Bramley Parish Council Meeting, 11th July 2023

Bramley Village Hall, Cross Street, S66 2SA

Meeting commenced at 7:01pm.

Chair opened the meeting and welcome Catherine Oxtoby, Parish Council Liaison Officer, and asked Cllrs to introduce themselves.

Chair M Brown congratulated Cllr D Jackson on becoming president of Bramley/Wickersley Lions.

He also noted that Reverend Helen Terry has been appointed Priest so she will be moving into the village. Cllr C Makin expressed that she is pleased Bramley has a Priest appointed.

1.00 Public Forum and Crime and Disorder in the Community

None

2.00 To receive apologies for absence

2.01 Apologies received:

None

2.02 Present:

Chair M Brown
Vice Chair D Hardwick
Cllr C Makin
Cllr J McVann
Cllr J Bradwell
Cllr A Cooke
Cllr D Tattersfield
Cllr D Sayner
Cllr R Holyhead
Cllr I Handley
Cllr J Moore
Cllr D Jackson
Cllr J Simmons

2.03 Staff Present & guests:

Clerk R Thompson
Assistant Clerk E Harris
Catherine Oxtoby

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

None

4.00 To discuss any matters arising from previous minutes, for information only.

4.01 Clerk R Thompson noted she had an email from the scientific officer regarding the pollutant measurements in Bramley; the nitrogen dioxide levels on Main Street measured in December were 25.8 so below the national standard so no further action will be taken.

4.02 Chair M Brown stated that once we start getting the traffic from the Redrow development that will likely increase the reading.

4.03 Cllr D Tattersfield if the monitoring was constant or just at certain times of the day. Clerk R Thompson stated she believed it was there permanently. Cllr D Tattersfield asked whether the data collection was automatic or whether someone physically came out to take readings as he expressed interest in being there to see how readings were taken. Clerk R Thompson noted she wasn't completely certain but could confirm.

4.04 Chair M Brown stated that despite the email reply stating that no further action would be taken he expressed that the Parish Council should reaffirm our concerns.

4.05 Re item 4.11, Cllr D Tattersfield asked if the Clerk had made contact. Clerk R Thompson noted she sent an email and has received an acknowledgement of receipt email back, but not received a response yet. Cllr D Tattersfield asked if we can chase up again.

4.06 Re item 9.21, Cllr C Makin expressed her apologies for making the statement during the meeting without raising her hand but noted that she stood by the point made.

4.07 Re item 9.10, Cllr D Sayner asked if any further grass cutting at the allotments had been done since last time; the Clerk confirmed she had contacted them to make them aware that Bramley Parish Council wouldn't be cutting the grass.

4.08 Cllr R Holyhead asked about the coloured updates; Clerk R Thompson confirmed those in green indicate the task has been completed, and in red means not completed yet.

5.00 To approve the minutes of the previous Parish Council Meeting

5.01 Cllr J Bradwell proposed that the minutes of June 2023 to be a true and accurate record thereof. Cllr C Makin seconded the proposal. Unanimous agreement.

6.00 Parish Council and Bramley Village Trust Finances

Financial report to Bramley Parish Council 05 July 2023

From statements as 30/06/2023			
Reserve Account (30/06/2023)	1******1	£	5397.23
Current Account 1 Unity Bank	2******0	£	116413.07
Interest Account (30/06/23)	1******6	£	35821.69
Current Account 2 Unity Bank	2******3	£	5075.29
Bank total as at statement date		**£**	**162707.28**

From statement as 30/0/2023

Bramley PC for BVT Unity Bank	2******6	£	270.00
Bramley Village Trust Unity Bank	2******1	£	10076.45

Parish Council:
Payments made -
Date From: 01/06/2023 Date To 31/06/2023
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Department **£ Amount** **Total**
Balance from 01.06.23 – 31.06.23 **£127544.72**

Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
DD	07/06/2023	EDF	Youth Club	315.93	127228.79
300034	07/06/2023	Reimbursement. DH	Chatty Cafe	23.41	127205.38
300038	07/06/2023	Winthrop Gardens		100.00	127,105.38
300040	07/06/2023	Reimbursement. DH	Chatty Cafe	21.64	127,083.74
300041	07/06/2023	Reimbursement DH	Chatty Cafe	27.67	127056.07
300042	07/06/2023	Reimbursement DH	Chatty Cafe	12.46	127043.61
BP	09/06/2023	Neon technics	Event	530.00	126513.61
BP	09/06/2023	Reimbursement. RT	Event	58.12	126455.49
BP	09/06/2023	Reimbursement. EH	Youth Club	14.99	126,440.50
BP	09/06/2023	RSB Grave Digging	Cemetery	480.00	125960.50
DD	12/06/2023	Nest Pensions		1235.79	124724.71
BP	12/06/2023	Reimbursement	Chatty Cafe	65.00	124659.71
BP	12/06/2023	Salaries	Parish Hall	1788.55	122871.16
BP	12/06/2023	Salaries	Youth Club	5784.11	117087.05
BP	12/06/2023	Salaries	Village	1375.22	11571.830
DD	15/06/2023	YPO	Youth Club	188.55	115523.28
300033	15/06/2023	Junction house Jewellers		60.00	115463.28
DD	16/06/2023	Sage Software		101.40	115361.88
300043	19/06/2023	Reimbursement. DH	Event	361.16	115000.72
BP	19/06/2023	Reimbursement DT	Event	91.00	114909.72
BP	19/06/2023	NALC		60.00	114849.72
BP	19/06/2023	Reimbursement. RT	Youth Club	79.93	114769.79
BP	20/06/2023	Reimbursement. EH	Youth Club	30.94	114738.85
BP	20/06/2023	Rbs grave digging	Cemetery	590.00	114148.85
300045	20/06/2023	Reimbursement MB	Phone	46.25	114102.60
BP	21/06/2023	RMBC	Cemetery	590.00	113512.60
BP	22/06/2023	G. Richards	Parish Hall	12.00	113500.60
300046	22/06/2023	Reimbursement DH	Chatty Café Tables x4	60.00	113440.60
BP	26/06/2023	DB Entertainment	Event	2995.00	110445.60
BP	30/06/2023	Maltby Skip Hire	Cemetery	95.00	110350.60
BP	30/06/2023	RMBC	Youth Club	590.00	109760.60
BP	30/06/2023	Reimbursement DT	Mower Fuel	10.00	109750.60
BP	30/06/2023	Bank Handling Fee		18.10	109732.50

Total Expenditure £17812.18 Net Balance £109732.50

Parish Council:
Receipts In –
Date From: 01/06/2023 Date To 31/06/2023
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
000050	14/06/2023	Spring Fair	Event	922.00	110654.50
000056	14/06/2023	Spring Fair	Cafe	350.00	111004.50
BACS	15/06/2023	Steve Winks	Cemetery	225.00	111229.50
BACS	15/06/2023	Steve Winks	Cemetery	225.00	111479.50
000077	15/06/2023	Chatty Cafe	YC	70.70	111550.20
000077	14/06/2023	Chatty Cafe	YC	59.80	111610.00
000077	02/06/2023	Chatty Cafe	YC	44.30	111654.20
BACS	29/0/2023	S. Edwards	Cemetery Plaque	100.00	111754.30
BACS	29/06/2023	RBS	Transfer	5407.41	11716.71

Total Income £14403.51 £11716.71

Bramley Village Trust
Receipts out –

Date From: 01/06/2023 Date To 31/06/2023
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
BACS	**04/06/2023**	**Waterplus**	**Parish Hall**	**44.69**	**9293.95**
BACS	**04/06/2023**	**Everflow**	**Changing Rooms**	**77.62**	**9216.33**
BACS	**08/06/2023**	**EDF**	**Changing rooms**	**121.95**	**9094.38**

Total Expenditure £244.26 Total £9094.38

Bramley Village Trust
Receipts In –
Date From: 01/06/2023 Date To 31/06/2023
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
00003	**14/06/2023**	**Spartans**	**Football**	**45.00**	**9293.95**
00003	**14/06/2023**	**Rudmans**	**Football**	**45.00**	**9338.95**
00004	**14/06/2023**	**Towns Women's Guild**	**Village Hall**	**30.00**	**9368.95**
00005	**29/06/23**	**Spartans**	**Football**	**45.00**	**9413.95**
00006	**29/06/23**	**Aikido**	**Village hall**	**270**	**9683.95**
00007	**29/06/23**	**Elite Karate**	**Village Hall**	**247.50**	**9931.45**

Total Income £682.50 £9931.45

*Awaiting cheque deposit of £145

6.01 Cllr D Sayner asked why the NEST pension contributions appear so high this month. Clerk R Thompson noted that the direct debit herself and the Finance Officer had submitted to them hadn't been actioned yet from NEST end, so there was a backlog since April.

6.02 Cllr D Sayner asked about the multiple payments to RMBC for 'Waste Management'; Clerk R Thompson stated that one was last years payments, and the other is for this year.

6.03 Cllr D Sayner asked whether we have the Jubilee grant; the Clerk confirmed we have some of it but are expecting more. She noted we haven't finished spending yet, so she hasn't submitted the receipts.

6.04 Cllr D Tattersfield commented on the charge from Winthrop Gardens that we paid for the plants, but they still haven't been planted so it was a waste of money. Clerk R Thompson stated that she wasn't involved in that decision as it was made last year, however it was an idea we tried so don't need to do it again.

6.05 Cllr J Moore proposed the finance statement as submitted to the meeting be accepted. Cllr J Simmons seconded the proposal. Unanimous agreement.

7.00 To receive and consider the audit report 2022/2023

7.01 Cllr D Sayner asked about the 'External Notice of Conclusion of Audit'; the Clerk mentioned it was referencing the ratification from last years audit that needed doing.

7.02 Clerk R Thompson read out the audit report.

7.03 The Clerk stated the auditor had made a comment regarding the minutes as some amendments were requested in the meeting, and made to the online versions, however, weren't changed on the signed hard copies. She stated Cllrs need to agree and propose the minutes with the amendments.

Cllr D Tattersfield proposed we accept the amendments as were made at the time. Cllr J Bradwell seconded the proposal. Unanimous agreement.

7.04 The Clerk highlighted that a proposal wasn't minuted regarding the Clerk's starting salary, so the decision needs agreeing.

Cllr D Sayner proposed we accept the starting salary of the Clerk. Cllr I Handley seconded the proposal. Unanimous agreement.

7.05 Clerk R Thompson stated that if expenditure/income exceeds £200,000 for this next financial year the council needs to be prepared that another level of audit would then be required.

7.06 For the external auditor, the Clerk noted that the Parish Council is supposed to propose and vote on the person each year which hasn't been done previously.

7.07 Chair M Brown highlighted that the Natwest branch at Wickersley is closing which may make banking harder. Clerk R Thompson confirmed we can bank via Unity bank at the post office.

Cllr D Sayner noted it would be worth the Parish Council submitting a letter of complaint about the closure. Cllr C Makin agreed as it is well used by residents.

7.08 Regarding the minutes of the meeting with Clerk R Thompson and the Auditor, Cllr D Sayner asked about item 2.7. Clerk R Thompson noted she was asked to provide a document of all employees and the payroll, so that needs to be approved by the council once completed.

7.09 Clerk R Thompson also noted regarding staff wages that she was advised to group the wages rather than coding as has been done previously as the pay scales are not meant to be publicised.

7.10 Regarding the Chatty Café, the Clerk stated she was recommended by the Auditor that the Parish Council create a group to manage and run it each week, but that the council provide a grant to finance it. She noted it could be topped up where needed and any money made within the Café would go back into that pot to continue purchasing items needed.

7.11 Cllr D Sayner proposed Bramley Parish Council providing a grant of £500 towards the running of the Chatty Café. Cllr J Moore seconded the proposal. Unanimous agreement.

7.12 Cllr C Cooke proposed that we accept the audit as submitted to the meeting. Cllr J Simmons seconded the proposal. Majority agreement, with Cllr D Sayner abstaining.

8.00 To consider members for the following committees

a) Cemetery Committee:

Current members: Chair M Brown, Vice Chair D Hardwick, Cllr D Jackson, Cllr C Makin, Cllr J Bradwell, Cllr D Tattersfield, Cllr J McVann.

b) Events:

Current members: Chair M Brown, Vice Chair D Hardwick, Cllr C Makin, Cllr D Jackson, Cllr I Handley, Sylvia (member of public)

c) Finance Committee:

Current members: Chair M Brown, Vice Chair D Hardwick, Cllr D Sayner.
Cllr D Jackson stepped down.

Cllr R Holyhead agreed to be a reserve member if any current member is unavailable to make it quorum.

d) Allotments Committee:

Current members: Chair M Brown, Vice Chair D Hardwick, Cllr J Simmons, Cllr D Tattersfield, Cllr A Cooke.

e) Staffing Committee:

Current members: Chair M Brown, Vice Chair D Hardwick, Cllr J McVann, Cllr A Cooke

8.01 Vice Chair D Hardwick suggested creating a gardening working group to keep thigs up to pace and do additional work with the gardeners around the village.

8.02 Cllr D Sayner agreed it would be a good idea as the current gardener employed is struggling on her own.

8.03 Chair M Brown also agreed and noted it would be nice to have a small committee of Cllrs and members of the public volunteering. He stated that any Parish Council paid staff involvement would have to go via the Clerk.

8.04 Cllr A Cooke agreed that any proposed ideas from that gardening committee would need to go via the Clerk but could work well similar to the recent weekend where there was a larger job to do.

8.05 Chair M Brown expressed his thanks on behalf of the Parish Council for Mike Dyson for all of the voluntary work and support he has given. Cllr C Makin highlighted that he is now the regional coordinator for Neighbourhood Watch. The Chair noted we have given free use of the Coffee Room area in the Youth Centre for the neighbourhood watch meetings.

8.06 Cllr J Moore proposed we offer the Coffee Room space free of charge for the Neighbourhood watch meetings. Cllr D Sayner seconded the proposal. Unanimous agreement.

8.07 Chair M Brown suggested forming the sub-committee to discuss and look at projects that need doing, then liaise with the Clerk before going ahead to avoid any overlaps or clashes with staff. Cllr D Sayner agreed and highlighted that it would be good for other Cllrs to Chair that sub-committee.

8.08 Cllr J McVann noted that herself and Cllr J Bradwell work and therefore daytime meetings don’t work for all Cllrs. Cllr D Sayner highlighted that committees would cater the times of meetings to suit the Cllrs on them.

8.09 Cllr D Jackson suggested combining the gardening with the Cemetery Committee. Clerk R Thompson noted that the original idea was for it to be a Gardening Working Group to allow for members of the public and other non-Cllrs to be involved, however they couldn’t if it was combined with the Cemetery Committee.

8.10 Cllr D Hardwick stated his recommendation that the Gardening be kept separate to the Cemetery. Cllr D Sayner suggested linking in with the Allotments.

8.11 Vice Chair D Hardwick, Cllr A Cooke, and Cllr D Tattersfield expressed interest in being involved in the gardening working group as a subgroup from the Allotments.

8.12 Cllr D Sayner proposed that we accept the members of the above committees. Cllr J Bradwell seconded the proposal. Unanimous agreement.

9.00 Committee Updates

a) Events

9.01 Chair stated we recently placed a notice on the Facebook page asking what events people would like us to organise and noted we received lots of good responses. He confirmed the Events committee would be meeting tomorrow to plan out the programme of events between now and Christmas.

9.02 The Chair highlighted that it will be the 80th Anniversary of D-day next year so we are looking to plan an event for that including a flyover.

b) Cemetery

9.03 Vice Chair D Hardwick gave an update on the cemetery.

9.04 Clerk R Thompson noted she had received some complaints regarding the recent removal of unofficial adornments as some items that were taken off are allowed.

9.05 Vice Chair D Hardwick confirmed we are in the process of getting 1 tonne of pea chippings for the cemetery.

c) Allotments

9.06 Clerk R Thompson confirmed there had been rats on the Wadsworth Road site, so we have installed some bait boxes.

9.07 The Clerk also highlighted an issue that had arisen regarding a resident from one of the houses backing onto the allotments, and a plot holder; the plot holder had caused damage to the resident's fence by pushing items up against it. The resident recently paid to replace this; however, the allotment holder has pushed items back up against it and hung things from it. Clerk R Thompson confirmed she had written to the plot holder to ask that all these be removed by Friday.

9.08 Clerk R Thompson highlighted that when the new fence mentioned above was put in, it has extended into allotment ground. She confirmed she had sent the resident the land registry and boundary lines, so is waiting for the resident to respond.

9.09 The Clerk confirmed two of the new allotments behind the church are now occupied. She also noted that she has been sent the list of empty allotment plots, and that she has written to the plot holders of the three plots that are not being maintained.

d) Youth Club

9.10 Cllr J Simmons noted the youth club is doing well, and the Junior Council are very enthusiastic, so requested the Parish Council do some training with them.

9.11 She stated that the Youth Council would like a notice board to display the artwork and posters on. Clerk R Thompson confirmed we have a folding one in the storage container already that could be used. Cllr D Sayner suggested that if the folding one isn't appropriate, we could order one, potentially coming out of the Chairman's allowance, as the cost will be very low.

9.12 Cllr J Simmons highlighted the youth club had asked the Bramley Lions for an indoor curling set and confirmed they have agreed to purchase and donate this.

10.00 To consider the formation of a Scrutiny Panel

10.01 Cllr J Moore suggested splitting Parish affairs into categories and creating a panel to look into them in more detail aside from the full Parish Council meetings. He suggested the panel by definition be for "casting a critical gaze, close investigation, and examination in detail" at different aspect of the Parish Council running, for example Value for Money.

10.02 Cllr J Moore noted he would like to be involved and was happy to oversee. Cllr D Sayner, Cllr J Bradwell, Cllr J McVann, Cllr D Jackson also expressed interest in being involved in the panel.

10.03 Cllr D Sayner agreed to meet with Cllr J Moore to discuss the outline and arrange a meeting.

11.00 To review and adopt the Parish Council scheme of delegation

Postponed to September 2023 meeting.

12.00 To receive an update on the Youth Club roof and consider any actions

12.01 Clerk R Thompson gave an update regarding the Green Grant. She confirmed they would do all of the work regarding solar panels, and the batteries, however due to the extent of repairs needed they aren't able to do the entire roofing repairs. They agreed that once the roof is at a point where they can do the work, the solar panels and batteries will go on for free and we have 2 years to use the grant for that, but the roof itself does need repairing now.

12.02 The Clerk stated she has found three quotes, the cheapest being £27,000, which includes the cost of replacing the beams. All three quotes are reputable companies.

12.03 Cllr A Cooke asked whether the money for the roofing repairs could be spent, then claimed back out of the CILS money. Clerk R Thompson asked if C Oxtoby could check whether that was allowed.

12.04 Clerk R Thompson stated that she is in contact with a Project Management company in Dinnington that can oversee the work from start to finish and would confirm when the work is done properly and is safe to pay. She also highlighted they would provide a further three quotes for us to look at and compare. She confirmed the cost for that service would be £500.

12.05 The Clerk recommended we wait for the three quotes from this company, then call an extraordinary meeting as soon as possible to discuss and vote on the quotes and actions.

12.06 Cllr D Sayner proposed we pay the £500 for the project management company to oversee and ask for three quotes to be provided for two weeks' time. Cllr R Holyhead seconded the proposal. Unanimous agreement.

13.00 To discuss the Annexe and consider any actions

13.01 Clerk R Thompson stated she had received a phone call from the owner of the sandwich shop in front of the annexe asking if he can purchase the building from the Parish Council in order to extend his shop and use it for storage. She confirmed he offered £45,000, which matches the amount the Parish Council had originally purchased the building for.

13.02 Cllr D Tattersfield suggested getting a surveyor in to price up the building.

13.03 Vice Chair D Hardwick expressed that the Parish council should keep the annexe for the reasons given when originally purchased; the ground floor for use as a workshop and storage area and the upstairs to be let out as a hall space. He stated that we wouldn't get another building in the centre of the village in the future.

13.04 Cllr D Sayner highlighted that the CILS money would need to be spent on something so could be used towards repairing the annexe.

13.05 Cllr I Handley highlighted we did have a quote for making the building accessible. Clerk R Thompson confirmed it was £140,000 for disabled access. Cllr I Handley also mentioned there is the issue of parking.

13.06 Cllr C Makin asked how the Youth Club and Parish Hall buildings are doing with the lettings currently. The Clerk noted that we are nowhere near pre-COVID levels, so lots of space still available. Clerk R Thompson noted that the grant initially applied for for the annexe was turned down due to lack of sustainability with bookings.

13.07 Cllr J Bradwell noted that when we purchased the building it was financially beneficial but presently, we don't have the group that had initially expressed interest in it and we're low on funds as it is. He highlighted that it would be a lot of money spent for a storage area.

13.08 Cllr A Cooke stated we are not short of space in our current buildings so there isn't demand for another hall space.

13.09 Cllr C Makin asked whether we could create workshop space around the back of the Parish Hall.

13.10 Cllr D Sayner agreed with Cllr D Tattersfield's earlier point of getting a surveyor to come out and give a quote, so we are seen to be doing it properly, and we should be at least looking to get market value for it.

13.11 Cllr D Sayner proposed we get a valuation for the annexe building. Cllr J Bradwell seconded the proposal. Majority agreement, Vice Chair D Hardwick voted against, Cllr R Holyhead abstained.

14.00 To consider applications for planning permission

None

15.00 Chairman's report to the Parish Council

15.01 Chair M Brown referred to the printed update included in the Cllrs packs. Key information being: the Chair represented Bramley Parish Council at an event with Bramley Brass Band in Doncaster raising money for an eye scanner, himself and Vice Chair were invited to the youth club junior council meeting and highlighted some of their ideas (recycling bins in the youth centre and parish hall, healthy snacks for the elderly residents particularly in winter), and thanked Clerk R Thompson for her work whilst staff have been off.

16.00 Clerk's report to the Parish Council

16.01 Clerk R Thompson noted that all details and updates are on the sheet in Cllrs packs.

17.00 Items of confidentiality not for publication

17.01 Discussion had regarding an unapproved memorial stone.

18.00 Matters of information and report from councillors present

18.01 Cllr J Moore asked if we knew about the police cars outside. Chair M Brown stated he hadn't heard anything.

18.02 Cllr J Bradwell highlighted that both plots of land on Sandy Lane are now up for sale and asked whether there was potential for the Parish Council to look into for cemetery expansion. Clerk R Thompson noted we currently have 40 years left in the Flash Lane cemetery.

18.03 Cllr I Handley asked about the tree planting for Jubilee Walk; Clerk R Thompson stated we were waiting for replacement tree guards, and these have not arrived. She confirmed we were recommended to wait 12 weeks until planting season to begin, and GreenMile would keep the trees until then.

18.04 Cllr R Holyhead highlighted that a young boy was hit by a car on Flash Lane recently. Clerk R Thomson confirmed that it wasn't a speeding vehicle, it appears the child ran out into oncoming traffic. Cllr R Holyhead noted that he was asked by a member of public why there isn't a crossing on Flash Lane yet. Clerk R Thompson highlighted that a recent meeting has taken place to discuss that crossing.

18.05 Cllr D Sayner mentioned that people have started moving into the Redrow houses and asked for an update on the welcome packs. Clerk R Thompson confirmed the reason they are still in draft form is time restraints presently but agreed to send the draft copy out to Cllrs.

Meeting concluded at 9:08pm.

Signed by the Chair as a true and accurate record:

…… Date:……