

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall held on 28th November 2018 at 7.30pm

PRESENT

Chairman: Simon Cooper

Councillors: Alan Anslow, Diane Fox, Hilary Harris, Lesley Hoff, David Bryant, Marion Rider, Amanda Lawrence, Martin Fogel
Nicola Woodward (Clerk)

225/18

1. **Public Participation**

There was one member of the public present.

226/18

2. **To receive apologies**

Cllrs Rob Haswell, Billy Flynn and John Howard

227/18

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

There were no declarations of interest.

228/18

4. **To confirm the minutes of the meeting held on 24th October 2018**

The minutes for the 24th October 2018 were PROPOSED as a true record by Cllr Bryant and seconded by Cllr Fox and AGREED by ALL.

229/18

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

In the last 30 days there have been three burglaries reported in Bramhope. PSCO Mallard commented that whilst any crime is undesirable the levels of crime in Bramhope are much lower than in many other parts of the city. He also asked residents to consider their own personal safety before challenging offenders.

PCSO Mallard undertook speed checks on 27th September between the hours of 7.40 and 8.45am on Moor Road in the 20mph zone. Of the 136 cars seen 65 were travelling within the 20mph speed limit, 65 were travelling between 21mph – 29mph and 6 were exceeding 30mph. Letters were sent to those travelling over the 20mph speed limit. A second set of checks have also been undertaken and further action is being considered.

Residents should contact 999 if they believe a crime is taking place. PCSO Dave Mallard can be contacted on 07725 924 000.

230/18

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

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

The work on the path will commence on 17th December 2018.

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

The Clerk has received confirmation that the 2018 Parish Boundary review has amended the border with Pool Parish Council on Old Pool bank so that the land adjacent to 1 Hillcrest, owned by the Parish Council, is back inside the Bramhope Boundary, along with the Dynley Arms and a small number of properties on Old Pool Bank.

6.3 To receive LCC Traffic Regulation Order for the 20mph zone for Bramhope North

This was noted.

231/18

7. **Chairs Report**

The Chair gave thanks to the Parish Councillors who attended the Remembrance Day Parade and commented on the large number of children from the village involved in the parade from the various uniformed organisations in attendance.

232/18

8. **Clerks Report**

The Clerk reminded the Councillors that there will be a cleaning party at the Chapel at 10am on Wednesday 5th December.

The Clerk reported that there is an issue with downloading data from both SIDS which she is currently trying to resolve with LCC officers.

233/18

9. **Correspondence**

- 9.1 To receive correspondence from a resident regarding one way signage at The Cross and decide further action.
It was AGREED that the Clerk will contact Cllr Flynn and ask him to explore options with Leeds City Council Highways department.
- 9.2 To receive correspondence from LCC regarding proposed highways works for Bramhope in 2019/20.
This was noted. There are proposed carriageway repairs to Parklands during 2019/20 and to Wynmore Avenue in 2020/21.
- 9.3 White Rose Update
This was noted.
- 9.4 Clerks and Councils Direct
This was noted.
- 9.5 Clerk Magazine
This was noted.

234/18

10. **Matters Arising**

- 10.1 **To accept the resignation of Cllr Anna Hollings and receive information regarding recruitment of a new Parish Councillor.**
The resignation of Cllr Anna Hollings was accepted. In accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the Councillor whose office is vacant would regularly have retired, an election shall not be held under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary election of councillors on 2 May 2019, therefore the Clerk has already post adverts on the noticeboard and website to co-opt a new Councillor. The Clerk will send a letter of thanks on behalf of the Parish Council. It was commented that Cllr Hollings had raised the profile of Carlton during her tenure as Parish Councillor and was instrumental in obtaining a defibrillator for the village and implementation of the 30mph zone.
- 10.2 **To receive information regarding the Otley Neighbourhood Plan and Consultation period**
This was noted.
Cllr Lawrence enquired whether or not the Parish Council should consider a Bramhope Neighbourhood Plan. A discussion took place and it was agreed that the option had previously been explored and would not be explored again at this time.

- 10.3 To receive information regarding the purchase of an electronic piano for use at the Puritan Chapel and decide further action**
A discussion took place regarding a proposal to purchase an electronic piano for use at the Puritan Chapel for the annual carol service and other events that take place during the year. Cllr Harris PROPOSED, SECONDED by Cllr Fogel and AGREED by ALL that an electric piano will be purchased for the Chapel. The Piano will be kept in the Parish Office.
- 10.4 To discuss the programme for the Annual Carol service at the Puritan Chapel and agree actions required.**
The programme for the Annual Carol service was agreed. Cllrs Harris, Fogel, Anslow and Howard will read, Cllrs Rider and Lawrence will meet and greet, Cllrs Harris and Rider will take the retiring collection. Volunteers will be required to set up the church hall at 4.30pm. Cllr Lawrence will decorate the tree.
- 10.5 To receive information regarding a consultation for LCC schools admissions policy and decide further action.**
This was noted. No further action required.
- 10.6 To receive information regarding BT cabinet position and wayleaves agreement at The Birches and decide further action**
A discussion took place regarding the placing of a BT cabinet at the entrance the The Birches on Parish Council land. It was AGREED by all that permission should be granted in order to facilitate better broadband for those properties in the village who are currently unable to access a reasonable broadband service. The Clerk will sign the wayleaves agreement.
- 10.7 To receive information regarding a request for Cllr Hoff to attend training on 13th November 2018**
The Clerk sought permission from the Chair and Vice Chair to secure a place on a training event for Cllr Hoff due to short timescales. The cost of the event was £45.
- 10.8 To discuss and agree action regarding the renewal of Campaign to Protect Rural England membership**
It was AGREED by ALL that the membership for CPRE should be renewed.
- 10.9 To agree the co-option of Cllr Hoff to Committees and Working Groups.**
It was AGREED by ALL that Cllr Hoff will be co-opted on to the Village Maintenance Committee, Finance Working Group, Cemetery Working Group and Communications Working Group.
- 10.10 To receive a speed limit order for the A660 and decide further action.**
A discussion took place and it was AGREED that no further comment on the proposals was required.

235/18

11. Personnel Working Party Report

The annual appraisals for the Village Caretaker and Clerk have been undertaken during November. A further report will be presented at the January meeting.

236/18

12. Planning & Enforcement

12.1 To accept the minutes of the meetings held on 14th November 2018

The minutes for the meeting held on 14th November were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Harris and ACCPETED by ALL.

- 12.2 Enforcement issues**
There was no further updates on enforcement issues.
- 12.3 Update on the development at Breary Lane East**
The latest update received from LCC is that the works on the roundabout will commence in April 2019.

237/18

13.

Village Maintenance Committee Report

- 13.1 To accept the minutes of the meeting held on 6th November 2018**
The minutes for the 6th November were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Bryant and ACCPETED by ALL.
- 13.2 To receive information regarding the installation of kerbing for memorial plaques and re-gravelling of paths at the Cemetery and approve works**
A discussion took place. It was PROPOSED by Cllr Harris, SECONDED by Cllr Rider and AGREED by all that the works at the Cemetery be approved.
- 13.3 To receive information regarding the removal of steps and making good banking at The Knoll and approve works.**
A discussion took place. It was PROPOSED by Cllr Harris, SECONDED by Cllr Rider and AGREED by all that the works at the Knoll be approved.
- 13.4 To receive information regarding an asbestos survey and Legionella Risk Assessment for the Pavilion**
A discussion took place. It was AGREED by ALL that the asbestos survey should take place as soon as possible. Cllr Anslow suggested that the Legionella Risk Assessment should be undertaken once the proposed works on the showers has taken place. This was AGREED by ALL.

238/18

14.

Finance and Administration Working Party

- 14.1 To Approve the payments as per the schedule for November 2018**
There was one additional payment for PMT. There was an amendment to one of the labels which should have read Clerks salary rather than Clerks pension. The payments schedule for November were PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL.
- 14.2 To Approve the Petty Cash statement as per the schedule for November**
The Schedule for November was PROPOSED by Cllr Fogel, SECONDED by Cllr Fox and AGREED by ALL.
- 14.3 To Approve the minutes of the meeting held on 20th November 2018 as per the schedule**
The minutes for the meeting held on 20th November were PROPOSED as a true record by Cllr Fogel and SECONDED by Cllr Cooper and ACCEPTED by ALL.
- 14.4 To receive information regarding electronic banking.**
The Clerk has completed the application form for the new bank account and will send it off with the opening payment and relevant paperwork shortly.
- 14.5 To receive the draft budget for 2019/20 and 2 year plan for 2020/21 and 2021/22**
The draft budget was noted. A revised version will be presented at the January meeting.
- 14.6 To receive and discuss the Annual Grant application for Bramhope Village Hall and decide further action**
A discussion took place regarding the grant application from Bramhope Village Hall. It was PROPOSED by Cllr Fogel, SECONDED by Cllr Bryant and AGREED by ALL that a grant of £7000, the value previously agreed for the current years budget, should be awarded to the Village Hall.
- 14.7 To agree an additional View and submit user for electronic banking**

Cllr Anslow volunteered to be the additional view and submit user for electronic banking, to provide back up in case of the Clerk being absent. This was AGREED by ALL.

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15. Communications Working Party Report

15.1 Winter Newsletter

The Winter newsletter should be going to the printers on Monday 3rd December and be ready for distribution by Friday 7th December.

The Clerk had received a request from Cllr Howard for any items that Councillors wished to have included in the newsletter. Cllr Fogel asked if Cllr Howard could include an item about what is involved in being a Parish Councillor to assist with the recruitment of a new Councillor.

The Clerk raised the issue of cover for the Carlton newsletter round. It was AGREED that the round should be divided up into smaller areas and shared out amongst those Councillors that are able to deliver in that area.

Cllr Rider volunteered to do two small areas including the caravan park.

240/18

16. Cemetery Working Party Report

There was no report from the Cemetery Working Party.

241/18

17. Leeds City Council Update

There was no Leeds City Council update.

242/18

18. Liaison Groups

18.1 Bramhope Village Hall

There has been no meeting in the last month, however Cllr Rider reported that the Christmas Lights switch on event had been very successful and well attended. Cllr Harris has forwarded some photographs to Cllr Howard for the newsletter.

The next event is Santa's disco on 9th December.

18.2 Bramhope Primary School

The school has a new logo and website. PTA monies will be used to update the sports facilities at the school which will include re-surfacing the playgrounds, installation of a running track and a multi use games area.

18.3 Leeds/Bradford Airport.

A discussion took place regarding a planning application for construction of a two/three storey extension to the main airport terminal building to provide an improved arrival hall, internal facilities including departure gates, retail and food and beverage outlets and new seating area and associated works. The Clerk will ask Cllr Howard for his comment which will be circulated to the Planning Committee.

18.4 Parish Council Annual Charity

The raffle for 'big bear' was drawn at the Christmas lights switch on. Total funds raised for Cystic Fibrosis is £1975.69.

Preparations for next years Summer Festival are already underway. The first event will be the Cabaret evening on 1st June. The last event will be a brass band concert organised by the British Legion on the 27th July.

Cllr Harris has explored the possibility of having a free brass band concert as part of the Leeds Bands in the Park scheme, but has been advised that the Parish Council are not eligible. Cllr Harris will check this with Cllr Flynn.

223/18

20. Parish Issues/Any other business

- 20.1** Cllr Bryant advised that the issue with the baby swing chains being moved is continuing to occur and suggested a suitable fix. It was AGREED that Cllr Bryant carry out the repair.
- 20.2** Cllr Harris had received notification of changes to bin collection days during the festive period. The Clerk will include the information on the website.
- 20.3** Cllr Harris attended the Outer Northwest Committee Meeting. There were interesting presentations on a system called CareView which is an app which can be used to identify vulnerable people to the appropriate organisation. There was also a talk on Homeplus which assists with care and repair for the homes of people who are unable to fund the repairs themselves.
- Cllr Harris raised that other Parish Councils have applied to the ONW Wellbeing fund for support with improving the Christmas lights for their Villages. This is something that Bramhope PC should consider exploring in the future.
- 20.4** Cllr Rider had received a request from the Methodist Church for assistance with installation of a sign for the church from the A660. The Methodist Church will be advised that they need to contact Leeds City Council Planning Department in the first instance.
- 20.5** Cllr Cooper noted that one of the stones at the entrance to the parking area at the cemetery has been moved. The Village Caretaker/Clerk will ensure that it is not causing a hazard.
- 20.6** Cllr Bryant noted that the corner stone at the Memorial Garden is loose. The Clerk will ask the Village Caretaker to secure the stone.

224/18

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

The date of the next meeting will be Wednesday 23rd January at 7.30pm

The meeting closed at 9.25pm

Minutes by Nicola Woodward
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