



# Cantley with Branton Parish Council

**Minutes of the Meeting of the Parish Council held on Wednesday 7<sup>th</sup> January 2026 at Kilham Hall commencing at 6pm.**

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

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

**1) APOLOGIES FOR ABSENCE**

1.1 Apologies

1.2 Reasons for absence considered

**RESOLVED (1)**

**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 15.1 to 15.2 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 3<sup>rd</sup> December 2025

**RESOLVED (3)**

3.1 The minutes of the Parish Council Meeting held on the 3<sup>rd</sup> December 2025 be agreed and signed by the Chairman.

**4) MEMBERS OF THE PUBLIC**

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

One resident was in attendance on behalf of her neighbour relating to Agenda Item 4.2.3.

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

4.2.1 A resident from Finningley had contacted the Clerk regarding the outline planning application in Branton.

4.2.2 A resident had contacted the Clerk regarding unsafe parking at the top of Brockholes Lane/Doncaster Road opposite the Mulberry Rooms.

4.2.3 A resident has requested permission to plant a mature tree at Kilham Hall Recreation Ground. The resident had sent the Clerk a number of options of trees for planting and a preferred location.

**RESOLVED (4)**

4.1 The Clerk had responded to the Finningley resident confirming the Parish Council had submitted their objection and recommended he did also.

4.2 Councillor Sprack had raised the residents concerns about parking at the Top of Brockholes Lane/Doncaster Road with the PCSO's at the December Police Drop In session.

4.3 Members considered the residents' request to plant a mature tree at Kilham Hall Recreation Ground. They RESOLVED to grant permission for a tree to be planted on the piece of land at the top of

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

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Brockholes Lane/Doncaster Road when the Parish Council start the improvements, pending advice from CDC.

**4.4** Clerk to contact residents family regarding planting of the tree.

**4.5** Clerk to forward tree species and plan of works to Councillor Boyd to seek advice.

**5) CITY OF DONCASTER COUNCIL**

**5.1** Ward Councillor's Report

Apologies were received from Ward Councillor Symeon Waller due to illness. He will endeavour to attend the next meeting.

**5.2** Update on the MUGA

Still awaiting a refund from CDC regarding overpaid fees.

**5.3** Dog Control Public Space Protection Order (PSPO)

Members considered the above document that had been previously circulated.

**5.4** Identify any new Highway matters

The following issues were raised:

- Dumped mattress on Gatewood Lane near Parsons Farm.

**RESOLVED (5)**

**5.1** Councillor S. Waller's apologies were noted.

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

**5.3** Members requested clarification on the PSPO regarding dogs on CDC land and how will it be enforced.

**5.4** The Clerk will report highway issues to CDC.

**6) CLERK'S REPORT AND ADMINISTRATION ISSUES**

**6.1** To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk had previously circulated to Members an update from CDC regarding the Car Sales enforcement action. 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 new host had offered to transfer the hosting to himself free of charge so that the Parish Council didn't incur additional costs however this was not achievable. Therefore the existing host is continuing to host the PC website and the new host is paying these additional costs.

**RESOLVED (6)**

**6.1** The Clerk's Report was noted. The Clerk will continue to chase CDC regarding car sales enforcement.

**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** Repairs to Kilham Hall floor

The Clerk informed Members that the Secretary to KHMC had asked whether the Parish Council would allow the Handyman to fix the damaged floor in Kilham Hall during Parish Council employed hours with KHMC paying the Handyman's wage during that time. The Clerk updated Members with the tasks the Handyman has to carry out over the Winter months.

**RESOLVED (7)**

**7.1** Members accepted the request for the Handyman to carry out repairs to Kilham Hall floor. The Clerk is to let the Treasurer know of the decision and the Handyman and Caretaker.

**8) PARISH MATTERS**

**8.1** Local Council Foundation Award

The Clerk reminded Members that they had budgeted to apply for the Local Council Foundation Award this year. The Clerk asked Members to consider the criteria for all levels and agree to apply for either Bronze, Silver or Gold.

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8.2 H.M. Land Registry

The Clerk had previously circulated correspondence from H.M. Land Registry and a proposed new plan to purchase to resend. Members were asked to consider the documentation for resubmitting.

**RESOLVED (8)**

8.1 Members approved to apply for the Bronze level of the Local Council Foundation Award to be applied for.

8.2 Members approved the proposed plan to purchase and resubmit to H.M. Land Registry.

**9) FINANCIAL**

9.1 Direct Bank Payments

That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/132	Branton Farm Nurseries – Plants	35.00	7.00	24.00	GPoC
25/133	Christmas Plus – Illuminations	1075.00	215.00	1290.00	GPoC
DD02/54	O2 Mobile	11.50	2.30	13.80	GPoC
DD06/07	Plusnet	26.99	0.00	26.99	GPoC
25/134	South Anston Fire Extinguishers	35.00	7.00	42.00	GPoC
DD03/17	Unity Bank – Chrges	6.00	0.00	6.00	GPoC

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/135	Clerk - Payroll			tbc	GPoC
25/136	Handyman - Payroll			tbc	GPoC
25/137	HMRC			tbc	GPoC
DD05/18	NEST Pension			tbc	GPoC
DD02/55	O2 Mobile	11.50	2.30	13.80	GPoC
DD06/08	Plusnet	26.99	0.00	26.99	GPoC
25/138	CDC – Bins	199.29	0.00	199.29	GPoC
25/139	Thorne Rural Lions	100.00	0.00	100.00	GPoC
25/140	Handyman Expenses	7.32	1.47	8.79	GPoC
25/141	Clerk – Inn cartridge	21.49	0.00	21.49	GPoC
25/142	Clerk – Ordnance Survey Map			tbc	GPoC
25/143	SR Fire & Security – Fire Alarm Service	45.00	9.00	54.00	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.

The Clerk informed Members that she has found an error from October where she has paid the Handyman an incorrect amount and therefore owes him £17.23.

9.2 November's Bank Reconciliation

Members noted the November Bank Reconciliation in the sum of £84,363.80.

9.3 3<sup>rd</sup> Quarter VAT Return

Members noted the 3<sup>rd</sup> quarter VAT return in the sum of £1,461.26.

9.4 Second Draft of 2026/27 Budget

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Members were presented with three versions of the second draft of the 2026/27 Budget for consideration/amendment. The first version was £120K which included lamppost illuminations. The second version was £90,653 without lamppost illuminations and the third version in the sum of £93,853 which included illuminating two additional trees at Old Cantley Roundabout. The Clerk reminded 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 approximately £49,000 in reserves.

**9.5 2026/2027 Precept**

Members were provided with 3 versions of the parish precept for each of the above budgets - £80,500, £82,000 and £85,000 – which would mean using reserves to ensure the precept isn't increased considerably. The current precept is £68,014 costing £38.84.

**9.6 Bank Statements**

The Clerk presented Members with the bank statements for 1st to 31<sup>st</sup> December 2025 showing a balance of £80,313.48, for consideration and approval by the Members appointed to check internal controls are being met.

**RESOLVED (9)**

**9.1** The direct payments were duly ratified and approved.

**9.2** Members noted November's Bank Reconciliation.

**9.3** Members noted the 3<sup>rd</sup> quarter VAT return and instructed the Clerk to reclaim the same.

**9.4** Members considered the Second Draft Budgets for 2026/27 and approved version 3 in the sum of £93,853.

**9.5** Members set the Parish Precept for 2026/2027 in the sum of £82,500 which equates to £41.86 and a 7.7% increase. The Clerk will submit the Parish Precept to CDC.

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

**10) POLICIES/PROCEDURES**

10.1.1 & 10.1.2 Members considered the amended IT Policy and Disciplinary Policy.

**RESOLVED (10)**

**10.1** Members approved the amended IT Policy and Disciplinary Policy. The Clerk will upload both policies to the website.

**10.2** The Clerk will ensure MFA is installed on the Parish Council laptop to meet with recommendations in the IT Policy.

**11) PLANNING APPLICATIONS**

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

11.1.1 25/02387/FUL	Erection of a front and rear extensions and new dormer roof	No comments or concerns
	2 Warnington Drive, Bessacarr	

11.1.2 Members were invited to attend the Planning Committee meeting on 13<sup>th</sup> January 2026 to speak relating to planning application 24/0114/FULM – Land at Cammage Way, Bessacarr.

**RESOLVED (11)**

**11.1** Feedback is given to the Planning Department at CDC on the planning application received.

**11.2** Members considered the invitation to attend the Planning Committee to speak. Councillor Gibbins was the only member who may be available to attend, he would check his commitments as he has a private appointment that day and let the Clerk know. **Post Meeting Note:** Councillor Gibbins cannot attend the Planning Committee at the start of the meeting due to an overlap with his private appointment, however he will try to attend the meeting.

**12) POLICE ISSUES**

**12.1 Police Issues**

Councillor Sprack attended the session on 17<sup>th</sup> December and raised concerns regarding parking on behalf of a resident. The next session is on 21<sup>st</sup> January 2026 at 6pm at Kilham Hall Meeting

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Rooms. The Clerk informed Members that the PCSO's had to rearrange February and March dates and gave them alternative options.

**RESOLVED (12)**

**12.1** Members noted the police update.

**12.2** The Clerk will inform the PCSO's of the Parish Council's preference for amended future dates and advertise the sessions on social media and the website.

**13) ITEMS OF CORRESPONDENCE**

**13.1** 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, Email from Rapid Relief Team.

**RESOLVED (13)**

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

**13.2** Councillor Gibbins will contact Rapid Relief Team regarding 24<sup>th</sup> January 2026 litter pick.

**13.3** The Clerk will request "the current government's proposal to remove the ability for PCs to have any influence on local planning matters" is placed on the YLCA South Yorkshire Branch Meeting Agenda.

**14) DATE OF NEXT MEETING**

**RESOLVED (14)**

That the next meeting be held on Wednesday 4<sup>th</sup> February 2026 commencing at 6pm.

**15) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC**

**15.1** Clerk's December Timesheet and 3<sup>rd</sup> Quarter Mileage Claim

The Clerk's timesheet for December was shared for information. The Clerk has worked 3 hours 15 minutes over her contracted hours. The 3<sup>rd</sup> quarter mileage claim is for 86.8 miles.

**15.2** Handyman's December Timesheet

Handyman's timesheet for December was shared for information.

**RESOLVED (15)**

**15.1** The Clerk's timesheet was received and it was Resolved that the Clerk be paid for the additional 3 hours worked during December.

**15.2** Members approved the Clerk's mileage claim form.

**15.3** Members noted the Handyman's timesheet.

**15.4** The Clerk will forward timesheets and mileage claim to the payroll provider and inform them of the additional 3hrs to be added to the Clerk's timesheet.

The meeting closed at 7.25pm.

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

*Minutes subject to approval at the next meeting*



**City of  
Doncaster  
Council**

# **Street Lighting Attachments Policy**

**January 2026**

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## **1 Introduction**

1.1.1 This policy is to provide guidance and information to all applicants who wish to utilise the authorities existing street lighting furniture and signage for attaching additional non-standard highways equipment. City Of Doncaster Council in principle consent to the use of its equipment for these purposes providing the requirements of this policy is followed and all inspections provide evidence that the additional equipment will not compromise the existing equipment nor cause harm or distraction to the travelling public. This policy is broken down into various sections to provide details of the different requirements based on type of usage. City of Doncaster reserve the right to refuse permission based on unsuitable locations, condition of equipment, previous failure to comply to this policy and important community safety issues requiring priority of the equipment.

## **2 Christmas Infrastructure**

### **2.1 Process for new installations (Column Mounted)**

2.1.1 Download festive application from City of Doncaster Council website and complete XM1 application form (Page 20) with Location of requested display including column numbers. Send the XM1 form to City of Doncaster Council via [StreetLAssetMaintenance@doncaster.gov.uk](mailto:StreetLAssetMaintenance@doncaster.gov.uk). City of Doncaster will raise an invoice – Pay Initial application fee of £350.00 to have proposal assessed. This fee will be credited to the account if the works are actioned. New installations should be submitted prior to July 31<sup>st</sup> in any given year to ensure that the council can meet any infrastructure requirements. Any existing details need to be submitted before Sept 30<sup>th</sup> in any given year.

2.1.2 City of Doncaster Council Assess application and advise of any known issues with columns chosen ahead of structural inspection. This could include equipment already being installed at the chosen location or known condition issue with the chosen equipment. Applicant to revise based on additional information if required.

2.1.3 On receiving initial approval, City of Doncaster Council shall provide inventory details for applicant to send to council structural inspection contractors, Applicants at this stage must check and approve the supplied information as being correct as any errors cannot be rectified after this point. Send information to council structural inspection contractor and pay for the surveys directly. The council has negotiated that community Installations by Parish

councils / Community Groups will be charged at the councils preferential rates. For each column you will require information of the motif size, Weight and windage as well as the proposed mounting position. Motifs will not be accepted on concrete columns under any circumstance.

- 2.1.4 Applicant shall be asked to provide unmetered Meter point Administration number (MPAN) for the energy usage. If the applicant does not already have one, they will need to apply for one by contacting to Northern Powergrid or Western Power distribution (City of Doncaster Council shall advise which at application)
- 2.1.5 On approval of Structural documentation, City of Doncaster Council will produce a bill for payment for infrastructure installation less the £350 application fee.
- 2.1.6 On confirmation of Payment City of Doncaster Council will install Infrastructure.
- 2.1.7 Procure motif installer contractor who has the relevant certification and experience for installations as highlighted in section 4.
- 2.1.8 Appointing Contractors can lead to the applicant requiring to follow Construction (Design Management) regulations 2015 (CDM) as a client. If multiple contractors are used on a site, the applicant (Client) must appoint a

principal contractor who should advise the Client of their responsibilities to comply with CDM regulations. Details of CDM can be found at the link below:

[Health & Safety Construction\(Design & Management\)Regulations 2015:Overview](#)

[Getting Specialist Help with Health & Safety Leaflet](#)

2.1.9 Installer to apply for Highway Network Management permissions as required for the installation works. Any or all the following may be required.

- Licence under Section 169 of the Highways Act 1980
- Licence under Section 178 of the Highways Act 1980
- The placement of Temporary Traffic Management

All licences and/or permissions will be subject to:

- Adequate Public Liability Insurance
- Suitable accreditation
- Appropriate Risk Assessment and Method statements
- Adequate works particulars

Details of specific requirements for all licences and/or permissions are detailed on the City of Doncaster Website, following the *Transport, streets & parking - Information, advice, and guidance - Highway network management* Links.

All works must be undertaken in accordance with the *Safety at Street Works and Road Works Code of Practice* and *Chapter 8 of the Traffic Signs Manual*

2.1.10 Installer to install motifs.

2.1.11 During Installation and not later than 7 days after installation any faults with Council installed infrastructure reported to street lighting team for rectification.

2.1.12 After Christmas Installer to disconnect and remove any infrastructure by 21<sup>st</sup> January of any given year – Installer MUST not de-energize the circuits to lose

supply to timeclocks as this will cause failures in equipment before the next years display.

2.1.13 Installer to supply energy usage submission for all sites to applicant by 30<sup>th</sup> January of any given year.

2.1.14 Applicant to submit energy usage inventory to NPG/WPD and supply Doncaster a copy for records for audit purposes.

## **2.2 Process for new installations (Tree Displays)**

2.2.1 City of Doncaster council does not permit tree lighting to be fed directly from its assets and as such any tree lighting install will require a supply and method of feeding lighting in Trees. The council can arrange this on a site-by-site process but before this can be considered the Street lighting team will require the Tree permit being submitted.

2.2.2 For installation to trees on Council land, City of Doncaster Council's Tree & Woodlands Team must give prior approval. All enquiries must be made via Scene.Street@doncaster.gov.uk and will be subject to an inspection fee of £52.99 per hour and part thereafter (subject to increase by RPI annually). Street lighting will not consider any applications until they have written confirmation of approval from Street Scene. Confirmation should be sent with application form XM01 and the process from 3.1.1 can begin.

2.2.3 Following approval being provided A feeder pillar will be installed feeding a local post which will be installed on behalf of the applicant. Any on-going Maintenance including emergency make safe and electrical testing (every 6 Years) will be the on-going responsibility of the applicant.

2.2.4 Any lighting installed in a tree must be Safety extra-low Voltage. The council will supply a 10amp 24v A.C. supply via a Violet 16amp Commando Socket. Contractors need to ensure their lighting is compatible with this type of supply. No Drivers or transformers shall be accepted mounted onto any tree and as such any units found to be installed this way shall be disconnected pending rectification works taking place.

## 2.3 Process for Existing Installations

- 2.3.1 Submit XM1 form with details of installation and installation dates including expected removal date. Indicate if existing or new installation required.
- 2.3.2 Appoint motif installer contractor who has the relevant certification and experience for installations as highlighted in section 4.
- 2.3.3 Installer to apply for Highway Network Management permissions as required for the installation works. Any or all the following may be required.
  - Licence under Section 169 of the Highways Act 1980
  - Licence under Section 178 of the Highways Act 1980
  - The placement of Temporary Traffic Management

All licences and/or permissions will be subject to:

- Adequate Public Liability Insurance
- Suitable accreditation
- Appropriate Risk Assessment and Method statements
- Adequate works particulars

Details of specific requirements for all licences and/or permissions are detailed on the City of Doncaster Website, following the *Transport, streets & parking - Information, advice, and guidance - Highway network management* Links.

All works must be undertaken in accordance with the *Safety at Street Works and Road Works Code of Practice* and *Chapter 8 of the Traffic Signs Manual*

- 2.3.4 Installer to install motifs- **Under no circumstance must equipment be drilled. If any columns are found to be drilled, it will be the responsibility of the applicant to pay for the equipment to be replaced in full.**
- 2.3.5 During Installation and not later than 7 days after installation any faults with Council installed infrastructure reported to street lighting team for rectification.
- 2.3.6 After Christmas Installer to disconnect and remove any infrastructure by 21<sup>st</sup> January of any given year – Installer MUST not de-energize the circuits to lose

supply to timeclocks. Where possible the RCD switch should be used to isolate the output supply. Where no RCD is installed, the Motif must be unplugged.

- 2.3.7 Installer to supply energy usage submission for all sites to applicant by 30<sup>th</sup> January of any given year.
- 2.3.8 Applicant to submit energy usage inventory to NPG/WPD and supply Doncaster a copy for records for audit purposes.

#### **2.4 Infrastructure – (Fitted to CDC Columns)**

- 2.4.1 Prior to infrastructure being installed the applicant will be asked to provide details of their unmetered MPAN- Nominated Supplier 7 Meter Administrator prior to permission being given. Details of how to appoint these can be found in section 2.10.
- 2.4.2 The cost to adapt the existing column to accommodate a Christmas lighting supply would be dependent on a survey of the existing electrical equipment. Doncaster Council will only maintain the infrastructure once the applicant accepts the quotation for the installation and conforms to the requirements set out below. At the point of application an XM1 application form should be received with full details of the request, there will be a £350.00 charge to cover inspection surveys. Once the application is approved and the applicant proceeds, the £350.00 will be deducted from the incurred installation costs.

The infrastructure required is set out as follows:

- 2.4.3 Doncaster Council will supply a 16A commando socket fed via a timeclock, Residual Current device (RCD) protection & suitable 6A fused supply at each point. The council will maintain this infrastructure for a period of 2 years from installation. After this 2-year period any failures will require funding by the applicant. The Applicant will also be required to comply with Institute of Engineering and technology (IHT) BS7671 18<sup>th</sup> edition periodic electrical inspection regime.
- 2.4.4 The periodic inspections shall be charged for in advance of works commencing. Failure to comply with this testing regime shall result in Doncaster council

disconnecting the services and the permissions for installation of displays being revoked. The applicant will be responsible for the costs of disconnection.

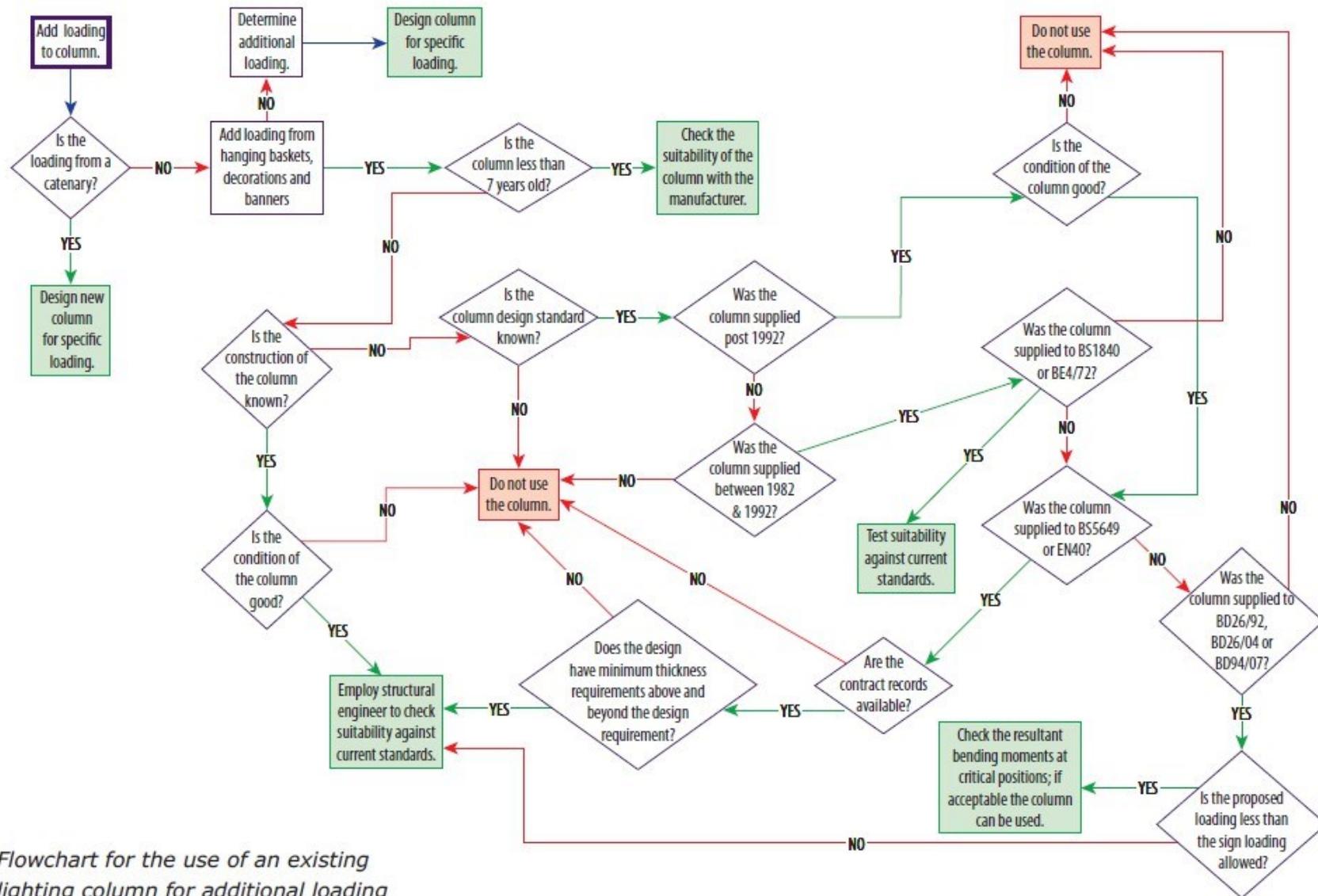
- 2.4.5 The system must be left in a satisfactory state following the previous year's de-commissioning. The timeclock must always remain energized to prevent the electronics failing in inclement weather conditions. The recommended isolation procedure is to isolate the RCD device where possible. Any timeclock that fails, due to being de-energized, will be replaced and the applicant charged for the repair and parts.
- 2.4.6 All XM1 application forms must be submitted by the 1<sup>st</sup> of June of any given year to allow for works to be processed in sufficient time. Applications after this time will not be considered and will need to be processed the following year. This date is critical to allow for any 3<sup>rd</sup> party connection works by the direct network operator to be programmed to avoid disappointment of no supply at switch on events.
- 2.4.7 Maintenance costs associated with infrastructure shall be covered for 2 years from installation. Any costs arising from failed equipment after 2 years will be the responsibility of the display organiser.

## 2.5 Column Structural Integrity

- 2.5.1 Prior to consent for installation, the column requires Structural testing by a certified accredited independent testing company to ensure the streetlight can accommodate the additional windage and weight. Before any testing takes place, the Street Lighting Manager for Doncaster Highways must be informed by email to [streetAssetMaintenance@doncaster.gov.uk](mailto:streetAssetMaintenance@doncaster.gov.uk). Applications will only be considered if Public Lighting Guidance (PLG) 06 Installation & Maintenance of seasonal decorations & Column attachments & BS EN 40-5 Requirements for steel lighting columns conditions are met. Applications for installation on concrete columns will not be considered for any new installations. Existing Installations may use braided wrap displays only.
- 2.5.2 City of Doncaster Council have access to structural testing services through a procured company, who can provide structural inspections to meet the requirements. Should the applicant be installing motifs to columns this will require structural testing by a procured company. The engineer from the Street Lighting Department will need a list of columns to provide a spreadsheet of details to be passed to the structural testing company. Once these tests have returned, this information is then imported into our database and works can be

actioned once the invoice has been paid. Additionally, under the requirements of PLG06 columns will need to be condition checked after a maximum of 24 months. Some columns will only be given a 12month guarantee dependant on their condition. Failure to comply with this testing regime will result in permissions for displays to be revoked and infrastructure disconnected by Doncaster council and the applicant billed for these disconnections.

**2.5.3** PLG 06 structural inspection flow chart is provided for information in the supporting documents on Page 10 of this document to assess column suitability for attachments.



## 2.6 Motif's

- 2.6.1 Concrete Columns are not permitted for Motifs, Columns which have infrastructure installed prior to 2021 may be allowed to utilise braided wrap displays on concrete columns provided condition is assessed prior to install. No new installs of Braided wraps on concrete columns will be permitted after 2021.
- 2.6.2 Catenary Wires, Festoon or Bungee may not be strung from column to column or column to structure or tree. This could be permitted but only if specifically designed column is installed and approved by the council's structural engineer. The cost of the column replacement and associated works will be the applicants responsibility.
- 2.6.3 No motif may be installed on a column with sheet steel extension bracket. This limits the mounting height, clearance, and size of the motifs.
- 2.6.4 City of Doncaster Council must approve the weighting, windage, mounting height and location of each motif.
- 2.6.5 Each Christmas motif/display must be electrically tested, and a certificate produced prior to its installation.
- 2.6.6 The electrical loading of any one installed motif should not exceed 5A rating.
- 2.6.7 All Christmas motifs, controls and supporting equipment should have an ingress rating of at least IP66.
- 2.6.8 Under no circumstances must a column be drilled. Any drilled columns will require the applicant to pay for the column to be replaced.

## 2.7 Tree Lighting (Both Permanent and temporary Trees)

- 2.7.1 Prior to Application & installation to trees on Council land, Doncaster Council's Tree & Woodlands Team must give prior approval. All enquiries must be made via [Scene.Street@doncaster.gov.uk](mailto:Scene.Street@doncaster.gov.uk) or by phone on 01302

736000 and will be subject to an inspection fee of £52.99 per hour and part thereafter (subject to increase by RPI annually).

- 2.7.2 All Lighting in trees must be safety electrical low voltage (SELV) rated (24vac) units with safety isolating transformer. No Transformers/Drivers are permitted to be mounted on the tree.
- 2.7.3 No Catenary support shall be connected from any street lighting infrastructure to supplied lighting unless approved by Doncaster council in agreement with the councils appointed structural engineers report. Infrastructure requires to be fed from ground sources which must comply with the National Joint Utilities Group Ltd (2007) Volume 4: Street Works UK Guidelines for The Planning, Installation and Maintenance of Utility Apparatus in Proximity to Trees (Issue 2),
- 2.7.4 Lighting should be wrapped around stems and branches to allow for tree growth and be inspected yearly by the Applicant's approved Contractor to ascertain if the lighting needs re-fitting to allow for growth. Under no circumstance must lights be secured to any part of a tree using anything other than approved banded fixings.
- 2.7.5 Council trees are inspected and maintained proactively. It will be the responsibility of the Applicant to complete any work at their own cost to the lighting identified by the Council or to remove any lighting necessary to allow the Council to undertake tree maintenance work in accordance with the timescales specified by the Council.
- 2.7.6 Trees will be fed with a separated extra-low voltage (SELV) 24v a.c. supply (Violet coloured 16amp Socket). The supply shall be mounted on a 76mm Wide based post which will be installed on behalf of the applicant fed via local feeder pillar, the applicant will be responsible for the on-going maintenance of both the post and the feeder pillar responsible for condition surveys and electrical testing. Electrical testing can be included with the column mounted Christmas infrastructure testing carried out by the council on behalf of the applicant although this would be chargeable on a six-year cycle.

## 2.8 Motif Installation Contractors

- 2.8.1 Any electrical contractor / Festive contractor must supply the applicant with relevant documentation to prove competency and qualifications to fulfil the contract. As per section 2.9
- 2.8.2 If sub-contractors are to be used the applicant must as client appoint a principal contractor to manage CDM requirements on their behalf.
- 2.8.3 The Motif Installer should provide risk assessment and method statement documentation for all installation practices. The applicant will be responsible for ensuring that the contractors methods of work are compliant. The Applicant should seek assistance from City of Doncaster council if they have any doubts.
- 2.8.4 The Contractor/Principal Contractor shall apply for permission to place a Crane or other Apparatus over the highway through a Section 178 agreement of the Highway Act Form on page 17 of this document. Doncaster Council currently waive the right to charge for this license if the contractor is appointed by a Parish/Town council or community group.
- 2.8.5 The contractor will provide the applicant with a full list of column numbers and locations for identified faults during installation within 5 Working days of fault being identified. Failure to provide this information within suitable timescales and formats may lead to delayed council response depending on resources. The contractor must test the RCD device at point of installation and report any failures of operation.
- 2.8.6 Contractors **must not** install any festive equipment to columns that do not have Infrastructure installed. They must notify the applicant and council. Motifs that are installed without the correct infrastructure will lead to

complaints to the council and the applicant. Additionally the contractor cannot be sure that the column has the relevant structural checks in place.

- 2.8.7 The council reserves the right to remove approval for column use based on other community factors taking priority. The council will offer an alternative location and install infrastructure FOC to compensate.
- 2.8.8 No Displays should be fitted on columns which contain any other attachment other than road signs i.e. CCTV, ANPR or Traffic cameras.
- 2.8.9 Maintenance and insuring/indemnifying of the display will be the responsibility of the applicant Indemnifying insurance should be at a minimum of £5 Million. The applicant shall have copies of these prior to installation commencing.
- 2.8.10 Commissioning & de-commissioning of the festive display should not compromise the street lighting, the applicant will be solely responsible for any lighting failures caused by faulty displays & removal of control fuses. Doncaster council operates a central management system and therefore any failures reported linked to the installation dates shall incur a charge.
- 2.8.11 The applicant shall provide City of Doncaster Council an emergency contact for both in normal hours and outside of normal hours for their equipment. In the event of Christmas displays failure, which requires a response by Doncaster Council, the applicant will reimburse Doncaster Council with any costs incurred.
- 2.8.12 Under no circumstance must the column be drilled or fixed to other than using approved banded fixings, any damage to the column will result in a replacement being fitted at the applicant's expense. Christmas motif installers require Public Liability Insurance to a value of at least £10 million on appointment and Professional indemnity insurance of minimum £5 Million. A copy of these insurances must be filed to be provided on request by the council.
- 2.8.13 Doncaster Council requires installers to indemnify against any unlimited liability, with a minimum Professional indemnity insurance of £5 Million

which may arise because of the installation. Copy of the valid insurance certificate to be filed each year for production on request by the council.

2.8.14 All Installations must be de-energized on by the 10th of January of any display year (Motifs Unlit). Approved de-energisation of the equipment is through the switching of the RCD switch (Leaving the clock powered)

2.8.15 All Christmas motifs MUST be removed from the column infrastructure by 21st January of any display year.

2.8.16 Details of timeclock programming can be found on the council website.

[Doncaster Council attachment guidance](#) It is expected that all clocks be reset at the time of installation by the contractor to the required switch on times. In the event of clock issues the council must be notified of all faults within 5 days of installation.

## **2.9 Motif Installation Contractors Accreditation requirements**

- 2.9.1 The contractor shall have the contractors Health & Safety Assessment Scheme (CHAS) accreditation for Health & Safety purposes and Chapter 8 Street Works Act, Powered Access, and BS 7671 IEE Electrical Regulations training. Accreditation must be valid over the term of the contract. The applicant shall ensure they have copies of these and any relevant insurance documents prior to appointment.
- 2.9.2 All operatives working on installing/maintaining the scheme will be qualified & certified to the G39 Working in the vicinity of DNO / IDNO equipment. Motif installers to provide details of all operatives working on the contract and include qualifications to the applicant for records.

## **2.10 Energy**

### **2.10.1 HOW MUCH DOES THIS COST ANNUALLY?**

The electricity supplied from lighting columns is not metered but calculated. The Applicant would be responsible for supplying the Northern Powergrid /

National Grid distribution details of consumption and paying the electricity accounts for the festive displays.

2.10.2 Details of how to apply for this supply can be found as per the following Northern Powergrid web link

<https://www.northernpowergrid.com/asset/4/document/572.pdf> . (Page 6)

City of Doncaster Council would expect to receive a copy of this yearly return for our Records. Applicant would be responsible to ensure that they have an unmetered MPAN, Nominated contracted supplier i.e. Npower, Octopus etc. and appointed meter administrator prior to applying.

2.10.3 Meter administrators available are **Power Data Associates** 01525 601201

[info@PowerDataAssociates.com](mailto:info@PowerDataAssociates.com) & **Stark** <https://www.stark.co.uk/contact>  
thuckin@stark.co.uk

2.10.4 Additionally templates and examples can be found at :

<https://www.doncaster.gov.uk/services/transport-streets-parking/apply-to-attach-seasonal-decorations-cctv-or-banners-on-streetlight-columns>

## **2.11 In Summary**

2.11.1 Although, we believe this policy to be as comprehensive as possible, we acknowledge It does not cover every situation and street lighting asset maintenance reserve the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its residents. Delivery of the policy is also dependent on adequate Resources.

2.11.2 The Street Lighting Central Management System Manager & Highways Electrical Duty Holder will review on a two-yearly cycle or at any

statutory/approved practice, requirements change this Policy, on the date of formal approval of this document.

## **2.12 Festive Appendix**

### 2.12.1 Christmas Lighting Operational Policy

Supporting Documents – Application Forms

Additional Resources for information

#### [ADEPT - GUIDANCE ON THE INSTALLATION, OPERATION AND REMOVAL OF SEASONAL DECORATIONS](#)

[Institute Of Lighting professionals PLG06 Guidance on Installation of Seasonal Decorations & Column Attachments](#)



Column Number	Road Name	Location	Town / Village	E= Existing N=New	Fault present

Column Number	Road Name	Location	Town / Village	= Existing N=New	Fault present

### **3 Camera Attachments including any Free-Standing tied equipment.**

- 3.1.1 Any Columns utilised for any sort of Camera attachment must have been structurally assessed prior to installation of equipment. Any equipment requiring structural assessment for City of Doncaster Council camera equipment can be inspected utilising the Councils procured structural contractor at council procured rates. Any external client must contact the contractor and agree a price for the works.
- 3.1.2 Camera Application Process
- 3.1.3 Contact Street lighting department with details of the required works. As part of this contact the requester should provide details of
  - Column / Unit Number
  - Street & Location
  - Type of equipment to be fitted and quantity.
- 3.1.4 City of Doncaster Council Assess application and advise of any known issues with columns chosen ahead of structural inspection. This could include equipment already being installed at the chosen location or known condition issue with the chosen equipment. Applicant to revise based on additional information if required.
- 3.1.5 On receiving initial approval, City of Doncaster Council shall provide inventory details for applicant to send to council structural inspection contractors, Applicants at this stage must check and approve the supplied information as being correct as any errors cannot be rectified after this point. Send information to council structural inspection contractor and pay for the surveys directly. Works for council sponsored initiatives shall be quoted at the councils procured rates. For each column you will require information of the Camera Equipment Weight and windage as well as the proposed mounting position. Additionally you will need to specify the quantity of each piece of equipment fitted to the columns.
- 3.1.6 External Applicants shall be asked to provide unmetered Meter point Administration number (MPAN) for the energy usage. If the applicant does not already have one, they will need to apply for one by contacting to Northern

Powergrid or National Grid distribution (City of Doncaster Council shall advise which at application)

- 3.1.7 On approval of Structural documentation, City of Doncaster Council will ask internal clients for an expenditure code to facilitate the installation of the supply infrastructure. For external Clients, a quote will be provided, and a Purchase Order number and billing address will be required to allow City of Doncaster Council to invoice the client. On receiving payment in full City of Doncaster Council shall commence the installation of Supply Infrastructure.
- 3.1.8 City of Doncaster Council shall notify the client of an installation date so that the client can arrange to be on site at the same time to install the equipment or can oversee City of Doncaster Council installing the equipment.
- 3.1.9 Appointing Contractors can lead to the applicant requiring following Construction (Design Management) regulations 2015 (CDM) as a client. If multiple contractors are used on a site, the applicant (Client) must appoint a

principal contractor who should advise the Client of their responsibilities to comply with CDM regulations. Details of CDM can be found at the link below:

[Health & Safety Construction \(Design & Management\) Regulations 2015: Overview](#)

3.1.10 Installer to apply for Highway Network Management permissions as required for the installation works. Any or all the following may be required.

- Licence under Section 169 of the Highways Act 1980
- Licence under Section 178 of the Highways Act 1980
- The placement of Temporary Traffic Management

All licences and/or permissions will be subject to:

- Adequate Public Liability Insurance
- Suitable accreditation
- Appropriate Risk Assessment and Method statements
- Adequate works particulars

Details of specific requirements for all licences and/or permissions are detailed on the City of Doncaster Website, following the *Transport, streets & parking - Information, advice, and guidance - Highway network management* Links.

All works must be undertaken in accordance with the *Safety at Street Works and Road Works Code of Practice* and *Chapter 8 of the Traffic Signs Manual*

3.1.11 During Installation and not later than 7 days after installation any faults with Council installed infrastructure reported to street lighting team for rectification.

3.1.12 Client to ensure that Unmetered inventory is correctly updated for each asset installed for energy purposes. External Clients to provide details of energy consumption in the form of an [Elexon Unmetered supply user group \(UMSUG\) code.](#)

#### **4 Commemorative Displays**

The council has had request from Parish and Town councils over recent years to allow commemorative displays on our equipment. Due to the short-term temporary nature of the installation the council has no issues with these types of installations if the following conditions are adhered to. Any breaches of these conditions may result in removal of this approval.

1. The council is notified prior to installation. Details of Road names and column numbers supplied to the council of the columns installed to.
2. Only carry out install in good weather and during daylight hours.
3. Installers have Appropriate footwear and Hi Viz Jacket during install, also obviously observe the traffic and conditions.
4. Installers to carry out Non-Contact Voltage test prior to touching the column metal work (Process described In Note 12) Any issues reported through to the council on 01302 736000.
5. Any Display Equipment is Temporary fixed using Ty-wraps and non-metallic. Cutting any excess from the ty-wrap.
6. Poppies to be installed at minimum 2.5m from finished floor level.
7. No Catenaries linking equipment.
8. No Access equipment is leaned against the columns. (ladders etc)
9. Where installed Poppies should not block vision at road junctions etc. Do not install on any traffic Signs or columns which feature a traffic signs. Or Road Safety equipment such as beacons, School Flashers etc.
10. Do not install on Traffic Signal Poles or in direct vision of a traffic signal.
11. Displays are removed within a timely manner i.e., 2 weeks maximum after event.

4.1.1 Installer to apply for Highway Network Management permissions as required for the installation works. Any or all the following may be required.

- Licence under Section 169 of the Highways Act 1980
- Licence under Section 178 of the Highways Act 1980
- The placement of Temporary Traffic Management

All licences and/or permissions will be subject to:

- Adequate Public Liability Insurance
- Suitable accreditation
- Appropriate Risk Assessment and Method statements
- Adequate works particulars

Details of specific requirements for all licences and/or permissions are detailed on the City of Doncaster Website, following the *Transport, streets & parking - Information, advice, and guidance - Highway network management* Links.

All works must be undertaken in accordance with the *Safety at Street Works and Road Works Code of Practice* and *Chapter 8 of the Traffic Signs Manual*

## **12. Non-Contact Voltage Testing Process**

- Verify the tester:** First, test the NON-CONTACT VOLTAGE TESTER on a known live power source (like a wall outlet) prior to going to site to ensure its batteries and functions are working correctly (it should light up and/or beep).
- Verify the tester on Site:** Press the units self-test button to prove the NON-CONTACT VOLTAGE TESTER lights and sounds audibly.
- Test the column:** Bring the tip of the NON-CONTACT VOLTAGE TESTER close to the metal column.
- Check for indication:** If the tester lights up, beeps, or both, there is AC voltage present, and the column is not safe to touch. If this occurs do not touch the column and Ring 01302 736000 immediately
- Verify the tester on Site:** Press the units self-test button to prove the NON-CONTACT VOLTAGE TESTER lights and sounds audibly after test.

f. **Re-verify the tester:** After testing the column, test the NON-CONTACT VOLTAGE TESTER on the known live source again to confirm it did not malfunction or lose power during the test.

[Non-Contact Voltage Tester Links](#)

[TIS Voltage Detector | Toolstation](#)



Any display items that do not meet these conditions shall need approval of City of Doncaster Council and may require structural assessment as per festive and Camera displays if the equipment is deemed to compromise the column to which its being fixed. Under no Circumstances should the column door be removed.

## **5 Other Attachments and or displays.**

Whilst this policy is intended to provide direction regarding safe deployment of attachments onto street lighting equipment it is by no means exhaustive. If your requirements are not listed here, it means that a conversation will be required at the earliest opportunity to discuss requirements for deployment. It could well be that the requirements for any speciality display or equipment may require to follow some of the processes already documented in this document or it may be a hybrid of some of the processes.

Timescales for deployment will depend on successful processing of structural assessment and as such realistically 3 months should be considered a minimum timescale to allow the relevant condition, structural and installation processes to take place.

## **6 Prohibitions**

City of Doncaster council will not consider the following installations under any circumstances.

- Catenary or any other type of strung installation either between columns or between trees/buildings and columns
- Installations on Concrete columns.
- Any attachments without a condition and structural or manufacturer confirmation of structural capacity.

## **7 CDM Regulations**

Any changes to street furniture from its current designed purpose will mean that any specifier undertakes designer duties as per the CDM regulations. Any failure of equipment from installations without relevant condition / structural / electrical surveys will require investigation and any non-compliance issues explained.

SPC006	Play Area, Kilham Lane, Branton	Programmed Work 06 April 2026 - 04 April 2027	Quantity	To Do	26/27
400203GRD	Empty bin (once a week summer, once a fortnight winter) Recharged Double	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa*a*a*a*a*a*a*a*a*a*a*a*a*	1	39	£503.60
400203GRS	Empty bin (once a week summer, once a fortnight winter) Recharged Single	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa*a*a*a*a*a*a*a*a*a*a*a*a*	2	39	£627.88
				<b>78</b>	<b>£1,131.47</b>

**CANTLEY with BRANTON PARISH COUNCIL - ACTION TACKER 2026**    **Last Updated 27/01/26**

Action Ref	Action	Raised by	Date Raised	Closed by	Date Closed	Priority	Overdue Y or N	Comments
GEN - 021	Donny Road Garden to weed control and bark chippings	SM	19/01/2025			4	N	Carry across to 2026 season
GEN - 022	Donny Road Garden to plant shrubs and perenials	SM	19/01/2025			4	N	Carry across to 2026 season
FAC - 017	Hall boundary fence to repair and repaint	SM	19/01/2025			4	N	Repairs done, painting to complete (ongoing)
FAC - 018	Hall gutters to clean out post Autumn (leaf fall)	SM	19/01/2025	SM	16/01/2026	4	N	Closed
GEN - 023	Create bed around fenced playground park and plant Spring bulbs	SM	23/02/2023	SM	02/11/2025	4	N	Not doing due to HSE risk
FAC - 024	Hall Porch to repaint and reclad	SM	27/05/2023			4	N	Autumn / Winter 2025
FAC - 026	Kilham Hall offices and meeting room to decorate	SM	03/10/2023			4	N	Winter 2025 / 2026
GEN - 030	Old Cantley - Village sign to replace	SM	28/11/2023			4	N	Sign perished and cracked
GEN - 032	Memorial Garden - plant Summer flower bulbs	SM	28/03/24	SM	02/11/2025	3		Autumn 2025
FAC - 034	Clean Hall Soffitts and Facia's post Winter	SM	28/03/2025			3	N	Spring 2026
FAC - 036	Donny road - plant Summer flowering bulbs	SM	28/03/2024			4	N	Postponed to 2026
FAC - 043	Play tower roof Felt missing, vandalised, to replace	SM	19/07/2025			3	N	Postponed to 2026
FAC - 048	Fire door closes and intumescent strips to install in hall	BW	05/09/2024			2	N	Strip fitted, door to plane
GEN - 034	Memorial Garden - plant Wild flower bulbs / seeds	SM	03/09/2025			3	N	Spring 2026
ROSPA - P4 & P5	Zip wire maintenance - strip down inspection required of full system including cable wear inspection.	BW	25/09/2024			3	N	Decision taken to replace Trolley Assy and Seat due to age.
ROSPA - P2	Basket Swing - Chain links worn at 40%, to be replaced	BW	25/09/2024			3	N	Parts here, to do Spring 2026
ROSPA - P6	Zip wire - Renew Finger guards	BW	25/09/2024			3	N	Parts here, to do Spring 2026
ROSPA - P4 & P5	Fenced Play equipment - descale and repaint	BW	25/09/2024	BW	02/11/2025	3	N	To be undertaken by Contractors
ROSPA - P7	Play tower - finger entrapment, small holes to plug	BW	25/09/2024			3	N	
ROSPA - P7	Play tower - Chamfer tread edges	BW	25/09/2024	SM	02/11/2025	3	N	
FAC - 050	Build and install Compost enclosure for green waste	BW	05/12/2024			3	N	
FAC - 051	Playground grid to remove, as slip and trip hazard	BW	31/08/2025	BW	02/11/2025	3	N	Decision taken to leave in place
GEN - 035	Play surface under basket swing is worn	SM	31/08/2025			4	N	requires repair Spring 2026
FAC - 052	Rail fencing in parish to repair and renew	BW	31/08/2025			4	N	Winter 2025 / 2026
FAC - 053	Park benches to repaint	SM	31/08/2025			4	N	Spring 2026
FAC - 053	Park Sign frames to repaint	SM	31/08/2025	SM	02/11/2025	4	N	
FAC - 054	Memorial statue to revarnish	SM	31/08/2025			4	N	Spring 2026
FAC - 055	Memorial statue sign to secure	SM	31/08/2025			3	N	
FAC - 056	Car park bollards to paint signal yellow	SM	31/08/2025			4	N	

ROSPA - P8	Secondary access / exit gate required in fenced area of play park	BW	02/11/2025			4	N	
ROSPA - P7	R/H Flat swing chains worn beyond 40%	BW	02/11/2025			3	N	Parts here, to do Winter 2025
GEN - 036	Log roll and chippings to install around new park trees	SM	31/08/2025			4	N	
GEN - 037	Cut back boundary tree line to 3m limit	SM	31/08/2025	SM	02/11/2025	3	N	Winter 2025 / 2026
GEN - 038	Remove Dead Holly bush and replace	SM	16/01/2026	SM	27/01/2026	3	N	Evidence shows poisoning
GEN - 039	Top up Memorial garden with Bark chippings	SM	16/01/2026			3	N	
GEN - 040	Top up Rose garden with Bark chippings	SM	16/01/2026			3	N	
FAC - 057	Tarmac repairs required on perimeter path (various)	SM	16/01/2026			3	N	



# Cantley with Branton Parish Council

## Parish Council Action Plan 2026 to 2027

### Document Aim

The purpose of this document is to set out the activities and projects the Parish Council will commence or complete within 2026/2027. The action plan is split into three categories, People, Place and Provision.

### People

#### 1. Donations

The Parish Council will donate to the following organisations:-

- 1.1.1 Auckley Show - £500 towards the costs of organising the Auckley Show
- 1.1.2 British Royal Legion - £100 for 2 poppy wreaths, one for Kilham Hall Remembrance bench and one for Branton St Wilfrid's Primary School
- 1.1.3 Thorne Rural Lions - £100 for Santa Sleigh Visit
- 1.1.4 Kilham Hall Management Committee - £500 for Christmas Pantomime

#### 2. Grants

The Parish Council will consider putting aside £1000 for community groups to apply for a grant.

### Place

#### 3. Kilham Hall and Recreation Area

We will assess, together with Kilham Hall Management Committee, the current building and wider site to look at opportunities to redevelop/refurbish the building, play area, gym and field to see how it can be better utilised and meet the needs of the local residents, businesses and existing users of the site. Following budget discussions, the following was agreed:

- 3.1.1 New equipment for Meeting Rooms
- 3.1.2 New planters for Kilham Hall
- 3.1.3 New CCTV System for Kilham Hall

#### 4. Public Realm

##### Litter Picking

We will continue to provide litter picking equipment for local groups and residents to use to assist in improvement of the public realm within the Parish.

Litter picks will be held every quarter.

##### Planting/Wildflower Areas

We will continue to grow and plant bulbs on suitable parts of our sites/public spaces and manage the tree coverage/maintenance to support climate change and increase the biodiversity of the sites and support local wildlife.

##### Land at the Top of Brockholes Lane

Now that we have obtained a Lease from CDC, we will improve the appearance of the grassed area at the top of Brockholes Lane, clearing vegetation, planting flowers and re-siting the bench.

##### Local Walking Information

To encourage walking and good health, we will share local walking groups and walks around the Parish for residents on the Parish Council Facebook page.

## **Provision**

5. **Communication**
  - 5.1.1 To continue to include more documentation and information on the website for transparency
  - 5.1.2 To publish information on the Parish Council Facebook page regularly to engage with the Community
  - 5.1.3 To add the Planning Register to the website
6. **Grounds Maintenance**

We will continue to coordinate the emptying of waste bins on our recreation site and keep the sites clear of litter. Our Handyman will continue to clear litter from the grounds on his working days.
7. **Remembrance Poppies**

We will continue to add to the lamp post poppies to be hung on lamp posts within the Parish to support the Royal British Legion. We will coordinate donations of knitted/crocheted poppies from local residents to build on the Parish's displays.
8. **Christmas Trees and Lights**

We will continue to illuminate the 3 Christmas Trees within the Parish together with the two established trees at Old Cantley Roundabout.

We will purchase:

  - 8.1.1 A new Christmas Tree and Electricity Column for Warren Park Estate.
  - 8.1.2 Illuminations and an Electrical Column for the opposite side to the road at Old Cantley Roundabout.
  - 8.1.3 Additional illuminations for the existing trees.
9. **Christmas Carols**

We will organise a Carols Around the Tree Event, hiring Armthorpe Elmfield Brass Band to join us, for December at the Glen Road Christmas Tree.
10. **Defibrillator**

We will continue to apply for Grants for defibrillators for Warren Park estate and look at ways the electrical supply can be sourced for the areas.
11. **CCTV**

We will fund the annual maintenance fees to cover the CCTV cameras on the entry points to the village.

We will purchase a new CCTV column for the entrance to Warren Park estate.

## **Implementation**

All staff and Councillors have a responsibility to ensure the policy is implemented within existing resources.

## **Monitoring**

The Action Plan will be monitored by the Clerk with regular updates on progress towards the actions reported back to the Parish Council.

## **Public Authority (Accountability) Bill Factsheet: Duty of Candour measures**

### **Background**

The Government is clear that what happened following the Hillsborough disaster must never happen again:

- Police officers lying and changing witness statements to protect reputations;
- Families bereaved by a major disaster facing an inquest process with no funding for legal representation - while public bodies were free to appoint multiple legal teams to protect their own interests;
- A 25-year fight for an inquest to reach the right conclusion; and
- Investigations undermined by a lack of a duty of candour.

This Bill represents a powerful new package of measures to address these failings and others seen at Grenfell Tower, in the infected blood and Horizon scandals - and in too many other examples over too many years.

### **Duty of candour and assistance**

#### **What are we going to do?**

At the public inquiry into the Hillsborough disaster, the chairman - Lord Justice Taylor - condemned the evidence of senior police officers, which he described as '*defensive and evasive*'. The Hillsborough Independent Panel later found that over 100 statements given by more junior officers had been amended before being provided to the inquiry to remove or alter comments unfavourable to the South Yorkshire Police.

This Bill establishes a new duty of candour and assistance at inquiries, inquests and other investigations - backed by criminal sanctions.

#### **How are we going to do it?**

The duty establishes new obligations on public bodies and officials to help investigations to find the truth: providing information and evidence with candour; proactively; and without favouring their own position.

This duty will apply to statutory inquiries and coroner's investigations, strengthening and reinforcing existing powers to compel evidence. It will also apply at non-statutory inquiries, giving chairs formal powers for the first time. And the Bill gives ministers

the power to extend the duty to more types of investigation through secondary legislation.

This legal duty is focused on the public sector, but also applies to some private bodies: those delivering public functions; those with a relevant health and safety responsibility; as well as relevant public sector contractors - such as in the Horizon scandal.

For those who do not comply with this new duty - the Bill sets out clear criminal sanctions, including prison sentences.

## **Professional duties of candour**

### **What are we going to do?**

This Bill will embed candour at the heart of public service - requiring professional duties of candour to be put in place across the public sector.

### **How are we going to do it?**

The Bill will require all public bodies to establish a professional duty of candour for staff, to be set out within a wider code of ethics. These obligations will be underpinned by a new duty requiring public bodies to promote the ethical conduct of their employees.

Professional duties of candour will be tailored to the sectors to which they apply: meaningful to staff and responsive to the needs of those who use an organisation's services. Authorities will be legally required to set out the consequences for staff who do not comply, including potential disciplinary sanctions up to and including gross misconduct.

Codes of ethics will be based on the Nolan Principles of honesty, integrity, objectivity, accountability, selflessness, openness and leadership. All codes will be required to meet minimum standards - including ensuring that they set out clear processes for internal concerns and public complaints.

These requirements will apply widely - to all public authorities.

## **Offence of misleading the public**

### **What are we going to do?**

As the scale of the disaster at Hillsborough was becoming apparent, police lied about its cause - saying that Liverpool fans had broken into the stadium. This false

account was broadcast internationally and was the first explanation of the cause of the disaster to enter the public domain. In fact, as the Taylor Inquiry would later find, the main reason for the disaster was the failure of police control.

The Bill includes a new offence - aimed squarely at those who aim to mislead the public or cover up the truth. It has been designed with Hillsborough at the front of mind.

### **How are we going to do it?**

This new offence applies where a public authority or public official acts with the intention of misleading the public (or is reckless as to that possibility) and they know, or ought to know, that their act is seriously improper.

This offence is intended to capture the most serious instances of public officials or authorities misleading the public. For example, the chief executive of a hospital instructing staff to lie to the press about a major incident in order to avoid criticism, or a police force issuing a public statement that they know gives a false account of events. It is not intended to apply to instances of accidental or inadvertent misleading.

The Bill sets out a minimum set of criteria which an act must satisfy in order for an act to be considered seriously improper. The act must have:

- Involved dishonesty that was significant or repeated in respect of matters of significant concern to the public;
- Caused, or contributed to causing, harm to one or more other persons or had the potential to do so, and
- Departed significantly from what is to be expected in the proper exercise of the person's functions as a public authority or public official.

Together, these conditions ensure that the offence is properly targeted at particularly culpable conduct.

# HOT TOPICS

## THE HILLSBOROUGH LAW



Michael King, SLCC Head of Policy and External Communications, examines the practical implications of The Public Office (Accountability) Bill.

The Public Office (Accountability) Bill - better known as the Hillsborough Law - was introduced in the House of Commons on 16 September 2025. It covers England and Wales and is currently at the early stages of its passage through Parliament. The Bill's headline purpose is to ensure that public bodies - including local councils - act with honesty and openness under statutory scrutiny. The new duty of candour does not mean councils must answer every question from residents, journalists, or campaigners with unfiltered frankness. Instead, it applies in a very specific context: public inquiries, inquests, and certain investigations.

### What's the duty of candour?

The Act creates a legal obligation for public authorities - and those acting on their behalf - to assist inquiries and investigations proactively and truthfully. That means notifying an inquiry if you hold relevant information, providing evidence and assistance promptly without spinning or self-protection, and correcting errors and highlighting significant facts.

This duty kicks in only when an inquiry or investigation is formally established - such as a statutory inquiry under the Inquiries Act 2005, a ministerial non-statutory inquiry, or a coroner's inquest. It can also be extended by regulation to other types of investigations, but it is not a general transparency law. Day-to-day council business – Freedom of Information (FOI) requests, press queries, or awkward questions at the parish meeting - remains governed by existing rules.

### Why does it matter for parish, town, and community councils?

Local councils are public authorities under the Act. While they're unlikely to feature in headline-grabbing inquiries, they can be drawn in where local decisions or services are under scrutiny - in response to fatal accidents on council-managed land or failures linked to public safety.

For clerks, as the proper officer, this is where your role becomes pivotal:

- **Compliance leadership:** If your council receives a 'compliance direction' from an inquiry chair or coroner, you must coordinate the response.
- **Record readiness:** The duty assumes you can locate and disclose relevant information quickly. Good governance and document management aren't just best practice - they're now a legal safeguard.
- **Ethical culture:** The Act also requires councils to adopt a code of ethics embedding candour as a professional standard. Clerks will likely draft, implement, and monitor this code.

### What happens if you don't comply?

Failure to meet the duty - especially if done deliberately or recklessly to impede an inquiry - can lead to criminal sanctions, including fines and imprisonment. The Act also introduces an offence of misleading the public, aimed at serious cover-ups, not everyday missteps.

### Next steps

- **Don't panic:** This isn't about answering every email with radical honesty. It's about formal processes where truth matters most.
- **Prepare now:** Review your records policy, prepare to implement an ethics code, brief councillors on the forthcoming duty of candour, and keep an eye out for sector guidance on compliance.
- **Embed ethics:** Expect model codes from SLCC, the National Association of Local Councils (NALC), One Voice Wales (OWW), and others - candour will sit alongside the Nolan Principles.

Royal Assent is expected in 2026, with commencement dates set by ministers. Guidance and model codes will follow - SLCC will publish a draft code once the Bill becomes law.

The Hillsborough Law isn't about everyday transparency - it's about truth when it matters most. For clerks, that means being ready to turn principle into practice.



### **A Wonderful Christmas in Branton**

Our Christmas events were a huge success! Despite poor weather forcing *Carols around the Tree* indoors to The Three Horseshoes, and with a fantastic Pantomime at Kilham Hall, the festive spirit was well and truly alive. Thank you to everyone who attended and helped make these events so special.

### **2026/27 Budget & Parish Precept**

The Parish Council approved its 2026/27 budget at the January meeting. Full details are available on our website.

The Parish Council is funded through Council Tax via the **Parish Precept**, collected by CDC. For 2026/27, a precept of **£82,000** has been requested. This represents an increase of approximately **£4.02 per year for a Band D property**. The Council continues to carefully manage spending and monitor income throughout the financial year (1 April – 31 March).

### **Warren Park Updates**

Unfortunately, a Christmas tree and festive lights could not be installed this year. We remain committed to installing these for **Christmas 2026**.

We are also progressing plans for a **defibrillator**, subject to identifying a suitable location. To help deter crime and monitor activity, a **CCTV camera** will soon be installed at the entrance to Warren Park.

### **Annual Parish Meeting**

#### **Wednesday 6 May 2026, 6:00pm**

All electors are welcome to attend and raise matters for consideration. This year, we hope to welcome local groups and organisations to share updates on their work within the parish.

The Parish Council meeting will follow the Annual Parish Meeting. Please see our website for information on the difference between the two meetings.

### **Litter Picking**

A huge thank you to everyone who joined the quarterly community litter picks during 2025. Special thanks also go to **Steve, our Parish Council Gardener**, who regularly litter-picks while working around the parish. Details of the next event will be shared soon — follow us on Facebook for updates.

### **Police & Councillor Drop-In Sessions**

Come along to meet your local police officers and a Parish Councillor or the Clerk. All residents welcome:

- **Wednesday 29 April 2026, 6:00pm** – Kilham Hall
- **Wednesday 27 May 2026, 6:00pm** – Kilham Hall
- **Wednesday 24 June 2026, 10:00am** – The Secret Garden Café, Branton Garden Centre

### **Stay Connected**

Follow us on Facebook for the latest updates:

*Cantley with Branton Parish Council*

**Thank you for your continued support. For any queries or suggestions, please contact the Parish Clerk on [clerk@cantleywithbrantonparish.gov.uk](mailto:clerk@cantleywithbrantonparish.gov.uk)**

## BUDGET MONITORING INFORMATION

### 2025/2026 - QUARTER 3

EXPENDITURE	2024/25	EXPENDITURE	% SPEND
	Budget	(Minus VAT)	
£	£		
<b>1) EMPLOYEE/MEMBER COSTS</b>			
Salaries & Business Travel	30000	18600	62.00
HMRC - Tax/NI/Pension	5000	3538	70.76
Training/development- employees	1000	77	7.70
Training/development - members	500	48	9.60
Chair's Allowance	100	8	8.00
Expenses (Retirement/Condolence Gifts)	50		0.00
<b>2) COUNCIL COSTS</b>			
Subscriptions (YLCA+, SLCC+ ICO+ZOOM)	1142	1242	108.76
Auditing	500	530	106.00
Stationery	220	174	79.09
Bank Charges	72	54	75.00
Postage	30	30	100.00
Publications (Arrow/Bessacarr Journal)	1120	705	62.95
<i>Local Council Foundation Award</i>	143		0.00
Website	2500	501	20.04
gov.uk email addresses	360		0.00
Equipment/Fixtures and Fittings	300	405	135.00
Insurance	2200	2010	91.36
Telephone	144	157	109.03
Election/Co-option Recharge	500	94	18.80
<b>3) SITES AND BUILDINGS</b>			
Buildings (including broadband)	1000	1413	141.30
Opening/Closing KH Gates	150	75	50.00
Grass Cutting	1529	728	47.61
Hedge Cutting	390		0.00
Handyman's Equipment Service & Repairs	600		0.00
PPE/Tools for Handyman	300	94	31.33
Park land (emptying bins)	2010	907	45.12
Park land maintenance/materials	1100	2277	207.00
Playground/equipment repairs	1100	649	59.00
Butterfly trail	300	178	59.33
Rose & Donc Road Gardens	300	194	64.67
New Developments/Replacements	500	388	77.60
Fire Extinguisher Service	35	35	100.00
Alarm System Service & New Battery	102		0.00
Electrical Testing/Emergency Lights (includes Electrical Installation Report)	90	240	266.67

Shutter Service	220	270	122.73
Fire Alarm Service & new Batteries	90	88	97.78
Defibrillator	400	225	56.25
Annual ROSPA Playground Inspection	250	176	70.40
<b>4) COMMUNITY COSTS</b>			
Installation/Removal/Storage of Lights Old	1050	1075	102.38
Installation/Removal of Lights - Rest of Parish	335		0.00
Lamp Post Poppies/Tommy Silhouette	400	346	86.50
Armthorpe Elmfield Brass Band - Carols	220		0.00
Pantomime KHMC	1000	1000	100.00
Village litter picks/plinths	20		0.00
<b>New developments</b>			
New Christmas Lights for Existing Trees	489	1228	251.12
MPAN Festive Submission	1000	250	25.00
Installation of Defibrillator Manor Farm	300		0.00
Land at Brockholes Lane	1500		0.00
<b>5 DONATIONS/GRANTS</b>			
Auckley Show	500	500	100.00
Royal British Legion Poppy Appeal	100		0.00
Thorne Lions - Santa Visit	100		0.00
Grant Money	1000		0.00
<b>6 CONTINGENCY</b>			
Staffing Contingency	1700		0.00
Elections Contingency	500		0.00
Professional Fees Contingency	1000	43	4.30
Grounds/Parkland/Buildings	2662	4666	175.28
<b>TOTAL</b>	<b>70223</b>	<b>45218</b>	<b>64.39</b>

## INCOME RECEIPTS

Precept	68,014	68,014	100
Bank Interest (Reserve Accounts)	1500	1314	87.6
Donations	0	0	#DIV/0!
Other (refunds/grants/sales/insurance)	768	1,520	197.9166667
VAT Refunds	2500	1164	46.56
<b>TOTAL</b>	<b>72,782</b>	<b>72,012</b>	

\* If we can't install an electrical column at Manor Farm we would need to buy a solar panelled defib and

\*\* This figure could be anything between £2k to £6k depending on site/electrical supply etc Would need

\*\*\* Figure not confirmed as electrians would have to go on a site visit once determined where to be located

## **CANTLEY WITH BRANTON PARISH COUNCIL**

### **BANK RECONCILIATION TO 31 DECEMBER 2025**

	£
Balance Brought Forward as at 31 March 2025	1,828.30
Add Receipts Current Account *:	72,012.73
Add Transfers from Reserves:	31,562.99
<b>Total</b>	<b>105,404.02</b>
Less Total Payments:	47,159.09
Less Transfer to Reserve Account	56,500.00
Less Interest from Reserves:	1,314.83
<b>Total</b>	<b>430.10</b>

**Grand Total \*\***

**430.10**

Represented by:

Current Account: **	430.10
Reserve Account	80,227.00

**Grand Total \*\***

**80,657.10**

\* 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: \_\_\_\_\_

# **Council Tax and Parish Council Precept 2026/27**

The Parish Council considered the detailed budget and the Precept request (the amount the Parish Council requires for meeting the expenses of running the Council) for the year 2026/27 at the meeting on 7<sup>th</sup> January 2026.

The budget of £93,853 was agreed. This took into account the range of Parish responsibilities including village grass cutting and weed spraying, maintaining all public areas, the dog bin emptying, meeting costs, saving for replacement street furniture, office equipment, seasonal activities ie. Remembrance and Christmas displays, maintenance of the MUGA at Kilham Hall Playing Fields, running costs of the CCTV cameras entering the village, a new CCTV camera for the entrance to Warren Park estate, new electrical column for Christmas illuminations, planters for Kilham Hall and adjustments to meet DDA.

The Parish had been given the Tax Base figure (broadly, the number of Band D equivalent dwellings in the village) by City of Doncaster Council (CDC). Following the calculations, it was agreed to increase the Precept to £82,000. The annual cost to a Band D household last year was £38.84 – and despite the precept increasing by 20.56% for 2026/2027 the annual cost to a Band D household this year will only increase to £41.86. The Parish Council were keen to use their reserves towards the rest of the budget rather than increase the precept further.

More information about how the Tax Base figure is calculated is available on the Parish Council website at [Financing the Parish Council](#).

For anyone interested, the draft budget and precept calculations can be viewed Fridays between 2.30pm and 4pm at the Parish Council offices by appointment only.

**CANTLEY WITH BRANTON PARISH COUNCIL**  
**PLANNING MATTERS SUMMARY FEBRUARY 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	<b>GRANTED</b>
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		
25/01290/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)	GRANTED
25/02274/FUL 57 Chapel Lane, Branton	Erection of a single storey rear extension	GRANTED
25/02328/FUL Jasmindene, Kilham Lane, Branton	Erection of side and rear extension	GRANTED
December 2025		
25/02387/FUL 2 Warnington Drive, Bessacarr	Erection of a front and rear extensions and new dormer roof	Pending
January 2026		
25/02465/FUL 24 Warnington Drive, Bessacarr	Erection of a 4 bedroom detached self-build dwelling following the demolition of the existing dormer bungalow (being variation to condition 2 of planning application 25/00852/FUL granted on 31/07/2025; Approved plans)	Pending
February 2026		
26/00088/TCON 2A Plantation Avenue Bessacarr	Crown reduce an Oak tree within Bessacarr Conservation Area.	Pending
26/00114/TCON 2 Warnington Drive Bessacarr	Notice of intention to fell 3 Conifer and a Laburnum, and prune an Apple and a Conifer, trees within Bessacarr Conservation area	Pending
25/02474/FUL 46 Warning Tongue Lane, Cantley	Application to vary condition 2 (approved plans) of planning application 19/03024/FUL (granted on 30/04/2020); Erection of 3 detached dwellings following demolition of 2 semi detached bungalows	Pending
26/00073/ADV Yorkshire Wildlife Park, Brockholes Lane, Branton	Display of 7no fascia signs for the Hub buildings at the Hive	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
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