

# **Bramley Parish Council Meeting – 10<sup>th</sup> January 2022**

## **Bramley Village Hall, Cross Street, Bramley**

Meeting commenced at 7:00pm.

Chair M Brown opened the meeting and wished everyone a happy New Year. On behalf of the Parish Council the Chair expressed condolences to Cllr J Moore and his family for the recent loss of his wife.

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

- 1.01 Chair M Brown expressed major concerns to Ben Shaw regarding a rumour spreading around the allotment holders, and confirmed it to be untrue, with reference to the Parish Council minutes.
- 1.02 B Shaw noted he wanted to look at mending the relationship between the Allotment Association and Bramley Parish Council. Cllr C Makin noted she had spoken with an Allotment Association member recently regarding the above issue in 1.01, and they had apologised for the misunderstanding.
- 1.03 Ben Shaw expressed his apologies for any individual actions, and confirmed he was not aware of who had started the initial rumour. He confirmed he has consulted with the ICO and the National Allotment Association and taken advice from them; he noted he has sent through the Allotment Association members list and also stated that Bramley Parish Council are well within their rights to give 12 months' notice and take ownership but not the 1 month given.
- 1.04 B Shaw also stated his apologies if he came across as obstructive in the previous Parish Council Meeting.
- 1.05 Chair M Brown confirmed the notice has already been served; he stated that the council had taken legal advice months ago regarding the best way forward as the current issues have been ongoing for years. Part of the RMBC agreement was for Bramley Parish Council to have a current waiting list, and current allotment holder list, and that didn't happen. He stated the council are within rights to give 1 months' notice but decided to give 3 months; he mentioned the idea of Bramley Parish Council retaking control of the administration and management is to maintain a fair and more controlled system.
- 1.06 B Shaw stated the data sharing agreement is not in place for the current members list and waiting list to be shared securely and safely but noted he could look at setting that up. He confirmed both himself and previous secretary would be happy sharing data with the agreement in place. Clerk R Thompson confirmed the data sharing agreement has already been agreed and stated that she has emails from the previous secretary stating data would be shared.
- 1.07 Chair M Brown mentioned that the Parish Council has taken advice from YLCA, NAS, as well as the solicitors and 3 months' notice has been given.

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

2.01 Apologies received:

Cllr J Moore  
Cllr D Tattersfield

Cllr J McVann

2.02 Present:

Chair M Brown  
Vice Chair D Hardwick  
Cllr C Makin  
Cllr J Bradwell  
Cllr A Cooke  
Cllr D Sayner  
Cllr R Holyhead  
Cllr D Jackson  
Cllr J Simmons  
Cllr I Handley

2.03 Staff Present & Guests

Clerk R Thompson  
Assistant Clerk E Harris (minute taker)  
Ben Shaw (Allotment Association)

**3.00 To place on the agenda any urgent item that requires debate and decision at this meeting**

3.01 Clerk R Thompson mentioned she had some extra items to discuss under the Clerk's report.

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

None

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

5.01 Cllr I Handley stated that the finance statement from last month had not been imported into the draft minutes. Assistant Clerk E Harris agreed to correct this.

5.02 B Shaw stated he would send his own notes to the Clerk from the previous meeting and also asked for a change on an item discussed in allotments.

**6.00 To approve the Minutes of the Previous Parish Council Meeting**

6.01 Cllr J Bradwell proposed the minutes of the December 2022 Parish Council Meeting to be a true and accurate record following amendments being made. Vice Chair D Hardwick seconded the proposal. Unanimous agreement.

## 7.00 Parish Council and Bramley Village Trust finances

7.01 From statements as 04/12/2022

|  |         |                    |
|--|---------|--------------------|
| Reserve Account (02/12/2022)           | 1*****1 | £ 5377.41          |
| Current Account 1 Unity Bank           | 2*****0 | £ 143536.61        |
| Interest Account                       | 1*****6 | £ 35788.38         |
| Savings Account (closed)               | 1*****6 | £ 0.00             |
| Current Account 2 Unity Bank           | 2*****3 | £ 3206.99          |
| <b>Bank total as at statement date</b> |         | <b>£ 187909.39</b> |

From statement as 30/11/2022

|                                  |         |            |
|----------------------------------|---------|------------|
| Bramley Village Trust Unity Bank | 2*****6 | £ 23120.21 |
|----------------------------------|---------|------------|

|                               |  |            |
|-------------------------------|--|------------|
| Grant from BPC to BVT 2021/22 |  | £ 34000.00 |
|-------------------------------|--|------------|

### Parish Council:

#### Payments made -

Date From: 01/12/2022

Date To 31/12/2022

**\*\* 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 01.04.21 – 30/11/22 | £ 142981.81        |
| BP     | 05/12/2022 | C002 – Staff Xmas Vouchers              |               | 480.00                           | 143461.81          |
| BP     | 05/12/2022 | Charm Window – Back Window              | Parish Hall   | 205.00                           | 143666.81          |
| 300021 | 12/12/2022 | CM – Flowers Band                       |               | 40.00                            | 143706.81          |
| 300022 | 12/12/2022 | HMRC – Month 9                          |               | 1073.04                          | 144779.85          |
| BP     | 13/12/2022 | Chubb – Fire Extinguisher check         | Parish Hall   | 41.65                            | 144821.50          |
| BP     | 13/12/2022 | C002 – Indoor Xmas Lights               |               | 6.00                             | 144827.50          |
| BP     | 13/12/2022 | LBM – Various Items                     |               | 103.87                           | 144931.37          |
| BP     | 13/12/2022 | C002 – Xmas lights & Cards              |               | 98.49                            | 145029.86          |
| BP     | 13/12/2022 | EDF – Gas 01.10.22 – 22.11.22           | Youth Club    | 1826.67                          | 146856.53          |
| BP     | 13/12/2022 | Lightmain – Skatepark                   | Flash Lane    | 22039.94                         | 168896.47          |
| BP     | 13/12/2022 | CT002 – Wages                           | Parish Hall   | 942.14                           | 169838.61          |
| BP     | 13/12/2022 | FO009 – Wages                           |               | 988.15                           | 170826.76          |
| BP     | 13/12/2022 | G0012 – Wages                           |               | 715.21                           | 171541.97          |
| BP     | 13/12/2022 | CT0022 – Wages                          | Youth Club    | 588.84                           | 172130.81          |
| BP     | 13/12/2022 | AC0021 – Wages                          |               | 627.79                           | 172758.60          |
| BP     | 13/12/2022 | GK0027 – Wages                          | Cenotaph      | 155.67                           | 172914.27          |
| BP     | 13/12/2022 | AC0028 – Wages                          |               | 598.79                           | 173504.06          |
| BP     | 13/12/2022 | CI0031 – Wages                          | Cemetery      | 307.59                           | 173811.65          |
| BP     | 13/12/2022 | L0029 – Wages                           |               | 799.54                           | 174611.19          |
| BP     | 13/12/2022 | C002 – Wages                            |               | 1656.69                          | 176267.88          |
| BP     | 13/12/2022 | H0032 – Wages                           |               | 1206.31                          | 177474.19          |
| BP     | 13/12/2022 | R Ogle -Wages 116363                    |               | 56.10                            | 177530.29          |
| BP     | 13/12/2022 | EDF – Gas 01.11 – 29.11.22              | Parish Hall   | 761.70                           | 178291.99          |
| BP     | 13/12/2022 | Total - Elec 01.11 – 30.11.22           | Youth Club    | 141.32                           | 178433.31          |
| BP     | 14/12/2022 | EDF Balance after read to 12.12.22      | Youth Club    | 347.15                           | 178780.46          |
| BP     | 14/12/2022 | Business Stream – Water Wadsworth       | Allotments    | 62.19                            | 177842.65          |
| BP     | 14/12/2022 | Water + - Water                         | Youth Club    | 60.45                            | 117803.10          |
| BP     | 14/12/2022 | Bramley Sunnyside Jnr Schl – Lights     | S137 Donation | 286.60                           | 179189.70          |
| BP     | 19/12/2022 | National Allotment Society – Subscriptn | Allotments    | 67.00                            | 179256.70          |
| BP     | 19/12/2022 | SLCC – Allotment Management             | Allotmnts     | 72.00                            | 179328.70          |
| BP     | 20/12/2022 | Wel Medical – Defib Battery & Pads      | Youth Club    | 204.00                           | 179532.70          |
| BP     | 20/12/2022 | JS – Caffe Supplies                     | Chatty Café   | 10.07                            | 179542.77          |
| BP     | 20/12/2022 | FO009 – Nortons & Google Drive          |               | 78.38                            | 179621.15          |
| BP     | 20/12/2022 | RSB – CR250 & Rock Salt                 |               | 150.00                           | 179771.15          |
| BP     | 21/12/2022 | Everflow – Water BVT                    |               | 59.91                            | 179831.06          |
| BP     | 21/12/2022 | G Richards – Windows                    | Parish/Youth  | 30.00                            | 179861.06          |
| BP     | 21/12/2022 | E.on – Final Bill Electricity           | Annexe        | 228.60                           | 180089.66          |
| Chrg   | 31/12/2022 | Bank Charges Current Account 1          |               | 38.25                            | 180127.91          |
| Chrg   | 31/12/2022 | Bank Chagred Current Account 2          |               | 18.15                            | 180146.06          |
|        |            |   |               | <b>£ 37164.25</b>                | <b>£ 180146.06</b> |

### Parish Council:

#### Receipts In –

Date From: Date From: 01/12/2022

Date To 31/12/2022

**\*\* 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           |
|--------|------------|--|-------------|------------------|-------------------|
| INT    | 30/11/2022 | Int to 30.11.2022                      |             |                  |                   |
| 000023 | 05/12/2022 | Chatty Café 23.11.22 & 1.12.22         | Youth Club  | 57.90            | 210966.28         |
| TRANS  | 13/12/2022 | BVT EDF – Gas 01.10.22 – 22.11.22      | Youth Club  | 1826.67          | 212850.85         |
| TRANS  | 13/12/2022 | BVT EDF – Gas 01.11 – 29.11.22         | Parish Hall | 761.70           | 213612.55         |
| TRANS  | 13/12/2022 | BVT Total - Elec 01.11 – 30.11.22      | Youth Club  | 141.32           | 213753.87         |
| 000024 | 13/12/2022 | Chatty Café 07.12.22                   | Youth Club  | 36.50            | 213790.37         |
| TRANS  | 14/12/2022 | BVT EDF Balance after read to 12.12.22 | Youth Club  | 347.15           | 214137.52         |
| TRANS  | 14/12/2022 | BVT Water + - Water                    | Youth Club  | 60.45            | 214197.97         |
| TRANS  | 20/12/2022 | BVT Everflow – Water                   |             | 59.91            | 214257.88         |
|        |            |  |             | <b>£ 3294.69</b> | <b>£214257.88</b> |

#### Bramley Village Trust:

##### Payments made –

Date From: 01/12/2022

Date To 31/12/2022

**\*\* 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 01.04.21 – 30/11/22 |                  | £4841.54        |
| <b>Account closed 17.08.22 not able to send payments due to account type.</b> |            |  |                                  |                  |                 |
| TRANS   | 13/12/2022 | BPC EDF – Gas 01.10.22 – 22.11.22      | Youth Club                       | 1826.67          | 6668.21         |
| TRANS   | 13/12/2022 | BPC EDF – Gas 01.11 – 29.11.22         | Parish Hall                      | 761.70           | 7429.91         |
| TRANS   | 13/12/2022 | BPC Total - Elec 01.11 – 30.11.22      | Youth Club                       | 141.32           | 7571.23         |
| TRANS   | 14/12/2022 | BVT EDF Balance after read to 12.12.22 | Youth Club                       | 347.15           | 7918.38         |
| TRANS   | 14/12/2022 | BVT Water + - Water                    | Youth Club                       | 60.45            | 7978.83         |
| TRANS   | 20/12/2022 | BPC Everflow – Water BVT               |                                  | 59.91            | 8038.74         |
|   |            |  |                                  | <b>£ 3197.20</b> | <b>£8038.74</b> |

#### Bramley Village Trust

Date From: 01/12/2022

Date To 30/12/2022

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

##### Receipts In –

| Chq No | Date       | Details                  | Department                       | £ Amount         | £ Total          |
|--------|------------|--------------------------|----------------------------------|------------------|------------------|
|        |            |                          | Balance from 01.04.21 – 30/11/22 |                  | £ 15256.53       |
| BACS   | 02/12/2022 | Elite- Hall Hire         | Parish Hall                      | 245.00           | 15501.53         |
| BACS   | 05/12/2022 | Yoga – Hall Hire         | Parish Hall                      | 50.00            | 15551.53         |
| BACS   | 15/12/2022 | Flash Dance – Hall Hire  | Youth Club                       | 784.00           | 16335.53         |
| 000010 | 05/12/2022 | Football Income          | Flash Lane                       | 45.00            | 16380.53         |
| BACS   | 15/12/2022 | J Shaw – Hall Hire       | Youth Club                       | 40.00            | 16420.53         |
| 000011 | 19/12/2022 | Table Tennis – Hall Hire | Flash Lane                       | 60.00            | 16480.53         |
| BACS   | 19/12/2022 | Yoga – Hall Hire         | Parish Hall                      | 10.00            | 16490.53         |
| BACS   | 19/12/2022 | Flash Dance – Hall Hire  | Youth Club                       | 480.00           | 16970.53         |
|        |            |                          |                                  | <b>£ 1714.00</b> | <b>£16970.53</b> |

- 7.02 Cllr J Bradwell proposed the finance statement as submitted to the meeting be accepted. Cllr J Simmons seconded the proposal. Majority agreement. Cllr D Sayner abstained.

## **8.00 Bramley Village Trust Accounts and Trustee Report**

Cllr A Cooke proposed the Accounts and Trustee report be accepted. Cllr J Bradwell seconded the proposal. Majority agreement. Cllr D Sayner abstained.

## **9.00 Committee Updates**

### **a) Events Committee**

- 9.01 Chair highlighted the event with Lost Chord tomorrow starting at 11am, with Bramley Grange and Bramley Sunnyside schools both attending to sing. He also noted Cameron House and Silverwood residents would be in attendance.
- 9.02 He mentioned the Lost Chord event will overlap with the usual Community Café so people will be encouraged to move into the main hall. Chair M Brown also stated the Café is going well and gets a lot of people coming who would otherwise be on their own. Vice Chair D Hardwick agreed the numbers are gradually building up each week.

- 9.03 Chair M Brown briefly mentioned some event ideas being planned currently; a quiz is currently being planned for March, April we are looking at doing an Easter Egg hunt, as well as a fair and Party on the Park for the King's Coronation in May.
- 9.04 Clerk R Thompson noted that a Circus has been in touch to ask whether Bramley would like to host on Flash Lane, with provisional dates in April. Cllr D Sayner expressed some concerns with regards to the organisation due to the short time scale to prepare.
- 9.05 Clerk R Thompson also mentioned that she received an email from Ravenfield Parish Council Chairman sharing that the Co-op run a Community Fridge Scheme and had offered to provide the refreshments for the Community Café mornings once she sends a list of needed items across.

## **b) Cemetery**

- 9.06 Vice Chair D Hardwick gave an update on the cemetery and noted the two ongoing issues would be discussed by the Clerk under item 16. He commended the contractor for the work he had completed on the older/broken graves stones repairing them.
- 9.07 Chair stated we had issues over Christmas with bedding plants, and wreaths from grave plots being stolen.
- 9.08 Cllr D Jackson confirmed he had been up to the cemetery to check whether there was any piping underneath the ground in the section discussed at the previous council meeting, regarding levelling off the dip. He noted nothing was picked up by the metal detector. Cllr R Holyhead expressed that clay piping would not have been picked up.

## **c) Youth Club**

- 9.09 Cllr J Simmons gave an update on the youth clubs; she confirmed they run sports and crafts, and both are growing in numbers. She confirmed the police would be attending at the end of the month and will also be covering online safety and 'stranger danger', as well as mentioning plans to have a basic first aid course run. Cllr Simmons also noted the Girls Group is building up in numbers too and all the feedback from parents and the young people attending has been very positive.
- 9.10 Chair M Brown mentioned that it was stated at the neighbourhood watch meeting about groups of young people hanging around on the Broadlands estate. Cllr J Simmons noted the older age groups aren't coming into the youth centre.

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

None

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

- 11.01 Chair M Brown gave an update regarding school involvement and noted he is building relationship back up with Bramley Grange.
- 11.02 He stated the Ward Cllrs have been amazing in attending certain events and supporting the Parish Council.

11.03 Cllr D Sayner asked whether items 12a, 13, and 14 could be moved under item 16 due to areas of confidentiality. Chair M Brown agreed to move those items to item 16.

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

### **a) Allotments**

12.01 Discussion was had between Cllrs under item 16. Cllr R Holyhead exited the meeting during the discussion.

12.02 Clerk R Thompson confirmed a meeting was taking place for allotment holders on Monday 16<sup>th</sup> January to clear up any concerns and answer questions but clarified the main change is that Bramley Parish Council would be taking over the admin and management of the two sites.

### **b) First aid Course**

12.02 Clerk R Thompson confirmed she is an instructor for St John's Ambulance and as such can run the training; she stated it would be done in an official capacity with colleagues from St John's and people would get the certificate for it upon completion. Chair M Brown noted that depending on numbers the current plan is to invite the church and community if people are wanting to do the course.

12.03 The Clerk agreed to look at scheduling in a date for March, and mentioned the reduced cost is around £140 , she will check how many delegates can be involved. She also offered to look at doing paediatric first aid with Cllr J Simmons for the youth club.

### **c) Youth Club Roof**

12.04 Discussion was had under item 16.

12.05 Clerk R Thompson confirmed two quotes have been obtained and she is currently waiting for the third and suggested organising an extraordinary meeting to discuss and make the decision once all three pricing quotes are obtained.

### **d) Meeting with Inspector**

12.05 Clerk R Thompson stated she received an email from Inspector Blake asking us to consider some alternative dates for a meeting, so she agreed to send some options to the Cllrs. He has also provisionally confirmed to attend the February Parish Council Meeting.

### **e) Parish Hall Booking**

12.06 Clerk R Thompson explained an initial enquiry from one of the local schools with regards to someone from social services creating a regular booking in the Parish Hall for 1:1 meetings. The lady noted they have funds to cover some booking costs however do not have the full amount available to be able to pay at the corporate price. The Clerk noted with council approval we could offer the booking at the public rate of £10.

12.07 Cllr D Sayner agreed that due to the cause, he suggested going ahead with offering the booking at the public rate. He also made reference to the hall not being in use during those requested hours anyway. No objections.

#### **f) Jubilee Trees**

12.08 Clerk R Thompson stated it is now planting season. Cllr I Handley agreed to liaise with her regarding the planting and organisation of this. The Clerk confirmed we have a grant of £600 to use towards them, and the local Art shop has taken us up on the sponsor a tree idea too. Cllr I Handley mentioned we need 26 trees total.

12.09 Chair M Brown noted that he received a number of phone enquires on Friday regarding the trees in front of Phoenix House being cut down; he assured that he had spoken with the workmen and they have RMBC permission to cut down the ones on the front of the property, but also highlighted that they are aware the trees down the side of that building along the fence are protected and wouldn't be touched.

#### **g) Active Regen**

12.10 Clerk R Thompson stated that Gary, from Active Regen, wanted a decision on whether Bramley Parish Council wanted to go ahead with the Summer Holiday Club; she confirmed she is still waiting to hear back regarding the Youth Provision Fund that we have applied for directly.

12.11 Chair M Brown shared that he did not think the one week block worked as well last year as the ones which are more spread out across the 6 weeks. Cllr C Makin and Cllr J Simmons agreed that doing a couple of days a week would be more ideal.

12.12 The Clerk confirmed the cost would be £1000 a week.

12.13 Cllr J Simmons expressed concerns about the age brackets being combined last time and that some of the activities needed splitting up to accommodate the vast age range. Chair M Brown agreed it did not work well.

12.14 Cllr D Sayner suggested inviting Gary along to the next meeting to discuss expectations and plans.

#### **13.00 Consider the creation of an Allotments Committee**

13.01 Discussion was had under item 16. Cllr R Holyhead left the meeting during discussion.

13.02 Decision was made to create an Allotments Committee with Vice Chair D Hardwick, Cllr J Simmons, and Cllr A Cooke.

#### **14.00 Discuss the Precept for 2023/24**

14.01 Discussion was had under item 16.

14.02 Chair M Brown confirmed the recommendation from the finance sub-committee was 5% increase to cover the rising living and running costs and increased outgoings this next year.

14.03 Cllr J Bradwell proposed the precept for the year 2023/24 be increased by 5%. Cllr D Jackson seconded the proposal. 6 Cllrs voted in favour of the proposal, majority agreement. Cllr I Handley, Cllr J Simmons and Cllr R Holyhead voted against the proposal.

**15.00 To receive an update from Cllr Tattersfield**

Item postponed due to absence.

Chair M Brown asked B Shaw to leave the meeting due to confidentiality of items to be discussed. B Shaw asked for the Clerk to email a copy of the meeting notice and the agenda to himself; Clerk noted the notice is on the fences of the allotments and on social media but agreed to email a copy, and she confirmed the meeting for allotment holders would be an open meeting and as such there is no agenda.

Ben Shaw left the meeting.

**16.00 Items of confidentiality not for publication**

**17.00 Urgent items placed on the agenda from item three**

None

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

None

Meeting concluded at 9:06pm.

Signed by the Chair as a true and accurate record

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Date 14-02-2023