

BRAMLEY PARISH COUNCIL MEETING 12 March 2024

BILL CHAFER YOUTH and COMMUNITY CENTRE, FLASH LANE, BRAMLEY, S66 1TS

Meeting commenced at 7.04pm

Acting 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:

No apologies received.

02.02 Present:

Acting Chair Dennis Hardwick
Cllr Carol Makin
Cllr David Tattersfield
Cllr David Sayner
Cllr David Jackson
Cllr Jean Simmons
Cllr Jean McVann
Cllr Jim Moore
Cllr Richard Holyhead

02.03 Staff present and Guests:

Clerk R Foulds
Debra Georgiou (Minutes)

02.04 Election forms for the positions of Chair and Vice Chair were handed to each Councillor for them to complete.

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

03.01 None

04.00 To consider minutes of the previous parish council meeting, 13 February 2024

- 04.01 Re: 05.04- Cllr J Moore questioned whether stricter measures were in place for payments to be authorised by a Councillor, maybe on a rota basis. Clerk R Foulds stated there was a protocol in place for payments of invoices and Cllr J Moore can be given sight of that protocol to reassure him.
- 04.02 Re: 05.06- Cllr D Sayner requested this was amended to show he had abstained from the vote.
- 04.03 Re: 06.17- Cllr D Sayner asked if Hobsons had been informed of the reduction in the plants we require? Otherwise, they will still provide original amount. Acting Chair D Hardwick confirmed he would visit them and discuss the situation. Cllr D Sayner asked if CILS money could be used for plants and a vote be made for this. Cllr J Bradwell asked why a vote was required? Cllr D Sayner stated we have to.
- 04.04 Re: 07.02 – Cllr J Bradwell queried why we are paying the Litter Picker full pay, Clerk R Foulds explained the situation regarding Occupation Health, and someone was about to be appointed to carry out the checks. Cllr D Tattersfield stated a local Café owner has volunteered to litter pick. Discussion was held and it was agreed that he could do it but not under the auspices of BPC.
- 04.05 Re: 13.02 – Cllr D Sayner stated not only was it illegal to delete emails but also to delete a BPC email account, which apparently has been done.
- 04.06 Re: 17.02 – a letter has been sent.
- 04.07 Cllr D Sayner proposed the minutes of February 2024 be accepted with alterations. Cllr D Tattersfield seconded. Cllr D Jackson, J Bradwell and R Holyhead abstained.

05.00 Parish Council and Village Trust Finances

Financial report to Bramley Parish Council 12 March 2024

From statements as 29/02/2024

Reserve Account closed 29/06/2023	1*****1	£	0.00
Current Account 1 Unity Bank	2*****0	£	42444.19
Interest Account NS&I (31/01/23)	1*****6	£	35821.69
Current Account 2 Unity Bank	2*****3	£	0.00
Bank total as at statement date		£	78265.88

Community Infrastructure Levy

From statement as at 29/02/2024

Instant Access Unity Bank	2*****6	£	43896.84
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From statement as 29/02/2024

Bramley PC for BVT Unity Bank	2*****6	£	0.00
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This account will now be used for CILS

Bramley Village Trust Unity Bank
Bank total as at statement date

2*****1

£ 15378.00
£ 15378.00

Bramley Parish Council Transactions

Parish Council:

Purchases made -

Date From: 01/02/2024

Date To 29/02/2024

**** 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 31/01/2023 £ 52369.08

No	Payment Type / Cheque No	Date	Details	Department	£ Amount	Total
1	CHRQ	02/02/24	Clarksons-Unpaid Cheque & Charges	Cemetery	141.00	52,228.08
2	DD	09/02/2024	Water Plus – Parish Hall Water for BVT	BVT	66.76	52,161.32
3	BP	09/02/2024	G Richards – Windows Jan 24	Youth / Parish	30.0	52,131.32
4	BP	09/02/2024	Thompson Electrical – Repair to Switch to Pump	Parish Hall	300.00	51,831.32
5	BP	09/02/2024	RSB – I Jones litter pick & Bins x 3	Flash Lane	162.00	51,669.32
6	BP	09/02/2024	EDF – Gas & Elec for Parish Hall BVT	BVT	2532.09	49,137.23
7	BP	09/02/2024	R Ogle – 117474 Wages		59.40	49,077.83
8	BP	09/02/2024	EDF – Elec Changing Rms for BVT	BVT	139.45	48,938.38
9	BP	09/02/2024	FO009 – Folding Tables Amazon	Chatty Café	224.00	48,714.38
10	BP	09/02/2024	FO009 – Pool Table & Cues Youth Club	Youth Club	785.98	47,928.40
11	BP	13/02/2024	NEST		390.16	47,538.24
12	BP	14/02/2024	MJRCC – Feb 2024	Youth Club	80.58	47,457.66
13	BP	14/02/2024	RSB – I Jones litter pick & Bins x 1 Grave D125	Flash Lane Cemetery	36.00 300.00	47,421.66 47,121.66
14	BP	14/02/2024	Youth Club – Wages		5217.75	41,903.91
15	BP	14/02/2024	Village – Wages		3191.78	38712.13
16	BP	14/02/2024	Parish Hall – Wages		910.86	37802.01
17	DD	15/02/2024	YPO – Litter Pickers & Bags	Flash Lane	198.12	37603.15
18	DD	15/02/2024	YPO – Multi Surface Cleaner & Hand Towels		378.17	37,224.98
19	DD	16/02/2024	Sage – Accounts Software		108.60	37,116.38
20	BP	23/02/2024	Total Gas & Power – Elec Youth Club for BVT	BVT	132.37	36,984.01
21	BP	23/02/2024	FO009 – Printer Repair		5.00	36,979.01
22	BP	23/02/2024	Bothams – 3 x Pitch Marking	Flash Lane	324.00	36,655.01
23	BP	29/02/2024	Freeman Daynes – Memorial Repair	Cemetery	240.00	36,415.01
24	BP	29/02/2024	Green Mile Trees – Stakes	Flash Lane	124.80	36,290.21
25	BP	29/02/2024	RSB – I Jones		350.00	35,940.21
26	BP	29/02/2024	Youth Work Works – Pool Trolley Youth Club		229.00	35,711.21
27	BP	29/02/2024	Chubb Fire – Fire Extinguisher check	Youth Club	90.66	35,620.55
28	BP	29/02/2024	Business Stream – Water Wadsworth	Allotment	55.22	35,565.33
29	BP	29/02/2024	G Richards – Windows Feb 24	Youth Club Parish Hall	30.00	35,535.33

30	BP	29/02/2024	Neilson James Tech – VAT Software		40.00	35,495.33
31	BP	29/02/2024	BVT – Football Income (pd to Wrong Account by user)	Flash Lane	117.00	35378.33

Total Expenditure £ 16990.75

Net Balance after purchases deducted £ 35378.33

**Parish Council:
Receipts In –**

Date From: 01/02/2024

Date To 29/02/2024

**** 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 £ 35378.33

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	PIB000086	05/02/2024	Clarksons – Carrat Inv 1143	Cemetery	135.00	35,513.33
2	PIB000086	05/02/2024	Chatty Café – income Tables	Youth Club	225.00	35,738.33
3	BACS	12/02/2024	W12 – Wadsworth Rent 2024	Allotment	18.00	35,756.33
4	BACS	15/02/2024	W07 – Wadsworth Rent 2024	Allotment	18.00	35,774.33
5	BACS	15/02/2024	W10 – Wadsworth Rent 2024	Allotment	18.00	35,792.33
6	BACS	15/02/2024	Winks – William E Gervis	Cemetery	30.00	35,822.33
7	BACS	16/02/2024	Clarksons – Carrat Inv 1143 + Charge	Cemetery	141.00	35,963.33
8	BACS	16/02/2024	W05 – Wadsworth Rent 2024	Allotment	18.00	35,981.33
9	PIB000087	23/02/2024	BAA – Rent 2022	Allotment	656.00	36,637.33
10	PIB000088	23/02/2024	Chatty Café – Raffle Scouts	Youth Club	65.00	36,702.33
11	PIB000089	23/02/2024	W9a – Wadsworth Rent 2024	Allotment	09.00	36,711.33
12	PIB000089	23/02/2024	W9b – Wadsworth Rent 2024	Allotment	09.00	36,720.33
13	PIB000089	23/02/2024	W01 – Wadsworth Rent 2024	Allotment	18.00	36,738.33
14	PIB000089	23/02/2024	W15 – Wadsworth Rent 2024	Allotment	18.00	36,756.33
15	PIB000089	23/02/2024	W06 – Wadsworth Rent 2024	Allotment	18.00	36,774.33
16	PIB000089	23/02/2024	G3 – Grange Rent 2024	Allotment	18.00	36,792.33
17	PIB000089	23/02/2024	G9a – Grange Rent 2024	Allotment	18.00	36,810.33
18	PIB000089	23/02/2024	W04 – Wadsworth Rent 2024	Allotment	18.00	36,828.33
19	PIB000089	23/02/2024	G09a & 10a– Grange Rent 2024	Allotment	36.00	36,864.33
20	PIB000089	23/02/2024	G2 – Grange Rent 2024	Allotment	18.00	36,882.33
21	PIB000089	23/02/2024	G7a – Grange Rent 2024	Allotment	18.00	36,900.33
22	PIB000089	23/02/2024	G04 & 05 – Grange Rent 2024	Allotment	36.00	36,936.33
23	PIB000089	23/02/2024	G13 – Grange Rent 2024	Allotment	18.00	36,954.33
24	PIB000089	23/02/2024	G10 & 12 – Grange Rent 2024	Allotment	36.00	36,990.33
25	PIB000089	23/02/2024	G05a – Grange Rent 2024	Allotment	18.00	37,008.33
26	PIB000089	23/02/2024	G3a – Grange Rent 2024 (No Lease)	Allotment	18.00	37,026.33
27	PIB000089	23/02/2024	G1a – Grange Rent 2024	Allotment	18.00	37,044.33
28	PIB000089	23/02/2024	G2a – Grange Rent 2024	Allotment	18.00	37,062.33
29	PIB000089	23/02/2024	W14 - Wadsworth Rent 2024	Allotment	18.00	37,080.33

30	PIB000089	23/02/2024	G12a – Grange Rent 2024	Allotment	18.00	37,098.33
31	PIB000089	23/02/2024	G6a – Grange Rent 2024	Allotment	18.00	37,116.33
32	PIB000089	23/02/2024	W11 - Wadworth Rent 2024	Allotment	18.00	37,134.33
33	PIB000089	23/02/2024	G4a – Grange Rent 2024	Allotment	18.00	37,152.33
34	PIB000089	23/02/2024	G1 – Grange Rent 2024	Allotment	18.00	37,170.33
35	PIB000089	23/02/2024	G11 – Grange Rent 2024	Allotment	18.00	37,188.33
36	BACS	28/02/2024	HMRC – VAT		5138.86	42,327.19
37	TRANS	29/02/2024	BVT – Football Income (pd to Wrong Account by user)	Flash Lane	117.00	42,444.19

Total Income £ 6,948.86
Closing Balance £ 42444.19

Community Infrastructure Levy Transactions

Parish Council:

CIL Purchases made -

Date From: 01/02/2024

Date To 29/02/2024

** 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 31/01/2023 £ 43896.84

No	Payment Type / Cheque	Date	Details	Department	£ Amount	Total
1	BACS	23/02/2024	Football – Pitch Hire (Paid to the wrong Account)	Flash Lane	117.00	44013.84

Total Income £ 117.00
Closing Balance £ 44013.84

Parish Council:

CIL Receipts In –

Date From: 01/02/2024

Date To 29/02/2024

** 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 £ 44013.84

No	Payment Type / Cheque Number	Date Actioned	Details	Date Invoice Paid	£ Amount	Total
1	TRANS	29/02/2024	Football – Pitch Hire (Transferred to Correct Account)	Flash Lane	117.00	43896.84

Total Expenditure £ 117.00
Net Balance after purchases deducted £ 43896.84

Bramley Village Trust Transactions

Transactions are currently being made through BPC due to lack of access to the account.

Bramley Village Trust

Purchases Made –

Date From: 01/02/2024

Date To 29/02/2024

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

Closing Balance as at 31/01/2023 £13143.00

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

Total Expenditure £ 0.00
Net Balance after purchases deducted £13143.00

Bramley Village Trust

Receipts In –

Date From: 01/02/2024

Date To 29/02/2024

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

Net Balance after purchases deducted £13143.00

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	BACS	02/02/2024	Rise Dance – Hall Hire	Youth Club	150.00	13293.00
2	BACS	05/02/2024	Elite – Hall Hire	Youth Club	60.00	13353.00
3	PIB00015	05/02/2024	Football Thurcroft & Spartans x 2 – Pitch Hire	Flash Lane	135.00	13488.00
4	PIB00015	05/02/2024	Table Tennis – Hall Hire	Flash Lane	904.00	14392.00
5	BACS	16/02/2024	KA Dog Training – Hall Hire	Parish Hall	60.00	14452.00
6	BACS	19/02/2024	Rudman FC – Pitch Hire	Flash Lane	45.00	14497.00
7	BACS	23/02/2024	Table Tennis – Hall Hire	Flash Lane	68.00	14565.00
8	BACS	23/02/2024	M Guest Birds – Hall Hire	Parish Hall	51.00	14616.00
9	BACS	23/02/2024	Football Spartans – Pitch Hire	Flash Lane	45.00	14661.00
10	BACS	22/02/2024	Aikido – Hall Hire	Parish Hall	435.00	15096.00
11	BACS	27/02/2024	Youth Work Works – Hall Hire	Youth Club	165.00	15261.00
12	TRANS	29/02/2024	BPC Spartans Football income – Paid to wrong account	Flash Lane	117.00	15378.00

Total Income £ 2235.00
Closing Balance £ 15378.00

05.01 Cllr J Bradwell proposed the finance statement as presented to the meeting to be accepted. Cllr J Simmons seconded. Cllr D Sayner abstained.

06.00 Committee updates

A) Allotments

06.01 Wadsworth allotments have requested that 2 new locks are fitted. Cllr D Sayner objected to BPC spending money on this, other allotments may then request BPC to supply such items.

06.02 A letter is to be sent to Ben Shaw regarding the state of his allotment.

06.03 Cllr D Tattersfield stated photographs have now been taken and were to be printed to put in each file.

06.04 Cllr D Tattersfield stated that Plot 3 of Wadsworth needs tidying up as the allotmenteer has moved to Grange Lane allotments and just abandoned that plot.

06.05 Acting Chair D Hardwick stated the Church allotments were mainly overgrown and only 2 were let.

B) Cemetery

06.06 Acting Chair D Hardwick and Cllr D Tattersfield have now removed all Christmas flowers and noted where chippings were needed.

06.07 Acting Chair D Hardwick and Cllr D Tattersfield stated that adornments were creeping back in on some graves and signs would be put on the offending graves.

C) Events

06.08 Proposed the D Day event be set for Sunday 9th June. Cllr J Moore proposed this, Cllr D Jackson seconded it, and the vote was unanimous.

06.09 Cllr D Sayner asked if a Temporary Events License had been applied for?

06.10 Cllr D Jackson stated an ice cream van had been organised a marquee/gazebos coconut shy etc.,

06.11 A Quiz & Pie and Peas night was to be held on 1st Saturday in April (6th April).

06.12 Cllr J Moore asked if there was to be a car boot sale or table top sale. Acting Chair D Hardwick stated there would be, but later in the year after the D Day event. And they would ensure it did not clash with any that the local church was organising.

D) Finance

06.13 Acting Chair D Hardwick stated the precept should be in the bank from the first working day in April, however in recent years this has been later, which would leave the finances very tight, in particular in respect of wages due. He suggested contacting RMBC to request payment on time.

06.14 Cllr D Sayner mentioned the invoice from Hobsons which was for plants supplied in May/June 2023 but not invoiced until November, however CILS money came in between, not sure that can be used for that invoice? To be looked at.

06.15 Re Bramley Village Trust accounts – Former Chair M Brown is the only signatory on that account, and we need forms to be signed to change that situation.

06.16 Cllr R Holyhead asked if a signatory change is required to transfer the money in NS & I to the Bank?

E) Gardens & Landscaping

- 06.17 Acting Chair D Hardwick and Cllr D Tattersfield met with Sue Ellis of RMBC in Bramley Park, requesting that kissing gates or similar be put in the entrance. She did not give the impression this would happen. They also suggested that perhaps the grass could be cut at Bramley Park and reduce the amount of times it is cut on Grange Park. No decision was forthcoming.
- 06.18 Cllr D Tattersfield stated there were problems getting anything done by the gardener. There needs to be a system in place so the staff can get jobs done. Clerk R Foulds stated this should go through the Clerk. Cllr C Makin asked where does the gardener garden? Where does the Litter picker pick? Are there set places? Clerk R Foulds stated there was a defined route for the Litter Picker. The Gardener was supposed to fill in a timesheet showing where she has been working on any given day.
- 06.19 Cllr D Tattersfield suggested that perhaps there needed to be a Gardens & Landscaping meeting to decide what needs doing.

07.00 AGAR 22/23 Audit PKF & unseen Notes from Auditor

- 07.01 Clerk R Foulds stated he was concerned about what was submitted last year. He has requested that the External Auditors forward any communications they had received from the former Clerk. He stated BPC have not performed well to date. Internal and External Audit requires a protocol to be written up. The Internal Audit shows what has been done wrong and the External Auditor states they cannot supply a certificate at this time. The previous Clerk had supplied false information to our Parish Council
- 07.02 Cllr J Moore stated there should be two meetings, the normal Parish Councillors meeting which should be followed by a Trustees meeting.
- 07.03 Cllr D Tattersfield asked if the advert has gone out yet for a new clerk. Clerk R Foulds stated the advert was ready and would be going out over the next week or so. Advertise on Facebook/Advertiser/Council's Website.

08.00 Chatty Café- Self management

- 08.01 Clerk R Foulds stated it was causing controversy by keeping the finances separate, using Parish Council's services and going against the Auditors recommendations. Cllr J Moore pointed out it was also run by Parish Councillors.
- 08.02 Cllr D Sayner asked Acting Chair Cllr D Hardwick why he does not want the Chatty Cafe to be part of the Parish Council, what is the purpose of keeping it separate? Cllr C Makin stated that there were certain expenses such as eggs to buy weekly and it is easier if the money is kept separate instead of requesting small reimbursement amounts each week.
- 08.03 Clerk R Foulds asked if there was a ledger, where receipts and payments were recorded? Acting Chair D Hardwick replied, Yes. They were holding about £300 at the present time.

08.04 Cllr J Bradwell stated it must be seen to be operating under the Parish Council. Cllr C Makin proposed that Acting Chair D Hardwick takes advice and he stated he would speak to the YLCA for advice.

09.00 Nolan Principles

09.01 Cllr J. Moore stated that he felt that the first two paragraphs of the Clerk's Report were unnecessary. Clerk R Foulds stated it was simply an introduction.

09.02 Cllr J Bradwell stated if the Clerk's Report was to be entered into the public domain, then he proposed Paragraph 2 be deleted. Cllr C Makin seconded the proposal, and it was unanimous.

10.00 Election of Chair and Vice Chair

10.01 The election forms were handed back to Clerk R Foulds for counting.

10.02 Cllr D Hardwick was voted as Chair and Cllr C Makin was voted in as Vice Chair.

10.03 Chair D Hardwick then thanked people for their vote of confidence and requested that all Councillors work together. The next few years could be difficult, in terms of the finance restraints/pay increases etc.

11.00 CILS Discussion

11.01 Cllr D Sayner stated we should not spend it all at once. He suggested that after the May meeting there should be further discussion as to where the money would be best spent. He suggested for instance that the Heating system in the Bill Chafer Community Centre could be looked at.

12.00 Previous Chairs Resignation Letter

12.01 Cllr J Moore proposed that that the Resignation letter be accepted. Cllr J Bradwell seconded that, and the vote was unanimous.

12.02 Cllr D Sayner stated there needed to be discussion over the contents of the letter. He emphasised however that it had not been sent to all Councillors. Chair D Hardwick suggested it should be discussed at the next meeting. Cllr D Sayner stated there were several things that BPC did not know all the details of and would like a response sent to M Brown. Cllr J Moore asked if M Brown would be asked to attend that meeting, Chair D Hardwick replied, Yes.

13.00 To consider applications for planning permission

13.01 Clerk R Foulds stated that in respect of The Stonecroft Change of Use application, Class C2 use was for Residential Care Homes etc., possibly people with learning difficulties. Cllr J McVann stated there were people already in the property.

13.02 Cllr J Moore stated he thought that The Stonecroft was a listed property. Clerk R Foulds stated he would check that out.

14.00 Chairman's report to the Parish Council

14.01 In respect of the Skate Park, Chair D Hardwick and Cllr D Tattersfield had met with a man from Lightmain, who stated he would check what repairs they had done previously and what they would be able to do. He would be reporting back.

14.02 Chair D Hardwick stated they would be looking at the central heating system for both premises. Chair D Hardwick would get facts and figures as to what could be done to make it more efficient and less costly and report back at next month's meeting.

14.03 Probation Service have been contacted with regards to painting the Village Hall. It has to be done on a Saturday and Sunday. Therefore, anyone renting on those days would need to be informed.

15.00 Clerk's report to the Parish Council

15.01 Nothing to report.

16.00 Items of confidentiality not for publication

16.01 None

17.00 Matters of information and report from Councillors present.

17.01 None.

Meeting concluded at 20:54pm

Signed by the Chair as a true and accurate record.

..... Date: