

**MINUTES OF THE MEETING OF THE TICKHILL TOWN COUNCIL**

**TUESDAY 26<sup>th</sup> AUGUST 2025**

**THE PAVILION, TITHES LANE, TICKHILL. DN11 9QN**

**Present:** Cllrs C. Taylor, D. Cartwright, S. Patel, M. Bycroft, I. Smith, P. Thomas & B. Cooper

**Chair:** Cllr A Johnson

**Clerk:** Maxine Gravill

**In Attendance:** RFO & Admin Support Officer

**Members of the Public:** 4

**WELCOME** The Chair opened the meeting and welcomed Cllrs, and members of the Public to the meeting and gave the fire evacuation drill.

*Cllr Taylor joined the meeting at 6:49pm*

**PUBLIC MEETING FOR MATTERS RAISED BY THE PUBLIC (15 MINUTES MAXIMUM)**

It was brought to the council's attention that the light in the car park appeared to be faulty as it was constantly turning on/off.

A member of the public commented on the dykes on the recreation ground, which had previously been cleared in April but that there was still water in the bottom which was not draining away despite the dry weather due to a cracked/disconnected pipe. This was noted by the contractors and reported to City of Doncaster Council (CDC) at the time. The member of the public commented that whilst it was good the dykes had been initially cleared, they were now full of debris once again and regular maintenance would be required to keep them clear. It was also noted there is no sluice gate.

A member of the public noted that the footpaths had been cleared from Tithes Lane to the area of land to the North of Scarborough Close, however the remaining section of public footpath to the cricket club is overgrown and in need of clearing.

Two members of the public from the Plymouth Brethren Christian Church introduced themselves and asked to present their proposals for building a place of worship with storage and administration facilities for the Rapid Relief Team (RRT), a not-for-profit organisation ahead of submitting plans to CDC. Their plans include building a place of worship adjacent to Torne Valley, with a new access being created off Paper Mill Lane. As part of the development, the current Toll House would be demolished to facilitate better access to Paper Mill Lane, the site would also include 188 parking spaces, allotments, woodland and open green spaces. Plans and information booklets were left to be circulated to councillors.

**RESOLVED:** that the comments be noted and the Clerk contact CDC to highlight the points mentioned regarding the dyke and footpaths.

**MINUTES OF THE MEETING 26.08.2025**

**108.25 TO RECEIVE APOLOGIES GIVEN IN ADVANCE OF THE MEETING AND TO CONSIDER APPROVAL FOR REASONS GIVEN FOR ABSENCE;** Apologies were received from Cllr S. Foster (reasons approved by members)

**RESOLVED:** That the reason for absence be approved

**109.25 TO RECEIVE ANY SPECIFIC DECLARATIONS OF INTEREST AND TO RECEIVE AND CONSIDER ANY APPLICATIONS FOR DISPENSATION.** None received

**RESOLVED:** to note there were none received

**110.25 TO APPROVE THE DRAFT MINUTES OF THE MEETING of 22<sup>ND</sup> JULY 2025**

**RESOLVED:** that the minutes are a true and accurate record of the meeting

**111.25 DONCASTER BOROUGH WARD COUNCILLORS REPORT**

There were no updates as no Ward Councillors were present.

**112.25 LEGAL: TO CONSIDER THE FOLLOWING DOCUMENTS & POLICIES**

a) To consider the updated Financial Regulation (circulated).

**RESOLVED:** That the requested updates had been made and the policy be approved

b) To consider the updated Finance Committee Terms of Reference (circulated).

**RESOLVED:** That the requested updates had been made and the policy be approved

c) To consider the updated Terms & Conditions of Hire for the pavilion.

**RESOLVED:** That the requested updates had been made and the Terms and Conditions be approved and sent to all hirers

d) To consider the Opening/closing Policy of the pavilion by members/staff.

**RESOLVED:** That the policy be approved and a copy be kept in the document cabinet in the pavilion kitchen.

e) To consider opening/closing checklist of the pavilion by members/staff.

**RESOLVED:** That the document be approved and a copy be kept in the document cabinet in the pavilion kitchen.

**113.25 PLANNING MATTERS (Appendix 1)**

Planning was discussed and comments made on the attached appendix 1

**114.25 PROGRESS REPORTS FROM:**

a) Chair – to receive updates

- The Chair asked Cllr Smith if he had details for the Woodland Trust Native Tree initiative. Cllr Smith to forward these to the Clerk.
- The Chair invited all councillors and members of the public to attend the Community Engagement Meeting (CEM) at Castle Gate Community Centre on 27<sup>th</sup> August at 7pm. This is the first CEM to be held in a while and is the perfect opportunity for residents to raise any concerns they have with South Yorkshire Police and CDC. The details have been circulated on social media.
- **RESOLVED:** That the updates be noted.

b) Clerk – to receive updates

- The NALC annual pay awards have been approved and will be paid in August, back dated to 1<sup>st</sup> April 2025.
- The Clerk has successfully completed the iLCA training
- Interest rates on the Hinkley & Rugby account have gone down.
- Electricity supplier has switched successfully with final meter reading submitted to SSE and a final invoice received.
- Mobile contracts have been researched with the best deal so far being to remain with EE on a new contract to accommodate both mobile numbers. Further research is required to ensure the best value for money.
- The council website requires attention, as some pages are outdated/may no longer be needed. A full review will be conducted to determine which content should remain. Analytics are essential for this

process, but can only be obtained via Google Analytics, as the current website provider is unable to provide page hit data. The Clerk has not had the resources to deliver focused training for staff on website management. From October, time will be set aside to review the website with the Administration Support Officer and develop a plan of action going forward.

**RESOLVED:** That the updates be noted

c) Councillors – to receive updates

- Cllr Cartwright reported receiving a complaint from a resident who had been the victim of a scam. The initial approach came from a company named Eco Save, offering replacement windows. Subsequent calls from the company refused a refund and instead offered alternative insulation. Cllr Cartwright provided the related paperwork for forwarding to trading Standards. Should the company make contact again, Cllr Cartwright has advised the resident to make an appointment at which the resident can be supported.
- Cllr Patel commended CDC on the successful completion of the kerb lowering to significantly improve accessibility.
- Cllr Patel also reported that he and Cllr Thomas had met to start the ball rolling on the provision of services for the younger generation and the awards. They are proposing 4 awards and are looking at the application process, the selection process and an awards policy. It is hoped they will have information to present at the October meeting. They are also researching family activity days and youth evenings next year and hope to have 3 options to discuss at the next CDC quarterly liaison meeting.

**RESOLVED:** That the updates be noted

**115.25 FINANCE:**

- a) To approve invoices received and circulated – (Appendix 2).
- b) **RESOLVED:** That the invoices be approved
- c) To delegate 1 councillor (not Chair or bank signatory) to sign the bank statement and spreadsheet at each meeting after checking prior to the meeting. Following a brief discussion, Cllr Cartwright was nominated by the Chair, seconded by Cllr Thomas and agreed by all members. In the event of Cllr Cartwright's absence, another member will be designated to sign for that meeting.
- d) **RESOLVED:** That Cllr Cartwright be the delegated councillor to check and sign the finance documents at each monthly meeting.
- e) To reconcile and sign the bank accounts
- f) **RESOLVED:** That the bank accounts were checked and signed
- g) To consider a date for the next Finance Committee meeting
- h) **RESOLVED:** that the meeting date of 14<sup>th</sup> October be set for the next Finance Committee and any member requests for the budget to be submitted to the Clerk by 30<sup>th</sup> September 2025

**116.25 CORRESPONDANCE RECEIVED AND CIRCULATED TO COUNCILLORS (Appendix 3)**

**RESOLVED:** that there were no comments

**117.25 REPORTS: TO RECEIVE THE FOLLOWING UPDATES:**

- a) Committees/Representatives Chair report from the PCJCC

The Chair reported that the Communities Team will be renamed *Thrive*.

SYMCA is expected to make a decision on the re-opening of the airport by 9th September, with plans to attract and recruit staff and business. A consultative committee is being established, with its first meeting anticipated in October. Cllr Smith expressed an interest in representing Tickhill Town Council on the committee, noting his previous involvement. The CAA is undertaking a full airspace overhaul in seven stages, scheduled for completion by Spring 2026. Certain infrastructure, including the fire station and air control facilities, will be redesigned and upgraded, with the installation of improved E-gates. Opportunities for job growth are promising, alongside the development of aviation skills

training in the education sector. The aim is to streamline the customer experience to a 10-minute process. Green aviation is very much a possibility.

Following a survey last year with an 87% response of support, the decision was made to franchise the bus service, this will go live in Sheffield and Doncaster from 5<sup>th</sup> September 2027 with the rest of the area following in 2028. The Doncaster base will be the Leger Way site already in use with affordability being constantly reviewed to ensure the best value at all times.

The Joint Charter and Terms of Reference adopted by CDC is to be reviewed.

**RESOLVED** that the update be noted and the Clerk send the link to the Charter to all Councillors.

b) Neighbourhood Planning – to receive an update

Cllr Bycroft provided the following update from the recent meeting held with the CDC planning officer and the planning consultant. As there is much uncertainty around the National Planning Policy Framework (NPPF) review and CDC is working on a new Local Plan which will not be complete until the end of the 2020's the planning consultant advised our best option would be to keep the adopted plan unchanged but bolt on the four policy areas to strengthen it. CDC will look at the process and advise if they will support this or require a redraft with the redundant policies being removed.

However, if a redraft is required, this would open us up to a full review of the entire policy which will be time consuming, costly and may not be adopted. Funding for neighbourhood plans is no longer available, and a redraft would require regulation 14 and possibly go to referendum. Another option is to do nothing and wait until the planning review has been completed and CDC have completed their local plan which is expected by the end of the 2020s but this is time our current plan will be out of date leaving us with no adopted plan.

**RESOLVED:** that as discussed at the planning meeting the consultant is to provide CDC with a copy of the initial adopted plan (2013) along with the targeted review of the draft plan and the 4 new policies; Design Code, Housing Needs, Local Character and Green Spaces for CDC to review and give feedback. It was further resolved that a working party was required.

c) To consider setting up a Neighbourhood Plan working party

A discussion took place, and it was agreed that a Neighbourhood Plan working party was required to further explore the available options with the Neighbourhood plan following CDC planning's review of the documents. Cllrs Bycroft, Smith and Taylor volunteered, and it was proposed Peter Walker would be invited to join the working party in an advisory role.

**RESOLVED:** That the working party be set up with members Cllr Bycroft, Smith and Taylor and Mr Walker be invited to join in an advisory role due to his previous involvement and specialist knowledge in the Tickhill Neighbourhood Plan.

## 118.25 PAVILION:

a) to receive a report from the Pavilion Working Party

The Chair gave the following update on the key points of discussion from the working party meeting (full report circulated to councillors).

- To comply with the fire evacuation plan, a combination key safe to house the key for the gates will be fixed to the wall on the outside of the building for exit from the bowling green in the event of an emergency evacuation. Cllr Cartwright offered to install this.
- Loft area requires clearing as this currently houses years of archive minutes and documents. These need to be organised and where appropriate sent to CDC archives for secure storage.

**RESOLVED:** that the Clerk source a coded key safe and that Cllr Cartwright install this.

b) To consider the requests and issues raised by the Bowling Club

The requests of the bowling club have been met, and they have been contacted to remove the 3 mowers and 1 x aerator from the storeroom. Only one petrol mower is permitted, and no petrol or petrol containers are to be kept in the storage area.

**RESOLVED:** that the update be noted

c) To consider storage for the tools for maintenance of the Community Orchard

- Storage requires consideration. All storage areas currently contain Bowling Club items and other unused items. During out of season, all storage options will be reviewed as storage will be required for the tools supplied to the council for the planting and maintenance of trees for the proposed community orchard. Once reviewed, the council will request the return of all keys to storage areas and issue only the key to the relevant storage area allocated to hirers. A charge for storage will also be considered.
  - The storage room at the end of the main function room is to be cleared of all items with the exception of tables and chairs. There are currently cleaning and other hazardous items in there with no COSHH certification. Going forward, any cleaning products will be stored in the front storage room and will require the relevant COSHH certificates
  - The front storage room is to be cleared of all items no longer required and the room re-purposed as a proper storeroom (shower area). To facilitate will require either a skip or a company with the relevant insurance and certification. The preference would be a company with a van due to access issues.
- RESOLVED** that each councillor will take home and safely dispose of the cleaning products at the end of the meeting and that the Clerk secure quotes for the removal of the rubbish

#### 119.25 ST MARY'S CAR PARK:

##### To consider the transfer of land Title SYK39549

A discussion was held following the circulation of the latest TR1 document. Much of the irrelevant clauses have now been removed at the request of the TTC solicitor, including the boundaries. As the transfer is the plot in its entirety and no boundaries are to be included, there is no requirement for a plan, the transfer deed is sufficient. The solicitor pointed out that clause 11.2 was mostly irrelevant as it was not enforceable and in their opinion the Transfer is fit for purpose. It was further discussed that the council would need to raise a list of safety checks in preparation for the transfer of ownership and a working party would be required to research and discuss the management of the car park going forward. Cllr Smith nominated to proceed with the transfer, this was seconded by Cllr Taylor with a unanimous vote in favour.

**RESOLVED:** That the Council will proceed with the transfer, and that the Clerk is instructed to contact the solicitor to confirm the arrangements and facilitate the signing of the final transfer documents.

#### 120.25 TRANSFER OF LAND TITLE REF SYK721208:

##### a) To receive an update on the progress of signing of the transfer documents

The solicitor has been unable to facilitate the signing of the documents as the CDC legal team have not yet supplied the final TRI in a clean format for signature due to holidays. This is expected after 1<sup>st</sup> September.

**RESOLVED:** that the update be noted

##### b) To consider reaching out to the community for a name for the land/project

Following a brief discussion, it was agreed that as this parcel of land will serve as a community space, it would be fitting to involve local residents in selecting a name.

**RESOLVED:** The Administration Support Officer will prepare an article for Tickhill Today and create a poster for social media, the notice board and the library to invite the community to suggest potential names for the land/project.

##### c) To receive an update on the community orchard grant application

The Chair reported that the grant application is likely to be successful, with the Council expected to receive 45 fruit trees along with the necessary tools for planting and maintenance. The funder requires proof of land ownership. As the land transfer has not yet been completed, the solicitor provided a letter of intent, which has been accepted by the funder. The Clerk requested confirmation from the solicitor that the covenant allows for tree planting, and this has been confirmed. The Clerk and Chair visited the site last week to map out proposed tree locations, as required by the grant application. Following successful confirmation of the grant the trees will be available in

October/November, and volunteers will be required to assist with planting and ongoing care. Cllr Thomas has liaised with the Countryside Group, who have agreed to support the project.

**RESOLUTION** That the update be noted

**121.25 ALLOTMENTS:**

- a) **TO RESOLVE TO INVOKE SO26(A) TO SUSPEND SO5(A) AND TO RE-OPEN FOR DEBATE ANY BUSINESS AS NECESSARY RELATING TO THE TRANSFER OF THE ALLOTMENTS FROM THE CITY OF DONCASTER COUNCIL.** The council took a vote and agreed unanimously to invoke SO26(A) to suspend SO5(A)  
**RESOLVED:** That the debate on the allotments would be re-opened.

- b) **TO CONSIDER RECENT DEVELOPMENTS IN THE MATTER OF THE TRANSFER OF ALLOTMENTS FROM DONCASTER COUNCIL AND TO DECIDE FURTHER/ALTERNATIVE ACTION WHERE NECESSARY.** A discussion was held about the changes to the TR1 implemented by CDC without consideration from Tickhill Town Council following the resolution at the full council meeting on 27<sup>th</sup> May 2025. The changes included responsibility for the public rights of way. The cost of maintenance and potential issues compared to the revenue the allotments would bring was also discussed. There was a proposal by Cllr. Cartwright that the council require more time to consider the allotments. This was seconded by Cllr Taylor with a unanimous vote to approve by full council.

**RESOLVED:** That the Clerk contact the solicitor to advise that the council requires additional time to consider the allotments.

**122.25 EVENTS: VJ DAY 80 BEACON LIGHTING – to receive an update on the event held on Friday 15<sup>th</sup> August in remembrance of the 80<sup>th</sup> anniversary of VJ Day.** Cllr Thomas extended thanks to all councillors and volunteers for giving up their time. The event was successful a good balance and well supported. Positive feedback has been received from residents and members of other communities who did not mark the event.

**RESOLVED:** That the Clerk send thanks to Lisa at Lotties, the photographer and Lynn from Harworth Brass for playing the last post.

**123.25 ENVIRONMENT:**

- a) Traffic/Highways: To receive updates There were none

**RESOLVED:** To note there were none

- b) Community Speed Watch: To receive updates the equipment was calibrated at the recent annual CSW meeting facilitated by South Yorkshire Police. We have one potential new volunteer and a new site on Doncaster Road has been approved. The Police suggested the use of a digital recorder (Dictaphone) for all groups to improve accuracy of recording rather than the use of voice recording facilities on a mobile which are not always GDPR compliant due to some phone settings. A digital recorder has been purchased for £18.49. Only 2 x sessions have been carried out so far in August due to illness and holidays. 15 vehicles were reported out of a total of 493 passing vehicles. More volunteers are required.

**RESOLVED:** that the update be noted

- c) Charging points. To receive updates on usage. Zest was contacted for the latest stats on usage but have failed to respond. It was further discussed that the contract with Zest for the EV chargers is believed to be unlawful, having not been given full council consideration and the fact that Tickhill Town Council leased the land to Zest without being the legal owner. The council have located a copy of the agreement, and it appears that they are now tied into a 15-year contract with a termination fee on a sliding scale. This will be included in the discussion when a car park working party is formed.

- d) **RESOLVED:** that the update be noted

**124.25 CHRISTMAS:**

- a) To receive a progress report

The Salvation Army band has been booked. Quotes for a PA system for the light switch on and

Christmas Eve have been requested. Switch on dates have been submitted to the contractor to facilitate tree dressing in time. Inquiries have been made into an alternative Christmas tree provide. Information submitted to Kiwa for stress testing and a quote of £375 + VAT has been received. The quote will be on the September agenda for consideration. Confirmation of installation of the feeder pillar has now been received the cost for the infrastructure to facilitate this will be an additional £2856.07 which has already been budgeted. Enquiries have been made into replacement timers for the faulty pillars and permits will be required following successful stress testing reports. A timer for the Buttercross lights has been requested from Christmas plus. The potential to add lights inside the beacon will be researched.

**RESOLVED:** that the update be noted

- 125.25 IT SUPPORT:** To consider the provision of IT support as proposed in the detailed quote supplied by ESP. Following the updated information provided, the council accepted the proposal by unanimous vote.

**RESOLVED:** That the Clerk contact ESP to provide IT support as outlined in the proposal.

- 126.25 DATA CAPTURE CAMERAS** to explore options for the installation of data capture speed cameras and potential locations. The RFO has obtained quotes which have been circulated; however, as the Council does not have General Power of Competence, it does not have the legal power to proceed.

**RESOLVED:** this will be postponed and the funds budgeted be identified in the reserves until the Council is in a position to legally proceed.

- 127.25 TO CONSIDER THE PLACEMENT OF A MEMORIAL BENCH FOR JOHN HOARE** A request was received from the family to install a bench on the land to the North of Scarborough Close, which is soon to be transferred to Tickhill Town Council. The family has selected the bench they wish to install and will cover the cost of both the bench and its installation. The Council expressed unanimous support for this proposal. It was further discussed that a memorial Bench Policy would be required

**RESOLVED:** That the Clerk will contact the family to confirm the Council's support and make the necessary arrangements once the land transfer documents have been signed. It was further resolved that the Clerk write a Memorial Bench Policy.

- 128.25 BEACON RENOVATION** To consider a late summer/autumn project for school pupils to submit designs for the Buttercross post to be interpreted and painted by a local artist. It was discussed that the council would like to involve children in the design of the Beacon post and support a local artist in the process. Children from the local community and local schools will be invited to submit drawings of what 'Tickhill' means to them and submit these to the library. The local artist will then paint these onto one side of the beacon post. The other sides are to feature key dates and iconic images of Tickhill landmarks.

**RESOLVED:** That a Facebook post be created and children from the community be invited to participate. Cllrs Thomas and Patel to contact the local primary school to engage ahead of their next meeting with the schools Y6 pupils.

- 129.25 FLAG FLYING DATES:** 8<sup>th</sup> September to mark the Kings Ascension to the throne.

**RESOLVED:** That the Chair will raise the Union flag and the Buttercross will be lit red, white and blue.

- 130.25 ITEMS FOR THE NEXT AGENDA:**

a) To consider any member items for the September meeting There were none

**RESOLVED:** To note that there were none

b) Members to send any budget requests for consideration at the next Finance Committee Meeting by 30<sup>th</sup> September 2025

c) **RESOLVED:** To note that all budget requests must be received by 30<sup>th</sup> September 2025

*Members of the public left the meeting at 8:55pm*

**131.25 STAFFING CONFIDENTIAL**

***To note members of the public, Ward Councillors, and the press are excluded from this item on the agenda due to the nature of the business being transacted being prejudicial to the public interest, by virtue of Public Bodies (Admissions to Meetings) Act 1960.***

- a) **TO CONSIDER THE CLERKS ENROLMENT ON THE FILCA QUALIFICATION** The Clerk indicated she was prepared to undertake the FilCA training in her own time.
- b) **RESOLVED:** that the council approve the enrolment of the Clerk in the FilCA training which requires completion by 31<sup>st</sup> December 2025.
- c) **TO CONSIDER A REVIEW OF STAFF HOURS.** The Council discussed the Clerk's contracted hours. The Clerk/RFO role was previously a full-time position which was then reduced to 32 hours per week in October 2023 at the request of the former Clerk. It was noted that the current allocation of 23 hours per week is insufficient to fulfil the combined duties of Clerk and RFO. The RFO advised that 3 hours per week, with occasional overtime during the budget and audit periods, was adequate for that aspect of the role. It was proposed that the Clerk's contracted hours be increased to 30 hours per week with effect from 1 October 2025, with recognition that additional hours may be required at certain times such as budget and audit preparation. It was also discussed that from February 2026, a temporary uplift to 34 hours per week will be required to accommodate the Clerk's CiLCA training, which is expected to take 12 months to complete.
- d) **RESOLVED:** That the Clerks contracted hours be increased to 30 hours per week from 1<sup>st</sup> October 2025 with a temporary uplift to 34 hours per week from February 2026.

*There being no further business the Chair closed the meeting at 9:09pm*

**NEXT MEETING:**

**30<sup>th</sup> September 2025  
6:45pm**

**All meetings to be held at The Pavilion,  
Tithes Lane,  
Tickhill, DN11 9QN**

Minutes approved by

Cllr A. Johnson – Chair, Mayor  
30<sup>th</sup> September 2025