

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 24th October 2018 at 7.30pm

PRESENT

Chairman: Simon Cooper

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

204/18

1. **Public Participation**

There was one member of the public present.

205/18

2. **To receive apologies**

Cllrs Rob Haswell, Martin Fogel and Anna Hollings.

206/18

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

There were no declarations of interest.

207/18

4. **To confirm the minutes of the meeting held on 26th September 2018**

The minutes for the 26th September 2018 were PROPOSED as a true record by Cllr Howard and seconded by Cllr Fox and AGREED by ALL.

208/18

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

In the last 30 days there have been 6 crimes reported in Bramhope including four burglaries and two thefts from vehicles.

The burglaries included:-

- one attempt to gain entry by a rear door overnight but no entry gained and nothing stolen. Two suspects, linked to several other offences were arrested and charged.
- A rear patio door was forced and jewellery stolen during the afternoon
- Front patio doors smashed in the evening, vehicle stolen and abandoned in Bradford.
- Attempt to gain entry to the rear of the property during the evening. Nothing stolen.

Vehicles thefts, one took place during the afternoon at the Britannia hotel. The window was smashed and a bag and phone were stolen. The other was in a residential area and took place overnight, number plates were stolen.

Speed checks have recently been carried out on Moor Road with results fed to the relevant people. The Parish Council will request a copy of the results.

Officers have been monitoring the parking on Creskeld Lane (Leeds Road end) following reports of vehicles blocking the pavement. No further issues identified.

209/18

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

6.1 To receive an update regarding the proposed extension to Jubilee Copse footpath

The receipt of S106 monies is expected within the next two weeks, therefore work can commence on the path in early November.

6.2 To receive information regarding the Parish Boundary following the 2018 Boundary Review.

The new boundary map received from Leeds City Council incorporates the land at the top of Old Pool Bank, adjacent to 1 Hillcrest, which had previously transferred to Pool Parish in 2013, now appears to have been transferred back into Bramhope. Cllrs Fox and Howard questioned the accuracy of the

information received from LCC. The Clerk and Cllrs Fox and Howard will look into the matter further and ensure that the boundary lines are correct.

210/18

7. Chairs Report

The Chair expressed his thanks to Cllr Harris for chairing last month's meeting in his absence.

The Chair has attended the first meeting of the Parish Charter Review group. The review is ongoing and the Chair will attend the next meeting.

211/18

8. Clerks Report

The booking for the Annual Parish Meeting for 2019 is confirmed at the Village Hall and will take place on 15th May 2019.

Redmayne Bentley will be holding their annual Carol Service at the Puritan Chapel on 8th December. The Clerk requested volunteers on 5th December to assist with cleaning and decorating the Chapel and will circulate a reminder the week before. Cllr Lawrence has agreed to decorate the tree for the chapel prior to the 8th December.

The new SID on Moor Road has now been installed.

212/18

9. Correspondence

9.1 To receive correspondence regarding the consultation on the proposed changes to the Prince Henry's admissions policy (from 2020).
This was noted

9.2 To receive an invitation to the Otley Remembrance Sunday Parade and Service
Councillors will be attending the Bramhope parade therefore the Clerk will send apologies to Otley Town Council.

9.3 To receive a letter of thanks from Bramhope Primary School for scarecrow sponsorship.
This was noted.

213/18

10. Matters Arising

Motion to exclude the public for Agenda Item 10.1 (This agenda item was taken at the end of the meeting)

10.1 To receive and discuss information received regarding the proposed sale of land adjacent to Jubilee Copse/A660.

A discussion took place and it was AGREED by ALL that the Clerk will respond to the landowner to inform them that the Parish Council consider purchasing the land, subject to an independent RICS valuation.

10.2 To receive correspondence requesting amendments to the speed limit on the A660, and associated speed survey results and discuss further action

A discussion took place regarding the latest speed survey results and the response from Leeds City Council regarding the speed limit on the A660.

Leeds City Council have indicated that the speed limit will be reviewed when the new roundabout has been installed.

Cllr Howard raised that the Parish Council have previously been involved in lobbying LCC to make improvements to the road surfacing on the A660/Church Hill bend and on Occupation Lane which has dramatically reduced the number of accidents in those areas.

It is likely that those vehicles travelling at 70mph during the day are likely to be emergency vehicles.

The Parish Council will continue to monitor the situation and review on a regular basis.

10.3 To receive information regarding a 'Tommy' light for War Memorials and decide further action

A discussion took place regarding the purchase of a 'Tommy light' for Bramhope to commemorate the end of World War 1. It was PROPOSED by Cllr Harris, SECONDED by Cllr Anslow and AGREED by ALL that the Parish Council will request that, subject to availability, a lighting column is fitted with the appropriate equipment and a Tommy light. The proposed location is the lighting column adjacent to Dacres. Cllr Flynn will submit an order as soon as possible on behalf of the Parish Council.

10.4 To receive information regarding the annual Remembrance Day Parade

The poppy wreath has been ordered by the British Legion. The Remembrance Day Parade will take place on 11th November, starting at the Village Hall at 10.30am, marching to the Memorial Garden for the service which will be conducted by Roger Smith, Chapel Minister. A joint service with St Giles, held in the Methodist Chapel will follow. Council members can be in attendance at the Garden if they prefer not to march down.

Cllr Howard volunteered to be the Parish Council representative for the reading. Cllr Bryant will take photographs which can be used for the newsletter and Wharfedale.

10.5 To receive a request from OPAL for a contribution towards Christmas Hampers for the over 90's and decide further action

A discussion took place regarding the request for a contribution towards Christmas hampers for the over 90's in the North West area of Leeds, which includes members from Bramhope. It was AGREED that the Parish Council could contribute to the hampers as it would benefit one or more members of the Community and is something that it would like to support.

Cllr Rider PROPOSED that a donation of £100 should be sent to OPAL, this was SECONDED by Cllr Harris and AGREED by ALL.

10.6 To receive a request from Bramhope Methodist Church to support the cost of a Christmas Choral Concert and decide further action

A discussion took place. It was AGREED that the Finance Working Group will look at whether the Methodist Church could apply for a grant to support the organ restoration fund.

The Parish Council are unable to legally support a commercial venture to raise funds however the event can be put on the website to assist with advertising.

214/18

11. Personnel Working Party Report

There was no report from the personnel working party.

215/18

12. Planning & Enforcement

12.1 To accept the minutes of the meetings held on 22nd October 2018

The minutes for the meeting held on 22nd October were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Anslow and ACCPETED by ALL.

12.2 Enforcement issues

Two retrospective planning applications for previously reported enforcement issues have now been submitted to LCC and will be considered by the Planning Committee at the appropriate time.

12.3 Update on the development at Breary Lane East

There was no official update on the development.

Cllr Fox raised the Planning Inspectors report, relating to the Leeds Site Allocations Plan regarding the Broad Locations in Bramhope. The inspectors' notes say that no sites should be shown as Broad Locations and they ask LCC to modify the submitted plan "to delete all housing or mixed use allocations proposed in the Green Belt, except for those which are necessary to provide supply for years 1-11 of the adopted Core Strategy". Note year 11 is 2023 and The Green Acres site and the land to the rear of 45 Creskeld Lane were in phase 3 that is required post 2022/33 so would be after year 11. Additionally the field to the south of Spring Wood is shown as being in Phase 3, so again after year 11 even though it wasn't shown as a Broad Location.

216/18

13. Village Maintenance Committee Report

13.1 To accept the minutes of the meeting held on 3rd October 2018

The minutes for the 3rd October were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Harris and ACCPETED by ALL.

217/18

14. Finance and Administration Working Party

14.1 To Approve the payments as per the schedule for October 2018

There was one additional payment for OPAL. The payments schedule for October were PROPOSED by Cllr Howard, SECONDED by Cllr Bryant and AGREED by ALL.

14.2 To Approve the Petty Cash statement as per the schedule for October

The Schedule for October was PROPOSED by Cllr Lawrence, SECONDED by Cllr Fox and AGREED by ALL.

14.3 To Approve the minutes of the meeting held on 9th October as per the schedule

There was an amendment to the minutes as those present, Cllr Harris, Howard, Fogel and Rider, had been omitted from the draft. Following the amendments the minutes for the meeting held on 9th October were PROPOSED as a true record by Cllr Howard and SECONDED by Cllr Rider and ACCEPTED by ALL.

14.4 To discuss electronic banking proposals and agree further action.

A discussion took place regarding the electronic options available to the Parish Council, that would fulfil the requirements of Standing Orders. The Clerk has researched the accounts on offer thoroughly and discussed the options in detail with the Finance Working Group.

Cllr Howard PROPOSED, SECONDED by Cllr Rider and AGREED by ALL that the Parish Council should open up a new bank account with Unity Trust Bank in order to facilitate electronic banking. The Parish Councils existing bank account will remain open for as long as it is required in order to ensure that the Parish Council's funds are protected fully by the Financial Services Compensation Scheme.

Further work will be undertaken to ensure that the correct processes are in place, Standing Orders will be amended as required. There role of the Clerk and the accountant will need to be discussed and developed as required in line with the revised processes and Standing Orders.

A discussion took place regarding how the Parish Council funds should be divided.

It was PROPOSED by Cllr Howard, SECONDED by Cllr Rider and AGREED by ALL that the Parish Council should invest £50,000 in a 3 years savings account (still to be identified), £50,000 in Unity Trust to open the account and fund Parish Council activities for the remainder of the financial year and the remainder to be left in the existing bank account.

14.5 To receive the revised year end forecast budget figures for 2018/19

Cllr Howard presented the revised year end forecast budget figures for 2018/19. Overall the budget is in line with expectations, as the various variances on each individual budget head are offsetting against each other. The main area which is overspent is Village Maintenance, due to unexpected costs for tree husbandry and maintenance on the playground.

There are no areas for concern.

218/18

15. Communications Working Party Report

15.1 To receive an update regarding GDPR regulations
Work is continuing on the data audit and will continue over the coming weeks.

15.2 Winter Newsletter
Cllr Harris asked when the deadline would be for articles for the Winter Newsletter and whether a report for the Christmas lights switch on can be included due to the timescales. Cllr Howard confirmed that an article would be included. The deadline for copy is likely to be around the 20th November, but Cllr Howard will confirm the date to newsletter contributors by email around the 6th November.

219/18

16. Cemetery Working Party Report

16.1 To accept the minutes of the meeting held on 22nd October 2018
The minutes for the 22nd October were PROPOSED as a true record by Cllr Harris and SECONDED by Cllr Fox and ACCPETED by ALL.

Motion to exclude the public for Agenda Item 10.1 (This agenda item was taken at the end of the meeting after Agenda item 16.2)

16.2 To discuss a request to impose a special circumstance for the eligibility criteria for Moor Road Cemetery and decide further action
A discussion took place regarding a request to impose a special circumstance for the eligibility criteria for Moor Road Cemetery. It was AGREED by ALL that the Cemetery Rules were in place to preserve space in the Cemetery for residents of the village and that the request should be declined.

220/18

17. Carlton Village Report

There was no Carlton Village report.

221/18

18. Leeds City Council Update

Cllr Flynn spoke about the Summer Bands in the Park Scheme. Cllr Harris asked for further details as this could be an additional event for the Summer Festival for 2019.

222/18

19. Liaison Groups

19.1 Bramhope Village Hall
The Trustees will now meet 4 times per annum and users of the hall twice per year. The roof has now been completed and paid for in full. Representatives for the Village Hall have asked if they can attend the next Finance Working Group meeting to present their request for a grant for 2018/19. This was agreed.

The Village Hall have also made a request for the village car park to be marked out in bays to assist with ensuring considerate parking when the hall car park is full. This matter will be referred to VMC for consideration.

The Village Hall events, Ceilidh and Halloween party, held recently have been very successful and raised funds for the maintenance and running costs of the hall.

19.2 Bramhope Primary School
The school has successfully gained the PSQM, Science Quality Mark.

19.3 Leeds/Bradford Airport.
There was no report from the Airport Consultative Committee.
A discussion took place regarding planning conditions for contractors moving around the area to get to the site during the proposed airport extension works. LCC will impose any restrictions required and the Parish Council will have the opportunity to comment when a planning application is submitted, in the usual way.

19.4 Parish Council Annual Charity

The bowls club donated £80 raised at its Charity match to the Parish Council's chosen annual charity, The Cystic Fibrosis Trust.

The next fundraising event will be at the Annual Festive Lights switch on, 24th November, when the raffle for Big Bear will continue.

Cllr Harris will approach the Village Hall to ask if the Parish Council's annual charity can be supported at Village Hall events.

The annual charity for the Parish Council for 2019/20 will be chosen in January.

Cllr Harris was congratulated on her fundraising efforts and for raising awareness about cystic fibrosis around the village during the current financial year.

223/18

20. Parish Issues/Any other business

- 20.1** Cllr Harris also raised the issue of marking out parking bays in the village car park. As previously agreed this matter will be referred to VMC.
- 20.2** Cllr Harris raised that the motif is missing off the lamppost next to Old Forge Mews. The Clerk will contact LCC to request installation.
- 20.3** Cllr Harris raised that the stone at Jubilee Copse has been chipped by the grass cutters. The Clerk will request that the area around the stone is strimmed in future.
- 20.4** Cllr Rider raised that some of the birch trees in The Birches are getting very high and asked whose responsibility it would be to cut them back. Cllr Flynn indicated it would be the responsibility of the home owner that owns the verge, but if a tree was identified as being dangerous this could be reported to LCC for investigation. Some of the birch trees are subject to a TPO.
- 20.5** Cllr Rider asked if there were any restrictions of the height of Leylandii between neighbouring properties. Cllr Flynn indicated that there wasn't and that the best way to deal with this sort of situation would be for the neighbours to discuss it between themselves and agree an appropriate height.
- 20.6** Cllr Howard has sent an email to local groups to remind them that the Parish Council can award a Community grant to local groups or a new group, subject to fulfilling the eligibility criteria. A second email has been sent with information received from the YLCA regarding other sources of funding for community groups.
- 20.7** Cllr Fox indicated that she has a copy of a plan of the car park already marked out into parking bays, which she will share at the next VMC.
- 20.8** Further to Cllr Riders comments about trees in The Birches, Cllr Fox will include some information regarding TPO's and trees in general in the piece on Planning for the next newsletter.

224/18

21. To confirm the date of the next Full Council Meeting

The date of the next meeting will be Wednesday 28th November 2018 at 7.30pm

The meeting closed at 9.24pm

Minutes by Nicola Woodward
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