

MINUTES OF THE MEETING OF TICKHILL TOWN COUNCIL
Tuesday 28th October 2025
The Pavilion, Tithes Lane, Tickhill, DN11 9QN.

Present: Cllrs D Cartwright, I Smith, P Thomas, M Bycroft, S Patel
Chair: Cllr A Johnson
Clerk: Maxine Gravill
In Attendance: RFO
Members of the public: 4

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 that Tickhill Town Council express concern on behalf of residents regarding the reduction in the number of computers being replaced at Tickhill Community Library. It is understood that only 50% of the existing public-use computers are to be replaced.

A further concern was raised by a member of the public regarding the blocked metal grates and dykes around the perimeter of the recreation ground, which have become obstructed again by overgrowth, leaves, and debris.

149.25 To receive apologies given in advance of the meeting and to consider approval for reasons given for absence. Apologies were received from Cllrs C Taylor, B Cooper & S Foster and reasons circulated to members

RESOLVED that the reasons for absence were approved

150.25 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

151.25 To approve the draft minutes of the meeting 30th September 2025

RESOLVED That the minutes are a true and accurate record of the meeting

152.25 DONCASTER BOROUGH WARD COUNCILLORS REPORT

Ward Cllr Greenhalgh gave the following updates.

- A resident expressed concern that access to their property is regularly obstructed by parked vehicles. Cllr Greenhalgh will follow up on this matter and explore the possibility of having white lines painted to improve access.
- Ward Councillor Grants will open for applications from mid-November. These grants will be available to local groups and schools, including Tickhill Town Council, for projects aimed at enhancing the playing fields and may also be considered to support further improvements to complete the front room at the pavilion.

- Ward Cllr Dudley was unable to attend the meeting as she was attending the Braithwell Parish Council meeting. She has requested that the Clerk lay the remembrance wreath on behalf of the Ward Councillors at the Tickhill Remembrance Service, as neither Ward Councillor is available to attend.
- The football field on Worksop Road requires a shower block, which it is hoped can be funded through a Ward Councillor Grant. The landowner has raised no objections, provided that the structure is temporary.
- Ward Cllr Greenhalgh has been unable to contact the contractor regarding a quotation for maintenance work at the community orchard.
- A meeting of residents and local businesses will be held to discuss solutions to the recent parking congestion caused by visitors to a local eatery in Loversall. The date of the meeting is yet to be confirmed.
- Following resident complaints regarding parking issues at a residential home for teenagers, the property owner has removed a hedge to create three additional parking spaces. This appears to have alleviated the problem, although the situation will continue to be monitored.
- It was noted that Reform Councillors have replaced all Committee Chairs within the City of Doncaster Council (CDC) with Reform Party members.

RESOLVED that the updates be noted

153.25 LEGAL: To consider the following documents & policies

- a) To consider the updated T&C of hire (x 3)

There was a request for an amendment from the word building to area of hire.

RESOLVED that following a vote by show of hands, the requested wording be amended and the policy approved.

- b) To consider the draft Investment Policy

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

- c) To consider the Lost Child/Vulnerable Adult Procedure

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

- d) To consider the Lost Child/Vulnerable Adult Form

Following discussion it was agreed that the form required further work and consideration be deferred to a future meeting.

RESOLVED that members advise the Clerk of any proposed amendments prior to the matter being deferred to a future meeting.

- e) To consider the scheme of delegation

- f) **RESOLVED** that following a vote by show of hands, the policy be approved.

- g) To consider the Volunteer Policy

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

- h) To consider the Volunteer Sign Up & retention form

Following discussion it was agreed that the form required further work an additional clause was required and consideration be deferred to a future meeting.

RESOLVED that Cllr Patel add the requested clause and members advise the Clerk of any other proposed amendments for consideration to be deferred to a future meeting.

- i) To consider the working party terms of reference

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

- j) To review the Awards Policy

Following discussion it was agreed that the policy required further work and clarification, an additional clause was requested by members and consideration be deferred to the November Meeting

RESOLVED That the Clerk make the necessary grammatical changes and members of the Young Persons Working Party advise the Clerk of the other proposed amendments in time to be included for consideration on the November agenda.

154.25 PLANNING MATTERS (Appendix 1)

All Planning matters were discussed and the resolutions recorded in the attached appendix
RESOLVED that the Clerk make comments to CDC as per the attached appendix.

155.25 PROGRESS REPORTS FROM:

a) Chair – to receive updates

- The Chair updated members that a temporary agreement had been reached with the Belles, that they would hire the unfinished front room for toilet use only, however the T&C for this would need to cover the cost of staff provision and cleaning and the Chairman of the Belles must provide a fixture list.
- The Whole Council Training provided by the YLCA was informative and is hoped will now give members a better understanding of the procedures governing local councils. The Clerk has provided printed copies of the key documents provided by the YLCA for members to add to their document folders. All key documents have also been added to the shared councillor folder in the OneDrive.
- Previous members of Tickhill Town Council had signed up to the Civility and Respect Pledge and requested the Clerk make enquiries into renewing the pledge for current members.
- Alan Jillot, a long serving Clerk for Tickhill Town Council who retired in 2010 passed away peacefully aged 89. The funeral will be held on 5th November at Barnby Moor and the Chair and Clerk would attend the funeral to pay respects on behalf of the Council.
- The Doncaster Heritage List are looking to adopt The Toll House on Sunderland Street and the old Milestone Marker at Limestone Hill which will offer some protection. Details were circulated to all members by the Clerk.
- The CDC legal team have now confirmed receipt of the signed legal transfer documents for St Mary's car park. Bank details have been provided via the solicitor for the transfer of the commuted monies (£1) which will be transferred on completion.

RESOLVED that the updates be noted and that the Clerk investigate the Civility & Respect Pledge.

b) Clerk – to receive updates

- Following the YLCA training, all signatures on the register of interests on website have been redacted and all signed minutes removed and replaced with unsigned approved minutes. ICO have been advised.
- Keys for the key safe have been cut for keyholders, replacement keys for the snapped key to the projector housing and the lock repaired and keys for the front cut room to enable the cleaner and Cathedral Hygiene access to service the room following toilet use.
- Documents have been completed for the Clerk to be added to HSBC banking mandates. Once checks are complete, the Clerk will replace Cllr Taylor as the primary authorised user on the mandate and will then be able to add RFO.

RESOLVED that the updates be noted.

c) Councillors – to receive updates

- Cllr Cartwright expressed concern at the increased number of break-ins, it is thought that Police presence in the evenings has increased with patrols being diverted from Edlington.
RESOLVED that the update be noted
- Cllr Thomas received a resident complaint that a wall at the playing field appears to be damaged.
RESOLVED that Cllr Thomas would refer the resident to CDC to register the complaint.
- Cllr Bycroft requested clarification on the process to approach CDC on behalf of the Young Persons Working Group to make enquiries regarding the cost for leasing part of the recreational ground including maintenance costs. Potential funding has been identified but is dependent on ownership/lease of the land. It was confirmed that full council consideration was required.
RESOLVED that following a vote by show of hands the Clerk add this to the November agenda for consideration.

156.25 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 receive a report from the RFO on the AGAR

The RFO reported that having provided all the requested information, the Agar had now been signed off and advised members that the council may be subject to similar scrutiny in the next couple of years. The RFO further reported that under the delegate power 6.9iv of the financial regulations in order to mitigate financial risk to council funds as funds in the current account exceeded the £85,000 banking security provided by the FSCS, the RFO and Clerk had moved £10,000 into the Hinckley & Rugby savings account. An additional £25,000 is required to further mitigate the risk, which will need full Council approval as it exceeds the limit set under delegated authority.

RESOLVED That following a vote by show of hands, the movement of the required funds be made at the earliest opportunity and that the item be included on the November agenda for retrospective approval.

- d) To receive a report from the Finance Committee

Following the meeting of the finance committee the finance committee have been requested to produce a full report in considerations of risks and benefits of the investment into CCLA. All other discussion were around the budget and are documented in the draft minutes from the Finance meeting circulated to members along with the final draft budget.

RESOLVED that the update be noted and the finance committee provide the requested report for consideration at a future meeting.

- e) To review the final budget for the financial year 2026/2027 and the three-year forecast

The Chair asked if all members had reviewed and fully understood the updated draft budget and 3 year forecast as circulated. The budget represents a £3.22 increase per household per annum.

RESOLVED that following a vote by show of hands, the budget as presented be included for consideration at the November meeting.

157.25 CORRESPONDANCE RECEIVED AND CIRCULATED TO COUNCILLORS (Appendix 3)

An item of concern was raised following receipt of a letter from HMRC regarding non-payment of PAYE. After contacting HMRC, the RFO confirmed that the outstanding amount of £417.97 related to May 2024.

RESOLVED that the outstanding payment has now been made and all fines have been avoided.

158.25 REPORTS: to receive the following updates:

- a) Committees/Representatives – to consider a deputy representative for the PCJCC

Cllr Johnson nominated herself as deputy representative.

RESOLVED that following a vote by show of hands Cllr Johnson be deputy representative on the PCJCC and the Clerk advice the PCJCC appropriately.

To Note Ward Cllr Greenhalgh left the meeting at 8:35pm

- b) Neighbourhood Planning Working Party

Further to the information provided in the minutes for the August meeting, following legal advice, CDC have rejected the proposal by Tickhill Town Council to add the four additional policy areas to the existing adopted Neighbourhood Plan. The only option to continue with the plan would be a full redraft. Given the current uncertainty surrounding the National Planning Policy Framework (NPPF) and the future of Neighbourhood Plans, along with the withdrawal of grant funding, it was agreed to secure a reviewed document and pause any further progression. This approach would allow the work to be resumed at a later date if considered appropriate.

RESOLVED that following a vote by show of hands members requested that a motion to secure a reviewed document and pause progression of the neighbourhood plan be added to the November agenda for consideration.

To note that Cllr Patel left the meeting at 9:40pm

159.25 COMMUNITY LAND (TRANSFER DOCUMENT SYK721208)

a) To receive an update

Confirmation of the Land Registry title is still awaited via the solicitor. The Clerk has made preliminary enquiries with Wild Scapes regarding the potential restoration of the pond. Wild Scapes recently carried out similar work for a neighbouring Parish Council. If the pond is located within a core or fringe area for great crested newts, or if migration is possible, the restoration may qualify for inclusion under the SLL scheme, which would result in no cost to the Council. The Chair has also contacted the environment dept at CDC who will carry out a FOC survey. Further confirmation will be provided following initial investigations.

The Clerk has also requested quotes for ongoing maintenance of the site. A final cut for the year will be required in November, which the Clerk may authorise under Section 5.15 of the Financial Regulations if it is needed before the next meeting. One quote has been received for long-term maintenance; however, additional quotes are being sought. These will be added to the November agenda for consideration to appoint a contractor for regular and long-term maintenance.

RESOLVED that the updates be noted and that the Clerk seek quotes for consideration at the November meeting

To Note that Cllr Patel returned to the meeting at 9:43pm

b) To consider a working/task and finish group for the community land

The purpose of the group will be to carry out full research into how the community would like the land to be used, within the limitations set by the terms of the land's covenant. This will include exploring options such as restoring the pond, facilitating tree planting, and recruiting volunteers. The working group will be bound by the Councils adopted Working Group Terms of Reference, and all volunteer recruitment must comply with the Council's Volunteer Policy, and personal data must be handled in accordance with GDPR requirements. Completed volunteer sign-up and retention forms must be securely stored by the Clerk in a password-protected document or folder.

Reference was also made to the bench to be placed in memory of John Hoare; the Clerk continues to liaise with the family regarding this matter.

RESOLVED that following a vote by show of hands, Cllrs Johnson, Bycroft and Smith form the working party.

160.25 ENVIRONMENT:

a) Traffic/Highways: To receive updates

The Pavilion car park has been resurfaced by CDC. The previously sunken area has been raised to align with the manhole covers, reducing the risk of trip hazards. Works are scheduled on the A631 Tickhill to Bawtry Road between 7 November and 1 December, including some weekend closures, to carry out road safety improvements. These will include resurfacing, new road markings, and the installation of reflective studs. The national speed limit section will be reduced to 50mph. Details and diversion routes have been published.

RESOLVED That the update be noted.

b) Community Speed Watch: To receive updates

Three events were carried out during October on Sunderland Street and Rotherham Road. 1,115 vehicles were monitored with 4 exceeding the acceptable speed limit. The scheme appears to be having an impact on reducing the speed of vehicles and the Chair would like to thank the group on behalf of Tickhill Town Council for their hard work.

RESOLVED That the update be noted

- c) EV Charging Points: To receive an update and confirmation of any recovered revenue.

Cllr Cooper has contacted the Head of Customer Success at Zest to request the above information. In their latest response, dated 23 October 2025, they confirmed that they would gather the required details and respond to Cllr Cooper in due course. It was noted that the terms of the contract specify a nominal payment of £1 per year to Tickhill Town Council, payable upon request, with no profit or revenue share for the duration of the 15-year agreement and no provision for negotiation.

RESOLVED That the update be noted and that the Clerk contact Zest to recover the £1 per year owed.

161.25 REMEMBRANCE SUNDAY

To consider a representative to attend the Church Service in Tickhill and lay the wreath

Cllr Cooper had expressed an interest in representing Tickhill Town Council in the absence of the Chair who has civic duties at the CDC Remembrance event. It was further noted that the Clerk had been asked by Ward Cllrs Greenhalgh and Dudley to lay the Ward Cllr wreath in their absence.

RESOLVED that following a vote by show of hands, Cllr Cooper will represent Tickhill Town Council and lay the wreath. It was also noted that the Clerk will lay the Ward Councillors wreath and that the Clerk will contact Cannon Paul Richardson for instruction.

162.25 CHRISTMAS:

- a) To consider quote for pa system (circulated)

Following a brief discussion, it was agreed that AVL be engaged as contractor to supply the PA system for both events.

RESOLVED that following a vote by show of hands, the services of AVL be appointed and the Clerk notify the company accordingly.

- b) To consider the cost of £2593.23 for CDC to replace 6 x failed Street column timers

Following a brief discussion, it was determined that the only viable option was to replace the faulty timers. As the columns are owned by CDC, no other contractor is permitted to carry out the work.

RESOLVED that following a vote by show of hands, approval was given for the expenditure, and the Clerk will contact CDC to arrange the replacement of the six timers.

- To receive a progress report on Christmas planning
- Due to time constraints, the Christmas tree was ordered under Section 5.15 of the Financial Regulations, in consultation with the Chair of the Council and the Chair of the Finance Committee. Quotes and details were circulated by email but received too late for the agenda.
- The Clerk and Admin Support Officer visited the plantation to select a tree. Choice was limited as the supplier now focuses on domestic sales. A new supplier may be required for 2026. The supplier no longer provides installation; Fred Camm Recovery has kindly offered to install the tree free of charge.
- Both the Light Switch-On and Christmas Eve Carols have been registered on the CDC Events Portal.
- Light Switch-On confirmed for 6.00pm. The Youth Working Group will arrange for pupils from local schools and possibly the Scout movement to lead the countdown and switch-on.
- Christmas Eve Carols confirmed for 7.00pm, following the Church service for those wishing to attend both events.
- Salvation Army Band and solo singer both confirmed.
- Quotes for printing carol sheets are awaited to determine advertising contributions; a copy will be provided to the soloist in advance.
- Road closure has been applied for and granted.
- MPAN Administrator engaged, and information sent to supplier.
- Traffic management will be supplied at the 2024 rate, with a reduction of £50 as the existing plans will be reused.
- Stress testing completed; permits issued; motifs erected.
- Feeder pillar still requires electrical connection. Once connected and timers replaced, the contractor will test the system prior to the switch-on.

RESOLVED That the updates be noted.

163.25 DUCK FEEDER

To consider quotes to lay the concrete base for the duck feeder.

Following a brief discussion, it was agreed that the services of Shed N Fence be engaged.

RESOLVED that following a vote by show of hands, the services of Shed N Fence be appointed and the Clerk notify the company accordingly.

164.25 PAVILION

- a) To receive the report from the Pavilion Working Party (circulated)

The Chair requested confirmation that all members had received and read the report following the meeting of the Working Party. There was a request by Cllr Thomas, that when the storage and loft areas are cleared, any items relating to children's activities be retained, and that an audit of all items in storage be undertaken. The Chair requested confirmation of which members would facilitate the opening and closing of the hall for the November party booking. Cllr Bycroft confirmed he would be available for closing, Cllr Patel was to confirm his availability for opening.

RESOLVED that members confirmed the report have been read and the updates be noted. It was further resolved that Cllrs Bycroft and Patel would contact the Admin Support Officer as soon as possible to confirm availability for opening and closing for the November hire.

- b) To consider instructing the Clerk to obtain quotes for phased improvement works to the front meeting room as outlined in the Pavilion Working Party report.

Following a discussion, it was agreed that the improvements should be phased as identified in the Pavilion Working Party meeting report.

RESOLVED following a vote by show of hands that the Clerk will obtain quotes for the various stages of work for consideration at the November meeting.

165.25 TO REVIEW THE GRANT APPLICATION FROM THE PARISH ROOM COMMITTEE

A grant application of £12,415 for the financial year 2026/2027 has been received from the Tickhill Parish Room for remedial works identified in year one of a 5-year architectural condition inspection report. Following a discussion the council are unable to consider the grant as it is not in line with the Councils Grant Scheme Terms of Reference adopted by the full council in April 2025. The Trustee of the Tickhill Parish Room Committee was informed the application was not in line with the Councils policy and a copy of the Grant Terms of Reference supplied.

RESOLVED that following a vote by full show of hands the grant application was rejected. The Clerk will send the signed grant application form to the applicant informing of the council's decision.

166.25 TO DISCUSS THE OVERGROWN TREES IN ST MARYS CAR PARK

Several emails have been exchanged between the property owner, the Council's solicitor, and CDC regarding the matter. The property owner has now advised that they do not wish to apply for a TCON or incur the cost of carrying out the remedial work to remove the tree overhang along the boundary. The complainant considers such work would create an eyesore and has therefore requested, via the Council's solicitor, that Tickhill Town Council arrange for the tree to be felled.

Following further information circulated this morning from the solicitor, it appears that, as the owner has notified the Council of the potential for damage, the Council may be liable.

RESOLVED that following a vote by show of hands the item be added to the November agenda for consideration and that the Clerk obtain quotes for both felling and remedial work.

167.25 FLAG FLYING DATES:

The flag will be flown for Remembrance and remain flying until HM King Charles birthday. The Chair will raise the flag but is unavailable to lower it. Cllr Taylor also has a key to manage the flag.

RESOLVED that the Chair will raise the flag and contact Cllr Taylor for his availability to lower.

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

There were none other than those already requested in the meeting and recorded in the minutes.

RESOLVED that the Clerk add the items requested in the meeting onto the November agenda and

members were asked to submit any further agenda items to the Clerk.

Due to the confidential nature of the next agenda item, members of the public, Ward members and the press are excluded from item 169.25 on the agenda due to the nature of the business being prejudicial to the public interest, by virtue of Public Bodies (Admissions to Meetings) Act 1960.

To note members of the public left the meeting at 9:26pm

169.25 STAFFING

To consider staff member overtime for pavilion supervision during football activities

Following a discussion, it was agreed that pre-approved overtime would be paid during the football season to enable the staff member to facilitate the use of the toilets by football players and visitors to the match. This arrangement will be cost neutral, as the Belles will be charged a hire fee for the use of the facilities.

It was further agreed that, following the successful trial period of fire alarm system testing and legionella testing carried out by the staff member through pre-approved weekly overtime, the regular contracted hours would be increased from 10 to 11 hours per week. The RFO confirmed that sufficient funds were available within the budget.

RESOLVED that following a vote by show of hands, it was resolved to pre-approve overtime for home games during the football season and to increase the contracted hours from 10 to 11 per week. The Clerk will update the contract of employment to reflect this.

There being no other business the meeting closed at 9:34pm

NEXT MEETING:

25th November 2025

6:45pm

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