

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 22nd March 2017 at 7.30pm

PRESENT

Chairman: Simon Cooper

Councillors : Hilary Harris (Vice chairman), Diane Fox, Peter Lawson, David Bryant, John Howard, Amanda Lawrence, Anna Hollings, Martin Fogel, Rob Haswell
Nicola Woodward (Clerk)

50/17 APOLOGIES

1. **To receive apologies and approve reasons of absence**
Billy Flynn, Marion Rider

51/17 Declarations of disclosable pecuniary interest or other interests

2. There were no declarations of interest.

52/17 To confirm the minutes of the meeting held on 22nd February 2017

3. The minutes for the 22nd February 2017 were PROPOSED as a true record by Cllr Bryant and seconded by Cllr Fox and AGREED by ALL.

53/17 To Receive a report from the Neighbourhood Police Team

4. The Neighbourhood Police team were delayed on the way to the meeting and arrived at 7.45pm. This agenda item was taken after Agenda item 5.5

The have been no reports of house burglaries in the last month.
There have been thefts from motor vehicles on Old Lane and Golden Acre park. Also damaged to a vehicle at Golden Acre Park and theft of a bicycle.
Three thefts from gardens have been reported including the theft of a trampoline, lawnmower and building materials.
PCSO patrols have been increased in these areas, in particular at Golden Acre.
Cllr Lawson raised an accident had occurred on Tredgold Garth to ascertain if it has been reported. The Police will check and report back to the Parish Council.
Cllr Haswell raised the issue of enforcement of the 20mph zone and what can be done as a community to deter people from exceeding the speed limit. The police indicated that community speedwatch is deployed in the area on a regular basis and additional volunteers are always welcome.
Cllr Lawson raised the issue of fly tipping and whether the police or the city council should be contacted. The Police confirmed that this is a city council matter.

54/17 To receive information on the ongoing issues and decide further action where necessary.

5. **5.1 To receive an update of the recruitment of a Parish Councillor**
Notices have been placed on the noticeboards and website in order to co-opt a new Parish Councillor. The closing date for applications is 14th April. Any applicants will be invited to a mutually convenient Parish Council meeting to make a representation. In the case of more than one application being received there will be a vote by means of a show of hands.

5.2 To receive an update on Christmas Lights for 2017
To date the Clerk has not had a response from Leeds City Council regarding a Saturday afternoon switch on or the associated cost, so will continue to pursue a response.

5.3 To receive an update on the venue for the Annual Parish Meeting
St Giles Church Hall has been booked for the Annual Parish Meeting on 17th May as Bramhope Village Hall is in use on 17th May which would not allow sufficient time for setting up for the meeting.

The Clerk requested that a working group be formed to consider the agenda including inviting any suitable external speakers and practical arrangements. The Clerk will arrange a date for an initial meeting for any volunteers for the working group.

5.4 To receive an update on the SID – Kings Road

Arrangements are being made to install the SID on Kings Road. The SID will require some software on the Clerks laptop and a dongle device, which Cllr Flynn will obtain, in order to download the data from the SID. A discussion took place about the frequency of reports required from the SID. It was AGREED that the Clerk will provide speed information on a monthly basis to Full Parish Council as an appendix to the Summons.

5.5 To agree the draft response for the changes in the site allocation plan

It was AGREED that the draft response previously circulated would form the response from the Parish Council. The Clerk will forward the response to Leeds City Council before 27th March 2017.

A discussion took place regarding attendance at the inquiry. It was AGREED that there should be representation from the Parish Council and that consideration should be given to seeking professional advice on green belt matters. The matter will be referred to the next Planning Committee Meeting for discussion and recommendations.

The representative from the Neighbourhood Police Team joined the meeting at 7.45pm and left at 8.00pm. Please see item 4 for details of the discussion.

5.6 To receive an updated 20mph zone boundary and an update on double yellow lines at Church Hill/A660 junction and agree any action required.

Cllr Anderson has been in talks with LCC Highways regarding the 20mph zone. As a result of this LCC has proposed that the zone is extended up Old Lane to just beyond the Village Hall and along Moor Lane to just beyond Manor Gates.

A resident has been in contact to ask if it can be extended further along Old Lane. LCC have indicated that they are unable to extend the 20mph zone further up Old Lane due to the lack of street lighting in the area and legislation that they have to adhere to in unlit streets.

A discussion took place and it was AGREED that the extension to the 20mph zone is supported by the Parish Council. A request will be made to the Neighbourhood Police Team to monitor speed in the 20mph zone.

A discussion took place regarding the yellow lines on Church Hill. It was AGREED that no changes will be made to the lines as the removal and repainting will be unsightly. The Clerk will inform LCC Highways.

The lines on Eastgate/Breary Lane will be dealt with when the road is resurfaced.

The Clerk will also highlight that current work that is taking place on Breary Lane has resulted in the damage of some spring flowers and request that more care is taken by the workman in future.

55/17

6. Chairmans Update

The WI have contact the Parish Council regarding The Great Get Together on 17th/18th June. Cllr Harris will respond to the WI to confirm any Summer Festival events taking place the same weekend.

The Chairman requested that Cllrs do not use reply to all on email in the instances where it is not required.

56/17 Clerks Report

7.

The Clerk has met with the Insurance brokers who will provide quotes to be discussed at the next Full Parish Council meeting from 3 or 4 companies for the Parish Council and Property Trust insurance for next year.

A letter has been sent to residents of Parklands and some on Breary Lane regarding dog fouling at The Knoll following several complaints about the apparent increase in the number of instances, particularly at The Knoll.

A further enquiry has been received regarding a wedding blessing at the Puritan Chapel in July.

Bramhope in Bloom Spring judging will be on 4th April.

A cleaning party have cleaned the interior and the path at the Puritan Chapel in preparation for forthcoming events.

57/17 Correspondence

8.

8.1 PCC Newsletter

8.2 YLCA White Rose Update

Cllr Howard commented that there is some useful information regarding the Transparency Roles and regarding Community Asset Funds which may be of use for future Parish Council projects.

8.3 Clerks & Councils Direct

8.4 The Clerk Magazine

8.5 CountryAir – newsletter of Rural Action Yorkshire

58/17 To discuss and agree next steps for the proposed Trim Trail.

9. An on-line survey used to ascertain the whether or not Bramhope would like outdoor gym equipment received an equal number of responses from males and females. 77% of the respondents indicated that they would use outdoor gym equipment if it were available, 23% indicated that they wouldn't. 64% of respondents were between the ages of 21 and 50. Comments were shared with the meeting and a discussion took place regarding next steps. It was AGREED that a proposal for outdoor fitness equipment should be formed, taking into account individual comments and then put out for further consultation at the Annual Parish Meeting and current users of the recreation ground.

59/17 To receive an update on the Events/Summer Festival schedule for 2017

10.

The Summer Festival schedule is taking shape. The proposed events are included in the table below. The item shown in red are still to be confirmed.

| Date | Event | Venue location |
|--|--|---|
| Saturday 13th May 7.30pm | "Encore" – singing and dancing group – popular & show tunes. | St Giles Church |
| Saturday 20 May 7.30 pm | The Jay Walkers present – "No Job for a Woman" – with bar | Bramhope Village Hall |
| Friday 26 May 7.30 pm | Adel Players present – "Murder at Dragon's Nest" | Bramhope Village Hall |
| Saturday 27 May 2.30 pm | An Afternoon Tea with Entertainment by Serendipity presenting their show "Wartime Memories" | Bramhope Methodist Church |
| Tuesday 30 May 6.30 pm | History Walk based on the 1901 census led by Diane Fox | The Puritan Chapel |
| Saturday 3 June | Not confirmed – Mini Breeze event at West Park Rugby Club | |
| Saturday 10 June afternoon time tbc | Salvation Army Concert with tea and cake | St Giles Church |
| Sunday 11 June 2.00pm | History Walk based on the 1901 census led by Diane Fox | The Puritan Chapel |
| Saturday 17 June 7.30 pm | Cabaret Evening with Derrick Harris, guitar, Jenny Smith, vocals, Andy Cholerton, organ and Paul Smith, Drums – plus bar | Bramhope Village Hall |
| Saturday 24 June time tbc | WI Afternoon Tea | Bramhope Village Hall |
| Sunday 25 June from 12 noon | Family picnic – bring your own picnic and ball games with some organised games. | The Recreation Ground, Old Lane, Bramhope |
| Saturday 1 July Time tbc | Wine & cheese evening | St Giles Church |

60/17 Finance And Administration Working Party

11.

11.1 To Approve payments as per the schedule for March

The Schedule was PROPOSED by Cllr Howard, SECONDED by Cllr Bryant and AGREED by ALL.

11.2 To Approve the Petty Cash statement as per the schedule for March

The Schedule was PROPOSED by Cllr Bryant, SECONDED by Cllr Haswell and AGREED by ALL.

61/17

12.

Planning & Enforcement

12.1 To confirm the minutes from the meeting held on 7th March 2017

The minutes for the meeting held on 7th March 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Harris and AGREED by ALL.

12.2 Enforcement issues

There were no enforcement issues to report.

12.3 Update on the development at Breary Lane East

To date no formal response has been received from Miller Homes to letter sent by the Parish Council. Cllr Flynn and the Clerk have tried to contact them and are still awaiting a response.

One letter, regarding the development, has been received by the Clerk since the last meeting. The letter is requested that consideration is given to the environment and the inclusion of solar tiles into the design & construction of the new houses. The Clerk will inform the resident that residents will be able to comment direct to LCC when the planning application has been submitted.

62/17

13.

Village Maintenance Committee Report

13.1 To approve the minutes of the meeting on 7th March 2017

The minutes for the 7th March 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Harris and AGREED by ALL.

13.2 To receive information and approve the grass cutting contractors for 2017

The grass cutting contractors from 2016 have agreed that they will hold their price for 2017. As the value of the contract is under the threshold for requiring 3 quotes and the contract was put out to tender to test the market in 2016 it was AGREED that the same contractor would be engaged for 2017 as they provided a reliable service in 2016.

63/17

14.

Communications Working Party Report

14.1 Spring Newsletter

The Spring Newsletter will be printed the last week in March and be delivered early April.

Many of the regular contributors have sent in articles. Cllr Howard is awaiting an article from BPS, Cllr Bryant will chase up an article with the school. Included in the newsletter will be a bullet point summary on the Miller Homes development

14.2 Broadband – Kings Road/The Trees

(i) Superfast Phase 2 has now received funding and will be rolled out from 2017 to 2020. The Kings Road/Trees Area is on the list for phase 2 with estimated deliver being quarter 3 of 2019.

(ii) BT will provide Fibre to new homes at Breary Lane East as part of a separate contract with Miller Homes.

(iii) The BT Community Fibre Partnership (CFP) is a possible way to get broadband to the affected areas earlier. Cllr Howard applied back in January but the application has been lost. A second application will be completed. It takes approximately 15 months to complete and requires a lot of organisation and the commitment of residents to be enrolled and drive it forward.

(iv) The DCMS scheme to get £350 vouchers to individual households will probably not apply.

The Parish Council will keep Broadband on the wish list with Miller Homes as financial sponsorship may be required for the CFP.

64/17

15. Personnel Working Party Report

There were no other items from the Personnel Working Party other than those to be discussed at Agenda Item 21.

65/17 **Cemetery Working Party Report**

16.

There was no update from the Cemetery Working Party.

66/17 **Leeds City Council Update**

17.

There was no update from Leeds City Council

67/17 **Carlton Village Report**

18.

There have been issues will suspected fly tipping on Carlton Lane, whereby some old road surfacing, missed with household waste has been tipped in the layby, resulting in litter along Carlton Lane. LCC had tipped the waste, and have now provided a skip to contain the litter.

68/17 **Liaison Groups**

19.

19.1 Bramhope Village Hall

A grant application has been submitted to Leeds City Council re the Hall roof as part of a refurbishment plan to upgrade the whole of the hall.

The Village Hall Committee are looking forward to working with Cllr Harris on Summer and Winter Festival events for the forthcoming year.

The Annual Bramhope Show will be held on 10th September 2017.

Booking revenue is up considerably on previous years.

Many events are being planned for the Hall to assist with fund raising being a priority to match grant applications.

The Village Hall are proposing a sign for the exterior of the building to help with identification of the building and had asked for feedback from the Parish Council. It is Parish Council policy not to comment on planning issues until a formal application has been made.

19.2 Bramhope Primary School

Cllr Bryant will attend his first meeting as School Governor at the end of April. The Chairman of Governors at the school has stepped down. A new Chairman will be elected in due course.

The school is recruiting a new Key Stage 1 teacher following a resignation.

The children are marking March by supporting Marie Curie and selling pin badges.

The children took part in science week which involved undertaking various experiments, which they found very enjoyable and interesting.

19.3 Leeds/Bradford Airport

There was no report. The next quarterly meeting takes place on 23rd March 2017

69/17

20. Parish Issues/Any other business

20.1

Grass verges on Leeds Road.

Cllr Lawson raised the issue of the grass verge on Leeds Road. There is an area that is being used to park cars and is creating an issue with mud on the pavement. The Clerk will contact Cllr Flynn to ascertain ownership of the area in question.

20.2

Cllr Harris attended a meeting with Cllr Deborah Coupar and Shaheed Mahmood to discuss how LCC can work better with the PC. It was a useful meeting. Cllr Deborah Coupar will be invited to attend a future Parish Council meeting.

The Chair thanked Cllr Harris for representing the Parish Council at the meeting.

- 20.3** Cllr Fox is exploring the possibility of gaining access to Spring Wood and the adjacent field in order to make a note of the different species in the woods and take photographs.
- 20.4** Parking at Tredgold Avenue shops. The Clerk has received correspondence from a resident regarding the issue of parking at Tredgold shops. The Clerk will refer the resident to Leeds City Council.
- 20.5** Old Lane, right of way. The Clerk has received correspondence from a resident regarding the feasibility of installing a right of way system on Old Lane where it narrows. LCC have indicated that they would not support the implementation of a priority system as it is likely to be abused or see an increase in speeds from vehicles trying to sneak through before the oncoming vehicle.

Motion to exclude Members of the public and The Clerk from the meeting for the agenda item 20.1 and 20.2

Minutes of the Meeting of the Parish Council on 22 March 2017 taken after the Clerk had left the meeting at 9.35pm. No members of the public were present.

70/17 Personnel Working Party Report

21.

21.1 To discuss and agree action for the annual pay award for Parish Council employees

Following the annual review carried out by the Personnel Committee it was agreed unanimously that the Clerk's award should move from spinal band 30 to spinal band 31 from 1 April 2017.

21.2 To discuss agree action regarding the Clerks contracted hours

71/18

22.

The Clerk is contracted for 18.5 hours per week but has found it impossible to complete the required duties in that time frame. For the past 6 months the Clerk has kept a record of the extra hours worked in order to complete the necessary duties. It was proposed and agreed unanimously that the Clerk's hours be increased to 20.5 hours per week.

To confirm the date of the next Full Council Meeting

The date of the next meeting will be Wednesday 26th April at 7.30pm

The meeting closed at 9.55pm