



MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 03 MARCH 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, A Bradley, L Bradley, C Head, L Monks, T Needham, E North, C Trewick and M Walton.

City Councillors: C Marriott and N Pritchard.

Deputy Clerk to the Council: B Walton.

Twelve members of the public, Darryl Barker and Bryn Iwanyckyj of Albemarle Homes.

Absent: Councillor M Jackson

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

RESOLVED: None

146 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

Councillors T Needham and A Barrington declared an interest in item 14c: Request for funding from Armthorpe Community Theatre.

Councillor C Brodhurst-Brown declared an interest in item 8b: Ladycroft development.

Councillor A Bradley declared an interest in item 14d: Request for funding for sponsorship to attend The World Scout Jamboree.

RESOLVED

147 APOLOGIES

Apologies were received from Councillors N Berry, A Duckitt, C Parry and S Rose.

RESOLVED: To approve the reasons for absence.

146 ARK DONCASTER PROJECT

Alex Powell, Biosphere Engagement couldn't attend the meeting.

RESOLVED: To defer to a future meeting.

147 ALBEMARLE HOMES UPDATE

Councillor C Brodhurst Brown welcomed Darryl Barker and Bryn Iwanyckyj of Albemarle Homes to the meeting to update the Parish Council on a proposed development at Grange Farm. The following information was provided from the developer and consultants: Due to a lack of housing throughout the UK, the government has

proposed an increase for new housing targets, Doncaster are expected to deliver 920 homes each year, and this will increase. Doncaster Council are in the process of reviewing the Local Plan to identify sites that can be developed. Albemarle Homes were waiting for the Local Plan and Armthorpe Parish Council's Neighbourhood Plan to be renewed prior to submission however this is a lengthy process, so they feel the time is right now.

Council members asked a number of questions of the developers and informed the Members of public that there would be a consultation by the developer in due course and to keep an eye on the planning portal and Parish Council agenda for when the application is submitted. The Parish Council will consider the application at the appropriate time.

RESOLVED: To note the presentation by Albemarle Homes.

148 MINUTES OF THE FULL COUNCIL MEETING HELD ON 03 FEBRUARY 2026

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

149 MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 20 JANUARY 2026

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

150 MINUTES OF THE COMMUNITY CENTRE AND GENERAL-PURPOSE COMMITTEE MEETING HELD ON 20 JANUARY 2026

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

151 MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING HELD ON 06 OCTOBER 2025

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

152 PLANNING

**a. Planning Applications**

26/00003/REF: 38 Whiphill Lane, Armthorpe: Change of Use from Use Class C3 (dwellinghouse) to Use Class E(f) (Nursery), and alterations to car park layout.

RESOLVED: Council members wished to resubmit their original objections plus the following which had come to light:

In the Statement of Case the evidence stating this application is like other day nurseries is not comparable. The other nurseries are on main roads whereas this is on a private road without the same infrastructure, which poses a risk to public access. A nursery provision in this area will increase noise levels as the area is a noticeably quiet one.

There is a parking precedent on the other sites whereas the land proposed for car parking uses is owned by the City of Doncaster Council so cannot be incorporated in this application for use.

Children to staff ratio seems high which poses concerns.

26/00207/FUL: 21 Hatfield Lane: Erection of a 2-storey side extension and a single storey internal garage side extension.

RESOLVED: No objections were made.

25/02459/FUL: Sandall View, Barton Lane: Erection of 2 four-bedroomed detached dwellings with integral garage following the demolition of existing dwelling.

RESOLVED: Council members wished to submit their objections to this application on the following grounds:

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

There are already drainage issues on Barton Lane, this would add to them. There is a foul water manhole on the site with no indication as to where this goes. There will be an impact on neighbouring houses, unmade road issues, and concerns where the construction traffic access would be with a potential breach of planning of a neighbouring development by the same developer.

**b. Ladycroft Development**

Councillor Brodhurst-Brown informed Members that a Working/Campaign Group has been set up with strategies in place and background work being undertaken to source information that will assist with any objections put forward. A petition will be sent out shortly and Ward Councillors are supporting residents. Ward Councillor Marriott informed the Parish Council that a 6-month Tree Preservation Order has been placed on the trees on the piece of land that is proposed to be used as access to the site.

RESOLVED: To note the update from the Ladycroft Working/Campaign Group.

153 FINANCE

**a. Bank Reconciliation**

Council members were provided with the bank reconciliation dated 31<sup>st</sup> January 2026.

RESOLVED: To approve the statement.

**b. Schedule of Payments**

Insert payments table

Councillor Needham questioned the spending relating to the Youth Club and where approval took place for this expenditure and where funds were sourced from. Members were informed that Full Council had authorised the items purchased in December 2025.

RESOLVED: To approve the payments.

**c. Income and Expenditure Report**

Council members were provided with a copy of the report dated 12<sup>th</sup> February 2026. Councillors A Bradley and Needham queried Budget headings 1090: Grants Received, 4700: Sports and Recreation, 4680: Equipment/Furniture and 4720: Parks Expenditure.

RESOLVED: To approve the report.

**d. Rialtas Quote**

Council members were provided with a quote for annual support and maintenance for RialtasWeb for 3 users. This is an upgraded version of the software currently used for bookings, cemeteries and finances.

RESOLVED: To accept the quote for RialtasWeb in the sum of £560 plus VAT.

154 PARISH MATTERS

a. **Rands Lane Burial Ground:** Defer to next meeting.

b. **Mercel Avenue Allotments:** Defer to next meeting.

c. **Play Park Project:** Members were provided with quotes for supporting planning reports for the play park planning application which have been sourced by Building Link Design, appointed architects for the project.

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

Tel: 01302 830543

RESOLVED: To approve the supporting planning reports at a cost of £10,400 plus VAT.

d. **Solar Panels:** Defer to next meeting.

e. **Website and Branding:** Defer to next meeting.

155 CITY COUNCILLOR UPDATES

Councillor C Marriott provided members with a report which included the following updates:

- Temporary (6 month) Tree Preservation Orders on trees on Ladycroft Road.
- 7.5T weight restrictions on Nutwell Lane.

Councillor T Needham provided an update on mayoral duties.

156 TERMS OF REFERENCE

Members were asked to consider amendments to the Traffic Committee's Terms of Reference to enable meetings to be held.

RESOLVED: To approve the amended Terms of Reference with a few additions.

157 POLICIES

a. **Local Government Pension Scheme Regulations 2014 Employers Discretions Policy Statement**

RESOLVED: Defer to next meeting.

b. **Investment Policy**

RESOLVED: Defer to next meeting.

c. **Internet Banking Policy**

RESOLVED: Defer to next meeting.

158 CORRESPONDENCE

a. **Cash Access UK**

Council members were provided with a copy of an email and associated papers regarding a banking hub. The Chairman explained that the banking hub would provide a counter service for essential cash transactions for customers of all major banks every weekday, a community banker service where customers can speak face to face with a representative of the top 5 banks used within the Parish about more complex matters on a set day. The banking hub will open before the Halifax closes and opening hours of the hub will be longer than those of the current Halifax.

RESOLVED: To note the update on Cash Access UK.

b. **Closure of the Halifax Bank**

Council members were provided with a copy of an email from a concerned resident regarding the closure of the Halifax Bank. Members considered the request to write to the Halifax Bank in an attempt to request it be kept open.

RESOLVED: To respond to the resident thanking her for her email and provide her with information on Cash Access UK/Banking hub.

**c. Funding Request from Armthorpe Community Theatre**

Council members were provided with a copy of an email from Armthorpe Community Theatre requesting assistance with funding for the cost of a shed base. One quote for £1200 had been sought and another was being sought on 4<sup>th</sup> March 2026.

RESOLVED: To approve funding of £500 towards the shed base, on the condition that any work commissioned is approved by the Clerk.

**d. Sponsorship for the World Scout Jamboree**

Council members were provided with a copy of an email from a resident whose son has been invited to attend the World Scout Jamboree in Poland in 2027. The total cost of the experience is £3550, and the child will be carrying out fundraising events to fund this.

RESOLVED: To approve initial funding of £300 towards the World Scout Jamboree. Should additional funding be required at a later date, the resident may return to the Parish Council with updates on their fundraising efforts and any further requests.

**e. Proposed Development off Ladycroft Road**

Council members were provided with a copy of an email from a resident expressing concerns regarding the Ladycroft development.

RESOLVED: Members noted the residents' concerns and wished to express their thanks for such a detailed email. The Clerk will ask the resident to keep an eye on the planning portal and Parish Council agenda for when the application is submitted. The Parish Council will consider the application at the appropriate time.

159 DATE AND TIME OF NEXT MEETING

RESOLVED: To hold the next Full Council meeting on Tuesday 7<sup>th</sup> April 2026 at 7pm

160 MEMBERS ITEMS

Councillor T Needham stated that he had not been present at the 02/12/25 meeting hence querying the grant information.

There being no further Council business the meeting was closed.

PUBLIC SESSION

A member of the public reported an issue with DCLT's booking system for classes and oversubscription. Ward Councillor C Marriott agreed to report the matter to Doncaster Council.

A member of the public advised that planning applications had been put in twice before for Grange Farm and declined due to no green space/wedge between Edenthorpe and Armthorpe.

A member of the public advised that the 7.5 tonne limit had been brought up with South Yorkshire Police before. Ward Councillor C Marriott informed the resident and Council members that in the future enforcement will fall with City of Doncaster Council not South Yorkshire Police. In the meantime, South Yorkshire Police will monitor.

A member of the public advised that Armthorpe Rovers Club are currently negotiating their Lease with City of Doncaster Council, and they won't have to maintain the grass verge and car park – they will have no right over it.

DRAFT



MINUTES OF THE MEETING OF THE EVENTS SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 17 FEBRUARY 2026

PRESENT:

Chairperson: Councillor C Head.

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

Also present: S Youngman: Clerk to the Council, and D Youngman: Events Assistant.

Not in attendance: Councillor L Bradley.

59 APOLOGIES

Apologies for absence were received from Councillors E North and S Rose.

RESOLVED: To approve the reasons for absence.

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

None.

61 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

62 MINUTES OF THE MEETING HELD ON 20 JANUARY 2026

Council members were provided with a copy of the minutes.

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

63 ARMTHORPE COMMUNITY THEATRE

Councillor A Barrington advised that arrangements for the cabaret evening on 14<sup>th</sup> March are ongoing, tickets are on sale, and the event will include an auction to raise funds for the group.

64 REVIEW OF EVENTS

**a. Cocktail Evening**

The Events Assistant advised that the event had been successful with ticket sales of £240.00 and a bar income of £538.00. Everyone who had attended had provided positive feedback and had asked for another event to be arranged. Councillor L Monks suggested that ticket prices should be increased to better reflect the level of provision being offered.

RESOLVED: To arrange another event on 17<sup>th</sup> July and tickets to be sold for £15.00.

**a. Pride of Armthorpe: 17<sup>th</sup> April 2026**

Council members were provided with the request for funding from Shaw Wood Academy. Towards the event.

RESOLVED: To provide £500.00 towards the event and for a meeting to be arranged with the organisers, D Youngman and Councillors C Head and C Brodhurst Brown.

**b. Robinsons Funfair: 24<sup>th</sup> to 26<sup>th</sup> April 2026**

Council members were provided with a draft agreement for the use of Briar Road Playing Field.

RESOLVED: To approve the agreement.

**c. Children's Easter Event: TBC**

Councillor A Barrington confirmed that Jean from Armthorpe Community Library had agreed to host an event.

RESOLVED: To fund an event to be held at Armthorpe Community Library.

**d. Family Circus: 18<sup>th</sup> to 25<sup>th</sup> May 2026**

Council members were provided with a draft agreement for the use of Briar Road Playing Field.

RESOLVED: TO approve the agreement.

**e. Bridlington Coach Trip: 26<sup>th</sup> June 2026**

Council members were advised that several companies had been approached for quotes to provide a bus service for the event, however, only one company has availability of the date required.

RESOLVED: To approve the quote received from Kettlewell (Retford) Ltd at a cost of £750.00

**f. Family Seaside Trip: 7<sup>th</sup> August 2026**

Council members were provided with a draft application form for families interested in attending the event.

RESOLVED: For the form to be approved and distributed to schools after Easter with a deadline of 30<sup>th</sup> June 2026 to receive applications .

**g. Firefly Summer Event: 8<sup>th</sup> August 2026.**

No updates to report.

**h. Miners Memorial: 6<sup>th</sup> September 2026**

No updates to report.

**i. Children's Halloween Party: 30<sup>th</sup> October 2026**

No updates to report.

**j. Firework Event: 4<sup>th</sup> November 2026**

**i. First Aid Provision.**

Council members were provided with a quote for the provision of first aid services at the event.

RESOLVED: To approve the quote received from St John Ambulance at a cost of £114.40 plus VAT.

**ii. Security Services**

Council members were provided with a quote for the provision of security services at the event.

RESOLVED: To approve the quote received from TSSL Doncaster at a cost of £600.00 plus VAT.

**iii. Purchase of a gazebo**

Council members were provided with six quotes for the provision of a commercial grade gazebo for the event.

RESOLVED: To purchase a 6m x 3m gazebo from UK Tents at a cost of £804.16 plus VAT.

**k. Remembrance Service and Parade: 8<sup>th</sup> November 2026**

No updates received.

**l. Christmas Market & Christmas Light Switch on: 21<sup>st</sup> November 2026.**

No updates to report.

**m. Children's Christmas Party: 4<sup>th</sup> December 2026.**

No updates to report.

**n. Christmas Tea Events: 11<sup>th</sup> and 12<sup>th</sup> December 2026**

Council members discussed the increasing costs to provide the event, and issues with non-attendance and seating arrangements.

RESOLVED: To implement a fee of £3.00 for raffle ticket which must be purchased when allocating tickets. For members of the public to be provided with a breakdown of costs to provide the event and for a spare table to be set up in the event of guests experiencing issues with being seated together.

**o. Partnership Events Agreement**

Council members were provided with a copy of the draft agreement to be used when hosting events in partnership with other organisations.

RESOLVED: To approve the document.

66 EVENTS ASSISTANT UPDATE

The Events Assistant requested permission to host a quiz night on 26<sup>th</sup> March, with ticket prices of £3.00 and food available from Steakaway food vendor.

RESOLVED To approve the event.

67 VILLAGE PARADE/GALA

No updates received.

68 NEXT MEETING DATE

RESOLVED: To meet on 17<sup>th</sup> March 2026 at 6pm.

DRAFT



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE  
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 17 FEBRUARY 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: N Berry, C Head, L Monks, T Needham, and C Parry.

Clerk to the Council: S Youngman.

Sports & Recreation Officer: C Hughes.

Community Clean up Champion: Lea Pedley.

NOT PRESENT:

Councillors L Bradley and M Jackson.

66 APOLOGIES

Apologies for absence were received from Councillors A Bradley, E North and M Walton.

RESOLVED: To approve the reasons for absence.

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

None.

68 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

69 MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> JANUARY 2026

Council members were provided with a copy of the minutes.

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

70 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 tag rugby festival results. The Sports and Recreation Officer provided members with the associated costs to deliver an Easter programme and advised that an application had been made to the HAF Programme via City of Doncaster Council. Council members were also provided with an update of the work to create a new space for the Youth Club project.

RESOLVED: For the Easter programme to be discussed at the next Sports and Recreation Sub Committee meeting.

71 COMMUNITY CLEAN UP CHAMPION

Members were provided with a newsletter which included details of how much litter had been collected in January and February, the Clean Up Champion also provided an overview of the plans for the Great British Clean Up event. Council members made a suggestion for the newsletter to be distributed to members of the public via the library and community centre.

72 ARK DONCASTER PROJECT

Council members were provided with an overview of the Ark project which is a project being delivered by City of Doncaster Council and Sheffield Hallam University. Members were asked to consider being involved in the project by allowing the organisers to host events at the community centre.

RESOLVED: To invite the Engagement Officer to a Full Council meeting to discuss the matter further.

73 ARMTHORPE COMMUNITY CENTRE MATTERS

**a. Access Audit Report**

Council members were provided with a copy of the report outlining the progress with obtaining costs for the recommendations from the Access Audit report.

**b. Youth Club Facilities**

Discussed under item 70.

**c. Hot Water Boiler**

The Clerk advised that the new boiler installation is scheduled for week commencing 13 March. The works are expected to take approximately three days to complete. During this period, the community centre will have no running water, and as a result the building will need to remain closed to members of the public and to staff for the duration of the works.

RESOLVED: For staff to be given the opportunity to work from home or take annual leave.

**d. Hirers Agreement**

Council members were provided with a copy of the updated terms and conditions for hiring Armthorpe Community Centre.

RESOLVED: To approve the document with the following amendments: 5.2 for the member of staff on duty at the event to be the designated first aider. 5.4 for the member of staff on duty to be the designated fire Marshall at the event and for the main hirer to be briefed on the procedures for evacuation.

**e. Entrance Signs**

Council members were provided with quotes to install signage at the entrance of the community centre. On the existing scaffolding.

RESOLVED: To request quotes for a sign with lighting and columns rather than using the existing scaffolding.

**f. Accessible Toilet Automatic Opener**

Council members were provided with a quote to install an automatic opener on the door along with an alarm system and associated electrical works.

RESOLVED: To look into an alternative system such as a key activation system.

**g. Induction Loop System**

Council members were provided with a quote to install induction loops in all meeting spaces.

RESOLVED: For the Clerk to prepare a report outlining the costs for all the work included in the Access Audit Report to enable members to create a plan to complete the works.

74 NEXT MEETING DATE

RESOLVED: To meet on Tuesday 17<sup>th</sup> March 2026 at 7pm.



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 02 DECEMBER 2025

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

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

Clerk to the Council: S Youngman.

11 APOLOGIES

Apologies were received from Councillor A Duckitt.

RESOLVED: To approve the reason for absence.

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

Items 6, (Clerk pay review), 8 (Deputy Clerk reimbursement of fees), and 9 (Facilities Manager).

13 MINUTES OF THE MEETING HELD ON 30 JUNE 2025

Council members were provided with a copy of the minutes.

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

14 CLERK SALARY REVIEW

Council members were provided with Salary Evaluation report from YLCA. The Clerk left the meeting whilst members discussed the report and recommendation.

RESOLVED: To make a recommendation to the Finance committee based on the findings of the report and to backdate the pay increase to the date when the matter was first discussed.

15 STAFF TRAINING

**1. First Aid at Work**

Council members were provided with quotes from four providers.

RESOLVED: For staff to attend training with British Red Cross at a cost of £359.00 plus VAT each, (total cost £1,795.00).

**2. Level 2 Food Safety**

Council members were provided with quotes from four providers.

RESOLVED: For two members of staff to enrol on training with Essential Food Hygiene at a cost of £71.98 plus VAT.

### **3. Data Protection Training**

Council members were provided with the cost for staff and Council members to complete the training provided by YLCA.

RESOLVED 1: For all members of staff and Councillors to be enrolled on Data Protection & GDPR for Councils: Part 1 at a cost of £735.00.

RESOLVED 2: For the Clerk and Deputy Clerk to be enrolled on Data Protection & GDPR for Councils: Part 2 and 3 at a cost of £140.00.

## 16 STAFFING COSTS

### **1. Society of Local Council Clerk (SLCC) Membership**

Council members received a request from the Deputy Clerk to reimburse the increase in membership for SLCC due to now being employed by a second Council.

RESOLVED: To approve the cost of £150.00 as a one-off payment.

### **2. Provision of SIM Card**

Council members were asked to consider providing the Community Clean up Champion with a SIM card for work purposes.

RESOLVED: To provide the Clerk with the authority to purchase a SIM card with a monthly budget of £10.00.

## 17 FACILITES MANAGER

Council members were provided with a proposal to employ a part time Facility/Asset Manager along with a list of equipment with costs for consideration.

RESOLVED: For a recommendation to be made to Full Council to approve the new role from 1<sup>st</sup> April 2026 with a starting salary of £23,063.00 and a budget of £25,000 for a vehicle and equipment.

## 18 DATE OF NEXT MEETING

RESOLVED: To be determined.

**Approved at a meeting held on 2<sup>nd</sup> December 2025 and signed by Councillor C Brodhurst Brown.**

MINUTES OF THE MEETING OF THE SPORTS AND RECREATION SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE ON MONDAY 07 OCTOBER 2025

PRESENT

Chairperson: Councillor E North.

Councillors: C Head, M Jackson and M Walton .

Sarah Youngman: Clerk to the Council.

Carl Hughes: Sports and Recreation Officer.

NOT IN ATTENDANCE

Councillor T Needham.

29 APOLOGIES

None received.

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

None.

31 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

32 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> SEPTEMBER 2025

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

33 YOUTH CLUB PARTNERSHIP WITH FLYING FUTURES CIC

Council members were provided with an overview of the work carried out to resolve the issue with staffing to cover the youth club sessions and details regarding the proposal to form a partnership with Flying Futures CIC to deliver the sessions safely and on a regular basis.

Council members were provided with the draft Service Level Agreement between Armthorpe Parish Council and Flying Futures CIC and provided with the opportunity to discuss the matter further.

RESOLVED: To make a recommendation to the Community Centre and General Purpose Committee to approve the document once the agreement end date had been amended to 31/03/2026.

34 FUTURE AGENDA ITEMS

None identified.

35 DATE AND TIME OF NEXT MEETING:

RESOLVED: To meet on 2<sup>nd</sup> December 2025 at 6pm.