



# Cantley with Branton Parish Council

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29/04/26

## **Agenda For The Annual Meeting Of The Parish Council To Be Held On Wednesday 6<sup>th</sup> May 2026 Commencing at Approx 6pm (following the Annual Parish Meeting) at Kilham Hall Meeting Rooms, Branton**

Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation

### **1. Formal Process for Annual Meeting**

- 1.1 Election of Chairman and Signing of Declaration of Acceptance of Office.
- 1.2 To resolve to allow any councillors not present, to sign their Declaration of Acceptance of Office at a later date.
- 1.3 Election of Vice-Chairman.
- 1.4 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960.
- 1.5 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests and Updates to Existing Register including spouses.
- 1.6 To Appoint Representatives and Reserves to the Following External Bodies:
  - 1.6.1 CDC Parish Council Joint Consultative Committee (next meeting on 06/08/26)
  - 1.6.2 Kilham Hall Community Centre Management Committee (next meeting on 11/05/26)
  - 1.6.3 Yorkshire Wildlife Consultative Committee (online updates)
  - 1.6.4 YLCA South Yorkshire Branch Voting Representatives (next meeting 17/06/26)
  - 1.6.5 CDC Public Rights of Way meeting (adhoc meetings online)
  - 1.6.6 Airport Consultative Committee (next meeting on 11/05/26)
- 1.7 Appointment of Two Council Auditors for 2026/27.
- 1.8 Appointment of Four Councillors to form a Staffing Committee for 2026/27.
- 1.9 Approval of the Staffing Committee Terms of Reference (enclosed).
- 1.10 To Adopt the Standing Orders (enclosed) and Financial Regulations (already adopted in March 2026 and no further amendments made) reviewed in April 2026.
- 1.11 To Note the Assets and Other Equipment which were reviewed as at 31<sup>st</sup> March 2026 (enclosed).
- 1.12 Review of the Council's expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence (enclosed).
- 1.13 To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
- 1.14 To Review arrangements with other local authorities, not for profit bodies and businesses.
- 1.15 Confirmation of arrangements for insurance cover in respect of all insurable risks, and including fidelity guarantee.
- 1.16 Review and Approve the Council's subscriptions to other bodies and List of Regular Payments (enclosed).
- 1.17 Review and Approve the Council's payroll provider.
- 1.18 To Determine the Timescale for the Review of Policies and Procedures (list enclosed).
- 1.19 To Determine Levels of Delegation to the Clerk (Scheme of Delegation previously approved in February 2026) (extract enclosed).
- 1.20 To Adopt the time and place of Ordinary meetings of the Council up to and including the next Annual Meeting of the Council (enclosed).

### **2 Apologies**

- 2.1 To Receive Apologies for Absence.
- 2.2 To Consider the Approval of the Reasons Given.

### **3 Approval of Minutes**

- 3.1 To Consider the Approval of the Minutes of the Parish Council Meeting held on 1<sup>st</sup> April 2026 (enclosed).

### **4 Members of the Public**

- 4.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration.
- 4.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Immediate Action/Future Consideration.
- 4.2.1 To Note the donation from Arper Quality Products of Branton of £100 for Brockholes Lane project.
- 4.2.2 To Note the donation of paving slabs and materials from Spinks Builders Merchants for the Brockholes Lane project.
- 4.2.3 To Note the donation of additional materials required to lay the paving from Gary Lee Builder for the Brockholes Lane project.
- 4.2.4 To Note the donation of £20 gift vouchers from Walkers Nurseries for the Brockholes Lane project.
- 4.2.5 To Note a complaint from a resident regarding the Brockholes Lane project and damage to wildlife.

### **5 City of Doncaster Council (CDC) Matters**

- 5.1 To Receive Updates from CDC Ward Councillors.
- 5.2 To Note CDC's recommendations regarding the installation of objects (e.g. poppies/illuminations) on metal lamp posts, including the requirement to test lamp posts using a non-contact tester prior to installation, and to Consider Approval of the purchase of such a tester for the Handyman/Gardener at a cost of £19.39.
- 5.3 To Consider Approving the quote for a CCTV Camera at the entrance/exit to Warren Park Estate, Bessacarr and how many cameras to attach to the column (quote enclosed).
- 5.4 To Identify any New Highway Matters for consideration by CDC and/or Other Agencies.

### **6 Clerk's Report and Administration Matters**

- 6.1 To Note the Clerk's Report and actions carried out by the Clerk since the last meeting (to be circulated).
- 6.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.

### **7 Kilham Hall/Park/Buildings/Garden Area Matters**

- 7.1 To Receive and Note Kilham Hall Management Committee's Update Report from 27<sup>th</sup> April 2026.

### **8 Parish Council Matters**

- 8.1 To Note the vandalism caused to Kilham Hall playing field over the Easter break.
- 8.2 To Consider the Approval of the application for the Foundation Level of the Local Council Award Scheme.

### **9 Parish Matters**

- 9.1 To Consider and Approve wording for a plaque to be ordered and installed at the Brockholes Lane project.
- 9.2 To Consider Accepting a £200 donation from Thorne Rural Lions towards the cost of purchasing a "Litter Picking" sign at the cost of £241.76 plus VAT.

### **10 Financial**

- 10.1 To Consider the Approval of the Direct Bank Payments (to be circulated).
- 10.2 To Consider the Approval of the 4<sup>th</sup> Quarter Bank Reconciliation for 2025/2026 (enclosed).
- 10.3 To Note the 4<sup>th</sup> Quarter Budget Monitoring Report for 2025/2026 (enclosed).
- 10.4 To Note the 4<sup>th</sup> Quarter VAT Return for 2025/2026 in the sum of £1461.26 (enclosed).
- 10.5 To Note the April 2026 Bank Reconciliation (to be circulated).
- 10.6 To Consider Approving the 2026/2027 Risk Management Schedule (enclosed).
- 10.7 To Note the Bank Statements and for the Council's Internal Auditor's to sign them (to be circulated).

## **11 Policies/Procedures/Risk Assessments**

- 11.1 Consider and Approve the Biodiversity Policy (enclosed).
- 11.2 Consider and Approve the Grants Policy (enclosed).

## **12 Planning Applications**

To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed)

## **13 Police Matters**

- 13.1 To Consider/Note any police issues and reports received.

## **14 External Meetings/Training**

- 14.1 Update from the PCJCC meeting held on the 2<sup>nd</sup> April 2026.
- 14.2 Update from the Warren Park Consultation Event on the 9<sup>th</sup> April 2026.
- 14.3 Update from the Airport Consultative Committee held on the 13<sup>th</sup> April 2026 and to Ratify any items to be placed on the next Agenda.

## **15 Items of Correspondence**

- 15.1 For Consideration, Information and Noting: (previously circulated)
  - 15.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, Training Programme for April to June, CEO Bulletin,
  - 15.1.2 Community First Yorkshire Update - Funding News
  - 15.1.3 DMBC – Roadworks Reports, Funding Opportunities
  - 15.1.4 SLCC – News Bulletin
  - 15.1.5 NALC CEO Bulletin
  - 15.1.6 Email regarding Tween Bridge Solar Farm Project

## **16 Date of Next Meeting**

- 16.1 To Confirm the Date of the Next Meeting on Wednesday 3<sup>rd</sup> June 2026 at 6pm

## **17 Employment Matters**

- 17.1 **Excluded from the Public and Press** - To Receive the Clerk's April Timesheet (to be circulated)
- 17.2 **Excluded from the Public and Press** - To Receive the Handyman/Gardener's April Timesheet (to be circulated)
- 17.3 **Excluded from the Public and Press** - To Note the Handyman/Gardener's 16 hours untaken annual leave from 2025/2026 due to work load and Consider Approving 16 hours to be carried forward into 2026/2027.
- 17.4 **Excluded from the Public and Press** - To Note the Payroll Update from Warrens GBC dated 2<sup>nd</sup> April 2026 together with the Employment Rights Bill Overview (enclosed).