

# BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall  
held on 26<sup>th</sup> April 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, Billy Flynn, Marion Rider

Nicola Woodward (Clerk)

### 72/17 APOLOGIES

1.

**To receive apologies and approve reasons of absence**

No apologies received.

### 73/17 Declarations of disclosable pecuniary interest or other interests

2.

There were no declarations of interest.

A request to check declarations of interest are up to date. Any amendments to be sent to the Clerk by 15<sup>th</sup> May.

### 74/17 To confirm the minutes of the meeting held on 22<sup>nd</sup> March 2017

3.

The minutes for the 22<sup>nd</sup> March 2017 were PROPOSED as a true record by Cllr Howard and seconded by Cllr Lawrence and AGREED by ALL.

### 75/17 To Receive a report from the Neighbourhood Police Team

4.

During April there have been 7 incidents of thefts from motor vehicles and 7 burglaries in Bramhope (a mix of sheds and houses but very little taken).

This month has seen a volume of crime in Bramhope which is a concern, it is believed the persons responsible are not local. As a result there have been more patrols of Bramhope by the Neighbourhood Police Team. The NPT have also been out in an unmarked Police vehicle as some of the offences have been during the day.

There is more lock funding available for the Ward and there has been quite an uptake for this.

The bank holiday and Easter holiday does often see a rise in crime and our Ward has certainly seen this in April.

Members of the NPT will attend the AGM and provide a stall for the event.

The NPT has been visiting the cricket pavilion following a complaint of youths gathering and he has seen that the benches have been moved and people are smoking there. The NPT will continue to attend there during the evening to discourage whoever is there. If there are any names for these youths please pass them on to the NPT.

The NPT request that any suspicious activity is reported to them.

Speed checks have taken place on Moor Road. A third of drivers were recorded as being over the limit.

Cllr Cooper asked how the 20mph zone can be policed. Constant issues should be reported to the NPT.

Cllr Haswell asked how members of the public could be involved in Speedwatch. A request will be sent to the NPT for further information.

### 76/17 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

One application received. The personal statement for Richard Ellis was circulated prior to the meeting. Richard Ellis attended the meeting was elected by councillors. He signed the Declaration of Acceptance of Office and joined the meeting.

## **5.2 To receive an update on Christmas Lights for 2017**

Saturday 26<sup>th</sup> November is available for a manned switch or automatic switch on. Three choices were presented to the meeting. The preferred choices of a single manned switch on will be proposed at the next to the Village Hall Events meeting to agree a time for the switch on. The Clerk will make the necessary arrangements once the times have been agreed.

In terms of motifs for 2017, motifs are assigned at random so there is little control for the customer over the motifs that are installed.

**77/17**

### **6. Chairmans Update**

Cllrs Cooper and Haswell attended a meeting with the Ward Councillors and LCC Planning Officers to discuss proposed plans for the A660 roundabout. The meeting was positive and LCC Planning Officers will take into account the rebuilding of the dry stone wall and bus shelters in the Highways works, subject to Millers providing the funding. The work on the roundabout is due to start early 2018 with Millers starting work on the development at the end of 2018.

The Chairman met a resident who has raised concerns about an un-lit ginnel. The Chairman advised the resident that the Parish Council do not wish to light the ginnel. The resident is canvassing opinion from other residents.

**78/17**

### **7. Clerks Report**

**7.**

There will be an Outer Northwest Committee Meeting held on 23rd May at 5.00pm in Yeadon which will focus on environmental issues including dog fouling. Cllr Harris and the Clerk will attend.

The end of year documents are due to be sent off to the external auditor by 12th June. Arrangements have been made for the internal audit to be completed prior to the May meeting. All documents will be signed off at the May meeting.

**79/17**

### **8. Correspondence**

**8.**

- 8.1** WY Police & Crime Commissioner Newsletter April 2017
- 8.2** Letter from House of Commons re UK Parliament week
- 8.3** Letter from Local Government Boundary Commission re Electoral review of Leeds: final recommendations
- 8.4** CPRE Spring Newsletter
- 8.5** Came & Co Council Matters Spring 2017

**80/17**

### **To receive an update on the Events/Summer Festival schedule for 2017**

**9.**

The Summer Festival schedule is taking shape. The proposed events are included in the table below. The event on 13<sup>th</sup> May at St Giles has been cancelled.

Date	Event	Venue location
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

An article regarding the festival events will be in the next edition of North Leeds Life and Suburban

### 81/17

#### 10. To discuss and agree the Agenda for the Annual Parish Meeting (17<sup>th</sup> May 2017)

The agenda was agreed for the Annual Parish Meeting. The slides will be circulated 2 – 3 days prior to the meeting. Any content to be sent to the Clerk by Friday 12<sup>th</sup> May.

### 82/17

#### 11. To discuss and agree any action required regarding the closure of the NatWest bank branches in Adel and Otley

It was AGREED that no action would be taken regarding the closure of the NatWest bank branches in Adel and Otley as Cllr Anderson had already written to the bank with local concerns and the bank had responded that there was no flexibility regarding the closures.

Cllr Fox indicated that NatWest customers can make cash withdrawals and account payments at Otley Post Office.

### 83/17 Finance And Administration Working Party

#### 12.

##### 12.1 To Approve payments as per the schedule for April

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

##### 12.2 To Approve the Petty Cash statement as per the schedule for April

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

##### 12.3 To Approve the Minutes of the Finance Working Group held on 19<sup>th</sup> April 2017

Cllr Howard raised several points from the minutes for discussion.

A discussion took place regarding the Parish Council's annual nominated charity.

Cllr Harris proposed that the any charity adopted by the Parish Council should be adopted from April to March (to follow the financial year). The proposal was AGREED by ALL.

The request from Marie Curie for the Parish Council to have a Just Giving page set up in the Parish Council's name was considered. It was AGREED that a Just Giving page would not be set up.

The Clerk has suggested the use of budget codes to assist with the breakdown of expenditure under the village maintenance budget. The budget codes were APPROVED.

A meeting has been arranged to complete a 3 year budget plan.

The Chairman gave a vote of thanks for all the work undertaken by Cllr Howard in support of the Finance Working Group.

##### 12.4 To Approve the Annual Grant Application from Bramhope in Bloom

The Annual Grant application from Bramhope in Bloom was APPROVED.

##### 12.5 To receive insurance quotes for 2017/18 and agree action required.

It was AGREED that the insurance quote from Hiscox would be accepted and the 3 year option taken. The Clerk indicated that she had contacted the insurance broker to ascertain the difference in cost for increasing the sum insured against employee theft, in order to cover the full reserves in line

with recommendations from the Internal Audit 2016/17.

84/17

13.

### **Planning & Enforcement**

#### **13.1 To confirm the minutes from the meeting held on 5<sup>th</sup> April 2017**

The minutes for the meeting held on the 5<sup>th</sup> April 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Harris and AGREED by ALL.

#### **13.2 Enforcement issues**

The issue of acquisition of land by property at Manor Gates and Parklands is ongoing.

#### **13.3 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.

The Reserved Matters have now been submitted by Millers to Leeds City Council. The closing date for comments is 2<sup>nd</sup> June 2017. The Planning Committee will meet on 3<sup>rd</sup> May to discuss the application and the Parish Council's response/comments. A letter to residents will be agreed at the Planning Committee meeting and circulated to residents as soon as possible to advise the Parish Council's response and how residents can submit their own comments. Any Councillor not on the Planning Committee may attend the meeting.

The Clerk has received communication from five residents, relating to the development, since the last meeting. Concerns raised include the threat to existing businesses from the proposed convenience store, the increase in traffic/potential for anti-social behaviour in the area of the convenience store, visitors to the park area parking on the grass at the end of The Poplars, the proposal to take further land in Bramhope out of the Green Belt, a resident expressing interest in an allotment.

#### **13.4 To receive information regarding the green belt land and give consideration to seeking professional advice and agree next steps.**

There are 3 areas of land in Bramhope that Leeds City Council SAP proposes to bring out of the Green Belt. The areas being considered are the field to the south of Spring Wood, land to the rear of 45 Creskeld Lane and land adjacent to Greenacres Equestrian Centre, Moor Road.

The justification that is likely to be used by LCC for bringing the land out of the Green Belt is that LCC don't have their 5 year housing supply so this would be deemed as a special circumstance. It was AGREED that the Parish Council wish to argue that the land should be kept in the Green Belt. A Green Belt specialist will be approached and asked to apply the National Planning Policy Framework and the Green Belt methodology that Leeds City Council have used and apply it to the three pieces of land to determine whether or not there is an arguable case for keeping the land in the Green Belt and to provide representation at the public enquiry if required.

It was AGREED that the budget of £10,000 allocated in the 2017/18 against housing should be allocated for this purpose. Expenditure of up to £3,000 for initial advice was AGREED.

It was AGREED that any expenditure over the initial £3000 will need to be agreed at a future Full Parish Council meeting subject to recommendations from the specialist engaged.

The Site Allocation Plan will be signed off by LCC at the end of 2017.

85/17

14.

### **Village Maintenance Committee Report**

#### **14.1 To approve the minutes of the meeting on 4<sup>th</sup> April 2017**

There was one amendment to the minutes from 4<sup>th</sup> April 2017. The minutes for the 4<sup>th</sup> April 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Harris and AGREED by ALL.

#### **14.2 To receive information regarding the refurbishment of the Breary Lane phone box and agree action required.**

A quote has been received for the proposed refurbishment of the Breary Lane phone box. The Clerk will seek alternative quotes for comparison.

86/17

15.

### **Communications Working Party Report**

#### **15.1 Spring Newsletter**

The Spring Newsletter has been delivered over the Easter weekend and is available on the website. Thanks to all who contributed.

#### **15.2 Broadband – Kings Road/The Trees**

The BT Community Partnership application has been submitted. The next stage will be to write to the affected residents. Cllr Howard will draft a communication.

**87/17 Personnel Working Party Report**

**16. 16.1 To discuss and agree action for incremental pay award for Parish Council employee.**

It was AGREED that one increment will be applied to the Village Caretakers salary scale and the cost of living pay award would be paid, backdated to 1<sup>st</sup> April 2017.

**15.2 Contracts of Employment**

The contracts for the Clerk and Village Caretaker have been examined to determine the perceived discrepancy between annual leave entitlements. The wording regarding annual leave in the two contracts is different, however the meaning is the same, therefore there is not discrepancy between the annual leave entitlements. Each member of staff is entitled to 5.6 weeks holiday including bank holidays.

**88/17 Cemetery Working Party Report**

**17.**

There was no update from the Cemetery Working Party. Cllr Harris will call a meeting of the Cemetery group to discuss the 'Octunda'.

**89/17 Leeds City Council Update**

**18. Rosemont Flats site**

The preferred bidders documentation will be reviewed by LCC Chief Officers in May. Cllr Flynn will report back the outcome.

**90/17 Carlton Village Report**

**19.**

Bramhope in Bloom have offered to look at the planters in Carlton and recommend plants to Cllr Hollings. Bibs have agreed to supply the plants.

**91/17 Liaison Groups**

**20.**

**20.1 Bramhope Village Hall**

A survey of the Village Hall roof will be undertaken. A request has been received from the Village Hall for a sign for the Hall to be placed at The Cross. The matter was referred to the Village Maintenance Committee for discussion and to agree any action required.

**20.2 Bramhope Primary School**

Cllr Bryant is due to attend his first governors meeting. Cllr Bryant had attended an informal meeting. The school has carried out a safeguarding appraisal and as a result of this an additional door has been installed.

Fiona Wrightson is the new chair of Governors. The co-option of a new governor is required.

There are concerns amongst staff and governors regarding the future of the school in relation to the proposed housing development.

**20.3 Leeds/Bradford Airport**

A quarterly meeting took place on 23<sup>rd</sup> March 2017. The Master Plan for the airport has been published. There was no new information but other agenda items included the electrification of the Harrogate line and the potential park and ride at the end of the Bramhope Tunnel.

**92/17**

**21. Parish Issues/Any other business**

**20.1** Cllr Harris confirmed that work to replace gas pipes has commenced in Sandy Walk and letters have been received by residents in The Poplars indicating work will commence there in the next 3 months.

**20.2** Cllr Howard raised the issue of parking on the grass verges in the Village Newsletter.

**20.3** Cllr Flynn requested Cllr Howard to check whether dropped kerbs have been installed on Hall Drive/cul de sac junction to assist pushchairs in crossing the road and report back to Cllr Flynn.

**20.4** Cllr Lawrence has met with Yorkshire Water regarding problems with sewage on the bridle path behind Creskeld Hall. Yorkshire Water is dealing with it.

**20.5** Cllrs Fox, Harris and Haswell have made site visits to Spring Wood. Further visits can take place over the year. Some species that are indicators to ancient woodland have been found.

93/17

22.

**To confirm the date of the next Full Council Meeting**

The date of the next meeting will be Wednesday 24<sup>th</sup> May at 7.30pm

The meeting closed at 9.30pm