



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:.....:

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

1) CDC

- a) Christmas Tree for Warren Park – Column has been installed. 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 – Had a site meeting with CDC confirming what the PC want, work will start in due course.
- e) Christmas Illuminations at Old Cantley Roundabout – On agenda.
- f) Ward Councillors– CDC are ordering a notice board for Persimmon to install at the bottom of Warren Park, ready for the Clerk to update. CCTV – There is money left over in the CCTV budget so Ward Councillors want to donate it to the Parish Council. There is just over £5,000 in the pot. This will cover half the cost of the new CCTV camera at Warren Park or could cover half cost of installing one in Old Cantley in the future.
- g) Local Plan Consultation – Shared CDC's information regarding the consultation period between Wednesday 19th August and Monday 21st September and posted on FB.

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 – Plaque installed and additional box hedging (due to wildflower area not taking hold). A FB post has been shared thanking everyone, contacted the Free Press with details. Need to agree a date to do a ribbon cutting event.
- d) Flower Barrels – Handyman to install new barrels when he gets time.
- e) Vandalism at KH – There have been a few incidents of vandalism, nothing has been captured on CCTV. New parts ordered and Steve will add them to his work schedule.
- f) CCTV – The CCTV system is being upgraded at Kilham Hall. Work is scheduled to take place on 9th – 11th September 2026.

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 –**Rapid Response Team** attended the litter pick on 4th July and provided **Marquee/refreshments/helping with litter pick.**
- 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/Procedures – **The following policies have been reviewed – Recording Policy and Litter Picking Policy.**
The following are new policies – AI Policy, WhatsApp Policy, Sexual Harassment Policy and Lockdown Policy.
The following Risk Assessments have been drafted – Hand and Arm Vibration, Manual Handling, Home Visits, Public/Evening Meetings, Events (including Alcohol), Social Media and Public Interaction.
- d) Financial Software Package – **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. Audit returned.**
- f) Local Council Awards Scheme Application – **Completed however form changed and some categories added. Updated the new form and added all the links to website. Next round of applications is September 2026 so submitted application in July in readiness.**
- g) Scribe – **Been updating the system and ironing out any issues with help of scribe.**

6) Police

- a) Drop In Session – **Future dates agreed with PCSO's and advertised on the Website and FB.**

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	01/07/2026	N	Done
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	01/05/2026	N	Done
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	03/07/2026	N	Done
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		N	Done
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	N	Response received with link for grant

03/06/2026	8.5	Once hear back from Ward Cllrs apply for grant then if approved contact Christmas Plus and order illuminations	Clerk	03/07/2026	N	Done - Grant awarded and received
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	N	Done
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 previous 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 payroll	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
01/07/2026	3.1	Sign May minutes and put on Website	Chairman/Clerk	06/07/2026	N	Done
		Add items 9.2, 9.3 and 18.3 on September Agenda	Clerk	31/07/2026	N	Done

01/07/2026	4.2.1	Make note to incorporate CCTV cameras in 2027/2028 budget for Old Cantley	Clerk	02/07/2026	N	Done
		Inform resident they can hold party on field on 10/07/26 as long as rubbish is taken home with them	Clerk	02/07/2026	N	Done
01/07/2026	4.2.3		Clerk	02/07/2026	N	
01/07/2026	5.2	Email Head of Services - Highways Infrastructure regarding issues at top of Chapel Lane	Clerk	03/07/2026	N	Done
01/07/2026	7.1.1 to 7.1.6	Organise annual tests for Kilham Hall in coordination with the Facilities Manager	Clerk		Y	Liaise with Facilities Manager and Contractors
		Inform CDC that there will be litter from Saturdays litter pick on streets and at car park at top of Warren Park	Clerk	03/07/2026	N	Done
01/07/2026	7.2		Clerk	03/07/2026	N	
01/07/2026	7.3	Put on September Agenda	Clerk	31/07/2026	N	Done
01/07/2026	9.1	Pay invoices/payroll	Clerk	13/07/2026	N	Done
01/07/2026	9.4	Process 1st Quarter VAT return	Clerk	07/07/2026	N	Done
		Speak to Handyman to carry out Lamppost audit				Done
01/07/2026	10.1		Clerk	13/07/2026	N	
		Lamppost audit needs to be with CDC by 31/07/26	Clerk/Handyman	31/07/2026	N	Done and sent to CDC
01/07/2026	10.1					
		Draft FB post asking for poppies and also volunteers to make the displays	Clerk	07/07/2026	N	Done
01/07/2026	10.1.1		Clerk	07/07/2026	N	
		Email Armthorpe Elmfield Band about Carol's Around Tree on 4th December	Clerk	07/07/2026	N	Done
01/07/2026	11.2		Clerk	07/07/2026	N	
		Inform RJ Electrical & Christmas Plus of the dates for illuminations - 28th November 2026 to 6th January 2027	Clerk		N	Done
01/07/2026	11.3		Clerk		N	
01/07/2026	12.1.1 to 12.1.5	Send CDC comments on planning applications	Clerk	02/07/2026	N	Done
01/07/2026	13.1	Finalise policy and upload onto website	Clerk	06/07/2026	N	Done
		Liaise with PCSO's to organise next drop in sessions and then draft a poster, display and put on FB	Clerk		N	Done
01/07/2026	14.1		Clerk		N	
		Send timesheets to Warrens GBC for preparing payroll	Clerk	02/07/2026	N	Done
01/07/2026	18.1 & 18.2			02/07/2026	N	
		Inform Warrens GBC of new mileage rate for staff	Clerk	02/07/2026	N	Done
01/07/2026	18.4		Clerk	02/07/2026	N	



Cantley with Branton Parish Council

AUTUMN 2026 NEWSLETTER

www.cantleywithbrantonparish.gov.uk

COUNCILLOR REBECCA BOYD

Councillor Boyd has now been with the Parish Council for just over a year. She celebrated in style by marrying her partner and having the most wonderful day. Congratulations to you both, and we hope you enjoyed your extended honeymoon!

WARREN PARK

The electrical column has been installed near the Parish Council Notice Board, and a Christmas tree will be installed in the coming months ready for the Christmas illuminations. Thank you to Persimmon Homes for offering to purchase the tree.

We are still seeking a suitable site for a defibrillator on the estate and remain committed to making this happen. We hope a suitable location may be available on the new shops/nursery buildings once they are built.

The Clerk has met with City of Doncaster Council regarding a CCTV column and cameras at the entrance/exit to Warren Farm Estate, and work is progressing. Once installed, footage can be accessed by City of Doncaster Council or South Yorkshire Police if required.

A further notice board will also be installed within the estate. Finningley Ward Councillors will purchase it, Persimmon Homes will install it and the Parish Council will maintain it.

LITTER PICKING

A huge thank you to everyone who took part in the community litter pick on 4th July 2026, collecting a massive 30 bags of rubbish. Thanks also to the Rapid Response Team, who provided refreshments and joined in. The next event will be announced soon — follow us on Facebook for updates.

POSTBOX TOPPER

Local resident Louise Taylor from Branton continues to surprise us with her wonderful crocheted postbox toppers. This summer's Pirates of the Caribbean-themed topper looked amazing. Keep your eyes open for more creations over the coming months.

POLICE & COUNCILLOR DROP-IN SESSIONS

We're expanding our community drop-in sessions. Come and meet local police officers and a Parish Councillor or the Clerk to ask questions or raise concerns. All residents are welcome:

- Wednesday 11th November, 10:00am — The Secret Garden Café, Branton Garden Centre
- Wednesday 9th December, 10:00am — The Secret Garden Café, Branton Garden Centre

These are excellent opportunities to ask questions or share concerns. Future dates will be shared on the Parish Council website and Facebook page.

KILHAM HALL FIELD

There have been reports of vandalism to equipment at the park, costing the Parish Council money that could otherwise be spent on projects within the Parish. It is disappointing that property is being damaged and the wider community affected.

New, upgraded CCTV was installed in September, which should provide clearer footage and, hopefully, help identify any offenders.

MUGA (MULTI USE GAMES AREA)

The tennis nets have been put away for another season. Basketball and football nets remain available. Please remember: no wheeled items are permitted on the MUGA surface, and only water should be brought onto it.

VOLUNTEERING IN THE COMMUNITY

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

- Helping to put together additional poppies for the Armistice Day displays, including new displays made from plastic bottles.
- Joining our quarterly litter-picking group.

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

AIR AMBULANCE RECYCLING BIN

The Air Ambulance recycling bin has proved very popular over the summer. For the first time since installation, we have experienced some problems with emptying it. If the bin is full, please take clothing home rather than leaving it in the car park, and return once the bin has been emptied. Thank you.

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 queries or suggestions, please contact the Parish Clerk: clerk@cantleywithbrantonparish.gov.uk

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Cantley with Branton Parish Council – SY0021**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Section 2, Box 6 incorrectly includes items which are staff costs as defined in the Joint Panel on Accountability and Governance Practitioners’ Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers’ national insurance contributions, employers’ pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.), items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority, home working allowance, payroll processing costs and contractor/locum clerk costs in respect of individuals who are self-employed, are not staff costs for the purpose of completion of the AGAR in accordance with proper practice.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

21/08/2026

Cantley with Branton Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Cantley with Branton Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Cantley with Branton Parish Council on application to: (a) <u>BEV WALTON, CLERK / RFO</u> <u>KILHAM HALL, KILHAM LANE,</u> <u>BRANTON, DONCASTER,</u> <u>DN3 3PF</u> (b) <u>MONDAY - THURSDAY 4PM - 6PM</u> <u>FRIDAY 2PM - 4PM</u> 3. Copies will be provided to any local government elector of the area on payment of £1.00 (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>BEV WALTON, CLERK / RFO</u> Date of announcement: (e) <u>2ND SEPTEMBER 2026</u>	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
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CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY SEPTEMBER 2026

July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM 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 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 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 Home Lea, Doncaster Road, Branton	Erection of 3 dormer properties including access and a private drive.	Pending
May 2026		
26/00706/FUL Land Off Cammidge Way, Bessacarr	Erection of a children's nursery and associated works	Pending
July 2026		
26/00975/ADV Three Horse Shoes, Doncaster Road, Branton	Display of various externally illuminated signs	Pending
26/01083/TCON 11 Birchwood Dell, Bessacarr	Notice of intention to fell a line of conifer trees, within South Bessacarr Conservation Area	Pending
26/00942/FUL 23 Alliss Road Branton	Erection of a single storey rear extension	Granted
26/00747/FUL Stone Cross Manor, School 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.	Refused
26/01192/FUL Longroyd, Whiphill Top Lane, Branton	Erection of 4 bed detached house with integral double garage following demolition of existing dwelling (self build)	Pending
September 2026		

26/01179/FULM Yorkshire Wildlife Park, Hurst Lane, Auckley	Creation of a new animal enclosure including animal accommodation, public walkways, viewing and seating area.	Pending
26/01318/FUL 35 Valley Drive, Branton	Erection of a single storey rear extension with 3 roof lights following the demolition of existing conservatory	Pending
26/01387/TCON 47 Warrington Drive, Bessacarr	Notice of intention to remove a Western Red Cedar, a Leylandii hedge and prune a Beech tree, all within South Bessacarr Conservation Area	TPO Not Served
26/01386/TCON 1 Birchwood Court, Bessacarr	Notice of intention to fell a dead Oak tree, within South Bessacarr Conservation Area.	Exempt Works
26/01400/TCON 291 Bawtry Road, Bessacarr	Notice of intention to fell 2 x cypress trees, within South Bessacarr Conservation Area	TPO Not Served
26/01289/FUL 2 Warrington Drive, Bessacarr	Erection of new front boundary treatment including railings and gate.	Pending
26/01470/TPO 3 Plantation Avenue, Bessacarr	Application to fell an Oak tree, identified as being T328 of Doncaster Borough Council Tree Preservation Order (No.64) 1991 Bessacarr with Cantley.	Pending
26/01391/FUL 15 Willow Glen, Branton	Erection of rear extension and balcony following demolition of conservatory	Pending
26/01428/FUL 27 Milton Road Branton	Installation of five air-conditioning units comprising three external condenser units and five internal wall-mounted units. One external condenser unit is to be installed at ground-floor level on the front elevation, with two external condenser units installed at first-floor level on the rear elevation. The system will provide heating and cooling to the dwelling	Pending

APPEALS

25/00008/REF 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
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