

Bramham Parish Council

Minutes of the meeting held Wednesday 04 March 2015

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

Others: 1 resident

In attendance: M Lynch (Clerk); Sara Bryant

Public Session: A resident welcomed the news that LCC had recognised the playing field as green space and that it was important that future PC 's ensured that the Pavilion remained under the control of a body accountable to residents. However she was concerned that because the PC was now responsible for what it had got rather than what was needed, should the Pavilion become unviable then the PC would be criticised for a situation not of its making.

1. Apologies for absence - None

2. Disclosure of disclosable pecuniary interests or declaration of any other significant interests which may be in the public interest. Item. 15 Cllr Innocent ;Item 26 Cllr Whitbread

It was **RESOLVED** that items 11(i) be taken after item 4. Moved Cllr Whitbread seconded Cllr Kitchen

3. Police matters. The Clerk advised the meeting that she had received an email from the Police advising that there were no crimes reported during February.

4. 4. Minutes of the meeting held 04 February 2015 accepted as a true record subject to the following amendment item 16 '). It was noted that the secretary of the CF had confirmed that the CF would retain £38 per ticket from the sale of tickets)

Item 11(i) Pavilion Compliance Report **Standing Orders suspended** moved Cllr Whitbread seconded Cllr Henderson. Cllr Whitbread welcomed Sara Bryant to the meeting and thanked her for carrying out a compliance check on the Pavilion. Sara stressed that whilst the report contained her recommendations it was for the PC to decide what action was required. Following discussion it was agreed that Sara would provide further information on a Legionella/water risk assessment and that the PC would consider appointing a heating engineer in order to ensure that the boiler/heating/solar systems were operating effectively & economically. The PC would also review the Pavilion user agreements so that users understand fire evacuation procedures. **SO'S RESUMED**

5. Clerk's report. (i) The Clerk was asked to thank Mr & Mrs Hewitt for their correspondence in support of the PC's position on the proposed Headley development and to ask for them for their permission to forward it to the NPG. (ii) The correspondence from English Heritage re the listing of the War Memorial was noted.

6. Other correspondence received. (i) The PC considered the 3 planting options for the Pavilion submitted by Bramham in Bloom. The PC favoured a one off planting of shrubs with under planting of bulbs. Cllr Innocent suggested deferring a final decision because he recalled that a resident had offered some plants in memory of his late father. Cllr Innocent agreed to follow up. (ii) The Clerk was asked to draft a reply to Mark Bracewell advising that regrettably tree planting in the play area would not be possible. (iii) The update from Danby's on the completion of the play area was noted and the Clerk was authorised to ask LCC to deal with the mole problem at the play area, playing field & the garden. (iv) It was **RESOLVED** to ratify the repair work commissioned by the Clerk at a cost of £84.79 and undertaken by G & SW Kitchen & Co Ltd. Moved Cllr Whitbread seconded Cllr Dickson ;(iv) It was **RESOLVED** to accept a quote of £168.00 (inc VAT) from Hebe Works Ltd in respect of the cost of Domain & Web site hosting moved Cllr Whitbread seconded Cllr Henderson;(v) 3 quotes received for replacement allotment gates but unclear as to whether VAT applies to the one received from Andy James. Cllr Innocent to clarify .It was **RESOLVED** to approve expenditure of up to £3200 (to include VAT) and decision re provider to be taken once VAT clarified.

7. Planning Matters: (i) Applications: Ref. No: 15/01007/FU Church View 2 Back Lane LS23 6QR - no objections

8. Neighbourhood Plan report: The NPG report was noted and it was **RESOLVED** that expenditure of up to £200 be approved to cover the cost of the printing of a leaflet to be distributed to residents. Moved Cllr Whitbread seconded Cllr Henderson

9. It was RESOLVED TO amend the PC's Standing Orders as follows: The Council shall appoint a Pavilion Committee who will oversee the management and development of the Bramham Sport Pavilion. The Committee operating as a working party may make recommendations for decisions to be made at the next Council meeting moved Cllr Innocent seconded Cllr Henderson.

10. Arrangements for the opening of the SO suspended moved Cllr Whitbread seconded Cllr Jones .The proposals for the opening of the Pavilion were noted. It was agreed that the Clerk could use her delegated authority to approve expenditure of up to £100 per item to cover any costs incurred before the April meeting. Moved Cllr Innocent seconded Cllr Henderson. **SO Resumed**

11. Pavilion matters (i) taken after item 4 (ii) It was noted that Castle House are dealing with the minor snagging items; it was **RESOLVED** to accept (iii) the quotation of £192 (plus VAT) from ESS Security in respect of the alarm upgrade; (iv) the quote of £ 154.50 received from EES Ltd for the fitting of 3 external lighting sensors (v) the quote of £400 received from Tony Silverwood in respect of additional plumbing and shower repair;(vi) and to give retrospective approval of the purchase of a refrigerator for the Pavilion at a cost of £75. Moved Cllr Whitbread seconded Cllr Innocent

12. Solar Farm Proposal. The PC noted the comments of the NPG and agreed that a response would be deferred pending the submission of the planning application. Cllr Dickson asked the Clerk to thank the Chair of the NPG for the very helpful & informative note.

13. Grass Cutting – It was **RESOLVED** to accept the quote of £ 1021 .10 (plus VAT) received from LCC for the year ended 31 March 2015. Moved Cllr Innocent seconded Cllr Henderson.

14. Leeds Festival 2015. Cllr Henderson advised that the shuttle bus booking had been confirmed. The Clerk was asked to contact Geldards to see whether they would support the PC in the issuing wrist bands for Bramham residents to prevent people from other villages using the bus for free. The PO Box would be available from March 23 but Festival Republic had yet to confirm the cost of a full price ticket._.

15. CAG request for use of the Pavilion/Playing Field. It was **RESOLVED** that the CAG could have the use of the Pavilion/Playing Field free of charge for the village Open Gardens/Scarecrow Trail on May 17 and the Village Gala on 20 June. However car parking receipts would be donated to the pavilion fund. Moved Cllr Whitbread seconded Cllr Henderson. Cllr Innocent was thanked.

16. YLCA advice re VAT .It was noted that the Clerk was seeking further advice regarding the VAT implications for the letting of the Pavilion and the limit on the total amount of VAT which can be reclaimed on all expenditure by the PC.

17. Extension of Britannia FC's agreement for use of the Pavilion & Playing Field. Cllr Scott apologised for not declaring an interest in the public interest at item 2 above. It was **RESOLVED TO** extend the agreement until the end of the 2014/15 football season. Moved Cllr Innocent seconded Cllr Henderson.

18: User agreement for 5 Star Sports .It was **RESOLVED** to offer 5 Star Sports an agreement for use of the Playing Field only commencing 7 February until 30 November 2015 at an hourly hire rate of £5. Moved Cllr Innocent seconded Cllr Jones.

19. Debris Screen inspection rota. It was noted that the EA would inspect the screen & access to the wildlife area at least once a month. It was agreed that Frank Wood should be asked if he would carry out a visual weekly inspection and report any concerns to the Clerk. The PC agreed to take up the offer from the EA of the input of their risk assessor.

20. Request for funding from the Folly Lane Allotments Group. It was **RESOLVED** that the request for funding of the repair to the grass verge at the allotment entrance be refused on the same basis as previously, ie that this is a Highways responsibility. Moved Cllr Innocent seconded Cllr Henderson

21. Fly tipping in the wildlife area. Cllr Innocent confirmed that the apparent fly tipping was not inside the wildlife area but possibly land belonging to Bramham Park. However he had found some materials dumped in the wild life area and had asked a contractor for a quote for removal. It was agreed that the Clerk should contact the Rothery family to request the removal of a fish pond which had been created in the wild life area. Now that the area was open to the public the pond was a risk to young children.

22. Title Matters The PC was pleased to note that Doug McKillop had confirmed that the no objection had been received from the BSLA regarding the removal of their Unilateral Notice on the Playing Field. and the Land Registry entry had been amended accordingly. Cllr Dickson asked that the Clerk write to Doug thanking him for all his work on this & related matters. Cllr Innocent suggested that at the April meeting the PC should consider working with 'Fields in Trust' in order to protect the playing field in perpetuity.

23. Arrangements for the APM and the Annual meeting of the Council. It was noted that the arrangements for the Annual meeting of the Council in an election year had been confused with the date of the APM. It was therefore agreed that the April meeting of the PC would take place on 1 April; that the APM would be held on Thursday 16 April and that the Annual meeting of the Council would be held on Wednesday 13 May 2015.

24. Recommendations of the Finance Committee. It was **RESOLVED** to accept the risk assessment and the recommendations therein and internal control check completed on 25 February 2015 and that the following approved payments be minuted:

Minute	Date	Cheque no	Payee	Item	Amount
14/09	25/04/2014	101701	F Wood	Garden exps	100.52
14/08	13/05/2014	101709	Senior Citizens Club	137 Grant	240.00
14/08	19/05/2014	101710	Broker Netwok Ltd	Pavilion insurance	267.90
14/21	09/06/2014	101719	Broker Netwok Ltd	Fidelity insurance	95.14
14/19	07/07/2014	101735	LCC	Planning fees	146.00
14/07	07/07/2014	101737	Restoration(BVH)	Cosy cottage grant 1st payment	12000.00
14/07	18/07/2014	101738	Restoration(BVH)	Cosy cottage grant 2nd payment	12000.00
14/19	04/08/2014	101741	Yorkshire Water	Drainage (pavilion)	138.00
14/24	04/08/2014	101742	Play inspection co	Play area safety inspection	71.94
14/19	04/08/2014	101743	GP Drains surveys	CCTV survey of drainage (pav)	504.00
14/17	04/08/2014	101744	ESS Security	Intruder alarm maintenance	
				/monitoring/digi-box	507.60
14/17		101744	ESS Security	Annual fire alarm maintenance	192.00
14/17		101744	ESS Security	Additions to fire alarm system	91.20
14/19	04/08/2014	101745	Yorkshire Water	Water &Sewerage (pavilion)	8.05
14/07	04/08/2014	101746	B in Bloom	Grant (trough)	350.01
14/06	04/08/2014	101747	CAG	Gala grant	1247.64
14/16	13/08/2014	101748	Batty France	Condition Survey	540.00
14/03	13/08/2014	101749	Geldards	Festival bus hire	1410.00
14/13	14/08/2014	Skipton	Restoration(BVH)	Roof grant	17400.00
14/31	13/10/2014	101777	LCC	Pre application planning advice	50.00
14/31	13/10/2014	101778	Broker Netwok Ltd	Contract insurance	371.00
14/13	14/10/2014	101779	Restoration(BVH)	Cosy cottage 3rd grant payment	11000.00
14/13	25/11/2014	Skipton	Lite	CAG christmas lights grant	1986.00
14/28	25/11/2014	Skipton	Playscheme/Danby's	Play area deposit	15512.88
14/29	13/12/1014	Skipton	Castlehouse	Pavilion payment	56625.85
14/07	05/01/2015	Skipton	Bramham Drama	Grant - induction loop	5000.00

25; Contribution towards the costs of the Parish Magazine. It was **RESOLVED** to make a contribution of £300 towards the publication cost of the Parish Magazine for the period October 2014 - September 2015. Moved Cllr Henderson seconded Cllr Innocent

26. Financial matters: (i) it was **RESOLVED** to accept the bank reconciliation statement for February 2015. Moved Cllr Whitbread seconded Cllr Henderson

(ii) the following payments were approved:

Lin Tritschler	101831	75.00
Clerk's remuneration	101832	255.90
Clerk's expenses	"	22.80
Caretaker remuneration	101833	26.56
Cleaner remuneration	101834	26.56
Gardener remuneration	101835	26.56
Batty France Consultancy	101836	252.00
Restoration Fund BVH (grant)	101837	2,755.00
Cllr Whitbread Pavilion exps	101838	41.55
LCC (Grass Cutting)	101839	1,225.25
All Saints Parish Church	101840	300.00
Simon Zimmerman – website	101841	488.35
G& S W Kitchen	101842	84.79

.moved Cllr Henderson seconded Cllr Innocent

26. Financial matters: (i) it was **RESOLVED** to accept the bank reconciliation statement for February 2015. Moved Cllr Whitbread seconded Cllr Henderson
(ii) the following payments were approved:

27. Minor matters and items for the next agenda

- It was agreed that Cllr Dickson should obtain a replacement for the broken combination lock
- The Clerk advised that Ian Kitchen had inspected the trough in the square and had reported that it could not be repaired.
- Cllr Innocent reported that the Jubilee Garden had been vandalised
- Cllr Kitchen offered some photographs of the village for the Pavilion
- Cllr Jones asked on behalf of Bramham FC if residents could be asked to not allow their dogs to foul the playing field.
- The Clerk was asked to check with Clifford PC whether LCC had been in touch regarding the installation of the speed awareness signs.

28. Date, time & venue of the next meeting

Wednesday 1 April, 7.30pm Senior Citizen's Shelter