

HIGH MELTON PARISH COUNCIL

4 March 2026 - Ordinary Parish Council Meeting

In attendance: Councillors: Martin Pick, Dave Jones, Joan Herrero, Robert Parkes and Tom Hunt (Attending from 1903hrs). Also present were seven members of the public and Paul Rollinson, Clerk.

1. **Apologies:** Ward Councillors Cynthia Ransome and Oliver Bloor.

2. **Declarations of Members' Interests:** None given.

3. To approve the minutes of Parish Meetings

a) Ordinary Meeting held 7 January 2026. Resolution; The meeting minutes were accepted.

4. Adoption of Updated Complaints Procedure

The updated Complaints Procedure, based on the latest guidance was presented to the Parish Council. There was amendments made at point 22 to include reference to unless related to safeguarding.

Resolution: The Parish Council resolved to accept of the updated Complaints Procedure with all in favour.

5. Adoption of Vexatious Correspondence Policy

The Vexatious Correspondence Policy based on the latest guidance was presented to the Parish Council for consideration.

Resolution: The Parish Council resolved to accept the Vexatious Correspondence Policy with all in favour

6. To Receive Correspondence

a) War Memorial correspondence including ownership clarification, community group proposals, and engagement with the Victoria Cross Trust, War Memorials Trust, and Doncaster Council. b) Correspondence seeking further information to a Community Group. c) Email correspondence with residents regarding parish communications, complaints, and relating to the War Memorial. d) Formal complaint received from a resident. e) Neighbourhood Plan correspondence with Doncaster Council. f) Meeting invitation and financial correspondence. g) Correspondence confirming arrangements for the meeting venue. h) YLCA advice, bulletins and briefings including the White Rose Weekly Bulletin and Law & Governance monthly updates. i) HMRC Help and Support correspondence including guidance on record keeping, National Minimum Wage compliance, and webinar invitations. j) HMRC Gateway and government service notifications relating to account access, reminders, and system-generated updates. k) Website-related and government domains correspondence. l) Freedom of

information request and response. m) Noticeboard correspondence regarding approval to display and circulate parish-related material.

Further correspondence was received in relation to the Council archives in relation to the war memorial and with the Reverend in relation to the memorial service. Also correspondence with Barnburgh Parish Council in relation to useful information in relation to producing the neighbourhood plan.

The Council considered correspondence received making representations, criticisms and allegations as summarised by the Clerk. The Council noted that it welcomes contact to the Parish Council but also considered the cumulative impact of the correspondence on the Clerk and on Council time and resources, and how to manage such correspondence to ensure the effective conduct of Council business.

The Council noted that any formal complaints should be dealt with under the Council's Complaints Procedure, and that Freedom of Information requests will be processed in accordance with statutory requirements.

Resolution: The Clerk was instructed to consider and manage this type of correspondence in accordance with the Vexatious Communication Policy, and to apply as appropriate.

7. To Receive Financial Update

a) Financial update on accounts

Accounts overview 1 January 2026 – 2 March 2026

Balance brought forward: £4,682.43

Incomings:

Interest Payments	£3.54
	£3.91
Banks Grant Funding	£539.70

Total £547.15

Outgoings:

Clerk Salary x2	£520.00
HMRC (Tax) x2	£130.00

Total £650.00

Closing Balance as at 2 March 2026: £4,579.58

b) Banking reconciliation

Banking Reconciliation for 1 April 2025 to 2 March 2026

Income		Expenditure	
Precept:	£5,500	Clerk salary/Expenses/Tax:	£3,125
Grant:	£539.70	Including WFH Allowance	
Interest:	£63.09	General Admin:	£908.39
Balances not cleared	£50	Misc:	£1,029.10
Total:	£6,152.79	Total:	£5,062.49

Balance brought forward:	£3,690
Add Income:	£6,152
Less Payments:	£5,062
Carried Forward:	£4,780

Balances at Bank:	£4,580
Current account:	£200
Total balance:	£4,780

Balance carried forward £4,780

RESOLVED

- a) The Parish Council resolved to accepted the financial update and banking reconciliation.
- b) The Parish Council resolved to accept a community donation of £82 towards the costs of the Neighbourhood Plan raised from a village event.
- c) The Parish Council resolved to reallocating funding from the community fund project budget allocation to meet the cost for migration to Parish Council Domain, Website and Email Provision as outlined by the Clerk.

8. To Receive Planning Updates

An update was received on planning applications. It was noted that application 25/02137/FUL, relating to alterations to a garage to create additional accommodation on Doncaster Road, has been granted, and application 26/00140/FUL, for the conversion of a garage into a two-storey rear extension on Hangman Stone Lane, is currently awaiting determination.

It was further noted that the planning application relating to Melton Park development, remains outstanding.

9. Update on plans for footpaths connections to other villages

The Parish Council has been in contact with the Officer from Doncaster Council and other stakeholders including representative from other local Parish Councils coordinate the next meeting to progress this work.

10. To Receive Traffic Group Update

An update was received on a proposal to establish a Community Speed Watch group to support speed reduction within the village through the monitoring of vehicle speeds using approved equipment. A full proposal will be presented to the next meeting for consideration and approval.

11. Update on Parish Neighbourhood Plan

An update was received on progress with the Neighbourhood Plan, including work to finalise the draft plan and ongoing activity to incorporate feedback received from Officers within Doncaster Council's Planning Department. It was noted that the Parish Council aims to develop the Neighbourhood Plan at zero costs and that any associated costs, such as printing, will be met through grant funding or other external funding sources where available. The costs for the consultation stages are met by Doncaster Council.

12. Update on Parish Council Domain, Website and Email Provision

The Clerk provided details of a proposal to move the Parish Council's website and email addresses to a government domain, outlining the main benefits including improved cyber security, increased public trust, clearer legitimacy as a public authority, improved management of email accounts, and enhanced data protection and GDPR compliance.

The Council noted that costs had been sought from a number of approved providers for website hosting and email services, and that Parish Online Websites had offered the most cost-effective option, with a subscription cost of £350 per annum (£250 for the first year) inclusive of website hosting and email provision, together with the best level of service and support for the Parish Council.

Resolved: Based on the recommendation of the Clerk, the Parish Council agreed to proceed with Parish Online Websites as the provider for the Parish Council website and email domains.

13. Community Matters

a) **Resolved:** To formally supports the work of the Community Group in relation to the proposed War Memorial renovation.

b) **Resolved:** the records provided to the Parish Council on the High Melton village records be donated to Doncaster Archives and details also available on the Parish Website.

c) **Resolved:** consideration of the defibrillator proposal be deferred to the next meeting.

d) An update was received on St James' Church, including ongoing work to explore options to help keep the church open, involving the Church Wardens and the Friends of St James' Church. It was noted that work is ongoing to cut the grass and maintain the church site.

14. Motion to consider formal thanks to Cadeby for hosting Parish Meetings

Resolved: The Parish Council resolved to send a letter of thanks be sent to The Cadeby Inn in appreciation of its continued support in hosting Parish Council meetings.

15. Date of Next Meeting 6 May 2026

Public Session:

It was noted that a community litter pick will take place on 22 March at 1000hrs and Doncaster Council has been approached to refresh the provision of high-visibility vests and litter-picking equipment.

The Clerk was asked to report to the Council that a number of public footpaths are in need of clearance due to the presence of leaves and other obstructions.

A resident thanked all those involved in the recent community event, and commented positively on having received the Parish newsletter, noting the benefits it provided in helping residents feel part of the local community.

Signed: _____

Date: _____