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

Meeting commenced at 19.00pm.

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 Barry Foster

02.02 Present:

Chair Carol Makin
Cllr Lee McVann
Cllr Jean McVann – left early
Cllr Sandra Platt
Cllr David Sayner
Cllr Jasmine Sayner
Cllr Gill Yeardley
Cllr Stephen Yeardley
Cllr David Jackson
Cllr Jim Moore
Cllr John Bradwell

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03.01 Cllr J Sayner stated that she may have conflict of interest in item 05.00 Items for Confidentiality not for publication, when discussing Christmas closures, due to her relation to Teresa Sayner.

C.M

04.00 Minutes of the Previous Meeting 14th July 2026

04.01 Cllr J Sayner proposed the minutes of the 14th July 2026 Bramley Parish Council Meeting to be a true and accurate record thereof, subject to the proposed amendment. Cllr S Yeardley seconded. Unanimous vote.

04.08 Cllr J Sayner stated that she believed that Councillor training would be very important, especially regarding the frequency of changes. Cllr S Platt expressed interest.

04.09 A vote of interest in Councillor training was taken, and there was a unanimous vote expressing interest. It was agreed that a Tuesday evening would likely be the most suitable time.

05.00 Items of confidentiality not for publication

05.01 Cllr L McVann proposed that the Clerk is moved up the next increment according to her contract due to her appraisal performance. Cllr J Sayner seconded. Unanimous vote.

05.02 The Council expressed gratitude to the Clerk for the work that she has done this past year.

05.03 Cllr D Sayner proposed that the potential implicated cost of TOIL is monitored over the next 3 months, so that a decision can be made as to whether to accept the TOIL policy, and then to bring the policy back to the Council. Cllr L McVann seconded. Unanimous vote.

05.04 Cllr D Sayner proposed the Council accept the recommendation of recruiting a Trainee Deputy Clerk on 30hrs pw. Cllr D Jackson seconded. Unanimous vote. Abstained by Cllr S Yeardley.

05.05 Cllr D Jackson proposed that the Council accept the recommended option 4, in which staff are given 2 concessionary days and required to take 2 days of annual leave, finishing on the 23rd December and returning on the 4th January. This is based on a full time equivalent and would need to reflect individuals working patterns/hours. Cllr S Platt seconded. Unanimous vote, abstained by Cllr J Sayner, Cllr G Yeardley and Cllr D Sayner.

05.06 Cllr J Bradwell proposed the Council pay RH for the evidenced 21.75hrs through payroll, at the hourly rate of the time of £11.44, summing to £248.82. Seconded by Cllr D Jackson. 6 votes in favour, 2 votes against, 1 abstained. Majority vote.

06.00 Parish Council Finances as of 31/08/2026

Financial report to Bramley Parish Council 8th September 2026

From statements as 31/08/2026		
Current Account 1 Unity Bank	2******0	£ 107,053.12
Current Account 2 Unity Bank Reserve	2******3	£ 36,361.28
Bank total as at statement date		**£ 143,414.40**

Community Infrastructure Levy
From statement as at 31/08/2026

C.M

Instant Access Unity Bank 2******6 £ 373,392.26

Bramley Parish Council Transactions

Parish Council:
Purchases made - Date From: 01/07/2026 Date To 31/08/2026
** 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 30/06/2026 £ 129,010.55

No	Payment Type/Cheque No	Payment Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	DD	01/07/2026	Scribe – Management Software	All Sites	1158	188.40	128,822.15
2	BACS	03/07/2026	RMBC – Grange Rent	Allotments	1151	31.25	128,790.90
3	BACS	03/07/2026	Next Level Cleans – 01.06 – 22.06.26 Holiday Cover 22.06.26	Parish Hall Youth Club	1153	500.00	128,290.90
4	BACS	03/07/2026	RSB – Grass 24.06.26 & 25.06.25 Grave E270 Grass 16.06.26 Grass 26.06.26 Grass 26.06.26	Cemetery Youth Club Church Lane Parish Hall	1154	800.00	127,490.90
5	BACS	03/07/2026	Liners, Bags & Sacks – Bin Bags	All Sites	1152	182.48	127,308.42
6	BACS	10/07/2026	MJRCC – Broadband & Telephone July 26	Youth Club	1161	147.37	127,161.05
7	BACS	10/07/2026	Bothams – Grass x2 June 26	Flash Lane	1160	336.00	126,825.05
8	BACS	10/07/2026	FO009 – Pait Brushes, voucher & mileage	All sites	1150	187.19	126,637.86
9	BACS	10/07/2026	FO009 – Petty Cash & Banking Mileage	All Sites	1148	105.39	126,532.47
10	BACS	10/07/2026	BVT – Waste Recharge June 26	Cemetery	1159	96.50	126,435.97
11	DD	14/07/2026	NEST - Pension Contributions	All Sites	1167	254.52	126,181.45
12	BACS	14/07/2026	Wages – Village	Village	1164	1811.69	124,369.76
13	BACS	14/07/2026	Wages – BPC	Youth Club	1164	5638.72	118,731.04
14	DD	15/07/2026	YPO – Cleaning Material	Parish Hall Youth Club	1168	152.75	118,578.29
15	BACS	15/07/2026	PMF Products Ltd – Goal Post Contribution	Flash Lane	1166	2347.50	116,230.79
16	DD	16/07/2026	Sage – Accounting Software	All Sites	1161	166.80	116,063.99
17	DD	16/07/2026	C003 - Lloyds Credit Card	All Sites	1169	70.21	115,993.78
18	DD	16/07/2026	FO009 – Lloyds Credit Card	All Sites	1170	182.56	115,811.22
19	BACS	17/07/2026	R Ogles – wages 15th July 2026	All Sites	1165	60.00	115,751.22
20	DD	20/07/2026	Wirehouse – Health & Safety Advise	All Sites	1171	120.00	115,631.22
21	DD	23/07/2026	HMRC – PAYE	All Sites	1177	1807.60	113,823.62
22	BACS	24/07/2026	HD – Scones 17.06.26 – 21.07.26	Chatty Cafe	1173	42.00	113,781.62
23	BACS	24/07/2026	L Prosser – Minutes	All Sites	1172	33.00	113,748.62
24	BACS	28/07/2026	RBS – Goal Posts Removal Holiday Cover 09.07.26 Bins Grass 02.07.26 Across 3 sites	Flash Lane Youth Club Parish Hall Church Lane	1176	320.00	113,428.62
25	BACS	31/07/2026	Next Level Cleans – 29.06.26 – 20.07.26	Parish Hall	1174	400.00	113,028.62
26	BACS	31/07/2026	Hatfield Pest Control – July 26	Allotments Parish Hall	1175	150.00	112,878.62

C.M

				Youth Club			
27	CHRG	31/07/2026	Service Charge	All Sites	1169	12.10	112,866.52
28	DD	01/07/2026	Scribe – Management Software	All Sites	1187	188.40	112,678.12
29	BACS	07/08/2026	YLCA – AI Training	All Sites	1177	40.00	112,638.12
30	BACS	07/08/2026	BVT – Cemetery Waste	Cemetery	1176	96.50	112,541.62
31	DD	10/07/2026	Aquacool – Water June 2026	Youth Cub	1162/42	35.95	112,505.67
32	BACS	11/08/2026	Wages – Village	Village	1182	1456.76	111,048.91
33	BACS	11/08/2026	Wages – Youth Club	Youth Club	1182	5903.66	105,145.25
34	BACS	14/08/2026	Igloo Signs – Jubilee Walk Sign	Jubilee Walk	1178	1166.40	103,978.85
35	BACS	14/08/2026	Wickersley PC – Plants Winthrop	Cemetery Play Area	1180	215.00	103,763.85
36	BACS	14/08/2026	MJRCC – Broadband & Telephone Aug 26	All Sites	1179	148.57	103,615.28
37	BACS	14/08/2026	FO009- Chains & Locks reimbursement	All Sites	1189	69.08	103,546.20
38	DD	17/08/2026	Sage – Accounting Software	All Sites	1161	166.80	103,379.40
39	DD	17/08/2026	YPO – Multu Surface Cleaner	Youth Club	1191	27.58	103,351.82
40	DD	17/08/2026	C003 – Lloyds Credit Card	All Sites	1192	42.94	103,308.88
41	DD	17/08/2026	FO009 – Lloyds Credit Card	All Sites	1193	355.40	102,953.48
42	DD	20/08/2026	Wirehouse – Health & Safety Advice	All Sites	1194	120.00	102,833.48
43	BACS	21/08/2026	Business Stream – Water Wadsworth	Allotments	1188	174.88	102,658.60
	DD	25/08/2026	HMRC – PAYE	All Sites	1195	1878.03	100,780.57
	BACS	31/08/2026	Service Charge	All Sites	1183	12.55	100,768.02

Total Expenditure £ 28,242.53

Net Balance after purchases deducted £100,768.02

Cheques not yet cashed.
None.

Parish Council:
Receipts In – Date From: 01/07/2026 Date To 31/08/2026

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

Net Balance after payment deducted £ **100,768.02**

No	Payment Type / Cheque Number	Date Received	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	BACS	07/07/2026	Dixon Stone – Memorial	Cemetery	1362	160.00	100,928.02
2	BACS	17/07/2026	HMRC – VAT Refund	All Sites	-	2676.85	103,604.87
3	BACS	24/07/2026	BVT – Willey Plaque & Holiday Club income	Cemetery Holiday Club	-	134.25	103,739.12
4	BACS	24/07/2026	Funeral Partners – Kitchen	Cemetery	1356	270.00	104,009.12
5	PIB000189	27/07/2026	Clarksons – Memorial	Cemetery	1336	140.00	104,149.12
6	BACS	30/07/2026	J Parkinsons – Ryan Burial	Cemetery	1361	1200.00	105,349.12
7	BACS	31/07/2026	J Parkinsons – Paid in Error to BPC	Cemetery	-	259.00	105,608.12
8	BACS	10/08/2026	BVT – Horton Plaque	Cemetery	1369	120.00	105,728.12
9	BACS	13/08/2026	Clarksons Memorials – Wilson & Hassell	Cemetery	1134	5.00	105,733.12
10	BACS	13/08/2026	Clarksons Memorials – Drabble	Cemetery	1298	125.00	105,858.12
11	BACS	13/08/2026	Clarksons Memorials – Christie	Cemetery	1335	115.00	105,973.12
12	BACS	13/08/2026	Clarksons Memorials – Moody	Cemetery	1260	125.00	106,098.12

C.M

13	BACS	13/08/2026	Clarksons Memorials – Thornton	Cemetery	1240	125.00	106,223.12
14	BACS	13/08/2026	Clarksons Memorials – Hornagold	Cemetery	1251	115.00	106,338.12
15	BACS	13/08/2026	Clarksons Memorials – Strobel	Cemetery	1239	225.00	106,563.12
16	BACS	13/08/2026	Clarksons Memorials – Brookes	Cemetery	1238	220.00	106,783.12
17	BACS	17/08/2026	Winks – Needham	Cemetery		270.00	107,053.12

Total Income £ 6285.510

Closing Balance £ 107,053.12

Community Infrastructure Levy Transactions

Parish Council:
CIL Purchases made - Date From: 01/07/2026 Date To 31/08/2026

** 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 30/06/2026 £ 373,392.26

No	Payment Type / Cheque	Payment Date	Details	Date Invoice Paid	Purchase Ledger Ref	£ Amount	Total	
1								

Total Expenditure £ 0.00

Net Balance after purchases deducted £ 373,392.26

Parish Council:
CIL Receipts In – Date From: 01/07/2026 Date To 31/07/2026

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

Net Balance after payment deducted £ 373,392.26

No	Payment Type	Date Received	Details	Department	Purchase Ledger Ref	£ Amount	Total
1							
2							

Total Income £ 0.00

Closing Balance £ 373,392.26

Reserve Account

Parish Council:
Reserve Purchases made - Date From: 01/07/2026 Date To 31/07/2026

** 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 30/06/2026 £ 36,375.28

No	Payment Type / Cheque	Payment Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	CHRG	31/07/2026	Service Charge	All Sites	1140	7.00	36,368.28
2	CHRG	31/08/2026	Service Charge	All Sites	1140	7.00	36,361.28

C.M

Total Expenditure £ 14.00
Net Balance after purchases deducted £ 36,361.28

Parish Council:
Reserve Receipts In – Date From: 01/07/2026 Date To 31/07/2026

** 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 £ 36,361.28

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

Total Income £ 0.00
Closing Balance £ 36,361.28

06.01 Cllr L McVann proposed the finance statement as of 31st August 2026 be accepted by the Council as submitted to the meeting. Cllr D Jackson seconded. Unanimous vote. Abstained by Cllr J Sayner.

06.02 Cllr S Yeardley proposed the new budget monitoring report is deferred to October. Cllr L McVann seconded. Unanimous vote.

07.00 CILs and Reserves Report

07.01 The information was noted by the Council, with no further discussion.

08.00 Bill Chafer Youth Centre

08.01 Cllr D Sayner proposed that the Council use MAD architects for the next phase of the Bill Chafer Youth Centre refurbishments. Cllr D Jackson seconded. Unanimous vote.

08.02 Cllr J Moore suggested that the Council should create a priority list for the refurbishments.

09.00 Recreation Ground Security – Cllr B Foster update

09.01 It was agreed that item 09.00 would be deferred to the October meeting.

10.00 Light Up Bramley

10.01 Cllr D Sayner proposed that the Council purchase 6 more motifs for this year, and an additional power supply for the large tree outside the Bill Chafer Youth and Community Centre. Cllr L McVann seconded. Unanimous vote.

11.00 Community Consultation Report

11.01 Cllr D Sayner propose that Clerk T Smith proceeds with investigating grant funding to contribute towards a bike track, utilising the bid writing support identified. Cllr S Platt seconded. Unanimous vote.

CM

12.00 Landscaping and Planting

12.01 Cllr G Yeardley proposed that the Council purchase a bench and a planter for the cemetery and defer the removal of all laurel balls to the October meeting. Cllr S Platt seconded. Unanimous vote.

13.00 Whitestone Solar Farm – Cllr B Foster update

13.01 Cllr L McVann emphasised the increase in traffic that the plans would cause, especially along Sandy Lane with HMV vehicle movements which runs along the cemetery. It was also agreed that Slacks Lane could not handle the additional traffic.

14.00 Policies for Approval

14.01 Chair C Makin applied for an extension to the meeting.

14.02 Cllr G Yeardley proposed the Council resolve to adopt the CCTV policy. Seconded by Cllr J Sayner. Unanimous vote.

14.03 Cllr L McVann proposed the Council resolve to adopt the Maternity and Neonatal policy. Seconded by Cllr J Bradwell. Unanimous vote.

14.04 Cllr J Bradwell proposed the Council resolve to adopt the Paternity Leave and Pay policy. Seconded by Cllr J Sayner. Unanimous vote.

14.05 Cllr J Bradwell proposed the Council resolve to adopt the Performance Appraisal policy. Seconded by Cllr D Jackson. Unanimous vote.

14.06 Cllr G Yeardley proposed the Council resolve to adopt the Equality and Diversity policy. Seconded by Cllr J Bradwell. Unanimous vote.

14.07 Cllr J Bradwell proposed the Council resolve to adopt the Work-Related Stress policy. Seconded by Cllr G Yeardley. Unanimous vote.

14.08 Cllr J Bradwelll proposed the Council resolve to adopt the Scheme of Delegation S101 policy. Seconded by Cllr G Yeardley. Unanimous vote.

14.09 Cllr J Bradwell proposed the Council resolve to adopt the Flexible Working policy. Seconded by Cllr G Yeardley. Unanimous vote.

14.10 Cllr L McVann proposed the Council resolve to adopt the Disciplinary policy. Seconded by Cllr J Bradwell. Unanimous vote.

15.00 Chair's Report to the Council

15.01 None

16.00 Clerk's Report to the Council

C.M

16.01 None.

17.00 Committee Updates

General Purposes: Allotments, Cemetery, Landscaping

17.01 Cllr J Sayner proposed the Council purchase seven trees, one being a large tree for the Bill Chafer Youth Centre. Cllr J Bradwell seconded. Unanimous vote. These would be allocated,

- 2 x Cemetery
- 1 x Parish Hall
- 1 x Youth Centre
- 1 x St Francis Church
- 1 x Bramley Sunnyside School
- 1 x Bramley Grange School

Event and Recreation

17.02 Cllr S Yeardley suggested that the Council could give a token of appreciation at Christmas to the 2 regular volunteers at Chatty Café who are not Councillors. Chair C Makin proposed that this is taken from the Chair's allowance.

Finance and Staffing

17.03 No discussion.

Scrutiny

17.04 No discussion.

18.00 Communications Received

18.01 No discussion.

19.00 To Consider Applications for Planning Permission

19.01 None.

20.00 Matters of Information and Report from Councillors Present

20.01 Cllr G Yeardley stated that she and Cllr S Yeardley would not be present for the next Council meeting.

21.00 Date and Time of Next Meeting

21.01 It was stated that the next Bramley Parish Council meeting is to be held on Tuesday 13th October 2026 at 19.00pm.

CM.

The meeting concluded at 21.14pm.

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

C. Makin. Date: 13/10/26