

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 5th June 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), J Rushby, Y Butterworth, A. Gibbins and J. Sprack

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

- 1.1 Apologies received
Councillor Odell and Councillor Thorpe.
- 1.2 Reasons for absence considered

RESOLVED (1)

Apologies for absence were received and approved.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
None.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Items 16.1 and 16.2 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

- 3.1 Minutes of 1st May 2024

RESOLVED (3)

a) The minutes of the Annual Parish Council Meeting held on the 1st May 2024 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

- 4.1 Items raised by members of the public present at the meeting
No members of the public were present at this time.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
 - 4.2.1 A resident has contacted the Clerk regarding noise coming from Quarry Lane.
 - 4.2.2 A resident has contacted the Clerk regarding the metal grid when entering the play area.
 - 4.2.3 A request to use the field for football training on a Saturday morning has been received by the Clerk.
 - 4.2.4 A request from the Air Ambulance to place a clothing bank at Kilham Hall has been received by the Clerk.
 - 4.2.5 A resident has requested the trees in Doncaster Road garden be trimmed back as they are overhanging onto her land.
 - 4.2.6 A resident contacted Councillor Gibbins from Rural Crescent regarding planters on CDC land.

RESOLVED (4)

- a) The Clerk has provided the resident contact details for CDC relating to noise nuisance and also suggested the resident walk round to Quarry Lane to talk to the residents regarding noise.
- b) Members agreed to monitor the grid into the play area, however in all the years of it being in place this is the first incident that has been reported.
- c) The Clerk is to inform the Football team that the timings suggested for use of the field are not convenient due to other bookings. If they want another time the Parish Council will consider it.

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

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- d) The Parish Council are happy to trial (for 3 months) a clothing bank for the air ambulance at Kilham Hall. The Clerk is to contact them.
- e) The Handyman/Gardener can trim the trees at Doncaster Road to step ladder height.
- f) If the trees aren't cut back enough by the Handyman the Clerk is to seek quotes and availability from an external arborist and place on next month's Agenda.
- g) Councillor Gibbins will contact the resident and confirm the Parish Council has no remit regarding CDC land.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

5.2 Update on the MUGA

Discussion took place regarding CDC's email requesting confirmation regarding colours and line markings.

5.2.1 The Clerk updated Members with feedback from their SUEZ Grant application. This will be resubmitted in August 2024.

5.3 Update on CCTV

Awaiting update from CDC regarding this.

5.4 Identify any new Highway matters

No items were raised.

RESOLVED (5)

- a) The Clerk will confirm to CDC that it is agreed to have a two tone colour and application of line markings for 1 tennis, 1 basketball and 1 netball. The three sports marked in colours as follows: Tennis – white, basketball – yellow and netball – blue.
- b) The Clerk will resubmit the SUEZ Grant application.
- c) The Clerk will continue to chase CDC for updates on the CCTV.

6) CLERK'S REPORT AND ADMINISTRATION ISSUES

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information.

6.1.1 The Clerk requested a larger workstation as the current desk is extremely small. It was suggested that the current desk be sold and a second hand larger desk be purchased, up to the value of £150. The Clerk informed Members that there was £300 in the budget for furniture.

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

Updates are carried out daily/weekly.

6.2.1 The Clerk informed Members that when requesting the website host place something on the website she has been informed that the Content Management System (CMS) is outdated and no longer supported by the development team that are responsible for it. This means it will need updating in due course. The Clerk presented Members with 3 quotes between £499 plus VAT to £929 plus VAT for the suggested work.

6.2.2 The Clerk asked Members to consider a Councillor to be added to the Parish Council Facebook page as Moderator.

RESOLVED (6)

- a) Members noted the Clerk's Report and action list.
- b) The Clerk will advertise her desk/drawers for sale and is able to source a larger second hand desk/drawers up to the value of £150.
- c) Members noted the Clerk's Update on the Website and agreed to incorporate the works/quotes in next year's budget to action.
- d) Councillor Sprack was approved as Moderator for the Parish Council Facebook page.

7 KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS

7.1 Deed of Variation – Kilham Hall

Members considered and approved the amended Deed of Variation.

7.2 Users of the Field

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

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The Clerk updated Members regarding the Users of the field – Edenthorpe Girls Football Team on a Monday evening, Branton Football Team on a Wednesday evening, Saturday and Sunday morning and Fitness Camp on a Thursday evening and Sunday morning. No complaints from residents or hall users have been received.

7.3 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members of the following discussions which took place at the last Meeting – Deed of Variation/Lease, Pantomime, Roof Repairs, concerns regarding football teams using the field and electricity costs.

RESOLVED (7)

- a) The Chairman and Vice Chairman signed the Deed of Variation, witnessed by Councillor Sprack.
- b) The Clerk is to inform Kilham Hall Management Committee that the Deed of Variation is ready for their signature.
- c) Members confirmed they were happy to continue to let the users use the field.
- d) Noted Kilham Hall Management Committee's update.

8) **PARISH MATTERS**

8.1 Quarterly Newsletter

Members considered the content of the quarterly newsletter which included updates on the Defibrillator in Old Cantley, MUGA, CCYV, Biodiversity/Seed Bombs and The King's Portrait. The Clerk asked Members if they would like appointment of Chairman and welcome new Councillors including in the newsletter. Discussion took place regarding publication of the Newsletter.

8.2 Tommy Silhouette

The Clerk requested approval to order the 3rd Tommy Silhouette for the Parish Armistice Day displays, as approved in the budget, at a cost of £175 plus £25 postage.

RESOLVED (8)

- a) The Clerk is to include a paragraph regarding appointment of new Chairman and new Councillors in the Newsletter.
- b) The Clerk is to publish the quarterly newsletter in the Arrow Publication and Today Publication.
- c) Members approved the purchase of a Tommy Silhouette at a cost of £175 plus £25 postage.

9) **FINANCIAL**

9.1 Direct Bank Payments

That the following payments are duly authorised.

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/21	Branton Farm Nurseries (Fuel & Strimmercord)	24.17	4.83	29.00	Open Spaces Act 1906
24/22	Clerk - Payroll - tbc	0.00		0.00	LGA 1972 S. 112
24/23	Handyman - Payroll -tbc	0.00		0.00	LGA 1972 S. 112
24/24	HMRC -tbc	0.00		0.00	LGA 1972 S. 112
24/25	Flourish - Plants	155.21	31.04	186.25	Open Spaces Act 1906
DD02/36	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 19
24/26	Glendale - Grass Cuts at KH	141.78	28.35	170.13	Open Spaces Act 1906

9.2 Bank Signatories

9.2.1 The Clerk informed Members that Councillor Chorlton and Councillor Innes need removing from the Parish Council bank accounts.

9.2.2 The Clerk asked Members if they wished to approve Councillor Sprack and Councillor Odell as signatories for the Parish Council bank account.

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

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9.3 Transfer of Funds

The Clerk requested approval from Members to transfer £30,000 from the current account into the Savings account to ensure the best possible interest is obtained.

9.4 Internal Auditors Report for 2023/24

Consideration was given to the Internal Auditor’s Checklist, a copy of which had been circulated to Members.

9.5 2023/2024 Annual Governance and Accountability Return

9.5.1 Approval of Annual Governance Statement (section 1)

Consideration was given to the completion of the Annual Governance Statement a draft copy of which had been enclosed with the agenda.

9.5.2 Approval of Accounting Statement (section 2)

Consideration was given to the accounting statement a copy of which was enclosed with the agenda.

9.5.3 Approval of explanation of Variance Statement for 2023/24 accounts

A copy of the completed variance statement was considered which was enclosed with the agenda.

9.6 Period of Exercise of Public Rights

The dates for the period of exercise of public rights were considered.

9.7 Bank Statements

The Clerk presented Members with the bank statements for both April and May.

RESOLVED (9)

- a) The payments were duly authorised.
- b) It was approved to remove Councillor Chorlton and Councillor Innes from the bank accounts.
- c) It was approved to add Councillor Sprack and Councillor Odell to the bank account signatories.
- d) Councillors Williams, Rushby and Gibbins signed the bank amendment form and Councillor Sprack also signed the same.
- e) The Clerk is to obtain Councillor Odell’s signature and send the completed form back to Unity Bank.
- f) The Clerk is to transfer £30,000 from the Current Bank Account into the Savings Account.
- g) The Internal Auditor’s Report was noted.
- h) That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.
- i) That the Accounting Statement is approved and duly signed by the Chairman for submission to the External Auditor.
- j) That the Annual Variance Statement is agreed and submitted to the External Auditors.
- k) That the period of exercise of Public Rights is set for Monday 10th June to Friday 19th July 2024.
- l) The Bank statements were noted and the Council’s Internal Auditors signed them

10) **POLICIES/PROCEDURES**

The following policies were reviewed:

- 10.1.1 Financial Regulations - Amendments Pg3, PG5-11, Pg13
- 10.1.2 Member/Officer Relations - Amendment to Pg4
- 10.1.3 Code of Conduct - No Changes
- 10.1.4 Biodiversity - Changes to Acton Plan
- 10.1.5 Appraisal - Amendment to Pg2
- 10.1.6 Fire Safety - Amendments to Pg1-2
- 10.1.7 Social Media & Electronic Communication - Amendment to Pg1

RESOLVED (10)

- a) The above Policies were all approved.

11) **PLANNING APPLICATIONS**

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

24/00781/FUL Canter, Nutwell Lane, Old Cantley	Installation of a new composite door on the front elevation and replacement of the existing dormer roofs with hipped roofs (retrospective)	No comments or concerns
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Signed:.....Dated:.....:

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24/00820/TCON 32 Warrington Drive, Bessacarr	Notice of intention to fell an Oak tree, situated within Bessacarr Conservation Area	No comments or concerns
24/00791/FUL Winter House, Main Street, Old Cantley	Erection of a single storey extension with sky lantern & rendered finish & external render to existing house following demolition of existing conservatory	No comments or concerns
24/00899/FUL 4 Silverdale Close, Branton	Erection of two storey extension to the side, and ground floor extension to the rear of dwelling	No comments or concerns
24/00894/FUL 31 Cammidge Way, Bessacarr	Erection of single storey pitched roof extension to the rear with internal alterations and a detached flat roof summer house	No comments or concerns
24/00599/FUL Victoria Court Industrial Estate, Quarry Lane, Branton	Demolition of existing building and erection of a building divided into three units intended for occupancy under Use Classes E, B2, or B8, and installation of a storage container for a temporary period of ten years	No comments or concerns
24/00005/REF Land At Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved)	Submitted to Planning Inspectorate

RESOLVED (11)

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

12) POLICE ISSUES

12.1 Police Issues

1 residents attended the drop in sessions. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Wednesday 10th July 2024 at 6.15pm-7.15pm.

RESOLVED (12)

a) Members noted the police update.

b) The Clerk advertises the future Police Drop In sessions on social media and the website.

13) TRAINING/EXTERNAL MEETINGS

13.1 YLCA Chair's Training

The Clerk informed Members of the Chair's Training scheduled for 12th June 2024 at Tadcaster at a cost of £70. Approval was sought for the Vice Chairman to attend.

13.2 YLCA Branch Meeting

The YLCA South Yorkshire Branch Meeting is scheduled for 19th June 2024 in Askern. All Members are able to attend.

13.3 YLCA Regional Training Day

The Clerk informed Members of the YLCA Talking Tables event on 18th July and requested approval to attend at a cost of £70.

13.4 Cost of YLCA Regional Training Day

RESOLVED (13)

a) Members approved Councillor Gibbins attendance on the YLCA Chair's Training at a cost of £70.

b) Councillor Gibbins will attend the YLCA South Yorkshire Branch Meeting.

c) The Clerk is to pass Councillors Williams' apologies for the YLCA South Yorkshire Branch Meeting.

d) Members approved the Clerk's attendance at the YLCA Talking Tables Event.

d) The Clerk is to write to Finningley Parish Council to request sharing the cost of the Talking Tables event.

14) ITEMS OF CORRESPONDENCE

14.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, CDC

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Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training and letter from Severn Trent Water regarding the Finningley Project.

RESOLVED (14)

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

15) DATE OF NEXT MEETING

RESOLVED (15)

That the next meeting be held on Wednesday 3rd July 2024 commencing at 6pm.

16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

16.1 Clerk's May Timesheet

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

16.2 Handyman's May Timesheet

Handyman's timesheet for March was shared for information.

RESOLVED (16)

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

The meeting closed at 7.30pm.

DRAFT

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

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Kilham Lane, Branton PC	South
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Item/Make	Condition	Surface
Wicksteed Rainbow Junior Multi-Unit.	Satisfactory	Ecomulch Satisfactory
Wicksteed 1760 2 Bay Swing 2 cradle seats 2 flat seats with barriers.	Satisfactory, hangers showing slight wear, low risk, will monitor	Ecomulch Satisfactory
Aerial Runway	Satisfactory.	Rubber mulch Satisfactory
Climbing rock unit	Satisfactory	Rubber mulch Satisfactory
Basket swing	Satisfactory	Rubber mulch Satisfactory
Table tennis table	Satisfactory	Rubber mulch Satisfactory
The bench/leg press	Satisfactory	Rubber mulch Satisfactory
Pull up bars	Satisfactory	Rubber mulch Satisfactory
Cross trainer	Satisfactory	Rubber mulch Satisfactory
Dips/legs raise	Satisfactory	Rubber mulch Satisfactory
Spinner bike	Satisfactory.	Rubber mulch Satisfactory
Lateral pull down/shoulder press	Satisfactory	Rubber mulch Satisfactory
Ancillary equipment	Comments	
Seats	Satisfactory.	
Bin x 1	Satisfactory	
Signs	Require a sign with name of site & contact details.	
Fence	Satisfactory.	
Dog Grid	Satisfactory	
Veh Access Gate	Satisfactory, slide bar bent	

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Weather Conditions	Warm, clear

Comments <i>General area</i>	Site tidy.
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Action taken at time of inspection	
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Inspected By:	S Freestone	Inspection Date:	20.06.24
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CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – JULY 2024

1) CDC

a) Planning Application for MUGA - Tender sent out (w/c 10/06/24) with 4 week return. Due back 11/07/24. Successful tender will then be reviewed by CDC the week after. Sent to planning re: traffic management to get the pre-planning condition removed – this has been granted. Once work starts it will take approx. 2/4 weeks. Probably September/October before work starts.

2) Recreation Ground/Garden Areas

- a) MUGA – As above
- b) Grants for MUGA – Resubmitting SUEZ Grant once know tender figures as have til August to do this. One additional grant applied for in sum of £10k – awaiting reply.
- c) Fence Maintenance - Handyman continuing painting fence around KH
- d) Paint Playground – Handyman will need to close park to paint it so waiting til after School Holidays and when weather is dry.

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

- a) Solar Panels – Clerk has sent meter reading to EoN to sell back energy although unsure if correct, National Powergrid came to KH to look at meter – Cllr Gibbins been looking into this for us.
- b) Lease – Approved and signed by PC and KHMC and returned to Solicitor.
- c) Internet – having more issues connecting to internet at KH which is taking time to resolve.
- d) Bump in car park – One of Users had their car hit in car park and person that hit it didn't report it, it was witnessed by someone else in car park. Checked CCTV and can see incident happen. Confirmed to Caretaker and said police could request CCTV from us if required.
- e) Blood on KH windowsills – 5 windowsills covered in blood, checked around the building, no attempted break in, nobody or thing injured around the building, rang PCSO and send photos, checked CCTV – nothing other than birds could be seen. Reported to Caretaker and Chairman.
- f) Asbestos Register – Good practice to have one however looked at it and the hall was built after asbestos was banned so no need for one.

4) Parish/Community

- a) Annual Parish Meeting – Drafted Minutes and put on website.
- b) Defibrillator's – Checked regularly and the Circuit Website updated.
- c) 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 – Reviewed Business Continuity Policy, Security Incident Policy and drafted a Safeguarding Policy, Capability Policy, Investment Policy and IT Policy.
- d) AGAR – Collected accounts from Internal Auditor, Sent signed AGAR and supporting documents to external auditor and had acknowledgement.
- e) Internal Auditor's Queries – IA asked me to check that salaries paid agree with those approved by Council. Checked all year's and there is one error with HMRC payment in Jan where the fee was £257.91 and we paid £251.91. Checked with Warrens GBC and HMRC account is up to date so all is OK.
- f) Bank Account – Completed form to remove previous Cllrs - Chorlton & Innes and to add Cllr Odell and Cllr Sprack. All members signed the form and emailed to Unity.
- g) Honours List – Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.
- h) Clerk's Desk – Advertised on Ebay, sold to someone in Bristol but they didn't pay correct postage, refunded them the payment but charged £6.34 ebay fees and sale fell through.

6) Police

- a) Drop In Session – List of Dates published – next session booked for Wednesday 10th July at 6.15pm at Kilham Hall Meeting Rooms.

7) **Training/Networking**

- a) Clerk attended Microsoft 365 Webinar.
- b) Vice Chair attended Chairman's Training.
- c) Clerk to attend Talking Tables Training 18th July. **FPC happy to pay half of costs for course and Clerk's attendance time**

Actions Following Meetings - 2024/2025 - 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
03/04/2024	3.1	Place 20/03/24 Minutes on website	Clerk	04/04/2024	N	Done
03/04/2024	4.3	Ask newly appointed Cllr to sign Declaration of Office and send to CDC	Clerk	03/04/24 & 04/04/24	N	Done
03/04/2024	4.3	Arrange to meet Cllr Sprack to provide him with additional documentation, his PC Email address, to complete Register of Interests and answer any questions	Clerk	08/04/2024	N	Done
03/04/2024	4.3	Write to the unsuccessful candidates thanking them for their interest and asking them to apply for the 2nd vacancy due to be advertised in due course	Clerk	05/04/2024	N	
03/04/2024	4.4	Amend RM Schedule, place on Website and place in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.5	Place Asset Register, Deeds Register in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.7	Pay YLCA Annual Subscription Invoice	Clerk	12/04/2024	N	
03/04/2025	4.8	Seek confirmation from Lead Litter Picker that volunteers would be happy for their photo to be provided to YLCA for their annual report	Clerk	04/04/2024	N	Done - Ok with it
03/04/2024	4.8	Send Litter Picker photo to YLCA for annual report	Clerk	05/04/2024	N	Done
03/04/2024	4.9	Prepare Cllr Vacancy Poster for advertising	Clerk	08/04/2024	N	Done
03/04/2024	4.10	Nomination to KHMC to be placed on May Agenda	Clerk	04/04/2024	N	Done
03/04/2024	4.11	Internal Auditors to sign bank statements and bank reconciliation	Cllr Williams Cllr Rushby	03/04/2024	N	Done
03/04/2024	6.1.1	Inform CDC (Clare Simpson on behalf of Ward Cllr Jones) that container not appropriate or required for Manor Farm	Clerk	05/04/2024	N	
03/04/2024	6.1	Phone persimmon and see if they'd give us permission to have 1/2hrs per month in their site office to engage with community	Clerk	05/04/2024	Y	Left a voicemail for persimmon to call me back
03/04/2024	6.2	Continue to chase CDC on MUGA	Clerk	Done	N	Awaiting Planning to remove condition and tender documents to be drawn up and sent out
03/04/2024	6.3	Continue to chase CDC on CCTV	Clerk	Done	N	Awaiting update from DF at CDC re: location and when will be installed
03/04/2024	7.2	Place a FB post thanking Cllr Innes for his work and welcoming Cllr Sprack	Clerk	05/04/2024	N	Done - scheduled for 07/04/24
03/04/2024	8.1	Write to KHMC informing them that the PC will take over cost of repairs once the Deed of Variation has been signed however they will not take on repairs already identified.	Clerk	05/04/2024	N	Emailed Chair of KHMC
03/04/2024	8.1	Contact Dickinson Wood and chase the Deed of Variation. Also ask about the legality of the PC charging rent to KHMC.	Clerk	05/04/2024	N	Done
03/04/2024	8.2	Request cost of pantomime from KHMC so PC can consider contribution at May meeting.	Clerk Cllr Gibbons	05/04/2024	N	Done - emailed Chair of KHMC requesting details and placed on May Agenda

03/04/2024	9.1.1	Inform Christmas Plus of the contract for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.1.2	Inform Blanchard that they have been unsuccessful for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.2	Inform RJ Electrical that they have been successful for installation/removal of Christmas Illuminations for the 3 Parish Council chritmas trees	Clerk	05/04/2024	N	Done
03/04/2024	9.3	Confirm repair of the 3 sets of illuminations for Old Cantey with Christmas Plus	Clerk	05/04/2024	N	Done
03/04/2024	9.6	Place seed bombs on Facebook and in next Newsletter for residents to express an interest and let Clerk know by September 2024 for distribution Spring 2025	Clerk	17/04/2024	N	Drafted Newsletter for May PC Meeting and put a post on FB
03/04/2024	10.1	Pay invoices/payroll as authorised	Clerk	12/04/2024	N	Done
03/04/2024	10.2-10.4	Place Bank reconciliation, VAT return and budget monitoring reports in AGAR folder	Clerk	04/04/2024	N	Done
03/04/2024	10.5	Council's Internal Auditors to sign bank statements	Cllr Williams Cllr Rushby	03/04/2024	N	Done
03/04/2024	10.6	Look at SUEZ and FCC Community Action Fund Grants and apply for the same	Clerk	19/04/2024	N	Submitted both following help from Cllr Gibbins
03/04/2024	11.1.1-11.1.5	Provided CDC with feedback on planning applications	Clerk	04/04/2024	N	Done
03/04/2024	12.1	Advertise next police drop in	Clerk		N	Scheduled posts for FB
03/04/2024	13.1	Book handyman on ROSPA Operational Training for 4th and 5th December 2024	Clerk	03/04/2024	N	Done
03/04/2024	13.2	Book Clerk on CILCA for October 2024	Clerk	03/04/2024	N	Done - expressed an interest with YLCA for October
03/04/2024	13.2	Write to Finningley Parish Council asking if they would go halves on costs of CILCA	Clerk	15/04/2024	N	Done - agreed so once register for CILCA let YLCA know
03/04/2024	16.1-16.2	Inform Warrens GBC of decision to pay Clerk additional 5.5hrs and that timesheets been approved	Clerk	04/04/2024	N	Done
03/04/2024	16.4	Inform Warrens GBC of 1 increment for Clerk taking her to £16.67 ph	Clerk	04/04/2024	N	Done
03/04/2024	16.6	Inform Warrens GBC of 1 increment for Handyman taking him to £12.63 ph	Clerk	04/04/2024	N	Done
01/05/2024	1.1	Send Chair's Signed Declaration of Office to CDC MO and YLCA	Clerk	02/05/2024	N	Done
01/05/2024	1.5.1	Inform CDC of PCJCC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.2	Inform KHMC of PC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.3	Inform Barnsley DC of YWPCC Representatives	clerk	02/05/2024	N	Done
01/05/2024	1.5.4	Inform YLCA of Voting Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.5	Inform CDC of PROW Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5	Update list of external representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.8	Update Website with SO's & Fin Regs	Clerk	02/05/2024	N	Done
01/05/2024	1.16	Put Schedule of Meeting Dates on Website	Clerk	02/05/2024	N	Done
01/05/2024	1.16	Put Schedule of Meeting Dates on FB and Notice Boards	Clerk	07/05/2024	N	Done
01/05/2024	3.1	Put approved minutes on website	Clerk	02/05/2024	N	Done
01/05/2024	4.2	Update Councillor Details on website	Clerk	02/05/2024	N	Done
01/05/2024	4.3	Send Councillor Odell's declaration of office to CDC MO	Clerk	02/05/2024	N	Done

01/05/2024	4.2	Set up Councillor Odell's PC email address	Clerk	02/05/2024	N	Done
		Inform Ward Councillors of a PC representative for their quarterly PC meeting	Clerk	02/05/2024	N	Done
01/05/2024	5.1.2	Inform CDC that happy to go out to tender with all 5 contractors	Clerk	02/05/2024	N	Done
01/05/2024	5.2	Inform CDC of new highways issue	Clerk	02/05/2024	N	Done - Ref; 201002486695
01/05/2024	5.4	Inform Branton Juniors that the Under 9s team can use the field - need sight of PL Insurance and would need to meet up to discuss MUGA, marking of pitch, nets, toilet facilities	Clerk	02/05/2024	N	Done - met Chris Alton of Branton Juniors on 04/05/24 and received copy of PL Insurance 07/05/24
01/05/2024	6.2.1	Confirm attendance at the webinar on 21/05/24 re: webiste accessibility in the Clerk's absence	Councillors	02/05/2024	N	Done - Councillor Odell attending - Clerk registered him on the webinar and sent him the information.
01/05/2024	7.2	Keep Chasing Dickinson Wood for Deed of Variation	Clerk		N	Done
01/05/2024	8.1	Respond to KHMC Chair's email regarding Deed/Repairs	Clerk		N	Done in meeting with Members input
01/05/2024	8.1	Donate £500 to Auckley Show - contact organisers	Clerk	01/05/2024	N	Donation declined by Auckley Show as they have enough funding
01/05/2024	9.1	Donate £1000 to KHMC for Pantomime - inform KHMC	Clerk	02/05/2024	N	Donation made
01/05/2024	9.2	Advertise the litter pick on 11/05/24	Clerk	02/05/2024	N	FB Posts scheduled
01/05/2024	9.3	Inform St Wilfred's PTA member that we have no restrictions on banners advertising the Summer Fayre	Clerk	02/05/2024	N	Messaged Michelle Abele who enquired
01/05/2024	9.4	Pay invoices/payroll that has been approved	Clerk	10/05/2024	N	Done
01/05/2024	10.1	Print bank statements off for next month (due to problem with Unity this month) ready for signing	Clerk	03/06/2024	N	Done
01/05/2024	10.2	Add the Disposals Policy to Website	Clerk	02/05/2024	N	Done
01/05/2024	11.1	Advertise the next Police Drop In	Clerk	02/05/2025	N	FB Posts scheduled
01/05/2024	13.1	Look at Department for Energy Security and Net Zero recently launched consultation and reply on behalf of the PC	Councillor Gibbins	10/06/2024	N	Relates to Wind Turbines so no comment needed
01/05/2024	15.1.5	Inform Warrens GBC of approved timesheets to arrnage payroll	Clerk	02/05/2024	N	Done
01/05/2024	17.1-17.2	Carry forward 3 hrs A/L from 2023/2024 to 2024/2025	Clerk	02/05/2024	N	Done
05/06/2024	4.2.2	Respond to resident re metal grid onto park	Clerk	11/06/2024	N	Done
05/06/2024	4.2.3	Contact Football team and inform time not convenient, maybe later	Clerk	06/06/2024	N	Done - no reply from Team
05/06/2024	4.2.4	Contact Air Ambulance/Recycling and say happy to try a clothing bank on 3 month trial	Clerk	06/06/2024	N	Done - Happy to trial, met rep from Recycling Company, signed contract, took photos of area - she'll be in touch when delivering
05/06/2024	4.2.5	Discuss with Handymen re: overhanging trees and potentially contact external arborist to quote for work	Clerk	07/06/2024	Y	Handyman doesn't think anything he would do would make a difference and we'd still need to get external company in - Clerk to arrange quotes
05/06/2024	4.2.6	Cllr Gibbins to contact resident from Rural Crescent	Cllr Gibbins	12/06/2024	N	Cllr Gibbins has responded to resident
05/06/2024	5.2	Confirm MUGA colours and markings with CdC	Clerk	06/06/2024	N	Done
05/06/2024	5.2.1	Resubmit SUEZ grant application	Clerk	Jul-24	N	
05/06/2024	6.1.1	Advertise the Clerk's desk for sale and purchase a second hand new larger desk/drawers for up to £150	Clerk	12/06/2025	Y	Advertised on Ebay and Marketplace
05/06/2024	6.2.1	Add Website to November budget planning	Clerk		N	Done - look at in November when draft budget
05/06/2024	6.2.2	Add Councillor Sprack as PC Admin/Moderator on FB	Clerk			Struggling to do this

05/06/2024	7.1	Get KHMC Members to sign Deed of Variation and then Scan and return to Dickinson Wood	Clerk	07/06/2024	N	Done - Signed 07/06/24 and scanned and returned to Dickinson Wood & KHMC on 10/06/24
05/06/2024	8.1	Amend Newsletter and publish in Arrow & Today publicatioins	Clerk	07/06/2024	N	Done
05/06/2024	8.2	Order Tommy Silhouette	Clerk	11/06/2024	N	Done
05/06/2024	9.1	Pay invoices/payroll	Clerk	13/06/2024	N	Done
05/06/2024	9.2.1 & 9.2.2	Complete Bank changes form and send to Unity	Clerk	13/06/2024	N	Done - Need Cllr Odell's signature upon his return from leave then can do
05/06/2024	9.3	Transfer £30K from current account to Savings account to gain interest	Clerk	13/06/2024	N	Done
05/06/2024	9.4	Look at payroll data following Internal Auditor's Report	Clerk	01/06/2024	N	Done - only 1 error as highlighted by PC IA however checked with Warrens GBC and HMRC Account up to date
05/06/2024	9.5.1-9.5.3	Send AGAR to external auditor	Clerk	10/06/2024	N	Done
05/06/2024	9.5.1-9.6	Put AGAR and Notice of Public Rights on Notice Boards & Website	Clerk	07/06/2024	N	Done
05/06/2024	10.1.1- 10.1.7	Amend policies and publicise on Website and print off and place in Folder	Clerk	12/06/2024	N	Done
05/06/2024	11.1	Send CDC Feedback on Planning Applications	Clerk	07/06/2024	N	Done
05/06/2024	12.1	Liaise with SYP and coordinate/publish Police Drop Ins	Clerk			Done
05/06/2024	13.2	Send Cllr Williams apologies to YLCA SY Branch Meeting and confirm Cllr Gibbins attendance	Clerk	07/06/2024	N	Done
05/06/2024	13.3	Book Clerk a place on regional training day	Clerk	07/06/2024	N	Done
05/06/2024	13.4	Write to Finningley PC requesting split costs of Clerk's training	Clerk	07/06/2024	N	Done
05/06/2024	16.1-16.2	Send Clerk & Handyman's Timesheets to Warrens GBC for payroll data	Clerk	06/06/2024	N	Done

Kilham Hall Servicing

2024/2025

Testing and Certificate	Timeframe ie annually	Responsibility	Company Used	Contact Number	Deadline	Completed Handover
Roller Shutters	Annually	Joint KH 2/3s /PC 1/3	Gavin GG Doors	07403886096 ggshutterdoors@g mail.com	30/09/2024	
Accessible toilet equipment	6 months	KH Caretaker				
First aid supplies	Yearly but top up as used	PC Clerk/KH Caretaker				
Defibrillators Kilham Hall Ava Court The Row, Old Cantley	Monthly Checks	PC	Clerk	The Circuit - Online	Pads:- Nov 2025 June 2025 August 2028	
Fire extinguisher inspection	Annually	Joint KH 2/3s /PC 1/3	South Anston Fire Extinguishers	01709 579991	02/11/2024	
Emergency lighting	Annually	Joint KH 2/3s /PC 1/3	R J Electrical	07774929275	05/11/2024	
Heaters	Annually	Joint KH 2/3s /PC 1/3	R J Electrical	07774929275	05/11/2024	
Intruder alarm inspection	Annually	Joint KH 2/3s /PC 1/3	Metro Alarms & Security - Lawrence Buckley	07979198220	30/09/2024	
Temperature testing	Monthly	KH Caretaker			End of Each month	Monthly
Electrical Installation test	5 years	Joint KH 2/3s /PC 1/3	R J Electrical	07774929275	2024	
Portable Appliance Testing (PAT)	Annually	Joint KH 2/3s /PC 1/3	R J Electrical	07774929275	05/11/2024	
Fire Alarm inspection	Annually	Joint KH 2/3s /PC 1/3	SER Fire & Security for KH - Sam	07432671287 enquiries@samuelr obertson.co.uk	30/09/2024	
CCTV	???	PC	DT Security	07817885993	???	

CANTLEY WITH BRANTON PARISH COUNCIL

**BUDGET MONITORING INFORMATION
2024/2025 - QUARTER 1**

EXPENDITURE	2024/25 Budget £	EXPENDITURE (Minus VAT) £	% SPEND	
1) EMPLOYEE/MEMBER COSTS				
1.1 Salaries & Business Travel	30239	6283	21	
1.2 <i>Additional Salary for Training</i>	4402		0	
1.3 Training/development- employees	1400		0	
1.4 Training/development - members	500		0	
1.5 Chair's Allowance	100		0	
1.6 Expenses (Retirement/Condolence Gifts)	50		0	
2) COUNCIL COSTS				
2.1 Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1140	851	75	
2.2 Auditing	500		0	
2.3 Stationery	550	17	3	
2.4 Banking Charges	72		0	
2.5 Postage	50	2	4	
2.6 Publications (Arrow/Bessacarr Journal)	1250		0	
2.7 Local Council Foundation Award	143		0	
2.8 Website	420		0	
2.9 Equipment/Fixtures and Fittings	300		0	
2.10 Insurance	1605		0	
2.11 Telephone	144	22	15	
2.12 Election/Co-option Recharge	500		0	Reserves
3) SITES AND BUILDINGS				
3.1 Buildings (including broadband)	970	15	2	
3.2 Opening/Closing KH Gates	150		0	
3.3 Grass Cutting	710	237	33	
3.4 Hedge Cutting	375		0	
3.5 Handyman's Equipment Service & Repairs	500		0	
3.6 PPE/Tools for Handyman	150	17	11	
3.7 Park land (emptying bins)	1406	195	14	
3.8 Park land maintenance/materials	1100	320	29	
3.9 Playground/equipment repairs	1100		0	
3.10 Butterfly trail	300		0	
3.11 Rose & Donc Road Gardens	300		0	
3.10 New Developments/Replacements	500	98	20	
3.13 Fire Extinguisher Service	31		0	
3.14 Alarm System Service & New Battery	123		0	
Electrical Testing/Emergency Lights	360			
3.15 (includes Electrical Installation Report)			0	
3.16 Shutter Service	200		0	
3.17 Fire Alarm Service & new Batteries	155		0	
3.18 Defibrillator	300		0	
3.19 Annual ROSPA Playground Inspection	200		0	
4) COMMUNITY COSTS				

4.1	Grounds Maintenance (parish - dogbins)	459		0
	Seasonal Festivities			
4.2	(Remembrance/Christmas)			
	Installation/Removal/Storage of Lights Old	1050		
4.2.1	Cantley			0
	Installation/Removal of Lights - Rest of	1000		
4.2.2	Parish			0
4.2.3	Tommy Silhouette	200	167	84
4.2.4	Armthorpe Elmfield Brass Band - Carols	220		0
4.2.5	Pantomime KHMC	1000	1000	100
4.3	Village litter picks/plinths	20		0
4.4	MUGA Shortfall	10000		0
	Biodiversity - Hedgehog Highways,			
4.5	Resident Seed Bombs	570		0
5)	DONATIONS/GRANTS			
5.1	Auckley Show	500		0
5.2	Royal British Legion Poppy Appeal	100		0
5.3	Thorne Lions - Santa Visit	100		0
5.4	Grant Money	1000		0
6)	CONTINGENCY			
6.1	Staffing Contingency	1670		0
6.2	Elections Contingency	500		0
6.3	Professional Fees Contingency	500		0

Reserves
Reserves
Reserves

TOTAL **71184** **9224** **13**

INCOME RECEIPTS

		RECEIPTS	% RECEIVED
Precept	68014	0	0
Bank Interest (Reserve Accounts)	0	0	#DIV/0!
Donations	0	0	#DIV/0!
VAT Refunds	0	0	#DIV/0!
Other (refunds/grants/sales/insurance)	0	0	#DIV/0!

TOTAL **68014** **0**

CANTLEY WITH BRANTON PARISH COUNCIL

Reference No. XYV126000105688

Claim for Period: 1 April 2024 to 30 June 2024

Date	Vat No	Details	To	Amount
12/04/2024	468034146	Post Box Keys	Cantley with Branton Parish Council	2.5
12/04/2024	232555575	Fence paint	Cantley with Branton Parish Council	6
12/04/2024	673 5836 01	Gloves & Edger	Cantley with Branton Parish Council	1.58
12/04/2024	232555575	Fence paint	Cantley with Branton Parish Council	3
10/05/2024	GB 173 850 157	Strimmer Cord	Cantley with Branton Parish Council	0.83
10/05/2024	GB 173 850 157	Petrol	Cantley with Branton Parish Council	8.08
10/05/2024	GB 992 6944 58	Paper	Cantley with Branton Parish Council	3.49
10/05/2024	203 3249 52	Grass Cuts	Cantley with Branton Parish Council	18.9
10/05/2024	232 5555 75	Glove	Cantley with Branton Parish Council	0.3
10/05/2024	232 5555 75	Bulbs	Cantley with Branton Parish Council	8.67
10/05/2024	385 396 701	Potting Trowel	Cantley with Branton Parish Council	1.16
10/04/2024	817 2363 35	Christmas Illumination Repairs	Cantley with Branton Parish Council	19.5
16/05/2024	GB 386 4146 72	Mobile Phone	Cantley with Branton Parish Council	2.18
13/06/2024	GB 173 850 157	Petrol	Cantley with Branton Parish Council	4.83
13/06/2024	192630895	Plants & Compost	Cantley with Branton Parish Council	31.04
13/06/2004	203 3249 52	Grass Cuts	Cantley with Branton Parish Council	28.35
13/06/2024	386 4146 72	Mobile Phone	Cantley with Branton Parish Council	2.18
13/06/2024	916326234	Tommy Silhouette	Cantley with Branton Parish Council	33.34
TOTAL				131.25



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

BUSINESS CONTINUITY PLAN

1. POLICY AIM

Business Continuity Management is:

“A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival. “

The aim of this document is to record Cantley with Branton Parish Council’s (the ‘Council’) important information and actions the Council would take to help the Council in an emergency or serious business disruption and can recover as quickly as possible afterwards.

2. POLICY

Planning Actions

Loss or Disruption to the Council		
Loss	Disruption	Action
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. All site staff can work at all sites if required to cover. If the Clerk/RFO is off Councillors may take up the duties or alternatively seek help from neighbouring Clerks.
	Threat of Sickness (widespread virus)	Staff are requested to work from home and given the relevant equipment to perform their tasks from home
	Work Station	A work station risk assessment to be completed for home working

	<p>Key staff resign</p> <p>Lack of Elected Councillors</p>	<p>Recruit through local advertising, newsletter and job sites. YLCA to provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. Support from YLCA for local council sector advice. Contract of Employment to be drawn up before 1st day of employment. A sufficient handover provided wherever possible and to use the SLCC New Clerk Handover Check Sheet Template Form.</p> <p>Follow NALC/YLCA/DMBC Guidance on Co-opting Councillors.</p>
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on the Clerk's laptop and to the cloud.
Building(s) staff and Parish Council work from	Inability to access the Council office or meeting room due to fire, flood or other disaster	Staff can work from home, with access to emails and files – all password protected. The Clerk would need to source another venue to hold the Parish Council meetings ie. school hall, library, neighbouring Parish Council building
Suppliers	Companies cease trading	New suppliers are found
Utilities	Gas, Electric and Water are disconnected	Homeworking commences. The office

		is closed until such time that the utilities are reconnected
Equipment	Printer/Photocopier ceases to work Fire alarm and Intruder alarm breaks down	Work is emailed/scanned and printed elsewhere. The maintenance contractor is called out to repair the alarm systems immediately.

3. EMERGENCY CONTACTS

Listed below are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption

Name	Contacts
Chairman (Neville Williams)	07825 614525 Neville.williams.ywp@outlook.com
Vice Chairman (Tony Gibbins)	07701 320939 Tony.gibbins.cwbpc@outlook.com
Clerk (Bev Walton)	07761525584 cwbpc@outlook.com

4. BUSINESS CONTACTS

Listed below are the Council's key customers and suppliers; they will be contacted in the event of an emergency or serious business disruption

Contract Details	Company	Contact	Telephone Number
Electricity	Northern Power Grid (although our Provider is British Gas)		0800 011 3332
Water	Business Stream (Scottish Water)		
Internet	Origin Broadband		0330 024 17 77
Mobile Phone	O2	https://www.o2.co.uk/business/contact-us	

5. INSURANCE AND BANK DETAILS

Company	Contact	Email/Telephone	Policy Number
BHIB		enquiries@bhibaffinities.co.uk : 0330 013 0036	LCO01651
Unity	Four Brindleyplace, Birmingham, B1 2JB	0345 140 1000	Current Account and Reserve Account

6. OTHER USEFUL CONTACT DETAILS

Organistaion	Contact Name	Contact Details
YLCA		Suite 8, Sibling Workspace, York House, Station Road, Tadcaster, LS24 9JF. Tel: 01937 228602
IT Support		Look in AGAR Ring Binder 2021/2022 under Quotes
Webmaster (Website)	Andy Roberts	07590 445246

7. RECOVERY ACTIONS RECOVERY OF ESSENTIAL

Business Records	How will you recover the records? Alternative Measures in Place
Computer records/data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A copy of the backed-up finance records is saved on the Clerk/RFO laptop and backed up to the cloud.
Critical paper records/information and location	Deeds and such are stored e.g. in a cabinet in the Clerk's Office at Kilham Hall and scanned to cloud.

Passwords	A record of all passwords to equipment and the building are kept in on the Clerk's laptop and backed up to the cloud. The Chairman also has a copy of them.
Keys	The clerk has a full set of keys to the building and notice boards. She also holds spare keys which are kept in her desk drawer. Site staff have a set of keys to the building which is their primary place of work.

8. RECOVERY OF KEY EQUIPMENT

Listed below are the essential equipment the council may need to replace if lost, or if the Council had to move to an alternative site;

- Critical IT records and data – including personnel records
- Specialist IT equipment
- Computer software (including printing)
- Pension/ HMRC data
- Payments/ wages/ financial information

9. RECOVERY ACTIONS

- Advise all councillors
- Activate the continuity plan
- Inform and allocate actions to staff
- Activate alternative suppliers, premises, equipment as required
- Review diary and other commitments
- Advise insurance provider
- Complete recovery log

10. IMPLEMENTATION

A copy of essential information, including the Business Continuity Plan is held by the Chairman and Clerk to the Council at their home address. No other Councillor or member of staff have access to this information.

Reviewed: 17th May 2024

Approved: 5th June 2024

Review: June 2027



Safeguarding Children, Young people and Vulnerable Adults (“Safeguarding”) Policy

SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities. The Parish Council will review it annually.

Definitions

Children and young people: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work. It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties **MUST** undergo appropriate Disclosure and Barring Service (“DBS”) checks **BEFORE** commencement of such duties.
- Display on Parish Council notice boards in the village & in the Village Hall the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

Hiring of facilities to groups for use with children, young people or vulnerable adults

The Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the policy and procedures at all times. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

SECTION 4

Allegations against staff and volunteers

The Parish Council should follow the procedures for managing allegations against staff/volunteers on the City of Doncaster Council website using a search for safeguarding (and determining if it is adult or children). No attempt should be made to investigate or take action before consultation with City of Doncaster Council. See contact details below.

Safeguarding Adults – Tel: 01302 737391

Email asccs@doncaster.gov.uk

Safeguarding Children – Tel: 01302 737033

Email childrenassessmentsservice@doncaster.gov.uk

Whistleblowing

All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Safeguarding Team as to how to handle such allegations. The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the Safeguarding team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child.

Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and City of Doncaster Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

Dated: 3rd June 2024

Approved: 3rd July 2024

Review: Annually



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Security Incident Policy

What is a breach?

A **personal data breach** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

Policy

This policy specifies the actions with respect to breaches of personal data.

Example - Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and loss of availability of personal data

Dealing with an incident

Reporting Point.

On discovery of an incident either as a result of automatic notification, accidental discovery, manual record checking or any other means, all personnel shall;

1. Report the incident to the reporting points:

The clerk of the council and the council chairman:

- email: cwbpc@outlook.com
- email: Neville.williams.ywp@outlook.com

2. Should neither the clerk nor the chair provide a response within three working days the vice-chair of the council should be informed.
3. Contact details for the vice-chair and all members of the council (in the event that neither the chairman or vice-chairman are available) can be found on the parish council website: www.cantleywithbrantonparish.co.uk

Reporting Point Responsibilities

All incidents must be recorded. The reporting point shall perform the following actions;

- ★ Note the time, date and nature of incident together with a description and as much detail as appropriate on an Incident Response Form (Appendix A).
- ★ Ensure the protection of any evidence and that a documented chain of evidence is maintained.

- ★ Liaise with relevant authorities, individuals and the media where appropriate.
- ★ Keep a note of all communications together with their date, time, who has been communicated with, and what the content and nature of communication was on the Incident Response Form.

Incident Response Plan

1. Assess the risk to individuals as a result of a breach: The following must be considered:
 - a. the categories and approximate number of individuals concerned, and;
 - b. the categories and approximate number of personal data records concerned, and;
 - c. the likely consequences of the personal data breach, in particular consider if the impact results in a risk to the rights and freedoms of individuals.
 - d. To help assess the risks refer to the Information Commissioner Office (ICO) website:
 - i. <https://ico.org.uk/for-organisations/report-a-breach/>
 - ii. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/personal-data-breaches/>
2. If the incident is deemed to be a **notifiable incident** the following actions must be taken:
 - a. Within 72 hours of becoming aware of the incident (even if not aware of all the details yet):
 - b. Call ICO: 0303 123 1113 – and provide the following information:
 - what has happened;
 - when and how the council found out about the breach;
 - the people (how many) that have been or may be affected by the breach;
 - what the council are doing as a result of the breach; and
 - who else has been told.
 - c. For reporting a breach outside normal working hours use the ICO Reporting Form: <https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach/>
3. If the incident is deemed to result in a high risk to the right and freedoms of individuals:
 - a. Within 48 hours the affected individuals must be informed by telephone, letter or email about the incident as there may be a need for them to take actions to mitigate immediate risk of damage to them.
 - b. The individuals must be told in clear and plain language:
 - i. the nature of the personal data breach and;
 - ii. A description of the likely consequences of the personal data breach; and

- iii. A description of the measures taken, or proposed to be taken, to deal with the personal data breach and including, where appropriate, of the measures taken to mitigate any possible adverse effects, and;
- iv. The name and contact details of the clerk and chairman from where more information can be obtained;

4. If the incident is **not deemed to be notifiable**:

- a. Update the Incident Response Form along with the outcome of the risk assessment.
- b. Include the steps and evidence used to identify and classify the risk. Include reasons why the incident is not deemed to result in a risk to the rights and freedoms of individuals.

5. **Incident Review:**

The council clerk will arrange that the incident is reviewed at the next appropriate Council meeting.

- a. The Council will consider whether discussion of the incident warrants exclusion of the press and public from the meeting during that discussion.
- b. At that meeting the council should determine if there are any further actions that need to be assigned or completed as a result of the incident.
- c. The council may decide to refer further actions and to a committee, working group or external parties.
- d. It should be noted that this final stage of the incident may require a review of this policy document.

Approved: 6th September 2023

Reviewed: June 2024

Approved: 3rd July 2024

To Be Reviewed: Annually or at any other time the Council requires



**Cantley with Branton
Parish Council**

INCIDENT RESPONSE FORM

REPORTED BY:

DATE OF REPORT:

TITLE/ROLE:

INCIDENT NO:

INCIDENT INFORMATION		
Incident Type	Date of Incident	
Location		
Town	Post Code	
Specific Area of Location (if applicable)		
INCIDENT DESCRIPTION		
Name/Role/Contact of Parties Involved		
1.		
2.		
3.		
Name/Role/Contact of Witnesses		
1.		
2.		
3.		
Police Report Filed:	Police Station Reported to:	
Reporting Officer	Phone No:	
Follow Up Action		
ie. Log Incident, Report to Monitoring Officer, ICO, Media etc, Containment measures, Evidence collected, RA		
Supervisor Name:	Supervisor Signature:	Date:



Cantley with Branton Parish Council

CAPABILITY POLICY

Purpose

This policy sets out the obligations of the Council and employees in addressing capability issues that arise in the workplace from time to time.

The Council recognises that during your employment your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

The Council is keen to enable employees to work effectively and must take steps to address any issues that arise without disciplinary action. This is always the last resort, and a management solution will be sought to assist an employee to address any capability issues that may arise.

The capability policy links in with other related policies, such as induction, training and development and the appraisal scheme. It also relates to the disciplinary policy.

Job changes/general capability issues

- 1) If the nature of your job changes or if the Council has general concerns about your ability to perform your job, the Council will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
- 2) If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. The Council will also consider the possibility of a transfer to more suitable work if possible.
- 3) If there is still no improvement after a reasonable time and the Council cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our Council or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
- 4) If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

Assessment of capability

Capability is assessed on an ongoing basis during the whole of the employment relationship.

Right from the outset, an assessment of capability is made during the recruitment and selection process. Most new starters will require training during their induction phase to welcome them into

the Council, familiarise themselves with Council processes and help them adapt to the Council's ways of working. Training needs will be addressed in the induction and also during the probationary review processes and meetings that are arranged during that time, to ensure the new starter's training requirements are adequately met so that the employee's capability is put on as firm a footing as possible for the remainder of their employment relationship.

All employees are provided with an induction programme tailored to their particular job role.

Capability is continuously assessed during employment but specifically at the annual appraisal. During the appraisal discussions, the line manager will raise any concerns with an employee's performance and the employee may raise any issues or barriers they face with their line manager. An action plan may need to be formulated if there are specific capability concerns.

Responsibilities of the employee

Employees should work effectively, performing their duties to a high standard.

Employees who find themselves struggling in their work should raise this with their line manager so that steps can be taken early to address any training, re-training or support needs. An agreement can be reached on the way forward to address the capability issues, taking into account the Council's budget and relevance of the training to the job role being performed. It may need to be training on specific areas essential to the role rather than on subjects that are 'nice to have' knowledge bases.

The employee will then be responsible for working through the training/re-training offered by the line manager put in place to improve their performance and skillsets.

Responsibilities of the line manager

Induction programmes are the responsibility of the line manager, with the programme to be devised and conducted by the line manager to meet the specific needs of the job role. Any issues that were identified during interview that may give rise to some training needs should be included by the line manager in the induction programme.

Appraisals will be conducted by the line manager in line with the appraisals policy. Capability issues raised by employees or otherwise identified by the line manager during the appraisal should be documented. A plan should be implemented by the line manager with the liaison of the employee, to address the requirements of the job role in respect of the deployment of training.

The training may be provided internally by other colleagues, or may require external training courses to be sourced and funded for the employee.

Targets set for employees should be realistic, measurable and achievable.

The line manager is responsible for monitoring employees to confirm that progress is being made under any action plans devised in appraisals or elsewhere. Any issues raised can be addressed with the employee either informally, at the next appraisal or through capability proceedings.

All employees are expected to be supported by their line manager so they can perform at their best.

Succession planning

Employees often have hidden potentials to work well in roles beyond their own and they may benefit from additional training now to ready them for future roles.

Through the appraisal scheme or otherwise, the line manager may identify individuals that have the potential to work in other roles or other areas of the Council and can nurture that inherent talent through the process of providing training and opportunities to that employee to facilitate their promotion.

Employees can be offered training courses, coaching, mentoring or job shadowing to build their skills.

Employees on succession plans should have the above types of training focused specifically to the possible senior roles they could apply for in the future.

Formal succession plan programmes can train an existing employee for a future more senior role, focusing on the additional capabilities that those employees will need to be capable of in the future.

Employee expectations should be managed in this regard to ensure no problems arise in relation to the take up of any future roles, interview process etc.

Promotion

Promotion is usually given on merit but, even so, the new line manager of that employee will need to meet to agree any training issues specific to the new role that may arise.

Monitoring of capability issues

Responsibility for monitoring of capability issues rests with the line manager for that employee.

Employees who are not achieving their targets should receive arrangements targeted to improve their performance. If, after measures have been put in place, there are no improvements to the performance, and capability remains an issue, the line manager should contact the HR department for further guidance.

It may be that further training is required, or redeployment to another role which the employee may agree is more suitable or ultimately action under the capability procedure.

Personal circumstances/health issues

- 1) Personal circumstances may arise which do not prevent you from attending for work, but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, the Council will normally need to have details of your medical diagnosis and prognosis so that the Council can have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before the Council can obtain such a report and the Council will expect you to co-operate in this matter should the need arise. When the Council has obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

- 2) There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances the Council will need to know when the Council can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When the Council has obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with the authority in your current role or, where circumstances permit, in a more suitable role.

Medical examination Occupational health

If the Council has cause to be concerned about the employee's health, e.g., the employee has had a number of periods of sickness absence for the same reason in a short period, or the employee's absence has become long term (defined by the council as an absence lasting for four weeks or more) then the employee's line manager may suggest that the employee undertake an assessment with the Council's preferred medical provider.

In certain circumstances, especially if the employee's sickness absence may impact on the employee's long-term employment, then the Council may ask the employee to consult a medical practitioner of its choice, to have the employee's fitness to work arrangements assessed and confirmed. It is a condition of the employee's contract that the employee comply with any request from the Council to attend an appointment with a medical practitioner of the Council's choice.

Should the Council seek further medical information, the employee will be provided with detailed information relating to the report, and the employee's access to it, and the employee will be asked to provide written consent.

Access to medical reports

The Council may need to request a copy of the employee's medical reports or medical records to assist in the assessment of the employee's medical condition. The employee's consent, in line with requirements under the Access to Medical Reports Act 1988, will be obtained prior to the Council making contact with the employee's GP and the employee is entitled to see a copy of the documentation provided. In line with data protection legislation, the employee will also be given details on the reason for the examination, what the Council intends to do with the data obtained and the lawful basis for processing the data.

Should medical information be obtained by either route, the Council will meet with the employee to discuss it. There may be changes required to the employee's work or the Council's processes as a result of the medical information obtained, in which case this will be discussed and agreed with the employee where business requirements allow. Any outcomes will subsequently be provided to the employee in writing.

Frequent and short-term absences

Trigger points

Absence triggers enable the Council and line managers to address all absences and ensure absences are managed fairly and consistently.

The Council aims to apply these on a consistent basis but accepts that there may be times when these triggers need to be adapted to accommodate certain long term or temporary medical conditions.

The absence triggers are as follows:

Triggers for employees within their probationary period.

Criteria	Trigger
Number of absence events	<i>[insert number]</i>
Continuous calendar days of absence	<i>[insert number]</i>

Triggers for employees who have completed their probationary period.

Criteria	Trigger
Number of absence events	<i>[insert number] in a rolling [insert period] period</i>
Absence events totalling more than 10 working days (pro-rated)	<i>[insert number] in a rolling [insert period] period</i>
Continuous calendar days of absence	<i>[insert number]</i>

Only one of the triggers needs to be reached for the line manager to be required to review the employee's sickness records.

Informal meeting

The line manager should meet informally with the employee to discuss the fact that an absence trigger has been reached and to discuss necessary actions, such as considering a referral to Occupational Health; implementing reasonable adjustments that may be necessary in relation to disability or other medical condition; or any possible formal disciplinary action. The line manager may establish that there is an underlying medical condition, and it may be that advice is required from HR as to the best course of action to take. Should this be required, a further meeting will be held to discuss the outcome. Disciplinary procedures may not be necessary or appropriate in those circumstances.

A summary of the meeting will be kept for the employee's personnel file and a copy given to the employee.

Escalation to formal proceedings

Following the informal meeting, should no improvement be seen in the sickness absence and/or a further trigger point be reached, an investigation into the absence will take place with the employee. A meeting will be held to discuss the absences, and again seek to establish if there is an underlying cause that needs to be accommodated and/or further investigated. Should this not be the case, the employee's line manager may proceed to formal disciplinary action for high absence levels. A verbal warning may be the result of a subsequent disciplinary hearing.

Following a verbal warning, should further triggers be hit, and the absence continues to be a concern, further investigations will take place. Should the outcome of the investigation be that the absence levels remain unacceptable, then further disciplinary proceedings may take place. Should

the previous warning still be in place, this may be built on following disciplinary proceedings with a written warning.

Following a written warning, should further triggers be hit, and the absence continue to be a concern, further investigations will take place. Should the outcome of the investigation be that the absence levels remain unacceptable, then further disciplinary proceedings may take place. Should the previous warning still be in place, this may be built on following disciplinary proceedings with a final written warning.

Dismissal

Following a final written warning, should further triggers be hit, and the absence continue to be a concern, further investigations will take place. Should the outcome of the investigation be that the absence levels remain unacceptable, then further disciplinary proceedings may take place. Should the previous warning still be in place, this may be built on following disciplinary proceedings with a dismissal, following a full examination of the facts and where no reasonable adjustments are appropriate.

Long-term sickness

While the Council is keen to assist employees who are absent, it cannot offer indefinite support. The Council will be eager to get any employees on long-term sickness absence back into the workplace as effectively as possible, but the employment may need to be terminated if this cannot be achieved. Once the employee has exhausted their 28-week entitlement to statutory sick pay, or before, the employee's line manager will discuss with the employee their likely return to work date and what work duties they may be able to fulfil. If necessary, the Council will ask the employee's permission to approach their doctor or ask them to consult with a medical practitioner of the Council's choosing, in order to determine the likely length of the absence and identify any reasonable adjustments. If it appears that a return to work in the near future is not reasonably practicable, the Council will discuss the situation with the employee, and it is possible that the employee's employment may be terminated under medical grounds.

The Council will usually require employees who have been absent for one month or more, or are expected to be absent for one month or more, to return some or all of their equipment. This may be requested so that the equipment can be redeployed to other employees. Equipment will be returned to affected employees immediately upon their return to work.

If there are regular or persistent absences due to illness, injury etc, the Council is unlikely to be able to support this indefinitely, after making reasonable adjustments. Ultimately, employment may be terminated after full compliance with the Council's termination procedures in these circumstances. See the dismissal section below for more information.

Should this happen, the employee will receive pay in lieu of the employee's contractual or statutory notice period, whichever is longer, and any outstanding holiday pay. The employee may appeal against the decision to dismiss. Any appeal should be made in writing to *[the Council's appeal panel]* within five working days. The employee has the right to be accompanied to the appeal hearing.

The employee is encouraged to re-apply to join the Council once the employee is fit to return to work. If there is a suitable vacancy, the employee's application will be given sympathetic

consideration. **If the employee re-joins within six months of leaving because of ill-health, the employee's employment will be considered to be continuous.**

Updates during sickness

The employee is expected to keep their line manager updated with details of their health and expected date of returning to work.

Line managers will arrange periodic meetings with the employee to discuss their ongoing absence, so that each side is kept up to date with developments.

The location of these meetings will usually be at the employee's usual place of work but, if a virtual meeting or home visit is necessary due to the nature of the employee's absence, this can be accommodated.

Disability

The Council has a duty to make reasonable adjustments where an employee has a disability covered by the Equality Act 2010.

If the absence is because of a disability or the illness leaves the employee in a mental or physical condition which falls within the definition of a disability, the Council will do whatever it can to make reasonable adjustments to their job to enable them to carry on working. If effective adjustments cannot be made, dismissal may have to take place.

The duty to make the adjustments is 'reasonable' so if the suggested adjustment is not viable it will not be made. It may also be the case that no reasonable adjustments are possible to facilitate a return. There may be no alternative roles or employment available and if there is no prospect of the employee being able to return to work in the near future, it may be inevitable that a decision to dismiss is the last and only option.

The duty to make reasonable adjustments covers elements, such as making changes and adjustments to working hours, adjusting existing equipment, provision of different equipment and amending workplace practices, if the employee is placed at a substantial disadvantage. It may also involve physical changes, such as to the building entrance points, or alterations to the floor plan, furniture etc.

The employee will be consulted fully on these.

Where the employee has a disability, time off for rehabilitation will be paid, subject to medical confirmation, and will not be counted as sickness absence.

If the absence is because of the employee's association with another person who is disabled, then the Council will consider reasonable adjustments to enable them to keep their absence to a minimum.

Dismissal and the right to appeal

If long-term sickness absence leads to dismissal, the employee will be provided with the reasons for the dismissal in writing.

The reasons for dismissal should set out the circumstances that led to the decision to dismiss. Employees have the right to appeal the decision and they should do so within five working days, to *[the Council's appeal panel]* setting out the reasons for their appeal.

The appeal itself will be dealt with in accordance with the rules on appeals set out in the Council's disciplinary process.

Protecting the employee's data

All personal data obtained during sickness absence or performance related procedures will be handled with the utmost integrity and confidentiality and in line with the Council's data protection policy. Employees may be reminded of the types of data the Council holds, including data on health, and our practices in relation to that data by reviewing the Council's privacy notice which is available on the website or from the Clerk.

Drafted: 25th June 2024

Approved: 3rd July 2024

Review: June 2026

(Source: CIPD)



Cantley with Branton Parish Council

INFORMATION AND INFORMATION TECHNOLOGY POLICY

Equipment

The IT equipment (computer, scanner and printer), associated hardware and software, mobile phones are the property of Cantley with Branton Parish Council. As the authorised user the Clerk is responsible for its safe keeping and appropriate use.

The Clerk must not attempt to modify or alter the hardware without the permission of the Council or in an emergency situation, the Chairman of Cantley with Branton Parish Council. Similarly the Clerk must not attempt to modify, delete or alter the set up of the Windows environment or any software loaded on the council's computer.

The Clerk should not install any software at all, without permission of the council.

The Clerk will not make illegal copies of the council's software for use by him/herself or third parties, or in any way violate the council's software licence agreements.

Only the Clerk or a councillor designated for the purpose, eg in a case of the clerk being on long term sick leave, will use the parish council's computer, printer and scanner.

The computer will only be used for the purpose of Cantley with Branton Parish Council business both in terms of production and storage of documents.

Faults

In the event of any hardware or software fault please seek advice from the Chairman or his/her authorised representative.

Acceptable use of the Internet from the Cantley with Branton Parish Council computer

Intentional use of the computer to access, transmit or retrieve any material or communications that are obscene, pornographic, or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited.

The Clerk should not download files, including application and games that are not connected with work for Cantley with Branton Parish Council. Any sites which require registration or payment for services must not be accessed without due authority of the council.

Use of Email

The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.

The clerk agrees that the e-mail address: cwbpc@outlook.com is the intellectual property of Cantley with Branton Parish Council.

In order to protect the Parish Council from viruses, e-mail attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom the Clerk does not recognise or trust, simply delete.

Computer Usage

Computers should be shut down at the end of every day. Employees should log out of their systems when they move away from their desks (unless the office door is locked).

Mobile Phones

To assist with the effective operation of all services, Cantley with Branton Parish Council issues mobile phones to certain staff and for operational use when on Cantley with Branton Parish Council business.

Data protection

The Clerk must not include in the text of e-mails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the Data Protection Act 1998.

E-mail addresses should be treated as confidential and care taken that private e-mail addresses are not wrongly circulated. E-mail to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc).

Passwords

The Parish Council's computer will be password protected. A record of all passwords to equipment, the building and other websites are kept in on the Clerk's laptop and backed up to the cloud. The Chairman and Vice Chairman also has a paper copy of them (to be opened at the time when the Clerk is not available) and altered when a new Chairman takes office.

Backup of files and folders

The Clerk will back-up all electronic files and folders to the council's external hard drive on a weekly basis.

Misuse

Misuse of IT equipment can potentially result in disciplinary proceedings. Examples that constitute misuse may include, but not exhaustive:

- Not adhering to the policy;
- Attempting to discover a user's password;
- Using the computer systems to act abusively;
- Attempting to circumvent the network's security;
- Knowingly running and installing programmes intended to damage the computer systems;
- Deliberately wasting computer resource;
- Leaving laptops unattended in a public place

Relinquishment of information upon termination of employment

Upon the Clerk ceasing to be employed by the council, he/she will relinquish all IT equipment owned by Cantley with Branton Parish Council within a period of 7 days following the termination date/leave date whichever is the soonest.

No files or folders will be tampered with or destroyed prior to being passed to the Council.

Non-compliance

Indications of non-compliance with the provisions of this Policy will be investigated, as appropriate.

Subject to the findings of any such investigation, non-compliance with the provisions of this Policy will lead to appropriate disciplinary action, which could include dismissal on the grounds of gross misconduct. Furthermore, publication of some materials may not only amount to a disciplinary offence, but also a criminal offence, in which case the issue will be reported to the police for them to take appropriate action.

Acknowledgement

The Clerk to Cantley with Branton Parish Council must receive a copy of these guidelines and sign to acknowledge receipt and that they have been read and understood.

I have received a copy of this IT policy and acknowledge that I have read and understood them and agree to abide by its provisions:

Signed Clerk to Cantley with Branton Parish Council

Date

Other Policies related to this:

Disciplinary Policy dated February 2024.

Email and Internet Policy dated December 2023.

Equality & Diversity Policy dated September 2023.

General Data Protection Regulations for Staff, Councillors and Role Holders Policy dated September 2023.

Mobile Phone Policy dated October 2023.

Website Management Policy dated December 2023.

Drafted: 25th June 2024

Adopted: 3rd July 2024

Review: June 2026



Cantley with Branton Parish Council

Investments Policy

INTRODUCTION

- 1.1 A local council may invest funds for any purpose relevant to its statutory functions or for the purpose of prudent financial management (ss.12, 19 and 23 LGA 2003 [LGA2003 s12 onwards](#)). The latest guidance on local authority investments was issued by the Department of Levelling-Up, Housing and Communities (DLUHC) in 2018.
- 1.2 Cantley with Branton Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.

OBJECTIVES

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
- (i) Security of reserves
and then
 - (ii) Liquidity of investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

INVESTMENT POLICY

- 3.1 Cantley with Branton Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies. The Council shall only use specified investments as defined by DCLG guidance.
- 3.2 A significant percentage of the Council's reserves shall be placed on interest bearing term/notice deposits.
- 3.3 To retain liquidity these shall be placed with phased end dates i.e. there will always be some maturing sooner than others.
- 3.4 No one investment shall be for a period longer than 12 months.
- 3.5 **No investment shall be held with the council's current bankers.**
- 3.6 The Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.
- 3.7 Investments shall be placed by the Responsible Financial Officer (if delegated authority is in place) having used due diligence including as a minimum finance search engines and ratings agencies.

- a. This shall be under the oversight of at least two members of the Parish Council.
 - b. The actual movement of money shall be by the usual authorised signatories.
- 3.8 The procedure for undertaking investments, considering the need for timely and speedy placing of deals) shall be documented by the Responsible Financial Officer and approved by the Parish Council before any investments are placed.
- 3.9 The Responsible Financial Officer shall review credit ratings of organisations in which the Council hold investments on a quarterly basis. Should the credit rating of an organisation fall below that specified under 3.6, the Responsible Financial Officer shall consult the Parish Council and take the appropriate action.

REVISION

- 4.1 Any revisions to this policy shall be approved by the Full Council.
- 4.2 The Parish Council shall review this policy annually and recommend any proposed changes prior to the commencement of the new financial year.
- 4.3 Where no changes are proposed, Full Council shall note the policy.
- 4.4 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 3% or the Financial Services Compensation Scheme is extended to cover the Council.

Dated: 25th June 2024
Approved: 3rd July 2024
Review: March 2025

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY JULY 2024

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/01904/FUL Land Adj 29 Warning Tongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works (Amended)	Granted
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	Granted
October 2022		
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
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
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
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
February 2024		
24/00313/FUL 8 Plantation Avenue, Bessacarr	Erection of additional storey at first floor level, single storey rear extension following demolition of existing conservatory and erection of detached garage and alterations to existing front boundary wall Amended Plans	Pending
March 2024		

21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Pending
24/00292/FUL 1 Apple Tree Way, Bessacarr	Erection of single storey front porch extension to adjoin existing front porch	Granted
24/00476/FUL 8 Hillcrest Drive, Branton	Erection of extension to rear and conversion of garage	Granted
April 2024		
24/00645/COND Kilham Hall Playing Field, Kilham Lane, Branton	Consent, agreement or approval required by condition(s) 3 (EA FRA), 5 (Drainage details be agreed before start) and 6 (Sport England) of planning application 22/02736/3FUL	Pending
May 2024		
24/00781/FUL Canters Nutwell Lane Old Cantley	Installation of a new composite door on the front elevation and replacement of the existing dormer roofs with hipped roofs (retrospective)	Pending
24/00820/TCON 32 Warnington Drive, Bessacarr	Notice of intention to fell an Oak tree, situated within Bessacarr Conservation Area	Not Served
24/00791/FUL Winter House, Main Street, Old Cantley	Erection of a single storey extension with sky lantern & rendered finish & external render to existing house following demolition of existing conservatory	Pending
24/00899/FUL 4 Silverdale Close, Branton	Erection of two storey extension to the side, and ground floor extension to the rear of dwelling	Pending
24/00894/FUL 31 Cammidge Way, Bessacarr	Erection of single storey pitched roof extension to the rear with internal alterations and a detached flat roof summer house	Granted
24/00599/FUL Victoria Court Industrial Estate, Quarry Lane, Branton	Demolition of existing building and erection of a building divided into three units intended for occupancy under Use Classes E, B2, or B8, and installation of a storage container for a temporary period of ten years	Pending
June 2024		
24/00995/TCON 39 Warnington Drive, Bessacarr	Notice of intention to fell a Cupressus sempervirens, Willow and Cherry; and crown lift a Copper Beech, all within Bessacarr Conservation Area	Pending
24/01051/FUL 39 Warnington Drive, Bessacarr	Erection of side extension as well as external alterations including raising of roof height and installation of dormer windows to front elevation and integral double garage to side	Pending

APPEALS
FORMAL COMPLAINTS

16/02024/FUL and 19/02022/FUL 19 Warnington Drive, Bessacarr	Permission granted for balcony with no privacy screen. Neighbouring property feels overlooked	Processing through DMBC Formal Complaints Process
23/00041/REF Maydene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	Submitted to Planning Inspectorate

24/00005/REF Land At Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved)	Submitted to Planning Inspectorate
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