Bramham Parish Council

Minutes of the meeting held Wednesday 02 July 2014

Present: Cllrs: Whitbread (Chair), Innocent, Dalton, Dickson, Halliday, Henderson, Jones, Kitchen
Others: 9 residents
In attendance: M Lynch (Clerk) Ashley France (France & Batty).
Public Session:
A resident commented on the council's communication policy and due diligence process. The chair asked that if there are any questions these should be put in writing.

A resident asked about ownership of BPC's website domain. Chair asked him to send his query in writing.

A resident asked if we would be discussing NALC response to grant decisions and appealing against its advice regarding allotment hedging. Chair responded that it would be discussed within the agenda.

A resident asked if Council was applying due diligence to its own spend of option agreement monies and if the risks of the Council competing and running the pavilion were higher than if it had been leased. Chair responded that the Council has set up a very robust process for managing grants, including seeking NALC advice on grants eligibility and spend of option monies. She also replied that she did not consider that the council running the pavilion created a greater risk.

A resident asked several questions:
(i)If a grant had been awarded to the village hall and stated that if so he objects - the Chair confirmed that a grant had been awarded and that all residents were given the opportunity to comment on grant applications at the event held in the village hall earlier in the year, at which the village hall's application had received support, and on numerous occasions residents had been asked via the parish magazine to let us know their views.

(ii) He said the flat roof of the VH had been repaired in 2001 so why was it being repaired again? The Chair responded that the question cannot be answered by the council and that he should address such questions to the village hall committee.

(iii) He said he had been told that the Parish Council had vetoed local tradespeople being employed on the construction of the Pavilion and if so why the council is employing a local alarm company? Chair responded that the Council definitely has no such policy and therefore he had been misinformed . Clerk added that the alarm company is that one that had been used by the BSLA.

(iv)He wanted to know why the Council is not installing a toilet and running water in the Senior Citizens' Shelter. Chair responded that this is being considered but that the Council had first sought a structural survey of the building to ensure that apparent problems (cracks etc) are not serious.

(v) Also about a resident’s withdrawal of an offer of sponsorship. Chair responded that this would be discussed under correspondence.

A resident asked if the Council would press the Community Fund to deal with the applications which had been submitted. He also commented about the lack of information provided by the Community Fund. The Chair responded that it is not for the Council to try to influence the Community Fund and advised him to write to the Community Fund. She also commented that she agree that the Community Fund should give out more information on its process, decisions and accounts and had made this point to it on the one occasion that she had attended a meeting. Also other residents had expressed similar concerns recently. The Clerk advised that the CF had been given a list of PC grants. Steve Cooper commented that some information is published in the parish magazine.

A resident asked Cllr Dickson what had been meant by use of the term ‘club’ at the previous meeting. Cllr Dickson responded that he did not recall this.

1. Apologies for absence – Cllr Mackie

2. Disclosure of disclosable pecuniary interests or declaration of any other significant interests which may be in the public interest: Items 16 Cllrs Dalton, Halliday & Innocent; item 17 Cllrs Halliday & Innocent

3.. Police matters. No report received

It was **Resolved** to take item 13 next. Moved Cllr Whitbread seconded Cllr Dalton

13. To consider progress & next steps on the Pavilion Action Plan. Ashley France (AF) the surveyor appointed to carry out the condition survey on the Pavilion advised the meeting that generally speaking the building was in good condition. He had contacted the QS, main and 2 sub contractors who had been responsible for the build. Whilst contact had been established with the electrical& plumbing & heating contractors, it had not been possible to contact either the QS or the main contractor. As a result it had not been possible to obtain any warranties or test certificates. If that remained the case then he would contact RICS. In addition to the condition survey he advised the PC to commission a CCTV survey of the drainage system at a cost of £425 plus VAT, and acceptance of a quote of £200 from the plumbing & heating contractor to carry out a full testing of the water & heating system, Gas recertification would be required. With regard to the electrics that was still to be certificated. A quote was awaited. A major concern was that the internal doors do not appear to be fire doors. Cllrs were concerned that costs could be incurred unnecessarily and work possibly duplicated because of the refusal of the BSLA to hand over documentation. It was therefore **Resolved** that: (i) AF would contact the QS once more and in parallel the Clerk would write to the Chair of the BSLA in order to obtain the information. But if not received by Weds 9 July then the plumbing & heating contractor should be instructed to carry out the testing of the gas & heating system; (ii) approve the CCTV survey of the drainage system. Moved: Cllr Whitbread seconded Cllr Innocent. AF was thanked for attending the meeting.

Next steps regarding the pavilion were discussed and the following were **Resolved**. Moved Cllr Whitbread, seconded Cllr Innocent:

1. Endorse retention of the approved scheme for the pavilion and external works with only minor variations as recommended by the external works working group (retain site boundary but with recessed entrance/have porous car park surface/simpler soft landscaping/have secure bin and equipment store at rear/retain existing gate for mowing the field. Also to give authority to John Tritschler to act on its behalf (on a pro bono basis) in finalising and submitting details of the minor variations to Leeds City Council as discharge of conditions (LCC fee £97 but 50% discount for PCs)

2. Authorise John Tritschler (on a pro bono basis) to submit a formal application to LCC to vary planning condition 7 to allow use of the pavilion by Bramham Football Club prior to the car park being completed (LCC fee £195 but with 50% discount for PCs).

3. Agree to appoint a QS to prepare the schedule, obtain quotes for the works (4 to ensure we get the required 3) and project manage the works. Appointment of the QS to be delegated to the clerk in consultation with the Chair and Vice Chair. QS to agree the choice of contractors for the works with clerk in consultation with the External Works working group.

4. Approve expenditure of up to £58k to cover the cost of all fees and work required to complete the Pavilion. The Clerk to have delegated authority (following consultation with the Chair & vice Chair) to approve expenditure.

5. Request the BSLA Directors to provide copies of contract documents and drawings. Also copies of any warranties, test certificates etc so as to avoid unnecessary duplication of works and additional costs. Also request reimbursement of the bailiff costs incurred - £560. However the request for reimbursement to be deferred pending proposed meeting with Nick Lane Fox.

6. Approve attendance by the Chair, vice chair and clerk at a meeting with Nick Lane Fox and Alan Jones (as requested by Nick Lane Fox) to 'tie up loose ends'. Nick Lane Fox to be advised of BPC's 'loose ends' and requested to advise any BSLA 'loose ends', prior to the meeting. Cllr Jones also asked to attend. A list of PC 'loose ends' to be sent with a request that the BSLA send their lost to the PC before the meeting.

It was **Resolved** that item 11 be taken next; Moved Cllr Whitbread seconded Cllr Jones

11. To consider the naming of residents or otherwise in Council minutes. Because of inconsistency in Council minutes of the naming or otherwise of residents in the minutes, Cllr Whitbread thought that the best way to resolve the issue was to agree a future policy. During the discussion SOs were suspended, moved Cllr Dickson seconded Cllr Henderson. Mr Paul Topping thought it essential that residents whether they spoke at Council meetings or wrote to the Council should be named. **SO's resumed** It was **Resolved** that: Residents who spoke during the 20 min public session shall not be named; residents who correspond with the council shall be named; residents who request suspension of SO's and address the Council shall be named; moved Cllr Henderson seconded Cllr Whitbread. SO's suspended moved Cllr Jones seconded Cllr Dickson. Mr Steve Cooper asked if the resident who had made a complaint about an issue which he thought had nothing to do with the PC would have been named if the new policy had been in place at that time. He was advised that would have been the case. SO's resumed.
4. Minutes of the meeting held 4 June 2014 accepted as a true record subject to the following amendments : Public Session - the name of the resident to be amended to 'Resident'; item 5 minutes of the meeting held 7 May, remove Sgt replace with PCSO Nottingham; item 15 resident to be amended to read Mrs Lin Tritschler; item 8: remove the names of the residents quoted (BSLA) & replace with '2 residents'
5. Minutes of the EM held 17 June 2014 approved as a true record
6. Clerk's report it was agreed that the Clerk should write to Ward Cllrs requesting that the S106 monies from the former wood yard site be allocated to the Children's Play Area. The Clerk's request to attend an YLCA training course on 22 July was approved.
7. Other correspondence received (i) Reply to Moira Pool in response to her complaint at being named under item 8 of the 4 June 2014 minutes approved subject to the insertion of the resolution re the naming or otherwise of residents in council minutes; (ii) Reply to Alan Jones re his complaint which had not been resolved under stage 3 of the PC 's complaints procedure approved; (iii) Reply to Alan Jones concerning his further complaint about being named in Council minutes, an alleged breach of the code of Conduct by a Cllr and a referral to the Council's external auditors approved; (iv) Reply to Stuart Moore regarding Cllrs declaration of interests in Headley Hall development approved; (v) Reply to David Aarons regarding his withdrawal of the offer of sponsorship for the Children's play area to be amended to include an invitation to meet with the Chair; (vi) Reply to LCC re the release of the S106 monies from Bramham Lodge to the BSLA approved subject the agreed amendments; (vii) Correspondence from Alan Jones re the PC 's website acknowledged - full reply to follow when the issues raised had been considered; Request from Bramham Football Club to use the playing field for training on Tuesday evening approved. BFC to be advised of the agreed conditions. Moved Cllr Whitbread seconded Cllr Henderson.
8. Planning Matters: Approval noted: 14/02154FU Outdoor Manage off Windmill Rd(ii) Tree work no objection to proposed work 1 Tenterhill Bramham.
9. Update on the neighbourhood plan. Following the resignation of Keith Innocent, John Lynch had taken over as Chair of the NPG. It was noted that a full report would be presented to the Sept Council meeting
10. Play area matters. It was Resolved that the PC should maintain its objective of doing a complete refurbishment of the Play Area and that Cllr Halliday should obtain information about the fees of a possible bid writer and also obtain references for work carried out on behalf of other authorities. Moved Cllr Innocent seconded Cllr Dalton
11. Taken after item 13 above.
12. Leeds Festival. Cllr Henderson advised that 499 resident's tickets had been sold and that 23 people were on the waiting list. The Clerk confirmed that she had banked the Community Fund cheque for the residents' contribution towards the cost of the bus.
13. Taken after item 3 above.
14. Use if the Playing Field by Five Stars Sports; It was **Resolved** that the request to use the playing field for football coaching for 3 – 11 year old on a Saturday morning with a weekly hire charge of £10 be agreed. The clerk to advise the conditions in relation to the use of the field and that the weekly charge may be reviewed once the Pavilion is completed. Moved: Cllr Innocent, seconded Cllr Dalton
15. Bus Shelter matters. It was **Resolved** that the proposal from METRO that PC owned bus shelters be transferred to Metro ownership be accepted. It was noted that the transfer was subject to the approval of the Metro board. Moved Cllr Henderson, seconded Cllr Halliday
16. NALC advice in respect of grant applications. It was resolved that the Clerk should draft a further appeal to NALC in respect of the refusal to approve grants from the sale of land monies to the Folly Lane Allotments & the PC owned Tenter Hill allotments. Moved Cllr Whitbread seconded Cllr Henderson. SO suspended moved Cllr Whitbread seconded Cllr Halliday. Mrs Pam Corrigan from the Folly Lane Allotment Association speaking in support of the appeal advised that although the allotments owned by Bramham Park tenants were responsible for the repair & maintenance of the fencing & hedging. SO's resumed
17. Tenter Hill Allotment Association – the clerk advised that she had obtained a revised quote for the fencing of approx £15k; LCC had confirmed that PP would be required; LCC Highways had agreed to cut

back the hedging at the junction of Meadow Lane and Thorner Road. Cllr Jones advised that the container for which he had obtained a quote was too large for the allotment gateway; a quote for a smaller one would be obtained. The project was deferred pending the outcome of the appeal to NALC.
18. Structural report on the Senior Citizen's Shelter. Cllr Innocent agreed to bring a proposal regarding maintenance work to the September meeting. It was **Resolved** that: the invoice of £330 be approved. Moved Cllr Whitbread seconded Cllr Innocent.
19. Financial Matters (i) Retrospective approval of an additional premium of £95.14 in respect of increased Fidelity cover approved
(ii) The monthly bank reconciliation statement for June 2014 was noted.
(iii) The following accounts were approved for payment

McGregor Lang	101734	£330.00
PCC West Yorks	101732	52.18
ESS Security Ltd	101733	15.00
Hlw Keeble Hawson	101731	560.00
Bramham in Bloom	101730	121.52
Bramham Village Hall	101729	68.00
YLCA	101728	135.00
S Zimmerman	101727	60.00
F Wood	101726	75.56
S Blanchard	101725	26.56
A Ford	101724	75.56
M Lynch	101723	319.27
Post Office Ltd (HMRC)	101721	394.80

Moved Cllr Whitbread seconded Cllr Henderson

20. Minor matters.

- Cllrs thanked Cllr Innocent for organising an excellent village gala
- Cllrs acknowledged the work of Lin Trischler & the NSPCC committee on a wonderful weekend of Grand Depart celebrations
- The Chair thanked Frank Wood & Artie Ford for clearing the weeds around the Pavilion
- The Chair confirmed that contributions to the Annual Report had been invited
- Cllr Innocent suggested that A Community Safety report be added as a standard item to future agendas

21 Date time & venue of the next meeting : Wed 3 September 7.30pm Senior Citizens Centre