

# BRAMHOPE & CARLTON PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 23<sup>rd</sup> May 2018 at 7.30pm

### PRESENT

Chairman: John Howard

Councillors : Alan Anslow, Diane Fox, Billy Flynn, David Bryant, Martin Fogel, Amanda Lawrence, Marion Rider, Nicola Woodward (Clerk)

89/18

1. **Public Participation**

There were no members of the public present.

90/18

2. **Election of Chair for the meeting**

In the absence of the Chair of the Parish Council Cllr Fogel proposed, seconded by Cllr Fox and AGREED by ALL that Cllr Howard would Chair the meeting.

91/18

3. **Election of Chair for 2018**

Cllr Flynn proposed, seconded by Cllr Fogel and AGREED by ALL that Cllr Simon Cooper would be the elected Chair of Bramhope & Carlton Parish Council for 2018/19. In Cllr Coopers absence it was AGREED by ALL that Cllr Cooper would be required to sign the Declaration of Acceptance no later than Wednesday 6<sup>th</sup> June 2018.

92/18

4. **Election of Vice-Chair for 2018**

Cllr Fogel proposed, seconded by Cllr Bryant and AGREED by ALL that Cllr Hilary Harris would be elected as Vice Chair of Bramhope & Carlton parish Council for 2018/19.

93/18

5. **Appointments of Members to Committees/Groups/Liaison**

Appointments were made as per the accompanying sheet. A discussion took place as to whether a formal liaison position for users of the recreation ground should be put in place. It was AGREED that an informal arrangement with Cllr Fogel taking up the role of Cricket Club liaison was the only requirement at this stage.

94/18

6. **To receive apologies**

Cllrs Simon Cooper, Hilary Harris, Rob Haswell, Anna Hollings

95/18

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

There were no declarations of interest.

96/18

8. **To confirm the minutes of the meeting held on 25<sup>th</sup> April 2018**

The minutes for the 25<sup>th</sup> April 2018 were PROPOSED as a true record by Cllr Bryant and seconded by Cllr Anslow and AGREED by ALL.

97/18

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

The Neighbourhood Police Team rep shared information with the meeting regarding the size of the area covered by the team and their need to be present where there are issues in the area. The neighbourhood police team would encourage residents who observe suspicious vehicles and people in the village to report sightings to the team asap. If a crime is taking place contact should be made via 999.

Any resident concerned about the security of their property can arrange a visit from the Crime Prevention Officer for the area.

Installation of lights on sensors and an alarm are a good deterrent. If you have a vehicle that may be a target for theft consider installing a bollard behind your vehicle as a deterrent.

If CCTV is installed only high quality images that can be downloaded onto a disc can be used by the Police to identify suspects.

In the last 30 days crimes have been reported.

\*1 burglary in which a Europrofile lock was snapped and entry gained to the property.

\*Theft of stone steps and lead flashing – currently no leads.

98/18

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

**10.1 To receive an update on the recruitment of a new Parish Councillor**

There have been no applications received from the advertisement placed on the website and noticeboards. A new advert has been displayed with a closing date of 18<sup>th</sup> June 2018. The Clerk will also post the vacancy on Facebook and Twitter.

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

Both sales have now been completed and the proceeds from the sale received. The proceeds will be highlighted in the accounts as capital income and should only be used for expenditure on capital projects.

**10.3 To receive an update on the proposed extension to parking restrictions on Church Hill**

Following consultation with residents and the Parish Council, Leeds City Council have confirmed that a proposed extension to the double yellow lines on Church Hill to the St Giles grounds boundary will be implemented. A second set of lines further up Church Hill will not be implemented. The possibility of keep clear markings across driveways to maintain accessibility for residents may be considered, but no decision has been taken on this by LCC at this time.

**10.4 To discuss and agree the location for the SID for Moor Road**

Prior to making a decision about the location for the SID for Moor Road, Cllr Howard PROPOSED that the decision regarding location should not be based on cost alone. This was SECONDED by Cllr Rider and AGREED by ALL.

A discussion took place regarding the three locations suggested by LCC Officers. It was agreed that the favoured location would be the one closest to the junction with Moorland Road. The Clerk will request an invoice for the appropriate SID in order that the order can be placed and confirm the location to LCC at point of ordering. In the meantime Councillors who wish to visit the suggested sites can do so to make an informed decision at the next meeting of the Full Parish Council.

99/18

**11. Chairs Report**

A request has been received from BPS to sponsor a scarecrow for the 2018 scarecrow hunt. This was supported by all and will be paid from Chairs allowance.

The Chair has raised the issue of A-boards and advertising in The Cross area of the village with Cllr Flynn. It was agreed it would be appropriate for the Clerk to write to business owners in The Cross area regarding A boards in a conservation area rather than involve LCC officers at this stage.

100/18

**12. Clerks Report**

The Clerk will be on holiday from 7<sup>th</sup> June to 19<sup>th</sup> June and from 29<sup>th</sup> June to 3<sup>rd</sup> July.

101/18

**13. Correspondence**

**13.1** Thank you card from Marie Curie  
This was noted

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

This was discussed under agenda item 5. It was agreed that the Chair would remain the branch rep for Bramhope & Carlton Parish Council.

**13.3** The Clerk Magazine - May 2018 edition  
This was noted

**13.4** PCC Newsletter  
This was noted

**13.5** Clerks & Councils direct  
This was noted.

**102/18**

**14. 14.1 To receive feedback from the Annual Parish Meeting**

General feedback was that the meeting went well. All those who had been invited to have a stand at the event were in attendance.

Issues raised included complaints regarding LCC plans to extend parking restrictions on Church Hill, residents creating parking spaces on grass verges without the correct permission.

The ownership of the phone box on Moor Road was raised by a resident. Following the meeting Cllr Fogel researched ownership and will follow this up by informing the owners that the phone box may require some attention as it is leaning. The owners are under no obligation regarding the upkeep of the phone box but should be informed that it may be or become unsafe.

**103/18**

**15. To receive an update on the Events/Summer Festival Schedule for 2018**

Ticket sales have started, although slowly. To date, 29 tickets have been sold for Cabaret and 2 for Chorus Choirs.

Cllr Harris has sent articles to North Leeds Life and Suburban Magazine regarding the Summer Festival and the Table Tennis challenge with a request that they publish something in the next editions if possible.

Cllr Howard will contact The Wharfedale about the Summer Festival. Cllr Harris will contact them about the Table Tennis Challenge.

Posters have been displayed on noticeboards. Tickets will be sent for printing shortly. The first event will be held on 3rd June 2018.

**104/18**

**16. Finance & Administration Working Party**

It was noted that the Finance Working Group minutes had been circulated prior to the meeting and would be approved at the Full Parish Council Meeting in June.

**16.1 To approve payments as per the schedule**

The payments schedule for May were PROPOSED by Cllr Fogel, SECONDED by Cllr Rider and AGREED by ALL. A payment allocated to Communications needs to be re-allocated to the Festival.

**16.2 To approve the Petty Cash statement as per the schedule**

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

**16.3 To approve the renewal for the annual insurance policy**

The renewal for the Annual Insurance policy for 2018 was PROPOSED by Cllr Fogel, SECONDED by Cllr Lawrence and AGREED by ALL.

**16.4 To Approve the Annual Governance Statement for 2017/18 audit**

The internal audit has been completed. There were no matters giving cause for concern.

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

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

- 16.5 To approve the Accounting statement for 2017/18 audit**  
The Accounting Statement for 2017/18 audit was AGREED by ALL and was signed by the Chair and Clerk.
- 16.6 To receive the accounts for 2017/18**  
The Accounts were received for 2017/18 and AGREED by ALL
- 16.7 To confirm the date and request volunteers for the annual property inspection**  
The date of the Annual Property inspection was confirmed as 6<sup>th</sup> June at 7.00pm (following VMC), meeting at the Village Hall. The Clerk will circulate an email to confirm attendees and car providers.

**105/18**

**17. Planning & Enforcement**

- 17.1 To confirm the minutes from the meeting held on 26<sup>th</sup> April 2018**  
The minutes for the meeting held on the 26<sup>th</sup> April 2018 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Lawrence and AGREED by ALL.
- 17.2 Enforcement issues**  
Enforcement issues were circulated prior to the meeting. There were no further updates.
- 17.3 Update on the development at Breary Lane East**  
The archaeologists have returned to the site.  
The Clerk has been informed by LCC that there is no firm start date for the commencement of highways works. A further update should have been received for the next meeting.
- 17.4 To receive information and formulate comment for LCC regarding 20mph speed limit zone for Bramhope North**  
A discussion took place regarding the proposals. Concerns were raised regarding additional signs in the conservation area. Cllr Flynn will contact LCC and ask them to consult with the PC prior to any action being taken.  
It was agreed that the Clerk should write to LCC on behalf of the Parish Council, to invite an officer to a Parish Council meeting to discuss the proposals.
- Cllr Howard raised the issue of the new speed limits around the village not showing up on Satellite Navigation Systems and asked if LCC can write to the appropriate companies with updated speed limits.

**106/18**

**18. Village Maintenance Committee Report**

- 18.1 To accept the minutes of the meeting held on 1<sup>st</sup> May 2018**  
The minutes of the meeting held on 1<sup>st</sup> May were PROPOSED as a true record by Cllr Fox and seconded by Cllr Bryant and ACCEPTED by all.
- 18.2 To receive information regarding the slide and steps at The Knoll and decide further action**  
The slide has been removed due to an issue with the surface cracking and becoming unsafe. The Clerk and Cllr Fox met with three suppliers to discuss replacement options. It is likely that the replacement would need to be a tunnel slide. The option of a scramble net or other method of getting to the top of the banking on the opposite side of the steps will also be explored. Estimates are awaited.  
The Clerk raised the issue of the steps and what needed to be done. It is unclear whether they will need to be fully replaced. The Rospa inspection will be brought forward to seek further guidance.  
The Parish Council will apply for grant funding from LCC Outer North West Wellbeing Fund to assist with the project. Use of S106 and CIL monies will also be sought.
- Cllr Howard asked if any information had been received back from LCC from an enquiry by the

Parish Council several months ago regarding skate park dimensions and costs. Cllr Flynn will follow this up.

**107/18**

**19. Communications Working Party Report**

**19.1 To receive an update regarding GDPR regulations and actions required.**

Summary of actions to date

The Clerk has attended a YLCA run course.

A Data Protection Officer is likely to not be required for Parish Council – an amendment to the bill to confirm this has been submitted and is not going to be contested.

It has been established that most of the information held by the Parish Council has a lawful basis for us to process it (i.e. we either have a legal obligation, to fulfil contractual obligations, exercise of public task/public interest, vital interest, or with consent.

Privacy notices and consent form required by the new legislation for the Parish Council are based on a NALC model document. This will be presented at the June meeting for approval. Once approved they will be distributed as appropriate to Councillors, staff & relevant contractors and placed on the website.

Summary of actions ongoing/outstanding

The Clerk will create a GDPR crib sheet for Councillors and will also request information regarding data held by individual Councillors (e.g. mailing lists).

A Subject Access Request (SAR) and procedure for Personal data breaches is required

The Clerk is continuing to undertake the data audit and is assigning the lawful basis to each area of data held. Data audit is ongoing and will be presented to FPC at a future meeting

The Clerk is writing a first draft of a data retention policy which will be shared for approval at a future meeting

Also identified as part of the process is the need to update the Parish Councils publication scheme under the Freedom of Information Act 2000.

**108/18**

**20. Cemetery Working Party Report**

There was no Cemetery Working Party report.

**109/18**

**21. Leeds City Council Update**

The fencing at the Rosemont site has been repaired.

There will be a stakeholder event held by LCC regarding secondary school places. Cllr Flynn and possibly Cllr Byrant will attend.

**110/18**

**22. Carlton Village Report**

There was no Carlton Village report.

**111/18**

**23. Liaison Groups**

**23.1 Bramhope Village Hall**

Cllr Rider will forward minutes of BVH meetings.

The Village Hall Committee has a new chair.

The Village Hall has been approached by a company wishing to run a drama group for 11 – 16 year olds on Friday evenings. The group are hoping to put on a pantomime at the Hall in

the New Year.

Cllr Howard will forward new Charity Commission Guidance for Trustees to the Village Hall Chair, Cllrs Rider and Fogel.

**23.2 Bramhope Primary School**

Year 6 have completed their SATS.

The school celebrated the Royal Wedding.

The school will be joining with Prince Henry's Grammar School in the Collaborate Learning Trust (an Academy Trust). The Admissions policy will be subject to a separate consultation in November.

**23.3 Leeds/Bradford Airport.**

The next meeting on the Leeds/Bradford Airport Consultative Committee will be held on 21<sup>st</sup> June. If any Councillors have anything they wish to raise please inform Cllr Howard prior to the 21<sup>st</sup>.

**23.4 Parish Council Annual Charity**

Fundraising is progressing well through sponsorship for the table tennis challenge and raffle.

**112/18**

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

**24.1** Cllr Fogel raised the issue of the grass at Rosemont. Cllr Flynn will submit a further request for the grass to be cut.

**24.2** Cllr Fox asked if the fencing on the private land forming part of Jubilee Copse had been re-instated. Cllr Rider confirmed that it had.

**24.3** Cllr Howard suggested that the liaison roles that Councillors undertake should be properly defined and included in the Standing Orders. This should be included as an agenda item for discussion at a future meeting.

**113/18**

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

The date of the next meeting will be Wednesday 27<sup>th</sup> June 2018 at 7.30pm

The meeting closed at 9.52pm

Minutes by Nicola Woodward  
Published 25<sup>th</sup> May 2018