



MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 06 JANUARY 2026

PRESENT:

Chairperson: Councillor S Rose.

Councillors: A Barrington, N Berry, A Bradley, L Bradley, A Duckitt, C Head, L Monks, E North and C Trewick.

City Councillors: C Marriott and N Pritchard.

Clerk to the Council: S Youngman.

Eight members of the public.

115 APOLOGIES

Apologies were received from Councillors C Brodhurst Brown, M Jackson, T Needham and M Walton.

RESOLVED: To approve the reasons for absence.

NOT IN ATTENDANCE

Councillor C Parry.

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

None identified.

117 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declarations were made.

118 MINUTES OF THE FULL COUNCIL MEETING HELD ON 02 DECEMBER 2025

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

119 MINUTES OF THE STAFFING MEETING HELD ON 30 JUNE 2025

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

120 PLANNING

25/02335/FUL: Armthorpe Academy, Mere Lane: Removal of existing damaged fencing and installation of new security fencing and gates at identified locations along the north-east boundaries.

No objections were made.

**a. Bank Reconciliation**

Council members were provided with the bank reconciliation dated 30<sup>th</sup> November 2025.

RESOLVED: To approve the statement.

**b. Schedule of Payments**

Method	Payee	Item	Amount
DD	EDF Energy	Electricity – Community Centre	£1.00
	Doncaster Council	Business Rates – Community Centre	£1,227.00
	BT	Broadband Charges – Community Centre	£63.78
BACS	S Youngman	Christmas Tea Expenses	£22.80
	YLCA	GDPR Training	£350.00
	DSA Gardening	Grounds Maintenance	£528.00
	Harbon Electrical Services	Structural Calculations	£1,800.00
	Dining Diva	Cleaning Materials	£125.82
	Doncaster Gas Products Ltd	Gas	£64.20
	Dining Diva	Cleaning Supplies	£65.22
	Jaysters	Christmas Tea Catering	£5,166.48
DD	Quando Drinks Ltd		£1,213.58
	British Gas	Gas Supply – Community Centre	£621.13
BACS	Michelle Dymniuk	Tea Dance Sessions	£240.00
	Washhouse Design	Branding and Website Fees	£1,899.18
	D Youngman	Bar Supplies	£43.90
	Clutter Busters	Removal of Fridge – Allotments	£30.00
	Cantley with Branton PC	Membership Reimbursement – B Walton	£150.00
	Kiwa Ltd	Column Testing	£974.88
	Gloaming Tree Surgery	Tree Maintenance – Cow House Lane	£960.00
	J P Glasby Ltd	Electrical Repairs	£312.00
	BT	Broadband – The Acorn Hub	£36.23
DD	SYPA	Pension Contributions	£3,151.64
	Tesco Mobile	Clerk Mobile Phone Charges	£31.99
	Sage	Payroll Subscription	£112.80
BACS	Patman Co Ltd	Portable Appliance Testing	£179.28
	Flying Futures CIC	Youth Club Provision	£480.00
	DSA Gardening	Grounds Maintenance	£528.00
	Vision ICT Ltd	Website Hosting Fees	£132.83
	G&O Fencing	Fencing Repairs – Cow House Lane	£836.38
	Jamie Warren	Christmas Tea Entertainment	£400.00
	Stacy's Entertainment	Childrens Christmas Disco	£200.00

	R&S Security	Fire Alarm Maintenance Fees	£87.00
	DB Entertainment	Santas Grotto – Christmas Market	£372.00
DD	Biffa	Waste Recycling Fees	£19.22
	O2	S&R Mobile Phone Charges	£30.30
	Waterplus	Surface Water Charges – CC	£255.44
	Copy Print Scan	Photocopying Charges	£182.25
BACS	Wages	Wages	£18,404.83
	Smart Blinds of Doncaster	Installation of Blinds	£2,068.24
	Arbtech	Preliminary Ecological Appraisal	£946.80
	Doncaster Council	Premises Licence	£180.00
	Flying Futures	Youth Club Provision	£240.00
	Onecom	Telephone – Community Centre	£175.97
	S Youngman	Ice and Flowers – Christmas Teas	£22.80
	YLCA	GDPR Training	£350.00
DD	HMRC	PAYE & NI Contributions	£4,679.56
CC	Trimming Shop	Black Tablecloths	£106.97
	Amazon	First Aid Supplies	£7.43
		First Aid Supplies	£5.36
		Torches	£83.76
		First Aid Supplies	£17.30
	B&M	Cleaning Supplies	£6.48
	Aldi	Youth Club Supplies	£13.84
		Tea Dance Supplies	£12.57
	Temu	Christmas Decorations	£45.46
	B&M	Torches	£84.25
	Post Office Ltd	Postage	£3.60
	Viking	Stationery	£277.24
	Amazon	Refund – Cable Ties	-£29.94
	Canva	Subscription	£99.99
	Home Bargains	Raffle Gifts	£60.93
	Aldi	Bar Supplies	£3.72
	Shanza Ltd	Bar Supplies	£41.70
	Easy Shipping 4 Home Ltd	Banqueting Roll	£45.90
	Amazon	Fridge Magnets	£11.36
	Nisbets	Airpots and Hot Chocolate	£161.94
	B&M	Christmas Market Supplies	£87.94
	HK Cruoda Group Co Ltd	Christmas Trees	£119.98
	Microsoft	HEVC Extension	£0.79
	Amazon	Refund – Torches	-£5.82
		Refund – Torches	-£6.98
		Refund – Torches	-£6.98
		Refund – Torches	-£6.98
		Refund – Torches	-£6.98
		Refund – Torches	-£6.98

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

Tel: 01302 830543

	Refund – Torches	-£6.98
	Coffee Cups	£9.96
B&M	Bar Supplies	£12.85
Aldi	Youth Club Supplies	£5.86
Argos	Christmas Trees	£88.00
B&M	Christmas Market Supplies	£28.29
	Christmas Market Supplies	£38.92
Sainsburys	Christmas Market Supplies	£90.82
Amazon	Refund – Torches	-£6.98
Aldi	Bar Supplies	£8.71
Shanza Ltd	Refund – Bar Supplies	-£41.70
HK Cruoda Group Co Ltd	Refund – Christmas Trees	-£119.98
Aldi	Tea Dance Supplies	£4.80
Amazon	Chair Sashes	£12.98
	Tea Pot	£25.12
Aldi	Tea Dance Supplies	£10.10
The Village Butcher	Christmas Party Supplies	£76.00
Crusty Cob Shop	Christmas Party Supplies	£21.60
Aldi	Youth Club Supplies	£14.94
	Raffle Prizes	£66.94
Power Music	Subscription	£14.95
Amazon	Coffee Cups	£24.72

RESOLVED: To approve the payments.

**c. Income and Expenditure Report**

Council members were provided with a copy of the report dated 30<sup>th</sup> November 2025.

RESOLVED: To approve the report.

**d. 2026-2027 Precept**

Council members were provided with a report from the Clerk regarding the precept requirements for 2026-2027 and the base rate provided by Doncaster Council.

RESOLVED: To approve a precept request of £380,000 equating to an increase of £13.06 per year and 25pence per week for a Band D property and percentage increase of 16.75%.

122 **PARISH MATTERS**

a. **Rands Lane Burial Ground:** No matters reported.

b. **Mercel Avenue Allotments:** No matters reported.

- c. **Play Park Project:** The Clerk advised that the Preliminary Ecological Report had been received and confirmed that it raised no areas of concern. Once the car park draft design has been received a Strategic Planning meeting will be arranged.
- d. **Solar Panels:** No updates.
- e. **Website and Branding:** The Clerk advised that Washhouse Designs are working on building the website.

## 123 CITY COUNCILLOR UPDATES

Councillor N Pritchard advised that he has been assisting a resident on Hawksley Close with a public health issue along with other cases which are confidential.

Councillor C Marriott advised of the following updates:

- The potholes on Church Street have been inspected by Doncaster Council but do not meet the criteria for repair.
- The damaged drain cover at the entrance to White House Farm Medical Centre is the responsibility of the landowner.
- Speedwatch arrangements are ongoing.
- The issue with the commercial bins causing an obstruction on Church Street have been allocated to a Doncaster Council Officer.

## 124 POLICIES

### a. **Scheme of Delegation**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

### b. **Disciplinary Policy**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

## 125 CORRESPONDENCE

### a. **Funding request from Armthorpe Rovers Junior Football Club**

Council members were provided with a copy of the letter which contained a request for funding towards new football nets and a line marking machine.

RESOLVED: To approve the request at a cost of £650.98

### b. **Donation to Markham Main Colliery Brass Band**

Council members were provided with a copy of the letter and were asked to consider a donation for the bands attendance at Council events in 2025.

RESOLVED: To make a donation of £500.00.

**c. Letter regarding a potential heritage project**

Council members were provided with a copy of the letter.

RESOLVED: To invite J Daniels to a future meeting to discuss the matter further.

126 DATE AND TIME OF NEXT MEETING

RESOLVED: To hold the next Full Council meeting on Tuesday 3<sup>rd</sup> February 2026 at 7pm

127 MEMBERS ITEMS

Councillor L Monks raised concerns with a resident on Elmwood Crescent who has installed signage on Council owned verges and also has CCTV recording onto public areas. Councillor C Marriott agreed to investigate the matters.

Councillor L Monks provided members with an updated figure from the fundraising events held within Armthorpe Community Centre for Firefly Cancer Awareness Support, with the final total reaching £10,700.00.

Councillor N Berry questioned whether the Christmas lights would be switched off on 6<sup>th</sup> January.

Councillor A Barrington asked for a Traffic Committee meeting to be arranged.

There being no further Council business the meeting was closed.

PUBLIC SESSION

A member of the public asked members to consider exempting the out of parish fee for a family member who had recently passed away. Councillor S Rose expressed condolences for the sad news and advised that an Extraordinary meeting would be arranged to discuss the matter further.

A member of the public reported an issue with a lack of dog waste bins in the Cleveland Road/Nooking Close/ Cow House Lane area. Councillor C Marriott agreed to look into the matter.

A member of the public questioned where the racking had gone which had been used by Armthorpe Food Support. The Clerk advised that the racking had been donated to local voluntary organisations and Armthorpe Community Centre.

A member of the public reported a subsidence issue with the footpath outside Ernelesthorpe Manor and Lodge Care Home. Councillor C Marriott agree to report the matter to Doncaster Council.

A member of the public reported an issue with a dropped kerb outside The Card Factory on Church Street being blocked by vehicles. Councillor C Marriott agreed to investigate the matter.

A member of the public report a broken knee rail fence outside 29 Tranmoor Lane. Councillor C Marriott agreed to report the matter to Doncaster Council.

A member of the public reported a faulty streetlight on Mill Street. The Clerk agreed to report the issue to Doncaster once the lighting column number had been confirmed.

Councillor C Marriott made a suggestion for the Parish Council to issue advisory notes to drivers parking illegally and advised that the local Police team are in support of the idea.



MINUTES OF THE EXTRAORDINARY MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 13 JANUARY 2026

PRESENT:

Chairperson: Councillor S Rose.

Councillors: A Barrington, N Berry, A Bradley, L Bradley, A Duckitt, C Head, T Needham, C Parry, and C Trewick.

Clerk to the Council: S Youngman.

One member of the public.

EX 1 APOLOGIES

Apologies were received from Councillors C Brodhurst Brown, L Monks, E North and M Walton.

RESOLVED: To approve the reasons for absence.

EX 2 NOT IN ATTENDANCE

Councillor M Jackson.

EX 3 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

Item 5.

EX 4 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

No declarations were made.

EX 5 CONSIDERATION OF REQUEST FROM A FAMILY TO WAIVER THE OUT OF PARISH FEE

Council members were provided with a copy of the request from a family member requesting that the local fees are applied for the purchase of a cremation plot in light of the deceased living in Armthorpe for a long period and working at Markham Main Colliery from leaving school until the colliery closed.

Council members discussed the matter at length in a private session.

RESOLVED: To waive the fee in light of the specific merits of the request, to note that this decision shall not constitute a precedent, and to schedule a future review of the policy by members.



MINUTES OF THE MEETING OF THE EVENTS SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 18 NOVEMBER 2025

PRESENT:

Chairperson: Councillor C Head.

Councillors: A Barrington, L Bradley, C Brodhurst Brown, L Monks, and E North.

Also present: S Youngman: Clerk to the Council, and Daisy Youngman: Events Assistant and one member of the public.

38 APOLOGIES

Apologies for absence were received from Councillor S Rose.

RESOLVED: To approve the reasons for absence.

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

None.

40 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

41 MINUTES OF THE MEETING HELD ON 21 OCTOBER 2025

Council members were provided with a copy of the minutes.

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

42 ARMTHORPE COMMUNITY THEATRE

Councillor A Barrington reported positive feedback from the pantomime and advised that the next event would take place in March.

43 REVIEW OF EVENTS

**a. Quiz Night**

The Events Assistant reported a successful event, feedback from attendees suggested that a monthly event would be supported along with disco, bingo, psychic, beetle drive and speed dating events.

**b. Halloween Party**

Council members reported an issue with one parent being intoxicated at the event and advised that the entertainer did not interact with the children throughout the event. A member of the public questioned who was responsible for first aid at the event. The Clerk confirmed that due to the length of the event and the activities taking place a dedicated first aider is not required.

RESOLVED: For feedback to be sent to the entertainer.

**c. Firework Event**

Council members noted a well-attended event and discussed looking at the option of quieter fireworks. A member of the public raised concerns with the dedicated first aider not being at the first aid point throughout the event, a lack of radios, the condition of the gazebo used for first aid and lost children, and the lack of a defibrillator.

RESOLVED: To look at alternative first aid provision, a robust gazebo, radios and a defibrillator.

**d. Remembrance Service**

Councillor C Brodhurst Brown expressed thanks to staff, Captain Andrew Payne and the Iain Dove for the work involved in co-ordinating the event. A suggestion was made for the reading of the names to take place outside the Lychgate, to cordon off the area around the Lychgate, and for an additional speaker and microphone to be in place for the next service.

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

**Christmas Market & Christmas Light Switch On: 22<sup>nd</sup> November:**

The Clerk advised that all arrangements for the event have been finalised. Councillor L Bradley volunteered to help with Santas Grotto.

**Children's Christmas Party: 5<sup>th</sup> December 2025:**

The Clerk advised that tickets are selling slowly. Council members discussed the catering for the event.

RESOLVED: To provide burgers and Christmas biscuits.

**Christmas Tea Events: 12<sup>th</sup> & 13<sup>th</sup> December 2025:**

Council members were provided with an update regarding tickets. The Clerk advised that Markham Main Colliery Band had not yet confirmed their attendance at the event.

**Civic Carol Service: 21<sup>st</sup> December 2025:**

The Clerk advised that the posters for the event have been produced and displayed in the village. Councillors N Berry, C Brodhurst Brown and T Needham agreed to perform readings at the event.

45 EVENTS ASSISTANT UPDATE

The Events Assistant advised that Shaw Wood Academy had enquired about arranging a Pride of Armthorpe event in April 2026.

RESOLVED: To approve the request for the event

46 VILLAGE PARADE/GALA

Council members discussed possible parade routes and timings for the event.

RESOLVED: To discuss the matter further in January.

47 NEXT MEETING DATE

RESOLVED: To meet on 20<sup>th</sup> January 2026 at 6pm.



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE  
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 18 NOVEMBER 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: N Berry, A Bradley, L Bradley, C Head, L Monks, T Needham, and E North.

Clerk to the Council: S Youngman.

Sports & Recreation Officer: C Hughes.

Community Clean up Champion: Lea Pedley.

NOT PRESENT:

Councillor M Jackson.

46 APOLOGIES

Apologies for absence were received from Councillor M Walton and the reason for absence was approved:

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

None.

48 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

49 MINUTES OF THE MEETING HELD ON 21<sup>st</sup> OCTOBER 2025

Council members were provided with a copy of the minutes.

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

50 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 anticipate week activities and the return of the youth club sessions. A request for funding to the sum of £150.00 was received to support a Christmas Inflatable Fun Session to be held in December.

RESOLVED: For the funding request to be approved.

51 COMMUNITY CLEAN UP CHAMPION

Members were provided with a newsletter which included details of how much litter had been collected in October, along with a summary of the litter collected from the firework event. The Clean up Champion advised that the litter in the pit top area, along with Briar Road and Beech Road is getting worse.

52 PROVISION OF PUBLIC BENCHES

Councillor T Needham advised that discussions are ongoing regarding the costs quoted by Doncaster Council.

53 REFURBISHMENT OF BURIAL GROUND PERGOLA

No updates.

54 TREE MAINTENANCE COW HOUSE LANE

Council members were provided with a quote to prune back trees along the boundary of Cow House Lane and the caravan park.

RESOLVED: To approve the quote received from Gloaming Tree Surgery at a cost of £960.00

55 PURCHASE OF SHREDDER

Council members were provided with a summary of quotes for the provision of a shredder. A discussion took place regarding the current fees for shredding.

RESOLVED: To continue with the use of a contractor for shredding.

56 ARMTHORPE COMMUNITY CENTRE MATTERS

**a. Electrical Issues**

Council members received a report from J P Glasby Ltd outlining the remedial works undertaken following unsafe practices identified during the removal of the container from the site.

RESOLVED: To write to 32<sup>nd</sup> Doncaster (Armthorpe) Scouts to request a reimbursement for the remedial works and not to allow any third-party contractors to carry out work on the site.

**b. Defibrillator**

The Clerk advised that City Councillor C Marriott had provided funding of £795.00 towards the purchase of a defibrillator. Council members were provided with the details of three units available within the budget.

RESOLVED: To purchase a defibrillator with paediatric pads.

**c. Servicing of boilers**

Council members were provided with a summary of companies contacted to provide a quote to service the water and heating boilers within the building. Council members noted that only one contractor had been able to provide a quote for the work.

RESOLVED: To appoint Yorkshire Mechanical Services Ltd at a cost of £439.57 plus VAT.

**d. Access Audit Report**

Council members were provided with two quotes to provide an Access Audit Report which would identify barriers for visitors with any impairments.

RESOLVED: To appoint About Access Ltd at a cost of £1,100.00 plus VAT.

**e. Collection point for plastic bags**

Council members were provided with a copy of a letter requesting permission to set up a plastic bag drop off point, once collected the bags are made into mats for homeless people.

RESOLVED: Not to approve the request due to a lack of space.

57 **NEXT MEETING DATE**

RESOLVED: To meet on Tuesday 20<sup>th</sup> January 2026 at 7pm.

**ARMTHORPE PARISH COUNCIL**

**LIST OF PLANNING APPLICATIONS FOR CONSIDERATION  
AT THE MEETING TO BE HELD ON 03 FEBRUARY 2026**

Reference	Property	Application
26/00064/FUL	12 Park Close	Erection of a single storey rear and side wrap around extension and an infill front extension. Erection of a new garage following the demolition of the existing garage.
25/01976/FUL	Armthorpe Shaw Wood Academy	Erection of a single storey extension to the sports hall and internal alterations.

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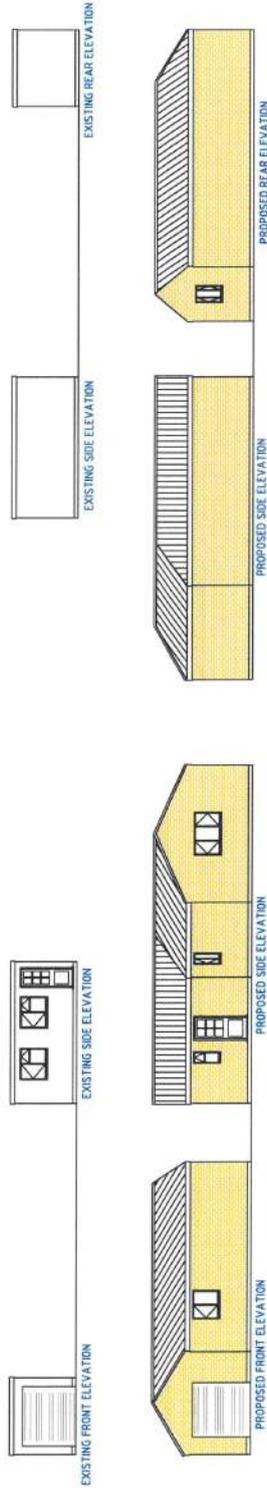
## Summary

Reference	26/00064/FUL
Alternative Reference	PP-14617904
Application Received	Tue 13 Jan 2026
Application Validated	Tue 13 Jan 2026
Address	12 Park Close Armthorpe Doncaster DN3 3AT
Proposal	Erection of a single storey rear and side wrap around extension and an infill front extension. Erection of a new garage following the demolition of the existing garage.
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

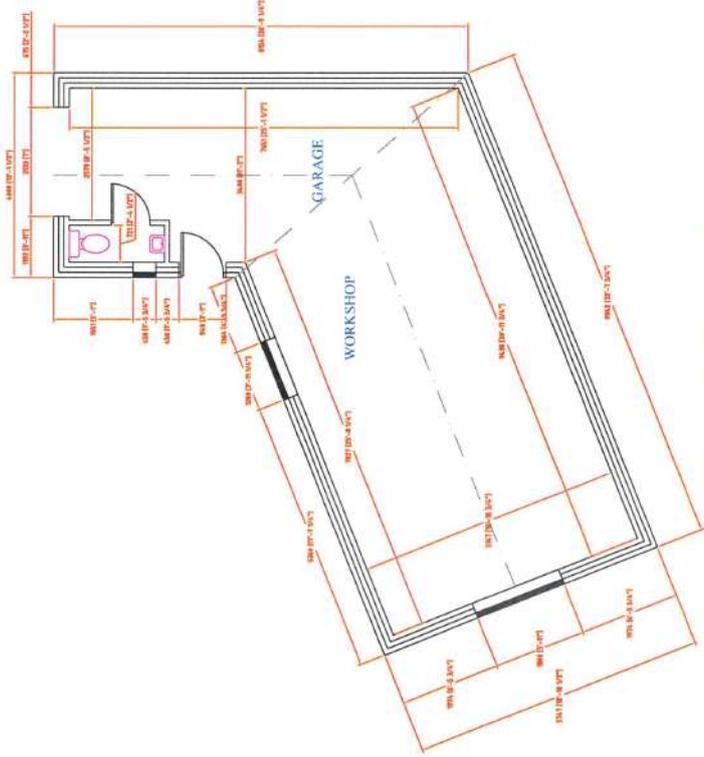
## Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Phoebe Chan
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mrs Padgett
Agent Name	Mr Christopher Beckett
Agent Company Name	HPDS Ltd
Agent Address	Woburn House Pine Tree Close Wroot Doncaster DN9 2BT

THIS PLAN IS WAITING APPROVAL



SCALE 1:100



To build a g/g, front and side walls to this building and to replace flat roof over rear with flat roof.  
To replace existing garage with new detached garage.  
All work will be carried out in accordance with Building Regulations and all materials used will be of good quality and to current B.S. specifications.

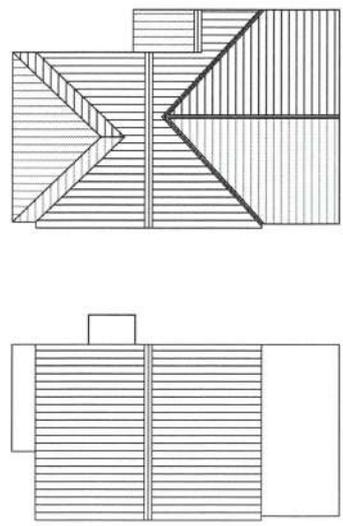
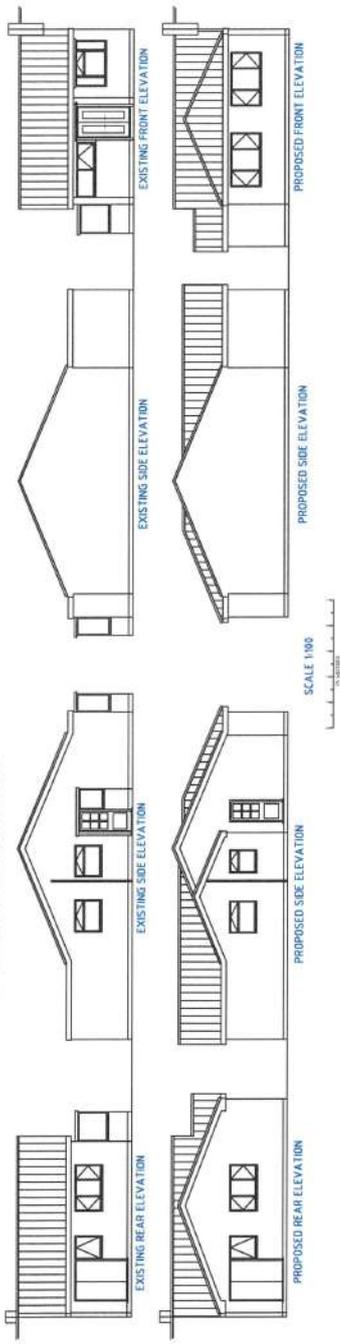
Client to arrange with contractor radiators and electrical sockets, lights and switches as to positioning and location.  
THERE IS A DISCREPANCY BETWEEN DIMENSIONS GIVEN AND THE PLAN THIS SHOULD BE CORRECTED TO CLERK CORRECT THIS.  
PLAN REVISION 'A'

SCALE 1:50 @ A1 SHEET 1 OF 1

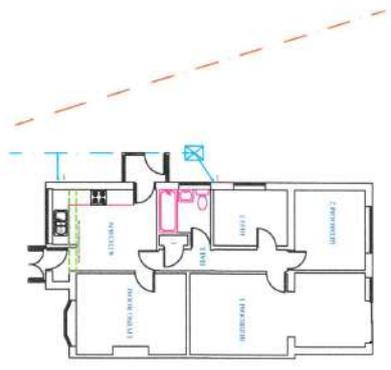
Disclaimer  
The information on this plan is dimensionally and technically correct to the best of the draughtsmen's knowledge and belief. It is not to be used for any other purpose without the written consent of the draughtsmen.  
detected after Building and Planning Central approval.

HOUSE PLAN DRAWING SERVICES  
WOBURN HOUSE, PINE TREE CLOSE, WROTT  
DONCASTER, DN9 2BT, TEL: 01392377250  
MOBILE 07879-868191  
EXTN FOR MRS PADGETT  
AT 12 PARK CLOSE, ARMTORPE  
DONCASTER  
DATE: 10/12/2025

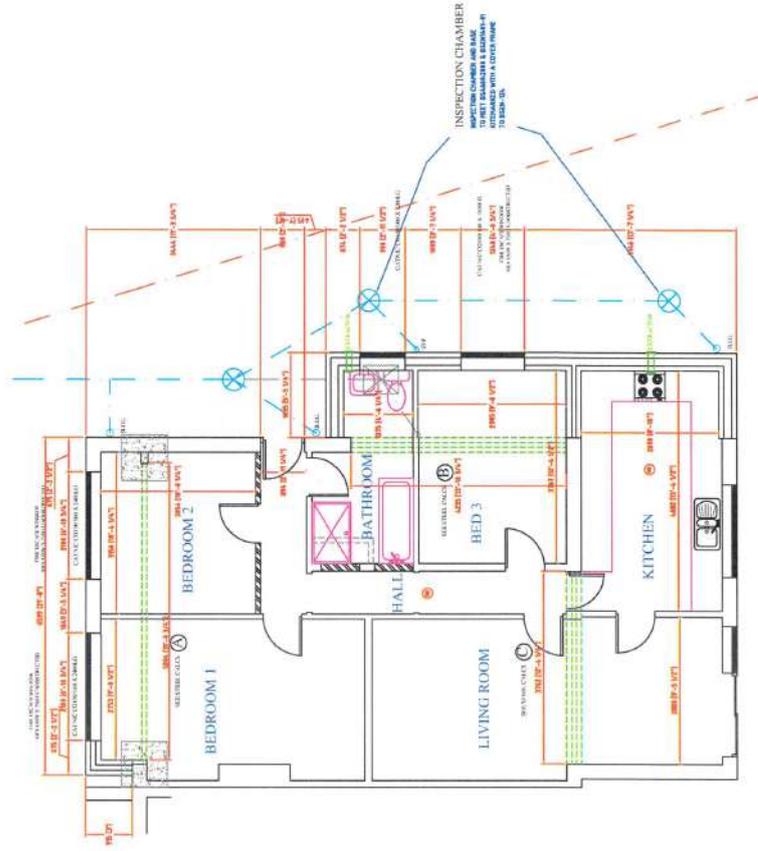
THIS PLAN IS WAITING APPROVAL



EXISTING ROOF LAYOUT  
PROPOSED ROOF LAYOUT  
SCALE 1:100



EXISTING GROUND FLOOR PLAN - SCALE 1:50



PROPOSED GROUND FLOOR PLAN - SCALE 1:50

To build a g.p. front and side eaves to this bungalow and to replace flat roof over rear eaves with tiled roof. All work will be carried out in accordance with Building Regulations and all materials used will be of good quality and to current B.S. specifications.

Client to arrange with contractor radiators and electrical sockets, lights and switch's as to positioning and location IF THERE IS A DISCREPANCY BETWEEN STRUCTURAL CALCULATIONS AND THE PLAN THEY SHOULD BE IN TOUCH TO CLARIFY, CORRECT AND PLAN REVISION 'A'

SCALE 1:50 @ A1 SHEET 1 OF 1

Disclaimer  
The information on this plan is dimensionally and technically correct to the best of the draughtsmen's knowledge who bear no responsibility for any errors detected after Building and Planning Control approval.

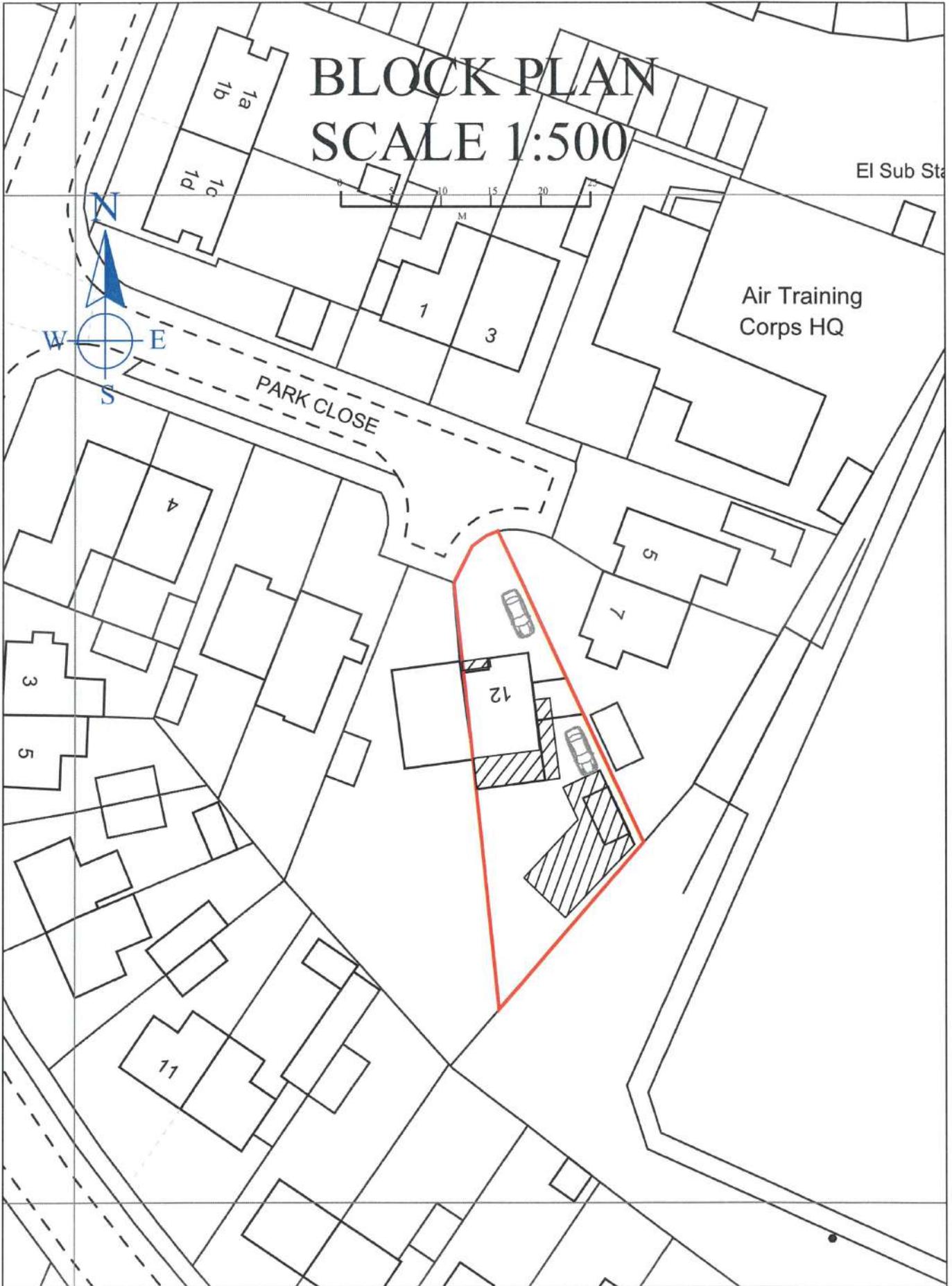
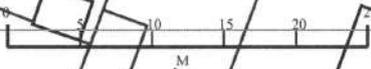
HOUSE PLAN DRAWING SERVICES  
WOBURN HOUSE, PINE TREE CLOSE, WROTH  
DONCASTER, DN9 2BT, TEL: (01302) 772150  
MOBILE: 07879-861091  
EXTN FOR MRS PADGETT  
AT 12 PARK CLOSE, AIRTHORPE  
DONCASTER  
DATE: 11/12/2025

# BLOCK PLAN SCALE 1:500

El Sub Sta

Air Training  
Corps HQ

PARK CLOSE

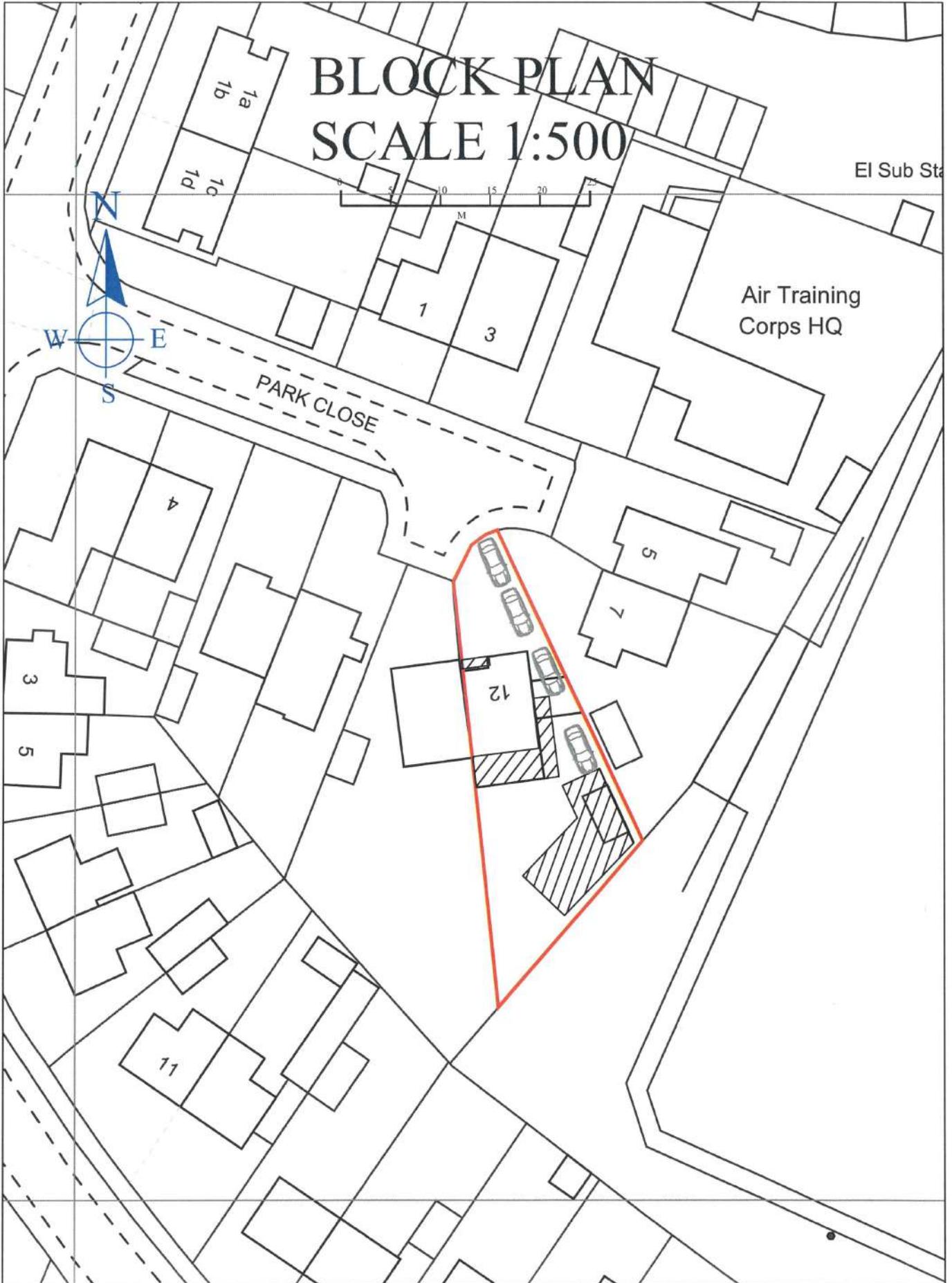
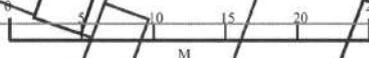


# BLOCK PLAN SCALE 1:500

El Sub Sta

Air Training  
Corps HQ

PARK CLOSE



## Print Version

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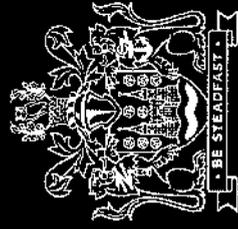
Print

## Summary

Reference	25/01976/FUL
Alternative Reference	Not Available
Application Received	Tue 07 Oct 2025
Application Validated	Mon 19 Jan 2026
Address	Armthorpe Shaw Wood Academy Mere Lane Armthorpe Doncaster DN3 2DG
Proposal	Erection of a single storey extension to the sports hall and internal alterations.
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	James Hopper - Doncaster Council
Agent Name	James Cahill - Doncaster Council
Agent Company Name	Not Available
Agent Address	Doncaster Council Civic Offices Waterdale Doncaster DN1 3BU



City of  
Doncaster  
Council

# Design & Access Statement

## Shaw Wood Academy



# 1.0 Introduction

# 1.0 Introduction

## 1.1 DESIGN AND ACCESS STATEMENTS

This Design and Access Statement forms part of a planning application for a proposed... within the grounds of Shaw Wood Academy, Armthorpe.

Doncaster Council's in-house design department have submitted the application on behalf of the council's Learning Provision Organisation.

scheme description

The Design and Access Statement explains the design principals and concepts that have informed the development and how access issues have been dealt with. They should also demonstrate how development can create accessible and safe environments.

Statements should explain the following:

- What the building will be used for
- How the building will be laid out
- Minimum and maximum building sizes
- Where entrances to the site will be

A good Design and Access Statement should address the following points:

**Use** - What the building/its spaces will be used for.

**Amount of development** - How much would be built on site.

**Layout** - How the building will be arranged on site, and the relationship between it and the other buildings/spaces around the site

**Scale** - The height, width and length of the proposed building/spaces.

**Appearance** - What the building will look like. For example, building materials and architectural details.

## 1.2 DOCUMENT STRUCTURE

This Design and Access Statement follows the structure recommended in the DCLG Circular 01/2006 using the following chapter headings:

**Assessment:** To demonstrate how the context of the site and its surroundings have been looked at. Local context includes the physical characteristics of the site and surroundings, as well as any existing planning policies.

**Involvement:** To show which groups and people have been involved and how participation was carried out throughout the process.

**Evaluation:** To evaluate the information collected in the previous two stages and identify opportunities and constraints that will inform the scheme. This should give an understanding of why the different elements of the scheme have been decided on.

**Design:** Once development options have been evaluated and any potential issues resolved, the design of the scheme is developed, informed by the information collected at the early stages and post-evaluation of it.

**Access:** To define all aspects of access, including pedestrian and inclusive. It should explain pedestrian, cycle and any other forms of movement around and throughout the site.

## 1.3 PLANNING APPLICATION PLANS AND DOCUMENTS

This statement should be read in conjunction with the following application documents.

- Proposed plans and elevations
- Site layout plan
- Topographical survey
- Preliminary Ecological Appraisal

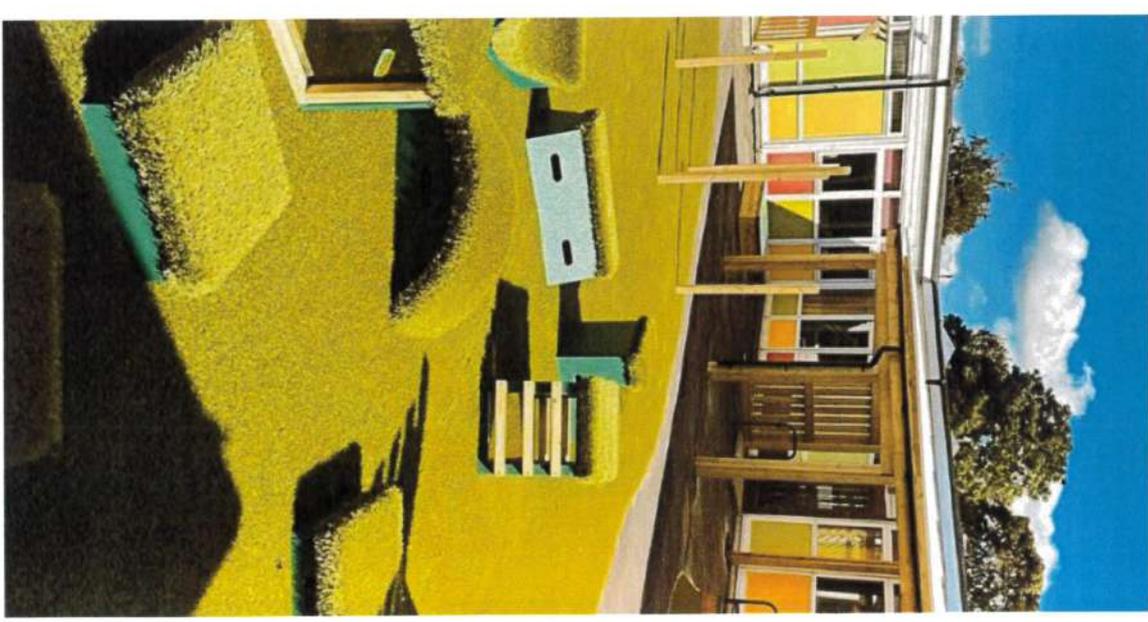


FIGURE 1 : Existing Shaw Wood Academy

# 1.0 Introduction

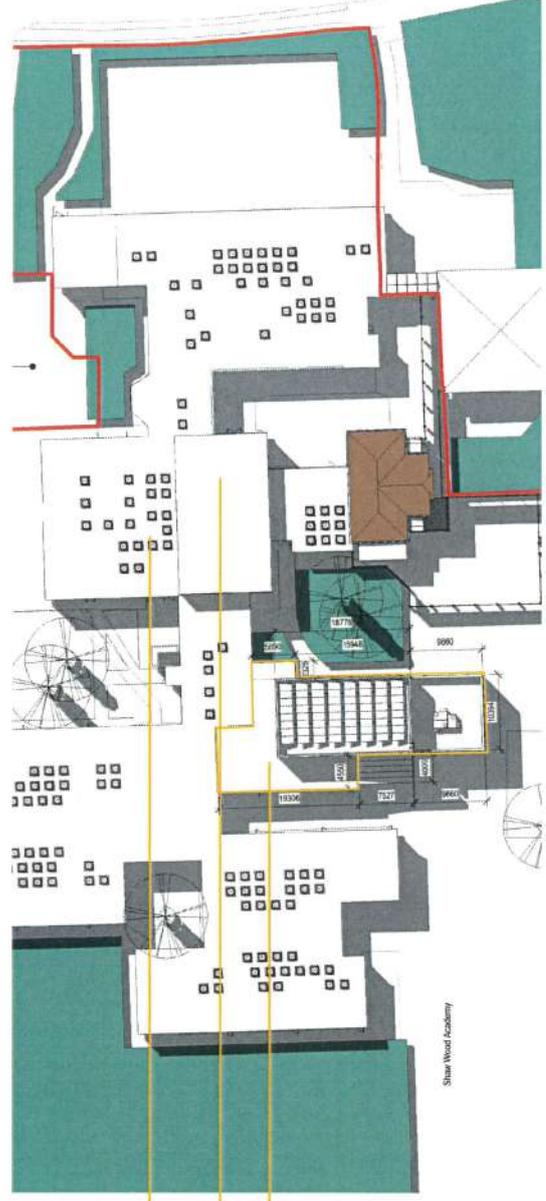
## 1.4 Scheme Overview

Shaw Wood Academy is a primary school located on Mere Ln, Armthorpe, Doncaster DN3 2DG. The proposed extension is comprised of a sports hall, classrooms, corridor, storage and kitchen facilities. The scheme is 431m<sup>2</sup> and is to enable the school expansion from 2 Form Entry (420 pupils) to 3 Form Entry (630 pupils). This comes as the school aims to address the increased need for pupil places brought on by new housing developments in surrounding areas.

The school is well proportioned on a large site making it a good candidate for expansion. In order to accommodate the additional set to each year, the proposed extension will comprise of a new sports hall, kitchen and an additional classroom. The new sports hall and kitchen will then allow for the conversion of their existing kitchen and one of the existing sports halls into a further 4 classrooms.



FIGURE 2 : Site location plan



# 2.0 Assessment

# 2.0 Assessment

## 2.1 Site Context

Shaw Wood Academy is currently a 2 form entry primary school and occupies a site which is 33,102m<sup>2</sup> or 3.31ha, leased to the academy by City of Doncaster Council. It is comprised of 5,585m<sup>2</sup> woodland, 13,360m<sup>2</sup> grass field, 3,095m<sup>2</sup> tarmac playing field, 3,518m<sup>2</sup> buildings, and the remainder to circulation and smaller planted areas.

The playing fields are sited to the South and West of the school. Woodland in the site boundary is located at the West edge of the site.

Vehicle and pedestrian access is all from the east side of the site via Mere Lane and the pavement. On the opposite side of Mere Lane are predominantly houses. The southern boundary backs onto private gardens with an access lane. The north boundary connects to a large field owned by Armthorpe Academy (located further South on Mere Lane), but Shaw Wood occasionally makes use of. The west boundary faces Shaw Wood, with some woodland within the site's property boundary. The wood is protected by a tree preservation order and is classed as ancient woodland.

Embedded in the site is Armthorpe Children's Centre, and it is also physically connected via a corridor.

The site is relatively flat, and in flood zone 1 (lowest risk).

Further to the North East of the site is a large housing development, which has contributed to the projected increase in pupils.

As well as Armthorpe Academy, Our Lady of Sorrows Catholic Primary School is also located nearby, and Armthorpe Leisure Centre, both accessed off Mere Lane.

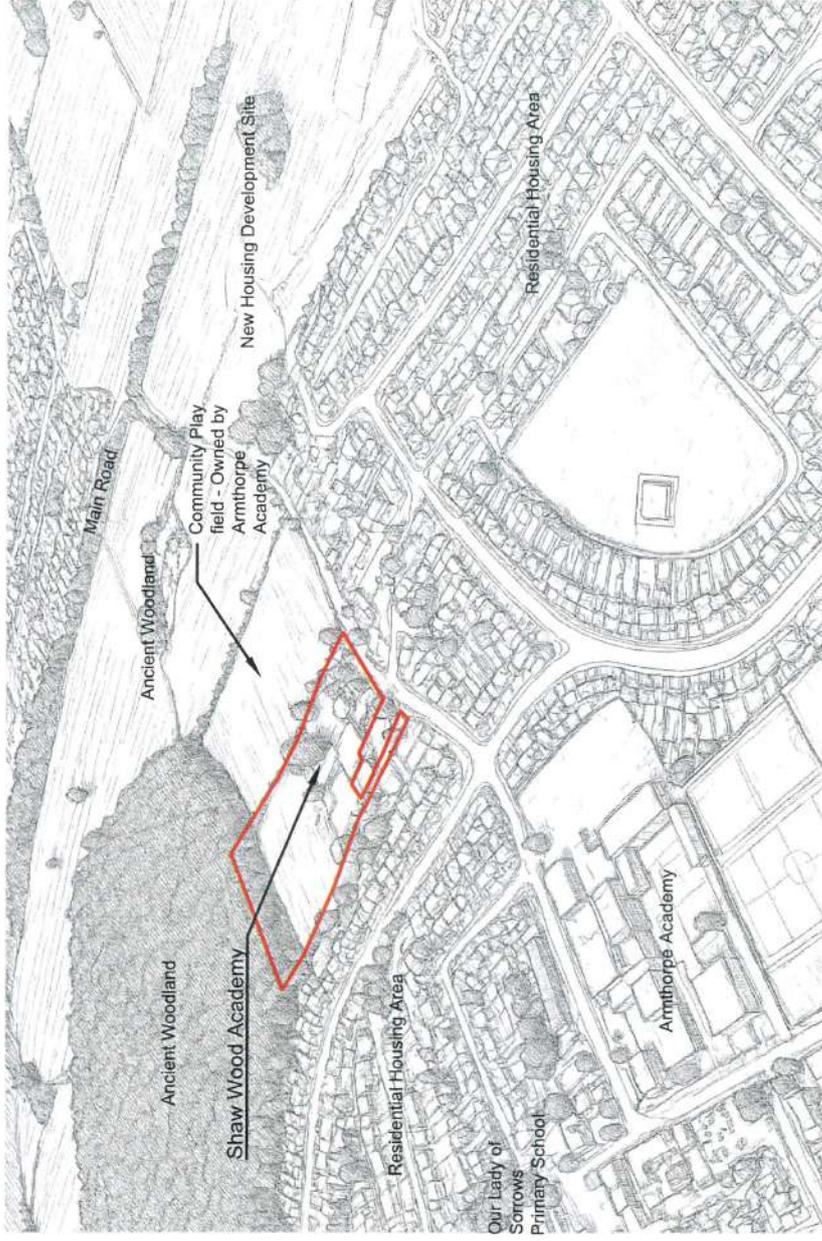


FIGURE 4 : Sketch Site Aerial

FIGURE 3 : Aerial Image identifying site boundary.

# 2.0 Assessment

## 2.2 Building Context

Constructed in the early 1960's the school was initially constructed as two independent schools: 'Arnthorpe Shaw Wood Infants School' and 'Arnthorpe Shaw Wood Junior School'. Predominantly single storey in height, the exceptions being the double height main hall in the centre of the school plan, the buildings were designed and constructed using CLASP 'Mark 3b' (Consortium of Local Authority Special Projects) standard construction details.

### CLASP construction

The CLASP method of construction is a method of building based upon the rapid assembly on site of standardised, factory made components. The system aimed to increase the quality, speed and economy of the building mechanism reducing the need for scarce specialised building labour. Originally designed to overcome the particular problem of building schools on sites subject to mining subsidence, 'Arnthorpe Shaw Wood Infants and Junior School' were built upon the Barnsley Coal Seam worked during 1926. CLASP construction facilitated the design of buildings capable of allowing excessive ground movement.

The system as a whole was dimensionally co-ordinated in order to standardise interchangeable components. The CLASP 3b design module was based upon an imperial measurement system of 4", this was applied to both horizontal and vertical planes. The fundamental planning grid is 3' 4" x 3' 4" which determines and co-ordinates the main steel structural elements.

The external walls are constructed of infill timber ladder frame and clad with timber weather boarding.

The primary steel roof structure is sheathed with a timber roofing deck finished with three layer felt and stone chippings. Internal all plasterboard partitions are centred upon 'imperial' grid lines.

### Building History

In August of 2003 schools 'Arnthorpe Shaw Wood Infants School' and 'Arnthorpe Shaw Wood Junior School' were amalgamated to form 'Arnthorpe Shaw Wood Primary School'. In August 2012 'Arnthorpe Shaw Wood Primary School' was converted to 'Arnthorpe Shaw Wood Academy' and is its current status (Sept 2025).

In 2007 the family hub was granted planning permission, and in 2014 permission to build two classroom extensions was granted.

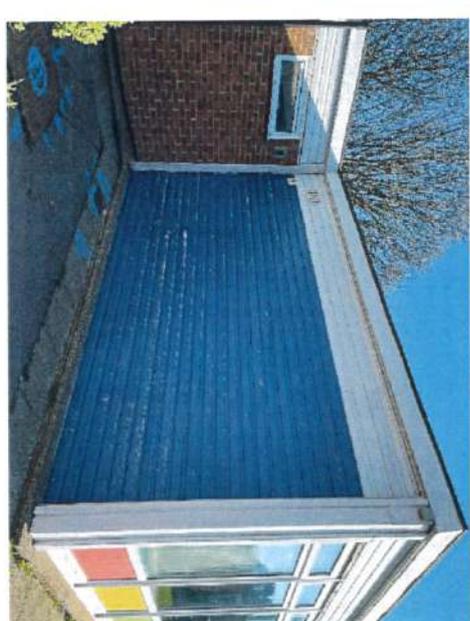


FIGURE 5 - 9 : Photos of existing site

# 3.0 Surveys

# 3.0 Involvement

Of the surveys conducted, the most potentially impactful for this site were the utility scan, tree survey and ecology.

## 3.1 Utility Scan

The utility scan conducted by Met Geo Environmental showed a large number of electrical services buried on the north side of the school. It also highlighted drainage layout to the south side of the school.

## 3.2 Tree Survey

The tree survey revealed that most of the trees on site are of good condition, and a couple being of high value to the site. Efforts should be made to avoid any unnecessary removal or long term damage.

## 3.3 Ecology

The PEA concluded that the site has no major restrictions regarding animals using the site. A few potential bat features were highlighted on the north side of the school, and a presence of hedgehogs which should be considered in the design.

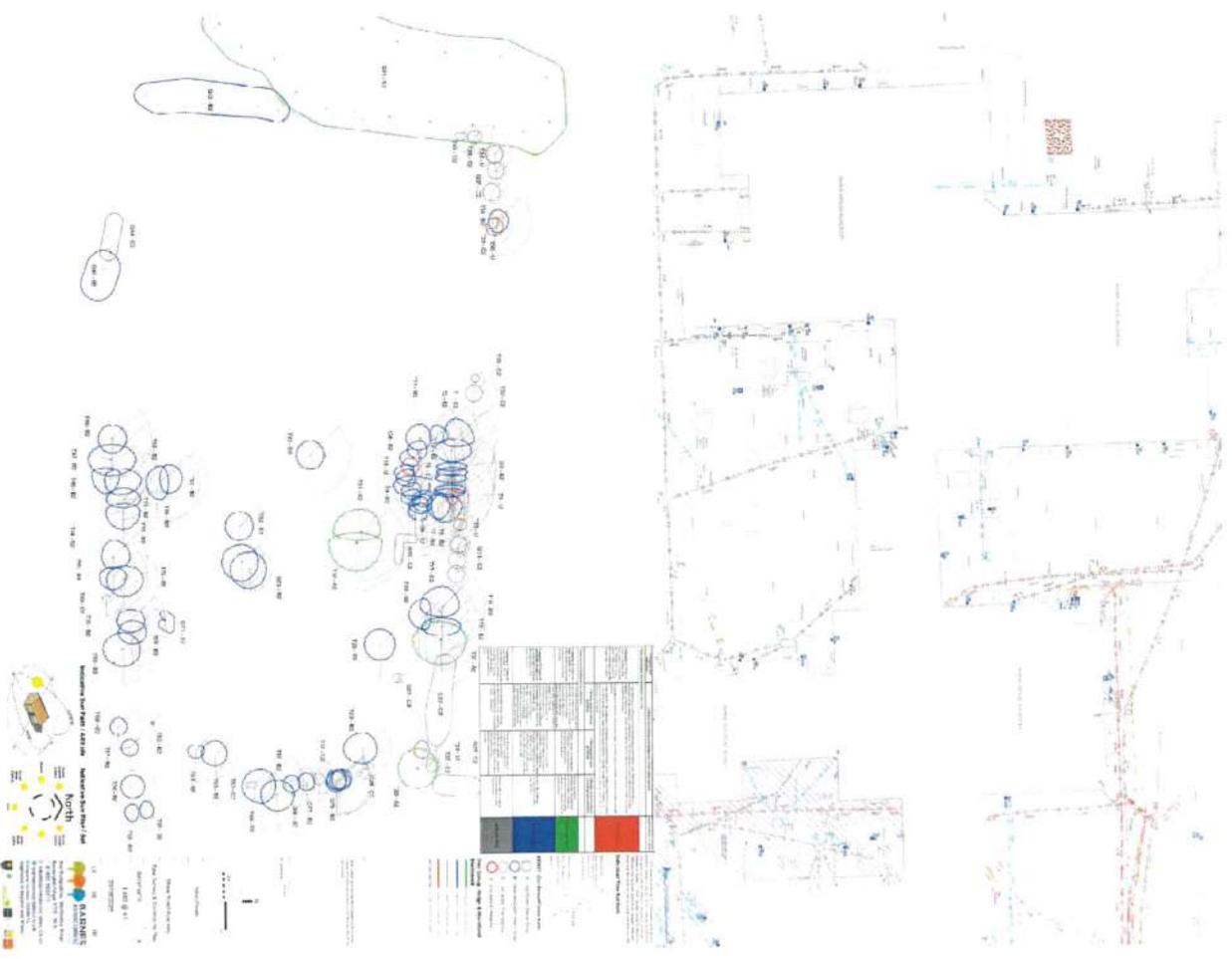


FIGURE 10-11: Extracts of the utility and tree surveys

# 4.0 Evaluation

# 4.0 Evaluation

## 4.1 Site Evaluation and Constraint Identification

Due to the new housing developments, the Local Education Authority has a statutory duty to ensure school places for children who wish to access state education. Policy ANP21 of the Armitthorpe Neighbourhood Development Plan sets out this requirement for future school provision and to cater for the new housing allocations.

In order to provide the spaces required by Education, the school will need an additional 5 classrooms and a larger sports hall. The kitchen was identified as oversized and potential space for conversion into classrooms and, given a new hall is required, one of the existing halls could also be converted.

The scheme will introduce a new extension that consists of a classroom, sports hall, kitchen facilities and storage.

Surveys were conducted to help identify constraints as to where this extension could be placed.

The Preliminary Ecological Appraisal concluded that any trees on the site were not protected or notable in terms of habitat provision besides from one on the north boundary. The tree survey conducted indicates that the majority of the trees are of moderate quality, with a couple of high quality individual trees on the north side of the building, and a large section of woodland being classed high quality in the north west corner.

Due to the proximity of Shaw Wood, which is an ancient deciduous woodland, a CEMP is recommended to mitigate any indirect impacts.

In regards to utility constraints, a scan was conducted over the site to map out the current arrangement. There are a number of electrical services on the north side of the building adjacent to the electrical utility building. The field on the west side of the site could contain a drainage field but this was not definitively confirmed by the scan. To the semi enclosed area on the south side of the school, a number of drainage and foul runs were found, joining into a combined system.

With the surveys in mind, we concluded the best location for a new extension to the school was on the south side of the existing building, connected to the main circulation spine corridor. This will avoid the electrical utilities, be furthest from potential bat features, and avoid subtracting from the existing playing field.

The orientation of the proposal allows for the design to optimise glazing for natural lighting and solar gain. Solar panels will also be considered on the sports hall due to the south facing positioning.



FIGURE 12 : Likely best location for an extension

# 5.0 Design

# 5.0 Design

## 5.1 Use

The proposed extension will provide a new sports hall, kitchen facilities, classroom and storage. The extension will allow the old sports hall and kitchen facilities to be refurbished and repurposed as classroom spaces.

## 5.2 Amount

The design offers a 180m<sup>2</sup> sports hall with 4.8m ceiling height as recommended by Sport England. The overall design also offers 5 additional classrooms all at least 55m<sup>2</sup>, as recommended in Building Bulletin 103, courtesy of the Department for Education. The proposed kitchen facilities will meet the minimum space standards of 80m<sup>2</sup> for a 3FE school, as recommended in Building Bulletin 103, courtesy of the Department of Education.

## 5.3 Scale

The proposed extension has as gross internal floor area of 431m<sup>2</sup>. Each classroom meets/exceeds the Department for Education's area guidelines for mainstream schools, whereby a standard junior classroom should provide a floor area of 55m<sup>2</sup> and an infant classroom should provide a floor area of 62m<sup>2</sup>. The top of the parapet roof is designed at a height of 1100mm to incorporate safety guarding during maintenance of the proposed solar panels.

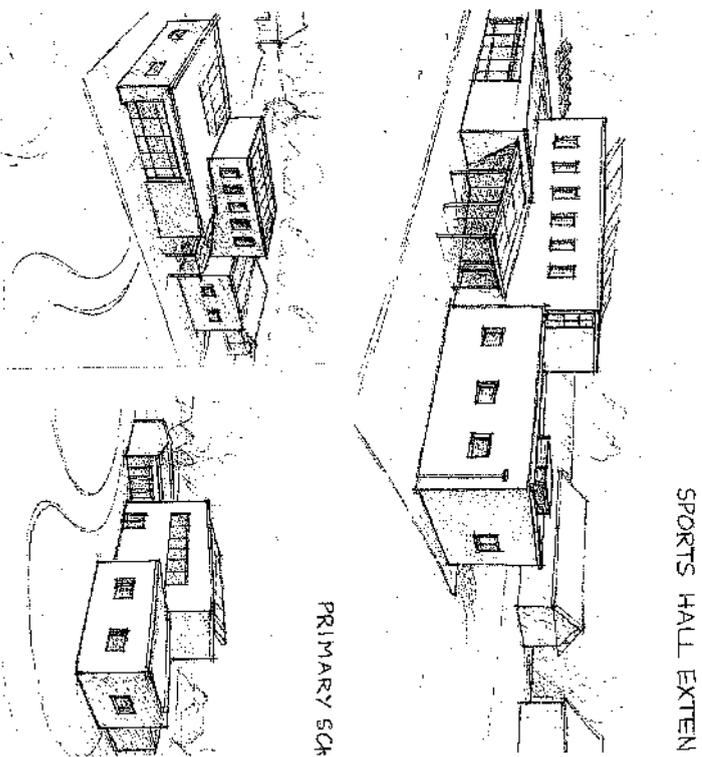


FIGURE 16 - 18: Design development sketches

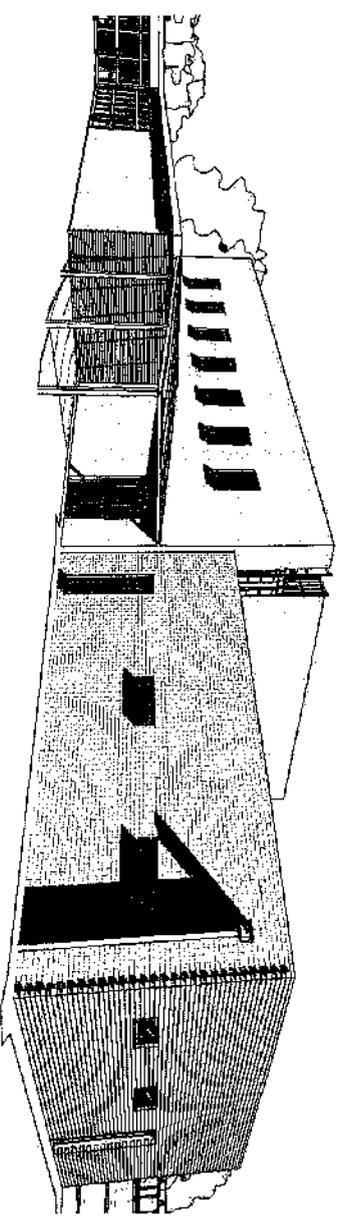


FIGURE 13 - 14: Design development sketches and proposed design 3d render

# 5.0 Design

## 5.4 Appearance

Brick is the proposed finish to the extension as this links to the other later addition the school has had over the years, namely the Millennium Wing and the Family Hub. The south facing end elevations will also feature protruding brick courses to emulate the schools horizontal cladding features and tie the new extension in more harmoniously to the existing school.

New trees will be implemented on site, the number and positions of which to be confirmed with the planning tree officer and ecologist.

## 5.5 Layout

The sports hall extension will be attached to the main corridor which runs like a spine through the whole school giving it excellent access for all the pupils. The central location makes it a good node within the school, and as close as practicable to their existing other sports hall. The sports hall will be used for both exercise and dining.

The glazing in the classroom also forming part of this extension will be west facing to reduce glare but maintain natural lighting during the operational hours. For the classroom in one of the existing sports halls, the curtain walling is proposed to be replaced with smaller windows to reduce glare as this space has eastern and southern aspects.

Large windows will be included for the classrooms being formed in the existing kitchen as these spaces have a more northerly aspect, and have more planting to shade them.

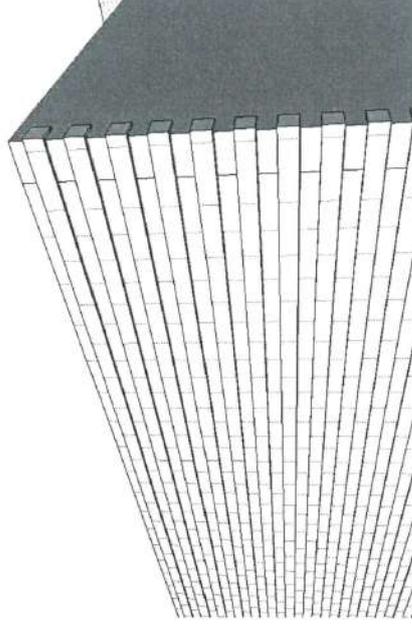


FIGURE 15-16 : Photo of existing horizontal cladding and 3D render of proposed brick detailing

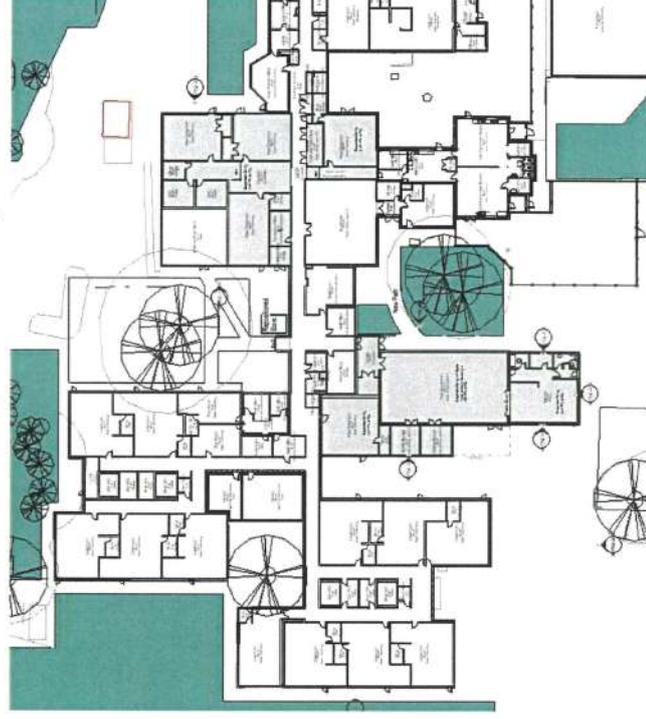


FIGURE 17 : Proposed plan

# 6.0 Access

# 6.0 Access

## 6.1 Access and Inclusion

All routes into the new sports hall and classrooms will be level access and have opening widths wide enough to accommodate wheelchairs. This is following guidance from Part M of the building regulations and in compliance with the Equality Act 2010.

Emergency exits from the sports hall and classrooms will also be level access. The new classrooms in the existing kitchen will have new external doors added with ramps down to the external ground level.



FIGURE 18 : Building Regulations Approved Document M  
Vol.2

# 7.0 IMPLEMENTATION

# 7.0 Implementation

## 7.1 Implementation

As the site will be live during the works, the aim will be to retain as much day to day functionality of the school with minimal restrictions.

A compound would be set up on the south side close to the development, with as little of the playground fenced off as possible while maintaining safety.

There are two access points onto the site. The main vehicle access is to the north east of the site, while the main pedestrian access is to the south east of the site. Both are considered to be used for material deliveries, with tree protection as advised by our tree consultant. A time table will also be agreed with the school as to when parents can also use the pedestrian access.

As advised by the ecologist and tree surveyor, a CEMP will be submitted prior to works commencing.

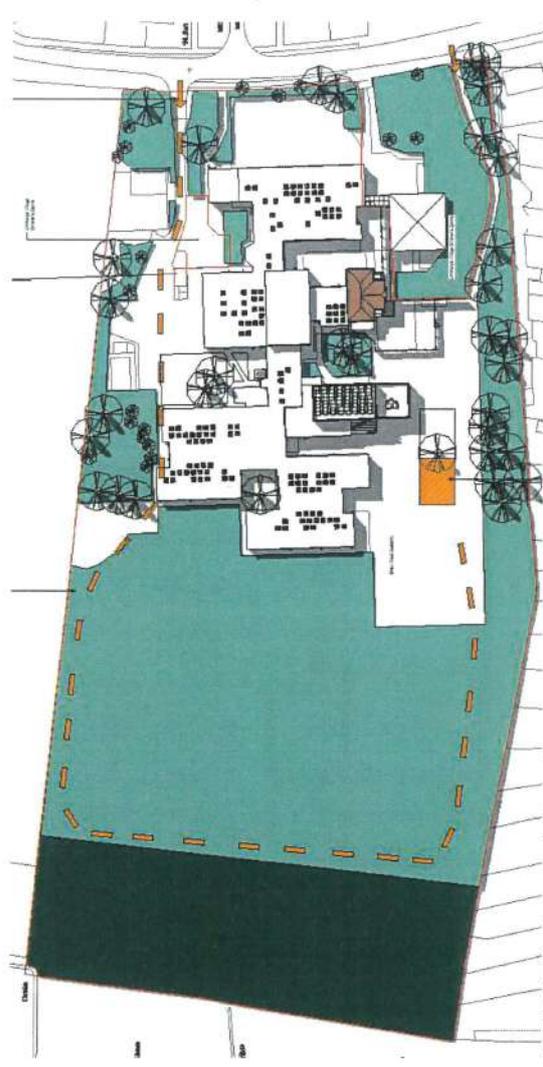


FIGURE 19 : Proposed site routes

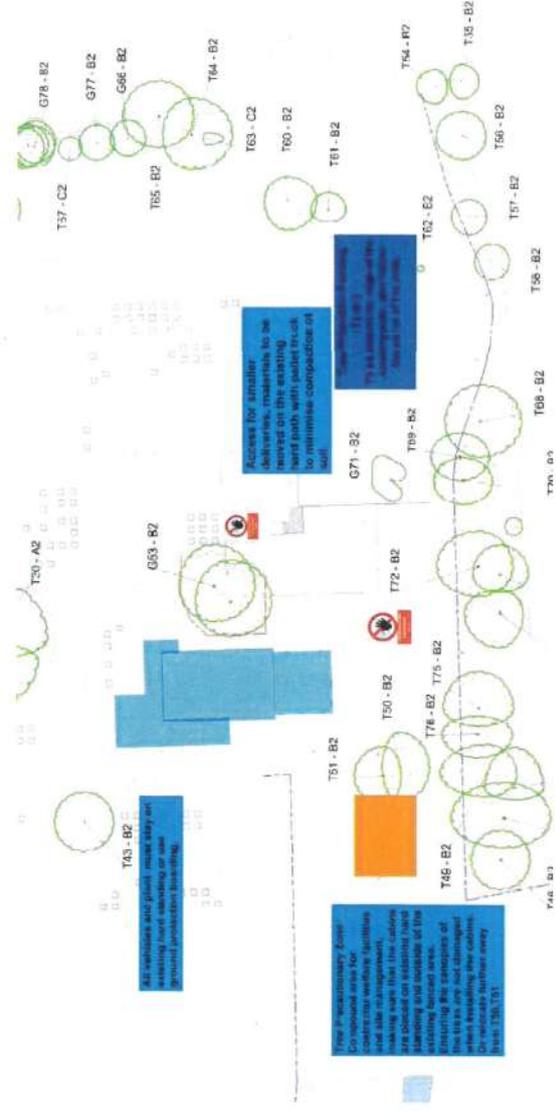


FIGURE 20 : Extract from Tree Survey Report

# 7.0 Implementation

## 7.2 Phasing

Construction sequencing strategy to maintain school operations  
Phasing approach to minimise disruption to existing facilities  
completion timeline aligned with academic calendar  
considerations  
temporary facilities layout showing alternative arrangements

To have minimal impact on the functioning of the school, the works will be divided into two main phases; the initial "external new build" phase, and the secondary "internal remodelling" phase.

This is essential as part of the internal remodelling proposed is converting the existing kitchen into classrooms. The new extension will be complete with a new kitchen so that once the sports hall extension is complete, works can begin on the existing kitchen without depriving the school of its existing functions.

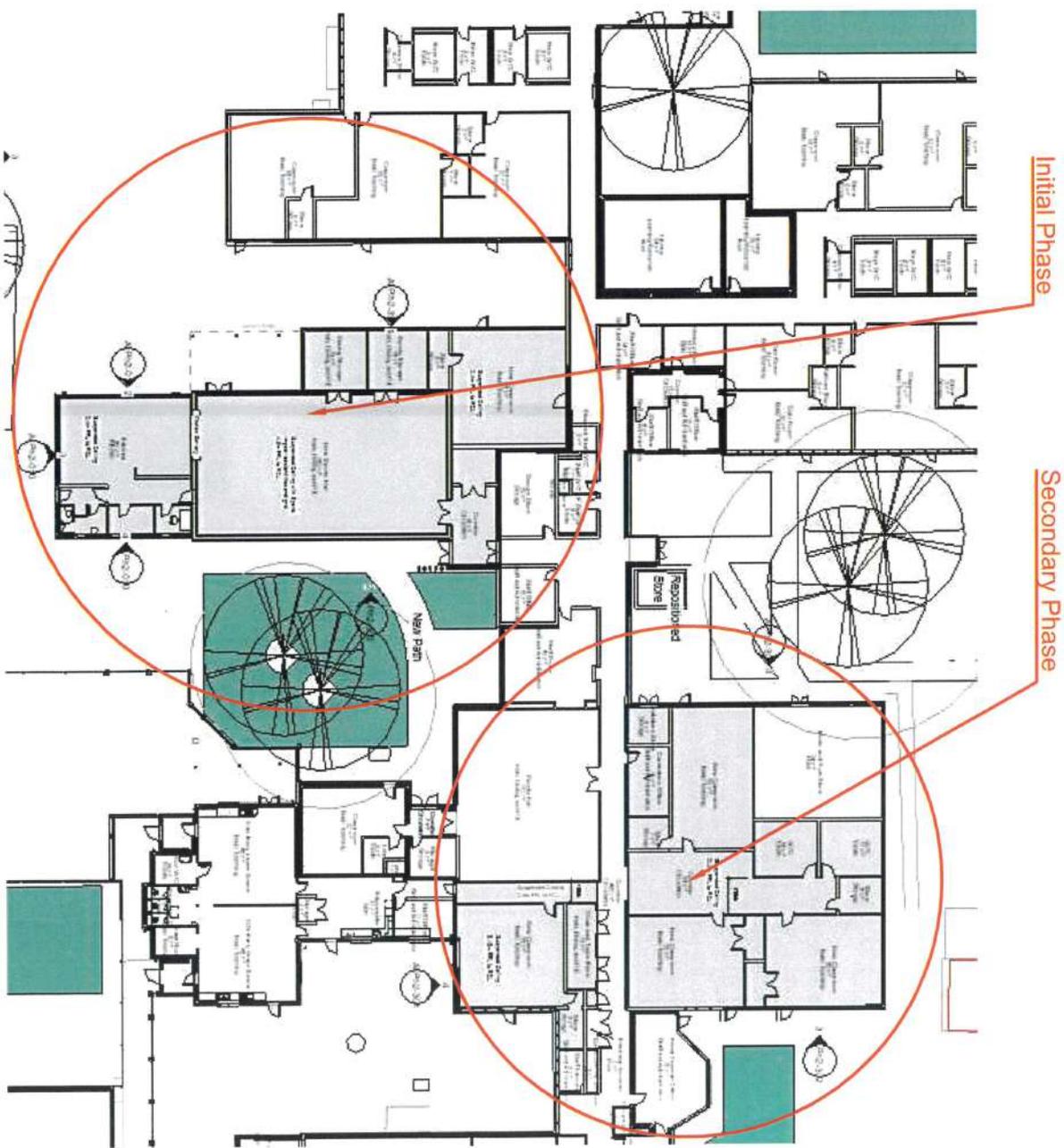
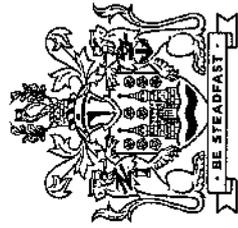


FIGURE 21 : Proposed Ground Floor Plan



**City of  
Doncaster  
Council**

**City of Doncaster Council**  
Design Department  
Civic Building  
Doncaster DN1 3BU  
James.Cahill@doncaster.gov.uk

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Armthorpe Parish Council 2025-2026

Bank - Cash and Investment Reconciliation as at 31 December 2025

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/12/2025	Co-Operative Bank Plc Current	688,756.36
31/12/2025	Co-Operative Bank Credit Card	-1,533.23

**687,223.13**

Other Cash & Bank Balances

**558.74**

---

**687,781.87**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

---

**687,781.87**

All Cash & Bank Accounts

1	Co-Operative Bank Plc Current	688,756.36
2	Co-Operative Bank Credit Card	-1,533.23
	Other Cash & Bank Balances	558.74
	<b>Total Cash &amp; Bank Balances</b>	<b>687,781.87</b>

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## Armthorpe Parish Council – Payment Schedule

**03 February 2026**

Method	Payee	Item	Amount
DD	CF Corportae Finance	Photocopier Lease	£301.50
	EDF Energy	Electricity – CC	£1,447.94
	Doncaster Council	Business Rates	£1,227.00
	Co-operative Bank	Commission	£4.16
	Scottish Water	Water Rates – CC	£470.11
BACS	Clean Safer	Window Cleaning Fees	£170.00
	M Dymniuk	Tea Dance Sessions	£180.00
	Burgray	PA System Hire Fees – Remembrance	£390.00
	Yorkshire Mechanical Services Ltd	Boiler Servicing Fees – CC	£527.48
	About Access Ltd	Access Audit - CC	£1,320.00
	DSA Gardening Ltd	Grounds Maintenance Fees	£528.00
	Abouncearound	Inflatable Hire Charges – S&R	£150.00
	British Red Cross	First Aid Training	£1,292.40
	LITE Ltd	Christmas Lighting Cost	£5,124.00
	Gartec Ltd	Lift Repairs	£61.33
	Scottish Water	Water Charges – Burial Ground	£141.07
		Water Charges – Allotments	£808.99
	Markham Mian Colliery Brass Band	Donation	£500.00
	Armthorpe Rovers JFC	Donation	£650.98
DD	O2	Telephone Charges – S&R	£30.30
	Tesco Mobile	Telephoene Charges – Clerk	£31.99
	Waterplus	Surface Water Charges – CC	£247.97
	Sage Software Ltd	Payroll & HR Subscription	£112.80
	Doncaster Council	Quarterly Waste Removal Fees (CC, Burial Ground & The Acorn Hub)	£987.35
	South Yorkshire Pensions Authority	Pension Contributions	£3,626.44
BACS	Calibre Office Furniture	Youth Club Furniture (Funded)	£8,659.20
	Breaktime Group Ltd	Vending Machine (Funded)	£6,048.00
DD	Quando Drinks Ltd	Bar Supplies	£2,795.95
	British Gas	Gas Supply – CC	£679.58
	Worldpay	Subscription Fees	£1.20
		Commission	£99.78
	BT	Broadband – The Acorn Hub	£36.23
	HMRC	PAYE & NI Contributions	£4,614.63
BACS	Flying Futures CIC	Youth Club Support Fees	£720.00
	Wages	Wages	£17,328.49
	S Youngman	Christmas Tea Expenses	£25.99
	Dining Diva Catering	Cleaning Supplies	£102.42

	DSA Gardening	Grit Bin Maintenance & Supply of Grit Sand	£165.00
	J P Glasby Ltd	Replacement of Heating Valves – Water Boiler	£456.00
	Yorkshire Mechanical Services Ltd	Water Boiler Repairs – CC	£502.42
	J P Glasby Ltd	Emergency Lighting Tests, Provision of Log Book and Lighting Plans	£597.60
	Clean Safer Ltd	Carpet Cleaning Services – CC	£1,552.00
	J P Glasby Ltd	Emergency Lighting Remedial Works	£4,464.00
	Yorkshire Floor Sanding	Main Hall Floor Refurbishment Fees	£6,200.00
DD	Biffa Waste Services	Recycling Fees	£74.99
	Onecom	Telephone Charges – CC	£175.97
CC	Newitts	S&R Equipment	£110.00
	Aldi	Bar & Christmas Market Supplies	£29.23
	Amazon	Stationery	£13.75
	Defib Supplies	Defibrillator	£954.00
	Essential Food Hygiene	Allergy Training	£7.20
		Food Safety Training	£33.58
	Aldi	Christmas Party Supplies	£11.83
	The Village Butchers	Christmas Party Supplies	£24.70
	Crusty Cob Shop	Christmas Party Supplies	£7.68
	B&M	Christmas Party Supplies	£9.96
	Amazon	Christmas Tea Supplies	£7.79
	Aldi	Youth Club Supplies	£11.60
	Temu	Christmas Decorations	£53.21
	Doncaster Council	Car Parking Fees	£2.20
	E Bowie Solutions Ltd	Scanning Fees	£20.00
	Armthorpe PC	Christmas Tea Drinks for Dignitaries	£47.90
	M&S	Christmas Tea Gifts	£78.00
	Screwfix	Angle Grinder	£44.99

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General / Administration</u>							
1076 Precept	318,708	318,708	0			100.0%	
1090 Grants Received	2,500	0	(2,500)			0.0%	
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	5,000	5,000	0			100.0%	
1340 Miscellaneous Income	161	0	(161)			0.0%	
4100 Stationery	(757)	(1,000)	243		243	75.7%	
4105 Postage	(191)	(200)	9		9	95.7%	
4107 Website and Email Costs	(2,460)	(500)	(1,960)		(1,960)	492.0%	
4110 Subscriptions	(8,350)	(8,000)	(350)		(350)	104.4%	
4114 Shredding	(62)	(200)	138		138	31.0%	
4115 Photocopying & Printing	(1,747)	(4,000)	2,253		2,253	43.7%	
4116 Commission	(11)	(100)	89		89	10.9%	
4120 Audit & Accountancy Fees	(260)	(3,000)	2,740		2,740	8.7%	
4122 Consultancy Fees	(454)	0	(454)		(454)	0.0%	
4125 Advertising	(20)	0	(20)		(20)	0.0%	
4130 Office Equipment	(161)	(1,000)	839		839	16.1%	
4135 Defibrillator Costs	0	(200)	200		200	0.0%	
4140 Chairman's Allowance	(33)	(100)	67		67	33.3%	
4150 Elections	(209)	(5,000)	4,791		4,791	4.2%	
4170 Grants to Voluntary Bodies	(2,100)	(10,000)	7,900		7,900	21.0%	
4180 The Acorn Hub	(6,726)	(12,000)	5,274		5,274	56.1%	
4185 Card Machine Fees	(627)	(1,500)	873		873	41.8%	
4340 Miscellaneous Expenditure	(703)	0	(703)		(703)	0.0%	
4640 Telephone & Broadband	(271)	(500)	229		229	54.1%	
<u>200 Salaries &amp; Wages</u>							
4000 Administration Salaries	(46,257)	(70,550)	24,293		24,293	65.6%	
4005 Burials Salaries	(1,800)	(3,000)	1,200		1,200	60.0%	
4010 Parks Salaries	(2,955)	(3,818)	863		863	77.4%	
4015 Community Clean Up Salary	(7,097)	(9,524)	2,427		2,427	74.5%	
4020 Community Centre Salaries	(50,319)	(55,957)	5,638		5,638	89.9%	
4025 Bar Salaries	(12,281)	(22,332)	10,051		10,051	55.0%	
4030 Sports & Recreations Salaries	(25,499)	(36,996)	11,497		11,497	68.9%	
4035 The Acorn Hub Cleaner Salaries	(1,688)	(1,905)	217		217	88.6%	
4039 PAYE & NI Contributions	(11,434)	(22,089)	10,655		10,655	51.8%	
4040 Pension Contributions	(25,748)	(33,492)	7,744		7,744	76.9%	
<u>300 Events</u>							
1300 Christmas Market Income	922	1,000	78			92.2%	
1305 Table Top Sale Income	1,207	1,750	543			69.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1310 Entertainment Income	615	0	(615)			0.0%	
1315 Tea Dance Income	6,082	8,000	1,918			76.0%	
1320 Fireworks Display Income	990	3,000	2,010			33.0%	
1340 Miscellaneous Income	1,619	0	(1,619)			0.0%	
4300 Christmas Market Costs	(1,188)	(1,000)	(188)		(188)	118.8%	
4305 Christmas Lighting / Tree	(34,358)	(45,000)	10,642		10,642	76.4%	
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	(208)	(250)	42		42	83.2%	
4310 Events	(374)	0	(374)		(374)	0.0%	
4311 Children's Christmas Party	(332)	(500)	168		168	66.5%	
4312 Halloween Party	(311)	(500)	189		189	62.3%	
4313 Easter Party	(200)	(200)	0		0	100.0%	
4316 Remembrance Day	(1,245)	(1,700)	455		455	73.2%	
4318 Tea Dances	(2,280)	(4,000)	1,720		1,720	57.0%	
4319 Christmas Tea Event	(5,035)	(6,000)	965		965	83.9%	
4320 Fireworks Display Costs	(7,363)	(7,500)	137		137	98.2%	
4321 Coach Trips	(1,180)	(800)	(380)		(380)	147.5%	
4340 Miscellaneous Expenditure	(989)	0	(989)		(989)	0.0%	
<u>400 Allotments</u>							
1400 Rents	1,059	1,026	(33)			103.2%	
4400 Allotment Expenditure	(1,057)	(3,000)	1,943		1,943	35.2%	
<u>500 Burial</u>							
1340 Miscellaneous Income	600	0	(600)			0.0%	
1500 Burial Fees	11,786	15,000	3,214			78.6%	
4340 Miscellaneous Expenditure	(517)	0	(517)		(517)	0.0%	
4500 Burial Expenditure	(7,286)	(9,000)	1,714		1,714	81.0%	
<u>600 Community Centre</u>							
1340 Miscellaneous Income	1,730	0	(1,730)			0.0%	
1600 Lettings	61,791	70,000	8,209			88.3%	
1610 Entertainment Income	245	0	(245)			0.0%	
1620 Bar Income	22,592	40,000	17,408			56.5%	
4340 Miscellaneous Expenditure	(1,677)	(1,000)	(677)		(677)	167.7%	
4600 Business Rates	(14,721)	(14,720)	(1)		(1)	100.0%	
4605 Rent	(1,300)	(1,300)	0		0	100.0%	
4610 Gas	(2,194)	(4,000)	1,806		1,806	54.9%	
4620 Electricity	(20,373)	(30,000)	9,627		9,627	67.9%	
4630 Water	(2,837)	(3,000)	163		163	94.6%	
4640 Telephone & Broadband	(1,569)	(2,000)	431		431	78.5%	
4650 Insurance	(3,150)	(3,150)	0		0	100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4654 Waste Removal Fees	(1,756)	(2,000)	244		244	87.8%	
4655 Waste Recycling Fees	(483)	(3,000)	2,517		2,517	16.1%	
4660 Cleaning Materials	(2,265)	(3,500)	1,235		1,235	64.7%	
4665 Grounds Maintenance - CC	(1,308)	(1,056)	(252)		(252)	123.9%	
4670 Repairs & Renewals	(13,977)	(25,000)	11,023		11,023	55.9%	
4676 Solar Panel	(1,500)	0	(1,500)		(1,500)	0.0%	
4680 Equipment / Furniture	(3,594)	(2,500)	(1,094)		(1,094)	143.7%	
4685 Uniform	0	(250)	250		250	0.0%	
4690 Entertainment Costs	(243)	0	(243)		(243)	0.0%	
4730 Bar Supplies	(10,550)	(20,000)	9,450		9,450	52.8%	
4740 Bar - Miscellaneous	100	(1,500)	1,600		1,600	(6.7%)	
<u>700 Sports &amp; Recreation</u>							
1700 Sports & Recreation Income	7,246	0	(7,246)			0.0%	
4640 Telephone & Broadband	(202)	(278)	76		76	72.7%	
4700 Sports & Recreations	(6,539)	(5,000)	(1,539)		(1,539)	130.8%	
4720 Parks Expenditure	(4,028)	(8,000)	3,972		3,972	50.3%	
4725 Public Benches	(13)	(2,000)	1,988		1,988	0.6%	
<u>800 Play Park</u>							
4340 Miscellaneous Expenditure	(1,460)	0	(1,460)		(1,460)	0.0%	
4750 Play Park	(218,474)	(600,000)	381,526		381,526	36.4%	533
<u>900 Community Clean Up Champion</u>							
4710 Community Clean Up Costs	(79)	0	(79)		(79)	0.0%	
<b>Grand Totals:- Income</b>	<b>1,063,360</b>	<b>1,171,914</b>	<b>108,554</b>			<b>90.7%</b>	
<b>Expenditure</b>	<b>590,329</b>	<b>1,121,767</b>	<b>531,438</b>	<b>0</b>	<b>531,438</b>	<b>52.6%</b>	
<b>Net Income over Expenditure</b>	<b>473,030</b>	<b>50,147</b>	<b>(422,883)</b>				
plus Transfer from EMR	533	0	(533)				
less Transfer to EMR	500,000	0	(500,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(26,437)</b>	<b>50,147</b>	<b>76,584</b>				

## **MOBILE PHONE POLICY – USE BY STAFF MEMBERS**

### **Purpose:**

To assist with the effective operation of all services, Armthorpe Parish Council issues mobile phones to certain staff and for operational use when on Armthorpe Parish Council business whether at Armthorpe Community Centre or off site i.e. employees who need to communicate or in case of emergencies whilst on the road.

The issue of such mobile phones is to facilitate staff in their roles and, as such, Armthorpe Parish Council has certain expectations regarding issue and use. The aim of this policy is to clearly outline the protocols.

### **Mobile Phone Allocation:**

It is the responsibility of line managers to ensure that all relevant staff members are issued with a company mobile phone at the relevant time.

### **Mobile Phone Usage Protocol:**

- When allocated/ using a Armthorpe Parish Council mobile phone, it is the user's responsibility to ensure that the device is looked after properly and is safely stored when not in use.
- The device remains the property of Armthorpe Parish Council at all times.
- The device must be returned to the office at Armthorpe Community Centre when not in use
- Phones must only be used for the given purpose. This may include text and internet usage as well as telephony depending on the device.
- If issued with a device that includes camera functionality, such must only be used for Armthorpe Parish Council purposes.
- Company mobile phones are not for personal use. Staff using a Armthorpe Parish Council mobile phone should be mindful of the cost of making calls and should therefore only make calls and spend sufficient time to cover essential business needs.
- Extreme care should be exercised when using mobile phones in cars. By law mobile phones can only be used when connected to a "hands free unit". Using a mobile phone while driving is not allowed by staff of Armthorpe Parish Council, (except with a certified hands free unit) as it is considered a serious risk and constitutes an offence under Road Traffic legislation.
- Misuse of the issued device may result in disciplinary action.
- In the event that the mobile phone is lost/stolen, your line manager must be notified immediately in order to block the number. If the employee does not notify the line manager immediately, they will be liable for any costs accrued.
- On termination of employment the mobile handset should be returned in a satisfactory condition. Failure to return the handset will result in the cost of the unit being deducted from any final money owed to the employee

### **Damage to Armthorpe Parish Council mobile phone:**

- Should the device get damaged, this should be immediately notified to the Clerk/Chairperson.
- Dependent upon circumstances, the user may be held responsible for wilful damage. Where it is found that the member of staff has been in any way negligent in the possession of a Armthorpe Parish Council mobile phone and it has resulted in loss, theft or damage, Armthorpe Parish Council reserves the right to recoup the replacement cost of the mobile phone. Armthorpe Parish Council will only take such action where negligence can be clearly identified and will take into account any mitigating factors in determining the amount to be charged to the individual. Any proof of negligence may result in disciplinary action.

**Dated:** 13<sup>th</sup> November 2025

**Approved:** 3<sup>rd</sup> February 2026

**Review Date:** February 2029



# RISK MANAGEMENT POLICY

## AIM

Arnthorpe Parish Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy in line with the Audit and Accountancy Regulations in order to protect the Council from avoidable losses.

The aims and objectives of this policy are comprehensive beginning with the need to develop risk management beyond general Health & Safety practices. The policy aims to:

- integrate risk management into the culture of the organisation;
- embed risk management through the ownership and management of risk as part of all decision-making processes; and
- manage risk in accordance with best practice.

## POLICY

### 1. Introduction

1.1 Arnthorpe Parish Council recognises that, in addition to its statutory duties, there are significant economic and ethical reasons to take all reasonable and practicable measures to safeguard the people that it works with, and provides services for; and to protect the natural and built environments for which it is responsible.

### 2. What is Risk Management?

2.1 Risk management is essential to good governance. 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Arnthorpe Parish Council is more likely to achieve its objectives if it manages risk properly. It is critical to recognise that risk management applies to every aspect of the Council's work, and is not just about Health & Safety.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

2.6 The examples below are high profile but not exhaustive:

Health & Safety Risk - The Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice.

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, and in a worst-case scenario Government Intervention.

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, increased Best Value inspection, inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

### **3. Why the Council needs a Risk Management Policy?**

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 Risk management will help to ensure that all Members of the Council have an understanding of 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an integral part of the Best Value process and as such is an important element in demonstrating continuous service improvement. There is an Audit requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk.

### **4. Why Risk Management?**

4.1 Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss.

Therefore, Armthorpe Parish Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

4.2 The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

4.3 The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council will seek to encourage staff to identify, assess and manage risks.

### **5. What is the Risk Management Process?**

5.1 Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low, Medium, or High. High scoring risks will be subject to detailed consideration and the preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

## **6. Options for control of Risks**

Elimination – the circumstances from which the risk arises are ceased so that the risk no longer exists.

Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – where the financial impact is passed to others e.g. by revising contractual Terms.

Sharing – sharing the risk with another party or parties.

Insuring – insuring against some or all of the risk to mitigate financial impact.

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates a particular risk.

## **7. Risk Monitoring**

7.1 The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

7.2 The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgments on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## **8. How will it feed into the Council's existing policies?**

8.1 Initial identification of risks will be by the Clerk/RFO in discussion with individual staff members.

Best Value – The requirements of Best Value meant that risk management became more important than ever, as Best Value presents a significant opportunity for the Council to reassess what it does and how. The Council takes into account minimising risk in the way that it operates as part of a commitment to quality and continuous service improvement.

Projects and Service Changes - The Clerk in recommending projects or service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by the Parish Council.

Partnership Working - The Parish Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## **9. Roles and Responsibilities**

9.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place.

Members - Risk management is seen as a key part of the Elected and Co-Opted Member's stewardship role and there is an expectation that all Members will lead and monitor risk management. This will include:

- Approval of the Risk Management Policy.
- Approval of Annual Risk Assessments.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

Members of staff - Staff members will undertake their jobs to the best of their ability to reduce risks ensuring that the skills and knowledge that they have acquired and that have been passed to them are used effectively. All employees will maintain an awareness of the impact and costs of risks. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.

Clerk - The Clerk will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy and will:

- Provide advice as to the legality of policy and service delivery choices.
- Update Council and service areas on the implications of new or revised legislation.
- Review, maintain and produce annual risk assessments to the Council and report on any changes/ updates as a consequence of the review.
- Procure and manage the Council's insurance policy and act on instructions received from the appointed Insurers to ensure that identified risks do not expose the Council to unjustified risk.
- Assess and implement the Council's insurance requirements.
- Assist in handling any litigation claims and liaison with the Parish Council's insurers.
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- Advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- Ensure that Risk Management is an integral part of any service review process. Ensure that recommendations for risk control are detailed in service review reports.

Clerk in the role as Responsible Finance Officer - The Council's Responsible Finance Officer will:

- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.

- Ensure that the Financial Information System allows effective budgetary control and informs financial decisions made by the Council.

Role of Internal Audit - The Independent Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the operation of the Council.

In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals or groups are encouraged to report adverse incidents promptly and openly. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

### **IMPLEMENTATION**

All Councillors and Staff have responsibility to ensure this policy is implemented and followed.

### **MONITORING**

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Any breach of the policy to be reported to the Clerk	Anyone
Reports will be investigated and remedial action taken if required	Clerk
Review and production of annual risk assessments for each area of work identified as having a potential risk	Clerk
Review insurance policy annually	Clerk/RFO

### **POLICY CONSULTATION**

A copy of the policy has been given to all staff and is available to view on the Parish Council's website.

### **POLICY REVISION DATE**

This document shall be reviewed annually; or upon any changes to legislation; or subject to the requirements of Armthorpe Parish Council.

### **RELATED POLICIES AND STRATEGIES**

Annual Risk Assessment, Health and Safety Policy, Councillor Code of Conduct, Disciplinary Policy

**Dated:** 11<sup>th</sup> December 2025

**Approved:** 3<sup>rd</sup> February 2026

**Reviewed:** Annually

# ARMTHORPE ROVERS JUNIOR FOOTBALL CLUB

Secretary,  
Mr John Hemingfield,

Armthorpe,  
Doncaster.  
Tel 01302  
Mobile



Chairman,  
Paul Eanor

Armthorpe,  
Doncaster.  
Tel 01302

Supported by The Coalfields Regeneration Trust.

FAO....Sarah (Clerk to the Armthorpe Parish Council)

On behalf of Armthorpe Rovers Junior Football Club (players and parents) I would like to express our thanks for the kind donation towards equipment to be used at two sites that we have pitches on.

Your help is very much appreciated and will help us to continue providing quality facilities for our 120 + registered players.

Regards...John Hemingfield (Club Secretary)