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 22nd SEPTEMBER 2026
THE PAVILION, TITHES LANE, TICKHILL. DN11 9QN

Present: Cllrs A Johnson, P Thomas, I Smith, D Cartwright, and S Patel
Chair of the Meeting: Cllr C Taylor
In Attendance: Clerk, RFO and Admin Support Assistant
Members of the Public: 3

The Chair opened the meeting at 6:45pm and welcomed councillors and members of the public then gave the fire drill. The Chair also reminded members of their obligation under Standing Order 1 of the Council's adopted Standing Orders.

MINUTES OF THE MEETING 22.09.2026

101.26 To receive apologies given in advance of the meeting and consider approval for reasons for absence.
Apologies for absence were received from Cllrs S Foster for September and B Cooper for the September, October, and November meetings. A concern was raised regarding the reasons given and the frequency of absence.
RESOLVED that following a vote by show of hands the reasons for absence submitted for September for both Cllrs Foster and Cooper be approved. The advance reasons for absence from Cllr Cooper were not accepted.

102.26 To receive any specific declarations of interest and receive and consider applications for dispensation.
Cllr Thomas declared an interest in item 105.26e on the agenda and confirmed they would refrain from any discussion and vote on this item.
RESOLVED that the declaration and decision be noted.

103.26 To approve the draft minutes of the meeting of 28th July 2026.
RESOLVED that following a vote by show of hands the minutes were approved as a true and accurate record of the meeting and signed by the Chair.

104.26 PUBLIC CONSULTATION (15 minutes maximum)
A member of the public raised concerns regarding the proposed changes to the design and location of the zebra crossing on Sunderland Street by City of Doncaster Council. Concerns were raised regarding the lack of public consultation and the potential for the revised design to increase safety risks for pedestrians using the crossing.
A letter was submitted by a resident who was unable to attend the meeting, requesting that it be read aloud to Members. The letter outlined the need for improved facilities on the recreational ground, including additional/improved recreational facilities and seating to meet the needs of residents of all ages. Members agreed to the request, and the letter was duly read aloud.
RESOLVED That the updates be noted and the Clerk was instructed to contact City of Doncaster Council for the rationale behind the zebra Crossing and invite the resident to engage with the Young Persons Working Group.

105.26 COUNCILLOR RESIGNATION
a) To note that councillor Bycroft has resigned from the council and that a casual vacancy has been advertised.
RESOLVED that the update be noted.

b) To consider the appointment of the council to the finance and staffing committees, together with any other relevant working parties, following the resignation and resulting vacancies.

Cllr Patel nominated himself to join the Finance Committee, which was seconded by Cllr Thomas. Cllr Smith agreed to join the Staffing Committee. Cllr Taylor agreed to join the Young Persons Working Group. A resident had expressed an interest in joining the Community Orchard Working Group, which was noted and approved by members. Members agreed that the vacancies on the Car Park Working Group and Neighbourhood Plan Working Group would remain unfilled due to the current limited number of active councillors.

RESOLVED: That following a vote by show of hands, the above appointments be made and that the vacancies on the Car Park Working Group and Neighbourhood Plan Working Group remain unfilled at this time.

c) To consider the appointment of the Chair of the finance committee, following the resignation and resulting vacancy

Cllr Thomas nominated herself as Chair of finance Committee, Cllr Patel seconded this.

RESOLVED that following a vote by show of hands, Cllr Thomas be appointed to Chair of the Finance Committee.

d) To receive and note the forthcoming by-election on 12th November following the vacancy arising from the resignation.

RESOLVED that the information was received and noted.

e) To consider the issuing of poll cards for the forthcoming by-election

Members considered the issuing of poll cards based on the estimated additional costs provided by electoral services and discussed alternatives including the printing of A5 flyers to be distributed to every household in Tickhill through the *Tickhill Today* publication.

RESOLVED that following a vote by show of hands, members resolved that poll cards would not be issued. It further resolved to issue A5 flyers to be distributed with the November issue of Tickhill Today. The Clerk was instructed to notify City of Doncaster Council Electoral Services of the decision and to contact Tickhill Today Publications to make the necessary arrangements. To note Cllr Thomas abstained from the discussion and vote.

108.26 DONCASTER BOROUGH WARD COUNCILLORS REPORT

Ward Councillors Greenhalgh and Dudley were unable to attend the meeting and there were no updates to provide.

RESOLVED to note that there were no updates.

109.26 LEGAL

a) To review the Risk Management Policy

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

b) To review the Scheme of Delegation

RESOLVED that following a vote by show of hands the policy be approved. To note Cllr Smith abstained from the vote, having not had time to read the policy.

c) To review the updated Document Retention and Disposal Policy

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

d) To consider the draft Rules for Recording at Meetings Policy

A Member queried the need for this Policy. It was explained that, as the press and public are permitted to record meetings, a policy is required to provide appropriate guidance and management. The recordings may also provide an additional check when verifying the accuracy of the minutes, particularly following a recent challenge to draft minutes.

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

e) To receive the updated Risk Assessment

It was noted that there was a typing error on page 5 of the document.

RESOLVED that the updated Risk Assessment be noted and the Clerk amend the typing error.

110.26 PLANNING MATTERS

To receive planning applications as circulated and to note the comments made as per Section 8(a) 14 of the Scheme of Delegation following member consultation (appendix 1)

RESOLVED that the comments on applications 26/01465/LBC and 26/01562/TPO be noted and that there were no other objections or comments.

111.26 PROGRESS REPORTS:

a) Chair – to receive updates.

The Chair will be representing the Council at the 80th Anniversary of the Doncaster Civic Society.

RESOLVED That the update be noted.

b) Clerk – to receive updates.

Following an inspection by a stonemason, the fracture in the stone wall in the car park, previously reported by a resident, was not considered to pose any imminent danger to the public. Members agreed that no further action was currently required, other than recording the issue and continuing to monitor it as part of the monthly car park inspections.

RESOLVED that the updated be noted.

c) Councillors – to receive updates.

Cllr Cartwright informed members that the owner of the rendering company, which had previously ceased trading and subsequently been re-established, had been arrested following a previous report to Trading Standards regarding complaints from residents. The matter has now been referred to the courts.

Cllr Johnson updated the meeting that in quiet remembrance of 9/11 three pale blue ribbons had been tied around the beacon post.

RESOLVED that the updates be noted.

112.26 FINANCE:

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

RESOLVED that following a vote by show of hands the invoices presented in appendix 2 be approved for payment. To note that Cllr Smith abstained from the vote as he had not had the opportunity to review the invoices presented for payment.

b) To reconcile and sign the bank accounts.

The bank accounts were reconciled and presented for signature.

RESOLVED that the bank reconciliations and statements be approved and signed.

c) To receive the draft minutes from the inquorate Finance Committee Meeting on 18th August 2026

RESOLVED That the minutes were noted.

d) To receive the draft minutes from the inquorate Finance Committee Meeting on 27th August 2026

RESOLVED that the minutes were noted.

e) To receive the draft Minutes from the Finance Committee Meeting on 14th September 2026

RESOLVED that the minutes were noted.

f) To receive the updated draft budget for 2027/28

RESOLVED that all members received the updated draft budget.

g) To consider and approve the budget as presented.

The Finance Committee presented two options for the budget; 20% or 25% increase. The Chair explained the reasons for the need in increase.

Following a discussion, a recorded vote was taken on the motion for a 25% increase.

FOR: Cllrs Cartwright, Patel, Smith, Taylor, and Thomas.

AGAINST: Cllr Johnson.

RESOLVED: That the proposed 25% budget increase be approved.

h) To receive the external auditors report and conclusion of audit

RESOLVED That the Council formally receives and notes the External Auditor's Report and Certificate for the financial year ended 31 March 2026, noting the qualification detailed in Section 3 that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2026/27 for the exercise of public rights. It must answer 'No' to Assertion 4 of the Annual Governance Statement for 2026/27 and ensure that it makes proper provision for the exercise of public rights during 2027/28.

RESOLVED that the information be noted.

i) To consider any recommendations in the External Auditors report

The RFO reported that the External Auditor made no recommendations arising from the audit.

RESOLVED That there were no recommendations to consider.

113.26 CORRESPONDENCE RECEIVED AND CIRCULATED TO COUNCILLORS (Appendix 3)

To receive all correspondence not specified separately on the agenda.

RESOLVED members confirmed they have received and noted the correspondence.

114.26 TRAINING

a) To consider the Clerk attending the YLCA training day on 30th September

RESOLVED that following a vote by show of hands, the Clerks attendance at the training day be approved.

b) To note that the Clerk and Chair will be attending NP training in accordance with the Training and Development Policy.

RESOLVED that the information be noted.

115.26 REPORTS FROM OUTSIDE COMMITTEES AND ORGANISATIONS

To receive an update on the City of Doncaster Council Peer Review on 9th September 2026

Cllr Johnson attended and provided the update that concerns had been raised by separate groups requesting Doncaster Council focus on carrying out its responsibilities. Once the minutes are available, these will be circulated.

RESOLVED That the update be noted.

To receive minutes from the Tickhill Together meetings of 4th August and 1st September 2026

RESOLVED that the minutes were received and noted.

116.26 TO CONSIDER THE CLERKS REPORT ON RECORDING EQUIPMENT FOR MEETINGS

Following a discussion the Clerk was instructed to investigate the various recording options available with costs to present at a future meeting.

RESOLVED That following a vote by show of hands the Clerk be instructed to investigate recording equipment.

117.26 ENVIRONMENT:

a) Traffic/Highways: To receive updates.

All road closures and update on the proposed zebra crossing were circulated.

RESOLVED that the updates be noted.

b) Community Speed Watch: To receive updates.

To note that there were no updates.

RESOLVED that the update be noted.

118.26 COMMUNITY ORCHARD

20:09 To note that Cllr Johnson left the meeting.

a) To receive an update on the pond restoration

The pond restoration is complete. Vegetation has been retained to support biodiversity, self-seeded willows removed from the pond bed, and a living woven willow fence created at the rear of the pond. Spoils from the pond have been placed around the pond perimeter to encourage the relocation of habitat.

RESOLVED: That the update be noted

b) To consider and approve engaging Sheffield Fruit Trees delivering a workshop for the maintenance of the fruit trees as per the report.

There was a discussion and it was agreed to proceed with the workshop. Members suggested the volunteers involved in watering and maintaining the trees attend the training.

RESOLVED: That Sheffield Fruit Trees be engaged to deliver the workshop.

c) To consider the purchase of a life ring for the pond as per the Clerks report

The suitability of the lifesaving equipment was discussed, with a proposal to consider a float rope as an alternative to a life ring.

RESOLVED that Cllr Smith investigates a float rope and prepare the information for consideration at the October meeting.

d) To consider the working party identify suppliers of appropriate signs, sign mountings, and potential

contractors for consideration by Council at the October meeting.

RESOLVED that the working party conduct the research and prepare a report for consideration at the October meeting.

119.26 BUTTERCROSS

To consider the quotes and recommendation in the Clerks report on restoration of the Buttercross

Members considered the information and quotations provided and agreed to appoint Bridgett Conservation to undertake the restoration work.

RESOLVED that Bridgett Conservation be appointed to conduct the restoration work and the Clerk make the necessary arrangements.

120.26 EVENTS - CHRISTMAS

To receive an update on Christmas planning from the Clerk

Planning for the Christmas Light Switch-On and Carols Around the Buttercross events are progressing. Waiting confirmation from City of Doncaster Council for the road closure. Event Management Plans, including risk assessments, will be required for both events.

RESOLVED that the update be noted.

121.26 PAVILION

a) To receive the report from the working party

members confirmed they had received the update.

RESOLVED that the update be noted.

b) To receive an update on the roof repairs

The dry verges, lead flashing and plasterboard ceiling beneath the overhang have been replaced. A potential leak was noted in the bowling room toilet ceiling. The Pavilion Working Party will investigate to identify the source of the leak and report back to the Clerk if further action is required.

RESOLVED that the update be noted.

122.26 ST MARY'S CAR PARK

a) To receive the car park maintenance report

No new issues have been identified and the reported fracture in the wall is being monitored.

RESOLVED to note the report was received.

b) To consider wide spaces as per members requests at the June Meeting minute reference 72.26b

Members considered the proposal as part of the car park resurfacing and agreed this would be preferable given the size of modern vehicles.

RESOLVED that wider spaces be approved and the Clerk make the necessary arrangement.

c) To receive an update on the resurfacing including members support in distributing flyers.

Resurfacing works are planned for the half-term holiday, 26–30 October, during which time the car park will be closed. Advance notices will be issued to local businesses and residents. Cllr Patel to request that the school notify parents via its internal mailing system, and Cllr Cartwright to coordinate members to distribute notices to car park users the week before the works.

RESOLVED that the update and actions be noted.

d) To consider the next steps in implementing car park management as per the report

Following a discussion, it was agreed to engage a solicitor to investigate the requirement for byelaws.

RESOLVED that the Clerk make the necessary arrangements.

123.26 ALL IN PINK To consider permitting the decoration of the Buttercross with bras by local businesses in support of the 'All in Pink Breast Cancer Awareness and fundraising campaign' and to further consider lighting the Buttercross pink.

Concerns were raised regarding potential damage to the Grade II Listed Buttercross monument. Members supported the campaign in principle, subject to safe installation and Council oversight. An alternative location for the bunting between the beacon post and flagpole was also discussed. Members agreed that the Buttercross be illuminated pink for a maximum of one week.

RESOLVED Following a vote by show of hands, the display and pink illumination were approved, subject to safe attachment, Council oversight and the alternative location being used if appropriate. The Clerk was instructed to contact the organiser with the agreed proposal.

The Chair requested a motion to extend the meeting, which had reached the two-hour limit set out in Standing Order 3x.

RESOLVED: Following a vote by show of hands, the motion to extend the meeting be approved to allow the remaining agenda items to be considered.

.

124.26 FLAG FLYING DATES:

There are no flag flying dates in October.

RESOLVED to note that there are no flag flying dates.

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

There were no requests for agenda items for the October meeting.

RESOLVED to note there were no agenda item requests and that any requests for the October meeting be made in writing to the clerk by the deadline of 12th October 2026.

126.26 STAFFING

a) To receive the draft minutes from the Staffing Committee on 15.07.2026

RESOLVED that the minutes be noted.

b) To consider the recommendation from the Staffing Committee Meeting on 15/07/2026 to appoint Cllr Johnson as the Chair of the Staffing Committee

RESOLVED that following a vote by show of hands, Cllr Johnson be appointed Chair of the Staffing Committee

c) To consider the recommendations in the report for external HR provision and to approve a provider.

Members confirmed that they had read the report and, following discussion, agreed to the proposal and quotation from YHEA for the provision of HR services.

RESOLVED: That YHEA be appointed as the Council's HR provider and the Clerk make the necessary arrangements.

d) To consider a motion to exclude members of the press and public from items 126.26 e and f under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the discussion.

RESOLVED that following a vote by show of hands, the motion to exclude members of the public be approved.

e) To receive and note the confirmed NJC pay award settlement.

Members confirmed they had received and noted the confirmed salary award would be paid to all staff in the September salary, backdated to 1st April 2026.

RESOLVED that the update be noted.

f) To receive information from the Staffing Sub-Committee regarding CiLCA recognition and salary progression.

The Staffing Sub-Committee gave the update that following its consideration of witness statements confirming the previous Council's decision regarding CiLCA recognition and salary progression it reaffirmed the previous Council's decision to award the Clerk an uplift in salary by one SCP on successful completion of the CiLCA.

RESOLVED: That it be noted that, upon successful completion of the CiLCA qualification, the Clerk progress by one SCP to SCP 33, in accordance with the previous Council's decision.

The Meeting closed at 9:02pm

NEXT MEETING: **27th October 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 27th October 2026