

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 6th November 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), Y Butterworth, A. Gibbins, J. Rushby and J. Sprack
IN ATTENDANCE: B Walton (Clerk), Ward Councillor Steve Cox

1) APOLOGIES

- 1.1 Apologies received
Councillor Odell.
- 1.2 Reasons for absence considered

RESOLVED (1)

a) Councillor Odell’s reason for absence were 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 17.3 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 2nd October 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 2nd October 2024 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 were present at this time.
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
A resident pointed out to the Handyman that their child had slipped on the grid entering the park whilst running.

RESOLVED (4)

a) The Parish Council agreed to monitor the situation.

5) CITY OF DONCASTER COUNCIL

- 5.1 Ward Councillor’s Report
Ward Councillor Cox confirmed that the skip would be located at Kilham Lane on the 30th November.
- 5.2 Update on the MUGA
Work started on the 4th November 2024 and is expected to take 4 to 6 weeks.
- 5.3 Update on CCTV
CDC envisage installation by the end of November/early December.
- 5.4 Capital Grant
CDC informed the Clerk that the Parish Council could not apply for the capital grant as it had to go through a Community Group. Discussion took place as to whether Kilham Hall Management Committee could apply for the grant.
- 5.5 Identify any new Highway matters
The Clerk has reported fly tipping on Gatewood Lane to CDC.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

RESOLVED (5)

- a) Members noted the Ward Councillors Update and thanked Councillor Cox for his attendance.
- b) Members noted the update on the MUGA.
- c) Members noted the update on the CCTV.
- d) The Clerk will forward the grant application details to KHMC.

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 The Clerk informed Members that the website was not WCAG 2.2 AA Standard for website compatibility. It is good practice to have an accessible website. The website is currently in need of updating and the cost to make the existing website accessible would be nearly as much as a new website. Councillor Sprack also informed members of a government discount available to assist Parish Council's with gov.uk domain name/email addresses which is advised. It is more professional and also more secure.

RESOLVED (6)

- a) Members noted the Clerk's Report and action list. The Clerk reminded The Chairman and Councillor Gibbins/Sprack of an outstanding action each.
- b) Members noted the Clerk's Update on Facebook/the Website.
- c) The Clerk is to obtain quotes for gov.uk domain/emails and upgraded website and include in budget costs for 2024/2025.

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

7.1 ROSPA Playground Inspection

Members noted the report which had been previously circulated and the associated action plan.

7.2 Aerial Runway

Members considered the quote from CDC regarding the Aerial Runway Annual Maintenance in the sum of £165.

7.3 Gardening Equipment

Members considered the annual servicing arrangements for the gardening equipment.

7.4 Kilham Hall Management Committee's Report

There has been no meeting since our October meeting.

RESOLVED (7)

- a) Members noted the ROSPA Report and Approved works required on the Action Plan.
- b) Members noted the cost to the Aerial Runway Annual Service and approved the same.
- c) Members approved the annual servicing of the gardening equipment.

8) PARISH MATTERS

8.1 Parish Council Action Plan 2025/2026

The Clerk provided members with a draft Action Plan and asked members to consider priorities for the forthcoming year to be incorporated into the budget which included donations, grants, recreation area and grounds maintenance, litter picking, communicating with residents, remembrance displays, Christmas displays, defibrillators and CCTV.

8.2 South Yorkshire Bus Franchising Consultation

The Clerk had previously circulated the above and asked whether Members wanted to send a combined response on behalf of the Parish Council.

RESOLVED (8)

- a) Members were happy with the content of the Action Plan 2025/2026 with the addition of the upgrade to the website and the possibility of combining the Police Drop In sessions with Councillor Drop In's.
- b) Members approved a joint response to the South Yorkshire Bus Franchising Consultation. Comments will be circulated to the Clerk by 30th November to enable her to draft a response for approval at December's meeting.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments are duly approved:

Payments for Ratifying

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/83	Glendale - Sept Grass Cut Royal British Legion - Poppy	94.52	18.90	113.42	Open Spaces Act 1906
24/85	Donation	100.00	0.00	100.00	LGA 1972 S.145
24/86	GG Emergency Door Specialists	392.00	78.40	470.40	LGA 1892 S. 8 (1) (i)
24/87	SLCC - Annual Membership	183.00		183.00	LGA 1972. S. 111
24/88	SLCC - CILC Qualification - Clerk	450.00		450.00	LGA 1972 S. 111
24/89	GG Emergency Door Specialists	200	40	240.00	LGA 1892 S. 8 (1) (i)

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/84	YLCA - CILCA Tutorials/Mentorship	325.00	0.00	325.00	LGA 1972 S. 111
24/90	Clerk (Salary)	*			LGA 1972 S. 112
24/91	Handyman - Salary	*			LGA 1972 S. 112
24/92	Handyman - Cable Ties	12.08	2.42	14.50	Open Spaces Act 1906
24/93	Clerk - Seed Bombs Today Publications - Winter	29	0	29.00	S137
24/94	Newsletter CDC - MUGA/Extension	125	25	150.00	LGA 1972 S. 142(1a) GPC
24/95	Contribution RJ Electrical - Remove External	54945.6	0	54,945.62	
24/96	Socket	50	10	60.00	LGA 1892 S.8(1)(i)
24/97	Glendale - Oct Grass Cut	47.27	9.45	56.72	Open Spaces Act 1906
24/98	Clerk - Paper	20.95	0	20.95	LGA 1972 S. 111
DD03/40	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 111

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

Ward Councillor Cox left the meeting.

Discussion took place regarding CDC's invoice for the MUGA and discussed contents of a letter to CDC requesting a reduction due to poor service received during the extension build.

9.2 Bank Statements

The Clerk presented Members with the bank statements for 1st October to 31st October 2024 for consideration and approval by the Council's auditors.

RESOLVED (9)

- a) The bank payments were approved and the Clerk is to pay these in due course.
- b) The Clerk is to send a letter to CDC requesting reduction in invoice due to poor service.
- c) The bank statements were noted and signed by the Council's auditors.

10) POLICIES/PROCEDURES

10.1 The following policies were reviewed:

10.1.1 Internet Banking Policy

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

10.1.2 Business Continuity Policy

RESOLVED (10)

- a) The above Policies were all approved.
- b) The additional list of key dates for recovery action were noted and approved within the Business Continuity Policy.

11) PLANNING APPLICATIONS

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

24/01725/FUL 3 New Road, Branton	Erection of a two storey rear extension with Juliette balcony	Already Granted
24/01780/FUL Woodview, Glen Road, Branton	Erection of a single storey front extension with first floor dormer window addition and general reconfiguration of internal space	No comments or concerns

RESOLVED (11)

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

12) POLICE ISSUES

12.1 Police Issues

The next Police Drop In will be held at the Café at the Garden Centre on Doncaster Road on Thursday 14th November 2024 at 10am-11am.

RESOLVED (12)

- a) Members noted the police update.
- b) The Clerk advertises the future Police Drop In sessions on social media and the website.

13) CHRISTMAS ARRANGEMENTS

Carols Around the Tree

13.1 Members were asked if they wished to purchase sweets for the service.

13.2 Members were asked if they wished to ask the WI for a donation of mince pies for the event and purchase additional mince pies if needed.

RESOLVED (13)

- a) The Clerk is to purchase two tubs of celebrations sweets and additional mince pies, if required, for the Carols around the Tree event.
- b) The Clerk is to write to the WI regarding a mince pie donation.

14) TRAINING/EXTERNAL MEETINGS

14.1 YLCA Webinar on gov.uk Email Addresses

Councillor Sprack circulated an update on the above and talked Members through it.

14.2 CDC PROW Meeting

Councillor Gibbins updated Members on the above meeting held on the 16th October 2024.

14.3 South Yorkshire YLCA Branch Meeting

Councillor Williams could not attend this meeting so no update was available.

RESOLVED (14)

- a) Members noted the circulated documents from the gov.uk webinar.
- b) Members noted the update from the PROW 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, CEO Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training.

RESOLVED (15)

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

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 4th December 2024 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s October Timesheet

The Clerk’s timesheet for October was shared for information.

17.2 Handyman’s October Timesheet

Handyman’s timesheet for October was shared for information.

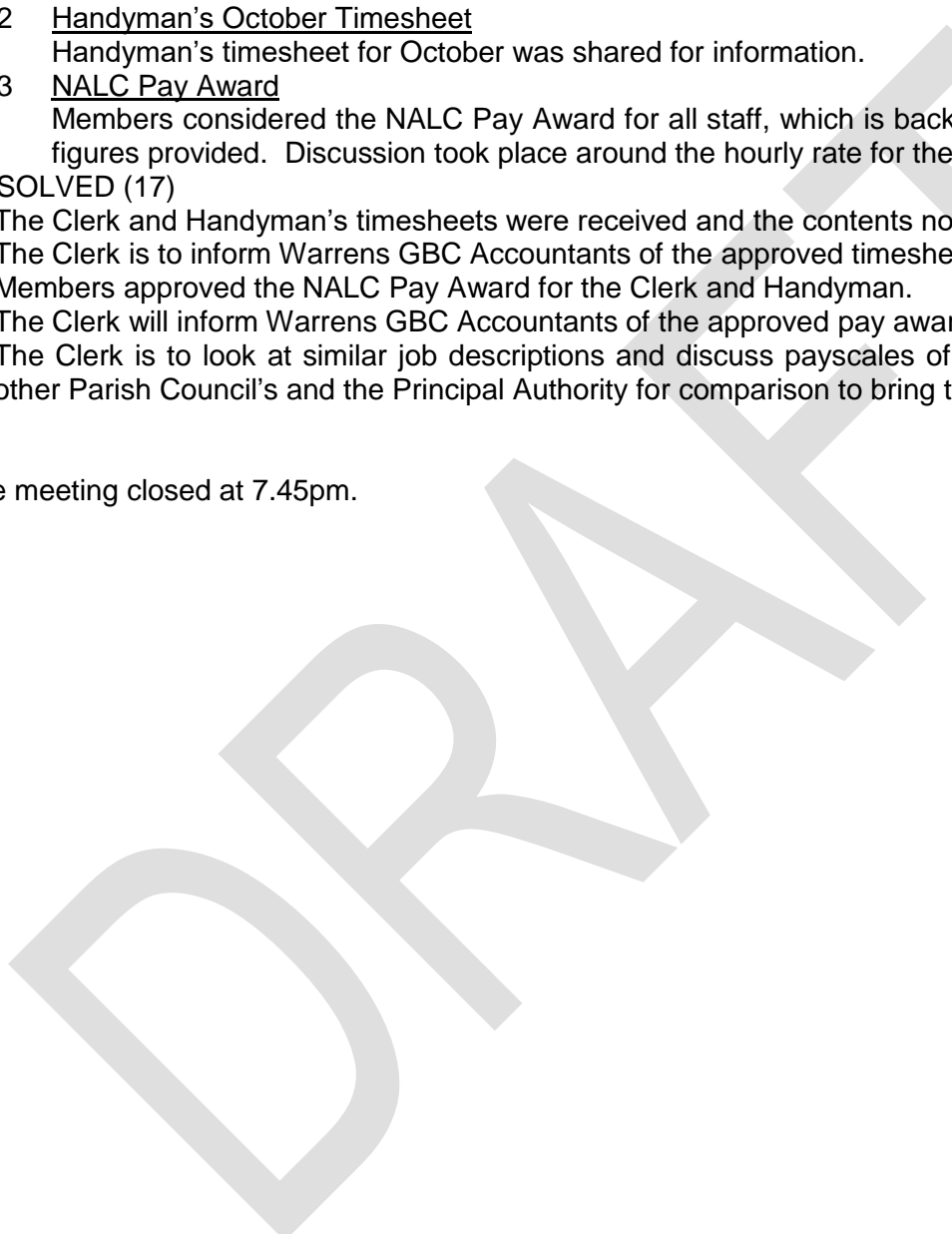
17.3 NALC Pay Award

Members considered the NALC Pay Award for all staff, which is backdated to April 2024 and the figures provided. Discussion took place around the hourly rate for the Handyman.

RESOLVED (17)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data.
- c) Members approved the NALC Pay Award for the Clerk and Handyman.
- d) The Clerk will inform Warrens GBC Accountants of the approved pay award backdated to April 2024.
- e) The Clerk is to look at similar job descriptions and discuss payscales of Handymen/Gardeners with other Parish Council’s and the Principal Authority for comparison to bring to December meeting.

The meeting closed at 7.45pm.



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

Candidate 1 – Parish Council Co-option Vacancy – 4th December 2024 Meeting

I would like to express my interest for consideration for the current vacancy on the Parish Council.

My name is [REDACTED]

I have live in the Doncaster Area for 18 years, i have recently moved to Branton. My Address in [REDACTED], DN3 3UL if you need to check my eligibility on the register.

I have two young girls who have started in the reception class at local school, Branton St Wilfrid's.

I have always had an interest in the community in which we live, making a good and welcoming place.

Please let me know if you need any more details from me.

Kind Regards

CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – DECEMBER 2024

1) CDC

- a) MUGA - **One complaint received from a resident regarding early start one day. Informed CDC and asked them to speak to Contractors. Apologised to resident and informed them of our actions. Query o/s invoice regarding MUGA due to issues early on in the project.**
- b) CCTV – **Chased CDC for update on when CCTV being installed. Should be end of November/beginning of December but awaiting confirmation.**
- c) Community Skip – **Skip was on 30/11/24 at Kilham Hall.**
- d) Land at top of Brockholes Lane – **Wrote to residents – replies received from residents adjoining land and other residents within village – on Agenda.**
- e) Capital Gains Grant – **Upon checking with CDC, KHMC can't apply for this on our behalf now as the project has already started.**
- f) Street Lighting Fault – **Report fault of street lighting on New Road near Christmas Tree. The fault affects our electrical column and therefore the Christmas Illuminations.**

2) Recreation Ground/Garden Areas

- a) MUGA – **As above**
- b) Grants for MUGA – **No more outstanding**
- c) Fence Maintenance - **Handyman continuing painting fence around KH.**
- d) Paint Playground – **Handyman will need to close park to paint it so waiting til Spring.**
- e) Repairs – **Handyman will work through ROSPA Report.**
- f) 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.**
- g) Community Orchard – **Coordinating delivery and planting of trees with Cllr Gibbins, Handyman and Primary School – Trees due to be delivered w/c 9/12/24 (been delayed on numerous occasions) and scheduled to plant on morning of 13/12/24.**

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

- a) Energy – **New meter installed 22/11/24, awaiting rubble collection.**
- b) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**
- c) Complaints from residents regarding parking issues – **WI had their Christmas Fayre and Coffee Club went on a trip – residents couldn't get up the lane with trucks/tractors/horseboxes due to inconsiderate parking – on Agenda**

4) Parish/Community

- a) 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 and cost new ones for inclusion in next year's budget.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards**
- c) Free NHS Health Checks for 40 to 74 year olds – **Session to be held on 16th December between 10am and 4pm. Will start to advertise on FB and notice boards.**
- d) Pantomime – **Tickets taken to Premier for sale, checked on them, advertised event and liaised with KHMC.**
- e) Carols Around the Tree – **event advertised, mince pies received from WI, purchased chocolates, popped into pub, phonecall to pub manager and Armthorpe Elmfield Brass Band to finalise all. Volunteers needed as Clerk may not be able to attend due to surgery the day before.**

5) Parish Council Procedures/Finance

- a) Website – **Updated regularly**
- b) Facebook – **Updated regularly**
- c) Policies – **Publication Scheme reviewed.**
- d) Unity Bank Interest – **Informed of reduction in interest rate on savings accounts from 2.75% to 2.60% gross.**
- e) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**
- f) Handyman/Clerk roles – **Review roles, payscales and do comparison with other PC's in line with Government NMW reviews from April 2025.**

6) Police

a) Drop In Session – future dates set until July 2025 and advertised on FB, website and notice boards. The next session is on Wednesday 18th December 2024 at 6pm at Kilham Hall Meeting Rooms, Kilham Hall, Kilham Lane, Branton.

7) Training/Networking

a) Clerk has started CILCA qualification – This will take between 8 and 12 months 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
		Put Schedule of Meeting Dates on FB and Notice Boards				Done
01/05/2024	1.16		Clerk	07/05/2024	N	
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
		Send Councillor Odell's declaration of office to CDC MO				Done
01/05/2024	4.3		Clerk	02/05/2024	N	

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 arrnage 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/Recycling and say happy to try a clothing bank on 3 month trial				Done - Happy to trial, met rep from Recycling 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 publicationions	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	Y	Chase CDC early January for date - coordinate with Steve's working days/hours
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		Y	Next meeting 25/11/24 - await update
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	Y	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		Y	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		Y	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	Y	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		Y	Done - information collated ready for PC meeting



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

FREEDOM OF INFORMATION POLICY

The Publication Scheme

In line with section 20 of the Freedom of Information Act 2000, the Information Commissioner has now developed and approved a new model publication scheme which was adopted, without modification, by the Parish Council at its meeting on 3rd December 2008 and reviewed in 2019, 2023 and 2024.

The scheme commits a Parish Council to:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, held by the Council and falls within the classes outlined below.
- Specify the information which is held by the Council and falls within the classes below
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the Council makes available under the scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make the publication scheme available to the public.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act.
- Information in draft form
- Information no longer readily available as it is contained in files which are in archive storage, or is difficult to access for similar reasons.

Method by which information published under the scheme will be made available;

- The information is included on the Parish Council's website: and a copy is posted on the village notice boards.
- Information can also be obtained from the Clerk to the Council by e-mailing: cwbpc@outlook.com or by telephoning 07761525584. If necessary an appointment to view documentation will be made within a reasonable timescale following the request.
- The Council will adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges which may be made for information published under the scheme:

- Material on the website is free of charge
- Charges for routinely published material will be kept to a minimum.
- Charges may be made for actual disbursement incurred, e.g. photocopying, postage/packing plus the cost directly incurred as a result of viewing information

- Charges may also be made for information provided under the scheme where they are legally authorised.
- Where a charge is made this will be confirmed to an applicant in advance* The Parish Council may also request payment prior to providing the information if it so wishes.
- *For the time being the cost will be 10 pence per sheet plus any postage charges

Reviewed and adopted in June 2019

Reviewed: August 2023

Adopted: 6th September 2023

Reviewed: 12th November 2024

Adopted: 4th December 2024

Details of documents available for inspection are contained in **Appendix 1**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy from the Clerk Website Parish notice boards Newsletter in local publication</p>	<p>See Attached</p>
<p>Who's who on the Council and its Committees</p>	<p>As above Website or Hard copy from the Clerk</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>As above Website or Hard copy from the Clerk</p>	
<p>Location of main Council office and accessibility details</p>	<p>Kilham Hall Meeting Rooms, Kilham Hall, Kilham Lane, Branton, DN3 3PF Accessible Monday to Friday 8.45am to 10.30am Friday 1pm to 3pm</p>	
<p>Staffing structure</p>	<p>Hard copy from the Clerk</p>	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy from the Clerk</p>	
<p>Annual return form and report by auditor</p>	<p>Hard copy from the Clerk Website</p>	
<p>Finalised budget</p>	<p>Hard copy from the Clerk Website</p>	
<p>Precept</p>	<p>Hard copy from the Clerk Website</p>	
<p>Borrowing Approval letter</p>	<p>Hard copy from the Clerk</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy from the Clerk Website</p>	
<p>Grants given and received</p>	<p>Hard copy from the Clerk</p>	

List of current contracts awarded and value of contract	Hard copy from the Clerk	
Members' allowances and expenses	Hard copy from the Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Council minutes displayed on notice boards, website and from the Clerk	
Parish Plan (current and previous year as a minimum)	N/A Taken to November PC Meeting and placed on website with papers. Previous years AP on website under Finances	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from the Clerk Website from 2009	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy from the Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Council minutes displayed on notice boards, website and from the Clerk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish notice boards and website	
Agendas of meetings (as above)	Parish notice boards, website and at meetings	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Displayed on notice boards, website and from the Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk Website	
Responses to consultation papers	Hard copy from the Clerk	
Responses to planning applications	Hard copy from the Clerk, in the Council Minutes DMBC CDC Website on the relevant Planning Application	

Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	Hard copy from the Clerk Website	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Recording of Meetings Policy	Hard copy from the Clerk Website development from 2009	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from the Clerk Website	
Information security policy	Hard copy from the Clerk Website	
Records management policies (records retention, destruction and archive)	Hard copy from the Clerk Website	
Data protection policies	Hard copy from the Clerk Website	
Schedule of charges (for the publication of information)	Hard copy from the Clerk Website	
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy from the Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of electors	
Assets Register Land Register and Disposal Register	Hard copy from the Clerk Website	

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy from the Clerk	
Register of members' interests	Hard copy from the Clerk Website	
Register of gifts and hospitality	Hard copy from the Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy from the Clerk Newsletters on Website	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy from the Clerk Timetable of Events on Website	
Parks, playing fields and recreational facilities	Hard copy from the Clerk	
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above The council meeting recordings (if any are made) will include the availability of such recordings within its Publication Scheme.	Copy from the Clerk or on the Website	

Contact details: Clerk to the Council: Mrs B Walton
Tel. No. 07761525584
Email: cwpb@outlook.com

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10.p per sheet (black & white)	Actual cost *

	Photocopying @ 10.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority



Cantley with Branton Parish Council

Risk Assessment for Installing Poppies on Lamp Posts

Project Title: Installation of Poppies on Lamp Posts

Date: 29/10/24

Assessor: Clerk/RFO

Location: Parish of Cantley with Branton

1. Objective

To assess the risks associated with the installation of poppies on lamp posts as part of a commemorative initiative.

2. Scope

This assessment covers the installation process, maintenance, and potential hazards related to the display of poppies on public lamp posts.

Risk Identification

Hazard	Risk	Who is Affected	Current Control Measures	Risk Rating	Further Action Required
1. Falls from Height	Injury from falls during installation	Handyman	Use of ladders with safety features; training for workers	Medium	Ensure all personnel are trained in ladder safety
2. Traffic Accidents	Injury from vehicles while installing/removing	Handyman, Passersby	Work during off-peak hours; traffic management plan	Medium	Consider using cones and signage
3. Weather Conditions	Slips, trips, or falling objects due to rain/wind	Handyman	Check weather forecasts; delay installation if conditions are poor	High	Develop a protocol for adverse weather conditions
4. Public Interaction	Disruption or accidents with passersby	Passersby	Use barriers and signage during installation	Medium	Increase public awareness before installation
5. Vandalism or Theft	Damage or removal of poppies	Public, Community	Secure materials; choose durable designs	Medium	Monitor installations regularly

Risk Evaluation

Risk Rating Key:

- **High (H):** Immediate action required
- **Medium (M):** Manage and monitor
- **Low (L):** Low priority, maintain regular review

Action Plan

1. **Training:** Ensure safety training for the Handyman (focusing on ladder safety, electrical hazards, and public safety) are up to date.
2. **Traffic Management:** Develop a traffic management plan to minimise risk during peak times. Use barriers and signage to alert the public.
3. **Weather Protocol:** Establish a protocol for monitoring weather conditions and postponing work as necessary.
4. **Public Awareness Campaign:** Inform the public about the installation process and encourage respect for the display.
5. **Monitoring:** Schedule regular checks on the installations for wear and potential vandalism.
6. **Feedback Loop:** Gather feedback from workers and the community to continually improve safety measures.

Approved By: Cantley with Branton Parish Council

Date: 4th December 2024



Cantley with Branton Parish Council

Risk Assessment for Installing Christmas Lights and/or Bunting Around the Village Hall

Project Overview

- **Objective:** Install Christmas lights and/or Bunting around the village hall safely and efficiently to enhance the festive atmosphere.
- **Location:** Exterior and surrounding areas of the village hall.
- **Date:** June/November/December
- **Persons at Risk:** Handyman, passers-by, and village hall users.
- **Assessed by:** Bev Walton, Clerk/RFO
- **Date of Assessment:** 31/10/24

1. Hazards and Risks

Hazard	Potential Risk	Who Might Be Harmed	Severity (1-5)	Likelihood (1-5)	Risk Level (SxL)	Mitigation Measures
Working at Height	Falls from ladders or elevated platforms when hanging lights	Handyman/Volunteers	4	3	12	<ul style="list-style-type: none">- Use appropriate ladders or scaffoldings.- Ensure ladders are stable and secure.- Use harnesses or safety equipment if needed.- Inspect all lights and cables before installation.- Ensure lights are PAT tested annually.
Electrical Hazards	Electric shock, electrocution from faulty wires, or damaged lights	Handyman, Public	5	2	10	<ul style="list-style-type: none">- Use outdoor-rated, weatherproof lights and cables.- Ensure power sources have RCD protection.
Weather Conditions	Slips, trips, or falls in rain, snow, or icy conditions	Handyman, Public	3	3	9	<ul style="list-style-type: none">- Monitor weather forecast and postpone installation in severe

Hazard	Potential Risk	Who Might Be Harmed	Severity (1-5)	Likelihood (1-5)	Risk Level (SxL)	Mitigation Measures
Trips and Falls on Uneven Surfaces	Trips over cables, power cords, or light fixtures	Handyman, Public	3	3	9	<ul style="list-style-type: none"> - weather. - Clear walkways and install lights in dry conditions when possible. - Route cables away from walkways where possible. - Use cable covers or secure cables to the ground.
Heavy Lifting and Manual Handling	Back injuries or muscle strains from lifting and carrying lights or equipment	Handyman	2	3	6	<ul style="list-style-type: none"> - Train Handyman in safe lifting techniques. - Use trolleys or lifting aids for heavier items.
Inadequate Lighting During Setup	Reduced visibility leading to trips, falls, and improper installation	Handyman	2	3	6	<ul style="list-style-type: none"> - Schedule installation during daylight hours. - If evening work is unavoidable, use portable lighting.
Fire Hazard	Overheating lights, short-circuit causing fire	Hall users, Public	4	2	8	<ul style="list-style-type: none"> - Avoid overloading sockets. - Use energy-efficient, low-heat LED lights. - Regularly check lights after installation.
Unstable Decorations/Fixtures	Decorations or lights falling and causing injury	Public, Handyman	3	3	9	<ul style="list-style-type: none"> - Secure all lights and decorations firmly. - Regularly inspect fixtures during the holiday season.
Interference with Emergency Exits	Lights or decorations blocking exit routes	Hall users, Public	4	2	8	<ul style="list-style-type: none"> - Ensure all exit routes remain clear. - Plan light placements to avoid obstructing doors or pathways.
Public Interference or Vandalism	Potential interference by passers-by leading to hazards	Public, Handyman	2	3	6	<ul style="list-style-type: none"> - Secure lights in a way that reduces public access. - Consider CCTV or regular inspections.

2. General Safety Procedures

- **Training:** Ensure Handyman is briefed prior to installation of the requirements and training is up to date.
- **PPE:** Ensure proper personal protective equipment (PPE) such as gloves, boots and high-visibility vests are available.
- **Supervision:** Ensure all high-risk tasks (e.g., working at height) are supervised. Clerk to assist the Handyman where required.
- **Emergency Preparedness:** Keep a first aid kit on site and have access to emergency contact numbers.
- **Signage and Barriers:** Place temporary barriers around work areas and put up clear signage to keep the public at a safe distance.

3. Risk Assessment Summary

- **Overall Risk Level:** Medium.
- **Action Required:** Implement mitigation measures and monitor compliance to ensure safety for both workers and the public. Review assessment after installation is complete or if conditions change significantly.

4. Review and Approval

- **Reviewed by:** Cantley with Branton Parish Council
- **Date:** 4th December 2024

This assessment should be revisited periodically during the installation process to account for any changes in conditions or hazards.

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY DECEMBER 2024

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
October 2022		
22/01854/OUT Hillcrest, Doncaster Road, Branton	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).	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
June 2024		
24/01051/FUL 39 Warnington Drive, Bessacarr	Erection of side extension as well as external alterations including raising of roof height and installation of dormer windows to front elevation and integral double garage to side	Granted
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
October 2024		
24/01780/FUL Woodview, Glen Road, Branton	Erection of a single storey front extension with first floor dormer window addition and general reconfiguration of internal space	Granted

December 2024		
24/01367/FUL 1 Birchwood Dell, Bessacarr	Erection of 3no detached dwellings and garages following demolition of existing detached dwelling	Pending

APPEALS
FORMAL COMPLAINTS

16/02024/FUL and 19/02022/FUL 19 Warnington Drive, Bessacarr	Permission granted for balcony with no privacy screen. Neighbouring property feels overlooked	Processing through DMBC Formal Complaints Process
24/00005/REF Land At Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved)	Dismissed