

MINUTES OF THE MEETING OF TICKHILL TOWN COUNCIL

Tuesday 25th November 2025

The Pavilion, Tithes Lane, Tickhill, DN11 9QN.

Present: Cllrs D Cartwright, I Smith, S Patel, S Foster, M Bycroft, P Thomas

Deputy Chair: Cllr C Taylor

Clerk: Maxine Gravill

In Attendance: RFO, Admin Support Officer

Members of the public: 8

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 representative from Tickhill Together updated members on the plans for the late-night shopping. City of Doncaster Council (CDC) has approved cessation of the parking bays on Market Place to improve pedestrian safety and will be in force on the evening. Cones will be placed ahead of the event.

An update was received that the poppies had all now been removed, were washed, and drying ready to be put into storage. It was noted that a negative comment had been received about the poppy displays still being in place whilst the Christmas tree had already been erected. Members expressed their disappointment, given the lack of volunteers and the hard work and effort the group put into the poppy displays each year.

A member of the public requested the Buttercross be lit yellow for grief awareness week as in 2024.

MINUTES OF THE MEETING 26/11/2025

170.25 To receive apologies given in advance of the meeting and to consider approval for reasons given for absence. Apologies were received from Cllrs A Johnson and B Cooper and reasons circulated to members.

RESOLVED that the reasons for absence were approved.

171.25 To receive any specific declarations of interest and to receive and consider any applications for dispensation. There were none received.

RESOLVED to note that there were none.

172.25 To approve the draft minutes of the meeting 28th October 2025

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

173.25 DONCASTER BOROUGH WARD COUNCILLORS REPORT

Ward Cllr Greenhalgh gave apologies on behalf of himself and Ward Cllr Dudley.

RESOLVED to note that there was no report.

174.25 LEGAL:

a) To consider renewing the Councils Civility & Respect Pledge.

There was a brief discussion, and it was agreed that the Council would renew its Civility & Respect Pledge. **RESOLVED** that following a vote by show of hands, the Clerk make the necessary arrangements.

b) To consider the amended Awards Policy

RESOLVED that following a vote by show of hands the policy be approved.

c) To consider the amendment to the Staffing Committee Terms of Reference

RESOLVED that following a vote by show of hands the updated policy be approved.

d) To consider the Lone Worker Policy

There was a brief discussion, and a request was made to amend a typing error and change the word 'never' to 'avoid.' **RESOLVED** that following a vote by show of hands the policy with the two amendments be approved.

e) To consider the Health & Safety at Work Policy

RESOLVED that following a vote by show of hands the policy be approved.

f) To consider the updated Volunteer & Retention sign up form

RESOLVED that following a vote by show of hands the policy be approved.

g) To receive the Appraisal Policy approved by the Staffing Committee

The Chair of the staffing committee gave a brief explanation of the policy.

RESOLVED that the adopted policy be noted.

175.25 PLANNING MATTERS (Appendix 1)

All Planning matters were discussed and the resolutions recorded in the attached appendix.

RESOLVED to note there were no objections or member requests to make comments to CDC.

176.25 PROGRESS REPORTS FROM:

a) Chair – to receive updates.

The Deputy Chair gave the following update on behalf of the Chair; the Chair and Clerk attended the funeral of Alan Jillot, former long serving Clerk to Tickhill Town Council to pay respects on behalf of the Council. Forget me not packets were handed out and the family asked for these to be planted in Alan's memory. The Chair explained about the proposed community orchard and the family thought it would be fitting for seeds to be planted there.

RESOLVED that the updates be noted and members were happy for seeds to be planted in Alan's memory.

b) Clerk – to receive updates.

- The Clerk attended the Lone worker and home working webinar run by Wakefield Council in conjunction with the YLCA.
- The defibrillator and CPR training was a success; there was a high number of last-minute dropouts however Cllr Thomas managed to fill the places with residents and those from the reserve list. Dependent on costs, there is the potential to host further session in 2026.
- Cllr Thomas has kindly offered the front page of the Dec Tickhill Today FOC for the Christmas Eve Carols.
- Following the instruction at the October meeting, the Clerk contacted Zest for information on the £1 pa lease fee. Zest advised that the Council should raise an invoice. Clerk has not yet pursued and is awaiting further instruction from the council.
- Due to increased litter over the weekend due to the football matches, the Clerk has contacted Street Scene to request an additional emptying and collection of the bins on the recreational ground on a Monday. This will now be added to the schedule for Tickhill and a full schedule of bins and emptying days has been sent to the Clerk.

RESOLVED that the updates be noted.

c) Councillors – to receive updates.

- Cllr Thomas updated members on the replacement of the library computers as raised by a member of the public at the October meeting. 100% of the public computers have been replaced, however one of the office computers will not be replaced and CDC have not installed Microsoft 365 on the computers which is causing an issue.

Cllr Thomas advised members that, beginning next year, CDC will be charging for defibrillator and CPR training. CDC will provide cost details in advance so members can make an informed decision about proceeding with future sessions.

Cllr Thomas re-iterated the disappointment at the negative comment from a member of the public regarding the poppies. The displays are all now down, washed, and ready to be stored again for next year.

RESOLVED that the updates be noted.

- Cllr Patel advised members of the meeting held by him and Cllr Thomas with the two primary schools, during which pupils were updated on Council developments relating to the awards and the proposed plans for the recreational ground. Both schools have agreed to undertake a survey of all pupils at each school to gauge interest in the project. The next meeting with the schools is anticipated to be February 2026.

School children have been selected to do the countdown and Christmas tree light switch on Thursday 27th November 2025. All pupils will be supervised by their parent/guardians. The School Mayors and the oldest and youngest pupils from each school have been selected.

RESOLVED that the updates be noted.

- Cllr Smith updated members on the recent meeting he attended at CAST regarding Doncaster Airport. The meeting was primarily attended by local businesses and the Mayor of Sheffield, Oliver Coppard. Following a brief verbal introduction, a Q&A session took place. A private bid was discussed, which led to a heated and unproductive debate, and the discussion was subsequently closed. Members were advised that a key requirement remains before the airport can become operational: a full Council vote. Without this approval, the project will not proceed. Recruitment has already begun, and, subject to approval, operations are planned to be introduced in three stages:

1. Freight
2. Passenger flights (possibly from winter 2027)
3. General aviation

RESOLVED that the update be noted.

- Cllr Cartwright advised members that, following his update at the October meeting regarding the concerning number of break-ins, a regular night-time police patrol has now been established, and there appears to be a reduction in reported crimes.
- **RESOLVED** that the update be noted.

177.25 FINANCE:

- a) To approve invoices received and circulated – (Appendix 2).

RESOLVED that the invoices be approved.

- b) To reconcile and sign the bank accounts.

RESOLVED that the bank accounts had been reconciled and were signed by Cllr Cartwright.

- c) To consider the final draft budget for 2026/2027

Following a brief discussion, whilst it was considered unlikely that the budget would change, considering the Government's budget announcement is scheduled for 27/11/2025, it was deemed prudent to wait in case any implications arose that would require adjustments to the TTC 2026/2027 budget.

RESOLVED that the item be deferred to the December meeting.

- d) To consider retrospective approval of the movement of £25,000 as documented in the October minutes to the Hinckley & Rugby account to mitigate the Council's financial risk.
There was a brief discussion regarding the increase of FSCS protection from £85,000 to £120,000 effective 1st December 2025. Members requested that an additional £20,000 be transferred into the Hinckley & Rugby account on 1st December, as it offers a higher interest return.
RESOLVED that following a vote by show of hands, the retrospective approval be given for the movement of £25,000 and that it was further resolved to move an additional £20,000 on 1st December into the H&R account.
- e) To consider retrospective approval of the following purchases made under delegated powers 5.15 and 6.9i, in accordance with the Council's Financial Regulations: the Buttercross Christmas Tree, Christmas Carol Sheets, and the YLCA Lone Worker Training webinar.
RESOLVED that following a vote by show of hands the spend be approved.
- f) To consider the purchase of the latest edition of the Charles Arnold-Baker Local Council Administration by the Clerk.
RESOLVED that following a vote by show of hands the purchase be approved.

178.25 CORRESPONDENCE RECEIVED AND CIRCULATED TO COUNCILLORS (Appendix 3)

Members confirmed they had received all correspondence,

- a. **RESOLVED** That the correspondence be noted and the Clerk will make enquiries into the feasibility of a suitable location for the mobile primary health care unit as per appendix 3 item 178.25I.

179.25 REPORTS: to receive the following updates:

- a) Committees/Representatives

The Chair attended the recent PCJCC meeting and will give an update at the December meeting.

RESOLVED that the update be noted.

Staffing Committee

Cllr Bycroft gave the following update: during the staffing committee meeting, policies were discussed, the committee went through the policy tracker and prioritised the policies required. The policies identified as being urgent were the appraisal policy along with an appraisal form and the Lone and Home Working Policy. All other updates and discussions were included in the minutes which were circulated following the meeting.

RESOLVED that the update be noted.

180.25 COMMUNITY LAND/ORCHARD (TRANSFER SYK721208)

- a. To receive an update

The s106 agreement form has been signed and will be returned to CDC via the TTC solicitor before the end of the week. Due to the land transfer having not yet completed, the TTC grant for the trees and materials for the community orchard has been moved into the second wave. Trees should be available around January. John Hoare's family have expressed a wish to visit Tickhill before Christmas to choose a suitable location for the memorial bench. The family would like the bench to be placed in Spring 2026.

RESOLVED the Clerk will chase up the land transfer and liaise with the Hoare family regarding the memorial bench. Support in the form of permission to plant from CDC will be requested at the quarterly liaison meeting.

- b. To consider the quotes for ongoing maintenance (circulated)

A brief discussion took place and members agreed to award a 3-year contract to the local contractor who had carried out two cuts. Members noted the excellent quality of work and the lowest price submitted.

RESOLVED that following a vote by show of hands, the 3-year contract be awarded to Military Precision and that the Clerk draft a contract for full council approval.

181.25 ENVIRONMENT:

- a. Traffic/Highways: To receive updates.

Railings and raised kerbs have been installed for pedestrian safety on the corner of Sunderland Street/Market Place at the Buttercross Junction.

RESOLVED that the update be noted.

b. Community Speed Watch: To receive updates.

Only two events have been carried out during November due to shorted operational hours and a shortage of volunteers. Eight vehicles were reported as exceeding the acceptable limit. The group will try and carry out events in December, weather permitting.

RESOLVED that the update be noted.

182.25 REMEMBRANCE SUNDAY

To receive a report

In the absence of the Chair, Cllr Cooper and the Clerk attended the Church Service, Cllr Cooper laid the wreath on behalf of Tickhill Town Council and Cllr Foster played the last post.

RESOLVED that the update be noted.

183.25 CHRISTMAS:

To receive an update

The feeder pillar is now connected to the wrapped tree at the end of Castle Close, the tree has been delivered, installed, and dressed and all the lights have been tested and timers set up ready for the switch on. As with every year, the only lights we have control over are the Buttercross tree and Buttercross dome, the rest are on CDC timers and will be on at 4pm. The timer switches have been replaced, although Christmas Plus reported there is still one old timer. Clerk to investigate with CDC. The PA provider has been confirmed for both the Switch On & Christmas Eve; road closure notices will be placed two weeks before the Christmas Eve event and both events are being promoted. Councillors were asked to contact the Clerk for their availability on Christmas Eve as volunteers will be required.

RESOLVED to note the update and the Clerk will investigate the old timer with CDC. It was further resolved that all members would provide the Clerk with their availability asap to enable a list of volunteers to be organised.

184.25 PAVILION

a) To receive an update

Due to time constraints the Clerk has managed to receive only one quote for part of the work required for phase one. Further quotes will be obtained in time for a future meeting.

RESOLVED that the update be noted.

b) To consider the Clerks submission for the Ward Councillors Grant scheme to partially fund phase one of the front room for toilet access.

A brief discussion took place regarding the work, the Deputy Chair confirmed there was still funds in the budget and that the grant would help towards some of the costs for the initial phase.

RESOLVED that following a vote by show of hands members approved the submission of the grant application.

185.25 NEIGHBOURHOOD PLAN

To consider pausing progression of the Neighbourhood Plan pending clarification of the NPPF implications.

Following the discussions at the October meeting members agreed this was the right course of action.

RESOLVED that following a vote by show of hands the Neighbourhood Plan project be paused and the Clerk inform CDC and the consultant.

186.25 PLYMOUTH BRETHREN

a) To receive information on the proposal for a place of worship.

Following the initial proposals presented to the Council at the ordinary meeting in August, no further update or detailed plans have been received. A discussion was subsequently held during which members identified several key concerns regarding the proposal. These included, but were not limited

to, the unacceptable increase in traffic generated by over 200 parking spaces onto the already heavily used A631, the unsuitability of Paper Mill Lane as an access route due to its single-track nature, and the proposed demolition of the Toll House, which dates from approximately 1760–1780 and is of significant historical interest and has now been approved for listing on the South Yorkshire Local Heritage List. Members also questioned the choice of location given there are existing places of worship on Sandford Road and Branton and the fact that the plans are at odds with the Towns Neighbourhood Plan.

RESOLVED that the update be noted and once further information is available, the Plymouth Brethren be invited to a meeting.

b) To receive information on the Local Heritage Listing and Article 4 for the Toll House

The Toll House has been approved for submission onto the South Yorkshire Local Heritage List (LHL) which is part way through the consultation period. In order to protect the toll House which is now privately owned from demolition, the conservation and planning officers at CDC were looking to impose emergency Article 4 Directions, which remove any permitted development rights including demolition. However, having made a site visit to measure the building, the officer confirms it is over fifty cubic metres in volume so the owner would need to obtain prior approval for demolition. The officer was going to make contact with the architects to ensure they are aware of the pending Local Heritage Listing and the fact that the building has been recommended for inclusion is also further justification for withholding consent for demolition.

RESOLVED that the update be noted.

187.25 TICKHILL UNITED CHARITIES BOARD OF TUSTEES.

To consider whether the Council still wishes to have a representative on the board of trustees.

Members discussed the value of having a representative and raised concerns that no feedback had previously been received from Tickhill United Charities. Following additional information provided by a member of the public at the invitation of the Chair, members were content for the current representative to remain in post. However, they requested that the Clerk contact the Charity to seek regular updates in future.

RESOLVED that following a vote by show of hands, Elaine Millard remain the representative for TTC and that the Clerk request updates be sent following the biannual meetings.

188.25 YOUNG PERSONS WORKING GROUP

To consider permission for the Young Persons Working Group to approach CDC to make enquiries into the cost for leasing part of the recreational ground, including maintenance costs.

RESOLVED that following a vote by show of hands, the working groups should contact CDC for information on the feasibility of leasing sections of the recreational ground and associated maintenance costs.

189.25 PARISH ROOM COMMITTEE

a) To consider the resignation of Cllr Thomas as representative for Tickhill Town Council on the Parish Room Committee.

Having subsequently realised that, as a representative on the Parish Room Committee, she would also be required to become a trustee, Cllr Thomas advised that this was not something she felt comfortable with and that it could present a potential conflict of interest in the future. Cllr Thomas also raised concerns that, since taking on the role of representative, she had not been invited to any meetings, nor had she received any agendas or minutes, and therefore did not feel she had been welcomed. Mr Walker, who is also a trustee, has confirmed that he will continue in the role and represent TTC although it was hoped that Cllr Thomas may still be invited to attend the meetings with no voting rights.

RESOLVED that Cllr Thomas step down as the representative and the role be filled by Mr Peter Walker.

c) To consider the Council becoming a friend of the Parish Room.

Mr Walker was invited by the Chair to explain the proposed initiative of the Friend of Tickhill Parish

Room which would encourage members of the community to come together as a group and find ways to share support and help the building thrive. As part of the initiative, the friends of Tickhill Parish Room would like to use the reach of TTC social media presence to share information and updates. These would be submitted for approval by Council before being published.

RESOLVED that the Tickhill Town Council becomes a member of the Friends of Tickhill Parish Rooms

190.25 FLAG FLYING DATES:

There were no flag flying dates to note, however the Buttercross will be lit yellow on Wednesday 3rd December to mark National Grief Week.

RESOLVED to note the update

191.25 ITEMS FOR THE NEXT AGENDA: To consider any member items.

The following agenda items were requested by members for the December meeting:

- To consider the removal of the trees causing damage to a neighbouring property in St Marys Car Park. The Young Persons Working Party requested the following agenda items:
- To receive feedback on the proposed lease terms for the identified areas of the recreational ground.
- To obtain Council approval to contact third-party suppliers for indicative costs and to assess the feasibility of the proposed recreational ground plans.
- To seek the Council's approval to approach the family of one of the existing awards to request their consent for the proposed amendments to the award.

All agenda item wording must be submitted to the Clerk at least ten clear days prior to the December meeting, in accordance with the Council's Standing Orders.

The following agenda items we also requested by members for the January meeting.

- To receive information on the acquisition of the Parish Room.
- To consider the Young Persons working group to conduct research into supporting the Tickhill Gala.

All agenda item wording and supporting documentation where applicable must be submitted the Clerk 10 clear days prior to the January meeting in accordance with the Council's Standing Orders.

NEXT MEETING:

16th December 2025

6:45pm

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

Minutes approved by

Cllr A Johnson – Chair- Mayor

16th December 2025