

# **BRAMHOPE & CARLTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held at the Robert Craven Memorial Hall on 25 May 2016 at 7.30pm**

## **PRESENT**

Chairman: Simon Cooper

Councillors: Hilary Harris (Vice chairman), Denis Johnson, Diane Fox, Amanda Lawrence, Peter Lawson, David Bryant, Martin Fogel, Rob Haswell

Nicola Woodward (Clerk)

## **74/16 ELECTION OF CHAIRMAN**

**1.**

Cllr Simon Cooper was elected chairman for the year 2016/17. Cllr Cooper signed the declaration of office and assumed the chairmanship of the meeting.

## **75/16 ELECTION OF VICE-CHAIRMAN**

**2.**

It was AGREED that Cllr Hilary Harris would be the Vice Chairman for the year 2016/17

## **76/16 APPOINTMENTS OF MEMBERS TO COMMITTEES/GROUPS/LIAISON**

**3.**

Appointments were made as per the accompanying sheet. A new Personnel group was proposed by Cllr Harris and seconded by Cllr Fogel.

## **77/16 APOLOGIES**

**4.** Billy Flynn, Anna Hollings, Marion Rider, John Howard

## **78/16 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST OR OTHER INTERESTS**

**5.**

Cllr Harris declared an interest in a payment for Derrick Harris for the quartet for the summer festival.

## **79/16 MINUTES OF MEETING HELD ON 27 APRIL 2016**

**6.**

The minutes were proposed as a true record by Cllr Fogel, seconded by Cllr Bryant and signed by the Chairman.

## **80/16 MATTERS ARISING**

**7.**

There were no matters arising.

## **81/16 UPDATE FROM NEIGHBOURHOOD POLICE TEAM**

**8.**

A burglary had taken place on Carlton Lane on the morning of the 25<sup>th</sup> May, in which a stone was thrown through a window in an attempt to take keys for a Range Rover.

A garage on Old Lane had roof tiles removed in order to steal some of the contents. This is becoming a more common method of entry to garages in Bramhope.

There have been 3 thefts of garden furniture and plants from properties on Hall Drive and theft of a handbag from a car at Golden Acre Park.

Reports of a new telephone fraud. The caller says they are from Talk Talk and ask you to log on to your computer as they have sent money to your account in error. They claim the company have accidentally put over £4000 in to their account and needed the funds back. If the funds are sent back then the customer would be given a few hundred pounds as a goodwill gesture. No transaction had occurred as the fraud is based on the fact some people would send money from their bank account to the one provided over the phone by the fraudster without checking if this had actually occurred.

There have been reports of a bogus roofer in Adel. They ask the customer to take them to the bank in the customer's car to get the money for the work. The thieves then drive off in the customer's car while the customer is in the bank.

## **82/16 CHAIRMAN'S UPDATE**

**9.**

Cllr Cooper gave a vote of thanks for Cllr Johnson for his chairmanship over the last 5 years.

## **83/16 CLERK'S REPORT**

**10.**

**10.1** Bramhope Property Trust requires additional signatories. It was AGREED that Cllr Fogel and Cllr Harris would be added as signatories.

The Clerk raised that if additional Christmas lights are to be purchased for this Christmas then this would need to be actioned as soon as possible. It was AGREED that two additional motifs be purchased.

The Clerk made a request to attend a training event/induction day to be held 14 June for new Parish Clerks, organised by the YCLA. This was AGREED.

The Clerk made a request for a payment to be authorised for the purchase of an annual maintenance contract for the Cemetery software to assist with the transfer of the software and data to the new laptop. This was AGREED.

In response to a request from the Clerk the date of the Parish Carol Service was fixed for the 14<sup>th</sup> December 2016.

Internal Audit – the Clerk raised that there were two recommendations from the internal audit. The fidelity guarantee should be reviewed before the next insurance renewal to ensure it covers the funds held in the accounts. Payment of accounts from cash collection is not recommended.

The Clerk will be away from 26<sup>th</sup> May to 31<sup>st</sup> May.

## **84/16 CORRESPONDENCE**

**11.**

- Traffic Management Section Ward Update
- Cold Calling information
- Notice of SLCC Extraordinary General Meeting
- Leeds Cycling starts here scheme. The Clerk will put details of the scheme on the website.
- Reminder re CAA consultation on proposed changes to CAA's Airspace Change Process
- Email from Barry Anderson re volume and speed survey – Leeds Road Bramhope

## **85/16 FEEDBACK FROM THE ANNUAL PARISH MEETING**

### **12.**

Around 100 residents attended the annual parish meeting with some favourable comments being received.

Issues raised included the need for activities in the village for pre-school aged children. Examples given were a switch on of the Christmas lights with Santa in the village hall, bonfire night fireworks and pre-school activities in the village hall. This feedback will be shared with the RCMH committee.

## **86/16 UPDATE ON SUMMER FESTIVAL**

### **13.**

The first event of the festival, the watercolour exhibition was well attended. Sales for the raffle charity are underway. The next event is the murder mystery event on Friday 27<sup>th</sup> May. Banners to advertise the festival will be erected on Leeds Road on Thursday.

## **87/16 20MPH ZONE PROPOSAL**

### **14.**

The Parish Council did not offer any objection to the 20mph zone proposal for Bramhope.

## **88/16 FINANCE AND ADMINISTRATION**

### **15.**

**15.1** Approval of the annual governance statement and schedule of payments was proposed by Cllr Johnson, seconded by Cllr Fogel and AGREED by all.

**15.2** The petty cash schedule was approved

**15.3** Approval of the accounts for 2015/16 was proposed by Cllr Fox, seconded by Cllr Fogel and AGREED by all.

**15.4** The annual property will take place on 29<sup>th</sup> June, departing from Robert Craven Hall at 7.00pm

## **89/16 PLANNING AND ENFORCEMENT**

### **16.**

#### **16.1 Planning Issues**

The report from the Planning Group was ratified.

#### **16.2 Fencing at Rosemont site**

A recommendation for the use of Heras fencing at the Rosemont site will be forwarded to LCC.

#### **16.3 Enforcement Issues**

There were no enforcement issues.

**90/16 VILLAGE MAINTENANCE GROUP**

**17.**

17.1 The minutes of the group of 3 May 2016 were approved.

**91/16 COMMUNICATIONS GROUP REPORT**

**18.**

There was no report from the Communications group.

**92/16 LEEDS CITY COUNCIL UPDATE**

**19.**

There was no update from Leeds City Council

**93/16 CARLTON VILLAGE REPORT**

**20.**

There was nothing to report for Carlton Village.

**94/16 LIAISON GROUPS**

**21.**

**21.1 RCMH**

There was no update for the RCMH

**21.2 BRAMHOPE PRIMARY SCHOOL**

BPS has invited the Parish Council to attend their Queens Birthday Garden Party. The scarecrow hunt will take place on 25<sup>th</sup> June.

The Wharfedale have included an item on the festival logo competition winner in this week's edition.

Cllr Harris accompanied a school trip to Meanwood Valley Farm.

**21.3 AIRPORT CONSULTATIVE COMMITTEE**

There was no update.

**95/16 PARISH ISSUES**

**22.**

Cllr Harris shared a letter received from the retiring manager of RCMH.

Cllr Fox will assist at the Murder Mystery Evening.

**96/16**

**23.**

The date of the next meeting of the Parish Council will be Wednesday 22<sup>nd</sup> June at 7.30pm

The meeting ended at 8.40pm