Maxine Gravill
Clerk/Proper Officer
T: 07922 059040
E: clerk@tickhilltowncouncil.gov.uk
W: www.tickhilltowncouncil.gov.uk

MINUTES OF THE ORDINARY MEETINGS OF THE TICKHILL TOWN COUNCIL
TUESDAY 23rd JUNE 2026
THE PAVILION, TITHES LANE, TICKHILL. DN11 9QN

Present: Cllrs D Cartwright, S Patel, M Bycroft, S Foster, B Cooper, and A Johnson
In Attendance: Clerk, RFO and Admin Support Assistant
Members of the Public: 12

Members of the Plymouth Brethren gave a presentation on their plan to submit planning permission to build a community church and commercial storage facility in Tickhill on the land adjacent to Torne Valley.
RESOLVED that the presentation was noted.

MINUTES OF THE MEETING 23.06.2026 The meeting commenced at 7:00pm

58.26 To receive apologies given in advance of the meeting and consider approval for reasons for absence.
Apologies were received from Cllrs Taylor, Thomas and Smith and reasons circulated to members. In the absence of both the Chair and Deputy Chair, Cllr Johnson presided over the meeting as per section 3p of the Councils Standing Orders.
RESOLVED that the reasons for absence be approved.

The Chair of the meeting requested a procedural motion to suspend Standing Order 3f to allow members of the public the full 15 minutes public meeting period.
RESOLVED that the motion request was seconded by Cllr Cartwright and following a vote by show of hands Standing Order 3f was suspended.

PUBLIC MEETING FOR MATTERS RAISED BY THE PUBLIC (15 minutes)
Members of the public raised a number of concerns regarding the Plymouth Brethren's proposals. Key issues included the proposed demolition of the Historic Toll House to facilitate site access from Paper Mill Lane, the potential impact of additional traffic on Bawtry Road, and concerns regarding the quality of the proposed building design. It was noted that the development could generate in excess of 100 vehicle movements on at least three occasions each week.
Questions were also raised regarding the rationale for selecting Tickhill as the preferred location and whether alternative sites had been considered. Further concerns related to the site's Green Belt designation. Members sought clarification as to whether the Tickhill Town Council Design Guidance and Code had been taken into account and whether the planning restrictions applied at the time of the site's original allocation would remain relevant to the current proposals.
Representatives of the Plymouth Brethren advised that they would arrange a public consultation meeting for residents and would provide further details in due course.

59.26 To receive any specific declarations of interest and receive and consider applications for dispensation.
No declarations of interest were received.
RESOLVED to note that there were none.

60.26 To approve the draft minutes of the meeting of 26th May 2026

RESOLVED that following a vote by show of hands, the minutes be approved as a true and accurate record of the meeting.

61.26 DONCASTER BOROUGH WARD COUNCILLORS REPORT

Ward Cllr Jackie Dudley gave apologies on behalf of Ward Cllr Martin Greenhalgh then gave the following update.

- In the absence of a Vicar at St Mary's Church, Cllr Dudley has been in discussions with the Deacon regarding the installation of a water supply tap for the cemetery. The Church's primary concern relates to responsibility for the ongoing water costs.
- A resident who has received a notice requiring the removal of a willow tree in their garden has contacted Cllr Dudley. Cllr Dudley is currently liaising with St Leger Homes on the resident's behalf.
- The fly-tipping reported at Stainton has now been cleared. City of Doncaster Council is considering the installation of covert cameras in the area; however, it has indicated that it may seek a financial contribution from the Parish Council towards the cost.
- Cllr Dudley informed members that she has recently been appointed Civic Mayor and formally accepted the chains of office. She also advised that her chosen charity is SAVA (the Surveyors Against Veterans' Adversity initiative), which has partnered with Help for Heroes Doncaster to provide veterans with accessible, fast-tracked training and career transition opportunities.

RESOLVED that the updates be noted.

62.26 LEGAL

a) To consider ratifying the decision taken at the Annual Meeting of the Council held on 26th May 2026 appointing Cllr Bycroft as Chair of the Finance Committee, in accordance with the Council's Standing Orders.

RESOLVED that, following a vote by a show of hands, the Council ratified the decision made at the Annual Meeting of the Council held on 26 May 2026 to appoint Cllr Bycroft as Chair of the Finance Committee, in accordance with the Council's Standing Orders.

b) To consider authorising the Clerk to make any consequential administrative amendments required to the Council's governance documents arising from this decision.

RESOLVED That following a vote by show of hands the Clerk be authorised to make the consequential amendments required arising from the decision.

c) To review the Financial Risk Assessment

RESOLVED that following a vote by show of hands, the Financial Risk Assessment be approved.

d) To receive the updated Business Continuity Plan

Members confirmed they had received the updated Business Continuity Plan which has been updated to reflect the change in Chair, Vice Chair and change of mobile phone provider. A sealed copy has been placed in the safe.

RESOLVED that the updated Business Continuity Plan be noted.

e) To review the social media Policy

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

f) To receive the Asbestos Risk Management Register

Members confirmed receipt of the Asbestos Risk Management Register, which stated that no asbestos had been identified in the pavilion building.

RESOLVED: That the Asbestos Risk Management Register be received and noted.

g) To consider the three requests made pursuant to Section 7(a) of the Standing Orders for a special motion to reverse the resolution passed at the May meeting, together with consideration of the updated Councillors' Code of Conduct as circulated.

RESOLVED that following a vote by show of hands the updated Councillors' Code of Conduct be approved.

63.26 PLANNING MATTERS

To receive planning applications as circulated in appendix 1.

Members confirmed that they had reviewed all planning applications received. The Committee considered each application in turn, and discussion took place regarding the proposals. It was noted that a resident had expressed an objection to one of the applications, and this was taken into account during members deliberations. The resolutions in respect of each application are recorded in the attached appendix, and the Clerk was instructed to submit the Council's comments to CDC.

Resolution: That the comments on the planning applications, as detailed in the attached appendix, be submitted to CDC by the Clerk.

64.26 PROGRESS REPORTS:

a) Chair – to receive updates.

No updates were received from the Chair in his absence.

RESOLVED to note that there were no updates.

b) Clerk – to receive updates.

- The concrete base for John Hoare's memorial bench was installed in the community orchard on 5th June. Courtesy letters were issued to nearby residents in advance of the works. The bench is expected to be installed within the next few weeks once the base has fully settled.
- An Expression of Interest has been submitted to Historic England for grant funding towards the Buttercross restoration project.
- ESP continues to undertake regular hardware audit checks. Both the Clerk's and Deputy Clerk's laptops are operating satisfactorily. The latest audit report was included within the agenda pack.
- The Council's mobile phone provider has been changed from EE to Lebara.
- Several verbal complaints have been received regarding children and young people riding electric scooters on footpaths. One resident reported a near-miss incident on Sunderland Street, where they were forced to move their pram out of the path of a scooter rider to avoid collision, causing distress to both them and their baby.
- Following the resolution made at the May meeting, the Council's solicitor has now closed the file relating to the Buttercross.
- Due to annual leave commitments, no progress has yet been made in obtaining surveyor quotations regarding the car park tree issue. This is deferred to a future meeting.

RESOLVED that the updates be noted.

c) Councillors – to receive updates.

Cllr Cartwright reported that three separate complaints had been received regarding vehicles travelling at excessive speeds along Westfield Road.

RESOLVED that the update be noted and that the Clerk forward the concerns to the local police for their attention.

Cllr Foster reported that a request had been received from the Cricket Club Committee requesting the Council once again explore the possibility of introducing double yellow lines on Alderson Road.

RESOLVED that the matter be included on the agenda for discussion at the next liaison meeting with City of Doncaster Council and that Cllr Foster encourage the committee members to raise their concerns at the next Community Engagement Meeting.

65.26 FINANCE:

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

RESOLVED That following a vote by show of hands the invoices be approved for payment.

b) To reconcile and sign the bank accounts.

RESOLVED that the bank accounts have been reconciled and signed by Cllr Cartwright

c) To receive an update from the RFO

The RFO advised members that she had been offered a place on Audit Training provided by the Society of Local Council Clerks (SLCC) at a cost of £140.00. It was noted that provision for essential training was included within the approved budget and that the training would support the Council's audit and

governance requirements. The RFO requested that any proposed budget items, together with associated cost estimates, be submitted to the Clerk and RFO by 14 July to assist the Finance Committee in preparing the first draft of the 2027/28 budget.
RESOLVED: That the RFO be authorised to attend the SLCC Audit Training course at a cost of £140.00 in line with the councils Training and development policy and that any member budget item requests be submitted by 14th July.

66.26 CORRESPONDANCE RECEIVED AND CIRCULATED TO COUNCILLORS (Appendix 3)

a) To receive all correspondence not specified separately on the agenda
Members confirmed they had read the correspondence and no concerns were raised.
RESOLVED That the correspondence be noted.

67.26 REPORTS FROM OUTSIDE COMMITTEES

Cllr Johnson reported that she and Cllr Bycroft had attended the Yorkshire Local Councils Associations (YLCA) South Yorkshire Branch meeting. During the meeting, Cllr Johnson was elected as Vice-Chair of the South Yorkshire Branch. Representatives from the Mayoral Authority who were due to give an update on the DSA Airport and local bus service gave apologies.
RESOLVED that the update be noted.

68.26 COMMUNITY ORCHARD

a) To receive the report on updates into the pond restoration and consider the recommendations in the report for a pond survey.
Members received and considered the report on enquiries relating to the restoration of the pond. Following discussion, members agreed that a full self-testing kit should be purchased to determine the potential presence of Great Crested Newts and any other protected species. Cllr Bycroft offered to conduct the testing. Members also agreed that a professional pond survey should be undertaken to inform and guide the next stages of the restoration project.
RESOLVED that the clerk purchase a full self-testing kit to assess the potential presence of Great Crested Newts and other protected species, and that a pond survey be commissioned to identify and inform the next steps in the pond restoration process.

b) To consider a date for the working party meeting
As only two members of the working party were present, members will arrange a meeting and advise the date to the clerk.
RESOLVED that the meeting date be set by members and confirmation sent to the clerk.

69.26 ENVIRONMENT:

a) Traffic/Highways: To receive updates.
There were no updates.
RESOLVED to note that there were no updates.

b) Community Speed Watch: To receive updates.
An event was conducted last week on Sunderland Street. Of the 430 vehicles recorded 5 were reported as exceeding the permitted speed limit. Following a member of the public raising concerns, regarding speeding vehicles and quad bikes, an event is planned on the approved site at Common Lane on Sunday. The group are struggling due to lack of volunteers, and a social media push is planned to raise awareness and encourage new volunteers.
RESOLVED that the update be noted.

70.26 PAVILION

a) To receive an update

- Decorating works to the front meeting room and bowling room toilet have been completed and exposed pipework has been boxed in. A foul odour has been reported in the accessible toilet and has been monitored, it does not appear there is an underlying drainage or blockage issue.

- The PAT testing has been completed, and the certificate has been received and circulated to members.
- The asbestos survey has been completed, and the resulting certificate has been received and circulated to members.
- Potential signs of rising damp have been identified within the accessible toilet and will require further investigation.
- Evidence of water ingress, including staining to the ceilings, has been identified in all three toilet facilities, potentially due to missing leadwork on the roof.

RESOLVED that the updates be noted.

b) To consider names for the rooms (deferred from April meeting)

Following discussion, members agreed that renaming the pavilion rooms would provide little benefit and could potentially cause confusion for users. It was therefore considered appropriate to refer to them as Main Hall, Front Meeting Room, and Bowling Room.

RESOLVED: That following a vote by show of hands, the pavilion rooms remain unchanged and continue to be referred to as the Main Hall, Front Meeting Room, and Bowling Room.

c) To consider the recommendations in the Clerk's report regarding the requirement for a Disability Access Audit and to instruct the Pavilion Management Working Party to obtain quotations.

A discussion took place regarding the necessity of the assessment and whether it could be undertaken by the Working Party. Following consideration, it was agreed that the Clerk obtain quotations for the work and present them at a future meeting for consideration.

RESOLVED that following a vote by show of hands, the clerk obtain the relevant quotes for consideration at a future meeting.

d) To consider the recommendations and quotes in the Clerks report for necessary roof repairs

Following a discussion, it was agreed that the scaffolding be provided separately as recommended in the report and the repair work be undertaken by a single contractor.

RESOLVED that following a vote by show of hands, the quotes for Finningley Scaffolding and Dan Maughan Builders be approved and that the Clerk make the necessary arrangements.

e) To consider the recommendation in the Clerks report on a pavilion Flood Risk Assessment as per the Business Continuity Plan and regular maintenance checks.

There was a brief discussion regarding the need for a survey but that due to the size and location of the building, the council themselves could undertake this. Members were also advised of the requirement for regular maintenance checks to ensure the safety of the building and identify any required works at an early stage.

RESOLVED that following a vote by show of hands the Pavilion Working Party undertake a flood risk assessment and make the relevant arrangements for regular building maintenance checks.

71.26 YOUNG PERSONS WORKING GROUP

a) To receive information from CDC on acceptable terms for the lease and maintenance of the identified areas of the recreational ground as per the previously circulated proposal.

Information has been received via email on the requirements from CDC which include the requirement for planning permission as equipment is proposed on existing green space and this should be explored at an early stage before any lease agreement is considered. Members were advised that community lettings are generally subject to a nominal rent, and that any rental arrangements would be subject to further discussion and agreement following the appropriate consultation process. It was also noted that, upon commencement of any lease, maintenance responsibilities for the leased area would transfer from City of Doncaster Council to Tickhill Town Council. The proposal will be referred to the relevant service area within CDC for comments, with a response requested by 10 July 2026. Subject to departmental support, the next stage will be Ward Member consultation, allowing up to three weeks for responses. The working party confirmed they now have enough information to explore the proposal further and were reminded again of the need

to submit a written report to be included in the appropriate agenda pack.
RESOLVED that the Working Party continue its research and submit a written report outlining its findings, together with any recommended actions and next steps, for inclusion in the agenda pack for the next appropriate meeting.

72.26 ST MARY'S CAR PARK

a) To receive the car park maintenance report
The car park inspection was conducted on 31st May, there were no major changes in the condition since the previous report and many of the concerns relate to the lining and condition of the surface which will be addressed when the car park is resurfaced. The current state of the notice board and the reported crack in the wall are noted and are being addressed.
RESOLVED that the update be noted.

b) To receive an update on the resurfacing
The Clerk and Cllr Cartwright met with the City of Doncaster Council (CDC) project management team on 18 June. CDC advised that the works are expected to take approximately three to four days to complete and that the car park will need to be closed and vacated during this period. Advance notice to residents and local business will be required, as any vehicles remaining in the car park will be removed at the owner's expense. It was confirmed that the use of coloured tarmac for the pedestrian walkway is not feasible. Instead, a raised kerb and double yellow line markings will be installed to define the route. A request was made for narrow primrose yellow lines in recognition of the car park's location within the Conservation Area. The proposal is to retain the current number of parking spaces with the straightening of a kerb line at the rear of the car park enabling the Blue Badge spaces to meet the required legal width. A request was made for all parking bays to be widened slightly to accommodate modern vehicles. This would result in a reduction in the overall number of spaces; however, the proposal will be considered by the contractors before the final layout plan is submitted.
RESOLVED that the update be noted and that the Clerk contact the project management team to explore the use of narrow primrose yellow line markings and the feasibility of widening all parking bays as part of the final design.

73.26 TO RECEIVE AN UPDATE ON THE FLOOD PREVENTION SURVEY
Members confirmed they had read the meeting report submitted by the Clerk.
RESOLVED that the update be noted.

74.26 CHRISTMAS

a) To receive an update on Christmas planning
Members were updated that members of a Rock Choir would be attending the Christmas Eve Carols Around the Buttercross event and the AV company had been booked for both this and the Christmas tree light switch on. A site visit will be arranged closer to the event to determine the most suitable positioning of the equipment. It was noted that, due to the attendance figures recorded at last year's event, the Christmas Eve event now falls within Tier 2 of Martyn's Law requirements. As a result, additional planning considerations will be necessary, including the preparation and submission of an Event Safety Management Plan to CDC. Members acknowledged that the increased compliance and organisational requirements would necessitate support from the Events Committee in delivering the event and ensuring all necessary arrangements are in place.
RESOLVED that the update be noted.

b) To consider the recommendations and quotes in the Clerks report for additions to the Christmas lights as set out in the 2026/2027 budget
A brief discussion took place, during which members agreed that the addition of icicle lights to the Buttercross Christmas tree would enhance its visual impact. Members also agreed that, as a feeder pillar is already in place, a second tree at the end of Castle Close should be illuminated.
RESOLVED that following a vote by show of hands members approved the quotes in the Clerks report

to install the additional icicle lights and wrap a second tree on Castle Close and that the Clerk make the necessary arrangements.

75.26 TO RECEIVE AN UPDATE ON THE TOLL HOUSE HERITAGE LISTING

One objection was received to the heritage listing so the date for consideration was extended. The objection was considered to have no heritage basis, and it is anticipated the Toll House will be accepted onto the Local heritage List offering it further protection from demolition, however in the meantime CDC are still considering imposing Article 4 directions. Further updates are expected from the conservation officer at CDC.

RESOLVED that the Clerk will chase for a further update.

76.26 NEIGHBOURHOOD PLAN

a) To consider the recommendations in the Clerks report to resume the Neighbourhood Plan

Members discussed the next steps for resuming the Neighbourhood Plan (NP). It was noted that a substantial proportion of the Plan has already been completed; however, updates will be required to ensure consistency with the Doncaster Local Plan and to facilitate the adoption of the final NP by CDC. It was agreed that the initial review and update work could be undertaken by the Working Party in consultation with officers from CDC. Members further recognised the need to make provision within the 2027/28 budget for professional planning consultancy support and for the preparation and redrafting of the final version of the Plan.

RESOLVED that following a vote by show of hands work on the Neighbourhood Plan be resumed.

b) To consider the working party for the Neighbourhood Plan

A brief discussion took place regarding the composition of the Neighbourhood Plan Working Party. Mr Peter Walker was invited to continue in his role as a consultee and confirmed that he would be willing to do so, subject to the necessary resources being available to support the NP process. Cllr Bycroft also confirmed his intention to remain a member of the Working Party.

As Cllrs Taylor and Smith were unable to attend the meeting, their intentions regarding continued membership could not be confirmed. Members noted that ideally four councillor members would be required to complete the Working Party membership. It was agreed that the matter be added to the July meeting agenda to allow consideration of the remaining appointments.

RESOLVED that following a vote by show of hands the Working Party comprise Cllr Bycroft and Mr Walker at this stage, and that the appointment of the remaining three members be considered at the July meeting.

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77.26 FLAG FLYING DATES:

There are no flag flying dates during June or July

RESOLVED that the update be noted.

78.26 ITEMS FOR THE NEXT AGENDA:

To consider any member items

Cllr Foster advised a meeting of the Events working party had been arranged for 6th July to begin discussions on an event for the 250th Anniversary of the Buttercross, although it was noted that only two of the members were available. Cllr Foster will advise if an agenda item is required for July.

There being no other business the meeting was declared closed at 8:21pm

NEXT MEETING: **28th July 2026**
6:45pm

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

Minutes approved by

Cllr C Taylor
Chair-Mayor Tickhill Town Council
28th July 2026