

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 5<sup>th</sup> February 2025 at Kilham Hall commencing at 6pm.**

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

**IN ATTENDANCE:** B Walton (Clerk), Ward Councillor R A Jones

**1) APOLOGIES**

1.1 Apologies received  
Councillor Adams.

1.2 Reasons for absence considered

RESOLVED (1)

a) Councillor Adams' reasons for absence were 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 to 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 8<sup>th</sup> January 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 8<sup>th</sup> January 2024 be agreed and signed by the Chairman following the slight amendment to Resolution i) on Agenda item 10 – only Councillor Butterworth signed the bank statements, not Councillor Rushby.

**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 Residents of Manor Farm requested a meeting with the Clerk and Chairman regarding a number of issues they had. The Chairman informed Members of the topics discussed, including Defibrillator, CCTV, Honey Homes development, gritting, road markings, road signs, speeding traffic and e-bikes.

RESOLVED (4)

a) The Clerk and Chairman redirected the residents to the relevant authorities (CDC, Persimmon and the Police). They also recommended they keep a log of incidents, write to their MP (contact details provided) and potentially the HSE.

b) Members approved for the Clerk to raise the road markings and road signs with CDC by reporting them online. She would also raise speeding traffic and e-bikes with the PCSO's at the next Police Drop In.

**5) CITY OF DONCASTER COUNCIL**

5.1 Ward Councillor's Report

Ward Councillor Jones updated Members on the Airport.

5.2 Update on the MUGA

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

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## Minutes Subject to Approval at the Next Meeting

5.2.1 The Clerk informed Members that FOSSE never returned to complete the snagging list due to illness. The ROSPA Inspector is due to attend site on 6<sup>th</sup> February 2025. CDC have chased payment of the balance of the invoice.

5.2.2 Discussion took place regarding a structured plan to ensure the MUGA operates efficiently, safely and equitably, catering to the needs of all users whilst maintaining a sustainable operational model.

5.2.3 Discussion took place as to whether any additional equipment was required at the current time.

### 5.3 Update on CCTV

The Clerk has chased CDC regarding the installation of the CCTV cameras as no updates have been received.

### 5.4 Identify any new Highway matters

Members raised the issue of damaged street signs on Moor View, Branton and School Lane, Old Cantley. It was also noted that there were no road markings on Whiphill Top Lane towards New Road.

### RESOLVED (5)

a) Members noted the Ward Councillors Update and thanked Councillor Jones for his attendance.

b) Members noted the update on the MUGA and agreed the following:

1. To acknowledge CDC's reminder for outstanding payment, but to wait to pay the same until the snagging list has been complete.
2. Continue to chase CDC and Fosse to complete the snagging list.
3. Trial the following schedule for use of the MUGA and publicise to residents:
  - a. 1<sup>st</sup> May to 30<sup>th</sup> September Tennis be available
  - b. Basketball nets to be left in place all year round
  - c. Netball to be available upon request via the Clerk
  - d. Football available 1<sup>st</sup> October to 30<sup>th</sup> April.
4. No additional equipment is to be purchased at the current time.

c) Members noted the update on the CCTV. *Post Meeting Update: The Clerk has been informed that CCTV will be installed w/c 10/02/25 weather permitting.*

d) Clerk is to report the highway issues to CDC.

## 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.

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

6.2.1 Members were asked to approve the parish precept document for inclusion on the website.

### RESOLVED (6)

a) Members noted the Clerk's Report and action list.

b) Members noted the Clerk's Update on Facebook/the Website and Approved the parish precept document.

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

### 7.1 Pull Up Bars

The Clerk informed Members of the cost of the safagrass mats required to improve the safety of the pull up bars, as recommended by the ROSPA Inspector, at a cost of £364 plus VAT.

### 7.2 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members that the 2025 pantomime had been booked for 6<sup>th</sup> December 2025, providing two performances.

### RESOLVED (7)

a) Members noted the cost of the safagrass mats.

b) Members noted the Kilham Hall Management Committee's update.

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

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**8) PARISH COUNCIL MATTERS**

8.1 The Clerk asked Members to consider carrying out the second internal control exercise of the financial year in March, prior to the internal auditor work.

RESOLVED (8)

a) Members approved the internal control exercise be carried out in March 2025. The Clerk is to arrange a mutually convenient date/time for Councillors Rushby and Butterworth to carry out this piece of work.

**9) PARISH MATTERS**

9.1 The Clerk asked Members to consider the content of the Spring Newsletter for inclusion in the Arrow publication and Today publication.

RESOLVED (9)

a) Members approved the content of the Newsletter and resolved to publish an article in the Arrow publication and Today publication.

**10) FINANCIAL**

10.1 Direct Bank Payments

That the following payments are duly approved:

**Payments Made - for Ratifying**

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/127	KHMC Energy Export	335.61	0.00	335.61	LGA 1972 S. 111
DD05/05	NEST - Pension	127.06	0.00	127.06	LGA 1972 S. 112
24/128	Clerk - Wildflower Seeds	69.00	13.80	82.80	Open Spaces Act 1906
24/132-136	Handyman - Materials for Cupboard	103.49	20.77	124.26	LG(MP) Act 1972 S. 19
24/137	Clerk - Ink Cartridge	29.5	0	29.50	LGA 1972 S. 111
24/138	Clerk - Safagrass Matts - Pull Up Bars	373.95	74.79	448.74	PHAAA 1907 S. 76(1)

**Payments for Approval**

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/129	Clerk (Payroll)	tbc	0.00	0.00	LGA 1972 S. 112
24/130	Handyman (Payroll)	tbc	0	0.00	LGA 1972 S. 112
24/131	HMRC	tbc	0	0.00	LGA 1972 S. 112
24/139	CDC - Annual Hedge Cut	393	78.6	471.6	Open Spaces Act 1906
24/140	Branton Garden Centre - Machinery Service	168.32	33.67	201.99	Open Spaces Act 1906
DD02/43	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111
DD03/07	Unity Bank - Service Charge	6	0	6.00	LGA 1972 S. 111
24/141	CDC - MUGA Balance	1747.28	0	1,747.28	GPC

\*to be confirmed by Warrens GBC once payroll has been prepared.

10.2 3<sup>rd</sup> Quarter Budget Monitoring Report

The Clerk presented members with the budget monitoring report for approval. It was noted that 124% of the budget had been spent so far. The Clerk explained that this was due to paying CDC

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

## Minutes Subject to Approval at the Next Meeting

the majority of the balance for the MUGA. £45,000 was taken out of the Parish Council reserves and only £10,000 was in the budget.

### 10.3 3<sup>rd</sup> Quarter Bank Reconciliation

The Clerk presented members with the third quarter bank reconciliation for approval. This showed total spend of £90,287.32, receipts of £126,774.49 and a balance of £65,580.37.

### 10.4 3<sup>rd</sup> Quarter VAT Return

The Clerk presented members with the 3<sup>rd</sup> quarter VAT return for information.

### 10.5 Bank Statements

The Clerk presented Members with the bank statements for 1<sup>st</sup> January to 31<sup>st</sup> January 2025 showing a balance of £61,302.06 for consideration and approval by the Council's auditors.

## RESOLVED (10)

- a) The regular payments document was approved.
- b) Members noted the 3<sup>rd</sup> Quarter Budget Monitoring Report.
- c) Members noted the 3<sup>rd</sup> Quarter Bank Reconciliation.
- d) Members noted the 3<sup>rd</sup> Quarter VAT return.
- e) The Clerk will submit the 3<sup>rd</sup> Quarter VAT return with HMRC.
- f) The bank statements were noted and signed by the Councillor Butterworth and Councillor Rushby.

## 11) **PLANNING APPLICATIONS**

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

24/02228/FUL Home Lea, Doncaster Road, Branton	Erection of a two storey rear extension, front porch and double garage following demolition of existing garage.	No comments or concerns
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## RESOLVED (11)

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

## 12) **POLICIES AND PROCEDURES**

### 12.1 Risk Assessment

12.1.1 Members were presented with the Risk Assessment for the MUGA and asked to consider its content.

### 12.2 Policies

The Clerk asked Members to consider and approve the following policies which had been reviewed.

12.2.1 Annual Leave Policy – no changes.

12.2.2 Co-option Policy – no changes.

12.2.3 Expenses Policy – no changes.

12.2.4 Recruitment and Selection Policy – one paragraph inserted relating to the Staffing Committee.

12.2.5 Sickness Absence Policy – no changes.

12.2.6 Dispensation Policy – no changes.

## RESOLVED (12)

- a) Members approved the MUGA Risk Assessment, which will be incorporated into the generic risk assessment document and reviewed annually.
- b) Members approved the reviewed policies listed above with one change to 12.2.6 – inclusion of the Dispensation Request Form as an Appendix.
- c) The Clerk is to look into Members Expenses and either incorporate it into the Expenses Policy or draft a Members Expenses Policy.

## 13) **POLICE ISSUES**

### 13.1 Police Issues

No members of the public attended the drop in on 28<sup>th</sup> January 2025. The next drop in session Wednesday 12<sup>th</sup> March 2025 at 6pm at Kilham Hall Meeting Rooms.

## RESOLVED (13)

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

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- a) Members noted the police update.
- b) The Clerk advertises the future Police Drop In sessions on social media and the website.

**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, CEO Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training.

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 5<sup>th</sup> March 2025 commencing at 6pm.

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

16.1 Clerk’s January Timesheet and Quarter 3 Mileage

The Clerk’s timesheet for January was shared for information. Members noted that the Clerk had worked an additional 3 hours and 30 minutes during January – this was due to the Clerk working on the CILCA qualification. The Clerk’s mileage was noted.

16.2 Handyman’s January Timesheet

Handyman’s timesheet for January was shared for information.

RESOLVED (16)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk’s Quarter 3 mileage claim was noted and approved.
- c) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data, including the Clerk’s additional hours.

The meeting closed at 7.35pm.

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



# Safety Inspection Report

Post-installation Inspection

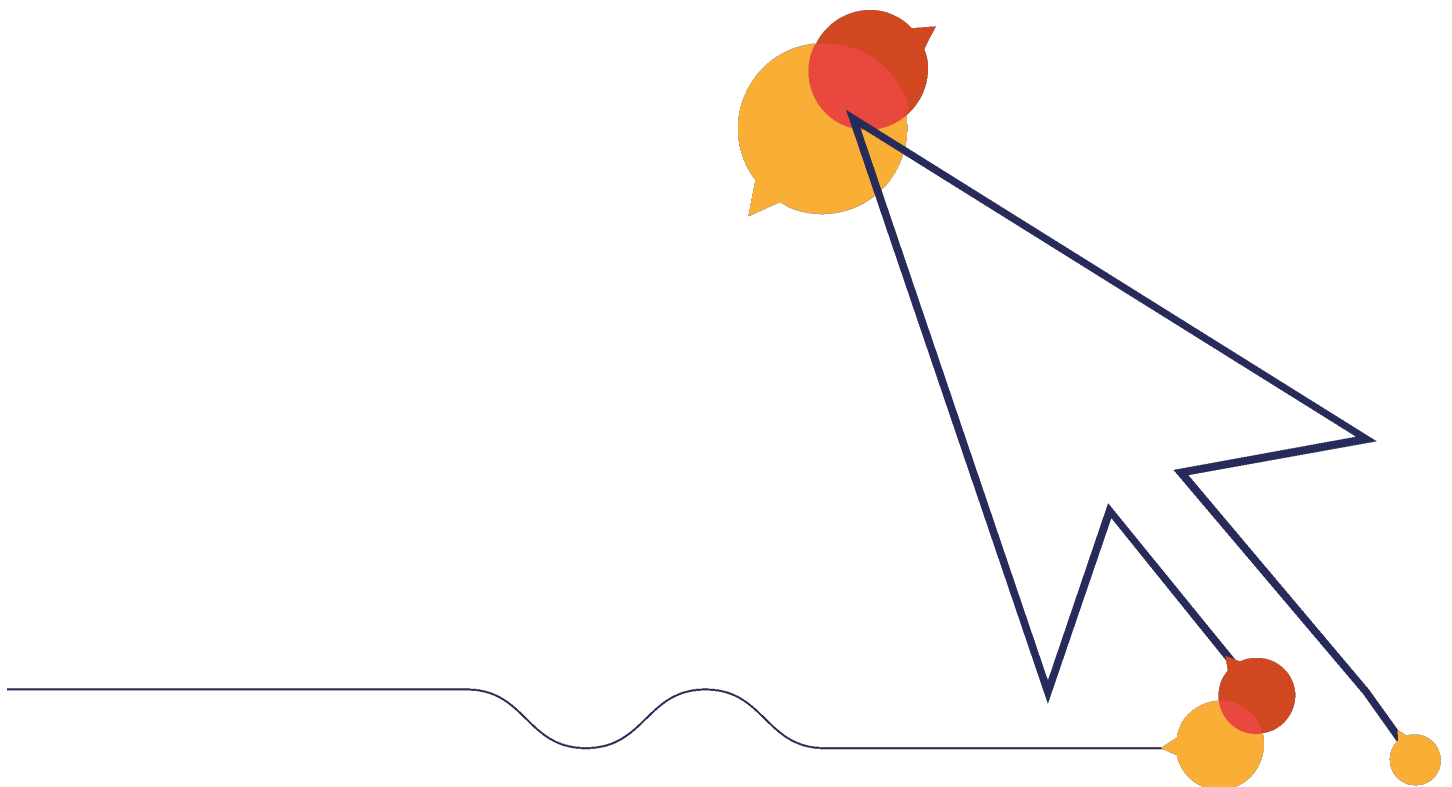
## Kilham Hall Community Centre

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Fosse Contracts Limited

30 January 2025



# Safety Inspection Report

## Post-installation Inspection




Site name: **Kilham Hall Community Centre**  
Date of inspection: **30 January 2025**  
Inspector: **Mike Griffiths**



## The Overall Site

Innate risk score:




 0

Description	Tasks	Risk score
Trip points on the surface.	Build up surface level to remove trip points., Read the notes for further action.	 9
Additional comments are noted below.	Read the notes for further action.	 8
Installation incomplete.	Read the notes for further action.	 6

## Gates - MUGA

Innate risk score:


 4

Description	Tasks	Risk score
There should be no protruding nails, projecting wire, rope terminations or pointed or hard and sharp-edged parts within any accessible part of the equipment. Corners, edges and projecting parts within any accessible part of the	Read the notes for further action.	 9
Additional comments are noted below.	Read the notes for further action.	 6
Gate is sticking on the ground.	Adjust.	 6

## Signage

Innate risk score:

 2

Description	Tasks	Risk score
An information sign displaying (all) the minimum information is not provided at equipment facilities in an easily conspicuous form.	Read the notes for further action.	 7

## Fencing - MUGA

Innate risk score:

 3



Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	 6



## MUGA - Double End

Innate risk score:

 7

Description	Tasks	Risk score
A clearly visible sign must be fitted to all sports related equipment with at least the following: a) equipment is not intended for children less than 36 month, b) “Do not climb on the framework or nets”, c) “Do not hang on the ring”, d) “Do not wear rings or	Fit warning notice., Read the notes for further action.	 7
See the notes.	Read the notes for further action., Monitor.	 6

## How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

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**Sample Asset Name** 1

Manufactured by Manufacturer Name 2

asset image here


Innate risk level: █ █ █ █ █

Actual risk level: █ █ █ █ █

Risk level: █ Low

Potential risk score reduction: █ 1 3

Remedial tasks: █ 1 4



Surface: Grass

Standards:  5

EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding** 6

<b>Description</b> Item is rusting in places.	<b>Risk level:</b> <span style="color: green;">█</span> Low
<b>Tasks</b> Replace.	<b>Risk score:</b> <span style="color: green;">█</span> 7
<b>Note</b> Two of the frame washers are rusting.	

**Finding Photos**

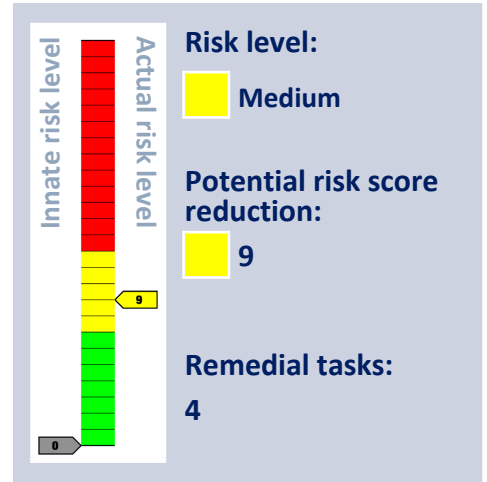
asset image here

asset image here

4

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

# The Overall Site



## Maintenance Finding

### Description

Installation incomplete.

### Tasks

Read the notes for further action.

### Note

The grass needs re seeding following winter works. Schedule a time to complete this work as it is liable to lead to a muddy slippery surface within the MUGA.



### Finding Photos



## Maintenance Finding

### Description

Additional comments are noted below.

### Tasks

Read the notes for further action.

### Note

Inspector-notes the tarmac pathway up to the MUGA is either a little low or sunk following installation. There are a few small lips which with further movement may become more significant trip points. Advise topping up so pathway is flush.

Risk level:

 Medium

Risk score:

 8

### Finding Photos



## Maintenance Finding

### Description

Trip points on the surface.

### Tasks

Build up surface level to remove trip points., Read the notes for further action.

### Note

See separate finding for tarmac pathway. The surface beside has subsided a little (likely due to inclement weather). Top up soil, reseed. Could consider embedding some grass matting to improve resilience. Make level.

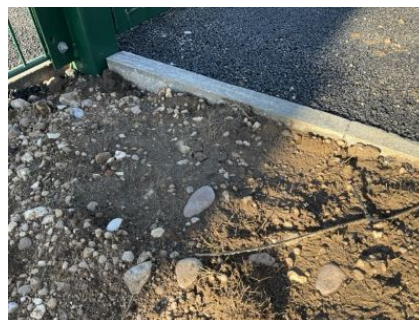
Risk level:

 Medium

Risk score:

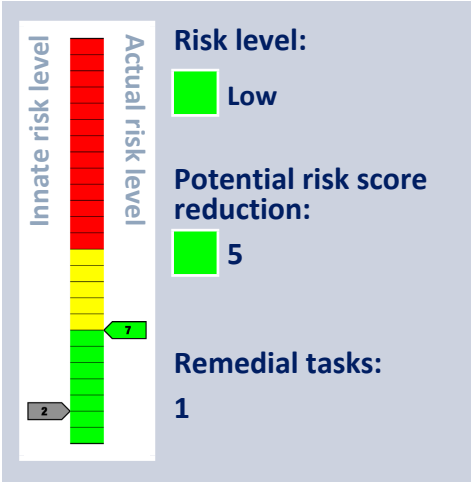
 9

### Finding Photos



# Signage

Photo not possible



## Standard Compliance Finding

### Description

An information sign displaying (all) the minimum information is not provided at equipment facilities in an easily conspicuous form.

### Tasks

Read the notes for further action.

### Note

The inspector spoke to manufacturer/ installer on the phone to clarify. Advised there is signage on order with rules for safe use age. Ensure this is installed as per the planning process.



### Finding Photos



# Gates - MUGA



**Innate risk level**

**Actual risk level**

**Risk level:** Medium

**Potential risk score reduction:** 5

**Remedial tasks:** 3

A vertical scale with 6 colored segments: red (9), orange (8), yellow (7), light green (6), green (5), and dark green (4). A yellow arrow points to the yellow segment (7), and a grey arrow points to the dark green segment (4).

## Maintenance Finding

### Description

Gate is sticking on the ground.

### Tasks

Adjust.

### Note

Skim surface.

### Risk level:

Low

### Risk score:

6

### Finding Photos



## Maintenance Finding

### Description

Additional comments are noted below.

### Tasks

Read the notes for further action.

### Note

Advise inserting a bolt hole for the bolt. Consider adding a concrete ramp in the event vehicle does need to access the playing site.

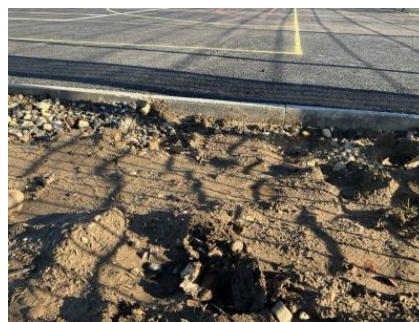
Risk level:

 Low

Risk score:

 6

### Finding Photos



## Standard Compliance Finding

### Description

There should be no protruding nails, projecting wire, rope terminations or pointed or hard and sharp-edged parts within any accessible part of the equipment. Corners, edges and projecting parts within any accessible part of the equipment that project more than 8 mm and which are not shielded by adjacent areas that are not more than 25 mm from the end of the projected part should be rounded off. The minimum radius of the curve should be 3 mm.

Risk level:

 Medium

Risk score:

 9

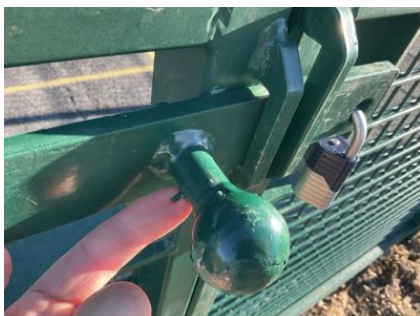
### Tasks

Read the notes for further action.

### Note

File off sharp protrusion on vehicle gate handle.

### Finding Photos



# Fencing - MUGA



**Innate risk level**

**Actual risk level**

**Risk level:**  
Low

**Potential risk score reduction:**  
3

**Remedial tasks:**  
1

## Maintenance Finding

### Description

Additional comments are noted below.

### Tasks

Read the notes for further action.

### Note

Remove all cable ties.

**Risk level:**

Low

**Risk score:**

6

### Finding Photos





# MUGA - Double End

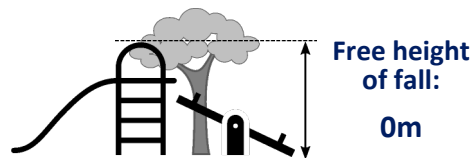
Manufactured by Other



**Risk level:**  
Low

**Risk score as low as possible**

**Remedial tasks:**  
4



## Standards:



EN 15312:2007+A1:2010

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Surface: Tarmac  
at a depth of 60 mm

## Standard Compliance Finding

### Description

A clearly visible sign must be fitted to all sports related equipment with at least the following: a) equipment is not intended for children less than 36 month, b) "Do not climb on the framework or nets", c) "Do not hang on the ring", d) "Do not wear rings or other jewellery as these can get caught and cause injury", e) name and telephone number of site owner, f) number to call in case of accident.

Risk level:

 Low

Risk score:

 7

### Tasks

Fit warning notice., Read the notes for further action.

### Note

This requires adding particularly given the lower hanging rings. Add signage.

### Finding Photos



# Standard Compliance Finding

## Description

See the notes.

## Tasks

Read the notes for further action., Monitor.

## Note

The basket ball back boards are attached to standardised fence panelling. They are low. Inspector understands this site is not for sports teams. The remaining risk is lower hung nets are torn and over time pressure is placed upon the panelling. To mitigate this routine checks of the ring, net and back board attachments should be made. Additionally, check the bolts on the panels holding the backboards routinely.

**Risk level:**  
 **Low**

**Risk score:**  
 **6**

## Finding Photos



## General Notes

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The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## General Notes

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It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 =$  low risk. Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 =$  low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

## General Notes

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### Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

### Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



## General Notes

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### What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

### What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



## General Notes

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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

### **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

### **Timber**

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.





## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	



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City of  
Doncaster  
Council

[www.doncaster.gov.uk](http://www.doncaster.gov.uk)

Bev Walton  
UNKNOWN

**Contact:** Local Plans Team  
**Tel:** 01302 734419  
**E-Mail:** [localplan@doncaster.gov.uk](mailto:localplan@doncaster.gov.uk)  
**Web:** [www.doncaster.gov.uk/localplan](http://www.doncaster.gov.uk/localplan)  
**Ref Number:** 10134  
**Date:** 24th February 2025

Dear Sir/Madam,

### **Biodiversity Net Gain – Call for Sites**

We are writing to make you aware that City of Doncaster Council is launching a 'call for sites' which will run for 8 weeks from 24 February 2025. During the 'call for sites' the Council would like to hear from landowners that are interested in delivering Biodiversity Net Gain (BNG) schemes on their land. The 'call for sites' aims to understand the level of interest from landowners, land promoters and land managers. Biodiversity units can only be sold once they have been legally secured through either a s106 agreement with a Local Authority, or a Conservation Covenant with a Responsible Body. The call for sites exercise will help us to understand the level of interest locally and allocate resources to support this work.

More information on the Biodiversity Net Gain – Call for sites can be found on the following webpage along with an Expression of Interests Form to complete.

<https://www.doncaster.gov.uk/services/planning/biodiversity-net-gain-call-for-habitat-bank-sites>

The deadline for submissions of Expressions of interest is 21 April 2025.

Yours faithfully,

**The Planning Policy and Environment Team**

## CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – MARCH 2025

### **1) CDC**

- a) MUGA - **Confirmed the PC would pay outstanding invoice once snagging complete. ROSPA inspection received from FOSSE. Clerk/Handyman went through ROSPA report and raised issues with CDC re: snagging. Snagging list almost complete - should be completed 26/02/25. Awaiting signage from FOSSE. Applied temporary signage to enable opening of MUGA on 17<sup>th</sup> February 2025.**
- b) CCTV – **Chased CDC for update on when CCTV being installed. They've carried out structural testing on 2<sup>nd</sup> location (just abit further up road but looking at same area) so awaiting results. Had confirmation that CCTV on 1<sup>st</sup> location should be installed w/c 24/02/25 and if have structural testing results back, 2<sup>nd</sup> location also.**
- c) Land at top of Brockholes Lane – **Received two licences for maintenance of land and re-siting of bench. Shared with Members for comment. No comments so signed and returned to CDC for their signing. On PC Agenda for ratification. Had confirmation from CDC that we can now undertake any work on the land.**
- d) Parish Precept – **Submitted precept figures to CDC and placed details on website and Facebook for residents information.**
- e) Manor Farm – **Update received from Ward Councillor Jane Cox from Persimmon regarding resident complaints – shared with Members.**

### **2) Recreation Ground/Garden Areas**

- a) MUGA – **As above**
- b) Fence Maintenance - **Handyman will continue to paint fence around KH.**
- c) Paint Playground – **Handyman will need to close park to paint it so waiting til Spring.**
- d) Repairs – **Handyman working through ROSPA Report. Work on the pull up bars complete (concrete edging removed and surface and replaced with safagrass matting and grass seed).**
- e) Hedgecutter – **Handyman has taken it to Garden Centre for repair at a cost of £98.83. Still awaiting repair however handyman has new hedgecutter to use.**
- f) Pull Up Bars – **Clerk found some top soil for free so Handyman collected (to save PC having to purchase some). All work now complete.**
- h) Donated bench – **Installed and email sent to residents who donated it informing them of the same and thanking them for their donation.**
- i) Bike rack – **Handyman built bike rack and installing near the MUGA.**

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

- a) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**
- b) Complaints from residents regarding dog fouling – **responded to resident and redirected them to CDC as they were requesting yellow stencil outside their property. Also reported dog fouling to CDC on their behalf.**

### **4) Parish/Community**

- a) Defibrillator's – **Checked regularly and the Circuit Website updated. KH Defib may be coming close to lifespan and battery isn't charging fully so Clerk to look into this in readiness to purchase new one.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**

### **5) Parish Council Procedures/Finance**

- a) Website –**Updated regularly**
- b) Facebook – **Updated regularly**
- c) Policies – **Reviewed the following:**
  - Hire and Usage of Kilham Hall Meeting Rooms and Recreation Grounds.**
  - Investment Policy.**
  - Pay Policy Statement.**
  - Training and Development Policy**
  - New Policies drafted:**
    - Internal Control Policy.**
    - Members Allowance Policy.**
- d) Unity Bank – **Sent form to Unity to add Cllr Adams.**
- e) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**

**6) Police**

a) Drop In Session – future dates set until July 2025 and advertised on FB, website and notice boards. The next session is on Wednesday 12<sup>th</sup> March 2025 at 6pm-7pm at Kilham Hall Meeting Rooms.

**7) Training/Networking**

a) Clerk has submitted three of five modules of CILCA qualification – This will take between 8 and 12 months (started October 2024) at approximately 4/5 hours per week.

## 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
		Put Schedule of Meeting Dates on FB and Notice Boards				Done
01/05/2024	1.16		Clerk	07/05/2024	N	
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
		Send Councillor Odell's declaration of office to CDC MO				Done
01/05/2024	4.3		Clerk	02/05/2024	N	

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		Clerk	02/05/2024	N	
01/05/2024	5.4	Inform CDC of new highways issue	Clerk	02/05/2024	N	Done - Ref; 201002486695
		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					
01/05/2024	8.1	Keep Chasing Dickinson Wood for Deed of Variation	Clerk		N	Done
		Respond to KHMC Chair's email regarding Deed/Repairs				Done in meeting with Members input
01/05/2024	8.1		Clerk	01/05/2024	N	
		Donate £500 to Auckley Show - contact organisers				Donation declined by Auckley Show as they have enough funding
01/05/2024	9.1		Clerk	02/05/2024	N	
01/05/2004	9.2	Donate £1000 to KHMC for Pantomime - inform KHMC	Clerk	02/05/2024	N	Donation made
01/05/2024	9.3	Advertise the litter pick on 11/05/24	Clerk	02/05/2024	N	FB Posts scheduled
		Inform St Wilfred's PTA member that we have no restrictions on banners advertising the Summer Fayre				Messaged Michelle Abele who enquired
01/05/2024	9.4		Clerk	02/05/2024	N	
01/05/2024	10.1	Pay invoices/payroll that has been approved	Clerk	10/05/2024	N	Done
		Print bank statements off for next month (due to problem with Unity this month) ready for signing				Done
01/05/2024	10.2		Clerk	03/06/2024	N	
01/05/2024	11.1	Add the Disposals Policy to Website	Clerk	02/05/2024	N	Done
01/05/2024	13.1	Advertise the next Police Drop In	Clerk	02/05/2025	N	FB Posts scheduled
		Look at Department for Energy Security and Net Zero recently launched consultation and reply on behalf of the PC				Relates to Wind Turbines so no comment needed
01/05/2024	15.1.5		Councillor Gibbins	10/06/2024	N	
		Inform Warrens GBC of approved timesheets to arrnage payroll				Done
01/05/2024	17.1-17.2		Clerk	02/05/2024	N	
01/05/2024	17.3	Carry forward 3 hrs A/L from 2023/2024 to 2024/2025	Clerk	02/05/2024	N	Done
05/06/2024	3.1	Put approved minutes on website and file	Clerk	06/06/2024	N	Done
05/06/2024	4.2.2	Respond to resident re metal grid onto park	Clerk	11/06/2024	N	Done
		Contact Football team and inform time not convenient, maybe later				Done - no reply from Team
05/06/2024	4.2.3		Clerk	06/06/2024	N	
		Contact Air Ambulance/Recycling and say happy to try a clothing bank on 3 month trial				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	4.2.4		Clerk	06/06/2024	N	Urba Arborist attended 08/08/24
		Discuss with Handymen re: overhanging trees and potentially contact external arborist to quote for work				
05/06/2024	4.2.5		Clerk	07/06/2024	N	
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	
		Advertise the Clerk's desk for sale and purchase a second hand new larger desk/drawers for up to £150				No takers so keep current desk
05/06/2024	6.1.1		Clerk	12/06/2025	N	
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	22/08/2024	N	Done and asked Cllr Sprack to accept invitation



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 publicationions	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
03/07/2024	3.1	Put approved minutes on website and file	Clerk	04/07/2024	N	Done
03/07/2024	5.5	Repair damage to park and rotting/loose treads on steps upto Monkey Bars	Handyman	08/07/2024	N	Clerk informed Handyman of decision. Parts for damage ordered and will repair once arrive
03/07/2024	5.6	Report hedge at back of Hagans to CDC	Clerk	04/07/2024	N	Done
03/07/2024	5.6	Report overgrown footpath at side of River Torne to Environment Agency	Clerk	04/07/2024	N	Done
03/07/2024	7.2	Chase resident for completed Hire of Field form and confirmation re: insurance prior to use	Clerk	09/07/2024	N	Received
03/07/2024	7.6	Inform KHMC that the PC will split the cost of the installation of the new meter	Clerk	04/07/2024	N	Informed KHMC
03/07/2024	7.4	Contact Urban Arboist to accept their quote and book work for Doncaster Road	Clerk	04/07/2024	N	Done - awaiting confirmation of when work will take place
03/07/2024	7.5	Confirmed Cllrs to close gates in Clerk/Caretaker absence for 06/07/24 & 13/07/24	Cllr Odell Cllr Gibbins	06/07/24 13/07/24	N	Done
03/07/2024	8.1	Report maintenance of brick built bus shelter (near Badgers Holt) to Travel South Yorkshire	Clerk	04/07/2024	N	Done
03/07/2024	9.1	Pay Invoices/Payroll	Clerk	12/07/2023	N	Done and Members asked to authorise
03/07/2024	9.2	Get Cllr Rushby to sign the Bank Reconciliation	Clerk	15/07/2024	N	Done
03/07/2024	9.4	Submit VAT Reclaim	Clerk	04/07/2024	N	Done
03/07/2024	9.5	Get Cllr Rushby to sign the bank statements	Clerk	15/07/2024	N	Done
03/07/2024	10.1.1-10.1.7	Amend Policies as stated and place on Website and in folder	Clerk	08/07/2024	N	Done

03/07/2024	10.1.1-10.1.7	Update Policy List and place in folder	Clerk	08/07/2024	N	Done
03/07/2024	10.1.5	Contact YLCA and seek guidance on trigger period and other queries in Capability Policy	Chair		Y	Clerk emailed Chair 08/07/24 reminding him to submit a ticket re: this issue and chased 21/08/24
03/07/2024	11.1.1-11.1.2	Clerk to update FB posts re: poppies and seeking volunteers to sew	Clerk	Conitnually advertise and moreso September 24	N	Posts scheduled
03/07/2024	12.2	Clerk to advertise Carols Around the Tree event nearer the time - 06/12/24	Clerk	Oct/Nov	N	Done
03/07/2024	12.3	Clerk to confirm Carols Around the Tree event with Armthorpe Elmfield Brass Band and request invoice	Clerk	08/07/2024	N	Clerk emailed and confirmed and requested invoice - awaiting receipt of same
03/07/2024	12.4	Inform Christmas Plus & RJ Electricial that lights want illuminating by 30/11/24 and removing on 06/01/25	Clerk	08/07/2024	N	Done
03/07/2024	13.1.1-13.1.3	Provide CDC Planning with PC comments	Clerk	04/07/2024	N	Done
03/07/2024	13.2	Request clarify from CDC planning re: S.106 monies re: Land at South of Doncaster Rd	Clerk	04/07/2024	Y	Emailed CDC Planning Department - await reply
03/07/2024	15.3	Inform YLCA of apologies/attendance for YLCA Joint Annual Meeting on 20/07/24	Clerk	04/07/2024	N	Done
03/07/2024	18.1-18.3	Provide Warrens GBC with payroll information	Clerk	04/07/2024	N	Done
04/09/2024	2.1	Forward Amended ROI Form to Cllr Odell	Clerk	05/09/2024	N	Done
04/09/2024	3.1	Put approved minutes on website and file	Clerk	05/09/2024	N	Done
04/09/2024	4.2.2	Report fallen trees on Milton Road to CDC	Clerk		N	Done
04/09/2024	4.2.3	Contact resident re: volunteering and arrange suitable date	Clerk	05/09/2024	Y	Contacted resident - he will get back to us with dates
04/09/2024	4.2.3	Draft Risk Assessment for volunteering/painting	Clerk	05/09/2024	N	Done - going to PC on 02/10/24 for approval
04/09/2024	5.1	Advertise Community Skip for 30/11/24 nearer time and once we know venue	Clerk	Oct/Nov	N	Done
04/09/2024	5.3	Chase CDC re; CCTV Update	Clerk		N	Done - still awaiting confirmation of electrics
04/09/2024	5.4	Report sunken drain on Whiphill Top Lane near new build entrance	Clerk		N	Done
04/09/2024	6.1	Email YLCA to request Chair's YLCA Log in details are sent direct to him	Clerk	05/09/2024	N	Done
04/09/2024	6.1	Chair to raise ticket with YLCA re:Capability Policy once gets log in details	Chair		Y	Done
04/09/2024	7.1	Inform Handyman of tasks to carry out over Autumn/Winter - painting of the play area, studded wall in Kilham Hall meeting rooms to be built, repair the play tower, stain park signs.	Clerk	06/09/2024	N	Done
04/09/2024	7.2	Inform Handyman that a compost bin can be built and that Councillor's Odell and Gibbins offered to help with this	Clerk	06/09/2024	N	Done, delivered and used
04/09/2024	7.4	Order 2-in-1 hedge trimmer and saw pole at the cost of £169.99 and inform Handyman	Clerk	06/09/2024	N	Done
04/09/2024	7.5	Discuss with Caretaker about a First Aid Course	Clerk	09/09/2024	N	Caretaker is going on a course paid for by KHMC in due course
04/09/2024	7.6	Discuss with Handyman about drilling hole at KH for meter and what equipment is required	Clerk	06/09/2024	N	Done - drill bit purchased
04/09/2024	8.4	Respond to Wilkin Chapman	Clerk	05/09/2024	N	Done
04/09/2024	9.2	Publish the next litter pick on 28/09/24 on FB	Clerk		N	Done and shared to Village Voice FB page

		Contact CDC to see whether they could adopt the land. If this isn't possible, the Clerk will put to CDC ways to improve the appearance of the land – cut back the self set and move the bench from next to the road back onto the land.	Clerk	09/09/2024	N	Update on Oct Agenda
04/09/2024	9.3					
04/09/2024	10.2	Pay outstanding invoices	Clerk	13/09/2024	N	Done
04/09/2024	10.3	Organise Internal Audit Exercise with Cllr Butterworth & Cllr Rushby	Clerk	13/09/2024	N	Done - Update on Oct Agenda
04/09/2024	10.4	Get Cllr Butterworth & Cllr Rushby to sign bank statements	Clerk	13/09/2024	N	Done
04/09/2024	11.1.1 to 11.1.5	Amend/finalise all policies and place on website and in Office File and update Policy List	Clerk	12/09/2024	N	Done
04/09/2024	11.2.1 to 11.2.4	Amend/finalise all risk assessments and place in Office File	Clerk	12/09/2024	N	Done
04/09/2024	11.3	Finalise Staffing Committee TOR and file	Clerk	12/09/2024	N	Done
04/09/2024	12.1	Provide feedback to CDC Planning Department and update Planning Register	Clerk	05/09/2024	N	Done
04/09/2024	13.1	Advertise Police Drop In Sessions on FB	Clerk		N	Done
04/09/2024	17.1 to 17.2	Forward Clerk & Handyman's timesheets to Warrens GBC to prepare payroll	Clerk	05/09/2024	N	Done
04/09/2024	17.3	Clerk to update Members and FB of her new working hours once she is aware of them	Clerk	17/09/2024	N	Done
02/10/2024	3.1	Put approved minutes on website and file	Clerk	03/10/2024	N	Done
02/10/2024	5.2 & 5.3	Clerk to amend standard Vacancy notice with closing date of 25/11/24 on it and advertise on Website, FB, Notice Boards, Shop	Clerk	22/10/2024	N	Once receive notification from CDC advertise the vacancy
02/10/2024	5.4	Pay SLCC Annual Membership	Clerk	11/10/2024	N	Done
02/10/2024	5.5	Put Asset Register on Website	Clerk	08/10/2024	N	Done
02/10/2024	5.6	Pass on Councillor Gibbins apologies to YLCA for SY Branch Meeting	Clerk	03/10/2024	N	Done, booked and advertised
02/10/2024	6.1	Chase Ward Councillors and check if skips are going ahead and if so location so can advertise	Clerk	07/10/2024	N	
02/10/2024	6.2	Send Grant Application to CDC	Clerk	03/10/2024	N	Done
02/10/2024	6.2	Finalise letter to residents once start date confirmed by CDC/FOSSE and delivery to local houses on Kilham Lane and those that back onto field from Whiphill Top Lane	Clerk	18/10/2024	N	Done
02/10/2024	6.4	Write to local residents whose properties back onto open space at Brockholes Lane and inform them of our intentions and seek their views	Clerk	23/10/2024	N	Done
02/10/2024	6.5	Inform Handyman that PC are happy for him to repair the swings/zip line as and when required as highlighted in CDC's report	Clerk	04/10/2024	N	Done
02/10/2024	6.6	Report paths on Kingsmead near the Close in disrepair and also metal bar on field between Oaktree Road and Valley Drive	Clerk	03/10/2024	N	
02/10/2024	7.1	Return Register of Interests form to Clerk	Councillor Odell	23/10/2024	N	ROI form received 23/10/24 and sent to Monitoring Officer
02/10/2024	7.1	Contact YLCA re: Capability Policy	Chairman		Y	

02/10/2024	8.1	Advertise change of times for closing of car park at Kilham Hall during Winter months	Clerk	03/10/2024	N	Put posts on FB and also updated Website
02/10/2024	8.2	Inform CDC that annual hedge cut to take place in January	Clerk	03/10/2024	N	Carried out 15/01/25
02/10/2024	8.4	Contact Shutter Company to see if can use the motor that was taken off window on Handyman's door to reduce cost of repair. If not, approve quote and book repair in	Clerk	03/10/2024	N	Done - repair carried out 08/10/24
02/10/2024	8.6	Phone resident and inform him of type of bench PC would accept on KH field and send him link to the benches	Clerk	03/10/2024	N	Done - phoned and spoke to resident who was OK with PC's decision, sent email with link to products, contact number for company and delivery details by email 07/10/24
02/10/2024	9.1	Amend Newsletter slightly and send to Today Publications and The Arrow Publication	Clerk	09/10/2024	N	Done
02/10/2024	9.2	Confirm with Handyman that poppy displays will go up 2 weeks before (w/c 28/10/24) and come down 2 weeks after (end of November)	Clerk	04/10/2024	N	Done
02/10/2024	9.3	Order seed bombs	Clerk	23/10/2024	N	Done
02/10/2024	9.4	Take to next KHMC Meeting and ask if they intend hosting anything for VE Day 80th Anniversary (May 25) or want to jointly host something and let the PC know at December meeting in time for budget setting	Councillor Gibbins & Councillor Sprack	04/12/2024	N	KHMC not holding an event
02/10/2024	10.1	Put AGAR Section 3 and Notice of Conclusion on Notice Boards	Clerk	04/10/2024	N	Done
02/10/2024	10.2	Pay invoices/payroll	Clerk	11/10/2024	N	Done
02/10/2024	10.3	Place Internal Control document on website	Clerk	08/10/2024	N	Done
02/10/2024	10.4	Transfer £30k from current account to reserves account	Clerk	11/10/2024	N	Done
02/10/2024	10.4	Put 2nd Qtr Bank Reconciliation on website	Clerk	08/10/2024	N	Done
02/10/2024	10.6	Check 2nd Qtr VAT return, await NPG Invoice & add that to it then claim	Clerk	11/10/2024	N	Done
02/10/2024	10.7	Order poppy wreathes and make a £100 donation to RBL	Clerk	11/10/2024	N	Done
02/10/2024	11.2	Put reviewed policies on website	Clerk		N	Done
02/10/2024	11.3.3	Put amended GDPR/Data Information Audit on Website	Clerk		N	Done
02/10/2024	12.1	Inform CDC of planning comments	Clerk	03/10/2024	N	Done
02/10/2024	12.2	Inform CDC of suggested street names for new estate	Clerk	03/10/2024	N	Done
02/10/2024	13.1	Advertise next police drop in at Garden Centre	Clerk		N	Done
02/10/2024	14.2	Send Councillor Sprack the link to the YLCA gov.uk webinar	Clerk	03/10/2024	N	Done
02/10/2024	17.1 - 17.4	Inform Warrens GBC of approved timesheets, mileage sheet and Clerk pension contribution	Clerk	04/10/2024	N	Done
06/11/2024	3.1	Put approved minutes on website and file	Clerk	07/11/2024	N	Done
06/11/2024	4.2	Monitor number of reports received about grid into park and keep PC updated	Clerk/Handyman		Y	Ongoing
06/11/2024	5.3	Chase Janice Jones at CDC for annual maintenance costs of CCTV cameras	Clerk	12/11/2024	N	Awaiting reply

06/11/2024	5.4	Ask KHMC if they would apply for Capital Grant on PC's behalf	Clerk/Cllr Gibbins	07/11/2024	N	Done - Clerk liaised with CDC and KHMC - as the project has now started we cannot apply for the Capital Grant
06/11/2024	6.1	Draft a FB post about proposed improvements to the open space at top of Brockholes Lane after 1/12/24	Clerk	02/12/2024	N	Scheduled a post for 02/12/24
06/11/2024	6.2.1	Include gov.uk domain and emails and accessible website in 2025/2026 budget	Clerk	12/11/2024	N	Requested costs from web developer
06/11/2024	7.2	Confirm repairs to aerial runway by CDC at a cost of £165	Clerk	07/11/2024	N	Emailed CDC requested works are carried out
06/11/2024	7.3	Confirm with Handyman when taking equipment to Garden centre for annual service	Clerk	12/12/2024	N	Handyman to take when convenient for him
06/11/2024	8.1	Include upgrade of Website and potential Cllr Drop in session combined with Police Drop In's	Clerk		N	Done
06/11/2024	8.2	Members to review the consultation and provide Clerk with responses by 29/11/24 to enable a PC response to be formed for approval at 4/12/24 meeting	All		N	Awaiting replies
06/11/2024	9.1	Write to CDC regarding balance invoice and request part refund for unsatisfactory services received during extension build	Clerk	06/11/2024	N	Reply received from CDC - awaiting members response for next steps
06/11/2024	10.2.1	Amend Electricity provider to EON	Clerk		N	Done
06/11/2024	10.2.2	Add Vice Chair into Policy as they have passwords envelope too			N	Done
06/11/2024	11.1	Change Clerk's Planning report relating to Land at Warning Tongue Lane/Bus Terminous as the appeal has been dismissed	Clerk	06/11/2024	N	Done
06/11/2024	11.1.1 & 11.1.2	Inform CDC of planning comments	Clerk	06/11/2024	N	Done
06/11/2024	12.1	Advertise next Police Drop IN	Clerk		N	Done
06/11/2024	13.1	Purchase two tubs of celebrations for Carols around Tree Event	Clerk	22/11/2024	N	Done
06/11/2024	13.2	Write to WI requesting donation of minch pies	Clerk	06/11/2024	N	Done - WI donated mince pies and left with Clerk
06/11/2024	14.1	Look at Parish Helpline and get a quote for gov.uk website and incorporate in budget	Clerk	26/11/2024	Y	Awaiting reply
06/11/2024	17.1 - 17.2	Inform Warrens GBC of approved timesheets	Clerk	06/11/2024	N	Done
06/11/2024	17.3	Clerk to look at legalities re: pay for Handyman and also compare role/payscale with other PC's and place on December agenda	Clerk	20/11/2024	N	Done - information collated ready for PC meeting Postponed til January 2025
04/12/2024	3.1	Put approved minutes on website and file	Clerk	05/12/2024	N	Done
04/12/2024	4.2.1	Draft reply to resident and share with KHMC re: parking on Kilham Lane to ensure KHMC are aware of decision made	Clerk	04/12/2024	N	Done - KHMC Chair approved reply so emailed to resident.
04/12/2024	4.2.1	Put Kilham Lane parking issues on January 2025 agenda and include cones in 2025/2026 budget	Clerk	04/12/2024	N	Done
04/12/2024	5.3	Send Declaration of Office to CDC Monitoring Officer in relation to Councillor Adams	Clerk	04/12/2024	N	Done
04/12/2024	5.3	Send Councillor Adams new Councillor Welcome Pack and request completed Register of Interests be returned within 28 days	Clerk	05/12/2024	N	Awaiting Register of Interests returned from Cllr Adams to send to MO
04/12/2024	5.4	Provide a response to the remote meetings consultation	Parish Council via Clerk	04/12/2024	N	Received and sent

04/12/2024	6.2	Chase CDC for reply regarding 5% of invoice	Clerk		N	Done on numerous occasions - awaiting reply - £1k off balance
04/12/2024	6.3	Continue to Chase CDC re: CCTV installation dates so we can do a FB post to update residents	Clerk		N	Done on numerous occasions - awaiting reply - escalated to Cabinet Member & Ward Cllr
04/12/2024	6.5	Check if house at end of Moor View have dug some of pavement up and check permission received from CDC	Cllr Odell/Clerk	16/12/2024	N	Cllr Odell confirmed house has installed a dropped curb - Clerk checked with CDC whether permission had been sought for this work - all is legal
04/12/2024	7.2.1	Check if a licence is required to generate QR codes (for inclusion on Agenda)	Clerk		Y	
04/12/2024	8.2.1	Await YLCA re: Solar export then update PC so Cllr Gibbins can update KHMC at their January meeting	Clerk	05/12/2024	N	Advice received back, fed back to PC and asked Cllr Gibbins to update KHMC at their January meeting
04/12/2024	8.2.2	Ask the Handyman to grit car park when he grits paths around KH	Clerk	12/12/2024	N	Done
04/12/2024	9.1	Send Cllr Adams Bus Consultation email	Clerk	04/12/2024	N	Done
		Members to send their comments on bus consultation back to Clerk before end of month to enable her to formulate a PC response for approval at January meeting				No responses
04/12/2024	9.1		All Cllrs		N	
04/12/2024	9.2	Send Chairman link to YLCA SY Branch Meeting	Clerk	04/12/2024	N	Done
04/12/2024	9.3	Contact CDC re; licence for land at top of Brockholes Lane to make improvements	Clerk		N	Done - carrying out undertaker checks before obtaining licence
		Make a FB asking residents to continue knitting/crocheting poppies to improve the displays in				FB post scheduled
04/12/2024	9.4	2025	Clerk	12/12/2024	N	
		Purchase resident who made postbox topper flowers to say thank you				Collected 13/12/24 and delivered
04/12/2024	9.4		Clerk	13/12/2024	N	
04/12/2024	9.5	Advertise the next Litter Pick on 25/01/25 on FB	Clerk	12/12/2024	N	Posts scheduled
04/12/2024	10.1	Pay invoices/payroll	Clerk	12/12/2024	N	Done
		Contact Thorne Lions re Donation				Emailed and also contacted via website - awaiting reply with clarity of bank details - chased and got no
04/12/2024	10.3		Clerk	04/12/2024	N	reply
		Consider first draft of budget and let Clerk know of any amendments				Done
04/12/2024	10.4		All Cllrs		N	
		Clerk to continue to chase up quotes and incorporate in 2nd draft				Done
04/12/2024	10.4		Clerk		N	
		Send Cllr Adams the draft budget and associated papers				Done
04/12/2024	10.4		Clerk	04/12/2024	N	
04/12/2024	11.1	Put amended Publication Scheme on website	Clerk	11/12/2024	N	Done
04/12/2024	12.1.1 & 12.1.2	Provide response to CDC re: planning applications	Clerk	04/12/2024	N	Done
		Advertise next Police Drop In on 18/12/24 at 6pm at KH				FB post scheduled
04/12/2024	13.1		Clerk	04/12/2024	N	
04/12/2024	14.1	Send Cllr Adams PCJCC email and papers	Clerk	04/12/2024	N	Done
		Book the Chairman and Vice Chairman on "Breaking the Mould" training with YLCA for March 2024				Done and paid for - emailed Cllr Williams & Cllr Gibbins informing them of same
04/12/2024	14.2		Clerk	05/12/2024	N	
		Place Breaking the Mould training in diary for 26/03/25 at 12noon	Cllr Williams & Cllr Gibbins			Clerk reminded them to
04/12/2024	14.2		Gibbins	12/12/2024	N	
		Send Warrens GBC Clerk & Handyman's timesheets and confirm 16hrs overtime to be paid for Clerk				Done
04/12/2024	17.1 & 17.2		Clerk	04/12/2024	N	

		Send Handyman letter inviting him to join pension scheme, agreed to pay his bank holidays so inform of an extra 21 hrs leave and also write to him about training				Letters drafted and sent to Chair for approval then sent to Handyman
04/12/2024	17.3		Clerk	10/12/2024	N	
		Inform Warrens GBC that Handyman joining pension from 01/02/25 and also about annual leave/bank holiday entitlement	Clerk	11/12/2024	N	Done
04/12/2024	17.3		Clerk	05/12/2024	N	Done
		Put Handyman's payscale on January 2025 Agenda				Letters drafted and sent to Clerk
		Write to Clerk informing of additional 21 hours to cover bank holidays being added to annual leave and also about training				
04/12/2024	17.4		Chairman	11/12/2024	N	
08/01/2025	3.1	Put approved minutes on website and file	Clerk	09/01/2025	N	Done
		Contact Manor Farm resident once receive contact details from Cllr Jones	Clerk	14/01/2025	N	Met with residents and updated PC
		Respond to CDC re: balance for MUGA and pay once receive amended invoice	Clerk	14/01/2025	N	Reply received
08/01/2025	5.2.1					Done
		Add MUGA opening and compile report for logistics of MUGA for February meeting	Clerk	15/01/2025	N	
08/01/2025	5.2.2					Should be installed w/c 10/02/25
		Escalate CCTV to Cabinet Member and Ward Councillors due to no response from CDC	Clerk	09/01/2025	N	
08/01/2025	5.3					tree Inpection carried out - awaiting report
		Obtain two more quotes for tree inspections & report and then commission cheapest to carry out inspection	Clerk	14/01/2025	Y	
08/01/2025	5.4					Done
		Carry out statutory undertaker checks for land at Brockholes Lane prior to contacting CDC for licence	Clerk	14/01/2025	N	Done
		Report Drains on Milton Road, Whiphill Top Lane & Valley Drive	Clerk	14/01/2025	N	
08/01/2025	5.6					Done
08/01/2025	6.2	Chase gov.uk domain/emails	Clerk	10/01/2025	N	Domain secured and work ongoing
08/01/2025	7.1	Pay additional Insurance Premium	Clerk	15/01/2025	N	Done
08/01/2025	7.3.1	Pay £335.61 to KHMC for Energy Export	Clerk	15/01/2025	N	Done
		Contact Highways re: Cones on Kilham Lane for events				Done - CDC responded and shared with Members & KHMC
08/01/2025	7.3.2		Clerk	13/01/2025	N	Done - Article drafted and sent to Cllrs for approval
		Draft Article for Arrow re: Poppies and request volunteers attend for photo on Friday				Emailed WI/CC and put post on FB for volunteers for photo
08/01/2025	8.1		Clerk	13/01/2025	N	
08/01/2025	10.1	Pay invoices/payroll	Clerk	15/01/2025	N	Done
		Amend the budget following discussions and resend to Members				Done and finalised
08/01/2025	10.2		Clerk	14/01/2025	N	
08/01/2025	10.3	Send Parish Precept to CDC	Clerk		N	Done
		Complete and send application form/supporting documents to Unity to add Cllr Adams to bank				Done - awaiting confirmation from Unity
08/01/2025	10.4		Clerk	09/01/2025	N	
		Inform Claire Wellings that she has been appointed as IA				Done
08/01/2025	10.5		Clerk	16/01/2025	N	
08/01/2025	10.6	Get PC's Auditors to sign bank statements	Clerk/Cllr Rushby & Cllr Butterworth		N	Done
08/01/2025	11.1.1 to 11.1.3	Provide response to CDC re: planning applications	Clerk	09/01/2025	N	Done
		Inform Warrens GBC that timesheets are approved and additional hours to be paid				Done
08/01/2025	16.1 to 16.2		Clerk	09/01/2025	N	

		Inform Warrens GBC the new paycales from 01/04/25				Done
08/01/2025	16.3 to 16.4		Clerk	09/01/2025	N	
08/01/2025	16.5	Organise the Clerk's Appraisal with the Chairman	Clerk		N	Booked for 25/03/25
05/02/2025	3.1	Amend minutes and scan and update website	Clerk	12/02/2025	N	Done
		Report highway issues for Manor Farm residents to CDC				Done and informed Manor Farm contact
05/02/2025	4.2		Clerk	06/02/2025	N	
05/02/2025	4.2	Report e-scooters/drugs at Manor Farm to PCSO	Clerk	06/02/2025	N	Done and informed Manor Farm contact
		Request a meeting with Persimmon re: Cantley development				Awaiting reply
05/02/2025	4.2		Clerk	06/02/2025	Y	
05/02/2025	5.2.1	Chase CDC/Fosse for snagging list	Clerk	06/02/2025	Y	Awaiting reply
		Inform CDC not paying balance of invoice until snagging list is complete				Done
05/02/2025	5.2.1		Clerk	06/02/2025	N	
05/02/2025	5.2.2	Do a Facebook post about MUGA usage	Clerk	06/02/2025	N	Done - scheduled a post
05/02/2025	5.3	Chase CDC re: CCTV Cameras	Clerk	06/02/2025	N	Should be installed w/c 10/02/25
05/02/2025	5.4	Report Highway issues raised by Members to CDC	Clerk	06/02/2025	N	Done
		Apply for new grant for plants/shrubs for Brockholes				Done - no suitable grants available
05/02/2025	6.1	Lane	Clerk	11/02/2025	N	
05/02/2025	6.2	Put Parish Precept document on website	Clerk		N	Done
		Coordinate convenient date for Cllr Rushby & Cllr Butterworth to carry out Internal Control check				Done - scheduled for 12/03/25
05/02/2025	8.1	Amend newsletter as per discussion and send to Arrow	Clerk	07/02/2025	N	
						Done
05/02/2025	9.1	Publications and Today Publications	Clerk	06/02/2025	N	
05/02/2025	10.1	Pay invoices/payroll	Clerk	13/02/2025	N	Done
		File 3rd Quarter Budget Monitoring Report & Bank Reconciliation in Audit file				Done
05/02/2025	10.2-10.3		Clerk	07/02/2025	N	
05/02/2025	10.4	Make 3rd Quarter VAT Claim with HMRC	Clerk	07/02/2025	N	Done
05/02/2025	10.5	Get PC's Auditors to sign bank statements	Clerk	05/02/2025	N	Done
05/02/2025	11.1	Provide response to CDC re: planning application	Clerk	06/02/2025	N	Done
05/02/2025	12.1.1	Finalise MUGA RA and save	Clerk	08/02/2025	N	Done
		Finalise reviewed policies, put on website, and file electronically				Done
05/02/2025	12.2.1-12.1.6		Clerk	08/02/2025	N	
05/02/2025	12.2	Draft an Members Expenses Policy	Clerk	11/02/2025	N	Done
05/02/2025	13.1	Advertise Police Drop In session on Facebook	Clerk		N	Done - posts scheduled
		Inform Warrens GBC that timesheets are approved and additional hours to be paid				Done
05/02/2025	16.1-16.2		Clerk	05/02/2025	N	
		Send Clerk's Qtr 3 mileage to Warrens GBC for inclusion in payroll				Done
05/02/2025	16.1		Clerk	05/02/2025	N	





# Cantley with Branton Parish Council

## Report to the Parish Council meeting on 5<sup>th</sup> March 2025

### Information Commissioner's Office (ICO) Fees

From 17<sup>th</sup> February 2025, businesses and organisations that pay data protection fees to the Information Commissioner's Office (ICO) will see an increase in costs.

These changes follow a consultation led by the Department for Science, Innovation and Technology (DSIT) in late 2024, which gathered feedback from over 100 interested parties.

Initially, the government proposed a 37.2% fee increase across all tiers, but after reviewing consultation feedback, the rise was adjusted to 29.8% while keeping the existing tier system and exemptions in place.

#### What Are the New Fees?

Starting 17<sup>th</sup> February 2025, the new ICO data protection fees will be:

- Tier 1 (micro-organisations) – £52
- Tier 2 (small or medium organisations) – £78
- Tier 3 (large organisations) – £3,763

For businesses, this means a moderate increase in costs, but the tiered system remains in place to ensure fairness based on size and turnover.

The Parish Council is required to pay a data protection fee, and with the new fee structure, the cost will now be £52 (£47 if paid by direct debit). This exceeds the previously budgeted amount of £40 (£35 as we pay by direct debit).

#### Recommendations

Although it is too late to make necessary budget adjustments, Members should note this increase and determine whether to take the additional fees from reserves or vire from a different budget heading.

Bev Walton  
Clerk/RFO  
Cantley with Branton Parish Council

**CANTLEY WITH BRANTON PARISH COUNCIL**  
**PLANNING MATTERS SUMMARY MARCH 2025**

<b>Pre February 2022</b>		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
<b>October 2022</b>		
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Pending
<b>July/August 2023 (reported to September 2023 meeting)</b>		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve') (re-submission of 21/02108/REMM)	Pending
<b>March 2024</b>		
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
<b>August 2024</b>		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
<b>December 2024</b>		
24/01367/FUL 1 Birchwood Dell, Bessacarr	Erection of 3no detached dwellings and garages following demolition of existing detached dwelling	Pending
<b>January 2025</b>		
24/01883/FUL 283 Bawtry Road, Bessacarr	Erection of dwelling following demolition of existing dwelling (vary condition 2 of planning application 21/03427/FUL granted on 11/03/2022, to include the erection of a single storey rear extension).	<b>Granted</b>

February 2025		
24/02276/MAT Manor Farm, 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 (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources.	Pending
24/02228/FUL Home Lea, Doncaster Road, Branton	Erection of two storey rear extension, front porch and double garage following demolition of existing garage	<b>Granted</b>
March 2025		
25/00290/FUL 39 Oak Tree Road, Branton	Installation of new front door including alterations to remove current bay window.	Pending
25/00382/TCON 24 Warnington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## TRAINING AND DEVELOPMENT POLICY

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

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

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

Cantley with Branton Parish Council is committed to providing employees, **elected** members, and **volunteers** with the necessary training and development opportunities to ensure the Council can meet its aims and objectives. This includes equipping individuals with the skills required to deliver high-quality services and ensuring effective management and planning.

The Council encourages employees, **elected** members, and **volunteers** to undertake training and development from internal and external sources.

Training requirements will be determined and prioritised according to the Council's service delivery needs, policies, and individual roles, ensuring that training supports the achievement of the council's aims and objectives.

The Council will commit itself to and adopt the following:

- To develop employees, **elected** members, and **volunteers** to achieve the objectives of the Council.
- To regularly review the needs of and plan training and development for employees, **elected** members, and **volunteers**.
- To take action to train and develop individuals on recruitment/election/engagement and throughout their term of service.
- To regularly evaluate the investment in training and development to assess achievement and improve future effectiveness.

### 2. Identifying, **Meeting**, and **Evaluating** Training and Development Needs

**Training and development needs will be identified from a variety of sources:**

- **Induction and probationary periods**
- **One-to-ones**
- **Appraisals**

- Workforce planning
- Team meetings
- Annual plan
- Change processes

The Council will encourage individuals to identify their own learning styles and will seek to provide a variety of training methods, including:

- Conferences, seminars, and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs, etc.)
- In-house training
- Work shadowing
- Time for self-directed research and learning

### 3. Categorising Training and Personal Development

Training and development opportunities will be classified into three categories:

**Mandatory:** Required by law or essential for the role. Examples:

- Health and Safety (e.g., Personal Safety, Manual Handling, Display Screen Equipment)
- Data Protection
- CiLCA for clerks

**Desirable:** Not legally required but enhances job performance. Examples:

- Job-specific software training (e.g., Microsoft Excel)
- Governance training
- ROSPA for Handyman/Gardener

**Optional:** Training that benefits personal career development but is not directly necessary for the role. Examples:

- Community Governance courses
- Town Planning Technical Support diploma

### Employees

- Induction training and professional guidance for new employees will be provided.
- Current or new clerks should hold or obtain CiLCA or an equivalent qualification.
- Current or new RFOs should hold or obtain an appropriate accountancy qualification.
- Employees are encouraged to proactively identify their own training and development needs ~~and development needs linked to the aims and objectives of the council and the contribution of the individual employee.~~

- Line managers will assess service-based training needs, considering new legislation, IT skills, and **any other skills/knowledge requirements for staff to achieve the council objectives.**
- Staff will have opportunities for Continuous Professional Development (CPD), identified at annual appraisals.
- Additional training may be requested through line managers at any time.

## Members

- Induction training and a handbook detailing Council policies and procedures will be provided for all new members.
- Newly elected Chairs of the Council are encouraged to attend YLCA's "Chairmanship Skills" course as soon as possible after election.
- New councillors are encouraged to attend YLCA's "What Councillors Need to Know" within one year of taking office.
- Councillors wishing to refresh their skills or knowledge can request to attend authorised courses at any time during their course of office.
- Specialist in-house training will be provided on an ad-hoc basis.

## Volunteers

- **Volunteers will receive an induction relevant to their role, including health & safety, safeguarding, and council procedures.**
- **Role-specific training will be provided based on the tasks volunteers are expected to perform.**
- **Volunteers will have access to relevant learning resources, including guidance documents, online training, and mentorship.**
- **Where applicable, volunteers will be invited to attend council training sessions to enhance their contribution.**

## 4. Financial Support and Study Leave

A budget is set annually for employee, ~~elected~~-member, and volunteer training.

- **The Council may contribute to tuition, exams, and materials.**
- **Repayment of financial support may be required if the individual leaves the Council within one year of completing the course, fails to complete the training, or does not attend without good reason.**
- **Study leave will be provided for mandatory training.**
- **For professional development training, up to **3 days per year** of study leave may be granted.**
- **For career development training, up to **3 days per year** of study leave may be granted if directly related to the individual's role.**
- **Requests for study leave must be submitted in writing to the Clerk or Chairman of the Council.**
- **No study leave will be granted where individuals undertake study which is not required for their role. However, the Clerk or Chairman of the Council will consider requests for flexible working to allow the study to take place, as long as the needs of the Council are met.**

## **5. Training Resources/Providers**

Training Providers:

- Society of Local Council Clerks (SLCC)
- Yorkshire Local Councils Associations (YLCA)
- National Association of Local Councils (NALC)
- Regional and National Seminars/Conferences
- Other recognised training agencies for local authorities
- Principal authority - City of Doncaster Council
- In-house training sessions

## **6. Training Reports**

A yearly summary of training undertaken by employees, **elected** members, and volunteers will be presented to the Council.

## **7. Review of this Statement of Intent**

This statement will be reviewed biennially and presented to the Council in February/**March** for approval.

**Dated:** 12<sup>th</sup> February 2025

**Approved:** 5<sup>th</sup> March 2025

**Review:** Annually



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## USAGE AND HIRE OF RECREATION GROUND AND MEETING ROOMS POLICY

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

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

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

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

### 1) General Rules for Usage of the Recreation Ground:

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

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

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

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

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

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



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

The Multi Use Games Area (MUGA) is designated for children over the age of 3.

No items other than personal belongings should be taken onto the enclosed children's play area or MUGA. Bikes and scooters should be left outside the fenced areas. The only drink permitted in the MUGA is water and no other liquid should be taken into the MUGA.

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

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

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

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

## 2) Hire of Recreation Ground for Organised Events

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

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

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

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

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

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

### 3) Hire of Kilham Hall Meeting Rooms

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

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

The cost of hire is £10 per hour.

### 4) Disclaimer

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

Dated: 25<sup>th</sup> April 2023

Approved by the Parish Council: 3<sup>rd</sup> May 2023

Reviewed: February 2024

Approved by the Parish Council: 6<sup>th</sup> March 2024

Reviewed: February 2025

Approved by the Parish Council: 5<sup>th</sup> March 2025



# Cantley with Branton Parish Council

## Kilham Hall Field Hire Agreement **2025/26**

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

### Hirer's details

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

### Booking details

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

### Booking times

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



# Cantley with Branton Parish Council

## Kilham Hall Field Hire Agreement **2025/26**

### Insurance

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

#### Please tick which of these applies to you:

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

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

### Booking authorisation

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

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

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

### Contact us

Please return completed forms by email [cwbpc@outlook.com](mailto:cwbpc@outlook.com)  
Or by hand to: Cantley with Branton Parish Council, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF



## Conditions of Hire – Open Spaces

### General

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

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

### Charges, payments and refunds

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

## **Care and Condition of Premises**

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

## **Emergency Procedures**

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

## **Insurance**

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

## **Legal Requirements**

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

## **Compliance with Regulations**

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

### **Contact us**

Cantley with Branton Parish Council

Kilham Hall

Kilham Lane

Branton

Doncaster

DN3 3PF

Tel: 07761525584

Email: [cwbpc@outlook.com](mailto:cwbpc@outlook.com)

Website: [www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)



# 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: 25<sup>th</sup> June 2024  
Approved: 3<sup>rd</sup> July 2024  
Reviewed: February 2025  
Approved: 5<sup>th</sup> March 2025  
Review: February/March 2026

*(Source SLCC 2019/YLCA 2024)*



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## PAY POLICY STATEMENT

### 1. Scope of this Pay Policy Statement

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

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

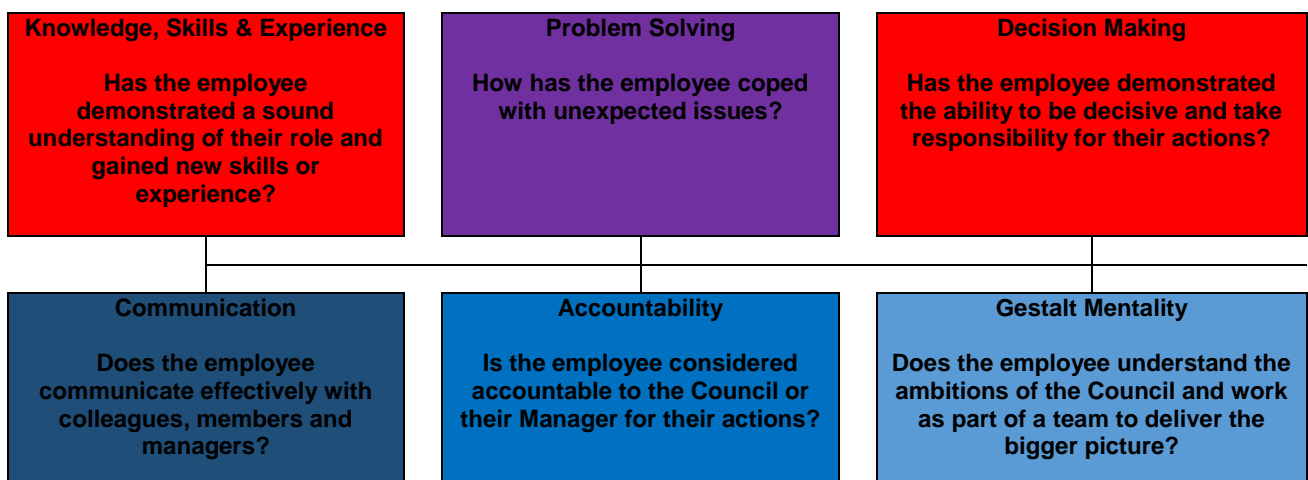
Included in this Pay Policy Statement (“this statement”) are the council’s pay and reward policies for that are designed: - to enable the council, as an employer, to retain competitiveness in the market place, and to maintain affordability of employment costs.

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

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

### 2. Pay Determination

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



## 2.2 Pay Bargaining and Negotiation

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

## 2.3 Appointments

The point at which an individual will be appointed within the pay grade will normally be the minimum of the scale. However, appointment may be at a higher point within the scale where justified.

## 2.4 Progression within a pay grade

Each pay grade contains a number of pay points called "spinal column points" (SCPs).

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

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

## 2.5 Allowances

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

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

## **3. Remuneration for Clerk**

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

## **4. Remuneration for All Other Employees**

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

## **5. Termination of Employment (Severance)**

### **5.1 Local Government Pension Scheme**

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

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

### **5.2 Redundancy Payments**

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

### **5.3 Re-engagement of former employees**

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

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

## **6. Fairness in Pay**

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

## **7. Publication of Pay**

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

## **8. Gender Equality**

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

## **9. Legislative Changes**

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

## **10. Review**

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

Dated: 13<sup>th</sup> August 2021

Approved by Members on: 1<sup>st</sup> September 2021

Reviewed: 22<sup>nd</sup> February 2024

Approved by Members on: 6<sup>th</sup> March 2024

Reviewed: 19<sup>th</sup> February 2025

Approved by Members on: 5<sup>th</sup> March 2025

Reviewed Annually



# Cantley with Branton Parish Council

## Councillors Allowance Policy

### INTRODUCTION

A local Council may pay a Parish Basic Allowance each year to its elected Councillors (but not to Councillors who have been co-opted). A separate allowance may be made available to the Chairman only, to assist in fulfilling a public role.

### PARISH BASIC ALLOWANCE

A local Council may pay a Parish Basic Allowance each year to its Chairman only or to each of its elected Councillors (but not to Councillors who have been co-opted). The amount payable to the Chairman may differ from that of other members but otherwise shall be the same for each member.

City of Doncaster Council, in exercise of the powers conferred by Section 18 of the Local Government and Housing Act 1989 as amended by Section 99 of the Local Government Act 2000 and various Regulations the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes recommendations for the following scheme:-

- Chairman's Allowance (Chairman of Parish Council) - a maximum of 10% of City of Doncaster Council's Basic Allowance.
- Basic Allowance (All other Parish Councillors) - a maximum of 5% of City of Doncaster Council's Basic Allowance.

The allowance is treated as taxable income and will be paid quarterly or monthly. Members will be required to complete relevant HMRC forms to declare employment status and/or any works or pension benefits claimed.

Any member of the Parish Council may decide to forgo<sup>1</sup> all or part of his or her allowance entitlements. The member must do this by notice in writing to the Proper Officer of the Council.

The Parish Council will keep records<sup>2</sup> of all allowance payments and, at the end of each financial year, post a notice in the parish for a period of at least fourteen days setting out the total sum paid over the year and the amounts paid to each individual member in respect of the parish basic allowance and parish travelling and subsistence allowance.

Cantley with Branton Parish Council allows elected Councillors to receive the Parish Basic Allowance as a reflection of the time commitment of the role, including the many incidental costs they incur in carrying out Council duties. Such incidental expenses include:-

- the use of their homes
- telephone calls from home landlines and mobile phones
- stationary, printing and IT costs
- use of car, motorcycle or bicycle

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<sup>1</sup> The Local Authorities (Members' Allowances) (England) Regulations 2003 Reg.32

<sup>2</sup> The Local Authorities (Members' Allowances) (England) Regulations 2003 Reg.31

- cost of care for dependants whilst fulfilling duties

## **TRAVEL ALLOWANCE**

In addition to the basic allowance, expenses for mileage for the purpose of Parish Council business outside the parish can be claimed. A discretionary travel allowance for travel to both elected and co-opted Councillors may be paid for the following, but only when they occur outside the parish boundary:-

- Attending a meeting (or committee) of the Parish Council Attending a meeting (or committee) of some other body to which the Parish Council makes appointments or nominations
- Duties undertaken on behalf of the Parish Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- Attending a meeting of a local authority association of which the Parish Council is a member
- Duties undertaken on behalf of the Parish Council in connection with the discharge of any function of the Parish Council conferred by or under an enactment and empowering or requiring the Parish Council to inspect or authorise the inspection of premises
- Any other duty approved by the Parish Council in connection with discharging the duties of the Parish Council or its committees.
- In accordance with the Remuneration Panel recommendations, the mileage allowance has been set 45p per mile.
- In the case of public transport, the level of allowance paid will be equal to the actual cost of travel. Claims for travel allowance should be made in writing to the clerk within 4 weeks of the meeting or duty undertaken, stating the reason for the claim and mileage to be claimed. Public transport receipts must be provided where applicable.

## **CHAIRMAN'S ALLOWANCE**

The Chairman may be paid an allowance as provided by *Local Government Act 1972 S15 (5)* based on what should reasonably be needed to meet the expenses of the office and public duties. The allowance will be paid retrospectively upon the presentation of receipts and is not treated as income or taxable.

The allowance amount is set at £100 per annum and will be reviewed annually.

**Drafted:** 11<sup>th</sup> February 2025

**Adopted:** 5<sup>th</sup> March 2025

**Next review:** March 2030





## Cantley with Branton Parish Council

### Parish Basic Allowance Councillor Application Form 2024/25

Cantley with Branton Parish Council operates a Councillors Allowance Policy. The allowance is treated as taxable income and will be paid quarterly in arrears. Members are required to complete relevant HMRC forms to declare employment status and/or any works or pension benefits claimed.

Any member of the Parish Council may decide to accept/forgo all or part of his/her allowance entitlements. The member must do this by completing the form below.

**Name:**

**Address:**

Allowance	Claim	
	Yes	No
Basic Allowance		

Bank Details	
Bank Name	
Bank Address	
Name on Account	
Sort Code	
Account Number	

This form must be completed in conjunction with an HMRC Starter Checklist form. You may complete the attached paper form or an online form <https://www.gov.uk/guidance/starter-checklist-for-payee> and return to the Clerk.

**Signed:**

**Date:**



# Cantley with Branton Parish Council

## Travel Allowance Councillor Application Form

Date	Details of Journey	Reason	Miles

**Total Amount Claimed:**

I certify that:

1. Where the above fuel claim has arisen whilst on official business, my policy of motor insurance indemnifies Cantley with Branton Parish Council against any third party claims arising out of use of that vehicle.
2. The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
3. I understand that the mileage allowance is at the current Local Government mileage allowance rate.

**Signed:**

**Date:**

**Date Paid:**

**RFO Signature:**



# Cantley with Branton Parish Council

## **INTERNAL CONTROL POLICY**

### **1. SCOPE OF RESPONSIBILITY**

Cantley with Branton Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for; and used economically, efficiently and effectively.

Regulation 4 of the Accounts and Audit (England) Regulations 2011, imposes a duty on local Councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk”.

### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to ensure that the Council’s activities are carried out properly and as intended. Internal controls are set up by the Clerk who is the Responsible Financial Officer, but the Council members must ensure that they have an understanding of those controls and are responsible for checking that they are operated effectively.

### **3. RESPONSIBILITY FOR THE INTERNAL CONTROL ENVIRONMENT**

#### **3.1 The Council:**

- The Council as a corporate body is responsible under statute for certain decisions which cannot be delegated, such as the setting of the precept and approval of the Annual Governance and Accountability Return (AGAR).
- The Council will make and keep under review Financial Regulations and may include within its Standing Orders particular provisions relating to contracts.
- The Council’s System of Internal Control is ancillary to and underpins the Financial Regulations and Standing Orders.
- The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful with the advice of the Parish Clerk.
- Neither the Chairman nor any individual Councillor may make decisions on behalf of the Council.
- The Council is required to appoint an independent Internal Auditor.
- An annual work programme for the Internal Auditor will be agreed by the Council, and the Internal Auditor will provide a certificate to be submitted with the AGAR as part of the annual external audit.
- Reports from the Internal Auditor shall be presented to the Council.
- The Chairman shall sign each page of the minutes once approved at Council meetings.
- Decisions are made in accordance with the Standing Orders and Financial Regulations approved by the Council.

- The Council approves a budget for the following financial year by the end of January, and this budget determines the level of precept set for the following financial year.
- The Council shall receive a budget report quarterly alongside a financial statement and a report on bank reconciliation.

### 3.2 Officers:

- The Council has appointed a Parish Clerk who as Proper Officer acts as the Council's advisor and administrator.
- The Clerk is the also Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances.
- The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks.
- The Clerk also ensures that the Council's procedures, control systems and polices are maintained.
- The duties of the Clerk / RFO are laid down in a job description which is reviewed from time to time by the Council or a nominated committee.
- The Clerk / RFO shall check and authorise payments prior to their presentation for signature in accordance with the approved financial procedures.
- The Clerk/RFO submits all the requested information to the internal and external auditor by the required dates.
- The Clerk/RFO arranges for public notices to be displayed.
- The Clerk/RFO retains all relevant documents relating to finance in accordance with best practice and the Council's Document Retention Policy (Annual Return, VAT Returns, PAYE/NIC information, Public notices, fixed asset register, risk assessments, accounts and supporting information).

### 3.3 Internal scrutineer:

- The Council has appointed two Councillors as internal scrutineers to carry out internal scrutiny checks.
- These checks are carried out twice a year and are reported to the Council.

### 3.4 Internal Auditor:

- The Council will appoint a suitably qualified and experienced independent Internal Auditor who will report to the Council in accordance with the scope of internal audit, sufficient to provide an adequate level of assurance for the Council to complete assertions 2 and 6 on the AGAR.
- The effectiveness of the internal audit shall be reviewed annually, and the Council agrees the appointment of the Internal Auditor.
- The scope of the work of the Internal Auditor is reviewed annually, the review and the appointment are minuted. The Internal Auditor will report to the Council on the adequacy of its:
  - Proper bookkeeping arrangements
  - Corporate governance, financial regulations and risk management procedures
  - Payment and salary procedures
  - Budgetary control
  - Income control
  - Asset registers
  - Bank reconciliation and end of year procedures

- The reports of the Internal Auditor are considered at the following Parish Council meeting as per Financial Regulations 1.13.

### 3.5 External Audit:

- The Council's External Auditors are appointed in accordance with the current statutory accounting and audit framework.
- The Council shall display public notices of the Exercise of Electors' Rights and Conclusion of Audit as required by regulation.

## 4. **FINANCIAL AND ACCOUNTING PROCEDURES**

### 4.1 Internet Banking:

Payments are either raised by the Clerk and authorised by a Councillor or raised by a Councillor under instruction of the Clerk / RFO and authorised by another Councillor.

### 4.2 Invoicing:

Invoices shall be rendered on the basis of the scale of fees and charges effective at the time. The Parish Council will review these annually before the start of the next financial year. All invoices shall bear reference to payment terms of not more than 30 days.

### 4.3 Cash and cheque handling/security:

The Clerk will receive all income, usually via bank transfer. Any cash and cheques received shall be kept safely in a locked place and shall be periodically banked. All income shall be reported to the Council.

### 4.4 Salaries and other staff payments:

Warrens GBC are appointed as an external payroll provider on behalf of the Council. Timesheets are approved by Council then forwarded to Warrens GBC to prepare payroll. This is returned to the Clerk for checking and shared with the Chairman also. Salaries and other staff payments shall be made by the Clerk by no later than the 15th day of each month (by BACS). Payments shall be paid on the basis of information agreed and reviewed from time to time by the Parish Council. Supplementary payments for additional duties beyond the core duties of staff shall be made on the basis of weekly timesheets, endorsed by the Clerk and reported to the Council. Mileage and any other expenses shall be reimbursed in accordance with rates approved by the Council from time to time. The end of year Form P35 shall be filed on line after completion by Warrens GBC Accountants. Upon the production of appropriate receipts, out of pocket expenses for small day to day items appropriate to the duties of the staff member shall be reimbursed.

### 4.5 Budgetary Control:

The Clerk/RFO will ensure that all accounts certified for payment are endorsed within the correct budgetary centre. The Clerk (RFO) shall every month reconcile statements of the Parish Council's accounts taken from the information contained in the payments/income spreadsheets with copies of the relevant bank statements. The Council shall receive a budget report quarterly alongside a financial statement and a report of bank reconciliation. The Clerk will start work in September/October for the purposes of budgetary control review and the preparation of estimates for presentation to the December/January Parish Council meeting. At that meeting, the Parish Council will approve such estimates, and determine its budget requirement and consequent precept for the next financial year.

#### 4.6 Procurement Financial:

Regulations provide a framework and set procedures for dealing with contracts of certain values. Working beneath that framework, provision needs to be made for the day-to-day operational work of the Parish Council to be administered, and to that end the Clerk is authorised to issue orders for office and other supplies to support the Parish Council's administration and day to day operation within agreed budgets.

The Clerk may incur expenditure on behalf of the Council which is necessary for the purposes of any repair, replacement or other work of an urgent nature, whether or not budgetary provision exists for such expenditure, up to a limit of £500. The Clerk shall report the action to Council or the appropriate Committee at the next available meeting.

### **5. ASSET MANAGEMENT**

The Council's asset register, land register and deed register are to be reviewed on an annual basis by the Council.

### **6 RISK MANAGEMENT**

The Council's Risk Assessment of its land, property, and activities are to be reviewed on an annual basis by the Council.

### **7 REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is conducted through the work, issues and recommendations identified by:

- Ordinary Council – identification of new activities.
- Clerk – responsible for the development and maintenance of the internal control environment and managing risks.
- Committee of Finance & General Purposes – report and recommendations.
- Independent internal auditor – reviews the Council's system of internal control. The independent internal audit will make a written report to the Council in addition to the report contained on page 3 of the Annual Governance & Accountability Return (AGAR)
- The external auditor – makes the final check using the AGAR, a form completed and signed by the clerk, the chair and the internal auditor. The external auditor issues an annual audit certificate.

**Dated:** 18<sup>th</sup> February 2025

**Approved:** 5<sup>th</sup> March 2025

**Review:** March 2026



# Cantley with Branton Parish Council

## Report to the Parish Council on 5<sup>th</sup> March 2025

### Training Attended (2024/2025)

**Introduction:** This report provides an overview of the training attended by both Staff and Councillors during the financial year 2024/2025. The purpose of this report is to ensure transparency and continuous professional development within the Parish Council.

#### Training Summary:

Name	Position	Training Course	Date Booked	Training Date	Cost	Attended
Bev Walton	Clerk/RFO	Introduction to Microsoft 365	04/06/2024	11/06/2024	Free	Yes
Bev Walton	Clerk/RFO	Talking Tablets Event	07/06/2024	18/07/2024	£70	Yes
Bev Walton	Clerk/RFO	CILCA	16/02/2024	October 2024 start, up to a year to complete	£775	Yes
Bev Walton	Clerk/RFO	HMRC Webinar - Expenses & Benefits	02/09/2024	06/09/2024	Free	Yes
Bev Walton	Clerk/RFO	YLCA Webinar - Sickness Management	02/09/2024	11/09/2024	Free	Yes
Bev Walton	Clerk/RFO	Clerk's Discussion Forum	N/A	Various	Free	Yes
Steve Maskill	Handyman	ROSPA Operational Inspection Course	16/02/2024	4th & 5th December 2024	£820 + VAT	Yes
Steve Maskill	Handyman	GroundsFest	17/07/2024	11/09/2024	Free	Yes
Tony Gibbins	Councillor	Chair's Training	06/06/2024	12/06/2024	£70	Yes
Tony Gibbins	Councillor	Biodiversity Part 2: The Duty on Parish and Town Councils	04/07/24	09/07/24	Free	Yes
Jim Sprack	Councillor	Gov.uk webinar	03/10/2024	09/10/2024	Free	Yes

**Conclusion:** The above training sessions ensure that both staff and Councillors maintain the necessary skills and knowledge required for their roles. The Parish Council should continue to support professional development by allocating resources for relevant training courses.

#### Recommendations:

1. Encourage staff and Councillors to engage in further training opportunities where relevant.
2. Maintain regular updates of training logs for accuracy and completeness.

Bev Walton  
Clerk/RFO  
10<sup>th</sup> February 2025