

BRAMLEY PARISH COUNCIL MEETING
10 December 2024
Parish Hall, Cross Street, Bramley, S66 2SA

Meeting commenced at 19.02pm.

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:

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02.02 Present:


Chair Dennis Hardwick
Cllr Jasmine Sayner
Cllr Carol Makin
Cllr David Jackson
Cllr Jim Moore
Cllr John Bradwell
Cllr Stephen Yeardley
Cllr Ian Handley
Cllr David Sayner
Cllr Jean McVann
Cllr Barry Foster

02.03 Staff present and Guests:

Clerk T Smith
Lucy Prosser (Minutes)

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

03.01 None


CHAIR

05.00 Co-opt New Councillor

05.01 Cllr D Hardwick suggested item 5 be brought forward. Cllr J Moore proposed the new councillor be accepted. Cllr D Sayner seconded. Unanimous vote.

04.00 To consider Minutes of the previous Parish Council Meeting 12 November 2024 and Register of Actions.

04.01 Cllr J Bradwell stated that he had spoken to the rat catcher and concluded that the council is getting value for money and if the rat-catcher's wages were reduced then the quality of the poison would have to be reduced as well.

04.02 Cllr D Sayner amended that there were a few grants from the Borough council, not none. Also, that on 05.15 'parish councils' should be amended to 'borough councils'.

04.03 It was stated that 05.14 should be reworded to 'discussions as to whether pest control was value for money.'

04.04 Cllr D Sayner stated that all of points 05.17 to 05.20 should be redacted when uploaded to the website but these should still be kept on record. Also, it should be amended to £3000 per week instead of per month.

04.05 It was stated the wording on 05.18 should be amended to be 'at risk' instead of 'collapse'.

04.06 Cllr C Makin asked how many Christmas trees were bought. Clerk T Smith stated more were bought than the originally stated 8 trees as 11 trees have been bought.

04.07 Cllr D Sayner stated that points 12.00 and 15.05 should be redacted.

04.08 Clerk T Smith stated that the council hadn't previously agreed on the purchase of watch but rather a silver salver for Malcom Brown in regard to point 15.05.

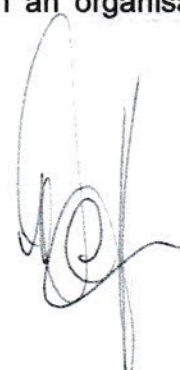
04.09 Cllr J Moore proposed that the minutes of the Parish Council Meeting 12 Nov 2024 be accepted, with the proposed changes. Cllr J Bradwell seconded. Unanimous vote.

04.10 Cllr D Sayner stated that the Clerk's contract should be completed before 17 Dec 2024.

04.11 Clerk T Smith stated that she is dissatisfied with the lack of a contract as it is in breach of standing orders, since there should have been one from the first day of employment. Clerk T Smith stated her dissatisfaction was partially due to the fact the contract was circulated 5 weeks ago.

04.12 Cllr J Bradwell stated there should be a discussion on the professional organisation of the council in regard to topics such as wages, contracts and pay scales with an organisation such as Wirehouse.

06.00 Suspension of Standing Order - Verbal



- 06.01 Suspension of Standing Order related to Petty Cash limit. Cllr J Sayner stated that £200 in petty cash would be suitable.
- 06.02 Cllr D Sayner asked what potential uses for the petty cash may be. Clerk T Smith stated it may be used for funds for Chatty Café, invoices, stamps, milk and minor works.
- 06.03 Discussions on how petty cash is recorded and then displayed in accounts and records. Clerk T Smith stated any spendings with petty cash should be itemised.
- 06.04 Discussions on whether petty cash from BPC and PVT should be separated. Clerk T Smith stated that they shouldn't be separated but each expenditure should be clearly itemised.
- 06.05 Chair D Hardwick stated that the standing order be suspended.

07.00 Parish Council Finances

- 07.01 Cllr J Bradwell proposed the finance statement as submitted to the meeting be accepted. Cllr J Moore seconded. Unanimous vote, Cllr J Sayner abstained.

08.00 2025/26 Budget

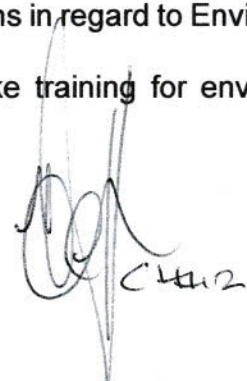
- 08.01 Clerk T Smith stated that she believes that the gas figure of around £7000 from the previous year is likely inaccurate due to metre readings and that part of this has gone towards this year's £24000 bill.
- 08.02 Clerk T Smith stated she is taking on training for Sage and will be looking into possible future automations.
- 08.03 Cllr D Sayner proposed the budget as submitted to the meeting be accepted. Cllr J Bradwell seconded. Unanimous vote.

09.00 Wages and Salaries Review

- 09.01 Cllr J Bradwell proposed both aspects of the Clerk's proposal are accepted. Cllr J McVann seconded. Unanimous, Cllr J Sayner and Cllr D Sayner abstained.

10.00 Chatty Café

- 10.01 Clerk T Smith stated that Chatty Café would likely be inspected in the middle of January, so the council needs to ensure it is in line with all and any regulations in regard to Environmental Health.
- 10.02 Discussions as to whether all volunteers should undertake training for environmental health regulations.



Chair

- 10.03 It was discussed that despite whether regulations have been followed previously or not, due to lack of awareness, volunteers should ensure that they are following all the regulations now that they are aware.
- 10.04 Cllr D Sayner suggested that for future Christmas lunch's, outside caterers should be used, reasoning that as around £400 was spent it wouldn't be too much more to use an outside caterer, and it could relieve some pressure from volunteers.
- 10.05 Cllr S Yeardley stated he would go on a course to ensure that all environment health and food hygiene regulations are being followed. It was stated that online courses are available, and a college may be willing to run a course under an adult education budget for free for the council.
- 10.06 Cllr J Sayner proposed that the outcome of Cllr S Yeardley taking a course on food hygiene regulation is accepted. Cllr J McVann seconded. Unanimous vote.
- 10.07 Cllr D Sayner stated that Bramley Parish Council had given £225 in cash to Rotherham Hospice on the Tanyard and asked who had given it. It was stated that Jean Simmons a volunteer had given a letter to be photocopied to Cllr C Makin which was from Rotherham Hospice thanking the Parish Council for the donation. It was stated in the future suggested donations should come to full Council meetings for approval.
- 10.08 It was agreed that the raised money from the Youth Club should be given to Bluebell Wood. It was also agreed that this should be publicised with a photo, provided there is parental approval of all members of the youth club in the photo.
- 10.09 It was agreed that, in the future, receipts should be kept to clearly record how much was raised and ensure that all of the money is donated to prevent any potential risks of loss of money.

11.00 Access to Offices

- 11.01 Cllr C Makin suggested that 1 additional person should have an office key in case of an emergency.
- 11.02 Cllr J Sayner expressed concern with having an additional key due to YLCA regulations. It was stated that there hadn't been any such emergencies where such a key would be required. It was also suggested that any key holders should be recorded with contact information so that they can be contacted in the case of an emergency.
- 11.03 Clerk T Smith stated that there should be further security within the offices in the form of lockable storage.
- 11.04 Cllr J Sayner stated that there a list of all key holders should be made and that this list should then be circulated to emergency services.



- 11.05 The classification of an emergency was discussed. It was agreed that wanting to access something within the offices wouldn't be considered an emergency, especially with concerns of any potential data breach. It was stated that an emergency must be building-related.
- 11.06 Cllr J Sayner asked if there was disposal policy. It was agreed that there wasn't but there should be one and that this should be discussed at a later date.
- 11.07 Cllr D Sayner suggested that all councillors should have Clerk T Smith's phone number. It was suggested that the previous cemetery phones could be used for emergency contact or cheap phones should be sourced to be used solely for emergency contact.
- 11.08 Cllr D Jackson suggested that a roller shutter was put in the front door of the office to prevent any break-ins.
- 11.09 Cllr J Bradwell asked how many keys were in existence. Clerk T Smith stated that there are 4.
- 11.10 Cllr I Handley suggested that the storage room behind Clerk T Smith's desk could be used as a secure room for private storage.
- 11.11 Cllr J Bradwell suggested Clerk T Smith's recommendation is accepted by the council that councillors formally agree that access to Council Offices is restricted to Office staff only and that Councillors approve the purchase of lockable filing cabinets for both offices. Cllr D Sayner seconded. Unanimous vote.
- 11.12 Discussion on the potential need for an alarm in the office.
- 11.13 Cllr S Yeardley stated the filing cabinets cannot be ordinary office cabinets but rather they must be high security cabinets.

12.00 Committee Updates

Allotments:

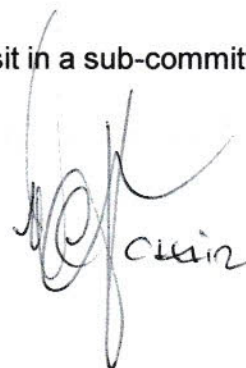
12.01 None

Cemetery:

12.02 None

Events: Update from Events Committee - Cllr C Makin

- 12.03 Cllr C Makin stated that the council needs to consider how to bring more people into the Youth Club.
- 12.04 Cllr D Sayner suggested that Cllr B Foster and Cllr S Yeardley sit in a sub-committee to see how they are run.



A handwritten signature in blue ink, appearing to read 'Cllr C Makin', is written over the bottom right portion of the text.

Finance:

12.05 None

Gardens and Landscaping:

12.06 Cllr I Handley stated that there had been further vandalism to some of the Jubilee Trees. 4 in total have been damaged.

12.07 The tree at the rear of the Parish Hall requires work. It was suggested that the quote of £800 is quite high for the work that is being requested.

12.08 Cllr D Sayner proposed the quote of £800 be accepted. Cllr C Makin seconded. Unanimous vote.

13.00 Buildings Repairs, Renewals and Safety

13.01 The quote of £3,300 for a new fire door which would meet fire safety regulations was discussed. It was agreed that without it the council's insurance is invalid.

13.02 Cllr D Sayner proposed the quote of £3,300 be accepted. Cllr J Bradwell seconded. Unanimous vote.

13.03 The quote of £680 for new security camera was discussed.

13.04 Cllr D Sayner proposed the quote of £680 be accepted. Cllr J McVann seconded. Unanimous vote.

13.05 The quote of £480 + VAT for a fire door and fire strips was discussed.

13.06 Cllr J Bradwell proposed the quote of £480 + VAT be accepted. Cllr D Sayner seconded. Unanimous vote.

13.07 The quote £120 + VAT for fire strips for a single door was discussed.

13.08 Cllr J Bradwell proposed the quote of £120 + VAT be accepted. Cllr D Sayner seconded. Unanimous vote.

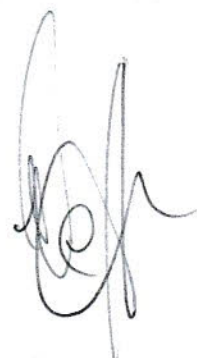
14.00 To consider applications for planning permission

14.01 Not discussed.

15.00 Chairman's Report to the Parish Council

15.01 Not discussed.

16.00 Clerk's Report to the Parish Council

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- 16.01 The purchase of Christmas selection boxes was discussed. Clerk T Smith stated that these historically had gone to Sheffield Children's Hospital. It was suggested that as it is Bramley Council then the selection boxes should be for Rotherham Hospital's children's wards. It was stated that a lot of children from Bramley, however, go to Sheffield Children's Hospital.
- 16.02 Cllr J Bradwell proposed the budget should be for Sheffield Children's Hospital. Cllr S Yeardley seconded. Majority vote against.
- 16.03 Cllr J Sayner proposed the £150 budget should be for Bluebell Wood. Cllr C Makin seconded. Unanimous vote.
- 16.04 Cllr J McVann proposed that Clerk T Smith can produce reports with recommendations. Cllr D Sayner seconded. Unanimous vote.

17.00 Items of Confidentiality not for publication

17.01 None

18.00 Matters of Information and Report from Councillors Present

18.01 None

19.00 Date and Time of Next Meeting

19.01 It was stated that the next Council meeting is to be 14 January 2025.

The meeting concluded at 21.12pm.

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

Date: _____



A handwritten signature in blue ink, appearing to read 'J. Makin', is written over a horizontal line. The signature is stylized and includes the word 'Chair' written below it.

07.00 Bramley Parish Council Finances – Appendix 1

Bramley Parish Council Transactions

Parish Council:

Purchases made -

Date From: 01/12/2024

Date To 31/12/2024

** 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 CHR = Charges

Closing Balance as at 30/11/2024 £ 88540.52

No	Payment Type / Cheque No	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	BP	09/12/2024	C003 – Software & Xmas Lights		587	232.19	88,308.33
2	BP	09/12/2024	RBS – Xmas Trees, Fitting & Lighting + Cr259, CR116 & CR260 etc	Cemetery	588	1589.00	86,719.33
3	BP	09/12/2024	Chubb – Fire extinguisher check & replace	Parish Hall	589	93.20	86,626.13
4	BP	09/12/2024	PC Part X – Laptop Repair		590	85.00	86,541.13
5	BP	09/12/2024	DH – Xmas Market Good & Phone		592	71.73	86,469.40
6	BR	09/12/2024	Grant from BPC 23/24		591	54000.00	32,469.40
7	BP	09/12/2024	Wages _ Village	Village	601	1259.62	31,209.78
8	BP	09/12/2024	Wages – Youth Club	Youth Club	601	4801.26	26,408.52
9	BP	09/12/2024	Wages – Parish Hall	Parish Hall	601	1002.47	25,406.05
10	BP	12/12/2024	GGC – Drive Cleaning	Parish Hall	593	1270.00	24,136.05
11	BP	12/12/2024	DS – Laptop for Clerk		594	659.00	23,477.05
12	BP	12/12/2024	MJRCC – Oct 24	Youth Club	595	70.66	23,406.39
13	BP	12/12/2024	Pesky's Pest Control	Flash Lane Parish Allotments	596	150.00	23,256.39
14	BP	12/12/2024	G Richards – Windows	Parish/Youth	597	30.00	23,226.39
15	BP	12/12/2024	Bothams – Grass x 2 (June 24)	Flash Lane	598	336.00	22,890.39
16	BP	13/12/2024	Zurich – Insurance		599	8912.91	13,977.48
17	DD	16/12/2024	NEST – Pensions		-	80.90	13,896.58
18	DD	16/12/2024	Sages – Dec 2024		582	118.80	13,777.78
19	DD	16/12/2024	YPO – Stationery & cleaning products	Youth Club	600	436.87	13,340.91
20	BP	18/12/2024	HD – Thermometers	Chatty Café	608	9.98	13,330.93
21	BP	18/12/2024	Bothams – Pitch Marking	Flash Lane	607	216.00	13,114.93
22	BP	18/12/2024	IH – Jubilee Plaques	Flash Lane	606	24.96	13,089.97
23	BP	18/12/2024	C003 – Cable Covers etc	Xmas Trees	605	128.02	12,961.95
24	BP	18/12/2024	RSB – 0087494	Xmas Trees Cemetery	604	818.00	12,143.95
25	BP	18/12/2024	YLCA – Clerks Training		603	70.00	12,073.95
26	BP	18/12/2024	RMBC – Elections Expences		602	477.76	11,596.19
27	BP	30/12/2024	Thompson Electrical – Fault MUGA	Flash Lane	609	120.00	11,476.19
28	BP	30/12/2024	Albany Computers – Transfer to new drive		610	108.00	11,368.19
29	BP	23/12/2024	RMBC – Grange Rent	Allotments	611	31.25	11,336.94
30	CHRG	31/12/2024	Manual Handling Fees		612	4.30	11,332.64
31	CHRG	31/12/2024	Service Charge		613	14.10	11,318.54

Total Expenditure £ 77,221.98

Net Balance after purchases deducted £ 11,318.54

Cheques not yet cashed.

Parish Council:
Receipts In –

Date From: 01/12/2024

Date To 31/12/2024

** 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 £ 11318.54

No	Payment Type / Cheque Number	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	TRANS	10/12/2024	Xmas Stalls paid to reserve in Error		-	20.00	11,338.54
2	BR	10/12/2024	BVT – Running Costs	Youth Club	-	29613.54	40,952.08
3	BR	10/12/2024	BVT – Running Costs	Parish Hall	-	22128.61	63,080.69
3	BR	10/12/2024	BVT – Running Costs	Flash Lane	-	12133.80	75,214.49
4	BR	13/12/2024	Clarks & Sons – Inv 1196	Cemetery	-	375.00	75,589.49
5	BR	16/12/2024	MIFS – Jeremy Neal inv 1202	Cemetery	-	1000.00	76,589.49
5	BR	16/12/2024	Eden – Memorial inv 1224	Cemetery	-	125.00	76,714.49
6	BR	16/12/2024	Eden – Memorial Inv 1216	Cemetery	-	125.00	76,839.49
7	BR	19/12/2024	John Charles Thomas Funerals – Brydges	Cemetery	-	850.00	77,689.49
8	BR	20/12/2024	Pinsent		-	25.00	77,714.49

Total Income £ 66,395.95

Closing Balance

£ 77,714.49

Community Infrastructure Levy Transactions

Parish Council:

CIL Purchases made -

Date From: 01/12/2024

Date To 31/12/2024

** 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 30/11/2024 £ 280,295.18

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

Total Expenditure £ 0.00

Net Balance after purchases deducted £ 280,295.18

Parish Council:

CIL Receipts In –

Date From: 01/12/2024

Date To 31/12/2024

** 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 £ 280,295.18

No	Payment Type	Date Actioned	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	INT	31/12/2024	Interest		-	£1877.21	282,172.39

Total Income £ 1877.21

Closing Balance

£ 282,172.39

Reserve Account

Parish Council:

Reserve Purchases made -

Date From: 01/12/2024

Date To 31/12/2024

**** 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 30/11/2024 £ 36513.88

No	Payment Type / Cheque	Date	Details	Department	Purchase Ledger Ref	£ Amount	Total
1	TRANS	10/12/2024	Xmas Stalls paid to Reserve account in error.		582	20.00	36493.88
2	CHRG	31/12/2024	Service Charge	All Sites		6.30	364987.58

Total Expenditure £ 26.30
Net Balance after purchases deducted £364987.58

**Parish Council:
Reserve Receipts In –**

Date From: 01/12/2024 Date To 31/1/2024

**** 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 £ 36487.58

No	Payment Type / Cheque Number	Date	Details	Department	Purchase Ledger Ref	£ Amount	

Total Income £ 00.00
Closing Balance £ 36487.58

07.01 Cllr J Bradwell proposed the finance statement as submitted to the meeting be accepted. Cllr J Moore seconded. Unanimous vote, Cllr J Sayner abstained.