



# Cantley with Branton Parish Council

## Minutes of the Meeting of the Parish Council held on Wednesday 4<sup>th</sup> March 2026 at Kilham Hall commencing at 6pm.

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

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

### 1) APOLOGIES FOR ABSENCE

#### 1.1 Apologies

Councillor Boyd and Councillor Butterworth.

#### 1.2 Reasons for absence considered

#### **RESOLVED (1)**

1.1 Accept Councillor Boyd and Councillor Butterworth’s apologies for absence.

### 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 17.4 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> February 2026

The Clerk informed Members of an incorrect resolution at 14.1 – Members didn’t approve the course for the Handyman/Gardener. Councillor Gibbins also requested a change to minute 14.1 as he did attend the Planning Committee meeting, just slightly later due to his personal appointment.

#### **RESOLVED (3)**

3.1 The minutes of the Parish Council Meeting held on the 4<sup>th</sup> February 2026 be agreed and signed by the Chairman with the slight amendments being made.

### 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 has emailed raising concerns about off road bikes using land off Doncaster Road, neighbouring Black Carr Plantation Woods.

4.2.2 A neighbouring resident has emailed raising concerns about external lighting proposals at Kilham Hall.

#### **RESOLVED (4)**

4.1 The Clerk has responded to the resident and informed them of the correct reporting mechanism.

4.2 The Clerk has responded to the resident and informed them of the proposals.

### 5) CITY OF DONCASTER COUNCIL

#### 5.1 Ward Councillor’s Report

No Apologies or updates were received from Ward Councillors.

#### 5.2 Identify any new Highway matters

The following issues were raised:

- Councillor Adams reported dangerous parking outside Branton St Wilfrid’s Church of England Primary School due to cars parking on zig zagged yellow lines directly outside school.

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

**RESOLVED (5)**

5.1 The Clerk will report parking issues to South Yorkshire Police.

**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 the latest reply from H.M. Land Registry. 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

6.2.1 Updates are carried out daily/weekly. The new website draft has been shared with Members for consideration.

6.2.2 The Clerk had previously circulated the link to the new gov.uk to Members for their consideration.

**RESOLVED (6)**

6.1 The Clerk’s Report was noted including H.M. Land Registry response.

6.2 The Clerk will provide feedback to Aires Networks Ltd on suggested amendments to the website.

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

7.1 Parking on the Field

The Clerk has received a request from Cantley with Branton Women’s Institute regarding parking on Kilham Hall field on Friday 29<sup>th</sup> May between 4pm and 10pm during an event.

**RESOLVED (7)**

7.1 Members approved the Women’s Institute request to park on the field subject to weather conditions (if the field is wet parking will not be permitted) and as long as there are marshals on the field when cars are moving on Friday 29<sup>th</sup> May 2026.

**8) PARISH COUNCIL MATTERS**

8.1 Training Report

The Clerk provided Members with the 2025/2026 Training Report for information.

**RESOLVED (8)**

8.1 Members noted the 2025/2026 Training Report.

**9) PARISH MATTERS**

9.1 The Great British Spring Clean Litter Pick

Councillor Gibbins has organised the next litter pick for the 14<sup>th</sup> March 2026 to coincide with the Great British Spring Clean which runs between 13<sup>th</sup> and 29<sup>th</sup> March 2026.

9.2 Green Flag Award

Councillor Gibbins asked Member to consider applying for a Green Flag Award. The Clerk informed Members that applications closed in February 2026, and awards will be presented in July 2026. The cost would be £389 for up to 19.99 hectares if the Parish Council wanted to consider it for the future.

**RESOLVED (9)**

9.1 Members noted the next litter pick. The Clerk will continue to advertise the same on Facebook.

9.2 Members do not wish to apply for a Green Flag Award.

**10) FINANCIAL**

10.1 Direct Bank Payments

That the following payments were ratified:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
25/154	RJ Electrical - Christmas Illuminations	335	67	402
25/155	Handyman Expenses - Seeds	16.89	3.38	20.27
25/156	YLCA Training for Cllrs	175	0	175
25/157	YLCA Training for Cllr Adams	35	0	35
25/158	Armthorpe Elmfield Band	200	0	200
25/159	Clerk - Postal Order & Postage	9.87	0	9.87
25/160	Branton Garden Centre -	63.3	12.67	75.97

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

	Plants/Topsoil			
25/161	YLCA - Training for Cllr Sprack	35	0	35

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
25/162	Clerk Salary	tbc	0	tbc
25/163	Handyman Salary	tbc	0	tbc
25/164	HMRC	tbc	0	tbc
25/165	NEST Pension	tbc	0	tbc
DD02/57	O2 Mobile	11.50	2.30	13.80
DD06/10	Plusnet	26.99	0.00	26.99
25/166	Today Publications	130.00	26.00	156.00
25/167	NALC - LCAS Registration	50.00	10.00	60.00
25/168	Arrow Publications	105.00	21.00	126.00
25/169	Branton Farm Nurseries - Top Soil	11.67	2.33	14.00
25/170	Aubergine - Annual Website Hosting	100.00	20.00	120.00

\* 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 January 2026 Bank Reconciliation

10.3 Internal Control Exercise

Councillor Odell and Councillor Butterworth carried out the internal control exercise on the 20<sup>th</sup> February 2026. The results were presented to Members for information.

10.4 Bank Statements

The Clerk provided Members with bank statements for 1st to 31<sup>st</sup> January 2026 and 1<sup>st</sup> to 28<sup>th</sup> February 2026, showing a balance of £85,524.81 as at 28<sup>th</sup> February 2026, for consideration and approval by the Members appointed to check internal controls are being met.

**RESOLVED (10)**

10.1 The direct payments were duly ratified and approved.

10.2 Members deferred January's Bank Reconciliation until the April meeting.

10.3 Members noted the internal control exercise.

10.4 The bank balance was noted. Councillor Odell, who is appointed to check internal controls are being met, signed January and February's bank statements. The Clerk will ask Councillor Butterworth to sign the bank statements also.

**11) POLICIES/PROCEDURES**

11.1.1 Business Continuity Policy (reviewed)

Members were informed of the changes made to the existing policy - Contact Details for Chair/Vice/Clerk, addition of Credit Card.

11.1.2 Code of Conduct (reviewed)

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

11.1.3 Complaints Policy (reviewed)

Members were informed of the changes made to the existing policy - contact email on Appendix 1.

11.1.4 Emergency Dependants Policy (new)

The Clerk informed Members that it is good practice to have this policy.

11.1.5 Financial Regulations (reviewed)

Members were informed of the changes made to the existing policy – Paragraph 8.1 Debit Card limit increased from £500 to £1000.

11.1.6 Grievance Policy (reviewed)

Members were informed of the changes made to the existing policy - Paragraph included on sexual harassment to meet guidance.

11.1.7 Health & Safety Policy (reviewed)

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

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

11.1.8 Internet Banking Policy (reviewed)

Members were informed of the changes made to the existing policy - Amended account signatories.

11.1.9 Records Management Policy (reviewed)

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

11.1.10 Risk Management Policy (reviewed)

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

11.1.11 Whistleblowing Policy (reviewed)

Members were informed of the changes made to the existing policy - Paragraph included on sexual harassment to meet guidance.

**RESOLVED (11)**

11.1 Members approved all the revised Policies. The Clerk will upload all policies to the website.

11.2 Members approved the new Emergency Dependents Policy, and the Clerk will upload it onto the website.

**12) PLANNING APPLICATIONS**

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

12.1.1	26/00227/FULM - Land East Of Warning Tongue Lane, Cantley	Residential development of 187 dwellings including associated access and infrastructure (without compliance with condition 2 of planning application 21/03645/FULM granted on 14/06/2024 - (Plans and Specs) (Retrospective	No comments or concerns
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12.1.2 Bellway Homes Proposed Development

Councillor Gibbins gave Members an update on the above development.

**RESOLVED (12)**

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

12.2 Members noted the update on the Bellway Homes proposed development.

**13) POLICE ISSUES**

13.1 Police Issues

Councillor Sprack attended the session this morning, 4<sup>th</sup> March 2026. PCSO's gave advice for the resident whose wall was knocked down on Brockholes Lane and Councillor Gibbin gave a more recent update from the resident. The PCSO's were also informed of a teenager riding dangerously around neighbouring villages on a motorbike. Members were warned to be vigilant. The next session is on 29<sup>th</sup> April 2026 at 6pm at Kilham Hall Meeting Rooms.

**RESOLVED (13)**

13.1 Members noted the feedback from the drop-in session.

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

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

**14) TRAINING/EXTERNAL MEETINGS**

14.1 YLCA's South Yorkshire Branch Meeting

The above meeting was held on the 18<sup>th</sup> February 2026. Minutes of the meeting had been circulated to Members for information.

14.2 YLCA Councillors GDPR/Data Protection training

6 Members attended the above training and Councillor Sprack will attend another session later this month.

**RESOLVED (14)**

14.1 Members noted the feedback from the YLCA South Yorkshire Branch Meeting.

14.2 Noted Members attendance at the YLCA Councillors GDPR/Data Protection training.

**15) ITEMS OF CORRESPONDENCE**

15.1 Correspondence denoted on the agenda

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

from the Examining Authority (ExA) that has been published on the National Infrastructure Planning website. The letter is an invitation to the Preliminary Meeting for the Tween Bridge Solar Farm application (the 'Rule 6' letter) which will be held on 10 March 2026, 10am, Holiday Inn Doncaster A1(M), Jct.36/ virtually via Microsoft Teams.

**RESOLVED (15)**

- 15.1 That the items of correspondence denoted on the agenda be received and duly noted.
- 15.2 Councillor Odell and Councillor Gibbins can attend CDC's event on the 9<sup>th</sup> April 2026.
- 15.3 Members would like to attend CDC's online event on the 23<sup>rd</sup> March 2026 – the Clerk is awaiting a reply from CDC as to whether this is possible.

**16) DATE OF NEXT MEETING**

- 16.1 1<sup>st</sup> April 2026 at 6pm.
- 16.2 Minute Taking during Meeting of 1<sup>st</sup> April 2026  
The Clerk informed Members that she is scheduled to undergo surgery on 26 March 2026. As a result, it is anticipated that she may not be sufficiently recovered to attend the April meeting in person. Subject to her recovery, she may be able to attend the meeting remotely to undertake minute-taking duties. Members were therefore asked to consider contingency arrangements in the event that the Clerk is unable to attend in any capacity.

**RESOLVED (16)**

- 16.1 That the next meeting be held on Wednesday 1<sup>st</sup> April 2026 commencing at 6pm.
- 16.2 Members agreed that one of the Councillors present at the April meeting will take minutes if the Clerk is not available.

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

- 17.1 Clerk's February Timesheet  
The Clerk's timesheet for February was shared for information. The Clerk has worked 3 hours 10 minutes over her contracted hours.
- 17.2 Handyman's February Timesheet  
Handyman's timesheet for February was shared for information. The Clerk informed Members that a number of hours have been carrying out work for KHMC. Therefore she is awaiting Steve's response as to the exact number so she can invoice KHMC for the time and mileage.
- 17.3 Changes to Clerk and Handyman/Gardener's Contracts  
The Clerk informed Members of changes in legislation that will affect the Clerk and Handyman/Gardener's Contracts. A draft letter was presented to Members for consideration to send to the staff informing them of the changes.
- 17.4 Clerk's Appraisal  
The Clerk's appraisal is due to take place in March. It was recommended that two members of the Staffing Committee undertake the appraisal.

**RESOLVED (17)**

- 17.1 The Clerk's timesheet was received and approved for February 2026.
- 17.2 Members noted the Handyman's timesheet.
- 17.3 The Clerk will forward timesheets to the payroll provider for preparation of payroll information once clarification has been received on the hours worked for KHMC.
- 17.4 Members approved the draft letters to the Clerk and Handyman/Gardener. The Chairman signed the letter to the Clerk. The Clerk will send these to staff at the end of March.
- 17.5 Members approved for Councillor Williams solely to carry out the Clerk's Appraisal, but this may be after her surgery date due to commitments. The Clerk and Councillor Williams will arrange and carry out the Clerk's appraisal at a mutually convenient date.

The meeting closed at 7.10pm.

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