

Minutes of the Annual Meeting of Bramham cum Oglethorpe Parish Council held on 14 May 2025 at the Bramham Parish Centre

Councillors Present M Corrigan, T Prest, H Buck, P Corrigan, A Pumfrey, K Huggins, L Richards, M Tozer,

Also present Ward Cllr Lamb, Ward Cllr Harrington and the Clerk

Public Session

- Cllr Lamb advised that the Planning Inspector has allowed him, and one resident, to speak at the appeal on 20 May 2025 in respect of Planning Application B23/04572/FU/MIN Installation of a battery energy storage system at Warren Lane, Bramham.
 - Cllr Lamb advised that the consultation on the Leeds Local Plan will start in June 2025. This will include an assessment of the sites identified as part of the call for sites. Residents are encouraged to take part in the consultation process.
 - Cllr Harrington advised that LCC are investigating what flood alleviation work needs to be undertaken in the Wetherby Ward. A member of the LCC Resilience Team will be attending the next Town and Parish Forum to provide advice on preparing Local Resilience Plans.
1. It was **resolved** to elect Cllr M Corrigan as Chair of the Parish Council for 2025/2026 and his Declaration of Acceptance of Office was received.
 2. It was **resolved** to elect Cllr Prest as Vice Chair of the Parish Council for 2025/2026 and her Declaration of Acceptance of Office was received.
 3. **Apologies**
Apologies were received from Cllr J Ingham. It was **resolved** to approve the reason for his absence.
 4. **Declarations of Pecuniary Interests or other Interests**
None.
 5. **Minutes of the Parish Council meetings on**
It was **resolved** that the minutes of the 9 April 2025 Council meeting be approved and signed by the Chair.
 6. **Crime Report**
The PACT report was received. It was noted that there was an incident involving the death of a pet cat and this has been reported to the police. Cllr Richards suggested that the LCC Cleaner Neighbourhood Team monitor the area adjacent to the Bramham House site.
 7. It was **resolved** to approve the Committee & Working Group structure and appointments for 2025/2026 as follows:
 - 7.1. Assets & Amenities Committee - Cllrs M Tozer (Chair), P Corrigan, T Prest, L Richards, H Buck, Keith Huggins
 - 7.2. Employment Committee - Cllrs K Huggins, L Richards, T Prest, A Pumfrey
 - 7.3. Complaints Committee – Cllrs P Corrigan, J Ingham, T Prest
 - 7.4. Finance Working Group – Cllrs Adam Pumfrey (Chair), M Corrigan, M Tozer, T Prest
 - 7.5. Planning Advisory Working Group – Cllrs L Richards, J Ingham, K Huggins
 - 7.6. Traffic Management Working Group – Cllrs M Corrigan, L Richards, K Huggins,
 - 7.7. Football Pitch Management Working Group - Cllrs K Huggins, M Tozer, M Corrigan
 - 7.8. Neighbourhood Plan Review Working Group – Cllrs A Pumfrey (Chair), J Ingham, T Prest, K Huggins
 - 7.9. Webmaster – Cllr M Tozer

- 7.10.LCC Leeds Festival Working Group Representative – Cllr L Richards
- 7.11.YLCA Rappresentative – Cllrs M Corrigan, K Huggins
- 7.12.Tenter Hill Liaison – Cllrs H Buck and L Richards
8. It was **resolved** to approve the following policies:
- 8.1. Standing Orders
- 8.2. Financial Regulations
- 8.3. Code of Conduct
9. The data from the SIDs for April 2025 was received. This have been sent to LCC Highways and will be posted on the website.
10. It was noted that an update was received from the Neighbourhood Plan Review Working Group at the Annual Parish Meeting. There has been no response from the recent leaflet drop inviting residents to join the Neighbourhood Plan Review Steering Group.
11. It was **resolved** to approve the quote for an annual maintenance contract for the Pavilion shower valves.
12. It was resolved to undertake a review of the Tenterhill Allotment Tenancy Agreement.
13. 13.1 The Internal Auditors Report was received and their recommendations were noted.
- 13.2 The Annual Governance Statement for 2024/20245(AGAR Part 3 p 4) was approved and signed by the Chair.
- 13.3 The Financial Statements for 2024/2025 (AGAR Part 3 p 5) were approved by the Chair.
- 13.4 The period for the Exercise of Public Rights to inspect the unaudited accounts for 2024/2025 was confirmed as 3 June 2025 to 1 July 2025.
14. **Financial Matters RFO**
- 14.1 The receipts for April 2025 were noted as £38,604.61.
- 14.2 It was **resolved** to approve the following payments:

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC	810.16	0	810.16	
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	

14.3 The bank reconciliations as at 30 April 2025 were received.

14.4 The bank balances as at 30th April 2025 were noted as:

Unity Trust Current Account	£38,630.72
Unity Trust Deposit Account	£106,915.50
Hinkley & Rugby Building Society	£1,000
Total	146,475.75

15. **Planning Matters**
- a) Decisions received
- None

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. It was **resolved** not to comment on the application.

25/02176/FU/NE Installation of underground agricultural research facility and associated works at Headley Hall Farm, Spen Common Lane, Bramham. It was **resolved** not to comment on the application.

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. It was **resolved** not to comment on the application.

c) Update regarding ongoing planning matters

None

16. **Clerk's Report**

- A quote of £1,389 has been received from LCC for grass cutting
- The clerk will circulate the proposed dates for the quarterly meetings of the Assets & Amenities Committee and Finance Working Group meetings to all of the current members.

17. **Correspondence**

1023 A resident raised a concern about a number of overgrown hedges which are partially obstructing pavements. It was noted that the Parish Council does not have the power to require property owners to cut overgrown hedges and any concerns need to be reported to LCC.

1024 ASDA Foundation Community Grants. It was noted that the council will not be eligible due to the level of reserves it holds.

1025 BiB requested that the railings by the beck be repainted. It was noted that the railings belong to the Environment Agency and the request will be referred to them.

18. **Minor Items**

- A resident has raised a concern about the increasing number of red kites in the area. Advice will be included in the Parish Newsletter article not to put out food for them as it may contravene local wildlife guidance or conservation best practices.
- It was noted that the next LCC Highways meeting will take place on 3 June 2025 at the Parish Centre.

19. **Date of next meeting**

The date of the next meeting was noted at 7.00 pm Wednesday 11 June 2025 at the Bramham Parish Centre . Any agenda items or reports to be sent to the clerk by 5pm on 3 June Tuesday 2025

The meeting concluded at 8.53 pm

Signed.....

Dated