

# **BRAMHOPE & CARLTON PARISH COUNCIL**

## **MEETING OF THE VILLAGE MAINTENANCE COMMITTEE**

**Tuesday 7<sup>th</sup> November 2017, 6.00pm at the Bramhope Village Hall**

### **Present:**

Cllr Simon Cooper (Chair)  
Cllr Diane Fox  
Cllr Martin Fogel  
Cllr David Bryant  
Cllr Hilary Harris  
Nicola Woodward, Clerk  
Brian Taylor – Village Caretaker

#### **1) To receive apologies:**

There were no apologies

#### **2) To disclose or draw attention to any disclosable pecuniary interest**

No interests were declared.

#### **3) To receive information on the ongoing issues and decide further action where necessary**

##### **3.1 To receive an update on the refurbishment of The Cross**

A second quote will be obtained for the December meeting.

##### **3.2 To discuss the removal of the 'mini crosses' at The Cross and proposals for their replacement and agree action required.**

A discussion took place regarding the condition of the 'mini crosses' at The Cross. It was AGREED that the crosses should be removed in their entirety. It was AGREED that the Clerk will arrange for the appropriate skip licence in order for a skip to be ordered and located at The Cross for the removal of unwanted materials. A discussion took place regarding replacement. It was AGREED that no replacement will be put in place at this stage.

##### **3.3 To receive an update on the replacement Bramhope signs and to agree action regarding the removal of the old signs.**

Two suitable pieces of stone are still being sourced. The supplier will contact the Clerk when suitable stone has been found. It was AGREED that the Village Caretaker will remove the remainder of the sign at Golden Acre Park.

##### **3.4 To discuss and agree the required frequency for tree reports for Jubilee Copse, The Knoll, The Recreation Ground, Cemetery and Puritan Chapel.**

It was AGREED that a 5 year rolling programme of Tree Inspection Reports will be put into place. The Clerk will hold the programme in a carry forward file and arrange for a report on the next property on the list in April each year. The report for 2017/18 was for The Knoll. The next report will be in April 2018 for the Puritan Chapel.

In addition a visual inspection of trees will be added to the annual property inspection.

#### **4) Work completed since 3<sup>rd</sup> October 2017**

Removed fallen tree branches at Jubilee Copse  
Repaired loose stone at The Poplars bus shelter  
Strimmed along Leeds Road  
Removed vandalised post at The Knoll  
Applied weed killer to Cemetery paths  
Applied path clear solution to path at The Chapel  
Extensive de-leafing of paths and ginnels

## **5) To receive BiB Report**

### **Spring planting**

Polyanthus, crocus, tete a tete and Red Riding tulips have been planted in barrels & beds around the village.

It was decided not to plant around the Jubilee Copse sign at this time as they may be affected by building works.

The three small barrels on Breary Lane, have been replaced by a granite trough.

Thanks to the Village Caretaker for help in clearing the leaves.

Thanks to Cllr Fox for her valuable assistance in the wording, design and siting of the sign for the Puritan Chapel and to the Clerk for her help in submitting a planning application for the sign.

## **6) To receive Parish Council properties exception reports**

### **To receive an update on the information sign for the Puritan Chapel**

#### **6.1 Puritan Chapel**

##### **(i) To receive an update on the information sign for the Puritan Chapel**

Planning permission for the sign is still outstanding.

##### **(ii) To allocate a Councillor to assist with monitoring the chapel**

Cllr Bryant AGREED to assist with looking after the Puritan Chapel, following the resignation of Cllr Lawson.

#### **6.2 Memorial Garden**

(i) The Village Caretaker will ensure that the Memorial Garden is cleared of leaves for the Remembrance Day Parade.

#### **6.3 Car Park**

A suggestion was made that there should be some signage erected for the village car park. The Clerk will make enquiries with Leeds City Council Highways department to see if a heritage sign (heritage style) can be erected opposite the entrance.

#### **6.4 Jubilee Copse**

Cllr Harris noted that a vehicle undertaking tree work at a private property has driven across Jubilee Copse for access and left some ruts in the ground. No action to be taken.

#### **6.5 Red Telephone Boxes**

##### **(i) To receive and update on the refurbishment of the phone boxes**

The phone box has been stripped down. A discussion took place regarding the waterproofing of the new panes. It was AGREED that the contractor undertaking the renovations will be asked to apply a beading of silicon around the frames when they are re-installed.

## **7.0 To receive Recreation Properties report**

### **7.1 The Knoll**

#### **(i) To receive the Annual RoSPA Playground Inspection Report and agree any actions to be taken.**

The Clerk highlighted areas that should be monitored throughout the year and action taken as required including uneven dips in the surface, encroaching trees, slide, loose or missing fixtures.

The Spire net is being repaired on 8<sup>th</sup> November. (This was not mentioned in the RoSPA report)

The flower rocker is loose. This was not picked up in the RoSPA report but may have come loose after the inspection. The Clerk will ask the Spire fitters for their opinion on whether a repair is required and report back to VMC.

## **7.2 The Recreation Ground**

(i) One of the water tanks at the Pavilion is leaking. It was AGREED that the Clerk will arrange a repair and also seek quotes for an upgrade of the system.

## **8) Identify new jobs and agree budget**

8.1 No additional jobs were identified.

## **9) Any other business**

9.1 Cllr Bryant volunteered to assist with switching on the Christmas tree lights at The Cross on 25<sup>th</sup> November.

9.2 A request has been received from a shop owner to ask LCC to remove a green recycling bin from outside his premises, as they have not managed to arrange this through LCC successfully themselves despite numerous requests.

9.3 Councillor Fogel passed on a request from the Personnel Working Group to request agreement from VMC that the PWG should undertake the annual appraisal for the Village Caretaker for this year and subsequent years. This was AGREED by ALL.

## **11) Date of Next Meeting**

Tuesday 5<sup>th</sup> December at 6:00pm.