

# BRAMHOPE & CARLTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at the Robert Craven

Memorial Hall on 8 May 2019 at 6.00pm

### PRESENT

Chairman: Simon Cooper

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

**85/19**

**1. Public Participation**

There were no members of the public present.

**86/19**

**2. Election of Chair for 2019**

It was proposed by Cllr Fox, seconded by Cllr Fogel and AGREED by ALL that Cllr Harris be Chair for the year 2019/2020. Cllr Harris signed the declaration of office and assumed the chairmanship of the meeting.

**87/19**

**3. Election of Vice Chair for 2019**

It was proposed by Cllr Fogel, seconded by Cllr Bryant that Cllr Howard be the Vice Chairman for the year 2019/2020.

It was proposed by Cllr Haswell, seconded by Cllr Robinson that Cllr Cooper be the Vice Chairman for the year 2019/20.

Cllrs Cooper and Howard left the meeting and a vote was taken by show of hands.

It was AGREED that Cllr Howard be Vice Chair for 2019/20.

**88/19**

**4. Councillors to sign Declaration of Acceptance of Office forms**

Following the recent election (non-contested) all councillors signed the Acceptance of Office.

**89/19**

**5. To receive apologies**

Apologies received from Cllrs Flynn & Hoff

**90/19**

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

There were no declarations of interest.

**91/19**

**7. To confirm the minutes of the meeting held on 24<sup>th</sup> April 2019**

The minutes for the 24<sup>th</sup> April 2019 were PROPOSED as a true record by Cllr Fox and seconded by Cllr Cooper and AGREED by ALL.

**92/19**

**8. To determine the day by which any declarations of acceptance which have not been received as provided by law shall be received.**

It was AGREED that the date for the Clerk to receive declarations of acceptance will be 22<sup>nd</sup> May 2019.

**93/19**

**9. To receive information regarding the disclosure of pecuniary interest forms and deadline for submission of revised forms.**

All Councillors were advised to check that their disclosure of pecuniary interest forms were up to date. Any forms not up to date need to be amended. If no amendments are required then Councillors can sign the letter provided by Leeds City Council to declare that there are no amendments to be made to their register at this time.

Disclosure of interest forms should be submitted to the Clerk by 31<sup>st</sup> May in order that they reach LCC prior to the deadline for submission.

94/19

**10. To review Standing Orders including the delegation arrangements to committees, sub-committees, staff and other local authorities and terms of reference for committees.**

There was one amendment to the Standing Orders in relation to the Planning Committee and applications relating to trees. Due to the short deadlines associated with tree applications (generally 1 week) it is not practical to consider the applications at a full planning committee meeting, as the deadlines don't allow sufficient time to organise and advertise a meeting. It was AGREED that the Clerk will assume delegated responsibility for submitting comments for tree applications, where required, following consultation with members of the Planning Committee on a case by case basis.

95/19

**11. Appointments of Members to existing Committees/Groups/Liaison roles.**

Appointments were made as per the accompanying sheet.

96/19

**12. Review of inventory of land and assets including buildings and office equipment**

The inventory of land and assets was reviewed. The Recreation Ground bin should be added to the inventory. A discussion took place regarding the milestones. It was AGREED that these were not the property of the Parish Council and would not be added. The Clerk will continue to update the register as appropriate.

97/19

**13. Confirmation of arrangements for insurance cover in respect of all insured risks.**

The renewal notice for the Parish Councils insurance cover is outstanding, however the cover will remain the same as the previous two years, with the addition of the two telephone boxes, previously agreed. The renewal notice will be considered at the meeting following its arrival.

98/19

**14. Review of the council's and/or staff subscriptions to other bodies.**

The Parish Council currently subscribes to YLCA(NALC), SLCC and the Campaign for Rural England. It was AGREED by ALL that the subscriptions to the three organisations should continue for 2019/20.

99/19

**15. To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of the council.**

A full schedule of meetings was circulated to the Councillors prior to the meeting.

It was AGREED by ALL that the ordinary meetings of the Full Council will take place on the 4<sup>th</sup> Wednesday of every month, at 7.30pm, at Bramhope Village Hall. With the exception of December when there will be no meeting. The Annual Parish Council Meeting for 2020 will take place on May 27<sup>th</sup> 2020 at 7.30pm.

100/19

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

The date of the next meeting will be Wednesday 22<sup>nd</sup> May 2019 at 7.30pm, setting up from 2.30pm. The Annual Village Meeting will take place on Wednesday 15<sup>th</sup> May.

The meeting closed at 6.25pm

Minutes by Nicola Woodward  
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