



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 9th September 2026 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), S. Adams, R. Odell, and J. Sprack.

IN ATTENDANCE: B Walton (Clerk).

1) APOLOGIES FOR ABSENCE

1.1 Apologies

Councillor Y. Butterworth, Councillor Boyd and all 3 Ward Councillors.

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 Williams declared an interest in Item 11.1.1

2.2 Request Dispensation from Proper Officer

None.

2.3 Items to which the public and press are excluded

Items 17.1 to 17.3 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 Parish Council Meeting on 1st July 2026

RESOLVED (3)

4.1 The minutes of the Annual Parish Council Meeting held on the 1st July 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 Stevensons School of Dance requested use of the field for a gathering.

4.2.2 A resident offered some oak tree saplings for planting within the Parish.

4.2.3 A resident complained about the hours of hire/use of Kilham Hall.

4.2.4 A resident raised concerns about unmown grass and wildflowers at the rear of Oak Tree Road.

4.2.5 Complaints received about the air ambulance recycling bin overflowing.

RESOLVED (4)

4.1 Members noted the gathering of Stevensons School of Dance.

4.2 The Clerk had thanked the resident for oak tree saplings however declined them as there was nowhere to plant them.

4.3 The Clerk referred a complaint about Kilham Hall to Kilham Hall Management Committee. Councillor Sprack will follow this up at the next Kilham Hall Management Committee meeting and update the Council on the outcome.

4.4 The Clerk referred the resident to City of Doncaster Council regarding unmown areas of grass and wildflower areas on their land. A link to CDC's online reporting was also forwarded to the resident.

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

4.5 The recycling bin was broken so the Air Ambulance replaced it. The Clerk shared a facebook post asking residents to be considerate and not leave bags of clothes/brick a brace at the bin if it was full. The bin has been replaced for a smaller one and a new, larger bin has been requested.

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

Ward Councillors had no updates to provide to the Parish Council.

5.2 Electrical Columns at Old Cantley

Members were advised of a quotation for the potential installation of a second column at Old Cantley Roundabout at a future date. It was noted that cost savings could be achieved by undertaking the installation at the same time as the new column currently commissioned. However, this would result in additional costs for the purchase of illuminations, electrical works, and the installation and subsequent removal of the equipment.

5.3 Identify any new Highway matters

RESOLVED (5)

5.1 Member's noted Ward Councillor's apologies.

5.2 Members considered the quotation for a second electrical column and felt the current displays would be sufficient without adding a third display at the roundabout, incurring additional costs not budgeted for.

5.3 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 the additional play park gate which was approved previously. There is a carriage fee of £140 applied. Members were asked if they were happy to continue with the purchase.

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

Updates are carried out daily/weekly.

RESOLVED (6)

6.1 The Clerk's Report was noted.

6.2 Members approved to £140 carriage fee for the playground gate.

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

7.1 Kilham Hall Management Committee

The next meeting will be held on 21st September 2026.

RESOLVED (7)

8) PARISH MATTERS

8.1 King's Garden Party

Members were asked to consider if they wished to nominate anyone for the King's Garden Party.

8.2 Curleys Fun Run

Curleys Fun Run provided members with a route for their run through Bessacarr for information.

8.3 Newsletter

The Parish Council were asked to consider the content for the next parish newsletter which included Warren Park, Litter Picking, Postbox Topper, Police and Councillor Drop In, Kilham Hall Field, MUGA, Volunteering in the Community, Air Ambulance Recycling Bin and where they wished to publish it.

RESOLVED (8)

8.1 The Parish Council wished to nominate Louise Taylor who makes and donates the post box toppers.

8.2 Members noted the information provided by Curleys Fun Run.

8.3 Members approved the content of the newsletter and agreed to publish in the Auckley & Branton Arrow and the Today Publication.

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

9) PARISH COUNCIL MATTERS

9.1 Name Badges

The Clerk asked Members if they felt it appropriate to purchase name badges and lanyards for Members for when they represent the Council at external meetings. Members photos would be required. Cost would be approximately £35.

9.2 YLCA Joint Annual Meeting 2026

Members were asked to consider submitting resolutions relevant to all parish sector Councils in Yorkshire or countrywide for consideration by YLCA Joint Annual Meeting.

9.3 Kilham Hall Car Park

Members were asked to consider reviewing the opening/closing times for Kilham Hall car park during the Autumn/Winter months.

RESOLVED (9)

9.1 The Parish Council approved purchasing of name badges and lanyards for members at a cost of approximately £35.

9.2 Members resolved to request "To discuss the current classification of the Village Hall's electricity supply, including its registration as a charity and the application of business rates/tariffs" was placed on the YLCA Joint Annual Meeting agenda.

9.3 Members approved amending the opening/closing times for Kilham Hall Car Park during the Autumn/Winter months. Gates will close at 4pm (unless users are in) rather than 6pm.

10) FINANCIAL

10.1 AGAR – External Audit Report and Certificate

Members were provided with Section 3 of the AGAR - PKF Littlejohn's external audit report and certificate - for consideration together with the Notice of Conclusion of Audit.

10.2 Direct Bank Payments

That the following payments were approved:

Ref No	To Whom Paid	Net £	VAT £	Total £
26/71	Amazon – External Lights for KH	99.98	20.00	119.98
26/72	Amazon – External Lights for KH	99.98	20.00	119.98
DD06/16	Plusnet – Internet	29.99	0	29.99
26/69	Branton Garden Centre – Plants & Compost	148.33	29.67	178.00
26/70	Branton Garden Centre – Plants & Compost	13.30	2.67	15.97
26/73	City of Doncaster Council – Electrical Column	3024.18	0	3024.18
26/76	Payroll *			
26/74	Audit	315.00	63.00	378.00
26/75	Handyman Expenses	5.82	1.17	6.99
26/75	Handyman Expenses	10.32	2.06	12.38
DD08/05	Scribe monthly fee	55.00	11.00	66.00
26/77	Payroll *			
26/78	HMRC *			
DD02/63	O2 – Mobile	13.00	2.60	15.60
DD04/03	ICO – Annual Fee	52.00	0	52.00
DD03/24	Unity Trust – monthly fee	7.00	0	7.00

* 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.

10.3 1st Quarter Bank Reconciliation

Members were provided with the bank reconciliation for the first quarter showing a balance (across all accounts) of £107,564.05.

10.4 1st Quarter Budget Monitoring Report

Members were provided with a new format of the budget monitoring report for information.

10.5 Bank Statements

The Clerk presented Members with the bank statements for 1st July to 31st August 2026 showing a balance of £86,592.55. For consideration and approval by the Members appointed to check internal controls are being met.

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

RESOLVED (10)

10.1 Section 3 of the AGAR and the Conclusion of Audit were noted and it was agreed the Clerk would add the documents to the website and notice boards.

10.2 The direct payments were duly authorised.

10.3 That the 1st Quarter Bank Reconciliation is noted and signed by the Chairman.

10.4 That the 1st Quarter Budget Monitoring report is noted.

10.5 That the Bank statements are noted and the Councillors responsible for ensuring internal control is in place signed the same.

11) PLANNING APPLICATIONS

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

11.1.1	26/01179/FULM Yorkshire Wildlife Park, Hurst Lane, Auckley	Creation of a new animal enclosure including animal accommodation, public walkways, viewing and seating area.	Supports the Yorkshire Wildlife Park as an important local attraction and recognises the employment and economic benefits it brings to the area. However, the Council has significant concerns regarding the potential impacts of this proposal and does not consider that all of these matters have yet been satisfactorily addressed. Traffic and highway impact is a particular concern. The application anticipates a 20% increase in visitor numbers if the development proceeds. The Parish Council is concerned that such an increase is likely to result in a corresponding increase in vehicle movements on the surrounding road network, particularly Hurst Lane and through Auckley. Hurst Lane already experiences significant traffic, particularly at busy periods, and serves the Wildlife Park, schools, the college, the airport and other existing developments. The Council therefore considers that the potential additional traffic needs to be fully assessed, rather than simply considering whether the proposed development can be accommodated within existing visitor limits. The impact on congestion, highway safety and pedestrians, particularly school children using the area, should be properly assessed. The Parish Council would ask that the Highway Authority gives particular consideration to the predicted 20%
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		increase in visitors and the resulting increase in traffic movements. The Council also notes the concerns raised by other consultees, including the Environment Agency, which has objected to the application in the absence of an acceptable Flood Risk Assessment. The Environment Agency has identified, amongst other matters, significant flood risk within part of the proposed enclosure and has requested further information regarding the safety of animals during a flood event. The Parish Council is also concerned about surface water drainage and infiltration arrangements and considers that further details should be provided to demonstrate that the proposed development will not adversely affect surrounding land or existing drainage systems. There are also ecological concerns which the Council believes require further consideration. In particular, the potential impact on existing grassland habitats and connectivity, together with the presence of local wildlife including the grass snake population, should be properly assessed. The Council would wish to see appropriate ecological mitigation and enhancement measures clearly identified before the application is determined. The Council also notes that Cadent Gas has raised concerns regarding existing gas infrastructure. These matters should be fully resolved and any necessary protection or diversion works agreed before permission is granted. In view of the above, the Parish Council considers that there are currently too many outstanding matters relating to highways and traffic, flood risk, drainage, ecology and utility infrastructure.
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			The Parish Council therefore objects to the application in its current form and requests that the outstanding concerns raised by the statutory consultees and the Parish Council are satisfactorily addressed before the application is determined. In particular, the Council requests that any revised information is subject to further consultation with the relevant consultees and that the impact of the anticipated 20% increase in visitor numbers on traffic through Branton and Auckley is fully assessed.
11.1.2	26/01318/FUL 35 Valley Drive, Branton	Erection of a single storey rear extension with 3 roof lights following the demolition of existing conservatory	No comments or concerns
11.1.3	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 Raised concerns regarding the proposed removal of the Western Red Cedar and Leylandii hedge. Whilst the Council appreciates that there may be valid reasons for the proposed works, it would like clarification as to what planting is proposed to replace the removed tree and hedge. Given that the site is within a Conservation Area, the Parish Council considers it important that the existing greenery and screening are maintained and that the removal of established planting does not have a detrimental impact on the character and appearance of the area. The Parish Council would therefore wish to see replacement planting of a similar nature and scale, using appropriate species that will provide comparable screening and make a positive contribution to the local environment. The Council would ask that details of any proposed replacement planting are provided and agreed before the works are undertaken. Subject to suitable replacement

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			planting being secured, the Parish Council would have no objection to the proposed works.
11.1.4	26/01386/TCON 1 Birchwood Court, Bessacarr	Notice of intention to fell a dead Oak tree, within South Bessacarr Conservation Area.	Exempt Works Given that dead and decaying oak trees can provide potential roosting habitat for bats, the Parish Council would like to know whether the tree has been subject to a Preliminary Roost Assessment by a suitably qualified ecologist. If no assessment has been undertaken, the Council considers that the potential impact on protected bat species should be established before the application is determined, particularly given that Natural England guidance identifies dead trees, trees with cavities and trees with loose bark or crevices as potential bat roost habitat. The Council therefore requests confirmation as to whether a bat assessment has been carried out and, if so, that the findings are made available as part of the application.
11.1.5	26/01400/TCON 291 Bawtry Road, Bessacarr	Notice of intention to fell 2 x cypress trees, within South Bessacarr Conservation Area	TPO Not Served
11.1.6	26/01289/FUL 2 Warrington Drive, Bessacarr	Erection of new front boundary treatment including railings and gate.	No comments or concerns
11.1.7	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.	TPO Consent Granted
11.1.8	26/01391/FUL 15 Willow Glen, Branton	Erection of rear extension and balcony following demolition of conservatory	No comments or Concerns
11.1.9	26/01517/FUL 23 Warning Tongue Lane, Cantley	Erection of 4 bedroom dormer bungalow	Concerns raised about the removal of trees to facilitate a build in a conservation area.
11.1.10	26/01504/FUL Doncaster Golf Club, Bawtry Road, Bessacarr	Erection of a golf buggy store adjacent to existing golf club green keepers buildings	No comments or Concerns
11.1.11	26/01428/FUL 27 Milton Road, Branton	Installation of five air-conditioning units comprising three external condenser units	No comments or Concerns

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		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	
11.1.12	26/01629/FUL Compton Acres, 54 Chapel Lane, Branton	Erection of a two storey extension to the front and side elevations	No comments or Concerns
11.1.13	26/01650/FUL 7 Birchwood Court, Bessacarr	Installation of Solar Panels (RETROSPECTIVE)	No comments or concerns

RESOLVED (11)

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

12) POLICIES/PROCEDURES

12.1 The Clerk informed Members that there was a considerable amount of policies, procedures and risk assessments to consider. It was suggested that a small number of members join a working group to consider the documents then recommend they be amended/approved at the October meeting.

RESOLVED (12)

12.1 Members approved the formation of a policies and procedures working group, consisting of Councilors Odell and Gibbins together with the Clerk. The Clerk will forward all documents to the Councilors and arrange a date to meet prior to the October meeting.

13) POLICE ISSUES

13.1 Future Drop In Sessions

The Clerk shared a list of dates for future sessions with Members and their locations.

RESOLVED (13)

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

14) TRAINING/EXTERNAL MEETINGS

14.1 CDC's Parish Council Joint Consultative Committee

The Clerk previously provided members with an update from the above meeting held on the 6th August 2026.

14.2 Airport Consultative Committee

Councillor Gibbins previously provided members with an update from the above meeting held on the 10th August 2026.

RESOLVED (14)

14.1 The updates were noted.

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, Community First Funding Update, Local Plan Consultation, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, NALC CEO Bulletin.

RESOLVED (15)

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

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

Minutes subject to approval at the next meeting

16) DATE OF NEXT MEETING

16.1 7th October 2026 at 6pm.

16.2 November meeting

The Clerk informed Members that she would not be in attendance on the 4th November due to her son having surgery that day. Members could either continue without the Clerk and a Councillor take the Minutes or the meeting could be rearranged.

RESOLVED (16)

16.1 That the next meeting be held on Wednesday 7th October 2026 commencing at 6pm.

16.2 Members agreed to change the November meeting date to enable the Clerk to attend. The meeting will now take place on Wednesday 11th November 2026.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's July and August Timesheet

The Clerk's timesheet for July and August were shared for information.

17.2 Handyman/Gardener's July and August Timesheet

The Handyman's timesheet for July and August were shared for information

17.3 NALC Pay Award

Members were informed of the NALC pay award for staff backdated to April 2026 for information.

RESOLVED (18)

17.1 The Clerk's timesheet was received and approved for July and August 2026.

17.2 The Handyman's timesheet was received and approved for July and August 2026.

17.3 Members ratified the NALC pay award for staff and approved backdating to April 2026.

17.4 Members asked the Clerk to inform them of the difference in pay and also against this year's budget following the NALC pay award.

The meeting closed at 7.45pm.

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

Minutes subject to approval at the next meeting

CANTLEY with BRANTON PARISH COUNCIL - ACTION TACKER 2025
Last Updated 29/06/25

<u>Action Ref</u>	<u>Action</u>	<u>Raised by</u>	<u>Date Raised</u>	<u>Closed by</u>	<u>Date Closed</u>	<u>Priority</u>	<u>Overdue Y or N</u>	<u>Comments</u>
FAC - 001	Fence bottom collapsed and requires fixing	BW	17/03/2022	SM	11/04/2022	2	N	Temp repair only
PGI - 001	Swing seat starting to split	BW	08/04/2022	SM	29/07/2022	3	N	New seat fitted
PGI - 002	Playtower roof starting to delaminate	SM	22/04/2022	SM	27/06/2022	3	N	New roof fitted
PGI - 003	Spinner Bike requires maintenance (Noisy)	SM	22/04/2022	SM	06/05/2022	2	N	Oiled
PGI - 004	Playground equipment requires repaint, paint flaking off in areas.	SM	13/05/2022	SM	07/11/2022	4	N	See ROSPA Action
PGI - 005	Weeds are setting in on safety surfaces	SM	13/05/2022	SM	13/05/2022	2	N	Weeds removed
WFH - 001	Werner Extension ladder requires inspection tags fitting	SM	19/05/2022	SM	16/06/2022	2	N	Tags fitted
WFH - 002	Arbu Step ladders do not meet EN131 standard for professional use	SM	19/05/2022	BW	09/11/2022	2	Y	New ladders procured
PGI - 023	Maintenance programme and checklist to develop for Playground equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
WFH - 003	Maintenance programme and checklist to develop for Working at Hieght equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
MAC - 001	Maintenance programme and checklist to develop for Machinery equipment	SM	19/05/2022	BW	21/11/2022	2	Y	
MAC - 002	Petrol mower handle turn screw detached	SM	19/05/2022	SM	19/05/2022	2	N	New Fixing fitted
GEN - 001	Accident Book required on site	SM	19/05/2022	BW	21/11/2022	2	Y	
GEN - 003	First Aid kit to be made available on site	SM	19/05/2022	BW	21/11/2022	2	Y	
GEN - 004	Health and Safety board to be installed on site	SM	19/05/2022	SM	17/08/2022	2	Y	Board fitted
GEN - 005	Training and Inspection trackers to be displayed	SM	19/05/2022	BW	17/08/2022	2	Y	Docs displayed
GEN - 006	Action Tracker to be developed and displayed	SM	19/05/2022	SM	04/11/2022	2	Y	
FAC - 003	Kilham wrought iron gate requires repair, not locking	SM	17/06/2022	SM	17/06/2022	2	N	Gate aligned, new fixings
MAC - 003	Electrical loom detached from Strimmer Body	SM	20/06/2022	SM	20/06/2022	2	N	Loom resecured and taped.
PGI - 006	Broken goalposts (No1), crossbar due to vandalism	SM	24/06/2022	SM	24/06/2022	1	N	New piece fitted
PGI - 011	Broken goalposts (No2), Rear post due to vandalism	SM	15/07/2022	SM	15/07/2022	2	N	New piece fitted
PGI - 007	Playtower ramp treads loose and require refixing	SM	15/07/2022	SM	25/07/2022	2	N	Coach bolts fitted
PGI - 008	Playtower Tunnel end boards to replace (audit action)	SM	15/07/2022	SM	21/09/2022	3	N	New boards fitted
PGI - 009	Rubber safety surface lifting near flat swing area	SM	15/07/2022	SM	07/11/2022	3	Y	See ROSPA Action
PGI - 010	Gym fixing tightness check to undertake (audit action)	SM	15/07/2022	SM	08/08/2022	2	N	Checks completed
PGI - 012	Broken goalposts (No2), crossbar snapped due to vandalism	SM	22/07/2022	SM	22/07/2022	1	N	New piece fitted
PGI - 013	Broken goalposts (No2), Bottom beam clip broken due to vandalism	SM	29/07/2022	SM	29/07/2022	2	N	New clip fitted
MAC - 004	Mower handle fixing clamp missing.	SM	04/08/2022	SM	11/08/2022	2	N	New T Bolt and fixing fitted
PGI - 014	GYM spinner bike to OIL	SM	08/08/2022	SM	08/08/2022	2	N	Oiled

PGI - 015	Felt Tile missing on Playtower roof - vandalism	SM	15/08/2022	SM	17/08/2022	3	N	new tile fitted
PGI - 016	Fixing tightness check on climbing wall outstanding	SM	15/08/2022	SM	19/12/2022	2	Y	Tool bit recieved
PGI - 017	Broken goalposts (No2), Lower floor beam broken due to vandalism	SM	15/08/2022	SM	15/08/2022	2	N	New piece fitted
GEN - 007	Old Cantley noticeboards to re-hinge and repair	BW	15/08/2022	SM	12/12/2022	2	Y	
GEN - 008	Branton noticeboards to repair / rebond glass	BW	15/08/2022	SM	12/12/2022	2	N	
PGI - 018	Nut cap missing on Aerial ramp tread	SM	22/08/2022	SM	24/10/2022	3	N	New cap fitted
PGI - 019	Debris and Moss growth around base of Table tennis table	SM	22/08/2022	SM	21/11/2022	2	Y	
FAC - 004	Special fixing bit required for Climbing wall tightness check	SM	30/08/2022	SM	19/12/2022	2	Y	Raised from action PGI - 016. Tool received
PGI - 020	Broken goalposts (No2), Crossbar snapped in two due to vandalism	SM	30/08/2022	SM	30/08/2022	1	N	New piece fitted
PGI - 021	Broken goalposts (No2), Side Beam broken due to vandalism	SM	20/09/2022	SM	20/09/2022	2	N	New piece fitted
PGI - 022	Broken goalposts (No2), Crossbar snapped in two due to vandalism	SM	05/10/2022	SM	05/10/2022	1	N	New piece fitted
ROSPA - A4	Playground Fencing cap missing	BW	05/10/2022	SM	24/10/2022	2	N	New caps fitted
ROSPA - P2	Swings not set to 350mm hieght	BW	05/10/2022	SM	05/12/2022	2	N	Chain links removed
ROSPA - P3	Multiplay - Bolt threads need protection	BW	05/10/2022	SM	24/10/2022	2	N	New caps fitted
ROSPA - P4	Multiplay - safety surface under ladders and rings to repair	BW	05/10/2022	SM	05/12/2022	2	N	No damage found
ROSPA - P5	Multiplay - timber treads have fungul growth	BW	05/10/2022	SM	24/10/2022	4	N	Removed
ROSPA - P7	Multiplay - risk of finger entrapment	BW	05/10/2022	SM	19/01/2023	2	N	Low risk, not required. Agreed with DMBC inspectors
ROSPA - P7	Multiplay - 3mm radius on edges	BW	05/10/2022	SM	25/11/2022	2	N	
ROSPA - A1	Picnic bench - unprotected bolt threads	BW	05/10/2022	SM	25/11/2022	4	N	
ROSPA - P5	Zip wire - cable rubbing against frame	BW	05/10/2022	SM	30/11/2022	2	N	Sheath fitted
ROSPA - P6	Zip wire - fixing missing	BW	05/10/2022	SM	25/11/2022	2	N	New fixings fitted
ROSPA - P6	Zip wire - finger guard missing	BW	05/10/2022	SM	30/11/2022	2	N	Plastic guard fitted
ROSPA - P8	Climbing wall - crack repairs required	BW	05/10/2022	SM	12/12/2022	4	N	
ROSPA - P11	Gym - pull up bars - hard edging to replace	BW	05/10/2022	BW	12/12/2022	2	N	Clerk to contest action
ROSPA - P18	Ball wall - requires pointing	BW	05/10/2022	SM	12/12/2022	4	N	Inspected and ok for use
GEN - 009	Kilham Hall noticeboard upside down, to rotate	SM	04/11/2022	SM	30/11/2022	2	N	
FAC - 005	Picket Fence repairs post Extension build	SM	07/11/2022	SM	21/11/2022	1	N	New panels fitted
FAC - 006	Kilham Hall rear gate requires stop bracket	SM	07/11/2022	SM	23/11/2022	2	N	
FAC - 008	Clean out gutters post leaf fall	SM	14/11/2022	SM	28/11/2022	2	N	
FAC - 009	Drain covers required to prevent blockages	SM	14/11/2022	SM	05/12/2022	2	N	
PGI - 023	Goal posts No2 Broken - Rear Spar damage	SM	14/11/2022	SM	14/11/2022	1	N	New piece fitted

PGI - 024	Goal posts No2 Broken - Crossbar snapped	SM	24/11/2022	SM	25/11/2022	1	N	New piece fitted
FAC - 010	Dog Ban Sign repair and re-secure	SM	07/11/2022	SM	30/11/2022	2	N	New clamp bar fitted
FAC - 002	Boundary Fence posts require replacement	SM	13/05/2022	SM	09/03/2023	4	N	
GEN - 002	Appointed First Aided to be displayed on site	SM	19/05/2022	SM	13/02/2023	2	Y	Not applicable due to low staff numbers
FAC - 005	Public Liability Notices to be installed on playground	SM	19/05/2022	SM	27/02/2023	2	Y	
ROSPA - A2	Litter Bin needs moving	BW	05/10/2022	SM	16/03/2023	4	N	
ROSPA - A3	Recommend two entrances for playground	BW	05/10/2022 & 10/10/23	SM	03/12/2023	4	N	Closed, reopened side access gate
ROSPA - A6	Dog ban and Ownership signs required	BW	05/10/2022	SM	27/02/2023	4	N	
ROSPA - P1	Swings general - 40% chain wear, renew chains	BW	05/10/2022	SM	28/03/2023	4	N	Under inspection regime
ROSPA - P2	Play surface damaged beneath swings	BW	05/10/2022	SM	26/05/2023	4	N	Sikaflex repair undertaken
ROSPA - P4	Multiplay - Paintwork requires attention (general)	BW	05/10/2022 & 10/10/23	SM	25/09/2024	4	N	Duplicate - see 2024 action
ROSPA - A3	Fitness equipment - warning signs required	BW	05/10/2022	SM	06/02/2023	2	N	
ROSPA - P1	Basket swing - strip down inspection	BW	05/10/2022	SM	28/03/2023	4	N	Under inspection regime
ROSPA - P2	Basket swing - trip hazards around surface	BW	05/10/2022	SM	28/03/2023	4	N	Low risk, no action reqd
ROSPA - P3	Zip wire seat - chain wear at 40 % to replace	BW	05/10/2022	SM	28/03/2023	4	N	Included in ROSPA - P4
ROSPA - P4 & P5 & P6	Zip wire maintenance - strip down inspection required of full system including cable wear inspection.	BW	05/10/2022 & 10/10/23	BW	31/08/2024	3	N	BW cnfirmed equipment has been annually inspected by DMBC in Summer 2024
ROSPA - P7	Zip wire - trip points around surface	BW	05/10/2022	SM	28/03/2023	4	N	Low risk, no action reqd
ROSPA - P10	Gym - pull up bars - trip points	BW	05/10/2022	SM	30/03/2023	2	N	To do in Spring 2023
ROSPA - P12	Gym - bike - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
ROSPA - P13	Gym - dip station - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
ROSPA - P17	Gym - Shoulder press - trip points	BW	05/10/2022	SM	30/03/2023	4	N	To do in Spring 2023
MAC - 005	Strimmer requires new safety labels	SM	04/11/2022	SM	27/02/2023	1	Y	
FAC - 007	Kilham Hall long gate requires escutcheon plates	SM	07/11/2022	SM	03/04/2023	3	Y	
FAC - 011	New extension drain cover requires brackets	SM	17/01/2023	SM	06/02/2023	3	N	To do in Spring 2023
FAC - 012	Old Lock up door requires recladding and painting	SM	17/01/2023	SM	23/02/2024	3	N	
FAC - 013	New Lock Up door to paint	SM	17/01/2023	SM	23/02/2024	3	N	
FAC - 014	Hall exterior doors to repaint x 3	SM	17/01/2023	SM	25/02/24	3	N	
GEN - 010	Park Noticeboards to revarnish	SM	17/01/2023	SM	21/08/2023	3	N	
GEN - 011	Parish Council Noticebard to install (new estate)	BW	17/01/2023	SM	22/05/2023	3	N	Method statement written
GEN - 012	Gym Noticeboard to make and install	BW	17/01/2023	SM	06/02/2023	2	N	
GEN - 013	Memorial Statue to renovate	SM	17/01/2023	SM	15/09/2023	3	N	
GEN - 014	Memorial Garden to resow Wild Flowers	SM	17/01/2023	SM	20/02/2023	2	N	To do in Feb 2023
GEN - 015	Memorial Garden Arch to build and install	SM	17/01/2023	SM	22/12/2023	3	N	
FAC - 014	Door Hooks to fit on Old Lock Up door	SM	17/01/2023	SM	26/01/2023	2	N	
FAC - 015	Lock the Door signs to be fitted to Storage rooms	SM	17/01/2023	SM	23/02/2024	3	N	Stencil after Painting

PGI - 025	Bungs to be fitted in Multigym framework, risk of finger entrapment	SM	19/01/2023	SM	15/02/2023	2	N	
FAC - 016	Keep off the Grass signs x 2 required for grass verge	SM	19/01/2023	SM	17/04/2023	3	N	To do in Spring 2023
GEN - 016	Level and turf front Hall Verge	SM	19/01/2023	SM	27/02/2023	3	N	To do in Spring 2023
GEN - 017	Hall Front Beds to weed control and Bark Chippings	SM	19/01/2023	SM	09/09/2023	3	N	Not required, to close
GEN - 018	Hall Hedge Beds to weed control and Stone Chippings	SM	19/01/2023	SM	02/11/2023	3	N	Leave for bedding plants
GEN - 019	Hall Hedge Beds to plant Lavender and perenials	SM	19/01/2023	SM	09/06/2023	3	N	
GEN - 020	Rose garden to weed control and bark / stone chippings	SM	19/01/2023	SM	07/06/2023	4	N	
GEN - 021	Donny Road Garden to weed control and bark chippings	SM	19/01/2023			4	N	Carry across to 2025 season
GEN - 022	Donny Road Garden to plant shrubs and perenials	SM	19/01/2023	SM	26/03/2025	4	N	Carry across to 2025 season
FAC - 017	Hall boundary fence to repair and repaint	SM	19/01/2023			4	N	Repairs done, painting to complete (ongoing)
FAC - 018	Hall gutters to clean out post Spring (leaf fall)	SM	19/01/2023	SM	02/08/2023	3	N	
GEN - 023	Old Cantley - Flower Urn to Install	SM	19/01/2023	BW	01/10/2023	4	N	Clerk closed the action
GEN - 024	Old Cantley - Village sign to repair and resecure	SM	19/01/2023	SM	24/11/2023	4	N	Needs new sign, temp repair
PGI - 026	Goal posts No2 Broken - Crossbar snapped	SM	20/02/2023	SM	13/02/2023	1	N	New section fitted
GEN - 023	Create bed around fenced playground park and plant Spring bulbs	SM	23/02/2023	SM		4	N	Carry across to 2025 season
FAC - 019	KEEP OFF THE GRASS ' signs required for front verge	SM	23/02/2023	SM	27/02/2023	2	N	Superceded by GEN - 027
FAC - 020	New LED light required for front entrance	BW	20/02/2023	BW	13/04/2012	1	Y	
GEN - 025	Grass seed front verge lawn post Gas repairs	SM	20/02/2023	SM	13/03/2023	2	N	
GEN - 026	Install Planter at front of memorial statue	SM	20/02/2023	SM	20/03/2023	3	N	
GEN - 027	Install plastic parking bollard to front verge	SM	27/02/2023	SM	27/05/2023	2	N	Closed, no parking sign in situ
GEN - 028	Park Large Access gate to repair	SM	22/03/2023	SM	03/04/2023	2	N	
PGI - 027	Overhanging trees at boundary to prune / crop	SM	20/03/2023	SM	27/03/2023	2	N	
PGI - 028	Goal post number 2 broken - bottom beam	SM	27/03/2023	SM	27/03/2023	1	N	
FAC - 021	Rotten Flower bed timber edging to replace	SM	25/04/2023	SM	05/01/2024	4	N	
FAC - 022	Main Hall noticeboard, perspex to renew	SM	27/05/2023	SM	29/03/2024	3	N	Cleaned March 2024
PGI - 029	Gate reflector broken, to replace	SM	27/05/2023	SM	19/07/2024	3	N	
FAC - 023	Hall main door frame to paint post lock repair	SM	27/05/2023	SM	21/08/24	3	N	Undercoated only
FAC - 024	Hall Porch to repaint and reclad	SM	27/05/2023	SM		4		Autumn / Winter 2025
PGI - 030	Gym equipment to thorough clean and degrease	SM	27/05/2023	SM	20/03/24	2		
FAC - 025	Dog Ban signs to put up around Kilham Grounds	SM	03/07/2023	SM	12/07/2023	1	N	
DMBC - 001	Zip Line stop to adjust centrally on Platform	SM	03/07/2012	SM	05/09/2023	2	N	Completed by DMBC
DMBC - 002	RH Flat seat Swing chains incorrect chains / eyelets fitted	SM	06/07/2012	SM	12/07/2023	4	N	Closed, satisfactory standard
DMBC - 003	Flat seat Swing crossbar requires painting	SM	06/07/2012	SM	25/09/2024	4	N	Duplicated - See 2024 action
DMBC - 004	Park contacts list to be made A3 size	SM	06/07/2012	SM	24/11/2023	2	N	Acceptable to ROSPA
PGI - 032	Zip Line trolley fixings to replace	SM	05/09/2023	SM	11/09/2023	2		
DMBC - 005	Vehicle access gate requires padlock, bent slide bar	SM	06/07/2012	SM	03/12/2023	3	N	
FAC - 026	Kilham Hall offices and meeting room to decorate	SM	03/10/2023	SM		3		Winter 2024 / 2025

FAC - 027	Kilham Hall office foyer, install to studded wall, door and shelve out.	SM	03/10/2023	SM	24/01/2025	3	N	Winter 2024 / 2025
PGI - 031	Tower roof covering coming adrift.	SM	06/07/2012	SM	12/07/2023	2	N	
ROSPA - A4	Fencing posts - remove timber plug and fit correct cap	SM	10/10/2023	SM	03/11/2023	2	N	
ROSPA - P5	Multiplay - timber treads to replace and paint	SM	10/10/2023	SM	14/08/24	3	N	
ROSPA - P6	Multiplay - risk of finger entrapment	SM	10/10/2023	SM	02/11/2023	2	N	Clerk to contest. Not a retrospective action, met standards at the time of install. Also low risk, no reported incidents to date.
ROSPA - P6	Multiplay - chamfer ramp edges	SM	10/10/2023	SM	03/11/2023	2	N	
ROSPA - P2	Basket swing - 40% chain wear and strip down inspection by OEM	BW	10/10/2023	BW	01/02/2024	4	N	Under inspection regime
ROSPA - P3	Basket swing - trip hazards around surface	BW	10/10/2023	SM	02/11/2023	4	N	Low risk, no action reqd
ROSPA - P7	Zip wire - trip hazards around surface	BW	10/10/2023	SM	02/11/2023	4	N	Low risk, no action reqd
ROSPA - P7	Zip wire - finger guards missing	BW	10/10/2023	BW	01/02/2024	3	N	Confirmed inspected by DMBC as ok by Clerk
ROSPA - P8	Climbing wall - cracks in sealant	SM	10/10/2023	SM	21/06/2024	3	N	Repaired
ROSPA - 10	Pull up bars - extend safety surface area	BW	10/10/2023	BW	25/09/2024	4		Duplicated - See 2024 action
GEN - 029	Leaking fallpipe on new extension to seal	SM	02/11/2023	SM	11/12/2024	2	N	
FAC - 028	Goal posts No2 Broken - Post snapped	SM	28/11/2023	SM	04/12/2023	2	N	
FAC - 029	Boundary Fence - finish stub post repairs	SM	13/05/2022	SM	29/01/2024	4	N	
FAC - 030	Rose garden to weed control and bark / stone chippings	SM	01/02/2024	SM	30/05/2025	3	N	Slate chippings to finish
FAC - 031	Memorial Garden to resow Wild Flowers	SM	01/02/2024	SM	12/02/2024	2	N	
FAC - 032	Memorial Garden - plant more perenial shrubs	SM	01/02/2024	SM	12/02/2024	2	N	
FAC - 033	Donny road - plant new shrubs and perennials	SM	01/02/2024	SM	05/12/2024	4	N	Duplicated
GEN - 030	Old Cantley - Village sign to replace	SM	28/11/2023			3		Sign perished and cracked
GEN - 031	Memorial Garden - plant Summer flower bulbs	SM	28/03/24	SM	31/05/2024	3	N	
GEN - 032	Memorial Garden - plant Summer flower bulbs	SM	28/03/24			3		Autumn 2025
FAC - 034	Clean Hall Gutters, Soffitts and Facia's post Winter	SM	28/03/24			3		Spring 2025
FAC - 035	Rose garden - Plant Summer bedding plants	SM	30/04/2024	SM	31/05/2024	3	N	
FAC - 037	Hall Main Bed - plant Summer flowering bulbs	SM	22/04/2024	SM	24/04/2024	3	N	
FAC - 038	Goal posts - replace both nets as damaged beyond repair	SM	04/06/2024	SM	31/07/24	2	N	
GEN - 033	Park Contacts list to upgrade to A3 size.	SM	04/06/2024	SM	19/07/2024	3	N	
FAC - 039	Soft surface play areas to weed spray	SM	04/06/2024	SM	19/07/2024	3	N	
FAC - 036	Donny road - plant Summer flowering bulbs	SM	28/03/2024			4		Postponed to 2025
FAC - 040	Donny road - Overhanging trees to prune	BW	04/07/2024	BW	08/12/2024	3	N	Complaint from resident, contractor required
FAC - 041	Play tower roof capping missing, vandalised, to renew	SM	04/07/2024	SM	19/07/2024	3	N	
FAC - 042	Park Notice board vandalised, frame bent, to repair	SM	26/06/2024	SM	19/07/2024	2	N	

FAC - 043	Play tower roof Felt missing, vandalised, to replace	SM	19/07/2024			3		Postponed to 2025
FAC - 044	Park Signs require recoat of Stain before Winter	SM	04/08/2024	SM	05/12/2024	3	N	
FAC - 045	Water Buts to install at Hall building	SM	04/09/2024	SM	14/10/2024	3	N	
FAC - 046	IR Sensor in toilet faulty, to replace	SM	04/09/2024	BW	27/06/2025	2	N	
FAC - 047	Fire door closes and intumescent strips to install in office	BW	04/09/2024	SM	06/09/2024	2	N	
FAC - 048	Fire door closes and intumescent strips to install in hall	BW	05/09/2024			2		Strip fitted, door to plane
GEN - 034	Memorial Garden - plant Wild flower bulbs / seeds	SM	03/09/2024	SM	07/02/2025	3	N	Spring 2025
ROSPA - P4 & P5	Zip wire maintenance - strip down inspection required of full system including cable wear inspection.	BW	25/09/2024			3	N	Full OEM inspection required
ROSPA - A4 & P10	Pull up bars - Remove hard edging, extend safety surface area with grassed matting	BW	25/09/2024	SM	03/03/2025	3	N	Winter 2024 / 2025
ROSPA - P2	Basket Swing - Chain links worn at 40%, to be replaced	BW	25/09/2024			3	N	Parts here, to do
ROSPA - P6	Zip wire - Renew Finger guards	BW	25/09/2024			3	N	Parts here, to do
ROSPA - P9	Gym equipment - each aparatus requires an information sign on use to EN16630	BW	25/09/2024	SM	26/03/2025	4	N	Signs are on each piece of kit already, closed
ROSPA - P4 & P5	Fenced Play equipment - descale and repaint	BW	25/09/2024			3	N	Planned Summer 2025
ROSPA - P7	Play tower - finger entrapment, small holes to plug	BW	25/09/2024			3	N	
ROSPA - P7	Play tower - Chamfer tread edges	BW	25/09/2024			3	N	
GEN - 035	CBPC ID Cards for each employee	BW	25/09/2024			4	N	
GEN - 036	Plant DMBC donated trees within park boundary	BW	05/12/2024	SM	17/12/2024	3	N	
FAC - 049	Install memorial bench in park	BW	05/12/2024	SM	31/01/2025	3	N	
FAC - 050	Build and install Compost enclosure for green waste	BW	05/12/2024			3	N	
FAC - 051	Install MUGA paving and Cycle rack	BW	24/02/2025	SM	03/06/2025	2	N	
FAC - 052	Realign MUGA basketball nets	SM	03/06/2025	BW	27/06/2025	3	N	
FAC - 053	Plant Summer bedding plants around Parish	SM	03/06/2025	SM	27/06/2025	1	N	



Cantley with Branton Parish Council

Parish Council Action Plan 2026 to 2027

Document Aim

The purpose of this document is to set out the activities and projects the Parish Council will commence or complete within 2026/2027. The action plan is split into three categories, People, Place and Provision.

People

1. Donations

The Parish Council will donate to the following organisations:-

- 1.1.1 Auckley Show - £500 towards the costs of organising the Auckley Show
- 1.1.2 British Royal Legion - £100 for 2 poppy wreaths, one for Kilham Hall Remembrance bench and one for Branton St Wilfrid's Primary School
- 1.1.3 Thorne Rural Lions - £100 for Santa Sleigh Visit
- 1.1.4 Kilham Hall Management Committee - £500 for Christmas Pantomime

2. Grants

The Parish Council will consider putting aside £1000 for community groups to apply for a grant.

Place

3. Kilham Hall and Recreation Area

We will assess, together with Kilham Hall Management Committee, the current building and wider site to look at opportunities to redevelop/refurbish the building, play area, gym and field to see how it can be better utilised and meet the needs of the local residents, businesses and existing users of the site. Following budget discussions, the following was agreed:

- 3.1.1 New equipment for Meeting Rooms
- 3.1.2 New planters for Kilham Hall
- 3.1.3 New CCTV System for Kilham Hall

4. Public Realm

Litter Picking

We will continue to provide litter picking equipment for local groups and residents to use to assist in improvement of the public realm within the Parish.

Litter picks will be held every quarter.

Planting/Wildflower Areas

We will continue to grow and plant bulbs on suitable parts of our sites/public spaces and manage the tree coverage/maintenance to support climate change and increase the biodiversity of the sites and support local wildlife.

Land at the Top of Brockholes Lane

Now that we have obtained a Lease from CDC, we will improve the appearance of the grassed area at the top of Brockholes Lane, clearing vegetation, planting flowers and re-siting the bench.

Local Walking Information

To encourage walking and good health, we will share local walking groups and walks around the Parish for residents on the Parish Council Facebook page.

Provision

5. Communication

- 5.1.1 To continue to include more documentation and information on the website for transparency
- 5.1.2 To publish information on the Parish Council Facebook page regularly to engage with the Community
- 5.1.3 To add the Planning Register to the website

6. Grounds Maintenance

We will continue to coordinate the emptying of waste bins on our recreation site and keep the sites clear of litter. Our Handyman will continue to clear litter from the grounds on his working days.

7. Remembrance Poppies

We will continue to add to the lamp post poppies to be hung on lamp posts within the Parish to support the Royal British Legion. We will coordinate donations of knitted/crocheted poppies from local residents to build on the Parish's displays.

8. Christmas Trees and Lights

We will continue to illuminate the 3 Christmas Trees within the Parish together with the two established trees at Old Cantley Roundabout.

We will purchase:

- 8.1.1 A new Christmas Tree and Electricity Column for Warren Park Estate.
- 8.1.2 Illuminations and an Electrical Column for the opposite side to the road at Old Cantley Roundabout.
- 8.1.3 Additional illuminations for the existing trees.

9. Christmas Carols

We will organise a Carols Around the Tree Event, hiring Armthorpe Elmfield Brass Band to join us, for December at the Glen Road Christmas Tree.

10. Defibrillator

We will continue to apply for Grants for defibrillators for Warren Park estate and look at ways the electrical supply can be sourced for the areas.

11. CCTV

We will fund the annual maintenance fees to cover the CCTV cameras on the entry points to the village.

We will purchase a new CCTV column for the entrance to Warren Park estate.

Implementation

All staff and Councillors have a responsibility to ensure the policy is implemented within existing resources.

Monitoring

The Action Plan will be monitored by the Clerk with regular updates on progress towards the actions reported back to the Parish Council.



Cantley with Branton Parish Council

Action Plan 2026–2027 – Operational Table

What	When	How	Who Leads	Timescales	Priority
Donations to Auckley Show, British Royal Legion, Thorne Rural Lions, Kilham Hall Management Committee	Annually 2026/27	Allocate budget and issue payments	Clerk & Council	Q1–Q2 2026	High
£1000 Community Grants	2026/27	Create application process and promote	Clerk & Council	Launch mid-2026	Medium
Kilham Hall: new meeting room equipment, planters, CCTV	2026/27	Joint assessment and procurement	Clerk & KHMC	Assessment by Q3 2026; procurement Q4–Q1	High
Public Realm: litter picks, planting, tree maintenance, Brockholes Lane improvements	Ongoing	Volunteer coordination, handyman support, planting schedule	Clerk & Handyman	Quarterly litter picks; planting seasonal; Brockholes Lane by mid-2027	Medium–High
Share local walking information	Ongoing	Facebook updates	Clerk	Throughout 2026/27	Medium
Communication: website updates, Facebook posts, Planning Register	Ongoing	Upload documents, schedule posts	Clerk	Planning Register by Q3 2026	High
Grounds maintenance: bin emptying, litter clearance	Weekly/Ongoing	Handyman rota & contractor coordination	Clerk & Handyman	Continuous	High
Remembrance poppies: lamp post displays, knitted poppy coordination	Autumn 2026	Community appeal and installation	Clerk	Oct–Nov 2026	Medium
Christmas trees & lights: illumination, new tree & columns, extra lights	Winter 2026	Procurement and installation	Clerk & Council	Install by Nov 2026	Medium–High
Christmas Carols event with brass band	December 2026	Book band, promote event, arrange logistics	Clerk	Event in Dec 2026	Medium
Defibrillator grants for Warren Park	2026/27	Submit grant applications, assess electrical supply	Clerk	Applications submitted once site sourced for installation	High
CCTV: annual maintenance, new column for Warren Park	2026/27	Contractor maintenance and procurement	Clerk & Council	Maintenance ongoing; column by mid-2027	High
Implementation & monitoring of action plan	Throughout 2026/27	Clerk reports progress to Council	Clerk	Monthly/quarterly	High

CANTLEY WITH BRANTON PARISH COUNCIL	INIT	INIT
INTERNAL CONTROL CHECKLIST	RO	YB
CHECKS		
Accounting records, ie income/expenditure spreadsheets: Are the income/expenditure spreadsheets being kept up to date? Cross reference them with minutes/bank statements	RO	YB
Payments: ✓ Have they all been properly authorised? ✓ Are all payments listed in the minutes? ✓ Do payments made correspond with the invoiced amounts? ✓ Check legitimacy of Direct Debits and ~~Standing Orders~~	RO	YB
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments	N/A ✓	
Receipts: Is income due to the council being collected promptly and in full? ✓ Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	RO	YB
Allotment rents: Rent letter sent out and rents received in a timely matter? Tenancy agreements issued?	N/A	
Cemetery fees and charges: Correctly calculated and collected?	N/A	
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?	RO	YB
Bank reconciliation: Is the council provided with this information regularly? (monthly) ✓ The monthly reconciliation is checked against bank statements? ✓	RO	YB
VAT paid: Is it properly recorded in the expenditure spreadsheets? ✓ Claim for refund of VAT made and paid to the council? ✓ Claim properly submitted in a timely manner? 11/4/14 ✓	RO	YB
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?	RO	YB
Internet banking: Checks implemented by the council being adhered to?	RO	YB
Petty Cash: Properly controlled and recorded	N/A	
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).	RO	YB
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon? <i>Annex</i>	RO	YB
External auditor's report – presented to full council and directives acted upon? <i>Annex</i>		
Names of persons carrying out the check: Cllr. R.D. ODELL Y.S. BOTTWOOD		
Signatures:  		
Date check undertaken: 28/09. 2026 28.9.2026		

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY OCTOBER 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
May 2026		
26/00706/FUL Land Off Cammidge Way, Bessacarr	Erection of a children's nursery and associated works	Granted
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
26/01192/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
26/01391/FUL 15 Willow Glen, Branton	Erection of rear extension and balcony following demolition of conservatory	Granted

26/01517/FUL 23 Warning Tongue Lane, Cantley	Erection of 4 bedroom dormer bungalow	Pending
26/01504/FUL Doncaster Golf Club, Bawtry Road, Bessacarr	Erection of a golf buggy store adjacent to existing golf club green keepers buildings	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
26/01629/FUL Compton Acres, 54 Chapel Lane, Branton	Erection of a two storey extension to the front and side elevations	Pending
26/01650/FUL 7 Birchwood Court, Bessacarr	Installation of Solar Panels (RETROSPECTIVE)	Pending
October 2026		
26/01712/FUL Home Lea, Doncaster Road, Branton	Erection of 3no 3 bedroomed dormer properties including private drive and access	Pending
26/01292/FUL 291A Bawtry Road, Bessacarr	Erection of a two storey front and single storey rear extension	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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Training Requirements for Clerk/RFO Role

1. Core Local Government Professional Qualifications

Mandatory / Strongly Required

- CiLCA – Certificate in Local Council Administration
Essential for the Clerk as the legally recognised qualification for a *qualified Proper Officer*.
- ILCA – Introduction to Local Council Administration
Useful as preparation for CiLCA.

Recommended

- FiLCA - Finance in Local Council Administration
Designed specifically for Responsible Financial Officers.

2. Governance & Legal Duties

- Standing Orders & Financial Regulations training
- Local Government Act & Parish Council powers
- Proper Officer statutory responsibilities
- Agenda production & lawful notices
- Minute-taking at audit standard
- Policy review & development training
- Understanding Code of Conduct, Nolan Principles, declaration of interests
- Report writing for Councils
- Equality Act 2010 awareness

3. Finance & Accounting (RFO Duties)

- RFO statutory training
- Local council accounting (receipts/payments & income/expenditure formats)
- Budget planning & forecasting
- Rialtas/Scribe/Sage (job description specifies Sage)
- Payroll operations
- Bank reconciliation
- VAT for Local Councils

- Internal control & audit requirements
- AGAR preparation (Annual Governance & Accountability Return)
- Local Government Pension Scheme administration
- Procurement & contract management

4. HR & Leadership Training

The Clerk supervises the Handyman/Gardener.

- Line management training
- Managing performance & conduct
- Sickness/absence management
- Recruitment & induction processes
- Basic HR law (grievances, disciplinary, equality, safer working practices)
- ILM Level 3 Leadership & Management
- Conflict resolution training

5. Health & Safety Compliance

- Health & Safety at Work Act (Clerk has legal compliance responsibility)
- Risk Assessment training
- Event safety
- Fire safety / Fire warden
- Manual handling
- Lone working & staff safety protocols

6. Assets & Operations Training

The Clerk oversees:

- Parish events
- Facility management basics
- Contractor and vendor management

7. Digital, Website & Records Management

- Content Management Systems training (updating website pages, publishing agendas/minutes)
- GDPR & Data Protection
- FOI/EIR awareness
- Secure document storage & retention schedule training
- Social media governance
- Digital accessibility (WCAG basics)
- Document accessibility (PDF tagging, structured Word docs)

8. Public Engagement & Communication

- Customer service training
- Handling complaints and enquiries
- Responding to Councillors, external agencies and the public professionally
- Media training (if Clerk is expected to be a council spokesperson)

Recommended Training Package Structure - Clerk

Training	Mandatory	Recommended	Format
CiLCA Qualification	✓		Online https://www.slcc.co.uk/qualification/certificate-in-local-council-administration-cilca/
ILCA		✓	Online https://www.slcc.co.uk/qualification/ilca/
FiLCA (RFO Specialist)	✓		Online https://www.slcc.co.uk/qualification/filca/
Local Government Law & Governance	✓		Internal Training
Minute Taking (audit-level standards)	✓		Online – Agendas and Minutes webinar * https://www.slcc.co.uk/event/agendaswebinar/
Agenda Setting & Summons Requirements	✓		Online – as above *
Budget Management & Precept Setting	✓		Online https://www.yorkshirelca.gov.uk/council_events/finance-and-budgeting/
Scribe (or relevant finance software)	✓		Internal Training
Financial Controls & Internal Audit	✓		Online https://www.yorkshirelca.gov.uk/council_events/finance-training-various-topics-provided-by-the-parkinson-partnership/
VAT for Local Councils	✓		Online https://www.yorkshirelca.gov.uk/council_events/finance-training-various-topics-provided-by-the-parkinson-partnership/
AGAR (Annual Accounts) Preparation	✓		Online Online - YLCA/The Parkinson Partnership
HR / Line Management Skills	✓		Online https://obs.acas.org.uk/EventsList.aspx?SubRegionId=-1&SearchTopicId=58&SubRegion=--%20All%20Regions%20--&SearchTopic=Skills%20for%20line%20managers
Basic HR Law	✓		Online

Training	Mandatory	Recommended	Format
			https://obs.acas.org.uk/EventsList.aspx?SubRegionId=-1&SearchTopicId=43&SubRegion=--%20All%20Regions%20--&SearchTopic=HR%20for%20beginners
Health & Safety Training	✓		In-person + online Health and Safety for Directors and Senior Managers British Safety Council
Risk Assessment	✓		Online https://www.britsafe.org/p/training/all-health-safety-environmental-and-wellbeing-courses/british-safety-council-certificate-in-risk-assessment
Fire Safety / Fire Warden	✓		Online https://www.firesafetytrainingatwork.co.uk/elearning-training/?course_id=888 https://www.firesafetytrainingatwork.co.uk/inhouse-training/?course_id=4398
Manual Handling	✓		Online https://www.britsafe.org/p/training/all-health-safety-environmental-and-wellbeing-courses/manual-handling
GDPR & Data Protection	✓		Online – Breakthrough Communications - Data Protection & GDPR: Part 1 , 2 and 3 https://www.yorkshirelca.gov.uk/council_events/data-protection-act-2018-and-uk-gdpr/
FOI/EIR Awareness	✓		Online https://www.yorkshirelca.gov.uk/council_events/social-media-and-communications-training-freedom-of-information-and-data-protection-training-available-from-breakthrough-communications/
Records Management & Document Retention	✓		Internal Training – Policies
CMS Website Management	✓		Internal Training
Social Media Governance	✓		Internal Training
Digital Accessibility (WCAG)	✓		Internal Training/Web Developer Assistance
Customer Service & Public Enquiries	✓		Online

Training	Mandatory	Recommended	Format
			https://www.instituteofcustomerservice.com/professional-development/training/
Report Writing		✓	Online https://lgt-da.co.uk/courses/report-writing-skills-training-for-local-government/
Procurement & Contract Management		✓	Online - YLCA/The Parkinson Trust file:///C:/Users/Brigette/Downloads/YLCA-Training-Programme-November-2025-January-2026-3%20(1).pdf
Project Management		✓	Online/Workshop https://www.parallelprojecttraining.com/apm-project-fundamentals-qualification-apm-pfq/

Training Requirements for Handyman/Gardener Role

1. Core Facilities & Grounds Management Training

Purpose: Equip the postholder to manage Council facilities, parks, open spaces and the Community Centre safely, efficiently, and to required standards.

Introduction to Facilities Management

- Role scope and responsibilities
- Planned vs reactive maintenance
- Asset inspections and record keeping

Grounds & Open Spaces Management

- Grass cutting, planting schemes, tree and hedge care
- Litter management and cleanliness standards
- Weekly site inspections and reporting
- Biodiversity and environmental good practice

Community Centre Facilities Operations

- Building fabric maintenance
- Minor repairs, decorating, plumbing, and basic electrical awareness
- Security, access, and keyholding procedures

2. Health & Safety & Compliance (Statutory)

Health & Safety Awareness

- Health and Safety at Work Act 1974
- Accident and incident reporting

Risk Assessment & Safe Systems of Work

- Writing and reviewing risk assessments
- Contractor RAMS

Fire Safety

- Evacuation procedures

Manual Handling

- Safe lifting techniques

COSHH

- Safe storage and use of chemicals

First Aid

- Emergency or Full First Aid at Work

3. Tools & Equipment Safety

- PUWER awareness
- Grounds maintenance equipment

4. Contractor & Volunteer Management

- Contractor induction and monitoring
- Supervisory skills

5. Administration & Record Keeping

- Inspection logs and maintenance records
- Incident reporting

6. Local Government Knowledge & Internal Policies

- Council governance structure
- Health & Safety policy
- Financial regulations and standing orders

Recommended Training Package Structure – Handyman/Gardener

Training Area	Mandatory	Recommended	Notes
Health & Safety Awareness	✓		In-person/Online British Safety Council – General Health & Safety Awareness https://www.britsafe.org/p/training/all-health-safety-environmental-and-wellbeing-courses/general-health-safety-and-environmental-awareness
Risk Assessment	✓		Online / In-person British Safety Council – Certificate in Risk Assessment https://www.britsafe.org/p/training/all-health-safety-environmental-and-wellbeing-courses/british-safety-council-certificate-in-risk-assessment
Manual Handling	✓		Online British Safety Council – Manual Handling https://www.britsafe.org/p/manual-handling
Fire Safety	✓		Online Fire Safety Training at Work (Online) https://www.firesafetytrainingatwork.co.uk/elearning-training
Hand Held Hedge Trimmer	✓		North Notts Training Group – Retford https://www.lantra.co.uk/product/32302
Brushcutters and Trimmers	✓		North Notts Training Group - Retford https://www.lantra.co.uk/product/30227
Landscape Tools Multi Tool	✓		North Notts Training Group - Retford https://www.lantra.co.uk/product/35509
Operational Playground Inspection Course	✓		ROSPA https://www.rospace.com/health-and-safety-courses/operational-playground-inspection-course-two-day
First Aid	✓		In-person St John Ambulance or British Red Cross – Emergency / Full First Aid at Work

COSHH	✓		Online
Facilities Management Fundamentals		✓	Online Online Facilities Management short courses (e.g. FutureLearn / CPD Online)
Environmental Sustainability		✓	Online
Council Policies & Governance	✓		Internal training
Data Protection / GDPR	✓		Online Breakthrough Communications – Data Protection & GDPR (Local Councils) https://www.yorkshirelca.gov.uk