Bramley Parish Council Meeting, 27 September 2022

Bramley Village Hall, Cross Street, Bramley

Meeting commenced at 7:03pm.

Chair M Brown opened the meeting and explained that due to the previous meeting being cancelled, as a result of the death of the Monarch, some agenda ideas will be postponed until the October meeting.

Chair M Brown expressed condolences on behalf of all Cllrs for the death of the Queen and confirmed Bramley Parish Council has written to the palace. He suggested holding a one-minute silence at the start of the meeting to pay respects to the Queen, no objections from Cllrs present. Cllrs stood for a minute silence.

Chair expressed thanks to the Clerk for the work put in during the mourning period to ensure Bramley Parish Council was following the correct protocols.

1.00 Public forum and Crime and Disorder in the Community

Postponed to October meeting.

2.00 To receive apologies for absence

2.01 Apologies received:

Cllr J McVann
Cllr I Handley
Cllr D Jackson

2.02 Present:

Chair M Brown
Vice Chair D Hardwick
Cllr J Bradwell
Cllr C Makin
Cllr A Cooke
Cllr R Holyhead
Cllr D Sayner
Cllr J Moore

2.03 Staff Present & Guests

Clerk R Thompson
Assistant Clerk E Harris
Jean Simmons

3.00 To place on the agenda any urgent item that requires debate and decision at this meeting

3.01 Cllr J Bradwell asked for a discussion around Flash Lane traffic. Chair placed this under item 12.

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

None

5.00 To approve the Minutes of the previous Parish Council Meeting

5.01 Cllr J Bradwell proposed the minutes of the July 2022 meeting to be a true and accurate record thereof. Cllr A Cooke seconded the proposal. Majority favour. Cllr D Sayner against, Cllr R Holyhead abstained.

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

6.01 Cllr D Sayner expressed concerns that Cllrs are approving minutes before they are discussed. Clerk R Thompson noted that items for updates and discussion from the previous minutes come under item 6.

6.02 Re item 6.03, Cllr D Sayner asked for an update on the public Redrow meeting; the Clerk confirmed it is listed under the Clerks report.

6.03 Re item 6.04, Cllr D Sayner requested an update; Clerk confirmed a reply from RMBC had been received yesterday so will be discussed under the Clerk's report.

6.04 Re item 7.03, Cllr D Sayner asked for an amendment of the statement regarding the purchase of the lawn mower to clarify it would not be used in the cemetery and the current contractors will still be used for the cemetery grass cutting. Chair stated for the minutes it has been agreed that the current contractors will still be paid for grass cutting in the cemetery. Vice Chair D Hardwick noted that if on any occasion the contractors are unable to do the grass cutting then the lawnmower purchased can be used.

6.05 Re item 14.05, Cllr D Sayner asked whether photographs of the proposed sign design had been emailed. Clerk R Thompson confirmed they had, and that the sign is due to be delivered at the end of the week.

6.06 Re item 14.07, Cllr D Sayner asked if RMBC had been contacted to address the overgrown brambles. The Clerk confirmed they had.

6.07 Re item 17.04, Clerk R Thompson confirmed the window replacements are now booked.

6.08 Following amendments, Cllr D Sayner proposed the minutes of the July 2022 meeting to be a true and accurate record thereof, Cllr J Bradwell seconded the proposal. Majority favour, Cllr R Holyhead abstained.

7.00 Parish Council and Bramley Village Trust finances

From statements as at 04/08/2022

Reserve Account	1******1	£	5371.11
Current Account (closed)	1******2	£	0.00
Current Account Unity Bank	2******0	£	608.16
Interest Account	1******6	£	35788.38

Savings Account	1******6	£	110053.38
Bank total as at statement date		**£**	**151821.03**

From statement as 04/08/2022			
Bramley Village Trust Account	1******9	£	17492.37

Grant from BPC to BVT 2021/22		£	34000.00

Parish Council:
Payments made -
Date From: 01/07/2022 Date To 31/08/2022
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Chq No	Date	Details	Department	£ Amount	£ Total
			Balance from 01.04.21 – 31/06/22		**£ 31611.73**
POS	30/06/2022	Amazon – Corrugated Boarder	Youth Club	14.99	31626.72
POS	30/06/2022	Amazon – Large Cheque		12.58	31539.30
POS	30/06/2022	Amazon – Photo Frames		33.60	31672.90
POS	30/06/2022	Amazon – Display Card		19.28	31692.18
POS	01/07/2022	Amazon – Maxi Photo Frames		33.93	31726.11
010315	Void	Void	Void	0.00	31726.11
010316	05/07/2022	RSB – Goal Pots & E72	Flash/Cemetery	410.00	32136.11
010317	06/07/2022	HM Land Registry – Wadsworth	Allotments	4.00	32140.11
010318	06/07/2022	AD Fergussions – Paint & Materials	Youth Club	67.20	32207.31
010319	Void	Void	Void	0.00	32207.31
010320	06/07/2022	MB – Telephone		84.51	32291.82
010321	06/07/2022	Starboard Systems – Scribe	BPC	1153.20	33445.02
010322	06/07/2022	Starboard Systems – Scribe	BVT	118.80	33563.82
TRANS	08/0702022	Transfer to Unity	Current Account	500.00	34063.82
300001	Void	Void	Void	0.00	34063.82
POS	08/07/2022	Amazon – Pouch Pockets		8.98	34072.80
BACS	08/07/2022	NEST – Pension Payments		395.60	34468.40
010323	12/07/2022	CT002 – Wages	Parish Hall	942.14	35410.54
010324	12/07/2022	FO009 – Wages		1668.90	37079.44
010325	12/07/2022	G0012 – Wages	Cemetery	662.99	37742.43
300002	12/07/2022	Lighthouse	Cemetery	100.00	37842.43
300003	12/07/2022	JB – Delivery of Paperwork	BVT	40.00	37882.43
010326	12/07/2022	CT0021 – Wages	Youth Club	565.28	38447.71
010327	Void	Void	Void	0.00	38447.71
010328	12/07/2022	AC0022 -Wages		839.14	39286.85
010329	12/07/2022	GK0027 – Wages	Cenotaph	155.67	39442.52
010330	12/07/2022	AC0028 – Wages		601.74	40044.26
010331	12/07/2022	CI00031 – Wages	Cemetery	135.98	40180.24
010332	12/07/2022	H00029 – Wages		1133.69	41313.93
010333	Void	Void	Void	0.00	41313.93
010334	12/07/2022	H0030 – Wages		826.18	42140.11
010335	12/07/2022	C002 – Wages		2016.79	44156.90
010336	12/07/2022	HMRC – Mnth 4		833.43	44990.33
010337	Void	Void	Void	0.00	44990.33
010338	12/07/2022	C001 – Tax Back		67.40	45057.73
010339	13/07/2022	Transfer Unity Bank		2500.00	47557.73
010340	13/07/2022	RSB -		670.00	48227.73
BP	19/07/2022	LBM – Various Item	Youth Club	53.64	48281.37
BP	19/07/2022	Bothams – Grass & Overmark	Play/Flash	864.00	49145.37
BP	19/07/2022	Pesky's Pest Control – Flys	Parish Hall	80.00	49225.37
BP	19/07/2022	R Ogles – Wages x 4		262.20	49487.57
BP	19/07/2022	G Richards – Windows x 3	Parish Hall	54.00	49541.57
BP	19/07/2022	G Richards – Windows x 3	Youth Club	36.00	49577.57
BP	19/07/2022	MJRCC – JUNE & July 22		62.84	49640.41
BP	19/07/2022	M Orton – Electrical Safety Check	Youth Club	750.00	50390.41
POS	21/07/2022	Amazon – Staples etc		20.39	50410.80
POS	21/07/2022	Amazon –Calculator x 2		18.97	50429.77
POS	22/07/2022	Amazon – Pink Copy Paper		29.98	50459.75
POS	22/07/2022	Amazon – Desk Tray & Tidy		31.57	50491.32
FAILED	27/07/2022	Failed Transfer to Unity – Closed Account		3000.00	53491.32
BP	27/07/2022	J Thompson – Work Experience		250.00	53741.32
BP	28/07/2022	MB – Telephone July		40.43	53781.75

Parish Council:
Payments made – continued
Date From: 01/07/2022 Date To 31/08/2022
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Chq No	Date	Details	Department	£ Amount	£ Total
CHRG	01/08/2022	Unpaid Cheque Fee		6.00	53787.75
300004	03/08/2022	HM Land Registry – Wadsworth	Allotments	4.00	53791.75
300005	10/08/2022	HMRC Mnth 5		771.39	54563.14

BP	10/08/2022	CT002 – Wages	Parish Hall	942.14	55505.28	
BP	10/08/2022	H00030 – Wages		521.80	56027.08	
BP	10/08/2022	H00029 – Wages	Youth Club	668.17	56695.25	
BP	10/08/2022	AC0028 – Wages		762.79	57458.04	
BP	10/08/2022	GK0027 – Wages	Cenotaph	160.85	57618.89	
BP	10/08/2022	AC0022 – Wages		526.90	58145.79	
BP	10/08/2022	CT0021 – Wages	Youth Club	565.28	58711.07	
BP	10/08/2022	G0012 – Wages	Cemetery	702.11	59413.18	
BP	10/08/2022	FO009 – Wages		919.34	60332.52	
BP	10/08/2022	C002- Wages		1657.93	61990.45	
BP	10/08/2022	J Hepworth Audit	BPC	443.30	62433.75	
BP	10/08/2022	RSB – CR236, CR243, Grass & Barrier	Cemetery/Youth	815.00	63248.75	
BP	10/08/2022	LBM – Plywood	Youth Club	6.50	63255.25	
BP	10/08/2022	MJRCC _ August 2022		66.82	63322.07	
BP	10/08/2022	Mark Norris – Window Repair	Parish Hall	400.00	63722.07	
BP	10/08/2022	Safron – Fire Safety Check	Youth/Parish	262.85	63984.92	
BP	10/08/2022	RSB – D122	Cemetery	275.00	64259.92	
BP	16/08/2022	YPO – Chalk & Cleaning Products	Flash/Youth Club	144.12	64404.04	
BP	16/08/2022	G Richards – Windows	Youth/ Parish	30.00	64434.04	
BP	16/08/2022	Youth Work Works – Easter April 22	Youth Club	300.00	64734.04	
BP	16/08/2022	Spare & Square – Floor Buffer	Youth Club	470.74	65204.78	
BP	16/08/2022	C002 – Reimbursement Pain & Locks	Flash Lane	101.00	65305.78	
BP	16/08/2022	RSB – Barrier Fit, Weeding + Materials	Cross/Flash	436.00	65741.78	
BP	17/08/2022	D Sayner – Loan Repayment		10000.00	75741.78	
	19/08/2022	Craft Fair - Float		90.00	75831.78	
	21/08/2022	MB – Milk Community Café		1.65	75833.43	
	21/08/2022	DH – Milk Craft Fair		3.30	75836.73	
BP	22/08/2022	Bothams – Pitch & Grass	Flash Lane	408.00	76244.73	
BP	22/08/2022	PRS – Music Licences	Hall/Youth	189.40	76434.13	
BP	22/08/2022	YLCA – Membership		410.00	76844.13	
BP	22/08/2022	Youth Work Works – Donation	Chairmans Allowance	150.00	76994.13	
BP	23/08/2022	C002 – Entertainers & Fruit Shoots	Craft Fair	141.50	77135.63	
BP	23/08/2022	FO009 – Email Software & Hosting		211.26	77346.89	
BP	23/08/2022	FO009 – Inks, keys etc May & June		105.29	77452.18	
BP	23/08/2022	FO009 – Ink x2, Keys, Vases July & Aug			302.49	77754.67
BP	23/08/2022	FO009 – Replaces chq 9750		550.01	78304.68	
DD	23/08/2022	Business Stream – Water Wadsworth	Allotments	23.91	78328.59	
BP	23/08/2022	RMBC – Rent Grange	Allotments	31.25	78359.84	
BP	31/08/2022	C002 – SLCC Membership		249.00	78608.84	
BP	31/08/2022	Pesky's Pest Control – Moles	Cemetery	140.00	78748.84	
BP	31/08/2022	Bradford & Sons – Mr X	Cemetery	369.00	79117.84	
BP	31/08/2022	MB – Telephone August		40.43	79158.27	
BP	31/08/2022	Active Regen – Summer Club	Youth Club	1000.00	80158.27	
BP	31/08/2022	AC0021 – Rpls Wages Chq 010297		873.51	81031.78	
300006	31/08/2022	Bramley Brass – Donation	Chairmans Allowence	300.00	81331.78	
BP	31/08/2022	Notice Board Co – Notice Board	Flash Lane	898.90	82230.68	
BP	31/08/2022	C Janson-Piers – Drone	Cemetery	48.00	82278.68	
				£ 50666.95	**£ 82278.68**	

Parish Council:
Receipts In –
Date From: 01/07/2022 Date To 31/08/2022
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Chq No	Date	Details	Department	£ Amount	£ Total
			Balance from 01.04.21 – 31/06/22		**£ 79375.64**
000585	05/07/2022	Co-Op – Jeffries	Cemetery	600.00	79975.64
000585	05/07/2022	Co-Op – Jeffries	Cemetery	500.00	80475.64
000585	05/07/2022	Co-Op – Robinson	Cemetery	225.00	80700.64
000585	05/07/2022	Co-Op – Robinson	Cemetery	400.00	81100.64
000586	06/07/2022	Little Memorials – Hallam Inv 1000	Cemetery	150.00	81250.64
000586	06/07/2022	Winks – Makin	Cemetery	210.00	81460.64
000586	06/07/2022	Winks – Robinson	Cemetery	75.00	81535.64
TRANS	08/07/2022	Transfer to Unity	Current Account	500.00	82035.64
000587	13/07/2022	Co-Op – Stenton inv 1022	Cemetery	750.00	82785.64
000587	13/07/2022	Eden – Rodgers inv 1024	Cemetery	85.00	82870.64
000587	13/07/2022	Eden – A Willcock inv 1023	Cemetery	95.00	82965.64
000588	13/07/2022	Chatty Café – 13/07/22	Youth Club	23.00	82988.64
000589	13/07/2022	HM Land Registry – Refund	Allotments	7.00	82995.64
000001	14/07/2022	Transfer to Unity	Current Account	2000.00	84995.64
000002	18/07/2022	Football	Flash Lane	90.00	85085.64
000002	18/07/2022	Co-Op – O'Mally	Cemetery	95.00	85180.64
BR	25/07/2022	No Name Given		468.43	85649.07
000003	27/07/2022	Transfer to Unity		3000.00	88649.07

Parish Council:
Receipts In – continued
Date From: 01/07/2022 Date To 31/08/2022
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

Chq No	Date	Details	Department	£ Amount	£ Total
BACS	27/07/2022	Bugdol – Deposit	Parish Hall	75.00	88724.07
INT	29/07/2022	Interest to 29.07.22	Reserve Account	0.43	88724.50

INT	29/07/2022	Interest to 29.07.22	High Interest Account	9.28	88733.78
000004	02/08/2022	Chatty Café income	Youth Club	14.00	88747.78
000005	Void	Void	Void	0.00	88747.78
000006	04/08/2022	Plaque Unwin	Cemetery	100.00	88847.78
000006	04/08/2022	Football Income	Flash Lane	90.00	88937.78
BR	09/08/2022	D Sayner – Loan		10000.00	98937.78
BR	10/08/2022	Parkinsons – Burials	Cemetery	3125.00	102062.78
000007	11/08/2022	Chatty Café x 2	Youth Club	15.55	102078.33
000007	11/08/2022	Co-Op – Smeaton	Cemetery	85.00	102163.33
000007	11/08/2022	Co-Op – Richardson	Cemetery	135.00	102298.33
000007	11/08/2022	Bartholomews – Inv 1004 & 1008	Cemetery	1950.00	104248.33
BACS	12/08/2022	E.On – Electricity Refund	Annexe	546.59	104794.92
	19/08/2022	Football – Income		90.00	104884.92
	21/08/2022	Craft Fair – Income	Youth Club	4.95	104889.87
000008	22/08/2022	Craft Fair – Stall Income	Youth Club	104.00	104993.87
000008	22/08/2022	HM Land Registry- Refund	Allotments	4.00	104997.87
000009	22/08/2022	Craft Fair Float -Repaid		90.00	105087.87
000009	22/08/2022	Craft Fair – Food		149.00	105236.87
000009	22/08/2022	Chatty Café – x 1		14.00	105250.87
000010	Void	Void	Void	0.00	105250.87
000011	31/08/2022	Chatty Café – 17/08/2022		26.60	105277.47
000011	31/08/2022	Chatty Café – 31/08/2022		23.82	105301.29
				£ 25925.65	**£105301.29**

Bramley Village Trust:

Payments made –

Date From: 01/07/2022 Date To 31/08/2022

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

Chq No	Date	Details	Department	£ Amount	£ Total
		Balance from 01.04.21 – 31/06/22 **£ 1492.29**			
DD	21/06/2022	Water Plus – May		69.46	1561.75
DD	23/06/2022	Engie – Gas May	Youth Club	113.31	1675.06
DD	23/06/2022	Engie – Gas May	Parish Hall	154.69	1829.75
DD	24/06/2022	Engie – Elec May	Changing Rooms	65.82	1895.57
DD	28/06/2022	Total Gas & Power- Elec May	Youth Club	115.36	2010.93
DD	28/06/2022	Everflow – Water		37.26	2048.19
DD	30/06/2022	Engie – Elec May	Parish Hall	46.99	2095.18
DD	21/07/2022	Engie – Gas Jun	Youth Club	107.12	2202.30
DD	21/07/2022	Engie – Gas Jun	Parish Hall	83.31	2285.61
DD	22/07/2022	Engie – Elec Jun	Changing Rooms	58.77	2344.38
DD	26/07/2022	Total Gas & Power- Elec Jun	Youth Club	102.50	2446.88
DD	28/07/2022	Everflow – Water		33.64	2480.52
DD	31/07/2022	Engie – Elec Jun	Parish Hall	39.09	2519.61
				£ 1027.32	**£ 2519.61**

Bramley Village Trust

Date From: 01/07/2022 Date To 31/08/2022

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

Receipts In –

Chq No	Date	Details	Department	£ Amount	£ Total
Balance from 01.04.21 – 31/06/22 **£ 2850.50**					
BACS	06/06/2022	Rise Dance – Hall Hire	Youth Club	220.00	3070.50
BACS	07/06/2022	Flash Dance – Hall Hire	Youth Club	807.00	3877.50
BACS	09/06/2022	Elite – Hall Hire	Parish Hall	213.75	4091.25
BACS	14/06/2022	Yoga Soul Therapy – Hall Hire	Parish Hall	50.00	4141.25
BACS	21/06/2022	Phill Watt – Hall Hire	Youth Club	150.00	4291.25
BACS	27/06/2022	Rise Dance – Hall Hire	Youth Club	165.00	4456.25
INT	29/06/2022	Interest to 15/06/2022		4.26	4460.51
BACS	29/06/2022	Dino – Hall Hire	Parish Hall	150.00	4610.51
BACS	30/06/2022	J Shaw – Hall Hire	Youth Club	80.00	4690.51
BACS	05/07/2022	Elite – Hall Hire	Parish Hall	213.75	4904.26
000642	05/07/2022	Football – income x 5	Flash Lane	225.00	5129.26
000643	06/07/2022	TWG – Hall Hire	Parish Hall	40.00	5169.26
BACS	12/07/2022	Yoga – Hall Hire	Parish Hall	40.00	5209.26
000644	13/07/2022	Football – Income x 2	Flash Lane	90.00	5299.26
BACS	15/07/2022	Dino – Hall Hire	Parish Hall	70.00	5369.26
BACS	18/07/2022	David John Day Care – Hall Hire	Parish Hall (old debt)	1960.00	7329.26
BACS	18/07/2022	P Watt – Hall Hire	Youth Club	20.00	7349.26
BACS	19/07.2022	Flash Dance – Hall Hire	Youth Club	719.00	8068.76
BACS	19/07.2022	Flash Dance – Hall Hire	Youth Club	674.50	8742.76
BACS	01/08/2022	J Shaw – Hall Hire	Youth Club	100.00	8842.76
000645	02/08/2022	Football – Income x11	Flash Lane	495.00	9337.76
0000646	16/08/2022	TWG – Hall Hire	Parish Hall	30.00	9367.76
				£ 6517.26	**£ 9367.76**

7.01 Cllr D Sayner asked whether the Scribe payment was one-off. Clerk R Thompson mentioned the payment listed is the initial payment and set up charge, as well as training. There is a monthly charge for use but not as high as this one.

7.02 Cllr D Sayner highlighted the wages are high. Clerk R Thompson mentioned that June wages included back payment. She also noted that this half of the precept has not come in yet.

7.03 Cllr J Bradwell proposed the finance statement as submitted to the meeting be approved. Cllr A Cooke seconded the proposal. Majority favour, Cllr D Sayner abstained.

8.00 Bramley Village Trust Accounts and Trustees Report

8.01 Cllr A Cooke asked whether income is increasing. The Clerk confirmed it is and highlighted two new regular hall bookings that will be starting. She also noted that Community Café is doing well.

8.02 Cllr C Makin proposed that trustees report as submitted to the meeting be accept and approved, Cllr J Bradwell seconded the proposal, unanimous approval. Chair M Brown expressed thanks to the Finance Officer for the work involved.

9.00 Parish Council Meeting Etiquette

9.01 Cllr C Makin highlighted that some Cllrs are not following standard meeting etiquette during discussions, stating that “the public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly and transparently, demonstrating good conduct. I don’t feel that the council meetings recently have done that. When I join the council we acted by raising our hand and speaking with indication from the Chair;” raising hands stops conversations being limited to a small number of Cllrs and invites other people to raise points.

9.02 Cllr J Moore expressed agreement with Cllr C Makin and noted that discussions should bounce off the Chair.

9.03 Cllr C Makin also stated that outside of meetings, Cllrs need to be careful when acting as individuals on behalf of the council unless a decision has been passed in the meeting but mentioned in emergency situations acting as a Cllr is generally acceptable. Cllr D Sayner agreed with Cllr C Makin regarding the emergency or dangerous situations and suggested that oftentimes issues can be approached as a resident rather than Cllr.

9.04 Cllr A Cooke mentioned that some decisions or actions can come via the Chair or the Clerk for guidance as to whether it can be carried out as an individual or whether further approval is needed by the council.

9.04 Cllr C Makin noted that the community cafe has been good for Cllrs meeting parishioners and brought emphasis to tomorrow’s Macmillan Coffee Morning encouraging Cllrs to attend.

10.00 Governance Matters

a) Consider nomination for co-option to fill the casual vacancy on the Parish council

10.01 Chair M Brown introduced J Simmons and stated that he was nominating her for co-option as a Cllr to Bramley Parish Council due to her contributions to the Community Café and involvement in other areas too.

10.02 Cllr R Holyhead asked whether the position needed to be advertised before co-opting; Clerk R Thompson mentioned the position was a casual vacancy, not electoral so no advertisement was needed.

J Simmons was asked to leave the room while discussion was had.

10.03 Cllr A Cooke agreed she has been a great help and got involved. Chair stated the craft fair had been her idea too.

10.04 Cllr D Sayner mentioned that she hasn't come in with an agenda and seems happy to get involved.

10.05 Chair proposed that Jean Simmons be co-opted onto Bramley Parish Council as a Cllr. Cllr C Makin seconded the proposal. Unanimous favour.

Cllr J Simmons was invited back into the meeting.

b) **Scrutiny Panels**

10.06 Cllr J Moore stated he is relooking at the scrutiny panels after the finance regulations have been discussed.

c) **Standing Orders**

10.07 Standing orders postponed to next council meeting.

10.08 Cllr D Sayner noted that he hasn't seen this version of the Standing Orders before and stated that these ones seem considerably longer than previous versions. Cllr A Cooke mentioned he was given a copy when co-opted but it was a different version.

10.09 Chair M Brown stated that these will be transferred and discussed at the next meeting.

d) Financial Regulations

10.10 Clerk R Thompson stated that the financial regulations will be discussed and reviewed by the finance committee first and then come to full council.

11.00 Committee Updates

a) **Events Committee**

11.01 Chair M Brown mentioned the Community Café is becoming successful. Cllr J Moore also highlighted that the café gives Cllrs an opportunity to serve the community too.

11.02 Chair M Brown stated the recent craft fair was a big success and confirmed another one has been planned in for November 20th. Vice Chair D Hardwick asked if the prices for stalls would remain the same; Clerk mentioned they would be, but the time needs to be decided. Cllr D Sayner suggested 12-3pm, or 11am-3pm.

11.03 Chair M Brown mentioned we are holding a presentation evening on October 19th 6:30pm for community awards which will be held in the Fletcher room by invitation. He noted that Cllrs are invited but for catering purposes can they confirm attendance with the Clerk. Cllr J Moore expressed agreement that it's a good idea to recognise people in the community.

11.04 Chair shared plans for Christmas; he confirmed the carol concert with Bramley Brass Band and the school choirs will be held on Sunday 11th December and is currently in early planning stages. He also mentioned plans for January for a Lost Chord event with choirs and the schools involved, and also highlighted plans to hold a village fate.

11.05 Chair invited Cllr J Simmons onto the Events Committee.

11.06 Chair noted that 97 children attended the Silverwood Miners Musuem.

b) **Cemetery Committee**

11.07 Vice Chair D Hardwick mentioned the tree in the main entrance to the cemetery that is covering up some of the graves and moving the soil and confirmed this will be removed. He also confirmed plans to extend the Lorrell bushes to cover the dirt piles.

11.08 Vice Chair D Hardwick shared plans for the memorial garden in front of the memorial wall being re-done. Cllr C Makin asked if a path can be kept between the wall and the garden to allow people access.

11.09 He also mentioned the contractor has repaired one of the war graves and it looks very good and suggested that the council could pay for one/two to be done a month. Cllr D Sayner mentioned that due to cost being so low he expressed that he didn't think full council agreement was necessarily needed; he suggested going via Assistant Clerk J Sayner to look at which ones needed repair work.

11.10 Clerk R Thompson mentioned some issues as graves plots are leased, so the next of kin would need to be contacted.

11.11 Clerk R Thompson also stated than the handyman has been asked to clear the path edges and remove loose branches and dead flowers etc from the cemetery.

12.00 Parish Matters

a) **Flash Lane Playground**

12.01 Clerk R Thompson highlighted the safety inspection; she stated that the slide was flagged up as it doesn't conform to current standards due to being too narrow and the supporting timbers need replacing. She mentioned that Cllr D Jackson had previously looked at the wider slides and costs were around £7,000.

12.02 The Clerk mentioned the handyman can replace the supporting timbers to fix the safety issue and recommended that we keep the current slide for now until told to replace.

12.03 Clerk R Thompson also stated that the old see-saw needs to be removed and mentioned the handyman could remove this but would need to organise someone else to take it away.

12.04 The wooden obstacle course was flagged up due to ground erosion; the Clerk mentioned that Bramley Parish Council was offered some play bark, so suggested we edge off the obstacle course with timber and fill with play bark to level it.

12.05 The Clerk also expressed some concerns that the inspections were not being carried out correctly as some of the photos sent through were out of date issues that had already been addressed.

12.06 Clerk R Thompson highlighted the wheelchair inclusive roundabout that Cllr D Jackson had looked at and mentioned she has applied for a grant to cover the potential cost.

12.07 Chair M Brown mentioned the BSL signage has gone up in the playground, paid for by the Ward Cllrs capital fund. Cllr D Sayner expressed that the current Ward Cllrs have done more for Bramley area than previous ones and suggested that be acknowledged at the next meeting they attend.

12.08 Cllr J Moore asked how much money was left in the MUGA fund and if that could be used towards some repairs; Clerk R Thompson confirmed £5,000.

12.09 Clerk R Thompson also mentioned the skate park requires repairs; she confirmed we currently have two quotes slightly above the budget for the refurbishment but are struggling to get a third quotes after contacting 11 companies, but a refurb is needed.

12.10 Cllr J Simmons stated that the skatepark is incredibly popular and well used. Clerk R Thompson mentioned the quotes currently are for a full refurb but stated that not all panels need replacing yet. Cllr R Holyhead mentioned that in the long run replacing bit-by-bit would be more expensive as other panels would need replacing soon enough.

12.11 Chair noted that the council can proceed and consider the two quotes instead of requiring a third but would need to vote.

12.12 Cllr D Sayner mentioned the skate park is used a lot and if the £5,000 is used from the MUGA fund in addition to the £3,000 from the Ward Cllrs, Bramley Council doesn't have to pay as much. He made the suggestion to ask the two companies that gave the quotes how soon they could come and do the refurbishment.

12.13 Cllr J Bradwell suggested we proceed and accept the two quotes collected on the understanding that other enquiries have been made with no avail. Cllr D Sayner seconded the proposal. Unanimous agreement.

12.14 The Clerk agreed to contact both companies to ask for a potential day they would be available. She confirmed both quotes were done with identical materials in mind. Cllr D Sayner asked for the replies to emailed out to Cllrs once received.
Agreed to review and vote at the next meeting.

b) **Main Street**

Not discussed due to Cllr D Tattersfield's absence

c) **Flash Lane Traffic**

12.15 Cllr J Bradwell asked if anything could be done regarding the lorry park to stop the trucks using Flash Lane.

12.16 Chair M Brown stated that himself and Cllr A Cooke have a scheduled meeting with Highways regarding the Redrow Housing traffic flow and suggested Flash Lane/Sandy Lane also being mentioned in that. Clerk R Thompson also confirmed she has traffic flow on her agenda for another meeting taking place tomorrow.

12.17 Clerk R Thompson also highlighted that the building permission was passed on the basis that Highways would review traffic flow first before building work took place, however the traffic is still being discussed and building has already begun. The Clerk also confirmed Amazon have purchased the site.

13.00 Bramley Village Trust

13.01 Clerk R Thompson confirmed two new bookings; Mother and Baby Group and Singing Lessons. She noted that the dance class has asked for potential space to run another group so would likely be using the Parish Hall. Birthday party bookings have also increased.

14.00 To consider applications for planning

Out of date due to rescheduled meeting.

15.00 Chairman's report to the Parish Council

15.01 Chair M Brown stated that he had attended the commissioners service at St. Francis Church for the new Vicar, alongside Cllr C Makin, and mentioned that he thought she would be an asset to the village. Cllr J Moore added to this and shared a brief update on the situation with the new Vicar.

15.02 He mentioned that he had represented the Parish Council at the Memorial service held for the queen, and thanked Cllr C Makin and Cllr D Jackson for being in attendance.

15.03 He expressed thanks to everyone involved in the Community Café and the recent Craft fair.

15.04 Chair confirmed he was in contact with the schools and the church about upcoming plans and events.

16.00 Clerk's report to the Parish Council

a) Grant Applications

16.01 Clerk R Thompson confirmed the grant for the Annexe has gone through all three panels and is now asking for paperwork; she noted there are a few issues with the insurance as the building isn't insured at full value, so has suggested that Bramley Parish Council takes out a second policy on the building for the full value but send a copy of the grant company and current insurance information to the solicitor for advice. Cllr D Sayner agreed with asking the solicitor for advice. Chair M Brown agreed.

16.02 Cllr J Bradwell proposed that a new insurance policy be taken out on the annexe covering the full value following solicitor advice being gained. Cllr R Holyhead seconded the proposal, unanimous agreement.

16.03 Clerk R Thompson updated regarding the Grass Roots grant for the changing rooms in the youth centre; she confirmed they haven't declined, but due to funding have asked if we can postpone until March and reapply.

16.04 The Clerk confirmed the National Lottery Community Fund grant is currently in process to look at refurbing the Youth Club Toilets.

16.05 The Clerk also stated that she had received an email stating that Bramley Parish Council is entitled to an energy grant from the government to cover 20-40% of the costs through winter.

b) Cemetery Grievances

16.06 The Clerk mentioned that herself along with Cllr A Cooke had met with Mr X and following discussion he has agreed to change the curbset.

c) Staffing Update

16.07 Clerk R Thompson stated that one of the handymen has resigned and the other has moved roles to litter picking. She confirmed the new handyman had started last week but currently there are no power tools on site; all appear to be missing, so need replacing.

16.08 Cllr R Holyhead asked if the handyman could make a list of needed tools for the council to look at regarding costs. The Clerk confirmed this is already done and the full cost of buying the tools needed would be £820. The Clerk also stated the idea is to store them in one of the lockers, and that only the handyman needs access to it so no other staff members need one, other than a spare one in the office, and confirmed the camera has been moved to cover the entrance to that container and a CCTV sign has gone up.

16.09 Chair proposed we purchase the tools required given the total cost above. Cllr D Sayner seconded the proposal, unanimous favour.

d) Request to join the Warm Bank

16.10 Clerk R Thompson explained the idea is that there is a network of buildings that are open during the day with heating on for people who can't afford heating at home to be able to come to and have a hot drink. She mentioned we have self-serve tea urns for people to be able to use.

16.11 Cllr D Sayner asked if the office staff are happy with the building being open. Clerk mentioned the staff are all happy, but one concern is Assistant Clerk E Harris in the office on her own on Fridays. Cllr D Sayner suggested Monday to Thursday instead to avoid the Friday.

16.12 Cllr C Makin asked about room access; Clerk R Thompson said the main hall would be locked and Teresa's office would be locked. The only access would be the coffee room and the toilets. Cllr C Makin expressed some concerns about people being in the coffee room on their own.

16.13 Chair mentioned we could trial it, and if it doesn't work well we stop.

16.14 Cllr J Simmons proposed we do a pilot scheme of the Warm Bank and then review. Cllr J Bradwell seconded the proposal. Unanimous favour.

e) Redrow Development

16.15 The Clerk confirmed she had contacted Trading Standards regarding the advertisement being done as Ravenfield and this had now been amended to state Bramley. She also noted some issues with Ravenfield Parish Council making certain comments in the paper.

16.16 Clerk R Thompson noted that she has had contact with the developers of the site due to residents complaining about the construction vehicles ignoring the limit signs in the area and also dust, and has been communicating these complaints with the developers.

16.17 Cllr J Moore mentioned the need for a welcome booklet for when the new houses are built.

f) Active Regen

16.18 Clerk R Thompson mentioned they ran a programme during the last week of the summer holidays in the Bill Chafer Youth Centre which was a success in terms of the number of attendees. However, concerns were brought up as the staff to child ratio was off and the age group wasn't split so ages 5-16 were all in one group. The Clerk noted that children were sent into the BPC office with her due to low staff in the main hall. She confirmed these concerns had been voiced to the organisers but has not received a reply about those but has instead been asked about Active Regen hosting more clubs throughout the year.

16.19 Cllr J Simmons stated the staff to child ratio was massively off; Cllr C Makin agreed it was unacceptable. Clerk R Thompson mentioned the lack of staff for the number of children went against the Parish Council Risk assessments.

16.20 Cllr D Sayner stated that if no reply was given to the concerns raised via email, then the organisers should be invited in for an in-person meeting where these issues can be addressed. Cllr J Moore and Cllr A Cooke both agreed as the lack of staff meant the Parish Council wasn't able to be covered by the insurance. Cllr D Sayner suggested that Cllr C Makin attend that meeting due to experience working with children/schools.

16.21 The Clerk agreed to arrange a meeting.

g) Allotments

16.22 Chair confirmed that himself and the Clerk had a meeting with the secretary of the Allotment Association and noted that it was made clear they want to pull BPC out of both allotment sites and run independently.

16.23 Clerk R Thompson stated we asked for the waiting list but the secretary refused due to GDPR, so It was agreed to set up a data sharing agreement. The secretary also asked for two other documents included the proof of ownership; the Clerk mentioned she has refused to send them as they don't have rights to view them, however she

noted they had called up recently again asking for the documents requested and she declined again due to the reason previously stated. However, the secretary of the Allotment Association had also emailed Finance Officer T Sayner stating almost the opposite of what was agreed in the meeting.

16.24 The Clerk also highlighted that the secretary had stated that the current rent was too high, but she has confirmed that it was lowest rent in the borough.

16.25 The Clerk noted that the secretary had emailed this week again asking for self-dissolvement; she suggested to the council that if the Allotment Association won't comply then we don't renew the contract with them and take the allotments back under BPC management. She confirmed she had spoken with YLCA and received templates to use should the council agree to proceed.

16.26 Cllr J Moore suggested inviting them to a council meeting; the Clerk confirmed she had done but they had refused.

16.27 Cllr D Sayner proposed that the Clerk send notice to the Allotment Association that the allotments will be coming back under central management by Bramley Parish Council and that the contract with them will not be renewed. Cllr j Bradwell seconded, majority favour, Cllr R Holyhead abstained. Clerk R Thompson agreed to do that this week.

16.28 Clerk R Thompson confirmed that had spoken with the RMBC events team and the police and they have agreed to pay for and facilitate the road closures for the Remembrance Parade; she confirmed she has a meeting arranged with them on October 19th. Chair M Brown also confirmed the band is getting ready.

16.29 The Clerk also confirmed we have funding from RotherFed for community newsletters and are looking to start that from July; costs have changed slightly so Bramley Parish Council would contribute £22 each time and the newsletters get printed quarterly for every household in the area.

16.30 Clerk R Thompson also asked for the council to discuss YLCA; she confirmed she uses the services with other councils and the cost includes full legal membership and access to the resources as well as training courses for Cllrs and staff. She confirmed the joining cost is currently £560 (normally £1200).

16.31 Cllr D Sayner stated that if the Clerk would find it useful then purchasing membership would be a good idea. He asked if staff and Cllrs can have access or just the Clerk; Clerk confirmed they can.

16.32 Cllr D Sayner proposed we start a membership with YLCA for Bramley Parish Council. Cllr J Bradwell seconded the proposal. Unanimous agreement.

17.00 Items of confidentiality not for publication

None

18.00 Urgent items placed on the agenda from item three

None

19.00 Matters of information and report from councillors' present

19.01 Cllr R Holyhead asked whether the scouts hut could be contacted as the burglar alarm has Cllr J Moore agreed to speak with them.

19.02 Cllr J Moore highlighted the T junctions in the village, particularly at the bottom of Pear Tree Avenue where it means the main road as cars can't see properly to pull out. He also made a request about alternative table storage in the Parish Hall so tables are easier to put away.

Meeting concluded at 9:37pm.

Signed by the Chair as a true and accurate record

……. Date:……..