

# **BRAMHOPE & CARLTON PARISH COUNCIL**

## **Minutes of the Meeting of the Parish Council held at the Robert Craven Memorial Hall on 27 July 2016 at 7.30pm**

### **PRESENT**

Chairman: Simon Cooper

Councillors: David Bryant, Peter Lawson, Hilary Harris, Denis Johnson, Diane Fox, John Howard, Rob Haswell, Billy Flynn

### **TO RECEIVE APOLOGIES AND APPROVE REASONS OF ABSENCE**

1. Cllrs Marion Rider, Anna Hollings, Amanda Lawrence, Martin Fogel & Nicola Woodward (Clerk)

### **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST OR OTHER INTERESTS**

2. No interests were declared

### **MINUTES OF MEETING HELD ON 22 JUNE 2016**

3. The Minutes were proposed as a true record by Cllr Johnson, seconded by Cllr Fox and signed by the Chairman.

### **UPDATE FROM FIRST WEST YORKSHIRE REPRESENTATIVES REGARDING THE BUS SERVICE IN BRAMHOPE**

4. Will Pearson, who has recently been appointed as Business Manager for First in Leeds attended on behalf of Paul Turner, Head of Commercial. He noted that there have been no changes to the X84 bus timetable since April 2015 and feels that this needs to be addressed. Eight new buses are to be allocated to the X84 route by October 2016 which should improve the reliability of vehicles. An analysis of the number of journeys and reliability has been undertaken and, although the X84 is not seen as the worst performing route, he understood the concerns raised by Councillors. He noted comments relating to the number of buses running marked "Not in Service", the fact that the X84 is the only service to Bramhope and the unhelpful attitude of some of the drivers. He provided his direct contact details to the Councillors.

### **TO RECEIVE INFORMATION REGARDING ONGOING ISSUES AND DECIDE FURTHER ACTION WHERE NECESSARY**

- 5.1 Cllr Flynn reported on the consultation regarding the proposal for further yellow lines, particularly around Eastgate. The views of the Parish Council have been passed on to Highways. As the issue seems to be one of visibility, particularly when there is a parked car in the vicinity, an alternative proposal

of installing a mirror may be considered. It is hoped that the introduction of the 20 mph zones will reduce the problem.

5.2 The owners of 1 Parklands Gate have not yet confirmed whether they will purchase the piece of land and are still considering the costs involved.

#### **UPDATE FROM THE NEIGHBOURHOOD POLICE TEAM**

6. Due to annual leave a representative was unable to attend but a report was received.

Damage caused to a car window on Breary Lane East.

A vehicle has been broken into on Breary Lane.

Theft of garden furniture on Hall Drive (value £2500) indicating that valuable items should not be left in gardens.

#### **CHAIRMAN'S UPDATE**

7. The Chairman has received a letter of welcome from Greg Mulholland M.P.

The Chairman has been contacted by the management committee of the parade of shops in Bramhope regarding the ownership of the land at the front of the shops.

The shed at the cemetery has been sold for a second time, the first sale having fallen through.

#### **CLERK'S REPORT**

8. The staple bar for Cllr Denis Johnson's name to be added to the Chairman's chain has been received.

#### **CORRESPONDENCE**

9. West Yorkshire Transport and Bus Strategies consultation 18 July-21 October: details to be put on the Parish Council website.

A request for consideration for the use of s106 monies for repairs to Paul's Pond: Cllr Flynn reported that a source of emergency funding has now been found by Leeds City Council officers for the repairs. It was noted that the s106 money is for use in Bramhope only. Cllr Flynn said that he would check on the amount of s106 money remaining and urged the Parish Council to spend it on any suitable project.

Housing Land Supply – public document from Cllr Barry Anderson – see comments under item 17 Leeds City Council Update.

The Leeds Community Trust request for a donation: the Parish Council are precluded from donating to a charity under rule s137. The Clerk will respond to the request.

Boundary Commission for England, Review of Parliamentary Constituencies: this affects the wards and ward councillors and the consultation period runs from 5 July until 5 September 2016. Views are invited from individuals and organisations. Cllrs expressed a wish that Bramhope should remain within the same ward as Arthington and possibly encompass Carlton. Reference is to be made to work undertaken by former Councillor Steve Williams on boundaries.

Correspondence from Alwoodley Parish Council regarding their proposed Neighbourhood Plan was noted.

The Annual Review 2015/15 of the Yorkshire Local Councils Associations was circulated and noted.

Thanks were received from Bramhope Primary School for the sponsorship of the Annual Village Scarecrow Hunt which raised over £1,500.

A letter of thanks was received from a resident in Wynmore Avenue that their complaint about grass cutting was dealt with so swiftly by Cllr Flynn.

#### **UPDATE ON SUMMER FESTIVAL**

10. The final accounts have been received and due to the success of the Cabaret evening, a small profit of £214.51 was made. A vote of thanks was raised for the organisation of the Festival. Any remaining bunting in the village will be removed by the end of August.

#### **FINANCE AND ADMINISTRATION WORKING PARTY**

11.1 Payments as per the schedule were proposed by Cllr Johnson, seconded by Cllr Bryant and approved by all after it had been pointed out that the payment to Bramhope in Bloom, whilst correct, should not have appeared on the schedule.

11.2 The petty cash schedule was proposed by Cllr Fox, seconded by Cllr Lawson and approved by all.

11.3 A full up-date regarding the standing orders will be provided at the next full Parish Council meeting.

11.4 At a recent scheduled meeting of the Finance Working Party, one councillor was unable to attend due to illness and apologies were received. Another councillor failed to attend without sending apologies. The meeting could not proceed as it was inquorate. A request was made for an additional member of the Finance Working Party. Cllr Johnson volunteered to join and was accepted. The Chairman expressed concern that councillors were missing appointments and stressed the importance of attending the sub committees.

## **PLANNING AND ENFORCEMENT COMMITTEE**

### **12.1 Planning Issues**

The report from the Planning Group was ratified.

### **12.2 Enforcement Issues**

Although planning permission was refused for a hay store on Old Lane, work appears to be continuing. Enforcement will be asked to visit.

## **VILLAGE MAINTENANCE COMMITTEE REPORT**

13.1 The minutes of the committee of 5 July 2016 were proposed as a true record by Cllr Johnson, seconded by Cllr Fox and approved.

13.2 A budget of £1,200 for new goalposts at the Recreation Ground was proposed by Cllr Howard, seconded by Cllr Johnson and approved. The decision about which of the three quotations to accept was referred back to the Village Maintenance Committee.

13.3 Cllr Howard pointed out that the candleholders in the Puritan Chapel require attention. The Chairman made reference to the VMC minute about painting one of the pews at the Chapel. The Conservation Officer's

advice was that the pews should not be painted.

## **COMMUNICATIONS WORKING PARTY REPORT**

14. The Newsletter is nearly completed and will go to the printer next Monday.

There is an unresolved issued with broadband in King's Road and the area known as "the trees" (The Poplars, Birches, etc.). Residents have contacted Cllr Howard to complain about this and he has sent a list of those affected to Superfast West Yorkshire. He has also asked about the strategy for resolving the problem. Cllr Howard was thanked for pursuing the issue.

## **PERSONNEL WORKING PARTY REPORT**

15.1 It was agreed that a cheque for £500 will be raised for auto-enrolment into the People's Pension.

15.2 It was moved by Cllr Harris and seconded by Cllr Johnson that the Village Caretaker's post should be assimilated onto the appropriate SLCC pay scale at spine point 13 and that it should be implemented from the Village Caretaker's next pay day. This was passed unanimously.

## **CEMETERY WORKING PARTY REPORT**

16. Due to the fact that it has not been possible to find a builder to provide an estimate to build the proposed Rotunda within budget, the Cemetery group have met to discuss an alternative design which meets

the requirements of a structure for memorial plaques with a seating area. A specification has been drawn up and is to be sent to six local firms to ask whether they would be interested in providing a suitable design and subsequently tendering for the work.

### **LEEDS CITY COUNCIL UPDATE**

17. There is great concern within the Council about the decision by the Secretary of State to uphold the appeal for 103 dwellings on a Protected Area of Search (PAS) at Grove Road, Boston Spa. The Council feel that the Secretary of State has not explained the decision sufficiently and that there is inconsistency between it and a decision in March 2015. Leeds City Council is to challenge the Secretary of State's decision but, if this appeal is lost, it has worrying implications the site at Breary Lane East.

### **CARLTON VILLAGE REPORT**

18. A written report was received from Cllr Hollings. A date has been secured for Alistair Lawrence to present "A History of Carlton". This will take place on Saturday 17<sup>th</sup> September at 11.00 am at Carlton boarding kennels. Cllr Hollings will also be hosting a Macmillan Coffee morning on that date from 9.00am to 12 noon.

### **LIAISON GROUPS**

#### **19.1 RCMH**

No report had been received from Cllr Rider but Cllr Howard was able to provide an up-date based on information that has been supplied for the Newsletter. Lots of new initiatives are coming forward, partly due to the instigation of the "Friends of the Robert Craven Hall" scheme. The new Hall Manager is working well. There are plans to rebrand the Hall as the Bramhope Village Hall which, it is hoped, will attract new custom.

#### **19.2 BRAMHOPE PRIMARY SCHOOL**

Cllr Harris has attended the year 6 leavers' assembly and a surprise assembly organised for the retiring Head Teacher, Mrs Lawson. Both were lovely but emotional occasions that indicated the high regard the children have for their Head Teacher. Positive comments have been received about Rachel Colbourn, the new Head Teacher, who has already met with some parents at school events.

Cllr Flynn raised concerns about work to be carried out on the school roof during the school's summer holiday as previous work had caused undue disturbance to residents. Cllr Harris said that the school are aware of this and that the contractors have been instructed to work to the appointed hours.

### **19.3 LEEDS/BRADFORD AIRPORT**

There was nothing to report.

### **PARISH ISSUES**

20.

A complaint has been received about the amount of noise from the Beer Festival held at West Park Rugby Club. Cllr Flynn said that he will contact Licensing but that, in future years, if residents wished to contact him he would ask the Police to attend.

Cllr Fox has noticed some omissions from the Site Allocation Plan and will email Cllr Flynn with details.

Cllr Johnson asked if the sale details for Rosemont flats were known and Cllr Flynn replied that they were not.

21.

The date of the next meeting of the Parish Council will be Wednesday 24<sup>th</sup> August 2016, 7.30pm.

The meeting ended at 9.15pm



# **BRAMHOPE & CARLTON PARISH COUNCIL**

## **Minutes of the Meeting of the Parish Council held at the Robert Craven Memorial Hall on 27 July 2016 at 7.30pm**

### **PRESENT**

Chairman: Simon Cooper

Councillors: David Bryant, Peter Lawson, Hilary Harris, Denis Johnson, Diane Fox, John Howard, Rob Haswell, Billy Flynn

### **TO RECEIVE APOLOGIES AND APPROVE REASONS OF ABSENCE**

1. Cllrs Marion Rider, Anna Hollings, Amanda Lawrence, Martin Fogel & Nicola Woodward (Clerk)

### **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST OR OTHER INTERESTS**

2. No interests were declared

### **MINUTES OF MEETING HELD ON 22 JUNE 2016**

3. The Minutes were proposed as a true record by Cllr Johnson, seconded by Cllr Fox and signed by the Chairman.

### **UPDATE FROM FIRST WEST YORKSHIRE REPRESENTATIVES REGARDING THE BUS SERVICE IN BRAMHOPE**

4. Will Pearson, who has recently been appointed as Business Manager for First in Leeds attended on behalf of Paul Turner, Head of Commercial. He noted that there have been no changes to the X84 bus timetable since April 2015 and feels that this needs to be addressed. Eight new buses are to be allocated to the X84 route by October 2016 which should improve the reliability of vehicles. An analysis of the number of journeys and reliability has been undertaken and, although the X84 is not seen as the worst performing route, he understood the concerns raised by Councillors. He noted comments relating to the number of buses running marked "Not in Service", the fact that the X84 is the only service to Bramhope and the unhelpful attitude of some of the drivers. He provided his direct contact details to the Councillors.

### **TO RECEIVE INFORMATION REGARDING ONGOING ISSUES AND DECIDE FURTHER ACTION WHERE NECESSARY**

- 5.1 Cllr Flynn reported on the consultation regarding the proposal for further yellow lines, particularly around Eastgate. The views of the Parish Council have been passed on to Highways. As the issue seems to be one of visibility, particularly when there is a parked car in the vicinity, an alternative proposal

of installing a mirror may be considered. It is hoped that the introduction of the 20 mph zones will reduce the problem.

5.2 The owners of 1 Parklands Gate have not yet confirmed whether they will purchase the piece of land and are still considering the costs involved.

#### **UPDATE FROM THE NEIGHBOURHOOD POLICE TEAM**

6. Due to annual leave a representative was unable to attend but a report was received.

Damage caused to a car window on Breary Lane East.

A vehicle has been broken into on Breary Lane.

Theft of garden furniture on Hall Drive (value £2500) indicating that valuable items should not be left in gardens.

#### **CHAIRMAN'S UPDATE**

7. The Chairman has received a letter of welcome from Greg Mulholland M.P.

The Chairman has been contacted by the management committee of the parade of shops in Bramhope regarding the ownership of the land at the front of the shops.

The shed at the cemetery has been sold for a second time, the first sale having fallen through.

#### **CLERK'S REPORT**

8. The staple bar for Cllr Denis Johnson's name to be added to the Chairman's chain has been received.

#### **CORRESPONDENCE**

9. West Yorkshire Transport and Bus Strategies consultation 18 July-21 October: details to be put on the Parish Council website.

A request for consideration for the use of s106 monies for repairs to Paul's Pond: Cllr Flynn reported that a source of emergency funding has now been found by Leeds City Council officers for the repairs. It was noted that the s106 money is for use in Bramhope only. Cllr Flynn said that he would check on the amount of s106 money remaining and urged the Parish Council to spend it on any suitable project.

Housing Land Supply – public document from Cllr Barry Anderson – see comments under item 17 Leeds City Council Update.

The Leeds Community Trust request for a donation: the Parish Council are precluded from donating to a charity under rule s137. The Clerk will respond to the request.

Boundary Commission for England, Review of Parliamentary Constituencies: this affects the wards and ward councillors and the consultation period runs from 5 July until 5 September 2016. Views are invited from individuals and organisations. Cllrs expressed a wish that Bramhope should remain within the same ward as Arthington and possibly encompass Carlton. Reference is to be made to work undertaken by former Councillor Steve Williams on boundaries.

Correspondence from Alwoodley Parish Council regarding their proposed Neighbourhood Plan was noted.

The Annual Review 2015/15 of the Yorkshire Local Councils Associations was circulated and noted.

Thanks were received from Bramhope Primary School for the sponsorship of the Annual Village Scarecrow Hunt which raised over £1,500.

A letter of thanks was received from a resident in Wynmore Avenue that their complaint about grass cutting was dealt with so swiftly by Cllr Flynn.

#### **UPDATE ON SUMMER FESTIVAL**

10. The final accounts have been received and due to the success of the Cabaret evening, a small profit of £214.51 was made. A vote of thanks was raised for the organisation of the Festival. Any remaining bunting in the village will be removed by the end of August.

#### **FINANCE AND ADMINISTRATION WORKING PARTY**

11.1 Payments as per the schedule were proposed by Cllr Johnson, seconded by Cllr Bryant and approved by all after it had been pointed out that the payment to Bramhope in Bloom, whilst correct, should not have appeared on the schedule.

11.2 The petty cash schedule was proposed by Cllr Fox, seconded by Cllr Lawson and approved by all.

11.3 A full up-date regarding the standing orders will be provided at the next full Parish Council meeting.

11.4 At a recent scheduled meeting of the Finance Working Party, one councillor was unable to attend due to illness and apologies were received. Another councillor failed to attend without sending apologies. The meeting could not proceed as it was inquorate. A request was made for an additional member of the Finance Working Party. Cllr Johnson volunteered to join and was accepted. The Chairman expressed concern that councillors were missing appointments and stressed the importance of attending the sub committees.

## **PLANNING AND ENFORCEMENT COMMITTEE**

### **12.1 Planning Issues**

The report from the Planning Group was ratified.

### **12.2 Enforcement Issues**

Although planning permission was refused for a hay store on Old Lane, work appears to be continuing. Enforcement will be asked to visit.

## **VILLAGE MAINTENANCE COMMITTEE REPORT**

13.1 The minutes of the committee of 5 July 2016 were proposed as a true record by Cllr Johnson, seconded by Cllr Fox and approved.

13.2 A budget of £1,200 for new goalposts at the Recreation Ground was proposed by Cllr Howard, seconded by Cllr Johnson and approved. The decision about which of the three quotations to accept was referred back to the Village Maintenance Committee.

13.3 Cllr Howard pointed out that the candleholders in the Puritan Chapel require attention. The Chairman made reference to the VMC minute about painting one of the pews at the Chapel. The Conservation Officer's

advice was that the pews should not be painted.

## **COMMUNICATIONS WORKING PARTY REPORT**

14. The Newsletter is nearly completed and will go to the printer next Monday.

There is an unresolved issued with broadband in King's Road and the area known as "the trees" (The Poplars, Birches, etc.). Residents have contacted Cllr Howard to complain about this and he has sent a list of those affected to Superfast West Yorkshire. He has also asked about the strategy for resolving the problem. Cllr Howard was thanked for pursuing the issue.

## **PERSONNEL WORKING PARTY REPORT**

15.1 It was agreed that a cheque for £500 will be raised for auto-enrolment into the People's Pension.

15.2 It was moved by Cllr Harris and seconded by Cllr Johnson that the Village Caretaker's post should be assimilated onto the appropriate SLCC pay scale at spine point 13 and that it should be implemented from the Village Caretaker's next pay day. This was passed unanimously.

## **CEMETERY WORKING PARTY REPORT**

16. Due to the fact that it has not been possible to find a builder to provide an estimate to build the proposed Rotunda within budget, the Cemetery group have met to discuss an alternative design which meets

the requirements of a structure for memorial plaques with a seating area. A specification has been drawn up and is to be sent to six local firms to ask whether they would be interested in providing a suitable design and subsequently tendering for the work.

### **LEEDS CITY COUNCIL UPDATE**

17. There is great concern within the Council about the decision by the Secretary of State to uphold the appeal for 103 dwellings on a Protected Area of Search (PAS) at Grove Road, Boston Spa. The Council feel that the Secretary of State has not explained the decision sufficiently and that there is inconsistency between it and a decision in March 2015. Leeds City Council is to challenge the Secretary of State's decision but, if this appeal is lost, it has worrying implications the site at Breary Lane East.

### **CARLTON VILLAGE REPORT**

18. A written report was received from Cllr Hollings. A date has been secured for Alistair Lawrence to present "A History of Carlton". This will take place on Saturday 17<sup>th</sup> September at 11.00 am at Carlton boarding kennels. Cllr Hollings will also be hosting a Macmillan Coffee morning on that date from 9.00am to 12 noon.

### **LIAISON GROUPS**

#### **19.1 RCMH**

No report had been received from Cllr Rider but Cllr Howard was able to provide an up-date based on information that has been supplied for the Newsletter. Lots of new initiatives are coming forward, partly due to the instigation of the "Friends of the Robert Craven Hall" scheme. The new Hall Manager is working well. There are plans to rebrand the Hall as the Bramhope Village Hall which, it is hoped, will attract new custom.

#### **19.2 BRAMHOPE PRIMARY SCHOOL**

Cllr Harris has attended the year 6 leavers' assembly and a surprise assembly organised for the retiring Head Teacher, Mrs Lawson. Both were lovely but emotional occasions that indicated the high regard the children have for their Head Teacher. Positive comments have been received about Rachel Colbourn, the new Head Teacher, who has already met with some parents at school events.

Cllr Flynn raised concerns about work to be carried out on the school roof during the school's summer holiday as previous work had caused undue disturbance to residents. Cllr Harris said that the school are aware of this and that the contractors have been instructed to work to the appointed hours.

### **19.3 LEEDS/BRADFORD AIRPORT**

There was nothing to report.

### **PARISH ISSUES**

20.

A complaint has been received about the amount of noise from the Beer Festival held at West Park Rugby Club. Cllr Flynn said that he will contact Licensing but that, in future years, if residents wished to contact him he would ask the Police to attend.

Cllr Fox has noticed some omissions from the Site Allocation Plan and will email Cllr Flynn with details.

Cllr Johnson asked if the sale details for Rosemont flats were known and Cllr Flynn replied that they were not.

21.

The date of the next meeting of the Parish Council will be Wednesday 24<sup>th</sup> August 2016, 7.30pm.

The meeting ended at 9.15pm

