

Minutes of the Annual Meeting of Bramham cum Oglethorpe Parish Council on 13 May 2026 at the Bramham Parish Centre

Councillors Present: L Richards, M Tozer, K Huggins, J Ingham, S Jones and J Dean

Also Present: Ward Cllr Harrington and the Clerk

In the absence of Cllr M Corrigan, it was **resolved** to elect Cllr Richards as Chair of the meeting.

Public Session

Ward Cllr Harrington advised:

- i) It is anticipated that there will be several planning applications for substantial housing developments on the North Yorkshire boundary with Wetherby and around Tadcaster. This will have an impact on Wetherby and the surrounding villages. North Yorkshire Council do not have a 5-year plan for housing supply so many developers are putting in applications for housing developments in the area.
- ii) An Eco Fair is taking place on 6 June 2026 at the Wetherby Methodist Church.
- iii) A Dementia Awareness Event is taking place on 11 June 2026 at Wetherby Town Hall.

- 1. It was **resolved** to elect Cllr M Corrigan as Chair of the Parish Council for 2026/2027 and his signed Declaration of Acceptance of Office Form will be received at the June 2026 meeting.
- 2. It was **resolved** to elect Cllr T Prest as Vice-Chair of the Parish Council for 2026/2027 and her signed Declaration of Acceptance of Office Form will be received at the June 2026 meeting.
- 3. Apologies were received from Cllr M Corrigan. It was **resolved** to approve the reasons for his absence. Apologies were received from Cllr P Corrigan. It was **resolved** to approve the reasons for her absence. Apologies were received from Cllr T Prest. It was **resolved** to approve the reasons for her absence.
- 4. **Declarations of Pecuniary interests or other interests.**
None
- 5. It was **resolved** that the minutes of the meeting on 8 April 2026 be approved and signed by the Chair.
- 6. Crime Report
The report from the May 2026 PACT meeting was received. It was noted that the annual crime report was received at the Annual Parish meeting. Crime rates remain low in Bramham. The police have offered to attend community events to provide advice to residents.
- 7. It was **resolved** to approve the Committee & Working Group structure and appointments for 2026/2027 as follows:
 - 7.1 Assets and Amenities Committee – Cllrs K Huggins, M Tozer, P Corrigan, L Richards, T Prest, S Jones
 - 7.2 Employment Committee – Cllrs M Corrigan, L Richards, T Prest, K Huggins
 - 7.3 Complaints Committee – Cllrs P Corrigan, J Ingham, T Prest, M Tozer
 - 7.4 Finance Working Group – Cllrs M Corrigan, T Prest, M Tozer
 - 7.5 Traffic Management Working Group – Cllrs M Corrigan, J Ingham, S Jones
 - 7.6 Planning Advisory Working Group – Cllrs L Richards, J Ingham, S Jones, J Dean
 - 7.7 Football Pitch Management Working Group – Cllrs K Huggins, M Tozer, M Corrigan
 - 7.8 Neighbourhood Plan Review Working Group – Cllrs J Dean, T Prest, K Huggins, J Ingham
 - 7.9 Playground Redevelopment Working Group – Cllrs M Tozer, T Prest, K Huggins, P Corrigan
 - 7.10 Webmaster – Cllr M Tozer
 - 7.11 LCC Leeds Festival Working Group – Cllrs L Richards, S Jones
 - 7.12 YLCA Representative – Cllrs M Corrigan, K Huggins
 - 7.13 Tenter Hill Allotments Liaison – Cllrs L Richards, S Jones
 - 7.14 Village Hall Liaison – Cllr Dean

8. It was **resolved** to approve the following policies:
 - 8.1 Standing Orders
 - 8.2 Financial Regulations
 - 8.3 Code of Conduct
 - 8.4 Data Retention Policy
9. The data audit, completed by the Clerk, was received. The clerk confirmed that a data audit will be conducted annually.
10. The Event Management Plan and Insurance Policy for the Bramham Gala were received. It was **resolved** to confirm the booking from BCAG for the Branham Gala on 4 July 2026. It was agreed that the display horse and carriage will not be permitted on the football pitches if the ground is wet. Cllr Jones will liaise with BCAG about the arrangements for erecting and dismantling the marquee.
11. It was confirmed that the Bramham Produce Show will be held on 5 September 2026.
12. Tenter Hill Allotments
 - 12.1 The minutes of the Tenter Hill Allotment Committee meeting on 29 April 2026 were received.
 - 12.2 It was noted that an Extraordinary Meeting of the Tenter Hill Allotments will take place on 20 June 2026 to elect a Chair of the Management Committee.
13. It was noted the Pavilion kitchen has passed a LCC Environmental Health inspection. The Environmental Health Inspector recommended that a notice is put on the booking page advising all hirers that it is their responsibility to ensure that any food prepared and served from the Pavilion kitchen meets food safety standards.
14. Cllr Dean has prepared a list of properties with hedges that are obstructing the public footpaths. It was **resolved** to put a notice in the Parish Magazine reminding residents that they are required to cut back any hedges on their property that that are obstructing the public footpath and/or the highway.
15. 2025/2026 Audit & AGAR
 - 15.1 The Internal Auditor's Report was received. It was noted that the auditor has recommended that, to ensure compliance with assertion 10 of the AGAR, the council adopts a Data Retention Policy, undertakes an annual data audit and ensure that the clerk and councillors to undergo GDPR training.
 - 15.2 The Annual Governance Statement for 2025/2026 [AGAR Part 3 p4] was approved and signed by the Chair.
 - 15.3 The Financial Statements for 2025/2026 [AGAR Part 3 p5] were approved and signed by the Chair.
 - 15.4 The period for the Exercise of Public Rights to inspect the unaudited accounts for 2025/2026 was confirmed as 3 June 2026 to 14 July 2026.
16. **Financial Matters RFO**
 - 16.1 The receipts for April 2026 were noted as £36,260.77
 - 16.2 The following payments were noted:

			Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC	836.16	0	836.16	
2	BACS	Team Clean Cleaning	216.00	0	216.00	
3	DD	ID Mobile	4.17	.83	5.00	
3	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 The following payments were approved

			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	
4	BACS	YLCA (Cllr Dean training course)	37.60	0	37.30	
5	BACS	Cartridge Save Ltd (Printer Ink)	94.69	18.94	113.63	

16.4 The bank reconciliations as at 30 April 2026 were received.

16.5 The bank balances as at 30 April 2026 were noted as:

Unity Trust Current Account	17,072.64
Unity Trust Deposit Account	53,142.31
Hinkley & Rugby Building Society	61,468.38
Total	131,683.33

16.4 It was **resolved** to transfer £20,000 to the H & R BS Account from the Unity Trust Deposit Account.

17. **Planning Matters**

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 subject to conditions.

26/01951/LI Consent, agreement or approval required by condition 3 (Materials) of Planning Application 25/04911/LI at Malt Kiln Cottage 13 High Street Bramham. Approved

17.2 Applications received

26/01937/FU Single storey rear extension at Milnthorpe Cottage, Wetherby Road, Bramham. It was **resolved** to the application.

26/02457/FU Field 4381 Variation of conditions 3 (Approved Plans) and 7 (Relevant Details) of previous approval 23/04572/FU (Installation of a battery energy storage system, including associated infrastructure, landscaping works and access) to allow for a reduction in the developable area, reduction of containers from 12 to 6 pairs, reduction in amount and format of transformer equipment, repositioning of infrastructure, increased landscaping provision, provision of green-finished battery units, increase in maximum height of battery units to 4.3m and an overall demonstrable reduction in visual impact at Warren Lane, Bramham.

26/01825/FU/NE Two storey, with balcony to the side; single storey rear extension; partial garage to the rear; removal of one garage door and new access door to the rear at 6 Lyndon Way, Bramham.

17.3 Update regarding ongoing planning matters.

LCC are reviewing the ongoing issues relating to a property on Church Hill and are taking a coordinated approach. Ward Cllr Lamb will keep the council update.

18. **Clerk's Report**

- There was an issue with the Pavilion security alarm after a power cut. The Assets and Amenities Committee will consider if the security alarm should be retained or replaced.
- There has been an infestation of ladybirds in one of the Pavilion changing rooms. This will be monitored to see if it is an ongoing problem.
- Councillors were reminded to review their Register of Interests and inform the clerk of any changes.

- The clerk will request further dog poo stickers from LCC.

19. **Correspondence**

1064 Wetherby Eco-Fair Saturday, 6th June 2026. Clerk to advertise on the council website.

1065 Resident asking council to apply to register Alms House Hill as a Public Right of Way [PROW]. As Alms House Hill is a public highway, which pedestrians already have a right of way over, the council considered that there was no benefit in applying for registration as a PROW as well. The clerk will advise the resident of this.

20. **Minor Items**

- None

21. The date of the next meeting was noted 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

The meeting concluded at 9.00 pm

Signed.....

Dated.....