

Bramham Parish Council

Minutes of the meeting held Wednesday 01 October 2014

Present: Cllrs: Whitbread (Chair), Dalton, Dickson, Halliday, Henderson, and Mackie

Others: 13 residents

In attendance: M Lynch (Clerk), Nick Lane Fox and PCSO Akkash

Prior to the start of the meeting the police had asked if the police report could be taken before the formal agenda. PCSO Akkash reported 2 incidents during September (i) attempted break in to cabin containing telecoms equipment Milnthorpe Way ;(ii) Burglary Milnthorpe Way. The Chair thanked PCSO for his attendance.

The Chair then welcomed Nick Lane Fox Chair of the Community Fund to the meeting and invited him to give a presentation on the working of the CF. NLF opened his presentation by informing the meeting that in the last 12 years £247,147 had been awarded to community projects. Priority is given to community youth projects. Festival Republic top up the proceeds from the sale of tickets by approximately one third of the value sold. The CF has a simple constitution and the aim is to keep red tape to a minimum. All grants are approved by Melvyn Benn and the 2013 proceeds of £28,554 had recently been agreed by the committee. The committee would meet in March 2015 to agree the allocation of the proceeds from the 2014 festival. In a Q & A session NLF replied: (i) the CF aims to allocate all funds available each year but because payment is on receipt of invoices there may be a lag in draw down of the grant;(ii) 10 groups had been supported this year so he did not agree that only a small number of community organisations benefitted from the fund;(iii) There had been a delay in awarding grants this year because of awaiting the PC grants from the sale of land monies but collaboration had been discussed with the PC 's Chair & vice Chair(iv) CF had decided not to publish unsuccessful applications so as to avoid embarrassment to the groups and also to avoid pressure from groups when applying for funds; (v) There was general agreement that independence from the PC was important;(vi) MB was happy with the members of the Cttee and it had been decided not to invite representatives of community organisations on to the cttee so as to avoid a conflict of interest; however Cllr Henderson asked the Cttee to consider a request from a resident that an independent member of the community be invited to join; (vi) The accounts are audited but because it is a private fund there is no requirement to publish accounts and he did not see any reason for change; (vii) £5k had been paid to the BSLA before the Aug grant meeting so that they could meet their final bills on the Pavilion and not in payment for completion of the Pavilion as stated in the Parish Magazine;(viii) In response to a resident who asked why the school had been prioritised over the Church NLF advised that the Church had not applied to the last round but over the years had received £ 11,900(ix) Cllr Henderson wished to place on record her thanks for the excellent support received from Festival Republics team; (X) There was general agreement that improved communications from the CF would help to resolve many of the concerns raised by residents. The Chair invited the CF to consider using the PC's website to keep residents informed and thanked NLF for attending the meeting and answering questions from Cllrs and residents.

Public Session: NONE

1. Apologies for absence - Cllrs Innocent, Kitchen & Jones
Not present: Cllr Jones
2. Disclosure of disclosable pecuniary interests or declaration of any other significant interests which may be in the public interest: Item 15 Cllr Halliday
3. Exclusion of press and public: It was **RESOLVED** to: exclude the press and public for items 12 and 16 on the grounds that sensitive commercial information would be discussed and that item 12 also included the consideration of legal advice received in relation to outstanding matters concerning on the PC taking ownership of the Pavilion. Moved: Cllr Whitbread seconded Cllr Halliday. It was further **RESOLVED** that: items 12 & 16 be taken after agenda item 17 moved Cllr Whitbread seconded Cllr Halliday.
4. Police matters. Taken before start of the meeting
5. Minutes of the meeting held 3 September accepted as a true record. Moved Cllr Whitbread seconded Cllr Halliday.
6. Minutes of the EM held 16 September 2014 accepted as a true record moved Cllr Henderson seconded Cllr Whitbread
7. Clerk's report. (i) The Clerk advised that because the Bowcliffe Rd works are nearing completion LCC are unlikely to reposition the cabins at the junction of Bowcliffe RD/Paradise Way. Resurfacing was due to start 6 Oct. (ii) Contact established with insurers of company responsible for damage to allotment fence 2 quotes required (iii) FOI reply to Moira Pool had been sent (iv) it was agreed that due to shortage of space the VH's offer of the pool table for the Pavilion should be declined (v) FOI request received from

Bardsey Builders which could not be dealt with on a private & confidential basis as requested.

8. Other correspondence received. (i) It was agreed that the request from the Folly Lane Allotments for a grant of £500 to match a grant from the CF be deferred pending receipt of financial information. (ii) The external auditors report was noted – the Clerk advised that she had asked for clarification on the updating of asset values following revaluation of land ownerships. There were no other matters to bring to the attention of the PC. The Clerk was thanked for another clear audit. It was **RESOLVED** that: the audit fee of £960 be approved. Moved Cllr Henderson seconded Cllr Dalton. (iv) the overnight closure of the eastbound A64 to Headley Bar commencing 15 Oct for 8 nights was noted.

9. Planning Matters: Noted: (i) Approvals; 14/03999/FU Old Post Office Town Hill ; 14/04344/FU 5 Lodge Gdns (ii) (ii) Refusals: Variation of condition 7 (vehicle parking area) of approval 08/04993/FU Single storey sports pavilion/changing facilities - Bramham Recreation Ground Freely Lane Bramham Wetherby LS23 6RZ;(iii) Applications: Non material amendment to 13/05642/FU: First floor extension smaller, keep width the same but make the length smaller by almost half. - High Toynton Vicarage Lane Bramham Wetherby LS23 6QG; Consent, agreement or approval required by conditions 5, 8, 9, 12, 16, 17, 18, 20, 21, 22, 26, 31 and 36 of Planning Application 13/01248/FU - Land Adjoining Bowcliffe Road Bramham LS2

10. Crime Prevention Panel report. None received because Paul Froggett has a broken leg & therefore had been unable to attend any panel meetings.

11. Neighbourhood Plan report – noted. Also that the NPG did not intend at this time to take up Alec Shelbrooke's offer to address a public meeting on the proposed Headley Hall development.

12. Taken after item 17.

13. Amendment to the policy on the recording of meetings. It was **RESOLVED** to accept the YLCA amendment to paragraphs 9 & 15 of the policy. Moved: Cllr Whitbread, seconded Cllr Henderson

14. Adoption of revised standing orders. Following the amendment to standing orders to include the policy on the recording of Parish Council meetings and the electronic issue of meeting agendas and papers it was **RESOLVED** to adopt issue 8. Moved Cllr Whitbread seconded Cllr Henderson

15. Insurance arrangements for Tenterhill Allotments. It was **RESOLVED** that the addition of the allotment fencing to the insurance schedule be deferred pending a decision re replacement but that allotment holders be asked to arrange cover for personal liability and their own sheds etc. Moved: Cllr Whitbread seconded Cllr Henderson.

16. Taken after item 17.

17. Financial Matters (i) The monthly bank reconciliation statement for September 2014 noted.

(ii) Budget review accepted

(iii) The purchase of a poppy wreath (£17) together with donation of £33 approved

(iii) The following accounts were approved for payment

Clerk's remuneration	101766	252.38
Clerks Expenses	" "	41.80
Caretaker remuneration	101767	34.56
Cleaner remuneration	101768	26.56
Gardener remuneration	101769	34.56
Chairs Expenses	101770	68.76
HMRC	101771/72	233.80
All Saints Parish Church (Calendar)	101776	100.00
Batty France	101773	924.00
Information Commissioner (DPA renewal)	101774	35.00

Moved Cllr Whitbread seconded Cllr Henderson

16. Play area matters; It was **RESOLVED** to increase the PC allocation from the sale of land monies from £50k to £65k and to accept the Playscheme tender of £64,637(ex VAT) for the refurbishment of the Freely Lane Play area. Moved Cllr Henderson seconded Cllr Dalton

12. Progress, expenditure and next steps on the completion of the Pavilion. (a) **TENDERS** Following the EM on 16 September, the Chair & Clerk has met with the QS and had amended the schedule of completion works. This had reduced the lowest tender by approximately £10k. An alternative quote for decoration had been obtained by the Chair but this had been nearly £1k more than the provision in the lowest tender received. The revised figure of £81k approx was still significantly higher than the ring fenced £58k for the completion of the pavilion. However Cllrs noted that that figure was based on 2011 BSLA figures; that there had been significant inflation in the construction industry and the PC tender included some making good and also additional external works to create a secure bin storage area. However, this excluded the works which would be required to correct the drain connection to the public sewer. Whilst the PC noted that Bardsey Builders wished it to be known that they had received a 12mths making good defects certificate,

YW had confirmed that a S106 application to connect to a public sewer and therefore no approval for the connection to the public sewer had been given. Affordability therefore remained an issue. As reported at the EM on 16 September, the Chair & vice Chair had had an amicable discussion with the Chair of the Community Fund and other members as to the proposal that the £50k from the sale of land monies earmarked for the CF should remain with the PC for allocation to joint PC/CF projects. Subsequent to that conversation the PC had received advice from NALC that because the payment would not be capital expenditure it would not be possible to make direct payment to the CF. the Chair advised that the CF might be open to using £25k of that money to meet the shortfall in finding for the pavilion. Cllr Halliday suggested inviting the CF to agree to a contribution to the play area refurbishment from that sum and a plaque be installed noting that contribution. It was therefore **RESOLVED** that (i) the tender from Castle House Construction Ltd be accepted in the sum of £80,017.20 (ii) that the Clerk in conjunction with the Chair vice Chair and the external working party be delegated to approve additional expenditure; (iii) that the Clerk write to the Chair of the CF setting out the proposal to allocate £25k to either the completion of the Pavilion alone or to the completion of the Pavilion and the Children's Play area; moved Cllr Whitbread seconded Cllr Halliday; (b) **Pavilion users:** It was **RESOLVED** that subject to the completion of a contract that Bramham Football Club be given use of the Pavilion and football pitches for 1 team on a Saturday morning and 2 teams on Sunday mornings. In recognition of BFC agreeing to maintain and the marking out of the pitches the pitches, provide goal and cross posts and nets together with the cleaning of the Pavilion after use, the charge would be £500 per team per season. The agreement would include the use of the playing field and pavilion for training when flood lights not required. Moved Cllr Henderson seconded Cllr Whitbread (c) **Legal advice:** the advice received from hlw Keeble Hawson was noted and would be reviewed at a later date.

19. Minor matters.

- Cllr Mackie mentioned that superfast broadband vehicles had been seen in the village recently. The Clerk was asked to contact LCC for an update on timescales.
- The village shop would like to invite applications for a paper round in Clifford
- The Chair advised that Cllr Innocent is obtaining quotes for redecoration of the Senior Citizen's Shelter and also the installation of a toilet.
- The Brownies would like to become more involved in the village. It was understood that bulb planting with Bramham in Bloom was a possibility. Cllrs also suggested contacting the Monday Club.
- Cllr Henderson thanked the VH Cttee for a successful beer festival.
- Cllr Dickson advised that Mike Rhodes had quoted £400 plus VAT to deal with the willow tree in the Senior Citizen's garden. Agreed as an item of late correspondence – moved Cllr Dickson, seconded Cllr Whitbread

20. Date time & venue of the next meeting:

7.30 Weds 5 November 2014 Senior Citizen's Shelter