



# Cantley with Branton Parish Council

**Minutes of the Meeting of the Parish Council held on Wednesday 7<sup>th</sup> January 2026 at Kilham Hall commencing at 6pm.**

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

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

**1) APOLOGIES FOR ABSENCE**

- 1.1 Apologies
- 1.2 Reasons for absence considered

**RESOLVED (1)**

**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 15.2 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 3<sup>rd</sup> December 2025

**RESOLVED (3)**

3.1 The minutes of the Parish Council Meeting held on the 3<sup>rd</sup> December 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

One resident was in attendance on behalf of her neighbour relating to Agenda Item 4.2.3.

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

4.2.1 A resident from Finningley had contacted the Clerk regarding the outline planning application in Branton.

4.2.2 A resident had contacted the Clerk regarding unsafe parking at the top of Brockholes Lane/Doncaster Road opposite the Mulberry Rooms.

4.2.3 A resident has requested permission to plant a mature tree at Kilham Hall Recreation Ground. The resident had sent the Clerk a number of options of trees for planting and a preferred location.

**RESOLVED (4)**

4.1 The Clerk had responded to the Finningley resident confirming the Parish Council had submitted their objection and recommended he did also.

4.2 Councillor Sprack had raised the residents concerns about parking at the Top of Brockholes Lane/Doncaster Road with the PCSO's at the December Police Drop In session.

4.3 Members considered the residents' request to plant a mature tree at Kilham Hall Recreation Ground. They RESOLVED to grant permission for a tree to be planted on the piece of land at the top of

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

*Minutes subject to approval at the next meeting*

Brockholes Lane/Doncaster Road when the Parish Council start the improvements, pending advice from CDC.

**4.4** Clerk to contact residents family regarding planting of the tree.

**4.5** Clerk to forward tree species and plan of works to Councillor Boyd to seek advice.

**5) CITY OF DONCASTER COUNCIL**

**5.1** Ward Councillor's Report

Apologies were received from Ward Councillor Symeon Waller due to illness. He will endeavour to attend the next meeting.

**5.2** Update on the MUGA

Still awaiting a refund from CDC regarding overpaid fees.

**5.3** Dog Control Public Space Protection Order (PSPO)

Members considered the above document that had been previously circulated.

**5.4** Identify any new Highway matters

The following issues were raised:

- Dumped mattress on Gatewood Lane near Parsons Farm.

**RESOLVED (5)**

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

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

**5.3** Members requested clarification on the PSPO regarding dogs on CDC land and how will it be enforced.

**5.4** 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 had previously circulated to Members an update from CDC regarding the Car Sales enforcement action. 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 new host had offered to transfer the hosting to himself free of charge so that the Parish Council didn't incur additional costs however this was not achievable. Therefore the existing host is continuing to host the PC website and the new host is paying these additional costs.

**RESOLVED (6)**

**6.1** The Clerk's Report was noted. The Clerk will continue to chase CDC regarding car sales enforcement.

**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** Repairs to Kilham Hall floor

The Clerk informed Members that the Secretary to KHMC had asked whether the Parish Council would allow the Handyman to fix the damaged floor in Kilham Hall during Parish Council employed hours with KHMC paying the Handyman's wage during that time. The Clerk updated Members with the tasks the Handyman has to carry out over the Winter months.

**RESOLVED (7)**

**7.1** Members accepted the request for the Handyman to carry out repairs to Kilham Hall floor. The Clerk is to let the Treasurer know of the decision and the Handyman and Caretaker.

**8) PARISH MATTERS**

**8.1** Local Council Foundation Award

The Clerk reminded Members that they had budgeted to apply for the Local Council Foundation Award this year. The Clerk asked Members to consider the criteria for all levels and agree to apply for either Bronze, Silver or Gold.

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

*Minutes subject to approval at the next meeting*

8.2 H.M. Land Registry

The Clerk had previously circulated correspondence from H.M. Land Registry and a proposed new plan to purchase to resend. Members were asked to consider the documentation for resubmitting.

**RESOLVED (8)**

8.1 Members approved to apply for the Bronze level of the Local Council Foundation Award to be applied for.

8.2 Members approved the proposed plan to purchase and resubmit to H.M. Land Registry.

**9) FINANCIAL**

9.1 Direct Bank Payments

That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/132	Branton Farm Nurseries – Plants	35.00	7.00	24.00	GPoC
25/133	Christmas Plus – Illuminations	1075.00	215.00	1290.00	GPoC
DD02/54	O2 Mobile	11.50	2.30	13.80	GPoC
DD06/07	Plusnet	26.99	0.00	26.99	GPoC
25/134	South Anston Fire Extinguishers	35.00	7.00	42.00	GPoC
DD03/17	Unity Bank – Chrges	6.00	0.00	6.00	GPoC

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/135	Clerk - Payroll			tbc	GPoC
25/136	Handyman - Payroll			tbc	GPoC
25/137	HMRC			tbc	GPoC
DD05/18	NEST Pension			tbc	GPoC
DD02/55	O2 Mobile	11.50	2.30	13.80	GPoC
DD06/08	Plusnet	26.99	0.00	26.99	GPoC
25/138	CDC – Bins	199.29	0.00	199.29	GPoC
25/139	Thorne Rural Lions	100.00	0.00	100.00	GPoC
25/140	Handyman Expenses	7.32	1.47	8.79	GPoC
25/141	Clerk – Inn cartridge	21.49	0.00	21.49	GPoC
25/142	Clerk – Ordnance Survey Map			tbc	GPoC
25/143	SR Fire & Security – Fire Alarm Service	45.00	9.00	54.00	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.

The Clerk informed Members that she has found an error from October where she has paid the Handyman an incorrect amount and therefore owes him £17.23.

9.2 November's Bank Reconciliation

Members noted the November Bank Reconciliation in the sum of £84,363.80.

9.3 3<sup>rd</sup> Quarter VAT Return

Members noted the 3<sup>rd</sup> quarter VAT return in the sum of £1,461.26.

9.4 Second Draft of 2026/27 Budget

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

*Minutes subject to approval at the next meeting*

Members were presented with three versions of the second draft of the 2026/27 Budget for consideration/amendment. The first version was £120K which included lamppost illuminations. The second version was £90,653 without lamppost illuminations and the third version in the sum of £93,853 which included illuminating two additional trees at Old Cantley Roundabout. The Clerk reminded 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 approximately £49,000 in reserves.

**9.5 2026/2027 Precept**

Members were provided with 3 versions of the parish precept for each of the above budgets - £80,500, £82,000 and £85,000 – which would mean using reserves to ensure the precept isn't increased considerably. The current precept is £68,014 costing £38.84.

**9.6 Bank Statements**

The Clerk presented Members with the bank statements for 1st to 31<sup>st</sup> December 2025 showing a balance of £80,313.48, for consideration and approval by the Members appointed to check internal controls are being met.

**RESOLVED (9)**

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

**9.2** Members noted November's Bank Reconciliation.

**9.3** Members noted the 3<sup>rd</sup> quarter VAT return and instructed the Clerk to reclaim the same.

**9.4** Members considered the Second Draft Budgets for 2026/27 and approved version 3 in the sum of £93,853.

**9.5** Members set the Parish Precept for 2026/2027 in the sum of £82,500 which equates to £41.86 and a 7.7% increase. The Clerk will submit the Parish Precept to CDC.

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

**10) POLICIES/PROCEDURES**

10.1.1 & 10.1.2 Members considered the amended IT Policy and Disciplinary Policy.

**RESOLVED (10)**

**10.1** Members approved the amended IT Policy and Disciplinary Policy. The Clerk will upload both policies to the website.

**10.2** The Clerk will ensure MFA is installed on the Parish Council laptop to meet with recommendations in the IT Policy.

**11) PLANNING APPLICATIONS**

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

11.1.1 25/02387/FUL	Erection of a front and rear extensions and new dormer roof	No comments or concerns
	2 Warnington Drive, Bessacarr	

11.1.2 Members were invited to attend the Planning Committee meeting on 13<sup>th</sup> January 2026 to speak relating to planning application 24/0114/FULM – Land at Cammage Way, Bessacarr.

**RESOLVED (11)**

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

**11.2** Members considered the invitation to attend the Planning Committee to speak. Councillor Gibbins was the only member who may be available to attend, he would check his commitments as he has a private appointment that day and let the Clerk know. **Post Meeting Note:** Councillor Gibbins cannot attend the Planning Committee at the start of the meeting due to an overlap with his private appointment, however he will try to attend the meeting.

**12) POLICE ISSUES**

**12.1 Police Issues**

Councillor Sprack attended the session on 17<sup>th</sup> December and raised concerns regarding parking on behalf of a resident. The next session is on 21<sup>st</sup> January 2026 at 6pm at Kilham Hall Meeting

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

*Minutes subject to approval at the next meeting*

*Minutes subject to approval at the next meeting*

Rooms. The Clerk informed Members that the PCSO's had to rearrange February and March dates and gave them alternative options.

**RESOLVED (12)**

**12.1** Members noted the police update.

**12.2** The Clerk will inform the PCSO's of the Parish Council's preference for amended future dates and advertise the sessions on social media and the website.

**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, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin, Email from Rapid Relief Team.

**RESOLVED (13)**

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

**13.2** Councillor Gibbins will contact Rapid Relief Team regarding 24<sup>th</sup> January 2026 litter pick.

**13.3** The Clerk will request "the current government's proposal to remove the ability for PCs to have any influence on local planning matters" is placed on the YLCA South Yorkshire Branch Meeting Agenda.

**14) DATE OF NEXT MEETING**

**RESOLVED (14)**

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

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

**15.1** Clerk's December Timesheet and 3<sup>rd</sup> Quarter Mileage Claim

The Clerk's timesheet for December was shared for information. The Clerk has worked 3 hours 15 minutes over her contracted hours. The 3<sup>rd</sup> quarter mileage claim is for 86.8 miles.

**15.2** Handyman's December Timesheet

Handyman's timesheet for December was shared for information.

**RESOLVED (15)**

**15.1** The Clerk's timesheet was received and it was Resolved that the Clerk be paid for the additional 3 hours worked during December.

**15.2** Members approved the Clerk's mileage claim form.

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

**15.4** The Clerk will forward timesheets and mileage claim to the payroll provider and inform them of the additional 3hrs to be added to the Clerk's timesheet.

The meeting closed at 7.25pm.

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

*Minutes subject to approval at the next meeting*