



# Cantley with Branton Parish Council

**Minutes of the Meeting of the Parish Council held on Wednesday 3<sup>rd</sup> September 2025 at Kilham Hall commencing at 6pm.**

**PRESENT:** Councillors: R. Odell (Chair), S. Adams, J. Sprack and R. Boyd

**IN ATTENDANCE:** B Walton (Clerk) and one member of the public

## **1) APOLOGIES FOR ABSENCE**

### **1.1 Apologies**

Councillor Neville Williams, Councillor Tony Gibbins and Councillor Yvonne Butterworth.

### **1.2 Reasons for absence considered**

Holiday and illness.

## **RESOLVED (1)**

**1.2** All Councillors apologies were accepted.

## **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 17.6 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 5<sup>th</sup> July 2025**

## **RESOLVED (3)**

**3.1** The minutes of the Parish Council Meeting held on the 5<sup>th</sup> July 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**

One member of the public were present to raise safety concerns regarding site traffic on Warren Park Estate.

### **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 complaining about inconsiderate parking down Kilham Lane.

**4.2.2** A resident has informed the Clerk about youth's damaging the MUGA and abusing them when confronted.

**4.2.3** A resident has contacted the Clerk regarding noise nuisance on Quarry Lane.

**4.2.4** A resident had complained regarding overgrown undergrowth on the footpath along the River Torne.

## **RESOLVED (4)**

**4.1** Members confirmed the Parish Council would write to Persimmon, Ward Councillors and the Neighbourhood Team at CDC notifying them of the residents concerns and requesting action.

**4.2.1** The Clerk had responded to the resident and had relayed to the users that where possible, team members car share or walk. If parking issues or complaints are received the Parish Council will review the situation.

**4.2.2** The Clerk has reported the damage and abuse to the PCSO's. CDC's Neighbourhood Officer has made enquiries locally regarding any anti-social behaviour and will report the findings back to the Council in due course.

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

- 4.2.3** The Clerk referred the resident to CDC's Environmental Health team and Planning team.
- 4.2.4** The Clerk has reported the overgrown footpath to the Environment Agency and copied Auckley Parish Council in too.

## **5) CITY OF DONCASTER COUNCIL**

### **5.1 Ward Councillor's Report**

Apologies were received from the Ward Councillors. The car sales garage on Chapel Lane has been served with enforcement documentation regarding parking and this will be monitored by CDC.

### **5.2 Update on the MUGA**

5.2.1 Landscaper is due to return to complete the groundworks where the compound was the week commencing 6<sup>th</sup> October 2025.

5.2.2 CDC have informed the Clerk that the refund of Parish Council funds cannot be released until payment of the outstanding balance has been received.

### **5.3 Quarterly Inspection Reports**

The Clerk presented Members with CDC's quarterly playground inspection reports for 7<sup>th</sup> January, 17<sup>th</sup> March and 6<sup>th</sup> June 2025 for noting.

### **5.4 Identify any new Highway matters**

5.4.1 The Clerk has requested signs for Gatewood Lane from CDC stating "picking litter up on this road risks lives".

The following issues were raised:

- Pot hole on Gatewood Lane as you turn off Nutwell Lane.
- Speeding on Doncaster Road.
- Road sign on Doncaster Road/New Road on opposite side of road to the pub is coming out.

## **RESOLVED (5)**

**5.1** The Ward Councillors update was noted. Members requested clarity from Ward Councillors regarding timescales and next steps.

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

**5.3** Members did not want to pay the outstanding balance until all works are completed.

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

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

Updates are carried out daily/weekly.

6.2.1 Work is ongoing with the new website.

6.2.2 Members were asked to consider inclusion of their photographs on the Members page of the new website.

6.2.3 Members were asked to consider inclusion of regular payments on the Finance page of the new website.

6.2.4 Members were asked to consider inclusion of grant funding available on the Finance page of the new website.

## **RESOLVED (6)**

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

**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.

**6.2.2** Members will provide the Clerk with a suitable photograph for inclusion on the Website.

**6.2.3** Members resolved to include regular payments on the finance page of the website.

**6.2.4** Members resolved to include grant funding on the finance page of the website.

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

### **7.1 The Rose Garden**

The Clerk informed Members of damaged bushes/trees at The Rose Garden.

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

- 7.2 Quotes for Painting of Playground Equipment  
The Clerk requested 3 quotes for the above task. Only one quote has been received in the sum of £1450.
- 7.3 Pictorial Sign at the Entrance to Kilham Hall Field  
The Clerk asked Members to consider updating the wooden sign at the entrance to Kilham Hall field to include the MUGA, orchard and ball wall.
- 7.4 New Bin near the MUGA  
Members were asked to consider purchasing a bin for near the MUGA at a cost of £1451.88, which includes a double bin, concrete plinth, installation and weekly emptying for a year). Ongoing emptying costs would then need to be factored into future budgets.
- 7.5 E-Scooters Signage  
Members were asked to consider placing signage at the entrance to Kilham Hall field stating no e-scooters on site.

#### **RESOLVED (7)**

- 7.1 Members agreed to remove the dead holly bush and ask the Gardener/Handyman to replace with something suitable and for the Gardener/Handyman to try to save the damaged bush before removing and replacing it.
- 7.2 Members approved the quote to paint the playground at a cost of £1450. The Clerk will inform Bagnalls Painting and Decorating of then same and agree a date to start the work.
- 7.3 Members requested the Clerk obtain quotes for an updated sign for the entrance to Kilham Hall Field.
- 7.4 Members approved the purchase of a new bin to be located near the MUGA at a cost of £1451.88. The Clerk will include the additional emptying costs in the 2026/2027 budget.
- 7.5 Members approved e-scooter signage provided by South Yorkshire Police to be displayed at the entrance to Kilham Hall field.

#### **8) PARISH MATTERS**

- 8.1 Quarterly Newsletter  
The Clerk shared with Members the content of the Autumn Newsletter for ratifying together with it publication in the Today Magazine and the Arrow Magazine.
- 8.2 Adopt Land at Warren Park, Bessacarr  
The Clerk provided Members with a map of the land that Persimmon Homes have offered to the Parish Council for adoption.
- 8.3 Damaged Fence – Valley Drive  
The Clerk asked Members to consider the repair of the wooden fence on Valley Drive (opposite the school) during the winter months.
- 8.4 Defibrillator at Warren Park  
The Clerk informed Members of the difficulties in identifying a suitable location for the installation of a defibrillator on site. Current CDC guidance/policies prohibit mounting the device on a lamppost or electrical column, even if already connected. As there are no public buildings on site to host the unit, alternative solutions will need to be considered to ensure accessibility and compliance.
- 8.5 Quotes for Electrical Column for Warren Park  
The Clerk informed Members of the process required to install an electrical column at Warren Park and also provided Members with quotes and correspondence for consideration.
- 8.6 Consultation Summary by Lee Pitcher MP  
Lee Pitcher MP has provided the Parish Council with his response regarding the Bellway Homes Development. The Parish Council were asked to consider the same and determine if they wished to add anything to the letter.

#### **RESOLVED (8)**

- 8.1 Members ratified the content of the Autumn Newsletter and its publication in the Today Magazine and Arrow Magazine.
- 8.2 Members considered the proposal to adopt the land at Warren Park. Following discussion, it was unanimously resolved not to adopt the land. The Clerk is instructed to formally notify Persimmon Homes of this decision.
- 8.3 Members approved the repair of the wooden fence on Valley Drive.
- 8.4 Members resolved that no further action can be taken at present relating to the installation of the defibrillator at Warren Park. The installation will be deferred until a suitable and compliant location becomes available in the future.

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

**8.5** Members approved CDC's quotation of £2,856.07 for the supply and installation of an electrical column, to be connected to the nearby lamppost. It was further resolved that the Clerk should proceed without delay in requesting this work, with the aim of achieving installation prior to Christmas.

**8.6** Members considered the consultation summary from Lee Pitcher MP and felt it would be beneficial for the Parish Council to send an email to CDC Planning Department.

## **9) PARISH COUNCIL MATTERS**

### **9.1 General Power of Competence**

Now the Clerk has obtained the CILCA Qualification and two thirds of members are elected the Parish Council can consider adopting the general power of competence.

### **9.2 Clear Council's Insurance Quote**

Members were informed of this years insurance renewal figure in the sum of £2009.70, which is an increase of £307.97 from the previous year.

### **9.3 Inclusion of Young Members of the Community on Local Governance**

The Clerk reminded Members that in 2023 the discussed trying to engage with the younger members of the community. Members considered liaising with Doncaster's Youth Engagement team, local schools and clubs and potentially a regular youth slot on the Parish Council agenda.

### **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 resolved to adopt the General Power of Competence.

**9.2** Members noted the Insurance Premium for 2025/2026 and ratified its payment.

**9.3** Members approved trying to engage with the younger members of the community to try and include them in local governance. The Clerk will make contact with the organisations named above, will include a regular agenda item and schedule a Facebook post notifying residents of this initiative.

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

- Contingency earmarked for park replacement.
- Future projects to be provided to the Clerk by early October.
- Contact CDC re: new equipment.
- Incorporate an article in the next newsletter asking residents what they want.

## **10) FINANCIAL**

### **10.1 July Direct Bank Payments**

That the following payments are duly ratified:

<b>Ref No.</b>	<b>To Whom Paid</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Power/Section</b>
		£	£	£	
25/49	Clerk Payroll *	1,213.52	0	1,213.52	GPoC
25/50	Handyman Payroll *	1,000.97	0	1,000.97	GPoC
25/51	HMRC *	351.93	0	351.93	GPoC
DD05/12	NEST – Pension *	100.94	0	100.94	GPoC
25/52	Clear Council - 25/26 Insurance	2,009.70	0	2,009.70	GPoC
25/53	Gary Lee - Bench	310.00	0	310.00	GPoC
25/54	Clerk - Snap Outdoor Frame	23.32	4.66	27.98	GPoC
25/55	KHMC - Smart Export YLCA - Fire Safety	1,100.88	0.00	1,100.88	GPoC
25/56	Responsibilities	30	0.00	30.00	GPoC
25/57	Handyman - Nuts/Tape	5.89	1.19	7.08	GPoC
25/58	Handyman - Extendable Lopper	9.17	1.83	11.00	GPoC
25/59	Handyman - Bicarbonate Soda	3.50	0.70	4.20	GPoC
25/60	Handyman - Petrol	8.81	1.76	10.57	GPoC
DD03/13	Unity - Bank Charges	6	0.00	6.00	GPoC
25/61	Clerk - Ink cartridge	14.99	0.00	14.99	GPoC
DD06/03	Plusnet	26.99	0.00	26.99	GPoC
DD02/49	O2 - Mobile	11.50	2.30	13.80	GPoC

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

25/62	Clerk - PDF Enhanced Programme	29.17	5.83	35.00	GPoC
25/63	Glendale (July Grass Cut)	103.98	20.80	124.78	GPoC
25/64	Clerk - Ebay ID Badges	15.90	0.00	15.90	GPoC

## 10.2 August Direct Bank Payments

That the following payments are duly authorised:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/65	Clerk Payroll *			tbc	GPoC
25/66	Handyman Payroll *			tbc	GPoC
25/67	HMRC *			tbc	GPoC
DD05/13	NEST Pension *			tbc	GPoC
DD03/14	Unity - Bank Charges	6	0	6	GPoC
DD06/04	Plusnet	26.99	0	26.99	GPoC
DD02/50	O2 - Mobile	11.5	2.3	13.8	GPoC
DD04/02	ICO - Registration Fee	47.00			
25/68	Glendale (August Grass cut)			0	GPoC
25/69	Today Publications	130.00	26	156	GPoC
25/70	Arrow Publications	105	21	126	GPoC
25/71	Trees Away	600.00	0	600	GPoC
	Npower - Glen Rd Xmas				
25/72	Illuminations	63.24	3.16	66.4	GPoC
25/73	Glendale August fees	51.99	10.40	62.39	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 reminded Members of the decision to carry out an internal control exercise in September and March. The Members appointed to check internal controls are being met will carry out this task.

## 10.4 Bank Statements

The Clerk presented Members with the bank statements for 1st July to 31st August 2025 showing a balance of £71,008, for consideration and approval by the Members appointed to check internal controls are being met.

## 10.5 Introduction to AGAR Assertion 10 Digital & Data Compliance

The Clerk informed Members of a new assertion that the Parish Council will need to be compliant with for next year's AGAR. Members were provided with additional information relating to Assertion 10 for consideration.

## **RESOLVED (10)**

10.1 The direct payments were duly ratified.

10.2 The direct payments were duly approved.

10.3 That the internal control exercise be carried out on a Friday afternoon during September.

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

10.5 Members noted the new requirements for the AGAR and the Clerk's update as to the Parish Council's current status.

## **11) POLICIES/PROCEDURES**

11.1 The following Risk Assessments were considered:

11.1.1 Carols Around the Tree (reviewed).

11.1.2 Generic Risk Assessment (reviewed)

11.1.2.1 Outside Facilities

11.1.2.2 Management Procedures

11.1.2.3 Financial Procedures

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

- 11.1.2.4 Buildings
- 11.1.2.5 Employee and Volunteer Activities
- 11.1.3 Village Hall Risk Assessment (new).
- 11.1.4 Fire Risk Assessment (reviewed).

## RESOLVED (11)

**11.1.1 to 11.1.2** The above Risk Assessments were all approved.

**11.1.3 and 11.1.4** The above Risk Assessments were approved. However they will need to be taken to the KHMC meeting in September for their approval also.

## 12) PLANNING APPLICATIONS

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

12.1.1 25/01279/OUT 15 Warrington Drive, Bessacarr	Outline approval with all matters reserved for the erection of a single, self build bungalow with up to 3 bedrooms following the demolition of existing garage and installation of private drive access road to the rear on approx 0.05ha of land	Application Withdrawn
12.1.2 25/01434/FUL 7 Warning Tongue Lane, Cantley	Erection of single storey extension to the front and rear including formation of rooms in roof space and double garage extension to side	Feel that it would be preferred if the central ridge of the extension was lowered ad to reduce the height of the dormers relative to the central roof line.
12.1.3 24/01164/FULM - Land At Cammidge Way, Bessacarr	Erection of 168 dwellings with associated landscaping and drainage (reduction from 184 dwellings to 168 dwellings, amended plans, including revised layout)	<p>While we acknowledge the reduction in the number of proposed dwellings and the revised site layout, we wish to raise several significant concerns regarding the impact of this development:</p> <p><b>1. Loss of Community Land</b></p> <p>The proposed development will remove land that has been used by local residents for many years for informal recreation and community activities. This loss of valued open space will negatively affect the health, wellbeing, and social cohesion of the local community.</p> <p><b>2. Removal of Established Trees</b></p> <p>Several mature trees on the site are scheduled for removal. These trees form an important part of the local landscape and provide valuable habitats for wildlife. Their loss would have a measurable negative environmental impact and reduce local biodiversity.</p> <p><b>3. Traffic and Access Concerns</b></p>

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

		<p>The development will significantly increase traffic levels in the surrounding area. However, no additional entrances or exits to the site are proposed. This raises concerns regarding road safety, congestion, and the ability of the existing road network to accommodate the additional vehicles generated by 168 new dwellings.</p> <p><b>4. Lack of Supporting Infrastructure</b></p> <p>The application does not propose any additional local amenities. Schools, GP surgeries, and dental practices are already under significant pressure in the area. The additional population from this development will place further strain on these essential services.</p> <p>In light of these concerns, we respectfully request that the planning authority consider the cumulative impact of this development on the local community, infrastructure, and environment before making a decision on this application.</p>
12.1.4 25/01405/FUL Land Off Cammidge Way, Manor Farm, Bessacarr	Erection of 2no. retail units and 4no. apartments with associated access, parking, landscaping and drainage	No comments or concerns.

12.2 Members were asked to consider residents concerns relating to their objection of the Honey Homes planning application and consider supporting residents.

**RESOLVED (12)**

**12.1.1 to 12.1.4** Feedback is given to the Planning Department at CDC on the planning applications received.

**12.2** The Clerk will reply to residents with a copy of the Parish Council's response to CDC's Planning Department.

**13) POLICE ISSUES**

**13.1** Police Issues

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

**13.2** Future Dates of Police/Councillor Drop In's

The Clerk informed Members of the future dates set for police/councillor drop in sessions and asked Members to consider which sessions they could attend to represent the Parish Council.

**RESOLVED (13)**

**13.1** Members noted the police update.

**13.2** The Clerk will draft a schedule of Members attendance at the future drop in sessions and circulate it to Members.

**13.2** 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.

**14.2** CILCA

The Clerk updated Members of actions following her CILCA qualification.

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

- 14.3 Events, Play Parks and Risk Assessment Webinar  
The Clerk previously circulated notes from this webinar to Members.
- 14.4 Business Fire Safety Responsibilities  
The Clerk, Councillor Gibbins and KH Caretaker attended this webinar. The Clerk provided Members with key actions taken from this webinar. Councillor Gibbins and KH Caretaker will update KHMC on this.
- 14.5 CDC Public Rights of Way Meeting  
The Clerk previously circulated information to Members relating to and update received from CDC regarding the change in format to this meeting.
- 14.6 Parish Council Joint Consultative Committee (PCJCC)  
The Clerk had previously circulated the Minutes of the meeting held on the 7<sup>th</sup> August 2025 for information.
- 14.7 YLCA Joint Annual Meeting  
Members were asked to consider who, if anyone, would attend the above meeting on Saturday 27<sup>th</sup> September at 1pm at Walton Village Hall, Leeds.
- 14.8 YLCA South Yorkshire Branch Meeting  
Members were asked to consider who would attend the above meeting on Wednesday 8<sup>th</sup> October 2025 via zoom.

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

- 14.1 Members agreed to defer this item to October's meeting upon Councillor Gibbins return.
- 14.2 Members noted the Clerk's update on CILCA and congratulated her on her qualification.
- 14.3 Members noted the update on Events, Play Parks and Risk Assessment webinar.
- 14.4 Members noted the update on Business Fire Safety Regulations. Councillor Gibbins will provide this update to Kilham Hall Management Committee's next meeting for their attention.
- 14.5 Members noted the change in format to the Public Rights of Way meetings.
- 14.6 Members noted the minutes of the PCJCC meeting on 7<sup>th</sup> August 2025.
- 14.7 Councillors Gibbins and Odell will attend the YLCA Joint Annual Meeting on 27<sup>th</sup> September 2025.
- 14.8 Councillors Williams and Gibbins will attend the YLCA South Yorkshire Branch Meeting on 8<sup>th</sup> October 2025.

#### **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 and training, Letter from Lee Pitcher MP and Emails from Warren Park residents.

#### **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 1<sup>st</sup> October 2025 commencing at 6pm.

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

- 17.1 Clerk's July and August Timesheet  
The Clerk's timesheet for July and August timesheets were shared for information.
- 17.2 Handyman's July and August Timesheet  
Handyman's timesheet for July and August timesheets were shared for information.
- 17.3 NALC Pay Award  
Members were informed of the NALC pay award for all staff backdated to April 2025.
- 17.4 Contractual Pay Increment  
Members were asked to consider the contractual pay scale increment for the Clerk following successful completion of the CILCA qualification.
- 17.5 Payroll Services  
Members were informed of a change at Warrens GBC who currently provides external payroll services. Members were asked to consider alternative options for payroll services.
- 17.6 HSE's Management Standards Indicator Tool  
Members were provided with the above document which the Clerk and Handyman had completed in line with a recently reviewed policy.

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



**RESOLVED (17)**

**17.1** The Clerk's timesheets were received and the contents noted.

**17.2** The Handyman's timesheets were noted.

**17.1 & 17.2** The Clerk will forward timesheets to the payroll provider.

**17.3** Members noted the national pay award for staff.

**17.4** Members considered the contractual payscale increment for the Clerk following completion of the CILCA qualification and approved the same.

17.4 The Clerk will inform the payroll provider of the increment.

**17.5** Members considered the options available to them for payroll services and approved to award the payroll services to Warrens Accountants Ltd at a cost of £90 per quarter.

**17.6** Members considered the completed questionnaires and the Clerk's feedback regarding the Handyman's replies. They resolved to form a Staffing Committee to discuss this item.

The meeting closed at 8.22pm.

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