BARNBURGH & HARLINGTON
PARISH COUNCIL

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Barnburgh Village Hall
Chapel Hill
Barnburgh Lane
Barnburgh
Doncaster
DN5 7HN

Minutes of Ordinary Parish Council Meeting of 15 September 2026 held in the Village Hall Barnburgh at 6.00pm

Present: Cllr Tim Freebury (Chair), Cllr David Leah (Vice Chair),Cllr Glen Bluff {part of the meeting), Cllr Sophie Dearns, Cllr Carl Hopper

In Attendance : Peter Lamb CDC (part of the meeting), Chris Hall CDC part of the meeting), Teresa Huberry CDC part of the meeting). 2 members of the Barnburgh and Harlington Neighbourhood Plan Working Group part of the meeting), Catherine Mullen – Parish Council Clerk

Motions to Amend Agenda Item 13 (Cemetery)
Cllr Freebury proposed a motion to amend the Agenda by replacing Item 13 (Cemetery) with the revised text set out in the motion circulated to members. The motion was seconded by Cllr Hopper Barnburgh and Harlington Parish Council RESOLVED to approve the motion.

In accordance with Standing Orders relating to the variation of the order of business Barnburgh and Harlington Parish Council RESOLVED to replace Item 13 with the following:

13. Cemetery

13.1 Proposed Cemetery Extension

13.1.1 To receive and consider the results of the consultation with residents which ran from 6 July 2026 to 31 August 2026 regarding the proposed loss of informal open space, with reference to the Loss of Community Facilities and Open Space SPD. (Appendix D)

13.1.2 To note and consider the implications of the consultation results for the proposed cemetery extension and any future planning application.

13.2 Amending Grant of Exclusive Rights of Burial for Plot E074

To note that the sole holder of the Exclusive Rights of Burial for Plot E074 has died, leaving no person with legal authority to replace the headstone or maintain the plot. The family have confirmed they are willing to take on these responsibilities. To consider, and if appropriate to authorise, the Clerk to prepare an amendment to the Exclusive Right of Burial for Plot E074 so that the headstone can be replaced and the plot can be maintained

Motion to Amend the Agenda (Budget Working Group)
Cllr Leah proposed a motion to amend the agenda by replacing Items 27.2 and 28 with the motion circulated to members concerning the establishment of a Budget Working Group constituted under sections 101 and 102 of the Local Government Act 1972. The motion was seconded by Cllr Freebury. Barnburgh and Harlington Parish Council noted that the motion, if agreed, would replace the existing Items 27.2 and 28 in full and require the renumbering of all subsequent agenda items for the purposes of the meeting and the minutes.

In accordance with the Council's Standing Orders relating to the variation of the order of business (Standing Order 10) and the consideration of motions to amend previous resolutions (Standing Order 9, where applicable), Barnburgh and Harlington Parish Council RESOLVED to vote in favour of the motion.

Barnburgh and Harlington Parish Council **RESOLVED** to:

- replace Items 27.2 and 28 with the text of the motion as submitted, establishing a Budget Working Group for the preparation of the revised 2026–27 budget and the draft 2027–28 budget; and

- renumber the remaining agenda items accordingly.

1. Public Question Time
No members of the public were present

2. Apologies
2.1 Apologies were received from Cllrs Robinson and Sigsworth. Apologies were also received from Ward Cllr Cynthia Ransome

2.2 Authorisation for Absence from Meeting
Barnburgh and Harlington RESOLVED not to authorise the absence from the meeting of Cllr Sigsworth

Barnburgh and Harlington RESOLVED to authorise the absence from the meeting of Cllr Robinson.

3. Exclusion of Press and Public
Barnburgh and Harlington Parish Council RESOLVED that there were no items requiring exclusion of the press or public

4. Variation to the Order of Business
Barnburgh and Harlington Parish Council RESOLVED to move item 9 Neighbourhood Plan of the Agenda to be the first item of business.

5. Minutes – Ordinary Parish Council Meeting 21 July 2026
Barnburgh and Harlington Parish Council considered and RESOLVED to approve the Minutes of the Ordinary Parish Council Meeting held on Tuesday 21 July 2026 as a true and accurate record of the meeting.

Proposed: Cllr Dearns Seconded : Cllr Freebury

6. Declarations of Interest and Dispensation Requests
6.1 No declarations of interest were made

6.2 The Clerk confirmed no dispensation requests had been received

Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

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7. Business Raised During Public Question Time

No business was raised during public question time.

8. Ward Councillor Update

8.1 No Ward Councillors were present.

8.2 Cllr Freebury reported that Ward Cllr Cynthia Ransome had informed him that the Barnburgh Brownies' trip to the Mansion House had been arranged

9. Neighbourhood Plan

9.1 Barnburgh and Harlington Parish Council received an update from City of Doncaster Council (CDC) Planning Officers on the emerging Local Plan and national planning changes affecting the Barnburgh and Harlington Neighbourhood Plan. Barnburgh and Harlington Parish Council considered the amendments required to prepare the Plan for Regulation 14 consultation, including updates to reflect the emerging Local Plan, strengthened heritage and design content, and revisions identified through previous engagement with CDC Planning.

9.2 Barnburgh and Harlington Parish Council RESOLVED to formally request that CDC undertake a Conservation Area Appraisal for Barnburgh to support heritage policy development and provide an up-to-date evidence base.

9.3 Barnburgh and Harlington Parish Council RESOLVED to develop a new Design Policy for inclusion within the Neighbourhood Plan which would align with national design guidance and CDC's design expectations.

10. New Local Plan

10.1 Members discussed the meetings organised by Ward Cllr Ransome on 7 September for residents to learn about the Local Plan.

10.2 Barnburgh and Harlington Parish Council received a paper from the Clerk regarding the new Local Plan, Barnburgh and Harlington Parish Council RESOLVED to authorise the Clerk to submit the paper to CDC.

11. Allotments

Barnburgh and Harlington Parish Council considered the request to erect a greenhouse on plot 14 and RESOLVED to approve the request.

12. Water Connection for the Flower Beds and Planters

12.1 Barnburgh and Harlington Parish Council noted that the application for a water connection had been submitted to Yorkshire Water. Yorkshire Water inspected the site on 10 September and a quote has been received for £3,883.20. Barnburgh and Harlington Parish Council RESOLVED to defer the decision regarding the quote until the October meeting.

12.2 Barnburgh and Harlington Parish Council noted that Yorkshire Water has started a programme of replacing water meters in the Doncaster area. The programme should be completed by April 2027.

13. Cemetery

13.1 Proposed Cemetery Extension

13.1.1 Barnburgh and Harlington Parish Council received and considered the results of the consultation with residents which ran from 6 July 2026 to 31 August 2026 regarding the proposed loss of informal open space, with reference to the Loss of Community Facilities and Open Space SPD Barnburgh and Harlington Parish Council noted that 61% of the respondents were in favour of the project to move the existing play area

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so as to extend the cemetery.

13.1.2 Barnburgh and Harlington Parish Council RESOLVED to proceed with the project to extend the cemetery and to look into the possibility of contributing towards the costs of additional play equipment once the current play area is moved

13.2 Amending Grant of Exclusive Rights of Burial for Plot E074

Barnburgh and Harlington Parish Council noted that the sole holder of the Exclusive Rights of Burial for plot E074 in the cemetery has died. This leaves no-one with the power to replace the headstone and maintain the plot. The family have confirmed they are willing to take on these responsibilities. Barnburgh and Harlington Parish Council considered the situation and RESOLVED to authorise the Clerk to prepare an amendment to the Exclusive Right of Burial for Plot E074 so that the headstone can be replaced and the plot can be maintained.

14. Grounds Maintenance – Interim Arrangements and Future Provision

14.1 Barnburgh and Harlington Parish Council noted that interim arrangements for grounds maintenance for the rest of the financial year are now in place.

14.2 Barnburgh and Harlington Parish Council considered the quote from Gardening and Tree Services to maintain the grounds for 2027 – 2028 and RESOLVED to approve it

the quote for taking on the additional work of maintaining the Recreation Ground in place of CDC and to authorise all appropriate actions.

14.3 Barnburgh and Harlington Parish Council considered the quote from Gardening and Tree Services to take on the additional work of maintaining the Recreation Ground in place of CDC and RESOLVED to authorise the Clerk to contact CDC on this issue.

14.4 Barnburgh and Harlington Parish Council considered the draft SLA and contract for 2027 – 28 and RESOLVED to authorise the Clerk and the Chair to proceed with completing the agreement.

15. Recreation Ground

15.1 Barnburgh and Harlington Parish Council noted that new lines for parking spaces have been painted. Barnburgh and Harlington Parish Council RESOLVED to install a sign making it clear that car owners park at their own risk and authorised the Clerk to take the appropriate actions.

15.2 Barnburgh and Harlington Parish Council noted that the Swinton Football Club has lost its base and has reached an agreement with Barnburgh Football Club to use the Recreation Ground.

16. Annual Independent Inspection of Play Areas

16.1 Barnburgh and Harlington Parish Council received and considered the three reports regarding the independent annual inspection of the MUGA, Toddlers' Play area and the Play Area on Church Lane and a briefing paper from the Clerk. Barnburgh and Harlington Parish Council RESOLVED to authorise the Clerk to discuss the recommendations in the Reports with CDC and to obtain quotes for the work required.

16.2 Barnburgh and Harlington Parish Council RESOLVED to authorise the Clerk to obtain a sign for the MUGA as set out in the Independent report.

17. Barnburgh Pond

Barnburgh and Harlington Parish Council noted that although the directors of Catchagood Feeling CIC have been invited to the meeting they did not attend.

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18. Police Speed Detectors

Barnburgh and Harlington Parish Council noted that South Yorkshire Police had placed speed detectors on Barnburgh Lane on 9 September.

19. Remembrance 2026 – Lamposts

Barnburgh and Harlington Parish Council noted the requirement to determine the lamp-posts which will be used for Poppies and Tommies for Remembrance 2026.

20. Planning Applications

20.1 Barnburgh and Harlington Parish Council noted that the Parish Council had submitted an objection to Planning application 26/01030/FUL
7 Barnburgh Lane, Barnburgh DN5 7HN Proposed Change of Use from Dwellinghouse (C3) to Day Nursery (Class E) for up to 35 Children

20.2 Barnburgh and Harlington Parish Council noted that the Parish Council has submitted an objection on the Government Website to the proposed Whitestone Solar Farm.

20.3 Barnburgh and Harlington Parish Council considered the planning listed below and RESOLVED it had no objections.
26/01660/TCON

Proposal Notice of intention to fell a Eucalyptus tree, within Barnburgh Conservation Area

Location Hawthorn Lodge Fox Lane Barnburgh Doncaster

20.4 26/01649/FUL

Proposal Erection of a single storey side extension with rooms in the roof.

Location 5 High Street Barnburgh Doncaster DN5 7EP

20.5 26/01640/FUL

Proposal Conversion of existing barns to form three dwellings, amenity areas, parking and carports together with limited demolition to part of the former dairy to extend the rear amenity/garden area.

Location Plane Tree Farm High Street Barnburgh Doncaster

20.6 26/01641/LB

Proposal Listed building consent for the conversion of existing barns to form three dwellings, amenity areas, parking and carports together with limited demolition to part of the former dairy to extend the rear amenity/garden area.

Location Plane Tree Farm High Street Barnburgh Doncaster

21. Financial Matters

21.1 Current and Deposit Account Statements as at 1September 2026

Nat West Current	17,145.78
Nat West Liquidity 35	10,430.60
Cambridge & Counties	15,000.00

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Deposit Account	
Total	**£42,576.38**

21.2 Payment Schedule

Barnburgh and Harlington Parish Council received and noted and RESOLVED to authorise the schedule of payments made since the July meeting and those due for payment in September 2026.

Expenditure

	Item	Amount £
T1090	HMRC – September PAYE and NIC	574.44
T1089	Catherine Mullen Increased Salary for September with backpay	657.13
T1087	Catherine Mullen Travel Expenses for September	11.00
T1088	Catherine Mullen Home Working Allowance for August 2026	26.00
T1082	HMRC – August PAYE and NIC	462.58
T1081	Catherine Mullen Salary for August 2026	572.60
T1080	Catherine Mullen Travel Expenses for August	11.00
T10799	Catherine Mullen Home Working Allowance for August 2026	26.00
	TOTAL	**£2.340.75**

	Item	Amount £
T1091	PWLB	2072.47
T1085	Nat West – Bank Charges	4.55
T1083	Screwfix – Miscellaneous for Mill Lane Verge	52.67
T1078	Barnburgh Village Hall c/o Parent and Toddler Group PC Award	100.00
T1077	Yorkshire Water Application Fee	646.80
T1076	Linkline – lines marked in Rec Ground Playground	720.00
T1075	CDC Repairs to Play ground Gate	888.24
T1074	Garden and tree services – Grass Cutting	300.00
T1071	Bank Charges	6.30
T1070	YU Energy – MUGA Lights	29.33
T1069	V Hawkes Building Services	500.00
T1068	HG Buildbase – miscellaneous for Mill Lane Verge	149.40
T1067	Scottish Power – MUGA Lights	84.55
T1066	Amazon voucher for flower planting group recognised for PC Award	100.00
T1065	PC Award to Barnburgh School	300.00
	TOTAL	**£5,954.31**

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Income

Item	Amount £
CT Butterfield regarding re-opening E100	500.00
CT Butterfield regarding interment of cremated remains C064	300.00
Parish residents regarding the pre-purchase of burial plot G264	550.00
CT Butterfield regarding the memorial on AP114	300.00
Parish residents regarding pre-purchase of Ashes Plot AP115	250.00
TOTAL	**£1,900.00**

Overview of Financial Situation

Total Expenditure	**£8,295.06**
Total Income	**£1,900.00**

Current and Deposit Account Statements
as at 14 September 2026

Nat West Current	14,991.10
Nat West 35 day Saver	10,430.60
Cambridge & Counties Deposit Account	15,000.00
Total	**£40,421.7**

21.3 Income from Cemetery
Barnburgh and Harlington Parish Council noted the payments of:
£500.00 received from CT Butterfield Funeral Directors regarding re-opening E100
£300.00 received from CT Butterfield Funeral Directors regarding interment of cremated remains C064
£550 from parish residents regarding the pre-purchase of burial plot G264
£300 from CT Butterfield regarding the memorial on AP114

22. Bank Reconciliation Statements
Barnburgh and Harlington Parish Council considered and RESOLVED to authorise the signing of the bank reconciliation statements for 31 July 2026 and 31 August 2026 , together with supporting bank statements, for:

- NatWest Current Account
- NatWest 35-Day Notice Account

23. Internal Audit Spot Checks -
Barnburgh and Harlington Parish Council noted that in accordance with the Parish Council's Financial Regulations Cllr Leah inspected the finance files in July to ensure accuracy and to verify the Parish Council's payments and receipts.

24. Pension Regulator – Re-Declarations of Compliance and Re-enrolment
Barnburgh and Harlington Parish Council noted that the three yearly statutory re-declarations of compliance and re-enrolment have been completed.

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25. Salary Increases

Barnburgh and Harlington Parish Council noted that the employers organisations (such as the National Joint Council (NJC)) and the unions have agreed a 3.3% pay increase for local council employees engaged on NJC terms and conditions from 1 April 2026. Barnburgh and Harlington Parish Council RESOLVED to authorise that the Clerk's September pay shall apply the new rate and include backpay from 1 April 2026.

26. AGAR 2025 – 26 and Implications for Parish Council Website

The Clerk informed Barnburgh and Harlington Parish Council that she had formally challenged the interim assessment issued by the External Auditor. The challenge was upheld, and the Auditor confirmed that the matters raised by the Clerk and supported by the Internal Auditor had been accepted.

However, one item remained outstanding relating to Assertion 10 of the Annual Governance Statement, which concerns digital accessibility and the publication of documents in compliant formats. The Clerk reported that the External Auditor had advised that the Parish Council must take action to meet the requirements of the Local Government Transparency Code 2015, which states that information must be published "in an open and machine-readable format" and that PDF documents do not meet this requirement. The Local Government Transparency Code 2015 identifies HTML as an appropriate format for compliance.

Barnburgh and Harlington Parish Council noted that meeting the requirements of Assertion 10 will therefore necessitate either a significant redesign of the existing website or the creation of a new website, to enable the transition from publishing documents in PDF format to publishing them in HTML5, as required for accessibility and proper practice.

Barnburgh and Harlington Parish Council acknowledged the implications for future budget planning and agreed that options for redesign or replacement of the website will be brought forward for consideration.

27. Establishment of Budget Working Group and Agreement of Terms of Reference

27.1 Following the earlier resolution to amend the agenda, Barnburgh and Harlington Parish Council considered the establishment of a Budget Working Group. Barnburgh and Harlington Parish Council reviewed and **RESOLVED** to approve the Terms of Reference, noting the legal basis under sections 101 and 102 of the Local Government Act 1972, the advisory status of the group, and the restrictions on membership required to ensure it is not deemed a meeting of the Full Council.

In accordance with Standing Orders relating to the appointment of committees and working groups, Barnburgh and Harlington Parish Council **RESOLVED** to establish the Budget Working Group. The following councillors were appointed as members:

- Cllr Leah
- Cllr Bluff
- Cllr Dearns
- Cllr Hopper.

27.2 Barnburgh and Harlington Parish Council noted the responsibilities of the Working Group in preparing the revised 2026–27 budget for consideration at the October 2026 meeting and developing proposals for the draft 2027–28 budget for consideration at the January 2027

meeting.

Barnburgh and Harlington Parish Council further noted that all proposed 2026 -27 budget revisions and all 2027 -28 budget proposals submitted to Full Council must not be provided solely in Excel format, but must include:

- clear narrative explanations of assumptions, changes, and financial pressures;
- consideration of reserves, including planned movements and justification;
- presentation in a readable and accessible format, suitable for publication on the Parish Council website;
- content that enables residents to understand the budget, in line with transparency and accessibility requirements.

The Working Group will appoint a Chair and a Secretary at its first meeting

28. Review of Policies and Procedures
Barnburgh and Harlington Parish Council reviewed and RESOLVED to authorise the following policies and procedures

28.1 Complaints Policy and Procedure

28.2 Vexatious Complaints Policy and Procedures

28.3. Documentation Retention and Disposal Policy

29. Date of Next Meeting
Barnburgh and Harlington Parish Council RESOLVED to note the date of the next ordinary meeting of the Parish Council will be held on Tuesday 20 October 2026 at 7.00pm in Barnburgh Village Hall.

In making its decisions, the Council had due regard to the Public Sector Equality Duty, biodiversity impacts, crime and disorder implications, health and safety requirements, and human rights considerations.

Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

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