

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 13th DECEMBER AT 7:30PM IN THE PAVILION**

8/2017

Present - Councillors Val Whitbread (Chair)
Helena Buck
Ian Dalton
Kate Race

Linda Richards
Pete Dunn

Also present were seven residents and the Clerk.

PUBLIC SESSION

Matters of concern to residents were taken as they arose on the agenda. It was therefore **resolved** that agenda items 8.8 and 8.2 be taken ahead of agenda item 8.1, proposed Cllr. Whitbread, seconded Cllr. Richards. It was also **resolved** that agenda item 8.12 be taken early and standing orders be suspended whilst this item was being discussed, proposed Cllr. Richards, seconded Cllr. Whitbread, all were in favour of both resolutions.

1. APOLOGIES – Cllrs. James Pirie & June Halliday.

2. DECLARATIONS OF PECUNIARY INTEREST – Three Councillors declared interests regarding item 7 (Planning Matters), in particular the Farfield House application (Cllr. Dunn) and the Firbeck Road application (Cllrs. Dalton and Whitbread).

3. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the Parish Council (PC) meeting held on 1st November 2017 be approved and that the Chair be authorised to sign, proposed Cllr. Dunn and seconded Cllr. Richards, all were in favour.

4. CRIME REPORT

The Chair reported the crime figures for December. There had been three crimes; two *Thefts Non-Specific* (Meadow Lane allotments and a garden on Aberford Road) and one *Burglary Business and Community* (a quarry on Warren Lane). Concerns were expressed regarding car parking issues.

5. CLERK'S REPORT (WITH AN UPDATE OF ONGOING ISSUES PREVIOUSLY DISCUSSED).

The Clerk's report had been circulated showing e-mail activity, meetings attended and hours worked. Cllr. Dunn had circulated the Action Tracker and progress on the issues was noted. West Yorkshire Passenger Transport Executive (WYPTE) had accepted the PC offer regarding bus shelters, the legal paperwork will follow. This may take some time and the PC will consider the terms & conditions. Cllr. Race has produced a list of projects which could be funded by grant opportunities and will circulate this. She had spoken to ten organisations and has arranged a meeting with the Big Lottery Fund and has had discussions with North Yorkshire. This will be an agenda item next time. The Clerk has been involved in the Public Transport group and attended a meeting at Leeds Civic Hall the previous Monday. The Annual Newsletter has been distributed. Highways have been e-mailed about the new street signs for the village hall and church and about the action points arising from the on-site meeting in August. No reply has been received – this will be escalated. Ward Councillor Wilkinson has been contacted about the drainage issues on Church Hill. The prospective developers of Bramham House will do a presentation ahead of the January meeting at 7pm. WYPTE were unaware that the bus stop on Bowcliffe Road has been moved and need the stop number. Community Infrastructure Levy money received was paid in error and should have gone to Bramhope. The insurance company have advised regarding public liability insurance for Bramham in Bloom. The Finance Working Party had met and various actions considered. Residents had been warned via the Church Magazine about the spate of recent burglaries via first floor windows. The Action Calendar has been updated. The grit bins on Lyndon Road has not yet arrived but there has been communication asking for someone to be a grit bin champion, Cllr. Dunn has agreed.

6. CORRESPONDENCE

The Clerk presented the list of correspondence received since the last meeting (items 241 to 250).

7. PLANNING MATTERS

Applications had been received for the following;

- A single storey rear extension for 4 Fine Garth Close (reference 17/06978/FU/NE).
- A division of existing detached dwelling into two semi-detached dwellings including new porch, bay window and dropped kerb access for 36 Firbeck Road (reference 17/07243/FU/NE).
- A two storey and first floor rear extension for 5 Town Hill (reference 17/06874/FU/NE).
- The relocation of the medieval cross from Black Wood (Toulston Lane) to the churchyard at All Saints' Church (reference 17/07177/LI/NE).
- Works to protected trees at 16 Aberford Road, reference 17/07886/TR (Danish White Beam - Prune by 0.3 - 0.4 meters/2 x Plum - Reduce by 4-5 meters/Apple - Reduce by 1.5 - 2 meters).

One resident present had a particular interest in the relocation of the medieval cross and it was **resolved** that standing orders be suspended to allow him to comment (proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour).

There were **no objections** to these applications. It was noted that some of the trees listed against 16 Aberford Road were outside the property boundaries but it was felt that Leeds City Council (LCC) would be aware of this in considering this application.

There had also been a fourteen day reconsultation regarding the Farfield House application (reference 17/06809/FU). This had not addressed the concerns originally expressed by the PC and a response would be sent re-stating the previous position of the PC.

There had also been two reported cases of works being done without apparent planning permission being obtained, both have been reported to Planning Enforcement but a reply is still awaited for one of them. Standing orders were resumed.

8. OTHER ITEMS

8.1 Almshouse Hill site – it was **resolved** that this plot be sold by informal tender, proposed Cllr. Whitbread, seconded Cllr. Dunn, all were in favour.

8.2 Grass reinforcement on playing field – It was **resolved** that the fees incurred for the grass reinforcement pre-planning application (£150) and the Fields In Trust change request application (£100) be approved, proposed by Cllr. Whitbread and seconded by Cllr. Dunn all were in favour. The grass reinforcement would cover 156 square metres, enough space for twelve cars. There had been consultation with the Community Action Group and Friends of Bramham School. In response to the article in the Church magazine, there had been nine responses, seven residents were in favour and two felt that this was not the appropriate solution. It was **resolved** that standing orders be suspended to allow residents present to comment (proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour). There were questions about cost (£2K for the grass reinforcement will Collingham Football Club willing to help lay it). Concerns about members of the travelling community (see September minutes, 9.4) were restated. Standing orders were resumed. It was **resolved** that a formal planning application be made, proposed Cllr. Whitbread, seconded Cllr. Race, all were in favour.

8.3 Wildlife area issues – the unauthorised access to the wildlife area from an adjacent property has not been addressed following a hand-delivered letter to the resident concerned. A follow up will be sent copied to Bramham Park Estate with a deadline for the end of January 2018. It was also reported that six trees need felling – this will be carried forward to the January meeting and Bramham Park Estate will be notified.

8.4 Pavilion issues – the Pavilion accounts show a projected profit for 2017 of £1,800 which does not include the recently received Community Fund grant. It was **resolved** that standing orders

be suspended to allow residents present to comment (proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour). One member of the Pavilion Committee had concerns that the finances of the committee might not satisfy close scrutiny by an auditor, in particular committee members claiming Saturday Kitchen and Mums & Tots expenses directly from the cash taken. She was asked to submit her concerns for consideration by the Finance Working Party. Standing orders were resumed. The external lighting has now been put up. Costs will be needed for improving the lighting in the meeting room. It was **resolved** that food hygiene certificates at £21 per person be bought up to a maximum of £150, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour. It was **resolved** that a boot scraper be bought up to a maximum of £250, proposed Cllr. Richards, seconded Cllr. Race, all were in favour. Cllr. Race will research second hand ones. It was **resolved** that the purchase of a frying pan and grill be approved, proposed Cllr. Richards, seconded Cllr. Race, all were in favour. The water heater in the kitchen was not working; a contractor had been out earlier that day but needed to order a replacement for a faulty part. It was **resolved** that the necessary work be carried out, proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour. It was **resolved** that the Pavilion Committee be thanked for all their hard work, proposed Cllr. Whitbread, seconded Cllr. Dunn, all were in favour. Forthcoming events include a Christmas Workshop.

8.5 Senior Citizen's Centre (SCC) management and update on section 106 – Earlier that day, Cllr. Richards had spoken to one of the Ward Councillor's staff about the realignment of the section 106 agreement to allow this to be spent on the SCC. There was a query about the money given to Bramham in Bloom as they maintain the SCC garden. It was **resolved** that standing orders be suspended to allow a resident present to comment (proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour). Standing orders were resumed having clarified that the contribution was a £400 Section 137 donation in lieu of employing a gardener.

8.6 Neighbourhood plan update & consider funding – a survey and summary of the plan will be delivered to every household in the parish. A breakdown of the finances will be needed, Locality (who provided a £2920 grant) having requested an end of grant report.

8.7 Commemoration of World War One plane crash – 10th March 2018 will be the hundredth anniversary of a plane crash in Bramham (near the school) involving a Canadian pilot. A resident who has a newspaper cutting has suggested that this anniversary be commemorated. One of the residents present (a local historian) was interested in this.

8.8 A proposal to allow the Sports Field to be used for a children's 2K Park Run – an approach had been made by a local resident to seeking to set up a weekly Sunday morning Park Run around the edge of the sports field, details of which had been circulated to all. Cllr. Buck had researched similar runs in other parts of Leeds. It was **resolved** that standing orders be suspended to allow residents present to comment (proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour). Most of the comments received were favourable, the main areas of concern being wear and tear on the grass, insurance (they have their own) and ensuring that the recent car parking issues on Saturday mornings were not repeated. Standing orders were resumed. It was proposed that permission be granted subject to review, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour. The runs will commence in late Spring. Cllr. Whitbread would liaise closely with the organisers.

8.9 Repair of the Bramham Village Sign on Bowcliffe corner – Bramham in Bloom were thanked for carrying out repairs to the wooden village sign at the Bowcliffe Road/Paradise Way junction. It was **resolved** that the £66.36 they spent be reimbursed, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour.

8.10 Review annual agreement with Bramham Football Club – A meeting with members of the football club had been proposed for 11th January 2018. Cllr. Dunn will speak to Mick Wright to confirm arrangements; meanwhile the Clerk will issue the invoice with a reminder about the meeting.

8.11 Community fund application – this would be an agenda item for the January meeting.

8.12 Bramham Historic Asset Conservation Group (BHACG) – a member of this group reported that he had had a meeting with Kenny Harkis of LCC Highways and Transportation. A licence fee (about £200) and a copy of the public liability insurance certificate of the PC would be needed. Planning permission would be required. Cllr. Richards agreed to take ownership of this. Regarding the welcome plaque, Mr. Harkis had been shown the proposed sites. Their service and accident prevention people would need to approve the location. A £208 fee would apply. Regarding the Percy Cross, in addition to normal planning permission, the church would need approval from the Diocese in the form of a Faculty which the church wardens were dealing with. A local stone mason has been advising BHACG (it being a requirement of Historic England to have such a person). The Cross is owned by Bramham Park. It was **resolved** that an approach would be made to the Community Fund via the PC, proposed by Cllr. Whitbread, seconded by Cllr. Richards. The group were thanked for their work and standing orders were resumed.

8.13 Lyndon Road flooding concerns – Cllr. Dunn reported that LCC have now carried out works to protect Lyndon Road against flooding. The work done has involved the provision of a soakaway to the layer of porous limestone along the southern boundary of the field to the rear of Lyndon Road and Lyndon Way. A thank you to LCC will be sent and the completion of this work reported in the Church Magazine.

8.14 Community Christmas Dinner – there had been a meeting the previous evening, twelve people will be coming. Donations from various businesses were reported and there had been lots of offers of help. It was **resolved** standing orders be suspended to allow a resident to comment, proposed by Cllr. Whitbread, seconded by Cllr. Dalton, all were in favour. It was **resolved** that a contribution of up to £150 be made to the Village Hall, proposed by Cllr. Dunn, seconded by Cllr. Race, all were in favour. Standing orders were resumed.

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £1393.28 and payments totalling £2222.76.

9.2 Report of invoices and payments to be made for December – The Responsible Financial Officer (RFO) presented the Payment Schedule showing one cheque payment of £28.82, eighteen BACS payments of £5,944.31 and three direct debit payments of £76.45. There was a query about the amount spent on mobile telephone top-ups and a suggestion that a SIM-only contract might be more cost effective. A £10 donation given for the use of the urn had been used to pay for the Pavilion Committee entry into the Church Christmas Tree competition.

9.3 Report of actions from Finance Working Group including confirmation of 2018/19 precept and setting a budget for next Financial Year – the Finance Working Group had met on 15th November. A budget would be presented to the January meeting and an appropriate precept be set. Cllr. Buck was working on a revision of the Standing Orders.

10. To consider **Minor items** (matters about which no decision can be taken at this meeting) and to notify the clerk of matters for inclusion on the agenda of the next meeting.

- Concern was expressed about management issues regarding the Meadow Lane allotments and a request that this be an agenda item next time.
- Cllr. Race congratulated all involved on the excellent quality of the production of the village pantomime.

11. DATE OF NEXT MEETING: PC meeting Wednesday 3rd January 2017 at the Sports Pavilion at 7:00pm. (Note the earlier than normal time).

There being no further business the meeting concluded at 9:50pm.

BRAMHAM PARISH COUNCIL

Payment Schedule January 2018

Cheque	Payee	Amount (excl. VAT)	VAT	Total	S.137
BACS	Cleaner – December			£79.95	*
102113	Caretaker – January			£28.82	
102114	Leeds City Council - Highways licence application/Planning			£208.00	
BACS	Society of Local Council Clerks Annual Subscription			£49.00	
BACS	Neighbourhood Plan – Professional Consultancy Fees			£350.00	
BACS	Neighbourhood Plan – Professional Consultancy Fees			£962.50	
BACS	Neighbourhood Plan – Printing of reply-paid envelopes	£78.00	£15.60	£93.60	
BACS	Neighbourhood Plan – Printing and website	£2174.00	£434.00	£2578.00	
BACS	Cleaner – January 2018			£79.95	
BACS	HMRC (£19.80 cleaner, £7.20 caretaker, Clerk £206.58)			£233.58	
BACS	Clerk – January 2018			£648.91	
BACS	Clerk's Expenses - Mileage			£7.83	
BACS	Bramham Village Hall Hire – Mums and Tots			£108.00	
Direct Debit	NPower (Gas) - Pavilion - paid 13 th December	£129.57	£6.47	£136.04	
Direct Debit	NPower (Electricity) - Pavilion - paid 1 st December			£5.00	
Direct Debit	NPower – Shelter – paid 5 th December 2017			£1.00	

* This was previously reported as £79.75

Val Whitbread



Linda Richards



Chair

Vice-Chair

3 January 2018

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 27 December 2017

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,093.29	£25,323.00
		May	£4,288.67	£6,147.02
Balance brought forward at 1 April 2017	£91,557.09	Jun	£1,697.95	£578.99
		Jul		
add receipts for 2017-18	£45,695.70	Aug	£6,779.04	£7,053.52
		Sep	£4,359.20	£798.52
less payments for 2017-18	-£33,794.57	Oct	£2,898.26	£2,437.50
		Nov	£2,222.76	£1,393.28
	£103,458.22	Dec	£9,455.40	£1,963.87
		Jan		
		Feb		
		Mar		
	£103,458.22		£33,794.57	£45,695.70

Represented by **Parish Council accounts**

HSBC Community account no 51051350	£8,808.34
HSBC Business Money Manager Account no 31158333	£11,518.06
Reserves – Skipton BS account no 975803201	£22,319.62
Land sale - Skipton BS 975804608	£60,812.20
	£103,458.22

Receipts - November 2017

01-Dec-17 Interest earned on Money Manager Account	£2.17
01-Dec-17 Saturday kitchen	£25.00
01-Dec-17 Mums & Tots entrance (includes ticket sales for Christmas workshop)	£221.67
01-Dec-17 Santa's Grotto	£103.28
04-Dec-17 Bramham Village Hall - rental of loft space	£10.00
08-Dec-17 Community Fund Grant	£1,193.35
13-Dec-17 Saturday kitchen	£150.00
20-Dec-17 Mums & Tots entrance (including Christmas workshop)	£112.90
20-Dec-17 Kitchen	£37.50
20-Dec-17 Raffle	£35.00
20-Dec-17 Saturday kitchen	£73.00
TOTAL	£1,963.87

Summary of Payments**Total Cheques**

One cheque as listed on the November Agenda (number 102112)	£28.82
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Total BACS payments

Thirteen BACS payments as listed on the December Agenda	£5,251.44
Five BACS payment as listed on the January Agenda	£4,033.10

Total Direct Debits

Three Direct Debits as listed on the December Agenda	£142.04
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TOTAL £9,455.40