and Mrs B Menzies		
09/01/1967	- Appointment of New Trustee - Mrs May Mitchell and Mrs V. T. Insley-Fox		
01/10/1979	- Deed of Appointment - Mrs V. T. Insley-Fox , G. E. Insley and W. Salisbury		

28/09/1979	Transfer of Whole - V. T. Insey-Fox and G. E. Insley and William Salisbury to Cantley with Branton Parish Council - land at junction of Whiphill Top Lane and Kilham Lane, Branton		
10/01/1980	H.M. Land Registry - Land Certificate/Title of Registry - Land lying to the North East of the junction of Kilham Lane and Whiphill Top Lane, Branton		
11/03/1991	Agreement (Standards of Sale) - Seller Cantley with Branton PC and David Wright of The Cottage, Kilham Lane, Off Whip Hill Top Lane - plot of land part of Title No. SYK106579 (Kilham Hall football field)	£120,000.00	N/A
18/09/1991	Agreement Doncaster Metropolitan Borough Council and Cantley with Branton Parish Council - relating to Land at Whiphill Top Lane/Kilham Lane, Branton		
04/10/1995	Property Title & Charges Registers relating to Land at New Road, Branton (Doncaster Rd Garden) - No Deeds available but correspondence and HM Land Registry documents available re: Ownership		
19/10/2005	Agreement - Doncaster Metropolitan Borough Council and Cantley with Branton Parish Council - Land situated at Kilham Lane, Branton		
11/11/2009	Trust Deed - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
09/03/2010	Lease - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
01/11/2010	Deed of Variation - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
2016	Deed of Variation - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		

CANTLEY WITH BRANTON PARISH COUNCIL INTERNAL CONTROL CHECKLIST	INIT	INIT
CHECKS		
Accounting records, ie income/expenditure spreadsheets: Are the income/expenditure spreadsheets being kept up to date? Cross reference them with minutes/bank statements	NW	
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders	NW	
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments	N/A	
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	NW	
Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued?	N/A	
Cemetery fees and charges: Correctly calculated and collected?	N/A	
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?	NW	
Bank reconciliation: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements?	NW	
VAT paid: Is it properly recorded in the expenditure spreadsheets? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?	NW	
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?	NW	
Internet banking: Checks implemented by the council being adhered to?	NW	
Petty Cash: Properly controlled and recorded	N/A	
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).	NW	
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?	NW	
External auditor's report – presented to full council and directives acted upon?	NW	
Names of persons carrying out the check: N. Williams Signatures:  Date check undertaken: 19/3/24		

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Names of persons carrying out the check: N. Williams Signatures:  Date check undertaken: 19/3/24		



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

YOUR PARISH NEEDS YOU!



Would you like to be a Parish Councillor and help to make the Parish of Cantley with Branton a better place to live?

There is currently one vacancy on the Parish Council of Cantley with Branton due to the resignation of a member.

The Council can now fill the vacancy by co-option, which is a process whereby the Council considers applications from interested persons and can then select someone to fill the seat.

If you are interested in becoming a Parish Councillor, please write to or email the Parish Council (cwbpc@outlook.com) and include a few details of why you would like to become a Councillor.

The duties of a Parish Councillor are not difficult. The main requirement is to attend 11 meetings per year which each last for up to three hours. You may also receive comments from residents about local issues. Apart from being able to spare a little time, the main need is to have an interest in the local community and how it is managed.

If you need any information about qualification for being a Councillor or just want more information about the role, please contact the Clerk to the Council on the number below or go to our website – www.cantleywithbrantonparish.co.uk - to view additional information.

Deadline for written applications: **Noon on Wednesday 24th April 2024**

CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – APRIL 2024

1) CDC

- a) Planning Application for MUGA - Percolation test was carried out 6th and 7th February 2024. Been chasing CDC for outcome and any updates ie. when going to Tender, what shortfall in budget is etc. Awaiting replies.

2) Recreation Ground/Garden Areas

- a) MUGA – Awaiting update from CDC re: percolation test then should be going out to Tender.
- b) Grants for MUGA – Awarded £20k from National Lottery. Two additional grants available that we could apply for – listed on Agenda.
- c) Fence Maintenance - Handyman started painting fence around KH
- d) Paint Playground – Clerk ordered paint for playground and realised she's ordered 5 tins too many. 5 tins returned and waiting refund. Handyman will need to close park to paint it so waiting til after Easter Holidays.

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

- a) Solar Panels – Clerk has put an application in to sell back energy. Chased as heard nothing since sent photos/video. Told by EoN that we weren't registered on the national system and they weren't sure why. Whilst ever it was like this we couldn't sell back energy. Reply from EoN saying we're now on the network. Kept KHMC Treasurer up to date and reminded him that the smart meter wasn't installed when scheduled and hasn't been rearranged.
- b) Lease – Instructed Solicitor to amend the Lease. Awaiting reply.
- c) Internet – having more issues connecting to internet at KH which is taking time to resolve.

4) Parish/Community

- a) Defibrillator's – Checked regularly and the Circuit Website updated. GBM Accounting in Old Cantley are to host a defibrillator and all being well it will be installed on the 5th April.
- b) Poster for Volunteering to help the Community – Poster displayed on Website, FB and notice boards
- c) Parish Council Vacancy – Closing date for co-option is 12noon on Friday 15/03/24 and added to April Agenda for Co-option. 2nd Vacancy CDC advert closes 08/04/24 so advert drafted and on April Agenda for approval.
- d) Informed the gate that the PC & Auckley PC paid for at the River Torne has been removed – Auckley PC do not want the gate at the River Torne so contacted Environment Agency to arrange collection for CwBPC.

5) Parish Council Procedures/Finance

- a) Website –Updated regularly
- b) Facebook – Updated regularly
- c) Precept for 2024/2025 – Informed CDC of change of bank details for precept payment
- d) Bank Account – All monies and DD's transferred to new accounts. Old Natwest Accounts both closed. Will need to remove Cllr Chorlton from new banking but will wait til we co-opt a new member and add them at same time.
- e) Honours List – Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters

6) Police

- a) Drop In Session – List of Dates published – attended session on 13th March 2024 at 10am. 3 residents attended (1 from Auckley) and raised a few issues which were passed to the Clerk for answering (both residents responded to – 1 about footpath closure on Gatewood Lane and 1 about tenants of land at end of village potentially living in a caravan).

7) **Training/Networking**

- a) Clerk attended Introduction to CILCA on 13th March 2024. Will register on CILCA in October when hopefully less work with MUGA

Actions Following Meetings - 2023 - 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
03/05/2023	1.7	Amend the Standing Orders to state Standing Orders and Financial Regulations will be adopted annually, not necessarily at the Annual Parish Council Meeting in May.	Clerk	19/05/2023	N	Amended and placed on website
03/05/2023	1.1	Review the Parish Council's Insurance in August 2023 prior to renewal in September 2023	Clerk	01/08/2023	N	Diraised for August 2023
03/05/2023	1.13	Review policies on a rotational basis, every 3 years	Clerk	Ongoing	N	Reviewed all Policies older than 2019 and older and taking to September 2023 Meeting
03/05/2023	4.2.1	Search for any grants available to purchase a defibrillator for Old Cantley	Clerk	Ongoing	N	Registered an interest with one grant - awaiting further information
03/05/2023	4.2.1	Respond to the resident regarding the siting of the defibrillator in Old Cantley and state if no grants are available the Parish Council will consider this when they set their 2024/25 budget in November/December 2023	Clerk	Diarise for Oct/Nov 23	N	Diarised for Oct/Nov 23 to incorporate into Budget
03/05/2023	4.2.4	Inform resident that they can use the field for Pamper Van after party in hall, between hours of 5.30pm and 7.30pm	Clerk	04/05/2023	N	Resident not using field due to times
03/05/2023	4.2.5	Inform the Personal Trainer could have a key to the field. The Clerk is to contact him to arrange collection	Clerk	04/05/2023	N	PT informed and key collected
03/05/2023	4.2.6	Resident's plea for household items/furniture - This is not within the Parish Council's remit. The Clerk had already signposted the resident to DMBC, Ward Councillors, Surestart at Rossington, Poor Land's Trust (Lady Elekar's Trust) and Victim Support. The Clerk is to contact the resident and give her a different number for Poor Land's Trust and inform her when the next meeting is to enable her to complete a request form in time for the meeting.	Clerk	04/05/2023	N	Resident texted and signposted to all resources and informed of next Lady Elekar Meeting.
03/05/2023	5.1	Advertise the Community Skip and thanks were expressed to the Ward Councillors for arranging this.	Clerk	04/05/2023	N	FB Posts scheduled and posters drafted for installing on notice boards
03/05/2023	5.2	Continue to chase DMBC to ensure the snagging list is complete	Clerk	04/05/2023	N	Emailed James at DMBC, now keeping a log of messages
03/05/2023	5.3	Report the new highway matters identified to DMBC	Clerk	09/05/2023	N	
03/05/2023	6.1	Return the signed solar panel contract	Clerk	10/05/2023	N	
03/05/2023	6.2	Add an article in the next Newsletter regarding lost property	Clerk	16/05/2023	N	Added to Summer Newsletter for publishing after June PC meeting

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
03/05/2023	8.1	GNE Contracting Ltd, to carry out the works to alleviate the flooding issues at Kilham Hall car park at a cost of £8,014 plus VAT providing a warranty for work is provided.	Clerk	12/05/2023	N	Emailed GNE and confirmed works will commence 26/07/23. A warranty for parts will be provided following works and Contract documentation prior to work starting.
03/05/2023	8.1	Contact the two unsuccessful companies and thank them for their quotes	Clerk	16/05/2023	N	Emailed unsuccessful companies and thanked them for their quotes
03/05/2023	8.2	Meet monthly to determine when the gates need opening/closing and provide the neighbour with a calendar.	Clerk & Caretaker	Monthly	N	
03/05/2023	9.2	Donate £500 towards the 2023 Auckley Show	Clerk	15/05/2023	N	Donation made to Auckley Show.
03/05/2023	9.3	Donate £1000 to Kilham Hall Management Committee towards the 2023 pantomimes.	Clerk	12/05/2023	N	Donation made 14/06/23
03/05/2023	9.5	Request training from SYAS for defibrillator familiarisation. The Clerk will contact SYAS and request a date in September and then advertise this on the Notice Boards, Website and Facebook page.	Clerk	05/05/2023	N	Training Scheduled for 14/09/23, Poster on notice boards, website and FB advertising and asking residents to contact Clerk to book a place
03/05/2023	9.5	Donate £100 (vired from Christmas festivities budget) to SYAS Charity following completion of defibrillator training.	Clerk	01/09/2023	N	Donation made
03/05/2023	11.1 & 11.2	Litter Collection Policy, The Usage & Hire of Recreation Ground and Meeting Rooms Policy, The Field Hire Agreement and Conditions of Use confirmed and placed on PC Website	Clerk	11/05/2023	N	All placed on website
03/05/2023	12.1 & 12.2	Feedback is given to the Planning Department at DMBC on the planning applications received.	Clerk	04/05/2023	N	
03/05/2023	13.2	Contact residents to collate their availability and rearrange the Speed Initiative training	Clerk	09/05/2023	N	New date scheduled for 1st June 2023 at 5.30pm
03/05/2023	14.1.1	Chase DMBC for confirmation the TENS Licence has been approved	Clerk	04/05/2023	N	TENS Licence confirmed
03/05/2023	14.1.5	Purchase juice, cream, jam and chocolates	Clerk	07/05/2023	N	
03/05/2023	14.1.6	Publish the Volunteer Poster on the Parish Council Website, Notice Boards and Facebook page.	Clerk	04/05/2023	N	
03/05/2023	18.1	Inform Warrens GBC to pay the additional 6 hours 30 minutes worked throughout April for the Clerk.	Clerk	04/05/2023	N	
07/06/2023	4.2.1	Response stating can't accommodate pop up dessert van currently	Clerk	08/06/2023	N	
07/06/2023	4.2.2	Purchase 3 No Dogs Signs and discuss placement with Handyman	Clerk	13/06/2023	N	Placement to be agreed and arranged
07/06/2023	4.2.3	Clerk already responded to resident query re what can be taken to Drop In sessions on a FB post	Clerk	31/05/2023	N	
07/06/2023	4.2.4	Request to place poster on Manor Farm Notice Board	Clerk	23/05/2023	N	

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
07/06/2023	4.2.5	Respond to Yorkshire Air Ambulance - no funds this year	Clerk	08/06/2023	N	
07/06/2023	4.2.5	Place Donation to Yorkshire Air Ambulance for Oct/Nov for consideration in next year's Budget	Clerk	Oct/Nov 23	N	Diarised for Oct/Nov when start to draft budget
07/06/2023	4.2.6	Email resident confirming OK to place skip on PC grass to rear of car park and for scaffolders to access his property via KH Car park	Clerk	08/06/2023	N	
07/06/2023	5.2.1	Respond to DMBC's snagging list email expressing our disappointment	Clerk	12/06/2023	N	See next months action
07/06/2023	5.2.2	Chase DMBC as to when we will know more re: Planning Application	Clerk	13/06/2023	N	Granted
07/06/2023	5.3	Report the new highway matters identified to DMBC	Clerk	08/06/2023	N	
07/06/2023	6.2	Advertise the Co-Option Vacancy with deadline date for 30/06/23 and place on PC Website and Notice Boards	Clerk	08/06/2023	N	
07/06/2023	6.5	Inform YLCA that Cllr Gibbins is representative for SY YLCA Branch Meeting	Clerk	08/06/2023	N	
07/06/2023	6.5	Inform KHMC that Cllr Innes is representative for KHMC	Clerk	08/06/2023	N	
07/06/2023	7.2.1	Cllr Innes is appointed representative for the PC Facebook page - Clerk & Cllr Innes to add Cllr Innes as admin	Clerk/Cllr Innes	13/06/2023	N	Cllr Innes is now Admin on PC FB page
07/06/2023	7.2.2	Promote Local Clerk's Week - 10th to 14th July on PC FB page	Clerk	10-14/07/23	N	
07/06/2023	8.1	Look at new tasks and determine if they will take additional hours to carry out and if so how many then take back to PC for consideration	Clerk/Handyman		N	Handyman's hours increased so tasks will be incorporated into his duties
07/06/2023	8.2	Request KHMC consider purchasing a larger bin from DMBC as Handyman's is getting used and not enough space for him	Clerk/Cllr Chorlton	13/06/2023	N	No bin to be purchased as KHMC ask residents to take their own rubbish home with them
07/06/2023	9.1	Make amendments as suggested to Newsletter	Clerk	08/06/2023	N	
07/06/2023	9.1	Forward amended Newsletter to Arrow Publications & Today Publications	Clerk	08/06/2023	N	
07/06/2023	9.1	Update Website/Notice Boards with Newsletter	Clerk	08/06/2023	N	
07/06/2023	9.2	Purchase the Tommy Silhouette	Clerk	08/06/2023	N	
07/06/2023	9.3	Purchase 2 New Defib Pads	Clerk	08/06/2023	N	Purchased - placed in Defib Cabinet and spare in Clerk's Office
07/06/2023	9.5	Confirm fitness class OK to use field on a Thursday upto until September	Clerk	08/06/2023	N	
07/06/2023	10.2	Look at Internal Auditors Report and rectify any errors	Clerk	09/06/2023	N	Done what can be rectified
07/06/2023	10.3	Send completed AGAR and associated documents to PK Littlejohn	Clerk	13/06/2023	N	

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
07/06/2023	10.4	Advertise Notice of Rights on Website & Notice Boards	Clerk	13/06/23 & 16/06/23	N	
07/06/2023	10.3	Put AGAR on Website	Clerk	13/06/2023	N	
07/06/2023	11.1	Amend Business Continuity Plan and place on Website	Clerk	08/06/2023	N	
07/06/2023	11.2	Place Annual Leave Policy on Website	Clerk	08/06/2023	N	
07/06/2023	11.3	Amend SO's and place on Website	Clerk	08/06/2023	N	
07/06/2023	12.1 & 12.2	Feedback is given to the Planning Department at DMBC	Clerk	08/06/2023	N	
07/06/2023	13.1.1	Email residents thanking them for taking part in police	Clerk	14/06/2023	N	
07/06/2023	13.1.2	Draft Poster advertising new Police Drop in sessions	Clerk	07/06/2023	N	
07/06/2023	13.1.2	Advertise Police Drop In sessions on Notice Boards, FB	Clerk	08/06/2023	N	
07/06/2023	14.1	Confirm postponement of Full Council Training to October onwards due to vacancy and member availability	Clerk	14/06/2023	N	YLCA provided dates not available, await Member availability
07/06/2023	14.3	Book a place on the Talking Tables training on 27/07/23	Clerk	12/06/2023	N	
07/06/2023	17.1 & 17.2	Forward Clerk & Handyman's timesheets to Warrens GBC	Clerk	08/06/2023	N	
05/07/2023	4.2	Co-opt Andrea Thorpe and get Acceptance of Office signed	Clerk	05/07/2023	N	Andrea attended the meeting later on and signed acceptance
05/07/2023	5.2.1	Write to the Dance School thanking them for informing the Caretaker about the Boot Camp on the Field	Cllr Rushby		N	
05/07/2023	5.2.2	Complaint about unkempt verges in Old Cantley	Clerk	09/06/2023	N	Clerk reported to DMBC via online reporting
05/07/2023	5.2.3	Request for use of field, kitchen and toilet facilities for a party on KH Fild on 20/07/23 with Bouncy Castle	Clerk		N	Hall is booked so can't use/book facilities and no to bouncy castle on field - Clerk to write to the Toddler Group
05/07/2023	5.2.4	Complaint about overgrown hedge near Branton Nurseries	Clerk	09/06/2023	N	Clerk reported to DMBC via online reporting
05/07/2023	5.2.5	Complaint about noise/parking at Poppyfest	Clerk/Cllr Chorlton	06/07/2023	N	Clerk responded to resident suggesting complain to DMBC as they issue licence and Cllr Chorlton will mention complaint to organisers of Poppyfest
05/07/2023	5.2.6	Complaint about overgrown hedge at rear of Rose Garden	Clerk	06/07/2023	N	Handyman has this in his schedule of works to carry out on 07/07/23. Clerk updated resident
05/07/2023	6.1	The Power of Positivity - Community Engagement & Wellbeing Project			N	Hall can be booked for this however it is full most days and this project is in early stages
05/07/2023	6.2.1 & 6.2.2	Chase DMBC for updates on snagging list and MUGA	Clerk		N	Response received 06/11/23
05/07/2023	6.3.1	Repairs to aerial wire by DMBC following their inspection report	Clerk	06/07/2023	N	Work Carried out by DMBC 01/08/23
05/07/2023	6.4	PC attendance at DMBC's Pop Up Engagement Event at Manor Farm	Cllr Chorlton / Cllr Williams	09/08/2023	N	Informed DMBC that a Cllr can attend 11am - 12noon. Reminded Cllr Chorlton & Cllr Williams on 04/08/23 and 08/08/23

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
05/07/2023	8.1.1-8.1.6	Clerk to book in all the annual inspections, coordinating with the Caretaker	Clerk/Caretaker	22/09/2023	N	All annual inspections booked in
05/07/2023	8.2	Clerk to book a specialist company, South Anston Fire Services, to carry out a Fire Risk Assessment on Killham Hal	Clerk	22/09/2023	N	Booked in for 08/11/23
05/07/2023	8.3	Clerk to rearrange meeting with UK Energi re: solar panels	Clerk	August	N	Meeting Rearranged for 21/08/23 for Cllr Rushby, KHMC Treasurer, The Clerk and Cllr Gibbins. Item on September's Agenda to update members
05/07/2023	8.3	Chairman to ask Members of KHMC if they can attend UK Energi meeting, in particular the Treasurer	Cllr Chorlton	10/07/2023	N	Stewart Morley will attend and is available after 4th August following his holiday
05/07/2023	9.1	Clerk to source background information and request letters of support for the Birthday Honours 2024 nomination - J Worthington	Clerk	10/07/2023	N	Letter of Support received from Michelle Sidebottom, Marjorie Cayhill & Steven Featherstone. Application and Letters of Support submitted.
05/07/2023	10.5	Clerk is to remove Councillor Sidebottom from the PC's banking and replace with either Councillor Chorlton or Williams	Clerk	19/07/2023	N	Done
05/07/2023	10.5	Look at new bank accounts that meet all the PC/IA's requirements for 2 authorised signatories and report back to the PC in September	Clerk	19/07/2023	N	Reported back and agreed current account and savings account for the reserves
05/07/2023	10.5	New signatories for the new bank account would be Councillor Williams, Councillor Chorlton, Councillor Innes	Clerk		N	As above
05/07/2023	10.5	Clerk to check annual list of payments and any other invoices outside this list need to go to PC prior to payment for approval	Clerk	Sep-23	N	Take to October PC meeting for approval
05/07/2023	10.6	Update Social Media Policy on Website	Clerk	12/07/2023	N	
05/07/2023	12.1.1	Publicise poppies to be handed to Clerk by 03/10/23	Clerk	Aug/Sept/Oct	N	FB post drafted and scheduled
05/07/2023	12.1.2	Publicise and request volunteers to sew poppies onto netting	Clerk	Aug/Sept	N	FB post drafted and scheduled - Dates for sewing 05/10/23 and 12/10/23
05/07/2023	13.1	Complete Section 171 Crane Agreement form for 4 Christmas Illumination sites and send to DMBC	Clerk	14/07/2023	N	Sent Licence, await DMBC response
05/07/2023	13.2	Discuss arrangements with KHMC for pantomime - cost of tickets, advertising them, where selling them	Chairman/KHMC	10/07/2023	N	Chair of KHMC updated me, tickets printed and ready to take to Premier, Posters printed ready to display and put on FB
05/07/2023	13.3	Carol's Around the Tree arranged for 01/12/23 - publicise nearer the time	Clerk	Oct/Nov/Dec	N	Clerk to publicise on FB and poster on Notice Boards
05/07/2023	13.3	Speak to Three Horseshoes Landlord re: use of corner of Car Park	Clerk/Councillor Butterworth	Juy-Nov	N	Spoke to Landlord, he's closing car park off - we can use top corner and he's thinking of running a Christmas Market alongside our event. Members informed of this via email 04/08/23
05/07/2023	13.4	Book Armthorpe Elmfield Brass Band	Clerk	10/07/2023	N	

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
05/07/2023	13.5	Confirm installation/removal of Christmas Illumination dates with Christmas Plus & RJ Electrical - 1st December to 6th January 2024	Clerk	10/07/2023	N	Emailed Christmas Plus and RJ Electrical
05/07/2023	15.1-15.2	Feedback PC comments to DMBC re: Planning Applicatiosn	Clerk	06/07/2023	N	
05/07/2023	15.4	Respond to DMBC re street naming consultation	Clerk	06/07/2023	N	
05/07/2023	16.1.1	Contact SY Police and cancel speed initiative due to lack of volunteers	Clerk	10/07/2023	N	Equipment returned to SY Police on 02/08/23
05/07/2023	16.1.1	Write to the 2 volunteers thanking them for their support but unfortunately won't be taking off due to lack of volunteers	Clerk	11/07/2023	N	
05/07/2023	16.1.1	Write to the 2 volunteer who offered to do online training thanking them but unfortunately won't be taking off due to lack of volunteers	Clerk	12/07/2023	N	
05/07/2023	17.1	Invite a member of Doncaster Youth Council, if live within the Parish, to attend a PC meeting	Clerk	11/07/2023	N	Emailed Doncaster Youth Council - no reply
05/07/2023	17.2	Member availability for Full Council Training given for 10/10/23 - Clerk to book the session	Clerk	07/07/2023	N	Emailed YLCA and confirmed and Texted Members asking them to book it in 5.30pm-8.30pm
05/07/2023	17.2	Book meeting room with Caretaker for Full Council Training	Clerk	12/07/2023	N	Emailed caretaker
05/07/2023	20.1	Email Warrens GBC informing them Clerk is to be paid 5hrs30mins overtime	Clerk	07/07/2023	N	
06/09/2023	4.2	Add residents request for a zebra crossing on to the October Agenda	Clerk	Sep-23	N	Added agenda item
06/09/2023	5.2.1	Check with DMBC whether air brick or fan vent quoted for in extension	Clerk	07/09/2023	N	Response received 06/11/23
06/09/2023	5.2.1.2	Obtain quotes from 2 independent companies for fan vent for extension to compare prices with DMBC	Clerk	12/09/2023	N	Accepted RJ Electrical's quote and requested works be scheduled
06/09/2023	5.2.1.3	Inform DMBC that a graded ramp isn't suitable and request quote for a handrail	Clerk	07/09/2023	N	Quote received 06/11/23 - taking to Dec PC meeting
06/09/2023	5.2.2	Write to DMBC asking whether current percolation test would suffice planning precommencement condition or whether we have to have a new one	Clerk	07/09/2023	N	Response from DMBC stating has to be a separate percolation test and report for MUGA
06/09/2023	5.2.2	Obtain quote from GNE re: Percolation tests and reports relating to Drainage of the MUGA if need be	Clerk	12/09/2023	N	Verbal quote received from GNE - £600 plus VAT for report and approx £600 plus VAT for percolation test Phoned DMBC and queried this against the quote they have sent as £2k more expensive. Asked for clarity from their technical advisors if GNE's work would be sufficient and if so as client we would expect cheaper quote to be taken. Await reply from DMBC

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
06/09/2023	5.2.2	Write to DMBC requesting extension of time for MUGA to April 2025	Clerk	07/09/23 via email 12/09/23 via letter	N	Await confirmation from DMBC rel extension
06/09/2023	5.3	Overhanging branches on Gatewood Lane onto the Road	Clerk	11/09/2023	N	Reported to Highways
06/09/2023	5.4	Painting of Playground equipment to go on October Agenda following DMBC Playground Inspection Report	Clerk	12/09/2023	N	On October Agenda
06/09/2023	7.1	Write to Joe Kelsey and confirm PC happy for him to continue using the field for his PT sessions and it will be reviewed in 6 months	Clerk	07/09/2023	N	Diarise for 6 months to review again
06/09/2023	7.2	Discuss with KHMC Treasurer how they pay back to the grid	Clerk	12/10/2023	N	Report back to PC - Update in Clerk's Report - diarised for January 24
06/09/2023	7.3	Confirm Covid Pop up clinic OK to use Kilham Hall Car Park on a Friday from 1pm during October to December inclusive	Clerk	07/09/2023	N	Emailed Heather Rylance at NHS confirming this
06/09/2023	8.1	Budget of upto £50 to purchase light refreshments for members and the trainer for whole Council training on 10/10/23	Clerk	26/09/2023	N	M&S more expensive for less food, ordered from Morrisons and arranged collection from 3pm-4pm on 10/10/23
06/09/2023	8.3	Look at cost of gov.uk or org.uk email address for the Clerk and how to set it up	Clerk	26/09/2023	N	No budget this year for this and sought clarity from PK Littlejohn, our current email address will meet the requirements for next year. Clerk will place this into budget for next year
06/09/2023	8.3	Clerk to set up those Councillors who haven't got a separate email address for PC business an outlook.com email account and send them details of it	Clerk	11/09/2023	N	Clr Williams, Clr Chorlton & Clr Gibbins set up with outlook.com email accounts
06/09/2023	9.1	Content of quarterly newsletter OK and to be published as usual	Clerk	07/09/2023	N	Autumn Newsletter to be published in Arrow Publications. Cantley & Bessacarr today already published so merge Autumn and Winter Newsletter for publishing in Nov/Dec
06/09/2023	9.2	Purchase 5 additional strings of lights from Christmas Plus	Clerk	07/09/2023	N	Emailed requesting 5 additional strings of lights at cost of £162.50
06/09/2023	9.5	Check with Streetscene that rubbish will be collected on Saturday following litter pick	Clerk	07/09/2023	N	Reminder sent and confirmed collection
06/09/2023	9.6	Obtain a quote for a recycling bin and how much it would cost to empty a year	Clerk	11/09/2023	N	Declined - monitor bins
06/09/2023	10.2	Put Banking Arrangements on October Agenda	Clerk	07/09/2023	N	On October Agenda
06/09/2023	10.2	Message Clr Butterworth with details of new account needed so she can ask at bank	Clerk	07/09/2023	N	Clr Butterworth given details and spoke to Bank. Need to ring the Business Hub and ask question
06/09/2023	10.3	Internal Control Document to be placed on website and facebook	Clerk	07/09/2023	N	On Website and post scheduled for Facebook
06/09/2023	10.5	Councillor Chorlton to sign bank statements	Clerk	07/09/2023	N	Signed 15/09/23

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
06/09/2023	11.1-11.16	All policies to be finalised and put on website	Clerk	11/09/2023	N	All policies on website and in policy folder in Clerk's Office
06/09/2023	12.1-12.5	Send feedback on planning applications to DMBC	Clerk	07/09/2023	N	
06/09/2023	13.1	Continue to advertise police drop in sessions on facebook	Clerk	Continuous	N	Posts scheduled
06/09/2023	14.6.1	To attend SLCC Branch Meeting on 12/09/23	Clerk	12/09/2023	N	Meeting postponed til October
06/09/2023	14.6.3	To attend the Doncaster Clerk's Meeting Re; Events	Clerk	17/10/2023	N	
06/09/2023	17.1	Email Warrens GBC with timesheets and instruct to pay Clerk additional 2.5hrs	Clerk	07/09/2023	N	Payroll documentation received ready for payment
06/09/2023	17.2	Email Warrens GBC with timesheets	Clerk	07/09/2023	N	Payroll documentation received ready for payment
04/10/2023	4.2.1	Forward residents email re: pedestrian crossing to Ward Cllr S Cox	Clerk	05/10/2023	N	
04/10/2023	4.2.1	Respond to resident informing him of above	Clerk	05/10/2023	N	
04/10/2023	5.1	Change DMBC to CDC on Agenda and any paperwork	Clerk	04/10/2023	N	
04/10/2023	5.1	Liaise with Caretaker for available dates for Skips and let Ward Cllr S Cox know of them	Clerk/Caretaker	06/10/2023	N	
04/10/2023	5.2.1	Chase 3rd quote and Clerk to instruct contractor with cheapest like for like quote to carry out the work on the fan/internal store at KH	Clerk	01/11/2023	N	Clerk received quote from RJ Electrical but still chasing detail from CDC to ensure comparison can be made.
04/10/2023	5.2.1	Chase CDC for quote for hand rail for external store	Clerk		N	Received 06/11/23 - taking to Dec PC Meeting
04/10/2023	5.2.2	Chase CDC for percolation test outcome	Clerk		N	No reply from GNE after CDC and PC chasing
04/10/2023	5.3	Gatewood Lane Trees - still overhanging - Chase CDC	Clerk	05/10/2023	N	Response received from CDC 06/10/23 - trying to determine land owner via Land Registry and actioning accordingly. Forwarded CDC reply to Members for info
04/10/2023	6.2.1	Promote Slow Highways on the PC Website and FB Page	Clerk	08/10/2023	N	
04/10/2023	6.2.2	Upload PC Non Confidential papers onto Website	Clerk	01/11/2023	N	Clerk putting papers on from November onwards
04/10/2023	7.1	Confirm painting of playground to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	Clerk informed Handyman and he will schedule it into his work schedule and purchase materials
04/10/2023	7.2	Confirm additional repairs to boundary fence to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	As above
04/10/2023	7.3	Confirm repairs and painting of picket fence around KH to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	As above
04/10/2023	7.4	Kilham Hall Car Park to close at 4pm (unless classes are on) after clocks change	Clerk/Caretaker	05/10/2023	N	Informed Neighbours who close gates at weekend and scheduled a FB post informing of same. Also updated PC Website with times
04/10/2023	7.5	Defer the Annual Hedge Cut to January 2024	Clerk	05/10/2023	N	Hedgecut will take place on 16/1/24. Clerk has informed neighbouring residents
04/10/2023	7.5	Notify neighbour of postponement of hedge cut	Clerk	05/10/2023	N	Let neighbour know when we get a date for hedge cut

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
04/10/2023	7.7	Confirm to KHMC Treasurer that £175 contribution towards Fire Risk Assessment is payable to South Anston Fire Extinguishers and give the details	Clerk	06/11/2023	N	Emailed Treasurer at KH and also emailed South Anston Fire informing them how to split the invoices and where to send them to.
04/10/2023	7.12	Put Solar Panels on November PC Agenda and talk to KHMC Treasurer about it	Clerk	23/10/2023	N	Clerk has met with KHMC Treasurer to discuss this. Clerk has made an application to sell back energy.
04/10/2023	8.1	Renew SLCC Membership	Clerk	13/10/2023	N	
04/10/2023	8.2	Put amended Asset Register on Website and into Annual Accounts Auditor File	Clerk	06/10/2023	N	
04/10/2023	9.1	Forward Winter Newsletter to Arrow Publication and Today Publications for publishing	Clerk	06/10/2023	N	
04/10/2023	9.2	Complete the CDC Events form online and await reply from CDC re: Event Planning Document - is it needed	Clerk	06/10/2023	N	Chase CDC for reply as to whether an Event Planning Document is required
04/10/2023	9.3	Arrange for Poppy Displays etc to be up by end of October 2023 and remove on 17th November 2023	Clerk/Handyman	06/10/2023	N	Installation 25/10/23 & 27/10/23
04/10/2023	10.1	Ensure Section 3 of AGAR and Notice of Conclusion is on Website and Notice Boards	Clerk	27/09/2023	N	
04/10/2023	10.5	Submit Quarter 2 HMRC Return	Clerk	06/10/2023	N	
04/10/2023	10.7	Liaise with Internal Auditor to see when would be best to change bank for PC - now or end of financial year	Clerk	06/10/2023	N	Internal Auditor and YLCA advise change bank immediately
04/10/2023	10.8	Look at Awards for All Grant for gap in costs of MUGA and apply	Clerk	15/01/2023	N	Application sent in
04/10/2023	10.9	Confirm £100 donation to British Legion for 2 poppies - 1 for school and 1 for memorial bench	Clerk	05/10/2023	N	Wreaths delivered, one taken to school, one located on bench. Donation made to RBL
04/10/2023	11.2-11.4	Place new policies on website	Clerk	09/10/2023	N	
04/10/2023	12.1-12.4	Send feedback on planning applications to CDC	Clerk	05/10/2023	N	
04/10/2023	12.1-12.4	Update PC Planning Register	Clerk	09/10/2023	N	
04/10/2023	13.1	Draft a post for FB stating police are carrying out extra patrols due to current criminal activity in area	Clerk	09/10/2023	N	
04/10/2023	14.1	Christmas Illuminations to be lit during darkness and if can't be on a timer, on all the time	Clerk	10/10/2023	N	Informed Christmas Plus and RJ Electrical
04/10/2023	14.2	Clerk to draft a poster for Carols Around the Tree Event and advertise on FB and Notice Boards towards end of this month	Clerk	End of October	N	Poster drafted and advertised on FB and website
04/10/2023	14.2	Clerk has printed off tickets and posters for event ready for placing on facebook, notice boards and to take to Premier shop	Clerk	End of October	N	Clerk taken tickets etc to Premier Shop (31/10/23)
04/10/2023	14.3	Volunteers are requested for Sunday 3/12/23 at Pantomime	All Councillors	01/11/2023	N	Members to inform the Clerk/Chairman at next meeting of their availability
04/10/2023	17.1 & 17.3	Send Warrens GBC timesheets for Clerk & Handyman	Clerk	05/10/2023	N	
04/10/2023	17.2	Write a letter to Clerk confirming hours remain at 15hrs pw and will be reviewed following 2024 Appraisal	Clerk	24/10/2023	N	Chairman approved it

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
04/10/2023	17.4	Clerk to talk to Handyman regarding Contracted hours and write to him confirming hours will increase to 15hrs pw and be reviewed following 2024 appraisal	Clerk	05/10/2023	N	Letter wrote to Handyman re: Hours
01/11/2023	4.2.1	Clerk to enquire with CDC to get an up to date quote for CCTV cameras on exit/entry points in village	Clerk	02/11/2023	N	Quote received for 2 cameras and incorporated into draft budget
01/11/2002	4.2.1	Clerk to communicate PC discussions/actions with resident	Clerk	02/11/2023	N	Clerk emailed update to resident
01/11/2023	4.2.1	Clerk to incorporate CCTV in budget for 2024/2025	Clerk	Nov-23	N	Done
01/11/2023	4.2.2	Clerk has informed resident to contact Ward Cllr Cox as CDC responsibility for lamp posts	Clerk	01/11/2023	N	Resident has contacted Cllr Cox and he will inform CDC that neighbourhood watch signs are being placed on lamp posts on Poppyfields Estate
01/11/2023	4.2.3	Clerk to inform resident that PC don't want to purchase Christmas tree	Cerk	02/11/2023	N	Resident emailed
01/11/2023	4.2.4	Clerk to write to First Bus Group and cc Ward Cllr Cox and Oliver Coppard, SY MCA in on response expressing concerns regarding reduced bus timetable	Clerk	14/11/2023	N	Clerk drafted letter 06/11/23, sent to members for approval by close of business 08/11/23. Cllr Rushby made comments. No further comments received so letter sent 14/11/23.
01/11/2023	5.2.1 & 5.2.2	Continue to chase CDC and log amount of times we do so	Clerk		N	
01/11/2023	6.1	Contact GNE re flooding in car park recently due to excessive weather conditions	Clerk	02/11/2023	N	Clerk has emailed, left voicemails and texted GNE
01/11/2023	6.2	query regarding how much traffic is received to the PC website	Clerk	02/11/2023	N	Reply received
01/11/2023	7.1	Quote received from CDC re; aerial wire in sum of £150	Clerk	07/11/2023	N	Confirm quote/work to be undertaken
01/11/2023	7.1	Clerk to contact the supplier of the gym equipment regarding a few of the ROSPA Inspectors comments re: pull up bars	Clerk	10/11/2023	N	Clerk found out who installed the equipment and in contact with them and the manufacturer following receipt of installation guidelines. Awaiting reply as to who in DMBC commissioned the Gym.
01/11/2023	7.1	Clerk to query few of actions with ROSPA Inspection ie. finger trap	Clerk	14/11/2023	N	Clarity sought and informed Handyman of the same
01/11/2023	7.2	Clerk to liaise with KHMC Treasurer about future pay back costs for electricity and who pays the bills etc	Clerk/KHMC Treasurer			
01/11/2023	7.2	Diarise for January and July to do selling electricity back	Clerk	02/11/2023	N	Diarised
01/11/2023	7.3	Request energy bills for last year from KHMC and work out 10% to send to KHMC Treasurer	Clerk	02/11/2023	N	Sought clarity on figures from KHMC Treasurer - pay 10% on 15/11/23
01/11/2023	7.3 & 8.3	Look at Lease as to who is responsible for shutters/leak in roof etc - KHMC or PC	Clerk	20/11/2023	N	Clerk feels KHMC is responsible but Members to determine. Requested advice from PC Solicitor and Insurers - awaiting reply

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
01/11/2023	8.1	Incorporate Foundation Award of the LCAS in 2024/25 budget - £130	Clerk	Nov-23	N	
01/11/2023	8.2	Incorporate items from Action Plan into 2024/25 Budget	Clerk	Nov-23	N	Clerk incorporated into budget ready for PC in Dec 23
01/11/2023	8.2	Look at Grants Policy when working out budget and amend to incorporate how much funds are available and whether it is shared out etc	Clerk	Jan-24	N	On February 2024 Agenda
01/11/2023	8.2	Find out who owns Canters at Old Cantley and approach asking if they would mind housing a defib cabinet on outside of the building	Clerk	06/11/2023	N	Emailed Architect listed on planning application and awaiting response
01/11/2023	8.3	Determine what KHMC Insurance covers and what the PC Insurance covers to ensure not duplicating	Clerk/KHMC Treasurer	06/11/2023	N	Received copy of policy - few things KHMC should have but not too much duplicated
01/11/2023	9.2	Send information on bank accounts - current and instant savings with Unity Bank to Cllr Gibbins for info/perusal	Clerk	02/11/2023	N	Info forwarded, Cllr Gibbins queried if we had taxable income, Clerk doesn't think this affects us however is checking with PC's Auditor for clarity
01/11/2023	9.2	Clerk is to open Unity Bank Accounts once Cllr Gibbins feedback is sought	Clerk		N	Reply from Unity and Auditor
01/11/2023	9.3	Cllr Williams is to sign the PC's Bank Statements as 2nd internal auditor	Clerk	03/11/2023	N	Texted Cllr Williams asking when he's free to sign bank statements. Await availability.
01/11/2023	10.1	Publicise Biodiversity on FB - what the PC already does and intends to do	Clerk	06/11/2023	N	Posts scheduled for the next week or so to cover biodiversity
01/11/2023	10.1	Include money in 2024/2025 Budget to cover biodiversity actions	Clerk		N	Included
01/11/2023	11.1	Finalise the Biodiversity Policy and Action Plan and publish online	Clerk	04/11/2023	N	Finalised and published on website
01/11/2023	11.2	Publicise the Data/Information Audit on Website	Clerk	04/11/2023	N	
01/11/2023	11.3	Publicise the Asset Register & Disposal Policy on Website	Clerk	04/11/2023	N	
01/11/2023	11.4	Make slight amendment to Reserve Policy and publicise on Website Publicise the Compassionate Leave Policy on the website	Clerk	04/11/2023	N	
01/11/2023	11.5		Clerk	04/11/2023	N	
01/11/2023	12.1-12.3	Send feedback on planning applications to CDC	Clerk	02/11/2023	N	
01/11/2023	13.1	Publicise the Police Drop Ins more frequently on FB	Clerk	3/11/23 - 09/11/23	N	Posts scheduled for the next week
01/11/2023	13.1	Check with SYP whether crime figures provided can be provided on PC FB page	Clerk	03/11/2023	N	Clarity sought from SYP - figures don't include domestic burglaries/child incidents and cannot be published
01/11/2023	14.2	Purchase two tubs of sweets and possibly more mince pies for Carols around Tree event	Clerk	17/11/2023	N	Purchased
01/11/2023	18.1	Clerk to be paid additional 5 hours worked during October	Clerk	07/11/2023	N	Details forwarded to Warrens GBC for processing

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
01/11/2023	18.2 & 18.3	Handyman's timesheet noted. Agreed to pay 5 days compassionate leave.	Clerk	07/11/2023	N	Clerk informed Handyman of decision. Clerk informed Warrens GBC of amendment to Handyman's timesheet. Clerk updated Handyman's leave sheet.
06/12/2023	4.1	Police attendance re: CCTV - postpone CCTV in budget til 2025/2026 when know more data on it's success	Clerk	Nov-24	N	Diarised for November 2024
06/12/2023	4.2.1	Inform resident no money to purchase land but will ask Ward Councillors to raise with CDC	Clerk	07/12/2023	N	
06/12/2023	4.2.1	Raise residents query with Ward Cllrs to raise with CDC and give them PC's comments	Clerk	07/12/2023	N	Clerk informed Ward Cllr S Cox. He has a meeting with CDC on 13/12/23 re: S106 at Manor Farm so will raise this then.
06/12/2023	5.2.2	Instruct CDC to go ahead with percolation test	Clerk	07/12/2023	N	
06/12/2023	6.1	Clerk to resend information to members and ask for response	Clerk	07/12/2023	N	Await Members replies
06/12/2023	7.2	Contact Donna Flicker at CDC to see if she knew who project managed the installation of the Outdoor gym and raise ROSPA issues with it to them	Clerk	07/12/2023	Y	Contacted D. Flicker at CDC she remembers a handover meeting of the equipment so therefore the PC accepted the work and no comeback. She put me in touch with Dave Chadbourne who would have coordinated it. He is looking into it and will let me know. Chased again 18/01/24
06/12/2023	7.3	Seek clarity on the Lease from Dickinson Wood Solicitors re: maintenance	Clerk	07/12/2023	N	March Agenda for PC approval and to then instruct Dickinson Wood
06/12/2023	7.4	Contact Insurance and seek clarity regarding buildings insurance and duplication between KHMC & PC	Clerk	07/12/2023	N	Insurers replied - PC should insure building and unless anything in the lease, KHMC shouldn't
06/12/2023	7.4	Inform KHMC Treasurer that they don't have Employer's Liability Insurance and they need it for the Caretaker	Clerk	07/12/2023	N	
06/12/2023	7.5	Complete Fire Manual information	Clerk/Caretaker	08/12/2023	N	
06/12/2023	7.6	Speak to Handyman about actions from Fire Manual	Clerk	08/12/2023	N	Fire evacuation Point notice ordered and installed
06/12/2023	7.7	Order new Fire evacuation sign for KH Car Park	Clerk	08/12/2023	N	
06/12/2023	9.1	Advertise for volunteers to continue making poppies	Clerk	07/12/2023	N	Scheduled a FB post
06/12/2023	9.2	Advertise the Covid Drop In session	Clerk	07/12/2023	N	
06/12/2023	9.3	Advertise the Litter Pick	Clerk	07/12/2023	N	Scheduled a FB post
06/12/2023	10.2	Pay Christmas Plus Invoice	Clerk	15/12/2023	N	
06/12/2023	10.4	To make Donation to Thorne Rural Lions	Clerk	15/12/2023	N	
06/12/2023	10.5	Chase Cllr Williams for details for banking	Clerk	08/12/2023	N	Received
06/12/2023	10.6	Amend first draft of budget and recirculate to Members for information	Clerk	11/12/2023	N	Amend if any further comments
06/12/2023	11.1 to 11.4	Upload new policies onto Website	Clerk	07/12/2023	N	
06/12/2023	12.1.1 to 12.1.4	Provide CDC with PC's comments on planning applications	Clerk	07/12/2023	N	
06/12/2023	13.1	Advertise next Police drop in session	Clerk	07/12/2023	N	Scheduled a FB post

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
06/12/2023	14.1	Cllr Gibbins to provide Clerk with his action plan for circulating to members	Cllr Gibbins	07/12/2023	N	
06/12/2023	14.2	Circulate Cllr Gibbins Action Plan to Members	Clerk	08/12/2023	N	
06/12/2023	15.1.5	Book on free webinar relating to Local Council Award Scheme	Clerk	07/12/2023	N	Booked on 12/12/23
06/12/2023	18.1 to 18.3	Forward timesheets and Pay Award details to Warrens GBC for December payroll run	Clerk	07/12/2023	N	
03/01/2024	5.3	Move to February Agenda	Clerk	03/01/2024	N	
03/01/2024	6.2	Check with Web Developer if Analytics are added for free (plus his time for adding it), would the Clerk be able to run ad hoc reports or is it more complex that he'd need to do it?	Clerk	04/01/2024	Y	Checked with Web Developer - more complex but he'll check if there is a simple reporting tool that can be set up and Clerk do. Await reply.
03/01/2024	7.1.2	Request Handyman remove concrete edging around Pull Up bars and repairs surface around the area to make safe	Clerk	05/01/2024	N	
03/01/2024	8.1	Archive Minutes from 2011 to 2021	Clerk	17/01/2024	N	Took documents to be archived
03/01/2024	8.2	Apply for King's Portrait Scheme when it opens	Clerk	Feb-24	N	Done
03/01/2024	9.1	Put FB post on about Keep Britain's Tidy "Buy Nothing New Month"	Clerk	05/01/2024	N	
03/01/2024	10.5	Finalise Budget as agreed	Clerk	05/01/2024	N	
03/01/2024	10.6	Inform CDC of Precept request	Clerk	05/01/2024	N	
03/01/2024	10.7	Inform Claire Wellings of appointment as Internal Auditor	Clerk	05/01/2024	N	
03/01/2024	10.8	Email out interested parties for Grass tender	Clerk	05/01/2024	N	Emailed 4 potential providers and sent Tender documentation out upon request
03/01/2024	10.9`	Draft Christmas Illuminations Tender	Clerk	25/01/2024	N	February Meeting
03/01/2024	11	Finalise Tree Management Policy & Tree Inspection Report and place on website	Clerk	05/01/2024	N	
03/01/2024	11	Update Policies List and place in Policy Folder	Clerk	08/01/2024	N	
03/01/2024	12.1	Provide CDC with PC's comments on planning applications	Clerk	04/01/2024	N	
03/01/2024	17.1 & 17.2	Send timesheets to Warrens GBC for payroll run	Clerk	04/01/2024	N	
03/01/2024	17.3	Coordinate Clerk's Appraisal with Chairman for March/April 2024	Clerk/Chairman	20/03/2024	N	Booked in for Tues 02/04/24
07/02/2024	5.2.2.	Include article on dog fouling in Newsletter	Clerk	08/02/2024	N	Done
07/02/2024	5.2.3	Await clarity from Environment Agency re: Gate Ensure ground is left good following percolation test	Clerk	06/02/2024	Y	Awaiting ES regarding collecting gate
07/02/2024	6.2		Clerk	10/02/2024	N	Contractor returned and ground made good and excess removed
07/02/2024	6.3	Provide feedback to CDC re: Locality Plans	Clerk	10/02/2024	N	Done
07/02/2024	6.5	Provide Clerk with feedback on SPD Consultation so she can let CDC know	All Members	29/02/2024	N	None received/sent

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
07/02/2024	7.2.1	Place Precept document on Website	Clerk	09/02/2024	N	Done
07/02/2024	8.1	Inform successful grass contractor	Clerk	11/02/2024	N	Done
07/02/2024	8.1	Inform unsuccessful grass contractor	Clerk	11/02/2024	N	Done
		Clerk to Email Solicitor requesting price for amendment				£350 plus VAT
07/02/2024	8.3	to Lease work	Clerk	07/02/2024	N	
07/02/2024	8.3	Place KH Lease/Deed of Variation on next Agenda	Clerk	08/02/2024	N	Done
		Update KHMC with cost of Deed of Variation and seek clarity that they will pay half	Clerk	08/02/2024	N	Done and KHMC agreed to pay £175
07/02/2024	8.3		Clerk	08/02/2024	N	
07/02/2024	8.4	Confirm with Handyman that studded wall can be built	Clerk	09/02/2024	N	Done
		Clerk is authorised to enter the PC into free monthly prize draw with Marmax				Done
07/02/2024	8.5	Amend the deadline date to 15/03/24 on Councillor	Clerk	08/02/2024	N	Done
07/02/2024	9.2	Vacancy advert	Clerk	08/02/2024	N	Done
		Advertise co-option vacancy if CDC say we're able to - website, FB page and Notice Boards				Done
07/02/2024	9.2	Let KHMC know that Cllr Gibbins is new PC	Clerk	09/02/2024	N	Done
07/02/2024	9.3	representative	Clerk	09/02/2024	N	Done
		Let Andrew Shirt, Barnsley MBC know that Cllr Gibbins is reserve representative for YWP Consultative Committee				Done
07/02/2024	9.4		Clerk	09/02/2024	N	
07/02/2024	9.5	Defer to next meeting	Clerk	08/02/2024	N	Done
		Defer internal control exercise to next meeting but schedule for Mid March				Done
07/02/2024	9.6		Clerk	08/02/2024	N	
07/02/2024	10.1	Amend Quarterly Newsletter and send for publishing	Clerk	09/02/2024	N	Done
		Write to School and Branton Football Club informing them of Environmental Pride Round 4 funding opportunities				Done
07/02/2024	10.2	Keep Christmas Illuminations separate and email out to potential companies asking for quotes for work for 2024/2025	Clerk	12/02/2024	N	Emailed Christmas Plus, await their quote. Sent email to 4 other organisations.
07/02/2024	10.3		Clerk	12/02/2024	Y	Sent email to RJ Electrical - same price as this year
07/02/2024	11.2	Get Council's Auditors to sign Bank Reconciliation	Clerk	06/03/2024	N	Done
		Chase Cllr Thorpe to ensure she has her log in validated				Done
07/02/2024	11.3		Clerk	12/02/2024	N	
07/02/2024	11.4	Get Council's Auditors to sign bank statements	Clerk	06/03/2024	N	Done
		Make slight amendments to policies and add to website				Done
07/02/2024	12.1 - 12.8		Clerk	11/02/2024	N	Done
		Add Policies to Policy List and put in manual folder in Clerks Office				Done
07/02/2024	12.1-12.8		Clerk	13/02/2024	N	
07/02/2024	13.1.1-13.1.8	Provide feedback to CDC Planning	Clerk	08/02/2024	N	Done
07/02/2024	14.1	Continue to advertise Police Drop In Sessions	Clerk	08/02/2024	N	Done
07/02/2024	17.1-17.2	Send Clerk & Handyman's timesheets to Warrens GBC	Clerk	11/02/2024	N	Done
06/03/2024	3.2	Place final minutes on website	Clerk	07/03/2024	N	Done

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
06/03/2024	4.1	Report residents concerns re underpass at Manor Farm and dog bins to CDC	Clerk		N	Done and sent to Ward Cllrs
06/03/2024	4.2.2	Place Rossington Swimming on next Agenda	Clerk	07/03/2024	N	Done
06/03/2024	4.2.3	Buy a birthday card and bunch of flowers from Asda for resident's 104th Birthday	Clerk	19/03/2024	N	Clerk diarised to get and deliver
06/03/2024	5.1	Seek clarity from Ward Cllrs re ongoing cost for CCTV	Clerk	06/03/2024	N	Ward Cllrs offered to fund 1st year 4G & Maintenance from FABB Group budget
06/03/2024	5.3	Report highway issues - potholes on Chapel Lane to CDC	Clerk	12/03/2024	N	Done - Reference number is 201002449443.
06/03/2024	6.1	Request date for next litter pick from Lead Officer	Clerk	15/03/2024	Y	Sometime in May 2024
06/03/2024	6.1	YLCA photos for their annual report to be placed on April Agenda	Clerk	07/03/2024	N	Done
06/03/2024	6.2	Add link for trainline onto PC Website	Clerk	07/03/2024	N	Done
06/03/2024	7.2	Respond to Time & Plaice declining request for Van on KH Car Park on a Thursday	Clerk	07/03/2024	N	Done
06/03/2024	7.3	Contact Edenthorpe Under 10's for dates of training, how many parents parking and copy of PL Insurance	Clerk	07/03/2024	N	Training is 01/04/24 to 09/09/24, 9 cars, got PL Insurance
06/03/2024	7.4	Add invoice for gates to payment run	Clerk	07/03/2024	N	Done - payment will be made on 15/03/24
06/03/2024	7.5	Add Branton Nurseries machinery repairs to payment run	Clerk	07/03/2024	N	Done - payment will be made on 15/03/24
06/03/2024	8.1	Add Cllr Innes as PC Internal Auditor on Website and list of tasks	Clerk	12/03/2024	N	Done
06/03/2024	8.1	Request Internal Auditors arrange date for Internal Control Exercise before month end	Clerk Cllr Williams Cllr Innes	11/03/2024	N	Arranged - Cllr Innes on Fri 15/03/24 and Cllr Williams on Tues 19/03/24
06/03/2024	8.2	Instruct Dickinson Wood to amend the Deed of Variation between KHMC & PC re; repairs	Clerk	07/03/2024	Y	Awaiting Dickinson Wood's reply
06/03/2024	9.1	Contact Auckley Parish Council re Gate at River Torne	Clerk	12/03/2024	N	Auckley PC don't want gate - contacted Environment Agency to collect gate
06/03/2024	9.2	Contact GBM Accountants in Old Cantley to see if they will house a defibrillator on their building	Clerk	07/03/2024	N	Installation on 05/04/24
06/03/2024	9.2	Contact Grant Funding re: defib at Old Cantley	Clerk	08/03/2024	N	Ordered and despatched w/c 18/03/24 - Provisionally booked with RJ Electrical to install 05/04/24
06/03/2024	9.2	Contact RJ Electrical and request quote for installation of defib at Old Cantley	Clerk	12/03/2024	N	Quote £240 plus VAT for installation - booked
06/03/2024	9.3	Publish the Big Lunch national event on 02/06/24	Clerk	11/03/2024	N	Clerk scheduled a post for 17/03/24 for FB and will continue to schedule posts
06/03/2024	10.1	Add all payments provided to payment Internal Auditors to sign bank statements	Clerk Cllr Williams	07/03/2024	N	Done - payment will be made on 15/03/24
06/03/2024	10.3		Cllr Innes	06/03/2024	N	Done
06/03/2024	11.1-11.7	Amend policies as suggested and add to the PC Website and Manual Policies folder	Clerk	08/03/2024	N	Done

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
06/03/2024	12.1.1-12.1.6	Provide feedback to CDC Planning	Clerk	12/03/2024	N	Done
06/03/2024	14.3	Attend Introduction to CILCA training	Clerk	13/03/2024	N	Attended
		Forward timesheets to Warrens GBC for payroll				Done
06/03/2024	17.1 & 17.2	preparation	Clerk	07/03/2024	N	
		Send payroll to Chairman for checking/approval once				Done - payment will be made on 15/03/24
06/03/2024	17.1 & 17.2	receive from Warrens GBC	Clerk	12/03/2024	N	

CANTLEY WITH BRANTON PARISH COUNCIL
 PAYMENTS ACCOUNT FOR 2023/24

Date	Ref No.	To Whom Paid	QUARTER 4								Total
			Council General	Salaries	Training Courses	Sites & Buildings	Donations Payments	Community Projects	Section 137	VAT	
			£	£	£	£	£	£	£	£	
		Brought Forward	4223.65	17579.11	349.00	28967.19	800.00	0.00	2878.14	2802.74	57599.83
15/01/2024	23/144	Clerk (Salary)		825.96							825.96 LGA 1972 S. 112
15/01/2024	23/145	Handyman (Salary)		862.14							862.14 LGA 1972 S. 112
15/01/2024	23/146	HMRC (January 2024)		251.91							251.91 LGA 1972 S. 112
15/01/2024	23/147	CDC (Grounds Qtr 3)				42.18				8.44	50.62 Litter Act 1983 S.5 & 10
15/01/2024	23/148	Clerk (Ebay - Tree Tags)	10.22							2.04	12.26 Open Spaces Act 1906
15/01/2024	23/149	Clerk (Postage)	2.70								2.70 LG (FP) 1963 S.5
15/01/2024	23/150	CdC (Bins KH)				189.50					189.50 Litter Act 1983 S.5 & 10
15/01/2024	23/151	Clerk (Postage)	2.40								2.40 LG (FP) 1963 S.5
15/01/2024	23/152	Handyman (Postcrete)				10.66				2.14	12.80 Open Spaces Act 1906
15/01/2024	23/153	Handyman (Timber)				24.30				4.86	29.16 Open Spaces Act 1906
15/01/2024	23/154	Handyman (Workwear)	38.31							7.67	45.98 Open Spaces Act 1906
15/01/2024	23/155	Handyman (Cable Ties)				6.16				1.23	7.39 Open Spaces Act 1906
16/01/2024	DD02/30	O2 (Mobile)	10.00							2.00	12.00 LGA 1972 S.19
15/02/2024	23/156	HMRC (February 2024)		214.06							214.06 LGA 1972 S. 112
15/02/2024	23/157	Clerk (Salary)		797.27							797.27 LGA 1972 S. 112
15/02/2024	23/158	Handyman (Salary)		745.70							745.70 LGA 1972 S. 112
15/02/2024	23/159	Clerk (Bin Bags - Litter Pick)	19.16							3.83	22.99 Litter Act 1983 S.5 & 10
15/02/2024	23/160	RJ Electrical (Installation of Christmas Illuminations)							335.00	67.00	402.00 S.137
15/02/2024	23/161	RJ Electrical (Humidifier Internal Store)				295.00				59.00	354.00 LGA 1892 S.8(1)(i)
15/02/2024	23/162	CDC (Aerial Runway Repair)				150.00				30.00	180.00 PH Act 1875 . 164 & LGA 1972 S. 112
15/02/2024	23/163	Clerk (Postage)	2.70								2.70 LG (FP) 1963 S.5
15/02/2024	23/164	Handyman (Cladding/Nails)				49.35				9.87	59.22 LGA 1894 S8(1)(i)
15/02/2024	23/165	Handyman (Cladding/Nails)				49.64				9.94	59.58 LGA 1894 S8(1)(i)
15/02/2024	23/166	Handyman (Handsaw)	6.25							1.25	7.50 Open Spaces Act 1906
15/02/2024	23/167	Handyman l(4 x 4 posts)				41.67				8.33	50.00 Open Spaces Act 1906
15/02/2024	23/168	Handyman (Screws & Masonry Bit))				23.81				4.77	28.58 Open Spaces Act 1906
15/02/2024	23/169	Handyman (Ballast & Mastercrete)				28.26				5.66	33.92 Open Spaces Act 1906
15/02/2024	23/170	Handyman (Brackets, Connectors, Screws)				21.03				4.21	25.24 LGA 1894 S8(1)(i)
15/02/2024	23/171	Handyman (Ballast)				6.67				1.33	8.00 Open Spaces Act 1906
16/02/2024	DD0/31	O2 (Mobile)	10.00							2.00	12.00 LGA 1972 S.19
15/03/2024	23/172	Arrow Publications (Newsletter)	105							21	126.00 LGA 1972, S.142 (1A)
15/03/2024	DD/32	O2 (Mobile)	10							2	12.00 LGA 1972 S.19
15/03/2024	23/173	Clerk (Specialist paint playground)				644.67				128.93	773.60 LGA 1972, Sch14, Para 27
15/03/2024	23/174	Handyman (wild seeds)				6.38				1.6	7.98 LGA 1894 S8(1)(i) or Open Sp
15/03/2024	23/175	Handyman (Paint and plants)				40.83				8.17	49.00 Open Spaces Act 1906

15/03/2024	23/176	Handyman (paint and roller)		27.5			5.5	33.00	LGA 1894 S8(1)(i)		
15/03/2024	23/177	Handyman (Paint and consumables)		24.39			4.88	29.27	LGA 1894 S8(1)(i)		
15/03/2024	23/178	Handyman (wild flower seeds)		19.12			3.82	22.94	LGA 1894 S8(1)(i) or Open Sp		
15/03/2024	23/179	Handyman (cabin hook)		1.91			0.38	2.29	LGA 1894 S8(1)(i)		
15/03/2024	23/180	Today Publications (Newsletter)	120				24	144.00	LGA 1972, S.142 (1A)		
15/03/2024	23/181	Clerk (Postage)	2.4					2.40	LG (FP) 1963 S.5		
15/03/2024	23/182	Techstream (Domain Registration)	35				7	42.00	LGA 1972 S.142		
15/03/2024	23/183	Branton Farm Nurseries (Service Machinery)		354.98			71	425.98	Open Spaces Act 1906		
15/03/2024	23/184	SLCC (Introduction to CILCA)		50			10	60.00	LGA 1972 S.111		
15/03/2024	23/185	Branton Farm Nurseries (Plants & Bark)		97.34			19.46	116.80	Open Spaces Act 1906		
15/03/2024	23/186	Clerk (Salary)	1,396.62					1396.62	LGA 1972 S. 112		
15/03/2024	23/187	Handyman (Salary)	834.79					834.79	LGA 1972 S. 112		
15/03/2024	23/188	HMRC	613.20					613.20	LGA 1972 S. 112		
15/03/2024	23/189	CDC (Non Domestic Rates KH Field)		0.00				0.00			
15/03/2024	23/190	London Hearts Defib Match Funding				750.00		750.00	Public Health Act 1936, S234		
15/03/2024	23/191	C. Jones-McEwan - KH Gates		150.00				150.00	Open Spaces Act 1906		
27/03/2024	23/192	Clerk (Asda - 104 Card & Gift)	9.17				1.83	11.00	LGA 1972, S.139		
27/03/2024	23/193	YLCA (Cllr Training)		33.40				33.40	LGA 1972 S. 111		
27/03/2024	23/194	R.J. Electrical (Defib Install)				240.00	48.00	288.00	Public Health Act 1936, S234		
27/03/2024	23/195	Clerk (ink cartridges)	173.30				34.66	207.96	LGA 1972 S. 19		
28/03/2024	23/196	CDC (Qtr 4 grounds)		28.12			5.62	33.74	Open Spaces Act 1906		
31/03/2024	DD03/01	Unity Bank - Service Charge	9.30					9.30	LGA 1972 S. 111		
TOTALS			4789.56	24120.76	432.40	31300.66	800.00	990.00	3213.14	3436.16	69082.68

£9.93 per elector
2979 electors
£29,581.47 spend under S137 if needed

10.81 2024/25

CANTLEY WITH BRANTON PARISH COUNCIL

BANK RECONCILIATION TO 31 MARCH 2024

	£	
Balance Brought Forward as at 18 January 2024		0.00
Add Total Receipts:		87,927.23
Total		<u>87,927.23</u>
Less Total Payments:		<u>26,175.27</u>
Less Reserves		<u>37,785.36</u>
Total		23,966.60

Grand Total **23,966.60**

Represented by:

Current Account:	23,966.60
Reserve Account	57,924.85

Grand Total **81,891.45**

FINAL BANK RECONCILIATION WILL BE ADJUSTED TO TAKE ACCOUNT OF BANK INTEREST TO BE ADDED ON 1 JUNE 2022

Signed: _____ (Council Auditor)

Signed: _____ (Council Auditor)

Signed: _____ (Clerk)

Dated: _____

CANTLEY WITH BRANTON PARISH COUNCIL

Reference No. XYV126000105688

Claim for Period: 1 January 2024 to 31st March 2024

Date	Vat No	Details	To	Amount
18/12/2023	386 4146 72	Mobile	Cantley with Branton Parish Council	2.00
05/01/2024	308766577	Tree Tags	Cantley with Branton Parish Council	2.04
15/01/2024	182 3385 57	Grounds Maintenance	Cantley with Branton Parish Council	8.44
15/01/2024	308766577	Tree Tags	Cantley with Branton Parish Council	2.04
15/01/2024	336 7258 81	Postcrete	Cantley with Branton Parish Council	2.14
15/01/2024	143215014	Timber	Cantley with Branton Parish Council	4.86
15/01/2024	232555575	Handyman Workwear	Cantley with Branton Parish Council	7.67
15/01/2024	232555575	Cable ties	Cantley with Branton Parish Council	1.23
16/01/2024	386 4146 72	Mobile	Cantley with Branton Parish Council	2
15/02/2024	24861879	Bin Bags	Cantley with Branton Parish Council	3.83
15/02/2024	464269917	Installation Christmas Illumin	Cantley with Branton Parish Council	67
15/02/2024	464269917	Humidifier in Internal Store	Cantley with Branton Parish Council	59
16/02/2024	386 4146 72	Mobile	Cantley with Branton Parish Council	2
15/02/2024	182 3385 57	Repairs to Aerial runway	Cantley with Branton Parish Council	30
15/02/2024	336 7258 81	Cladding and Nails	Cantley with Branton Parish Council	9.87
15/02/2024	336 7258 81	Cladding, Screws & Nails	Cantley with Branton Parish Council	9.94
15/02/2024	336 7258 81	Handsaw	Cantley with Branton Parish Council	1.25
15/02/2024	875 7346 77	4 x 4 Posts	Cantley with Branton Parish Council	8.33
15/02/2024	232555575	Timber Screws & Masonry D	Cantley with Branton Parish Council	4.77
15/02/2024	336 7258 81	Ballast & Mastercrete	Cantley with Branton Parish Council	5.66
15/02/2024	232555575	Door Connectors & Brackets	Cantley with Branton Parish Council	4.21
15/02/2024	233555676	Ballast	Cantley with Branton Parish Council	1.33
15/03/2024	979393546	Newsletter	Cantley with Branton Parish Council	21
15/03/2024	386 4146 72	Mobile	Cantley with Branton Parish Council	2
15/03/2024	711 2062 93	Playground Paint	Cantley with Branton Parish Council	128.93
15/03/2024	320093700	Wild Seeds	Cantley with Branton Parish Council	1.6
15/03/2024	232555575	Silicone, Paint, Plants	Cantley with Branton Parish Council	8.17
15/03/2024	232555575	Paint and roller	Cantley with Branton Parish Council	5.5
15/03/2024	232555575	Paint and Sandpaper	Cantley with Branton Parish Council	4.88
15/03/2024	320093700	Wild seeds	Cantley with Branton Parish Council	3.82
15/03/2024	232555575	Silicone, Maskng Tape, Hook	Cantley with Branton Parish Council	0.38
15/03/2024	917739096	Newsletter	Cantley with Branton Parish Council	24
15/03/2024	338040618	Domain Registration	Cantley with Branton Parish Council	7
15/03/2024	173 850 157	Machinery Service	Cantley with Branton Parish Council	71
15/03/2024	891 7527 83	Introduction to CILCA	Cantley with Branton Parish Council	10
15/03/2024	173 850 157	Bark & Plants	Cantley with Branton Parish Council	19.48
27/'03/24	851226249	Ink Cartridges	Cantley with Branton Parish Council	34.66
27/03/2024	464269917	Defib Installation	Cantley with Branton Parish Council	48
27/03/2024	362 0127 92	104th Bday Gift Resident	Cantley with Branton Parish Council	1.83
28/03/2024	182 3385 57	Grounds Maintenance	Cantley with Branton Parish Council	5.62
TOTAL				637.48

CANTLEY WITH BRANTON PARISH COUNCIL

**BUDGET MONITORING INFORMATION 2023/2024
- QUARTER 4**

EXPENDITURE	2023/24 Budget £	EXPENDITURE (Minus VAT) £	% SPEND
1) EMPLOYEE/MEMBER COSTS			
1.1 Salaries & Business Travel	22087	23997	109
1.2 Additional Salary for Training	166	118	71
1.3 Training/development- employees	500	150	30
1.4 Training/development - members	500	282	56
1.5 Chair's Allowance	100	42	42
1.6 Expenses (Retirement/Condolence Gifts)	50	0	0
2) COUNCIL COSTS			
2.1 Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1100	1028	93
2.2 Auditing	500	320	64
2.3 Stationery	500	494	99
2.4 Postage	50	17	34
2.5 Publications (Arrow/Bessacarr Journal)	1050	780	74
2.6 Website	395	190	48
2.7 Equipment/Fixtures and Fittings	300	25	8
2.8 Insurance	1500	1492	99
2.9 Telephone	163	117	72
2.10 Election/Co-option Recharge	500	0	0
3) SITES AND BUILDINGS			
3.1 Buildings (including broadband)	750	803	107
3.2 Caretaker Opening Gates	300	150	50
3.3 Grass Cutting	1238	1109	90
3.4 Hedge Cutting	375	0	0
3.5 Handyman's Equipment Service & Repairs	500	516	103
3.6 Park land (emptying bins)	1435	1083	75
3.7 Park land maintenance/materials	1000	995	100
3.8 Playground/equipment repairs	1000	996	100
3.9 Butterfly trail	100	102	102
3.10 Rose & Donc Road Gardens	200	236	118
3.11 New Developments/Replacements	500	516	103
3.10 Fire Extinguisher Service	89	0	0
3.13 Alarm System Service	96	75	78
3.14 Electrical Testing/Emergency Lights	42	0	0
3.15 Shutter Service	150	150	100
3.16 Fire Alarm Service & new Batteries	155	0	0
3.17 Defibrillator	300	118	39
3.18 Annual ROSPA Playground Inspection	200	164	82
4) COMMUNITY COSTS			
4.1 Grounds Maintenance (parish - dogbins)	857	0	0

Seasonal Festivities	2900	2,852	98
4.2 (Remembrance/Christmas)			
4.3 Village litter picks/plinths	20	23	115
4.4 New developments			
4.5 King's Coronation	2000	1174	59
4.6 New Christmas Lights for Existing Trees	163	163	100
4.7 MUGA Shortfall	8000	0	0
4.8 Solar Panels for Kilham Hall	20000	16800	84
5) DONATIONS			
5.1 Auckley Show	500	500	100
5.2 Royal British Legion Poppy Appeal	100	100	100
5.3 Thorne Lions - Santa Visit	100	100	100
Yorkshire Ambulance Service (Defib)	100	100	100
5.4 Training			
6) CONTINGENCY			
6.1 Staffing Contingency	1529	0	0
6.2 Elections Contingency	500	0	0
6.3 Professional Fees Contingency	500	200	40
6.4 Grounds Maintenance - Drainage	6000	8014	134
TOTAL	81160	66091	81

INCOME RECEIPTS

Precept	48000
Bank Interest (Reserve Accounts)	0
Donations	0
VAT Refunds	0
Other (refunds/grants/sales/insurance)	0

48000

RECEIPTS

48,000
1042
3,525
20298

72,865

TOTAL

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY April 2024

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/01904/FUL Land Adj 29 Warning Tongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works (Amended)	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
February 2022		
21/03645/FULM Land South of Doncaster Road, Cantley	Residential development of 182 dwellings including associated access and infrastructure	Pending
October 2022		
22/01788/REM Land between New Road and Whiphill Top Lane, Branton	Details of Appearance, Landscaping, Layout, and Scale of Design for 4 detached dwellings and associated garages (being matters reserved in outline application previously granted permission under Ref 21/01427/OUT on 7/10/21)	Pending
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Pending
February 2023		
23/00255/FULM Land at Manor Farm, Bessacarr	Application to remove Condition 9 (EV Charging) of Planning Permission 16/03186/REMM granted on 20.12.2022.	Granted
May 2023		
22/01649/FUL 8 Warnington Drive, Bessacarr	Erection Of Replacement Detached Dwelling	Pending
June 2023		
23/01080/3FUL Caretakers Bungalow, Valley Drive, Branton	Erection of a single storey rear extension, roof alteration to existing lobby annex and refurbishment of existing bungalow. Also external works to include new permeable driveway, new rear patio and replacement of boundary fencing	Granted
July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve') (re-submission of 21/02108/REMM)	Pending

23/01322/FUL Yorkshire Wildlife Park	Erection of two animal houses & enclosures	Pending
22/01818/OUTM Land at Warning Tongue Lane, Cantley	Outline application of 8 residential dwellings (all matters reserved)	Pending
September 2023		
23/01760/FUL 19 Birchwood Court Bessacarr	Erection of a 1st floor extension above a portion of the dwelling house and an additional storey above the garage with internal and external alterations to the dwelling house.	Pending
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping Amended	Pending
23/01154/OUT 3 Hallside Court, Old Cantley	Outline application for the erection of a detached dwelling and garage including demolition of the existing building within the site (all matters reserved)	Pending
January 2024		
23/02598/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance to condition 1 of planning application 22/01960/FUL granted on 25/01/2023 - Temporary consent).	Pending
24/00034/PDTEL 37 Stayers Road, Bessacarr	Notification to utilise permitted development rights in accordance to Town and Country Planning (General Permitted Development) Order 2015 Class A Part 16, Schedule 2 - Installation of a 12M Pole for the mounting of LoRaWAN gateway equipment.	Pending
24/00056/FUL Manor Farm, Phase 2, Bessacarr	Erection of one dwelling, landscaping and associated infrastructure on Manor Farm Phase 2, Bessacarr, Doncaster - DRAFT	Granted
24/00114/FUL 41 Oak Tree Drive, Branton	Erection of a ground floor extension to the front of property	Granted
24/00065/REM Land To Rear Of Malawi, Green Lane, Old Cantley	Details of Access, Appearance, Landscaping, Layout and Scale of Design for the erection of a dormer bungalow (being matters reserved in outline application previously granted permission under ref 22/02227/OUT granted on 07.12.2022)	Pending
February 2024		
24/00161/FUL 5 St Vincents Avenue, Branton	Erection of two-storey side extension	Granted
24/00247/FUL Nevara, Doncaster Road, Branton	Erection of single storey extensions to the front and rear, following demolition of the existing conservatory and utility room	Granted
24/00270/FUL Sandene, Doncaster Road, Branton	Erection of extension to rear of house and extension to side to replace existing semi circular extension, and off-white render of entire house	Granted
24/00313/FUL 8 Plantation Avenue, Bessacarr	Erection of additional storey at first floor level, single storey rear extension following demolition of existing conservatory and erection of detached garage and alterations to existing front boundary wall	Pending
March 2024		
23/00041/REF (Planning Application Ref 22/02491/OUT) May Dene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	Pending

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
24/00386/FUL Tresillian, Whiphill Top Lane, Branton	Conversion of french door and window opening to a single large opening for bi-fold doors to the rear of the property	Withdrawn
24/00292/FUL 1 Apple Tree Way, Bessacarr	Erection of single storey front porch extension to adjoin existing front porch	Pending
24/00476/FUL 8 Hillcrest Drive, Branton	Erection of extension to rear and conversion of garage	Pending

APPEALS
FORMAL COMPLAINTS

16/02024/FUL and 19/02022/FUL 19 Warnington Drive, Bessacarr	Permission granted for balcony with no privacy screen. Neighbouring property feels overlooked	Processing through DMBC Formal Complaints Process
23/00041/REF Maydene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	Submitted to Planning Inspectorate