



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 3rd December 2025 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk)

1) APOLOGIES FOR ABSENCE

1.1 Apologies

Councillor Rebecca Boyd and Councillor Neville Williams.

1.2 Reasons for absence considered

RESOLVED (1)

Councillor Boyd and Williams' apologies for absence were approved.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

None.

2.2 Request Dispensation from Proper Officer

None.

2.3 Items to which the public and press are excluded

Items 17.1 to 17.2 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 5th November 2025

RESOLVED (3)

3.1 The minutes of the Parish Council Meeting held on the 5th November 2025 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

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

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

4.2.1 A resident had contacted the Clerk to complain about the festive illuminations.

RESOLVED (4)

4.1 The Clerk had responded to the resident and confirmed she would carry out a site visit and rectify anything not satisfactory.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

5.2 Update on the MUGA

Still awaiting a refund from CDC regarding overpaid fees.

5.3 Identify any new Highway matters

The following issues were raised:

- Parking on Chapel Lane and Doncaster Road (with the junction of Brockholes Lane) from The Mulberry Rooms and the Personal Trainer next door.

RESOLVED (5)

5.1 Councillor S. Cox's apologies were noted.

5.2 The Clerk will continue to chase the refund from CDC.

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

5.3 The Clerk will report parking issues to the PCSO's.

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. Warren Park's Christmas tree and electrical column were discussed together with H.M. Land Registry search. The Clerk also provided members with an updated Action List for information.

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

Updates are carried out daily/weekly. The new website host hasn't been able to complete the website. The Clerk has expressed her disappointment and frustration and the new host has offered to transfer the hosting to himself free of charge so that the Parish Council doesn't incur additional costs.

RESOLVED (6)

6.1 The Clerk's Report was noted.

6.2 The Clerk will continue to liaise with Aires Networks Ltd relating to the progression of the new website and push for completion asap.

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

7.1 Kilham Hall Gates

The Clerk provided Members with four expressions of interest for helping open/close Kilham Hall gates. Members considered the interests and wished to thank all residents for wishing to help.

7.2 Branton Farm Nurseries - Hedgetrimmer

The Clerk informed Members that the hedgetrimmer cannot be repaired and therefore Branton Farm Nurseries have offered the Parish Council a replacement, free of charge. The Gardener/Handyman is happy with the replacement offered.

7.3 Kilham Hall Management Committee

Councillor Gibbins stated there was no update since the last meeting.

RESOLVED (7)

7.1 Members approved a local resident to be gatekeeper. The Clerk will inform the residents and check they are still OK with this role and go through December's rota with them.

7.2 The Clerk will inform the other interested residents regarding the gatekeeper position and thank them for their interest.

7.3 Members wished to offer the new gatekeeper an ex gratia payment of £50 for December due to the number of visits that is required.

7.4 Members were happy for the Gardener/Handyman to liaise with Branton Farm Nurseries and obtain a replacement hedgetrimmer.

8) PARISH MATTERS

8.1 Bellway Development

The Clerk informed Members that Bellway and Mr Fox have submitted an outline planning application for the development off Doncaster Road. The Parish Council and any residents wishing to make any representations/objections should do so within the 21 day timescale to CDC.

8.2 Remembrance Displays 2026

Members discussed remembrance displays for 2026 and agreed to continue to improve them.

8.3 Graffiti on the Ball Wall

The Clerk presented Members with a number of designs provided by children from Branton St Wilfrid's Church of England School to consider. Members were impressed with the thought gone into the designs and chose a winner to cover the graffiti on the ball wall.

RESOLVED (8)

8.1 The Clerk will draft an email to CDC objecting to the Bellway Development and circulate it to Members for consideration.

8.2 Members are to look at the associated documentation on CDC's planning portal relating to the Bellway Homes development and use this to incorporate any additional information in the response to CDC.

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

Minutes subject to approval at the next meeting

8.3 Members agreed to continue to improve remembrance displays. The Clerk is to incorporate additional funds into next years budget and continue to post requesting residents support in making the poppies for the displays.

8.4 Members chose a design by JS in Class 3 at Branton St Wilfrids Church of England Primary School to replace the graffiti on the ball wall. The Clerk will inform the school and discuss with the Handyman when and how this is carried out.

9) PARISH COUNCIL MATTERS

9.1 Internal Auditor

Members considered appointing an auditor to carry out the internal audit.

RESOLVED (9)

9.1 Members approved to appoint Claire Wellings as the Parish Council's Internal Auditor.

9.2 The Clerk will contact Claire to ensure she is happy to carry out this role.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section		
					£	£	£
25/116	Clerk - Postal Order & Stamps	8.87		8.87			GPoC
25/117	Clerk - Ordnance Map	22.92	4.58	27.50			GPoC
25/118	Branton Farm Nurseries - Plants	45.23	9.06	54.29			GPoC
25/119	DAB Graphics - Sign for Field	299.50	59.90	359.40			GPoC
25/120	Glendale (Sept Grass Cut)	103.98	20.80	124.78			GPoC
25/121	Arrow Publications	105.00	21.00	126.00			GPoC
25/122	Online Playgrounds - Parts	256.17	51.23	307.40			GPoC
DD03/16	Unity Trust - Fees	6.00	0.00	6.00			GPoC

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section		
					£	£	£
25/123	Clerk - Payroll			tbc			GPoC
25/124	Handyman - Payroll			tbc			GPoC
25/125	HMRC			tbc			GPoC
25/126	Clerk - Chocolates for Carols/Tree	8.15	1.63	9.78			GPoC
25/127	Clerk - Female Silhouettes	312.5	62.5	375			GPoC
25/128	Handyman - Expenses	44.37	8.87	53.24			GPoC
25/129	Clerk - Storage Boxes	56	0	56			GPoC
25/130	YLCA - CCTV Training	27.40	0	27.4			GPoC
25/131	Clerk - Paper	20.95	0	20.95			GPoC
DD06/07	Plusnet	26.99	0	26.99			GPoC
DD2/54	O2 Mobile	11.5	2.3	13.8			GPoC

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

10.2 November's Bank Reconciliation

Members deferred this item to January.

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

10.3 Donation to Thorne Rural Lions

Members considered donating £100 towards Thorne Rural Lions village Santa visit.

10.4 First Draft of 2026/27 Budget

Members were presented with the first draft of the 2026/27 Budget for consideration/amendment. This includes additional funds for a number of new developments and a section for contingencies. The Clerk informed members that currently the Parish Council has an earmarked reserve of £12,857 being for the defibrillator, Christmas tree and Illuminations for Warren Park estate together with contingencies, leaving a balance of £49,000 in reserves. Parish Councils are advised to keep approximately 6 to 12 months of their precept figure in reserves. There are four more months within the financial year and therefore additional spending will be incurred. Members were asked to prioritise new developments and spending to ensure the precept isn't increased dramatically as currently the draft budget would mean a 55% increase in the precept.

10.5 Bank Statements

The Clerk presented Members with the bank statements for 1st to 30th November 2025 showing a balance of £84,363.81, 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 The Clerk will put November's Bank Reconciliation onto January 2026 Agenda.

10.3 The Clerk will contact Thorne Rural Lions to make a donation of £100.

10.4 Members are to make amendments to the Draft Budget for 2026/27 and return to the Clerk by 17th December 2025 to enable the Clerk to provide a 2nd draft to circulate to Members for further consideration prior to the next meeting where it will need to be approved.

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

11) POLICIES/PROCEDURES

11.1 Members agreed to defer the IT Policy to the January 2026 meeting.

RESOLVED (11)

12) PLANNING APPLICATIONS

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

25/02138/OUT Land To The Rear Of 38 - 40 St Vincents Avenue, Branton	Outline application for erection of self / custom-build dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	No comments or concerns
25/02274/FUL 57 Chapel Lane, Branton	Erection of a single storey rear extension	No comments or concerns
25/02328/FUL Jasmindene, Kilham Lane, Branton	Erection of side and rear extension	No comments or concerns
25/02275/OUTM Land Off Doncaster Road, Branton	Outline application for erection of a residential development on approx 6.50 ha of land (approval being sought for access).	Members will draft a response after checking additional documentation and send an objection to CDC

RESOLVED (12)

12.1 Feedback is given to the Planning Department at CDC on the planning applications received.

13) POLICE ISSUES

13.1 Police Issues

One resident attended the drop in on 19th November 2025. Next session is on 17th December at 10am at The Café, Branton Garden Centre.

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

Minutes subject to approval at the next meeting

RESOLVED (13)

13.1 Members noted the police update.
13.1 The Clerk will advertise the future Police Drop In sessions on social media and the website.

14) TRAINING/EXTERNAL MEETINGS

14.1 Parish Council Joint Consultative Committee
The Chairman had previously circulated feedback from this meeting to Members for information.

14.2 CCTV and Data Protection
The Clerk attended the above webinar last night. She provided Members with a brief update.

RESOLVED(14)

14.1 Members noted the Clerk's feedback. The Clerk will circulate the presentation slides to Members for information.

15) ITEMS OF CORRESPONDENCE

15.1 Correspondence denoted on the agenda
Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin.

RESOLVED (15)

15.1 That the items of correspondence denoted on the agenda be received and duly noted.

16) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 7th January 2026 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's November Timesheet
The Clerk's timesheet for November was shared for information. The Clerk has worked 4.5 hours over her contracted hours.

17.2 Handyman's November Timesheet
Handyman's timesheet for November was shared for information.

RESOLVED (17)

17.1 The Clerk's timesheet was received and it was Resolved that the Clerk be paid for the additional hours worked during November.

17.2 Members noted the Handyman's timesheet.

17.3 The Clerk will forward timesheets to the payroll provider and inform them of the additional 4hrs 30minutes to be added to the Clerk's timesheet.

The meeting closed at 7.50pm.

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

Minutes subject to approval at the next meeting

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

1) CDC

- a) MUGA - Awaiting refund of our fees from CDC. Clerk continuing to chase.
- b) Land at top of Brockholes Lane – Advertised on Facebook for volunteers to help January/February time – have 4 offers of volunteers so far plus a few Councillors.
- c) Christmas Tree for Warren Park –CDC haven't ordered the tree so not purchasing this year. Electrical Column will be installed 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.

2) Recreation Ground/Garden Areas

- a) Fence Maintenance - Handyman will continue to paint fence around KH.
- b) Hedgecutter – Garden Centre have confirmed repair won't take place due to issues with manufacturer and getting parts. Handyman has collected suitable replacement.

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

- a) Internet – A lot better now new provider in place.

4) Parish/Community

- a) Defibrillator's – Checked regularly and the Circuit Website updated. KH Defib may be coming close to lifespan and battery isn't charging fully so Clerk to look into this in readiness to purchase new one. New pads purchased and replaced on Kilham Hall and Shop defibs as expired November. Placement of a Defib at Warren Park/Manor Farm put on hold as a suitable location cannot be found.
- 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, therefore Clerk has chased CDC Enforcement Team and Ward Councillors for an update on this. Awaiting reply.
- d) New Development Consultation – Objection email sent to CDC via email and online reporting. Shared post on FB for residents to see response.
- e) Fence on Valley Drive – Reviewed ownership/damage to fence and added to Handyman's tasks to fix it during the Autumn/Winter/Spring months.
- f) Ownership of Woodland to the rear of Branton St Wilfrids School/Mill Lane – Purchased a second official ordnance survey map at cost of £16 (plus fee so £20 in total) to send with HM Land Registry enquiry. Rechecked purchase with a Councillor to ensure correct plan. Reply sent from HM Land Registry to say not acceptable. Found a third plan which Clerk thinks is compatible, rang HM Land Registry for guidance, this was forwarded to a different department and awaiting response. Placed on January Agenda for Members to determine next steps.
- g) Improvement to Christmas Illuminations – Clerk costed lamppost illuminations for 2026/2027 budget. This was a rough estimate as CDC couldn't give definitive quote due to processes and costs changing in 2026. The approximate costing covered 45 illuminations, lamppost stress testing and electrical sockets to be installed throughout Branton, Old Cantley and Warren Park. Facebook post made and shared to Branton Village Voice to seek residents views. Clerk will update Members when the Budget is discussed.

5) Parish Council Procedures/Finance

- a) Website – Updated regularly. Been chasing new gov.uk website if ready to go live. Was told it would be done by end of October but still not received links. Extended hosting of current website with new provider paying for this.
- b) Facebook – Updated regularly.
- c) Policies – IT Policy reviewed and Disciplinary Policy (due to NALC amendments).
- d) Unity Bank – Ordered credit card for account. Still awaiting confirmation.
- e) Honours List – Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.

6) Police

- a) Drop In Session – Last session held on 17th December at the Café at Garden Centre. Cllr Sprack raised issue of parking on Doncaster Road/Top of Brockholes Lane for Mulberry Rooms. PCSO's were aware of this however when they'd done spot checks there were no issues. Next session will be held on 21st January 2026 at 6pm at Kilham Hall Meeting Rooms.

03/09/2025	3.1	Put approved minutes on website and file Contact Persimmon/Ward Cllrs/Steve Racjan re: safety re: lorries on Warren Park	Clerk	09/09/2025	N	Done Done
03/09/2025	4.1	Contact Ward Cllrs for update on Car Sales	Clerk	04/09/2025	N	Done
03/09/2025	5.1	Room and Enforcement action Inform CDC that PC won't be paying o/s balance til all snagging list complete and ask how much the refund to the PC is for	Clerk	04/09/2025	N	Done
03/09/2025	5.2.2		Clerk	04/09/2025	N	
03/09/2025	5.4.1	Chase CDC about Litter Picking Signs	Clerk	04/09/2025	N	Done and signs put on Gatewood Lane
03/09/2025	5.4	Report Highway issues raised by Members to Councillors to provide Clerk with a photo of themselves for website	Clerk	04/09/2025	N	Done Emailed Cllrs to remind them on 18/09/25 Sent Cllr Boyd, Williams & Sprack photos
03/09/2025	6.2.2		Councillors	18/09/2025	Y	25/09/25 and reminded other Cllrs for
03/09/2025	6.2.3	Add regular payments to new website	Clerk		Y	Awaiting new website
03/09/2025	6.2.4	Add grant details to new website Add a form on the new website - ideas for new initiatives and put a post on Facebook	Clerk		Y	Awaiting new website Facebook post added
03/09/2025	6.2	Remove Holly Bush that has died and replace with something not as evasive to next door	Clerk	18/09/2025	N	Informed Gardener of this and asked him to action
03/09/2025	7.1	Confirm painting of playground with Bagnalls and inform Handyman of start date	Handyman	12/09/2025	N	Done
03/09/2025	7.2	Update FB and website of painting of	Clerk	04/09/2025	N	
03/09/2025	7.3	Obtain quotes for signs updating to the park	Clerk	15/09/2025	N	Done
03/09/2025	7.4	Confirm purchase of bin for placement near Print off SY Police signs on E-scooters and laminate and place around the park	Clerk	25/09/2025	N	Done and going to November PC
03/09/2025	7.5	Repair the Wooden fence on Valley Drive	Clerk	04/09/2025	N	Done
03/09/2025	8.2	Inform Persimmon that the PC don't want to	Clerk/Handyman	04/09/2025	N	Done
03/09/2025	8.3	Repair the Wooden fence on Valley Drive	Clerk	04/09/2025	N	Informed Handyman 12/09/25 that he can go ahead and plan this into his work
03/09/2025	8.5	Confirm order for Electrical Column at Warren	Handyman	12/09/2025	N	
03/09/2025	8.6	Draft letter to CDC re: Bellway Homes proposed development, send to Members then CDC	Clerk	04/09/2025	N	Done and confirmed by telephone
03/09/2025	8.6	Contact CDC Youth Engagement Team re: getting younger members involved in local	Clerk	04/04/2025	N	Done
03/09/2025	9.3	Contact local schools (McCaulays/Hayfield/St Wilfreds) re: getting younger members involved in local governance	Clerk	04/04/2025	Y	Done - Awaiting reply
03/09/2025	9.3		Clerk	04/04/2025	Y	Reply from Branton saying yes they'd be interested

		Members to let Clerk know if there are any new initiatives they want including in 2025/2026 budget				Emailed Cllrs reminder on 18/09/25 and scheduled FB post for week commencing 22/09/25
						Renew CCTV - Requested 4 quotes 23/10/25
						Contingency for park replacement
						New Tubs for KH Car Park - sought quotes
						Updates to KH following Fire Training
						New Trolley for Zip Wire - £250 - bought 2025
						New 2nd Gate for fenced playpark - £1000
03/09/2025	9.4	Contact CDC playground inspector and discuss new equipment	Councillors		N	Done - Contacted CDC Officer and he's recommended two companies to contact.
03/09/2025	9.4	Draft an article for Winter newsletter asking residents what they'd like to see and also do FB	Clerk	15/09/2025	N	Made contact and awaiting replies
03/09/2025	9.4					Done
03/09/2025	10.1 & 10.2	Pay invoices/payroll	Clerk	12/09/2025	N	Done
		Arrange date with Cllr Butterworth and Cllr				Done - Saturday 20th September at 10am
03/09/2025	10.3	Odell for internal control exercise	Clerk	04/04/2025	N	
03/09/2025	10.4	Get Cllr Butterworth to sign bank statements	Clerk	20/04/2025	N	Done
03/09/2025	11.1.1	Amend typos re: DMBC/CDC	Clerk	15/09/2025	N	Done
03/09/2025	11.1.2	Finalise amendments	Clerk	15/09/2025	N	Done
03/09/2025	11.1.3	Add users with mobility issues to RA	Clerk	04/09/2025	N	Done
03/09/2025	11.1.3	Forward to KHMC for adding to their Agenda	Clerk	04/09/2025	N	Done
03/09/2025	11.1.4	Forward to KHMC for adding to their Agenda	Clerk	04/09/2025	N	Done
03/09/2025	12.1.1-12.1.4	Provide responses to CDC re: planning	Clerk	04/09/2025	N	Done
		Respond to resident with copy of PC's reply to				Done
03/09/2025	12.2	TSI re: Planning application	Clerk	04/09/2025	N	
		Finalise rota for Police/Cllr Drop in and let				Done
03/09/2025	13.2	Members know	Clerk	09/09/2025	N	
		Inform YLCA that TG and RO attending Joint				Done - however since Cllr Odell can't
03/09/2025	14.7	Annual Meeting In Walton, Leeds	Clerk	04/09/2025	N	attend due to prior engagement
		Inform YLCA that TG and RB attending SY Branch				Done and sent joining link to Cllrs
03/09/2025	14.8	Meeting via zoom	Clerk	10/09/2025	N	
03/09/2025	17.1 & 17.2	Send timesheets to Warrens GBC for payroll	Clerk	04/09/2025	N	Done and forwarded payroll to Chairman
		Inform Warrens GBC of incremental increase for				Done
03/09/2025	17.4	Clerk following CILCA qualification	Clerk	04/09/2025	N	

		Inform Caroline Feather that PC want to continue with payroll services from Warrens				Done
03/09/2025	17.5	GBC at a cost of £90 per quarter	Clerk	04/09/2025	N	
03/09/2025	17.6	Set up Staffing Committee meeting	Clerk	04/09/2025	N	Done - 16/09/25
01/10/2025	3.1	Put approved minutes on website and file Chase Darren Horton for update on Car Sales	Clerk	02/10/2025	N	Done
01/10/2025	5.1	Garage on Chapel Lane	Clerk	02/10/2025	N	Done - 14 days notice was given on 8/10/25
01/10/2025	5.2	Chase CDC about o/s balance and refund	Clerk	02/10/2025	N	Invoice received and paid 24/10/25
01/10/2025	5.3	Report Highway issues raised by Members to	Clerk	03/10/2025	N	Done
01/10/2025	6.1	Order additional Christmas Illuminations	Clerk	06/10/2025	N	Done
		Order Ordnance Survey Map and send enquiry off to H.M. Land Registry	Clerk	10/10/2025	N	Done
01/10/2025	6.2	Chase Aires re New Website	Clerk	03/10/2025	N	See later action
01/10/2025	7.1	Order parts for park following ROSPA inspection	Clerk	06/10/2025	N	Done
01/10/2025	7.2	Order sign for park including MUGA	Clerk	06/10/2025	N	Done - agreed at November meeting
01/10/2025	7.3	Look at Deed between PC & KHMC re: Contact Streetscene re: litter picking signs and defer purchasing signs til December once hear back from CDC reporting	Clerk	06/10/2025	N	Done and shared with Members
		Install poppy displays w/c 20/10/25 and remove w/c 24/11/25 - inform Handyman	Clerk	03/10/2025	N	Done
01/10/2025	8.1	Inform Caretaker of Closing time of gates for KH	Clerk	06/10/2025	N	Done
01/10/2025	8.2	after clocks change	Clerk	03/10/2025	N	Done
		Incorrect date on Agenda - Intruder Alarm test	Clerk	03/10/2025	N	Done
01/10/2025	8.6	was on 10th September 2025	Clerk		N	Done
		Forward newsletter to Today Publications and Arrow Publications	Clerk		N	Done
01/10/2025	9.1	Confirm auto-enrolment of the SLCC Annual	Clerk	04/10/2025	N	Done
01/10/2025	9.2	Membership when the time arises	Clerk	02/11/2025	N	
		9.3 Check whether Civility and Respect Assurance	Clerk			Not YLCA
(numbered		Statements need forwarding to YLCA or NALC	Clerk			No reply from NALC and nothing mentioned in News Bulletins so presume just file for our records
9.2 on						
Agenda in						
error)			Clerk	14/10/2025	N	

		Review the following items for 2026/2027 budget - External access for DDA audit Price up additional parking spaces on grass at front					Check with Steve prices for wider doors/ramp etc Emailed some surfacing specialists and contacted CDC re: permission
9.4							Panto - done
(numbered 9.3 on Agenda in error)	Pantomime - reduce donation to £500 next year then gradually over the forthcoming years						
01/10/2025	Screen/Projector for Meeting Room	Clerk			N		Screen/Projector - done - sent to members for checking
01/10/2025	10.2 Pay invoices/payroll	Clerk	13/10/2025		N		Done
01/10/2025	10.3 Put Internal Control Exercise on website	Clerk	02/10/2025		N		Done
01/10/2025	10.4 Put 2nd Quarter Bank Reconciliation on website	Clerk	02/10/2025		N		Done
01/10/2025	Take Bank reconciliation to PC meeting monthly - add to each Agenda	Clerk	02/10/2025		N		Done
01/10/2025	10.5 Defer 2nd Quarter Budget Monitoring Report til November meeting - put on Agenda	Clerk	02/10/2025		N		Done
01/10/2025	10.6 Make Claim to HMRC for 2nd quarter VAT	Clerk	06/10/2025		N		Done
01/10/2025	10.7 Contact Royal British Legion about Poppy Wreaths and donation	Clerk	06/10/2025		N		Done
01/10/2025	10.8 Apply for a credit card via Unity Trust	Clerk	06/10/2025			Y	Done - taking longer than normal, will be New Year now. Unity are waiving the £50 set up fee as good will gesture
01/10/2025	10.9 Book place on training for Clerk	Clerk	06/10/2025			Y	
01/10/2025	11.1.1 to 11.1.2 Put policies onto website	Clerk	03/10/2025		N		Done
01/10/2025	Provide responses to CDC re: planning applications	Clerk	06/10/2025		N		Done
01/10/2025	12.1.1 Review CCTV/GDPR Policy inlight of Village Hall	Clerk	02/10/2025		N		Done
01/10/2025	14.1 Webinar information	Clerk	30/10/2025		N		
01/10/2025	14.1 Book Clerk on CCTV Training provided by YLCA	Clerk	14/10/2025		N		Done - Training on 02/12/25 7pm-9pm
01/10/2025	Pass on Cllr Williams apologies to YLCA SY						Done
01/10/2025	14.2 Branch meeting on 8/10/25	Clerk	02/10/2025		N		
01/10/2025	Send Clerk & Handyman's timesheets and mileage claim to Warrens GBC	Clerk	03/10/2025		N		Done
01/10/2025	17.1 & 17.3 Defer to January 2026 re Clerk's hours	Clerk			N		
01/10/2025	Send letter to Handyman following Staffing Committee	Clerk	08/10/2025		N		Done
05/11/2025	3.1 Put approved minutes on website and file	Clerk	06/11/2025		N		Done

05/11/2025	5.3	Chase SY Transport re: Bus shelter on Doncaster Road near Badgers Holt	Clerk	07/11/2025	N	Done
05/11/2025	5.3	Chase Darren Horton at CDC re: Enforcement action on Chapel Lane x 2	Clerk	06/11/2025	Y	Awaiting reply
05/11/2025	6.1	Order wider area map for HM Land Registry	Clerk	10/11/2025	N	Done and sent enquiry to HM Land Registry 11/11/25
05/11/2025	6.2	Query Write to Aires and complain about time it is taking to make new website	Clerk	11/11/2025	Y	Awaiting reply
05/11/2025	7.1	Action ROSPA actions	Clerk/Handyman		N	Noted actions and worked into Handyman's workplan
05/11/2025	7.2	Purchase new sign for KH field incorporating MUGA	Clerk	07/11/2025	N	Ordered
05/11/2025	7.3	Advertise Gatekeeper role on FB and website	Clerk	06/11/2025	N	Await any replies and add to December Agenda
05/11/2025	7.4	Let KHMC Members know Equality Act/DDA is a legislative requirement not an option	Clerk	10/11/2025	N	Gave Cllr Sprack & Cllr Gibbins a brief note for KHMC meeting
05/11/2025	7.4	Contact CDC to see if they could do a DDA	Clerk	07/11/2025	N	Response received from CDC - they don't
05/11/2025	7.4	Measure width of doors at KH to ensure we meet DDA requirements	Clerk	07/11/2025	N	Done
05/11/2025	7.4	Message Streetscene about amount of rubbish collected from Gatewood Lane and chase signs	Clerk	07/11/2025	N	Response received from CDC - they're putting signs on Gatewood Lane
05/11/2025	8.1		Clerk	06/11/2025	N	
05/11/2025	8.2	Do an FOI to CDC re: Number of properties in Branton and contribution to Local Plan	Clerk	06/11/2025	N	Reply received from CDC and shared with Members
05/11/2025	9.1	Enquire with YLCA whether Royal Garden Party can only be a serving Councillor	Clerk	06/11/2025	N	Done - needs to be serving Councillor.
05/11/2025	9.1	Add 3 lady silhouettes to Remembrance Displays	Clerk	06/11/2025	N	Added to budget
05/11/2025	9.2		Clerk	06/11/2025	N	
05/11/2025	10.1	Pay invoices/payroll	Clerk	14/11/2025	N	Done
		Get Members to sign Bank Reconciliation and				Done
05/11/2025	10.3	File	Clerk	05/11/2025	N	
05/11/2025	10.4	Get Members to sign Bank Statements	Clerk	05/11/2025	N	Done
05/11/2025	11.1.1-11.1.2	Finalise Policies and put on website	Clerk	07/11/2025	N	Done
		Provide responses to CDC re: planning				Done and updated Planning Register
05/11/2025	12.1.1-12.1.3	applications	Clerk	06/11/2025	N	
		Book Clerk on YLCA CCTV and Data Protection: A Practical Guide for Local Councils Webinar -				Done
05/11/2025	14.2	Tuesday, 2 December	Clerk	06/11/2025	N	

05/11/2025	17.1	Credit Clerk 2.5hrs on timesheet	Clerk	06/11/2025	N	Done
05/11/2025	17.1 & 17.2	Send timesheets to Warrens GBC for payroll	Clerk	06/11/2025	N	Done
03/12/2025	3.1	Put approved minutes on website and file Ask Ward Cllrs to chase CDC for update on Car Sales enforcement and ask if Ward Cllr Waller can attend January 2026 meeting	Clerk	04/12/2025	N	Done Done
03/12/2025	5.1	Chase CDC for refund	Clerk	04/12/2025	N	
03/12/2025	5.2	Report parking near Mulberry Rooms to PCSO	Clerk	08/12/2025	N	Done
03/12/2025	6.2	Chase new Web Developer	Clerk	04/12/2025	N	Done
03/12/2025	7.1	Inform resident of gates rota Inform other residents not successful re gates rota	Clerk	04/12/2025	N	Done Done
03/12/2025	7.1	Inform Handyman that he can get replacement hedgecutter	Clerk	09/12/2025	N	Done and Handyman collected
03/12/2025	7.2	Draft letter to CDC re: Bellway Homes development and send to Members for amendment	Clerk	04/12/2025	N	Done - awaiting Members replies
03/12/2025	8.1	Draft Facebook post re: Bellway Homes application out and deadline	Clerk	04/12/2025	N	Done and shared to Village Voice
03/12/2025	8.1	Advertise help for poppies for next year's displays	Clerk	04/12/2025	N	Done - drafted FB post and scheduled
03/12/2025	8.2	Inform school and do a FB post about ball wall art winner	Clerk	09/12/2025	N	Done
03/12/2025	8.3	Speak to Handyman about making ball wall design and making it reality	Clerk	05/12/2025	N	
03/12/2025	8.3	Message Claire Wellings to appoint as Internal Auditor for next year	Clerk	05/12/2025	N	Done - emailed, texted and whatsapped Claire
03/12/2025	10.1	Pay invoices/payroll	Clerk	13/12/2025	N	Done
03/12/2025	10.2	Put November bank reconciliation on January's Agenda	Clerk	04/12/2025	N	Done
03/12/2025	10.2	Contact Thorne Rural Lions to donate	Clerk	04/12/2025		Messaged TRL for bank details - awaiting reply
03/12/2025	10.3	Amend Budget and bring to January meeting for approval	Clerk	09/12/2025	Y	Done
03/12/2025	10.4	Cllrs Butterworth & Odell to sign bank statements	Clerk	Dec-25	N	
03/12/2025	10.5	Cllr Odell	Cllr Odell	03/12/2025	N	Done
03/12/2025	11.1	Put IT Policy onto January Agenda	Clerk	04/12/2025	N	Done

		Send comments to CDC re Planning Applications				
03/12/2025	12.1.1-12.1.4		Clerk	04/12/2025	N	Done
03/12/2025	13.1	Advertise future police drop in sessions	Clerk		N	Done - scheduled on FB
03/12/2025	17.1 & 17.2	Send timesheets to Warrens GBC for payroll	Clerk	04/12/2025	N	Done

Local Council Foundation Award

Information about the Scheme

[A guide to the Local Council Award Scheme](#)

Which award to apply for – Bronze, Silver, Gold

[What award level to apply for](#)

How to Apply

[How to apply](#)

CANTLEY WITH BRANTON PARISH COUNCIL

BANK RECONCILIATION TO 30 NOVEMBER 2025

	£
Balance Brought Forward as at 31 March 2025	1,828.30
Add Receipts Current Account *:	71,406.06
Add Transfers from Reserves:	27,062.99
Total	100,297.35
Less Total Payments:	42,845.72
Less Transfer to Reserve Account	56,500.00
Less Interest from Reserves:	865.16
Total	86.47

Grand Total **

86.47

Represented by:

Current Account: **	86.47
Reserve Account	84,277.33

Grand Total **

84,363.80

* Minus interest received as this goes into Reserves Account

**This figure is 1p out due to discrepancy where Clerk was paid £178.95 and it should have been £178.96

FINAL BANK RECONCILIATION WILL BE ADJUSTED (if needbe) TO TAKE ACCOUNT OF BANK INTEREST TO BE ADDED ON 1st (of next month)

Signed: _____ (Council Auditor)

Signed: _____ (Council Auditor)

Signed: _____ (Clerk)

Dated: _____

CANTLEY WITH BRANTON PARISH COUNCIL

Reference No. XYV126000105688

Claim for Period: 1 October 2025 to 31 December 2025

Date	Vat No	Details	To	Amount
14/10/2025	GB 386 4146v 72	Mobile	Cantley with Branton Parish Council	2.3
14/10/2025	876328389	Playground Inspection	Cantley with Branton Parish Council	35.2
14/10/2025	GB 440498250	external Audit	Cantley with Branton Parish Council	84
14/10/2025	199136174	Alarm Service	Cantley with Branton Parish Council	17.5
14/10/2025	GB 536153357	Cork Board	Cantley with Branton Parish Council	2.46
14/10/2025	336 7258 81	Woodstain	Cantley with Branton Parish Council	5.4
14/10/2025	GB 637851020	Daffodil Bulbs	Cantley with Branton Parish Council	3.83
14/10/2025	123698401	Tulip Bulbs	Cantley with Branton Parish Council	4.5
14/10/2025	GB 564553916	Defibrillator Pads	Cantley with Branton Parish Council	45
14/10/2025	GB 402853810	Laminating Pouches	Cantley with Branton Parish Council	2.67
14/10/2025	462779844	Payroll Services	Cantley with Branton Parish Council	9
14/10/2025	836477004	Ordnance Survey Map	Cantley with Branton Parish Council	4.03
14/10/2025	232 5555 75	Cable ties	Cantley with Branton Parish Council	1.59
14/10/2025	232 5555 75	Sealant and adhesive	Cantley with Branton Parish Council	2.11
13/10/2025	179926600	Playground Painting	Cantley with Branton Parish Council	290
13/10/2025	345089683	Shutter Service	Cantley with Branton Parish Council	54
13/10/2025	GB 182 3385 57	Qtr 2 Grounds	Cantley with Branton Parish Council	37.22
13/10/2025	817 2363 35	Christmas Illuminations Warren Pa	Cantley with Branton Parish Council	213
13/10/2025	711 2062 93	Playground parts	Cantley with Branton Parish Council	51.23
24/10/2025	GB 182 3385 57	Elections Recharges	Cantley with Branton Parish Council	18.75
24/10/2025	226418809	Meter Administrator Charges	Cantley with Branton Parish Council	50
24/10/2025	917739096	Winter Newsletter	Cantley with Branton Parish Council	26
11/11/2025	GB 386 4146 72	Mobile	Cantley with Branton Parish Council	-12.27
14/11/2025	836477004	Ordnance Survey Map	Cantley with Branton Parish Council	4.58
14/11/2025	GB 338040618	Website Hosting	Cantley with Branton Parish Council	7
14/11/2025	203 3249 52	Grass Cut (Sept/Oct)	Cantley with Branton Parish Council	20.8
14/11/2025	232 5555 75	Cable Ties	Cantley with Branton Parish Council	8.97
14/11/2025	173 8501 57	Plants	Cantley with Branton Parish Council	9.06
14/11/2025	890 6634 93	Park Sign	Cantley with Branton Parish Council	59.9
14/11/2025	203 3249 52	Grass Cut (Sept)	Cantley with Branton Parish Council	20.8
19/11/2025	979393546	Winter Newsletter	Cantley with Branton Parish Council	21
19/11/2025	464269917	Electrical Testing	Cantley with Branton Parish Council	48
21/11/2025	GB350396892	Chocolates for Carols	Cantley with Branton Parish Council	1.63
16/12/2025	GB 386 4146 72	Mobile	Cantley with Branton Parish Council	2.3
15/12/2025	GB 173 850 157	Plants	Cantley with Branton Parish Council	7
15/12/2025	817 2363 35	Installation & Dismantle Illuminati	Cantley with Branton Parish Council	215
15/12/2025	232 5555 75	Cable Ties	Cantley with Branton Parish Council	2.22
15/12/2025	GB 102412187	Work Trousers	Cantley with Branton Parish Council	6.65
15/12/2025	GB 660 4548 36	Storage Boxes	Cantley with Branton Parish Council	9.33
15/12/2025	GB916326234	Unknown Women Statues	Cantley with Branton Parish Council	62.5
22/12/2025	897972435	Fire extinguisher service	Cantley with Branton Parish Council	7
TOTAL				1461.26

**SECOND DRAFT BUDGET - Xmas LP's
CANTLEY WITH BRANTON PARISH COUNCIL**

BUDGET PLANNING INFORMATION

EXPENDITURE	2024/25		2025/26		2026/27	
	Budget	Actual	Budget	Projected	Budget	
EMPLOYEE/MEMBER COSTS						
Salaries & Business Travel	30239	26494	30000	38700	31847	
Additional Salary for Training	4402	0	5000			
HMRC						2343
Training/development- employees	1400	1630	1000	200	500	
Training/development - members	500	135	500	100	500	
Chair's Allowance	100	11	100	0	100	
Expenses (Retirement/Condolence Gifts)	50	0	50	0	50	
COUNCIL COSTS						
Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1140	1069	1142	1242	1400	
Auditing	500	425	500	530	600	
Stationery	550	173	220	220	220	
Banking Charges	72	59	72	72	84	
Postage	50	2	30	30	30	
Publications (Arrow/Bessacarr Journal)	1250	920	1120	1000	1120	
Local Council Foundation Award	143	0	143	143		
Website	420	165	2500	2500		
Gov.uk email addresses			360	360		
Equipment/Fixtures and Fittings	300	142	300	405	300	
Insurance	1605	1675	2200	2010	2200	
Telephone	144	131	144	144	144	
External Payroll Charges				90	200	
Election/Co-option Recharge	500	0	500	94	500	
SITES AND BUILDINGS						
Buildings (including broadband)	970	1,118	1000	1500	1500	
Opening/Closing KH Gates	150	150	150	150	200	
Grass Cutting	710	663	1529	900	805	
Hedge Cutting	375	393	390	390	400	
Handyman's Equipment Service & Repairs	500	168	600	300	500	
PPE/Tools for Handyman	150	338	300	100	200	
Park land (emptying bins)	1406	960	2010	1500	2100	
Park land maintenance/materials	1100	365	1100	1500	1200	
Playground/equipment repairs	1100	1389	1100	500	1000	
Butterfly trail	300	237	300	300	350	
Rose & Donc Road Gardens	300	300	300	300	350	
Fire Extinguisher Service	31	35	35	35	35	
Alarm System Service & New Battery	123	80	102	88	125	
Electrical Testing/Emergency Lights (includes Electrical Installation Report)	360	270	90	240	300	
Shutter Service	200	200	220	270	300	
Fire Alarm Service & new Batteries	155	0	90	90	150	
Defibrillator	300	0	400	500	150	
Annual ROSPA Playground Inspection	200	172	250	176	250	
New Developments/Replacements						
Branton Village CCTV Ongoing Maintenance						4200
CCTV Column for Warren Park						8000
Electricity Costs for CCTV Columns						400
New Laptop & Microsoft 365						600
New Projector and Screen						100
Extra Large Oak Barrels - Kilham Hall						500
Easy Gate for Playpark - ROSPA						1730
Adaptations to Doors at KH for DDA						500

Hire Christmas Lamppost Illuminations					14000
CDC Lamppost Testing for Christmas Illum					18000
New CCTV System for KH					4000
COMMUNITY COSTS					
Grounds Maintenance (parish - dogbins)	459	45			
Installation/Removal/Storage of Lights Old	1050	1,075	1050	1,050	1200
Cantley					
Installation/Removal of Lights - Rest of	1000	335	335	335	500
Parish					
Tommy Silhouette	200	167	400	400	200
Armthorpe Elmfield Brass Band - Carols	220	100	220	200	200
Pantomime KHMC	1000	1000	1000	1000	500
Village litter picks/plinths	20	0	20		20
<i>MUGA Shortfall</i>	10000	52198			
<i>Biodiversity - Hedgehog Highways,</i>					
<i>Resident Seed Bombs</i>	570	29			
New Developments/Replacements					
New Christmas Lights for Existing Trees			489	163	2000
New Lights for Kilham Hall					500
MPAN Festive Submission			1000	250	250
Installation of Defibrillator Manor Farm			300	0	
Land at Brockholes Lane			1500	1500	
DONATIONS/GRANTS					
Auckley Show	500	0	500	0	500
Royal British Legion Poppy Appeal	100	100	100	100	100
Thorne Lions - Santa Visit	100	0	100	100	100
Grant Money	1000	0	1000	0	1000
CONTINGENCY					
Staffing Contingency	1670	0	1700	45	2000
Elections Contingency	500	0	500	0	500
Professional Fees Contingency	500	3404	1000	0	1000
Grounds/Parklands/Buildings			2662	4388	3000
Park Equipment					3000
TOTAL	71184	98649	70223	69746	120653
INCOME RECEIPTS					
Precept	68014	68,014	68014	68,014	120000
Bank Interest (Reserve Accounts)	0	2067	0	1500	1500
Donations	0	0	0	0	0
VAT Refunds	0	2,649	0	2,400	2500
Other (refunds/grants/sales/insurance)	0	2463	0	1355	0
TOTAL	68014	75,193	68,014	73,269	124,000

Presented: December 2024

SECOND SECOND DRAFT BUDGET - No Xmas LP
CANTLEY WITH BRANTON PARISH COUNCIL

BUDGET PLANNING INFORMATION

EXPENDITURE	2024/25		2025/26		2026/27
	Budget	Actual	Budget	Projected	Budget
EMPLOYEE/MEMBER COSTS					
Salaries & Business Travel	30239	26494	30000	38700	31847
Additional Salary for Training	4402	0	5000		
HMRC					2343
Training/development- employees	1400	1630	1000	200	500
Training/development - members	500	135	500	100	500
Chair's Allowance	100	11	100	0	100
Expenses (Retirement/Condolence Gifts)	50	0	50	0	50
COUNCIL COSTS					
Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1140	1069	1142	1242	1400
Auditing	500	425	500	530	600
Stationery	550	173	220	220	220
Banking Charges	72	59	72	72	84
Postage	50	2	30	30	30
Publications (Arrow/Bessacarr Journal)	1250	920	1120	1000	1120
Local Council Foundation Award	143	0	143	143	
Website	420	165	2500	2500	
Gov.uk email addresses			360	360	
Equipment/Fixtures and Fittings	300	142	300	405	300
Insurance	1605	1675	2200	2010	2200
Telephone	144	131	144	144	144
External Payroll Charges				90	200
Election/Co-option Recharge	500	0	500	94	500
SITES AND BUILDINGS					
Buildings (including broadband)	970	1,118	1000	1500	1500
Opening/Closing KH Gates	150	150	150	150	200
Grass Cutting	710	663	1529	900	805
Hedge Cutting	375	393	390	390	400
Handyman's Equipment Service & Repairs	500	168	600	300	500
PPE/Tools for Handyman	150	338	300	100	200
Park land (emptying bins)	1406	960	2010	1500	2100
Park land maintenance/materials	1100	365	1100	1500	1200
Playground/equipment repairs	1100	1389	1100	500	1000
Butterfly trail	300	237	300	300	350
Rose & Donc Road Gardens	300	300	300	300	350
Fire Extinguisher Service	31	35	35	35	35
Alarm System Service & New Battery	123	80	102	88	125
Electrical Testing/Emergency Lights (includes Electrical Installation Report)	360	270	90	240	300
Shutter Service	200	200	220	270	300
Fire Alarm Service & new Batteries	155	0	90	90	150
Defibrillator	300	0	400	500	150
Annual ROSPA Playground Inspection	200	172	250	176	250
New Developments/Replacements	500	327	500	3536	
Branton Village CCTV Ongoing Maintenance					4200
CCTV Column for Warren Park					8000

Electricity Costs for CCTV Columns					400
New Laptop & Microsoft 365					600
New Projector and Screen					100
Extra Large Oak Barrels - Kilham Hall					500
Easy Gate for Playpark - ROSPA					1730
Adaptations to Doors at KH for DDA					500
New CCTV System for KH					4000
COMMUNITY COSTS					
Grounds Maintenance (parish - dogbins)	459	45			
Installation/Removal/Storage of Lights Old	1050	1,075	1050	1,050	1200
Cantley					
Installation/Removal of Lights - Rest of Parish	1000	335	335	335	500
Tommy Silhouette	200	167	400	400	200
Armthorpe Elmfield Brass Band - Carols	220	100	220	200	200
Pantomime KHMC	1000	1000	1000	1000	500
Village litter picks/plinths	20	0	20		20
<i>MUGA Shortfall</i>	10000	52198			
Biodiversity - Hedgehog Highways, Resident Seed Bombs	570	29			
New Developments/Replacements					
New Christmas Lights for Existing Trees		489	163		4000
New Lights for Kilham Hall					500
MPAN Festive Submission		1000	250		250
Installation of Defibrillator Manor Farm		300	0		
Land at Brockholes Lane		1500	1500		
DONATIONS/GRANTS					
Auckley Show	500	0	500	0	500
Royal British Legion Poppy Appeal	100	100	100	100	100
Thorne Lions - Santa Visit	100	0	100	100	100
Grant Money	1000	0	1000	0	1000
CONTINGENCY					
Staffing Contingency	1670	0	1700	45	2000
Elections Contingency	500	0	500	0	500
Professional Fees Contingency	500	3404	1000	0	1000
Grounds/Parklands/Buildings			2662	4388	3000
Park Equipment					3000
TOTAL	71184	98649	70223	69746	90653
INCOME RECEIPTS					
Precept	68014	68,014	68014	68,014	82103
Bank Interest (Reserve Accounts)	0	2067	0	1500	1500
Donations	0	0	0	0	0
VAT Refunds	0	2,649	0	2,400	2500
Other (refunds/grants/sales/insurance)	0	2463	0	1355	0
TOTAL	68014	75,193	68,014	73,269	86,103

Presented: December 2024

**THIRD SECOND DRAFT BUDGET - Xmas Tree OC
CANTLEY WITH BRANTON PARISH COUNCIL**

BUDGET PLANNING INFORMATION

EXPENDITURE	2024/25		2025/26		2026/27
	Budget	Actual	Budget	Projected	Budget
EMPLOYEE/MEMBER COSTS					
Salaries & Business Travel	30239	26494	30000		
Additional Salary for Training	4402	0	5000	38700	31847
HMRC					2343
Training/development- employees	1400	1630	1000	200	500
Training/development - members	500	135	500	100	500
Chair's Allowance	100	11	100	0	100
Expenses (Retirement/Condolence Gifts)	50	0	50	0	50
COUNCIL COSTS					
Subscriptions (YLC+, SLCC+ ICO+ZOOM)	1140	1069	1142	1242	1400
Auditing	500	425	500	530	600
Stationery	550	173	220	220	220
Banking Charges	72	59	72	72	84
Postage	50	2	30	30	30
Publications (Arrow/Bessacarr Journal)	1250	920	1120	1000	1120
Local Council Foundation Award	143	0	143	143	
Website	420	165	2500	2500	
Gov.uk email addresses			360	360	
Equipment/Fixtures and Fittings	300	142	300	405	300
Insurance	1605	1675	2200	2010	2200
Telephone	144	131	144	144	144
External Payroll Charges				90	200
Election/Co-option Recharge	500	0	500	94	500
SITES AND BUILDINGS					
Buildings (including broadband)	970	1,118	1000	1500	1500
Opening/Closing KH Gates	150	150	150	150	200
Grass Cutting	710	663	1529	900	805
Hedge Cutting	375	393	390	390	400
Handyman's Equipment Service & Repairs	500	168	600	300	500
PPE/Tools for Handyman	150	338	300	100	200
Park land (emptying bins)	1406	960	2010	1500	2100
Park land maintenance/materials	1100	365	1100	1500	1200
Playground/equipment repairs	1100	1389	1100	500	1000
Butterfly trail	300	237	300	300	350
Rose & Donc Road Gardens	300	300	300	300	350
Fire Extinguisher Service	31	35	35	35	35
Alarm System Service & New Battery	123	80	102	88	125
Electrical Testing/Emergency Lights (includes Electrical Installation Report)	360	270	90	240	300
Shutter Service	200	200	220	270	300
Fire Alarm Service & new Batteries	155	0	90	90	150
Defibrillator	300	0	400	500	150
Annual ROSPA Playground Inspection	200	172	250	176	250
New Developments/Replacements	500	327	500	3536	
Branton Village CCTV Ongoing Maintenance					4200
CCTV Column for Warren Park					8000
Electricity Costs for CCTV Columns					400
New Laptop & Microsoft 365					600
New Projector and Screen					100
Extra Large Oak Barrels - Kilham Hall					500
Easy Gate for Playpark - ROSPA					1730

Adaptations to Doors at KH for DDA					500
New Electrical Column at Old Cantley					4000
New Christmas Illuminations at Old Cantley					1200
New CCTV System for KH					4000
COMMUNITY COSTS					
Grounds Maintenance (parish - dogbins)	459	45			
Installation/Removal/Storage of Lights Old	1050	1,075	1050	1,050	1200
Cantley					
Installation/Removal of Lights - Rest of	1000	335	335	335	500
Parish					
Tommy Silhouette	200	167	400	400	200
Armthorpe Elmfield Brass Band - Carols	220	100	220	200	200
Pantomime KHMC	1000	1000	1000	1000	500
Village litter picks/plinths	20	0	20		20
<i>MUGA Shortfall</i>	10000	52198			
<i>Biodiversity - Hedgehog Highways,</i>					
<i>Resident Seed Bombs</i>	570	29			
New Developments/Replacements					
New Christmas Lights for Existing Trees			489	163	2000
New Lights for Kilham Hall					500
MPAN Festive Submission			1000	250	250
Installation of Defibrillator Manor Farm			300	0	
Land at Brockholes Lane			1500	1500	
DONATIONS/GRANTS					
Auckley Show	500	0	500	0	500
Royal British Legion Poppy Appeal	100	100	100	100	100
Thorne Lions - Santa Visit	100	0	100	100	100
Grant Money	1000	0	1000	0	1000
CONTINGENCY					
Staffing Contingency	1670	0	1700	45	2000
Elections Contingency	500	0	500	0	500
Professional Fees Contingency	500	3404	1000	0	1000
Grounds/Parklands/Buildings			2662	4388	3000
Park Equipment					3000
TOTAL	71184	98649	70223	69746	93853
INCOME RECEIPTS					
Precept	68014	68,014	68014	68,014	82103
Bank Interest (Reserve Accounts)	0	2067	0	1500	1500
Donations	0	0	0	0	0
VAT Refunds	0	2,649	0	2,400	2500
Other (refunds/grants/sales/insurance)	0	2463	0	1355	0
TOTAL	68014	75,193	68,014	73,269	86,103



City of Doncaster Council

Please check and correct all red error messages

NOTIFICATION OF LOCAL PRECEPT 2026/27

ENTER	Parish / Town Council	Cantley with Branton		
	Precept Amount Required	£80,500		
	<u>OR</u> Band D Tax to be Set			
RESULT	Precept on the Billing Authority - City of Doncaster Council	2026/2027	2025/2026	% Change
		£80,500	£68,014	18.36%
	Tax Base (number of Band D equivalents)	1,959	1,751	11.88%
Band D Tax (Precept/Tax Base)	£41.09	£38.84	5.80%	
Authorised at a meeting of the Parish/Town Council:				
Held on the		Day of		20
City of Doncaster Council is hereby directed to credit the Parish/Town Council Bank Account as follows:				
Has the Parish/Town Council bank account changed since last year? [select Yes/No] (If Yes, please complete the new details below)				
Please indicate whether your bank details have changed since last year ↑		Sort Code [xx-xx-xx]		
		Account Number [xxxxxxxx]		
Contact Details:				
Contact Name				
Position				
Contact Email				
Contact Telephone Number				

Please email your completed Notification of Local Precept 2026/27 form (either as an Excel spreadsheet or a PDF file) to:
parish.precept@doncaster.gov.uk

Please complete all contact details



City of Doncaster Council

Please check and correct all red error messages

NOTIFICATION OF LOCAL PRECEPT 2026/27

ENTER	Parish / Town Council	Cantley with Branton		
	Precept Amount Required	£82,000		
	<u>OR</u> Band D Tax to be Set			
RESULT	Precept on the Billing Authority - City of Doncaster Council	2026/2027	2025/2026	% Change
		£82,000	£68,014	20.56%
	Tax Base (number of Band D equivalents)	1,959	1,751	11.88%
Band D Tax (Precept/Tax Base)	£41.86	£38.84	7.77%	
Authorised at a meeting of the Parish/Town Council:				
Held on the		Day of		20
City of Doncaster Council is hereby directed to credit the Parish/Town Council Bank Account as follows:				
Has the Parish/Town Council bank account changed since last year? [select Yes/No] (If Yes, please complete the new details below)				
Please indicate whether your bank details have changed since last year ↑		Sort Code [xx-xx-xx]		
		Account Number [xxxxxxxx]		
Contact Details:				
Contact Name				
Position				
Contact Email				
Contact Telephone Number				

Please email your completed Notification of Local Precept 2026/27 form (either as an Excel spreadsheet or a PDF file) to:
parish.precept@doncaster.gov.uk

Please complete all contact details



City of Doncaster Council

Please check and correct all red error messages

NOTIFICATION OF LOCAL PRECEPT 2026/27

ENTER	Parish / Town Council	Cantley with Branton		
	Precept Amount Required	£85,000		
	<u>OR</u> Band D Tax to be Set			
RESULT	Precept on the Billing Authority - City of Doncaster Council	2026/2027	2025/2026	% Change
		£85,000	£68,014	24.97%
	Tax Base (number of Band D equivalents)	1,959	1,751	11.88%
Band D Tax (Precept/Tax Base)	£43.39	£38.84	11.71%	
Authorised at a meeting of the Parish/Town Council:				
Held on the		Day of		20
City of Doncaster Council is hereby directed to credit the Parish/Town Council Bank Account as follows:				
Has the Parish/Town Council bank account changed since last year? [select Yes/No] (If Yes, please complete the new details below)				
Please indicate whether your bank details have changed since last year ↑		Sort Code [xx-xx-xx]		
		Account Number [xxxxxxxx]		
Contact Details:				
Contact Name				
Position				
Contact Email				
Contact Telephone Number				

Please email your completed Notification of Local Precept 2026/27 form (either as an Excel spreadsheet or a PDF file) to:
parish.precept@doncaster.gov.uk

Please complete all contact details



Cantley with Branton Parish Council

INFORMATION TECHNOLOGY POLICY

1. Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

2. Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

3. Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

4. Computer use

4.1 Hardware

- 4.1.1 Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of e.g. the council). Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.
- 4.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.
- 4.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.
- 4.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 4.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.
- 4.1.6 Equipment should not be dismantled or reassembled without seeking advice.
- 4.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.
- 4.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Clerk.
- 4.1.9 Any faults or necessary repairs must be reported to the Chairman.

5. Equipment

5.1 Portable equipment

- 5.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.
- 5.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.
- 5.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

- 5.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.
- 5.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.
- 5.1.6 If an item of portable equipment is lost or damaged this should be reported to the Clerk/Chairman. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £????? of the loss/damage.
- 5.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.
- 5.1.8 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 5.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk.

5.2 Use of own devices

- 5.2.1 Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the employee's line manager. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

6. Health and safety

Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Chairman.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Chairman/clerk.

7. Password and Authentication Policy

7.1 All user accounts must be protected by strong, secure passwords. The council should follow the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

7.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g. incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the chair of council, in a sealed envelope, only to be accessed in an emergency.

7.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

7.4 Password Change Requirements

- Immediately change password if compromise is suspected.

7.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

7.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

8. Monitoring

8.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

8.2 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

8.3 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

8.4 The information obtained through monitoring may be shared internally, including with relevant councillors and externally with IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

8.5 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

8.6 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

8.7 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

8.8 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

8.9 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

8.10 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

9. Remote working

9.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non council premises unless arrangements have been made with a responsible person at the premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods,

- in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

- 9.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.
- 9.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

10. Email

- 10.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.
- 10.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.
- 10.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask an IT expert via the Clerk rather than assuming they know the right answer.
- 10.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.
- 10.5 Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

11. Use of the Internet

11.1 Copyright

Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying council's.

Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

11.2 Trademarks, links and data protection

The council does not permit the registration of any new domain names or trademarks relating to the names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Clerk.

Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is located in the Clerk's office or on the website.

11.3 Accuracy of information

One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

11.4 Use of social media

Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual

worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

Personal use of social networking/media should be restricted to breaks during working hours, or after hours with permission.

The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, our current or potential plans, councillors, staff, and other authorised users, partners, must inform the clerk/the chairman that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright

materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.

- Photos, videos, or audio recordings must not be taken on council premises without explicit permission.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the the clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other

authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.

- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

11.5 Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Dated: 19th November 2025

Approved: 3rd December 2025

Review Date: November 2027

Important notice

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish Councils. Please contact them on 01403 240 205 for information about their services.

Disciplinary Policy – Summary of Amendments for Approval

Purpose

This paper summarises the key updates made to the Cantley with Branton Parish Council Disciplinary Policy (January 2024) to align it with the National Association of Local Councils (NALC) Disciplinary Policy (December 2025).

Key Changes

- Companion postponement period updated to seven calendar days.
- Investigation timescale updated to 35 calendar days.
- Explicit requirement for investigator recusal where conflicts arise.
- Clearer committee decision options following investigations.
- Appeal timescales aligned with NALC guidance.
- Clarification that expired warnings may be referenced where relevant.

What Has Not Changed

- ACAS Code compliance.
- Equality Act 2010 commitment.
- Definitions of misconduct and gross misconduct.
- Right to be accompanied and right of appeal.
- Suspension on full pay where necessary.

Recommendation

Councillors are recommended to approve the revised Disciplinary Policy with immediate effect.

Bev Walton
Clerk/RFO
Cantley with Branton Parish Council



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.
https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet

- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures

- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

The Procedure

10 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

13 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be

necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

- 15 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five

working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

- 29 The grounds for appeal include:
 - a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

Adopted by the parish council January 2020

Reviewed: January 2024

Approved by the Parish Council 7th February 2024

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY JANUARY 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
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	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 Warnington 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		
25/01198/COND Land East Of Warning Tongue Lane Cantley	Consent, agreement or approval required by conditions 9 (EV charging point),19 (POS play equipment),21 (highways),22 (highways - vehicular crossing), 32 (drainage maintenance) of application 21/03645/FULM.	APPROVED
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	Pending
November 2025		
25/02138/OUT Land To The Rear Of 38 - 40 St Vincents Avenue, Branton	Outline application for erection of self / custom-build dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	Pending
25/02274/FUL 57 Chapel Lane, Branton	Erection of a single storey rear extension	Pending
25/02328/FUL Jasmindene, Kilham Lane, Branton	Erection of side and rear extension	Pending
December 2025		
25/02387/FUL 2 Warnington Drive, Bessacarr	Erection of a front and rear extensions and new dormer roof	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
--	---	------------------------