

Bramham Parish Council Minutes of the meeting held Wednesday 10 December 2014

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

Others: 5 residents

In attendance: none

Public session:

- Thank you to Cllr Innocent for Christmas tree
- Cannot access the minutes on the parish website. Response: This is an issue we are aware of and appears to be when someone is using an old browser. To be raised with Simon Zimmerman.
- Community Fund – is the Parish Council going to work with the Community Fund (CF) to decide on the distribution of funds? Cllr Whitbread confirmed – CF has not invited Council to working jointly. Council have written to ask about the spend of the £50k option monies – no response from CF. The Chair and Vice will attend the CF meeting in March.
- Any transfers from reserves into current account? Chair to come back to resident to clarify.
- Any progress with the manhole covers – Cllr Mackie advised that LCC have advised they are putting it out to tender for a theft proof cover and they will be replaced as soon as tender process complete.

1. Apologies for Absence – The clerk is on holiday. Cllr Mackie volunteered to take notes.

2. To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13 – 18 of the Members Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest in accordance with paragraphs 19 - 20 of the Members Code of Conduct

- Cllr Halliday – 19
- Cllr Henderson - 24
- Cllr Innocent – 13 & 19

3. Exclusion of press & public it was **RESOLVED** to exclude the press & public for items 25 & 26 on the grounds that an agreement with BFC should not be discussed publicly before being offered to BFC and that discussions regarding an employee's salary should not be public. Cllr Whitbread (proposed) + Cllr Halliday (seconded)

4. Police matters – non attendance

5. Minutes of Council meeting held on 5 November 2014: It was **RESOLVED** to accept the minutes, subject to an amendment adding Cllr Dickson's comments regarding additional tarmac costs at the pavilion, as a true record. Cllr Whitbread (proposed) Cllr Kitchen (seconded).

Cllr Whitbread confirmed that we still have to pay for the extra tarmac but the cost had been reduced significantly.

6. Clerk's report i) Letter from Mr Corrigan regarding New Bus Stops at entrance to Bowcliffe Hall – for 173 and 174 only. Bus Stops specifically requested by Bowcliffe Hall. Residents were not consulted. Comment to highways and advise of proximity to traffic lights – **ACTION Clerk**. ii) Mr Gibson's letter with various criticisms of the Council: Cllr Whitbread believed criticisms are on the integrity of the whole council and our clerk. Our clerk is our legal advisor and there are times when she has to advise us on what we are able to do or not able to do. The allegation about resignations is unfounded. All Cllr resignations have left for personal/work reasons, and a previous clerk retired. The letter suggests we are a split council. Council agreed that the Council is not a split group and there are times when we vote differently on matters but it is not the case that it is the 3 named by Mr Gibson against others. All of the Council confirmed support for the Clerk. At times the procedures that we have to follow are frustrating but we accept that we have to keep on the straight and narrow. The Council agreed that the Clerk is doing an extremely good job.

iii) Ms Heaton's Letter: The Council did not consider it necessary to produce an annual report of attendance. The village sign is now restored. Cllr Dickson felt it was wrong to bring up previous clerk positions. The support for our clerk was much appreciated. iv) Draft response to Mr Borland accepted with amendment to last paragraph – not necessary to put Almshouse hill plot on agenda unless further information arises. v) Mr Baird's letter – agreed to go back to Bev Kirk and advise that there is significant mud on Windmill Hill and that is illegal and therefore needs action - ACTION The Clerk

7. Other correspondence received: Street Life – put link on website

8. Planning Matters – None

9. Nomination of a PC representative to the Crime Prevention Panel – Outer NE Leeds: it was agreed to put and advert in magazine and on website.

10. Update on the Neighbourhood Plan (NP) and a report from Cllr Procter's meeting to discuss the site allocations for the Outer NE Leeds Housing : The Chair of the NPG ,John Lynch had advised that he has been nominated as the Labour Party Candidate for the Wetherby Ward for the District Election May 2015. The Council agreed that this has no relevance to his involvement with the NP Group and has no issues with him continuing as Chair . The NP Group update was noted.

Meeting with Ward Councillors – update from Cllr Innocent: 2 Cllrs and 2 NP representatives had attended a meeting with Ward Cllrs to give an update on site allocations in the Core strategy for Leeds City Council. Decisions will come down to appeal decision on Grove Road Boston Spa, if the site is accepted it could open up flood gates for a lot of planning applications. All neighbourhood plan groups advised to hold fire with submitting Neighbourhood Plans.

Ward Councillors support the Headley site as opposed to numerous small developments. The proposal still has to go to the Development Plans panel in January and then Executive Committee. The proposal is for a large Garden Town Development – a number of planning consultants are working on this project. It includes land in Tadcaster. After the meeting in January it will go to public consultation and Bramham residents and NP group will have the opportunity to object / comment.

11. Progress, expenditure and consider next steps on the Pavilion action plan including the opening of a separate bank account for the Pavilion.

Update –

- Castle House has finished other than a short Snagging List to be completed.
- QS & pavilion works committee identified some additional items required -
 1. Main Entrance Gates – gates need to have posts to tie back – Cllr Innocent and Cllr Dickson agreed to do this work
 2. Hand Driers – Cllr Jones has costed them at £47 and offered to connect. Advised he has the required certification.
 3. Fencing at pedestrian gate.
- Council discussed the possibility of a lock on the main gates, it was agreed to check if this contravened emergency access needs.
- Flooring – 3 Quotations
 1. Paynters- c £4k
 2. Fresco Flooring – c £3.2k
 3. Wetherby – c £3.7kAll + VAT

RESOLVED to go ahead with Fresco fitting. Cllr Henderson (proposed), Cllr Whitbread (seconded)

Cllr Whitbread –total costs are approximately £83k but this final outturn will be scrutinised prior to payment.

12. Opening of the Pavilion: **RESOLVED** to suspend standing orders, Cllr Whitbread (proposed) Cllr Henderson (seconded) –for residents to join in the discussion. It was agreed to have:
Informal Preview Day Sunday 4th January opening 12 o clock. BBQ bacon sandwiches + Tea and Coffee –
- Open the playing field, the pavilion. Children invited to bring bikes, balls and games.
- Bramham Football Club – 10/11th Jan – Football Club first match. Invite Wetherby News
- Official Opening Celebration Day/ fund raiser in April. Date tbc. Guests to be invited.

ACTIONS

- Cllr Mackie to advertise on website
- Resident (Lin Trischler) agreed to do posters
- Cllr Whitbread to include in magazine
- BFC are willing to help with the bacon sandwiches and teas/coffees. They have a contact for the supplies.
- Wetherby News to be invited to the first match and the official opening in April

RESOLVED to go ahead with the above plans. Cllr Henderson (proposed) Cllr Dickson (seconded)

It was noted that volunteers to date for help with pavilion management are: Scott Jones, Alison French, Lee Blanchard, Lin Trischler, and Football Club Representatives x 2. Possibly a Britannia Football Club Rep. The Council thanked all volunteers.

13. Requests for expenditure of the balance of grant monies by CAG and Bramham in Bloom

RESOLVED: to support CAG expenditure– (£21.60) for Christmas tree lights connection. Cllr Whitbread (proposed) Cllr Dickson (seconded)

RESOLVED: to support B in B expenditure (£22.50) for plaque on bench. Cllr Henderson (proposed) Cllr Kitchen (seconded)

14. Request for a S137 grant from the Folly Lane Allotment Association

Discussion with regards to whether this should be funded by the council or whether the allotment holders should be paying an annual fee, not a voluntary fee. **RESOLVED** to give a grant of £500 to Folly Allotments - Cllr Jones (proposed) Cllr Innocent (seconded) vote carried.

15. Redecoration of the Senior Citizen's Shelter and installation of a toilet block.

Estimated Costs: £12k + drainage connection. **RESOLVED** to contact Yorkshire Water for a survey of costs to connect to a main sewer (up to £200). Cllr Dalton (proposed) Cllr Henderson (seconded) to spend up to £200 on a survey.

Decorating: To revisit next year with estimates

16. Update on the refurbishment of the Play Area.

- a. Work to commence w/c 12th January
- b. Close Sunday 11th
- c. Target date February half term
- d. Article to be included on website

17. Request from Britannia FC to use the Pavilion & Playing Field.

Britannia FC has requested to use the pavilion/pitch on a Pay As You Go basis.

RESOLVED: Offer pay as you go at £40 a game. Cllr Henderson (proposed) Cllr Dickson (seconded) Cllr Jones – asked to record that he is not happy with that cost and did not support the resolution. Cllr Jones did not vote.

18. Speed advisory signs Bramham School

RESOLVED: BPC s £1200 towards the £4800 overall costs. Cllr Whitbread (proposed) Cllr Henderson (seconded). NB: Clifford is also contributing £1200 and LCC are expected to contribute £2400.

19. Security arrangements for Tenter Hill Allotments

RESOLVED: Agreement in principal to spend up to £2k for the security gates. Quotes will be brought to next meeting. Cllr Whitbread (proposed) Cllr Henderson (seconded)

20. Police vehicle. **RESOLVED:** To approve a contribution of £95.41 towards the cost of the Police Vehicle for each financial year - 14/15 & 15/16. Cllr Whitbread (proposed) Cllr Henderson (seconded)

21. Moles treatment **RESOLVED:** approve spend of (£270 + VAT) – retrospective. Cllr Whitbread (proposed) Cllr Henderson (seconded)

22. Replacement of Bramham Moor sign. Cllr Mackie obtained 2 quotes for replacement: £48 + vat and £75 + vat. **RESOLVED:** To go ahead with the cheaper estimate for replacement. Cllr Whitbread (proposed) Cllr Dalton (seconded)

23. Draft budget for 2015/16: **RESOLVED:** Accept proposed draft budget. Cllr Whitbread (proposed) Cllr Henderson (seconded)

24. Financial Matters

Receipt of a VAT refund of £1075.46 noted

Refund of £8.05 from Yorkshire Water noted

The following accounts were passed for payment:

Clerk's remuneration	101788	£ 201.70
Clerks Expenses	" "	65.36
Caretaker remuneration	101789	26.56
Cleaner remuneration	101790	26.56
Gardener remuneration	101791	26.56
Bramham in Bloom	101792	84.20
LCC – Election costs	101793	3365.31
SLCC Clerks membership renewal	101794	101.00
Cllr Henderson - Festival exps	101795	16.06
Wetherby Town Council (Police Vehicle) 14/15	101796	95.41

Cllr Whitbread (proposed) Cllr Kitchen (seconded)

25. BFC user agreement in relation to the Playing Field and Pavilion

RESOLVED: To propose the BFC specific draft agreement and draft general terms of use to BFC as terms for the first season, subject to review after first season to see how they are working for all parties. Cllr Whitbread (proposed) Cllr Henderson (seconded)

26. Clerk's remuneration

Cllr Dickson questioned whether auditor would have a problem with backdating the salary increase. The council had agreed to review in the summer and this hadn't been done and therefore an agreement to backdate to 1/9/14 was fair. **RESOLVED:**

- 1/9/14 – increase to pay scale point 21
- 1/1/15 – increase to pay scale point 23 (clerk covers all job role LC1 and most of LC2)
- Non consolidated payment Dec 14 - £100 pro/rata to part time hours

Cllr Innocent (proposed) Cllr Mackie (seconded)

27. Minor items and items for the next agenda

Cllr Kitchen highlighted that there were issues looking at the new website on his computer that has an old browser. Cllr Kitchen will contact Simon Zimmerman. Cllr Whitbread will contact resident who also raised the issue

Cllr Kitchen raised concerns re BSLA having registered an interest on the playing field. To be added to agenda for next meeting.

Cllr Whitbread has purchased Christmas gifts for all our employees and note of thank to be given.

Cllr Whitbread and Cllr Halliday have completed a spot check on the accounts and all in order.

28. To agree the date, time & venue of the next meeting

Next meeting Wed 7th January in Senior Citizens' Centre at 7.30pm