

Minutes Subject to Approval at the Next Meeting

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

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)

- a) The payments were duly authorised.
- b) The bank reconciliation and bank balance as at 31st March 2025 was noted.
- c) The Quarter 4 VAT return was noted.
- d) 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 normal 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

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:.....: