

# BRAMHOPE & CARLTON PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 28<sup>th</sup> March 2018 at 7.30pm

### PRESENT

Chairman: Simon Cooper

Councillors : Alan Anslow, Diane Fox, Hilary Harris , Amanda Lawrence, John Howard, Billy Flynn, Rob Haswell, David Bryant, Martin Fogel, Anna Hollings, Marion Rider, Nicola Woodward (Clerk)

**46/18**

**1. Public Participation**

There was one member of the public present who did not wish to raise any issues.

**47/18**

**2. To receive apologies**

Cllr Flynn sent apologies for a late arrival and arrived at 8.05pm.

**48/18**

**3. Declarations of disclosable pecuniary interest or other interests**

There were no declarations of interest.

**49/18**

**4. To confirm the minutes of the meeting held on 28<sup>th</sup> February 2018**

The minutes for the 28<sup>th</sup> February 2018 were PROPOSED as a true record by Cllr David Bryant and seconded by Cllr Diane Fox and AGREED by ALL.

**50/18**

**5. To Receive a report from the Neighbourhood Police Team**

There was no representative from the Neighbourhood Police team available to attend the meeting, however an update had been sent reporting theft from a shed in the evening and theft of the cycle during the day.

Burglaries remain a priority for the division with patrols being deployed to hot spot areas.

**51/18**

**6. Carlton Village Report**

The introduction of the 30mph zone has been delayed due ongoing discussing regarding the speed limit on the remainder of Carlton Lane and whether it should be 40mph or 60mph.

**52/18**

**7. To accept resignation from Cllr Ellis and agree advertising for a replacement Councillor.**

The resignation from Cllr Richard Ellis was ACCEPTED. The Clerk has been in contact with LCC Electoral Services and the Notice of Vacancy has been displayed. The Clerk proposed that should no election be required that a Notice of Casual vacancy be displayed from 16<sup>th</sup> April with a closing date of 16<sup>th</sup> May 2018. This was AGREED by ALL.

**53/18**

**8. To receive information on the ongoing issues**

**8.1 To receive an update on the sale of Parish Council land**

The contract has been received for one piece of land and will be signed and sent back to the solicitor asap. It is anticipated that the second contract will be ready for signing shortly.

## **8.2 To agree a revised date for the Annual Parish Meeting.**

The revised date for the Annual Parish Meeting, of 2<sup>nd</sup> May 2018, had been agreed at the meeting held on February 28<sup>th</sup> 2018 and had been included on the agenda for March in error.

## **8.3 To receive an update from the meeting held with Bramhope Rugby Club**

Cllrs Cooper and Flynn attended a meeting with representatives from Bramhope Rugby Club. The Clerk will circulate the notes from the meeting to all Councillors. The Rugby Club had asked to meet with representatives from the Parish Council to discuss the current terms of the lease between the Club and Leeds City Council and share information about their forthcoming plans with regards to the lease. The club is run as a Community Amateur Sports Club, which can never be reversed, and offers the comfort that the Club will be run for the benefit of the community, where currently over 1000 members enjoy the facilities. 20 teams play at the site across a full age range. The club would like the covenants on the lease relaxed to extend the use of the facilities without the need to request permission on each occasion. Cllr Cooper indicated that from the discussions that took place, this would not have any further impact on the village and local neighbours. The primary aim of the club is to promote Rugby.

## **8.4 To receive an update regarding the Bramhope Good Neighbour Scheme.**

A small piece regarding the Bramhope Good Neighbour Scheme will be included in the Newsletter. Further details will be sent to the Parish Council as and when they become available.

## **8.5 To receive traffic data from the SID located on Kings Road**

The Clerk had circulated traffic data from the SID prior to the meeting. The data showed that for the period between the 11<sup>th</sup> February and 26<sup>th</sup> March the average speed that cars were travelling at was 32mph. The top speed recorded was 101 mph. 56% of cars travelling past the SID were driving in excess of 30mph. 85% of vehicles are travelling below 38mph.

The Clerk will download the data on a regular basis and report back to FPC.

## **8.6 To receive an update regarding a request from the British Legion to sponsor a silent soldier**

The Clerk confirmed that should the Parish Council wish to sponsor a silent soldier it had the necessary power for such expenditure and recommended the use of S137 expenditure, if required. A discussion took place regarding the scheme. It was AGREED that further information would be required prior to a decision. The Clerk will request further information and share it at the next meeting.

The Clerk raised that an alternative could be a commemorative bench and would seek further details for the next meeting.

**54/18**

### **9. Chairs Report**

The Chair clarified that Councillors were free to arrive or leave meetings part way through, if they have other commitments, but that they are unable to leave a proxy vote for an agenda item that they are not present for.

**8.05pm** Cllr Flynn joined the meeting.

**55/18**

### **10. Clerks Report**

The grit bin at Parklands has received its two annual fills, however due to the bad weather the bin required a third fill, which Cllr Anderson arranged free of charge. Normally residents would be required to provide additional salt once the two fills have been used up.

The Clerk had received a response from Leeds City Council regarding the footpath between the Poplars and Wymore Avenue and whether it would be resurfaced as part of the highways work for the new development. Leeds City Council have indicated that there are no plans to resurface the path at

this stage as part of the works.

56/18

**11. Correspondence**

- 11.1 Information regarding the foundation criteria for the dementia friendly communities recognition process  
Having read the foundation criteria, Cllr Howard indicated that he would seek further clarification regarding the involvement of the Parish Council in the process.
- 11.2 PCC Newsletter March 2018  
This was noted
- 11.3 Correspondence from a resident suggesting applying for a WY Police & Crime Commissioners grant for additional road traffic safety signage.  
There is a possibility that a grant could be applied for, for an additional SID for the Village. The Clerk will investigate the criteria for applying.
- 11.4 Clerks & Councils Direct  
This was noted.
- 11.5 SLCC Clerks Magazine  
This was noted.
- 11.4 Clerks & Councils Direct  
This was noted.

57/18

**12. Personnel Working Party Report**

**12.1 To agree funding for attendance on a GDPR seminar**

The Clerk requested funding for attendance on a GDPR seminar to assist with implementing the forthcoming changes to the law. The funding was PROPOSED by Cllr Fox and SECONDED by Cllr Harris and AGREED by ALL.

58/18

**13. Planning & Enforcement**

- 13.1 **To accept the minutes from the meetings held on 7<sup>th</sup> & 21<sup>st</sup> March 2018**  
The minutes for the meeting held on 7<sup>th</sup> and 21<sup>st</sup> March 2018 were PROPOSED as a true record by Cllr Haswell and seconded by Cllr Harris and ACCEPTED by ALL.
- 13.2 **Enforcement issues**  
There were no new enforcement issues reported, other than those indicated in the Planning Committee minutes circulated prior to the meeting.
- 13.3 **Update on the development at Breary Lane East**  
Some preparatory work is being done for the highways work by SubScan. Leeds City Council Planning Department were unaware that the preparatory work had commenced and had therefore not informed the Parish Council.
- 13.4 **Update on the Proposed Boundary Expansion for Bramhope**  
The proposed boundary expansion has been agreed by LCC and has been sent to the Secretary of State. The new boundary will come into force on 6<sup>th</sup> May 2019.

59/18

**14. Village Maintenance Committee Report**

- 14.1 **To accept the minutes of the meeting held on 6<sup>th</sup> March 2018**  
The minutes of the meeting held on 6<sup>th</sup> March were PROPOSED as a true record by Cllr and seconded by Cllr and ACCEPTED by all.
- 14.2 **To receive information and approve the grass cutting contractors for 2018**  
The grass cutting contract for 2018 was PROPOSED by Cllr Harris, SECONDED by Cllr Fox and AGREED by ALL.

**14.3 Cricket club**

Cllr Howard had received a communication from the Cricket Club for the Newsletter. They had also raised with him some issues regarding the cutting of the field and general support for the Cricket Club. The Club are keen to have a good relationship with the village, residents and the Parish Council. The Club play weekly at the ground and would encourage local residents to come and watch matches and will seek to publicise their matches on noticeboards and local shops etc.

60/18

**15. Finance And Administration Working Party**

**15.1 To Approve the payments as per the schedule for March 2018**

The payments schedule for March were PROPOSED by Cllr Fogel, SECONDED by Cllr Fox and AGREED by ALL.

**15.2 To Approve the Petty Cash statement as per the schedule for February & March**

A minor amendment to the February Petty Cash statement was highlighted by the Clerk. This was AGREED by ALL. The Schedule for March was PROPOSED by Cllr Harris, SECONDED by Cllr Anslow and AGREED by ALL.

**15.3 The receive the forecast year end budget for 2017/18**

The forecast year end budget was noted. The final year end budget will be presented at the Full Parish Council meeting in May. The deadline for submitting the external audit for 2017/18 is 11<sup>th</sup> June 2018. There were no concerns raised by the Finance Working Group with regards to the estimated year end figures.

**15.4 To receive the final draft budget for 2018/19**

There were some minor amendments to the draft budget since the last draft presented in February. The amendments were discussed. The final budget for 2018/19 was AGREED by ALL by a show of hands.

Cllr Fogel drew to attention to the 3 year budget plan and the financial position in 3 years time should all the planned capital expenditure take place, without the subsidy of S106 or CIL monies being used to offset some of the capital expenditure.

**15.5 To accept the minutes of the Finance Working Party held on 21<sup>st</sup> March 2018**

The minutes of the meeting held on 21<sup>st</sup> March were PROPOSED by Cllr Howard and SECONDED by Cllr Fogel and ACCEPTED by ALL

**15.6 To receive and approve the Annual Grant Application for Bramhope in Bloom for 2018/19**

The annual grant application for Bramhope in Bloom for 2018/19 was discussed. It was AGREED by ALL by a show of hands that the full grant requested would be awarded for 2018/19.

61/18

**16. Communications Working Party Report**

**16.1 To receive an update on the visit to Bramhope Scout Camp and discuss further actions.**

Cllr Howard had been to meet the new manager of the Scout Camp. The new manager is keen to increase usage of the site during the week. The site is currently booked out for most weekends during the year.

There will be some modifications to the existing buildings on site but nothing that will require planning permission.

The site is keen to support village activities and suggested a campfire sing along as part of the summer festival, and village bonfire. Cllr Bryant indicated that the scouts already hold an annual bonfire for the village at the site.

It was AGREED that a request to include a short piece about the site in the next Newsletter should be granted and that the site can have a stand at the Annual Parish Meeting. Cllr Howard will share site contact details with local organisations.

- 16.2 To agree action regarding the planning of the Annual Parish Meeting**  
The Clerk requested that a planning group be formed to plan the Annual Parish Meeting. The Clerk circulate a date and arrange a meeting to undertake the planning. All volunteers are welcome.
- 16.3 To receive an update regarding GDPR regulations and actions required.**  
The Clerk and Cllr Howard met to discuss the new GDPR regulations and formulate the actions required.  
The key actions include
1. Find a training course for all Councillors and the Clerk & Village Caretaker
  2. Clarify who can be DPO and appoint one
  3. Data Audit – Clerk
  4. Ascertain data held by Councillors to say what data do you hold (i.e.any personal data such as mailing lists)
  5. Develop a SAR policy
  6. Clarify under what circumstances consent is required to use personal data and appropriate wording to put on response. Develop a consent form, probably requires 2 versions.
  7. Develop a Privacy notice. This will need to go on website for public and the one for Councillors should be circulated also need adding to new Cllr toolkit
  8. Data Retention policy needs creating and updating
  9. Obtain a shredder
  11. Identify Contractors processing personal data.
  12. Develop a procedure for personal data breaches
  13. Purchase office 365
  14. Create an action List of what processes and forms required, where to obtain them and who produces them.
- 16.4 Spring Newsletter**  
The Spring Newsletter is on track to be sent to the printers by the 9<sup>th</sup> April 2018.
- 16.5 GDPR Training**  
The Clerk raised that all Councillors and employees of the Parish Council should receive some GDPR training. An online course has been identified as a possible option. It was AGREED that the Clerk would undertake further research to find out what other Councils are doing. Further information will be available following the Clerks training seminar on 1<sup>st</sup> May 2018.

62/18

17.

**Summer Festival Update**

There are now 13 events agreed as part of the Summer Festival. Cllr Harris will contact the Scout Campsite regarding an event to be held there.  
The Methodist Church are holding 3 events which will raise funds for the Church.  
St Giles are holding a 'Gareth Malone' Choir event which the Parish Council will pay for the hall hire.  
Proceeds will be for the Parish Council festival funds.

The Parish Council will host the Cabaret evening. Planning for the event is going well.

The opening of the Puritan Chapel will be publicised as part of the Festival programme.

Cllr Harris asked all councillors if they could support at least one festival event.

Cllr Harris thanked Cllr Flynn for assisting with an application for a mini-breeze event.

Festival Flyers will be produced. The Clerk will contact deliverers of the newsletter to assist with the delivery.

63/18

18.

**Cemetery Working Party Report**

**18.1 To accept the minutes of the meeting held on 20<sup>th</sup> March 2017**

The minutes of the meeting held on 20<sup>th</sup> March 2018 were PROPOSED by Cllr Harris , SECONDED by Cllr Fox and ACCEPTED by ALL

**18.2 To discuss recommendations from the Cemetery Working party regarding the future of the Rotunda project and possible alternatives and agree actions.**

Cllr Harris thanked all those who have provided input into the Rotunda project to date.

Following discussions at the meeting it held on 20<sup>th</sup> March the Cemetery Working Group recommended to Full Parish Council that the Rotunda project be replaced with a replacement project. The new Cemetery office provides a sheltered seating area in the cemetery which was one of the primary aims of the Rotunda. The second aim was to provide an area in the cemetery for the displaying of memorial plaques for those relatives who wish to scatter relative's ashes rather than have a burial plot at the cemetery.

The proposal to create an area in the centre of the cemetery to display memorial plaques by clearing the existing area, installing sloping facing kerbstones around the edge of the centre circle and creating a flower bed

It was AGREED by ALL that the costs of the new proposal should be looked into and shared with the Full Parish Council at a future meeting.

### **18.3 To discuss recommendations from the Cemetery Working Party regarding Parish Council policy in relation to charges for childrens burials/interment of ashes**

A discussion took place regarding Leeds City Councils new policy regarding the waiving of charges for children's burials. It was PROPOSED and AGREED by ALL that the Parish Council should adopt the same policy for Moor road Cemetery.

The Cemetery Rules will be amended accordingly and brought to a future meeting for approval by Full Parish Council.

64/18

19.

#### **Leeds City Council Update**

##### **19.1 Update on Rosemont Flats site**

The planning application for the Rosemont site is now at a pre-planning stage. A full planning application is expected in the near future.

##### **19.2 Fox & Hounds Planning Application**

The Planning Application for the CCTV posts and signs has been withdrawn. It is thought that the signs and CCTV will be removed in the near future.

##### **19.3 Think Like a Pony**

Think Like a Pony were hoping to create and move to a site on Otley Old Road that would have an indoor facility. This will not now take place, however the large hay barn will be relocated to the site to facilitate some indoor activities.

65/18

20.

#### **Liaison Groups**

##### **20.1 Bramhope Village Hall**

The repairs to the roof will commence shortly.

There will be some further decorating taking place shortly.

The Bramhope Village Hall Committee passed on its thanks to the Parish Council for the annual grant that has been awarded.

There are a number of social events being planned by the Village Social Committee.

##### **20.2 Bramhope Primary School**

The school held a week of activities as part of British Science Week.

The school held a Maths open morning.

The school choir have performed at Yeadon Town Hall.

On-site parking at the school now operates with a parking permit system to assist with identifying vehicle owners when vehicles require moving.

##### **20.3 Leeds/Bradford Airport**

There was no report this month. A report will be available next month.

## 20.4 Parish Council Annual Charity

i) **To discuss the inclusion of the Parish Council's annual charity logo on official Parish Council emails**

Cllr Harris requested approval for the inclusion of the Parish Councils annual charity to be included on all official Parish Council emails for this year and future years nominated charities. The requested was AGREED by ALL. The Clerk will make the appropriate arrangements.

ii) **To receive an update on the Councillor visit to Candelighters**

Cllr Harris attended the Candlelighters soiree on behalf of the Parish Council. The charity has a building in Woodhouse Square and supports the families of children with cancer, who receive treatment at LGI, from across Yorkshire. The purpose of the event was to ask local organisations to support Candlelighters fundraising for one day in the year.

As the Parish Council have already nominated a charity for 2018/19 they are unable to fulfil the request this year.

iii) **Annual Charity Fundraiser**

Cllr Harris will undertake a fund raising event for the Parish Councils annual chosen Charity, The Cystic Fibrosis Trust. She will be playing table tennis non-stop for 5 hours at the Village Hall on 17<sup>th</sup> July. Cllr Harris is seeking opponents to assist with the challenge

66/18

### 21. Parish Issues/Any other business

- 18.1 Cllr Hollings raised that the For Sale sign on Harrogate Road had fallen down and required removal.
- 18.2 Cllr Anslow raised the current bus consultation. The next stage, which commences in June, involves the Headingley corridor and a route that terminates in Adel. Suggest a complaint is lodged about the lack of reliable service to Bramhope and the forthcoming increase in residents.
- 18.3 Cllr Fox will send out an email regarding the chapel openings for Summer 2018 for volunteers to open the chapel for each of the proposed dates
- 18.4 Cllr Fox raised an issue with the informal layby on Harrogate Road. The verge is becoming badly damaged and asked if LCC can do anything about it.
- 18.5 Cllr Howard requested any photos of spring flowers and photos of the recent snow for the front cover of the next and future newsletters.

67/18

### 22. To confirm the date of the next Full Council Meeting

The date of the next meeting will be Wednesday 25<sup>th</sup> April 2018 at 7.30pm

The meeting closed at 9.55 pm

Minutes by Nicola Woodward  
Published 2<sup>nd</sup> April 2018