



ARMTHORPE
PARISH COUNCIL

MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 03 JUNE 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, A Bradley, A Duckitt, C Head, T Needham, and E North.

City Councillor: C Marriott.

Clerk to the Council: S Youngman.

Three members of the public.

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

None.

23 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

24 APOLOGIES

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

RESOLVED: To approve the reasons for absence.

25 MINUTES OF THE FULL COUNCIL MEETING HELD ON 06 MAY 2025

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

26 PLANNING

25/00883/FUL: 73 Doncaster Road: Erection of a new front boundary wall to replace existing application of silicone plaster to exterior walls and removal of chimney stack.

RESOLVED: To object to application due to the replacement wall being out of character to the area and the height of the fence being intrusive.

27 FINANCE

a. Annual Accounts

Council members were provided with the year-end accounts for 2024-2025.

RESOLVED: To approve the accounts.

b. Internal Audit Report for 2024-2025

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

Tel: 01302 830543

Council members were provided with the report.

RESOLVED: To note receipt of the report and the recommendations made by the auditor.

c. Annual Governance and Accountability Return for 2024-2025

i. Annual Governance Statements.

Council members read each of the Annual Governance Statements.

RESOLVED: To agree with statements one to eight, and not applicable to statements nine, and for the Chairperson and Clerk to sign the document.

ii Accounting Statements

Council members were provided with a copy of the Account Statements.

RESOLVED: To approve the statements and for the Chairperson and Clerk to sign the document.

d. Bank Reconciliation

Council members were provided with the bank reconciliation dated 30th April 2025.

RESOLVED: To approve the bank reconciliation.

e. 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
BACS	The Co-operative Bank	Commission	£3.20
	Doncaster East Internal Drainage Board	Drainage Rates – Burial Ground	£14.49
	Dining Diva	Disposable Cups	£30.00
		Bar Supplies	£32.88
		Cleaning Supplies	£34.44
	Rialtas Business Suite	Making Tax Digital Annual Fee	£139.20
		Bookings Software Annual Fee	£566.40
		Cemeteries Software Annual Fee	£740.40
		Cashbook & Sales Ledger Annual Fee	£942.00
		Year End Closedown Fees	£1,046.40
	BGS Intelligent Doors	Roller Door Servicing Fees	£240.00
	DSA Gardening	Grounds Maintenance	£528.00
	Andrew Bosmans	Audit Fees	£250.00
	DSA Gardening	Grounds Maintenance	£528.00
	Millside Heating Ltd	Central Heating Repairs	£3,271.25
DD	Waterplus	Surface Water Charges – Community Centre	£440.70
	O2	S&R Mobile Phone Charges	£30.30

	Tesco Mobile	Clerk Mobile Phone Charges	£33.99
BACS	Wages	Wages	£20,158.14
DD	Sage Software	Payroll Subscription	£82.80
	SYPA	Pension Contributions	£3,507.00
	Quando Drinks Ltd	Bar Supplies	£1,175.91
	British Gas	Gas Supply – Community Centre	£257.32
	Worldpay	Subscription	£1.20
		Card Machine Fees	£86.75
	BT	Broadband – The Acorn Hub	£36.23
BACS	HMRC	PAYE & NI Contributions	£3,790.80
	DSA Gardening	Grounds Maintenance	£528.00
	Dining Diva	Cleaning Supplies	£82.98
	M Dymniuk	Tea Dance Sessions – April	£300.00
DD	Onecom	Telephone Charges – Community Centre	£161.63
CC	Viking	Stationery	£242.02
	B&M	Sports & Recreation Supplies	£45.25
	Aldi	Milk	£2.90
	Trimming Shop	Chair Covers	£330.75
	Mogo Direct	Chair Trolley	£410.94
CC	Morrisons	Sports & Recreation Supplies	£10.80
	Aldi	Sports & Recreation Supplies	£20.42
	B&M	Kitchen Supplies	£3.00
	Aldi	Sports & Recreation Supplies	£24.77
		Bar Supplies	£5.45
	B&M	Cleaning Supplies	£14.94
	Aldi	Bar Supplies	£2.18
	Viking	Stationery	£24.88
	Aldi	Sports & Recreation Supplies	£15.18
	Amazon	Refund	-£47.30
		Stationery	£14.95
	Aldi	Bar Supplies	£4.36
	Amazon	Great British Spring Clean Prizes	£19.17
			£19.99
			£7.08
	Aldi	Cleaning & Tea Dance Supplies	£60.77
	Amazon	Refund	-£55.78
		Stationery	£7.99
	Royal British Legion Industries	VE Day Flag	£18.99
	Post Office	Postage	£2.00

RESOLVED: To approve the payments.

f. School Sports Competition Assistant

Council members were asked to consider granting approval for the Sports and Recreation Officer to employ an assistant for the annual sports competition at a cost of £207.57.

RESOLVED: To approve the request.

28 **PARISH COUNCIL MATTERS**

a. Rands Lane Burial Ground

The Clerk advised that there have been issues with visitors leaving items on the burial plots which is causing problems for the ground maintenance team. The matter is being dealt with sympathetically in order not to upset families visiting the site.

b. Mercel Avenue Allotments

The Clerk advised that a site inspection has taken place, several of the new plots have not been worked on and several older plots are in poor condition. All tenants have been notified of the requirement to keep the plots maintained.

c. Scout Tenancy Agreement

The Clerk advised that the matter should progress now that each party has appointed solicitors. Councillor A Bradley advised that the solicitor representing the Scouts has not been contacted by the Council's solicitor. The Clerk agreed to chase the matter up.

d. Play Park Project

The Clerk advised that the overgrown weeds have been cleared, and the site has been levelled in readiness for seeding. Work is ongoing on the reports required by the planning department and the Planning Consultant had advised to arrange a pre planning meeting to ensure the full application meets with the planning authorities' requirements.

e. Solar Panels Project

The Clerk advised a meeting had taken place with the funding officer and the application is progressing, further quotes are being sought as three quotes need to be provided to obtain the funding. The tender has been published on Find a Tender due to the value of the contract exceeding £30,000.00.

29 **COMMUNITY CENTRE STORAGE CONTAINERS**

No updates, Council members asked the Clerk to provide members with all the relevant information at the next meeting to enable them to decide on the matter.

30 **CITY COUNCILLOR UPDATES**

Councillor C Marriott provided updates on the following matters:

1. Reports made about a person going door-to-door requesting money have been reported to SYP. An update from the Police has been provided to the public.
2. Work is ongoing to develop a Neighbourhood Watch Scheme to enhance community spirit.
3. A request has been made for the gully cleaning schedule from Doncaster Council.
4. The missing bus stop on Church Street has been reported to Travel South Yorkshire.
5. A request for a review of zebra crossings has been submitted to Doncaster Council, the response can be found in the full report published online.

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

Tel: 01302 830543

6. A meeting has been arranged with Inspector Carr (SYP), Council members are welcome to attend the meeting.
7. Councillors are looking into arranging a Community Speedwatch Scheme.
8. Weekly ward surgeries will be held in the village with mobile surgeries being held in August.
9. City Councillors have been invited to join the drop-in sessions at The Acorn Hub.
10. Quad bikes and fires continue to be a problem in Shaw Wood; the matter is being dealt with by SYP.
11. A complaint was received regarding the commercial bins outside a shop on Church Street, a solution to the problem is being investigated.
12. Doncaster Council have provided Councillors with their Pothole Policy.
13. Resurfacing works will take place on Rands Lane and Mercel Avenue.

Councillor T Needham advised that he had received approximately twenty-two pieces of case work to deal with and had also been attending to Civic Mayoral duties which included an Armed Forces Day and an invitation to the 40th Anniversary of the Old Rectory Nursing Home on Church Street.

31 DATE AND TIME OF NEXT MEETING

RESOLVED: To meet on Tuesday 01 July 2025 at 7pm.

32 MEMBERS ITEMS

Councillor E north reported an issue with a pothole at the entrance to Armthorpe Community Centre. The Clerk agreed to arrange for the pothole to be repaired.

Councillor C Head advised that a bench is located on the green space between Markham Avenue and Park Avenue, the bench is in good condition.

Councillor A Barrington provided an update on the work carried out by SUPPORT Armthorpe and advised that the group are moving to fortnightly meetings which will be held on the first and third Thursday of each month. Information has been shared with local GP's and PFG Doncaster. Councillor A Duckitt suggested the group share their information with Donny Dot and the Joy app.



MINUTES OF THE MEETING OF THE SPORTS AND RECREATION SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE ON MONDAY 10 FEBRUARY 2025

PRESENT:

Chairperson: Councillor T Needham.

Councillors: N Berry, and C Joseph Jay.

Sarah Youngman: Clerk to the Council.

Carl Hughes: Sports and Recreation Officer.

12 APOLOGIES

Apologies were received from Councillor E North and K Stothard.

RESOLVED: To approve the reasons for absence.

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

None.

14 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

15 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 28 AUGUST 2024

RESOLVED: To approve the minutes as a true record of the meeting and for the minutes to be signed.

16 YOUTH CLUB PROVISION

The Sport and Recreation Officer provided members with an update regarding an incident at a youth club session where the TV screen had been damaged. The sessions have become difficult to manage due to Flying Futures no longer providing assistance and the loss of a volunteer. The sessions have been cancelled until a resolution can be found. Council members were asked to consider the option of employing an extra member of staff for 5 hour per week (term time only) to provide support. The annual cost for the member of staff would amount to £2,442.00.

A discussion took place regarding the benefits of having a contract in place for volunteers.

RESOLVED 1: For a recommendation to be made to the Staffing Committee to employ a part time member of staff who would require a DBS check.

RESOLVED 2: For a review of the youth club risk assessment to be carried out.

17 2025-2026 SCHOOL SPORTS COMPETITION

The Sports and Recreation Officer advised that there had been issues with schools committing to the schedule, which is affecting the whole programme, Members were asked to consider changing the format to

a festival style which would include football, tag rugby and rounders for boys and girls. The challenge matches would continue.

RESOLVED: For the Sports and Recreation Officer to gather evidence of the current format not working.

18 FUTURE AGENDA ITEMS

None identified.

19 DATE AND TIME OF NEXT MEETING

RESOLVED: 09 June 2025 at 6pm



MINUTES OF THE MEETING OF THE SPORTS AND RECREATION SUB COMMITTEE HELD IN ARMTHORPE
COMMUNITY CENTRE ON MONDAY 27 MAY 2025

PRESENT:

Chairperson: Councillor T Needham.

Councillors: C Head, E North and M Walton.

Sarah Youngman: Clerk to the Council.

Carl Hughes: Sports and Recreation Officer.

Also present: Councillor C Brodhurst Brown.

01 APPOINTMENT OF CHAIRPERSON

Council members were asked to appoint a Chairperson for the year ahead.

RESOLVED: To appoint Councillor T Needham.

02 APPOINTMENT OF VICE CHAIRPERSON

Council members were asked to appoint a Vice Chairperson for the year ahead.

RESOLVED: To appoint Councillor E North.

03 APOLOGIES

None.

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

None.

05 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

06 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2025

RESOLVED: To approve the minutes as a true record of the meeting and for the minutes to be signed.

07 YOUTH CLUB SUPPORT WORKER UPDATE

Council members were advised that although there had been lots of interest shown in the position, only one application had been received. Council members discussed potential reasons for a lack of interest in the position.

RESOLVED: For the application to be reviewed by the staffing committee and for the vacancy to be re-advertised.

08 INTERIM YOUTH CLUB SUPPORT

Council members discussed various options available to enable the youth club provision to be re-established.

RESOLVED: For the Sports and Recreation Officer to be supported by a Councillor at each session and keep the group in one space.

09 ALTERNATIVE PROVISIONS

Not discussed due to the decisions reached in the previous items.

10 FUTURE AGENDA ITEMS

Review of the youth club provision and staffing.

11 DATE AND TIME OF NEXT MEETING

RESOLVED: To meet on 01 July 2025 at 6pm



MINUTES OF THE MEETING OF THE EVENTS SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 15 APRIL 2025

PRESENT:

Chairperson: Councillor C Head.

Councillors: A Barrington, N Berry, and C Brodhurst Brown.

Also present: S Youngman, Clerk to the Council.

55 APOLOGIES

Apologies for absence were received from Councillors C Joseph Jay, E North and S Rose.

RESOLVED: To approve the reasons for absence.

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

None.

57 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declaration of personal & prejudicial interests raised.

58 MINUTES OF THE MEETING HELD ON 18 MARCH 2025

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

59 ARMTHORPE COMMUNITY THEATRE

Cllr Barrington advised that the pantomime scheduled for November has been cancelled and the group would like to rearrange the event for late January/early February.

60 REVIEW OF EVENTS

Pride of Armthorpe Event: 21st March

Council members noted a very successful event with positive feedback being received from attendees.

Children's Easter Party: 13th April

Council members noted a low turnout for the event and agreed to speak with Jean Brook (Armthorpe Community Library) for feedback.

61 TO DISCUSS THE ARRANGEMENTS FOR THE FOLLOWING EVENTS 2025 AND AGREE FURTHER ACTION IF NECESSARY

VE Day 80: 8th May 2025

The Clerk advised that inviting dignitaries would be difficult due to elections taking place, details of the City Councillors are not known at this time. 1053 Armthorpe SQN Royal Air Force Air Cadets have been invited to the ceremony.

RESOLVED: To invite 32nd Doncaster (Armthorpe) Scouts to the event. To invite Helen Evans to sing at the event. To invite Markham Main Colliery Brass Band to perform at the event. To purchase a VE Day 80 flag at the cost of £18.99. To arrange for the Church tree to be illuminated in Red for the occasion.

Scouts 100th Birthday: 12th May 2025

The Clerk confirmed that the event has been booked, and the group have access to the main hall, lounge and bar with tea and coffee.

Miners Memorial Event: 7th September 2025: No updates.

Children's Halloween Party: 31st October 2025: No updates.

Firework Display: 4th November 2025: No updates.

Remembrance Parade: 9th November.

The Clerk asked for clarity regarding the co-ordination of the event. Councillor Brodhurst Brown advised that a co-ordinator is required to direct attendees to seats, direct the standard bearers and organise the parade order.

Christmas Market & Christmas Light Switch On: 22nd November:

Council members discussed the option of purchasing an artificial tree for the foyer.

Children's Christmas Party: 5th December 2025: No updates.

Christmas Tea Events: 12th & 13th December 2025:

Council members discussed implementing a zero-tolerance policy.

Civic Carol Service: 21st December 2025: No updates.

62 **NEXT MEETING DATE**

RESOLVED: To meet on 20th May 2025 at 6pm.



ARMTHORPE
PARISH COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON
TUESDAY, 15 APRIL 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: N Berry, C Head, K Stothard, and F Tyas.

Clerk to the Council: S Youngman.

Sports & Recreation Officer: C Hughes.

Community Clean up Champion: Lea Pedley.

77 APOLOGIES

Apologies for absence were received from the following Councillors and their reason for absence were approved:

Councillors A Bradley, C Joseph Jay, L Mason, T Needham, E North and M Walton.

78 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

None.

79 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

80 MINUTES OF THE MEETING HELD ON 21 JANUARY 2025

Council members were provided with a copy of the draft minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

81 MONTHLY REPORT RECEIVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report, which included an overview of the successful Easter holiday programme. A request was made to provide a similar programme in partnership with Flying Futures in the Summer for children between the ages of 6 and 11, for a fee of £5.00 per day to be implemented for children not eligible for funding and for use of the main hall each from 12pm to 3pm.

Councillor C Brodhurst Brown suggested posting photos of the Easter programme sessions on social media to promote the project.

RESOLVED: For the project to be approved providing the weekly tea dance is not disrupted.

The Sports and Recreation Officer made a request to arrange a one-day drop-in holiday session on 29th May for young people between the ages of 12 and 16. A suggestion was made to invite external organisations to provide advice to the young people regarding further education and training.

Council members asked for more information from the Sports and Recreation Officer before further consideration.

82 COMMUNITY CLEAN UP CHAMPION

Members were provided with a report from the Community Clean up Champion which included an update regarding the recent Great British Spring Clean event, which all four primary schools had been invited to join in. Disappointment was expressed toward the lack of adults attending the sessions. An under 8's football team have been provided with litter picking equipment, and a litter picking session has been arranged with the local scout group.

Council members expressed thanks for the update and continued efforts in keeping the village clean.

83 PROVISION OF PUBLIC BENCHES

The Clerk advised that the matter of the bench outside Rose House is ongoing and advised that the budget includes for the provision of additional benches throughout the village. Council members suggested locating benches on Nutwell Lane and Doncaster Road, near Charles Crescent.

84 REMEMBRANCE PARADE ROAD CLOSURE QUOTE

Council members were provided with a quote from Vocon Traffic Management to provide road closure services at the Remembrance parade.

RESOLVED: To be approved at a cost of £1,206.00.

85 FIREWORK EVENT SECURITY QUOTE

Council members were provided with a copy of the quote received from TTSL of Doncaster to provide security services at the event.

RESOLVED: To approve the quote at a cost of £720.00.

86 CHRISTMAS MARKET – SANTAS GROTTO QUOTE

Council members were provided with a copy of the quote from DB Entertainment for the provision of Santa's Grotto at the event.

RESOLVED: To approve the quote at a cost of £310.00.

87 ARMTHORPE COMMUNITY CENTRE MATTERS

1. General maintenance

The Clerk confirmed that the community centre's lighting is being upgraded to LED with PIR sensors, ensuring that lights remain on only when necessary to improve energy efficiency. The work is being arranged in areas once the existing lights fail.

The approved work to install new radiators in the Food Support room and adjoining corridor has been booked in for 2nd and 3rd of June.



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 04 MARCH 2025

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

Councillors: A Bradley, and C Joseph Jay.

Clerk to the Council: S Youngman.

15 APOLOGIES

Apologies were received from Councillor E North.

RESOLVED: To approve the reasons for absence.

16 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

None.

17 MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2025

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

18 YOUTH CLUB SUPPORT WORKER

Council members were provided with a draft advertisement, job description and person specification for the role.

RESOLVED: For the documents to be approved and the vacancy advertised with a closing date of 21st March 2025.

19 SHORTLISTING

RESOLVED 1: To review the applications on Tuesday 25th March at 6pm.

RESOLVED 2: For interviews to be held on Wednesday 2nd April from 6pm.

20 STAFFING MATTERS

The Clerk confirmed that the Site Manager had been enrolled on the following courses with YLCA:

- Fire Safety
- Working at heights
- Personal safety
- Manual handling
- H&S Essentials

- COSHH

The Events Assistant had also been enrolled on a Level 2 Event Planning course with Heart of Yorkshire.

Councillor A Bradley proposed that all members of staff are first aid trained.

RESOLVED: For the proposal to be approved.

21 DATE OF NEXT MEETING

RESOLVED: To meet on Tuesday 25th March at 6pm.



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 03 JUNE 2025

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

Councillors: A Bradley, A Duckitt, C Head, and E North.

Clerk to the Council: S Youngman.

01 ELECTION OF CHAIRPERSON

Council members were asked to elect a Chairperson for the year ahead.

RESOLVED: To elect Councillor C Brodhurst Brown.

02 ELECTION OF VICE CHAIRPERSON

Council members were asked to elect a Vice Chairperson for the year ahead.

RESOLVED: To elect Councillor C Head.

03 APOLOGIES

None.

04 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

Items 9, (Youth Worker Vacancy) and 11, (Clerk pay review).

05 MINUTES OF THE MEETING HELD ON 04 MARCH 2025

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

06 DEPUTY CLERK VACANCY

i. Job Description

Council members were provided with a copy of the draft Job Description. Council members requested a copy of the Person Specification for the role. The Clerk agreed to provide this the following day for review.

RESOLVED: To approve the document once the following amendments have been made:

- a. The requirement for a clean driving licence.
- b. To amend the reference to dealing with bookings to ensure that this is for cover purposes only.
- c. To add direct reporting duties.

ii. Vacancy Notice

Council members were provided with a copy of the draft advertisement.

RESOLVED: To approve the notice with the following amendments and to advertise the vacancy with YLCA, Doncaster Council and Indeed.

- a. Details of the pension scheme and annual leave allowance.
- b. Details of the benefits of working for the Parish Council.
- c. To include a closing date for applications of 27 June 2025.

iii. Interviews

RESOLVED: For Councillors C Brodhurst Brown, C Head and E North to interview candidate on 14th July 2025 from 10am.

07 YOUTH CLUB SUPPORT WORKER

Council members were provided with a copy of the application received for the vacancy.

RESOLVED 1: For the applicant to be invited to meet with the Sports and Recreation Officer to discuss working together, for a temporary period.

RESOLVED 2: For the Clerk to research the role of Youth Worker and report back to the committee at the next meeting with details of requirements and salary.

RESOLVED 3: For Councillor A Duckitt to work with the Sports and Recreation Officer to develop the Youth Club provision.

08 FACILITIES MANAGER

The Clerk advised that the grounds maintenance contract expires in 2026 and asked members of the committee to consider employing a member of staff to take ownership of the burial ground, allotments, community centre land and parks. Council members were provided with approximate costs for equipment, salary and a van.

RESOLVED: For the Clerk to provide further information at the next meeting for consideration.

09 CLERK PAY REVIEW

The Clerk provided members with a job evaluation template which calculated the pay grade for Clerks, depending on several factors in relation to budget and responsibilities.

RESOLVED: To discuss the matter further once a performance review had been carried out.

10 DATE OF NEXT MEETING

RESOLVED: To be determined.

ARMTHORPE PARISH COUNCIL

LIST OF PLANNING APPLICATIONS FOR CONSIDERATION
AT THE MEETING TO BE HELD ON 01 JULY 2025

Reference	Property	Application
25/01202/FUL	28 Pasture Close	Erection of a garden room for use as a hair salon (on an appointment only basis)
25/01045/FUL	67 Nutwell Lane	Erection of a two-storey and first floor rear extension with first floor extension to the side (without compliance with condition (2) of planning application 23/01831/FUL granted on 09/01/2024 (Approved Plans))
25/00669/FUL	38 Whiphill Lane	Change of Use from Use Class C3 (Dwellinghouse) to Use Class E(f) (Nursery), and alterations to car park layout
25/01257/FUL	89 Briar Road	Erection of a single storey double garage, following the demolition of the existing garage.

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Summary

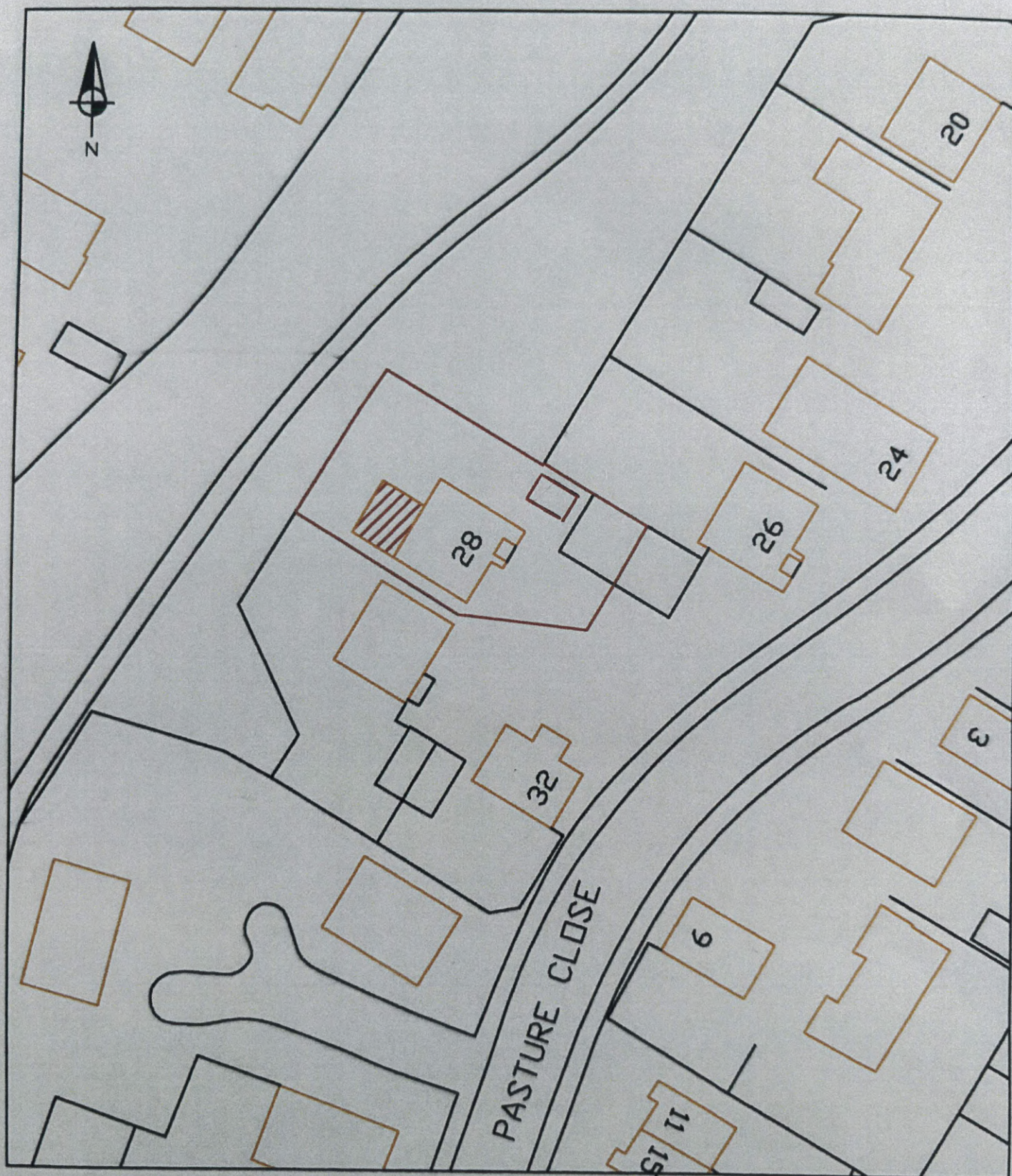
Reference	25/01202/FUL
Alternative Reference	PP-14077161
Application Received	Fri 06 Jun 2025
Application Validated	Wed 11 Jun 2025
Address	28 Pasture Close Armthorpe Doncaster DN3 3DQ
Proposal	Erection of a garden room for use as a hair salon (on an appointment only basis)
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Nicola Howarth
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Neil Goodlad
Applicant Address	28 Pasture Close Armthorpe Doncaster DN3 3DQ
Environmental Assessment Requested	No

Contacts

Ward Councillors



BLOCK PLAN SCALE 1=500

28

EXISTING
PATIO

WALL

WALL

GATE

PANEL

2.5m HIGH

PROPOSED
3m
GARDEN
BUILDING

4.3

Brick
Wall

EXISTING
DOUBLE
GARAGE



Sage Green



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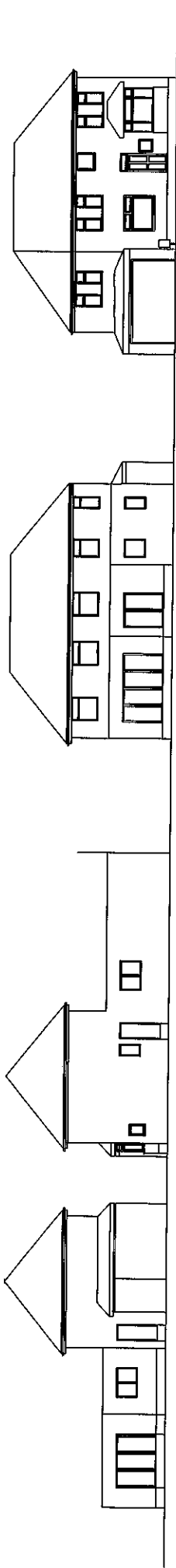
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Summary

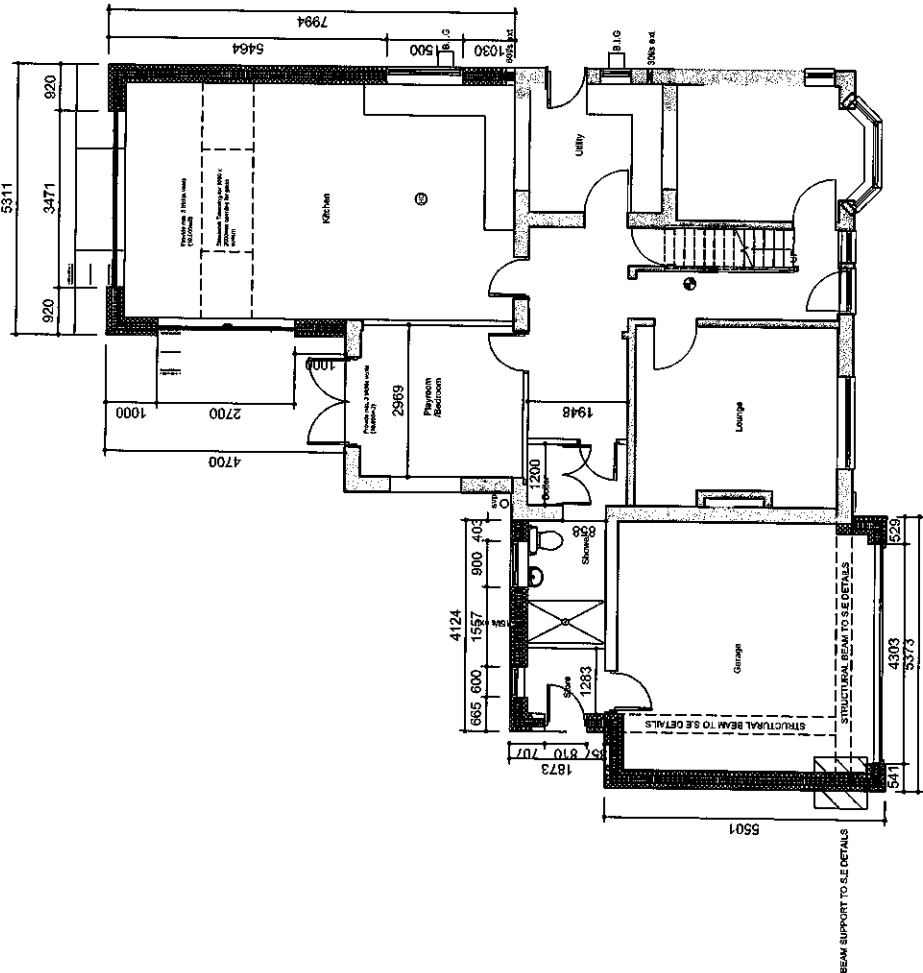
Reference	25/01045/FUL
Alternative Reference	PP-14021015
Application Received	Fri 16 May 2025
Application Validated	Fri 06 Jun 2025
Address	67 Nutwell Lane Armthorpe Doncaster DN3 3JH
Proposal	Erection of a two-storey and first floor rear extension with first floor extension to the side (without compliance with condition(2)of planning application 23/01831/FUL granted on 09/01/2024 (Approved Plans))
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

Further Information

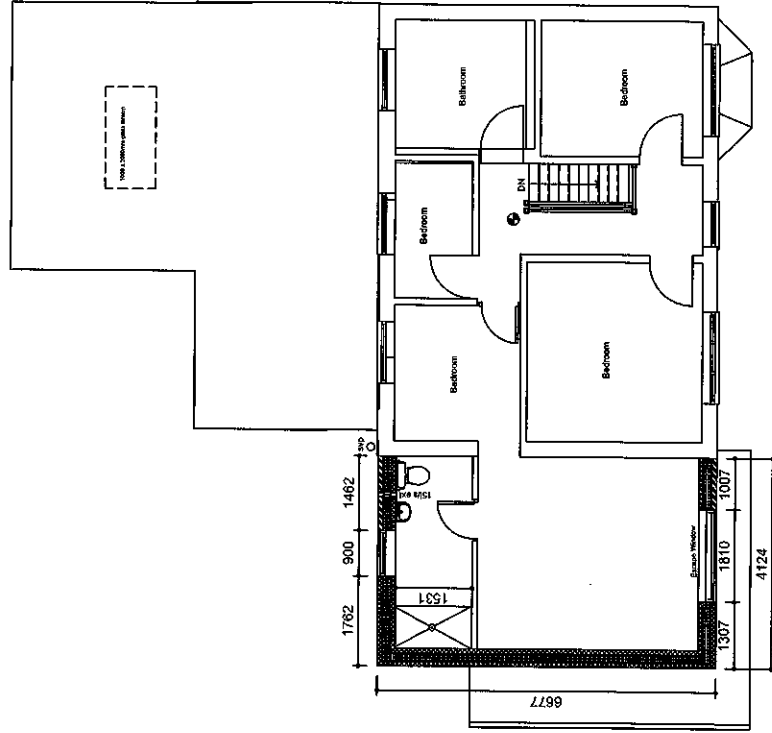
Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Phoebe Chan
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Ben Johnson
Agent Name	Mr Max Jones - Max Design Consultancy
Agent Company Name	Max Design Consultancy
Agent Address	Armstrong House First Avenue Doncaster DN9 3GA



ELEVATIONS AS PROPOSED 1:100



GROUND FLOOR PLAN AS PROPOSED 1:50

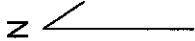



FIRST FLOOR PLAN AS PROPOSED 1:50

MaxDesign Architecture Planning Consultancy	
Armstrong House, First Avenue, Doncaster DN5 5GA 0114 254 8800 info@maxdesignplanning.co.uk	
STATUS: BUILDING REGULATIONS	
client: Ben Johnson	
project: 67 Nutwell Lane, Arncliffe	
title: Plan as Proposed	
scale: 1:50@A1	date: APR 25
project no.: 2511	drawn: MJ
revision: 101	rev: C



Site Location Plan 1:1250



<div>MaxDesign</div> <div>Architecture Planning Consultancy</div>	
Armstrong House, First Avenue, Doncaster DN9 3GA t: 01302 867509 e: design@maxdesignconsultancy.co.uk m: 07734 939 044 w: maxdesignconsultancy.co.uk	
status:	
client:	Ben Johnson
project:	67 Nutwell Lane, Armthorpe
title: SITE LOCATION PLAN	
scale:	1:1250@A3
date:	MAY 25
project no.:	2511
drawn:	MJ
number:	110
rev:	

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Summary

Reference	25/00669/FUL
Alternative Reference	PP-13873644
Application Received	Mon 24 Mar 2025
Application Validated	Fri 30 May 2025
Address	38 Whiphill Lane Armthorpe Doncaster DN3 3JP
Proposal	Change of Use from Use Class C3 (Dwellinghouse) to Use Class E(f) (Nursery), and alterations to car park layout
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Owain Herring
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Stephanie Robinson
Agent Name	Miss Ellie Howard - Planning Potential Ltd
Agent Company Name	Planning Potential Ltd.
Agent Address	Suite 19 1 Cardale Park Beckwith Head Road Harrogate HG3 1RY

Planning Statement

38 Whiphill Lane, Armthorpe, Doncaster,
DN3 3JP



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Report Reference:

24/7870

1. Introduction

- 1.1. The following Planning Statement has been prepared by Planning Potential on behalf of Stephanie Robinson ('the applicant') in support of a change of use application from Use Class C3 (Dwellinghouse) to Use Class E(f) (Day Nursery) and external alterations.
- 1.2. The proposal relates to 38 Whiphill Lane, a modest two-storey detached dwelling set within generous gardens in a suburban residential setting known as Armthorpe. The application seeks permission for the change of use from C3 Dwellinghouse to Use Class E for the property to become a children's day nursery.
- 1.3. The site sits within an established residential area made up of detached and semi-detached single and two-storey properties of varying styles. Whiphill lane provides easy and safe access to the property and onward travel, as this site is sustainably located site close to Armthorpe centre and public transport routes.
- 1.4. At full capacity the nursery will provide a setting for 46 children from 0-5 years old and 8 staff. The nursery will provide a significant number of places for children to attend nursery which are required due to the current shortage of places and the high demand in the area.
- 1.5. Comings and goings from the site are not expected to cause harm to the highways nor create additional trips which harm the function of the highways since the proposal involves a staggered pick up and drop off routine over an extended period of time – typically 7:30 and 9:30 am and 15:00 and 18:00 pm.
- 1.6. Alongside this Planning Statement, a suite of documents and plans have been submitted, including:
 - A full plans pack, prepared by 3DPPD
 - Transport Statement, prepared by Exigo Project Solutions
 - Preliminary Ecological Appraisal and Biodiversity Net Gain Assessment, prepared by Swan Environmental
- 1.7. The documents submitted demonstrate that the proposed change of use has been carefully considered to ensure full accordance with the Local Development Plan as well as national planning policy.

2. Site and Surrounding Area

- 2.1. The site forms part of the administrative authority of Doncaster Metropolitan Borough Council and is located within the Armthorpe Neighbourhood Plan boundary.
- 2.2. The site comprises a two-storey property set within a large plot with lawned gardens to the front and rear. In addition to the main building, there is a detached garage to the rear of the property which is accessed via the driveway which skirts the western boundary of the site.
- 2.3. The site is bounded by mature hedging of approximately 1.2m in height on all boundaries. The southern boundary also comprises mature trees which creates a well screened garden to the rear of the property.
- 2.4. Whiphill Lane is a private road which has recently been resurfaced to improve conditions for all users. The surrounding built context is predominantly residential in nature. The site is located within a residential area to the south eastern end of the large village of Armthorpe on the outskirts of the city of Doncaster, within walking distance to the centre of the village of Armthorpe.
- 2.5. A number of public transport links serve the site, with 4no. bus stops located within approximately 400m of the site and the closest bus stop to the west of the site along Nutwell Lane which provides travel to Doncaster in under 30 minutes. The nearest train station is in Kirk Sandall, 5.3km to the north of the site. The site is sustainably located with easy access via pedestrian walkways and cycling routes.
- 2.6. The immediate area is characterised by a mixture of residential dwellings. Opposite the site along Whiphill Lane, built form is predominantly bungalows of similar style and design. Elsewhere along Whiphill Lane, there is a variety of styles and designs in a broad palette of materials. The site is surrounded by residential use to all directions. Further to the east of the site, and beyond the road 'Yorkshire Way', is a significant industrial estate which accommodates major warehouses, logistics and distribution centres.
- 2.7. The site is located within flood risk zone 1, meaning the site has a low probability of flooding from rivers and the sea.
- 2.8. The site does not fall within a conservation area and is not locally/nationally listed.

Planning History

- 2.9. A desktop planning history search identifies that there have been a number of applications relating to extensions and alterations to the property post 2000.
- 2.10. The most recent application in connection with the application site is from 2006 and relates to the outline application for erection of residential development on approximately 0.6ha of land following demolition of existing buildings at 38 and 40 Whiphill Lane (LPA ref. 06/01118/OUT). This application was granted in May 2006.

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3. Development Proposals

3.1. This planning application is submitted to secure the change of use of 38 Whiphill Lane from Use Class C3 (Dwellinghouse) to Use Class E(f) (Day Nursery) and associated works.

3.2. The description of development is:

"Change of Use from Use Class C3 (Dwellinghouse) to Use Class E(f) (Nursery), and all associated works"

Nursery Operation

3.3. At full capacity the nursery will provide a setting for 46 children from 0-5 years old and maximum of 8 staff.

3.4. The proposed operating times are:

- Monday to Friday: 07:30-18:00

3.5. The proposed nursery use has a drop off and pick-up period of time, with children arriving and departing over this gradual period to suit parents / guardians needs (e.g. work schedule and other day-to-day commitments). The drop off times will typically be between 7:30 and 9:30 am and the pick-up times between 15:00 and 18:00 pm. The applicant operates existing day nurseries and their experience confirms that having 4no. parents collect at the same time is rare, with it often only 2-3 at a time.

3.6. The location of the proposed nursery has been identified by the operator due to its excellent accessibility credentials and limited existing nursery capacity in the area. Children who will attend the nursery will predominantly come from the local area. As a result, it is expected the vast majority of pick-up and drop-off journeys would be undertaken by sustainable modes by those living and / or working nearby. Data collected suggests that 27% of parents walk to the nursery. In addition, car sharing is encouraged at the applicant's existing nursery on a different site, which is something that would be promoted at this site as well. In encouraging sustainable travel, Whiphill Lane is promoted by Doncaster Council as an advisory cycle route in Armthorpe, with Armthorpe connected to the wider area using a combination of on road, advisory cycle routes and traffic free paths. Secure cycle parking can be accommodated on site.

3.7. Access to the property remains unchanged, with the main access provided at the front of the property. Alterations to the car parking and driveway layout to the front of the property are proposed to enable safe and easy drop off and pick-ups on site, with staff parking to be facilitated on site near the garage and along the western elevation of the property. The reconfigured car parking arrangements will create 6 spaces to allow for drop offs and pick-ups, with a staff parking area to the side of the house. The proposed driveway is to become a one-way pick-up and drop-off arrangement with a widened access of approximately 5m to aid safe and simple entrance and exit.

3.8. The amenity space to the rear of the property will provide a safe, enclosed and generously sized outdoor space for the children to play.

3.9. As per the plans, the internal configuration of the existing house is unaffected structurally with no physical alterations proposed. The first-floor bedrooms become playrooms, lounge into an office, office to kitchen, kitchen/dining space to classroom/playroom and the garage to become a staff room.

3.10. Waste collections will be accessed via the existing access. A designated bin store is to be provided for general, food, recycling and sanitary waste. Refuse will be collected by a private contractor employed by the day nursery operator and deliveries will be managed by the day nursery operator, this is likely to be small scale and limited to food, laundry, stationary, etc. It is anticipated that deliveries associated with the nursery will be via light goods vehicles, carried out from within the site and during operational hours. Further detail is provided in the Transport Statement accompanying the application.

4. Planning Policy Context and Other Material Considerations

- 4.1. The planning system is plan-led. Planning law requires that applications for planning permission must be determined in accordance with the Development Plan, (when taken as a whole) unless material considerations indicate otherwise. Doncaster's Development Plan relevant to these proposals include the Local Plan (adopted September 2021), and Armthorpe Neighbourhood Plan (2017).

Development Plan policies

- 4.2. Local Policies pertinent to the determination of the application include:

- Policy 10: Residential Policy Areas - The establishment or increase of non-residential uses of appropriate scale will be permitted provided they would not cause unacceptable loss of residential amenity through, for example, excessive traffic, noise, fumes, smells or unsightliness.
- Policy 13: Promoting Sustainable Transport in New Developments (Strategic Policy) – Development must ensure access to the development can be made by a wide choice of transport modes, including walking, cycling, and the private car, and public transport. Also, that appropriate levels of parking provision are made in accordance with the standards stated and that there is no resulting unacceptable impact on highway safety, or severe residual cumulative impacts on the road network.
- Policy 30: Valuing Biodiversity and Geodiversity (Strategic Policy) – Proposals must deliver a minimum 10% net gain for biodiversity.
- Policy 41: Character and Local Distinctiveness (Strategic Policy) - In all cases, applications and design proposals will need to demonstrate an understanding of the context, history, character and appearance of the site, adjacent neighbourhood and the wider area, to inform the appropriate design approach.
- Policy 42: Good Urban Design (Strategic Policy) – In all cases, the components of a development, including: use mix, layout (structure, movement patterns, townscape, landscaping, open space and public realm), density (intensity of use), form (scale, height, massing), and appearance (architectural qualities, details, materials, boundary treatments), must be designed and assessed to ensure that the proposal is attractive and appropriate to the area, robustly designed, works functionally.
- Policy 46: Design of Non-Residential, Commercial and Employment Developments (Strategic Policy) – Proposals will be supported where they are designed to:
 1. be sympathetic to local character and the host property;
 2. have no unacceptable negative effects upon the amenity of neighbouring land uses or the environment;
 3. promote accessibility;
 4. meet functional requirements.
- Policy 52: New Education facilities – A new or improved education facility will be supported where it meets a recognised need in the area it is expected to serve in line with the Council's legal responsibility to provide sufficient school places, the proposed development is of a scale and design appropriate to the location, and the proposal is readily accessible by the community or served well with public transport and by means other than the car.

Supplementary Planning Guidance

- 4.3. Supplementary guidance is used to support statutory development plans, not as an alternative. It cannot be used to make new policies. Statements made in supplementary guidance carry less weight than those in the development plan but may be material considerations. Consideration has also been given to the Biodiversity Net Gain SPDs.

National Planning Policy Framework

- 4.4. The content of the NPPF (December 2024) is also a material consideration. The chapters particularly pertinent to the determination of the application include:
- Decision-making

Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise (paragraph 48). Decisions on applications should be made as quickly as possible, and within statutory timescales unless a longer period has been agreed by the applicant in writing.

- Promoting healthy and safe communities

Paragraph 100 sets out that it is important that a sufficient choice of early years, school and post-16 places are available to meet the needs of existing and new communities. It states that local authorities should give great weight to the need to create, expand or alter early years, schools and post-16 facilities through the preparation of plans and decisions on applications.

- Making effective use of land

Paragraph 124 states that planning policies and decision should promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions.

5. Planning Justification

5.1. The key planning considerations highlighted by our independent policy review and consistent with initial officer feedback are:

- Principle of Development
- Supply and Demand
- Impact on Amenity
- Highways and Access
- Ecology and Biodiversity

5.2. These matters will be assessed against the relevant national and local policies and will demonstrate that the proposals are entirely acceptable.

Principle of Development

5.3. The application site is located within the main built-up area of Armthorpe. Located within a Residential Policy Area as defined by the Doncaster Local Plan (2021) and as per Policy 10, the establishment of non-residential uses of appropriate scale will be permitted provided they would not cause unacceptable loss of residential amenity through, for example, excessive traffic and noise.

5.4. The development represents a proposal for new early years education and childcare setting, through the repurpose of an existing vacant dwellinghouse (Use Class C3) into a nursery (Use Class E(f)). The principle of a nursery within a residential setting is considered to be acceptable as a complementary use within the area. The nursery will serve the requirement for additional nursery places in the area, a service beneficial to residents. This is supported by paragraph 100 of the NPPF (2024) which states that that local authorities should give great weight to the need to create early years facilities through decisions on applications in order to create sufficient choice of early years places to meet the needs of existing and new communities.

5.5. The proposal represents an appropriate and sustainable use of the site, given its highly accessible location with a residential area, and established demand for additional childcare places. Local Plan Policy 52 supports proposals for new education facilities where they meet a recognised need in the area; are of an appropriate scale and design; are readily accessible by the local community and public transport; and provide suitable on-site facilities, such as play space and parking. The proposed nursery meets all of these criteria.

5.6. The proposal is of neutral impact to the surrounding area and, in line with Policy 42(B) Section 12, ensures effective management and maintenance, futureproofing the ongoing use and upkeep of the site. It represents a high-quality development that makes a positive contribution to the local area by providing essential early years education while integrating seamlessly within the existing residential setting.

5.7. Policy 46(A) supports non-residential developments, provided they meet the following design criteria:

1. be sympathetic to local character and/or the host property in terms of their layout, siting, height, massing, form, scale, detailing, materials, landscaping or, where appropriate, their heritage significance → **Criteria satisfied, no external alterations are proposed, aside from the front garden layout which has been adapted to reduce the impact on Whiphill Lane by providing sufficient off-street parking and drop-off area.**
2. have no unacceptable negative effects upon the amenity of neighbouring land uses or the environment → **Criteria satisfied, the nursery's opening hours are limited to weekdays, avoiding disruption during evenings and weekends. Outdoor play will be well-managed and scheduled, and the staggered drop-off and pick-up times ensure that traffic movements remain gradual and controlled. The Transport Statement confirms that the proposal will not adversely impact the highway network.**
3. promote accessibility and way-finding for all travel modes through the layout of the movement network, landscape strategy and building design → **Criteria satisfied, the site benefits from good pedestrian access to encourage sustainable travel. Public transport links are easily accessible, and the one-way drop-off/pick-up system ensures a safe and logical site layout for parents and staff.**

4. meet functional requirements, whilst being architecturally appropriate, with interesting and visually attractive elevations which convey a sense of permanence → **Criteria satisfied, the existing building maintains its residential character, ensuring visual cohesion with the surrounding properties.**
 5. reduce the scale of bulky buildings and bland elevations by breaking down building mass and using better quality human scale materials and detailing for prominent and heavily used parts of the building → **Criteria satisfied, the proposal retains the existing building's scale and character, ensuring that it remains in keeping with the residential setting.**
 6. locating parking, servicing and storage areas unobtrusively and reducing their visual impact through landscaping and boundary treatments → **Criteria satisfied, parking areas have been carefully designed within the site while ensuring that they remain functional and accessible. Landscaping and boundary treatments will be retained and enhanced where necessary, ensuring that the nursery remains visually integrated within the residential street scene.**
 7. ensure parking areas do not reduce building line continuity and/or create large gaps in street frontages to an unacceptable extent → **Criteria satisfied, the parking layout has been designed to minimise impact on the continuity of the street frontage. The proposed drop-off area is contained within the site, avoiding the need for on-street parking that could disrupt the useability of Whiphill Lane.**
 8. be well landscaped, include provision of amenity areas for occupiers, visitors or workers, and ensure good quality external works are coordinated across the site → **Criteria satisfied, the rear garden area provides a safe and well-defined outdoor space for children, ensuring a high-quality environment for learning and play. The existing landscaping will be retained and enhanced where appropriate**
- 5.8. It should be noted that the proposed internal changes are minor, and the external alterations relate only to a reconfigured car parking layout. The proposed works and use of the site are fully acceptable in policy terms and will enable an existing nursery operator to extend its existing business and childcare offer through the utilisation of this accessibly and sustainably located dwellinghouse.

Supply and Demand

- 5.9. Policy 52 (part A) provides a mechanism which supports a new education facility subject to a number of criteria. For robustness, we set these out in turn below, with commentary/ justification provided against each requirement.
1. the scale, range, quality and accessibility of education facilities are improved → **Criteria satisfied, the proposal directly addresses the current shortage of early years education facilities in Armthorpe. The nursery will provide 46 additional places, ensuring high-quality provision in a well-connected and accessible location.**
 2. it meets a recognised need in the area it is expected to serve in line with the Council's legal responsibility to provide sufficient school places → **Criteria satisfied, the 2024 childcare occupancy data provided by Doncaster Council confirms that Armthorpe requires an additional 104 childcare places to meet local demand.**
 3. the proposed development is of a scale and design appropriate to the location → **Criteria satisfied, the proposal utilises and existing house and proposes few external changes.**
 4. an area of open space and playing fields sufficient to meet the needs of pupils is incorporated → **Criteria satisfied, the site benefits from a large rear garden, which will provide a safe, enclosed outdoor play area for children. This meets the requirement for dedicated play space and enhances the children's learning environment.**
 5. the development is capable of a joint or dual use for community benefit, in agreement with the school/academy and this has been incorporated into the design → **not relevant. As a dedicated nursery facility, the site is not intended for dual use. However, the proposal supports the wider community by increasing early years education provision and contributing to local childcare sufficiency targets.**
 6. proposals that involve the relocation of existing education facilities outside settlement boundaries (and redevelopment of the original site for alternative use) will only be supported where the new site would demonstrably better meet the identified education needs and is acceptable in terms of its impacts on the countryside → **not relevant.**

7. the proposal is readily accessible by the community or served well with public transport and by means other than the car → **Criteria satisfied, the site is sustainable located within close proximity to bus stops which link the wider area. In addition, those utilising the nursery and employed there will likely live in the area, reducing car dependency.**
 8. sufficient car parking, drop off zones, pedestrian crossings and the provision of safe and secure cycle parking are provided → **Criteria satisfied, the parking and drive layout of the house is to be rearranged to provide sufficient parking and a one-way drop-off/pick-up area on site that ensures safe, easy access from Whiphill Lane.**
- 5.10. Doncaster Council has identified Armthorpe as an area requiring additional childcare places to meet future demand, in line with the National Wraparound Expansion Programme and wider early years sufficiency planning. The proposed nursery aligns with these objectives by increasing local capacity and ensuring that parents can access high-quality childcare provision within their community.
- 5.11. Given the current shortfall in nursery places, the anticipated growth in demand, and the policy support for early years expansion, the proposed development is considered both necessary and beneficial. It will make a meaningful contribution to the availability of childcare in Armthorpe, supporting working families and promoting social and economic sustainability.

Impact on Amenity

- 5.12. Policy 46 of the local plan seeks to protect the amenity of neighbouring land uses.
- 5.13. The proposed change of use of the private dwelling to children's day nursery is a frequent feature of built-up areas and it is common for them to operate in proximity to the community they seek to serve, as this represents a sustainable location for such use. The proposed layout will utilise an existing garden area that previously served the private dwelling, a space that is well screened from the adjoining residential dwellings on Whiphill Lane and Granby Court.
- 5.14. The nursery opening hours are to be limited to 7:30 to 18:00 Monday to Friday. Noise generated by children playing will only occur when the children are playing outside and the staff on site will ensure the children play in a safe and controlled manner. Unlike the existing use (private dwelling) a condition restricting the hours of operation can be imposed on the use, in turn protecting the neighbouring amenity from late night noise and noise at the weekends.
- 5.15. The outdoor space where children are encouraged to play and learn is not used consistently throughout the day. Noise associated with outdoor play will be managed by staff, but play will be encouraged, as a key component to learning and development. Importantly, the outdoor spaces will not be used (i.e. no noise generated) after 6pm in the week and at weekends, times when it is reasonable to expect neighbours to be using their private gardens.
- 5.16. Whilst more trips are to be made to the property with children being dropped off and picked up from the site, this will not impact the amenity of the neighbouring properties. The trips will be gradual and spaced out over two specified periods of time, and therefore, cars travelling down Whiphill Lane are not to increase at any given time.
- 5.17. Given the location of the site within Armthorpe, it is expected that a proportion of parents/ guardians will walk their children to and from the nursery, with many staff also choosing to walk to the site. The location of the proposal promotes accessibility and therefore is in line with Policy 46, which states the need for accessible proposals.
- 5.18. As such it is not envisaged that there will be any impacts to nearby properties over the existing situation. Therefore, it is considered that the proposals are fully acceptable on this basis and accord with Policy 46.

Highways and Access

- 5.19. The Transport Statement provided by Exigo Project Solutions has been submitted in support details the accessibility credentials of the site.
- 5.20. It is considered there are opportunities for active and sustainable travel (walking, cycling, bus and rail) to contribute to a high proportion of daily trips associated with the proposals. This is given the easy pedestrian links, footpaths and Whiphill Hill as an advisory cycle route in Armthorpe. It considered most children and staff would reside in Armthorpe.
- 5.21. Secure cycle parking can be accommodated on site. This is compliant with Policy 13 of the local plan which states that access to development should be made available through a wide choice of transport modes, with walking and cycling encouraged through facilities and links to the wider network. This shows compliance with Policy 52 which similarly requires proposals for new education

facilities to be readily accessible by the community or served well with public transport and by means other than the car, to which this development proposes.

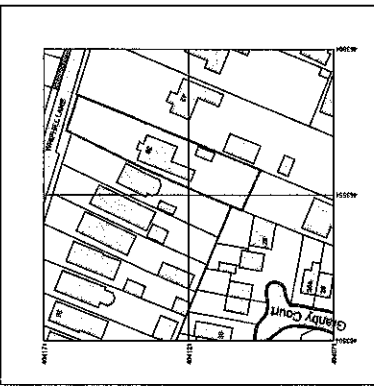
- 5.22. There will be an area of parking for visitors and a separate area for staff to the side of the building which does not encroach on the garden amenity. The provision of parking spaces as included within the proposal have been assessed within the Transport Statement and conclude that the parking provision is provided in line with the maximum parking standards and is sufficient for the proposed use.
- 5.23. It is not considered that the proposals would have an unacceptable impact on highway safety, or that the residual impacts on the road network would be severe, and therefore, the proposals are satisfactory on highways and transport grounds and compliant with national and local planning policy.

Ecology and Biodiversity

- 5.24. A Preliminary Ecological Appraisal and Biodiversity Statement, prepared by Swan Environmental, has been submitted alongside the application.
- 5.25. The PEA confirms that there were no notable habitats located on site. It also confirms that the proposals include the "Change of Use" of the building onsite and there are to be no works completed internally or externally that could cause a risk of destruction/ disturbance of roosting bats. Therefore, further nocturnal bat surveys are not deemed required.
- 5.26. The report identifies the site to consist of a residential dwelling and detached garage with an associated garden and driveway. The site falls within the impact risk zones of the following designated sites based on consultation with Magic.gov.uk: Sandall Beat SSSI located approximately 1.9km west from the site boundary; and Hartfield Moors SSSI, Special Area of Conservation (SAC) and National Nature Reserve (NNNI) located approximately 4.6km east from the site boundary. It is considered that there will be no adverse impact upon these designated sites as a result of the development due to a combination of distance from the proposals site, the lack of complementary habitats, intervening land uses (roads and built-up areas) and the nature and scale of the proposals.
- 5.27. All trees and Introduced Shrub are to be retained. A total area of 0.02ha of vegetated garden is to be replaced by "Developed Land; Sealed Surface" to allow for the additional parking. The remaining vegetated garden is to be retained. A non-native ornamental hedgerow was located surrounding garden however this was not considered a notable habitat and has not been included as a part of the assessment; this is to be retained. The native hedgerow along the front of the property has been included within the assessment which is also to be retained.
- 5.28. The Biodiversity Net Gain Assessment, completed alongside the PEA, concludes that the site has on-site baseline of 0.53 Habitat (Area) Units and 1.74 Hedgerow Units. The proposals (habitat loss, retention, enhancement and creation combined) based on the submitted landscape plan will deliver a net loss within the site of -8.23%.
- 5.29. Based on the submitted plan, proposals are not consistent with local and national adopted policy which requires developments to achieve net gain in biodiversity. To fulfil the compensatory needs and secure the requisite 10% net gain for biodiversity, a minimum of 0.10 Habitat Units and 0.17 in hedgerow units would be required to meet the 10% net gain and satisfy the trading rules. We have explored all reasonable and practical opportunities to provide further habitat creation/enhancement within the site, but it was deemed that, due to the type, layout and end use of the development scheme, achieving a net gain was not feasible on site. An offsite compensation solution (e.g. biodiversity offset) is therefore required.
- 5.30. Subject to on-going discussions with the local authority and habitat bank provider who have confirmed availability of the credits in a neighbouring bank, the proposals will secure the necessary off-site mitigation to adhere with national and local guidance – most notably local Policy 30.

6. Conclusion

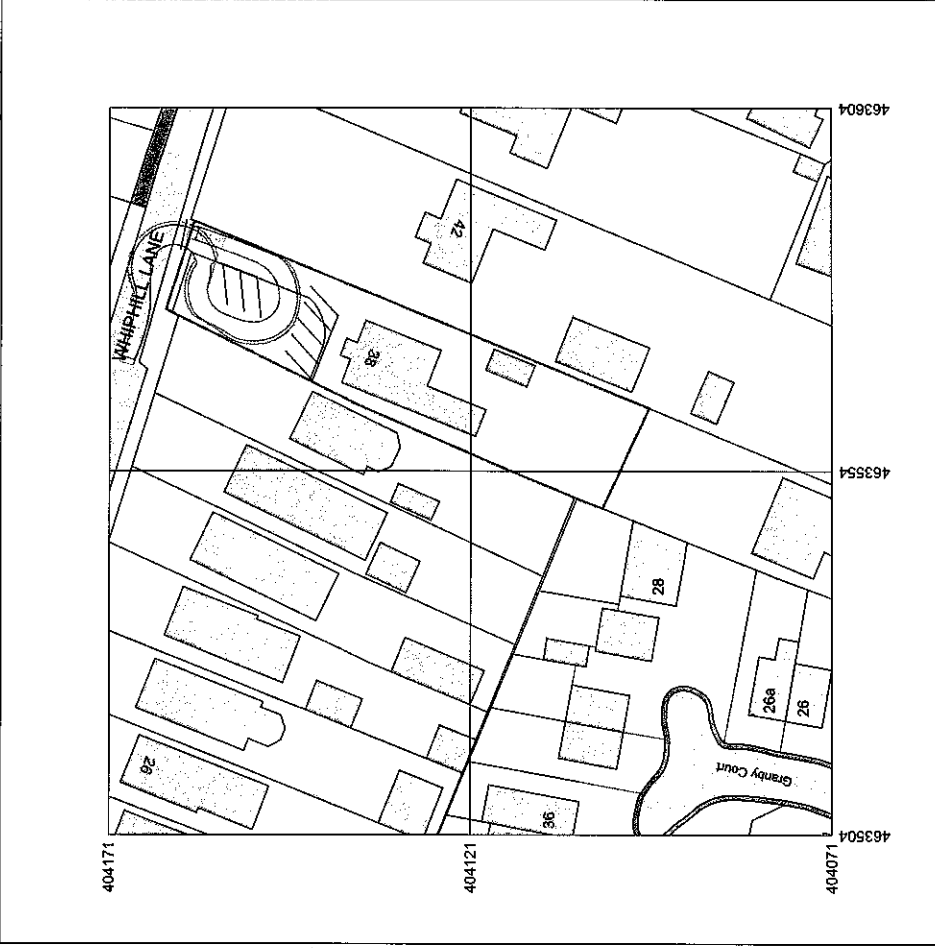
- 6.1. This application seeks permission for the change of use of 38 Whiphill Lane from a dwellinghouse (Use Class C3) to a children's day nursery (Use Class E(f)). The proposal also includes associated external alterations, specifically the creation of a designated pick-up and drop-off area to the front of the property, ensuring safe and efficient access. No significant structural modifications are proposed to the existing dwelling, preserving the character of the area.
- 6.2. A detailed assessment of relevant national and local planning policies confirms that the proposal accords with the Doncaster Local Plan (2021), the Armthorpe Neighbourhood Plan (2017), and the National Planning Policy Framework (NPPF, 2024). The development represents an appropriate and sustainable use of the site, directly responding to the identified need for additional nursery places in the area. In accordance with Policy 52 of the Local Plan and Paragraph 100 of the NPPF, which emphasise the importance of supporting early years education provision, the proposal contributes to the availability of high-quality childcare within the community.
- 6.3. The proposal has been carefully designed to ensure there is no undue impact on local residential amenity. The nursery's operational hours are restricted to weekdays, with staggered drop-off and pick-up times to prevent excessive traffic congestion or disturbance to neighbouring properties. Noise impact is expected to be controlled effectively, with outdoor play limited in duration and well-managed by staff. The proposal meets the criteria set out in Policy 10 and Policy 46 of the Local Plan, ensuring that the development does not adversely affect the surrounding residential area.
- 6.4. The Transport Statement submitted in support of the application demonstrates that the proposal will not have an unacceptable impact on the highway network. The site is in a sustainable location, benefiting from excellent public transport links that encourage travel by means other than private vehicles. The proposed on-site parking arrangement has been designed to facilitate safe and efficient drop-offs and pick-ups while ensuring that vehicle movements within the site do not compromise pedestrian safety. The proposal complies with Policy 13 and Policy 52, which require new developments to be well-connected and accessible.
- 6.5. The Preliminary Ecological Appraisal and Biodiversity Note confirm that the site has no significant ecological constraints. Existing landscape features, including boundary hedging and mature trees, will be retained where possible, preserving the visual amenity of the area and supporting local wildlife. Measures to enhance biodiversity will be implemented in line with Policy 30 through an offsite compensation solution (e.g. biodiversity offset) due to the non-feasibility of onsite gain. This will ensure compliance with the requirement for a minimum 10% net biodiversity gain.
- 6.6. The proposed development represents a sustainable and beneficial use of the site, making a meaningful contribution to the provision of early years education in Armthorpe. The nursery will serve the local community by increasing the availability of childcare places in response to significant demand, ensuring a positive social and economic impact.
- 6.7. Given the comprehensive evidence provided within this Planning Statement and the suite of supporting documents submitted with the application, it has been demonstrated that the proposal is fully compliant with all relevant planning policies and is appropriate in this location. The site is well-suited for the proposed use, and the development has been carefully designed to ensure that it integrates seamlessly with the surrounding residential environment.
- 6.8. In light of the above, it is requested that planning permission be granted, as the proposed development is entirely appropriate, policy-compliant, and in the public interest.



Produced on 09 December 2024 from the Ordnance Survey National Geographic Database and incorporating surveyed revision available at this date.
This map shows the area bounded by 463504 404071 463504 404071 463504 404071 463504 404071.
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Data licence expires 09 December 2025. Unique plan reference: v16/1184532/1591863

Existing Location Plan

1 1:1250

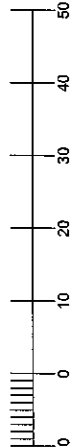


Produced on 09 December 2024 from the Ordnance Survey National Geographic Database and incorporating surveyed revision available at this date.

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Proposed Block Plan

2 1:500

Address: Office 17, Askern House,
Askern, Doncaster, DN6 0AA
Email: info@3dppd.co.uk
Telephone: 01302 239000
Web: www.3dppd.co.uk

All dimensions and sizes to be verified by the Contractor on site.
The Contractor shall be responsible for any errors or omissions.
The structural engineers shall take precedence over the
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CON REGULATIONS 2015

The client must allow by the Construction Design and Management
Regulations 2015 (CDM 2015) that the contractor must appoint a
one contractor is to be employed, the client will need to appoint (in
writing) a principal designer (to plan, manage and coordinate the
planning and design work) and a principal contractor (to plan,
manage and coordinate the construction work) and ensure that the
arrangements in place for managing and organising the project).

Domestic clients
The contractor is to appoint a principal designer and a principal
contractor when there is more than one contractor. If not your duties
will automatically transferred to the contractor or principal contractor.
Further information can be obtained from the HSE following this link:
<http://www.hse.gov.uk/construction/>
(cdm2015-domestic-clients.htm)

No.	Description	Date

PROJECT ADDRESS

38 Whiphill Lane,
Armthorpe, Doncaster DN3
3JP

PROJECT NAME

Change of use

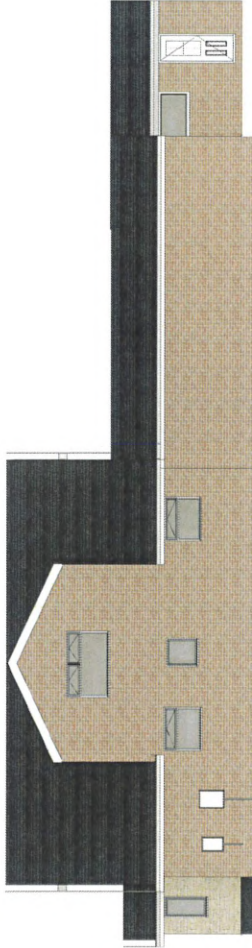
SHEET NAME		Location and Block Plan	
DRAWN BY	LO	CHECKED BY	DATE
SCALE (1:500)	AS INDICATED	PROJECT NUMBER	2188
DRAWING NUMBER	BL101	REV	



Existing Front Elevation

1 : 100

1



Existing Side Elevation

1 : 100

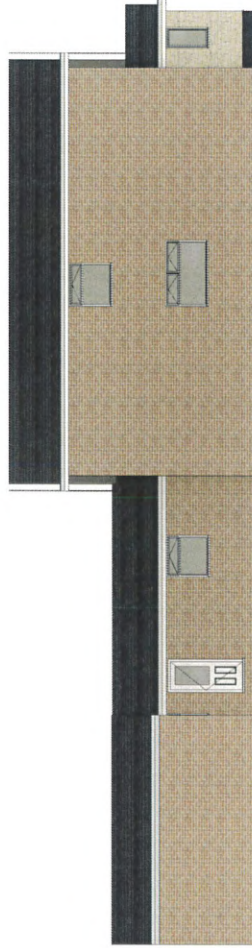
2



Existing Rear Elevation

1 : 100

3



Existing Side Elevation 1

1 : 100

4



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Askern, Doncaster, DN6 0AA
Email: info@3dppd.co.uk
Telephone: 01302 239000
Web: www.3dppd.co.uk

All dimensions and sizes to be verified by the Contractor on site.
Drawings to be read in conjunction with engineers details.
The Contractor is responsible for ensuring that all work is carried out in accordance with the architectural drawings.

No alterations to be made from this drawing. Contractors must work to the dimensions shown.

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CON REGULATIONS 2015

The client must abide by the Construction Design and Management Regulations 2015. The client must appoint a contractor, if more than one contractor is to be used, to coordinate the design and construction of the project. The contractor must appoint a principal designer (to plan, manage and coordinate the planning and design work) and a principal contractor (to plan, manage and coordinate the construction work). The contractor must ensure that all work is carried out in accordance with the project's arrangements in place for managing and organising the project).

Domestic clients

Domestic clients must be appointed a principal designer and a principal contractor when there is more than one contractor. If not your duties will automatically transferred to the contractor or principal contractor.

Further information can be obtained from the HSE following this link: <http://www.hse.gov.uk/construction/cdm/2015domestic-clients.htm>

No.	Description	Date

PROJECT ADDRESS

38 Whiphill Lane,
Armthorpe, Doncaster DN3 3JP

PROJECT NAME

Change of use

SHEET NAME				Existing Elevations	
DRAWN BY	KO	CHECKED BY	LO	DATE	20/03/25
SCALE (@A2)	1:100	PROJECT NUMBER	2188	DRAWING NUMBER	REV
E102					



1 Proposed Front Elevation

1 : 100



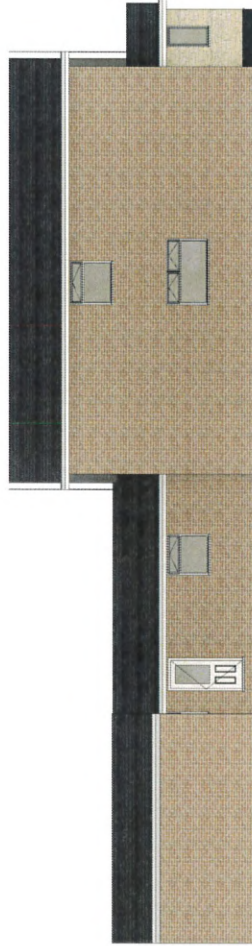
2 Proposed Side Elevation

1 : 100



3 Proposed Rear Elevation

1 : 100



4 Proposed Side Elevation 1

1 : 100



PRECISION
PLAN DRAWING

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All dimensions and sizes to be verified by the Contractor on site.
Drawings to be read in conjunction with engineers details,
specifications and details and precedents over the
architectural drawings.

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CDM REGULATIONS 2015

The client must abide by the Construction Design and Management
Regulations 2015. The client must appoint a contractor. If more than
one contractor is appointed, the client must appoint a principal contractor
(writing) a principal designer (to plan, manage and coordinate the
planning and design work) and a principal contractor (to plan,
manage and coordinate the construction and ensure there are
arrangements in place for managing and organising the project).

Domestic clients

Where a domestic client is to appoint a principal designer and a principal
contractor when there is more than one contractor, if not your details
will automatically transferred to the contractor or principal contractor.

Further information can be obtained from the HSE following this link:
<http://www.hse.gov.uk/construction/cdm/2015/domestic-clients.htm>

No.	Description	Date

PROJECT ADDRESS

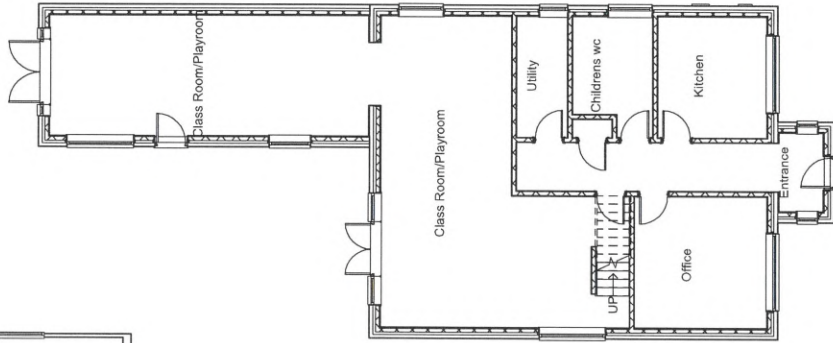
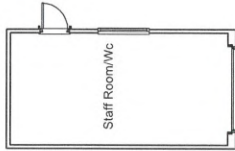
38 Whiphill Lane,
Armthorpe, Doncaster DN3
3JP

PROJECT NAME

Change of use

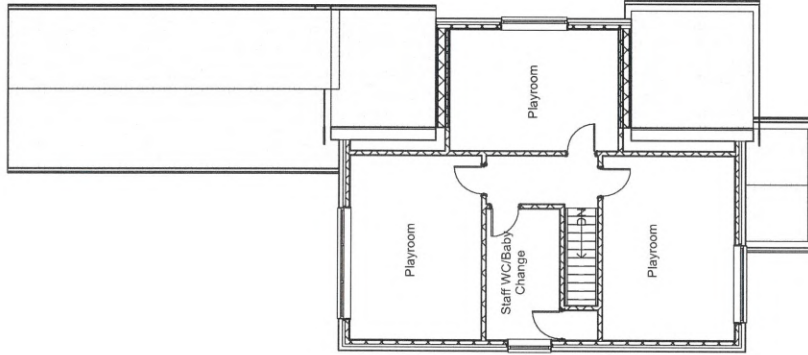
SHEET NAME		Proposed Elevations	
DRAWN BY KO	CHECKED BY LO	DATE 20/03/25	
SCALE (@A2) 1:100	PROJECT NUMBER 2188	DRAWING NUMBER P102	REV

P102 3



1 Proposed Ground Floor Plan

1 : 100



2 Proposed First Floor Plan

1 : 100



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Email: info@3dppd.co.uk
Telephone: 01302 239000
Web: www.3dppd.co.uk

All dimensions and sizes to be verified by the Contractor on site.
Drawings to be read in conjunction with engineers details.
This structural engineers details take precedence over the
architectural drawings.

No dimensions to be scaled from this drawing. Contractors must work
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Precision Plan Drawing will have no liability for any errors or
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CDM REGULATIONS 2015

The client must abide by the Construction Design and Management
Regulations 2015. The client must appoint a contractor, if more than
one contractor is to be involved, the client will need to appoint (in
writing) a principal contractor to take responsibility for the overall
planning and design work) and a principal contractor (to plan,
manage and coordinate the construction and ensure there are
arrangements in place for managing and organising the project).

Domestic clients

The domestic client is to appoint a principal designer and a principal
contractor. The principal designer and principal contractor must
be appointed in writing. The principal designer and principal contractor
will automatically transferred to the contractor or principal contractor.
Further information can be obtained from the HSE following this link:
www.hse.gov.uk/healthandSafety/CDM/2015domestic-clients.htm

No.	Description	Date

PROJECT ADDRESS

38 Whiphill Lane,
Armthorpe, Doncaster DN3
3JP

PROJECT NAME

Change of use

SHEET NAME

Proposed Plans

DRAWN BY

KO

CHECKED BY

LO

DATE

20/03/25

SCALE (@A2)

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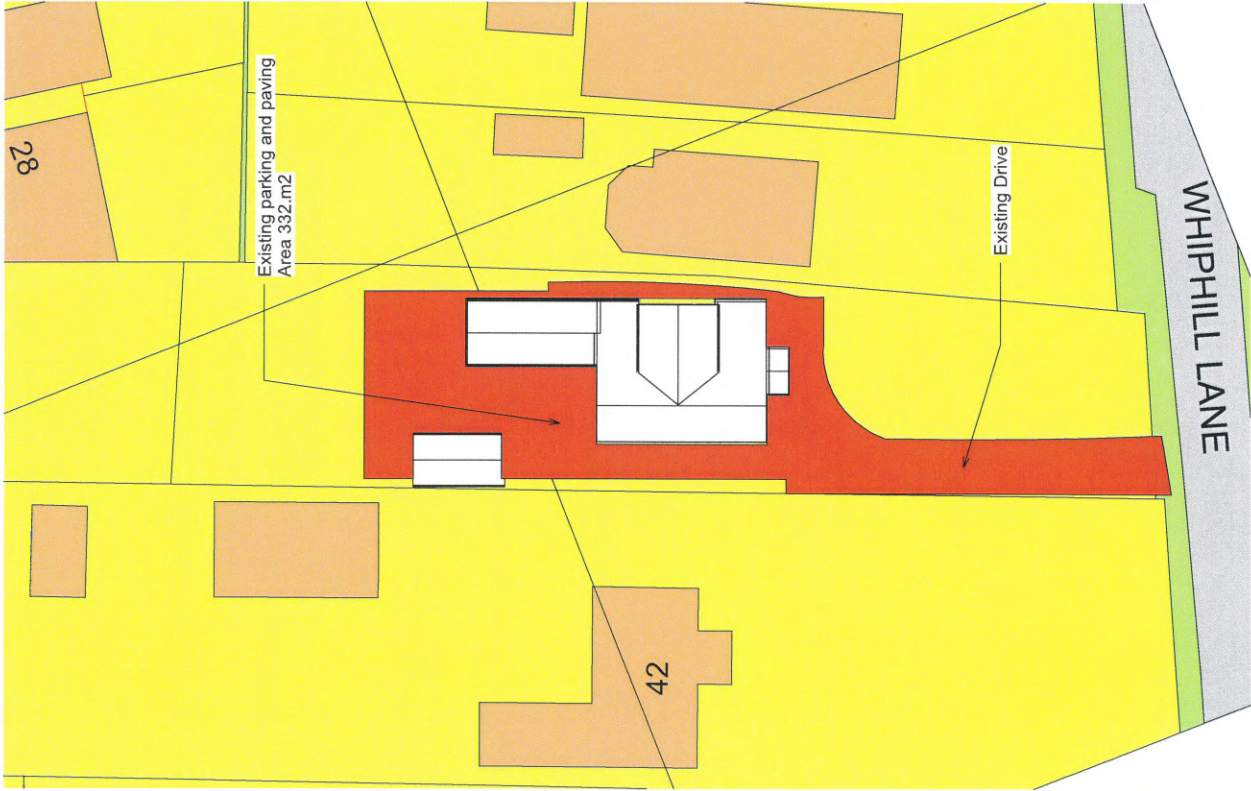
PROJECT NUMBER

2188

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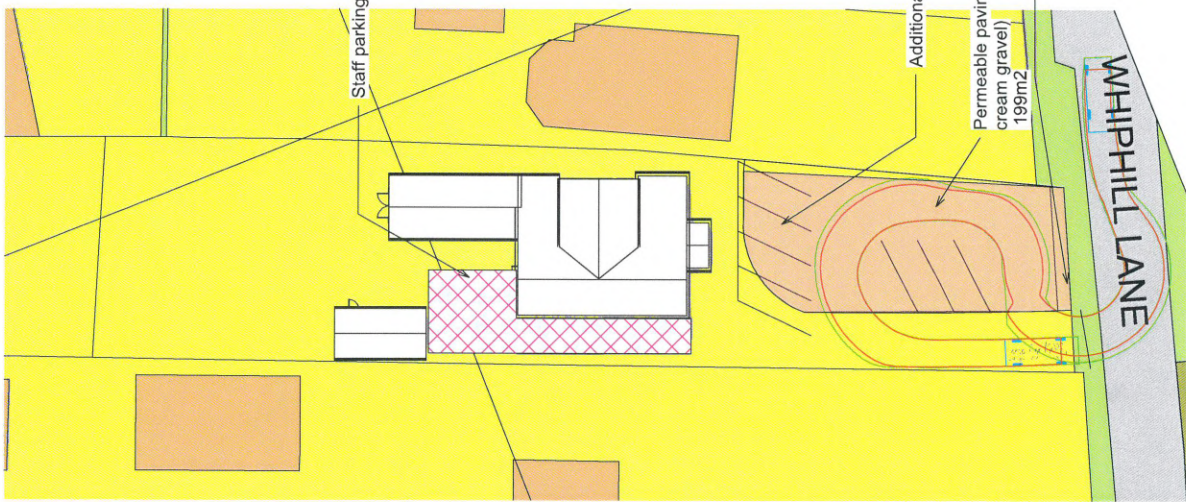
P101

REV



1 Existing Drive and Parking

1 : 250



2 Proposed Drive and Parking

1 : 250



PRECISION
PLAN DRAWING

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Askern, Doncaster, DN6 0AA
Email: info@3dppd.co.uk
Telephone: 01302 239000
Web: www.3dppd.co.uk

All dimensions and sizes to be verified by the Contractor on site.
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The structural engineers details take precedence over the
architectural drawings.

No dimensions to be called from this drawing. Contractors must work
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CDM REGULATIONS 2015

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Regulations 2015. The client must appoint a contractor (more than
one) to be provided, the contractor is to be provided, to coordinate the
writing a principal designer (to plan, manage and coordinate the
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manage and coordinate the construction work) and to ensure that
arrangements in place for managing and organising the project.

Domestic clients
Domestic clients is to appoint a principal designer and a principal
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will automatically transferred to the contractor or principal contractor.

Further information can be obtained from the HSE following this link:
<http://www.hse.gov.uk/construction/cdm/2015domestic-clients.htm>

No.	Description	Date
1	Permeable Paving to be used	30/05/25

PROJECT ADDRESS

38 Whiphill Lane,
Armthorpe, Doncaster DN3
3JP

PROJECT NAME

Change of use

SHEET NAME	Parking Arrangements
DRAWN BY KO	CHECKED BY LO
DATE 30/05/25	DATE 30/05/25
SCALE (@A2) 1 : 250	PROJECT NUMBER 2188
DRAWING NUMBER BL102	REV 1

Print Version

Close Window

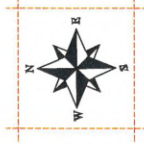
Print

Summary

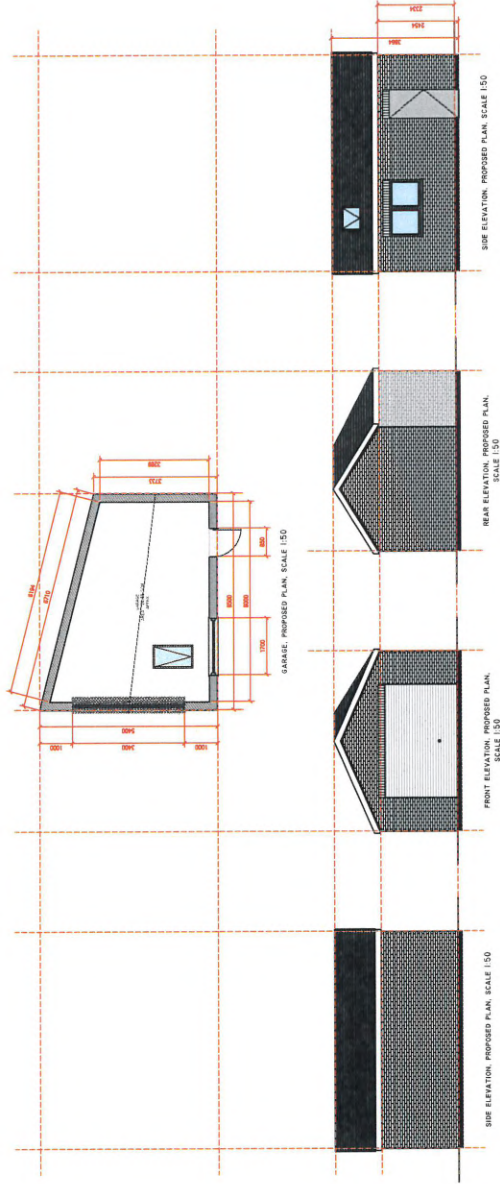
Reference	25/01257/FUL
Alternative Reference	PP-14098344
Application Received	Fri 13 Jun 2025
Application Validated	Fri 13 Jun 2025
Address	89 Briar Road Armthorpe Doncaster DN3 2DL
Proposal	Erection of a single storey double garage, following the demolition of the existing garage.
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Nathan Ward
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Daniel Morris
Agent Name	Mr Ilkkan Bellikli - Go To Professional Services
Agent Company Name	Go To Professional Services
Agent Address	124 City Road London EC1V 2NX
Environmental Assessment Requested	No



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89 BRIAR ROAD, ARMTHORPE, DONCASTER, DN3 2DL



SCALE: 1:1250 PAPER SIZE: A4

1:1250









Armthorpe Parish Council 2025-2026

Bank - Cash and Investment Reconciliation as at 30 April 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/05/2025	Co-Operative Bank Plc Current	794,644.40	
01/05/2025	Co-Operative Bank Credit Card	-1,571.26	
			793,073.14
<u>Other Cash & Bank Balances</u>			
			558.74
			793,631.88
<u>Unpresented Payments</u>			
			0.00
<u>Closing Balance</u>			
			793,631.88
<u>All Cash & Bank Accounts</u>			
1	Co-Operative Bank Plc Current	794,644.40	
2	Co-Operative Bank Credit Card	-1,571.26	
	Other Cash & Bank Balances	558.74	
	Total Cash & Bank Balances		793,631.88

Armthorpe Parish Council – Payment Schedule

01 July 2025

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
BACS	Kettlewells	Coach Hire – Bridlington Trip	£650.00
	YLCA	Deputy Clerk Advert	£20.00
	Dining Diva	Cleaning Supplies	£95.40
	YLCA	Training – S Fielder	£22.50
	Bar 24 Ltd	Rent & Service Charges – The Acorn Hub	£2,807.48
	Clean Safer	Window Cleaning Fees	£170.00
	J P Glasby Ltd	Replacement Lighting	£1,976.09
DD	World Pay	Subscription	£1.20
	Quando Drinks Ltd	Bar Supplies	£638.14
		Bar Supplies	£433.74
		Bar Supplies	£604.07
	South Yorkshire Pensions Authority	Pension Contributions	£3,507.00
	BT	Broadband – The Acorn Hub	£36.23
	Biffa	Waste Recycling Fees	£16.85
		Waste Recycling Fees	£14.93
	The Co-operative Bank	Commission	£4.48
	O2	Sports & Recreation Mobile Phone Charges	£30.30
	Waterplus	Surface Water Charges – Community Centre	£236.99
	British Gas	Gas Supply – Community Centre	£205.95
	Copy Print Scan	Photocopying Charges	£106.99
	Sage	Payroll Subscription	£88.80
	Tesco Mobile	Clerk Mobile Phone Charges	£33.99
BACS	Wages	Wages	£20,158.14
DD	HMRC	PAYE & NI	£4,934.56
	Onecom	Telephone Charges – Community Centre	£161.63
BACS	DSA Gardening	Grounds Maintenance Fees	£528.00
	Gloaming Tree Surgery	Tree Survey – Park Project	£480.00
CC	Aldi	Bar Supplies	£15.90
	Amazon	Kitchen Supplies	£8.49
	Viking	Kitchen Supplies	£278.40
	Amazon	Kitchen Supplies	£9.59
	Aldi	Bar & Cleaning Supplies	£15.66
	Viking	Stationery	£25.79

		Stationery & Postage	£97.50
	Aldi	VE Day 80 Supplies	£29.59
	Amazon	Water Filter	£60.93
	Aldi	Milk	£4.60
		Milk	£4.60
	Amazon	Disposable Cups - Street Food Event	£15.95
		Disposable Cups - Street Food Event	£44.95
		Parasol Base	£19.95
	B&M	Cleaning Supplies	£7.96
	Aldi	Milk	£4.60
	Vevor	Cable Protectors	£159.98
	Amazon	HDMI Cable	£5.09
		Parasol	£44.00
	NBB Recycled Furniture	Recycling Bins	£153.30
	Safety Signs 4 Less	No Smoking Signs	£23.78
	Aldi	Bar Supplies	£5.67
	HMLR	Search Fees	£14.00
	Wickes	Sealant & Adhesive	£6.00
	Aldi	Tea Dance Supplies	£16.40
	Safety Signs 4 Less	No Vaping Sign	£21.18
	RBLI	Lamp Post Poppies	£215.98
	Aldi	Annual Meeting Supplies	£12.36
	Digdat	Utility Searches – Rose House Bench	£106.63
	APCS Ltd	DBS Check – Sports & Recreation Officer	£68.10
	Morrisons	Bar Supplies	£7.35
	Norton	Subscription	£34.99
	HSQE	Training – S Fielder	£48.00
	Norton	Subscription	£39.99
		Subscription	£29.99
		Refund	-£39.99

Detailed Income & Expenditure by Budget Heading 30/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General / Administration							
1076 Precept	159,350	318,708	159,358			50.0%	
1095 S.106 Funds	0	108,430	108,430			0.0%	
1100 Investment Income	618,508	600,000	(18,508)			103.1%	500,000
1200 The Acorn Hub Rent	0	5,000	5,000			0.0%	
1340 Miscellaneous Income	54	0	(54)			0.0%	
General / Administration :- Income	777,912	1,032,138	254,226			75.4%	500,000
4100 Stationery	248	1,000	752		752	24.8%	
4105 Postage	2	200	198		198	1.0%	
4107 Website and Email Costs	0	500	500		500	0.0%	
4110 Subscriptions	3,928	8,000	4,072		4,072	49.1%	
4114 Shredding	0	200	200		200	0.0%	
4115 Photocopying & Printing	0	4,000	4,000		4,000	0.0%	
4116 Commission	3	100	97		97	3.2%	
4120 Audit & Accountancy Fees	(2,487)	3,000	5,487		5,487	(82.9%)	
4130 Office Equipment	0	1,000	1,000		1,000	0.0%	
4135 Defibrillator Costs	0	200	200		200	0.0%	
4140 Chairman's Allowance	0	100	100		100	0.0%	
4150 Elections	0	5,000	5,000		5,000	0.0%	
4170 Grants to Voluntary Bodies	500	10,000	9,500		9,500	5.0%	
4180 The Acorn Hub	1,587	12,000	10,413		10,413	13.2%	
4185 Card Machine Fees	0	1,500	1,500		1,500	0.0%	
4340 Miscellaneous Expenditure	12	0	(12)		(12)	0.0%	
4640 Telephone & Broadband	0	500	500		500	0.0%	
General / Administration :- Indirect Expenditure	3,793	47,300	43,507	0	43,507	8.0%	0
Net Income over Expenditure	774,120	984,838	210,718				
6001 less Transfer to EMR	500,000	0	(500,000)				
Movement to/(from) Gen Reserve	274,120	984,838	710,718				
200 Salaries & Wages							
4000 Administration Salaries	5,479	70,550	65,071		65,071	7.8%	
4005 Burials Salaries	200	3,000	2,800		2,800	6.7%	
4010 Parks Salaries	318	3,818	3,500		3,500	8.3%	
4015 Community Clean Up Salary	818	9,524	8,706		8,706	8.6%	
4020 Community Centre Salaries	4,588	55,957	51,369		51,369	8.2%	
4025 Bar Salaries	1,793	22,332	20,539		20,539	8.0%	
4030 Sports & Recreations Salaries	2,745	36,996	34,251		34,251	7.4%	
4035 The Acorn Hub Cleaner Salaries	159	1,905	1,746		1,746	8.3%	

Detailed Income & Expenditure by Budget Heading 30/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 PAYE & NI Contributions	(2,230)	22,089	24,319		24,319	(10.1%)	
4040 Pension Contributions	0	33,492	33,492		33,492	0.0%	
Salaries & Wages :- Indirect Expenditure	13,871	259,663	245,792	0	245,792	5.3%	0
Net Expenditure	(13,871)	(259,663)	(245,792)				
300 Events							
1300 Christmas Market Income	0	1,000	1,000			0.0%	
1305 Table Top Sale Income	154	1,750	1,596			8.8%	
1310 Entertainment Income	93	0	(93)			0.0%	
1315 Tea Dance Income	718	8,000	7,282			9.0%	
1320 Fireworks Display Income	0	3,000	3,000			0.0%	
1340 Miscellaneous Income	405	0	(405)			0.0%	
Events :- Income	1,370	13,750	12,380			10.0%	0
4300 Christmas Market Costs	0	1,000	1,000		1,000	0.0%	
4305 Christmas Lighting / Tree	16,368	45,000	28,632		28,632	36.4%	
4306 Civic Carol Service	0	100	100		100	0.0%	
4307 Street Food Events	2,000	2,000	0		0	100.0%	
4308 Miners Memorial Event	0	250	250		250	0.0%	
4310 Events	24	0	(24)		(24)	0.0%	
4311 Children's Christmas Party	0	500	500		500	0.0%	
4312 Halloween Party	0	500	500		500	0.0%	
4313 Easter Party	200	200	0		0	100.0%	
4316 Remembrance Day	0	1,700	1,700		1,700	0.0%	
4318 Tea Dances	63	4,000	3,937		3,937	1.6%	
4319 Christmas Tea Event	0	6,000	6,000		6,000	0.0%	
4320 Fireworks Display Costs	0	7,500	7,500		7,500	0.0%	
4321 Coach Trip	0	800	800		800	0.0%	
4340 Miscellaneous Expenditure	947	0	(947)		(947)	0.0%	
Events :- Indirect Expenditure	19,603	69,550	49,947	0	49,947	28.2%	0
Net Income over Expenditure	(18,233)	(55,800)	(37,567)				
400 Allotments							
1400 Rents	0	1,026	1,026			0.0%	
Allotments :- Income	0	1,026	1,026			0.0%	0
4400 Allotment Expenditure	0	3,000	3,000		3,000	0.0%	
Allotments :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Income over Expenditure	0	(1,974)	(1,974)				

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Burial							
1500 Burial Fees	6,828	15,000	8,172			45.5%	
Burial :- Income	6,828	15,000	8,172			45.5%	0
4500 Burial Expenditure	293	9,000	8,707		8,707	3.3%	
Burial :- Indirect Expenditure	293	9,000	8,707	0	8,707	3.3%	0
Net Income over Expenditure	6,535	6,000	(535)				
600 Community Centre							
1600 Lettings	14,661	70,000	55,340			20.9%	
1620 Bar Income	2,924	40,000	37,076			7.3%	
1710 Table Top Sale Income	14	0	(14)			0.0%	
Community Centre :- Income	17,598	110,000	92,402			16.0%	0
4340 Miscellaneous Expenditure	335	1,000	665		665	33.5%	
4600 Business Rates	14,721	14,720	(1)		(1)	100.0%	
4605 Rent	0	1,300	1,300		1,300	0.0%	
4610 Gas	0	4,000	4,000		4,000	0.0%	
4620 Electricity	(795)	30,000	30,795		30,795	(2.6%)	
4630 Water	0	3,000	3,000		3,000	0.0%	
4640 Telephone & Broadband	7	2,000	1,993		1,993	0.3%	
4650 Insurance	3,150	3,150	0		0	100.0%	
4654 Waste Removal Fees	585	2,000	1,415		1,415	29.3%	
4655 Waste Recycling Fees	177	3,000	2,823		2,823	5.9%	
4660 Cleaning Materials	79	3,500	3,421		3,421	2.3%	
4665 Grounds Maintenance - CC	0	1,056	1,056		1,056	0.0%	
4670 Repairs & Renewals	1,753	25,000	23,247		23,247	7.0%	
4680 Equipment / Furniture	611	2,500	1,889		1,889	24.4%	
4685 Uniform	0	250	250		250	0.0%	
4690 Entertainment Costs	3	0	(3)		(3)	0.0%	
4730 Bar Supplies	312	20,000	19,688		19,688	1.6%	
4740 Bar - Miscellaneous	0	1,500	1,500		1,500	0.0%	
Community Centre :- Indirect Expenditure	20,938	117,976	97,038	0	97,038	17.7%	0
Net Income over Expenditure	(3,339)	(7,976)	(4,637)				
700 Sports & Recreation							
4640 Telephone & Broadband	0	278	278		278	0.0%	
4700 Sports & Recreations	1,301	5,000	3,699		3,699	26.0%	
4720 Parks Expenditure	243	8,000	7,757		7,757	3.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2025

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4725 Public Benches	0	2,000	2,000		2,000	0.0%	
Sports & Recreation :- Indirect Expenditure	1,544	15,278	13,734	0	13,734	10.1%	0
Net Expenditure	(1,544)	(15,278)	(13,734)				
<u>800 Play Park</u>							
4750 Play Park	0	600,000	600,000		600,000	0.0%	
Play Park :- Indirect Expenditure	0	600,000	600,000	0	600,000	0.0%	0
Net Expenditure	0	(600,000)	(600,000)				
<u>900 Community Clean Up Champion</u>							
4710 Community Clean Up Costs	42	0	(42)		(42)	0.0%	
Community Clean Up Champion :- Indirect Expenditure	42	0	(42)	0	(42)		0
Net Expenditure	(42)	0	42				
Grand Totals:- Income	803,708	1,171,914	368,206			68.6%	
Expenditure	60,083	1,121,767	1,061,684	0	1,061,684	5.4%	
Net Income over Expenditure	743,626	50,147	(693,479)				
less Transfer to EMR	500,000	0	(500,000)				
Movement to/(from) Gen Reserve	243,626	50,147	(193,479)				

NALC REVISED STANDING ORDERS 2025

The National Association of Local Councils has revised its Model Standing Orders, new version.

Standing Order 18 has been updated to reflect recent procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version.

Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. In this Standing Order, paragraphs a-c have been removed. However, councils can retain the non-mandatory wording if it works for them and meets their needs.

The language in the document has been changed so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.

CODE OF CONDUCT COMPLAINTS

14.

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- a **Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.**
- b **Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).**
- c **The Council may:**
 - i. **provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.**
 - ii. **seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.**
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
 - ii. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - iii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility

for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details (LTN87).

On 13 March 2025, NALC advised that they had issued updated Model Finance Regulations. The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which recently came into force. The changes are to **Model Financial Regulations 5.4, 5.7 and 5.11.**

5.4

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of tendering, award and notification of contract.

5.7

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.11

Contracts must not be split to avoid compliance with these rules.

Contracts must not be split into smaller lots to avoid compliance with these rules.

Mr Nigel Berry

Armthorpe

Doncaster

South Yorkshire

11th June 2025

Dear Armthorpe Parish Council

I would like to be considered for the vacant post on the Parish Council.

I have ten years experience as an Armthorpe Parish Councillor, I also ran a business on Doncaster Fish Market for 35 years.

I was an active member of Doncaster Market's branch of the Market Traders Federation, where over the years I held the posts of Treasurer, Secretary, Vice-president and President of the association.

I was also involved with Doncaster Chamber of Commerce, where I was a director for a time.

For a few years I was also a school governor at Southfield Primary School.

I am now semi-retired so I have the spare time to commit to this village of ours.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N Berry', with a stylized flourish at the end.

Nigel Berry

Re: Parish Councillor Vacancies

From: Martin Jackson

Sent: Thu, 22 May, 2025 at 12:05

To: clerk@armthorpeparishcouncil.co.uk

Good afternoon Sarah,

I have lived in Armthorpe for 19 years and I'm the current Club Secretary of Armthorpe Welfare FC. I have spent my whole career working in education. My interest in the position is that I would like to offer my skills to help support the Parish Council in providing for the village. My main skills are admin and working with young people.

Many thanks,

Martin

From: clerk@armthorpeparishcouncil.co.uk <clerk@armthorpeparishcouncil.co.uk>

Sent: 15 May 2025 12:29

To: Martin Jackson

Subject: RE: Parish Councillor Vacancies

Hi Martin,

Thank you for your email in regards to our Parish Councillor vacancies.

We currently have 3 vacancies due to only 12 members standing at the recent elections.

Parish Councillor are volunteers who are elected or co-opted onto the Council to represent the community and manage the precept (an element of council tax).

Armthorpe Parish Council are responsible for the following assets:

Armthorpe Community Centre,
Rands Lane Burial Ground
Mercel Avenue Allotments
Briar Road Playing Field
Land at Mansfield Crescent
Cow House Lane Recreation Field

The Parish Council also provide a full programme of events throughout the year, including a firework display, remembrance parade and Christmas events.

Meetings are held on the first Tuesday of each month and start at 7pm, the meeting generally last for 2 hours (maximum). There are also 8 committees which meet throughout the year and members have the opportunity to join these if they wish to.

There is the opportunity to attend many training courses if you want to learn more about being a Councillor and staff are always round to offer advice and support.

Armthorpe Parish Council is a very active Council, and are looking for proactive individuals to join in order to enable them to continue, and improve on the provision to residents.

If you are still interested in becoming a Councillor, please send me an email with further details as to why you what to be co-opted and what skills you can bring with you.

Kind Regards

Sarah Youngman
Clerk to Armthorpe Parish Council

-----Original Message-----

From: "Martin Jackson"

Sent: Wednesday, 14 May, 2025 20:10

To: "clerk@armthorpeparishcouncil.co.uk" <clerk@armthorpeparishcouncil.co.uk>

Subject: Parish Councillor Vacancies

Hi Sarah,

Please can you send me further information about the vacancies?

Many thanks,

Martin

Application to be co-opted onto Parish Council

From:

Sent: Tue, 3 Jun, 2025 at 14:33

To: clerk@armthorpeparishcouncil.co.uk

Dear Members of Armthorpe Parish Council

I am writing to express my interest in being co-opted onto the Parish Council.

I have lived in Armthorpe all my life , I am a co owner of a local business and appreciate what we have in our community and would like to contribute to its growth and development.

I am a volunteer with Armthorpe Food Support, I have seen the challenges faced by many residents,

Also I help with the Firefly coffee mornings allowing me to engage with local individuals, connecting and encouraging a sense of unity within our Parish.

With my local knowledge and my volunteering roles I believe I can bring valuable insight and dedication to the Council.

My motivation stems from a genuine desire to make a difference , ensuring our community thrives.

I would be grateful for the opportunity to discuss my application further and learn about how I can contribute effectively to the Parish Councils initiatives.

Yours sincerely

Linda Monks

Sent from my Galaxy

Dear Sarah

I believe I'm an ideal candidate for the Armthorpe parish Council & I would like to apply for a position please

I'm a father of 4, my youngest daughter lives with me & attended Armthorpe academy, I've lived in the village over 11 years, I work part-time as a senior buyer for a Yorkshire based company & a procurement consultant in my industry.

I'm passionate about the community, safety & very supportive of local business, I believe there's a lot to do in the community & i would like to be more involved in helping both to thrive

As a person, i was born & have lived in Doncaster all my life, I'm compassionate, the have energy, enthusiasm & drive to better help people & the community however I can.

I was a Doncaster Football referee for over 25 Years at local & national league level & been involved with charities in the form of, fund raising & donations, Macmillan & guide dogs for the blind.

I believe i would be an asset to the parish & hope you will positively consider my application,

Yours sincerely

Philip Smith