BRAMLEY PARISH COUNCIL MEETING – Minutes
10 March 2026
Parish Hall, Cross Street, Bramley, S66 2SA

Meeting commenced at 19.00.

Chair C Makin 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:

Cllr John Bradwell
Cllr Gill Yeardley
Cllr Stephen Yeardley

02.02 Present:

Chair Carol Makin
Cllr Lee McVann
Cllr Jean McVann
Cllr Sandra Platt
Cllr David Sayner
Cllr Jasmine Sayner
Cllr Barry Foster
Cllr David Jackson
Cllr Jim Moore

02.03 Staff present and Guests:

Clerk T Smith
Lucy Prosser (Record of Discussion)

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

03.01 None.

C.M

04.00 To consider Record of Discussion and Minutes of the previous Parish Council Meeting 10 February 2026

Record of Discussion and Minutes of the meeting

04.01 Cllr L McVann proposed the Record of Discussion and Minutes of the 10 February 2026 meeting to be a true and accurate record thereof, subject to the proposed amendments on items 04.03, 06.05, 08.04, 08.05 and 19.02. Cllr J Sayner seconded. Unanimous vote abstained by Cllr D Jackson and Cllr B Foster.

Register of Actions from the Minutes

04.11 Clerk T Smith went over the register of actions. There was no following discussion.

05.00 Items of confidentiality not for publication

05.01 None.

06.00 Parish Council Finances

Financial report to Bramley Parish Council 10th March 2026

From statements as 28/02/2026		
Current Account 1 Unity Bank	2******0	£ 81,110.06
Current Account 2 Unity Bank Reserve	2******3	£ 36,403.28
Bank total as at statement date		**£ 117,513.34**

Community Infrastructure Levy

From statement as at 28/02/2026		
Instant Access Unity Bank	2******6	£ 288,812.50

Bramley Parish Council Transactions

Parish Council:
Purchases made -
Date From: 01/02/2026 Date To 28/02/2026
**** Please note if no Department shown the item referred to is used in or by all areas of the Parish ****

KEY: BP = Bank Payment DD = Direct Debit CHQ = Cheque TRANS = Transfer CHRG = Charges

Closing Balance as at 31/01/2026 £ 94,983.04

No	Payment Type / Cheque No	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	DD	02/02/2026	Starboard Systems – Scribe	All Sites	1010	188.40	94,794.64
2	300097 CHQ	03/02/2026	Mr U – Jubilee Tree refund £100.00	Flash Lane	992	100.00	94,694.64
3	DD	06/02/2026	NEST – Pension Contributions (Jan 26)	All Sites	1026	254.52	94,440.12
4	BACS	06/02/2026	Bothams – Vertidrain	Flash Lane	1002	1170.00	93,270.12
5	BACS	06/02/2026	YLCA – Continuity Planning	All Sites	1003	27.40	93,242.72
6	BACS	06/02/2026	Wright Brothers – Boiler Fault YC	Youth Club	1004	5735.70	87,507.02

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			Boiler Repair – PH	Parish Hall			
7	BACS	06/02/2026	MJRCC – Installation FTTP & Router	Parish Hall	1005	858.00	86,649.02
8	BACS	06/02/2026	Next Level Cleans – W/c 26.01.26	Parish Hall	1006	100.00	86,549.02
9	BACS	06/02/2026	R Ogle – Wages 119649	All Sites	1007	48.00	86,501.02
10	BACS	10/02/2026	Wages – Village	Village	1008	1379.77	85,121.25
11	BACS	10/02/2026	Wages – Youth Club	Youth Club	1008	4995.51	80,125.74
12	DD	13/02/2026	NEST – Pension Contributions (Feb 26)	All Sites	1025	254.52	79,871.22
13	DD	16/02/2026	SAGE- Accounts software	All Sites	1011	181.32	79,689.90
14	DD	16/02/2026	YPO – Vac & Cleaning Materials	Parish Hall Chatty Café	994 1009	313.83	79,376.07
15	DD	16/02/2026	Lloyds Bank - C003 Credit Card	All Sites	1001	120.44	79,255.63
16	DD	16/02/2026	Lloyds Bank – FO009 Credit Card	All Sites	1001	162.14	79,093.49
17	DD	20/02/2026	Wirehouse – H & S support	All Sites	1021	120.00	78,973.49
18	DD	24/02/2026	Business Stream – 07.11.25 – 06.02.26 Wadsworth	Allotments	1024	21.38	78,952.11
19	BACS	13/02/2026	Wood Farms – Hedge Trimming	Cemetery	1012	300.00	78,652.11
20	BACS	13/02/2026	HD – Cakes 09.12.25 – 03.02.26	Chatty Café	1013	42.00	78,610.11
21	BACS	13/02/2026	MJRCC – 18695 Wire points	Youth Club	1014	1080.00	77,530.11
22	BACS	13/02/2026	MJRCC – 18608 WiFi & Broadband	Youth Club Parish Hall	1015	131.65	77,398.46
23	BACS	13/02/2026	Next Level Cleans – 03.02.26 & 06.02.26	Parish Hall	1016	100.00	77,298.46
24	BACS	13/02/2026	Viking – 2 x Acers laptops	All Sites	1017	1605.60	75,692.86
25	BACS	13/02/2026	RSB Jones – Bins 10.02.26 Tree Planting	Flash Lane Jubilee Walk	1018	220.00	75,472.86
	CHRG	28/02/2025	Services Charge	All Sites	1020	13.80	75,459.06

Total Expenditure £ 19523.98

Net Balance after purchases deducted £ 75,459.06

Cheques not yet cashed.

None.

Parish Council:
Receipts In –

Date From: 01/02/2026 Date To 28/02/2026

KEY: BACS = Bankers Automated Clearing System PIB = Paying in Book TRANS = Bank Transfer INT = Interest

Net Balance after payment deducted £ 79,667.93

No	Payment Type / Cheque Number	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	PIB000180	02/02/2026	Clarksons Memorials – Charnock & Gooland	Cemetery		280.00	75,739.06
2	BACS	06/02/2026	RMBC – Heritage Producer inv 1315	All Sites	-	2000.00	77,739.06
3	BACS	12/02/2026	Keen – Invoice 1333 Burial	Cemetery	94	950.00	78,689.06
4	BACS	16/02/2026	The Football Found- Grant Payment	Flash Lane	95	2240.00	80,929.06
5	BACS	25/02/2026	MD – W12	Allotments	97	23.00	80,952.06
6	BACS	25/02/2026	SK – G4a	Allotments	96	23.00	80,975.06
7	PIB000181	/02/2026	Clarkson Memorials – Bown	Cemetery		135.00	81,110.06

Total Income £ 5,651.00
Closing Balance £ 81,110.06

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Community Infrastructure Levy Transactions

Parish Council:
CIL Purchases made -
Date From: 01/02/2026 Date To 28/02/2026
**** Please note both reserve and CILS funds are currently located in this account to achieve the highest rate of interest. ****

KEY: TRANS = Transfer CHRG = Charges

Closing Balance as at 31/01/2026 £ 288,812.50

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

Total Expenditure £ 0.00
Net Balance after purchases deducted £ 288,812.50

Parish Council:
CIL Receipts In –

Date From: 01/02/2026 Date To 28/02/2026

KEY: BACS = Bankers Automated Clearing System PIB = Paying in Book TRANS = Bank Transfer INT = Interest

Net Balance after payment deducted £ 288,812.50

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

Total Income £ 0.00
Closing Balance £ 288,812.50

Reserve Account

Parish Council:
Reserve Purchases made -
Date From: 01/02/2026 Date To 28/02/2026
**** Please note some reserve funds are currently located in the CILS account to achieve the highest rate of interest. ****

KEY: TRANS = Transfer CHRG = Charges

Closing Balance as at 31/01/2026 £ 36,409.28

No	Payment Type / Cheque	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	CHRG	28/02/2026	Service Charge	All Sites	1019	6.00	36403.28

Total Expenditure £ 6.00
Net Balance after purchases deducted £ 36,403.28

Parish Council:
Reserve Receipts In –

Date From: 01/02/2026 Date To 28/02/2026
**** 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 £ 36,403.28

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

Total Income £ 0.00
Closing Balance £ 36,403.28

06.01 Cllr L McVann proposed that the Council accept the financial position of the Council as of 28th February 2026. Cllr B Foster seconded. Unanimous. Abstained by Cllr J Sayner.

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07.00 CILs Reconciliation and Earmarked Reserves

CILS Income 2025/6

Date	Item	Spend by	Amount
20/08/2025	CILS Income		£0.00
		Total	**£0.00**

CILS Spending Report - Financial Year 25/26

25/26 Date	Financial Year Item	Claimed Under	Amount	VAT	Nett	Minute
31/05/2025	Fire Door Replacement Youth Club	Community Infrastructure	£720.00	0	£720.00	
31/05/2025	Toilet lock repair Parish Hall	Community Infrastructure	£100.00	0	£100.00	
31/05/2025	Gutter Repair & Flag pole Youth Club	Community Infrastructure	£175.00	0	£175.00	
30/06/2025	Concrete Cemetery Drive	Community Infrastructure	£400.00	0	£400.00	
30/06/2025	Concrete Cemetery Drive Preporation	Community Infrastructure	£350.00	0	£350.00	
28/07/2025	Holiday Club Equipment	Social Infrastructure	£384.92	0	£384.92	
		Total	**£2,129.92**		**£2,129.92**	
	Presented to meeting 14th October 2025					**8.01 - Oct 25**
27/08/2025	Christmas Illuminations inc Electrical \	Community Infrastructure	£20,051.18		£20,051.18	
13/08/2025	Electrical Works at Bill Chafer	Community Infrastructure	£520.00		£520.00	
21/11/2025	Pumbing work Parish Hall	Community Infrastructure	£454.97		£454.97	
12/12/2025	Noticeboard at Poppy Fields	Community Infrastructure	£775.94		£775.94	
12/12/2025	Public Wifi	Community Infrastructure	£1,409.76		£1,409.76	
23/01/2026	Jubilee Trees	Social Infrastructure	£1,338.00		£1,338.00	
06/02/2026	Plumbing and Heating at Parish Hall	Community Infrastructure	£5,735.70		£5,735.70	
	Presented to meeting March 2026		**£30,285.55**	**£0.00**	**£30,285.55**	

Retrospectivley Claimed Items

24/25 Date	Financial Year Item	Claimed Under	Amount	VAT	Nett	
15/01/2025	Fire Door Replacement Parish Hall	Community Infrastructure	£3,030.00	606	3636	
17/02/2025	Cremation Plot Plith preporation	Community Infrastructure	£1,660.00	0	1660	
03/03/2025	Cremation Plot Pliths	Community Infrastructure	£1,340.00	0	1340	
	Presented to meeting March 2026	**Total**	**£6,030.00**	**£606.00**	**£6,636.00**	

Earmarked CILS Funds for 25/56

Account	Details	Amount	Spent	Remaining	
CILS	Capital Project Changing Rooms	£12,000.00	£0.00	£12,000.00	CFWD
CILS	Capital Project Parish Hall	£7,500.00	£3,130.00	£4,370.00	
CILS	Capital Project Youth Club	£7,500.00	£895.00	£6,605.00	CFWD
CILS	Community Consultation	£25,000.00		£25,000.00	
	Total	**£52,000.00**	**£4,025.00**	**£47,975.00**	

Earmarked CILS Funds for 26/27

CILS	Capital Project Changing Rooms	£12,000.00	£0.00	£12,000.00	
CILS	Capital Project Youth Club	£80,000.00	£0.00	£80,000.00	
CILS	Capital Project Parish Hall	£7,500.00	£0.00	£7,500.00	
CILS	Light Up Bramley	£15,000.00	£0.00	£15,000.00	
		£114,500.00	**£0.00**	**£114,500.00**	

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07.01 Cllr D Sayner proposed that the Council accept the Clerk's suggestion of earmarking £114,500 as CILs funds for 2026/27, with the amendment of including the playground within the budgeting. Cllr B Foster seconded. Unanimous vote.

08.00 Bad Debt Write Offs

08.01 Cllr D Sayner proposed that the Council write off £895.00 of bad debts. Cllr J Moore seconded. Unanimous vote.

09.00 Asset Register Write Offs

09.01 Cllr D Sayner proposed that the Council dispose of the items listed and remove them from the asset register in the financial year 2025/26. Seconded by Cllr L McVann. Unanimous vote.

10.00 Data Audit

10.01 Cllr J Sayner proposed that the GDPR is audit accepted by the Council. Cllr J McVann seconded. Unanimous, abstained by Cllr B Foster.

11.00 Policies for Approval

11.01 Cllr J McVann proposed that the Council accept GDPR policy as submitted to the meeting. Cllr J Sayner seconded. Unanimous vote.

11.02 Cllr L McVann proposed that Councillors return any written documents to the Clerk at the end of the meeting, to be appropriately disposed of by the office. Cllr J Sayner seconded. Unanimous vote.

11.03 Cllr L McVann proposed that the Council accept the Information Technology Policy, subject to the amendment of the highlighted section about work phones to reflect the discussion. Seconded by Cllr J Sayner. Unanimous vote.

11.04 Cllr J McVann proposed the Council accept the Freedom of Information Policy, subject to the amendment on timeframes within which responses must be made. Seconded by Cllr J Sayner. Unanimous vote.

11.05 Cllr D Sayner proposed the Council accept the Subject Access Request Policy with the given amendments. Cllr J McVann seconded.

11.06 Cllr L McVann and Cllr B Foster volunteered themselves, for the roles within the Internal Controls Policy, with further nominations to be discussed.

11.07 Cllr J McVann proposed the Council accept the Internal Controls Policy as submitted to the meeting. Seconded by Cllr S Platt. Unanimous vote.

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11.08 Cllr J Sayner proposed the Council accept the Records Management Policy as submitted to the meeting. Seconded by Cllr J McVann. Unanimous vote.

11.09 Cllr L McVann proposed the Council accept the General Privacy Notice as submitted to the meeting. Seconded by Cllr L McVann. Unanimous vote.

11.10 Cllr B Foster proposed the Council accept Privacy Notice for Staff, Councillors and Role Holders as submitted to the meeting. Seconded by Cllr J McVann. Unanimous vote.

11.11 Cllr D Sayner proposed the Council accept the website accessibility statement for BPC as submitted to the meeting. Seconded by Cllr J McVann. Unanimous vote.

11.12 Cllr J McVann proposed the Council accept the Policy of the Scheme of Delegation S101, with amendments to spelling. Seconded by Cllr J Moore. Unanimous vote.

12.00 Schedule of Committee Meetings

12.01 Cllr L McVann proposed that the Council accept the schedule of committee meetings, subject to the changes to the Events Committee meetings. Seconded by Cllr J Sayner. Unanimous vote.

13.00 Dispensation Policy and Conflicts of Interest

13.01 Cllr L McVann proposed that this item is deferred to the April meeting. Cllr J McVann seconded. Unanimous vote.

14.00 Chair's Report to the Parish Council

None

15.00 Clerk's Report to the Parish Council

None

16.00 Committee Updates

General Purposes: Allotments, Cemetery, Landscaping

16.01 It was stated 2 Councillors had not attended the meeting, so no discussion could take place.

Event and Recreation

16.02 Cllr L McVann, Cllr S Platt and Cllr B Foster stated their commitment to volunteer at the Easter hunt. Cllr D Sayner stated that he would be able to commit until 1pm. Cllr J McVann stated that assistance was required for outdoor stalls and for the serving of refreshments. It was stated that

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there would be no other people present in the building on the Saturday of the Easter hunt, so volunteers could arrive from 10:30am.

Finance and Staffing

16.03 No meeting.

Scrutiny

16.04 It was stated there was no further discussion to be had.

17.00 Communications Received

17.01 Cllr L McVann proposed that the Council agree to store 1 table for the Brownies group. Cllr J McVann seconded. Unanimous vote. Abstained by Cllr D Sayner.

18.00 To Consider Applications for Planning Permission

18.01 None.

Chair C Makin requested an extension to the meeting at 9.00pm.

19.00 Matters of Information and Report from Councillors Present

None

20.00 Date and Time of Next Meeting

20.01 It was stated that the next Bramley Parish Council meeting is to be held on Tuesday 14th April 2026 at 7pm.

The meeting concluded at 21.11pm.

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

C. Makin. Date: 14/4/26