

# **BRAMHOPE & CARLTON PARISH COUNCIL**

## **Minutes of the Meeting of the Parish Council held at the Robert Craven Memorial Hall on 28<sup>th</sup> September 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,

Nicola Woodward (Clerk)

### **175/16 APOLOGIES**

**1.**

Cllrs Rob Haswell, John Howard, Marion Rider

### **176/16 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST OR OTHER INTERESTS**

**2.**

There were no declarations of interest.

### **177/16 MINUTES OF MEETING HELD ON 22<sup>nd</sup> August 2016**

**3.**

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

### **178/16 UPDATE FROM NEIGHBOURHOOD POLICE TEAM**

**4.**

A burglary at a dwelling on Leeds Road. This was an overnight offence where outbuildings were entered and a chain saw stolen before an unsuccessful attempt was made to jemmy several upvc doors at the property.

A burglary at a dwelling on Creskeld Drive. Entry gained through an integral garage but not in to house itself. Nothing was taken.

Theft from a motor vehicle on Hall Drive. A daytime offence, work van entered and 31000 of tools stolen and a bank card which was later used in Bradford.

Four other burglaries on Leeds Road/Creskeld Lane/ Creskeld Lane and Breary Lane. All sheds, mostly left insecure and gardening items were stolen.

Report of a fraud on The Birches. The suspect attends the home of an elderly resident and informs her the drains are blocked. They ask for £4000 in payment and offer to take her to the bank. She speaks to a relative and the suspect leaves. There was an exact offence in Adel just after this which is no doubt linked.

Due to an increase in burglary in Bramhope, which is a concern, proactive overtime is being worked between midnight and 0400 hours in Bramhope and Adel by Officers from Otley Neighbourhood team.

### **179/16**

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

5.1 To receive information and discuss correspondence following public consultation regarding the traffic calming proposals for Bramhope and to agree a response to Leeds City Council.

It was AGREED that a collective response to the traffic calming proposals for Bramhope should be sent to Leeds City Council. The Clerk will write a letter indicating that the Parish Council supports the 20mph zone, acknowledge that the speed humps will assist with slowing down the traffic. The Parish Council agreed that the yellow lines on Breary Lane at Eastgate Close would assist with the safety of residents exiting Eastgate Close. The Parish Council are not in favour of the yellow lines on Church Hill as it feels it will move the problem elsewhere. The Parish Council have requested that yellow lines are not implemented in front of residential properties on Church Hill as those homes only have on street parking.

## **180/16 CHAIRMAN'S UPDATE**

### **6.**

The Miller Homes Appeal outcome will be announced on 22nd December 2016.

The Chairman and the Clerk have met representatives from the Cricket and Football Clubs using the facilities at the Recreation Ground. On the whole both teams are happy with the services provided. A request for additional sponsor advertising has been made by the Cricket Club. Further details of their proposals are awaited.

## **181/16 CLERK'S REPORT**

### **7.**

The Clerk has attended a follow up Clerks training event and an Introduction to Finance event with Cllr Fogel during September. Both events were informative and provided some useful information which will assist with the re-writing of the standing orders.

The Annual Return has been received back from the External Auditors and the 'Notice of Conclusion of Audit has been displayed, as required on the main noticeboard at The Parade and the website. There was one comment regarding a transposing error but no recommendations that required action.

The revised Standing Orders are almost complete and will be presented at the next Full Parish Council Meeting.

Two companies have indicated that they may be interested in either repairing or making a replacement Bramhope sign. The Clerk is waiting for written quotes which will be presented at VMC.

Initial research into the S106 monies indicates that using it for improving the shower facilities at the Pavilion or installing outdoor gym equipment at the recreation ground would be suitable projects. Further information is awaited.

The Clerk will be taking annual leave from 3rd to 7th October 2016.

## **182/16 CORRESPONDENCE**

### **8.**

- 8.1 Notification of a Ward visit by the Leader of the Council & Chief Executive ward Friday 13<sup>th</sup> January 1.30 – 3.30pm .
- 8.2 Rural Action Yorkshire – invitation to the AGM on 15<sup>th</sup> October 2015, 9.30am to 2.00pm in York
- 8.3 An email from a resident regarding car parking at The Parade .  
A request was made for Cllr Flynn to contact Leeds City Council regarding this issue ask if marking the parking bays at The Parade could be re-examined as there have been recent examples of hazardous parking.
- 8.4 Clerks & Councils Direct - September issue
- 8.5 The Clerk Magazine – September issue
- 8.6 SLCC Notice of Annual General Meeting and EGM, 14<sup>th</sup> October, 4.00pm
- 8.7 West Yorkshire Police & Crime Commissioner Newsletter – September 2016
- 8.8 YLCA White Rose Update September 2016

## **183/16 PLANNING AND ENFORCEMENT COMMITTEE**

**9.**

### **9.1 Planning Issues**

The report from the Planning Group held on 19th September were APPROVED.

### **9.2 Enforcement Issues**

An enforcement notice has been served for a without planning permission for the change of use from agricultural land to use for the purposes of a domestic garden.

An enforcement notice for an extension of domestic garden will be served shortly.

The unauthorised replacement of windows in a listed building is ongoing. Cllr Flynn will request an update.

A planning contravention notice has been issued following the erection of a new building.

## **184/16 VILLAGE MAINTENANCE COMMITTEE**

**10.**

**10.1** The minutes of the Committee held on 6th September 2016 were APPROVED.

**10.2** To agree the date for switching on the Festive Lights.

It was AGREED that the festive lights will be switched on on Monday 5th December.

## **185/16 COMMUNICATIONS WORKING PARTY REPORT**

**11.**

There was nothing to report from the Communications Working Party.

## **186/16 PERSONNEL WORKING PARTY REPORT**

**12.**

There was nothing to report from the Personnel Working Party

## **187/16 CEMETERY WORKING PARTY REPORT**

**13.**

**13.1** To receive an update on the 'Cemetery Memorial' and agree to tendering process including advertising costs.

An outline plan for the 'Cemetery Memorial' has been received from potential supplier. Outline estimate costs received have indicated that the value of the contract will require it to be put out to tender.

It was PROPOSED by Cllr Johnson and SECONDED by Cllr Bryant and agreed by ALL that the proposed revised design should be pursued and the work put out to tender. It was AGREED that outline planning permission, if required, should be obtained prior to advertising the invitation to tender. The Clerk is awaiting formal notification from LCC Planning Department regarding requirements for planning permission. The budget for placing the advert to tender was AGREED.

Suggestions for a suitable name for the structure were requested.

## **188/16 LEEDS CITY COUNCIL UPDATE**

**14.**

The Miller Homes Appeal outcome is a key appeal for Leeds City Council. LCC are going to appeal the decisions on two other recent appeals.

The Rosemont site is currently out to tender. CIL monies will be dependent on agreements made between the developer and LCC.

Enforcement officers have visited a site on Leeds Road. Investigations are ongoing.

## **189/16 CARLTON VILLAGE REPORT**

### **15.**

Alistair Lawrence, Historian, gave a talk in Carlton on the 17th September which was attended by local residents.

A McMillan coffee morning held on the same day raised £278.00

## **190/16 LIAISON GROUPS**

### **16.**

#### **16.1 RCMH**

Cllr Rider sent in a report on the RCMH meeting that she attended on 19<sup>th</sup> September.

The Robert Craven Memorial Hall will now be called the Village Hall.

'Sporty Tots' which started at the Village Hall on Monday 19<sup>th</sup> September. 31 children attended plus parents/grandparents. Some basic equipment has been purchased to start with, additional equipment is required. A grant is being sought from LCC for the rest of the monies.

The new manager has been busy cleaning and painting the building, thanks were expressed to him. A new hourly rate for the hire of the hall and rooms was agreed.

A quotation for repairs to the Village Hall has been received. Some work is more urgent than others.

Avenues of funding are being explored e.g. Voluntary Action Leeds, The National Lottery.

The Bowling Club are holding quiz night on Saturday 3<sup>rd</sup> December.

The Tennis Club are holding a function on 21<sup>st</sup> January.

The Village Hall have organised a play (The Bench) which will take place on 6<sup>th</sup> October.

The Bramhope Show was declared a success.

The Village Hall Treasurer announced their intention to step down at the end of the financial year.

Date of next meeting 21<sup>st</sup> November 2016.

#### **16.2 BRAMHOPE PRIMARY SCHOOL**

There were no updates for Bramhope Primary School.

#### **16.3 AIRPORT CONSULTATIVE COMMITTEE**

A report was provided from the meeting held on 15<sup>th</sup> September 2016.

Individual responses have been sent to the 100 plus respondents who gave feedback on the Airport Master Plan. The final Master Plan will be published at the end of the year. The option of a Parkway rail station at the south end of Bramhope tunnel will be included.

There was no further update on the airport access road. Conclusions from public consultation are expected at the end of 2016.

Air traffic control changes are planned to simplify the approach routes to the airport. This should reduce noise levels and shift some of the flight paths to the east of Leeds. Target for implementation should they be agreed will be early 2018. There will be wide public consultation during 2017.

Cllr Fogel raised that he perceived there had been an increase in air traffic noise in the early morning and late evenings recently. This may be due to LBA requesting permission to start flying at 6.00am, which could now be in force.

## **191/16 FINANCE AND ADMINISTRATION**

### **17.**

**17.1** To Approve payments as per the schedule.

The Clerk added one additional payment for the Fire Extinguishers at the Puritan Chapel to the schedule. The Schedule was PROPOSED by Cllr Johnson, SECONDED by Cllr Fogel and AGREED by ALL.

**17.2** To Approve the Petty Cash schedule

The Schedule was PROPOSED by Cllr Fogel, SECONDED by Cllr Fox and AGREED by ALL.

**17.3** To receive information and Agree the annual grant application from RCMH

The recommendations from the Finance Group were discussed. It was AGREED by ALL that the grant to Robert Craven Memorial Hall (Village Hall) should be awarded in line with the recommendations from the Finance Group.

- 17.4** To receive information and agree proposed amendments to the Community Grants policy  
A discussion took place regarding the Community Grants Policy and Process. It was RESOLVED that there should be an amendment to the process of Community Grants in relation to any organisation in receipt of an annual grant from the Parish Council. The resolution was PROPOSED by Cllr Johnson and SECONDED by Cllr Bryant. 8 voted in favour with 2 abstentions.
- 17.5** To receive information and agree proposed recommendations regarding a Community Grant application form from RCMH for 'Sporty Tots'  
A discussion took place regarding the Community Grant Application for Sporty Tots by RCMH. It was RESOLVED that the application would be rejected. The Clerk will write to Sporty Tots with feedback.

### **192/16 PARISH ISSUES**

#### **18.**

**18.1** Cllr Harris highlighted that the top traffic lights at the Dyneley Arms are obscured by overhanging branches. Cllr Flynn will report to LCC.

**18.2** Cllr Lawrence is researching trim trail equipment. An online survey and article in the Winter Newsletter were proposed to ascertain the popularity of the idea in the village.

#### **193/16**

**19.** The date of the next Full Council Meeting will be Wednesday 26<sup>th</sup> October 2016 at 7.30pm

A meeting of the Village Property Trust will take place prior to the Full Council Meeting at 7.15pm.

The meeting ended at 9.25pm