



MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 07 OCTOBER 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

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

City Councillors: C Marriott and N Pritchard.

Clerk to the Council: S Youngman.

Deputy Clerk: B Walton.

Six members of the public.

69 WELCOME TO NEW COUNCIL MEMBERS

Councillor C Brodhurst Brown welcomed Councillor C Trewick as a newly co-opted member.

70 APOLOGIES

Apologies were received from Councillor A Duckitt.

RESOLVED: To approve the reasons for absence.

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

None identified.

72 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor S Rose declared a personal interest in item 13c (Request for funding from Armthorpe Swimming Club).

73 MINUTES OF THE FULL COUNCIL MEETING HELD ON 02 SEPTEMBER 2025

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

74 MINUTES OF THE EVENTS MEETING HELD ON 15 JULY 2025

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

75 MINUTES OF THE COMMUNITY CENTRE & GENERAL-PURPOSE MEETING HELD ON 17 JUNE 2025 & 15 JULY 2025

RESOLVED: That the minutes of the meeting held on 17th June be noted as received and for the minutes dated 15th July 2025 be presented at the next meeting.

76 MINUTES OF THE SPORTS AND RECREATION MEETING HELD ON 01 JULY 2025

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

77 PLANNING

25/01649/FULM: Adjacent Tadcaster Arms Hotel, Doncaster Road: Erection 9 no. retail units and 22 no. apartments in two blocks with associated parking, servicing space, cycle storage and bin storage on approximately 0.33 ha of land following demolition of existing public house and hairdressing salon. (Being variation of Condition 16 of planning application 12/02053/FULM, to change the opening hours for units 7, 8 and 9 Monday - Sunday 07.00 - 23.00).

RESOLVED: To advise that members were unable to comment on the application due to the nature of the businesses not being made clear. However, Council members have concerns in relation to noise, odour and parking issues if the extended opening times were approved.

25/01844/FUL: 22 Brampton Lane: Erection of extension to existing garage: No comments were made.

78 FINANCE

a. Bank Reconciliation

Council members were provided with the bank reconciliation dated 31st August 2025.

RESOLVED: To approve the statement.

b. Schedule of Payments

Method	Payee	Item	Amount
DD	EDF Energy	Electricity – Community Centre	£1.00
	Doncaster Council	Business Rates – Community Centre	£1,227.00
	BT	Broadband – Community Centre	£63.78
	HMRC	PAYE & NI Contributions	£4,567.91
BACS	Dining Diva	Cleaning Materials	£115.50
	Smart Door Solutions	Servicing Fees	£156.00
	Silcock & Partners	Valuation Fees – Cow House Lane	£201.65
DD	SYPA	Pension Contributions	£3,151.64
	Worldpay	Subscription	£1.20
		Card Machine Fees	£92.02
	Biffa	Recycling Fees	£44.49
	BT	The Acorn Hub Broadband	£36.23
	Quando Drinks Ltd	Bar Supplies	£1,607.25
BACS	Vision ICT Ltd	Website Hosting Fees	£325.86
	PKF Littlejohn	External Audit Fee	£1,638.00
	M Dymniuk	Tea Dance Fees – August	£240.00
	Omni Eco Ltd	Maintenance of drains, installation of bench, repair to extractor fan & removal of planters	£258.00
	DSA Gardening	Grounds Maintenance Fees	£528.00
	Bar 24 Ltd	The Acorn Hub Service Charges & Rent	£2,807.48
	Doncaster Council	Grounds Maintenance Fees	£939.58

DD	Tesco Mobile	Clerk Mobile Phone Charges	£31.99
	Sage	Payroll Subscription	£127.51
	Copy Print Scan	Photocopying Charges	£97.18
	O2	S& R Mobile Phone Charges	£30.30
	Waterplus	Surface Water Charges	£244.47
BACS	Clean Safer	Window Cleaning Fees	£170.00
DD	British Gas	Gas Supply – Community Centre	£190.57
BACS	Wages	Wages	£16,868.13
DD	Onecom	Telephone Charges – Community Centre	£175.97
CC	Aldi	Bar Supplies	£1.97
	Amazon	Table Name Plates	£15.59
			£15.59
	Keyhole Services Ltd	Replacement Keys	£35.00
	Vintage Wholesalers Ltd	Chair Bows	£22.94
	B&M	Cleaning Materials	£11.56
	Buzz Catering	Kitchen Supplies	£209.94
	Amazon	Kitchen Supplies	£44.97
		Kitchen Supplies	£44.97
		Kitchen Supplies	£8.98
	B&M	Kitchen Supplies	£25.00
		Cleaning Supplies	£11.94
	Amazon	No Parking Sign – Burial Ground	£11.98
	B&M	Summer Camp Supplies	£35.78
	Aldi	Bar Supplies	£4.45
	Amazon	Subscription	£114.00
	Aldi	Summer Camp Supplies	£3.96
		Tea Dance Supplies	£11.29
	TerraQuest Solutions Ltd	Site Plan – Park Project	£10.20
	Post Office Counters Ltd	Postage	£3.60
	Viking	Stationery	£142.94
	Power Music	Subscription	£14.95

RESOLVED: To approve the payments.

c. Income and Expenditure Report

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

RESOLVED: To approve the report.

d. External Audit Report for 2024-2025.

Council members were provided with a copy of the report from PKF Littlejohn LLP which highlighted no matters for concern.

RESOLVED: To approve the report and note the result of the audit.

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

e. **.gov.uk Email and Domain Name Costs**

Council members were provided with three quotes to provide.gov.uk email addresses for all members of staff and Council members along with a.gov.uk domain name.

RESOLVED: To approve the quote received from Albany Computer Services at a cost of £495.00 with ongoing annual fees of £85.00 providing the capacity of the mailbox for each user is sufficient (in the event of the mailbox not being sufficient, Council members provided the Clerk with the authority to proceed with the quote received from Parish Online).

79

PARISH MATTERS

- a. **Rands Lane Burial Ground:** No updates.
- b. **Mercel Avenue Allotments:** The Clerk advised that all vacant plots have been allocated and rent for the 2025-2026 period has been collected. A tenant from one of the new plots has requested for an additional tap to be installed, costs for this are being obtained.
- c. **Scout Tenancy Agreement:** The Clerk confirmed that no progress has been made regarding the renewal of the tenancy agreement.

d. **Play Park Project:**

- i. **Public consultation:** The Clerk advised that the residents of the properties adjacent to the proposed park had been written to, two responses had been received, and members were provided with copies of responses.

RESOLVED: To hold a public consultation on Saturday 25th October from 10am onwards.

- ii. **Tree Funding:** The Clerk advised members that funding of £1,704.62 had been received from the South Yorkshire Mayoral Combined Authority for the planting of trees on the land behind the community centre.
- iii. **Tree Planting Event:** Council members discussed arranging an event once the trees had been delivered.

RESOLVED: To organise a planting event and invite local schools and community groups to join the event.

- e. **Solar Panels:** No updates.
- f. **Website and Branding:** Council members were asked to consider assisting with developing the brand for the new website.

RESOLVED: For Councillors A Bradley, L Bradley, C Brodhurst Brown and E North to work on the project.

g. **Christmas Lighting:**

- i. **Funding:** The Clerk advised that Albemarle Home had agreed to provide funding of £970.00 towards the additional Christmas lighting.
- ii. **Column Stress Testing:** Council members were provided with a quote from Kiwa to carry out the testing of the columns. Quotes had been requested from two additional companies; however, no responses have been received to date.

RESOLVED: To approve the quote received from Kiwa at a cost of £812.40 plus VAT.

80 COMMITTEE MEMBERSHIP

Council members were asked to consider approving the request from Councillor C Trewick to join the following committees: Finance, Strategic Planning and Disciplinary and Grievance.

RESOLVED: To Approve the request.

81 CITY COUNCILLOR UPDATES

Councillor N Pritchard provided an update on work to resolve parking issues on Basil Avenue.

Councillor T Need advised that he had been continuing with confidential casework and promoting Armthorpe through Civic Mayoral duties. The issue with the overflowing clothing recycling bank on Armthorpe Road has been reported to Doncaster Council.

Councillor C Mariott provided member with a written report which includes details of:

- An update on heritage signage for the hamlet of Nutwell.
- Speeding and parking issues on the West Moor Grange estate, a meeting has been arranged to discuss matters.
- The bins on Church Street have been reported to Doncaster Council.

82 CORRESPONDENCE

a. Letter from a resident regarding improvements to Briar Road Playing Field.

RESOLVED: To invite the resident to the next meeting of the Full Council.

b. Letter from Albemarle Homes Ltd regarding the Neighbourhood Plan.

RESOLVED: To confirm that all stakeholders will be invited to take part in the process of renewing the plan as and when the Council start the process.

c. Request for funding from Armthorpe Swimming Club

No action taken as Councillor T Needham confirmed that City Councillors would be providing the funding from their ward budgets.

83 POLICIES

a. IT Policy

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

b. Data Protection Policy

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy and for staff to be provided with Data Protection training.

c. Data Breach Response Procedure

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

d. Records Management Policy

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy and for the Clerk to review the system of securing the external hard drive used for the storage of information.

e. Data Information Audit

Council members were provided with a copy of the document.

RESOLVED: To approve the document.

84 COMMUNITY PARADE/GALA

Councillor C Brodhurst asked Council members to consider arranging a community event which would incorporate a parade and a gala.

RESOLVED: For the matter to be discussed further by the Events Committee.

85 DATE AND TIME OF NEXT MEETING

RESOLVED: To hold the next Full Council meeting on Tuesday 11th November 2025 at 7pm

86 MEMBERS ITEMS

Councillor L Monks asked members to consider purchasing a defibrillator to be located at Armthorpe Community Centre. Council members agreed for the matter to be added to the agenda for the November meeting.

Councillor M Walton reported an issue with a lack of buses after 9.30am. Councillor C Marriott agreed to investigate the matter.

Councillor A Barrington promoted the pantomime being provided by Armthorpe Community Theatre on 15th of November.

Councillor C Parry reported the following matters:

1. An ongoing issue with a water leak on Doncaster Road. City Councillors agreed to write to the MP and Doncaster Free Press regarding the matter.
2. A lack of accessible housing on the new developments off Hatfield Lane.