Bramley Parish Council Meeting, 30 May 2024

Bill Chafer Youth Club, S66 1TS

Meeting commenced at 7:03pm.
Chair D Hardwick opened the meeting and introduced guests Liz Duncan (the new ward Cllr), and J Sayner.

1.00 Public forum and crime and disorder in the community

None

2.00 To receive apologies for absence

2.01 Apologies received:

Cllr J Bradwell

2.02 Present:

Chair D Hardwick
Cllr I Handley
Cllr C Makin
Cllr D Jackson
Cllr D Sayner
Cllr J Moore
Cllr Mike Dyson
Cllr D Tattersfield
Cllr J Simmons
Cllr J McVann

2.03 Staff present and guest:

Acting Clerk T Sayner
Emma Jenkins (minutes)
Liz Duncan (Ward Cllr)
J Sayner (prospective Cllr)

3.00 To note any declarations of interest (pecuniary or otherwise) on items to be discussed at this meeting

None

4.00 To consider the minutes of the previous parish council meeting 9th April 2024, and 26th April 2024

Comments Re. 9th April 2024

4.01 Re item 4.15 – Cllr D Sayner asked when painting will start. Chair D Hardwick shared the dates from the crew are set for 25th and 26th June, and 29th 30th June, requested hall from 9:30-3:15pm. Acting Clerk T Sayner confirmed it has only affected 2 hall users.

4.02 Re item 6.09 – Cllr D Sayner asked about taking unofficial adornments off graves. The Acting Clerk stated the previous signage agreed by council noted we will give 4 months' notice from date of letter, then keep anything removed for 3 months. Cllr D Sayner highlighted that previous meeting Cllrs voted to not put the written notice on.

Cllr D Jackson briefly left meeting

The Acting Clerk noted that Cllr D Tattersfield has asked for the legislation and government guide regarding cemetery - will discuss under item 6.

4.03 Re item 6.11 – Cllr D Sayner noted Maltby may have a fly past. It was scheduled but may have changed due to recent accident.

Cllr D Tattersfield noted that he was in touch with Battle of Britain and they didn't highlight anything in the area.

Cllr M Dyson confirmed the Ward news shared the date and time of Maltby fly past.

4.04 Cllr D Sayner shared that there is not enough office hours to make enough progress on the work. He stated before E Harris left there was combined 64 man-hours in the office, so with the new back log and constant workload there is a deficit.

4.05 Re item 10.04 – Cllr D Sayner asked about the Chairman's allowance. The acting Clerk confirmed the Clerk was looking into this prior to his illness, but she noted that the info she can find is very vague. She confirmed there is reference to 'reasonable expenses' for items used within duties of chairmanship but needed some more time to look at the specifics.

4.06 Cllr J Moore proposed the minutes of the 9th April 2024 meeting to be a true and accurate record thereof. Cllr D Tattersfield seconded the proposal. Majority agreement, with Cllr M Dyson, and Cllr D Jackson abstaining.

Comments Re 26th April 2024 – Extraordinary meeting

4.07 Cllr D Sayner noted on page 3 notes about giving powers to Acting Clerk T Sayner to act as Clerk until the June meeting. He noted we may not remember this at the next meeting, so proposed we extend the power to act as acting Clerk until the July meeting.

4.08 Cllr J Moore proposed that Acting Clerk T Sayner be granted powers to act as Clerk until the September 2024, unless a new Clerk is hired within that time. Cllr J McVann seconded the proposal. Unanimous agreement.

4.09 Cllr D Sayner referenced the bottom of page 3, and asked about the letters. Acting Clerk T Sayner confirmed one had been drafted but not yet sent.

4.10 Cllr D Sayner proposed the minutes of the 26th April 2024 Extraordinary meeting to be a true and accurate record thereof. Cllr D Tattersfield seconded the motion. Majority agreement with Cllr M Dyson abstaining.

5.00 Parish Council finances

Financial report to Bramley Parish Council 30th May 2024

From statements as 30/04/2024

Reserve Account closed 29/06/2023	1******1	£	0.00
Current Account 1 Unity Bank	2******0	£	88033.60
Interest Account NS&I (31/01/23)	1******6	£	35821.69
Current Account 2 Unity Bank Reserve	2******3	£	198.89
Bank total as at statement date		**£**	**124054.18**

Community Infrastructure Levy

From statement as at 30/04/2024

Instant Access Unity Bank	2******6	£ 282,628.81

Bramley Parish Council Transactions

Parish Council:

Purchases made -

Date From: 01/04/2024 Date To 30/04/2024

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: BP = Bank Payment DD = Direct Debit CHQ = Cheque TRANS = Transfer CHRG = Charges

Closing Balance as at 31/03/2023 £ 25993.02

No	Payment Type / Cheque No	Date	Details	Department	£ Amount	Total
1	BP	02/04/2024	Advanced Craft Joinery – Roof Repair	Parish Hall	2574.00	23,419.02
2	BP	02/04/2024	Wright Brothers – Heating Timer	Parish Hall	1000.21	22,418.81
3	BP	02/04/2024	D Georgiou – Minute Taker		48.00	22,370.81
4	BP	02/04/2024	Idris Jones RSB- Bins, Rotovate, grass	Youth Club/ Church Lane/ Cemetery	764.00	21,606.81
5	BP	09/04/2024	Youth Club Site - Wages	Youth Club	3348.72	18,258.09
6	BP	09/04/2024	Parish Hall Site – Wages	Parish Hall	1025.66	17,232.43
7	BP	09/04/2024	Village Site – Wages		2041.44	15,190.99
8	BP	09/04/2024	Pesky's - Inv 102	Parish Hall Allotments Flash Lane	150.00	15,040.99
9	BP	09/04/2024	RMBC – Allotment Rent Grange	Allotment	31.25	15,009.74
10	BP	09/04/2024	FO009 – Bunting 80th D Day	Flash Lane	30.88	14,978.86
11	BP	09/0/2024	Thompson Electrical – Fluorescent	Youth Club	725.00	14,253.86
12	BP	09/04/2024	YLCA – Membership 2024/25		1077.00	13,176.86
13	BP	09/04/2024	Albany Computers - .Gov website & Emails		188.00	12,988.86
14	DD	11/04/2024	NEST – Pension Contributions		155.94	12,832.92
15	300076	11/04/2024	MacMillian – Donation Chatty Café	Chatty Café	205.50	12,627.42
16	BP	11/04/2024	I Jones RSB – Bins, Grass & D107	Youth Club/ Cemetery	660.00	11,967.42
17	BP	11/04/2024	FO009 – A4 Paper		23.00	11,944.42

18	BP	11/04/2024	Total Gas & Power – Elec 01.03.24 – 31.03.24 for BVT	BVT	110.38	11,834.04
19	BP	11/04/2024	EDF Gas & Elec 16.02 – 01.04.24 PH for BVT	BVT	980.82	10,853.22
20	BP	11/04/2024	EDF – Gas 02.02 – 21.03.24 YC for BVT	BVT	1295.94	9,557.28
21	BP	11/04/2024	EDF – Chg Rms Elec 22.02-21.03.24 for BVT	BVT	156.20	9,401.08
22	DD	15/04/2024	YPO – Cleaning Products	Youth Club/ Parish Hall	312.98	9,088.10
23	DD	16/04/2024	Sage – Accounting System Apr 24		108.60	8,979.50
24	300069	16/04/2024	DT – Reimbursement Level Arch File		4.49	8,947.64
25	300070	16/04/2024	DT – Reimbursement Flower Seed	Church Lane	29.98	8,917.66
26	BP	18/04/2024	MJRCC – Apr 24 Broadband & tele	Flash Lane	79.67	8,837.99
27	DD	25/04/2024	HMRC – PAYE		5477.56	3360.43
28	TRANS	28/04/2024	To 2*****6 CILS	CILS	243805.33	-240,417.53
29	BP	29/04/2024	Health Screen – Occupational Review		480.00	-240,897.53
30	BP	29/04/2024	Everflow – Surface Water for BVT		31.99	-240,929.52
31	BP	29/04/2024	FO009- Stamp & Keys		82.02	-241,011.54
32	BP	29/04/2024	EDF – Gas & Electricity for BVT	Youth Club	2285.13	-243,296.67
33	BP	29/04/2024	Viking – Stationary		129.23	-243,425.90
34	BP	29/04/2024	G Richards – Windows	Youth/Parish	30.00	-243,455.90
35	BP	29/04/2024	EDF elec for BVT	Changing Rms	209.61	-243,665.51
36	BP	29/04/2024	Bothams – Field Grass & Pitch	Flash Lane	420.00	-244,085.51
37	BP	29/04/2024	Pesky's – inv 88 March 2024		150.00	-244,235.51
38	BP	29/04/2024	Glasdon – Bench	Jubilee Walk	631.63	-244,867.14
39	BP	29/04/2024	JF1 Locksmith – New Locks	Changing Rms	787.28	-245,654.42
40	BP	29/04/2024	VAR – HR Case Management		175.00	-245,829.42
41	BP	29/04/2024	Water + - Water usage	Parish Hall	57.29	-245,886.71

Total Expenditure £ 271879.73

Net Balance after purchases deducted £-245886.71

Cheques not yet cashed.

Chq No: 300074 21/03/2024 DH – Telelphone £25.83

Parish Council:

Receipts In –

Date From: 01/04/2024 Date To 30/04/2024

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: BACS = Bankers Automated Clearing System PIB = Paying in Book TRANS = Bank Transfer INT = Interest

Net Balance after payment deducted -£245886.71

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	TRANS	02/04/2024	CILS – Advance Joinery Roof	Parish Hall	2574.00	-243,312.71
2	PIB000054	04/04/2024	Chatty Café – MacMillan Donation	Chatty Café	205.50	-243,107.21
3	BR	04/04/2024	Funeral Partners – Burial	Cemetery	2000.00	-241,107.21
4	BR	04/04//2024	RMBC – Precept		82425.00	-158,682.21

5	BR	16/04/2024	Chatty Café – Pie & Pea	Chatty Café	71.12	-158,611.09
6	TRANS	17/04/2024	Rentokill Survey – CILS	Parish Hall	2499.36	-156,111.73
7	BR	23/04/2024	RMBC – CILS		243805.33	87,693.60
8	BR	29/04/2024	Winks – J Houghton	Cemetery	115.00	87,808.60
9	BR	30/04/2024	Eden Memorials – Watson	Cemetery	225.00	88,033.60

Total Income **£ 333695.31**

Closing Balance **£ 88033.60**

Community Infrastructure Levy Transactions

Parish Council:

CIL Purchases made -

Date From: 01/04/2024 Date To 30/04/2024

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: TRANS = Transfer CHRG = Charges

Closing Balance as at 31/03/2023 £ 44113.73

No	Payment Type / Cheque	Date	Details	Date Invoice Paid	£ Amount	Total
1	TRANS	02/04/2024	Interest moved to Reserve Account		216.89	43896.84
2	TRANS	02/04/2024	Transfer Advance Craft Joinery PH Roof	28/03/2024	2574.00	41322.84
3	TRANS	17/04/2024	Transfer Rentokill PH Roof	12/10/2023	2499.36	38823.48

Total Expenditure **£5290.25**

Net Balance after purchases deducted **£** 38823.48

Parish Council:

CIL Receipts In –

Date From: 01/04/2024 Date To 30/04/2024

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: BACS = Bankers Automated Clearing System PIB = Paying in Book TRANS = Bank Transfer INT = Interest

Net Balance after payment deducted £ 38823.48

No	Payment Type	Date Actioned	Details	Department	£ Amount	Total
1	BACS	28/04/2024	RMBC – CILS Payment		243805.33	282628.81

Total Income **£ 243805.33**

Closing Balance **£ 282628.81**

Reserve Account

Parish Council:

Reserve Purchases made -

Date From: 01/04/2024 Date To 30/04/2024

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: TRANS = Transfer CHRG = Charges

Closing Balance as at 31/03/2023 £ -18.00

No	Payment Type / Cheque	Date	Details	Department	£ Amount	Total
1	TRANS	02/04/2024	Interest from CILS Account		216.89	198.89

Total Expenditure £ 216.89

Net Balance after purchases deducted £ 198.89

Parish Council:

Reserve Receipts In –

Date From: 01/04/2024 Date To 30/04/2024

**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: BACS = Bankers Automated Clearing System PIB = Paying in Book TRANS = Bank Transfer INT = Interest

Net Balance after payment deducted £ 198.89

No	Payment Type / Cheque Number	Date Actioned	Details	Date Invoice Paid	£ Amount	Total

Total Income £ 0.00

Closing Balance £ 198.89

5.01 Cllr D Sayner noted we are far from a good financial position. He stated the next CILS payment is October, so we need to be mindful when spending.

5.02 The Acting Clerk noted we received CILS money on the 28th of April, but it was actually paid to RMBC in March, so it is counted as last financial year, meaning it won't be taken into this years cap - this may mean we get an extra block of CILS this year.

5.03 Cllr J Moore asked if we could have a % of what of the precept was spent on. Cllr D Sayner offered to look at this.

5.04 Cllr J Moore noted he hadn't yet received burial deeds. Acting Clerk T Sayner explained that her priority at the minute is preparing for the audit, plus new staff have not been trained

on Cemetery management, meaning the office is behind on general tasks due to the backlog.

5.05 Cllr D Sayner proposed the finance statement as submitted to the meeting be accepted. Cllr D Tattersfield seconded the proposal. Unanimous agreement.

6.00 Committee updates

6.01 Cllr D Sayner highlighted that the agenda doesn't include voting back on members of committees, so suggested taking a vote after each discussion.

a) Allotments

6.02 Current members: Chair D Hardwick Cllr D Tattersfield, Cllr J Simmons

6.03 Cllr D Tattersfield made note to the minutes he distributed in the meeting paper packs. He confirmed himself, Cllr M Dyson, and the Chair have done a new inspection, and there are one or two letters to be sent out. He noted Cllrs have been given copies of these letters to review and comment on. He asked for Cllrs permission for the committee to send first two letters out, to save on office hours. Cllr D Tattersfield also noted there are three empty plots.

6.04 Acting Clerk T Sayner confirmed you need a scheme of delegation in order to give powers to the committee to send letters, however she noted if a vote was taken on these two letters the committee could send these, and relook at the terms of reference and delegation of powers at a future meeting. Cllr D Tattersfield noted the final letter would be approved by full council and signed by Clerk.

6.05 Cllr M Dyson noted there would need to be some slight changes of wording on the letter depending on the circumstances.

6.06 Cllr D Sayner proposed we accept the first two letters for the Allotment Committee to send out to the current identified people. Cllr J Simmons seconded the proposal. Majority agreement. Cllr C Makin and Cllr J Moore abstained.

6.07 Cllr J McVann asked for clarification on paragraph 3 that talks about 'current difficulties' as that doesn't apply to everyone. Mike Dyson noted the wording has come from the national allotment association templates.

6.08 Chair D Hardwick noted those on the church allotments haven't paid yet. The Acting Clerk confirmed as per the current tenancy those people had technically forfeited the plots as the deadline was February 2024 for re-enrolment. Chair D Hardwick asked if we could have a letter to stick on the gates.

6.09.1 Cllr D Tattersfield asked for the code for the Church allotment gate no one present was aware of it.

6.10 Cllr M Dyson noted we need to discuss who is going to care for the vacant allotments. Acting Clerk T Sayner noted we could budget something in for that.

6.11 Cllr D Tattersfield suggested for Cllr Makin to put in the Advertiser about the vacant plots, and life magazine, as well as Facebook. Cllr M Dyson to create poster for social media.

6.12 Chair D Hardwick noted he had spoken with the probation service about cutting back the brambles, and they can come at the end of summer. Cllr D Tattersfield noted we should have some sheets to cover it over once the brambles are removed to prevent growth.

6.13 Cllr Sayner proposed the minutes of the allotment committee meeting as presented to the meeting be accepted. Cllr M Dyson seconded the proposal. Unanimous agreement.

6.14 Cllr D Jackson proposed the allotment committee be revoted with members, Cllr D Tattersfield, Cllr J Simmons and Chair D Hardwick. Seconded by Cllr M Dyson. Unanimous agreement.

b) Cemetery

6.15 Cllr D Tattersfield referred to the minutes distributed to Cllrs in the packs. He noted they intend to go and check the graves match up to the paper records. At the far end there is a mass grave, with bushes in front of it so you can't see the stone – he suggested taking one or two the bushes out to make that sign visible. Acting Clerk T Sayner noted in the past the council had received a request about putting a space for flowers there.

6.16 Cllr I Handley noted it was previously discussed about having all the names of those in the mass grave on a plaque. The Acting Clerk noted it could be covered by CILS money. Cllr D Tattersfield noted the cemetery committee would look at pricing that up. Cllr I Handley confirmed he had the list of names.

6.17 Cllr D Tattersfield noted he was previously of the understanding that dead flowers couldn't be removed; he has liaised with other councils, and they take them off. He also noted about artificial flowers, as its plastic, but some are looking aged – The Acting Clerk T Sayner confirmed our rules talk about removing dead flowers, but doesn't specify artificial. Cllr J Moore asked whether when we bring new rules in they only apply to new grave spaces going forward, or whether it can be back-applied also.

6.18 Cllr D Tattersfield noted they have a list of the graves to clean and put new chippings on. He also noted they would like to do a walk round with the contractor about pricing for tidying up graves.

6.19 He also noted himself and Chair D Hardwick will be moving the Christmas trees.

6.20 Cllr C Makin asked to come off the committee. Cllr D Jackson agreed to join in her place. Cllr M Dyson proposed the cemetery committee be revoted with members Cllr D Tattersfield, Chair D Hardwick, Cllr J McVann, Cllr J Bradwell, and Cllr D Jackson. Cllr C Makin seconded the motion. Unanimous agreement.

6.21 Cllr J McVann expressed disagreement with the removal of artificial flowers as there is cost to fresh flowers every week. She noted it was understandable for artificial flowers that were aged, however the rules needed clarifying.

6.22 Cllr J McVann proposed the cemetery committee remove the dead fresh flowers from the graves, and continue with the other proposed work, but they do not remove any artificial flowers. Cllr D Sayner seconded the proposal. Majority agreement. Cllr I Handley and Cllr D Tattersfield abstained.

c) Events

6.24 Cllr I Handley noted we have 30 stalls confirmed, but he only has contact numbers for around 10 of them. He noted we're waiting on payments for them, so may need to accept payment on the day. The Acting Clerk T Sayner stated she is happy to collect money on the day.

6.25 Cllr I Handley stated he needs to start allocating names to spaces, but hasn't got names and contacts.

6.26 Cllr D Jackson asked whether veterans associations are being charged for stalls. Cllr M Dyson suggested we leave to Cllr Handley to decide who pays or who doesn't.

6.27 Cllr J Moore proposed we grant the events committee powers to decide which stalls pay and which don't, with the suggestion to not charge charities. Cllr D Sayner seconded the proposal. Unanimous agreement.

6.28 Discussion was had around payment for the Tivoli's band. Cllr D Jackson proposed a maximum payment from Bramley Parish Council of £100, to be matched by the Lions, to be given to the band for any expenses. Cllr J Simmons seconded the proposal. Unanimous agreement.

6.29 Cllr J McVann proposed the events working party/committee be revoted with the current members of the council, and two representatives from Bramley/Wickersley Lions. Cllr D Tattersfield seconded the motion. Unanimous agreement.

6.30 Cllr J Moore thanked Cllr I Handley for his work preparing for D-day.

6.31 The Acting Clerk suggested Cllr Handley bring the table plan document into the office for scanning to keep as a template for future planning. Cllr I Handley suggested getting it ready to print onto A3 for the A-frame to display at entrance of the carpark.

6.32 Cllr M Dyson proposed the minutes of the events committee meeting as presented to the meeting be accepted. Cllr C Makin seconded the motion. Unanimous agreement.

6.33 Cllr D Sayner reminded Cllrs that each committee needs to take a vote at their next meeting on their committee Chair.

d) Finance

6.34 Current members, Cllr J Simmons, Chair D Hardwick, Cllr D Sayner, Cllr J Bradwell. Cllr D Jackson proposed the committee be revoted with the above members. Cllr J Moore seconded the proposal. Unanimous agreement.

e) Gardens and Landscaping

6.35 Chair D Hardwick noted the committee is doing some cutting themselves whilst we get a staff member in. He confirmed he is looking into the cost of a lawnmower, but will use his own for now.

6.36 Cllr D Tattersfield noted the gardener will be finishing the War Memorial planting this week. Chair D Hardwick noted that even with the halved budget we have enough bedding plants, with the exception of maybe needing to buy a couple extra.

6.37 Cllr I Handley shared that the trees at the bottom of the recreation ground have survived, barre one, and the foundation is done for the bench. He confirmed he is working on the

plaques, and suggested putting them on the bench instead of the trees. Cllr D Sayner noted putting them on the bench would be better as they'll be more secure. Cllr C Makin agreed.

6.38 Cllr I Handley noted post D-day his focus will be on the trees. The Acting Clerk noted she doesn't have contact details for most of the people who paid for trees as these were done under the previous Clerk.

6.39 Cllr D Sayner proposed that the committee be revoted with members Chair D Hardwick, Cllr D Tattersfield, Cllr D Jackson. Cllr C Makin seconded the proposal. Unanimous agreement.

7.00 Standing Orders Review

7.01 The Acting Clerk referenced the current standing order document BPC has in place and read out references in previous years minutes. She noted that last year one Cllr had asked about spending limits for the Chair and Clerk, which had been answered by the previous Clerk as £600 without needing to come to full council. Cllr D Sayner noted he hadn't seen that mentioned in the standing orders document the Acting Clerk confirmed that this was misinformation and was not part of the current standing orders.

7.02 The Acting Clerk noted that agenda items 7, 8 and 9 are policies taken from NALC; and that anything marked in bold was legislation and therefore a requirement whilst, anything else is recommendation.

7.03 There was a discussion around the amount of work involved in assessing and agreeing the documents in items 7,8 & 9. Cllr D Sayner suggested having a separate meeting to discuss the standing orders, financial regulations, and code of conduct. Cllr J Moore agreed that the full council should be in attendance.

7.04 Cllr D Sayner proposed that all Cllrs read over the Standing Orders, Code of Conduct and Financial Regulations, and other policies if there is time, and Chair D Hardwick arrange an extraordinary meeting, looking at 14th August. Cllr I Handley seconded the proposal. Unanimous agreement.

7.05 Acting Clerk T Sayner noted the internal auditor was expected to highlight issues with the current documents.

8.00 Financial Regulations Review

Postponed for extraordinary meeting

9.00 Code of Conduct Review

Postponed for extraordinary meeting

10.00 Co-option of new members

10.01 The Acting Clerk T Sayner handed out a copy of an email received. She noted she had printed off the legislation, and confirmed you have to advertise casual vacancies, but ordinary vacancies don't have to be advertised, for places on the council.

10.02 Cllr J Simmons noted she knew someone interested in a vacancy. The Acting Clerk advised she had not been made aware of this previously and agreed to contact them for the casual vacancy.

10.03 Acting Clerk T Sayner noted the discussion tonight is for the ordinary vacancy for the place no one was elected to, which is a co-option, and a vote was needed, for J Sayner who has expressed written interest.

10.04 Cllr C Makin stated she would like to read through the email thoroughly.

10.05 Cllr D Tattersfield noted that papers are received on a Friday, for votes on Tuesday, so doesn't give time for due diligence and scrutinising. Cllr D Sayner asked why it hadn't been brought up previously. cllr D.

10.06 Cllr I Handley agreed with Tattersfield, but noted it's not relevant to the current point of discussion, so needs to be raised as a separate point. The Acting Clerk suggested discussion at the August meeting as it comes under standing orders.

10.07 Cllr J McVann noted previously people have come to the meeting, expressed interest in joining, and they were voted on at that meeting, so this is the same process as has always happened. Cllr C Makin noted whilst we have done this before, it hasn't been done regularly, and apologised.

10.08 The Acting Clerk confirmed the casual vacancy would be advertised tomorrow, parishioners have 14 days to decide whether they want an election.

10.09 Cllr J Moore expressed J Sayner would be an ideal candidate, but noted that he would want to be conscious of her not doing paid work for BPC.

10.10 Cllr I Handley noted several meetings ago it was discussed about getting some younger people on the council which J Sayner meets perfectly.

10.11 Cllr I Handley proposed that J Sayner be co-opted onto Bramley Parish Council. Cllr D Jackson seconded the proposal. Majority agreement. Cllr M Dyson, and Cllr J Simmons voted against. Cllr C Makin and Chair D Harwick abstained.

Liz Duncan left the meeting

11.00 Staffing Committee Formation – appointment of members and terms of reference

11.01 The Acting Clerk noted as far as she was aware the staffing committee was disbanded. For the terms of reference, she noted the ones Cllrs have been given are the ones provided by previous Clerk alongside the standard recommended NALC ones.

11.02 Cllr D Sayner noted that 9th April meeting, page 9, we agreed to form an employment group. The Acting Clerk noted this was just to look at the job description and person specification for the Clerk job.

11.03 Cllr J Moore noted the staffing committee should be changed depending on what is specifically being looked at to take into account Cllrs expertise. Cllr D Sayner noted that we would need people with the relevant experience of interviewing etc.

Chair – extension of the meeting to 9:30pm, unanimous agreement.

11.04 Cllr J McVann noted that for reviewing applications, we need to all be marking against the same criteria. Acting Clerk T Sayner confirmed the office will only circulate the applications that meet the essential criteria already agreed in the person specification.

Cllr I Handley left the meeting.

11.05 Cllr D Sayner noted Cllr J McVann and Chair D Hardwick, were the only two members left from the previous committee. Cllr J Simmons and Cllr Sayner Cllr D Sayner expressed interest in joining also. It was discussed that an od number of people would making voting easier and Cllr D Jackson put himself forward. Cllr C Makin proposed the staffing committee be formed with members Chair D Hardwick, Cllr J McVann, Cllr J Simmons, Cllr D Jackson, and Cllr D Sayner. Cllr M Dyson seconded the proposal. Unanimous agreement.

Cllr J Simmons left the meeting.

11.06 Cllr D Sayner suggested the staffing committee look at the terms of reference and bring suggestions to the full council at a later date.

11.07 Cllr D Sayner suggested that the committee review, and interview, and bring their shortlisted recommendations to the council with the reasons etc and let the full council vote.

11.08 Cllr J McVann noted that sending all of the shortlisted people to every Cllr means there will lots of differing opinions. Cllr M Dyson suggested the shortlisted ones be available for viewing in the office rather than emailed out. This would allow those interested to view the candidates without lots of paperwork being printed.

Clerk left the meeting temporarily.

11.09 Cllr M Dyson proposed the staffing committee shortlist candidates for the position of Clerk, and these be available for viewing at two set dates/times in the offices. Cllr J McVann seconded the proposal. Unanimous agreement.

11.10 Cllr D Jackson proposed the staffing committee interview the selected shortlisted candidates for the position of Clerk and bring their recommendations to the full council. Cllr D Tattersfield seconded the proposal. Unanimous agreement.

12.00 June Meeting 2024

12.01 The Acting Clerk T Sayner noted the June meeting has been postponed to 7.00pm on the 18th at the Youth Club.

13.00 To consider applications for planning permission

No discussion

14.00 Chairman's report to the Parish Council

14.01 Chair D Hardwick confirmed the D-day event and noted it would be good for Cllrs to be there if they are able.

14.02 He shared regarding the annexe – the annexe is leasehold not freehold, so someone has been in contact about rent payment of £10 a year.

14.03 Cllr D Sayner noted we received an invoice from RMBC from backdated rates totalling around £9000.00. However, business rate relief has been applied for and responded to, and the charge has been cancelled.

15.00 Clerks report to the Parish Council

15.01 Acting Clerk T Sayner shared the update below regarding the large workload.

"In my email in April, I wrote to councillors advising them of just how difficult the current situation is. Little did I know then that it would be compounded by the Clerk becoming seriously ill. When I wrote to you all, I had 20 days before the internal audit. Well, how fast time passes, and tomorrow is the first audit day. Unfortunately, I feel completely unprepared and have never faced an audit with so many unanswered questions and unfinished tasks.



Cllr D Sayner suggested asking the two temporary administrators to increase to 15-20 hours.

15.02 Cllr C Makin agreed with offering 5hrs each to the admin staff. Cllr D Sayner proposed that 5hrs extra be offered to the two temporary admin staff. Cllr J Moore seconded the proposal. Unanimous agreement.

Cllr J McVann left meeting

16.00 Items of confidentiality not for publication

None

17.00 Matters of information from councillors present

17.01 Cllr C Makin had two members of the public ask about bikes on the skate park, so asked if they were allowed. Acting Clerk T Sayner noted the rules are on the fence.

Meeting concluded at 9:53pm.

Signed by the Chair as a true and accurate record:

..... Date: 18/6/24