

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 3rd January 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors B. Innes (Chair), J. Rushby, A Gibbins, N. Williams and A. Thorpe.

IN ATTENDANCE: B. Walton (Clerk)

1) APOLOGIES

1.1 Apologies

Councillor Chorlton

1.2 Approval of Reasons Given

RESOLVED (1)

a) Apologies of absence were noted and approved.

Post Meeting Note: Councillor Butterworth phoned to apologise for not attending and passing on apologies, she was at the hospital and it slipped her mind.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Innes declared an interest in Item 7.2.

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 (items 17.1, 17.2 and 17.3 on the Minutes) 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 6th December 2023

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 6th December 2023 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

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

No members of the public were present.

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

No items were raised.

RESOLVED (4)

5) CITY OF DONCASTER COUNCIL

5.1.1 Ward Councillor's Report

No updates were received.

5.2 Update on the MUGA and Storage Extension

5.2.1.1 Snagging List of Storage Extension – The ventilation fan in the internal store was installed on the 19th December 2023.

5.2.1.2 Update on the MUGA – CDC have confirmed the percolation test will be carried out early New Year but the Clerk is chasing for a date.

5.3 Central Locality Delivery Plan and South Locality Delivery Plan

Deferred to February 2024 agenda at request of CDC.

5.4 Identify any new Highway matters

No issues were reported.

RESOLVED (5)

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

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- a) Clerk to chase CDC regarding the percolation test.
- b) Clerk to place Central Locality Delivery Plan and South Locality Delivery Plan onto February Agenda.

6) CLERK'S REPORT AND ADMINISTRATION ISSUES

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information. The Clerk informed members of a few outstanding actions that she was awaiting replies to to enable her to process some tasks.

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

Regular updates are made to the website and Facebook. The Clerk informed members of an update on an outstanding action regarding traffic to the website and analytic reports available.

RESOLVED (6)

- a) Members noted the Clerks report and actions taken.
- b) The Clerk is to inform Councillor Williams of the details of the laptop provided for disposal so he can obtain the certificate of disposal.
- c) The Clerk is to query whether she can run the monthly analytical reports once the analytics are set up and if so to instruct Exact Marketing to install analytics at a cost of approximately £50. If this isn't something the Clerk could do (reports) to leave installing the analytics.

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

7.1 Outdoor Gym – Pull Up Bars

The Clerk had found the supplier of the outdoor gym equipment and sought the specification. She explained the ROSPA Inspector's comments and the work is required to remove the concrete edging. The Clerk contacted CDC, as project manager, however they informed the Clerk that there was a satisfactory handover meeting once the Gym had been installed and therefore this now fell within the Parish Council's remit to rectify. The Clerk had sought a quote from Bernard's Sports Surfaces to rectify the error and they quoted £7,360 plus VAT. The Clerk also spoke to the Handyman who confirmed he could remove the concrete edging and build up the surface around the pull up bars to make it safe.

7.2 Kilham Hall Management Committee's Report (KHMC)

Councillor Innes informed Members that the next meeting was 15th January 2024. Councillor Rushby confirmed that the works to remove the internal store had been completed together with the installation of the new flooring.

RESOLVED (7)

- a) Members approved work to remove the concrete edging around the outdoor gym equipment by the Handyman.
- b) Noted Kilham Hall Management Committee's update.

8) PARISH COUNCIL MATTERS

8.1 Archiving of the Parish Council Minutes

The Clerk sought approval to archive the Parish Council minutes between 2011 and 2022

8.2 King's Portrait Scheme

The Clerk informed members of the King's Portrait Scheme which will be opening in due course

8.3 Valuation Office Agency Notice of an Existing Rating List Entry

The Clerk informed members of correspondence received from the Valuation Office for information.

8.4 Staffing Committee

The Clerk referred Members to a recent YLCA Bulletin where it was advising all Parish Council's to form a Staffing Committee.

RESOLVED (8)

- a) The Clerk is to archive the Parish Council Minutes between 2011 and 2022 with CDC Archives
- b) The Clerk is to order the King's Portrait for Kilham Hall when the King's Portrait Scheme opens at no cost.
- c) The Valuation Office correspondence was noted.

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

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d) Members felt a Staffing Committee wasn't required and they would continue to appoint Members to form a Committee when it was needed.

9) PARISH MATTERS

9.1 Keep Britain Tidy's "Buy Nothing New Month"

The Clerk informed members of the above campaign and sought approval to post on the Facebook page.

RESOLVED (9)

a) The Clerk is to share details of Keep Britain's Tidy "Buy Nothing New Month" on the Parish Council's Facebook page.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

23/131	Clerk (Payroll & Back Pay)	£1152.82
23/132	Handyman (Payroll & Back Pay)	£1155.09
23/133	HMRC (Dec fee)	£ 645.36
23/134	Handyman (Fuel for mower)	£ 7.07
23/135	Branton Farm Nurseries (Primroses)	£ 21.60
23/136	Clerk (Postage)	£ 2.70
23/137	Clerk (Fire Assembly Point Sign)	£ 30.30
23/138	Branton Farm Nurseries (Pansies)	£ 61.99
23/139	Christmas Plus	£1200.00
23/140	Clerk (Ebay - Paper)	£ 24.45
23/141	Clerk (Ebay - Diary)	£ 3.39
DD02/29	O2 (mobile)	£ 12.00
23/142	Thorne Rural Lions (Santa visit donation)	£ 100.00
23/143	FireGuard - Fire Risk Assessment	£ 240.00

10.2 3rd Quarter Budget Monitoring Report

The Clerk presented members with the budget monitoring report for approval. It was noted that 57% of the budget had been spent so far.

10.3 3rd Quarter VAT Return

The Clerk presented members with the 3rd quarter VAT return for information.

10.4 Council's Banking Arrangements

The Clerk has submitted the application form and supporting documentation to Unity Trust Bank for processing.

10.5 Final Draft of 2024/2025 Budget

The Clerk presented the final draft Budget for 2024/25 incorporating all developments that Members requested at the December meeting. Consideration was given to the second draft budget prepared by the Clerk which with a few amendments, provided a decrease of £9,976. Members were informed that the current bank balance is approx. £72,393, with approximately £24,500 earmarked for works to the MUGA. Parish Councils are advised to keep approximately 6 to 12 months of their precept figure in reserves. There are three more months within the financial year and therefore additional spending will be incurred. Therefore there were sufficient reserves to cover the cost of proposed projects for the forthcoming year and leave a reasonable amount of reserves for unexpected repairs and maintenance.

10.6 Parish Precept for 2024/2025

The Clerk gave Members two versions of the Parish Precept for their consideration.

10.7 Grounds Maintenance Tender for Grass Cutting

The Clerk informed members that they should go out to tender every 3 years for maintenance contracts and since she has been in post the grass cutting hasn't been out to tender. The Clerk felt the current provider was cost efficient, reliable and provided a good service however lawfully,

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

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the Parish Council should invite quotes from other providers. The Clerk provided members with a draft Tender for consideration and approval.

10.8 Christmas Illuminations Tender

The contract with Christmas Plus for installing, removing and storing the illuminations at Old Cantley Roundabout runs out and a new contract will need to be sought for 2024 onwards. Also, RJ Electrical have installed and removed the other Christmas Illuminations around the Parish for the past 3 years. The Clerk sought approval from the Parish Council to draft a Tender for these services for consideration at next month's meeting.

10.9 Bank Statements

The Clerk informed Members that December's bank statement wasn't available yet but previous statements were available if required.

RESOLVED (10)

- a) The regular payments document was approved.
- b) The 3rd quarter budget monitoring report was approved.
- c) The 3rd quarter VAT return was noted.
- d) The update on the new banking arrangements were noted.
- e) That a total annual budget for 2024/25 be agreed at £71,184 with some reserves being utilised to offset the budget.
- f) That the 2024/2025 precept be set at £68,014 giving an increase of 33.10% (£10.47 per annum or 20p per week) for a band D equivalent property.
- g) That the current internal auditor, Clare Wellings, is offered the appointment to complete the 2023/24 internal audit.
- h) The Grounds Maintenance Tender is approved and the Clerk is authorised to email interested parties. If no interest is shown by 7th February 2024, the Clerk is authorised to renew the current Contract with Glendale.
- i) The Clerk is to prepare a Christmas Illuminations Tender for approval at the February meeting.
- j) The bank statements were noted.

11) **POLICIES/RISK ASSESSMENTS**

11.1 Tree Management Policy and Tree Inspection Report

The Clerk presented the new policy which covers management of the trees on and surrounding Parish Council Land.

.RESOLVED (11)

- a) The Tree Management Policy and Inspection Report are approved.
- b) The Clerk is to order some tree tags for the Handyman to enable him to identify the trees when inspecting them.

12) **PLANNING APPLICATIONS**

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

23/02633/TPO 39 Warrington Drive, Bessacarr	Application to fell 3 Pine trees identified as being within G131 of Doncaster Borough Council Tree Preservation Order (No.64) 1991 Bessacarr with Cantley.	Against any tree felling unless it is for health and safety reasons. Request replanting of any felled trees
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RESOLVED (12)

- a) Feedback is given to the Planning Department at DMBC on the planning applications received.

13) **POLICE ISSUES**

13.1 Police Issues

Police Drop In – 1 member of the public attended the drop in session held on 20th December 2023 at The Café at Branton Garden Centre raising concerns relating to recent suspicious activity. The PCSO's gave advice to residents regarding securing their property regarding calling 999 and 101. The next drop in is scheduled for Wednesday 24th January 2024 between 6.15pm and 7.15pm at Kilham Hall Meeting Rooms.

RESOLVED (13)

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

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- a) The Clerk will continue to advertise the police drop in sessions on Facebook and leave posters on the Noticeboards.

14) EXTERNAL MEETINGS/TRAINING

14.1 Local Council Awards Scheme Webinar

The Clerk attended the above webinar and gave members feedback.

RESOLVED (14)

- a) Update from the webinar was noted.

15) ITEMS OF CORRESPONDENCE

15.1 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, CDC's Funding news, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin, NALC Training, Violence Reduction Unit Newsletter and Valuation Office correspondence.

RESOLVED (15)

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

16) DATE OF NEXT MEETING

16.1 Date of Next Meeting

RESOLVED (16)

- a) That the next meeting be held on Wednesday 7th February 2024 at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's December Timesheet/Mileage Claim

The Clerk's timesheet for December and her 3rd quarter mileage claim form were shared for information.

17.2 Handyman's December Timesheet

Handyman's timesheet for December was shared for information.

17.3 Clerk's Appraisal

Members were reminded that the Clerk's appraisal is due March/April 2024.

RESOLVED (17)

- a) The Clerk and Handyman's timesheets and mileage claims were received and the contents noted and approved.
- b) The Clerk is to arrange her Appraisal for April 2024 with the Chairman.

The meeting closed at 7.05pm

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

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Cantley with Branton Parish Council – Briefing Note

- **Current Locality Plans – Central & South**

The current Locality Plans for Central & South Localities (see 'Plan on a Page' summaries below) were launched in April 2023 and progress has been made against all priorities and actions with further activity planned for Jan-Mar. Updates are routinely provided to the community via the 'Your Life Doncaster' community pages ([Your Community Pages - YourLifeDoncaster](#)), social media and through the locality newsletters. My colleagues and I are also working with the Councils Communications Team to prepare an annual update to evidence what has been achieved in 23/24 across the four localities and I will provide you with details for the Central and South Localities in due course. I would welcome your support to publicise this when you engage with residents and wider stakeholders in your communities.

- **Annual Refresh**

The Locality Plans are refreshed annually so that they remain relevant and reflective of the needs and issues that matter most to our communities. This is extremely important at this time given the current climate and challenges faced by all communities across the Borough.

- **Community Engagement**

At this time, I am in the process of finalising the community engagement activity to refresh the Central & South Locality Plan and set the priorities actions for 2024/25. Community engagement for the plan is continuous throughout the year and I am currently collating and analysing all the feedback from residents, community groups, stakeholders, social media, surveys, and consultations. It is extremely important that I capture feedback for the plans from Ward Members, Town & Parish Councils to ensure that the priority actions set address the local needs and issues within your respective communities. The current priority themes will remain the same within each locality, but the delivery plan will be refreshed to carry forward priority actions that require continued focus and add any additional actions to address new and/or emerging issues of concern.

- **Your Feedback**

To gather the voice from Members and Town & Parish Councils, could I ask you to please provide feedback of the following questions or if preferred to follow the link below to fill in the attached feedback form so that I can capture your voice/insight and the communities you represent.

Could you provide your feedback no later than Friday 23rd February 2024.

Questions:

- ***What are the assets in your community (people & places)?***
- ***From the current locality plan for your area what priority actions require continued focus?***
- ***From the communities that you represent what are the current issues or priorities that need improving and you would want to include this in the plan for 24/25?***
- ***How can we collectively encourage the community to get involved and contribute to improve the issues and priorities that matter to them?***
- ***Do you have any key Challenges and/or lessons learned you can share?***

Feedback Form - <https://forms.office.com/e/3a6kMFzEtx>

The form will only take around 5 minutes to complete but if you have any further questions, I am more than happy to answer them in person, via teams or on email. Thanks for your assistance and please feel free to get in touch if I can assist further.


Thanks

Jakki (Central Locality Partnership Lead)

CENTRAL LOCALITY – PLAN ON A PAGE


CENTRAL LOCALITY PLAN


CENTRAL LOCALITY PRIORITIES



ENVIRONMENT,
SUSTAINABILITY &
GREEN SPACES


COMMUNITY
SAFETY







THRIVING
COMMUNITIES

FAIRNESS,
HEALTH &
WELLBEING





SUPPORT FOR
BUSINESSES



Aim – Work together to strengthen communities & improve the lives and opportunities for residents.

Locality Approach: Get closer to communities to understand their strengths & different needs. Hearing what it’s like to live in different neighbourhoods, will allow us to shape our services, strategies & investment to reflect differences.

Priority Actions:

- Protect & enhance green spaces
- Reduce impact of litter, waste & fly-tipping on local communities
- We raise awareness, protect & enhance our natural environment
- Enhance the safety & condition of homes
- Develop physical & digital connectivity

- Reduce Crime & Anti-Social Behaviour
- Reduce Alcohol & Substance Misuse
- Promote & support the safe use of our roads
- Tackle street homelessness, rough sleeping & begging
- Promote crime prevention awareness & initiatives

- Promote & support more community initiatives, activities & events
- Publicise what’s going on in local communities
- Build community capacity & use of community buildings
- Develop communication channels to facilitate a two-way flow of information with local communities

- IAG is available for the local community
- Promote physical health, mental health & wellbeing
- Accessible & inclusive provision for all
- Support to access education, training & employment
- Support young people to thrive

- Increase footfall & trade
- Maximise savings & investment opportunities
- Refresh & repurpose local businesses
- Build trust & confidence with local businesses
- Reduce environmental impact on the local community

SOUTH LOCALITY PLAN – PLAN ON A PAGE

Priority Actions:



SOUTH LOCALITY PLAN

PRIORITIES 2023-2024



COMMUNITY SAFETY

CHILDREN AND YOUNG PEOPLE






ENVIRONMENT & GREEN SPACES

LOCAL BUSINESS & TOWN CENTRES





THRIVING COMMUNITIES



Aim – Work together to strengthen communities & improve the lives and opportunities for residents.

Locality Approach: Get closer to communities to understand their strengths & different needs. Hearing what it’s like to live in different neighbourhoods, will allow us to shape our services, strategies & investment to reflect differences.

- Reduce crime, ASB and increase reassurance
- Support the safe use of our roads
- Reduce substance misuse
- Reducing Anti-Social Behaviour

- Plan and promote engagement and activities for children and young people

- Protect and enhance green spaces
- Reduce the impact of litter and fly-tipping on local communities
- Development and use of community and green spaces

- Maximise investment opportunities and encourage footfall
- Support local people & businesses to access employment opportunities
- Support to make business areas feel safe

- Develop opportunities for VCFS organisations
- Information, advice, guidance & support for local communities
- Develop opportunities for residents to be involved in their local community

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

1) CDC

- a) Planning Application for MUGA – **CDC confirmed percolation test will be carried out 6th and 7th February 2024. BSP (the Contractor) have confirmed they need two days testing to ensure sufficient data. The cost of this, plus 15% consultancy fee to ensure they complete the relevant documentation to meet the Planning Application requirements is £4,772.50 plus VAT.**
- b) Annual Hedge Cut – **Carried out 16/01/23.**
- c) Resident Complaint re Traffic in Old Cantley – **responded stating not PC remit, if resident is happy I will forward his complaint to Ward Councillors and CDC – resident requested this.**
- d) Resident complaint re: Dog Fouling – **Acknowledged it and said I would report to the PC however it is CDC matter and online reporting is recommended**

2) Recreation Ground/Garden Areas

- a) MUGA – **MUGA Planning Application - Granted**
- b) Awards for All Grant for MUGA – **Application submitted for £20k. Even if we get this we may still be short on finances due to increased costs. 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) 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**
- b) Solar Panels – **Clerk has put an application in to sell back energy. Had response requesting additional photo of current meter so sent as requested. Also sent video, we can't send meter readings so EON have got a MPAN number for our system and will action. EON have stated we don't need to do anything further currently. Kept KHMC Treasurer up to date and reminded him that the smart meter wasn't installed when scheduled and hasn't been rearranged.**
- c) Lease – **Looked at Lease between PC and KHMC – emailed Insurers and Solicitors seeking clarity. Insurers confirmed for Insurance purposes PC should insure building not KHMC. Solicitor responded stating it is KHMC's responsibility to maintain/repair the building. Informed all PC Members and the Chair/Treasurer of KHMC.**
- d) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**

4) Parish/Community

- a) Defibrillator's – **Checked regularly and the Circuit Website updated.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**
- c) Councillor Chorlton's resignation – **acknowledged, sent to CDC and notice of vacancy advertised. Closing date for possible election is 08/02/24 then can advertise to co-opt. Poster/Advert drafted for approval today. Published FB post thanking Cllr C for his service.**
- d) Informed the gate that the PC & Auckley PC paid for at the River Torne has been removed – **Contacted the Environment Agency and asked for clarity.**

5) Parish Council Procedures/Finance

- a) Website – **Updated regularly**
- b) Facebook – **Updated regularly**
- c) Precept for 2024/2025 – **Sent to CDC and acknowledged.**
- d) Bank Account – **All information received and sent. Members should have a letter to activate their account. Transfer date set for 16/02/24 when all funds/DD's/SO's move across to new account and it goes live. Will need to remove Cllr Chorlton from banking but will wait til we co-opt a new member and add them at same time.**
- e) Policies – **Policies Due for Review:**
 - **Disciplinary**
 - **Dispensation**

- **Fire Safety**
- **Grievance**
- **Lone Worker**
- **Media**
- **Meeting Attendance**

New Policy:

- **Community Engagement Policy**
- **Report Template**

f) Other Documents – **Minutes for May 2011 to April 2021** have been archived (not 2022 like agreed at previous meeting as there wasn't enough room in folders).

g) Honours List – **Nominated Councillor Worthington for the Birthday Honours List** and emailed the three supporting letters

h) Disposal of Old Laptop – **Certificate received from YWP.**

6) Police

a) Drop In Session – **List of Dates published – last session was 24th January 2024 at 6.15pm at Kilham Hall Meeting Rooms – one member of public attended but not to raise anything**

7) Training/Networking

Clerk hasn't attended any.

8) Pending

N/A

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

06/12/2023	14.1	Cllr Gibbins to provide Clerk with his action plan for circulating to members	Cllr Gibbins	07/12/2023	N	
06/12/2023	14.2	Circulate Cllr Gibbins Action Plan to Members	Clerk	08/12/2023	N	
06/12/2023	15.1.5	Book on free webinar relating to Local Council Award Scheme	Clerk	07/12/2023	N	Booked on 12/12/23
06/12/2023	18.1 to 18.3	Forward timesheets and Pay Award details to Warrens GBC for December payroll run	Clerk	07/12/2023	N	
03/01/2024	5.3	Move to February Agenda	Clerk	03/01/2024	N	
03/01/2024	6.2	Check with Web Developer if Analytics are added for free (plus his time for adding it), would the Clerk be able to run ad hoc reports or is it more complex that he'd need to do it?	Clerk	04/01/2024	Y	Checked with Web Developer - more complex but he'll check if there is a simple reporting tool that can be set up and Clerk do. Await reply.
03/01/2024	7.1.2	Request Handyman remove concrete edging around Pull Up bars and repairs surface around the area to make safe	Clerk	05/01/2024	N	
03/01/2024	8.1	Archive Minutes from 2011 to 2021	Clerk	17/01/2024	N	Took documents to be archived
03/01/2024	8.2	Apply for King's Portrait Scheme when it opens	Clerk	Feb-24	Y	Look when scheme opens and request portrait
03/01/2024	9.1	Put FB post on about Keep Britain's Tidy "Buy Nothing New Month"	Clerk	05/01/2024	N	
03/01/2024	10.5	Finalise Budget as agreed	Clerk	05/01/2024	N	
03/01/2024	10.6	Inform CDC of Precept request	Clerk	05/01/2024	N	
03/01/2024	10.7	Inform Claire Wellings of appointment as Internal Auditor	Clerk	05/01/2024	N	
03/01/2024	10.8	Email out interested parties for Grass tender	Clerk	05/01/2024	N	Emailed 4 potential providers and sent Tender documentation out upon request
03/01/2024	10.9`	Draft Christmas Illuminations Tender	Clerk	25/01/2024	Y	Taking to February meeting - do we need to do all 5 illuminations on one tender or one for Old Cantley and one for the other three?
03/01/2024	11	Finalise Tree Management Policy & Tree Inspection Report and place on website	Clerk	05/01/2024	N	
03/01/2024	11	Update Policies List and place in Policy Folder	Clerk	08/01/2024	N	
03/01/2024	12.1	Provide CDC with PC's comments on planning applications	Clerk	04/01/2024	N	
03/01/2024	17.1 & 17.2	Send timesheets to Warrens GBC for payroll run	Clerk	04/01/2024	N	
03/01/2024	17.3	Coordinate Clerk's Appraisal with Chairman for March/April 2024	Clerk/Chairman		Y	

07/02/2024
07/02/2024
07/02/2024
07/02/2024
07/02/2024
07/02/2024
07/02/2024

Council Tax and Parish Council Precept 2024/25

The Parish Council considered the detailed budget and the Precept request (the amount the Parish Council requires for meeting the expenses of running the Council) for the year 2023 / 24 at the meeting on 3 January 2024.

The budget of £71,184 was agreed. This took into account the range of Parish responsibilities including village grass cutting and weed spraying, maintaining all public areas, the dog bin emptying, meeting costs, saving for replacement street furniture, road safety, seasonal activities ie. Remembrance and Christmas displays and installation of a MUGA at Kilham Hall Playing Fields.

The Parish had been given the Tax Base figure (broadly, the number of Band D equivalent dwellings in the village) by City of Doncaster Council (CDC). Following the calculations, it was agreed to increase the Precept to £68,014 which was an increase of £20,014. The annual cost to a Band D household would be approximately £42.11 – an increase of £10.47 over the whole year. The Parish Council were keen to use their reserves towards the rest of the budget rather than increase the precept further.

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

For anyone interested, the draft budget and precept calculations can be viewed Monday to Friday 9am to 10.30am at the Parish Council offices.



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

YOUR PARISH NEEDS YOU!



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

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

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

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

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

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

Deadline for written applications: **Noon on Monday 4th March 2024**

Cantley with Branton Parish Council

Audit Plan 2023/2024 and 2024/2025

This Audit Plan runs from January of each year. It actually covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

Tasks below can be undertaken by full council, a committee or a sub-committee unless defined otherwise.

Other recommended actions to be scheduled in are:

Risk assessment exercises – on assets and financial risk assessment, ie review that the council has safe and efficient arrangements to safeguard public money that it holds

Comprehensive review of the insurance policy

Internal control needs to include a review of employment arrangements, particularly around payment of salaries, ie that the correct salary is being paid and the council's liabilities need to be met.

VAT – being treated correctly – review this in the year.

Fixed assets and equipment being used correctly with supporting policies in this regard so that employees are aware of the council's expectations.

January	<ol style="list-style-type: none"> 1) Review the effectiveness of independent Internal Audit that the council has had in place for the preceding 12 months. 2) Review the effectiveness of the council's internal financial controls (Using guidance in the Practitioner's Guide). (Good idea to list the aspects of internal control that are recommended and use as a checklist for compliance). 3) Review the Terms of Reference for the Independent Internal Auditor. 4) Appoint and instruct an internal auditor for the next financial year.
February	<ol style="list-style-type: none"> 1) Internal control exercise to be carried out
April	<ol style="list-style-type: none"> 1) Start of the new financial year. 2) Books closed to 31 March, end of year tasks to be completed, including draft completed AGAR on website 3) Council to resolve its exemption from external audit depending on its gross income in the year. 4) End of year information to internal auditor
May /June	<ol style="list-style-type: none"> 1) Council (must be full council), to approve the accounts by the external auditor's deadline and send accounts to EA by deadline 2) Approved AGAR on the council's website 3) Council to receive the independent auditor's detailed report and recommendations and decide action/improvement where necessary
June	<ol style="list-style-type: none"> 1) Notice of public rights of inspection (to include first 10 working days of July)
July	<ol style="list-style-type: none"> 1) Public inspection of accounts to service 2) Council to receive a report from the External Auditor (this could happen later depending on the date of return from the EA)
Sept / Oct	<ol style="list-style-type: none"> 1) Internal control exercise to be carried out 2) If audited, display a notice of conclusion of audit by 30 September (if concluded). (If no conclusion, keep electors informed via website).
November	<ol style="list-style-type: none"> 1) Draft budget to be created and considered (or could be done in December as appropriate) 2) Review of internal controls such as Standing Orders and Financial Regulations.
December	<ol style="list-style-type: none"> 1) Draft Audit Plan to be presented to the Council for approval (and implementation from January) 2) Submit precept levy to principal authority (may be done in January)



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Spring 2024 Newsletter

Christmas Events

December was a very busy month with the Parish Council arranging for the illuminations to be installed, hosting the Carols Around the Tree Event and sponsoring the Pantomimes. All events were wonderful and we've had some lovely feedback from residents regarding them. Plans are already underway for this year's events.

Keeping the Parish of Cantley with Branton Tidy

The litter pick took place on Saturday 13th December 2023 – huge thank you to all volunteers who took part. The next Litter Pick is scheduled for Saturday 2nd March 2024 at 9.30am. Everyone is welcome to join.

MUGA

A percolation test has taken place at Kilham Hall to meet the pre-commencement conditions of the planning permission. City of Doncaster Council (CDC) have now gone out to tender on behalf of the Parish Council to find a suitable supplier and the build to start.

Parish Precept

Cantley with Branton residents fund the Parish Council through their Council Tax. The Parish Council decides what it would like to achieve each year and asks CDC to collect the money to fund the Parish Council's plans. This is called the 'Precept'. To manage its funds the Parish Council has to set a Budget, authorise all payments, and monitor income and expenditure throughout the Financial Year which runs from 1st April to 31st March. This year's precept has been requested in the sum of £68,014. The increase in precept from last year equates to approximately 20p per week for a Band D (Tax/Base Rate) property.

Volunteering Around the Parish

The Parish Council have thought of ways they would appreciate Parishioners help within the Community ie. knitting/crocheting poppies for the Armistice Day Displays, watering plants around the Parish in the Summer months, joining the litter picking group quarterly and even consider becoming a Councillor when any vacancies occur. Due to the resignation of Councillor Chorlton, there is currently a vacancy for a Parish Councillor, closing date for applications is Monday 4th March 2024. If you would like further information please look at the website, notice boards or contact the Clerk. The Parish Council would like to express their gratitude to David Chorlton for all his input and dedication throughout his service as a Parish Councillor.

2024 Annual Parish Meeting on Wednesday 1st May 2024 at 6pm

To find out more about the latest developments taking place in the parish any elector can attend the meeting to raise any matters for consideration by the Parish Council. The May Parish Council meeting will follow the Annual Parish Meeting. Please take a look at the Parish Council website for an explanation on the difference between the Annual Parish Meeting and the Annual Parish Council Meeting.

Defibrillators

Defibrillators are valuable resources which help to save lives. There are two located around the parish: at Kilham Hall, Kilham Lane and The Premier Shop on Doncaster Road. The Defibrillators are registered on a national register called The Circuit which enables ambulance services with visibility of the nearest registered defibrillator. The Council would like to see more located around the Parish, in Old Cantley and Manor Farm. However the trouble the Parish Council are coming up against is a suitable location to place the defibrillators.

Parish Council Facebook Page

The Parish Council Facebook page is updated regularly with useful information relating to the Parish and the work the Parish Council is undertaking. The Clerk will often share the posts to Community Facebook pages however to ensure you're keeping up to date please search "Cantley with Branton Parish Council" on Facebook and like the page.



Cantley with Branton Parish Council

TENDER DOCUMENT FESTIVE LIGHTING INSTALLATION CONTRACT 2024 – 2027



Contents

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Introduction

The parish is situated approximately five miles to the south east of Doncaster town centre in a semi rural setting comprising around 1500 dwellings in three main areas, the largest being the village of Branton, the small village of Old Cantley and a small area of south Bessacarr.

The Parish Council provide a number of trees with festive lighting each year within the villages (Glen Road/Doncaster Road and Doncaster Road/Whiphill Top Lane both in Branton, Bawtry Road Bessacarr and Old Cantley Roundabout)

Requirements & Purpose

The Council is seeking tenders for the installation and removal of light strings to all 5 trees. The contract length will be 3 years commencing in 2024.

The objective of the contract will be to provide the Council with a qualified and experienced electrical contractor who will provide support with both electrical work and the installations of any fittings required for the scheme.

The tenderer shall provide the following:

- To take delivery or collect of the scheme from the Parish Council and ensure that it is in good working order.¹
- Erection of the entire lighting scheme and carry out safety checks on all electrical connections (visual or otherwise) not less than 2 weeks prior to the switch on².
- Provide personnel to carry out the switching on of the lights and set the timers for those trees that have them.
- Be available for call outs for any troubleshooting reasons (indication of price to be given separately) within 24 hours where reasonably possible.
- Remove, dismantle, **and return the lighting to the Parish Council for storage.** **Any faults or damage to be reported to the Clerk or Handyman who will be responsible for any maintenance works.**

The following items are the responsibility of the tenderer and by submitting a signed tender form, they indemnify the Council of any responsibility for these matters. Upon issuing the contract, the Council will ask for details of certain aspects relating the list below and the tenderer must provide them when requested. The Council will not enter into any contract unless Officers are satisfied with the documents provided by the tenderer. Please refer to the Checklist for further details.

¹ Arrangements will be made directly between the installation contractor and the Clerk/Handyman.

² The Switch on is usually on the last Saturday of November but will be confirmed each year by the Council.

- Public and Employers liability insurance with a minimum cover of £10m.
- All matters relating to health and safety including policy, risk assessments, method statements and staff training.
- Approval to work on the highway issued by City of Doncaster Council.
- Training and qualification certificates for all relevant staff who will carry out on behalf of the Parish Council.

To assist the preparation of your tender, a full schedule of lighting is attached which details the locations of the power sources. Maps will also be provided for your information. It is the responsibility of the tenderer to carry out a site visit and make all reasonable assessments before submitting a tender.

Further Details and Requirements

- The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.
- All prices quoted should exclude VAT.
- Either party may terminate the contract by giving three calendar months' written notice.
- Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected, then the Council retains the right to terminate the contract with three months' notice.
- The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request.
- All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected.
- Only suitably qualified staff will use machinery to carry out any work for the Parish Council.
- The contractor is required to have Public Liability insurance, details of which will be provided to the Parish Council prior to the 1st September 2024 and every year upon renewal of the insurance.
- Copies of all licences and certificates held, the Public Liability insurance certificate, all other relevant insurance documents, a staff list, an equipment list, company details and bank account details will need to be provided at the same time as the submitted bid. If the intention is to hire staff or purchase equipment once the contract is awarded, then those details should be provided too.

- The price quoted by the company for the 1st year of the contract, thereafter for the life of the contract be subject to CFI inflation as of November the same year.
- The price of the contract for each year will be paid annually, to be paid on or around the 15th of each month.

Tender Instructions & Process

Those wishing to apply should complete the tender documentation and ensure the documents listed in the checklist are provided.

Applications must be returned in a sealed envelope using the label below. You are responsible for affixing the appropriate postage where required.

You are welcome to contact the Council to arrange a site visit before preparing your submission. The point of contact for this project is Bev Walton, Clerk. This can be done via e-mail to cwbpc@outlook.com or by calling 07761525584.

The deadline for submissions is noon on 30th April 2024. As per the Council's Financial Regulations, all applications will remain sealed and will be opened by the Clerk during the week beginning 5th May in the presence of either the Chairman or another member of the Parish Council.

A shortlisting process may be implemented depending on the number of submissions received. The shortlisted tenders will be considered at a meeting of the Parish Council at a date in June, to be advised, to appoint the contract.

Form of Tender

Your Details	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	

Cost per year for install, dismantle, and return to storage.

£

Indicative cost for a call out (to reset a timer, for example)

£

Confirmation	
Name	
Signature	
Date	

By signing above you agree that all the information submitted is correct and that should you be awarded the contract you are able to provide, upon request, any documents as previously detailed in this document.

**CHECKLIST OF ITEMS TO BE PROVIDED BY APPLICANTS
WITH THE TENDER**

ITEM REQUIRED	TICK BOX
A letter introducing the company	
Cost per year to the Parish Council excluding VAT.	
A breakdown of the annual cost per site	
An hourly rate for additional works outside of the contract	
Copies of all relevant and necessary licences, certificates, Health & Safety policies and risk assessments	
Copies of all necessary insurance documents, including the value of Public Liability insurance held	
Current staff numbers, including any specific qualifications and indicating if any further people would be employed should the contract be awarded	
A current equipment list indicating any equipment that would be purchased should the contract be awarded.	
Company details – including but not limited to how long the company has been in operation.	
Bank account details	
Examples of current and previous work, including contact details for at least two customer references to be taken up	
Any further information the company relevant to tender ie. Approval to work on the highway issued by City of Doncaster Council.	

LABEL TO BE USED FOR RETURN OF TENDERS
Must be returned by NOON Wednesday 30th APRIL 2024

TENDER DOCUMENTS FOR GROUNDS MAINTENANCE CONTRACT
DO NOT OPEN UNTIL WEDNESDAY 30th APRIL 2024

CANTLEY WITH BRANTON PARISH COUNCIL
PARISH OFFICE
KILHAM HALL
KILHAM LANE
BRANTON
DONCASTER
S. YORKSHIRE
DN3 3PF

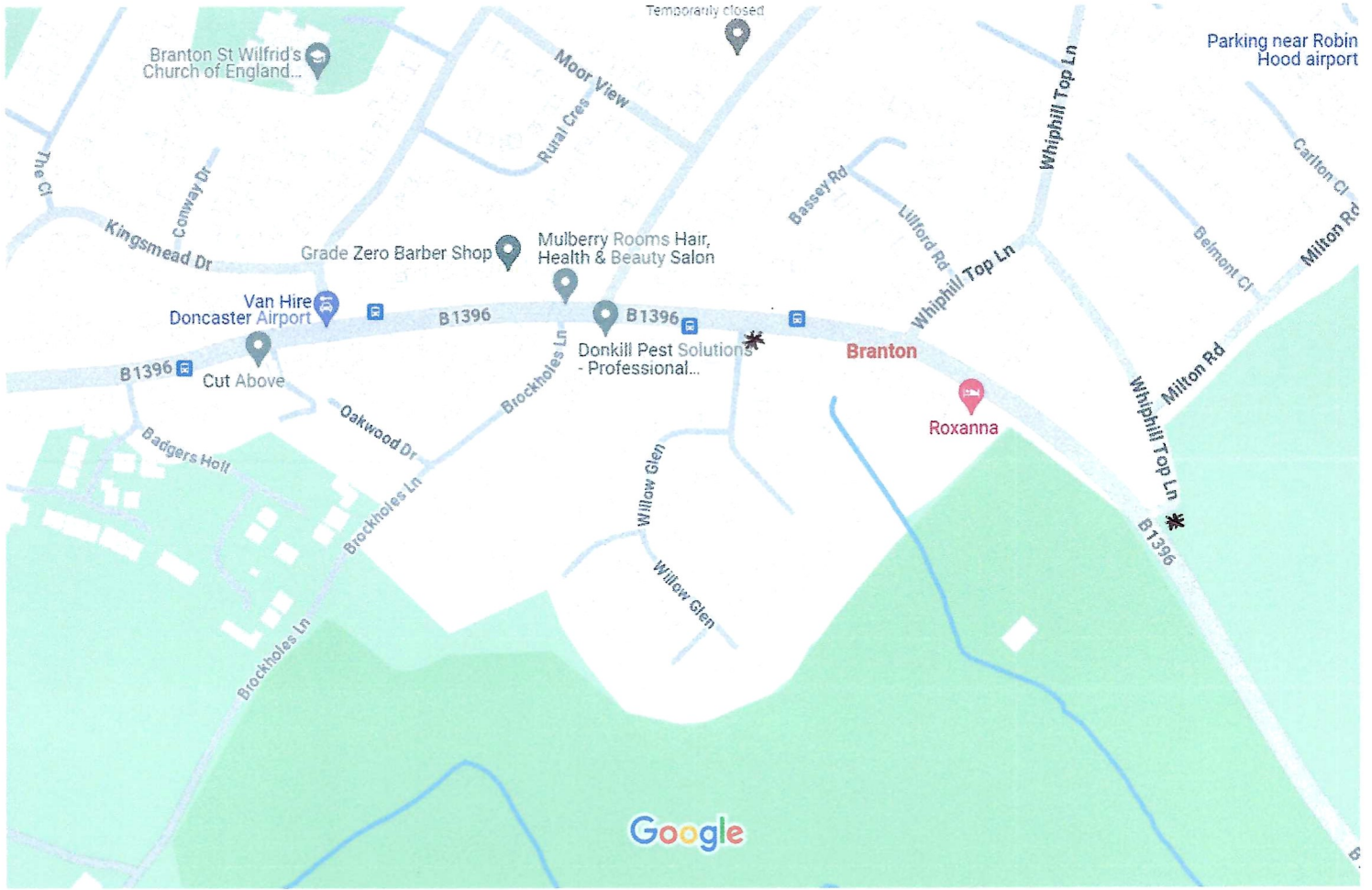
Appendix A - Schedule

Area	Item	Power Location
Glen Road		
Christmas Tree at top of Glen Road/Doncaster Road (near the Three Horseshoes Public House), Branton	LED string lights (tree approximately 15ft)	Manhole cover near the tree
Doncaster Road/Whiphill Top Lane		
Christmas Tree at top of Whiphill Top Lane/Doncaster Road, Branton	LED string lights (tree approximately 15ft)	Electrical Column next to the Tree
Bawtry Road		
Christmas Tree at the Warning Tongue Lane junction with Bawtry Road, Bessacarr	LED string lights (tree approximately 15ft)	Electrical Column next to the Tree
Old Cantley Roundabout		
Two established trees on the left hand side of the road as you head into Branton from Cantley	LED string lights (trees approximately 25ft) – approximately 60 strings	Electrical Column next to the Tree



Branton

Christmas Illuminations - Two Trees, Branton

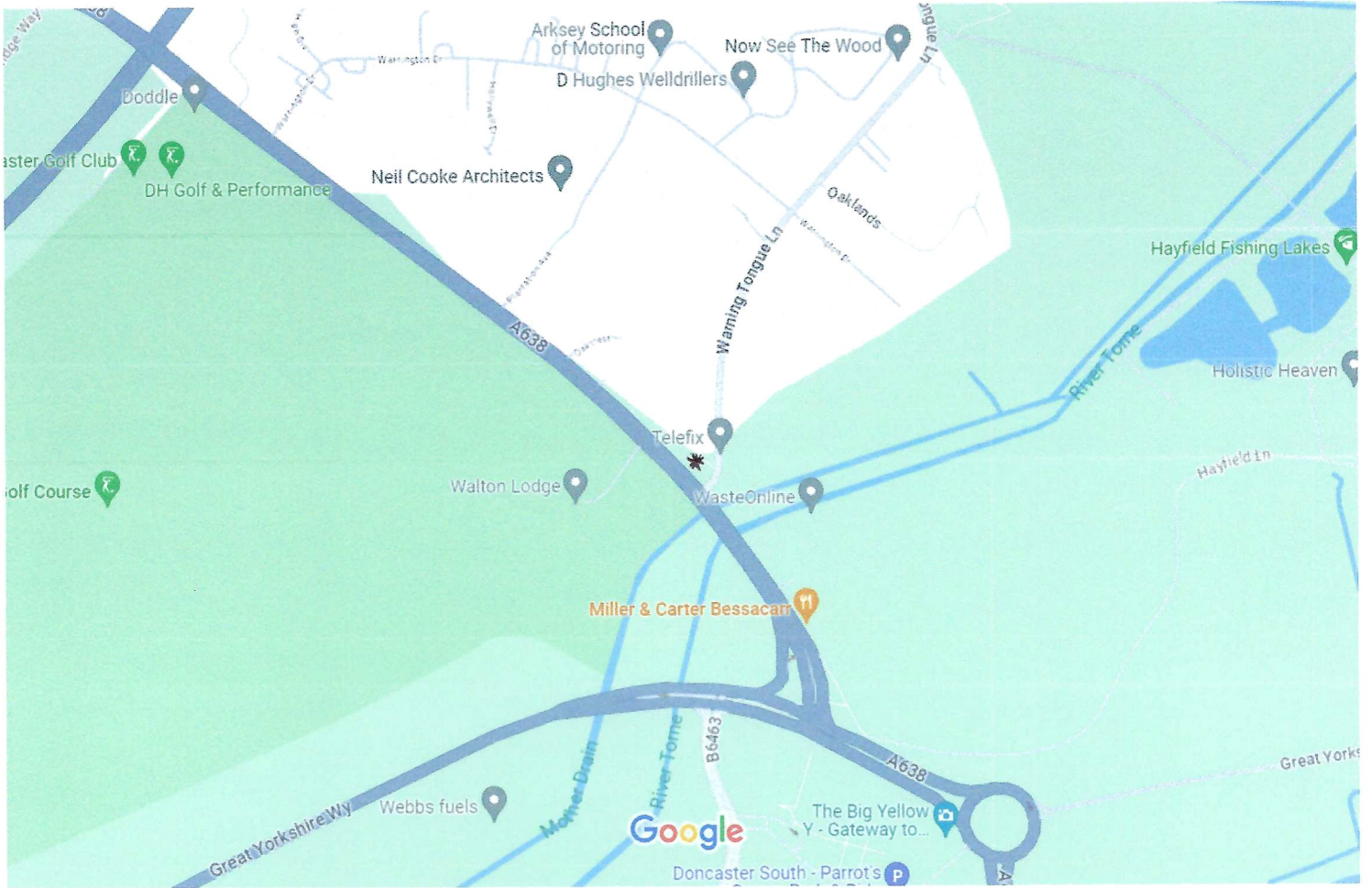


Map data ©2024 50 m



Warning Tongue Ln

Christmas Illuminations - Bawtry Road Tree

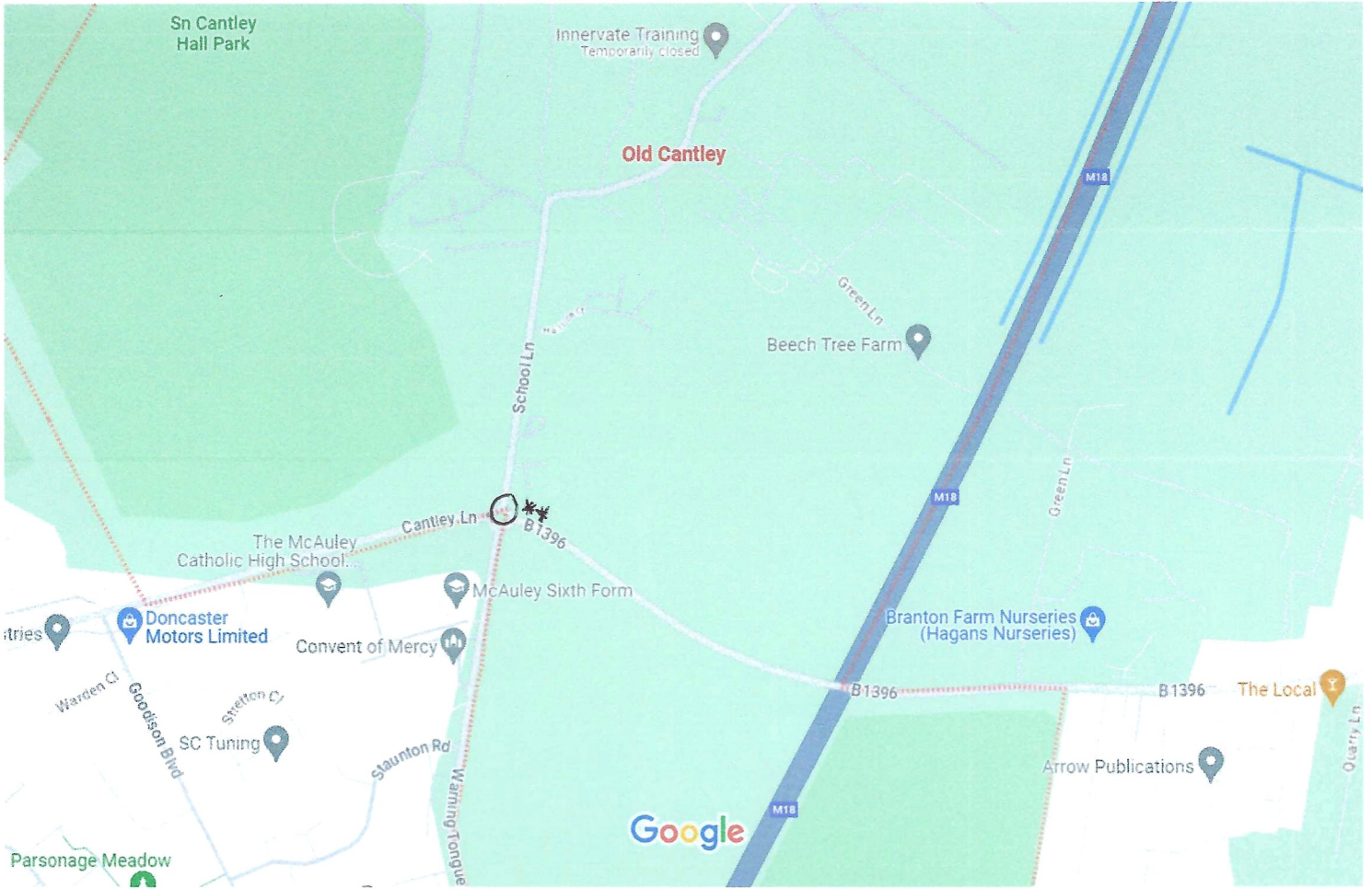


Map data ©2024 100 m



Old Cantley

Christmas Illuminations, Old Cantley Roundabout



Map data ©2024 100 m

CANTLEY WITH BRANTON PARISH COUNCIL
 PAYMENTS ACCOUNT FOR 2023/24

Date	Ref No.	To Whom Paid	QUARTER 4								Total
			Council General	Salaries	Training Courses	Sites & Buildings	Donations Payments	Community Projects	Section 137	VAT	
			£	£	£	£	£	£	£	£	£
Brought Forward			4223.65	17579.11	349.00	28967.19	800.00	0.00	2878.14	2802.74	57599.83
15/01/2024	23/144	Clerk (Salary)		825.96							862.14 LGA 1972 S. 112
15/01/2024	23/145	Handyman (Salary)		862.14							251.91 LGA 1972 S. 112
15/01/2024	23/146	HMRC (January 2024)		251.91							251.91 LGA 1972 S. 112
15/01/2024	23/147	CDC (Grounds Qtr 3)				42.18				8.44	50.62 Litter Act 1983 S.5 & 10
15/01/2024	23/148	Clerk (Ebay - Tree Tags)	10.22							2.04	12.26 Open Spaces Act 1906
15/01/2024	23/149	Clerk (Postage)	2.70								2.70 LG (FP) 1963 S.5
15/01/2024	23/150	CdC (Bins KH)				189.50					189.50 Litter Act 1983 S.5 & 10
15/01/2024	23/151	Clerk (Postage)	2.40								2.40 LG (FP) 1963 S.5
15/01/2024	23/152	Handyman (Postcrete)				12.80				2.14	14.94 Open Spaces Act 1906
15/01/2024	23/153	Handyman (Timber)				24.30				4.86	29.16 Open Spaces Act 1906
15/01/2024	23/154	Handyman (Workwear)	38.31							7.67	45.98 Open Spaces Act 1906
15/01/2024	23/155	Handyman (Cable Ties)							6.16	1.23	7.39 Open Spaces Act 1906
16/01/2024	DD02/30 O2	(Mobile)	10.00							2.00	12.00 LGA 1972 S.19
											0.00
											0.00
TOTALS			4287.28	19519.12	349.00	29235.97	800.00	0.00	2884.30	2831.12	59332.74

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

10.81 2024/25

CANTLEY WITH BRANTON PARISH COUNCIL

BANK RECONCILIATION TO 31 DECEMBER 2023

	£	
Balance Brought Forward as at 31 March 2022		78,009.13
Add Total Receipts:		51,884.60
Total		<u>129,893.73</u>
Less Total Payments:		<u>57,599.83</u>
Total		72,293.90

Grand Total **72,293.90**

Represented by:

Current Account:	100.00
Reserve Account	72,293.90

Grand Total **72,393.90**

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

Signed: _____ (Council Auditor)

Signed: _____ (Council Auditor)

Signed: _____ (Clerk)

Dated: _____

* 20p more on reconcillation than in bank due to 20p overpayment on 23/81



Cantley with Branton Parish Council

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DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet

- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures

- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

The Procedure

- 10 Preliminary enquiries_ The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be

necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

- 15 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five

working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

Adopted by the parish council January 2020

Reviewed: January 2024

Approved by the Parish Council 7th February 2024



Cantley with Branton Parish Council

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final

- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[] council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with

his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. **The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.**

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. **If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.**
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.

17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

Adopted: by the Parish Council – January 2020

Reviewed: 12th January 2024

Approved: by the Parish Council – 7th February 2024



Cantley with Branton Parish Council

DISPENSATION PROCEDURE GUIDE

1. INTRODUCTION UNDER THE LOCALISM ACT 2011("THE ACT")

A Member or Co-opted Member who has a Disclosable Pecuniary Interest in a matter that is under consideration, may not participate in the consideration of that matter unless he/she has first obtained a dispensation from the 'relevant authority'. Previously dispensations were issued by the Standards Committee of the District Council, but as Parish/Parish Councils are defined as a 'relevant authority' under the Act, they are now responsible for determining requests for a dispensation by a Parish/Parish Councillor under Section 33. This guide explains –

- (a) The purpose and effect of dispensations.
- (b) The procedure for requesting dispensations.
- (c) The criteria which are applied in determining dispensation requests.
- (d) The terms of dispensations.
- (e) General dispensations.

2. PURPOSE AND EFFECT OF DISPENSATIONS

In certain circumstances Councillors may be granted a dispensation that enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.

Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law. Dispensations may allow the Councillor to participate in any –

- (a) Discussion of the matter at the meeting(s); and/or
- (b) Vote taken on the matter at the meeting(s). If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held. Please note: If a Parish Councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under Section 34 of the Localism Act 2011

3. PROCEDURE FOR MAKING REQUESTS

Any Councillor who wishes to apply for a dispensation must complete a Dispensation Request Form and submit it to the Proper Officer of the Parish Council, the Parish Clerk, as soon as possible before the meeting for which the dispensation is required.

4. CONSIDERATION BY THE PARISH COUNCIL

The Parish Council can either delegate authority to the Parish Clerk to grant dispensations, or reserve such decisions for the Parish Council. Alternatively the Council might wish to delegate the power to grant dispensations for certain grounds to the Clerk e.g. ground (a) below, which is fairly objective, but deal with other applications through a meeting of the Council, or possibly by delegating to the Clerk, after consultation with the Chairman of the Council, or Vice Chairman in cases of conflict of interest. A dispensation may be granted to a Councillor who has a Disclosable Pecuniary Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if it is considered that –

- (a) So many Members of the Council/Committee have Disclosable Pecuniary Interests that it would impede the transaction of the business (i.e. the meeting would be inquorate) or
- (b) Without the dispensation the representation of different political groups on the Council (if these exist) would be so upset as to alter the likely outcome of any particular vote;
- (c) The dispensation is in the interests of persons living in the authority's area; or
- (d) It is otherwise appropriate to grant a dispensation. If the adopted Code prevents a Councillor speaking or voting where they have an interest other than a Disclosable Pecuniary Interest, the Council may wish to extend the provisions of the above paragraph to apply in the same way to those interests, but this is at the discretion of the Council. The Parish Clerk should formally notify the Councillor of their decision and reasons in writing at the earliest opportunity.

5. CRITERIA FOR DETERMINATION OF REQUESTS

The following are examples of criteria that may be appropriate in determining a request for a dispensation, but the Council will need to determine the factors they consider relevant. –

- (a) The nature of the Councillor's prejudicial interest, e.g. is it trivial or remote?
- (b) The need to maintain public confidence in the conduct of the Council's business.
- (c) In certain circumstances, the possible outcome of the proposed vote.
- (d) The need for efficient and effective conduct of the Council's business.
- (e) The Member has a particular expertise or knowledge in the matter that may be useful to its consideration (e.g. a Member could be allowed to speak, but not vote).
- (f) The interest is common to the Member and a significant proportion of the general public.
- (g) Any other relevant considerations.

6. TERMS OF DISPENSATIONS

Dispensations may be granted – To participate in any discussion of the matter; and/or

- (a) To participate in any vote on the matter;
- (b) For one meeting; or
- (c) For a limited period not exceeding 4 years.

7. DISCLOSURE OF DECISION

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates. A copy of the dispensation will be kept with the Council's Dispensation Register.

8. GENERAL DISPENSATIONS

The Council may wish to consider granting a general dispensation to all Councillors in situations where every Member is likely to have a Disclosable Pecuniary Interest.

Approved by members on: 1st September 2021

Reviewed 12th January 2024

Approved 7th February 2024



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

FIRE SAFETY POLICY

AIM

Cantley with Branton Parish Council are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005).

These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of Individuals.

POLICY

1. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

2. Communication

All employees will be kept informed either directly or via the Clerk to the Council of any relevant changes to fire safety procedures or fire risk assessments.

3. Procedures

The following procedures are in place to ensure high standards of fire safety:

Fire Risk Assessments

Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. This may include alterations to the premises or new work processes.

Staff Training

Training will be provided, as necessary, to any staff given fire safety responsibilities.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

Escape Routes

All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the designated building fire Marshal or their 'responsible person'.

The fire evacuation procedure set out below is posted prominently throughout each side of Kilham Hall.

Fire Fighting Equipment

All fire extinguishers will be serviced and maintained annually. If any employee notices defective or missing equipment they must report it to the Clerk.

Fire Alarm Systems

Alarms are checked annually by a specialist company and tested weekly by the buildings fire marshal or responsible person.

Near Miss Procedure

The Parish Council maintains a record of any incident that occurs that had the potential to cause a fire. This will be used as part of future risk assessments to ensure measures are put in place to prevent a potential incident of that type occurring in the future.

Emergency Lighting

Emergency lighting is checked annually by a specialist company and monthly by the buildings fire Marshal.

Electrical Safety

Cantley with Branton Parish Council abides by the Electricity at Work Regulations 1989 by ensuring all electrical equipment within buildings is safe to use. This is achieved by:

- Use within the manufacturer's instructions
- IT equipment serviced by a specialist company
- Electrical equipment PAT Tested by RJ Electrical.

All electrical equipment is to be turned off at the mains sockets at the end of each day.

Electricity testing

Electrical equipment testing is undertaken every five years by a competent company.

Records are maintained centrally of the testing schedule.

Cooking

Where kitchen facilities have been provided, cooking should not be left unattended, equipment is to be turned off after use and toasters (where present) should be cleaned of crumbs etc regularly.

Portable Heaters

The use of portable electric heaters must be strictly controlled.

Where temporary heating is provided in the form of portable heaters these should not be positioned under desks or near furniture.

Combustible items or refuse must not be stacked or placed near them.

All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, or visitors.

They must not be positioned on escape routes.

Housekeeping and Storage of Combustibles

Care be taken to ensure that combustible items (paper, card, clothing, wood), are kept away from all ignition sources and that any refuse or recyclable materials are disposed of frequently to secure external bins.

The storage of large quantities of paper records, especially if not filed in proprietary cabinets increases the fuel loading & fire hazard. The means of escape provision is the most important Fire Safety requirement and should be maintained and protected at all times.

Poor housekeeping can impede egress during an emergency.

Items that are a source of fuel, (paper, card, clothing, furniture, wood), or pose an ignition risk, and likely to increase the fuel loading or spread of fire, should not be located on any corridor or circulation route.

Windows and Doors

Staff should ensure all windows and doors are secured and shut at the end of each day. This helps reduce the risk of fire spreading as well as reducing the risk of arson through any open window.

Assisted Evacuation

The Caretaker will specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP (Personal Emergency Evacuation Plan) will be developed.

Visitors and Contractors

All visitors must be logged into the relevant Visitors Book (located in the Parish Council office) on arrival on site and will be accompanied by a member of staff at all times throughout the duration of their visit.

Smoking Policy

There is a strict no smoking policy throughout all areas of the building which is to be adhered to by every member of staff.

Smoking is only permitted within designated areas.

E-Cigarettes & Chargers

The use of E-Cigarettes is not permitted in any area of the building including the outside garden.

Event/function fire safety procedure

As part of the conditions of hire for an event/ function taking place within or on Parish Council property fire safety information is provided to the hirer including all relevant information relating to fire evacuation.

Procedure for greeting the fire service In the event of the fire alarm being raised whilst a member of staff is within the building, they will meet the fire service and provide them with the information contained within the fire safety basic plan of the building (located in the entrance of both sides to Kilham Hall) including a basic plan of the building and escape routes.

Where a member of staff is not within the building the lead hirer will be responsible for providing this information to the fire service and should contact the on-call caretaker as soon as safe to do so.

4. Review

A regular review of this policy will be carried out to ensure all areas are been met and enforced as appropriate with any deficiencies to be addressed appropriately.

Reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and role.

IMPLEMENTATION

All staff and Councillors and hirers have a responsibility to ensure the policy is implemented within existing resources.

MONITORING

The Policy will be monitored by the Clerk and reported back to the Parish Council where appropriate under the terms of the policy.

RELATED POLICIES AND STRATEGIES

Health and Safety Policy

Risk Management Policy

Risk Assessment

Dated : 16th September 2021

Approved: 3rd November 2022

Reviewed: 12th January 2024

Approved: 7th February 2024

Fire Evacuation Procedure

For: Cantley with Branton Parish Council

Fire Marshals: Bev Walton and Councillor Joanne Rushby

Cantley with Branton Parish Council fire procedures will be made available to all staff and included in the induction of all new starters.

Hirers should ensure that they & their group members are aware of;

- The need to sound the alarm by a 'break glass' alarm point if a fire is discovered;
- The need to evacuate the building immediately if a fire bell sounds;
- The need to assist anyone with a disability;
- The location of the fire exits;
- The need, if safe to do so, for someone to call the fire brigade;
- If or when safe to do so, the hirer should call the on-duty caretaker and advise them of the situation.

Hirers are recommended to keep a register of attendance for each session which can be referred to for roll call purposes if required.

Actions on Discovering a Fire

- Raise the alarm by operating the nearest fire alarm call point or other means.
- Trained personnel (Fire Marshals) to tackle the fire with fire extinguishers only where appropriate.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- Fire Marshal/ lead hirer to ring 999 when safe to do so.
- You must remain at the assembly place and ring the on-duty caretaker if they are not present.
- Return to the building only when authorised to do so.

Actions on Hearing the Fire Alarm

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan. (PEEP)
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

Fire Marshals In the event of a fire where a designated fire Marshals is in the building; they should take charge and lead in the evacuation by:

- Ensuring all staff are ushered quickly and safely from the premises.
- Check store rooms, toilets etc are clear.
- Close windows and doors on the way out if safe to do so.
- Ensure all staff/visitors have made their way to the assembly point.
- Take a roll call.
- Liaise with Fire Service on their arrival providing them with as much information as possible.

Escape Routes

The designated escape route(s) for these premises are;
Kilham Hall - Main Entrance. Side/disabled entrance from Main Hall to side garden.

Parish Council Office – Main Entrance

Fire Extinguisher Points

The fire extinguisher points for these premises can be located in the main hall, kitchen and entrance to the Parish Council Office.

Fire Alarm Call Points

The Fire Alarm call points for these premises can be located in the entrance of the main hall, next to the fire escape in the main hall and entrance to the Parish Council Office.

Assembly Point

The designated assembly point is in the main car park to the front of the building All staff should make their way to this point upon the alarm been raised. Visitors will be escorted.



Cantley with Branton Parish Council

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CANTLEY WITH BRANTON PARISH COUNCIL

LONE WORKING POLICY

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Purpose of this policy and procedure

The council recognises that our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;

- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which

could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,

- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: 1st December 2021

Policy effective from: December 2021

Reviewed: January 2024

Approved: 7th February 2024

Notes

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: www.hse.gov.uk/toolbox/workers/home.htm

Lone working: www.hse.gov.uk/toolbox/workers/lone.htm

Risks of lone working: www.hse.gov.uk/pubns/indg73.pdf

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.



Cantley with Branton Parish Council

MEDIA POLICY

1. Introduction

This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.

Failure to follow the Parish Council's policy could lead to a breach of the Code and the risk of adverse publicity, which could damage the Parish Council's reputation. Without proper co-ordination it would be difficult to ensure that the messages put out by the Parish Council are consistent and accurate.

However, if communication is managed effectively, the Parish Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

The Parish Council throughout the year:

- receives enquiries from the media;
- issues news releases;
- organises photo opportunities;
- arranges interviews;
- produces its own newsletter within the local press.

The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is also to ensure that the Parish Council is seen to communicate in a professional and objective manner.

This policy does not seek to regulate Parish Councillors in their private capacity but does provide advice and guidance on their sensible use of conventional and social media. The Parish Council's communications with the media seek to represent the corporate position and views of the Parish Council. If the views of Parish Councillors are different to the Parish Council's corporate position and views, they will make this clear. Subject to the obligations on Parish Councillors not to disclose information referred to in section 13 and not to misrepresent the Parish Council's position, Parish Councillors are free to communicate their position and views.

In all cases, the Parish Council's approach, in accordance with the Code, to the media should:

- be lawful;
- be cost effective;
- be objective;
- be even-handed;
- be appropriate;

- have regard to the Parish Council's Equality & Diversity Policy;
- be issued with care during periods of heightened sensitivity.

2. The Parish Council's approach to publicity

The media plays an important role in informing residents about what the Parish Council does and how it spends their money. It is therefore vital that the Parish Council communicates effectively with the media and wherever possible takes a positive approach to meeting media requests for information and interviews so that:

- The Parish Council is recognised as one which is open, accountable, accessible and willing to listen;
- There are opportunities to share and celebrate the Parish Council's successes;
- Information is provided about policies and services as well as the democratic process so that people feel more informed about the Parish Council and its work;
- Negative issues are handled clearly and decisively.

The main media are the local and regional press together with local radio and television stations. It is unlikely that Cantley with Branton would be involved in media communications at a national, international or specialist level but this policy is written to ensure that it is relevant to these cases should they occur.

It is also recognised that the internet is the fastest growing area of the media and that many broadcasters and newspapers include information on the villages.

3. Identifying Newsworthy Items

It is the responsibility of everyone working within the Parish Council to identify newsworthy items; these will include a range of Parish Council activities and decisions and it is the responsibility of the Parish Clerk and Chairman to make the decision as to whether or not a press release should be issued.

4. Handling Media Enquiries

The Parish Clerk co-ordinates all media enquiries to the Parish Council. Members and Parish Council staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts. If members are in any doubt they should consult the Parish Clerk. Parish Council staff should refer all media enquiries to the Parish Clerk in the first instance. The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase "no comment" should not be used as a response to a media enquiry.

The Parish Council is open and accountable and should always try to explain if there is a reason why it cannot answer a specific enquiry.

5. Press Releases

The use of press releases is a key technique for publicising Parish Council activities, decisions and achievements. An official Parish Council release is made on behalf of the Parish Council as a whole; it will be written and issued by the Parish Clerk and Chairman. Official Parish Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Parish Council, contain relevant facts and may include an approved quotation from an appropriate Parish Councillor.

Parish Council press releases will not promote the views of specific political groups, publicise the activities of individual Parish Councillors, identify a Member's political party or persuade the general public to hold a particular view. All official Parish Council releases will be placed on the Parish Council's website within three working day of issue.

6. Interviews

Any member of staff or elected member who is contacted by a journalist requesting an interview in their capacity as a representative of the Parish Council should refer the matter to the Parish Clerk. The person put forward for interview will depend on the situation and the information required by the journalist. Officers should never give their opinion on specific Parish Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Parish Council's approved and agreed policies.

7. Media Coverage of Meetings

Provision is made for members of the media to attend Parish Council meetings. During meetings Members and officers should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

Where a meeting of the Council includes an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Parish Council's Standing Orders.

8. Publicity during Elections

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself ('purdah') all proactive publicity about candidates and other politicians is halted. This applies to scheduled local, national or European elections.

During this period Parish Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Parish Councillor gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required the relevant Officer may be quoted, in accordance with the guidelines in this policy.

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature - and this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk.

Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities. Parish Council Members are reminded that they must not misuse Parish Council resources for inappropriate purposes. Any queries regarding publicity during a purdah period should always be referred to the Parish Clerk for further advice.

9. Non-Parish Council Related Media

Officers and Members of the Parish Council who have contact with the media in a personal capacity or as members of non-Parish Council related organisations must not refer to their Parish Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Parish Council related organisation.

10. Managing Negative Issues

From time to time the Parish Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity. Members and Officers must alert the Parish Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media. Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Parish Council about an issue.

11. Correcting Inaccurate Reporting

Should the media publish or broadcast something inaccurate about the Parish Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Parish Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action. It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.

Occasionally the Parish Council will get something wrong. In these cases damage limitation is the key – this can usually be achieved by admitting the mistake, apologising and stating how the Parish Council will learn from the error or put it right.

12. Parish Council News Items

The Parish Council enters its own quarterly news item into the Arrow Publication and Today Publication, which is published and delivered free to all households in the parish. It aims to promote Parish Council policies, services, activities and initiatives. The content is created in-house. Ideas for articles will be welcomed and should be passed directly to the Parish Clerk. Content will be agreed by the Parish Council prior to publishing.

13. Freedom of Information and Data Protection

Should the Parish Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure.

In addition care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents. The Parish Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Parish Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Parish Council's standing orders, under contract or by common law.

Parish Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Parish Council, a copy of which is available via the Parish Council's web site.

Approved: 7th February 2024

Review: February 2027



Cantley with Branton Parish Council

MEETING ATTENDANCE POLICY

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members.

Apologies for Absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email or telephone to the Parish Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting.

Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.

Extended Periods of Absence

A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period ¹.

If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the Council.

Recording and Publishing Attendance

For all meetings of the Council, the Clerk will record Members' attendance, or non attendance with or without apologies, in a centrally held spreadsheet kept for that purpose. The Minutes of these meetings will show Members in attendance and Members absent with and without apologies.

Dated: 21st December 2021

Approved: 2nd February 2022

Reviewed: 12th January 2024

Approved: 7th February 2024

Review Due: February 2025 or sooner should legislation dictate.

¹ Local Government Act 1972, S. 85



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

GRANT AWARDING POLICY

1. Scope of Funding

1.1 Funding support will be considered to voluntary and community sector organisations that are:

- Based within the parish and delivering activities or services to residents of the parish,
- Based in close proximity of the parish but are providing services/activities that are not available in the parish and are known to be accessed by residents of the parish.

2. Availability of Funds

2.1 The availability of funds to support voluntary activity is dependent on the council's overall financial position and the choices it makes when allocating resources. **In 2024/2025 the total fund will be £1000.** The council will supply direct financial support in the form of grants to eligible bodies in line with the agreed budget provision.

3. Definition of a Grant

3.1 A grant is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves will determine their activities and the Council makes a financial contribution through awarding funding.

4. Eligible Groups

4.1 An eligible group is usually:-

- A not for profit body or where profit or income is recycled for the public good
- Undertaking work for the benefit of the parish
- Independent and determines its own aims and objectives
- Formally constituted, having a management committee made up of volunteers who are the employing body, ranging from small local self help groups to branches of national charities
- Formally constituted and/or has charitable status

4.2 Eligible Groups can also include:

- Voluntary organisations that employ paid workers for their experience or skills and may or may not have volunteers to carry out some of their activities,
- Community groups made up entirely of volunteers.

4.3 The Council will allocate resources to the eligible groups:

- Against clear and consistent criteria,
- Who achieve quality and effectiveness of services,
- Have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation

4.4 In order to maintain a consistent approach all requests for grant funding will be reviewed by the Council in the following areas to achieve Best Value:

- Level of service delivery/value for money
- Quality of service
- Financial management
- If there is a real need for financial assistance from the Council
- Meeting gaps in existing provision
- Governance
- Meeting changing needs
- Attracting new sources of funding
- Reducing duplication
- Increased voluntary activity

5. Guidelines for Grant Applications

5.1 Applications should be made in writing to the Clerk to the Council and include clear justification for the application. **Please see Appendix 1, Grants Terms of Reference for further information.** Applications from local groups should include ~~a copy of their latest accounts documents outlined in Appendix 1~~. Applications cannot be made retrospectively and must only be used for the purpose for which it was intended unless written approval is given by the parish council. Any unspent grant must be returned to the parish council by the end of the financial year in which it was awarded.

6. Decisions

6.1 Decision making will be on the basis as set out in paragraph 4 and a decision will normally be made by the Council at its next meeting usually within 8 weeks of receipt of the application.

7. Performance Management

7.1 The Council recognises that performance management is an important means of showing that public money is spent in the right way and achieves the best value.

7.2 In the allocation of monies there will be a need to ensure the effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that;

- Monitoring should be proportionate to the amount of funding support awarded
- Monitoring should be used to demonstrate achievement
- Information collecting will be kept as simple as possible and proportionate

8. Risk Assessment

8.1 There are various associated risks involved in providing funding support. Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern for example;

- Audit process
- Systems and processes in place to minimise fraud
- Safeguarding

Dated: 5th September 2023

Reviewed: 18th January 2024

Approved: 7th February 2024

To be Reviewed: August 2025

APPENDIX 1

CANTLEY WITH BRANTON PARISH COUNCIL

PARISH GRANT SCHEME – TERMS OF REFERENCE

These terms of reference were agreed at meetings held on 7th February 2024.

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The scheme will support both capital and revenue projects. Projects with total cost of £????????? and below will be eligible to apply for funding.
3. Groups will apply to the fund using the agreed application form (Appendix 2).
4. Groups will be expected to supply the following accompanying documentation:
 - a. A copy of the most recent audited accounts, including an up to date balance sheet
 - b. A copy of the constitution or rules of the group
 - c. Provide proof that the group has a bank account with two signatories.
 - d. Provide a 12 month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
5. There will be two deadlines for application – **30 September and 28 February**. Council will normally advertise availability of the scheme two months in advance via the council's website and (any other medium).
6. The September bidding round will make **£500** available for grant and the February round will make **£500** available.
7. Groups can apply once per year but may bid for a number of elements of a project in the application.
8. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
9. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
10. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
11. Retrospective applications (ie for projects already completed) will not be allowed.

18/01/24

APPENDIX 2

CANTLEY WITH BRANTON PARISH COUNCIL

Parish Grant Scheme 200x

Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder £..... Funder £..... Funder £..... Funder £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	

What contribution to these costs would you like from the parish council?	£
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve month forward plan: activities and finance (applications £5,000 and under)	
Business plan for the next three years (applications over £5,000)	

Please return to:

Bev Walton, Clerk, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF
 Deadline for submission: 30th September and 28th February



Cantley with Branton Parish Council

COMMUNITY ENGAGEMENT POLICY

Introduction

The purpose of this policy is to guide Cantley with Branton Parish Council's communication activity and public engagement. The Council aims to ensure that there are effective channels of communication both from the Council to the public and from the public to the Council.

Aims

Cantley with Branton Parish Council aims to:

- Understand the role of community engagement and its importance
- Work more closely with residents, business and community groups
- Engage with as many people as possible in decision making, monitoring services and planning for the future
- Ensure that through the use of a wide range of approaches to public involvement and community engagement that residents are encouraged to share their views, ideas and concerns with the Council
- Use the views of the residents as an integral part of the decision-making process; and
- Ensure that residents have opportunities to be heard at every stage

Objectives

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. The Council's objectives include:

- Improving communication through the establishment of new channels of engagement
- Improving residents understanding of the role of the Council and Councillors
- Improving engagement with local communities, with more people feeling that they are involved in their area; and
- Improving satisfaction with local public services and the area.

Cantley with Branton Parish Council and Community Engagement

The Parish Council will facilitate community engagement in the following ways:

- Making information on what decisions are being considered and how residents can influence or contribute to the discussion in good time. Methods used to ensure

engagement will be – through the Parish Council website, notice board, Facebook page, quarterly newsletter, posters, consultations, reports, and word of mouth.

- All meetings of the Parish Council and its committees are open to the public and press and there is a period set aside for residents to speak. Residents can access agendas for meetings via the Parish Council web site and notice boards. The Parish Council website, notice boards and agendas explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written reports, present petitions or have a case presented on their behalf to councillors.
- Planning applications are considered at Council meetings held monthly. The opportunities for people to speak applies equally to these agenda items. Equal opportunity is given to applicants / supporters, objectors and local community groups.
- The Parish Clerk is required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support. This neutral involvement will allow more flexibility in the service and the personal element of the contact, will hopefully encourage more involvement from the hard to reach members of the community.
- Details of how to contact the Clerk will be displayed on notice boards, council website and the Facebook page.
- The Parish Council will produce a list of annual council and committee dates to include the start times of the meetings.
- The Parish Council will publish the agenda to all meeting 3 clear days prior to a meeting.
- The Parish Council will be open and accountable in its dealing with residents and the community.
- The Parish Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Parish Council but also to other organisations. This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report undertaken by the Parish Council.

Communication

Cantley with Branton Parish Council is committed to improving community engagement by:

- Continuing all the above activities and services into the future and improving relationships with community groups, including developing measure to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Cantley with Branton Parish Council will be proactive and will be willing to consider any reasonable opportunities that support its purpose of getting information available and increasing contributions from the community, especially those difficult to reach.
- When dealing with controversial issues that affect a particular community then consideration will be given to holding a public meeting.
- Consultations and surveys are to be considered when necessary and appropriate and results will be made available.
- Identifying and embracing opportunities to work with other local community groups when the need arises.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups; in order to encourage new relationships / partnerships to be formed and to raise community spirit.

- Promoting elections and the importance of the democratic process and the value of being a councillor.
- Promoting the value of the parish of volunteering.
- The Parish Council will review its community Engagement Strategy on an annual basis to ensure that it remains relevant.

Provision of Information to the Community

Cantley with Branton Parish Council will make available to the community information relating to who we are, what we do, what we spend and how we spend it, how we make decisions, our policies and procedures and the services we offer. Information will be provided to the community in the following ways;

- Contact details for the Clerk and all Councillors are displayed on the Council's website
- The Council's website address is widely published and the site contains all the information an individual might wish to know about the work of the Parish Council and its individuals, including meeting minutes, policy documents, financial statements, annual report and how to contact anyone associated with the Council.
- Information such as agendas are published on the three notice boards located in the Parish and on the website. Freedom of Information In accordance with the Freedom of Information Act 2000, this document will be posted on the Council website.

Outcomes

The outcomes which we are striving for and against which the success of this policy will be measured are:

- Improved communication through the establishment of new channels of engagement
- More residents understanding the role of Councillors and getting the best effect
- Improved engagement with local communities, with more people feeling that they are involved in decision-making.
- Improved satisfaction with service provided by the Council.

Drafted: 22nd January 2024

Approved: 7th February 2024

Review: February 2025



Agenda Item X

Meeting of Cantley with Branton Parish Council

Meeting date Wednesday xxx xxxx 2024

Subject To consider

Author Xxxxxxx

Status (*Information/Action*) Action

If you have any questions about this item and the information is not included in this report, please contact the Clerk by 10am on the Monday before the meeting.

Summary

This is just a sentence or two summarising the agenda item.

Eg The new junior goal posts have been installed and the Groundsman has suggested marking out a junior 5-a-side pitch for them.

Detail

Full details of the item to be debated. This can include photos, consultant recommendations and refer to supplementary documents. This section should include enough detail for Council to be able to make a decision if needed.

Eg There is room between the junior goal posts to mark out a junior 5-a-side pitch as an additional facility for the playing fields.

Before going ahead with this change it's suggested that local teams are consulted to gauge interest and establish whether teams will use the new pitch, how often and how much they are willing to pay. This is also a chance to ask the teams how satisfied they are with the current facilities and whether they have any suggestions for improvements.

Marking out the new pitch will take extra time and materials with a cost of approximately £xx (2 hours per match).

Following consultation the new junior 5-a-side pitch could be trialled for 3 or 4 weekends. only to gauge interest.

The current charge for the main pitch (juniors) is £18.00. A charge of £10 for the junior 5-a-side is suggested.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?



Carbon Reduction: e.g. Keeping homes and other buildings warm by keeping the heat in (retrofit), and by changing the way we heat them (renewable heat).

Local Economy: e.g. There are many ways that retrofit and renewable heat could move from being a niche industry to a significant sector, with opportunities for training and apprentices for school leavers, but also cross-training for existing trades.

Fairness: e.g. Ensuring low-cost funding for retrofit and renewable heat, to improve access.

Health & Wellbeing: e.g. Liveable homes in cold winters and heat waves.

Nature Restoration and Biodiversity: e.g. Better water management by greening the surroundings of buildings will help with nature as well as flooding.

Resilience: e.g. Buildings that are liveable in winter, can also be made to be liveable during the heat waves, which are already more likely, and will be an increasing feature during summer (Met Office) due to global warming.

Options

Indicate all reasonable options

1. Keep the pitch unmarked as it is
 2. Carry out a consultation with the current teams
 3. If there is interest, to trial the new pitch for a set period
-

Recommendation

2. Carry out a consultation with the current teams
 3. If there is interest, to trial the new pitch for a set period
-

Costs

Detail the costs for the item, both initial capital cost and any on-going revenue cost

£xxxx

Funding Source

Indicate how this item will be funded

Budget heading xxxxxxxx

ENDS.

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY February 2024

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 Warning Tongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works (Amended)	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
February 2022		
21/03645/FULM Land South of Doncaster Road, Cantley	Residential development of 182 dwellings including associated access and infrastructure	Pending
October 2022		
22/01788/REM Land between New Road and Whiphill Top Lane, Branton	Details of Appearance, Landscaping, Layout, and Scale of Design for 4 detached dwellings and associated garages (being matters reserved in outline application previously granted permission under Ref 21/01427/OUT on 7/10/21)	Pending
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Pending
February 2023		
23/00255/FULM Land at Manor Farm, Bessacarr	Application to remove Condition 9 (EV Charging) of Planning Permission 16/03186/REMM granted on 20.12.2022.	Pending
May 2023		
22/01649/FUL 8 Warrington 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
September 2023		
23/01760/FUL 19 Birchwood Court Bessacarr	Erection of a 1st floor extension above a portion of the dwelling house and an additional storey above the garage with internal and external alterations to the dwelling house.	Pending
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping	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
November 2023		
23/02291/FUL 13 Warnington Drive, Bessacarr	Erection of a conservatory on the rear of the property	Granted
23/02428/FUL Edale, Nether Cantley Lane, Old Cantley	Erection of single storey rear extension.	Granted
January 2024		
23/02598/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance to condition 1 of planning application 22/01960/FUL granted on 25/01/2023 - Temporary consent).	Pending
24/00034/PDTEL 37 Stayers Road, Bessacarr	Notification to utilise permitted development rights in accordance to Town and Country Planning (General Permitted Development) Order 2015 Class A Part 16, Schedule 2 - Installation of a 12M Pole for the mounting of LoRaWAN gateway equipment.	Pending
24/00054/TCON 4 Warnington Drive, Bessacarr	Notice of intention to undertake pruning on a Cedar, Beech and Maple situated within the South Bessacarr Conservation Area	Pending
24/00081/TCON 8 High Grove, Bessacarr	Notice of intention to prune several Silver Birch trees from adjacent properties back to the boundary, and remove two Silver Birch trees within the garden of the property, all being within the South Bessacarr Conservation area.	Pending
24/00056/FUL Manor Farm, Phase 2, Bessacarr	Erection of one dwelling, landscaping and associated infrastructure on Manor Farm Phase 2, Bessacarr, Doncaster - DRAFT	Pending
24/00114/FUL 41 Oak Tree Drive, Branton	Erection of a ground floor extension to the front of property	Pending
24/00065/REM Land To Rear Of Malawi, Green Lane, Old Cantley	Details of Access, Appearance, Landscaping, Layout and Scale of Design for the erection of a dormer bungalow (being matters reserved in outline application previously granted permission under ref 22/02227/OUT granted on 07.12.2022)	Pending

APPEALS
FORMAL COMPLAINTS

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