



ARMTHORPE
PARISH COUNCIL

MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 02 SEPTEMBER 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

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

City Councillor N Pritchard.

Clerk to the Council: S Youngman.

Not in attendance Councillor C Parry.

Ten members of the public.

47 WELCOME TO NEW COUNCIL MEMBERS

Councillor C Brodhurst Brown welcomed Councillors N Berry, M Jackson, and L Monks as newly co-opted members.

48 APOLOGIES

Apologies were received from Councillors L Bradley and M Walton.

RESOLVED: To approve the reasons for absence.

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

Agenda item: 19 Council vacancy.

50 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

51 ARMTHORPE SWIMMING CLUB UPDATE

Members of Armthorpe Swimming Club attended the meeting to express their thanks for the donation of £500.00 which had been spent on medals. An update was provided regarding a campaign for Doncaster to have a competitive pool and additional items needed by the club. Council members advised the club to submit a formal request for specific items which can be reviewed at the next meeting. Councillors N Pritchard and T Needham advised that they could also support the club if they contacted them.

52 MINUTES OF THE FULL COUNCIL MEETING HELD ON 01 JULY 2025

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

53 MINUTES OF THE COMUNITY CENTRE & GENERAL-PURPOSE MEETING HELD ON 17 JUNE 2025

Deferred.

54 MINUTES OF THE EVENTS MEETING HELD ON 17 JUNE 2025

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

55 PLANNING

None.

56 FINANCE

a. Bank Reconciliation

Council members were provided with the bank reconciliation dated 30th June and 31st July 2025.

RESOLVED: To approve the statements.

b. Schedule of Payments

Method	Payee	Item	Amount
JULY			
DD	EDF Energy	Electricity – Community Centre	£1.00
	Doncaster Council	Business Rates – Community Centre	£1,227.00
	BT	Broadband – Community Centre	£63.78
	CF Corporate	Photocopier Lease	£301.50
BACS	Andrew Towlerton Associates	Pre Planning Report	£500.00
	DSA Gardening	Grounds Maintenance	£528.00
	The Roof Doctor	Roof Repairs	£216.00
	Aircon Group	Maintenance Costs – external hoses	£311.64
	M Dymniuk	Tea Dance Sessions – July	£300.00
	Armthorpe Swimming Club	Donation	£500.00
	L Burrell	Refund	£91.00
DD	HMRC	PAYE & NI Contributions	£3,726.75
BACS	Gartec Ltd	Lift Service Agreement – 26-27	£787.20
		Lift Service Agreement – 27-28	£787.20
		Lift Service Agreement – 28-29	£787.20
		Lift Service Agreement – 29-30	£787.20
DD	Onecom	Telephone Charges – CC	£161.63
BACS	Gartec Ltd	Lift Service Charges – 25-26	£787.20
	DSA Gardening	Grounds Maintenance	£1,008.00
	Gartec Ltd	Lift call out fee	£291.60
	Omni Eco Ltd	Lighting & Welfare facilities – Firework Event	£1,248.00
	Dining Diva	Cleaning Supplies	£120.00
DD	Copy Print Scan	Photocopying Charges	£94.20

BACS	HAGS	First Instalment – Play Equipment	£95,036.73
DD	Worldpay	Subscription	£1.20
		Card Machine Fees	99.81
	Quando Drinks	Bar Supplies	£876.82
		Bar Supplies	£665.15
	BT	The Acorn Hub – Broadband	£36.23
	SYPA	Pension Contributions	£3,063.68
	British Gas	Gas Supply	£209.67
BACS	Omni Eco Ltd	Seeding and Grounds Maintenance – Play Park	£7,310.06
	M Dymniuk	Tea Dance Sessions – June	£240.00
		Tea Dance Sessions – May	£240.00
DD	Tesco Mobile	Clerk Mobile Phone Charges	£31.99
	Business Stream	Water Supply – CC	£551.18
		Water Supply – Burial Ground	£351.83
DD	Doncaster Council	Waste Removal Fees – CC	£585.26
		Waste Removal Fees – The Acorn Hub	£109.46
	Doncaster Council	Waste Removal Fees – Burial Ground	£292.63
	Waterplus	Surface Water Charges – CC	£244.47
	O2	Mobile Phone Charges – S&R	£30.30
	Biffa	Recycling Fees	£21.08
	Cathedral Leasing Ltd	Hygiene Services	£1,435.10
BACS	Wages	Wages	£15,043.80
			£17,240.62
	Doncaster Gas Products	Gas – Bar	£64.20
	Noise Assess	Noise Assessment – Park Project	£2,100.00
	Jamie Warren	Deposit – Christmas Tea Entertainment	£100.00
	Flying Futures	Summer Camp Support	£1,248.00
	Cynetix	Microsoft Office Licences	£691.20
	Omni Eco Ltd	Skip Hire Fees	£588.00
		Emergency Drain Maintenance	£834.00
DD	BT	Broadband – The Acorn Hub	£36.23
	Sage UK Ltd	Payroll Subscription	£88.80
SO	Armthorpe Miners Welfare	Rent – Land behind Community Centre	£1,300.00
DD	Biffa	Recycling Fees	£63.20
	Quando Drinks Ltd	Bar Supplies	£729.47
			£543.31
			£499.69
	British Gas	Gas Supply – CC	£194.23
	Tesco Mobile	Clerk Mobile Phone Charges	£31.99
	Copy Print Scan	Photocopying Charges	£57.95
	Sage UK Ltd	Payroll Subscription	£88.80
	Worldpay	Car Machine Fees	£89.03
		Subscription	£1.20

	BT	Broadband Fees – CC	£63.78
	Co-op Bank	Commission	£2.88
	O2	Sports & Recreation Mobile Phone Charges	£30.30
	Waterplus	Surface Water Charges – CC	£236.99
	Biffa	Recycling Fees	£52.92
BACS	Fuse Fireworks	Firework Display Deposit	£1,222.80
DD	HMRC	PAYE & NI Contributions	£3,749.92
BACS	Dining Diva	Kitchen Supplies	£231.26
		Cleaning Supplies	£96.00
	Aircon Group	Servicing Fees	£795.79
	PPL PRS	Music Licence	£2,886.95
	Abouncearound	Inflatables – Summer Camp	£2,400.00
	DSA Gardening	Grounds Maintenance Fees	£528.00
	S Youngman	Event Supplies	£100.10
	Doncaster & District Pipe Band	Piper – Miners Memorial Event	£100.00
DD	Onecom	Telephone Charges – CC	£175.97
CC	UK Planning Maps	Map – Play Park Project	£15.00
	Memorial Benches UK	Bench – Burial Ground	£719.90
	Aldi	Bar Supplies	£8.04
	Nisbets	Recyclable Cups	£217.14
	Amazon	Receipt Books	£10.77
	Aldi	Bar Supplies	£4.84
	IPA Cleaning & Hygiene Ltd	Glass Restorer	£28.50
	Aldi	Tea Dance Supplies	£18.79
	Argos	Gin Glasses	£23.00
	Trimming Shop	Material – Backdrop	£49.97
	Christmas Tree World Ltd	Christmas Tree	£999.99
	Cuy My Order	Plaque – S&R School Competition	£34.94
	Amazon	Arts & Craft Supplies – S&R	£5.69
		Arts & Craft Supplies – S&R	£4.73
		Arts & Craft Supplies – S&R	£7.02
		Arts & Craft Supplies – S&R	£5.80
		Arts & Craft Supplies – S&R	£6.45
		Arts & Craft Supplies – S&R	£28.68
		Arts & Craft Supplies – S&R	£12.44
	Baker Ross	Arts & Craft Supplies – S&R	£242.80
	Greenbarnes Ltd	Noticeboard – Allotments	£664.98
	Post Office	Postage	£3.60
	Nisbets	Champagne Flutes	£251.96
	Aldi	Bar Supplies	£27.89
	Newitts	Volleyballs	£35.70
	Amazon	Tumblers	£176.48
	Aldi	Bar Supplies	£3.67

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		Bar Supplies	£9.41
	Power Music	Subscription – S&R	£14.95
	Aldi	Bar Supplies	£4.36
	Royal Mail	Postage	£43.20
	Nisbets	Fans	£206.35

RESOLVED: To approve the payments.

c. Income and Expenditure Report

Council members were provided with a copy of the report dated 31st July 2025.

RESOLVED: To approve the report.

d. National Joint Salary Increase for 2025-2026.

Council members were provided with a copy of the advice note from YLCA.

RESOLVED: To note receipt of the pay award.

e. Clerk Salary Evaluation Costs

Council members were provided with quotes from YLCA and Local Council Consultancy to provide a salary evaluation for the Clerk.

RESOLVED: To approve the quote received from YLCA at a cost of £252.00.

57 PARISH MATTERS

a. **Rands Lane Burial Ground:** The Clerk advised that three new memorial benches had been installed.

b. **Mercel Avenue Allotments:** The Clerk advised that there are currently three vacant plots due to two evictions and one tenant retiring. The plots will be allocated at the end of September when the leases expire.

i. **Rent Review**

Council members were provided with a report regarding rent and water charges with a list of the current charges for allotment sites in the Doncaster area for comparison.

RESOLVED: To increase the annual rent to £33.00 and implement a charge for water which will be based on the previous year's consumption. The charges will be applicable from October 2026.

c. **Scout Tenancy Agreement:** The Clerk confirmed that the land has been valued at £100,000 and the solicitor is in the processing of registering the land with HMLR.

d. **Solar Panels:** The Clerk advised that the Community Centre & General-Purpose committee awarded H S Harbon & Sons Ltd with the tender for the project at a cost of £41,635.01 plus VAT. Planning permission will be required once a structural roof report has been obtained.

i. **Structural Roof Report and Data Cabinet:** Council members were provided with a quote to provide a Structural Roof Report and install a data cabinet.

RESOLVED: To approve the quote received from H S Harbon & Sons Ltd at a cost of £1,234.96 plus VAT.

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ii. **Funding:** The Clerk confirmed that funding of £12,490.50 has been confirmed towards the project.

- e. **Christmas Lighting:** Council members were provided with the cost from LITE Ltd to extend the Christmas lighting scheme to include the new developments along Hatfield Lane. The Clerk advised that the quote is for five columns, however, there are only four columns around the roundabout. Enquiries were made to install a tree on or near the roundabout, but Doncaster Council had confirmed that the tree would cause a distraction to drivers. Albemarle Homes have agreed to provide some sponsorship towards the project but have not yet confirmed an amount.

RESOLVED: To approve the extension of the scheme at a cost of £4,270.00 for the first year and ongoing annual fees of £2,470.00.

58 COMMITTEE MEMBERSHIP

Council members were provided with a list of committees with vacancies and asked to volunteer to become members.

RESOLVED: For the following members to be added to committees:

Community Centre & General Purpose: Councillors N Berry, L Monks, and M Jackson.

Events: Councillor L Monks.

Staffing: Councillor T Needham.

Finance: Councillor N Berry and C Head.

Sports and Recreation: Councillor M Jackson.

59 COUNCIL EVENTS

Council members were provided with a list of events up until the end of December and were asked to volunteer to assist and attend.

RESOLVED: For the following Councillors to assist and attend events:

Miners Memorial Event: 7th September: Councillors N Berry and A Duckitt.

Halloween: 31st October: Councillors A Bradley, A Duckitt, M Jackson and L Monks.

Remembrance Poppy Installation: 1st November: Councillors A Barrington, N Berry, C Head, M Jackson, and T Needham.

Remembrance Parade: 9th November: Councillors A Bradley, N Berry, A Duckitt, L Monks, E North, and S Rose.

Christmas Market: 22nd November: A Barrington, A Bradley, T Needham, and S Rose.

Christmas Party: 5th December: Councillors A Barrington, A Bradley, C Head, and L Monks.

Christmas Tea: 12th & 13th December: Councillors N Berry, C Brodhurst Brown, C Head, M Jackson, L Monks, T Needham, and E North,

Christmas Civic Service: 21st December: Councillors N Berry, C Brodhurst Brown and T Needham.

60 WEBSITE AND BRANDING

Council members were provided with two quotes to provide a new website and branding and a quote for the provision of a website without branding.

RESOLVED: To approve the quote received from Washhouse at a cost of £4,150.50 plus ongoing monthly costs of £39.98 in year one and £57.73 year one onwards for hosting and backup fees.

61 CITY COUNCILLOR UPDATES

Councillor T Needham provided the following updates:

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- Attendance at a meeting with Doncaster Council and South Yorkshire Police to discuss parking and traffic issues in the areas surrounding the local schools. Councillor Needham advised that a subcommittee should be established to work on the project, as previously agreed by Council.
- Street lighting upgrades taking place between 8th and 12th September.
- Remarking of the yellow box markings at the junction of Nutwell Lane and Tranmoor Lane.
- Civic Mayoral duties.

Councillor N Pritchard advised that he had been working on confidential matters.

62 CORRESPONDENCE

Deferred.

63 POLICIES

Deferred.

64 FAMILY SEASIDE TRIP

Councillor L Monks asked Council members to consider the provision of a coach trip to the seaside for Armthorpe families. The trip would be aimed at families who are unable to afford holidays with referrals being made from schools and local agencies.

RESOLVED: For the events committee to obtain costs to deliver the project.

65 COUNCIL VACANCY

This matter was discussed without the presence of members of the public.

Council members were provided with two applications for the vacancy of Parish Councillor.

RESOLVED: To approve the co-option of Craig Trewick.

66 STORAGE FACILITIES FOR ARMTHORPE COMMUNITY THEATRE GROUP

Council members discussed the previous offer of storage for the group, dependent upon available space once the containers had been cleared. The Clerk confirmed that there isn't space available for the group in the container that is remaining on site. A suggestion was made for the group to purchase a small container and locate the container on site for their equipment. The Clerk provided Council A Barrington with the details of a metal shed available from B&Q.

67 DATE AND TIME OF NEXT MEETING

RESOLVED: To hold the next Full Council meeting on Tuesday 7th October 2025 at 7pm

68 MEMBERS ITEMS

Councillor N Berry reported the following issues:

- An issue with a dip in the road on Cranfield Close.
- A sunken manhole cover on Parkway.
- A deterioration of the road surface on Fiddlers Drive.

Councillor T Needham agreed to deal with the matters.

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