

# BRAMHOPE & CARLTON PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at the Robert Craven Memorial Hall on 26<sup>th</sup> October 2016 at 7.30pm

### PRESENT

Chairman: Simon Cooper

Councillors : Hilary Harris (Vice chairman), Amanda Lawrence, Diane Fox, Peter Lawson, David Bryant, Martin Fogel, Billy Flynn, Anna Hollings, Denis Johnson, Rob Haswell, John Howard

Nicola Woodward (Clerk)

### 194/16 APOLOGIES

1.

Cllrs Marion Rider & Anna Hollings

### 195/16 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST OR OTHER INTERESTS

2.

There were no declarations of interest.

### 196/16 MINUTES OF MEETING HELD ON 28<sup>th</sup> September 2016

3.

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

### 197/16 UPDATE FROM NEIGHBOURHOOD POLICE TEAM

4.

The following crimes have been reported in the last month.

One burglary at a property under renovation at Staircase Lane, nothing was stolen.

The theft of scrap metal left on a driveway on High Ridge Way, which was taken without consent.

There have been nine shed and garage burglaries in total across Bramhope. There were three on Long Meadows on the 1st October and six on Tredgold Ave/Breary Lane on the 17-18th October. These mostly occurred between 1800-2100 hours. Sheds and garages were forced into and garden tools and pedal cycles were taken. As a result of this, and the offences all being in the same area PCSO's have been tasked with a crime reduction letter drop to highlight this to residents so they can take suitable measures, such as security lighting, alarms, ground anchors and chaining property together so it cannot be easily carried away, security marking and noting any serial numbers.

A scrap metal day of action is planned due to concerns about people operating around Bramhope, especially The Poplars/Rowans area.

The Speedwatch team were on Moor Road on Tuesday 25<sup>th</sup> October. The results will be forwarded as soon as they are available.

### 198/16

#### 5. To receive information on the ongoing issues and decide further action where necessary

5.1 The LCC Planning Department have advised that planning permission is not required for the proposed memorial structure for the Cemetery as it will be a Permitted Development.

The Rosemont site sale will end with best and final offers on 2nd December 2016.

## **199/16 CHAIRMAN'S UPDATE**

### **6.**

The Chairman has received an invitation to a meeting with Leeds City Council on 14th November to discuss issues relating to Bramhope. The Chairman is unavailable to attend. Cllr Flynn indicated that he may be available to attend on his behalf. One issue to be raised would be the Parish Councils concerns regarding the number of Planning Permission applications from properties in the Conservation Area that are granted permission which are contrary to the guidelines.

The cemetery shed has been sold and will be removed shortly.

The Chairman will attend a Chairman's training event on 31st October 2016.

## **200/16 CLERK'S REPORT**

### **7.**

The YLCA Conference has been cancelled due to insufficient numbers.

A skip is being delivered to take away the rubbish from the Cemetery shed. The Clerk requested volunteers to assist with clearing out the shed.

The Clerk has received a request from the Headingley Flower Club to insert a leaflet in the next newsletter as they are moving to the Village Hall in January and will become the Headingley at Bramhope Flower Club. It was AGREED that a leaflet can be inserted providing the flower club assist with the task.

Information has been received regarding the 2019 elections and the costs which will be larger than normal as it is likely the elections will not coincide with any other elections on that date due to the new ward boundaries coming into effect in May 2018.

The Bramhope Civic Remembrance Service will take place on 13th November, meeting at 10.30am at the Village Hall. Cllr Harris agreed to do a reading and Cllr Cooper will lay the wreath. The Clerk will request a copy of the reading and order a wreath. All other Councillors are invited to attend.

## **201/16 CORRESPONDENCE**

### **8.**

- 8.1 Email from LCC regarding the Boundary Commission for England's public consultation arrangements for our area.
- 8.2 Correspondence from a resident regarding the implementation of SIDs in the village.  
A discussion took place regarding the provision of SIDS in the village. It has been agreed previously that the Parish Council will purchase SIDS for the Village. It was AGREED that Cllr Flynn will speak to LCC regarding a SID for Kings Road, Bramhope.
- 8.3 S106/Community Infrastructure Levy (CiL) Leeds City Council Policy document.  
It was raised that the land at Breary Lane owned by Miller Homes is currently unparished. If planning permission is granted it was suggested that the Parish Council should lobby to have the land brought into Bramhope & Carlton Parish boundary, in order to be eligible for a CiL payment, as the homes will be using Bramhope amenities.
- 8.4 Notes on Neighbourhood Planning, October 2016, Edition 18

## **202/16 ANNUAL CAROL SERVICE**

9. Annual Carol Service - To discuss and agree content and arrangements for the Annual Carol Service.

It was agreed that it is too late to change the order of service for this year, but amendments will be made for next year. Suggestions included inviting children from Bramhope Primary School to do one of the readings.

It was agreed that the Choir will be asked to sing an additional Carol.

The Clerk will send out planning details to the Councillors.

## **203/16 FESTIVAL & EVENTS**

10. Festival/Events – To discuss additional events including more that are suitable for children and agree further action where necessary.

It was suggested that new events be considered for 2017 in addition to the Summer Festival, in particular events that involve children. The Finance Committee should consider re-naming the Festival budget to the Events budget and an increase in that budget should be discussed in the budget planning process. Initial ideas for additional events in 2017 included a Christmas event for children from the village. It was AGREED that the Finance Group will include additional funds under Festival and Events budget planning process.

## **204/16 PLANNING AND ENFORCEMENT COMMITTEE**

### **11.**

#### **1.1 Planning Issues**

The minutes from the Planning Group held on 17th October were APPROVED.

#### **11.2 Enforcement Issues**

No enforcement issues were reported.

## **205/16 FINANCE AND ADMINISTRATION**

### **12.**

- 12.1 To Approve payments as per the schedule.

The Clerk added two additional payments for the Woodlands for maintenance supplies and one for Wormalds window cleaners to the schedule. The Schedule was PROPOSED by Cllr Fox, SECONDED by Cllr Johnson and AGREED by ALL.

- 12.2 To receive an update on Standing Orders revisions and Financial Regulations.

The Clerk and Cllr Howard provided an update on the progress of revising the Standing Orders and the Financial Regulations.

A request for clarification regarding the role and voting rights of the Chairman and Vice-Chairman as ex-officio members of all Committees/Working Groups was discussed.

It was PROPOSED that the Standing Orders be amended to include that when the Chair or Vice-Chairman attend meetings in an ex-officio capacity then they have the right to vote. This was AGREED by ALL.

Attendance at all meetings by the Chairman and Vice-Chairman is not compulsory in their capacity as ex-officio members.

## **206/16 VILLAGE MAINTENANCE COMMITTEE**

### **13.**

- 13.1 The minutes of the Committee held on 4<sup>th</sup> October 2016 were proposed by Cllr Johnson, Seconded by Cllr Harris and APPROVED by All and signed by the Chairman.

- 13.2 To discuss the private land adjacent to jubilee copse.

The fence bordering the land is in a state of disrepair and requires attention. It was AGREED that the Clerk will, on behalf of, the Parish Council write to the land owner and offer to maintain the land until a decision has been made about its future.

- 13.3 To discuss land on Old Pool Bank and agree further action where necessary.

Following the last boundary review the land at the top of Old Pool Bank is now in Pool Parish Council's area. It was AGREED that the asset should be handed to Pool Parish Council. Registration with the land registry will also need to be sought.

## **207/16 COMMUNICATIONS WORKING PARTY REPORT**

### **14.**

The deadline for contributions to the winter newsletter will be 17<sup>th</sup> November, for distribution in the first week of December. Cllr Howard will collate contributions.

The website is being updated regularly with information received from the Police.

A response is awaited from Superfast Broadband before any further steps are taken towards the possibility of a Community Funded Broadband initiative. Proposals for taking this forward, once information is received, are either a working party made up of Councillors and interested residents or a public meeting.

## **208/16 PERSONNEL WORKING PARTY REPORT**

### **15.**

There was nothing to report from the Personnel Working Party

## **209/16 CEMETERY WORKING PARTY REPORT**

### **16.**

**16.1** To receive an update on the 'Cemetery Memorial'.

The tender specification is currently being drafted. Once complete an advert will be placed in the Wharfedale Observer to invite to tender.

**16.2** To discuss the purchase of additional land for the Cemetery and agree further action.

It was AGREED that the purchase of additional land for the Cemetery should be pursued, as additional space will be required. The Chairman will contact the adjacent land owner to discuss the possibility of purchasing some land for this purpose.

**16.3** To receive an update on the replacement cemetery hut and agree revised offer for old hut

It was AGREED that the revised offer should be accepted.

**16.4** A discussion took place regarding an issue at the Cemetery and the Council's response to the issue.

It was AGREED that the Clerk will, on behalf of the council, write to the party involved to resolve the issue.

## **210/16 LEEDS CITY COUNCIL UPDATE**

### **17.**

Speedwatch volunteers have been out in Adel and Bramhope over the past 7 days. In Adel there were 27 instances of speeding in 30 minutes. The results for Bramhope and Lawnswood will be published when they have been received from the Police.

Planning permission has been submitted for 110 new homes by a developer for the land opposite the Lawnswood Arms. Part of the submission includes an agreement to supply a new primary school.

## **211/16 CARLTON VILLAGE REPORT**

### **18.**

There was no report from Carlton.

## **212/16 LIAISON GROUPS**

### **19.**

#### **19.1 RCMH**

The RCMH is now called the Bramhope Village Hall. The Hall is attracting an increased number of bookings for Saturday's evenings. The date of the next Village Hall Committee meeting will be 21<sup>st</sup> November 2016.

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

There was nothing to report from Bramhope Primary School. The next Governors meeting will be in November.

### **19.3 AIRPORT CONSULTATIVE COMMITTEE**

There was nothing new to report.

### **213/16 PARISH ISSUES**

#### **20.**

Cllr Bryant raised that the street signs are obscured on Breary Lane East and The Rowans.

Cllr Harris has received an invitation from Leeds CC to a drop in consultation session on 8<sup>th</sup> November between 4pm and 7pm at Yeadon Town Hall. The theme includes thoughts on transport for the City and the Leeds Culture Strategy.

Cllr Harris met a representative from Marie Curie Cancer Care who is looking to set up a team of volunteer fund raisers in North Leeds. A meeting will be held on 16<sup>th</sup> November at 6.00pm at Horsforth Golf Club for any residents interested in joining the team. It was AGREED that the Parish Council will assist with publicity by displaying posters on noticeboards, advertising events on the website, Facebook page and Twitter feed. Cllr Harris will also put the representative in contact with the Bramhope Primary School PTA and the Village Hall. A PROPOSAL was made that the council should adopt a charity each year and that Marie Curie would be the chosen Charity for 2017. This was AGREED by ALL.

Cllr Howard requested that any Councillors with ideas for Capital Projects for 2017 should forward details, including an outline cost to the Clerk and himself so they can be included as potential costs for the budget in 2017, subject to agreement at a future meeting of the Parish Council.

Cllr Flynn has received a request from the LCC 2023 City of Culture Team to provide details of any groups who may be interested in speaking to the Culture Team. Cllr Howard indicated he would be interested.

### **214/16**

**21.** The date of the next Full Council Meeting will be Wednesday 23<sup>rd</sup> November 2016 at 7.30pm

The meeting ended at 9.10pm