

Bramham cum Oglethorpe Parish Council

Parish Council Meeting

You are hereby summoned to the Annual Parish Council meeting to be held at 7.00pm on Wednesday 13 May 2026 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 2026/2027 and receive their Declaration of Acceptance of Office.
2. To elect the Vice-Chair of the Parish Council for 2026/2027 and receive their Declaration of Office.
3. To receive apologies and approve, where requested, reasons for absence
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 8 April 2026 as a true record. **Chair**
6. Crime Report **LR**
7. To approve the Committee, Working Group and lead member structure and appointments for 2026/2027 **Chair**
 - 7.1 Assets and Amenities Committee
 - 7.2 Employment Committee
 - 7.3 Complaints Committee
 - 7.4 Finance Working Group
 - 7.5 Traffic Management Working Group
 - 7.6 Planning Advisory Working Group
 - 7.7 Football Pitch Management Working Group
 - 7.8 Neighbourhood Plan Review Working Group
 - 7.9 Playground Redevelopment Working Group
 - 7.10 Webmaster
 - 7.11 LCC Leeds Festival Working Group
 - 7.12 YLCA Representative
 - 7.13 Tenter Hill Allotments Liaison
8. To approve the following policies **Chair**
 - 8.1 Standing Orders
 - 8.2 Financial Regulations
 - 8.3 Code of Conduct
 - 8.4 Data Retention Policy
9. To receive the Data Audit for 2025/2026 **Chair**
10. To approve the Event Management Plan for the Bramham Gala **Chair**
11. To confirm that the Bramham Produce Show will be held on 5 September 2026 **Chair**
12. Tenter Hill Allotments **LR**
 - 12.1 To receive the minutes of the Tenter Hill Allotment Committee meeting on 29 April 2026
 - 12.2 To note the Extraordinary Meeting of the Tenter Hill Allotments on 20 June 2026
13. To note the Pavilion kitchen has passed the LCC Environmental Health inspection **Chair**
14. To agree any action in respect of properties with hedges obstructing the highway or public footpaths. **Chair**
15. 2025/2026 Audit & AGAR **Chair/RFO**
 - 15.1 To receive the Internal Auditor's Report and note their recommendations.
 - 15.2 To approve and sign the Annual Governance Statement for 2025/2026 [AGAR Part 3 p4]
 - 15.3 To approve and sign the Financial Statements for 2025/2026 [AGAR Part 3 p5]
 - 15.4 To confirm the period for the Exercise of Public Rights to inspect the unaudited accounts for 2025/2026.

16. Financial Matters RFO

16.1 To note the receipts for April 2026

16.2 To note the following payments:

			Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC			tbc	
2	BACS	Team Clean Cleaning	216.00	0	216.00	
3	DD	ID Mobile	4.17	.83	5.00	
4	DD	BT (Parish Centre Broadband)	31.95	6.39	38.34	
5	DD	YGP (Pavilion Electricity)	70.58	3.53	74.11	
6	DD	YPG (Parish Centre Electricity)	119.34	5.97	125.31	
7	DD	Unity Trust (Bank fees)	9.25	0	9.25	
8	DD	Business Stream (Pavilion water rates)	203.27	0	203.27	

16.3 To approve the following payments :

			Amount (net)	VAT	Total	Sec 137
1	BACS	Microsoft (Office 365)	87.49	17.50	104.99	
2	BACS	Elkerlodge Bookkeeping Service (Internal Auditor)	300.00	60.00	360.00	
3	BACS	ESS (Pavilion security alarm)	136.00	27.20	163.20	

16.4 To receive the bank reconciliations as at 30 April 2026

16.5 To note the bank balances as at 30 April 2026

17. Planning Matters LR

17.1 Decisions received

26/00731/FU Single storey rear extension; patio and steps to the rear ; solar panels to front and rear at 10 Lodge Gardens, Bramham. Refused

25/03202/FU Demolition of existing garden outbuilding and the erection of a new single storey outbuilding with new hard standing and underpinning works to existing boundary wall classified as curtilage listed structure at High Toynton, Vicarage Lane, Bramham. Approved.

17.2 Applications received

26/01937/FU Single storey rear extension at Milnthorpe Cottage, Wetherby Road, Bramham

17.3 Update regarding ongoing planning matters
Church Hill

18. Clerk's Report Clerk

19. To note correspondence received since the last meeting

20. Minor Items

21. To note the date of the next meeting as 10 June 2026. Any agenda items or reports to be sent to the Clerk by 5 pm on the Tuesday prior to the meeting

N R Fairbairn

Clerk to Bramham cum Oglethorpe Parish Council
7 May 2026