



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 1st October 2025 at Kilham Hall commencing at 6pm.

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

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

1) APOLOGIES FOR ABSENCE

- 1.1 Apologies
 - 1.2 Reasons for absence considered
- RESOLVED (1)**

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

RESOLVED (2)

3) APPROVAL OF MINUTES

- 3.1 Minutes of the Parish Council Meeting on 3rd September 2025

RESOLVED (3)

3.1 The minutes of the Parish Council Meeting held on the 3rd September 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
Two members of the public were present to raise the following items on Warren Park Estate – installation of a postbox, planning application by Honey Homes, site portacabins, public right of way, footpaths around the estate, park, underpass, dumped rubbish, dog fouling, double yellow lines, site lorries.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
4.2.1 A resident had contacted the Clerk to request a postbox at Warren Park Estate.

RESOLVED (4)

- 4.1 Members signposted the residents to the relevant authorities – CDC, Local MP, Ward Councillors, HSE, South Yorkshire Police.
- 4.2 The Clerk had responded to the resident and informed her to contact Royal Mail.

5) CITY OF DONCASTER COUNCIL

- 5.1 Ward Councillor’s Report
Apologies were received from the Ward Councillors and an update provided from Planning Enforcement Officer regarding the car sales garage on Chapel Lane.
- 5.2 Update on the MUGA
Landscaper is due to return to complete the groundworks where the compound was the week commencing 6th October 2025. The Clerk has met with CDC regarding the outstanding balance

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

owed to CDC once the Parish Council are happy with everything. The Parish Council owes CDC £2747. However there remains a refund due back to the Parish Council of £12221. The Clerk has asked CDC to confirm with their finance team whether they can simply deduct our outstanding fee from the amount owed to us and return the net balance or whether we have to settle their invoice in full first before receiving the full refund.

5.3 Identify any new Highway matters

The following issues were raised:

- Kingsmead, Valley Drive and Rural Crescent – paths are uneven, tarmac crumbling
- Parking at Valley Drive and Rural Crescent is illegal
- Valley Drive and Rural Crescent near the School there is no street lighting

RESOLVED (5)

5.1 The Ward Councillors update was noted.

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

5.4 The Clerk will enquire about the new highway matters identified with CDC and inform South Yorkshire Police of the parking issues.

6) CLERK'S REPORT AND ADMINISTRATION ISSUES

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List for information. The Clerk highlighted the issue with the Old Cantley Christmas Illuminations and H.M. Land Registry regarding ownership of land.

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

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

RESOLVED (6)

6.1 The Clerk's Report was noted. The Clerk will order an ordnance survey map at a cost of approximately £20 to send to H.M. Land Registry.

6.2.1 The Clerk will continue to liaise with Aires Networks Ltd relating to the progression of the new website.

6.2.2 The Clerk will inform Aires Networks Ltd of the inclusion of Councillor photographs.

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

7.1 Gardener/Handyman's Action Tracker

The Clerk updated Members on the Handyman's tracker and future actions that will be required following the ROSPA inspection.

7.2 Pictorial Sign at the Entrance to Kilham Hall Field

The Clerk sought three quotes, two couldn't provide quotes the third quoted £95 to update the existing sign.

7.3 Kilham Hall Management Committee

The Clerk informed Members of the discussions that took place on the 15th September regarding the Disability Access Audit and Fire Responsibilities.

RESOLVED (7)

7.1 Members approved the purchase of playground equipment to carry out repairs recommended by ROSPA.

7.2 Members approved the quote to update the sign for the entrance to Kilham Hall Field at a cost of £95.

7.3 The Clerk is to look at the Deed between KHMC and the Parish Council prior to the next KHMC meeting on the 20th October 2025.

8) PARISH MATTERS

8.1 Litter Picking Roadsigns

The Clerk provided members with a quote for litter picking roadsigns however recommended the Parish Council wait until their request to CDC expires on 25th November.

8.2 Community Litter Pick

Councillor Gibbins informed Members of the date of the next litter pick – 1st November 2025.

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

Minutes subject to approval at the next meeting

8.3 Armistice Day Displays

The Clerk asked Members to consider dates for installation and removal of the armistice day displays round the Parish.

8.4 Kilham Hall Car Park

The Clerk asked Members to consider the closing times for the car park for the Winter months.

8.5 Annual Fire Shutter Testing

The Clerk informed Members of the date for the annual testing.

8.6 Annual Intruder Alarm Testing

The Clerk informed Members of the date for the annual testing.

RESOLVED (8)

8.1 Members will await a reply from CDC regarding litter picking signs before purchasing any.

8.2 Members noted the next litter pick and requested the Clerk advertise the same on Facebook.

8.3 Members agreed for displays to be installed the week commencing 20th October and removed week commencing 24th November 2025. The Clerk will inform the Handyman.

8.4 Members resolved to close the gates at 4pm after the clocks change.

8.5 Members noted the date booked for the annual shutter testing.

8.6 Members noted the date booked for the annual intruder alarm testing as 10th September 2025 not 2024.

9) PARISH COUNCIL MATTERS

9.1 Quarterly Newsletter

The Clerk shared with Members the content of the Winter Newsletter for approval together with its publication in the Today Magazine and the Arrow Magazine.

9.2 SLCC Annual Membership

Members were informed of this years renewal figure in the sum of £190, and the new automatic renewal system.

9.3 Civility and Respect Statement of Assurance

The Clerk reminded Members that they had previously adopted the Civility and Respect Pledge. YLCA are now asking all Members to sign the Statement of Assurance.

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

Members were asked to consider any proposals for new projects, initiatives or expenditures that may require inclusion in the 2026/2027 budget.

RESOLVED (9)

9.1 Members approved the content of the Winter Newsletter and its publication in the Today Magazine and Arrow Magazine.

9.2 Members noted the SLCC renewal for 2025/2026 and approved the same together with the automatic enrolment.

9.3 Members signed the Civility and Respect Statement of Assurance and returned them to the Clerk.

9.4 Members suggested the following actions relating to new projects/initiatives/expenditures:

- External works for access for DDA
- Additional car parking at front of Kilham Hall
- Screen/Projector for meeting room
- Pantomime donations reduce over coming years
- New CCTV system around Kilham Hall
- CCTV Camera for Warren Park and annual maintenance
- New tubs/planters for Kilham Hall
- Repairs to Park following ROSPA Inspection

10) FINANCIAL

10.1 PKF Littlejohn's Section 3 of the AGAR and Notice of Conclusion

The Clerk provided Members with PKF Littlejohn's Section 3 of the AGAR together with the Notice of Conclusion of Audit for information/approval.

10.2 Direct Bank Payments

That the following payments are duly approved:

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

Minutes subject to approval at the next meeting

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Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/75	Clerk - Payroll	tbc		tbc	GPoC
25/76	Handyman - Payroll	tbc		tbc	GPoC
25/77	HMRC	tbc		tbc	GPoC
DD05/14	NEST Pension	tbc		tbc	GPoC
DD06/05	Plusnet	26.99	0	26.99	GPoC
DD02/51	O2 Mobile	11.50	2.3	13.8	GPoC
25/78	SLCC Annual Membership	190.00	0	190	GPoC
25/79	ROSPA Park Inspection	176.00	35.20	211.2	GPoC
25/80	Clerk - Ink	24.55	0.00	24.55	GPoC
25/81	CDC - Xmas Infrastructure Warren Park	2,856.07	0.00	2856.07	GPoC
25/82	PKF Littlejohn - External Audit	420.00	0.00	420	GPoC
25/83	Metro Secure - Alarm Service	87.50	17.50	105	GPoC
25/84	Clerk - Postal Order & Stamps	11.13	0.00	11.13	GPoC
25/85	Handyman's Expenses	86.15	17.23	103.38	GPoC
25/86	CDC - 660ltr bin	199.29	0.00	199.29	GPoC
25/87	Clerk - Ink	24.99	0.00	24.99	GPoC
25/88	Clerk - Poppy Display Materials	24.17	0.00	24.17	GPoC

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

- 10.3 Internal Control Exercise
The Clerk presented Members with the internal control exercise carried out by Councillor Odell and Councillor Butterworth for information.
- 10.4 2nd Quarter Bank Reconciliation/Level of Reserves
Members were provided with the 2nd quarter bank reconciliation showing a balance, across the current and savings accounts, of £101,681 as at 1st October 2025.
- 10.5 Frequency of Bank Reconciliations
The Clerk informed Members that currently bank reconciliations are presented quarterly however it is good governance to receive these monthly.
- 10.6 2nd Quarter Budget Monitoring Report
The Clerk requested this item be deferred to the November meeting.
- 10.7 2nd Quarter HMRC Return
The Clerk presented Members with the 2nd quarter HMRC return - £339.02 to claim.
- 10.8 Poppy Donation
The Clerk sought approval for the provision of a poppy wreath for the Local School and Kilham Hall field.
- 10.9 Corporate Credit Card
The Clerk asked Members to consider obtaining a corporate credit card or pre-paid top up card for use by the Clerk, in place of her personal credit card/bank account, to support transparency and good governance. The Clerk provided Members with a number of options for consideration.
- 10.10 Bank Statements
The Clerk presented Members with the bank statements for 1st to 30th September 2025 showing a balance of £101,681, for consideration and approval by the Members appointed to check internal controls are being met.
- 10.11 Introduction to (AGAR) Assertion 10 Digital & Data Compliance
Members noted the additional information relating to Assertion 10 and the details of the webinar relating to the same.

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

Minutes subject to approval at the next meeting

RESOLVED (10)

10.1 PKF Littlejohn’s Section 3 of the AGAR and Notice of Conclusion of Audit were noted. The Clerk has already advertised the same on the Parish Council’s Notice Boards and Website.

10.2 The direct payments were duly approved.

10.3 Member’s noted the internal control exercise carried out on Saturday 20th September 2025.

10.4 Members approved the 2nd quarter bank reconciliation and noted the level of reserves.

10.5 Members approved to receive the bank reconciliation on a monthly basis.

10.6 This item was deferred to the November meeting.

10.7 Members noted the amount of £339.02 to be claimed back from HMRC. The Clerk will submit a claim.

10.8 Members approved to donate £100 to the Royal British Legion and to request two poppy wreaths – one for the local primary school and one for Kilham Hall playing field.

10.9 Members approved to obtain a corporate credit card and agreed to go with the current bank provider, Unity Trust, at a £6 per month fee.

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

10.11 Members noted the additional information on Assertion 10 and approved for the Clerk to attend the Webinar on the 30th October at a cost of £10.

11) POLICIES/PROCEDURES

11.1 The following Policies were considered:

11.1.1 Corporate Credit Card Policy (new).

11.1.2 Pensions and Retirement Policy (reviewed)

RESOLVED (11)

11.1.1 to 11.1.2 The above Policies were all approved.

12) PLANNING APPLICATIONS

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

12.1.1 225/01881/TCON The Farm, Main Street, Old Cantley	Notice of intention to undertake various pruning on a Cherry Tree, within Old Cantley Conservation Area	No comments or concerns
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RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

There was no feedback from the drop in on Tuesday 15th September 2025.

RESOLVED (13)

13.1 Members noted the police update.

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

14) TRAINING/EXTERNAL MEETINGS

14.1 Village Hall Webinar

Councillor Gibbins attended the above webinar and provided feedback to Members.

14.2 YLCA South Yorkshire Branch Meeting

The Clerk reminded Members of the YLCA South Yorkshire Branch Meeting to be held on 8th October via zoom.

RESOLVED(14)

14.1 The Clerk is to review the GDPR/CCTV Policies and check that KHMC has a music licence.

14.2 Councillor Williams and Councillor Gibbins passed on their apologies.

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

Minutes subject to approval at the next meeting

15) ITEMS OF CORRESPONDENCE

15.1 Correspondence denoted on the agenda

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

RESOLVED (15)

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

16) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 5th November 2025 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s September Timesheet and Quarter 1 Mileage Claim

The Clerk’s timesheet for September was shared for information together with Quarter 1 mileage claim form.

17.2 Review Clerk’s Working Hours

This item was deferred until early 2026.

17.3 Handyman’s September Timesheet

Handyman’s timesheet for September was shared for information.

17.4 Staffing Committee Minutes

Members were provided with the Staffing Committee Minutes from the meetings on 16th September and 30th September 2025 for information.

RESOLVED (17)

17.1 The Clerk’s timesheet was received and approval was given to pay the additional hours worked. The Clerk’s mileage was approved.

17.2 Deferred until January 2026

17.1 & 17.3 The Clerk will forward timesheets and mileage claim to the payroll provider.

17.3 Members noted the Handyman’s timesheet.

17.4 Members noted and approved the Staffing Committee minutes and approved a draft letter to send to the Handyman. The Clerk will finalise and send the same.

The meeting closed at 8pm.

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

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