



# Cantley with Branton Parish Council

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## **Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 6<sup>th</sup> November 2024 commencing at 6 p.m.**

**Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation**

- 1) Apologies (1 minute)**
  - 1.1 To Receive Apologies for Absence in advance of the meeting.
  - 1.2 To Consider the Approval of the Reasons Given.
- 2) Declarations of Interest (3 minutes)**
  - 2.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
  - 2.2 Where necessary, to apply for dispensation from the Council's Proper Officer.
  - 2.3 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960.
- 3) Approval of Minutes (5 minutes)**
  - 3.1 To Approve the Minutes of the Parish Council Meeting held on 2<sup>nd</sup> October 2024 (enclosed).
- 4) Members of the Public (30 minutes)**
  - 4.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration.
  - 4.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Noting/Immediate Action/Future Consideration.
- 5) City of Doncaster Council (CDC) Matters (5 minutes per item)**
  - 5.1 To Receive Updates from CDC Ward Councillors.
  - 5.2 To Receive an Update on the MUGA and Consider and Agree any action needed.
  - 5.3 To Receive an Update on CCTV cameras.
  - 5.4 To Receive an Update on the Capital Grant Application and Approve any action required.
  - 5.5 To Identify any New Highway Matters for consideration by CDC and/or Other Agencies.
- 6) Clerk's Report and Administration Matters (2 minutes per item)**
  - 6.1 To Note the Clerks Report and actions carried out by the Clerk since the last meeting (enclosed).
  - 6.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.
    - 6.2.1 WCAG 2.2 AA Standard for website accessibility.

**7) Kilham Hall/Park/Buildings/Garden Area Matters**

**(3 minutes per item)**

7.1 To Note the ROSPA Annual Playground Inspection Report (previously circulated) and Approve any work required listed in the enclosed Action Plan.

7.2 To Consider CDC's quote for the Aerial Runway Annual Maintenance in the sum of £165.

7.3 To Consider and Approve the arrangements for the annual servicing of gardening equipment.

7.4 Receive and Note Kilham Hall Management Committee's Update Report.

**8) Parish Matters**

**(5 minutes per item)**

8.1 To Consider the Parish Council Action Plan for 2025/2026 to enable the Clerk to obtain quotes for inclusion in the 2025/2026 budget (enclosed).

8.2 To Consider the South Yorkshire Bus Franchising Consultation (previously circulated).

**9) Financial**

**(5 minutes per item)**

9.1 To Approve Direct Bank Payments (to be circulated).

9.2 To Note the Bank Statements and for the Council's Internal Auditor's to sign them (to be circulated).

**10) Policies/Procedures**

10.1 To Consider and Approve the following policies (enclosed):-

10.2.1 Internet Banking Policy (reviewed)

10.2.2 Business Continuity Policy (reviewed)

**11) Planning Applications**

**(2 minutes per item)**

11.1 To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed).

11.1.1 24/01725/FUL - 3 New Road, Branton - Erection of a two storey rear extension with Juliette balcony –

**Granted**

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/01725/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/01725/FUL)

11.1.2 24/01780/FUL – Wood View, Glen Road, Branton - Erection of a single storey front extension with first floor dormer window addition and general reconfiguration of internal space.

URL:

[https://iawpad.doncaster.gov.uk/PublicAccess\\_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1\\_REF=24/01780/FUL](https://iawpad.doncaster.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=DP&FOLDER1_REF=24/01780/FUL)

**12) Police Matters**

**(2 minutes)**

12.1 To Consider/Note any police issues and reports received.

**13) Christmas Arrangements**

13.1 To Consider purchasing two tubs of sweets for the Carols Around the Tree event.

13.2 To Consider writing to the WI regarding a donation of mince pies for the Carols Around the Tree event.

**14) Training/External Meetings**

14.1 To Receive feedback from Councillor Sprack following attendance at the YLCA Webinar on gov.uk email addresses on Wednesday 9<sup>th</sup> October 2024 at 2pm.

14.2 To Receive feedback from Councillor Gibbins following the CDC PROW Meeting held on the 16<sup>th</sup> October 2024.

14.3 To Receive feedback from the Chairman following attendance at the South Yorkshire YLCA Branch Meeting held on 23<sup>rd</sup> October 2024.

**15) Items of Correspondence**

**(2 minutes)**

15.1 For Consideration, Information and Noting: (previously circulated)

15.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, Training Programme for April to September, CEO Bulletin.

15.1.2 Community First Yorkshire Update - Funding News.

15.1.3 CDC – Roadworks Reports, Funding Opportunities,

15.1.4 SLCC – News Bulletin, Civility & Respect Newsletter.

15.1.5 NALC - CEO Bulletin, Training.

**16) Date of Next Meeting**

16.1 To Confirm the Date of the Next Meeting on Wednesday 4<sup>th</sup> December 2024 starting at 6pm.

**17) Employment Matters**

**(2 minutes per item)**

17.1 **Excluded from the Public and Press** - To Receive the Clerk's October Timesheet (to be circulated).

17.2 **Excluded from the Public and Press** – To Consider the Handyman/Gardener's October Timesheet (to be circulated).

17.3 **Excluded from the Public and Press** – To Note the NALC Pay Award for all staff backdated to April 2024 and Approve payment of the same to the Clerk and Handyman (enclosed).

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 2<sup>nd</sup> October 2024 at Kilham Hall commencing at 6pm.**

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

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

**1) APOLOGIES**

1.1 Apologies received  
None

1.2 Reasons for absence considered

RESOLVED (1)

**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 17.1 to 17.3 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 4<sup>th</sup> September 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 4<sup>th</sup> September 2024 be agreed and signed by the Chairman.

**4) MEMBERS OF THE PUBLIC**

4.1 Items raised by members of the public present at the meeting  
No members of the public were present at this time.

4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors  
None

RESOLVED (4)

**5) PARISH COUNCIL MATTERS**

5.1 Resignation  
Members noted Councillor Thorpe's letter of resignation.

5.2. Advertisement of Councillor Vacancy  
The Clerk informed Members of the due process for advertising the Councillor vacancy, actions carried out already and what is required going forward.

5.3 Closing Date for Vacancy  
Members discussed the closing date for advertising the Councillor Vacancy if a bi-election isn't called.

5.4 SLCC Annual Membership  
The Clerk informed members of the cost of the annual membership renewal for SLCC - £188 an increase of £11 from last year.

5.5 Asset Register  
The Clerk informed members of an amendment to the final total on the asset register.

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

Minutes Subject to Approval at the Next Meeting

## Minutes Subject to Approval at the Next Meeting

### 5.6 South Yorkshire YLCA Branch Meeting

The Clerk asked if Members had any items they wished to place on the next Agenda for consideration.

#### RESOLVED (5)

- a) Members noted Councillor Thorpe's resignation and understood the reasons behind it.
- b) Members noted the process to advertise the vacancy and delegated it to the Clerk to move forward when possible.
- c) Members confirmed the previous advertisement for a Councillor Vacancy would be used and a closing date of 25<sup>th</sup> November 2024 be used to enable Members to make a co-option at December's meeting.
- d) Members approved the SLCC Annual Membership at a cost of £188 and the Clerk will renew the same.
- e) Members approved the amendment to the Asset Register.
- f) Clerk to inform YLCA there are no agenda items for October Agenda, and to pass on Councillor Gibbins apologies.

## 6) **DONCASTER METROPOLITAN BOROUGH COUNCIL**

### 6.1 Ward Councillor's Report

The Clerk informed Members that the Community Skip may not be taking place in Branton on 30<sup>th</sup> November 2024 now due to CDC procedures. Councillor Gibbins attended the Ward Councillor's Parish Council meeting. Issues brought up that were of interest to the Parish Council were an update on the airport and the community skips.

### 6.2 Update on the MUGA

The Clerk updated Members – Pre-planning conditions regarding traffic have been removed by Planning. CDC are awaiting the report from FOSSE regarding the ground suitability prior to awarding the Contract. The Clerk has drafted a grant application to send to CDC for the sum of £5,000. The previous grant application to FCC has been refused. The Clerk had drafted a letter to local residents regarding the works to post once we have a start date.

### 6.3 Update on CCTV

Awaiting update from CDC regarding this.

### 6.4 Green Space at top of Brockholes Lane

The Clerk updated Members on the above area. CDC are happy to provide licences to the Parish Council to move the bench further onto the land and for the Parish Council to tidy the area and plant shrubs/plants if required.

### 6.5 Quarterly Playground Inspection

The Clerk had circulated CDC's quarterly playground inspection report and discussed repairs to the zip wire.

### 6.6 Identify any new Highway matters

Members reported:

- A metal bar that has been dumped on the grassed area between Oaktree Road and Valley Drive.
- The pathways surfaces around Kingsmead Drive, joining The Close, are corroding and peeling off which could in turn cause a trip hazard.

#### RESOLVED (6)

- a) Members noted the Ward Councillors Update.
- b) Members noted the update on the MUGA and approved the grant application for submission and the draft letter to residents.
- c) The Clerk will submit the grant application to CDC and send the letter to residents once the contract has been awarded and a start date confirmed.
- d) The Clerk will continue to chase CDC for updates on the CCTV.
- e) The Clerk will write to the residents who back onto the green space at the top of Brockholes Lane and inform them of our intentions and seek their views.
- f) Members were happy for the Handyman to carry out the repairs to the zip wire if he felt this was possible. The Clerk will speak to the Handyman.
- g) The Clerk will report the metal pole and pathway surfaces to CDC.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

**7) CLERK'S REPORT AND ADMINISTRATION ISSUES**

7.1 To note actions carried out by the Clerk

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

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

Updates are carried out daily/weekly.

RESOLVED (7)

a) Members noted the Clerk's Report and action list. The Clerk reminded The Chairman and Councillor Odell of an outstanding action each.

b) Members noted the Clerk's Update on Facebook/the Website.

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

8.1 Closing Times

Members discussed closing times of Kilham Hall gates during the period November to March 2025.

8.2 Kilham Hall Hedge Cut

Members were asked to consider when they would like the hedge cut around Kilham Hall Playing Field – October of January – at a cost of approximately £393.

8.3 Fire Shutter Service

The Clerk informed Members that this took place on 25<sup>th</sup> September.

8.4 Repair Faulty Shutter

The Clerk informed Members of the fault on the Handyman's store shutter. Repairs would cost approximately £470 however the Clerk informed members that part of the repair was a new motor. We have a spare motor in the rear store which we may be able to utilise.

8.5 Intruder Alarm Service

The Clerk informed Members that this took place on 23<sup>rd</sup> September.

8.6 Donation of a Memorial Bench

The Clerk informed Members that the local resident had been in touch as was in a position to donate a bench with memorial plaque in memory of his parents. Discussion took place regarding placement of the bench.

8.7 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members of the ongoing issues regarding the meter in Kilham Hall and the updates with National Power Grid and EoN. Also discussed was the pantomime.

RESOLVED (8)

a) Members agreed the new closing times of the gates during November to March 2025 inclusive as being 4pm, unless there is a group/event in the Hall.

b) Members approved the annual hedge cut and requested it be booked in for January 2025.

c) Members noted the annual fire shutter service.

d) Members approved the repair of the handyman's store shutter. They requested that the Clerk tries to obtain a reduction in price due to the Parish Council having a motor that can be utilised. However if this is not possible, Members approved the repair at the cost of £470.

e) Members noted the annual intruder alarm service.

f) Members wished to thank the resident for the offer of a memorial bench. They agreed placement of the bench in the far corner to the left of the field (opposite corner to the memorial garden) due to limited space elsewhere. They also requested that the bench is brown, in keeping with others around the field.

g) The Clerk is to contact the resident and confirm the Parish Council's gratitude for the bench donation and discuss options with him.

h) Noted Kilham Hall Management Committee's update and thanked Councillor Gibbins for all his ongoing work on the meter issue.

**9) PARISH MATTERS**

9.1 Newsletter

The Clerk previously circulated the draft winter newsletter for consideration and publishing in the Arrow Magazine and Today Publication.

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

Minutes Subject to Approval at the Next Meeting

## Minutes Subject to Approval at the Next Meeting

### 9.2 Armistice Day Displays

The Clerk updated Members on donations of poppies for the Armistice Day displays. She hopes to invite volunteers to make the new displays on Friday 11<sup>th</sup> and 18<sup>th</sup> October between 1pm and 2pm. Members discussed when to install/remove the displays.

### 9.3 Seed Bombs

The Clerk informed Members of the uptake of seed bombs by residents and confirmed she would order these over the next month ready to provide to residents for planting in the New Year.

### 9.4 VE Day 80<sup>th</sup> Anniversary

Members discussed the 80<sup>th</sup> Anniversary in May 2025 and whether to provide an event.

## RESOLVED (9)

a) Members were happy with the content of the winter newsletter and agreed to publicise it in the Arrow Publication and Today Magazine.

b) Members approved additional hours for the Handyman to install/take down Armistice Day displays.

c) Members would like the displays installing the week commencing 28<sup>th</sup> October and removing no later than 29<sup>th</sup> November 2024. Councillor Sprack will assist the Handyman if needed.

d) The Clerk will order seed bombs to the value of approximately £30 to distribute to residents who requested them.

e) Councillor Gibbins will ask Kilham Hall Management Committee at their next meeting if they wish to hold an event for VE Day 80<sup>th</sup> Anniversary and bring it back to the Parish Council's December meeting.

## 10) **FINANCIAL**

### 10.1 Section 3 of the AGAR and the Notice of Conclusion of Audit

The Clerk informed Members that PKF Littlejohn had provided an interim report on Sunday 29<sup>th</sup> September as they didn't think they'd be able to meet the deadline for completion of audit by close of business on Monday 30<sup>th</sup> September. This had to be displayed on the Parish Council's website by 30<sup>th</sup> September which the Clerk adhered to. On Monday 30<sup>th</sup> September the Clerk received the final report and notice of conclusion of audit from PKF Littlejohn for displaying. This was placed on the website. The Clerk informed Members that there were no issues raised with the audit.

### 10.2 Direct Bank Payments

That the following payments are duly approved:

24/75	Clerk - Salary	Tbc	LGA 1972 S. 112
24/76	Handyman - Salary	Tbc	LGA 1972 S. 112
24/77	HMRC	Tbc	LGA 1972 S. 112
24/78	Metro Secure - Annual Alarm Test	£ 96.00	LGA 1892 S. 8 (1) (i)
24/79	Clerk - Ebay - Printer Ink	£ 29.99	LGA 1972 S. 111
24/80	CDC - KH Litter Bin Qtr 3	£195.00	Open Spaces Act 1906
24/81	PKF Littlejohn - External Auditor	£378.00	LGA 1972 S. 111
	ROSPA - Annual Playground	£206.40	Open Spaces Act 1906
24/82	Inspection		
DDO3/39	O2 - Mobile	£ 13.06	LGA 1972 S. 111

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

### 10.3 Internal Control Exercise

Councillor Rushby and Councillor Butterworth carried out the Internal Control Exercise and found everything to be in order.

### 10.4 2<sup>nd</sup> Quarter Bank Reconciliation and Level of Reserves

The Clerk presented Members with quarter 2 bank reconciliation and confirmed the banks closing balance as at 30<sup>th</sup> September 2024 was £40,866.61 in the current account and £88,975.17 in the reserves account. Approximately £55,500 of the reserves is earmarked for the MUGA. Discussion took place regarding transferring some money from the current account to the reserves account to obtain interest.

### 10.5 Quarter 2 Budget Monitoring Report

The Clerk confirmed overall 21% of the budget for 2024/25 had been spent to date.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

10.6 Quarter 2 VAT Return

Members noted the Quarter 2 VAT return in the sum of £637.48.

10.7 Provision of Poppy Wreath and Donation to the Royal British Legion

The Clerk asked members to consider donating to the Royal British Legion and in return receiving two poppy wreaths, one for Branton St Wilfrid’s Primary School and one for Kilham Hall Recreation Ground for the remembrance bench.

10.8 Bank Statements

The Clerk presented Members with the bank statements for 1<sup>st</sup> September to 30<sup>th</sup> September 2024 for consideration and approval by the Council’s auditors.

RESOLVED (10)

- a) Members noted PKF Littlejohn’s Final Audit Report and Notice of Conclusion.
- b) The bank payments were approved and the Clerk is to pay these in due course.
- c) Members noted the Internal Auditors internal control exercise findings.
- d) The 2<sup>nd</sup> quarter bank reconciliation was noted, approved and signed by the Council’s two Auditors – Councillor Rushby and Councillor Butterworth.
- e) The 2<sup>nd</sup> quarter level of reserves was noted.
- f) The 2<sup>nd</sup> quarter budget monitoring report was noted.
- g) The 2<sup>nd</sup> quarter HMRC (VAT) return was considered and an additional item was noted as being missing from the return. The Clerk will amend the VAT return accordingly and claim £1042.09.
- h) Members approved £100 donation to the Royal British Legion and to donate one wreath to Branton St Wilfrid’s Church of England Primary School.
- i) The bank statements were noted and signed by the Council’s auditors.

**11) POLICIES/PROCEDURES**

11.1 The following polices were compared with the NALC templates:

11.1.1 Compassionate Leave

11.1.2 Flexible Working

11.2 The following policies were reviewed:

11.2.1 Reserves

11.2.2 Risk Management

11.2.3 Whistleblowing

11.3 The following risk assessments were considered:

11.3.1 Volunteers (Painting) Risk Assessment (new)

11.3.2 Employees Stress Assessment form (new)

11.3.3 GDPR/Data Information Audit (reviewed)

RESOLVED (11)

- a) Members agreed to keep the Compassionate Leave Policy and Flexible Working Policy as they were.
- b) The above Policies were all approved.
- c) The above risk assessments were approved.

**12) PLANNING APPLICATIONS**

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

24/01558/FUL 22 Warnington Drive, Bessacarr	Erection of a single storey side extension to form a new swimming pool and single storey extension to enlarge porch to front of property	No comments or concerns
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12.2 Proposed Street Names for Development South of Doncaster Road

The Clerk provided members with a list of 7 names that CDC propose to use for the new development South of Doncaster Road’s street naming. Members considered them and informed the Clerk of their views.

RESOLVED (12)

- a) Feedback is given to the Planning Department at CDC on the planning application received.
- b) Feedback is given to the Planning Department at CDC regarding the new street names – 4 names are British Birds, the last 3 aren’t. Therefore the Parish Council suggested alternative names – Pheasant, Swallow, Goldfinch and Swift.

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

Minutes Subject to Approval at the Next Meeting



Minutes Subject to Approval at the Next Meeting

**13) POLICE ISSUES**

13.1 Police Issues

Nobody attended the last police drop in. The next Police Drop In will be held at the Café at the Garden Centre on Doncaster Road on Thursday 14<sup>th</sup> November 2024 at 10am-11am.

RESOLVED (13)

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

**14) TRAINING/EXTERNAL MEETINGS**

14.1 HMRC Webinar

The Clerk had previously provided Members with information from the above training.

14.2 YLCA Webinar on gov.uk Email Addresses

The Clerk informed members of a free webinar on the 9<sup>th</sup> October relating to gov.uk email addresses. External auditors and YLCA/NALC are encouraging Parish Council’s to change to a gov.uk email address. The Clerk is unable to attend the webinar so requested a Member to attend and feedback to the Parish Council.

RESOLVED (14)

- a) Members noted the circulated documents from the HMRC webinar.
- b) Councillor Sprack confirmed he could attend the YLCA webinar on gov.uk email addresses.
- c) The Clerk will forward the link to the YLCA webinar to Councillor Sprack for registration.

**15) ITEMS OF CORRESPONDENCE**

15.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, CEO Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training.

RESOLVED (15)

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

**16) DATE OF NEXT MEETING**

RESOLVED (16)

That the next meeting be held on Wednesday 6<sup>th</sup> November 2024 commencing at 6pm.

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

17.1 Clerk’s September Timesheets

The Clerk’s timesheets for September was shared for information.

17.2 Handyman’s September Timesheets

Handyman’s timesheets for September was shared for information.

17.3 Clerk’s Pension

Members considered making a pension contribution for the Clerk into a Nest pension.

RESOLVED (17)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data.
- c) Members approved to pay a 4% contribution into a NEST Pension for the Clerk.
- d) The Clerk will inform Warrens GBC Accountants of the approved pension contributions.

The meeting closed at 7.45pm.

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

Minutes Subject to Approval at the Next Meeting

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

### 1) CDC

- a) MUGA - **Wrote to residents of Kilham Lane 18/10/24 informing them of works, put something on website and on FB. Work should have started 28/10/24 but delayed til 04/11/24 and will take approximately 6 weeks.**
- b) CCTV – **Chased CDC for update on when CCTV being installed. Issue with the sockets.**
- c) Community Skip – **Skip is on 30/11/24 at Kilham Hall.**
- d) Land at top of Brockholes Lane – **Wrote to residents – awaiting reply – requested by end of November.**
- e) Capital Gains Grant – **Email from CDC stating we can't apply as a Councillor and Ward Councillors and although application gone to Panel, if awarded money won't be paid. They've stated we should ask a Community Group to apply for the grant on our behalf. Suggest we ask KHMC.**

### 2) Recreation Ground/Garden Areas

- a) MUGA – **As above**
- b) Grants for MUGA – **SUEZ grant unsuccessful.**
- c) Fence Maintenance - **Handyman continuing painting fence around KH.**
- d) Paint Playground – **Handyman will need to close park to paint it so waiting til Spring.**
- e) Repairs – **awaiting approval of ROSPA Report.**
- f) 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.**
- g) ROSPA Park Inspection – **Inspector came 25/09/25 – no major concerns, biggest risk is safety beneath pull up bars. Handyman saw Inspector and informed him we were going to put grass matting in that area and the Inspector agreed that was the best solution. Formal report circulated to Members and Action Plan on Agenda for approval.**

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

- a) Solar Panels – **New meter being fitted 1/11/24. Accepted £100 goodwill gesture for all issues and the payback figure of £335 from solar panels. Both payments received.**
- b) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**
- c) Annual Services booked for September –**PAT Testing booked for 1/11/24 and 8/11/24, Fire Extinguishers carried out 01/11/24 and Fire Alarm tests carried out 28/10/24.**

### 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 and cost new ones for inclusion in next year's budget.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**
- c) Free NHS Health Checks for 40 to 74 year olds – **Session held on 16<sup>th</sup> October was well attended. Another session booked for December. Will advertise nearer the time.**

### 5) Parish Council Procedures/Finance

- a) Website –**Updated regularly**
- b) Facebook – **Updated regularly**
- c) Policies – **Internet Banking and Business Continuity Policies reviewed.**
- d) Unity Bank Interest – **Informed of reduction in interest rate on savings accounts from 2.75% to 2.60% gross.**
- 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 Thursday 14<sup>th</sup> November 2024 at 10am at the Secret Garden Tea Rooms, Branton Garden Centre.**

### 7) Training/Networking

- a) Clerk has started CILCA qualification – **This will take between 8 and 12 months at approximately 4/5 hours per week.**

## Actions required following ROSPA Annual Playground Inspection

**Inspection Date 25<sup>th</sup> September 2024 – Schedule Approved at Parish Council 6<sup>th</sup> November 2024**

Page No of ROSPA Report	Task Required	Risk Category	To Be Completed by	Officer/Company Undertaking the Repair	Date Repair Completed
	<b>Fenced in Area</b>				
A3	Recommend a minimum of two entrances/exits		<i>As and when resources allow, or when other modifications are being made to the play area</i>		
P1	Swings – some chain wear, monitor and replace before 40% wear		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P2	Multiplay – Paintwork is in poor condition – descale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe		<i>Spring 2025</i>	Steve Maskill – Handyman/Gardener	
P4	Multiplay – The rusted fixings (mainly underside) have had a coat of paint. Monitor for corrosion and fixtures loosening.		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P4	Multiplay – The protective surface under all bars and rings must be kept in good condition.		<i>Within 3 months - Ongoing</i>	Steve Maskill – Handyman/Gardener	
P7	Multiplay – Eliminate the finger entrapment.		<i>Within 3 months - No Later than 25/12/24</i>	Steve Maskill – Handyman/Gardener	
P7	Multiplay - need to provide a 3mm radius or 3mm chamfer - The laminate still has a right angled edge. The newly added batons have been cut back and rounded. A right angle still technically exists on the edge of the battens, so the finish is to play standards rub or rout off the edge.		<i>Within 3 months - No Later than 25/12/24</i>		
	<b>Unfenced Area</b>				
A4	Surfacing Around Gym Equipment – Remove concrete surrounds and supply grass matting to		<i>Within 3 months - No Later than 25/12/24</i>	Steve Maskill – Handyman/Gardener	

	protect the surface, especially around pull up bars				
P2	Basket Swing – Chain link notched – monitor wear closely and replace wearing chains at 40%		<i>Within 3 months - Ongoing</i>	Steve Maskill – Handyman/Gardener	
P3	Basket Swing – Trip points on the surface – build up ground level to remove trip points		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P3	Zip wire seat – Some chain wear – monitor for further deterioration and replace before 40% wear		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P4	Zip wire maintenance – this will need dismantling and inspecting according to manufacturers instructions on a regular basis (at least annually). The traveller is running slow. This may be due to slack in the cable. The inner parts of the traveller should be periodically checked and serviced.		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Quote received from CDC in sum of £165.	
P5	Zip wire – cable needs inspecting regularly inside the tubing and any hidden parts. Rubber surround is noted around the cable, Inspector recommends in line with manufacturer’s instructions that the cable that inserts internally through the cross bar is dismantled and inspected		<i>Within 3 months - No Later than 25/12/24</i>	See above (P4)	
P6	Zip wire – The finger guards are worn. The gap between cable and seat is 1.91 m. Install finger guards.		<i>Within 3 months - No Later than 25/12/24</i>	See above (P4)	
P6	Zip wire - Trip points on the surface – ground needs levelling to remove trip points		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P7	Climbing Wall – Inspector notes repairs to previous cracking are completed. Monitor hairline crack, repair when necessary.		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	
P9	Adult fitness – pull up bars – Appropriate signage must be installed as per EN 16630. The standard requires, a) an information sign at the facility, and b) information on or adjacent to		<i>Within 3 months - No Later than 25/12/24</i>	Clerk obtaining quote Steve Maskill – Handyman/Gardener to install	

	each piece of equipment. See the full standard for details.				
P10	Adult Fitness – pull up bars - The inspector recommends the edgings are removed and surface extended. If installing grass matting, then the top bar is 1.97 m minus 500 mm = 1.47 so under 1.5. You require 1.5 m of grass matting in both directions from under centre point.				
P17	Ball Wall – Surface is wearing, monitor and repair as required		<i>As and when resources allow, or when other modifications are being made to the play area</i>	Steve Maskill – Handyman/Gardener	



# Cantley with Branton Parish Council

## Parish Council Action Plan 2025 to 2026

### Document Aim

The purpose of this document is to set out the activities and projects the Parish Council will commence or complete within 2025/2026. The action plan is split into three categories, People, Place and Provision.

### People

#### 1. Donations

The Parish Council will donate to the following organisations:-

- 1.1.1 Auckley Show - £500 towards the costs of organising the Auckley Show
- 1.1.2 British Royal Legion - £100 for 2 poppy wreaths, one for Kilham Hall Remembrance bench and one for Branton St Wilfrid's Primary School
- 1.1.3 Thorne Rural Lions - £100 for Santa Sleigh Visit
- 1.1.4 Kilham Hall Management Committee - £1000 for Christmas Pantomime

#### 2. Grants

The Parish Council will consider putting aside £1000 for community groups to apply for a grant.

### Place

#### 3. Kilham Hall and Recreation Area

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

#### 4. Public Realm

##### Litter Picking

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

Litter picks will be held every quarter.

##### Planting/Wildflower Areas

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

##### Land at the Top of Brockholes Lane

We will improve the appearance of the grassed area at the top of Brockholes Lane, clearing vegetation, planting flowers and re-siting the bench.

##### Local Walking Information

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

### Provision

#### 5. Communication

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

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

6. Grounds Maintenance

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

7. Remembrance Poppies

We will continue to add to the lamp post poppies to be hung on lamp posts within the Parish to support the Royal British Legion. We will coordinate donations of knitted/crocheted poppies from local residents to build on the Parish's displays.

8. Christmas Trees and Lights

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

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

9. Christmas Carols

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

10. Defibrillator

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

11. CCTV

We will fund the annual maintenance fees to cover the CCTV cameras on the entry points to the village.

## **Implementation**

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

## **Monitoring**

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

**Drafted** 17<sup>th</sup> October 2024

**Presented to the Parish Council** 6th November 2024

**Feedback, Quotes and suggestions requested by** 15th November 2023 for inclusion in budget setting

**To be Re-presented to the Parish Council** 4<sup>th</sup> December 2024 with the 1<sup>st</sup> draft of the budget



# Cantley with Branton Parish Council

## Internet Banking Policy

### Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment.

The removal of this particular legal requirement will enable Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system.

### Account details

The Parish Council has an account with Unity Trust Bank. This account is organised with the bank to require internet payments to be authorised by two signatories. This is in accordance with the guidance on page 14 of the document "The Good Councillor's Guide to Finance and Transparency" where it states – "Where electronic banking is used, arrangements should ensure that at least two people are involved in any transaction, one of whom must be a councillor".

### Account signatories

The following are signatories on the account:

- ~~Cllr D Chorlton (with internet access)~~
- ~~Cllr B Innes (with internet access)~~
- Cllr N Williams (with internet access)
- Cllr J Rushby (with internet access)
- Cllr A Gibbins (with internet access)
- Cllr R Odell (with internet access)
- Cllr J Sprack (with internet access)
- ~~Cllr A Thorpe (with internet access)~~
- The Clerk (with internet access)

### Internet Banking Procedure

Payments will be made by internet banking where possible. The following sentences (a – g) set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of



operating the online account will be the subject to the rules and security authorisation process of the bank:

- a. The Council's Financial Regulations 6.7 to 6.14 will be adhered to for internet banking.
- b. All orders for payment will be verified for accuracy by the Parish Clerk.
- c. A schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be initialled by the Chairman of the meeting.
- d. Once the payments have been authorised, the Parish Clerk will set up the payments and inform one of the Councillor signatories with internet access by email.
- e. On receipt of the email the Councillor will authorise the payment, cross referencing with the schedule which was agreed at the meeting (Point (a) above) to ensure there are no discrepancies.
- f. Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to one of the Councillor signatories with internet access before raising a payment request online. The Councillor will then authorise the payment as in (e) above.
- g. All payments authorised between meetings will be done so in accordance with the Council's Financial Regulations. If such a payment requires authorisation by the chairman (Financial Regulation 4.1), the email from the chairman containing the authorisation will be forwarded to the councillor authorising the online payment with the associated papers (point (f) above).

**Dated:** 22<sup>nd</sup> November 2023

**Approved:** 6<sup>th</sup> December 2023

**Review Date:** November 2024

**Approved:** 6<sup>th</sup> November 2024



# Cantley with Branton Parish Council

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

## BUSINESS CONTINUITY PLAN

### 1. POLICY AIM

Business Continuity Management is:

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

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

### 2. POLICY

Planning Actions

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

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

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

### 3. EMERGENCY CONTACTS

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

Name	Contacts
Chairman (Neville Williams)	07825 614525 <a href="mailto:Neville.williams.ywp@outlook.com">Neville.williams.ywp@outlook.com</a>
Vice Chairman (Tony Gibbins)	07701 320939 <a href="mailto:Tony.gibbins.cwbpc@outlook.com">Tony.gibbins.cwbpc@outlook.com</a>
Clerk (Bev Walton)	07761525584 <a href="mailto:cwbpc@outlook.com">cwbpc@outlook.com</a>

### 4. BUSINESS CONTACTS

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

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

Shutters	GG Emergency Door Specialist Ltd	Gavin	07403886096
Intruder Alarm	Metro Secure	Lawrence	01302 898423 07979198220
Fire Alarm	SER Fire & Security	Sam Robertshaw	07432 671287
Electrical Contractor	RJ Electrical Ltd	Rafe Lowe	01302 730600

## 5. INSURANCE AND BANK DETAILS

Company	Contact	Email/Telephone	Policy Number
BHIB		<a href="mailto:enquiries@bhibaffinities.co.uk">enquiries@bhibaffinities.co.uk</a> : 0330 013 0036	LCO01651
Unity	Four Brindley place, Birmingham, B1 2JB	0345 140 1000	Current Account and Reserve Account

## 6. OTHER USEFUL CONTACT DETAILS

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

## 7. RECOVERY ACTIONS RECOVERY OF ESSENTIAL

Business Records	How will you recover the records? Alternative Measures in Place
Computer records/data and location	Back-up records are held on the 'cloud' and can be accessed remotely

Financial Records	A copy of the backed-up finance records is saved on the Clerk/RFO laptop and backed up to the cloud.
Critical paper records/information and location	Deeds and such are stored e.g. in a cabinet in the Clerk's Office at Kilham Hall and scanned to cloud.
Passwords	A record of all passwords to equipment and the building are kept on the Clerk's laptop and backed up to the cloud. The Chairman and Vice Chairman also has a copy of them.
Keys	The clerk has a full set of keys to the building and notice boards. She also holds spare keys which are kept in her desk drawer. Site staff have a set of keys to the building which is their primary place of work.

## 8. RECOVERY OF KEY EQUIPMENT

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

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

## 9. RECOVERY ACTIONS

- Advise all councillors
- Activate the continuity plan
- Inform and allocate actions to staff
- Activate alternative suppliers, premises, equipment as required
- Review diary and other commitments
- Advise insurance provider
- List of key dates ie. insurance renewal date, precept demand to Principal Authority date, budget setting dates, Internal Audit approval dates and AGAR, Staff to be paid by (date each month)
- Complete recovery log

## 10. IMPLEMENTATION

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

**Reviewed:** 17<sup>th</sup> May 2024

**Approved:** 3<sup>rd</sup> July 2024

**Review:** June 2027

**Review:** 6<sup>th</sup> November 2024

## Cantley with Branton Parish Council - Clerk's 'one-off' Tasks

Month	Heading	Task
Jan	Budget	Agenda item to consider budget for current year and approve for the new year
Jan	Delegation to Clerk	Review Clerk's delegated powers (especially with current covid) - consider reaffirming previous covid related decision
Jan	Financial Risk Assessment	Contact KHMC to confirm that actions have been taken
Jan	Financial Risk Assessment	Review Financial Risk Assessment
Jan	Precept	Agenda item to set the Precept
Jan	Precept	Notify CDC on their form by end of month
Jan	Internal Auditor	Put on January Agenda to approve PC's Internal Auditor
Jan	Christmas Lights	5 Jan - Turn Lights off
Jan	Christmas Lights	Remind whoever is responsible to remove lights
Jan	Pantomime	Book Christmas Pantomime for following year
Jan	Quarterly Returns	Submit quarterly VAT return
Jan	Quarterly Payments	Pay HMRC Quarter 3 payment
Jan	Elections	Start planning for Elections if necessary (2025)
Feb	Audit	Start to prepare records for Internal Auditor
Feb	Kilham Hall Playing Field	Agenda report on the cost grass cutting by Glendale for current calendar year
Feb	Financial Risk Assessment	Submit Financial Risk Assessment to February Meeting
Feb	Waste Bins	Agenda report on the cost of bin emptying by DMBC
Feb	Grass Cut	Agenda report on the cost of grass cutting and confirm with Glendale
Feb	Newsletter	Draft and finalise Spring Newsletter
Feb	Annual Parish Meeting	Agree date for APM
Mar	Financial Year	Create all new Financial Year spreadsheets
Mar	Grass Cut	Contact Glendale and determine when first cut will be
Mar	Audit	Finalise accounts for submission to internal Auditor
Mar	Kilham Hall Playing Field	Annual Safety Inspection due in September/October - arrange inspection quotes to put to the PC in April meeting
Mar	Salaries	Check salary calculations for new financial year and update Warrens GBC if necessary
Mar	Salaries	Warrens GBC to submit final salaries submission to HMRC and produce P60s
Mar	Elections	If an election year advice members of process/procedures
Mar	Standing Orders and Financial Regulations	Add to Agenda - should be reviewed annually to confirm that they meet the Council's needs.
Mar	Appraisal	Carry out Handyman's Appraisal
Apr	Membership	Update YLCA Membership
Apr	Audit	Submit Accounts to Internal Auditor after March Bank Statement received
Apr	HMRC	Warrens GBC to complete and submit end of year return
Apr	HMRC	Warrens GBC to enter April pay after 6 April
Apr	HMRC	Warrens GBC Finalise end of year pay details
Apr	HMRC	Warrens GBC start new financial year
Apr	Insurance	Review insurance including 'All Risks' values
Apr	Precept	Check precept received
Apr	Payroll	Check if living wage has changed
Apr	Elections	Prepare Elections New Member Packs if necessary (2025)



May	Annual Parish Meeting	Agree Annual Parish Meeting Agenda with Chair and issue the Notice of Meeting or combined Notice and Agenda at least 7 days prior to the meeting - it's usually held prior to the regular May Parish Council meeting. Might be useful to read the YLCA Advice Note 8 dated Dec 2019
May	Annual Parish Meeting	Agree with Chair if they will provide a report to go with the Agenda for the APM or provide copies for circulation at the meeting
May	1st PC Meeting	Elect Chairman and Vice Chairman
May	1st PC Meeting	Set dates for the year for PC meetings
May	Members	Ask Members to check their Register of Interests form is upto date
May	Members	Acceptance of Office forms (election year - 2025)
May	External Committees	Appoint representatives on external committees/meetings
May	Bank	Review bank signatories (every 2 years -2025 next)
May	Audit	Agenda item to consider the Annual Return (AGAR), accounting statements and Internal Audit report
May	Audit	Display 'Notice of Electors Rights'
May	Audit	Submit AGAR to External Auditor
May	S137	Check change to S137 calculation for updates
May	Notice Board	Display Annual list of meeting dates
May	Newsletter	Draft and finalise Summer Newsletter
June/July	ROSPA Inspection	Organise RoSPA inspection for Sept/Oct
June/July	Inspect Accounts	Give notice of public's rights to inspect the accounts
July	Christmas Lights	Ask whoever installs the lights to book it in their schedule
July	Insurance	Check insurance and get quotes for renewal in August - 2025 is year 2 of a three year contract. Look for quotes in April 2026
Aug	Document Review	Review documents for disposal or archive
Aug	Risk Assessment	Carry out Annual Risk Assessments for all areas/duties
Aug	Remembrance	Look at potential display of Poppies somewhere prominent in the village
Aug	Kilham Hall Playing Field	Annual Safety Inspection due in September/October - arrange inspection with The Play Inspection Company
Aug	PAT Testing & Annual Checks	Liaise with Caretaker of KH and co-ordinate annual PAT testing and annual checks ie. fire extinguishers, lighting, shutters, etc
Aug	Newsletter	Draft and finalise Autumn Newsletter
Sep	Audit	Display Notice of Conclusion of Audit before end of Sept
Sep	Audit	External Audit response should be received by 30 September
Sep	ICO	Renew ICO membership
Sep	Precept	Check precept received
Oct	Membership	Update SLCC Membership
Oct	Audit	Agenda item to receive External Audit Report - put to earlier meeting if possible
Oct	Remembrance	Contact British Legion and make donation and arrange to collect wreath
Oct	Budget	Ask Member to submit suggestions for new projects for discussion at the October meeting so that Clerk can try to find out possible costs in time for November meeting
Oct/Nov	Kilham Hall Playing Field	Submit Annual Safety Inspection report to meeting for decision on actions to be taken
Nov	Budget	Prepare Draft Budget for next year - combine with report on year to date activity against budgets
Nov	Budget	Submit Budget report for next year to November meeting
Nov	Newsletter	Draft and finalise Winter Newsletter

Nov	Christmas Lights	Remind whoever is responsible to install lights at Glen Road, Whiphill Top Lane, Old Cantley Roundabout and Bawtry Road and turn on before 1 December (RJ Electrical and Christmas Plus)
Nov	Payroll	Check if living wage has changed
Dec	Electoral Register	Request Electoral Register and when in receipt of it store ready for Annual Parish Meeting. Also log the number of electors onto spreadsheet in reports & surveys 2021 - electoral stats
Dec	Budget	Agenda item to consider budget for new year
Dec	Precept	Agenda item to consider precept
Dec	Machinery Maintenance	Arrange for lawnmower, strimmer, hedge trimmers to go to Garden Centre for their annual service

## Cantley with Branton Parish Council - Clerk's Regular Monthly Tasks

### EVERY MONTH

#### Agenda

- Start to prepare when last Minutes written
- Update as items occur
  
- The week before Agenda to be issued
- Review responses to actions on previous minutes and chase for outstanding replies
  
- Monday before Meeting week
- Update with any new items
- Chase up previous actions
  
- Wed or Thu of Week before Meeting – Issue Agenda
- Finalise Agenda
- Email to Members, CDC Ward Councillors
- Upload Agenda to website and Facebook
- Change notice board 'Notice of Meeting' if necessary

#### Finance

- Bank Reconciliation – around 6<sup>th</sup> of month
- Produce as at end of previous month
- Enter BACS receipts or payments in spreadsheet
- File copy ready to attach to next Agenda
  
- Receipts and Payments – throughout month
- Prepare monthly accounts for authorisation which includes:-
- enter salary payments in the HMRC Basic PAYE Tools
- submit details of payments to employees using HMRC Basic PAYE Tools
- checking invoices for accuracy and satisfactory receipt of goods or services
- producing pay statements for salary, payment to HMRC and reimbursement for goods and services purchased on behalf of the Council
- record details of payments on spreadsheet
- record VAT details on spreadsheet
- set up payments at bank for authorisation after approval at meeting
- note any new assets on Asset Register
- note any new assets on Inventory
- submit claim for VAT reimbursement if above £100 on quarterly basis
  
- Wednesday or Thursday of Week Agenda will be issued – Financial Reports
- When all receipts and payments details have been entered up to date – produce report of receipt and payment totals against budgets
- Update Planning Report and Clerk's Report for circulation
- File copy ready to attach to next Agenda

### **Meeting Preparation**

- When Agenda Issued
- Assemble all supporting information that you think you might need to refer to in the meeting
- Update Notice Boards with Agenda and Draft Minutes
- Update Website and Facebook page with Agenda and Draft Minutes
- Liaise with Ward Councillors for Updates
  
- Day of meeting
- Update the supporting information
- Print last Minutes 'Copy for Signature'
- Update Attendance List for meeting
- Take all above to meeting

### **After the Meeting**

- Draft Minutes
- Email CDC Planning Department with comments on any planning applications
- Send Clerk & Handyman's Timesheets to Warrens GBC for preparing payroll
- Upload final Minutes from previous meeting to Website and Facebook
- Amend Website text to change to the next meeting date and remove links from last agenda
- Carry out any actions that were tasked during the meeting
- Start the next month's Agenda if haven't already done so

### **Website and Facebook**

- Add appropriate information about the Parish Council, its activities and public information from reputable sources

### **Staffing Duties**

- Complete holiday sickness, TOIL and Training records
- Ensure have payroll information from Warrens GBC to pay staff on or around 15th of each month

### **Policies and Procedures**

- Review out of date policies/procedures
- Check YLCA Policies List for any policies PC don't have and draft PC one

### **Defibrillator Checks**

- Check defibrillator is charged, pads are in date and log on central database

### **Update Asset Register**

- Add any new assets to asset register
- Move any old assets to disposal register
- Add any new assets to inventory

## Cantley with Branton Parish Council - Clerk's Regular Daily Tasks

### EVERY DAY

Open Gates

**Emails** - open and respond to them, forward on to Members

Check Grounds (every other day)

**Website and Facebook** - Add appropriate information about the Parish Council, its activities and public information from reputable sources

Timesheet

**Staffing** - Manage the Handyman

## **Ad Hoc One Off Tasks to Do as and When Required**

Facilitate inspection of the minute book by local government ;

Receive and retain copies of byelaws made by other local authorities;

Assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;

Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

Manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;

Arrange for legal deeds to be executed;

Advertising staff vacancies and dealing with associated tasks ie. drafting job descriptions, person specification, sending out candidate packs, interview documentation, arranging interviews, providing members with shortlisting and interview packs

Handling Grievance matters

**Things to Do (that either learnt on training or that other PC's do and we don't)**

- Over £100 spend spreadsheet ✓
- Publish Members Expenses
- Share Agenda with Police, CDC, Internal Auditor
- Share Draft Minutes as soon as drafted ✓
- Internal control checks ✓
- Publicise Risks on website
- Risk Assessments ✓
- Actions from Training Courses attended that we don't carry out

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

<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>October 2023</b>		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping <b>Amended</b>	<b>Granted</b>
<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>June 2024</b>		
24/01051/FUL 39 Warnington Drive, Bessacarr	Erection of side extension as well as external alterations including raising of roof height and installation of dormer windows to front elevation and integral double garage to side	Pending
<b>August 2024</b>		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending



<b>September 2024</b>		
24/01558/FUL 22 Warnington Drive, Bessacarr	Erection of a single storey side extension to form a new swimming pool and single storey extension to enlarge porch to front of property	<b>Granted</b>
<b>October 2024</b>		
24/01725/FUL 3 New Road, Branton	Erection of a two storey rear extension with Juliette balcony	<b>Granted</b>
24/01780/FUL Woodview, Glen Road, Branton	Erection of a single storey front extension with first floor dormer window addition and general reconfiguration of internal space	Pending

**APPEALS**  
**FORMAL COMPLAINTS**

16/02024/FUL and 19/02022/FUL 19 Warnington Drive, Bessacarr	Permission granted for balcony with no privacy screen. Neighbouring property feels overlooked	Processing through DMBC Formal Complaints Process
23/00041/REF Maydene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	<b>Dismissed</b>
24/00005/REF Land At Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved)	Submitted to Planning Inspectorate

## LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25, a comparison with 2023/24 agreement

SCP	01 April 2024		1 April 2023		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£22,737	£11.82	
4	£24,404	£12.65	£23,114	£12.01	
5	£24,790	£12.85	£23,500	£12.21	
5	£24,790	£12.85	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	£23,893	£12.42	
7	£25,584	£13.26	£24,294	£12.63	
8	£25,992	£13.47	£24,702	£12.84	LC1 (7-12) (substantive benchmark range)
9	£26,409	£13.69	£25,119	£13.06	
10	£26,835	£13.91	£25,545	£13.28	
11	£27,269	£14.13	£25,979	£13.50	
12	£27,711	£14.36	£26,421	£13.73	
13	£28,163	£14.60	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	£27,334	£14.21	
15	£29,093	£15.08	£27,803	£14.45	
16	£29,572	£15.33	£28,282	£14.70	
17	£30,060	£15.58	£28,770	£14.95	
18	£30,559	£15.84	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	£29,777	£15.48	
20	£31,586	£16.37	£30,296	£15.75	
21	£32,115	£16.65	£30,825	£16.02	
22	£32,654	£16.93	£31,364	£16.30	
23	£33,366	£17.29	£32,076	£16.67	
24	£34,314	£17.79	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	£33,945	£17.64	
26	£36,124	£18.72	£34,834	£18.10	
27	£37,035	£19.20	£35,745	£18.58	
28	£37,938	£19.66	£36,648	£19.05	
29	£38,626	£20.02	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	£38,223	£19.87	
31	£40,476	£20.98	£39,186	£20.37	
32	£41,511	£21.52	£40,221	£20.90	

SCP	01 April 2024		1 April 2023		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
33	£42,708	£22.14	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£43,693	£22.65	£42,403	£22.04	
35	£44,711	£23.17	£43,421	£22.57	
36	£45,718	£23.70	£44,428	£23.09	
37	£46,731	£24.22	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£47,754	£24.75	£46,464	£24.15	
39	£48,710	£25.25	£47,420	£24.65	
40	£49,764	£25.79	£48,474	£25.19	
41	£50,788	£26.32	£49,498	£25.73	LC3 (42-45) (above substantive benchmark range)
42	£51,802	£26.85	£50,512	£26.25	
43	£52,805	£27.37	£51,515	£26.77	
44	£54,071	£28.03	£52,752	£27.42	
45	£55,367	£28.70	£54,017	£28.08	LC4 (46-49) (below substantive range)
46	£56,708	£29.39	£55,325	£28.76	
47	£58,064	£30.10	£56,648	£29.44	
48	£59,300	£30.74	£57,854	£30.07	
49	£60,903	£31.57	£59,418	£30.88	LC4 (50-54) (substantive benchmark range)
50	£62,377	£32.33	£60,856	£31.63	
51	£63,881	£33.11	£62,323	£32.39	
52	£65,943	£34.18	£64,335	£33.44	
53	£68,000	£35.25	£66,341	£34.48	LC4 (55-62) (above substantive benchmark range)
54	£70,065	£36.32	£68,356	£35.53	
55	£72,145	£37.39	£70,385	£36.58	
56	£74,198	£38.46	£72,388	£37.62	
57	£76,277	£39.54	£74,417	£38.68	LC4 (55-62) (above substantive benchmark range)
58	£78,315	£40.59	£76,405	£39.71	
59	£80,247	£41.59	£78,290	£40.69	
60	£82,221	£42.62	£80,216	£41.69	
61	£84,243	£43.67	£82,188	£42.72	
62	£86,319	£44.74	£84,214	£43.77	

NB - In 2024/25 in line with the Green book and new template contract and to avoid confusion the hourly rate calculation was changed to that used by the NJC and LGA. Annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Until 2023/24 the hourly rate was calculated differently. Annual salary divided by 52 weeks to produce a weekly figure and then divided that figure by 37 hours.