

BRAMLEY PARISH COUNCIL MEETING 13 February 2024
BILL CHAFER YOUTH and COMMUNITY CENTRE, FLASH LANE, BRAMLEY, S66 1TS

Meeting commenced at 7.02pm

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:

Cllr D Jackson
Cllr R Holyhead
Cllr A Cooke
Cllr J Bradwell

02.02 Present:

Acting Chair Dennis Hardwick
Cllr Carol Makin
Cllr David Tattersfield
Cllr David Sayner
Cllr Ian Handley
Cllr Jean Simmons
Cllr Jean McVann
Cllr Jim Moore

02.03 Staff present and Guests:

Clerk R Foulds
Debra Georgiou (Minutes)

At 7.03pm Cllr J Moore passed on the Chain of Office from M. Brown to the Clerk R Foulds. Malcolm Brown had sent an email officially resigning as Councillor

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, 09 January 2024

04.01 re item 4:08 Cllr D Sayner asked if the Audit had gone through. Acting Clerk R Foulds stated he would check that the observations had been met.

04.02 Re item 4:11 Cllr I Handley asked if the letters of confidence have been sent yet. Acting Clerk R Foulds noted they had not. Cllr I Handley requested they be sent as proposed.

04.03 Re item 6:01 Cllr D Tattersfield noted letters should have been sent re the Allotments. Acting Chair D Hardwick stated they would be doing a check on the allotments first.

04.04 Re item 8:10 Cllr J Moore asked if any more thought had gone into a public work loan. Cllr D Sayner stated this had not been agreed. Acting Clerk R Foulds stated this may be needed as there would be a lack of operating money from mid-March.

04.05

04.06 Cllr D Tattersfield proposed the minutes of the January 2024 Parish Council meeting to be a true and accurate record thereof. Cllr ?? seconded. Majority agreement. Cllr J McVann abstained.

05.00 Parish Council and Village Trust Finances

Financial report to Bramley Parish Council 13 February 2024

From statements as 31/01/2024

Reserve Account closed 29/06/2023	1*****1	£	0.00
Current Account 1 Unity Bank	2*****0	£	52369.08
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		£	88190.77

Community Infrastructure Levy

From statement as at 31/01/2024

Instant Access Unity Bank	2*****6	£	43896.84
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From statement as 30/01/2024

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	2*****1	£	13143.00
Bank total as at statement date		£	13143.00

Bramley Parish Council Transactions

Parish Council:

Purchases made -

Date From: 01/01/2024

Date To 31/01/2024

**** 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 CHRG = Charges

Closing Balance as at 31/12/2023 £139466.97

No	Payment Type / Cheque No	Date	Details	Department	£ Amount	Total
1	CHRG	31/12/2023	Service Charge – Account 2****66		18.00	139,448.97

2	BP	09/01/2024	EDF – Electricity for BVT	Chang Rms	219.22	139,229.75
3	BP	09/01/2024	Pesky's - Pest Control	Allotments Parish Hall Youth Club	150.00	139,079.75
4	BP	09.01.2024	RMBC – Grange Rent	Allotments	31.25	139,048.50
5	BP	09/01/2024	Chubb Fire – Extinguisher Check/Replace	Parish Hall	71.37	138,977.13
6	BP	09/01/2024	Business Stream – Water Wadsworth	Allotments	39.30	138,937.83
7	BP	09/01/2024	Wages – January 2024	Village	2372.82	136,565.01
8	BP	09/01/2024	Wages – January 2024	Youth Club	4015.41	132,549.60
9	BP	09/01/2024	Wages – January 2024	Parish Hall	778.44	131,771.16
10	BP	10/01/2024	NEST – Pension Payments		255.70	131,515.46
11	BP	10/01/2024	MB – Telephone, Selection Boxes & Flowers		102.88	131,412.58
12	BP	11/01/2024	Total Gas & Power – Electricity for BVT	Youth Club	144.75	131,267.83
13	CHQ 300067	12/01/2024	DH – Keys		47.92	131,219.91
14	BP	12/01/2024	Liners Bags & Sacks – wheelie bin bags	Flash Lane	145.05	131,074.86
11	BP	12/01/2024	RSB – I Jones – D131 CR89, leave collection, Bins	Cemetery Flash Lane	804.50	130,270.36
15	BP	12/01/2024	MJRCC _ Broadband & telephone	Youth Club	80.58	130,189.78
16	BP	12/01/2024	Peskys- Pest Control	Allotments Parish Hall Youth Club	150.00	130,039.78
17	DD	15/01/2024	YPO – Mop Heads Toilet Roll & Cloths	Youth Club Parish Hall	56.06	129,983.72
18	DD	16/01/2024	Sage – Accounts Software		108.60	129,875.12
19	DD	17/01/2024	ICO – Registration Renewal		35.00	129,840.12
20	DD	18/01/2024	EDF – Assumed Annexe no invoices	Annexe	84.00	129,756.12
21	DD	25/01/2024	HMRC – PAYE Month 9		991.52	128,764.60
22	TRANS	26/01/2024	Account 2*****66 balance to BVT		2962.05	125,802.55
23	BP	26/01/2024	R Ogle – 117315 & 117396 Wages Preparation		108.00	125,694.55
24	BP	26/01/2024	FO009 – Wix website renewal		561.60	125,132.95
25	BP	26/01/2024	FO009 – Printer Ink, Stamps, Tea Bags, Keys etc.		152.00	124,980.95
26	BP	26/01/2024	Hobsons- Summer & winter Bedding + Toughs & Planters		3227.28	121,753.67
27	BP	26/01/2024	Martin Brookes – Scaffolding	Youth Club	5640.00	116,113.67
28	BP	26/01/2024	EDF – Gas for BVT 1.12. – 15.12.23	Youth Club	706.40	115,407.27
29	BP	26/01/2024	Advanced Craft Joinery – Roof Repairs	Parish Hall	25747.20	89,660.07
30	BP	26/01/2024	EDF Gas – for BVT 16.12. – 15.01.24	Youth Club	1475.89	88,184.18
31	BP	26/01/2024	Albany Computers - Computer Repair & Help with Emails		49.00	88,135.18
32	BP	26/01/2024	CT0033 – Black Bags	Flash Lane	3.99	88,131.19
33	BP	26/01/2024	FO009 – Mop Bucket, Receipt Books, Laptop Cable, Mouse, Floor Wipes	Office Youth Club	141.61	87,989.58
34	TRANS	29/01/2024	Trans to 2*****66 CILS Money Recvd		86694.67	1,294.91

Total Expenditure £138,172.06

Net Balance after purchases deducted £ 1,294.91

**Parish Council:
Receipts In –**

Date From: 01/01/2024

Date To 31/01/2024

**** 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 £ 1294.91

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	PIB 000053	19/01/2024	Plaque – Boale, Clarksons - Gurnel 2 x Wreath Payments	Cemetery Flash Lane	275.00	1569.91
2	TRANS	25/01/2024	From 2*****53 Skate Park Sec 106	Flash Lane	5039.29	6609.20
3	TRANS	25/01/2024	From 2*****66 – BVT Funds to be Transferred	BVT	2962.05	9571.25
4	TRANS	31/01/2024	From CIL account 2*****66 Rentokil Roof	Parish Hall	14504.23	24075.48
5	TRANS	31/01/2024	From CIL Account 2*****66 Martin Brooks Roof	Youth Club	2546.40	26621.88
6	TRANS	31/01/2024	From CIL account 2*****66 Advance Craft Joiner Roof	Parish Hall	25747.20	52369.08

Total Income £ 51074.17

Closing Balance £ 52369.08

Community Infrastructure Levy Transactions

**Parish Council:
CIL Purchases made -**

Date From: 01/01/2024

Date To 31/01/2024

**** 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 31/12/2023 £ 0.00

No	Payment Type / Cheque No	Date	Details	Department	£ Amount	Total
1	TRANS	29/01/2024	CILS Transfer from Current Account 1		86694.67	86694.67

**Parish Council:
CIL Receipts In –**

Date From: 01/01/2024

Date To 31/01/2024

**** 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 £ 0.00

No	Payment Type / Cheque Number	Date Actioned	Details	Date Invoice Paid	£ Amount	Total
1	TRANS	31/01/2024	Rentokil Parish Hall Roof	12/10/2023	14504.23	72190.44
2	TRANS	31/01/2024	Martin Brooks Youth Club Roof	20/12/2023	2546.40	6944.04
3	TRANS	31/01/2024	Advance Craft Joiner Parish Hall Roof	26/01/2024	25747.20	43896.84

Total Expenditure £ 42797.83

Net Balance after purchases deducted £ 43896.84

Bramley Village Trust Transactions

Transactions currently being made through BPC due to lack of signatories.

Bramley Village Trust

Purchases Made –

Date From: 01/01/2024

Date To 31/01/2024

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

Closing Balance as at 31/12/2023 £ 9662.95

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1						
2						

Total Expenditure £ 0.00

Net Balance after purchases deducted £ 9662.95

Bramley Village Trust

Receipts In –

Date From: 01/01/2024

Date To 31/01/2024

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

Net Balance after purchases deducted £ 9662.95

No	Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
1	BACS	02/01/2024	David Rudman FC – Pitch Hire	Flash Lane	45.00	9707.95
2	BACS	04/01/2024	Rise Dance – Hall Hire	Youth Club	150.00	9857.95
3	BACS	15/01/2024	David Rudman FC – Pitch Hire	Flash Lane	45.00	9902.95
4	PIB 000013	16/01/2024	Football income x 3 & £45 Table Tennis – hall Hire	Flash Lane Youth Club	203.00	10105.95
5	PIB 000014	16/01/2024	TWG – Hall Hire	Youth Club	30.00	10135.95
6	TRNS	26/01/2024	From BPC Account 2*****66		2962.05	13098.00
7	BACS	29/01/2024	David Rudman FC – Pitch Hire	Flash Lane	45.00	13143.00

Total Income £ 3480.05

Closing Balance £ 13143.00

05.01 Cllr J Moore raised a query re the building work, are there any other large payments.

05.02 Cllr D Sayner asked if there were any more big payments due to go out. Acting Clerk R Foulds, stated Rentokil £14,500, Parish Roof estimated at £5000, Suspended ceiling estimated at £2,500.

05.03 Cllr D Sayner asked if there had been a quote for decorating once work completed. Acting Clerk R Foulds stated it was proposed to use the Community Payback Scheme.

05.04 Cllr J Moore stated there must be plans drawn up to ensure stricter checks are made when paying invoices.

- 05.05 Cllr J McVann proposed that staff should not pay out of their own bank accounts and request reimbursement for large sums of money. There should be a limit on amount.
- 05.06 Cllr J Moore proposed the finance statement as presented to the meeting to be accepted. Cllr C Makin seconded. Unanimous agreement.

06.00 Committee updates

A) Allotments

- 06.01 Cllr D Tattersfield stated fee paying had started today and was going well.
- 06.02 Cllr D Tattersfield stated inspections were to start taking place. It was proposed to open files on each plot and to take photographs when inspecting to place in the file.
- 06.03 Cllr I Handley asked if the empty plot owners were now out of time and could they be relet. Acting Chair D Hardwick stated they were not sure if letters had been sent to the plot owners, therefore they would have to start that process again.
- 06.04 Cllr J Moore asked if receipts were given for the cash payments. Acting Chair D Hardwick stated now we do.
- 06.05 Cllr D Tattersfield commented that at the Grange Lane allotment one plot was completely overrun with dirty nappies and would require clearing.
- 06.06 Cllr D Tattersfield stated the Church Allotment was charged at £100 per year but we do not receive that in fees. There are 4 plots but only 2 are used at the present time.

B) Cemetery

- 06.07 Acting Chair D Hardwick and Cllr D Tattersfield had had a walk around and stated there were some limestone chippings to go down, but more were needed.
- 06.08 Acting Chair D Hardwick stated there were still Christmas adornments on some graves which would need removing. Cllr J McVann stated there used to be a notice stating these would be removed by a specific date. Could we not reinstate that.

C) Events

- 06.09 Re D Day Landing commemorations, Acting Chair D Hardwick stated they had checked with Thurcroft Council re the possibility of a Spitfire flyover and sharing the cost. They were not proposing such a thing. Cost is £2,500.
- 06.10 Cllr D Tattersfield asked if there was a Battle of Britain flyover happening near here. Can that be checked out?
- 06.11 Re a Beacon, Cllr I Handley asked if enquiries had been made in respect of the same. How long was it to be lit etc., Acting Chair D Hardwick stated there were questions regarding Health and Safety and fabricators would be required to make the basket etc., Acting Clerk R Foulds

questioned who would certify the Safety of the structure. It appeared there were too many difficulties to proceed.

- 06.12 Re display and stalls on the day Cllr I Handley asked how we would be advertising for people to have a stall etc., Cllr J McVann suggested a website called Stallfinder or simply on Facebook.

D) Finance

- 06.13 Acting Chair D Hardwick produced the report. Stating BPC was probably going into an overdraft situation by the end of the financial year. Acting Clerk R Foulds explained 2 months away from going into the red. An overdraft at the Bank had been explored but would be quite costly, between £2000 and £3000 to borrow say £25,000. That £25,000 would of course come out of the next year's precept and leave BPC short for the following year.

- 06.14 [REDACTED] The current rate of spending over income is not enough to break even. He further stated other local Councils had gone for 26% increase on precept for the next year. We need to find ways of cutting costs to get level. There was an income issue. BPC used to get £2000 to £3000 by way of rent from letting rooms but this has reduced over the last couple of years.

- 06.15 Cllr D Sayner suggested the new Clerk should be charged with finding Grants or to actively search for people to hire the building.

- 06.16 Cllr I Handley asked if the enquiry re the garage/store on the Annexe site was serious. How much rent could we charge, or should we sell it? Cllr J McVann asked if there were works that would be needed to be done before considering renting? Cllr D Tattersfield suggested getting a Surveyor to come in and estimate costs to repair it. Cllr D Sayner suggested Acting Chair D Hardwick and Acting Clerk R Foulds look into various possibilities.

E) Gardens & Landscaping

- 06.17 Proposing to reduce costs by removing troughs on railings and reducing plants on lampposts. Not use as many herbaceous perennials by grassing bottom of Church Lane which could be seeded for the cost of 2 bags of grass seed @ £50 and hire a rotavator for £680. Perhaps some plants could be grown in own greenhouses. The wooden planters do need some maintenance. Cllr D Sayner asked re the costs and Cllr D Tattersfield asked if Community Payback could be used. Proposals should reduce costs to £6000 instead of £12,000.

- 06.18 Re Allotment fees 2024 & 2024-2035— Cllr D Sayner asked if the planned increases in fees had been minuted. Acting Chair D Hardwick stated that it had been proposed in the Allotment meeting that the rate for 2025 would be £20 per plot with a rolling increase thereafter of £3/year. There were discussions with allotmenters, but no decision had yet been made. Cllr D Sayner stated that BPC rates are very cheap and taken on extra duties for allotments e.g. Supplying certain items/cutting the grass etc.,

- 06.19 Cllr J McVann stated 10 years was too long and suggested that 2025- 2027 £3.00 extra per year to be reviewed again in 2027. Cllr J McVann proposed this, and Cllr C Makin seconded the proposal. Unanimous agreement.

- 06.20 Skate Park- Acting Chair D Hardwick stated there have been complaints about the state of it. Cllr D Tattersfield referred to minutes of June 2023 when repairs were made to the Skatepark. Acting Chair D Hardwick and Cllr D Tattersfield have checked it again and there are repairs that need doing. Cllr D Tattersfield suggested going back to Lightmain who repaired it previously to ask them to recheck their work.
- 06.21 Jubilee Walk – there is 1 bench still to be put down. Cllr D Sayner asked the cost and Cllr I Handley stated £500-£600, it would be coming out of CILS money. Cllr I Handley suggested waiting until April.

07.00 Staffing Review

07.01

07.02

07.03

- 07.04 Acting Chair R Foulds stated an advert needs to be prepared for the Clerk's position. His suggestion was that it did not need to be someone necessarily with CiLCA Qualifications. BPC requires someone who can manage staff/buildings/people. The advert will appear in the Advertiser on Facebook and on Rotherham Council's website. Process could take months.
- 07.05 Cllr D Sayner suggested when there is a list of Applicants all Councillors get to see the list and have a say. Then maybe arrange another meeting to discuss the various Applicants.
- 07.06 Cllr J McVann stated there needed to be a Knowledge and Skills Framework i.e. What are essential and what are desirable qualities of applicants. Cllr J McVann also wanted it stated that although part of the previous Staffing Committee where the previous Clerk was appointed, she was not consulted in her employment. She suggested disbanding the Staffing Committee. Acting Clerk R Foulds stated the Standing Orders required there to be a Staffing Committee.

9.02pm ***Cllr I Handley left the meeting***
Cllr J Simmons left the meeting

08.00 CILS

- 08.01 Discussion in respect of CILS was to be held at the next meeting.

09.00 Staffing Committee

09.01 See 07.05 above.

10.00 Building Works progress

10.01 Acting Clerk R Foulds reported he would be meeting with the Contractor doing the work and another one to deal with the suspended ceiling.

11.00 List of Jobs

11.01 The list was handed out and Councillors assigned tasks to themselves.

12.00 Holiday Clubs 2024

12.01 BPC received a quote for 8 x 2 sessions @ £3690 or 6 x 2 sessions @ £2760. Cllr David Tattersfield proposed accepting the lower quote. Cllr J McVann seconded. Unanimous agreement.

13.00 Emails & website

13.01 Acting Clerk R Foulds stated the cost of setting up Bramley.gov email addresses as opposed to Gmail was £192.00. He stated control over emails was essential. Cllr D Sayner proposed to go ahead. Cllr J Moore seconded. Unanimous agreement.

13.02 Cllr D Sayner wanted it to be reiterated that it was illegal to delete emails from Bramley Parish Council email addresses.

13.03.



14.00 Youth Club Roof

14.01 Acting Clerk R Foulds stated that he believed there was some exaggeration as to how bad the roof actually was. He was planning on going on the roof with Idris Jones to assess the situation this week.

15.00 Bramley Park

15.01 Cllr D Tattersfield reported he had been in touch with Cllr Sue Ellis at Rotherham Council to see if a gate could be put at the entrance to the park. Cllr D Sayner suggested waiting until after the elections in May, when a new person will be elected as he did not see anything happening before then. It was suggested that Cllr D Tattersfield approach the meeting as a resident and not in his capacity as Councillor.

16.00 To consider applications for planning permission

16.01 Nothing to consider.

17.00 Chairman's report to Parish Council

17.01 Acting Chair D Hardwick stated that a vote on the new Chair and Vice Chair would have to be made at the next meeting.

17.02 Acting Chair D Hardwick stated that the local Scouts group had asked for a donation to their funds. If there were sufficient funds in the Chairmans Allowance, then £50 would be sent.

17.03 Acting Chair D Hardwick stated a letter of thanks would be sent to former Cllr M Brown to thank him for his years of service.

18.00 Clerk's report to the Parish Council

18.01 Acting Clerk R Foulds stated he believed it would be good to refresh Councillors on the Nolan principles of public life. Cllr D Sayner suggested putting it in the pack for next month's meeting.

19.00 Items of confidentiality not for publication

19.01 None

20.00 Matters of information and report from councillors present

20.01 Cllr C Makin stated that questions had been asked regarding the placement of the Pedestrian crossing on Flash Lane. Acting Chair D Hardwick stated that as far as he was aware the Rotherham Borough Council were still deciding where it should go. They were making the final decision.

20.02



Meeting concluded at 9.54pm

Signed by Acting Chair as a true and accurate record.

..... Date

Cllr D Hardwick