

Bramley Parish Council Meeting, 18 June 2024

Bill Chafer Youth and Community Centre, Flash Lane, S66 1TS

Meeting commenced at 19.02pm. Chair opened the meeting.

1.00 Public Forum and Crime and Disorder in the Community

None

2.00 To receive apologies for absence

2.01 To receive apologies:

Cllr D Tattersfield
Cllr J Simmons

2.02 Present:

Chair D Hardwick
Vice Chair Cllr C Makin
Cllr I Handley
Cllr J McVann
Cllr D Sayner
Cllr J Sayner
Cllr J Moore
Cllr M Dyson
Cllr D Jackson
Cllr J Bradwell

2.03 Staff Present and Guests:

Clerk R Foulds
Finance Officer & Acting Clerk T Sayner
E Jenkins (minutes)

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

None

4.00 To consider minutes of the previous Parish Council meeting 30 May 2024

4.01 Re item 16.16 – Cllr D Sayner asked about whether Cllr D Tattersfield had mentioned about pricing up the plaques, but noted he has been unwell. Chair D Hardwick commented that from his knowledge he hadn't had chance to look at these yet.

- 4.02 Re item 10.06 – amendment to Cllr D Tattersfield’s name.
- 4.03 Re item 15.02 – Cllr D Sayner asked about whether the extra hours had been accepted. Finance Officer T Sayner confirmed they had.
- 4.04 Cllr D Sayner asked about the Unity Bank reserve. It is now being used as the reserve account and would be the place the NS&I funds would be transferred to until a new savings account could be opened.
- 4.05 Cllr D Jackson proposed the minutes of the May 30 Parish Council meeting to be a true and accurate record thereof. Cllr D Sayner seconded the proposal. Majority agreement, with Cllr J Bradwell, and Cllr J Sayner abstaining.

5.00 Parish Council finances and checking of bank balances

Financial report to Bramley Parish Council 18th June 2024

From statements as 30/05/2024

Reserve Account closed 29/06/2023	1*****1	£	0.00
Current Account 1 Unity Bank	2*****0	£	85285.13
Interest Account NS&I (31/01/23)	1*****6	£	35821.69
Current Account 2 Unity Bank Reserve	2*****3	£	198.89
Bank total as at statement date		£	121305.71

Community Infrastructure Levy

From statement as at 31/05/2024

Instant Access Unity Bank	2*****6	£	282,628.81
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Bramley Parish Council Transactions

Parish Council:

Purchases made -

Date From: 01/05/2024

Date To 31/05/2024

** 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 CHRQ = Charges

						Closing Balance as at 30/04/2023	£ 88033.60
No	Payment Type / Cheque No	Date	Details	Department	£ Amount	Total	
1	BP	03/05/2024	Pesky's – Inv 2024		150.00	87,883.60	
2	BP	03/05/2024	RB – Idris Jones		518.00	87,365.60	
3	BP	03/05/2024	FO009 – Reimbursement		24.40	87,341.20	
4	BP	03/05/2024	Boston Seeds -Grass Seed	Flash/Cemetery	74.99	87,266.21	
5	300074	07/05/2024	Cheque – DH - Telephone		25.83	87,240.38	
6	300077	07/05/2024	Cheque – DH – Telephone		28.62	87,211.76	
7	BP	08/05/2024	Village Site – Wages	Village	2082.90	85,128.86	
8	BP	08/05/2024	Youth Club Site - Wages	Youth Club	4065.51	81,063.35	
9	BP	08/05/2024	Parish Hall Site – Wages	Parish Hall	1082.03	79,981.32	
10	BP	15/05/2024	YPO – Cleaning Products	Youth/Parish	232.86	79,748.46	
11	DD	16/05/2024	Sage – Accounting System May 24		108.60	79,639.86	

Parish Council:**Reserve Purchases made -**

Date From: 01/05/2024

Date To 31/05/2024

**** 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 30/04/2023 £ 198.89

No	Payment Type / Cheque	Date	Details	Department	£ Amount	Total
1					0.00	0.00

Total Expenditure £ 0.00

Net Balance after purchases deducted £ 198.8

Parish Council:**Reserve Receipts In –**

Date From: 01/05/2024

Date To 31/05/2024

**** 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 £ 198.89

No	Payment Type / Cheque Number	Date Actioned	Details	Date Invoice Paid	£ Amount	Total
1					0.00	0.00

Total Income £ 0.00

Closing Balance £ 198.89

- 5.01 The Finance Officer explained a recent bill from Rentokil and noted that to sign off on the work someone needed to physically check the work completed but that she did not have the skills to perform this task. Clerk R Foulds noted that after checking previous work himself, he had confidence that the contractors were professional and would do a good job.
- 5.02 Cllr J Moore and Cllr D Jackson asked whether there is a warranty on the work. Clerk R Foulds shared that he could not be certain. After checking the contractor's online site, he confirmed he would expect their timber work to have a thirty-year warranty.
- 5.03 Cllr J Moore asked whether we could arrange Rentokil to inspect the roof at set intervals. Finance Officer T Sayner agreed to speak with them about recommendations.
- 5.04 Cllr J Bradwell noted that if the payment for work carried out is overdue then it needs paying.
- 5.05 Finance Officer T Sayner asked whether the other two overdue cheques for Advanced Joinery could be also agreed so they can be sent as soon as possible. They had been sent to the Clerk Mr R Foulds but he had been having difficulty forwarding them to the Finance Officer. Cllr D Sayner stated that he would rather wait for the next meeting in three weeks to have those next two invoices presented properly.
- 5.06 Cllr J Bradwell proposed that the payment to Rentokil be made. Cllr D Sayner seconded the proposal. Majority agreement, with Cllr J Sayner abstaining.

- 5.07 Finance Officer T Sayner confirmed she brings a breakdown of staff wages to the meeting each month, and this is available to Cllrs.
- 5.08 Cllr J McVann proposed the finance statement as submitted to the meeting be accepted. Cllr J Bradwell seconded the proposal. Majority agreement, with Cllr J Sayner abstaining.

6.00 Committee Updates:

a) Allotments

- 6.01 Chair D Hardwick noted on Wadsworth Road there are 3 plots available, and noted one response was received to the recent letters to plot holders.

b) Cemetery

- 6.02 Chair D Hardwick commented that a note has been displayed in the cemetery regarding the removal of dead flowers. Cllr J Moore asked whether the sign needing to mention this would be ongoing. The Finance Officer confirmed that the vote last meeting wasn't about this being an ongoing work, so that would need agreeing.
- 6.03 Cllr I Handley asked for the names of those on the cemetery committee, noting he had the names for the unmarked grave and would like to pass them on.

c) Events

- 6.03 Cllr D Sayner shared that the D-Day event was the best event Bramley Parish Council has done, and thanked the events committee for the work and time invested in a job well done.
- 6.04 Cllr C Makin noted she met the new community police officer, and confirmed she would be coming into the Chatty Café around once a month when shifts allowed.
- 6.05 Cllr J Moore thanked Cllrs and the Finance Officer for coming to recent events. Chair D Hardwick thanked Bramley Lions for their work. Cllr D Jackson confirmed he would pass the thanks on.
- 6.06 Chair D Hardwick commented that we are looking to host another Pie and Pea's night in July. Cllr D Sayner suggested that a little more time for planning would be prudent as many go on holiday at this time of year.
- 6.07 Cllr I Handley noted he had compiled all of the layouts, supplier lists, and names for the recent event into packs for filing away for future events.
- 6.08 Cllr M Dyson proposed the minutes of the events committee meetings (held on the 1st, 8th, 15th, 22nd and 28th May) to be a true and accurate record thereof. Cllr J Moore seconded the proposal. Majority agreement, with Cllr J Sayner abstaining.

d) Finance Committee

None

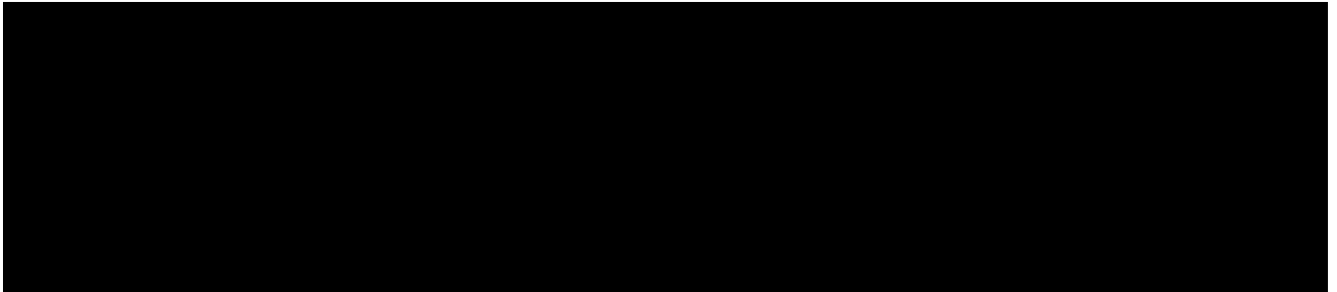
e) Gardens and Landscaping

- 6.09 Chair D Harwick noted the bottom of Church Lane is looking better. He asked whether the plastic planters are filled by us or Hobsons.
- 6.10 Finance Officer T Sayner did not know and suggested using perennials there and in the planters outside the youth centre to reduce planting each year. She also suggested cost could be further reduced by Cllrs and staff donating plants created from cuttings and division in their own gardens.
- 6.11 Cllr I Handley asked when we hire another Handyman whether the grass at the bottom of the recreation ground could be cut around the Jubilee Walk trees. The Finance Officer advised this was being done by the general contractor but not on a weekly basis.
- 6.12 Clerk R Foulds informed that the council had received a complaint about the vegetation that is overgrowing the path leading from Broadlands estate to Morrisons. He noted this was received from RMBC, so he has returned this to them as it is an RMBC responsibility. Cllr M Dyson confirmed that he had spoken to someone in Morrisons about this, and had reported it to RMBC but it seemed to have gone around in a circle.
- 6.13 Chair D Hardwick shared a complaint about the trees overhanging the Grange allotments, which are an RMBC responsibility.

7.00 AGAR 2022/23 Notes from external auditor

- 7.01 Finance Officer T Sayner noted that it is a legal requirement for this to be presented to the council each year, and noted that the previous Clerk didn't do this.

7.02



- 7.03 Cllr J Bradwell proposed that Cllrs accept and agree that the 2022/2023 AGAR was presented to the Cllrs at the 18 June 2024 meeting. Cllr J McVann seconded the proposal. Majority agreement, with Cllr J Sayner abstaining.

8.00 AGAR 202324 and exercise of Public rights

- 8.01 Finance Officer T Sayner read out the Clerk's report regarding the recent audit.

9.00 Discuss & Vote on Dispensations – Cllr J Sayner

- 9.01 Cllr J Sayner asked for dispensation on all finance matters, with the exception of staff wages due to her relationship with the Finance Officer.
- 9.02 Cllr J Bradwell proposed that Cllr J Sayner be granted dispensation on all finance matters, with exception of staff wages. Cllr D Jackson seconded the proposal. Majority agreement, with Cllr J Sayner abstaining.

10.00 Purchase of Local Council Administration by Roger Arnold Taylor (the Yellow Book)

- 10.01 Cllr D Sayner noted that we will have a new Clerk starting who may not know all of the rules for running a Parish Council. Cllrs may also find it helpful.
- 10.02 Cllr J Bradwell proposed that the book be purchased, with the understanding that it remains in the council office. Cllr D Sayner seconded the proposal. Unanimous agreement.
- 10.03 Chair D Hardwick requested a 30 minute meeting extension. Majority agreement, with Cllr J McVann, Cllr J Bradwell, Cllr D Jackson voting against.

Cllr I Handley left the meeting.

11.00 Cemetery

a) Request for a bench

- 11.01 A request for a bench in the Cemetery was discussed. Cllrs asked if the Council held any as spares. Finance Officer T Sayner confirmed no spares remained and noted the playground bench has failed its safety inspection and was removed due to this.
- 11.02 Chair D Hardwick noted he would like to put a bench in the empty compound area of the cemetery.

b) Complaint

- 11.03 Finance Officer referenced a complaint received from the cemetery regarding three bunches of flowers being damaged and grass cuttings sticking to a headstone. She confirmed she had spoken with the contractor, and he expressed that if heads from three full bunches of flowers had been strimmed off in one go he would have noticed at the time. However, as a point of good will, he was prepared to replace the flowers. Cllr D Sayner noted that this would potentially set a precedent.
- 11.04 Cllr M Dyson proposed a letter be written to the complainant by the Clerk confirming regret for the incident but that flowers should not be replaced so as not to set a president in such cases where fault is not clear. Cllr D Sayner seconded the proposal. Unanimous agreement.

12.00 Re-imburement form

- 12.01 Finance Officer T Sayner noted there is a reimbursement limit of £100, so asked the councils permission to issue a reimbursement to herself at a value of £365.67, comprising of costs of Clerk job adverts on RMBC and Indeed, as well as various event materials.
- 12.02 Cllr J Bradwell proposed that the reimbursement be issued at the value stated above. Cllr J Moore seconded the agreement. Unanimous agreement.

Cllr D Jackson left the meeting.

13.00 Skate Park, Changing Rooms, & Fire Checks

- 13.01 Cllr M Dyson noted that some of the screws on the skate park were sticking up quite a lot, and expressed his concerns about potential injuries. He shared he had brought this to the attention of the acting Clerk who had confirmed an inspection had been done 3 days prior. However, he noted he was still concerned.
- 13.02 Cllr M Dyson also noted that on further inspection by the general contractor and removal of a board, rot had been discovered in the frame underneath. Acting Clerk T Sayner noted she has begun approaching different skate-park companies to gather repair/replacement quotes.
- 13.03 Cllr M Dyson opened a discussion on closing the skate park until repaired. The Finance Officer noted the inspection had raised one amber concern with the skate park on a different piece of equipment and this had been repaired. No significant concerns had been raised on the piece in question by the inspection. She also pointed out that when the skate park was previously closed for 4 days for repairs, the council was bombarded with complaints. Cllr J Sayner noted that if the skate park is closed, she had concerns on how the PC would manage young people who still accessed it.

Cllr J Bradwell left the meeting.

- 13.04 Cllr D Sayner agreed, but also noted that we would need to be proactive with looking at repairing/replacing. He also noted this could be a CILS money purchase.
- 13.05 Cllr D Sayner noted his previous business provided him with knowledge of local companies who could be contacted to quote for the repair or replacement, and confirmed he would put the Chair and Clerk in contact with them.
- 13.06 Regarding the changing rooms, Cllr M Dyson, and the Finance Officer noted that one of the changing rooms is currently unusable and needs repairs.
- 13.07 Cllr M Dyson noted he had looked at the fire books, and the fire and safety checks should be completed weekly, which hasn't been done for months. The Finance Officer confirmed these stopped when the previous Clerk began and the workload was now unmanageable to complete all tasks required. Cllr D Sayner suggested giving this task to one of the new admin assistants. Cllr M Dyson offered to help them with this initially if they were unsure.

14.00 Facebook and MUGA Comment

- 14.01 Cllr M Dyson referenced the Facebook comment regarding the MUGA, and shared that he didn't think it was the most appropriate. His suggestion is to have set people as moderators on the Facebook page that approve comments etc to keep the page more controlled. Cllr D Sayner expressed that he understood the idea, but noted that the time requirement would be huge and commented on it being a way of gauging public opinion.
- 14.02 Cllr M Dyson asked whether we need the Facebook page. Cllr J Sayner noted that Facebook is helpful for reaching younger people and generally a wider audience for events.

15.00 To consider applications for planning permission

- 15.01 No discussion.

16.00 Chairman's report to the Parish Council

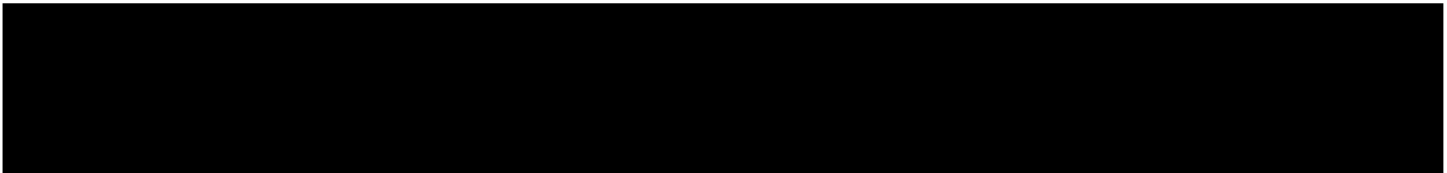
- 16.01 Chair D Hardwick noted that at the request of the Finance Officer he was looking at the costs of utilities across all buildings and would bring these back to the Clerk closer to the September contract end date.
- 16.02 He confirmed he was looking at a Pie & Pea evening in mid-July. Cllr D Sayner suggested holding this in September instead as the summer holidays are coming up, and it doesn't give much time for advertising. Cllr J McVann, and Cllr C Makin agreed. Cllr M Dyson suggested hosting an event in the holidays to see what the engagement is.
- 16.03 Chair D Hardwick noted he is looking at a lawn mower for Bramley Parish Council, a lightweight electric mower that could be used by staff and councillors to cut the grass at the bottom of Church Lane.

- 16.07 Chair D Hardwick noted he had spoken with the Admin Assistant about some hall hire signs for the notice boards. Cllr C Makin confirmed the rooms available for hire, has been going in the local advertiser.

17.00 Clerk's report to the Parish Council

- 17.01 Finance Officer and Acting Clerk T Sayner read out her statement.

17.03 Cllr J Moore expressed thanks for the amount of work and the quality of work T Sayner has done. Cllr M Dyson also thanked R Foulds for his work, and commitment to the council.



19.00 Matters of information and report from councillors present

None

Meeting closed at 21:44pm.

Signed by the Chair as a true and accurate record:

..... Date:.....