



ARMTHORPE  
PARISH COUNCIL

MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 06 MAY 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, A Bradley, L Bradley, A Duckitt, C Head, T Needham, E North, S Rose, and M Walton.

Clerk to the Council: S Youngman.

Ten members of the public.

01 ELECTION OF CHAIRPERSON

Council members were asked to nominate a Chairperson for the ensuing year.

RESOLVED: To elect Councill C Brodhurst Brown.

Councillor C Brodhurst accepted the nomination and signed the Acceptance of Office form.

02 ELECTION OF VICE CHAIRPERSON

Council members were asked to nominate a Vice Chairperson for the ensuing year.

RESOLVED: To appoint Councillor S Rose.

Councillor S Rose accepted the nomination and signed the Acceptance of Office form.

03 APOLOGIES

Apologies were received from Councillors C Parry.

RESOLVED: To approve the reasons for absence.

04 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

05 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

06 DECLARATION OF GENERAL POWER OF COMPETENCE

Council members were provided with a report to explain the purpose of the General Power of Competence and the criteria required to make the declaration.

RESOLVED: To declare General Power of Competence.

07 MINUTES OF THE FULL COUNCIL MEETING HELD ON 01 APRIL 2025

RESOLVED: That the minutes of the meeting be approved and signed as a true record of the meeting.

08 MINUTES OF THE COMUNITY CENTRE & GENERAL-PURPOSE MEETING HELD ON 18 MARCH 2025

RESOLVED: That the minutes of the meeting be noted as being received.

09 MINUTES OF THE EVENTS MEETING HELD ON 18 MARCH 2025

RESOLVED: That the minutes of the meeting be noted as received.

10 MINUTES OF THE STRATEGIC PLANNING MEETING HELD ON 24 MARCH 2025

RESOLVED: That the minutes of the meeting be noted as received.

11 PLANNING

**1. New Applications.**

25/00464/FUL: 86 Mansfield Crescent: Erection of ground floor rear extension. The Clerk advised that Doncaster Council had already approved the application.

25/00171/FUL: 28 Pinewood Avenue: Change of use of land to domestic curtilage, erection of new boundary wall/fence and gates and installation of dropped kerb. No objections were raised.

12 FINANCE

**a. Bank Reconciliation**

Council members were provided with the bank reconciliation dated 31<sup>st</sup> March 2025.

RESOLVED: To approve the statement.

**b. CCLA Statement**

Council members were provided with the statement dated 1st April 2025.

RESOLVED: To note receipt of the statement.

**c. Schedule of Payments**

Method	Payee	Item	Amount
DD	CF Corporate Finance	Photocopier Lease	£301.50
	BT	Broadband – Community Centre	£59.94
	EDF Energy	Electricity	£1.00
	Doncaster Council	Business Rate – Community Centre	£1,223.50
BACS	D Hoyes	Light Bulbs	£26.28
		Wood & Glue	£10.20
	S Youngman	Bowls	£56.76
	R Power	Singalong Sessions – March	£200.00
	Armthorpe Welfare Bowling Club	Donation	£500.00
	J P Glasby Ltd	Emergency lighting test and electrical works	£732.00

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	DSA Gardening	Grounds maintenance visits x 2	£1,056.00
	Bar 24 Ltd	Rent & service charges	£2,807.48
	Zurich Town & Parish Insurance	2025-2026 insurance	£3,149.85
	Armthorpe Community Library	Easter party	£200.00
	D J Whitehead	Refund	£152.00
	M Dymniuk	Tea dance sessions	£240.00
	Armthorpe Community Theatre	Pantomime income	£947.40
DD	Waterplus	Surface water charges – Community centre	£213.36
	O2	Sports & Recreation mobile phone charges	£28.20
BACS	Wages	Wages	£16,967.04
DD	Sage Software	Payroll subscription	£82.80
BACS	Shaw Wood Academy	Street food event funding	£2,000.00
	YLCA	Training – S Youngman	£10.00
	Dining Diva Catering Supplies	Cleaning supplies	£45.53
	C Murdoch	Refund	£129.00
	Abounce Around	Inflatables – Easter programme	£1,200.00
	YLCA	Membership	£1,791.00
	J P Glasby Ltd	Installation of LED lighting and timers	£2,112.00
	M Dymniuk	School tea dance session	£60.00
	Doncaster Council	Grounds maintenance fees	£288.90
		Rent	£2.00
	LITE	Christmas lighting fees	£19,642.08
DD	Doncaster Council	Waste removal fees	£987.35
	South Yorkshire Pension Authority	Pension contributions	£3,507.00
BACS	Doncaster Council	The Acorn Hub – Business rates	£1,447.10
DD	BT	The Acorn Hub – Broadband	£36.23
	Quando Drinks Ltd	Bar supplies	£1,487.21
	British Gas	Gas supply – Community centre	£413.22
	Copy Print Scan	Photocopying charges	£126.58
	Onecom	Telephone charges – Community Centre	£161.63
	Worldpay	Card machine fees	£172.82
		Subscription	£12.00
	Tesco Mobile	Clerk mobile phone charges	£33.99
	Information Commissioners Office	Data protection fee	£78.00
	HMRC	PAYE & NI contributions	£3,386.60
CC	We Can Source It Ltd	Cleaning supplies	£20.74
	Amazon	Ceiling hooks	£8.99
		Chair bows	£5.99
		LED lights	£39.58

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	Viking	Stationery	£201.30
	Aldi	Tea dance supplies	£11.30
	B&M	Kitchen supplies	£3.00
		Kitchen supplies	£15.25
	Amazon	Hook & loop tape	£6.95
		Kitchen supplies	£32.37
		Kitchen supplies	£79.96
		Kitchen supplies	£79.96
		Kitchen supplies	£39.98
		Table centre pieces	£47.98
	Armthorpe Pet Supplies	Screws	£2.60
	Amazon	Cutlery	£60.20
	Aldi	Bar supplies	£4.36
	Amazon	Kitchen supplies	£18.92
	Aldi	Tea dance supplies	£13.47
	Amazon	Kitchen supplies	£18.92
		Kitchen supplies	£9.46
		Kitchen supplies	£47.30
	B&M	Kitchen supplies	£52.00
		Kitchen supplies	£18.00
	Aldi	Tea towels	£18.24
		Milk	£2.15
	Amazon	Screws	£8.48
	Branded Sportswear Ltd	Trophies	£617.25

RESOLVED: To approve the payments.

#### **d. Asset Register**

Council members were provided with a copy of the updated Asset Register.

RESOLVED: To approve the register.

#### **e. Appointment of members to check the monthly accounts.**

RESOLVED: To appoint Councillor C Head and A Duckitt.

#### **f. Review of signatories for the Co-operative Bank account.**

The Clerk advised that after the elections, only two Councillors are signatories and able to approve online payments. A request was made for additional Councillors to be added to the mandate.

RESOLVED: For Councillors, A Bradley, and S Rose to become signatories.

### 13 TERMS OF REFERENCE

Council members were provided with a copy of the report detailing the purpose and membership of each committee.

RESOLVED: To approve the Terms of Reference.

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14 APPOINTMENT OF MEMBERS TO COMMITTEES

Council members were asked to consider joining committees for the ensuing year.

RESOLVED: For the following members to be appointed to each committee:

<b>COMMUNITY CENTRE &amp; GENERAL PURPOSES</b>	<b>FINANCE</b>
A BRADLEY	BRODHURST BROWN
L BRADLEY	NEEDHAM
BRODHURST BROWN	NORTH
HEAD	ROSE
NEEDHAM	WALTON
NORTH	VACANCY
WALTON	VACANCY
VACANCY	VACANCY
VACANCY	VACANCY
VACANCY	VACANCY
VACANCY	
VACANCY	<b>STAFFING</b>
VACANCY	BRADLEY
	BRODHURST BROWN
<b>DISCIPLINARY &amp; GRIEVANCE</b>	DUCKITT
L BRADLEY	HEAD
NEEDHAM	NORTH
ROSE	VACANCY
WALTON	VACANCY
VACANCY	
VACANCY	<b>FREEMAN</b>
	BRODHURST BROWN
<b>STRATEGIC PLANNING</b>	HEAD
BARRINGTON	NEEDHAM
BRODHURST BROWN	WALTON
HEAD	VACANCY
NEEDHAM	
ROSE	<b>SPORTS AND RECREATION</b>
WALTON	HEAD
VACANCY	NEEDHAM
	NORTH
<b>EVENTS</b>	WALTON
BARRINGTON	VACANCY
L BRADLEY	
BRODHURST BROWN	
HEAD	
NORTH	
ROSE	

## 15 STAFFING STRUCTURE

Council members were provided with a copy of the updated staffing structure and were provided with an overview of the changes.

RESOLVED: To acknowledge receipt of the structure.

## 16 COMMUNITY CENTRE STORAGE CONTAINERS

### a. **Cost to move the containers.**

The Clerk advised that if Council members had to employ a contractor to move the containers the cost would be approximately £2,000.

### b. **Sale value of Containers**

The Clerk advised the offer received to purchase and remove the containers remained at £1,600.00. Councillor A Bradley advised that if the Scout group were able to have one of the containers, they would cover the transport fees.

### c. **Staff Car Park Costs**

The Clerk advised that quotes are being sought for the proposed project and costs would be available at the next meeting.

## 17 COUNCIL VACANCIES

The Clerk advised that there are three vacancies, and a co-option notice will be published in the next few days.

## 18 SOLAR PANEL PROJECT

The Clerk advised that there is the opportunity to apply for £12,500 towards solar panels and members were provided with two quotes from Turbine Energy to install 55 units at a cost of £12,434 or 113 units at a cost of £34,625 (both figures are net of the funding).

RESOLVED: To approve the quote for 113 units, providing the application for funding is successful.

## 19 DATE AND TIME OF NEXT MEETING

RESOLVED: To meet arrange the Annual Parish meeting on Tuesday 27 May 2025 at 7pm and the next Full Council meeting on Tuesday 03 June 2025 at 7pm.

## 20 MEMBERS ITEMS

Councillor A Barrington asked why all the noticeboards in the village do not have the same information in. The Clerk confirmed that it is not always possible to display all the information, so some boards have been allocated for specific information. Council agreed that each board should contain the same information.