4b

Bramley Parish Council Meeting, 09 July 2024
Bill Chafer Youth and Community Centre, S66 1TS

Cllr C Makin opened the meeting at 19:05pm.

1.00 Public Forum and Crime and Disorder in the Community

None

2.00 To receive apologies for absence

2.01 Apologies received:

Chair D Hardwick
Cllr I Handley

2.02 Present:

Cllr C Makin
Cllr J Simmons
Cllr D Jackson
Cllr J Sayner
Cllr J McVann
Cllr M Dyson
Cllr D Tattersfield
Cllr D Sayner
Cllr J Bradwell
Cllr J Moore

2.03 Staff present and guests:

Clerk R Foulds
Emma Jenkins (minutes)
S Yeardley

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 18 June 2024, and Extraordinary meeting 24 June 2024

Minutes of the 18 June 2024 Bramley Parish Council meeting

4.01 Re item 5.02, Cllr C Makin asked about the 30 year warranty. Clerk R Foulds noted that the finance Officer was looking into that, but due to sick leave we would need to check once she is back in office.

4.02 Re item 5.03, Cllr C Makin – Cllr D Sayner noted that the Finance Officer has done this but is waiting on a response.

4.03 Re item 5.04, Cllr C Makin asked if the payment had been made – Clerk R Foulds noted he didn't recall approving one. Cllr M Dyson noted there is a payment on the statements to Rentokil so it appears it has been.

4.04 Re item 6.02, Cllr C Makin asked about the dead flowers – Cllr D Tattersfield noted he would cover in the cemetery committee update.

4.05 Re item 6.06, Cllr C Makin noted that at present we haven't organised this, but she noted she has a group that have offered to play in the background on that evening – the Ukelele group.

4.06 Re item 6.09, Cllr C Makin asked about the plastic planters – Cllr D Tattersfield noted some have been done by Hobson's last week, but he hasn't been down to check the rest since. He noted for the wildflowers they are planting as per the instructions on the box, however next year we may want more as it is looking thin.

4.07 Re item 6.12, Cllr C Makin asked about the pathway – Clerk R Foulds confirmed it has been sent to RMBC as it is their responsibility.

4.09 Cllr D Sayner asked about whether we purchased the yellow book. Clerk R Foulds shared that he didn't think we had, but wasn't certain.

4.10 Re item 11.04, Cllr C Makin asked whether the letter had been written. Cllr D Tattersfield noted he had been at the cemetery and removed the dead flowers. He shared that about 50% of the flowers didn't have heads on them – he confirmed that it's rabbits that are eating the heads of the flowers, not when the grass cutting is taking place. Clerk R Foulds confirmed he would send a reply to her.

4.11 Re item 13.09, Cllr M Dyson asked about the fire checks, and noted that since it was discussed at the previous meeting it hasn't been done. Clerk R Foulds suggested that ideally the new cleaner could have this added to her job list. Cllr D Sayner suggested putting her in contact with Cllr M Dyson if they need help initially.

4.12 Re item 16.03, Clerk R Foulds noted that if we are looking at volunteers using power tools there would be insurance to look into. Cllr M Dyson asked what training was needed – Clerk R Foulds noted he wasn't sure without looking into it. Cllr J Sayner shared it would be a manual handling training course, likely available online, and that should then mean being covered by the insurance.

4.13 Cllr D Sayner proposed that Cllr D Tattersfield research the training to cover the lawn mower, Cllr M Dyson seconded the proposal. Unanimous agreement.

4.16 Cllr J Simmons proposed the minutes of the 9 June 2024 meeting to be a true and accurate record thereof. Cllr D Jackson seconded the proposal. Unanimous agreement.

Minutes of the 24 June 2024 Extraordinary meeting.

4.17 Cllr M Dyson asked for his name to added as this was missed.

4.19 Re item 4.05, Cllr M Dyson asked for a clarification correction to note it is under £1,000 VAT, not income.

4.20 Re item 4.10, Cllr D Sayner noted that the minute states that money coming in from the date of that previous meeting needed to be banked into the Parish Council account, which hasn't happened yet. It was then noted that money coming in each week going forward would be passed through the office each week.

4.21 Cllr C Makin shared that there is the need to buy supplies still. Cllr J McVann noted that a float was agreed last meeting of £100. Cllr J Sayner noted that all income from the Chatty Café needs to be banked as one whole, and then receipts would be given out of the £100 petty cash tin.

4.22 Cllr D Sayner suggested waiting on for 2 weeks for the Finance Officer to come back when it can be properly looked at and a process decided on.

4.23 Cllr C Makin noted she would buy the items herself, and submit a receipt to the office.

4.24 Cllr J Sayner proposed that the minutes of the 24 June 2024 to be a true and accurate thereof. Cllr J Bradwell seconded the motion. Unanimous agreement.

5.00 Parish Council finances

Financial report to Bramley Parish Council 09th July 2024

From statements as 30/06/2024			
Reserve Account closed 29/06/2023	1******1	£	0.00
Current Account 1 Unity Bank	2******0	£	60917.07
Interest Account NS&I (31/01/23)	1******6	£	35821.69
Current Account 2 Unity Bank Reserve	2******3	£	180.88
Bank total as at statement date		**£**	**96919.64**

Community Infrastructure Levy

From statement as at 30/06/2024		
Instant Access Unity Bank	2******6	£ 284,073.82

Bramley Parish Council Transactions

Parish Council:
Purchases made -
Date From: 01/06/2024 Date To 30/06/2024
**** 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 31/05/2023 £ 85285.13

No	Payment Type / Cheque No	Date	Details	Department	£ Amount	Total
1	BP	11/06/2024	Village Site – Wages	Village	2091.38	83,193.75
2	BP	11/06/2024	Youth Club Site - Wages	Youth Club	2670.99	80,522.76

3	BP	11/06/2024	Parish Hall Site – Wages	Parish Hall	1068.63	79,454.13
4	300080	11/06/2024	Help 4 Homeless Veterans		161.00	79,293.13
5	DD	17/06/2024	Sage – Accounting System May 24		108.60	79,184.53
6	BP	17/06/2024	K Packaging – Cling Wraps Bins	Flash Lane	37.92	79,146.61
7	BP	17/06/2024	The Tivolis - 2 x Sets	Flash Lane	100.00	79,046.61
8	BP	17/06/2024	FO009 – Flowers D Day	Flash Lane	31.10	79,015.51
9	BP	17/06/2024	Viking – Cleaning Products	Youth Club	112.39	78,903.12
10	BP	17/06/2024	Bothams – Invoices 144 – 188	Flash Lane	756.00	78,147.12
11	BP	17/06/2024	Water Plus -		40.29	78,106.83
12	BP	17/06/2024	RSB – I Jones 0072400		947.00	77,159.83
13	BP	17/06/2024	Rotherham Vac Co – Buffer Repair		72.00	77,087.83
14	BP	17/06/2024	Pesky;s – Inv 134		150.00	76,937.83
15	BP	17/06/2024	SLCC – Training RT		72.00	76,865.83
16	BP	17/06/2024	Total Gas & Power – Elec YC	BVT	88.38	76,777.45
19	BP	20/06/2024	RSB – I Jones 0087406		577.0	76,200.45
17	BP	20/06/2024	Rentokill – Roof Repair	Parish Hall	15134.26	61,066.19
18	BP	20/06/2024	FO009 – Clerks Adverts etc		365.67	60,700.52
19	CHRG	28/06/2024	Handling Charge		6.30	60,694.22
20	CHRG	30/06/2024	Service Charge		36.15	60,658.07

Total Expenditure £ 24,627.06
Net Balance after purchases deducted £ 60658.07

Cheques not yet cashed.

Chq No:	3000781	14/06/2024 Cllr Handley – D Day bunting etc	£12.56
	3000782	14/06/2024 Cllr Jackson – Toilet Connector	£ 7.62
	3000783	14/06/2024 Cllr Tattersfield – Plants etc	£37.27

Parish Council:
Receipts In –
Date From: 01/06/2024 Date To 30/06/2024
**** 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 £ 60658.07

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	BR	04/06/2024	Hutchinson – Stall D Day	Flash Lane	10.00	60668.07
2	BR	04/06/2024	Stocks – Stall D Day	Flash Lane	10.00	60678.07
3	PIB000094	06/06/2024	Dakin – Stall D Day	Flash Lane	10.00	60688.07
4	PB000094	06/06/2024	Jam Lady – Stall D Day	Flash Lane	10.00	60698.07
5	PIB000094	06/06/2024	Chatty Café – Veterans Yorkshire donation		161.00	60859.07
6	BR	10/06/2024	Fizzy Ape Ltd - ?		40.00	60899.07
7	BR	26/06/2024	Tipper – W11 Allotment Rent	Allotments	18.00	60917.07

Total Income £ 259.00
Closing Balance £ 60917.07

Community Infrastructure Levy Transactions

Parish Council:
CIL Purchases made -
Date From: 01/06/2024 Date To 30/06/2024
**** 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 31/05/2023 £ 282628.81

No	Payment Type / Cheque	Date	Details	Date Invoice Paid	£ Amount	Total
1					0.00	282,628.81

Total Expenditure £ 0.00
Net Balance after purchases deducted £ 282628.81

Parish Council:
CIL Receipts In –
Date From: 01/06/2024 Date To 30/06/2024
**** 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 £ 282,628.81

No	Payment Type	Date Actioned	Details	Department	£ Amount	Total
1	INT	30/06/2024	Interest to 30.06.2024		1445.01	284,073.82

Total Income £ 0.00
Closing Balance £ 284,073.82

Reserve Account

Parish Council:
Reserve Purchases made -
Date From: 01/05/2024 Date To 31/05/2024
**** 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 31/05/2023 £ 198.88

No	Payment Type / Cheque	Date	Details	Department	£ Amount	Total
1	CHRG	30/06/2024	Service Charge		18.00	180.89
1	CHRG	30/06/2024	Debit Interest		0.01	180.88

Total Expenditure £ 18.01
Net Balance after purchases deducted £ 180.88

Parish Council:
Reserve Receipts In –

Date From: 01/06/2024 Date To 30/06/2024
**** 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 £ 180.88

No	Payment Type / Cheque Number	Date Actioned	Details	Date Invoice Paid	£ Amount	Total
1					0.00	0.00

Total Income £ 0.00
Closing Balance £ 180.88

5.01 Re item 15, Cllr M Dyson asked for clarification on the training costs for SLCC. Cllr D Sayner noted that we receive an invoice from them that hadn't been paid.

5.02 Cllr D Tattersfield noted he had submitted a receipt for some plants but hadn't received the reimbursement – Cllr D Sayner noted it is on the finance statement as 'uncashed cheque' at present, so is prepared but hasn't arrived yet.

5.03 Cllr D Tattersfield proposed the finance statement as submitted to the meeting be accepted, Cllr J Simmons seconded the proposal. Unanimous agreement.

6.00 Committee Updates:

a) Allotments

6.01 Cllr D Tattersfield noted himself and Cllr M Dyson had been up recently to check the condition of the plots, as well as the new plot holders. He shared that Cllr M Dyson had cleared off an empty plot, so is looking to remove all of the timber – he noted that quotes for removal were high, so has shared on Facebook to see if anyone is interested in taking some.

6.02 Cllr M Dyson confirmed we have 1.5 vacant plots on Wadsworth Rd, as someone has just taken over a new one, with paperwork pending. He confirmed that is 1 vacant plot on the Grange site. He shared that presently we don't have a system on how we deal with empty plots; he confirmed that he had done a large amount of work, and asked if we could purchase some weed killer. Clerk R Foulds noted that with chemicals it comes under the same banner of manual handling and COSH.

6.03 Cllr D Sayner asked what inspections are being done on the Grange site. Cllr D Tattersfield noted it was planned to be done next, however is delayed due to the absence of the Chair.

6.04 Cllr D Tattersfield noted someone had volunteered to clear the empty plot at the Grange site as it is encroaching onto theirs – they want to strim half of it, and cover it with weed-matting, and asked if the Parish Council would be prepared to cover the cost of this.

6.05 Cllr J Simmons noted that if we agree to one person there may be lots of others. Cllr M Dyson shared that it would likely be around £50. Cllr J Bradwell noted it is an empty. Cllr J Sayner agreed, and shared it is therefore Bramley Parish Council responsibility to keep it maintained.

6.07 Cllr D Jackson noted that the weeds would need to be killed before the membrane is placed over.

6.06 Cllr D Sayner proposed that Cllr D Tattersfield, look into training to cover use of weed killer. Cllr M Dyson seconded the motion. Unanimous agreement.

b) Cemetery

6.07 Cllr D Tattersfield confirmed he had cleared the dead flowers from the cemetery. He shared that that the notice currently states 'July'. He therefore shared he would like to leave until August and see if there are any complaints about the work, and if not, then continue into August.

6.08 Cllr J Sayner expressed concerns that if people phone the office with complaints this may be missed as the office is not staffed constantly. Cllr D Tattersfield suggested adding an email address to the sign.

6.09 Cllr M Dyson proposed that a new sign be added to the cemetery with an email address. Cllr J Sayner seconded the proposal. Unanimous agreement.

c) Events: Review June minutes

6.10 Cllr M Dyson proposed that the minutes of the June Events Committee meeting to be a true and accurate record thereof. Cllr D Sayner seconded the proposal. Unanimous agreement.

d) Finance

None

e) Gardens and Landscaping: Plaques Display and Pricing

6.11 Cllr D Jackson noted that it had been previously discussed about having a wheelchair accessible roundabout, and replacing the old one – he confirmed this could come out of CILS. He also shared the potential of getting a second slide, but wider, for the other mound. He noted that he is looking at getting quotes for these to bring to the Parish Council.

6.12 Cllr C Makin shared that she had spoken with some younger people regarding the skatepark usage. Cllr M Dyson confirmed that the skatepark is always full and gets a lot of use; he reminded that when it was closed for repairs there were a number of complaints.

6.13 Cllr M Dyson shared that the office had been in touch with companies to look at the skatepark, and they are wanting to come in and price up, and talk through exactly what the council is wanting in the way of replacement or repairs, but that would require a couple of Cllrs to plan that. Cllr D Sayner shared he was happy to be involved. Suggestion for Cllr M Dyson, Cllr D Jackson and Cllr D Sayner to discuss this.

6.14 Regarding the plaques for the trees at the bottom of the recreation ground, Cllr C Makin and Cllr M Dyson both agreed that the plaques on the bench would be much better and likely avoid more vandalism. Cllr J Sayner agreed to look into whether this can come out of CILS money.

6.15 Cllr M Dyson proposed that we proceed with the plaques on the bench. Cllr J Sayner seconded the proposal. Unanimous agreement.

f) Staffing: New Clerk update and Locum Clerk

6.16 Cllr D Sayner provided an update, and shared that there were 190+ applications. This was narrowed down to 10 for Cllrs to then view, and this has since been narrowed to 5 – these 5 were invited to interview. Three of the five have withdrawn applications, and another pulled out, therefore we are down to one for interview on Monday 15th. He stated the other option is hiring a locum Clerk however this is expensive with the travel costs.

6.17 Cllr D Sayner noted that we may need to look at re-advertising, potentially at a higher pay level.

6.18 Cllr M Dyson noted that Finance Officer T Sayner has confirmed that from August she will return to her usual role and normal hours.

6.19 Cllr J Sayner noted that with locum staff they generally are not from the area, and expensive, but they are not the ideal long-term. However, she noted they can be very helpful in the short term if there are limited other solutions.

6.20 Cllr J Sayner recommended that presently the job would need to be 30hrs a week to cover the workload.

6.21 Cllr D Sayner asked if we need a Clerk present for the emergency August meeting. Clerk R Foulds confirmed we would.

6.22 Clerk R Foulds shared that in the short term he could likely attend a meeting once a month, however he shared that did not want to be doing the job or the hours surrounding it.

6.23 Cllr J Sayner noted that as the last resort a Cllr can fulfil the role of Clerk as an unpaid job. Cllr C Makin asked if that role could be on a shared basis if temporary. Cllr J Sayner noted that another council has 2 Cllrs operating as Clerk in the interim period before recruiting a locum Clerk.

6.24 Cllr M Dyson noted that realistically Cllrs stepping into that role wouldn't be able to fulfil much within that other than allowing the council to keep that title standing. Cllr J Sayner shared that she would be happy to provide advice and assist in any way needed for the Cllrs stepping into that role, however she couldn't volunteer herself due to work.

6.25 Cllr D Sayner stated that he would look at some locum options for Monday for the staffing committee to consider. He noted that we will likely need an extraordinary meeting following this.

7.00 Co-option for Casual Vacancy

7.01 Steve Yeardley briefly introduced himself. Cllr D Sayner noted that in the regulations, where there is an open space on the council, unless more than one prospective person comes forward no vote needs to be taken as it cannot be declined.

7.02 S Yeardley was co-opted onto the council.

8.00 Internal Audit Report 2023/24

8.01 Cllr J Moore noted the first step is to create a priority list of actions, then work backwards from there. Item 8.00 postponed to an extraordinary meeting in August.

8.02 Cllr D Sayner suggested the 6th August as a potential Extraordinary meeting date, however this would depend if the Clerk is available and if rooms are free. Cllr D Sayner proposed that we confirm a meeting for the 6th August, and decide on a second meeting date during that meeting to discuss protocols and regulations. Cllr J Simmons seconded the proposal. Unanimous agreement.

9.00 External Independent Clerks Report

None

10.00 Extraordinary meeting 24 June publication

10.01 Discussed above in item 4.18.

11.00 Stingers – Pitch Marking

11.01 Cllr M Dyson shared that he had spoken with the team manager; they have under 8's, under 15's as well as adults (including a ladies team), and therefore had requested different sizing for the pitches to suit the teams. Cllr D Sayner noted the cost of marking the pitches every two weeks would be very high – the pitch marking is roughly £100 per pitch.

11.02 Cllr M Dyson noted that one of the changing rooms is currently completely out of action until repairs are done.

11.03 Cllr C Makin asked for an extension of the meeting to 9:15pm. Unanimous agreement.

11.04 Cllr J Sayner agreed to look into potential funding options for marking the pitches out to send across to Cllr M Dyson.

11.05 Cllr M Dyson noted the team has also asked about putting some banners up on the fencing 365 days a year, with the understanding that the council can advertise over the top of this banner if need be for specific events. Cllr M Dyson proposed we give them permission to put the banners up. Cllr J Sayner seconded the proposal. Unanimous agreement.

12.00 To consider applications for planning permission

No discussion.

13.00 Chairmans report to the Parish Council

None

14.00 Acting Clerk's report to the Parish Council

None

16.00 Matters of information and report from Cllrs present

16.01 Cllr M Dyson expressed his thanks to T Sayner for the amount of work and effort she has put in.

16.02 Cllr J Sayner confirmed her council email address is now up and running.

Meeting closed at 21:11pm.

Signed by the Chair as a true and accurate record thereof:

..... Date: 7/10/24