



MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 02 JUNE 2026

PRESENT:

Chairperson: Councillor C Head.

Councillors: A Barrington, A Duckitt, M Jackson, L Monks, E North, C Parry, and M Walton.

Clerk to the Council: S Youngman.

Three members of the public.

Not in attendance: Councillors A Bradley and L Bradley.

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

RESOLVED: None

22 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

23 APOLOGIES

Apologies were received from Councillors C Brodhurst Brown, T Needham, S Rose and C Trewick.

RESOLVED: To approve the reasons for absence.

24 MINUTES OF THE FULL COUNCIL MEETING HELD ON 05 MAY 2026

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

25 MINUTES OF THE COMMUNITY CENTRE AND GENERAL-PURPOSE COMMITTEE MEETING HELD ON 21 APRIL 2026

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

26 PLANNING

**a. Planning Applications**

26/00787/FUL: Proposed play park on existing dilapidated recreational ground to the rear of Armthorpe Community Centre.

No objections were made.

27 FINANCE

**a. 2025-2026 Year End Accounts**

Council members were provided with a copy of the annual reports for approval.

RESOLVED: To approve the reports

**b. Annual Governance Statement**

Council members were asked to read each statement and to resolve to answer Yes or No.

RESOLVED: To agree with the statements with the exception of no.9 which is not applicable.

**i. Accounting Statements**

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

RESOLVED: To approve the Accounting Statements.

**c. Schedule of Payments**

Deferred.

**d. Bank Reconciliation**

Council members were provided with a copy of the report dated 30<sup>th</sup> April 2026.

RESOLVED: To approve the report.

**e. Income and Expenditure Report**

Council members were provided with a copy of the report dated 30<sup>th</sup> April 2026

RESOLVED: To approve the report.

28 APPOINTMENT OF COMMITTEE MEMBERS

Members were invited to consider volunteering to serve on the Parish Council's committees with vacancies.

RESOLVED: For the following appointments to committees to be made:

**Community Centre & General Purpose:** Councillors A Duckitt and M Walton.

**Staffing:** Councillor M Jackson.

29 CITY COUNCILLOR UPDATES

Councillor N Pritchard advised that he had only just become aware of the bi-election that had been called to fill the Parish Councillor vacancy. He stated that he did not condone the actions of those who had triggered the election.

Councillor N Pritchard advised that he had been assisting a member of the public with the receipt of their mail and had also arranged for the pavement along Woodlea Grove to be inspected by Doncaster Council.

Councillor C Marriott advised that with the sad news of another local water-related fatality, expressions of condolence have been issued on behalf of Armthorpe.

Councillor C Marriott provided the following updates:

1. A letter has been sent to ASA Medical Group regarding the recent change to the procedure to make appointments. Healthwatch Doncaster will be at the practice all day on Monday 8<sup>th</sup> June to speak with patients.
2. The overgrown nettles on Granby Court have been dealt with by Doncaster Council.
3. The issue with the bins on Church Street is ongoing.
4. A request for an additional dog waste bin on Whiphill Lane has been submitted to Doncaster Council.
5. The Planning Inspectorate has refused the appeal against the decision relating to the application for a children's nursery on Whiphill Lane.
6. A community Speedwatch session will take place on 3<sup>rd</sup> June from 10am to 11am.
7. Albemarle Homes have released details of the planning proposals for the Grange Farm development; details will be shared with residents.

30 POLICIES

**a. Councillors Allowance**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

**b. Business Continuity Plan**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

**c. Pension Compulsory Discretionary Policy**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

31 CORRESPONDENCE

**a. Update from Cash Access**

Council members were provided with a copy of letter providing an update on requiring a building for the banking hub.

RESOLVED: To note receipt of the letter.

32 DATE AND TIME OF NEXT MEETING

RESOLVED: To hold the meeting on Tuesday 7<sup>th</sup> July 2026 at 7pm.

33 MEMBERS ITEMS

Councillor A Barrington questioned whether the vending machine within the community centre is used. The Clerk confirmed that the vending machine is used by most groups using the building.

Councillor A Barrington reported a dumped TV screen on Barton Lane. Councillor C Marriott agreed to report the matter to Doncaster Council.

Councillor M Jackson advised that Doncaster Council had rejected the planning application for the installation of new flood lighting at Armthorpe Miners Welfare Recreation Ground.

Councillor M Jackson reported lots of negativity towards the state of Rands Lane Burial ground on social media. The Clerk advised that the matter had been dealt with and was due to a delay in receiving all the grounds maintenance equipment.

34 PUBLIC SESSION

A member of the public reported a missing knee rail fence on Tranmoor Lane. Councillor C Marriott agreed to report the matter to Doncaster Council.

A member of the public remarked on the update regarding ASA Medical Group.

A member of the public advised that the road sign at the top of Mere Lane is missing. Councillor C Marriott agreed to report the matter to Doncaster Council.

A member of the public asked for an update on the expected timeline for the installation of the park behind the Community Centre. The Clerk advised that the planning decision is due in July, if the application is successful then the installation will be imminent.

DRAFT



MINUTES OF THE MEETING OF THE EVENTS SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 19 MAY 2026

PRESENT:

Chairperson: Councillor C Head.

Councillors: A Barrington, C Brodhurst Brown, C Head, and C Parry.

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

Not Present: Councillors M Jackson and E North.

01 APPOINTMENT OF CHAIRPERSON

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

RESOLVED: To appoint Councillor C Head.

02 APPOINTMENT OF VICE CHAIRPERSON

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

RESOLVED: To appoint Councillor C Brodhurst Brown.

03 APOLOGIES

Apologies for absence were received from Councillors L Monks.

RESOLVED: To approve the reasons for absence.

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

None.

05 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

06 MINUTES OF THE MEETING HELD ON 17 MARCH 2026

Council members were provided with a copy of the minutes.

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

07 ARMTHORPE COMMUNITY THEATRE

Councillor A Barrington advised that rehearsals have started for the pantomime in November.

08 REVIEW OF EVENTS

a. **Easter Egg Hunt: 18<sup>th</sup> April 2026.**

Councillor A Barrington advised that only five children had attended the event.

RESOLVED: To review the event for 2027.

b. **Quiz Night: 23<sup>rd</sup> April 2026.**

Council members were advised that the event had been cancelled due to low ticket sales. The next event is scheduled to take place on 28th May.

09 2026-2027 EVENTS

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

The Clerk advised that the circus company had arrived and was now set up on Briar Road Field. All residents living adjacent to the field had been sent a letter notifying them of the event, and only two complaints had been received to date.

b. **Pride of Armthorpe: 12<sup>th</sup> June 2026**

Councillor C Brodhurst Brown advised that a meeting had taken place to review the nominations. The Events Assistant advised that each table would receive a sharing platter followed by a selection of desserts.

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

The Clerk advised that the trip is fully allocated.

d. **Robinsons Fun Fair: 16<sup>th</sup> to 19<sup>th</sup> July 2026**

The Clerk advised that the date for the event had been rescheduled due to poor ground conditions.

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

The Clerk advised that only one family had registered an interest in the event. In the event of continued low uptake, the coach can be cancelled up until 30th June. Councillor C Brodhurst Brown agreed to share details of the event on Facebook.

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

No updates to report.

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

No updates to report.

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

Council members were provided with a quote from Mr Dan to provide a disco and entertainment at the event.

RESOLVED: To approve the quote at a cost of £199.00.

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

No updates to report.

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

The Clerk advised they Armthorpe Elmfield Band had raised concerns with not having enough members to join in at the parade. Doncaster and District Pipe Band had confirmed their attendance but would not be able to play during the parade.

RESOLVED: To arrange a meeting with Armthorpe Elmfield Band and Markham Main Colliery Brass Band.

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

No updates to report.

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

Council members were provided with a quote from Mr Dan to provide entertainment and a disco at the event.

RESOLVED: To approve the quote at a cost of £199.00.

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

No updates.

10 **EVENTS ASSISTANT UPDATE**

**a. Cocktail Night: 17<sup>th</sup> July 2026.**

The Events Assistant advised that quotes had been sought for a singer at the Cocktail Night event scheduled for 17<sup>th</sup> July.

RESOLVED: To book H Evans for a donation of £50.00.

**b. Village Show: 22<sup>nd</sup> August 2026**

The Events Assistant advise that she has invited several local groups to come to the attend to provide a talk to guests. Costs are being sought for a bouncy castle and an ice cream van. A list of categories for the produce show was distributed to Council members.

RESOLVED: For Councillor C Brodhurst Brown to meet with the Events Assistant to discuss community groups to invite to the event.

11 **VILLAGE PARADE/GALA**

Council members discussed the possible format of the event, possibilities of sponsorship and the importance of community group involvement.

RESOLVED: For the next Events meeting to be dedicated to the event and representatives from the community to be invited to the meeting.

RESOLVED: To arrange a meeting with Shaw Wood Academy after the Easter break.

12 **NEXT MEETING DATE**

RESOLVED: To meet on 16<sup>th</sup> June 2026 at 5.30pm



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE  
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON  
TUESDAY, 19 MAY 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Bradley, C Head, and C Parry.

Clerk to the Council: S Youngman.

NOT IN ATTENDANCE:

Councillors E North.

01 ELECTION OF CHAIRPERSON

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

RESOLVED: To appoint Councillor C Brodhurst Brown.

02 ELECTION OF VICE CHAIRPERSON

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

RESOLVED: To appoint Councillor A Bradley.

03 APOLOGIES

Apologies for absence were received from Councillors L Monks and T Needham.

RESOLVED: To approve the reasons for absence.

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

None.

05 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

06 MINUTES OF THE MEETING HELD ON 21 APRIL 2026

Council members were provided with a copy of the minutes.

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

07 MONTHLY REPORT RECEIVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report, which included an update on the youth club sessions, a drop in session for 12–16-year-olds on 28<sup>th</sup> May, followed by a request for funding to the sum of £4,940.32 for a summer camp.

RESOLVED: To request further information regarding staffing and proposed income from the project.

08 COMMUNITY CLEAN UP CHAMPION

Council members were provided with the latest newsletter, which included an overview of the month's activities.

09 ESTATES MAINTENANCE OFFICER ROLE

Council members were provided with a report from the Clerk itemising the equipment purchased to date. Council members were asked to consider approving the purchase of a mobile phone for the new member of staff due them working alone.

RESOLVED: For the Clerk to be given the authority to find a mobile phone contract with a budget of £30.00 per month.

10 EVENTS COMMITTEE RECOMMENDATIONS

Council members were provided with a list of payments to approve on behalf of the Events committee.

RESOLVED: To approve the payment of £398.00 to Mr Dan Team for the provision of a disco and entertainment at the Halloween and Christmas parties.

11 ALLOTMENTS

**a. Meeting with tenants.**

Council members were asked to agree a date to meet with tenants to discuss the options for wetland areas.

RESOLVED: To meet with tenants on 15<sup>th</sup> June at 6pm.

**b. Additional Water Tap**

The Clerk advised members that a request had been made for an additional tap to serve the new allotment plots. Albemarle Homes had agreed to install the tap; however, concerns had been raised by tenants regarding the already low water pressure on site.

RESOLVED: Not to proceed with installing an additional tap.

12 ARMTHORPE COMMUNITY CENTRE MATTERS

**a. Installation of water storage system**

The Clerk advised that the work to install the water storage system is complete.

**b. Repairs to male toilets**

The Clerk advised that the repairs to the male toilets are complete and the costs for the work amounted to £307.35

RESOLVED: To approve the costs.

**c. Installation of flooring in the Clean-up Champion Shed**

Council members were provided with a quote to install a wooden floor in the shed.

RESOLVED: To approve the quote received from G J Joinery at a cost of £320.00.

**d. Evacuation Chair**

Council members were provided with quotes for the provision of an evacuation chair.

RESOLVED: To approve the purchase of a chair from St John Ambulance at a cost of £535.00 plus vat.

**e. Wi-Fi System**

The Clerk reported ongoing connectivity issues with the system and presented members with costings for two Fibre-to-the-Property solutions to address the problem.

RESOLVED: To approve the installation of two 300Mbps systems at a cost of £65.94 per month each.

**f. Accessibility**

The Clerk provided members with an update on the costs to install a sign over the entrance to the community centre which ranged between £5,500.00 and £10,450.00.

RESOLVED: For the Clerk to obtain quotes for two wall mounted signs.

The Clerk provided members with costings for the installation of a radio-frequency door-opening system. Councillor C Parry raised concerns regarding the reliability of such systems and the ongoing difficulty in securing contractors to undertake repairs when faults occur.

RESOLVED: To prioritise the budget on the installation of an automatic door opener and alarm.

**13 SUPPORTING THE SOLDIERS, SAILORS AND AIRMENS ASSOCIATION (SSAFA)**

Councillor C Brodhurst-Brown advised that Armthorpe has one of the highest concentrations of ex-service residents and asked that the Council consider supporting the charity by assisting with fundraising activities and providing a venue for such events.

RESOLVED: To make a recommendation to Full Council members to support the organisation.

**NEXT MEETING DATE**

RESOLVED: To meet on Tuesday 16<sup>th</sup> June 2026 at 7pm.

MINUTES OF THE MEETING OF THE SPORTS AND RECREATION SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE ON MONDAY 24th FEBRUARY 2026

PRESENT

Chairperson: Councillor T Needham.

Councillors: C Head, E North and M Walton.

Bev Walton: Deputy Clerk to the Council.

Carl Hughes: Sports and Recreation Officer.

Anya Duckitt.

NOT IN ATTENDANCE

Councillor M Jackson.

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

None.

37 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

38 APOLOGIES

None received.

39 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 7<sup>th</sup> OCTOBER 2025

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

40 ADULT PROVISION

Council members were provided with an overview of the sessions carried out to members of the community, free of charge, including senior fitness class, intense fitness class, table tennis, ping pong and Rose House fitness class.

Background information was provided for each session, and members considered the future of the provision, including attendance by non-Armthorpe residents.

RESOLVED: To recommend to the Community Centre and General Purpose Committee that all existing sessions continue free of charge and remain open to non-Armthorpe residents, unless sessions reach capacity, in which case priority should be given to Armthorpe residents.

41 NEW PROJECTS

Members received information regarding paddleball and pickleball, including the Sports and Recreation Officer's capacity to deliver a new activity.

RESOLVED: To recommend to the Community Centre and General Purpose Committee that a new pickleball session be trialled.

42. YOUTH CLUB AND HOLIDAY PROVISION

Members discussed the official opening of the youth club provision scheduled for Monday 16th March 2026, with Sally Jameson MP invited to formally open the facility.

The Sports and Recreation Officer provided an update on youth club attendance and outlined proposals to extend provision to a monthly Saturday morning session. He also raised the issue of maintaining provision on occasions when annual leave may be required.

Members discussed funding received from the Holiday Activities and Food (HAF) programme and the Better Youth Spaces fund, including the need for appropriate scrutiny and an audit trail.

Anya Duckitt offered to volunteer at the Youth Club and proposed several initiatives, including introductory music education sessions, educational and employability visits to organisations such as IKEA and Next, and guest speakers addressing knife crime.

Members welcomed these suggestions and requested that a structured programme of events be developed for the Youth Club.

RESOLVED:

- That the Sports and Recreation Officer be authorised to take annual leave and cancel Youth Club sessions on those dates where necessary.
- That the Sports and Recreation Officer liaise with Anya Duckitt after Easter regarding potential guest speakers and prepare a draft programme of events for the Youth Club.

43. FUTURE AGENDA ITEMS

RESOLVED: That the following items be included on the agenda for the next meeting:

- Review Terms of Reference to incorporate reporting processes and delegated authority to staff.
- Programme of Events for Youth Club.

44. DATE AND TIME OF NEXT MEETING:

RESOLVED: To meet on 23<sup>rd</sup> March 2026 at 7pm.



MINUTES OF THE MEETING OF THE TRAFFIC COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE,  
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON MONDAY, 12 MAY 2026

PRESENT:

Chairperson: Councillor T Needham.

Councillors: A Barrington, C Head and C Parry.

City Councillor: C Marriott.

Also in attendance: S Lovell, (South Yorkshire Police, SYP)  
J Coward, (South Yorkshire Police, SYP)  
S Ferguson (Southfield Primary School)  
A Mynett (Tranmoor Primary School)  
S Youngman, Clerk to the Council.

01 APPOINTMENT OF CHAIRPERSON

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

RESOLVED: To appoint Councillor T Needham.

02 APPOINTMENT OF VICE CHAIRPERSON

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

RESOLVED: To appoint Councillor C Parry.

03 APOLOGIES

Apologies were received from: Councillor C Brodhurst Brown (Armthorpe Parish Council)  
Councillor N Pritchard (City of Doncaster Council)  
S Rashid (City of Doncaster Council)  
M Ridley (Shaw Wood Academy)  
S Whitehurst (City of Doncaster Council)

RESOLVED: To approve the reasons for absence.

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

None.

05 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

06 MINUTES OF THE MEETING HELD ON 14 APRIL 2026

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

RESOLVED: To approve the minutes of the meeting.

07 FEEDBACK FROM LOCAL SCHOOLS

Members were provided with feedback from Shaw Wood Academy, The school reported that the main issues continue to relate to parent behaviour at drop-off and collection times, including vehicles stopping on the yellow zig-zag markings and parents dropping children off in the middle of the road rather than parking safely.

The school outlined the measures currently in place or trialled:

The school previously participated in the Living Streets WoW walk-to-school scheme; however, this was discontinued once charges were introduced, as the impact did not justify the cost.

A voluntary one-way system operates before and after school. This is generally followed and improves traffic flow, though difficulties arise when some drivers choose to ignore it.

Enforcement cameras have been used in the past and were noted as having the greatest impact on driver behaviour. The school understands that cameras are shared between schools and suggested that increased availability should be explored, as penalty income may offset costs. The school does not have data on whether this approach displaces issues elsewhere.

A 'walking bus' was previously considered but did not progress due to practical challenges identified during investigation.

08 UPDATES FROM MEMBERS

- 1. Bus Routes and Timetables:** Councillor C Marriott advised that First Bus had confirmed that they are willing to attend a meeting to discuss options. Contact details have been obtained for South Yorkshire Mayoral Combined Authority (SYMCA) and will be shared.
- 2. Park and Stride System:** S Ferguson reported that Southfield Primary School had previously trialled a Park and Stride scheme with support from Matt Farmer from Doncaster Council during the trial period. A further discussion is required with the owners of the Horse and Groom pub regarding potential use of their car park to support the initiative. S Lovell advised that South Yorkshire Police would be able to engage with the Park and Stride system if provided with the relevant locations and timings.
- 3. Junior Citizenship Programme:** Members were informed that contact will be made with local schools regarding the Junior Citizenship Programme before the end of the academic year, with a view to commencing the scheme in September. In light of ongoing parking concerns around several sites, members were asked to indicate whether they have a preferred school for the initial rollout.

RESOLVED: To trial the programme with Southfield and Tranmoor Primary Schools.

Councillor C Marriott suggested getting schoolchildren involved with the community speedwatch sessions.

- 4. Time Bound One Way Systems:** Councillor C Marriott agreed to look into the matter and provide an update at the next meeting.

**5. Varied School Start/End Times:** Councillor C Head provided members with the following details:

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School	Children Arrive	Children Leave	Comments
Our Lady of Sorrows	8.30am to 8.40am	3.05pm to 3.10pm	Parents encouraged to use leisure centre car park
Southfield Primary School	8.40am	3pm	
Southfield Nursery	8.30am	3.15pm	
Shaw Wood Academy	8.30am	3pm (3.15 Nursery children)	
Tranmoor Primary School	8.45am to 8.55am	3.15pm	
Armthorpe Academy	8.45am	2.50pm	Steady stream of children leaving from 2.50pm to 4pm due to after school clubs

A Mynett advised members that timings are fixed to correspond with teacher direct contact timings and that Tranmoor Primary School are planning on opening a breakfast club which will enable children to arrive earlier.

S Ferguson raised concerns regarding the absence of designated pedestrian crossings and the lack of a School Crossing Patrol Officer in the area. A discussion took place on the funding arrangements for School Crossing Patrol Officers, and it was agreed to monitor Tranmoor Lane to identify where children are currently crossing.

Councillor C Marriott questioned who owns the overgrown land on Tranmoor Lane.

- 6. School Agreements/Planning Agreements:** S Rashid to provide an update at the next meeting.
- 7. Enforcement:** A discussion took place regarding the potential installation of dummy cameras in the vicinity of local schools, and members agreed to raise the matter with J Brooks of Doncaster Council at the next meeting. Councillor C Marriott suggested issuing enforcement letters to advise drivers that their vehicle had been observed parked illegally and that the registration details had been reported to the local authority.
- 8. Provision for Children with Special Education Needs:** Councillor C Parry provided members with a written report regarding his recent visit to Southfield Primary School. It was noted that the school are unable to make any improvements.

A Mynett invited Councillor C Parry to visit Tranmoor Primary School to review their current arrangements and advised that the school maintains a list of families requiring access to the car park due to children having physical or neurodivergent needs. It was noted that disabled parking bays are available in both car parks.

- 9. Safer School Streets:** Councillor A Barrington provided members with an overview of the project and advised that she had contacted Oliver Coppard but had not yet received a response. She explained that the ethos of the project is to establish traffic exclusion zones during school drop-off and pick-up times on streets surrounding schools; however, implementation can be challenging where bus routes are affected. It was noted that residents living within the exclusion zones can be issued with passes. Members agreed to discuss the project with S Whitehurst of Doncaster Council at the next meeting.

Members agreed to create an action plan to move the project forward:

<b>Subject</b>	<b>Priority</b>	<b>Delivery</b>
Communication to parents/carers	<b>AMBER</b>	Community consultation
School Crossing Patrol Officer	<b>AMBER</b>	
Co-ordinated press releases	<b>AMBER</b>	SYP to draft press release and share with members at next meeting
Revised bus Timetable	<b>RED</b>	Discuss with First Bus and SYMCA
Park and Stride initiative	<b>AMBER</b>	Speak with local business throughout village for designated parking areas
School R=rankings/League table	<b>AMBER</b>	Discuss with S Rashid
One way system	<b>AMBER</b>	Discuss with S Whitehurst
Traffic report	<b>RED</b>	T Needham to request and C Marriott to work with schools – Speedwatch sessions
Dummy cameras	<b>AMBER</b>	Discuss with J Brooks
Headteacher forum	<b>AMBER</b>	T Needham to raise with schools
Enforcement letters	<b>AMBER</b>	C Marriott to check with Doncaster Council for approval to use

9 MATTERS FOR THE NEXT MEETING

Review of action plan.

10 DATE OF NEXT MEETING

RESOLVED: To meet on Tuesday 23<sup>rd</sup> June 2026 at 6pm.

## **Report to Full Council: Solar Panel Installation – Armthorpe Community Centre**

### **Purpose of Report**

To update Members on the completion, performance, and next steps relating to the installation of the solar panel system at Armthorpe Community Centre.

### **1. Installation Completion**

The installation of the new solar panel system at Armthorpe Community Centre was successfully completed on Thursday 11 June 2026. The system is now fully operational and generating renewable energy for the facility.

### **2. Energy Generation to Date**

Between 11th June and 25th June 2026, the system has produced:

2,435.09 kWh of electricity generated

1,916.30 kWh of electricity used on site

This demonstrates a strong early performance and confirms that the system is already contributing significantly to the Centre's energy needs.

### **3. Environmental Benefits**

To date, the system has delivered the following environmental benefits:

1.73 tonnes of CO<sub>2</sub> saved.

Equivalent to the planting of 28 trees.

Equivalent to 0.87 tonnes of coal saved.

These figures highlight the positive environmental impact of the Council's investment and support the Council's wider sustainability objectives.

#### **4. Smart Export Guarantee (SEG)**

The solar PV system has now been fully registered with all relevant regulatory bodies. Arrangements have been made with the Council's current electricity supplier, EDF, to secure a Smart Export Guarantee (SEG) tariff. Once the tariff has been finalised, the Council will receive an export payment of 5.6 pence per kilowatt-hour (kWh) for all surplus electricity exported to the National Grid.

#### **5. Future Consideration of Battery Storage**

To maximise the efficiency and financial return of the solar installation, Members are asked to consider the potential installation of a battery storage system in the next financial year. A battery system would allow the Centre to store excess energy generated during the day for use during peak periods, reducing reliance on grid electricity and increasing cost savings.

#### **6. Recommendation**

That Members:

Note the completion and positive early performance of the solar panel system.

Acknowledge the environmental benefits achieved to date.

Approve the progression of SEG tariff arrangements once registration is complete.

Consider the inclusion of a battery storage system within the 2027/28 budget planning process.



## **Report to Full Council: Lease of the Acorn Hub**

### **1. Purpose of the Report**

To inform Members of the current position regarding the lease of the Acorn Hub, outline the financial and operational implications, and seek direction on whether the Parish Council wishes to continue with the lease or explore early termination.

### **2. Background**

The Parish Council holds a lease for the Acorn Hub, located in Armthorpe, which is due to expire in June 2032. The building was originally leased to provide a shared base for Doncaster Council and South Yorkshire Police (SYP), enabling both organisations to maintain a visible presence in the village and engage with residents.

The Parish Council sublets space within the building to both organisations. Historically, the Hub supported community engagement activities, including Police “pop-in” sessions and local outreach work.

### **3. Current Use of the Building**

South Yorkshire Police no longer hold regular pop-in sessions at the Hub.

The building is now used primarily by Doncaster Council staff, with limited direct community-facing activity taking place on site.

As a result, Members may wish to consider whether the current use of the Hub continues to deliver the intended community benefit for Armthorpe residents.

### **4. Financial Implications**

The annual cost to operate the Acorn Hub is approximately £13,000.

This includes rent, utilities, maintenance, and associated running costs.

Income received from subtenants is as follows:

Doncaster Council: £2,500 per year

South Yorkshire Police: £2,500 per year

This results in a net annual cost to the Parish Council of approximately £8,000.

Members should consider whether this level of subsidy remains justified in light of the reduced community engagement activity at the Hub.

## **5. Lease Position and Termination Considerations**

### **5.1 Lease Expiry**

The lease with Bar 24 Ltd is fixed until June 2032.

### **5.2 Early Termination**

The lease does not contain a notice period or a contractual right for the Parish Council to terminate early.

This means:

The Parish Council cannot unilaterally end the lease.

Early termination would require agreement from Bar 24 Ltd, the landlord.

Any surrender would need to be negotiated and formally documented.

### **5.3 Subtenant Notice Requirements**

If the Parish Council wished to end the subletting arrangements:

Doncaster Council and South Yorkshire Police each require three months' notice to vacate.

This notice can only be issued after the Parish Council has secured agreement from Bar 24 Ltd to surrender the main lease, or if Members decide to continue the lease but end the subletting's.

## **6. Options for Consideration**

Option A: Continue with the Lease Until 2032 and maintains the current arrangement.

Option B: Option C: Explore Early Surrender of the Lease

Option C: Retain the Lease but Review Subletting Arrangements, consider whether alternative tenants or community uses could be identified.

## **7. Risks and Considerations**

Financial: Early surrender may involve negotiation costs or conditions set by the landlord.

Community Impact: Loss of a visible base for partner agencies may reduce local presence.

Operational: Identifying alternative uses or tenants may require additional resource.

Legal: Any surrender must be documented by a formal Deed of Surrender.

## **8. Recommendation**

Members are asked to discuss the current value and purpose of the Acorn Hub and determine whether:

The Parish Council wishes to continue with the lease until 2032.

Officers should approach Bar 24 Ltd to explore the possibility of an early surrender.

Subletting arrangements should be reviewed; or

Further information is required before a decision is made.



# Armthorpe Parish Council

## Report to Council: Proposal to Establish a WhatsApp Communication Group

### 1. Purpose of the Report

To present a proposal for the creation of a WhatsApp group to support improved day-to-day communication between staff and councillors, and to outline the operational, legal and governance considerations associated with its use.

### 2. Background

Members and staff currently communicate through a combination of email, telephone and in-person discussions. While these methods remain appropriate for formal business, there are occasions where a quicker, more informal communication channel would support the smooth running of council activities, particularly around:

- meeting reminders
- confirmation of attendance
- updates relating to events
- urgent logistical information

A WhatsApp group has been suggested as a practical tool to streamline these routine communications

### 3. Proposed Use of the WhatsApp Group

The group would be established for administrative and logistical communication only, specifically:

- reminders about meeting dates and times
- confirmation of attendance at meetings or events
- updates relating to council-organised activities
- quick notifications that do not require formal discussion

The group would **not** replace email for formal correspondence and would not be used for any matter requiring a decision of the Council or a committee.

### 4. Governance and Legal Considerations

#### 4.1 Prohibition on Discussing Council Business

To comply with the Local Government Act 1972, Standing Orders and principles of transparent decision-making:

- The WhatsApp group must not be used to discuss agenda items.
- It must not be used to debate issues, express views on proposals, or attempt to reach consensus.

- It must not be used to make decisions, whether formally or informally.

All decision-making must continue to take place only at properly convened meetings.

#### 4.2 Freedom of Information (FOI)

Members should be aware that:

- Messages within the WhatsApp group may be subject to disclosure\*\* under the Freedom of Information Act 2000.
- This includes messages sent by councillors on personal devices if they relate to council business.
- Members should therefore communicate in a professional and appropriate manner at all times.

#### 4.3 Data Protection

The group will contain personal mobile numbers.

Members must ensure their devices are password-protected and that WhatsApp privacy settings are appropriately configured.

#### 5. Benefits of the Proposal

- Faster communication for routine matters
- Reduced administrative burden on staff
- Improved attendance management for meetings and events
- More efficient coordination during community activities

#### 6. Risks and Mitigations

Risk	Mitigation
Use of the group for debate or decision-making	Clear rules issued to all members; Clerk to monitor compliance
Inappropriate or unprofessional messages	Reminder that messages may be disclosable under FOI
Data protection concerns	Members to ensure devices are secure and numbers are not shared outside the group
Over-reliance on WhatsApp	Email remains the formal communication channel

#### 7. Options for Council

Option A: Approve the creation of a WhatsApp group subject to strict rules on its use for administrative purposes only.

Option B: Decline the proposal

Continue with existing communication methods.

#### 8. Recommendation

Members are asked to consider whether they wish to approve the establishment of a WhatsApp group for administrative communication only, subject to the governance safeguards outlined in this report.

**ARMTHORPE PARISH COUNCIL**

**LIST OF PLANNING APPLICATIONS FOR CONSIDERATION**  
**AT THE MEETING TO BE HELD ON 07 JULY 2026**

Reference	Property	Application
26/01128/FUL	50 Fair Holme View	Erection of two storey rear extension following demolition of existing conservatory.
26/01105/FUL	3 Ruskin Drive	Erection of a 2-storey rear extension
26/01104/FUL	16 Bowen Drive	Conversion of garage and extension to form accessible annexe
26/01078/CPL	38 Whiphill Lane	Certificate of proposed lawful development for use as a registered supported accommodation within C3(b) use class
26/01064/FUL	11 Granby Court	Erection of two storey side extension
26/00696/FUL	Motors 2 Go Ltd, Church Street	Change of use of land and erection of building for use as a MOT centre and vehicle repairs facility

## Print Version

Close Window

Print

## Summary

Reference	26/01128/FUL
Alternative Reference	PP-14996306
Application Received	Fri 12 Jun 2026
Application Validated	Thu 18 Jun 2026
Address	50 Fair Holme View Armthorpe Doncaster DN3 3TW
Proposal	Erection of two storey rear extension following demolition of existing conservatory
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

## Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Mark Ramsay
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Matthew Ellison
Agent Name	Mr Danuel Hartley - H-architectural Consultancy Ltd
Agent Company Name	H-architectural Consultancy Ltd
Agent Address	76 Queens Road Beighton Sheffield S20 1AW
Environmental Assessment Requested	No





# Print Version

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Print

## Summary

Reference	26/01105/FUL
Alternative Reference	PP-14994525
Application Received	Tue 09 Jun 2026
Application Validated	Wed 17 Jun 2026
Address	3 Ruskin Drive Armthorpe Doncaster DN3 3JQ
Proposal	Erection of a 2 storey rear extension
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

## Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Mr Mark Boyd
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Richard Skelton
Agent Name	Mr Dan Birkinshaw - DRB Architecture & Design Ltd
Agent Company Name	DRB Architecture & Design Ltd
Agent Address	Jupiter Business Park, Unit 14 353 Bentley Road Bentley Doncaster DN5 9TJ
Environmental Assessment Requested	No

**Location Plan**

Site Address: 3, Ruskin Drive, Armthorpe, Doncaster, DN3 3JQ

Date Produced: 08-Jun-2026

Scale: 1:1250 @A4



Planning Portal Reference: PP-14994525v1





LOCATION PLAN SCALE 1=1250



BLOCK PLAN SCALE 1=500

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A3

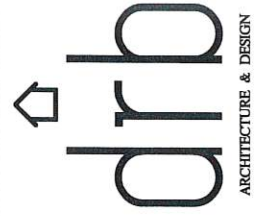
Project

3 RUSKIN DRIVE, ARMTHORPE, DONCASTER DN3 3JQ

Drawing No	Date	Revised
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DRB 1	04.06.26	
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Dan Birkinshaw  
 Telephone 0789376885  
 email don@drbarchitecture.co.uk



ARCHITECTURE & DESIGN

Scale 1=1250, 1=500	Drawn DRB	Client Mr & Mrs SKELTON
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## Print Version

Close Window

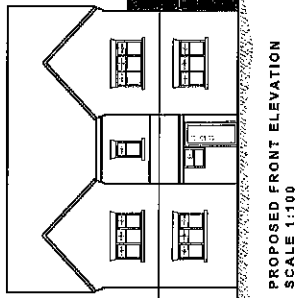
Print

## Summary

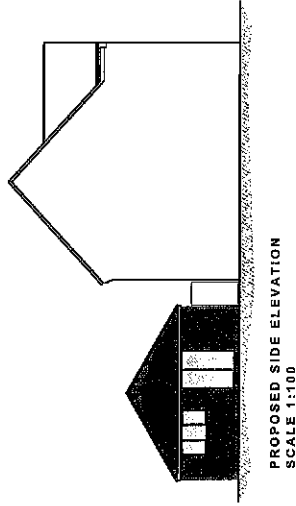
Reference	26/01104/FUL
Alternative Reference	PP-14995325
Application Received	Mon 08 Jun 2026
Application Validated	Mon 08 Jun 2026
Address	16 Bowen Drive Armthorpe Doncaster DN3 3JA
Proposal	Conversion of garage and extension to form accessible annexe
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

## Further Information

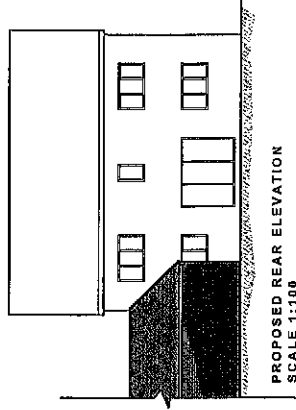
Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Nicola Howarth
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr & Mrs Walshaw
Agent Name	Mr Kyle Swift
Agent Company Name	Not Available
Agent Address	11 Meadow Grange Fitzwilliam Pontefract WF9 5FS
Environmental Assessment Requested	No



PROPOSED FRONT ELEVATION  
SCALE 1:100

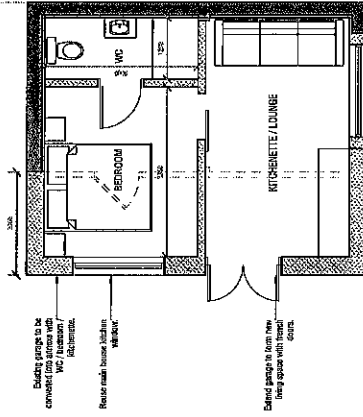


PROPOSED SIDE ELEVATION  
SCALE 1:100



PROPOSED REAR ELEVATION  
SCALE 1:100

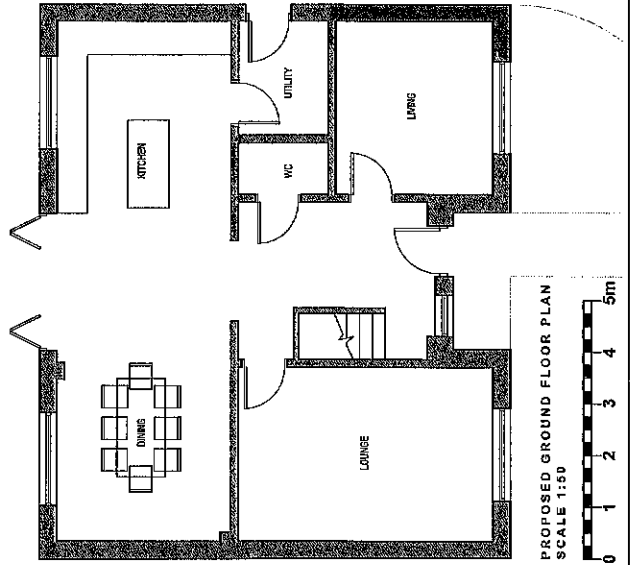
Garage connection to front entrance, install 11 windows to match existing



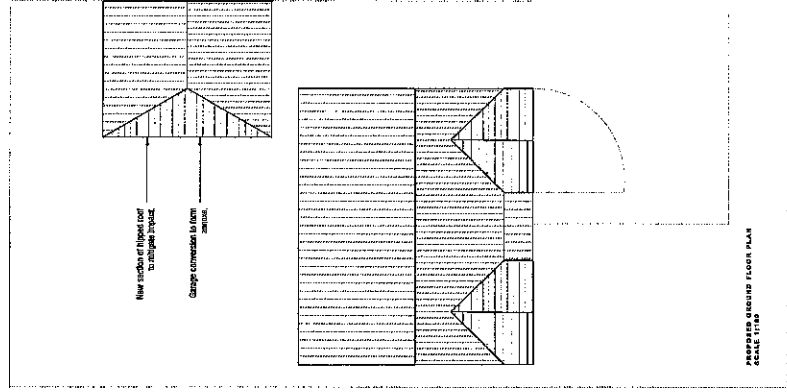
Bedroom to be converted into office with WC / bathroom / Reception.

Rear wall to be replaced with 'MIRROREX'

Bedroom garage to form new living space with front access.

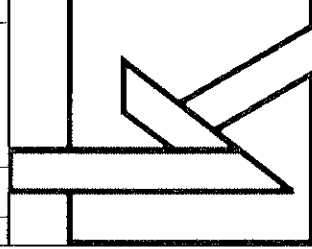


PROPOSED GROUND FLOOR PLAN  
SCALE 1:50



PROPOSED GROUND FLOOR PLAN  
SCALE 1:100

REV	DATE	BY	CHK	DESCRIPTION
A	26.05.25			initial design, amend, update added.
B	01.06.25			initial design amend, update added.
C	06.06.25			initial design amend, update added.



Kyle@ksdesigns.co.uk  
07801979479  
KSD

MR & MRS WALSHAW  
SITE ADDRESS  
16 BOWEN DRIVE  
ARMITHOPE

DATE  
MAY 26 25  
DRAWN BY  
KS  
SCALE  
AS SHOWN @ A1

TITLE  
EXISTING & PROPOSED LAYOUTS

DRAWING NUMBER  
0251\_02  
REVISION  
C

These drawings are intended as a guide only and do not constitute a contract. They are to be used in conjunction with the contract documents. The client is responsible for ensuring that the drawings are used in accordance with the contract documents. The client is responsible for ensuring that the drawings are used in accordance with the contract documents. The client is responsible for ensuring that the drawings are used in accordance with the contract documents.



## **Proposed Garage Conversion at 16 Bowen Drive, Armthorpe, DN3 3JA**

### **Planning statement**

#### **Introduction**

Please find enclosed a planning application seeking permission for the conversion of the existing garage at 16 Bowen Drive, Armthorpe, DN3 3JA into an accessible annexe [REDACTED]

[REDACTED]

[REDACTED]

The proposal represents a sustainable and practical solution to the family's circumstances, making effective use of an existing building within the residential curtilage. The annexe will remain ancillary to the main dwelling and will not form a separate residential unit.

#### **Materials**

The material alterations to the garage would include the upgrade of an existing garage with added insulation, DPC and extension into the garden, with a change in roof to provide a hipped roof which will mitigate any sun blocking to the main dwelling, the garage conversion would have no impact on any other dwelling.

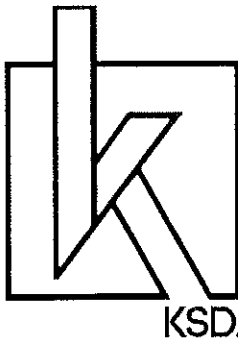
The materials to be used within the works will be to match all existing finishes, including brickwork, roof tiles, windows/doors.

[REDACTED]

**Conclusion**

It is considered that the proposed garage conversion will have no adverse impact upon the character of the surrounding area, neighbouring residential amenity, highway safety, or parking provision.

We respectfully request that the Local Planning Authority gives favourable consideration to this application. Should any further information be required, please do not hesitate to contact us.



Kyle Swift  
(agent)  
08.06.2026

Supporting statement by Applicant



The conversion would utilise an existing structure within the residential curtilage of the property and would not significantly alter the appearance of the surrounding area. The development is designed to be sympathetic to the character of the property and neighbouring homes.

The accommodation [REDACTED] [REDACTED] is not proposed as a separate dwelling for sale, rent, or commercial purposes. The conversion would remain functionally linked to the main dwelling and would continue to form part of the same residential property.



We respectfully ask the Council to give favourable consideration to this application. [REDACTED]

[REDACTED]  
Should you require any further information, I would be pleased to provide it."



## Print Version

Close Window

Print

## Summary

Reference	26/01078/CPL
Alternative Reference	PP-14983345
Application Received	Wed 03 Jun 2026
Application Validated	Wed 03 Jun 2026
Address	38 Whiphill Lane Armthorpe Doncaster DN3 3JP
Proposal	Certificate of proposed lawful development for use as registered supported accommodation within C3(b) use class
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

## Further Information

Application Type	Certificate Proposed Lawful Use/Dev
Expected Decision Level	Not Available
Case Officer	Owain Herring
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Stephanie Robinson
Agent Name	Mr William Rogers - Planning Potential
Agent Company Name	Planning Potential
Agent Address	Suite 19 1 Cardale Park Beckwith Head Road Harrogate HG3 1RY



London  
Magdalen House  
148 Tooley Street  
London  
SE1 2TU  
T: 020 7357 8000

Harrogate  
Suite 19, 1 Cardale Park  
Beckwith Head Road  
Harrogate  
HG3 1RY  
T: 01423 502 115

Bristol  
Origin Workspace  
40 Berkeley Square  
Bristol  
BS8 1HP  
T: 0117 214 1820

Newcastle  
Alderman Fenwick's House  
98-100 Pilgrim Street  
Newcastle Upon Tyne  
NE1 6SQ  
T: 0191 8202 006

City of Doncaster Council  
Planning

June 2026

Our Ref: 7870

Dear Sir / Madam

### 38 Whiphill Lane, Armthorpe, Doncaster DN3 3JP

This Lawful Development Certificate has been submitted on behalf of the owner of the application site, who are seeking confirmation that the proposed use of the above property as registered supported accommodation for a maximum of three young people supported by three members of staff falls within use class C3(b) and is therefore lawful.

#### Planning Use

The site forms part of the administrative authority of Doncaster Metropolitan Borough Council and is located within the Armthorpe Neighbourhood Plan boundary.

The site comprises a two-storey property set within a large plot with lawned gardens to the front and rear. In addition to the main building, there is a detached garage to the rear of the property which is accessed via the driveway which skirts the western boundary of the site.

The site is bounded by mature hedging of approximately 1.2m in height on all boundaries. The southern boundary also comprises mature trees which creates a well screened garden to the rear of the property.

Whiphill Lane is a private road which has recently been resurfaced to improve conditions for all users. The surrounding built context is predominantly residential in nature. The site is located within a residential area to the south eastern end of the large village of Armthorpe on the outskirts of the city of Doncaster, within walking distance to the centre of the village of Armthorpe.

A number of public transport links serve the site, with 4no. bus stops located within approximately 400m of the site and the closest bus stop to the west of the site along Nutwell Lane which provides travel to Doncaster in under 30 minutes. The nearest train station is in Kirk Sandall, 5.3km to the north of the site. The site is sustainably located with easy access via pedestrian walkways and cycling routes.

The immediate area is characterised by a mixture of residential dwellings. Opposite the site along Whiphill Lane, built form is predominantly bungalows of similar style and design. Elsewhere along Whiphill Lane, there is a variety of styles and designs in a broad palette of materials. The site is surrounded by residential use to all directions. Further to the east of the site, and beyond the road 'Yorkshire Way', is a significant industrial estate which accommodates major warehouses, logistics and distribution centres.

Managing Director  
Stuart Slatter

Founder  
Helen Cuthbert

Directors  
Alastair Close | Katie Turvey | Elliot Jones | Heather Vickers  
| Paul Galgey | Sam Deegan | Niall Harrahan | Dr Emma J. Wells

Associate Directors  
Rob Scadding | Charlotte Perry

Associates  
Charlotte Hunter | Grace Beeby | Charlotte Parry | Jamie Pert  
Sam Elliott | Katia Clarke | Will Rogers

Consultants  
Dan Templeton | Claire Temple

[www.planningpotential.co.uk](http://www.planningpotential.co.uk)

[info@planningpotential.co.uk](mailto:info@planningpotential.co.uk)

Planning Potential is a Limited Company registered in England No. 5419507 | Registered Office: 35 Ballards Lane, London N3 1XW

The site is located within flood risk zone 1, meaning the site has a low probability of flooding from rivers and the sea.

The site does not fall within a conservation area and is not locally/nationally listed.

#### Lawful Use

The lawful use of the application site falls within category a of the C3 use class (C3a – use as dwelling house by a single person or by people to be regarded as forming a single household).

#### Proposed Use

This application is seeking a Lawful Development Certificate for the property to be accommodated by a maximum of three children in receipt of care, who will be supported by three members of staff on a rota basis.

There will be no material change to the current C3 Use property as a result of the C3(b) Use from this certificate. The proposal concerns three children who will be living at the site, supported by a maximum of three members of staff, therefore, activity at the site will be no more than that of a large family. Any additional vehicle movements from the site will not be materially significant and parking is provided on-site. The staff and adult live together as a single household like any other family. Indeed, the home does not materially differ from a C3(a) dwellinghouse and does not affect the existing residential character of the area.

The decision is based upon 'the balance of probabilities' and rests on the evidence submitted, the facts of the case and any relevant planning law and takes into account the facts presented and any contrary evidence if available. As a result, the residential care home falls within Category b of the C3 use class:

#### **C3b – not more than six residents living together as a single household where care is provided for residents**

In view of the above, it is respectfully requested that the council grants a Lawful Development Certificate confirming that the proposed use of the property falls within use class C3(b) and that planning permission is not required.

#### No Material Change of Use

Without prejudice to the submission that the proposed use falls within Use Class C3(b), it is recognised that ongoing case law and local interpretation may lead the Local Planning Authority to conclude that the proposed use instead falls within Use Class C2, particularly in circumstances where care is provided by non-resident staff operating on a rota basis. Notwithstanding this, it is well-established that a change from Use Class C3 to C2 does not automatically constitute development for the purposes of Section 55 of the Town and Country Planning Act 1990, as this remains a matter of fact and degree in each case.

Importantly, the City of Doncaster Council itself has recently adopted a consistent approach in this respect. Several Lawful Development Certificates have been granted confirming that, although a children's home use falls within Class C2, the operation of small-scale homes (typically accommodating two to three children with support staff) does not amount to a material change of use and therefore does not require planning permission. In particular, approvals at 54 Coniston Road ([app ref: 25/01505/CPL](#)), 68 Aintree Drive ([app ref: 25/02383/CPL](#)), 7 Rovers Way ([app ref: 26/00646/CPL](#)) and 40 Coniston Road ([app ref: 25/02393/CPL](#)) explicitly confirm that such proposals are not materially different to a dwellinghouse use and can be considered lawful on that basis.

These recent decisions demonstrate a clear and evolving position within the Local Planning Authority, recognising that modern models of supported accommodation can successfully replicate the characteristics of a family dwelling in planning terms. Where the scale of occupation is limited, staffing levels are proportionate, and comings and goings reflect typical residential patterns, the use does not give rise to materially different planning consequences.





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

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

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to figured dimensions.

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**CDM REGULATIONS 2015**

The client must appoint a Construction Design and Management  
Coordinator (CDM Co-ordinator) for the project. The client must  
appoint a principal contractor to be involved. The client will need to appoint (in  
writing) a principal designer (to plan, manage and coordinate the  
planning and design work) and a principal contractor (to plan,  
manage and coordinate the construction work and to make  
arrangements in place for managing and organising the project).

**Domestic clients:**

The domestic client is to appoint a principal designer and a principal  
contractor when there is more than one contractor. If not your duties  
will automatically transferred to the contractor or principal contractor.

Further information can be obtained from the HSE following this link:  
<http://www.hse.gov.uk/construction/cdm2015/domestic-clients.htm>

No.	Description	Date

PROJECT ADDRESS

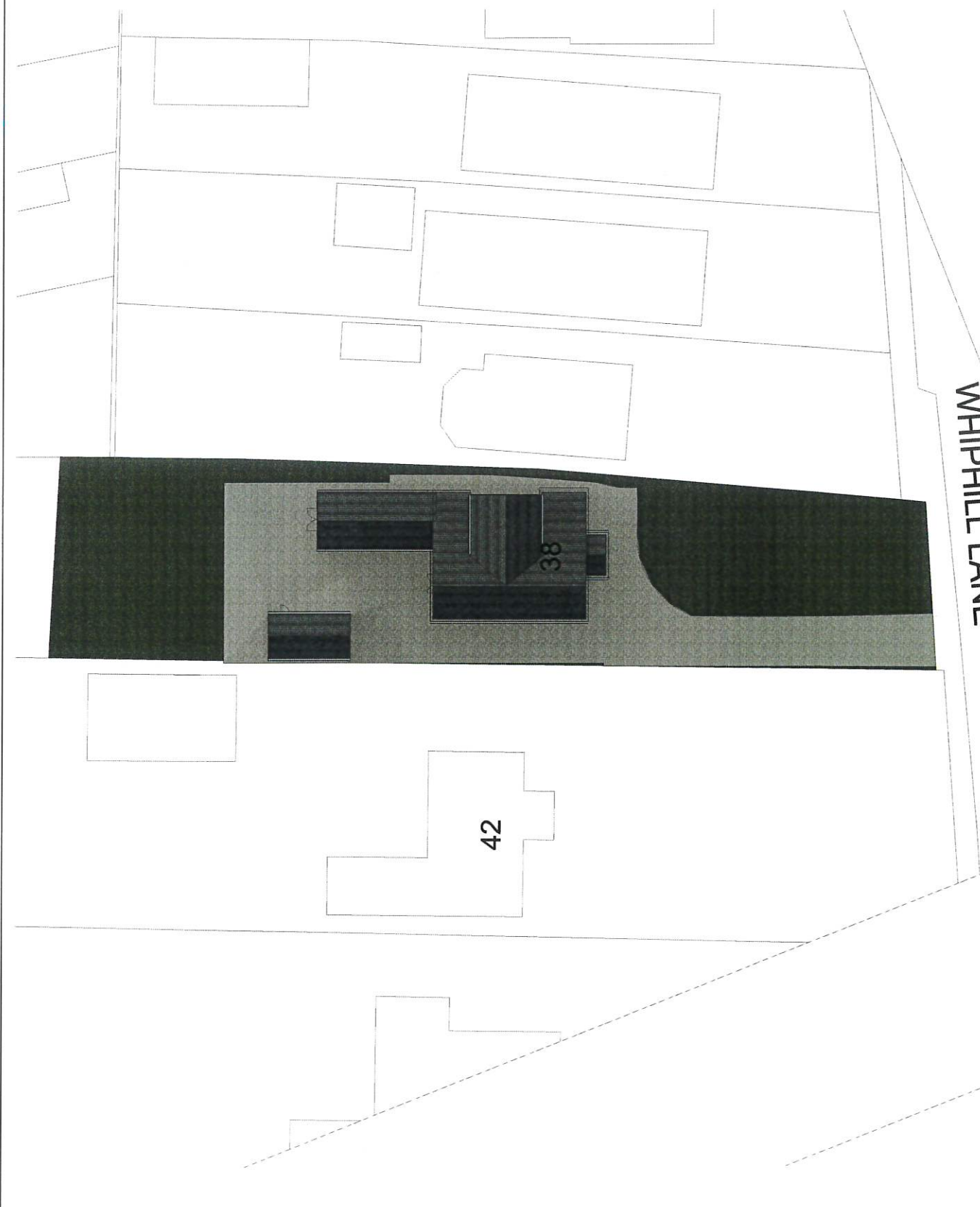
38 Whiphill Lane,  
Armthorpe, Doncaster DN3  
3JP

PROJECT NAME

Change of use

SHEET NAME Existing Site Plan

DRAWN BY KO	CHECKED BY LO	DATE 12/12/24
SCALE (@A2) 1:200	PROJECT NUMBER 2188	REV
DRAWING NUMBER BL102		



WHIPHILL LANE



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

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

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**CONTRACT REGULATIONS 2015** Construction Design and Management Regulations 2015. The client must appoint a contractor, if more than one contractor is to be involved, the client will need to appoint (in writing) a principal contractor (PC) to plan, manage and coordinate the work on site. The PC must ensure that all contractors are aware of the arrangements in place for managing and organising the project.

**Domestic clients**

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

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

No.	Description	Date

PROJECT ADDRESS

38 Whiphill Lane,  
 Armthorpe, Doncaster DN3 3JP

PROJECT NAME

Change of use

SHEET NAME

Existing Plans

DRAWN BY

CHECKED BY

DATE

NO.

L.O.

DATE

28/03/25

SCALE (1:100)

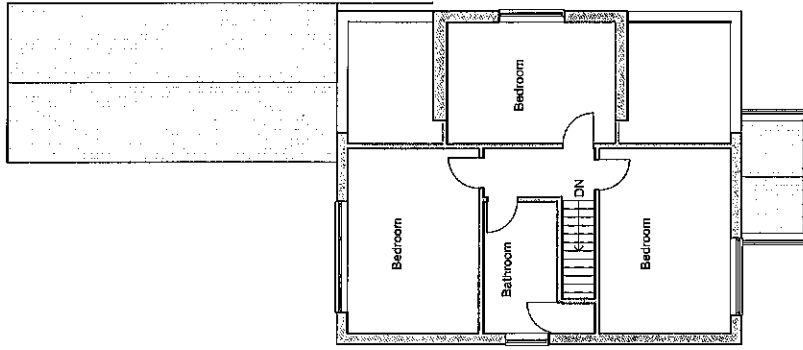
PROJECT NUMBER

2188

DRAWING NUMBER

E101

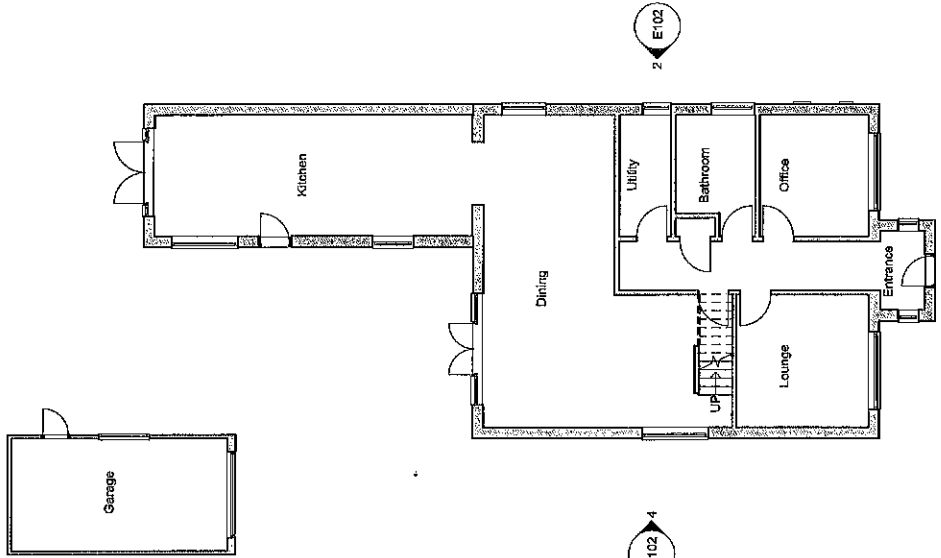
REV



E102

2 Existing First Floor Plan

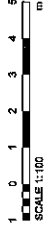
1 : 100



E102

1 Existing Ground Floor Plan

1 : 100





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 Askern, Doncaster, DN6 0AA  
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 Telephone: 01302 239000  
 Web: www.3ppd.co.uk

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

No dimensions to be scaled from this drawing. Contractors must work  
 to figured dimensions.

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CDM REGULATIONS 2015 Consideration Design and Management  
 Regulations 2015. The client must appoint a contractor, if more than  
 one contractor is to be involved, the client will need to appoint (in  
 writing) a principal designer (to plan, manage and coordinate the  
 work) and a principal contractor (to manage and coordinate the  
 arrangements in place for managing and organising the project).

Domestic clients

The domestic client is to appoint a principal designer and a principal  
 contractor when there is more than one contractor, if not your duties  
 will automatically transferred to the contractor or principal contractor.  
 Further information can be obtained from the HSE following this link  
<http://www.hse.gov.uk/construction>  
<http://www.hse.gov.uk/l100>

No.	Description	Date

PROJECT ADDRESS

38 Whiphill Lane,  
 Armthorpe, Doncaster DN3  
 3JP

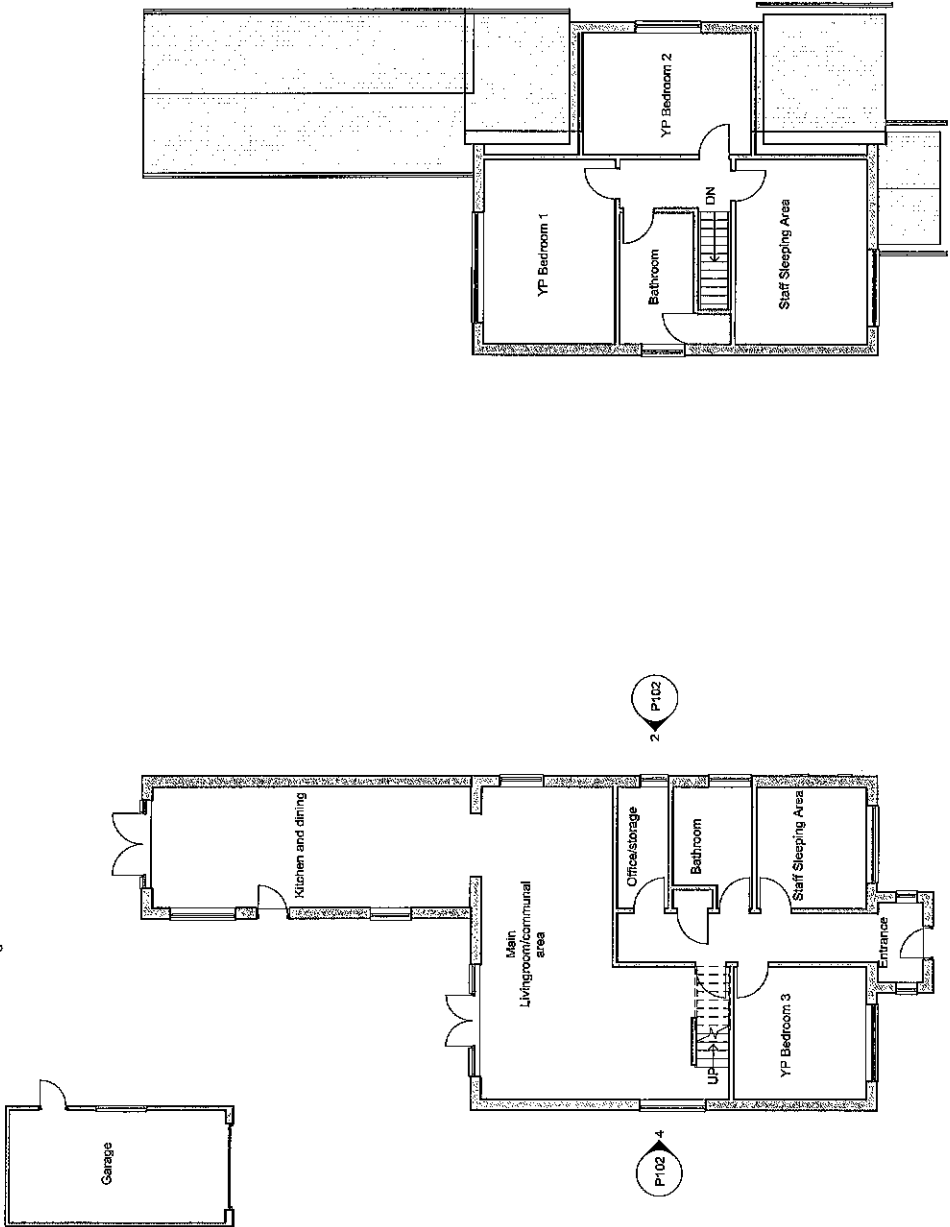
PROJECT NAME

Change of use

SHEET NAME

Proposed Plans

DRAWN BY	CHECKED BY	DATE
KD	LO	12/12/24
SCALE (@A2)	PROJECT NUMBER	REV
1:100	Z188	
DRAWING NUMBER		
P101		



1 Proposed Ground Floor Plan

1 : 100

2 Proposed First Floor Plan

1 : 100

0.5 0 0.5 1 1.5 2 2.5  
 m  
 SCALE 1:50



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

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

No dimensions to be scaled from this drawing. Contractors must work  
to figured dimensions.

Precision Plan Drawing will have no liability for any errors or  
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**CONTRACT REGULATIONS 2016**  
The Construction Design and Management  
Regulations 2016. The client must appoint a contractor, if more than  
one contractor is to be involved, the client will need to appoint (in  
writing) a principal designer to plan, manage and coordinate the  
work of all contractors to ensure that the project is managed and  
arrangements in place for managing and organising the project).

**Domestic clients**

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

Further information can be obtained from the HSE following this link  
<http://www.hse.gov.uk/construction>  
L260203DomesticClient.htm

No.	Description	Date

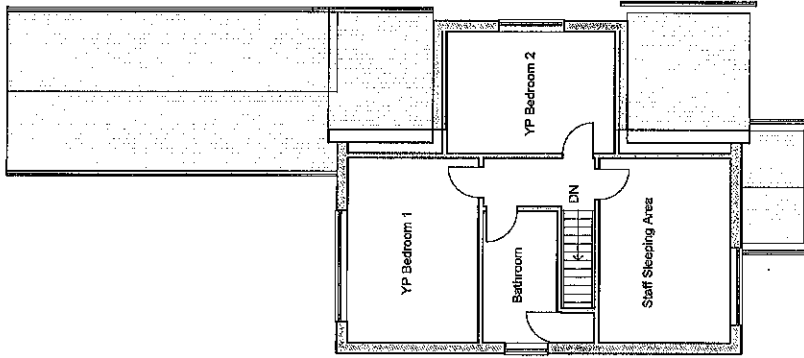
PROJECT ADDRESS

38 Whiphill Lane,  
Armthorpe, Doncaster DN3  
3JP

PROJECT NAME

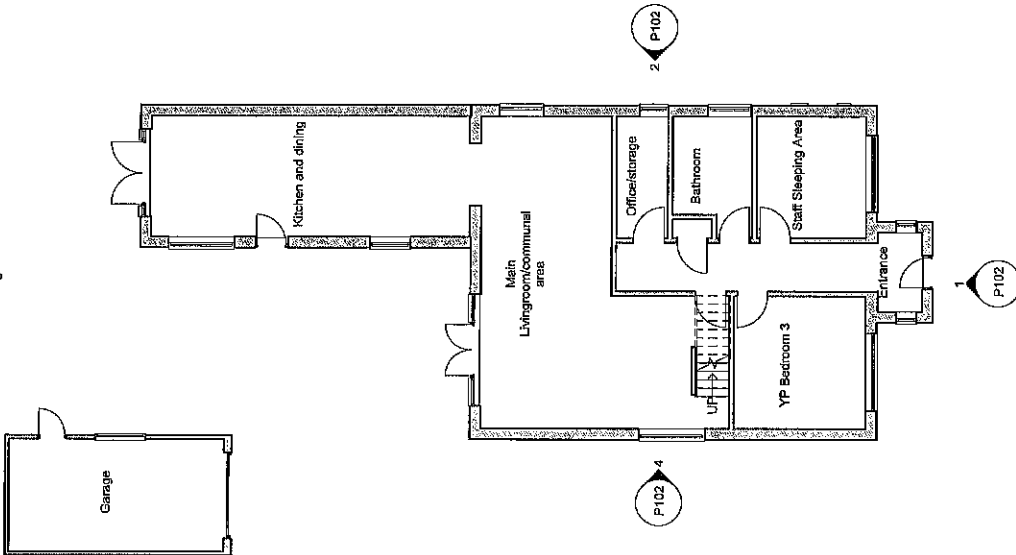
Change of use

SHEET NAME		Proposed Plans	
DRAWN BY (LO)	CHECKED BY (LO)	DATE 12/12/24	
SCALE (@A1)		PROJECT NUMBER 2186	
DRAWING NUMBER P101		REV	



2 Proposed First Floor Plan

1 : 100



1 Proposed Ground Floor Plan

1 : 100



# Print Version

Close Window

Print

## Summary

Reference	26/01064/FUL
Alternative Reference	PP-14979237
Application Received	Tue 02 Jun 2026
Application Validated	Mon 15 Jun 2026
Address	11 Granby Court Armthorpe Doncaster DN3 3TP
Proposal	Erection of two storey side extension
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

## Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Mark Ramsay
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Darren Weaver
Agent Name	Mr Neil Cooke - NCA Associates Ltd
Agent Company Name	NCA Associates Ltd
Agent Address	4 Plantation Avenue Bessacarr Doncaster DN4 6SR
Environmental Assessment Requested	No

## Contacts

# Notes

Contractor to check and clarify all levels, dimensions, drainage construction & specification prior to any works on site and to bring to the clients attention any variations or deviations for written confirmation before being carried out on site.

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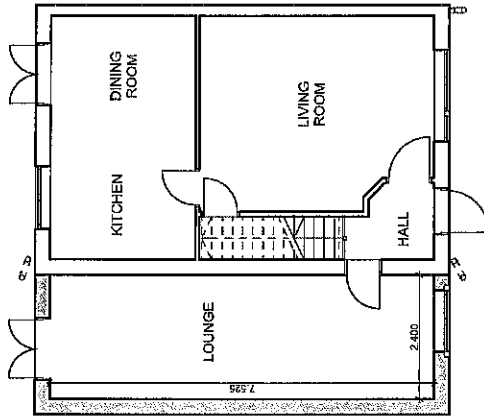
Any building works within 6m of a neighbouring home's foundations may require you to notify the owner of that property of your intentions at least one month before you start work. Work to an existing party wall requires you to give at least two months notice of your intentions. If consent to carry out work cannot be reached procedures dealing with an adjacent party must be followed (The Party Wall Act 1996). Ejectatory notices may be served on you in charge from the D.C.E. publications despatch centre, Blackhorse Road, London SE26 8TT Tel 0181 691 9191.

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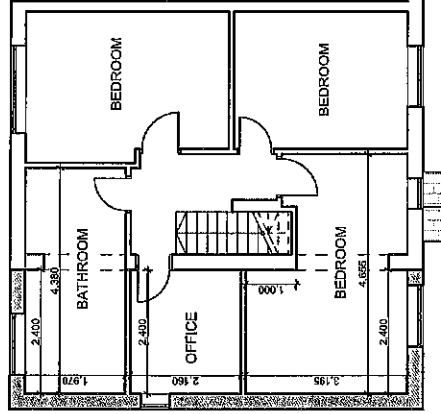
NS This drawing includes information provided by independent surveyors and / or consultants, to whom all queries shall be made.

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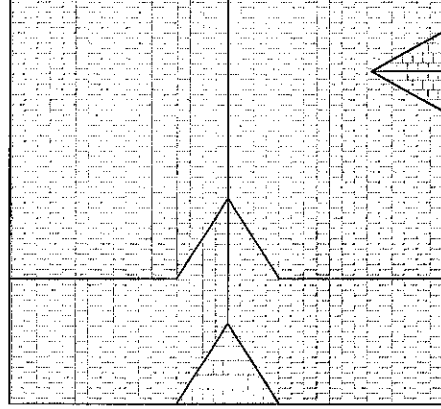
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE ARCHITECT OF ANY DISCREPANCIES ON THE DRAWING PRIOR TO CONSTRUCTION. ALL DIMENSIONS TO BE CHECKED ON SITE. IF IN DOUBT ASK.



0. Ground Floor Proposed 1:100



1. First Floor Proposed 1:100



3. Roof Proposed 1:100

residential architecture interior design building regulations	
t. 0771926027 e. nca@ncaassociates.co.uk	
PLANNING	
client: MR WEAVER	
project: 11 GRANBY COURT, ARMTHORPE	
title: PROPOSED FLOOR PLANS	
scale: 1:100 date: APRIL '24	
project no.: 260312	rev: 05 A

# Notes

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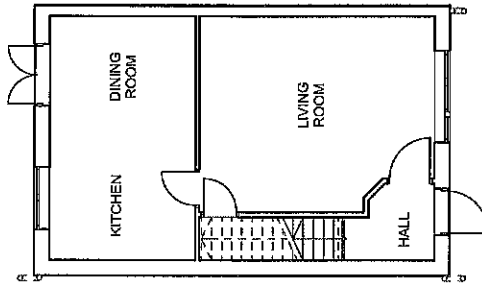
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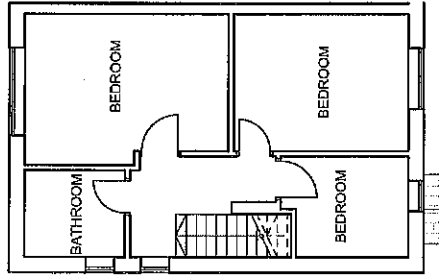
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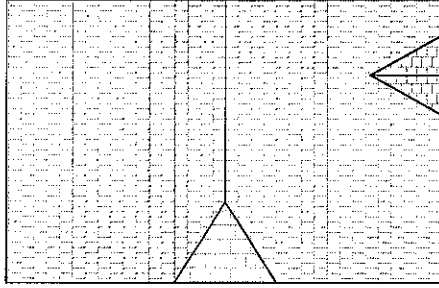
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE ARCHITECT OF ANY DISCREPANCIES ON THE DRAWING PRIOR TO CONSTRUCTION. ALL DIMENSIONS TO BE CHECKED ON SITE. IF IN DOUBT ASK.



0. Ground Floor Existing 1:100



1. First Floor (1) 1:100



3. Roof Existing 1:100

residential architecture planning consultancy building regulations	
t. 07795026227 e. na@ncassociates.co.uk	
<b>SERVICE</b> PLANNING	
<b>CLIENT</b> MR WEAVER	
<b>PROJECT</b> 11 GRANBY COURT, ARMTHORPE	
<b>TITLE</b> EXISTING FLOOR PLAN	
<b>SCALE</b> 1:100	
<b>DATE</b> APRIL '24	
<b>PROJECT NO.</b> 260312	<b>NUMBER</b> 03
<b>REV.</b> A	

# Notes

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<b>NCA</b> RESIDENTIAL ARCHITECTURE associates planning consultancy building regulations	
1. 0779626027 e. nca@ncawww.co.uk	
<b>PLANNING</b>	
client: <b>MR WEAVER</b>	
project: <b>11 GRANBY COURT,          ARMTHORPE</b>	
title: <b>LOCATION PLAN</b>	
scale: <b>1:1250</b>	date: <b>APRIL '24</b>
project no.: <b>260312</b>	number: <b>01</b>
	rev: <b>A</b>

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Explanatory booklets can be obtained free of charge from the D.O.E. publications despatch centre, Blackhorse Road, London SE9 6TT. Tel 0181 691 9191.

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**NCA**  
associates  
residential architecture  
building regulations

t. 077 0626527 e. nca@ncaassociates.co.uk

status: **PLANNING**

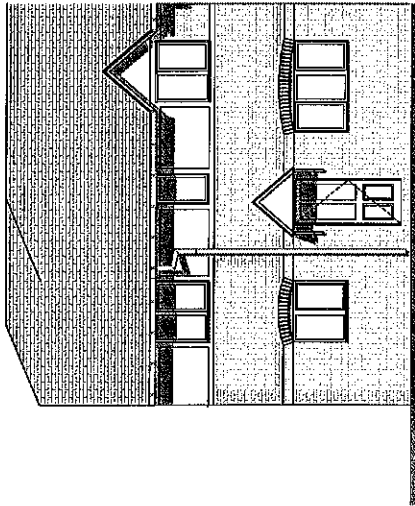
client: **MR WEAVER**

project: **11 GRANBY COURT,  
ARMTHORPE**

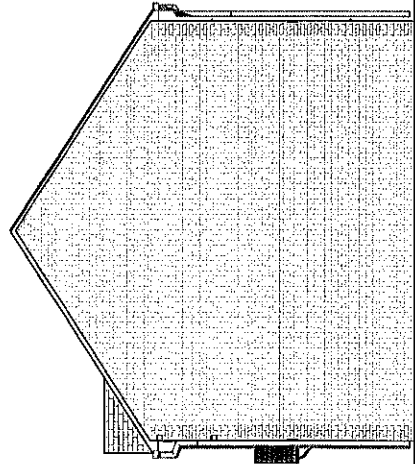
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scale: **1:100** date: **APRIL '24**

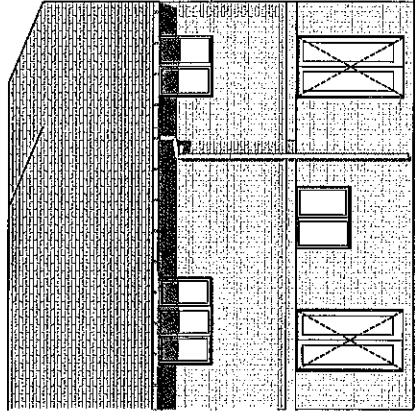
project no.: **260312** number: **06** rev: **-**



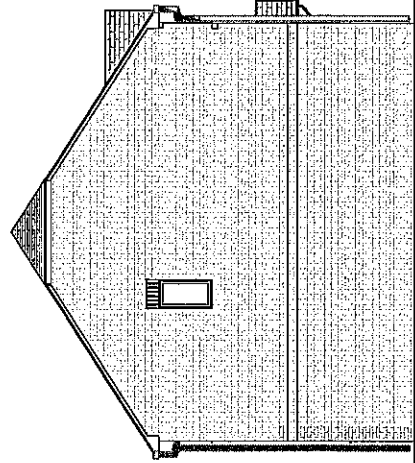
Proposed Front Elevation 1:100



Proposed Side Elevation 1:100



Proposed Rear Elevation 1:100



Proposed Side Elevation 1:100

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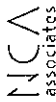
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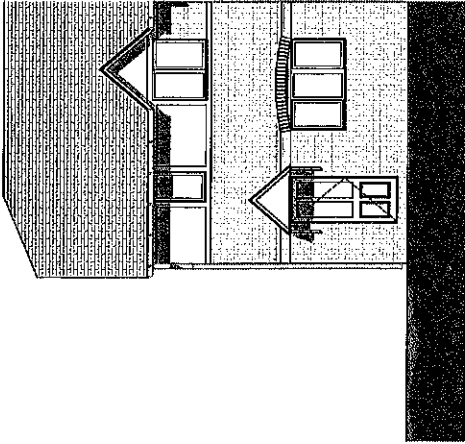
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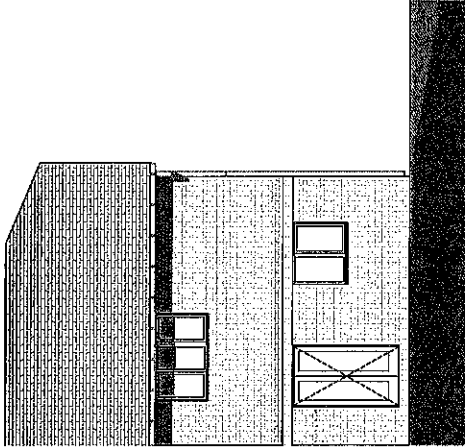
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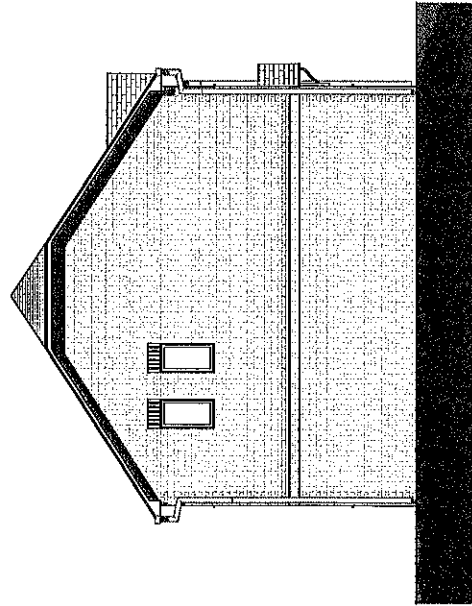
 residential architecture planning & building regulations	
1. 077 000 60327	e. nc@ncassociates.co.uk
STATUS: <b>PLANNING</b>	
client: <b>MR WEAVER</b>	
project: <b>11 GRANBY COURT, ARMTHORPE</b>	
title: <b>EXISTING ELEVATIONS</b>	
scale: <b>1:100</b>	date: <b>APRIL '24</b>
project no.: <b>260312</b>	number: <b>04</b>
	rev: <b>-</b>



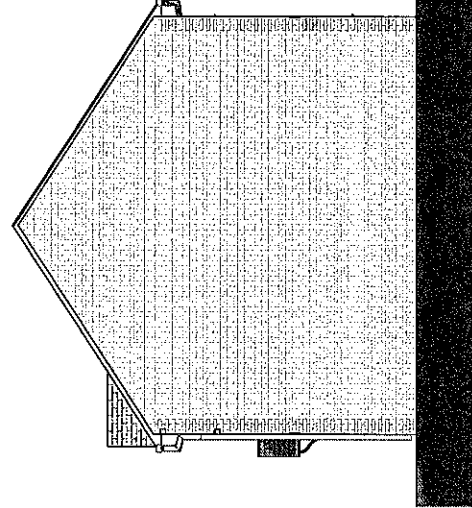
Existing Front Elevation 1:100



Existing Rear Elevation 1:100



Existing Side Elevation 1:100



Existing Side Elevation 1:100

## Print Version

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Print

## Summary

Reference	26/00696/FUL
Alternative Reference	PP-14848956
Application Received	Fri 10 Apr 2026
Application Validated	Thu 18 Jun 2026
Address	Motors 2 Go Church Street Armthorpe Doncaster DN3 3AD
Proposal	Change of use of land and erection of building for use as a MOT centre and vehicle repairs facility
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

## Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Owain Herring
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Russel Scherdel - Motors 2 Go
Agent Name	Mr Richard Smith - RJS
Agent Company Name	RJS
Agent Address	23 Ellerslie Avenue Rainhill Liverpool L35 4QD
Environmental Assessment Requested	No



## **CONTENTS**

1. INTRODUCTION
2. SITE LOCATION AND CONTEXT
3. DESIGN
4. ACCESS AND SUSTAINABILITY
5. CONCLUSION

## 1. INTRODUCTION

### **Planning application for introduction of new build MOT Centre**

This Planning, Design and Access Statement has been drafted on behalf of the applicant, Motors 2 Go to support a full planning application for the following proposed development:

*‘Erection of New Mot Centre to replace existing car sales centre ‘*

It is intended that this development will cater for a new MOT centre to replace the existing car sales and car repair centre .

In order to assess this application, details of the proposed development and all associated works can be found on the supporting drawings that accompany this statement. Additionally, this statement should be read in conjunction with the application form and ownership certificates.

This statement has been drafted in accordance with national and local guidance on the production of Design and Access Statements in support of planning applications. The following sections provide an overview of the relevant planning policy considerations, along with detail to explain the design principles and concepts that have informed the development.

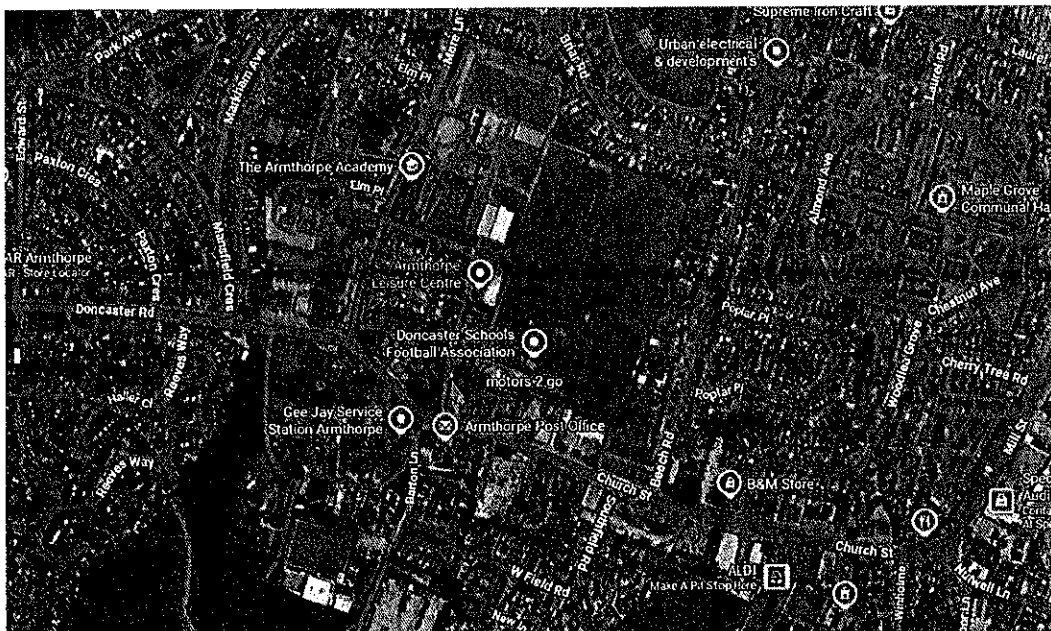
## 2. SITE LOCATION AND CONTEXT

Church Street is the main arterial road linking the suburb of Armthorpe with Doncaster Town Centre. Church Street is a mixed use area consisting of Commercial premises together with residential properties. The premises as existing are operating as a car sales and repair centre. The site comprises of an existing building which is sales office and staff facilities together with a covered car part area used to car repairs.

There is pedestrian and vehicular access to the site from Church Street which will be retained within the proposed development

The site is in a highly sustainable location, situated on the Church Street which is main arterial road through Armthorpe, and is well served by a range of public transport options.

The aerial photographs below provide an appreciation of the site's location.



### 3. DESIGN

The proposed layout would provide for the following accommodation

- Ground floor: 3 No MOT bays, reception, office, staff facilities, storage

The foot print of the existing building and car ports is 99m<sup>2</sup> and the overall site area is 876m<sup>2</sup>

The foot print of the proposed structure is 247m<sup>2</sup>

The proposed structure is to be of steel frame design clad with kingspan panels all as shown on the plans and elevations provided.

### 4. CONCLUSION

This Design and Access Statement has been drafted on behalf of our client to support a full application for the proposed development:

*Erection of New Mot Centre to replace existing car sales centre*

The proposal forming this application has been well design, representing a change of use from established use within the same genre within a primarily commercial area;

The proposal is in keeping the guidance for a site of this nature and our client looks forward to working positively with the LPA to deliver a high quality development. Should any further information be required, please do not hesitate to contact us

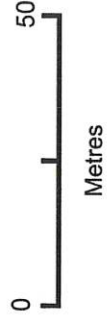
**Location Plan**

Site Address: Easting: 462340 Northing: 404871



Date Produced: 10-Apr-2026

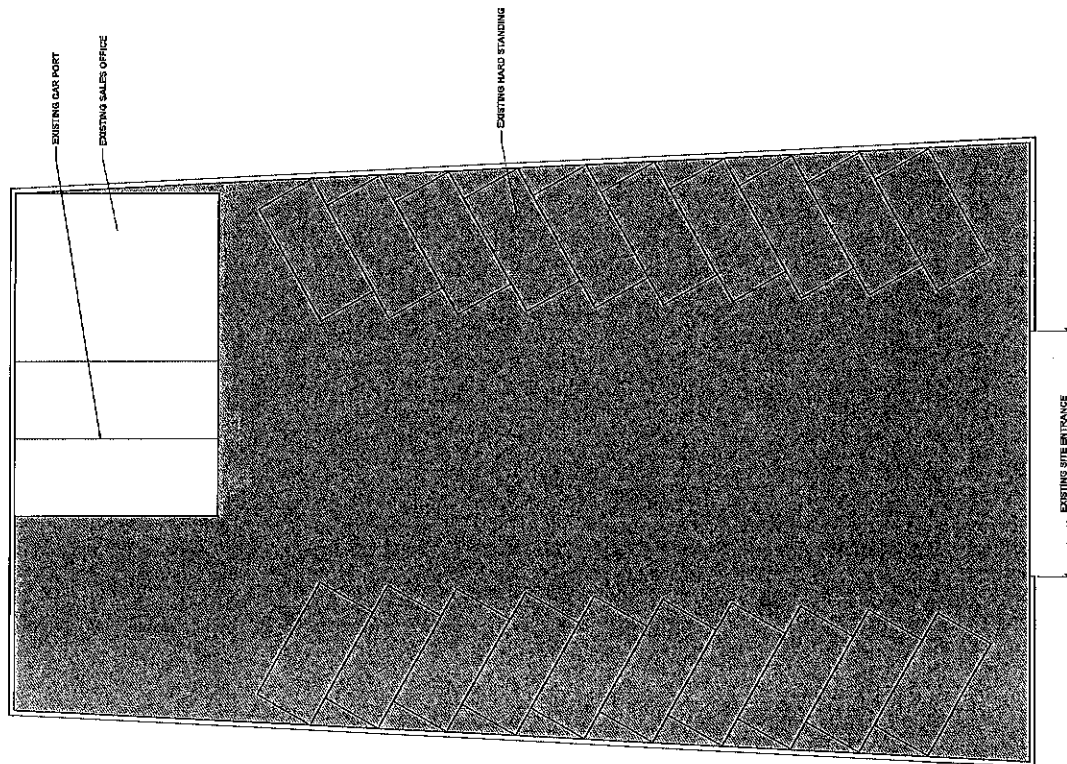
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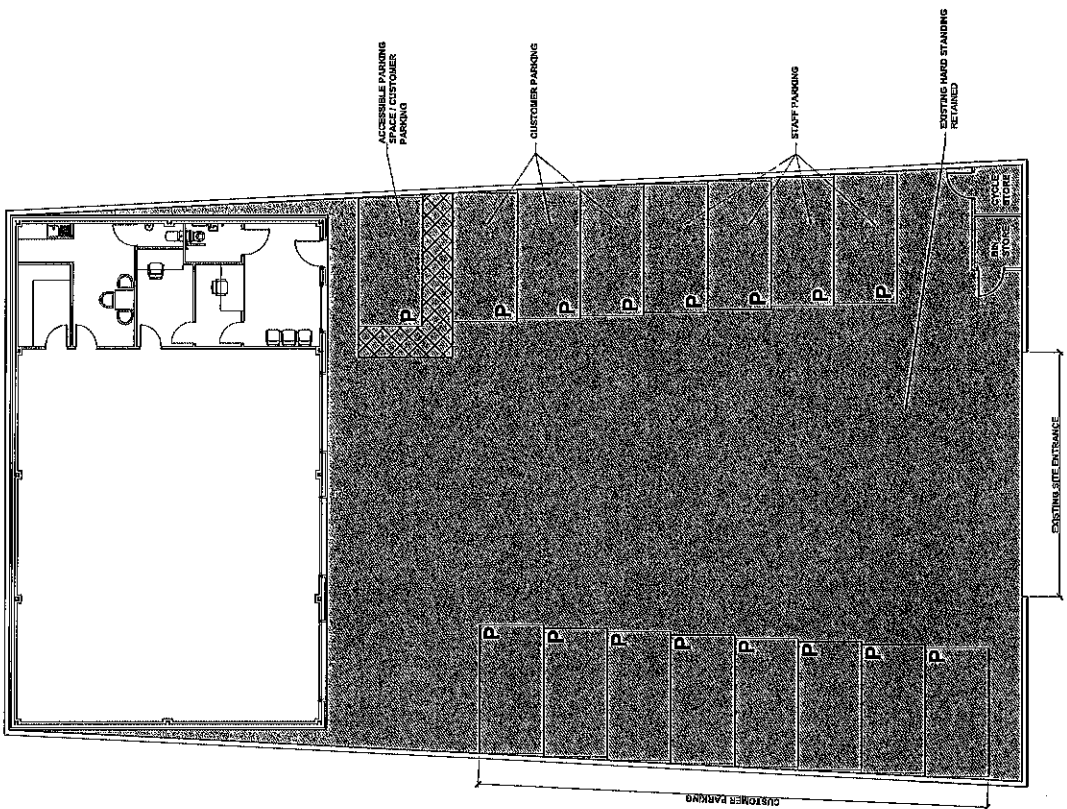
Planning Portal Reference: PP-14848956v1



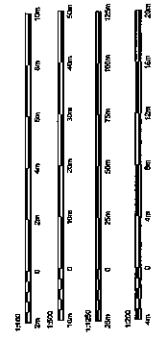




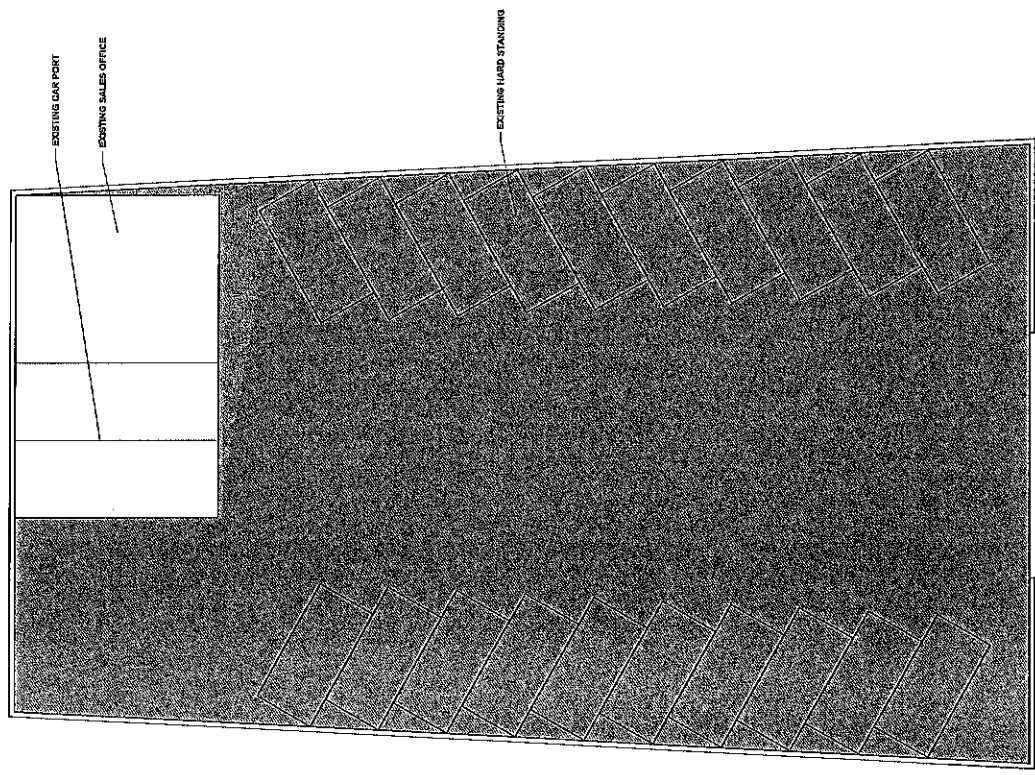
EXISTING SITE PLAN 1:100



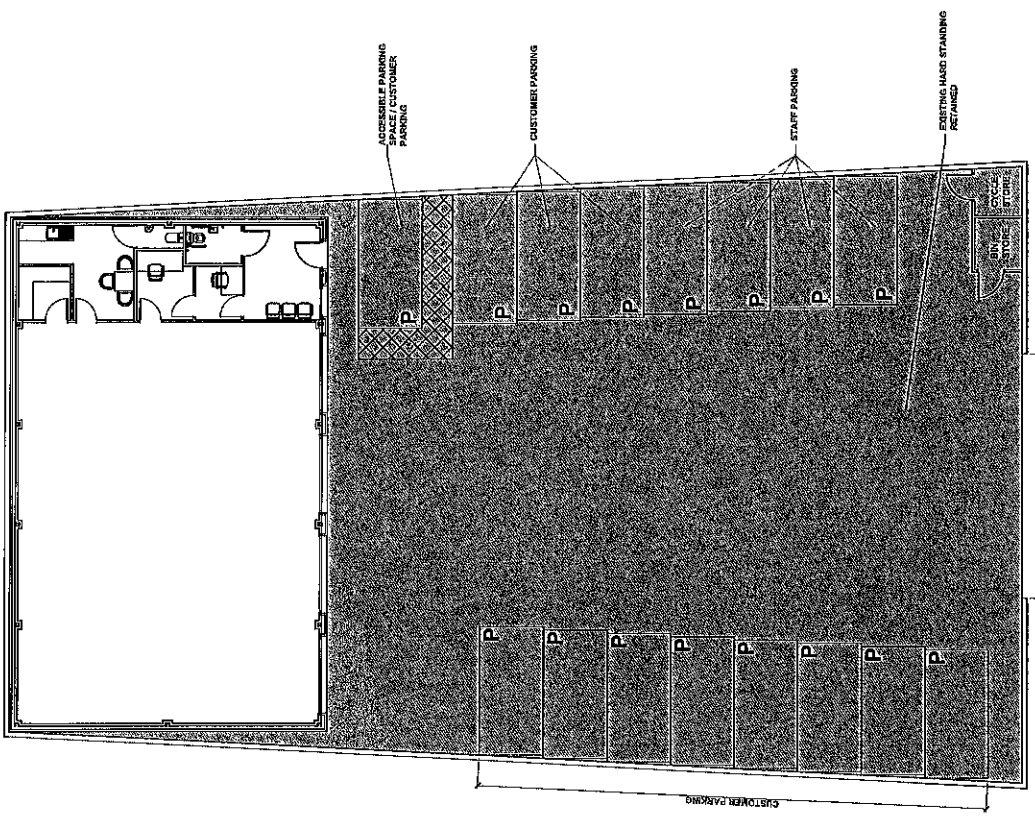
PROPOSED SITE PLAN 1:100



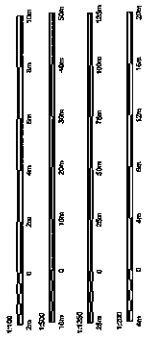
Rev	Revision details	Date
This schedule to not be exceeded unless agreed in writing to the contractor		
<b>Address</b> <b>MOTORS TO GO</b> <b>CHURCH STREET</b> <b>ARMTHORE</b> <b>DONCASTER</b> <b>DN3 3AL</b>		
<b>Job Title</b> <b>NEW BUILD MOT AND</b> <b>CAR REPAIR CENTRE</b>		
<b>Drawing Title</b> <b>EXISTING AND PROPOSED</b> <b>SITE PLAN</b>		
Scale	Project No.	Client
1:100	2020/04	MOTORS TO GO
1:200		
1:500		
1:1000		
DRAWING No		2020/04
		1/3



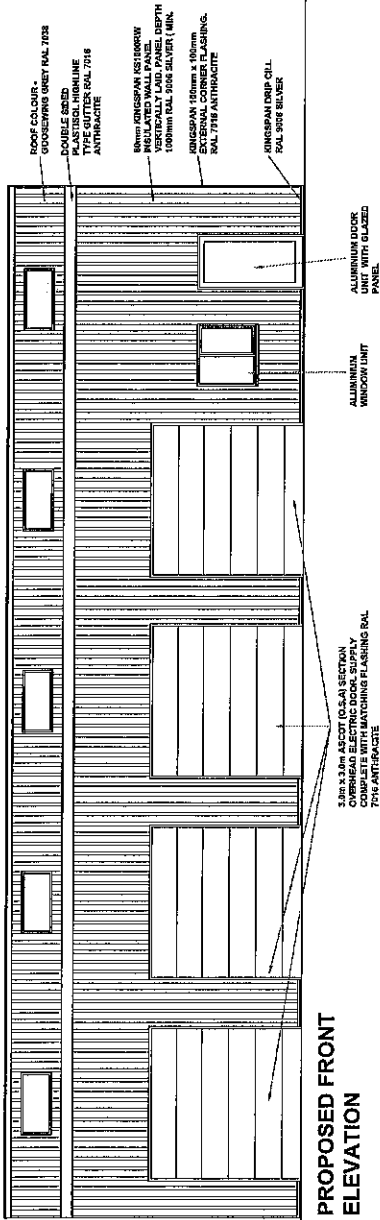
EXISTING SITE PLAN 1:100



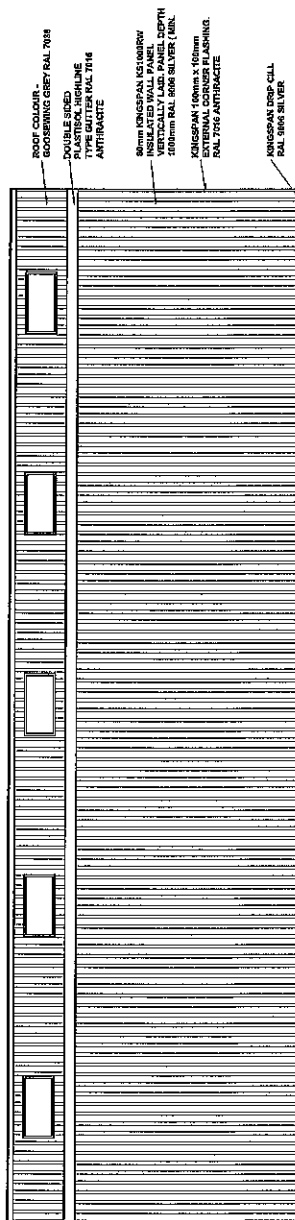
PROPOSED SITE PLAN 1:100



Rev	Revision details	Date
Address: <b>MOTORS TO GO</b> <b>CHURCH STREET</b> <b>ARMTHORE</b> <b>DONCASTER</b> <b>DN3 3AL</b>		
Job Title: <b>NEW BUILD MOT AND</b> <b>CAR REPAIR CENTRE</b>		
Drawing title: <b>EXISTING AND PROPOSED</b> <b>SITE PLAN</b>		
Date Approved	Scale	Drawn
18/04/2021	1:100/500/2500	11/03/2021
Drawn By	Checked By	Scale
2020/1/14		1:100
DRAWING No		1/1



**PROPOSED SIDE ELEVATION**



**PROPOSED SIDE ELEVATION**

**PROPOSED REAR ELEVATION**



Rev	Revision details	Date

Address  
**MOTORS TO GO**  
**CHURCH STREET**  
**ARMTHORE**  
**DONCASTER**  
**DN8 3AL**

Job Title  
**NEW BUILD MOT AND**  
**CAR REPAIR CENTRE**

Drawing title  
**PROPOSED ELEVATIONS**

Client	Project Name	Scale	Drawn	Checked	Appr.

DRAWING NO	REVISED	DATE

## Armthorpe Parish Council – Payment Schedule

**02 June 2026**

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

	Doncaster Council	Business Rates – Community Centre	£1,103.00
	BT	Broadband Charges – Community Centre	£68.44
BACS	Wages	Wages	
CC	Vision ICT	Website Hosting Fees	£132.83
	White Rose Fire Safety	Fire Safety Training – Staff	£396.00
	Amazon	Stationery	£20.54
	Temu	Events Banner	£34.63
	Viking	Stationery	£107.81
	Aldi	Milk	£2.40
	Morrisons	Easter Camp Supplies	£3.75
	Amazon	Annual Leave Planner	£5.99
	Amazon	Refuse Bins	£11.95
	Amazon	Swing Bins	£22.99
	Sainsburys	Easter Camp Supplies	£14.60
	Aldi	Easter Camp Supplies	£9.74
	Amazon	Stationery	£5.99
	Amazon	Stationery	£11.57
	Amazon	Hand Dryer	£96.00
	Aldi	Bar Supplies	£11.79
	Amazon	Event Supplies	£107.29
	Furniture at Work	Drawers – Youth Club	£162.00
	Aldi	Tea Dance Supplies	£10.70
	Trimming Shop	Chair Ribbons	£12.19
	Product Imports Ltd	Table Protector Mats	£106.91
	Amazon	Diary	£9.99
	Amazon	Refund	-£28.32
	Screwfix	Safety Equipment – Estates Maintenance Officer	£166.60
	Norton Internet Security	Subscription	£99.98
	We Can Source It Ltd	Line Cleaner	£19.94
	Amazon	A5 Leaflet Holder	£11.95
	VDDirect Ltd	Ant Killer Powder	£11.98
	We Can Source Ltd	Glass Cleaner	£19.94
	Power Music	Subscription	£14.95
	We Can Source It Ltd	Glass Cleaner	£19.94

## Armthorpe Parish Council – Payment Schedule

07 July 2026

Method	Payee	Item	Amount
DD	HMRC	PAYE & NI Contributions	£4,530.83
	Worldpay	Subscription Fees	£12.00
BACS	Washouse Design	Website & Branding Costs	£1,899.18
	Harbon Electrical Services	Solar Panel Project	£11,515.57
DD	Cathedral Leasing Ltd	Supply of Hygiene Services	£1,435.10
BACS	Approved Fire Protection Ltd	Fire Equipment Checks and Replacement of Equipment	£195.60
	Dining Diva	Cleaning Supplies	£162.54
	Flying Futures	Youth Club Support - April	£720.00
		Youth Club Support – May	£720.00
DD	EDF Energy	Electricity – Community Centre	£1,447.94
	The Co-operative Bank	Commission	£4.64
	Biffa	Waste Recycling Fees	£58.40
BACS	YLCA	Planning Training	£60.00
	South Yorkshire Mowers Ltd	Strimmer Line	£14.84
	Wages	Wages	£19,634.99
DD	Quando Drinks Ltd	Bar Supplies	£1,618.24
	BT	Broadband – The Acorn Hub	£39.49
	Tesco Mobile	Clerk Mobile Phone Charges	
	South Yorkshire Pensions Authority	Pension Contributions	£2,644.22
	ID Mobile	Mobile Phones Charges – Estates Maintenance Officer	£9.00
	Nayax	Subscription Fees	£60.00
	World Pay	Commission	£103.94
DD	British Gas	Gas Supply – Community Centre	£476.57
	BT	Broadband – Community Centre	£75.78
	Doncaster Council	Business Rates	£1,103.00
	Sage	Payroll and HR Subscription	£120.00
	ID Mobile	Mobile Phones Charges – Estates Maintenance Officer	£24.99
	Copy Print Scan	Photocopying Charges	£99.31
	Waterplus	Surface Water Charges – Community Centre	£256.27
	Doncaster Council	Business Rates – Community Centre	£1,103.00
	O2	Sports and Recreation Mobile Phone Contract	£33.11

BACS	Kettlewells	Coach Hire – Bridlington Trip	£750.00
CC	We Can Source it Ltd	Refund	-£19.94
	Furniture at Work	Locker – Estates Maintenance Officer	£72.00
	TCD	Safety Boots – Estates Maintenance Officer	£78.24
	Amazon	Keychain	£13.27
	Amazon	Plug	£4.49
	DVLA	Van Vehicle Tax	£362.50
	Morrison's	Refreshments – Annual Parish Meeting	£11.65
	JB Workwear	Uniform – Estates Maintenance Officer	£36.06
	B&Q	Tools and Handrail Equipment	£211.82
	Asda	Fuel	£99.00
	Armthorpe Pet & Garden Supplies	Staple on Plate	£10.00
	Card Factory	Event Supplies	£13.79
	Amazon	Pot Hole Repair Kit	£23.99
	Keyhole Services	Keys	£34.56
	Aldi	Bar Supplies	£6.88
	Amazon	Shipping Container Lock	£29.98
	Jet Intake 10	Fuel	£10.22
	Amazon	Refund	-£13.29
	Forest Master Ltd	Wood Chipper	£527.95
	Amazon	Toilet Roll Dispenser	£22.19
	Newitts	Footballs	£99.95
	Bestway Wholesale	Vending Machine and Cleaning Supplies	£269.67
	Toolstation Ltd	Drill Bit	£4.48
	Screwfix	WD40	£6.99
	Able Group	Removal of Container Lock	£106.80
	Yorkshire Caravans	Plug for Trailer	£15.00
	Jet Intake 10	Fuel	£9.82
	Amazon	Flipchart Paper	£16.31
	Autotintz Ltd	Van Signage	£240.00
	Jet Intake 10	Petrol Container	£6.99
	Jet Intake 10	Fuel	£19.33
	B&Q	Chain	£20.30
	Norton Internet Security	Subscription	£39.99
	Amazon	Door Stops	£5.50
	Temu	Event Banners	£88.06
	Jet Intake 10	Fuel	£41.92
	Toolsave	Autojack	£10.00
	Serpro	Fuel Spill Kit	£26.72
	Blillov	Longlife Grease	£15.49

	Aldi	Bar Supplies	£3.27
	Aldi	Tea Dance Supplies	£13.08
	Morrisons	Quiz Night Prizes	£19.50
	Costco	Membership	£30.00
	Safetec	Forestry Helmet Combi Kit	£27.93
	Amazon	Metal Vise	£14.61
	Strauss	Uniform – Estates Maintenance Officer	£83.90
	Amazon	Boot Protector	£16.39
	Amazon	Blade Balancer	£39.98
	Amazon	Hand File	£7.27
	Amazon	Steel Feeler Gauge	£4.99
	Amazon	Spark Plug Cleaning Brush	£5.72
	Amazon	Blade Sharpener	£21.98
	Amazon	Ratcher Spanner Set	£29.99
	Screwfix	Tools	£21.92
	Power Music	Subscription	£14.95
	Jet Intake 10	Fuel	£20.00

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**Armthorpe Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 May 2026**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/05/2026	Co-Operative Bank Plc Current	765,964.35
31/05/2026	Co-Operative Bank Credit Card	-2,987.87

**762,976.48**

Other Cash & Bank Balances

**608.86**

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**763,585.34**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**763,585.34**

All Cash & Bank Accounts

1	Co-Operative Bank Plc Current	765,964.35
2	Co-Operative Bank Credit Card	-2,987.87
	Other Cash & Bank Balances	608.86
	<b>Total Cash &amp; Bank Balances</b>	<b>763,585.34</b>

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 General / Administration</u>						
1076 Precept	190,000	380,000	190,000			50.0%
1200 The Acorn Hub Rent	0	5,000	5,000			0.0%
1340 Miscellaneous Income	34	0	(34)			0.0%
4100 Stationery	(141)	(1,000)	859	859		14.1%
4101 Training Cosrs	(330)	0	(330)	(330)		0.0%
4105 Postage	0	(200)	200	200		0.0%
4107 Website and Email Costs	0	(750)	750	750		0.0%
4110 Subscriptions	(4,521)	(8,500)	3,979	3,979		53.2%
4114 Shredding	(77)	(200)	123	123		38.3%
4115 Photocopying & Printing	(321)	(2,500)	2,179	2,179		12.8%
4116 Commission	(7)	(50)	43	43		13.1%
4120 Audit & Accountancy Fees	1,759	(4,000)	5,759	5,759		(44.0%)
4122 Consultancy Fees	(10,766)	(20,000)	9,234	9,234		53.8%
4130 Office Equipment	(4)	(1,000)	996	996		0.4%
4135 Defibrillator Costs	0	(200)	200	200		0.0%
4140 Chairman's Allowance	0	(100)	100	100		0.0%
4150 Elections	0	(500)	500	500		0.0%
4170 Grants to Voluntary Bodies	0	(10,000)	10,000	10,000		0.0%
4180 The Acorn Hub	(2,519)	(10,000)	7,481	7,481		25.2%
4185 Card Machine Fees	(105)	(1,000)	895	895		10.5%
4190 Fuel	(173)	0	(173)	(173)		0.0%
4340 Miscellaneous Expenditure	(10)	0	(10)	(10)		0.0%
4640 Telephone & Broadband	(62)	(500)	438	438		12.4%
4728 Grounds Maintenance Equipment	(641)	(10,000)	9,359	9,359		6.4%
4729 Vehicle Costs	(6,563)	(15,000)	8,438	8,438		43.8%
<u>200 Salaries &amp; Wages</u>						
4000 Administration Salaries	(11,242)	(75,000)	63,758	63,758		15.0%
4005 Burials Salaries	(400)	(2,400)	2,000	2,000		16.7%
4010 Parks Salaries	(657)	(3,840)	3,183	3,183		17.1%
4015 Community Clean Up Salary	(794)	(9,914)	9,120	9,120		8.0%
4020 Community Centre Salaries	(14,156)	(64,000)	49,844	49,844		22.1%
4025 Bar Salaries	(1,921)	(20,000)	18,079	18,079		9.6%
4026 Estates Maintenance Officer	(2,055)	(23,063)	21,008	21,008		8.9%
4030 Sports & Recreations Salaries	(6,673)	(37,000)	30,327	30,327		18.0%
4035 The Acorn Hub Cleaner Salaries	(346)	(1,983)	1,637	1,637		17.4%
4039 PAYE & NI Contributions	(3,673)	(15,000)	11,327	11,327		24.5%
4040 Pension Contributions	(2,644)	(34,450)	31,806	31,806		7.7%
<u>300 Events</u>						
1300 Christmas Market Income	0	800	800			0.0%

15:16

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1305 Table Top Sale Income	112	1,500	1,388			7.5%
1310 Entertainment Income	92	0	(92)			0.0%
1315 Tea Dance Income	1,032	8,200	7,168			12.6%
1320 Fireworks Display Income	0	700	700			0.0%
4300 Christmas Market Costs	0	(1,000)	1,000		1,000	0.0%
4305 Christmas Lighting / Tree	(17,356)	(45,000)	27,644		27,644	38.6%
4306 Civic Carol Service	0	(100)	100		100	0.0%
4308 Miners Memorial Event	0	(200)	200		200	0.0%
4310 Events	(85)	0	(85)		(85)	0.0%
4311 Children's Christmas Party	(199)	(500)	301		301	39.8%
4312 Halloween Party	(199)	(500)	301		301	39.8%
4313 Easter Party	0	(500)	500		500	0.0%
4316 Remembrance Day	0	(2,000)	2,000		2,000	0.0%
4318 Tea Dances	(685)	(3,000)	2,315		2,315	22.8%
4319 Christmas Tea Event	0	(6,500)	6,500		6,500	0.0%
4320 Fireworks Display Costs	(1,500)	(8,000)	6,500		6,500	18.8%
4321 Coach Trips	0	(3,000)	3,000		3,000	0.0%
<u>400 Allotments</u>						
1400 Rents	27	2,250	2,223			1.2%
4400 Allotment Expenditure	0	(1,000)	1,000		1,000	0.0%
<u>500 Burial</u>						
1500 Burial Fees	1,200	15,000	13,800			8.0%
4500 Burial Expenditure	(847)	(1,500)	653		653	56.5%
4728 Grounds Maintenance Equipment	(12,042)	0	(12,042)		(12,042)	0.0%
<u>600 Community Centre</u>						
1600 Lettings	18,452	75,000	56,548			24.6%
1610 Entertainment Income	40	0	(40)			0.0%
1620 Bar Income	5,344	30,000	24,656			17.8%
1650 Vending Machine Income	99	0	(99)			0.0%
4340 Miscellaneous Expenditure	(434)	0	(434)		(434)	0.0%
4600 Business Rates	(13,230)	(16,000)	2,770		2,770	82.7%
4605 Rent	0	(1,300)	1,300		1,300	0.0%
4610 Gas	(850)	(3,000)	2,150		2,150	28.3%
4620 Electricity	(2,349)	(20,000)	17,651		17,651	11.7%
4630 Water	(154)	(4,000)	3,846		3,846	3.9%
4640 Telephone & Broadband	(425)	(2,000)	1,575		1,575	21.2%
4650 Insurance	(2,938)	(3,500)	562		562	83.9%
4654 Waste Removal Fees	(608)	(3,000)	2,392		2,392	20.3%
4655 Waste Recycling Fees	(48)	(1,000)	952		952	4.8%
4660 Cleaning Materials	(190)	(3,500)	3,310		3,310	5.4%

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4670 Maintenance	(7,796)	(25,000)	17,204		17,204	31.2%
4676 Solar Panel	0	(30,000)	30,000		30,000	0.0%
4680 Equipment / Furniture	(1,509)	(2,500)	991		991	60.4%
4685 Uniform	(388)	(100)	(288)		(288)	388.3%
4690 Entertainment Costs	(71)	0	(71)		(71)	0.0%
4728 Grounds Maintenance Equipment	(826)	0	(826)		(826)	0.0%
4730 Bar Supplies	(1,640)	(15,000)	13,360		13,360	10.9%
4735 Vending MAchine Supplies	(164)	0	(164)		(164)	0.0%
<u>700 Sports &amp; Recreation</u>						
1700 Sports & Recreation Income	645	0	(645)			0.0%
4640 Telephone & Broadband	0	(300)	300		300	0.0%
4700 Sports & Receptions	(2,047)	(6,000)	3,953		3,953	34.1%
4720 Parks Expenditure	(237)	(5,000)	4,763		4,763	4.7%
<u>900 Community Clean Up Champion</u>						
4710 Community Clean Up Costs	(953)	(100)	(853)		(853)	953.3%
<b>Grand Totals:- Income</b>	<b>217,077</b>	<b>518,450</b>	<b>301,373</b>			<b>41.9%</b>
<b>Expenditure</b>	<b>138,810</b>	<b>586,250</b>	<b>447,440</b>	<b>0</b>	<b>447,440</b>	<b>23.7%</b>
<b>Net Income over Expenditure</b>	<b>78,267</b>	<b>(67,800)</b>	<b>(146,067)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>78,267</b>	<b>(67,800)</b>	<b>(146,067)</b>			



## **COMMUNITY ENGAGEMENT POLICY**

### **Introduction**

The purpose of this policy is to guide Armthorpe Parish Council's communication activity and public engagement. The Council aims to ensure that there are effective channels of communication both from the Council to the public and from the public to the Council.

### **Aims**

Armthorpe Parish Council aims to:

- Understand the role of community engagement and its importance
- Work more closely with residents, business and community groups
- Engage with as many people as possible in decision making, monitoring services and planning for the future
- Ensure that through the use of a wide range of approaches to public involvement and community engagement that residents are encouraged to share their views, ideas and concerns with the Council
- Use the views of the residents as an integral part of the decision-making process; and
- Ensure that residents have opportunities to be heard at every stage

### **Objectives**

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. The Council's objectives include:

- Improving communication through the establishment of new channels of engagement
- Improving residents understanding of the role of the Council and Councillors
- Improving engagement with local communities, with more people feeling that they are involved in their area; and
- Improving satisfaction with local public services and the area.

### **Armthorpe Parish Council and Community Engagement**

The Parish Council will facilitate community engagement in the following ways:

- Making information on what decisions are being considered and how residents can influence or contribute to the discussion in good time. Methods used to ensure engagement will be – through the Parish Council website, notice board, Facebook page, posters, consultations, reports, and word of mouth.
- All meetings of the Parish Council and its committees are open to the public and press and there is a period set aside for residents to speak. Residents can access agendas for meetings via the Parish Council web site. The Parish Council website and agendas explain the procedure for residents wishing to speak at meetings.

Facilities also exist where residents can, where appropriate or necessary, make written reports, present petitions or have a case presented on their behalf to councillors.

- Planning applications are considered at Council meetings held monthly. The opportunities for people to speak applies equally to these agenda items. Equal opportunity is given to applicants / supporters, objectors and local community groups.
- The Parish Clerk is required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support. This neutral involvement will allow more flexibility in the service and the personal element of the contact, will hopefully encourage more involvement from the hard to reach members of the community.
- Details of how to contact the Clerk will be displayed on notice boards, council website and the Facebook page.
- The Parish Council will produce a list of annual council and committee dates to include the start times of the meetings.
- The Parish Council will publish the agenda 3 clear days prior to a meeting.
- The Parish Council will be open and accountable in its dealing with residents and the community.
- The Parish Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Parish Council but also to other organisations. This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report undertaken by the Parish Council.

## **Communication**

Armthorpe Parish Council is committed to improving community engagement by:

- Continuing all the above activities and services into the future and improving relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Armthorpe Parish Council will be proactive and will be willing to consider any reasonable opportunities that support its purpose of getting information available and increasing contributions from the community, especially those difficult to reach.
- When dealing with controversial issues that affect a particular community then consideration will be given to holding a public meeting.
- Consultations and surveys are to be considered when necessary and appropriate and results will be made available.
- Identifying and embracing opportunities to work with other local community groups when the need arises.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups; in order to encourage new relationships / partnerships to be formed and to raise community spirit.
- Promoting elections and the importance of the democratic process and the value of being a councillor.
- Promoting the value to the parish of volunteering.
- The Parish Council will review its community Engagement Strategy on an annual basis to ensure that it remains relevant.

## **Provision of Information to the Community**

Armthorpe Parish Council will make available to the community information relating to who we are, what we do, what we spend and how we spend it, how we make decisions, our policies and procedures and the services we offer. Information will be provided to the community in the following ways;

- Contact details for the Clerk and all Councillors are displayed on the Council's website
- The Council's website address is widely published and the site contains all the information an individual might wish to know about the work of the Parish Council and its individuals, including meeting minutes, policy documents, financial statements, annual report and how to contact anyone associated with the Council.
- Information such as agendas are published on the website and are available from the parish office.

## **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council website.

## **Outcomes**

The outcomes which we are striving for and against which the success of this policy will be measured are:

- Improved communication through the establishment of new channels of engagement
- More residents understanding the role of Councillors and getting the best effect
- Improved engagement with local communities, with more people feeling that they are involved in decision-making.
- Improved satisfaction with service provided by the Council.

**Drafted:** 21<sup>st</sup> October 2025

**Approved:** 7<sup>th</sup> July 2026

**Review:** July 2027



## Social Media Policy

The aim of this policy is to establish how Armthorpe Parish Council will use social media. This policy covers the following forms of social media.

- Parish Council Website
- Facebook and, if required, other social networking sites

Email communication is not included in this Policy and is governed by a separate Email **Communication and Internet Usage** Policy. The Council will open and maintain a Facebook account to inform the public about Parish Council business and activity.

Social media will augment the Parish Council website and other methods of communication already in use by the Parish Council. The Parish Council's Facebook page will be maintained by Council staff **and a designated member of the Parish Council**.

The Facebook or other social networking site accounts may be used to:

- Refer to the website for agendas, post minutes and dates of meetings.
- Advertise events and activities.
- Share good news stories or highlight action taken by the Council following correspondence from the public with links to the Council website.
- Advertise vacancies.
- Share information from partner agencies such as Principal Authorities, Police, Library, Health, etc.
- Announce new information or policies.
- Post or share information from other Parish related community groups such as schools, sports clubs, community groups or clubs.
- Refer resident queries to the Clerk and all other Councillors.

The Council will not conduct casework or deal with complaints via social media. These should be emailed to the clerk at: [clerk@armthorpeparishcouncil.ee.gov.uk](mailto:clerk@armthorpeparishcouncil.ee.gov.uk)

Social media channels are not monitored constantly, and the Council cannot guarantee that enquiries via social media will receive a prompt response. If an enquiry or comment is urgent, the Council recommends contacting the Clerk, or Deputy Clerk directly using the details on the Council's website: [www.armthorpeparishcouncil.co.uk](http://www.armthorpeparishcouncil.co.uk)

Approved Facebook administrators will act as moderators of Parish Council social media output and be responsible for posting and monitoring content to ensure it complies with the social media Policy.

The Parish Council reserves the right to moderate and delete comments that are posted to its social media feeds, especially if they breach the social media Code of Practice outlined below. The Council makes no

commitment to respond to individuals and repeat offenders may be blocked from using the Facebook page indefinitely. We will not edit any comments made.

## **Social Media Code of Practice**

This code of practice outlines expected standards of behaviour from those responsible for updating information when using the Parish Council's official social media feeds.

When using social media, those making posts must be mindful of the information they post and keep the tone of any comments respectful and informative. Every effort should be made to ensure online content published on the Council's official social media channels should be accurate and informative.

When using the Parish Council's official social media channels, post must not:

- Hide the poster's identity when using false names or pseudonyms.
- Present personal opinions as that of the Council.
- Post content that is contrary to the democratic decisions of the Council.
- Post controversial or potentially inflammatory remarks.
- Use an individual's name unless given written permission to do so.
- Publish photographs or videos of minors without written parental consent.
- Post any information that infringes copyright of others.
- Post any information that may be deemed libel.
- Post online in a way that constitutes bullying or harassment.
- Bring the Council into disrepute.
- Post offensive language relating to race, sexuality, disability, gender, age, religion, or belief.
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence.

Parish Council social media followers should adhere to certain good practices and conventions of polite and constructive discourse if responding to posts on its social media feeds. Therefore, the Council will not publish and will remove comments that:

- Contain abusive, obscene, indecent, or offensive language.
- Contain swear words or other sorts of profanity.
- Contain abusive language towards an individual involved in a thread, other organisations, or the page administrator.
- Are completely removed from the topic of conversation or non-relevant to the item posted on the wall.
- Constitute spam or promote or advertise products except where it is for an event, publication or similar item that has direct relevance to the subject of discussion. Information about locating and sharing knowledge and expertise is welcomed, but within the specific discussion provided.
- Are designed to cause nuisance to the page administrator or other users.

This policy and the Code of Practice will be reviewed annually and may be amended at any time if approved by resolution of the Parish Council. The policy should be considered alongside relevant existing Parish Council policies and augments the Code of Conduct. This policy does not extend to individual Parish Councillors or Council Staff's personal use of social media.

**Dated:** 7<sup>th</sup> January 2026

**Approved:** 7<sup>th</sup> July 2026

**Review Date:** Annually



# MEDIA POLICY

## 1. Introduction

This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.

Failure to follow the Parish Council's policy could lead to a breach of the Code and the risk of adverse publicity, which could damage the Parish Council's reputation. Without proper co-ordination it would be difficult to ensure that the messages put out by the Parish Council are consistent and accurate.

However, if communication is managed effectively, the Parish Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

The Parish Council throughout the year:

- receives enquiries from the media;
- issues news releases;
- organises photo opportunities;
- arranges interviews;
- produces its own newsletter within the local press.

The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is also to ensure that the Parish Council is seen to communicate in a professional and objective manner.

This policy does not seek to regulate Parish Councillors in their private capacity but does provide advice and guidance on their sensible use of conventional and social media. The Parish Council's communications with the media seek to represent the corporate position and views of the Parish Council. If the views of Parish Councillors are different to the Parish Council's corporate position and views, they will make this clear. Subject to the obligations on Parish Councillors not to disclose information referred to in section 13 and not to misrepresent the Parish Council's position, Parish Councillors are free to communicate their position and views.

In all cases, the Parish Council's approach, in accordance with the Code, to the media should:

- be lawful;
- be cost effective;
- be objective;
- be even-handed;
- be appropriate;

- have regard to the Parish Council's Equality & Diversity Policy;
- be issued with care during periods of heightened sensitivity.

## **2. The Parish Council's approach to publicity**

The media plays an important role in informing residents about what the Parish Council does and how it spends their money. It is therefore vital that the Parish Council communicates effectively with the media and wherever possible takes a positive approach to meeting media requests for information and interviews so that:

- The Parish Council is recognised as one which is open, accountable, accessible and willing to listen;
- There are opportunities to share and celebrate the Parish Council's successes;
- Information is provided about policies and services as well as the democratic process so that people feel more informed about the Parish Council and its work;
- Negative issues are handled clearly and decisively.

The main media are the local and regional press together with local radio and television stations. It is unlikely that Armthorpe Parish Council would be involved in media communications at a national, international or specialist level but this policy is written to ensure that it is relevant to these cases should they occur.

It is also recognised that the internet is the fastest growing area of the media and that many broadcasters and newspapers include information on the villages.

## **3. Identifying Newsworthy Items**

It is the responsibility of everyone working within the Parish Council to identify newsworthy items; these will include a range of Parish Council activities and decisions and it is the responsibility of the Parish Clerk and Chairman to make the decision as to whether or not a press release should be issued.

## **4. Handling Media Enquiries**

The Parish Clerk co-ordinates all media enquiries to the Parish Council. Members and Parish Council staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts. If members are in any doubt they should consult the Parish Clerk. Parish Council staff should refer all media enquiries to the Parish Clerk in the first instance. The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase "no comment" should not be used as a response to a media enquiry.

The Parish Council is open and accountable and should always try to explain if there is a reason why it cannot answer a specific enquiry.

## **5. Press Releases**

The use of press releases is a key technique for publicising Parish Council activities, decisions and achievements. An official Parish Council release is made on behalf of the Parish Council as a whole; it will be written and issued by the Parish Clerk and Chairman. Official Parish Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Parish Council, contain relevant facts and may include an approved quotation from an appropriate Parish Councillor.

Parish Council press releases will not promote the views of specific political groups, publicise the activities of individual Parish Councillors, identify a Member's political party or persuade the general public to hold a particular view. All official Parish Council releases will be placed on the Parish Council's website within three working days of issue.

## **6. Interviews**

Any member of staff or elected member who is contacted by a journalist requesting an interview in their capacity as a representative of the Parish Council should refer the matter to the Parish Clerk. The person put forward for interview will depend on the situation and the information required by the journalist. Officers should never give their opinion on specific Parish Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Parish Council's approved and agreed policies.

## **7. Media Coverage of Meetings**

Provision is made for members of the media to attend Parish Council meetings. During meetings Members and officers should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

Where a meeting of the Council includes an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Parish Council's Standing Orders.

## **8. Publicity during Elections**

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself ('purdah') all proactive publicity about candidates and other politicians is halted. This applies to scheduled local or national elections.

During this period Parish Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Parish Councillor gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required the relevant Officer may be quoted, in accordance with the guidelines in this policy.

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature - and this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk).

Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities. Parish Council Members are reminded that they must not misuse Parish Council resources for inappropriate purposes. Any queries regarding publicity during a purdah period should always be referred to the Parish Clerk for further advice.

## **9. Non-Parish Council Related Media**

Officers and Members of the Parish Council who have contact with the media in a personal capacity or as members of non-Parish Council related organisations must not refer to their Parish Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Parish Council related organisation.

## **10. Managing Negative Issues**

From time to time the Parish Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity. Members and Officers must alert the Parish Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media. Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Parish Council about an issue.

## **11. Correcting Inaccurate Reporting**

Should the media publish or broadcast something inaccurate about the Parish Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Parish Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action. It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.

Occasionally the Parish Council will get something wrong. In these cases damage limitation is the key – this can usually be achieved by admitting the mistake, apologising and stating how the Parish Council will learn from the error or put it right.

## **12. Freedom of Information and Data Protection**

Should the Parish Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure.

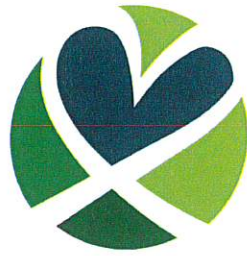
In addition care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents. The Parish Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Parish Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Parish Council's standing orders, under contract or by common law.

Parish Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Parish Council, a copy of which is available via the Parish Council's web site.

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

**Approved:** 7<sup>th</sup> July 2026

**Review:** July 2029



**Armthorpe  
Parish  
Council**

## **Sports and Recreation Committee Terms of Reference**

The Community Centre and General Purposes committee established this subcommittee on 19<sup>th</sup> July 2022.

### **Terms of Reference**

To develop the Sports and Recreation provision and make recommendations to the Community Centre and General Purposes committee.

### **Membership**

Membership of the Panel shall comprise five Members of the Council appointed at the Annual Meeting of the Council.

### **Meetings**

Meetings of the Committee shall be held bi-monthly on the first Monday of January, March, May, July, September and November.

Meetings will commence at 7pm.

Additional meetings may be convened by the Clerk to the Council, following consultation with the Chairperson and/or Vice-Chairperson of the Committee, when it is considered appropriate for matters to be brought before the Committee.



Outlook

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Armthorpe Rovers.

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From

Date Tue 30/06/2026 11:50

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Hi Sara,

We have been reliably informed that the adult team will not be requiring the use off the Briar Road football pitch next season.

Can Armthorpe Rovers JFC formally request the use of the field to set up a smaller pitch for our Under 14s team.

We have been using Armthorpe Academy in the past but they have become increasingly unreliable and expensive.

We would provide our own goals (21x7 youth goals.) Also mark the pitch ourselves and are willing to pay a fee. ( hopefully less than the Academy )

I can attend the next Parish meeting or call in to discuss with you if required,

Regards John H