

Minutes Subject to Approval at the Next Meeting

CANTLEY WITH BRANTON PARISH COUNCIL

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

PRESENT: Councillors: A. Gibbins (Chair), Y Butterworth, J. Sprack, R. Odell, J. Rushby and S. Adams
IN ATTENDANCE: B Walton (Clerk), One resident from Warren Park

1) APOLOGIES

1.1 Apologies received

N. Williams

1.2 Reasons for absence considered

RESOLVED (1)

a) Councillor Williams apologies for absence were considered and 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 5th February 2025

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 5th February 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

The member of the public present was from Warren Park and requested any updates following their previous meeting with the Chairman and Clerk. Members and the Clerk provided the resident with an update.

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 about dog fouling and requesting a yellow stencil painting on the path outside their property.

RESOLVED (4)

a) The Clerk had responded to the resident redirecting them to CDC.

b) The Clerk also reported dog fouling issues around the Parish.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

Members had received an email update from Ward Councillor J. Cox on the issues at Warren Park. No further update received.

5.2 Update on the MUGA

5.2.1 The Clerk informed Members that FOSSE have returned to carry out snagging issues and despite there being a few outstanding, it was satisfactory enough to open the MUGA. The colour coating has been applied and the remaining snagging list will be completed by Friday 14th March.

5.2.2 The ROSPA Inspection had taken place and Members were presented with the report for noting.

5.3 Update on CCTV

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

CDC confirmed the camera on Doncaster Road (Whiphill Top Lane) has been installed and electricity will be connected this week. The second camera near to the Garden Centre will be installed this week.

5.4 Land at Top of Brockholes Lane

The Clerk circulated two licences to members between meetings for information and comment relating to maintenance work of the land at the top of Brockholes Lane and also re-siting of the bench. Following no objections, the Clerk signed and returned the licences to CDC under delegated authority. Members were asked to ratify the licences.

5.5 Biodiversity Net Gain "Call for Sites" Consultation

Members noted the above consultation.

5.6 Identify any new Highway matters

Members raised the issue of the condition of the road on Moor View and surrounding areas.

RESOLVED (5)

- a) Members noted the Ward Councillors Update.
- b) Members noted the update on the MUGA and gave the Clerk delegated authority to pay the balance of CDC's invoice if the snagging list is completed satisfactorily.
- c) Members approved the Clerk to source quotes for football nets for within the MUGA.
- d) Members noted the update on the CCTV.
- e) Members ratified the Licences between CDC and the Parish Council and confirmed approval of the decision.
- f) Members noted the Grant available to help towards the work at the top of Brockholes Lane and approved its submission.
- f) Members requested the Handyman draw a diagram of proposed plans for the land at the top of Brockholes Lane.
- g) Members noted the Biodiversity Net Gain Call for Sites Consultation.
- h) The Clerk is to report the highway issues to CDC and escalate to Ward Councillors for clarification on how roads are prioritised for repairs/resurfacing.

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

6.1 To note actions carried out by the Clerk

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

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

Updates to the Website and Parish Council Facebook page take place regularly,

RESOLVED (6)

- a) Members noted the Clerk's Report and action list.
- b) Members noted the Clerk's Update on Facebook/the Website.

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

7.1 Gates Invoice

Members were presented with an invoice for opening/closing of Kilham Hall gates for 2024/2025 in the sum of £150.

7.2 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members that the next meeting will be held on 10th March 2025.

RESOLVED (7)

- a) Members noted and approved the gates invoice.
- b) Members noted the Kilham Hall Management Committee's update.

8) **PARISH COUNCIL MATTERS**

8.1 Members noted the increase in ICO fees and determined where the additional fees will come from as the budget of £35 had been agreed for 2025/2026 prior to the increase.

RESOLVED (8)

- a) Members noted the increase in ICO fees and confirmed they would either vire the additional fee from another budget heading or use from reserves.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

9) PARISH MATTERS

9.1 The Clerk informed Members of an email from the Auckley Show requesting a contribution to the 2025 show due to the increase in marquee hire.

RESOLVED (9)

a) Members approved a donation of £500 to the Auckley Show.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly approved:

Payments Made - for Ratifying

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/142	Aubergine - Domain	0.00	0.00	0.00	LGA 1972 S. 111
DD05/06	NEST – Pension	83.60	0	0.00	LGA 1972 S. 112

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/143	Clerk (Payroll)	*tbc	0.00	0.00	LGA 1972 S. 112
24/144	Handyman (Payroll)	*tbc	0	0.00	LGA 1972 S. 112
24/145	HMRC	*tbc	0	0.00	LGA 1972 S. 112
24/146	Today Publications (Newsletter)	125.00	25	150	LGA 1972 S. 142(1a)
DD02/44	O2 - Mobile	9.45	1.89	11.34	LGA 1972 S. 111
DD03/08	Unity - Service Charge	6.00	0	6.00	LGA 1972 S. 111
24/147	Handyman (Expenses)	32.18	4.84	37.02	Open Spaces Act 1906
24/148	Clerk (Hazard Tape)	12.46	2.49	14.95	LGA 1972 S.14
24/149	Clerk (Dell Laptop Charger)	11.10	2.22	13.32	LGA 1972 S. 111
24/150	Clerk (Wrench Spanner)	4.16	0.83	4.99	LGA 1972 S. 14
24/151	Mrs Jones-McEwan – KH Gates	150.00	0	150.00	LGA 1972 S. 111
24/152	Arrow Publications (Newsletter)	105.00	21.00	126.00	LGA 1972 S. 142(1a)

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

10.2 Bank Statements

The Clerk presented Members with the bank statements for 1st February to 28th February 2025 showing a balance of £59,137.30 for consideration and approval by the Council's auditors.

RESOLVED (10)

a) The regular payments document was approved.

b) The bank statements were noted and signed by the Councillor Butterworth and Councillor Rushby.

11) PLANNING APPLICATIONS

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

25/00290/FUL 39 Oak Tree Road, Branton	Installation of new front door including alterations to remove current bay window.	No comments or concerns
---	--	-------------------------

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

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.	No comments or concerns
--	--	-------------------------

RESOLVED (11)

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

12) POLICIES AND PROCEDURES

12.1 Reviewed Policies

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

12.1.1 Training and Development Policy – inclusion of identifying, meeting, and evaluating training and development needs, Volunteers and financial support and study leave.

12.1.2 Usage and Hire of Meeting Rooms and Recreation Ground Policy – inclusion of the MUGA.

12.1.3 Investment Policy – no changes.

12.1.4 Pay Policy Statement – amended pension details.

12.2 New Policies

The Clerk asked Members to consider and approve the following new policies.

12.2.1 Councillors Allowance Policy following a request at February's meeting.

12.2.2 Internal Control Policy as a result of good practice.

RESOLVED (12)

a) Members approved the reviewed policies listed above with the following amendments:-

1. Grammatical error on Item 36 of the Usage and Hire of Meeting Rooms and Recreation Ground Policy.

2. Provide the full definition of DCLG at 3.1 in the Investment Policy.

3. Typographical error on 5.1 of the Pay Policy Statement.

b) Members approved the new policies listed above.

c) Members approved the creation of a poster for the Kilham Hall notice board, outlining activities prohibited on Kilham Hall field.

13) TRAINING

The Clerk provided Members with a report highlighting Staff and Councillor Training during 2024/2025. This was for transparency purposes. Members also discussed training recently published by YLCA.

RESOLVED (13)

a) Members noted the report on training and approved to place it on the Parish Council website for good practice and transparency purposes.

b) The Clerk is to book Councillor Gibbins on the YLCA Managing Playing Fields and MUGA webinar on 18th March 2025 at a cost of £10.

14) POLICE ISSUES

14.1 Police Issues

The next drop in session Wednesday 12th March 2025 at 6pm at Kilham Hall Meeting Rooms.

RESOLVED (14)

a) Members noted the police update.

b) The Clerk advertises the future Police Drop In sessions on social media and the website.

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, South Yorkshire Special Branch Meeting, CEO Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training, HMRC Payroll Matters.

RESOLVED (15)

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

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

16) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 2nd April 2025 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s February Timesheet

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

17.2 Handyman’s February Timesheet

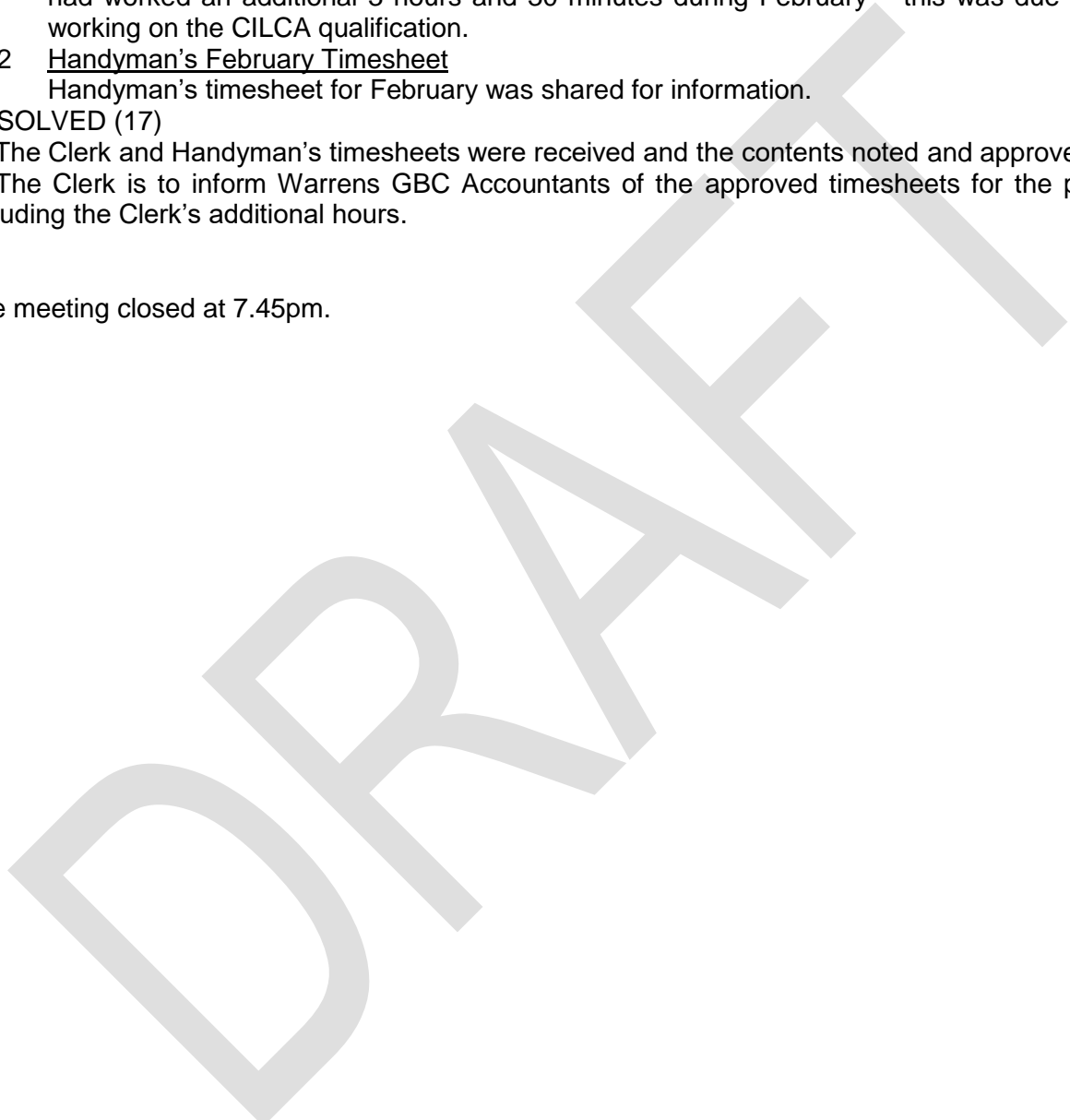
Handyman’s timesheet for February was shared for information.

RESOLVED (17)

a) The Clerk and Handyman’s timesheets were received and the contents noted and approved.

b) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data, including the Clerk’s additional hours.

The meeting closed at 7.45pm.



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

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

1) CDC

- a) MUGA - **Confirmed the PC would pay outstanding invoice once snagging complete. Coloured markings now complete, goalposts fitted and space usable. Snagging list not complete – chasing CDC & Contractor. Should be complete w/c 31/03/25. Awaiting signage from FOSSE.**
- b) CCTV – **Chased CDC for update on when CCTV being connected. Both locations installed, awaiting confirmation about connection.**
- c) Land at top of Brockholes Lane – **Asked Handyman to draft a quick sketch of plans for the location. Applied for grant for help towards costs but declined.**
- d) Elections – **Facebook post scheduled and placed for election process and requesting residents to apply. Election Notices published on website, Facebook and notice boards. Members made aware of process for nomination forms and deadline of 4th on 2nd April to complete nomination forms.**
- e) Road Defects – **Reported defects highlighted at last Parish Council meeting.**

2) Recreation Ground/Garden Areas

- a) MUGA – **A resident has enquired about Netball and will be in touch to book**
- b) Fence Maintenance - **Handyman will continue to paint fence around KH.**
- c) Paint Playground – **Handyman will need to close park to paint it so waiting til Spring.**
- d) Repairs – **Handyman completed most of repairs now.**
- e) Hedgecutter – **Handyman has taken it to Garden Centre for repair at a cost of £98.83. Still awaiting repair however handyman has new hedgecutter to use.**
- f) Bike rack – **Handyman laying slabs and edgings and installing bike rack near the MUGA.**

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

- a) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**

4) Parish/Community

- a) May 2025 PC Meeting - **the Date of the Next Meeting, the Annual Parish Council Meeting, is on Wednesday 7th May 2025 which will follow the Annual Parish Meeting starting at 6pm. Elections are 1st May, new Members are to take up post on 6th May 2025. Guidance states Annual PC Meeting should be within 14 days of election. It is good practice for Councils to wait until they are issued with the formal Declaration as to Persons Elected before issuing the summons with agenda and the supporting papers. Do we therefore move May meeting to 14th May?**
- b) 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.**
- c) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**

5) Parish Council Procedures/Finance

- a) Website –**Updated regularly**
- b) Facebook – **Updated regularly**
- c) Policies – **Reviewed Asset Register & RM Schedule**
- d) Unity Bank – **Sent form to Unity to add Cllr Adams. Chased Unity for Cllr Adam log in but had no reply as yet.**
- e) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**

6) Police

- a) Drop In Session – **future dates set until July 2025 and advertised on FB, website and notice boards. Last session was on Wednesday 12th March 2025 – one resident from Manor Farm attended for update. Next session is on Tuesday 22nd April 2025 at 10am at the Secret Garden Tea Room, Branton Nurseries.**

7) Training/Networking

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

Actions Following Meetings - 2024/2025 - Clerk's Report

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
03/04/2024	3.1	Place 20/03/24 Minutes on website	Clerk	04/04/2024	N	Done
03/04/2024	4.3	Ask newly appointed Cllr to sign Declaration of Office and send to CDC	Clerk	03/04/24 & 04/04/24	N	Done
03/04/2024	4.3	Arrange to meet Cllr Sprack to provide him with additional documentation, his PC Email address, to complete Register of Interests and answer any questions	Clerk	08/04/2024	N	Done
03/04/2024	4.3	Write to the unsuccessful candidates thanking them for their interest and asking them to apply for the 2nd vacancy due to be advertised in due course	Clerk	05/04/2024	N	
03/04/2024	4.4	Amend RM Schedule, place on Website and place in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.5	Place Asset Register, Deeds Register in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.7	Pay YLCA Annual Subscription Invoice	Clerk	12/04/2024	N	
03/04/2025	4.8	Seek confirmation from Lead Litter Picker that volunteers would be happy for their photo to be provided to YLCA for their annual report	Clerk	04/04/2024	N	Done - Ok with it
03/04/2024	4.8	Send Litter Picker photo to YLCA for annual report	Clerk	05/04/2024	N	Done
03/04/2024	4.9	Prepare Cllr Vacancy Poster for advertising	Clerk	08/04/2024	N	Done
03/04/2024	4.10	Nomination to KHMC to be placed on May Agenda	Clerk	04/04/2024	N	Done
03/04/2024	4.11	Internal Auditors to sign bank statements and bank reconciliation	Cllr Williams			Done
03/04/2024	4.11	Inform CDC (Clare Simpson on behalf of Ward Cllr Jones) that container not appropriate or required for Manor Farm	Cllr Rushby	03/04/2024	N	Done
03/04/2024	6.1.1	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	N	Left a voicemail for persimmon to call me back
03/04/2024	6.1	Continue to chase CDC on MUGA	Clerk	05/04/2024	Y	
03/04/2024	6.2	Continue to chase CDC on CCTV	Clerk	Done	N	Awaiting Planning to remove condition and tender documents to be drawn up and sent out
03/04/2024	6.3	Place a FB post thanking Cllr Innes for his work and welcoming Cllr Sprack	Clerk	Done	N	Awaiting update from DF at CDC re: location and when will be installed
03/04/2024	7.2	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	Done - scheduled for 07/04/24
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	Emailed Chair of KHMC
03/04/2024	8.2	Request cost of pantomime from KHMC so PC can consider contribution at May meeting.	Clerk	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
		Inform Ward Councillors of a PC representative for their quarterly PC meeting	Clerk	02/05/2024	N	Done
01/05/2024	5.1.2	Inform CDC that happy to go out to tender with all 5 contractors	Clerk	02/05/2024	N	Done
01/05/2024	5.2		Clerk	02/05/2024	N	
01/05/2024	5.4	Inform CDC of new highways issue	Clerk	02/05/2024	N	Done - Ref; 201002486695
		Inform Branton Juniors that the Under 9s team can use the field - need sight of PL Insurance and would need to meet up to discuss MUGA, marking of pitch, nets, toilet facilities	Clerk	02/05/2024	N	Done - met Chris Alton of Branton Juniors on 04/05/24 and received copy of PL Insurance 07/05/24
01/05/2024	6.2.1	Confirm attendance at the webinar on 21/05/24 re: webiste accessibility in the Clerk's absence	Councillors	02/05/2024	N	Done - Councillor Odell attending - Clerk registered him on the webinar and sent him the information.
01/05/2024	7.2					
01/05/2024	8.1	Keep Chasing Dickinson Wood for Deed of Variation	Clerk		N	Done
		Respond to KHMC Chair's email regarding Deed/Repairs				Done in meeting with Members input
01/05/2024	8.1		Clerk	01/05/2024	N	
		Donate £500 to Auckley Show - contact organisers				Donation declined by Auckley Show as they have enough funding
01/05/2024	9.1		Clerk	02/05/2024	N	
01/05/2004	9.2	Donate £1000 to KHMC for Pantomime - inform KHMC	Clerk	02/05/2024	N	Donation made
01/05/2024	9.3	Advertise the litter pick on 11/05/24	Clerk	02/05/2024	N	FB Posts scheduled
		Inform St Wilfred's PTA member that we have no restrictions on banners advertising the Summer Fayre				Messaged Michelle Abele who enquired
01/05/2024	9.4		Clerk	02/05/2024	N	
01/05/2024	10.1	Pay invoices/payroll that has been approved	Clerk	10/05/2024	N	Done
		Print bank statements off for next month (due to problem with Unity this month) ready for signing				Done
01/05/2024	10.2		Clerk	03/06/2024	N	
01/05/2024	11.1	Add the Disposals Policy to Website	Clerk	02/05/2024	N	Done
01/05/2024	13.1	Advertise the next Police Drop In	Clerk	02/05/2025	N	FB Posts scheduled
		Look at Department for Energy Security and Net Zero recently launched consultation and reply on behalf of the PC				Relates to Wind Turbines so no comment needed
01/05/2024	15.1.5		Councillor Gibbins	10/06/2024	N	
		Inform Warrens GBC of approved timesheets to arnrage payroll				Done
01/05/2024	17.1-17.2		Clerk	02/05/2024	N	
01/05/2024	17.3	Carry forward 3 hrs A/L from 2023/2024 to 2024/2025	Clerk	02/05/2024	N	Done
05/06/2024	3.1	Put approved minutes on website and file	Clerk	06/06/2024	N	Done
05/06/2024	4.2.2	Respond to resident re metal grid onto park	Clerk	11/06/2024	N	Done
		Contact Football team and inform time not convenient, maybe later				Done - no reply from Team
05/06/2024	4.2.3		Clerk	06/06/2024	N	
		Contact Air Ambulance/Recylcing and say happy to try a clothing bank on 3 month trial				Done - Happy to trial, met rep from Recylcing Company, signed contract, took photos of area - she'll be in touch when delivering
05/06/2024	4.2.4		Clerk	06/06/2024	N	Urba Arborist attended 08/08/24
		Discuss with Handymen re: overhanging trees and potentially contact external arborist to quote for work				
05/06/2024	4.2.5		Clerk	07/06/2024	N	
05/06/2024	4.2.6	Cllr Gibbins to contact resident from Rural Crescent	Cllr Gibbins	12/06/2024	N	Cllr Gibbins has responded to resident
05/06/2024	5.2	Confirm MUGA colours and markings with CdC	Clerk	06/06/2024	N	Done
05/06/2024	5.2.1	Resubmit SUEZ grant application	Clerk	Jul-24	N	
		Advertise the Clerk's desk for sale and purchase a second hand new larger desk/drawers for up to £150				No takers so keep current desk
05/06/2024	6.1.1		Clerk	12/06/2025	N	
05/06/2024	6.2.1	Add Website to November budget planning	Clerk		N	Done - look at in November when draft budget
05/06/2024	6.2.2	Add Councillor Sprack as PC Admin/Moderator on FB	Clerk	22/08/2024	N	Done and asked Cllr Sprack to accept invitation

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

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

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

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

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

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

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

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

CANTLEY with BRANTON PARISH COUNCIL - ACTION TACKER 2025

Last Updated 27/03/25

<u>Action Ref</u>	<u>Action</u>	<u>Raised by</u>	<u>Date Raised</u>	<u>Closed by</u>	<u>Date Closed</u>	<u>Priority</u>	<u>Overdue Y or N</u>	<u>Comments</u>
FAC - 001	Fence bottom collapsed and requires fixing	BW	17/03/2022	SM	11/04/2022	2	N	Temp repair only
PGI - 001	Swing seat starting to split	BW	08/04/2022	SM	29/07/2022	3	N	New seat fitted
PGI - 002	Playtower roof starting to delaminate	SM	22/04/2022	SM	27/06/2022	3	N	New roof fitted
PGI - 003	Spinner Bike requires maintenance (Noisy)	SM	22/04/2022	SM	06/05/2022	2	N	Oiled
PGI - 004	Playground equipment requires repaint, paint flaking off in areas.	SM	13/05/2022	SM	07/11/2022	4	N	See ROSPA Action
PGI - 005	Weeds are setting in on safety surfaces	SM	13/05/2022	SM	13/05/2022	2	N	Weeds removed
WFH - 001	Werner Extension ladder requires inspection tags fitting	SM	19/05/2022	SM	16/06/2022	2	N	Tags fitted
WFH - 002	Arbu Step ladders do not meet EN131 standard for professional use	SM	19/05/2022	BW	09/11/2022	2	Y	New ladders procured
PGI - 023	Maintenance programme and checklist to develop for Playground equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
WFH - 003	Maintenance programme and checklist to develop for Working at Hieght equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
MAC - 001	Maintenance programme and checklist to develop for Machinery equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
MAC - 002	Petrol mower handle turn screw detached	SM	19/05/2022	SM	19/05/2022	2	N	New Fixing fitted
GEN - 001	Accident Book required on site	SM	19/05/2022	BW	21/11/2022	2	Y	
GEN - 003	First Aid kit to be made available on site	SM	19/05/2022	BW	21/11/2022	2	Y	
GEN - 004	Health and Safety board to be installed on site	SM	19/05/2022	SM	17/08/2022	2	Y	Board fitted
GEN - 005	Training and Inspection trackers to be displayed	SM	19/05/2022	BW	17/08/2022	2	Y	Docs displayed
GEN - 006	Action Tracker to be developed and displayed	SM	19/05/2022	SM	04/11/2022	2	Y	
FAC - 003	Kilham wrought iron gate requires repair, not locking	SM	17/06/2022	SM	17/06/2022	2	N	Gate aligned, new fixings
MAC - 003	Electrical loom detached from Strimmer Body	SM	20/06/2022	SM	20/06/2022	2	N	Loom resecured and taped.
PGI - 006	Broken goalposts (No1), crossbar due to vandalism	SM	24/06/2022	SM	24/06/2022	1	N	New piece fitted
PGI - 011	Broken goalposts (No2), Rear post due to vandalism	SM	15/07/2022	SM	15/07/2022	2	N	New piece fitted
PGI - 007	Playtower ramp treads loose and require refixing	SM	15/07/2022	SM	25/07/2022	2	N	Coach bolts fitted
PGI - 008	Playtower Tunnel end boards to replace (audit action)	SM	15/07/2022	SM	21/09/2022	3	N	New boards fitted
PGI - 009	Rubber safety surface lifting near flat swing area	SM	15/07/2022	SM	07/11/2022	3	Y	See ROSPA Action
PGI - 010	Gym fixing tightness check to undertake (audit action)	SM	15/07/2022	SM	08/08/2022	2	N	Checks completed
PGI - 012	Broken goalposts (No2), crossbar snapped due to vandalism	SM	22/07/2022	SM	22/07/2022	1	N	New piece fitted
PGI - 013	Broken goalposts (No2), Bottom beam clip broken due to vandalism	SM	29/07/2022	SM	29/07/2022	2	N	New clip fitted
MAC - 004	Mower handle fixing clamp missing.	SM	04/08/2022	SM	11/08/2022	2	N	New T Bolt and fixing fitted
PGI - 014	GYM spinner bike to OIL	SM	08/08/2022	SM	08/08/2022	2	N	Oiled

PGI - 015	Felt Tile missing on Playtower roof - vandalism	SM	15/08/2022	SM	17/08/2022	3	N	new tile fitted
PGI - 016	Fixing tightness check on climbing wall outstanding	SM	15/08/2022	SM	19/12/2022	2	Y	Tool bit recieved
PGI - 017	Broken goalposts (No2), Lower floor beam broken due to vandalism	SM	15/08/2022	SM	15/08/2022	2	N	New piece fitted
GEN - 007	Old Cantley noticeboards to re-hinge and repair	BW	15/08/2022	SM	12/12/2022	2	Y	
GEN - 008	Branton noticeboards to repair / rebond glass	BW	15/08/2022	SM	12/12/2022	2	N	
PGI - 018	Nut cap missing on Aerial ramp tread	SM	22/08/2022	SM	24/10/2022	3	N	New cap fitted
PGI - 019	Debris and Moss growth around base of Table tennis table	SM	22/08/2022	SM	21/11/2022	2	Y	
FAC - 004	Special fixing bit required for Climbing wall tightness check	SM	30/08/2022	SM	19/12/2022	2	Y	Raised from action PGI - 016. Tool received
PGI - 020	Broken goalposts (No2), Crossbar snapped in two due to vandalism	SM	30/08/2022	SM	30/08/2022	1	N	New piece fitted
PGI - 021	Broken goalposts (No2), Side Beam broken due to vandalism	SM	20/09/2022	SM	20/09/2022	2	N	New piece fitted
PGI - 022	Broken goalposts (No2), Crossbar snapped in two due to vandalism	SM	05/10/2022	SM	05/10/2022	1	N	New piece fitted
ROSPA - A4	Playground Fencing cap missing	BW	05/10/2022	SM	24/10/2022	2	N	New caps fitted
ROSPA - P2	Swings not set to 350mm hieght	BW	05/10/2022	SM	05/12/2022	2	N	Chain links removed
ROSPA - P3	Multiplay - Bolt threads need protection	BW	05/10/2022	SM	24/10/2022	2	N	New caps fitted
ROSPA - P4	Multiplay - safety surface under ladders and rings to repair	BW	05/10/2022	SM	05/12/2022	2	N	No damage found
ROSPA - P5	Multiplay - timber treads have fungul growth	BW	05/10/2022	SM	24/10/2022	4	N	Removed
ROSPA - P7	Multiplay - risk of finger entrapment	BW	05/10/2022	SM	19/01/2023	2	N	Low risk, not required. Agreed with DMBC inspectors
ROSPA - P7	Multiplay - 3mm radius on edges	BW	05/10/2022	SM	25/11/2022	2	N	
ROSPA - A1	Picnic bench - unprotected bolt threads	BW	05/10/2022	SM	25/11/2022	4	N	
ROSPA - P5	Zip wire - cable rubbing against frame	BW	05/10/2022	SM	30/11/2022	2	N	Sheath fitted
ROSPA - P6	Zip wire - fixing missing	BW	05/10/2022	SM	25/11/2022	2	N	New fixings fitted
ROSPA - P6	Zip wire - finger guard missing	BW	05/10/2022	SM	30/11/2022	2	N	Plastic guard fitted
ROSPA - P8	Climbing wall - crack repairs required	BW	05/10/2022	SM	12/12/2022	4	N	
ROSPA - P11	Gym - pull up bars - hard edging to replace	BW	05/10/2022	BW	12/12/2022	2	N	Clerk to contest action
ROSPA - P18	Ball wall - requires pointing	BW	05/10/2022	SM	12/12/2022	4	N	Inspected and ok for use
GEN - 009	Kilham Hall noticeboard upside down, to rotate	SM	04/11/2022	SM	30/11/2022	2	N	
FAC - 005	Picket Fence repairs post Extension build	SM	07/11/2022	SM	21/11/2022	1	N	New panels fitted
FAC - 006	Kilham Hall rear gate requires stop bracket	SM	07/11/2022	SM	23/11/2022	2	N	
FAC - 008	Clean out gutters post leaf fall	SM	14/11/2022	SM	28/11/2022	2	N	
FAC - 009	Drain covers required to prevent blockages	SM	14/11/2022	SM	05/12/2022	2	N	
PGI - 023	Goal posts No2 Broken - Rear Spar damage	SM	14/11/2022	SM	14/11/2022	1	N	New piece fitted

PGI - 024	Goal posts No2 Broken - Crossbar snapped	SM	24/11/2022	SM	25/11/2022	1	N	New piece fitted
FAC - 010	Dog Ban Sign repair and re-secure	SM	07/11/2022	SM	30/11/2022	2	N	New clamp bar fitted
FAC - 002	Boundary Fence posts require replacement	SM	13/05/2022	SM	09/03/2023	4	N	
GEN - 002	Appointed First Aided to be displayed on site	SM	19/05/2022	SM	13/02/2023	2	Y	Not applicable due to low staff numbers
FAC - 005	Public Liability Notices to be installed on playground	SM	19/05/2022	SM	27/02/2023	2	Y	
ROSPA - A2	Litter Bin needs moving	BW	05/10/2022	SM	16/03/2023	4	N	
ROSPA - A3	Recommend two entrances for playground	BW	05/10/2022 & 10/10/23	SM	03/12/2023	4	N	Closed, reopened side access gate
ROSPA - A6	Dog ban and Ownership signs required	BW	05/10/2022	SM	27/02/2023	4	N	
ROSPA - P1	Swings general - 40% chain wear, renew chains	BW	05/10/2022	SM	28/03/2023	4	N	Under inspection regime
ROSPA - P2	Play surface damaged beneath swings	BW	05/10/2022	SM	26/05/2023	4	N	Sikaflex repair undertaken
ROSPA - P4	Multiplay - Paintwork requires attention (general)	BW	05/10/2022 & 10/10/23	SM	25/09/2024	4	N	Duplicate - see 2024 action
ROSPA - A3	Fitness equipment - warning signs required	BW	05/10/2022	SM	06/02/2023	2	N	
ROSPA - P1	Basket swing - strip down inspection	BW	05/10/2022	SM	28/03/2023	4	N	Under inspection regime
ROSPA - P2	Basket swing - trip hazards around surface	BW	05/10/2022	SM	28/03/2023	4	N	Low risk, no action reqd
ROSPA - P3	Zip wire seat - chain wear at 40 % to replace	BW	05/10/2022	SM	28/03/2023	4	N	Included in ROSPA - P4
ROSPA - P4 & P5 & P6	Zip wire maintenance - strip down inspection required of full system including cable wear inspection.	BW	05/10/2022 & 10/10/23	BW	31/08/2024	3	N	BW confirmed equipment has been annually inspected by DMBC in Summer 2024
ROSPA - P7	Zip wire - trip points around surface	BW	05/10/2022	SM	28/03/2023	4	N	Low risk, no action reqd
ROSPA - P10	Gym - pull up bars - trip points	BW	05/10/2022	SM	30/03/2023	2	N	To do in Spring 2023
ROSPA - P12	Gym - bike - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
ROSPA - P13	Gym - dip station - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
ROSPA - P17	Gym - Shoulder press - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
MAC - 005	Strimmer requires new safety labels	SM	04/11/2022	SM	27/02/2023	1	Y	
FAC - 007	Kilham Hall long gate requires escutcheon plates	SM	07/11/2022	SM	03/04/2023	3	Y	
FAC - 011	New extension drain cover requires brackets	SM	17/01/2023	SM	06/02/2023	3	N	To do in Spring 2023
FAC - 012	Old Lock up door requires recladding and painting	SM	17/01/2023	SM	23/02/2024	3	N	
FAC - 013	New Lock Up door to paint	SM	17/01/2023	SM	23/02/2024	3	N	
FAC - 014	Hall exterior doors to repaint x 3	SM	17/01/2023	SM	25/02/24	3	N	
GEN - 010	Park Noticeboards to revarnish	SM	17/01/2023	SM	21/08/2023	3	N	
GEN - 011	Parish Council Noticebard to install (new estate)	BW	17/01/2023	SM	22/05/2023	3	N	Method statement written
GEN - 012	Gym Noticeboard to make and install	BW	17/01/2023	SM	06/02/2023	2	N	
GEN - 013	Memorial Statue to renovate	SM	17/01/2023	SM	15/09/2023	3	N	
GEN - 014	Memorial Garden to resow Wild Flowers	SM	17/01/2023	SM	20/02/2023	2	N	To do in Feb 2023
GEN - 015	Memorial Garden Arch to build and install	SM	17/01/2023	SM	22/12/2023	3	N	
FAC - 014	Door Hooks to fit on Old Lock Up door	SM	17/01/2023	SM	26/01/2023	2	N	
FAC - 015	Lock the Door signs to be fitted to Storage rooms	SM	17/01/2023	SM	23/02/2024	3	N	Stencil after Painting

PGI - 025	Bungs to be fitted in Multigym framework, risk of finger entrapment	SM	19/01/2023	SM	15/02/2023	2	N	
FAC - 016	Keep off the Grass signs x 2 required for grass verge	SM	19/01/2023	SM	17/04/2023	3	N	To do in Spring 2023
GEN - 016	Level and turf front Hall Verge	SM	19/01/2023	SM	27/02/2023	3	N	To do in Spring 2023
GEN - 017	Hall Front Beds to weed control and Bark Chippings	SM	19/01/2023	SM	09/09/2023	3	N	Not required, to close
GEN - 018	Hall Hedge Beds to weed control and Stone Chippings	SM	19/01/2023	SM	02/11/2023	3	N	Leave for bedding plants
GEN - 019	Hall Hedge Beds to plant Lavender and perenials	SM	19/01/2023	SM	09/06/2023	3	N	
GEN - 020	Rose garden to weed control and bark / stone chippings	SM	19/01/2023	SM	07/06/2023	4	N	
GEN - 021	Donny Road Garden to weed control and bark chippings	SM	19/01/2023			4	N	Carry across to 2025 season
GEN - 022	Donny Road Garden to plant shrubs and perenials	SM	19/01/2023	SM	26/03/2025	4	N	Carry across to 2025 season
FAC - 017	Hall boundary fence to repair and repaint	SM	19/01/2023			4	N	Repairs done, painting to complete (ongoing)
FAC - 018	Hall gutters to clean out post Spring (leaf fall)	SM	19/01/2023	SM	02/08/2023	3	N	
GEN - 023	Old Cantley - Flower Urn to Install	SM	19/01/2023	BW	01/10/2023	4	N	Clerk closed the action
GEN - 024	Old Cantley - Village sign to repair and resecure	SM	19/01/2023	SM	24/11/2023	4	N	Needs new sign, temp repair
PGI - 026	Goal posts No2 Broken - Crossbar snapped	SM	20/02/2023	SM	13/02/2023	1	N	New section fitted
GEN - 023	Create bed around fenced playground park and plant Spring bulbs	SM	23/02/2023	SM		4	N	Carry across to 2025 season
FAC - 019	KEEP OFF THE GRASS ' signs required for front verge	SM	23/02/2023	SM	27/02/2023	2	N	Superceded by GEN - 027
FAC - 020	New LED light required for front entrance	BW	20/02/2023	BW	13/04/2012	1	Y	
GEN - 025	Grass seed front verge lawn post Gas repairs	SM	20/02/2023	SM	13/03/2023	2	N	
GEN - 026	Install Planter at front of memorial statue	SM	20/02/2023	SM	20/03/2023	3	N	
GEN - 027	Install plastic parking bollard to front verge	SM	27/02/2023	SM	27/05/2023	2	N	Closed, no parking sign in situ
GEN - 028	Park Large Access gate to repair	SM	22/03/2023	SM	03/04/2023	2	N	
PGI - 027	Overhanging trees at boundary to prune / crop	SM	20/03/2023	SM	27/03/2023	2	N	
PGI - 028	Goal post number 2 broken - bottom beam	SM	27/03/2023	SM	27/03/2023	1	N	
FAC - 021	Rotten Flower bed timber edging to replace	SM	25/04/2023	SM	05/01/2024	4	N	
FAC - 022	Main Hall noticeboard, perspex to renew	SM	27/05/2023	SM	29/03/2024	3	N	Cleaned March 2024
PGI - 029	Gate reflector broken, to replace	SM	27/05/2023	SM	19/07/2024	3	N	
FAC - 023	Hall main door frame to paint post lock repair	SM	27/05/2023	SM	21/08/24	3	N	Undercoated only
FAC - 024	Hall Porch to repaint and reclad	SM	27/05/2023	SM		4		Summer 2025
PGI - 030	Gym equipment to thorough clean and degrease	SM	27/05/2023	SM	20/03/24	2		
FAC - 025	Dog Ban signs to put up around Kilham Grounds	SM	03/07/2023	SM	12/07/2023	1	N	
DMBC - 001	Zip Line stop to adjust centrally on Platform	SM	03/07/2012	SM	05/09/2023	2	N	Completed by DMBC
DMBC - 002	RH Flat seat Swing chains incorrect chains / eyelets fitted	SM	06/07/2012	SM	12/07/2023	4	N	Closed, satisfactory standard
DMBC - 003	Flat seat Swing crossbar requires painting	SM	06/07/2012	SM	25/09/2024	4	N	Duplicated - See 2024 action
DMBC - 004	Park contacts list to be made A3 size	SM	06/07/2012	SM	24/11/2023	2	N	Acceptable to ROSPA
PGI - 032	Zip Line trolley fixings to replace	SM	05/09/2023	SM	11/09/2023	2		
DMBC - 005	Vehicle access gate requires padlock, bent slide bar	SM	06/07/2012	SM	03/12/2023	3	N	
FAC - 026	Kilham Hall offices and meeting room to decorate	SM	03/10/2023	SM		3		Winter 2024 / 2025

FAC - 027	Kilham Hall office foyer, install to studded wall, door and shelve out.	SM	03/10/2023	SM	24/01/2025	3	N	Winter 2024 / 2025
PGI - 031	Tower roof covering coming adrift.	SM	06/07/2012	SM	12/07/2023	2	N	
ROSPA - A4	Fencing posts - remove timber plug and fit correct cap	SM	10/10/2023	SM	03/11/2023	2	N	
ROSPA - P5	Multiplay - timber treads to replace and paint	SM	10/10/2023	SM	14/08/24	3	N	
ROSPA - P6	Multiplay - risk of finger entrapment	SM	10/10/2023	SM	02/11/2023	2	N	Clerk to contest. Not a retrospective action, met standards at the time of install. Also low risk, no reported incidents to date.
ROSPA -P6	Multiplay - chamfer ramp edges	SM	10/10/2023	SM	03/11/2023	2	N	
ROSPA - P2	Basket swing - 40% chain wear and strip down inspection by OEM	BW	10/10/2023	BW	01/02/2024	4	N	Under inspection regime
ROSPA - P3	Basket swing - trip hazards around surface	BW	10/10/2023	SM	02/11/2023	4	N	Low risk, no action reqd
ROSPA - P7	Zip wire - trip hazards around surface	BW	10/10/2023	SM	02/11/2023	4	N	Low risk, no action reqd
ROSPA - P7	Zip wire - finger guards missing	BW	10/10/2023	BW	01/02/2024	3	N	Confirmed inspected by DMBC as ok by Clerk
ROSPA - P8	Climbing wall - cracks in sealant	SM	10/10/2023	SM	21/06/2024	3	N	Repaired
ROSPA - 10	Pull up bars - extend safety surface area	BW	10/10/2023	BW	25/09/2024	4		Duplicated - See 2024 action
GEN - 029	Leaking fallpipe on new extension to seal	SM	02/11/2023	SM	11/12/2024	2	N	
FAC - 028	Goal posts No2 Broken - Post snapped	SM	28/11/2023	SM	04/12/2023	2	N	
FAC - 029	Boundary Fence - finish stub post repairs	SM	13/05/2022	SM	29/01/2024	4	N	
FAC - 030	Rose garden to weed control and bark / stone chippings	SM	01/02/2024			3		Slate chippings to finish
FAC - 031	Memorial Garden to resow Wild Flowers	SM	01/02/2024	SM	12/02/2024	2	N	
FAC - 032	Memorial Garden - plant more perenial shrubs	SM	01/02/2024	SM	12/02/2024	2	N	
FAC - 033	Donny road - plant new shrubs and perennials	SM	01/02/2024	SM	05/12/2024	4	N	Duplicated
GEN - 030	Old Cantley - Village sign to replace	SM	28/11/2023			3		Sign perished and cracked
GEN - 031	Memorial Garden - plant Summer flower bulbs	SM	28/03/24	SM	31/05/2024	3	N	
GEN - 032	Memorial Garden - plant Summer flower bulbs	SM	28/03/24			3		Spring 2025
FAC - 034	Clean Hall Gutters, Soffitts and Facia's post Winter	SM	28/03/24			3		Spring 2025
FAC - 035	Rose garden - Plant Summer bedding plants	SM	30/04/2024	SM	31/05/2024	3	N	
FAC - 037	Hall Main Bed - plant Summer flowering bulbs	SM	22/04/2024	SM	24/04/2024	3	N	
FAC - 038	Goal posts - replace both nets as damaged beyond repair	SM	04/06/2024	SM	31/07/24	2	N	
GEN - 033	Park Contacts list to upgrade to A3 size.	SM	04/06/2024	SM	19/07/2024	3	N	
FAC - 039	Soft surface play areas to weed spray	SM	04/06/2024	SM	19/07/2024	3	N	
FAC - 036	Donny road - plant Summer flowering bulbs	SM	28/03/2024			4		Postponed to 2025
FAC - 040	Donny road - Overhanging trees to prune	BW	04/07/2024	BW	08/12/2024	3	N	Complaint from resident, contractor required
FAC - 041	Play tower roof capping missing, vandalised, to renew	SM	04/07/2024	SM	19/07/2024	3	N	
FAC - 042	Park Notice board vandalised, frame bent, to repair	SM	26/06/2024	SM	19/07/2024	2	N	

FAC - 043	Play tower roof Felt missing, vandalised, to replace	SM	19/07/2024			3		
FAC - 044	Park Signs require recoat of Stain before Winter	SM	04/08/2024	SM	05/12/2024	3	N	
FAC - 045	Water Butts to install at Hall building	SM	04/09/2024	SM	14/10/2024	3	N	
FAC - 046	IR Sensor in toilet faulty, to replace	SM	04/09/2024			2		
FAC - 047	Fire door closes and intumescent strips to install in office	BW	04/09/2024	SM	06/09/2024	2	N	
FAC - 048	Fire door closes and intumescent strips to install in hall	BW	05/09/2024			2		Strip fitted, door to plane
GEN - 034	Memorial Garden - plant Wild flower bulbs / seeds	SM	03/09/2024	SM	07/02/2025	3	N	Spring 2025
ROSPA - P4 & P5	Zip wire maintenance - strip down inspection required of full system including cable wear inspection.	BW	25/09/2024			3	N	Full OEM inspection required
ROSPA - A4 & P10	Pull up bars - Remove hard edging, extend safety surface area with grassed matting	BW	25/09/2024	SM	03/03/2025	3	N	Winter 2024 / 2025
ROSPA - P2	Basket Swing - Chain links worn at 40%, to be replaced	BW	25/09/2024			3		Winter 2024 / 2025
ROSPA - P6	Zip wire - Renew Finger guards	BW	25/09/2024			3	N	Winter 2024 / 2025
ROSPA - P9	Gym equipment - each aparatus requires an information sign on use to EN16630	BW	25/09/2024	SM	26/03/2025	4	N	Signs are on each piece of kit already, closed
ROSPA - P4 & P5	Fenced Play equipment - descale and repaint	BW	25/09/2024			3	N	Planned Spring 2025
ROSPA - P7	Play tower - finger entrapment, small holes to plug	BW	25/09/2024			3	N	
ROSPA - P7	Play tower - Chamfer tread edges	BW	25/09/2024			3	N	
GEN - 035	CBPC ID Cards for each employee	BW	25/09/2024			4	N	
GEN - 036	Plant DMBC donated trees within park boundary	BW	05/12/2024	SM	17/12/2024	3	N	
FAC - 049	Install memorial bench in park	BW	05/12/2024	SM	31/01/2025	3	N	
FAC - 050	Build and install Compost enclosure for green waste	BW	05/12/2024			3	N	
FAC - 051	Install MUGA paving and Cycle rack	BW	24/02/2025			2	N	



Cantley with Branton Parish Council

RISK MANAGEMENT SCHEDULE 2025/26

AREA OF RISK	INTERNAL CONTROL MEASURES	REVIEW DATE/ FREQUENCY	COMMENTS AND REMEDIAL ACTIONS
1) <u>Insurance Cover</u>	Value inflated annually by Insurance provider at 1 September	Annual review an agenda item prior to renewal	Premiums are compared for best value when policy due (2025)
Public and Products Liability } Employers Liability }	Cover £10,000,000 each (excess £125) Cover £10,000,000	1 September	
Fidelity Guarantee	Cover : £150,000	March meeting for 1 April and/or 1 September	
Hirers Liability	Cover £2,500,000	1 September	
Officials Indemnity (Libel and Slander)	Cover £500,000 Cover £250,000	1 September	
Personal Accident (Age 16-75) Personal Accident Death/Loss of Limb/Disablement Commercial Legal Protection Data Breach	Capital Benefit £100,000 Schedule of benefits £100,000 Capital Benefit £250,000 Cover £25,000	1 September	Covers members, employees and volunteers
Money (Cash) Cheques etc	Cover £350 Receipted and shown on monitoring report Up to £250,000 (Excess £50)	1 September	Currently there are no lettings but any cash or cheques are banked as soon as practicably possible Direct bank payments are requested
Buildings	£750,000	1 September	An Independent Valuation should be carried out of Kilham Hall every 3 years. Last carried out 2022.
Contents	£33,000	1 September	
Other property insured away from the Premises (All physical assets as per inventory and stated on Asset register)	Cover as per schedule. £350,591 Inventory maintained for all items	1 September	Clerk arranges cover for new items following instruction from the parish council
2) <u>Security provisions:</u>			

Meeting Rooms and Store Room Building	Buildings have locked external doors, locked metal shutters and CCTV. Security alarm fitted in 2015. List of key holders retained All new key holders sign on receipt	Agenda item for monthly meeting .	Handyman checks weekly. Security alarm – Annual service Shutters serviced annually from June 2019
MUGA, Children's Playground and Outdoor Equipment	Handyman checks weekly for visible damage and cleans as necessary. Handyman is ROSPA qualified. CDC carry out a detailed check every 3-4 months and occasional general checks in between and advise on any maintenance/repairs. Annual ROSPA inspection scheduled. CCTV coverage from cameras attached to rear of buildings	Agenda item for monthly meeting	Painted with lead free paint Urgent H&S repairs arranged by Clerk in consultation with members. Other repairs agreed by parish council. Occasional checks by members and Clerk if Handyman absent.
Recreation Ground	Handyman clears litter and checks for damage and tree maintenance weekly. Agenda item for monthly meeting. Tree Inspections arranged when required. CCTV covers area from cameras attached to buildings	Agenda item for monthly meeting Tree Officer visited site in October 2022 and again in January 2025 and carried out Tree Inspection/Survey. Tree work carried out Dec 21. Awaiting Tree Survey from January 2025. Hedge cut Jan 24 annually in January.	Occasional checks by members and Clerk if Handyman absent Report circulated with agenda
General Health and Safety	H&S Questionnaire to New Contractors and insurance liability checked. Fire extinguishers Electrical emergency lighting, fire alarm and portable appliances Fixed wired electrical items Fire alarm system upgraded	As and when required Serviced annually Checked annually. Checked every 5 years Checked Annually	Work carried out by local contractor with H&S certificates subject to best value. Policy Document Fire extinguishers checked Nov 2024 Portable appliances and emergency lighting checked Nov 2024 Fixed wiring all renewed 2015 Due to conversion of building Checked 2020
3) <u>Financial Matters</u>			
Audit Arrangements	Internal Auditor appointed External Annual Return presented for	Annually. AGAR presented to May	

	approval and report considered	meeting. Internal auditor annual report presented in June meeting External audit report presented to next available meeting	Recommendations are implemented with immediate effect
Banking Arrangements (All Direct Bank Transfers)	New account opened with Unity Trust to ensure dual authorisation		Reviewed if required
Budget and Precept Setting	Three year analysis used and allowances reviewed	Annually December or January	
Expenditure Approval	In accordance with Financial Regulations. All payments certified by two members. All payments listed in minutes	Regulations review May. Effectiveness of systems of internal control reviewed March each year	Clerk is authorised to make payments where goods/services have been verified as received.
Financial Records	Kept in accordance with Audit Regulations and Governance and Accountability Practitioners Guide	Receipts and payments reconciliation checked by Council Auditors quarterly and Internal Auditor annually	Regulations also reviewed as advised by NALC/YLCA
Income and Expenditure Control/ Budget Monitoring	All expenditure approved by PC in advance. Budget monitoring reports and bank reconciliations presented and signed by council auditors. Income receipts reported	Quarterly report presented to all members of the council.	Bank statements presented with quarterly reconciliation certified by Council auditors
VAT Claims	In accordance with Financial Regulations	Claims submitted each quarter if exceeding £100 or on reaching £500 or at year end	Claim balanced to accounts book
Proper use of expenditure granted under Section 137 of the Local Government Act 1972	Identified in minutes and recorded separately in accounts records.		
Salary payments	Clerk and Handyman's timesheets are an Agenda item monthly Once timesheets approved, sent to Warrens GBC to prepare payroll Upon receipt of payroll information from Warrens GBC, sent to Chairman for approval prior to paying salaries	See Section 6 on Employees	HMRC and YLCA advice included in correspondence
4) <u>Record Keeping</u>			

Minutes of Meetings	Items and pages numbered. Minutes are approved at the next meeting and signed by the Chairman at the meeting. Current Minute book is available at each meeting.	Ongoing	Minutes are kept in four year cycles and archived when five years old.
Electors Right to Inspection	Public notices displayed denoting inspection arrangements.	As advised by External Auditor	Notices are displayed on two council notice boards.
Asset register and inventory	Agenda Item. Copy circulated to members.	Annually March/April Meeting	Updated by Clerk on receipt of new items. Parish Council agrees deletion of items – have now formed disposal register
Policies and Procedures	Formulated as advised by YLCA or the needs of the council	Reviewed annually in May or as required	Copies are displayed on the council's website and available for viewing from the Clerk's Office.
Security of Computer records	Computer is password protected	Password changed at least annually and when computer maintenance is undertaken.	Clerk backs up to a hard disc. Chairman and Vice Chairman has a sealed envelope of passwords
Filing System	Clerk maintains a manual filing system	Ongoing	Items disposed of in accordance with advice received from YLCA.
Data Protection Requirements	New regulations considered and compliance understood. Council documents stored in locked cabinet in locked room in locked building/Clerk's home	As advised in respect of legal changes. Emails containing any personal data deleted after six months. Other filed for reference	ICO registration paid by direct debit from October 2018.
<u>5) Members' Responsibilities</u>			
Register of Members Interests	Documents provided and completed. Subsequent agenda item	First meeting after four yearly elections and ongoing Forms uploaded on website in June 2021/Updating ongoing	All members completed in June 2021 Agenda item for updating Training provided Nov 2021. New declarations completed May 2022 New Members completed declarations and members interests upon appointment
Declarations of Gifts and Hospitality	CDC request details for submission to Monitoring Officer. Minutes of meetings. Item on March agenda	March /Ongoing	Forms available at each meeting.

Declaration of Interests	Agenda item and documented in minutes	Ongoing	Training provided by CDC in 2021
Ensuring all business activities are within the Council's powers	Controlled through minutes Advice from Clerk	Ongoing	All members are supplied with a copy of the 'Good Councillors Guide' and members are encouraged to attend training.
Meeting the requirements for Quality Parish status or other accreditation	Clerk informs members and the Handyman of training available	Ongoing	Members and the Clerk are encouraged to attend training
Adoption of Code of Conduct	Code of Conduct Adopted Standing Orders in Place	As required Standing Orders Reviewed when changes are identified	Revised code adopted in July 22
6) <u>Employees</u>	Contracts of Employment and Job Description updated for new Clerk on 1 April 2021 and for new Handyman January 2023. Issues raised as agenda items or at appraisal meetings	Clerk meets regularly with Chairman to discuss issues and concerns Clerk reports to pc monthly with her timesheets and working hours Clerk and Handyman liaise daily	All action is in accordance with Employment Law and/or HMRC regulations. Clerk and members attend training and provide reports at meetings Documentation is included in correspondence file at meetings
Salary reviews/allowances	Paid with Local Government scales in accordance with contract of employment. Changes documented in minutes.	Annually as part of budget setting for implementation on following 1 April	
Health and Safety	Office equipment is tested as part of annual testing arrangements Clerk is aware of requirement for breaks when using computer. Handyman has training and previous experience, has been provided with protective clothing, notified in writing this must be worn and does not work at height beyond a step ladder.	Ongoing and in accordance with any government guidance and statutory requirements.	Policy Document
Absence of Clerk	A member can minute the meeting if an alternative Clerk is not available. A locum Clerk would be required in the event of long term absence of the substantive Clerk.		A serving or former Clerk in the Finningley Ward could be approached as a short term measure

This document was considered and approved at the parish council meeting on 2nd April 2025.



ASSET REGISTER AS AT 31st March 2025

No.	ASSET	Location ¹	Date Acquired	Cost New £	Current Ins.Value £
Buildings					
1	Kilham Hall Meeting/Store Rooms Conversion work Kitchen addition Storage Extension Solar Panels	KHMR/KHHS	1998/2009 2015 2016 2022 2023	£37,000.00 £19,750.00 £850.00 £65,454.69 £18,600.00	£837,933
Contents					
2a	Filing Cabinet/4 tables/ 12 chairs/3 long tables/3 round tables/ desk/chair/notice board Notice Board	KHMR	2009 2021 2022	£1,500.00 £317.00 £25.00	£33,000
2b	Kettle/Vacuum Cleaner	KHMR	2016	£86.74	
2c	Fridge	KHMR	2021	£62.96	
2d	HP Officejet 9010 Printer	KHMR	2020	£133.00	
2e	Shredder	KHMR	2024	£43.00	
2f	DELL Laptop/Mobile Phone	KHMR	2020/2019	£500.00	
2g	Laminator/items	KHMR	2020/2021	£45.00	
2h	Projector	KHMR	2024	£43.00	
2i	Arnold Baker Manual	KHMR	2020	£120.00	
CCTV Equipment					
3	CCTV Monitor	KHMR	2019	£100.00	£2,238
Playground Equipment					
4	Play Equipment 2 x Portable goalposts 2 x Portable goalposts (no nets)	KHP KHP KHP	1997 2018 2022	£27,404.00 £225.00 £1.00	£102,000
1	1 x portable goalpost	KHP	2024	£1.00	
Street Furniture					
5a	Litter Bins (4) Inc in (3) Litter Bin (1)	2 x RSG 3 x KHP 1 x P	2007 1997/2018 2022	£935.00 £420.00	
5b	Notice Boards (3)	1 x Old Cant 1 x Ava Court 1 for Manor Farm	2011 2008 2023	£725.00 £840.00 £1,752.00	
5c	6 Metal Benches	1 x RSG 1 x KHP 3 X Parish 1 x KHP (BT)	2007 2009 2009 2018	£445.00 £400.00 £1,200.00 £995.00	
5d	3 x Picnic Tables	KHP	2021	£997.00	
5e	Plant Trough	Butterfly Trail	Apr-21	£16.00	

5f	6 x Wood Planters	Kilham Hall	Oct-14	£240.00	
5g	Christmas Lights	KHHS	1999/2008	£750.00	£72,000
			2020	£472.00	
			2023	£163.00	
5f)	Christmas tree	Glen Road	2019	£424.00	
5g)	Christmas tree	Whiphill Top Lane/Donc Rd	2021	£2,569.00	
5h)	Christmas tree	Bawtry Road	2022	£2,910.00	
5i)	Christmas Infrastructure	Old Cantley Roundabout	2021	£6,268.00	
		Whiphill Top Lane/Doncaster Rd Bawtry Rd	2022	£3,180.00	
5j)	2 x Composite benches	KHP	Dec-21	£1.00	
5k)	66 Lamppost Poppies	P/KH	Jul-22	£198.00	
5l)	Tommy Silhouette	P/KH	Nov-22	£200.00	
	Tommy Silhouette	P/KH	Apr-23	£200.00	
	Tommy Silhouette	P/KH	Jun-24	£200.00	
5m)	Grit Bin	KH	Feb-18	£45.00	
5n)	Defibrillator	KH	Nov-17	£1,167.00	
	Defibrillator & Cabinet	P - Ava Court	Aug-22	£1,512.00	
	Defibrillator & Cabinet	OC	Apr-24	£990.00	
5o)	3 Water Butts	KH	Jun-24	£1.00	
Mowers and Machinery					
6a	Garden Mower	KHHS	2014	£333.00	£6,000
6b	Hedge Cutter	KHHS	Aug-15	£299.00	
6c	Garden Strimmer	KHHS	2021	£359.00	
6d	Gardening/Tool Items As per inventory	KHHS	2000+	£500.00	
6e	Hedge Cutter	KHHS	2024	£207.00	
Gates and Fences					
7a	Metal Gates/Fence/ Parking bollards	KH Car park	2013/2019	£6,650.00	£36,000
		KH Car park	2019	£855.00	
7b	Fencing	Donc Rd Gden	Jan 15/Sep16	£1,755.00	
7c	Birdsmouth Fencing	Valley Drive	Oct-17	£1,420.00	
	Community Assets	See List		£1,226.00	
Ground Surfaces					
8a	Kilham Hall Car Park	KH	1998	£63,985.00	£165,582
8b	MUGA Surface	KHP	2024/2025	£74,000.00	
Sports Equipment					
9a	MUGA Equipment	KHP	2024	£23,000.00	£30,711
9b	Bike rack	KHP	2024	£45.00	
	TOTAL 2020			£110,948.74	
	TOTAL 2021			£114,351.70	
	TOTAL 2022			£130,817.00	

	TOTAL 2023			£130,817.00	
	TOTAL 2024			£214,013.00	
	TOTAL 2025			£375,888.39	

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



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

BT – Butterfly trail

RSG = Rose Garden on Whiphill Top Lane DN3 3NU

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

* Grant match funded £750

CANTLEY WITH BRANTON PARISH COUNCIL INTERNAL CONTROL CHECKLIST	INIT	INIT
CHECKS		
Accounting records, ie income/expenditure spreadsheets: Are the income/expenditure spreadsheets being kept up to date? Cross reference them with minutes/bank statements	✓	✓
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders	✓	✓
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments	N/A	
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	✓	✓
Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued?	N/A	
Cemetery fees and charges: Correctly calculated and collected?	N/A	
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?	✓	✓
Bank reconciliation: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements?	✓	✓
VAT paid: Is it properly recorded in the expenditure spreadsheets? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?	✓	✓
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?	✓	✓
Internet banking: Checks implemented by the council being adhered to?	✓	✓
Petty Cash: Properly controlled and recorded	N/A	
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).	✓	✓
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?	✓	✓
External auditor's report – presented to full council and directives acted upon?	✓	✓
Names of persons carrying out the check: Cllr J. Rushby Cllr Y. Butterworth Signatures:   Date check undertaken: 14/3/25		



Cantley with Branton Parish Council

Gifts & Hospitality Register

Date of Offer of Gift/Hospitality	Date of Event (where relevant)	Name, Job Title and Organisation of Recipient/Provider	Nature and Purpose of Gift/Hospitality	Received or Declined	Name of any Other Organisation Involved	Estimated Value
21/12/2023	N/A	Clerk & Parish Council	2024 Calendar and Diary - Thank you for work	R	RJ Electrical	£20

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY APRIL 2025

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
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
March 2024		
21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Pending
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
December 2024		
24/01367/FUL 1 Birchwood Dell, Bessacarr	Erection of 3no detached dwellings and garages following demolition of existing detached dwelling	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		

25/00290/FUL 39 Oak Tree Road, Branton	Installation of new front door including alterations to remove current bay window.	Granted
25/00382/TCON 24 Warnington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending
April 2025		
25/00493/FUL 10 Warnington Drive, Bessacarr	Conversion and raising of roof with new dormer to create roof accommodation	Pending