

## **Bramley Parish Council Meeting, 13<sup>th</sup> June 2023**

### **Bramley Village Hall, Cross Street, S66 2SA**

Meeting commenced at 7pm.

Chair M Brown opened the meeting and expressed his condolences on behalf of the Parish Council to Rob, and the family, on the recent loss of his wife.

#### **1.00 Public Forum and Crime and Disorder in the Community**

- 1.01 Chair M Brown stated that if the CAP meeting crime statistics are not confidential then these could be circulated to councillors.  
He also highlighted that the recent neighbourhood watch AGM had around forty people in attendance.

#### **2.00 To receive apologies for absence**

- 2.01 Apologies received:

Cllr D Jackson

- 2.02 Present:

Chair M Brown

Vice Chair D Hardwick

Cllr J Bradwell

Cllr C Makin

Cllr D Tattersfield

Cllr A Cooke

Cllr D Sayner

Cllr R Holyhead

Cllr J Moore

Cllr I Handley

Cllr J Simmons

- 2.03 Staff present & guests:

Clerk R Thompson

Assistant Clerk E Harris (minutes)

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

- 3.01 Chair M Brown stated that he had been gifted tickets to a concert with Bramley Brass Band in Doncaster.  
Cllr D Tattersfield commented that the Brass Band were exceptional on Saturday at the Spring Fair.

**4.00 To discuss any matters arising from the previous minutes, for information only**

- 4.01 Cllr D Sayner asked whether the planning for Pawson's Transport is old as it wasn't listed on RMBC planning portal; Clerk R Thompson confirmed it is still open, however it was under Doncaster but moved to Rotherham so was re-set up.  
The Clerk also noted the gentleman who initially made the Parish Council aware of the planning permission has thanked the Parish Council for their support.
- 4.02 Re item 5.03, Cllr D Sayner asked whether Cllr D Bradwell had sent that email. Cllr J Bradwell stated he had not done yet.
- 4.03 Cllr D Sayner commented that regarding Phoenix house he had seen a job advert for care staff based there which did highlight the people it would be working with.
- 4.04 Re item 5.12, Cllr R Holyhead noted he saw the Facebook post about the Mast but did not see one for Phoenix House. Clerk R Thompson stated that Cllr J McVann had asked her to wait before posting anything until after the meeting she had with Amethyst Care. She noted that she was happy to put the post up but wanted to check with councillors first what tone to take.
- 4.05 Cllr A Cooke highlighted the reason lots of residents had raised concerns initially was due to the nature of the residents that were wrongly assumed to be moving in, however now it is confirmed it would be mental health support the negative response should not be the same.
- 4.06 Chair M Brown read out the letter from RMBC which states the residents would be people "deemed vulnerable because of a disability. All would be referred by the council in order to receive support to live independently."  
Cllr R Holyhead stated that regardless, that is still not what the original planning permission was for.
- 4.07 Chair M Brown suggested we wait until the Clerk receives feedback from the meeting Cllr J McVann had before putting the post up.
- 4.08 Cllr C Makin agreed to follow up with Cllr J McVann about the Amethyst Care meeting and ask her to feedback to the Clerk.
- 4.09 Re item 5.09, Cllr D Tattersfield noted he had spoken to the Clerk about the Mast and been told that the planning permission was automatically granted for it. He stated that despite the planning being already approved he felt the Parish Council should respond against it. He suggested contacting the planning board and inviting the Chair and Vice Chair to come up to the site and meet with Cllrs.  
Cllr J Moore agreed that Bramley Parish Council should take a stand against it.
- 4.10 Cllr D Sayner suggested keeping Cllr D Tattersfield involved in any of the meetings and decisions regarding this.
- 4.11 The Clerk agreed to contact the planning board to invite them.
- 4.12 Cllr D Sayner asked about the Youth Club Partition Wall. Clerk confirmed it was originally booked for the electrician to come to come one weekend and then the building the week after, however the electrician was 6 days late which meant the rest was postponed, so is currently just a case of waiting for the hall to be free of bookings to avoid cancelling any.

- 4.13 Re item 8.03, Cllr D Tattersfield asked about tables and chairs outside for the Community Café. Chair M Brown confirmed it would be happening tomorrow.
- Cllr D Sayner asked about covering and shade for people – Clerk R Thompson confirmed we still have gazebos from the weekend so can use one of those for shade.
- 4.14 Re item 8.07, Cllr R Holyhead stated he has not found the legs yet.
- 4.15 Re item 11.06, Cllr D Sayner asked for an update. Clerk R Thompson confirmed the document is still in draft format so cannot send out to councillors yet, but as soon as it is signed off, she can do.
- 4.16 Cllr A Cooke asked whether we know when Morrisons have their next meeting. Clerk R Thompson stated she was not sure.
- 4.17 Re item 11.10, Cllr A Cooke asked if we had made any progress with regards to getting a female football team for the Flash Lane pitches. Clerk R Thompson confirmed that Wickersley have been using it this week due to issues with their normal pitch and have since contacted to ask about making regular bookings for both boys' and girls' teams.
- 4.18 Re item 11.13, Cllr R Holyhead asked for an update. Clerk R Thompson confirmed she had sent to DS Creative for the design, and then once she receives the proof copies would send to all councillors before printing.
- 4.19 Vice Chair D Hardwick asked about the CILS money as he stated on the RMBC website it mentions 180 days before the first payment should be made. Clerk R Thompson confirmed she was told the first payment would be made to us in October but stated she could chase up and ask again.
- 4.20 Re item 13.01, Cllr D Sayner asked about a new flag. The Clerk confirmed a heavy weight one was on order.
- Cllr J Moore mentioned it will be the 80<sup>th</sup> anniversary of D-day next year and asked whether the Parish Council could look at doing a road closure. Chair M Brown agreed.
- Cllr D Tattersfield commented that the flowers in the Remembrance Garden have not been planted yet this year so looked bare when the Wreath was laid recently. Cllr D Sayner agreed that especially for next year with the 80<sup>th</sup> anniversary we need to ensure flowers are planted beforehand.

## **5.00 To approve minutes of the previous Parish Council Meeting**

- 5.01 Cllr D Tattersfield proposed the minutes of the May 2023 Bramley Parish Council meeting to be a true and accurate record thereof. Cllr J Bradwell seconded the proposal. Unanimous agreement.

## **6.00 Parish Council and Bramley Village Trust finances**

### **6.01 Financial report to Bramley Parish Council 12 June 2023**

From statements as 30/05/2023  
Reserve Account (04/05/2023)

1\*\*\*\*\*1

£ 5397.23

Current Account 1 Unity Bank	2*****0	£ 128408.72
Interest Account (31/05/23)	1*****6	£ 35821.69
Current Account 2 Unity Bank	2*****3	£ 5093.44

**Bank total as at statement date £ 174721.08**

From statement as 30/05/2023

Bramley PC for BVT Unity Bank	2*****6	£ 270.00
Bramley Village Trust Unity Bank	2*****1	£ 9263.95

Grant from BPC to BVT 2022/23 £ 50000.00

**Parish Council:**

**Payments made -**

Date From: 01/05/2023

Date To 31/05/2023

**\*\* Please note if no Department shown the item referred to is used in or by all areas of the Parish \*\***

Chq No	Date	Details	Department	£ Amount	£ Total
			Balance from 01.05.23 – 31.05.23		<b>£ 140631.62</b>
BP	02/05/2023	COO2 Reimbursement	Youth Club	70.57	140561.05
300034	02/05/2023	D. Hardwick- Chatty Cafe	Youth Club	23.41	140537.64
300036	02/05/2023	Mr Kitchen-	Cemetery	1000.00	139537.64
BP	03/05/2023	M.B Reimbursement		76.25	139461.39
300032	04/05/2023	N.Hoodwatch-	Grant	100.00	139361.39
BP	04/05/2023	J. Simmons	Youth Club	8.52	139352.87
BP	04/05/2023	Neon Tech Production	Event	450.00	138902.87
BP	04/05/2023	DB Entertainment	Event	2995.01	135907.86
BP	05/05/2023	Nicola O'Connor	Event	800.00	135107.86
BP	09/05/2023	Starboard systems	Scribe	676.80	134431.06
BP	09/05/2023	Thompson Electricals	Parish Hall	1150.00	133281.06
BP	09/05/2023	Printer base		167.86	133113.20
BP	09/05/2023	H0032- Wages		1129.71	131983.49
BP	09/05/2023	C002- Wages		1539.41	130444.08
BP	09/05/2023	I0029 - Wages		721.87	129722.21
BP	09/05/2023	CI0031 Wages		173.34	129948.87
BP	09/05/2023	AC0028 Wages		402.43	129546.44
BP	09/05/2023	GK0027 Wages	Genotaph	167.10	129379.34
BP	09/05/2023	AC0021 Wages		697.86	128681.48
BP	09/05/2023	CT0022 Wages	Youth Club	632.55	128048.93
BP	09/05/2023	G0012 Wages		701.86	127347.07
BP	09/05/2023	FO009 Wages		959.38	126387.69
BP	09/05/2023	CT002 Wages	Parish Hall	1012.07	125375.62
DD	16/05/2023	Sage software		101.40	125274.22
BP	16/05/2023	LBM- Materials	Youth Club	12.03	125262.19
BP	16/05/2023	MJRCC-May 2023	Youth Club	66.60	125195.59
300037	16/05/2023	Allotment refund	Allotment WR	16.00	125179.59
BP	16/05/2023	Reimbursement-TS		50.00	125129.59
BP	16/05/2023	RSB- grave digging	Cemetery	580.00	124549.59
BP	16/05/2023	G. Richards-windows	Parish / Youth	30.00	124519.59
BP	16/05/2023	Reimbursement JS	Youth Club	6.99	124512.60
BP	18/05/2023	Reimbursement RT	Youth Club	32.00	124480.60
BP	22/05/2023	Bothams	Flash Lane	648.00	123802.60
BP	22/05/2023	Reimbursement RT	Flash Lane	640.08	123192.52
BP	23/05/2023	Thompson Electrical	Youth Club	675.00	122517.52
BP	23/05/2023	Nicola O'Connor	Event	800.00	121717.52
DD	30/05/2023	HMRC		997.73	120719.79
BP	30/05/2023	Butler Printing	Newsletter	496.50	120223.29
BP	30/05/2023	Reimbursement RT	Parish Hall	131.11	120061.21
BP	31/05/2023	Reimbursement EH	Youth Club	30.97	120030.24
BP	31/05/2023	Reimbursement RT		219.98	119810.26
BP	31/05/2023	RMBC- Waste management		1180.00	118630.26

**Total Expenditure £22370.40 Net Balance £118261.22**

**Parish Council:****Receipts In –**

Date From: 01/05/2023

Date To 31/05/2023

**\*\* Please note if no Department shown the item referred to is used in or by all areas of the Parish \*\***

Chq No	Date	Details	Department	£ Amount	£ Total
			Balance from 01.05.22 – 31/05/23		<b>£ 118261.22</b>
BACS	02/05/2023	Steve Winks	Cemetery	115.00	118376.22
BACS	02/05/2023	Steve Winks	Cemetery	115.00	118491.22
BACS	02/05/2023	Steve Winks	Cemetery	115.00	118606.22
BACS	05/05/2023	Steve Winks	Cemetery	30.00	118636.22
BACS	09/05/2023	D Sayner	Tree	100.00	118736.22
BACS	10/05/2023	Funeral Partners	Cemetery	5290.00	124026.22
BACS	11/05/2023	HMRC VAT		1317.48	125343.70
BACS	15/05/2023	Eden Memorials	Cemetery	145.00	125488.70
000046	16/05/2023	D. Tattersfield	Tree	100.00	125588.70
000046	16/05/2023	S.Winks	Cemetery	30.00	125618.70
000046	16/05/2023	RMBC	Grant	500.00	126118.70
000046	16/05/2023	J.Moore	Tree	100.00	126218.70
000046	16/05/2023	Clarksons	Cemetery	300.00	126518.70
000046	16/05/2023	D.Jackson	Tree	100.00	126618.70
000046	16/05/2023	Lost Chord donation	Grant	100.00	126718.70
000047	16/05/2023	Chatty Café (19/4/2023)	Youth Club	52.50	126771.20
000047	16/05/2023	Chatty Café (26/4/2023)	Youth Club	74.50	126845.70
000047	16/05/2023	Chatty café (03/05/2023)	Youth Club	61.60	126907.30
000047	16/05/2023	Chatty Café (10/5/2023)	Youth Club	52.00	126959.30
000048	16/05/2023	Coronation Event	Flash Lane	150.00	127109.30
BACS	23/05/2023	Steve Winks Memorials	Cemetery	225.00	127334.30
				<b>£9073.08</b>	<b>£127334.30</b>

**Bramley Village Trust:****Payments made –**

Date From: 01/05/2023

Date To 31/05/2023

**\*\* Please note if no Department shown the item referred to is used in or by all areas of the Parish \*\***

Chq No	Date	Details	Department	£ Amount	£ Total
			Balance from 01.05.22 – 31/05/23		<b>£8831.07</b>
BACS	04/05/2023	Waterplus	Parish Hall	44.69	8786.38
BACS	04/05/2023	Everflow	Changing rooms	77.62	8708.76
BACS	15/05/2023	Starboard Systems	Scribe	118.80	8589.96
BACS	16/05/2023	Total energies	Parish Hall	104.44	8485.52
BACS	18/05/2023	Everflow		77.62	8407.90
BACS	16/05/2023	EDF	Changing Rooms	121.95	8285.95
				<b>£545.12</b>	<b>£8285.95</b>

**Bramley Village Trust****Receipts In –**

Date From: 01/05/2023

Date To 31/05/2023

**\*\* Please note if no Department shown the item referred to is used in or by all areas of the Parish \*\***

Chq No	Date	Details	Department	£ Amount	£ Total
			Balance from 01.05.22 – 31/05/23		<b>£8285.95</b>
BACS	02/05/2023	Yes canine- Hall hire	Parish hall	80.00	8365.95
BACS	03/05/2023	M. Georgio Hall Hire	Youth Club	50.00	8415.95
000002	15/05/2023	Spartans- Football	Flash Lane	45.00	8460.95
000002	15/05/2023	Stingers- Football	Flash Lane	90.00	8550.95
BACS	16/05/2023	Flash- Hall Hire	Youth Club	518.00	9068.95
BACS	26/05/2023	R.Millsons – Hall Hire	Parish Hall	75.00	9143.95
BACS	31/05/2023	Rise Hall Hire	Youth Club	200.00	9343.95
				<b>£1058</b>	<b>£ 9343.95</b>

- 6.02 Cllr I Handley asked where the balance at the top is from and asked about the dates listed at the top. Clerk R Thompson confirmed it is from the previous months ending balance on the bank statements and that the opening balance is from 1<sup>st</sup> May.

*Cllr J McVann entered the meeting.*

- 6.03 Cllr I Handley expressed disagreement with the way the finance statement was presented, and that the usual system is clearer and has never needed to be altered before now. Clerk R Thompson stated that the change this month is due to the Finance Officer currently being on sick leave and so is not a permanent alteration.
- 6.04 Cllr D Sayner highlighted that the Clerk used the method of presenting the finances that she is used to, just in a different way to the Finance Officer, but that neither one is wrong and he reiterated that the change isn't permanent.
- 6.05 Cllr D Sayner noted it would be worth having different Cllrs as signatories for each payment authorisation. Clerk R Thompson has stated that the bank had asked for the Chair to be the signatory however the finance regulations mention we should have more than that.
- 6.06 Cllr D Sayner pointed out that currently the booking income from the halls does not cover the cost of the cleaner on the Bramley Village Trust accounts. He stated that we need to look at advertising more and look at new ways of putting the information out there. Clerk R Thompson highlighted we do have a new dance group starting three times a week but agreed we do need some more bookings.
- 6.07 Cllr J Moore noted that the buildings are there to provide spaces for the public and there is always going to be a slight loss somewhere; he mentioned that we should not increase hire prices in an attempt to cover costs.
- 6.08 Chair M Brown highlighted that hall availability could be put into the next newsletter.
- 6.09 Clerk R Thompson suggested relooking at the current party provision to allow for indoor bouncy castles as the insurance would only be an additional £90/year and would increase the frequency of hall hire for one off events.
- 6.10 Cllr J Moore asked for a discussion to be added to the agenda for the next Parish Council Meeting to look at costings and the best value for money.
- Clerk R Thompson agreed to look into some of the local hall hire prices in the area before the next meeting.
- 6.11 Cllr A Cooke asked whether there is a local bowling club that would consider indoor bowling. Chair M Brown stated there is one at Wickersley currently.
- 6.12 Clerk R Thompson highlighted the money set aside originally for the MUGA is sat in the RBS account not being used. She confirmed RBS are closing the account and that the money from there will be transferred across to Unity Bank and will remain ringfenced.
- 6.13 Cllr A Cooke proposed that the finance statement as submitted to the meeting be accepted Cllr C Makin seconded the proposal. Unanimous agreement.

## **7.00 To ratify the decision made to appoint Lightmain to resurface the skatepark**

7.01 Cllr A Cooke proposed we ratify the decision made. Cllr C Makin seconded the proposal. Unanimous agreement.

## **8.00 To approve audit and Annual Return 2023**

8.01 The Clerk noted the meeting was rescheduled due to illness. She confirmed she was told that we had until the 31<sup>st</sup> July.

Cllr D Sayner asked Clerk R Thompson to double check on the date as he thought it was earlier.

## **9.00 Committee Updates**

### **a) Events Committee**

9.01 Chair M Brown confirmed no events are pencilled in until September.

9.02 Cllr C Makin suggested that when events are organised by Bramley Parish Council, we send the information across to schools and other local authorities to avoid some of the event clashes. Clerk R Thompson confirmed she already does so.

9.03 Chair M Brown gave an update from the Spring Fair on Saturday noting that Bramley Brass Band were excellent and that lots of people were in attendance on the day.

He also stated that there are further comments about parking along Flash Lane with cars pulling up onto the pavements or on the grass verges and raised the suggestion of moving the gate on the overflow car park to the back to allow for it to open up onto the field when large events are taking place so some cars can overspill onto a cordoned off area of the grass.

9.04 Cllr D Sayner highlighted the work that was put in to organising it and expressed that the volunteers and staff who were there all day deserve thanks and praise for that.

Cllr A Cooke congratulated the catering staff for the work they were doing especially given the temperatures.

9.05 Cllr D Tattersfield asked whether it would be worth doing debriefs following events to look at pros and cons and what worked well etc.

### **b) Cemetery**

9.06 Vice Chair D Hardwick mentioned that they had a meeting recently due to a few arising issues but noted he would wait until the minutes are completed before sharing with the rest of the Cllrs to avoid misquoting information.

9.07 Clerk R Thompson that it was discussed about removing the unofficial adornments. Vice Chair D Hardwick and Cllr J Bradwell agreed to liaise and organise this.

### **c) Youth Club**

9.08 Cllr J Simmons confirmed Ward Cllr L Mills has given them some footballs and cones and that the young people had written to Bramley Lions for potential funding towards an indoor Curling Kit.

She also highlighted that they are looking to do a Sports Leaders Award with the young people as it is nationally recognised and can go on their CVs.

### **d) Allotments**

9.09 Vice Chair D Hardwick stated that two people had written a complaint. He confirmed they were contacted by the Parish Council and came into the office, and that they have accepted what we have said, so the matter is closed.

9.10 Clerk R Thompson noted she received complaints about grass cutting in the allotment sites. Cllr D Sayner highlighted that it is the allotment holder responsibility to keep the grass cut as they had been doing for years.

Vice Chair D Hardwick noted that if they are requesting the Parish Council cut the grass the additional maintenance cost would need to be added to the rent.

9.11 The Clerk also stated that a few of the plots are very unkept and she has written directly to those plot holders to ask for them to be sorted within 28 days.

9.12 Cllr D Tattersfield asked if anyone had expressed interest in the allotments behind the church. Clerk R Thompson stated she had not assigned anyone to them yet as she wasn't sure whether they were ready for use. Vice Chair D Hardwick confirmed they are, following one final grass cutting.

9.13 Cllr D Tattersfield also asked for an update regarding the chippings. Cllr C Makin noted that the ones the council want are £33 for a tonne and that the person providing them had offered to waver the transport fee too.

Cllr C Makin agreed to communicate with them.

9.14 Regarding the spoil pile, Vice Chair D Hardwick asked to speak with Cllr C Makin regarding the clearing of this.

*Cllr R Holyhead left the meeting.*

### **e) Finance Committee**

9.15 Cllr D Sayner highlighted that the finance committee had previously decided to create a sub-committee, which had been voted on then by full council, to look at and discuss the increase in wage payments comprised of himself, Vice Chair D Hardwick, and Cllr D Jackson but noted that Cllr D Jackson recently stepped down from the group. He stated that some paperwork requested was denied and responded to by both the Chair and the Clerk despite the decision to form the subcommittee having been ratified by the full council.



- 9.16 Chair M Brown confirmed that the email he had sent in response was due to only two people remaining on the subcommittee therefore preventing documents being able to be sent.
- 9.17 Clerk R Thompson stated that with certain documents she had questions regarding which were allowed to be shared due to GDPR restrictions. She confirmed she had contacted YLCA for advice and that the reply she had sent to Cllr D Sayner was the response she had received from them.
- 9.18 She also noted that she was advised by the monitoring officer in RMBC that it was a conflict of interests for Cllr D Sayner to be looking into staff wages. Cllr J Simmons agreed with the conflict of interests.
- 9.19 Cllr D Sayner stated that he had been a member of the finance committee for years and that had not been raised previously as an issue. Clerk R Thompson confirmed that the conflict of interests was not raised due to his involvement with the finance committee, but only do to with the staffing costs being discussed within the subcommittee that had been formed.
- 9.20 Further discussion was had regarding the subcommittee under item 17.00.
- 9.21 Cllr C Makin stated that Cllrs need to raise hands before speaking as no one is able to finish sentences before others jump in.
- 9.22 Cllr D Sayner stated he was unsure as to how the monitoring officer in RMBC found out about the subcommittee in the first place. Clerk R Thompson confirmed he had asked her over the phone about Cllr D Sayner's involvement in staffing decisions so she had mentioned the subcommittee.
- 9.23 Clerk R Thompson confirmed details of the phone call she had received from the Monitoring Officer; she noted that she was asked how the committee had been formed and what documents were provided. She stated they asked whether Cllr D Sayner was involved in making any decisions relating to staff to which she had replied that he was involved in the Finance Committee but not involved in the Staffing Committee. She did mention that he was part of a subcommittee formed via the Finance Committee that was currently looking at staff wages and staffing costs. From that, the Monitoring Officer had indicated to her that it was not appropriate for Cllr D Sayner to be involved in that subcommittee.
- 9.24 Cllr I Handley stated that the Parish Council had discussed and agreed to allow Cllr D Sayner on the subcommittee without issue but due to the input from RMBC have lost that power to decide.
- 9.25 Chair M Brown asked whether items 11, 12 and 13 could be postponed to the next meeting to allow room for discussion to continue.

*Cllr J Bradwell left the meeting.*

- 9.26 Cllr D Sayner stated we should hold off on the wage review until things are ironed out. Clerk R Thompson agreed,

*Cllr A Cooke left the meeting.*

9.27 Cllr D Tattersfield highlighted that when the Clerk does not know the answers to certain queries she refers to outside parties. Clerk R Thompson confirmed she receives advice from YLCA and SLCC mainly.

### **10.00 Discuss the length of Chairmanship**

10.01 Cllr C Makin noted that she did not think there should be a limit on Chairmanship as everyone has the opportunity to vote and so it runs democratically.

10.02 Cllr D Tattersfield mentioned that Cllrs should be able to put their own names forward should they want the opportunity rather than it purely being nomination basis.

Cllr J McVann agreed that would be ideal.

*Cllr C Makin left the meeting.*

10.03 Cllr J McVann stated that change is inevitable, and we have to be adaptable and open to it.

### **11.00 To review and adopt the financial regulations for the Parish Council**

Postponed

### **12.00 To review and adopt the Parish Council scheme of delegation**

Postponed

### **13.00 To consider members of the following committees**

Postponed

### **14.00 To consider applications for planning permission**

None

### **15.00 Chairman's report to the Parish Council**

None

### **16.00 Clerk's report to the Parish Council**

16.01 Clerk R Thompson noted that the main details are listed on the paperwork included in the meeting packs.

16.02 She stated that an official proposal was needed for the audit with regards to the Privacy Notice from 2021 to confirm that the councillors had seen it. Cllr D Sayner proposed. Cllr D Tattersfield seconded. Unanimous agreement.

**17.00 Items of confidentiality not for publication**

None

**18.00 Matters of information and report from councillors present**

None

Meeting closed at 9:21pm.

Signed by the Chair as a true and accurate record:

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