



# Cantley with Branton Parish Council

## Minutes of the Meeting of the Parish Council held on Wednesday 1<sup>st</sup> April 2026 at Kilham Hall commencing at 6pm.

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

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

*Note: Due to a numbering error, Agenda items following Item 8 (Financial) have been misnumbered. Sub-item numbering should commence at 8.1 but is shown as 10.1 and continues incorrectly thereafter. Throughout these Minutes, Agenda items are referred to using the correct numbering rather than the incorrect numbering shown on the Agenda.*

**1) APOLOGIES FOR ABSENCE**

1.1 Apologies

None

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 15.4 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 4<sup>th</sup> March 2026

**RESOLVED (3)**

3.1 The minutes of the Parish Council Meeting held on the 4<sup>th</sup> March 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 An email has been received a request to support a fundraiser for a Doncaster child to purchase a wheelchair and trip to Disneyland with donations for raffle prizes.

4.2.2 A resident has requested to donate a tree/plant/shrub of the Parish Council's choice to plant at the land at the top of Brockholes Lane in memory of his late wife.

4.2.3 A previous resident of Branton has offered to make a donation of paving slabs for the land at the top of Brockholes Lane.

4.2.4 Two residents have offered to donate benches for the land at the top of Brockholes Lane.

4.2.5 A resident has collected £240 with neighbours and purchased plants from B&Q to plant at the land of top of Brockholes Lane.

4.2.6 A neighbouring resident to the land at the top of Brockholes Lane has donated three plants for the project.

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

4.2.7 Numerous donations have been received for the land at the top of Brockholes Lane – Branton Garden Centre donated lots of plants, slabs, cement and sand from Spinks, £100 from J&A Raw for the Paw (which was used immediately to purchase bark), £4 from a resident walking past the site, Thorne Rural Lions donated £300 (they put it behind the till at Branton Garden Centre for the Parish Council to use) and £10 from another resident.

4.2.8 A resident emailed complaining about the work carried out at the top of Brockholes Lane due to disturbing and removing wildlifes local habitat.

4.2.9 Councillor Gibbins has heard from RRT who want to attend a future litter pick to provide refreshments for volunteers and offer some additional labour. Councillor Gibbins is meeting a representative from RRT on Saturday.

**RESOLVED (4)**

4.1 The Clerk is to respond to the request stating unfortunately this isn't something that the Parish Council can donate to. However the Chairman has said he is happy for a request to be written to Yorkshire Wildlife Park asking for a donation.

4.2 Members noted the generous offers above (4.2.1 to 4.2.7) relating to donations for the land at the top of Brockholes Lane and wished to thank residents for their support.

4.3 The Clerk is to write a Facebook post thanking everyone involved in Brockholes Lane project once complete and possibly even contact the Free Press.

4.4 The Clerk has responded to the resident confirming there is a wildflower area planted and wildlife friendly areas.

4.5 The Clerk is to contact Auckley Parish Council to see how successful RRT attendance at their litter pick was and Councillor Gibbins will meet RRT on Saturday regarding attending a future litter pick.

**5) CITY OF DONCASTER COUNCIL**

5.1 Ward Councillor's Report

Ward Councillors had a meeting with residents of Warren Park. The residents meetings issues were all with Persimmon. Ward Councillors raised locating a defibrillator with Persimmon. The Parish Council will have to wait until the new part of the development is built. Persimmon are happy for Parish Council to plant a tree and install an electrical column on site. Update from CDC regarding Car Sales on Chapel Lane is mixed so the Clerk is contacting CDC. The Clerk informed members she'd applied for a Ward Councillors Grant in the sum of £500 for help paying for the skips at the land at the top of Brockholes Lane and was successful.

5.2 Local Plan Call for Sites

Members were presented with CDC's Local Plan Call for Sites letter with a deadline for response by 10<sup>th</sup> May 2026.

5.3 Identify any new Highway matters

No issues were raised.

**RESOLVED (5)**

5.1 The Clerk will continue to chase CDC for a reply regarding the car sales on Chapel Lane and escalate it to Managers, Civic Mayor's Office and Lee Pitcher MP.

5.2 Members noted the Local Plan Call for Sites information.

**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 updated Members on tasks that have taken up a lot of her time this month – helping at top of Brockholes Lane on a Friday, co-ordinating donations, obtaining quotes, taking residents calls/emails regarding the project and dealing with the lost horses twice. The Clerk presented Members with 5 quotes for laying the paving at the top of Brockholes Lane ranging from £700 to £3,348.42. The builder who provided the cheapest quote has confirmed that Spinks Building Supplies will donate the slabs and materials to complete the job.

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

6.2.1 Updates are carried out daily/weekly.

6.2.2 The new website is up and running. There are a few snagging issues but the Clerk is liaising with Aires to rectify these.

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

**RESOLVED (6)**

- 6.1 The Clerk's Report was noted.
- 6.2 Members approved the quote from Gary Lee at the cost of £700 and made note of the generous offer from Spinks Builders Merchants.
- 6.3 The Clerk will continue to work with Aires Networks Ltd on rectifying errors with the website and for her to obtain access to the site.

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

- 7.1 Family Day on 13<sup>th</sup> June 2026  
Kilham Hall Management Committee are hoping to organise a Family Day on the 13<sup>th</sup> June and asked if the Parish Council had any ideas for the day.
- 7.2 Lighting to Kilham Hall Car Park  
The Clerk provided Members with a quote from RJ Electrical for lighting for Kilham Hall Car Park in the sum of £7638 for information. The Clerk is currently in talks with RJ Electrical due to a slight discrepancy.
- 7.3 Kilham Hall Management Committee Feedback  
Councillor Gibbins provided feedback to Members which mainly centred around the disabled parking space being relocated to near a dropped kerb and ramps being provided into the building.

**RESOLVED (7)**

- 7.1 Members felt Kilham Hall Management Committee's ideas were good and couldn't think of any further ideas. Councillor Odell and Councillor Adams will be able to help at the event if needed.
- 7.2 The Clerk is to obtain two further quotes for lighting for Kilham Hall Car Park.
- 7.3 The Clerk is to continue to liaise with RJ Electrical regarding their quote and also check whether they would need to upgrade the electrical system to install external lights to the car park.
- 7.4 Members noted feedback from Kilham Hall Management Committee and the Clerk confirmed that the Parish Council had budgeted for a ramp to access Kilham Hall meeting rooms. With regards to the disabled space, it was relocated a few years back next to a dropped kerb and next to the ramp into Kilham Hall.
- 7.5 Members asked for Kilham Hall Management Committee to ask users not to let visitors park in the hatched area which is no parking area.

**8) FINANCIAL**

- 8.1 Direct Bank Payments  
That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
25/171	KHMC Pantomine Donation	500	0	500
25/172	Branton Farm Nurseries - Bark	49.94	9.99	59.93
25/173	Hedges Direct - Brockholes Plants Branton Farm Nurseries - Vitax	268.75	53.75	322.5
25/174	Rooting	6.65	1.33	7.98
25/175	Branton Farm Nurseries - Various	39.92	7.99	47.91
25/176	Middletons Skip Hire	329.00	65.80	394.8
25/177	NALC - Cllr Williams Training	35.00	7.00	42
25/178	Npower - Glen Road Illuminations	11.94	0.60	12.54
25/179	Branton Farm Nurseries - Manure	20.80	4.16	24.96
25/180	Middletons Skip Hire	329.00	65.80	394.8
25/181	RJ Electrical - Heater & PIR Light	184.00	36.80	220.8
25/182	A. Arnold - Top Soil	70.00	0.00	70
25/183	Amazon - Grass Seed	24.99	5.00	29.99
25/184	Ebay - Ink Cartridge	16.95	0.00	16.95

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

*Minutes subject to approval at the next meeting*

25/185	CDC - Annual Hedge Cut	406.36	81.27	487.63
25/186	CDC - Grounds Qtr 4	105.50	21.10	126.6
25/187	Amazon - Grass seed	24.99	5.00	29.99
25/187	Amazon - Wildflower	12.49	2.50	14.99
25/188	Unity Trust - Monthly fee	6	0	6
DD07/01	Lloyds Bank - Credit Card	3	0	3

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
26/01	Clerk Salary	tbc	0	tbc
26/02	Handyman Salary	tbc	0	tbc
26/03	HMRC	tbc	0	tbc
26/04	NEST Pension	tbc	0	tbc
26/05	O2 Mobile	tbc	tbc	tbc
26/06	Plusnet	26.99	0.00	26.99

\* 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.

**8.2 January and February 2026 Bank Reconciliation**

Members noted the Bank Reconciliations for January and February 2026 showing balances of £90,160.38 and £85,524.80 respectively.

**8.3 Financial Software System**

Members considered three quotes for a financial software system for use by the Clerk rather than spreadsheets for all financial transactions. Quotes and information relating to the systems were received from Scribe - £55 pm plus £449 initial fee, Edge £28.50 pm plus £265 initial fee and Rialtas - £35 pm plus £1083 initial fee. The Clerk informed Members that she'd had demonstrations of all 3 systems and her preference was either Rialtas or Scribe.

**8.4 Bank Statements**

The Clerk provided Members with bank statements for 1st to 31<sup>st</sup> March 2026, showing a balance of £83,217.52 as at 31<sup>st</sup> March 2026, for consideration and approval by the Members appointed to check internal controls are being met. The Clerk informed Members that there were still payments to leave the bank account however they will now be included in 2026/2027 accounts.

**RESOLVED (8)**

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

**8.2** Members noted January and February's Bank Reconciliations.

**8.3** Members considered the quotes and literature for financial software systems and approved to commission Scribe to provide the Parish Council financial system.

**8.4** The bank balance was noted. Councillor Odell and Councillor Butterworth, who are appointed to check internal controls are being met, signed March's bank statements.

**9) POLICIES/PROCEDURES**

**9.1.1 Equality & Diversity Policy (reviewed)**

The Clerk informed Members that there were no changes to the policy following review.

**9.1.2 Hire of Kilham Hall Meeting Rooms and Grounds Policy (reviewed)**

The Clerk informed Members that the email address had been changed.

**9.1.3 Induction Policy (reviewed)**

The Clerk informed Members that there were no changes to the policy following review.

**9.1.4 Investment Policy (reviewed)**

The Clerk informed Members that additions had been made to Page 1 of the policy and these were highlighted in red.

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

*Minutes subject to approval at the next meeting*

Minutes subject to approval at the next meeting

9.1.5 Pay Policy (reviewed)

The Clerk informed Members that there were no changes to the policy following review.

9.1.6 Recording of Meetings Policy (reviewed)

The Clerk informed Members that there were no changes to the policy following review.

9.1.7 Reserves Policy (reviewed)

The Clerk informed Members that there were no changes to the policy following review.

9.1.8 Training Policy (reviewed)

The Clerk informed Members that there were no changes to the policy following review.

**RESOLVED (9)**

9.1 Members approved all the revised Policies with the exception of 9.1.2 as this needs slight amendments making. Policy 9.1.2 will be referred back to the Parish Council meeting in June 2026. The Clerk will upload all policies to the website.

**10) PLANNING APPLICATIONS**

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

10.1.1	26/00361/FUL 2 Spring Gardens, Nutwell Lane, Old Cantley	Erection of a two storey extension to the rear, raising of roof height and single storey extension to front	No comments of concerns
10.1.2	26/00499/FUL Land off Cammidge Way, Bessacarr	Erection of additional 2no. first floor apartments above approved retail units and provision of additional parking spaces and other minor changes	No comments or concerns

10.2 Bellway Homes Proposed Development

Councillor Gibbins gave Members an update on the above development. Bellway Homes have been given an extension until the 1<sup>st</sup> June 2026 inline with Paragraph 48 of the National Planning Policy.

**RESOLVED (10)**

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

10.2 Members noted the update on the Bellway Homes proposed development and requested the Clerk draft an email to the Planning Officer asking why such a long extension has been given.

**11) POLICE ISSUES**

11.1 Police Issues

The next session is on 29<sup>th</sup> April 2026 at 6pm at Kilham Hall Meeting Rooms. Councillor Odell will be in attendance.

**RESOLVED (11)**

11.1 Members noted the date of the next drop-in session.

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

**12) TRAINING/EXTERNAL MEETINGS**

12.1 NALC Planning Reform Unpacked – 13<sup>th</sup> May 2026

Members were asked to ratify Councillor Williams attendance at the above training session at a cost of £35 plus VAT.

12.2 CDC’s PCJCC Meeting – 2<sup>nd</sup> April 2026

Members were reminded of the above meeting. Councillor Boyd and Councillor Odell can attend on behalf of the Parish Council.

**RESOLVED (12)**

12.1 Members ratified Councillor Williams attendance on the NALC Planning Reform Unpacked training session and the Clerk confirmed a place had been booked.

12.2 Members noted the date of the next PCJCC and confirmed attendance by Councillor Boyd and Councillor Odell.

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

Minutes subject to approval at the next meeting

*Minutes subject to approval at the next meeting*

**13) ITEMS OF CORRESPONDENCE**

**13.1 Correspondence denoted on the agenda**

13.1.1 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, CDC Community Events and updates, SLCC Bulletin, NALC CEO Bulletin, Letter from the Examining Authority (ExA) that has been published on the National Infrastructure Planning website.

**RESOLVED (13)**

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

**14) DATE OF NEXT MEETING**

14.1 6<sup>th</sup> May 2026 following the Annual Parish Meeting which starts at 6pm.

**RESOLVED (14)**

**16.1** That the next meeting be held on Wednesday 6<sup>th</sup> May 2026 commencing after the Annual Parish Meeting.

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

**15.1 Clerk’s February Timesheet and Quarter 4 Mileage Claim**

The Clerk’s timesheet for March was shared together with her Mileage Claim for Quarter 4 for information. The Clerk has worked 5 hours 25 minutes over her contracted hours and claimed 72.4 miles.

**15.2 Handyman/Gardener’s February Timesheet**

The Clerk informed Members that March’s timesheet had not been received as yet however she was aware that the Handyman had worked additional hours during the month due to the work at Brockholes Lane.

**15.3 Handyman/Gardener’s Appraisal**

Members were provided with a copy of the Handyman/Gardener’s Appraisal that the Clerk carried out last month. The Clerk informed Members of the potential of an incremental rise on the NALC Local Government Services Pay Agreement due to the Handyman/Gardener’s hourly rate not being much more than the National Minimum Wage and the 2026/2027 budget to accommodate an increase.

**15.4 Clerk’s Appraisal**

The Chairman gave a verbal update to Members on the Clerk’s Appraisal carried out last month. Members considered an incremental rise on the NALC Local Government Services Pay Agreement.

**RESOLVED (15)**

**15.1** The Clerk’s timesheet and quarter 4 mileage claim was received and approved for March 2026.

**15.2** Members noted the Clerk’s Update regarding the Handyman’s timesheet and approved the same.

**15.3** The Clerk will forward timesheets and mileage claim to the payroll provider for preparation of payroll information.

**15.4** Members noted the Handyman/Gardener’s Appraisal and approved a pay increase to payscale 10 of the NALC Local Government Services Pay Agreement.

**15.5** Members noted the Clerk’s Appraisal and approved a pay increase to payscale 26 of the NALC Local Government Services Pay Agreement.

**15.6** The Clerk will inform Warrens GBC of the approved payscale increases with effect from 1<sup>st</sup> April 2026.

**15.7** Members wished to express their gratitude to both the Clerk and Handyman for their continued support and hard work. Members requested the Clerk put their appreciation to the Handyman in an email when informing him of his increase in payscale.

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

*Minutes subject to approval at the next meeting*

*Minutes subject to approval at the next meeting*

The meeting closed at 7.50pm.

DRAFT

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

*Minutes subject to approval at the next meeting*