

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 1st November 2023 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: D. Chorlton (Chair), J. Rushby, A Gibbins, Y. Butterworth, B. Innes and A. Thorpe

IN ATTENDANCE: B. Walton (Clerk)

1) APOLOGIES

- 1.1 Apologies
Councillor Williams
- 1.2 Approval of Reasons Given
Personal commitments

RESOLVED (1)
Councillor Williams' apologies were received and accepted.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
Councillor Chorlton and Councillor Innes declared an interest in Item 7.3. Councillor Rushby declared an interest in 8.3.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Items 18.1, 18.2 and 18.3 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

- 3.1 Minutes of the Parish Council Meeting of 4th October 2023

RESOLVED (3)
The minutes of the previous Parish Council Meeting held on the 4th October 2023 be agreed and signed by the Chairman.

The Chairman was expecting members of the public to attend so asked if Item 4 could be deferred until 6.30pm in case any members turned up. Members resolved to postpone Item 4.

5) CITY OF DONCASTER COUNCIL

- 5.1.1 Ward Councillor's Report
Councillor S. Cox and Councillor J. Cox passed on their apologies.
- 5.2 Update on the MUGA and Storage Extension
 - 5.2.1.1 Snagging List of Storage Extension – The Clerk continues to chase CDC for quotes for the handrail and fan and will update members at the next meeting.
 - 5.2.1.2 Update on the MUGA – No further update since the last meeting. The Clerk continues to chase CDC.
- 5.3 Identify any new Highway matters
No issues were reported.

RESOLVED (5)
a) The Clerk will continue to chase CDC for a quote for a handrail on the external store ramp.
b) The Clerk will chase CDC for the quote for the fan/vent and ensure all quotes are like for like before commissioning the most reasonable quote.
c) The Clerk will continue to chase CDC regarding the percolation test and ensure they appoint the best value contractor's quote.

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

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6) CLERK'S REPORT AND ADMINISTRATION ISSUES

Councillor Butterworth left the meeting to take a telephone call.

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information. It was noted that the car park flooded during last week's flash floods.

Councillor Butterworth returned to the meeting.

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

The Clerk informed members of an issue she was having uploading meeting papers to the website. She is awaiting a reply from the web developer. Members asked what traffic we receive to the website.

RESOLVED (6)

- a) Members noted the Clerks report and actions taken.
- b) The Clerk has already left a message for GNE regarding the car park and she will update members on their response.
- c) The Clerk will ask the question of the web developer regarding traffic to the site.

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

7.1 ROSPA Annual Inspection

The Clerk summarised the ROSPA Annual Inspection Report providing members with an action plan. The majority of tasks can be completed by the Handyman, a few issues are to be referred back to ROSPA as the Handyman and Clerk don't agree with them and CDC have been asked to provide a quote for repairs to the Aerial slide. This has been received at a cost of £150.

7.2 Solar Panels/Selling Electricity Back

The Clerk has made the first application to sell electricity back to the grid.

7.3 Kilham Hall Management Committee's Report

Councillor Chorlton informed members that the next meeting will be on Monday 6th November. The Treasurer has provided Councillor Chorlton with last year's annual costs for the electricity bill and has asked the Parish Council to make the 10% contribution as agreed. This would equate to approximately £586.

RESOLVED (7)

- a) Members noted the ROSPA Annual Report and were happy for the Clerk and Handyman to pursue these.
- b) Members approved the quote for the works to the aerial slide at a cost of £150.
- c) Noted Kilham Hall Management Committee's update.
- d) The Clerk is to request sight of the energy bills for the past year and then arrange to pay Kilham Hall Management Committee 10% contribution.

No members of the public turned up by 6.30pm so the Chairman moved to Agenda Item 4.

4) MEMBERS OF THE PUBLIC

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

No members of the public present.

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

4.2.1 A resident has emailed the Clerk requesting CCTV Cameras for entry/exit points in Branton.

4.2.2 A resident has emailed the Clerk seeking permission to place Neighbourhood Watch signs on lamp posts.

4.2.3 A resident has emailed asking if the Parish Council would like to purchase a neighbours Christmas Tree for £100 for planting at Kilham Hall.

4.2.4 A resident phoned Councillor Rushby regarding the reduced bus timetable on an evening.

RESOLVED (4)

- a) The Clerk is to request an up to date quote for CCTV from CDC for consideration and inclusion in next year's budget
- b) The Clerk is to ask Councillor Kong of Finningley Parish Council to attend a future Parish Council meeting to discuss CCTV.

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

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- c) The Clerk is to update the resident on the actions above.
- d) The Clerk has informed the resident that approval should be sought from CDC regarding lamp posts.
- e) The Parish Council don't require a tree for Kilham Hall so the Clerk is to inform the resident.
- f) The Clerk provided Councillor Rushby with information on the amended timetable and also drop in sessions that Mayor Oliver Coppard was holding to provide to the resident.
- g) The Parish Council will write to the bus company and cc Ward Councillor Cox and Mayor Oliver Coppard regarding their concern about the reduced bus timetable.

8) PARISH COUNCIL MATTERS

8.1 Local Council Award Scheme

The Clerk informed members that they meet the criteria for the Foundation Award of the above scheme. The cost to apply is £130.

8.2 Parish Priorities for 2024/2025

The Clerk provided members with a draft Action Plan and asked members to consider priorities for the forthcoming year to be incorporated into the budget which included donations, grants, recreation area and grounds maintenance, litter picking, communicating with residents, remembrance displays, Christmas displays, defibrillators and CCTV.

8.3 Kilham Hall Shutters

The Clerk provided members with feedback from the Parish Council's Insurers and South Yorkshire Police re: security at Kilham Hall and the use of the shutters.

RESOLVED (8)

- a) The Parish Council didn't feel the foundation award would benefit the community at this time. The Clerk could incorporate these fees into next year's draft budget for consideration.
- b) The Clerk is to incorporate the items in the action plan into next year's draft budget for consideration.
- c) The Clerk is to approach the owner of the new business in Old Cantley to see if they would mind siting a defibrillator on the external wall of the building.
- d) The Clerk is to approach the resident who requested a defibrillator at Manor Farm asking for suggestions of where to site one.
- e) The Chairman is to discuss the shutters and security at Kilham Hall Management Committee's next meeting.
- f) The Clerk is to look at the Lease between the Parish Council and Kilham Hall Management Committee regarding issues such as the shutters.

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments are duly authorised.

23/95	Clerk (Morrisons Food Training)	£ 34.39
23/96	Clerk (Morrisons Food Training)	£ 4.75
23/97	Branton Farm Nurseries (strimmerline)	£ 5.00
23/98	Clerk (Ink Cartridge)	£ 37.75
23/99	Clerk (Postage)	£ 1.85
23/100	CDC (Bins Kilham Lane)	£189.50
23/101	Handyman (WD40)	£ 6.99
23/102	Glendale (Grass Cut Sept 23)	£ 51.55
23/103	SLCC (Annual Membership)	£177.00
23/104	Clerk (ribbon for poppy displays)	£ 5.92
23/105	Clerk (salary)	£806.02
23/106	Handyman (Salary)	£686.45
23/107	HMRC (Oct fee)	£180.29
23/108	Clerk (Staples)	£ 3.45
23/109	YLCA (Whole Council Training)	£224.00

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23/110	Branton Farm Nurseries (hedgetrimmer repairs)	£ 98.83
23/111	ROSPA (Annual Inspection)	£196.80
23/112	Metro Secure 24 (Annual Alarm Test)	£ 90.00
DD02/27	O2 (mobile)	£ 12.00
23/113	Arrow Publications (Winter Newsletter)	£126.00
23/114	Clerk (postage)	£ 0.75
23/115	Clerk (Ink Cartridge)	£ 67.12

9.2 Council's Banking Arrangements

The Clerk referred members to current bank accounts and how they work.

10.2.1 The Clerk informed members that the current account with the new bank charges £6 per month.

10.2.2 The Clerk sought approval from members to open a second instant savings account for the Parish Council's reserves.

9.3 Bank Statements

The Clerk presented Members with the bank statements for 30th September to 31st October 2023 showing a balance of £79,841.91 for consideration and approval by the Council's auditors.

RESOLVED (9)

- a) The regular payments document was approved.
- b) The Clerk is to forward Councillor Gibbins details regarding the new bank accounts for his consideration prior to her opening the two new accounts with the new provider.
- c) The bank statements were noted and signed by the Councillor Chorlton.
- d) The Clerk is to obtain Councillor Williams' signature on the bank statements as the Council's second auditor.

10) PARISH MATTERS

10.1 Biodiversity

Under the 2021 Environment Act, Parish Council's must consider what they can do to conserve and enhance biodiversity. The Clerk presented members with a report detailing what the Parish Council must consider.

RESOLVED (10)

- a) The Clerk's report on Biodiversity was noted and the Parish Council will consider how they can enhance and conserve biodiversity in it's tasks.
- b) The Clerk will publicise the work the Parish Council currently carries out regarding Biodiversity on the Parish Council's Facebook page.

11) POLICIES/RISK ASSESSMENTS

11.1 Biodiversity Policy

The Clerk presented the new policy which covers Biodiversity. This Policy will be reviewed annually at the Annual Parish Council meeting together with actions taken.

11.2 Data/Information Audit

The Clerk presented the new audit which covers all personal details held by the Parish Council.

11.3 Asset Register and Disposal Policy

The Clerk presented a new policy which is seen to be good practice to have.

11.4 Reserves Policy

The Clerk provided members with a new policy which is seen to be good practice to have.

11.5 Compassionate Leave Policy

The Clerk provided members with a new policy for consideration.

RESOLVED (11)

- a) All of the above policies and audit were approved.

12) PLANNING APPLICATIONS

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

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23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping.	No comments or concerns
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)	No comments or concerns
23/01995/FUL Yorkshire Wildlife Park	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance with Condition 1 for the planning application 22/01960/FUL: current temporary permission to change to permanent)	No comments or concerns

12.2 Planning Delegation to the Clerk

Members considered giving the Clerk delegation to respond to planning applications that were of a nature where it would mainly affect neighbours. However the Clerk felt that if this was the case the Parish Council wouldn't be able to consider environmental/biodiversity issues.

RESOLVED (12)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.
- b) Planning Applications are to continue to be seen by the Full Parish Council for consideration and comment.

13) POLICE ISSUES

13.1 Police Issues

Police Drop Ins – Next drop in session is to be held on Thursday 9th November 2023 at 6.15pm at Kilham Hall Meeting Rooms. The Clerk provided members with an update received from South Yorkshire Police of incidents within the Parish over the last 3 months.

RESOLVED (13)

- a) The Clerk will continue to advertise the police drop in sessions on Facebook and leave posters on the Noticeboards.
- b) The Clerk will seek clarity from South Yorkshire Police as to whether the figures provided can be published on the Parish Council Facebook page.

14) CHRISTMAS ARRANGEMENTS

14.1 Carols Around the Tree

Members were asked if they wished to purchase sweets for the service and additional mince pies (once the WI have delivered their donation)

RESOLVED (14)

- a) The Clerk is to purchase two tubs of celebrations sweets and additional mince pies, if required, for the Carols around the Tree event.

15) EXTERNAL MEETINGS/TRAINING

15.1 PROW

Councillor Gibbins couldn't attend the meeting due to family illness. He will provide an update upon receipt of the Minutes.

15.2 YLCA South Yorkshire Branch Meeting

Councillor Gibbins attended the meeting. The main issue that will affect the Parish Council is pre planning applications to Parish Council's prior to submission to Principal Authorities.

RESOLVED (15)

- a) Updates from external meetings were noted and Councillor Gibbins thanked for his attendance.

16) ITEMS OF CORRESPONDENCE

16.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, CEO Bulletin, Community First Funding News Update, CDC's Roadworks reports, PCJCC Minutes from 20/07/23, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin, NALC Training and YWP Quarterly Newsletter.

RESOLVED (16)

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

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

17) DATE OF NEXT MEETING

17.1 Date of Next Meeting

RESOLVED (17)

a) That the next meeting be held on Wednesday 6th December 2023 at 6pm.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk's October Timesheet

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

17.2 Handyman's October Timesheet

Handyman's timesheet for October was shared for information.

17.3 Handyman's Compassionate Leave

Members were aware of a recent bereavement and discussed compassionate leave to award to the Handyman.

RESOLVED (17)

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

b) The Clerk's additional 5 hours worked were approved to be paid.

c) The Handyman is to be awarded 5 days compassionate leave.

The meeting closed at 7.50pm

DRAFT

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

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CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – DECEMBER 2023

1) CDC

- a) Snagging Issues with KH Extension – Booked RJ Electrical to install fan on 19/12/23, quote received from CDC re: handrail costs
- b) Planning Application for MUGA – Drainage condition placed on the application. CDC have sought quotes for the work to meet the condition and it is coming in in the £1000's. Clerk has sought a like for like quote from GNE. Currently debating with CDC whether our quote meets the requirements. CDC checking with GNE however GNE not answering Clerk or CDC's calls/emails so will have to go ahead with CDC's quote.
- c) S.106 Breach – Hedge, Brockholes Lane – Emailed CDC to ask them to write to residents of remaining properties on Badgers Holt stating can't remove hedge as originally informed. CDC confirmed they've done this.

2) Recreation Ground/Garden Areas

- a) MUGA/Storage Extension – Requested further updates re snagging issues. MUGA Planning Application - Granted
- b) ROSPA Actions – This year's report received. Minor issues that need rectifying – taken back some queries to ROSPA and awaiting reply.
- c) Awards for All Grant for MUGA – Started to complete the application, awaiting reply from Members re: 2nd name to be placed on Grant Application. CDC have stated they don't think we'll be successful again as the PC needs to be more community led ie. Friends of Group etc

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

- a) Storage extension – See Update above
- b) Surface Water/Flooding in car park – During heavy rainfall recently carpark flooded badly, cones put out and users warned. Left voicemails and emails for GNE – awaiting reply
- c) Solar Panels – Clerk has put an application in to sell back energy. Had response requesting additional photo of current meter so sent as requested. Kept KHMC Treasurer up to date.
- d) Insurance – Compared KHMC and PC insurance documents. Both policies are insuring buildings and contents (but for different values) and a few other areas however not much duplication. Insuring for different things. KHMC don't have employer's liability insurance in place which they may need to get due to Caretaker being employed.
- e) Lease – Looked at Lease between PC and KHMC – I interpret it that KHMC have to ensure property is in good repair and insured – see Clause 4 of the Lease.
- f) Annual Testing – Chased outstanding contractors and rearranged annual testing dates.

4) Parish/Community

- a) Defibrillator's – Checked regularly and the Circuit Website updated. Requested some free stickers and placed on defib and cabinets for if Defib is taken so they know who to call to return it. Looked at Heart Foundation Grant for defib/cabinet for Old Cantley and/or Manor Farm. Need to confirm electricity supply for siting it. We don't have one for either location. Contacted CDC to see if we could hook up to street lighting. CDC discussing this currently and will get back to us about it as they are having a lot of requests recently about this. Requested quote from CDC for electrical columns – they can't provide a quote until a site has been decided and could be between £2k and £6k.
- b) Poster for Volunteering to help the Community – Poster displayed on Website, FB and notice boards
- c) Covid Drop In clinic – Arranged for 13th December 2023 between 12noon and 4pm in Kilham Hall Car Park. Awaiting wording from NHS to advertise on FB.
- d) Christmas – Chased contractors for installation/illumination of lights on trees, coordinated handyman to make safe wire at Pub Tree, took collection of mince pies from WI, bought chocolates for children, confirmed band and timings, continued to advertise event.

5) Parish Council Procedures/Finance

- a) Website –**Updated regularly**
- b) Facebook – **Updated regularly**
- c) Drafting Budget for 2024/2025 – **Incorporated all items discussed at previous meetings, included all costs that are available and estimated others.**
- d) Bank Account – **Started process for transferring to new bank provider. Awaiting reply from Cllr Chorlton & Cllr Williams before can proceed further.**
- e) Policies – **New Policies Drafted:**
 - **Website Management Policy.**
 - **Email and Internet Use Policy.**
 - **Home Working Policy.**
 - **Internet Banking Policy.**
- f) Other Documents – **Lease key points document, Levelling Up document.**
- g) 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 – last session was 9th November 2023 at 6.15pm at Kilham Hall Meeting Rooms – 20 members of public attended and raised concern regarding increased attempted break ins and car thefts. PCSO’s gave residents smart water, booklets re: crime prevention and advice regarding the same. They will take it up with their Sergeant re: patrols in night.**
Next session to be held on 20th December 2023 at 10am at Café within Branton Garden Centre.

7) Training/Networking

Clerk hasn’t attended any.

8) Pending

- a) Disposal of Old Laptop – **Awaiting Certificate from YWP – they have a Certificate for all items disposed of but not an individual one for laptop so are requesting the same**

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	Y	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	Y	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

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	
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	
	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	
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 plcae 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
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 Kilham 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	Y	Need clarity from PC re: type of accounts as currently have current and reserves account but not utilising them properly. With Unity you pay £6pm for current account so recommend current and savings for reserves
05/07/2023	10.5	New signatories for the new bank account would be Councillor Williams, Councillor Chorlton, Councillor Innes	Clerk		Y	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	
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 Applications	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	Y	Emailed Doncaster Youth Council - await 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	Y	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
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
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 Clr 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 Clr 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		Y	Chased again
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	Y	Diaraise for December to see if we have a date for hedge cut and let neighbours know
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
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		Y	Started drafted - awaiting reply from members re 2nd member named on application

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	Y	Letter wrote to Clerk and sent to Chairman for checking
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
01/11/2023	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	Y	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	Y	Asked web developer the question, await reply

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	Y	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	Y	Clerk emailed RoSPA and sought clarity - await reply
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	Y	Clerk feels KHMC is responsible but Members to determine. Taking to December meeting
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	Dec 23/Jan 24		
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	Y	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	Y	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	Y	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	Clerk	04/11/2023	N	
		Publicise the Compassionate Leave Policy on the website				
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 - 09/11/2	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 burglarlies/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
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.

Trust Deed

Date: 24 November 2022

By:

Cantley with Branton Parish Council ('the holding trustees' which expression includes as appropriate their successors in title).

Introduction

By a lease intended to be entered into the holding trustees will hold the leasehold title to the Property upon the trusts described below.

NOW THIS DEED WITNESSES as follows:

1. Definitions and interpretation

1.1 In this Deed:

'area of benefit' means the Parish of Cantley with Branton

'the Charity' means Kilham Hall Management Committee

'connected persons' means and includes, in relation to a member of the management committee:

- that person's spouse or long term partner
- that person's relatives, namely their children, parents, grandchildren, grandparents, brothers, sisters and their spouses and
- persons related by marriage

'holding/custodian trustees' means The Chairman and Vice-Chairman for the time being of the Parish Council

and any other holding/custodian trustee(s) from time to time appointed by the Charity in accordance with this Deed of Trust

'management committee' means the first charity trustees and future charity trustees of the Charity

'Objects' means the objects of the Charity described in Clause 3

'Parish Council' means the Parish Council of Cantley with Branton

'Permanent endowment' means property of the Charity (i.e. land, buildings, investments or cash) which the management committee may not spend as if it were income without the prior approval by order of the Charity Commission; and 'expendable endowment' means capital of the Charity which may be so spent

'Property' means Kilham Hall, Branton

'Secretary' means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity

'trust fund' means all property monies and other assets of the Charity from time to time other than the Property.

- 1.2 Words importing the singular only shall include the plural; words denoting one gender shall include each gender and all genders; and words importing natural persons shall include also corporations.
- 1.3 References to an Act of Parliament are to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

2. Charity

This Deed constitutes a charitable trust whose name is Kilham Hall Management Committee.

3. Objects

The Property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the Parish of Cantley with Branton without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the Property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

4. Administration, repairs and insurance, and use of income and capital

- 4.1.1 The Charity, the Property and the trust fund must be administered by the management committee. The members of the management committee are the charity trustees within the meaning the Charities Act 2011. The membership of management committee is determined at their annual meeting. Membership as at November 2022 is as per signatories as detailed at the foot of this document.
- 4.1.2. The management committee must act reasonably and prudently in all matters relating to the Charity and must always pursue the interests of the Charity to the exclusion of personal prejudices and interests.
- 4.2 The management committee must:
 - 4.2.1 ensure that the Property and all buildings thereon and other property of the Charity are at all times kept in repair and sufficiently insured against all

insurable risks including fire and theft and must whenever necessary procure a professional valuation for such purposes and

4.2.2 take out such insurance as the management committee considers necessary to protect the Charity's property including but not limited to public liability insurance (to include the liability of the Charity to its volunteers) and employer's liability insurance.

4.3 The management committee must firstly apply:

4.3.1 the Charity's income and

4.3.2 if the management committee think fit, expendable endowment and

4.3.3 when the expenditure can properly be charged to it, its permanent endowment in meeting the proper costs of administering the Charity and of managing its property (including the repair and insurance of its buildings).

4.4 After payment of these costs, the management committee must apply the remaining income in furthering the Objects.

4.5 The management committee may also apply for the Objects:

4.5.1 expendable endowment and

4.5.2 permanent endowment, but only on such terms for the replacement of the amount spent as the Charity Commission may approve by order in advance.

5. Powers of holding trustees and vesting in the Official Custodian for Charities

5.1 The holding trustees and all persons holding any interest in land beneficially owned by the Charity must take such steps as may be necessary for the purpose of vesting in the Official Custodian for Charities all freehold and leasehold lands belonging to the Charity.

5.2 Pending such vesting in the Official Custodian for Charities:

5.2.1 the holding trustees have no powers of management except such as are expressly conferred on them by this Deed

5.2.2 the holding trustees have the custody of all securities and documents of title relating to the Property but the members of the management committee or any of them have free access thereto and are entitled to take photocopies of them

5.2.3 the holding trustees must do all that is asked of them by the management committee in relation to the Property unless it involves a

Levelling Up and Regeneration Bill

Information Parish Council's and Clerk's Need to be Aware of:

As of 26 October 2023, new measures have become enshrined in law after the Department for Levelling Up, Housing and Communities' (DLUHC) Levelling-up and Regeneration Bill received Royal Assent. Here are 17 things you should be aware of:

1. After a difficult passage through the Lords, it came into force late last month
2. A new mandatory Single Infrastructure Levy will replace Section 106 agreements and the Community Infrastructure Levy. The neighbourhood share, as currently occurs under the Community Infrastructure Levy, will be retained
3. It also places "a new duty on local authorities to prepare infrastructure delivery strategies to outline how they intend to spend the levy"
4. All local authorities will be required to have a design code in place covering their area
5. Gives neighbourhood plans greater weight in planning decisions
6. Includes new 'street vote' powers, allowing residents on a street to bring forward proposals to extend or redevelop their properties in line with their design preferences
7. Will allow parish councils and neighbourhood forums to produce a simpler 'neighbourhood priorities statement', which the local authority will be obliged to take into account when preparing its local plan
8. The scope of local plans will be limited to 'locally specific' matters, with 'issues that apply in most areas' to be covered by a new suite of national policies
9. Will accelerate the adoption of local plans
10. Provides local planning authorities the power to refuse planning applications where a developer has a track record of delayed build out
11. Strengthens enforcement provisions
12. Provides greater protection for heritage assets
13. Accelerates the digitisation of planning
14. Makes it easier to create single tier authorities in areas which presently have a two-tier system
15. Introduces a new discretionary council tax premium on second homes of up to 100%
16. Does not include any measure to enable local authorities to meet virtually
17. Many of its provisions apply to England only, but some to both England and Wales

Further information about the law can be found at:

[New laws to speed up planning, build homes and level up - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

14/11/23

CANTLEY WITH BRANTON PARISH COUNCIL
 PAYMENTS ACCOUNT FOR 2023/24

Date	Ref No.	To Whom Paid	QUARTER 3									
			Council General	Salaries	Training Courses	Sites & Buildings	Donations Payments	Community Projects	Section 137	VAT	Total	
			£	£	£	£	£	£	£	£	£	
Brought Forward			3439.04	11178.69	125.00	27347.03	600.00	0.00	1866.54	2309.55	46865.85	
13/10/2023	23/95	Clerk (Morrisons Food Training)	28.66							5.73	34.39 LGA 1972 S	
13/10/2023	23/96	Clerk (Morrisons Food Training)	3.96							0.79	4.75 LGA 1972 S	
13/10/2023	23/97	Branton Farm Nurseries (Strimmerline)				4.17				0.83	5.00 Open Spaci	
13/10/2023	23/98	Clerk (Ink Cartridge)	31.46							6.29	37.75 LGA 1972 S	
13/10/2023	23/99	Clerk (Postage)	1.85								1.85 LGA 1972 S	
13/10/1932	23/100	CDC (Bins Kilham Lane)					189.50				189.50 Litter Act 1	
13/10/2023	23/101	Handyman (WD40)					5.82			1.17	6.99 Open Spaci	
13/10/2023	23/102	Glendale (Grass Cut Sept 23)					42.96			8.59	51.55 Open Spaci	
13/10/2023	23/103	SLCC (Annual Membership)	177.00								177.00 LGA 1972 S	
13/10/2023	23/104	Clerk (ribbon for poppy displays)							4.93	0.99	5.92 S. 137	
13/10/2023	23/105	Clerk (salary)		806.02							806.02 LGA 1972 S	
13/10/2023	23/106	Handyman (Salary)		686.45							686.45 LGA 1972 S	
13/10/2023	23/107	HMRC (Oct fee)		180.29							180.29 LGA 1972 S	
13/10/2023	23/108	Clerk (Staples)	3.45								3.45 LGA 1972 S	
13/10/2023	23/109	YLCA (Whole Council Training)			224.00						224.00 LGA 1972 S	
13/10/2023	23/110	Branton Farm Nurseries (Hedgetrimmer Repairs)					82.36			16.47	98.83 Open Spaci	
13/10/2023	23/111	ROSPA (Annual Inspection)					164.00			32.80	196.80 Open Spaci	
13/10/2023	23/112	Metro Secure 24 (Annual Alarm Te	75.00							15.00	90.00 LGA 1892 S	
16/10/2023	DD02/27	O2 (mobile)	10.00							2.00	12.00 LGA 1972 S	
26/10/2023	23/113	Arrow Publications (Autumn Newsl	105.00							21.00	126.00 LGA 1972, S	
26/10/2023	23/114	Clerk (postage)	0.75								0.75 LGA 1972 S	
26/10/2023	23/115	Clerk (Ink Cartridge)	55.93							11.19	67.12 LGA 1972 S	
15/11/2023	23/116	Clerk (Salary)		810.10							810.10 LGA 1972 S	
15/11/2023	23/117	Handyman (Salary)		745.05							745.05 LGA 1972 S	
15/11/2023	23/118	HMRC (Nov fee)		219.24							219.24 LGA 1972 S	
15/11/2023	23/119	Clerk (Envelopes)	15.82							3.17	18.99 LGA 1972 S	
15/11/2023	23/120	RBL (Poppy Wreaths Donation)						100.00			100.00 LGA 1972 S	
16/11/2023	23/121	CDC (Q2 Grounds)					70.30			14.06	84.36 Litter Act 1	
15/11/2023	23/122	Handyman (Cable Ties/Pads)					11.47			2.30	13.77 Open Spaci	
15/11/2023	23/123	Handyman (WD40)					5.82			1.17	6.99 Open Spaci	
15/11/2023	23/124	Arrow Publications (Winter Newsl	105.00							21.00	126.00 LGA 1972, S	
15/11/2023	23/125	Today Publications (Winter Newsl	120.00							24.00	144.00 LGA 1972, S	

15/11/2023	23/126	Glendale (Grass Cut Oct 23)			42.96			8.59	51.55	Open Spaci	
15/11/2023	23/127	KHMC (Heating Contribution)			550.00				550.00	LGA 1972 S	
15/11/2023	23/128	GG Emergency Door Specialists			150.00			30.00	180.00	LGA 1892 S	
16/11/2023	DD02/28	O2 (mobile)	10.00					2.00	12.00	LGA 1972 S	
17/11/2023	23/129	Clerk (Postage)	0.75						0.75	LGA 1972 S	
20/11/2023	23/130	Clerk (sweets for Carol Service)					6.67	1.33	8.00	S.137	
									0.00		
TOTALS			4183.67	14625.84	349.00	28666.39	700.00	0.00	1878.14	2540.02	52943.06

0

CANTLEY WITH BRANTON PARISH COUNCIL

**BUDGET MONITORING INFORMATION 2023/2024
- QUARTER 3**

EXPENDITURE	2023/24 Budget £	EXPENDITURE (Minus VAT) £	% SPEND
1) EMPLOYEE/MEMBER COSTS			
1.1 Salaries & Business Travel	22087	14503	66
1.2 Additional Salary for Training	166	118	71
1.3 Training/development- employees	500	100	20
1.4 Training/development - members	500	249	0
1.5 Chair's Allowance	100	33	33
1.6 Expenses (Retirement/Condolence Gifts)	50		
2) COUNCIL COSTS			
2.1 Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1100	1028	93
2.2 Auditing	500	320	
2.3 Stationery	500	293	59
2.4 Postage	50	4	1
2.5 Publications (Arrow/Bessacarr Journal)	1050	555	111
2.6 Website	395	155	39
2.7 Equipment/Fixtures and Fittings	300		0
2.8 Insurance	1500	1492	99
2.9 Telephone	163	87	53
2.10 Election/Co-option Recharge	500		
3) SITES AND BUILDINGS			
3.1 Buildings (including broadband)	750	615	82
3.2 Caretaker Opening Gates	300		0
3.3 Grass Cutting	1238	1109	90
3.4 Hedge Cutting	375		0
3.5 Handyman's Equipment Service & Repairs	500	116	23
3.6 Park land (emptying bins)	1435	824	57
3.7 Park land maintenance/materials	1000	978	98
3.8 Playground/equipment repairs	1000	232	23
3.9 Butterfly trail	100	33	33
3.10 Rose & Donc Road Gardens	200	108	54
3.11 New Developments/Replacements	500		0
3.10 Fire Extinguisher Service	89		0
3.13 Alarm System Service	96	75	78
3.14 Electrical Testing/Emergency Lights	42		0
3.15 Shutter Service	150	150	100
3.16 Fire Alarm Service & new Batteries	155		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

Seasonal Festivities	2900	1,515	52
4.2 (Remembrance/Christmas)			
4.3 Village litter picks/plinths	20	4	20
4.4 New developments			
4.5 King's Coronation	2000	184	9
4.6 New Christmas Lights for Existing Trees	163	163	100
4.7 MUGA Shortfall	8000		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		0
Yorkshire Ambulance Service (Defib)	100		
5.4 Training		100	100
6) CONTINGENCY			
6.1 Staffing Contingency	1529		0
6.2 Elections Contingency	500		0
6.3 Professional Fees Contingency	500		0
6.4 Grounds Maintenance - Drainage	6000	8014	134
TOTAL	81160	42125	52

INCOME RECEIPTS

		RECEIPTS	% RECEIVED
Precept	48000	48,000	
Bank Interest (Reserve Accounts)	0	403	
Donations	0		
VAT Refunds	0	3,079	
Other (refunds/grants/sales/insurance)	0	50	
TOTAL	48000	51,532	

**FIRST DRAFT BUDGET
CANTLEY WITH BRANTON PARISH COUNCIL**

BUDGET PLANNING INFORMATION

EXPENDITURE	2022/23		2023/24		2024/25
	Budget	Actual	Budget	Projected	Budget
1) EMPLOYEE/MEMBER COSTS					
Salaries & Business Travel	16165	17,826	22087	23551	30239
<i>Additional Salary for Training</i>			166	118	4402
Training/development- employees	1000	625	500	100	1400
Training/development - members	500		500	249	500
Chair's Allowance	100	0	100	33	100
Expenses (Retirement/Condolence Gifts)	100	2	50	0	50
2) COUNCIL COSTS					
Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1200	948	1100	948	1140
Auditing	500	300	500	300	500
<i>Stationery/Postage/Publications/PC</i>	400	559	500	500	550
Postage		15	50	30	50
Publications (Arrow/Bessacarr Journal)		83	1050	750	1250
<i>Local Council Foundation Award</i>					143
Advertising/Website	700	998	395	693	420
Equipment/Fixtures and Fittings	300	37	300	30	300
Insurance	1200	1336	1500	1336	1605
Telephone	180	77	163	144	144
<i>Election/Co-option Recharge</i>			500	0	500
3) SITES AND BUILDINGS					
Buildings (including broadband)	750	1065	750	750	970
Opening/Closing KH Gates	250	237	300	150	150
Grass Cutting	600	439	1238	1118	710
Hedge Cutting	350		375	375	375
Handyman's Equipment Service & Repairs	500	449	500	400	500
<i>PPE/Tools for Handyman</i>					150
Park land (emptying bins)	1269	1156	1435	1300	1406
Park land maintenance/materials	1000	952	1000	1000	1100
Playground/equipment repairs	1000	451	1000	600	1100
Butterfly trail	100	125	100	100	300
Rose & Donc Road Gardens	200	183	200	200	300
New Developments/Replacements	500	556	500	400	500
Fire Extinguisher Service	86	37.5	89	31	31
Alarm System Service & New Battery	83	75	96	75	123
Electrical Testing/Emergency Lights (includes Electrical Installation Report)	42		42	42	360
Shutter Service	155	150	150	150	200
Fire Alarm Service & new Batteries	93		155	155	155
Defibrilator	300	1645	300	118	300
Annual ROSPA Playground Inspection			200	164	200
4) COMMUNITY COSTS					
Grounds Maintenance (parish - dogbins)	500	84	857	84	459
Seasonal Festivities (Remembrance/Christmas)	4117	2718	3000	3000	
Installation/Removal/Storage of Lights Old Cantley					1050
Installation/Removal of Lights - Rest of Parish					1000
Tommy Silhouette					200
Lamp Post Poppies					200
Armthorpe Elmfield Brass Band - Carols					220
Pantomime KHMC					1000
Village litter picks/plinths	10		20	10	20

New developments					
New Christmas Tree WTL/BR–Manor Farm	6000	5605			3000 **
Notice Board for Manor Farm	1300	1460			
Christmas Lights for Manor Farm Tree					420 **
Queen's Jubilee -King's Coronation	1500	1554	2000	184	
New Christmas Lights for Existing Trees			163	163	
MUGA Shortfall			8000	8000	10000
Solar Panels for Kilham Hall			20000	16800	
Defibrillator Manor Farm					1238 *
Electrical Column Manor Farm					3520 **
Debrillator Old Cantley					1238
Installation of Defibrillator Old Cantley					650 ***
Electrical Column Old Cantley					3520 **
CCTV Entry/Exit Points					7200
CCTV Ongoing Maintenance					3200
Biodiversity - New Page on Website, Hedgehog Highways, Resident Seed Bombs					1318
5 DONATIONS/GRANTS					
Auckley Show	500	500	500	500	500
Royal British Legion Poppy Appeal	100	100	100	100	100
Thorne Lions - Santa Visit	100	100	100	100	100
Yorkshire Ambulance Service - Defib Training				100	
Grant Money					1000
6 CONTINGENCY					
Staffing Contingency			1529	0	1670
Elections Contingency			500	0	500
Professional Fees Contingency			500	0	500
Grounds Maintenance - Drainge			6000	8014	
TOTAL	43750	42447.5	81160	72965	96046
INCOME RECEIPTS					
Precept	43750	43,750	48000	48000	
Bank Interest (Reserve Accounts)	10	314	0	500	
Donations	0	0	0	0	
Other (refunds/grants/sales/insurance)	0	3129	0	50	
VAT Refunds		2186		4000	
TOTAL	43760	49,379	48000	52550	

* If we can't install an electrical column at Manor Farm we would need to buy a solar panelled defib and this would cost approx £4k

** This figure could be anything between £2k to £6k depending on site/electrical supply etc Would need column for Christmas Tree at Manor Farm either way

*** Figure not confirmed as electricians would have to go on a site visit once determined where to be located and assess

Presented: December 2023



Cantley with Branton Parish Council

Website Management Policy

This policy relates to the management of the Parish Council website at: Cantley with Branton Parish Council (cantleywithbrantonparish.co.uk)

1. Legal Responsibility & Policy Support

Data Protection Act (1998) (legislation.gov.uk)
Malicious Communications Act 1988 (legislation.gov.uk)
Communications Act 2003 (legislation.gov.uk)
UK General Data Protection Regulation
The Local Government Audit and Accountability Act 2014
Obscene Publications Acts (1959 & 1964)

2. Website Hosting Arrangements

The Parish Council is committed to operating an informative, up to date and accessible website. The present host is Exact Marketing, who are responsible for maintenance of the site and manage some of the content.

3. Day to Day Management

The Clerk has direct control of day-to-day editing and updating.

Who determines what should be on the Website?

Subject only to the requirements of the law, the Parish Council has the right to determine what should or should not be included on the Website.

What the Website should contain

The Website shall contain material that arises from Parish Council business such as agendas, minutes, policies, factual information about the Parish Council and Councillors. It may also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these. The Website may also contain other material, such as the geography of the Parish, news of local events, or any other material of a non-controversial nature which is appropriate for the Parish Council Website on a "custom and practice" basis.

The footprint of the Website may change from time to time according to requirements and circumstances, subject to approval by the Parish Council for significant changes. The Website shall in principle not contain material of a deliberately contentious, offensive or disputatious nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Parish Council as a whole.

Council meetings can be disputatious, and this is recorded in the Minutes and, once passed, this material may appear on the Website in the minutes or otherwise. Additionally, it can happen that Council may approve material for inclusion on the Website that not everybody necessarily agrees with. Regardless of what has been voted on by Council, the Website shall not contain any material

that is libellous or defamatory or in any way against the law or which could expose the Parish Council to legal challenge.

4. Webmasters

The Clerk is issued with Website access passwords can upload and amend material on the website as required and the collective group is known as Webmasters.

5. Website Management

The day-to-day working of the Website is subject to the control of the Webmasters who are empowered by the Clerk to make routine updates to the Website without prior reference to Council. Other than routine matters, e.g., publishing minutes, events etc the Webmasters should seek approval from the Clerk for any changes to the Website. Webmasters may add or delete material, and edit pages, as directed by the Clerk. They may ask for professional help as necessary from Exact Marketing, subject to reasonable cost limits and prior agreement with the Council. Such expenditure should normally be planned and budgeted for the year ahead.

6. Procedure for adding new material to the Website

Anyone may submit material for inclusion on the Website provided that it is consistent with the general policies in section 3, and also falls within any limits of technical feasibility to upload. Such requests should be made to the Clerk, who will obtain prior approval from the Parish Council as necessary.

What are the specific powers of Webmasters in determining what can go on the Website or in editing what is already there?

All the staff listed in section 4 may make routine updates to the Website without prior reference to the Council. Examples of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Replacing out of date documents with current versions.

They should refer any request to upload, edit or remove any material to the Clerk. If there is a dispute about a Webmasters decisions or activities, the Parish Council shall adjudicate and whose majority vote shall be considered final.

7. Preservation of Archival Material

It is understood that Archival Material should be preserved without change to the content but can be reorganised or re-structured as required. If the Clerk considers other “non-Archival” material to be out of date and no longer relevant, such as advertising an event that no longer takes place, they may consider it for deletion.

8. Related Policies

- Social Media Policy

Drafted: November 2023

Approved: 6th December 2023

Review Due: November 2026



Cantley with Branton Parish Council

EMAIL AND INTERNET USAGE POLICY

1. Introduction

1.1 The council recognises that email and internet are important information and communication systems which are used during the course of council business. This policy provides guidelines and procedures to protect users and the council.

1.2 This policy applies to all staff members who have access to the internet and email facilities via council computers.

1.3 The email policy applies to all councillors in their correspondence with staff members and/or other councillors.

2. Internet usage

2.1 Staff members are encouraged to use the internet responsibly as part of their official and professional activities.

2.2 Information obtained via the internet and published in the name of the council must be relevant and professional. A disclaimer must be stated where personal views are expressed.

2.3 The use of the internet to access and/or distribute any kind of offensive material will not be tolerated and staff may be subject to disciplinary action.

2.4 The equipment, services and technology used to access the internet are the property of the council. The council reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

3. Unacceptable use of the internet

3.1 Unacceptable use of the internet by staff members includes, but is not limited to:

- sending or posting discriminatory, harassing or threatening messages or images
- using computers to perpetrate any form of fraud, and/or software, film or music piracy
- obtaining, using or disclosing another staff member's password without authorisation
- sharing confidential material or proprietary information outside of the council
- hacking into unauthorised websites
- sending or posting information that is defamatory to the council, its services, councillors and/or members of the public
- introducing malicious software onto council computers and/or jeopardising the security of the council's electronic communication systems
- sending or posting chain letters, solicitations or advertisements not related to council business or activities
- passing off personal views as those representing the council
- accessing inappropriate internet sites, web pages or chat rooms

3.2 If a staff member is unsure about what constitutes acceptable internet usage, then he/she should ask his/her line manager for further guidance and clarification

4. Email

4.1 Use of email is encouraged as it provides an efficient system of communication.

4.2 Email should be regarded as written paper documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000. Personal information should be kept in accordance with the principles established in the Data Protection Act 1998 and GDPR policy.

4.3 Designated council email addresses are to be used by staff and all Councillors. Personal email addresses are not permitted to be used due to the principles established in the Data Protection Act 1998 and GDPR Policy.

4.4 The council reserves the right to open any email file stored on the council's computer system.

4.5 The following guidelines for email use should be observed by all staff members and councillors:

- use appropriate language to avoid unintentional misunderstandings
- respect the confidentiality of information contained within emails, even if encountered inadvertently
- check with the sender if there is any doubt regarding the authenticity of a message
- do not open any attachment unless certain of the authenticity of the sender
- only copy emails to others where appropriate and necessary
- emails which create obligations or give instructions on behalf of the council must be sent by officers only, not councillors
- emails must comply with common codes of courtesy, decency and privacy

5. Reporting and sanctions

5.1 If a councillor receives an email from a staff member which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the council's formal disciplinary procedure or refer the matter to Cantley with Branton Parish Council depending on the severity of the event.

5.2 If a staff member receives an email from another staff member which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the council's formal disciplinary procedure or refer the matter to the Cantley with Branton Parish Council depending on the severity of the event.

5.3 If a staff member receives an email from a councillor which they believe is contrary to the guidance provided in this policy, the staff member is entitled to consider use of the council's grievance policy and/or report the issue through the procedures outlined in the Member's Code of Conduct.

6. Security

6.1 Only software purchased by the council shall be installed on the council's computer system. Software licences shall be retained.

Dated: 21st November 2023

Approved: 6th December 2023

Review Date: November 2026



Cantley with Branton Parish Council

Home Working Policy

1. The business of the Parish Clerk is conducted between the office and from home and is predominantly a lone worker. The law requires employers to consider carefully and deal with any of the Health and Safety risks for employees working from home. The Health and Safety Executive considers office work to be a low risk type of work.
2. As an employee the clerk has responsibility to take reasonable care of his / her own Health and Safety and the Health and Safety of others affected by what they may do.
3. It is the clerk's responsibility to report all employment related incidents or hazards to the Parish Council Chairman.
4. As an employer the Parish Council has a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury (the Statutory Accident Book requirement).
5. The Parish Council has overall responsibility for ensuring there are arrangements for identifying, evaluating and managing the risk associated with home working. The Parish Council's Risk Assessment requires the clerk to undertake a risk questionnaire relating to the risks arising of the use of his / her home as an office not less than every four years. The result of the questionnaire is to be reported to the parish council and any issues arising from this are to be reviewed and actioned. If deemed necessary an inspection will be undertaken by a councillor with prior notification and agreement with the clerk.
6. The Office Risk Assessment Questionnaire is based on the template downloaded from the Health and Safety Executive website and covers:
 - Slips and Trips
 - Manual Handling
 - Health of workers in the office environment
 - Computers, laptops and similar equipment (including Work Station Assessment)
 - Fire
 - Work Equipment (of the work equipment used at home as an employer the Parish Council is only responsible for the equipment it supplies, however the questionnaire covers all office equipment used in the course of the clerk's work)
 - Lone Working (see also Lone Working Policy)
 - Gas appliances
7. The clerk is encouraged to access to the free leaflets on the HSE website - <http://www.hse.gov.uk/pubns/leaflets.htm>, in particular relating to Home Working, Manual Handling, Computers / Working with Display Screen Equipment.

8. The council recognises the need of the clerk as a lone/home based worker to be “kept in the loop”. Regular meetings are scheduled with the chairman to discuss work progress, issues etc. and give feedback on performance. The chairman is also approachable by phone and email.

9. The Council will ensure measures are in place preventing the Clerk from being isolated from the rest of his/her professional community. Means are in place as part of the job description for Membership of the professional body the Society of Local Council Clerks. Attendance at training and other events organised by the District Council and the YLCA is encouraged.

Dated: 22nd November 2023

Approved: 6th December 2023

Review Date: November 2027



Cantley with Branton Parish Council

Internet Banking Policy

Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment.

The removal of this particular legal requirement will enable Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system.

Account details

The Parish Council has an account with Unity Trust Bank. This account is organised with the bank to require internet payments to be authorised by two signatories. This is in accordance with the guidance on page 14 of the document "The Good Councillor's Guide to Finance and Transparency" where it states – "Where electronic banking is used, arrangements should ensure that at least two people are involved in any transaction, one of whom must be a councillor".

Account signatories

The following are signatories on the account:

- Cllr D Chorlton (with internet access)
- Cllr B Innes (with internet access)
- Cllr N Williams (with internet access)
- Cllr J Rushby (with internet access)
- Cllr A Gibbins (with internet access)
- Cllr A Thorpe (with internet access)
- The Clerk (with internet access)

Internet Banking Procedure

Payments will be made by internet banking where possible. The following sentences (a – g) set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will be the subject to the rules and security authorisation process of the bank:

- a. The Council's Financial Regulations 6.7 to 6.14 will be adhered to for internet banking.

- b. All orders for payment will be verified for accuracy by the Parish Clerk.
- c. A schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be initialled by the Chairman of the meeting.
- d. Once the payments have been authorised, the Parish Clerk will set up the payments and inform one of the Councillor signatories with internet access by email.
- e. On receipt of the email the Councillor will authorise the payment, cross referencing with the schedule which was agreed at the meeting (Point (a) above) to ensure there are no discrepancies.
- f. Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to one of the Councillor signatories with internet access before raising a payment request online. The Councillor will then authorise the payment as in (e) above.
- g. All payments authorised between meetings will be done so in accordance with the Council's Financial Regulations. If such a payment requires authorisation by the chairman (Financial Regulation 4.1), the email from the chairman containing the authorisation will be forwarded to the councillor authorising the online payment with the associated papers (point (f) above).

Dated: 22nd November 2023

Approved: 6th December 2023

Review Date: November 2024

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY December 2023

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
19/02220/FUL 31 Warning Tongue Lane	Replacement of fence and erection of new section of 3,65m wall to rear	Pending
21/01904/FUL Land Adj 29 Warningtongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works	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.	Pending
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	Pending
July/August 2023 (reported to September 2023 meeting)		

23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve) (re-submission of 21/02108/REMM)	Pending
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
23/01510/FUL Unit 4 Victoria Court Industrial Estate, Quarry Lane, Branton	Erection of new workshop (8.9m x 12.9m) following demolition of existing store.	Pending
September 2023		
23/01788/FUL 317 Bawtry Road, Bessacarr	Erection of a 2 story rear extension and single storey side extension.	Granted
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
23/01668/FUL The Bungalow, Main Street, Old Cantley	Erection of a single storey pitched roof extension to the rear including internal and external alterations	Pending
23/01847/FUL 1 Langton Gardens, Branton	Erection of two storey side extension, single storey rear extension, and front porch.	Granted
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping	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
23/01995/FUL Yorkshire Wildlife Park	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance with condition 1 of planning application 22/01960/FUL; current temporary permission to change to permanent)	Pending
November 2023		
23/02199/FUL 41 Chapel Lane, Branton	Erection of a first floor dormer extension and side roof extension	Pending
23/02217/FUL Bracken Lodge, Kilham Lane, Branton	Erection of an extension to the rear of the existing detached garage and replace the existing flat roof with a pitched tiled roof. Roof tiles and fascias to match the main dwelling. Walls to be rendered off white to match main dwelling house.	Pending
23/02291/FUL 13 Warnington Drive, Bessacarr	Erection of a conservatory on the rear of the property	Pending

APPEALS
FORMAL COMPLAINTS

16/02024/FUL and 19/02022/FUL 19 Warnington Drive	Permission granted for balcony with no privacy screen. Neighbouring property feels overlooked	Processing through DMBC Formal Complaints Process
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