

Bramham Parish Council

Minutes of the meeting held Wednesday 6 November 2013

Present: Cllrs: Whitbread (Chair), Blanchard, Henderson, Innocent, Jones, Mackie, Silverwood and Halliday (part)

Others: 7 residents

In attendance: M Lynch (Clerk), PCSO Duffy

Public Session: A resident expressed concern that the Police had not responded to her report of possible fly tipping and drug use on Headley Lane and that this apparent lack of follow up by the Police could be keeping the crime figures artificially low. PCSO Duffy offered to follow this up. The Clerk advised that another resident had reported this issue to LCC & that LCC had agreed to clear the area & also follow up the apparent fly tipping. The Clerk agreed to follow this up with LCC.

1. Apologies for absence – Cllr: Batt
2. Disclosure of disclosable pecuniary interests or declaration of any other significant interests which may be in the public interest. Cllr Blanchard item 21(iii)
3. Exclusion of the press and public. It was **Resolved** to exclude the press and public from item 19 because it concerned an employee and that YLCA had previously advised that such matters should be heard in confidence so as to protect the PC from a potential claim for constructive dismissal. Moved: Cllr Whitbread seconded Cllr Mackie
4. Police matters. PCSO Duffy attended and reported (i) a house burglary in the Milnthorpe area & the taking of keys from the property & the theft of 2 vehicles. 1 male arrested & enquiries ongoing (ii) Also in the Milnthorpe area the theft from a compound of Police Airwave batteries (iii) Thorner Rd, 20 allotments entered but thefts from a few only (iii) Pig being kept on the allotments attacked (iv) Sat nav stolen from car parked at garage on Front Street.
5. Minutes of the meeting held 2 October 2013 approved as a true record. Moved: Cllr Whitbread, seconded: Cllr Henderson
6. Clerk's report. (i) The Clerk advised that LCC now considering a private contractor to install the dropped kerb Tenter Hill/Bowcliffe Rd (ii) That advice had been requested from YLCA re the PC's obligations under 'the equality act & cabinet instructions' re website accessibility and also advice re financial regulations & powers in relation to the proposed grant scheme. YLCA has referred the latter to NALC. (iv) Draft correspondence to the following residents approved (i) Resident to be advised that information regarding the proposed grant scheme would be available shortly (ii) Resident to be advised that the PC stands by its letter of 8 October requesting that the link with the PC's website be removed and that the PC has not given permission for this link, (iii) Resident to be advised that the issue of farming noise should be addressed to LCC.
7. Planning matters: Noted: (i) Approvals: 13/04087/FU 5 Prospect Bank –Pitched roof & canopy to front; 13/018991/FSU –Bowcliffe Hall – reorientation of approved car park & assoc. works; 12/046988/FU – Clifford Moor Farm – detached agricultural building; (ii) 13/04832/cond: Consent, agreement or approval req'd by condition 11 Planning App 06/00769/N1490 – Elec sub- station Headley Plantation Warren Lane
8. Neighbourhood Plan: Cllr Innocent advised that Ian Mackay from LCC had attended the last meeting of the NPG. He had offered some useful advice and the NPG would be progressing the NP more vigorously in the coming months. A community consultation event is to be held 7/8 February and that new members of the group would be welcome – particularly anyone with marketing and research skills.
9. BSLA It was **Resolved** that: the BSLA update is removed as agenda standing item, Moved: Cllr Whitbread seconded Cllr Innocent. 8pm: Cllr Halliday joined the meeting
10. Play area matters. It was **Resolved** that: up to £50k from the option money be reserved for the replacement of the play area equipment Freely Lane and that discussions could take place with Groundwork regarding the provision of design & project management services. Moved: Cllr Whitbread, seconded Cllr Jones
11. Grant documentation and proposed community consultation It was **Resolved** that: subject to final advice from YLCA regarding the relevant financial regulations and powers which would govern the awarding of grants, the grant process, documentation and proposed community consultation be approved. Moved: Cllr Innocent, seconded Cllr Silverwood. **SO suspended:** moved Cllr Whitbread, seconded Cllr Innocent. In reply to a resident's concern that a Council meeting had been held without proper notification to residents, the Chair replied that a 'meeting of Councillors' had been held where no decisions had been taken and not a Council meeting. **SO'S resumed.**
12. The Option agreement. The Clerk advised that a cheque for £ 278,021 had been received from LCC.
13. Village sign. It was **Resolved** that: Mike Rhodes be contracted to replace the rotten support at cost of

£ 100 plus VAT. Moved: Cllr Innocent, seconded Cllr Blanchard. Cllr Innocent agreed to obtain a quote for replacement of the protective Perspex

14. Bramham Primary School: Cllr Whitbread advised that the school had written to her informing her that the school was planning to introduce wrap around childcare provision and develop a parent's room. The school had been advised that the PC was putting together the grant application process and that the school would be informed in due course.

15. Review of the PC's Standing orders: It was agreed that Cllrs Halliday. Henderson & Whitbread and the Clerk would review the PC's current standing orders against the new model orders received from NALC.

16. 2014/15 Budget: Finance committee's review of the 2013/14 budget noted. It **Resolved** that the budget for 2014/15 be approved and that the precept should remain at the current level of £20k moved: Cllr Whitbread seconded: Cllr Mackie. A request by a resident that SO's be suspended was put to the vote but was not carried.

17. Alms House Hill Plot: the current leaseholder would like to purchase the plot outright as a freehold or secure a 25yr lease. The PC had previously decided against the sale of the land but it was agreed that the Clerk should contact the PC's solicitors Ware & Kay to investigate what the implications of amending the terms of the lease would be for the PC. It was noted that any change would incur legal costs and that the PC would expect the leaseholder to cover the PC's costs should a new agreement be finalised. **SO'S suspended**: Moved Cllr Whitbread; seconded Cllr Innocent: A resident commented that there could be other interest in this land. Cllr Innocent replied that the PC's obligations regarding the need to advertise either an auction or a change in the lease would be clarified before any decision taken by the PC. **SO's resumed**

18. Membership of the finance committee and change to cheque signatories. It was agreed that Cllr Henderson should become a member of the finance committee and that Cllr Jones should replace Cllr Rhodes as a cheque signatory.

19. Review of the Parish & Town Council Charter. Cllrs Whitbread & Innocent agreed to review & to report back to the December meeting.

20. Visit to Wothersome Grange. Cllrs Whitbread & Halliday had visited the new anaerobic digestive facility at Wothersome Grange. The facility would take surplus waste from Bramham Park with very little additional waste being brought in. It was anticipated that the facility would meet the energy needs of Bramham Park and more. A planning application would be submitted in due course at which time the PC would have the opportunity to comment. In the meantime the plans could be viewed by contacting the Estate's office.

21. Financial matters.

(i) Monthly bank reconciliation statement for October noted

(ii) Finance committee's report – dealt with under item 16.

The following expenditure was approved:

(iii) Clerk's remuneration	£353.13
Clerk's expenses	58.18
Caretaker	24.25
Cleaner	24.25
Gardener	24.25
LCC (new litter bin)	414.00
SLCC Membership fee	108.00
YLCA – Local Councils explained	49.60
HLW Keeble Hawson	942.00
DS Signs Ltd	72.00

Resolved: Moved Cllr Whitbread, seconded Cllr Mackie

22. Minor items and items for the next agenda

- Cllr Whitbread reminded Cllrs that the Remembrance Service would be held on Sunday 10 November
- Cllr Whitbread invited Cllrs to join her in offering thanks to Dr Nichols for long service to the residents of Bramham & wished him a happy retirement
- Cllr Whitbread asked Cllrs to consider supporting LCC 's petition against high cost lending
- Cllr Jones advised that the gardener would like the PC to consider purchasing a new set of lights for the Community Christmas tree. Cllr Innocent advised that he would be submitting an application to the Community Fund for the purchase of a new set and thought that the current set would be ok for this year.

- Cllr Innocent advised that Bramham Park Estate is unable to provide the Village Christmas Tree this year. A tree could be bought & delivered from Stockeld Park for approx £100. He would ask Mike Rhodes if he would be willing to erect the tree as in previous years. In view of the urgency to purchase the tree the Clerk agreed to purchase as per the PC's financial regs which permits expenditure by the Clerk of up to £100.
- Cllr Innocent commented on the circulation of the leaflet encouraging residents to register support for broadband in Bramham –Cllrs added their support to this campaign
- A resident would like the trees in the wilderness area which overhang his property to be cut back. The Clerk agreed to contact the Environment group. It was acknowledged that any costs involved would have to be met by the PC.
- Cllr Mackie advised that a quote for repairs to the notice board was awaited. Cllr Innocent asked whether it was possible to purchase a new one which would commemorate WW1. Cllr Henderson advised that she has not been able to source one but would bring the brochure with commemorative benches to the next meeting
- Cllr Mackie advised that LCC had received a complaint about overhanging trees & bushes on Freely Lane. She understood that LCC would be contacting residents about a potential cutting back.
- Agenda items for the next meeting : Formation of a Grant Committee
Formation of a Committee to organise community consultation on the grants process

23. To agree the dates, time and venue of future meetings.

Next meeting confirmed as: **Wednesday 11 December 2013 7.30pm Village Hall**

To avoid a clash with New Years Day, the January 2014 meeting to be moved from 1st to **8 January 2014.**

24. Correspondence received from the Elmet & Rothwell Conservative Association.

The Chair had received a letter from the Chairman of the Elmet & Rothwell Conservative Association which appeared to call for the resignation of the Clerk because of her political affiliations and allegations as to the manner in which she conducts Council business. In noting advice from the YLCA that the post of Clerk to the Parish Council is not politically restricted and that the manner in which she conducts Council business is proper and correct and that the Association when asked had failed to provide any evidence in support of its claims as to the Clerks conduct, the Council unanimously rejected these allegations. The Clerk continues to have the full support of the Council and her resignation will not be contemplated. Furthermore, Councillors considered the letter to be an unwarranted intrusion into its affairs and would not be responding further to the Association.

