



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 1st July 2026 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk).

1) APOLOGIES FOR ABSENCE

1.1 Apologies

Councillor Adams, Councillor Boyd and Ward Councillors' Cox and Ward Councillor Waller

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 5.2 and 12.1.1.

2.2 Request Dispensation from Proper Officer

None.

2.3 Items to which the public and press are excluded

Items 18.1 to 18.4 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

The Chairman asked Members if they could defer items 9.2, 9.3 and 18.3 until September 2026.

RESOLVED (3)

3.1 *To defer the above items until September 2026 meeting.*

3) APPROVAL OF MINUTES

3.1 Minutes of the Parish Council Meeting on 3rd June 2026

RESOLVED (4)

4.1 The minutes of the Annual Parish Council Meeting held on the 3rd June 2026 be agreed and signed by the Chairman.

4) MEMBERS OF THE PUBLIC

4.1 Items raised by members of the public present at the meeting

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

4.2.1 An Old Cantley resident had requested CCTV cameras be installed in the village.

4.2.2 A resident of Chapel Lane enquired as to ownership of a red car parked outside their property for the last 4 weeks and asked what action could be taken to remove it.

4.2.3 To consider a resident's request to host a 6th birthday party on the field on 10th July between 4pm-6pm for approximately 25 children and to place a gazebo on the field.

RESOLVED (5)

5.1 The Clerk is to respond to the resident stating cameras will be considered when preparing the 2027/2028 budget and if funds become available beforehand the Parish Council would consider the request earlier.

5.2 The Clerk had reported this to the PCSO's and responded to the resident who confirmed the car had now moved.

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

5.3 The Clerk is to respond to the resident confirming authorisation to host a party on the field on 10th July and to place a gazebo on site. The Clerk is to ask the resident to ensure all rubbish is taken home with them.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

Ward Councillors invited the Clerk to a meeting with three of the developers from Warren Park following their previous meeting with residents of Warren Park. Issues raised included footpath surfacing, dust around the estate, architectural report, new play areas, care home, retail units and apartments, defibrillator, bin at car park at the top of the estate, buses, a post-box, Christmas tree, white road markings and a new notice board on the estate.

The Clerk also updated Members on the feedback from Ward Councillor Steve Cox relating to the request for a Ward Councillors grant towards the cost of the Christmas illuminations at Old Cantley.

5.2 Planning Enforcement Officer – Chapel Lane

Members had previously received the Head of Service – Highways Infrastructure's reply relating to parking issues at the top of Chapel Lane. The Clerk asked Members how they wished to reply.

5.3 Identify any new Highway matters

RESOLVED (6)

6.1 Member's were happy for CDC to purchase a new notice board, Persimmon to install it and for the Clerk to update it.

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

5.3 Members noted the Clerk's update regarding the ongoing issue on Chapel Lane. They resolved to ask the Clerk to respond to the relevant authority, stating that Members anticipate the issue is likely to recur next year and requesting clarification on whether any preventative measures or preparatory works can be undertaken by CDC in advance to reduce the likelihood or impact of a repeat occurrence.

5.4 No new highways issues were raised.

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 enforcement action relating to the car sales on Chapel Lane and its current status.

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

6.2.1 Updates are carried out daily/weekly.

6.2.2 The Clerk has a few areas to update/improve in time with the support of Aries.

RESOLVED (7)

7.1 The Clerk's Report was noted.

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

7.1 Annual Inspections

The Clerk presented the list of annual inspections for consideration and approval of works.

7.1.1 Roller Shutter service at a cost of approximately £300.

7.1.2 Fire Extinguisher service at a cost of approximately £35.

7.1.3 Emergency lighting, heaters and PAT testing at a cost of approximately £300.

7.1.4 Intruder alarm service at a cost of approximately £125.

7.1.4 Fire Alarm service at a cost of approximately £150.

7.1.6 Annual ROSPA Playground Inspection at a cost of approximately £250 plus VAT.

7.2 Rapid Response Team – 4th July 2026

Rapid Response Team will be attending and assisting with the Community Litter Pick on the 4th July. They want authorisation to erect a small marquee on the field to enable them to provide refreshments for the volunteers.

RESOLVED (8)

8.1 Members noted the annual inspections schedule and costs..

8.2 Members approved the erection of a small marquee by Rapid Response Team on 4th July.

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

8) PARISH MATTERS

8.1 Litter Pick

Members noted the next litter pick will be held on 4th July 2026.

RESOLVED (9)

9) FINANCIAL

9.1 Direct Bank Payments

That the following payments were approved:

Ref No.	To Whom Paid	Net	VAT	Total
		£	£	£
26/37	Clerk Salary *	tbc	tbc	tbc
26/38	Handyman Salary *	tbc	tbc	tbc
26/39	HMRC *	tbc	tbc	tbc
DD05/24	NEST Pension *	tbc	tbc	tbc
DD02/61	O2 Mobile	13.00	2.60	15.60
DD06/14	Plusnet	29.99	0.00	29.99
DD08/03	Scribe	55.00	11.00	66.00
DD03/23	Unity fee	7.00	0.00	7.00
26/40	Today Publications - Summer Newsletter	135.00	27.00	tbc
26/41	CC - Honeymellows - Office Signs	58.95	0.00	58.95
26/42	Brunel Engraving	216.47	43.29	259.76
26/44	Start Safety - Litter Picking signs	91.17	18.23	109.40
26/45	CDC - CCTV Column/Camera WP	7,725.00	1,545.00	9,270.00
26/46	CDC - Additional Camera WP	330.00	0.00	330.00
26/47	CDC - 2nd QTR 660ltr bin empty	206.83	0.00	206.83
26/48	Handyman Expenses – Bolts	3.75	0.75	4.50
26/49	Handyman Expenses – Mower Fuel	14.38	2.88	17.26
26/50	YLCA – Training	219.00	0.00	219.00
26/51	Arrow Publications – x2 publications	210.00	42.00	252.00
26/52	ASDA - Handyman's Gift	16.25	3.25	19.50
26/53	Cllr Gibbins ASDA – Tea/Coffee for Open Day	12.00	0.00	12.00
26/54	Branton Nurseries – Strimmercord & Plants	35.00	6.99	41.99

* The Local Government Transparency Code 2015 states Parish Councils do not have to publish the names or individual pay details of staff earning below £50,000.

9.2 1st Quarter Bank Reconciliation

Defer to September meeting.

9.3 1st Quarter Budget Monitoring Report

Defer to September meeting.

9.4 1st Quarter HMRC Return

The 1st quarter HMRC VAT return is in the sum of £1065.51 which includes small discrepancies that the Internal Auditor found.

9.5 Internal Auditor Queries

The Clerk reminded Members of the Internal Auditors findings relating to the Asset Register/Insurance value and a few minor discrepancies relating to VAT.

9.6 Bank Statements

The Clerk presented Members with the bank statements for 1st June to 30th June 2026 showing a balance of £107,564.05. For consideration and approval by the Members appointed to check internal controls are being met.

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

RESOLVED (10)

- 10.1 The direct payments were duly authorised.
- 10.2 That the 1st Quarter Bank Reconciliation is deferred to September's meeting.
- 10.3 That the 1st Quarter Budget Monitoring report is deferred to September's meeting.
- 10.4 That the 1st Quarter HMRC VAT return is noted.
- 10.5 That the Clerks actions from the Internal Auditors findings are noted.
- 10.6 That the Bank statements are noted and the Councillors responsible for ensuring internal control is in place signed the same.

10) REMEMBRANCE/ARMISTICE DAY 2026

10.1 The Clerk asked Members to consider arrangements for remembrance/armistice day 2026 including poppy drop off by residents, requesting volunteers to make displays and agreeing to pay the Handyman's additional hours for installing/removing the poppies.

RESOLVED (11)

- 11.1 The Clerk is to ask residents to drop off any poppies by 3rd September 2026.
- 11.2 The Clerk is to ask for volunteers to make the poppy displays on a Friday afternoon between 11th September and 16th October 2026 inclusive (excluding the 25th September and possibly 2nd October).
- 11.3 Members approved payment of the Handyman's additional hours for installing and removing poppy displays.

11) CHRISTMAS 2026

11.1 Carol's Around the Tree

Members were asked to consider a date for Carol's Around the Tree. The Clerk informed members if they wanted to book Armthorpe Elmfield Brass Band it would potentially have to be Friday 4th December.

11.2 Armthorpe Elmfield Brass Band

Members considered whether to book the band for the Carol's Around the Tree event at a cost of approximately £200.

11.3 Installation and Removal of Illuminations

Members considered the dates for installation and removal of the Christmas illuminations around the parish.

RESOLVED (12)

12.1 Members agreed Carol's Around the Tree should take place on Friday 4th December 2026 at the Glen Road Tree.

12.2 Members agreed to book the Armthorpe Elmfield Brass Band for Friday 4th December 2026 at a cost of approximately £200. Members asked the Clerk to contact the band approximately one week before to clarify the play list running order.

12.3 Members agreed all 4 sites Christmas illuminations should be installed and ready for illuminating on or before Friday 28th November 2026 and removed on Wednesday 6th January 2027.

12.4 Members agreed RJ Electrical will install/remove the 4 Christmas tree sites (including Warren Park) and Christmas Plus will install/remove the Old Cantley Roundabout illuminations.

12) PLANNING APPLICATIONS

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

12.1.1	26/00975/ADV Three Horse Shoes, Doncaster Road, Branton	Display of various externally illuminated signs	No comments of concerns
12.1.2	26/01083/TCON 11n Birchwood Dell, Bessacarr	Fell a line of conifer trees	No comments or concerns
12.1.3	26/00942/FUL 23 Aliss Road, Branton	Erection of a single storey rear extension	No comments or concerns

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

Minutes subject to approval at the next meeting

12.1.4	26/00747/FUL Stone Cross Manor, School Lane, Old Cantley	Conversion and extension of stables to create 2 bedroom dwelling, erection of a garage and change of use of land to residential curtilage	No comments or concerns
12.1.5	26/01192/FUL Longroyd, Whiphill Top Lane, Branton	Erection of a 4 bedroom detached house with integral double garage following demolition of existing dwelling	No comments or concerns

RESOLVED (13)

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

13) POLICIES/PROCEDURES

13.1 Usage and Hire of Recreation Ground and Meeting Room Policy (reviewed)

The Clerk informed Members of the slight changes to the policy following review relating to no dogs and users are to not use Kilham Hall toilets.

RESOLVED (14)

14.1 Members approved the revised Policy. The Clerk will upload the policy to the website.

14) POLICE ISSUES

14.1 Police Issues

No residents attended the session on 24th June.

14.2 Future Drop In Sessions

The Clerk is currently liaising with the PCSO's to set dates for future sessions.

RESOLVED (15)

15.1 The Clerk will set dates for future drop-in sessions.

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

15) TRAINING/EXTERNAL MEETINGS

15.1 NALC Planning Reform Unpacked – 14th May 2026

The Chairman informed Members that the link to join the training didn't work so he didn't access it.

15.2 YLCA South Yorkshire Branch Meeting – 17th June 2026

Councillor Gibbins and Councillor Odell attended the above meeting and updated Members on the discussions that took place.

15.3 Clerk's Attendance on 3 AI Training Courses

Members were asked to ratify 3 AI Training Courses for the Clerk to attend at a cost of £99.

15.4 Councillors Attendance on AI Training Courses

Councillor Williams and Councillor Gibbins would like to attend the AI Training Courses at a cost of £120.

RESOLVED (16)

16.1 The updates were noted.

16.2 Members ratified the Clerks attendance on the 3 AI Training courses at a cost of £99.

16.3 Members approved Councillor Williams and Councillor Gibbins attendance on the AI Training Courses at a cost of £120.

16) ITEMS OF CORRESPONDENCE

16.1 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, SLCC Bulletin, NALC CEO Bulletin. The Clerk asked Members if they could think of any relevant organisations that the Yorkshire Wildlife Trust 80th Anniversary celebration was relevant to.

RESOLVED (17)

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

17) DATE OF NEXT MEETING

17.1 2nd September 2026 at 6pm.

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

Minutes subject to approval at the next meeting

RESOLVED (18)

18.1 That the next meeting be held on Wednesday 2nd September 2026 commencing at 6pm.

18) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

18.1 Clerk's June Timesheet and 1st Quarter Mileage Claim

The Clerk's timesheet for June and 1st Quarter Mileage Claim was shared for information.

18.2 Handyman/Gardener's June Timesheet

The Handyman's timesheet for June was shared for information

18.3 Draft Staffing Plans

Defer to September meeting.

18.4 Staff Mileage Rate

The Clerk provided Members with a report detailing an increase in staff mileage rates from 45p per mile to 55p per mile, backdated to April 2026, in line with government guidance.

RESOLVED (19)

19.1 The Clerk's timesheet was received and approved for June 2026 and the 1st Quarter Mileage Claim Form.

19.2 The Handyman's timesheet was received and approved for June 2026

19.3 That the draft Training Plans are deferred until September 2026.

19.4 Members approved the increase in staff mileage rates.

The meeting closed at 6.50pm.

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