



Cantley with Branton Parish Council

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

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

IN ATTENDANCE: B Walton (Clerk) and 4 members of the public

1) APOLOGIES FOR ABSENCE

1.1 Apologies

Councillor Neville Williams.

1.2 Reasons for absence considered

Work commitments.

RESOLVED (1)

1.2 Councillors Williams' apologies were accepted.

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

Councillor Butterworth declared an interest in Item 5.1 and 5.2.

2.2 Request Dispensation from Proper Officer

None

2.3 Items to which the public and press are excluded

Items 18.1 to 18.2 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 4th June 2025

RESOLVED (3)

3.1 The minutes of the Parish Council Meeting held on the 4th June 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

2 members of the public were present to update the Parish Council on the grant relating to the coffee club bench and request approval for its placement. 2 residents were present to observe.

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

4.2.1 A member of the public had contacted the Clerk complaining about overgrown grass verges down Kilham Lane.

4.2.2 Branton Juniors Football Team have requested to use the field on a Thursday between 6pm and 7pm.

4.2.3 The Clerk informed Members of the graffiti found on the ball wall on Kilham Hall field. She gave members 3 options relating to the graffiti.

4.2.4 A resident had complained to the Clerk about a branch that had fallen on the Branton side footpath along the River Torne and also requested a bench being located alongside the riverbank.

4.2.5 A resident called the Clerk to object to the new proposed planning application on land off Milton Road and the consultation.

RESOLVED (4)

4.1 Members noted the residents update regarding the bench and approved the location for siting of it on Kilham Hall field.

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

4.2.1 The Clerk reported the overgrown verges on behalf of the resident and informed the resident of CDC's reply regarding the cutting schedule.

4.2.2 The Clerk had confirmed approval for use of the field on Thursdays between 6pm and 7pm. However the Clerk had relayed to the team that where possible, team members car share or walk. If parking issues or complaints are received the Parish Council will review the situation.

4.2.3 Members approved that the Clerk make contact with Branton St Wilfrid's School to enquire whether the school would be interested in organising a competition for pupils over the summer holidays. The purpose of the competition would be to design artwork to cover the graffiti on the ball wall, with the Parish Council replicating the winning design on the wall.

4.2.4 The Clerk has reported the fallen branch to the Environment Agency and has informed the resident, also providing them with the contact details to request a bench.

4.2.5 The Clerk had informed the resident that the Parish Council had not been formally made aware of the proposed planning application consultation however Members were hoping to attend.

5) PARISH MATTERS

6.15pm Councillor Butterworth left the meeting.

5.1 Consideration of Written Applications for Parish Councillor Vacancy

2 candidates expressed an interest in the vacancy within the prescribed timescale and both were in attendance at the meeting. The Chair asked the candidates if they had anything they wished to add to their application and the Clerk explained the co-option process.

5.2 Co-Opt a Candidate

The Clerk informed Members that both candidates met the criteria for appointment. Members voted and the first vote was a tie. The 2nd vote was an absolute majority vote in favour of the 2nd Candidate.

6.30pm Councillor Butterworth returned to the meeting.

5.3 Declaration of Office

The Clerk asked the new Member to read and sign the Declaration of Office form which she duly did. The Chairman welcomed Councillor Rebecca Boyd to the Parish Council.

5.4 Litter Pick

The Chairman informed Members of the next date for the Community Litter Pick.

5.5 Adopt Land at Manor Farm/Warren Park Estate

The Clerk informed Members that Persimmon Homes had offered the Parish Council a piece of land on the Warren Park estate to adopt. Discussion took place regarding the location and additional considerations to take.

RESOLVED (5)

5.2 Members unanimously voted for Rebecca Boyd to join the Parish Council.

5.2 Members thanked the unsuccessful candidate for expressing an interest in the role and their enthusiasm and willingness to service the community.

5.3 Rebecca Boyd signed her declaration of acceptance of office in the presence of the Clerk and joined the meeting.

5.3 The Clerk will forward a Register of Interests Form to Councillor Boyd for completion. The Clerk will then forward the Register of Interest Form and Acceptance of Office form to the Monitoring Officer at CDC.

5.3 The Clerk confirmed Councillor Boyd's email address will be set up over the coming days and forwarded to her.

5.4 Members noted the next litter pick will take place on Saturday 3rd August 2025 at 9.30am.

5.5 Members agreed to defer this item to the September meeting to give them time to view the land in question.

6) CITY OF DONCASTER COUNCIL

6.1 Ward Councillor's Report

Apologies were received from the Ward Councillors. However they confirmed that the skip was successful. They also confirmed that the property on the corner of Chapel Lane has been given 7 day enforcement notice to close. The car sales garage on Chapel Lane has been informed that they need to provide customer parking and this will be monitored by CDC.

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

7pm Councillor Adams left the meeting.

6.2 Update on the MUGA

Landscaper had returned and completed the groundworks around the MUGA. However the works where the compound was haven't been carried out and will be done later in the year due to weather/ground conditions. Other snagging issues have been completed. The Clerk has received a copy of the slip test for the surface of the MUGA and if Members want sight of the same they are to contact the Clerk.

6.3 Identify any new Highway matters

The following issues were raised:

- Grass verges at the top of Chapel Lane are churned up due to cars parking on them.
- Request for a deer crossing sign on the motorway bridge.
- The fencing on the grass verge on Valley Drive (opposite the school) is broken and the properties adjoining the land at using it as access to park vehicles.

RESOLVED (6)

6.1 The Ward Councillors update was noted. Members wished to thank the Ward Councillors for their continued support.

6.3 The Update on the MUGA was noted. Members did not want to pay the outstanding balance until all works are completed.

6.3 The Clerk will enquire about the new highway matters identified with CDC.

6.3 The Clerk is to check the Asset Register regarding the fencing on Valley Drive.

7) CLERK'S REPORT AND ADMINISTRATION ISSUES

7.1 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 for information. The Clerk informed Members that the Handyman may not have time to paint the playground.

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

Updates are carried out daily/weekly.

7.2.1 Members were provided with a link to the new website for consideration.

RESOLVED (7)

7.1 The Clerk's Report was noted.

7.1 The Clerk is to speak to the Handyman regarding the playground painting, and if time is restricted, obtain 3 external quotes for painting the playground.

7.2.1 Members are to consider the new website and provide any feedback to the Clerk by Friday 18th July 2025.

7.2.1 The Clerk is to forward the new website link to Councillor Butterworth and Councillor Boyd for consideration.

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

8.1 Annual Inspections

The Clerk presented the list of annual inspections for consideration and approval of works.

8.1.1 Roller Shutter service at a cost of approximately £220.

8.1.2 Fire Extinguisher service at a cost of approximately £35.

8.1.3 Emergency lighting, heaters and PAT testing at a cost of approximately £90.

8.1.4 Intruder alarm service at a cost of approximately £102.

8.1.5 Fire Alarm service at a cost of approximately £90.

8.1.5 Annual ROSPA Playground Inspection at a cost of approximately £250 plus VAT.

8.2 Handyman's Tracker

Members noted the Handyman's Tracker. The Clerk mentioned the Handyman had asked to speak to her regarding painting of the playground and she will update Members following this conversation.

8.3 Quotes for Removal and Relocation of Bench

The Clerk had requested 3 quotes for the work to remove and relocate the donated bench at Kilham Hall Playing Field. One company had not replied, one couldn't undertake the work and a quote had been received for £250.

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

RESOLVED (8)

8.1 Members noted the annual inspections schedule and costs.

8.2 Members noted the Handyman's Tracker/Work Schedule. Members requested that the Clerk obtains 3 quotes to paint the playground if the Handyman does not have the capacity to do so.

8.3 Members approved the quote from Gary Lee to remove and relocate the memorial bench.

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments are duly authorised:

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/34	Clerk Payroll	*	0	0	LGA 1972 S. 112
25/35	Handyman Payroll	*	0	0	LGA 1972 S. 112
25/36	HMRC	*	0	0	LGA 1972 S. 112
	NEST - Pension	*	0	0	LGA 1972 S. 112
25/37	Clerk - OLP - Playground Parts	34.00	6.80	40.8	LGA 1972 S.14, P.27
25/38	Today Publications	130.00	26.00	156	LGA 1972 S. 142
25/39	Branton Nurseries - Plants/Top Soil	49.16	9.83	58.99	Open Spaces Act 1906
25/40	Techstream - Website Hosting	40.00	8.00	48	LGA 1972 S. 111
25/41	Branton Nurseries - Plants/Top Soil	42.49	8.50	50.99	Open Spaces Act 1906
25/42	YLCA - Village Hall Webinar	10.00	0.00	10	LGA 1972 S. 111
25/43	Branton Nurseries - Plants/Top Soil	27.50	5.50	33	Open Spaces Act 1906
DD03/12	Unity - Bank Charges	6	0.00	6	LGA 1972 S. 111
DD02/48	O2 - Mobile**	13.80	2.76	16.56	LGA 1972 S. 111
25/44	Handyman - Notice Bd Brackets	13.28	2.65	15.93	LGA 1972 S. 133

* 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.

9.2 1st Quarter Bank Reconciliation

The Clerk provided members with the 1st quarter bank reconciliation.

9.3 1st Quarter Budget Monitoring Report

The Clerk provided members with the 1st quarter's budget monitoring report which reflected the expenditure to date.

9.4 1st Quarter HMRC Return

The Clerk provided members with the 1st quarter's HMRC return.

9.5 Response to Auditors Queries

The Clerk presented Members with a report detailing the work carried out against the Internal Auditors Queries for information.

9.6 Bank Statements

The Clerk presented Members with the bank statements for 1st June to 30th June 2025 showing a balance of £79,340.71, for consideration and approval by the Members appointed to check internal controls are being met.

RESOLVED (9)

9.1 The direct payments were duly authorised.

9.2 That the 1st Quarter Bank Reconciliation is noted. The bank reconciliation states that the Parish Council have £79,340.71 in their accounts, combined.

9.3 That the 1st Quarter Budget Monitoring Report is noted.

9.4 That the 1st Quarter VAT Claim is noted in the sum of £325.64.

9.5 That the Clerk's Report responding to the Internal Auditors Queries is noted.

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

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

10) POLICIES/PROCEDURES

10.1 The following policies were considered:

10.1.1 Business Continuity (reviewed) Changes to some of the providers.

10.1.2 Safeguarding (reviewed) Slight additions to all pages of the policy following the Clerk's CILCA training.

10.1.3 Security Incident (reviewed) Email and Website address changes made to reflect gov.uk addresses.

10.1.4 Data Protection Policy (new) It is mandatory to have this policy.

10.1.5 Standing Orders (reviewed) Typographical error on page 20 only.

10.2 The following procedures were considered:

10.2.1 Security Data Breach Log (new) Required – found out following Clerk's CILCA training.

10.2.2 Data Breach Response Procedure (new) Good practice to have this – found out following Clerk's CILCA training.

10.2.3 Disability Access Audit (new) Mandatory to have this procedure.

RESOLVED (10)

10.1.1 to 10.1.5 The above Policies were all approved.

10.2.1 to 10.2.2 The above Procedures were both approved.

10.2.3 The above procedure was approved. However it will need to be taken to the KHMC meeting in September for their approval also.

11) ARMISTICE DAY 2024

11.1 Members were asked to consider arrangements for Armistice Day and the displays around the Parish.

11.1.1 The Clerk stated poppies had been coming in slowly. She requested a deadline date of 3rd October be published for further donations.

11.1.2 Volunteers will be needed to sew the poppies onto the netting to form a display.

11.1.3 Members were to consider placing lamppost poppies around the Parish again and to approve the Handyman's additional hours installing and removing them.

RESOLVED (11)

11.1.1 The Clerk will post on social media that all knitted/crocheted poppies are to be with her by 3rd October 2024.

11.1.2 The Clerk will look at dates to meet to sew the poppies onto the netting for displays and advertise on social media asking for volunteers to help.

11.1.3 Members approved the handyman's additional hours to install and remove the lamppost poppies.

12) CHRISTMAS 2024

The Clerk apologised for the incorrect numbering on the Agenda. Numbering is as per below.

12.1 Carol's Around the Tree

Members were asked to consider a date for Carol's Around the Tree. The Clerk informed members if they wanted to book Armthorpe Elmfield Brass Band it would potentially have to be Friday 5th December.

12.2 Armthorpe Elmfield Brass Band

Members considered whether to book the band for the Carol's Around the Tree event at a cost of approximately £200.

12.3 Old Cantley Illuminations

Members were informed of 5 sets of strings of lights that were faulty and unrepairable. Members considered purchased 5 more sets of strings for the trees at Old Cantley roundabout.

12.4 Warren Park Tree

Members were asked to consider purchasing 25 sets of string lights for the Warren Park Christmas Tree.

12.5 Additional Illuminations

The Clerk advised Members that the three Christmas trees within the parish have grown significantly since they were originally planted. In light of this, she requested that Members consider the purchase of an additional ten sets of string lights, to be distributed among the existing trees, in order to ensure they are suitably decorated and do not appear sparse.

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

12.6 Installation and Removal of Illuminations

Members considered the dates for installation and removal of the Christmas illuminations around the parish.

RESOLVED (12)

12.1 Members agreed Carol's Around the Tree should take place on Friday 5th December 2024 at the Glen Road Tree.

12.2 Members agreed to book the Armthorpe Elmfield Brass Band for Friday 6th December 2024 at a cost of approximately £200. Members asked the Clerk to contact the band approximately one week before to clarify the play list running order.

12.3 Members approved purchasing 5 strings of lights for Old Cantley roundabout displays at a cost of £162.50.

12.4 Members approved purchasing 25 strings of lights for Warren Park Christmas Tree at a cost of £812.50.

12.5 Members approved purchasing an additional 10 strings of lights for the existing Christmas trees around the parish at a cost of £325.

12.6 Members agreed all 4 sites Christmas illuminations should be installed and ready for illuminating on or before Saturday 29th November 2025 and removed on 6th January 2026.

12.6 Members agreed RJ Electrical will install/remove the 4 Christmas tree sites (including Warren Park) and Christmas Plus will install/remove the Old Cantley Roundabout illuminations.

13) PLANNING APPLICATIONS

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

13.1.1 25/01173/FUL 24 Oaktree Road, Branton	Installation of a tiled roof over existing conservatory and build an inglenook fireplace to side elevation	No comments or concerns.
13.1.2 25/01198/COND Land East Of Warning Tongue Lane Cantley	Consent, agreement or approval required by conditions 9 (EV charging point), 19 (POS play equipment), 21 (highways), 22 (highways - vehicular crossing), 32 (drainage maintenance) of application 21/03645/FULM.	Fencing should be provided around the Local Equipped Area for Play (LEAP), continuing from the existing boundary at the roadside. It is suggested that, as a minimum, the fencing should be of knee height.
13.1.3 25/01290/FUL Manor Farm, Bessacarr Lane, Bessacarr	Section 73 application to vary condition 12 (150 dwelling occupied before Stoops Lane) of planning application 14/00124/WCC under 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.	No comments or concerns.

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

RESOLVED (13)

13.1.1 to 13.1.3 Feedback is given to the Planning Department at CDC on the planning applications received.

14) POLICE ISSUES

14.1 Police Issues

The next Police Drop In will be held at The Café at Branton Garden Centre on Tuesday 15th July 2025 at 10am-11am.

RESOLVED (14)

14.1 Members noted the police update.

14.1 The Clerk liaises with the PCSO's to co-ordinate and advertise the future Police Drop In sessions on social media and the website.

15) TRAINING/EXTERNAL MEETINGS

15.1 YLCA South Yorkshire Branch Meeting

Councillor Gibbins provided Members with feedback from the above meeting held at Askern Town Hall on 18th June 2025.

RESOLVED(15)

15.1 Members noted Councillor Gibbins update.

16) ITEMS OF CORRESPONDENCE

16.1 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 and training.

RESOLVED (16)

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

17) DATE OF NEXT MEETING

RESOLVED (17)

That the next meeting be held on Wednesday 3rd September 2025 commencing at 6pm.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk's June Timesheet and Quarter 1 Mileage

The Clerk's timesheet for June and quarter 1 mileage claim was shared for information.

18.2 Handyman's June Timesheet

Handyman's timesheet for June was shared for information.

RESOLVED (18)

18.1 The Clerk's timesheet and 1st quarter mileage form were received and the contents noted.

18.1 The Clerk is to inform Warrens GBC Accountants of the mileage claim to incorporate into the payroll data.

18.2 The Handyman's June timesheet was noted.

The meeting closed at 8.05pm.

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