



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 4th March 2026 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk).

1) APOLOGIES FOR ABSENCE

1.1 Apologies

Councillor Boyd and Councillor Butterworth.

1.2 Reasons for absence considered

RESOLVED (1)

1.1 Accept Councillor Boyd and Councillor Butterworth's apologies for absence.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

None.

2.2 Request Dispensation from Proper Officer

None.

2.3 Items to which the public and press are excluded

Items 17.1 to 17.4 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

3.1 Minutes of the Parish Council Meeting on 4th February 2026

The Clerk informed Members of an incorrect resolution at 14.1 – Members didn't approve the course for the Handyman/Gardener. Councillor Gibbins also requested a change to minute 14.1 as he did attend the Planning Committee meeting, just slightly later due to his personal appointment.

RESOLVED (3)

3.1 The minutes of the Parish Council Meeting held on the 4th February 2026 be agreed and signed by the Chairman with the slight amendments being made.

4) MEMBERS OF THE PUBLIC

4.1 Items raised by members of the public present at the meeting

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

4.2.1 A resident has emailed raising concerns about off road bikes using land off Doncaster Road, neighbouring Black Carr Plantation Woods.

4.2.2 A neighbouring resident has emailed raising concerns about external lighting proposals at Kilham Hall.

RESOLVED (4)

4.1 The Clerk has responded to the resident and informed them of the correct reporting mechanism.

4.2 The Clerk has responded to the resident and informed them of the proposals.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

No Apologies or updates were received from Ward Councillors.

5.2 Identify any new Highway matters

The following issues were raised:

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

Minutes subject to approval at the next meeting

- Councillor Adams reported dangerous parking outside Branton St Wilfrid's Church of England Primary School due to cars parking on zig zagged yellow lines directly outside school.

RESOLVED (5)

5.1 The Clerk will report parking issues to South Yorkshire Police.

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 updated Members on the latest reply from H.M. Land Registry. 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

6.2.1 Updates are carried out daily/weekly. The new website draft has been shared with Members for consideration.

6.2.2 The Clerk had previously circulated the link to the new gov.uk to Members for their consideration.

RESOLVED (6)

6.1 The Clerk's Report was noted including H.M. Land Registry response.

6.2 The Clerk will provide feedback to Aires Networks Ltd on suggested amendments to the website.

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

7.1 Parking on the Field

The Clerk has received a request from Cantley with Branton Women's Institute regarding parking on Kilham Hall field on Friday 29th May between 4pm and 10pm during an event.

RESOLVED (7)

7.1 Members approved the Women's Institute request to park on the field subject to weather conditions (if the field is wet parking will not be permitted) and as long as there are marshals on the field when cars are moving on Friday 29th May 2026.

8) PARISH COUNCIL MATTERS

8.1 Training Report

The Clerk provided Members with the 2025/2026 Training Report for information.

RESOLVED (8)

8.1 Members noted the 2025/2026 Training Report.

9) PARISH MATTERS

9.1 The Great British Spring Clean Litter Pick

Councillor Gibbins has organised the next litter pick for the 14th March 2026 to coincide with the Great British Spring Clean which runs between 13th and 29th March 2026.

9.2 Green Flag Award

Councillor Gibbins asked Member to consider applying for a Green Flag Award. The Clerk informed Members that applications closed in February 2026, and awards will be presented in July 2026. The cost would be £389 for up to 19.99 hectares if the Parish Council wanted to consider it for the future.

RESOLVED (9)

9.1 Members noted the next litter pick. The Clerk will continue to advertise the same on Facebook.

9.2 Members do not wish to apply for a Green Flag Award.

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
25/154	RJ Electrical - Christmas Illuminations	335	67	402
25/155	Handyman Expenses - Seeds	16.89	3.38	20.27
25/156	YLCA Training for Cllrs	175	0	175
25/157	YLCA Training for Cllr Adams	35	0	35
25/158	Armthorpe Elmfield Band	200	0	200
25/159	Clerk - Postal Order & Postage Branton Garden Centre -	9.87	0	9.87
25/160	Plants/Topsoil	63.3	12.67	75.97
25/161	YLCA - Training for Cllr Sprack	35	0	35

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
25/162	Clerk Salary	tbc	0	tbc
25/163	Handyman Salary	tbc	0	tbc
25/164	HMRC	tbc	0	tbc
25/165	NEST Pension	tbc	0	tbc
DD02/57	O2 Mobile	11.50	2.30	13.80
DD06/10	Plusnet	26.99	0.00	26.99
25/166	Today Publications	130.00	26.00	156.00
25/167	NALC - LCAS Registration	50.00	10.00	60.00
25/168	Arrow Publications	105.00	21.00	126.00
25/169	Branton Farm Nurseries - Top Soil	11.67	2.33	14.00
25/170	Aubergine - Annual Website Hosting	100.00	20.00	120.00

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

10.2 January 2026 Bank Reconciliation

10.3 Internal Control Exercise

Councillor Odell and Councillor Butterworth carried out the internal control exercise on the 20th February 2026. The results were presented to Members for information.

10.4 Bank Statements

The Clerk provided Members with bank statements for 1st to 31st January 2026 and 1st to 28th February 2026, showing a balance of £85,524.81 as at 28th February 2026, for consideration and approval by the Members appointed to check internal controls are being met.

RESOLVED (10)

10.1 The direct payments were duly ratified and approved.

10.2 Members deferred January's Bank Reconciliation until the April meeting.

10.3 Members noted the internal control exercise.

10.4 The bank balance was noted. Councillor Odell, who is appointed to check internal controls are being met, signed January and February's bank statements. The Clerk will ask Councillor Butterworth to sign the bank statements also.

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

11) POLICIES/PROCEDURES

- 11.1.1 Business Continuity Policy (reviewed)
Members were informed of the changes made to the existing policy - Contact Details for Chair/Vice/Clerk, addition of Credit Card.
- 11.1.2 Code of Conduct (reviewed)
The Clerk informed Members that there were no changes to the policy following review.
- 11.1.3 Complaints Policy (reviewed)
Members were informed of the changes made to the existing policy - contact email on Appendix 1.
- 11.1.4 Emergency Dependents Policy (new)
The Clerk informed Members that it is good practice to have this policy.
- 11.1.5 Financial Regulations (reviewed)
Members were informed of the changes made to the existing policy – Paragraph 8.1 Debit Card limit increased from £500 to £1000.
- 11.1.6 Grievance Policy (reviewed)
Members were informed of the changes made to the existing policy - Paragraph included on sexual harassment to meet guidance.
- 11.1.7 Health & Safety Policy (reviewed)
The Clerk informed Members that there were no changes to the policy following review.
- 11.1.8 Internet Banking Policy (reviewed)
Members were informed of the changes made to the existing policy - Amended account signatories.
- 11.1.9 Records Management Policy (reviewed)
The Clerk informed Members that there were no changes to the policy following review.
- 11.1.10 Risk Management Policy (reviewed)
The Clerk informed Members that there were no changes to the policy following review.
- 11.1.11 Whistleblowing Policy (reviewed)
Members were informed of the changes made to the existing policy - Paragraph included on sexual harassment to meet guidance.

RESOLVED (11)

- 11.1 Members approved all the revised Policies. The Clerk will upload all policies to the website.
- 11.2 Members approved the new Emergency Dependents Policy, and the Clerk will upload it onto the website.

12) PLANNING APPLICATIONS

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

12.1.1	26/00227/FULM - Land East Of Warning Tongue Lane, Cantley	Residential development of 187 dwellings including associated access and infrastructure (without compliance with condition 2 of planning application 21/03645/FULM granted on 14/06/2024 - (Plans and Specs) (Retrospective	No comments or concerns
--------	--	---	-------------------------

12.1.2 Bellway Homes Proposed Development
Councillor Gibbins gave Members an update on the above development.

RESOLVED (12)

- 12.1 Feedback is given to the Planning Department at CDC on the planning application received.
- 12.2 Members noted the update on the Bellway Homes proposed development.

13) POLICE ISSUES

13.1 Police Issues
Councillor Sprack attended the session this morning, 4th March 2026. PCSO's gave advice for the resident whose wall was knocked down on Brockholes Lane and Councillor Gibbin gave a more recent update from the resident. The PCSO's were also informed of a teenager riding

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

dangerously around neighbouring villages on a motorbike. Members were warned to be vigilant.
The next session is on 29th April 2026 at 6pm at Kilham Hall Meeting Rooms.

RESOLVED (13)

- 13.1 Members noted the feedback from the drop-in session.
- 13.2 Members noted the date of the next drop-in session.
- 13.3 The Clerk will advertise future sessions on social media and the website.

14) TRAINING/EXTERNAL MEETINGS

- 14.1 YLCA's South Yorkshire Branch Meeting
The above meeting was held on the 18th February 2026. Minutes of the meeting had been circulated to Members for information.
- 14.2 YLCA Councillors GDPR/Data Protection training
6 Members attended the above training and Councillor Sprack will attend another session later this month.

RESOLVED (14)

- 14.1 Members noted the feedback from the YLCA South Yorkshire Branch Meeting.
- 14.2 Noted Members attendance at the YLCA Councillors GDPR/Data Protection training.

15) ITEMS OF CORRESPONDENCE

- 15.1 Correspondence denoted on the agenda
 - 15.1.1 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, CDC Community Events and updates, SLCC Bulletin, NALC CEO Bulletin, Letter from the Examining Authority (ExA) that has been published on the National Infrastructure Planning website. The letter is an invitation to the Preliminary Meeting for the Tween Bridge Solar Farm application (the 'Rule 6' letter) which will be held on 10 March 2026, 10am, Holiday Inn Doncaster A1(M), Jct.36/ virtually via Microsoft Teams.

RESOLVED (15)

- 15.1 That the items of correspondence denoted on the agenda be received and duly noted.
- 15.2 Councillor Odell and Councillor Gibbins can attend CDC's event on the 9th April 2026.
- 15.3 Members would like to attend CDC's online event on the 23rd March 2026 – the Clerk is awaiting a reply from CDC as to whether this is possible.

16) DATE OF NEXT MEETING

- 16.1 1st April 2026 at 6pm.
- 16.2 Minute Taking during Meeting of 1st April 2026
The Clerk informed Members that she is scheduled to undergo surgery on 26 March 2026. As a result, it is anticipated that she may not be sufficiently recovered to attend the April meeting in person. Subject to her recovery, she may be able to attend the meeting remotely to undertake minute-taking duties. Members were therefore asked to consider contingency arrangements in the event that the Clerk is unable to attend in any capacity.

RESOLVED (16)

- 16.1 That the next meeting be held on Wednesday 1st April 2026 commencing at 6pm.
- 16.2 Members agreed that one of the Councillors present at the April meeting will take minutes if the Clerk is not available.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

- 17.1 Clerk's February Timesheet
The Clerk's timesheet for February was shared for information. The Clerk has worked 3 hours 10 minutes over her contracted hours.
- 17.2 Handyman's February Timesheet
Handyman's timesheet for February was shared for information. The Clerk informed Members that a number of hours have been carrying out work for KHMC. Therefore she is awaiting Steve's response as to the exact number so she can invoice KHMC for the time and mileage.
- 17.3 Changes to Clerk and Handyman/Gardener's Contracts

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

The Clerk informed Members of changes in legislation that will affect the Clerk and Handyman/Gardener's Contracts. A draft letter was presented to Members for consideration to send to the staff informing them of the changes.

17.4 Clerk's Appraisal

The Clerk's appraisal is due to take place in March. It was recommended that two members of the Staffing Committee undertake the appraisal.

RESOLVED (17)

17.1 The Clerk's timesheet was received and approved for February 2026.

17.2 Members noted the Handyman's timesheet.

17.3 The Clerk will forward timesheets to the payroll provider for preparation of payroll information once clarification has been received on the hours worked for KHMC.

17.4 Members approved the draft letters to the Clerk and Handyman/Gardener. The Chairman signed the letter to the Clerk. The Clerk will send these to staff at the end of March.

17.5 Members approved for Councillor Williams solely to carry out the Clerk's Appraisal, but this may be after her surgery date due to commitments. The Clerk and Councillor Williams will arrange and carry out the Clerk's appraisal at a mutually convenient date.

The meeting closed at 7.10pm.

DRAFT

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

Minutes subject to approval at the next meeting

CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – APRIL 2026

1) CDC

- a) Land at top of Brockholes Lane – Lots of residents have come forward to volunteer, one has organised a collection of £240 to purchase and donate plants, donations of trees, shrubs and plants received from residents, two residents have offered to donate benches, on previous resident has offered to donate slabs, obtained £500 grant from CDC to contribute towards the skips, had phonecall from skip company to say there was asbestos in one of the skips – awaiting their reply as what is needed and if there is an additional cost, asked for volunteers to lay slabs but if not will need to get quotes from local builders.
- b) Christmas Tree for Warren Park – Chased CDC to see when column will be installed as they said this financial year. CDC are having an issue with the electrical connection due to it being an independent electrical supplier called ESP - they completed an application out and will let the PC know if there is any other additional costs. Messaged Persimmon updating them on the issues. They're requested additional information from CDC which has been provided. Ward had a meeting with Persimmon so hopefully an update will be provided.
- c) Street Voice Survey – Offered CDC a room at Kilham Hall to hold Youth Surgeries but informed them we couldn't commit to setting up a Youth Group.
- d) Ward Councillors Budget – Received £500 towards cost of skips. All evidence requested has been returned to CDC showing what money has been spent on.

2) Recreation Ground/Garden Areas

- a) Fence Maintenance - Handyman will continue to paint fence around KH as and when he can.
- b) Handyman's Schedule – Handyman has provided a schedule of works between now and April for information.
- c) Land at top of Brockholes Lane – Continued to liaise with Handyman re: timeframes and ordering goods. Respond to residents regarding donations and wrote to all local garden centres and DIY stores to see if they would donate plants/shrubs.

3) Parish/Community

- a) Defibrillator's – Checked regularly and the Circuit Website updated. KH Defib may be coming close to lifespan and battery isn't charging fully so Clerk to look into this in readiness to purchase new one. Placement of a Defib at Warren Park/Manor Farm put on hold as a suitable location cannot be found – asked Ward Councillors to raise it with Persimmon at their meeting.
- b) Poster for Volunteering to help the Community – Poster displayed on Website, FB and notice boards.
- c) Chapel Lane issues – Chased CDC re car sales – they wrote to inform the owner/tenant that they'll proceed with a formal enforcement Notice 14/11/25. The deadline for response has passed, chased CDC Enforcement Team who said enforcement would be issued in New Year. Heard nothing by Mid January so chased CDC and Ward Councillors for an update on this. Jan 26 - Breach of Condition Notice (BCN) had been drafted and was being sent to Legal team for signing early February. 19/02/26 & 25/03/26 – Chased CDC Enforcement Officer to see if it's been signed and served as yet. Awaiting reply.
- d) Fence on Valley Drive – Reviewed ownership/damage to fence and added to Handyman's tasks to fix it when he can.
- e) Great British Spring Clean – Councillor Gibbins organised a litter pick to coincide with it which took place on 14th March 2026 at 9.30am.
- f) Persimmon Homes – Applied for a grant of up to £5,000 from Persimmon for help to fund additional Christmas Illuminations at Old Cantley Roundabout. Awaiting reply.

5) Parish Council Procedures/Finance

- a) Website – **Updated regularly.** New site is live although not publicised as yet. Sent web developer some amendments after having sight of the same – awaiting response to say amendments made and whether the new site will be live and old one disconnected. Clerk will then change all literature and publicise the new site address.
- b) Facebook – **Updated regularly.**
- c) Policies – **The following policies have been reviewed – Equality & Diversity Policy, Hire Policy, Induction Policy, Investment Policy, Pay Policy, Recording of Meetings Policy, Reserves Policy, Training and Development Policy**
- d) Staff Appraisals – Clerk has carried out Handyman's Appraisal and document is on Agenda consideration/approval. Chairman has carried out Clerk's Appraisal and will provide a verbal update to the meeting for consideration/approval.
- e) Financial Software Package – **Obtained quotes for three financial software packages to streamline the Parish Council's financial accounting system. On Agenda for consideration.**

6) Police

- a) Drop In Session – **Next session is booked for 29th April 2026 at 6pm at Kilham Hall Meeting Rooms.**

07/01/2026	3.1	Put approved minutes on website and file	Clerk	08/01/2026	N	Done
07/01/2026	4.2.3	Contact CDC to seek permission to plant an Acer Tree on land at top of Brockholes Lane	Clerk	20/01/2026	N	Reply received and shared with Gardener/Handyman
07/01/2026	4.2.3	Forward tree choices, plan and measurements of land at top of Brockholes Lane to Cllr Boyd for advice	Clerk	07/01/2026	Y	Done - advice received and shared with Gardener/Handyman and resident who wants to donate the tree - awaiting reply from resident
07/01/2026	5.3	Request clarity from CDC on the Dog Control Public Space Protection Order regarding land this relates to and also how it will be enforced	Clerk	07/01/2026	Y	Feedback sent to CDC and awaiting reply re: enforcement. Clerk read the PSPO again and confirmed about land to Cllrs
07/01/2026	5.4	Report fly tipping to CDC Check with Aires why ipad is saying papers are unsafe to open	Clerk	09/01/2026	N	Done Messaged Aires and Exact Marketing about this issue. Updated Members with response.
07/01/2026	6.2.1	Confirm with Handyman, Caretaker and KHMC that PC approved Handyman to repair KH Floor	Clerk	09/01/2026	N	Done - asked Handyman to keep a separate note of expenses and hours worked on this task
07/01/2026	7.1	Apply for Bronze level of the Local Council Foundation Award	Clerk	08/01/2026	N	Registered with NALC and looking at Application form to submit
07/01/2026	8.1	Reorder Ordnance Survey Map and resubmit	Clerk	09/01/2026	Y	Done - awaiting reply
07/01/2026	8.2	H.M. Land Registry enquiry	Clerk	09/01/2026	N	
07/01/2026	9.1	Pay invoices/payroll	Clerk	14/01/2026	N	Paid and Members authorised
07/01/2026	9.3	Submit 3rd Quarter VAT return	Clerk	08/01/2026	N	Claim submitted
07/01/2026	9.4	Finalise Budget - Version 3 of second draft - £93,853	Clerk	08/01/2026	N	Done
07/01/2026	9.5	Request Precept from CDC in sum of £82k	Clerk	08/01/2026	N	Done and acknowledged by CDC
07/01/2026	10.1.1	Incorporate £50 in paragraph 5.1.6 and finalise policy and put on website Arrange to meet Cllr Boyd re: 5.1.5 of IT Policy	Clerk	08/01/2026	N	Done Met Cllr Boyd - cannot install on old laptop - will wait til new laptop purchased next financial year
07/01/2026	10.1.1	Put Disciplinary Poicy on website	Clerk	28/01/2026	N	
07/01/2026	10.1.2	Send comments to CDC re Planning Application	Clerk	08/01/2026	N	Done
07/01/2026	11.1.1		Clerk	07/01/2026	N	Done

		Let Clerk know if can attend Planning Committee to speak regarding Cammidge Way Application				Done - Cllr Gibbins has personal appointment so can't guarantee he'll make the planning meeting, however if he is finished early enough he will attend to observe
07/01/2026	11.1.2		Cllr Gibbins	08/01/2026	N	Done
07/01/2026	12.1	Amend police drop in poster and share with PCSO's, update website, notice boards and FB Request national planning issue is placed on	Clerk	08/01/2026	N	Done and acknowledged by YLCA
07/01/2026	13.1	YLCA SY Branch Meeting Agenda	Clerk	08/01/2026	N	Done - payroll received and sent to Chair for approval prior to payment
07/01/2026	15.1 & 15.2	Send timesheets & 3rd quarter mileage claim to Warrens GBC for payroll	Clerk	07/01/2026	N	
04/02/2026	3.1	Put approved minutes on website and file Schedule post on FB re: resident/filmmakers email for anyone who may be interested and	Clerk	04/02/2026	N	Done
04/02/2026	4.2.1	send to Coffee Club	Clerk	09/02/2026	N	Done
04/02/2026	4.2.2	Respond to Outdoor Duo suggesting contact KHMC for their notice board, Arrow Publications and Premier Shop	Clerk	09/02/2026	N	Done - Handyman will carry out log and provide to Clerk by May 2026
04/02/2026	5.3	Discuss Attachment Policy and Poppy Log with Handyman	Clerk	20/02/2026	N	Done - A lot to comply with and a lot of work to set up a Youth Group - declined
04/02/2026	5.4	Clerk to look at Youth Group Pack from CDC and publicise the Youth Voice Consultation	Clerk	20/02/2026	N	Done
04/02/2026	5.5	Report damaged dog bin on Poppyfields estate field to CDC	Clerk	09/02/2026	N	Applied for Ward Councillor Budget Grant for Skip Hire for Top of Brockholes Lane work
04/02/2026	6.1	Contact Ward Councillors re: Skip	Clerk	09/02/2026	N	Done
04/02/2026	6.1	Resubmit H.M. Land Registry Enquiry	Clerk	11/02/2026	N	Done
04/02/2026	6.2.1	Write to Aires expressing deep concerns re Lack of Progress and that If not received draft by end of February we will look for an alternative provider and not pay any outstanding invoices	Clerk	12/02/2026	N	Done
04/02/2026	7.2	Contact RJ Electrical for a quote for car park lighting	Clerk	09/02/2026	Y	Awaiting reply
04/02/2026	7.3	Confirm with RJ Electrical for installation of Heater and Light in Meeting Room	Clerk	09/02/2026	N	Done and installed

04/02/2026	8.1	Write to Persimmon Homes requesting contribution to new Christmas Illuminations at Old Cantley Roundabout	Clerk	10/02/2026	Y	Awaiting reply - applied for a grant of £5k
04/02/2026	9.1	Add Youth Voice to Newsletter then publish in Arrow and Today Publications	Clerk	09/02/2026	N	Done
04/02/2026	10.1	Pay invoices/payroll	Clerk	12/02/2026	N	Done
04/02/2026	10.3	Put Qtr 3 Bank Reconciliation on website	Clerk	04/02/2026	N	Done
04/02/2026	10.4	Inform successful auditor of appointment and once had confirmation of acceptance inform the unsuccessful candidate	Clerk	04/02/26 & 10/02/26	N	Done
04/02/2026	10.5	Coordinate Internal Control Audit with Cllr Odell & Cllr Butterworth	Clerk	09/02/2026	N	Done - scheduled for 20/02/26 at 2.30pm
04/02/2026	10.6	Include text on Budget and Precept on website	Clerk	04/02/2026	N	Done
04/02/2026	10.7	Print Bank Statements for Jan 26 off and get Cllr Odell & Cllr Butterworth to sign	Clerk	05/02/26 & 20/02/26	N	Done
04/02/2026	11.1.1 to 11.1.9	Add policies to Website	Clerk	12/02/2026	N	Done
04/02/2026	12.1.1 to 12.1.5	Send comments to CDC re Planning Application	Clerk	04/02/2026	N	Done
04/02/2026	12.1	Share with Members Street Naming Suggestions and respond to CDC following feedback	Clerk	11/02/2026	N	Done
04/02/2026	14.3	Book all Members (except Cllr Sprack) on YLCA Councillor GDPR/Data Protection Training	Clerk	09/02/2026	N	Done - All Members informed on 09/02/26
04/02/2026	14.3	Obtain alternative date for Cllr Sprack to attend YLCA Councillor GDPR/Data Protection Training	Clerk	09/02/2026	N	Done - 23/03/26 - Cllr Sprack booked on it
04/02/2026	17.1-17.2	Send timesheets to Warrens GBC for payroll	Clerk	04/02/2026	N	Done
04/03/2026	3.1	Put approved minutes on website and file	Clerk		Y	Filed but can't upload to website due to an error - awaiting confirmation its resolved
04/03/2026	5.2	Inform the PCSO's of parking outside the primary school - on the yellow zig zag lines	Clerk	19/03/2026	N	Done
04/03/2026	6.2.2	Provide feedback to Aires re: new web site	Clerk	05/03/2026	N	Done
04/03/2026	7.1	Write to WI informing them they can park on field for their event 29/05/26 as long as weather/field is not wet	Clerk	16/03/2026	N	Done
04/03/2026	9.1	Advertise litter pick for 14/03/26	Clerk		N	Done on FB

04/03/2026	10.2	Send financial spreadsheets to Councillors to look at Bank Reconciliation	Clerk	25/03/2026	N	Done
04/03/2026	10.3	Put Internal Control document on website	Clerk	05/03/2026	N	Done
04/03/2026	11.1.1	Check correct email address is in policy and amend	Clerk	05/03/2026	N	Done
04/03/2026	11.1.1 to 11.1.11	Put finalised policies on website	Clerk		Y	Error on old website - may have to do it when get new website live
04/03/2026	12.1.1	Feedback comments to CDC on planning application	Clerk	04/03/2026	N	Done
04/03/2026	17.2 to 17.2	Send timesheets to Warrens GBC ready for payroll	Clerk	05/03/2026	N	Done
04/03/2026	17.3	Send letters to Clerk/Handyman at end of March	Clerk	30/03/2026	N	Done
04/03/2026	17.4	Arrange Clerk's Appraisal with Chairman	Clerk	06/03/2026	N	Arranged for 23/03/26

TO B. Walton, Clerk/RFO
 Cantley With Branton Parish Council

Quote Date: 25/03/26

Quote No: Q19275A

QUOTE

AdvantEDGE - 5 Year Contract

- Finance
- 1 concurrent user
- Training delivered in 1 hour blocks using Microsoft Teams
- 3 year, 1 year & monthly contracts available (5 year shown)

Details	Qty	Unit Price	Net Amount
INITIAL SETUP			
AdvantEDGE Setup per concurrent user	1	£67.00	£67.00
AdvantEDGE Client Configuration per module	1	£88.00	£88.00
TRAINING			
AdvantEDGE Online Training - Finance (3 hours)	1	£265.00	£265.00
ANNUAL FEES			
AdvantEDGE Finance, Band 2, upto £100,000 pa, 5 Year Contract, annual fee	1	£342.00	£342.00
	Net Total		£762.00
	VAT Total		£152.40
	Quote Total		£914.40

I the undersigned accept this quotation:

Name: _____

Signed: _____

TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted.

Please sign and email the order, making clear which

Date: _____

alternative or additional options are selected if applicable.



Scribe

Making local communities Smarter

&

Cantley-with-Bra nton Parish Council

| Who are we?

Scribe is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations.

For over twenty years Scribe has been streamlining the way Clerks & RFO's manage their council's accounts.

Designed to reduce complexity, Scribe enhances transparency while ensuring secure management of public funds.

Compliant with UK and EU data protection laws and hosted securely on AWS, Scribe prioritises accurate reporting and data protection.

We offer free, unlimited training and support through Scribe Academy.

Trusted by over 1,600+ councils and 5,000 users, Scribe ensures effective, transparent council management with no lock-in contracts and a 4.9-star Trustpilot rating.



What we hear the most



Manual/inefficient processes

- Time-consuming methods, duplicate entries, clunky processes



Staying on top data & reporting

- AGAR, VAT, Budgeting - Needing to easily gain insight to data and efficiently producing your required reports



No support, no training

- Left to figure things out on your own, no expertise to call upon



Limited Collaboration

- Whether software, or spreadsheets, there is often limited options to be able to use their systems collaboratively



Data Security Risks

- Spreadsheets lack encryption, and desktop software provides little option for backups



Benefits - Commercial vs Bespoke Software

Spreadsheets

- **Flexible & Customisable** – Can be tailored to various needs, from budgeting to reporting
- **Low Cost** – Often free or included in office software packages like Microsoft 365 or Google Workspace

• **Prone to errors - reliance on advanced spreadsheet knowledge**

Commercial Software

- **Reliable & Supported** – Customer support, updates, and security patches
- **Feature-Rich** – Designed for general business needs with built-in integrations and automation

• **Not built for Parish, Town and Community Councils**

Industry-Specific Software (excl Scribe)

- **Tailored Workflows** – Designed specifically for the needs of a particular sector
- **Compliance & Regulation** – Often includes features that help meet industry standards
- **Improved Accuracy** – Reduces errors compared to generic tools by following best practices for the industry

• **Inefficient, slow support, and expensive options to host on the cloud**

Scribe

- **Built for Local Councils**

Specifically designed for parish and town councils in England and Wales, ensuring a perfect fit for their needs.

- **Time-Saving Automation**

Reduces manual admin with automated financial reports, invoicing, and record-keeping.

- **Easy-to-Use & Cloud-Based**

Accessible from anywhere with an intuitive interface, no IT expertise required.

- **Compliant & Accurate**

Helps councils meet statutory requirements like AGAR, VAT returns, and financial reporting with built-in compliance checks.

- **Integrated Modules**

Accounts, cemeteries, venue bookings, and allotments in one seamless system.

- **Dedicated UK-Based Support**

Expert customer support team with deep knowledge of council operations, always ready to assist.

- **Secure & Reliable**

Cloud-hosted with regular backups, ensuring data security and peace of mind.

So, How Do You Choose?

We recommend that you use the following criteria



Accessibility

Is the system fully cloud-based? I.E. can you use it from anywhere, on any device?

Will they lock you into a contract limiting flexibility and charging you for leaving/ exporting your data?



Usability

Is the system easy to learn and use? I.e it looks clean and straightforward, easy to navigate pages



Functionality

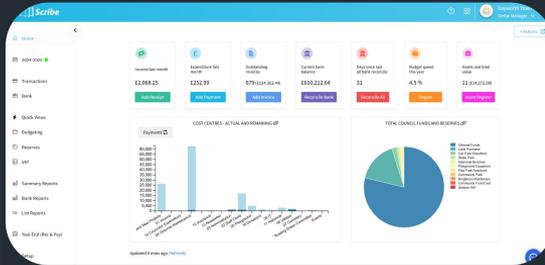
Does it have features your current software doesn't that will save you time?



Let's have a look at Scribe!

Accounts

Scribe
Scribe Accounts



Bookings

Scribe
Scribe Bookings

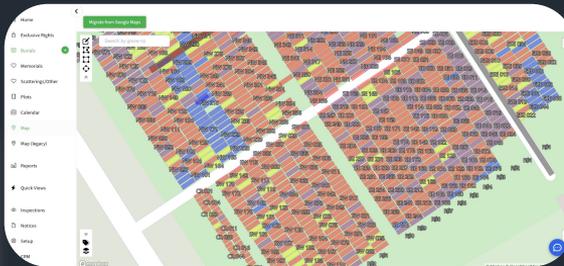


The screenshot shows the Scribe Bookings page for Dayworth Town Council. It features a list of activities with details and booking options:

- Dayworth Bowling Green**
 - £1.00 per person
 - Booking from: 16th September - 1st February
 - Booking to: 31st January - 1st February
 - £1.00 per hour
 - No booking available
- Dayworth Town Hall**
 - 1st - 15th November 2024 - 1st February 2025
 - £1.00 per hour
 - No booking available
- Dayworth Tennis Court 1**
 - No booking available

Cemetery

Scribe
Scribe Cemetery



Allotments

Scribe
Scribe Allotments



The screenshot shows the Scribe Allotments table with the following columns: Name, Allotment #, Customer #, Plot #, Total Plot #, Status #, Size #, and Payment Status #.

Name	Allotment #	Customer #	Plot #	Total Plot #	Status #	Size #	Payment Status #
John	1000001	Bernie Rogers	101	1000001	CONFIRMED	50x5	CONFIRMED
John	1100002	John Greenwell	102	1000002	CONFIRMED	100x100	CONFIRMED
John	1200003	John Green	103	1000003	CONFIRMED	50x1	CONFIRMED
John	1300004	Sandra Hall	104	1000004	PENDING	100x100	CONFIRMED
John	1400005	Bernie Rogers	105	1000005	CONFIRMED	50x5	PAID
John	1500006	John Rogers	106	1000006	PENDING	50x5	PAID
John	1600007	John Rogers	107	1000007	CONFIRMED	50x5	PAID
John	1700008	John Rogers	108	1000008	CONFIRMED	50x5	PAID
John	1800009	Anna Daniels	109	1000009	CONFIRMED	50x1	PAID
John	1900010	Anna Daniels	110	1000010	CONFIRMED	50x1	PAID

The Software - An Integrated Solution

Scribe offers a comprehensive, cloud-based platform designed specifically for local councils.

The system includes a suite of integrated modules tailored to the unique needs of councils, helping with everything from financial management to asset management and compliance.

Accounts

- Financial management
- 1-Click AGAR
- Bank reconciliations
- Budgeting
- VAT returns (MTD compliant)

Cemetery

- Advanced Record Management
- Invoicing
- Filtering & Sorts
- Mapping
- Inspections & Condition Reports

Bookings

- Online Bookings
- Invoicing
- Smart Dashboard
- Advanced Calendar Filtering
- Venue Booking Reports

Allotments

- Manage tenancies
- Invoicing
- Mapping
- Waiting Lists
- Inspections & Notices

Civic.ly

- Asset Management
- Inspection Tasks
- Compliance Tracking
- Task Automation
- Data & Financial Tracking

Proposal for Cantley-with-Branton Parish Council

Greyed out services are not included in totals

Product	Initial Payment	Monthly Payment
Accounts	£449	£55
Bookings	-	-
Cemetery	-	-
Allotments	-	-
Civic.ly	-	-
Professional Services <i>See following slide for details</i>	Initial Payment	Monthly Payment
Transactions Import	-	-
Setup Structure	£149	-
Allotments Import	-	-
Cemetery Import	-	-
Mapping (Allotments)	On Request	-
Mapping (Cemetery)	On Request	-
Bookings - Fee Structure	-	-
Total (Excl VAT)	£598	£55

Professional Services

Optional Services To Streamline Your Onboarding and Data Migration

Accounts

Account Setup

Includes set up of: Cost Centres, Codes, Bank Accounts & Restating Last Financial Year

Transactions Import

Standard pricing includes: 1 year of history*

**please ask for longer/shorter periods*

Asset Register and Contacts

Including in standard onboarding

Cemetery

Cemetery Import

*Includes import of: Plots, Burials, Exclusive Rights and Memorials**

RIALTAS IMPORTS ONLY - Includes Inspections also

**requires confirmation of total volume of records*

Mapping Services

Upon request - existing maps to be reviewed for quotation

Allotments

Allotments Import

Includes import of: Tenants, Plots and Waiting Lists

RIALTAS IMPORTS ONLY - Includes Inspections also

Mapping Services

Upon request - existing maps to be reviewed for quotation

Bookings

Fee Structure

Our support team will take your current pricing structure, review with you, and set up in Scribe

Support Team



Unlimited Free Training:

Scribe offers unlimited training to ensure your team is fully equipped to use the system efficiently. This includes our specialised training platform which offers on-demand sessions to get you up and running.



Dedicated Customer Support:

Our UK-based support team is always available via email or Zoom to assist with any issues or questions. We pride ourselves on fast, friendly, and helpful service to keep your council running smoothly.



Scribe Academy:

Gain access to our extensive knowledge base, video tutorials, and live webinars through Scribe Academy, ensuring your team always has resources to improve their skills and stay up to date.



Ongoing Assistance:

Whether it's a technical issue or a quick question, Scribe provides continuous support to ensure you get the most from our platform. We're here every step of the way to guarantee your success.



Hannah Driver
Head of Accounts



Jane Dafforn
Head of Support



Tracy Fisher
Scribe Accounts Specialist



Jess Shackley
Scribe Accounts Specialist



Jasmine Amezi
Data Integration Specialist



Eve Nyarango
Customer Support Specialist



Esther Danso
Customer Support Specialist



Jo Peters
Customer Success Manager



Lucy Fagan
Operations Manager

Q&A

&

Additional content

The Security



High Availability & Resilience:

- 99.99% uptime in 2024, supported by Amazon Web Services (AWS) with automatic scaling, backups, and 5-minute point-in-time recovery for data.



Robust Encryption:

- All platform data is encrypted in transit using TLS v1.3 and at rest, including user credentials secured with HMAC-SHA256 encryption.



Regular Penetration Testing:

- Comprehensive in-house penetration testing using OWASP ZAP to identify and address security vulnerabilities, with high-risk issues resolved immediately.



AWS Cloud Security:

- Hosted within AWS Virtual Private Cloud (VPC) with restricted access to web servers and databases, providing enhanced isolation and security.



Data Backup & Recovery:

- Daily and monthly backups with 30-day retention, ensuring quick recovery of customer data in case of emergencies or system failure.



Role-Based Access Control (RBAC):

- Strict management of roles and permissions for accessing internal systems, with secure connections via SSL and cloud service usage monitored through AWS IAM.

Onboarding

Pre-signup - let us know what professional services you are signing up for and we will sort them.

Day 1 - Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.

You will join our exclusive scribe community, Providing full onboarding training to get you up and running as quickly as possible!

Day 90 - After you have completed your onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.



| Signing Up / Next Steps

Today - You will receive these slides including pricing information and a summary as to how Scribe can benefit your council specifically to take to your council meeting

Before Your Meeting - Your dedicated Sales Executive will be on hand to promptly answer any additional questions you or your council may have

After Approval - When you are ready, you will receive access to Scribe and the support team will contact you to guide you through your onboarding and system set-up

When You Have Started - The support team and your Customer Success Manager will be on hand to help and support you with using Scribe forever

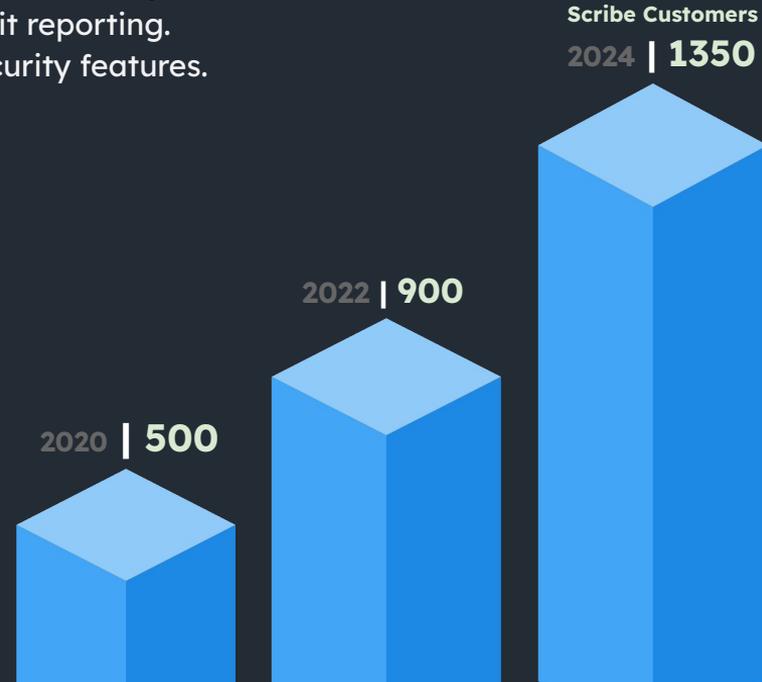
Why Now is the Time to Upgrade to Scribe

Using Spreadsheets?

- Eliminate errors with automated processes, reducing manual data entry mistakes.
- Ensure compliance with built-in tools for AGAR, VAT, and audit reporting.
- Collaborate securely with real-time access and advanced security features.

Outgrowing your Current System?

- Enjoy a better user experience with Scribe's intuitive, cloud-based platform.
- Benefit from unmatched support, including unlimited training and assistance.
- Customise your tools to fit your council's specific needs, with flexible modules.



Scribe Customer Testimonial



Sally Ferguson Lympsham Parish Council

“What have I done with the extra time?

I have used it to become better at **obtaining grants** for my small community, this financial year we have secured grants of £52,650, over triple our income of £16,400.

With this grant I have made **Climate Change** friendly facelifts to the Sports Cub and Manor Hall, and have opened the Community cafe 6 days a week in the club, **employing local youngsters**”





Cantley with Branton Parish Council

Equality and Diversity Policy

Cantley with Branton Parish Council recognises that it functions at a fundamental level of democracy and that its services affect, both directly and indirectly, the lives of all those who work for the Council and all those who visit the Council's various sites. The Parish Council will seek to ensure that no-one is disadvantaged by the application of other conditions or requirements which cannot be shown to be justified. In doing so, the Council will strive to work within its resources and the appropriate legislative framework.

The Parish Council acknowledges that it has a role in the pursuit of opportunity for all and it seeks to work within the context of the Equality Act 2010.

The Parish Council acknowledges that certain groups and individuals within society are discriminated against and wishes to declare its commitment to working towards equality in employment and via the delivery of its services. In particular, the Council will work to combat discrimination and to ensure that prospective and present employees and those who may wish or wish to any of its services are not treated less favourably on the following grounds which are the identified Protected Characteristics as identified in the Equality Act.

The Protected Characteristics are –

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity.

Age

Individuals of any age or apparent age are protected from discrimination. Less favourable treatment of a person because of age is not lawful. From 6th April 2011, retirement of an employee constitutes age discrimination unless it can be justified as a proportionate means of achieving a legitimate aim. There are some key exemptions: minimum wage levels, benefits of service provisions – such as holiday entitlement and statutory redundancy pay.

Disability

Section 6 and Schedule 1 to the 2010 Act relates – a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities (for example using a telephone, walking, lifting, and reading). An impairment is long-term if –

- It has lasted for at least 12 months,

- It is likely to last for at least twelve months, or
- It is likely to last for the rest of the life of the person affected.

The Equality Act 2010 (Disability) Regulations 2010 (the 2010 Regulations), issued pursuant to the 2010 Act came into force on 1 October 2010. The 2010 Regulations confirm that those certified as blind, severely sight impaired, partially sighted, or sight impaired by a consultant ophthalmologist will be deemed to have a disability. They also confirm that persons with cancer, HIV infection or multiple sclerosis are deemed to have a disability.

The 2010 Regulations confirm a number of exemptions of groups of people who do not fall within the category of disabled. These include, for example, people suffering from an addiction to alcohol or nicotine. Notably pursuant to section 13 (3) of the 2010 Act, if a person (e.g. an employer or a service provider) treats a disabled person more favourably than a non-disabled person, this does not constitute direct discrimination.

The Equality Act 2010 protects disabled persons from discrimination; this includes a duty on employers to make reasonable workplace adjustments to prevent disabled employees and job applicants from being placed at a disadvantage compared to non-disabled people. An example of a reasonable adjustment may be a special type of chair for a disabled employee with a back condition.

The Parish Council, as the Employer, has a duty to make reasonable adjustments but can decline to make adjustments that it considers to be unreasonable, viz:

- Will the proposed adjustment resolve the problem?
- Is it a practical solution?
- How much will the overall cost be in making the change and is it affordable?

These reasonable adjustments may include some of the following:

- Making adjustments to premises. For example, structural or other physical changes such as: widening a doorway, providing a ramp or moving furniture for a wheelchair user; relocating light switches, door handles or shelves for someone who has difficulty in reaching; providing appropriate contrast in décor to help the safe mobility of a visually impaired person.
- Altering the person's working hours. This could, for example, include allowing the disabled person to work flexible hours to enable additional breaks to overcome fatigue arising from the disability, or changing the disabled person's hours to fit with the availability of a carer.
- Allowing the person to be absent during working hours for rehabilitation, assessment or treatment. For example, if a person were to become disabled, the employer might have to allow the person more time off during work, than would be allowed to nondisabled employees, to receive physiotherapy or psychoanalysis or undertake employment rehabilitation.
- Acquiring or modifying equipment. For example, an employer might have to provide special equipment (such as an adapted keyboard for a visually impaired person or someone with arthritis), or an adapted telephone for someone with a hearing impairment or modified equipment.
- Providing supervision For example, this could involve the provision of a support worker, or help from a colleague, in appropriate circumstances, for someone whose disability leads to uncertainty or lack of confidence.

Gender Reassignment

Re Section 7 of the Act, gender reassignment is a protected characteristic that applies to a transsexual person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex (by physiological or other attributes of sex).

Section 16 of the 2010 Act provides that it is discrimination against transsexuals to treat them less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured.

Race Equality

The Parish Council has a general duty to:

- Eliminate unlawful racial discrimination.
- Promote equality of opportunity.
- Promote good race relations between people of different racial groups.

Religion or Belief

Section 10 (1) of the Act refers. It does not make reference to a particular religion but it also relates to a lack of religion. The Act does not mean that people's faith must be taken into account so that they can, for example, wear signs of their faith and not be expected to act in contradiction to their beliefs. The beliefs must be:

- Genuinely held.
- A belief not simply a viewpoint or opinion.
- Relevant to weighty and substantial aspect of human life and behaviour.
- Able to attain a certain level of cogency, seriousness, cohesion and importance.
- Worthy or respect in a democratic society, not incompatible with human dignity and not in conflict with the fundamental rights of others.

Sex

- (i.) A reference to a person who has a particular protected characteristic is a reference to a man or to a woman.
- (ii.) (ii.) A reference to persons who share a protected characteristic is a reference to persons of the same sex.

An example is that to discriminate against a breast feeding woman is unlawful and she could breast-feed in Council meetings.

Sexual Orientation

Section 12 of the Act protects a person's sexual orientation towards:

- (i.) People of the same sex as him or her
- (ii.) People of the opposite sex from him or her.
- (iii.) People of both sexes.

Marriage & Civil Partnership

Section 8 of the 2010 Act affords protection to people who have or share the characteristics of being married or being a civil partner. By contrast, a person who is engaged, a divorcee or a person whose civil partnership has been dissolved are not protected under the 2010 Act.

Pregnancy & Maternity

S17 of the Act deals with the treatment of pregnant people in non-work situations and covers the period of her actual pregnancy and for the ensuing period of 26 weeks commencing on the day of delivery. Notwithstanding other employment provisions which attach to pregnancy and maternity vis a vis leave etc,

S18 confirms that a person discriminates against a woman if, in the protected period as identified above, he/she treats her unfavourably because of

- The pregnancy □ illness suffered as a result
- The exercising of her rights to compulsory, ordinary or additional maternity leave.

Public Sector Equality Duty Section 149 of the 2010 Act, which came into force on 5 April 2011, imposes on public authorities (which as specified in Schedule 19 includes principal authorities, parish councils and parish meetings without a separate parish council and, in Wales, community councils) in the exercise of their functions, a duty to take into account:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- To foster good relations between those who share protected characteristics and those who do not.

The protected characteristics of marriage and civil partnership are not covered by the provisions of Section 149.

Equal Opportunity

Cantley with Branton Parish Council is committed to achieving equality of opportunity both for those who use its services and for the employees who provide them. Equal opportunities, fairness in the workplace and providing good quality services to the local community are all inter-linked. It is recognised that individuals and groups continue to be unfairly discriminated against and it is the Parish Council's responsibility to promote good community relations, equality of opportunity and to tackle unlawful discrimination in all of its forms. This new and comprehensive statement is to demonstrate the Parish Council's wholehearted commitment to action in tackling inequality. Such action is the responsibility of members and all employees of the Parish Council.

Commitment

- To provide services that are equally accessible to all people, free from prejudice and discrimination and sensitive to the needs of all sections of the community.
- Value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully taken into account when developing strategies.
- Work actively towards eliminating all forms of discrimination, both of a direct and indirect nature.
- Encourage partnership and participation in the development and application of council policy and practices.

Policy into Practice

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of local authority activity.
- Recruit and value a workforce that reflects the make-up of the community.
- Ensure all employees/members understand the values and expectations of the Council and the standards of behaviour that is expected from each of them.
- Make clear the action an employee who feels unfairly treated may take.
- Provide training to relevant employees/members so that they can actively put this policy into practice.
- Provide equal access to all service users and potential service users according to need.
- Give people who use or might use Council services the opportunity to influence the way their needs are met.
- Seek to influence partner organisations in a collective commitment to equality of opportunity.
- In line with Government guidance, encourage voluntary organisations to provide evidence of their commitment to equality in terms of their personnel policies and delivery of their services, as a criterion in determining the award of grant aid from the Council.
- Ensure that the Council has policies that result in services sensitive to the needs of all sections of the community.
- Use socio-economic data to ensure compliance with the policy, where appropriate
- Monitor and evaluate the effectiveness of policy and practice on a regular basis as determined by law
- Develop a well-defined complaints procedure in dealing with alleged contraventions.

In employment the aim is to provide a non discriminatory working environment where discrimination, harassment or bullying is unacceptable and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job related requirements. In access to services the aim is to ensure that all those who receive from the Council or wish to use a Council service can do so without fear of discrimination or disadvantage.

All people are entitled to be treated fairly, in a consistent manner and with dignity and respect.

Employees & Recruitment

1. The Parish Council shall provide an environment free from discrimination and harassment and it recognises the contribution made by staff from all backgrounds especially from those within the above Protected Groups.
2. The Parish Council will take full account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made before employment. An employer is not permitted to ask questions about a job applicant's health before offering work or, where not in a position to offer work, before including the applicant in a pool of applicants from whom the employer intends (when in a position to do so) to select a person to whom to offer work. If an employer does ask health questions before a job is offered and subsequently does not offer the person a job, the burden of proof will be on the employer to prove that there was no discrimination. An applicant cannot bring an action solely on the grounds that a prohibited question on health was asked. However the Commission for Equality on Human Rights (CEHR) has powers under the Equality Act 2006 to enforce a breach of these provisions.

3. Advertisements for recruitment will not request applicants from a particular age range; neither will application form request dates of birth or other age related details.
4. All application forms shall state that the Parish Council encourages applications from all, including and especially those from the Protected Groups.
5. In order not to discriminate against younger people, all application material will emphasise the importance of skills and potential, as well as experience.
6. The Parish Council will ensure that there is no age discrimination in relation to the dismissal of staff.
7. Any age discrimination shown to staff by other Staff Members, the Public or by the Council Members will be treated as a serious offence.
8. A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees. Person and job specifications shall be strictly limited to those requirements which are necessary for the effective performance of the job.
9. Information about job vacancies must be made available to all sections of the community (except in situations where, in line with relevant employment legislation and the Council's Employment Policy, external advertising of vacancies is restricted).

Service Provisions to the Public

1. All Members of the Public will be treated fairly and consistently.
2. All services shall be provided without unlawful discrimination, harassment or victimisation.
3. Those using the Parish Council's property and facilities will be afforded all possible assistance so as to ensure that they can access these, with special attention being given to those who find it difficult to access facilities on the grounds of their age or disability or other Protected Characteristic.
4. All application forms – including Conditions of Use forms – made to the Parish Council shall state that the Parish Council will treat all applications equitably and take due consideration of those with Protected Characteristics.

Dated: 11th March 2023

Approved: 1st April 2026

Review: 2 years or sooner if legislation changes



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

USAGE AND HIRE OF RECREATION GROUND AND MEETING ROOMS POLICY

Cantley with Branton Parish Council owns and maintains the recreation ground at Kilham Lane for the benefit of the residents of the community and members of the public who wish to use its facilities. It is committed to ensuring that it shall remain an open space for the enjoyment of pastimes by the public and will not wilfully obstruct, deny or prevent such enjoyment unreasonably but does reserve the right to act if it sees fit for the benefit of its continued use for the intended purpose.

The Parish Council welcomes feedback from residents either at Parish Council meetings or through written communication on improvements and maintenance in order to ensure the best possible use is made of the facility.

Usage of the recreation ground will normally be defined as either casual or organised usage:

- Casual usage relates to usage by members of the public for general day to day use of the area for recreation, including the use of the outdoor equipment, use of the perimeter path for walking, jogging and cycling. All usage will be in accordance with the general rules.
- Organised usage means where specific activity is to be undertaken for a specific period of time by a group of people that constitutes more than a family group. Such usage requires permission in accordance with this policy document.

1) General Rules for Usage of the Recreation Ground:

Casual activities require no specific permission other than adherence to the general rules. Activities permitted include ball games other than golf, picnics, children's games and informal gatherings of no more than 20 people.

Organised usage can only take place if specific written permission has been received from the Parish Council.

The recreation ground is only available during daylight hours and the following activities are strictly prohibited:

- Riding of motor cycles
- Lighting of fires and barbecues
- Flying model aircraft/drones
- Horse riding
- Shooting or archery
- Exercising Dogs

All users should respect the facilities and provisions made available, considering neighbouring properties and keeping the ground free from litter and any dangerous hazards.

No dogs are permitted anywhere within the boundary of the recreation ground.

The enclosed children's play area is designated for children under the age of 11 and children under 8 should be supervised by a responsible adult.

The Multi Use Games Area (MUGA) is designated for children over the age of 3.

No items other than personal belongings should be taken onto the enclosed children's play area or MUGA. Bikes and scooters should be left outside the fenced areas. The only drink permitted in the MUGA is water and no other liquid should be taken into the MUGA.

Any damage or dangerous hazard should be reported as soon as practicably possible to the Parish Council to the Parish Council email address: cwbpc@outlook.com
clerk@cantleywithbrantonparish.gov.uk

Parking in the designated car park is permitted for casual usage but only when there are no organised events at Kilham Hall Community Centre or Kilham Hall Meeting Rooms unless specific permission has been granted.

No structures including tents, marquees, gazebos or bouncy castles/inflatable activities may be erected without the specific permission of the Parish Council.

Vehicular access to the field is only allowed with express permission from the Parish Council.

2) Hire of Recreation Ground for Organised Events

The Parish Council will consider requests for the hire of the recreation ground for individual celebration or fund raising events for more than twenty people either in conjunction with the hire of Kilham Hall Community Centre/Meeting Rooms or a separate hire in accordance with this policy provided that a minimum of four week's notice is given.

The applicant is responsible for ensuring that the recreation field is suitable for the activities to be undertaken and should carry out an inspection of the area at the time of the application and prior to activities commencing to ensure no safety hazards exist. If it is intended to erect any structures e.g. bouncy castles details of public liability insurance must be provided along with details of the supplier at least fourteen days prior to the event and indemnify the Parish Council against all actions costs, claims, expenses and demands in connection with event.

All legislation relating to health & safety, food hygiene and fire regulations and provision of licences must be adhered to.

For ongoing organised events e.g. fitness classes a written request must be made at least six weeks prior to the activity commencing giving specific details of the activities to be undertaken and providing a copy of public liability insurance at least fourteen days prior to the hire commencing. Any group that involves children under the age of 18 that are not supervised by parents will be required to provide details of a current Disclosure and Barring Service (DBS) check.

Applications from profit/commercial organisations may be subject to a hire charge although the Parish Council may choose to waive this if the activity is deemed beneficial to the health and wellbeing of users.

Hirers should complete the Kilham Hall Field Agreement form (Appendix 1) when requesting to book the field and read the Conditions of Hire (Appendix 2) that accompany it.

3) Hire of Kilham Hall Meeting Rooms

The meeting rooms may be hired for small groups to meet either on an individual or regular basis e.g. local WI and football team committees or to provide services to the community e.g. NHS health checks or for usage by commercial organisations. The rooms may also be hired in conjunction with the recreation ground for storage and toilet facilities if Kilham Hall is not available or required.

Applications must be made to the Kilham Hall Booking Clerk telephone number 07856221470 who will advise of the availability in liaison with the Parish Council.

The cost of hire is £10 per hour.

4) Disclaimer

Items left on the recreation ground with or without the permission of the Parish Council are the sole responsibility of the owner and the Parish Council is not responsible for any damage caused to or by the items. Any third party using or tampering with the items without authority does so at their own risk.

Dated: 11th March 2026

Approved by the Parish Council: 1st April 2026

Reviewed: March 2027

Appendix 1



Cantley with Branton Parish Council

Kilham Hall Field Hire Agreement 2026/27

Before completing, please read the Usage and Hire of Recreation Ground and Meeting Rooms Policy and Conditions of Hire that accompany this form.

Hirer's details

Name of Hirer:	Daytime phone number:
Email:	
Name of Organisation:	
Position within organisation (<i>e.g. secretary</i>):	
Full postal Address:	Address for invoice (<i>if different</i>):

Booking details

Use start date:	
Please provide detail of the frequency of booking and/or list fixture dates on a separate sheet.	
Space/s required:	Options at site: KH Field, Gym Equipment, Football nets
Space/s booked to be used for:	

Booking times

	0900-1300	1300-1800	1800-2200
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Cantley with Branton Parish Council

Kilham Hall Field Hire Agreement 2026/27

Insurance

Clubs, organisations and businesses hiring council owned facilities must have adequate public liability insurance, which includes an indemnity for damage to the Council’s property. This also applies to an individual or a group of friends/neighbours organising an event that is open to the public. Where an individual or a group of friends/neighbours are organising a private event, where they will only be inviting their friends/family, the person completing this form retains the liability and it is their decision as to whether they take out insurance.

Please tick which of these applies to you:

- I am a private individual/representative of a group of friends organising a small private event. I do not have public liability insurance but I accept liability for the event.
- I am a private individual/representative of a group of friends organising a public event and my public liability insurance policy details are below.
- I am a representative of a club/organisation/business and I have listed the public liability insurance details below.

Name on Policy	
Insured by:	
Policy Number:	Limit of Indemnity: <i>(Minimum £5,000,000)</i>
Start Date:	Expiry Date:

Booking authorisation

Please read the enclosed hire conditions before signing this application. *If this form is returned by email, we will accept "yes" in the signature field.*

I confirm that I have read the enclosed hire conditions and agree to abide by them. I agree to be personally responsible for the fees & charges for this hire or letting. I confirm that to the best of my knowledge the information provided on this application is accurate and that if there are any changes at a later date these will be agreed with Cantley with Branton Parish Council. I understand this information will be held in accordance with the GDPR Regulations 2018.

Signed:	Print Name:
Position:	Date:
For and on behalf of <i>(name of club/organisation if applicable):</i>	

Contact us

Please return completed forms by email ewbpc@outlook.com clerk@cantleywithbrantonparish.gov.uk
Or by hand to: Cantley with Branton Parish Council, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF

Need assistance in completing this form?

Please contact ewbpc@outlook.com clerk@cantleywithbrantonparish.gov.uk or call 07761525584

May 2023 April 2026



Conditions of Hire – Open Spaces

General

These conditions apply to the hire of all open spaces and grounds which are the responsibility of Cantley with Branton Parish Council (CwBPC).

1. The hirer is responsible for informing CWBPC of any changes to their contact details
2. Please use the following email address when contacting CWBPC about your booking:
ewbpc@outlook.com clerk@cantleywithbrantonparish.gov.uk
3. The person signing the application will be personally responsible for ensuring the hire charge is paid and for compliance with these conditions. If this person is no longer the nominated contact for a group or organisation the person taking over responsibility must confirm this in writing by email or letter.
4. The open space or ground may only be used by the group or individual who makes the booking.
5. The hirer must check the venue is available before booking speakers, demonstrators or advertising their event, even if the letting is regular.
6. Hirers are responsible for informing CWBPC of the dates of their lettings, even if it is a regular booking. CWBPC cannot guarantee a venue will be available.
7. The hirer shall be responsible for supervising the activities and people present during the period of hire.
8. CWBPC always reserves the right of entry for its staff and contractors.
9. CWBPC may impose special conditions on a letting at their discretion. This may include requirements for fire precautions security, the exclusion or admission of any person, animal or item of equipment or the arranging of insurance cover.
10. The hirer shall be considerate to the neighbours and ensure there is no nuisance caused by noise or parking.
11. No video or photograph images may be taken of children or vulnerable adults on property owned or leased by CWBPC without obtaining prior consent from the individual's parent or carer.
12. Bouncy castles are permitted on or in any Council land or buildings but must have suitable safety precautions ie. firmly secured, supervised by an adult at all times.
13. CWBPC have a ZERO tolerance of anti social behaviour. Any incidence of anti social behaviour will result in the hire agreement being terminated.

Charges, payments and refunds

14. Charges will be made at rates fixed by CWBPC and shall be liable to change without prior notification.
15. Invoices are sent to the hirer unless CWBPC is instructed otherwise. If the hirer wants the invoice to be sent to another contact eg the Treasurer of the organisation, they must inform CWBPC at the time the hire agreement is submitted.
16. Payment is due on receipt of the invoice by bank transfer.
17. CWBPC reserves the right to cancel future bookings if invoices remain unpaid.
18. If the hirer cancels the booking with less than 2 working days' notice CWBPC reserves the right to charge the agreed hire fee in full.
19. CWBPC reserves the right to cancel bookings in exceptional circumstances and if the hirer breaches any of these conditions of use.
20. While every effort will be made to avoid a cancellation, CWBPC reserves the right to cancel a letting if the venue is required for CWBPC purposes or emergencies.
21. Refunds will be made at the discretion of CWBPC.

Care and Condition of Premises

22. There must be a responsible adult present and able to supervise at all times during the letting. The minimum age of a hirer is 18 years.
23. The hirer must pay CWBPC the cost of any damage resulting from a letting. This includes trees, equipment, and structures. All good care must be taken to preserve the natural environment.
24. The hirer must ensure any rubbish is cleared away and grounds are left in the condition they were found. Food and food waste must be removed and any excess waste that does not fit into bins supplied, removed. Please use recycling bins provided. The hirer may be responsible for any additional costs for clearing or rubbish disposal after a letting.
25. While CWBPC is unable to guarantee the fitness, suitability or conditions of the space at the start of the letting, every effort will be made to ensure the space is in a reasonable state. Please report any issues to the Clerk via email.
26. Lighting of fires on public open spaces is not permitted.
27. Camping is not permitted or overnight stays.

Emergency Procedures

28. The hirer must make suitable arrangements for First Aid and emergency access.

Insurance

29. Hirers must ensure they have adequate Public Liability insurance including an indemnity for damage to CWBPC's property. The hirer is liable for the cost of repair of any damage to the area and contents.
30. CWBPC's insurance does not cover the hirer's liabilities and the hirer must ensure they have insurance necessary to cover their activities.
31. CWBPC reserves the right to cancel bookings if the hirer does not produce details of Public Liability insurance.

Legal Requirements

32. The hirer shall comply with the legal requirements concerning the consumption of alcohol, music, singing and dancing licences, theatre licences and copyright. The hirer shall be responsible for obtaining licences or other permissions required for their letting, including for the sale of alcohol with a Temporary Event Notice or Premises Notice as appropriate.
33. The hirer is forbidden to use or allow the use of the premises for any illegal or immoral purpose and shall not carry on any activity to cause nuisance or annoyance to other users of the premises, neighbourhood or adjoining premises.
34. The hirer shall ensure that any activities comply with the provisions of the Children Act 1989 and that proper safeguarding measure are put in place where lettings include children or vulnerable adults. The hirer shall provide CWBPC with details of their DRB check and Safeguarding Policy on request.
35. The hirer shall at all times during the letting act in accordance with the Equality Act 2010, in particular to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity for all and foster good relations between people of diverse groups and co-operate with CWBPC in monitoring compliance with this provision.
36. The hirer shall comply with Fair Trading Laws and any code of practice used in connection with sales. The hirer shall ensure total prices of goods are prominently displayed and shall display the organiser's name and address and that any discounts offered are based on manufacturer's recommendations.
37. The hirer shall ensure the premises holds a Performing Right Society (PRS) licence permitting the use of copyright music. The hirer must ensure they or the premises holds any other relevant licences.

Compliance with Regulations

38. Failure to comply with the Conditions of Hire may lead to immediate cancellation of letting.

Contact us

Cantley with Branton Parish Council

Kilham Hall

Kilham Lane

Branton

Doncaster

DN3 3PF

Tel: 07761525584

Email: ~~ewbpc@outlook.com~~ clerk@cantleywithbrantonparish.gov.uk

Website: ~~www.cantleywithbrantonparish.co.uk~~ www.cantleywithbrantonparishcouncil.gov.uk



Induction Policy and Procedure

1. Purpose of the Policy

Induction is intended to acquaint the newcomer to the staff / councillor team with essential information such as the layout of the building, the location of facilities, the reporting structure, key personnel, Health and Safety procedures, any other policies and procedures, in order for him/her to become fully integrated into the Organisation as quickly as possible.

Induction is also an opportunity for every employee / councillor to get to know his/her Manager at an early stage and to ensure that every new employee / councillor fully understands his/her role and the part that he/she plays in achieving the overall objectives of the Council.

Induction procedures include the opportunity for all new employees and councillors to review their role-related training needs and identify what training they need to carry out their role effectively and for the employer to confirm that the employee is suitable for the job.

2. Introduction

All new employees and Councillors should undertake an induction programme to help them understand their role and their responsibilities and how they contribute to the Council's success.

2.1 Employees

All new employees will receive a comprehensive induction to the organisation as well as all related work and to their individual job role. The Clerk will take responsibility for the induction being carried out.

A programme for the first day is important and should include:

- A meeting with the Clerk & line manager
- Introduction to work colleagues
- Matters such as health & safety, provision of keys, etc
- Meeting the Chairman and Council Members should be scheduled into the programme on as soon as is practical basis. It is important to strike a balance between overloading a new employee with too much information and leaving them feeling neglected and abandoned.

2.2 Councillors

All new councillors should be sent The Register of Interest to sign as soon as they are elected / co-opted.

They should also be sent copies of:

- The Financial Regulations
- Standing Orders
- Code of Conducts and signposted to the Council's policies and procedures.
- Councillor Job Description
- Information Commissioners Office – Advice for elected and prospective Councillors
- Map of the parish
- A copy of the minutes for the previous three months (full council)



Induction Policy and Procedure

- Chairman's Annual Report
- Useful publications:
 - NALC guidance for councillors on declaring interests – Topic Note LTN 80
 - The Good Councillors Guide 2018
- Log-in details for the YLCA website
- Course dates and details of YLCA training for new and returning councillors
- Clerk's contact details

An induction session should be arranged by the Clerk before the first Full Council meeting at which the councillor will:

- meet members of staff,
- be shown around the office
- be given information about how /when to contact staff and other councillors
- be given a brief overview of the Council and committee structure and processes and the other councillors.

All new councillors are requested to attend the YLCA Training Session "Off to a Flying Start" as soon as possible after joining the Council.

3. The Induction Process

Irrespective of the new employee's job level he/she should be familiarised as quickly as possible with the function, policies and procedures within the Council. This is achieved through discussions with key members of staff and the completion of the full induction programme and checklist, see Appendices 1 and 2.

Completed induction programmes and checklists should be passed to the line manager for inclusion on the employee's personal file.

The line manager will agree what the new team member needs to know to be able to fulfil her/his role, along with an estimated time plan. They will also agree who is best equipped to carry out the various parts of the induction programme.

An induction checklist detailing areas to be covered within the first month of employment can be found in Appendix 1. Information is relevant to all new employees and can, and should, be tailored to the joiners exact requirements.

The Clerk and line manager will discuss:

- The exact nature of the employee's role (with reference to their job description)
- The Council's commitment to employee development
- Health & Safety matters on the induction checklist as well as the Council's Health & Safety Policy requirements which identify that employees have a responsibility to co-operate with their line manager in order to ensure a healthy, safe workplace and to take care of themselves and others.
- Fundamental details of the work place e.g. fire procedures, facilities, first aid, security and keys.

The Clerk will discuss:

- What the Parish Council does, how it is organised and who it services
- The Council's Vision, Mission Statement & Aims



Induction Policy and Procedure

- Staff Organisational Chart
- Councillors & Committees
- The Councils approach to learning, development and appraisals
- Procedures relating to pay, time sheets/leave sheets and expenses
- Pension options
- Induction programme and checklist (Appendices 1 & 2)
- Availability of Policies & Procedures
- Completion of annual leave / absence card
- Any other relevant issues

4. Progress Reviews

All employees will be on a probationary period which continues past the completion of their induction programme. Line Managers should therefore continue to meet with the new joiner on a regular basis to discuss performance, ability and development needs. Records from each meeting should be made and a copy passed to the Clerk for the employee's personal file.

Dated: 11th March 2026
Approved: 1st April 2026
Next Review: March 2028



Induction Policy and Procedure

Appendix 1 Induction Checklist

Employee Name:

Start Date:

Job Role:

Area to be covered	To be covered by	Date	Trainee Signature	Trainer Signature
Tour of the Parish Council office/Meeting Room: <ul style="list-style-type: none"> ➤ Fire Exits ➤ Fire Procedures ➤ Location of Extinguishers ➤ Photocopier ➤ Recycling ➤ WC ➤ Kitchen ➤ Issuing of keys 				
Tour of other properties: <ul style="list-style-type: none"> ➤ Kilham Hall 				
Other work colleagues: <ul style="list-style-type: none"> ➤ Meet the Chairman ➤ Meet the Councillors ➤ Meet the Groundman ➤ Meet the Caretaker of Kilham Hall 				
IT & Data Protection: <ul style="list-style-type: none"> ➤ User ID/log on to software ➤ Rules regarding password use ➤ E-mails ➤ Internet ➤ Website 				
Health & Safety Matters: <ul style="list-style-type: none"> ➤ General Health & Safety ➤ First Aid Boxes ➤ Accident Reporting ➤ Copy of Health & Safety Policy 				



Induction Policy and Procedure

Office Matters: <ul style="list-style-type: none">➤ Hours of work➤ Lunch/breaks➤ Issuing keys➤ Security of personal items				
HR Matters: <ul style="list-style-type: none">➤ Employment contract➤ Employee details (see appendix 2)➤ Annual leave request/record➤ Sickness/Absence notification/record➤ Pension scheme information➤ Policies and Procedures: availability➤ Risk Assessments/Health & Safety policy				
Finance Matters; <ul style="list-style-type: none">➤ P45 or ask to fill in a Starter checklist➤ Pay procedure, completion of timesheet, when paid➤ Bank details➤ NI Number				



Induction Policy and Procedure

Appendix 2 Personal Details Form

To help us meet the requirements of the Data Protection Act in maintaining accuracy, please ensure that changes that affect the following details are notified promptly to your line manager.

FOR COMPLETION BY ALL NEW EMPLOYEES

Personal Details

Full Name :		
Address :		
Postcode :		
Date of Birth:		
Telephone Number :		
Mobile Telephone Number :		
E-mail address:		
NI Number:		

Emergency Contact

Full Name :		
Emergency Contact Name :		
Relationship of above to you :		
Address :		
Postcode :		
Daytime Telephone Number :		
Evening Telephone Number :		
Mobile Telephone Number :		

Bank Details

You will be paid directly into your Bank or Building Society account via BACS. Please give your account details below:

Name of bank:		
Bank address :		
Sort Code:		
Account Number:		
Account holder name:		



Induction Policy and Procedure

Cantley with Branton Parish payroll provider holds a confidential computerised record containing details such as your name, address, date of birth, postnumber, job title. Cantley with Branton Parish Council holds the above information and your application form, job description, appointment letters, contract of employment and sickness absence forms.

Confidentiality: Data of a personal nature is treated as confidential and will not be disclosed externally without an individual's permission except in the case of mortgage reference requests or requests from organisations such as the Department for Work and Pensions where there is a requirement in law to do so.

Access to Records: It is the policy of this Authority to allow reasonable access by an employee to their own records. If you wish to view items on your file please contact your line manager. Items obtained in confidence (usually your references) will be removed but access is allowed to all other items.



Cantley with Branton Parish Council

Investments Policy

INTRODUCTION

- 1.1 A local council may invest funds for any purpose relevant to its statutory functions or for the purpose of prudent financial management (ss.12, 19 and 23 LGA 2003 [LGA2003 s12 onwards](#)). The latest guidance on local authority investments was issued by the Department of Levelling-Up, Housing and Communities (DLUHC) in 2018.
- 1.2 Cantley with Branton Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.

OBJECTIVES

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
- (i) Security of reserves
and then
 - (ii) Liquidity of investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

INVESTMENT POLICY

- 3.1 Cantley with Branton Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies. **Reserves will only be split between multiple institutions where the total reserve balance exceeds £60,000.** The Council shall only use specified investments as defined by the Department for Communities and Local Government (DCLG) guidance.
- 3.2 A significant percentage of the Council's reserves shall be placed on interest bearing term/notice deposits.
- 3.3 To retain liquidity these shall be placed with phased end dates i.e. there will always be some maturing sooner than others.
- 3.4 No one investment shall be for a period longer than 12 months.
- 3.5 ~~No investment shall be held with the council's current bankers.~~
- 3.6 The Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.
- 3.7 Investments shall be placed by the Responsible Financial Officer (if delegated authority is in place) having used due diligence including as a minimum finance search engines and ratings agencies.

- a. This shall be under the oversight of at least two members of the Parish Council.
 - b. The actual movement of money shall be by the usual authorised signatories.
- 3.8 The procedure for undertaking investments, considering the need for timely and speedy placing of deals) shall be documented by the Responsible Financial Officer and approved by the Parish Council before any investments are placed.
- 3.9 The Responsible Financial Officer shall review credit ratings of organisations in which the Council hold investments on a quarterly basis. Should the credit rating of an organisation fall below that specified under 3.65, the Responsible Financial Officer shall consult the Parish Council and take the appropriate action.

REVISION

- 4.1 Any revisions to this policy shall be approved by the Full Council.
- 4.2 The Parish Council shall review this policy annually and recommend any proposed changes prior to the commencement of the new financial year.
- 4.3 Where no changes are proposed, Full Council shall note the policy.
- 4.4 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 3% or the Financial Services Compensation Scheme is extended to cover the Council.

Dated: 25th June 2024
Approved: 3rd July 2024
Reviewed: February 2025
Approved: 5th March 2025
Reviewed: 16th March 2026
Approved: 1st April 2026



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

PAY POLICY STATEMENT

1. Scope of this Pay Policy Statement

1.1 This Pay Policy statement is produced in accordance with Chapter 8 of the Localism Act 2011. It was approved by Cantley with Branton Parish Council (“the council”) on 6th March 2024 and reviewed annually. It is made available on the council’s website.

1.2 Although the council is not deemed a ‘relevant authority’ according to the Localism Act 2011, our commitment to the highest level of transparency and robust governance is reflected in publishing this Pay Policy Statement by going above and beyond the statutory expectations as set out in legislation.

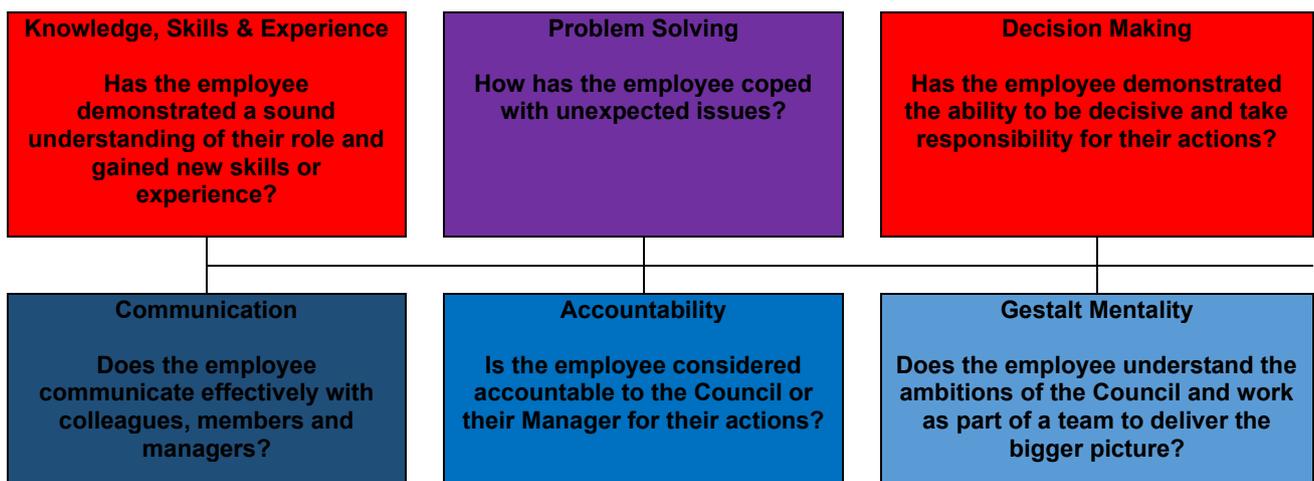
Included in this Pay Policy Statement (“this statement”) are the council’s pay and reward policies for that are designed: - to enable the council, as an employer, to retain competitiveness in the market place, and to maintain affordability of employment costs.

1.3 The council determines the terms and conditions of employment for all staff within the scope of this statement, including the application of any discretion available under the Local Government Pension Scheme (“LGPS”). It will act as the “remuneration committee” for the purposes of the Localism Act 2011.

1.4 The Clerk has delegated powers to implement actions that affect terms and conditions of employment that have first been agreed through the council.

2. Pay Determination

2.1 The determination of pay is conducted via the annual appraisal process overseen by the Clerk. The Clerk is responsible for submitting remuneration recommendations to the council. Proposals should be assessed against the Council’s Remuneration Award Matrix encompassing the following six key points:



2.2 Pay Bargaining and Negotiation

The Council pays due regard to the 'Green Book' as agreed via the National Joint Council (NJC) for local government services and is committed to awarding the agreed pay and conditions as set out in each agreement.

2.3 Appointments

The point at which an individual will be appointed within the pay grade will normally be the minimum of the scale. However, appointment may be at a higher point within the scale where justified.

2.4 Progression within a pay grade

Each pay grade contains a number of pay points called "spinal column points" (SCPs).

Once the employee reaches the maximum spinal column point (SCP) of the pay grade for the role there is no further increase unless a nationally negotiated pay award is given. Increases may be withheld from an individual as a consequence of disciplinary action. New starters must complete a nine-month probationary period before being eligible to receive an increase.

The ability to recommend an additional increase beyond the maximum ceiling for each employee is reserved to cases where an outstanding contribution has been made to the Council by an employee or where the scope and duties of the job role have expanded sufficiently to justify an increase in pay.

2.5 Allowances

The council does not operate a car allowance scheme. Mileage incurred by employees performing duties on behalf of the Council is reimbursed via the mileage claim system and paid via PAYE.

The council does not operate a performance pay scheme outside the pay grading structure that determines basic pay and therefore there are no performance or bonus payments paid to employees of the council.

3. Remuneration for Clerk

The Chairman of the Council is responsible for conducting the Clerk's appraisal and making a recommendation as part of that appraisal to the council. The council will determine any awards to be made to the Clerk taking into account the six key criteria under Section 2 of this document.

4. Remuneration for All Other Employees

The Clerk shall be responsible for submitting a summary assessment of all staff remunerations via the appraisal process and the Remuneration Award Matrix and submit such recommendations to the council ahead of the annual budgeting process.

5. Termination of Employment (Severance)

5.1 Local Government Pension Scheme

Membership of a pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The council operates the NEST pension scheme for employees who are eligible.

5.2 Redundancy Payments

Where an employee is made redundant, severance benefits may be payable subject to the conditions and terms of the redundancy. Where a redundancy payment is made, they are calculated on the basis of 1.5 weeks' gross pay for every complete year of service up to a maximum of 104 weeks. This calculation applies equally across all pay grades.

5.3 Re-engagement of former employees

The council's policy is that there is no general restriction on any future re-employment of an employee who has been made redundant or who is in receipt of a Local Government or other public sector pension. In fact, to adopt policies to the contrary could be subject to challenge under equalities legislation. However, re-employment must be on merit and should be unconnected with the redundancy, except where alternative employment is found and pension and redundancy payments are returned in accordance with the relevant legislation.

The council does not approve of redundancy or early retirement due to redundancy and immediate re-employment of staff either as direct employees, via an agency, or on a consultancy basis. If there are any exceptional circumstances that might appear to justify such arrangements, these must be agreed by a specially formed sub committee with sufficient justification from the Clerk.

6. Fairness in Pay

The council recognises the importance of fairness in pay. Pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories. Any consideration of varying the equal application of any policy in relation to pay and employment must be approved by the council.

7. Publication of Pay

The council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Ministry of Housing, Communities and Local Government. Information is published on the council's website in the council's annual accounts.

8. Gender Equality

The council is fully committed to gender equality by ensuring that all pay policies are applied equally to all employees regardless of their gender.

9. Legislative Changes

From time to time as required, the council will amend its policies, procedures and practices to ensure that it complies with its legislative duties and will ensure that employees are advised of the changes.

10. Review

The council will continue to review all pay levels to ensure fairness and equity. Any changes will be reflected in an updated pay policy. The policy will be reviewed by the Clerk on an annual basis and submitted to the council for ratification.

Dated: 11th March 2026
Approved: 1st April 2026
Reviewed Annually



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

GUIDANCE FOR THE EFFECTIVE MANAGEMENT OF RECORDING AT LOCAL COUNCIL AND PARISH MEETINGS

The right to record, film and to broadcast meetings of the council is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Cantley with Branton Parish Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

The rules that the council will apply are:

1. The council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of these rules/guidance will be provided to members of the public in attendance at a meeting of the council. The Chairman may also verbally remind the meeting and all present of the freedom to record but that these rules/guidance are in place to enable any type of recording to take place with minimal disruption to the council meeting.
3. Any person wishing to record a meeting in any format whatsoever is encouraged (but not compelled), to contact the Clerk prior to the start of the meeting. The Clerk’s details are set out in the public notice and agenda of the meeting; (or in his/her absence, the contact will be the Chairman of the council. Discussing requirements with the clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
4. The person making the recording may move around, however in doing so he/she must ensure that there is minimal or no disruption to the proceedings of the meeting.
5. A person or persons recording meetings are reminded that the “Public Participation” period is not part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
6. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
7. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, ie a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.

8. The council requests that all recording is overt (ie clearly visible to anyone at the meeting), but cannot compel those who are recording to do so.
9. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
10. A person or persons making a recording has no right to interrupt a council meeting by asking questions or making comments for the purpose of the recording. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
11. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules/guidance.
12. Persons who are recording are requested not to leave their equipment unattended where possible, and are responsible for their equipment at all times.
13. The recording and reporting on meetings of the council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the council's meeting's values or in a way that ridicules or shows a lack of respect for those in the recording. The council would expect any recording in breach of these rules to be removed from public view. The council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
14. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements he/she is requested to please contact the clerk prior to the meeting so that reasonable arrangements can be made. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
15. The council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.
16. Where a council meeting proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council meeting will include the availability of such recordings within its Publication Scheme.
17. The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
18. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

Date of Policy Adoption: 1st July 2015

Date of Policy Review: 3rd August 2023

Date of Policy Adoption: 5th September 2023

Date of ~~Next~~ Policy Review: ~~August 2025~~ March 2026

Date of Policy Adoption: 1st April 2026

Date of Next Policy Review: April 2028



Cantley with Branton Parish Council

RESERVES POLICY

Aim of Policy

To ensure the appropriate level of reserves are maintained.

Policy Objectives

Cantley with Branton Parish Council (the 'Council') is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

Reserves comprise two types:-

Earmarked

Those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an ear marked reserve.

General Reserve

The General Reserve is there to safeguard the Council against unexpected and unbudgeted events or emergencies. Whilst these are unknown events, risk management activities can assist in identifying the types, scale and frequency of risks that may occur.

The Governance and Accountability for Smaller Authorities in England guides that the General Reserve should be kept at a level of between three and twelve-months Net Revenue Expenditure. There is a wide range to reflect the large variation in size of Councils and their individual circumstances taking into consideration risk levels. Net Revenue expenditure is classified as the precept less any loan repayment or capital expenditure.

Policy

The Council will maintain its General Reserve at the lowest level above the recommended minimum that is commensurate with its assessed level of risk as calculated annually at budget setting time.

Ear marked reserves will be for specific purposes set out at the time of establishment and reviewed annually at budget setting time.

Implementation

The Council will review The Reserves Policy as part of the review of Financial Regulations and reported to the Parish Council as part of the budget setting process.

The Council will have the opportunity to review the levels of Earmarked Reserves held in accordance with the Parish Council's Financial Regulations and make recommendations for the creation of additional Earmarked Reserves as part of the annual budgeting process.

The Council will be required to identify the following when making recommendations for each reserve:

- The reason for/purpose of the reserve
- How and when the reserve can be used
- Procedures for the reserve's management and control
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy

General Reserve balances will be held by the Parish to cushion the impact of uneven cash flows and the impact of unexpected, unforeseen, emergency and uninsured situation and will be reviewed annually.

Monitoring

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Quarterly checks on compliance	RFO/ Clerk/ Full Council

Policy Consultation

A copy of the policy has been given to all staff and Councillors.

Related Policies and Strategies

Standing Orders
Financial Regulations
Action Plan
Risk Assessment

Policy Date: March 2026
Approved: 1st April 2026
Review date: April 2027

This document shall be reviewed annually or upon any changes to legislation or subject to the requirements of Cantley with Branton Parish Council.



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

TRAINING AND DEVELOPMENT POLICY

Council Statement of Intent on Training and Development for Staff, Members and Volunteers.

1. Cantley with Branton Parish Council's Commitment to Training & Development

Cantley with Branton Parish Council's Commitment to Training & Development.

Cantley with Branton Parish Council is committed to providing employees, members, and volunteers with the necessary training and development opportunities to ensure the Council can meet its aims and objectives. This includes equipping individuals with the skills required to deliver high-quality services and ensuring effective management and planning.

The Council encourages employees, members, and volunteers to undertake training and development from internal and external sources.

Training requirements will be determined and prioritised according to the Council's service delivery needs, policies, and individual roles, ensuring that training supports the achievement of the council's aims and objectives.

The Council will commit itself to and adopt the following:

- To develop employees, members, and volunteers to achieve the objectives of the Council.
- To regularly review the needs of and plan training and development for employees, members, and volunteers.
- To take action to train and develop individuals on recruitment/election/engagement and throughout their term of service.
- To regularly evaluate the investment in training and development to assess achievement and improve future effectiveness.

2. Identifying, Meeting, and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisals

- Workforce planning
- Team meetings
- Annual plan
- Change processes

The Council will encourage individuals to identify their own learning styles and will seek to provide a variety of training methods, including:

- Conferences, seminars, and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs, etc.)
- In-house training
- Work shadowing
- Time for self-directed research and learning

3. Categorising Training and Personal Development

Training and development opportunities will be classified into three categories:

Mandatory: Required by law or essential for the role. Examples:

- Health and Safety (e.g., Personal Safety, Manual Handling, Display Screen Equipment)
- Data Protection
- CiLCA for clerks

Desirable: Not legally required but enhances job performance. Examples:

- Job-specific software training (e.g., Microsoft Excel)
- Governance training
- ROSPA for Handyman/Gardener

Optional: Training that benefits personal career development but is not directly necessary for the role. Examples:

- Community Governance courses
- Town Planning Technical Support diploma

Employees

- Induction training and professional guidance for new employees will be provided.
- Current or new clerks should hold or obtain CiLCA or an equivalent qualification.
- Current or new RFOs should hold or obtain an appropriate accountancy qualification.
- Employees are encouraged to proactively identify their own training and development needs.

- Line managers will assess service-based training needs, considering new legislation, IT skills, and other requirements.
- Staff will have opportunities for Continuous Professional Development (CPD), identified at annual appraisals.
- Additional training may be requested through line managers at any time.

Members

- Induction training and a handbook detailing Council policies and procedures will be provided for all new members.
- Newly elected Chairs of the Council are encouraged to attend YLCA's "Chairmanship Skills" course as soon as possible after election.
- New councillors are encouraged to attend YLCA's "What Councillors Need to Know" within one year of taking office.
- Councillors wishing to refresh their skills or knowledge can request to attend authorised courses at any time during their course of office.
- Specialist in-house training will be provided on an ad-hoc basis.

Volunteers

- Volunteers will receive an induction relevant to their role, including health & safety, safeguarding, and council procedures.
- Role-specific training will be provided based on the tasks volunteers are expected to perform.
- Volunteers will have access to relevant learning resources, including guidance documents, online training, and mentorship.
- Where applicable, volunteers will be invited to attend council training sessions to enhance their contribution.

4. Financial Support and Study Leave

A budget is set annually for employee, member, and volunteer training.

- The Council may contribute to tuition, exams, and materials.
- Repayment of financial support may be required if the individual leaves the Council within one year of completing the course, fails to complete the training, or does not attend without good reason.
- Study leave will be provided for mandatory training.
- For professional development training, up to **3 days per year** of study leave may be granted.
- For career development training, up to **3 days per year** of study leave may be granted if directly related to the individual's role.
- Requests for study leave must be submitted in writing to the Clerk or Chairman of the Council.
- No study leave will be granted where individuals undertake study which is not required for their role. However, the Clerk or Chairman of the Council will consider requests for flexible working to allow the study to take place, as long as the needs of the Council are met.

5. Training Resources/Providers

Training Providers:

- Society of Local Council Clerks (SLCC)
- Yorkshire Local Councils Associations (YLCA)
- National Association of Local Councils (NALC)
- Regional and National Seminars/Conferences
- Other recognised training agencies for local authorities
- Principal authority - City of Doncaster Council
- In-house training sessions

6. Training Reports

A yearly summary of training undertaken by employees, members, and volunteers will be presented to the Council.

7. Review of this Statement of Intent

This statement will be reviewed biennially and presented to the Council in February/March for approval.

Dated: 16th March 2026

Approved: 1st April 2025

Review: Annually

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY APRIL 2026

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
February 2025		
24/02276/MAT Manor Farm, 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 (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources.	Pending
March 2025		
25/00382/TCON 24 Warrington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending
April 2025		
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive.	Pending
June 2025		
25/01290/FUL Manor Farm, Bessacarr Lane, Bessacarr	Section 73 application to vary condition 12 (150 dwelling occupied before Stoops Lane) of planning application 14/00124/WCC under 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 (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09.	Pending
August 2025		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 168 dwellings with associated landscaping and drainage (reduction from 184 dwellings to 168 dwellings, amended plans, including revised layout)	Pending
October 2025		

25/02089/FUL 3 Oakcrest, Bessacarr	Erection of first floor extension above the existing garage including associated works	Granted
February 2026		
25/02474/FUL 46 Warning Tongue Lane, Cantley	Application to vary condition 2 (approved plans) of planning application 19/03024/FUL (granted on 30/04/2020); Erection of 3 detached dwellings following demolition of 2 semi detached bungalows	Pending
26/00073/ADV Yorkshire Wildlife Park, Brockholes Lane, Branton	Display of 7no fascia signs for the Hub buildings at the Hive	Advertisement Consent Granted
26/00144/FUL The Gables, Beech Tree Close, Old Cantley	Erection of a single storey rear extension	Pending
March 2026		
26/00227/FULM Land East Of Warning Tongue Lane, Cantley	Residential development of 187 dwellings including associated access and infrastructure (without compliance with condition 2 of planning application 21/03645/FULM granted on 14/06/2024 - (Plans and Specs)) (Retrospective)	Pending

APPEALS

25/00008/REF 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).	Appeal Against Refusal
--	---	------------------------