



Cantley with Branton Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 6th 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

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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 1st April 2026

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 1st 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

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

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 13th 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 15th 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

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 4th Quarter Bank Reconciliation

Members received the 4th 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 4th Quarter Budget Monitoring Report

Members noted the 4th 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 4th Quarter VAT Return

Members received the 4th 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

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 30th 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 4th Quarter Bank Reconciliation for 2025/2026 was approved and signed.

10.3 The 4th Quarter Budget Monitoring Report for 2025/2026 was noted.

10.4 The 4th 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 29th 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 27th May 2026 at 6pm at Kilham Hall Meeting Rooms.

RESOLVED (13)

13.1 The next Police Drop In session is booked for Wednesday 27th May 2026 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 2nd April 2026

Councillor Gibbins updated Members on the meeting held on the 2nd 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 9th April 2026.

14.3 Airport Consultative Committee

Councillor Gibbins updated Members on the meeting held on the 13th 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

**MINUTES OF THE CANTLEY WITH BRANTON ANNUAL PARISH MEETING
HELD ON WEDNESDAY 6th MAY 2026 COMMENCING AT 6.00 PM**

PRESENT: N. Williams (Chairman), B Walton (Clerk) and five parish councillors.

1) MINUTES OF THE ANNUAL PARISH MEETING HELD ON 14th MAY 2025

The minutes were circulated by the Clerk for noting and approval.

2) MATTERS ARISING

There were no matters arising.

3) CHAIRMAN'S REPORT

Councillor Williams gave a detailed reported (a full copy of which could be viewed on the parish council's website) that covered 2025/26 regarding the following issues:

- Warren Park/Manor Farm – Drop In Sessions, Defibrillator, Christmas Illuminations, CCTV Column
- Kilham Hall
- Kilham Hall Playing Field – Refurbished play equipment, ROSPA Trained Employee
- MUGA – Complete and in full use
- Land at Top of Brockholes Lane – totally rejuvenated
- Resident Donations – many received for the Brockholes Lane project
- Community Skips – Provided at Kilham Hall
- Branton Litter Pick – continue to meet regularly
- Road Safety – Ward Councillors established a scheme involving neighbouring villages
- Police Drop Ins – every 6 weeks at either Kilham Hall Meeting Rooms in an evening or at the Café at Garden Centre in a morning
- Post Box Toppers – Summer topper being worked on by a local resident
- Remembrance Poppy Displays – new displays added
- Christmas Celebrations
- New gov.uk email addresses and website
- Facebook page.

The Chairman expressed thanks to his fellow Councillors for their help and support, particularly those who represented the Council at meetings of Cantley Poor's Land Trust, Kilham Hall Management Committee, Parish Council Joint Consultative Committee, Public Rights of Way Meeting and Yorkshire Wildlife Park Consultative Committee meetings. He expressed his gratitude to those Councillors that had left the Parish Council over the past year and welcomed new Members.

Thanks were made to the Clerk and Handyman who have worked incredibly hard over the past year and continue to do so. A vote of thanks to the Chairman was proposed and this was endorsed by those in attendance.

4) WRITTEN RESOLUTIONS FROM ELECTORS

No written resolutions had been received.

5) ITEMS RAISED BY ELECTORS

No items were raised.

As there were no further issues raised the Chairman declared the meeting closed. The meeting closed at 6.07pm.

Signed:.....(Chairman)

Date:.....

CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – MAY 2026

1) CDC

- a) Land at top of Brockholes Lane – **More donations made, builder has laid slabs and Spinks Builders merchants have donated materials, Walkers Nurseries donated vouchers, CDC have installed new bin at request of Ward Cllr S Cox, CDC relocated bin. Awaiting delivery of a second bench (donated by a local resident) for Steve to install.**
- b) 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.**
- c) 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.**
- d) Plant sales on Chapel Lane – **CDC Enforcement have given resident 28 notices to return to residential property, if not enforcement action will be served.**
- e) CCTV Camera for Warren Park – **Contacted CDC confirming what the PC want – awaiting reply as to when will be installed.**
- f) Christmas Illuminations at Old Cantley Roundabout – **Contacted Christmas Plus and have a price for illuminations on two new trees. On Agenda. If approved will CDC regarding possibility of installing an electrical column.**

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 – **When second bench installed 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.**
- e) Postbox at Kilham Hall – **New postbox installed next to KH Meeting Rooms door.**

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) – will chase again upon my return from annual leave.**
- 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 11th July 2026.**
- f) Female Remembrance Statue – **Ordered statue as per budget and placed in handyman's store.**
- g) 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. Had issues with KH Booking form but resolved now. Clerk has access to update website now. Clerk will change all literature and publicise the new site address.
- b) Facebook – **Updated regularly.**
- c) Policies – **The following policies have been reviewed – Appraisal Policy, Fire Safety Policy, Flexible Working Policy, Privacy Notices, Member/Officer Relations Policy, Recording of Meetings Policy, Social Media Policy and the Data/Information Audit.**
- d) Financial Software Package – **Confirmed with Scribe. Currently setting up system.**
- e) AGAR – **Documentation completed by Clerk and accounts passed to Council's New Auditor on 28/04/26 for auditing. Audit received and on Agenda. Once approved will send to external auditors.**
- 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 27th May 2026 at 6pm at Kilham Hall Meeting Rooms. Will provide verbal update as papers submitted prior to the session. Clerk is organising future dates with the PCSO's and will publicise once confirmed.**

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 notice 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 wording	Clerk			Quotes obtained and going to June meeting for approval
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 payroll	Clerk	07/05/2026	N	Done
06/05/2026	17.3	Inform Handyman can carry forward annual leave	Clerk	08/05/2026	N	Done



Parish Council Update

At the Annual Meeting in May, Councillor Neville Williams was elected Chairman, and Councillor Tony Gibbins as Vice Chairman. We extend our sincere thanks to Joanne Rushby for her valuable contributions over the past four years, and we welcome Councillor Stuart Adams, who joined earlier this year. There is currently one vacancy on the Parish Council. Anyone interested in joining should submit an expression of interest to the Clerk by 20th June 2025. Further details are available on the Parish Council website, Facebook page, and Notice Boards.

May Meeting Highlights

Key issues raised by residents included inconsiderate parking (mainly near local businesses), closure of the pedestrian entrance to Yorkshire Wildlife Park, and requests for additional caution signage in Branton. The Parish Council is working with residents and authorities to address these concerns.

Manor Farm Facilities

Persimmon Homes has approved a location for the installation of a Christmas tree and defibrillator at Manor Farm Estate (behind the Parish Council notice board). We are currently seeking quotations for electrical column installation, tree and festive lighting and a defibrillator and cabinet.

MUGA (Multi-Use Games Area)

The MUGA is now open for public use. Landscaping around the area will be completed when weather conditions allow. There is no need for booking, the area will be set up as follows: The tennis courts will be set up between May and September for use, Basketball nets will be available all year round and Netball will be available upon request.

Kilham Hall Field – Park Maintenance

Our Handyman is gradually repainting the play equipment and surrounding area as time and weather permit. Please observe any safety signs or tape in place while this work is being carried out.

Volunteering in the Community

We're always grateful for community support. Current opportunities include:

- Knitting or crocheting poppies for the Armistice Day display
- Watering parish planters during summer
- Joining our quarterly litter picking group
- Expressing interest in becoming a Councillor

Visit our website, notice boards, or contact the Clerk to get involved.

Litter Picking

A big thank you to those who took part in the community litter pick on 3rd May 2025. The next event is scheduled for Saturday 2nd August 2025.

Police Drop-In Sessions

Meet your local police officers at our upcoming community sessions:

- Wednesday, 11th June – 6:00pm at Kilham Hall
- Tuesday, 15th July – 10:00am at The Secret Garden Café, Branton Garden Centre

These are excellent opportunities to ask questions or share concerns.

Community Speedwatch – Volunteers Needed

Finningley Ward Councillors are launching a joint Community Speedwatch initiative across Auckley, Blaxton, Branton, and Finningley. Volunteers are needed to complete training and help carry out speed checks in the villages.

If you're interested in taking part, please contact the Finningley Ward Councillors (details available on the Useful Information page of our website).

Stay Connected

Follow the Parish Council Facebook page for updates:

🔍 Search "Cantley with Branton Parish Council" and give us a like.

**Thank you for your continued support. For any queries or suggestions,
please contact the Parish Clerk on cwbpc@outlook.com**



Last year, Cantley with Branton Parish Council approached City of Doncaster Council to ask whether an unkempt piece of council-owned land at the top of Brockholes Lane could be leased and transformed into a peaceful green community space for residents to enjoy. Following approval, work began in early March 2026, and thanks to an incredible community effort, the transformation has already exceeded all expectations.

The Parish Council would like to express its sincere gratitude to every resident, business, volunteer and organisation who has contributed time, donations, materials, plants, expertise and encouragement to the Brockholes Lane Project. What was once an overgrown and neglected area is rapidly becoming a welcoming and attractive community space that the whole village can be proud of.

We would especially like to thank:

- Middletons Skips for providing reduced-rate skips;
- Our Ward Councillors for supporting the project, securing a replacement bin for the site, supporting the Clerk's grant application towards skip hire, and arranging donations of fruit trees and flowers from City of Doncaster Council;
- Keith Trower Gardening Services for donating topsoil and assisting with rubbish removal and disposal;
- Enid, a long-term resident of Branton, for donating a tree;
- A local resident for donating a magnolia tree;
- Andy Saxton and neighbours for raising over £200 to purchase plants from B&Q;
- Branton Garden Centre for donating plants;
- Thorne Rural Lions for their generous £300 donation;
- Alf, a local resident, for donating plants;
- Residents who kindly donated money while passing by, including donations of £10 and £4;
- J&A Raw for the Paws for donating £100 towards bark;
- Residents who donated plants, shrubs and rose bushes including Sharon, Mandy, Geoff, Sanda and Bev, our Clerk;
- Becky and Neil for their £100 donation;
- Gary and Pat for their £10 donation;
- Jan and Neil for generously allowing volunteers access to their outside water supplies, with Neil also donating a water container for the site;
- Gary Lee for donating additional materials for the pathway;
- Spinks Builders Merchants for donating paving slabs and materials;
- Denis for donating two full days of labour and refusing payment;
- Arper Quality Products for their £100 donation;
- Walkers Nurseries for donating gift vouchers;
- Gary Walls for donating two concrete planters;
- Julie Hanson for purchasing a beautiful new bench for the site; and
- To all the volunteers who are carrying out watering duties on site.

Most importantly, thank you to all the volunteers who attended on Monday, Wednesday and Friday mornings throughout March and April. Your hard work, enthusiasm and community spirit have made this project possible.

Special recognition must also go to Steve, our Gardener, whose vision, dedication and tireless work have shaped the design and planting of the Brockholes Lane Project. We would also like to thank Bev, our Clerk, for coordinating donations, keeping residents informed through regular Facebook updates, organising materials and volunteering on site.

The Parish Council is incredibly proud of what has already been achieved and grateful for the overwhelming support shown by residents and local businesses alike. This project is a wonderful example of what can be accomplished when a community comes together with a shared vision.

We hope residents enjoy watching the space continue to grow and flourish over the coming months and years.

Thank you for your continued support

From: Roxanne Christmas Plus
Sent: 26 May 2026 12:34
To: Clerk | Cantley With Branton Parish Council; Paul Christmas Plus
Cc: Kath Christmas Plus
Subject: RE: Tree Illuminations

Hi Bev,

Our current contract for the existing trees runs until 2027.

Should you wish to add the two additional trees indicated, we would carry out the installation and dismantling at the same time as the existing trees and hold the same pricing structure, bringing everything into line for 2027.

This would involve the following additional costs:

- * Supply of 50 strings of lights, including suitable transformers:
£1,800.00

- * Additional installation/dismantling cost: £1,075.00

This would bring the total installation/dismantling cost for the four trees for the 2026/27 season to £2,150.00.

The supply of the additional lights and transformers would be a one-off purchase cost of £1,800.00.

All costs are subject to VAT.

Regarding the non-compatible lights/transformers, from the photo we are unable to determine the exact issue. If we can arrange a visit to inspect the lights, it may simply be that an incorrect transformer has been supplied, in which case we would exchange it. In any event, we can ensure all lights are made fully compatible with each other. We will let you know when we have someone in the area to check the lights. Are they currently at your office?

Regards

Roxanne Williams
Office Manager
Monday - Thursday 9.00-2.45

Tel: 01535 661136
www.christmas-plus.co.uk

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