



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 3rd 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 6th May 2026

3.2 Minutes of the Annual Parish Meeting on 6th May 2026

RESOLVED (3)

3.1 The minutes of the Annual Parish Council Meeting held on the 6th 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.

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.

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

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 Cammidge 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 13th 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

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.

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

- 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 4th July 2026 (not the 11th 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.

9) FINANCIAL

- 9.1** Direct Bank Payments
That the following payments were ratified:

Ref No.	To Whom Paid	Net £	VAT £	Total £
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 &	45.81	9.17	54.98

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

	Shears			
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 £	VAT £	Total £
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 31st May 2026 showing a balance of £111,965.48. For consideration and approval by the Members appointed to check internal controls are being met.

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 22nd June to Friday 31st 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
Signed::.....Dated::.....

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

12) POLICE ISSUES

12.1 Police Issues

No residents attended the session on 27th May. The Clerk raised parking issues that had been reported to her. The next session is on 24th 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 – 13th May 2026

Defer to the next meeting.

RESOLVED (13)

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

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 1st July 2026 at 6pm.

RESOLVED (15)

15.1 That the next meeting be held on Wednesday 1st 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:.....: