

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 4th September 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), Y Butterworth, A. Gibbins, R. Odell and J. Sprack
IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

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

RESOLVED (1)

Councillor Rushby's and Councillor Thorpe's apologies for attendance were considered and approved.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
Councillor Odell informed Members of his new part time employment with the NHS.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Items 17.1 to 17.4 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

a) The Clerk is to forward Councillor Odell the amended Register of Interests form for completion and return.

6.05pm Councillor Butterworth arrived.

3) APPROVAL OF MINUTES

- 3.1 Minutes of 3rd July 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 3rd July 2024 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

- 4.1 Items raised by members of the public present at the meeting
No members of the public were present at this time.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
 - 4.2.1 A resident has contacted the Clerk regarding speeding traffic on Goodison Boulevard, Cantley.
 - 4.2.2 A resident has reported fallen trees on the green space on Milton Road (opposite Carlton Close).
 - 4.2.3 A resident has stated his company allows 2 days per annum for community/volunteering work and wondered if he could volunteer with the Parish Council.

RESOLVED (4)

- a) The Clerk has provided the resident contact details for CDC Highways, Ward Councillors and South Yorkshire Police.
- b) The Clerk will report the fallen trees to CDC.
- c) The Clerk will contact the resident and accept his request to volunteer within the community. The resident can help paint the play park, or the signs around the field or help the Handyman maintain some of the equipment.
- d) The Clerk is to co-ordinate days/times for volunteering and ensure the relevant Risk Assessments are in place.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

The Clerk informed Members that the Community Skip will be in Branton on 30th November 2024. Location is to be determined. The Clerk reminded Members of the Ward Councillors Finningley Ward Meeting which is being held on Saturday 7th September 2024 at 9.30am. Councillor Gibbins is representing the Parish Council.

5.2 Update on the MUGA

The Clerk updated Members – CDC have received Tenders back and hope to appoint FOSSE. Works are hoped to start in October/November. Pre-planning conditions regarding traffic management are currently being discussed with planning.

5.3 Update on CCTV

Awaiting update from CDC regarding this.

5.4 Identify any new Highway matters

Members reported an issue with a drainage grate on Whiphill Top Lane (outside the new build plot). The drain is sunken and every time a vehicle goes over it it disturbs residents.

RESOLVED (5)

- a) Members noted the Ward Councilors Update.
- b) Once location of the community skip has been confirmed the Clerk will advertise the skip on Facebook.
- c) Members noted the update on the MUGA
- d) The Clerk will continue to chase CDC for updates on the CCTV.
- e) The Clerk will report the sunken drain on Whiphill Top Lane 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

Updates are carried out daily/weekly. The Clerk informed Members she has added Councillor Sprack to the Parish Council Facebook page as Moderator.

RESOLVED (6)

- a) Members noted the Clerk's Report and action list.
- b) The Clerk is to email YLCA requesting the Chairman's log in details be resent to him.
- c) The Clerk is to resend the Chairman the Capability Policy.
- d) Members noted the Clerk's Update on Facebook/the Website.

7 KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS

7.1 Handyman's Tracker

The Handyman's Tracker was noted. Members were asked to prioritise tasks.

7.2 Compost Bin

Members were asked to consider building a compost bin at Kilham Hall site.

7.3 Kilham Hall Windows

The Clerk informed Members of recent damage caused to the windows at Kilham Hall from birds. Members considered the options available.

7.4 Hedge Trimmer

The Handyman has requested to purchase a cordless 2-in-1 hedge trimmer and saw pole at the cost of £169.99 to alleviate over-stretching.

7.5 Lone Worker First Aid Kit

Clerk informed Members she has purchased a Lone Worker First Aid Kit at the cost of £12.84 for the Handyman/Gardener for when he's working away from Kilham Hall.

7.6 Self Closing Devices & Smoke Seals

The Clerk informed Members that in the Fire Risk Assessment carried out last year the Parish Council needed to purchase self closing devices for the Clerk's Office and Meeting Room doors along with smoke seals. These have been purchased at a cost of £61.55 and the Handyman will fit them.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

7.7 Kilham Hall Management Committee's Report

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

RESOLVED (7)

- a) Members noted the Handyman's tracker and confirmed they were happy for the following tasks be carried out over the Autumn/Winter - painting of the play area, studded wall in Kilham Hall meeting rooms to be built, repair the play tower, stain park signs.
- b) Members approved building a compost bin. Councillor's Odell and Gibbins offered to help with this.
- c) Members considered damage to Kilham Hall Windows and agreed to monitor the situation.
- d) Members approved purchase of a 2-in-1 hedge trimmer and saw pole at the cost of £169.99.
- e) Members ratified the purchase of a lone worker first aid kit for the Handyman at the cost of £12.84.
- f) Members queried attendance on a First Aid Course for either the Clerk or Caretaker. The Clerk will discuss this with the Caretaker.
- g) Members ratified the purchase of self closing devices and smoke seals at the cost of £61.55.
- h) Noted Kilham Hall Management Committee's update and thanked Councillor Gibbins for all his work on the meter issue.
- i) Members approved purchase of a drill to enable the Handyman to make a hole in the wall of Kilham Hall to enable the new meter to be installed. The Clerk will discuss which drill to purchase with the Handyman.

8) **PARISH COUNCIL MATTERS**

8.1 Projector

The Clerk informed Members to repair the current projector would cost over £100. A new projector can be purchased for £44.

8.2 Shredder

The Clerk informed Members the current shredder had broken and the Handyman couldn't repair it. A new shredder was purchased for £42.99.

8.3 Disposal Register

The Clerk provided members with the updated Disposal Register for information.

8.4 Letter from Wilkin Chapman

The Clerk had circulated a letter from Wilkin Chapman to Members previously and had enclosed a draft reply for consideration.

RESOLVED (8)

- a) Members ratified the cost of the new projector of £44.
- b) Members ratified the cost of the new shredder at £42.99.
- c) Members noted and approved the updated Disposal Register. The Clerk will dispose of the old items.
- d) Members considered Wilkin Chapman's letter and approved a reply. The Clerk will respond accordingly.

9) **PARISH MATTERS**

9.1 Newsletter

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

9.2 Litter Pick

The Clerk informed Members that the next litter pick was scheduled for Saturday 28th September 2024 at 9.30am.

9.3 Green Space at Entrance to Brockholes Lane

Councillor Odell queried whose responsibility it was for maintenance of the green space at the entrance to Brockholes Lane and wondered if the area could be made more appealing.

RESOLVED (9)

- a) Members ratified the content of the newsletter and its publication in the Arrow Magazine and Today Publication.
- b) Members noted the date of the next litter pick and the Clerk will advertise it on Facebook.
- c) Members considered the land at the top of Brockholes Lane and its appearance. The Clerk is to contact CDC to see whether they could adopt the land. If this isn't possible, the Clerk will put to CDC

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

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.

10) FINANCIAL

10.1 Direct Bank Payments - August

That the following payments made in August are ratified.

Ref No.	To Whom Paid	Net £	VAT £	Total £	Power/Section
24/42	YLCA - Talking Tables Training	35.00	0.00	35.00	LGA 1972 S. 111
24/43	Northern Powergrid - Meter	3,403.66	680.73	4084.39	
24/35	Clerk - Ebay - fees	6.34		6.34	LGA 1972 S. 111
24/44	Handyman - Salary	983.29		983.29	LGA 1972 S. 112
24/45	Clerk - Salary	1,073.51		1073.51	LGA 1972 S. 112
24/46	HMRC	0.00		0.00	LGA 1972 S. 112
24/47	Glendale - Grass Cut July	94.52	18.90	113.42	Open Spaces Act 1906
24/48	Urban Arborist - Dnr Rd Trees	300.00	60.00	360.00	Open Spaces Act 1906
24/49	Handyman - Expenses - Gloves	1.49	0.30	1.79	Open Spaces Act 1906
24/50	Handyman - A3 Copy/Laminate	10.80		10.80	LGA 1972 S. 111
24/51	Handyman - Bedding Plants	5.83	1.17	7.00	LGA 1972, S. 137
24/52	Handyman - Roofing End Caps	12.57	2.51	15.08	Public Health Act Amendments Act 1907
24/53	Handyman - Safety Boots	39.99		39.99	LGA 1972 S. 111
24/54	Handyman - Red Reflector Triangle	3.88		3.88	LGA 1972 S. 111
	Branton Farm Nurseries - Strimmer				
24/55	Cord	8.33	1.67	10.00	Open Spaces Act 1906
24/56	Today Publications - July Edition	125.00	25.00	150.00	LGA 1972, S.142 (1A)
24/57	Clear Insurance - Annual Premium	1,562.50		1562.50	LGA 1972 S. 111
	Clerk - Compost/Gloves/Rooting				
24/58	Powder	97.15	0.83	97.98	Open Spaces Act 1906 Local Government (Miscellaneous Provisions)
24/59	B G Sports - Goalpost Parts	120.83	24.17	145.00	Act 1976 S. 19(3)
24/60	Clerk Amazon - Projector	36.66	7.33	43.99	LGA 1972 S. 111
24/61	Clerk - Amazon - Shredder	35.41	7.08	42.49	LGA 1972 S. 111

10.2 Direct Bank Payments - September

That the following payments are duly approved:

Ref No.	To Whom Paid	Net £	VAT £	Total £	Power/Section
DD04/01	ICO - Annual Registration	35	0	35	LGA 1972 S. 111
24/62	Clerk - Lone Worker First Aid Kit	10.7	2.14	12.84	Public Health Act 1936 S. 234 Local Government (Miscellaneous Provisions) Act 1976 S. 19
24/63	Clerk - Fire Seals & Door Closer	51.29	10.26	61.55	
24/64	Arrow Publications - Autumn	105	21	126	LGA 1972 S. 142(1a)
24/65	Today Publications - Autumn	125	25	150	LGA 1972 S. 142(1a)
DD02/38	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111
24/66	Clerk – Salary *				LGA 1972 S. 112
24/67	Handyman/Gardener – Salary *				LGA 1972 S. 112
24/68	HMRC *				LGA 1972 S. 112
	Handman - Timber Play Tower				
24/69	Treads			18.72	Public Health Act 1875 S. 164

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

10.3 Internal Control Exercise

The Clerk reminded Members of the decision to carry out an internal control exercise in September and March. The Internal Auditors will carry out this task.

10.5 Bank Statements

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

Minutes Subject to Approval at the Next Meeting

The Clerk presented Members with the bank statements for 1st July to 31st August 2024 for consideration and approval by the Council's auditors.

RESOLVED (10)

- a) The August bank payments were ratified.
- b) The September bank payments were approved and the Clerk is to pay these in due course.
- c) Members confirmed the Internal Auditors were to carry out the internal control exercise during September or October with the supervision of the Clerk.
- d) The bank statements were noted and signed by the Council's auditors.

11) POLICIES/PROCEDURES

11.1 The following policies were reviewed:

- 11.1.1 Parental Bereavement Policy (new)
- 11.1.2 Adoption Policy (new)
- 11.1.4 Shared Parental Leave Policy (new)
- 11.1.5 Dignity at Work Policy (reviewed)

11.2 The following risk assessments were reviewed:

- 11.2.1 Carols Around the Tree (reviewed)
- 11.2.2 Lone Worker (reviewed)
- 11.2.3 Work Station (new)
- 11.2.4 Generic Risk Assessments (reviewed)
 - 11.2.4.1 Outside Facilities
 - 11.2.4.2 Management Procedures
 - 11.2.4.3 Financial Procedures
 - 11.2.4.4 Buildings
 - 11.2.4.5 Employees

11.3 The Staffing Committee Terms of Reference were considered.

RESOLVED (11)

- a) The above Policies were all approved.
- b) The above risk assessments were approved. An amendment to include incremental weather was to be added to the Carols around the Tree risk assessment.
- c) The Staffing Committee Terms of Reference were approved.

12) PLANNING APPLICATIONS

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

24/01164/FULM Land at Cammage Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Object to this application – no infrastructure in place for the estate ie. transport links, doctors, dentists, schools and more affordable housing is required.
24/01557/TPO 5 Birchwood Dell, Bessacarr	Application for pruning fibrous roots <25mm in diameter from under the driveway back to the edge of the lawn area from 2 Corsican Pine identified as being within G3 Doncaster Borough Council Tree Preservation Order (No 349) 2011 Nos. 3 and 5 Birchwood Dell	No comments or concerns

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

The Clerk informed Members of new dates set for the Police Drop In's between September 2024 and July 2025. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Wednesday 25th September 2024 at 6pm-7pm.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

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 YLCA Talking Tables Event

The Clerk provided Members with feedback from the above training.

14.2 YLCA Joint Annual Meeting

Councillor Gibbins and Councillor Odell attended the meeting. However no decisions could be made due to the meeting not being quorate. Members did raise the issue of the Village Hall meter issue and said once concluded they would provide information to YLCA to add to a future agenda to try and take this forward nationally to help other Parish Councils.

14.3 PCJCC

Councillor Williams informed Members of the PCJCC Meeting on the 8th August and the Clerk confirmed she had circulated the draft Minutes to members for information.

RESOLVED (14)

- a) Members noted the above updates.

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 and letter from Wilkin Chapman Solicitors.

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 2nd October 2024 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s July and August Timesheets

The Clerk’s timesheets for July and August were shared for information.

17.2 Handyman’s July and August Timesheets

Handyman’s timesheets for July and August were shared for information.

17.3 Change in Clerk’s Working Hours

Members were made aware of a change in the Clerk’s personal circumstances and considered a change in working hours.

17.4 CILCA

Members were made aware that the cost of CILCA and the additional hours training will now solely fall to the Parish Council and not be split like previously thought. The Clerk confirmed the whole cost had been budgeted for.

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 noted the change in the Clerk’s personal circumstances and approved a change in her hours of work.
- d) The Clerk is to inform Members of the new hours worked and to publicise for members of the public.
- e) Members noted the update regarding CILCA.

The meeting closed at 7.30pm.

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

Minutes Subject to Approval at the Next Meeting

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Kilham Lane, Branton PC	South
-------------------------	-------

Item/Make	Condition	Surface
Wicksteed Rainbow Junior Multi-Unit.	Satisfactory	Ecomulch Satisfactory
Wicksteed 1760 2 Bay Swing 2 cradle seats 2 flat seats with barriers.	Satisfactory, hangers showing slight wear, low risk, will monitor	Ecomulch Satisfactory
Aerial Runway	Requires new chain	Rubber mulch Satisfactory
Climbing rock unit	Satisfactory	Rubber mulch Satisfactory
Basket swing	Requires new bottom connection links	Rubber mulch Satisfactory
Table tennis table	Satisfactory	Rubber mulch Satisfactory
The bench/leg press	Satisfactory	Rubber mulch Satisfactory
Pull up bars	Satisfactory	Rubber mulch Satisfactory
Cross trainer	Satisfactory	Rubber mulch Satisfactory
Dips/legs raise	Satisfactory	Rubber mulch Satisfactory
Spinner bike	Satisfactory.	Rubber mulch Satisfactory
Lateral pull down/ shoulder press	Satisfactory	Rubber mulch Satisfactory
Ancillary equipment	Comments	
Seats	Satisfactory.	
Bin x 1	Satisfactory	
Signs	Satisfactory	
Fence	Satisfactory.	
Dog Grid	Satisfactory	
Veh Access Gate	Satisfactory, slide bar bent	

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Weather Conditions	Cool, overcast

Comments <i>General area</i>	Site tidy.
--	------------

Action taken at time of inspection	
---	--

Inspected By:	S Freestone	Inspection Date:	19.09.24
----------------------	-------------	-------------------------	----------

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

1) CDC

- a) MUGA - Pre planning conditions relating to traffic management have been removed. Awaiting report back from hole test from FOSSE, however verbal report states all is good to start work. Once CDC received written report, the Contract will be awarded to FOSSE and then work to start 21st October 2024. It will take 4 weeks approx. However markings will not be able to be installed until March 2025. Will need to write to residents of Kilham Lane this next month informing them of works.
- b) CCTV – Chased CDC for update on when CCTV being installed. Issue with the sockets.
- c) Fallen Tree on Milton Road – Reported to CDC.
- d) Sunken Drain on Whiphill Top Lane – Reported to CDC.
- e) Community Skip – Despite Ward Councillors informing us last month that the skip will be on 30th November, this may now change as CDC are requesting some work prior to skips being rolled out. Will keep chasing Ward Councillors for definitive answer and will advertise on FB.
- f) Land at top of Brockholes Lane – Update on Agenda.

2) Recreation Ground/Garden Areas

- a) MUGA – As above
- b) Grants for MUGA – Resubmitted SUEZ Grant, amended FCC Grant information and resent applied for £10k from each – awaiting reply. FCC Grant not successful, awaiting reply from SUEZ. Just applied for Capital Grants fund recently advertised by CDC.
- c) Fence Maintenance - Handyman continuing painting fence around KH.
- d) Paint Playground – Handyman will need to close park to paint it so waiting til after School Holidays and when weather is dry.
- e) Repairs – Goal post parts ordered and repairs carried out. Treads on ramp up playground equipment rotten so replaced.
- 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. Awaiting receipt of formal report.

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

- a) Solar Panels – Cllr Gibbins been looking into this for us. An additional/new part needs adding so this is being arranged. Ongoing issues re: meter and selling back. New meter paid for, awaiting Northern Powergrid's confirmation as to when it will be fitted – potentially being fitted on 11th October 2024.
- b) Internet – having more issues connecting to internet at KH which is taking time to resolve.
- c) Annual Services booked for September – Alarm System and Shutters have been carried out. PAT Testing, Fire Extinguishers and Fire Alarm tests will be booked in for October/November.

4) Parish/Community

- a) Defibrillator's – Checked regularly and the Circuit Website updated.
- 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 on 16th October between 10am and 4pm advertised on FB.

b) Parish Council Procedures/Finance

- a) Website – Updated regularly
- b) Facebook – Updated regularly
- c) Policies – NALC have Policy templates which Clerk's are recommended to use/compare. Made a comparison between our Policies and NALC Policies for Compassionate Leave and Flexible Working Policy for Members to consider and determine if any changes are required to our Policies. Also reviewed Whistleblowing Policy, Reserves Policy and Risk Management Policy.

- d) Risk Assessments – **Updated the GDPR/Data Information Audit, Drafted new Risk Assessments relating to the Volunteer carrying out painting duties and a Employees Stress Risk Assessment.**
- e) AGAR – **PKF Littlejohn have sent a few more queries so responded accordingly and awaiting reply. Should hopefully the external Auditors report and Notice of Conclusion in readiness for the meeting.**
- f) Internal Audit Exercise – **Met with Cllr Butterworth & Cllr Rushby who carried out this exercise.**
- g) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**

c) Police

- a) Drop In Session – **future dates set until July 2025 and advertised on FB, website and notice boards. 0 Members of the public attended the session on the 25th September 2024. The next session is on Thursday 14th November 2024 at 10am at the Secret Garden Tea Rooms, Branton Garden Centre.**

d) Training/Networking

- a) Clerk attended HMRC Webinar and YLCA Webinar – **documents circulated to members for information.**

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

		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				Done
01/05/2024	5.1.2		Clerk	02/05/2024	N	
		Inform CDC that happy to go out to tender with all 5 contractors				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				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		Clerk	02/05/2024	N	
		Confirm attendance at the webinar on 21/05/24 re: webiste accessibility in the Clerk's absence				Done - Councillor Odell attending - Clerk registered him on the webinar and sent him the information.
01/05/2024	7.2		Councillors	02/05/2024	N	
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	Donation made
		Donate £1000 to KHMC for Pantomime - inform KHMC				
01/05/2004	9.2		Clerk	02/05/2024	N	
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	
		Carry forward 3 hrs A/L from 2023/2024 to 2024/2025				Done
01/05/2024	17.3		Clerk	02/05/2024	N	
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/Recylcing and say happy to try a clothing bank on 3 month trial				Done - Happy to trial, met rep from Recylcing 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	Clerk	12/06/2025	N	No takers so keep current desk
05/06/2024	6.1.1		Clerk		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
		Get KHMC Members to sign Deed of Variation and then Scan and return to Dickinson Wood				Done - Signed 07/06/24 and scanned and returned to Dickinson Wood & KHMC on 10/06/24
05/06/2024	7.1	Amend Newsletter and publish in Arrow & Today publications	Clerk	07/06/2024	N	Done
05/06/2024	8.1		Clerk	07/06/2024	N	
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
		Complete Bank changes form and send to Unity				Done - Need Cllr Odell's signature upon his return from leave then can do
05/06/2024	9.2.1 & 9.2.2	Transfer £30K from current account to Savings account to gain interest	Clerk	13/06/2024	N	Done
05/06/2024	9.3	Look at payroll data following Internal Auditor's Report	Clerk	13/06/2024	N	Done - only 1 error as highlighted by PC IA however checked with Warrens GBC and HMRC Account up to date
05/06/2024	9.4		Clerk	01/06/2024	N	
05/06/2024	9.5.1-9.5.3	Send AGAR to external auditor	Clerk	10/06/2024	N	Done
		Put AGAR and Notice of Public Rights on Notice Boards & Website				Done
05/06/2024	9.5.1-9.6	Amend policies and publicise on Website and print off and place in Folder	Clerk	07/06/2024	N	Done
05/06/2024	10.1.1- 10.1.7		Clerk	12/06/2024	N	
05/06/2024	11.1	Send CDC Feedback on Planning Applications	Clerk	07/06/2024	N	Done
		Liaise with SYP and coordinate/publish Police Drop Ins				
05/06/2024	12.1	Send Cllr Williams apologies to YLCA SY Branch Meeting and confirm Cllr Gibbins attendance	Clerk	07/06/2024	N	Done
05/06/2024	13.2		Clerk	07/06/2024	N	
05/06/2024	13.3	Book Clerk a place on regional training day	Clerk	07/06/2024	N	Done
		Write to Finningley PC requesting split costs of Clerk's training				Done
05/06/2024	13.4	Send Clerk & Handyman's Timesheets to Warrens GBC for payroll data	Clerk	07/06/2024	N	Done
05/06/2024	16.1-16.2		Clerk	06/06/2024	N	
03/07/2024	3.1	Put approved minutes on website and file	Clerk	04/07/2024	N	Done
		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	5.5					
03/07/2024	5.6	Report hedge at back of Hagans to CDC	Clerk	04/07/2024	N	Done
		Report overgrown footpath at side of River Torne to Environment Agency				Done
03/07/2024	5.6	Chase resident for completed Hire of Field form and confirmation re: insurance prior to use	Clerk	04/07/2024	N	Received
03/07/2024	7.2	Inform KHMC that the PC will split the cost of the installation of the new meter	Clerk	09/07/2024	N	Informed KHMC
03/07/2024	7.6	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	7.4	Confirmed Cllrs to close gates in Clerk/Caretaker absence for 06/07/24 & 13/07/24	Cllr Odell	06/07/24	N	Done
03/07/2024	7.5		Cllr Gibbins	13/07/24	N	

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	Y	
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	Y	Sent to Cllr Odell, awaiting completed form to forward to CDC Monitoring Officer
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	Y	Awaiting to hear from Ward Cllr Cox re venue
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	
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
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, delivered and used
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.				Update on Oct Agenda
04/09/2024	9.3		Clerk	09/09/2024	N	
04/09/2024	10.2	Pay outstanding invoices	Clerk	13/09/2024	N	Done
		Organise Internal Audit Exercise with Cllr Butterworth & Cllr Rushby				Done - Update on Oct Agenda
04/09/2024	10.3		Clerk	13/09/2024	N	
		Get Cllr Butterworth & Cllr Rushby to sign bank statements				Done
04/09/2024	10.4		Clerk	13/09/2024	N	
		Amend/finalise all policies and place on website and in Office File and update Policy List				Done
04/09/2024	11.1.1 to 11.1.5		Clerk	12/09/2024	N	
		Amend/finalise all risk assessments and place in Office File				Done
04/09/2024	11.2.1 to 11.2.4		Clerk	12/09/2024	N	
04/09/2024	11.3	Finalise Staffing Committee TOR and file	Clerk	12/09/2024	N	Done
		Provide feedback to CDC Planning Department and update Planning Register				Done
04/09/2024	12.1		Clerk	05/09/2024	N	
04/09/2024	13.1	Advertise Police Drop In Sessions on FB	Clerk		N	Done
		Forward Clerk & Handyman's timesheets to Warrens GBC to prepare payroll				Done
04/09/2024	17.1 to 17.2		Clerk	05/09/2024	N	
		Clerk to update Members and FB of her new working hours once she is aware of them				Done
04/09/2024	17.3		Clerk	17/09/2024	N	



ASSET REGISTER AS AT 31st March 2024

No.	ASSET	Location ¹	Date Acquired	Cost New £	Current Ins.Value £
Buildings					
1	Kilham Hall Meeting/Store Rooms Conversion work Kitchen addition Storage Extension Solar Panels	KHMR/KHHS	1998/2009 2015 2016 2022 2023	£37,000.00 £19,750.00 £850.00 £65,454.69 £18,600.00	£837,933
Contents					
2a	Filing Cabinet/4 tables/ 12 chairs/3 long tables/3 round tables/ desk/chair/notice board Notice Board	KHMR	2009 2021 2022	£1,500.00 £317.00 £25.00	£33,000
2b	Kettle/Vacuum Cleaner	KHMR	2016	£86.74	
2c	Fridge	KHMR	2021	£62.96	
2d	HP Officejet 9010 Printer	KHMR	2020	£133.00	
2e	Shredder	KHMR	2024	£43.00	
2f	DELL Laptop/Mobile Phone	KHMR	2020/2019	£500.00	
2g	Laminator/items	KHMR	2020/2021	£45.00	
2h	Projector	KHMR	2024	£43.00	
2i	Arnold Baker Manual	KHMR	2020	£120.00	
CCTV Equipment					
3	CCTV Monitor	KHMR	2019	£100.00	£2,238
Playground Equipment					
4	Play Equipment 2 x Portable goalposts 2 x Portable goalposts (no nets)	KHP KHP KHP	1997 2018 2022	£27,404.00 £225.00 £1.00	£90,000
1	1 x portable goalpost	KHP	2024	£1.00	
Street Furniture					
5a	Litter Bins (4) Inc in (3) Litter Bin (1)	2 x RSG 3 x KHP 1 x P	2007 1997/2018 2022	£935.00 £420.00	
5b	Notice Boards (3))	1 x Old Cant 1 x Ava Court 1 for Manor Farm	2011 2008 2023	£725.00 £840.00 £1,752.00	
5c	6 Metal Benches)	1 x RSG 1 x KHP 3 X Parish 1 x KHP (BT)	2007 2009 2009 2018	£445.00 £400.00 £1,200.00 £995.00	
5d	3 x Picnic Tables	KHP	2021	£997.00	
5e	Plant Trough	Butterfly Trail	Apr-21	£16.00	
5f	6 x Wood Planters	Kilham Hall	Oct-14	£240.00	

5g	Christmas Lights	KHHS	1999/2008 2020 2023	£750.00 £472.00 £163.00	£72,000
5f)	Christmas tree	Glen Road	2019	£424.00	
5g)	Christmas tree	Whiphill Top Lane/Donc Rd	2021	£2,569.00	
5h)	Christmas tree	Bawtry Road	2022	£2,910.00	
5i)	Christmas Infrastructure	Old Cantley Roundabout Whiphill Top Lane/Doncaster Rd Bawtry Rd	2021 2022	£6,268.00 £3,180.00	
5j)	2 x Composite benches	KHP	Dec-21	£1.00	
5k)	66 Lamppost Poppies	P/KH	Jul-22	£198.00	
5l)	Tommy Silhouette	P/KH	Nov-22	£200.00	
	Tommy Silhouette	P/KH	Apr-23	£200.00	
	Tommy Silhouette	P/KH	Jun-24	£200.00	
5m)	Grit Bin	KH	Feb-18	£45.00	
5n)	Defibrillator	KH	Nov-17	£1,167.00	
	Defibrillator & Cabinet	P - Ava Court	Aug-22	£1,512.00	
	Defibrillator & Cabinet	OC	Apr-24	£990.00	
5o)	3 Water Butts	KH	Jun-24	£1.00	
Mowers and Machinery					
6a	Garden Mower	KHHS	2014	£333.00	£6,000
6b	Hedge Cutter	KHHS	Aug-15	£299.00	
6c	Garden Strimmer	KHHS	2021	£359.00	
6d	Gardening/Tool Items As per inventory	KHHS	2000+	£500.00	
Gates and Fences					
7a	Metal Gates/Fence/ Parking bollards	KH Car park KH Car park	2013/2019 2019	£6,650.00 £855.00	£36,000
7b	Fencing	Donc Rd Grden	Jan 15/Sep16	£1,755.00	
7c	Birdsmouth Fencing	Valley Drive	Oct-17	£1,420.00	
	Community Assets	See List		£1,226.00	
Ground Surfaces					
					£76,782
Sports Equipment					
					£30,711
	TOTAL 2020			£110,948.74	
	TOTAL 2021			£114,351.70	
	TOTAL 2022			£130,817.00	
	TOTAL 2023			£130,817.00	
	TOTAL 2024			£214,013.00	
	TOTAL 2025			£214,651.39	

¹ KH = Kilham Hall Building (MR = KH Meeting Rooms)

KHP = Recreation Ground at Kilham Lane DN3 3PF (KHHS = Handyman's Storeroom)

BT – Butterfly trail

RSG = Rose Garden on Whiphill Top Lane DN3 3NU

P = Within the parish boundary (OC = Old Cantley)

* Grant match funded £750



www.cantleywithbrantonparish.co.uk

MUGA

Works are underway but due to the timescales, the Contractor will return in Spring 2025 to complete the final colour coatings. We will install a bike rack on Kilham Hall Playing Field near to the MUGA to promote cycling to the field and to ensure added security for users.

CCTV

You may recall CDC contacted the Parish Council offering to install 2 CCTV columns on entry/exit points to the village. The sites were agreed for the junction of New Road/Whiphill Top Lane and at the opposite end of the Village, near the motorway bridge/garden centre. Background work has been carried out by CDC and we are currently awaiting confirmation of installation.

Biodiversity/Seed Bombs

As part of the Parish Council's Biodiversity Policy, the Parish Council wish to work towards enhancing and protecting the biodiversity of the parish. The Clerk took contact details of those residents interested in free seed bombs and an order has been placed. The Clerk will be in touch with residents in due course to distribute the seeds ready for planting next year.

PreSchool at Warren Park Estate

A local charity who run a preschool are hoping to relocate onto Warren park on a temporary lease with a modular building to ensure they can be ready to open for the new year and continue to support local families within the community.

Police Drop In Sessions

Police Drop In sessions are organised every 6 weeks and rotate between daytime sessions held at the Café within Branton Garden Centre and evening sessions at Kilham Hall, Kilham Lane, Branton. The next sessions are to be held at Thursday 14th November 2023 at 10am and Wednesday 18th December 2023 at 6pm.

Armistice Day Displays

The Parish Council would like to express their thanks to the local residents who knitted and crocheted poppies to enable further displays to be installed around the Parish. Appreciation also goes out to the ladies who attached the poppies to the displays. The Parish Council also purchased another Tommy Silhouette which will be incorporated with the poppy displays and lamppost poppies will be displayed around the Parish again too. As always, a wreath was purchased from the Royal British Legion and donated to the Branton St Wilfrid's Primary School and one laid on the remembrance bench at Kilham Hall for quiet reflection.

Christmas Events

A carol singing event around the Christmas Tree next to the Three Horseshoes Pub in Branton will take place on Friday 6th December at 6.30pm accompanied by the Armthorpe Elmfield Brass Band. On Saturday 14th December Hansel and Gretel will descend on Kilham Hall, Branton (2.30pm and 4pm performances). Organised by Kilham Hall Management Committee and sponsored by the Parish Council, tickets will be available to purchase from The Premier Shop, Ava Court, Branton from 4th November 2024.



Look out for your Neighbour

According to research from Age UK, over one million older people say they go more than a month without speaking to a friend, neighbour or family member. But small acts of kindness can create a big difference. It doesn't take much time to be a good neighbour - just to check someone is safe, warm and well. Have they got essential supplies like bread and milk or do they need any shopping doing? Even just spending a few minutes having a chat can brighten someone's day, especially in these hard times.

Parish Council Facebook Page

The Parish Council Facebook page is updated regularly - please search "Cantley with Branton Parish Council" on Facebook and like the page to keep updated.

Merry Christmas and a Happy New Year from the Parish Council

CANTLEY WITH BRANTON PARISH COUNCIL INTERNAL CONTROL CHECKLIST	INIT	INIT
CHECKS		
Accounting records, ie income/expenditure spreadsheets: Are the income/expenditure spreadsheets being kept up to date? Cross reference them with minutes/bank statements	Y5	JK
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders	Y5	JK
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments	N/A	
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	Y5	JK
Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued?	N/A	
Cemetery fees and charges: Correctly calculated and collected?	N/A	
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?	Y5	JK
Bank reconciliation: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements?	Y5	JK
VAT paid: Is it properly recorded in the expenditure spreadsheets? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?	Y5	JK
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?	Y5	JK
Internet banking: Checks implemented by the council being adhered to?	Y5	JK
Petty Cash: Properly controlled and recorded	N/A	
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).	Y5	JK
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?	Y5	JK
External auditor's report – presented to full council and directives acted upon?	Y5	JK
Names of persons carrying out the check: Signatures: Date check undertaken:	<p>Yvonne Dutton-Jones JOANNE RUSHBY</p> <p> </p> <p>13.9.24 13.9.24</p>	

CANTLEY WITH BRANTON PARISH COUNCIL

**BUDGET MONITORING INFORMATION
2024/2025 - QUARTER 2**

EXPENDITURE	2024/25 Budget £	EXPENDITURE (Minus VAT) £	% SPEND
1) EMPLOYEE/MEMBER COSTS			
1.1 Salaries & Business Travel	30239	10154	34
1.2 <i>Additional Salary for Training</i>	4402		0
1.3 Training/development- employees	1400	35	3
1.4 Training/development - members	500	70	0
1.5 Chair's Allowance	100		0
1.6 Expenses (Retirement/Condolence Gifts)	50		0
2) COUNCIL COSTS			
2.1 Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1140	886	78
2.2 Auditing	500	110	22
2.3 Stationery	550	17	3
2.4 Banking Charges	72	18	25
2.5 Postage	50	2	4
2.6 Publications (Arrow/Bessacarr Journal)	1250	335	27
2.7 Local Council Foundation Award	143		0
2.8 Website	420	165	39
2.9 Equipment/Fixtures and Fittings	300		0
2.10 Insurance	1605		0
2.11 Telephone	144	44	31
2.12 Election/Co-option Recharge	500		0
3) SITES AND BUILDINGS			
3.1 Buildings (including broadband)	970	95	10
3.2 Opening/Closing KH Gates	150		0
3.3 Grass Cutting	710	427	60
3.4 Hedge Cutting	375		0
3.5 Handyman's Equipment Service & Repairs	500		0
3.6 PPE/Tools for Handyman	150	30	20
3.7 Park land (emptying bins)	1406	435	31
3.8 Park land maintenance/materials	1100	353	32
3.9 Playground/equipment repairs	1100	16	1
3.10 Butterfly trail	300		0
3.11 Rose & Donc Road Gardens	300		0
3.10 New Developments/Replacements	500	299	60
3.13 Fire Extinguisher Service	31		0
3.14 Alarm System Service & New Battery	123		0

Electrical Testing/Emergency Lights	360		
3.15 (includes Electrical Installation Report)			0
3.16 Shutter Service	200		0
3.17 Fire Alarm Service & new Batteries	155		0
3.18 Defibrillator	300		0
3.19 Annual ROSPA Playground Inspection	200		0
4) COMMUNITY COSTS			
4.1 Grounds Maintenance (parish - dogbins)	459		0
Seasonal Festivities			
4.2 (Remembrance/Christmas)			
Installation/Removal/Storage of Lights Old	1050		
4.2.1 Cantley			0
Installation/Removal of Lights - Rest of	1000		
4.2.2 Parish			0
4.2.3 Tommy Silhouette	200	167	84
4.2.4 Armthorpe Elmfield Brass Band - Carols	220		0
4.2.5 Pantomime KHMC	1000	1000	100
4.3 Village litter picks/plinths	20		0
4.4 MUGA Shortfall	10000		0
Biodiversity - Hedgehog Highways,			
4.5 Resident Seed Bombs	570		0
5) DONATIONS/GRANTS			
5.1 Auckley Show	500		0
5.2 Royal British Legion Poppy Appeal	100		0
5.3 Thorne Lions - Santa Visit	100		0
5.4 Grant Money	1000		0
6) CONTINGENCY			
6.1 Staffing Contingency	1670		0
6.2 Elections Contingency	500		0
6.3 Professional Fees Contingency	500		0

TOTAL	71184	14658	21
--------------	--------------	--------------	-----------

INCOME RECEIPTS

		RECEIPTS	% RECEIVED
Precept	68014	34,010	50
Bank Interest (Reserve Accounts)	0	437.83	#DIV/0!
Donations	0	0	#DIV/0!
VAT Refunds	0	768	#DIV/0!
Other (refunds/grants/sales/insurance)	0	2028	#DIV/0!

TOTAL	68014	37,244	
--------------	--------------	---------------	--

Reserves

Reserves
Reserves
Reserves

CANTLEY WITH BRANTON PARISH COUNCIL

Reference No. XYV126000105688

Claim for Period: 1 July 2024 to 30 September 2024

Date	Vat No	Details	To	Amount
12/07/2024	GB 887320890	Rubble Sacks	Cantley with Branton Parish Council	3.33
12/07/2024	123 4141 61	Fuel	Cantley with Branton Parish Council	2.25
12/07/2024	320093700	Weedkiller	Cantley with Branton Parish Council	0.41
12/07/2024	320093700	Weedkiller	Cantley with Branton Parish Council	0.41
12/07/2024	GB 182 3385 57	Qtr 1 Grounds Bins	Cantley with Branton Parish Council	9
12/07/2024	GB 3380410618	Hosting Package	Cantley with Branton Parish Council	33
12/07/2024	979393546	Newsletter Publication	Cantley with Branton Parish Council	21
12/07/2024	GB 386 4146 72	Mobile Phone	Cantley with Branton Parish Council	2.18
12/07/2024	203 3249 52	Grass Cutting June KH	Cantley with Branton Parish Council	18.9
13/08/2024	203 3249 52	Grass Cutting July KH	Cantley with Branton Parish Council	18.9
13/08/2024	1791 038 95	Tree Cutting Doncaster Road	Cantley with Branton Parish Council	60
13/08/2024	232 5555 75	Gloves	Cantley with Branton Parish Council	0.3
13/08/2024	GB 220 4302 31	Bedding Plants	Cantley with Branton Parish Council	1.17
13/08/2024	970 1380 32	Ridge Gable End Cap Play Area	Cantley with Branton Parish Council	2.51
13/08/2024	GB 173 850 157	Strimmer Cord	Cantley with Branton Parish Council	1.67
13/08/2024	917739096	Summer Newsletter Publication	Cantley with Branton Parish Council	25
13/08/2024	232 5555 75	Rooting Powder	Cantley with Branton Parish Council	0.83
13/08//24	GB 643952715	Goal Post Parts	Cantley with Branton Parish Council	24.17
15/08/2024	GB190023639	Projector	Cantley with Branton Parish Council	7.33
15/08/2024	GB727255821	Shredder	Cantley with Branton Parish Council	7.08
13/09/2024	GB 927 4801 12	First Aid Kit	Cantley with Branton Parish Council	2.14
13/09/2024	144 0143 57	Smoke seal & Door Closer	Cantley with Branton Parish Council	10.26
13/09/2024	979393546	Autumn Newsletter	Cantley with Branton Parish Council	21
13/09/2024	917739096	Autumn Newsletter	Cantley with Branton Parish Council	25
16/09/2024	GB 386 4146 72	Mobile Phone	Cantley with Branton Parish Council	2.18
13/09/2024	GB 143215014	Timber Play Tower Treads	Cantley with Branton Parish Council	3.12
13/09/2024	232 5555 75	Gloves	Cantley with Branton Parish Council	0.3
13/09/2024	232 5555 75	Door Closer	Cantley with Branton Parish Council	5.83
13/09/2024	232 5555 75	Hedgetrimmer, Door stops	Cantley with Branton Parish Council	27.57
13/09/2024	203 3249 52	Grass Cutting August KH	Cantley with Branton Parish Council	18.9
13/09/2024	232 5555 75	Drill Bit	Cantley with Branton Parish Council	5.62
TOTAL				361.36

Comparison of PCT Compassionate Leave Policy and NALC Compassionate Leave Policy:

1. Leave Entitlement:

- **NALC Compassionate Leave (2024):**
 - Provides up to 5 days of *unpaid* leave in the event of the death of an immediate relative, such as a spouse, parent, sibling, grandparent, etc.
 - Further unpaid leave can be discussed depending on the relationship with the deceased and other factors like location and timing of the funeral.
- **Compassionate Leave Policy (2023):**
 - Allows up to 5 days of *paid* leave for the death of a close relative, such as a spouse, partner, or child.
 - 1-3 days of paid leave may be granted for attending the funeral of other relatives like siblings, in-laws, or grandparents, depending on circumstances (e.g., responsibility for funeral arrangements or travel requirements).
 - Additionally, up to 5 days of paid leave can be granted to care for a critically ill relative.

2. Discretion and Approval:

- **NALC Compassionate Leave (2024):**
 - Emphasizes that all compassionate leave requests are to be discussed with a manager and handled confidentially.
 - There is no legal entitlement to paid leave, leaving decisions at the discretion of the council.
- **Compassionate Leave Policy (2023):**
 - Leave approval is discretionary and must be approved by the Clerk or Chair of the Parish Council.
 - Any leave granted must be reported to the next council meeting. In cases of emergency, leave can be granted immediately, with a decision made later about whether it will be treated as paid or unpaid.

3. Treatment of Annual Leave:

- **NALC Compassionate Leave (2024):**
 - The policy does not directly address the interaction with annual leave, focusing instead on unpaid compassionate leave.
- **Compassionate Leave Policy (2023):**
 - It specifically states that annual leave should not be used in place of compassionate leave in bereavement situations.
 - Employees are encouraged to manage their leave to handle personal emergencies, but unpaid leave may be considered if additional time off is needed beyond the provisions.

4. Critical Illness:

- **NALC Compassionate Leave (2024):**
 - This policy does not explicitly mention compassionate leave for critical illness.
- **Compassionate Leave Policy (2023):**
 - Grants up to 5 days of paid leave for dealing with a critical illness of a close relative when the employee is a caregiver.

5. Emergency Situations:

- **NALC Compassionate Leave (2024):**
 - Acknowledges that leave may be required at short notice but requests prior discussion with a manager.
- **Compassionate Leave Policy (2023):**
 - Employees may be granted leave immediately in emergencies, with decisions on whether it is paid or unpaid being made later.

Summary:

The key difference lies in the **paid vs. unpaid leave**. The **NALC policy** provides unpaid leave, while the **2023 policy** allows for paid leave in bereavement and critical illness cases. Additionally, the 2023 policy addresses critical illness and explicitly excludes the use of annual leave, unlike the NALC policy.

Flexible Working Policy Comparison with NALC Policy

The two documents on flexible working have different structures and focuses but cover similar principles. Here's a detailed comparison:

1. Purpose and Approach:

- **NALC Document (Request Flexible Working):**
 - Focuses on **how to process a flexible working request**. It emphasizes procedural aspects like **inviting employees to meetings, discussing the requests, and making decisions**. The document is practical, aimed at guiding councils through each step of handling requests.
- **Flexible Working Policy (Cantley with Branton Parish):**
 - This is a more comprehensive **policy document**. It outlines **what flexible working is**, the types of arrangements (e.g., compressed hours, flexitime, job-sharing), and the **Organisational commitment to work-life balance**. It's designed to support staff by providing flexible options where possible.

2. Types of Flexible Working:

- **NALC Document:**
 - Does not provide much detail on the specific types of flexible working. It's more about **processing the request** than explaining various options.
- **Flexible Working Policy:**
 - Offers detailed descriptions of **different types of flexible working arrangements**, including **annualized hours, compressed hours, flexitime, home-working, job-sharing, part-time working, and term-time working**. It gives a fuller picture of the options employees can request.

3. Eligibility:

- **NALC Document:**
 - Employees need **26 weeks of service** to request flexible working, and they are allowed **one request per 12 months**.
- **Flexible Working Policy:**
 - Similarly, it mentions the **26 weeks service rule**, but it also allows employees to make **two requests per 12 months** and permits additional requests for statutory reasons, such as under the **Equality Act** for reasonable adjustments. The two requests per 12 months came in earlier this year so NALC haven't updated their policy.

4. Processing Requests:

- **NALC Document:**
 - Focuses on the **procedure for managing requests**, including inviting employees to meetings, discussing their requests, considering the benefits, and confirming the decision in writing. It mentions a potential **trial period** for agreed changes and an **appeal process** if the request is rejected.
- **Flexible Working Policy:**
 - Also includes a structured process for handling requests but goes further in terms of flexibility. It specifies that meetings should happen within **28 days** of receiving the request and outlines the right to an **appeal**. It also offers more options for **temporary or modified versions of the request**, emphasizing individualised case-by-case decisions.

5. Impact on Organization:

- **NALC Document:**
 - Mentions considering the **adverse impacts on the Council** when deciding on requests, but doesn't elaborate much on specific Organisational considerations.
- **Flexible Working Policy:**

- Provides a more detailed section on evaluating requests based on various factors like **cost, staff resources, workload, supervision, and health and safety**, showing a broader consideration of the Organisational context.

6. Legal References:

- **NALC Document:**
 - Doesn't provide specific legal references.
- **Flexible Working Policy:**
 - Cites specific laws such as the **Employment Rights Act 1996**, the **Equality Act 2010**, and the **Flexible Working Regulations 2014**.

7. Additional Features:

- **NALC Document:**
 - Aims primarily at **local councils** and mentions that it was commissioned by the **National Association of Local Councils (NALC)** for their members.
- **Flexible Working Policy:**
 - Addresses **complaints** and victimization in the process, ensuring employees feel protected if their request for flexible working is not granted or they are dissatisfied with the process.

Summary:

The **NALC document** is procedural, focusing on the step-by-step handling of requests, while the **Flexible Working Policy** is a detailed Organisational policy document that explains not just the process but the different types of flexible working and how they might be accommodated within the organisation. The latter also includes broader legal and employee protection considerations.



Cantley with Branton Parish Council

RESERVES POLICY

Aim of Policy

To ensure the appropriate level of reserves are maintained.

Policy Objectives

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

Reserves comprise two types:-

Earmarked

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

General Reserve

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

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

Policy

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

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

Implementation

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

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

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

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

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

Monitoring

The policy will be monitored in the following ways:

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

Policy Consultation

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

Related Policies and Strategies

Standing Orders
Financial Regulations
Action Plan
Risk Assessment

Policy Date: October 2023
Approved: 1st November 2023
Review date: 11th September 2024
Approved: 2nd October 2024

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



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

RISK MANAGEMENT POLICY

AIM

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

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

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

POLICY

1. Introduction

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

2. What is Risk Management?

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

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

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

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

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

2.6 The examples below are high profile but not exhaustive:

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

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

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

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

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

3. Why the Council needs a Risk Management Policy?

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

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

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

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

4. Why Risk Management?

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

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

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

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

5. What is the Risk Management Process?

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

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

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

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

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

6. Options for control of Risks

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

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

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

Sharing – sharing the risk with another party or parties.

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

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

7. Risk Monitoring

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

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

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

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

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

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

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

9. Roles and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

IMPLEMENTATION

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

MONITORING

The policy will be monitored in the following ways:

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

POLICY CONSULTATION

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

POLICY REVISION DATE

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

RELATED POLICIES AND STRATEGIES

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

Dated: 15th September 2021

Approved: 3rd November 2021

Reviewed: 22nd February 2024

Approved: 6th March 2024

Reviewed: 23rd September 2024

Approved: 2nd October 2024



Cantley with Branton Parish Council

WHISTLEBLOWING POLICY

POLICY

It is important that any fraud, misconduct or wrongdoing by staff or others working (paid or unpaid) on behalf of the Council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the Council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above; is being, has been, or is likely to be, committed.

It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the Council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the Council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.

- No employee or other person working on behalf of the Council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

Procedure

If you believe a Councillor has breached the Councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the Councillor Code of Conduct will be referred to the Monitoring Officer for investigation. This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained. The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the Council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of Stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission

- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure which will be reviewed from time to time.

Drafted: September 2022

Approving committee: Full Council

Date of committee meeting: 5th October 2022

Review Date: October 2024

Reviewed: 11th September 2024

Approved: 2nd October 2024

— policy ends here —

Notes

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest.

Adopting and applying this policy as it stands will support the council to comply with this right.

Legal considerations

An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able to make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment. This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Risk assessment form

Activity: Volunteers (painting)		Assessment date: 09/09/2024	Review date: 08/2025		
Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Slips, Trips & Falls	Employees / Volunteers	<ul style="list-style-type: none"> • Keep work area tidy • Ensure floors are free of obstructions or spills 			
Equipment - Physical injury.	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment inspected by site staff prior to use. • Repairs carried out as soon as possible by a competent person or faulty equipment replaced. • Spacial awareness especially when working in/around the car park at Kilham Hall. • Volunteers are trained in safe use of equipment. • Volunteers are requested to provide safety footwear, protective gloves and overalls. • Volunteers are instructed to seek assistance where necessary. 	Monitor and review annually as required.	M	Site staff/ CDC via Clerk
Defective surfaces e.g. paths, safety surfaces - Slips, trips, falls.	Employees / Volunteers	<ul style="list-style-type: none"> • Recorded regular inspections for safety defects e.g. pot holes, glass etc. • Repairs carried out according to the risk posed. • Volunteers visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. • If uneven surface deemed particularly hazardous, work to be re-arranged pending suitable remedial work to surface. • Warning signs erected. • Lighting regularly checked and repaired. • Leaf blower used on footpaths and/or footpath swept to remove the leave 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Use of hazardous substances - Risk of inhalation. - Skin / eye contact.	Employees / Volunteers	<ul style="list-style-type: none"> • Non or less hazardous substances used where practicable. • Only diluted substances used. • Volunteers trained in necessary precautions and emergency procedures. • Personal protective equipment used and correctly worn. • Hazardous substance only used in well ventilated areas. • Extract ventilation provided where appropriate e.g. workshops with woodworking. • First aid facilities readily available. 	Monitor and review as required	L	Site Staff/ CDC via Clerk

		<ul style="list-style-type: none"> • Spillages cleared immediately. • Volunteers are instructed to seek assistance where necessary. 			
Exposure to Paint Fumes	Employees / Volunteers	<ul style="list-style-type: none"> • Use low VOC or water based paints • Ensure area is well be ventilated • Provide masks or respirators if required 	Monitor and review as required	L	Site Staff/ CDC via Clerk
Contact with Paint or Solvents - Skin irritation	Employees / Volunteers	<ul style="list-style-type: none"> • Wear gloves and protective clothing (long sleeves) • Provide access to running water for immediate cleaning 	Monitor and review as required	L	Site Staff/ CDC via Clerk
Eye Injury	Employees / Volunteers	<ul style="list-style-type: none"> • Wear protective eyewear 	Monitor and review as required	L	Site Staff/ CDC via Clerk
Manual Handling - Moving paint cans/ladders	Employees / Volunteers	<ul style="list-style-type: none"> • Avoid lifting heavy items alone – ask for help if needed • Use correct lifting techniques 	Monitor and review as required	L	Site Staff/ CDC via Clerk
Fire Hazard - Flammable paints/solvents	Employees / Volunteers	<ul style="list-style-type: none"> • Store flammable materials away from heat sources • Provide fire extinguishers nearby 	Monitor and review as required	L	Site Staff/ CDC via Clerk
Allergic Reactions	Employees / Volunteers	<ul style="list-style-type: none"> • Check for any known allergies before starting • Keep appropriate first aid supplies on hand 	Monitor and review as required	L	Site Staff/ CDC via Clerk
Working at Height - Falls from height	Employees / Volunteers	<ul style="list-style-type: none"> • All work at height should be avoided by volunteers and left to the Handyman who has appropriate ladder training. • Work to be carried out where reasonably practical without working from height. • Handyman to use appropriate equipment and follow procedures in accordance with their appropriate training. • Handyman to ensure hazard zones are established where needed and cordoned off accordingly. • Use stable ladders or steps • Ensure ladders are correctly positioned on level ground • Avoid overreaching while on ladders 	Monitor and review as required	M	Site Staff/ CDC via Clerk

Completed and signed by: B. Walton (Clerk to the Council)

Date: 09/09/2024

Employee stress assessment form

It is recognised that working conditions affect worker well-being. Your responses to the questions below will help us determine our working conditions now, and enable us to monitor future improvements. In order for us to compare the current situation with past or future situations, it is important that your responses reflect your work in the last six months.

Question	Never (1)	Seldom (2)	Some times (3)	Often (4)	Always (5)
1. I am clear what is expected of me at work					
2. I can decide when to take a break					
3. Different groups at work demand things from me that are hard to combine					
4. I know how to go about getting my job done					
5. I am subjected to personal harassment in the form of unkind words or behaviour					
6. I have achievable deadlines					
7. If work gets difficult, my colleagues will help me					
8. I am given supportive feedback on the work I do					
9. I have to work very intensively					
10. I have a say in my own work speed					
11. I am clear what my duties and responsibilities are					
12. I have to neglect some tasks because I have too much to do					
13. I am clear about the goals and objectives for my department					
14. There is friction or anger between colleagues					
15. I have a choice in deciding how I do my work					
16. I am able to take sufficient breaks					
17. I understand how my work fits into the overall aim of the organisation					
18. I am pressured to work long hours					
19. I have a choice in deciding what I do at work					
20. I have to work very fast					
21. I am subjected to bullying at work					
22. I have unrealistic time pressures					
23. I can rely on my line manager to help me out with a work problem					

Question	Strongly disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly agree (5)
24. I get help and support I need from colleagues					
25. I have some say over the way I work					
26. I have sufficient opportunities to question managers about change at work					
27. I receive the respect at work I deserve from my colleagues					
28. Staff are always consulted about change at work					
29. I can talk to my line manager about something that has upset or annoyed me about work					
30. My working time can be flexible					
31. My colleagues are willing to listen to my work related problems					
32. When changes are made at work, I am clear how they will work out in practice					
33. I am supported through emotionally demanding work					
34. Relationships at work are strained					
35. My line manager encourages me at work					



Cantley with Branton Parish Council

GDPR DATA/INFORMATION AUDIT:

COUNCILLORS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Members						
Register of interests	legal requirement	displayed on website; sent to monitoring officer at principal authority	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors data
Contact information	admin of council	held by clerk	Public Task	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive	ensure only holding current councillors data
Councillors names in minutes, ie showing attendance	legal requirement	appears in minutes	Legal Obligation	electronically + paper	publicly accessible on website and minute book	none
EMPLOYEES						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Personal details	legal obligation	HMRC/pension provider	Legal Obligation	electronically - HMRC- Basic tools with Warrens GBC	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	Consent form completion if the Council wants to use the data for other purposes. Ensure that the data of former employees only retained for the legislative maximum time
Employment details/contract	legal obligation	held by clerk	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure former employees information only retained for the legislative maximum time
Bank details	process payroll	input for electronic banking	Legal Obligation	electronically + paper	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	ensure only holding current employees data
ELECTORS/PARISHIONERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Electoral roll	admin for the annual parish meeting only	to identify electors at annual PM	Public Task	electronically	Electronically on password protected computer, backed up on password encrypted hard drive.	none
E-mail addresses	communication with PC	used to communicate response	Public Task	held for 6 months inline with PC retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	state what e-mail address will be used for on reply e-mail (i.e. privacy notice)
Letters - contact details	communication with PC	used to communicate response	Public Task	stored until matter dealt with	Paper in locked cabinet/clerk holds key	
Planning applications	statutory consultee/legal obligation	used solely to aid response to Local Planning Authority	Public Task	not stored (can be accessed via local planning portal)	None	none - ensuring no personal data is displayed at PC meetings (or agendas, minutes etc)
GRANT APPLICATIONS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	processing grant application by parish council	used to respond to and process grant application	Public Task	Held in line with PC document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none
CONTRACTS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	correspond with contractor and administer contract	correspond with contractor and administer contract	Contractual necessity	held in line with statutory requirements and document retention policy	Paper in locked cabinet/clerk holds key. Electronically on password protected computer, backed up on password encrypted hard drive.	none
KILHAM HALL REGULAR USERS						
PERSONAL DATA PROCESSED	PURPOSE OF PROCESSING	HOW PROCESSED	LAWFUL BASIS FOR PROCESSING	HOW STORED	SECURITY/ACCESS	ACTION REQUIRED
Names, addresses, e-mail	legal obligation	for information purposes in case the Caretaker isn't available	Contractual necessity	held in line with statutory requirements and document retention policy	Electronically on password protected computer, backed up on password encrypted hard drive.	none

KILHAM HALL FIELD USERS

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

EVENTS - DETAILS OF ENTERTAINERS

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

Dated: 17th October 2023

Approved: 1st November 2023

Reviewed: 11th September 2024

Approved: 2nd October 2024

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY OCTOBER 2024

Pre February 2022		
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
October 2022		
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Pending
July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf' reserve) (re-submission of 21/02108/REMM)	Pending
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping Amended	Pending
March 2024		
21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Pending
June 2024		
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
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending

September 2024		
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	Pending
24/01725/FUL 3 New Road, Branton	Erection of a two storey rear extension with Juliette balcony	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)	Dismissed
24/00005/REF Land At Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved)	Submitted to Planning Inspectorate