

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

1) CDC

- a) Snagging Issues with KH Extension – **Still awaiting explanation of CDC Quote re: Fan so can compare to other independent quote and organise works**
- b) Planning Application for MUGA – **Drainage condition placed on the application. DMBC have sought quotes for the work to meet the condition and it is coming in in the £1000's. Clerk has sought a like for like quote from GNE. Currently debating with DMBC whether our quote meets the requirements.**
- c) Overhanging trees on Gatewood Lane – **Reported to CDC – trees are landowners responsibility so CDC contacting them**

2) Recreation Ground/Garden Areas

- a) MUGA/Storage Extension – **Requested further updates re snagging issues. MUGA Planning Application - Granted**
- b) ROSPA Actions – **This year's report received. Minor issues that need rectifying -**

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

- a) Storage extension – **See Update above**
- b) Surface Water/Flooding in car park – **During heavy rainfall recently carpark flooded badly, cones put out and users warned.**
- c) Solar Panels – **Clerk has put an application in to sell back energy. Await response (which can be 2-3 weeks)**

4) Parish/Community

- a) Defibrillator's – **Checked regularly and the Circuit Website updated. Requested some free stickers to place on defib and cabinets. Looked at Heart Foundation Grant for defib/cabinet for Old Cantley and/or Manor Farm. Need to confirm electricity supply for siting it. We don't have one for either location. Contacted CDC to see if we could hook up to street lighting. CDC discussing this currently and will get back to us about it as they are having a lot of requests recently about this.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**

5) Parish Council Procedures/Finance

- a) Website – **Updated regularly**
- b) Facebook – **Updated regularly**
- c) Policies – **New Policies Drafted:**
 - **Biodiversity Policy,**
 - **Asset Register & Disposal Policy,**
 - **Reserves Policy,**
 - **Compassionate Leave Policy.**
- d) Other Documents – **Data Audit.**
- e) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters**

6) Police

- a) Drop In Session – **List of Dates published – last session was 27th September 2023 at 10am at Beths of Branton – No members of public attended. Next session is on 9th November 2023 at 6.15pm to 7.15pm at Kilham Hall Meeting Rooms**
- b) Recent break in's – **Clerk posted on FB warning residents of recent break ins, reposted about drop in session on 9th November and informed SYP that a number of residents are hoping to attend**

7) **Training/Networking**

- a) Doncaster Clerk's Network Re; Event Planning – **Attended and found it had been cancelled that morning (after I'd left work)**
- b) Whole Council Training – **Handouts forwarded to all members for their information. Actions following the training either carried out or diarised for Clerk to action. All members to complete the evaluation form.**

8) **Pending**

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

Actions Following Meetings - 2023 - Clerk's Report

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

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

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

07/06/2023	13.1.1	Email residents thanking them for taking part in police	Clerk	14/06/2023	N	
07/06/2023	13.1.2	Draft Poster advertising new Police Drop in sessions	Clerk	07/06/2023	N	
07/06/2023	13.1.2	Advertise Police Drop In sessions on Notice Boards, FB	Clerk	08/06/2023	N	
07/06/2023	14.1	Confirm postponement of Full Council Training to October onwards due to vacancy and member availability	Clerk	14/06/2023	N	YLCA provided dates not available, await Member availability
07/06/2023	14.3	Book a place on the Talking Tables training on 27/07/23	Clerk	12/06/2023	N	
07/06/2023	17.1 & 17.2	Forward Clerk & Handyman's timesheets to Warrens GBC	Clerk	08/06/2023	N	
05/07/2023	4.2	Co-opt Andrea Thorpe and get Acceptance of Office signed	Clerk	05/07/2023	N	Andrea attended the meeting later on and signed acceptance
05/07/2023	5.2.1	Write to the Dance School thanking them for informing the Caretaker about the Boot Camp on the Field	Cllr Rushby		N	
05/07/2023	5.2.2	Complaint about unkempt verges in Old Cantley	Clerk	09/06/2023	N	Clerk reported to DMBC via online reporting
05/07/2023	5.2.3	Request for use of field, kitchen and toilet facilities for a party on KH Fild on 20/07/23 with Bouncy Castle	Clerk		N	Hall is booked so can't use/book facilities and no to bouncy castle on field - Clerk to write to the Toddler Group
05/07/2023	5.2.4	Complaint about overgrown hedge near Branton Nurseries	Clerk	09/06/2023	N	Clerk reported to DMBC via online reporting
05/07/2023	5.2.5	Complaint about noise/parking at Poppyfest	Clerk/Cllr Chorlton	06/07/2023	N	Clerk responded to resident suggesting complain to DMBC as they issue licence and Cllr Chorlton will mention complaint to organisers of Poppyfest
05/07/2023	5.2.6	Complaint about overgrown hedge at rear of Rose Garden	Clerk	06/07/2023	N	Handyman has this in his schedule of works to carry out on 07/07/23. Clerk updated resident
05/07/2023	6.1	The Power of Positivity - Community Engagement & Wellbeing Project			N	Hall can be booked for this however it is full most days and this project is in early stages
05/07/2023	6.2.1 & 6.2.2	Chase DMBC for updates on snagging list and MUGA	Clerk		Y	Response received 19/08/23 - need PC consideration
05/07/2023	6.3.1	Repairs to aerial wire by DMBC following their inspection report	Clerk	06/07/2023	N	Work Carried out by DMBC 01/08/23
05/07/2023	6.4	PC attendance at DMBC's Pop Up Engagement Event at Manor Farm	Cllr Chorlton / Cllr Williams	09/08/2023	N	Informed DMBC that a Cllr can attend 11am - 12noon. Reminded Cllr Chorlton & Cllr Williams on 04/08/23 and 08/08/23
05/07/2023	8.1.1-8.1.6	Clerk to book in all the annual inspections, coordinating with the Caretaker	Clerk/Caretaker	22/09/2023	N	All annual inspections booked in
05/07/2023	8.2	Clerk to book a specialist company, South Anston Fire Services, to carry out a Fire Risk Assessment on Kilham Hal	Clerk	22/09/2023	N	Booked in for 08/11/23
05/07/2023	8.3	Clerk to rearrange meeting with UK Energi re: solar panels	Clerk	August	N	Meeting Rearranged for 21/08/23 for Cllr Rushby, KHMC Treasurer, The Clerk and Cllr Gibbins. Item on September's Agenda to update members
05/07/2023	8.3	Chairman to ask Members of KHMC if they can attend UK Energi meeting, in particular the Treasurer	Cllr Chorlton	10/07/2023	N	Stewart Morley will attend and is available after 4th August following his holiday

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

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

06/09/2023	7.2	Discuss with KHMC Treasurer how they pay back to the grid	Clerk	12/10/2023	N	Report back to PC - Update in Clerk's Report - diarised for January 24
06/09/2023	7.3	Confirm Covid Pop up clinic OK to use Kilham Hall Car Park on a Friday from 1pm during October to December inclusive	Clerk	07/09/2023	N	Emailed Heather Rylance at NHS confirming this
06/09/2023	8.1	Budget of upto £50 to purchase light refreshments for members and the trainer for whole Council training on 10/10/23	Clerk	26/09/2023	N	M&S more expensive for less food, ordered from Morrisons and arranged collection from 3pm-4pm on 10/10/23
06/09/2023	8.3	Look at cost of gov.uk or org.uk email address for the Clerk and how to set it up	Clerk	26/09/2023	N	No budget this year for this and sought clarity from PK Littlejohn, our current email address will meet the requirements for next year. Clerk will place this into budget for next year
06/09/2023	8.3	Clerk to set up those Councillors who haven't got a separate email address for PC business an outlook.com email account and send them details of it	Clerk	11/09/2023	N	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		Y	Chasing AJH Electrical for quote - if not received by 16/10/23 go ahead with cheapest quote
04/10/2023	5.2.1	Chase CDC for quote for hand rail for external store	Clerk		Y	Chased twice
04/10/2023	5.2.2	Chase CDC for percolation test outcome	Clerk		Y	Chased again
04/10/2023	5.3	Gatewood Lane Trees - still overhanging - Chase CDC	Clerk	05/10/2023	N	Response received from CDC 06/10/23 - trying to determine land owner via Land Registry and actioning accordingly. Forwarded CDC reply to Members for info
04/10/2023	6.2.1	Promote Slow Highways on the PC Website and FB Page	Clerk	08/10/2023	N	
04/10/2023	6.2.2	Upload PC Non Confidential papers onto Website	Clerk			Clerk to upload backdated papers for this year
04/10/2023	7.1	Confirm painting of playground to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	Clerk informed Handyman and he will schedule it into his work schedule and purchase materials
04/10/2023	7.2	Confirm additional repairs to boundary fence to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	As above
04/10/2023	7.3	Confirm repairs and painting of picket fence around KH to be scheduled into Handyman's schedule	Clerk	06/10/2023	N	As above
04/10/2023	7.4	Kilham Hall Car Park to close at 4pm (unless classes are on) after clocks change	Clerk/Caretaker	05/10/2023	N	Informed Neighbours who close gates at weekend and scheduled a FB post informing of same. Also updated PC Website with times
04/10/2023	7.5	Defer the Annual Hedge Cut to January 2024	Clerk	05/10/2023	Y	Diaraise for December to see if we have a date for hedge cut and let neighbours know
04/10/2023	7.5	Notify neighbour of postponement of hedge cut	Clerk	05/10/2023	N	Let neighbour know when we get a date for hedge cut
04/10/2023	7.7	Confirm to KHMC Treasurer that £175 contribution towards Fire Risk Assessment is payable to South Anston Fire Extinguishers and give the details	Clerk			
04/10/2023	7.12	Put Solar Panels on November PC Agenda and talk to KHMC Treasurer about it	Clerk	23/10/2023	N	Clerk has met with KHMC Treasurer to discuss this. Clerk has made an application to sell back energy.
04/10/2023	8.1	Renew SLCC Membership	Clerk	13/10/2023	N	
04/10/2023	8.2	Put amended Asset Register on Website and into Annual Accounts Auditor File	Clerk	06/10/2023	N	
04/10/2023	9.1	Forward Winter Newsletter to Arrow Publication and Today Publications for publishing	Clerk	06/10/2023	N	
04/10/2023	9.2	Complete the CDC Events form online and await reply from CDC re: Event Planning Document - is it needed	Clerk	06/10/2023	Y	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			
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	Y	Await delivery of wreaths and then take to school and place at bench
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		Y	Letter wrote to Clerk and sent to Chairman for checking
04/10/2023	17.4	Clerk to talk to Handyman regarding Contracted hours and write to him confirming hours will increase to 15hrs pw and be reviewed following 2024 appraisal	Clerk		N	Letter wrote to Handyman re: Hours

Actions required following ROSPA Annual Playground Inspection

Inspection Date 10th October 2023 – Schedule Approved at Parish Council 1st November 2023

Page No of ROSPA Report	Task Required	Risk Category	To Be Completed by	Officer/Company Undertaking the Repair	Date Repair Completed
	Fenced in Area				
A3	Recommend a minimum of two entrances/exits		<i>As and when resources allow, or when other modifications are being made to the play area</i>		
A4	Fencing – Bow Top – there is a cap missing which needs replacing		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P1	Swings – some chain wear, monitor and replace before 40% wear		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P4	Multiplay – Paintwork is in poor condition – descale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P5	Multiplay – timber is decayed due to fungus growth. Monitor for any further deterioration and replace where necessary		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P6	Multiplay – risk of finger entrapment in two places which needs eliminating		Within 3 months - No Later than 10/01/23	Steve Maskill – Handyman/Gardener	
P6	Multiplay – need to provide a 3mm radius or 3mm chamfer		Within 3 months - No Later than 10/01/24	Steve Maskill – Handyman/Gardener	
	Unfenced Area				
A4	Surfacing Around Gym Equipment – Remove concrete surrounds and supply grass matting to protect the surface		Within 3 months - No Later than 10/01/24	Steve Maskill – Handyman/Gardener	
P2	Basket Swing – Dismantle and inspect according to manufacturers instructions on a regular basis		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	

P2	Basket Swing – Chain link notched – monitor wear closely and replace wearing chains at 40%		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P3	Basket Swing – Trip points on the surface – build up ground level to remove trip points		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P4	Zip wire seat – Some chain wear – monitor for further deterioration and replace before 40% wear		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P5	Zip wire maintenance – this will need dismantling and inspecting according to manufacturers instructions on a regular basis (at least annually)		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Asked DMBC for quote	
P6	Zip wire – cable needs inspecting regularly inside the tubing and any hidden parts. Rubber surround is noted around the cable, Inspector recommends in line with manufacturer’s instructions that the cable that inserts internally through the cross bar is dismantled and inspected		Within 3 months - No Later than 10/01/24	Asked DMBC for quote	
P7	Zip wire – finger guards are missing from the trolley housing so needs replacing		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P7	Zip wire - Trip points on the surface – ground needs levelling to remove trip points		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P8	Climbing Wall – cracked so needs repairing		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P10	Adult fitness – pull up bars – the safer surface has hard edging/foundation within the impact area Recommended that the edgings are removed and surface extended		Within 3 months - No Later than 10/01/24	Asked DMBC for quote	
P17	Ball Wall – Surface is wearing, monitor and repair as required		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that all documentation and information is in place for the Foundation award and where applicable, is published on its website. The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Staff contracts		A record of all training undertaken by staff and councillors in the last year
Up to date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
- It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.



Cantley with Branton Parish Council

Parish Council Action Plan 2024 to 2025

Document Aim

The purpose of this document is to set out the activities and projects the Parish Council will commence or complete within 2024/2025. The action plan is split into three categories, People, Place and Provision.

People

1. Donations

The Parish Council will donate to the following organisations:-

- 1.1.1 Auckley Show - £500 towards the costs of organising the Auckley Show
- 1.1.2 British Royal Legion - £100 for 2 poppy wreaths, one for Kilham Hall Remembrance bench and one for Branton St Wilfrid's Primary School
- 1.1.3 Thorne Rural Lions - £100 for Santa Sleigh Visit
- 1.1.4 Kilham Hall Management Committee - £965 for Christmas Pantomime

2. Grants

The Parish Council will consider putting aside money for community groups to apply for a grant.

Place

3. Kilham Hall and Recreation Area

We will assess, together with Kilham Hall Management Committee, the current building and wider site to look at opportunities to redevelop/refurbish the building, play area, gym and field to see how it can be better utilised and meet the needs of the local residents, businesses and existing users of the site.

Following numerous public consultations, it was agreed to commission a MUGA for Kilham Hall Playing Fields. Work will hopefully start on the MUGA this financial year.

4. Public Realm

Litter Picking

We will continue to provide litter picking equipment for local groups and residents to use to assist in improvement of the public realm within the Parish.

Litter picks will be held every quarter.

Planting/Wildflower Areas

We will continue to grow and plant bulbs on suitable parts of our sites/public spaces and manage the tree coverage/maintenance to support climate change and increase the biodiversity of the sites and support local wildlife.

Local Walking Information

To encourage walking and good health, we will share local walking groups and walks around the Parish for residents on the Parish Council Facebook page.

Bike Rack

Once the MUGA is completed, we will look to install a bike rack on Kilham Hall Playing Field to promote cycling to the field and to ensure added security for users.

Provision

5. Communication

5.1.1 To include more documentation and information on the website for transparency

5.1.2 To publish information on the Parish Council Facebook page regularly to engage with the Community

6. Grounds Maintenance

We will continue to coordinate the emptying of waste bins on our recreation site and keep the sites clear of litter. Our Handyman will continue to clear litter from the grounds on his working days.

7. Remembrance Poppies

We will continue to add to the lamp post poppies to be hung on lamp posts within the Parish to support the Royal British Legion. We will coordinate donations of knitted/crocheted poppies from local residents to build on the Parish's displays. We will purchase a third Tommy Silhouette to place with the third poppy display within the Parish.

8. Christmas Trees and Lights

We will continue to illuminate the 3 Christmas Trees within the Parish together with the two established trees at Old Cantley Roundabout.

We will consider purchasing a new Christmas Tree and Electricity Column for Warren Park Estate.

9. Christmas Carols

We will organise a Carols Around the Tree Event, hiring Armthorpe Elmfield Brass Band to join us, for December at the Glen Road Christmas Tree.

10. Defibrillator

We will continue to apply for Grants for defibrillators for Old Cantley and Warren Park estates and look at ways the electrical supply can be sourced for these areas.

11. CCTV

We will liaise with neighbouring Parishes who have recently installed CCTV on entry/exit points to the village to see how this is working, the approximate set up costs and approximate maintenance costs with a view to pursuing this.

Implementation

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

Monitoring

The Action Plan will be monitored by the Clerk with regular updates on progress towards the actions reported back to the Parish Council.

Drafted 29th September 2023

Presented to the Parish Council 1st November 2023

Feedback, Quotes and suggestions requested by 13th November 2023 for inclusion in budget setting

To be Re-presented to the Parish Council 6th December 2023 with the 1st draft of the budget

CANTLEY WITH BRANTON PARISH COUNCIL
 PAYMENTS ACCOUNT FOR 2023/24

Date	Ref No.	To Whom Paid	QUARTER 3								Total
			Council General	Salaries	Training Courses	Sites & Buildings	Donations Payments	Community Projects	Section 137	VAT	
			£	£	£	£	£	£	£	£	£
Brought Forward			3439.04	11178.69	125.00	27347.03	600.00	0.00	1866.54	2309.55	46865.85
13/10/2023	23/95	Clerk (Morrisons Food Training)	28.66							5.73	34.39 LGA 1972 S
13/10/2023	23/96	Clerk (Morrisons Food Training)	3.96							0.79	4.75 LGA 1972 S
13/10/2023	23/97	Branton Farm Nurseries (Strimmerline)				4.17				0.83	5.00
13/10/2023	23/98	Clerk (Ink Cartridge)	31.46							6.29	37.75
13/10/2023	23/99	Clerk (Postage)	1.85								1.85
13/10/1932	23/100	CDC (Bins Kilham Lane)				189.50					189.50
13/10/2023	23/101	Handyman (WD40)				6.99					6.99
13/10/2023	23/102	Glendale (Grass Cut Sept 23)				42.96				8.59	51.55
13/10/2023	23/103	SLCC (Annual Membership)	177.00								177.00
13/10/2023	23/104	Clerk (ribbon for poppy displays)				4.93				0.99	5.92
13/10/2023	23/105	Clerk (salary)		806.02							806.02
13/10/2023	23/106	Handyman (Salary)		686.45							686.45
13/10/2023	23/107	HMRC (Oct fee)		180.29							180.29
13/10/2023	23/108	Clerk (Staples)	3.45								3.45
13/10/2023	23/109	YLCA (Whole Council Training)			224.00						224.00
13/10/2023	23/110	Branton Farm Nurseries (Hedgetrimmer Repairs)				82.36				16.47	98.83
13/10/2023	23/111	ROSPA (Annual Inspection)				164.00				32.80	196.80
13/10/2023	23/112	Metro Secure 24 (Annual Alarm Te	75.00							15.00	90.00
16/10/2023	DD02/27	O2 (mobile)	10.00							2.00	12.00
26/10/2023	23/113	Arrow Publications (Winter Newsle	105.00							21.00	126.00
26/10/2023	23/114	Clerk (postage)	0.75								0.75
26/10/2023	23/115	Clerk (Ink Cartridge)	55.93							11.19	67.12
											0.00
											0.00
TOTALS			3932.10	12851.45	349.00	27841.94	600.00	0.00	1866.54	2431.23	49872.26

DRAFT RESPONSE TO THE BIODIVERSITY DUTY

October 2023

Introduction - Statutory Duty

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- Have biodiversity as an agenda item for a meeting before the end of 2023.
- Note what action in respect of biodiversity is already taking place locally.
- Agree what further steps to take at this stage.

Such steps may include:

- Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
- Making contact with local voluntary groups working on nature conservation.
- Carrying out a biodiversity audit of council landholdings and/or the whole council area
- Gathering expert advice on possible actions in support of biodiversity.
- Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached.

City of Doncaster Council have their own Biodiversity Action Plan however there is no guidance to assist Parish Council's in their roles.

DRAFT MODEL BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **XXX council** will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of **XXX**.

All committees of **XXX** council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, **XXX** council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the neighbourhood plan.

Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- **XXX** council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the **parish/town**.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area Protect and support biodiversity	Raise local awareness of biodiversity. Encourage suitable planting to support biodiversity.	Gain local support for action. Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing Ongoing	Newsletter Mapping
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources & cover Encourages insects. Sustain & enhance natural habitats.		
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the district council on verge management Encourage residents to adopt areas to look after.	Sustain & enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.		
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats.	Ongoing	

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	Ongoing	
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		



Cantley with Branton Parish Council

GDPR DATA/INFORMATION AUDIT:

COUNCILLORS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members						
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors data
Contact information	admin of council	held by clerk	Public Task	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors data
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Legal Obligation	electronically + paper	publicly accessible on website and minute book	none

EMPLOYEES						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details	legal obligation	HMRC/pension provider	Legal Obligation	electronically - HMRC Basic tools	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Consent form completion if the Council wants to use the data for other purposes. Ensure that the data of former employees only retained for the legislative maximum time
Employment details/contract	legal obligation	held by clerk	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure former employees information only retained for the legislative maximum time
Bank details	process payroll	input for electronic banking	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure only holding current employees data

ELECTORS/PARISHIONERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public Task	electronically	Electronically on password protected computer, backed up on password encrypted hard drive.	none
E-mail addresses	communication with PC	used to communicate response	Public Task	held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	state what e-mail address will be used for on reply e-mail (i.e. privacy notice)
Letters - contact details	communication with PC	used to communicate response	Public Task	stored until matter dealt with	Paper in locked cabinet/clerk holds key	
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public Task	not stored (can be accessed via local planning portal)	None	none - ensuring no personal data is displayed at PC meetings (or agendas, minutes etc)

GRANT APPLICATIONS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application	Public Task	Held in line with PC document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none

CONTRACTS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none

KILHAM HALL REGULAR USERS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	for information purposes in case the Caretaker isn't available	Contractual necessity	held in line with statutory requirements and document retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	none

KILHAM HALL FIELD USERS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	for information purposes in case of complaint	Contractual necessity	held in line with statutory requirements and document retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	none

EVENTS - DETAILS OF ENTERTAINERS

PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	used to communicate	Contractual necessity	held in line with statutory requirements and document retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	none

Dated: 17th October 2023

Approved: 1st November 2023



Asset Register and Disposal Policy

1. Background

1.1 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year (Governance and Accountability for Local Councils: A Practitioner's Guide (England)). The Council's Financial Regulations, section 14 refers to the custody of Assets, Properties and Estates.

2 Scope of Asset Register

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £50.00
- long term investments, shares and loans made by the Council
- assets held on trust (e.g. monies held)

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £50 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals. All asset disposal must comply with the Asset Disposal Procedure referenced within this policy.

3 Valuation of Assets

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England)).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

4 Procedure for Updating the Asset Register

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council officers to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories stated at 2.1 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

4.3 It is the Councils responsibility to ensure that a 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in section 6.

4.4 The asset register, schedule of disposals and this policy will be reviewed annually and approved by the Council at the same time as the approval of the Annual Return.

5 The Asset Register and Insurance

5.1 For insurance purposes, the asset register includes a column to record the replacement value of each asset.

5.2 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the Asset Register. The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

6 Asset Disposal Procedure

6.1 In accordance with Financial Regulation 14, the disposal of any asset exceeding the value of £250.00 must be authorised by the Parish Clerk who is required to refer the matter to the Parish Council for approval. Where any asset still has value in the asset register in excess of £500 then the decision in regards to its disposal must be referred to full Council.

6.2 All proceeds from such disposal are the property of the Parish Council and must be accounted for. Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit process and other examinations, it also highlights successes and problems for future reference.

6.3 Value for Money The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item. The price established should be based on:

- current market value
- condition of the item
- age of the item
- an assessment of the usefulness of the item.

Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain. Any data must be professionally destroyed. Any company or persons that are asked to destroy IT equipment should provide a certificate or statement that states disposal of IT Equipment has been completed and conforms to the requirement of the Council Data Protection Policy and the Data Protection Act and the guidance from the Information Commissioners Office (ICO).

6.4. Reasons for disposal - Items can be available for disposal because they are:

- required to be disposed of under a particular policy e.g. motor vehicles
- no longer required due to changed procedures, functions or usage patterns;
- occupying storage space and not being needed in the foreseeable future;
- no longer complying with health and safety standards;
- beyond repair but able to be sold for scrap.

A list of suggested assets for disposal should be presented to the finance committee

- by the Parish Clerk for items in parish office, parish vehicles or village assets such as street furniture
- by the Events & Marketing Manager for items within bar area, kitchen and parish suite

There should be a written reason of disposal. Items suggested for disposal by a Manager should be approved by the Parish Council. Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

6.5 Options for the Disposal of Assets

Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender
- Donated to a community service or organisation
- Scrap

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases, assets disposed of should be reported on an 'Asset Disposal' form to ensure they are removed from the Council's asset register and recorded in the disposals register.

6.6 Sale by tender

External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. In both cases, at least two officers should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.

6.7 Sale to Staff

Items cannot be purchased by staff for the purpose of managing conflict of interests and fair offering.

6.8 Donations

Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities and volunteer organisations. Donations must be recommended and approved by the Full Parish Council meeting.

6.9 Scrap

Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.

6.10 Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The asset disposal form (appendix A) should be used to record the authorisation of the disposal by the appropriate staff/committee within the Council and the value or values achieved by it. The Parish Clerk/RFO is responsible for updating of the Council's asset register following the appropriately authorised Asset Disposal Request. All asset disposals will be recorded in the Asset Disposals Register for audit purposes

Dated: 19th October 2023

Approved: 1st November 2023

Reviewed: October 2026

Asset Disposal Form

Appendix A

Form to be completed by Clerk and presented to Full Council for recommendation of disposal in line with the Asset Register Policy and Disposal Procedure

List of Assets to be Disposed

Asset Reference and Serial Number	Location	Description	Purchase Date	Original Cost	Disposal Value

REASONS FOR DISPOSAL

METHOD OF DISPOSAL

Scrapped		Sold		Gifted/Donated	
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Additional Information:

Date of Disposal		Auth Ref/Minute Ref	
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Authorising Officer and Position Held:
(Sign and Print Name)



Cantley with Branton Parish Council

RESERVES POLICY

Aim of Policy

To ensure the appropriate level of reserves are maintained.

Policy Objectives

Cantley with Branton Parish Council (the 'Council') is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

Reserves comprise two types:-

Earmarked

Those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an ear marked reserve.

General Reserve

The General Reserve is there to safeguard the Council against unexpected and unbudgeted events or emergencies. Whilst these are unknown events, risk management activities can assist in identifying the types, scale and frequency of risks that may occur.

The Governance and Accountability for Smaller Authorities in England guides that the General Reserve should be kept at a level of between three and twelve-months Net Revenue Expenditure. There is a wide range to reflect the large variation in size of Councils and their individual circumstances taking into consideration risk levels. Net Revenue expenditure is classified as the precept less any loan repayment or capital expenditure.

Policy

The Council will maintain its General Reserve at the lowest level above the recommended minimum that is commensurate with its assessed level of risk as calculated annually at budget setting time.

Ear marked reserves will be for specific purposes set out at the time of establishment and reviewed annually at budget setting time.

Implementation

The current General Reserve as at 29th September 2023 was £80,581. This level is justified in line with the projects identified in the Parish Council adopted Action Plan adopted 1st November 2023 and the current unknown substantial cost for the works to build the MUGA at Kilham Lane Playing Fields.

The Council will review The Reserves Policy as part of the review of Financial Regulations and reported to the Parish Council as part of the budget setting process.

The Council will have the opportunity to review the levels of Earmarked Reserves held in accordance with the Parish Council's Financial Regulations and make recommendations for the creation of additional Earmarked Reserves as part of the annual budgeting process.

The Council will be required to identify the following when making recommendations for each reserve:

- The reason for/purpose of the reserve
- How and when the reserve can be used
- Procedures for the reserve's management and control
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy

General Reserve balances will be held by the Parish to cushion the impact of uneven cash flows and the impact of unexpected, unforeseen, emergency and uninsured situation and will be reviewed annually.

Monitoring

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Quarterly checks on compliance	RFO/ Clerk/ Full Council

Policy Consultation

A copy of the policy has been given to all staff and Councillors.

Related Policies and Strategies

Standing Orders
Financial Regulations
Action Plan
Risk Assessment

Policy Date: October 2023
Approved: 1st November 2023
Next review date: October 2024

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



Cantley with Branton Parish Council

COMPASSIONATE LEAVE POLICY

Policy

In most circumstances employees will be expected to use their annual leave or time off in lieu to meet most personal or family emergencies. In planning the taking of leave throughout the year employees should have in mind that they may need to cope with an emergency which is part of everyday life. It should not be assumed that any emergency could be met by compassionate leave.

The scheme applies equally to all employees.

The Compassionate Leave Scheme

An employee may be granted up to 5 days leave of absence with pay in cases of the death of a close relative. This is at the absolute discretion of the Council. A close relative such as a wife, husband, partner, parent, child or grandchild (or person standing in a similar relationship). Annual leave should not be taken into account in these circumstances.

An employee may be granted paid time off to attend the funeral of a brother or sister, brother- or sister-in-law, parent-in-law or grandparent (or person standing in a similar relationship). This would normally be 1 day but up to 3 days may be granted where this is deemed appropriate, for example if the employee is responsible for making funeral arrangements, or there is significant travelling required. Annual leave should not be taken into account in these circumstances.

To help you deal with a critical illness of a close relative, where you are a carer, an employee may be granted up to 5 days leave in any leave year. Annual leave should not be taken into account in these circumstances.

The Compassionate Leave Process

Compassionate leave needs to be approved by the Clerk/Chair of the Parish Council. Any compassionate leave granted shall be reported to the next full Council.

It is important to recognise that from time to time employees may need to be granted leave with minimum notice, to make arrangements for dependant relatives.

In emergencies employees should be granted leave immediately and arrangements made for consideration to be given to whether or not annual leave, compassionate leave, or unpaid leave is granted at a later date.

Employees shall manage their leave entitlement to enable, as far as possible, for the needs of personal/family emergencies to be met.

In the event of a bereavement, or critical illness where the employee is the carer, requiring leave in excess of the provisions above, consideration should be given to the employees outstanding leave entitlement or any lieu time the employee has accrued and which might be

used to meet the requirement. In exceptional cases unpaid leave will be considered, depending on the circumstances.

An employee may request, in writing, a period of unpaid leave for a limited amount of time. Applications for leave of absence without pay on compassionate grounds are discretionary and subject to formal approval by the Chair of the Parish Council

Dated: 20th October 2023

Approved: 1st November 2023

Review: October 2026

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY November 2023

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

23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve) (re-submission of 21/02108/REMM)	Pending
23/01322/FUL Yorkshire Wildlife Park	Erection of two animal houses & enclosures	Pending
22/01818/OUTM Land at Warning Tongue Lane, Cantley	Outline application of 8 residential dwellings (all matters reserved)	Pending
23/01510/FUL Unit 4 Victoria Court Industrial Estate, Quarry Lane, Branton	Erection of new workshop (8.9m x 12.9m) following demolition of existing store.	Pending
September 2023		
23/01788/FUL 317 Bawtry Road, Bessacarr	Erection of a 2 story rear extension and single storey side extension.	Pending
23/01760/FUL 19 Birchwood Court Bessacarr	Erection of a 1st floor extension above a portion of the dwelling house and an additional storey above the garage with internal and external alterations to the dwelling house.	Pending
23/01668/FUL The Bungalow, Main Street, Old Cantley	Erection of a single storey pitched roof extension to the rear including internal and external alterations	Pending
23/01847/FUL 1 Langton Gardens, Branton	Erection of two storey side extension, single storey rear extension, and front porch.	Pending
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping	Pending
23/01154/OUT 3 Hallside Court, Old Cantley	Outline application for the erection of a detached dwelling and garage including demolition of the existing building within the site (all matters reserved)	Pending
23/01995/FUL Yorkshire Wildlife Park	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance with condition 1 of planning application 22/01960/FUL; current temporary permission to change to permanent)	Pending

APPEALS
FORMAL COMPLAINTS

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