

# BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall  
held on 24<sup>th</sup> May 2017 at 7.30pm

## PRESENT

Chairman:

Councillors : Hilary Harris (Vice chairman), Diane Fox, David Bryant, Amanda Lawrence, Richard Ellis, Martin Fogel, Rob Haswell, Billy Flynn, Marion Rider, Simon Cooper

Nicola Woodward (Clerk)

### **94/17 Election of Chairman**

1.

#### **To Elect a Chairman for 2017/18 and sign the Declaration of Acceptance**

Cllr Simon Cooper was elected chairman for the year 2017/18. Cllr Cooper signed the declaration of office and assumed the chairmanship of the meeting.

### **95/17 Election of Vice Chair**

2.

It was AGREED that Cllr Hilary Harris would be the Vice Chairman for the year 2017/18

### **96/17 Appointments of Members to Committees/Groups/Liaison**

3.

Appointments were made as per the accompanying sheet. It was AGREED under agenda item 8.2 that a new position of Charity Liaison would be created.

### **97/17 To receive apologies**

4.

Apologies received from Cllrs Howard, Hollings and Lawson.

### **98/17 Declarations of disclosable pecuniary interest or other interests**

5.

There were no declarations of interest.

### **99/17 To confirm the minutes of the meeting held on 26<sup>th</sup> April 2017**

6.

The minutes for the 26<sup>th</sup> April 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Fogel and AGREED by ALL.

### **100/17 To Receive a report from the Neighbourhood Police Team**

7.

The neighbourhood police team were unable to attend the meeting.

### **101/17 To receive information on the ongoing issues and decide further action where necessary.**

8.

#### **8.1 To Agree the submission of the Joint Polling District Review and Community Governance Review**

The boundary review submission, previously agreed on 22<sup>nd</sup> February, and boundary map were reviewed and AGREED by ALL. The consultation opened on 11<sup>th</sup> May. The Clerk will submit the Parish Councils documentation by 22<sup>nd</sup> June 2017, in line with the timetable received from LCC. A second consultation will take place from 26<sup>th</sup> July with a closing date of 2<sup>nd</sup> October 2017.

The outcome of the review will be implemented in time for the May 2018 elections.

#### **8.2 To discuss and agree the selection process for the Parish Council's charity of the year**

It was proposed that a process for choosing the Parish Council's annual charity should be developed and that a new position of Charity Liaison Officer should be created. It was AGREED that any charity chosen should be registered and that a different charity should be supported each year. The Charities should not

be controversial or have political links. The charity should be selected at the January Full Parish Council

meeting. A reminder will be given in November to consider a shortlist of charities. A shortlist of three charities, taken from suggestions from Councillors, will be voted on at the January meeting. The support for the Charity will run from April to March each year.

It was AGREED that Cllr Harris will be the Charity Liaison Officer for 2017/18.

**102/17**

**9. Chairmans Update**

The Chairman gave thanks to all the Councillors for their support at the Annual Parish Meeting held on 17<sup>th</sup> May.

**103/17**

**10. Clerks Report**

The Clerk and Cllr Harris attended the Outer Northwest Committee Meeting held on 23rd May which focused on environmental issues including dog fouling, street cleaning, de-leafing and enforcement.

The Clerk reported that one of the picnic benches has disappeared, presumed stolen, from The Knoll and that there has been another incidence of vandalism at the Recreation Ground which has resulted in one of the panes of Perspex on the seating shelter being broken and another partially displaced.

**104/17**

**11. Correspondence**

**11.1** A request from YLCA has been received to appoint up to 2 councillors to attend YLCA Branch Meetings

It was AGREED that Cllr Cooper would be appointed as the representative for Bramhope & Carlton Parish Council.

**11.2** The Clerk Magazine - May 2017 edition

**11.3** PCC Newsletter

**11.4** LCC Highways information regarding road and path improvements for 2017 has been received. The Clerk will display on the website and subject to space it will be published in the next newsletter.

**105/17**

**12. To receive feedback from the Annual Parish Meeting**

A request was received to clear vegetation from the Ebor Way, Old Lane. This will be actioned. Issues regarding speeding on Leeds Road will be passed on to the police.

The results of the poll taken on residents views on the convenience store were 47 were not in favour and 2 were in favour. A comment will be added to the Parish Council's comments to LCC to indicate the results of the poll.

**106/17**

**13. To receive an update on the Events for 2017**

**13.1 Festival Events**

The first festival event has taken place with a play at the Village Hall on Saturday. There will be a Murder Mystery, also at the Village Hall this coming Saturday. Cllr Rider reported approximately 70 tickets have been sold for the afternoon tea at the Methodist church.

Following a request from Mini breeze it was agreed they can display a banner at The Knoll to advertise the event in June.

**13.2 To agree revised expenditure for 2017 Christmas Lights due to LCC price increase**

The manned switch on for the Christmas Lights has been booked for 25th November at 6.00pm. There has been an increase in the cost of putting in the electrical supply for the Christmas lights and the rental per motif.

It was AGREED that the additional cost was acceptable and 10 motifs will be installed for Christmas 2017. The two additional motifs will be located on Old Lane, one opposite The Hollies and one outside the Village Hall.

**107/17 Finance And Administration Working Party**

**14.**

**14.1 To Approve payments as per the schedule for May**

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

**14.2 To Approve the Petty Cash statement as per the schedule for May**

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

**14.3 To Approve the amendments to the 2017/18 budget lines.**

Further to the salary increases agreed from 1<sup>st</sup> April, amendments to the budget were agreed. Salary, NI and Pension have also been separated out in the budget. Additional minor amendments were AGREED for Christmas lights, insurance, general, heat & power, playground maintenance and rents, to accommodate changes in price received since the budget was initially agreed. An additional line has been added for projected grants under income.

**14.4 To Approve the revised quote for the annual insurance policy.**

Following recommendation from the internal audit last year regarding the Employee Dishonesty cover not covering the full value of our reserves at all times, a revised quote for the annual insurance policy has been received. The Clerk recommended that the value be increased for the forthcoming year to cover the amount in reserve at the time the precept is received. This can be reviewed next year should some of the reserves be spent. It was AGREED that the cover should be increased for 2017/18.

**14.5 To approve the Annual Governance Statement for 2016/17 Audit**

The internal audit has been completed. There were no matters giving cause for concern. Two items were raised for discussion by the internal auditor.

(i) Risk Management. A recommendation that Members familiarise themselves with computer back up procedures to ensure smooth continuity of Council affairs in the event of a computer breakdown and also to consider arrangements in case of a prolonged unforeseen absence of The Clerk/RFO . The Clerk indicated that she regularly backs up the council laptop and keeps a copy of the back up separately to the laptop. Following a suggestion from the Clerk it was AGREED that a disaster recovery plan be created over the coming months which can be given to Councillors for use in case of an unforeseen absence.

(ii) That the payment schedules be attached to the minutes. The Clerk indicated that a copy of the payment schedules is filed with the minutes and all councillors receive a copy of the payment schedule via email either before or after the meeting.

The Annual return was found to be in order and that internal controls are satisfactory.

The Annual Governance statement was reviewed and the responses were AGREED by ALL, and was signed by the Chair and Clerk.

**14.6 To Approve the Accounting Statement for 2016/17 Audit**

The Accounting Statement for 2016/17 audit was AGREED by ALL and was signed by the Chair and Clerk.

**14.7 To Receive the Accounts for 2016/17**

The Accounts were received for 2016/17 and AGREED by ALL

**14.8 To confirm the date and request volunteers for the annual Property Inspection**

The date of the Annual Property inspection was confirmed as 7<sup>th</sup> June at 6.00pm, meeting at the Village Hall. All available Councillors will attend. Cllrs Rider, Ellis and Bryant agreed to be drivers.

108/17

15.

### **Planning & Enforcement**

**15.1 To confirm the minutes from the meeting held on 3<sup>rd</sup> and 10<sup>th</sup> May 2017**

The minutes for the meeting held on the 3<sup>rd</sup> May and 10<sup>th</sup> May 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Harris and AGREED by ALL.

**15.2 Enforcement issues**

The Clerk will circulate enforcement issues received from Cllr Flynn with the minutes.

**15.3 Update on the development at Breary Lane East**

To date the Planning Committee have met for 5 hours to discuss the Parish Council's comments for submission to LCC with regards to the development.

**15.4 To agree the Parish Council comments to be submitted to LCC Planning regarding the Breary Lane East Development**

The Parish Council's comments were circulated prior to the meeting for consideration. It was PROPOSED by Cllr Ellis, seconded by Cllr Fogel and AGREED by ALL that the comments, with minor amendment, and marked up plan of the site will be submitted to Leeds City Council prior to the deadline of 2<sup>nd</sup> June, and displayed on the Parish Council website.

**15.5 Correspondence from residents regarding the Breary Lane East Development/Green Belt**

The Parish Council have received 2 comments from the public since the previous meeting. The comments included not supporting a convenience store for the village and issues relating to lack of increased provision of medical care & schools and issues relating to ensuring the development included sustainable energy provision.

109/17

16.

### **Village Maintenance Committee Report**

**16.1 To approve the minutes of the meeting on 2<sup>nd</sup> May 2017**

The minutes for the 2<sup>nd</sup> May 2017 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Bryant and AGREED by ALL.

**16.2 To receive and update on the red telephone boxes**

Cllrs Fogel, Hollings and the Clerk have met with CHT to start the process for installing the defibrillator in the Carlton phone box. Another Parish Council have help refund the refurbishment of the phone box by selling sponsorship of glass panes in the phone boxes and having them etched with the sponsors details. It was suggested that this should be considered.

110/17

17.

### **Communications Working Party Report**

There was no update from the communications working party

111/17

18.

### **Personnel Working Party Report**

There was no update from the Personnel Working Party

112/17

19.

### **Leeds City Council Update**

**19.1 Rosemont**

The preferred bidder has been selected. The development will be for 9 units, for over 55's only, to be sold privately with no provision for social housing.

**19.2 Mobile SID**

A discussion took place regarding the possibility of LCC Ward Councillors purchasing a mobile SID for Adel & Wharfedale Ward. It was AGREED that B&CPC would be interested in exploring this idea.

**19.3 Overhanging trees/vegetation**

Cllr Flynn requested that an article be included in the summer newsletter to remind residents to ensure that they cut back vegetation/trees that belong to their property that are overhanging the

public highway/pavements to ensure that people can get past them. This will help to keep the complaints that require following up to a minimum.

#### **19.4 Resurfacing – Old Lane**

Following several accidents on Old Lane, LCC will be resurfacing the problem bend with an anti-skid tarmac and improved signage and road markings to try and prevent future accidents, particularly in cold/wet weather.

#### **19.5 Yellow Lines – Eastgate**

Cllr Flynn will raise the possibility of having the yellow lines on Eastgate cut back as they seem to extend round the bend further than necessary. Cllr Flynn will consult with LCC Highways and report back to the PC prior to any decision being taken.

#### **19.6 Parking on Tredgold Avenue**

Following complaints regarding parking on Tredgold Avenue Cllr Flynn has visited on several occasions. He noted that in the main there didn't appear to be an issue at the shops, but will continue to monitor the situation, as will the police.

### **113/17 Carlton Village Report**

20.

There was no Carlton Village report.

### **114/17 Liaison Groups**

21.

#### **21.1 Bramhope Village Hall**

Bookings continue to improve.

Cllr Rider informed the RCMH Committee that they would be unable to have a sign added to The Cross.

Cllr Rider advised the RCMH Committee that any permanent signs on the Village Hall will require planning permission and that they should apply in the normal way via Leeds City Council.

The Village Hall have indicated that given sufficient notice the Hall will be made available for the Annual Parish Meeting next year.

#### **21.2 Bramhope Primary School**

The school took part in an interschool football tournament. BPS won the competition.

Cllr Harris queried the date for the Scarecrow Hunt. To be advised.

#### **21.3 Leeds/Bradford Airport**

There were no updates to report. Cllr Howard is unable to attend the next meeting and has asked Cllr Lawson will attend on his behalf.

### **115/17**

22.

#### **Parish Issues/Any other business**

**22.1** Cllr Harris has joined the Yummy Mummies facebook page. Cllr Ellis suggested following the We are Bramhope page as well.

**22.2** Cllr Fox attended the Arthington Annual Parish Meeting. Arthington will also be submitting comments regarding the Millers Home Planning Application.

### **116/17**

23.

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

The date of the next meeting will be Wednesday 28<sup>th</sup> June at 7.30pm

The meeting closed at 9.23pm