



## Cantley with Branton Parish Council

**Minutes of the Meeting of the Parish Council held on Wednesday 3<sup>rd</sup> June 2026 at Kilham Hall commencing at 6pm.**

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

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

### 1) APOLOGIES FOR ABSENCE

#### 1.1 Apologies

Councillor Williams and Councillor Sprack

#### 1.2 Reasons for absence considered

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

1.1 To note the apologies for absence and approve them.

### 2) DECLARATIONS OF INTEREST

#### 2.1 Declarations of Interest

Councillor Butterworth declared an interest in Items 4.2.4 and 5.3.

#### 2.2 Request Dispensation from Proper Officer

None.

#### 2.3 Items to which the public and press are excluded

Items 16.1 to 16.2 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 Annual Parish Council Meeting on 6<sup>th</sup> May 2026

#### 3.2 Minutes of the Annual Parish Meeting on 6<sup>th</sup> May 2026

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

3.1 The minutes of the Annual Parish Council Meeting held on the 6<sup>th</sup> May 2026 be agreed and signed by the Chairman.

3.2 The minutes of the Annual Parish Meeting were noted as a true record.

### 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 Another request for a second Branton Under 7's football team has been received to use the field on Wednesdays (6pm-7pm) and Saturdays (9.45am-10.45am).

4.2.2 A resident has requested the litter bin on the footpath near the Premier Shop is moved to make better visibility.

4.2.3 A complaint about illegal/inconsiderate parking at the top of Brockholes Lane.

4.2.4 Complaints about dangerous parking and illegal business at the top of Chapel Lane.

4.2.5 A request from a dog groomer to use a space at Kilham Hall car park once or twice a week to run her business from.

4.2.6 The Clerk has been informed of a party due to be held on the field in July and a bouncy castle will be present. No request for approval has been received.

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

4.1 The Clerk is to respond to Branton Under 7's football team confirming they can use the field however to be mindful of parking and try and car share/walk to the field, inform them of no use of toilet facilities and if any complaints are received the offer will be redacted.

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

**4.2** The Clerk is to raise the residents concerns re the location of the bin at the Premier Shop to CDC and request relocation.

**4.3** The Clerk has reported the illegal/inconsideration/dangerous parking to the PCSO's at South Yorkshire Police.

**4.4** The business at the top of Chapel Lane has already been reported to Planning Enforcement at CDC and the parking to PCSO's. The Clerk is to also report to Highways and Streetscene to see if they can do anything about the parking on verges/footpaths.

**4.5** Members considered the dog grooming request but felt that as the area is a no dog zone it would not be appropriate, plus parking is of a minimum already so to take up a space in the car park may cause more issues.

**4.6** The Clerk and Facilities Manager will monitor the field and if any bouncy castles are installed without Parish Council approval they will be asked to be removed.

**5) CITY OF DONCASTER COUNCIL**

**5.1** Ward Councillor's Report

Ward Councillors had a meeting with Persimmon homes following their previous meeting with residents of Warren Park. Issues raised included footpath surfacing, new play areas, care home on Camridge Way, retail units and apartments, bin at car park at the top of the estate, buses, Christmas tree, white road markings and a toucan crossing on Bawtry Road near the junction of Plumpton Park Road. Ward Councillors asked if the Parish Council would consider paying for the emptying of the bin on the estate. The Clerk provided Members with a quote for emptying the bin.

**5.2** Tree Officer – Brockholes Lane

Members had previously received the Tree Officer's reply relating to the hedge on Brockholes Lane. They considered whether a further reply was required.

**5.3** Planning Enforcement Officer – Chapel Lane

Members had previously received the Planning Officer's reply relating to the business at the top of Chapel Lane. The Clerk advised Members that the lawful process must be followed before an formal action can be considered and cannot be bypassed by CDC or any individual Members.

**5.4** Aerial Runway Inspection

Members were provided with CDC's quote to inspect the aerial runway at a cost of £165 for consideration.

**5.5** Identify any new Highway matters

The following issues were identified:

- The condition of the roads on Chapel Lane and Moor View are deteriorating rapidly with pot holes and uneven surfaces.
- School parking

**RESOLVED (5)**

**5.1** Member's agreed to cover the costs (single £8:05 per occasion, Double £12:91 per occasion) of emptying the waste bin in the car park at Warren Park. This would equate to a maximum of £672 per annum with a regular weekly emptying service.

**5.2** Members felt nothing more could be one in this issue.

**5.3** Members noted the Clerk's update on the ongoing issue on Chapel Lane. They requested the Clerk write to Highways and Streetscene regarding the parking on footpaths and verges.

**5.4** Members approved CDC's quotation to inspect the aerial runway at a cost of £165.

**5.5** The Clerk will report the issues raised to CDC and the PCSO's.

**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 plans for Kilham Hall's open day on the 13<sup>th</sup> June with regards to tea/coffee and a bouncy castle. She also provided Members with two further electrical quotes for exterior lighting in the car park as requested. The previous quote was for £6365 plus VAT. The two new quotes were for £5600 and £4182 plus VAT.

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

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

*Minutes subject to approval at the next meeting*

6.2.1 Updates are carried out daily/weekly.

6.2.2 All snagging issues are resolved. The Clerk has a few areas to update/improve in time with the support of Aries.

**RESOLVED (6)**

6.1 The Clerk's Report was noted.

6.2 Members gave permission for Kilham Hall Management Committee to place a bouncy castle on the field for their event as the company are providing someone to man it and proper insurance is in place. The Clerk will inform the Facilities Manager.

6.3 Councillor Gibbins will purchase coffee and tea for Kilham Hall Management Committee and take it to the event, then providing the Clerk with a receipt for the same for reimbursement.

6.4 Members considered the quotes for exterior lighting in Kilham Hall Car Park and approved the quote for £4182 plus VAT. The Clerk will let Peter Fowler Electrical Ltd know they were successful and will inform the other two companies that they hadn't been successful this time.

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

7.1 Ramp – Kilham Hall Meeting Room

This item was omitted to be discussed.

7.2 Upgraded Lighting/Signage to Kilham Hall Meeting Rooms

This item was omitted to be discussed.

7.3 Brockholes Lane Plaque

The Clerk provided Members with 4 quotes for a plaque at the land at the top of Brockholes Lane ranging from £19.99 to £369.99.

**RESOLVED (7)**

7.1 Agenda Items 7.1 and 7.2 will be placed on July's Agenda for consideration.

7.2 Members approved the plaque provided by Brunel Engraving Co at a cost of £216.47.

**8) PARISH MATTERS**

8.1 Summer Newsletter

Members were presented with a draft Summer newsletter for consideration. Items included Parish Council update, new website and email addresses, Manor Farm facilities, Kilham Hall field, Brockholes Lane project, Volunteering in the Community, Litter Picking, Police/Councillor Drop in, Community Grants and staying connected.

8.2 Brockholes Project Newsletter

The Clerk provided Members with a draft newsletter relating to the Brockholes Lane project for consideration.

8.3 Litter Pick

Members noted the next litter pick will be held on 4<sup>th</sup> July 2026 (not the 11<sup>th</sup> as originally planned).

Members were asked to consider purchasing two cone mounted safety signs for litter picking at a cost of £109.38. They were informed that Thorne Rural Lions will donate funds to the Parish Council regarding the signs.

8.5 Christmas Illuminations

Members were provided with costs from Christmas Plus relating to illuminating two new trees at Old Cantley Roundabout for consideration. Lights, including suitable transformers will cost £1800 and the additional installing/dismantling the lights will cost £1075.

**RESOLVED (8)**

8.1 Members approved the content of the Summer Newsletter and approved publication in the Today Magazine and The Arrow.

8.2 Members approved the content of the Brockholes Lane project Newsletter and approved publication in The Arrow.

8.3 Members noted the date of the next litter pick.

8.4 Members approved the purchase of the safety signs at a cost of £109.38.

8.5 Members approved the cost of the Christmas illuminations in the total sum of £2875. The Clerk is to contact Ward Councillors to see if they would provide a grant towards the shortfall in costs.

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

*Minutes subject to approval at the next meeting*

**9) FINANCIAL**

**9.1 Direct Bank Payments**

That the following payments were ratified:

| Ref No. | To Whom Paid                                | Net<br>£ | VAT<br>£ | Total<br>£ |
|---------|---------------------------------------------|----------|----------|------------|
| 26/21   | Glendale - April Grass Cut                  | 107.10   | 21.42    | 128.52     |
| 26/22   | CC - RBVE - Lady Silhouette                 | 200.00   |          | 200.00     |
| 26/23   | Branton Garden Centre - Hose Spray & Shears | 45.81    | 9.17     | 54.98      |
| 26/24   | Gary Lee Building Services                  | 450.00   |          | 450.00     |
| 26/25   | CC - Tool Station - TIS Voltage Detector    | 16.16    | 3.23     | 19.39      |

That the following payments were approved:

| Ref No. | To Whom Paid                        | Net<br>£ | VAT<br>£ | Total<br>£ |
|---------|-------------------------------------|----------|----------|------------|
| DD08/02 | Scribe                              | 66.00    | 0        | 66.00      |
| 26/26   | Clerk - Salary                      | tbc      | tbc      | tbc        |
| 26/27   | Handyman - Salary                   | tbc      | tbc      | tbc        |
| 26/28   | HMRC                                | tbc      | tbc      | tbc        |
| 26/29   | CC - Ebay - Ink Cartridge           | 69.95    |          | 69.95      |
| 26/30   | G. Newbould - Internal Audit        | 110.00   | 0        | 110.00     |
| 26/31   | Aries Networks - Create New Website | 895.00   | 179.00   | 1,074.00   |
| 26/32   | Aries Networks - Hosting Fee        | 534.00   | 106.80   | 640.80     |
| DD05/23 | NEST Pension                        | tbc      | tbc      | tbc        |
| DD02/60 | O2 Mobile                           | 13.00    | 2.60     | 15.60      |
| DD06/13 | Plusnet                             | 29.99    | 0.00     | 29.99      |
| DD03/22 | Unity fee                           | 7.00     | 0.00     | 7.00       |
| 26/33   | CC-ETD Training - Clerk/Handyman    | 24.00    | 4.80     | 28.80      |
| 26/34   | Branton Garden Centre – Compost     | 54.29    | 10.50    | 62.99      |
| 26/35   | Glendale – May Grass cut            | 107.10   | 21.42    | 128.52     |

\* 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.

**9.2 Internal Auditor's Report**

Consideration was given to the Internal Auditor's Checklist, a copy of which had been circulated to Members.

**9.3 2025/2026 Annual Governance and Accountability Return**

**9.3.1 Approval of Annual Governance Statement (section 1)**

Consideration was given to the completion of the Annual Governance Statement a draft copy of which had been circulated to Members.

**9.3.2 Approval of Accounting Statement (section 2)**

Consideration was given to the accounting statement a copy of which was circulated to Members.

**9.3.3 Approval of explanation of Variance Statement for 2025/26 accounts**

A copy of the completed variance statement was considered which was enclosed with the agenda.

**9.4 Period of Exercise of Public Rights**

The dates for the period of exercise of public rights were considered.

**9.5 Bank Statements**

The Clerk presented Members with the bank statements for 1st May to 31<sup>st</sup> May 2026 showing a balance of £111,965.48. For consideration and approval by the Members appointed to check internal controls are being met.

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

**RESOLVED (9)**

**9.1** The direct payments were duly ratified and authorised.

**9.2** That the Internal Auditors report is noted, together with the Clerk's actions to date.

**9.3.1** That the Annual Governance Statement of the Annual Return is duly certified by the Chairman.

**9.3.2** That the Accounting Statement is approved and duly signed by the Chairman for submission to the External Auditor.

**9.3.3** That the Annual Variance Statement is agreed and submitted to the External Auditors.

**9.4** That the dates for the period for exercise of public rights will be Monday 22<sup>nd</sup> June to Friday 31<sup>st</sup> July 2026.

**10) PLANNING APPLICATIONS**

10.1 Updates on previous planning applications were noted. The Clerk updated Members on the amended date for planning application 25/02275/OUTM (Bellway Development) and informed Members that they hadn't received a response from the planning officer relating to their earlier email. The following new planning applications were considered:

|        |                                                     |                                                                                                                           |                            |
|--------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 10.1.1 | 26/00706/FUL<br>Land Off Cammidge<br>Way, Bessacarr | Erection of a children's nursery and<br>associated works                                                                  | No comments of<br>concerns |
| 10.1.2 | 26/00653/FUL<br>10 Warrington Drive,<br>Bessacarr   | Erection of extensions to the rear and<br>new vertical extension to the front to<br>create a detached two storey dwelling | No comments or<br>concerns |

**RESOLVED (10)**

**10.1** The Clerk was asked to draft a letter to Lee Pitcher MP explaining their previous email to CDC and requesting support.

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

**11) POLICIES/PROCEDURES**

**11.1.1** Appraisal Policy (reviewed)

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

**11.1.2** Fire Safety Policy (reviewed)

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

**11.1.3** Flexible Working Policy (reviewed)

The Clerk informed Members that there were slight changes to the policy due to change in legislation following review.

**11.1.4** GDPR – Privacy Notice for Staff, Councillors and Role Holders (reviewed)

The Clerk informed Members that there were slight changes to the policy due to change in legislation following review.

**11.1.5** GDPR – General Privacy Notice (reviewed)

The Clerk informed Members that there were slight changes to the policy due to change in legislation following review.

**11.1.6** Member/Officer Relations Policy (reviewed)

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

**11.1.7** Recording of Meetings Policy (reviewed)

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

**11.1.8** Social Media Policy (reviewed)

The Clerk informed Members that the only changes to the policy were the change of website address following review.

**11.2** Data/Information Audit (reviewed)

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

**RESOLVED (11)**

**11.1** Members approved all the revised Policies and the Data/Information Audit. The Clerk will upload all policies to the website.

**11.2** The Clerk is to book the Vice Chairman on Appraisal Training.

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

*Minutes subject to approval at the next meeting*

**12) POLICE ISSUES**

**12.1** Police Issues

No residents attended the session on 27<sup>th</sup> May. The Clerk raised parking issues that had been reported to her. The next session is on 24<sup>th</sup> June 2026 at 10am at the Café at Branton Garden Centre.

**RESOLVED (12)**

**12.1** Members noted the date of the next drop-in session which Councillor Sprack will attend.

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

**13) TRAINING/EXTERNAL MEETINGS**

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

Defer to the next meeting.

**RESOLVED (13)**

**14) ITEMS OF CORRESPONDENCE**

**14.1** Correspondence denoted on the agenda

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.

**RESOLVED (14)**

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

**15) DATE OF NEXT MEETING**

**15.1** 1<sup>st</sup> July 2026 at 6pm.

**RESOLVED (15)**

**15.1** That the next meeting be held on Wednesday 1<sup>st</sup> July 2026 commencing at 6pm.

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

**16.1** Clerk's February Timesheet

The Clerk's timesheet for May was shared for information.

**16.2** Handyman/Gardener's May Timesheet

The Handyman's timesheet for May was shared for information

**RESOLVED (16)**

**15.1** The Clerk's timesheet was received and approved for May 2026.

**15.2** The Handyman's timesheet was received and approved for May 2026

**15.3** The Clerk had already forwarded timesheets to the payroll provider for preparation of payroll information.

**15.4** Members wanted to thank the Handyman for all his hard work for the Brockholes Lane project and approved to purchase a small gift for him from the Chairman's allowance. The Clerk will arrange this.

The meeting closed at 7.42pm.

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

*Minutes subject to approval at the next meeting*

## **CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – JULY 2026**

### **1) CDC**

- a) Christmas Tree for Warren Park – **Chased CDC to see when column will be installed as Persimmon OK with it, it's been paid and they said last financial year – awaiting reply. Graham from Persimmon has offered to purchase the Christmas Tree so I've put CDC in touch with Graham.**
- b) Street Voice Survey – **Offered CDC a room at Kilham Hall to hold Youth Surgeries but informed them we couldn't commit to setting up a Youth Group.**
- c) Plant sales on Chapel Lane – **CDC Enforcement have given resident 28 notices to return to residential property, if not enforcement action will be served. Notice period ended and enforcement action will be served.**
- d) CCTV Camera for Warren Park – **Contacted CDC confirming what the PC want – received invoice ready for payment.**
- e) Christmas Illuminations at Old Cantley Roundabout – **Contacted Christmas Plus and have a price for illuminations on two new trees. Meeting with CDC regarding placement/installation an electrical column mid July.**
- f) Ward Councillors/Persimmon Homes – **Attended meeting with Ward Councillors and representatives from Persimmon Homes and LNT Care Developments re residents concerns re: boundarys etc relating to Persimmon Site and Care Home. Will provide verbal update as report circulated prior to meeting taking place.**

### **2) Recreation Ground/Garden Areas**

- a) Fence Maintenance - **Handyman will continue to paint fence around KH as and when he can.**
- b) Handyman's Schedule – **Handyman is now concentrating on cutting/weeding which is taking up most of his time.**
- c) Land at top of Brockholes Lane – **Second bench installed. Just awaiting delivery/installation of the plaque then the project will be complete. Will do a FB post thanking everyone, agree a date to do a ribbon cutting event and contact the Free Press.**
- d) Flower Barrels – **Handyman to install new barrels when he gets time.**

### **3) Parish/Community**

- a) Defibrillator's – **Checked regularly and the Circuit Website updated. KH Defib may be coming close to lifespan and battery isn't charging fully so Clerk to look into this in readiness to purchase new one. Placement of a Defib at Warren Park/Manor Farm put on hold as a suitable location cannot be found until new builds are up with shops etc**
- b) Poster for Volunteering to help the Community – **Poster displayed on Website, FB and notice boards.**
- c) Chapel Lane issues – **Chased CDC re car sales – they wrote to inform the owner/tenant that they'll proceed with a formal enforcement Notice 14/11/25. The deadline for response has passed, chased CDC Enforcement Team who said enforcement would be issued in New Year. Heard nothing by Mid January so chased CDC and Ward Councillors for an update on this. Jan 26 - Breach of Condition Notice (BCN) had been drafted and was being sent to Legal team for signing early February. 19/02/26 & 25/03/26 – Chased CDC Enforcement Officer to see if it's been signed and served as yet. Should have been sent to Legal now (chased early May 2026) – Chased again 24/06/26 – awaiting reply.**
- d) Fence on Valley Drive – **Reviewed ownership/damage to fence and added to Handyman's tasks to fix it when he can.**
- e) Litter Pick – **Next litter pick 4<sup>th</sup> July 2026. Rapid Response Team are providing Marquee/refreshments/helping with litter pick. FB post advertised the same inviting all volunteers, including Brockholes Lane volunteers.**

- f) Persimmon Homes – **Applied for a grant of up to £5,000 from Persimmon for help to fund additional Christmas Illuminations at Old Cantley Roundabout. Awaiting reply.**

**5) Parish Council Procedures/Finance**

- a) Website – **Updated regularly. New site is live. Clerk will change all literature and publicise the new site address.**
- b) Facebook – **Updated regularly.**
- c) Policies – **The following policies have been reviewed – Usage and Hire of Recreation Ground and Meeting Rooms Policy.**
- d) Financial Software Package – **Confirmed with Scribe. System now set up and Clerk learning how to input data and use the system.**
- e) AGAR – **Documentation completed and signed by Chairman/Clerk at June PC Meeting. documentation sent to external auditor (PKF Littlejohns) on 03/06/26. Awaiting any queries.**
- f) Local Council Awards Scheme Application – **Completed – few links to website will need updating following June meeting. Next round of applications is September 2026 so will amend then submit following meeting.**

**6) Police**

- a) Drop In Session – **Last session was 24<sup>th</sup> June at 10am. Councillor Sprack attended and will provide an update. Awaiting PCSO's availability to set future dates.**

## Actions Following Meetings - 2026/2027 - Clerk's Report

| Meeting Date | Minute No. | Action                                                                                                                 | To be carried out by | Date Carried out | Follow Up Action Required Y/N | Follow Up Action                                    |
|--------------|------------|------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|-------------------------------|-----------------------------------------------------|
| 01/04/2026   | 3.1        | Sign April minutes and put on website                                                                                  | Chairman/Clerk       | 02/04/2026       | N                             | Done                                                |
| 01/04/2026   | 4.2.1      | Write to OP and wish them well and offer support from Chairman at YWP                                                  | Clerk                | 02/04/2026       | N                             | Done                                                |
| 01/04/2026   | 4.2        | Check with Auckley Parish Council about RTT attendance at litter pick                                                  | Clerk                | 02/04/2026       | N                             | Done - all positive                                 |
| 01/04/2026   | 4.2        | Invite volunteers from Brockholes Lane Project once know when litterpick is and explain RTT attending                  | Clerk                |                  |                               | Awaiting date of next litter pick                   |
| 01/04/2026   | 4.2        | Once Brockholes Project complete invite Doncaster Free Press to do an article, do FB post                              | Clerk                |                  |                               | Awaiting delivery of donated bench and installation |
| 01/04/2026   | 5.1        | Contact Planning Enforcement re: plant sales                                                                           | Clerk                | 04/04/2026       | N                             | Done - fed back to Members in May meeting           |
| 01/04/2026   | 5.1        | Escalate to Management, Mayors Office and Lee Pitcher MP re: Chapel Lane enforcement                                   | Clerk                | 04/04/2026       | N                             | Done - fed back to Members in May meeting           |
| 01/04/2026   | 6.1        | Confirm with Gary Lee builder that he has contract for Brockholes Project and thank other Contractors for their quotes | Clerk                | 02/04/2026       | N                             | Done                                                |
| 01/04/2026   | 6.2.1      | Chase Aries with few snagging issues to rectify with regard to Website                                                 | Clerk                | 02/04/2026       | N                             | Done                                                |
| 01/04/2026   | 7.1        | Councillors Odell & Adams may be able to help at the Family Day organised by KHMC on 13/06/26                          |                      | N/A              | N                             | Done                                                |
| 01/04/2026   | 7.2        | Seek clarity from RJ Electrical regarding their quote                                                                  | Clerk                | 07/04/2026       | N                             | Done - as requested                                 |
| 01/04/2026   | 7.2        | Seek two more quotes for external lighting at KH from electricians                                                     | Clerk                |                  |                               |                                                     |
| 01/04/2026   | 7.3        | Ask KHMC to tell users not to let visitors to park on the hatched/no parking area at KH                                | Clerk                | 30/04/2026       | N                             | Done                                                |

|            |                 |                                                                                                          |                       |            |   |                                                        |
|------------|-----------------|----------------------------------------------------------------------------------------------------------|-----------------------|------------|---|--------------------------------------------------------|
| 01/04/2026 | 8.3             | Confirm with Scribe that we would like to take up their software package                                 | Clerk                 | 04/04/2026 | N | Done - Scribe have started to set up the system for us |
| 01/04/2026 | 8.3             | Informed unsuccessful quotes re: software package                                                        | Clerk                 | 04/04/2026 | N | Done                                                   |
| 01/04/2026 | 9.1.2           | Change from Booking Clerk to Facilities Manager                                                          | Clerk                 | 07/04/2026 | N | Done                                                   |
| 01/04/2026 | 9.1.1 - 9.1.8   | Finalise and upload all policies on website                                                              | Clerk                 | 08/04/2026 | N | Done                                                   |
| 01/04/2026 | 10.1.1 - 10.1.2 | Send CDC comments on planning applications                                                               | Clerk                 | 02/04/2026 | N | Done                                                   |
| 01/04/2026 | 10.2            | Write to CDC Planning Officer asking why a long extension has been given to Bellway Homes                | Clerk                 | 07/04/2026 | N | Done                                                   |
| 01/04/2026 | 15.1            | Inform Warrens GBC to pay Clerk 5hrs25mins paid overtime                                                 | Clerk                 | 02/04/2026 | N | Done                                                   |
| 01/04/2026 | 15.2            | Inform Warrens GBC to pay Handyman additional hours worked                                               | Clerk                 | 02/04/2026 | N | Done                                                   |
| 01/04/2026 | 15.3            | Inform Warrens GBC that Handyman to be increased to Payscale 10                                          | Clerk                 | 02/04/2026 | N | Done                                                   |
| 01/04/2026 | 15.4            | Inform Warrens GBC that Clerk to be increased to Payscale 26                                             | Clerk                 | 02/04/2026 | N | Done                                                   |
|            |                 |                                                                                                          |                       |            |   |                                                        |
| 06/05/2026 | 1.1             | Councillor Neville Williams to sign the Declaration of Acceptance of Office in the presence of the Clerk | Cllr Williams / Clerk | 06/05/2026 | N | Done                                                   |
| 06/05/2026 | 1.6.1           | Inform PCJCC of Membership                                                                               | Clerk                 | 11/05/2026 | N | Done                                                   |
| 06/05/2026 | 1.6.2           | Inform KHMC of Membership                                                                                | Clerk                 | 11/05/2026 | N | Done                                                   |
| 06/05/2026 | 1.6.4           | Inform YLCA of Membership                                                                                | Clerk                 | 11/05/2026 | N | Done                                                   |
| 06/05/2026 | 1.6.5           | Inform PROW of Membership                                                                                | Clerk                 | 11/05/2026 | N | Done                                                   |
| 06/05/2026 | 1.10            | Update Fin Regs & SO's on website                                                                        | Clerk                 | 11/05/2026 | N | Done                                                   |
| 06/05/2026 | 1.20            | Place Schedule of Dates on Notice Boards and Website                                                     | Clerk                 | 12/05/2026 | N | Done                                                   |
| 06/05/2026 | 3.1             | Sign May minutes and put on Website                                                                      | Chair / Clerk         | 11/05/2026 | N | Done                                                   |
| 06/05/2026 | 4.2.7           | Inform Branton Under 7's Whites about use of field                                                       | Clerk                 | 11/05/2026 | N | Done                                                   |
| 06/05/2026 | 5.1             | Inform Ward Cllr S. Cox of the Parish Council representative on the Finningley Ward meetings             | Clerk                 | 11/05/2026 | N | Done                                                   |

|            |           |                                                                                                                                     |                |            |   |         |
|------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|---|---------|
| 06/05/2026 | 5.2       | Purchase a voltage testing device                                                                                                   | Clerk          | 11/05/2026 | N | Done    |
| 06/05/2026 | 5.3       | Inform CDC to proceed with intallation of CCTV camera at the entrance/exist of Manor Farm and also to add two additional cameras on | Clerk          | 11/06/2026 | N | Done    |
| 05/06/2026 | 5.4       | Report highway issues to CDC                                                                                                        | Clerk          | 11/05/2026 | N | Done    |
| 05/06/2026 | 6.1       | Inform CDC of plant sales at Chapel Lane and request enforcement action                                                             | Clerk          | 08/05/2026 | N | Done    |
| 05/06/2026 | 6.1       | Confirm quote with CDC re: electrical column at Old Cantley roundabout                                                              | Clerk          | 08/05/2026 | N | Done    |
| 06/05/2026 | 7.1       | Inform KHMC of PC's decision re: toilets                                                                                            | Clerk          | 12/05/2026 | N | Done    |
| 06/05/2026 | 7.1       | Inform Caretaker and Steve of the PC approval for Steve to carry out lock work on the KHMC notie board                              | Clerk          | 11/05/2026 | N | Done    |
| 06/05/2026 | 8.2       | Members to review the LCAS application and inform the Clerk of any change by Friday 15th Ma 2026                                    | Members        | 15/05/2026 | N | Done    |
| 06/04/2026 | 9.1       | Order a plaque for Brockholes Lane project with third option of wordking                                                            | Clerk          | 22/06/2026 | N | Ordered |
| 06/05/2026 | 10.1      | Pay invoices/payroll                                                                                                                | Clerk          | 15/05/2026 | N | Done    |
| 06/05/2026 | 10.6      | Amend RM Schedule and diarise for August to check insurance policy                                                                  | Clerk          |            |   |         |
| 06/05/2026 | 11.1-11.2 | Finalise Policies and put on website                                                                                                | Clerk          | 13/05/2026 | N | Done    |
| 06/05/2026 | 13.1      | Publicise Police Drop In on FB                                                                                                      | Clerk          | Ongoing    | N | Done    |
| 06/05/2026 | 14.1      | Provide CDC with our logo for including in Parish Charter                                                                           | Clerk          | 11/05/2026 | N | Done    |
| 06/05/2026 | 17.1-17.2 | Send timesheets to Warrens GBC for preparing paroll                                                                                 | Clerk          | 07/05/2026 | N | Done    |
| 06/05/2026 | 17.3      | Inform Handyman can carry forward annual leave                                                                                      | Clerk          | 08/05/2026 | N | Done    |
| 03/06/2026 | 3.1       | Sign May minutes and put on Website                                                                                                 | Chairman/Clerk | 03/06/2026 | N | Done    |
| 03/06/2026 | 3.1       | Add KHMC Update to July Agenda                                                                                                      | Clerk          | 18/06/2026 | N | Done    |
| 03/06/2026 | 4.2.1     | Inform Branton Under 7's about use of field                                                                                         | CLerk          | 03/06/2026 | N | Done    |
| 03/06/2026 | 4.2.2     | Contact CDC re: relocating bin at The Premier due to poor visability                                                                | Clerk          | 18/06/2026 | N | Done    |

|            |       |                                                                                                                                     |       |            |   |                                                           |
|------------|-------|-------------------------------------------------------------------------------------------------------------------------------------|-------|------------|---|-----------------------------------------------------------|
| 03/06/2026 | 4.2.4 | Report dangerous parking to Highways & Streetscene                                                                                  | Clerk | 18/06/2026 | N | Done                                                      |
| 03/06/2026 | 4.2.5 | Inform dog groomer can't use the car park for their business                                                                        | Clerk | 03/06/2026 | N | Done                                                      |
| 03/06/2026 | 5.1   | Confirm to Ward Cllrs & Persimmon Homes that PC will pay for weekly emptying of a bin at Warren Park                                | Clerk | 03/06/2026 | N | Done                                                      |
| 03/06/2026 | 5.3   | Forward Enforcement Officers details to Cllr Odell to contact in Clerk's absence                                                    | Clerk | 03/06/2026 | N | Done                                                      |
| 03/06/2026 | 5.4   | Confirm with CDC aerial runway inspection                                                                                           | Clerk | 18/06/2026 | N | Done                                                      |
| 03/06/2026 | 5.5   | Report highway issues to CDC                                                                                                        | Clerk | 18/06/2026 | N | Done                                                      |
| 03/06/2026 | 6.1   | Draft a one page poster/document re: do's/don't's at KH Film for publishing on notice boards                                        | Clerk | 19/06/2026 | N | Done                                                      |
| 03/06/2026 | 6.1   | Inform KHMC Chairman that Cllr Gibbins will purchase tea/coffee for the open day on 13/06/26                                        | Clerk | 03/06/2026 | N | Done                                                      |
| 03/06/2026 | 6.1   | Inform Fowlers Electrical of successful quotation for car park lights and inform the two other unsuccessful companies               | Clerk | 18/06/2026 | N | Done                                                      |
| 03/06/2026 | 7.1   | Order plaque for Brockholes Lane project                                                                                            | Clerk | 18/06/2026 | N | Done                                                      |
| 03/06/2026 | 8.1   | Redraft Summer 26 Newsletter and send to Members for content approval prior to sending to Arrow & Today publications for publishing | Clerk | 03/06/2026 | N | Done                                                      |
| 03/06/2026 | 8.2   | Send Arrow Publications newsletter re: Brockholes project for publication                                                           | Clerk | 03/06/2026 | N | Done                                                      |
| 03/06/2026 | 8.3   | Draft a Facebook post about next litter pick/ Rapid Response Team attending and helping and providing refreshments                  | Clerk | 21/06/2026 | N | Done - scheduled for 23/06/26 and will repost week later  |
| 03/06/2026 | 8.4   | Purchase 2 cone mounted safety signs in the sum of £109.38                                                                          | Clerk | 22/06/2026 | N | Done                                                      |
| 03/06/2026 | 8.4   | Send invoice to Thorne Rural Lions for reimbursement                                                                                | Clerk |            | Y | Awaiting invoice then TRL contact email from Cllr Gibbins |
| 03/06/2026 | 8.5   | Contact Ward Councillors to see if they would approve a grant for £980 shortfall for electrical column and christmas illuminations  | Clerk | 18/06/2026 | Y | Done - awaiting response                                  |

|            |                 |                                                                                                                                      |       |            |   |                                                    |
|------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------|-------|------------|---|----------------------------------------------------|
| 03/06/2026 | 8.5             | Once hear back from Ward Cllrs contact Christmas Plus and order illuminations                                                        | Clerk |            | Y |                                                    |
| 03/06/2026 | 9.1             | Pay invoices/payroll                                                                                                                 | Clerk | 03/06/2026 | N | Done - set up for approval for payment on 15/06/26 |
| 03/06/2026 | 9.2             | Clerk to work on few discrepancies pointed out by Internal Auditor                                                                   | Clerk | 24/06/2026 | Y | Working through discrepancies                      |
| 03/06/2026 | 9.3             | Chair and Clerk to sign relevant documents and then Clerk to send with accompanying documents to PKF Littlejohn (external auditors)  | Clerk | 03/06/2026 | N | Done                                               |
| 03/06/2026 | 9.4             | Publicise the dates for the period for exercise of public rights on notice boards and websites                                       | Clerk | 19/06/2026 | N | Done                                               |
| 03/06/2026 | 10.1            | Send CDC comments on planning applications                                                                                           | Clerk | 03/06/2026 | N | Done                                               |
| 03/06/2026 | 10.1            | Draft Letter and send to Lee Pitcher MP re lack of response from CDC to our previoius letter re: Bellway Development clarification   | Clerk | 03/06/2026 | N | Done                                               |
| 03/06/2026 | 11.1.1 - 11.1.8 | Finalise and upload all policies on website                                                                                          | Clerk | 24/06/2026 | N | Done                                               |
| 03/06/2026 | 11.2            | Finalise and upload Data/Information Audit onto website                                                                              | Clerk | 24/06/2026 | N | Done                                               |
| 03/06/2026 | 12.1            | Chase PCSO's for further dates for sessions                                                                                          | Clerk | 03/06/2026 | N | Done - awaiting response                           |
| 03/06/2026 | 12.1            | Remind Cllr Sprack of drop in session on 24/06/26 and check he can still attend                                                      | Clerk | 03/06/2026 | N | Done - Cllr Sprack will attend                     |
| 03/06/2026 | 13.1            | Defer to July Agenda                                                                                                                 | Clerk | 03/06/2026 | N | Done                                               |
| 03/06/2026 | 15.1            | Cllr Adams passed on his apologies for next meeting.                                                                                 | Clerk | 21/06/2026 | N | Done - updated Attendance log                      |
| 03/06/2026 | 16.1 & 16.2     | Send timesheets to Warrens GBC for preparing paroll                                                                                  | CLerk | 03/06/2026 | N | Done                                               |
| 03/06/2026 | 16.2            | Purchase some Brew Dog Beer (upto value of £20) for Handyman to show PC appreciation for all planning and work on Brockholes project | Clerk | 26/06/2026 | N | Done                                               |

**CANTLEY WITH BRANTON PARISH COUNCIL**

Reference No. XYV126000105688

Claim for Period: 1 April 2026 to 30 June 2026 and a few claims that were from 2025/2026

| <b>Date</b>  | <b>Vat No</b>  | <b>Details</b>                  | <b>To</b>                           | <b>Amount</b>    |
|--------------|----------------|---------------------------------|-------------------------------------|------------------|
| 14/08/2025   | GB 220 4302 31 | Bicarbonite Soda                | Cantley with Branton Parish Council | £0.70            |
| 19/08/2025   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | £2.30            |
| 14/11/2025   | 232 5555 75    | Cable Ties                      | Cantley with Branton Parish Council | -£7.18           |
| 11/11/2025   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | -£12.27          |
| 21/11/2025   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | -£2.30           |
| 16/01/2026   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | -£2.30           |
| 16/02/2026   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | -£2.30           |
| 16/03/2026   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | -£2.30           |
| 16/03/2026   | 256818865      | Bare Root Plants                | Cantley with Branton Parish Council | £53.75           |
| 16/03/2026   | GB 173 850 157 | Vitax Rooting                   | Cantley with Branton Parish Council | £1.33            |
| 16/03/2026   | GB 173 850 157 | Manure, Rake & plants           | Cantley with Branton Parish Council | £7.99            |
| 17/03/2026   | 181 6122 80    | Skip Hire                       | Cantley with Branton Parish Council | £65.80           |
| 18/03/2026   | GB 233 4102 14 | Cllr Williams Planning Training | Cantley with Branton Parish Council | £7.00            |
| 04/03/2026   | GB 559 0978 89 | Christmas Lighting Glen Road    | Cantley with Branton Parish Council | £0.60            |
| 25/03/2026   | GB 173 850 157 | Manure & Fertiliser             | Cantley with Branton Parish Council | £4.16            |
| 20/03/2026   | 181 6122 80    | Skip Hire                       | Cantley with Branton Parish Council | £65.80           |
| 24/03/2026   | 464269917      | Install Panel Heater            | Cantley with Branton Parish Council | £36.80           |
| 24/03/2026   | GB113202286    | Grass Seed                      | Cantley with Branton Parish Council | £5.00            |
| 27/03/2026   | GB 182 3385 57 | Annual Hedge Cut                | Cantley with Branton Parish Council | £81.27           |
| 30/03/2026   | GB 182 3385 57 | Qtr 4 Grounds                   | Cantley with Branton Parish Council | £21.10           |
| 27/03/2026   | GB113202286    | Grass Seed                      | Cantley with Branton Parish Council | £5.00            |
| 27/03/2026   | GB296501485    | Wildflower Seed                 | Cantley with Branton Parish Council | £2.50            |
| 02/04/2026   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | £2.60            |
| 09/04/2026   | 941 7451 20    | FMS Set up fee                  | Cantley with Branton Parish Council | £119.60          |
| 06/04/2026   | 462779844      | Qtr 4 Payroll                   | Cantley with Branton Parish Council | £18.00           |
| 25/03/2026   | 232555575      | Carex & Pittosporum Variegatum  | Cantley with Branton Parish Council | £5.07            |
| 04/03/2026   | 123 4141 61    | Fuel                            | Cantley with Branton Parish Council | £2.31            |
| 20/03/2026   | 232 5555 75    | Line Marking Paint              | Cantley with Branton Parish Council | £1.03            |
| 06/03/2026   | 232 5555 75    | Rubber door stop                | Cantley with Branton Parish Council | £0.33            |
| 04/03/2026   | 232 5555 75    | Satin Projection door stop      | Cantley with Branton Parish Council | £1.00            |
| 10/04/2026   | 337845274      | File Dividers                   | Cantley with Branton Parish Council | £1.65            |
| 31/03/2026   | 203 3249 52    | March Grass Cut                 | Cantley with Branton Parish Council | £10.71           |
| 21/04/2026   | GB221209458    | Flower Barrels                  | Cantley with Branton Parish Council | 77.28            |
| 01/05/2026   | 941 7451 20    | FMS Monthly fee                 | Cantley with Branton Parish Council | 11.00            |
| 01/05/2026   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | 2.60             |
| 21/04/2026   | GB 182 3385 57 | Qtr 4 Grounds 25/26             | Cantley with Branton Parish Council | 5.59             |
| 18/04/2026   | 226 6599 33    | Laptop & Accessories            | Cantley with Branton Parish Council | 88.16            |
| 24/04/2026   | GB 302415260   | Letterbox                       | Cantley with Branton Parish Council | 4.63             |
| 22/04/2026   | 336 7258 81    | Sharp Sand for Paving           | Cantley with Branton Parish Council | 3.90             |
| 01/05/2026   | 203 3249 52    | April Grass Cut                 | Cantley with Branton Parish Council | 21.42            |
| 06/05/2026   | GB 173 850 157 | Hose Spray & Shears             | Cantley with Branton Parish Council | 9.17             |
| 07/05/2026   | GB494128080    | Bamboo Fence                    | Cantley with Branton Parish Council | 5.00             |
| 07/05/2026   | GB727255821    | Bug Killer                      | Cantley with Branton Parish Council | 2.66             |
| 12/05/2026   | GB 408 556 737 | TIS Voltage Detector            | Cantley with Branton Parish Council | 3.23             |
| 01/06/2026   | 941 7451 20    | FMS Monthly fee                 | Cantley with Branton Parish Council | 11.00            |
| 15/06/2026   | 103331769      | Create New Website              | Cantley with Branton Parish Council | 179.00           |
| 15/06/2026   | 103331769      | Website Hosting                 | Cantley with Branton Parish Council | 106.80           |
| 16/06/2026   | GB 386 4146 72 | Mobile Phone                    | Cantley with Branton Parish Council | 2.60             |
| 15/06/2026   | 752 782 312    | Training                        | Cantley with Branton Parish Council | 4.80             |
| 15/06/2026   | GB 173 850 157 | Compost                         | Cantley with Branton Parish Council | 10.50            |
| 15/06/2026   | 203 3249 52    | May Grass Cut                   | Cantley with Branton Parish Council | 21.42            |
| <b>TOTAL</b> |                |                                 |                                     | <b>£1,065.51</b> |

**CANTLEY WITH BRANTON PARISH COUNCIL**  
**PLANNING MATTERS SUMMARY JULY 2026**

|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| July/August 2023 (reported to September 2023 meeting)      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| 23/01229/FULM<br>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<br>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<br>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<br>Home Lea, Doncaster Road, Branton          | Erection of 3 dormer properties including access and a private drive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pending        |
| February 2026                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| 26/00144/FUL<br>The Gables, Beech Tree Close, Old Cantley  | Erection of a single storey rear extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Granted</b> |
| May 2026                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| 26/00706/FUL<br>Land Off Cammidge Way, Bessacarr           | Erection of a children's nursery and associated works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pending        |
| 26/00653/FUL<br>10 Warrington Drive, Bessacarr             | Erection of extensions to the rear and new vertical extension to the front to create a detached two storey dwelling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Granted</b> |
| July 2026                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| 26/00975/ADV<br>Three Horse Shoes, Doncaster Road, Branton | Display of various externally illuminated signs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Pending        |
| 26/01083/TCON<br>11 Birchwood Dell, Bessacarr              | Notice of intention to fell a line of conifer trees, within South Bessacarr Conservation Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Pending        |
| 26/00942/FUL<br>23 Alliss Road Branton                     | Erection of a single storey rear extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Pending        |

|                                                                |                                                                                                                                                     |         |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 26/00747/FUL<br>Stone Cross Manor, School<br>Lane, Old Cantley | Conversion and extension of stables to create 2 bedroom dwelling, erection of a detached garage and change of use of land to residential curtilage. | Pending |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------|

**APPEALS**

|                                                    |                                                                                                                                                                                                           |                        |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 25/00008/REF<br>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 |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.gov.uk](http://www.cantleywithbrantonparish.gov.uk)

## **USAGE AND HIRE OF RECREATION GROUND AND MEETING ROOMS POLICY**

Cantley with Branton Parish Council owns and maintains the recreation ground at Kilham Lane for the benefit of the residents of the community and members of the public who wish to use its facilities. It is committed to ensuring that it shall remain an open space for the enjoyment of pastimes by the public and will not wilfully obstruct, deny or prevent such enjoyment unreasonably but does reserve the right to act if it sees fit for the benefit of its continued use for the intended purpose.

The Parish Council welcomes feedback from residents either at Parish Council meetings or through written communication on improvements and maintenance in order to ensure the best possible use is made of the facility.

Usage of the recreation ground will normally be defined as either casual or organised usage:

- Casual usage relates to usage by members of the public for general day to day use of the area for recreation, including the use of the outdoor equipment, use of the perimeter path for walking, jogging and cycling. All usage will be in accordance with the general rules.
- Organised usage means where specific activity is to be undertaken for a specific period of time by a group of people that constitutes more than a family group. Such usage requires permission in accordance with this policy document.

### 1) General Rules for Usage of the Recreation Ground:

Casual activities require no specific permission other than adherence to the general rules. Activities permitted include ball games other than golf, picnics, children's games and informal gatherings of no more than 20 people.

Organised usage can only take place if specific written permission has been received from the Parish Council.

The recreation ground is only available during daylight hours and the following activities are strictly prohibited:

- Riding of motor cycles
- Lighting of fires and barbecues
- Flying model aircraft/drones
- Horse riding
- Shooting or archery
- Exercising Dogs

All users should respect the facilities and provisions made available, considering neighbouring properties and keeping the ground free from litter and any dangerous hazards.

No dogs are permitted anywhere within the boundary of the recreation ground. **Assistant dogs are permitted when accompanying a disabled person and are exempt from this restriction.**

The enclosed children's play area is designated for children under the age of 11 and children under 8 should be supervised by a responsible adult.

The Multi Use Games Area (MUGA) is designated for children over the age of 3.

No items other than personal belongings should be taken onto the enclosed children's play area or MUGA. Bikes and scooters should be left outside the fenced areas. The only drink permitted in the MUGA is water and no other liquid should be taken into the MUGA.

Any damage or dangerous hazard should be reported as soon as practicably possible to the Parish Council to the Parish Council email address: [clerk@cantleywithbrantonparish.gov.uk](mailto:clerk@cantleywithbrantonparish.gov.uk)

Parking in the designated car park is permitted for casual usage but only when there are no organised events at Kilham Hall Community Centre or Kilham Hall Meeting Rooms unless specific permission has been granted.

No structures including tents, marquees, gazebos or bouncy castles/inflatable activities may be erected without the specific permission of the Parish Council.

Vehicular access to the field is only allowed with express permission from the Parish Council.

## 2) Hire of Recreation Ground for Organised Events

The Parish Council will consider requests for the hire of the recreation ground for individual celebration or fund raising events for more than twenty people either in conjunction with the hire of Kilham Hall Community Centre/Meeting Rooms or a separate hire in accordance with this policy provided that a minimum of four week's notice is given.

The applicant is responsible for ensuring that the recreation field is suitable for the activities to be undertaken and should carry out an inspection of the area at the time of the application and prior to activities commencing to ensure no safety hazards exist. If it is intended to erect any structures e.g. bouncy castles details of public liability insurance must be provided along with details of the supplier at least fourteen days prior to the event and indemnify the Parish Council against all actions costs, claims, expenses and demands in connection with event.

All legislation relating to health & safety, food hygiene and fire regulations and provision of licences must be adhered to.

For ongoing organised events e.g. fitness classes a written request must be made at least six weeks prior to the activity commencing giving specific details of the activities to be undertaken and providing a copy of public liability insurance at least fourteen days prior to the hire commencing. Any group that involves children under the age of 18 that are not supervised by parents will be required to provide details of a current Disclosure and Barring Service (DBS) check.

Applications from profit/commercial organisations may be subject to a hire charge although the Parish Council may choose to waive this if the activity is deemed beneficial to the health and wellbeing of users.

Hirers should complete the Kilham Hall Field Agreement form (Appendix 1) when requesting to book the field and read the Conditions of Hire (Appendix 2) that accompany it.

The toilets are for the use of hirers of the hall only. Users of the recreation field are not permitted to access the toilets when the hall is occupied by a hall hirer unless prior permission has been granted.

### 3) Hire of Kilham Hall Meeting Rooms

The meeting rooms may be hired for small groups to meet either on an individual or regular basis e.g. local WI and football team committees or to provide services to the community e.g. NHS health checks or for usage by commercial organisations. The rooms may also be hired in conjunction with the recreation ground for storage and toilet facilities if Kilham Hall is not available or required.

Applications must be made to the Kilham Hall Facilities Manager telephone number 07856221470 who will advise of the availability in liaison with the Parish Council.

The cost of hire is £10 per hour.

### 4) Disclaimer

Items left on the recreation ground with or without the permission of the Parish Council are the sole responsibility of the owner and the Parish Council is not responsible for any damage caused to or by the items. Any third party using or tampering with the items without authority does so at their own risk.

Dated: 19<sup>th</sup> June 2026

Approved by the Parish Council: 1<sup>st</sup> July 2026

Reviewed: July 2027

## Appendix 1



# Cantley with Branton Parish Council

## Kilham Hall Field Hire Agreement 2026/27

Before completing, please read the Usage and Hire of Recreation Ground and Meeting Rooms Policy and Conditions of Hire that accompany this form.

### Hirer's details

|                                                         |                                              |
|---------------------------------------------------------|----------------------------------------------|
| Name of Hirer:                                          | Daytime phone number:                        |
| Email:                                                  |                                              |
| Name of Organisation:                                   |                                              |
| Position within organisation ( <i>e.g. secretary</i> ): |                                              |
| Full postal Address:                                    | Address for invoice ( <i>if different</i> ): |

### Booking details

|                                                                                                  |                                                         |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Use start date:                                                                                  |                                                         |
| Please provide detail of the frequency of booking and/or list fixture dates on a separate sheet. |                                                         |
| Space/s required:                                                                                | Options at site: KH Field, Gym Equipment, Football nets |
| Space/s booked to be used for:                                                                   |                                                         |

### Booking times

|           | 0900-1300 | 1300-1800 | 1800-2200 |
|-----------|-----------|-----------|-----------|
| Monday    |           |           |           |
| Tuesday   |           |           |           |
| Wednesday |           |           |           |
| Thursday  |           |           |           |
| Friday    |           |           |           |
| Saturday  |           |           |           |
| Sunday    |           |           |           |



# Cantley with Branton Parish Council

## Kilham Hall Field Hire Agreement 2026/27

### Insurance

Clubs, organisations and businesses hiring council owned facilities must have adequate public liability insurance, which includes an indemnity for damage to the Council's property. This also applies to an individual or a group of friends/neighbours organising an event that is open to the public. Where an individual or a group of friends/neighbours are organising a private event, where they will only be inviting their friends/family, the person completing this form retains the liability and it is their decision as to whether they take out insurance.

#### Please tick which of these applies to you:

- ☐ I am a private individual/representative of a group of friends organising a small private event. I do not have public liability insurance but I accept liability for the event.
- ☐ I am a private individual/representative of a group of friends organising a public event and my public liability insurance policy details are below.
- ☐ I am a representative of a club/organisation/business and I have listed the public liability insurance details below.

|                |                                                 |
|----------------|-------------------------------------------------|
| Name on Policy |                                                 |
| Insured by:    |                                                 |
| Policy Number: | Limit of Indemnity: <i>(Minimum £5,000,000)</i> |
| Start Date:    | Expiry Date:                                    |

### Booking authorisation

**Please read the enclosed hire conditions before signing this application.** *If this form is returned by email, we will accept "yes" in the signature field.*

I confirm that I have read the enclosed hire conditions and agree to abide by them. I agree to be personally responsible for the fees & charges for this hire or letting. I confirm that to the best of my knowledge the information provided on this application is accurate and that if there are any changes at a later date these will be agreed with Cantley with Branton Parish Council. I understand this information will be held in accordance with the GDPR Regulations 2018.

|                                                                        |             |
|------------------------------------------------------------------------|-------------|
| Signed:                                                                | Print Name: |
| Position:                                                              | Date:       |
| For and on behalf of <i>(name of club/organisation if applicable):</i> |             |

### Contact us

Please return completed forms by email [clerk@cantleywithbrantonparish.gov.uk](mailto:clerk@cantleywithbrantonparish.gov.uk)

Or by hand to: Cantley with Branton Parish Council, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF

Need assistance in completing this form?

Please contact [clerk@cantleywithbrantonparish.gov.uk](mailto:clerk@cantleywithbrantonparish.gov.uk) or call 07761525584

April 2026



### **Conditions of Hire – Open Spaces**

#### **General**

These conditions apply to the hire of all open spaces and grounds which are the responsibility of Cantley with Branton Parish Council (CWBPC).

1. The hirer is responsible for informing CWBPC of any changes to their contact details
2. Please use the following email address when contacting CWBPC about your booking:  
clerk@cantleywithbrantonparish.gov.uk
3. The person signing the application will be personally responsible for ensuring the hire charge is paid and for compliance with these conditions. If this person is no longer the nominated contact for a group or organisation the person taking over responsibility must confirm this in writing by email or letter.
4. The open space or ground may only be used by the group or individual who makes the booking.
5. The hirer must check the venue is available before booking speakers, demonstrators or advertising their event, even if the letting is regular.
6. Hirers are responsible for informing CWBPC of the dates of their lettings, even if it is a regular booking. CWBPC cannot guarantee a venue will be available.
7. The hirer shall be responsible for supervising the activities and people present during the period of hire.
8. CWBPC always reserves the right of entry for its staff and contractors.
9. CWBPC may impose special conditions on a letting at their discretion. This may include requirements for fire precautions security, the exclusion or admission of any person, animal or item of equipment or the arranging of insurance cover.
10. The hirer shall be considerate to the neighbours and ensure there is no nuisance caused by noise or parking.
11. No video or photograph images may be taken of children or vulnerable adults on property owned or leased by CWBPC without obtaining prior consent from the individual's parent or carer.
12. Bouncy castles are permitted on or in any Council land or buildings but must have suitable safety precautions ie. firmly secured, supervised by an adult at all times.
13. CWBPC have a ZERO tolerance of anti social behaviour. Any incidence of anti social behaviour will result in the hire agreement being terminated.

#### **Charges, payments and refunds**

14. Charges will be made at rates fixed by CWBPC and shall be liable to change without prior notification.
15. Invoices are sent to the hirer unless CWBPC is instructed otherwise. If the hirer wants the invoice to be sent to another contact eg the Treasurer of the organisation, they must inform CWBPC at the time the hire agreement is submitted.
16. Payment is due on receipt of the invoice by bank transfer.
17. CWBPC reserves the right to cancel future bookings if invoices remain unpaid.
18. If the hirer cancels the booking with less than 2 working days' notice CWBPC reserves the right to charge the agreed hire fee in full.
19. CWBPC reserves the right to cancel bookings in exceptional circumstances and if the hirer breaches any of these conditions of use.
20. While every effort will be made to avoid a cancellation, CWBPC reserves the right to cancel a letting if the venue is required for CWBPC purposes or emergencies.
21. Refunds will be made at the discretion of CWBPC.

## **Care and Condition of Premises**

22. There must be a responsible adult present and able to supervise at all times during the letting. The minimum age of a hirer is 18 years.
23. The hirer must pay CWBPC the cost of any damage resulting from a letting. This includes trees, equipment, and structures. All good care must be taken to preserve the natural environment.
24. The hirer must ensure any rubbish is cleared away and grounds are left in the condition they were found. Food and food waste must be removed and any excess waste that does not fit into bins supplied, removed. Please use recycling bins provided. The hirer may be responsible for any additional costs for clearing or rubbish disposal after a letting.
25. While CWBPC is unable to guarantee the fitness, suitability or conditions of the space at the start of the letting, every effort will be made to ensure the space is in a reasonable state. Please report any issues to the Clerk via email.
26. Lighting of fires on public open spaces is not permitted.
27. Camping is not permitted or overnight stays.

## **Emergency Procedures**

28. The hirer must make suitable arrangements for First Aid and emergency access.

## **Insurance**

29. Hirers must ensure they have adequate Public Liability insurance including an indemnity for damage to CWBPC's property. The hirer is liable for the cost of repair of any damage to the area and contents.
30. CWBPC's insurance does not cover the hirer's liabilities and the hirer must ensure they have insurance necessary to cover their activities.
31. CWBPC reserves the right to cancel bookings if the hirer does not produce details of Public Liability insurance.

## **Legal Requirements**

32. The hirer shall comply with the legal requirements concerning the consumption of alcohol, music, singing and dancing licences, theatre licences and copyright. The hirer shall be responsible for obtaining licences or other permissions required for their letting, including for the sale of alcohol with a Temporary Event Notice or Premises Notice as appropriate.
33. The hirer is forbidden to use or allow the use of the premises for any illegal or immoral purpose and shall not carry on any activity to cause nuisance or annoyance to other users of the premises, neighbourhood or adjoining premises.
34. The hirer shall ensure that any activities comply with the provisions of the Children Act 1989 and that proper safeguarding measure are put in place where lettings include children or vulnerable adults. The hirer shall provide CWBPC with details of their DRB check and Safeguarding Policy on request.
35. The hirer shall at all times during the letting act in accordance with the Equality Act 2010, in particular to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity for all and foster good relations between people of diverse groups and co-operate with CWBPC in monitoring compliance with this provision.
36. The hirer shall comply with Fair Trading Laws and any code of practice used in connection with sales. The hirer shall ensure total prices of goods are prominently displayed and shall display the organiser's name and address and that any discounts offered are based on manufacturer's recommendations.
37. The hirer shall ensure the premises holds a Performing Right Society (PRS) licence permitting the use of copyright music. The hirer must ensure they or the premises holds any other relevant licences.

## **Compliance with Regulations**

38. Failure to comply with the Conditions of Hire may lead to immediate cancellation of letting.

## **Contact us**

Cantley with Branton Parish Council

Kilham Hall

Kilham Lane

Branton

Doncaster

DN3 3PF

Tel: 07761525584

Email: [clerk@cantleywithbrantonparish.gov.uk](mailto:clerk@cantleywithbrantonparish.gov.uk)

Website: [www.cantleywithbrantonparishcouncil.gov.uk](http://www.cantleywithbrantonparishcouncil.gov.uk)