

# **BRAMHOPE & CARLTON PARISH COUNCIL**

## **MEETING OF THE VILLAGE MAINTENANCE COMMITTEE**

Tuesday 12<sup>th</sup> February 2019, 6.00pm at the Bramhope Village Hall

### **Present:**

Cllr Simon Cooper (Chair)  
Cllr Alan Anslow  
Cllr Diane Fox  
Cllr Martin Fogel  
Cllr Lesley Hoff  
Cllr David Bryant  
Nicola Woodward, Clerk

### **1) To receive apologies:**

Apologies received from Cllrs Hilary Harris, Ian Robinson and Brian Taylor

### **2) To disclose or draw attention to any disclosable pecuniary interest**

No interests were declared.

### **3) To receive information on the ongoing issues and decide further action where necessary**

#### **3.1 To receive an update regarding moles at the Recreation ground**

Mole activity at the recreation ground has increased. It was AGREED that the services of a pest control company will be engaged as soon as possible to avoid the spread of mole activity onto the cricket pitch.

#### **3.2 To receive an update regarding the sycamore tree adjacent to the steps at The Knoll and decide further action.**

Planning permission has now been received to remove the sycamore adjacent to the steps. The estimate for its removal had been accepted at a previous meeting. It was agreed that the tree and steps will now be removed in preparation for the next stage of replacing the slide.

#### **3.3 To receive information regarding the Woodland Trust Free Trees scheme**

The Clerk has approached Bramhope in Bloom who have indicated that they would be interested in being involved in the Woodland Trust Free Tree Scheme. Woodland Trust are currently accepting applications for trees to be delivered in November 2019. Cllr Hoff has volunteered to assist the Clerk with an application. It was AGREED by ALL that an application for 105 trees, Year Round Colour pack, will be submitted on behalf of the Parish Council, for planting on Jubilee Copse, the Recreation Ground, Cemetery and Puritan Chapel. Exact locations to be discussed when confirmation of the trees has been received. Other Community organisations such as the Scouts can be approached to be involved with the planting.

#### **3.4 To receive information regarding the Northern Forest Tree Planting Scheme and decide further action**

The Clerk has received some information from Cllr Flynn regarding the scheme, which aims to plant 50 million trees between Liverpool and Hull. The scheme has also discussed the scheme with the Leeds CC Tree Officer and the Clerk indicated to LCC that the Parish Council would be interested in being part of the scheme. The LCC Tree Officer suggested that Jubilee Copse would be a good location for some larger trees. It was AGREED by ALL that the Clerk should continue to pursue the scheme with LCC and Cllr Flynn.

### **3.5 To discuss the Tommy Light and decide further action**

Cllr Flynn has funded the Tommy light for 2018 from MICE money. The control equipment will be left on the lamppost for a Tommy in the future.

### **3.6 To receive the asbestos report for the Pavilion**

There was one area of the Pavilion that may have possible presence of asbestos, in the cable wrap next to the fuse board in the kitchen. The risk assessment of this being a hazard has been graded as very low by the report and does not raise any concerns for the proposed works to the showers and water system.

### **3.7 To receive an update on the footpath extension at Jubilee Copse**

Following consultation with Leeds City Council PROW officers it has been suggested that the path needs to be relocated to the route shown on the definitive map. This will require the fencing to be moved. A quote has been received for the works. LCC have indicated they will write to the land owner to inform them that the fencing will need to be moved. It was AGREED by ALL that the Parish Council will fund the re-locating of the path and moving of the fencing in order to expedite the completion of the works.

### **3.8 To receive an update on the installation of the kerbstones and planting of the centre circle at the Cemetery.**

The centre circle of stones has now been completed. Janet from Bramhope in Bloom has ordered the plants. A date needs to be arranged for the planting and some additional volunteers from the Parish Council may be required to assist with planting.

The cemetery working group will meet to discuss suppliers, pricing and rules for the memorial plaques and will present recommendations to Full Parish Council at the end of the month.

The Clerk will seek advice regarding drilling holes in the stones to prevent damage to the stones.

### **3.9 To receive an update on the emergency removal of trees at Jubilee Copse**

There have been three occasions over the last two months that there has been an issue with trees at Jubilee Copse, two of which were highlighted by LCC Officers. LCC took down one of the trees, a Rowan. The tree was diseased at the base. There may be an invoice for these works from LCC. The Clerk arranged for the branches etc to be removed from site the following day.

LCC Highways identified an elder that was loose in the ground and would have caused obstruction of the highway if it fell. The Clerk arranged for its emergency removal, along with the removal of two other dead elders identified by a visual inspection with LCC Tree Officer.

A further tree has come down in the high winds last week and will need removing. It was AGREED that the Clerk will arrange for the tree to be cut into smaller pieces and cleared to an area of the copse to create a wood pile to encourage insects and other wildlife.

### **3.10 To receive an update on the Breary Lane Phone box book exchange.**

The book exchange is now up and running. The book club who set it up will check the phone box on a weekly or fortnightly basis to ensure it is kept tidy. The Clerk has confirmed with the insurance company that both the phone boxes are covered by insurance.

## **4) Additional work completed since 5<sup>th</sup> December 2018**

Two bulbs changed in the floodlights at the Puritan Chapel  
Spreading of grit during icy weather

Repair of pot holes at the recreation ground car park

Delivery of grit to salt wardens by Cllr Bryant and the Village Caretakers

Two of the plinths at The Cross had been moved or knocked over. Cllr Cooper has returned both plinths to their correct position.

## **5) To receive Report and annual timetable from Bramhope in Bloom**

The annual timetable was circulated prior to the meeting for information.

Representatives from Bramhope in Bloom will be invited to attend the March Village Maintenance Committee Meeting.

Leaves have been cleared from the bed outside the cemetery. The compost bins at the cemetery have not been sited yet so the leaves were taken to the Puritan Chapel.

One of the stones outside the cemetery has been broken, presumably hit by a vehicle.

The hayracks at The Cross have been installed.

LCC have been contacted regarding displaying bikes and hanging items in the trees for the Tour de Yorkshire. Permission has been obtained but any items would need to be removed by 10th May. The Clerk has passed this information to Cllr Howard.

The Headmistress from BPS has agreed that the Tour de Yorkshire can be incorporated into the annual poster competition.

BiB will discuss what to put in the chapel area at its next meeting.

BiB requested that the Parish Council organise grass cutting with its contractor and LCC prior to mid April. The Clerk will make appropriate arrangements.

## **6) Matters arising**

### **6.1 To receive quotations for tree survey reports for the Puritan Chapel and Jubilee Copse**

Three quotations have been received. The quotations were discussed. The quotation for that represented the best value for money was AGREED by ALL, however this decision was then superseded following the decision made on agenda item 6.2.

Cllr Anslow suggested that trees should be tagged as part of the surveys, for ease of reference for future works. It was AGREED by ALL that this was a sensible idea.

### **6.2 To discuss the frequency of tree reports for all areas of the village**

The Clerk circulated case law relating to tree inspections prior to the meeting. The Clerk met with LCC Tree Officer who indicated that trees in high risk areas should now be inspected twice every 18 months, once in leaf and once without leaf.

A discussion took place regarding the frequency of tree reports and the responsibility on the Parish Council to minimise the risk of damage/injury arising from poorly maintained or diseased trees.

It was AGREED that all Parish Council owned properties that have trees within their boundary should be surveyed as the only trees that have been surveyed in the last three years are those at The Knoll, so in order to mitigate risk all areas should be inspected.

It was AGREED that the Clerk will seek quotes from contractors to survey trees at Jubilee Copse, the Recreation Ground, Puritan Chapel, The Knoll, Moor Road Cemetery and possibly the Water Hole at

Carlton (subject to confirming ownership of any trees in that location). The quote should be for a 3 year period and should include inspections both in and out of season in each 18 month period. Recommendations will also be sought from contractors for the required frequency of inspections for future years.

### **6.3 To discuss the clearing of the drainage ditch and overhanging shrubs at Jubilee Copse**

A discussion took place regarding the drainage ditch running across and along the boundary of Jubilee Copse. The grate at the end of the ditch has had some temporary clearing, but it became apparent that clearing the silt would be a bigger job than originally anticipated. The contractor has advised that in order to access and clear the ditch properly it will require the cutting back of some of the overhanging shrubbery. It was AGREED by ALL that the Parish Council's responsibility regarding the drainage ditch is to ensure that water drains freely through the section it is responsible for and that the works should be undertaken.

### **6.4 To receive information regarding a diseased tree at the Cemetery and decide further action**

A diseased tree located on the grassed area at top of the cemetery has been identified as being diseased. It was AGREED that the tree should be removed as soon as possible. A replacement will be planted in the coming months, possibly using trees obtained through the Woodland Trust Scheme.

### **6.5 To receive a request from Scope to install a clothing bank in Bramhope**

The request from Scope to install a clothing bank in Bramhope was discussed. Two existing clothing/shoe banks were identified. The Parish Council Carpark was discussed as a possible location but as there are a number of existing recycling facilities in the car park it was agreed that a further facility is not required in that area. It was AGREED by ALL that the request to install another clothing bank in Bramhope would be declined.

## **7) To receive Parish Council properties exception reports**

### **a) Ginnels/Footpaths**

- i) To receive a request from a property neighbouring Footpath No 6 to reduce the height of a sycamore and remove self seeded sycamores.

A discussion took place regarding the trees and shrubbery on Footpath No 6. It was AGREED by ALL that the neighbouring property owner can cut back shrubbery overhanging their property. No works should be undertaken to the large sycamore.

- ii) To receive and discuss a request from residents to adjust barriers at The Birches/Southfields ginnel to improve access

Several requests have been received from residents, regarding the barriers at The Birches/Southfields ginnel, to improve access for mobility scooters and triple buggies. The Clerk has contacted Leeds City Council to seek advice. Leeds CC agreed that the barriers could be adjusted to improve access and would undertake the works. It was AGREED by ALL that the access should be improved. The Clerk will liaise with LCC regarding the adjustments.

## **8) To receive Recreation Properties report**

### **8.1 The Recreation Ground**

To receive an update on the refurbishment of the Pavilion  
No further progress has been made since the last meeting.

### **8.2 Recreation Ground Garage Door**

The garage door is in poor condition. The Cricket Club have previously indicated that they will be replacing the door. Cllr Fogel will contact the cricket club for an update on the replacement door.

## **9) Identify new jobs and agree budget/Any other business.**

9.1 To discuss allocation of areas of the village to Councillors to monitor the condition of PC owned property  
A discussion took place regarding allocating areas of the village to Parish Councillors to manage. It was AGREED that no further action will be taken at this time, but may be considered in the future.

9.2 The chains on the other side of the baby swing have now been moved. Cllr Bryant will attach some jubilee clips to prevent further vandalism.

9.3 There is a small crack in the perspex on The Knoll shelter. Tape has been applied and the condition of the crack will be monitored.

9.4 The noticeboard at Carlton has been taken down. The Clerk will ask the Village Caretaker if he can re-instate it in the same location or whether another location should be considered.

9.4 Cllr Cooper requested that the condition of the litter bins in the village be included on the agenda for the next Full Parish Council meeting. Many are in a poor state of repair and require replacement.

## **10) Date of Next Meeting**

Tuesday 12<sup>th</sup> March 2019 at 6:00pm.

The meeting closed at 7.20pm

Minutes taken by Nicola Woodward, Clerk to Bramhope & Carlton Parish Council

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