

BRAMHOPE & CARLTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at Bramhope Village Hall
held on 23rd January 2019 at 7.30pm

PRESENT

Chairman: Simon Cooper

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

01/19

1. **Public Participation**

There were no members of the public present.

02/19

2. **To receive apologies**

Apologies received from Cllr Billy Flynn.

03/19

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

There were no declarations of interest.

04/19

4. **To confirm the minutes of the meeting held on 28th November 2018**

The minutes for the 28th November 2018 were PROPOSED as a true record by Cllr Hoff and seconded by Cllr Fox and AGREED by ALL.

05/19

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

In the last 30 days there have been two burglaries in Bramhope and one theft from a vehicle at Golden Acre Park.

One of the crimes targeted high value cars. The Police advise to residents is to ensure that they make their property as secure as possible. The installation of retractable posts behind parked vehicles is one of the best deterrents for car thieves.

If residents see any suspicious vehicles or persons they should report it to the Police for further investigation.

06/19

6. **To consider an application and co-option for the vacancy of Parish Councillor**

A vote was taken and Ian Robinson was co-opted on to the Parish Council. Cllr Robinson signed the Declaration of Acceptance of Office and joined the Councillors.

07/19

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

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

The work on the path has been completed, however there is an issue with the end of the path which requires a small diversion at the end to join the public highway. The Clerk is in discussion with LCC Public Rights of Way Officers to agree the most appropriate solution.

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

Following consultation with Leeds City Council, LCC Officers have now agreed that the amendments made to the Bramhope/Pool boundary on Old Pool Bank in the 2013 Boundary Review have not been reverted, which means that the land adjacent to 1 Hillcrest does now fall within the Pool Parish Boundary. A revised map will not be available until closer to the May elections.

7.3 To receive information regarding works to the access to the village car park and agree action taken.

Following a meeting between the Chair and LCC Officers, LCC Officers agreed to make an amendment to the levels of the kerbing into the village car park. A small charge of £100 towards the cost of the works was agreed.

The Clerk asked if the Parish Council were paying for this from their budget or if it should be paid for by the Bramhope Village Property Trust. It was agreed that as the Village Car Park is part of Bramhope Village Property Trust a meeting of the BVPT should be held to discuss payment of the repairs.

7.4 To receive information regarding one way signage at The Cross and decide further action

Further to a request from a resident for one way signage at The Cross, Leeds City Council have responded that several illuminated signs would be required, including on The Cross. As there is no accident record that requires a resolution LCC indicated that it would be appropriate to leave the area as it is and accept the occasional mis-use.

The Parish Council discussed and accepted the comments from Leeds City Council. The Clerk will respond to the resident.

08/19

8. Chairs Report

There was no report from the Chair.

09/19

9. Clerks Report

The Bramhope Book Exchange was officially opened on Saturday, in the Breary Lane phone box. The Clerk will send a letter of thanks to members of the book Club, *A Novel Idea*, for organising the installation of the shelves and providing books. The Clerk will publicise the service on the website. There will also be an article in the next Village Newsletter and the Wharfedale.

10/19

10. Correspondence

- 10.1** To receive and discuss correspondence from a resident proposing an increase in the number of festive lights for future years.
A discussion took place and it was AGREED that the number of festive lights paid for by the Parish Council would not be increased at this stage as it has previously decided that a maximum of ten motifs, plus the Christmas tree would be the limit. The cost of the rental for lights each year represents approximately 5% of the income from the precept.
- 10.2** PCC Newsletter December 2018
This was noted.
- 10.3** To receive a letter of thanks from the Cystic Fibrosis Trust
This was noted. The Chair expressed his thanks to Cllr Harris for all the work she has undertaken in fundraising and raising awareness for this years annual charity.
- 10.4** Clerks & Councils Direct January 2019 Issue
This was noted.
- 10.5** SLCC Clerks Magazine January 2019 Issue
This was noted.
- 10.6** To receive and discuss correspondence from a resident regarding traffic on The Poplars/Birches
This was noted.
- 10.7** White Rose Update
This was noted

Motion to exclude the public for agenda item 11.2 (there were no members of the public present)

11/19

11. Matters Arising

11.1 To receive a revised Wayleaves Agreement from Northern Power for underground cabling at the recreation ground and decide further action.
Northern power wish to remove the overhead cabling at the recreation ground and put the cables underground. Approximately 10 metres in length in the area to the rear of the football goals. A revised wayleaves agreement was AGREED by ALL and signed.

11.2 To receive information regarding the sale of former Parish Council owned land and decide further action

Land formerly owned by the Parish Council, sold in 2018, is being sold by the new owners. The Parish Council's solicitor has advised that the overage agreement will not be triggered by the sale and will transfer to the new owner. All solicitor costs in relation to the transfer of the overage agreement will be borne by the seller.

A discussion took place regarding whether a revised valuation would be required prior to the sale. The original sale price exceeded the RICS valuation undertaken by the Parish Council, therefore it was AGREED that a new valuation would not exceed the original sale price, therefore would not be required. A RICS valuation would incur a cost of approximately £500.

11.3 To receive and comment on a briefing document regarding interim works at the Dynley Arms junction

The plans from Leeds City Council were deemed to be an improvement on the junction therefore the Parish Council will not make any comment.

11.4 To receive information regarding the Recreation Ground Charity and trustees and decide further action

The Clerk has been researching the governance of the Recreation Ground Charity. The Parish Council became trustees of the Recreation Ground in 1958. Some work need to be completed to endure that the appropriate Governance documents are in place and the trustees are updated on the Charities Commission website. The Annual return has been completed.

It was AGREED that a meeting of all Parish Councillors would be held during February to appoint trustees and to discuss governance documentation following further research by the Clerk.

11.5 To receive information regarding the 2019 local elections and Parish Councillors

Cllr Fox provided information regarding the 2019 local elections and the forms that Parish Councillors will need to complete if they wish to stand for the 2019 election. Cllr Fox will assist anyone that needs help with completing the forms and will make arrangements to deliver them to Leeds City Council.

Motion to exclude the Public for agenda items 12.1 and 12.2. Agenda items 12.1 and 12.2 were taken at the end of the meeting. The Clerk left the meeting prior to the two agenda items at 9.40pm.

12/19

12. Personnel Working Party Report

12.1 To receive information regarding SLCC Annual Pay Award for the Clerk and Village Caretaker and decide further action

It was AGREED by all that the SLCC Annual Pay Award for 2019/20 would be applied to the Clerk and Village Caretakers salary.

- 12.2 To agree payment of ad-hoc additional hours for the Clerk during the introduction period for electronic banking**
It was AGREED by ALL that additional ad hoc hours for the Clerk would be needed during the introduction period for electronic banking.

13/19

13. Planning & Enforcement

- 13.1 To accept the minutes of the meetings held on 5th December 2018 and 8th January 2019**
The minutes for the meeting held on 5th December 2018 and 8th January 2019 were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Harris and ACCPETED by ALL.
- 13.2 Enforcement issues**
The latest update for enforcement issues had been circulated prior to the meeting. Cllr Cooper will contact Cllr Flynn regarding two outstanding issues which have not had any update for a considerable length of time.
- It was AGREED that Cllr Fox will include information about fences and boundaries in the next newsletter.
- 13.3 Update on the development at Breary Lane East**
There was no further update on the development at Breary Lane East.
- The opportunity to comment on the revised site allocations plan is now open. This will be discussed at the next Planning Committee Meeting.

14/19

14. Village Maintenance Committee Report

- 14.1 To accept the minutes of the meeting held on 5th December 2018**
The minutes for the 5th December were PROPOSED as a true record by Cllr Fox and SECONDED by Cllr Anslow and ACCPETED by ALL.
- 14.2 To receive the tender submission for the grass cutting contract for 2019 and decide further action**
The Parish Council received one expression of interested which converted to a tender submission for the grass cutting contract for 2019. The contractor offered a 3 year fixed price deal, which could be accepted under Standing Orders, subject to an annual review of the service.
A discussion took place and it was PROPSOED by Cllr Rider and SECONDED by Cllr Howard and AGREED by ALL that the tender submission and fixed price contract for 3 years should be accepted.

15/19

15. Finance and Administration Working Party

- 15.1 To Approve the payments as per the schedule for December 2018 and January 2019**
There was one additional payment for Janet Hobson, for planting of the Hayracks at The Cross. The payments schedule for December and January were PROPOSED by Cllr Anslow, SECONDED by Cllr Bryant and AGREED by ALL.
- 15.2 To Approve the Petty Cash statement as per the schedule for December and January**
The Schedule for December and January was PROPOSED by Cllr Fogel, SECONDED by Cllr Fox and AGREED by ALL.
- 15.3 To Approve the minutes of the meeting held on 16th January 2019**
The minutes for the meeting held on 16th January 2019 were PROPOSED as a true record by Cllr Fogel and SECONDED by Cllr Fox and ACCEPTED by ALL.
- 15.4 To undertake the annual review of Direct Debits and Standing Orders and decide further action**
It was AGREED by ALL that the current direct debits and standing orders should be continued for 2019/20.

- 15.5 To receive information and decide the precept for 2019**
Information regarding the Council Tax base and the calculation for the precept was discussed. It was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that the precept would remain the same for 2019/20.
- 15.6 To receive the received Standing Orders to include electronic banking and decide further action**
A discussion took place regarding the revised Standing Orders. It was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that the amendments should be accepted and the new version adopted with immediate effect.
- 15.7 To receive the revised Financial Regulations to include electronic banking and decide further action.**
A discussion took place regarding the revised Financial Regulations. It was PROPOSED by Cllr Fogel, SECONDED by Cllr Howard and AGREED by ALL that the amendments should be accepted and the new version adopted with immediate effect.
- 15.8 To receive the forecast year end budget for 2018/19**
The forecast year end figures are in line with the figures set out at the start of the year. Whilst some areas have overspent, areas that are underspent have offset the differences. There are no areas for concern and the Parish Council will continue to maintain a healthy reserve going into the next financial year.
- 15.9 To receive the draft budget for 2019/20 and the 2 year plan for 2020/21 and 2021/22**
Cllr Fogel highlighted the 3 year forecast. If income remains the same for the next three years, the reserves will be significantly depleted with revenue expenditure alone. Without any capital expenditure an rise in the precept will be required during the next three years in order to maintain a sufficient reserve.
If the proposed capital projects are undertaken reserves would be fully used, therefore grant applications will need to be made to support as many capital projects as possible over the next three years.

There are several areas of village maintenance expenditure that are anticipated to increase over the coming years, in the main this will be the playground equipment and tree reporting and husbandry. The festival and events budget has also been increased to accommodate the Tour de Yorkshire in 2019.

Cllr Howard will include the information regarding the precept for 2019/20 in the next newsletter and will also highlight that there may need to be an increase in future years due to the rising costs the Parish Council are facing in relation to Village Maintenance.
- 15.10 To receive and update on electronic banking**
A linked savings account is being set up to complement recently opened current account. The Clerk is arranging a transfer of funds to the new current account so that electronic payments can commence in February 2019.

The Clerk will have a meeting with the signatories of the account to go through the first set of payments prior to the next Full Parish Council Meeting.

The Clerk is also drafting a process which will be shared with the Finance Working Group and authorised signatories when it has been agreed with the accountant.

16/19

16. Communications Working Party Report

- 16.1** Cllr Howard has been receiving queries about faster broadband and will continue to ask for updates from WY.

The Spring Newsletter will be published slightly earlier than usual this year with a request for copy by 6th March, ready for printing w/c 25th March.

Cllr Howard will attend a webinar on Social Indicator Mapping.

17/19

17.

Cemetery Working Party Report

The Clerk reported that some of the gravel on the paths at the Cemetery has been replaced. The circle in the centre of the cemetery has been prepared and the stones will be installed next week, weather permitting.

Bramhope in Bloom will lay weed suppressing material shortly afterwards.

Planting will hopefully take place in March. Bramhope in Bloom may need some assistance from the Parish Councillors with the planting.

The Cemetery Working Group will hold a meeting prior to discuss rules and costings for the newly installed memorial plaque kerbstones.

A short piece will be included in the newsletter.

18/19

18.

Summer Festival and Events

18.1 To receive information regarding the Tour de Yorkshire 2019 and decide further action and agree a budget

A working group has been set up and includes Cllrs Howard, Harris, Hoff, Fogel, Lawrence, Bryant, Robinson and former Parish Councillor, Peter Lawson.

Cllrs Howard and Harris attended a Tour de Yorkshire Roadshow, which highlighted the scale of the event and the opportunities it presented for businesses, local organisations and schools to be involved and also to showcase the village. Representatives from local Bramhope businesses were also in attendance at the event.

The official charity for the event will be Help for Heroes.

Current ideas for the event include:

- i) Best dressed village competition
- ii) Best dressed house competition
- iii) Tour de Yorkshire Bunting on Leeds Road

Representatives from local business and organisations have been invited to a public meeting on 6th February at the Britannia Hotel. This will be an opportunity to discuss sponsorship and funding.

There will be no specific funding from Leeds CC, however there may be other areas of grant funding that can be explored. The Festival and Events budget for 2019/20 also includes an increased provision to accommodate anticipated additional expenditure on the Tour de Yorkshire events.

The Parish Council website may be used as an information gathering point, which the Clerk will support.

18.2 To receive an update on the Summer Festival 2019

Cllr Harris provided an update of the events that have been booked to date for the Summer Festival 2019, which will take place in June and July.

Cllr Harris suggested that a pop up roller banner with the programme of events would be a useful advertising tool as it could be displayed at each event.

19/19

19.

Leeds City Council Update

There was no Leeds City Council update.

20/19

20.

Liaison Groups

20.1 Bramhope Village Hall

The operational group now meet on a monthly basis and deal with the day to day running of the Village Hall.

The utilities are now paid monthly which has given more control.

New room hire rates have been introduced.

Bookings continue to flourish.

A new oven will be purchased shortly.

The social group events have generated a good profit from the events it held last year.

Phase two of the upgrading of the hall will commence soon including work to the heating system, upgrading insulation and one set of toilets that are in poor condition.

20.2 Bramhope Primary School

The next full governors meeting will take place next week. Cllr Bryant is sharing information with the Headteacher regarding plans for the Tour de Yorkshire. The school will be open on Polling day but will close for the Tour de Yorkshire so that children can enjoy the event with their families.

20.3 Leeds/Bradford Airport.

Planning permission for the terminal extension has been approved. Cllr Howard will check with Cllr Flynn regarding traffic management during the building works.

There is no further information on the new station or access road.

A briefing on drones is still outstanding.

New runway clearing equipment has been purchased.

The airport has submitted its air change proposal document.

The next meeting of the airport consultative committee will be held in March.

20.4 Parish Council Annual Charity

- (i) To discuss nominations and agree the nominated charity for the Parish Council for 2019/20.

There were 4 nominations for the nominated annual charity for the Parish Council for 2019/20.

A vote was taken and it was AGREED that Martin House would be the Parish Council's nominated charity for 2019/20.

21/19

21.

Parish Issues/Any other business

20.1 Cllr Harris will attend the inauguration of the new Vicar at St Giles Church, deputising for Cllr Cooper, to represent the Parish Council. Cllr Harris will say a few words of welcome, agreed by the Parish Councillors, at the inauguration.

20.2 Cllr Harris requested an up to date contact list for Councillors from the Clerk.

20.3 Cllr Fox will email the dates for this years Puritan Chapel openings and ask for volunteers for each date.

22/19

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

The date of the next meeting will be Wednesday 27th February 2019 at 7.30pm

The meeting closed at 9.47pm

Minutes by Nicola Woodward
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