

Bramham cum Oglethorpe Parish Council

Annual Parish Council Meeting

You are hereby summoned to the Annual Parish Council meeting to be held at 7.00pm on Wednesday 14 May 2025 at Bramham Parish Centre

Prior to the first item on the agenda there will be an opportunity for members of the public to address the meeting. The members will take these representations into account when agenda items are considered but are not required to make a response. The session will last for a maximum of 20 minutes and each member of the public will be entitled to speak for a maximum of 3 minutes after which members of the public will no longer be permitted to address the Parish Council unless specifically permitted.

1. To elect the Chair of the Parish Council for 2025/2026 and receive their Declaration of Acceptance of Office **Chair**
2. To elect the Vice-Chair of the Parish Council for 2025/2026 and receive their Declaration of Acceptance of Office **Chair**
3. To receive apologies and approve, where requested, reasons for absence **Chair**
4. To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest in accordance with paragraphs 19-20 of the Members Code of Conduct.
5. To accept the minutes of the Parish Council on 9 April 2025 as a true record **Chair**
6. Crime Report **LR**
7. To approve the Committee, Working Group and lead member structure and appointments for 2025/2026 **Chair**
 1. Assets & Amenities Committee
 2. Employment Committee
 3. Complaints Committee
 4. Finance Working Group
 5. Planning Advisory Working Group
 6. Traffic Management Working Group
 7. Football Pitch Management Working Group
 8. Neighbourhood Plan Review Working Group
 9. Webmaster
 10. LCC Leeds Festival Working Group Representative
 11. YLCA Representative
 12. Tenter Hill Liaison
8. To approve the following policies **Chair**
 1. Standing Orders
 2. Financial Regulations
 3. Code of Conduct
9. Traffic Management Working Group - to receive the data from the SIDs for April 2025 **MC**
10. To receive an update from the Neighbourhood Plan Review Working Group **AP**
11. To consider the quote for an annual maintenance contract for the Pavilion shower valves **PC**
12. To agree to review the Tenterhill Allotments Tenancy Agreement **Chair**
13. **2024/2025 Audit Chair/RFO**
 1. To receive the Internal Auditors Report and note their recommendations
 2. To approve and sign the Annual Governance Statement for 2024/2025 (AGAR Part 3 p 4)
 3. To approve and sign the Financial Statements for 2024/2025 (AGAR Part 3 p 5)
 4. To confirm the period for the Exercise of Public Rights to inspect the unaudited accounts for 2024/2025

14. Financial Matters RFO

1. To note the receipts for April 2025.
2. To approve the following payments :

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC			Tbc	
2	BACS	Team Clean Cleaning	162.00	0	162.00	
3	DD	ID Mobile	4.13	.87	5.00	
4	DD	BT (Parish Centre Broadband)	38.14	7.63	45.77	
5	DD	YPG (Pavilion Electricity 25 04 2025)	59.21	2.96	62.17	
6	DD	YPG (Parish Centre Electricity 11 04 2025)	349.18	17.46	366.64	
7	DD	Business Stream (Pavilion water 23 01 -22 04 2025)	70.47	0	70.47	
8	DD	Unity Trust (Bank fees)	9.90	0	9.90	
9	BACS	Clerk's mileage	18.27	0	18.27	
10	BACS	Microsoft (Office 365)	87.49	17.50	104.99	
11	BACS	Elkerlodge Services Ltd (Internal Auditor)	300.00	60.00	360.00	
12	BACS	K Richardson (Deposit refund)	100.00	0	100.00	

3. To receive the bank reconciliations as at 30 April 2025
4. To note the bank balances as at 30 April 2025

15. Planning Matters LR

- a) Decisions received
- b) Applications received

25/02203/FU/NE Construction of a workspace building, associated hardstanding, weather station, landscaping and energy piles at Spen Farm Spen Common Lane Bramham

25/02176/FU/NE Installation of underground agricultural research facility and associated works at Headley Hall Farm, Spen Common Lane, Bramham

25/02247/FU/MIN Variation of conditions 3 (extraction and infilling period) and 4 (restoration period) to planning permission ref. 23/02530/FU to extend the timelines in condition 3 to 25th April 2028 and condition 4 to 25th April 2029 Site at Highmoor Quarry Warren Lane Bramham

- c) Update regarding ongoing planning matters

16. Clerk's Report Clerk

17. To note correspondence received since the last meeting
18. Minor Items
19. To note the date of the next meeting as 11 June 2025. Any agenda items or reports to be sent to the Clerk by 5 pm on the Tuesday 3 June 2025 prior to the meeting.

N R Fairbairn

Clerk to Bramham cum Oglethorpe Parish Council
8 May 2025