



Cantley with Branton Parish Council

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

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

IN ATTENDANCE: B Walton (Clerk).

1) **APOLOGIES FOR ABSENCE**

- 1.1 Apologies
Councillor Adams.
- 1.2 Reasons for absence considered

RESOLVED (1)

- 1.1 Accept Councillor Adams' apologies for absence.

2) **DECLARATIONS OF INTEREST**

- 2.1 Declarations of Interest
Councillor Williams – Agenda Item 12.1.4.
- 2.2 Request Dispensation from Proper Officer
None.

- 2.3 Items to which the public and press are excluded
Items 17.1 to 17.3 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) **APPROVAL OF MINUTES**

- 3.1 Minutes of the Parish Council Meeting on 7th January 2026

RESOLVED (3)

- 3.1 The minutes of the Parish Council Meeting held on the 7th January 2026 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 Thorne resident/film maker contacted the Clerk relating to a potential heritage project.
 - 4.2.2 The Clerk received an email from Outdoor Duo about advertising on our noticeboard.

RESOLVED (4)

- 4.1 Members considered the request by the Thorne resident/film maker and suggested sharing the request on the Parish Council Facebook page and with Coffee Club to see if anybody is interested.
- 4.2 Members considered the request from Outdoor Duo and suggested KHMC's Notice Board, the Arrow Publication and possibly the local shop.

5) **CITY OF DONCASTER COUNCIL**

- 5.1 Ward Councillor's Report
No Apologies or updates were received from Ward Councillors.
- 5.2 Update on the MUGA
The refund from CDC regarding overpaid fees has been received.
- 5.3 Attachment Policy
Members noted CDC's Attachment Policy relating to Christmas Illuminations and Seasonal Decorations (Poppy Displays).

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

Minutes subject to approval at the next meeting

5.4 Street Voice Survey

Members considered CDC's Street Voice Survey and whether the Parish Council would like to hold a youth surgery in our area following the consultation, as a way to have young people leading on what they want from local Councillors

5.5 Grounds Maintenance/Cleansing Schedule/Pricing

Members considered Streetscene's Grounds Maintenance/Cleansing Schedule/Pricing for Kilham Hall grounds during 2026/2027.

5.6 Identify any new Highway matters

The following issues were raised:

- Dog Bin on Poppyfields Estate green space is damaged.

RESOLVED (5)

5.1 Members noted the refund from CDC and agreed to use this in reserves for any areas of the budget where it is overspent or unexpected jobs become apparent.

5.2 Members noted the Attachment Policy and agreed to authorise overtime, if needed, for the Handyman to be able to write a log of all lamppost columns where poppies will be displayed, in readiness for the remembrance displays.

5.3 Members considered CDC's Street Voice Survey and agreed for the Clerk to spend time looking at the Youth Group/Youth Voice pack.

5.4 Members approved Streetscenes pricing for grounds maintenance during 2026/2027.

5.5 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 highlighted the potential need to hire a CAT Scanning Tool for the work to take place at the top of Brockholes Lane and provided Members with costs. The Clerk also updated Members on the latest reply from H.M. Land Registry. Members considered the Volunteers Event organised by CDC and the Clerk confirmed she had already sent nominations to CDC. 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 draft is due imminently and the Clerk is continuing to chase.

RESOLVED (6)

6.1 The Clerk's Report was noted. The Chairman has a CAT Scanning Tool and will send someone to scan the land when needed.

6.2 The Clerk is to contact Ward Councillor Cox for contact details for a skip and is to commission one for when the work starts at the top of Brockholes Lane for the best price possible.

6.3 The Clerk is to reapply to H.M. Land Registry at a cost of £8 plus postage.

6.4 The Clerk will continue to liaise with Aires Networks Ltd relating to the progression of the new website and push for completion asap otherwise the Parish Council wish to seek an alternative provider due to serious concerns regarding lack of progression. The Clerk is to write to Aires expressing concern and stating no outstanding/future invoices will be paid due to lack of progression and timeframe involved if an alternative provider is sought.

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

7.1 Handyman's Tracker

The Clerk provided Members with an updated tracker of the Gardener/Handyman's work and also informed them of his schedule of works over the coming months.

7.2 Feedback from Kilham Hall Management Committee (KHMC)

The Clerk informed Members of the feedback provided by the Secretary of KHMC relating to the Pantomime and the Access Survey KHMC carried out. The Clerk informed KHMC of the amount the Parish Council had budgeted to contribute towards the 2027 Pantomime. She also pointed out that the Parish Council have already considered access and have put money into 2026/2027 budget for the smaller issues raised by the Secretary. The Parish Council considered the other options however as the budget is set in November, considered and has to be approved by

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

Minutes subject to approval at the next meeting

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January for the following year, if the cost is considerable, this may be something that is looked at in more detail in 2027/2028. Councillor Gibbins informed Members that KHMC are considering holding the pantomime on 5th December 2026 and that the Caretakers Job Title has changed to Facilities Manager.

7.3 Replacement Heater

The Clerk asked Members to consider a quote to replace the meeting room heater at a maximum cost of £133.

RESOLVED (7)

7.1 Members noted the Handyman's Tracker and work schedule over the coming months.

7.2 Members considered KHMC feedback and requested that the Clerk obtain quotes for the larger items to determine whether this would be feasible for 2026/2027 or whether it would have to be delayed til 2027/2028 budget is considered in November 2027.

7.3 Members noted the other updates from KHMC.

7.4 Members approved the quote from RJ Electrical to replace the meeting room heater at a cost of £133 maximum.

8) PARISH COUNCIL MATTERS

8.1 Action Plan

The Clerk presented Members with the 2026/2027 Action Plan for consideration, amendment and approval.

8.2 The Public Office (Accountability) Bill

Members were provided with a briefing note explaining the forthcoming duty of candour of The Public Office (Accountability) Bill.

RESOLVED (8)

8.1 Members approved the 2026/2027 Action Plan. Members requested the Clerk contact Persimmon Homes to see if they would like to contribute towards illuminating new trees at Old Cantley Roundabout.

8.2 Members noted the forthcoming duty of candour of The Public Office (Accountability) Bill.

9) PARISH MATTERS

9.1 Quarterly Newsletter

The Clerk presented Members with a draft newsletter which covered the following topics: Chistmas celebrations, 2026/2027 budget and precept, Warren Park updates, litter picking, Annual Parish Meeting, Police and Councillor Drop in sessions and staying connected.

9.2 Annual Parish Meeting

Members were asked to consider inviting any local groups/organisations to the Annual Parish Meeting on Wednesday 6th May 2026 at 6pm to update residents on their work or whether to keep the format the same as it has been in previous years.

9.3 Remembrance Event

Members were asked to consider whether they wished to take part in the Lamp Light of Peace – In Remembrance Event on the 11th November 2026 at 10.57am.

9.4 Bellway Homes Development Update

Councillor Gibbins gave Members a verbal update on the above proposed development. A paper petition against the proposed development has got 536 signatures and an online petition has 306, plus 37 objections posted on the CDC Planning applications webpage. A paper version is being handed in to the CDC planning officer.

RESOLVED (9)

9.1 Members approved the quarterly newsletter with the addition of Street Voice and it's publication in the Arrow Magazine and Today Magazine.

9.2 Members agreed to keep the Parish Meeting in the same format as previously.

9.3 Members declined taking part in the Lamp Light of Peace event.

9.4 Members noted Councillor Gibbins update on the Bellway Homes Development.

10) FINANCIAL

10.1 Direct Bank Payments

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
25/144	Warrens GBC - Payroll Services	90.00	18.00	108.00
25/85	Handyman Oct Expenses VAT	0.00	17.23	17.23
25/145	CDC - 3rd Qtr	93.00	18.61	111.61

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
25/146	Clerk payroll*	tbc		tbc
25/147	Handyman payroll*	tbc		tbc
25/148	HMRC	tbc		tbc
DD05/19	NEST Pension	tbc		tbc
DD02/56	O2 Mobile	11.50	2.3	13.8
DD06/09	Plusnet	26.99	0	26.99
25/149	Branton Garden Centre - Machinery Service	206.66	41.33	247.99
25/150	Branton Garden Centre - Grasseed, Gloves, Plants	91.22	18.24	109.46
25/151	CDC - Install Double Bin/Create Base	656.00	131.2	787.2
25/152	Branton Garden Centre - Plants	48.72	9.75	58.47
25/153	Branton Garden Centre - Plants	59.13	11.84	70.97
25/154	RJ Electrical - Replace Heater	133.00	26.6	159.6
25/155	RJ Electrical - Replace Light	tbc		tbc

* 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 where she has paid the Handyman an overpayment of £4.50 therefore she will deduct this from the £17.23 VAT payment that he is owed.

10.2 3rd Quarter Budget Monitoring Report

Members noted the 3rd quarter budget monitoring report. The Clerk informed Members that the Parish Council have spent 64% of budget to date. A number of budget headings/categories are overspent however funds have been vired from other budget headings/categories which still leaves the Parish Council under budget.

10.3 3rd Quarter Bank Reconciliation

Members were presented with the 3rd Quarter Bank Reconciliation. The Clerk informed Members that the bank balance currently stands at £80657.

10.4 Internal Auditor

The Clerk informed Members that the current internal auditor has resigned. The Clerk has obtained two more quotes from Auditors with previous Parish Council experience. One in the sum of £350 and one in the sum of £110.

10.5 Internal Control Exercise

Councillor Odell and Councillor Butterworth were reminded of the internal control exercise which is due to take place in February/March 2026.

10.6 Text for Website

Members were asked to approve the text for inclusion on the website relating to the Budget and Precept

10.7 Bank Statements

The Clerk informed Members that the printed bank statements for 1st to 31st January 2026 were not available, however the bank was showing a balance of £90,160.39, 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.

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

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

10.2 Members noted 3rd Quarter Budget Monitoring Report.

10.3 Members approved the 3rd Quarter Bank Reconciliation.

10.4 Members considered the quotes for a new internal auditor and agreed to commission the services of Graham Newbould at a cost of £110.

10.5 Councillor Odell and Councillor Butterworth will liaise with the Clerk to arrange a mutually convenient date to carry out the internal control exercise.

10.6 Members approved the wording for inclusion on the website relating to the budget and precept.

10.7 The bank balance was noted. The Members appointed to check internal controls are being met will sign them at the next meeting.

11) POLICIES/PROCEDURES

11.1.1 to 11.1.9 Members considered the reviewed policies.

RESOLVED (11)

11.1 Members approved the revised Policies. The Clerk will upload all policies to the website.

12) PLANNING APPLICATIONS

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

12.1.1	26/00088/TCON 2A Plantation Avenue, Bessacarr	Crown reduce an Oak tree within Bessacarr Conservation Area.	No comments or concerns
	26/00114/TCON 2 Warrington Drive, Bessacarr	Notice of intention to fell 3 Conifer and a Laburnum, and prune an Apple and a Conifer, trees within Bessacarr Conservation area	No comments or concerns
	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	No comments or concerns
	26/00073/ADV Yorkshire Wildlife Park, Brockholes Lane, Branton	Display of 7no fascia signs for the Hub buildings at the Hive	No comments or concerns
	26/00144/FUL The Gables, Beech Tree Close, Old Cantley	Erection of a single storey rear extension	No comments or concerns

RESOLVED (12)

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

13) POLICE ISSUES

13.1 Police Issues

No attendance at the session on 21st January 2026. The next session is on 4th March 2026 at 10am at The Secret Garden Tea Rooms, Branton Garden Centre.

RESOLVED (13)

13.1 Members noted the next drop in session.

13.2 The Clerk will advertise future sessions on social media and the website.

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

Minutes subject to approval at the next meeting

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14) TRAINING/EXTERNAL MEETINGS

14.1 CDC’s Planning Committee – 13th January 2026

Councillor Gibbins was unable to attend the meeting due to a private appointment. No feedback was available

14.2 Health and Safety: Working on Highways and Verges Course

Councillor Boyd suggested the above course for the Handyman/Gardener. Members were asked to consider attendance at the cost of £482.50 plus VAT plus a full day’s salary.

14.3 GDPR Training for Councillors

Members were asked to consider whether Members attend the Breakthrough Communications GDPR Training for Councillors session at £35 each. Parish Council’s should tick that they meet with the new Assertion 10 on the Annual AGAR – GDPR/Data protection is part of this. It is recommended all Members attend this to know what legislation is and what could be expected of them and would help the Parish Council meet Assertion 10 on the AGAR. It is 2hr online session on 16th February 2026 at 6pm.

RESOLVED (14)

14.1 Members approved for the Handyman/Gardener to attend the Health and Safety: Working on Highways and Grass Verges Course at a cost of £482.50 plus VAT.

14.2 Members agreed to attend the GDPR Training for Councillors on 16th February at at a cost of £35 each. Councillor Sprack couldn’t attend the date available so the Clerk will check future dates and co-ordinate.

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, Letter from Cornerstone and copy of a letter from Lee Pitcher MP.

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 4th March 2026 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk’s January Timesheet

The Clerk’s timesheet for January was shared for information. The Clerk has worked 1 hours 10 minutes over her contracted hours.

17.2 Handyman’s January Timesheet

Handyman’s timesheet for January was shared for information.

17.3 Clerk’s Annual Leave

The Clerk informed Members that she had 8 days annual leave left to use before the 31st March 2026. The Clerk requested 8 days annual leave over the coming months.

RESOLVED (17)

17.1 The Clerk’s timesheet was received and approved for January 2026.

17.2 Members noted the Handyman’s timesheet.

17.3 The Clerk will forward timesheets to the payroll provider for preparation of payroll information.

17.4 Members approved the Clerk’s annual leave request.

The meeting closed at 7.40pm.

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

Minutes subject to approval at the next meeting

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

1) CDC

- a) Land at top of Brockholes Lane – **Advertised on Facebook for volunteers to help – have 5 offers of volunteers so far plus a few Councillors. Sought guidance from CDC re services and planting and forwarded to Gardener/Handman for information. Councillor Williams agreed to CAT Scan the area. We have budgeted £1500 to restore this piece of land.**
- b) Christmas Tree for Warren Park – **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 which has been provided. Ward are requesting a meeting with Persimmon in the next month so update will be provided.**
- c) Annual Hedge Cut – **Scheduled for 19/01/26 however cancelled on day due to tractor/frail maintenance issue needing repair. Rescheduled and took place on 25/02/26.**
- d) Street Voice Survey – **Offered CDC a room at Kilham Hall to hold Youth Surgeries but informed them we couldn't commit to setting up a Youth Group.**
- e) Volunteers Buffet – **Councillor Gibbins and two volunteers were put forward to attend this event at CAST on 24/02/26. 3 places were awarded however the two volunteers couldn't attend so only Councillor Gibbins attended.**
- f) Ward Councillors Budget – **Applied for £500 from Ward Councillors Budget to pay for the skip for clearance of land at top of Brockholes Lane – awaiting reply.**

2) Recreation Ground/Garden Areas

- a) Fence Maintenance - **Handyman will continue to paint fence around KH.**
- b) Handyman's Schedule – **Handyman has provided a schedule of works between now and April for information.**

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

- a) Internet – **A lot better now new provider in place.**
- b) Meeting Room Heater – **Repair carried out.**
- c) Kitchen Light – **Repair carried out.**

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. 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, chased CDC Enforcement Team who said enforcement would be issued in New Year. Heard nothing by Mid January so chased CDC and Ward Councillors for an update on this. Jan 26 - Breach of Condition Notice (BCN) had been drafted and was being sent to Legal team for signing early February. 19/02/26 – Chased CDC Enforcement Officer to see if it's been signed and served as yet. 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 February.**

- f) Great British Spring Clean – **Councillor Gibbins has registered for this and organised a litter pick to coincide with it for 14th March 2026 at 9.30am.**
- g) Ownership of Woodland to the rear of Branton St Wilfrids School/Mill Lane – **Enquiry resent to H.M. Land Registry – awaiting reply.**
- h) Persimmon Homes – **Applied for a grant of up to £5,000 from Persimmon for help to fund additional Christmas Illuminations at Old Cantley Roundabout. Awaiting reply.**

5) Parish Council Procedures/Finance

- a) Website – **Updated regularly. Been chasing new gov.uk website if ready to go live. Extended hosting of current website with new provider paying for this. Told the new provider that if we don't have the site by end of February 2026 we will find a new provider and will not pay any outstanding invoices due to the significant delay. Told we would have draft link by end of w/c 17/02/26.**
- b) Facebook – **Updated regularly.**
- c) Policies – **The following policies have been reviewed - Business Continuity Policy, Code of Conduct, Complaints, Financial Regulations, Grievance Policy, Internet Banking Policy, Records Management, Risk Management and Whistleblowing Policy. A new policy has been drafted for approval - Emergency Dependants Policy.**
- d) Unity Bank – **Credit card received and activated by Clerk. £50 processing fee been waived by Unity Bank due to the delay.**
- e) Appointment of Internal Auditor – **Graham Newbould has accepted the position of Internal Auditor for the Parish Council.**

6) Police

- a) Drop In Session – **Last session held on 4th March 2026 at 10am at the Garden Rooms Café, Branton Garden Centre. Cllr Sprack to provide update. Next session is booked for 29th April 2026 at 6pm at Kilham Hall Meeting Rooms.**

Actions Following Meetings - 2025/2026 - Clerk's Report

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
07/01/2026	3.1	Put approved minutes on website and file	Clerk	08/01/2026	N	Done
07/01/2026	4.2.3	Contact CDC to seek permission to plant an Acer Tree on land at top of Brockholes Lane	Clerk	20/01/2026	N	Reply received and shared with Gardener/Handyman
07/01/2026	4.2.3	Forward tree choices, plan and measurements of land at top of Brockholes Lane to Cllr Boyd for advice	Clerk	07/01/2026	Y	Done - advice received and shared with Gardener/Handyman and resident who wants to donate the tree - awaiting reply from resident
07/01/2026	5.3	Request clarity from CDC on the Dog Control Public Space Protection Order regarding land this relates to and also how it will be enforced	Clerk	07/01/2026	Y	Feedback sent to CDC and awaiting reply re: enforcement. Clerk read the PSPO again and confirmed about land to Cllrs
07/01/2026	5.4	Report fly tipping to CDC Check with Aires why ipad is saying papers are unsafe to open	Clerk	09/01/2026	N	Done Messaged Aires and Exact Marketing about this issue. Updated Members with response.
07/01/2026	6.2.1	Confirm with Handyman, Caretaker and KHMC that PC approved Handyman to repair KH Floor	Clerk	09/01/2026	N	Done - asked Handyman to keep a separate note of expenses and hours worked on this task
07/01/2026	7.1	Apply for Bronze level of the Local Council Foundation Award	Clerk	08/01/2026	N	Registered with NALC and looking at Application form to submit
07/01/2026	8.1	Reorder Ordnance Survey Map and resubmit	Clerk		Y	Done - awaiting reply
07/01/2026	8.2	H.M. Land Registry enquiry	Clerk	09/01/2026	N	
07/01/2026	9.1	Pay invoices/payroll	Clerk	14/01/2026	N	Paid and Members authorised
07/01/2026	9.3	Submit 3rd Quarter VAT return	Clerk	08/01/2026	N	Claim submitted
07/01/2026	9.4	Finalise Budget - Version 3 of second draft - £93,853	Clerk	08/01/2026	N	Done
07/01/2026	9.5	Request Precept from CDC in sum of £82k	Clerk	08/01/2026	N	Done and acknowledged by CDC
07/01/2026	10.1.1	Incorporate £50 in paragraph 5.1.6 and finalise policy and put on website	Clerk	08/01/2026	N	Done
07/01/2026	10.1.1	Arrange to meet Cllr Boyd re: 5.1.5 of IT Policy	Clerk		N	Met Cllr Boyd - cannot install on old laptop - will wait til new laptop purchased next financial year
07/01/2026	10.1.1		Clerk	28/01/2026	N	

07/01/2026	10.1.2	Put Disciplinary Poicy on website Send comments to CDC re Planning Application	Clerk	08/01/2026	N	Done Done
07/01/2026	11.1.1	Let Clerk know if can attend Planning Committee to speak regarding Cammidge Way Application	Clerk	07/01/2026	N	Done - Cllr Gibbins has personal appointment so can't guarantee he'll make the planning meeting, however if he is finished early enough he will attend to observe
07/01/2026	11.1.2	Amend police drop in poster and share with PCSO's, update website, notice boards and FB	Cllr Gibbins	08/01/2026	N	Done
07/01/2026	12.1	Request national planning issue is placed on YLCA SY Branch Meeting Agenda	Clerk	08/01/2026	N	Done and acknowledged by YLCA
07/01/2026	13.1	Send timesheets & 3rd quarter mileage claim to Warrens GBC for payroll	Clerk	08/01/2026	N	Done - payroll received and sent to Chair for approval prior to payment
07/01/2026	15.1 & 15.2		Clerk	07/01/2026	N	
04/02/2026	3.1	Put approved minutes on website and file Schedule post on FB re: resident/filmmakers email for anyone who may be interested and send to Coffee Club	Clerk	04/02/2026	N	Done Done
04/02/2026	4.2.1	Respond to Outdoor Duo suggesting contact KHMC for their notice board, Arrow Publications and Premier Shop	Clerk	09/02/2026	N	Done
04/02/2026	4.2.2	Discuss Attachment Policy and Poppy Log with Handyman	Clerk	09/02/2026	N	Done - Handyman will carry out log and provide to Clerk by May 2026
04/02/2026	5.3	Clerk to look at Youth Group Pack from CDC and publicise the Youth Voice Consultation	Clerk	20/02/2026	N	Done - A lot to comply with and a lot of work to set up a Youth Group - declined
04/02/2026	5.4	Report damaged dog bin on Poppyfields estate field to CDC	Clerk	20/02/2026	N	Done
04/02/2026	5.5	Contact Ward Councillors re: Skip	Clerk	09/02/2026	N	Applied for Ward Councillor Budget Grant for Skip Hire for Top of Brockholes Lane work
04/02/2026	6.1	Resubmit H.M. Land Registry Enquiry	Clerk	09/02/2026	N	Done
04/02/2026	6.1	Write to Aires expressing deep concerns re Lack of Progress and that If not received draft by end of February we will look for an alternative provider and not pay any outstanding invoices	Clerk	11/02/2026	N	Done
04/02/2026	6.2.1	Contact RJ Electrical for a quote for car park lighting	Clerk	12/02/2026	N	Awaiting reply
04/02/2026	7.2		Clerk	09/02/2026	Y	

04/02/2026	7.3	Confirm with RJ Electrical for installation of Heater and Light in Meeting Room	Clerk	09/02/2026	N	Done and installed
04/02/2026	8.1	Write to Persimmon Homes requesting contribution to new Christmas Illuminations at Old Cantley Roundabout	Clerk	10/02/2026	Y	Awaiting reply - applied for a grant of £5k
04/02/2026	9.1	Add Youth Voice to Newsletter then publish in Arrow and Today Publications	Clerk	09/02/2026	N	Done
04/02/2026	10.1	Pay invoices/payroll	Clerk	12/02/2026	N	Done
04/02/2026	10.3	Put Qtr 3 Bank Reconciliation on website	Clerk	04/02/2026	N	Done
04/02/2026	10.4	Inform successful auditor of appointment and once had confirmation of acceptance inform the unsuccessful candidate	Clerk	04/02/26 & 10/02/26	N	Done
04/02/2026	10.5	Coordinate Internal Control Audit with Cllr Odell & Cllr Butterworth	Clerk	09/02/2026	N	Done - scheduled for 20/02/26 at 2.30pm
04/02/2026	10.6	Include text on Budget and Precept on website	Clerk	04/02/2026	N	Done
04/02/2026	10.7	Print Bank Statements for Jan 26 off and get Cllr Odell & Cllr Butterworth to sign	Clerk	05/02/26 & 20/02/26	N	Done
04/02/2026	11.1.1 to 11.1.9	Add policies to Website	Clerk	12/02/2026	N	Done
04/02/2026	12.1.1 to 12.1.5	Send comments to CDC re Planning Application	Clerk	04/02/2026	N	Done
04/02/2026	12.1	Share with Members Street Naming Suggestions and respond to CDC following feedback	Clerk	11/02/2026	N	Done
04/02/2026	14.3	Book all Members (except Cllr Sprack) on YLCA Councillor GDPR/Data Protection Training	Clerk	09/02/2026	N	Done - All Members informed on 09/02/26
04/02/2026	14.3	Obtain alternative date for Cllr Sprack to attend YLCA Councillor GDPR/Data Protection Training	Clerk	09/02/2026	N	Done - 23/03/26 - Cllr Sprack booked on it
04/02/2026	17.1-17.2	Send timesheets to Warrens GBC for payroll	Clerk	04/02/2026	N	Done

Certificate Date: 16 FEB 2026
Certificate Time: 00.00.01
Certificate Ref: 222/U57EUNB

Property	Land edged red on the plan attached to the application and described in form SIM as MOOR PLANTATION, MILL LANE/GREEN LANE, BRANTON, DONCASTER, SOUTH YORKSHIRE, DN3 3FA.
----------	--

The index map does not define the extent of the land in any registered title. This reflects the fact that the boundary of a registered estate as shown for the purposes of the register is a general boundary, unless shown as determined under section 60 of the Land Registration Act 2002. You might also wish to refer to the individual register and title plan of any adjoining titles for details of the surrounding registered estates and their general boundaries and/or determined boundaries.

Result

The index map has been searched in respect of the Property with the following result:

Plan reference	Title No.	Registered Estate or Caution	Notes
Not Applicable	SYK295057	Freehold	
Not Applicable	SYK35775	Freehold	

The plan lodged with your application for a search of the index map has been accepted for this application. Any statement of disclaimer has been disregarded as it is assumed that it was not intended to apply for the purposes of the application.

Please note that the acceptance of the plan for this particular application does not necessarily mean that the same plan would be accepted if subsequently used for another application. All plans lodged with a Land Registry application should comply with the

Continued on page 2

Your Reference: NA	Key Number: -----	Any enquiries concerning this certificate to be addressed to: TF SIM RO01
Cantley with Branton Parish Council Kilham Hall Kilham Lane Branton Doncaster DN3 3PF		Nottingham Office PO Box 7803 Bilston WV1 9QN Tel. No: (0300) 006 0008

Certificate Date:	16 FEB 2026
Certificate Time:	00.00.01
Certificate Ref:	222/U57EUNB

guidelines in Land Registry's Practice Guide 40, Supplement 2. Lodging a plan which does not comply with the guidelines may result in requisitions being raised, (such as a request to delete a statement of disclaimer) or the application being cancelled.

No other registered estate, caution against first registration, application for first registration or application for a caution against first registration is shown on the index map in relation to the Property.

For further information about:

SIMS - see Practice Guide 10 - Official searches of the index map

How to obtain official copies - see Practice Guide 11 - Inspection and applications for official copies

Plan requirements for registration - see Practice Guide 40 - Land Registry plans - (www.gov.uk/land-registry).

Ordnance Survey map products - (www.ordnancesurvey.co.uk).

END OF RESULT.

BK

Cantley with Branton Parish Council
Kilham Hall
Kilham Lane
Branton
Doncaster
DN3 3PF



Cantley with Branton Parish Council

Report to the Parish Council on 4th March 2026

Training Attended (2025/2026)

Introduction: This report provides an overview of the training attended by both Staff and Councillors during the financial year 2025/2026. The purpose of this report is to ensure transparency and continuous professional development within the Parish Council.

Training Summary:

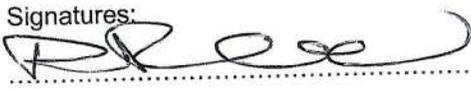
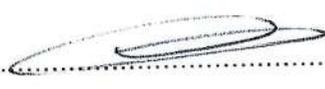
Name	Position	Training Course	Date Booked	Training Date	Cost £	Attended
Bev Walton	Clerk	From Roots to Liability	14/05/2025	21/05/2025	0	Y
Bev Walton	Clerk	Fire Warden Training	14/05/2025	Online (Completed 15/06/2025)	29.99	Y
Bev Walton	Clerk	CILCA	16/02/2024	Oct 2025	Paid previous year	Y
Bev Walton	Clerk	Playgrounds and Risk	01/07/2025	22/07/2025	0	Y
Bev Walton	Clerk	Fire Risk Assessments – Business Responsibilities	24/07/2025	29/07/2025	10	Y
Neville Williams	Councillor	National Planning Policy Framework Update Webinar	07/04/2025	14/04/2025	18.20	Y
Tony Gibbins	Councillor	Managing Parish Halls	20/06/2025	23/06/2025	27.40	Y
Tony Gibbins	Councillor	Fire Risk Assessments – Business Responsibilities	24/07/2025	29/07/2025	10	Y
Neville Williams	Councillor	GDPR/Data Protection for Councillors	04/02/2026	16/02/2026	35	Y
Yvonne Butterworth	Councillor	GDPR/Data Protection for Councillors	04/02/2026	16/02/2026	35	Y
Rob Odell	Councillor	GDPR/Data Protection for Councillors	04/02/2026	16/02/2026	35	Y
Tony Gibbins	Councillor	GDPR/Data Protection for Councillors	04/02/2026	16/02/2026	35	Y
Rebecca Boyd	Councillor	GDPR/Data Protection for Councillors	04/02/2026	16/02/2026	35	Y
Stuart Adams	Councillor	GDPR/Data Protection for Councillors	05/02/2026	16/02/2026	35	Y
Jim Sprack	Councillor	GDPR/Data Protection for Councillors	10/02/2026	24/03/2026	35	Y

Conclusion: The above training sessions ensure that both staff and Councillors maintain the necessary skills and knowledge required for their roles. The Parish Council should continue to support professional development by allocating resources for relevant training courses.

Recommendations:

1. Encourage staff and Councillors to engage in further training opportunities where relevant.
2. Maintain regular updates of training logs for accuracy and completeness.

Bev Walton
Clerk/RFO
19th February 2027

CANTLEY WITH BRANTON PARISH COUNCIL		INIT	INIT
INTERNAL CONTROL CHECKLIST		YB	RO
CHECKS			
Accounting records, ie income/expenditure spreadsheets: Are the income/expenditure spreadsheets being kept up to date? Cross reference them with minutes/bank statements		e	RO
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders		e	RO
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments		e	N/A RO
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?		e	RO
Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued?		e	N/A RO
Cemetery fees and charges: Correctly calculated and collected?		e	N/A RO
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?		e	RO
Bank reconciliation: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements?		e	RO
VAT paid: Is it properly recorded in the expenditure spreadsheets? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner? – (11/4/24)		e	RO
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?		e	RO
Internet banking: Checks implemented by the council being adhered to?		e	RO
Petty Cash: Properly controlled and recorded		e	N/A RO
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? (VIA WARREN) Real Time Information reporting done on time? (so as not to incur financial penalties for the council).		e	RO
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?		e	RO
External auditor's report – presented to full council and directives acted upon?		e	RO
Names of persons carrying out the check: R. D. OSLELL YSBUTTERWORTH.....			
Signatures:  			
Date check undertaken: 20/02.2026 20.2.2026			



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

BUSINESS CONTINUITY PLAN

1. POLICY AIM

Business Continuity Management is:

“A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival. “

The aim of this document is to record Cantley with Branton Parish Council's (the 'Council') important information and actions the Council would take to help the Council in an emergency or serious business disruption and can recover as quickly as possible afterwards.

2. POLICY

Planning Actions

Loss or Disruption to the Council		
Loss	Disruption	Action
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. All site staff can work at all sites if required to cover. If the Clerk/RFO is off Councillors may take up the duties or alternatively seek help from neighbouring Clerks.
	Threat of Sickness (widespread virus)	Staff are requested to work from home and given the relevant equipment to perform their tasks from home
	Work Station	A work station risk assessment to be completed for home working
	Key staff resign	Recruit through local advertising, newsletter and job sites. YLCA to provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CILCA qualification. Support from YLCA for local council sector advice. Contract of Employment to be drawn up before 1 st day of employment. A sufficient handover provided wherever possible and to use the

	Lack of Elected Councillors	SLCC New Clerk Handover Check Sheet Template Form. Follow NALC/YLCA/DMBC Guidance on Co-opting Councillors.
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on the Clerk's laptop and to the cloud.
Building(s) staff and Parish Council work from	Inability to access the Council office or meeting room due to fire, flood or other disaster	Staff can work from home, with access to emails and files – all password protected. The Clerk would need to source another venue to hold the Parish Council meetings ie. school hall, library, neighbouring Parish Council building
Suppliers	Companies cease trading	New suppliers are found
Utilities	Gas, Electric and Water are disconnected	Homeworking commences. The office is closed until such time that the utilities are reconnected
Equipment	Printer/Photocopier ceases to work Fire alarm and Intruder alarm breaks down	Work is emailed/scanned and printed elsewhere. The maintenance contractor is called out to repair the alarm systems immediately.

3. EMERGENCY CONTACTS

Listed below are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption

Name	Contacts
Chairman (Neville Williams)	07825 614525 Neville.williams.ywp@outlook.com
Vice Chairman (Tony Gibbins)	07701 320939 Tony.gibbins.cwbpc@outlook.com
Clerk (Bev Walton)	07761525584 cwbpc@outlook.com

4. BUSINESS CONTACTS

Listed below are the Council's key customers and suppliers; they will be contacted in the event of an emergency or serious business disruption

Contract Details	Company	Contact	Telephone Number
Electricity	Responsibility for supply up to the meter : District Network Operator (DNO) Emergency (in the event of an unscheduled power cut etc) Electricity supplier (metered Supply) : EON Next (business) Emergency (out of hours) : Solar export (Smart Export Guarantee) : EON Next		0113 227 4956 105 0808 401 5699 0808 501 5088 email: hellobusiness@eonnext.com 0808 501 5218
Water	Business Stream (Scottish Water)		
Internet	Plusnet		03301239123
Mobile Phone	O2	https://www.o2.co.uk/business/contact-us	
Shutters	GG Emergency Door Specialist Ltd	Gavin	07403886096
Intruder Alarm	Metro Secure	Lawrence	01302 898423 07979198220
Fire Alarm	SER Fire & Security	Sam Robertshaw	07432 671287
Electrical Contractor	RJ Electrical Ltd	Rafe Lowe	01302 730600

5. INSURANCE AND BANK DETAILS

Company	Contact	Email/Telephone	Policy Number
Clear Councils		councils@thecleargroup.com 0330 013 0036	LCO01651
Unity	Four Brindley place, Birmingham, B1 2JB	0345 140 1000	Current Account, Reserve Account and Corporate Card

6. OTHER USEFUL CONTACT DETAILS

Organistaion	Contact Name	Contact Details
YLCA		Suite 8, Sibling Workspace, York House, Station Road,

		Tadcaster, LS24 9JF. Tel: 01937 228602
IT Support		Look in AGAR Ring Binder 2021/2022 under Quotes
Gov.uk Email & Website (Website)	Peter Kidd at Aires Network Ltd	Unit 7 J3 Business Park, Carr Hill, Doncaster DN4 8DE Email: peter.kidd@ariesnetworks.co.uk Mobile: 07768632624 DDI: 01302 220603

7. RECOVERY ACTIONS RECOVERY OF ESSENTIAL

Business Records	How will you recover the records? Alternative Measures in Place
Computer records/data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A copy of the backed-up finance records is saved on the Clerk/RFO laptop and backed up to the cloud.
Critical paper records/information and location	Deeds and such are stored e.g. in a cabinet in the Clerk's Office at Kilham Hall and scanned to cloud.
Passwords	A record of all passwords to equipment and the building are kept on the Clerk's laptop and backed up to the cloud. The Chairman and Vice Chairman also has a copy of them.
Keys	The clerk has a full set of keys to the building and notice boards. She also holds spare keys which are kept in her desk drawer. Site staff have a set of keys to the building which is their primary place of work.

8. RECOVERY OF KEY EQUIPMENT

Listed below are the essential equipment the council may need to replace if lost, or if the Council had to move to an alternative site;

- Critical IT records and data – including personnel records
- Specialist IT equipment
- Computer software (including printing)
- Pension/ HMRC data
- Payments/ wages/ financial information

9. RECOVERY ACTIONS

- Advise all councillors
- Activate the continuity plan

- Inform and allocate actions to staff
- Activate alternative suppliers, premises, equipment as required
- Review diary and other commitments
- Advise insurance provider
- List of key dates ie. insurance renewal date, precept demand to Principal Authority date, budget setting dates, Internal Audit approval dates and AGAR, Staff to be paid by (date each month)
- Complete recovery log

10. IMPLEMENTATION

A copy of essential information, including the Business Continuity Plan is held by the Chairman and Clerk to the Council at their home address. No other Councillor or member of staff have access to this information.

Reviewed: 17th May 2024

Review Due: No later than June 2027

Review: November 2024

Review: 18th June 2025

Review: 18th February 2026

Approved: 3rd July 2024

Approved: 6th November 2024

Approved: 2nd July 2025

Approved: 4th March 2026



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

MEMBER CODE OF CONDUCT

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of the Council or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;

b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

“the Council” means Cantley with Branton Parish Council.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, Council officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and Council officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person

- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Council's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor. The Code of Conduct was adopted by a meeting of Cantley with Branton Parish Council on 4th March 2026 with immediate effect.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

City of Doncaster Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat Council employees, employees and representatives of partner organisations and those volunteering for the Council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express,

challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and Council employees, where concerns should be raised in line with the Council's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the Council; and
 3. I have consulted the Proper Officer/Clerk prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or the Council into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or the Council and may lower the public's confidence in your or the Council's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will affect others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of Council resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of Council or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Council buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by the Council.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me by Doncaster Council's Audit Hearings Sub-Committee following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the Council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the Council

9. Interests

As a councillor:

9.1 I register and disclose my interests. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the Council.

You need to register your interests so that the public, Council employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are

personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Proper Officer/Clerk.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.

10.2 I register with the Proper Officer/Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Proper Officer/Clerk any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Proper Officer/Clerk for guidance.

Adopted 4th March 2026

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Council member in exercise of your executive function, you must notify the Proper Officer/Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;

b. a financial interest or well-being of a friend, relative, close associate; or

c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in Table 1

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter affects your financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	<p>Any employment, office, trade, profession or vocation carried on for profit or gain.</p> <p>[Any unpaid directorship or Trustee.]</p>
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

Securities

Any beneficial interest in securities* of a body where—

(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and

(b) either—

(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any body of which you are in a position of general control or management and to which you are nominated or appointed by your authority

b) any body:-

(i) exercising functions of a public nature;

(ii) directed to charitable purposes; or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

CODE OF PRACTICE FOR HANDLING COMPLAINTS

This procedure will be applied where a complaint cannot be satisfied by less formal means e.g. an explanation provided to the complainant by the Clerk or Chairman/Vice-Chairman.

A complaint is defined as an expression of dissatisfaction by one or more members of the public about the administration of the council or its procedures. This could relate to action/lack of action taken by the council, failure to follow agreed procedures or about a standard of service (whether the action was taken or whether the service is provided by the council itself or on behalf of the council. It should be noted that the Local Government Ombudsman has no jurisdiction over parish councils.

Complaints against the council that relates to the conduct of its employees will be handled in accordance with this procedure and where disciplinary action is deemed necessary then in accordance with the council's disciplinary procedure.

It is not appropriate for all complaints from the public to be dealt with under this procedure. Alternative procedures will apply in respect of the following types of complaints.

Type of Conduct	Refer To
Financial Irregularity	Local elector's statutory right to object to Council's audit of accounts pursuant to s.16 Audit Commission Act 1998. For other matters refer to Internal Auditor or Audit Commission
Criminal Activity	The Police
Member Conduct	A complaint that relates to a parish councillor's failure to comply with the Code of Conduct must be submitted to the standards team of the relevant Principal Authority, in this case the Monitoring Officer at City of Doncaster Council. https://www.doncaster.gov.uk/services/the-council-democracy/the-monitoring-officer
Employees Conduct	Internal Disciplinary Procedures if deemed necessary

It should be noted that where the Clerk is putting forward the justification for the action or procedure complained of he/she should not advise the council or committee when the complaint is being considered.

The identity of the complainant will only be made known to those who need to consider the complaint. At all times the rules of natural justice will apply and all parties will be treated fairly and the processes will be reasonable, accessible and transparent.

Any complaint to be dealt with in accordance with this procedure will be considered where possible within one month of receipt unless it is received after one week prior to the 1st Wednesday in July in which case it will be considered within two months of receipt. Where the complaint is of a more complex nature every effort will be made to consider the matter within three months of receipt.

The procedures that will be adopted for dealing with the complaint are contained in the Appendix attached and will be in accordance with the guidance provided by NALC in its [Legal Topic Note LTN9E](#).

Details on how to contact the Clerk are contained on the council's website and on the parish notice boards.

Adopted by the Parish Council on 4th March 2026.
Review Date: Annually

APPENDIX 1

1) Before processing a complaint

All formal complaints must be communicated in writing to the Clerk (or the Chairman if the complaint relates to the Clerk).

Mrs B Walton, Clerk to Cantley with Branton Parish Council, Kilham Hall Kilham Lane, Branton, Doncaster, DN3 3PF, Telephone 07761525584 Email: ewbpc@outlook.com
clerk@cantleywithbrantonparish.gov.uk

The Complainant will be asked to confirm whether the complaint is to be treated as confidential.

2) Receipt of the Complaint

The Clerk shall acknowledge receipt and advise the complainant when the matter will be considered by the council, whether it will be treated as confidential and state the next steps in complaints procedure.

3) Investigating the Complaint

The Council will investigate the facts and collate relevant evidence.

4) Meeting with the Complainant

The complainant shall be invited to attend the meeting and bring with them a representative, If the complainant wishes to be accompanied by more than one representative the details of the representatives should be forwarded to the Clerk prior to the meeting who will confirm agreement of those able to attend.

At least seven clear days before the meeting copies of any documentation or other evidence that will be referred to at the meeting shall be made available to relevant parties. This includes copies of any documentation or other evidence that will be relied on by both parties, the Complainant and the Parish Council.

5) At The Meeting

The council shall determine to exclude the press and public unless the complainant confirms to waive the right to confidentiality.

The Chairman will introduce those present.

The Chairman will outline the procedure.

The complainant (or representative) will outline the grounds for the complaint.

Members will ask any questions of the complainant.

If relevant the Clerk will explain the Council's position.

Members ask questions of the Clerk.

The Complainant and the Clerk should be offered the opportunity to summarise their position.

The Clerk and the complainant withdraw from the meeting whilst members consider their decision. If a point of clarification is required both parties are invited to return to the meeting.

The Clerk and complainant return to the meeting to be informed of the decision. If a decision is unlikely to be finalised on that day the Clerk and Complainant should be advised when the decision is likely to be made and when it is likely to be communicated to them.

6) After The Meeting

The Clerk confirms the decision in writing including details of any action to be taken within seven days of the meeting.



Cantley with Branton Parish Council

EMERGENCY/DEPENDANTS LEAVE POLICY

Purpose and scope

All employees with dependants can take reasonable unpaid time off to deal with unforeseen emergencies. This is unlikely to amount to more than a day or two a year.

This policy covers all instances where you may need to take unplanned absence to attend to urgent or serious situations affecting your dependants and where no alternative provision is available.

Emergency leave is designed to provide carers with the opportunity to make alternative arrangements for the care of dependants. The Emergency leave policy is not intended to be used to allow carers to look after dependants on an ongoing basis (although time off may be available under other policies).

Taking emergency leave

Dependants include parents, husband, wife, partner, civil partner, children or individuals living as part of the family for whom you are the main carer or an individual who depends on you for care, e.g. an elderly neighbour.

Emergency leave is only intended to cover unplanned absence to attend to urgent or serious situations affecting your immediate family or dependants. It is impossible to provide a complete list of circumstances that are covered under the policy; however, the most common circumstances are as follows: -

- to provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is ill or injured,
- as a result of the death of a dependant,
- because of the unexpected disruption or termination of arrangements for the care of a dependant, or
- to deal with an incident which involves a child of the employee and which occurs unexpectedly when the child is at school

As soon as is reasonably practicable in the circumstances, contact the Clerk (or Chair of the Council) by telephone to explain the circumstances, and if possible, an indication of the length of time-off you are likely to need in order to make alternative arrangements. If the Clerk (or Chair of the Council) is unavailable you must contact another councillor instead.

If you need to stay and care for a dependant on an ongoing basis you can agree with the Clerk (or Chair of the Council) to take annual leave; or where you have insufficient annual

leave to take a period of unpaid leave. Alternatively, you may be able to take Parental Leave where the care is for your child.

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

Date of policy: 25th February 2026

Approved: 4th March 2026

Date for next review: February 2028

— policy ends here —

Notes

The wording of this policy is based on an employee's statutory right to take unpaid time off to deal with emergency or dependants leave. Adopting and applying this policy as it stands will support the council to comply with this right.

1. Pay

Councils may decide to amend the policy to allow some or all emergency leave with pay. If the council decides to do so, we recommend the policy is clear about how much time will be with pay.

If the council uses discretion and makes a decision on a case-by-case basis, such decisions may set a precedent.

If the council regularly pays staff for emergency leave, it may then become a contractual right through 'custom and practice' even if the policy or written contract states time will not be paid.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

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

This 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.



Cantley with Branton Parish Council

FINANCIAL REGULATIONS

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These Financial Regulations were reviewed and adopted by the Council at its meeting held on 14th May March 20256.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £500; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council for any items below £2,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding

VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.

- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. One councillor who is authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Payment cards

- 8.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of **£500** **£1000** unless authorised by council in writing before any order is placed.

- 8.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 8.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and Handyman/Gardener and any balance shall be paid in full each month.
- 8.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £500 including VAT, incurred in accordance with council policy.

9. Payment of salaries and allowances

- 9.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 9.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 9.3. Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 9.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 9.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 9.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Chairman to ensure that the correct payments have been made.
- 9.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 9.8. Before employing interim staff, the council must consider a full business case.

10. Loans and investments

- 10.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 10.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 10.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must

written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

10.4. All investment of money under the control of the council shall be in the name of the council.

10.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

10.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

11. Income

11.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

11.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

11.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

11.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

11.5. Personal cheques shall not be cashed out of money held on behalf of the council.

11.6. The RFO shall ensure that VAT is correctly recorded and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

11.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

12. Payments under contracts for building or other construction works

12.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

12.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

14. Assets, properties and estates

- 14.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 14.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

15. Insurance

- 15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 15.2. The RFO shall be notified of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Suspension and revision of Financial Regulations

16.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

16.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

16.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order Number 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Cantley with Branton Parish Council

GRIEVANCE 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). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - The Council is committed to providing a working environment free from sexual harassment. Sexual harassment is unlawful under the Equality Act 2010 and includes unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It also includes less favourable treatment because an individual has rejected or submitted to such conduct. Any complaint of sexual harassment will be treated as a serious matter and may constitute gross misconduct. The Council will take all reasonable steps to prevent sexual harassment, including taking proactive measures to protect employees in accordance with its statutory duty. Employees who raise concerns about sexual harassment will be supported and protected from victimisation or retaliation. Allegations will be investigated promptly, confidentially and fairly under this grievance procedure and/or the disciplinary procedure as appropriate.
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to

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 the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the 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 must be agreed by the employee and the Council
- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance 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 grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of City of Doncaster Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination

- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members

- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she want the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. 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 Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. 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 decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

Reviewed: 12th February 2026

Approved: 4th March 2026



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

HEALTH AND SAFETY POLICY

General Statement

Cantley with Branton Parish Council has adopted a health and safety policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices.

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including the necessary arrangements and organisation. Good communication and competence throughout the organisation will be essential to the success of the Policy

Statement of Health, Safety and Welfare Policy

The Councillors of Cantley with Branton Parish Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, volunteers, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Cantley with Branton Parish Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.

The council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Objectives

The Councillors of Cantley with Branton Parish Council objectives in this respect are to: -

1. Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
2. Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the council's activities.
3. Assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, volunteers, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.

5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the council.
7. Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.
8. Inform employees, volunteers, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
10. Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises.
11. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
13. Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
14. Ensure that accident prevention within Cantley with Branton Parish Council is an integral part of operational management and is supported by a competent advisory service.
16. Ensure the proper direction and control of all persons other than employees allowed access to the council's premises and also ensure they are not put at risk by the council's work activities.
17. Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
18. Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
19. Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
20. Keep the health and safety policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable.

Organisation and Responsibilities

1. **The Parish Council** will: -

- a) Consider overall trends and issues likely to affect the council.
- b) Monitor the health and safety performance of the council and compliance with legislation.
- c) Promote a positive health and safety culture within the council.

d) Ensure that adequate resources are available to discharge the council's health and safety commitments.

e) Where necessary, give assistance to the Clerk in carrying out inspections in the interests of effective Health and Safety management;

f) Undertake in conjunction with the Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

2. **The Clerk**, on behalf of the Parish Council, is to co-ordinate the implementation of the health, safety and welfare policy. The Clerk will: -

a) Advise on planning and development of health and safety training to meet the council's requirements.

b) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.

c) Advise on legal requirements affecting health, safety and welfare, and implementation of the council health, safety and welfare policy.

d) In conjunction with the Handyman or nominated Councillors, carry out routine site inspections on Kilham Hall and Grounds, reporting on failures to meet the standards set and situations where council employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).

e) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.

f) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.

g) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees.

h) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.

i) Ensure that all works carried out on council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards.

j) Ensure that where the council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.

k) Ensure that employees are conversant with the council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.

l) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.

m) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.

- n) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept.
- o) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- p) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and council instructions.
- q) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence.
- r) Ensure that all employees under your control are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.
- s) Ensure that regular consultation with the workforce takes place.
- t) Act as contact and liaison point for the Health & Safety Executive.

3. **All employees and volunteers** are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to cooperate with Cantley with Branton Parish Council in the fulfilment of its duties with regard to health, safety and welfare at Work.

Each employee, therefore, will be responsible for: -

- a) Making themselves familiar with and conforming to relevant health and safety instructions at all times.
- b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.
- c) Reporting to the Clerk incidents that have led to, or may lead to, injury or damage.
- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.
- f) Take reasonable care for their own health and safety and of that of other people who may be affected by their activities.
- g) Not misuse any plant, equipment, tools or materials.

Arrangements

1. Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Cantley with Branton Parish Council including the requirement to assess the risk to health and safety to employees and others arising out of Cantley with Branton Parish Council undertaking.

Cantley with Branton Parish Council will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all council workplaces and on all activities organised by the council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonably practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Clerk is responsible for: -

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to: -

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

Cantley with Branton Parish Council risk assessments are held centrally by the Clerk. Copies of risk assessments and safe systems of work are available to view on request by relevant employees, volunteers and contractors.

2. Contract workers

It is Cantley with Branton Parish Council's policy that when contractors are used, they will represent the company in the same way as direct labour and are required to work to the council's policy.

The Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhere to, the council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks carried out is retained.

A copy of the safety policy and other relevant information is given to the subcontractor upon acceptance of terms and conditions of the contract agreement.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

The council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public there to be no exceptions.

Further to the above, it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Clerk by telephone.

Should a contractor use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

3. Accident reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The council accident book and or the RIDDOR accident report form will be completed by the site supervisor or the Clerk.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following: -

- Fatalities.
- Specified injuries (see RIDDOR leaflet).
- Employees being absent from work for more than 3 days.
- Work related illnesses (see RIDDOR leaflet).

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the local manager and or Clerk.

Employee's responsibilities

All employees are instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of a local manager or Clerk. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore: -

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Clerk.
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

Employer's Responsibilities

The Clerk is to: -

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) the correct form is completed and submitted to the RIDDOR database on the HSE website.

Implementation

All Councillors and Staff have responsibility to ensure this policy is implemented and followed. Failure to do so may result in Disciplinary Action being taken against staff or Councillors being reported to Doncaster Metropolitan Borough Council's Monitoring Officer under the Code of Conduct.

Monitoring

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Any breach of the policy to be reported to the Clerk	Anyone
Reports will be investigated and remedial action taken if required	Clerk
Review and update risk assessments Clerk	Clerk
Undertake following Health and Safety Inspections annually of all sites; - Electrical testing - Gas testing - Fire equipment - Portable Appliance Testing	Clerk in conjunction with Kilham Hall Caretaker and specialist tester

<ul style="list-style-type: none"> - First Aid equipment - Display Screen Assessment 	
<p>Health and Safety training up to date for all staff;</p> <ul style="list-style-type: none"> - Health and Safety - First Aid - Manual Handling - Legionella Awareness - Fire Safety/ Fire Warden - RoSPA 	<p>Clerk in conjunction with all staff and specialist training provider</p>

Policy Consultation

A copy of the policy has been given to all staff and is placed centrally in the Clerk's Office and also on the Parish Council Website.

Related Policies

Councillor Code of Conduct

Disciplinary Policy

Reviewed: 23rd February 2026

Approved: 4th March 2026

To Be Reviewed: March 2028



Cantley with Branton Parish Council

Internet Banking Policy

Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment.

The removal of this particular legal requirement will enable Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system.

Account details

The Parish Council has an account with Unity Trust Bank. This account is organised with the bank to require internet payments to be authorised by two signatories. This is in accordance with the guidance on page 14 of the document "The Good Councillor's Guide to Finance and Transparency" where it states – "Where electronic banking is used, arrangements should ensure that at least two people are involved in any transaction, one of whom must be a councillor".

Account signatories

The following are signatories on the account:

- Cllr N Williams (with internet access)
- ~~Cllr J Rushby (with internet access)~~
- Cllr A Gibbins (with internet access)
- Cllr R Odell (with internet access)
- Cllr J Sprack (with internet access)
- Cllr S Adams (with internet access)
- Cllr R Boyd (with internet access)
- The Clerk (with internet access)

Internet Banking Procedure

Payments will be made by internet banking where possible. The following sentences (a – g) set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will be the subject to the rules and security authorisation process of the bank:

- a. The Council's Financial Regulations 6.7 to 6.14 will be adhered to for internet banking.
- b. All orders for payment will be verified for accuracy by the Parish Clerk.
- c. A schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be initialled by the Chairman of the meeting.
- d. Once the payments have been authorised, the Parish Clerk will set up the payments and inform one of the Councillor signatories with internet access by email.
- e. On receipt of the email the Councillor will authorise the payment, cross referencing with the schedule which was agreed at the meeting (Point (a) above) to ensure there are no discrepancies.
- f. Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to one of the Councillor signatories with internet access before raising a payment request online. The Councillor will then authorise the payment as in (e) above.
- g. All payments authorised between meetings will be done so in accordance with the Council's Financial Regulations. If such a payment requires authorisation by the chairman (Financial Regulation 4.1), the email from the chairman containing the authorisation will be forwarded to the councillor authorising the online payment with the associated papers (point (f) above).

Dated: 22nd November 2023

Approved: 6th November 2025

Reviewed: 18th February 2026

Approved: 4th March 2026

Review Date: March 2027



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Records Management Policy

1 Introduction

1.1. The guidelines set out in this document supports the Parish Council Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

1.2. It is important that the Parish Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3. Cantley with Branton Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and Objectives

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that the Parish Council does and the services that we provide to our residents. This document will help us to:

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3. Scope

3.1. For the purpose of this policy, 'documents' includes electronic and paper records.

3.2. Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4. Standards of good practice

4.1. The Parish Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A.
- Personal information will be retained in locked filing cabinets within the office of Kilham Hall Meeting Rooms and access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the office of Kilham Hall Meeting Rooms
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes eg. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the locked filing cabinet or other secure storage facility.

5. Breach of Policy and Standards

5.1. Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

5.2. Where there is a breach of the policy, the Council may need to consider whether there is also a breach of the GDPR.

6. Roles and Responsibilities

6.1. The Parish Council Clerk has responsibility for implementation of the policy under delegation of the Parish Council.

6.2. The Parish Council Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

7. Retention

7.1. Timeframes for retention of documents have been set using legislative requirements, guidance from the National Association of Local Councils and the Chartered Institute of Personnel and Professional Development (CIPD).

7.2. Throughout retention the conditions regarding safe storage and controlled access will remain in place.

7.3. The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by the Parish Council for the management of specific documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'.

8. Disposal

8.1. Documents/data no longer required by the Parish Council for administrative purposes must be finely shredded/disposed of through specialist waste removal contractors and deleted entirely and securely from the Parish Council computer system(s).

Reviewed: February 2026

Approved: 4th March 2026

APPENDIX A

Document Retention Timescales

Document	Retention Period
Finance	
Financial Published Final Accounts	Indefinitely
Annual Governance and Accountability Return	Indefinitely
Final Account working papers	6 years
Records of all accounting transactions held in the financial management system	At least 6 years
Cash Books (records of monies paid out and received)	12 years
Purchase Orders	6 years
Payment Vouchers Capital and Revenue (copy invoices)	12 years
Goods received notes, advice notes and delivery notes	3 years
Reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Adopted annual budget/Financial plan	6 years
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statements (electronic) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Prime evidence that money has been banked	6 years
Bank Reconciliation	3 years
Grant/Funding Applications & Claims	3 years
Precept Forms	Indefinitely
Internal Audit Plans/Reports	3 years
Fees and Charges Schedules	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	3 years (or as long as it is possible for a claim to be made under then)
Claims correspondence	3 years after settlement
Employers Liability Insurance Certificate	40 years
VAT records, input and output	10 years
Final accounts of contracts executed under hand or seal	12 years from completion of contract
Personnel/employment	
Unsuccessful application forms	6 months to 1 year
Unsuccessful reference requests	1 year
Successful application forms and CVs	For duration of employment + 6 years
References received	For duration of employment + 6 years
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 6 years

Annual leave records	For duration of employment + 6 years
Unpaid leave/special leave	For duration of employment + 6 years
Annual appraisal/assessment records	Current year and previous 2 years
Time Control Records	2 years
Disclosure and Barring checks	6 months
Employee Personnel files, training records, discipline and grievance records and working time records	6 years after employment ceases
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Time sheets and overtime claims	6 years
Statutory end of year returns to Inland Revenue and Pensions records	Indefinitely
Income Tax and National Insurance Records	Not less than 3 years after the end of the financial year to which they relate
Wages/salary records, overtime, bonuses, expenses etc	6 years
Accident books, records and reports	3 years from date of last entry (If a child or young adult is involved, then until the person reaches the age of 21)
Redundancy records	6 years from the date of redundancy
Corporate	
Councillors Register of Interests	When councillor is no longer a public office holder
Councillors Declaration of Acceptance of Office forms	When councillor is no longer a public office holder
Chairmans Declaration of Acceptance of Office forms	When term of office comes to an end
All minutes including minutes of committees, sub-committee meetings and any working group minutes	Indefinitely and archived after two years
Policies and procedures	Until updated or reviewed
Asset management records	Indefinitely
Internal audit records	6 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk assessments (any)	6 years
Pre-tender qualification document, summary list of expression of interest received, a summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years from date of final payment

Unsuccessful tender documentation	Until final payment of contract let is made
Deeds of land and property	Indefinitely or until land/property is disposed of
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	15 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Premises License applications	Indefinitely
Health & Safety	
Health and Safety Accident books and records	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within then 40 years). If the accident concerns a child or young adult retain until the person reaches the age of 21.
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	6 years
All inspection certificates	6 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years
Other	
Hard copy routine correspondence	Suggested: File management – retain until matter dealt with; maximum period 6 months. Where the Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
Electronic routine correspondence	Suggested: File management – retain until matter dealt with;

	<p>maximum period 6 months. Where the Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.</p>
<p>Requests under the Freedom of Information Act 2000</p>	<p>Suggested: File management – retain until matter dealt with plus 6 months. Where the Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.</p>
<p>Planning Applications</p>	<p>Suggested: Recommendations in connection with relevant planning applications are recorded in the minutes which are retained indefinitely. Correspondence (both hard copy and electronic) received in connection with planning applications will be retained in accordance with the routine documents/correspondence policy noted above. Where an application is refused by the local planning authority, the application will be retained until the period within which an appeal can be made has expired.</p>



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

RISK MANAGEMENT POLICY

AIM

Cantley with Branton Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the Audit and Accountancy Regulations in order to protect the Council from avoidable losses.

The aims and objectives of this policy are comprehensive beginning with the need to develop risk management beyond general Health & Safety practices. The policy aims to:

- integrate risk management into the culture of the organisation;
- embed risk management through the ownership and management of risk as part of all decision-making processes; and
- manage risk in accordance with best practice.

POLICY

1. Introduction

1.1 Cantley with Branton Parish Council recognises that, in addition to its statutory duties, there are significant economic and ethical reasons to take all reasonable and practicable measures to safeguard the people that it works with, and provides services for; and to protect the natural and built environments for which it is responsible.

2. What is Risk Management?

2.1 Risk management is essential to good governance. 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Cantley with Branton Parish Council is more likely to achieve its objectives if it manages risk properly. It is critical to recognise that risk management applies to every aspect of the Council's work, and is not just about Health & Safety.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

2.6 The examples below are high profile but not exhaustive:

Health & Safety Risk - The Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice. The Council's policy is detailed in the Health & Safety Policy Statement (adopted February 2013).

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, and in a worst-case scenario Government Intervention.

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, increased Best Value inspection, inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

3. Why the Council needs a Risk Management Policy?

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 Risk management will help to ensure that all Members of the Council have an understanding of 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an integral part of the Best Value process and as such is an important element in demonstrating continuous service improvement.

There is an Audit requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk.

4. Why Risk Management?

4.1 Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss.

Therefore, Cantley with Branton Parish Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

4.2 The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

4.3 The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council will seek to encourage staff to identify, assess and manage risks.

5. What is the Risk Management Process?

5.1 Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low, Medium, or High. High scoring risks will be subject to detailed consideration and the preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

6. Options for control of Risks

Elimination – the circumstances from which the risk arises are ceased so that the risk no longer exists.

Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – where the financial impact is passed to others e.g. by revising contractual Terms.

Sharing – sharing the risk with another party or parties.

Insuring – insuring against some or all of the risk to mitigate financial impact.

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates a particular risk.

7. Risk Monitoring

7.1 The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

7.2 The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgments on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

8. How will it feed into the Council's existing policies?

8.1 Initial identification of risks will be by the Clerk/RFO in discussion with individual staff members.

Best Value – The requirements of Best Value meant that risk management became more important than ever, as Best Value presents a significant opportunity for the Council to reassess what it does and how. The Council takes into account minimising risk in the way that it operates as part of a commitment to quality and continuous service improvement.

Projects and Service Changes - The Clerk in recommending projects or service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by the Parish Council.

Partnership Working - The Parish Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

9. Roles and Responsibilities

9.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and

responsibilities set out below, are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place.

Members - Risk management is seen as a key part of the Elected and Co-Opted Member's stewardship role and there is an expectation that all Members will lead and monitor risk management. This will include:

- Approval of the Risk Management Policy.
- Approval of Annual Risk Assessments.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

Members of staff - Staff members will undertake their jobs to the best of their ability to reduce risks ensuring that the skills and knowledge that they have acquired and that have been passed to them are used effectively. All employees will maintain an awareness of the impact and costs of risks. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.

Clerk - The Clerk will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy and will:

- Provide advice as to the legality of policy and service delivery choices.
- Update Council and service areas on the implications of new or revised legislation.
- Review, maintain and produce annual risk assessments to the Council and report on any changes/ updates as a consequence of the review.
- Procure and manage the Council's insurance policy and act on instructions received from the appointed Insurers to ensure that identified risks do not expose the Council to unjustified risk.
- Assess and implement the Council's insurance requirements.
- Assist in handling any litigation claims and liaison with the Parish Council's insurers.
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- Advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- Ensure that Risk Management is an integral part of any service review process. Ensure that recommendations for risk control are detailed in service review reports.

Clerk in her role as Responsible Finance Officer - The Council's Responsible Finance Officer will:

- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.
- Ensure that the Financial Information System allows effective budgetary control and informs financial decisions made by the Council.

Role of Internal Audit - The Independent Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the operation of the Council.

In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals or groups are encouraged to report adverse incidents promptly and openly. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

IMPLEMENTATION

All Councillors and Staff have responsibility to ensure this policy is implemented and followed.

MONITORING

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Any breach of the policy to be reported to the Clerk	Anyone
Reports will be investigated and remedial action taken if required	Clerk
Review and production of annual risk assessments for each area of work identified as having a potential risk	Clerk
Review insurance policy annually	Clerk/RFO

POLICY CONSULTATION

A copy of the policy has been given to all staff and is available to view on the Parish Council's website and Parish Council office.

POLICY REVISION DATE

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

RELATED POLICIES AND STRATEGIES

Annual Risk Assessment, Health and Safety Policy, Councillor Code of Conduct, Disciplinary Policy

Dated: 15th September 2021

Approved: 3rd November 2021

Reviewed: 22nd February 2024

Approved: 6th March 2024

Reviewed: 23rd September 2024

Approved: 2nd October 2024



Cantley with Branton Parish Council

WHISTLEBLOWING POLICY

POLICY

It is important that any fraud, misconduct or wrongdoing by staff or others working (paid or unpaid) on behalf of the Council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the Council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above; is being, has been, or is likely to be, committed.

It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the Council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the Council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.

- No employee or other person working on behalf of the Council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- **Sexual Harassment Disclosures (Effective April 2026)**
Concerns relating to sexual harassment, systemic failures to prevent sexual harassment, or breaches of the Council's legal duty to take reasonable steps to prevent sexual harassment may constitute a qualifying disclosure under this policy where they are made in the public interest. Such concerns will be treated seriously and investigated promptly and confidentially. Individuals raising concerns about sexual harassment under this policy will be protected from victimisation or detriment. The Council will take appropriate action where wrongdoing is identified, which may include disciplinary action.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

Procedure

If you believe a Councillor has breached the Councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the Councillor Code of Conduct will be referred to the Monitoring Officer for investigation. This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained. The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the Council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of Stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

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

Reviewed: 12th February 2026

Approved: 4th March 2026

— policy ends here —

Notes

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest.

Adopting and applying this policy as it stands will support the council to comply with this right.

Legal considerations

An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able to make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment. This document was commissioned by the National Association of Local Councils (NALC) in 2019 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 the HR Services Partnership – 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.

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY MARCH 2026

July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve) (re-submission of 21/02108/REMM)	Pending
February 2025		
24/02276/MAT Manor Farm, Bessacarr	Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources.	Pending
March 2025		
25/00382/TCON 24 Warrington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending
April 2025		
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive.	Pending
June 2025		
25/01290/FUL Manor Farm, Bessacarr Lane, Bessacarr	Section 73 application to vary condition 12 (150 dwelling occupied before Stoops Lane) of planning application 14/00124/WCC under Outline application for mixed use development of housing, retirement village employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (Without compliance with conditions 13 (No development to take place until roundabout to Bawtry Road constructed), condition 14 (No development until implementation of junction works), condition 3 (Phasing plan) and condition 23 (Code level 3 requirements) of planning application 01/1201/P, allowed on appeal on 09/11/09.	Pending
August 2025		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 168 dwellings with associated landscaping and drainage (reduction from 184 dwellings to 168 dwellings, amended plans, including revised layout)	Pending
October 2025		

25/02089/FUL 3 Oakcrest, Bessacarr	Erection of first floor extension above the existing garage including associated works	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.	TPO NOT SERVED
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	TPO NOT SERVED
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
26/00144/FUL The Gables, Beech Tree Close, Old Cantley	Erection of a single storey rear extension	Pending
March 2026		
26/00227/FULM Land East Of Warning Tongue Lane, Cantley	Residential development of 187 dwellings including associated access and infrastructure (without compliance with condition 2 of planning application 21/03645/FULM granted on 14/06/2024 - (Plans and Specs)) (Retrospective)	Pending

APPEALS

25/00008/REF Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Appeal Against Refusal
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