

Bramley Parish Council Meeting, 12th September 2023

Bramley Village Hall, Cross Street, S66 2SA

Meeting commenced at 7pm.

Chair opened and expressed condolences of behalf of the Parish Council on the recent passing of Les Rogers.

He also shared that Wyn has had a fall and is currently in hospital.

1.00 Public Forum and Crime and Disorder in the Community

1.01 Gary Whittaker, Active Regen, thanked Bramley Parish Council on behalf of himself and his team for the summer support; he confirmed 97 children came in over the holiday programme, with 252 visits, roughly 25-30 each day. He stated it has been the best years programme that has run in Bramley in terms of numbers and return visits.

He shared that with the current economy, Bramley Parish Council's support meant the holiday club in Bramley was far more accessible.

1.02 Regarding the normal weekly youth club, G Whittaker shared that it is being well attended and is currently funded through RMBC until March 2024.

He highlighted that they have an external funding team and are willing to look into getting some funding for Bramley Parish Council for the youth programmes.

1.03 Chair M Brown stated that we have had some postcards drawn up with information of the normal weekly events, including youth club. G Whittaker noted he could organise to distribute some of those if the Parish Council could pass some along.

1.04 Clerk R Thompson confirmed she has received a number of emails expressing how well they felt the programme had gone through summer.

1.05 Chair M Brown noted that himself and Vice Chair D Hardwick had met with the youth council and want to continue that relationship with them to partner with some of their ideas.

1.06 G Whittaker shared that he had seen the footage of the recent vandalism and suggested that we need to look at engaging the older end of the youth, such as running drop-in nights and serving hot drinks outside.

1.07 Cllr J Moore expressed agreement with point 1.06, that thought needs to be given to the more challenging young people.

1.08 G Whittaker thanked Bramley Parish Council for having him. Chair M Brown thanked him for attending.

2.00 To receive apologies for absence

2.01 Apologies received:

Cllr J McVann
Cllr D Jackson

2.02 Present:

Chair M Brown
Vice Chair D Hardwick
Cllr C Makin
Cllr J Bradwell
Cllr A Cooke
Cllr D Sayner
Cllr D Tattersfield
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)
Gary Whittaker (Active Regen)

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

None

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

- 4.01 Re item 4.06, Cllr C Makin expressed apologies for making the statement in the manner she did, however she clarified that she stood by the statement and that it should be adhered to.
- 4.02 Re item 7.09, Cllr D Sayner highlighted that splitting the wages into block groups means Cllrs have a less clear understanding of what staff are being paid. He stated that a sheet, not for publication, should be presented to Cllrs in the meeting so they are aware of staff hours and responsibilities.
- 4.03 Cllr C Makin stated that she wasn't aware of which staff had responsibility over which areas. She also asked whether we have cover for staff when holiday/sick leave is taken.
- 4.04 Clerk R Thompson explained that she had received conflicting information regarding presenting staff pay and hours to the full council; she was advised by the auditor not to publicise them to Cllrs unless specifically requested, but the Finance Officer had asked her to distribute the information to every Cllr with names/pay, not for publicising.

YLCA and ICO advice stated that council meetings generally don't have staff information available; she shared that committees that require the information in order to act are provided with it, for example the finance committee and staffing committee. If Cllrs legally require access to the information, then it would also be provided.

- 4.05 Clerk R Thompson stated she is happy to make the information available to Cllrs, but it would have to be voted upon.
- 4.06 Cllr J Moore asked about public access; Clerk R Thompson confirmed that she believed under the Freedom of Information Act, they are allowed to ask for certain parts of information regarding staff hours and pay.
- 4.07 Clerk R Thompson asked if she created a sheet containing the hours, pay, sick days, and holidays whether that would be sufficient. Cllr D Sayner agreed it would.
- 4.08 Cllr D Tattersfield asked whether all staff keep timesheets with information on the areas worked and tasks completed. The Clerk confirmed they do, including times worked and a summary of work done.
- 4.09 Cllr D Sayner proposed that the Clerk create a sheet containing the relevant staff information for Cllrs to access. Vice Chair D Hardwick seconded the motion. 5 Cllrs in agreement. 6 Cllrs against. Majority disagreement.
- 4.10 Regarding the finances on page three, Cllr I Handley highlighted that the total is incorrect in the second row and needed to be amended. Cllr D Sayner agreed to pass this on to the Finance Officer.
- 4.11 Re item 8.07, Cllr D Sayner asked for clarification on what it was referring to. Clerk R Thompson confirmed it was with regards to the formation of the Gardens and Streets subcommittee, noting that they bring any ideas to the Clerk to check against staff working hours and areas already being managed.
- 4.12 Re item 9.04, Cllr R Holyhead asked for clarification on unofficial adornments. Clerk R Thompson noted items are removed then held for 3 months to give time for people to collect.
- 4.13 Re item 10.03, Cllr D Sayner apologised that this meeting has not yet been arranged.

5.00 To approve the minutes of the previous Parish Council meeting

- 5.01 Cllr D Sayner proposed the minutes of the July 2023 Parish Council meeting to be an accurate record thereof following amendments being made. Cllr J Simmons seconded the proposal. Unanimous agreement.

6.00 Parish Council and Bramley Village Trust finances

Payment Type Cheque No	Date	Details	Department	£ Amount	Total
BP	05/07/2023	I Jones - RSB	Cemetery	275.00	116138.07
BP	05/07/2023	Brenden Morley		700.00	115438.07
DD	06/07/2023	EDF Energy	Annexe Electric	9.95	115428.12
BP	06.07.2023	R Ogle Accountants	Wages & Pension Production	59.60	115368.52
BP	06.07.2023	J Hepworth	Audit BPC 22/23	642.60	114725.92
BP	12/07/2023	R Ogle Accountants	Wages & Pension Production	54.00	114671.92
BP	12/07/2023	Salaries	Youth Club	4152.26	112255.01
BP	12/07/2023	Salaries	Village	3371.39	108883.62
BP	12/07/2023	Salaries	Parish Hall	1108.85	107774.77
DD	11/07/2023	NEST		396.51	107378.26
CHQ 300047	11/07/2023	Lighthouse	Cemetery	120.00	107258.26
CHQ 300048	13/07/2023	DH – Reimbursement	Chatty Cafe	15.25	107243.01
CHQ 300049	13/07/2023	DH – Reimbursement	Chatty Cafe	33.21	107209.8
DD	17/07/2023	Sage Software July 23		101.40	107108.4
DD	17/07/2023	YPO		169.41	106938.99
BP	20/07/2023	Reimbursement. RT		18.00	106920.99
BP	20/07/2023	Reimbursement DT		74.02	106846.97
BP	20/07/2023	Reimbursement. DT		21.99	106824.98
BP	21/07/2023	ICCM		95.00	106729.98
BP	21/07/2023	G Richards	Windows	36.00	106693.98
BP	21/07/2023	G Richards	Windows	12.00	106681.98
BP	21/07/2023	EDF		1572.78	105109.2
CHQ 300051	21/07/2023	MB - Reimbursement		13.80	105095.4
CHQ 300052	21/07/2023	MB - Telephone		47.08	105048.32
BP	26/07/2023	CS Surveying Ltd	Youth Club	11700.00	93348.32
BP	31/07/2023	RMBC		590.00	92758.32
DD	01/08/2023	Screwfix		320.92	92437.4
BP	01/08/2023	Reimbursement. RT	CANVA	21.98	92415.42
BP	01/08/2023	Reimbursement. EH		77.94	92337.48
BP	03/08/2023	Reimbursement. DT		40.50	92296.98
BP	04/08/2023	ActiveRegen	Youth Club	400.00	91896.98
BP	04/08/2023	I Jones		459.00	91437.98
BP	04/08/2023	LBM		15.00	91422.98
BP	04/08/2023	ActiveRegen	Youth Club	400.00	91022.98
BP	07/08/2023	CHQ 300054		137.91	90885.07
BP	07/08/2023	Glass Fibre Flagpoles		83.94	90801.13
BP	07/08/2023	Salaries	Youth Club	3647.23	87153.9
BP	07/08/2023	Salaries	Village	2917.53	84236.37
BP	07/08/2023	Salaries	Parish Hall	1098.58	83137.79
DD	10/08/2023	NEST		350.14	82787.65
BP	10/08/2023	Reimbursement RT		19.99	82767.66

BP	14/08/2023	Sutcliffe Play	Play Area	734.67	82032.99
BP	14/08/2023	Screwfix		393.87	81639.12
BP	14/08/2023	Printer Base		163.96	81475.16
BP	14/08/2023	Bothams Prestige	Flash Lane	660.00	80815.16
BP	14/08/2023	Bothams Prestige	Flash Lane	336.00	80479.16
BP	14/08/2023	MJRCC Jun – AUG 23		584.87	79894.29
DD	15/08/2023	YPO		20.22	79874.07
CHQ 300050	15/08/2023	DH – Reimbursement	Chatty Cafe	15.15	79858.92
CHQ 300053	15/08/2023	DH – Reimbursement	Chatty Cafe	36.36	79822.56
CHQ 300055	15/08/2023	DH – Reimbursement	Chatty Cafe	22.08	79800.48
DD	16/08/2023	Sage Software Aug 23		101.40	79641.61
BP	17/08/2023	HMRCPAYE May-Jul 23		2057.47	77641.61
BP	21/08/2023	EDF		84.00	77557.61
BP	22/08/2023	Imperative Training		261.00	77296.61
BP	22/08/2023	CS Surveying Ltd		760.00	76536.61
BP	24/08/2023	Sutcliffe Play	Play Area	962.14	75574.47
BP	24/08/2023	I jones		910.00	74664.47
BP	25/08/2023	DS Creative – Booklet		843.00	73821.47
BP	31/08/2023	Bothams-Grass & Pitch	Flash Lane	1104.00	70982.12
BP	31/08/2023	Cynetix IT		640.00	70342.12

Total Expenditure £ 46070.95

Net Balance after purchases deducted £ 70342.12

Cheque number 300054 not yet cashed £137.91
 Cheque number 300056 not yet cashed £ 24.00
 Cheque number 300057 not yet cashed £150.00

**Parish Council:
 Receipts In –**

Date From: 01/07/2023

Date To 31/08/2023

**** 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

Net Balance after payment deducted £70342.12

Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
BACS	10/07/2023	Winks - Edwards	Cemetery	85.00	70427.12
BACS	10/07/2023	Eden – Slack	Cemetery	115.00	70542.12
BACS	11/07/2023	Pitch Hire-Black Adders	Flash Lane	45.00	70587.12
BACS	12/07/2023	Eden – Breckin	Cemetery	30.00	70617.12
PIB 000080	21/07/2023	Clarksons - Memorial	Cemetery	225.00	70842.12
PIB 000080	21/07/2023	Jenkins – Plaque	Cemetery	100.00	70942.12
PIB 000080	21/07/2023	Chatty Café – 05/07/23	Youth Club	80.99	71023.11
PIB 000080	21/07/2023	Oldfield – Plaque	Cemetery	100.00	71123.11
PIB 000080	21/07/2023	Chatty Café – 19/07/23	Youth Club	61.80	71184.91
PIB 000080	21/07/2023	Chatty Café – 19/07/23	Youth Club	64.06	71248.97
PIB 000081	02/08/2023	Clarksons – J Hassall	Cemetery	225.00	71473.97
PIB 000081	02/08/2023	Chatty Café 26/07/23	Youth Club	88.00	71561.97

BACS	04/08/2023	Pitch Hire–Black Adders	Flash Lane	45.00	71606.97
BACS	11/08/2023	Co-OP Funeral Care		450.00	72056.97
BACS	14/08/2023	H Smith		45.00	72101.97
TRANS	14/08/2023	Transfer from BVT	Windows	36.00	72137.97
BACS	15/08/2023	Walker		5.00	72142.97
BACS	18/08/2023	LLewell	Car Boot	5.00	72147.97
PIB 00082	22/08/2023	No Name	Car boot x 3	15.00	72162.97
BACS	29/08/2023	Heath	Car Boot	5.00	72167.97

Total Income £1825.85

Closing Balance £72167.97

**Bramley Village Trust
Purchases Made –**

Date From: 01/07/2023

Date To 31/08/2023

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

Closing Balance as at 30/06/2023 £ 9594.51

Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
BACS	14/08/2023	Waterplus – Water	Village Hall Apr-Jul	63.29	9531.22
TRANS	14/08/2023	BPC- Windows	Hall / Youth	36.00	9495.22
BACS	14/08/2023	Waterplus - Water	Youth Club	79.91	9415.31
BACS	14/08/2023	Everflow	All Sites	56.64	9358.67
BACS	14/08/2023	EDF- Electricity	Changing Apr-May	84.17	9274.50
BACS	14/08/2023	EDF - Gas	Village Hall	1096.79	8177.71
BACS	14/08/2023	EDF- Gas	Youth Club	1583.57	6594.14
BACS	14/08/2023	EDF- Electricity	Changing Jun -July	217.74	6376.40
BACS	17/08/2023	Total–Electricity	Youth Club July	297.67	6078.73
BACS	17/08/2023	Everflow- Drainage	All Sites Aug - Sept	71.68	6007.05
BACS	22/08/2023	Everflow - Drainage	All Sites	66.94	5940.11
BACS	22/08/2023	G Richards-Window	Hall/Youth	30.00	5910.11
DD	29/08/2023	Everflow	Duplicate Paymt	66.94	5843.17

Total Expenditure £ 3751.34

Net Balance after purchases deducted £ 5843.17

**Bramley Village Trust
Receipts In –**

Date From: 01/07/2023

Date To 31/08/2023

Net Balance after purchases deducted £ 5843.17

Payment Type / Cheque Number	Date	Details	Department	£ Amount	Total
BACS	18/07/2023	Play Group – Hall Hire	Youth Club	100.00	5943.17
BACS	31/07/2023	Tiakwondo – Hall Hire	Village Hall	70.00	6013.17
BACS	31/07/2023	Flash Dance –Hall Hire	Youth Ckub	1157.00	7170.17
PIB 00006	02/08/2023	Table Tennis- Hall Hire	Youth Club	180.00	7350.17
PIB 00007	22/08/2023	TWG – Hall Hire	Parish Hall	70.00	7420.17

Total Income £1577

Closing Balance £ 7420.17

- 6.01 Cllr D Sayner asked for clarification on the following items:
- 'Brenden Morley'. Clerk R Thompson confirmed that is the tree surgeon.
 - 'ICCM'. Clerk R Thompson confirmed it is payment for the legal side of the cemetery.
 - 'CS Surveying'. Clerk R Thompson confirmed this is the company that hire Martin Brookes.
 - 'Synetix'. Clerk R Thompson confirmed this is the IT services; she noted the auditor had highlighted a couple of issues that have now been addressed.
- 6.02 Cllr D Sayner asked why the payments to ScrewFix had been so high; Clerk R Thompson confirmed much of it was for the recent bathroom refurbishment (sinks, adhesive, tiles etc)
- 6.03 Cllr I Handley expressed that the figures are much more understandable now.
- 6.04 Cllr J Moore asked the possibility of adding numbers to the rows on the finance report to make it easier to point out specific ones in the meeting. Clerk R Thompson agreed.
- 6.05 Cllr J Moore proposed the finance statement as submitted to be meeting be accepted following amendments. Cllr J Bradwell seconded the proposal. Majority agreement, Cllr D Sayner abstained.

7.00 Committee Updates:

a) Events Committee

- 7.01 Chair M Brown updated on the Community Chatty Café, and expressed appreciation to Cllr J Simmons, Vice Chair D Hardwick, and Cllr C Makin for their involvement.
- 7.02 Cllr J Moore highlighted that two gentlemen are coming to church on Sunday as a result of the Café.
- 7.03 Chair M Brown confirmed the car boot sale is going ahead this Sunday opening from 11am for buyers, and there will be refreshments served from inside the youth club on the day. Clerk R Thompson confirmed 42 are booked on currently, with a few expected to pay on the day.

b) Cemetery Committee

- 7.04 Vice Chair D Hardwick shared that Cllr J Bradwell had arranged for a group of volunteers to come and do some tidying and add new chippings to the older graves. Cllr C Makin stated that the tidied ones look very good. Vice Chair D Hardwick also highlighted he had received comments about how much nicer it looks.
- 7.05 Vice Chair D Hardwick suggested taking down the forward facing sides of the compound to put some seating there instead. Cllr A Cooke asked where items could be securely stored once removed if the compound is no longer there. Vice Chair D Hardwick noted there is a smaller hut further down that could be made secure.
- 7.06 Chair M Brown expressed that the Parish Council spent a lot on the compound initially installing it, so taking it down so soon seems a waste. He already mentioned that having a shelter there may give opportunity for misuse of the space.

- 7.07 Cllr J Bradwell asked if there was any other purpose it could be used for as it is currently stood empty; Clerk R Thompson stated that in the case of a headstone toppling we remove and store in the compound for 12 months for people to come and collect and have reinstalled.
- 7.08 Cllr D Tattersfield noted the compound was a mess hence why they emptied it recently. He stated that lots of people walk around that side as that is the current part of the cemetery being used, and there is currently nowhere to sit. He suggested we take it down but keep the side panels to be able to put it back up when needed.
- 7.09 Cllr C Makin suggested keeping the compound for 6 months and monitoring the use, then make a decision later down the line.
- 7.10 Cllr I Handley highlighted there was need for the compound initially and shared that he didn't think the situation had changed enough to now take it down but suggested looking at alternatives for seating.
- 7.11 Vice Chair D Hardwick noted they want to get the rest of the work done whilst the weather is suitable and noted it would require Cllr J Bradwell organising the same group to come back up.
- 7.12 Cllr A Cooke noted it certainly makes a big improvement to the cemetery so £150 per visit, plus the cost of chippings is very little money to spend with the amount of work being done.
- 7.13 Vice Chair D Hardwick proposed we invite the group back up to cemetery at a cost of roughly £400. Cllr J Bradwell seconded the motion. Unanimous agreement.
- 7.14 Chair M Brown noted that we want to look at the war graves, Vice Chair D Hardwick agreed.
- 7.15 Cllr D Tattersfield noted he had been in the cemetery last week, and stated that after the grass cutting, there is a layer of grass covering the base of the headstones, so suggested Cllrs arrange to voluntarily go up after grass cutting has been done to sweep the bases.
- 7.16 Cllr D Tattersfield highlighted the burials near the compound. Chair M Brown noted that it is a mass grave, mainly victims from the Sheffield Blitz, and noted Jasmine had been looking at the names to get a plaque produced.
- 7.17 Cllr D Tattersfield mentioned that those victims have no acknowledgement, so suggested inviting children from one of the schools to go up and lay a wreath around Remembrance Day. Chair M Brown shared that the children lay the wreath at the War Memorial as it part of the curriculum.

c) Allotments Committee

- 7.18 Vice Chair D Hardwick updated on the allotment sites. He confirmed he had met with two new tenants for the Grange Allotment site. He also noted that he had been approached about Bramley Parish Council doing the grass cutting; he confirmed that as grass cutting is not in the agreement it would first need to be discussed to assign an additional charge should they want it cut by us.

- 7.19 Regarding the replacement of the gate, Vice Chair D Hardwick noted that we can reclaim the cost in the rent. Chair M Brown noted that the agreement we are responsible for the perimeter/fencing/gates, so didn't feel we should be charging. Cllr A Cooke shared that from his understanding also, we had responsibility to maintain the perimeter including the gate.
- 7.20 Vice Chair D Hardwick stated that we are responsible for the maintenance, but that doesn't mean we are not able to claim back the cost especially when it is a substantial amount.
- 7.21 Cllr R Holyhead expressed that when we took over the allotment sites, we knew there would be added costs. Cllr A Cooke agreed as it is an amenity for the public, not for profit.
- 7.22 Chair M Brown noted the agreement currently is an increase of rent by £2 up to 2025, so suggested we re-evaluate the rent charge in conjunction with the gate costs in a few years.
- 7.23 Cllr D Sayner highlighted that we would ideally need to make plot holders aware of the plan beforehand, i.e., that the replacement gate charge would be added to the rent from 2025.
- 7.24 Chair M Brown proposed that the allotment rent cost be relooked at, to include the gate costs, in 2025. Cllr J Bradwell seconded the proposal. 8 Cllrs in agreement. 2 Cllrs voted against. Vice Chair D Hardwick abstained.
- 7.25 Vice Chair D Hardwick shared that Cllr J Simmons would like to take over one of the church allotments. Clerk R Thompson noted that everyone else on the waiting list has been offered one of them, and they all wanted to wait for the Wadsworth Road or Grange site to become available, so currently there is no one waiting for the Church site.
- 7.26 Regarding the Gardens & Streets subcommittee, Cllr D Sayner stated that sub committees elect their own chair, so they need to vote on that in their next meeting.
- 7.27 Cllr D Tattersfield asked about the plan for the plots that are currently not being maintained. Clerk R Thompson confirmed they received written notices to tidy, which expire this week, so if no improvement has been made, they will receive a 28 day notice to quit.
- 7.28 Cllr D Sayner asked if we had got anywhere with getting the Allotment Association AGM minutes. Clerk R Thompson confirmed that she had still not received them, as the secretary stated they are in draft form and therefore unable to be sent. He had agreed to send a summary but not the full copy.
- 7.29 Vice Chair D Hardwick asked if the contractor could be arranged to cut back the brambles behind the church again. Clerk R Thompson agreed to do so.
- 7.30 Chair M Brown mentioned that a lady from the Wadsworth Rd allotments had brought in the surplus produce for people to take at the Community Café.

d) Youth Club

- 7.31 Cllr J Simmons updated on the youth club starting back up. She noted that the older youth (15/16/17 year olds) generally don't want to come in, so the target is more looking at younger teens.

e) Gardens & Streets

- 7.32 Cllr J Moore commented that the hanging baskets around the village look really nice.
- 7.33 Vice Chair D Hardwick confirmed that himself, Cllr Tattersfield and the Clerk did a walkthrough of the village to highlight areas of work and projects to be undertaken. Cllr D Tattersfield stated that walk was 3 weeks ago, and nothing seems to have changed in terms of the gardens themselves and planting.
- 7.34 Cllr D Sayner stated that some work does need to be done to improve the way certain areas are looking.
- 7.35 Chair M Brown shared that a local resident had been very vocal with RMBC regarding some trees, and from that Clerk R Thompson had received a phone call from Asset Management saying that Rotherham Council are considering taking back management of the two plots at the bottom of Church Lane.
- Cllr R Holyhead stated that Bramley Park under RMBC management is rarely done.
- 7.36 Cllr A Cooke asked what RMBC's plans were if they did take it back over. Chair M Brown noted they weren't sure as currently it is just a single phone call.
- 7.37 Cllr D Sayner highlighted that the bottom of church lane has had complaints about the way it looks. He continued that we have less staff working in those areas now than previously which is likely a major reason.
- 7.38 Vice Chair D Hardwick noted that the Memorial Garden looks great and there are always lots of compliments, but the Church Lane planting is not up to the same level. He asked whether Dave (maintenance) would consider doing some and supervising.
- Clerk R Thompson confirmed Dave has done in other places; she noted that she could provide a list to him each week of the areas to be done to then communicate with the gardener.

8.00 To review and adopt the Parish Council scheme of delegation

- 8.01 Cllr D Sayner asked the purpose and benefit of having one in place.
- 8.02 Clerk R Thompson explained that she was given a list by YLCA of policies and documents that most Parish Councils have in place, which included Terms of Reference for subcommittees and a Scheme of Delegation. She shared that the Scheme of Delegation would be in place to allow power to be given to committees and subcommittees to act and make decisions on behalf of the Parish Council within their Terms of Reference. The Terms of Reference would outline where their power is granted and the responsibilities. She confirmed that in order to have one document, the other was also needed.
- 8.03 Cllr D Sayner expressed concerns that decisions made by committees ultimately reflects back on the full council should a wrong decision be made. He further highlighted some amendments and issues with the current draft terms of references provided, for example with regards to hiring staff and terminating contracts.
- 8.04 Cllr C Makin asked for the dates of subcommittee meetings, and asked whether other Cllrs were allowed to attend. Chair M Brown noted that upcoming meeting dates would be published on the website under the Events Calendar and confirmed that any Cllrs can

attend subcommittee meetings but they are not able to vote on decisions made unless they are actively part of that committee.

- 8.05 Regarding the draft terms of references provided, Clerk R Thompson confirmed that these were for committees to review and agree, then bring to full council to challenge and amend. She confirmed that it isn't mandatory to have a Scheme of Delegation in place, if the Parish Council don't want to grant decision making power to committees or sub committees, and in which case Terms of Reference also wouldn't be needed.
- 8.06 Chair M Brown stated that the sub committees operate as a 'think tank' to bring suggestions and ideas to full council.
- 8.07 Cllr D Sayner proposed that we don't adopt a scheme of delegation, and thereby also don't need to adopt terms of reference for each subcommittee, keeping decision making control within the full council. Cllr J Bradwell seconded the proposal. Unanimous agreement.

9.00 To discuss the appointment of the internal auditor and consider any actions

- 9.01 Clerk R Thompson confirmed that we are now in the intermediate audit category due to our income/expenditure being above the threshold, so the internal auditor needs to be approved and voted upon by the full council.
- 9.02 Cllr D Sayner noted that the Finance Officer needs to be able to work with the Internal Auditor and highlighted that the previous one has been reliant. Vice Chair D Hardwick agreed.
- 9.03 Clerk R Thompson shared her reservation that she would be asked to prove impartiality, and was aware that the Finance Officer contacts the current Internal Auditor throughout the year for advice, whereas they should be contacted for audit only in order to maintain and prove they are completely impartial.
- 9.04 Cllr A Cooke asked what advice the Finance Officer was contacting the auditor for, and where the better place would be to go for it. Clerk R Thomspson noted she was unsure what other matters were being discussed.
- 9.05 Cllr J Bradwell asked the Clerk how other councils she has worked with have gone about it. Clerk R Thompson confirmed that she uses an external company that assigns a random auditor from their register that specialises in Parish Councils to come and complete the audit, as this guarantees impartiality.
- 9.06 Cllr R Holyhead noted that he previously was a systems auditor, and was always kept the same, and remained open to requests for advice without issue.
- 9.07 Cllr C Makin asked how long the Parish Council has used the same internal auditor. Clerk R Thompson confirmed 13-14 years.
- 9.08 Cllr J Bradwell stated that it would be useful to try a different auditor, and suggested the system used by the Clerk in other councils.
- 9.09 Cllr J Moore suggested keeping the same internal auditor as she has been worked with long term and has started a relationship with the Clerk.

- 9.10 Cllr J Moore proposed that we appoint the Internal Auditor presented to the Parish Council meeting by the Finance Officer. Cllr D Sayner seconded the proposal. 7 Cllrs in agreement. 4 against. Majority agreement to accept the internal auditor.

10.00 To discuss the Clerk's employment contract

- 10.01 Clerk R Thompson stated that it was brought to her attention by the auditor that her contract was never signed in the presence of the full council, however she confirmed the auditor couldn't provide legislation for why it needed to happen.
- 10.02 Cllr D Sayner asked if the contract is a standard one. Clerk R Thompson confirmed it is the standard Clerk job description taken from NALC so is available online to view.
- 10.03 Chair M Brown stated that the salary and holidays of the Clerk was discussed and agreed at a full council meeting and the job description was emailed to Cllrs upon advertising the position.
- 10.04 Clerk R Thompson noted that she was happy to circulate her contract to all Cllrs, but it would need to be voted upon.
- 10.05 Cllr J Bradwell proposed that the Parish Cllrs do not need to view the Clerks contract as details were agreed initially in full council and more so by the staffing committee. Cllr C Makin seconded the proposal. 9 Cllrs in agreement. Cllr D Sayner voted against, Vice Chair D Hardwick abstained.

11.00 To discuss the Annexe and consider any actions

- 11.01 Clerk R Thompson confirmed she had organised an appraisal following the last meeting and received the email on her way to this evenings meeting, so agreed to circulate this to Cllrs in the coming days.
- She noted from Rotherham Commercial Company the comprehensive market appraisal valued at £100,000. They estimated the monthly rent could be charged at £5,500 a month as commercial, following renovation work being done prior, to fulfil compliance.
- 11.02 Cllr D Sayner asked if we have received any interest in the property. Clerk R Thompson shared that she has received an email requesting potential rent or purchase of the property.
- 11.03 Cllr A Cooke asked what the cost of renovation would be. Clerk R Thompson confirmed she had been quoted £140,000.
- Cllr D Sayner mentioned that it is unlikely anyone would purchase the property in the state it is currently in, and we are unable to rent at present, so suggested Cllrs be sent the appraisal to view and discuss at a future meeting.
- 11.04 Cllr J Moore noted that in order to keep the property running following renovations, we would still need the demand for hire.

Cllr J Simmons left the meeting.

12.00 To consider applications for planning permission

None

13.00 Chairman's report to the Parish Council

13.01 Chair M Brown made reference to the update circulated in the packs.

“At the end of July, I represented the council at a Summer Fair in Bramley Grange School. This was the first event organised by the newly formed parents' group. The school has been through some tough times recently and hopefully this is a new start.

Community Litter Pick: St Francis Church joined us for the litter pick organised by our Ward Cllrs. It was a good time to do the litter pick as our regular staff member is currently off work. We picked Man Street, Cross Street, Church Lane and Bawtry Road. As well as this being a useful job, it was good to have a chat whilst picking litter.

CAP Meeting: Rebecca and myself attended the CAP meeting in mid-August. We were able to raise our concerns regarding traffic and recent incidents of ASB. The ASB always seems to increase during summer school holidays. We were shown a new computer system which tracks traffic flows and average speeds using satellite technology. It can pinpoint data on an hourly basis for any road in the borough.

Rev'd Helen Terry: On 5th September I was invited to represent the Parish Council of the Licensing of Rev'd Helen Terry as vicar of Bramley, and Helen will be covering St Leonards Thrybergh. The service was conducted by the Bishop of Doncaster, assisted by the Archdeacon of Sheffield and Rotherham. It is important that the Parish Council is involved in these community events.

Les Rogers: It was sad to hear of the passing of Les. Les worked for the Parish for many years both overseeing the playground and arranging the football matches. He was also very proud of the way he kept the changing rooms. Les was a character; he was still doing his paper round well into his seventies. On his way to do his round he would unlock the cemetery. Les was a reliable employee of the Council, and our condolences go to his family.”

13.02 Cllr D Sayner asked whether we had the police report from the CAP meeting. Chair M Brown stated due to holidays they hadn't got the figures yet, so weren't presented with the recent crime statistics.

13.03 Clerk R Thompson noted that following the Joint Working Group there is a network gathering open to all Cllrs to attend. She confirmed these invites are emailed out to Cllrs.

14.00 To discuss the Code of Conduct of Councillors

14.01 Chair M Brown shared that the last Network Meeting was around Code of Conduct and was presented by the YLCA regional head. He stated that the Code of Conduct is a statutory requirement for all Cllrs and expressed that some points are currently not being adhered to.

14.02 Chair M Brown shared his observations from the Code of Conduct he felt were currently not being properly adhered to by Cllrs:

- Using personal emails is against Code of Conduct and he noted that some Cllrs are still doing so.
- Arranging meetings on behalf of the Parish Council without approval is against Code of Conduct, as well as arranging to meet in public places to discuss Council matters.
- Instructing or directing staff and contractors is the Clerk's responsibility and goes against Code of Conduct for Cllrs.
- There have been reports of inappropriate language used by Cllrs in public

- 14.03 The Chair expressed that Cllrs need to be aware of their conduct wherever they are and whether or not they are directly involved in Council business at the time, because they still represent Bramley Parish Council.
- 14.04 Cllr D Sayner stated that the Staffing Committee hasn't presented minutes of the meetings to the council. Cllr A Cooke noted there have only been two meetings and all decisions have been brought to full council.
- 14.05 Cllr C Makin we read through the Code of Conduct and come back with thoughts on where to improve.

15.00 Clerk's report to the Parish Council

- 15.01 Document circulated in packs to Cllrs prior to meeting.
- 15.02 Cllr I Handley noted the report is very comprehensive and well written.
- 15.03 Clerk R Thompson explained that the developers of the Cumwell Lane site went into administration 2 weeks ago. Work is at the finishing stages, so they have taken in another company to finish off. AEG Automotive will be operational on the premises from October 2024.
- 15.04 Cllr J Bradwell highlighted that larger vehicles have been coming down Sandy Lane late at night. Clerk R Thompson shared that with the Cumwell Lane/Bawtry Road junction being closed at night the vehicles have no choice but to come down Flash Lane and Sandy Lane in the meantime.
- 15.05 Cllr D Sayner asked about the initial vacancies they had stated would be offered. Clerk R Thompson noted that originally it was voiced that upward of 200 vacancies would be available, however it has been made known that the majority will be filled by staff from another site and 150 robots in the warehouse section, so there will only be around 30 active vacancies advertised.
- 15.06 Cllr D Sayner highlighted that the action list update produced by the Clerk from the previous minutes is much appreciated and useful.
- 15.07 Regarding the CCTV, Cllr R Holyhead asked whether it has been checked to ensure we are allowed to have cameras on the playground area. Clerk R Thompson confirmed that as long as there is signage stating the area is being recorded for security the cameras are fine to go up.

16.00 Items of confidentiality not for publication

None

17.00 Matters of information and report from councillor's present

17.01 Cllr D Tattersfield confirmed that the litter picker is home from hospital.

17.02 Cllr A Cooke asked if the gates on the youth club car parks are being locked at night. The Clerk confirmed that generally they are, however, John sometimes finds cars parked in there with people on the field, so doesn't feel comfortable walking onto the field in the dark alone to ask for the cars to be moved. Cllr A Cooke noted the car park has signs with the open/closing times listed, so should lock the cars in and let them be prepared to pay the release fee.

17.03 Cllr J Moore suggested it would be worth him having an understudy for the Remembrance Parade, and he put Cllr I Handley forward for that.

17.04 Chair M Brown stated that Cllr I Handley's grandson has done some voluntary work and expressed that he had been a pleasure to work with.

Meeting closed at 21:22pm

Signed by the Chair as a true and accurate record