Bramham Parish Council

Minutes of the meeting held Wednesday 04 June l 2014

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

Others: 12 residents

In attendance: M Lynch (Clerk) Mark Brennan, Simon Leonard & Chris Jarvis (all National Grid) and the PCSO Stephen Wales

National Grid Presentation. The National grid representatives provided an update on the upgrading of the Ferrybridge Ring which was due for completion on 2015. It was confirmed that the new towers are no closer to the village than the previous ones and that a blanket closure was in place on Headley Lane because LCC would not accept multiple closures. However, they agreed to look at a system which would make it much clearer to residents when access was permitted. Residents asked if the access from Toulston Lane to New York Farm could be reviewed as it is a popular circular walk during the summer. Warren Lane will be subject to closure between July & Oct 2015 advance notice will be given. Mark confirmed that grant assistance is available for community/educational projects. He agreed to send the details to the Clerk to the PC. He advised that the presence of cables/pylons on the Headley Hall development land would not prevent development. The landscape affected by the current work will be made good and a new planting scheme is proposed. It was agreed that it would be helpful if National Grid were to provide updates for the Parish Magazine directly rather than being summarised in the Parish Council updates. The Clerk was asked to contact Gill Young to see if this would be acceptable & to provide National Grid with contact details. Cllr Mackie suggested using the village twitter account as a means of getting information to residents. Cllr Whitbread on behalf of the PC thanked the representatives for their time & presentation & looked forward to receiving information about the grants available.

Public Session: A resident asked whether in view of the demise of Social Square the PC would be looking for another website provider. Cllr Mackie said she was not aware of that but would check with the company immediately.

1. Apologies for absence – None
2. Declaration of Acceptance of Office .Cllr Whitbread welcomed Cllrs Dalton, Dickson & Kitchen to their first meeting and all 3 signed the declaration of acceptance of office
3. Disclosure of disclosable pecuniary interests or declaration of any other significant interests which may be in the public interest: Item 18 Cllr Dalton - Village Hall & Drama Group; item 21 CAG - Cllr Innocent.

Cllr Mackie joined the meeting

4. Police matters. PCSO Wales was pleased to report that there had been only 1 crime in May - the burning of the bottle bank. However Cllr Mackie asked why the theft of manhole covers from Paradise Way had not been included? She understood that a resident had reported the theft to both the police & LCC. PCSO Wales was unaware of the theft but agreed to follow it up. PCSO asked if he could hold a Neighbourhood Awareness meeting in the Senior Citizen's Centre on 25 June. Cllrs had no objection and he was asked to contact the Clerk regarding the arrangements.

5. Minutes of the meeting held 07 May 2014. Cllr Dickson asked that police representative be amended to PCSO Geoff Nottingham. He also queried whether under item 8 iii(Clerk's report) it was correct to say that Chair & vice Chair may be invited to take part in the Community Fund grant decision meeting when under the Constitution of the Community Fund they would be invited? Cllr Whitbread & Innocent they were unaware that the CF had a constitution & that they had never been offered a copy. Therefore they thought the minute was correct. The Clerk advised that item 17, Pavilion Insurance the correct figure should have been £267.90 Subject to the amendments the

minutes were accepted as a true record. were approved as a true record. Moved Cllr Whitbread seconded Cllr Innocent

6. Election of Council representatives: Allotments: Cllr Dalton; Finance: Cllr Dickson; Leeds Festival & Planning Cllr Kitchen; Playground inspections: Cllrs Mackie & Whitbread agreed to join the rota on standby basis.

7. Clerk's report: Correspondence sent: LCC had confirmed that there were no planning enforcement issues regarding the land use at Meadow Lane adjacent to the allotments; Pavilion insurance paid; 137 grants to the Monday Club, All Saints Parish Church & CAG; List of recommended grants to TYLCA Sent for verification; Correspondence received (i) YLCA training programme: Cllrs Dickson & Kitchen asked to attend the session on 1 July at the Bridge at Walshford,(ii) Tom Riordan Chief Exec of LCC – version 2 of draft reply advising that his letter of 6 May to the Chair had been superseded by the correspondence from Nick Lane Fox (Chairman of the BSLA) advising that the BSLA was prepared to hand over the keys to the Pavilion by 30 May but that in the event a bailiff had had to be instructed was approved. (iii) Paul Marshall had asked whether the PC had made a decision on the Folly Lane grant applications: he had been advised that the hard standing had been declined but the hedging & fencing had been referred to the YLCA for verification; (iv) The Clerk advised that Alan Jones had been offered 5pm , 5 June for re - inspection of the accounts and Cllrs approved the draft reply to the other points raised in his email of 1 June; (v) Charles Mosley: draft reply advising that option monies could not be used to tree line the AI between Bramham & Clifford approved; (vi) Diane Hare (Clifford & Bramham Scouts) had written inviting closer working between the Scouts & the PC. Cllr Innocent advised that he had already contacted Ms Hare & suggested they might get involved with the Gala but had not received rely, Cllr Kitchen offered to attend the Scouts AGM 9 June. The Clerk was asked to contact Ms Hare.

8 Other correspondence received Cllrs noted the exchange of correspondence between Mrs Barnet & 2 residents regarding the BSLA's demands for a 99 yr lease of the Playing Field. Cllr Whitbread commented that there were a number of misleading points in the BSLA letter but Cllrs agreed that in view of events no further comments would be made. .

9. Planning Matters: **Approvals**: 13/01248/FU Former Wood Yard site. Cllr Innocent confirmed that approval had been granted for 14 houses and that there appeared to be very little change to the previous application other than more stone was to be used & the beck buffer appeared to be higher. Cllr Dickson suggested contacting LCC to make sure that the S106 monies come to the village & not used elsewhere in the Wetherby Ward. Clerk to contact LCC. 14/01517/FU & 14/01518/LI Addition of Glasshouse to lodge Bowcliffe Hall; 13/01899FU/Bowcliffe Hall LS23 6LP noted; 14/01770/fu The Cottage Low Way; 14/01378/FU Satellite Dish Bramham Lodge LS23 6GY: noted. **Late applications**: Glass extension 3 Bramham Lodge (Cllr Mackie declared an interest in these last 2 items); 3 Walker Buildings; Old Malt Kiln Cottage – removal of part of garden wall. No objections to these applications. **Applications Tree Work**: 14/02763/TR Land adjacent to Ulfrs Bank LS 23 6QZ – no objections.

10. Actions required to complete the Pavilion: The Chair informed the meeting that the PC had taken possession of the Pavilion on Monday 2 June. Unfortunately a certificated bailiff had been required because although the Chair of the BSLA had intimated in an email of 8 May that they were prepared to hand over the keys to the Pavilion they had not done so. This was despite two reminders being sent – the last from the PC's solicitor. The cost of the bailiff was still to be confirmed. The Pavilion was in good order – no sign of the damp, mould or warping of woodwork which the PC had been led to believe was causing deterioration of the building – didn't even smell fusty.. The clerk confirmed that the notice had been prepared by the PC's solicitor & posted by the bailiff - not by the PC.

10.1 Confirm to funders that the BPC has taken possession. The BSLA had received grants from Granstcape, Green Leeds, BIFFA as well as the S106 monies from the Bramham Lodge development. Grantscape had written asking the PC to enter into a new funding agreement in respect of £30k grant which had been awarded & paid to the BSLA. At that point the agreement between Grantscape and the BSLA would be declared defunct. Green Leeds had indicated that if the problems with the lease could be resolved then it was unlikely that their grant would have to be repaid. The Clerk advised the Council that it should not agree to enter into any funding agreement with any funders. Grantscape's letter of 28 May made it clear that the agreement was between the BSLA & Grantscape only and because BPC was not a signatory then the contractual liability lies between the BSLA and Granstacpe only. That is the position with the other funders and it would be for individual funders to decide whether to pursue the BSLA for repayment of the grants paid. However, in practice funders find it difficult to recover grants and BPC by completing the Pavilion funders will receive the outcome they were hoping to achieve. Therefore it was unlikely that they would pursue the BSLA. Other reasons for caution regarding signing funding agreements were:

- BPC had not received the grant monies
- Funders had let these agreements drift for nearly 2 years and have relied on monitoring reports from the BSLA as to the reason for non completion. Funders appeared not to be aware of the full position on the lease
- There appeared to be an inconsistency in tender prices. Whist there could be a valid reason for this BPC understood the tender value in May 20011 to be £281k whereas funders appear to have been advised £238k also that funding was in place to complete the Pavilion at that price – as per LCC's S106 report dated March 2012. If BPC were to consider entering into a funding agreement then it should only do so if confident about the figures on which the original agreement was based. Cllrs should be aware that in Feb 2012 the secretary of the BSLA had written to Ward Cllrs confirming that completion had always been predicated on the receipt of the option monies & that these funds were needed urgently.
- Whilst these were matters for funders they strengthened BPC's position regarding any demands these funders might make in terms of expecting the PC to take on any liability or obligations.

It was therefore **Resolved** that: Grantscape and other funders should be advised that BPC would not enter into any funding agreement in respect of grants paid to the BSLA and that the only undertaking which BPC was prepared to give was to complete & open the Pavilion as soon as possible. The Clerk was asked to make it known that funds are available for that purpose. Moved Cllr Whitbread seconded: Cllr Henderson

10(b) Planning. The Chair advised that she had had an informal meeting with Martin Ramsden who had acted as QS on the Pavilion build. He had confirmed that the Building Regs Certificate had not been issued because of the absence of a footway between the gate & the main door. Whilst it was hoped that an open viewing could be held that would be subject to advice from Building Control & also clarification of any insurance implications. The Clerk was asked to contact LCC Planning to arrange a meeting to discuss outstanding planning conditions.

(10c) QS & project management arrangements. It was agreed that before any decision was taken about the need for or the appointment of a QS/ project manager, the clerk should ask Martin Ramsden to clarify whether the fee he received was to see the Pavilion completed

10(d) Establish costs, timescale etc. The BSLA had advised that £80k was required to complete the Pavilion. MR whist confirming that he had supplied that estimate it was based on the worst case scenario and was at the request of the BSLA. Actual costs required were likely to be much less. In his view once contracts are let work could be completed in 4 weeks. Subject to reply from MR to (10c) above PC would consider holding an EM to discuss costs & project mgt arrangements further

10(e) Weed clearance: a budget of £200 was agreed moved Cllr Whitbread seconded: Cllr Innocent

10(f) Communications It was agreed that a leaflet drop should be deferred until the costs of & timescale for completion were know. However the PC should attend the Gala so as to answer questions from residents. Cllr Jones queried the lack of notice given and claimed that he had evidence that the notice posted was incorrect. However he didn't have the evidence with him. and agreed to bring the evidence to the next PC meeting.

11. Report on the legal fees incurred on the drafting of the Playing Field Lease: The Chair introduced the report by saying that she & the Clerk had produced the report for the benefit of new Councillors and to counter the inaccurate rumours which appeared to be circulating about the fees expenditure. The PC had incurred expenditure of £1842 (inc VAT) only and it was completely untrue that any, never mind all of the option monies had been spent on fees. She asked all Councillors if they accepted that position. There was no dissent.

12. Neighbourhood Plan**.** Cllr Innocent advised that he had stood down as Chair of the group. He had just been made aware that the University have appointed planning consultants to work on the Headley application. This suggested that this application might progress more quickly than previously thought. Cllr Dickson suggested contacted Humphrey Smith who he thought would be opposed to the Headley development. Cllr Innocent advised that he had done that previously as well as Tadcaster Town Council. Neither had been interested in Headley. Cllr Mackie commented that the National Grid work gave an indication of the impact of 3000 homes would have on Bramham. They would be very visible. Cllrs remain concerned that residents have so far shown very little interest in the Headley proposals and they would like to know whether residents support the application. Cllr Whitbread thanked Cllr Innocent for his contribution to the NPG

13. Play area refurbishment and other play area matters. Cllr Whitbread advised the meeting that the grant application to Grantscape had been unsuccessful.This was probably due to the size if the PC's reserves. The PC has proposed in principle to use £50k of the option monies towards the cost of the refurbishment. Cllrs would need to decide whether to increase the contribution to £100k or stick with £50k and carry out a partial refurbishment. Cllr Henderson advised that a partial refurbishment was probably impracticable and that it might be worth deferring a decision on the budget until the budget for completion of the Pavilion was known. Cllrs discussed whether it might be possible to allocate the S106 monies from the former Wood Yard site to the scheme. It was agreed that the matter should be discussed at the July meeting. With regard to David Aaron's offer to sponsor the maintenance of the Play Area, the Clerk was asked to write to him asking if he would consider a year's agreement in the first instance. By the end of that period it would be clear as to whether a new play area was underway or whether the existing equipment would still require maintenance.

14. Leeds Festival. Cllr Henderson confirmed that the residents who had applied on time & who were eligible had been allocated a ticket. There is a waiting list & full price tickets are still available. To comply with the DPA, application forms would be destroyed. Cllr Kitchen commented that Cllr Henderson by going out of her way to be helpful to residents was creating a lot of work. However she & Cllr Mackie considered that was one of the reasons they had stood for the Council. Following a discussion about the costs incurred by the PC in administering the ticket sales it was agreed that the PC should submit an application to the CF for a grant to cover those costs. If the CF refused to meet these costs then the PC might have to consider relinquishing responsibility for ticket sales.

15. The governance of the Community Fund. The Chair reminded Cllrs that this followed correspondence at the May meeting when a resident had asked a number of questions about the governance of the community fund**. SO suspended:** moved Cllr Whitbread seconded Cllr Halliday: Mrs Lin Trischler commented that the secrecy surrounding Bramham Community Fund was the main concern. Bramham is the only village which is not completely open in terms of committee membership, publication of minutes and grant decisions. Following discussion i**t was Resolved that**: the Clerk should request a meeting with Melvin Benn & Nick Lane Fox to discuss these concerns. Moved: Cllr Halliday seconded: Cllr Whitbread. **SO's resumed**

16. Annual Report: It was **Resolved that**: expenditure of up to £1k be approved to meet the costs of the Annual Report moved: Cllr Whitbread seconded: Cllr Henderson

17. YLCA Service Level Agreement – noted

18. YLCA's verification of the PC's grant recommendations: It was noted that the YLCA/NALC had confirmed grants to the Village Hall/Cosy Cottage; Drama Group: PA /Loop system;and Bramham in Bloom,. But had refused: Folly Lane Allotment Hedging/fencing;

CAG Christmas Lights and installation of electrical wiring. However the Clerk had asked for these applications to be reconsidered. The Clerk advised that the approved grants were still subject to the receipt of any outstanding documentation. With regard to the Bramham in Bloom application Cllrs **Resolved** to approve the grant on the basis of the single quote received. The total sum was less than £1k. Moved: Cllr Jones seconded Cllr Henderson. The Tenter Hill allotment association application was deferred to the July mee9ing.
19 Installation of seating in the village bus shelters. Deferred
20. YLCA training programme: Discussed under clerk's report.
21. Financial Matters (i). It was **Resolved** to (a) approve the Investment Policy(b) Close the existing savings account with the Skipton and to transfer the reserves to a new Skipton account paying 1% (c) transfer the balance in the HSBC Money Maker Account to a 2nd Skipton account paying 1% - this a short term measure to increase the return whilst the finance committee consider other investment options with hopefully better returns (d) the signatories on these accounts to be Cllrs Innocent & Mackie (existing) and Cllrs Jones & Whitbread (to replace Cllrs Rhodes & Blanchard) Moved Cllr Whitbread seconded Cllr Henderson
(ii) The monthly bank reconciliation statement for May l 2014 was accepted
(iii) Retrospective approval of £20 for the purchase of plants for the Senior Citizen's Centre agreed.
(vi) The following accounts were approved for payment:

Clerk's remuneration	101716	252.18
Clerks Expenses	101716	64.94
Caretaker remuneration	101717	147.29
Cleaner remuneration	101713	27.29
Gardener remuneration	101714	147.29
Gardener's expenses	101714	15.00
YLCA (Play area seminar Cllr Halliday)	101712	25.00
Mrs Pam Harrison (internal audit)	101711	67.40
Bramham Community Action Group	101718	20.00

22 Minor matters

- The Chair thanked Cllr Innocent for CAG's Open Gardens Day and also commented how good the Jubilee Garden was looking. She also thanked Frank Wood & Artie Ford for the refurbishment of the village benches
- The Chair was aware that a junior football club wished to use the playing field. The Clerk advised that they should apply in writing to the PC so that the necessary checks re insurance can be made. The Chair agreed to contact Mick Wright.
- Cllr Innocent advised that the reinstatement of the village sign was delayed because he was waiting for the dimensions of the Perspex cover which needed replacing
- Cllr Innocent said a speed awareness event had been held close to the school one morning between 8.30 & 9am. All vehicles had registered 27mph. Thiess results would not help the PC with its efforts to get a 20mph zone. Another session is planned this time with the involvement of the school.
  SO's suspended; Moved Cllr Innocent, seconded Cllr Whitbread
- Paul Froggatt reported that he had attended his first Community Safety meeting. He had expected more involvement from the Police at the Crime Panel meeting but they appeared to attend in an administrative capacity only. The Community Safety group would be attending local galas - including Bramham. Cllrs thanked Mr Froggatt for his involvement.
  SO's resumed
- Cllr Dickson asked if the PC would consider sponsoring the beds in the Senior Citizen's Garden and ask Bramham in Bloom to plant up.
- Cllr Dickson raised concerns about the steps from the Village Hall Car Park. Cllr Dalton replied that the planting had been cut back to make the steps more visible.

However Cllr Dickson said that because the problem is really at night he wondered whether lighting could be installed?

- The Clerk has obtained a quote for the installation of seating in the bus shelters. However she had contacted Metro to try & clarify whether all shelters had been transferred to metro in 2005.
- Cllr Henderson recommended the purchase of a BT Broadband accelerator available at 69p. She had installed one & download speed had increased from 1.6 to 3.4. Cllr Mackie was interested in purchasing a few & testing the results.

23. Date and time of next meeting **7. 30 pm** Wednesday **2 July 2014 Senior Citizens Centre.**