

MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 07 JULY 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, A Bradley, C Head, M Jackson, L Monks, T Needham, A Nicholas, E North, C Parry, M Phillips, and C Trewick.

City Councillors: N Pritchard.

Deputy Clerk to the Council: B Walton.

Ten members of the public

35 INTRODUCTION TO NEWLY ELECTED COUNCILLOR

Councillor Brodhurst Brown welcomed newly elected Councillor Mark Phillips to the Parish Council. Following introductions by Members, Councillor Phillips signed his Declaration of Acceptance of Office and joined the meeting.

RESOLVED: Councillor Mark Phillips signed his acceptance of office form and joined the Parish Council.

Councillor Brodhurst Brown addressed the Parish Council and members of the public, advising that she wished to read a statement regarding the recent Parish Council elections. She explained that the statement was intended to provide factual information only and was not open to discussion or debate. A copy of the statement is attached as Appendix 1.

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

RESOLVED: None

37 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

RESOLVED: None

38 APOLOGIES

Apologies were received from Councillors M Walton, L Bradley, and S Rose.

RESOLVED: To approve the reasons for absence.

39 MINUTES OF THE FULL COUNCIL MEETING HELD ON 02 JUNE 2026

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

40 MINUTES OF THE FOLLOWING COMMITTEES:

a. The Events Committee Meeting Held On 19 May 2026

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

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

b. The Community Centre And General-Purpose Committee Meeting Held On 19 May 2026

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

c. The Sports And Recreation Committee Meeting Held On 24 February 2026

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

d. The Traffic Committee Meeting Held On 12 May 2026

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

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PARISH MATTERS

a. Mercel Avenue Allotments

Councillor Brodhurst Brown updated Members on a meeting held with Allotment tenants regarding ponds on plots and ways to work together to ensure compliance is met.

RESOLVED: To note the update.

b. Rands Lane Burial Ground

The Deputy Clerk informed Members that a number of complaints, as well as several compliments, had been received in relation to the ongoing work. The work schedule and staff rota are currently being reviewed and adjusted with the aim of addressing the concerns raised while maintaining the standard of service.

RESOLVED: To note the update.

c. Play Park Project

The Deputy Clerk informed Members that the planning decision is due on 15 July 2026. There has currently been one objection lodged on the planning portal.

RESOLVED: To note the update.

d. Solar Panels Project

Members received the Clerk's Report on the completion, performance, and next steps relating to the installation of the solar panel system at Armthorpe Community Centre.

RESOLVED: To approve the report.

e. Review Of The Acorn Hub Lease

Members received the Clerk's Report on the current position regarding the lease of the Acorn Hub, outlining the financial and operational implications, and seeking direction on whether the Parish Council wishes to continue with lease or explore early termination.

RESOLVED: That the Clerk write to the partner organisations that use the Acorn Hub to request a meeting to review the current arrangements in the spirit of moving forward and working together. It was agreed that the meeting should be attended by the Clerk, Parish Councillors Brodhurst-Brown, Nicholas, A Bradley and Needham, City Councillors, and senior managers from the partner organisations.

f. Councillor Communication

Members received the Clerk's Report on a proposal for the creation of a WhatsApp group to support improved day to day communication between staff and councillors, and to outline the operational, legal and governance considerations associated with its use. The Deputy Clerk reiterated to Members that such a group is not for discussion/debate of items or for decision making. Data Protection/Freedom of Information legislation must be adhered to.

RESOLVED: To approve the creation of a WhatsApp group subject to strict rules on its use for administration purposes only.

42 PLANNING

a. Planning Applications

26/01128/FUL: 50 Fair Holme View, Armthorpe: Erection of a 2-storey rear extension following demolition of existing conservatory.

RESOLVED: No objections were made.

26/01105/FUL: 3 Ruskin Drive, Armthorpe: Erection of a 2-storey rear extension.

RESOLVED: No objections were made.

26/01104/FUL: 16 Bowen Drive, Armthorpe: Conversion of garage and extension to form accessible annexe.

RESOLVED: No objections were made.

26/01078/CPL: 38 Whiphill Lane, Armthorpe: Certificate of proposed lawful development for use as a registered supported accommodation within C3(b) use class.

RESOLVED: Council members wished the Deputy Clerk to write to CDC regarding this application seeking clarity on the following:

- Number of staff members on site, quantity and timings of shift changes, overnight sleeping arrangements for staff, and whether a parking and highway assessment has been considered.
- The property being located on an unadopted road with no footpaths.

26/01064/FUL: 11 Granby Court, Armthorpe: Erection of 2 storey side extension.

RESOLVED: No objections were made.

26/00696/FUL: Motors 2 Go Ltd, Church Street, Armthorpe: Change of use of land and erection of building for use as a MOT centre and vehicle repairs facility.

RESOLVED: To express the Parish Council's significant concerns regarding the potential impact of the development on highway safety, residential amenity, and the character of the surrounding area to CDC Planning.

26/00559/MIN: Land at Seven Yards Farm, Holme Wood Lane, Armthorpe: Proposed phased extraction of sand and gravel with progressive restoration through the importation of inert material to agriculture, together with associated processing plant, stockpiling, soil storage bunds, internal haul roads, weighbridge, wheel wash, settlement lagoons, and use of existing access and agricultural yard for vehicle turning at land.

RESOLVED: To request an extension to the consultation period

a. Schedule of Payments

Method	Payee	Item	Amount
DD	HMRC	PAYE & NI Contributions	£5,148.85
	Worldpay	Subscription Fees	£12.00
BACS	Bar 24 Ltd	Rent & Service Charges – The Acorn Hub	£2,807.48
	Yorkshire Mechanical Services Ltd	Plumbing Repairs	£307.35
		Installation of Hot Water System	£3,221.84
	RBF Displays	Firework Display Deposit	£1,500.00
	G J Joinery	Fire Door Repairs	£170.00
	J P Glasby Ltd	Installation of Hot Water System	£780.52
	J Mawdsley	Reimbursement - Keys	£5.00
DD	EDF Energy	Electricity – Community Centre	£1,447.94
	The Co-operative Bank	Commission	£2.56
	Biffa	Waste Recycling Fees	£57.80
BACS	South Yorkshire Mowers	Grounds Maintenance Equipment	£13,466.62
	Zurich Insurance	Van Insurance	£826.40
	K Butler Automotive Ltd	Van Repairs, MOT & Service	£983.65
DD	Quando Drinks Ltd	Bar Supplies	£1,956.13
	BT	Broadband – The Acorn Hub	£39.49
BACS	Doncaster East Internal Drainage Board	Agricultural Drainage Rates	£15.00
	Doncaster Council	Grounds Maintenance Fees – Briar Road Field	£224.27
DD	Waterplus	Surface Water Charges – Community Centre	£154.26
BACS	Advanced Electrical & Charging	Installation of Hot Water System	£336.00
DD	World Pay	Commission	£112.17
	BT	Broadband – Community Centre	£75.78
	Doncaster Council	Business Rates	£1,103.00
	Russell Richardson	Shredding Services	£91.92
	Sage	Payroll and HR Subscriptions	£112.80
	British Gas	Gas Supply – Community Centre	£303.08
DD	South Yorkshire Pensions Authority	Pension Contributions	£2,630.01
	O2	Sports and Recreation Mobile Phone Contract	£33.11
	Tesco Mobile	Clerk Mobile Phone Contract	£31.99
	EDF Energy	Electricity – Community Centre	£1,447.94
	Doncaster Council	Business Rates – Community Centre	£1,103.00
	BT	Broadband Charges – Community Centre	£68.44
BACS	Wages	Wages	

CC	Vision ICT	Website Hosting Fees	£132.83
	White Rose Fire Safety	Fire Safety Training – Staff	£396.00
	Amazon	Stationery	£20.54
	Temu	Events Banner	£34.63
	Viking	Stationery	£107.81
	Aldi	Milk	£2.40
	Morrisons	Easter Camp Supplies	£3.75
	Amazon	Annual Leave Planner	£5.99
	Amazon	Refuse Bins	£11.95
	Amazon	Swing Bins	£22.99
	Sainsburys	Easter Camp Supplies	£14.60
	Aldi	Easter Camp Supplies	£9.74
	Amazon	Stationery	£5.99
	Amazon	Stationery	£11.57
	Amazon	Hand Dryer	£96.00
	Aldi	Bar Supplies	£11.79
	Amazon	Event Supplies	£107.29
	Furniture at Work	Drawers – Youth Club	£162.00
	Aldi	Tea Dance Supplies	£10.70
	Trimming Shop	Chair Ribbons	£12.19
	Product Imports Ltd	Table Protector Mats	£106.91
	Amazon	Diary	£9.99
	Amazon	Refund	-£28.32
	Screwfix	Safety Equipment – Estates Maintenance Officer	£166.60
	Norton Internet Security	Subscription	£99.98
	We Can Source It Ltd	Line Cleaner	£19.94
	Amazon	A5 Leaflet Holder	£11.95
	VDDirect Ltd	Ant Killer Powder	£11.98
	We Can Source Ltd	Glass Cleaner	£19.94
	Power Music	Subscription	£14.95
	We Can Source It Ltd	Glass Cleaner	£19.94
Method	Payee	Item	Amount
DD	HMRC	PAYE & NI Contributions	£4,530.83
	Worldpay	Subscription Fees	£12.00
BACS	Washhouse Design	Website & Branding Costs	£1,899.18
	Harbon Electrical Services	Solar Panel Project	£11,515.57
DD	Cathedral Leasing Ltd	Supply of Hygiene Services	£1,435.10
BACS	Approved Fire Protection Ltd	Fire Equipment Checks and Replacement of Equipment	£195.60
	Dining Diva	Cleaning Supplies	£162.54
	Flying Futures	Youth Club Support - April	£720.00
		Youth Club Support – May	£720.00
DD	EDF Energy	Electricity – Community Centre	£1,447.94
	The Co-operative Bank	Commission	£4.64

	Biffa	Waste Recycling Fees	£58.40
BACS	YLCA	Planning Training	£60.00
	South Yorkshire Mowers Ltd	Strimmer Line	£14.84
	Wages	Wages	£19,634.99
DD	Quando Drinks Ltd	Bar Supplies	£1,618.24
	BT	Broadband – The Acorn Hub	£39.49
	Tesco Mobile	Clerk Mobile Phone Charges	
	South Yorkshire Pensions Authority	Pension Contributions	£2,644.22
	ID Mobile	Mobile Phones Charges – Estates Maintenance Officer	£9.00
	Nayax	Subscription Fees	£60.00
	World Pay	Commission	£103.94
DD	British Gas	Gas Supply – Community Centre	£476.57
	BT	Broadband – Community Centre	£75.78
	Doncaster Council	Business Rates	£1,103.00
	Sage	Payroll and HR Subscription	£120.00
	ID Mobile	Mobile Phones Charges – Estates Maintenance Officer	£24.99
	Copy Print Scan	Photocopying Charges	£99.31
	Waterplus	Surface Water Charges – Community Centre	£256.27
	Doncaster Council	Business Rates – Community Centre	£1,103.00
	O2	Sports and Recreation Mobile Phone Contract	£33.11
BACS	Kettlewells	Coach Hire – Bridlington Trip	£750.00
CC	We Can Source It Ltd	Refund	-£19.94
	Furniture at Work	Locker – Estates Maintenance Officer	£72.00
	TCD	Safety Boots – Estates Maintenance Officer	£78.24
	Amazon	Keychain	£13.27
	Amazon	Plug	£4.49
	DVLA	Van Vehicle Tax	£362.50
	Morrisons	Refreshments – Annual Parish Meeting	£11.65
	JB Workwear	Uniform – Estates Maintenance Officer	£36.06
	B&Q	Tools and Handrail Equipment	£211.82
	Asda	Fuel	£99.00
	Armthorpe Pet & Garden Supplies	Staple on Plate	£10.00
	Card Factory	Event Supplies	£13.79
	Amazon	Pothole Repair Kit	£23.99
	Keyhole Services	Keys	£34.56
	Aldi	Bar Supplies	£6.88
	Amazon	Shipping Container Lock	£29.98
	Jet Intake 10	Fuel	£10.22

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Tel: 01302 830543

	Amazon	Refund	-£13.29
	Forest Master Ltd	Woodchipper	£527.95
	Amazon	Toilet Roll Dispenser	£22.19
	Newitts	Footballs	£99.95
	Bestway Wholesale	Vending Machine and Cleaning Supplies	£269.67
	Toolstation Ltd	Drill Bit	£4.48
	Screwfix	WD40	£6.99
	Able Group	Removal of Container Lock	£106.80
	Yorkshire Caravans	Plug for Trailer	£15.00
	Jet Intake 10	Fuel	£9.82
	Amazon	Flipchart Paper	£16.31
	Autotintz Ltd	Van Signage	£240.00
	Jet Intake 10	Petrol Container	£6.99
	Jet Intake 10	Fuel	£19.33
	B&Q	Chain	£20.30
	Norton Internet Security	Subscription	£39.99
	Amazon	Doorstops	£5.50
	Temu	Event Banners	£88.06
	Jet Intake 10	Fuel	£41.92
	Toolsave	Autojack	£10.00
	Serpro	Fuel Spill Kit	£26.72
	Blillov	Long life Grease	£15.49
	Aldi	Bar Supplies	£3.27
	Aldi	Tea Dance Supplies	£13.08
	Morrisons	Quiz Night Prizes	£19.50
	Costco	Membership	£30.00
	Safetec	Forestry Helmet Combi Kit	£27.93
	Amazon	Metal Vise	£14.61
	Strauss	Uniform – Estates Maintenance Officer	£83.90
	Amazon	Boot Protector	£16.39
	Amazon	Blade Balancer	£39.98
	Amazon	Hand File	£7.27
	Amazon	Steel Feeler Gauge	£4.99
	Amazon	Spark Plug Cleaning Brush	£5.72
	Amazon	Blade Sharpener	£21.98
	Amazon	Ratchet Spanner Set	£29.99
	Screwfix	Tools	£21.92
	Power Music	Subscription	£14.95
	Jet Intake 10	Fuel	£20.00

RESOLVED: To approve the payments for June and July. To add an additional column to the future schedule of payments stating whether they are monthly/annual/one off payments.

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b. Bank Reconciliation

Council members were provided with the bank reconciliation dated 31st May 2026.

RESOLVED: To approve the bank reconciliation.

c. Income and Expenditure Report

Council members were provided with a copy of the report dated 31st May 2026.

RESOLVED: To approve the report.

44 CITY COUNCILLOR UPDATES

Councillor N Pritchard provided members with a report which included the following updates:

- Ward Councillors use the Acorn Hub for sensitive matters.
- Achieved bin assist for an elderly resident.
- Site visit this week to an unsafe tree.
- Ward Councillor surgeries take place every week.

Councillor T Needham provided an update report which included the following updates:

- Charity Football match in aid of mental health between Labour and Reform.
- An overview of the damaged drains in Markham Avenue and Mansfield Crescent.
- Fly tipping on Westmoor Link is on private land and within Hatfield's parish. CDC's enforcement team need to work on this issue.

45 POLICIES

a. Community Engagement Policy

RESOLVED: Approved the Community Engagement Policy.

b. Social Media Policy

RESOLVED: Approved the Social Media Policy.

c. Media Policy

RESOLVED: Approved the Media Policy.

46 TERMS OF REFERENCE

a. Sports and Recreation Committee

Members received an amended Terms of Reference for the Sports and Recreation Committee. The Deputy Clerk informed Members that the only change to the Terms of Reference were the meetings which are recommended to be held bi-monthly.

RESOLVED: To approve the Sports and Recreation Committee terms of reference.

47 CORRESPONDENCE

a. Letter from Armthorpe Rovers Junior Football Club

Council members were provided with a copy of an email from Armthorpe Rovers Junior Football Club requesting the use of Briar Lane field next season. The Armthorpe Rovers representative informed Members that they would mark the pitches and provide their own goals.

RESOLVED: That Armthorpe Rovers Junior Football Club be granted permission to use Briar Road Playing Field for the forthcoming season. The Clerk will prepare and issue a lease for the Club's signature in due course. It was further agreed that the lease would be subject to an annual review.

48 DATE AND TIME OF NEXT MEETING

RESOLVED: To hold the next Full Council meeting on Tuesday 1st September 2026 at 7pm

49 MEMBERS ITEMS

Councillor T Needham requested Ward Councillor Surgeries are advertised on the notice boards where possible.

Councillor M Jackson informed Members that the Welfare Floodlights have been approved and work will start week commencing 13th July 2026.

Councillor C Parry updated Members on the 1st meeting held at the Walbank Community Centre for the elderly/disabled/lonely.

Councillor A Barrington informed the Deputy Clerk that the flag on the pit top had disappeared.

There being no further Council business the meeting was closed.

PUBLIC SESSION

- A member of the public expressed the view that an additional MOT testing station was not required and considered that the planning application for the proposed change of use, referred to earlier in the meeting, could present a risk to pupils of Armthorpe Academy who walk past the site entrance on a daily basis.
- A member of the public reported that there remains a water leak on Cow House Lane, between Haith Engineers and Armthorpe Glass.
- A member of the public suggested that, rather than paying City of Doncaster Council to cut the grass at Briar Road Playing Field, he would be willing to undertake the work.
- A member of the public enquired whether solar panels could be installed at the Acorn Hub.
- A member of the public expressed the view that Armthorpe Rovers Junior Football Club should be charged for the use of Briar Road Playing Field.

Statement re the recent Parish Council By-Election held on Thursday 2nd July 2026

Following consultation with the Clerk, as Chair of Armthorpe Parish Council I felt that it would be appropriate to say a few words following the recent local Parish Council By- Election. There will be no questions of discussions on this statement.

I will begin by saying something about our Parish Council, its Councillors and its role and responsibilities. All our Parish Councillors are volunteers; they give their time freely and work hard to serve our community. They are coming from a place of positivity and good, wishing to make things better in our Village for our Parishioners. We aren't perfect by any means, but we do our best.

As Parish Councillors we work within the Code of Conduct that we all sign up to, This Code of Conduct embodies the Nolan principals of Public Life which refer to:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership.

Our Parish Council is committed to these values as individuals and as a whole Council. Breaches of the Code of Conduct can be dealt with by the City Councils Monitoring Officer. As a Parish Council we are also signed up to the City-wide Kindness Pledge.

Parish Councillors are unpaid and claim no expenses. They attend many meetings, not just this one, they put together their ideas and plans and work hard to bring them to fruition.

Have a look at our Fb page or peruse our minutes for examples of our achievements.

We have an excellent staff team who work tirelessly to put Parish Councillors work and ideas into practice. They also fulfil our many statutory duties and look after the Parish Council's assets.

Our qualified and experienced Clerk looks after our finances. Parish Council accounts are always published; they are always open to scrutiny and are subject to many checks and balances including intensive external audit on a regular basis. Please have a look on the Parish Councils website. Everything is on there and open to scrutiny.

The Parish Council is a completely non -political organisation. There may be members who are politically active or not, however there is no place for any kind of Party Politics in the Council. We work together as a team to do our best for our Village.

I think it is fair to say that we are a well-run organisation, and that we provide many high-quality events, activities, and facilities for our community. We take pride in our achievements and are always striving to improve.

We regularly receive positive feedback from Parishioners. I personally believe that we are one of the best Parish Councils in Doncaster.

I am grateful to our Councillors and staff for their hard work and vision for Armthorpe, we collectively want Armthorpe to be the best Village it can be.

I would now like to say a few words about the recent byelection. The Parish Clerk, Sarah Youngman, is currently on holiday, however she has provided the following information.

"The City of Doncaster Council notified Armthorpe Parish Council on Friday 5th June that a by-election had been called with polling scheduled for the 2nd of July I was asked to confirm as soon as possible as to whether Polling cards were to be issued, this provided insufficient time to convene a Parish Council meeting to consider whether Polling cards should be issued meaning a decision had to be made immediately.

Parish Councils are not legally required to issue Polling cards, where they choose to do so Doncaster Council recharges the full cost of printing, handling, and postage. Although the exact recharge amount was not provided the minimum cost would be at least 91p per elector plus printing and administrative costs. For Armthorpe's electorate this would amount to in excess of £10,000 and likely significantly more.

In addition to any Polling Card costs Armthorpe Parish Council must also meet the expenses associated with the By-Election, including the hire of four polling stations and staffing and management costs charged by Doncaster Council. Given that the low turnout typical of Parish Council elections, the absence of any legal requirement to issue Polling Cards, the short notice provided and the disproportionate financial burden, estimated at £10,000 plus to reach an extra 20% of electors for a single seat vacancy the decision not to issue polling cards was both reasonable and financially responsible."

Ain addition, though the Parish Council has not yet received the bill from CDC for the By-Election, By-Elections usually cost in the region of 20 to 25 thousand pounds. The Clerk is endeavouring to see if arrangements can be made for CDC to meet part of the cost. However, it is usual practice for the Parish Council to meet the bill. This would be in addition to the cost of Polling Cards."

The Parish Council publicised the Election by putting information across all its village notice boards. It also posted information on the Armthorpe Parish Council Facebook page on numerous occasions, and these posts were shared several times online across other additional Facebook sites covering the village. Postal votes were unaffected. If residents have not received Postal ballots, then that is a matter for Doncaster Council to address.

The electorate are also usually informed of elections via the activity of the candidates via their campaigning. However, this does not seem to have happened on this occasion.

I have described the facts relating to activities of the Parish Council and to the By-Election. You may, or may not, agree with the decision not to have Polling Cards, however this is what happened. This is the truth.

It is with great sadness that I note that there are negative, untrue, and unkind rumours percolating through some sections of the village. The Parish Council does not normally comment on such things other than, on occasion, to offer plain facts.

However, things have reached such a pitch that the Parish Councils good reputation could be affected.

So, I will be clear. The Parish Council have not committed fraud The Parish Council have not acted illegally. The Parish Council has not acted politically; it is a non-political body. The Parish Council staff and Councillors are not corrupt; they are not open to bribery. If anyone has any information about such activity, I strongly advise them to report the matter to the Police immediately. The By-Election and its results are entirely legal. It will not be rerun, neither will the whole Parish Council be disbanded and new elections held. We welcome Parishioners to Parish Council meetings.

We are happy to answer questions or take suggestions or feedback. We will not enter debate on FB posts because at times they are a cesspit and it serves no purpose to engage. If you want to know something or to comment or complain please get in touch. Email is the best way, call the Parish Council, drop by the office, or ask a Parish Councillor. We are here to help; we are here to serve.

This statement will feature in the minutes and will be freely available to Parishioners. I suggest that we get on with what we are here for and address the agenda. Thankyou