

Bramham Parish Council

Minutes of the meeting held Wednesday 07 May 2014

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

Others: 7 residents

In attendance: M Lynch (Clerk) and the Police representative.

It was agreed that Police matters be taken before the public session: moved Cllr Whitbread seconded Cllr Henderson. Sgt Geoff Nottingham reported that during April there had been 2 unsuccessful burglary attempts on the telecommunication equipment Meadow Lane. Also one unsuccessful burglary attempt on a property in Bramham The burglary had failed because Europrofile Locks had been fitted to the property. 3 males had been arrested. Residents are encouraged to have TS007 standard locks fitted. They can be fitted to existing PVC doors. Cllr Mackie advised that she had reported the theft of a number of manhole covers from Paradise Way. Theft had probably occurred over Sun/Mon am. The police rep also reported that the theft of diesel from depots is also on the increase. Finally Cllr Whitbread advised that she had reported the burning out of the bottle bank to LCC.

Public Session: None

1. Election of Chair: elected Cllr Whitbread. Moved Cllr Henderson, seconded Cllr Halliday. Cllr Whitbread signed the Acceptance of office .

2. Apologies for absence – None

3. Disclosure of disclosable pecuniary interests or declaration of any other significant interests which may be in the public interest: Item 16 CAG - Cllr Innocent and Drama Group - Cllr Halliday.

4. Exclusion of the press and public. It was **Resolved** not to exclude the press and public from item 21 (vi) because employee salaries were already in the public domain. Moved Cllr Whitbread, seconded Cllr Innocent.

5. Police matters. Taken before the Public Session

6 Minutes of the meeting held 9 April 2014 were approved as a true record. Moved Cllr Whitbread seconded Cllr Innocent

7. Election of the vice Chairman and Council representatives:

Elected: Vice Chair Cllr Innocent moved: Cllr Henderson Seconded Cllr Mackie

Employment: Chair, vice Chair and Cllr Henderson

Finance: Cllrs Halliday and Henderson + 1 TBC

Cheque signatories: Cllrs Jones, Innocent, Mackie & Whitbread

Leeds Festival: Cllrs Halliday, Henderson and Jones

Planning: Cllrs Innocent & Jones + 1 TBC

Allotments: Cllrs Henderson & Jones + 1TBC

Archives: Chair & Clerk

Senior Citizen's Centre: Chair & vice Chair

Community Fund Chair & vice Chair

Communication: Cllrs Mackie & Whitbread

Community Action Group: Cllr Innocent

CPRE: Cllr Innocent

Environment Group: Cllr Innocent

Harewood & Wetherby Forum Cllr Whitbread

School liaison Cllr Whitbread

Play area inspections: Cllrs Innocent and Henderson + 3 residents

Village Hall: Cllrs Halliday & Henderson

YLCA Cllr Whitbread

Grants: Cllrs Whitbread, Halliday. Henderson & Mackie

Representatives agreed as above. Moved: Cllr Whitbread, seconded Cllr Henderson.

8. Clerks Report. (i) Clerk advised that LCC have now confirmed that a white line by the dropped kerb in front of the village shop will be installed shortly. She added that LCC had advised that parking & blocking a dropped kerb could result in a fixed penalty notice – same as parking on double yellow lines. (ii) National Grid has confirmed that they will attend the next PC meeting 4 June. (iii) Correspondence from Alan Jones querying budget headings & return on investments – draft reply approved. (iii) A resident Pete Dunn had written to the PC asking for information on the Community Fund's governance, publication of minutes and suggesting that the PC & Community Fund should work together on the awarding of grants. The draft reply advising him that the PC has no role in the CF (other than the Chair or vice Chair may be invited to take part in grant decision meeting) & that he should direct his questions to either Nick Lane Fox or Colin Pool. Mr Dunn was also advised that neither Nick Lane Fox nor Colin Pool had responded to the PC's suggestion that there should be liaison regarding applications for grants from the option monies and the Community Fund. Cllr Mackie commented that this was not the first time that residents had expressed concern about the lack of openness about the CF. She suggested that the PC should write to Festival Republic & Nick Lane Fox requesting another discussion as to how that might be achieved. The Chair agreed but suggested that the matter be an agenda item at the June meeting. (iv) The PC declined an invitation to join Kevin Coggan's village face book page. Whilst Cllrs were free to join as individuals, because of the lack of control over social media it was not considered appropriate for the PC to participate

9. Other correspondence received. Moira Pool had written asking that the PC publish a report on the due diligence of the BSLA's business plan for the Pavilion. Following discussion Cllrs came to the conclusion that the process was well documented in correspondence, minutes of meetings (including PC meetings) and PC statements. The PC noted that the letter made no reference to the November 2012 statement by the BSLA on the PC's approach 'It is very refreshing to receive a clear picture of the assessment criteria and progress towards achievement. It is with relief that we read that the BPC deems that there is 70% completion with 3 outstanding questions to be answered. It was therefore **RESOLVED** not to produce a report. Moved Cllr Whitbread, seconded Cllr Innocent.

10. Planning Matters: **Applications:** 14/01378/41 LB - no objections; 14/02154/FU

Outdoor Ménage Windmill Rd – no objections; **Approvals: Noted: Tree Orders:** Ref: 14/01439/TR the Gables Folly Lane; 14/01516/TR Beech Court Alms House Hill;

Properties: 14/00440/FU Wothersome Grange; 14/00800/FU 5 Crag Gardens.

Cllr Innocent advised that planning permission was about to be granted on the former wood yard site. It was disappointing that LCC appeared to have ignored the PC's to representations on the scale & size of the properties, the lack of affordable housing in the scheme and also the disregard of concern about the impact on the beck. The PC had not been consulted about the S106 agreement and it appeared that the contribution to green space had been agreed with Ward Cllrs only. The PC would have liked to discuss the potential to secure monies to improve the Senior Citizen's Centre.

11. Pavilion, It was **RESOLVED that** : if by May 30 the BSLA has not issued proceedings against the Parish Council under Part 11 of the Landlord & Tenant's Act 1954, the PC would instruct its solicitor to appoint a bailiff to take possession of the Pavilion so that the PC could complete and open the Pavilion. It was agreed that as a contingency £1000 be set aside to meet that cost should it be needed. Moved Cllr Whitbread, seconded Cllr Henderson. Cllr Mackie asked that the instruction to the solicitor should also include a request for assistance in drafting a communication to residents. She also suggested writing to Nick Lane Fox inviting him to hand over the keys thereby sparing residents the cost of a bailiff. Cllr Innocent supported that proposal. The Chair commented that it would be more appropriate for the PC's solicitor to write. The Clerk confirmed that the letter would be at no cost to the PC. **SO suspended** moved Cllr Innocent, seconded Cllr Whitbread. A resident commented that it was unfortunate that residents had been led to believe that the PC had incurred unreasonable legal costs on the lease when in fact most of the work had been done by a

resident on a 'pro bono' basis. He asked that any communication from the PC should emphasise that point. **SOs resumed.** Cllr Innocent moved that because item 17 was relevant to the Pavilion that it should be taken now. Seconded Cllr Whitbread

17. Pavilion insurance. It was **RESOLVED** that option 2 of the 2 quotes from AVIVA be accepted. The premium would be £267.90 for the period 30 May – 1 October 2014 & £795 for the full year 1 Oct – 30 Sept 2015. Moved Cllr Henderson seconded Cllr Innocent.

12. Neighbourhood Plan. Cllr Innocent advised that the proposed questionnaire was nearly finalised. LCC's core strategy has been delayed by at least another year. The NP group would like to recruit a representative of village young people. The only criteria are that the representative must be under 18 and willing to pull together a group of young people. Cllr Mackie suggested that an on line questionnaire might be a good way of encouraging a good response from younger residents. Cllr Innocent agreed that that option should be considered. He added that the group would like assistance with the questionnaire design and also scrutiny of the results. The NP group was considering applying for funding to help with the questionnaire.

13. Complaints Policy. It was **RESOLVED** to adopt the amended complaints policy and that the policy should be made available on the PC's website. Moved Cllr Henderson seconded Cllr Halliday

14. Play area matters and sponsored maintenance. Deferred until after item 16.

15. Leeds Festival. The Clerk advised that Geldards have confirmed the booking of the shuttle bus. It was agreed that the festival committee would meet Monday 12 May to process the ticket applications.

16. Grant Awards. It was **Resolved** to accept the recommendations of the Grant Committee as follows:

137 Grants : £240 – the Monday Club; £950 repair of boundary fence All Saints Parish Church; £1275 to the CAG as a contribution towards Gala expenses ;moved Cllr Whitbread, seconded Cllr Henderson.

Grants from the proceeds of the sale of land at Freely Lane :

Folly Lane Allotments Association: Approved : £1000 towards the cost of replacement hedging & fence posts; **Refused** £150 for a new planter and £4200 for the creation of a hard standing, moved Cllr Henderson seconded Cllr Whitbread;

Community Action Group: Approved £3780 for the cost of electricity supply for Christmas lights Front Street subject to alternative funding being found for the annual hire costs of Christmas motifs. ; and £2500 for the purchase of a new set of lights for the Village Christmas Tree; Moved Cllr Mackie seconded Cllr Halliday;

Bramham in Bloom – Approved: £700 for a bench Wetherby Rd and £500 for a new planter adjacent to All Saints Parish Church moved Cllr Whitbread, seconded Cllr Henderson;

Bramham Drama Group – Approved £5000 for the installation of a new PA and induction hearing system Bramham Village Hall; **Refused** Lighting £5000, Curtains £301, Spotlight £600. Moved Cllr Henderson seconded Cllr Whitbread;

Bramham Village Hall: Approved £58k with a contribution of £17,400 towards the replacement of the main hall roof and the balance towards the refurbishment of Cosy Cottage. Cllr Jones wished to place on record his support for the roof but not Cosy Cottage.

Refused: Improved access from the car park: £950; ceiling fans £500; under stage storage £20,000 Moved Cllr Mackie seconded Cllr Whitbread.

Tenterhill Allotment Assoc: Deferred £18952 pending discussions with the Allotment Assoc. Moved Cllr Whitbread seconded Cllr Henderson.

All grants subject to final verification by the YLCA and submission of any remaining paperwork.

Cllr Innocent had submitted a number of bids on behalf of CAG & he therefore abstained in full. Cllr Halliday as a member of the Drama Group Committee abstained from the vote on that application.

14. Play area matters Cllrs welcomed David Aarons offer of £1600 per annum towards the maintenance of the children's play area. However Cllr Henderson pointed out that should the PC 's application for grant funding towards the refurbishment of the play area be successful, and the full scheme go ahead, very little maintenance would be required certainly in the immediate future. It was therefore decided that should the grant be received, discussions would take place with Mr Aarons to see whether he would be prepared to sponsor the lights instead. Moved Cllr Henderson, seconded Cllr Whitbread.

17 Pavilion Insurance Taken after item 11.

18. Structural Survey of the Senior Citizen's Shelter It was **Resolved** to accept the quote of McGregor Lang Ltd in the sum of £275 plus VAT. Moved Cllr Whitbread seconded Cllr Henderson.

19. Replacement of the Village Square Planting Trough. It was **RESOLVED** to ask Bramham In Bloom to seek funding from the Community Fund. Moved Cllr Innocent seconded Cllr Henderson

20. Budget for the refurbishment of PC owned benches. It was **RESOLVED** to increase the budget from £300 to £400. Moved Cllr Innocent seconded Cllr Henderson

21. Financial Matters (i) The annual statements of accounts for 2013/14 were approved The Clerk advised the meeting that the internal audit had been completed on 30 April and although the written report was awaited , there were no issues which the auditor wished to bring to the Council's attention.

(ii) The annual governance statement for 2013/14 was approved.

(iii) A Chairs allowance of £100 for the financial year 14 /15 was approved

(iv) The monthly bank reconciliation statement for April 2014/15 was accepted

(v) Retrospective approval of £ 100.52 expenses incurred by Frank Wood in respect of the installation of the WW1 bench and materials for bench refurbishment agreed.

(vi) The following accounts were approved for payment:

Clerk's remuneration	101707	504.75
Clerks Expenses		4.19
Caretaker remuneration	101704	24.25
Cleaner remuneration	101706	24.25
Gardener remuneration	101705	24.25
Streetmaster (WW1 Bench)	101702	837.00
M Rhodes (Village Sign)	101703	120.00

(vi) It was Resolved to defer a review of the Clerk's salary pending the outcome of NJC pay negotiations but to pay the PC's other employees the living wage off £7.65 wef 1 May 2014. Moved Cllr Whitbread seconded: Cllr Henderson

22 Minor matters

- The clerk advised that there was renewed mole activity in the Children's Play Area – LCC had agreed to retreat the area at no additional cost
- 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.
- The Chair advised the meeting that Ian Watson had recently left the village. She invited Cllrs to join her in thanking him for his many years of service to the village both as Clerk to the Parish Council and more recently his work on the village archive. The Clerk was asked to write to Mr Watson.
- Cllr Whitbread confirmed that she had reported the burning out of the bottle bank. LCC had cleared the area very quickly but it was not known when a replacement would arrive.

23. Date and time of next meeting **7. pm Wednesday 4 June 2014 Supper Room Village Hall to include National Grid session**