

CANTLEY WITH BRANTON PARISH COUNCIL

TERMS OF REFERENCE

STAFFING COMMITTEE

14th May 2025

Annually at the Annual Parish Council Meeting

Purpose of Staffing Committee

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

Membership and voting –

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

1. The Committee will consist of 4 councillors.
2. At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a Chair.
[Note – ensure that the process defined at (1) above concurs with the process set out in the council's Standing Orders].
2. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
3. Members of the Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

Convening

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

Meetings

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

Quorum

The quorum of the Committee will be 3 members.

Documentation

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

Accountability

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

Remit of the Committee

1. To establish and keep under review the staffing structure in consultation with the full council.
2. To create personnel folders for each employee and ensure these are kept up to date.

3. To draft, implement, review, monitor and revise employment policies for staff.
4. To administer and manage the recruitment process including:
 - agreement of the application pack to include a job advert, job description, person specification and application form.
 - short listing of candidates
 - setting an interview date and carrying out interviews
 - select a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment and agree salary to be offered).
 - Chair of staffing committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
 - Chair of staffing to obtain references
 - Chair of staffing to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
5. Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full council and this body will decide these.
6. To arrange the execution of new employment contracts.
7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 3 above).
8. The committee will be the line manager of the Clerk.

The committee will a councillor who will have responsibility for day to day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.

The liaison councillor will arrange and lead on appraisals for the Clerk.

The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.

The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph 8 below.
9. To establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.
10. To manage the process leading to the redundancy of staff.
11. To monitor and address regular or sustained staff absence.
12. To make recommendations on any staffing related expenditure to the full Council.
13. To consider any appeal against a decision in respect of pay.
14. To handle grievance or disciplinary matters (and any appeal (different councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.
15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis.
16. To implement, monitor and review staff pension arrangements.

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

Review

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

Adopted by Council at its meeting on 14th May 2025.

Review date: Annually

Standing Orders Comparison Summary: 2018 vs 2025 Draft

Section	2018 Version	2025 Draft
Document Title	MODEL STANDING ORDERS 2018 (ENGLAND)	STANDING ORDERS 2025
Update Notes	Update to Standing Order 18 only (April 2022)	Update to Standing Orders 14 and 18
Chair Terminology	Chairman / he / his	Chair / they / their
Durations/Time Limits	Fixed (e.g., 3 hours, 5 mins)	Fixed – possible change to public participation and length of meeting
Procurement Threshold	£30,000	£60,000 and adds reference to needing to follow current procurement legislation for contracts above national thresholds.
Complaint Handling	More procedural detail, including temporary replacement of the Proper Officer if they are the subject of a complaint.	Simplified, stating only that the council will consider action, excluding disqualification or suspension.
Drafting Notes Section	Present with usage notes	Removed
Glossary of Terms	N/A	Added



Cantley with Branton
Parish Council

STANDING ORDERS 2025

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion

immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 10 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- o **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- q **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a meeting is**
 - **subject to statutory limitations or restrictions under the code on their**
 - **right to participate and vote on that matter.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- v **If a meeting is or becomes inquorate no business shall be transacted**
and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall**

give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council or committee for which

the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.**
- b The Proper Officer shall:**
- i. at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 8 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not

be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council

(receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least

- one councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if he is not available, the vice-chair (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The chair of the Council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or in their absence, the vice-chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk/RFO relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management

responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least one councillor to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Glossary of Terms

Term	Definition
Amendment	<p>A minor change or addition designed to improve the motion that is being discussed.</p> <p>e.g. if the motion was to buy three computers, someone may propose an amendment to also buy three chargers.</p>
Annual Meeting of the Council	A special meeting of the Full Council that takes place once a year in order to elect the Chairman and Committee members for the year ahead.
Annual Parish Meeting	A meeting called for all electors in the parish – not necessarily by the Parish Council.
Committee, SubCommittee, Standing Committee	<p>A group of Councillors appointed for a specific function by the Council, which may hold certain delegated powers to make their own decisions.</p> <p>e.g. the Staffing Committee which consists of 4 Councillors and has decision making powers regarding the Council's staffing issues.</p>
Working Group	<p>A group of Councillors and officers that is formed to research and discuss a specific topic.</p> <p>E.g. if we were to hold an event a working group could be formed to discuss planning.</p>
Dispensations	Special permissions to be present at and/or vote on an item which they have an interest in.
Extraordinary meeting	This is a special meeting called by the Chairman of the Council, or the Chairman of the Committee when the extraordinary meeting is a Committee meeting. It can also be called by Councillors who do not chair a Committee (see SO 6).
Interests	<p>If a Councillor has an interest in an item, it effectively means they, or someone they are in a relationship with, may somehow be affected by a resolution pertaining of that item.</p> <p>A pecuniary interest is a business or financial interest, that is that they could be financially effected by a resolution regarding that item.</p>
Motion	A motion is a formal proposal of words to be voted on.
Moved/Proposed and Seconded	Moved is when a motion is put to the vote. A moving needs someone to propose it, and someone else to support that proposal (seconded)
Ordinary Meeting	The pre-arranged regular meetings of the Full Council, or it's Committee.
Original Motion	The first version of a motion.
Point of Order	A query in a formal debate or meeting as to whether correct procedure in Standing Orders is being followed.

Precept	The sum of money the Parish Council requests from the City of Doncaster Council as their share of the Council Tax collected.
Proper Officer	The Clerk or the relevant staff member nominated by the Council to act on the Council's behalf.
Quorum	The minimum number of Councillors that must be present to make the proceedings of that meeting valid. If there are enough Councillors present the meeting is called quorate, if it is not the meeting is called inquorate.
Representations	When a person provides a statement at a meeting, such as to support the recommendation of that item, then they are making a representation.
Resolution	A resolution is a motion that has been carried by majority vote.
Responsible Financial Officer (RFO)	This is the Council employee (Clerk) who is accountable for all the financial records of the Council and the careful administrations of its finances.
Special Motion	This is a motion written in advance of the meeting and submitted to the Proper Officer. Special motions are required for items such as to reverse a resolution earlier than 6 months.
Substantive Motion	When a motion has been amended that amended version becomes the substantive, or the "new" motion in front of Councillors.
Substitute	A Councillor nominated to take the place of another Councillor, and vote on their behalf, at a Committee particular meeting.



Cantley with Branton Parish Council

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 14th May 2025.

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 reasonably 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 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											
REGULAR PAYMENTS 2025/2026											
		APPROXIMATE COSTS									
To Whom Paid	Frequency	Council	Salaries	Training	Sites &	Donations	Community	Section	VAT	Total	
	of Payment	General		Courses	Buildings	Payments	Projects	137			
		£	£	£	£	£	£	£	£	£	
Running Costs											
O2 - Mobile	Monthly	12.30							2.36	175.92	
Techstream (Website Hosting)	Annually	175.00							33.00	208.00	
Techstream (Domain Registration)	Annually	40.00							7.00	47.00	
Internal Auditor - C Wellings	Annually	120.00								120.00	
BHIB - Insurance Premium	Annually				2,200.00					2200.00	
PK Littlejohn (External Audit)	Annually	230.00							42.00	272.00	
ICO - Annual Fee	Annually	47.00								47.00	
GG Door Servicing (Annual Service)	Annually				200.00				40.00	240.00	
North Anston Fire Extinguishers	Annually				35					35.00	
Metro Secure 24 (Alarm Service)	Annually				155.00				31.00	186.00	
RJ Electrical (PAT Testing, Electrical Testing, Emergency	Annually				360				72.00	432.00	
Salaries											
Clerk (Salary)	Monthly		1,077.05							12924.60	
Handyman (Salary)	Monthly		820.95							9851.40	
HMRC Monthly Fees	Monthly		295.00							3540.00	
NEST (Pension for Clerk & Handyman)	Monthly		83.60							1003.20	
Grounds											
DMBC - Q4 Grounds (Bin Empty)	Quarterly				90				18	432	
DMBC - Bins Kilham Hall	Quarterly				199.29				0.00	797.16	
Glendale (Grass Cut)	Monthly April to October				51.99				10.40	935.85	
Glendale (Feed & Weed)	Every 3 years - due 2026				749.00				149.80	898.80	
Caretaker/Neighbour (Gates)	Annually				150.00					150.00	
ROSPA Play Safety (Annual Inspection)	Annually				250.00				50.00	300.00	
Subscriptions											
YLCA (Annual Subscription)	Annually	895.00								895.00	
SLCC Membership	Annually	150.00								150.00	
Publications											
Arrow Publications (Newsletter)	Quarterly	105.00							21.00	504.00	
Today Publications (Newsletter)	Quarterly	125.00							25.00	600.00	
Donations											
Auckley Show Donation	Annually					500.00				500.00	
Royal British Legion Donation	Annually							100.00		100.00	
Kilham Hall MC (Pantomime Donation)	Annually							1,000.00		1000.00	
Thorne Rural Lions Donation	Annually								100.00	100.00	
Christmas											
Npower - Glen Rd Xmas Illuminations	Annually							22.65	1.13	23.78	
Armthorpe Elmfield Band (Carols Around the Tree)	Annually							200.00		200.00	
Christmas Plus (Illuminating Old Cantley Trees)	Annually							1,050.00	200.00	1250.00	
	TOTAL	1899.30	2276.60	0	4440.28	500.00	0	2372.65	802.69	40118.71	

SECTION 137 EXPENDITURE LIMITS 2025-2026

- 1.1 The Department of Levelling Up, Housing and Communities (DLUHC) notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2025/26 is £11.10. The amount is a result of increasing the amount of £10.81 for 2024/25 by the percentage increase in the retail index between September 2023 and September 2024 under Schedule 12B to the 1972 Act.
- 1.2 As of December 2024, there are 2976 electors in the Parish (information from City of Doncaster Council) and so the maximum amount of money that Cantley with Branton Parish Council can spend under S137 activities is £33,033.60.
- 1.3 Cantley with Branton Parish Council does not have General Power of Competence.



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

PARISH COUNCIL POLICY DOCUMENT LIST

Document	Date Last Reviewed	Review Due Date
Adoption Policy & Request Form	September 2024	July 2027
Annual Leave	February 2025	February 2028
Appraisal	June 2024	Bi-Annually or when changes in legislation
Asset Register and Disposal	November 2023	October 2026
Biodiversity	June 2024	May 2025
Business Continuity	July 2024	July 2026
CCTV	August 2023	August 2026
Code of Conduct	June 2024	Annually
Community Engagement	February 2024	February 2026
Compassionate Leave	November 2023	October 2026
Complaints (LTN 9E)	March 2024	March 2026
Co-Option	February 2025	January 2028
Data/Information Audit	November 2023	Annually
Dignity at Work	September 2024	September 2026
Disciplinary	February 2024	February 2026
Dispensation	February 2025	Annually
Disposal Policy	May 2024	May 2026
Email and Internet Use Policy	December 2023	November 2026
Equality & Diversity	August 2023	August 2025
Expenses	February 2025	February 2028
Financial Regulations	June 2024	Annually
Fire Safety Policy	June 2024	June 2026
Fire Safety Arrangements		
Flexible Working	August 2023	August 2025
Flood Evacuation Plan	April 2023	April 2026
Freedom of Information (Publication Scheme)	December 2024	December 2025
GDPR – General Privacy Notice	August 2023	August 2025
GDPR – Privacy Notice for Staff, Councillors and Role Holders	August 2023	August 2025
Gifts and Hospitality	October 2023	September 2026
Grant Awarding	February 2024	August 2025
Grievance	February 2024	February 2026
Health and Safety	August 2023	August 2025
Hire of Kilham Hall Park/Meeting Rooms	March 2025	March 2026
Home Working	December 2023	November 2027
Induction	March 2022	March 2026
Internet Banking Policy	November 2024	Annually
Investment Policy	March 2025	Annually

IT Policy	July 2024	June 2026
Litter Pick	April 2023	April 2026
Lone Worker	February 2024	February 2026
Media	February 2024	February 2026
Meeting Attendance	February 2024	February 2026
Menopause	August 2023	July 2026
Members Allowance	March 2025	September 2026
Member/Officer Relations	June 2024	June 2026
Mobile Phone	October 2023	September 2026
Parental Leave Policy	September 2024	July 2027
Pay	March 2025	March 2026
Pension	September 2021	September 2026
Recording of Meetings	August 2023	August 2025
Records Management	August 2023	August 2025
Recruitment and Selection	February 2025	February 2028
Reserves	October 2024	October 2025
Risk Management	October 2024	March 2026
Safeguarding Children	July 2024	Annually
Scheme Of Delegation	March 2024	February 2026
Security Incident	July 2024	Annually
Shared Parental Leave Policy	September 2024	July 2027
Sickness Absence	February 2025	February 2028
Site Booking Form		
Social Media	June 2024	June 2026 or earlier should legislation/practice require
Standing Orders	April 2024	Annually
Terms of Use	March 2024	March 2026
Training & Development	March 2025	March 2026
Tree Management Policy & Tree Inspection Report	January 2024	December 2028
Volunteer	August 2023	July 2026
Website Accessibility Statement	August 2020	Annually
Website Management Policy	December 2023	November 2026
Whistleblowing	October 2024	October 2026

Updated: March 2025

4 DELEGATION TO PARISH CLERK

(a) Parish Clerk

1. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
2. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.
3. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget.
4. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.
5. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
6. Power to release press statements on any activities of the Council subject to prior consultation with the Chair.
7. Power to act on own initiative to implement the Council's policies and objectives.
8. Power to take appropriate steps to ensure the Council does not exceed its powers.
9. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
10. In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary.
11. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
12. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
13. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
14. The Parish Clerk, in consultation with Councillors, to make comment

on planning applications submitted to Cantley with Branton Parish Council by City of Doncaster Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities,
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Calendar Of Full Council Meetings for 2025/26 Commencing at 6 pm

DATE	MEETING
4 th June 2025	Monthly Meeting
2 nd July 2025	Monthly Meeting
AUGUST	No Meeting – Summer Recess
3 rd September 2025	Monthly Meeting
1 st October 2025	Monthly Meeting
5 th November 2025	Monthly Meeting
3 rd December 2025	Monthly Meeting
7 th January 2026	Monthly Meeting
4 th February 2026	Monthly Meeting
4 th March 2026	Monthly Meeting
1 st April 2026	Monthly Meeting
6 th May 2026	Following immediately after the Annual Parish Meeting (6pm) is the Annual Parish Council Meeting

6 th May 2026	Annual Parish Meeting (A meeting of the local government electors for the area). The parish meeting must assemble annually between 1 March and 1 June (inclusive).
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**MEETINGS ARE HELD AT THE KILHAM HALL MEETING ROOMS, KILHAM HALL,
KILHAM LANE, BRANTON, DONCASTER, DN3 3PF**

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 2nd April 2025 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), Y Butterworth, J. Sprack, T. Gibbins, J. Rushby and S. Adams

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

1) APOLOGIES

1.1 Apologies received

R. Odell

1.2 Reasons for absence considered

RESOLVED (1)

a) Councillor Odells apologies for absence were considered and approved.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

None.

2.2 Request Dispensation from Proper Officer

None

2.3 Items to which the public and press are excluded

Items 15.1 to 15.6 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

3.1 Minutes of 5th March 2025

RESOLVED (3)

a) The minutes of the Parish Council Meeting held on the 5th March 2025 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

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

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

4.2.1 A resident had contacted the Clerk about hiring Kilham Hall and the field in June 2025. Written details were awaited.

4.2.2 Councillor Sprack reported some trees that had been blown down in recent winds that were precariously over a footpath.

RESOLVED (4)

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

The Clerk was meeting Ward Councillor J. Cox and Persimmon on Monday 7th April to discuss siting a defibrillator and Christmas Tree at Manor Farm.

5.2 Update on the MUGA

FOSSE were continuing to complete the snagging list. Handover and completion is due on 8th April.

5.3 Update on CCTV

CDC confirmed both cameras are installed and an Engineer is returning to site tomorrow to align the cameras, ensure power is on and to take some pictures to show the coverage.

5.4 Identify any new Highway matters

Members raised the issue of the sign on the corner of Moorview and Valley Drive.

RESOLVED (5)

a) Members noted the Ward Councillors Update.

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

Minutes Subject to Approval at the Next Meeting

- b) Members noted the update on the MUGA.
- c) Members noted the update on the CCTV.
- d) The Clerk is to report the highway issues to CDC.
- e) The Clerk is to provide the Chairman with a map of the area in question for him to make enquiries about the ownership of the land.

6) CLERK'S REPORT AND ADMINISTRATION ISSUES

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk also provided members with an updated Action List and rough sketch for the work at the land at the top of Brockholes Lane for information.

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

Updates to the Website and Parish Council Facebook page take place regularly,

RESOLVED (6)

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

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

7.1 Handyman's Tracker

Members were presented with the up to date Handyman's tracker and considered prioritising work to be undertaken.

7.2 Kilham Hall Management Committee's Report

Councillor Gibbins informed Members of discussions around guidance notes for parking, defibrillator training and this year's WI event at the end of November.

RESOLVED (7)

- a) Members noted the Handyman's tracker.
- b) Members noted the Kilham Hall Management Committee's update.

8) PARISH COUNCIL MATTERS

8.1 2025/26 Risk Management Schedule

The Clerk presented the above document to members and highlighted a few amendments to the document in red text.

8.2 Asset Register as at 31st March 2025

The Clerk presented the updated Asset Register and informed members that the figures are now in line with the Parish Council's Insurance document and inclusion of the MUGA.

8.3 Review of Internal Controls

The Clerk informed members that Councillor Butterworth and Councillor Rushby had carried out the review of internal controls exercise which highlights good governance.

8.4 Gifts & Hospitality Register

The Clerk presented Members with the Gifts and Hospitality Register which promotes transparency. The Clerk asked Members if there were any additions to the Register.

8.5 Annual YLCA Membership

Members noted the YLCA annual subscription fees in the sum of £895, which is an increase of £44 from last year.

RESOLVED (8)

- a) Members noted and approved the Risk Management Schedule for 2025/2026.
- b) Members noted approved the Asset Register as at 31st March 2025.
- c) The Clerk is to check with CDC whether the CCTV cameras are classed as their asset or the Parish Council's and include in the Asset Register if needbe.
- d) Members noted the internal control exercise carried out by the Council's internal auditors.
- e) Members noted the Gifts & Hospitality Register.
- f) Members approved the YLCA membership for 2025/2026 at a cost of £895.

9) FINANCIAL

9.1 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 are duly approved:

Payments Made - for Ratifying

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
24/153&154	Clerk - materials for MUGA/playground	398.13	79.62	477.75	LGA 1972 S.14, P.27
24/155	CDC - Aerial Runway	165.00	33.00	198.00	LGA 1972 S.14, P.27
24/156	CDC - Non Domestic Rates	0.00	0.00	0.00	LGA 1972 S. 111
24/157	YLCA - Cllr Gibbins Training	10.00	0.00	10.00	LGA 1972 S.14
24/158	Clerk - Playground parts	118.83	23.77	142.60	LGA 1972 S.14, P.27
24/159	CDC - Zip Wire Repair	165.00	33.00	198.00	LGA 1972 S.14, P.27
24/160	CDC - Qtr 4 Grounds	75.00	15.00	90.00	Open Spaces Act 1906
DD03/08	Unity Trust - Service Charge	6.00	0.00	6.00	LGA 1972 S. 111

Payments for Approval

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/01	Clerk Payroll			tbc	LGA 1972 S. 112
25/02	Handyman Payroll			tbc	LGA 1972 S. 112
25/03	HMRC			tbc	LGA 1972 S. 112
DD05/07	Nest Pension			tbc	LGA 1972 S. 112
25/04	Handyman Expenses	31.15	6.23	37.38	LGA 1972 S.14, P.27
DD02/45	O2 Mobile	12.3	2.46	14.76	LGA 1972 S. 111
25/05	YLCA - Annual Subscription	895	0	895	LGA 1972 S. 143

*to be confirmed by Warrens GBC once payroll has been prepared.

9.2 Bank Reconciliation/Review Level of Reserves

The Clerk presented Members with quarter 4 bank reconciliation and confirmed the banks closing balance as at 31st March 2025 was £1,828.30 in the current account and £53,975.16 in the reserves account. Approximately £12,000 of the reserves is earmarked for the balance of the MUGA, a defibrillator, electrical column and Christmas tree at Manor Farm and towards the Local Foundation Council Award. The Clerk stated she didn't feel any bank charges would be added to the account.

9.3 Quarter 4 VAT Return

Members noted the Quarter 4 VAT return in the sum of £499.36.

9.4 Quarter 4 Budget Monitoring Report

The Clerk confirmed that despite a few headings going over budget, virements had been made between those expenditure categories that underspent to ensure the whole budget balanced. Overall 139% of the budget for 2024/25 had been spent however this overspend was due to the MUGA, of which £45,000 was held in reserves towards. Therefore the Parish Council was within budget.

9.5 Bank Statements

The Clerk presented Members with the bank statements for 1st March to 31st March 2025 showing a balance of £55,803.46 for consideration and approval by the Council's auditors.

RESOLVED (9)

- The payments were duly authorised.
- The bank reconciliation and bank balance as at 31st March 2025 was noted.
- The Quarter 4 VAT return was noted.
- The Quarter 4 budget monitoring report was noted.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

e) The Bank statements were noted and the Council's Internal Auditors signed them.

10) PLANNING APPLICATIONS

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

25/00493/FUL 10 Warrington Drive, Bessacarr	Conversion and raising of roof with new dormer to create roof accommodation	No comments or concerns
--	---	-------------------------

10.2 The Clerk informed Members of a street naming consultation that has been received from CDC. It relates to 11 new roads at the new development Off Carr Lane, Bessacarr (Persimmon Phase 4). A response is required by 15th April 2025.

RESOLVED (10)

- a) Feedback is given to the Planning Department at CDC on the planning application received.
- b) Members noted CDC's street naming consultation.

11) POLICE ISSUES

11.1 Police Issues

One resident attended the drop in on 12th March. The next drop in session Tuesday 22nd April 2025 at 10am at The Secret Tea Rooms, Branton Garden Centre.

RESOLVED (11)

- a) Members noted the police update.
- b) The Clerk advertises the future Police Drop In sessions on social media and the website.

12) TRAINING/EXTERNAL MEETINGS

12.1 Councillor Gibbins provided Members with an update from the FABB Ward Councillor's meeting held on the 8th March 2025. The following topics were covered: 20 speed limits, 2000 new houses in Auckley, the Airport, Warren Park School access, FABB speedwatch.

12.2 Councillor Gibbins attended the YLCA Managing Playing Fields and MUGA webinar on 18th March 2025 and provided Members with feedback.

RESOLVED (12)

- a) Members noted the update from the Ward Councillors FABB Meeting and thanked Councillor Gibbins for his attendance/feedback. Next meeting is on 7th June 2025 at 9.30am.
- b) Members noted the feedback from the YLCA Managing Playing Fields and MUGA webinar.

13) ITEMS OF CORRESPONDENCE

13.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, South Yorkshire Special Branch Meeting, CEO Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training, HMRC Payroll Matters.

RESOLVED (13)

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

14) DATE OF NEXT MEETING

The Clerk informed Members that the next meeting was scheduled to be held on Wednesday 7th May 2025 commencing at 6pm. However Parish Council Elections are due to be held on 1st May, with new Members not taking up position until 6th May 2025. Guidance states the Annual Parish Council Meeting should be within 14 days of election and it is good practice for Councils to wait until they are issued with formal Declaration as to the persons elected before issuing the Summons with Agenda and supporting papers.

RESOLVED (14)

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

a) Members approved to postpone the Annual Parish Council Meeting and Annual Parish Meeting on the 7th May 2025 and rearrange them for Wednesday 14th May 2025 at 6pm.

15) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

15.1 Clerk’s March Timesheet and Quarter 4 Mileage Claim

The Clerk’s timesheet for March was shared for information. Members noted that the Clerk had worked an additional 13hrs 45 minutes during March – this was due to the Clerk working on the CILCA qualification and taking annual leave.

15.2 Handyman’s March Timesheet

Handyman’s timesheet for March was shared for information.

15.3 Clerk’s Appraisal

The Clerk left the room whilst the Chairman provided a verbal update relating to the Clerk’s Appraisal.

15.4 Clerk’s Incremental Pay Rise

15.5 Handyman’s Appraisal

The Clerk provided Members with a verbal update relating to the Handyman’s Appraisal.

15.6 Handyman’s Incremental Pay Rise

RESOLVED (15)

- a) The Clerk and Handyman’s timesheets were received and the contents noted and approved.
- b) The Clerk’s Quarter 4 mileage claim was noted and approved.
- c) The Clerk is to inform Warrens GBC Accountants of the approved timesheets for the payroll data, including the Clerk’s additional hours.
- d) Both the Clerk and Handyman’s Incremental pay rises were discussed at previous meetings and Warrens GBC previously informed of the increase from 1st April 2025.
- e) The Clerk and Handyman are to request quotes from their Insurers for business use on their vehicles and inform the Council.

The meeting closed at 7.30pm.

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

Tree Survey Report

Level 1 Routine Tree Survey at:

**Recreation Ground
Branton Parish Council
Kilham Lane
Branton
DN3 3PF**

Prepared by:

Trees and Woodland Team
Street Scene
Doncaster Council
North Bridge Depot
North Bridge Road
Doncaster
DN5 9AN

May_2025

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1. Introduction

1.1 Scope of the survey

The objectives of the survey are:

- to complete a basic assessment of the health and structural condition of all existing trees within the site boundary;
- to make recommendations of further tree inspection and tree risk assessment requirements; and/or
- to make recommendations of necessary tree management work.

1.2 Caveats and limitations

All observations were made from ground level only.

Trees are dynamic and growing structures that experience changes affected by time, weather and other factors and observations are valid at the time they were made.

The survey did not consider the impact of tree roots on soils and structures.

Risk assessments were based on the expected normal daily use of the site and surroundings from observations made during the site visit.

All pricing information is confidential and should not be disclosed to third parties.

1.3 Data collection

The tree survey took place in February 2025.

30 trees were recorded and surveyed.

1.4 Survey method

A level 1 survey comprises a visual assessment from ground level only, to identify obvious defects or specified conditions and identify any necessary tree management works or a requirement for further, more detailed inspection.

Basic details recorded include the species, height and the diameter of each tree at 1.5 m height.

Each tree was examined systematically from the branch tips to the stem base, considering:

- the structural form of the various visible parts of the tree;
- specific structural concerns such as cavities, cracks, dysfunction and decay and dead branches;
- signs of any potentially harmful pathogens (fungal, bacterial or other);
- the condition of foliage, where present;
- the surrounding ground for any evidence of root-plate movement, and for the presence of fallen decay fungi; and
- the presence of potential nest or bat roost features.

1.5 Presentation of data

Tree locations were plotted on site, by visual assessment, and are shown on the enclosed tree location plans (appendix A).

Each tree was assigned a reference number that correlates with the feature details report (appendix B) within which the survey findings are recorded. Trees with recommended works are listed on the feature details report (appendix B). Work is colour coded based on its priority:

Green = No Work recommended

Red = Priority 1 – Urgent/emergency work, required within 24 Hours

Orange = Priority 2 – Essential work, recommended within 12 weeks

Yellow = Priority 3 – Essential/Desirable work, recommended within 24 weeks

Blue = Priority 4 – Desirable work only, recommended within 52 weeks

2. Issues relating to risk and the trees on this site

2.1 Duty of care

Tree safety management is a matter of limiting the risk of harm from tree failure while maintaining the benefits conferred by trees. Tree owners, and those responsible for their management, have a duty to do all that is *reasonably practicable* to avoid acts or

omissions that cause a reasonably foreseeable risk of injury to persons or damage to property.

Doing all that is reasonably practicable does not mean that all trees have to be individually examined or pruned on a regular basis. A decision has to be taken on what is reasonable in the circumstances and this will include consideration of the risks to which people may be exposed (Health and Safety Executive SIM 01/2007/05: Management of the risk from falling trees or branches).

The National Tree Safety Group publication “Common sense risk management of trees” provides a useful, condensed version of guidance, suitable for land owners. It can be downloaded at:

[http://www.forestry.gov.uk/PDF/FCMS025.pdf/\\$FILE/FCMS025.pdf](http://www.forestry.gov.uk/PDF/FCMS025.pdf/$FILE/FCMS025.pdf)

2.2 Risk assessment

Doncaster Council uses the Quantified Tree Risk Assessment (QTRA) system to quantify the risk of significant harm from tree failure. By valuing the target first, the risk assessor is able to determine to what degree of rigour a survey or inspection of a tree is required. Where necessary, the tree is then evaluated in terms of its size and probability of failure.

Further information can be found at <http://www.qtra.co.uk/>

3. Recommendations

3.1 Tree data and observations

Data and observations relating to each individual tree, including defects identified, any recommended works, are recorded in the feature details report (appendix B).

3.2 Further inspection

Where defects that are not imminently hazardous are identified or suspected a more detailed individual tree risk survey may be recommended.

Outcome of this survey:

- Further inspection recommended – 0 Trees

3.3 Recommended work

Tree work is sometimes desirable, or necessary, to improve tree structure, limit inconvenience or maintain safety. A quotation for completion of recommended work by Street Scene is included below. The schedule is also suitable for obtaining estimates from an independent arboricultural contractor. **In doing so all Street Scene pricing information must be removed from the report.**

3.4 Quality of work

All tree work should be carried out in accordance with British Standard 3998:2010 Tree work — Recommendations.

Street Scene will not undertake any work that exceeds the recommendations of this Standard, except where there is no alternative to comply with other legal requirements.

3.5 Recommended re-inspection dates

Trees are dynamic structures, affected by growth, water and nutrient availability, pests and diseases, and seasonal weather variations. Tree inspections should therefore be conducted at regular intervals, to account for any changes that may occur. It is recommended that a 3-yearly inspection regime is implemented with re-inspection scheduled for February 2028

In the event of severe storm winds or heavy snowfall, an interim survey of any high use target areas may be necessary.

4. Other considerations

4.1 Legal status of the tree(s)

4.1.1 Tree Preservation Orders

Trees that have been protected by a Tree Preservation Order (TPO) under the Town and Country Planning Act require the submission of a formal application to the Local Planning Authority relating to any proposed tree work. Apart from limited exceptions, it is a criminal offence to prune or fell a tree that is subject to a TPO without having first obtained consent from the local planning authority by submitting a standard application form.

The Local Planning Authority Trees and Hedgerow Officers can be contacted via 01302 736000.

4.1.2 Conservation Area

Trees that stand within a Conservation Area are protected under the Town and Country Planning Act and require the submission of a formal notification of intended works to the Local Planning Authority relating to any proposed tree work. Apart from limited exceptions, it is a criminal offence to prune or fell a tree within a Conservation Area without having first obtained consent from the local planning authority by submitting a standard application form.

The boundaries of the 46 Conservation Areas in Doncaster can be found at the following link:

<http://dmbc.maps.arcgis.com/apps/webappviewer/index.html?id=bc4e214dd4b44c10adb02ccc5ae395c8>

4.1.3 Felling Licence

Under the Forestry Act 1967 it is an offence to fell trees in certain locations, including woodland, schools and street trees, without first obtaining the consent of the Forestry Commission in the form of a felling licence.

Further guidance on felling licences can be found at the following link:

<https://www.gov.uk/guidance/tree-felling-licence-when-you-need-to-apply>

4.2 Wildlife considerations and law

Tree management works must be planned to ensure they do not contravene the following wildlife legislation:

- Wildlife and Countryside Act 1981
- The Conservation of Habitats and Species Regulations 2010
- The Conservation of Habitats and Species (Amendment) Regulations 2011

- Countryside and Rights of Way Act 2000

The combined effect of the above legislation is that tree work operations must be planned to avoid disturbance to nesting or breeding birds, or to bats and their roosts. The bird nesting season is officially from 1st March to 31st July but all wild birds are protected whenever nesting. All 18 bat species found in the UK are afforded European Protected Species status. It is an offence to intentionally kill, injure or take any wild bat or to damage or destroy any place used by bats for shelter or as a breeding site, whether they are present or not, or to deliberately or recklessly disturb a bat in a way that would affect the ability to survive, breed, rear young or affect the local distribution or abundance of the species. Further guidance on complying with legislation covering bats can be found in British Standard 8596:2015 Surveying for bats in trees and woodland – Guide.

Quotation for recommended works

Recommended works on 6 trees.

Total cost quote for recommended tree works within report (appendix B): **£ 2389.60**

This includes the disposal of all branches, logs and woodchip from site (unless specifically requested or advised to leave on site). This does not include cost for stump grinding where recommended.

Recommended works are highlighted, and colour coded based on the given priority on the schedule below.

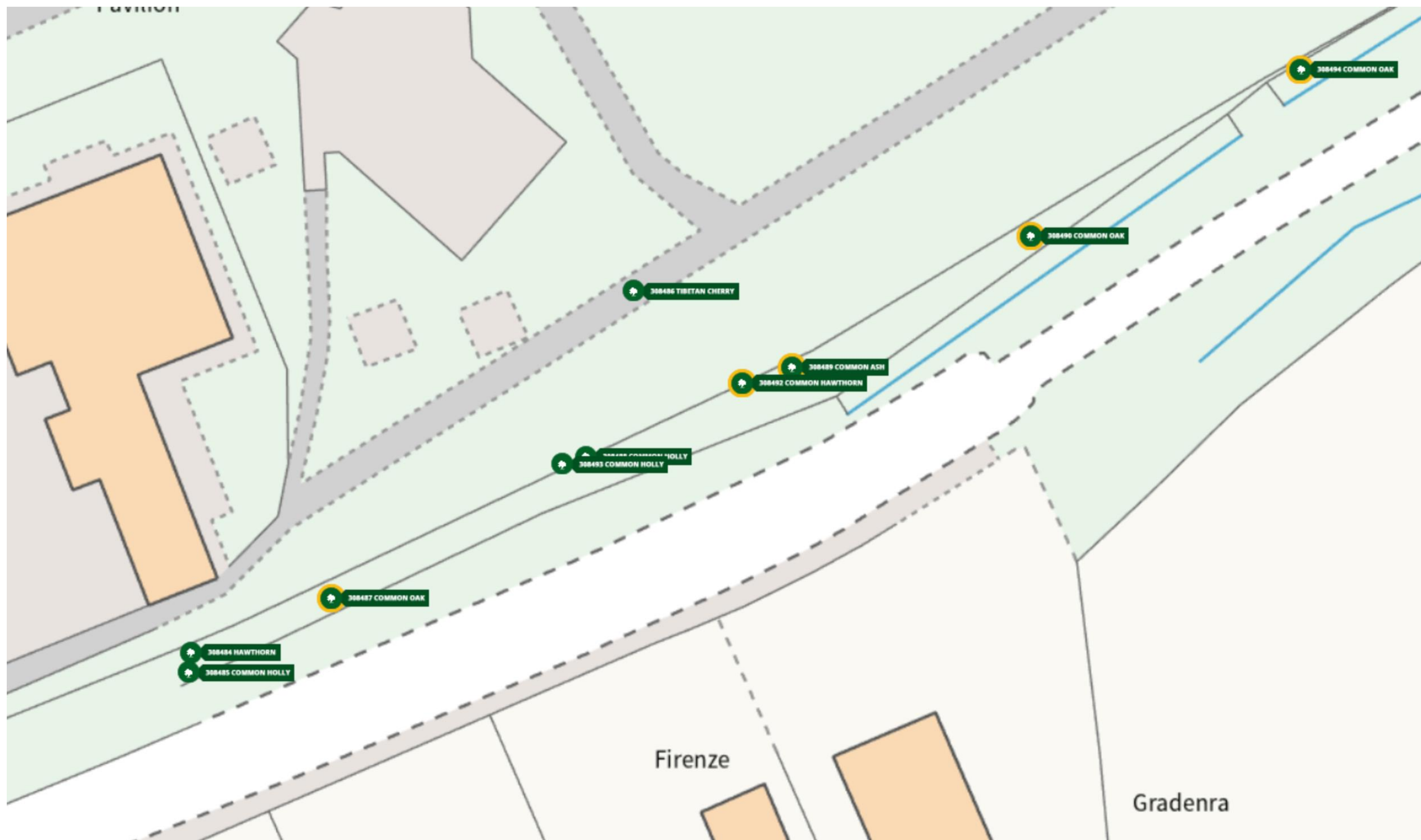
APPENDICES

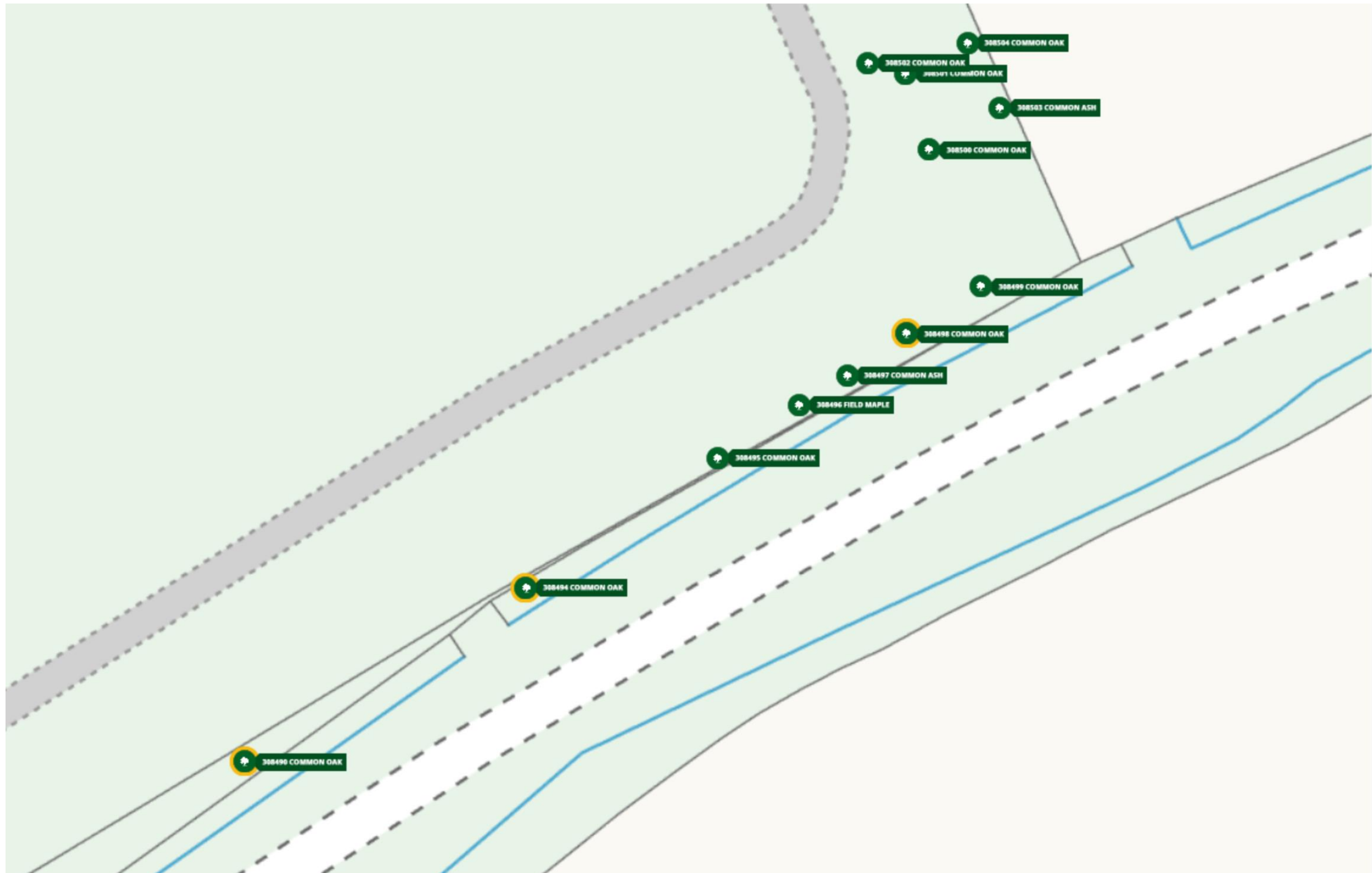
Appendix A: Tree Location Plans

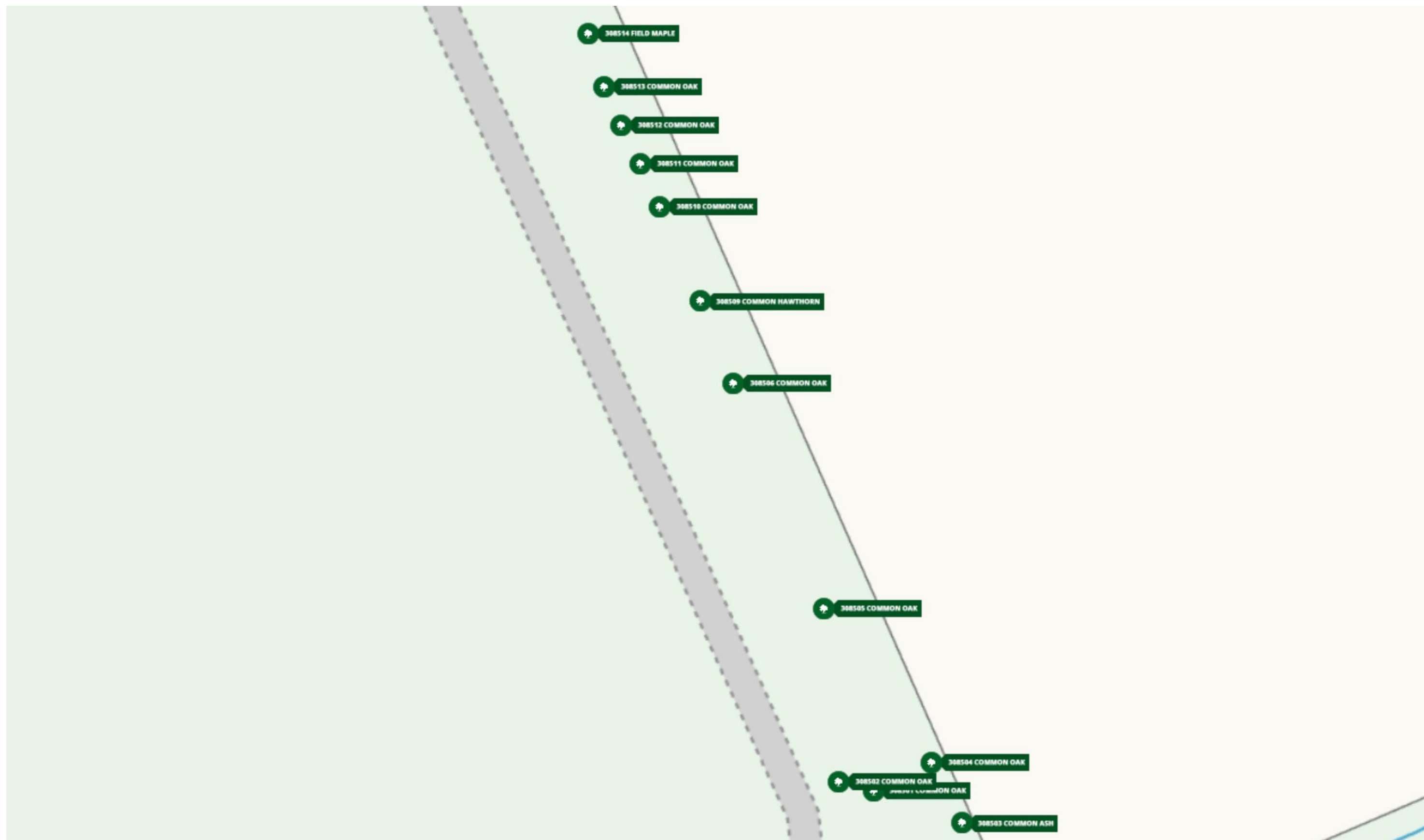
Appendix B: Feature Details Report

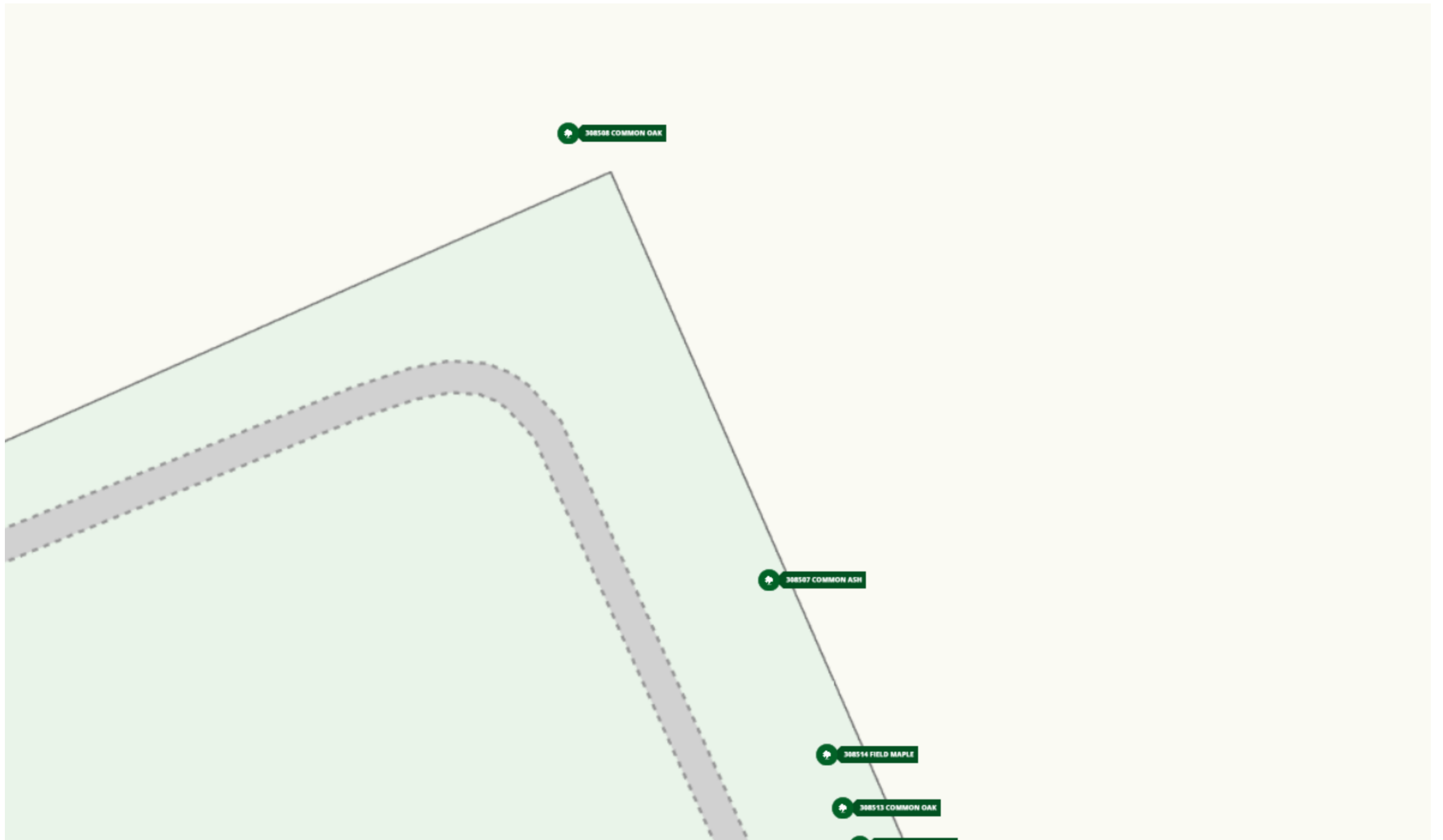
Appendix A: Tree Location Plans











Appendix B: Feature Details Report

Asset Number	Botanical Name	Common Name	Inspection Date	Height (m)	DBH (cm)	Inspection Outcome	Inspection Notes	Recorded Defects	Work Recommended	Priority
308484	Crataegus	Hawthorn	13/02/2025	5	15	No Works Required		Leaning Tree, Ivy	None	
308485	Ilex aquifolium	Common Holly	13/02/2025	5	N/R	No Works Required		Tight Included Unions, Basal Growths, Leaning Tree, Ivy	None	
308486	Prunus serrula	Tibetan Cherry	13/02/2025	4	15	No Works Required		Historic Pruning Wounds	None	
308487	Quercus robur	Common Oak	13/02/2025	15	90	Works recommended		Historic Pruning Wounds, Ivy, Unbalanced Crown, Stubs, Epicormic Growth (minor), Minor Deadwood (over target), Low Canopy Over Highway, Mechanical/Vehicle Damage to Lower Limbs	Sever ivy at the base of main stem and remove from main stem up to 2m, remove lowest vehicle damaged branches over Kilham Lane up to 5m to avoid any more vehicle damage.	3P
308488	Ilex aquifolium 'Amber'	Common Holly	13/02/2025	4	N/R	No Works Required		Basal Growths, Lapsed Epicormic Growth	None	
308489	Fraxinus excelsior	Common Ash	13/02/2025	12	60	Works recommended		Historic Pruning Wounds, Ivy, Minor Deadwood (over target), Low Canopy Over Highway, Mechanical/Vehicle Damage to Lower Limbs	Crown lift over main road and remove damaged branches from high sided vehicles, sever ivy at the base on the main stem and remove up to 2m.	3P
308490	Quercus robur	Common Oak	13/02/2025	15	90	Works recommended		Historic Pruning Wounds, Tight Included Union(s), Ivy, Minor Deadwood (over target), Low Canopy over Highway, Historic Wounds, Historic Poor Pruning	Sever ivy on main stem at the base and remove from trunk 1m above the lowest main union see picture. Crown lift over road to 5m.	3P
308492	Crataegus monogyna	Common Hawthorn	13/02/2025	4	N/R	Works recommended		Leaning Tree, Ivy, Unbalanced Crown	sever ivy on main stems from the base up to 2m.	3P
308493	Ilex aquifolium 'Amber'	Common Holly	13/02/2025	5	N/R	No Works Required		Tight/Included Union(s), Basal Growths, Lapsed Epicormic Growth	None	
308494	Quercus robur	Common Oak	13/02/2025	6	48	Works recommended		Tight Included Union(s), Ivy, Minor Deadwood, Low Canopy Over Highway	Sever ivy at the base of main stem and remove up to 1m above lowest union. Crown lift over road to 5m.	3P
308495	Quercus robur	Common Oak	13/02/2025	6	N/R	No Works Required		Historic Pruning Wounds, Tight Included Union(s), Leaning Tree, Ivy, Minor Deadwood, Unbalanced Crown	None	
308496	Acer campestre	Field Maple	13/02/2025	10	N/R	No Works Required		Historic Pruning Wounds, Tight Included Union(s), Leaning Tree, Ivy, Minor Deadwood, Unbalanced Crown, Historic Coppice	None	
308497	Fraxinus excelsior	Common Ash	13/02/2025	10	N/R	No Works Required	Advise removing ivy from main stem 0-2m.	Historic Pruning Wounds, Tight Included Union(s), Ivy, Minor Deadwood, Unbalanced Crown, Historic Coppice	None	

308498	Quercus robur	Common Oak	13/02/2025	8	N/R	Works recommended		Historic Pruning Wounds, Tight Included Union(s), Ivy, Unbalanced Crown, Historic Poor Pruning, Moderate Deadwood, Historic Coppice	Sever ivy at the base and remove from main stem up to first 2m, Crown lift over highway to 5m.	3P
308499	Quercus robur	Common Oak	13/02/2025	6	39	No Works Required	Advise sever and remove ivy 0-2m main stem.	Leaning Tree, Ivy, Minor Deadwood, Unbalanced Crown	None	
308500	Quercus robur	Common Oak	13/02/2025	5	24	No Works Required		Historic Pruning Wounds, Minor Deadwood, Exposed Surface Roots, Unbalanced Crown	None	
308501	Quercus robur	Common Oak	13/02/2025	5	24	No Works Required		Historic Pruning Wounds, Leaning Tree, Minor Deadwood, Exposed Surface Roots, Unbalanced Crown	None	
308502	Quercus robur	Common Oak	13/02/2025	5	21	No Works Required		Historic Pruning Wounds, Leaning Tree, Ivy, Minor Deadwood, Exposed Surface Roots, Unbalanced Crown	None	
308503	Fraxinus excelsior	Common Ash	13/02/2025	6	N/R	No Works Required		Leaning Tree, Ivy, Minor Deadwood, Unbalanced Crown, Cables Through Crown	None	
308504	Quercus robur	Common Oak	13/02/2025	6	36	No Works Required		Ivy, Minor Deadwood, Unbalanced Crown	None	
308505	Quercus robur	Common Oak	13/02/2025	6	36	No Works Required		Historic Pruning Wounds, Ivy, Minor Deadwood	None	
308506	Quercus robur	Common Oak	13/02/2025	6	39	No Works Required		Historic Pruning Wounds, Ivy, Minor Deadwood	None	
308507	Fraxinus excelsior	Common Ash	13/02/2025	15	N/R	No Works Required		Historic Pruning Wounds, Tight Included Union(s), Ivy, Minor Deadwood, Unbalanced Crown, Storm Damage	None	
308508	Quercus robur	Common Oak	13/02/2025	15	90	No Works Required		Historic Pruning Wounds, Exposed Surface Roots, Historic Wounds, Historic Poor Pruning, Hanger, Mechanical Damage to Buttress, Moderate Deadwood, Disturbed Root System, Girdling Root	None	
308509	Crataegus monogyna 'Flexuosa'	Common Hawthorn	13/02/2025	4	N/R	No Works Required		Historic Pruning Wounds, Tight, Included Union(s), Ivy, Minor Deadwood, Historic Wounds	None	
308510	Quercus robur	Common Oak	13/02/2025	5	N/R	No Works Required		Tight Included Union(s), Leaning Tree, Ivy, Minor Deadwood, Unbalanced Crown	None	
308511	Quercus robur	Common Oak	13/02/2025	5	24	No Works Required		Leaning Tree, Tight Included Union(s), Unbalanced Crown	None	
308512	Quercus robur	Common Oak	13/02/2025	6	45	No Works Required		Historic Pruning Wounds, Tight Included Union(s), Leaning Tree, Ivy, Minor Deadwood, Unbalanced Crown	None	
308513	Quercus robur	Common Oak	13/02/2025	6	N/R	No Works Required		Historic Pruning Wounds, Leaning tree, Ivy, Minor Deadwood, Unbalanced Crown	None	
308514	Acer campestre	Field Maple	13/02/2025	4	18	No Works Required		Leaning Tree, Ivy, Unbalanced Crown	None	

CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – MAY 2025

1) CDC

- a) MUGA - **Confirmed the PC would pay outstanding invoice once snagging complete. Coloured markings now complete, goalposts fitted and space usable. Signage received from FOSSE. Snagging list not complete – chasing CDC & Contractor. Should be complete w/c 05/05/25.**
- b) CCTV – **Both locations installed, connected and operational.**
- c) Land at top of Brockholes Lane – **Work will start on this towards Autumn/Winter.**
- d) Elections – **Notice of Uncontested Election received from CDC. We have 6 elected Councillors and 1 vacancy for co-option. Vacancy put on May PC Agenda for approval and timescales.**
- e) Road Defects – **Reported defects highlighted at last Parish Council meeting.**
- f) Litter Bins/Dog Fouling Bins – **Two residents informed Clerk of two separate bins that have been removed and not replaced within Branton. Clerk has reported these to CDC and requested new bins be installed.**

2) Recreation Ground/Garden Areas

- a) MUGA – **Tennis nets were installed on 28/04/25 ready for use.**
- b) Fence Maintenance - **Handyman will continue to paint fence around KH.**
- c) Paint Playground – **Handyman started sanding and painting swings and will continue when weather and other tasks permit him to.**
- d) Repairs – **Handyman completed most of repairs now.**
- e) Hedgecutter – **Handyman has taken it to Garden Centre for repair at a cost of £98.83. Still awaiting repair however handyman has new hedgecutter to use.**
- f) Bike rack – **installed next to the MUGA.**
- g) Resident Complaint re: Placement of Bench – **Sent holding email and confirmed PC would consider this at their May meeting – on Agenda.**
- h) Coffee Club request to place a bench on Kilham Hall field – **This is to commemorate 15 years of coffee club. Details of suitable benches provided to coffee club and location requested from them.**

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

- a) Internet – **having more issues connecting to internet at KH which is taking time to resolve.**
- b) Confirmation of the replacement of the existing small office desk with a larger desk as agreed at a previous meeting. **The Clerk will purchase the smaller desk from the Parish Council for her home office.**

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. Awaiting full response from Persimmon re: Placement of a Defib at Warren Park/Manor Farm.**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards.**
- c) Resident complaints re Property on Doncaster Road/Chapel Lane re: parking/running a business – **responded to residents informing them CDC issues and giving links to relevant reporting mechanism. Also escalated it and reported to PCSO's and asked them to monitor parking.**
- d) Resident complaints re YWP Brockholes Lane entrance closure – **responded to resident informing not PC remit however would address at PC Meeting in May to consider writing supporting letter to YWP on behalf of residents. Sought background information from YWP to inform members.**

5) Parish Council Procedures/Finance

- a) Website –**Updated regularly.**
- b) Facebook – **Updated regularly.**
- c) Policies – **Reviewed Standing Orders, Financial Regulations and Biodiversity Policy.**
- d) Unity Bank – **Councillor Adams should have received his log in details now. Need to remove Councillor Rushby from the banking.**
- e) Honours List – **Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.**

6) Police

a) Drop In Session – future dates set until July 2025 and advertised on FB, website and notice boards. Last session was on Tuesday 22nd April 2025 – four members of the public attended with varying issues, non of which needed the Parish Council's input. Next session is on Wednesday 11th June 2025 at 6pm at Kilham Hall Meeting Rooms.

7) Training/Networking

a) Clerk has submitted three of five modules of CILCA qualification – There are 6 more learning modules to go through with the mentor. The Clerk has already drafted 5 of the 6 modules in advance so will just need to amend following mentor sessions and feedback. Last CILCA mentor session is to be held in June sometime. Hopefully following this all modules will be submitted and marked.

Actions Following Meetings - 2024/2025 - 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
03/04/2024	3.1	Place 20/03/24 Minutes on website	Clerk	04/04/2024	N	Done
03/04/2024	4.3	Ask newly appointed Cllr to sign Declaration of Office and send to CDC	Clerk	03/04/24 & 04/04/24	N	Done
03/04/2024	4.3	Arrange to meet Cllr Sprack to provide him with additional documentation, his PC Email address, to complete Register of Interests and answer any questions	Clerk	08/04/2024	N	Done
03/04/2024	4.3	Write to the unsuccessful candidates thanking them for their interest and asking them to apply for the 2nd vacancy due to be advertised in due course	Clerk	05/04/2024	N	
03/04/2024	4.4	Amend RM Schedule, place on Website and place in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.5	Place Asset Register, Deeds Register in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.7	Pay YLCA Annual Subscription Invoice	Clerk	12/04/2024	N	
		Seek confirmation from Lead Litter Picker that volunteers would be happy for their photo to be provided to YLCA				Done - Ok with it
03/04/2025	4.8	for their annual report	Clerk	04/04/2024	N	
03/04/2024	4.8	Send Litter Picker photo to YLCA for annual report	Clerk	05/04/2024	N	Done
03/04/2024	4.9	Prepare Cllr Vacancy Poster for advertising	Clerk	08/04/2024	N	Done
03/04/2024	4.10	Nomination to KHMC to be placed on May Agenda	Clerk	04/04/2024	N	Done
03/04/2024	4.11	Internal Auditors to sign bank statements and bank reconciliation	Cllr Williams Cllr Rushby	03/04/2024	N	Done
03/04/2024	6.1.1	Inform CDC (Clare Simpson on behalf of Ward Cllr Jones) that container not appropriate or required for Manor Farm	Clerk	05/04/2024	N	
		Phone persimmon and see if they'd give us permission to have 1/2hrs per month in their site office to engage with community				Left a voicemail for persimmon to call me back
03/04/2024	6.1	Continue to chase CDC on MUGA	Clerk	05/04/2024	Y	
03/04/2024	6.2	Continue to chase CDC on CCTV	Clerk	Done	N	Awaiting Planning to remove condition and tender documents to be drawn up and sent out
03/04/2024	6.3	Place a FB post thanking Cllr Innes for his work and welcoming Cllr Sprack	Clerk	Done	N	Awaiting update from DF at CDC re: location and when will be installed
03/04/2024	7.2	Write to KHMC informing them that the PC will take over cost of repairs once the Deed of Variation has been signed however they will not take on repairs already identified.	Clerk	05/04/2024	N	Done - scheduled for 07/04/24
03/04/2024	8.1	Contact Dickinson Wood and chase the Deed of Variation. Also ask about the legality of the PC charging rent to KHMC.	Clerk	05/04/2024	N	Emailed Chair of KHMC
03/04/2024	8.2	Request cost of pantomime from KHMC so PC can consider contribution at May meeting.	Clerk Cllr Gibbons	05/04/2024	N	Done - emailed Chair of KHMC requesting details and placed on May Agenda

03/04/2024	9.1.1	Inform Christmas Plus of the contract for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.1.2	Inform Blanchard that they have been unsuccessful for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.2	Inform RJ Electrical that they have been successful for installation/removal of Christmas Illuminations for the 3 Parish Council chritmas trees	Clerk	05/04/2024	N	Done
03/04/2024	9.3	Confirm repair of the 3 sets of illuminations for Old Cantey with Christmas Plus	Clerk	05/04/2024	N	Drafted Newsletter for May PC Meeting and put a post on FB
03/04/2024	9.6	Place seed bombs on Facebook and in next Newsletter for residents to express an interest and let Clerk know by September 2024 for distribution Spring 2025	Clerk	17/04/2024	N	Done
03/04/2024	10.1	Pay invoices/payroll as authorised	Clerk	12/04/2024	N	Done
03/04/2024	10.2-10.4	Place Bank reconciliation, VAT return and budget monitoring reports in AGAR folder	Clerk	04/04/2024	N	Done
03/04/2024	10.5	Council's Internal Auditors to sign bank statements	Cllr Williams Cllr Rushby	03/04/2024	N	Submitted both following help from Cllr Gibbins
03/04/2024	10.6	Look at SUEZ and FCC Community Action Fund Grants and apply for the same	Clerk	19/04/2024	N	Done
03/04/2024	11.1.1-11.1.5	Provided CDC with feedback on planning applications	Clerk	04/04/2024	N	Scheduled posts for FB
03/04/2024	12.1	Advertise next police drop in	Clerk		N	Done
03/04/2024	13.1	Book handyman on ROSPA Operational Training for 4th and 5th December 2024	Clerk	03/04/2024	N	Done - expressed an interest with YLCA for October
03/04/2024	13.2	Book Clerk on CILCA for October 2024	Clerk	03/04/2024	N	Done - agreed so once register for CILCA let YLCA know
03/04/2024	13.2	Write to Finningley Parish Council asking if they would go halves on costs of CILCA	Clerk	15/04/2024	N	Done
03/04/2024	16.1-16.2	Inform Warrens GBC of decision to pay Clerk additional 5.5hrs and that timesheets been approved	Clerk	04/04/2024	N	Done
03/04/2024	16.4	Inform Warrens GBC of 1 increment for Clerk taking her to £16.67 ph	Clerk	04/04/2024	N	Done
03/04/2024	16.6	Inform Warrens GBC of 1 increment for Handyman taking him to £12.63 ph	Clerk	04/04/2024	N	Done
01/05/2024	1.1	Send Chair's Signed Declaration of Office to CDC MO and YLCA	Clerk	02/05/2024	N	Done
01/05/2024	1.5.1	Inform CDC of PCJCC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.2	Inform KHMC of PC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.3	Inform Barnsley DC of YWPCC Representatives	clerk	02/05/2024	N	Done
01/05/2024	1.5.4	Inform YLCA of Voting Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.5	Inform CDC of PROW Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5	Update list of external representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.8	Update Website with SO's & Fin Regs	Clerk	02/05/2024	N	Done
01/05/2024	1.16	Put Schedule of Meeting Dates on Website	Clerk	02/05/2024	N	Done
		Put Schedule of Meeting Dates on FB and Notice Boards				Done
01/05/2024	1.16		Clerk	07/05/2024	N	Done
01/05/2024	3.1	Put approved minutes on website	Clerk	02/05/2024	N	Done
01/05/2024	4.2	Update Councillor Details on website	Clerk	02/05/2024	N	Done
		Send Councillor Odell's declaration of office to CDC MO				Done
01/05/2024	4.3		Clerk	02/05/2024	N	

01/05/2024	4.2	Set up Councillor Odell's PC email address	Clerk	02/05/2024	N	Done
		Inform Ward Councillors of a PC representative for their quarterly PC meeting	Clerk	02/05/2024	N	Done
01/05/2024	5.1.2	Inform CDC that happy to go out to tender with all 5 contractors	Clerk	02/05/2024	N	Done
01/05/2024	5.2		Clerk	02/05/2024	N	
01/05/2024	5.4	Inform CDC of new highways issue	Clerk	02/05/2024	N	Done - Ref; 201002486695
		Inform Branton Juniors that the Under 9s team can use the field - need sight of PL Insurance and would need to meet up to discuss MUGA, marking of pitch, nets, toilet facilities	Clerk	02/05/2024	N	Done - met Chris Alton of Branton Juniors on 04/05/24 and received copy of PL Insurance 07/05/24
01/05/2024	6.2.1	Confirm attendance at the webinar on 21/05/24 re: webiste accessibility in the Clerk's absence	Councillors	02/05/2024	N	Done - Councillor Odell attending - Clerk registered him on the webinar and sent him the information.
01/05/2024	7.2	Keep Chasing Dickinson Wood for Deed of Variation	Clerk		N	Done
	8.1	Respond to KHMC Chair's email regarding Deed/Repairs			N	Done in meeting with Members input
01/05/2024	8.1	Donate £500 to Auckley Show - contact organisers	Clerk	01/05/2024	N	Donation declined by Auckley Show as they have enough funding
01/05/2024	9.1		Clerk	02/05/2024	N	Donation made
01/05/2004	9.2	Donate £1000 to KHMC for Pantomime - inform KHMC	Clerk	02/05/2024	N	FB Posts scheduled
01/05/2024	9.3	Advertise the litter pick on 11/05/24	Clerk	02/05/2024	N	Messaged Michelle Abele who enquired
		Inform St Wilfred's PTA member that we have no restrictions on banners advertising the Summer Fayre	Clerk	02/05/2024	N	
01/05/2024	9.4	Pay invoices/payroll that has been approved	Clerk	10/05/2024	N	Done
	10.1	Print bank statements off for next month (due to problem with Unity this month) ready for signing	Clerk		N	Done
01/05/2024	10.2	Add the Disposals Policy to Website	Clerk	02/05/2024	N	Done
01/05/2024	11.1	Advertise the next Police Drop In	Clerk	02/05/2025	N	FB Posts scheduled
		Look at Department for Energy Security and Net Zero recently launched consultation and reply on behalf of the PC			N	Relates to Wind Turbines so no comment needed
01/05/2024	15.1.5	Inform Warrens GBC of approved timesheets to arrnage payroll	Councillor Gibbins	10/06/2024	N	Done
01/05/2024	17.1-17.2		Clerk	02/05/2024	N	
01/05/2024	17.3	Carry forward 3 hrs A/L from 2023/2024 to 2024/2025	Clerk	02/05/2024	N	Done
05/06/2024	3.1	Put approved minutes on website and file	Clerk	06/06/2024	N	Done
05/06/2024	4.2.2	Respond to resident re metal grid onto park	Clerk	11/06/2024	N	Done
		Contact Football team and inform time not convenient, maybe later	Clerk	06/06/2024	N	Done - no reply from Team
		Contact Air Ambulance/Recylcing and say happy to try a clothing bank on 3 month trial			N	Done - Happy to trial, met rep from Recylcing Company, signed contract, took photos of area - she'll be in touch when delivering
05/06/2024	4.2.4	Discuss with Handymen re: overhanging trees and potentially contact external arborist to quote for work	Clerk	06/06/2024	N	Urba Arborist attended 08/08/24
05/06/2024	4.2.5	Cllr Gibbins to contact resident from Rural Crescent	Cllr Gibbins	07/06/2024	N	
05/06/2024	4.2.6	Confirm MUGA colours and markings with CdC	Clerk	12/06/2024	N	Cllr Gibbins has responded to resident
05/06/2024	5.2	Resubmit SUEZ grant application	Clerk	06/06/2024	N	Done
05/06/2024	5.2.1	Advertise the Clerk's desk for sale and purchase a second hand new larger desk/drawers for up to £150	Clerk	Jul-24	N	No takers so keep current desk
05/06/2024	6.1.1	Add Website to November budget planning	Clerk	12/06/2025	N	Done - look at in November when draft budget
05/06/2024	6.2.1	Add Councillor Sprack as PC Admin/Moderator on FB	Clerk	22/08/2024	N	Done and asked Cllr Sprack to accept invitation

05/06/2024	7.1	Get KHMC Members to sign Deed of Variation and then Scan and return to Dickinson Wood	Clerk	07/06/2024	N	Done - Signed 07/06/24 and scanned and returned to Dickinson Wood & KHMC on 10/06/24
05/06/2024	8.1	Amend Newsletter and publish in Arrow & Today publicationi	Clerk	07/06/2024	N	Done
05/06/2024	8.2	Order Tommy Silhouette	Clerk	11/06/2024	N	Done
05/06/2024	9.1	Pay invoices/payroll	Clerk	13/06/2024	N	Done
05/06/2024	9.2.1 & 9.2.2	Complete Bank changes form and send to Unity	Clerk	13/06/2024	N	Done - Need Cllr Odell's signature upon his return from leave then can do
05/06/2024	9.3	Transfer £30K from current account to Savings account to gain interest	Clerk	13/06/2024	N	Done
05/06/2024	9.4	Look at payroll data following Internal Auditor's Report	Clerk	01/06/2024	N	Done - only 1 error as highlighted by PC IA however checked with Warrens GBC and HMRC Account up to date
05/06/2024	9.5.1-9.5.3	Send AGAR to external auditor	Clerk	10/06/2024	N	Done
05/06/2024	9.5.1-9.6	Put AGAR and Notice of Public Rights on Notice Boards & Website	Clerk	07/06/2024	N	Done
05/06/2024	10.1.1- 10.1.7	Amend policies and publicise on Website and print off and place in Folder	Clerk	12/06/2024	N	Done
05/06/2024	11.1	Send CDC Feedback on Planning Applications	Clerk	07/06/2024	N	Done
05/06/2024	12.1	Liaise with SYP and coordinate/publish Police Drop Ins	Clerk			Done
05/06/2024	13.2	Send Cllr Williams apologies to YLCA SY Branch Meeting and confirm Cllr Gibbins attendance	Clerk	07/06/2024	N	Done
05/06/2024	13.3	Book Clerk a place on regional training day	Clerk	07/06/2024	N	Done
05/06/2024	13.4	Write to Finningley PC requesting split costs of Clerk's training	Clerk	07/06/2024	N	Done
05/06/2024	16.1-16.2	Send Clerk & Handyman's Timesheets to Warrens GBC for payroll data	Clerk	06/06/2024	N	Done
03/07/2024	3.1	Put approved minutes on website and file	Clerk	04/07/2024	N	Done
03/07/2024	5.5	Repair damage to park and rotting/loose treads on steps upto Monkey Bars	Handyman	08/07/2024	N	Clerk informed Handyman of decision. Parts for damage ordered and will repair once arrive
03/07/2024	5.6	Report hedge at back of Hagans to CDC	Clerk	04/07/2024	N	Done
03/07/2024	5.6	Report overgrown footpath at side of River Torne to Environment Agency	Clerk	04/07/2024	N	Done
03/07/2024	7.2	Chase resident for completed Hire of Field form and confirmation re: insurance prior to use	Clerk	09/07/2024	N	Received
03/07/2024	7.6	Inform KHMC that the PC will split the cost of the installation of the new meter	Clerk	04/07/2024	N	Informed KHMC
03/07/2024	7.4	Contact Urban Arboist to accept their quote and book work for Doncaster Road	Clerk	04/07/2024	N	Done - awaiting confirmation of when work will take place
03/07/2024	7.5	Confirmed Cllrs to close gates in Clerk/Caretaker absence for 06/07/24 & 13/07/24	Cllr Odell Cllr Gibbins	06/07/24 13/07/24	N	Done
03/07/2024	8.1	Report maintenance of brick built bus shelter (near Badgers Holt) to Travel South Yorkshire	Clerk	04/07/2024	N	Done
03/07/2024	9.1	Pay Invoices/Payroll	Clerk	12/07/2023	N	Done and Members asked to authorise
03/07/2024	9.2	Get Cllr Rushby to sign the Bank Reconciliation	Clerk	15/07/2024	N	Done
03/07/2024	9.4	Submit VAT Reclaim	Clerk	04/07/2024	N	Done
03/07/2024	9.5	Get Cllr Rushby to sign the bank statements	Clerk	15/07/2024	N	Done
03/07/2024	10.1.1-10.1.7	Amend Policies as stated and place on Website and in folder	Clerk	08/07/2024	N	Done

03/07/2024	10.1.1-10.1.7	Update Policy List and place in folder	Clerk	08/07/2024	N	Done
03/07/2024	10.1.5	Contact YLCA and seek guidance on trigger period and other queries in Capability Policy	Chair		Y	Clerk emailed Chair 08/07/24 reminding him to submit a ticket re: this issue and chased 21/08/24
03/07/2024	11.1.1-11.1.2	Clerk to update FB posts re: poppies and seeking volunteers to sew	Clerk	Conitnually advertise and moreso September 24	N	Posts scheduled
03/07/2024	12.2	Clerk to advertise Carols Around the Tree event nearer the time - 06/12/24	Clerk	Oct/Nov	N	Done
03/07/2024	12.3	Clerk to confirm Carols Around the Tree event with Armthorpe Elmfield Brass Band and request invoice	Clerk	08/07/2024	N	Clerk emailed and confirmed and requested invoice - awaiting receipt of same
03/07/2024	12.4	Inform Christmas Plus & RJ Electricial that lights want illuminating by 30/11/24 and removing on 06/01/25	Clerk	08/07/2024	N	Done
03/07/2024	13.1.1-13.1.3	Provide CDC Planning with PC comments	Clerk	04/07/2024	N	Done
03/07/2024	13.2	Request clarify from CDC planning re: S.106 monies re: Land at South of Doncaster Rd	Clerk	04/07/2024	Y	Emailed CDC Planning Department - await reply
03/07/2024	15.3	Inform YLCA of apologies/attendance for YLCA Joint Annual Meeting on 20/07/24	Clerk	04/07/2024	N	Done
03/07/2024	18.1-18.3	Provide Warrens GBC with payroll information	Clerk	04/07/2024	N	Done
04/09/2024	2.1	Forward Amended ROI Form to Cllr Odell	Clerk	05/09/2024	N	Done
04/09/2024	3.1	Put approved minutes on website and file	Clerk	05/09/2024	N	Done
04/09/2024	4.2.2	Report fallen trees on Milton Road to CDC	Clerk		N	Done
04/09/2024	4.2.3	Contact resident re: volunteering and arrange suitable date	Clerk	05/09/2024	Y	Contacted resident - he will get back to us with dates
04/09/2024	4.2.3	Draft Risk Assessment for volunteering/painting	Clerk	05/09/2024	N	Done - going to PC on 02/10/24 for approval
04/09/2024	5.1	Advertise Community Skip for 30/11/24 nearer time and once we know venue	Clerk	Oct/Nov	N	Done
04/09/2024	5.3	Chase CDC re; CCTV Update	Clerk		N	Done - still awaiting confirmation of electrics
04/09/2024	5.4	Report sunken drain on Whiphill Top Lane near new build entrance	Clerk		N	Done
04/09/2024	6.1	Email YLCA to request Chair's YLCA Log in details are sent direct to him	Clerk	05/09/2024	N	Done
04/09/2024	6.1	Chair to raise ticket with YLCA re:Capability Policy once gets log in details	Chair		Y	Done
04/09/2024	7.1	Inform Handyman of tasks to carry out over Autumn/Winter - painting of the play area, studded wall in Kilham Hall meeting rooms to be built, repair the play tower, stain park signs.	Clerk	06/09/2024	N	Done
04/09/2024	7.2	Inform Handyman that a compost bin can be built and that Councillor's Odell and Gibbins offered to help with this	Clerk	06/09/2024	N	Done, delivered and used
04/09/2024	7.4	Order 2-in-1 hedge trimmer and saw pole at the cost of £169.99 and inform Handyman	Clerk	06/09/2024	N	Done
04/09/2024	7.5	Discuss with Caretaker about a First Aid Course	Clerk	09/09/2024	N	Caretaker is going on a course paid for by KHMC in due course
04/09/2024	7.6	Discuss with Handyman about drilling hole at KH for meter and what equipment is required	Clerk	06/09/2024	N	Done - drill bit purchased
04/09/2024	8.4	Respond to Wilkin Chapman	Clerk	05/09/2024	N	Done
04/09/2024	9.2	Publish the next litter pick on 28/09/24 on FB	Clerk		N	Done and shared to Village Voice FB page

		Contact CDC to see whether they could adopt the land. If this isn't possible, the Clerk will put to CDC ways to improve the appearance of the land – cut back the self set and move the bench from next to the road back onto the land.	Clerk	09/09/2024	N	Update on Oct Agenda
04/09/2024	9.3		Clerk	09/09/2024	N	
04/09/2024	10.2	Pay outstanding invoices	Clerk	13/09/2024	N	Done
		Organise Internal Audit Exercise with Cllr Butterworth & Cllr Rushby	Clerk	13/09/2024	N	Done - Update on Oct Agenda
04/09/2024	10.3		Clerk	13/09/2024	N	
04/09/2024	10.4	Get Cllr Butterworth & Cllr Rushby to sign bank statements	Clerk	13/09/2024	N	Done
		Amend/finalise all policies and place on website and in Office File and update Policy List	Clerk	12/09/2024	N	Done
04/09/2024	11.1.1 to 11.1.5		Clerk	12/09/2024	N	
04/09/2024	11.2.1 to 11.2.4	File	Clerk	12/09/2024	N	Done
04/09/2024	11.3	Finalise Staffing Committee TOR and file	Clerk	12/09/2024	N	Done
		Provide feedback to CDC Planning Department and update Planning Register	Clerk	05/09/2024	N	Done
04/09/2024	12.1		Clerk	05/09/2024	N	
04/09/2024	13.1	Advertise Police Drop In Sessions on FB	Clerk		N	Done
		Forward Clerk & Handyman's timesheets to Warrens GBC				Done
04/09/2024	17.1 to 17.2	to prepare payroll	Clerk	05/09/2024	N	
		Clerk to update Members and FB of her new working hours once she is aware of them	Clerk	17/09/2024	N	Done
04/09/2024	17.3		Clerk	17/09/2024	N	
02/10/2024	3.1	Put approved minutes on website and file	Clerk	03/10/2024	N	Done
		Clerk to amend standard Vacancy notice with closing date of 25/11/24 on it and advertise on Website, FB, Notice Boards, Shop	Clerk	22/10/2024	N	Once receive notification from CDC advertise the vacancy
02/10/2024	5.2 & 5.3		Clerk	11/10/2024	N	Done
02/10/2024	5.4	Pay SLCC Annual Membership	Clerk	08/10/2024	N	Done
02/10/2024	5.5	Put Asset Register on Website	Clerk		N	Done
		Pass on Councillor Gibbins apologies to YLCA for SY Branch Meeting	Clerk	03/10/2024	N	Done, booked and advertised
02/10/2024	5.6		Clerk	07/10/2024	N	
02/10/2024	6.1	Chase Ward Councillors and check if skips are going ahead and if so location so can advertise	Clerk	03/10/2024	N	Done
02/10/2024	6.2	Send Grant Application to CDC	Clerk		N	Done
		Finalise letter to residents once start date confirmed by CDC/FOSSE and delivery to local houses on Kilham Lane and those that back onto field from Whiphill Top Lane				
02/10/2024	6.2		Clerk	18/10/2024	N	Done
		Write to local residents whose properties back onto open space at Brockholes Lane and inform them of our intentions and seek their views	Clerk	23/10/2024	N	Done
02/10/2024	6.4	Inform Handyman that PC are happy for him to repair the swings/zip line as and when required as highlighted in CDC's report	Clerk	04/10/2024	N	Done
		Report paths on Kingsmead near the Close in disrepair and also metal bar on field between Oaktree Road and Valley Drive	Clerk	03/10/2024	N	Done
02/10/2024	6.5	Return Register of Interests form to Clerk				
02/10/2024	6.6		Clerk	03/10/2024	N	
02/10/2024	7.1		Councillor Odell	23/10/2024	N	ROI form received 23/10/24 and sent to Monitoring Officer
02/10/2024	7.1	Contact YLCA re: Capability Policy	Chairman		Y	

02/10/2024	8.1	Advertise change of times for closing of car park at Kilham Hall during Winter months	Clerk	03/10/2024	N	Put posts on FB and also updated Website
02/10/2024	8.2	Inform CDC that annual hedge cut to take place in January	Clerk	03/10/2024	N	Carried out 15/01/25
02/10/2024	8.4	Contact Shutter Company to see if can use the motor that was taken off window on Handyman's door to reduce cost of repair. If not, approve quote and book repair in	Clerk	03/10/2024	N	Done - repair carried out 08/10/24
02/10/2024	8.6	Phone resident and inform him of type of bench PC would accept on KH field and send him link to the benches	Clerk	03/10/2024	N	Done - phoned and spoke to resident who was OK with PC's decision, sent email with link to products, contact number for company and delivery details by email 07/10/24
02/10/2024	9.1	Amend Newsletter slightly and send to Today Publications and The Arrow Publication	Clerk	09/10/2024	N	Done
02/10/2024	9.2	Confirm with Handyman that poppy displays will go up 2 weeks before (w/c 28/10/24) and come down 2 weeks after (end of November)	Clerk	04/10/2024	N	Done
02/10/2024	9.3	Order seed bombs	Clerk	23/10/2024	N	Done
02/10/2024	9.4	Take to next KHMC Meeting and ask if they intend hosting anything for VE Day 80th Anniversary (May 25) or want to jointly host something and let the PC know at December meeting in time for budget setting	Councillor Gibbins & Councillor Sprack	04/12/2024	N	KHMC not holding an event
02/10/2024	10.1	Put AGAR Section 3 and Notice of Conclusion on Notice Boards	Clerk	04/10/2024	N	Done
02/10/2024	10.2	Pay invoices/payroll	Clerk	11/10/2024	N	Done
02/10/2024	10.3	Place Internal Control document on website	Clerk	08/10/2024	N	Done
02/10/2024	10.4	Transfer £30k from current account to reserves account	Clerk	11/10/2024	N	Done
02/10/2024	10.4	Put 2nd Qtr Bank Reconciliation on website	Clerk	08/10/2024	N	Done
02/10/2024	10.6	Check 2nd Qtr VAT return, await NPG Invoice & add that to it then claim	Clerk	11/10/2024	N	Done
02/10/2024	10.7	Order poppy wreathes and make a £100 donation to RBL	Clerk	11/10/2024	N	Done
02/10/2024	11.2	Put reviewed policies on website	Clerk		N	Done
02/10/2024	11.3.3	Put amended GDPR/Data Information Audit on Website	Clerk		N	Done
02/10/2024	12.1	Inform CDC of planning comments	Clerk	03/10/2024	N	Done
02/10/2024	12.2	Inform CDC of suggested street names for new estate	Clerk	03/10/2024	N	Done
02/10/2024	13.1	Advertise next police drop in at Garden Centre	Clerk		N	Done
02/10/2024	14.2	Send Councillor Sprack the link to the YLCA gov.uk webinar	Clerk	03/10/2024	N	Done
02/10/2024	17.1 - 17.4	Inform Warrens GBC of approved timesheets, mileage sheet and Clerk pension contribution	Clerk	04/10/2024	N	Done
06/11/2024	3.1	Put approved minutes on website and file	Clerk	07/11/2024	N	Done
06/11/2024	4.2	Monitor number of reports received about grid into park and keep PC updated	Clerk/Handyman		Y	Ongoing
06/11/2024	5.3	Chase Janice Jones at CDC for annual maintenance costs of CCTV cameras	Clerk	12/11/2024	N	Awaiting reply

06/11/2024	5.4	Ask KHMC if they would apply for Capital Grant on PC's behalf	Clerk/Cllr Gibbins	07/11/2024	N	Done - Clerk liaised with CDC and KHMC - as the project has now started we cannot apply for the Capital Grant
06/11/2024	6.1	Draft a FB post about proposed improvements to the open space at top of Brockholes Lane after 1/12/24	Clerk	02/12/2024	N	Scheduled a post for 02/12/24
06/11/2024	6.2.1	Include gov.uk domain and emails and accessible website in 2025/2026 budget	Clerk	12/11/2024	N	Requested costs from web developer
06/11/2024	7.2	Confirm repairs to aerial runway by CDC at a cost of £165	Clerk	07/11/2024	N	Emailed CDC requested works are carried out
06/11/2024	7.3	Confirm with Handyman when taking equipment to Garden centre for annual service	Clerk	12/12/2024	N	Handyman to take when convenient for him
06/11/2024	8.1	Include upgrade of Website and potential Cllr Drop in session combined with Police Drop In's	Clerk		N	Done
06/11/2024	8.2	Members to review the consultation and provide Clerk with responses by 29/11/24 to enable a PC response to be formed for approval at 4/12/24 meeting	All		N	Awaiting replies
06/11/2024	9.1	Write to CDC regarding balance invoice and request part refund for unsatisfactory services received during extension build	Clerk	06/11/2024	N	Reply received from CDC - awaiting members response for next steps
06/11/2024	10.2.1	Amend Electricity provider to EON	Clerk		N	Done
06/11/2024	10.2.2	Add Vice Chair into Policy as they have passwords envelope too			N	Done
06/11/2024	11.1	Change Clerk's Planning report relating to Land at Warning Tongue Lane/Bus Terminous as the appeal has been dismissed	Clerk	06/11/2024	N	Done
06/11/2024	11.1.1 & 11.1.2	Inform CDC of planning comments	Clerk	06/11/2024	N	Done
06/11/2024	12.1	Advertise next Police Drop IN	Clerk		N	Done
06/11/2024	13.1	Purchase two tubs of celebrations for Carols around Tree Event	Clerk	22/11/2024	N	Done
06/11/2024	13.2	Write to WI requesting donation of minch pies	Clerk	06/11/2024	N	Done - WI donated mince pies and left with Clerk
06/11/2024	14.1	Look at Parish Helpline and get a quote for gov.uk website and incorporate in budget	Clerk	26/11/2024	Y	Email addresses confirmed and instructions received how to put them onto phones. Clerk to distribute to Members
06/11/2024	17.1 - 17.2	Inform Warrens GBC of approved timesheets	Clerk	06/11/2024	N	Done
06/11/2024	17.3	Clerk to look at legalities re: pay for Handyman and also compare role/payscale with other PC's and place on December agenda	Clerk	20/11/2024	N	Done - information collated ready for PC meeting Postponed til January 2025
04/12/2024	3.1	Put approved minutes on website and file	Clerk	05/12/2024	N	Done
		Draft reply to resident and share with KHMC re: parking on Kilham Lane to ensure KHMC are aware of decision made				Done - KHMC Chair approved reply so emailed to resident.
04/12/2024	4.2.1	Put Kilham Lane parking issues on January 2025 agenda	Clerk	04/12/2024	N	Done
04/12/2024	4.2.1	and include cones in 2025/2026 budget	Clerk	04/12/2024	N	Done
04/12/2024	5.3	Send Declaration of Office to CDC Monitoring Officer in relation to Councillor Adams	Clerk	04/12/2024	N	Done
		Send Councillor Adams new Councillor Welcome Pack and request completed Register of Interests be returned within 28 days				Awaiting Register of Interests returned from Cllr Adams to send to MO
04/12/2024	5.3		Clerk	05/12/2024	N	Received and sent

04/12/2024	5.4	Provide a response to the remote meetings consultation	Parish Council via Clerk	04/12/2024	N	
04/12/2024	6.2	Chase CDC for reply regarding 5% of invoice	Clerk		N	Done on numerous occasions - awaiting reply - £1k off balance
04/12/2024	6.3	Continue to Chase CDC re: CCTV installation dates so we can do a FB post to update residents	Clerk		N	Done on numerous occasions - awaiting reply - escalated to Cabinet Member & Ward Cllr
04/12/2024	6.5	Check if house at end of Moor View have dug some of pavement up and check permission received from CDC	Cllr Odell/Clerk	16/12/2024	N	Cllr Odell confirmed house has installed a dropped curb - Clerk checked with CDC whether permission had been sought for this work - all is legal
04/12/2024	7.2.1	Check if a licence is required to generate QR codes (for inclusion on Agenda)	Clerk		Y	
04/12/2024	8.2.1	Await YLCA re: Solar export then update PC so Cllr Gibbins can update KHMC at their January meeting	Clerk	05/12/2024	N	Advice received back, fed back to PC and asked Cllr Gibbins to update KHMC at their January meeting
04/12/2024	8.2.2	Ask the Handyman to grit car park when he grits paths around KH	Clerk	12/12/2024	N	Done
04/12/2024	9.1	Send Cllr Adams Bus Consultation email	Clerk	04/12/2024	N	Done
		Members to send their comments on bus consultation back to Clerk before end of month to enable her to formulate a PC response for approval at January meeting				No responses
04/12/2024	9.1		All Cllrs		N	
04/12/2024	9.2	Send Chairman link to YLCA SY Branch Meeting	Clerk	04/12/2024	N	Done
04/12/2024	9.3	Contact CDC re; licence for land at top of Brockholes Lane to make improvements	Clerk		N	Done - carrying out undertaker checks before obtaining licence
		Make a FB asking residents to continue knitting/crocheting poppies to improve the displays in				FB post scheduled
04/12/2024	9.4	2025	Clerk	12/12/2024	N	
04/12/2024	9.4	Purchase resident who made postbox topper flowers to say thank you	Clerk	13/12/2024	N	Collected 13/12/24 and delivered
04/12/2024	9.5	Advertise the next Litter Pick on 25/01/25 on FB	Clerk	12/12/2024	N	Posts scheduled
04/12/2024	10.1	Pay invoices/payroll	Clerk	12/12/2024	N	Done
		Contact Thorne Lions re Donation				Emailed and also contacted via website - awaiting reply with clarity of bank details - chased and got no reply
04/12/2024	10.3		Clerk	04/12/2024	N	Done
04/12/2024	10.4	Consider first draft of budget and let Clerk know of any amendments	All Cllrs		N	
		Clerk to continue to chase up quotes and incorporate in				Done
04/12/2024	10.4	2nd draft	Clerk		N	
		Send Cllr Adams the draft budget and associated papers				Done
04/12/2024	10.4		Clerk	04/12/2024	N	
04/12/2024	11.1	Put amended Publication Scheme on website	Clerk	11/12/2024	N	Done
04/12/2024	12.1.1 & 12.1.2	Provide response to CDC re: planning applications	Clerk	04/12/2024	N	Done
		Advertise next Police Drop In on 18/12/24 at 6pm at KH				FB post scheduled
04/12/2024	13.1		Clerk	04/12/2024	N	
04/12/2024	14.1	Send Cllr Adams PCJCC email and papers	Clerk	04/12/2024	N	Done
04/12/2024	14.2	Book the Chairman and Vice Chairman on "Breaking the Mould" training with YLCA for March 2024	Clerk	05/12/2024	N	Done and paid for - emailed Cllr Williams & Cllr Gibbins informing them of same
04/12/2024	14.2	Place Breaking the Mould training in diary for 26/03/25 at 12noon	Cllr Williams & Cllr Gibbins	12/12/2024	N	Clerk reminded them to
		Send Warrens GBC Clerk & Handyman's timesheets and confirm 16hrs overtime to be paid for Clerk				Done
04/12/2024	17.1 & 17.2		Clerk	04/12/2024	N	

		Send Handyman letter inviting him to join pension scheme, agreed to pay his bank holidays so inform of an extra 21 hrs leave and also write to him about training				Letters drafted and sent to Chair for approval then sent to Handyman
04/12/2024	17.3		Clerk	10/12/2024	N	
		Inform Warrens GBC that Handyman joining pension from 01/02/25 and also about annual leave/bank holiday entitlement	Clerk	11/12/2024	N	Done
04/12/2024	17.3	Put Handyman's payscale on January 2025 Agenda	Clerk	05/12/2024	N	Done
		Write to Clerk informing of additional 21 hours to cover bank holidays being added to annual leave and also about training				Letters drafted and sent to Clerk
04/12/2024	17.4		Chairman	11/12/2024	N	
08/01/2025	3.1	Put approved minutes on website and file	Clerk	09/01/2025	N	Done
08/01/2025	5.1	Contact Manor Farm resident once receive contact details from Cllr Jones	Clerk	14/01/2025	N	Met with residents and updated PC
08/01/2025	5.2.1	Respond to CDC re: balance for MUGA and pay once receive amended invoice	Clerk	14/01/2025	N	Reply received
08/01/2025	5.2.2	Add MUGA opening and compile report for logistics of MUGA for February meeting	Clerk	15/01/2025	N	Done
08/01/2025	5.3	Escalate CCTV to Cabinet Member and Ward Councillors due to no response from CDC	Clerk	09/01/2025	N	Should be installed w/c 10/02/25
08/01/2025	5.4	Obtain two more quotes for tree inspections & report and then commission cheapest to carry out inspection	Clerk	14/01/2025	N	Report received and on May agenda for consideration
08/01/2025	5.5	Carry out statutory undertaker checks for land at Brockholes Lane prior to contacting CDC for licence	Clerk	14/01/2025	N	Done
08/01/2025	5.6	Report Drains on Milton Road, Whiphill Top Lane & Valley Drive	Clerk	14/01/2025	N	Done
08/01/2025	6.2	Chase gov.uk domain/emails	Clerk	10/01/2025	N	Domain secured and work ongoing
08/01/2025	7.1	Pay additional Insurance Premium	Clerk	15/01/2025	N	Done
08/01/2025	7.3.1	Pay £335.61 to KHMC for Energy Export	Clerk	15/01/2025	N	Done
08/01/2025	7.3.2	Contact Highways re: Cones on Kilham Lane for events	Clerk	13/01/2025	N	Done - CDC responded and shared with Members & KHMC
		Draft Article for Arrow re: Poppies and request volunteers attend for photo on Friday				Done - Article drafted and sent to Cllrs for approval
08/01/2025	8.1		Clerk	13/01/2025	N	Emailed WI/CC and put post on FB for volunteers for photo
08/01/2025	10.1	Pay invoices/payroll	Clerk	15/01/2025	N	Done
		Amend the budget following discussions and resend to Members	Clerk	14/01/2025	N	Done and finalised
08/01/2025	10.2	Send Parish Precept to CDC	Clerk		N	Done
08/01/2025	10.3	Complete and send application form/supporting documents to Unity to add Cllr Adams to bank	Clerk	09/01/2025	N	Done - awaiting confirmation from Unity
08/01/2025	10.4	Inform Claire Wellings that she has been appointed as IA				Done
08/01/2025	10.5		Clerk	16/01/2025	N	
08/01/2025	10.6	Get PC's Auditors to sign bank statements	Clerk/Cllr Rushby & Cllr Butterworth		N	Done
08/01/2025	11.1.1 to 11.1.3	Provide response to CDC re: planning applications	Clerk	09/01/2025	N	Done
		Inform Warrens GBC that timesheets are approved and additional hours to be paid				Done
08/01/2025	16.1 to 16.2		Clerk	09/01/2025	N	

		Inform Warrens GBC the new paycales from 01/04/25				Done
08/01/2025	16.3 to 16.4		Clerk	09/01/2025	N	
08/01/2025	16.5	Organise the Clerk's Appraisal with the Chairman	Clerk		N	Booked for 25/03/25
05/02/2025	3.1	Amend minutes and scan and update website	Clerk	12/02/2025	N	Done
		Report highway issues for Manor Farm residents to CDC				Done and informed Manor Farm contact
05/02/2025	4.2		Clerk	06/02/2025	N	
05/02/2025	4.2	Report e-scooters/drugs at Manor Farm to PCSO	Clerk	06/02/2025	N	Done and informed Manor Farm contact
		Request a meeting with Persimmon re: Cantley development				Awaiting reply
05/02/2025	4.2		Clerk	06/02/2025	Y	
05/02/2025	5.2.1	Chase CDC/Fosse for snagging list	Clerk	06/02/2025	N	Done
		Inform CDC not paying balance of invoice until snagging list is complete				Done
05/02/2025	5.2.1		Clerk	06/02/2025	N	
05/02/2025	5.2.2	Do a Facebook post about MUGA usage	Clerk	06/02/2025	N	Done - scheduled a post
05/02/2025	5.3	Chase CDC re: CCTV Cameras	Clerk	06/02/2025	N	Should be installed w/c 10/02/25
05/02/2025	5.4	Report Highway issues raised by Members to CDC	Clerk	06/02/2025	N	Done
		Apply for new grant for plants/shrubs for Brockholes Lane				Done - no suitable grants available
05/02/2025	6.1		Clerk	11/02/2025	N	
05/02/2025	6.2	Put Parish Precept document on website	Clerk		N	Done
		Coordinate convenient date for Cllr Rushby & Cllr Butterworth to carry out Internal Control check				Done - scheduled for 12/03/25
05/02/2025	8.1		Clerk	07/02/2025	N	
		Amend newsletter as per discussion and send to Arrow Publications and Today Publications				Done
05/02/2025	9.1		Clerk	06/02/2025	N	
05/02/2025	10.1	Pay invoices/payroll	Clerk	13/02/2025	N	Done
		File 3rd Quarter Budget Monitoring Report & Bank Reconciliation in Audit file				Done
05/02/2025	10.2-10.3		Clerk	07/02/2025	N	
05/02/2025	10.4	Make 3rd Quarter VAT Claim with HMRC	Clerk	07/02/2025	N	Done
05/02/2025	10.5	Get PC's Auditors to sign bank statements	Clerk	05/02/2025	N	Done
05/02/2025	11.1	Provide response to CDC re: planning application	Clerk	06/02/2025	N	Done
05/02/2025	12.1.1	Finalise MUGA RA and save	Clerk	08/02/2025	N	Done
		Finalise reviewed policies, put on website, and file electronically				Done
05/02/2025	12.2.1-12.1.6		Clerk	08/02/2025	N	
05/02/2025	12.2	Draft an Members Expenses Policy	Clerk	11/02/2025	N	Done
05/02/2025	13.1	Advertise Police Drop In session on Facebook	Clerk		N	Done - posts scheduled
		Inform Warrens GBC that timesheets are approved and additional hours to be paid				Done
05/02/2025	16.1-16.2		Clerk	05/02/2025	N	
		Send Clerk's Qtr 3 mileage to Warrens GBC for inclusion in payroll				Done
05/02/2025	16.1		Clerk	05/02/2025	N	
05/03/2025	3.1	Put approved minutes on website and file	Clerk	10/03/2025	N	Done
05/03/2025	5.2	Clerk to monitor snagging list on MUGA	Clerk	Ongoing	Y	Awaiting snagging list completion. Chased CDC
		If Clerk satisfied that the snagging list is complete, pay CDC's outstanding invoice				Awaiting snagging list completion
05/03/2025	5.2		Clerk	Outstanding	Y	
05/03/2025	5.2	Source quotes for football nets for within the MUGA	Clerk	17/03/2025	N	Done
05/03/2025	5.4	Sign and return the Licences to CDC re: Brockholes Lane	Clerk	12/02/2025	N	Done
05/03/2025	5.4	Complete the Grant Application for Brockholes Lane	Clerk	07/03/2025	N	Done and submitted
05/03/2025	5.4	Draw a rough plan for works at Brockholes Lane	Gardener/Handyman		N	Received and PC approved April
05/03/2025	5.6	Report Highway issues raised by Members to CDC and Ward Cllrs	Clerk	11/03/2025	N	Done

05/03/2025	7.1	Pay the Gates Invoice	Clerk	14/03/2025	N	Done
05/03/2025	8.1	Pay difference in ICO fee from reserves or vire from another budget heading	Clerk	Due April/May	N	PC Approved in April - awaiting DD to go out bank
05/03/2025	9.1	Confirm donation to Auckley Parish Council and ask when donation would be required	Clerk	11/03/2025	N	Done and diarised for April to make payment
05/03/2025	10.1	Pay Invoices/Payroll	Clerk	14/03/2025	N	Done
05/03/2025	10.2	Get PC's Auditors to sign bank statements	Clerk	05/03/2025	N	Done
05/03/2025	10	Chase Unity to see about Cllr Adams log in details for banking	Clerk	10/03/2025	N	Had confirmation Cllr Adams has this now
05/03/2025	11.1.1	Provide response to CDC re: planning application	Clerk	05/03/2025	N	Done
05/03/2025	12.1.1 - 12.1.4	Make suggested amendments to Policies then place on Website	Clerk		N	Done
05/03/2025	12.2.1-12.2.2	Finalise new policies and place on website	Clerk		N	Done
05/03/2025	12.1.2	Draft a poster for KH Field for prohibited activities as per policy	Clerk	10/03/2025	Y	Done - Shared with Members for approval - awaiting replies
05/03/2025	13	Place Training report on website for transparency purposes	Clerk	10/03/2025	N	Done
05/03/2025	13	Book Cllr Gibbins on YLCA Managing Playing Fields and MUGA training course	Clerk	05/03/2025	N	Done
05/03/2025	14	Advertise the next Police Drop In on Facebook	Clerk	05/03/2025	N	Done and future posts scheduled
05/03/2025	17.1 & 17.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	05/03/2025	N	Done and payroll received and checked by Vice Chairman
02/04/2025	3.1	Put approved minutes on website and file	Clerk	03/04/2025	N	Done
02/04/2025	4.2	Send Chairman map of land behind St Wilfreds School to determine ownership of woodland	Clerk	03/04/2025	N	Done - Chair confirmed ownership
02/04/2025	5.1	Raise concerns regarding lack of response to current situations at Manor Farm and that the PC doesn't want same issues at Cantley/Branton site with Persimmon. Request better liaison and potential drop in on Manor Farm for PC	Clerk	07/04/2025	N	Clerk meeting with Persimmon & Ward Cllr
02/04/2025	5.2	Clerk to approach Molly Lanaghan's family to see if she'd be free and interested in opening the MUGA	Clerk		Y	Not had chance to do this due to Clerk's injury
02/04/2025	5.4	Report Highway issues raised by Members to CDC	Clerk	03/04/2025	N	Done
02/04/2025	7.1	Check with SER Fire & Security about Fire alarm in new store cupboard and purchase if needbe	Clerk	03/04/2025	N	Spoke to SER - he doesn't think it will be an issue imminently so he'll look at this when he carries out his annual fire check later in the year
02/04/2025	8.1	Finalise RM Schedule and place on Website	Clerk	03/04/2025	N	Done
02/04/2025	8.2	Check with CDC whether CCTV will need adding to our Asset Register	Clerk	03/04/2025	Y	Awaiting reply
02/04/2025	8.3	Place internal control document on website	Clerk	03/04/2025	N	Done
02/04/2025	9.1	Pay Invoices/Payroll	Clerk	14/04/2025	N	Done
02/04/2025	9.2	Place 4th Quarter Bank Reconciliation on website and file	Clerk	03/04/2025	N	Done
02/04/2025	9.3	Make 4th Quarter VAT Claim	Clerk	03/04/2025	N	Done
02/04/2025	9.4	Place 4th Quarter BMR on website	Clerk	03/04/2025	N	Done
02/04/2025	10.1	Provide response to CDC re: planning application	Clerk	03/04/2025	N	Done
02/04/2025	11	Advertise the next Police Drop In on Facebook	Clerk	03/04/2025	N	Posts scheduled
02/04/2025	12	Place feedback from PCJCC meeting and PROW meeting on next Agenda	Clerk	04/04/2025	N	Done

02/04/2025	14.1	Publicise change of date for May Annual PC Meeting and Annual Parish Meeting on Website & Facebook	Clerk	03/04/2025	N	Done
02/04/2025	15.1 & 15.2	Inform Warrens GBC that timesheets are approved and additional hours to be paid	Clerk	03/04/2025	N	Done
02/04/2025	15.3 & 15.5	Obtain quote from car insurance companies for difference to business insurance for Handyman & Clerk	Clerk			





Cantley with Branton Parish Council

BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Cantley with Branton Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of the parish.

The Parish Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, Cantley with Branton Parish Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the neighbourhood plan.

Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- Cantley with Branton Parish Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

DRAFT ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter/ Facebook
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources & cover Encourages insects. Sustain & enhance natural habitats.		
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the district council on verge management Encourage residents to adopt areas to look after.	Sustain & enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.		
The Built Landscape	Encourage hedgehog/small animal highways with permeable boundaries	Extending habitats.	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.	Engagement/ownership of biodiversity Promote biodiversity.	Ongoing	

	<p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p>	<p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		
Support Community Projects	Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Promote biodiversity.		Poster requesting volunteers for watering

Dated: May 2025

Approved: 14th May 2025

Reviewed: Annual Meeting – May 2026

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY MAY 2025

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
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
March 2024		
21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Pending
August 2024		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 184 dwellings with associated landscaping and drainage	Pending
December 2024		
24/01367/FUL 1 Birchwood Dell, Bessacarr	Erection of 3no detached dwellings and garages following demolition of existing detached dwelling	Withdrawn
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		
25/00493/FUL 10 Warrington Drive, Bessacarr	Conversion and raising of roof with new dormer to create roof accommodation	Granted
25/00836/OUT Land To The Rear Of 38 - 40 St Vincents Avenue, Branton	Outline application for erection of dormer bungalow and detached garage on approx. 0.4ha of land (approval being sought for access)	Pending
25/00852/FUL 24 Warrington Drive, Bessacarr	Erection of a 4 bedroom detached self-build dwelling following the demolition of the existing dormer bungalow	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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YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Suite 8, Sibling Workspace,
York House, Station Road, Tadcaster, LS24 9JF
Tel: 01937 228602 E-mail: admin@yorkshirelca.gov.uk

14 April 2025

To: All members of the South Yorkshire Branch of YLCA.

Dear Clerk,

SOUTH YORKSHIRE BRANCH NOMINATION PAPER FOR THE ELECTION OF BRANCH CHAIR, VICE-CHAIR AND REPRESENTATIVES FOR THE YLCA JOINT EXECUTIVE BOARD

It is the policy of the South Yorkshire Branch of YLCA to invite nominations prior to the Annual Meeting of the Branch, which will be held on Wednesday, 18 June 2025.

We are aware that there are elections for some South Yorkshire Branch members and if the representatives nominated are no longer councillors, after the May election, this will be dealt with at the Branch meeting.

Please find a nomination paper enclosed – this is the council's/parish meeting's opportunity to nominate any councillor or parish meeting chair for the positions listed in the paper.

Please note the closing date for nominations is **Monday 2 June 2025** and that any nominations received after that date will be disregarded. A list of nominations received will be circulated on Tuesday 3 June 2025.

May we respectfully request that an item be included on the council/parish meeting agenda in April or May 2025 to consider nominations for the South Yorkshire Branch representatives.

Any enquiries regarding this matter may be directed to me at YLCA.

Yours sincerely

KAREN CANADINE
Local Councils Advisory and Training Officer

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS



SOUTH YORKSHIRE BRANCH NOMINATION PAPER 2025

The Annual Meeting of the Branch takes place on Wednesday, 18 June 2025 and nominations are requested from member councils to fill the following vacancies. Please complete and sign the form below.

**THIS FORM MUST BE RETURNED TO THE YLCA OFFICE BY 5.00PM ON
MONDAY 2 JUNE 2025.**

Nominations from..... **Parish/Town Council/
Parish Meeting**

Borough/District

Position	Name of Person Nominated plus their council/meeting	E-mail address of Nominee
Branch Chair		
Branch Vice-Chair		
Representatives on the Joint Executive Committee (one nomination per council)		

(Please note that personal data will only be used and stored by YLCA for the purpose of this ballot process and in accordance with the YLCA Privacy Policy, which can be found on our website).

This/These nominations were agreed by the council at a meeting held on

Signed

Clerk

Date

Notes:

1. The Chair of the Branch will automatically be appointed as a representative to the YLCA Joint Executive Board.
2. The remaining four YLCA Joint Executive Board representatives from the South Yorkshire Branch will be appointed from the entire South Yorkshire Branch area; irrespective of their South Yorkshire district.
3. Two YLCA Joint Executive Board Representatives' Deputies will be appointed, irrespective of their South Yorkshire district.
4. No two appointments can be made from the same member council or parish meeting.
5. If there are insufficient nominations received via the nomination process, any nominations from the floor must be supported by evidence from the representative's council/meeting that they have been duly elected to represent that body and can be considered for appointment as a YLCA Joint Executive Board representative.
6. The Vice Chair of the Branch will be appointed using the usual nomination process. The Vice Chair of the Branch will not necessarily be appointed as a Joint Executive Board representative.
7. During the appointment process at the annual meeting of the Branch, each nominee will provide a short presentation to the Branch as to their suitability and reasons for appointment.

Please return to:

**YLCA, Suite 8, York House, Station Road, Tadcaster. LS24 9JF; or by e-mail to:
admin@yorkshirelca.gov.uk**

(Forms received after 2 June 2025 will be disregarded).