

**MINUTES OF A MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD
ON WEDNESDAY 1st FEBRUARY AT 7:30 PM IN THE PAVILION**

9/2016

Present - Councillors Val Whitbread (chair)
Helena Buck
June Halliday
Katie Race

Linda Richards
Pete Dunn

Also present were one Bramham resident, PCSO Chris Barrett (part), Ward Councillor Wilkinson and the clerk.

PUBLIC SESSION

The resident asked about the process for applying for festival tickets and wondered whether there were alternative arrangements available for those unable to attend the advertised date (for example students on the electoral register but away at university). He was advised that the ticket event had been advertised three months in advance in order to give people with other commitments plenty of time to rearrange. There is one application per household but it is not necessary for every individual applicant to attend. The system works at Thorner and is the reason why Bramham are doing likewise. Although the new system may not suit everyone the previous system didn't suit everyone either. There is to be a second registration session three weeks after the first at a different time of day and on a different day of the week to maximise opportunities for applicants. The new system allows any application errors to be corrected on the day. Many residents have responded positively to the new process.

There were concerns about highways matters. The main cause for concern was the T-junction of West Woods Road and Thorner Road (near Meadow Lane allotments). Some drivers are unaware of the junction until too late and crash. The crash barrier is again damaged having only just been repaired from the previous incident. Better lighting plus chevrons or rumble strips were suggested - Ward Councillor Wilkinson will pursue this will Highways.

It was also noted the lack of lighting near the old wood yard (junction of Paradise Way and Bowcliffe Road). The "Give Way" sign is not lit. A streetlight was taken away when the new properties were built and has never been replaced. Ward Councillor Wilkinson will pursue this also.

Ward Councillor Wilkinson reported that the footpath on Bramham Road between Clifford and the school has been cleared and that he has walked along it to see firsthand the resulting improvement. The speed limit is still 40mph and is not compliant with Department of Transport guidelines which say that there should not be one than one change to speed restriction in a distance of less than 600 metres. Communication from Local MP Alec Shelbrooke has been received. Cllr. Wilkinson suggested that the cost of the Traffic Regulation Order (TRO) could be shared with other roads in Boston Spa, Wetherby etc. where a change is required. He reported that there was a meeting exactly three weeks after the Parish Council meeting to discuss this. Changes could be implemented as early as April/May.

There was a query about the lay-by to the allotments – there is a meeting next week to talk to Highways engineers.

Concern was also expressed about lorries parking on the edge of West Woods Road and churning up the grass verge as they move off.

1. APOLOGIES – Cllr. Ian Dalton

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Dunn and Halliday regarding agenda item 8.4, grit bins on Lyndon Road.

3. MINUTES OF LAST MEETING

It was **resolved** that the minutes of the Parish Council meeting held on 4th January 2017 be approved, proposed Cllr. Whitbread, seconded Cllr. Halliday, all were in favour.

4. CRIME REPORT

The PCSO (Police Community Support Officer) reported that there were no crimes in the parish last month (the crime report showed one crime in error as this should have been on the crime report of another parish).

PCSO Leighton had given a ticket to an illegally parked car outside the school and has given a letter to the school which will be given out to parents.

There have been no official reports on anti-social behaviour on Freely Lane but the PCSO had been approached whilst on patrol by residents who were suspicious of parked cars. Leeds City Council (LCC) continue to send out security patrols during the day.

5. CLERK'S REPORT

The clerk's report had been circulated. The clerk was pleased that some things which have been carried forward from one month to the next are now getting resolved, there has been progress with the legionnaires checks, the offer by a resident to buy a bench on Clifford Road, the replacement Battle of Bramham Moor & Village signs and the quotes for the repair of the bus shelter. Regarding the legionnaires checks, Cllr. Whitbread had met with a local plumber who agreed to do monthly checks free of charge, Cllr. Whitbread will be cleaning the shower heads. Local Tree surgeon Mike Rhodes has confirmed that is able to move the Battle of Bramham Moor/Village sign stone from its current position near Spen Common Lane to near Bowcliffe (as per Bramham in Bloom's suggestion which we agreed to at an earlier meeting). He will do this once Bramham in Bloom have marked out the new plot. He also has a contact in Boston Spa who might be able to provide replacements for the stolen signs if those approached already prove unable to help.

6. CORRESPONDENCE

A list of correspondence received since the last meeting (items 114-123) had been circulated and the contents noted. Cllr. Whitbread expressed an interest in Neighbourhood Planning on 29th April (item 116). There was discussion about the Keep Britain Tidy Group Great British Spring Clean taking place 3-5 March 2017 (item 117) but it was decided that there was not enough time to engage residents due the Church Magazine deadlines. Another Parish is selling its mini MUGA pitch (item 123) but it was decided not to make an offer for this due to the necessary commitment to maintain it if it was bought. Other correspondence has been received and circulated too late to be listed as part of the agenda. Cllr. Dunn will look at Leeds City Council's Adult Social Care and Public Health briefing paper on the Review of Neighbourhood Networks (item 127).

7. PLANNING MATTERS

There were no **objections** to the following;

- 16/07057/FU/NE Willowgarth, Windmill Road - Single storey side extension.
- 17/00019/LI/NE The Old Malt Kiln 12 High Street - Listed building to carryout alterations involving installation of wood burning stove.

VW

It was noted that a revised Planning Application for Bramham Cottage Tenter Hill has been submitted. The applicant appears to have addressed concerns about the Yew tree (having had an arboricultural audit done) and as such it was decided not to apply for a Tree Preservation Order as the tree no longer seems to be under threat. There are changes to the garage and the boundary wall is being kept separate. There is opportunity for the land at the back to be developed and the proposed garage will make this very difficult. The Clerk will respond to the person who raised concerns about this and Cllrs. Dunn and Richards will look further at the application.

Regarding the land adjacent to Blackfen House, Almshouse Hill, The Square, the Clerk has written to Health and Safety and e-mailed the local LCC Area Improvement Manager. The response from Health and Safety was disappointing suggesting that as this is not an active site there were no concerns. The Area Improvement Manager had sent someone out to visit the site and the response was equally disappointing. The Clerk will check that the site is nevertheless retained on the register for derelict and nuisance sites and will see what the implications are of being so listed.

8. OTHER ITEMS

8.1 Annual Parish Meeting 2017 – it was agreed that this should be Wednesday 26th April at 7:30pm. Cllr. Whitbread will write to village organisations. Cllr. Dunn will contact WiSE. The Annual Parish Council meeting will be on 3rd May 2017

8.2 Annual Playground Inspection – it was agreed to use the same playground inspection company as last year (The Play Inspection Company Limited) – the two quotes obtained being very similar in price.

8.3 Senior Citizen's Shelter Update – Cllr. Whitbread has been trying to get a quote from Yorkshire Water regarding connecting the water supply but has found that getting a proper price almost impossible. She has spoken to a contractor on Torpoint. It was decided to consult residents through the Church Magazine and to ask them for suggestions regarding usage of the centre. Cllr. Whitbread will put something together which will form the basis of discussion at the next meeting. There was a suggestion that proposals could be reported at the Annual Parish meeting. So far there has been one quote for the work (previously reported).

8.4 Grit bins on Lyndon Road – in response to Parish Council queries, LCC Highways have been asked to carry out an assessment noting the gradient, the block paving surface, surface water and age profile of those living nearby. The Clerk will ask if the roads near the Church and Village Hall can also be considered and ask if they have a record of the bin on Prospect Bank. Enquiries will also be made to see if Highways are willing to maintain grit bins if they are bought by the Parish Council.

8.5 Pavilion – Various events are planned for 2017, a 10K run on 16th July and a barbeque on 12th August. More volunteers are needed for the run to take place, Cllr. Whitbread will pursue this. A marquee has been advertised for sale at £50, Cllr. Halliday will make enquires. A couple of regular bookings have been lost due to the cold floor. Cllr. Whitbread has looked at the cost of two by one carpet tiles – it would cost about £600 to cover the floor of the meeting room (and to buy a couple of spare tiles). The Pavilion Committee were meeting that Thursday to discuss this. It was **resolved** that an application for the cost of these be made to the Community Fund if the Pavilion Committee were in agreement, proposed Cllr. Dunn, seconded Cllr. Race, all were in favour. The Pavilion

accounts for the 2016 calendar year have been completed and show a healthy credit balance. However the loss of key bookings such as Yoga, Glad Rags, NJYour Food and the fact that the football club are now down to two teams means that expected income for 2017 is much less and even in 2016 the credit balance would not have been achieved by hire alone and funding-raising made all the difference. It was felt that the venue needs promoting, Cllr. Race will put details of pavilion facilities in an advertisement or letter to go to the school. Cllr. Whitbread will produce a draft advertisement. The Cleaner is unavailable for a couple of weeks. It was **resolved** that up to £150 could be spent on suitable cover, proposed Cllr. Dunn, seconded Cllr. Halliday, all were in favour.

8.6 Grant applications to the Community Fund – the following suggestions were put forward; Carpet tiles (see 8.5 above), 25 tiles @ £32 = £800, a free standing coat stand - about £30, a hand dryer for the kitchen - £100 and a steam cleaner for the hard floors/tiles - £250. It was also suggested that the application includes items applied for last year but not bought, i.e. a hand rail for the loft and a notice board. Extra radiators for the meeting room and grit bins were also considered.

8.7 Document Retention – in the interests of transparency the clerk made the Parish Council aware that he will carry out a purge of documents starting with financial documents over six years old. He has already scanned many documents to maintain a digital record. The clerk will draft a formal document retention policy for consideration at a future meeting. The need to review the Freedom of Information policy was noted.

8.8 Festival Tickets – see the notes above under the Public session. Postal applications are not being considered as the planning group don't want to have two processes. Comments have been received via Social Media. The new process has just been added to the Parish website. A new application form has been printed and was expected to be ready for collection the day after the meeting. Offers of help for the registration sessions have been received. The Pavilion Committee have offered to do the catering. The Festival committee's next meeting was the Friday following the meeting. Transport has been considered following last year's problems. The festival bus company used will be the same as Thorner so that they can support one another if necessary. A different route for the shuttle bus had been agreed. Extra buses are required at busy times and ideally there should be a bespoke pickup point for Bramham residents. It was suggested that a sign "Bramham residents only" be clearly displayed on the bus. There was also a suggestion that Clifford and Boston Spa be written to suggesting that they organise buses for their residents.

8.9 Fields in Trust – measurements have now been taken and a map drawn up which will go to the Legal Officer at Centenary Fields.

8.10 Finance Working Party – this group met on 24th January to update Financial Regulations and Risk Assessments which will be presented to the March Parish Council meeting. The calendar of actions will be looked at as will online Banking Protocols. The next meeting is 21st March 2017. Spot checks on the accounts need to be done before the Internal Auditor comes.

8.11 Neighbourhood Plan – Version two of the plan has been drafted and will be brought to the Parish Council for approval. It will be ready for the middle of next month for LCC, formal consultation will follow with a target completion date by the end of the calendar year. Meanwhile there will be a drop-in consultation event in the Village Hall on Saturday 4th February 2017 from 2pm to 4pm.

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated to all showing receipts totalling £2,761.00 and payments totalling £2,092.01.

9.2 Report of invoices and payments to be made for February – The Responsible Financial Officer (RFO) presented the Cash Book showing four cheque payments totalling £264.26, four BACS payments of £1361.11 and two direct debit payments of £229.00. It was **Resolved** that all these be approved for payment.

9.3 Skipton Building Society – The address for Skipton Building Society accounts has now been changed to the RFO. It was noted that only one of the signatories is still a Parish Councillor (Cllr. Whitbread). The signatories can be changed which requires authorisation of all previous signatories, this would be processed by the Building Society's head office. Alternatively the accounts could be closed and new accounts with new signatories opened instead, this can be done in the local branch and would not require historical signatories to authorise. It was **resolved** that the new Building Society signatories be Cllrs. Val Whitbread, Pete Dunn, Linda Richards and Katie Race, proposed Cllr. Whitbread, seconded by Cllr. Dunn, all were in favour. Standing Orders will be checked to see whether there are any restrictions on members of the Finance Working Party becoming signatories.

9.4 To decide on the amount of precept to be charged 2017/18 It was **resolved** that the Retail Price Index in November be used to determine the annual percentage increase in precept, Proposed Cllr. Dunn, seconded by Cllr. Halliday, all were in favour. The RFO had circulated a draft budget, it was suggested that the income and expenditure figures should balance and that the budget should forecast income and expenditure to cover a three year period.

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.

10.1 There is a problem with mole hills in the Senior Citizen's Centre garden, the clerk will arrange for these to be dealt with.

10.2 Wetherby in Support of the Elderly (WiSE) – Cllr. Dunn met up with a representative of WiSE about 9th January. The meeting proved helpful but not fruitful. It was noted that there are no referrals from the Doctor's Surgery. Cllr. Whitbread had been called by Stanley Menzies (local Honorary Assistant Priest) who wanted something with a Bramham badge. Cllr. Dunn will write to WiSE to request another meeting and will copy to Stanley. Cllr. Dunn has drafted a letter for a leaflet drop. Councillors were asked to let him know if they had any ideas.

10.3 Dog fouling – Cllr. Race noted that there seems to have been an increase in instances of dog owners not clearing up after their pet. Poo-bag dispensers were suggested, possibly bought from the Community Fund. The clerk will pursue a request for extra bins with the local LCC Environmental Action Officer.

10.4 Vacancies on the Parish Council – Cllr. Whitbread will re-advertise the vacancies in the Church Magazine and in the Post Office.

11. DATE OF NEXT MEETING: Wednesday 1 March 2017 at the Sports Pavilion at 7:30pm.

There being no further business the meeting concluded at 10:15pm.

BRAMHAM PARISH COUNCIL

Payment Schedule March 2017

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
102083	Caretaker - March			£27.67	
102084	Cleaner - March			£76.80	
102085	HMRC (cleaner £19.20, caretaker £7.00, Clerk £192.97)			£219.17	
102085	Employers National Insurance			£24.71	
102086	Chair's Expenses - printer cartridge			£20.60	
102088	Chair's Expenses - showerhead disinfectant			£13.98	
102087	YLCA - Planning Training - 11 March			£115.00	
BACS	Yorkshire Water - Pavilion			£38.06	
BACS	Website - Domain Name Renewal	£140.00	£28.00	£168.00	
BACS	Clerk - March including thirty additional hours worked			£662.10	
BACS	Clerk's Expenses - Mileage			£12.53	
BACS	Clerk's Expenses - Mobile Telephone			£20.00	
BACS	Clerk's Expenses - Mole Treatment in Shelter Garden			£81.00	
BACS	Neighbourhood Plan - Professional Consultancy Fees			£715.00	
BACS	Water Facilities Services Limited-Showerhead Cleaning	£225.00	£45.00	£270.00	
Direct Debit	NPower (Electricity) - Pavilion - paid 1 st February			£149.00	
Direct Debit	NPower - Shelter - paid 6 th February 2017			£80.00	
Direct Debit	NPower (Gas) - Pavilion - due to be paid 2 nd March	£139.90	£7.00	£146.90	

V Whitbread

I Dalton

Chair

Councillor

1 March 2017

(Handwritten signatures)

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£14,285.13	£25,228.00
		May	£3,359.68	£261.96
Balance brought forward at 1 April 2016	£79,228.16	Jun	£2,109.94	£15,035.02
		Jul		
add receipts for 2016-17	£60,455.70	Aug	£5,710.85	£11,283.25
		Sep	£5,517.87	£507.00
less payments for 2016-17	-£44,710.40	Oct	£5,146.75	£2,008.01
		Nov	£2,206.97	£1,697.80
	£94,973.46	Dec	£2,569.93	£125.66
		Jan	£2,092.01	£2,761.00
		Feb	£1,711.27	£1,548.00
		Mar		
	£94,973.46		£44,710.40	£60,455.70

Represented by **Parish Council accounts**

HSBC Community account no 5105350

£19,014.66 *

HSBC Business Money Manager Account no 31158333

£1,373.59

Reserves – Skipton BS account no 975803201

£22,134.90

Land sale - Skipton BS 975804608

£52,450.31

£94,973.46

* This is the balance assuming all cheques have cleared, a list of unrepresented cheques is shown below

Receipts - February 2017

26/01/2017 Pavilion Booking (Samantha Sagar)	£20.00
02/02/2017 Bramham Village Hall - rental of loft space	£10.00
01/02/2017 Pavilion Booking for 10th September (L Wright)	£20.00
02/02/2017 Five Star Sports - regular booking	£50.00
03/02/2017 Saturday Kitchen takings	£27.00
03/02/2017 Mums and Tots entrance monies	£30.00
14/02/2017 Insurance Settlement regarding theft of plaques	£603.50
17/02/2017 Insurance Settlement regarding broken bus shelter panels	£767.50
20/02/2017 Pavilion Booking for 4th June (SJ Rhodes)	£20.00
TOTAL	£1,548.00

Summary of Payments**Total Cheques**

Four cheques as listed on the February Agenda (numbers 102079 to 102082) £264.26

Total BACS payments

One BACS payment as listed on the March Agenda £715.00

Two BACS payments as listed on the February Agenda £503.01

Total Direct Debits

Two Direct Debits as listed on the March Agenda £229.00

Unpresented cheques:

102078 Donation to Bramham in Bloom £400.00