



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 1st 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 4th March 2026

RESOLVED (3)

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



QUOTE

City of Doncaster Council
Civic Offices
Waterdale
Doncaster
Doncaster
DN1 3BU
GBR

Date
27 Apr 2026

Expiry
27 May 2026

Quote Number
QU-2942

Reference
Branton - Deployable
CCTV

VAT Number
354499952

Avada Services Limited
3a Wentworth House
Maple Court
Tankersley
Barnsley
S75 3DP
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
City of Doncaster Council Specification Deployable CCTV Camera: Fixed Dome Camera 4MP HD IP Lens Wide Dynamic Range with Forensic Capture 2TB HDD for on Board Recording Local Wifi Connection 4G Capable Lamp Post Mount Kit 3 Year RTB Warranty	1.00	3,950.00	20%	3,950.00
Installation and Commissioning of above camera	1.00	850.00	20%	850.00
Cherry picker platform hire to install above camera	1.00	225.00	20%	225.00
Unlimited 4G data sim - 60 month term	60.00	45.00	20%	2,700.00
			Subtotal	7,725.00
			TOTAL VAT 20%	1,545.00
			TOTAL GBP	9,270.00

Terms

Quotations and Valid for 30 Days

CANTLEY WITH BRANTON PARISH COUNCIL

BANK RECONCILIATION TO 31 MARCH 2026

	£
Balance Brought Forward as at 31 March 2025	1,828.30
Add Receipts Current Account *:	85,775.64
Add Transfers from Reserves:	34,662.99
Total	<u>122,266.93</u>
Less Total Payments:	58,361.58
Less Transfer to Reserve Account	56,500.00
Less Interest from Reserves:	1,714.58
Total	<u>5,690.77</u>

Grand Total ** **5,690.77**

Represented by:

Current Account: **	5,690.77
Reserve Account	77,526.75

Grand Total ** **83,217.52**

* Minus interest received as this goes into Reserves Account

**This figure is 1p out due to discrepancy where Clerk was paid £178.95 and it should have been £178.96

FINAL BANK RECONCILIATION WILL BE ADJUSTED (if needbe) TO TAKE ACCOUNT OF BANK INTEREST TO BE ADDED ON 1st (of next month)

Signed: _____ (Council Auditor)

Signed: _____ (Council Auditor)

Signed: _____ (Clerk)

Dated: _____

BUDGET MONITORING INFORMATION 2025/2026 - QUARTER 4

EXPENDITURE	2024/25 Budget £	EXPENDITURE (Minus VAT) £	% SPEND
1) EMPLOYEE/MEMBER COSTS	1) EMPLOYEE/MEMBER COSTS		
Salaries & Business Travel	30000	24664	82.21
HMRC - Tax/NI/Pension	5000	4603	92.06
Training/development- employees	1000	77	7.70
Training/development - members	500	293	58.60
Chair's Allowance	100	8	8.00
Expenses (Retirement/Condolence Gifts)	50		0.00
2) COUNCIL COSTS	2) COUNCIL COSTS		
Subscriptions (YLCA+, SLCC+ ICO+ZOOM)	1142	1242	108.76
Auditing	500	530	106.00
Stationery	220	194	88.18
Bank Charges	72	76	105.56
Postage	30	40	133.33
Publications (Arrow/Bessacarr Journal)	1120	940	83.93
<i>Local Council Foundation Award</i>	143	50	34.97
Website	2500	601	24.04
gov.uk email addresses	360		0.00
Equipment/Fixtures and Fittings	300	405	135.00
Insurance	2200	2010	91.36
Telephone	144	146	101.39
Election/Co-option Recharge	500	94	18.80
3) SITES AND BUILDINGS	3) SITES AND BUILDINGS		
Buildings (including broadband)	1000	1521	152.10
Opening/Closing KH Gates	150	75	50.00
Grass Cutting	1529	728	47.61
Hedge Cutting	390		0.00
Handyman's Equipment Service & Repairs	600	214	35.67
PPE/Tools for Handyman	300	94	31.33
Park land (emptying bins)	2010	1199	59.65
Park land maintenance/materials	1100	2277	207.00
Playground/equipment repairs	1100	649	59.00
Butterfly trail	300	318	106.00
Rose & Donc Road Gardens	300	333	111.00
New Developments/Replacements	500	388	77.60
Fire Extinguisher Service	35	35	100.00
Alarm System Service & New Battery	102	45	44.12
Electrical Testing/Emergency Lights (includes Electrical Installation Report)	90	240	266.67



Cantley with Branton Parish Council

RISK MANAGEMENT SCHEDULE 2026/27

AREA OF RISK	INTERNAL CONTROL MEASURES	REVIEW DATE/ FREQUENCY	COMMENTS AND REMEDIAL ACTIONS
1) <u>Insurance Cover</u>	Value inflated annually by Insurance provider at 1 September	Annual review an agenda item prior to renewal	Premiums are compared for best value when policy due (2025 2026)
Public and Products Liability } Employers Liability }	Cover £10,000,000 each (excess £125) Cover £10,000,000	1 September	
Fidelity Guarantee	Cover : £150,000 £250,000	March meeting for 1 April and/or 1 September	
Hirers Liability	Cover £2,500,000 —Not insured	1 September	
Officials Indemnity Libel and Slander)	Cover £500,000 Cover £250,000	1 September	
Personal Accident (Age 16-75) Personal Accident Death/Loss of Limb/Disablement Commercial Legal Protection	Capital Benefit £100,000 Insured Schedule of benefits £100,000 £10,000 Capital Benefit £250,000 Reference number: TS5/6773743 - £250,000 Cover £25,000	1 September	Covers members, employees and volunteers
Data Breach			
Money (Cash) Cheques etc	Cover £350 Receipted and shown on monitoring report Up to £250,000 (Excess £50)	1 September	Currently there are no lettings but any cash or cheques are banked as soon as practicably possible Direct bank payments are requested
Buildings	£750,000 £891,553	1 September	An Independent Valuation should be carried out of Kilham Hall every 5 years. Last carried out 2022.
Contents	£33,000	1 September	
Other property insured away from the Premises (All physical assets as per inventory and	Cover as per schedule. £350,594 £462,531 Inventory maintained for all items	1 September	Clerk arranges cover for new items following instruction from the parish council



Cantley with Branton Parish Council

BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Cantley with Branton Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of the parish.

The Parish Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, Cantley with Branton Parish Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

GRANT AWARDING POLICY

1. Scope of Funding

1.1 Funding support will be considered to voluntary and community sector organisations that are:

- Based within the parish and delivering activities or services to residents of the parish,
- Based in close proximity of the parish but are providing services/activities that are not available in the parish and are known to be accessed by residents of the parish.

2. Availability of Funds

2.1 The availability of funds to support voluntary activity is dependent on the council's overall financial position and the choices it makes when allocating resources. In 2024~~6~~/202~~5~~7 the total fund will be £1000. The council will supply direct financial support in the form of grants to eligible bodies in line with the agreed budget provision.

3. Definition of a Grant

3.1 A grant is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves will determine their activities and the Council makes a financial contribution through awarding funding.

4. Eligible Groups

4.1 An eligible group is usually:-

- A not for profit body or where profit or income is recycled for the public good
- Undertaking work for the benefit of the parish
- Independent and determines its own aims and objectives
- Formally constituted, having a management committee made up of volunteers who are the employing body, ranging from small local self help groups to branches of national charities
- Formally constituted and/or has charitable status

4.2 Eligible Groups can also include:

- Voluntary organisations that employ paid workers for their experience or skills and may or may not have volunteers to carry out some of their activities,
- Community groups made up entirely of volunteers.

4.3 The Council will allocate resources to the eligible groups:

- Against clear and consistent criteria,
- Who achieve quality and effectiveness of services,
- Have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY MAY 2026

July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve) (re-submission of 21/02108/REMM)	Pending
February 2025		
24/02276/MAT Manor Farm, Bessacarr	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 - being a non-material amendment to the delivery of decentralised and renewable or low carbon energy sources.	Pending
March 2025		
25/00382/TCON 24 Warrington Drive, Bessacarr	Notice of intention to fell 2 x groups of cypress to the front and rear of the property, remove to ground level.	Pending
April 2025		
25/00918/FUL Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive.	Pending
June 2025		
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.	Pending
August 2025		
24/01164/FULM Land At Cammidge Way, Bessacarr	Erection of 168 dwellings with associated landscaping and drainage (reduction from 184 dwellings to 168 dwellings, amended plans, including revised layout)	Pending
October 2025		

Payroll Update – 2nd April 2026

Warrens GBC have filed our final EPS for the 2025/26 tax year and received confirmation of receipt from HMRC. Staff's P60s have been provided for information and distribution by 31st May 2026. A digital copy has been sent on 2nd April 2026.

The new tax year is almost upon us and there are several changes that have come into force which may affect your payroll.

Personal Allowance

The personal allowance of £12,570 will remain at its current level until April 2028.

Workplace pension.

Minimum contributions will remain at 3% employer and 5% employee for the 2026/27 tax year. The lower limit of the qualifying earnings band remains at £6,240 and the earnings trigger remains at £10,000.

Employment Rights Act 2025

2026 will be transformative for UK employment law as the [Employment Rights Act 2025](#) begins to take effect. The Act strengthens rights for employees and means that many employers will need to update their contracts and procedures to comply with the new rules.

Key points to know about 2026 UK employment law changes:

- The Employment Rights Act 2025 became law on 18 December 2025
- The terms of the Act will come into force in phases across 2026 and 2027

Measures taking force in 2026 include:

- The time limit for employees to bring a claim to an employment tribunal will double from 3 months to 6 months
- Rights to paternity leave and unpaid parental leave from the first day of employment
- Strengthening employers' duty to protect against sexual harassment
- Numerous changes to trade union rules and protections for members
- Setting up the Fair Work Agency to enforce UK employment law
- Broadening access to Statutory Sick Pay

Measures that will take effect in 2027 include:

- Reducing the qualifying period for protection from unfair dismissal to 6 months
- Restricting fire and rehire practices
- Strengthening employees' right to request flexible working

Employers will need to review their existing contracts, policies, and procedures to ensure they comply with the new Act, then make any necessary changes before the relevant requirements come into force

Changes to parental leave in 2026

Currently, mothers are entitled to maternity leave from the first day of their employment, but fathers can only take paternity leave if they have been with their employer for 6 months (26 weeks). There is also a right to unpaid parental leave that protects your employment rights if you have been with an employer for at least a year.

However, from 6 April 2026, employees will have the right to paternity leave and unpaid parental leave from the first day of their employment, bringing this in line with maternity leave

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 10th 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:.....:

Shutter Service	220	270	122.73
Fire Alarm Service & new Batteries	90	88	97.78
Defibrillator	400	225	56.25
Annual ROSPA Playground Inspection	250	176	70.40

4) COMMUNITY COSTS

Installation/Removal/Storage of Lights Old	1050	1075	102.38
Installation/Removal of Lights - Rest of Parish	335	335	100.00
Lamp Post Poppies/Tommy Silhouette	400	346	86.50
Armthorpe Elmfield Brass Band - Carols	220	200	90.91
Pantomime KHMC	1000	1500	150.00
Village litter picks/plinths	20		0.00

New developments

New Christmas Lights for Existing Trees	489	1228	251.12
MPAN Festive Submission	1000	250	25.00
Installation of Defibrillator Manor Farm	300		0.00
Land at Brockholes Lane	1500	62	4.13

5 DONATIONS/GRANTS

Auckley Show	500	500	100.00
Royal British Legion Poppy Appeal	100		0.00
Thorne Lions - Santa Visit	100	100	100.00
Grant Money	1000		0.00

6 CONTINGENCY

Staffing Contingency	1700	90	5.29
Elections Contingency	500		0.00
Professional Fees Contingency	1000	83	8.30
Grounds/Parkland/Buildings	2662	5322	199.92

TOTAL **70223** **55939** **79.66**

INCOME RECEIPTS

Precept	68,014	68,014	100
Bank Interest (Reserve Accounts)	1500	1715	114.3333333
Donations	0	0	#DIV/0!
Other (refunds/grants/sales/insurance)	768	13,422	1747.65625
VAT Refunds	2500	2625	105

TOTAL **72,782** **85,776**

stated on Asset register)			
2) <u>Security provisions:</u>			
Meeting Rooms and Store Room Building	Buildings have locked external doors, locked metal shutters and CCTV. Security alarm fitted in 2015. List of key holders retained All new key holders sign on receipt	Agenda item for monthly meeting .	Handyman checks weekly. Security alarm – Annual service Shutters serviced annually from June 2019
MUGA, Children’s Playground and Outdoor Equipment	Handyman checks weekly for visible damage and cleans as necessary. Handyman is ROSPA qualified. CDC carry out a detailed check every 3-4 months and occasional general checks in between and advise on any maintenance/repairs. Annual ROSPA inspection scheduled. CCTV coverage from cameras attached to rear of buildings	Agenda item for monthly meeting	Painted with lead free paint Urgent H&S repairs arranged by Clerk in consultation with members. Other repairs agreed by parish council. Occasional checks by members and Clerk if Handyman absent.
Recreation Ground	Handyman clears litter and checks for damage and tree maintenance weekly. Agenda item for monthly meeting. Tree Inspections arranged when required. CCTV covers area from cameras attached to buildings	Agenda item for monthly meeting Tree Officer visited site in October 2022 and again in January 2025 and carried out Tree Inspection/Survey. Tree work carried out Dec 21 and September 2025. Hedge cut annually in January.	Occasional checks by members and Clerk if Handyman absent Report circulated with agenda
General Health and Safety	H&S Questionnaire to New Contractors and insurance liability checked. Fire extinguishers Electrical emergency lighting, fire alarm and portable appliances Fixed wired electrical items Fire alarm system upgraded	As and when required Serviced annually Checked annually. Checked every 5 years Checked Annually	Work carried out by local contractor with H&S certificates subject to best value. Policy Document Fire extinguishers checked Nov 2024-2025 Portable appliances and emergency lighting checked Nov 2024-2025 Fixed wiring all renewed 2015 Due to conversion of building Checked 2020

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the neighbourhood plan.

Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- Cantley with Branton Parish Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

4.4 In order to maintain a consistent approach all requests for grant funding will be reviewed by the Council in the following areas to achieve Best Value:

- Level of service delivery/value for money
- Quality of service
- Financial management
- If there is a real need for financial assistance from the Council
- Meeting gaps in existing provision
- Governance
- Meeting changing needs
- Attracting new sources of funding
- Reducing duplication
- Increased voluntary activity

5. Guidelines for Grant Applications

5.1 Applications should be made in writing to the Clerk to the Council and include clear justification for the application. Please see Appendix 1, Grants Terms of Reference for further information. Applications from local groups should include documents outlined in Appendix 1. Applications cannot be made retrospectively and must only be used for the purpose for which it was intended unless written approval is given by the parish council. Any unspent grant must be returned to the parish council by the end of the financial year in which it was awarded.

6. Decisions

6.1 Decision making will be on the basis as set out in paragraph 4 and a decision will normally be made by the Council at its next meeting usually within 8 weeks of receipt of the application.

7. Performance Management

7.1 The Council recognises that performance management is an important means of showing that public money is spent in the right way and achieves the best value.

7.2 In the allocation of monies there will be a need to ensure the effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that;

- Monitoring should be proportionate to the amount of funding support awarded
- Monitoring should be used to demonstrate achievement
- Information collecting will be kept as simple as possible and proportionate

8. Risk Assessment

8.1 There are various associated risks involved in providing funding support. Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern for example;

- Audit process
- Systems and processes in place to minimise fraud
- Safeguarding

Dated: 7th February 2024

Reviewed: 16th April 2026

Approved: 7th May 2026

To be Reviewed: April 2027

25/02089/FUL 3 Oakcrest, Bessacarr	Erection of first floor extension above the existing garage including associated works	Granted
February 2026		
25/02474/FUL 46 Warning Tongue Lane, Cantley	Application to vary condition 2 (approved plans) of planning application 19/03024/FUL (granted on 30/04/2020); Erection of 3 detached dwellings following demolition of 2 semi detached bungalows	GRANTED
26/00073/ADV Yorkshire Wildlife Park, Brockholes Lane, Branton	Display of 7no fascia signs for the Hub buildings at the Hive	Advertisement Consent Granted
26/00144/FUL The Gables, Beech Tree Close, Old Cantley	Erection of a single storey rear extension	Pending
March 2026		
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)	Pending

APPEALS

25/00008/REF Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Appeal Against Refusal
--	---	------------------------

rules. Anyone who will be newly eligible under these rules can give notice to their employer from 18 February 2026.

Fathers and partners will also be newly entitled to up to 52 weeks of Bereaved Partners' Paternity Leave from 6 April 2026 if the mother or primary adopter of their child dies within one year of the child's birth or adoption.

Changes to protections against harassment and sexual harassment

In 2024, a new [duty for employers to prevent sexual harassment](#) in the workplace was introduced. The Employment Rights Act 2025 strengthens this duty in various ways as well as introducing a new duty to prevent more general harassment of employees by third parties.

From 6 April 2026, there will be new protections for whistleblowers reporting workplace sexual harassment. October 2026 will see the duty extended to require employers to take "all reasonable steps" to prevent their employees from being sexually harassed and regulators will be empowered to determine what steps should be considered reasonable. At this time, employers will also be placed under a new duty to not permit their employees to be harassed by third parties.

Changes to trade union rules in 2026

The Employment Rights Act 2025 introduced a lot of changes to trade union rules, all of which are in force already or will come into effect in 2026.

The Act immediately repealed the Strikes (Minimum Service Levels) Act 2023 on 18 December 2025, when the Act received Royal Assent. On 18 February 2026, most of the Trade Union Act 2016 will be repealed, simplifying rules for industrial action and political funds. Employees will also receive new protection against unfair dismissal for taking industrial action.

On 6 April 2026, rules simplifying the process for trade unions to gain recognition will come into force and in August electronic and balloting will be introduced. Then, from October 2026, employers will have a legal duty to inform employees they have a right to join a trade union, unions will have a stronger right of access to workplaces, there will be new rights for trade union representatives, and new protections against unfair practices in the union recognition process and detriments for taking industrial action.

Introducing the Fair Work Agency

On 7 April 2026, the government's new Fair Work Agency will begin operating as the UK's enforcement agency for employment rights. It will be able to take action against employers for breaches of employment law, including carrying out investigations, issuing penalties, and taking legal action on behalf of employees.

National Insurance thresholds.

- The Class 1 Lower Earnings Limit will increase to £129 per week or £6708.00 per year.
- The Primary Limit remains £242 per week or £12570 per year.
- The Secondary Limit remains £96 per week or £5000 per year.
- The Employment Allowance remains £10,500 for qualifying employers.
- The Primary Class 1 rate remains at 8%.
- The rate of employer's NIC remains 15% on both earnings and benefits in kind provided to employees.

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 13th June 2026
Kilham Hall Management Committee are hoping to organise a Family Day on the 13th 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:.....:

3) <u>Financial Matters</u>			
Audit Arrangements	Internal Auditor appointed External Annual Return presented for approval and report considered	Annually. AGAR presented to May/June meeting. Internal auditor annual report presented in June meeting External audit report presented to next available meeting	Recommendations are implemented with immediate effect
Banking Arrangements (All Direct Bank Transfers)	New a Account opened with Unity Trust to ensure dual authorisation		Reviewed if required
Budget and Precept Setting	Three year analysis used and allowances reviewed	Annually December or January	
Expenditure Approval	In accordance with Financial Regulations. All payments certified by two members. All payments listed in minutes	Regulations review May. Effectiveness of systems of internal control reviewed September and March each year	Clerk is authorised to make payments where goods/services have been verified as received.
Financial Records	Kept in accordance with Audit Regulations and Governance and Accountability Practitioners Guide	Receipts and payments reconciliation checked by Council Auditors quarterly and Internal Auditor annually	Regulations also reviewed as advised by NALC/YLCA Purchasing financial software from Scribe
Income and Expenditure Control/ Budget Monitoring	All expenditure approved by PC in advance. Budget monitoring reports and bank reconciliations presented and signed by council auditors. Income receipts reported	Quarterly report presented to all members of the council.	Bank statements presented with quarterly reconciliation certified by Council auditors
VAT Claims	In accordance with Financial Regulations	Claims submitted each quarter if exceeding £100 or on reaching £500 or at year end	Claim balanced to accounts book
Proper use of expenditure granted under Section 137 of the Local Government Act 1972	Identified in minutes and recorded separately in accounts records.		
Salary payments	Clerk and Handyman's timesheets are an Agenda item monthly Once timesheets approved, sent to Warrens GBC to prepare payroll Upon receipt of payroll information from Warrens GBC, sent to Chairman for	See Section 6 on Employees	HMRC and YLCA advice included in correspondence

DRAFT ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter/ Facebook
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions. Build a compost bin	Food sources & cover Encourages insects. Sustain & enhance natural habitats. Reduce need for using waste bins	Ongoing Ongoing Ongoing Ongoing	Facebook
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the district council on verge management Encourage residents to adopt areas to look after.	Sustain & enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.	Ongoing Ongoing Ongoing Ongoing	
The Built Landscape	Encourage hedgehog/small animal highways with permeable boundaries	Extending habitats.	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. Raise awareness of the importance of gardens as	Engagement/ownership of biodiversity Promote biodiversity.	Ongoing	

APPENDIX 1

CANTLEY WITH BRANTON PARISH COUNCIL

PARISH GRANT SCHEME – TERMS OF REFERENCE

These terms of reference were agreed at meetings held on 7th February 2024.

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The scheme will support both capital and revenue projects.
3. Groups will apply to the fund using the agreed application form (Appendix 2).
4. Groups will be expected to supply the following accompanying documentation:
 - a. A copy of the most recent audited accounts, including an up to date balance sheet
 - b. A copy of the constitution or rules of the group
 - c. Provide proof that the group has a bank account with two signatories.
 - d. Provide a 12 month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
5. There will be two deadlines for application – 30 September and 28 February. Council will normally advertise availability of the scheme two months in advance via the council's website and (any other medium).
6. The September bidding round will make £500 available for grant and the February round will make £500 available.
7. Groups can apply once per year but may bid for a number of elements of a project in the application.
8. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
9. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
10. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
11. Retrospective applications (ie for projects already completed) will not be allowed.

18/01/24

Statutory payment rates

- The first six weeks of Statutory Maternity Pay (SMP) and Statutory Adoption Pay (SAP) remain the same, at 90% of the employee's average weekly earnings (AWE). The statutory weekly rate for all weeks after this will be the lower of 90% of AWE or £194.32.
- Statutory Paternity Pay (SPP), Statutory Shared Parental Pay (ShPP) and Statutory Parental Bereavement Pay (SPBP) will all share the same weekly rate of £194.32 or 90% of AWE, whichever is lower.
- The weekly rate for Statutory Sick Pay (SSP) will be £123.25. From 6th April 2026, employees will be entitled to sick pay from the first day of their illness, removing the previous qualifying period. The lower earnings limit requirement has also been removed from this date.
- Payments will be calculated at 80% of average weekly earnings or the statutory rate, whichever is lower. The earnings threshold will increase from £123 to £125 per week for all statutory benefits

National Living Wage (NLW) increase.

The NLW will increase by 4.1% to £12.71 per hour. The various NMW rates will also see increases :-

Year	21 and over	18 to 20	16 to 17	Apprentice
April 2026 (current year)	£12.71	£10.85	£8.00	£8.00
April 2025 to March 2026	£12.21	£10.00	£7.55	£7.55

If you have any questions regarding the changes, or require any assistance with your payroll, please do not hesitate to contact Warrens GBC

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 31st March 2026, showing a balance of £83,217.52 as at 31st 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

	approval prior to paying salaries		
4) <u>Record Keeping</u>			
Minutes of Meetings	Items and pages numbered. Minutes are approved at the next meeting and signed by the Chairman at the meeting. Current Minute book is available at each meeting.	Ongoing	Minutes are kept in four year cycles and archived when five years old.
Electors Right to Inspection	Public notices displayed denoting inspection arrangements.	As advised by External Auditor	Notices are displayed on two council notice boards.
Asset register and inventory	Agenda Item. Copy circulated to members.	Annually March/April Meeting	Updated by Clerk on receipt of new items. Parish Council agrees deletion of items – have now formed disposal register
Policies and Procedures	Formulated as advised by YLCA or the needs of the council	Reviewed annually in May or as required	Copies are displayed on the council's website and available for viewing from the Clerk's Office.
Security of Computer records	Computer is password protected	Password changed at least annually and when computer maintenance is undertaken.	Clerk backs up to a hard disc. Chairman and Vice Chairman has a sealed envelope of passwords
Filing System	Clerk maintains a manual filing system	Ongoing	Items disposed of in accordance with advice received from YLCA.
Data Protection Requirements	New regulations considered and compliance understood. Council documents stored in locked cabinet in locked room in locked building/Clerk's home	As advised in respect of legal changes. Emails containing any personal data deleted after six months. Other filed for reference	ICO registration paid by direct debit from October 2018.
5) <u>Members' Responsibilities</u>			
Register of Members Interests	Documents provided and completed. Subsequent agenda item	First meeting after four yearly elections and ongoing Forms uploaded on website in June 2024 2025/Updating ongoing	All members completed in June 2024 2025 Agenda item for updating Training provided Nov 2021. New declarations completed May 2022 2025 New Members completed declarations and

	<p>habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p>	<p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		
Support Community Projects	Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Promote biodiversity.		Poster requesting volunteers for watering

Dated: May 2026
Approved: 6th May 2025
Reviewed: Annual Meeting – May 2027

APPENDIX 2

CANTLEY WITH BRANTON PARISH COUNCIL

Parish Grant Scheme 2024/2025

Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder £..... Funder £..... Funder £..... Funder £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	

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 1st 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 29th 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 – 13th 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 – 2nd 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

			members interests upon appointment
Declarations of Gifts and Hospitality	CDC request details for submission to Monitoring Officer. Minutes of meetings. Item on March agenda	March /Ongoing	Forms available at each meeting.
Declaration of Interests	Agenda item and documented in minutes	Ongoing	Training provided by CDC in 2021
Ensuring all business activities are within the Council's powers	Controlled through minutes Advice from Clerk	Ongoing	All members are supplied with a copy of the 'Good Councillors Guide' and members are encouraged to attend training.
Meeting the requirements for Quality Parish status or other accreditation	Clerk informs members and the Handyman of training available Annual Training Report presented to Full Council in March/April	Ongoing	Members and the Clerk are encouraged to attend training
Adoption of Code of Conduct	Code of Conduct Adopted Standing Orders in Place	As required Standing Orders Reviewed when changes are identified	Revised code adopted in July-22 March 2026 Revised Standing Orders reviewed in July 2025
6) <u>Employees</u>	Contracts of Employment and Job Description updated for new Clerk on 1 April 2021 and for new Handyman January 2023. Issues raised as agenda items or at appraisal meetings	Clerk meets regularly with Chairman to discuss issues and concerns Clerk reports to pc monthly with her timesheets and working hours Clerk and Handyman liaise daily	All action is in accordance with Employment Law and/or HMRC regulations. Clerk and members attend training and provide reports at meetings Documentation is included in correspondence file at meetings
Salary reviews/allowances	Paid with Local Government scales in accordance with contract of employment. Changes documented in minutes.	Annually as part of budget setting for implementation on following 1 April	
Health and Safety	Office equipment is tested as part of annual testing arrangements Clerk is aware of requirement for breaks when using computer. Handyman has training and previous experience, has been provided with protective clothing, notified in writing this must be worn and does not work at height beyond a step ladder.	Ongoing and in accordance with any government guidance and statutory requirements.	Policy Document
Absence of Clerk	A member can minute the meeting if an alternative Clerk is not available.		A serving or former Clerk in the Finningley Ward could be approached as a short term

What contribution to these costs would you like from the parish council?	£
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve month forward plan: activities and finance (applications £5,000 and under)	
Business plan for the next three years (applications over £5,000)	

Please return to:

Bev Walton, Clerk, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF
 Deadline for submission: 30th September and 28th February

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 6th May 2026 following the Annual Parish Meeting which starts at 6pm.

RESOLVED (14)

16.1 That the next meeting be held on Wednesday 6th 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 1st 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

	A locum Clerk would be required in the event of long term absence of the substantive Clerk.		measure
--	---	--	---------

This document was considered and approved at the parish council meeting on ~~2nd April 2025~~ 6th May 2026.

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