

Bramham Parish Council

Minutes of the meeting held Wednesday 1 May 2013

Present: Cllr Whitbread (Chair), Cllrs: Batt, Blanchard, Henderson, Innocent, Jones, Mackie and Silverwood

Others: 4 residents and PCSO Wales

In attendance: M Lynch (Clerk)

Public Session: None

1. Election of Chair: Cllr Whitbread was re-elected as Chair and signed the declaration of acceptance of office as Chairman.
2. Apologies for absence – Cllr Halliday
3. Disclosure of disclosable pecuniary interests or declaration of any other significant interests which may be in the public interest - Cllr Blanchard declared an interest in item 19.
4. Police matters. PCSO reported 3 incidents during April, burglary, theft of a barbecue and dog theft and injuries to dogs at a local kennel. The police would like to encourage residents to take up the offer of a free survey & the fitting of AVOCET door locks at a reduced price. Residents should contact the local police station. He suggested residents use the Leeds Police face book page to report and obtain crime information.
5. Minutes of Council Meeting held on **(i)** 10 April and **(ii)** 16 April accepted as a true record. Moved Cllr Whitbread, seconded Cllr Henderson. **(iii)** With regard to the minutes of the EM meeting on 23 April, whilst Cllr Silverwood expressed a view that the minutes did not record everything that was said at the meeting, he accepted that the minutes were a true record of the issues discussed and the outcomes minuted. **Resolved** that these minutes also be accepted as a true record, moved Cllr Whitbread, seconded Cllr Henderson
6. An amendment to the Council's Standing orders to include the appointment of Employment and Festival Committees. The Clerk advised that the Council's SO do not include provision for these committees. An amendment would be presented at the June committee meeting. In the meantime she advised that nominations to these committees could be made subject to ratification once the amendment to the SO's was in place.
7. Resolved that the following be elected/appointed:

Vice Chairman:	Cllr Innocent
Employment	Chair, vice Chair and Cllr Henderson
Finance committee	Cllrs Batt and Henderson
Cheque signatories	Cllrs, Innocent, Blanchard, Mackie plus 1 TBC
Leeds Festival	Cllrs Blanchard, Henderson, Jones and Silverwood
Planning committee	Cllrs Batt, Jones, Innocent
Allotments	Cllrs Blanchard & Jones
Archives	Chair & Clerk
Bramham's Senior Citizen Centre	Chairman, Vice-Chairman
Bramham Community Fund	Chairman, Vice-Chairman
BSLA	Cllrs Henderson and Silverwood
Communication	Cllrs Mackie & Whitbread
Community Group Liaison	Cllr Innocent
CPRE	Cllr Batt
Environment Group Liaison	Cllr Batt
Harewood/Wetherby Forum	Cllr Whitbread
Liaison with School	Cllr Whitbread

Playground committee
Village Hall representative
WARDEN
YLCA representative

Cllrs Blanchard, Henderson, Jones plus 1 TBC
TBC
Cllr Batt
Cllr Whitbread

Chair & vice Chair may join any committee

Councillor Halliday could not be appointed to any committee as she needed to be present to accept nomination. It was agreed that this would be resolved at the next meeting.

8. **Clerks report (i)** The Clerk reported that the BDUK website is now up and running and residents are encouraged to lodge their views about the poor broadband provision in Bramham. **(ii)** End of year return to HMRC had been submitted and P60's issued to employees. **(iii)** APM follow up questions from residents had been forwarded to Cllr Procter. **(iv)** The Clerk was asked to confirm with LCC Highways when the outstanding work to the West Woods/Tenter Hill area would be completed. **(v)** LCC had confirmed dropped kerbs would be installed Front St/Tenter Hill – timescale 3 mths. **(vi)** 770 Sunday evening service saved. **(vii)** Cllr Henderson offered to take a look at the brochure of commemorative plaques and liaise with Stanley Menzies with a view to the PC considering a plaque to commemorate the centenary of WWI 2014. **(viii) Correspondence (a)** Complaint from resident that PC's website t&c's have been plagiarised and that replacement t&c's are draconian. Draft response advising resident that the t&c's are the property of the PC's website provider and that the t &c's will be reviewed approved. **(b)** A draft reply to a complaint from a resident that a reply to an email dated **6 Jan 2012** was outstanding was approved. It was noted that no reminder appeared to have been received during the intervening period. **(c)** A draft reply to a resident complaining about the PC'S objections to the proposed development on the former wood yard site approved. Her further complaint that the fence on the Alms House Hill site remained unpainted had been referred to LCC Planning Enforcement **(d)** A request from a resident that the lay-by on Paradise Way be closed off referred to LCC to check the land ownership in the first instance. **(e)** The Clerk was asked to draft a reply to a resident enquiring about the completion of the pavilion, playground and playing field improvements. Draft to be cleared by the Chair & vice Chair. Letter would emphasise PC support for the Pavilion and commit the PC to consult with residents re any proposals for either the playground or playing field. **(f)** Cllrs were concerned to hear of the continued dog fouling problem close to Bramham School. It was agreed that residents should be asked to report incidents to the Wetherby tel number in the May edition of the Parish Magazine and that the number should be put on the PC website.
9. **To consider planning matters.** Noted: 13/01365 determination of the demolition of former dog kennels: 11/05419/F Former Methodist Church: 13/01750/FU Conservatory to rear LS23 6SW: 13/01674 resubmission LS23 6LP:11/04651/FU –LS23 6LP.
10. **Resolved to** approve terms of reference and community engagement for the Neighbourhood Plan moved: Cllr Whitbread, seconded Cllr Batt. Cllr Innocent provided the following update:

Details of proposed development sites have been released, with a traffic light system to indicate how likely they are to be given the go ahead. The Wood Yard and Bramham House are rated green (likely). The Lyndon Rd/Clifford Road site is rated red (not likely) and the University land development has a status of hatched

amber which means it is subject to a feasibility study regarding the necessary infrastructure (eg roads / school / shops etc). If this site goes ahead this would fulfil LCC's needs in terms of numbers for the next 20 years and amber sites in other areas would not therefore be needed.

Resolved: Suspend SOs. Proposed Cllr Whitbread, seconded Cllr Henderson. Mr Topping pointed out that not all of the land is within LCC Boundary, some is within Selby district. He suggested we discuss with Selby.

SOs resumed.

The next Neighbourhood Plan meeting is 13th May, and the Group will decide if urgent consultation with residents is needed on the University land proposal. A wider Neighbourhood Plan conference is planned for 4th/5th October. It is by no means certain that Bramham would receive any Community Infrastructure Levy monies from the University land development. Central government decisions re exactly how CIL will work have been deferred until 2015.

The budget for the conference needs to be considered, and other sources of funding are being investigated.

11. Option agreement: The Clerk advised that the Council's Solicitor had written 3 times to LCC requesting clarification as to their intention to trigger the option agreement. To date a reply had not been received. The Clerk was asked to contact the solicitor to seek his advice as to whether there was anything to be gained by escalating this within LCC.
12. BSLA update. Cllrs considered the content and tone of the communication received to be unacceptable and that it was unhelpful to the relationship between the PC and the BSLA. The Clerk was asked to forward the communication to the BSLA directors. Resolved: to communicate with the BSLA Directors only moved: Cllr Whitbread seconded: Cllr Batt
13. Play area matters: Resolved to accept LCC's quote for grass cutting services £933.75 plus vat Moved Cllr Henderson, seconded: Cllr Innocent. Cllrs Henderson & Jones to meet to discuss play inspection report.
14. Brainstorming report: Cllr Mackie started by referring to the BSLA claim in their communication (item 13) that she had omitted to include a suggestion by a resident that the playing field should be as a meadow. This suggestion was not on the flip charts completed at the brainstorming event. It was possible that it had been missed but she was surprised that the BSLA had not raised it when given the opportunity to comment on the note of the meeting which had been circulated to all who had attended. Following discussion it was agreed that there is a need to consult with the village. Cllr Innocent suggested that the NP consultation/questionnaire would be a good way to proceed. There was some concern that this could exclude those residents who didn't attend the NP consultation event. Cllr Mackie offered to give some thought as to how sports & leisure provision could be incorporated within the NP consultation and also consider how it could be pursued separately to target as many residents as possible. **SO suspended** to allow Mr Paul Topping to address the meeting: moved Cllr Whitbread, seconded Cllr Mackie. Mr Topping reminded the Council that once the proposed widening of Freely Lane is completed that only approx 4.5 acres would remain. This would restrict activities/development of the playing field when a single football pitch is 2.5 acres. He was doubtful that there was sufficient land for archery. **SO resumed**.
15. Insurance renewal: Resolved that the Clerk be delegated to consider the renewal quotations received and following consultation with the Chair & vice Chair renew the policy by 1 June 2013.moved: Cllr Whitbread, seconded Cllr Henderson

16. Leeds Festival: Cllr Henderson reported that applications for a total of 376 tickets had been received. Of these 278 were resident tickets and that 452 resident tickets had to be sold to cover the cost of the bus. The closing date is 10 May & hopefully there would be a last minute rush.
17. Website terms & conditions. Cllr Mackie advised that although these had been reviewed she wished to defer consultation with the PC until the next meeting. She had become aware of a situation which could have implications for the PC should the t&c's be relaxed and she wished to clarify this before making a recommendation to the PC.
18. Lease: The Clerk confirmed that the proposed draft lease had been sent to the BSLA Directors by the Council's solicitor on 17 April. He was not concerned that he had not heard from either the BSLA Directors or their solicitors. The usual timescale for a response is 28days. Cllr Whitbread advised that the solicitor would have to charge for the production of the draft lease and the estimated cost was £1500. She asked that the existing approval of £1k for legal costs be increased to £2k. **Resolved** to increase the approval to £2k moved Cllr Whitbread, seconded Cllr Batt
19. Financial matters: It was resolved to:
- (i) approve the annual statements of accounts for 2012/13
 - (ii) Approve the annual governance statement for 2012/13
 - (iii) Review of staff remuneration – it was resolved to increase the Clerk's salary by 1% in line with the award for public sector employees. The PC was advised that it had no flexibility with regard to this award. However to increase the salaries of the 3 other staff by 3% to reflect their overall performance. Moved Cllr Mackie, seconded Cllr Jones. 7 votes in favour with 1 abstention.
 - (iv) It was resolved to establish a Chairman's allowance of £200 for the financial year 12/13
 - (v) The following accounts were passed for payment:

Clerk's remuneration	506.48
Clerks Expenses	24.69
Caretaker	23.52
Cleaner	23.52
Gardener	23.52
Gardener's expenses	9.50
YLCA (training)	115.00
Bramham Estates	60.00
20. Minor items and items for the next agenda
- Cllr Whitbread advised that Guy Norgate had obtained some free plants for the Senior Citizen's Centre Garden
 - Cllr Whitbread would make a start on the annual report & contact Gill Young whether she would be able to offer her assistance this year
 - Cllr Whitbread had attended the Boston Spa PC meeting for the item on the closure of Primrose Hill Care home. It is not a foregone conclusion and the outcome of the consultation will be known in September
 - Cllr Whitbread had also attended the Harewood & Wetherby forum at which LCC had given a presentation on the impact of the housing benefit changes.
 - Cllr Blanchard offered to speak to the resident who was concerned about the proposed post code changes for properties on Tenter Hill

- Cllr Batt confirmed that the path through Bramham Park should be open by the end of June
- Cllr Innocent offered to lead a campaign including a petition to try & secure a 20mph speed limit by the school but ideally throughout the village. The Clerk agreed to contact the police with a request for a speed awareness day in the village.
- Cllr Whitbread referred to the email from Ward Councillor Alan Lamb which had been received at approximately 5pm that day. Although Cllr Lamb had requested a private meeting with Cllrs only, the Chair had referred the email to the Clerk so that it could be treated as formal council correspondence. This was in line with advice received from YLCA when another ward councillor had previously suggested a private meeting with the Chair & vice Chair. Consequently the email arrived too late to be considered at that evening's meeting. The Clerk was asked to contact Cllr Lamb and invite him to resubmit his invitation via the Clerk so that it could be considered at the next meeting of the Parish Council on 5 June. The Parish Council would consider a meeting with Cllr Lamb, subject to the topics for discussion, the people attending and the intended purpose being notified in advance. However, it would only be on the basis that the meeting would be on the record with the Clerk in attendance.

21. Date time and venue of the next meeting

Wednesday 5 June 6pm Village Hall Supper Room pre meeting for Councillors with Melvin Benn (tbc) followed by June meeting commencing at **7.30pm**.