**BRAMLEY PARISH COUNCIL MEETING**
**12 November 2024**
**Parish Hall, Cross Street, Bramley, S66 2SA**

Meeting commenced at 19.01pm

Chair D Hardwick opened the meeting.

## 01.00 Public Forum and Crime and Disorder in the Community

01.01 None

## 02.00 To receive apologies for absence

02.01 Apologies:

-

02.02 Present:

Chair Dennis Hardwick
Cllr Jasmine Sayner
Cllr Carol Makin
Cllr David Jackson
Cllr Jim Moore
Cllr John Bradwell
Cllr Stephen Yeardley
Cllr Ian Handley
Cllr David Sayner
Cllr Jean McVann

02.03 Staff present and Guests:

Clerk T Smith
Lucy Prosser (Minutes)
Barry F (Potential New Councillor)

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

03.01 Cllr J Sayner stated that she and Cllr D Sayner know the cenotaph gate keeper in reference to agenda item 12.

## 04.00 To consider Minutes of the previous Parish Council Meeting 08 October 2024 and Register of Actions

04.01 Cllr D Sayner proposed the minutes of the 08 October 2024 Council Meeting be accepted as a true and accurate record thereof. Seconded by Cllr C Makin. Unanimous vote; abstained by Cllr J Bradwell and Cllr D Jackson.

## 05.00 Parish Council Finances inc Budgets and Precept

05.01 Cllr D Sayner asked if anyone knew further details on point 7 on the financial report. Discussions on whether the school could do the litter pick instead; however, it was agreed it would be too far from the school.

05.02 Cllr J Moore asked if the council has to pay national insurance. Clerk T Smith answered that the council does.

05.03

**Financial report to Bramley Parish Council 12th November 2024**

| | | | |
|---|---|---|---|
| From statements as 31/10/2024 | | | |
| Current Account 1 Unity Bank | 2******0 | £ | 99266.69 |
| Current Account 2 Unity Bank Reserve | 2******3 | £ | 36499.88 |
| **Bank total as at statement date** | | **£** | **135766.57** |

**Community Infrastructure Levy**

| | | | |
|---|---|---|---|
| From statement as at 31/10/2024 | | | |
| Instant Access Unity Bank | 2******6 | £ | 280,295.18 |

**Bramley Parish Council Transactions**

**Parish Council:**
**Purchases made -**
Date From: 01/10/2024 Date To 31/10/2024
**** 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 30/09/2023 £ 108,997.39**

| No | Payment Type / Cheque No | Date | Details | Department | Purchase Ledger Ref | £ Amount | Total |
|---|---|---|---|---|---|---|---|
| 1 | CHQ 300089 | 07/10/24 | CM- Windows | Parish/Youth | 531 | 30.00 | 108,967.39 |
| 2 | BP | 09/10/2024 | FO009 – Reimbursement | | | 118.57 | 108,848.82 |
| 3 | BP | 09/10/2024 | C003 – Reimbursement | | | 110.73 | 108,738.09 |
| 4 | BP | 09/10/2024 | C003 – Reimbursement | | | 31.59 | 108,706.50 |
| 5 | BP | 09/10/2024 | RSB – Various work Completed | Cemetery/YC | | 368.00 | 108,338.50 |
| 6 | BP | 09/10/2024 | RMBC – Grange Rent | Allotment | | 31.25 | 108,307.25 |
| 7 | BP | 09/10/2024 | Robert Acton – Litter Pickers | | | 223.20 | 108,084.05 |
| 8 | BP | 09/10/2024 | Thompson Electrical – Light repair | Parish Hall | | 395.00 | 107,689.05 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 9 | BP | 09/10/2024 | R Ogles – Wages Preparation | | | 44.16 | 107,644.89 |
| 10 | BP | 09/10/2024 | Parish Hall – Wages | Parish Hall | | 1002.47 | 106,642.42 |
| 11 | BP | 09/10/2024 | Village – Wages | Village | | 4313.46 | 102,328.96 |
| 12 | BP | 09/10/2024 | Youth Club Site - Wages | Youth Club | | 1557.22 | 100,771.74 |
| 13 | BP | 09/10/2024 | C003 – Reimbursement | | | 32.97 | 100,738.77 |
| 14 | DD | 10/10/2024 | NEST – Pension Payments | | | 80.90 | 100,657.87 |
| 15 | BP | 15/10/2024 | L Prosser – Minute taker | | | 36.00 | 100,621.87 |
| 16 | BP | 15/10/2024 | MJRCC – Broadband & Telephone Oct 2024 | Youth Club | | 79.18 | 100,542.69 |
| 17 | BP | 15/10/2024 | Wel Medical – Battery Defibrillator | Youth Club | | 244.74 | 100,297.95 |
| 18 | BP | 15/10/2024 | Viking – Office & Cleaning Supplies | | | 114.44 | 100,183.51 |
| 19 | BP | 15/10/2024 | Bradford and Son – Legal Avise | | | 588.00 | 99,595.51 |
| 20 | BP | 15/10/2024 | Pesky;s – Oct 24 3 x sites | Allotments Flash Lane Parish Hall | | 150.00 | 99,445.51 |
| 21 | BP | 15/10/2024 | G Richards – Windows | Youth/Parish | | 30.00 | 99,415.51 |
| 22 | BP | 15/10/2024 | I Jones – Various items | | | 1623.00 | 97,792.51 |
| 23 | DD | 16/10/2024 | Sage – accounts Software | All Site | | 118.80 | 97,673.71 |
| 24 | BP | 24/10/2024 | HMRC - PAYE | All Sites | | 2337.28 | 95,336.43 |
| 25 | CHRG | 31/10/24 | Charges – Service Charge | | | 10.65 | 95,325.78 |

**Total** Expenditure £ 13,671.61

**Net Balance after purchases deducted £ 95,325.78**

Cheques not yet cashed.
3000090 Poppy Appeal £100.00

**Parish Council:**
**Receipts In –**

Date From: 01/10/2024 Date To 31/10/2024

**** 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 £ 95,325.78**

| No | Payment Type / Cheque Number | Date | Details | Department | Purchase Ledger Ref | £ Amount | Total |
|---|---|---|---|---|---|---|---|
| 1 | BR | 02/10//2024 | Eden – Memorial | Cemetery | - | 190.00 | 95,515.78 |
| 2 | PIB000059 | 03/10/2024 | MacMillian – Stall x1 & Coffee Morning | | | 402.25 | 95,918.03 |
| 3 | BR | 07/10/2024 | CGB Gifts – Xmas Stall | Xmas Market | - | 10.00 | 95,928.03 |
| 4 | BR | 09/10/2024 | Lions – Xmas Stall | Xmas Market | | 10.00 | 95,938.03 |
| 5 | BR | 09/10/2024 | SM – Xmas Stall | Xmas Market | | 10.00 | 95,948.03 |
| 6 | BR | 09/10/2024 | Gambles – Burial | Cemetery | | 450.00 | 96,398.03 |
| 7 | BR | 14/10/2024 | RN – Xmas Stall | Xmas Market | | 10.00 | 96,408.03 |
| 8 | BR | 14/10/2024 | Wildlife Trust – Xmas Stall | Xmas Market | | 10.00 | 96,418.03 |
| 9 | BR | 22/10/2024 | MIFS – Burial | Cemetery | | 150.00 | 96,568.03 |
| 10 | BR | 28/10/2024 | ES – Xmas Stall | Xmas Market | | 10.00 | 96,578.03 |
| 11 | BR | 28/10/2024 | VAT – Refund | | | 2088.66 | 98,666.69 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 12 | BR | 29/10/2024 | Funeral Partners – Inspection Fee | Cemetery | | 30.00 | 98,696.69 |
| 13 | BR | 29/10/2024 | MLW – Xmas Stall | Xmas Market | | 10.00 | 98,706.69 |
| 14 | BR | 30/10/2024 | Eden Memorials – Memorial | Cemetery | | 145.00 | 98,851.69 |
| 15 | BR | 30/10/2024 | Eden Memorials – Memorial | Cemetery | | 300.00 | 99,151.69 |
| 16 | BR | 30/10/2024 | Eden Memorials – Memorial | Cemetery | | 115.00 | 99,266.69 |

**Total Income** £ 3940.91
**Closing Balance** **£ 99,266.69**

## Community Infrastructure Levy Transactions

**Parish Council:**
**CIL Purchases made -**
Date From: 01/10/2024 Date To 31/10/2024
**** 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 30/09/2023 £ 280,295.18**

| No | Payment Type / Cheque | Date | Details | Date Invoice Paid | Purchase Ledger Ref | £ Amount | Total | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

**Total Expenditure** £ 0.00
**Net Balance after purchases deducted £ 278343.82**

**Parish Council:**
**CIL Receipts In –**

Date From: 01/10/2024 Date To 31/10/2024
**** 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 £ 280,295.18**

| No | Payment Type | Date Actioned | Details | Department | Purchase Ledger Ref | £ Amount | Total |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**Total Income** £ 0.00
**Closing Balance** **£ 280,295.18**

## Reserve Account

**Parish Council:**
**Reserve Purchases made -**
Date From: 01/10/2024 Date To 31/10/2024
**** 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 30//09/2023 £ 36505.28**

| No | Payment Type / Cheque | Date | Details | Department | Purchase Ledger Ref | £ Amount | Total |
|---|---|---|---|---|---|---|---|
| 1 | CHRG | 31/10/2024 | Service Charge | All Sites | | 5.40 | 36499.88 |

**Total Expenditure** **£ 5.40**
**Net Balance after purchases deducted** £ 36499.88

**Parish Council:**
**Reserve Receipts In –**

Date From: 01/10/2024 Date To 31/10/2024
**** 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 £ 36499.88**

| No | Payment Type / Cheque Number | Date | Details | Department | Purchase Ledger Ref | £ Amount | Total |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**Total Income £ 0.00**
**Closing Balance £ 36499.88**

Cllr J Moore proposed the finance statement as submitted to the meeting be accepted. Seconded by Cllr J McVann. Unanimous vote; abstained by Cllr J Sayner and Cllr D Sayner.

05.04 Cllr J Bradwell proposed the finance statement as submitted to the meeting be accepted. Seconded by Cllr C Makin. Unanimous vote; abstained by Cllr J Sayner and Cllr D Sayner.

05.05 Cllr J Sayner stated that if the suspending standing order is confirmed then they can be reviewed before the 6 months.

05.06 Clerk T Smith stated the suspension of a standing order is to be on the December agenda.

05.07 Clerk T Smith stated Hellaby Council booked a room with the council, that Hellaby had stated they paid £75 back but the council never received the money and so the money should be written off. Cllr I Handley asked if Hellaby Council had a receipt. Clerk T Smith answered that is unknown.

05.08 Cllr J Moore proposed the £75 be written off. Seconded by Cllr J McVann. Unanimous vote.

05.09 Clerk T Smith stated that 2 laptops are to be bought and that she would test the market for the best price, aiming for the best value for the right specification. Cllr D Sayner suggested there should be a budget of around £1200-£1500.

05.10 Cllr I Handley proposed a budget of £1500 be set for the laptops. Seconded by Cllr C Makin. Unanimous vote.

05.11 Clerk T Smith stated £50 is charged for adults for hiring the football pitches and that a junior team wants to hire a pitch and has requested a lower rate. It was suggested a discounted price could be around £35. Cllr J Sayner stated that Maltby charges £25 for junior teams.

05.12 Cllr J Bradwell proposed £25 be charged for the junior team. Seconded by Cllr J Sayner. Unanimous vote.

05.13 Discussion as to whether our current pest control is value for money and should we continue with it.

05.14 Cllr J Bradwell stated he would speak with the pest control company to ascertain what his job currently entails.

05.15 Cllr D Sayner stated that other councils receive grants from borough councillors and that Bramley Parish Council has not received any such grants recently. Clerk T Smith stated that there is £3000 between two parish councils and that a bid for money could be made.

05.16 Cllr I Handley asked what the council's current discrepancy is. Cllr J Sayner answered the council is predicted to have lost £19,000 by the end of the financial year.

05.17 Chair D Hardwick suggested there should be a 20% increase for the precepts. Cllr J Moore stated that the council shouldn't need any more than £3000 per week. Clerk T Smith stated that as other precepts are increasing by around 15% that the council would be bear the cost if there is no increase in the council's precept. It was discussed that this would mean around a £14 increase for individual households. Cllr D Sayner stated that as there are new houses being built, this could mean an individual household increase of around 14-15% as the previous increase of 5% resulted only resulted in a 1% increase. Cllr D Sayner explained that this is because the cost is spread between houses, including new builds.

05.18 Cllr J Sayner stated the council's general reserves have been extremely low since Covid-19 and that if there was another event of similar nature would put the Council under pressure. Cllr J Sayner stated that the reserves need to be increased and so the precepts would need to be increased.

05.19 Discussions as to whether there are any other areas where costs could be cut. It was suggested that some expenditures could potentially be reduced.

05.20 Cllr J Bradwell proposed a 20% increase in the precepts. Cllr J McVann seconded. 2 votes for and 2 against. Tied vote.

05.21 Cllr D Sayner stated that Maltby the previous year increased precept by 26% and they received no complaints.

05.22 Clerk T Smith that the council may not be able to get fidelity insurance.

05.23 Cllr J Sayner stated that precepts should match the expenditures, suggesting that a 15% increase would match the predicted expenditures as the precept is spread across new builds as well.

05.24 Cllr C Makin asked if the Parish Hall and youth club were fully used. It was agreed that they weren't.

05.25 Cllr D Sayner stated that any potential sale of the Annexe cannot be included in figures for the next financial year.

05.26 Cllr I Handley stated the increase shouldn't be higher than 10%. Cllr J Sayner stated that if the increase isn't high enough then it could cause problems financially for the council due to the low reserve funds.

05.27 Discussions as to whether the increases in precepts would be affordable for Band A and Band B households in addition to gas and electricity costs.

05.28 Cllr I Handley proposed 10% increase. Not seconded.

05.29 Cllr D Jackson proposed a 15% increase in the precept. Seconded by Cllr D Sayner. 7 votes for and 2 votes against; abstained by Cllr J Moore. Majority vote.

**06.00 Parish Council Finances - Retrospective claiming of CIL's monies**

06.01 Clerk T Smith suggested that around £96,367.63 should be retrospectively claimed from the CILS fund to cover the predicted shortfall. Cllr D Sayner suggested that less was claimed now and if the council needed funds at later date, then more could be claimed.

06.02 Discussions suggesting that the council needs a level of sustainability.

06.03 Cllr J Sayner asked how long was left on the CILS fund. Cllr D Sayner answered around 3.5 years. Cllr J Sayner stated that this wasn't a long time and claiming the money now ensured the money wouldn't be lost. Discussions as to how this would allow the reserve funds to be healthier.

06.04 Cllr J Bradwell proposed that £96,367.63 is transferred from the CILS fund to the council's fund. Seconded by Cllr J Sayner. 8 votes for and 1 vote against; abstained by Chair D Hardwick. Majority vote.

**07.00 Committee Updates:**

**Allotments, Gardens and Landscaping**

07.01 It was suggested there should be a purchase of 8 Christmas trees.

07.02 Cllr S Yeardley asked if any had been purchased. Chair D Hardwick stated they hadn't.

07.03 Cllr S Yeardley asked where the Christmas trees would be placed. Chair D Hardwick answered they would be on Main Street, at the church, 2 at the cemetery, 2 at schools and 2 at the youth club.

07.04 Cllr C Makin suggested that Christmas trees with roots could be bought for the cemetery to save future expenditure.

07.05 Clerk T Smith stated that around £1100 was spent last year on Christmas trees.

07.06 Chair D Hardwick suggested there should be a budget of £1200 set for Christmas trees.

07.07 Cllr D Sayner proposed a budget of £1200 for Christmas trees. Seconded by Cllr J Bradwell. 7 votes for and 3 votes against. Majority vote.

**Cemetery:**

07.08 None

**Events:**

07.09 Discussions in relation to VE Day for 08 May.

**Finance:**

07.10 It was stated the financial year is April - April.

07.11 It was agreed that the sound system needs reparations.

07.12 Cllr C Makin and Cllr J Moore agreed to join the finance committee.

**Scrutiny - see item 17**

07.00 -

**08.00 The Annexe**

08.01 Discussions as to whether renovations should be made before selling the Annexe.

08.02 Cllr J Bradwell suggested that CPR should be used to sell the Annexe due to their focus on selling commercial properties.

08.03 Cllr D Sayner proposed the Annexe is sold. Seconded by Cllr D Jackson. 9 votes for, 1 vote against Chair D Hardwick.

**09.00 Christmas Closure - verbal**

09.01 Clerk T Smith suggested the council should close from 23 December and reopen on 06 January.

09.02 Cllr D Sayner proposed the suggested closure from 23 December until 06 January be accepted. Seconded by Cllr J Bradwell. Unanimous vote.

**10.00 CIL's Community Consultation - verbal**

10.01 Clerk T Smith suggested the community consultation should be done by talking to Chatty Café workers, posting on social media and potentially an open evening. Clerk T Smith suggested that it the council should state that the budget would be partially spent on maintaining current infrastructure and to ask the community if there were any suggestions for further spending.

10.02 Discussions as to whether there should be a newsletter to show what the council has done for the community. Cllr J Sayner stated it would be around £46 per 1000 houses.

10.03 Cllr J McVann suggested there be an open evening. Seconded by Cllr J Sayner. Unanimous vote. Abstained by Cllr I Handley, Cllr S Yeardley and Cllr D Sayner due to absence.

**11.00 Buildings Safety, Security and Repairs**

11.01 Cllr J Bradwell suggested the council uses a tree surgeon he knows for a quote.

11.02 Discussions in relation to the purpose of an intruder alarm, including thumb turn locks which would be an additional £175 and an audible alarm which would be an additional £360.

11.03 Discussions as whether there should be an investigation into the boiler to test its drinkability and safety due to the lack of drinking water available aside from the boiler. It was suggested there should be a cooler or small bottles of water should be bought.

11.04 Clerk T Smith stated the building report is to be moved to the agenda for December.

**12.00 Cenotaph Gate Keeper**

12.01 It was stated that £2000 per annum is spent on the wages of the cenotaph gate keeper, at a rate of £5.46 per day. It was stated the worker opens and closes the gate every day.

12.02 Cllr C Makin suggests the cenotaph gate keeper is not made redundant. Seconded by Cllr J Bradwell. Unanimous vote; abstained by Cllr J Sayner and Cllr D Sayner.

**13.00 Appointment of Auditor 2025/26 and New Protocol - verbal**

13.01 Cllr J Bradwell proposed the council take the clerk's recommendation. Seconded by Cllr J Moore. Unanimous vote; abstained by Chair D Hardwick.

**14.00 To consider applications for planning permission - none**

14.01 None

**15.00 Chairman's Report to the Parish Council**

15.01 Commendations were given to Cllr S Yeardley in regard to the traffic aid on Remembrance Sunday.

15.02 Chair D Hardwick stated that if there were any ideas on the spending of the CILS fund in regard to infrastructure then these should be forwarded to himself and Clerk T Smith

15.03 Cllr D Sayner proposed the council wait to make any decisions on the spending of the CILS fund until the new year. Seconded by Cllr J Moore. 7 votes for and 1 vote against. Majority vote.

15.04 Discussion in relation to the boiler replacement and the AC unit, which would save £3700 over a period of 10 years.

15.05 Discussion in relation to the purchase of a watch for Malcolm Brown and as to whether it was accepted. It was agreed Clerk T Smith would look through previous minutes in this regard.

**16.00 Clerk's Report to the Parish Council**

16.01 Discussion on the current lack of an employment contract for Clerk T Smith. It was stated that the council would need to look through the contract first. Cllr J McVann stated she would redact anything necessary and then the contract would be shared with all councillors.

**17.00 Scrutiny Sub-Committee - see above**

17.01 -

**18.00 Items of Confidentiality not for publication**

18.01 -

**19.00 Matters of Information and Report from Councillors Present**

19.01 -

**20.00 Date and Time of Next Meeting**

20.01 -

The meeting concluded at 21.46pm.

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

_____ Date: _____

