

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 3rd July 2024 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), Y Butterworth, A. Gibbins, R. Odell, J. Sprack and A. Thorpe

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES

1.1 Apologies received
Councillor Rushby

1.2 Reasons for absence considered

RESOLVED (1)

Councillor Rushby's apologies for attendance were considered and 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 18.1 and 18.3 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 5th June 2024

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 5th June 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

4.2.1 A resident has contacted the Clerk regarding public footpaths, overhanging hedges and vandalised litter bin.

4.2.2 A resident has contacted the Clerk regarding CDC Planning Department timeframes relating to the Yorkshire Wildlife Park Observation Wheel.

4.2.3 A resident has contacted the Clerk regarding donating a bench for the Parish following the passing of his parents.

RESOLVED (4)

a) The Clerk has provided the resident contact details for CDC relating to the public footpaths, overhanging hedges and litter bin.

b) The Clerk has informed the resident that concerns regarding the CDC Planning Department and YWP Observation Wheel fall under CDC and Auckley Parish Council.

c) The Clerk has thanked the resident for the kind offer to donate a bench to the Parish Council. She has shown him which benches we tend to purchase for around the park and has told him to contact her when he is in a position to donate.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

5.1 Ward Councillor's Report

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5.2 Update on the MUGA

The Clerk updated Members – the tender has gone out with a return date of 11/07/24, to be reviewed by CDC Lead Officers the week after. One contractor has confirmed they won't be completing the tender documentation. Planning pre conditions have been sent to Planning and it has been confirmed that the information provided was satisfactory and conditions 3, 5 and 6 are discharged in full subject to the submitted details and/or the terms of the conditions.

5.3 Update on CCTV

Awaiting update from CDC regarding this.

5.4 Agenda items for the Parish Council Joint Consultative Committee

The Clerk asked Members if they had any items that they wished to put forward for the Agenda of the next Parish Council Joint Consultative Committee meeting.

5.5 CDC's Quarterly Playground Inspection Report

Members noted the quarterly playground inspection report. The Clerk informed Members of some minor damage to the park at the weekend and some repairs that are needed.

5.6 Identify any new Highway matters

Members reported the footpath at the rear of Hagans Nurseries was overgrown and the footpath on the River Torne.

RESOLVED (5)

- a) Members noted the update on the MUGA
- b) The Clerk will continue to chase CDC for updates on the CCTV.
- c) No items were put forward for the Parish Council Joint Consultative Committee Agenda.
- d) Members noted the quarterly playground inspection report.
- e) Members approved the repairs to the play area.
- f) The Clerk will report the overgrown footpath to CDC and she will inform Auckley Parish Council and the Environment Agency of the overgrown footpath at the River Torne.

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. The Clerk informed Members that she was struggling to add Councillor Sprack to the Parish Council Facebook page as Moderator.

RESOLVED (6)

- a) Members noted the Clerk's Report and action list.
- b) Members noted the Clerk's Update on the Website.

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

7.1 Annual Inspections

The Clerk presented the list of annual inspections for consideration and approval of works.

7.1.1 Roller Shutter service at a cost of approximately £150.

7.1.2 Fire Extinguisher service at a cost of approximately £90.

7.1.3 Emergency lighting, heaters and PAT testing at a cost of approximately £42.

7.1.4 Intruder alarm service at a cost of approximately £96.

7.1.6 Fire Alarm service at a cost of approximately £155.

7.1.6 Annual ROSPA Playground Inspection at a cost of approximately £164.

7.1.7 Electrical Installation Inspection – 2024 – Cost to be confirmed

7.2 Use of the Field

The Clerk has received a request from a resident to use the field on Friday 19th July 2024 for an end of year get together/picnic/birthday celebration immediately after school.

The Chairman asked Members if they would resolve to move Item 7.6 up the Agenda to this point in the meeting.

7.3 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members of the following discussions which took place at the last Meeting on Monday 1st July – Roof Repairs, electricity costs, new meter. KHMC want to replace

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the current electricity meter as the daily standing charges have increased from 50p to £10 per day. This would cost the Committee £4000 per year before electricity costs. Discussion took place regarding this. The Clerk informed Members that there was nothing budgeted for this, however she talked Members through the banking/reserves situation.

7.4 Solar Panels

Councillor Gibbins updated Members on the work he has carried out relating to the electricity meter/solar panels/export from solar panels. No refunds have been received as yet from the solar panels and discussion took place about the same once received and in view of the fact a new meter has been requested.

7.5 Trees on Doncaster Road

Members considered the quote from Urban Arborist in the sum of £300 for maintenance of the trees at Doncaster Road garden.

7.6 Kilham Hall Gates

The Clerk informed Members of a few dates where assistance was required for opening/closing Kilham Hall Gates in the absence of the Caretaker and Clerk.

RESOLVED (7)

- a) Members noted the annual inspections list and approved the Clerk to coordinate the inspections with Kilham Hall Caretaker.
- b) The Clerk is to confirm use of the field on the 19th July 2024 and for the resident to complete the Hire of Field Agreement and sign a disclaimer if they do not intend to take out public liability insurance.
- c) Noted Kilham Hall Management Committee's update.
- d) Members noted Councillor Gibbins update on energy for Kilham Hall.
- e) Members confirmed they would purchase a new electricity meter at the cost of £3,403.66 plus VAT and they would accept Kilham Hall Management Committee's kind offer to pay half the cost towards this.
- f) Members confirmed any refunds due back from the solar panels would remain with the Parish Council in the short term but this decision would be considered again in the future.
- g) Members approved the quote from Urban Arborist in the sum of £300 plus VAT for maintenance of the trees on Doncaster Road. The Clerk is to book the work.
- h) Members noted the Clerk's update relating to Kilham Hall Gates and agreed a rota.

8) **PARISH MATTERS**

8.1 Bus Shelter

Councillor Gibbins queried whose responsibility it was for maintenance of the brick built bus shelter on Doncaster Road near Badgers Holt.

RESOLVED (8)

- a) The Clerk is to report the maintenance needs of the bus shelter to CDC and/or Travel South Yorkshire.

9) **FINANCIAL**

9.1 Direct Bank Payments

That the following payments are duly authorised.

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/27	KHMC - Pantomime *	1,000.00	0.00	1000.00	LGA 1972 S. 142
24/28	Clerk - RBLI - Tommy Silhouette *	166.66	33.34	200.00	S.137
24/29	Clerk - Rubble Bags	16.67	3.33	20.00	Open Spaces Act 1906
24/30	Clerk - Payroll **	0.00		0.00	LGA 1972 S. 112
24/31	Handyman - Payroll **	0.00		0.00	LGA 1972 S. 112
DD02/37	O2 - Mobile	10.88	2.18	13.06	LGA 1972 S. 19
24/32	Handyman - expenses			0.00	Open Spaces Act 1906
24/33	Claire Wellings - Internal Audit YLCA - Chairs Training - Cllr	110.00		110.00	LGA 172 S. 111
24/34	Gibbins	70.00		70.00	LGA 1972 S. 111

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24/35	EBay - fees	6.34		6.34	LGA 1972 S. 111
24/36	CDC - Qtr 1 Grounds/Bins	45.00	9.00	54.00	LA 1983 S. 5
24/37	Techstream - Website Hosting	165.00	33.00	198.00	LGA 1972 S. 111
24/38	CDC – 660l Bin – Qtr 2	195.00	0.00	195.00	LA 1983 S. 5
DD03/02	Unity Trust – Qtrly Charge ***	18.00	0.00	18.00	LGA 1972 S. 111
24/39	Arrow Publications	105.00	21.00	126.00	LGA 1972 142 (1A)
24/40	Clerk – EBay Refund ****	41.66	0.00	41.66	LGA 1972 S. 111
24/41	Glendale – June Grass Cut	94.52	18.90	113.42	Open Spaces Act 1906
*	Paid on 13/06/24 as previously approved by PC to purchase/donate				
**	Tbc by external provider				
***	Paid out of bank on 30/06/24				
****	Had to make refund but wouldn't take it out of the Parish Council account, had to be taken from Clerk's Credit Card on 24/06/24				

9.2 1st Quarter Bank Reconciliation

The Clerk provided members with the 1st quarter bank reconciliation.

9.3 1st Quarter Budget Monitoring Report

The Clerk provided members with the 1st quarter's budget monitoring report which reflected the expenditure to date.

9.4 1st Quarter HMRC Return

The Clerk provided members with the 1st quarter's HMRC return.

9.5 Bank Statements

The Clerk presented Members with the bank statements for 31st May to 30th June 2024 for consideration and approval by the Council's auditors.

RESOLVED (9)

- The bank reconciliation states that the Parish Council have £19,239.74 in their current account and £88,362.68 in their reserve account (£45,000 of which is set aside for the MUGA).
- Contents of the Budget Monitoring Report were noted.
- Members noted the VAT return in the sum of £131.25.
- The bank statements were noted and signed by the Council's auditors.

10) **POLICIES/PROCEDURES**

The following policies were reviewed:

- 10.1.1 Business Continuity (reviewed) Emergency Contacts amended and bank details
- 10.1.2 Safeguarding (new)
- 10.1.4 Security Incident (reviewed) Page 1 Chairman's details updated
- 10.1.5 Capability Policy (new)
- 10.1.6 IT Policy (new)
- 10.1.7 Investment Policy (new)

RESOLVED (10)

- The above Policies were all approved.

11) **ARMISTICE DAY 2024**

11.1 Members were asked to consider arrangements for Armistice Day and the displays around the Parish.

11.1.1 The Clerk stated poppies had been coming in slowly. She requested a deadline date of 4th October be published for further donations.

11.1.2 Volunteers will be needed to sew the poppies onto the netting to form a display.

11.1.3 Members were to consider placing lamppost poppies around the Parish again and to approve the Handyman's additional hours installing and removing them.

RESOLVED (11)

- The Clerk will post on social media that all knitted/crocheted poppies are to be with her by 4th October 2024.

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- b) The Clerk will look at dates to meet to sew the poppies onto the netting for displays and advertise on social media asking for volunteers to help.
- c) Members approved the handyman’s additional hours to install and remove the lamppost poppies.

12) CHRISTMAS 2024

12.1 Pantomime

The Pantomime is scheduled for 14th December 2023. Kilham Hall Management Committee need to consider ticket sales – prices, when they go on sale, where will sell them and keep the Parish Council updated so the event can be advertised.

12.2 Carol’s Around the Tree

Members were asked to consider a date for Carol’s Around the Tree. The Clerk informed members if they wanted to book Armthorpe Elmfield Brass Band it would potentially have to be Friday 6th December as the band are booked up the following weeks.

12.4 Armthorpe Elmfield Brass Band

Members considered whether to book the band for the Carol’s Around the Tree event at a cost of approximately £200.

12.5 Christmas Illuminations

Members considered the dates for installation and removal of the Christmas illuminations around the parish.

RESOLVED (12)

- a) Councillor Gibbins to ask Kilham Hall Management Committee about details for the pantomime and inform the Parish Council in due course.
- b) Members agreed Carol’s Around the Tree should take place on Friday 6th December 2024 at the Glenn Road Tree.
- c) Members agreed to book the Armthorpe Elmfield Brass Band for Friday 6th December 2024 at a cost of approximately £200.
- d) Members agreed all 4 sites Christmas illuminations should be installed and ready for illuminating on or before Saturday 30th November 2024 and removed on 6th January 2025.
- e) Members agreed RJ Electrical will install/remove the 3 Christmas tree sites and Christmas Plus will install/remove the Old Cantley Roundabout illuminations.

13) PLANNING APPLICATIONS

13.1 Updates on previous planning applications were noted. The Clerk informed Members that an appeal relating to planning application 23/00041/REF May Dene, Branton had been dismissed. The following new planning applications were considered:

24/00995/TCON 39 Warnington Drive, Bessacarr	Notice of intention to fell a Cupressus sempervirens, Willow and Cherry; and crown lift a Copper Beech, all within Bessacarr Conservation Area	The Clerk informed Members that this application had received an update – No TPO Served
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	No comments or concerns
24/00983/FUL Land On The South Side Of Carr Lane, Bessacarr	Change of use of Land (Temporary) to Class E (Children’s Nursery) for siting of modular building and the formation of car parking, fencing and landscaping	No comments or concerns

13.2 Conditions Placed on Application 21/03645/FULM – Land South of Doncaster Road, Cantley

The Clerk informed Members of the numerous conditions that had been placed on the above application for 187 dwellings including access and infrastructure. Councillor Gibbins had queried a few of these:

- 13.1.1 Play Area – who would be responsible for the maintenance of this, would it fall to the Parish Council?

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13.1.2 Section 106 – there is no mention of Section 106 monies.

RESOLVED (13)

- a) Feedback is given to the Planning Department at CDC on the planning applications received.
- b) The Clerk informed Members that maintenance of the park at the new development would fall to CDC.
- c) The Clerk stated that as the developer has put provision for a park, open spaces and alterations to the road this may be why no Section 106 monies is mentioned.
- d) Members asked the Clerk to contact CDC Planning Department to query the Section 106.

14) POLICE ISSUES

14.1 Police Issues

The Clerk informed Members of some damage done at Kilham Hall fields and confirmed it had been reported online to South Yorkshire Police. The Clerk informed Members of an incident at Kilham Hall recently. The Clerk and Caretaker viewed CCTV and liaised with the PCSO's to satisfactorily conclude the matter. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Wednesday 10th July 2024 at 6.15pm-7.15pm.

RESOLVED (14)

- a) Members noted the police update.
- b) The Clerk liaises with the PCSO's to co-ordinate and advertise the future Police Drop In sessions on social media and the website.

15) TRAINING/EXTERNAL MEETINGS

15.1 YLCA Chair's Training

Councillor Gibbins provided Members with feedback from the Chairman's training.

15.2 YLCA Branch Meeting

No feedback was available from the meeting.

15.3 YLCA Joint Annual Meeting

The Clerk informed Members of the YLCA Joint Annual Member of Member Councils and Parish Meetings on Saturday 20th July 2024 at 2pm at Drax.

RESOLVED (15)

- a) Members noted Councillor Gibbins update.
- b) The Clerk is to pass Councillors Williams, Rushby, Thorpe, Butterworth and Sprack's apologies for the YLCA Joint Annual Meeting. Councillor Gibbins and Councillor will try to attend.

16) ITEMS OF CORRESPONDENCE

16.1 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, Civility and Respect Bulletin, NALC CEO Bulletin and training.

RESOLVED (16)

- a) That the items of correspondence denoted on the agenda be received and duly noted.

17) DATE OF NEXT MEETING

RESOLVED (17)

That the next meeting be held on Wednesday 4th September 2024 commencing at 6pm.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk's June Timesheet

The Clerk's timesheet for June was shared for information.

18.2 Quarter 1 Mileage

The Clerk's mileage claim for quarter 1 was shared for approval.

18.3 Handyman's June Timesheet

Handyman's timesheet for June was shared for information.

RESOLVED (18)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk's mileage claim for quarter 1 was approved.

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- c) The Clerk is to inform Warrens GBC Accountants of the mileage claim to incorporate into the payroll data.

The meeting closed at 7.40pm.

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

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

1) CDC

- a) **MUGA - Pre Planning Conditions Granted, 1 tender received back, additional questions sent to Tenderer, Meeting had with CDC, PC and Tenderer on site, Legal at CDC working on amending financial agreement and Architect working with planning re: pre planning conditions relating to traffic management. Contract will be awarded to FOSSE and then work to start October/November 2024. It will take 4 weeks approx. However markings will not be able to be installed until March 2025. Will need to write to residents of Kilham Lane once get a start date informing them of works.**
- b) **CCTV – Chased CDC for update on when CCTV being installed. Issue with the sockets.**
- c) **Overgrown Footpath to Rear of Garden Centre – reported to CDC, Ref 201002546394 and chased again with PRoW on 20/08/24. Only 2 operatives for whole of Doncaster, running between their 12 week schedule. Hopefully get to this area in next 3/4 weeks.**

2) Recreation Ground/Garden Areas

- a) **MUGA – As above**
- b) **Grants for MUGA – Resubmitted SUEZ Grant, amended FCC Grant information and resent applied for £10k from each – awaiting reply. ASDA grant not successful. Looked at LNER Grant and started to complete application then realised funds not granted til March/April 2025 so too late.**
- c) **Fence Maintenance - Handyman continuing painting fence around KH.**
- d) **Paint Playground – Handyman will need to close park to paint it so waiting til after School Holidays and when weather is dry.**
- e) **Repairs – Goal post parts ordered and repairs carried out. Treads on ramp up playground equipment rotten so replaced.**
- f) **Doncaster Road Garden – Urban Arborist cut back trees on 8th August 2024.**
- g) **Hedgecutter – Handyman has taken it to Garden Centre for repair at a cost of £98.83.**
- h) **ROSPA Park Inspection – booked for September/October at a cost of £156 for park and outdoor gym.**

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

- a) **Solar Panels –Cllr Gibbins been looking into this for us. An additional/new part needs adding so this is being arranged. Ongoing issues re: meter and selling back. New meter paid for, awaiting Northern Powergrid's confirmation as to when it will be fitted – potentially 29/30th August.**
- b) **Internet – having more issues connecting to internet at KH which is taking time to resolve.**
- c) **Projector – New bulb for existing projector would be £100+, can get new projector on Amazon for £43. Purchased new projector.**
- d) **Shredder – broken and not repairable, purchased a new shredder at cost of £42.49.**

4) Parish/Community

- a) **Defibrillator's – Checked regularly and the Circuit Website updated.**
- 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 on 23rd August between 10am and 4pm advertised on FB.**
- d) **Community Engagement Meeting – Wednesday 4th September at 6pm, Cantley Methodist Church for members of public to meet with South Yorkshire Police, Communities Team and Ward Councillors to raise any concerns. Advertised on FB.**

b) Parish Council Procedures/Finance

- a) **Website –Updated regularly**
- b) **Facebook – Updated regularly**
- c) **Policies – Drafted following New Policies (which are good practice to have in place) - Parental Bereavement Policy, Adoption Policy, Shared Parental Leave Policy and reviewed Dignity at Work Policy.**
- d) **Risk Assessments – Updated the Lone Worker, Carols Around the Tree Risk Assessments and the generic risk assessments, drafted a Work Station Risk Assessment.**

- e) AGAR – **PKF Littlejohn** have sent a few queries so responded accordingly and awaiting reply.
- f) Bank Account – **Cllrs Chorlton & Innes** have now been removed from the banking and **Cllr Odell and Cllr Sprack** have been added – they just need to action the letter they'll have received.
- g) Honours List – **Nominated Councillor Worthington** for the Birthday Honours List and emailed the three supporting letters.
- h) Clerk's Desk – **keeping current desk as no interest selling it.**

c) Police

- a) Drop In Session – **future dates set until July 2025 and advertised on FB, website and notice boards.**

d) Training/Networking

- a) Clerk attended Talking Tables Training – **Attended sessions on Communication, Insurance, Staffing Committees, HM Land Registry and Grants. Positive day and learnt a few things but mainly good for networking with other Clerks/Councillors and see how they do things.**

CANTLEY with BRANTON PARISH COUNCIL - ACTION TACKER 2024 **Last Updated 04/08/24**

<u>Action Ref</u>	<u>Action</u>	<u>Raised by</u>	<u>Date Raised</u>	<u>Closed by</u>	<u>Date Closed</u>	<u>Priority</u>	<u>Overdue Y or N</u>	<u>Comments</u>
FAC - 001	Fence bottom collapsed and requires fixing	BW	17/03/2022	SM	11/04/2022	2	N	Temp repair only
PGI - 001	Swing seat starting to split	BW	08/04/2022	SM	29/07/2022	3	N	New seat fitted
PGI - 002	Playtower roof starting to delaminate	SM	22/04/2022	SM	27/06/2022	3	N	New roof fitted
PGI - 003	Spinner Bike requires maintenance (Noisy)	SM	22/04/2022	SM	06/05/2022	2	N	Oiled
PGI - 004	Playground equipment requires repaint, paint flaking off in areas.	SM	13/05/2022	SM	07/11/2022	4	N	See ROSPA Action
PGI - 005	Weeds are setting in on safety surfaces	SM	13/05/2022	SM	13/05/2022	2	N	Weeds removed
WFH - 001	Werner Extension ladder requires inspection tags fitting	SM	19/05/2022	SM	16/06/2022	2	N	Tags fitted
WFH - 002	Arbu Step ladders do not meet EN131 standard for professional use	SM	19/05/2022	BW	09/11/2022	2	Y	New ladders procured
PGI - 023	Maintenance programme and checklist to develop for Playground equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
WFH - 003	Maintenance programme and checklist to develop for Working at Hieght equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
MAC - 001	Maintenance programme and checklist to develop for Machinery equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
MAC - 002	Petrol mower handle turn screw detached	SM	19/05/2022	SM	19/05/2022	2	N	New Fixing fitted
GEN - 001	Accident Book required on site	SM	19/05/2022	BW	21/11/2022	2	Y	
GEN - 003	First Aid kit to be made available on site	SM	19/05/2022	BW	21/11/2022	2	Y	
GEN - 004	Health and Safety board to be installed on site	SM	19/05/2022	SM	17/08/2022	2	Y	Board fitted
GEN - 005	Training and Inspection trackers to be displayed	SM	19/05/2022	BW	17/08/2022	2	Y	Docs displayed
GEN - 006	Action Tracker to be developed and displayed	SM	19/05/2022	SM	04/11/2022	2	Y	
FAC - 003	Kilham wrought iron gate requires repair, not locking	SM	17/06/2022	SM	17/06/2022	2	N	Gate aligned, new fixings
MAC - 003	Electrical loom detached from Strimmer Body	SM	20/06/2022	SM	20/06/2022	2	N	Loom resecured and taped.
PGI - 006	Broken goalposts (No1), crossbar due to vandalism	SM	24/06/2022	SM	24/06/2022	1	N	New piece fitted
PGI - 011	Broken goalposts (No2), Rear post due to vandalism	SM	15/07/2022	SM	15/07/2022	2	N	New piece fitted
PGI - 007	Playtower ramp treads loose and require refixing	SM	15/07/2022	SM	25/07/2022	2	N	Coach bolts fitted
PGI - 008	Playtower Tunnel end boards to replace (audit action)	SM	15/07/2022	SM	21/09/2022	3	N	New boards fitted
PGI - 009	Rubber safety surface lifting near flat swing area	SM	15/07/2022	SM	07/11/2022	3	Y	See ROSPA Action
PGI - 010	Gym fixing tightness check to undertake (audit action)	SM	15/07/2022	SM	08/08/2022	2	N	Checks completed
PGI - 012	Broken goalposts (No2), crossbar snapped due to vandalism	SM	22/07/2022	SM	22/07/2022	1	N	New piece fitted
PGI - 013	Broken goalposts (No2), Bottom beam clip broken due to vandalism	SM	29/07/2022	SM	29/07/2022	2	N	New clip fitted
MAC - 004	Mower handle fixing clamp missing.	SM	04/08/2022	SM	11/08/2022	2	N	New T Bolt and fixing fitted
PGI - 014	GYM spinner bike to OIL	SM	08/08/2022	SM	08/08/2022	2	N	Oiled

PGI - 015	Felt Tile missing on Playtower roof - vandalism	SM	15/08/2022	SM	17/08/2022	3	N	new tile fitted
PGI - 016	Fixing tightness check on climbing wall outstanding	SM	15/08/2022	SM	19/12/2022	2	Y	Tool bit recieved
PGI - 017	Broken goalposts (No2), Lower floor beam broken due to vandalism	SM	15/08/2022	SM	15/08/2022	2	N	New piece fitted
GEN - 007	Old Cantley noticeboards to re-hinge and repair	BW	15/08/2022	SM	12/12/2022	2	Y	
GEN - 008	Branton noticeboards to repair / rebond glass	BW	15/08/2022	SM	12/12/2022	2	N	
PGI - 018	Nut cap missing on Aerial ramp tread	SM	22/08/2022	SM	24/10/2022	3	N	New cap fitted
PGI - 019	Debris and Moss growth around base of Table tennis table	SM	22/08/2022	SM	21/11/2022	2	Y	
FAC - 004	Special fixing bit required for Climbing wall tightness check	SM	30/08/2022	SM	19/12/2022	2	Y	Raised from action PGI - 016. Tool received
PGI - 020	Broken goalposts (No2), Crossbar snapped in two due to vandalism	SM	30/08/2022	SM	30/08/2022	1	N	New piece fitted
PGI - 021	Broken goalposts (No2), Side Beam broken due to vandalism	SM	20/09/2022	SM	20/09/2022	2	N	New piece fitted
PGI - 022	Broken goalposts (No2), Crossbar snapped in two due to vandalism	SM	05/10/2022	SM	05/10/2022	1	N	New piece fitted
ROSPA - A4	Playground Fencing cap missing	BW	05/10/2022	SM	24/10/2022	2	N	New caps fitted
ROSPA - P2	Swings not set to 350mm hieght	BW	05/10/2022	SM	05/12/2022	2	N	Chain links removed
ROSPA - P3	Multiplay - Bolt threads need protection	BW	05/10/2022	SM	24/10/2022	2	N	New caps fitted
ROSPA - P4	Multiplay - safety surface under ladders and rings to repair	BW	05/10/2022	SM	05/12/2022	2	N	No damage found
ROSPA - P5	Multiplay - timber treads have fungul growth	BW	05/10/2022	SM	24/10/2022	4	N	Removed
ROSPA - P7	Multiplay - risk of finger entrapment	BW	05/10/2022	SM	19/01/2023	2	N	Low risk, not required. Agreed with DMBC inspectors
ROSPA - P7	Multiplay - 3mm radius on edges	BW	05/10/2022	SM	25/11/2022	2	N	
ROSPA - A1	Picnic bench - unprotected bolt threads	BW	05/10/2022	SM	25/11/2022	4	N	
ROSPA - P5	Zip wire - cable rubbing against frame	BW	05/10/2022	SM	30/11/2022	2	N	Sheath fitted
ROSPA - P6	Zip wire - fixing missing	BW	05/10/2022	SM	25/11/2022	2	N	New fixings fitted
ROSPA - P6	Zip wire - finger guard missing	BW	05/10/2022	SM	30/11/2022	2	N	Plastic guard fitted
ROSPA - P8	Climbing wall - crack repairs required	BW	05/10/2022	SM	12/12/2022	4	N	
ROSPA - P11	Gym - pull up bars - hard edging to replace	BW	05/10/2022	BW	12/12/2022	2	N	Clerk to contest action
ROSPA - P18	Ball wall - requires pointing	BW	05/10/2022	SM	12/12/2022	4	N	Inspected and ok for use
GEN - 009	Kilham Hall noticeboard upside down, to rotate	SM	04/11/2022	SM	30/11/2022	2	N	
FAC - 005	Picket Fence repairs post Extension build	SM	07/11/2022	SM	21/11/2022	1	N	New panels fitted
FAC - 006	Kilham Hall rear gate requires stop bracket	SM	07/11/2022	SM	23/11/2022	2	N	
FAC - 008	Clean out gutters post leaf fall	SM	14/11/2022	SM	28/11/2022	2	N	
FAC - 009	Drain covers required to prevent blockages	SM	14/11/2022	SM	05/12/2022	2	N	
PGI - 023	Goal posts No2 Broken - Rear Spar damage	SM	14/11/2022	SM	14/11/2022	1	N	New piece fitted

PGI - 024	Goal posts No2 Broken - Crossbar snapped	SM	24/11/2022	SM	25/11/2022	1	N	New piece fitted
FAC - 010	Dog Ban Sign repair and re-secure	SM	07/11/2022	SM	30/11/2022	2	N	New clamp bar fitted
FAC - 002	Boundary Fence posts require replacement	SM	13/05/2022	SM	09/03/2023	4	N	
GEN - 002	Appointed First Aided to be displayed on site	SM	19/05/2022	SM	13/02/2023	2	Y	Not applicable due to low staff numbers
FAC - 005	Public Liability Notices to be installed on playground	SM	19/05/2022	SM	27/02/2023	2	Y	
ROSPA - A2	Litter Bin needs moving	BW	05/10/2022	SM	16/03/2023	4	N	
ROSPA - A3	Recommend two entrances for playground	BW	05/10/2022 & 10/10/23	SM	03/12/2023	4	N	Closed, reopened side access gate
ROSPA - A6	Dog ban and Ownership signs required	BW	05/10/2022	SM	27/02/2023	4	N	
ROSPA - P1	Swings general - 40% chain wear, renew chains	BW	05/10/2022	SM	28/03/2023	4	N	Under inspection regime
ROSPA - P2	Play surface damaged beneath swings	BW	05/10/2022	SM	26/05/2023	4	N	Sikaflex repair undertaken
ROSPA - P4	Multiplay - Paintwork requires attention (general)	BW	05/10/2022 & 10/10/23	SM		4	N	Requires park closure, planned Autumn 2024
ROSPA - A3	Fitness equipment - warning signs required	BW	05/10/2022	SM	06/02/2023	2	N	
ROSPA - P1	Basket swing - strip down inspection	BW	05/10/2022	SM	28/03/2023	4	N	Under inspection regime
ROSPA - P2	Basket swing - trip hazards around surface	BW	05/10/2022	SM	28/03/2023	4	N	Low risk, no action reqd
ROSPA - P3	Zip wire seat - chain wear at 40 % to replace	BW	05/10/2022	SM	28/03/2023	4	N	Included in ROSPA - P4
ROSPA - P4 & P5 & P6	Zip wire maintenance - strip down inspection required of full system including cable wear inspection.	BW	05/10/2022 & 10/10/23			3	N	To monitor - Supplier action when links are at 40% wear rate
ROSPA - P7	Zip wire - trip points around surface	BW	05/10/2022	SM	28/03/2023	4	N	Low risk, no action reqd
ROSPA - P10	Gym - pull up bars - trip points	BW	05/10/2022	SM	30/03/2023	2	N	To do in Spring 2023
ROSPA - P12	Gym - bike - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
ROSPA - P13	Gym - dip station - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
ROSPA - P17	Gym - Shoulder press - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
MAC - 005	Strimmer requires new safety labels	SM	04/11/2022	SM	27/02/2023	1	Y	
FAC - 007	Kilham Hall long gate requires escutcheon plates	SM	07/11/2022	SM	03/04/2023	3	Y	
FAC - 011	New extension drain cover requires brackets	SM	17/01/2023	SM	06/02/2023	3	N	To do in Spring 2023
FAC - 012	Old Lock up door requires recladding and painting	SM	17/01/2023	SM	23/02/2024	3	N	
FAC - 013	New Lock Up door to paint	SM	17/01/2023	SM	23/02/2024	3	N	
FAC - 014	Hall exterior doors to repaint x 3	SM	17/01/2023	SM	25/02/24	3	N	
GEN - 010	Park Noticeboards to revarnish	SM	17/01/2023	SM	21/08/2023	3	N	
GEN - 011	Parish Council Noticebard to install (new estate)	BW	17/01/2023	SM	22/05/2023	3	N	Method statement written
GEN - 012	Gym Noticeboard to make and install	BW	17/01/2023	SM	06/02/2023	2	N	
GEN - 013	Memorial Statue to renovate	SM	17/01/2023	SM	15/09/2023	3	N	
GEN - 014	Memorial Garden to resow Wild Flowers	SM	17/01/2023	SM	20/02/2023	2	N	To do in Feb 2023
GEN - 015	Memorial Garden Arch to build and install	SM	17/01/2023	SM	22/12/2023	3	N	
FAC - 014	Door Hooks to fit on Old Lock Up door	SM	17/01/2023	SM	26/01/2023	2	N	
FAC - 015	Lock the Door signs to be fitted to Storage rooms	SM	17/01/2023	SM	23/02/2024	3	N	Stencil after Painting

PGI - 025	Bungs to be fitted in Multigym framework, risk of finger entrapment	SM	19/01/2023	SM	15/02/2023	2	N	
FAC - 016	Keep off the Grass signs x 2 required for grass verge	SM	19/01/2023	SM	17/04/2023	3	N	To do in Spring 2023
GEN - 016	Level and turf front Hall Verge	SM	19/01/2023	SM	27/02/2023	3	N	To do in Spring 2023
GEN - 017	Hall Front Beds to weed control and Bark Chippings	SM	19/01/2023	SM	09/09/2023	3	N	Not required, to close
GEN - 018	Hall Hedge Beds to weed control and Stone Chippings	SM	19/01/2023	SM	02/11/2023	3	N	Leave for bedding plants
GEN - 019	Hall Hedge Beds to plant Lavender and perenials	SM	19/01/2023	SM	09/06/2023	3	N	
GEN - 020	Rose garden to weed control and bark / stone chippings	SM	19/01/2023	SM	07/06/2023	4	N	
GEN - 021	Donny Road Garden to weed control and bark chippings	SM	19/01/2023			4	N	
GEN - 022	Donny Road Garden to plant shrubs and perenials	SM	19/01/2023			4	N	
FAC - 017	Hall boundary fence to repair and repaint	SM	19/01/2023			4	N	Repairs done, painting to complete
FAC - 018	Hall gutters to clean out post Spring (leaf fall)	SM	19/01/2023	SM	02/08/2023	3	N	
GEN - 023	Old Cantley - Flower Urn to Install	SM	19/01/2023	BW	01/10/2023	4	N	Clerk closed the action
GEN - 024	Old Cantley - Village sign to repair and resecure	SM	19/01/2023	SM	24/11/2023	4	N	Needs new sign, temp repair
PGI - 026	Goal posts No2 Broken - Crossbar snapped	SM	20/02/2023	SM	13/02/2023	1	N	New section fitted
GEN - 023	Create bed around fenced playground park and plant Spring bulbs	SM	23/02/2023	SM		4	N	To do before year end 2024
FAC - 019	KEEP OFF THE GRASS ' signs required for front verge	SM	23/02/2023	SM	27/02/2023	2	N	Superceded by GEN - 027
FAC - 020	New LED light required for front entrance	BW	20/02/2023	BW	13/04/2012	1	Y	
GEN - 025	Grass seed front verge lawn post Gas repairs	SM	20/02/2023	SM	13/03/2023	2	N	
GEN - 026	Install Planter at front of memorial statue	SM	20/02/2023	SM	20/03/2023	3	N	
GEN - 027	Install plastic parking bollard to front verge	SM	27/02/2023	SM	27/05/2023	2	N	Closed, no parking sign in situ
GEN - 028	Park Large Access gate to repair	SM	22/03/2023	SM	03/04/2023	2	N	
PGI - 027	Overhanging trees at boundary to prune / crop	SM	20/03/2023	SM	27/03/2023	2	N	
PGI - 028	Goal post number 2 broken - bottom beam	SM	27/03/2023	SM	27/03/2023	1	N	
FAC - 021	Rotten Flower bed timber edging to replace	SM	25/04/2023	SM	05/01/2024	4	N	
FAC - 022	Main Hall noticeboard, perspex to renew	SM	27/05/2023	SM	29/03/2024	3	N	Cleaned March 2024
PGI - 029	Gate reflector broken, to replace	SM	27/05/2023	SM	19/07/2024	3	N	
FAC - 023	Hall main door frame to paint post lock repair	SM	27/05/2023	SM		3		Undercoated only
FAC - 024	Hall Porch to repaint and reclad	SM	27/05/2023	SM		3		
PGI - 030	Gym equipment to thorough clean and degrease	SM	27/05/2023	SM	20/03/24	2		
FAC - 025	Dog Ban signs to put up around Kilham Grounds	SM	03/07/2023	SM	12/07/2023	1	N	
DMBC - 001	Zip Line stop to adjust centrally on Platform	SM	03/07/2012	SM	05/09/2023	2	N	Completed by DMBC
DMBC - 002	RH Flat seat Swing chains incorrect chains / eyelets fitted	SM	06/07/2012	SM	12/07/2023	4	N	Closed, satisfactory standard
DMBC - 003	Flat seat Swing crossbar requires painting	SM	06/07/2012	SM		4		Planned Autumn 2024
DMBC - 004	Park contacts list to be made A3 size	SM	06/07/2012	SM	24/11/2023	2	N	Acceptable to ROSPA
PGI - 032	Zip Line trolley fixings to replace	SM	05/09/2023	SM	11/09/2023	2		
DMBC - 005	Vehicle access gate requires padlock, bent slide bar	SM	06/07/2012	SM	03/12/2023	3	N	
FAC - 026	Kilham Hall offices and meeting room to decorate	SM	03/10/2023	SM		3		Winter 2024

FAC - 027	Kilham Hall office foyer, install to studded wall, door and shelve out.	SM	03/10/2023	SM		3		Winter 2024
PGI - 031	Tower roof covering coming adrift.	SM	06/07/2012	SM	12/07/2023	2	N	
ROSPA - A4	Fencing posts - remove timber plug and fit correct cap	SM	10/10/2023	SM	03/11/2023	2	N	
ROSPA - P5	Multiplay - timber treads to replace and paint	SM	10/10/2023	SM		3		Planned Autumn 2024
ROSPA - P6	Multiplay - risk of finger entrapment	SM	10/10/2023	SM	02/11/2023	2	N	Clerk to contest. Not a retrospective action, met standards at the time of install. Also low risk, no reported incidents to date.
ROSPA -P6	Multiplay - chamfer ramp edges	SM	10/10/2023	SM	03/11/2023	2	N	
ROSPA - P2	Basket swing - 40% chain wear and strip down inspection by OEM	BW	10/10/2023	BW	01/02/2024	4	N	Under inspection regime
ROSPA - P3	Basket swing - trip hazards around surface	BW	10/10/2023	SM	02/11/2023	4	N	Low risk, no action reqd
ROSPA - P7	Zip wire - trip hazards around surface	BW	10/10/2023	SM	02/11/2023	4	N	Low risk, no action reqd
ROSPA - P7	Zip wire - finger guards missing	BW	10/10/2023	BW	01/02/2024	3	N	Confirmed inspected by DMBC as ok by Clerk
ROSPA - P8	Climbing wall - cracks in sealant	SM	10/10/2023	SM		3		Summer 2024
ROSPA - 10	Pull up bars - extend safety surface area	BW	10/10/2023	BW		4		Summer 2024
GEN - 029	Leaking fallpipe on new extension to seal	SM	02/11/2023	SM	11/12/2024	2	N	
FAC - 028	Goal posts No2 Broken - Post snapped	SM	28/11/2023	SM	04/12/2023	2	N	
FAC - 029	Boundary Fence - finish stub post repairs	SM	13/05/2022	SM	29/01/2024	4	N	
FAC - 030	Rose garden to weed control and bark / stone chippings	SM	01/02/2024			3		chippings to finish
FAC - 031	Memorial Garden to resow Wild Flowers	SM	01/02/2024	SM	12/02/2024	2	N	
FAC - 032	Memorial Garden - plant more perenial shrubs	SM	01/02/2024	SM	12/02/2024	2	N	
FAC - 033	Donny road - plant new shrubs and perennials	SM	01/02/2024			2		
GEN - 030	Old Cantley - Village sign to replace	SM	28/11/2023			3		Sign perished and cracked
GEN - 031	Memorial Garden - plant Summer flower bulbs	SM	28/03/24	SM	31/05/2024	3	N	
GEN - 032	Memorial Garden - plant Spring flower bulbs	SM	28/03/24			3		
FAC - 034	Clean Hall Soffitts and Facia's post Winter	SM	28/03/24			3		
FAC - 035	Rose garden - Plant Summer bedding plants	SM	30/04/2024	SM	31/05/2024	3	N	
FAC - 037	Hall Main Bed - plant Summer flowering bulbs	SM	22/04/2024	SM	24/04/2024	3	N	
FAC - 038	Goal posts - replace both nets as damaged beyond repair	SM	04/06/2024			2		Parts on order
GEN - 033	Park Contacts list to upgrade to A3 size.	SM	04/06/2024	SM	19/07/2024	3	N	
FAC - 039	Soft surface play areas to weed spray	SM	04/06/2024	SM	19/07/2024	3	N	
FAC - 036	Donny road - plant Summer flowering bulbs	SM	28/03/2024			4		Postponed to 2025
FAC - 040	Donny road - Overhanging trees to prune	SM	04/07/2024			3		Complaint from resident, contractor required
FAC - 041	Play tower roof capping missing, vandalised, to renew	SM	04/07/2024	SM	19/07/2024	3	N	
FAC - 042	Park Notice board vandalised, frame bent, to repair	SM	26/06/2025			2		

FAC - 043	Play tower roof Felt missing, vandalised, to replace	SM	19/07/2024			3		
FAC - 044	Park Signs require recoat of Stain before Autumn	SM	04/08/2024			3		



Cantley with Branton Parish Council

Wilkin Chapman Ip
Solicitors
The Hall
Lairgate
Beverley
HU17 8HL

5th September 2024

BY EMAIL: Hannah.loft@wilkinchapman.co.uk

Dear Hannah,

Re: Badgers Holt Development, Branton, Doncaster, DN3 3UT

Thank you for your letter dated the 17th July 2024. Please see information below.

The residents of numbers 19 to 25 Badgers Holt, whose rear boundaries border Brockholes Lane, have ripped out the established hedgerow/wildlife corridor and erected new fence panels which tower over the Lane, simply to extend their garden by one meter. (See attached document illustrating the changes to the wildlife corridor along Brockholes Lane). This has led to the loss of wildlife habitat and adversely affecting biodiversity, in direct contravention of City of Doncaster Council's Environment and Sustainability Strategy.

When Doncaster Council granted planning permission for Linden Homes to develop the Badgers Holt site (ref:14/00413/WCC) this included planning obligations under Section 106 of the Town & Country Planning Act 1990 (copy attached for information).

The Section 106 agreement included Covenants (specifically items 3.1 & 3.2) relating to the creation and maintenance of wildlife corridor/hedgerows along the Eastern boundary (which is Brockholes Lane).

The Legal Department of City of Doncaster Council (CDC) believes those obligations have been complied with, in that the wildlife corridor was created and covenants were obtained by Linden with purchasers of the dwellings, therefore they are of the opinion that the developer should be in a position to enforce the covenants against the current property owners if they are not maintaining their respective parts of the wildlife corridor.

It is understood from Land Registry records that the covenants are registered in the Title of these properties and are legally binding.

Based on the advice from CDC Legal, Linden (now part of the Vistry group) is requested to indicate what steps they will take to enforce the covenants.

Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF

Clerk: B Walton Tel: 07761525584

Email: cwbpc@outlook.com

www.cantleywithbrantonparish.co.uk



It is the view of the Cantley with Branton Parish Council that the wildlife corridor must be reinstated to the condition as stated in the Covenants.

We look forward to hearing from you.

Yours sincerely

Bev Walton
Clerk/RFO on behalf of
Cantley with Branton Parish Council

Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF

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MUGA

Planning permission was approved for the MUGA with a condition relating to Traffic Management was met. City of Doncaster Council (CDC) went out to Tender and a successful contract was awarded. Works are hoped to start in the near future, if not as we speak. Due to the timescales, the Contractor will return in Spring 2025 to complete the final colour coatings. Once the MUGA is completed, we will install a bike rack on Kilham Hall Playing Field to promote cycling to the field and to ensure added security for users. The Parish Council Facebook page will be updated regularly.

CCTV

You may recall CDC contacted the Parish Council offering to install 2 CCTV columns on entry/exit points to the village. The sites were agreed for the junction of New Road/Whiphill Top Lane and at the opposite end of the Village, near the motorway bridge/garden centre. Background work has been carried out by CDC and we are currently awaiting confirmation of installation.

Biodiversity/Seed Bombs

As part of the Parish Council's Biodiversity Policy, the Parish Council wish to work towards enhancing and protecting the biodiversity of the parish. The Clerk is still taking contact details of those residents interested in free seed bombs and will place an order towards the end of the year ready for planting next year. If you are interested please email the Clerk at cwbpc@outlook.com. Seed bombs will be distributed on a first come first served basis.

Volunteering Opportunities

There are many ways the Parish Council would appreciate Parishioners help within the Community ie. knitting/crocheting poppies for the Armistice Day Displays, watering plants around the Parish in the Summer months, joining the litter picking group quarterly and even consider becoming a Councillor when any vacancies occur. If you would like further information please look at the website, notice boards or contact the Clerk.

Litter Pick

The next litter pick will be held on Saturday 28th September 2024 from 9.30am, meeting at Kilham Hall, Kilham Lane, Branton. All equipment is provided and volunteers are asked to wear appropriate clothing and gloves if need be. Everyone is welcome to attend.

Prospective Football Team on Kilham Lane Park

The Parish Council have been approached by a local Junior football team regarding using the football pitch for training and matches. The Council are keen to promote the use of the field, which is currently used regularly by a personal trainer, and we are working with the team to see if the proposal is suitable for the team and the local community.

PreSchool at Warren Park Estate

A local charity who run a preschool that has been located within Hatchellwood Primary Academy for the last 32 years, is not having their Lease renewed due to the school building their own extension and opening their own preschool. The charity are hoping to relocate onto Warren park on a temporary lease with a modular building to ensure they can be ready to open for the new academic year and continue to support local families within the community.

Parking on Pavements

Residents are reminded not to cause an obstruction if parking on pavements as this could be reported to the police. Residents are reminded that pedestrians with pushchairs and mobility scooters should be able to travel along the pavement unheeded. Consideration of people with visual disabilities should also be taken into account. Residents witnessing illegal behaviour are encouraged to report to the police at the time of viewing.

Parish Council Facebook Page

The Parish Council Facebook page is updated regularly - please search "Cantley with Branton Parish Council" on Facebook and like the page to keep updated.

CANTLEY WITH BRANTON PARISH COUNCIL INTERNAL CONTROL CHECKLIST	INIT	INIT
CHECKS		
Accounting records, ie income/expenditure spreadsheets: Are the income/expenditure spreadsheets being kept up to date? Cross reference them with minutes/bank statements		
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders		
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments	N/A	
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?		
Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued?	N/A	
Cemetery fees and charges: Correctly calculated and collected?	N/A	
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?		
Bank reconciliation: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements?		
VAT paid: Is it properly recorded in the expenditure spreadsheets? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?		
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?		
Internet banking: Checks implemented by the council being adhered to?		
Petty Cash: Properly controlled and recorded	N/A	
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).		
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?		
External auditor's report – presented to full council and directives acted upon?		
Names of persons carrying out the check: Signatures: Date check undertaken:		



Cantley with Branton Parish Council

PARENTAL BEREAVEMENT LEAVE POLICY

Purpose

The purpose of this policy is to set out the Council's stance on employee entitlements to parental bereavement leave. The Council is committed to providing support to employees who experience loss in their lives and, in particular, understands that the death of a child, or a stillbirth, can be one of the most harrowing experiences of someone's life. This policy explains rights to time off, pay during time off and other support offered.

Eligibility

Parental bereavement leave is available from day one of employment. It is available to employees on the death of a child under the age of 18. You may take parental bereavement leave if you fall into any one of the following categories:

- A 'natural' parent
- An adoptive parent, and those with whom a child has been placed under the 'foster to adopt' scheme, provided the placement is ongoing
- A 'natural' parent where the child has been adopted but a Court Order exists to allow the 'natural' parent to have contact with the child
- An employee who is living with a child who has entered Great Britain from overseas in relation to whom they have received official notification that they are eligible to adopt
- An intended parent under a surrogacy arrangement where it was expected that a parental order would be made
- A 'parent in fact' which is someone in whose home the child has been living for a period of at least four weeks before the death and has had day to day responsibility for the child, subject to exceptions. This category includes guardians and foster parents but does not include paid carers
- The partner of anyone who falls into the above categories, where they live in an enduring family relationship with the child and their parent.

In addition, parents who suffer a stillbirth after 24 weeks of pregnancy are entitled to take parental bereavement leave.

Length of leave and how it may be taken

A total of two weeks may be taken as parental bereavement leave and you may choose to take leave as:

- A single block of one week
- A single block of two weeks
- Two separate blocks of one week

Leave may start on any day of the week and must be taken in whole weeks. It may be taken at any time in the 56 week period following the death.

If you have suffered a stillbirth after 24 weeks of pregnancy, you are still entitled to take your full entitlement to maternity and paternity leave, provided you were eligible to take maternity or paternity

leave in the first place, in addition to parental bereavement leave. Parental bereavement leave cannot be taken at the same time as maternity or paternity leave.

Where more than one child dies or is stillborn, you are entitled to two weeks of parental bereavement leave in relation to each child.

Note: The statutory scheme provides that leave is to be taken in full weeks, and no statutory parental bereavement pay is due where leave is taken in shorter periods e.g. one day. The Council may choose to offer leave to be taken in a more flexible manner eg in blocks of one day, however, it would appear that this may only be done if you are to offer pay at the equivalent amount as the statutory pay amount.

Notification requirements

Leave to be taken within the first 56 days of the death

You do not need to give any advance notice of taking parental bereavement leave. The Council asks that you contact the Chairman (who is the Clerk's liaison councillor) or Clerk if that officer is the line manager of other staff, by telephone, email or text message by the time you were due to start work on the day you wish leave to begin, or if this is not possible, as soon as is reasonably practicable, giving the date of the death, the date on which leave will start and whether one or two weeks is to be taken.

Leave to be taken later than the first 56 days since the death

You need to give one week's advance notice of taking parental bereavement leave the Chairman (who is the Clerk's liaison councillor) or Clerk if that officer is the line manager of other staff, by telephone, email or text message giving the date of the death, the date on which leave will start and whether one or two weeks is to be taken.

Cancelling or changing leave dates

You can cancel a period of leave that you have already told the Council about, as long as the period of leave has not already started. If you wish to cancel a period of leave which was to begin within the first 56 days of the death, you can cancel it by letting the Council know by your normal start time on the day that leave was originally due to start.

To cancel leave which was to begin later than 56 days after the death, you should let the Council know no later than one week prior to the intended start date.

You can also change the start date of leave by following the notice requirements above.

Payment during leave

You will qualify for statutory parental bereavement pay during leave if you meet the following criteria:

- You have been continuously employed with the Council for at least 26 weeks by the week prior to the week in which the child dies
- Your normal average weekly earnings are not less than the lower earnings limit relevant for national insurance purposes
- You are still employed by us on the date the child dies.

Payment will be made at the rate set by the Government each year or 90 per cent of your average weekly earnings (whichever is lower).

In order to receive statutory parental bereavement pay, you must provide us with notice of this and the following information within 28 days, or as soon as is reasonably practicable, of the first day of parental bereavement leave:

- The child's name
- The date of the death or stillbirth
- A declaration that you fall into one of the categories listed under 'Eligibility' above.

You will be provided with a pro-forma so that you are able to supply us with this information.

Terms and conditions during leave

During parental bereavement leave, you remain entitled to receive your normal contractual terms and conditions of employment that you would have received had you not taken this leave, with the exception of remuneration. This will include contractual benefits, subject to the terms of these benefits.

Right to return

Upon your return to work, you are entitled to return to the same job, with the same terms and conditions, in which you were employed before your absence unless:

- the period of leave you have taken is more than 26 weeks when added to any other period of statutory leave including maternity, paternity, adoption leave etc in relation to the same child and
- it is not reasonably practicable for you to return to the same job.

On your first day back to work, the Chairman (who is the Clerk's liaison councillor) or Clerk if that officer is the line manager of other staff will set time aside to hold an informal meeting with you to discuss any arrangements regarding your return to work and any additional support the Council may be able to offer you.

[Optional] Counselling

The Council would like to remind you that you have access to *[delete as appropriate - a counselling service/the 24 hour telephone counselling service provided via [insert details]]* and we would like to encourage you to use it if you feel like you would like to talk to someone about your loss. The service can be accessed by *[insert details]*.

Flexible working

We appreciate that a temporary period of flexible working may be beneficial to employees after they have suffered a loss. If you would like to discuss this further, please contact the Chairman (who is the Clerk's liaison councillor) or Clerk if that officer is the line manager of other staff

Dated: 10th July 2024

Approved: 4th September 2024

Review Date: July 2027

(Source: CIPD HR Inform).



Cantley with Branton Parish Council

Adoption Leave Policy

Policy Statement

This policy sets out the council's entitlements for employees who are adopting a child, including notification requirements and rights to time off work.

If you are matched for adoption with a child, you may be entitled to either adoption leave or paternity leave. One parent cannot take both periods of leave, and it is up to you and your partner to decide who is the main adopter and so will take adoption leave. The main adopter's partner may be entitled to take paternity leave. You may also wish to refer to our Paternity Leave policy.

Main adopters are entitled to a total of 52 weeks' leave. We have set out below all of your rights and obligations should you be matched for adoption. We would ask that you notify us as soon as possible of your situation so that we can ensure you are fully aware of all your entitlements and obligations.

Time off for adoption appointments

You are entitled to time off to attend adoption appointments in the period between notification of a match and the date of placement. For single adopters or the main adopter in a joint adoption, you are entitled to paid time off to attend up to five appointments, with a maximum of six and a half hours per appointment. The adopter's partner in a joint adoption will be entitled to unpaid time off to attend up to two appointments.

Where the time is paid, you will be paid at your normal hourly rate for this time.

If the main adopter's partner wishes to attend more than two adoption appointments, they should speak to their line manager who will consider the request at their discretion.

Notification requirements

In order to take time off for adoption appointments, the Organisation may require employees to provide confirmation of the following to the Council and/or Staffing Committee.

- that they would like to take time off and state whether this will be the paid or unpaid entitlement
- the date and time of the appointment
- that the appointment has been arranged by or at the request of the adoption agency.

Eligibility

You are entitled to adoption leave from the commencement of employment. Adoption leave is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's child/children. You must have notified the adoption agency of agreement to the placement and of agreement to the date of the placement.

Only one period of leave is available irrespective of whether more than one child is placed for adoption as part of the same arrangement. However, if an additional child is adopted at a later date as a separate agreement then you could qualify again for a separate period of adoption leave.

Ordinary and additional adoption leave

Adoption leave is divided into two categories, 'ordinary' and 'additional'. Each is for 26 weeks, with additional leave following on from ordinary adoption leave, giving 52 weeks' leave in total. If you are eligible for ordinary adoption leave you will also qualify automatically for additional adoption leave.

During additional adoption leave the employment contract continues and you are entitled to the benefit of your normal terms and conditions of employment, except wages or salary (unless your contract of employment provides otherwise). However, in the majority of cases, you will be entitled to Statutory Adoption Pay during some of this period.

Commencement of adoption leave

You can choose to start your adoption leave on the date of the child's placement (whether this is earlier or later than was expected), or on a predetermined fixed date no earlier than 14 days before the expected date of placement and no later than the date of placement. Adoption leave can start on any day of the week.

Notification requirements

You are required to give us notice, in writing, of your intention to take adoption leave within seven days of being notified by the adoption agency that you have been matched with a child, unless this is not reasonably practicable. The notice must specify:

- the date the child is expected to be placed with you; and
- the date you want the adoption leave to start.

You should provide the "matching certificate" from the adoption agency. The certificate will include basic information on matching and expected placement dates.

You are able to change your mind about the date on which you want your adoption leave to start providing you inform us at least 28 days in advance, unless this is not reasonably practicable.

We will write to you to notify you of the date on which you are expected to return to work if the full entitlement to adoption leave is taken, within 28 days of the date on which you notified us of your intention to take leave, or, if you have varied the date originally chosen to start adoption leave, within 28 days of the date on which adoption leave began.

Returning to work

If you are returning to work at the end of additional adoption leave, you should simply present yourself for work at the end of that period.

If you intend to return to work before the end of your additional adoption leave, you must give us at least eight weeks' notice of the date on which you intend to return. If you do not give us eight weeks' notice, we may postpone your return to a date ensuring that there has been eight weeks' notice.

Shortly before your return to work, we will be in touch with you to arrange an informal meeting with the Chair of the Council or the Chair of the Staffing Committee. The aim of this meeting is to discuss your return and to ensure it is as smooth a transition back to work as possible.

You have the right to return:

- with your seniority, pension rights and similar rights
- on terms and conditions no less favourable than those which would have applied if you had not been absent.

You will not be subject to any detriment by the council because you took or sought to take adoption leave.

Keeping In Touch days

You can work for up to 10 days during your adoption leave period without losing statutory payments for that week, or ending your entitlement to leave.

For this purpose any work carried out on any day, even just an hour's work, is deemed to constitute "a day's work". Any days' work done under this provision will not have the effect of extending the total duration of the adoption leave period.

You will be paid at your normal rate of pay for a KIT day.

Adoption pay

Dependent upon your length of service, you may be entitled to statutory adoption pay (SAP). If you qualify for SAP this will be paid for the first six weeks at 90% of your normal weekly earnings in the eight week period up to the date of notification of a match, with the remainder paid at the earnings related limit or the statutory rate, whichever is lower. SAP will be paid in the same way as your wages would be paid if you were not on leave. If you do not qualify for such a payment, you may, dependent upon your circumstances, be eligible to receive allowances from the appropriate government departments.

Shared parental leave and pay

You may be entitled to opt in to shared parental leave, sharing up to 50 weeks of leave and up to 37 weeks of pay (subject to availability). If you think you would like to take shared parental leave instead of adoption leave, please ask us for more information.

Surrogacy and adoption rights

If you are an intended parent in a surrogacy arrangement who intends to apply for, or has already applied for, a Parental Order you may be entitled to either adoption leave and pay or paternity leave and pay. One parent cannot claim entitlement to both periods of leave and pay, and it is up to you to decide which you wish to claim (subject to eligibility).

You will be entitled to take unpaid time off to accompany the surrogate mother to up to two antenatal appointments, of up to six and a half hours per appointment.

You are entitled to adoption leave from the start date of your employment. This will be for a total of 52 weeks, split in to two periods of “ordinary” and “additional” adoption leave of 26 weeks each.

You are required to give us notice, in writing, of your entitlement to take adoption leave by the 15th week before the expected week of birth. You must also notify us of the actual date of birth as soon as is reasonably practicable after birth.

You should provide documentary evidence - a statutory declaration. This document will state that you have obtained, applied for or intend to apply for a Parental Order in respect of the surrogate child and, where not received, this is expected to be made.

If you have begun a period of adoption leave in respect of a child before approval of a Parental Order, and you are subsequently notified that the application is refused, your adoption leave period will end eight weeks after the week of that notification or the end of the adoption leave period, if that is earlier.

Dependent upon your length of service, you may be entitled to Statutory Adoption Pay (SAP). If you qualify for SAP this will be paid for the first six weeks at 90% of your normal weekly earnings in the eight week period leading up to the end of the 15th week before the baby is due to be born, with the remainder paid at the earnings related limit or the statutory rate, whichever is lower. SAP will be paid in the same way as your wages would be paid if you were not on leave. If you do not qualify for such a payment, you may, dependent upon your circumstances, be eligible to receive allowances from the appropriate government departments.

Dual approved prospective adopters and adoption leave

If you are a dual approved prospective adopter, a local authority foster parent who has a child placed with you with an expectation to adopt that child in accordance with section 22C of the Children Act 1989, you may be entitled to either adoption leave and pay or paternity leave and pay. One parent cannot claim entitlement to both periods of leave and pay, and it is up to you to decide which you wish to claim (subject to eligibility).

You are entitled to adoption leave from the start date of your employment. This will be for a total of 52 weeks, split in to two periods of “ordinary” and “additional” adoption leave of 26 weeks each.

Only one period of leave is available irrespective of whether you go on to adopt the same child or children placed with you under section 22C. However, if an additional child is placed with you under section 22C at a later date as a separate agreement then you could qualify again for a separate period of adoption leave.

You can choose to start your adoption leave on the date of the child's placement (whether this is earlier or later than was expected), or on a predetermined fixed date up to two weeks before the placement of the child and no later than the date of placement. Adoption leave can start on any day of the week.

You are required to give us notice, in writing, of your intention to take adoption leave within seven days of being notified of the child's placement by the local authority in accordance with section 22C, unless this is not reasonably practicable. The notice must specify:

- the date the child is expected to be placed with you; and
- the date you want the adoption leave to start.

If you have begun a period of adoption leave in respect of a child placed with you under section 22C, and this placement does not proceed to a formal adoption, your adoption leave period will end eight weeks after the child is removed or the end of the adoption leave period, if that is earlier.

Dependent upon your length of service, you may be entitled to Statutory Adoption Pay (SAP). If you qualify for SAP this will be paid for the first six weeks at 90% of

your normal weekly earnings in the eight week period leading up to the date of notification, with the remainder paid at the earnings related limit or the statutory rate, whichever is lower. SAP will be paid in the same way as your wages would be paid if you were not on leave. If you do not qualify for such a payment, you may, dependent upon your circumstances, be eligible to receive allowances from the appropriate government departments.

Dated: 10th July 2024

Approved: 4th September 2024

Review Due: July 2027 or when guidance changes if earlier



Cantley with Branton Parish Council

Employee form to request statutory adoption leave

Please read these notes before completing the form

1. In order for us to process your intention to take adoption leave, we require the information requested on this form. Please complete it in as much detail as possible to enable our smooth processing of your request.
2. The child must be under the age of 18 when placed with you and the earliest date you can start adoption leave is 14 days before the date of placement.
3. Please inform us of your intention to take adoption leave within seven days of the date you receive notification of being matched with a child. If this is not possible, you must inform us as soon as is reasonably practicable.
4. Unless you state otherwise, we will assume that you will take your full entitlement of 52 weeks' adoption leave. You are able to change your return to work date provided you give us at least 8 weeks' notice. This applies whether you simply wish to return to work early or because you qualify for shared parental leave and wish to take it.
5. If you are adopting from overseas, you must tell us of the date on which the child will enter Great Britain within 28 days of the match notification date.

When complete, please return this form to the Clerk/Chairman
Please also keep a copy for your records.

EMPLOYEE DETAILS

Name of employee: _____ Department: _____
Home address: _____
Email address: _____
Home telephone number: _____

ADOPTION LEAVE DETAILS

Expected date of placement:	_____
Intended start date of adoption leave:	_____
Intended return to work date:	_____

Declaration:

- I confirm that I have been matched with a child for adoption and I wish to take statutory adoption leave.

Employee signature:

Date:

COMPLETE THIS SECTION IF ADOPTING FROM OVERSEAS

Date official match notification was received:

Expected date of child's entry into Great Britain

FURTHER INFORMATION

If my employer so requests, I will provide the following information:

- (a) the name and address of the adoption agency,
- (b) the date on which I was notified of being matched with a child for adoption, and
- (c) the date on which the agency expects to place the child with me, and that I must comply with this request in order to take statutory adoption leave.

Employee signature:

Date:



Cantley with Branton Parish Council

Shared Parental Leave Policy

What is Shared Parental Leave?

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for and bond with their child. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (SPL) and statutory Shared Parental Pay (SHPP).

Cantley with Branton Parish Council recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is the organisation's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. Employees should clarify the relevant procedures with the Clerk to ensure that they are followed.

Eligibility for Shared Parental Leave

If you meet the following criteria, you are eligible for Shared Parental Leave:

- Have 26 weeks service at the 15th week prior to expected week of childbirth (the qualifying week), or notification of a match in terms of adoption, and still be employed by us in the week before any shared parental leave is due to start.
- Have a partner who has worked (employed/self-employed) for 26 of the 66 weeks prior to the EWC/placement week and who has earned on average at least £30 per week in any 13 weeks.
- Share the primary responsibility for the child with the other parent at the time of the birth/adoption.
- Have properly notified us of their entitlement and have provided the necessary declarations and evidence.

How Much Shared Parental Leave Can Be Taken

You can decide how you wish to split Shared Parental Leave provided that your partner takes her compulsory maternity leave entitlement because this is a legal requirement. The remaining 50 weeks of leave can be split as decided by employees (subject to our approval in certain circumstances). Leave must be taken in minimum blocks of one week. Leave must end 52 weeks after the date leave started.

Partners (i.e. baby's father/mother's husband/mother's civil partner/mother's partner) are still entitled to take 2 weeks Ordinary Paternity Leave subject to qualifying conditions.

Booking Leave

You must submit various notices in order to take Shared Parental Leave:

- The mother or primary adopter must provide a Curtailment Notice to end Statutory Maternity or Adoption Leave. This must be given after the 11th week prior to the EWC but at least 8 weeks prior to the start date of the first period of Shared Parental Leave.
- You must provide a Notice of Entitlement setting out both their eligibility, and their partners eligibility to take Shared Parental Leave.
- You must submit an approximate indication of how periods of Shared Parental Leave will be taken.
- You must provide the following details if requested within 14 days of such request.
- In relation to a birth, the birth certificate, and their partner's employer's details.
- In relation to an adoption, the name and address of the adoption agency; the date that the employee was notified of having been matched for adoption with the child; and the date on which the adoption agency expects to place the child with the employee.
- You must submit a Period of Leave Notice in order to book a period of shared parental leave, giving at least 8 weeks written notice of the period of leave. The Period of Leave Notice must contain the start and end date of the leave requested. A Period of Leave Notice may notify details of one period of leave, or more than one period of leave.

The Curtailment Notice may only be revoked in limited circumstances. A Period of Leave may be amended providing that the amendment notice is given at least 8 weeks before leave starts/was due to start.

Period of Leave Notices, and amendments to Period of Leave Notices, may only be submitted on a maximum of 3 occasions.

Accommodating the Notifications/Requests

If you request one continuous block of leave in a Period of Leave Notice, you are entitled to take this period of leave.

However, if you request more than one period of leave i.e. discontinuous blocks of leave in one Period of Leave Notice, we reserve the right to refuse this request. Discontinuous leave is, for example, where a period of 6 weeks Shared Parental Leave is requested, then you return to work for a period of 4 weeks and then take a further 6 weeks of Shared Parental Leave.

When discontinuous leave is requested, we will arrange to discuss the request with you. The outcome of the request will be one of the following:

- Agreement to the request.
- Proposal of alternative leave dates; or
- Refusal of the request.

Should we refuse a request, the default provisions will apply which means you are able to withdraw the request. If the request is not withdrawn, the leave requested will be taken one continuous block, rather than in discontinuous blocks.

Working During Shared Parental Leave

During Shared Parental Leave, you may work for up to 20 days without statutory payments being affected. These days are called SPLIT days i.e. Shared Parental Leave In Touch days. We recognise the benefit of SPLIT days and encourage you to use them, however, they are optional, and you are not obliged to use them, and we are not obliged to permit them.

You will be paid at normal rate for work on a SPLIT day. Any work done on one day will count as one SPLIT day.

Shared Parental Pay

Shared Parental Pay (SHPP) can be paid to both parents to a maximum of 39 weeks in total. This includes any Statutory Maternity or Adoption pay and will be decided between the parents.

Only 37 weeks of paid leave will be shared to allow for the mother to take 2 weeks Compulsory Maternity Leave.

To be eligible to receive SPP, you must:

- have been continuously employed for at least 26 weeks up to and including the “qualifying week” (the 15th week prior to the expected week of childbirth or placement for adoption).
- have average earnings not less than the lower earnings limit for the payment of national insurance contributions in the 8 weeks prior to the qualifying week.
- comply with the notification requirements.

Holiday and Benefits

We encourage you to take any outstanding annual leave due in the current holiday year before the commencement of Shared Parental Leave, or during periods of work in between periods of Shared Parental Leave.

You will continue to receive all contractual benefits (with the exception of salary) during Shared Parental Leave.

Contact Whilst Away from Work

For the benefit of both parties, we encourage communication during periods of leave. You should agree with the Chairman or Clerk (before leave is due to start) the level of contact and how you would prefer to be contacted (phone call, letter, home visit, workplace visit etc.). Cantley with Branton Parish Council reserves the right in any event to maintain reasonable contact from time to time with you.

Near the end of your leave period, the Chairman or Clerk may contact you. This may be to discuss plans for return to work, to discuss training that may be available, or simply to update you on developments at work during the absence.

If there are any business changes that impact your role whilst on leave, you will be considered in the same way as any other employee, and this will be communicated with you.

Rights On or After Returning from Shared Parental Leave.

After Shared Parental Leave, provided the total amount of leave taken by you (including maternity leave) does not exceed 26 weeks, you are entitled to return to the same job on the same terms and conditions of employment as if they had not been absent.

When you are considering your return to work, for reasons of childcare, you may request a change to your previous working arrangements. Any such request will be considered in line with the operational requirements of the Company and there is no automatic right to return to work on altered conditions.

Surrogacy and Shared Parental Leave

If you are an intended parent in a surrogacy arrangement who intends to apply for, or has already applied for, a Parental Order and is eligible for adoption leave and pay, you may be entitled to Shared Parental Leave and Pay.

You must take at least two weeks of adoption leave before it can be curtailed. The remaining 50 weeks of leave can be split as decided by employees (subject to our approval in certain circumstances).

Dated: 10th July 2024

Approved: 4th September 2024

Review Date: July 2027



Cantley with Branton Parish Council

DIGNITY AT WORK POLICY

Cantley with Branton Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Cantley with Branton Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Cantley with Branton Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC & SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers/councillors and all employees engaged to work at Cantley with Branton Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Cantley with Branton Parish Council this should be raised to their nominated contact (the Clerk) or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Monitoring Officer of City of Doncaster Council.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Cantley with Branton Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work

- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's Equality Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer at City of Doncaster Council.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy

- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Dated: 11th August 2022
Approved: 7th September 2022
Reviewed: August 2024
Approved: 4th September 2024

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.

- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 1:2:1s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role

of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at

risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

Risk Assessment

Date	4th September 2024
Topic	CWPBC Christmas Carols Around the Glen Road/Doncaster Road Christmas Tree on Friday 6th December 2024 at 6pm to 7.15pm
Contributors	Bev Walton, Clerk

		SEVERITY				
		1) Negligible	2) Small	3) Noticeable	4) Significant	5) Major
		No noticeable effect to customer or public (or contributors to the event)	Inconvenience to customer or public (or contributors to the event)	Minor Injury and/or public complaint. Damage to equipment	Serious Injury and/or damage	Death
Likelihood	1 Unlikely to occur Has occurred rarely	1	2	3	4	5
	2 Likely to occur rarely Has occurred occasionally	2	4	6	8	10
	3 Likely to occur Has occurred frequently	3	6	9	12	15
	4 Highly Likely to Occur Has occurred daily	4	8	12	16	20
	5 Certain to Occur Occurs continuously	5	10	15	20	25

Risk log #	Identified Risk	Causes..... harm	Interested Parties	Current Mitigation /Notes and Comments	Has this happened before Y/N	Likelihood	Severity	Current Risk level	Actions	Column1	Column2	Column3
	Trip hazards	Items not seen in the dark.	CWBPC. Public. Those contributing to the event	check areas for unseen items that could be a trip hazard.	N	2	4	8	Site to be visited prior to event to check for trip hazards. Council staff and Cllrs to monitor site for hazards during the event and take remedial action or halt the event if required.			
	Loose cables/wires.	Items not seen in the dark. Items not placed correctly or safely	CWBPC. Public. Those contributing to the event	Ensure wires for the lights are not placed where they could become entangled or become a trip hazard. Same for any cables for sound system	N	2	4	8	Site to be inspected prior to event for any loose wires/cables. Ensure sound system cables are placed where there is no risk of hazard. Same for tree light cables. Block off any areas of concern from public access			
	Danger from Xmas tree falling.	Not secured properly. High winds	CWBPC. Public. Those contributing to the event	Tree is established and hopefully not at risk of falling. DMBC have staked the tree for added security	N	1	5	5	Before the event inspect the tree to ensure its firmly in its ground anchor. Tree is staked in the event of high wind.			
	Danger from road	"A" road through the village. Danger or injury or death if collision were to occur. Event occurring at the end of "rush" hour. 6.00pm. Children not adequately monitored running into the road. Pedestrians crossing the road without taking due care and attention	CWBPC. Public. Those contributing to the event. Emergency services	The grass verge near the tree will be roped off in advance of the event to avoid anyone stepping into the road. Children are to be supervised by an adult. Cllrs to attend the event wearing hi-viz jackets. Members of the public encouraged to be in hi-viz jackets, bring torches and stay away from the road edge. Police rep has been informed of the event and won't be attending barring emergency call out	N	2	5	10	Advance notices on social media advising the public of the location of the event in detail and the safety measures put in place. Ensure there are enough Councillors attending to assist with road crossing. Ensure Councillors are wearing hi-viz and are carrying torches. Liaise with Police Rep with regards to further safety measures.			

Risk log #	Identified Risk	Causes..... harm	Interested Parties	Current Mitigation /Notes and Comments	Has this happened before Y/N	Likelihood	Severity	Current Risk level	Actions	Column1	Column2	Column3
	Lost child	Lack of lighting. Parents not monitoring children's location adequately. Older children attending without an adult. Risk of abduction.	Public	children to be supervised by an adult at all times. All other site visitors encourage to remain in place. If child cannot be found, 999 to be called	N	2	5	10	Public to be notified at start of event, and on social media prior to the event of the protocols needed. Liaise with police in the event of a missing child. Call 999 immediately without hesitation with any concerns			
	Placement of tree on site.	Danger of tree falling. Danger from working at height	CWBPC.	Tree has been in situ for a number of years now. DMBC completed their own risk assessment for the placement and securing of the tree.	N	2	5	10	Check with DMBC before the tree is erected that they have suitable risk assessment in place for working at height and safe movement of the tree.			
	Risk of high winds at site	Danger of tree falling or blowing into the nearby road. Risk of damage to property and vehicles. Risk or injury or death	CWBPC, Public	The tree is firmly secure with no risk of movement in windy conditions – check the base is suitable and check for suitable tethers being required.	N	2	5	10	Ensure the base of the tree is firmly secured and ensure teathers are in place. In the event that extremely high storm winds are forecast the council chairman and Clerk will discuss the approval of emergency H&S funds expenditure to have the tree placed on the ground or temporarily removed from the site to a safe location.			
								0				
	Risks from onsite performers	Danger of electrocution from faulty or wet equipment. Trip hazards	CWBPC, Public, performers	Performers to ensure their equipment is in good working order & has relevant checks for safety carried out. Cover to be provided for electrical equipment in the event of rain. Cables to be safely placed to avoid risk of trips	N	1	5	5	Check with performers before the event that equipment is PAT tested and up to date. In the event of very wet weather electrical equipment is not to be used	Asked Armthorpe Elmfield Brass Band if any equipment needs PAT testing, it doesn't		
	Risk from any portable equipment brought to site	Danger of trips and injury	CWBPC, Public, performers	Ensure equipment not placed where it could be a trip hazard	N	2	4	8	At start of event, check any equipment brought on site does not present a trip injury			
	First aid requirement	Any of the above risks. Risk of injury or death	CWBPC, Public, performers, Emergency services	The Clerk will have a first aid kit on site and either the Clerk or a Parish Council Member can administer basic first aid. For emergencies 999 will be called. For minor injuries that on-site assistance cannot deal with a designated person will provide transport to minor injuries unit or other appropriate source of assistance.	N	2	5	10	Ensure first aid kit is on site. Ensure 999 is called in the event of any injury that cannot be dealt with by first aiders. Liaise with Police Rep in the event of any injury. Ensure Councillors are aware of the procedure to follow			
	Requirement for police advice or presence	Any of the above risk where there is a risk of injury, death or damage to property. Also any other illegal activity - drug taking, drunk and disorderly, theft etc	CWBPC, Public, performers, Emergency services	Ensure the police are notified of a gathering of people in a public place. Seek advice from the police prior to the event with regards to crowd safety on Doncaster Road.	N	1	5	5	Police events co-ordinator has provided advice which forms part of this Risk Assessment, Police Rep not attending the event but will do for any emergency call out.	PCSO Joanne Watson informed of the event 15/11/22. RA provided to PCSO Watson 23/11/22.		

Risk log #	Identified Risk	Causes..... harm	Interested Parties	Current Mitigation /Notes and Comments	Has this happened before Y/N	Likelihood	Severity	Current Risk level	Actions	Column1	Column2	Column3
	Danger to marshalls to control traffic and public	Traffic incidents - injury or death. Risk of abuse.	CWBPC, Public, Emergency services	Ensure Cllrs or responsible member of the public can act as a marshal for road crossing. Hi-viz vest to be worn & torches to be provided. Ensure volunteers are physically capable of carrying out the role - good eyesight, hearing, reaction times etc	N	2	5	10	Ensure Councillors report any concerns immediately to the police presence. Councillors to not challenge any suspected illegal behaviour - report to police. Councillors to not put themselves into any position of risk.	Hi-vis vests on loan from Cllr Williams and/or Litter Picking. Marshalls advised to bring torches 23/11/22.		
	Barrier along road verge. Risk of pedestrians straying onto carriageway	Traffic incidents - injury or death.	CWBPC, Public, Emergency services	For the evening event place metal poles and rope along the verge between the grass and highway to ensure a clear barrier is formed	N	2	5	10	Prior to the event metal poles and heavy duty yellow rope will be installed along the grass edge of the area in use.	Poles and tape borrowed from SY Police for rope barrier. Clerk and Councillors to erect and remove on the evening of the event.		
	Covid19	Risk of contracting Covid 19	CWBPC, Public, Performers, Emergency services	Event at Doncaster Road is outside only. Prior information on the event will remind attendees that Covid19 is still prevalent and visitors should bring hand sanitizer and wear masks if they wish. It may not be possible to socially distance on site but the nature of the event being outside in winter will mitigate this particular risk.	N	2	5	10	Remind public prior to the event of Covid safety measures. Remind Cllrs and staff of safety measures and to wear masks and carry hand sanitizer.			
	Security of the event	Drunken/drugs use resulting in anti-social behaviour. Individuals determined to cause trouble at the event	CWBPC, Public, Performers, Emergency services	If police presence is on site then alert them immediately. Also alert all Cllrs and staff to be watchful. 999 to be called in situation cannot be contained or threat is likely.	N	1	5	5	Make all Cllrs and staff aware of procedure. Call 999 if needed.	Police suggested to add this item to the risk assessment to show thoroughness when planning an event	Emailed PCSO copy of RA on 23/11/22	
	Attributes of marshalls	Physical requirements: Mobility/speed of movement. Suitable level of eyesight and hearing. Confidence to handle the public and the traffic.	CWBPC, Public, Performers, Emergency services	Councillors already know to have hi-vis jackets on, and carry torches.	N	1	5	5	Get commitment from Cllrs to be marshalls prior to the event. Make sure they receive a full briefing via email. Make sure they all have a hi-viz jacket. Make sure they are all carrying a working torch. Make sure marshalls are confident in their capabilities.	Clerk to arrange collection of hi-vis vests from KH and Cllr Williams prior to the event and bring to the event for those who need a jacket.	Emailed all Cllrs 23.11.22 with Marshall requirements	All Councillors in attendance are Marshalls
								0				

Note - once the public leave the site and make their way home or to the neighbouring public house - the responsibility from CWBPC as event organiser ends

Copies to be provided to:

Date Sent

All Councillors (Marshalls)
Any performers at the event
Handyman
Police

A version advising the public on their responsibilities at the event will be created - placed on social media, noticeboards and at the event (laminated) before the event occurs



General Lone Working Risk Assessment

Roles of Lone Worker: Clerk Handyman		Location: Primarily Office Based Kilham Hall Grounds/Parish
Risk assessment carried out by: Clerk	Date completed: 10/07/24	Review date: July 2025
Description of work activity: This form covers general day to day work; any specific event where this differs substantially will be covered under its own risk assessment.		Assessor's signature:

Hazard:	Controls and precautions against the hazards:	Comments/ Action Required (including who and when):	Action Party:	By when:
Individual				
Medical fitness: Is the Lone Worker subject to any medical condition that may place them at increased risk when working alone.	The Lone Worker must ensure that any medical conditions which might be relevant to their working alone are fully discussed with the Clerk. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone.	Staff Members to be asked to highlight any medical issues with significant impact on lone working to the Clerk.	All Staff/Clerk	Ongoing
Supervision: What arrangements are in place to maintain contact with the Lone Worker?	<ul style="list-style-type: none"> The Lone Worker must comply with any out of hour's arrangements in operation. Set up contact arrangements with a family member. 	Lone working is usually limited to office hours and Family members are made aware of expected return times. In the case of evening meetings Councilors are present.	All Staff/Clerk	Ongoing



	<ul style="list-style-type: none"> Work Schedule is known, planned and discussed between Clerk and Handyman. Regular contact is maintained. 			
Training & Competency : Has necessary information instruction and training been given to the Lone Worker and is the Lone Worker competent to carry out the work alone?	Any person authorised to be in the building outside normal hours or alone in normal working hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures.	This is the case.	All Staff/Clerk	Ongoing
Location & Premises				
Building security: Is the building secure?	Access to the building is restricted to authorised personnel outside normal hours. In the event that the Lone worker has concerns about security or suspects there is an intruder in the building they must contact the Police in the case of immediate threat or the Clerk in less immediate threat.	The office area has an entrance alarm and the entrance is covered by CCTV visible in the main office. The Office door is kept locked at all times when the office is not open to the public.	All Staff/Clerk	Ongoing
Access: Is there a safe means of access/egress for the lone worker (consider lighting and personal security issues and means of escape in emergency)	Entrance of the building and car park are lit. The Lone Worker should plan how to get to car/public transport after leaving, taking account of potential personal safety issues. There are large fire exit windows in the main office.	Outside light at the office	All Staff/Clerk	Ongoing



<p>Emergencies: Does the Lone Worker have access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm, motion sensors</p>	<p>Lone Workers must know local arrangements on how respond in event of fire or other emergency</p>	<p>Staff are responsible for ensuring they know the location of fire alarms etc.</p>	<p>All Staff/Clerk</p>	<p>Ongoing</p>
<p>First aid: Are there arrangements in place to deal with a situation where the Lone Worker becomes ill or has an accident? (Access to First aiders and facilities)</p>	<p>First aid boxes are available and contents checked regularly. In the event of a Lone Worker feeling unwell they should if possible, return home or contact their line manager for assistance.</p>	<p>All staff to undergo First Aid Training</p>	<p>All Staff/Clerk</p>	<p>Ongoing</p>
<p>Welfare facilities: Is there adequate heating, lighting, access to drinking water and toilets.</p>	<p>All in place.</p>			<p>Ongoing</p>
<p><u>Process/Work Activity</u></p>				
<p>Use of computers and general office equipment</p>	<p>Lone Worker should ensure their work station is set up correctly in line with Display Screen Equipment guidance. Lone Worker should take regular breaks from DSE work.</p>	<p>DSE assessments need to be made of office workstations as soon as is possible.</p>	<p>Clerk</p>	<p>Ongoing</p>



Slip/trips/falls	Regular inspection of areas to ensure that any trip hazards [torn carpets, uneven flooring, trailing cables etc.] receive prompt attention. Individuals with temporarily impaired mobility must not work alone.	All staff to be made aware of the need to monitor for and report / take action on any hazards.	All Staff/Clerk	Ongoing
Electrical equipment	Ensure all office equipment is electrically tested. Electrical cables and plugs visually inspected for damage. Do not interfere with plugs or power supply.	Regular PAT testing. All staff to be made aware of the need to monitor for and report / take action on any hazards.	All Staff/Clerk	September / Ongoing
Work with hazardous substances and or machinery	Ensure all gardening machinery is regularly checked, serviced and maintained. Ensure personal protective equipment is provided and worn	Regular servicing Provided	Handyman Clerk / Handyman	December Ongoing
Single handed lifting or handling of any load that is of such a weight as to cause injury.	It is not expected that office staff will be required handle heavy loads.	All Staff to consider risk when lifting and the use of aids or assistance when necessary	All Staff/Clerk	Ongoing
<u>Travel Between Sites</u>				
Lone travel between work sites is sometimes necessary. Consideration should be given to personal safety and the choice of transportation method.	In many cases travel between sites occurs when other staff members are present in the main office and can monitor length of absence and be a point of contact.	Where possible off site meetings and travel on council business should be scheduled to coincide with other staff being in the office as a point of contact/ absence monitor. Where this is not possible a family member should be aware of finishing times / the details of Line Manager to raise an alarm and the staff member should confirm safety with that family contact.	All Staff/Clerk	Ongoing



Cantley with Branton
Parish Council



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Initial Assessment of Display Screen Equipment (DSE)

Person/Post Assessed:	Location
Assessed by:	Date:
	Yes/No
Does the person depend on D.S.E to do their job?	
Does the person need particular skills in the use of D.S.E. to do the job?	
Does the person normally use D.S.E. for spells of more than one hour?	
Does the person usually use D.S.E. daily?	
Is the fast transfer of information between user and screen an important requirement of the job?	
Does the system require high levels of concentration by the user, for example where error may be critical?	
Is the above person/post a "user" of Display Screen Equipment	

If most of the answers are **YES**, then the person should be considered to be a **USER**, and a detailed Assessment should now be completed

If most answers are **NO**, then the person would not be classified as a User



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Detailed Assessment of Display Screen Work

Person/Post Assessed:		Location:
Assessed by:		Date:
Questions	Yes/No	Action Required/Comments
The Display Screen Equipment		
Are screen characters well-defined and of adequate size and spacing?		
Are screen images flicker-free?		
Can screen brightness and contrast be adjusted?		
Can the screen tilt and swivel?		
Is the screen free from glare and reflections?		
The Keyboard		
Is the keyboard a separate unit?		
Can the keyboard be tilted/adjusted?		
Does the keyboard have a non-reflective surface?		
Are keyboard characters clearly defined?		
Are the keys comfortable to use?		
The Work Desk and Chair		
Is the work desk large enough for all the equipment?		
Are the surfaces non-reflective?		
Is there a document holder available?		
Is the work chair stable?		
Can the chair be height-adjusted?		
Can the back rest be adjusted for height and tilt?		
Can both feet be placed on the floor during use?		



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Questions	Yes/No	Action Required/Comments
If needed, is there a foot rest provided?		
The Environment		
Is there sufficient space to arrange documents and telephone etc?		
Is the temperature of the workstation comfortable?		
Is ventilation of the area adequate and comfortable?		
Working Arrangements		
Can the user take regular breaks from screen work?		
Can the user pace their workload?		
Has training been provided on the risks associated with DSE and control measures?		
Are users aware of the eyesight test entitlement?		
Summary of risks identified including overall risk level. Insignificant/Low/Medium/High		
Further action required: 1. 2. 3. 4. 5.		

Display Screen Equipment Use Posture Guidance

You will not get any benefit from this guidance unless you know how to adjust your chair. If you don't know how to adjust your chair or if it can't be adjusted, talk to your line manager.

Avoid staying in the same position for extended periods, even correct postures can cause long term injuries when maintained for too long.

SEATING

Move the chair close to the desk and sit back on the seat. Adjust the chair back so that the upper body is relaxed and supported. Raise the chair seat so that, with the upper arms vertical, the elbows are level with or just above the desk.



Sitting with the chair too low and too far from the desk encourages a slouched posture with no support from the chair back. The head is tilted forward. Feet are hooked around the chair base restricting blood circulation in the legs. Shoulders may be hunched.



Set the chair position and height as described in above. Use a foot rest if the feet do not touch the ground. Chair arms can provide additional support for the upper body when not typing but should not restrict desk access.



Shorter people often set the chair height so that their feet are firmly on the floor. If this is too low for the desk, it is likely to result in arms stretched forwards (or sideways) and/or shoulder lifting. This causes undue muscle tension.



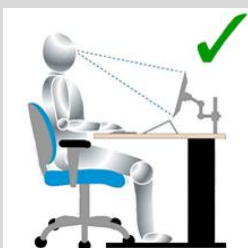
TOUCH TYPISTS can raise the monitor so that the visible screen top is just below eye level. Any document holder should be at screen height and in the same focal plane to minimise head twisting and tilting. COPY TYPISTS may prefer the screen to one side and the document holder directly in front.



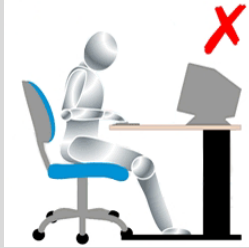
If the monitor is set too low, this encourages the operator to tilt the head downwards. As a result, the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching.



"HUNT AND PECK" TYPISTS who need to look at the keyboard will probably position the monitor slightly lower than touch typists to minimise "nodding" between the two. The document holder should be placed between the monitor and keyboard to avoid twisting



If the monitor is set too low, this encourages the operator to tilt the head downwards. As a result, the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching.



LAPTOP USERS

A separate mouse will make a significant improvement to layout flexibility and avoid extended use of the touchpad. A laptop stand tilts the computer to raise the screen to an acceptable height and viewing distance



Laptop use is a major source of musculo-skeletal problems. Using a laptop on its own for any length of time will inevitably cause poor posture which in turn is likely to lead to head, neck and/or back pain.



WORKSTATION

Arrange your desk layout to make best use of available space. Use your mouse (or trackball) close to the keyboard. Document management is very important. If you need to look at the keyboard when typing, the best place for the document holder is between the monitor and the keyboard. Other tools, such as the telephone, should also be readily accessible without stretching and twisting. If you write whilst using the telephone, hold the handset with your "non-writing" hand. A headset will dramatically improve comfort and convenience.



Make sure there is a comfortable viewing distance between your eyes and the screen and have some space between the keyboard and the front of the desk. With traditional monitors, you may need to move the desk away from the wall (or the desk behind) to create sufficient screen distance. Place the screen in front of you so that you face it without twisting your body. Ensure your legs are not obstructed by any drawers under the desk. If your PC is occupying too much desk space, move it off the desk. If you are not a touch-typist, you may also like a wrist rest for support when you are not typing





Cantley with Branton
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OUTDOOR FACILITIES

Section 1: Outdoor facilities

Set out below are the risk assessments for the following management procedures;

1. Car parks - general
2. Outdoor Gym - general
3. Playgrounds - general
4. Parks and Recreation Grounds – general
5. Volunteers (Watering)

Risk assessment form – Outside Spaces

Activity: Car parks - general

Assessment date: 19/08/2024

Review date: 07/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Damaged lighting (or similar) - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Lights regularly and formally inspected by Handyman and RJ Electrical Defects repaired according to the risk posed. 	Apply if and when necessary	L	Handyman/Clerk as required
Traffic movement - Vehicle collision. – Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Pavements or segregated area provided for pedestrians. Lighting provided. Designated/lined parking bays including disabled provision. Clear visibility for oncoming traffic at entry/exit points. 	Apply if and when necessary	L	Clerk
Surface drainage - Slips.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Drains regularly cleaned. Sitting water noted and request for drain clearance made to responsible authority. Potholes repaired as soon as possible. 	Review and monitor as required and apply when necessary	L	Clerk/Handyman
Snow/ Ice	Employees/ Volunteers/ Members of the public	<ul style="list-style-type: none"> Snow clearance/ gritting by site staff. Close Kilham Hall according to severity of problem. Kilham Hall Field leave until melted – not in use as much in the winter and surrounded by grassed recreation site. 	Monitor annually	M	Clerk/ Handyman

Completed and signed by: **B. Walton (Clerk to the Council)**

Date: 19/08/2024

Risk assessment form

Activity: Outdoor Gym (general assessment)

Assessment date: 19/08/2024

Review date: 07/2025

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Equipment - Siting of equipment - proximity of unsupervised children's play equipment	Members of the public	<ul style="list-style-type: none"> Children's play area is over 25m away from outdoor gym Weekly inspections by site staff Regular inspections by CDC which are reported and any remedial action taken Annual Inspection by ROSPA 	Monitor and review annually as required. Ensure all future equipment installed meets Play Inspectors recommendations	L	Handyman / CDC via Clerk
Suitability of equipment -age range - other available facilities within proximity	Members of the public	<ul style="list-style-type: none"> Existing facilities on the site are aimed at other user groups; play area for children who should be supervised; Fencing/ screening was not considered necessary as the site is situated away from other play equipment and access to the road is fenced 	Ensure all future equipment is installed in accordance with Play Inspectors recommendations	L	Handyman / CDC via Clerk
Health and safety inspections – Maintenance and security	Users Members of the public Staff	<ul style="list-style-type: none"> Equipment designed and installed by competent play provider/ supplier. Yearly inspections by ROSPA as part of annual inspections – started in October 2022 and will continue every Sept/ Oct each year. X3 times per week inspections of equipment and safety surfaces by PC staff of structures and cleaning/ litter picking 6/8 week inspections by CDC – reporting of inspection and remedial action taken where necessary. Records of all inspections kept. 	Monitor and review according to usage/ legislation	M	Clerk (via Handyman)

Completed and signed by: B. Walton (Clerk to the Council)

Date: 19/08/2024

Risk assessment form

Activity: Playground (general assessment)

Assessment date: 19/08/2024

Review date: 07/2025

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Play equipment - Physical injury.	Members of the public	<ul style="list-style-type: none"> • Equipment installed to current standards. • Recorded weekly inspections by site staff (trained to Level 1 Rospa) • Regular recorded inspections by CDC. • Annual inspections undertaken by ROSPA and remedial work undertaken as required) – started October 2022 and will continue yearly in Sept/ Oct each year. • Repairs carried out as soon as possible by a competent person. • Hazardous equipment removed from use/fenced off/signs erected/taped off, etc as required. 	Monitor and review annually as required.	M	Handyman / CDC via Clerk
Defective surfaces e.g. paths, safety surfaces, open grass - Slips, trips, falls.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections for safety defects e.g. pot holes, glass etc. • Repairs carried out according to the risk posed. • Warning signs erected. • Lighting regularly checked and repaired. • Any unauthorised vehicular use monitored e.g. off road motor bikes etc. Police notified. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Bins - Cuts.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections and repairs carried out according to risk posed in line with CDC grounds maintenance contract • Dangerous bins removed from use, including base to prevent trip hazard. • Bin constructed of toughened material. • Bins emptied regularly as part of CDC grounds maintenance contract. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Fencing - Cuts.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Recorded regular inspections and repairs carried out according to risk posed. • Fence removed if in dangerous condition and temporary one erected. 	Monitor and review annually as required.	L	Handyman / CDC via Clerk

Risk assessment (continued)

Activity: Playground (general assessment)		Assessment date: 19/08/2024	Review date: 07/2025		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Seating - Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Defective seating removed from use. Seating constructed of durable materials. Seating secured to ground to minimise vandalism. Recorded regular inspections and repairs carried out according to risk posed by site staff 	Monitor and review annually as required.	L	Handyman / CDC via Clerk
Dog fouling - Infection/ill health.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Bins provided and emptied regularly. 'No Dogs' signs erected. Request local authority dog warden patrols area. Grass walked and fouling removed prior to grass cutting. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Mowing and strimming - Various.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> See individual Risk Assessments 		L	Handyman / CDC via Clerk
Gates - Entrapments.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Recorded regular inspections and repairs carried out according to risk posed. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Vegetation - Poisoning. - Cuts.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Non-hazardous plants in play areas. Hazardous vegetation removed and/or cut well back. 	Monitor and review annually as required.	L	Handyman / CDC via Clerk

Completed and signed by: B. Walton (Clerk to the Council)

Date: 19/08/2024

Risk assessment (continued)

Activity: Park & recreation ground

Assessment date: 19/08/2024

Review date: 07/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Open Field/Football area / fitness trails	Employees/ Volunteers/ Members of the public	<ul style="list-style-type: none"> • Site staff undertake weekly litter picking at Kilham Hall Field. Posts regularly inspected for damage/vandalism and record kept. • Repairs carried out according to risk posed. • Dangerous equipment removed from use. • Members of the public discouraged from swinging on them when observed by Employees / Volunteers. 	Monitor via PC insurance annually to ensure adequate cover. Monitor CDC grounds maintenance contract.	L	Handyman via Clerk
Public Liability		<ul style="list-style-type: none"> • PC currently holds £10m insurance cover 	Monitor via PC insurance annually to ensure adequate cover	L	Clerk/ RFO

Completed and signed by: B. Walton (Clerk to the Council)

Date: 19/08/2024

Risk assessment form

Activity: Volunteers (Watering)

Assessment date: 19/08/2024

Review date: 07/2025

Hazard and Risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Watering equipment - Physical injury.	Employees / Members of the public who volunteer	<ul style="list-style-type: none"> Equipment inspected by site staff prior to use Repairs carried out as soon as possible by a competent person or faulty equipment replaced. Heavy lifting involved – take care when carrying equipment especially where ground is obscured by vegetation Staff use a ramp to roll water barrels into their car Manual Handling Training attended Spacial awareness especially when watering in the car park at Kilham Hall 	Monitor and review annually as required.	M	Site staff/ CDC via Clerk
Defective surfaces e.g. paths, safety surfaces, open grass - Slips, trips, falls.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Recorded regular inspections for safety defects e.g. pot holes, glass etc. Repairs carried out according to the risk posed. Warning signs erected. Lighting regularly checked and repaired. Any unauthorised vehicular use monitored e.g. off road motor bikes etc. Police notified. 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk
Road Safety - Physical Injury.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> When watering the village roadsigns or Christmas Trees Hi-Viz is to be worn Be conscious where your vehicle is parked and put hazard warning lights on if needbe Heavy lifting involved – take care when carrying equipment especially where ground is obscured by vegetation Spacial awareness 	Monitor and review annually as required.	L	Site staff/ CDC via Clerk

Completed and signed by: B. Walton (Clerk to the Council)

Date: 19/08/2024



Cantley with Branton
Parish Council

MANAGEMENT PROCEDURES

Section 2: Management Procedures

Set out below are the risk assessments for the following management procedures;

1. Age of Workers
2. First Aid
3. Use of contractors

Please also refer to the adopted Health and Safety Policy

Risk assessment form

Activity: Age of workers

Assessment date: 19/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Personal injury	All Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Provide all employees with sufficient information, instruction, training and supervision to carry out their activities. • Record training, etc. • Restrict activities where identified and required. • Tailor activities to capabilities of individual. 	Introduction of staff appraisal system from April 2022 to identify issues, monitor and implement any actions as necessary. Review job specifications as required.	M	Clerk/in association with all staff

Completed and signed by: B. Walton (Clerk to the Council)

Date: 19/08/2024

Risk assessment form

Activity: First aid

Assessment date: 19/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Personal injury	Employees / Volunteers Members of the public	<ul style="list-style-type: none">• Provide a first aid box at Kilham Hall and Kilham Hall Meeting Rooms with the correct contents and review annually.• Check the contents of the first aid box and replace contents when used annually.• Remove items that should not be kept in a first aid box.• Provide signage to advise on the location of the first aid box.• Provide signage to advise who to contact for first aid.• Provide first aid kits for mobile workers and/or for remote locations.	Consider staff training. Monitor and review in line with changes to health and safety legislation	L	Clerk/ in association with all site staff

Completed and signed by: B. Walton (Clerk to the Council)

Date: 19/08/2024

Risk assessment form

Activity: Use of contractors

Assessment date: 19/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Use of contractors - Various injuries.</p>	<p>Employees / Volunteers Members of the public Contractors</p>	<ul style="list-style-type: none"> • All electricians used are NICEIC registered. • Work of all contractors is monitored by site staff. • Contractors are not to be left unattended when carrying out work • Copy of health and safety policy obtained from all contractors. • Contractors asked to produce risk assessments for the associated work activities. • Contractor to have public liability insurance cover of at least £5 million. • Contractors handling sanitary waste, herbicides, pesticides for example or materials identified under the COSHH legislation to have appropriate licence. • Records of monitoring activities kept. 	<p>Monitor and review as necessary in line with any actions throughout the year, input from insurance company and legislative changes. PC to use contractors who have a previous working history with the PC or on recommendation from CDC or other governing body. Undertake inspection of contractors credentials.</p>	<p>L</p>	<p>Site staff via Clerk</p>

Completed and signed by: B. Walton (Clerk to the Council)

Date: 19/08/2024



Cantley with Branton
Parish Council

FINANCIAL PROCEDURES

Section 3: Financial Procedures

Set out below are the risk assessments for the following management procedures;

1. Financial/ Insurance

Risk assessment form

Activity: Financial & Insurance		Assessment date: 16/08/2024	Review date: 08/25		
Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Physical assets – buildings and contents	Employees/ Volunteers/ Hirers	<ul style="list-style-type: none"> Insurance values index linked annually. Up to date register of assets 	Review as necessary/annually.	Low	Clerk / RFO
Public Liability	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Existing cover – £10m 	Index linked – review annually via insurance company	Low	Clerk / RFO
Loss of cash theft/ dishonesty	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Current insured value £150K (Fidelity Guarantee) N/A – don't handle cash 	Review annually	Low	Clerk / RFO
Money (in premises/ transit)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Loss of cash & non-negotiable money - £350-£2500 dependant on circumstances N/A – don't handle cash 	Review annually /safe used	Low	Clerk / RFO
Employers public liability insurance	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Existing cover - £10m 	Review annually/monitor sector requirements	Low	Clerk / RFO
Personal accident	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> £100K per person maximum 	Review annually/ monitor sector requirements.	Low	Clerk / RFO
Regular maintenance arrangements for physical assets	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Playing fields/play equipment /Gym Equipment - P.C Staff weekly/daily inspections. (CDC approx.6/8 weekly) and annual inspections by competent person. Use of appropriate contractors re GC. maintenance. Contracts held for utilities in all buildings PLEASE REFER TO GROUNDS MAINTENANCE RISK ASSESSMENT AND RISK ASSESSMENT FOR EACH BUILDING/ OUTDOOR ACTIVITY 	Review and monitor as required	Low	Clerk / RFO
Professional services (projects/ planning)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Use CDC/YLCA advice/guidance – specialist external agencies & professionals as required. 	Rigorously monitor as needed/use Financial Regulations/ Standing Orders.	Low	Clerk / RFO
Register of members interests/ gifts/ hospitality	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Members completed Register of Interest forms. Supplemented by declarations personal/prejudicial interests at meetings/ as appropriate. 	Reviewed at full/bye elections/annually as appropriate. Members can undertake training – update in line with changes in legislation.	Low	Clerk / RFO
Investment/ cash	Employees /	<ul style="list-style-type: none"> Gifts/hospitality declared separately as necessary. 	Review & monitor all Banks/Building Societies or other	Low	Clerk / RFO

flow	Volunteers/ Hirers		institutions used by the PC re coverage/level (£) for compensation by the Financial Services Compensation scheme. Monitor bank charges/interest rates.		
Personnel Staff sickness Staff Pensions Redundancies	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> All staff NALC/SLCC national pay terms/conditions/approved by PC. Contracts of employment in place. In-house staff cover for most posts/activities/functions. If long term sickness absence insurance cover in place if work related injury/accident, contingency reserve in budget if required. Provision in budget. 	Review annually. Clerk absence - External locum support needed (additional monies can be vired if necessary) Monitor implications of automatic enrolment legislation External HR support in place as required. Business Contingency Plan to be prepared.	Low	Clerk / RFO
Expenditure approval/ includes petty cask and postage/ salaries	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Control by Financial Regulations/Standing Orders. Clerk/RFO certifies invoices – two Members confirm BACS payments – PC approve & minute. 	Update of Standing Orders and Financial Regulations/ reviewed as appropriate in line with NALC guidance.	Low	Clerk / RFO
Internal controls of expenditure and income	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Income – Clerk/RFO handles separately (Int. Aud. monitors) Expenditure – budget/exp/bank rec monitored by PC. (Int. Aud. quarterly reports to PC.) Additional quarterly Bank verification by Member appointed as Internal Auditor 	Maintain controls update re changes is legislation.	Low	Clerk / RFO
Income from charges	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Reviewed Annually/budget setting time – PC approved and minuted – Internal Auditor advised 	Review annually each Financial Year	Low	Clerk / RFO
Financial records kept in accordance with statutory requirements	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Records kept in line with Gov.Audit Regulations 2018. Professionally Qualified Internal Auditor/RFO 	NALC advise/guidance followed	Low	Clerk / RFO
Conducting business activities within Council's legal powers	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Expenditure controlled via Council Financial Regulations and minuted. Clerk/RFO seeks advice as needed. Section 137 expenditure recorded separately. 	Training as available/advice and guidance via NALC/YLCA	Low	Clerk / RFO
Libel/ slander claims	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Insurance cover £250K in place 	Review annually	Low	Clerk / RFO
Payroll/ pension regulations/ legislation – HMRC (tax/ insurance)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> Warrens GBC generate payroll and HMRC payments on behalf of the Parish Council. Submission annual returns HMRC via Warrens. Monthly HMRC payments made by the Clerk/RFO, authorised by 2 members and PC Approved and minuted. Keep updated with legislative changes as required (HMRC/NALC) 	Returns to be monthly. Update/review legislative changes as required	Low	Clerk / RFO

Customs and Excise Regulations (HMRC – VAT)	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Completion of VAT returns/Monitor Regulations 	Advice as needed from HMRC/NALC	Low	Clerk / RFO
Annual precept/ budget	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Budget requirements identified when setting precept/2 monthly budget statement provided to PC 	Maintain budgetary control reports(Monitor Audit Reg changes- advice/guidance NALC/ Int Auditor)	Low	Clerk / RFO
Section 137 – funds to local community bodies/local/national charities	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • All requests to PC/identified in Minutes/nationally advised with regard to annual increases which are reported by Clerk/RFO to PC. 	Continue to monitor legislative changes	Low	Clerk / RFO
Accurate reporting of Council business	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • All Council Minutes approved at following Parish Council Meeting held monthly. • Draft mins produced. 	Continue to monitor legislative changes Continue procedures as per Standing Orders	Low	Clerk / RFO
RFO responsibilities Employer Liability – corporate manslaughter Document/ computer records security	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • £10M insurance cover. • Metal cabinets used/work backed up on external/removable hard drives for each member of office staff. • Emails managed and backed up. • Asset records held by PC/ some records and title deeds with PC solicitor and some in metal filing cabinet within the office. 	Monitor/update any legislative changes in procedures- advise PC of `good practice` Review annually/in line with sector requirements	Low	Clerk / RFO
Responders to electors wishing to exercise rights of inspection	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Public notices of Annual Audit displayed • Freedom of Information Act – processes/ policies in place 	Respond to any legislative changes/requests from electors	Low	Clerk / RFO
Banking arrangements	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Clerk/RFO daily administration. • Bank signatories reviewed by PC 	Monitor arrangements annually	Low	Clerk / RFO
Proper document control	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Data stored in fireproof cupboards as appropriate. electronic back-up used as required 	Monitor and review any required by legislative changes	Low	Clerk / RFO
Outsourcing of services	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Use specialist professional services as required Tenders/estimates obtained – in line with Financial Regulations/Standing Orders. • Wherever possible contractors obtained via guidance from CDC. 	Update as legislation requires	Low	Clerk / RFO
Adoption of Code of Conduct for members and employee contracts	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Codes of Conduct signed/ Contracts of Employment signed. 	Monitor and review changes as required by legislation. Member training on role/responsibilities.	Low	Clerk / RFO
Procedures for dealing with enquiries from the public	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Compliance with Freedom of Information Act/ Audit Governance Regulations updated. 	Update legislation as necessary/respond to requests from electors as appropriate	Low	Clerk / RFO

Staff salary payments	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Warrens GBC generate payroll. • Chairman and Clerk checks Warrens GBC documentation • BACS internet payment system operation by Clerk/RFO. • Authorised by members 	Monitor & review as required by legislation.	Low	Clerk / RFO
Insurance cover	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Cover level reviewed annually – best value obtained. • Insurance cover is on a 3-year contract. Currently in year 2. 	Monitor & review annually or obtain fixed term agreement- obtain best value Obtain up to date valuations of fixed assets to ensure cover is suitable.	Low	Clerk / RFO
Council expenditure	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Prepare annual budget/ members monitor 2 monthly. 	Monitor & review as required by legislation changes	Low	Clerk / RFO
Audit – Internal/ external	Employees / Volunteers/ Hirers	<ul style="list-style-type: none"> • Compliance with latest Audit and Governance Regulations 	Monitor & review changes in legislation.	Low	Clerk / RFO

Completed and signed by: B Walton (Clerk/RFO to the Council)

Date: 16/08/2024



Cantley with Branton
Parish Council

BUILDINGS

Section 4: Buildings

Set out below are the risk assessments for the following management procedures;

1. Electricity
2. Fire
3. Community Centre and Meeting Rooms

Please also refer to the adopted Health and Safety Policy

Risk assessment form

Activity: Electricity

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Physical injury - Personal injury. - Death.</p> <p>Fire - Property damage.</p>	<p>Employees / Volunteers Members of the public Contractors Building hirers</p>	<ul style="list-style-type: none"> • Building wiring inspection – 5 yearly by qualified electrician. • Portable appliance testing regime annually by an external organisation. • Visual inspection of portable electrical appliances by users. • Employee training on safe use of electrical equipment. • Provision of adequate electrical sockets to reduce requirement for extension leads and overloading of sockets. • Residual current device protection for high risk portable electrical equipment. • No use of personal portable electrical equipment unless has had portable appliance testing. • Defect reporting system for electrical installation and portable electrical equipment together with quarantine and replacement procedures. • Removal of all defective equipment immediately. • Portable electrical equipment brought onto site tested under portable appliance testing regime. • Local electrician on call. 	<p>Monitor and review as required in line with current legislative requirements</p>	<p>L</p>	<p>Caretaker in association with Clerk</p>

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024

Risk assessment form

Activity: Fire*

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees/ Public	<ul style="list-style-type: none"> • Fire Alarm systems have been installed in Kiham Hall. • Fire extinguishers have been provided to all areas/buildings. Regularly inspected and replaced where required. • Fire door inspections carried out in 2023 • The Alarm system & extinguishers checked by an external body-records maintained. • A Fire log book is kept and is fully up-to-date. • Fire evacuation procedures have been updated and displayed in all notice boards and communication to all hirers. • Fire exit signs are clearly displayed. • Fire signs illuminated. • Fire alarm tested weekly. • Annual electricity test undertaken at all sites 	Maintain procedures/keep abreast of new legislation – implement as appropriate	L	Caretaker/ Clerk
Rubbish and Waste	Employees/ Public	<ul style="list-style-type: none"> • Rubbish and waste are not allowed to accumulate and is removed regularly. • All areas are cleaned on a regular basis. (CDC/PC) • Bins are locked and/or within a compound area at all premises. 	PC staff continue weekly inspections –contractor’s work (CDC) is monitored.	L	Caretaker/ Clerk
Electricity	Employees/ Public	<ul style="list-style-type: none"> • Fixed electrical installations are checked by a competent electrician. • Portable appliances are checked annually by a competent electrician. • Records of these checks are fully maintained. • Portable appliances also visually checked by staff before use. • Hirers/facility users advised re PAT testing of their equipment. <p>PLEASE ALSO REFER TO ELECTRICITY RISK ASSESSMENT</p>	Continue as opposite/update as required	L	Caretaker / Clerk
Smoking	Employees/ Public	<ul style="list-style-type: none"> • `No Smoking` signs supporting current legislation are in place throughout Kilham Hall. • Caretaker present at start/end of each hire to monitor. 	Maintain rigorous supervision of hirers		Caretaker / Clerk
Kitchens	Employees/ Public	<ul style="list-style-type: none"> • All equipment has been installed by competent supplier. • The equipment is regularly inspected and records maintained. • Heat/carbon monoxide detectors are installed. • The gas cooker extraction system is regularly checked and cleaned. • Fire extinguisher/blanket has been provided. • Instruction given to all hirers relating to the use of equipment 	Maintain rigorous control/update as required by legislation		Caretaker / Clerk

Risk assessment (continued)

Activity: Fire *

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Heating Appliances	Employees/ Public	<ul style="list-style-type: none"> • Portable electric or gas heaters are kept to an absolute minimum. • The heating system is fully maintained by an external organisation. • No articles are allowed to be placed on the heaters. • Daily checks of all systems in Kilham Hall. • Radiator/ thermostatic valves fitted • Weekly checks by Caretaker. 	Maintain all checks– increase as needed		Caretaker / Clerk
Hazardous Substances	Employees/ Public	<ul style="list-style-type: none"> • All hazardous substances are kept to a minimum. • All hazardous materials are stored in appropriate containers. • All hazardous substances are kept in secure areas only accessible to staff. • Caretaker maintain locked storeroom and monitor stock levels <p>PLEASE ALSO REFER TO CLEANING RISK ASSESSMENT</p>	Maintain and monitor.		Caretaker / Clerk
Arson	Employees/ Public/Skate Park/Play grounds/GC & sports pavilions	<ul style="list-style-type: none"> • Security of all areas is regularly reviewed/liaison with public/local residents for support - • Liaison with the Police/CDC has been achieved. • Staff regularly observe for inappropriate behaviour. • Vandalism and Graffiti is monitored & rectified as required. 	Maintain excellent working relations with other professionals/local residents as opposite re formal/informal monitoring of outdoor/indoor sites as appropriate. Request assistance with removal of large objects e.g. CDC fly tipping section		All staff as required.
Contractors Work	Employees/ Public	<ul style="list-style-type: none"> • All contractors are checked for activities involving ‘hot work’. • All contractors are monitored to ensure they work safely. <p>PLEASE ALSO REFER TO USE OF CONTRACTORS RISK ASSESSMENT</p>	Continue as opposite – update if legislation requires		Caretaker / Clerk

Completed and signed by: B. Walton (Clerk to the Council)

*Please refer to separate risk assessment undertaken by a competent fire officer in 2023. This will be reviewed annually and remedial work required as identified.

Date: 16/08/2024

Risk assessment form

Activity: Community Centre/Meeting Rooms

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date and by whom
Building condition - Injury caused by defect.	Employees / volunteers Members of the public	<ul style="list-style-type: none"> Regular building inspection internally and externally. Repairs carried out according to risk posed. Adequate storage facilities provided. Access/egress routes clear and in good condition – including internal and external areas. Adequate lighting (internal & external) provided. Additional lighting installed externally in 2023. Fixed electrical installation inspected & maintained on a 5 year rolling programme. Portable electrical appliances tested annually by competent person. Equipment removed from use if defective. Use of electrical extension cables minimised. Use of circuit breakers on distribution board. Buildings insurance over for all sites as part of block policy including public liability cover for £10m 	Maintain adequate records of inspections/ maintenance. Review maintenance contracts (electricity/water management) annually to ensure fit for purpose. Review insurance requirements annually as required.	M	Caretaker/ Clerk
Car park - Slips, trips, falls.	Employees / volunteers Members of the public	<ul style="list-style-type: none"> Surface condition regularly inspected and recorded. Defects repaired according to risk they pose. Unauthorised use prohibited and monitored. Posts and markers inspected regularly and recorded. Lights inspected on a regular basis. Pavements or segregated area provided for pedestrians. Clear visibility for oncoming traffic at entry/exit points. <p>SEE ALSO CAR PARK RISK ASSESSMENT</p>	Monitor and review as required	L	Caretaker/ Clerk
Fire - Burns. - Smoke inhalation. - Death.	Employees / volunteers Members of the public	<ul style="list-style-type: none"> Fire safety instructions given to hirers/users as part of hire agreement. Fire exits clearly marked and hirers to keep clear at all times. Access to emergency phone provided (during office hours and when caretaker present at site) Caretaker on site/ via telephone during event to monitor safety. First aid firefighting equipment available and maintained (recorded). Emergency lighting installed, maintained and recorded. Electrical equipment and installations inspected and well maintained (recorded). Limited storage of flammable substances. 	Monitor and review as required to meet legislative requirements	L	Caretaker/ Clerk

		<ul style="list-style-type: none"> Recorded inspection of the premises on a regular basis. <p>PLEASE REFER TO FIRE RISK ASSESSMENT</p>			
Security - Fire/Arson - Vandalism - Injury	Employees / volunteers	<ul style="list-style-type: none"> Regular premises inspections. Visibility of the building improved by cutting back surrounding vegetation. Adequate lighting provided where the building is overlooked by neighbours. Kilham Hall has locked gates and fencing surrounding. Shutters are installed on all windows and doors. 	Monitor and review as required to meet legislative requirements	L	Caretaker/ Clerk
Hiring out facility - Fire/ injury.	Employees / volunteers Members of the public	<ul style="list-style-type: none"> Hall considered suitable for activity. 	Maintain up to date records of hirers and monitor and review as required	L	Caretaker
Hazardous substances - Burns/ rashes/ eye injuries	Employees / volunteers Members of the public Contract cleaners	<ul style="list-style-type: none"> Non or least hazardous substances used where possible. Hazardous chemicals in locked cupboard. Chemicals supplied by competent suppliers. Employees / volunteers trained in use of chemicals. Protective equipment provided where necessary. Storage facilities limited to authorised employees Hazard data sheets provided. COSHH assessments completed / obtained. 	Monitor and review as required to meet legislative requirements	L	Caretaker
Lone working - Illness - Injury - Violence	Employees / volunteers	<ul style="list-style-type: none"> Limited public opening times. Hall doors locked at times of lone working. Landline and or mobile telephone available to Clerk and Caretaker. CCTV coverage of vulnerable areas. First aid equipment available. 	Monitor and review as required to meet legislative requirements	L	Caretaker/ Clerk

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024



Cantley with Branton
Parish Council

EMPLOYEE AND VOLUNTEERS ACTIVITIES

Section 5: Employee/ volunteer activities

Set out below are the risk assessments for the following management procedures;

1. Display Screen Equipment
2. Grounds Maintenance (including litter picking)
3. Hazardous substances
4. Lone Working
5. Manual Handling
6. Office activities
7. Stress

Risk assessment form

Activity: Display screen equipment

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees / Volunteers	<ul style="list-style-type: none"> All workstations assessed. Employees / Volunteers provided with information and guidance on working with display screen equipment. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Eyestrain	Employees / Volunteers	<ul style="list-style-type: none"> Display screens have adjustable brightness and contrast. Reflections of glare are minimised by using blinds/ reduced lighting and workstation siting. Employees / Volunteers are allowed regular breaks away from the screen on other tasks. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Stress and fatigue	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers are allowed regular breaks away from the screen. Work is backed-up on the server. Computer support is available through an outside organisation. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Work related upper limb disorders	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers allowed regular breaks away from the screen. Workstations are large enough to allow users to find a comfortable position. Wrist rests are provided if requested. Footstools are provided if requested. Employees / Volunteers provided with guidance on correct seating postures. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers
Back pain	Employees / Volunteers	<ul style="list-style-type: none"> Employees / Volunteers are provided with a seat that is adjustable in height and tilt. The seat can move freely across the floor. There is room under the workstations for users' legs. Employees / Volunteers are allowed regular breaks away from the screen. Employees / Volunteers provided with guidance on correct seating postures. 	Review and monitor annually or as necessary.	L	All office based staff/ volunteers

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024

Risk assessment form

Activity: Grounds maintenance

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Use of equipment and clearing of blockages - Cuts/ lacerations.	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees / Volunteers are trained in safe use of equipment. • Training records kept. • Equipment fitted with appropriate safety cut-off switches. • Equipment checked prior to use. • Equipment is switched off during blockage clearing. • Employees / Volunteers are provided with (or requested to provide) safety footwear, ear defenders, visors, protective gloves and overalls. • Employees / Volunteers monitored to ensure personal protective equipment worn. • Protective equipment hygienically stored, properly maintained and suitable for use. • Replacement personal protective equipment available. 	Monitor and review as required	L	Clerk
Mowing and strimming - Stones/glass thrown up	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees / Volunteers instructed to check area for glass/stones before cutting grass. • Employees / Volunteers ensure there are no members of public within 30 feet of equipment when in use. 	Monitor and review as required	L	Clerk
Noise	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment with low noise levels purchased. • Ear defenders provided (or requested to provide) and worn when equipment is in use. • Employees / Volunteers monitored to ensure ear defenders are worn. 	Monitor and review as required	L	Clerk
Use of hedge trimmer Cuts/lacerations - Eye injury. - Vibration. - Noise induced hearing loss. - Injury from falling branches.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Equipment maintained in accordance with manufacturers' instructions. • Employees / Volunteers instructed to check area for glass/stones before cutting grass. • Employees / Volunteers ensure there are no members of public within 30 feet of equipment when in use. 	Monitor and review as required	L	Clerk
Manual handling - Musculo-skeletal injury.	Employees / Volunteers	<ul style="list-style-type: none"> • Employees / Volunteers trained in manual handling techniques. • Ensuring stable work area to avoid slips and tilting. • Light-weight equipment used where possible. 	Monitor and review as necessary	L	Clerk

		<ul style="list-style-type: none"> • Restricted time using equipment. 			
Vibration	Employees / Volunteers	<ul style="list-style-type: none"> • Equipment serviced and maintained. • Records of maintenance kept. • Equipment fitted with anti-vibration mounts. • Employees / Volunteers wear gloves provided. • Employees / Volunteers not to use equipment for more than one hour continuously. • Employees / Volunteers monitored to ensure gloves are worn and procedures followed. 	Monitor and review as necessary	L	Clerk
Contact with pollen, dust, grass etc.	Employees / Volunteers	<ul style="list-style-type: none"> • Filter masks provided to Employees / Volunteers on request. • Sensitive Employees / Volunteers put on alternative duties to reduce exposure to allergens. 	Monitor and review as necessary	L	Clerk
Contact with dog faeces / rat urine / discarded syringes/ items contaminated with body fluids – Infection risk.	Employees / Volunteers	<ul style="list-style-type: none"> • Area to be inspected prior to use of equipment. • Hand held litter picker used. • Employees have protective gloves/ equipment to assist clean up • Employees / Volunteers made aware of potential hazards. • First aid kit available. • Antiseptic wipes/wash facilities available. • Vaccinations provided where appropriate. 	Monitor and review as necessary	L	Clerk
Slips/trips	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Leaf blower used on footpaths and/or footpath swept to remove the leaves. 	Monitor and review as necessary	L	Clerk
Environment e.g. uneven surface, poor light, extreme weather, confined work area - Slips, trips, falls. - Other injury.	Employees / Volunteers	<ul style="list-style-type: none"> • Additional lighting available. • Employees / Volunteers visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. • If uneven surface deemed particularly hazardous, work to be re-arranged pending suitable remedial work to surface. • Constricted work areas avoided. 	Monitor and review as necessary	L	Clerk
Hot weather - - Heat exhaustion. - Dehydration. - Sunburn.	Employees / Volunteers	<ul style="list-style-type: none"> • Access to water/welfare facilities. • Breaks permitted as necessary. • Hats and long-sleeved shirts worn in sunny conditions. • Sunblock used if particularly sensitive. • Employees / Volunteers instructed to regularly check skin for new moles and for any growths on face and hands. • Heavy manual work in hot weather restricted. • Employees / Volunteers trained to recognise symptoms of dehydration, heat exhaustion etc. 	Monitor and review as necessary	L	Clerk
Cold weather - Frostbite. - Slips/ trips.	Employees / Volunteers Members of	<ul style="list-style-type: none"> • Suitable personal protective equipment provided and used. • Adequate heating in Kilham Hall and Handyman's Store. • Outdoor work in extreme conditions restricted. 	Monitor and review as necessary	L	Clerk

	the public	<ul style="list-style-type: none"> • Suitable area for drying wet clothes to be provided. • Work access/egress routes to be gritted when necessary. 			
Wet weather - Ill-health/ colds / flu.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Suitable personal protective equipment provided and used. • Adequate heating in Kiham Hall and Handyman's Store. • Outdoor work in extreme conditions restricted. • Suitable area for drying wet clothes to be provided. • Work access/egress routes to be gritted when necessary. • No outdoor working in electrical storms. 	Monitor and review as necessary	L	Clerk
Lone working - Various risks	Employees	PLEASE REFER TO SEPARATE RISK ASSESSMENT			

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024

Risk assessment form

Activity: Hazardous substances

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Use of hazardous substances</p> <ul style="list-style-type: none"> - Risk of inhalation. - Skin / eye contact. 	<p>Employees / Volunteers Members of the public</p>	<ul style="list-style-type: none"> • Non or less hazardous substances used where practicable. • Only diluted substances used. • Employees / Volunteers trained in necessary precautions and emergency procedures. • Personal protective equipment issued and correctly worn. • Hazardous substance only used in well ventilated areas. • Extract ventilation provided where appropriate e.g. workshops with woodworking. • First aid facilities readily available, including in date eyewash. • Spillages cleared immediately. 	<p>Monitor and review as necessary</p>	<p>L</p>	<p>Site staff in association with Clerk</p>
<p>Storage area</p> <ul style="list-style-type: none"> - Spills. - Build up of vapours. - Fire. 	<p>Employees / Volunteers Members of the public Emergency services</p>	<ul style="list-style-type: none"> • List of substances stored identified on door for use by emergency services. • Fire safety instructions posted. • Storage area kept secured, access limited to nominated Employees / Volunteers only. • Suitable ventilation provided. • Manufacturers' storage instructions followed. • Suitable lighting provided. • Spillages cleared immediately. • Fire detection provided where appropriate. • Fire fighting equipment provided and routinely inspected. • Smoke detectors installed in storage areas. • Separate flammable store area for flammable chemicals. • No smoking in storage areas. • Exit signs clearly visible. • Fire evacuation practices carried out and recorded. • Emergency lighting system maintained. 	<p>Monitor and review as necessary</p>	<p>L</p>	<p>Site staff in association with Clerk</p>

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024

Risk assessment form

Activity: Lone working

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
<p>Violence - Injury/death.</p>	<p>Employees / Volunteers</p>	<ul style="list-style-type: none"> • High risk activities identified and individually assessed. • Lone workers have mobile telephones. • Regular communication between lone workers and PC office. • ‘No show’ procedure in place. • Call in system in place • Staff aware of action required relating to dealing with potentially aggressive situations • Employees / Volunteers instructed in dealing with difficult situations. • Formal lone working and and/or violence at work staff awareness. • Procedures for lone key holders including locked perimeter fencing at all sites. • Site staff whereabouts and return to base times monitored. • On duty site supervisors have mobile phones whilst on/off premises. • Improvements in outside lighting near PC office/ main GC entrance implemented. 	<p>Closely monitor/ amend as appropriate. PC need to be aware of increased danger and risks relating to lone working patterns of all staff. This is increased due to hours of Clerk/ RFO/Handyman/Gardener/Caretaker All staff working along have the right to refuse entry to the public to any building if they feel unsafe/ threatened whilst working alone. All incidents should be reported to the line manager/PC as appropriate.</p>	<p>M</p>	<p>PC/Clerk</p>
<p>Accident / Ill Health -Injury/Death</p>	<p>Employees / Volunteers</p>	<ul style="list-style-type: none"> • Certain high risk activities prohibited if alone e.g. working at height, excavations, electrical work etc. • Lone workers have mobile telephones. • Regular communication between Handyman and Clerk. • Formal lone working and violence at work policy adopted and implemented. • Has Lone Worker any medical conditions that increase risk when working alone 	<p>Staff to undertake basic first aid training. Staff to disclose any medical conditions with the Clerk/Councillors</p>	<p>L</p>	<p>PC/Clerk</p>

Using equipment - Injury/death.	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Only trained operatives use equipment. • All equipment maintained and records retained. • Equipment inspected by user prior to each use. • Call in system used. • 'No show' procedure in place • Communication available. • Specialist contracts employed as appropriate. • Annual safety checks for all electrical/ gas equipment/ appliances. • One member of staff trained as a PAT tested. 	Monitor and amend as necessary	L	PC/Clerk
Supervision/Security -Maintain Contact -Warning Device -Safe Access/Egress	Employees / Volunteers / Members of the public	<ul style="list-style-type: none"> • Arrangements are in place between the Clerk and Handyman for maintaining contact. • Comply with any out of hours arrangements in operation. • Set up contact arrangements with family members. • If concerned about security or an intruder in building, the Lone worker should contact the police. • If travelling between sites inform another officer and consider personal safety and choice of transport. 	All staff to consider the risks and maintain their own personal safety	L	Clerk/Handyman

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024

Risk assessment form

Activity: Manual handling

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
General	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Activities of staff have been reviewed to assess risks. All Employees / Volunteers are provided with training in manual handling including refresher courses. Employees / Volunteers are instructed to seek assistance where necessary. Manual handling aids are provided e.g. sack barrow. All movement of goods/ equipment undertaken when public are not in the building and/or use delivery contractor. 	Review/ monitor as required	M	Site staff in association with Clerk
Office activities - Injuries / strains.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Movement of office/hall furniture is kept to a minimum. Contractors are asked to deliver supplies directly into the office/ hall as appropriate. Bulk stationery items are split into smaller packages before distribution. Adequate storage facilities are provided. 	All movement of goods undertaken when public not in buildings as far as practicable.	L	Site staff in association with Clerk
Halls - Injuries moving tables and chairs.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Small, lightweight tables provided. Trolley used for moving & stacking chairs. Appropriate storage facilities for tables and chairs. Tables and chairs are stored in stacks of reasonable size. Tables and chairs are not stored in awkward storage areas. 	Review/ monitor as required	M	Site staff in association with Clerk
Outdoor activities	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> Staff are instructed to seek assistance where necessary. Gloves and protective footwear provided. Employees / Volunteers are instructed to seek assistance where necessary. Suppliers to deliver heavy goods to site of work if possible. 	Review/ monitor as required	M	Site staff in association with Clerk

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024

Risk assessment form

Activity: Office activities

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Trailing cables etc. - Slips, trips and falls.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Desk located so as to avoid trailing cables • Use of extension leads minimised. • Employees / Volunteers instructed on risks. • Cabinet drawers kept closed when not in use. • Floors cleaned regularly. • Adequate storage for stationery, etc. • Inspection of the office on a regular basis. • Circuit breakers built in to fuse boards 	Review and monitor any changes required	L	Clerk/ Site staff
Use of display screen equipment - Eyestrain/ muscle pain / stress.	Employees / Volunteers	<ul style="list-style-type: none"> • PLEASE REFER TO DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT. 			
Electrical equipment - Electric shock and fire.	Employees / Volunteers Members of the public Contractors	<ul style="list-style-type: none"> • PLEASE REFER TO ELECTRICITY RISK ASSESSMENT. 			
Falling objects / reaching high items - Physical injuries.	Employees / Volunteers	<ul style="list-style-type: none"> • Suitable storage facilities provided. • No high-level storage of items. 	Review and monitor any changes required	L	Clerk
Manual handling - Strains.	Employees / Volunteers	<ul style="list-style-type: none"> • SEE MANUAL HANDLING RISK ASSESSMENT. • Small, lightweight equipment. No heavy lifting required. • Suitable storage facilities provided • Equipment bulk stationery only moved infrequently. • Employees / Volunteers provided with manual handling training. 	Update training as required	L	Clerk

Hazardous substances/Chemicals - Burns/ rashes/ eye injuries.	Employees / Volunteers Visitors Contract cleaners	<ul style="list-style-type: none"> • Non or least hazardous substances used where possible. • Hazardous chemicals in office restricted, mainly cleaning materials. • Chemicals supplied by competent suppliers. • Protective equipment provided where necessary. • Access to storage facilities limited to authorised Employees / Volunteers 	Review and monitor if increase in usage	L	Clerk
Lone working - Isolation, accident, illness, violence.	Employees / Volunteers	<ul style="list-style-type: none"> • SEE LONE WORKING AND VIOLENCE RISK ASSESSMENT • Limited public opening times. • Office door locked at times of lone working. • Mobile telephone available. • CCTV coverage of reception area. • First aid equipment available. • Logging in and out procedures adopted and monitored. 			
Passive smoking	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Smoking banned in all areas • Ban enforced. 	Monitor and review as appropriate	L	Clerk
Building condition - Various injuries.	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • Formal defect reporting system in place and rapid response to defects. • Adequate storage facilities provided. • Access/egress routes clear and in good condition – including external areas. • Adequate lighting (internal and external) provided. 	Keep up to date with health and safety regulations and new building control changes.	L	Clerk/ Caretaker
Fire	Employees / Volunteers Members of the public	<ul style="list-style-type: none"> • PLEASE REFER TO FIRE RISK ASSESSMENT 			

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024

Risk assessment form

Activity: Stress

Assessment date: 16/08/2024

Review date: 08/2025

Hazard and risk	People at risk	Our current controls	Our future controls	Risk level	Target date & by whom
Over/ under work	Employees / Volunteers	<ul style="list-style-type: none"> • Management/ councillors monitor all workloads to ensure suitable amount for Employees / Volunteers in line with expectations. • Workload monitored to ensure adequate personnel level. • Appraisal system addresses workload. • Some cover is in place for site staff on sick or annual leave. • Flexibility and cover available for most staff duties/ responsibilities. • Difficulties are inherent given small work force and part time working arrangements. 	Monitor unpaid overtime for all staff and review contracts of employment if needed. Part in house cover available or source locum provision relating to Clerk/RFO/Dep Clerk as appropriate.	M	Council/ Clerk/ RFO
Lack of training	Employees / Volunteers	<ul style="list-style-type: none"> • Appropriately qualified Employees / Volunteers appointed as per role requirements. • Training needs addressed as per role and individual. • Appraisal system addresses training requirements. • Employee / Volunteer requests for training are fully considered by management. • Clerk reviews effectiveness of training provided and reviews new training available/ suitability of staff. • Self assessment is encouraged. • Use of YLCA/NALC training offered to all staff and actioned by Clerk/ Chair of Council. • Records of all training kept. 	Maintain knowledge of training available and changes in legislative requirements.	L	Clerk/ all staff
Public - Expectations. - Conflict. - Violence.	Employees / Volunteers	<ul style="list-style-type: none"> • Complaints from members of the public are handled seriously and there is a complaints procedure and policy that all staff are aware of and is published on the parish council's website • The organisation holds monthly public meetings. • The public are regularly consulted on the organisation's activities. • Training will be given if required in recognising threatening situations i.e. body language and dealing with aggressive situations etc. should this prove necessary. • "Zero tolerance" policy in place to support Employees / Volunteers. • The Council produces a regular newsletter to all households in the parish updating residents on activities. • The Council's website and facebook pages are regularly updated on activities 	Continue to monitor and support process as required	L	Clerk/ all staff
Working relationships	Employees / Volunteers	<ul style="list-style-type: none"> • Employees / Volunteers are encouraged to notify management of problems. • The Clerk has an 'open door' policy. • Employee / volunteer meetings held when required. 	Continue to monitor and support process as required	L	Clerk/ all staff
Reorganisations	Employees / Volunteers	<ul style="list-style-type: none"> • Reorganisations are kept to a minimum to avoid disruption. 	Develop to meet changing needs and priorities	L	Council/ Clerk/ all staff

		<ul style="list-style-type: none"> • Employees / Volunteers consulted on all reorganisations. • Any changes implemented over a lead-in period. 			
Change of duties	Employees / Volunteers	<ul style="list-style-type: none"> • Changes in duties are kept to a minimum. • Any change is implemented over a lead-in period. • Employees / Volunteers provided with new job descriptions. • Employees / Volunteers consulted on all change of duties. 	Develop to meet changing needs of service/ continue to prioritise good staff/ members working relationship.	L	Council/ Clerk/ all staff
Lone working	Employees / Volunteers	<ul style="list-style-type: none"> • SEE LONE WORKING RISK ASSESSMENT. 			

Completed and signed by: B. Walton (Clerk to the Council)

Date: 16/08/2024



Cantley with Branton Parish Council

TERMS OF REFERENCE

STAFFING COMMITTEE

Purpose of Staffing Committee

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the full council unless stated otherwise.

Membership and voting –

(To be elected annually at the Annual Meeting of the Parish Council each year in May)

1. The Committee will consist of 4 councillors [but no less than 3].
2. At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a Chair.
3. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
4. Members of the Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

Convening

The Clerk will convene Staffing Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the council in perpetuity.

Meetings

Meetings will be held in accordance with the council's Standing Orders.

Quorum

The quorum of the Committee will be three members.

Documentation

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

Accountability

The Staffing Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.

Remit of the Committee

1. To establish and keep under review the staffing structure in consultation with the full council.
2. To create personnel folders for each employee and ensure these are kept up to date.
3. To draft, implement, review, monitor and revise employment policies for staff.
4. To administer and manage the recruitment process including:

- agreement of the application pack to include a job advert, job description, person specification and application form.
 - short listing of candidates
 - setting an interview date and carrying out interviews
 - select a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment and agree salary to be offered).
 - Chair of staffing committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
 - Chair of staffing to obtain references
 - Chair of staffing to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
5. Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full council and this body will decide these.
 6. To arrange the execution of new employment contracts.
 7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 3 above).
 8. The committee will be the line manager of the Clerk.
The committee will appoint a councillor who will have responsibility for day to day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.
The liaison councillor will arrange and lead on appraisals for the Clerk.
The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.
The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph 8 below.
 9. To establish and review performance management (including staff appraisals, which will be held in April each year) and staff training programmes.
 10. To manage the process leading to the redundancy of staff.
 11. To monitor and address regular or sustained staff absence.
 12. To make recommendations on any staffing related expenditure to the full council.
 13. To consider any appeal against a decision in respect of pay.
 14. To handle grievance or disciplinary matters (and any appeal (different councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.
 15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis, usually in November.
 16. To implement, monitor and review staff pension arrangements.

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

Review

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the full council.

Adopted by Cantley with Branton Parish Council at its meeting on 4th September 2024

Review date: May 2025

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY SEPTEMBER 2024

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/01904/FUL Land Adj 29 Warning Tongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works (Amended)	Granted
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
February 2022		
21/03645/FULM Land South of Doncaster Road, Cantley	Residential development of 182 dwellings including associated access and infrastructure	Granted
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
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping Amended	Pending
January 2024		
23/02598/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance to condition 1 of planning application 22/01960/FUL granted on 25/01/2023 - Temporary consent).	Granted
February 2024		
24/00313/FUL 8 Plantation Avenue, Bessacarr	Erection of additional storey at first floor level, single storey rear extension following demolition of existing conservatory and erection of detached garage and alterations to existing front boundary wall Amended Plans	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
24/00292/FUL 1 Apple Tree Way, Bessacarr	Erection of single storey front porch extension to adjoin existing front porch	Granted
24/00476/FUL 8 Hillcrest Drive, Branton	Erection of extension to rear and conversion of garage	Granted
April 2024		
24/00645/COND Kilham Hall Playing Field, Kilham Lane, Branton	Consent, agreement or approval required by condition(s) 3 (EA FRA), 5 (Drainage details be agreed before start) and 6 (Sport England) of planning application 22/02736/3FUL	Granted
May 2024		
24/00781/FUL Canters Nutwell Lane Old Cantley	Installation of a new composite door on the front elevation and replacement of the existing dormer roofs with hipped roofs (retrospective)	Refused
24/00820/TCON 32 Warnington Drive, Bessacarr	Notice of intention to fell an Oak tree, situated within Bessacarr Conservation Area	TPO Not Served
24/00791/FUL Winter House, Main Street, Old Cantley	Erection of a single storey extension with sky lantern & rendered finish & external render to existing house following demolition of existing conservatory	Granted
24/00899/FUL 4 Silverdale Close, Branton	Erection of two storey extension to the side, and ground floor extension to the rear of dwelling	Granted
24/00894/FUL 31 Cammidge Way, Bessacarr	Erection of single storey pitched roof extension to the rear with internal alterations and a detached flat roof summer house	Granted
24/00599/FUL Victoria Court Industrial Estate, Quarry Lane, Branton	Demolition of existing building and erection of a building divided into three units intended for occupancy under Use Classes E, B2, or B8, and installation of a storage container for a temporary period of ten years	Granted
June 2024		
24/00995/TCON 39 Warnington Drive, Bessacarr	Notice of intention to fell a Cuppressus sempervirens, Willow and Cherry; and crown lift a Copper Beech, all within Bessacarr Conservation Area	TPO Not Served
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	Pending
24/00983/FUL Land On The South Side Of Carr Lane, Bessacarr	Change of use of Land (Temporary) to Class E (Children's Nursery) for siting of modular building and the formation of car parking, fencing and landscaping	Granted
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending

APPEALS
FORMAL COMPLAINTS

16/02024/FUL and 19/02022/FUL 19 Warrington Drive, Bessacarr	Permission granted for balcony with no privacy screen. Neighbouring property feels overlooked	Processing through DMBC Formal Complaints Process
23/00041/REF Maydene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	Dismissed
24/00005/REF Land At Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved)	Submitted to Planning Inspectorate