



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 2nd July 2025 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: T Gibbins (Chair), Y. Butterworth, R. Odell, S. Adams and J. Sprack

IN ATTENDANCE: B Walton (Clerk) and 4 members of the public

1) APOLOGIES FOR ABSENCE

- 1.1 Apologies
Councillor Neville Williams.
- 1.2 Reasons for absence considered
Work commitments.

RESOLVED (1)

- 1.2 Councillors Williams' apologies were accepted.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
Councillor Butterworth declared an interest in Item 5.1 and 5.2.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Items 18.1 to 18.2 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 4th June 2025

RESOLVED (3)

- 3.1 The minutes of the Parish Council Meeting held on the 4th June 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
2 members of the public were present to update the Parish Council on the grant relating to the coffee club bench and request approval for its placement. 2 residents were present to observe.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
 - 4.2.1 A member of the public had contacted the Clerk complaining about overgrown grass verges down Kilham Lane.
 - 4.2.2 Branton Juniors Football Team have requested to use the field on a Thursday between 6pm and 7pm.
 - 4.2.3 The Clerk informed Members of the graffiti found on the ball wall on Kilham Hall field. She gave members 3 options relating to the graffiti.
 - 4.2.4 A resident had complained to the Clerk about a branch that had fallen on the Branton side footpath along the River Torne and also requested a bench being located alongside the riverbank.
 - 4.2.5 A resident called the Clerk to object to the new proposed planning application on land off Milton Road and the consultation.

RESOLVED (4)

- 4.1 Members noted the residents update regarding the bench and approved the location for siting of it on Kilham Hall field.

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

4.2.1 The Clerk reported the overgrown verges on behalf of the resident and informed the resident of CDC's reply regarding the cutting schedule.

4.2.2 The Clerk had confirmed approval for use of the field on Thursdays between 6pm and 7pm. However the Clerk had relayed to the team that where possible, team members car share or walk. If parking issues or complaints are received the Parish Council will review the situation.

4.2.3 Members approved that the Clerk make contact with Branton St Wilfrid's School to enquire whether the school would be interested in organising a competition for pupils over the summer holidays. The purpose of the competition would be to design artwork to cover the graffiti on the ball wall, with the Parish Council replicating the winning design on the wall.

4.2.4 The Clerk has reported the fallen branch to the Environment Agency and has informed the resident, also providing them with the contact details to request a bench.

4.2.5 The Clerk had informed the resident that the Parish Council had not been formally made aware of the proposed planning application consultation however Members were hoping to attend.

5) PARISH MATTERS

6.15pm Councillor Butterworth left the meeting.

5.1 Consideration of Written Applications for Parish Councillor Vacancy

2 candidates expressed an interest in the vacancy within the prescribed timescale and both were in attendance at the meeting. The Chair asked the candidates if they had anything they wished to add to their application and the Clerk explained the co-option process.

5.2 Co-Opt a Candidate

The Clerk informed Members that both candidates met the criteria for appointment. Members voted and the first vote was a tie. The 2nd vote was an absolute majority vote in favour of the 2nd Candidate.

6.30pm Councillor Butterworth returned to the meeting.

5.3 Declaration of Office

The Clerk asked the new Member to read and sign the Declaration of Office form which she duly did. The Chairman welcomed Councillor Rebecca Boyd to the Parish Council.

5.4 Litter Pick

The Chairman informed Members of the next date for the Community Litter Pick.

5.5 Adopt Land at Manor Farm/Warren Park Estate

The Clerk informed Members that Persimmon Homes had offered the Parish Council a piece of land on the Warren Park estate to adopt. Discussion took place regarding the location and additional considerations to take.

RESOLVED (5)

5.2 Members unanimously voted for Rebecca Boyd to join the Parish Council.

5.2 Members thanked the unsuccessful candidate for expressing an interest in the role and their enthusiasm and willingness to service the community.

5.3 Rebecca Boyd signed her declaration of acceptance of office in the presence of the Clerk and joined the meeting.

5.3 The Clerk will forward a Register of Interests Form to Councillor Boyd for completion. The Clerk will then forward the Register of Interest Form and Acceptance of Office form to the Monitoring Officer at CDC.

5.3 The Clerk confirmed Councillor Boyd's email address will be set up over the coming days and forwarded to her.

5.4 Members noted the next litter pick will take place on Saturday 3rd August 2025 at 9.30am.

5.5 Members agreed to defer this item to the September meeting to give them time to view the land in question.

6) CITY OF DONCASTER COUNCIL

6.1 Ward Councillor's Report

Apologies were received from the Ward Councillors. However they confirmed that the skip was successful. They also confirmed that the property on the corner of Chapel Lane has been given 7 day enforcement notice to close. The car sales garage on Chapel Lane has been informed that they need to provide customer parking and this will be monitored by CDC.

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

7pm Councillor Adams left the meeting.

6.2 Update on the MUGA

Landscaper had returned and completed the groundworks around the MUGA. However the works where the compound was haven't been carried out and will be done later in the year due to weather/ground conditions. Other snagging issues have been completed. The Clerk has received a copy of the slip test for the surface of the MUGA and if Members want sight of the same they are to contact the Clerk.

6.3 Identify any new Highway matters

The following issues were raised:

- Grass verges at the top of Chapel Lane are churned up due to cars parking on them.
- Request for a deer crossing sign on the motorway bridge.
- The fencing on the grass verge on Valley Drive (opposite the school) is broken and the properties adjoining the land at using it as access to park vehicles.

RESOLVED (6)

6.1 The Ward Councillors update was noted. Members wished to thank the Ward Councillors for their continued support.

6.3 The Update on the MUGA was noted. Members did not want to pay the outstanding balance until all works are completed.

6.3 The Clerk will enquire about the new highway matters identified with CDC.

6.3 The Clerk is to check the Asset Register regarding the fencing on Valley Drive.

7) CLERK'S REPORT AND ADMINISTRATION ISSUES

7.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information. The Clerk informed Members that the Handyman may not have time to paint the playground.

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

Updates are carried out daily/weekly.

7.2.1 Members were provided with a link to the new website for consideration.

RESOLVED (7)

7.1 The Clerk's Report was noted.

7.1 The Clerk is to speak to the Handyman regarding the playground painting, and if time is restricted, obtain 3 external quotes for painting the playground.

7.2.1 Members are to consider the new website and provide any feedback to the Clerk by Friday 18th July 2025.

7.2.1 The Clerk is to forward the new website link to Councillor Butterworth and Councillor Boyd for consideration.

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

8.1 Annual Inspections

The Clerk presented the list of annual inspections for consideration and approval of works.

8.1.1 Roller Shutter service at a cost of approximately £220.

8.1.2 Fire Extinguisher service at a cost of approximately £35.

8.1.3 Emergency lighting, heaters and PAT testing at a cost of approximately £90.

8.1.4 Intruder alarm service at a cost of approximately £102.

8.1.5 Fire Alarm service at a cost of approximately £90.

8.1.5 Annual ROSPA Playground Inspection at a cost of approximately £250 plus VAT.

8.2 Handyman's Tracker

Members noted the Handyman's Tracker. The Clerk mentioned the Handyman had asked to speak to her regarding painting of the playground and she will update Members following this conversation.

8.3 Quotes for Removal and Relocation of Bench

The Clerk had requested 3 quotes for the work to remove and relocate the donated bench at Kilham Hall Playing Field. One company had not replied, one couldn't undertake the work and a quote had been received for £250.

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

RESOLVED (8)

8.1 Members noted the annual inspections schedule and costs.

8.2 Members noted the Handyman's Tracker/Work Schedule. Members requested that the Clerk obtains 3 quotes to paint the playground if the Handyman does not have the capacity to do so.

8.3 Members approved the quote from Gary Lee to remove and relocate the memorial bench.

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments are duly authorised:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/34	Clerk Payroll	*	0	0	LGA 1972 S. 112
25/35	Handyman Payroll	*	0	0	LGA 1972 S. 112
25/36	HMRC	*	0	0	LGA 1972 S. 112
	NEST - Pension	*	0	0	LGA 1972 S. 112
25/37	Clerk - OLP - Playground Parts	34.00	6.80	40.8	LGA 1972 S.14, P.27
25/38	Today Publications	130.00	26.00	156	LGA 1972 S. 142
25/39	Branton Nurseries - Plants/Top Soil	49.16	9.83	58.99	Open Spaces Act 1906
25/40	Techstream - Website Hosting	40.00	8.00	48	LGA 1972 S. 111
25/41	Branton Nurseries - Plants/Top Soil	42.49	8.50	50.99	Open Spaces Act 1906
25/42	YLCA - Village Hall Webinar	10.00	0.00	10	LGA 1972 S. 111
25/43	Branton Nurseries - Plants/Top Soil	27.50	5.50	33	Open Spaces Act 1906
DD03/12	Unity - Bank Charges	6	0.00	6	LGA 1972 S. 111
DD02/48	O2 - Mobile**	13.80	2.76	16.56	LGA 1972 S. 111
25/44	Handyman - Notice Bd Brackets	13.28	2.65	15.93	LGA 1972 S. 133

* 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.

9.2 1st Quarter Bank Reconciliation

The Clerk provided members with the 1st quarter bank reconciliation.

9.3 1st Quarter Budget Monitoring Report

The Clerk provided members with the 1st quarter's budget monitoring report which reflected the expenditure to date.

9.4 1st Quarter HMRC Return

The Clerk provided members with the 1st quarter's HMRC return.

9.5 Response to Auditors Queries

The Clerk presented Members with a report detailing the work carried out against the Internal Auditors Queries for information.

9.6 Bank Statements

The Clerk presented Members with the bank statements for 1st June to 30th June 2025 showing a balance of £79,340.71, for consideration and approval by the Members appointed to check internal controls are being met.

RESOLVED (9)

9.1 The direct payments were duly authorised.

9.2 That the 1st Quarter Bank Reconciliation is noted. The bank reconciliation states that the Parish Council have £79,340.71 in their accounts, combined.

9.3 That the 1st Quarter Budget Monitoring Report is noted.

9.4 That the 1st Quarter VAT Claim is noted in the sum of £325.64.

9.5 That the Clerk's Report responding to the Internal Auditors Queries is noted.

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

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

10) POLICIES/PROCEDURES

10.1 The following policies were considered:

10.1.1 Business Continuity (reviewed) Changes to some of the providers.

10.1.2 Safeguarding (reviewed) Slight additions to all pages of the policy following the Clerk's CILCA training.

10.1.3 Security Incident (reviewed) Email and Website address changes made to reflect gov.uk addresses.

10.1.4 Data Protection Policy (new) It is mandatory to have this policy.

10.1.5 Standing Orders (reviewed) Typographical error on page 20 only.

10.2 The following procedures were considered:

10.2.1 Security Data Breach Log (new) Required – found out following Clerk's CILCA training.

10.2.2 Data Breach Response Procedure (new) Good practice to have this – found out following Clerk's CILCA training.

10.2.3 Disability Access Audit (new) Mandatory to have this procedure.

RESOLVED (10)

10.1.1 to 10.1.5 The above Policies were all approved.

10.2.1 to 10.2.2 The above Procedures were both approved.

10.2.3 The above procedure was approved. However it will need to be taken to the KHMC meeting in September for their approval also.

11) ARMISTICE DAY 2024

11.1 Members were asked to consider arrangements for Armistice Day and the displays around the Parish.

11.1.1 The Clerk stated poppies had been coming in slowly. She requested a deadline date of 3rd October be published for further donations.

11.1.2 Volunteers will be needed to sew the poppies onto the netting to form a display.

11.1.3 Members were to consider placing lamppost poppies around the Parish again and to approve the Handyman's additional hours installing and removing them.

RESOLVED (11)

11.1.1 The Clerk will post on social media that all knitted/crocheted poppies are to be with her by 3rd October 2024.

11.1.2 The Clerk will look at dates to meet to sew the poppies onto the netting for displays and advertise on social media asking for volunteers to help.

11.1.3 Members approved the handyman's additional hours to install and remove the lamppost poppies.

12) CHRISTMAS 2024

The Clerk apologised for the incorrect numbering on the Agenda. Numbering is as per below.

12.1 Carol's Around the Tree

Members were asked to consider a date for Carol's Around the Tree. The Clerk informed members if they wanted to book Armthorpe Elmfield Brass Band it would potentially have to be Friday 5th December.

12.2 Armthorpe Elmfield Brass Band

Members considered whether to book the band for the Carol's Around the Tree event at a cost of approximately £200.

12.3 Old Cantley Illuminations

Members were informed of 5 sets of strings of lights that were faulty and unrepairable. Members considered purchased 5 more sets of strings for the trees at Old Cantley roundabout.

12.4 Warren Park Tree

Members were asked to consider purchasing 25 sets of string lights for the Warren Park Christmas Tree.

12.5 Additional Illuminations

The Clerk advised Members that the three Christmas trees within the parish have grown significantly since they were originally planted. In light of this, she requested that Members consider the purchase of an additional ten sets of string lights, to be distributed among the existing trees, in order to ensure they are suitably decorated and do not appear sparse.

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

12.6 Installation and Removal of Illuminations

Members considered the dates for installation and removal of the Christmas illuminations around the parish.

RESOLVED (12)

12.1 Members agreed Carol's Around the Tree should take place on Friday 5th December 2024 at the Glen Road Tree.

12.2 Members agreed to book the Armthorpe Elmfield Brass Band for Friday 6th December 2024 at a cost of approximately £200. Members asked the Clerk to contact the band approximately one week before to clarify the play list running order.

12.3 Members approved purchasing 5 strings of lights for Old Cantley roundabout displays at a cost of £162.50.

12.4 Members approved purchasing 25 strings of lights for Warren Park Christmas Tree at a cost of £812.50.

12.5 Members approved purchasing an additional 10 strings of lights for the existing Christmas trees around the parish at a cost of £325.

12.6 Members agreed all 4 sites Christmas illuminations should be installed and ready for illuminating on or before Saturday 29th November 2025 and removed on 6th January 2026.

12.6 Members agreed RJ Electrical will install/remove the 4 Christmas tree sites (including Warren Park) and Christmas Plus will install/remove the Old Cantley Roundabout illuminations.

13) PLANNING APPLICATIONS

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

13.1.1 25/01173/FUL 24 Oaktree Road, Branton	Installation of a tiled roof over existing conservatory and build an inglenook fireplace to side elevation	No comments or concerns.
13.1.2 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.	Fencing should be provided around the Local Equipped Area for Play (LEAP), continuing from the existing boundary at the roadside. It is suggested that, as a minimum, the fencing should be of knee height.
13.1.3 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.	No comments or concerns.

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

RESOLVED (13)

13.1.1 to 13.1.3 Feedback is given to the Planning Department at CDC on the planning applications received.

14) POLICE ISSUES

14.1 Police Issues

The next Police Drop In will be held at The Café at Branton Garden Centre on Tuesday 15th July 2025 at 10am-11am.

RESOLVED (14)

14.1 Members noted the police update.

14.1 The Clerk liaises with the PCSO's to co-ordinate and advertise the future Police Drop In sessions on social media and the website.

15) TRAINING/EXTERNAL MEETINGS

15.1 YLCA South Yorkshire Branch Meeting

Councillor Gibbins provided Members with feedback from the above meeting held at Askern Town Hall on 18th June 2025.

RESOLVED(15)

15.1 Members noted Councillor Gibbins update.

16) ITEMS OF CORRESPONDENCE

16.1 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 and training.

RESOLVED (16)

16.1 That the items of correspondence denoted on the agenda be received and duly noted.

17) DATE OF NEXT MEETING

RESOLVED (17)

That the next meeting be held on Wednesday 3rd September 2025 commencing at 6pm.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk's June Timesheet and Quarter 1 Mileage

The Clerk's timesheet for June and quarter 1 mileage claim was shared for information.

18.2 Handyman's June Timesheet

Handyman's timesheet for June was shared for information.

RESOLVED (18)

18.1 The Clerk's timesheet and 1st quarter mileage form were received and the contents noted.

18.1 The Clerk is to inform Warrens GBC Accountants of the mileage claim to incorporate into the payroll data.

18.2 The Handyman's June timesheet was noted.

The meeting closed at 8.05pm.

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

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Kilham Lane, Branton PC	South
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Item/Make	Condition	Surface
Wicksteed Rainbow Junior Multi-Unit.	Satisfactory	Ecomulch Satisfactory
Wicksteed 1760 2 Bay Swing 2 cradle seats 2 flat seats with barriers.	Satisfactory, hangers showing slight wear, low risk, will monitor	Ecomulch Satisfactory
Aerial Runway	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
MUGA	Satisfactory, unable to fully inspect as gates locked	
Ancillary equipment	Comments	
Seats	Satisfactory.	
Bin x 1	Satisfactory	
Signs	Satisfactory	

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Fence	Satisfactory.
Dog Grid	Satisfactory
Veh Access Gate	Satisfactory, slide bar bent
Weather Conditions	Cold, icy underfoot

Comments <i>General area</i>	Site tidy.
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Action taken at time of inspection	
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Inspected By:	S Freestone	Inspection Date:	07.01.25
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DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Kilham Lane, Branton PC	South
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Item/Make	Condition	Surface
Wicksteed Rainbow Junior Multi-Unit.	Satisfactory	Ecomulch Satisfactory
Wicksteed 1760 2 Bay Swing 2 cradle seats 2 flat seats with barriers.	Satisfactory, hangers showing slight wear, low risk, will monitor	Ecomulch Satisfactory
Aerial Runway	satisfactory	Rubber mulch Satisfactory
Climbing rock unit	Satisfactory	Rubber mulch Satisfactory
Basket swing	satisfactory	Rubber mulch Satisfactory
Table tennis table	Satisfactory	Rubber mulch Satisfactory
The bench/leg press	Satisfactory	Rubber mulch Satisfactory
Pull up bars	Satisfactory	Rubber mulch Satisfactory
Cross trainer	Satisfactory	Rubber mulch Satisfactory
Dips/legs raise	Satisfactory	Rubber mulch Satisfactory
Spinner bike	Satisfactory.	Rubber mulch Satisfactory
Lateral pull down/ shoulder press	Satisfactory	Rubber mulch Satisfactory
MUGA	Satisfactory	
Ancillary equipment	Comments	
Seats	Satisfactory.	
Bin x 1	Satisfactory	
Signs	Satisfactory	

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Fence	Satisfactory.
Dog Grid	Satisfactory
Veh Access Gate	Satisfactory, slide bar bent
Weather Conditions	Clear, cold

Comments <i>General area</i>	Site tidy.
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Action taken at time of inspection	
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Inspected By:	S Freestone	Inspection Date:	17.03.25
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DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Kilham Lane, Branton PC	South
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Item/Make	Condition	Surface
Wicksteed Rainbow Junior Multi-Unit.	Satisfactory	Ecomulch Satisfactory
Wicksteed 1760 2 Bay Swing 2 cradle seats 2 flat seats with barriers.	Satisfactory, hangers showing slight wear, low risk, will monitor	Ecomulch Satisfactory
Aerial Runway	satisfactory	Rubber mulch Satisfactory
Climbing rock unit	Satisfactory	Rubber mulch Satisfactory
Basket swing	satisfactory	Rubber mulch Satisfactory
Table tennis table	Satisfactory	Rubber mulch Satisfactory
The bench/leg press	Satisfactory	Rubber mulch Satisfactory
Pull up bars	Satisfactory	Rubber mulch Satisfactory
Cross trainer	Satisfactory	Rubber mulch Satisfactory
Dips/legs raise	Satisfactory	Rubber mulch Satisfactory
Spinner bike	Satisfactory.	Rubber mulch Satisfactory
Lateral pull down/ shoulder press	Satisfactory	Rubber mulch Satisfactory
MUGA	Satisfactory	
Ancillary equipment	Comments	
Seats	Satisfactory.	
Bin x 1	Satisfactory	
Signs	Satisfactory	

DONCASTER METROPOLITAN BOROUGH COUNCIL

Playground Inspection Report

Fence	Satisfactory.
Dog Grid	Satisfactory
Veh Access Gate	Satisfactory, slide bar bent
Weather Conditions	Clear, sunny

Comments <i>General area</i>	Site tidy.
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Action taken at time of inspection	
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Inspected By:	S Freestone	Inspection Date:	06.06.25
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CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – SEPTEMBER 2025

1) CDC

- a) MUGA - **Confirmed the PC would pay outstanding invoice once snagging complete. Snagging list not complete – contractor to return to reinstate compound area w/c 6th October time. Need to consider payment prior to works being completed to ensure PC can receive funds back from CDC. On Agenda.**
- b) Land at top of Brockholes Lane – **Work will start on this towards Autumn/Winter.**
- c) Christmas Tree for Warren Park – **Clerk has informed CDC that they would like to order a 3m tree with them and the watering contract. Illuminations for the tree will be ordered once know quotes for electrical column and who owns lampposts. Met with two independent contractors and CDC for quotes. On Agenda.**

2) Recreation Ground/Garden Areas

- a) Fence Maintenance - **Handyman will continue to paint fence around KH.**
- b) Paint Playground – **Quotes sought for painting and on Agenda for approval.**
- c) 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.**
- d) Tree Work – **Contractor awarded job, insurance documents/RA/Method statements received and work took place on 22/08/25.**
- e) Bench – **bench removed and relocated to near the MUGA. Cost slightly more than quoted but Clerk approved under delegated authority (£310).**

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. Awaiting full response from Persimmon re: Placement of a Defib at Warren Park/Manor Farm. Priced up Defib and Case - £1367.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards.**
- c) Chapel Lane issues – **Ward Councillors have confirmed a letter has been wrote to the car garage informing them of the planning conditions regarding customer parking and giving them time to put this right.**
- d) New Development Consultation – **Many residents expressed their concerns to developer. Lee Pitcher MP held drop in session at KH on 28/07/25. Lee Pitcher's response sent to PC for consideration – on Agenda.**
- 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.**

5) Parish Council Procedures/Finance

- a) Website – **Updated regularly. Hopefully new gov.uk website be ready to go live by September 2025.**
- b) Emails – **Website updated with new email addresses provided. New emails now being used. Facebook – Updated regularly.**
- c) Policies – **None updated this month.**
- d) Risk Assessments – **Generic Risk Assessments reviewed, Carols Around Tree Risk Assessment reviewed, Village Hall Risk Assessment drafted and Fire Risk Assessment reviewed.**
- e) Unity Bank – **Provided Councillor Adams with details to contact Unity to rectify his issue re: logging in.**
- f) AGAR – **All documentation scanned and sent to PKF Littlejohn for auditing. Query received from PKF re Explanation of Variances – Clerk responded and awaiting reply.**
- g) Internal Audit Queries – **Clerk has worked through them and all completed.**
- 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 15th July 2025 – one resident attended requesting details of speed watch so details forwarded to Ward Councillors. Clerk has arranged future**

sessions with PCSO – next session 17/09/25 – combining with Councillor Drop In so a member to attend each session also – on Agenda.

7) Training/Networking

- a) CILCA qualification – **Clerk has passed.**
- b) Clerks Forum – **Clerk attended Forum with YLCA & other Clerks.**
- c) Events, Play Parks and Risk Assessment Webinar – **Attended and checked we do everything we need to do in such cases (we do) – webinar link shared with all Members incase they wish to watch it.**
- d) Business Fire Safety Responsibilities Webinar – **Attended along with Cllr Gibbins & the Caretaker**

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	Done
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	Done
03/04/2024	6.1	Phone persimmon and see if they'd give us permission to have 1/2hrs per month in their site office to engage with community	Clerk	05/04/2024	Y	Left a voicemail for persimmon to call me back
03/04/2024	6.2	Continue to chase CDC on MUGA	Clerk	Done	N	Awaiting Planning to remove condition and tender documents to be drawn up and sent out
03/04/2024	6.3	Continue to chase CDC on CCTV	Clerk	Done	N	Awaiting update from DF at CDC re: location and when will be installed
03/04/2024	7.2	Place a FB post thanking Cllr Innes for his work and welcoming Cllr Sprack	Clerk	05/04/2024	N	Done - scheduled for 07/04/24
03/04/2024	8.1	Write to KHMC informing them that the PC will take over cost of repairs once the Deed of Variation has been signed however they will not take on repairs already identified.	Clerk	05/04/2024	N	Emailed Chair of KHMC
03/04/2024	8.1	Contact Dickinson Wood and chase the Deed of Variation. Also ask about the legality of the PC charging rent to KHMC.	Clerk	05/04/2024	N	Done
03/04/2024	8.2	Request cost of pantomime from KHMC so PC can consider contribution at May meeting.	Clerk Cllr Gibbons	05/04/2024	N	Done - emailed Chair of KHMC requesting details and placed on May Agenda

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

01/05/2024	4.2	Set up Councillor Odell's PC email address	Clerk	02/05/2024	N	Done
01/05/2024	5.1.2	Inform Ward Councillors of a PC representative for their quarterly PC meeting	Clerk	02/05/2024	N	Done
01/05/2024	5.2	Inform CDC that happy to go out to tender with all 5 contractors	Clerk	02/05/2024	N	Done
01/05/2024	5.4	Inform CDC of new highways issue	Clerk	02/05/2024	N	Done - Ref; 201002486695
01/05/2024	6.2.1	Inform Branton Juniors that the Under 9s team can use the field - need sight of PL Insurance and would need to meet up to discuss MUGA, marking of pitch, nets, toilet facilities	Clerk	02/05/2024	N	Done - met Chris Alton of Branton Juniors on 04/05/24 and received copy of PL Insurance 07/05/24
01/05/2024	7.2	Confirm attendance at the webinar on 21/05/24 re: webiste accessibility in the Clerk's absence	Councillors	02/05/2024	N	Done - Councillor Odell attending - Clerk registered him on the webinar and sent him the information.
01/05/2024	8.1	Keep Chasing Dickinson Wood for Deed of Variation	Clerk		N	Done
01/05/2024	8.1	Respond to KHMC Chair's email regarding Deed/Repairs	Clerk	01/05/2024	N	Done in meeting with Members input
01/05/2024	9.1	Donate £500 to Auckley Show - contact organisers	Clerk	02/05/2024	N	Donation declined by Auckley Show as they have enough funding
01/05/2004	9.2	Donate £1000 to KHMC for Pantomime - inform KHMC	Clerk	02/05/2024	N	Donation made
01/05/2024	9.3	Advertise the litter pick on 11/05/24	Clerk	02/05/2024	N	FB Posts scheduled
01/05/2024	9.4	Inform St Wilfred's PTA member that we have no restrictions on banners advertising the Summer Fayre	Clerk	02/05/2024	N	Messaged Michelle Abele who enquired
01/05/2024	10.1	Pay invoices/payroll that has been approved	Clerk	10/05/2024	N	Done
01/05/2024	10.2	Print bank statements off for next month (due to problem with Unity this month) ready for signing	Clerk	03/06/2024	N	Done
01/05/2024	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
01/05/2024	15.1.5	Look at Department for Energy Security and Net Zero recently launched consultation and reply on behalf of the PC	Councillor Gibbins	10/06/2024	N	Relates to Wind Turbines so no comment needed
01/05/2024	17.1-17.2	Inform Warrens GBC of approved timesheets to arnrage payroll	Clerk	02/05/2024	N	Done
01/05/2024	17.3	Carry forward 3 hrs A/L from 2023/2024 to 2024/2025	Clerk	02/05/2024	N	Done
05/06/2024	3.1	Put approved minutes on website and file	Clerk	06/06/2024	N	Done
05/06/2024	4.2.2	Respond to resident re metal grid onto park	Clerk	11/06/2024	N	Done
05/06/2024	4.2.3	Contact Football team and inform time not convenient, maybe later	Clerk	06/06/2024	N	Done - no reply from Team
05/06/2024	4.2.4	Contact Air Ambulance/Recylcing and say happy to try a clothing bank on 3 month trial	Clerk	06/06/2024	N	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	4.2.5	Discuss with Handymen re: overhanging trees and potentially contact external arborist to quote for work	Clerk	07/06/2024	N	Urba Arborist attended 08/08/24
05/06/2024	4.2.6	Cllr Gibbins to contact resident from Rural Crescent	Cllr Gibbins	12/06/2024	N	Cllr Gibbins has responded to resident
05/06/2024	5.2	Confirm MUGA colours and markings with CdC	Clerk	06/06/2024	N	Done
05/06/2024	5.2.1	Resubmit SUEZ grant application	Clerk	Jul-24	N	
05/06/2024	6.1.1	Advertise the Clerk's desk for sale and purchase a second hand new larger desk/drawers for up to £150	Clerk	12/06/2025	N	No takers so keep current desk
05/06/2024	6.2.1	Add Website to November budget planning	Clerk		N	Done - look at in November when draft budget
05/06/2024	6.2.2	Add Councillor Sprack as PC Admin/Moderator on FB	Clerk	22/08/2024	N	Done and asked Cllr Sprack to accept invitation

05/06/2024	7.1	Get KHMC Members to sign Deed of Variation and then Scan and return to Dickinson Wood	Clerk	07/06/2024	N	Done - Signed 07/06/24 and scanned and returned to Dickinson Wood & KHMC on 10/06/24
05/06/2024	8.1	Amend Newsletter and publish in Arrow & Today publicatioins	Clerk	07/06/2024	N	Done
05/06/2024	8.2	Order Tommy Silhouette	Clerk	11/06/2024	N	Done
05/06/2024	9.1	Pay invoices/payroll	Clerk	13/06/2024	N	Done
05/06/2024	9.2.1 & 9.2.2	Complete Bank changes form and send to Unity	Clerk	13/06/2024	N	Done - Need Cllr Odell's signature upon his return from leave then can do
05/06/2024	9.3	Transfer £30K from current account to Savings account to gain interest	Clerk	13/06/2024	N	Done
05/06/2024	9.4	Look at payroll data following Internal Auditor's Report	Clerk	01/06/2024	N	Done - only 1 error as highlighted by PC IA however checked with Warrens GBC and HMRC Account up to date
05/06/2024	9.5.1-9.5.3	Send AGAR to external auditor	Clerk	10/06/2024	N	Done
05/06/2024	9.5.1-9.6	Put AGAR and Notice of Public Rights on Notice Boards & Website	Clerk	07/06/2024	N	Done
05/06/2024	10.1.1- 10.1.7	Amend policies and publicise on Website and print off and place in Folder	Clerk	12/06/2024	N	Done
05/06/2024	11.1	Send CDC Feedback on Planning Applications	Clerk	07/06/2024	N	Done
05/06/2024	12.1	Liaise with SYP and coordinate/publish Police Drop Ins	Clerk			
05/06/2024	13.2	Send Cllr Williams apologies to YLCA SY Branch Meeting and confirm Cllr Gibbins attendance	Clerk	07/06/2024	N	Done
05/06/2024	13.3	Book Clerk a place on regional training day	Clerk	07/06/2024	N	Done
05/06/2024	13.4	Write to Finningley PC requesting split costs of Clerk's training	Clerk	07/06/2024	N	Done
05/06/2024	16.1-16.2	Send Clerk & Handyman's Timesheets to Warrens GBC for payroll data	Clerk	06/06/2024	N	Done
03/07/2024	3.1	Put approved minutes on website and file	Clerk	04/07/2024	N	Done
03/07/2024	5.5	Repair damage to park and rotting/loose treads on steps upto Monkey Bars	Handyman	08/07/2024	N	Clerk informed Handyman of decision. Parts for damage ordered and will repair once arrive
03/07/2024	5.6	Report hedge at back of Hagans to CDC	Clerk	04/07/2024	N	Done
03/07/2024	5.6	Report overgrown footpath at side of River Torne to Environment Agency	Clerk	04/07/2024	N	Done
03/07/2024	7.2	Chase resident for completed Hire of Field form and confirmation re: insurance prior to use	Clerk	09/07/2024	N	Received
03/07/2024	7.6	Inform KHMC that the PC will split the cost of the installation of the new meter	Clerk	04/07/2024	N	Informed KHMC
03/07/2024	7.4	Contact Urban Arboist to accept their quote and book work for Doncaster Road	Clerk	04/07/2024	N	Done - awaiting confirmation of when work will take place
03/07/2024	7.5	Confirmed Cllrs to close gates in Clerk/Caretaker absence for 06/07/24 & 13/07/24	Cllr Odell Cllr Gibbins	06/07/24 13/07/24	N	Done
03/07/2024	8.1	Report maintenance of brick built bus shelter (near Badgers Holt) to Travel South Yorkshire	Clerk	04/07/2024	N	Done
03/07/2024	9.1	Pay Invoices/Payroll	Clerk	12/07/2023	N	Done and Members asked to authorise
03/07/2024	9.2	Get Cllr Rushby to sign the Bank Reconciliation	Clerk	15/07/2024	N	Done
03/07/2024	9.4	Submit VAT Reclaim	Clerk	04/07/2024	N	Done
03/07/2024	9.5	Get Cllr Rushby to sign the bank statements	Clerk	15/07/2024	N	Done
03/07/2024	10.1.1-10.1.7	Amend Policies as stated and place on Website and in folder	Clerk	08/07/2024	N	Done

03/07/2024	10.1.1-10.1.7	Update Policy List and place in folder	Clerk	08/07/2024	N	Done
03/07/2024	10.1.5	Contact YLCA and seek guidance on trigger period and other queries in Capability Policy	Chair		Y	Clerk emailed Chair 08/07/24 reminding him to submit a ticket re: this issue and chased 21/08/24
03/07/2024	11.1.1-11.1.2	Clerk to update FB posts re: poppies and seeking volunteers to sew	Clerk	Conitnually advertise and moreso	N	Posts scheduled
				September 24		
03/07/2024	12.2	Clerk to advertise Carols Around the Tree event nearer the time - 06/12/24	Clerk	Oct/Nov	N	Done
03/07/2024	12.3	Clerk to confirm Carols Around the Tree event with Armthorpe Elmfield Brass Band and request invoice	Clerk	08/07/2024	N	Clerk emailed and confirmed and requested invoice - awaiting receipt of same
03/07/2024	12.4	Inform Christmas Plus & RJ Electricial that lights want illuminating by 30/11/24 and removing on 06/01/25	Clerk	08/07/2024	N	Done
03/07/2024	13.1.1-13.1.3	Provide CDC Planning with PC comments	Clerk	04/07/2024	N	Done
03/07/2024	13.2	Request clarify from CDC planning re: S.106 monies re: Land at South of Doncaster Rd	Clerk	04/07/2024	Y	Emailed CDC Planning Department - await reply
03/07/2024	15.3	Inform YLCA of apologies/attendance for YLCA Joint Annual Meeting on 20/07/24	Clerk	04/07/2024	N	Done
03/07/2024	18.1-18.3	Provide Warrens GBC with payroll information	Clerk	04/07/2024	N	Done
04/09/2024	2.1	Forward Amended ROI Form to Cllr Odell	Clerk	05/09/2024	N	Done
04/09/2024	3.1	Put approved minutes on website and file	Clerk	05/09/2024	N	Done
04/09/2024	4.2.2	Report fallen trees on Milton Road to CDC	Clerk		N	Done
04/09/2024	4.2.3	Contact resident re: volunteering and arrange suitable date	Clerk	05/09/2024	Y	Contacted resident - he will get back to us with dates
04/09/2024	4.2.3	Draft Risk Assessment for volunteering/painting	Clerk	05/09/2024	N	Done - going to PC on 02/10/24 for approval
04/09/2024	5.1	Advertise Community Skip for 30/11/24 nearer time and once we know venue	Clerk	Oct/Nov	N	Done
04/09/2024	5.3	Chase CDC re; CCTV Update	Clerk		N	Done - still awaiting confirmation of electrics
04/09/2024	5.4	Report sunken drain on Whiphill Top Lane near new build entrance	Clerk		N	Done
04/09/2024	6.1	Email YLCA to request Chair's YLCA Log in details are sent direct to him	Clerk	05/09/2024	N	Done
04/09/2024	6.1	Chair to raise ticket with YLCA re:Capability Policy once gets log in details	Chair		Y	
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

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

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

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

04/12/2024	5.4	Provide a response to the remote meetings consultation	Parish Council via Clerk	04/12/2024	N	
04/12/2024	6.2	Chase CDC for reply regarding 5% of invoice	Clerk		N	Done on numerous occasions - awaiting reply - £1k off balance
04/12/2024	6.3	Continue to Chase CDC re: CCTV installation dates so we can do a FB post to update residents	Clerk		N	Done on numerous occasions - awaiting reply - escalated to Cabinet Member & Ward Cllr
04/12/2024	6.5	Check if house at end of Moor View have dug some of pavement up and check permission received from CDC	Cllr Odell/Clerk	16/12/2024	N	Cllr Odell confirmed house has installed a dropped curb - Clerk checked with CDC whether permission had been sought for this work - all is legal
04/12/2024	7.2.1	Check if a licence is required to generate QR codes (for inclusion on Agenda)	Clerk		Y	
04/12/2024	8.2.1	Await YLCA re: Solar export then update PC so Cllr Gibbins can update KHMC at their January meeting	Clerk	05/12/2024	N	Advice received back, fed back to PC and asked Cllr Gibbins to update KHMC at their January meeting
04/12/2024	8.2.2	Ask the Handyman to grit car park when he grits paths around KH	Clerk	12/12/2024	N	Done
04/12/2024	9.1	Send Cllr Adams Bus Consultation email	Clerk	04/12/2024	N	Done
04/12/2024	9.1	Members to send their comments on bus consultation back to Clerk before end of month to enable her to formulate a PC response for approval at January meeting	All Cllrs		N	No responses
04/12/2024	9.2	Send Chairman link to YLCA SY Branch Meeting	Clerk	04/12/2024	N	Done
04/12/2024	9.3	Contact CDC re; licence for land at top of Brockholes Lane to make improvements	Clerk		N	Done - carrying out undertaker checks before obtaining licence
04/12/2024	9.4	Make a FB asking residents to continue knitting/crocheting poppies to improve the displays in 2025	Clerk	12/12/2024	N	FB post scheduled
04/12/2024	9.4	Purchase resident who made postbox topper flowers to say thank you	Clerk	13/12/2024	N	Collected 13/12/24 and delivered
04/12/2024	9.5	Advertise the next Litter Pick on 25/01/25 on FB	Clerk	12/12/2024	N	Posts scheduled
04/12/2024	10.1	Pay invoices/payroll	Clerk	12/12/2024	N	Done
04/12/2024	10.3	Contact Thorne Lions re Donation	Clerk	04/12/2024	N	Emailed and also contacted via website - awaiting reply with clarity of bank details - chased and got no reply
04/12/2024	10.4	Consider first draft of budget and let Clerk know of any amendments	All Cllrs		N	Done
04/12/2024	10.4	Clerk to continue to chase up quotes and incorporate in 2nd draft	Clerk		N	Done
04/12/2024	10.4	Send Cllr Adams the draft budget and associated papers	Clerk	04/12/2024	N	Done
04/12/2024	11.1	Put amended Publication Scheme on website	Clerk	11/12/2024	N	Done
04/12/2024	12.1.1 & 12.1.2	Provide response to CDC re: planning applications	Clerk	04/12/2024	N	Done
04/12/2024	13.1	Advertise next Police Drop In on 18/12/24 at 6pm at KH	Clerk	04/12/2024	N	FB post scheduled
04/12/2024	14.1	Send Cllr Adams PCJCC email and papers	Clerk	04/12/2024	N	Done
04/12/2024	14.2	Book the Chairman and Vice Chairman on "Breaking the Mould" training with YLCA for March 2024	Clerk	05/12/2024	N	Done and paid for - emailed Cllr Williams & Cllr Gibbins informing them of same
04/12/2024	14.2	Place Breaking the Mould training in diary for 26/03/25 at 12noon	Cllr Williams & Cllr Gibbins	12/12/2024	N	Clerk reminded them to
04/12/2024	17.1 & 17.2	Send Warrens GBC Clerk & Handyman's timesheets and confirm 16hrs overtime to be paid for Clerk	Clerk	04/12/2024	N	Done

04/12/2024	17.3	Send Handyman letter inviting him to join pension scheme, agreed to pay his bank holidays so inform of an extra 21 hrs leave and also write to him about training	Clerk	10/12/2024	N	Letters drafted and sent to Chair for approval then sent to Handyman
04/12/2024	17.3	Inform Warrens GBC that Handyman joining pension from 01/02/25 and also about annual leave/bank holiday entitlement	Clerk	11/12/2024	N	Done
04/12/2024	17.3	Put Handyman's payscale on January 2025 Agenda	Clerk	05/12/2024	N	Done
04/12/2024	17.4	Write to Clerk informing of additional 21 hours to cover bank holidays being added to annual leave and also about training	Chairman	11/12/2024	N	Letters drafted and sent to Clerk
08/01/2025	3.1	Put approved minutes on website and file	Clerk	09/01/2025	N	Done
08/01/2025	5.1	Contact Manor Farm resident once receive contact details from Cllr Jones	Clerk	14/01/2025	N	Met with residents and updated PC
08/01/2025	5.2.1	Respond to CDC re: balance for MUGA and pay once receive amended invoice	Clerk	14/01/2025	N	Reply received
08/01/2025	5.2.2	Add MUGA opening and compile report for logistics of MUGA for February meeting	Clerk	15/01/2025	N	Done
08/01/2025	5.3	Escalate CCTV to Cabinet Member and Ward Councillors due to no response from CDC	Clerk	09/01/2025	N	Should be installed w/c 10/02/25
08/01/2025	5.4	Obtain two more quotes for tree inspections & report and then commission cheapest to carry out inspection	Clerk	14/01/2025	N	Report received and on May agenda for consideration
08/01/2025	5.5	Carry out statutory undertaker checks for land at Brockholes Lane prior to contacting CDC for licence	Clerk	14/01/2025	N	Done
08/01/2025	5.6	Report Drains on Milton Road, Whiphill Top Lane & Valley Drive	Clerk	14/01/2025	N	Done
08/01/2025	6.2	Chase gov.uk domain/emails	Clerk	10/01/2025	N	Domain secured and work ongoing
08/01/2025	7.1	Pay additional Insurance Premium	Clerk	15/01/2025	N	Done
08/01/2025	7.3.1	Pay £335.61 to KHMC for Energy Export	Clerk	15/01/2025	N	Done
08/01/2025	7.3.2	Contact Highways re: Cones on Kilham Lane for events	Clerk	13/01/2025	N	Done - CDC responded and shared with Members & KHMC
08/01/2025	8.1	Draft Article for Arrow re: Poppies and request volunteers attend for photo on Friday	Clerk	13/01/2025	N	Done - Article drafted and sent to Cllrs for approval Emailed WI/CC and put post on FB for volunteers for photo
08/01/2025	10.1	Pay invoices/payroll	Clerk	15/01/2025	N	Done
08/01/2025	10.2	Amend the budget following discussions and resend to Members	Clerk	14/01/2025	N	Done and finalised
08/01/2025	10.3	Send Parish Precept to CDC	Clerk		N	Done
08/01/2025	10.4	Complete and send application form/supporting documents to Unity to add Cllr Adams to bank	Clerk	09/01/2025	N	Done - awaiting confirmation from Unity
08/01/2025	10.5	Inform Claire Wellings that she has been appointed as IA	Clerk	16/01/2025	N	Done
08/01/2025	10.6	Get PC's Auditors to sign bank statements	Clerk/Cllr Rushby & Cllr Butterworth		N	Done
08/01/2025	11.1.1 to 11.1.3	Provide response to CDC re: planning applications	Clerk	09/01/2025	N	Done
08/01/2025	16.1 to 16.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	09/01/2025	N	Done

08/01/2025	16.3 to 16.4	Inform Warrens GBC the new paycales from 01/04/25	Clerk	09/01/2025	N	Done
08/01/2025	16.5	Organise the Clerk's Appraisal with the Chairman	Clerk		N	Booked for 25/03/25
05/02/2025	3.1	Amend minutes and scan and update website	Clerk	12/02/2025	N	Done
05/02/2025	4.2	Report highway issues for Manor Farm residents to CDC	Clerk	06/02/2025	N	Done and informed Manor Farm contact
05/02/2025	4.2	Report e-scooters/drugs at Manor Farm to PCSO	Clerk	06/02/2025	N	Done and informed Manor Farm contact
05/02/2025	4.2	Request a meeting with Persimmon re: Cantley development	Clerk	06/02/2025	Y	Awaiting reply
05/02/2025	5.2.1	Chase CDC/Fosse for snagging list	Clerk	06/02/2025	N	Done
05/02/2025	5.2.1	Inform CDC not paying balance of invoice until snagging list is complete	Clerk	06/02/2025	N	Done
05/02/2025	5.2.2	Do a Facebook post about MUGA usage	Clerk	06/02/2025	N	Done - scheduled a post
05/02/2025	5.3	Chase CDC re: CCTV Cameras	Clerk	06/02/2025	N	Should be installed w/c 10/02/25
05/02/2025	5.4	Report Highway issues raised by Members to CDC	Clerk	06/02/2025	N	Done
05/02/2025	6.1	Apply for new grant for plants/shrubs for Brockholes Lane	Clerk	11/02/2025	N	Done - no suitable grants available
05/02/2025	6.2	Put Parish Precept document on website	Clerk		N	Done
05/02/2025	8.1	Coordinate convenient date for Cllr Rushby & Cllr Butterworth to carry out Internal Control check	Clerk	07/02/2025	N	Done - scheduled for 12/03/25
05/02/2025	9.1	Amend newsletter as per discussion and send to Arrow Publications and Today Publications	Clerk	06/02/2025	N	Done
05/02/2025	10.1	Pay invoices/payroll	Clerk	13/02/2025	N	Done
05/02/2025	10.2-10.3	File 3rd Quarter Budget Monitoring Report & Bank Reconciliation in Audit file	Clerk	07/02/2025	N	Done
05/02/2025	10.4	Make 3rd Quarter VAT Claim with HMRC	Clerk	07/02/2025	N	Done
05/02/2025	10.5	Get PC's Auditors to sign bank statements	Clerk	05/02/2025	N	Done
05/02/2025	11.1	Provide response to CDC re: planning application	Clerk	06/02/2025	N	Done
05/02/2025	12.1.1	Finalise MUGA RA and save	Clerk	08/02/2025	N	Done
05/02/2025	12.2.1-12.1.6	Finalise reviewed policies, put on website, and file electronically	Clerk	08/02/2025	N	Done
05/02/2025	12.2	Draft an Members Expenses Policy	Clerk	11/02/2025	N	Done
05/02/2025	13.1	Advertise Police Drop In session on Facebook	Clerk		N	Done - posts scheduled
05/02/2025	16.1-16.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	05/02/2025	N	Done
05/02/2025	16.1	Send Clerk's Qtr 3 mileage to Warrens GBC for inclusion in payroll	Clerk	05/02/2025	N	Done
05/03/2025	3.1	Put approved minutes on website and file	Clerk	10/03/2025	N	Done
05/03/2025	5.2	Clerk to monitor snagging list on MUGA	Clerk	Ongoing	Y	Awaiting snagging list completion. Chased CDC
05/03/2025	5.2	If Clerk satisfied that the snagging list is complete, pay CDC's outstanding invoice	Clerk	Outstanding	Y	Awaiting snagging list completion
05/03/2025	5.2	Source quotes for football nets for within the MUGA	Clerk	17/03/2025	N	Done
05/03/2025	5.4	Sign and return the Licences to CDC re: Brockholes Lane	Clerk	12/02/2025	N	Done
05/03/2025	5.4	Complete the Grant Application for Brockholes Lane	Clerk	07/03/2025	N	Done and submitted
05/03/2025	5.4	Draw a rough plan for works at Brockholes Lane	Gardener/Handyman		N	Received and PC approved April
05/03/2025	5.6	Report Highway issues raised by Members to CDC and Ward Cllrs	Clerk	11/03/2025	N	Done

05/03/2025	7.1	Pay the Gates Invoice	Clerk	14/03/2025	N	Done
05/03/2025	8.1	Pay difference in ICO fee from reserves or vire from another budget heading	Clerk	Due April/May	N	PC Approved in April - awaiting DD to go out bank
05/03/2025	9.1	Confirm donation to Auckley Parish Council and ask when donation would be required	Clerk	11/03/2025	N	Done and diarised for April to make payment
05/03/2025	10.1	Pay Invoices/Payroll	Clerk	14/03/2025	N	Done
05/03/2025	10.2	Get PC's Auditors to sign bank statements	Clerk	05/03/2025	N	Done
05/03/2025	10	Chase Unity to see about Cllr Adams log in details for banking	Clerk	10/03/2025	N	Had confirmation Cllr Adams has this now
05/03/2025	11.1.1	Provide response to CDC re: planning application	Clerk	05/03/2025	N	Done
05/03/2025	12.1.1 - 12.1.4	Make suggested amendments to Policies then place on Website	Clerk		N	Done
05/03/2025	12.2.1-12.2.2	Finalise new policies and place on website	Clerk		N	Done
05/03/2025	12.1.2	Draft a poster for KH Field for prohibited activities as per policy	Clerk	10/03/2025	Y	Done - Shared with Members for approval - awaiting replies
05/03/2025	13	Place Training report on website for transparency purposes	Clerk	10/03/2025	N	Done
05/03/2025	13	Book Cllr Gibbins on YLCA Managing Playing Fields and MUGA training course	Clerk	05/03/2025	N	Done
05/03/2025	14	Advertise the next Police Drop In on Facebook	Clerk	05/03/2025	N	Done and future posts scheduled
05/03/2025	17.1 & 17.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	05/03/2025	N	Done and payroll received and checked by Vice Chairman
02/04/2025	3.1	Put approved minutes on website and file	Clerk	03/04/2025	N	Done
02/04/2025	4.2	Send Chairman map of land behind St Wilfreds School to determine ownership of woodland	Clerk	03/04/2025	N	Done - Chair confirmed ownership
02/04/2025	5.1	Raise concerns regarding lack of response to current situations at Manor Farm and that the PC doesn't want same issues at Cantley/Branton site with Persimmon. Request better liaison and potential drop in on Manor Farm for PC	Clerk	07/04/2025	N	Clerk meeting with Persimmon & Ward Cllr
02/04/2025	5.2	Clerk to approach Molly Lanaghan's family to see if she'd be free and interested in opening the MUGA	Clerk		N	Spoke to brother and unfortunately she is working in London and too busy
02/04/2025	5.4	Report Highway issues raised by Members to CDC	Clerk	03/04/2025	N	Done
02/04/2025	7.1	Check with SER Fire & Security about Fire alarm in new store cupboard and purchase if needbe	Clerk	03/04/2025	N	Spoke to SER - he doesn't think it will be an issue imminently so he'll look at this when he carries out his annual fire check later in the year
02/04/2025	8.1	Finalise RM Schedule and place on Website	Clerk	03/04/2025	N	Done
02/04/2025	8.2	Check with CDC whether CCTV will need adding to our Asset Register	Clerk	03/04/2025	Y	Awaiting reply
02/04/2025	8.3	Place internal control document on website	Clerk	03/04/2025	N	Done
02/04/2025	9.1	Pay Invoices/Payroll	Clerk	14/04/2025	N	Done
02/04/2025	9.2	Place 4th Quarter Bank Reconciliation on website and file	Clerk	03/04/2025	N	Done
02/04/2025	9.3	Make 4th Quarter VAT Claim	Clerk	03/04/2025	N	Done
02/04/2025	9.4	Place 4th Quarter BMR on website	Clerk	03/04/2025	N	Done
02/04/2025	10.1	Provide response to CDC re: planning application	Clerk	03/04/2025	N	Done
02/04/2025	11	Advertise the next Police Drop In on Facebook	Clerk	03/04/2025	N	Posts scheduled
02/04/2025	12	Place feedback from PCJCC meeting and PROW meeting on next Agenda	Clerk	04/04/2025	N	Done

02/04/2025	14.1	Publicise change of date for May Annual PC Meeting and Annual Parish Meeting on Website & Facebook	Clerk	03/04/2025	N	Done
02/04/2025	15.1 & 15.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	03/04/2025	N	Done
02/04/2025	15.3 & 15.5	Obtain quote from car insurance companies for difference to business insurance for Handyman & Clerk	Clerk			
14/05/2025	1.1	Sign declaration of acceptance of office	Chairman	14/05/2025	N	Done
14/05/2025	1.1	Scan Declaration of acceptance of office and send to Monitoring Officer and YLCA	Clerk	21/05/2025	N	Done
14/05/2025	1.2	Scan all members declarations of acceptance of office and ROI and send to the monitoring officer	Clerk	21/05/2025	N	Done
14/05/2025	1.6.1-1.6.5	Update Reps on External Bodies list and also inform external bodies of the representatives	Clerk	15/05/2025	N	Doe
14/05/2025	1.10	Finalise SO's and Financial Regulations and place on Website and in Policies Folder	Clerk	16/05/2025	N	Done
14/05/2025	1.17	Inform Warrens GBC that the PC are happy for their to continue using their services	Clerk	15/05/2025	N	Done
14/05/2025	1.19	Advertise the dates of the ordinary meetings of the Council on the website and notice boards	Clerk	16/05/2025	N	Done
14/05/2025	3.1	Put approved minutes on website and file	Clerk	15/05/2025	N	Done
14/05/2025	4.2.1	Draft letter to YWP in support of residents	CLerk	15/05/2025	N	Done and sent to YWP
14/05/2025	4.2.2	Confirm the Coffee Club that request for bench on KH has been approved but placement will need to be decided nearer time due to resident concerns	Clerk	20/05/2025	N	Done
14/05/2025	4.2.3	Provide links to CDC reporting for inconsiderate parking/running a business from home and SYP on FB and direct residents to PC website Useful Information Page	Clerk	16/05/2025	N	Done
14/05/2025	4.2.4	Confirm to resident PC will support them in request to CDC for caution horse signs in Branton, and report to CDC	Clerk	16/05/2025	N	Done
14/05/2025	5.1	Change end of advert for Co-option date to 20th June and advertise on website, FB and notice Boards	Clerk	16/05/2025	N	Done
14/05/2025	5.2	Contact CDC Archives to take 2021 to 2024 Minutes	Clerk	19/05/2025	N	Done - awaiting date to take them in
14/05/2025	5.3	Inform YLCA of Cllr Williams apologies for branch meeting, Cllr Gibbins attendance and agenda item	Clerk	15/05/2025	N	Done - informed Cllr Gibbins of deadline date for paper to YLCA
14/05/2025	6.3	Obtain two additional quotes for tree works and commission cheapest quote	Clerk		N	Quotes received and considered at July meeting
14/05/2025	6.4	Report Highway issues raised by Members to CDC	Clerk	16/05/2025	N	Done
14/05/2025	7.2	Provide members with passwords and instructions how to set up gov.uk email address	Clerk	15/05/2025	N	Done
14/05/2025	7.2	Inform Aires that PC website is OK as it is and to add a Biodiversity page	Clerk	15/05/2025	N	Done
14/05/2025	8.1	Look at planning application for Everingham Place re: speed limit and road lighting on bridge and report back to PC/KHMC	Clerk	22/05/2025	N	CDC responded to enquiries and replies sent to Members and Chair of KHMC for information/sharing.
14/05/2025	9.1	Confirm to KHMC that PC will donate £1000 for pantomime and request bank details and pay	Clerk	19/05/2025	N	Done

14/05/2025	10.1	Pay Invoices/Payroll	Clerk	14/05/2025	N	Done
14/05/2025	10.2	Additional member to sign Unity Bank form, scan and send to Unity with appropriate minute number to remove Joanne Rushby from the banking	Clerk	21/05/2025	N	Done
14/05/2025	10.3	Councillors to sign bank statements	Cllr Butterworth & Cllr Odell	14/05/2025	N	Done
14/05/2025	11.1	Amend Biodiversity Policy then place on Website and in Policy Folder	Clerk	19/05/2025	N	Done
14/05/2025	12.1-12.4	Provide response to CDC re: planning application	Clerk	15/05/2025	N	Done
14/05/2025	13.1	Advertise the next Police Drop In on Facebook	Clerk	15/05/2025	N	Done
14/05/2025	14.4	Book place on online Fire Marshall Training	Clerk	19/05/2025	N	Done
14/05/2025	14.5	Nominate Cllr Julia Staniforth of Auckley PC for YLCA SY Branch meeting	Clerk	16/05/2025	N	Done
04/06/2025	3.1	Put approved minutes on website and file	Clerk	05/06/2025	N	Done
04/06/2025	3.2	Put noted Annual Parish Meeting minutes on website	Clerk	05/06/2025	N	Done
04/06/2025	4.2.2	Put PC letter and YWP Response on Website and FB for residents to see, and share to Branton Village Voice FB Page	Clerk	09/06/2025	N	Done
04/06/2025	4.2.2	Text Cllr Butterworth contact at YWP who I sent our letter to for resident who has enquired where to send a petition to	Clerk	05/06/2025	N	Done
04/06/2025	4.2.2	Request YWPCC restarts and meets quarterly	Clerk	05/06/2025	N	Emailed Andrew Shirt who was admin for group, he is no longer doing this and someone from YWP will respond in due course. YWP responded stated meetings will be set up but will be annually.
04/06/2025	4.2.3	Inform resident that Branton FC Under 6's can use the field on a trial basis, depending on car parking situation	Clerk	05/06/2025	N	Done
04/06/2025	5.1	Advertise the Community Skips on 21/06/25	Clerk	05/06/2025	N	Done and scheduled up to date of skip
04/06/2026	5.1	Advertise Ward Cllrs speed awareness initiative	Clerk	05/06/2025	N	Done
04/06/2025	5.3	PC were not notified of roadworks at roundabout/Doncaster Road/Warning Tongue Lane by CDC - raise it with CDC	Clerk	09/06/2025	N	CDC informed PC on 06/05/25 about the same - shared on FB page and to Village Voice page
04/06/2025	5.3	Email Ward Cllrs the information received from CDC re: speed limit over motorway bridge and street lighting re: new development	Clerk	05/06/2025	N	Done
04/06/2025	5.3	Write to Streetscene to see if they own the land at the side of the house (at bottom of Moor View) or whether it is the residents land	Clerk	05/06/2025	N	Response received from Streetscene - the grass verge roadside and footpath is adopted but the strip of land running alongside property on Moor View is responsibility of homeowner as unadopted. Updated members.
04/06/2025	6.1	Councillor Adams still can't access the account. Ring up/message Unity and try to resolve	Clerk	10/06/2025	N	Contacted Unity - they've asked Cllr Adams to call them to resolve. Forwarded details onto Cllr Adams to action.
04/06/2025	6.2	Clerk to provide Members with Peter at Aires' contact number so they can ring if they have any problems setting up their gov.uk email address	Clerk	05/06/2025	N	Done
04/06/2025	7.1	Clerk is requested to obtain quotes for removal and reinstallation of the bench at Kilham Hall	Clerk		N	Quotes received and contractor booked

04/06/2025	7.2	Await 3rd quote from Urban Arborist then circulate to Members to determine which quote to accept for Tree Work at Kilham Hall	Clerk	09/06/2025	N	Quote received and considered at July meeting
04/06/2025	8.1	Amend Newsletter to incorporate list of activities in MUGA and speed awareness training if possible	Clerk	05/06/2025	N	Done and send to Arrow Publications and Today Publications for publishing in their next edition
04/06/2025	8.2	Confirm with CDC the purchase of a 3m tree and contract with them for watering	Clerk	10/06/2025	N	Done
04/06/2025	9.2	Pay Invoices/Payroll	Clerk	12/06/2025	N	Done - requested Members to approve
04/06/2025	9.3.1 - 9.4	Scan and send AGAR to PKF Littlejohn's together with supporting documentation	Clerk	08/06/2025	N	Done
04/06/2025	9.3.1 - 9.4	Put the notice of public rights on all 3 notice boards and website	Clerk	08/06/2025	N	Done
04/06/2025	9.3.1-9.4	Put AGAR documents on website	Clerk	08/0/25	N	Done
04/06/2025	12.1	Check PC phone for text from Chairman re: ownership of wooded area behind Branton St Wilfreds School and see if can make contact with the owner about falling trees	Clerk		Y	Zodilac family - had a look online, can't find anything. Tried to look at Electoral register but can only do by appointment - messaged members to see if they wanted me to do this or if one of them could or whether to order land register title document at £7. Await members replies.
04/06/2025	15.1-15.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	05/06/2025	N	Done
02/07/2025	3.1	Put approved minutes on website and file	Clerk	03/07/2025	N	Done
02/07/2025	4.1	Send Barbara from Coffee Club the details for the marmax benches	Clerk	02/07/2025	N	Done
		Write to Head of St Wilfreds about running an art competition over summer holidays for a design to cover up the graffiti				Awaiting reply
02/07/2025	4.2.3	Write to Environment Agency about fallen branch on footpath next to River Torne (Branton Side)	Clerk	03/07/2025	Y	
02/07/2025	4.2.4	Forward Councillor Boyds Declaration of Office form to CDC Monitoring Officer	Clerk	02/07/2025	N	Done and branch been removed and verges cut
02/07/2025	5.3	Send Councillor Boyd a Register of Interests form for completion and return, then send to Monitoring Officer	Clerk	05/07/2025	N	Done
02/07/2025	5.3	Advertise the next litter pick on FB - Saturday 3rd August at 9.30am	Clerk	03/07/2025	N	Done - scheduled FB posts
02/07/2025	5.4	Defer to next meeting and continue to chase Persimmon for plan	Clerk	08/07/2025	N	
02/07/2025	5.5	Report Highway issues raised by Members to CDC	Clerk	07/07/2025	Y	Put on September Agenda
02/07/2025	6.3	Determine ownership of wooden fencing on Valley Drive	Clerk	03/07/2025	N	Done
02/07/2025	6.3				N	PC's ownership
02/07/2025	7.2	Send the link to new website to Councillor Boyd	Clerk	03/07/2025	N	Done
02/07/2025	7.2	Set up email address for Councillor Boyd (both outlook in short term and gov.uk for future)	Clerk	03/07/2025	N	Done
02/07/2025	7.2	Await Members feedback on website and forward to Aires before August	Clerk	03/07/2025	N	Done
02/07/2025	7.2.1		Clerk	03/07/2025	N	
02/07/2025	8.1.1 to 8.1.6	Arrange relevant annual inspections in co-ordination with the Caretaker when required	Clerk	Between Sept & Nov 2025	Y	
02/07/2025	8.2	Obtain quotes for painting playground equipment	Clerk	07/07/2025	N	Done - going to September meeting

02/07/2025	8.3	Contact Gary Lee and ask for availability to remove and reinstate the bench	Clerk	07/07/2025	N	Done
02/07/2025	9.1	Pay Invoices/Payroll	Clerk	11/07/2025	N	Done
02/07/2025	9.2	Upload 1st Qtr Bank Reconciliation onto Website	Clerk	03/07/2025	N	Done
02/07/2025	9.4	Submit 1st Qtr VAT return with HRMC	Clerk	07/07/2025	N	Done
		Finalise policies and place on website. Print off and put in file				Done
02/07/2025	10.1.1-10.1.5	file	Clerk	09/07/2025	N	
02/07/2025	10.1.1-10.1.5	Update Policies Contents list and place in file	Clerk	09/07/2025	N	Done
		Finalise procedures and upload on website and put in file.				Done
02/07/2025	10.2.1-10.2.3		Clerk	09/07/2025	N	
		Forward DAA to KHMC Chair for putting on their next agenda for approval				Done
02/07/2025	10.2.3		Clerk	08/07/2025	N	
02/07/2025	11.1.1-11.1.2	Advertise poppy donations on FB and also for volunteers to make the displays	Clerk	Between now & Oct 2025	Y	Ongoing
		Advertise Carols Around Tree Event nearer the time - 5th December				Schedule nearer time
02/07/2025	12.1	Book Armthorpe Elmfield Brass Band for Carols Around Tree Event	Clerk	Nov-25	Y	
02/07/2025	12.2	Ask Armthorpe Elmfield Band to provide us with playlist/running order of songs before 5/12/25	Clerk	04/07/2025	N	Done
02/07/2025	12.2	Order 5 strings of lights for Old Cantley Christmas Illuminations from Christmas Plus	Clerk	Nov-25	N	Diarised for November 2025
02/07/2025	12.3	Order 25 strings of lights for Warren Park tree from Christmas Plus	Clerk		Y	
02/07/2025	12.4	Order 10 additional sets of lights for the other 3 trees in parish	Clerk		Y	
02/07/2025	12.5	Inform R J Electrical & Christmas Plus of the dates for illuminating trees so they can work out when to install the lights	Clerk		Y	Done
02/07/2025	12.6		Clerk	07/07/2025	N	
02/07/2025	13.1.1-13.1.3	Provide response to CDC re: planning application	Clerk	03/07/2025	N	Done
02/07/2025	14.1	Advertise the next Police Drop In - 15th July 2025	Clerk	03/07/2025	N	Scheduled FB posts
02/07/2025	15	Place Village Hall Webinar on September's Agenda	Clerk	03/07/2025	N	Done
02/07/2025	18.1-18.2	Forward timesheets and mileage claim to Warrens GBC to enable payroll data to be processed	Clerk	03/07/2025	N	Done



Alfred Bagnall & Sons (East Midlands) Ltd
Needham House
West Avenue
Doncaster, DN4 0PQ

Our Ref: 78049 **Your Ref:**

Tel: 01302 853259

Web:

Cantley with Branton Parish Council
Kilham Lane
Branton
Doncaster
DN3 3PF

Date: 14 July 2025

Dear Mrs Walton

Kilham Hall Playing Field

We acknowledge and thank you for your recent enquiry and submit our quotation for your consideration.

Following our recent site survey we offer to undertake the above works as follows:

Specification

Previously Painted Park Steels – Prepare and apply TWO coats of conbicolour steel paint to required colour. Please note that all paint is to be provided by the client.

Access - We have allowed for conventional painters' access equipment including ladders and step access only.

Hours Worked - We have allowed for all work to be undertaken during normal working hours:-

Monday – Thursday	0800 – 1630
Friday	0800 – 1530

Park & Benches

£1,450.00

This quotation is exclusive of VAT which will be added at the rate ruling when the work is carried out.

The price quoted is given on a fixed price basis until the end of 13/08/25

Payment Terms - Our payment terms are 30 days from the date of invoice (subject to satisfactory credit references being obtained).

Full terms and conditions are available from our website or on request from the above address.

We trust you will find this quotation of interest and look forward to hearing from you.

Yours sincerely

Henry Cutts
Alfred Bagnall & Sons (East Midlands) Ltd



www.cantleywithbrantonparish.co.uk

Parish Council Update

At the July meeting, the Parish Council was pleased to welcome **Cllr Rebecca Boyd**, who was co-opted to fill the final vacant seat. Rebecca is already making a valuable contribution, and we're delighted to have her on board.

New Parish Council Website Coming Soon

We're excited to announce that the Parish Council will be launching a **new and improved website** in **September**:

🌐 www.cantleywithbrantonparish.gov.uk

The new site will offer easier access to meeting agendas, minutes, news, events, and local information. As part of this update, the **Clerk and all Parish Councillors will also have new email addresses**, which will be listed on the old website from mid August and the new website once it goes live. Please update your bookmarks, and keep an eye out for the launch!

MUGA (Multi-Use Games Area)

The MUGA is now open and proving to be a great asset to the community. We've had bookings from a local netball team and received lots of positive feedback.

However, we're disappointed to report that some teenagers are ignoring the rules by riding bikes and e-scooters on the court, despite the clear signage and nearby bike racks. This causes surface damage that could impact everyone's enjoyment in the long term.

In autumn, landscapers will return to restore areas affected by construction. Here's how the facility will be used:

- **Tennis:** Available from May to September
- **Basketball:** Nets available year-round
- **Netball:** Available upon request.

Kilham Hall Field – Park Maintenance

Repainting of the play equipment and surrounding areas is currently paused due to staff capacity. The Council is in the process of sourcing contractors to complete the job, weather permitting. Please respect any safety signage or barriers in place during the work.

Warren Park

Plans are still progressing to install a **Christmas tree and festive lights** near the Parish Council notice board. We're also exploring alternative options for installing a defibrillator after facing some challenges with electricity supply regulations. We remain committed to making this happen.

Litter Picking

A huge thank you to everyone who took part in the community litter pick on **2nd August 2025**. The next event will be announced soon — follow us on Facebook to stay updated.

Police and Councillor Drop-In Sessions

We're expanding our community drop-in sessions! Come meet your local police officers and a Parish Councillor or the Clerk to ask questions or raise any concerns – all residents welcome:

📅 **Wednesday 17th September**, 6:00 PM – Kilham Hall

📅 **Wednesday 15th October**, 10:00 AM – The Secret Garden Café, Branton Garden Centre

Community Speedwatch – Volunteers Needed

Finningley Ward Councillors are launching a joint Community Speedwatch initiative across Auckley, Blaxton, Branton, and Finningley. Volunteers are needed to complete training and help carry out speed checks in the villages.

If you're interested in taking part, please contact the Finningley Ward Councillors (details available on the Useful Information page of our website).

Stay Connected

Follow the Parish Council Facebook page for updates:

🔍 Search "Cantley with Branton Parish Council" and give us a like.

**Thank you for your continued support. For any queries or suggestions,
please contact the Parish Clerk on cwbpc@outlook.com or clerk@cantleywithbrantonparish.gov.uk**