



Cantley with Branton Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 4th June 2025 at Kilham Hall commencing at 6.10pm.

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

IN ATTENDANCE: B Walton (Clerk), Ward Councillor Steve Cox, Ward Councillor Jane Cox and 3 members of the public

1) APOLOGIES FOR ABSENCE

1.1 Apologies

1.2 Reasons for absence considered

RESOLVED (1)

No apologies were received.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Williams declared an interest in Item 4.2.2

2.2 Request Dispensation from Proper Officer

None

2.3 Items to which the public and press are excluded

Items 15.1 to 15.2 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 Annual Parish Council Meeting on 14th May 2025

3.2 Minutes of the Annual Parish Meeting held on 14th May 2025

RESOLVED (3)

a) The minutes of the Annual Parish Council Meeting held on the 14th May 2025 be agreed and signed by the Chairman.

b) The minutes of the Annual Parish Meeting held on the 14th May 2025 were noted as a true record.

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 raise concerns about parking on Chapel Lane and businesses operating on the Lane. They also queried whether change of use had been applied for. 1 resident was present to observe.

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

The Clerk updated Members regarding the resident's response (who had donated the bench) regarding its relocation.

4.2.1 A member of the public had contacted the Clerk regarding dust pollution from the new Persimmon site on Doncaster Road.

6.15pm: Councillor Williams left the room.

4.2.2 The Clerk had circulated the Yorkshire Wildlife Park's response to their letter following last month's meeting.

6.25pm: Councillor Williams returned to the room.

4.2.3 A resident had contacted the Clerk on behalf of Branton Juniors Football Club to see if they could use the field on a Wednesday evening between 6pm-7pm for their under 6 team. This would be for the period 15th June to 3rd September. There was also a possibility of using the field occasionally on a Saturday morning between 15th June and 9th August.

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

RESOLVED (4)

4.1 Members noted the residents concerns and informed them of the action since last month's meeting and similar concerns being raised. The Clerk directed residents to the Parish Council's Facebook page with the reporting links provided. Ward Councillors informed Members and residents that CDC Planning had written to the residents operating a nursery from their residential property to desist within 28 days (notice served on 19th May 2025).

4.2 Members noted the contents of the email from the resident who donated the bench.

4.2.1 The Clerk directed the member of the public to CDC's website to report dust pollution.

4.2.2 Members noted the Yorkshire Wildlife Park's response to their letter and agreed to put a copy on their website and Facebook page for residents' information. It was also suggested that the Yorkshire Wildlife Park Consultative Committee was reinstated. The Clerk will write to the YWP to request this.

4.2.3 Members raised concerns over car parking however said they'd approve use of the field initially and monitor the situation. The Clerk is to relay it to the resident and request, where possible, team members car share. Ward Councillor Steve Cox mentioned the use of a field at Hayfield Lane which could become Branton's permanent base. The Clerk will mention this to the resident also.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

Ward Councillors confirmed the speed awareness scheme is getting under way and they are currently in the process of purchasing the equipment and requesting training on its use. They are providing community skips again this month and hope to be in Branton on the morning of the 21st June.

The Clerk apologised for incorrect numbering on the Agenda. The next item, Update on the MUGA, should be 5.2 and Highway matters should be 5.3.

5.2 Update on the MUGA

Landscaper due to attend on 10th June 2025 to complete the groundworks/snagging list. Therefore the final balance of the outstanding invoice has not been paid. The Clerk informed members that a refund from CDC is due in the sum of £2,747.28. The Clerk has provided CDC with it's bank details for the refund and has requested a copy of the final accounts/figures for the MUGA.

5.3 Identify any new Highway matters

The following issues were raised:

- Members and Ward Councillors noted roadworks are to commence on Doncaster Road near the new development/roundabout on 9th June for up to 6 months. No notification has been received by CDC regarding this.
- Is the grass verge at the bottom of Moor View CDC land or the resident next door to it?

RESOLVED (5)

5.1 The Ward Councillors update was noted. The Clerk will continue to advertise the speed awareness initiative and also advertise the community skip.

5.3 The Update on the MUGA was noted.

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

6) CLERK'S REPORT AND ADMINISTRATION ISSUES

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information. Councillor Adams stated he still cannot access the unity bank.

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

Updates are carried out daily/weekly. The Clerk sought clarification from Members regarding setting up their gov.uk email addresses.

RESOLVED (6)

6.1 The Clerk's Report was noted. The Clerk will contact Unity Bank on behalf of Councillor Adams.

6.2 The Clerk will forward Members Aires Networks Ltd contact number for any queries regarding setting up the email addressed. Members are to set up their gov.uk email address by close of business at the end of next week so new addresses can be used going forward.

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

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

7.1 Quotes for the Removal of the Memorial Bench at Kilham Hall playing fields

The Clerk informed Members that the Handyman has stated he is too busy to remove the bench, and says it will be difficult to remove without damaging it as it is concreted in. The Clerk requested quotes for the work and is awaiting quotes returned.

7.2 Quotes for Tree Work

The Clerk had requested three quotes to undertake the proposed works in the Tree Survey. Prices ranged from £600 to £2,389.60. One company responded stating they couldn't carry out the work and the Clerk is awaiting a final quote back in.

7.3 Kilham Hall Management Committee

Kilham Hall Management Committee have not met since the last Parish Council meeting so no update was available.

RESOLVED (7)

7.1 Members noted the update on the relocation of the memorial bench and requested the Clerk to obtain quotes to remove and relocate the bench.

7.2 Members noted the Quotes for work following the Tree Survey and requested that the Clerk circulate the final quote when it is obtained prior to contacting any of the firms.

8) PARISH MATTERS

8.1 Publication of the Quarterly Newsletter

The Clerk asked Members to consider the content of the Summer Newsletter for inclusion in the Arrow publication and Today publication.

8.2 The Clerk reminded Members of the earmarked reserves to install an electrical column, Christmas tree and defibrillator at Warren Park estate. Members were updated on the work and estimated costs to date:

- Christmas Tree at a cost of £325 excluding delivery, planting and VAT provided by Green Mile Trees/CDC.
- Christmas Tree at a cost of £773.75 provided by CDC which includes planting and care/maintenance ie. watering.
- Electrical Column provided by CDC – awaiting quote.
- Defibrillator at a cost of approximately £1000.
- Defibrillator cabinet at a cost of approximately £500.
- Electrical company to install the defibrillator at a cost of approximately £500.

Members were requested to consider and approve the above to enable the Clerk to carry out this work.

RESOLVED (8)

8.1 Members approved the content of the Newsletter with a slight amendment and resolved to publish an article in the Arrow publication and Today publication.

8.2 Members approved the installation of an electrical column and Christmas tree provided by CDC and to purchase a defibrillator and cabinet at Warren Park.

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments are ratified.

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/16	C. Wellings - Internal Auditor	110.00		110.00	LGA 1972 S. 111
25/17	R.J Electrical - Faulty Light	120.00	24.00	144.00	LGA 1972 S. 133
25/18	Clerk - Fire Marshall Training	29.99		29.99	LGA 1972 S. 111
25/19	Clerk - Notice Board MUGA	35.10	7.02	42.12	Open Spaces Act 1906 LGA 1972 S. 145
25/20	KHMC - Pantomime	1,000.00		1,000.00	

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

That the following payments are duly authorised:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/21	Clerk Payroll	*		tbc	LGA 1972 S. 112
25/22	Handyman Payroll	*		tbc	LGA 1972 S. 112
25/23	HMRC	*		tbc	LGA 1972 S. 112
D05/10	Nest Pension	*		tbc	LGA 1972 S. 112
	Aries Network - Exchange Server				
25/24	Host	336.00	67.20	403.2	LGA 1972 S. 111
25/25	Branton Nurseries - Shrubs/Slate		8	8	Open Spaces Act 1906
25/26	Glendale - KH Grass Cut		20.80	20.8	Open Spaces Act 1906
25/27	Handyman expenses - boots	33.33	6.66	39.99	Health & Safety at Work Act 1974 & PPE at Work Regulations 1992
25/28	Handyman expenses - Water Butts	40.00	0.00	40	Open Spaces Act 1906
DD02/47	O2 Mobile	13.80	2.76	16.56	LGA 1972 S. 111
DD03/11	Unity - Bank Charge	6.00		6	LGA 1972 S. 111

* 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 Auditors Report

Consideration was given to the Internal Auditor's Checklist, a copy of which had been circulated to Members.

9.3 2024/2025 Annual Governance and Accountability Return

9.3.1 Approval of Annual Governance Statement (section 1)

Consideration was given to the completion of the Annual Governance Statement a draft copy of which had been circulated to Members.

9.3.2 Approval of Accounting Statement (section 2)

Consideration was given to the accounting statement a copy of which was circulated to Members.

9.3.3 Approval of explanation of Variance Statement for 2024/25 accounts

A copy of the completed variance statement was considered which was enclosed with the agenda.

9.4 Period of Exercise of Public Rights

The dates for the period of exercise of public rights were considered.

9.5 Bank Statements

The Clerk presented Members with the bank statements for 1st May to 31st May 2025 showing a balance of £82,287.53. For consideration and approval by the Members appointed to check internal controls are being met.

RESOLVED (9)

9.1 The direct payments were duly ratified and authorised.

9.2 That the Internal Auditors report is noted, together with the Clerk's actions to date.

9.3.1 That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.

9.3.2 That the Accounting Statement is approved and duly signed by the Chairman for submission to the External Auditor.

9.3.3 That the Annual Variance Statement is agreed and submitted to the External Auditors.

9.4 The Clerk noted an error with the dates and stated that the period of exercise of Public Rights is set for Friday 6th June to Thursday 17th July 2025 inclusive.

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

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

Minutes subject to approval at the next meeting

10) PLANNING APPLICATIONS

Updates on previous planning applications were noted.

RESOLVED (10)

11) POLICE ISSUES

11.1 Police Issues

Next session is to be held on 11th June 2025 at 6pm at Kilham Hall Meeting Rooms.

RESOLVED (11)

12) UPDATE FROM EXTERNAL MEETINGS/TRAINING

"Roots to Liability" Webinar

The Clerk provided Members with a briefing paper relating to the above webinar provided by Clear Councils. A link to the recording of the webinar had been circulated to all Members if they wished to listen to it.

RESOLVED (12)

12 Noted the Clerk's feedback.

13) ITEMS OF CORRESPONDENCE

13.1 Correspondence denoted on the agenda

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

Councillor Odell asked Ward Councillors if there was any update on the Airport as there hadn't been anything in recent correspondence. Ward Councillors updated Councillor Odell to the best of their ability.

RESOLVED (13)

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

14) DATE OF NEXT MEETING

14.1 Date of Next Meeting

RESOLVED (14)

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

15) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

15.1 Clerk's May Timesheet

The Clerk's timesheet for May was shared for information. The Clerk has worked an additional 16hrs10minutes above her contracted hours due to having annual leave and working on CILCA.

15.2 Handyman's May Timesheet

Handyman's timesheet for May was shared for information.

RESOLVED (15)

15.1 The Clerk's timesheet was received and the contents noted. It was approved to pay the Clerk for the additional hours worked above her contracted hours.

15.2 The Handyman's timesheet was received and the contents noted.

15.1 & 15.2 The Clerk will forward these to Warrens GBC to generate payroll.

The meeting closed at 7.35pm

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

Minutes subject to approval at the next meeting