



Cantley with Branton Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 7th October 2026 at Kilham Hall commencing at 6pm.

PRESENT: Councillors: N. Williams (Chair), T. Gibbins, S. Adams, R. Odell, J. Sprack, Y. Butterworth and R. Saul-Boyd.

IN ATTENDANCE: B Walton (Clerk).

1) APOLOGIES FOR ABSENCE

1.1 Apologies

1.2 Reasons for absence considered

RESOLVED (1)

2) DECLARATIONS OF INTEREST

2.1 Declarations of Interest

2.2 Request Dispensation from Proper Officer

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 9th September 2026

RESOLVED (3)

4.1 The minutes of the Parish Council Meeting held on the 7th October 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

RESOLVED (4)

5) CITY OF DONCASTER COUNCIL

5.1 Ward Councillor's Report

The Clerk provided Members with an update from Ward Councillor S. Cox relating to release of CCTV funds, recognition on transforming the piece of land at Brockholes Lane and joint meetings. Members informed the Clerk that despite a new bin being approved for Warren Park car park, one still hasn't been installed.

5.2 Identify any new Highway matters

- Pavement at end of Rural Crescent;
- No road markings at top of Whiphill Top Lane (on the corner before reaching Doncaster Road);
- Relocation of the bin on Doncaster Road at Premier Shop;
- Loose stones at the Premier Shop.

RESOLVED (5)

5.1 Member's noted Ward Councillor's update.

5.2 The Clerk will report the new highway matters and the relocation of the bin to CDC.

5.3 The Clerk will speak to the Premier Shop about the loose stones as they are kicked all over the path and road and hitting pedestrians/cars.

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

Minutes subject to approval at the next meeting

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.

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 The Clerk is to chase CDC for an update on the Car Sales Enforcement action and the Plant sales.

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

7.1 Kilham Hall Management Committee – 21st September 2026

Councillor Sprack updated Members on the pantomime on the 5th December, solar panel repayment, new bin for Kilham Hall.

7.2 Handyman's Updated Tracker

Members were provided with the Handyman's updated task tracker for information.

7.3 Facilities Manager's Request for Equipment

The Clerk asked Members if they'd consider purchasing a spare shutter key at the cost of approximately £80, a door key at the cost of approximately £10 for Users of Kilham Hall to gain access into the meeting rooms. A new Hoover for Kilham Hall Meeting Rooms was requested also.

RESOLVED (7)

7.1 Members noted Kilham Hall Management Committee update.

7.2 Members noted the Handyman's updated Tracker report. Members requested that the compost bin action be reopened, noting that it aligned with the Council's Biodiversity Policy and would be beneficial, particularly in light of KHMC's comments regarding the Gardener's use of their new bin.

7.3 Members approved to purchase a shutter key and door key for the facilities manager – the Clerk will order them.

7.4 Councillor Adams has a spare Shark Hoover that isn't in use so he will donate that.

8) PARISH MATTERS

8.1 Litter Pick

Members noted Rapid Relief's attendance at the litter pick on the 3rd October. 37 bags of rubbish were collected in total. Councillor Gibbins informed Members that Thorne Rural Lions donated two safety signs for use whilst litter picking.

RESOLVED (8)

8.1 The Parish Council wished to express their gratitude to Rapid Relief and all volunteers for their attendance at the litter pick on the 3rd October and also thank Thorne Rural Lions for their generous donation and the offer of another 2 additional safety signs. The Clerk will purchase an additional 2 signs and Thorne Rural Lions will reimburse the cost.

9) PARISH COUNCIL MATTERS

9.1 Annual Membership of SLCC

The Clerk asked Members whether they wished to renew the SLCC Membership at a cost of £316.

9.2 Local Council Award Scheme (LCAS)

The Clerk provided Members with the first draft of the LCAS application, the triage feedback and the second draft of the application for consideration to ensure it meets the criteria and rectifies any issues highlighted in the triage process. Members noted the amount of work that had gone into the application. The application needs to be resubmitted by 9th October 2026.

RESOLVED (9)

9.1 Members approved the renewal of the SLCC membership at a cost of £316.

9.2 Members approved the second draft of the LCAS application and confirmed they were happy for the Clerk to resubmit it by the 9th October 2026 for assessment.

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

Minutes subject to approval at the next meeting

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments were approved:

Ref No	To Whom Paid	Net £	VAT £	Total £
26/79	Branton Farm Nurseries – Strimmercord	8.33	1.67	10.00
26/80	CC – Amazon – Poppy Paint	33.37	6.65	39.92
DD06/17	Plusnet – Internet	29.99	0	29.99
26/81	CC – Amazon – Poppy Brushes	4.98	1	5.98
26/82	CC – Screwfix – Steel Toe Cap Boots & Socks	39.99	0	39.99
26/83	Metro Secure 24 – Annual Alarm Service	90.00	18.00	108.00
26/84	CC – Amazon – Poppy Sticks and Tie Wraps	34.40	7.32	41.72
26/85	B&M – Artificial Flowers for Old Cantley sign	24.79	4.96	29.75
26/86	Wickes – Plywood	37.12	7.43	44.55
26/87	Plumbfix – Bucket & Carbide Multi Wheel	14.14	2.83	16.97
DD08/06	Scribe monthly fee	55.00	11.00	66.00
26/88	Tym Huckin Ltd–Unmetered Supplies Meter Admin	250.00	50.00	300.00
26/89	Amazon – Poppy Products – Void	0.00	0.00	0.00
DD02/64	O2 – Mobile	13.00	2.60	15.60
DD04/04	ICO – Annual Fee	52.00	0	52.00
DD03/25	Unity Trust – monthly fee	7.00	0	7.00
26/90	Easy-Gate Ltd – Park gate	1010.00	202.00	1212.00
26/91	CC – Amazon – Poppy Sticks and Tie Wraps	25.03	5.33	30.36
26/92	RJ Electrical – New CCTV for Kilham Hall	2500.00	500.00	3000.00
26/93	CDC – 660L Bin Empty	206.83	0.00	206.83
26/94	Glendale – Sept Grass Cut	107.10	21.42	128.52
26/95	Arrow Publications – Autumn Newsletter	105.00	21.00	126.00
26/96	Branton Farm Nurseries – 100ltr Landscape	16.65	3.33	19.98
26/97	Branton Farm Nurseries – 100ltr Landscape x 5	41.62	8.33	49.95
26/98	CC – Amazon – Poppy Displays	35.00	7.32	42.32
26/99	CC - Hedges Direct	224.44	44.89	269.33
26/100	Warrens GBC – External Payroll Costs	90.00	18.00	108.00
26/101	Payroll *			
26/102	Payroll *			
26/103	HMRC *			

* 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.

10.2 2nd Quarter Bank Reconciliation

The Clerk requested this item be deferred to the November meeting due to

10.3 2nd Quarter Budget Monitoring Report

Members were provided with the budget monitoring report for information.

10.4 2nd Quarter VAT Return

Members were provided with the 2nd Quarter VAT return in the sum of £2,876.76 for submission to HMRC.

10.5 Internal Audit Control Exercise

Members were provided with a copy of the internal audit control exercise carried out by Councillor Butterworth and Councillor Odell for noting.

10.6 Bank Statements

The Clerk presented Members with the bank statements for 1st September to the 30th September 2026 showing a balance of £119,603.69 for consideration and approval by the Members appointed to check internal controls are being met.

RESOLVED (10)

10.1 The direct payments were duly authorised.

10.2 That the 2nd Quarter Bank Reconciliation be deferred to the November meeting.

10.3 That the 2nd Quarter Budget Monitoring report is noted.

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

10.4 That the 2nd Quarter VAT return is noted and the Clerk is authorised to submit a claim to HMRC.

10.5 That the internal audit control exercise is noted.

10.6 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	26/01712/FUL Home Lea, Doncaster Road, Branton	Erection of 3 x3 bedroomed dormer properties including private drive and access	The Parish Council met yesterday evening and considered the above application. They wish to raise an objection to the above planning application and, in particular, regarding the impact the proposed development would have on highway safety, pedestrians and the character of the surrounding area. Highway and traffic concerns Significant concerns were raised about the additional volume of traffic that the proposed development is likely to generate and the location of the proposed access. The access would be situated in very close proximity to existing busy junctions, with one junction directly opposite and another only approximately one property away. This already creates a busy and potentially difficult section of road for vehicles entering, leaving and manoeuvring around the area. Introducing additional vehicle movements at this location would increase the potential for conflict between vehicles, particularly when vehicles are turning into or out of the proposed development while traffic is simultaneously approaching or negotiating the existing junctions. There is also concern about vehicles turning directly onto what is already a busy road. The cumulative effect of additional traffic movements in such close proximity to existing junctions should be carefully considered rather than assessing the proposed access in isolation. I would therefore, on behalf of the Parish Council, ask the Highway Authority and Planning Authority to give particular consideration to whether the proposed access can operate safely and whether the increased traffic movements would have an
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Signed:.....Dated:.....:

			unacceptable impact on highway safety. Pedestrian safety Concerns were raised about the effect the development could have on pedestrians. The location already experiences a significant amount of vehicle activity, and the positioning of the proposed access so close to existing junctions and the shop creates additional points where pedestrians could come into conflict with vehicles entering and leaving the site. This is particularly concerning for pedestrians who may already be using the road and surrounding footways. The increased number of vehicle movements, combined with the proximity of the existing junctions, could make crossing or walking along this section of footpath/road less safe. The impact on pedestrian safety should therefore be given significant weight when considering this application. Impact on the character of the area The proposed development would not be in keeping with the established character and appearance of the surrounding area. A significant proportion of the neighbouring and surrounding properties are bungalows, creating a particular low-rise character and appearance to the area. The proposed development would need to be considered in the context of this existing pattern of development, rather than simply in isolation. The Parish Council are concerned that the scale, form and appearance of the proposal would not sit comfortably within the established residential character and could have an adverse effect on the visual character of the street and the surrounding properties. Conclusion For the reasons set out above, we respectfully ask that the Planning Authority carefully considers the application, particularly in relation to: • The additional volume of traffic generated by the development. • The very close proximity of the proposed access to existing
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			busy junctions, including one directly opposite and another approximately one property away. • The additional vehicle movements onto an already busy road. • The potential conflict between vehicles and pedestrians. • The impact on highway and pedestrian safety. • The scale, form and appearance of the development in relation to the established character of the area, which is predominantly characterised by low-rise properties and a significant number of bungalows. We therefore ask that these concerns are taken into account when determining planning application 26/01712/FUL, and that the application be refused if the Planning Authority considers that the proposed development would result in an unacceptable impact on highway safety, pedestrian safety or the character of the area.
11.1.2	26/01292/FUL 291A Bawtry Road, Bessacarr	Erection of a 2 storey front and single storey rear extensions	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 Policies Working Group considered the following documents, made appropriate changes and recommend they be Approved by the Parish Council.

- Recording Policy
- Litter Picking Policy
- AI Policy
- WhatsApp Communication Policy
- Sexual Harrassment Policy
- Lockdown Policy
- Public/Evening Meetings Risk Assessment
- Home Visits Risk Assessment
- Social Media Risk Assessment
- Public Interaction Risk Assessment
- Hand, Arm, Vibration Risk Assessment
- Manual Handling Risk Assessment
- Generic Event Management Plan
- Emergency Evacuation Procedure

RESOLVED (12)

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

12.1 Members approved the policies, procedures and risk assessments as recommended by the Working Group.

13) POLICE ISSUES

13.1 Future Drop In Sessions

The Clerk informed Members that no members of the public attended the session on 30th September 2026. The next session is on the 11th November between 10am-11am at the Café at Branton Garden Centre.

13.2 The Clerk provided Members with a proposed banner to use to advertise the Police/Councillor drop in sessions at a cost of £62.47 as requested. However, the Clerk advised Members that she had discussed the banner with the PCSO's at the last drop in session and they didn't feel this would help, therefore being a waste of money.

RESOLVED (13)

13.1 The Clerk will advertise future sessions in the notice boards, on social media and the website.

14) TRAINING/EXTERNAL MEETINGS

14.1 AI Training

The Clerk, Councillor Williams and Councillor Gibbins attended the above training. The Clerk briefed Members on the content of the training and reminded Members that AI should not be used on Members personal equipment for Parish Council business and that no personal data is to be input into data.

14.2 80th Celebration of Doncaster Civic Trust

Councillor Gibbins attended the above event and provided feedback on some of the past projects. Councillor Gibbins asked whether the Parish Council would be prepared to financially support the Trust.

14.3 Getting to Grips with Using the Website for more Community Engagement

The Clerk asked Members to consider approving her attendance at the above training course provided by YLCA at a cost of £15.

14.4 YLCA South Yorkshire Branch Meeting and Joint Annual Meeting

The Clerk has requested an Agenda item to be placed on the agenda for both meetings listed above. Therefore, it would be ideal if the same Member could attend both meetings to ensure continuity.

RESOLVED (14)

14.1 The update on AI Training was noted.

14.2 The Clerk is to place an Agenda item on November's Agenda for Member to consider financially supporting the Doncaster Civic Trust.

14.3 Members approved the Clerk's attendance on the "Getting to Grips with Using the Website for more Community Engagement" training course at a cost of £15.

14.4 Councillor Gibbins and Councillor Odell will attend both the YLCA South Yorkshire Branch Meeting (on 21st October at Wales Village Hall) and the Joint Annual Meeting (on 7th November at Drax Sports and Social Club).

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, 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.

16) DATE OF NEXT MEETING

16.1 11th November 2026 at 6pm.

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

Minutes subject to approval at the next meeting

RESOLVED (16)

16.1 That the next meeting be held on Wednesday 11th November 2026 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's September Timesheet and 2nd Quarter Mileage Claim

The Clerk's timesheet for September and 2nd Quarter Mileage Claim form were shared for information and approval.

17.2 Handyman/Gardener's September Timesheet

The Handyman's timesheet for September was shared for information and approval.

17.3 Draft Staff Training Plan

Members were provided with a Draft Staff Training Plan for information. This documentation would be beneficial if ever there were new staff to ensure the correct training is provided.

RESOLVED (18)

17.1 The Clerk's September timesheet and 2nd Quarter Mileage Claim was received and approved.

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

17.3 Members noted the Draft Training Plan and approved to use for new staff if the need arose.

17.4 Members requested a comparison of the training undertaken by the current officers against the training requirements identified within the plan.

The meeting closed at 7.15pm.

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

Minutes subject to approval at the next meeting