BRAMLEY PARISH COUNCIL ANNUAL GENERAL MEETING – Record of Discussion
20 May 2025
Parish Hall, Cross Street, Bramley, S66 2SA

Meeting commenced at 18.58pm

Chair C Makin opened the meeting.

01.00 To appoint a Chairman for the Council year 2025/26 and to receive the Chairman's *Declaration of Acceptance of Office*

01.01 Clerk T Smith asked if there were any further nominations for the Chairman. Cllr S Yeardley and Cllr J Bradwell nominated Chair C Makin. The nominations count was 4 nominations for Chair C Makin and 1 nomination for Cllr J Bradwell. Unanimous vote for Presiding Chair C Makin to be Chairman for the Council year 2025/26.

02.00 To appoint a Vice Chairman for the Council year 2025/26 and to receive the Chairman's *Declaration of Acceptance of Office*

02.01 Clerk T Smith asked if the Council if they wanted to elect a Vice Chair. It is not a legal requirement for a Parish Council to have a Vice Chair.

02.02 Cllr J Sayner stated that a Vice Chair would provide an additional staff point of contact and may lessen the load on the Chairman. Cllr J Sayner also stated it would streamline the meetings as it would save time voting on a Chairman when the Chairman was absent.

02.03 Cllr J Bradwell proposed that the Council does not have a Vice Chairman. Cllr J McVann seconded. 5 votes in favour. Cllr G Yeardley abstained.

02.04 Cllr J Sayner counter proposed that the Council has a Vice Chairman. Cllr D Sayner seconded. 3 votes in favour. Cllr G Yeardley abstained.

02.05 It was agreed that the Council would not have a Vice Chairman.

03.00 To receive and accept apologies for absence:

03.01 Apologies:

Cllr Barry Foster

C.M

03.02 Present:

Chair Carol Makin
Cllr Jasmine Sayner
Cllr David Jackson

Cllr Jim Moore
Cllr Stephen Yeardley
Cllr David Sayner
Cllr Jean McVann
Cllr Gill Yeardley
Cllr Lee McVann
Cllr John Bradwell

03.03 Staff present and Guests:

Clerk T Smith
Lucy Prosser (Record of Discussion)
Sandra Platt

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

04.01 None.

05.00 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

05.01 Clerk T Smith stated that members of the press and public are to be excluded from any discussion on Item 16.

06.00 To authorise the Chairperson to sign the minutes of the Ordinary Parish Council Meeting held on Tuesday 23rd May 2024.

06.01 Cllr D Sayner stated that on item 12.01, it should be the minutes of the '2024 General Meeting' rather than the '2023 General Meeting'.

06.02 Cllr J McVann proposed the minutes of the 23 May 2024 Ordinary Parish Council Meeting to be a true and accurate record thereof. Cllr J Bradwell seconded. Unanimous vote. Cllr G Yeardley and Cllr S Yeardley abstained.

07.00 To consider the LGA Code of Conduct and agree adoption or further action if necessary (attached)

07.01 Cllr D Sayner proposed the LGA Code of Conduct is accepted and adopted by Bramley Parish Council. Cllr J McVann seconded. Unanimous vote.

CM

08.00 To agree the updated Standing Orders for 25/26

08.01 Cllr J Sayner stated that the extension of only 30 minutes may be limiting for the Council, especially if discussing the last item on an agenda would push the council beyond the 30 minutes. It was stated that it could lead to the Bramley Village Trust Meetings becoming neglected. Cllr J McVann stated that this could be helped with improved time management by shortening repetitive discussions during the meetings. Cllr J Sayner suggested that the Council could start the meeting early. Cllr J McVann stated that with more Councillors working, it may not be possible. Cllr G Yeardley stated that the Council should avoid bringing up topics that have been previously discussed in the meeting at a later point in the meeting to help reduce repetitive discussions. Cllr J McVann suggested that the last 15 minutes of any 30-minute extension could be dedicated to BVT. Cllr J Sayner stated that as the BVT has a separate meeting, then it could go beyond the 30-minute extension.

08.02 Cllr L McVann proposed that the phrasing of the 30-minute extension remains the same. Cllr J Bradwell seconded. Cllr D Jackson abstained. Majority vote.

08.03 Cllr J Sayner stated that, in her experience, committees had always been permitted to appoint their own chairs. Clerk T Smith stated she would amend 4.d.vii. to allow committees to appoint their own chair.

08.04 Cllr J Sayner stated that standing order 7.a should be amended to state that the specialist advice must be written, to avoid issues of accountability.

08.05 Cllr J Sayner stated that the Clerk should be entrusted to make decisions as to whether to grant dispensations, in reference to standing order 13.e.

08.06 Clerk T Smith stated that on standing order 13.g, the phrase 'sub-committee' should be removed.

08.07 Cllr D Sayner asked if the Council has a minute book. The Clerk stated that so long as the minutes are organised within a folder, this classifies as a minute book, so the Council is not in breach of this. Cllr J Sayner confirmed this.

08.08 Cllr J Sayner proposed the Standing Orders are accepted with the proposed changes. Cllr L McVann seconded. Unanimous vote.

09.00 To agree the updates Financial Regulations for 25/26

09.01 Cllr J Bradwell asked if approving grant commitments in excess of £15,000 with the Council would slow the Clerk and Council down. Clerk T Smith stated that with larger grants, the Council would be under more scrutiny so it should be approved by the Council. Cllr J Sayner stated that item 1.7 should be amended to not remove the phrasing of 'grant or single commitment'.

09.02 Cllr D Sayner stated that a 2-year forecast would create a large amount of additional work, and may not be as accurate as the Council may hope for the hours of work it would require. Cllr D Sayner asked if the creation of 2-year forecasts would include committees. Clerk T Smith stated that it would.

CM

09.03 Cllr D Sayner asked what the previous contract figure had been in reference to item 5.6. Clerk T Smith stated that she believed it to have been around £50,000; however, did not have the information in front of her at the time.

09.04 Clerk T Smith stated that item 10.1 was increased from £100 to £200.

09.05 Cllr J McVann proposed the Financial Regulations for 25/26 are accepted and adopted by the Council. Cllr J Sayner seconded. Unanimous vote.

10.00 To agree the review of the Committees to be:

- **General Purpose Committee (Cemetery, Allotments, Landscaping)**
- **Events and Recreation Committee (Events, Play Areas)**
- **Finance and Staffing Committee**
- **Scrutiny Committee**

10.01 Clerk T Smith stated that draft terms of reference had been made, which would provide committees with more power. Cllr J Sayner stated that allowing non-Councillors on committees would make them advisory committees; however, they would still be permitted the same powers and terms of reference.

10.02 Cllr D Sayner stated that if the divisions of the committees were deemed to be unsuitable, then they could be reviewed and changed at a later date.

10.03 Cllr D Sayner suggested that the Council should take cautions with budgets and financial powers, as otherwise it may result that the committee have spent the budget within 6 months, as there is no point of reference for budgeting for the new committee divisions.

10.04 Cllr J Sayner stated that as the committees are new, then they should be reviewed financially at the end of the year - especially as the budgets for the financial year have already been set.

10.05 Clerk T Smith suggested that the committees should not have powers until a review is done. Clerk T Smith asked if the Council agreed that the committees have an Ex-officio of the Council's Chairman. It was agreed that the Ex-officio statement should be removed; however, the Chairman would still be invited to meetings.

10.06 Cllr D Sayner suggested that committees may only need 5 members, with the Scrutiny Committee only needing 3. He also stated that the committees should not have powers until a later review. Cllr J Bradwell stated that this should be reduced to 4 members as some committees struggle with numbers.

10.07 Clerk T Smith stated that any Councillor not at the meeting could still be appointed a member of a Committee, following consultation with them individually.

10.08 Cllr G Yeardley stated that the committee meetings shouldn't be held when working Council members cannot attend and should rather be held in the evenings around 6.30pm. Cllr J Sayner

C M

stated that the public should be made aware of dates and times of meetings so that they can be open to the public. Clerk T Smith stated that there should be a schedule for when meetings are held for all committees.

11.00 To appoint a Chairperson for the General Purpose Committee for 2025/26 in line with Standing Orders 4d iv and appoint committee members.

11.01 Chair C Makin stated that the Council would not appoint a Chairperson during a Full Council Meeting; however, volunteers for each committee would be discussed.

11.02 Clerk T Smith asked who would volunteer for the General Purpose Committee.

- Cllr J Sayner
- Cllr L McVann
- Cllr G Yeardley
- Cllr S Yeardley
- Cllr D Sayner

12.00 To appoint a Chairperson for the Events and Recreation Advisory Committee for 2025/26 in line with Standing Orders 4d iv and appoint committee members.

12.01 Clerk T Smith asked who would volunteer for the Events and Recreation Committee.

- Chair C Makin
- Cllr D Jackson
- Cllr J Moore
- Cllr J McVann

13.00 To appoint a Chairperson for the Finance and Staffing Committee for 2025/26 in line with Standing Orders 4d iv and appoint committee members.

13.01 Clerk T Smith asked who would volunteer for the Finance and Staffing Committee.

- Cllr J Bradwell
- Cllr D Sayner
- Cllr J McVann
- Cllr G Yeardley

14.00 To appoint a Chairperson for the Scrutiny Committee for 2025/26 in line with Standing Orders 4d iv and appoint committee members.

14.01 Clerk T Smith asked who would volunteer for the Scrutiny Committee.

- Cllr J Sayner
- Cllr D Sayner
- Cllr J Moore

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14.02 Cllr G Yeardley proposed the committee members, as stated above, be accepted for all committees. Cllr J Bradwell seconded. Unanimous vote.

14.03 Cllr J Sayner proposed that terms of references are discussed in the first committee meeting and then bring this back to the Full Council Meeting.

15.00 To agree the meeting schedule for the Ordinary and Committee Meetings 2025/26 (attached)

15.01 Cllr D Sayner stated that the Finance and Staffing Committee must meet every quarter. Clerk T Smith stated any additional meetings should be scheduled, to allow them to be made open to the public. Cllr J Bradwell asked if he would still be deciding the date of the next Finance and Staffing Committee meeting as the Presiding Chair of the Finance Committee. Clerk T Smith stated that he would.

15.02 Cllr J Moore stated that committees such as the Events Advisory Committee should make proposals which are then voted on in Full Council meetings, to allow the Full Council to be more aware of the discussions and decisions within committees. Cllr J Sayner stated that the drafted terms of reference include having the minutes of each committee meeting ratified by the Full Council.

16.00 To appoint a contractor for repairs to Bill Chafer Youth and Community Centre

16.01 Cllr L McVann stated that his preferred quote remained the original quote from Aquaroof, from Taylor Tuxford Associates, which was advised by Rhys Taylor, who was impartial in the recommendation.

16.02 It was agreed that the additional quotes were overly brief in their explanations of the work that would be completed, and it was agreed that the roof did not need completely replacing as per the previous discussion with Rhys Taylor.

16.03 Cllr D Sayner proposed that the Council follow through with the Aquaroof quote, with black fascia boards. Cllr J Bradwell seconded. Unanimous vote.

17.00 Review inventory of land and assets

17.01 Cllr J Sayner proposed the inventory of land and assets, as submitted to the meeting, is accepted. Cllr L McVann seconded. Unanimous vote.

18.00 Review Insurance cover

18.01 Cllr D Sayner proposed the Review Insurance cover, as submitted to the meeting, is accepted. Cllr J Bradwell seconded. Unanimous vote.

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19.00 Regular Contractors List

19.01 Cllr D Sayner proposed the Regular Contractors List, as submitted to the meeting, is accepted. Cllr J Bradwell seconded. Unanimous vote.

20.00 Direct Debits

20.01 Cllr J McVann proposed the Direct Debits, as submitted to the meeting, are accepted. Cllr J Bradwell seconded. Unanimous vote.

21.00 Whitestone Planning Letter

21.01 Cllr G Yeardley asked how far the planning permission was proposed to go up to. It was stated that it would be on Wood Lane.

21.02 Cllr J Bradwell proposed that the Council strongly object to the Whitestone planning permission. Cllr L McVann seconded. Majority vote.

21.03 Cllr L McVann stated that not enough of the community were aware of the plans for the solar farm.

22.00 To confirm the date of the next Ordinary Parish Council meeting of 10th June 2025 at 7.00pm.

22.01 It was stated that the next Bramley Parish Council meeting is to be held on 10 June 2025 at 7.00pm.

The meeting concluded at 20.31pm.

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

C. Makin. Date: 24/6/25