

MINUTES OF THE MEETING OF TICKHILL TOWN COUNCIL
Tuesday 30th September 2025
The Pavilion, Tithes Lane, Tickhill, DN11 9QN.

Present: Cllrs B Cooper, I Smith, P Thomas, M Bycroft, C Taylor, S Patel

Chair: Cllr A Johnson

Clerk: Maxine Gravill

In Attendance: Admin & Support Officer

Members of the public: 5

WELCOME The chair opened the meeting and welcomed Councillors and members of the public to the meeting and gave the fire evacuation drill.

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

A member of the public requested information on the Doncaster Local Plan regarding the proposed increase in new housing allocation from 1,120 to 1,520 and asked members to comment on where they believed the deficit would fall and did Tickhill Town Council have a mitigation plan. The member of the public was especially concerned about the level of proposed housing on the land between the Millar and Carter and Bawtry.

A representative from The Plymouth Brethren apologised for not submitting the plans or further information to the Clerk for circulation as they were not yet ready. They have a meeting with the planners in Leeds and once the plans are ready to present they will contact the Clerk.

MINUTES OF THE MEETING 30.09.2025

132.25 TO RECEIVE APOLOGIES GIVEN IN ADVANCE OF THE MEETING AND TO CONSIDER APPROVAL FOR REASONS GIVEN FOR ABSENCE: Apologies were received from Cllrs Cartwright and Foster, the RFO and Cllr Thomas advised she would be late. (Reasons approved by members)
RESOLVED: That the reasons for absence be approved.

133.25 TO RECEIVE ANY SPECIFIC DECLARATIONS OF INTEREST AND TO RECEIVE AND CONSIDER ANY APPLICATIONS FOR DISPENSATION. None received
RESOLVED: To note there were none

134.25 TO APPROVE THE DRAFT MINUTES OF THE MEETING 26TH AUGUST 2025
RESOLVED: That the minutes are a true and accurate record of the meeting

135.25 DONCASTER BOROUGH WARD COUNCILLORS REPORT

- Ward Cllr Greenhalgh gave apologies on behalf of Ward Cllr Dudley.
- Ongoing fly-tipping on Hindley Lane has led to the involvement of the Environment Agency
- The City of Doncaster Council (CDC) enforcement team maintains that the matter does not fall under CDC's responsibility. Efforts are now underway to identify the landowner through the Land Registry. A charge will be placed on the land, which must be repaid upon its sale.

- Further along Wilsic Lane, persistent fly-tipping continues to be an issue, frequently obstructing the highway and access to farmland. The farmer is relocating the waste where possible to keep the entrance and roadway clear.
- Neighbour disputes and complaints on Wong Lane appear to have subsided, with reports suggesting the individual responsible has apologised to neighbours. The wall is scheduled to be rebuilt, which should help prevent further incidents of nuisance parking.
- Regarding the removal of trees on Cherry Lane, the Ward Councillor has suggested that TTC submit a letter of distain.
- Ward Cllr Greenhalgh reported a complaint from residents at the last surgery in September regarding the noise disruption and parking issues caused by the private care home for teenagers on Croft Drive which has changed hands. There are only 3 residents but 10 staff who have weekly meetings and parking is becoming an issue in the small residential street. Cllr Greenhalgh advised he had a meeting scheduled with the owner to discuss.

136.25 LEGAL: TO CONSIDER THE FOLLOWING DOCUMENTS & POLICIES

- a) To consider the draft Green Space Memorial Policy
RESOLVED: That the document be approved
- b) To consider the draft Green Space Memorial Application Form
RESOLVED: That the document be approved
- c) To consider the draft IT policy
RESOLVED: That the document be approved
- d) To consider the draft CCTV Policy
RESOLVED: That the document be approved
- e) To consider the draft SAR (Subject Access Request) form
RESOLVED: That the document be approved
- f) To consider the draft Risk Management Policy
RESOLVED: That the document be approved

137.25 PLANNING MATTERS (Appendix 1)

Planning was discussed and comments made on the attached appendix 1

138.25 PROGRESS REPORTS FROM:

- a) Chairman – to receive updates
 - Complaints have been received from hirers regarding the behaviour and conduct of parents during the Doncaster Belles football match on Saturday, 26th September. This date marked the first Saturday of the trial agreement, which allowed supervised toilet access for players only, between 9:15am and 9:45am. Unfortunately, the Doncaster Belles did not uphold their side of the agreement. Both classes in the building were disrupted, and the toilets were left in an unacceptable condition. Throughout the morning, parents caused further disruption by insisting on using the toilets, entering the building without permission, and creating a potential safeguarding risk. The Chair will follow up with the Chairman of the Belles. Subject to agreement from the current hirers, one final week of the trial may be permitted. However, any further breaches will result in the immediate termination of the agreement. It should be noted that these toilets are not public facilities—they are strictly for the use of those hiring the building. The Chair will also consult with CDC regarding the football pitch hire arrangements.

19:21 Cllr Thomas entered the meeting

- There have been reports of trees in Jubilee Woods, located on land owned by the Tickhill Countryside Group, making contact with power lines and posing a significant safety hazard. This does not appear to involve the area known as the Wild Wood, which is owned by CDC and leased out—although the current leaseholder is unknown. Above who are the electricity supplier’s contractor has proposed two possible courses of action:
 1. To cut down the affected trees, mulch them to create woodland pathways, and replace them by planting new trees elsewhere.
 2. If option one is not approved, Above will seek a court order to remove the trees without replacement.

This information has been passed on to the Countryside Group for them to contact Above to resolve.

- The Chair informed members that Eddie Worrall is leaving CDC for a position closer to home. Eddie has been instrumental in supporting the Clerk in the grant application for trees and associated equipment for the land recently transferred to Tickhill Town Council.

RESOLVED: That the updates be noted

b) Clerk – to receive updates

- The EE account remains registered under the name of the previous Clerk. A request to transfer ownership was unsuccessful, preventing the transition to a new contract or service provider. A letter has been sent to the former Clerk requesting written authorisation to complete the transfer to the current administration. However, the former Clerk has declined to provide the necessary authorisation to either TTC or EE. The matter is currently awaiting further action or response from EE. The administration phone remains linked to the personal contract of the former Chair, which is due to end in May 2026. An early termination fee of £84 would apply to exit the contract.
- A 12-month contract has now been signed with ESP, in line with resolution 125.25 passed at the Full Council meeting on 26th August 2025.
- The Clerk has completed and successfully passed the FILCA (Financial Introduction to Local Council Administration) course. Interest has been registered for the CiLCA (Certificate in Local Council Administration) February 2026 cohort, and further information on the process has been requested.
- CCTV signage and secondary evacuation point signs have been purchased and are ready for installation. A key for the gate—allowing safe access in line with the fire safety evacuation procedure—has been placed in the key safe, which was installed by Cllr Cartwright.

c) Councillors – to receive updates

- Cllr Thomas updated members on the Defibrillator and CPR training, provided by CDC, which has been scheduled for Thursday, 30th October at the Pavilion. The Council is offering use of the building free of charge for this event. A total of 12 places are available—2 reserved for Council representatives and the remaining 10 offered to local businesses (one place per business). Information has been circulated to local businesses via the business WhatsApp group. Should there be sufficient interest, additional training sessions will be arranged.

RESOLVED: that the Clerk and Cllr Patel take up the two places reserved for the council.

- Cllr Smith has investigated the Woodland Trust tree availability. Applications for the first round have closed however current applications are open for March, closing in January. The trees are 30cm feathers.

RESOLVED Cllr Smith to send the link and information to the Clerk.

- Cllr Cooper advised the location for the duck feeder has now been approved by CDC. The designated area is next to the two bins. A concrete base will be required for installation.

RESOLVED: that Cllr Cooper will provide the necessary dimensions to the Clerk, who will then obtain quotes for the work and the machine can then be ordered with the manufacturer.

- Cllr Patel updated members that the Young Peoples working party had met and put together a draft Awards policy and a draft proposal for hire of part of the recreation ground.

RESOLVED: Clerk to circulate to members and add to the October agenda.

139.25 FINANCE:

- TO APPROVE INVOICES RECEIVED AND CIRCULATED** – (Appendix 2).
- RESOLVED:** That the invoices be approved
- TO RECEIVE FINAL BUDGET REQUESTS**

There were no requests from members. Members were reminded that all budget items for consideration in the 2026/2027 budget should be submitted to either the Clerk or RFO by 1st October at the latest.

RESOLVED: That the update be noted

140.25 CORRESPONDANCE RECEIVED AND CIRCULATED TO COUNCILLORS (Appendix 3)

RESOLVED: that there were no comments

141.25 REPORTS: to receive the following updates:

- Committees/Representatives

Cllr Cooper attended the public section of the Parochial Church Council (PCC) meeting there was also representation from the local primary schools, The PCC thanked Cllr Cooper for his attendance and full minutes of the closed meeting which followed have been circulated to members.

RESOLVED: that the update be noted

- To approve a representative for the Parochial Church Council (PCC)

Cllr Cooper volunteered himself.

RESOLVED: that Cllr Cooper be the Tickhill Town Council representative on the PCC

- Neighbourhood Planning Working Party

There was no update

RESOLVED: to note there was no update

- Pavilion Working Party

There were no reports, the working party is due to meet shortly to resolve ongoing issues,

RESOLVED: members to set a meeting date by email and send a full report of the meeting to the Clerk to be added to the October agenda.

- To consider improved security of the pavilion during the closed bowling season

To improve security during the closed bowling season when the rear meeting room is not in frequent use and not accessed by the external door it was suggested a padlocked bolt should be fixed to the inside of the door. The padlock should be able to be locked in both the open and closed positions for safety.

RESOLVED: That the Clerk purchase a lockable bolt and padlock and arrange for this to be fitted.

142.25 ST MARY'S CAR PARK:

- To receive an update on the transfer of land

Final land transfer documents have now been signed by the Chair and Cllr Smith and witnessed by the Clerk as per section 23 of the council's standing orders and the land has transfer was submitted by our Solicitor on 19th September 2025. Solicitor chased 30/09/2025 to see if this is now completed.

RESOLVED: that the update be noted

- To consider a working group for the management of the car park

Cllrs Smith, Taylor and Bycroft volunteered, seconded by Cllr Patel. Cllr Bycroft further nominated Cllr Cartwright in his absence, this was seconded by Cllr Patel. A full vote in favour was taken.

RESOLVED: That Cllrs Smith, Taylor, Bycroft and Cartwright for the Car Park working Party.

143.25 TRANSFER OF LAND TITLE REF SYK721208:

- a) To receive an update on the progress of transfer
Final clean transfer documents as approved by resolution of the council at the Extraordinary Meeting on 8th July have now been received from the CDC legal team. There was a reduction in the 106 monies from £20,304 to £18,861.66 due to maintenance charges and an error in clause 11 1.1 which was pointed out by our solicitor has been rectified. The documents are now available for wet signatures.
RESOLVED: That the update be noted and the documents will be signed and witnessed in accordance with the Councils Standing Orders.
- b) To receive an update on the community orchard
The grant application approved by resolution 97.25 b at the full meeting of the council in July has been successfully awarded. The supply of 45 trees has been delayed due to the weather conditions, but it is expected the trees will be lifted and available for collection towards the end of the year. Associated funds of £656.21 have been awarded for the purchase of tools and equipment for planting and maintenance. Volunteers will be required to assist and the long-term plans for the land discussed and approved by full Council.
RESOLVED: that the update be noted and that the Clerk add the long-term discussion onto the October agenda.
- c) To consider the quote for maintenance of the land in preparation for planting
RESOLVED That the quote from Military Precision be accepted and that the Clerk request further quotes for long term ongoing maintenance.

144.25 ENVIRONMENT:

- a) Traffic/Highways: To receive updates
The A6182 Great Yorkshire Way will be subject to overnight road closures between the M18 roundabout and the iPort junction roundabout. The closures will be in force overnight for 3 nights commencing 3rd October.
RESOLVED: that the update be noted and information has already been circulated to residents.
- b) Community Speed Watch: To receive updates
There have been a reduction in events due to volunteer holidays again this month, although a new volunteer has been secured following a Facebook campaign.
RESOLVED: That the update be noted
- c) Charging points. To receive updates on usage
There have been no updates for some time, as the contact dealing with the account has left the business. Once the Car Park Working party have their first meeting, this will be one of the items to be discussed.
RESOLVED: That the update be noted

145.25 CHRISTMAS:

- a) To consider the quote from Kiwa for stress testing
RESOLVED That the updated quote be accepted and the Clerk instruct Kiwa to carry out the testing
- b) To receive a progress report on Christmas planning
- Quotes for traffic management for Christmas Eve have been requested. UCL has submitted a quote of £1,420, representing a slight increase of £50 compared to 2024. We are currently awaiting a quote from Platinum Traffic Management; however, it is noted that their pricing was significantly higher than UCL's last year. The Council agreed on this basis that providing the quote from UCL remained competitive the Clerk should instruct them as they offered a far superior service in 2024.
 - The feeder pillar has now been installed for the tree at the end of Castle Close
 - The light switch on time of 6pm on 27th November will be confirmed and communicated to Tickhill Together.

- The 30-minute light switch on event has been registered on the CDC event gateway. Cllr Thomas to communicate to Tickhill Together that they will need to register the late-night shopping event on the gateway to flag up the event for blue light services.
- Quotes for permits and timers have been requested from CDC several times but still not received. Clerk to chase again this week.
- 10" steel pipe to secure the Christmas tree on the Buttercross is to be tied into a concrete job early to mid-October. Plevy's have supplied the required pipe which is with Dexter Pollard waiting to be installed.
- Christmas tree quotes have been requested, so far only Plevy's have provided a quote. Quotes have also been requested from Botany Christmas Trees (Formally Bawtry Christmas Trees), and Billingley's. Bawtry Christmas Trees have always been the most competitive, however they no longer offer an installation service. Clerk to chase quote to present to full council.

146.25 FLAG FLYING DATES:

There are no flag flying dates; however, requests have been received to light up the Buttercross yellow from the National Hygiene Bank for National Hygiene Week 6th – 12th October and pink and blue for Baby Loss awareness week 9th – 15th October. Following a discussion, members agreed to one night per event.

RESOLVED: That the Buttercross be lit yellow on Wednesday 8th October and pink and blue on Saturday 11th October. Posts will be on social media to raise awareness and the significance of the lighting.

147.25 ITEMS FOR THE NEXT AGENDA: To consider any member items

- To consider the draft awards policy from the Young Peoples Working Group
- To discuss the proposal presented by the Young Peoples Working Group
- To discuss the pre-planning submission from the Plymouth Brethren should it be received in time.

Members of the public left the meeting at 20:32

148.25 STAFFING

a) Update on recent staff appraisals

The Clerk reported she had carried out appraisals for all staff members and had no concerns. Further work was required to bring the website up to date, but this would be an ongoing project and required further training.

c) To consider a date for a Staffing Committee Meeting

There is a need for a staffing meeting to go through outstanding HR and staffing policies, consider the date for the Clerks appraisal which is due in December and to update the Performance and Development Review ahead of the Clerks appraisal.

RESOLVED: That the members liaise with the Admin Support for Pavilion availability to set a date and advise the Clerk so the agenda can be raised.

There being no further business the meeting closed at 20:43

NEXT MEETING:

28th October 2025 6:45pm

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

Minutes approved by

Cllr A Johnson – Chair- Mayor