BRAMHAM PARISH COUNCIL

Minutes of the meeting held 7 November 2012
Present: Cllrs Whitbread (Chair), Batt, Halliday, Innocent, Jones, Mackie ,Henderson (part)
Others 4 residents plus PCSO Becky Jackson
In attendance: Marie Lynch Clerk
Public Session - none

1. Apologies for Absence: Cllrs Blanchard, Rhodes
2. Disclosure of disclosable pecuniary interests or declaration of any other significant interests in the public interest: Cllr Innocent – item 21 financial matters
3. Police matters – no crimes reported in October
4. Presentation by National Grid –Planning permission had been granted in 2006 for the construction of 8 x 120m pylons to support new overhead lines and the burying of one cable in the area surrounding the Bramham substation. National Grid confirmed that this is about transmission not electricity generation. The work is required to improve supply for West Yorkshire. Some work to the substation will take place before Christmas with main construction starting in 3-4 months time with completion within 24 – 30 months. However work would not be ongoing constantly. Whilst access would be via Headley Lane it was not thought that the lane would have to be closed to residents. National Grid agreed to make an electronic copy of the plans together with a help line number available. A link would be provided to the Parish Council website. In answer to Cllr Innocent's question whether the pylons would prevent housing in that area, National Grid advised no. National Grid is only a consultee and does not have the powers to stop development.
5. Minutes of Council Meeting on 3 October 2012 accepted moved: Cllr Whitbread, seconded: Cllr Mackie
6. Minutes of the EGM 1 November 2012 accepted moved: Cllr Whitbread, seconded: Cllr Innocent
7. To receive the Clerk's Report. The clerk confirmed that the PC is now registered with the ICO for the purposes of the DPA. LCC had responded to concerns about the parking on Front Street on the corner with Clifford Rd. LCC had agreed to contact the garage about parking and would support the installation of white lines on the two corners. Whilst not enforceable hopefully the lines would encourage safer parking. Also LCC proposed widening of the bus gate on Front Street which should enable cars to pass safely whilst a bus is stopped. The EA had yet to respond to a request for a meeting to discuss the beck. **Cllr Batt offered to contact the EA.** In response to residents complaints about grass cutting in the Church Hill, Vicarage Lane area, LCC suggested reducing the number of cuts from 13 to 3 per year to a level of 100mm rather than 25mm. PC **Resolved** to: accept the change but review at the end of the 2013/24 cutting season. AWM had advised playing field waste bin was not being emptied because being used by residents to dispose of dog waste. The bin had been destroyed in a fire on Nov 5 and AWM recommended replacing it with a metal bin with a separate one for toxic waste. Costs awaited**. Correspondence: (1)** Following ongoing correspondence between the Clerk and LCC Planning Enforcement regarding the Alms House Hill site the Clerk had contacted LCC's Chief Planning officer in an attempt to bring about some meaningful action by LCC. **(2**)A resident had queried whether approvals were in place for the heritage lighting in the Square. Council spend had been approved in Dec 2010 with approval for additional spend in Oct 2011. **(3)** The Council agreed to a request

from a resident that via the Parish Magazine the PC should ask residents not to allow dogs to foul the pavement between Lyndon Rd and the Bramham School. The resident & Clerk had also contacted LCC requesting a visit by streetscence services. . **(4)** The Council agreed to discuss the query regarding progress of the skate park proposal under agenda item 11**.(5)** The Clerk was asked to advise the Ministry of Justice that the PC did not have any vacancies which they could consider making available to ex offenders**.(6)**In response to a request from a resident, the Clerk had arranged for LCC to remove rubbish left by travellers on Spen Common Lane**.(7)**On behalf of a resident LCC**,** PC has asked LCC to address fly tipping & damage to the village recycling bin area**.(8)** Clerk asked to advise resident that his September correspondence had been made available to all Councillors, but could not comment on issues which were not matters for the PC. However, the PC did wish to acknowledge the residents long service to the PC**. (9**) In response to a request for a further amendment to the September minutes PC agreed that no further amendment was necessary. In addition Clerk asked to advise correspondent that a check of Council records had confirmed that the PC gave permission for the adult gym equipment project so that the BSA could pursue funding only. The council remains supportive of the project and as per its letter of 10 October invites the BSLA to submit a full proposal for consideration so that it can be considered within the context of wider improvements to the playing field, the possible relocation and improvements to the children's play area and the provision of play equipment elsewhere in the village**.(10)** Clerk requested to advise a resident that because the Council can only take decisions within meetings, it would not be possible to deal formally with issues raised at an open forum.

8. Draft budget for 2013/1**4 Resolved**: to approve the budget for 2013/14 without an increase in the current precept moved: Cllr Whitbread, seconded Cllr Batt Cllr Henderson joined the meeting at 8.40pm
9. Option agreement. The decision to trigger the option agreement has been delegated to LCC officers but remains pending in LCC's Forward Plan. It would appear from an email received from Cllr Procter that the PC's conclusion of due diligence on the BSLA business case for the Pavilion is a pre requisite for execution of the option agreement. As this is at odds with the Council's understanding, the Council is pursuing the situation with LCC. Due diligence is nearing completion and subject to the receipt of some clarifications from the BSLA, the PC is hopeful that it will meet its target of completion of due diligence by the Council's December meeting at the latest.
10. BSLA Update. The Council welcomed the positive content of the update and acknowledgement of the Council's efforts to bring about the execution of the option agreement. The PC noted the BSLA's intention to plant trees/shrubs on the playing field. In view of proposals for the strategic development of the playing field and in order to avoid the possibility of newly planted trees having to be removed or relocated, the Council asked for a plan showing the proposed areas and scale of planting. Cllr Jones agreed to ask the BSLA to supply a plan for the December meeting.
11. Village consultation on the strategic development of the playing field.
    Cllr Whitbread wished to start this process as soon as possible so that subject to the option agreement funds being received; a strategic plan could be agreed and implemented as quickly as possible. Cllr Henderson suggested getting input from professionals in this area as thinking on the development of playing fields and play areas had changed since the play area had been installed. It was agreed that there is a need to balance the number of ideas in the Parish Plan and more recent ones e.g. the skate park, with the need to retain the area as public open space. In view of the improved relations between the PC & the BSLA Cllr Jones suggested that there should be an

early meeting with the BSLA. Following discussion it was **Resolved**: that the Clerk should write to the BSLA asking them to identify 2 or 3 members to join a brain storming session with Cllrs Henderson, Halliday & Mackie.

12. To consider play area matters

    – Groundwork proposal – deferred pending outcome of development of the strategic plan for the playing field. Cllr Halliday to advise Groundworks.

    -Play area inspection reports – **Resolved:** that inspection reports should be forwarded to the Clerk and any issues brought to Council meetings.

    - Ongoing repairs – Cllr Jones agreed to contact Paul Simpson regarding the repairs to the matting & also to confirm a date for the painting & graffiti removal.
13. Planning matters

    P/12/04172/FU/HE: Iona Almshouse Hill Bramham – no objections
    P/12/04199/FU:Detached garage to rear 4 Headley Lane Cotts LS24 9NT
    P/12/03679/L1: Listed building application for alterations Manor House East Aberford Rd – approved. Noted
    P/06/00769/N1490: Electricity substation Headley Plantation: Noted
    P/12/04352/FU/NE:– new curatorial base and wood store with hard standing Land at Bowcliffe Hall Paradise Way. Noted
    P/11/04651/FU: Consent/agreement/approval conditions Bowcliffe Hall Paradise Way – approved. Noted
14. The external auditors 2011/12 report The auditors had not highlighted any areas of concern to bring to the Council's attention. The Clerk advised that the report had been posted on the PC notice board for the statutory 2 weeks. The council formally thanked the Clerk for an excellent job in preparing the finances for audit. **Resolved** to accept the external auditors report: moved Cllr Whitbread, seconded Cllr Batt
15. Amended code of conduct**. Resolved to**: adopt the amended code of conduct, moved Cllr Whitbread, seconded Cllr Henderson
16. Amendment to Council's Standing Orders**. Resolved to**: adopt amended Standing Orders Moved Cllr Whitbread, seconded Cllr Henderson
17. To receive an update on Neighbourhood Planning. Following the consultation with residents the NP group had informed LCC that residents did not support the development of the Lyndon rd/Clifford Rd area and favoured 60 units only in the village. A non committal response had been received from LCC. However clearly the numbers required by LCC has not been met. Cllr Innocent expressed concern about the proposed 5000 units on university land and that build rates rather than build numbers had been discussed at a meeting between LCC & Ward Cllrs. He had raised these concerns with both Ward Cllrs and the MP but had received very bland replies. Whilst it was envisaged that development would not start until 2024 it could start before then. Cllrs echoed Cllr Innocent's concerns that 5000 houses would represent a new town on the edge of the village. Cllr Innocent agreed to draft a piece for the Parish magazine.
18. Website contract**. Resolved** to: delegate conclusion of the website contract e to the Chair and Clerk moved: Cllr Mackie, seconded Cllr Innocent
19. Website protocols **Resolved:** to approve the terms and conditions of use and the moderation policy for the website.
20. Requests for Financial assistance
    - Bramham FC **Resolved** to: grant £100 towards BFC's additional costs which have been incurred as a result of 2012/13 fixtures having to be played in Boston Spa & Clifford. Clerk to advise BFC that this is a one off grant for 2012/13 only. Moved: Cllr Innocent, seconded Cllr Whitbread
    - **Resolved:** to decline the request from Bramham & Clifford Cricket Club for a financial contribution towards the refurbishment of the club house. Moved: Cllr Henderson, seconded Cllr Halliday

21. Annual review of the Parish & Town Council Charter. **Resolved** that: following a review of the document by Cllr Whitbread the Council had no comments to make to LCC on the annual review of Parish & Town Council Charter, moved Cllr Whitbread, seconded Cllr Innocent
22. Clerks correspondence. Cllr Jones accepted that the Clerk had made Councillors aware that a copy of correspondence received in hard copy only would be available at the October meeting and that copies had been circulated. It was **Resolved** that in instances where the Clerk receives correspondence in hard copy only, this should be scanned and circulated by email to Councillors. at the meeting.
23. Financial Matters. The following accounts were passed for payment:

Warden (annual subscription)	£10.00
British Legion	50.00
Mazars (External audit)	162.00
YLCA (training)	35.00
K. Innocent (Shelter exps)	103.00
Social Square (website development & 1qtr hosting)	1260.00
Clerk's remuneration	199.90
Clerk's expenses	47.43
Caretaker	29.32
Cleaner	29.32
Gardener	23.52
Gardener's Exps	15.48

24. Dates & venues of future meetings

In view of the presentation by Maureen Brewer of the Wetherby Crime Panel at the December meeting to which residents would be encouraged to attend it was agreed that the Village Hall would be a more appropriate venue. However because of the unavailability of the hall on December 5 it was **Resolved** to: move the December meeting to Weds 12th and to offer refreshments to residents. That the January 2013 meeting would be held as usual on the first Weds of the month i.e. 2 January 2013 in the Old People's Shelter. That because Easter 2013 will coincide with the end of the financial year the Annual Parish Meeting which will be followed by the monthly meeting of the PC will be held on Wednesday 10 April 2013.

25. Minor items and items for the next agenda

(**1**)Cllr Whitbread had attended YLCA training 'On being a good employer'. It had confirmed the Clerk's advice that job descriptions and contracts are required for all employees. Also that all employees regardless of number of hours worked must be entered on the PC's payroll**. (2)**Cllr Whitbread asked that the setting up of a Staff Committee be an agenda item for the December meeting. **(3**)Cllrs Henderson and Whitbread advised the meeting that they had visited the Clerk on Tuesday 6 November and had inspected the accounts and had found everything to be in order. **(4)**Cllr Henderson raised her concerns hat a resident had not responded to the PC's request to deal with the overgrowth alongside the footpath by the playing field and it was now considerably worse. Cllr Innocent offered to contact the resident.

26. Date & time of next meeting

Wednesday 12 December 2012, 7.30pm VILLAGE HALL