



# Cantley with Branton Parish Council

## Minutes of the Annual Meeting of the Parish Council held on Wednesday 14<sup>th</sup> May 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) and 25 Members of the public

### 1) **FORMAL PROCESS FOR ANNUAL MEETING**

#### 1.1 Election of Chairman

Councillor Williams was proposed and seconded as Chairman.

#### **RESOLVED (1.1)**

That Councillor Williams is unanimously elected as Chairman for the ensuing year or until the Vice Chairman feels comfortable to take over the role.

That Councillor Williams' Declaration of Acceptance of Office form be duly signed.

#### 1.2 Councillor's Declaration of Office Form

All Members were present so no resolution to allow any councillors not present, to sign their Declaration of Acceptance of Office at a later date was required. All Members signed their Declaration of Office forms.

#### **RESOLVED (1.2)**

#### 1.3 Election of Vice Chairman

Councillor Gibbins was proposed and seconded as Vice Chairman.

#### **RESOLVED (1.3)**

That Councillor Gibbins is unanimously elected as Vice Chairman for the ensuing year.

#### 1.4 Exclusion of Public and Press

Items 17.1 to 17.3 be excluded from the public and press.

#### **RESOLVED (1.4)**

#### 1.5 Declarations of Interest

Councillor Williams declared an interest in Agenda Item 4.2.1.

#### **RESOLVED (1.5)**

#### 1.6 Appointment of Parish Council Representatives to External Bodies

Consideration was given to the appointment of representatives to the following external bodies:

- 1.6.1 CDC Parish Council Joint Consultative Committee (next meeting on 07/08/25)
- 1.6.2 Kilham Hall Community Centre Management Committee (next meeting on 12/05/25)
- 1.6.3 Yorkshire Wildlife Consultative Committee (next meeting tbc)
- 1.6.4 YLCA South Yorkshire Branch Voting Representatives (next meeting 18/06/25)
- 1.6.5 CDC Public Rights of Way meeting (next meeting on 09/10/25)

#### **RESOLVED**

**1.6.1** That Councillor Williams remains appointed as representative to the PCJCC with Councillor Odell as the designated substitute.

**1.6.2** That Councillor Gibbins and Councillor Sprack are nominated as representatives to Kilham Hall Management Committee.

**1.6.3** That Councillor Gibbins is appointed as representative to the YWP Consultative Committee with Councillor Adams as the designated substitute.

**1.6.4** That Councillor Williams and Councillor Gibbins to remain appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.

**1.6.5** That Councillor Gibbins remains nominated to attend DMBC PROW meeting and Councillor Williams as the designated substitute.

#### 1.7 Appointment of Council Members Appointed to Check Internal Controls are being met

Discussion took place regarding this role.

#### **RESOLVED (1.7)**

That Councillor Odell and Councillor Butterworth to be confirmed as the two Members appointed to check internal controls are being met.

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

1.8 Appointment of Staffing Committee

Discussion took place regarding forming a Staffing Committee.

**RESOLVED (1.8)**

That Councillors Williams, Butterworth, Sprack and Adams be appointed as members of the Staffing Committee, however it is noted that only three members need to be present to be quorate.

1.9 Staffing Committee Terms of Reference

The Clerk presented Members with the Staffing Committee's Terms of Reference for adoption.

**RESOLVED (1.9)**

That the Council adopt the Staffing Committee Terms of Reference.

1.10 Adopt Standing Orders and Financial Regulations

The Clerk presented members with the Standing Orders and Financial Regulations for adoption.

**RESOLVED (1.10)**

That the Council adopt the Standing Orders and Financial Regulations.

1.11 Review the Assets and Other Equipment

The Clerk informed members that the above had been adopted at the April 2025 meeting due to amendment and year end.

**RESOLVED (1.11)**

The Council assets and equipment are noted as agreed at the April 2025 meeting.

1.12 General Power of Competence

The Chairman informed the Parish Council that it has not got General Power of Competence due to the Clerk not being CILCA qualified. However once the Clerk completes CILCA successful GPC can be obtained. The Parish Council can still conduct the work it carries out however there has to be legislation to support this.

**RESOLVED (1.12)**

1.13 Review arrangements with Other Local Authorities, Not for Profit Bodies and Businesses

The Clerk informed Members of current Contracts in place with CDC, Christmas Plus, Annual Servicing Contracts, Gates and Grass Cut Contracts.

**RESOLVED (1.13)**

The Contracts with other authorities, non-profit organisations, businesses are noted and reviewed when required.

1.14 Arrangements for Insurance Cover

The Clerk informed the Parish Council of the insurance renewal date – September 2024.

**RESOLVED (1.14)**

The Clerk reviews the Parish Council's Insurance in August 2025 prior to renewal in September 2025.

1.15 Subscription to other Bodies and List of Regular Payments

The Clerk informed members of their annual subscriptions with other bodies – YLCA, SLCC and Website hosting. A list of regular payments was also presented to Members for approval.

**RESOLVED (1.15)**

The Council's subscriptions to the YLCA, SLCC and website hosting are noted and agreed. The Council's list of regular payments was approved.

1.16 Council's Expenditure under Section 137

The Clerk reminded Members that the Parish Council does not have General Power of Competency (GPC). Section 137 spend equates to £11.10 per parishioner and the Parish Council has 3119 electors. Therefore the Parish Council has authority to spend up to £34,620.90 under Section 137 if need be. The Clerk reminded Members that Section 137 expenditure is listed separately on the Direct Bank Payments and is the power of last resort.

**RESOLVED (1.16)**

The Council's expenditure under Section 137 is noted and continues to be monitored on a monthly basis.

1.17 Payroll Provider

The Clerk sought Members approval to continue to use Warrens GBC to provide payroll services, which were free of charge.

**RESOLVED (1.17)**

That the Council approved to continue using Warrens GBC to provide payroll services.

1.18 Review of Policies and Procedures

The Clerk provided Members with the current policy list together with review dates.

**RESOLVED (1.18)**

The current policy list was noted and agreed. The Clerk is to review legislation changes and amend any policies affected accordingly.

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

1.19 Determine levels of Delegation to the Clerk

The Chairman informed Members of the Clerk's current level of delegation, as per the Parish Council's Standing Orders (approved today) and Scheme of Delegation Policy which was approved in March 2024.

**RESOLVED (1.19)**

That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.

That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council's budget including urgent repairs costing less than £1000.

That the Clerk is delegated the authority to pay staff wages following approval by the Chairman.

That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.

1.20 Time and Place of Forthcoming Meetings

A list of future dates, times and venue was considered for future Parish Council meetings.

**RESOLVED (1.20)**

The List of future dates, times and venues for Parish Council meetings during 2025/2026 were approved. The Clerk will publicise the list of future meetings on the website, notice boards and Facebook page.

**2) APOLOGIES FOR ABSENCE**

2.1 Apologies

2.2 Reasons for absence considered

**RESOLVED (2)**

No apologies were received.

**3) APPROVAL OF MINUTES**

3.1 Minutes of 2<sup>nd</sup> April 2025

**RESOLVED (3)**

a) The minutes of the previous Parish Council Meeting held on the 2<sup>nd</sup> April 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

No members of the public raised any items that weren't otherwise published on the Agenda.

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

6.25pm: *Councillor Williams left the room as he has a declared interest in this item.*

4.2.1 A number of residents attended expressing their disappointment on the closure of the walk in entrance. They explained their reasons and requested the Parish Council write to Yorkshire Wildlife Park in support of residents' concerns regarding the walk in entrance off Brockholes Lane.

6.50pm: *Councillor Williams returned to the meeting.*

4.2.2 Coffee Club have requested for placement of a bench at Kilham Hall to commemorate 15 years.

4.2.3 A number of residents' expressed their concerns regarding a life sized plastic cow, inconsiderate parking and running a business from a residential property on Chapel Lane. The Clerk informed residents of the Parish Council's remit and the actions she had taken so far. Councillor Odell gave residents advice on reporting issues.

4.2.4 Residents' raised concerns regarding the placement of the latest bench on Kilham Hall Playing Fields.

4.2.5 To Consider a residents request to request horse rider signs be installed in Branton.

**RESOLVED (4)**

4.2.1 Members agreed to write to the Wildlife Park supporting residents. The Clerk will draft a letter for Members approval prior to the Clerk sending.

4.2.2 Members approved Coffee Club's request to place a bench at Kilham Hall. Placement will be determined once the bench has been purchased.

4.2.3 The Clerk has referred the residents to CDC for these issues and has also reported the inconsiderate parking to CDC via their online reporting system and South Yorkshire Police who have confirmed they will monitor the situation.

4.2.4 The Clerk will publish the links for the online reporting mechanisms onto the Parish Council Facebook page for residents to access.

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

**4.2.5** Members considered the residents concerns and discussed options available. Members requested the Clerk respond to the resident stating they will monitor the anti social behaviour and consider relocation of the bench if issues persist.

**4.2.6** Members considered the residents request and agreed to remove the bench as soon as practicably possible ready to relocate later in the year.

## **5) PARISH COUNCIL MATTERS**

### **5.1 Consider Co-Option for Councillor Vacancy**

Members were presented with an advertisement to advertise the vacancy of Councillor following the recent elections.

### **5.2 Archiving of Parish Council Minutes**

Members considered approving the archiving of Cantley with Branton Parish Council's Minutes between April 2021 and March 2024 inclusive with Heritage Doncaster.

### **5.3 Topics for Discussion at YLCA Branch Meeting**

Members considered topics for discussion at the next YLCA Annual Branch Meeting on the 18<sup>th</sup> June 2025 and put forward to YLCA.

## **RESOLVED (5)**

**5.1** Members approved the advertisement with a closing date of 20<sup>th</sup> June 2025. The Clerk will advertise the vacancy on the notice boards, website and Facebook page.

**5.2** Members approved the archiving of Minutes between April 2021 and March 2024 with Heritage Doncaster.

**5.3** Members requested the Clerk put forward "Village Halls treated as businesses for energy supplies and the need to changes nationally". Cllr Gibbins will write/present a report for YLCA Branch meeting if this is accepted on the Agenda.

## **6) DONCASTER METROPOLITAN BOROUGH COUNCIL**

### **6.1 Ward Councillor's Report**

No Ward Members were in attendance.

### **6.2 Update on the MUGA**

FOSSE are awaiting availability of a landscaper to complete the groundworks/snagging list.

### **6.3 Tree Survey**

The Clerk presented Members with the recent Tree Survey carried out by CDC at Kilham Hall for consideration and approval of any actions recommended. The Clerk informed Members of the cost of the proposed works, £2,389.60 which isn't budgeted for and therefore the Parish Council would need to use general reserves for this work.

### **6.4 Identify any new Highway matters**

The following issues were raised:

- The grate on Whiphill Top Lane still hasn't been repaired.
- There is a water leak in Old Cantley.

## **RESOLVED (6)**

**6.2** The Update on the MUGA was noted.

**6.3** Members noted the Tree Survey and approved the following works action to take place as per the recommendations:

- Clerk to Obtain two additional quotes for the work recommended.
- Upon receipt of the additional quotes, Clerk to commission work to be undertaken in the next 6 months by the cheapest contractor.

**6.4** The Clerk will report the new highway matter identified to CDC.

## **7) CLERK'S REPORT AND ADMINISTRATION ISSUES**

### **7.1 To note actions carried out by the Clerk**

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

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

Updates are carried out daily/weekly. The Clerk updated Members regarding the gov.uk email addresses and website.

## **RESOLVED (7)**

**7.1** The Clerk's Report was noted.

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

- 7.2 The Update on the gov.uk work was noted.
- 7.3 The Clerk will request the website developer to add a page on the new website for biodiversity.

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

### 8.1 Kilham Hall Management Committee's Report

Councillor Gibbins informed the Parish Council that discussions took place regarding poppies, pantomime, street lighting on the motorway bridge near the new estate and speed limit, fire training and the drainage.

### RESOLVED (8)

- 8.1 Members noted Kilham Hall Management Committee's update.
- 8.2 The Clerk will enquire with CDC regarding the street lighting and speed limit on the motorway bridge near the new estate and report back.

## 9) PARISH MATTERS

### 9.1 Donation to Kilham Hall Management Committee

The Clerk asked members how much they wished to donate to Kilham Hall Management Committee to support the 2025 Pantomimes, the total cost of the Pantomimes is £1250.

### 9.2 Litter Pick

The Clerk informed Members that the litter pick took place on the 3<sup>rd</sup> May 2025 and the next date will be published in due course. Councillor Gibbons and the Clerk will now be coordinating the litter picks.

### RESOLVED (9)

- 9.1 The Parish Council agreed to donate £1000 to Kilham Hall Management Committee towards the 2025 pantomimes.
- 9.2 Members noted the details on the Litter Pick and wished to express their gratitude to those residents who participated. The Parish Council wished to thank Michelle Sidebottom for coordinating and attending the litter picks in the past.

## 10 FINANCIAL

### 10.1 Direct Bank Payments

That the following payments are ratified.

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
DD03/09	Unity - Bank Charge	6.00	0.00	6.00	LGA 1972 S. 111
25/10	Clerk Payroll	*			LGA 1972 S. 112
25/11	Handyman Payroll	*			LGA 1972 S. 112
25/12	HMRC	*			LGA 1972 S. 112
DD05/08	Nest Pension	*			LGA 1972 S. 112
25/13	Handyman Expenses	38.67	7.74	46.41	Open Spaces Act 1906
DD02/46	O2 Mobile	72.84	14.57	87.41	LGA 1972 S. 111
25/09	YLCA - Planning Policy Webinar	18.20	0.00	18.20	LGA 1972 S. 111
DD03/10	Unity - Bank Charge	6.00	0.00	6.00	LGA 197 S. 111
25/14	Glendale - KH Grass Cut	155.97	31.2	187.17	Open Spaces Act 1906

\* 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.

The Clerk informed Members of two additional invoices that had been received since payments were made for works approved previously. Members duly authorised the following payments:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/15	R J Electrical – Light repair	120	24	144	LGA 1894 S. 8 (1)(i)
25/16	C. Wellings – Internal Auditor	110	0	110	LGA 1972 S. 111

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

## 10.2 Bank Authorisation

The Clerk informed Members that Joanne Rushby would need to be removed as authorised signatory following the recent elections.

## 10.3 Bank Statements

The Clerk presented Members with the bank statements for 1st April to 30<sup>th</sup> April 2025 showing a balance of £86,416.70. For consideration and approval by the Members appointed to check internal controls are being met.

### **RESOLVED (10)**

**10.1** The direct payments were duly ratified and authorised. Members noted that the Clerk has delegated authority to pay all these items and therefore future payments need noting not approving. Only payments not listed on the regular payments list approved at Item 1.15 need approval.

**10.2** The Clerk provided Members with the correct form to approve to enable removal of Joanne Rushby from the bank accounts. The Clerk will submit the form and relevant documentation required to Unity Bank.

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

## **11) POLICIES/RISK ASSESSMENTS**

### 11.1 Biodiversity Policy

The Clerk presented the revised Biodiversity Policy for consideration and approval.

### **RESOLVED (11)**

**11.1** The Biodiversity Policy was approved with the addition of a compost bin being included in the Action Plan.

## **12) PLANNING APPLICATIONS**

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

25/00008/REF Hillcrest, Doncaster Road, Branton	Appeal Against Refusal - Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Noted – no comments or concerns
25/00836/OUT Land To The Rear Of 38 - 40 St Vincents Avenue, Branton	Outline application for erection of dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	Agree contaminated land risk assessment to be carried out otherwise no concerns
25/00852/FUL 24 Warrington Drive, Bessacarr	Erection of a 4 bedroom detached self-build dwelling following the demolition of the existing dormer bungalow	As long as in keeping with the conservation area no comments or concerns
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive	<b>Concerned about additional traffic onto main road, near another junction and directly opposite a junction</b>

### **RESOLVED (12)**

The Planning Applications were noted. The Clerk will feedback to CDC.

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

### **13) POLICE ISSUES**

#### **13.1 Police Issues**

The Police Drop In was held at The Café at Branton Garden Centre on 22<sup>nd</sup> April 2025 at 10am. A number of members of the public attended – no issues were relevant to the Parish Council. Next session is to be held on 11<sup>th</sup> June 2025 at 6pm at Kilham Hall Meeting Rooms.

#### **RESOLVED (13)**

**13.1** The next Police Drop In session is booked for Wednesday 11<sup>th</sup> June 2025 at 6pm at Kilham Hall Meeting Rooms.

### **14) UPDATE FROM EXTERNAL MEETINGS**

#### **14.1 PCJCC meeting held on the 3<sup>rd</sup> April 2025**

Councillor Williams updated Members on the meeting held on the 3<sup>rd</sup> April 2025.

#### **14.2 PROW meeting held on the 9<sup>th</sup> April 2025**

Councillor Gibbons updated Members on the meeting held on the 9<sup>th</sup> April 2025.

#### **14.3 YLCA National Planning Policy Framework Webinar on the 14<sup>th</sup> April 2025**

Councillor Gibbins was unsure about this webinar. The Clerk apologised and noted her error, Councillor Gibbins never attended this.

#### **14.4 Fire Marshall training**

The Clerk's Fire Marshall training has expired. The previous organisation used no longer provide training to individuals. It would therefore cost £220 for up to 5 people. The Clerk has found an online course at a cost of £29.99 plus VAT.

#### **14.5 Nominations for the South Yorkshire Branch representatives**

Members were asked to consider nominations for the YLCA South Yorkshire Branch representatives. Councillor Julia Staniforth from Auckley Parish Council has requested nominating.

#### **RESOLVED (14)**

**14.1** Noted Councillor Williams feedback on the PCJCC meeting.

**14.2** Noted Councillor Gibbins feedback on the PROW meeting.

**14.3** Noted the error on the Agenda.

**14.4** Approved the Clerk's attendance on Fire Marshall Online Training at a cost of £29.99 plus VAT.

**14.5** Agreed to nominate Councillor Julia Staniforth from Auckley Parish Council for the South Yorkshire Branch nominations.

### **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, CEO Bulletin, Community First Funding Update, CDC's Roadworks reports and 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**

#### **16.1 Date of Next Meeting**

#### **RESOLVED (16)**

**16.1** That the next meeting be held on Wednesday 4<sup>th</sup> June 2025 commencing at 6pm.

### **17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

#### **17.1 Clerk's April Timesheet**

The Clerk's timesheet for April was shared for information. The Clerk has worked an additional 5hrs20minutes above her contracted hours.

#### **17.2 Handyman's April Timesheet**

Handyman's timesheet for April was shared for information.

#### **17.3 Payroll Update from Warrens GBC**

The Clerk provided Members with an update on payroll matters from Warrens GBC including personal allowance, workplace pension, holiday pay, flexible working laws, Employment Rights Bill, national insurance thresholds, statutory payment rates and national living wage (NLW) increase.

#### **RESOLVED (17)**

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

**17.1 & 17.2** The Clerk and Handyman's timesheets were received and the contents noted. The Clerk has forwarded these to Warrens GBC to generate payroll for paying tomorrow. The Clerk has carried forward 5hrs20minutes into May 2025.

**17.3** The Update from Warrens GBC was noted.

The meeting closed at 8.10pm

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