



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 5th November 2025 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 Stuart Adams

1.2 Reasons for absence considered

RESOLVED (1)

Councillor Adams' apologies were 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 1st October 2025

RESOLVED (3)

3.1 The minutes of the Parish Council Meeting held on the 1st October 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 request installing poppies on lampposts on Bawtry Road.

RESOLVED (4)

4.1 The Clerk had responded to the resident and informed them to contact CDC regarding conditions in place regarding installation on lampposts and also directed them to Royal British Legion website for the shop.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

5.2 Update on the MUGA

All snagging lists have been completed, therefore the Clerk has paid CDC's outstanding invoice and is awaiting a refund from them regarding overpaid fees.

5.3 Identify any new Highway matters

The following issues were raised:

- The Bus stop on Doncaster Road near Badgers Holt is getting worse.

RESOLVED (5)

5.1 Members asked the Clerk to remind Ward Councillors how important their input was at Parish Council meetings.

5.2 The Update on the MUGA was noted and a refund is awaited from CDC.

5.3 The Clerk will chase the bus stop matter identified with South Yorkshire Transport.

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

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 for information. The Clerk updated Members on the ordering of an ordnance survey map at a cost of approximately £20 to send to H.M. Land Registry and the reply from H.M. Land Registry. She sought clarity on what Members wanted to do next.

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

Updates are carried out daily/weekly. The new website host should have the new site completed by the beginning of next week so the Clerk will share a link with Members.

RESOLVED (6)

6.1 The Clerk's Report was noted. Councillor Boyd will meet the Clerk at the office on 10th November to assist with the ordnance survey map and H.M. Land Registry application.

6.2 The Clerk to chase CDC regarding enforcement notice on Car Sales and Plant Sales on Chapel Lane.

6.3 The Clerk will continue to liaise with Aires Networks Ltd relating to the progression of the new website and push for completion this month.

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

7.1 ROSPA Playground Inspection Reports

The Clerk updated Members on the ROSPA Inspection Reports, where actions have been added to the Handyman's action tracker.

7.2 Pictorial Sign at the Entrance to Kilham Hall Field

The Clerk informed Members of her error at the last meeting. The quote wasn't for £95 for a new sign, it was in fact £299.50 plus VAT. A second quote was obtained in the sum of £810.

7.3 Kilham Hall Gates

Members were informed of the resignation of the Gatekeeper for Kilham Hall. Discussion took place regarding action required going forward.

7.4 Kilham Hall Management Committee

Councillor Gibbins informed Members of the discussions that took place on the 20th October special meeting regarding the Disability Access Audit and Fire Responsibilities.

RESOLVED (7)

7.1 Members noted the ROSPA Inspection Reports.

7.2 Members approved the quote to update the sign for the entrance to Kilham Hall Field at a cost of £299.50 plus VAT.

7.3 Members requested that the Clerk continue to liaise with the Caretaker each month and let Members know if there are any issues in the short term. The Clerk is to advertise on Facebook, Notice Boards and the Website to see if any local parishioners want to take on the role.

7.4 Councillor Gibbins and Councillor Sprack are to remind KHMC that although members of the KHMC Committee serve in a voluntary capacity, they remain responsible for ensuring that all activities and decisions comply with the requirements of the Disability Discrimination Act (DDA). Compliance with this legislation is a legal obligation and not optional.

7.5 The Clerk is to check the width of the external doors at Kilham Hall to ensure they meet the DDA requirements and if not, to price up alteration works to be incorporated into the 2026/2027 budget.

7.6 The Clerk is to ask CDC if they can carry out a DDA Audit and if the cost associated with this.

8) PARISH MATTERS

8.1 Litter Picking Roadsigns

CDC have closed the action where the Clerk requested signs for Gatewood Lane. They have advised that signs are Street Scenes which can be put out temporarily. Advice about litter picking safety and who to report it to was given. The Clerk didn't recommend purchasing the signs (provided in the link in the Agenda), but felt the volunteers should stop litter picking on Gatewood Lane as it is too dangerous (as advised by CDC).

8.2 How Many People and/or Properties are currently within the Parish Boundary

Councillor Odell has requested accurate information according to the Doncaster Housing Strategic Plan, with regard to what housing contribution was expected for Branton Village, and over what timescale? And how many new houses have actually been added to Branton Village each year over the same period? Such data may be obtained through publicly available census information or by requesting relevant figures from City of Doncaster Council (CDC) via the electoral register.

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

RESOLVED (8)

8.1 Members agreed to stop litter picking on Gatewood Lane due to the risks involved to volunteers. Councillor Gibbins will inform the litter picking volunteers of the same.

8.2 The Clerk will contact Streetscene about signs on Gatewood Lane as that is where the majority of litter is picked up from.

8.3 Members agreed that the information relating to people/properties within the village would be useful. The Clerk will try and obtain this information from CDC under the Freedom of Information Act and report back to Members in the future.

9) PARISH COUNCIL MATTERS

9.1 Royal Garden Party

Members considered nominating a current serving Councillor to attend the Royal Garden Party as per the guidance received from the YLCA.

9.2 New Projects for 2026/2027 for Inclusion in the Budget

Members were informed of the current proposals for new projects, initiatives or expenditures that may require inclusion in the 2026/2027 budget and asked if they had any further suggestions.

RESOLVED (9)

9.1 Members asked the Clerk to query whether it had to be a serving Councillor or whether it could be a local resident for the Royal Garden Party.

9.2 Members noted the current proposals for the 2026/2027 budget. Members requested the female silhouettes for remembrance displays be included in the budget.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments were ratified:

Ref	To Whom Paid	Net	VAT	Total	Power/Section
No.					
		£	£	£	
25/88	Clerk - Poppy Display Materials	24.17		24.17	GPoC
25/89	Clerk - Playground Parts	310.40	62.08	372.48	GPoC
25/90	Clerk - Defib Pads	225.00	45.00	270.00	GPoC
25/91	Clerk - Laminating Pouches	15.99		15.99	GPoC
25/92	Warrens GBC - Payroll Services	45.00	9.00	54.00	GPoC
25/93	Clerk - Ordnance Map	20.14	4.03	24.17	GPoC
25/94	Clerk - Postal Order & Stamps	8.87		8.87	GPoC
25/95	Handyman - Expenses	18.46	3.70	22.16	GPoC
25/96	Bagnalls - Painting Park	1,450.00	290.00	1,740.00	GPoC
	GG Emergency Doors - Shutter				
25/97	Testing	270.00	54.00	324.00	GPoC
25/98	CDC - Qtr 2 Grounds	186.12	37.22	223.34	GPoC
	Christmas Plus - New				
25/99	Illuminations	1,065.00	213.00	1,278.00	GPoC
DD05/15	NEST Pension	86.88	0.00	86.88	GPoC
25/100	CDC - Elections Charges	93.76	18.75	112.51	GPoC
25/101	Gatekeeper - Gates Apr-Sep 25	75.00	0.00	75.00	GPoC
	Tym Huckin Ltd - Meter				
25/102	Administrator	250.00	50.00	300.00	GPoC
25/103	Today Publications	130	26.00	156.00	GPoC
25/104	CDC - Outstanding MUGA Balance	1,747.28	0.00	1,747.28	GPoC
25/105	Clerk - PC Doctor - Laptop Repair	180.00	0.00	180.00	GPoC
25/106	Clerk - Microsoft 365	84.99	0.00	84.99	GPoC

That the following payments were approved:

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

Ref No.	To Whom Paid	Net	VAT	Total	Power/Section
		£	£	£	
25/107	Clerk – Payroll *	tbc	0.00	tbc	GPoC
25/108	Handyman – Payroll *	tbc	0.00	tbc	GPoC
25/109	HMRC	tbc	0.00	tbc	GPoC
DD05/16	NEST Pension	tbc	0.00	tbc	GPoC
DD06/06	Plusnet	26.99	0.00	26.99	GPoC
DD02/52	O2 Mobile	-61.34	-12.27	-73.61	GPoC
DD02/53	O2 Mobile	11.5	2.30	13.8	GPoC
25/110	Handyman - Cable Ties	10.76		10.76	GPoC
25/111	Glendale - October Grass Cut	103.98	20.80	124.78	GPoC
25/112	SLCC Annual Membership	300.00	0.00	300	GPoC
25/113	TechStream – Web Hosting	35.00	7.00	42.00	GPoC
25/114	RJ Electrical – PAT Testing	240.00	48.00	288.00	GPoC
25/115	YLCA – Cyber Security Webinar	10.00	0.00	10.00	GPoC
DD03/15	Unity Trust – Monthly fee	6.00	0.00	6.00	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.

10.2 2nd Quarter Budget Monitoring Report

Members were provided with the 2nd Quarter Budgeting Monitoring Report.

10.3 October's Bank Reconciliation

Members were provided with October's Bank Reconciliation which showed a total of £67,387 in bank as at 31st October 2025.

10.4 Bank Statements

The Clerk presented Members with the bank statements for 1st to 31st October 2025 showing a balance of £67,387, for consideration and approval by the Members appointed to check internal controls are being met.

RESOLVED (10)

10.1 The direct payments were duly approved.

10.2 Member's approved the 2nd quarter budget monitoring report.

10.3 Members noted October's bank reconciliation.

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

11) POLICIES/PROCEDURES

11.1 The following Policies were considered:

11.1.1 Asset Register and Disposal Policy (reviewed).

11.1.2 CCTV Policy (reviewed)

RESOLVED (11)

11.1.1 to 11.1.2 The above Policies were all approved.

12) PLANNING APPLICATIONS

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

25/01958/FUL Ninescores, Glen Road, Branton	Erection of extensions and alterations to existing dormer bungalow on all side and to both floors and to include changes to external materials. Partial conversion of extensions to form ancillary annexe (AMENDED PLANS)	No comments or concerns
25/02101/TCON 23 Birchwood	Notice of Intention to Fell an Oak Tree, within South Bessacarr	The Parish Council wish to object to the proposed felling. Members feel very strongly

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

Court, Bessacarr	Conservation Area	about the protection of oak trees, which form an important part of our local heritage and natural environment. Unless the tree is deemed to present a genuine safety risk or is otherwise in poor health, the Council does not support the removal of healthy specimens. We would therefore ask that this objection be noted and taken into consideration as part of the application review.
25/02089/FUL 3 Oakcrest, Bessacarr	Erection of first floor extension above the existing garage including associated works	No comments or concerns

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

There was no feedback from the drop in on 15th October 2025. Next session is on 19th November at 6pm at Kilham Hall.

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 YLCA South Yorkshire Branch Meeting

No Members were able to attend the above meeting.

14.2 CCTV and Data Protection

The Clerk sought approval to book the above course to be held on Tuesday, 2 December at a cost of £36.50.

RESOLVED(14)

14.1 Members approved the Clerk's attendance on the CCTV and Data Protection course.

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 Johnson Mowat.

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 3rd December 2025 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's October Timesheet

The Clerk's timesheet for October was shared for information. Members considered the hours that the Clerk had lost during her working week as a result of the laptop breaking. It was noted that the technical issue had prevented the Clerk from carrying out certain duties, resulting in reduced working hours for that period.

17.2 Handyman's October Timesheet

Handyman's timesheet for October 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 hours she was unable to work as a result of these unforeseen technical issues.

17.2 Members noted the Handyman's timesheet.

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

- 17.3 Members noted the Handyman's timesheet.
- 17.4 The Clerk will forward timesheets to the payroll provider and inform them of the additional 2hrs 30minutes to be added to the Clerk's timesheet.

The meeting closed at 7.25pm.