DRAFT FOR APPROVAL

Bramham Parish Council Wednesday 6 June 2012

PRESENT: Cllrs:- Whitbread (Chair), Batt, Blanchard, Henderson, Innocent, Jones, Mackie ,Rhodes

OTHERS: 3 Residents

ACTION

IN ATTENDANCE:- M Lynch (Clerk)

PUBLIC SESSION

Cllr Whitbread opened the meeting by congratulating Councillor Scott Jones on his election and welcomed him to his first meeting. She also acknowledged the outstanding efforts of Cllr Innocent and the Gala Committee on delivering a wonderful weekend of Jubilee celebrations.
A resident also offered her congratulations to Cllr Jones and that he had been voted on to the job – as had everyone else - & that she and others in the village wanted to see the council working together. In her view the Community Conference had 'been spot on' and showed Bramham at its best. However she had been disappointed by the recent Sports Gala and in particular the fact that those involved in sports and leisure in Bramham had not been involved. She continued that at the last Council meeting she had felt very intimidated by the behaviour of some other residents present and had felt unable to speak. Furthermore it concerned her that the Council had to contend with such behaviour – the council had been elected. However on this occasion she felt confident about asking questions.
In response to a number of questions asked about the operation of the Community Fund, e.g. criteria for membership of the committee and that used to award grants; the resident was advised to contact Nick Lane Fox who chairs the Bramham Community Fund. The resident stressed that she was not being critical of anyone but from speaking to other residents she felt that there should be less secrecy surrounding the fund.
Her final concern was when would the BSLA AGM take place? Cllrs Blanchard & Jones advised that now the former BSLA had been replaced by a company by guarantee, they were uncertain as to whether one would be held. At a meeting on May 17 members of the former BSLA had voted to transfer all assets and liabilities to the new company which was now run by 4 trustees. The resident voiced her concern that there appears to be no means of contacting the BSLA. Accordingly she felt that the only way of finding out what was going on was to attend a PC meeting. The Chair suggested bringing forward agenda item 15 (update on the BSLA) so that the resident could be present for that discussion. **Resolved** to: take agenda item 15 after agenda item 6.

1.APOLOGIES FOR ABSENCE Cllr Halliday

2. DECLARATION OF ACCEPTANCE OF OFFICE Cllr Scott Jones signed the declaration of office, agreeing to the code of conduct.

3. DECLARATION OF PREJUDICIAL/PERSONAL INTERESTS & REVIEW OF DECLARATIONS OF INTEREST.

Cllr Blanchard declared a prejudicial interest as a relative of one of the Council's employees in the discussion on employment and PAYE matters(item 22) and one of the payments for approval (item 23). Cllr Mackie declared a prejudicial interest in the Planning application for 3 Freely Fields whilst Cllrs Innocent & Jones declared prejudicial interests in the planning applications for 3 The Knoll .In addition Cllrs Mackie & Henderson declared a personal financial interest in agenda item 23.

Cllr Scott as a newly elected councillor completed a Declaration of Interest. However in view of the need for the PC to adopt a new Code of Conduct by 1 July 2012 and some imminent changes to the requirements relating to Declaration of Interests, it was **Resolved** to defer the review of interests to a proposed EGM on 25 June 2012.

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4. POLICING MATTERS

As a result of systems being down that day the PCSO apologised for being unable to present a police report but said that it would be sent by email once systems were functioning again. However from memory she thought that there had been no incidents in May to report. She was unaware of the reported break in at the Sports Pavilion on May 22. (NB: Figures now received and circulated).

5. TO CONSIDER A SPEEDWATCH DAY

Cllr Batt opened the discussion by recalling a resolution at an earlier meeting to carry out speed checks in the village and to hold a speed watch day with the school, in conjunction with the Police. The PCSO agreed to follow this up with her colleagues. **Clerk** Also, LCC had now responded to the PC's enquiry as to the possibility of introducing a 20mph speed limit throughout the village. LCC indicated that work could be in the order of £100,000 and given the current economic climate, was not going to happen. Nevertheless the PC was keen to pursue this as far as possible and was therefore like to secure the support of the Police before taking this further with LCC. The PCSO confirmed that the Police are supportive of 20mph areas and suggested that the PC contact Inspector Paul Dwyer. She also advised that speed spot checks had been carried out in the area and that as more PCSO's were trained in the use of the equipment, checks would increase.

The Chair reminded the PCSO of the opportunity to contribute to the PC Annual Report and that contributions should be sent to the Clerk or herself by 15 June.

6. MINUTES OF LAST MEETING held on 2 May 2012 having been circulated to all members, were **agreed** as correct subject to following amendment: Cllr Blanchard declared a prejudicial interest in items 12 & 13.

7. TO CONSIDER THE COUNCIL'S REPRESENTATIVES

Resolved that the following be appointed:

Bramham School: Cllr Jones (replacing Cllr Batt)
Finance : Cllr Henderson

Leeds Festival: Cllr Henderson
Playground: Cllrs Henderson & Jones

8. CLERK'S REPORT & CORRESPONDENCE (not covered by Agenda items)

Noted.

9. Annual Accounts & Statement of Governance

The Clerk advised that the work to complete the accounts had taken longer than expected because of the amount of inaccuracies that had been discovered. However they and annual statement of governance were nearing completion whilst the risk assessment had been completed. A meeting with the internal auditor whilst highlighting a need for a review of the Council's financial management systems had revealed no major concerns about the integrity of the accounts. The Clerk circulated a confidential note summarising the position. Because the council is required to sign off the annual accounts and complete the annual statement of governance by 30 June it was:
RESOLVED that an EGM be held on Monday 25 June to sign off the annual accounts and statement of governance for 2011/12.
It was agreed that the Clerk would circulate a copy of the risk assessment prior to the EGM. **Clerk**

10.OPTION AGREEMENT WITH LCC

Following the May meeting of the Council, the Clerk had contacted Ware & Kay to alert them to the fact that the transfer of the PC land to LCC was imminent. Ware & Kay subsequently advised that the files had been retrieved from their archive and awaited instructions from the PC. Cllr Procter had agreed to instruct officers immediately following the May meeting and although the Clerk had contacted Cllr Procter twice in order to establish direct contact with LCC officers it had not been possible to do so. Therefore after consultation with the Chair & vice Chair the Clerk had written to the Director of City Development with a request that a formal offer be made to the Parish Council so that solicitors could be instructed without further delay. No reply has yet been received.

11. COMMUNITY CONFERENCE

20 village organisations had been represented and 207 residents in total had attended over the 2 days. The consensus was that the conference had encouraged contact between groups which could only be good for the village. Attendees had been asked to indicate their 3 top village priorities. Top 3 overall were: the Village Shop, Parish Magazine & Branham in Bloom, closely followed by the Village Hall & pubs.
Good feedback had been received in relation to the Neighbourhood Plan – priorities included: preservation of village open space, a more attractive square, retention of the village shop, improved road quality, retention of the Doctors surgery and affordable housing.

Next steps:

1. Feedback to be summarised and a report prepared for the Parish Magazine **AM**
2. Copy to be sent to the Neighbourhood Plan committee

3. Chair to write & thank all who had completed feedback forms (where contact details had been given)
4. In view of the importance of the shop the PC to consider at the next meeting what can be done to ensure its retention.
5. Also in response to a number of comments about the state of repair of the Village Map, it was **Resolved** that Cllr Mackie would obtain quotes for its restoration.

The Chair concluded the discussion by commenting that the Conference had not been a costly event partly as a result of stands being borrowed or made by Neil Ferres. She also thanked Cllr Mackie who had proposed the event for her contribution.

12. NEIGHBOURHOOD PLAN

The formal application to LCC for Bramham to be designated a Neighbourhood Area had been submitted. This was now subject to public consultation between 25 May and 6 July.

13.PC Website

Feedback from the Community Conference had confirmed the view that the PC website needs to be updated. 3 quotes for redevelopment of the website had been obtained. Following discussion regarding the cost, pros and cons of all 3 proposals, one preferred bidder was identified. However the final decision as to the final bidder would be taken until technical discussions with the preferred bidder had taken place. The other 2 bids would therefore remain on file. It was **Resolved** that: a website team of Cllrs Batt, Mackie & Whitbread should be established in order to:

- Put together a specification of PC requirements
- Clarify the issue of ownership of the Domain name
- Consider the use of Bramham.org as offered by Neil Ferres
- Determine a way of removing confusing/conflicting websites
- Address the issues identified via the conference feedback **MB/AM/VW**
- Deliver within a budget of £1200 maximum.
- Report back to the July meeting

14. Village Recognition Awards

Cllr Mackie advised the meeting that she was awaiting clarification as the powers which could be used to promote these awards. It was stressed that awards not financial rewards are proposed and that it is hoped that that the scheme would be launched in the autumn with a view to giving awards at the Annual Parish Meeting i.e. recognising contributions to village life during 2012/13;

15. BSLA UPDATE(taken after item 5)

Cllr Blanchard advised that as a result of adverse weather earlier in the year a revised completion date of 30 June had now been set. At the meeting on May 17, as a result of the change in status of the BSLA, the legacy accounts of the former BSLA had been transferred to the new company. Consequently, former members of the BSLA are now volunteers with the new company.

Cllr Henderson queried whether in view of the change in status of the BSLA the lease between the PC and the BSLA needed to be updated. Otherwise the

PC could have a lease with an organisation which does not exist. Cllr Whitbread expressed her concern that it appeared from the legacy accounts that there appear to be insufficient funds to complete the pavilion. Therefore she thought it would be helpful to meet with the new Directors in order to discuss contingency plans should the promised £250k from LCC be further delayed. Although the names of the four directors/trustees are known, in response to a question from the Clerk neither Cllr Blanchard nor Jones could advise the name of the company secretary.

SO suspended – moved Cllr Whitbread, seconded Cllr Henderson so that Mrs L Trischler could speak. Mrs Trischler had attended the last meeting of the PC at which she recalled Cllr Procter stating categorically that the £250k would be forthcoming & sincerely hoped that Cllr Procter would keep his assurances.

SO resumed

Cllr Jones reassured the meeting that the builder was paid up to date. In order to seek clarification as to the legality of the lease, develop a working relationship with the Directors of the new company, it was **Resolved** to:

1. Formally write to the new BSLA and accept the revised target completion date of 30 June 2012
2. Contact Hart Law in order to confirm the legality of the lease and following that to contact Ware & Kay in order to negotiate any required alteration to the lease in order to reflect the change of status of the BSLA **Clerk**
3. Write to the Directors of the new company to request a meeting in order to discuss future working and to determine an agreed way forward for completion of the Sports Pavilion.

<u>16. LEEDS FESTIVAL UPDATE</u>

Cllr Henderson advised that applications had now closed. 428 applications had been received and if they all proved to be legitimate and there are no problems with payment, all legitimate applicants should receive a ticket. A number of applications had been received after the closing date and a waiting list had been started and tickets will be offered should they become available. This year applications had been checked on receipt so that any queries could be resolved immediately. Whilst a number of queries remain outstanding, residents had been very appreciative of the opportunity to put things right and not be disappointed. Residents had also expressed appreciation at the availability of full price guest tickets for members of the family not eligible for reduced priced tickets. Although this has always been an option this is the first year that the Festival committee had taken this up.

Colin Pool had confirmed the booking of the mini bus and it was noted that the Community Fund would cover the difference in cost of the transport & the £2 contribution included in the price of the ticket. Tickets would be available from the Production Office Bramham Park on Monday 20 August. Cllr Blanchard agreed to collect the tickets & arrange for delivery to residents. **LB**

It was **Resolved** that: the Festival Committee would meet on Tuesday 12 June to spot check the applications. **FH/LB/MR/JH**

17. REPLY TO ANONYMOUS QUESTIONS

Subject to the amendment re the precept it was **Resolved** that the draft be approved and the Clerk requested to post the reply on the Council's website. **Clerk**

18. REPAIRS TO AND POTENTIAL DEVELOPMENT OF THE CHILDREN'S PLAY AREA.

The proposed discussion the potential redevelopment of the Children's Play area was deferred until the July meeting. The quotation of £260 from the Ornate Iron Company for repairs was accepted. It was noted that a quotation for repairs to the fencing was still awaited from Simpsons. **Clerk**

19. TRAINING OPPORTUNITIES

As the new Power of Governance can only be used by Councils with a qualified Clerk, Councillors agreed to consider training in the use of this Power when the Clerk has completed training.

20. PLANNING MATTERS

The following approvals were noted:

Ref:12/01425/COND	Headley Hall Flats & Farmhouse	LS24 9NT
12/01214/FU	8 Fine Garth Bramham	LS23 6SQ
12/01260/FU	1 Wise Warren Cottages	LS23 9NU

No objections to:

Ref: 12/204/97/FU 3 Freely Fields
12/02342/FU 3 The Knoll

21.ANNUAL REPORT PRODUCTION COSTS

The Chair advised the meeting that community groups and other village organisations had been contacted with contributions asked for by June 15. **Resolved that:** expenditure of up to £700 (including £200 donation to All Saints Parish Church) to cover production costs be approved. **Chair**

22. EMPLOYMENT & PAYE MATTERS(Confidential item)

Following discussion it was **Resolved** to:

- Create personnel records for all employees
- Formalise the employment status of all staff by preparing job descriptions **Clerk**
- Ensure all HMRC requirements are met
- Discuss with staff reasons for need to comply with HMRC requirements **KI/SJ**
- Ensure PC is compliant with all employment legislation by increasing wage rates for cleaner & caretaker from approx £4 per hour to that of the gardener i.e. £7.33per hr
- Introduce holiday pay – based on minimum statutory pro rata = 5.6hrs paid holiday entitlement
- Investigate purchase of payroll software **Clerk/FH**

23. Financial Matters

Noted: The use of Chairman's allowance	£ 90.00
Resolved: Retrospective approval of payment to Hart Law	£ 100.00

Resolved the following be passed for payment:

AWM Ltd (waste disposal)	£ 73.56
Bramham Est (access to wildlife area)	£ 60.00
Wetherby Carpet & Upholstery Cleaning	£ 50.00
Community Conference Ticket Printing	£178.80
Bramham Village Hall	£119.00
Festival expenses	66.59
YLCA Membership Renewal	£ 404.00

Remuneration:

Cleaner	£32.00
Caretaker	£32.00
Gardener	£29.33
Clerk	£542.36

24. DATE, TIME & VENUE OF NEXT MEETING

7.30 Wednesday 4 July 2012, Old Peoples Shelter. September meeting to be held in the Village Hall.

25. MINOR ITEMS & ITEMS FOR THE NEXT AGENDA

1. New playground inspection rota required **Chair**
2. Overhanging tree/cracked pavements to be referred to LCC Highways **Cllr Jones**
3. Bramham Garage Parking issues – to be referred to the Police **Cllr Jones**
4. The Chair had received notification of a new development in Thorp Arch
5. Go carting event to be held 15 Sept to raise funds for changing rooms Clifford
6. Clerk advised of the possibility of renewing the Council's Insurance wef 1 June 2013 on a 3 year term which would benefit the council in the first year by offering 16 months cover for 12. To be considered when insurance cover is reviewed Feb 2013.
7. YLCA Annual Meeting 12 June 2012 – Chair to attend
8. Letter of thanks received from All Saints Parish Church for the Council's contribution of £392 towards the Parish magazine.
9. HSBC Bank mandate completed adding Cllr Mackie as a signatory and authorising the Clerk to conduct business on behalf of the PC.
10. The council expressed its thanks to Gerry Taylor for organising the recent litter pick, Neil Ferres & Ian Mitchell for their contribution to the Community Conference and Neighbourhood Plan displays/exhibition.

Items for the next agenda

1. Old People's Shelter and the requirements of the DDA
2. Repairs and proposed redevelopment of the Children's Play area
3. PC website redevelopment
4. To consider support for the Village Shop

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