



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 5th November 2025 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), T. Gibbins, R. Odell, J. Sprack, Y. Butterworth and R. Boyd

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES FOR ABSENCE

1.1 Apologies

Councillor Stuart Adams

1.2 Reasons for absence considered

RESOLVED (1)

Councillor Adams' apologies were absence were approved.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

None.

2.2 Request Dispensation from Proper Officer

None.

2.3 Items to which the public and press are excluded

Items 17.1 to 17.2 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

3.1 Minutes of the Parish Council Meeting on 1st October 2025

RESOLVED (3)

3.1 The minutes of the Parish Council Meeting held on the 1st October 2025 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

4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors

4.2.1 A resident had contacted the Clerk to request installing poppies on lampposts on Bawtry Road.

RESOLVED (4)

4.1 The Clerk had responded to the resident and informed them to contact CDC regarding conditions in place regarding installation on lampposts and also directed them to Royal British Legion website for the shop.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

5.2 Update on the MUGA

All snagging lists have been completed, therefore the Clerk has paid CDC's outstanding invoice and is awaiting a refund from them regarding overpaid fees.

5.3 Identify any new Highway matters

The following issues were raised:

- The Bus stop on Doncaster Road near Badgers Holt is getting worse.

RESOLVED (5)

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

Minutes subject to approval at the next meeting

5.1 Members asked the Clerk to remind Ward Councillors how important their input was at Parish Council meetings.

5.2 The Update on the MUGA was noted and a refund is awaited from CDC.

5.3 The Clerk will chase the bus stop matter identified with South Yorkshire Transport.

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. The Clerk updated Members on the ordering of an ordnance survey map at a cost of approximately £20 to send to H.M. Land Registry and the reply from H.M. Land Registry. She sought clarity on what Members wanted to do next.

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

Updates are carried out daily/weekly. The new website host should have the new site completed by the beginning of next week so the Clerk will share a link with Members.

RESOLVED (6)

6.1 The Clerk's Report was noted. Councillor Boyd will meet the Clerk at the office on 10th November to assist with the ordnance survey map and H.M. Land Registry application.

6.2 The Clerk to chase CDC regarding enforcement notice on Car Sales and Plant Sales on Chapel Lane.

6.3 The Clerk will continue to liaise with Aires Networks Ltd relating to the progression of the new website and push for completion this month.

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

7.1 ROSPA Playground Inspection Reports

The Clerk updated Members on the ROSPA Inspection Reports, where actions have been added to the Handyman's action tracker.

7.2 Pictorial Sign at the Entrance to Kilham Hall Field

The Clerk informed Members of her error at the last meeting. The quote wasn't for £95 for a new sign, it was in fact £299.50 plus VAT. A second quote was obtained in the sum of £810.

7.3 Kilham Hall Gates

Members were informed of the resignation of the Gatekeeper for Kilham Hall. Discussion took place regarding action required going forward.

7.4 Kilham Hall Management Committee

Councillor Gibbins informed Members of the discussions that took place on the 20th October special meeting regarding the Disability Access Audit and Fire Responsibilities.

RESOLVED (7)

7.1 Members noted the ROSPA Inspection Reports.

7.2 Members approved the quote to update the sign for the entrance to Kilham Hall Field at a cost of £299.50 plus VAT.

7.3 Members requested that the Clerk continue to liaise with the Caretaker each month and let Members know if there are any issues in the short term. The Clerk is to advertise on Facebook, Notice Boards and the Website to see if any local parishioners want to take on the role.

7.4 Councillor Gibbins and Councillor Sprack are to remind KHMC that although members of the KHMC Committee serve in a voluntary capacity, they remain responsible for ensuring that all activities and decisions comply with the requirements of the Disability Discrimination Act (DDA). Compliance with this legislation is a legal obligation and not optional.

7.5 The Clerk is to check the width of the external doors at Kilham Hall to ensure they meet the DDA requirements and if not, to price up alteration works to be incorporated into the 2026/2027 budget.

7.6 The Clerk is to ask CDC if they can carry out a DDA Audit and if the cost associated with this.

8) PARISH MATTERS

8.1 Litter Picking Roadsigns

CDC have closed the action where the Clerk requested signs for Gatewood Lane. They have advised that signs are Street Scenes which can be put out temporarily. Advice about litter picking safety and who to report it to was given. The Clerk didn't recommend purchasing the signs

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

Minutes subject to approval at the next meeting

(provided in the link in the Agenda), but felt the volunteers should stop litter picking on Gatewood Lane as it is too dangerous (as advised by CDC).

8.2 How Many People and/or Properties are currently within the Parish Boundary

Councillor Odell has requested accurate information according to the Doncaster Housing Strategic Plan, with regard to what housing contribution was expected for Branton Village, and over what timescale? And how many new houses have actually been added to Branton Village each year over the same period? Such data may be obtained through publicly available census information or by requesting relevant figures from City of Doncaster Council (CDC) via the electoral register.

RESOLVED (8)

8.1 Members agreed to stop litter picking on Gatewood Lane due to the risks involved to volunteers. Councillor Gibbins will inform the litter picking volunteers of the same.

8.2 The Clerk will contact Streetscene about signs on Gatewood Lane as that is where the majority of litter is picked up from.

8.3 Members agreed that the information relating to people/properties within the village would be useful. The Clerk will try and obtain this information from CDC under the Freedom of Information Act and report back to Members in the future.

9) PARISH COUNCIL MATTERS

9.1 Royal Garden Party

Members considered nominating a current serving Councillor to attend the Royal Garden Party as per the guidance received from the YLCA.

9.2 New Projects for 2026/2027 for Inclusion in the Budget

Members were informed of the current proposals for new projects, initiatives or expenditures that may require inclusion in the 2026/2027 budget and asked if they had any further suggestions.

RESOLVED (9)

9.1 Members asked the Clerk to query whether it had to be a serving Councillor or whether it could be a local resident for the Royal Garden Party.

9.2 Members noted the current proposals for the 2026/2027 budget. Members requested the female silhouettes for remembrance displays be included in the budget.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/88	Clerk - Poppy Display Materials	24.17		24.17	GPoC
25/89	Clerk - Playground Parts	310.40	62.08	372.48	GPoC
25/90	Clerk - Defib Pads	225.00	45.00	270.00	GPoC
25/91	Clerk - Laminating Pouches	15.99		15.99	GPoC
25/92	Warrens GBC - Payroll Services	45.00	9.00	54.00	GPoC
25/93	Clerk - Ordnance Map	20.14	4.03	24.17	GPoC
25/94	Clerk - Postal Order & Stamps	8.87		8.87	GPoC
25/95	Handyman - Expenses	18.46	3.70	22.16	GPoC
25/96	Bagnalls - Painting Park GG Emergency Doors - Shutter	1,450.00	290.00	1,740.00	GPoC
25/97	Testing	270.00	54.00	324.00	GPoC
25/98	CDC - Qtr 2 Grounds Christmas Plus - New	186.12	37.22	223.34	GPoC
25/99	Illuminations	1,065.00	213.00	1,278.00	GPoC
DD05/15	NEST Pension	86.88	0.00	86.88	GPoC

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

Minutes subject to approval at the next meeting

25/100	CDC - Elections Charges	93.76	18.75	112.51	GPoC
25/101	Gatekeeper - Gates Apr-Sep 25	75.00	0.00	75.00	GPoC
	Tym Huckin Ltd - Meter				
25/102	Administrator	250.00	50.00	300.00	GPoC
25/103	Today Publications	130	26.00	156.00	GPoC
25/104	CDC - Outstanding MUGA Balance	1,747.28	0.00	1,747.28	GPoC
25/105	Clerk - PC Doctor - Laptop Repair	180.00	0.00	180.00	GPoC
25/106	Clerk - Microsoft 365	84.99	0.00	84.99	GPoC

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/107	Clerk – Payroll *	tbc	0.00	tbc	GPoC
25/108	Handyman – Payroll *	tbc	0.00	tbc	GPoC
25/109	HMRC	tbc	0.00	tbc	GPoC
DD05/16	NEST Pension	tbc	0.00	tbc	GPoC
DD06/06	Plusnet	26.99	0.00	26.99	GPoC
DD02/52	O2 Mobile	-61.34	-12.27	-73.61	GPoC
DD02/53	O2 Mobile	11.5	2.30	13.8	GPoC
25/110	Handyman - Cable Ties	10.76		10.76	GPoC
25/111	Glendale - October Grass Cut	103.98	20.80	124.78	GPoC
25/112	SLCC Annual Membership	300.00	0.00	300	GPoC
25/113	TechStream – Web Hosting	35.00	7.00	42.00	GPoC
25/114	RJ Electrical – PAT Testing	240.00	48.00	288.00	GPoC
25/115	YLCA – Cyber Security Webinar	10.00	0.00	10.00	GPoC
DD03/15	Unity Trust – Monthly fee	6.00	0.00	6.00	GPoC

* The Local Government Transparency Code 2015 states Parish Councils do not have to publish the names or individual pay details of staff earning below £50,000.

10.2 2nd Quarter Budget Monitoring Report

Members were provided with the 2nd Quarter Budgeting Monitoring Report.

10.3 October's Bank Reconciliation

Members were provided with October's Bank Reconciliation which showed a total of £67,387 in bank as at 31st October 2025.

10.4 Bank Statements

The Clerk presented Members with the bank statements for 1st to 31st October 2025 showing a balance of £67,387, for consideration and approval by the Members appointed to check internal controls are being met.

RESOLVED (10)

10.1 The direct payments were duly approved.

10.2 Member's approved the 2nd quarter budget monitoring report.

10.3 Members noted October's bank reconciliation.

10.4 The bank statements were noted and the Members appointed to check internal controls are being met signed them.

11) POLICIES/PROCEDURES

11.1 The following Policies were considered:

11.1.1 Asset Register and Disposal Policy (reviewed).

11.1.2 CCTV Policy (reviewed)

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

RESOLVED (11)

11.1.1 to 11.1.2 The above Policies were all approved.

12) PLANNING APPLICATIONS

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

25/01958/FUL Ninescores, Glen Road, Branton	Erection of extensions and alterations to existing dormer bungalow on all side and to both floors and to include changes to external materials. Partial conversion of extensions to form ancillary annexe (AMENDED PLANS)	No comments or concerns
25/02101/TCON 23 Birchwood Court, Bessacarr	Notice of Intention to Fell an Oak Tree, within South Bessacarr Conservation Area	The Parish Council wish to object to the proposed felling. Members feel very strongly about the protection of oak trees, which form an important part of our local heritage and natural environment. Unless the tree is deemed to present a genuine safety risk or is otherwise in poor health, the Council does not support the removal of healthy specimens. We would therefore ask that this objection be noted and taken into consideration as part of the application review.
25/02089/FUL 3 Oakcrest, Bessacarr	Erection of first floor extension above the existing garage including associated works	No comments or concerns

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

There was no feedback from the drop in on 15th October 2025. Next session is on 19th November at 6pm at Kilham Hall.

RESOLVED (13)

13.1 Members noted the police update.

13.1 The Clerk will advertise the future Police Drop In sessions on social media and the website.

14) TRAINING/EXTERNAL MEETINGS

14.1 YLCA South Yorkshire Branch Meeting

No Members were able to attend the above meeting.

14.2 CCTV and Data Protection

The Clerk sought approval to book the above course to be held on Tuesday, 2 December at a cost of £36.50.

RESOLVED(14)

14.1 Members approved the Clerk's attendance on the CCTV and Data Protection course.

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, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin, Letter from Johnson Mowat.

RESOLVED (15)

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

Minutes subject to approval at the next meeting

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15.1 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 3rd December 2025 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's October Timesheet

The Clerk's timesheet for October was shared for information. Members considered the hours that the Clerk had lost during her working week as a result of the laptop breaking. It was noted that the technical issue had prevented the Clerk from carrying out certain duties, resulting in reduced working hours for that period.

17.2 Handyman's October Timesheet

Handyman's timesheet for October was shared for information.

RESOLVED (17)

17.1 The Clerk's timesheet was received and it was Resolved that the Clerk be paid for the hours she was unable to work as a result of these unforeseen technical issues.

17.2 Members noted the Handyman's timesheet.

17.3 Members noted the Handyman's timesheet.

17.4 The Clerk will forward timesheets to the payroll provider and inform them of the additional 2hrs 30minutes to be added to the Clerk's timesheet.

The meeting closed at 7.25pm.

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

Minutes subject to approval at the next meeting

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

1) CDC

- a) MUGA - **Awaiting refund of our fees from CDC.**
- b) Land at top of Brockholes Lane – **Advertised on Facebook for volunteers to help January/February time – have 4 offers of volunteers so far plus a few Councillors.**
- c) Christmas Tree for Warren Park –**CDC haven't ordered the tree so not purchasing this year. Electrical Column will be installed this financial year. CDC are having an issue with the electrical connection due to it being an independent electrical supplier called ESP - they completed an application out and will let the PC know if there is any other additional costs. Messaged Persimmon updating them on the issues. They're requested additional information from CDC. CDC have replied so now awaiting reply from Persimmon. Illuminations for the tree arrived.**
- d) Christmas Illuminations at Old Cantley – **CDC have now given licence to work on verge to install illuminations. Christmas Plus booked to install and illuminate lights w/c 5/12/25.**

2) Recreation Ground/Garden Areas

- a) Fence Maintenance - **Handyman will continue to paint fence around KH.**
- b) Hedgecutter – **Garden Centre have confirmed repair won't take place due to issues with manufacturer and getting parts. They've offered a replacement machine as good will gesture. Handyman is liaising with Garden Centre to organise a suitable replacement.**

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

- a) Internet – **A lot better now new provider in place.**

4) Parish/Community

- a) Defibrillator's – **Checked regularly and the Circuit Website updated. KH Defib may be coming close to lifespan and battery isn't charging fully so Clerk to look into this in readiness to purchase new one. New pads purchased and replaced on Kilham Hall and Shop defibs as expired November. Placement of a Defib at Warren Park/Manor Farm put on hold as a suitable location cannot be found.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards.**
- c) Chapel Lane issues – **Chased CDC re car sales – they've stated that they've checked to see if an application has been received but there have not been any applications for Chapel Lane since 2023. They will now write out to inform the owner/tenant that they'll proceed with a formal enforcement Notice 14/11/25). Regarding the other property, the owners stated they did not intend selling plants etc. and all signage was removed, so the case was closed. No formal enforcement notice was served on the owners regarding the unauthorised sales, so any further complaint would be registered as a fresh case to investigate. It is unfortunate that the timeframe for the sale of the trees is so brief that it is unlikely that any formal action could be taken that would cover this year (if the owner was to sell). CDC could possibly issue a notice and once served would cover any future sales at the property. However, they would also have to consider the expediency of a business that would be in effect for a few weeks during the year.**
- d) New Development Consultation – **Members attended the second consultation event on Monday 10th November at Kilham Hall. On Agenda to determine if Members want to send a second letter objecting.**
- e) Fence on Valley Drive – **Reviewed ownership/damage to fence and added to Handyman's tasks to fix it during the Autumn/Winter/Spring months.**
- f) Ownership of Woodland to the rear of Branton St Wilfrids School/Mill Lane – **Purchased a second official ordnance survey map at cost of £16 (plus fee so £20 in total) to send with HM Land**

Registry enquiry. Rechecked purchase with a Councillor to ensure correct plan. Sent to HM Land Registry again and awaiting a reply.

5) Parish Council Procedures/Finance

- a) Website – **Updated regularly. Been chasing new gov.uk website if ready to go live. Was told it would be done by end of October but still not received links. Extended hosting of current website til end of November. Draft letter to new provider expressing our disappointment and requesting suitable solution. New Provider has said they'll transfer the hosting of our old website to them and they'll pay for it until new site is ready. There has been a lot more work than they initially thought.**
- b) Facebook – **Updated regularly.**
- c) Policies – **IT Policy reviewed.**
- d) Unity Bank – **Ordered credit card for account. Still awaiting confirmation.**
- e) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**

6) Police

- a) Drop In Session – **Last session held on 19th November at Kilham Hall Meeting Rooms. One resident attended regarding vehicle theft and was given advice by PCSO's. Next session will be held on 17th December 2025 at 10am at Café at Garden Centre.**

7) Training/Networking

- a) Clerks Forum – **Clerk attended Forum with YLCA & other Clerks, and CCTV & GDPR Webinar.**

03/09/2025	3.1	Put approved minutes on website and file	Clerk	09/09/2025	N	Done
03/09/2025	4.1	Contact Persimmon/Ward Cllrs/Steve Racjan re: safety re: lorries on Warren Park	Clerk	04/09/2025	N	Done
03/09/2025	5.1	Contact Ward Cllrs for update on Car Sales Room and Enforcement action	Clerk	04/09/2025	N	Done
03/09/2025	5.2.2	Inform CDC that PC won't be paying o/s balance til all snagging list complete and ask how much the refund to the PC is for	Clerk	04/09/2025	N	Done - Awaiting reply - Phoned to chase
03/09/2025	5.4.1	Chase CDC about Litter Picking Signs	Clerk	04/09/2025	Y	18/09/25 and told passed to relevant department, still open and due date is for
03/09/2025	5.4	Report Highway issues raised by Members to Councillors to provide Clerk with a photo of themselves for website	Clerk	04/09/2025	N	Done
03/09/2025	6.2.2		Councillors	18/09/2025	Y	Emailed Cllrs to remind them on 18/09/25 Sent Cllr Boyd, Williams & Sprack photos
03/09/2025	6.2.3	Add regular payments to new website	Clerk		Y	25/09/25 and reminded other Cllrs for
03/09/2025	6.2.4	Add grant details to new website	Clerk		Y	Awaiting new website
03/09/2025	6.2	Add a form on the new website - ideas for new initiatives and put a post on Facebook	Clerk	18/09/2025	N	Awaiting new website
03/09/2025	7.1	Remove Holly Bush that has died and replace with something not as evasive to next door	Handyman	12/09/2025	N	Facebook post added
03/09/2025	7.2	Confirm painting of playground with Bagnalls	Clerk	04/09/2025	N	Informed Gardener of this and asked him to action
03/09/2025	7.2	and inform Handyman of start date	Clerk	15/09/2025	N	Done
03/09/2025	7.3	Update FB and website of painting of	Clerk	25/09/2025	N	Done and going to November PC
03/09/2025	7.4	Obtain quotes for signs updating to the park	Clerk	04/09/2025	N	Done
03/09/2025	7.5	Confirm purchase of bin for placement near	Clerk/Handyman	12/09/2025	N	Done
03/09/2025	8.2	Print off SY Police signs on E-scooters and laminate and place around the park	Clerk	04/09/2025	N	Done
03/09/2025	8.3	Inform Persimmon that the PC don't want to Repair the Wooden fence on Valley Drive	Handyman	12/09/2025	N	Informed Handyman 12/09/25 that he can go ahead and plan this into his work
03/09/2025	8.5	Confirm order for Electrical Column at Warren	Clerk	04/09/2025	N	Done and confirmed by telephone
03/09/2025	8.6	Draft letter to CDC re: Bellway Homes proposed development, send to Members then CDC	Clerk	04/04/2025	N	Done
03/09/2025	9.3	Contact CDC Youth Engagement Team re: getting younger members involved in local	Clerk	04/04/2025	Y	Done - Awaiting reply
03/09/2025	9.3	Contact local schools (McCaulays/Hayfield/St Wilfreds) re: getting younger members involved in local governance	Clerk	04/04/2025	Y	Reply from Branton saying yes they'd be interested

Members to let Clerk known if there are any new initiatives they want including in 2025/2026 budget

Emailed Cllrs reminder on 18/09/25 and scheduled FB post for week commencing 22/09/25
Renew CCTV - Requested 4 quotes 23/10/25
Contingency for park replacement
New Tubs for KH Car Park - sought quotes
Updates to KH following Fire Training
New Trolley for Zip Wire - £250 - bought 2025
New 2nd Gate for fenced playpark - £1000

03/09/2025	9.4		Councillors		N	
		Contact CDC playground inspector and discuss new equipment				Done - Contacted CDC Officer and he's recommended two companies to contact.
03/09/2025	9.4		Clerk	15/09/2025	N	Made contact and awaiting replies
		Draft an article for Winter newsletter asking residents what they'd like to see and also do FB				Done
03/09/2025	9.4		Clerk	17/09/2025	N	
03/09/2025	10.1 & 10.2	Pay invoices/payroll	Clerk	12/09/2025	N	Done
		Arrange date with Cllr Butterworth and Cllr Odell for internal control exercise				Done - Saturday 20th September at 10am
03/09/2025	10.3		Clerk	04/04/2025	N	
03/09/2025	10.4	Get Cllr Butterworth to sign bank statements	Clerk	20/04/2025	N	Done
03/09/2025	11.1.1	Amend typos re: DMBC/CDC	Clerk	15/09/2025	N	Done
03/09/2025	11.1.2	Finalise amendments	Clerk	15/09/2025	N	Done
03/09/2025	11.1.3	Add users with mobility issues to RA	Clerk	04/09/2025	N	Done
03/09/2025	11.1.3	Forward to KHMC for adding to their Agenda	Clerk	04/09/2025	N	Done
03/09/2025	11.1.4	Forward to KHMC for adding to their Agenda	Clerk	04/09/2025	N	Done
03/09/2025	12.1.1-12.1.4	Provide responses to CDC re: planning	Clerk	04/09/2025	N	Done
		Respond to resident with copy of PC's reply to TSI re: Planning application				Done
03/09/2025	12.2		Clerk	04/09/2025	N	
		Finalise rota for Police/Cllr Drop in and let Members know				Done
03/09/2025	13.2		Clerk	09/09/2025	N	
		Inform YLCA that TG and RO attending Joint Annual Meeting In Walton, Leeds				Done - however since Cllr Odell can't attend due to prior engagement
03/09/2025	14.7		Clerk	04/09/2025	N	Done and sent joining link to Cllrs
		Inform YLCA that TG and RB attending SY Branch Meeting via zoom				
03/09/2025	14.8		Clerk	10/09/2025	N	
03/09/2025	17.1 & 17.2	Send timesheets to Warrens GBC for payroll	Clerk	04/09/2025	N	Done and forwarded payroll to Chairman
		Inform Warrens GBC of incremental increase for Clerk following CILCA qualification				Done
03/09/2025	17.4		Clerk	04/09/2025	N	

		Inform Caroline Feather that PC want to continue with payroll services from Warrens				Done
03/09/2025	17.5	GBC at a cost of £90 per quarter	Clerk	04/09/2025	N	
03/09/2025	17.6	Set up Staffing Committee meeting	Clerk	04/09/2025	N	Done - 16/09/25
01/10/2025	3.1	Put approved minutes on website and file Chase Darren Horton for update on Car Sales	Clerk	02/10/2025	N	Done Done - 14 days notice was given on
01/10/2025	5.1	Garage on Chapel Lane	Clerk	02/10/2025	N	8/10/25
01/10/2025	5.2	Chase CDC about o/s balance and refund	Clerk	02/10/2025	N	Invoice received and paid 24/10/25
01/10/2025	5.3	Report Highway issues raised by Members to	Clerk	03/10/2025	N	Done
01/10/2025	6.1	Order additional Christmas Illuminations	Clerk	06/10/2025	N	Done
		Order Ordnance Survey Map and send enquiry				Done
01/10/2025	6.1	off to H.M. Land Registry	Clerk	10/10/2025	N	
01/10/2025	6.2	Chase Aires re New Website	Clerk	03/10/2025	Y	Said would be done 10/10/25 - keep
01/10/2025	7.1	Order parts for park following ROSPA inspection	Clerk	06/10/2025	N	Done
01/10/2025	7.2	Order sign for park including MUGA	Clerk	06/10/2025	N	Done - agreed at November meeting
01/10/2025	7.3	Look at Deed between PC & KHMC re:	Clerk		N	Done and shared with Members
		Contact Streetscene re: litter picking signs and defer purchasing signs til December once hear				Done
01/10/2025	8.1	back from CDC reporting	Clerk	06/10/2025	N	
01/10/2025	8.2	Advertise next litter pick on facebook	Clerk		N	Done - scheduled posts
		Install poppy displays w/c 20/10/25 and remove				Done
01/10/2025	8.3	w/c 24/11/25 - inform Handyman	Clerk	03/10/2025	N	
		Inform Caretaker of Closing time of gates for KH				Done
01/10/2025	8.4	after clocks change	Clerk	03/10/2025	N	
		Incorrect date on Agenda - Intruder Alarm test				Done
01/10/2025	8.6	was on 10th September 2025	Clerk		N	
		Forward newsletter to Today Publications and				Done
01/10/2025	9.1	Arrow Publications	Clerk	04/10/2025	N	
		Confirm auto-enrolment of the SLCC Annual				Done
01/10/2025	9.2	Membership when the time arises	Clerk	02/11/2025	N	
	9.3	Check whether Civility and Respect Assurance				Not YLCA
	(numbered	Statements need forwarding to YLCA or NALC				Awaiting reply from NALC
	9.2 on					
	Agenda in					
01/10/2025	error)		Clerk	14/10/2025		

		Review the following items for 2026/2027 budget - External access for DDA audit Price up additional parking spaces on grass at front					Check with Steve prices for wider doors/ramp etc Emailed some surfacing specialists and contacted CDC re: permission Panto - done
	9.4 (numbered 9.3 on Agenda in error)	Pantomime - reduce donation to £500 next year then gradually over the forthcoming years Screen/Projector for Meeting Room	Clerk		N		Screen/Projector - done - sent to members for checking
01/10/2025	10.2	Pay invoices/payroll	Clerk	13/10/2025	N		Done
01/10/2025	10.3	Put Internal Control Exercise on website	Clerk	02/10/2025	N		Done
01/10/2025	10.4	Put 2nd Quarter Bank Reconciliation on website	Clerk	02/10/2025	N		Done
		Take Bank reconciliation to PC meeting monthly - add to each Agenda					Done
01/10/2025	10.5	Defer 2nd Quarter Budget Monitoring Report til	Clerk	02/10/2025	N		Done
01/10/2025	10.6	November meeting - put on Agenda	Clerk	02/10/2025	N		
01/10/2025	10.7	Make Claim to HMRC for 2nd quarter VAT	Clerk	06/10/2025	N		Done
		Contact Royal British Legion about Poppy Wreaths and donation					Done
01/10/2025	10.8	Apply for a credit card via Unity Trust	Clerk	06/10/2025	N		
01/10/2025	10.9		Clerk	06/10/2025	Y		Done - awaiting reply - takes up to 28 days - chased on 11/11/25
01/10/2025	10.11	Book place on training for Clerk	Clerk	03/10/2025	N		Done
01/10/2025	11.1.1 to 11.1.2	Put policies onto website	Clerk	06/10/2025	N		Done
		Provide responses to CDC re: planning applications					Done
01/10/2025	12.1.1	Review CCTV/GDPR Policy in light of Village Hall	Clerk	02/10/2025	N		Done
01/10/2025	14.1	Webinar information	Clerk	30/10/2025	N		
01/10/2025	14.1	Book Clerk on CCTV Training provided by YLCA	Clerk	14/10/2025	N		Done - Training on 02/12/25 7pm-9pm
		Pass on Cllr Williams apologies to YLCA SY					Done
01/10/2025	14.2	Branch meeting on 8/10/25	Clerk	02/10/2025	N		
		Send Clerk & Handyman's timesheets and					Done
01/10/2025	17.1 & 17.3	mileage claim to Warrens GBC	Clerk	03/10/2025	N		
01/10/2025	17.2	Defer to January 2026 re Clerk's hours	Clerk		N		Done
		Send letter to Handyman following Staffing					Done
01/10/2025	17.4	Committee	Clerk	08/10/2025	N		

1

Clerk | Cantley With Branton Parish Council

From: 17 November 2025 19:52
Sent: Clerk | Cantley With Branton Parish Council
To: Re: Kilham hall - open/shutting gates.
Subject:

Hi Bev,

I am happy to help where I can, I can't promise to commit to every day/weekend but will do as much as I can.

Thanks,

Sent from [Outlook for iOS](#)

From: Clerk | Cantley With Branton Parish Council <Clerk@cantleywithbrantonparish.gov.uk>
Sent: Monday, November 10, 2025 4:12:26 PM
To:
Subject: RE: Kilham hall - open/shutting gates.

H.

Thanks for your email, the contents of which are noted. This is usually on weekends, but not every weekend and the times vary depending on what events are on at the hall. There are sometimes some days in the week too, but this is very rare. The days/times vary each month and whoever took on this role would be given the next month in advance. If there are days that month that the gatekeeper couldn't do they'd just need to let us know and we'd arrange alternative arrangements.

There is a small financial contribution for this on an annual basis, but it isn't a lot.

If you'd like more information please either give me a call on 07761525584 or I am at Kilham Hall til approximately 6.30pm today if you'd like to pop into the meeting rooms to see me.

Many thanks

Bev

From:
Sent: 07 November 2025 18:33
To: Clerk | Cantley With Branton Parish Council <Clerk@cantleywithbrantonparish.gov.uk>
Subject: Kilham hall - open/shutting gates.

Hello,

I have seen your post regarding a resident to open/shut gates at Kilham hall where necessary.

I live in Kilham Lane and could possibly help.

Clerk | Cantley With Branton Parish Council

From: 18 November 2025 09:39
Sent: Clerk | Cantley With Branton Parish Council
To: Kilham Hall Community Centre gates
Subject:

Good morning,

We would like to offer our support in opening and closing the gates at Kilham Hall community centre. We live directly opposite at Bracken Lodge, I work shifts so currently work 2 weekends a month but are usually at home around opening/closing time, my wife is retired so she would also be able to help.

Kind Regards

Sent from my iPhone

3

Clerk | Cantley With Branton Parish Council

From:
Sent: 17 November 2025 22:57
To: Clerk | Cantley With Branton Parish Council
Subject: Kilian hall gate opener/closer

Hello,

I have seen your post regarding part time help to open/close the gates for Kilham Hall. I live on the corner where the old posthouse used to be, so very close by. I would be happy to assist if I'm able to.

Thank you,

(4)

Clerk | Cantley With Branton Parish Council

From: 18 November 2025 13:27
Sent: Clerk | Cantley With Branton Parish Council
To: Help Wanted - Kilham Hall, Branton
Subject:

Good Afternoon,

I am responding to a post I've seen on Cantley with Branton Parish Council Facebook Group for some assistance in opening and closing the gates at our Community Centre from time to time. I am a local resident I've lived in Branton since 1988 initially down Brockholes Lane and now on Chapel Lane. Both myself and my husband would be happy to help out with this if you are still looking for assistance? If you could send me more details I would be greatly appreciated or if there is an application form that you would like us to submit just email me the link over and I'll sort straightaway.
We are both DBS checked and can send over links to our certification if required.

Kindest Regards



Cantley with Branton Parish Council

INFORMATION TECHNOLOGY POLICY

1. Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

2. Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

3. Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

4. Computer use

4.1 Hardware

- 4.1.1 Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of e.g. the council). Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.
- 4.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.
- 4.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.
- 4.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 4.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.
- 4.1.6 Equipment should not be dismantled or reassembled without seeking advice.
- 4.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.
- 4.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Clerk.
- 4.1.9 Any faults or necessary repairs must be reported to the Chairman.

5. Equipment

5.1 Portable equipment

- 5.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.
- 5.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.
- 5.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

- 5.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disenabled or removed.
- 5.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.
- 5.1.6 If an item of portable equipment is lost or damaged this should be reported to the Clerk/Chairman. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £????? of the loss/damage.
- 5.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.
- 5.1.8 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 5.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk.

5.2 Use of own devices

- 5.2.1 Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the employee's line manager. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

6. Health and safety

Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Chairman.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Chairman/clerk.

7. Password and Authentication Policy

7.1 All user accounts must be protected by strong, secure passwords. The council should follow the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

7.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g. incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the chair of council, in a sealed envelope, only to be accessed in an emergency.

7.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

7.4 Password Change Requirements

- Immediately change password if compromise is suspected.

7.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

7.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

8. Monitoring

8.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

8.2 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

8.3 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

8.4 The information obtained through monitoring may be shared internally, including with relevant councillors and externally with IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

8.5 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

8.6 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

8.7 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

8.8 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

8.9 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

8.10 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

9. Remote working

9.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non council premises unless arrangements have been made with a responsible person at the premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods,

in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;

- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

9.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

9.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

10. Email

10.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

10.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

10.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask an IT expert via the Clerk rather than assuming they know the right answer.

10.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

10.5 Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

11. Use of the Internet

11.1 Copyright

Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying council's.

Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

11.2 Trademarks, links and data protection

The council does not permit the registration of any new domain names or trademarks relating to the names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Clerk.

Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is located in the Clerk's office or on the website.

11.3 Accuracy of information

One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

11.4 Use of social media

Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual

worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

Personal use of social networking/media should be restricted to breaks during working hours, or after hours with permission.

The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, our current or potential plans, councillors, staff, and other authorised users, partners, must inform the clerk/the chairman that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright

materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.

- Photos, videos, or audio recordings must not be taken on council premises without explicit permission.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other

authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.

- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

11.5 Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Dated: 19th November 2025

Approved: 3rd December 2025

Review Date: November 2027

Important notice

This document was commissioned by the National Association of Local Councils (NALC) 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 Worknest HR – 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.

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY DECEMBER 2025

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
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
February 2025		
24/02276/MAT Manor Farm, Bessacarr	Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources.	Pending
March 2025		
25/00382/TCON 24 Warrington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending
April 2025		
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive.	Pending
June 2025		
25/01198/COND Land East Of Warning Tongue Lane Cantley	Consent, agreement or approval required by conditions 9 (EV charging point), 19 (POS play equipment), 21 (highways), 22 (highways - vehicular crossing), 32 (drainage maintenance) of application 21/03645/FULM.	Pending
25/01290/FUL Manor Farm, Bessacarr Lane, Bessacarr	Section 73 application to vary condition 12 (150 dwelling occupied before Stoops Lane) of planning application 14/00124/WCC under Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09.	Pending

August 2025		
25/01434/FUL 7 Warning Tongue Lane, Cantley	Erection of single storey extension to the front and rear including formation of rooms in roof space and double garage extension to side	GRANTED
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 168 dwellings with associated landscaping and drainage (reduction from 184 dwellings to 168 dwellings, amended plans, including revised layout)	Pending
September 2025		
25/01858/FUL 16 Hillcrest Road, Branton	Erection of single storey side extension and part conversion of garage to form utility/gym area	GRANTED
October 2025		
25/01958/FUL Ninescores, Glen Road, Branton	Erection of extensions and alterations to existing dormer bungalow on all side and to both floors and to include changes to external materials. Partial conversion of extensions to form ancillary annexe (AMENDED PLANS)	GRANTED
25/02101/TCON 23 Birchwood Court, Bessacarr	Notice of Intention to Fell an Oak Tree, within South Bessacarr Conservation Area	Pending
25/02089/FUL 3 Oakcrest, Bessacarr	Erection of first floor extension above the existing garage including associated works	Pending
November 2025		
25/02138/OUT Land To The Rear Of 38 - 40 St Vincents Avenue, Branton	Outline application for erection of self / custom-build dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	Pending
25/02274/FUL 57 Chapel Lane, Branton	Erection of a single storey rear extension	Pending

APPEALS

25/00008/REF 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).	Appeal Against Refusal
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