



# Cantley with Branton Parish Council

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30<sup>th</sup> September 2026

## **Agenda For The Meeting Of The Parish Council To Be Held On Wednesday 7th October 2026 commencing at 6 p.m.**

Prior to the Start of the Formal Meeting up to 30 minutes will be allowed for Public Participation

- 1) Apologies** (1 minute)
  - 1.1 To Receive Apologies for Absence in advance of the meeting.
  - 1.2 To Consider the Approval of the Reasons Given.
- 2) Declarations of Interest** (3 minutes)
  - 2.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
  - 2.2 Where necessary, to apply for dispensation from the Council's Proper Officer.
  - 2.3 To agree items to which the public and press should be excluded under the Public (admissions to meeting) Act 1960.
- 3) Approval of Minutes** (5 minutes)
  - 3.1 To Approve the Minutes of the Parish Council Meeting held on 9<sup>th</sup> September 2026 (enclosed).
- 4) Members of the Public** (30 minutes)
  - 4.1 To Consider Items Raised by Members of the Public Present at the meeting for Immediate Action/Future Consideration.
  - 4.2 To Consider Items Raised by Members of the Public to the Clerk/Councillors for Immediate Action/Future Consideration.
- 5) City of Doncaster Council (CDC) Matters** (5 minutes per item)
  - 5.1 To Receive Updates from CDC Ward Councillors.
  - 5.2 To Identify any New Highway Matters for consideration by CDC and/or Other Agencies.
- 6) Clerk's Report and Administration Matters** (2 minutes per item)
  - 6.1 To Note the Clerks Report and actions carried out by the Clerk since the last meeting (enclosed).
  - 6.2 To Consider any Amendments/Updates/Content to the Website and the Facebook site.
- 7) Kilham Hall/Park/Buildings/Garden Area Matters** (5 minutes per item)
  - 7.1 To Note the update of Kilham Hall Management Committee's meeting on 21<sup>st</sup> September 2026.
  - 7.2 To Note the Handyman's Updated Tracker and Consider any actions required (enclosed).

7.3 To Consider Kilham Hall's Facilities Manager's request for a new Hoover and shutter keys for the meeting rooms.

**8) Parish Matters** (5 minutes per item)

8.1 To note Rapid Release's attendance at the Litter Pick on the 3<sup>rd</sup> October 2026 and also Thorne Rural Lions to hand over their donation of safety signs.

**9) Parish Council Matters** (2 minutes per item)

9.1 To Consider to renew annual Membership to Society of Local Council Clerks (SLCC) at a cost of £316.

9.2 To Consider the Local Council Award Scheme Triage Feedback Form and the Clerk's actions to rectify the same.

9.2.1 Consider the Action Plan 2026/2027 Operational Table for approval (enclosed).

9.2.2 Consider resubmitting the application (triage feedback previously circulated and amended application to be circulated).

**10) Financial** (5 minutes per item)

10.1 To Ratify and Approve Direct Bank Payments (to be circulated).

10.2 To Receive and Consider to Approve the 2<sup>nd</sup> Quarter Bank Reconciliation (to be circulated).

10.3 To Receive and Consider to Approve the 2<sup>nd</sup> Quarter Budget Monitoring Report (to be circulated).

10.4 To Note the 2<sup>nd</sup> Quarter VAT return (to be circulated).

10.5 To Note the Audit Control document completed by the Council's Councillors appointed to carry out internal audits (enclosed).

10.6 To Note the Bank Statements and for the Council's Internal Auditor's to sign them (to be circulated).

**11) Planning Applications** (2 minutes per item)

11.1 To Consider new Planning Applications listed below and any that may arise between Agenda Distribution and the Meeting and Receive an Update on Previous Applications (enclosed).

11.1.1 26/01712/FUL - Home Lea, Doncaster Road, Branton - Erection of 3no 3 bed roomed dormer properties including private drive and access

URL: [Documents for reference 26/01712/FUL: Public Access](#)

11.1.2 26/01292/FUL - 291A Bawtry Road, Bessacarr - Erection of a two storey front and single storey rear extension

URL: [Documents for reference 26/01292/FUL: Public Access](#)

**12) Policies and procedures** (2 minutes per item)

To Consider feedback from the policy and procedures working group on the following policies, procedures and risk assessments and approve them:

12.1 To Consider to Approve the following policies which have been reviewed:

12.1.1 Recording Policy

12.1.2 Litter Picking Form

12.2 To Consider to Approve the following new policies:

12.2.1 AI Policy

12.2.2 WhatsApp Communication Policy

12.2.3 Sexual Harassment Policy

12.2.4 Lockdown

12.3 To Consider to Approve the following risk assessments:

12.3.1 Public/Evening Meetings

- 12.3.2 Home Visits
- 12.3.3 Social Media
- 12.3.4 Public Interaction
- 12.3.5 Hand, Arm, Vibration
- 12.3.6 Manual Handling

12.4 To Consider to Approve the following procedures:

- 12.4.1 Generic Event Management Plan
- 12.4.2 Emergency Evacuation Procedure

### **13) Police Matters**

**(2 minutes)**

- 13.1 To Note any update from the last drop in session and note the date of the next meeting.
- 13.2 To Consider purchasing an 85 x 200cm pull up banner from Pixart Printing for the Police/Councillor Drop In sessions at a cost of £62.47 - <https://www.pixartprinting.co.uk/displays/roller-banners/cheap-roll-up-banners>

### **14) Training/External Meetings**

**(2 minutes per item)**

- 14.1 To note an update from the AI Training.
- 14.2 To Receive feedback from the 80<sup>th</sup> Celebration of Doncaster Civic Trust on 26/09/26.
- 14.3 To Consider Approving the Clerk's attendance on the YLCA "Getting to grips with using the website for more community engagement" training session on Tuesday 20<sup>th</sup> October 2026 at a cost of £15.
- 14.4 To Determine which Members can attend the YLCA South Yorkshire Branch Meeting (to be held on 21 October 2026 at Wales Village Hall from 7pm) and the Joint Annual Meeting (to be held on 7 November 2026 at 1.30pm at Drax Sports and Social Club, Drax, Nr Selby YO8 8PJ).

### **15) Items of Correspondence**

**(2 minutes)**

For Consideration, Information and Noting: (previously circulated)

- 15.1.1 YLCA – White Rose Updates, online training programmes, Law & Governance Bulletin, CEO Bulletin.
- 15.1.2 Community First Yorkshire Update - Funding News.
- 15.1.3 CDC – Roadworks Reports, Funding Opportunities
- 15.1.4 SLCC – News Bulletin.
- 15.1.5 NALC CEO Bulletin.

### **16) Date of Next Meeting**

**(1 minute)**

- 16.1 To Confirm the Date of the Next Meeting on Wednesday 11<sup>th</sup> November 2026 starting at 6pm.

### **17) Employment Matters**

**(2 minutes per item)**

**17.1 Excluded from the Public and Press** - To Receive the Clerk's September Timesheet and 2<sup>nd</sup> Quarter Mileage Claim (to be circulated).

**17.2 Excluded from the Public and Press** - To Receive the Handyman/Gardener's September Timesheet (to be circulated).

**17.3 Excluded from the Public and Press** – To Consider the Draft Staff Training Plans (enclosed)