



# Cantley with Branton Parish Council

## Minutes of the Annual Meeting of the Parish Council held on Wednesday 6<sup>th</sup> May 2026 at Kilham Hall commencing at 6.10pm.

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

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

### 1) FORMAL PROCESS FOR ANNUAL MEETING

#### 1.1 Election of Chairman

Councillor Williams was proposed and seconded as Chairman.

#### RESOLVED (1.1)

That Councillor Williams is unanimously elected as Chairman for the ensuing year.

That Councillor Williams' Declaration of Acceptance of Office form be duly signed.

#### 1.2 Councillor's Declaration of Office Form

No Declaration of Acceptance of Office were required

#### RESOLVED (1.2)

#### 1.3 Election of Vice Chairman

Councillor Gibbins was proposed and seconded as Vice Chairman.

#### RESOLVED (1.3)

That Councillor Gibbins is unanimously elected as Vice Chairman for the ensuing year.

#### 1.4 Exclusion of Public and Press

Items 17.1 to 17.4 be excluded from the public and press.

#### RESOLVED (1.4)

#### 1.5 Declarations of Interest

#### RESOLVED (1.5)

#### 1.6 Appointment of Parish Council Representatives to External Bodies

Consideration was given to the appointment of representatives to the following external bodies:

- 1.6.1 CDC Parish Council Joint Consultative Committee (next meeting on 06/08/26)
- 1.6.2 Kilham Hall Community Centre Management Committee (next meeting on 11/05/26)
- 1.6.3 Yorkshire Wildlife Consultative Committee (online meetings ad hoc)
- 1.6.4 YLCA South Yorkshire Branch Voting Representatives (next meeting 17/06/26)
- 1.6.5 CDC Public Rights of Way meeting (online meetings adhoc)
- 1.6.6 Airport Consultative Committee (next meeting on 11/05/26)

#### RESOLVED

**1.6.1** That Councillor Williams remains appointed as representative to the PCJCC with Councillor Odell as the designated substitute.

**1.6.2** That Councillor Boyd and Councillor Sprack are nominated as representatives to Kilham Hall Management Committee.

**1.6.3** Yorkshire Wildlife Consultative Committee has now disbanded therefore no members were nominated.

**1.6.4** That Councillor Williams and Councillor Gibbins to remain appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.

**1.6.5** That Councillor Gibbins remains nominated to attend DMBC PROW meeting and Councillor Williams as the designated substitute.

**1.6.6** That Councillor Gibbins is nominated to attend Airport Consultative Committee and Councillor Odell as the delegated reserve.

#### 1.7 Appointment of Council Members Appointed to Check Internal Controls are being met

Discussion took place regarding this role.

#### RESOLVED (1.7)

That Councillor Odell and Councillor Butterworth to be confirmed as the two Members appointed to check internal controls are being met.

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

*Minutes subject to approval at the next meeting*

1.8 Appointment of Staffing Committee

Discussion took place regarding forming a Staffing Committee.

**RESOLVED (1.8)**

That Councillors Williams, Butterworth, Sprack and Adams be appointed as members of the Staffing Committee, however it is noted that only three members need to be present to be quorate.

1.9 Staffing Committee Terms of Reference

The Clerk presented Members with the Staffing Committee's Terms of Reference for adoption.

**RESOLVED (1.9)**

That the Council adopt the Staffing Committee Terms of Reference.

1.10 Adopt Standing Orders and Financial Regulations

The Clerk presented members with the Standing Orders for adoption and Financial Regulations (adopted in March 2026).

**RESOLVED (1.10)**

That the Council adopt the Standing Orders and noted the Financial Regulations.

1.11 Review the Assets and Other Equipment

The Clerk informed members that the above had been adopted at the April 2026 meeting due to amendment and year end.

**RESOLVED (1.11)**

The Council assets and equipment are noted as agreed at the April 2026 meeting.

1.12 Section 137 Spending

The Clerk reminded Members that Section 137 spend equates to £11.60 per parishioner and the Parish Council has 3139 electors – equating to £36,414.20 under Section 137. The Clerk reminded Members that Section 137 expenditure is listed separately on the Direct Bank Payments.

**RESOLVED (1.12)**

The Council's expenditure under Section 137 is noted and continues to be monitored on a monthly basis.

1.13 General Power of Competence

The Clerk informed the Parish Council that it has got General Power of Competence due to the Clerk now being CILCA qualified and two thirds of the Members being elected.

**RESOLVED (1.12)**

That in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 the Parish Council meets the conditions set out to exercise the General Power of Competence.

1.14 Review arrangements with Other Local Authorities, Not for Profit Bodies and Businesses

The Clerk informed Members of current Contracts in place with CDC, Christmas Plus, Annual Servicing Contracts, Gates and Grass Cut Contracts.

**RESOLVED (1.14)**

The Contracts with other authorities, non-profit organisations, businesses are noted and reviewed when required.

1.15 Arrangements for Insurance Cover

The Clerk informed the Parish Council of the insurance renewal date – September 2026.

**RESOLVED (1.15)**

The Clerk reviews the Parish Council's Insurance in August 2026 prior to renewal in September 2026.

1.16 Subscription to other Bodies and List of Regular Payments

The Clerk informed members of their annual subscriptions with other bodies – YLCA, SLCC and Website hosting. A list of regular payments was also presented to Members for approval.

**RESOLVED (1.16)**

The Council's subscriptions to the YLCA, SLCC and website hosting are noted and agreed. The Council's list of regular payments was approved.

1.17 Payroll Provider

The Clerk sought Members approval to continue to use Warrens GBC to provide payroll services, at the cost of £90 per quarter.

**RESOLVED (1.17)**

That the Council approved to continue using Warrens GBC to provide payroll services.

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

*Minutes subject to approval at the next meeting*

*Minutes subject to approval at the next meeting*

**1.18 Review of Policies and Procedures**

The Clerk provided Members with the current policy list together with review dates.

**RESOLVED (1.18)**

The current policy list was noted and agreed. The Clerk is to review legislation changes and amend any policies affected accordingly.

**1.19 Determine levels of Delegation to the Clerk**

The Chairman informed Members of the Clerk's current level of delegation, as per the Parish Council's Standing Orders (approved today) and Scheme of Delegation Policy which was approved in February 2026.

**RESOLVED (1.19)**

That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.

That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council's budget including urgent repairs costing less than £1000.

That the Clerk is delegated the authority to pay staff wages following approval by the Chairman.

That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.

**1.20 Time and Place of Forthcoming Meetings**

A list of future dates, times and venue was considered for future Parish Council meetings. Discussion took place around holding the Annual Parish Meeting on a separate evening to the Annual Parish Council meeting next year.

**RESOLVED (1.20)**

The List of future dates, times and venues for Parish Council meetings during 2026/2027 were approved. The Clerk will publicise the list of future meetings on the website, notice boards and Facebook page.

**2) APOLOGIES FOR ABSENCE**

**2.1 Apologies**

**2.2 Reasons for absence considered**

**RESOLVED (2)**

No apologies were received.

**3) APPROVAL OF MINUTES**

**3.1 Minutes of 1<sup>st</sup> April 2026**

**RESOLVED (3)**

a) The minutes of the previous Parish Council Meeting held on the 1<sup>st</sup> April 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**

No members of the public were present.

**4.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors**

4.2.1 The Clerk informed Members of a donation of £100 from Arper Quality Products for the Brockholes Lane project.

4.2.2 The Clerk informed Members of a donation of paving slabs and building materials from Spinks Builders Merchants for the Brockholes Lane project.

4.2.3 The Clerk informed Members of a donation of additional building materials from Gary Lee for the Brockholes Lane project.

4.2.4 The Clerk informed Members of a donation of £20 from Walkers Nurseries.

4.2.5 The Clerk informed Members of correspondence from a resident regarding the Brockholes Lane project.

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

*Minutes subject to approval at the next meeting*

*Minutes subject to approval at the next meeting*

4.2.6 The Clerk informed Members of the labourer who helped with building the path at Brockholes Lane who has informed the builder that he doesn't want paying for the project so to remove his wages from the invoice.

4.2.7 The Clerk has received a request from Branton White Under 7's football team to use Kilham Hall playing field on a Wednesday evening and Saturday morning for training throughout the summer months.

**RESOLVED (4)**

4.2.1 Members noted all the generous offers of support for the Brockholes Lane project and wished to express their gratitude to everyone who has donated.

4.2.2 Members noted the resident's correspondence relating to the Brockholes Lane project and the Clerk's response.

4.2.3 Members approved Branton White Under 7's football teams request to use Kilham Hall Playing Field for an hour on Wednesdays at 5.30pm and Saturdays at 9am. Members asked the Clerk to let the team know to be respectful when parking at Kilham Hall as there are other user groups at the hall, toilets at the hall aren't for use of field users and if any complaints are received regarding parking or noise/nuisance the decision will be relooked at.

**5) DONCASTER METROPOLITAN BOROUGH COUNCIL**

5.1 Ward Councillor's Report

No Ward Members were in attendance. Ward Councillor Steve Cox had asked the Clerk for nominations for representative to attend the Finningley Ward meetings which are held on a Saturday morning. Ward Councillor Jane Cox has arranged for a meeting with CDC and Persimmon relating to various issues and has invited the Clerk to attend.

5.2 Installation on Lamp Posts

CDC have stated if anything is installed on metal lamp posts, the posts need to be tested using a non-contact tester prior to installation.

5.3 CCTV Warren Park

The Clerk presented Members with the recent quote from CDC for supply and installation of a CCTV Column at the entrance/exit to Warren Park (as agreed in the 2026/2027 budget) together with unlimited 4G sim for 60 months. Members were asked to determine how many cameras they wished to attach to the column at an additional cost per camera and the structural testing/electricity supply.

5.4 Identify any new Highway matters

The following issues were raised:

- Markings on small strip of Whiphill Top Lane and/on blind bend near the pub are faded.

**RESOLVED (5)**

5.1 Councillor Gibbins was nominated as representative of the Finningley Ward meetings and Councillor Odell as reserve.

5.2 Members approved the Clerks attendance at the Persimmon meeting.

5.3 Members noted the guidance relating to installation of lamp posts and approved the Clerk to purchase a non-contact tester.

5.4 Members approved the quote for the supply and installation of a CCTV column/camera and Unlimited 4G sim for 60months at the entrance/exit to Warren Park at a cost of £9270.00 (using £8,000 from budget and £1270 from reserves) together with 2 additional cameras at the cost of £165 each and structural testing/electrical supply by CDC's Street Lighting team at a cost of approximately £500/600.

5.5 The Clerk will report the new highway matter identified to CDC.

**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 gave Members a verbal update on the Car Sales Enforcement and also the quote received from CDC for the supply and installation of a new electrical column at the Old Cantley Roundabout in the sum of £3,018.66. Councillors pointed out that the bungalow at the corner of Chapel Lane has plants with prices on ready for sale. The Clerk also provided members with an updated Action List for information.

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

*Minutes subject to approval at the next meeting*

*Minutes subject to approval at the next meeting*

7.05pm Councillor Adams left the meeting.

- 6.2 To consider any amendments/updates/content to the Website and Facebook  
Updates are carried out daily/weekly. The Clerk updated Members regarding the Kilham Hall Booking form issues on the website. The Clerk updated Members of the email costs per annum and website hosting for information.

**RESOLVED (6)**

- 6.1 The Clerk's Report was noted.  
6.2 Members requested the Clerk is to contact the Licensing Department and Business Rates Department at CDC to check whether the property on Chapel Lane is able to sell plants legally. They also asked the Clerk to contact the HSE regarding Risk Assessments/Insurance.  
6.3 Members approved the quote for supply and installation of a new electrical column at Old Cantley Roundabout in the sum of £3,018.66.  
6.4 Members asked the Clerk to contact CDC regarding the possibility of planting bluebells around the trees at Old Cantley roundabout.  
6.5 The Clerk will continue to chase the web developer with the outstanding issues.

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

7.1 Kilham Hall Management Committee's Report

Councillor Gibbins informed the Parish Council that discussions took place regarding the family day event on 13<sup>th</sup> June 2026. The Clerk asked Members if they would donate tea/coffee to the event. Discussions also took place regarding KHMC's notice board and for the Handyman to carry out some work on the lock and the provision of toilets on Kilham Hall Playing Field.

**RESOLVED (7)**

- 7.1 Members noted Kilham Hall Management Committee's update.  
7.2 Members approved to donate tea/coffee to Kilham Hall Management Committee's Family Day event.  
7.3 Members approved for the Handyman to replace the lock on Kilham Hall Management Committee's notice board.  
7.4 Members did not feel the need to provide toilet facilities at Kilham Hall Playing Field and felt that it wasn't economically viable and presented a risk from vandalism.

**8. PARISH COUNCIL MATTERS**

8.1 Vandalism at Kilham Hall Playing Fields

The Clerk informed Members of vandalism caused at Kilham Hall Playing Field over the Easter Bank Holiday weekend.

8.2 Local Council Award Scheme

The Clerk asked Members to check the Foundation level application that has been drafted prior to submission.

**RESOLVED (8)**

- 8.1 Members noted the vandalism caused at Kilham Hall Playing Fields and the action taken.  
8.2 Members will check the Local Council Award Scheme application and report back to the Clerk by Friday 15<sup>th</sup> May 2026 prior to submission.

**9) PARISH MATTERS**

9.1 Brockholes Project

Discussion took place regarding wording for a plaque to be placed at the project at the top of Brockholes Lane.

**RESOLVED (9)**

- 9.1 The Parish Council agreed to order a plaque saying "Together we transformed this space. With heartfelt thanks to Steve Maskill, Parish Council Gardener for leading this project, to our wonderful volunteers, and to all who donated trees, plants, materials and funds. With gratitude for their generous gifts. Presented by Cantley with Branton Parish Council, April 2026".  
9.2 Members requested the Clerk draft an article for publishing in the Arrow Publication thanking everybody who contributed to the project.

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

*Minutes subject to approval at the next meeting*

Minutes subject to approval at the next meeting

## 10 FINANCIAL

### 10.1 Direct Bank Payments

That the following payments are ratified:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
26/04	Scribe	598.00	119.60	717.60
26/05	Warrens GBC - Payroll Services	90.00	18.00	108.00
26/06	YLCA - Annual Subscription	971.00	0.00	971.00
26/07	Handyman - Plants, Fuel, Door Stops	48.69	9.74	58.43
26/08	CDC - 660ltr bin collection Qtr 1	206.83	0.00	206.83
26/09	Auckley Show - Donation	500.00	0.00	500.00
26/10	CC - Splash Deals - Dividers	8.22	1.65	9.87
26/11	Glendale - March grass cut	53.55	10.71	64.26

That the following payments be approved:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
DD03/20	Unity fee	7		7.00
26/12	Clerk - Flower Barrels	386.32	77.28	463.60
DD08/01	Scribe Monthly fee	55.00	11.00	66.00
26/13	Clerk Salary	tbc	tbc	tbc
26/14	Handyman Salary	tbc	tbc	tbc
26/15	HMRC	tbc	tbc	tbc
DD05/22	NEST Pension	tbc	tbc	tbc
DD02/59	O2 Mobile	13.00	2.60	15.60
DD06/12	Plusnet	29.99	0.00	29.99
26/16	CDC - Qtr 4 Grounds 25/26	27.95	5.59	33.54
26/17	N & A Daniels - Gate Fees	75.00	0.00	75.00
26/18	CC - Currys - Laptop & Accessories	440.81	88.16	528.97
26/19	CC - Letterbox	23.15	4.63	27.78
26/20	Handyman - Sharp Sand for Paving	19.50	3.90	23.40
26/21	Glendale - April Grass Cut	107.10	21.42	128.52
26/22	RBVE - Lady Silhouette	200.00	0.00	200.00
26/23	Branton Garden Centre - Hose Spray & Shears	45.81	9.17	5.98
26/24	Gary Lee Building Services	450.00	0.00	450.00

\* 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 4<sup>th</sup> Quarter Bank Reconciliation

Members received the 4<sup>th</sup> Quarter Bank Reconciliation for 2025/2026 which showed a balance of £5,690.77 in the current account and £77,526.75 in the savings account.

### 10.3 4<sup>th</sup> Quarter Budget Monitoring Report

Members noted the 4<sup>th</sup> Quarter Budget Monitoring Report. It showed a 79% spend of the 2025/2026 budget. The Clerk informed Members that the remaining 21% has been moved to ear marked reserves to cover items that is still being worked on and invoiced for in 2026/2027.

### 10.4 4<sup>th</sup> Quarter VAT Return

Members received the 4<sup>th</sup> Quarter VAT return in the sum of £446.66.

### 10.5 Bank Reconciliation

Members noted the April 2026 Bank Reconciliation.

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

Minutes subject to approval at the next meeting

*Minutes subject to approval at the next meeting*

10.6 2026/2027 Risk Management Schedule

Members considered the 2026/2027 Risk Management Schedule. They asked the Clerk to clarify with the Insurers a number of figures upon renewal.

10.7 Bank Statements

The Clerk presented Members with the bank statements for 1st April to 30<sup>th</sup> April 2026 showing a balance of £116,565.70 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 authorised. Members noted that the Clerk has delegated authority to pay all these items and therefore future payments need noting not approving. Only payments not listed on the regular payments list approved at Item 1.15 need approval.

**10.2** The 4<sup>th</sup> Quarter Bank Reconciliation for 2025/2026 was approved and signed.

**10.3** The 4<sup>th</sup> Quarter Budget Monitoring Report for 2025/2026 was noted.

**10.4** The 4<sup>th</sup> Quarter VAT return for 2025/2026 was noted.

**10.5** April 2026's Bank Reconciliation was noted.

**10.6** Members approved the 2026/2027 Risk Management Schedule.

**10.7** The Clerk will compare figures and clarify with the Parish Council's Insurers upon renewal in August 2026.

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

**11) POLICIES/RISK ASSESSMENTS**

11.1 Biodiversity Policy

The Clerk presented the revised Biodiversity Policy for consideration and approval.

11.2 Grants Policy

The Clerk presented the revised Grants Policy for consideration and approval.

**RESOLVED (11)**

**11.1** The Biodiversity Policy was approved.

**11.2** The Grants Policy was approved.

**11.3** Members asked the Clerk to draft a Facebook post about Grants available to local groups and to also incorporate it into the next Newsletter.

**12) PLANNING APPLICATIONS**

Updates on previous planning applications were noted. No new planning applications were received to consider.

**RESOLVED (12)**

**13) POLICE ISSUES**

13.1 Police Issues

The Police Drop In was held at Kilham Hall Meeting Rooms on 29<sup>th</sup> April 2026 at 6pm. No members of the public attended however two Parish Councillors attended raising an issue regarding a cat being shot and a Councillor being assaulted/abused. The assault/abuse was reported via 101 and the Police have visited the perpetrator. Next session is to be held on 27<sup>th</sup> May 2026 at 6pm at Kilham Hall Meeting Rooms.

**RESOLVED (13)**

**13.1** The next Police Drop In session is booked for Wednesday 27<sup>th</sup> May 2026 at at 6pm at Kilham Hall Meeting Rooms.

**13.2** Councillor Odell will provide the Clerk with further details for the PCSO's regarding the cat incident to enable them to make enquiries.

**8.09pm It was resolved to suspend Standing Orders relating to the duration of the meeting so that the remaining business on the agenda could be concluded.**

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

*Minutes subject to approval at the next meeting*

*Minutes subject to approval at the next meeting*

**14) UPDATE FROM EXTERNAL MEETINGS**

**14.1** PCJCC meeting held on the 2<sup>nd</sup> April 2026

Councillor Gibbins updated Members on the meeting held on the 2<sup>nd</sup> April 2026. The Clerk asked Members if they wished to send a photograph to CDC for inclusion in the Parish Charter document.

**14.2** Warren Park Consultation Event

Councillor Odell updated Members on the Warren Park Consultation Event held on the 9<sup>th</sup> April 2026.

**14.3** Airport Consultative Committee

Councillor Gibbins updated Members on the meeting held on the 13<sup>th</sup> April 2026.

**RESOLVED (14)**

**14.1** Noted Councillor Gibbins feedback on the PCJCC meeting.

**14.2** Members requested the Clerk send the Parish Council's logo to CDC for inclusion in the Parish Charter document.

**14.3** Noted Councillor Odell's feedback on the Warren Park Consultation Event.

**14.4** Noted Councillor Gibbins feedback on the Airport Consultative Committee.

**15) ITEMS OF CORRESPONDENCE**

**15.1** Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, CEO Bulletin, Community First Funding Update, CDC's Roadworks reports and Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin and Email relating to Tween Bridge Solar Farm Project.

**RESOLVED (15)**

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

**16) DATE OF NEXT MEETING**

**16.1** Date of Next Meeting

**RESOLVED (16)**

**16.1** That the next meeting be held on Wednesday 3rd June 2026 commencing at 6pm.

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

**17.1** Clerk's April Timesheet

The Clerk's timesheet for April was shared for information. The Clerk has worked an additional 7 hours above her contracted hours.

**17.2** Handyman's April Timesheet

Handyman's timesheet for April was shared for information.

**17.3** Handyman's Annual Leave

The Clerk informed Members that the Handyman had 16 hours annual leave for 2025/2026 that he hadn't taken and requested that Members considered approving for the Handyman to carry it forward into 2026/2027.

*8.15pm Councillor Sprack left the meeting.*

**17.4** Payroll Update from Warrens GBC

The Clerk provided Members with an update on payroll matters from Warrens GBC including personal allowance, workplace pension, holiday pay, flexible working laws, Employment Rights Bill, national insurance thresholds, statutory payment rates and national living wage (NLW) increase.

**RESOLVED (17)**

**17.1 & 17.2** The Clerk and Handyman's timesheets were received and the contents noted. The Clerk has forwarded these to Warrens GBC to generate payroll for paying tomorrow. Members approved payment of the Clerk's additional hours.

**17.3** Members approved the carry forward of 16 hours annual leave from 2025/2026 to 2026/2027 for the Handyman.

**17.4** The Update from Warrens GBC was noted.

The meeting closed at 8.25pm

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

*Minutes subject to approval at the next meeting*