

Minutes subject to approval at the next meeting

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 7th February 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors B. Innes (Chair), J. Rushby, A Gibbins.

IN ATTENDANCE: B. Walton (Clerk)

1) RESIGNATION OF CHAIRMAN

1.1 Chairman's Resignation

Members noted Councillor Chorlton's resignation.

1.2. Acting Chairman

RESOLVED (1)

a) The Parish Council wished to express their gratitude to David Chorlton for his service to the Parish Council over the years and for acting as Chairman more recently.

b) Members voted unanimously for the Vice Chairman, Councillor Brian Innes, to preside as Chairman until the Annual Parish Council meeting in May 2024 where a new Chairman will be appointed.

2) APOLOGIES

2.1 Apologies

Councillor's Y. Butterworth, N. Williams and A. Thorpe

2.2 Approval of Reasons Given

RESOLVED (2)

a) Apologies of absence were noted and approved.

3) DECLARATIONS OF INTEREST

3.1 Declarations of Interest

None.

3.2 Request Dispensation from Proper Officer

None

3.3 Items to which the public and press are excluded

Items 17.1 and 17.2 on the Agenda are to be excluded under the Public (admissions to meeting)

Act 1960.

RESOLVED (3)

4) APPROVAL OF MINUTES

3.1 Minutes of the Parish Council Meeting of 3rd January 2024

RESOLVED (4)

The minutes of the previous Parish Council Meeting held on the 3rd January 2024 be agreed and signed by the Chairman.

5) MEMBERS OF THE PUBLIC

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

No members of the public were present.

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

5.2.1 A resident raised concerns regarding traffic on Brockholes Lane and requested speed calming measures.

5.2.2 A resident complained about dog fouling around the village.

5.2.3 It has been reported to the Clerk that the access gate on the Branton side of the River Torne has been removed and replaced with works fencing. The gate was purchased by Cantley with Branton Parish Council and Auckley Parish Council jointly many years ago.

5.2.4 Information has been received regarding revised bus timetables.

RESOLVED (5)

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- a) The Clerk has responded to the resident stating the Parish Council has no powers to be able to install traffic calming measures or change a speed limit however if the resident wished, the Clerk would raise their concerns with CDC Highways Department and Ward Councillors.
- b) The Clerk has reported the concerns re Dog Fouling to CDC and incorporated some text into the next Parish Council Newsletter.
- c) The Clerk has contacted the Environment Agency seeking clarity on the removed gate.
- d) The Clerk has circulated the bus timetable changes to all members for information, posted the details on the Parish Council Facebook page and asked Councillor Rushby to forward on to the resident who contacted her recently.

6) CITY OF DONCASTER COUNCIL

6.1 Ward Councillor's Report

Apologies were received from the Ward Councillors. No updates were received.

6.2 Update on the MUGA

The percolation test has been carried out yesterday and today. The Contractor will provide CDC with their report in the next week/two and if everything is OK, CDC will then go out to Tender for the MUGA. The Clerk informed members of concerns regarding the state the contractors are going to leave the field and confirmed she had already emailed CDC raising her concerns.

6.3 Central Locality Delivery Plan and South Locality Delivery Plan

Members were provided with a briefing paper relating to the above Locality Delivery Plans for information.

6.4 Emptying Bins

The Clerk updated Members on CDC's quote for emptying Kilham Hall Park's bins for 2024/2025 at a cost of £585.08. This is an increase of £36.70 from 2023/2024.

6.5 Supplementary Planning Documents (SPD)

Members had previously been provided the above consultation for consideration.

6.6 Identify any new Highway matters

No issues were reported.

RESOLVED (6)

- a) Clerk to chase CDC regarding the results of the percolation test and tender.
- b) Members noted the Central Locality Delivery Plan and South Locality Delivery Plan contents and were happy with them.
- c) Members noted CDC's quote for emptying bins at Kilham Hall Park and approved the same.
- d) Members were to look at CDC's Supplementary Planning Documents consultation and feedback any comments to the Clerk for submitting by Wednesday 20th February 2024.

7) CLERK'S REPORT AND ADMINISTRATION ISSUES

7.1 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 the next Clerk's Forum where Policies, Procedures and Powers were being discussed.

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

Regular updates are made to the website and Facebook.

7.2.1 The Clerk provided members with the updated Parish Precept document for inclusion on the website.

RESOLVED (7)

- a) Members noted the Clerks report and actions taken.
- b) The Clerk is to attend the Clerk's Forum on 8th February relating to powers, policies and procedures.
- c) The Clerk is to update the website with the Parish Precept document.

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

8.1 Grass Cutting Tender

The Clerk informed Members that four companies had requested Tender documentation for the grass cutting contract. The Clerk met with the Chairman at 5.30pm to open the Tenders

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received. Two Tenders were received and the Clerk provided members with the two quotes for consideration. The first was for £756.16 plus VAT and the second was for £1920 plus VAT.

8.2 New Development for Doncaster Road Garden

The Clerk informed Members of a gap where the old tree had been removed from Doncaster Road garden and suggested a new feature for the area.

8.3 Advice from Dickinson Wood Solicitors regarding KHMC Lease

The Clerk had previously circulated Dickinson Wood's advice regarding the maintenance of Kilham Hall building to Members and KHMC Chair and Treasurer for information. The Chairman informed Members that KHMC meet yesterday evening to discuss this advice who felt the Lease should be amended.

8.4 Studded Wall to Kilham Hall Meeting Rooms

The Clerk sought approval from Members for the Handyman to make a studded wall in the entrance to Kilham Hall meeting rooms from the old store cupboard doors at a cost of approximately £150.

8.5 Marmax Prize Draw

The Clerk informed members of a free monthly prize draw by Marmax, the supplier who the Parish Council bought picnic benches and benches from previously.

8.6 Kilham Hall Management Committee's Report (KHMC)

Councillor Innes informed Members that an extra meeting was called on 6th February to discuss the Solicitor's advice regarding the Lease. The next meeting is scheduled for 11th March 2024.

RESOLVED (8)

- a) Members approved the first tender in the sum of £756.16 plus VAT and appointed Glendale Countryside Ltd.
- b) Clerk is to inform Glendale of their success and thank North Notts Landscapes Ltd for expressing their interest but that they were unsuccessful on this occasion.
- c) Members voted against the new feature for Doncaster Road due to cost and potential damage/theft.
- d) Members felt the Parish Council should be liable for maintenance costs of Kilham Hall as Landlord and therefore requested the Clerk contact Dickinson Wood Solicitors to seek a cost for a Deed of Variation being drawn up to make this amendment.
- e) The Clerk is to inform Kilham Hall Management Committee of the Parish Council's decision regarding the maintenance of the building and seek a donation of half the cost for the legal work.
- f) Members approved the studded wall to be built in the meeting rooms' entrance at a cost of £150.
- g) Members were happy for the Clerk to enter the Marmax Free Prize Draw.
- h) Noted Kilham Hall Management Committee's update.

9) PARISH COUNCIL MATTERS

9.1 Notice of Vacancy

The Clerk informed Members that the Notice of Vacancy provided by CDC had been placed on the Notice Boards and the Parish Council should hear back from CDC soon after the 9th February as to whether they can advertise to co-opt for the current vacancy.

9.2 Co-Option Advert

The Clerk provided members with a draft advert for a potential vacancy. The Clerk sought advice on the closing date for the notice.

9.3 Member for Kilham Hall Management Committee

Due to Councillor Chorlton's resignation there was now a Parish Council vacancy on Kilham Hall Management Committee. Members were asked if they would consider this vacancy or whether to defer to a future meeting once a new Member is co-opted.

9.4 Reserve Representative for the YWP Consultative Committee

Due to Councillor Chorlton's resignation, a reserve representative was required for this Committee. Members were asked if they would consider this vacancy or whether to defer to a future meeting once a new Member is co-opted.

9.5 Appoint a Parish Councillor as Internal Auditor

Due to Councillor Chorlton's resignation, the Parish Councillor need to appoint a second Member as Internal Auditor.

9.6 Audit Plan and Internal Control Exercise

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The Clerk presented Members with the Audit Plan for 2024. This document highlights tasks that have to be undertaken by a Parish Council throughout the year. Members were also provided with an Internal Control Checklist and asked to consider a date for the Councillors appointed as Internal Auditors to carry out this exercise.

RESOLVED (8)

- a) CDC's Notice of Vacancy and timeframe was noted.
- b) The Clerk is to advertise the co-option vacancy if CDC inform the Parish Council that it is OK to do so. A deadline for expressions of interest is to be 15th March 2024 to enable interested applicants to attend the March Parish Council meeting to observe if they so wish.
- c) Councillor Gibbins expressed an interest in the membership of Kilham Hall Management Committee and Members voted unanimously.
- d) The Clerk is to inform Kilham Hall Management Committee of Councillor Gibbins appointment.
- e) Councillor Gibbins expressed an interest in the reserve representative for the YWP Consultative Committee. Members voted unanimously.
- f) Members agreed to defer appointing a Parish Council Auditor until more Members were present at the meeting.
- g) Members approved the Audit Plan and noted the Internal Control exercise.
- h) Members approved the Internal Control exercise to take place Mid March 2024 however deferred an exact date until the next meeting when a second Internal Auditor is appointed and both Auditors can give their availability.

10) PARISH MATTERS

10.1 Quarterly Newsletter

The Clerk provided members with a draft Newsletter for consideration along with where to publish it. Items included it in were Christmas events, Keeping the Parish tidy, Dog Fouling, Parish Precept, Volunteering around the Parish, Annual Parish Meeting, Defibrillators and the Parish Council Facebook page.

10.2 Environmental Pride – Round 4

The Clerk had previously circulated information on this grant to Members for information. The Clerk sought guidance on which community groups the Parish Council felt they could share this information with.

10.3 Christmas Illuminations Tender

The Christmas Illuminations Contract (3 years) has expired and the Clerk sought guidance on tendering processes and how the Parish Council wanted to proceed for 2024/2025. Currently the installation and removal of the illuminations costs the Parish Council approximately £1500 plus VAT per annum.

RESOLVED (10)

- a) Members approved the content of the quarterly newsletter and agreed to publish it in the Bessacarr Journal and the Arrow Publications.
- b) The Clerk is to circulate information on Environmental Pride – Round 4 grants to Branton St Wilfrids Primary School and also to Branton Football Club.
- c) Members approved the Clerk to email out to organisations asking them to express an interest in quoting for the Christmas illumination contract for 2024/2025 onwards.

11) FINANCIAL

11.1 Direct Bank Payments

That the following payments are duly authorised.

23/144	Clerk (Salary)	£825.96
23/145	Handyman (Salary)	£862.14
23/146	HMRC (January 2024)	£251.91
23/147	CDC (Grounds Qtr 3)	£ 50.62
23/148	Clerk (Ebay - Tree Tags)	£ 12.26
23/149	Clerk (Postage)	£ 2.70

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23/150	CDC (Bins KH)	£189.50
23/151	Clerk (Postage)	£ 2.40
23/152	Handyman (Postcrete)	£ 14.94
23/153	Handyman (Timber)	£ 29.16
23/154	Handyman (Workwear)	£ 45.98
23/155	Handyman (Cable Ties)	£ 7.39
DD02/30	O2 (Mobile)	£ 12.00

11.2 3rd Quarter Bank Reconciliation

The Clerk presented members with the third quarter bank reconciliation for approval. This showed total spend of £57,599.83, receipts of £51,884.80 and a balance of £72,293.70.

11.3 Council's Banking Arrangements

The Clerk sought clarity from Members that they'd all received their log in details and they'd validated them. The switch from the current provider, Natwest, to the new Provider, Unity Trust will take place on the 16th February 2024.

11.4 Bank Statements

The Clerk provided Members with December and January's bank statements for noting.

RESOLVED (11)

- a) The regular payments document was approved.
- b) The 3rd quarter bank reconciliation was approved.
- c) The Clerk is to ensure the Council Auditors sign the 3rd quarter bank reconciliation.
- d) The update on the new banking arrangements were noted.
- e) The bank statements were noted.

12) POLICIES/RISK ASSESSMENTS/DOCUMENTS

The following Policies and documents were presented for consideration and approval.

12.1 Disciplinary Policy

The Clerk presented the reviewed policy.

12.2 Grievance Policy

The Clerk presented the reviewed policy and highlighted changes to Paragraphs 4 and 16.

12.3 Dispensation Policy

The Clerk presented the reviewed policy.

12.4 Fire Safety Policy

The Clerk presented the reviewed policy.

12.5 Lone Worker Policy

The Clerk presented the reviewed policy.

12.6 Media Policy

The Clerk presented the reviewed policy.

12.7 Meeting Attendance Policy

The Clerk presented the reviewed policy.

12.8 Grants Policy

The Clerk presented the reviewed policy. An addition had been made to Paragraph 2.1 following the approval of the 2024/25 budget setting. Amendments made to Paragraph 5.1 referring to Appendix 1 and dates/figures incorporated into Appendix 1.

12.9 Community Engagement Policy

The Clerk presented members with a new policy. This is considered best practice to have this policy.

12.10 Draft Report Template

The Clerk presented members with a new report template. If ever members want to add an item to the Agenda they can complete the Report template to ensure sufficient information is provided to other members.

RESOLVED (12)

- a) The above policies and templates were approved, pending a few typographical errors amending.
- b) The Clerk is to add the policies to the website.

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13) PLANNING APPLICATIONS

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

23/02598/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance to condition 1 of planning application 22/01960/FUL granted on 25/01/2023 - Temporary consent).	No comments or concerns
24/00034/PDTEL 37 Stayers Road, Bessacarr	Notification to utilise permitted development rights in accordance to Town and Country Planning (General Permitted Development) Order 2015 Class A Part 16, Schedule 2 - Installation of a 12M Pole for the mounting of LoRaWAN gateway equipment.	No comments or concerns
24/00054/TCON 4 Warrington Drive, Bessacarr	Notice of intention to undertake pruning on a Cedar, Beech and Maple situated within the South Bessacarr Conservation Area	Noted
24/00081/TCON 8 High Grove, Bessacarr	Notice of intention to prune several Silver Birch trees from adjacent properties back to the boundary, and remove two Silver Birch trees within the garden of the property, all being within the South Bessacarr Conservation area.	Noted
24/00056/FUL Manor Farm, Phase 2, Bessacarr	Erection of one dwelling, landscaping and associated infrastructure on Manor Farm Phase 2, Bessacarr, Doncaster – DRAFT	No comments or concerns
24/00114/FUL 41 Oak Tree Drive, Branton	Erection of a ground floor extension to the front of property	No comments or concerns
24/00065/REM Land To Rear Of Malawi, Green Lane, Old Cantley	Details of Access, Appearance, Landscaping, Layout and Scale of Design for the erection of a dormer bungalow (being matters reserved in outline application previously granted permission under ref 22/02227/OUT granted on 07.12.2022)	Noted
21/01904/FUL Land Adj to 29 Warning Tongue Lane, Bessacarr	Erection of two storey detached dwelling house with attached garage and associated external works (amended)	They agree with the Tree Officer's comments in that it looks tight to fit a house on the land and the Parish Council object to any trees being removed.

RESOLVED (13)

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

14) POLICE ISSUES

14.1 Police Issues

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Police Drop In – 1 member of the public attended the drop in session held on 24th January 2024 at Kilham Hall Meeting Rooms to discuss the Neighbourhood Watch Scheme on Poppyfields Estate. The next drop in is scheduled for Wednesday 13th March 2024 between 10am and 11am at The Café, Branton Garden Centre, Doncaster Road, Branton.

RESOLVED (14)

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

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, YLCA Training Programme, Community First Funding News Update, CDC's Roadworks reports, CDC's Funding news, Environmental Pride Round 4, SLCC Bulletin, Civility & Respect Bulletin, NALC CEO Bulletin and NALC Training.

RESOLVED (15)

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

16) DATE OF NEXT MEETING

16.1 Date of Next Meeting

RESOLVED (16)

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

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's January Timesheet

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

17.2 Handyman's January Timesheet

Handyman's timesheet for January was shared for information.

RESOLVED (17)

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

The meeting closed at 7.30pm

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

1) CDC

- a) Planning Application for MUGA - Percolation test will be carried out 6th and 7th February 2024. **BSP (the Contractor) have confirmed they need two days testing to ensure sufficient data. The cost of this, plus 15% consultancy fee to ensure they complete the relevant documentation to meet the Planning Application requirements is £4,772.50 plus VAT. Contractor has returned to site to make the ground good and Handyman/Gardener will complete the work. Been chasing CDC for outcome and any updates.**

2) Recreation Ground/Garden Areas

- a) MUGA – **Awaiting update from CDC re: percolation test then should be going out to Tender.**
b) Awards for All Grant for MUGA – **Application submitted for £20k. Even if we get this we may still be short on finances due to increased costs. CDC have stated they don't think we'll be successful again as the PC needs to be more community led ie. Friends of Group etc**

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

- a) 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.**
b) Lease – **Awaiting PC approval to instruct Solicitor to amend the Lease.**
c) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**

4) Parish/Community

- a) Defibrillator's – **Checked regularly and the Circuit Website updated. Resident in Old Cantley stated they could site one. Gone back to them with criteria for siting one and awaiting reply.**
b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**
c) Parish Council Vacancy – **Closing date for co-option is 12noon on Friday 15/03/24 and added to April Agenda for Co-option.**
d) Informed the gate that the PC & Auckley PC paid for at the River Torne has been removed – **Contacted the Environment Agency and they've stated that the gentleman who authorised the gate and access has since left the Agency. It is not a public right of way and due to recent issues and police in attendance they've removed the gate and style and will be replacing it with a larger, higher gate. If either CwBPC or APC want the gate they are welcome to collect it.**

5) Parish Council Procedures/Finance

- a) Website –**Updated regularly**
b) Facebook – **Updated regularly**
c) Precept for 2024/2025 – **Informed CDC of change of bank details for precept payment**
d) Bank Account – **All monies and DD's transferred to new accounts. Old Natwest Accounts both closed. Will need to remove Cllr Chorlton from new banking but will wait til we co-opt a new member and add them at same time.**
e) Policies –**Policies Reviewed:**
 - **Terms of Use**
 - **Complaints**
 - **Pay**
 - **Risk Management**
 - **Training and Development**
 - **Usage and Hire of Recreation Ground and Meeting Rooms****New Policy**
 - **Scheme of Delegation**

f) 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 - next session was 13th March 2024 at 10am at Café at the Garden Centre, Doncaster Road, Branton.**

7) Training/Networking

a) Clerk is attending Martyn's Law webinar on 7th March 2024 and Introduction to CILCA on 13th March 2024.

b) Pending

N/A

Actions Following Meetings - 2023 - Clerk's Report

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

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	N	Reported back and agreed current account and savings account for the reserves
05/07/2023	10.5	New signatories for the new bank account would be Councillor Williams, Councillor Chorlton, Councillor Innes	Clerk		N	As above
05/07/2023	10.5	Clerk to check annual list of payments and any other invoices outside this list need to go to PC prior to payment for approval	Clerk	Sep-23	N	Take to October PC meeting for approval
05/07/2023	10.6	Update Social Media Policy on Website	Clerk	12/07/2023	N	
05/07/2023	12.1.1	Publicise poppies to be handed to Clerk by 03/10/23	Clerk	Aug/Sept/Oct	N	FB post drafted and scheduled
05/07/2023	12.1.2	Publicise and request volunteers to sew poppies onto netting	Clerk	Aug/Sept	N	FB post drafted and scheduled - Dates for sewing 05/10/23 and 12/10/23
05/07/2023	13.1	Complete Section 171 Crane Agreement form for 4 Christmas Illumination sites and send to DMBC	Clerk	14/07/2023	N	Sent Licence, await DMBC response
05/07/2023	13.2	Discuss arrangements with KHMC for pantomime - cost of tickets, advertising them, where selling them	Chairman/KHMC	10/07/2023	N	Chair of KHMC updated me, tickets printed and ready to take to Premier, Posters printed ready to display and put on FB
05/07/2023	13.3	Carol's Around the Tree arranged for 01/12/23 - publicise nearer the time	Clerk	Oct/Nov/Dec	N	Clerk to publicise on FB and poster on Notice Boards
05/07/2023	13.3	Speak to Three Horseshoes Landlord re: use of corner of Car Park	Clerk/Councillor Butterworth	Juy-Nov	N	Spoke to Landlord, he's closing car park off - we can use top corner and he's thinking of running a Christmas Market alongside our event. Members informed of this via email 04/08/23
05/07/2023	13.4	Book Armthorpe Elmfield Brass Band	Clerk	10/07/2023	N	
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	N	Emailed Doncaster Youth Council - no reply
05/07/2023	17.2	Member availability for Full Council Training given for 10/10/23 - Clerk to book the session	Clerk	07/07/2023	N	Emailed YLCA and confirmed and Texted Members asking them to book it in 5.30pm-8.30pm
05/07/2023	17.2	Book meeting room with Caretaker for Full Council Training	Clerk	12/07/2023	N	Emailed caretaker
05/07/2023	20.1	Email Warrens GBC informing them Clerk is to be paid 5hrs30mins overtime	Clerk	07/07/2023	N	
06/09/2023	4.2	Add residents request for a zebra crossing on to the October Agenda	Clerk	Sep-23	N	Added agenda item
06/09/2023	5.2.1	Check with DMBC whether air brick or fan vent quoted for in extension	Clerk	07/09/2023	N	Response received 06/11/23
06/09/2023	5.2.1.2	Obtain quotes from 2 independent companies for fan vent for extension to compare prices with DMBC	Clerk	12/09/2023	N	Accepted RJ Electrical's quote and requested works be scheduled
06/09/2023	5.2.1.3	Inform DMBC that a graded ramp isn't suitable and request quote for a handrail	Clerk	07/09/2023	N	Quote received 06/11/23 - taking to Dec PC meeting
06/09/2023	5.2.2	Write to DMBC asking whether current percolation test would suffice planning precommencement condition or whether we have to have a new one	Clerk	07/09/2023	N	Response from DMBC stating has to be a separate percolation test and report for MUGA
06/09/2023	5.2.2	Obtain quote from GNE re: Percolation tests and reports relating to Drainage of the MUGA if need be	Clerk	12/09/2023	N	Verbal quote received from GNE - £600 plus VAT for report and approx £600 plus VAT for percolation test Phoned DMBC and queried this against the quote they have sent as £2k more expensive. Asked for clarity from their technical advisors if GNE's work would be sufficient and if so as client we would expect cheaper quote to be taken. Await reply from DMBC
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 Publicationa and Today Publications for publishing	Clerk	06/10/2023	N	
04/10/2023	9.2	Complete the CDC Events form online and await reply from CDC re: Event Planning Document - is it needed	Clerk	06/10/2023	N	Chase CDC for reply as to whether an Event Planning Document is required
04/10/2023	9.3	Arrange for Poppy Displays etc to be up by end of October 2023 and remove on 17th November 2023	Clerk/Handyman	06/10/2023	N	Installation 25/10/23 & 27/10/23
04/10/2023	10.1	Ensure Section 3 of AGAR and Notice of Conclusion is on Website and Notice Boards	Clerk	27/09/2023	N	
04/10/2023	10.5	Submit Quarter 2 HMRC Return	Clerk	06/10/2023	N	
04/10/2023	10.7	Liaise with Internal Auditor to see when would be best to change bank for PC - now or end of financial year	Clerk	06/10/2023	N	Internal Auditor and YLCA advise change bank immediately
04/10/2023	10.8	Look at Awards for All Grant for gap in costs of MUGA and apply	Clerk	15/01/2023	N	Application sent in
04/10/2023	10.9	Confirm £100 donation to British Legion for 2 poppies - 1 for school and 1 for memorial bench	Clerk	05/10/2023	N	Wreaths delivered, one taken to school, one located on bench. Donation made to RBL
04/10/2023	11.2-11.4	Place new policies on website	Clerk	09/10/2023	N	

04/10/2023	12.1-12.4	Send feedback on planning applications to CDC	Clerk	05/10/2023	N	
04/10/2023	12.1-12.4	Update PC Planning Register	Clerk	09/10/2023	N	
04/10/2023	13.1	Draft a post for FB stating police are carrying out extra patrols due to current criminal activity in area	Clerk	09/10/2023	N	
04/10/2023	14.1	Christmas Illuminations to be lit during darkness and if can't be on a timer, on all the time	Clerk	10/10/2023	N	Informed Christmas Plus and RJ Electrical
04/10/2023	14.2	Clerk to draft a poster for Carols Around the Tree Event and advertise on FB and Notice Boards towards end of this month	Clerk	End of October	N	Poster drafted and advertised on FB and website
04/10/2023	14.2	Clerk has printed off tickets and posters for event ready for placing on facebook, notice boards and to take to Premier shop	Clerk	End of October	N	Clerk taken tickets etc to Premier Shop (31/10/23)
04/10/2023	14.3	Volunteers are requested for Sunday 3/12/23 at Pantomime	All Councillors	01/11/2023	N	Members to inform the Clerk/Chairman at next meeting of their availability
04/10/2023	17.1 & 17.3	Send Warrens GBC timesheets for Clerk & Handyman	Clerk	05/10/2023	N	
04/10/2023	17.2	Write a letter to Clerk confirming hours remain at 15hrs pw and will be reviewed following 2024 Appraisal	Clerk	24/10/2023	N	Chairman approved it
04/10/2023	17.4	Clerk to talk to Handyman regarding Contracted hours and write to him confirming hours will increase to 15hrs pw and be reviewed following 2024 appraisal	Clerk	05/10/2023	N	Letter wrote to Handyman re: Hours
01/11/2023	4.2.1	Clerk to enquire with CDC to get an up to date quote for CCTV cameras on exit/entry points in village	Clerk	02/11/2023	N	Quote received for 2 cameras and incorporated into draft budget
01/11/2002	4.2.1	Clerk to communicate PC discussions/actions with resident	Clerk	02/11/2023	N	Clerk emailed update to resident
01/11/2023	4.2.1	Clerk to incorporate CCTV in budget for 2024/2025	Clerk	Nov-23	N	Done
01/11/2023	4.2.2	Clerk has informed resident to contact Ward Cllr Cox as CDC responsibility for lamp posts	Clerk	01/11/2023	N	Resident has contacted Cllr Cox and he will inform CDC that neighbourhood watch signs are being placed on lamp posts on Poppyfields Estate
01/11/2023	4.2.3	Clerk to inform resident that PC don't want to purchase Christmas tree	Cerk	02/11/2023	N	Resident emailed
01/11/2023	4.2.4	Clerk to write to First Bus Group and cc Ward Cllr Cox and Oliver Coppard, SY MCA in on response expressing concerns regarding reduced bus timetable	Clerk	14/11/2023	N	Clerk drafted letter 06/11/23, sent to members for approval by close of business 08/11/23. Cllr Rushby made comments. No further comments received so letter sent 14/11/23.
01/11/2023	5.2.1 & 5.2.2	Continue to chase CDC and log amount of times we do so	Clerk		N	
01/11/2023	6.1	Contact GNE re flooding in car park recently due to excessive weather conditions	Clerk	02/11/2023	N	Clerk has emailed, left voicemails and texted GNE
01/11/2023	6.2	query regarding how much traffic is received to the PC website	Clerk	02/11/2023	N	Reply received
01/11/2023	7.1	Quote received from CDC re; aerial wire in sum of £150	Clerk	07/11/2023	N	Confirm quote/work to be undertaken

01/11/2023	7.1	Clerk to contact the supplier of the gym equipment regarding a few of the ROSPA Inspectors comments re: pull up bars	Clerk	10/11/2023	N	Clerk found out who installed the equipment and in contact with them and the manufacturer following receipt of installation guidelines. Awaiting reply as to who in DMBC commissioned the Gym.
01/11/2023	7.1	Clerk to query few of actions with ROSPA Inspection ie. finger trap	Clerk	14/11/2023	N	Clarity sought and informed Handyman of the same
01/11/2023	7.2	Clerk to liaise with KHMC Treasurer about future pay back costs for electricity and who pays the bills etc	Clerk/KHMC Treasurer			
01/11/2023	7.2	Diarise for January and July to do selling electricity back	Clerk	02/11/2023	N	Diarised
01/11/2023	7.3	Request energy bills for last year from KHMC and work out 10% to send to KHMC Treasurer	Clerk	02/11/2023	N	Sought clarity on figures from KHMC Treasurer - pay 10% on 15/11/23
01/11/2023	7.3 & 8.3	Look at Lease as to who is responsible for shutters/leak in roof etc - KHMC or PC	Clerk	20/11/2023	N	Clerk feels KHMC is responsible but Members to determine. Requested advice from PC Solicitor and Insurers - awaiting reply
01/11/2023	8.1	Incorporate Foundation Award of the LCAS in 2024/25 budget - £130	Clerk	Nov-23	N	
01/11/2023	8.2	Incorporate items from Action Plan into 2024/25 Budget	Clerk	Nov-23	N	Clerk incorporated into budget ready for PC in Dec 23
01/11/2023	8.2	Look at Grants Policy when working out budget and amend to incorporate how much funds are available and whether it is shared out etc	Clerk	Jan-24	N	On February 2024 Agenda
01/11/2023	8.2	Find out who owns Canters at Old Cantley and approach asking if they would mind housing a defib cabinet on outside of the building	Clerk	06/11/2023	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	N	Texted Cllr Williams asking when he's free to sign bank statements. Await availability.
01/11/2023	10.1	Publicise Biodiversity on FB - what the PC already does and intends to do	Clerk	06/11/2023	N	Posts scheduled for the next week or so to cover biodiversity
01/11/2023	10.1	Include money in 2024/2025 Budget to cover biodiversity actions	Clerk		N	Included
01/11/2023	11.1	Finalise the Biodiversity Policy and Action Plan and publish online	Clerk	04/11/2023	N	Finalised and published on website
01/11/2023	11.2	Publicise the Data/Information Audit on Website	Clerk	04/11/2023	N	
01/11/2023	11.3	Publicise the Asset Register & Disposal Policy on Website	Clerk	04/11/2023	N	
01/11/2023	11.4	Make slight amendment to Reserve Policy and publicise on Website	Clerk	04/11/2023	N	

01/11/2023	11.5	Publicise the Compassionate Leave Policy on the website	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	
06/12/2023	4.2.1	Raise residents query with Ward Cllrs to raise with CDC and give them PC's comments	Clerk	07/12/2023	N	Clerk informed Ward Cllr S Cox. He has a meeting with CDC on 13/12/23 re: S106 at Manor Farm so will raise this then.
06/12/2023	5.2.2	Instruct CDC to go ahead with percolation test	Clerk	07/12/2023	N	
06/12/2023	6.1	Clerk to resend information to members and ask for response	Clerk	07/12/2023	N	Await Members replies
06/12/2023	7.2	Contact Donna Flicker at CDC to see if she knew who project managed the installation of the Outdoor gym and raise ROSPA issues with it to them	Clerk	07/12/2023	Y	Contacted D. Flicker at CDC she remembers a handover meeting of the equipment so therefore the PC accepted the work and no comeback. She put me in touch with Dave Chadbourne who would have coordinated it. He is looking into it and will let me know. Chased again 18/01/24
06/12/2023	7.3	Seek clarity on the Lease from Dickinson Wood Solicitors re: maintenance	Clerk	07/12/2023	N	March Agenda for PC approval and to then instruct Dickinson Wood
06/12/2023	7.4	Contact Insurance and seek clarity regarding buildings insurance and duplication between KHMC & PC	Clerk	07/12/2023	N	Insurers replied - PC should insure building and unless anything in the lease, KHMC shouldn't
06/12/2023	7.4	Inform KHMC Treasurer that they don't have Employer's Liability Insurance and they need it for the Caretaker	Clerk	07/12/2023	N	
06/12/2023	7.5	Complete Fire Manual information	Clerk/Caretaker	08/12/2023	N	
06/12/2023	7.6	Speak to Handyman about actions from Fire Manual	Clerk	08/12/2023	N	Fire evacuation Point notice ordered and installed
06/12/2023	7.7	Order new Fire evacuation sign for KH Car Park	Clerk	08/12/2023	N	
06/12/2023	9.1	Advertise for volunteers to continue making poppies	Clerk	07/12/2023	N	Scheduled a FB post
06/12/2023	9.2	Advertise the Covid Drop In session	Clerk	07/12/2023	N	
06/12/2023	9.3	Advertise the Litter Pick	Clerk	07/12/2023	N	Scheduled a FB post
06/12/2023	10.2	Pay Christmas Plus Invoice	Clerk	15/12/2023	N	

06/12/2023	10.4	To make Donation to Thorne Rural Lions	Clerk	15/12/2023	N	
06/12/2023	10.5	Chase Cllr Williams for details for banking	Clerk	08/12/2023	N	Received
06/12/2023	10.6	Amend first draft of budget and recirculate to Members for information	Clerk	11/12/2023	N	Amend if any further comments
06/12/2023	11.1 to 11.4	Upload new policies onto Website	Clerk	07/12/2023	N	
06/12/2023	12.1.1 to 12.1.4	Provide CDC with PC's comments on planning applications	Clerk	07/12/2023	N	
06/12/2023	13.1	Advertise next Police drop in session	Clerk	07/12/2023	N	Scheduled a FB post
06/12/2023	14.1	Cllr Gibbins to provide Clerk with his action plan for circulating to members	Cllr Gibbins	07/12/2023	N	
06/12/2023	14.2	Circulate Cllr Gibbins Action Plan to Members	Clerk	08/12/2023	N	
06/12/2023	15.1.5	Book on free webinar relating to Local Council Award Scheme	Clerk	07/12/2023	N	Booked on 12/12/23
06/12/2023	18.1 to 18.3	Forward timesheets and Pay Award details to Warrens GBC for December payroll run	Clerk	07/12/2023	N	
03/01/2024	5.3	Move to February Agenda	Clerk	03/01/2024	N	
03/01/2024	6.2	Check with Web Developer if Analytics are added for free (plus his time for adding it), would the Clerk be able to run ad hoc reports or is it more complex that he'd need to do it?	Clerk	04/01/2024	Y	Checked with Web Developer - more complex but he'll check if there is a simple reporting tool that can be set up and Clerk do. Await reply.
03/01/2024	7.1.2	Request Handyman remove concrete edging around Pull Up bars and repairs surface around the area to make safe	Clerk	05/01/2024	N	
03/01/2024	8.1	Archive Minutes from 2011 to 2021	Clerk	17/01/2024	N	Took documents to be archived
03/01/2024	8.2	Apply for King's Portrait Scheme when it opens	Clerk	Feb-24	N	Done
03/01/2024	9.1	Put FB post on about Keep Britain's Tidy "Buy Nothing New Month"	Clerk	05/01/2024	N	
03/01/2024	10.5	Finalise Budget as agreed	Clerk	05/01/2024	N	
03/01/2024	10.6	Inform CDC of Precept request	Clerk	05/01/2024	N	
03/01/2024	10.7	Inform Claire Wellings of appointment as Internal Auditor	Clerk	05/01/2024	N	
03/01/2024	10.8	Email out interested parties for Grass tender	Clerk	05/01/2024	N	Emailed 4 potential providers and sent Tender documentation out upon request
03/01/2024	10.9`	Draft Christmas Illuminations Tender	Clerk	25/01/2024	N	February Meeting
03/01/2024	11	Finalise Tree Management Policy & Tree Inspection Report and place on website	Clerk	05/01/2024	N	
03/01/2024	11	Update Policies List and place in Policy Folder	Clerk	08/01/2024	N	
03/01/2024	12.1	Provide CDC with PC's comments on planning applications	Clerk	04/01/2024	N	
03/01/2024	17.1 & 17.2	Send timesheets to Warrens GBC for payroll run	Clerk	04/01/2024	N	
03/01/2024	17.3	Coordinate Clerk's Appraisal with Chairman for March/April 2024	Clerk/Chairman		Y	
07/02/2024	5.2.2.	Include article on dog fouling in Newsletter	Clerk	08/02/2024	N	Done

07/02/2024	5.2.3	Await clarity from Environment Agency re: Gate	Clerk	06/02/2024	Y	EA responded - updating Members at March meeting then need to speak to Auckley PC
07/02/2024	6.2	Ensure ground is left good following percolation test	Clerk	10/02/2024	N	Contractor returned and ground made good and excess removed
07/02/2024	6.3	Provide feedback to CDC re: Locality Plans	Clerk	10/02/2024	N	Done
07/02/2024	6.5	Provide Clerk with feedback on SPD Consultation so she can let CDC know	All Members	29/02/2024	N	None received/sent
07/02/2024	7.2.1	Place Precept document on Website	Clerk	09/02/2024	N	Done
07/02/2024	8.1	Inform successful grass contractor	Clerk	11/02/2024	N	Done
07/02/2024	8.1	Inform unsuccessful grass contractor	Clerk	11/02/2024	N	Done
07/02/2024	8.3	Clerk to Email Solicitor requesting price for amendment to Lease work	Clerk	07/02/2024	N	£350 plus VAT
07/02/2024	8.3	Place KH Lease/Deed of Variation on next Agenda	Clerk	08/02/2024	N	Done
07/02/2024	8.3	Update KHMC with cost of Deed of Variation and seek clarity that they will pay half	Clerk	08/02/2024	N	Done and KHMC agreed to pay £175
07/02/2024	8.4	Confirm with Handyman that studded wall can be built	Clerk	09/02/2024	N	Done
07/02/2024	8.5	Clerk is authorised to enter the PC into free monthly prize draw with Marmax	Clerk	08/02/2024	N	Done
07/02/2024	9.2	Amend the deadline date to 15/03/24 on Councillor Vacancy advert	Clerk	08/02/2024	N	Done
07/02/2024	9.2	Advertise co-option vacancy if CDC say we're able to - website, FB page and Notice Boards	Clerk	09/02/2024	N	Done
07/02/2024	9.3	Let KHMC know that Cllr Gibbins is new PC representative	Clerk	09/02/2024	N	Done
07/02/2024	9.3	Let Andrew Shirt, Barnsley MBC know that Cllr Gibbins is reserve representative for YWP Consultative Committee	Clerk	09/02/2024	N	Done
07/02/2024	9.4		Clerk	09/02/2024	N	
07/02/2024	9.5	Defer to next meetng	Clerk	08/02/2024	N	Done
07/02/2024	9.6	Defer internal control exercise to next meeting but schedule for Mid March	Clerk	08/02/2024	N	Done
07/02/2024	10.1	Amend Quarterly Newsletter and send for publishing	Clerk	09/02/2024	N	Done
07/02/2024	10.2	Write to School and Branton Football Club informing them of Environmental Pride Round 4 funding opportunities	Clerk	12/02/2024	N	Done
07/02/2024	10.2	Keep Christmas Illuminations separate and email out to potential companies asking for quotes for work for 2024/2025	Clerk	12/02/2024	Y	Emailed Christmas Plus, await their quote. Sent email to 4 other organisations.
07/02/2024	10.3	Get Council's Auditors to sign Bank Reconciliation	Clerk	12/02/2024	Y	Sent email to RJ Electrical - same price as this year
07/02/2024	11.2	Chase Cllr Thorpe to ensure she has her log in validated	Clerk	06/03/2024	Y	Awaiting 2nd Auditor to be appointed at March meeting then get it signed
07/02/2024	11.3	Get Council's Auditors to sign bank statements	Clerk	12/02/2024	Y	Met Cllr Thorpe, Rang Unity, getting new documentation sent to Cllr Thorpe for her to log in
07/02/2024	11.4	Awaiting 2nd Auditor to be appointed at March meeting then get it signed	Clerk	06/03/2024	Y	Done
07/02/2024	12.1 - 12.8	Make slight amendments to policies and add to website	Clerk	11/02/2024	N	Done

07/02/2024	12.1-12.8	Add Policies to Policy List and put in manual folder in Clerks Office	Clerk	13/02/2024	N	Done
07/02/2024	13.1.1-13.1.8	Provide feedback to CDC Planning	Clerk	08/02/2024	N	Done
07/02/2024	14.1	Continue to advertise Police Drop In Sessions	Clerk	08/02/2024	N	Done
07/02/2024	17.1-17.2	Send Clerk & Handyman's timesheets to Warrens GBC	Clerk	11/02/2024	N	Done

CANTLEY WITH BRANTON PARISH COUNCIL
 PAYMENTS ACCOUNT FOR 2023/24

Date	Ref No.	To Whom Paid	QUARTER 4								Total
			Council General	Salaries	Training Courses	Sites & Buildings	Donations Payments	Community Projects	Section 137	VAT	
			£	£	£	£	£	£	£	£	£
Brought Forward			4223.65	17579.11	349.00	28967.19	800.00	0.00	2878.14	2802.74	57599.83
15/01/2024	23/144	Clerk (Salary)		825.96							862.14 LGA 1972 S. 112
15/01/2024	23/145	Handyman (Salary)		862.14							251.91 LGA 1972 S. 112
15/01/2024	23/146	HMRC (January 2024)		251.91							251.91 LGA 1972 S. 112
15/01/2024	23/147	CDC (Grounds Qtr 3)				42.18				8.44	50.62 Litter Act 1983 S.5 & 10
15/01/2024	23/148	Clerk (Ebay - Tree Tags)	10.22							2.04	12.26 Open Spaces Act 1906
15/01/2024	23/149	Clerk (Postage)	2.70								2.70 LG (FP) 1963 S.5
15/01/2024	23/150	CdC (Bins KH)				189.50					189.50 Litter Act 1983 S.5 & 10
15/01/2024	23/151	Clerk (Postage)	2.40								2.40 LG (FP) 1963 S.5
15/01/2024	23/152	Handyman (Postcrete)				12.80				2.14	14.94 Open Spaces Act 1906
15/01/2024	23/153	Handyman (Timber)				24.30				4.86	29.16 Open Spaces Act 1906
15/01/2024	23/154	Handyman (Workwear)	38.31							7.67	45.98 Open Spaces Act 1906
15/01/2024	23/155	Handyman (Cable Ties)							6.16	1.23	7.39 Open Spaces Act 1906
16/01/2024	DD02/30	O2 (Mobile)	10.00							2.00	12.00 LGA 1972 S.19
15/02/2024	23/156	HMRC (February 2024)		214.06							214.06 LGA 1972 S. 112
15/02/2024	23/157	Clerk (Salary)		797.27							797.27 LGA 1972 S. 112
15/02/2024	23/158	Handyman (Salary)		745.70							745.70 LGA 1972 S. 112
15/02/2024	23/159	Clerk (Bin Bags - Litter Pick)	19.16							3.83	22.99 Litter Act 1983 S.5 & 10
15/02/2024	23/160	RJ Electrical (Installation of Christmas Illuminations)							335.00	67.00	402.00 S.137
15/02/2024	23/161	RJ Electrical (Humidifier Internal Store)				295.00				59.00	354.00 LGA 1892 S.8(1)(i)
15/02/2024	23/162	CDC (Aerial Runway Repair)				150.00				30.00	180.00 PH Act 1875 . 164 & LGA 1972 S. :
15/02/2024	23/163	Clerk (Postage)	2.70								2.70 LG (FP) 1963 S.5
15/02/2024	23/164	Handyman (Cladding/Nails)				49.35				9.87	59.22 Open Spaces Act 1906
15/02/2024	23/165	Handyman (Cladding/Nails)				49.64				9.94	59.58 Open Spaces Act 1906
15/02/2024	23/166	Handyman (Handsaw)	6.25							1.25	7.50 Open Spaces Act 1906
15/02/2024	23/167	Handyman l(4 x 4 posts)				41.67				8.33	50.00 Open Spaces Act 1906
15/02/2024	23/168	Handyman (Screws & Masonry Bit))				23.81				4.77	28.58 Open Spaces Act 1906
15/02/2024	23/169	Handyman (Ballast & Mastercrete)				28.26				5.66	33.92 Open Spaces Act 1906
15/02/2024	23/170	Handyman (Brackets, Connectors, Screws)				21.03				4.21	25.24 Open Spaces Act 1906
15/02/2024	23/171	Handyman (Ballast)				6.67				1.33	8.00 Open Spaces Act 1906
16/02/2024	DD0/31	O2 (Mobile)	10.00							2.00	12.00 LGA 1972 S.19
TOTALS			4325.39	21276.15	349.00	29901.40	800.00	0.00	3219.30	3038.31	62335.50



Cantley with Branton Parish Council

Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3UA
www.cantleywithbrantonparish.co.uk

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Cantley with Branton Parish Council

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CODE OF PRACTICE FOR HANDLING COMPLAINTS

This procedure will be applied where a complaint cannot be satisfied by less formal means e.g. an explanation provided to the complainant by the Clerk or Chairman/Vice-Chairman.

A complaint is defined as an expression of dissatisfaction by one or more members of the public about the administration of the council or its procedures. This could relate to action/lack of action taken by the council, failure to follow agreed procedures or about a standard of service (whether the action was taken or whether the service is provided by the council itself or on behalf of the council. It should be noted that the Local Government Ombudsman has no jurisdiction over parish councils.

Complaints against the council that relates to the conduct of its employees will be handled in accordance with this procedure and where disciplinary action is deemed necessary then in accordance with the council's disciplinary procedure.

It is not appropriate for all complaints from the public to be dealt with under this procedure. Alternative procedures will apply in respect of the following types of complaints.

Type of Conduct	Refer To
Financial Irregularity	Local elector's statutory right to object to Council's audit of accounts pursuant to s.16 Audit Commission Act 1998. For other matters refer to Internal Auditor or Audit Commission
Criminal Activity	The Police
Member Conduct	A complaint that relates to a parish councillor's failure to comply with the Code of Conduct must be submitted to the standards team of the relevant Principal Authority, in this case the Monitoring Officer at City of Doncaster Council . https://www.doncaster.gov.uk/services/the-council-democracy/the-monitoring-officer
Employees Conduct	Internal Disciplinary Procedures if deemed necessary

It should be noted that where the Clerk is putting forward the justification for the action or procedure complained of he/she should not advise the council or committee when the complaint is being considered.

The identity of the complainant will only be made known to those who need to consider the complaint. At all times the rules of natural justice will apply and all parties will be treated fairly and the processes will be reasonable, accessible and transparent.

Any complaint to be dealt with in accordance with this procedure will be considered where possible within one month of receipt unless it is received after one week prior to the 1st Wednesday in July in which case it will be considered within two months of receipt. Where the complaint is of a more complex nature every effort will be made to consider the matter within three months of receipt.

The procedures that will be adopted for dealing with the complaint are contained in the Appendix attached and will be in accordance with the guidance provided by NALC in its [Legal Topic Note LTN9E](#).

Details on how to contact the Clerk are contained on the council's website and on the parish notice boards.

Adopted by the Parish Council on 1 September 2021.

Reviewed: 6th March 2024

APPENDIX 1

1) Before processing a complaint

All formal complaints must be communicated in writing to the Clerk (or the Chairman if the complaint relates to the Clerk).

Mrs B Walton, Clerk to Cantley with Branton Parish Council, Kilham Hall Kilham Lane, Branton, Doncaster, DN3 3PF, Telephone 07761525584 Email: cwbpc@outlook.com

The Complainant will be asked to confirm whether the complaint is to be treated as confidential.

2) Receipt of the Complaint

The Clerk shall acknowledge receipt and advise the complainant when the matter will be considered by the council, whether it will be treated as confidential and state the next steps in complaints procedure.

3) Investigating the Complaint

The Council will investigate the facts and collate relevant evidence.

4) Meeting with the Complainant

The complainant shall be invited to attend the meeting and bring with them a representative, If the complainant wishes to be accompanied by more than one representative the details of the representatives should be forwarded to the Clerk prior to the meeting who will confirm agreement of those able to attend.

At least seven clear days before the meeting copies of any documentation or other evidence that will be referred to at the meeting shall be made available to relevant parties. This includes copies of any documentation or other evidence that will be relied on by both parties, the Complainant and the Parish Council.

5) At The Meeting

The council shall determine to exclude the press and public unless the complainant confirms to waive the right to confidentiality.

The Chairman will introduce those present.

The Chairman will outline the procedure.

The complainant (or representative) will outline the grounds for the complaint.

Members will ask any questions of the complainant.

If relevant the Clerk will explain the Council's position.

Members ask questions of the Clerk.

The Complainant and the Clerk should be offered the opportunity to summarise their position.

The Clerk and the complainant withdraw from the meeting whilst members consider their decision. If a point of clarification is required both parties are invited to return to the meeting.

The Clerk and complainant return to the meeting to be informed of the decision. If a decision is unlikely to be finalised on that day the Clerk and Complainant should be advised when the decision is likely to be made and when it is likely to be communicated to them.

6) After The Meeting

The Clerk confirms the decision in writing including details of any action to be taken within seven days of the meeting.



Cantley with Branton Parish Council

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PAY POLICY STATEMENT

1. Scope of this Pay Policy Statement

1.1 This Pay Policy statement is produced in accordance with Chapter 8 of the Localism Act 2011. It was approved by Cantley with Branton Parish Council (“the council”) on 6th March 2024. It is made available on the council’s website.

1.2 Although the council is not deemed a ‘relevant authority’ according to the Localism Act 2011, our commitment to the highest level of transparency and robust governance is reflected in publishing this Pay Policy Statement by going above and beyond the statutory expectations as set out in legislation.

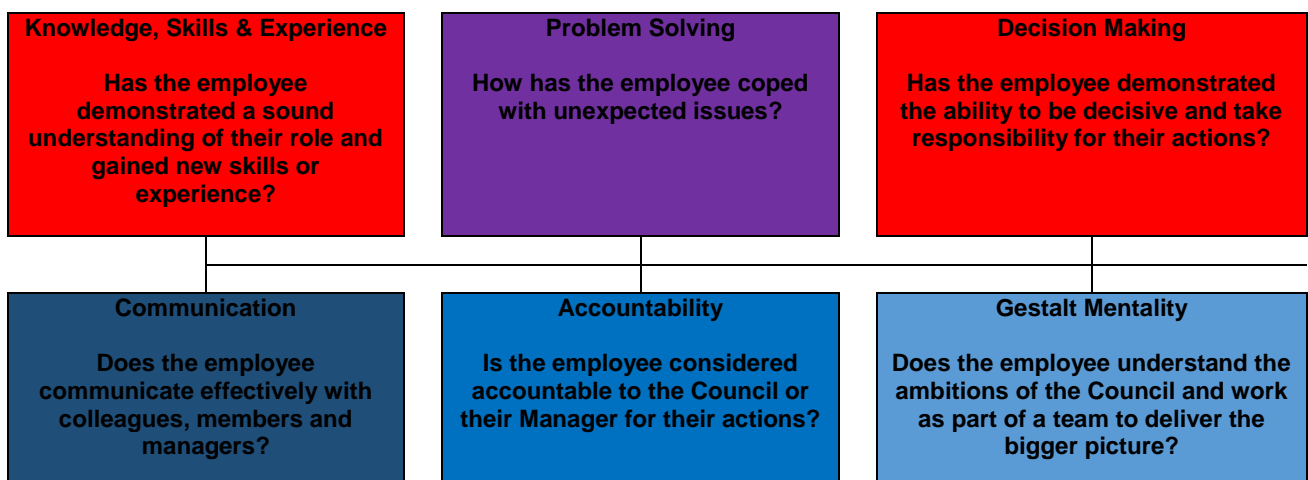
Included in this Pay Policy Statement (“this statement”) are the council’s pay and reward policies for that are designed: - to enable the council, as an employer, to retain competitiveness in the market place, and to maintain affordability of employment costs.

1.3 The council determines the terms and conditions of employment for all staff within the scope of this statement, including the application of any discretion available under the Local Government Pension Scheme (“LGPS”). It will act as the “remuneration committee” for the purposes of the Localism Act 2011.

1.4 The Clerk has delegated powers to implement actions that affect terms and conditions of employment that have first been agreed through the council.

2. Pay Determination

2.1 The determination of pay is conducted via the annual appraisal process overseen by the Clerk. The Clerk is responsible for submitting remuneration recommendations to the council. Proposals should be assessed against the Council’s Remuneration Award Matrix encompassing the following six key points:



2.2 Pay Bargaining and Negotiation

The Council pays due regard to the 'Green Book' as agreed via the National Joint Council (NJC) for local government services and is committed to awarding the agreed pay and conditions as set out in each agreement.

2.3 Appointments

The point at which an individual will be appointed within the pay grade will normally be the minimum of the scale. However, appointment may be at a higher point within the scale where justified. Progression within a pay grade Each pay grade contains a number of pay points called "spinal column points" (SCPs).

Once the employee reaches the maximum spinal column point (SCP) of the pay grade for the role there is no further increase unless a nationally negotiated pay award is given. Increases may be withheld from an individual as a consequence of disciplinary action. New starters must complete a nine-month probationary period before being eligible to receive an increase.

The ability to recommend an additional increase beyond the maximum ceiling for each employee is reserves to cases where an outstanding contribution has been made to the Council by an employee or where the scope and duties of the job role have expanded sufficiently to justify an increase in pay.

2.4 Allowances

The council does not operate a car allowance scheme. Mileage incurred by employees performing duties on behalf of the Council is reimbursed via the mileage claim system and paid via PAYE.

The council does not operate a performance pay scheme outside the pay grading structure that determines basic pay and therefore there are no performance or bonus payments paid to employees of the council.

3. Remuneration for Clerk

The Chairman of the Council is responsible for conducting the Clerk's appraisal and making a recommendation as part of that appraisal to the council. The council will determine any awards to be made to the Clerk taking into account the six key criteria under Section 2 of this document.

4. Remuneration for All Other Employees

The Clerk shall be responsible for submitting a summary assessment of all staff remunerations via the appraisal process and the Remuneration Award Matrix and submit such recommendations to the council ahead of the annual budgeting process.

5. Termination of Employment (Severance)

5.1 Local Government Pension Scheme

Membership of a pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The council operates the Local Government Pension Scheme (LGPS) for most employees. For members of the LGPS made redundant on their 55th birthday or later, early access can be gained to their pensionable benefits based on service and salary. Although the LGPS provides for the exercise of discretion that allows for retirement benefits to be enhanced, the council has a policy of not enhancing pension benefits.

The LGPS can also be accessed before normal retirement date for employees who are unable to continue with employment on the grounds of their ill health and who satisfy the conditions for ill-health retirement. An amendment to the LGPS effective from 1st April 2014 allows employees aged between 55 and 75 to choose to access their pension; however, it is at a reduced rate if taken before normal retirement age. The introduction of Auto Enrolment means that new employees to the council, who meet certain criteria, automatically join the LGPS.

5.2 Redundancy Payments

Where an employee is made redundant, severance benefits may be payable subject to the conditions and terms of the redundancy. Where a redundancy payment is made, they are calculated on the basis of 1.5 weeks' gross pay for every complete year of service up to a maximum of 104 weeks. This calculation applies equally across all pay grades.

5.3 Re-engagement of former employees

The council's policy is that there is no general restriction on any future re-employment of an employee who has been made redundant or who is in receipt of a Local Government or other public sector pension. In fact, to adopt policies to the contrary could be subject to challenge under equalities legislation. However, re-employment must be on merit and should be unconnected with the redundancy, except where alternative employment is found and pension and redundancy payments are returned in accordance with the relevant legislation.

The council does not approve of redundancy or early retirement due to redundancy and immediate re-employment of staff either as direct employees, via an agency, or on a consultancy basis. If there are any exceptional circumstances that might appear to justify such arrangements, these must be agreed by a specially formed sub committee with sufficient justification from the Clerk.

6. Fairness in Pay

The council recognises the importance of fairness in pay. Pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories. Any consideration of varying the equal application of any policy in relation to pay and employment must be approved by the council.

7. Publication of Pay

The council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Ministry of Housing, Communities and Local Government. Information is published on the council's website in the council's annual accounts.

8. Gender Equality

The council is fully committed to gender equality by ensuring that all pay policies are applied equally to all employees regardless of their gender.

9. Legislative Changes

From time to time as required, the council will amend its policies, procedures and practices to ensure that it complies with its legislative duties and will ensure that employees are advised of the changes.

10. Review

The council will continue to review all pay levels to ensure fairness and equity. Any changes will be reflected in an updated pay policy. The policy will be reviewed by the Clerk on an annual basis and submitted to the council for ratification.

Dated: 13th August 2021

Approved by Members on: 1st September 2021

Reviewed: 22nd February 2024

Approved by Members on: 6th March 2024

Reviewed Annually



Cantley with Branton Parish Council

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RISK MANAGEMENT POLICY

AIM

Cantley with Branton Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the Audit and Accountancy Regulations in order to protect the Council from avoidable losses.

The aims and objectives of this policy are comprehensive beginning with the need to develop risk management beyond general Health & Safety practices. The policy aims to:

- integrate risk management into the culture of the organisation;
- embed risk management through the ownership and management of risk as part of all decision-making processes; and
- manage risk in accordance with best practice.

POLICY

1. Introduction

1.1 Cantley with Branton Parish Council recognises that, in addition to its statutory duties, there are significant economic and ethical reasons to take all reasonable and practicable measures to safeguard the people that it works with, and provides services for; and to protect the natural and built environments for which it is responsible.

2. What is Risk Management?

2.1 Risk management is essential to good governance. 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Cantley with Branton Parish Council is more likely to achieve its objectives if it manages risk properly. It is critical to recognise that risk management applies to every aspect of the Council's work, and is not just about Health & Safety.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

2.6 The examples below are high profile but not exhaustive:

Health & Safety Risk - The Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice. The Council's policy is detailed in the Health & Safety Policy Statement (adopted February 2013).

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, and in a worst-case scenario Government Intervention.

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, increased Best Value inspection, inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

3. Why the Council needs a Risk Management Policy?

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 Risk management will help to ensure that all ~~committees within~~ **Members of** the Council have an understanding of 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an integral part of the Best Value process and as such is an important element in demonstrating continuous service improvement.

There is an Audit requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk.

4. Why Risk Management?

4.1 Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss.

Therefore, Cantley with Branton Parish Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

4.2 The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

4.3 The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council will seek to encourage staff to identify, assess and manage risks.

5. What is the Risk Management Process?

5.1 Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low, Medium, or High. High scoring risks will be subject to detailed consideration and the preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

6. Options for control of Risks

Elimination – the circumstances from which the risk arises are ceased so that the risk no longer exists.

Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – where the financial impact is passed to others e.g. by revising contractual Terms.

Sharing – sharing the risk with another party or parties.

Insuring – insuring against some or all of the risk to mitigate financial impact.

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk a particular risk.

7. Risk Monitoring

7.1 The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

7.2 The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgments on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

8. How will it feed into the Council's existing policies?

8.1 Initial identification of risks will be by the Clerk/RFO in discussion with individual staff members.

Best Value – The requirements of Best Value meant that risk management became more important than ever, as Best Value presents a significant opportunity for the Council to reassess what it does and how. The Council takes into account minimising risk in the way that it operates as part of a commitment to quality and continuous service improvement.

Projects and Service Changes - The Clerk in recommending projects or service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by the Parish Council.

Partnership Working - The Parish Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

9. Roles and Responsibilities

9.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and

responsibilities set out below, are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place.

Members - Risk management is seen as a key part of the Elected and Co-Opted Member's stewardship role and there is an expectation that all Members will lead and monitor risk management. This will include:

- Approval of the Risk Management Policy.
- Approval of Annual Risk Assessments.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

Members of staff - Staff members will undertake their jobs to the best of their ability to reduce risks ensuring that the skills and knowledge that they have acquired and that have been passed to them are used effectively. All employees will maintain an awareness of the impact and costs of risks. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.

Clerk - The Clerk will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy and will:

- Provide advice as to the legality of policy and service delivery choices.
- Update Council and service areas on the implications of new or revised legislation.
- Review, maintain and produce annual risk assessments to the Council and report on any changes/ updates as a consequence of the review.
- Procure and manage the Council's insurance policy and act on instructions received from the appointed Insurers to ensure that identified risks do not expose the Council to unjustified risk.
- Assess and implement the Council's insurance requirements.
- Assist in handling any litigation claims and liaison with the Parish Council's insurers.
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- Advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- Ensure that Risk Management is an integral part of any service review process. Ensure that recommendations for risk control are detailed in service review reports.

Clerk in her role as Responsible Finance Officer - The Council's Responsible Finance Officer will:

- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.
- Ensure that the Financial Information System allows effective budgetary control and informs financial decisions made by the Council.

Role of Internal Audit - The Independent Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the operation of the Council.

In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals or groups are encouraged to report adverse incidents promptly and openly. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

IMPLEMENTATION

All Councillors and Staff have responsibility to ensure this policy is implemented and followed.

MONITORING

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Any breach of the policy to be reported to the Clerk	Anyone
Reports will be investigated and remedial action taken if required	Clerk
Review and production of annual risk assessments for each area of work identified as having a potential risk	Clerk
Review insurance policy annually	Clerk/RFO

POLICY CONSULTATION

A copy of the policy has been given to all staff and is available to view on the Parish Council's website and Parish Council office.

POLICY REVISION DATE

This document shall be reviewed annually; or upon any changes to legislation; or subject to the requirements of Cantley with Branton Parish Council.

RELATED POLICIES AND STRATEGIES

Annual Risk Assessment, Health and Safety Policy, Councillor Code of Conduct, Disciplinary Policy

Dated: 15th September 2021

Approved: 3rd November 2021

Reviewed: 22nd February 2024

Approved: 6th March 2024



Cantley with Branton Parish Council

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TRAINING AND DEVELOPMENT POLICY

Council Statement of Intent on Training and Development for Staff and Elected Members

1. Cantley with Branton Parish Council's Commitment to Training & Development

Cantley with Branton Parish Council is committed to providing employees and members with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

The Cantley with Branton Parish Council encourages employees and members to undertake training and development provided from internal and external sources.

Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the council's aims and objectives.

The council will commit itself to and adopt the following;

- To develop employees and members to achieve the objectives of the council
- To review regularly the needs of, and to plan training and development for employees and members
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness

2. Identification of Training Needs

Employees

- Induction training and any professional guidance for new employees will be provided
- Current or any new clerk to hold or obtain CiLCA or equivalent

- Current or any new RFO to hold or obtain an appropriate accountancy qualification
- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee
- Line managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives
- Staff are to be provided the opportunity to complete Continuous Professional Development, this will be identified at the annual appraisal
- Additional training may be requested via line managers at any time

Members

- Induction training and a member's handbook setting out the council's policies and procedures will be provided for all new members
- All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairmanship Skills' as soon as possible after election
- New councillors are encouraged to attend YLCA's "What Councillors Need to Know" within one year of taking up office
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office
- Specialist-in-house training will be provided on an ad-hock basis

3. Prioritisation of Training and Development

Training and development requirements will be prioritised as follows in order to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery
- Specialist needs of specific employees or members for their individual roles
- Improvement of existing skills
- Personal development

4. Training Resources/Providers

A budget is set annually for employee and members training.

Training Providers for both Employees and Members

- Society of Local Council Clerks
- Yorkshire Local Councils Associations
- National Association of Local Councils

- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities
- Principal authority - ~~Doncaster Metropolitan Borough Council~~ City of Doncaster Council
- In-house

5. Training Reports

- A yearly summary of employee and members training will be presented to the council.

6. Review of this Statement of Intent

This statement is to be reviewed on an annual basis and presented to the council in May of each year for its approval.

Dated: 8th December 2021

Approved: 2nd February 2022

Reviewed: 22nd February 2024

Approved: 6th March 2024

Review: Annually



Cantley with Branton Parish Council

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USAGE AND HIRE OF RECREATION GROUND AND MEETING ROOMS POLICY

Cantley with Branton Parish Council owns and maintains the recreation ground at Kilham Lane for the benefit of the residents of the community and members of the public who wish to use its facilities. It is committed to ensuring that it shall remain an open space for the enjoyment of pastimes by the public and will not wilfully obstruct, deny or prevent such enjoyment unreasonably but does reserve the right to act if it sees fit for the benefit of its continued use for the intended purpose.

The Parish Council welcomes feedback from residents either at Parish Council meetings or through written communication on improvements and maintenance in order to ensure the best possible use is made of the facility.

Usage of the recreation ground will normally be defined as either casual or organised usage:

- Casual usage relates to usage by members of the public for general day to day use of the area for recreation, including the use of the outdoor equipment, use of the perimeter path for walking, jogging and cycling. All usage will be in accordance with the general rules.
- Organised usage means where specific activity is to be undertaken for a specific period of time by a group of people that constitutes more than a family group. Such usage requires permission in accordance with this policy document.

1) General Rules for Usage of the Recreation Ground:

Casual activities require no specific permission other than adherence to the general rules. Activities permitted include ball games other than golf, picnics, children's games and informal gatherings of no more than 20 people.

Organised usage can only take place if specific written permission has been received from the Parish Council.

The recreation ground is only available during daylight hours and the following activities are strictly prohibited:

- Riding of motor cycles
- Lighting of fires and barbecues
- Flying model aircraft/drones
- Horse riding
- Shooting or archery

All users should respect the facilities and provisions made available, considering neighbouring properties and keeping the ground free from litter and any dangerous hazards.

No dogs are permitted anywhere within the boundary of the recreation ground.

The enclosed children's play area is designated for children under the age of 11 and children under 8 should be supervised by a responsible adult.

No items other than personal belongings should be taken onto the enclosed children's play area.

Any damage or dangerous hazard should be reported as soon as practicably possible to the Parish Council to the Parish Council email address: cwbpc@outlook.com

Parking in the designated car park is permitted for casual usage but only when there are no organised events at Kilham Hall Community Centre or Kilham Hall Meeting Rooms unless specific permission has been granted.

No structures including tents, marquees, gazebos, barbecues or bouncy castles/inflatable activities may be erected without the specific permission of the Parish Council.

Vehicular access to the field is only allowed with express permission from the Parish Council.

2) Hire of Recreation Ground for Organised Events

The Parish Council will consider requests for the hire of the recreation ground for individual celebration or fund raising events for more than twenty people either in conjunction with the hire of Kilham Hall Community Centre/Meeting Rooms or a separate hire in accordance with this policy provided that a minimum of four week's notice is given.

The applicant is responsible for ensuring that the recreation field is suitable for the activities to be undertaken and should carry out an inspection of the area at the time of the application and prior to activities commencing to ensure no safety hazards exists. If it is intended to erect any structures e.g. bouncy castles details of public liability insurance must be provided along with details of the supplier at least fourteen days prior to the event and indemnify the Parish Council against all actions costs, claims, expenses and demands in connection with event.

All legislation relating to health & safety, food hygiene and fire regulations and provision of licences must be adhered to.

For ongoing organised events e.g. fitness classes a written request must be made at least six weeks prior to the activity commencing giving specific details of the activities to be undertaken and providing a copy of public liability insurance at least fourteen days prior to the hire commencing. Any group that involves children under the age of 18 that are not supervised by parents will be required to provide details of a current Disclosure and Barring Service (DBS) check.

Applications from profit/commercial organisations may be subject to a hire charge although the Parish Council may choose to waive this if the activity is deemed beneficial to the health and wellbeing of users.

Hirers should complete the Kilham Hall Field Agreement form (Appendix 1) when requesting to book the field and read the Conditions of Hire (Appendix 2) that accompany it.

3) Hire of Kilham Hall Meeting Rooms

The meeting rooms may be hired for small groups to meet either on an individual or regular basis e.g. local WI and football team committees or to provide services to the community e.g. NHS health checks or for usage by commercial organisations. The rooms may also be hired in conjunction with the recreation ground for storage and toilet facilities if Kilham Hall is not available or required.

Applications must be made to the Kilham Hall Booking Clerk telephone number 07856221470 who will advise of the availability in liaison with the Parish Council.

The cost of hire is ~~as follows:~~

- ~~• Public services providing services to residents: Normally no charge.~~
- ~~• Local not-for-profit groups : £5 per hour~~
- ~~Commercial events~~ : £10 per hour

4) Disclaimer

Items left on the recreation ground with or without the permission of the Parish Council are the sole responsibility of the owner and the Parish Council is not responsible for any damage caused to or by the items. Any third party using or tampering with the items without authority does so at their own risk.

Dated: 25th April 2023

Approved by the Parish Council: 3rd May 2023

Reviewed: February 2024

Approved by the Parish Council: 6th March 2024



Cantley with Branton Parish Council

Kilham Hall Field Hire Agreement 2024/25

Before completing, please read the Usage and Hire of Recreation Ground and Meeting Rooms Policy and Conditions of Hire that accompany this form.

Hirer's details

Name of Hirer:	Daytime phone number:
Email:	
Name of Organisation:	
Position within organisation (<i>e.g. secretary</i>):	
Full postal Address:	Address for invoice (<i>if different</i>):

Booking details

Use start date:	
Please provide detail of the frequency of booking and/or list fixture dates on a separate sheet.	
Space/s required:	Options at site: KH Field, Gym Equipment, Football nets
Space/s booked to be used for:	

Booking times

	0900-1300	1300-1800	1800-2200
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Cantley with Branton Parish Council

Kilham Hall Field Hire Agreement 2024/25

Insurance

Clubs, organisations and businesses hiring council owned facilities must have adequate public liability insurance, which includes an indemnity for damage to the Council's property. This also applies to an individual or a group of friends/neighbours organising an event that is open to the public. Where an individual or a group of friends/neighbours are organising a private event, where they will only be inviting their friends/family, the person completing this form retains the liability and it is their decision as to whether they take out insurance.

Please tick which of these applies to you:

- I am a private individual/representative of a group of friends organising a small private event. I do not have public liability insurance but I accept liability for the event.
- I am a private individual/representative of a group of friends organising a public event and my public liability insurance policy details are below.
- I am a representative of a club/organisation/business and I have listed the public liability insurance details below.

Name on Policy	
Insured by:	
Policy Number:	Limit of Indemnity: <i>(Minimum £5,000,000)</i>
Start Date:	Expiry Date:

Booking authorisation

Please read the enclosed hire conditions before signing this application. *If this form is returned by email, we will accept "yes" in the signature field.*

I confirm that I have read the enclosed hire conditions and agree to abide by them. I agree to be personally responsible for the fees & charges for this hire or letting. I confirm that to the best of my knowledge the information provided on this application is accurate and that if there are any changes at a later date these will be agreed with Cantley with Branton Parish Council. I understand this information will be held in accordance with the GDPR Regulations 2018.

Signed:	Print Name:
Position:	Date:
For and on behalf of <i>(name of club/organisation if applicable):</i>	

Contact us

Please return completed forms by email cwbpc@outlook.com

Or by hand to: Cantley with Branton Parish Council, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF

Need assistance in completing this form?
Please contact cwbpc@outlook.com or call 07761525584

May 2023



Conditions of Hire – Open Spaces

General

These conditions apply to the hire of all open spaces and grounds which are the responsibility of Cantley with Branton Parish Council (CwBPC).

1. The hirer is responsible for informing CWBPC of any changes to their contact details
2. Please use the following email address when contacting CWBPC about your booking:
cwbpc@outlook.com
3. The person signing the application will be personally responsible for ensuring the hire charge is paid and for compliance with these conditions. If this person is no longer the nominated contact for a group or organisation the person taking over responsibility must confirm this in writing by email or letter.
4. The open space or ground may only be used by the group or individual who makes the booking.
5. The hirer must check the venue is available before booking speakers, demonstrators or advertising their event, even if the letting is regular.
6. Hirers are responsible for informing CWBPC of the dates of their lettings, even if it is a regular booking. CWBPC cannot guarantee a venue will be available.
7. The hirer shall be responsible for supervising the activities and people present during the period of hire.
8. CWBPC always reserves the right of entry for its staff and contractors.
9. CWBPC may impose special conditions on a letting at their discretion. This may include requirements for fire precautions security, the exclusion or admission of any person, animal or item of equipment or the arranging of insurance cover.
10. The hirer shall be considerate to the neighbours and ensure there is no nuisance caused by noise or parking.
11. No video or photograph images may be taken of children or vulnerable adults on property owned or leased by CWBPC without obtaining prior consent from the individual's parent or carer.
12. Bouncy castles are permitted on or in any Council land or buildings but must have suitable safety precautions ie. firmly secured, supervised by an adult at all times.
13. CWBPC have a ZERO tolerance of anti social behaviour. Any incidence of anti social behaviour will result in the hire agreement being terminated.

Charges, payments and refunds

14. Charges will be made at rates fixed by CWBPC and shall be liable to change without prior notification.
15. Invoices are sent to the hirer unless CWBPC is instructed otherwise. If the hirer wants the invoice to be sent to another contact eg the Treasurer of the organisation, they must inform CWBPC at the time the hire agreement is submitted.
16. Payment is due on receipt of the invoice by bank transfer.
17. CWBPC reserves the right to cancel future bookings if invoices remain unpaid.
18. If the hirer cancels the booking with less than 2 working days' notice CWBPC reserves the right to charge the agreed hire fee in full.
19. CWBPC reserves the right to cancel bookings in exceptional circumstances and if the hirer breaches any of these conditions of use.
20. While every effort will be made to avoid a cancellation, CWBPC reserves the right to cancel a letting if the venue is required for CWBPC purposes or emergencies.
21. Refunds will be made at the discretion of CWBPC.

Care and Condition of Premises

22. There must be a responsible adult present and able to supervise at all times during the letting. The minimum age of a hirer is 18 years.
23. The hirer must pay CWBPC the cost of any damage resulting from a letting. This includes trees, equipment, and structures. All good care must be taken to preserve the natural environment.
24. The hirer must ensure any rubbish is cleared away and grounds are left in the condition they were found. Food and food waste must be removed and any excess waste that does not fit into bins supplied, removed. Please use recycling bins provided. The hirer may be responsible for any additional costs for clearing or rubbish disposal after a letting.
25. While CWBPC is unable to guarantee the fitness, suitability or conditions of the space at the start of the letting, every effort will be made to ensure the space is in a reasonable state. Please report any issues to the Clerk via email.
26. Lighting of fires on public open spaces is not permitted.
27. Camping is not permitted or overnight stays.

Emergency Procedures

28. The hirer must make suitable arrangements for First Aid and emergency access.

Insurance

29. Hirers must ensure they have adequate Public Liability insurance including an indemnity for damage to CWBPC's property. The hirer is liable for the cost of repair of any damage to the area and contents.
30. CWBPC's insurance does not cover the hirer's liabilities and the hirer must ensure they have insurance necessary to cover their activities.
31. CWBPC reserves the right to cancel bookings if the hirer does not produce details of Public Liability insurance.

Legal Requirements

32. The hirer shall comply with the legal requirements concerning the consumption of alcohol, music, singing and dancing licences, theatre licences and copyright. The hirer shall be responsible for obtaining licences or other permissions required for their letting, including for the sale of alcohol with a Temporary Event Notice or Premises Notice as appropriate.
33. The hirer is forbidden to use or allow the use of the premises for any illegal or immoral purpose and shall not carry on any activity to cause nuisance or annoyance to other users of the premises, neighbourhood or adjoining premises.
34. The hirer shall ensure that any activities comply with the provisions of the Children Act 1989 and that proper safeguarding measure are put in place where lettings include children or vulnerable adults. The hirer shall provide CWBPC with details of their DRB check and Safeguarding Policy on request.
35. The hirer shall at all times during the letting act in accordance with the Equality Act 2010, in particular to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity for all and foster good relations between people of diverse groups and co-operate with CWBPC in monitoring compliance with this provision.
36. The hirer shall comply with Fair Trading Laws and any code of practice used in connection with sales. The hirer shall ensure total prices of good are prominently displayed and shall the organiser's name and address and that any discounts offered are based on manufacturer's recommendations.
37. The hirer shall ensure the premises holds a Performing Right Society (PRS) licence permitting the use of copyright music. The hirer must ensure they or the premises holds any other relevant licences.

Compliance with Regulations

38. Failure to comply with the Conditions of Hire may lead to immediate cancellation of letting.

Contact us

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Cantley with Branton Parish Council

SCHEME OF DELEGATION

**This Scheme of Delegation was adopted by
Cantley with Branton Parish Council
on 6th March 2024**

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1. DISCHARGE OF THE SCHEME

- 1.1 The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 1.2 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes.
- 1.3 Those with delegated responsibility are referred to by job title, Parish Clerk (Proper Officer).
- 1.4 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.5 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.6 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 Inside of reserved powers (see 5 below) in an emergency the Parish Clerk is empowered to carry out functions of the Council.
- 2.4 Where the Parish Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chair of the Council and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

3. Authority to Act

- 3.1 It will be appropriate for the Parish Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Parish Clerk and Committees have the responsibility to act within the Council's approved policies, procedures, and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Parish Clerk must make a formal declaration about council contracts which they have a financial interest.
- 4.2 Where the Parish Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the full Council:
- Appointment of the Parish Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council policies
 - To approve and adopt the Policy Framework.
 - To approve and adopt the Budget.
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year.
 - To determine matters involving expenditure for which budget provision is not made or is exceeded.
 - To set the Precept.
 - To make bylaws.
 - To borrow money.
 - To annually approve the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or Officer.

7 DELEGATION TO COMMITTEES

Staffing Committee

Membership: 4 Councillors

Quorum: 3 Councillors

Meetings: When required, to ensure that Cantley with Branton Parish Council complies with the requirements of employment law and follows best practices in providing good working conditions for staff

Terms of Reference:

The Staffing Committee will be responsible for the following:

- 1) Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required
- 2) Recruitment and selection procedures
- 3) Annual staff appraisal and development

- 4) Review of staff contracts, grievance, and discipline policies every two years
- 5) Review of staff and accommodation requirements
- 6) Management of rights relating to leave, time off and illness
- 7) To ensure that the Clerk has everything required for managing other staff
- 8) To ensure the health and safety of all staff and carry out risk assessments
- 9) To keep up to date with developments in employment law
- 10) The Staffing Committee will serve as the disciplinary or grievance panel
- 11) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance

8 DELEGATION TO PARISH CLERK

(a) Parish Clerk

1. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
2. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.
3. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget.
4. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.
5. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
6. Power to release press statements on any activities of the Council subject to prior consultation with the Chair.
7. Power to act on own initiative to implement the Council's policies and objectives.
8. Power to take appropriate steps to ensure the Council does not exceed its powers.
9. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
10. In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary.
11. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
12. The Proper Officer shall be responsible for signing all the Council's Official

Notices as set out in the Standing Orders.

13. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
14. The Parish Clerk, in consultation with Councillors, to make comment on planning applications submitted to Cantley with Branton Parish Council by City of Doncaster Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities,
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

Dated: 27th February 2024
Approved: 6th March 2024
Review: February 2026

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY March 2024

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
19/02220/FUL 31 Warning Tongue Lane	Replacement of fence and erection of new section of 3,65m wall to rear	Withdrawn
21/01904/FUL Land Adj 29 Warning Tongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works (Amended)	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
February 2022		
21/03645/FULM Land South of Doncaster Road, Cantley	Residential development of 182 dwellings including associated access and infrastructure	Pending
October 2022		
22/01788/REM Land between New Road and Whiphill Top Lane, Branton	Details of Appearance, Landscaping, Layout, and Scale of Design for 4 detached dwellings and associated garages (being matters reserved in outline application previously granted permission under Ref 21/01427/OUT on 7/10/21)	Pending
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Pending
February 2023		
23/00255/FULM Land at Manor Farm, Bessacarr	Application to remove Condition 9 (EV Charging) of Planning Permission 16/03186/REMM granted on 20.12.2022.	Pending
May 2023		
22/01649/FUL 8 Warrington Drive, Bessacarr	Erection Of Replacement Detached Dwelling	Pending
June 2023		
23/01080/3FUL Caretakers Bungalow, Valley Drive, Branton	Erection of a single storey rear extension, roof alteration to existing lobby annex and refurbishment of existing bungalow. Also external works to include new permeable driveway, new rear patio and replacement of boundary fencing	Pending
July/August 2023 (reported to September 2023 meeting)		

23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve) (re-submission of 21/02108/REMM)	Pending
23/01322/FUL Yorkshire Wildlife Park	Erection of two animal houses & enclosures	Pending
22/01818/OUTM Land at Warning Tongue Lane, Cantley	Outline application of 8 residential dwellings (all matters reserved)	Pending
September 2023		
23/01760/FUL 19 Birchwood Court Bessacarr	Erection of a 1st floor extension above a portion of the dwelling house and an additional storey above the garage with internal and external alterations to the dwelling house.	Pending
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping Amended	Pending
23/01154/OUT 3 Hallside Court, Old Cantley	Outline application for the erection of a detached dwelling and garage including demolition of the existing building within the site (all matters reserved)	Pending
November 2023		
23/02291/FUL 13 Warnington Drive, Bessacarr	Erection of a conservatory on the rear of the property	Granted
23/02428/FUL Edale, Nether Cantley Lane, Old Cantley	Erection of single storey rear extension.	Granted
January 2024		
23/02598/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance to condition 1 of planning application 22/01960/FUL granted on 25/01/2023 - Temporary consent).	Pending
24/00034/PDTEL 37 Stayers Road, Bessacarr	Notification to utilise permitted development rights in accordance to Town and Country Planning (General Permitted Development) Order 2015 Class A Part 16, Schedule 2 - Installation of a 12M Pole for the mounting of LoRaWAN gateway equipment.	Pending
24/00054/TCON 4 Warnington Drive, Bessacarr	Notice of intention to undertake pruning on a Cedar, Beech and Maple situated within the South Bessacarr Conservation Area	TPO Not Served
24/00081/TCON 8 High Grove, Bessacarr	Notice of intention to prune several Silver Birch trees from adjacent properties back to the boundary, and remove two Silver Birch trees within the garden of the property, all being within the South Bessacarr Conservation area.	TPO Not Served
24/00056/FUL Manor Farm, Phase 2, Bessacarr	Erection of one dwelling, landscaping and associated infrastructure on Manor Farm Phase 2, Bessacarr, Doncaster - DRAFT	Pending
24/00114/FUL 41 Oak Tree Drive, Branton	Erection of a ground floor extension to the front of property	Pending
24/00065/REM Land To Rear Of Malawi, Green Lane, Old Cantley	Details of Access, Appearance, Landscaping, Layout and Scale of Design for the erection of a dormer bungalow (being matters reserved in outline application previously granted permission under ref 22/02227/OUT granted on 07.12.2022)	Pending

February 2024		
24/00161/FUL 5 St Vincents Avenue, Branton	Erection of two-storey side extension	Pending
24/00247/FUL Nevara, Doncaster Road, Branton	Erection of single storey extensions to the front and rear, following demolition of the existing conservatory and utility room	Pending
24/00270/FUL Sandene, Doncaster Road, Branton	Erection of extension to rear of house and extension to side to replace existing semi circular extension, and off-white render of entire house	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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