

# BRAMHOPE & CARLTON PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 22<sup>nd</sup> August 2018 at 7.30pm

### PRESENT

Chairman: Simon Cooper

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

159/18

1. **Public Participation**

There were no members of the public present.

160/18

2. **To receive apologies**

Cllr Rob Haswell, Anna Hollings, John Howard, and Martin Fogel.

161/18

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

There were no declarations of interest.

162/18

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

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

163/18

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

There have been no burglaries, robberies or vehicle crimes in Bramhope in the last month. The only crime of any note to report is a theft of garden furniture on Creskeld Lane.

The Neighbourhood Police Team have been conducting speed checks on Leeds Road and at one or two other locations in the residential streets. The results are passed to councillors and Highways for further consideration.

Images from CCTV sent in from the recent spate of Bramhope vehicle crime have been collated. Unfortunately, there was nothing quite good enough to be sent on for identification mainly due to hours of darkness and clothing concealment, but they will be retained for comparison to any future offences. A vehicle believed to have been involved in a burglary in Bramhope has been found and seized. It is also linked to burglaries in other areas and will be forensically examined. The investigation is ongoing.

164/18

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

**6.1 To receive information regarding the proposed extension to Jubilee Copse footpath and decide further action**

Information regarding the quotes for the extension to the footpath were circulated prior to meeting. The quote recommend by the Village Maintenance Committee was AGREED by ALL.

The Clerk will submit an S106 funding application as soon as possible which will have the support of the three Ward Councillors.

**6.2 To receive information regarding costings for a skate park and decide further action**

Following consultation with Leeds City Council and a discussion regarding a suitable site to accommodate a skate park it was AGREED that there was not a suitable location on Parish Council land to provide a skate park of adequate proportions. The cost would also be prohibitive for the Parish Council, even if grant funding were available for 50% of the cost. Cllr Flynn will write to the group of residents who had asked if a skatepark facility could be explored for the village.

165/18

7. **Chairs Report**

There was no update from the Chair.

166/18

**8. Clerks Report**

One of the large beech trees at the Puritan Chapel (adjacent to the bus shelter) has been diagnosed with a fungus, which will result in the tree falling down at some point in the future, therefore its removal is required immediately. The Clerk has sent off a request to LCC Planning and is seeking quotes for its removal. LCC recommendation is that a beech found with this particular problem is felled within a month. The Clerk will post details on the website and Facebook.

The Clerk is still seeking suppliers for the replacement slide. To date no companies approached are able to provide an embankment slide.

167/18

**9. Correspondence**

- 9.1** To discuss a suggestion from a resident regarding a mini-library for the Breary Lane phone box  
A discussion took place regarding a mini-library located in the Breary Lane phone box. It was AGREED by ALL that the Parish Council would give its permission for a community led project to utilise the phone box as a mini-library.
- 9.2** Detail drawings of the original woodwork at the Puritan Chapel  
The Clerk will send a letter of thanks and arrange for the drawings to be included in the archive.

168/18

**10. Matters Arising**

**10.1 To receive information regarding a Premises Certificate application for Bramhope Rugby Club and decide further action**

It was AGREED that no comment was required.

**10.2 To receive information regarding parking on The Cross and decide further action**

A discussion took place and it was AGREED that no further action was required at this stage.

**10.3 To receive information regarding parking at the junction of Breary Lane East and A660 and decide further action**

A discussion took place. Cllrs Flynn and Fox have been monitoring parking near the junction but have not observed any illegal parking in the last 7 days. Cllr Flynn will ask the Neighbourhood Police Team to monitor the situation when they are in the village and deal with any issues as they arise.

169/18

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

**11.1 Summer festival update and to receive the Summer Festival Accounts**

The festival events ended with a Brass Band concert, which was well attended and entertaining. The overall cost of the Festival in 2018 was £51.07.

170/18

**12. Personnel Working Party Report**

**12.1 To accept the minutes of the meeting held on 13<sup>th</sup> August 2018**

A discussion took place regarding the liaison roles. Cllr Lawrence confirmed that development of role guidance was ongoing.

The minutes of the meeting held on 13<sup>th</sup> August 2018 were PROPOSED by Cllr Lawrence, SECONDED by Cllr Bryant and ACCEPTED by ALL as a true record.

**12.2 To receive information regarding a requirement for additional hours for cemetery maintenance and agree action required.**

A discussion took place regarding the recommendations from the Personnel Working Party for a provision for additional hours for cemetery maintenance. It was AGREED that up to an additional 5 hours per week would be funded for the period September and October 2018 on a temporary basis. The additional hours will continue on a temporary basis from April 2019 but will be monitored and amended as the requirements for the cemetery alter.

171/18

**13. Planning & Enforcement**

**13.1 To accept the minutes of the meetings held on 25<sup>th</sup> July and 13<sup>th</sup> August 2018**

The minutes for the meetings held on 25<sup>th</sup> July and 13<sup>th</sup> August were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Cooper and ACCPETED by ALL.

**13.2 Enforcement issues**

There are several enforcement issues reported which are ongoing including dumping of waste on Staircase Lane, overhanging vegetation on Leeds Road/Kings Road, destruction of grass verges on Breary Lane East and Creskeld Lane, the siting of a storage container and two fences on the highway above 1 metre in height.

2 street signs that are broken have also been reported to LCC Highways Department.

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

There was no update on the development.

172/18

**14. Village Maintenance Committee Report**

**14.1 To accept the minutes of the meeting held on 1<sup>st</sup> August 2018**

The Chair highlighted two decisions made by VMC for acceptance by the Parish Council.

1. To remove the steps and make good the banking at The Knoll
2. Following extensive discussion at several meetings, the Parish Council policy on not lighting the ginnels would remain in place.

The minutes for the 1<sup>st</sup> August were PROPOSED as a true record by Cllr Harris and SECONDED by Cllr Fox and ACCPETED by ALL.

173/18

**15. Finance and Administration Working Party**

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

The payments schedule for August were PROPOSED by Cllr Anslow, SECONDED by Cllr Fox and AGREED by ALL.

**15.2 To Approve the Petty Cash statement as per the schedule for August**

The Schedule for August was PROPOSED by Cllr Rider, SECONDED by Cllr Fox and AGREED by ALL.

174/18

**16. Communications Working Party Report**

**16.1 To receive an update regarding GDPR regulations**

The data audit is ongoing. A crib sheet for Councillors, Subject Access Request and a procedure for Personal data breeches is still required.

**16.2 To receive the draft Data Retention Policy and agree action required**

The draft Data Retention Policy was PROPOSED by Cllr Rider, SECONDED by Cllr Fox and AGREED by ALL. The policy will be adopted with immediate effect.

**16.3 To receive an update on the meeting held with WY Superfast and BT on 26<sup>th</sup> July 2018**

Cllr Howard provided a written update prior to the meeting. The dates when faster broadband will be made available cannot be brought forward. This means that The Trees, Kings Road and Leeds road will be implemented in September 2019, St Helena's June 2019, Carlton/East Carlton on plan for March 2020.

175/18

**17. Cemetery Working Party Report**

**To receive a draft of updated cemetery charges taking into account revised Parish Council policy with regards to child burial and agree action required**

Following changes to the location on the document regarding the Parish Council's policy with regards to child burial the revised Cemetery Charges were AGREED by ALL and will take effect from 1<sup>st</sup> September 2018.

**176/18**

**18. Carlton Village Report**

There was no Carlton Village report.

**177/18**

**19. Leeds City Council Update**

There was no Leeds City Council update

**178/18**

**20. Liaison Groups**

**20.1 Bramhope Village Hall**

The roof replacement/repairs are continuing. The next project will be the central heating.

**20.2 Bramhope Primary School**

There was no update from Bramhope Primary School.

**20.3 Leeds/Bradford Airport.**

There was no update from Leeds/Bradford Airport.

**20.4 Parish Council Annual Charity**

A letter of thanks has been received from the Cystic Fibrosis Trust. £1703.12 has been raised to date with further fundraising taking place at the Village Show and the Christmas lights switch on event.

**179/18**

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

**21.1** Cllr Harris asked Cllr Flynn to report to LCC 3 large potholes at the top of The Rowans/Birches that require repair. Cllr Rider raised that The Rowans road surface is generally in poor repair. Cllr Harris will also look at the surface and report to Cllr Flynn.

**22.2** Cllr Lawrence reported that the drains on the Creskeld Lane bridle path are still overflowing and that raw sewage is present. Cllr Flynn will report this matter again.

**22.3** Cllr Anslow requested an update on the recruitment of a new Parish Councillor. The Clerk has received one application. The applicant will be invited to the September meeting.

**22.4** Cllr Fox requested that Cllr Flynn speak to LCC Officers regarding a Certificate of Existing Lawful use application for a property on Kings Road for a change of use to a place of worship. The organisation has already received permission to create a place of worship at another site within the village.

**12.5** Cllr Cooper asked if the grass at the Rosemont site can be cut. Cllr Flynn will action this.

**180/18**

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

The date of the next meeting will be Wednesday 26<sup>th</sup> September 2018 at 7.30pm

The meeting closed at 8.23pm

Minutes by Nicola Woodward  
Published 23<sup>rd</sup> August 2018