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**BRAMLEY PARISH COUNCIL MEETING 26 September 2024**  
**Parish Hall, Cross, Bramley, S66 2SA**

Meeting commenced at 7.05pm

Chair D Hardwick opened the meeting.

**01.00 Public Forum and Crime and Disorder in the Community**

01.01 Chair D Hardwick stated that there have been no reported car thefts in the community.

01.02 No further discussions.

**02.00 To receive apologies for absence**

02.01 Apologies:

Cllr David Sayner  
Cllr Jean McVann  
Cllr David Jackson

02.02 Present:

Chair Dennis Hardwick  
Cllr Mike Dyson  
Cllr Jasmine Sayner  
Cllr Carol Makin  
Cllr Jim Moore  
Cllr John Bradwell  
Cllr Stephen Yeardeley  
Cllr Ian Handley  
Cllr Jean Simmons

02.03 Staff present and Guests:

Clerk T Smith  
Lucy Prosser (Minutes)



X **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 27<sup>th</sup> August 2024**

04.01 Cllr M Dyson proposed that at any future ordinary council meeting there should be a maximum of 20 minutes for discussing policies and procedures to allow time for ordinary business to be discussed, at the discretion of the chair. Seconded by Cllr J Sayner. Voted unanimously.

04.02 In respect of 13.02, Cllr M Dyson amended he was referring to extraordinary meetings only.

04.03 Cllr J Bradwell proposed the minutes of 27.08.2024 Bramley Parish Council Meeting to be a true and accurate account thereof. Unanimous vote; abstained by Cllr I Handley and Cllr J Simmons.

## 05.00 Parish Council Finances

### Financial report to Bramley Parish Council 26<sup>th</sup> September 2024

From statements as 31/08/2024

Current Account 1 Unity Bank	2*****0	£	34310.48
Interest Account NS&I (31/01/23)	1*****6	£	36342.55
Current Account 2 Unity Bank Reserve	2*****3	£	180.88
<b>Bank total as at statement date</b>		<b>£</b>	<b>70833.91</b>

### Community Infrastructure Levy

From statement as at 31/08/2024

Instant Access Unity Bank	2*****6	£	278,343.82
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## Bramley Parish Council Transactions

Parish Council:

Purchases made -

Date From: 01/07/2024

Date To 31/08/2024

**\*\* 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 30/06/2023 £ 60917.07

No	Payment Type / Cheque No	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	DD	01/07/2024	NEST – Pensions	All Sites	-	330.48	60,586.59
2	BP	04/07/2024	RMBC – Waste Collection	Cemetery	447	871.14	59,715.45
3	BP	04/07/2024	RMBC – Waste Collection	Parish Hall	448	1132.48	58,582.97
4	BP	04/07/2024	G Richards – Windows	Parish/Youth	449	30.00	58,552.97
5	BP	04/07/2024	RMBC – Waste Collection	Youth Club	455	1132.48	57,420.49
6	BP	04/07/2024	Bothams – Pitch x 1 Field x 2	Flash Lane	451	420.00	57,000.49
7	BP	04/07/2024	Business Stream – Water Wadsworth	Allotments	450	62.19	56,938.30
8	BP	04/07/2024	Pesky;s – June 24 Inv 160 - 3 x sites	Allotments Flash Lane Parish Hall	452	150.00	56,788.30
9	BP	04/07/2024	J Hepworth – BPC Audir 23/24	All Sites	453	1453.20	55,335.10
10	DD	09/07/2024	NEST – Pensions	All Sites	-	157.72	55,177.38
11	BP	09/07/2024	Village – Wages	Village	456	1545.21	53,632.17
12	BP	09/07/2024	Youth Club Site - Wages	Youth Club	456	3397.30	50,234.87
13	BP	11/06/2024	Parish Hall Site – Wages	Parish Hall	456	1029.86	49,205.01
14	DD	15/07/2024	YPO – Hand Towels & duster A4 Paper	Youth Club All Sites	491	383.55	48,821.46
15	DD	16/07/2024	Sage – Accounts Software - July 2024	All Sites	454	108.60	48,712.86
16	DD	25/07/2024	HMRC – PAYE	All Sites	-	3241.82	45,471.04



17	BP	08/08/2024	Pesky;s – July 24 Inv 175 - 3 x sites	Allotments Flash Lane Parish Hall	457	150.00	45,321.04
18	BP	08/08/2024	Dinnington Colliery Bank – D Day	All Sites	458	150.00	45,171.04
19	BP	08/08/2024	Bothams – Field x 2	Flash Lane	459	336.00	44,835.04
20	BP	08/08/2024	Viking – Cleaning Products Tea & Coffee Bulk Buy	Youth Club All Sites	460	132.39	44,702.65
21	BP	08/08/2024	CT0033 – Reimbursement Tea & Coffee	All Site	461	12.97	44,689.68
22	BP	08/08/2024	AA0034 – Reimbursement Milk	All Sites	462	1.45	44,688.23
23	BP	08/08/2024	Turner Hire & Sales – Hennis Fencing	All Sites	463	801.60	43,886.63
24	BP	08/08/2024	RRF Joinery – Door & Locks Repair	Youth Club	464	135.00	43,751.63
25	BP	08/08/2024	MJRCC – Broadband & Telephone Aug 2024 – Inv 15638	Youth Club	465	78.97	43,672.66
26	BP	08/08/2024	FO009 – Reimbursement – Ink	All Sites	466	94.00	43,578.66
27	BP	08/08/2024	RSB – I Jones – Inv 0087414 Bins, Litter Pick & Grass 26 <sup>th</sup> Jun 3 <sup>rd</sup> 5 <sup>th</sup> & 12 <sup>th</sup> July 24 Meadow Cut 29.06.24 Cemetery Grass & Hedge inside 08.07.24  RSB – I Jones – Inv 0087421 D129 & Cemetery Grass 30.07.24 Bins, Litter Pick & Grass 18 <sup>th</sup> , 25 <sup>th</sup> & 31 July  RSB – I Jones – Inv 0087426 D145 Grass Parish Hall 06.08.24 Church Lane Grass 06.08.24	Flash Lane Cemetery Cemetery  Cemetery Flash Lane  Cemetery Parish Hall Village	467    467  467	576.00   750.00  372.00	   41,880.66
28	BP	08/08/2024	DS – Reimbursement Fly Spray	Youth Club	468	4.50	41,876.16
29	BP	08/08/2024	Domac Fire Pro – Suspended Ceiling	Parish Hall	469	£1194.00	40,682.16
30	CHQ 300781	12/08/2024	IH – Reimbursement D Day Bunting	All Sites	446	12.56	40,669.60
31	BP	13/08/2024	G Richards – Windows x 2	Parish/Youth	470	60.00	40,609.60
32	BP	13/08/2024	C003 – Reimbursement Adobe + DBS	All Sites	471	37.97	40,571.63
33	BP	13/08/2024	Village – Wages	Village	489	1579.76	38,991.87
34	BP	13/08/2024	Youth Club Site - Wages	Youth Club	489	2693.98	36,297.89
35	BP	13/08/2024	Parish Hall Site – Wages	Parish Hall	489	1142.39	35,155.50
36	BP	13/08/2024	FO009 – Reimbursement Petty Cash	All Sites	472	97.00	35,058.50
37	BP	13/08/2024	FO009 – Reimbursement Keys & Table Cloths	Youth Club	473	61.91	34,996.59
38	BP	13/08/2024	C003 – Rocket Books	All Sites	474	84.33	34,912.26
39	BP	14/08/2024	NEST – Pensions	All Sites	-	101.49	34,810.77
40	CHQ 300084	14/08/2024	DH – Concrete Fuel Cross Street Telephone Petrol – Hobsons	Flash Lane Village All Sites Village	472	65.32	34,745.45
41	DD	16/08/2024	Sage – Accounting Software -Aug 24	All Sites	475	118.80	34,626.65
42	BP	19/08/2024	EDF- Elc & Gas for BVT June 24	Parish Hall	485	183.11	34,443.54
43	BP	19/08/2024	EDF – Gas for BVT May 24	Youth Club	486	655.41	33,788.13
44	BP	19/08/2024	RSB I Jones – inv 0087428 – Skate Park Repair	Flash Lane	476	1847.00	31,941.13
45	BP	19/08/2024	Advance Craft Joinery – Roof Repair	Parish Hall	477	2994.00	28,947.13
46	BP	19/08/2024	EDF- Elec for Changing Rooms BVT	Flash Lane	484	16.28	28,930.85
47	BP	19/08/2024	Liners Bags & Sacks – large bags Black sacks	Flash Lane Youth Club	478	312.50	28,618.35
48	BP	19/08/2024	EDF- Gas & Ele Jul 24 for BVT	Parish Hall	487	352.42	28,265.93
49	BP	19/08/2024	Viking – Cleaning Products	Youth Club	479	256.63	28,009.30

50	BP	19/08/2024	Advance Craft Joinery – Roof Repair	Parish Hall	480	2736.00	25,273.30
51	BP	19/08/2024	FO009 – Arnold Baker Book SLCC	All Sites	481	168.40	25,104.90
52	BP	19/08/2024	Water Plus – Water Usage	Parish Hall	483	67.64	25,037.26
53	BP	19/08/2024	EDF- Gas June 24 for BVT	Youth Club	488	67.35	24,969.91
53	BP	19/08/2024	Total Gas & Power-Electricity for BVT	Youth Club	482	161.85	24,808.06
54	BP	23/08/2024	Water Plus -			58.32	24,749.74
55	BP	23/08/2024	MJRCC -	All Sites		158.19	24,591.55
56	BP	23/08/2024	FO009 – Reimbursement Ink	All Sites		179.00	24,412.55
57	BP	23/08/2024	RMBC – Play Inspection 24-25	Flash Lane		460.74	23,951.81
57	BP	23/08/2024	R Ogle – Inv	All Sites		305.20	23,951.81
59	BP	23/08/2024	RSB I Jones – Inv 0087433			934.00	23,646.61
60	BP	23/08/2024	Peskys – inv 194 Aug 24 x3 Sites	Allotments Flash Lane Parish Hall		150.00	22,712.61
61	BP	23/08/2024	Active Regen Easter & Summer Clubs	Youth Club		3000.00	19,562.61

Total Expenditure £ 41,354.46  
**Net Balance after purchases deducted £ 19562.61**

Cheques not yet cashed.

3000782 14/06/2024 Cllr Jackson – Toilet Connector  
3000783 14/06/2024 Cllr Tattersfield – Plants etc

£ 7.62 – Chq returned 30.08.24 to be replaced by bank payment  
£37.27

**Parish Council:**  
**Receipts In –**

Date From: 01/07/2024

Date To 31/08/2024

**\*\* 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 £ 19562.61**

No	Payment Type / Cheque Number	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	BR	08/07/2024	AD – Wadsworth W3	Allotments	-	18.00	22,580.61
2	PIB000095	17/07/2024	D Day Stalls receipts 5 – 19	All Sites	003	140.00	22,720.61
4	PIB000096	17/07/2024	D Day – Food	All Site	004	222.60	22,943.21
5	PIB000097	17/07/2024	Plaque – D&W Firth	Cemetery Allotments	005	118.00	23,061.21
6	PIB000098	17/07/2024	D Day- Stall receipts 20-22	All Sites	006	165.00	23,226.21
6	PIB000099	17/07/2024	Chatty Café – to	All Sites	007	1185.00	24,411.21
7	BR	09/08/2024	Butterfields – Inv 1159	Cemetery	-	300.00	24,711.21
8	BR	12/08/2024	MIFS – Inv 1048	Cemetery	-	625.00	25,336.21
9	BR	13/08/2024	Winks – Firth	Cemetery	-	30.00	25,366.21
10	TRANS	21/08/2024	Transfer from CILS	Parish Hall	499	2994.00	28,360.21
11	TRANS	21/08/2024	Transfer from CILS	Parish Hall	500	2736.00	31,096.21
12	BR	27/08/2024	VAT -Refund Apr – Jun 24	All Sites	-	3154.81	34,251.02
13	BR	28/08/2024	Jubilee Tree Plaque	Flash Lane	-	100.00	34,351.02
14	PIB000056	29/08/2024	Unknown income		-	68.00	34,419.02
15	BR	29/08/2024	BQ Fin Services Trade - Unknown		-	141.46	34,560.48



16	BR	30/08/2024	MIF – Burial	Cemetery	-	1375.00	35,935.48
17	BR	30/08/2024	Parkinsons – Burial	Cemetery	-	1375.00	37,310.48

Total Income £ 14,747.87  
Closing Balance £ 34310.48

## Community Infrastructure Levy Transactions

Parish Council:

CIL Purchases made -

Date From: 01/07/2024

Date To 31/08/2024

\*\* 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 30/06/2023 £ 284073.82

No	Payment Type / Cheque	Date	Details	Date Invoice Paid	Purchase Ledger Ref	£ Amount	Total
1	TRANS	21/08/2024	Transfer from CILS	Parish Hall	499	2994.00	281079.82
2	TRANS	21/08/2024	Transfer from CILS	Parish Hall	500	2736.00	281079.82

Total Expenditure £ 5730.00  
Net Balance after purchases deducted £ 278343.82

Parish Council:

CIL Receipts In -

Date From: 01/07/2024

Date To 31/08/2024

\*\* 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 £ 278,343.82

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

Total Income £ 0.00  
Closing Balance £ 278343.82

## Reserve Account

Parish Council:

Reserve Purchases made -

Date From: 01/07/2024

Date To 31/08/2024

\*\* 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 30/06/2023 £ 180.88

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

Total Expenditure £ 0.00  
Net Balance after purchases deducted £ 180.88

Parish Council:  
Reserve Receipts In –

Date From: 01/07/2024

Date To 31/08/2024

\*\* 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 £ 180.88

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

Total Income £ 0.00  
Closing Balance £ 180.88

- 05.01 Cllr J Bradwell proposed that the financial statements as submitted to the meeting be accepted. Seconded by Cllr J Moore. Unanimous vote; abstained by Cllr M Dyson and Cllr J Sayner.
- 05.02 The cutting back of council costs was discussed. Clerk T Smith suggested that costs should be cut back as the council is forecast to have a deficit by the end of the year. Clerk T Smith suggested that the employed handyman be replaced by payments to people for individual jobs. Cllr M Dyson suggested increasing the cost for renting facilities, with provision of grants for those working with young people. Chair D Hardwick suggested that this should be discussed in a financial sub-committee meeting, who would then bring specific proposals back.
- 05.03 Cllr J Sayner asked about the current status of the annex. Cllr J Bradwell suggested that there should be an valuation of the annex, which was bought for £45,000 and hasn't been used. Chair D Hardwick stated that there had been previous valuations.
- 05.04 Cllr M Dyson proposed that the council align the allotment rent due date with the Parish Council's financial year. Cllr J Sayner seconded. Voted unanimously.
- 05.05 Cllr S Yeardley suggested that the annex should be sold as it had not been used. Cllr M Dyson suggested that if it was bought pre-covid then it could be an asset, and if it is financially viable to keep it then it shouldn't be sold until the money is needed for something specific. Clerk T Smith suggested that the decision as to whether it was sold should be based on more conditions.
- 05.06 Cllr J Sayner proposed the Clerk does a business proposal on the annex to see whether it is worth selling. Seconded by Cllr M Dyson. Unanimously voted.
- 05.07 Clerk T Smith suggested there should be a continuity fund. Agreed by Cllr M Dyson. Clerk T Smith suggested there should be a reserves policy.
- 05.08 Chair D Hardwick asked if a laptop needed buying. Clerk T Smith stated that since there was no account, if one was bought it had to be bought from a personal account. Cllr S Yeardley stated that he had an available laptop and would ensure that it was able to have Windows 11 on it.
- 05.09 The temperature of the offices was discussed due to health and safety regulations in relation to heating bills and the comfort of staff during winter months.



## **06.00 Freedom of Information Policy – Papers sent 9<sup>th</sup> August 2024**

06.01 No amendments needed.

## **07.00 GDPR Policy – Papers sent 9<sup>th</sup> August 2024**

07.01 Cllr M Dyson proposed that all councillors should have GDPR training. Cllr J Sayner stated it would be £17.50 per councillor. It was discussed whether all councillors would need certificates or whether all could watch a video to gain an understanding of GDPR, even if they don't receive certificates for it, hence cutting down the costs. There was a discussion as to whether there are just videos or if there are also questions and answers. Cllr J Sayner stated she would determine which of these it is. Cllr J Sayner seconded. Voted unanimously.

07.02 It was discussed that all councillors should have a new email address.

## **08.00 CCTV Policy – Papers sent 9<sup>th</sup> August 2024**

08.01 Cllr I Handley asked if the council had been operating legally over the past few years as he had not heard of many of the discussed policies. Clerk T Smith stated that it had been in the last few months; however, she couldn't be certain for previous years. Cllr J Sayner stated that a focus was now being put on the policies to ensure the council is compliant with regulations, regardless of whether it had been in the past or not.

08.02 Cllr M Dyson asked whether the CCTV cameras should be used without the consent of parents. Cllr J Sayner stated that there is CCTV inside the hall as well. It was discussed that there are clear signs around the area of the CCTV. The same was discussed with the children's park. It was agreed that this would be reviewed.

08.03 Cllr S Yeardeley asked who has access to the CCTV. Clerk T Smith stated only the office had access to the footage. Clerk T Smith asked how long the cycle for the CCTV is, Cllr J Sayner responded that it has a 60-day cycle.

08.03 Cllr M Dyson proposed that the CCTV Policy be accepted, subject to the proposed changes. Seconded by Cllr J Simmons. Unanimously voted.

## **09.00 Subject Access Policy - Papers sent 9<sup>th</sup> August 2024**

09.01 Cllr J Sayner stated that if councillors changed their logins for their emails this could cause issues with SAR. It was discussed that councillors would no longer be able to change their logins in the future, except when prompted to change passwords.

09.02 Cllr J Simmons proposed that the Subject Access Policy be accepted, seconded by Cllr M Dyson. Unanimously voted.

## **10.00 CIL's Sub-Committee**

10.01 Cllr D Sayner's request for a working group was read out by Clerk T Smith. Cllr J Bradwell stated that CIL was related to the finance committee so shouldn't be separated. Cllr J Sayner raised

concerns that not all were on the finance committee and more councillors may want a say in the spending of CIL. It was discussed that any final decisions would be made by the council anyway.

- 10.02 Cllr I Handley stated that it would still be discussed at council meetings as to whether a spending was CIL-worthy, so a separate committee was unnecessary. Clerk T Smith suggested that a meeting be made for CIL as many would want to have a say in what it was spent on.
- 10.03 Cllr J Sayner suggested that an extraordinary meeting be set up, to which all would be invited, for discussions rather than a sub-committee. Clerk T Smith stated that clear priorities would need to be set out so that not too much is spent on it and that the deadline for the spending of CIL isn't missed (5 years initially, currently 1 year in).
- 10.04 Chair D Hardwick asked if people wanted a full council meeting to discuss all ideas for what the money should be spent on.
- 10.05 Cllr J Sayner suggested that prior to the meeting, councillors should document what they think the money should be spent on, and all councillor's suggestions should then be circulated to everyone prior to the meeting to reduce discussion time.
- 10.06 Cllr J Bradwell suggested that a holistic approach was required to the finances and CIL, as it is still finances, and CIL should be discussed at the finance committee meeting.
- 10.07 It was discussed whether the computer could be bought with the CIL money, but agreement was reached that it couldn't as a computer wouldn't meet the CIL spending requirements.
- 10.08 It was agreed that the requirements for what CIL can be spent on should be sent to all councillors, so that all proposals for what the money can be spent on meet the CIL spending requirements.
- 10.09 It was discussed whether further people would need to be consulted as to what they wanted the CIL money to be spent on. Cllr J Sayner stated that councillors should be enquiring into such things as representatives anyway. It was suggested that a consultation meeting should be held to ensure that any requirements are met.
- 10.10 There was discussions on how councillors could request topics to be put on the agenda. Clerk T Smith answered that councillors should email her over a week before the meeting with any requests for meeting agendas.

### **11.00 Date of next meeting**

- 11.01 Cllr M Dyson proposed 8<sup>th</sup> October for the next meeting. Seconded by Cllr J Sayner. Unanimously voted, however Cllr J Bradwell stated he will be absent for this meeting.

The meeting concluded at 8.31pm.

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

Date: 7/10/24