

**CANTLEY WITH BRANTON PARISH COUNCIL**

**Minutes of the Monthly Meeting of the Parish Council held on Wednesday 6<sup>th</sup> December 2023 at Kilham Hall commencing at 6pm.**

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

**IN ATTENDANCE:** B. Walton (Clerk)

**1) APOLOGIES**

1.1 Apologies

Councillor Williams, Councillor Thorpe and Councillor Butterworth

1.2 Approval of Reasons Given

RESOLVED (1)

a) Apologies of absence were noted and approved.

**2) DECLARATIONS OF INTEREST**

2.1 Declarations of Interest

Councillor Chorlton and Councillor Innes declared an interest in Items 7.3, 7.4 and 7.6 and Councillor Rushby declared an interest in items 7.3, 7.4 and 7.6.

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 1<sup>st</sup> November 2023

RESOLVED (3)

The minutes of the previous Parish Council Meeting held on the 1<sup>st</sup> November 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

Two PCSO's from South Yorkshire Police attended to answer any questions members may have relating to the CCTV initiative.

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

4.2.1 A resident has emailed the Clerk requesting the Parish Council and CDC liaise and consider purchasing land at Warren Park Estate.

4.2.2 A resident and Councillor have emailed the Clerk informing the Parish Council of the destruction of hedgerow at the rear of Badgers Holt on Brockholes.

4.2.3 Councillor Innes sought advice where to refer a resident to regarding removal of garages, having to find alternative parking on a busy street and cost of a dropped kerb.

4.2.4 The Clerk informed members she'd had a query from a resident of Cantley regarding installing a Christmas tree at Everingham Road Shops as CDC had directed him to the Parish Council.

4.2.5 Councillor Rushby asked for a reminder on the deer crossing signs in the village.

RESOLVED (4)

a) Members expressed their appreciation and thanks to the PCSO's for attending tonight's meeting.

b) Members decided to defer the CCTV Cameras until 2025/2026 budget to enable them to gather more information about how valuable/successful they are in other areas.

c) The Clerk is to inform the resident that the Parish Council does not have sufficient funds to look at purchasing land.

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

*Minutes subject to approval at the next meeting*

- d) The Clerk will refer the purchasing of land to Ward Councillor Cox to raise with CDC and maybe ask for a valuation from Persimmon and whether the land is for sale.
- e) The Clerk has emailed CDC regarding the boundary fence at Badges Holt/Brockholes Lane informing them of the issue and CDC have written to the remaining residents informing them not to remove their hedge until CDC's investigation is complete. There is nothing more the Parish Council can do.
- f) The Clerk will provide Councillor Innes with all the Ward Councillor's contact details for him to refer the resident to regarding the dropped kerb.
- g) The Clerk updated members on CDC's response as to why they wouldn't be installing signs warning of deer crossing.
- h) The Clerk will put a post on the Parish Council Facebook page regarding CDC's reply to the deer crossing issue.

**5) CITY OF DONCASTER COUNCIL**

**5.1.1 Ward Councillor's Report**

Councillor S. Cox and Councillor J. Cox passed on their apologies.

**5.2 Update on the MUGA and Storage Extension**

5.2.1.1 Snagging List of Storage Extension – The Clerk has received a quote from CDC for a handrail on the extension in the sum of £660. The ventilation fan in the internal store is being installed on the 19<sup>th</sup> December 2023.

5.2.1.2 Update on the MUGA – Neither the Clerk or CDC can get a response from GNE regarding the percolation test which is required as part of the preconditions of the planning application, despite chasing on numerous occasions.

**5.3 Breach of S106 Agreement – Badgers Holt Development**

Please refer to 4.2.2.

**5.4 Identify any new Highway matters**

No issues were reported.

**RESOLVED (5)**

- a) Members felt that the quote for a handrail was excessive as there have been no issues with the ramp without one.
- b) The Clerk will instruct CDC to go ahead with the percolation test that they had sought at a cost of £2900 for 1 day or £4150 for 2 days.

**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.

**RESOLVED (6)**

- a) Members noted the Clerks report and actions taken.
- b) Members are to respond to the Clerk with the relevant information outstanding in the Action List to enable her to process the tasks accordingly.

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

**7.1 Handyman's Store Shutter**

During the annual shutter service it was suggested a new shutter door be installed due to the automatic stop not working. A quote was received for £249.

**7.2 Outdoor Gym**

The Parish Council have been advised to remove the concrete edging around the outdoor gym equipment, but especially at the Triple Pull Up Bars due to the hazard it causes. Members were asked to consider appropriate action.

**7.3 Lease – Parish Council and Kilham Hall Management Committee**

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

*Minutes subject to approval at the next meeting*

Minutes subject to approval at the next meeting

The Clerk had reviewed the Deed of Variation relating to the Lease between the Parish Council and Kilham Hall Management Committee relating to who was responsible for maintenance. The Clerk gave members an extract of the Deed and referred members to Section 4.

7.4 Insurance – Parish Council and Kilham Hall Management Committee

The Clerk had reviewed the two insurance documents to ensure there wasn't duplication in policies.

7.5 Kilham Hall Management Committee's Report (KHMC)

Councillor Chorlton updated Members from the meeting held on 6<sup>th</sup> November 2023.

**RESOLVED (7)**

- a) Members didn't feel the need to replace the Handyman's shutter door currently.
- b) Members approved work to remove the concrete edging around the outdoor gym equipment however felt that as CDC acted as project manager's on the installation they should be contacted and held accountable. The Clerk is to contact CDC.
- c) The Clerk is to seek guidance from Dickinson Wood Solicitors on the Deed of Variation and responsibilities regarding maintenance.
- d) Councillor Chorlton and Councillor Innes are to feedback to KHMC regarding the insurance documents.
- e) It was noted that KHMC do not have employer's liability which they will need for the Caretaker. The Clerk is to email KHMC's Treasurer informing him of this.
- f) Noted Kilham Hall Management Committee's update.

**8) PARISH COUNCIL MATTERS**

8.1 Levelling Up and Regeneration Bill

The Clerk provided members with a report regarding the above for information.

**RESOLVED (8)**

- 10) The report on Levelling Up and Regeneration Bill was noted.

**9) PARISH MATTERS**

9.1 Poppy Displays 2024

The Clerk asked members if they wished to request volunteers to continue knitting/crocheting poppies for 2024 to extend displays.

9.2 Covid Drop In Session

The Clerk informed members that the covid drop in session at Kilham Hall Car Park had been confirmed for Wednesday 13<sup>th</sup> December 2023 between 12noon and 4pm.

9.3 Litter Pick

The Clerk informed members that the next litter pick is scheduled for Saturday 13<sup>th</sup> January 2024.

**RESOLVED (9)**

- a) The Clerk is to continue advertising for volunteers to knit/crochet poppies to include in the Remembrance displays for 2024.
- b) The Clerk is to advertise the covid drop in session.
- c) The Clerk is to advertise the next litter pick.

**10) FINANCIAL**

10.1 Direct Bank Payments

That the following payments are duly authorised.

23/116	Clerk (Salary)	£810.10
23/117	Handyman (Salary)	£745.05
23/118	HMRC (Nov fee)	£219.24
23/119	Clerk (Envelopes)	£ 18.99
23/120	RBL (Poppy Donation)	£100.00
23/121	CDC (Q2 Grounds KP Bin)	£ 84.36
23/122	Handyman (Cable Ties/Pads)	£ 13.77
23/123	Handyman (WD40)	£ 6.99

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

Minutes subject to approval at the next meeting

*Minutes subject to approval at the next meeting*

23/124	Arrow Publications (Winter Newsletter)	£126.00
23/125	Today Publications (Winter Newsletter)	£144.00
23/126	Glendale (Grass Cut Oct 23)	£ 51.55
23/127	KHMC (Heating Contribution)	£550.00
23/128	G&G Emergency Door Specialists	£180.00
DD02/28	O2 (mobile)	£ 12.00
23/129	Clerk (Postage)	£ 0.75
23/130	Clerk (Sweets for Carol Service)	£ 8.00

10.2 Christmas Plus Invoice

The Clerk sought approval from members to pay the invoice from Christmas Plus for installation/removal of the illuminations at Old Cantley Roundabout in the sum of £1000 plus VAT.

10.3 Budget Monitoring Report

The Clerk presented members with the budget monitoring report for noting.

10.4 Donation to Thorne Lions

Members considered whether to make a donation to Thorne Rural Lions Charity towards Santa's Sleigh visit on 23<sup>rd</sup> November 2023.

10.5 Council's Banking Arrangements

The Clerk has started the process to transfer the bank accounts to Unity Trust. The Clerk is awaiting details from two members to enable her to proceed with the process.

10.6 First Draft of 2024/2025 Budget

The Clerk presented members with the first draft of the budget and apologised for the error on the Agenda (relating to the year of the budget). This includes additional funds for CILCA training for the Clerk, additional hours for the Clerk to carry out the training, ROSPA training for the Handyman and additional hours for him to carry out the training, a number of new developments and a section for contingencies. The Clerk informed members that currently the Parish Council has £24,500 earmarked for the Parish Council's contribution for the MUGA/Build leaving a balance of £52,364.44. Parish Councils are advised to keep approximately 6 to 12 months of their precept figure in reserves. There are four more months within the financial year and therefore additional spending will be incurred. Members were asked to prioritise new developments and spending to ensure the precept isn't increased dramatically as currently the draft budget would mean a 100% increase in the precept.

10.7 Bank Statements

The Clerk presented Members with the bank statements for 1<sup>st</sup> November to 30<sup>th</sup> November 2023 showing a balance of £76,864.44 for consideration and approval by the Council's auditors.

**RESOLVED (10)**

- a) The regular payments document was approved.
- b) The invoice for Christmas plus was approved.
- c) The Budget Monitoring report was noted and approved.
- d) It was agreed to donate £100 to Thorne Rural Lions.
- e) The Clerk is to make amendments to the Draft Budget for 2024/25 and circulate to Members for further consideration prior to the next meeting where it will need to be approved.
- f) The Clerk is to contact Persimmon to see if they would donate or contribute towards a defibrillator at Manor Farm.
- g) The bank statements were noted and signed by the Councillor Chorlton.
- h) The Clerk will arrange for Councillor Williams to sign the bank statements.

**11) POLICIES/RISK ASSESSMENTS**

11.1 Website Management Policy

The Clerk presented the new policy which covers management of the website.

11.2 Email and Internet Use Policy

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

11.4 Home Working Policy

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

11.5 Internet Banking Policy

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

*Minutes subject to approval at the next meeting*

Minutes subject to approval at the next meeting

The Clerk provided members with a new policy for consideration in light of the new bank arrangements.

RESOLVED (11)

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

## 12) PLANNING APPLICATIONS

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

23/02199/FUL 41 Chapel Lane, Branton	Erection of a first floor dormer extension and side roof extension	No comments or concerns
23/02217/FUL Bracken Lodge, Kilham Lane, Branton	Erection of an extension to the rear of the existing detached garage and replace the existing flat roof with a pitched tiled roof. Roof tiles and fascia's to match the main dwelling. Walls to be rendered off white to match main dwelling house	Granted already
23/02291/FUL 13 Warrington Drive, Bessacarr	Erection of a conservatory on the rear of the property	No comments or concerns
23/02428/FUL Edale, Nether Cantley Lane, Old Cantley	Erection of single storey rear extension	No comments or concerns

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 – 20 members of the public attended the drop in session held on Thursday 9<sup>th</sup> November 2023 at 6.15pm at Kilham Hall Meeting Rooms raising concerns relating to recent attempted break ins and car thefts. The PCSO's gave advice to residents regarding securing their property, agreed to pass comments and suggestions to her Sargent and to meet with a representative of a local Community Neighbourhood Watch group to provide specific advice. The next drop in is scheduled for Wednesday 20<sup>th</sup> December between 10am and 11am at the Café within Branton Garden Centre.

RESOLVED (13)

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 Carbon Literacy Training

Councillor Gibbins and Councillor Williams attended the above. Councillor Gibbins gave members feedback.

### 14.2 Parish Council Joint Consultative Committee (PCJCC)

Apologies were sent for this meeting.

RESOLVED (14)

a) Updates from external meetings were noted and Councillor Gibbins and Councillor Williams thanked for their attendance.

## 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 and NALC Training.

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

Minutes subject to approval at the next meeting

*Minutes subject to approval at the next meeting*

RESOLVED (15)

- a) That the items of correspondence denoted on the agenda be received and duly noted.
- b) As Local Foundation Award is in 2024/2025 budget it was agreed the Clerk could attend the free webinar on the 12<sup>th</sup> December relating to this.

**16) DATE OF NEXT MEETING**

16.1 Date of Next Meeting

RESOLVED (16)

- a) That the next meeting be held on Wednesday 3<sup>rd</sup> January 2024 at 6pm.

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

17.1 Clerk’s November Timesheet

The Clerk’s timesheet for November was shared for information.

17.2 Handyman’s November Timesheet

Handyman’s timesheet for November was shared for information.

17.3 NALC Pay Award

Members were informed of the recent NALC Pay Award for al staff backdated to April 2023 for information.

RESOLVED (17)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The NALC Pay Award was noted and payment approved.

The meeting closed at 7.55pm

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

*Minutes subject to approval at the next meeting*



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

### 1) CDC

- a) Snagging Issues with KH Extension – Fan installed in internal store 20/12/23
- b) Planning Application for MUGA – CDC confirmed percolation test will be carried out early new year
- c) S.106 Breach – Hedge, Brockholes Lane – Emailed CDC to ask them to write to residents of remaining properties on Badgers Holt stating can't remove hedge as originally informed. CDC confirmed they've done this.
- d) Annual Hedge Cut – Booked for 16/01/23 – neighbouring residents informed of date.

### 2) Recreation Ground/Garden Areas

- a) MUGA/Storage Extension – Requested further updates re snagging issues. MUGA Planning Application - Granted
- b) ROSPA Actions – Update on Agenda. Need to remove edging around pull up bars – for company who manufacturer the Outdoor Gym to do it would be £7k+. Handyman can remove edging and fill with turf to build up area.
- c) Awards for All Grant for MUGA – Started to complete the application, awaiting reply from Members re: 2<sup>nd</sup> name to be placed on Grant Application. CDC have stated they don't think we'll be successful again as the PC needs to be more community led ie. Friends of Group etc

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

- a) 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.
- d) Insurance – Informed KHMC Treasurer that they don't have employer's liability insurance in place which they may need to get due to Caretaker being employed. He has actioned.
- e) Lease – Looked at Lease between PC and KHMC – emailed Insurers and Solicitors seeking clarity – awaiting replies.
- f) Annual Testing – Electrical Testing was last to be completed on 20/12/23.
- g) Internet –

### 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) Covid Drop In clinic – Took place 13<sup>th</sup> December 2023 between 12noon and 4pm in Kilham Hall Car Park. They will be in touch if they wish to hold another session.

### 5) Parish Council Procedures/Finance

- a) Website – Updated regularly
- b) Facebook – Updated regularly
- c) Drafting Budget for 2024/2025 – Incorporated all items discussed at previous meetings, included all costs that are available and estimated others.
- d) Bank Account – Started process for transferring to new bank provider. Awaiting reply from Cllr Chorlton & Cllr Williams before can proceed further.
- e) Policies – New Policies Drafted:
  - Tree Management Policy
- f) Other Documents – Checked documents for archiving and process for archiving them. Form completed ready.

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

6) **Police**

a) Drop In Session – **List of Dates published – last session was 20<sup>th</sup> December 2023 at 10am at Café at Garden Centre. Shared on FB and on website Police & Crime Commissioners survey to help prioritise policing tasks for next year.**

7) **Training/Networking**

Clerk hasn't attended any.

8) **Pending**

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



## Actions Following Meetings - 2023 - Clerk's Report

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

03/05/2023	8.1	GNE Contracting Ltd, to carry out the works to alleviate the flooding issues at Kilham Hall car park at a cost of £8,014 plus VAT providing a warranty for work is provided.	Clerk	12/05/2023	N	Emailed GNE and confirmed works will commence 26/07/23. A warranty for parts will be provided following works and Contract documentation prior to work starting.
03/05/2023	8.1	Contact the two unsuccessful companies and thank them for their quotes	Clerk	16/05/2023	N	Emailed unsuccessful companies and thanked them for their quotes
03/05/2023	8.2	Meet monthly to determine when the gates need opening/closing and provide the neighbour with a calendar.	Clerk & Caretaker	Monthly	N	
03/05/2023	9.2	Donate £500 towards the 2023 Auckley Show	Clerk	15/05/2023	N	Donation made to Auckley Show.
03/05/2023	9.3	Donate £1000 to Kilham Hall Management Committee towards the 2023 pantomimes.	Clerk	12/05/2023	N	Donation made 14/06/23
03/05/2023	9.5	Request training from SYAS for defibrillator familiarisation. The Clerk will contact SYAS and request a date in September and then advertise this on the Notice Boards, Website and Facebook page.	Clerk	05/05/2023	N	Training Scheduled for 14/09/23, Poster on notice boards, website and FB advertising and asking residents to contact Clerk to book a place
03/05/2023	9.5	Donate £100 (vired from Christmas festivities budget) to SYAS Charity following completion of defibrillator training.	Clerk	01/09/2023	N	Donation made
03/05/2023	11.1 & 11.2	Litter Collection Policy, The Usage & Hire of Recreation Ground and Meeting Rooms Policy, The Field Hire Agreement and Conditions of Use confirmed and placed on PC Website	Clerk	11/05/2023	N	All placed on website
03/05/2023	12.1 & 12.2	Feedback is given to the Planning Department at DMBC on the planning applications received.	Clerk	04/05/2023	N	
03/05/2023	13.2	Contact residents to collate their availability and rearrange the Speed Initiative training	Clerk	09/05/2023	N	New date scheduled for 1st June 2023 at 5.30pm
03/05/2023	14.1.1	Chase DMBC for confirmation the TENS Licence has been approved	Clerk	04/05/2023	N	TENS Licence confirmed
03/05/2023	14.1.5	Purchase juice, cream, jam and chocolates	Clerk	07/05/2023	N	
03/05/2023	14.1.6	Publish the Volunteer Poster on the Parish Council Website, Notice Boards and Facebook page.	Clerk	04/05/2023	N	
03/05/2023	18.1	Inform Warrens GBC to pay the additional 6 hours 30 minutes worked throughout April for the Clerk.	Clerk	04/05/2023	N	
07/06/2023	4.2.1	Response stating can't accommodate pop up dessert van currently	Clerk	08/06/2023	N	
07/06/2023	4.2.2	Purchase 3 No Dogs Signs and discuss placement with Handyman	Clerk	13/06/2023	N	Placement to be agreed and arranged
07/06/2023	4.2.3	Clerk already responded to resident query re what can be taken to Drop In sessions on a FB post	Clerk	31/05/2023	N	
07/06/2023	4.2.4	Request to place poster on Manor Farm Notice Board	Clerk	23/05/2023	N	
07/06/2023	4.2.5	Respond to Yorkshire Air Ambulance - no funds this year	Clerk	08/06/2023	N	
07/06/2023	4.2.5	Place Donation to Yorkshire Air Ambulance for Oct/Nov for consideration in next year's Budget	Clerk	Oct/Nov 23	N	Diarised for Oct/Nov when start to draft budget

07/06/2023	4.2.6	Email resident confirming OK to place skip on PC grass to rear of car park and for scaffolders to access his property via KH Car park	Clerk	08/06/2023	N	
07/06/2023	5.2.1	Respond to DMBC's snagging list email expressing our disappointment	Clerk	12/06/2023	N	See next months action
07/06/2023	5.2.2	Chase DMBC as to when we will know more re: Planning Application	Clerk	13/06/2023	N	Granted
07/06/2023	5.3	Report the new highway matters identified to DMBC	Clerk	08/06/2023	N	
07/06/2023	6.2	Advertise the Co-Option Vacancy with deadline date for 30/06/23 and place on PC Website and Notice Boards	Clerk	08/06/2023	N	
07/06/2023	6.5	Inform YLCA that Cllr Gibbins is representative for SY YLCA Branch Meeting	Clerk	08/06/2023	N	
07/06/2023	6.5	Inform KHMC that Cllr Innes is representative for KHMC	Clerk	08/06/2023	N	
07/06/2023	7.2.1	Cllr Innes is appointed representative for the PC Facebook page - Clerk & Cllr Innes to add Cllr Innes as admin	Clerk/Cllr Innes	13/06/2023	N	Cllr Innes is now Admin on PC FB page
07/06/2023	7.2.2	Promote Local Clerk's Week - 10th to 14th July on PC FB page	Clerk	10-14/07/23	N	
07/06/2023	8.1	Look at new tasks and determine if they will take additional hours to carry out and if so how many then take back to PC for consideration	Clerk/Handyman		N	Handyman's hours increased so tasks will be incorporated into his duties
07/06/2023	8.2	Request KHMC consider purchasing a larger bin from DMBC as Handyman's is getting used and not enough space for him	Clerk/Cllr Chorlton	13/06/2023	N	No bin to be purchased as KHMC ask residents to take their own rubbish home with them
07/06/2023	9.1	Make amendments as suggested to Newsletter	Clerk	08/06/2023	N	
07/06/2023	9.1	Forward amended Newsletter to Arrow Publications & Today Publications	Clerk	08/06/2023	N	
	9.1	Update Website/Notice Boards with Newsletter	Clerk	08/06/2023	N	
07/06/2023	9.2	Purchase the Tommy Silhouette	Clerk	08/06/2023	N	
07/06/2023	9.3	Purchase 2 New Defib Pads	Clerk	08/06/2023	N	Purchased - placed in Defib Cabinet and spare in Clerk's Office
07/06/2023	9.5	Confirm fitness class OK to use field on a Thursday upto until September	Clerk	08/06/2023	N	
07/06/2023	10.2	Look at Internal Auditors Report and rectify any errors	Clerk	09/06/2023	N	Done what can be rectified
07/06/2023	10.3	Send completed AGAR and associated documents to PK Littlejohn	Clerk	13/06/2023	N	
07/06/2023	10.4	Advertise Notice of Rights on Website & Notice Boards	Clerk	13/06/23 & 16/06/23	N	
07/06/2023	10.3	Put AGAR on Website	Clerk	13/06/2023	N	
07/06/2023	11.1	Amend Business Continuity Plan and place on Website	Clerk	08/06/2023	N	
07/06/2023	11.2	Place Annual Leave Policy on Website	Clerk	08/06/2023	N	
07/06/2023	11.3	Amend SO's and plcae on Website	Clerk	08/06/2023	N	
07/06/2023	12.1 & 12.2	Feedback is given to the Planning Department at DMBC	Clerk	08/06/2023	N	

07/06/2023	13.1.1	Email residents thanking them for taking part in police	Clerk	14/06/2023	N	
07/06/2023	13.1.2	Draft Poster advertising new Police Drop in sessions	Clerk	07/06/2023	N	
07/06/2023	13.1.2	Advertise Police Drop In sessions on Notice Boards, FB	Clerk	08/06/2023	N	
07/06/2023	14.1	Confirm postponement of Full Council Training to October onwards due to vacancy and member availability	Clerk	14/06/2023	N	YLCA provided dates not available, await Member availability
07/06/2023	14.3	Book a place on the Talking Tables training on 27/07/23	Clerk	12/06/2023	N	
07/06/2023	17.1 & 17.2	Forward Clerk & Handyman's timesheets to Warrens GBC	Clerk	08/06/2023	N	
05/07/2023	4.2	Co-opt Andrea Thorpe and get Acceptance of Office signed	Clerk	05/07/2023	N	Andrea attended the meeting later on and signed acceptance
05/07/2023	5.2.1	Write to the Dance School thanking them for informing the Caretaker about the Boot Camp on the Field	Cllr Rushby		N	
05/07/2023	5.2.2	Complaint about unkempt verges in Old Cantley	Clerk	09/06/2023	N	Clerk reported to DMBC via online reporting
05/07/2023	5.2.3	Request for use of field, kitchen and toilet facilities for a party on KH Fild on 20/07/23 with Bouncy Castle	Clerk		N	Hall is booked so can't use/book facilities and no to bouncy castle on field - Clerk to write to the Toddler Group
05/07/2023	5.2.4	Complaint about overgrown hedge near Branton Nurseries	Clerk	09/06/2023	N	Clerk reported to DMBC via online reporting
05/07/2023	5.2.5	Complaint about noise/parking at Poppyfest	Clerk/Cllr Chorlton	06/07/2023	N	Clerk responded to resident suggesting complain to DMBC as they issue licence and Cllr Chorlton will mention complaint to organisers of Poppyfest
05/07/2023	5.2.6	Complaint about overgrown hedge at rear of Rose Garden	Clerk	06/07/2023	N	Handyman has this in his schedule of works to carry out on 07/07/23. Clerk updated resident
05/07/2023	6.1	The Power of Positivity - Community Engagement & Wellbeing Project			N	Hall can be booked for this however it is full most days and this project is in early stages
05/07/2023	6.2.1 & 6.2.2	Chase DMBC for updates on snagging list and MUGA	Clerk		N	Response received 06/11/23
05/07/2023	6.3.1	Repairs to aerial wire by DMBC following their inspection report	Clerk	06/07/2023	N	Work Carried out by DMBC 01/08/23
05/07/2023	6.4	PC attendance at DMBC's Pop Up Engagement Event at Manor Farm	Cllr Chorlton / Cllr Williams	09/08/2023	N	Informed DMBC that a Cllr can attend 11am - 12noon. Reminded Cllr Chorlton & Cllr Williams on 04/08/23 and 08/08/23
05/07/2023	8.1.1-8.1.6	Clerk to book in all the annual inspections, coordinating with the Caretaker	Clerk/Caretaker	22/09/2023	N	All annual inspections booked in
05/07/2023	8.2	Clerk to book a specialist company, South Anston Fire Services, to carry out a Fire Risk Assessment on Kilham Hal	Clerk	22/09/2023	N	Booked in for 08/11/23
05/07/2023	8.3	Clerk to rearrange meeting with UK Energi re: solar panels	Clerk	August	N	Meeting Rearranged for 21/08/23 for Cllr Rushby, KHMC Treasurer, The Clerk and Cllr Gibbins. Item on September's Agenda to update members
05/07/2023	8.3	Chairman to ask Members of KHMC if they can attend UK Energi meeting, in particular the Treasurer	Cllr Chorlton	10/07/2023	N	Stewart Morley will attend and is available after 4th August following his holiday

05/07/2023	9.1	Clerk to source background information and request letters of support for the Birthday Honours 2024 nomination - J Worthington	Clerk	10/07/2023	N	Letter of Support received from Michelle Sidebottom, Marjorie Cayhill & Steven Featherstone. Application and Letters of Support submitted.
05/07/2023	10.5	Clerk is to remove Councillor Sidebottom from the PC's banking and replace with either Councillor Chorlton or Williams	Clerk	19/07/2023	N	Done
05/07/2023	10.5	Look at new bank accounts that meet all the PC/IA's requirements for 2 authorised signatories and report back to the PC in September	Clerk	19/07/2023	Y	Need clarity from PC re: type of accounts as currently have current and reserves account but not utilising them properly. With Unity you pay £6pm for current account so recommend current and savings for reserves
05/07/2023	10.5	New signatories for the new bank account would be Councillor Williams, Councillor Chorlton, Councillor Innes	Clerk		N	As above
05/07/2023	10.5	Clerk to check annual list of payments and any other invoices outside this list need to go to PC prior to payment for approval	Clerk	Sep-23	N	Take to October PC meeting for approval
05/07/2023	10.6	Update Social Media Policy on Website	Clerk	12/07/2023	N	
05/07/2023	12.1.1	Publicise poppies to be handed to Clerk by 03/10/23	Clerk	Aug/Sept/Oct	N	FB post drafted and scheduled
05/07/2023	12.1.2	Publicise and request volunteers to sew poppies onto netting	Clerk	Aug/Sept	N	FB post drafted and scheduled - Dates for sewing 05/10/23 and 12/10/23
05/07/2023	13.1	Complete Section 171 Crane Agreement form for 4 Christmas Illumination sites and send to DMBC	Clerk	14/07/2023	N	Sent Licence, await DMBC response
05/07/2023	13.2	Discuss arrangements with KHMC for pantomime - cost of tickets, advertising them, where selling them	Chairman/KHMC	10/07/2023	N	Chair of KHMC updated me, tickets printed and ready to take to Premier, Posters printed ready to display and put on FB
05/07/2023	13.3	Carol's Around the Tree arranged for 01/12/23 - publicise nearer the time	Clerk	Oct/Nov/Dec	N	Clerk to publicise on FB and poster on Notice Boards
05/07/2023	13.3	Speak to Three Horseshoes Landlord re: use of corner of Car Park	Clerk/Councillor Butterworth	Juy-Nov	N	Spoke to Landlord, he's closing car park off - we can use top corner and he's thinking of running a Christmas Market alongside our event. Members informed of this via email 04/08/23
05/07/2023	13.4	Book Armthorpe Elmfield Brass Band	Clerk	10/07/2023	N	
05/07/2023	13.5	Confirm installation/removal of Christmas Illumination dates with Christmas Plus & RJ Electrical - 1st December to 6th January 2024	Clerk	10/07/2023	N	Emailed Christmas Plus and RJ Electrical
05/07/2023	15.1-15.2	Feedback PC comments to DMBC re: Planning Applications	Clerk	06/07/2023	N	
05/07/2023	15.4	Respond to DMBC re street naming consultation	Clerk	06/07/2023	N	
05/07/2023	16.1.1	Contact SY Police and cancel speed initiative due to lack of volunteers	Clerk	10/07/2023	N	Equipment returned to SY Police on 02/08/23
05/07/2023	16.1.1	Write to the 2 volunteers thanking them for their support but unfortunately won't be taking off due to lack of volunteers	Clerk	11/07/2023	N	

05/07/2023	16.1.1	Write to the 2 volunteer who offered to do online training thanking them but unfortunately won't be taking off due to lack of volunteers	Clerk	12/07/2023	N	
05/07/2023	17.1	Invite a member of Doncaster Youth Council, if live within the Parish, to attend a PC meeting	Clerk	11/07/2023	Y	Emailed Doncaster Youth Council - await reply
05/07/2023	17.2	Member availability for Full Council Training given for 10/10/23 - Clerk to book the session	Clerk	07/07/2023	N	Emailed YLCA and confirmed and Texted Members asking them to book it in 5.30pm-8.30pm
05/07/2023	17.2	Book meeting room with Caretaker for Full Council Training	Clerk	12/07/2023	N	Emailed caretaker
05/07/2023	20.1	Email Warrens GBC informing them Clerk is to be paid 5hrs30mins overtime	Clerk	07/07/2023	N	
06/09/2023	4.2	Add residents request for a zebra crossing on to the October Agenda	Clerk	Sep-23	N	Added agenda item
06/09/2023	5.2.1	Check with DMBC whether air brick or fan vent quoted for in extension	Clerk	07/09/2023	N	Response received 06/11/23
06/09/2023	5.2.1.2	Obtain quotes from 2 independent companies for fan vent for extension to compare prices with DMBC	Clerk	12/09/2023	N	Accepted RJ Electrical's quote and requested works be scheduled
06/09/2023	5.2.1.3	Inform DMBC that a graded ramp isn't suitable and request quote for a handrail	Clerk	07/09/2023	N	Quote received 06/11/23 - taking to Dec PC meeting
06/09/2023	5.2.2	Write to DMBC asking whether current percolation test would suffice planning precommencement condition or whether we have to have a new one	Clerk	07/09/2023	N	Response from DMBC stating has to be a separate percolation test and report for MUGA
06/09/2023	5.2.2	Obtain quote from GNE re: Percolation tests and reports relating to Drainage of the MUGA if need be	Clerk	12/09/2023	N	Verbal quote received from GNE - £600 plus VAT for report and approx £600 plus VAT for percolation test Phoned DMBC and queried this against the quote they have sent as £2k more expensive. Asked for clarity from their technical advisors if GNE's work would be sufficient and if so as client we would expect cheaper quote to be taken. Await reply from DMBC
06/09/2023	5.2.2	Write to DMBC requesting extension of time for MUGA to April 2025	Clerk	07/09/23 via email 12/09/23 via letter	N	Await confirmation from DMBC rel extension
06/09/2023	5.3	Overhanging branches on Gatewood Lane onto the Road	Clerk	11/09/2023	N	Reported to Highways
06/09/2023	5.4	Painting of Playground equipment to go on October Agenda following DMBC Playground Inspection Report	Clerk	12/09/2023	N	On October Agenda
06/09/2023	7.1	Write to Joe Kelsey and confirm PC happy for him to continue using the field for his PT sessions and it will be reviewed in 6 months	Clerk	07/09/2023	N	Diarise for 6 months to review again
06/09/2023	7.2	Discuss with KHMC Treasurer how they pay back to the grid	Clerk	12/10/2023	N	Report back to PC - Update in Clerk's Report - diarised for January 24

06/09/2023	7.3	Confirm Covid Pop up clinic OK to use Kilham Hall Car Park on a Friday from 1pm during October to December inclusive	Clerk	07/09/2023	N	Emailed Heather Rylance at NHS confirming this
06/09/2023	8.1	Budget of upto £50 to purchase light refreshments for members and the trainer for whole Council training on 10/10/23	Clerk	26/09/2023	N	M&S more expensive for less food, ordered from Morrisons and arranged collection from 3pm-4pm on 10/10/23
06/09/2023	8.3	Look at cost of gov.uk or org.uk email address for the Clerk and how to set it up	Clerk	26/09/2023	N	No budget this year for this and sought clarity from PK Littlejohn, our current email address will meet the requirements for next year. Clerk will place this into budget for next year
06/09/2023	8.3	Clerk to set up those Councillors who haven't got a separate email address for PC business an outlook.com email account and send them details of it	Clerk	11/09/2023	N	Cllr Williams, Cllr Chorlton & Cllr Gibbins set up with outlook.com email accounts
06/09/2023	9.1	Content of quarterly newsletter OK and to be published as usual	Clerk	07/09/2023	N	Autumn Newsletter to be published in Arrow Publications. Cantley & Bessacarr today already published so merge Autumn and Winter Newsletter for publishing in Nov/Dec
06/09/2023	9.2	Purchase 5 additional strings of lights from Christmas Plus	Clerk	07/09/2023	N	Emailed requesting 5 additional strings of lights at cost of £162.50
06/09/2023	9.5	Check with Streetscene that rubbish will be collected on Saturday following litter pick	Clerk	07/09/2023	N	Reminder sent and confirmed collection
06/09/2023	9.6	Obtain a quote for a recycling bin and how much it would cost to empty a year	Clerk	11/09/2023	N	Declined - monitor bins
06/09/2023	10.2	Put Banking Arrangements on October Agenda	Clerk	07/09/2023	N	On October Agenda
06/09/2023	10.2	Message Cllr Butterworth with details of new account needed so she can ask at bank	Clerk	07/09/2023	N	Cllr Butterworth given details and spoke to Bank. Need to ring the Business Hub and ask question
06/09/2023	10.3	Internal Control Document to be placed on website and facebook	Clerk	07/09/2023	N	On Website and post scheduled for Facebook
06/09/2023	10.5	Councillor Chorlton to sign bank statements	Clerk	07/09/2023	N	Signed 15/09/23
06/09/2023	11.1-11.16	All policies to be finalised and put on website	Clerk	11/09/2023	N	All policies on website and in policy folder in Clerk's Office
06/09/2023	12.1-12.5	Send feedback on planning applications to DMBC	Clerk	07/09/2023	N	
06/09/2023	13.1	Continue to advertise police drop in sessions on facebook	Clerk	Continuous	N	Posts scheduled
06/09/2023	14.6.1	To attend SLCC Branch Meeting on 12/09/23	Clerk	12/09/2023	N	Meeting postponed til October
06/09/2023	14.6.3	To attend the Doncaster Clerk's Meeting Re; Events	Clerk	17/10/2023	N	
06/09/2023	17.1	Email Warrens GBC with timesheets and instruct to pay Clerk additional 2.5hrs	Clerk	07/09/2023	N	Payroll documentation received ready for payment
06/09/2023	17.2	Email Warrens GBC with timesheets	Clerk	07/09/2023	N	Payroll documentation received ready for payment
04/10/2023	4.2.1	Forward residents email re: pedestrian crossing to Ward Cllr S Cox	Clerk	05/10/2023	N	
04/10/2023	4.2.1	Respond to resident informing him of above	Clerk	05/10/2023	N	
04/10/2023	5.1	Change DMBC to CDC on Agenda and any paperwork	Clerk	04/10/2023	N	
04/10/2023	5.1	Liaise with Caretaker for available dates for Skips and let Ward Cllr S Cox know of them	Clerk/Caretaker	06/10/2023	N	



04/10/2023	5.2.1	Chase 3rd quote and Clerk to instruct contractor with cheapest like for like quote to carry out the work on the fan/internal store at KH	Clerk	01/11/2023	N	Clerk received quote from RJ Electrical but still chasing detail from CDC to ensure comparison can be made.
04/10/2023	5.2.1	Chase CDC for quote for hand rail for external store	Clerk		N	Received 06/11/23 - taking to Dec PC Meeting
04/10/2023	5.2.2	Chase CDC for percolation test outcome	Clerk		N	No reply from GNE after CDC and PC chasing
04/10/2023	5.3	Gatewood Lane Trees - still overhanging - Chase CDC	Clerk	05/10/2023	N	Response received from CDC 06/10/23 - trying to determine land owner via Land Registry and actioning accordingly. Forwarded CDC reply to Members for info
04/10/2023	6.2.1	Promote Slow Highways on the PC Website and FB Page	Clerk	08/10/2023	N	
04/10/2023	6.2.2	Upload PC Non Confidential papers onto Website	Clerk	01/11/2023	N	Clerk putting papers on from November onwards
04/10/2023	7.1	Confirm painting of playground to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	Clerk informed Handyman and he will schedule it into his work schedule and purchase materials
04/10/2023	7.2	Confirm additional repairs to boundary fence to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	As above
04/10/2023	7.3	Confirm repairs and painting of picket fence around KH to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	As above
04/10/2023	7.4	Kilham Hall Car Park to close at 4pm (unless classes are on) after clocks change	Clerk/Caretaker	05/10/2023	N	Informed Neighbours who close gates at weekend and scheduled a FB post informing of same. Also updated PC Website with times
04/10/2023	7.5	Defer the Annual Hedge Cut to January 2024	Clerk	05/10/2023	N	Hedgecut will take place on 16/1/24. Clerk has informed neighbouring residents
04/10/2023	7.5	Notify neighbour of postponement of hedge cut	Clerk	05/10/2023	N	Let neighbour know when we get a date for hedge cut
04/10/2023	7.7	Confirm to KHMC Treasurer that £175 contribution towards Fire Risk Assessment is payable to South Anston Fire Extinguishers and give the details	Clerk	06/11/2023	N	Emailed Treasurer at KH and also emailed South Anston Fire informing them how to split the invoices and where to send them to.
04/10/2023	7.12	Put Solar Panels on November PC Agenda and talk to KHMC Treasurer about it	Clerk	23/10/2023	N	Clerk has met with KHMC Treasurer to discuss this. Clerk has made an application to sell back energy.
04/10/2023	8.1	Renew SLCC Membership	Clerk	13/10/2023	N	
04/10/2023	8.2	Put amended Asset Register on Website and into Annual Accounts Auditor File	Clerk	06/10/2023	N	
04/10/2023	9.1	Forward Winter Newsletter to Arrow Publication and Today Publications for publishing	Clerk	06/10/2023	N	
04/10/2023	9.2	Complete the CDC Events form online and await reply from CDC re: Event Planning Document - is it needed	Clerk	06/10/2023	N	Chase CDC for reply as to whether an Event Planning Document is required
04/10/2023	9.3	Arrange for Poppy Displays etc to be up by end of October 2023 and remove on 17th November 2023	Clerk/Handyman	06/10/2023	N	Installation 25/10/23 & 27/10/23
04/10/2023	10.1	Ensure Section 3 of AGAR and Notice of Conclusion is on Website and Notice Boards	Clerk	27/09/2023	N	
04/10/2023	10.5	Submit Quarter 2 HMRC Return	Clerk	06/10/2023	N	
04/10/2023	10.7	Liaise with Internal Auditor to see when would be best to change bank for PC - now or end of financial year	Clerk	06/10/2023	N	Internal Auditor and YLCA advise change bank immediately
04/10/2023	10.8	Look at Awards for All Grant for gap in costs of MUGA and apply	Clerk		Y	Started drafted - awaiting reply from members re 2nd member named on application

04/10/2023	10.9	Confirm £100 donation to British Legion for 2 poppies - 1 for school and 1 for memorial bench	Clerk	05/10/2023	N	Wreaths delivered, one taken to school, one located on bench. Donation made to RBL
04/10/2023	11.2-11.4	Place new policies on website	Clerk	09/10/2023	N	
04/10/2023	12.1-12.4	Send feedback on planning applications to CDC	Clerk	05/10/2023	N	
04/10/2023	12.1-12.4	Update PC Planning Register	Clerk	09/10/2023	N	
04/10/2023	13.1	Draft a post for FB stating police are carrying out extra patrols due to current criminal activity in area	Clerk	09/10/2023	N	
04/10/2023	14.1	Christmas Illuminations to be lit during darkness and if can't be on a timer, on all the time	Clerk	10/10/2023	N	Informed Christmas Plus and RJ Electrical
04/10/2023	14.2	Clerk to draft a poster for Carols Around the Tree Event and advertise on FB and Notice Boards towards end of this month	Clerk	End of October	N	Poster drafted and advertised on FB and website
04/10/2023	14.2	Clerk has printed off tickets and posters for event ready for placing on facebook, notice boards and to take to Premier shop	Clerk	End of October	N	Clerk taken tickets etc to Premier Shop (31/10/23)
04/10/2023	14.3	Volunteers are requested for Sunday 3/12/23 at Pantomime	All Councillors	01/11/2023	N	Members to inform the Clerk/Chairman at next meeting of their availability
04/10/2023	17.1 & 17.3	Send Warrens GBC timesheets for Clerk & Handyman	Clerk	05/10/2023	N	
04/10/2023	17.2	Write a letter to Clerk confirming hours remain at 15hrs pw and will be reviewed following 2024 Appraisal	Clerk	24/10/2023	N	Chairman approved it
04/10/2023	17.4	Clerk to talk to Handyman regarding Contracted hours and write to him confirming hours will increase to 15hrs pw and be reviewed following 2024 appraisal	Clerk	05/10/2023	N	Letter wrote to Handyman re: Hours
01/11/2023	4.2.1	Clerk to enquire with CDC to get an up to date quote for CCTV cameras on exit/entry points in village	Clerk	02/11/2023	N	Quote received for 2 cameras and incorporated into draft budget
01/11/2023	4.2.1	Clerk to communicate PC discussions/actions with resident	Clerk	02/11/2023	N	Clerk emailed update to resident
01/11/2023	4.2.1	Clerk to incorporate CCTV in budget for 2024/2025	Clerk	Nov-23	N	Done
01/11/2023	4.2.2	Clerk has informed resident to contact Ward Cllr Cox as CDC responsibility for lamp posts	Clerk	01/11/2023	N	Resident has contacted Cllr Cox and he will inform CDC that neighbourhood watch signs are being placed on lamp posts on Poppyfields Estate
01/11/2023	4.2.3	Clerk to inform resident that PC don't want to purchase Christmas tree	Cerk	02/11/2023	N	Resident emailed
01/11/2023	4.2.4	Clerk to write to First Bus Group and cc Ward Cllr Cox and Oliver Coppard, SY MCA in on response expressing concerns regarding reduced bus timetable	Clerk	14/11/2023	N	Clerk drafted letter 06/11/23, sent to members for approval by close of business 08/11/23. Cllr Rushby made comments. No further comments received so letter sent 14/11/23.
01/11/2023	5.2.1 & 5.2.2	Continue to chase CDC and log amount of times we do so	Clerk		N	
01/11/2023	6.1	Contact GNE re flooding in car park recently due to excessive weather conditions	Clerk	02/11/2023	Y	Clerk has emailed, left voicemails and texted GNE
01/11/2023	6.2	query regarding how much traffic is received to the PC website	Clerk	02/11/2023	Y	Asked web developer the question, await reply

01/11/2023	7.1	Quote received from CDC re; aerial wire in sum of £150	Clerk	07/11/2023	N	Confirm quote/work to be undertaken
01/11/2023	7.1	Clerk to contact the supplier of the gym equipment regarding a few of the ROSPA Inspectors comments re: pull up bars	Clerk	10/11/2023	Y	Clerk found out who installed the equipment and in contact with them and the manufacturer following receipt of installation guidelines. Awaiting reply as to who in DMBC commissioned the Gym.
01/11/2023	7.1	Clerk to query few of actions with ROSPA Inspection ie. finger trap	Clerk	14/11/2023	Y	Clerk emailed RoSPA and sought clarity - await reply
01/11/2023	7.2	Clerk to liaise with KHMC Treasurer about future pay back costs for electricity and who pays the bills etc	Clerk/KHMC Treasurer			
01/11/2023	7.2	Diarise for January and July to do selling electricity back	Clerk	02/11/2023	N	Diarised
01/11/2023	7.3	Request energy bills for last year from KHMC and work out 10% to send to KHMC Treasurer	Clerk	02/11/2023	N	Sought clarity on figures from KHMC Treasurer - pay 10% on 15/11/23
01/11/2023	7.3 & 8.3	Look at Lease as to who is responsible for shutters/leak in roof etc - KHMC or PC	Clerk	20/11/2023	Y	Clerk feels KHMC is responsible but Members to determine. Requested advice from PC Solicitor and Insurers - awaiting reply
01/11/2023	8.1	Incorporate Foundation Award of the LCAS in 2024/25 budget - £130	Clerk	Nov-23	N	
01/11/2023	8.2	Incorporate items from Action Plan into 2024/25 Budget	Clerk	Nov-23	N	Clerk incorporated into budget ready for PC in Dec 23
01/11/2023	8.2	Look at Grants Policy when working out budget and amend to incorporate how much funds are available and whether it is shared out etc	Clerk	Dec 23/Jan 24		
01/11/2023	8.2	Find out who owns Canters at Old Cantley and approach asking if they would mind housing a defib cabinet on outside of the building	Clerk	06/11/2023	Y	Emailed Architect listed on planning application and awaiting response
01/11/2023	8.3	Determine what KHMC Insurance covers and what the PC Insurance covers to ensure not duplicating	Clerk/KHMC Treasurer	06/11/2023	N	Received copy of policy - few things KHMC should have but not too much duplicated
01/11/2023	9.2	Send information on bank accounts - current and instant savings with Unity Bank to Cllr Gibbins for info/perusal	Clerk	02/11/2023	N	Info forwarded, Cllr Gibbins queried if we had taxable income, Clerk doesn't think this affects us however is checking with PC's Auditor for clarity
01/11/2023	9.2	Clerk is to open Unity Bank Accounts once Cllr Gibbins feedback is sought	Clerk		N	Reply from Unity and Auditor
01/11/2023	9.3	Cllr Williams is to sign the PC's Bank Statements as 2nd internal auditor	Clerk	03/11/2023	Y	Texted Cllr Williams asking when he's free to sign bank statements. Await availability.
01/11/2023	10.1	Publicise Biodiversity on FB - what the PC already does and intends to do	Clerk	06/11/2023	N	Posts scheduled for the next week or so to cover biodiversity
01/11/2023	10.1	Include money in 2024/2025 Budget to cover biodiversity actions	Clerk		N	Included
01/11/2023	11.1	Finalise the Biodiversity Policy and Action Plan and publish online	Clerk	04/11/2023	N	Finalised and published on website
01/11/2023	11.2	Publicise the Data/Information Audit on Website	Clerk	04/11/2023	N	
01/11/2023	11.3	Publicise the Asset Register & Disposal Policy on Website	Clerk	04/11/2023	N	

01/11/2023	11.4	Make slight amendment to Reserve Policy and publicise on Website	Clerk	04/11/2023	N	
		Publicise the Compassionate Leave Policy on the website				
01/11/2023	11.5		Clerk	04/11/2023	N	
01/11/2023	12.1-12.3	Send feedback on planning applications to CDC	Clerk	02/11/2023	N	
01/11/2023	13.1	Publicise the Police Drop Ins more frequently on FB	Clerk	3/11/23 - 09/11/2	N	Posts scheduled for the next week
01/11/2023	13.1	Check with SYP whether crime figures provided can be provided on PC FB page	Clerk	03/11/2023	N	Clarity sought from SYP - figures don't include domestic burgarlies/child incidents and cannot be published
01/11/2023	14.2	Purchase two tubs of sweets and possibly more mince pies for Carols around Tree event	Clerk	17/11/2023	N	Purchased
01/11/2023	18.1	Clerk to be paid additional 5 hours worked during October	Clerk	07/11/2023	N	Details forwarded to Warrens GBC for processing
01/11/2023	18.2 & 18.3	Handyman's timesheet noted. Agreed to pay 5 days compassionate leave.	Clerk	07/11/2023	N	Clerk informed Handyman of decision. Clerk informed Warrens GBC of amendment to Handyman's timesheet. Clerk updated Handyman's leave sheet.
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	
		Raise residents query with Ward Cllrs to raise with CDC and give them PC's comments				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		Clerk	07/12/2023	Y	
06/12/2023	5.2.2	Instruct CDC to go ahead with percolation test	Clerk	07/12/2023	N	
06/12/2023	6.1	Clerk to resend information to members and ask for response	Clerk	07/12/2023	N	Await Members replies
		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				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.
06/12/2023	7.2		Clerk	07/12/2023	Y	Emailed Mark Dickinson, awaiting reply
06/12/2023	7.3	Seek clarity on the Lease from Dickinson Wood Solicitors re: maintenance	Clerk	07/12/2023	Y	
06/12/2023	7.4	Contact Insurance and seek clarity regarding buildings insurance and duplication between KHMC & PC	Clerk	07/12/2023	Y	Emailed Insurers, awaiting reply
		Inform KHMC Treasurer that they don't have Employer's Liability Insurance and they need it for the Caretaker				
06/12/2023	7.4		Clerk	07/12/2023	N	
06/12/2023	7.5	Complete Fire Manual information	Clerk/Caretaker	08/12/2023	N	
06/12/2023	7.6	Speak to Handyman about actions from Fire Manual	Clerk	08/12/2023	N	Fire evacuation Point notice ordered and installed
06/12/2023	7.7	Order new Fire evacuation sign for KH Car Park	Clerk	08/12/2023	N	
06/12/2023	9.1	Advertise for volunteers to continue making poppies	Clerk	07/12/2023	N	Scheduled a FB post
06/12/2023	9.2	Advertise the Covid Drop In session	Clerk	07/12/2023	N	

06/12/2023	9.3	Advertise the Litter Pick	Clerk	07/12/2023	N	Scheduled a FB post
06/12/2023	10.2	Pay Christmas Plus Invoice	Clerk	15/12/2023	N	
06/12/2023	10.4	To make Donation to Thorne Rural Lions	Clerk	15/12/2023	N	
06/12/2023	10.5	Chase Cllr Williams for details for banking	Clerk	08/12/2023	N	Received
06/12/2023	10.6	Amend first draft of budget and recirculate to Members for information	Clerk	11/12/2023	N	Amend if any further comments
06/12/2023	11.1 to 11.4	Upload new policies onto Website	Clerk	07/12/2023	N	
06/12/2023	12.1.1 to 12.1.4	Provide CDC with PC's comments on planning applications	Clerk	07/12/2023	N	
06/12/2023	13.1	Advertise next Police drop in session	Clerk	07/12/2023	N	Scheduled a FB post
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	

CANTLEY WITH BRANTON PARISH COUNCIL  
 PAYMENTS ACCOUNT FOR 2023/24

Date	Ref No.	To Whom Paid	QUARTER 3									
			Council General	Salaries	Training Courses	Sites & Buildings	Donations Payments	Community Projects	Section 137	VAT	Total	
			£	£	£	£	£	£	£	£	£	
Brought Forward			3439.04	11178.69	125.00	27347.03	600.00	0.00	1866.54	2309.55	46865.85	
13/10/2023	23/95	Clerk (Morrisons Food Training)	28.66							5.73	34.39 LGA 1972 S	
13/10/2023	23/96	Clerk (Morrisons Food Training)	3.96							0.79	4.75 LGA 1972 S	
13/10/2023	23/97	Branton Farm Nurseries (Strimmerline)				4.17				0.83	5.00 Open Spaci	
13/10/2023	23/98	Clerk (Ink Cartridge)	31.46							6.29	37.75 LGA 1972 S	
13/10/2023	23/99	Clerk (Postage)	1.85								1.85 LG (FP) 196	
13/10/1932	23/100	CDC (Qtr 3 KL 660ltr bin)					189.50				189.50 Litter Act 1	
13/10/2023	23/101	Handyman (WD40)					5.82			1.17	6.99 Open Spaci	
13/10/2023	23/102	Glendale (Grass Cut Sept 23)					42.96			8.59	51.55 Open Spaci	
13/10/2023	23/103	SLCC (Annual Membership)	177.00								177.00 LGA 1972 S	
13/10/2023	23/104	Clerk (ribbon for poppy displays)							4.93	0.99	5.92 S. 137	
13/10/2023	23/105	Clerk (salary)		806.02							806.02 LGA 1972 S	
13/10/2023	23/106	Handyman (Salary)		686.45							686.45 LGA 1972 S	
13/10/2023	23/107	HMRC (Oct fee)		180.29							180.29 LGA 1972 S	
13/10/2023	23/108	Clerk (Staples)	3.45								3.45 LGA 1972 S	
13/10/2023	23/109	YLCA (Whole Council Training)			224.00						224.00 LGA 1972 S	
13/10/2023	23/110	Branton Farm Nurseries (Hedgetrimmer Repairs)					82.36			16.47	98.83 Open Spaci	
13/10/2023	23/111	ROSPA (Annual Inspection)					164.00			32.80	196.80 Open Spaci	
13/10/2023	23/112	Metro Secure 24 (Annual Alarm Te	75.00							15.00	90.00 LGA 1892 S	
16/10/2023	DD02/27	O2 (mobile)	10.00							2.00	12.00 LGA 1972 S	
26/10/2023	23/113	Arrow Publications (Autumn Newsl	105.00							21.00	126.00 LGA 1972, S	
26/10/2023	23/114	Clerk (postage)	0.75								0.75 LG (FP) 196	
26/10/2023	23/115	Clerk (Ink Cartridge)	55.93							11.19	67.12 LGA 1972 S	
15/11/2023	23/116	Clerk (Salary)		810.10							810.10 LGA 1972 S	
15/11/2023	23/117	Handyman (Salary)		745.05							745.05 LGA 1972 S	
15/11/2023	23/118	HMRC (Nov fee)		219.24							219.24 LGA 1972 S	
15/11/2023	23/119	Clerk (Envelopes)	15.82							3.17	18.99 LGA 1972 S	
15/11/2023	23/120	RBL (Poppy Wreaths Donation)						100.00			100.00 LGA 1972 S	
16/11/2023	23/121	CDC (Q2 Grounds KP Bin)					70.30			14.06	84.36 Litter Act 1	
15/11/2023	23/122	Handyman (Cable Ties/Pads)					11.47			2.30	13.77 Open Spaci	
15/11/2023	23/123	Handyman (WD40)					5.82			1.17	6.99 Open Spaci	
15/11/2023	23/124	Arrow Publications (Winter Newsl	105.00							21.00	126.00 LGA 1972, S	
15/11/2023	23/125	Today Publications (Winter Newsl	120.00							24.00	144.00 LGA 1972, S	

15/11/2023	23/126	Glendale (Grass Cut Oct 23)			42.96			8.59	51.55	Open Spaci	
15/11/2023	23/127	KHMC (Heating Contribution)			550.00				550.00	LGA 1972 S	
15/11/2023	23/128	GG Emergency Door Specialists			150.00			30.00	180.00	LGA 1892 S	
16/11/2023	DD02/28	O2 (mobile)	10.00					2.00	12.00	LGA 1972 S	
17/11/2023	23/129	Clerk (Postage)	0.75						0.75	LG (FP) 19€	
20/11/2023	23/130	Clerk (sweets for Carol Service)					6.67	1.33	8.00	S.137	
15/12/2023	23/131	Clerk (Payroll & Back Pay)	1,152.82						1152.82	LGA 1972 S	
15/12/2023	23/132	Handyman (Payroll & Back Pay)	1,155.09						1155.09	LGA 1972 S	
15/12/2023	23/133	HMRC (Dec fee)	645.36						645.36	LGA 1972 S	
15/12/2023	23/134	Handyman (Fuel for mower)			5.89			1.18	7.07	Open Spaci	
15/12/2023	23/135	Branton Farm Nurseries (Primroses)			18.00			3.60	21.60	Open Spaci	
15/12/2023	23/136	Clerk (Postage)	2.70						2.70	LG (FP) 19€	
15/12/2023	23/137	Clerk (Fire Assembly Point Sign)			25.25			5.05	30.30	Open Spaci	
15/12/2023	23/138	Branton Farm Nurseries (pansies)			51.66			10.33	61.99	Open Spaci	
15/12/2023	23/139	Christmas Plus (Old Cantley Illuminations)					1,000.00	200.00	1200.00	S137	
15/12/2023	23/140	Clerk (Ebay - Paper)	24.45						24.45	LGA 1972 S	
15/12/2023	23/141	Clerk (Ebay - Diary)	2.83					0.56	3.39	LGA 1972 S	
20/12/2023	23/142	Thorne Rural Lions (Santa Donation)			100.00				100.00	LGA 1972 S	
20/12/2023	23/143	FireGuard - Fire Risk Assessment			200.00			40.00	240.00	LGA 1892 S	
<b>TOTALS</b>			<b>4213.65</b>	<b>17579.11</b>	<b>349.00</b>	<b>28967.19</b>	<b>800.00</b>	<b>0.00</b>	<b>2878.14</b>	<b>2760.74</b>	<b>57587.83</b>



**CANTLEY WITH BRANTON PARISH COUNCIL**

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

<b>EXPENDITURE</b>	<b>2023/24 Budget £</b>	<b>EXPENDITURE (Minus VAT) £</b>	<b>% SPEND</b>
<b>1) EMPLOYEE/MEMBER COSTS</b>			
1.1 Salaries & Business Travel	22087	17456	79
1.2 Additional Salary for Training	166	118	71
1.3 Training/development- employees	500	100	20
1.4 Training/development - members	500	249	0
1.5 Chair's Allowance	100	33	33
1.6 Expenses (Retirement/Condolence Gifts)	50		
<b>2) COUNCIL COSTS</b>			
2.1 Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1100	1028	93
2.2 Auditing	500	320	
2.3 Stationery	500	321	64
2.4 Postage	50	7	1
2.5 Publications (Arrow/Bessacarr Journal)	1050	555	111
2.6 Website	395	155	39
2.7 Equipment/Fixtures and Fittings	300	25	0
2.8 Insurance	1500	1492	99
2.9 Telephone	163	87	53
2.10 Election/Co-option Recharge	500		
<b>3) SITES AND BUILDINGS</b>			
3.1 Buildings (including broadband)	750	615	82
3.2 Caretaker Opening Gates	300		0
3.3 Grass Cutting	1238	1109	90
3.4 Hedge Cutting	375		0
3.5 Handyman's Equipment Service & Repairs	500	116	23
3.6 Park land (emptying bins)	1435	824	57
3.7 Park land maintenance/materials	1000	985	99
3.8 Playground/equipment repairs	1000	232	23
3.9 Butterfly trail	100	102	102
3.10 Rose & Donc Road Gardens	200	108	54
3.11 New Developments/Replacements	500		0
3.10 Fire Extinguisher Service	89		0
3.13 Alarm System Service	96	75	78
3.14 Electrical Testing/Emergency Lights	42		0
3.15 Shutter Service	150	150	100
3.16 Fire Alarm Service & new Batteries	155		0
3.17 Defibrillator	300	118	39
3.18 Annual ROSPA Playground Inspection	200	164	82
<b>4) COMMUNITY COSTS</b>			
4.1 Grounds Maintenance (parish - dogbins)	857		0

Seasonal Festivities	2900	2,515	87
4.2 (Remembrance/Christmas)			
4.3 Village litter picks/plinths	20	4	20
4.4 New developments			
4.5 King's Coronation	2000	184	9
4.6 New Christmas Lights for Existing Trees	163	163	100
4.7 MUGA Shortfall	8000		0
4.8 Solar Panels for Kilham Hall	20000	16800	84
<b>5) DONATIONS</b>			
5.1 Auckley Show	500	500	100
5.2 Royal British Legion Poppy Appeal	100	100	100
5.3 Thorne Lions - Santa Visit	100	100	100
Yorkshire Ambulance Service (Defib)	100		
5.4 Training		100	100
<b>6) CONTINGENCY</b>			
6.1 Staffing Contingency	1529		0
6.2 Elections Contingency	500		0
6.3 Professional Fees Contingency	500	200	40
6.4 Grounds Maintenance - Drainage	6000	8014	134
<b>TOTAL</b>	<b>81160</b>	<b>46210</b>	<b>57</b>

### INCOME RECEIPTS

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

**CANTLEY WITH BRANTON PARISH COUNCIL**

Reference No. XYV126000105688

Claim for Period: 1 October 2023 to 31 December 2023

<b>Date</b>	<b>Vat No</b>	<b>Details</b>	<b>To</b>	<b>Amount</b>
13/10/2023	343 4753 55	Food Whole Council Training	Cantley with Branton PC	5.73
13/10/2023	343 4753 55	Food Whole Council Training	Cantley with Branton PC	0.79
13/10/2023	173 850 157	Strimmerline	Cantley with Branton PC	0.83
13/10/2023	250872112	Printer Ink	Cantley with Branton PC	6.29
13/10/2023	232 5555 75	WD40	Cantley with Branton PC	1.17
13/10/232	203 3249 52	Sept Grass Cut	Cantley with Branton PC	8.59
13/10/2023	383239677	Ribbon Poppy Display	Cantley with Branton PC	0.99
13/10/2023		Staples	Cantley with Branton PC	
13/10/2023	173 850 157	Hedgetrimmer Repairs	Cantley with Branton PC	16.47
13/10/2023	876328389	ROSPA Play Inspection	Cantley with Branton PC	32.80
13/10/2023	199136174	Annual Alarm Service	Cantley with Branton PC	15.00
16/10/2023	386 4146 72	Mobile	Cantley with Branton PC	2.00
26/10/2023	979393546	Autumn Newsletter	Cantley with Branton PC	21.00
26/10/2023	851226249	Ink cartridges	Cantley with Branton PC	11.19
15/11/2023	337845274	Envelopes	Cantley with Branton PC	3.17
15/11/2023	182 3385 57	Quarter 2 Grounds	Cantley with Branton PC	14.06
15/11/2023	232 5555 75	Cable Ties/Mounting Pads	Cantley with Branton PC	2.30
15/11/2023	232 5555 75	WD40	Cantley with Branton PC	1.17
15/11/2023	979393546	Winter Newsletter	Cantley with Branton PC	21.00
15/11/2023	917739096	Winter Newsletter	Cantley with Branton PC	24.00
15/11/2023	203 3249 52	Oct Grass Cut	Cantley with Branton PC	8.59
15/11/2023	345089683	Shutter Service	Cantley with Branton PC	30.00
16/11/2023	386 4146 72	Mobile	Cantley with Branton PC	2.00
20/11/2023	362 0127 92	Sweets for Carol Service	Cantley with Branton PC	1.33
15/12/2023	123 4141 61	Fuel for mower	Cantley with Branton PC	1.18
15/12/2023	173 850 157	Primroses	Cantley with Branton PC	3.60
15/12/2023	927 480 112	Fire Assembly Point Sign	Cantley with Branton PC	5.05
15/12/2023	173 850 157	Pansies	Cantley with Branton PC	10.39
15/12/2023	817 2363 35	Christmas Illuminations	Cantley with Branton PC	200.00
15/12/2023	350478008	Diary	Cantley with Branton PC	0.56
<b>TOTAL</b>				<b>445.52</b>

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

**BUDGET PLANNING INFORMATION**

EXPENDITURE	2022/23		2023/24		2024/25
	Budget	Actual	Budget	Projected	Budget
<b>1) EMPLOYEE/MEMBER COSTS</b>					
Salaries & Business Travel	16165	17,826	22087	23551	30239
<i>Additional Salary for Training</i>			166	118	4402
Training/development- employees	1000	625	500	100	1400
Training/development - members	500		500	249	500
Chair's Allowance	100	0	100	33	100
Expenses (Retirement/Condolence Gifts)	100	2	50	0	50
<b>2) COUNCIL COSTS</b>					
Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1200	948	1100	948	1140
Auditing	500	300	500	300	500
<i>Stationery/Postage/Publications/PG</i>	400	559	500	500	550
Banking Charges					72
Postage		15	50	30	50
Publications (Arrow/Bessacarr Journal)		83	1050	750	1250
<i>Local Council Foundation Award</i>					143
Advertising/Website	700	998	395	693	420
Equipment/Fixtures and Fittings	300	37	300	30	300
Insurance	1200	1336	1500	1336	1605
Telephone	180	77	163	144	144
<i>Election/Co-option Recharge</i>			500	0	500
<b>3) SITES AND BUILDINGS</b>					
Buildings (including broadband)	750	1065	750	750	970
Opening/Closing KH Gates	250	237	300	150	150
Grass Cutting	600	439	1238	1118	710
Hedge Cutting	350		375	375	375
Handyman's Equipment Service & Repairs	500	449	500	400	500
<i>PPE/Tools for Handyman</i>					150
Park land (emptying bins)	1269	1156	1435	1300	1406
Park land maintenance/materials	1000	952	1000	1000	1100
Playground/equipment repairs	1000	451	1000	600	1100
Butterfly trail	100	125	100	100	300
Rose & Donc Road Gardens	200	183	200	200	300
New Developments/Replacements	500	556	500	400	500
Fire Extinguisher Service	86	37.5	89	31	31
Alarm System Service & New Battery	83	75	96	75	123
Electrical Testing/Emergency Lights (includes Electrical Installation Report)	42		42	42	360
Shutter Service	155	150	150	150	200
Fire Alarm Service & new Batteries	93		155	155	155
Defibrillator	300	1645	300	118	300
Annual ROSPA Playground Inspection			200	164	200
<b>4) COMMUNITY COSTS</b>					
Grounds Maintenance (parish - dogbins)	500	84	857	84	459
Seasonal Festivities (Remembrance/Christmas)	4117	2718	3000	3000	
Installation/Removal/Storage of Lights Old Cantley					1050
Installation/Removal of Lights - Rest of Parish					1000
Tommy Silhouette					200
Lamp Post Poppies					200
Armthorpe Elmfield Brass Band - Carols					220
Pantomime KHMC					1000

Reserves

Village litter picks/plinths	10		20	10	20	
New developments						
New Christmas Tree WTL/BR-	6000	5605				
Notice Board for Manor Farm	1300	1460				
Queen's Jubilee - <del>King's Coronation</del>	1500	1554	2000	184		
New Christmas Lights for Existing Trees			163	163		
MUGA Shortfall			8000	8000	10000	
Solar Panels for Kilham Hall			20000	16800		
Debrillator Old Cantley					1238	*If fitted to
Installation of Defibrillator Old Cantley					650	**
Electrical Column Old Cantley					3520	*
Biodiversity - Hedgehog Highways, Resident Seed Bombs					570	
<b>5 DONATIONS/GRANTS</b>						
Auckley Show	500	500	500	500	500	
Royal British Legion Poppy Appeal	100	100	100	100	100	
Thorne Lions - Santa Visit	100	100	100	100	100	
Yorkshire Ambulance Service - Defib Training				100		
Grant Money					1000	
<b>6 CONTINGENCY</b>						
Staffing Contingency			1529	0	1670	Reserves
Elections Contingency			500	0	500	Reserves
Professional Fees Contingency			500	0	500	Reserves
Grounds Maintenance - Drainage			6000	8014		
<b>TOTAL</b>	<b>43750</b>	<b>42447.5</b>	<b>81160</b>	<b>72965</b>	<b>76792</b>	
<b>INCOME RECEIPTS</b>						
Precept	43750	43,750	48000	48000	68664	
Bank Interest (Reserve Accounts)	10	314	0	500		
Donations	0	0	0	0		
Other (refunds/grants/sales/insurance)	0	3129	0	50		
VAT Refunds		2186		4000		
<b>TOTAL</b>	<b>43760</b>	<b>49,379</b>	<b>48000</b>	<b>52550</b>		

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

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

**68664** If remove items marked with red it would be a 30% increase

Presented January 2024



# Cantley with Branton Parish Council

Parish Office, Kilham Hall,  
Kilham Lane, Branton, Doncaster  
S. Yorkshire, DN3 3PF

Clerk: Bev Walton  
Telephone 07761525584  
e-mail [cwbpc@outlook.com](mailto:cwbpc@outlook.com)  
[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

**TENDER DOCUMENTATION**

**FOR**

**GROUNDS MAINTENANCE**

**CONTRACT  
COMMENCING**

**ON 1<sup>st</sup> APRIL 2024**

**AND ENDING 31<sup>st</sup> MARCH 2028**

## **GROUNDS MAINTENANCE CONTRACT**

<b>FORM OF TENDER</b>	<b>PAGE</b>
Form of tender	3
Instructions to tenderers	4
General terms of contract	5
Further details and requirements	6
Check list of information to be provided with the tender	7
Standard specification areas open spaces	8
Envelope label for submission	9
Evaluation of Grounds Maintenance Tenders	10-13
Marking criteria for tender evaluation	14





## INSTRUCTIONS TO TENDERERS

- a) The following instructions are provided for information only.
- b) Tenders shall be submitted on the attached Form of Tender (page 3) not later than noon on Wednesday 7<sup>th</sup> February 2024, in the envelope address using the label on page 9.
- c) The form of tender shall be returned with a breakdown of the tender priced in black ink.
- d) A checklist of an additional information to supply with the tender can be found on page 7.
- e) Any Tender arriving after noon on the date stated in (b) above will not be considered, as will no Tender which has not been fully priced in black ink as stated in (c) above.
- f) No alterations or qualifications of any kind whatsoever shall be made by the Tenderers to the text of this document.
- g) Any unauthorised alteration or qualification made by the Tenderer will be ignored and the original text of the specifications by area rigidly adhered to.
- h) Cantley with Branton Parish Council is not bound to accept the lowest or any Tender, the Tender offer is to remain open for acceptance for a period of at least three months from the tender due date.
- i) **Abnormally low bid** - Where we consider any of the total price(s) you have submitted to be abnormally low will ask you to explain the price(s) you have submitted.
- j) Any questions or points of clarification to be made to [cwbpc@outlook.com](mailto:cwbpc@outlook.com)

## **GENERAL TERMS OF CONTRACT**

Contact starts 1<sup>st</sup> April 2024

Companies are invited to tender for a 1-year contract, beginning 1<sup>st</sup> April 2024. The contract is to maintain Cantley with Branton Parish Council's Kilham Hall Playing Field.

It should be noted that all areas covered by the contract receive significant use by residents, children and the elderly. Procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential.

The Council will be happy to take any interested parties around the site that makes up the specification prior to any bid being submitted. To arrange this please call 07761525584.

**To be considered for this contract, please return your tender by noon on Wednesday 7<sup>th</sup> February 2024 and must be submitted in an envelope addressed using the label on page 9.**

Bev Walton  
Clerk to Cantley with Branton Parish Council  
December 2023

## FURTHER DETAILS AND REQUIREMENTS

- The contract is for 1 year with a 3-year extension based on performance.
- 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 all necessary and relevant licences and certificates, including but not limited to weedkilling licence.
- The contractor is required to have Public Liability insurance, details of which will be provided to the Parish Council prior to the 1<sup>st</sup> April 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 1<sup>st</sup> 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 monthly for each month of the season, to be paid on or around the 15<sup>th</sup> of each month.

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

<b>ITEM REQUIRED</b>	<b>TICK BOX</b>
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 and certificates	
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 evaluation on page 14	

## STANDARD OPEN SPACE SPECIFICATION

**Grass cutting:** To mow the grass, within Kilham Hall playing field, Kilham Lane, Branton, Doncaster, DN3 3PF, roughly on a fortnightly basis although there is scope for staggering the frequency to take account of high growth and low growth periods. A minimum of 16 visits per year beginning in mid-March<sup>2</sup> 2024 through to the end of October. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date.

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<sup>2</sup> April for 1<sup>st</sup> year, mid-March every year thereafter

**LABEL TO BE USED FOR RETURN OF TENDERS**  
**Must be returned by NOON Wednesday 7<sup>th</sup> February 2024**

**TENDER DOCUMENTS FOR GROUNDS MAINTENANCE CONTRACT**  
**DO NOT OPEN UNTIL WEDNESDAY 7<sup>TH</sup> FEBRUARY 2024**

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

EVALUATION OF GROUNDS MAINTENANCE TENDERS

SUPERVISION	NOTES	SCORE
<ul style="list-style-type: none"><li>• Who will supervise the contract?</li><li>• What experience and qualifications have they?</li><li>• Who would supervise the contract in the event of illness or absence?</li><li>• What experience and qualifications does your second in command hold (if applicable)</li></ul>		



STAFF	NOTES	SCORE
<ul style="list-style-type: none"><li>• Please provide a brief summary of the operational staff in your company who would be employed on this contract. Within this summary, please include details of qualifications and length of relevant experience.</li><li>• Please describe the training policies of your company, and how it will apply to the staff on this contract.</li><li>• How will you deploy the staff on this contract (inc. information on employee numbers and regularity)?</li><li>• Where will the staff be based?</li><li>• What percentage of employees which are employed on a seasonal basis for the growing season?</li></ul>		

RESOURCES	NOTES	SCORE
<ul style="list-style-type: none"><li>• What types of machinery and equipment does your company hold?</li><li>• What machinery and equipment do you propose to use on the contract? Please give details on current and planned efforts to reduce impact on the Environment.</li><li>• What is your process in the event of breakdown of any of this machinery?</li><li>• What systems do you have for maintenance and replacement of machinery?</li><li>• Is it your intention to use subcontractors for this contract? If so, to what extent?</li></ul>		

EXPERIENCE	NOTES	SCORE
<ul style="list-style-type: none"><li>• What similar work do you carry out at present, who for and where? Please list according to employer, type of work, length and currency of contract, and physical area involved.</li><li>• To achieve the high standard and quality required by the Parish Council and users is a challenge, given the many variables (weather, machinery, illness etc.). Explain how you will overcome these and other challenges to ensure week in week out delivery. Please give examples when you have had to response to similar/related challenges.</li></ul>		

## CATEGORY SCORING CRITERIA

0	Fails to meet the minimum requirements.
1	Basic compliance only
2	Generally, of a good standard with some reservations.
3	Good standard
4	High standard but falls just short of A.
5	Very high standard with no reservations at all about acceptability.

## EVALUATION MODEL (WITH WEIGHTINGS)

EVALUATION CATERGORY	CATERGORY WEIGHTING (A)	MARKS AWARDED (B)	WEIGHTED MARKS (C) (AxB=C)
Supervision	10%		
Staff	12.5%		
Resources	10%		
Experience	10%		
General	7.5%		

Cost will be scored with the lowest tender receiving the most points and highest the least points.

Cost	50%		
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# Cantley with Branton Parish Council

## **TREE MANAGEMENT POLICY**

### **AIMS**

To value trees for the significant contribution they make to wellbeing and quality of life within the area. Trees are managed to promote biodiversity, climate mitigation, and visual amenity whilst being managed and maintained in a way which promotes their safety and health.

### **INTRODUCTION**

The Parish Council has a responsibility to ensure the Council's tree stock is regularly inspected and managed to ensure public safety and to minimise risk to property in particular in areas where the public may walk or sit beneath trees.

The Parish Council does this with the following objectives in mind:

- Ensure tree stock is maintained in a cost effective manner, maximising visual amenity and associated environmental benefits whilst minimising risks to public safety and property
- Ensure that the work undertaken on Parish Council trees is done to a high standard, is appropriate and in line with best arboricultural practice
- Ensure appropriate management of trees which are important for biodiversity, as wildlife corridors or as landscape features
- Promote the positive contribution made by trees to open spaces, including the value which they have for wildlife
- Identify opportunities for appropriate tree planting schemes including community orchards.

### **TREE INSPECTIONS**

The Parish Council's tree stock will be visually inspected by the Handyman on a regular basis and any concerns reported to the Clerk. Depending on the location and associated risks, a qualified arboricultural specialist may be consulted. The Parish Council also conducts its own routine annual visual assessment for dead branches, plus additional checks are carried out after periods of bad weather to identify damaged trees. The Parish Clerk retains records of the safety checks.

### **POLICIES**

The Parish Council will respond promptly to tree matters involving safety and will remove dead trees (except where biodiversity issues prevail) and dangerous and unsafe trees and branches. Trees which are in decline will be monitored in order to ensure they pose no risk to people or property.

Where it can be demonstrated that a tree from the Parish Council's stock is the direct cause of damage to property, the Parish Council will act to rectify the problem. In cases of damage to property it must clearly be demonstrated that the tree is the principal cause of the

damage. (The effects of tree litter such as leaves, twigs, fruit etc will not be considered as direct damage and no action will be taken by the Parish Council.)

Except in exceptional circumstances, the Parish Council will not prune its tree stock to alleviate the obstruction of light or telecommunication signals where branches overhang neighbouring properties. Works will only be carried out on trees which are restricting the efficiency of solar panels where the solar panels pre-date the presence of the tree.

When carrying out tree works the Parish Council will comply with all relevant legislation in respect of the protection of nesting birds and other wildlife. Only essential tree works will be carried out during the bird nesting season. Work will not be carried out on trees to address the issues of bird droppings. Prior to works being carried out on a mature tree the potential for bat roosts will be assessed. If it is found that there are features within the tree that are likely to be suitable for bat roosts, a survey will be carried. If bat roosts are found to be present appropriate mitigation measures will be implemented before any work takes place.

The Parish Council will consider accepting third party sponsorship for tree work only where this has been identified as good arboricultural practice.

The Parish Council will work with partners and community groups to identify opportunities to increase its tree stock through appropriate tree planting. There will be a presumption against removal of existing trees and where this is necessary replacement in the same location, or if this is not possible in another more suitable location, will be considered.

The Parish Council will consider planting new, species rich, native woodlands in appropriate locations to meet a variety of objectives, including habitat creation, the screening of unsightly development, the provision of shelter and the enhancement of the landscape. Veteran trees will be managed in a way that preserves their unique characteristics.

When managing trees and woodlands, consideration will be given to biodiversity issues in line with the Biodiversity Duty for Public Authorities enshrined in the Natural Environment and Rural Communities Act. In planting or adopting trees or tree belts, the Parish Council will be sensitive to the potential for damage or inconvenience, or the impeding of access, as the trees mature.

In addition, the Parish Council will recognise and take positive action to prevent the potential conflict of interest where developments are proposed in close proximity to existing trees, treebelts and wooded areas.

Adequate resources will be made available in order to ensure that the Parish Council complies with its duty of care in respect of tree safety.

All tree works carried out on behalf of the Parish Council will comply with appropriate Standards and Legislation in respect of tree protection, and will be undertaken by competent and qualified contractors

This policy will be reviewed every 3-5 years or when there are major changes to legislation or best practice in respect of tree management.

**Drafted:** December 2023

**Approved:** January 2024

**Reviewed:** December 2028



## Tree Inspection Report

All formal inspections will be carried out from ground level and will look at the following:

	Tree Inspected:	Level of Risk	Action Required	Priority Deadline	Action to be carried out by:
<p><u>Roots</u></p> <ul style="list-style-type: none"> <li>• Lifting of rootplate indicated by changes in soil level, or cracking of the soil around the roots</li> <li>• Included bark between buttress roots</li> <li>• Fungal fruiting bodies growing on, or from the roots</li> <li>• Physical damage of roots</li> <li>• Cavities, or decayed areas on the buttress roots</li> <li>• Lack of root flare</li> <li>• Loose dead bark on the buttress roots</li> <li>• Ooze, or exudate from roots</li> </ul>					
<p><u>Trunk</u></p> <ul style="list-style-type: none"> <li>• The presence of fungal fruiting bodies on the trunk</li> <li>• Wounds on the trunk</li> <li>• Splits within the trunk</li> <li>• Cankers on trunk</li> <li>• Areas of dead bark on the trunk</li> <li>• Epicormic growths on the trunk</li> <li>• Abnormal swellings on the trunk</li> <li>• Swelling of the trunk indicating possible internal decay</li> <li>• Cavities within the trunk</li> <li>• Ivy on trunk</li> <li>• Ooze, or exudate from trunk</li> <li>• Evidence of lightning strikes on the trunk</li> <li>• Sheer cracks along the plane of the stem from co-dominant stems</li> <li>• Signs of physical damage to the trunk from vehicular collisions or vandalism</li> </ul>					

<p><u>Main branches</u></p> <ul style="list-style-type: none"> <li>• Signs of included bark between tight branch unions and signs of incipient cracks</li> <li>• Presence of fungal fruiting bodies on branches</li> <li>• Presence of longitudinal cracks on large branches</li> <li>• Cracks on large branches</li> <li>• Hanging branches</li> <li>• Presence of dead, or broken branches</li> <li>• Cavities within large branches</li> <li>• Ooze, or exudate from branches</li> <li>• Signs of physical damage to branches from vehicular collisions or vandalism</li> <li>• Sudden changes in direction of branches.</li> <li>• Presence of extensive growth of ivy on branches</li> <li>• Unbalanced asymmetrical crown shape</li> </ul>					
<p><u>Canopy</u></p> <ul style="list-style-type: none"> <li>• Density of leaf cover</li> <li>• Check leaf size, colour and condition</li> <li>• Dieback of the outer canopy</li> <li>• Dead smaller branches within the canopy</li> <li>• Gaps within the canopy indicating weakened or broken branches</li> <li>• Broken branches within the canopy.</li> </ul>					

**Inspected by:**

**Date of Inspection:**

Priority Response

- High** From 24 hours to one month depending upon identified risk
- Moderate** Between 1 to 6 months depending upon identified risk
- Low** 6-12 months where possible depending upon identified risk
- Non-Priority** No action proposed



**CANTLEY WITH BRANTON PARISH COUNCIL**  
**PLANNING MATTERS SUMMARY January 2024**

<b>Pre February 2022</b>		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
19/02220/FUL 31 Warning Tongue Lane	Replacement of fence and erection of new section of 3,65m wall to rear	Pending
21/01904/FUL Land Adj 29 Warningtongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
<b>February 2022</b>		
21/03645/FULM Land South of Doncaster Road, Cantley	Residential development of 182 dwellings including associated access and infrastructure	Pending
<b>October 2022</b>		
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
<b>February 2023</b>		
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
<b>May 2023</b>		
22/01649/FUL 8 Warnington Drive, Bessacarr	Erection Of Replacement Detached Dwelling	Pending
<b>June 2023</b>		
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
<b>July/August 2023 (reported to September 2023 meeting)</b>		

23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve') (re-submission of 21/02108/REMM)	Pending
23/01322/FUL Yorkshire Wildlife Park	Erection of two animal houses & enclosures	Pending
22/01818/OUTM Land at Warning Tongue Lane, Cantley	Outline application of 8 residential dwellings (all matters reserved)	Pending
23/01510/FUL Unit 4 Victoria Court Industrial Estate, Quarry Lane, Branton	Erection of new workshop (8.9m x 12.9m) following demolition of existing store.	<b>Granted</b>
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
23/01668/FUL The Bungalow, Main Street, Old Cantley	Erection of a single storey pitched roof extension to the rear including internal and external alterations	<b>Granted</b>
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping	Pending
23/01154/OUT 3 Hallside Court, Old Cantley	Outline application for the erection of a detached dwelling and garage including demolition of the existing building within the site (all matters reserved)	Pending
23/01995/FUL Yorkshire Wildlife Park	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance with condition 1 of planning application 22/01960/FUL; current temporary permission to change to permanent)	<b>Refused</b>
November 2023		
23/02199/FUL 41 Chapel Lane, Branton	Erection of a first floor dormer extension and side roof extension	<b>Granted</b>
23/02217/FUL Bracken Lodge, Kilham Lane, Branton	Erection of an extension to the rear of the existing detached garage and replace the existing flat roof with a pitched tiled roof. Roof tiles and fascias to match the main dwelling. Walls to be rendered off white to match main dwelling house.	<b>Granted</b>
23/02291/FUL 13 Warnington Drive, Bessacarr	Erection of a conservatory on the rear of the property	Pending
23/02428/FUL Edale, Nether Cantley Lane, Old Cantley	Erection of single storey rear extension.	Pending

**APPEALS**  
**FORMAL COMPLAINTS**

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