



# Cantley with Branton Parish Council

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

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

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

### 1) APOLOGIES FOR ABSENCE

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

#### RESOLVED (1)

- 1.1 Accept Councillor Adams' apologies for absence.

### 2) DECLARATIONS OF INTEREST

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

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

#### RESOLVED (2)

### 3) APPROVAL OF MINUTES

- 3.1 Minutes of the Parish Council Meeting on 7<sup>th</sup> January 2026

#### RESOLVED (3)

- 3.1 The minutes of the Parish Council Meeting held on the 7<sup>th</sup> January 2026 be agreed and signed by the Chairman.

### 4) MEMBERS OF THE PUBLIC

- 4.1 Items raised by members of the public present at the meeting
- 4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors
  - 4.2.1 A Thorne resident/film maker contacted the Clerk relating to a potential heritage project.
  - 4.2.2 The Clerk received an email from Outdoor Duo about advertising on our noticeboard.

#### RESOLVED (4)

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

### 5) CITY OF DONCASTER COUNCIL

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

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

*Minutes subject to approval at the next meeting*

5.4 Street Voice Survey

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

5.5 Grounds Maintenance/Cleansing Schedule/Pricing

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

5.6 Identify any new Highway matters

The following issues were raised:

- Dog Bin on Poppyfields Estate green space is damaged.

**RESOLVED (5)**

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

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

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

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

5.5 The Clerk will report highway issues to CDC.

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

6.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted. The Clerk highlighted the potential need to hire a CAT Scanning Tool for the work to take place at the top of Brockholes Lane and provided Members with costs. The Clerk also updated Members on the latest reply from H.M. Land Registry. Members considered the Volunteers Event organised by CDC and the Clerk confirmed she had already sent nominations to CDC. The Clerk also provided members with an updated Action List for information.

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

Updates are carried out daily/weekly. The new website host hasn't been able to complete the website. The draft is due imminently and the Clerk is continuing to chase.

**RESOLVED (6)**

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

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

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

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

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

7.1 Handyman's Tracker

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

7.2 Feedback from Kilham Hall Management Committee (KHMC)

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

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

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

**7.3 Replacement Heater**

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

**RESOLVED (7)**

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

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

**7.3** Members noted the other updates from KHMC.

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

**8) PARISH COUNCIL MATTERS**

**8.1 Action Plan**

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

**8.2 The Public Office (Accountability) Bill**

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

**RESOLVED (8)**

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

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

**9) PARISH MATTERS**

**9.1 Quarterly Newsletter**

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

**9.2 Annual Parish Meeting**

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

**9.3 Remembrance Event**

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

**9.4 Bellway Homes Development Update**

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

**RESOLVED (9)**

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

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

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

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

**10) FINANCIAL**

**10.1 Direct Bank Payments**

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

*Minutes subject to approval at the next meeting*

Minutes subject to approval at the next meeting

That the following payments were ratified:

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

That the following payments were approved:

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

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

The Clerk informed Members that she has found an error where she has paid the Handyman an overpayment of £4.50 therefore she will deduct this from the £17.23 VAT payment that he is owed.

10.2 3<sup>rd</sup> Quarter Budget Monitoring Report

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

10.3 3<sup>rd</sup> Quarter Bank Reconciliation

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

10.4 Internal Auditor

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

10.5 Internal Control Exercise

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

10.6 Text for Website

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

10.7 Bank Statements

The Clerk informed Members that the printed bank statements for 1st to 31<sup>st</sup> January 2026 were not available, however the bank was showing a balance of £90,160.39, for consideration and approval by the Members appointed to check internal controls are being met.

**RESOLVED (10)**

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

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

Minutes subject to approval at the next meeting

*Minutes subject to approval at the next meeting*

**10.2** Members noted 3<sup>rd</sup> Quarter Budget Monitoring Report.

**10.3** Members approved the 3<sup>rd</sup> Quarter Bank Reconciliation.

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

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

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

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

## **11) POLICIES/PROCEDURES**

11.1.1 to 11.1.9 Members considered the reviewed policies.

### **RESOLVED (11)**

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

## **12) PLANNING APPLICATIONS**

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

12.1.1	26/00088/TCON 2A Plantation Avenue, Bessacarr	Crown reduce an Oak tree within Bessacarr Conservation Area.	No comments or concerns
	26/00114/TCON 2 Warrington Drive, Bessacarr	Notice of intention to fell 3 Conifer and a Laburnum, and prune an Apple and a Conifer, trees within Bessacarr Conservation area	No comments or concerns
	25/02474/FUL 46 Warning Tongue Lane, Cantley	Application to vary condition 2 (approved plans) of planning application 19/03024/FUL (granted on 30/04/2020); Erection of 3 detached dwellings following demolition of 2 semi detached bungalows	No comments or concerns
	26/00073/ADV Yorkshire Wildlife Park, Brockholes Lane, Branton	Display of 7no fascia signs for the Hub buildings at the Hive	No comments or concerns
	26/00144/FUL The Gables, Beech Tree Close, Old Cantley	Erection of a single storey rear extension	No comments or concerns

### **RESOLVED (12)**

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

## **13) POLICE ISSUES**

13.1 Police Issues

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

### **RESOLVED (13)**

**13.1** Members noted the next drop in session.

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

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

*Minutes subject to approval at the next meeting*

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**14) TRAINING/EXTERNAL MEETINGS**

**14.1 CDC's Planning Committee – 13<sup>th</sup> January 2026**

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

**14.2 Health and Safety: Working on Highways and Verges Course**

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

**14.3 GDPR Training for Councillors**

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

**RESOLVED (14)**

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

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

**15) ITEMS OF CORRESPONDENCE**

**15.1 Correspondence denoted on the agenda**

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin, Letter from Cornerstone and copy of a letter from Lee Pitcher MP.

**RESOLVED (15)**

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

**16) DATE OF NEXT MEETING**

**RESOLVED (16)**

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

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

**17.1 Clerk's January Timesheet**

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

**17.2 Handyman's January Timesheet**

Handyman's timesheet for January was shared for information.

**17.3 Clerk's Annual Leave**

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

**RESOLVED (17)**

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

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

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

**17.4** Members approved the Clerk's annual leave request.

The meeting closed at 7.40pm.

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

*Minutes subject to approval at the next meeting*