



## Cantley with Branton Parish Council

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

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

**IN ATTENDANCE:** B Walton (Clerk)

**1) APOLOGIES FOR ABSENCE**

**1.1** Apologies

Councillor Rebecca Boyd and Councillor Neville Williams.

**1.2** Reasons for absence considered

**RESOLVED (1)**

Councillor Boyd and Williams' apologies for absence were approved.

**2) DECLARATIONS OF INTEREST**

**2.1** Declarations of Interest

None.

**2.2** Request Dispensation from Proper Officer

None.

**2.3** Items to which the public and press are excluded

Items 17.1 to 17.2 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

**RESOLVED (2)**

**3) APPROVAL OF MINUTES**

**3.1** Minutes of the Parish Council Meeting on 5<sup>th</sup> November 2025

**RESOLVED (3)**

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

**4) MEMBERS OF THE PUBLIC**

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

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

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

**RESOLVED (4)**

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

**5) CITY OF DONCASTER COUNCIL**

**5.1** Ward Councillor's Report

**5.2** Update on the MUGA

Still awaiting a refund from CDC regarding overpaid fees.

**5.3** Identify any new Highway matters

The following issues were raised:

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

**RESOLVED (5)**

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

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

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

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

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

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

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

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

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

**RESOLVED (6)**

**6.1** The Clerk's Report was noted.

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

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

**7.1** Kilham Hall Gates

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

**7.2** Branton Farm Nurseries - Hedgetrimmer

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

**7.3** Kilham Hall Management Committee

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

**RESOLVED (7)**

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

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

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

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

**8) PARISH MATTERS**

**8.1** Bellway Development

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

**8.2** Remembrance Displays 2026

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

**8.3** Graffiti on the Ball Wall

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

**RESOLVED (8)**

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

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

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

*Minutes subject to approval at the next meeting*

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

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

## 9) PARISH COUNCIL MATTERS

### 9.1 Internal Auditor

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

### RESOLVED (9)

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

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

## 10) FINANCIAL

### 10.1 Direct Bank Payments

That the following payments were ratified:

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

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/123	Clerk - Payroll			tbc	GPoC
25/124	Handyman - Payroll			tbc	GPoC
25/125	HMRC			tbc	GPoC
25/126	Clerk - Chocolates for Carols/Tree	8.15	1.63	9.78	GPoC
25/127	Clerk - Female Silhouettes	312.5	62.5	375	GPoC
25/128	Handyman - Expenses	44.37	8.87	53.24	GPoC
25/129	Clerk - Storage Boxes	56	0	56	GPoC
25/130	YLCA - CCTV Training	27.40	0	27.4	GPoC
25/131	Clerk - Paper	20.95	0	20.95	GPoC
DD06/07	Plusnet	26.99	0	26.99	GPoC
DD)2/54	O2 Mobile	11.5	2.3	13.8	GPoC

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

### 10.2 November's Bank Reconciliation

Members deferred this item to January.

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

*Minutes subject to approval at the next meeting*

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**10.3 Donation to Thorne Rural Lions**

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

**10.4 First Draft of 2026/27 Budget**

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

**10.5 Bank Statements**

The Clerk presented Members with the bank statements for 1st to 30<sup>th</sup> November 2025 showing a balance of £84,363.81, for consideration and approval by the Members appointed to check internal controls are being met.

**RESOLVED (10)**

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

**10.2** The Clerk will put November's Bank Reconciliation onto January 2026 Agenda.

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

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

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

**11) POLICIES/PROCEDURES**

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

**RESOLVED (11)**

**12) PLANNING APPLICATIONS**

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

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

**RESOLVED (12)**

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

**13) POLICE ISSUES**

**13.1 Police Issues**

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

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

*Minutes subject to approval at the next meeting*

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**RESOLVED (13)**

**13.1** Members noted the police update.

**13.1** The Clerk will advertise the future Police Drop In sessions on social media and the website.

**14) TRAINING/EXTERNAL MEETINGS**

**14.1** Parish Council Joint Consultative Committee

The Chairman had previously circulated feedback from this meeting to Members for information.

**14.2** CCTV and Data Protection

The Clerk attended the above webinar last night. She provided Members with a brief update.

**RESOLVED(14)**

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

**15) ITEMS OF CORRESPONDENCE**

**15.1** Correspondence denoted on the agenda

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

**RESOLVED (15)**

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

**16) DATE OF NEXT MEETING**

**RESOLVED (16)**

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

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

**17.1** Clerk's November Timesheet

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

**17.2** Handyman's November Timesheet

Handyman's timesheet for November was shared for information.

**RESOLVED (17)**

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

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

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

The meeting closed at 7.50pm.

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

*Minutes subject to approval at the next meeting*