

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

7/2017

Present - Councillors Linda Richards (Chair)
Helena Buck (from item 8.3 onwards) June Halliday
Ian Dalton Pete Dunn
James Pirie

Also present were one resident, Ward Cllr. John Proctor, PCSO Gaynor Duffy and the Clerk.

PUBLIC SESSION

A resident of Freely Lane spoke to the Parish Council (PC) about issues regarding traffic management in the vicinity of the playing fields on Saturday mornings. Having already sent e-mails about this issue (correspondence item 240 refers) he wanted to use the opportunity of speaking to the PC to express his views regarding the proposed use of grass reinforcement to allow some occasional additional car parking. He suggested that providing extra spaces for people to park their vehicles encouraged car use, that it lost recreational space and was not an environmentally responsible approach. Reference was made to Neighbourhood Plan themes regarding encouragement of outdoor recreation including walking and cycling, reduction of pollution and reduction in dependency on car journeys. It was suggested that the football club themselves be encouraged to seek a solution, for example car sharing. A Councillor noted that although the club is Collingham in name, the members come from much of the surrounding area; the resident accepted this point and suggested that parents meet up and park in Collingham and have a travel plan involving car-sharing or minibus hire. He stated that he considered that Collingham activities disruption to other users such as Five-Star Sports and caused a recent book sale/coffee morning to fail. Councillors pointed out that they took all highways issues seriously and were considering a range of measures to address concerns about traffic management taking into account pressures and longer term developments.

1. APOLOGIES – Cllrs. Kate Race & Val Whitbread

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Dunn and Halliday regarding item 7 (Planning Matters), in particular the Farfield House application. Also, Cllr. Halliday regarding 8.2 (Pavilion report), in particular the proposal to consider improving the external sensor lights (as a family member is the contractor being considered for this work).

3. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the PC meeting held on 4th October 2017 be approved and that the Chair be authorised to sign, proposed Cllr. Halliday and seconded Cllr. Richards (being the only two who were at that meeting). All were in favour.

4. CRIME REPORT

The Police Community Support Officer (PCSO) reported the crime figures for October. There had been four crimes, two *Burglary Residential* (Bowcliffe Road and Prospect Bank), one *Theft from Vehicle* (Meadow Lane) and one *Burglary Business and Community* (Meadow Lane). The PCSO advised the meeting that recently, burglars have been using flat roofed single-storey extensions or conservatories to gain direct access upstairs in order to avoid triggering burglar alarms which in many cases, are fitted downstairs. She also advised that recently, there have been no reports of anti-social behaviour associated with Bramham House.

5. CLERK'S REPORT

The Clerk's report had been circulated showing e-mail activity, meetings attended and hours worked. The Clerk had hand-delivered a letter to a resident about having gated access from his garden onto land rented by the PC requesting that this gate be removed or fixed so that it ceased to be a point of access to the Wildlife Area. In considering the Timber Close tree application (below) Cllr. Richards

had discovered that the builders of the Sawmills development had dumped waste material on adjacent land and suggested dealing with this issue could be part of the action list.

It was noted that some actions are ongoing but not always carried forward as agenda items to later meetings. These included actions agreed with LCC (e.g. Highways issues) and WYCA (e.g. bus shelter management offer) which are now long overdue. Cllr. Dunn agreed to put together an action tracker which he would circulate following the meeting. The action tracker and calendar would be updated and circulated with the Clerk's report each month for review.

6. CORRESPONDENCE

The Clerk presented the list of correspondence received since the last meeting (items 230 to 240). Items 233 and 240 informed agenda items 8.4 and 8.2 respectively (see below). The success of the Friends of Bramham School in getting funding from the Aviva Community Fund for an Outdoor Learning Area was noted (237).

7. PLANNING MATTERS

Applications had been received for a single storey rear extension for 3 Milnthorpe Close (reference 17/06151/FU/NE) and for a single story front, side and rear extension for 4 Croft Road (reference 17/06704/FU/NE), there were **no objections** to either application. There had also been two applications for works to protected trees, 5 Timber Close (reference 17/06246/TR) and Milnthorpe Farm (reference 17/06680/TR). The latter was for removal of an old Horse Chestnut, the former was for removal of five trees to ground level. There were **no objections** to the Milnthorpe Farm application. The closing date for opportunity to comment on the 5 Timber Close application had been 6th October; therefore, the Clerk had used his delegated authority to reply on behalf of the PC (having first liaised with members of the Planning Working Party). This raised **no objections** to the cutting of four of the trees (subject to these trees being replaced) but approval of removal of the fifth could not be given as this tree was outside the boundaries of this address. An application had also been received for the demolition of dwelling and outbuildings and replacement with four dwellings at Farfield House, Wetherby Road (reference 17/06809/TR). Standing orders were suspended at this point to allow Ward Cllr. Proctor to comment on this application and on the bus stop issue below. It was felt that this application was premature as it was part of a site being considered under the ongoing Site Allocations Plan and did not discount full development of the site at a later date, and was being submitted before Leeds City Council (LCC) had adopted a greenbelt policy. It was noted that the type of housing proposed was at the high end of the market and did not meet the need for affordable properties. It was felt that this application could not be supported and as such, the PC would **object** to this application.

It was **resolved** to approve all the above replies, proposed Cllr. Dalton, seconded Cllr. Pirie, all were in favour.

It was also noted that a developer had notified residents whose properties adjoin the Bramham House site regarding a proposed application for a care home and associated properties including affordable housing. It was **resolved** to invite the developer to present their proposals to the Council's December meeting, proposed Cllr. Dunn, seconded Cllr. Halliday, all were in favour. It would be made clear to the developer that this meeting would not be a substitute for their other consultation obligations. There should be an open invitation for residents to attend.

It had been noted in considering the above applications that the bus stop on Bowcliffe Road had been moved and concern was expressed that there had been no consultation with the PC about this. The Clerk will raise these concerns with the West Yorkshire Combined Authority (WYCA).

8. OTHER ITEMS

8.1 New street signs and update on Highways issues – two years after they had first been requested, LCC Highways had put up two sets of fingerpost signs to indicate to visitors the locations

of All Saints' Church and the Village Hall. There was disappointment that they were not in line with the original request, larger signs had been expected. It had been hoped that the one at New Road would be a brown tourist information type and the one in the Village Square be a blue sign aimed at pedestrians and cyclists. It was **resolved** to approach the LCC Highways officer to request the types of signs agreed at the on-site meeting two years earlier, proposed Cllr. Richards, seconded Cllr. Halliday, all were in favour.

8.2 Pavilion report – the installation of a passive infrared sensor in the disabled toilets had been completed. After suspending Standing Orders to allow Cllr. Halliday to comment (see Pecuniary Interests) it was **resolved** to install a new external sensor light above the Bramham Pavilion Sign with a manual override, and change the porch light to sensor, proposed Cllr. Richards, seconded Cllr. Dunn, all were in favour.

There was discussion regarding the perimeter fencing to the Pavilion car park, with no overall agreement whether this should be delayed pending a decision regarding the car park (see below). Concerns about the cost were considered against the risks delaying the putting up of fencing. It was suggested that the Pavilion Committee pursue this and that they be invited to the next PC meeting.

The matter of traffic management along Freely Lane was discussed (see Public Session notes above and correspondence items 221 and 240). It was recognised that this is restricted to Saturday mornings and that a proportionate response was needed. Regarding a suggestion to accommodate some occasional, overflow parking by laying grass reinforcement adjacent to the pavilion car park, the PC decided to first seek the views of LCC (via a pre-application), and of Fields in Trust, as to its acceptability. In the meantime it would continue to review other options with Collingham Juniors (including traffic management measures and opportunities to reduce traffic), and discuss with LCC the likelihood of them widening the road in advance of any development of the Bramham House site. The Clerk would write to the residents who had previously written to express concerns about this issue and a report would go in the following Church Magazine.

8.3 Christmas Tree lights – It was **resolved** to have Christmas Tree lights for the pavilion tree (£15) proposed Cllr. Dalton and seconded Cllr. Buck. All were in favour.

8.4 Church Christmas tree competition – All Saints' Church had approached the PC regarding having an entry in the Christmas Tree Festival on the weekend of the 25th/26th November (correspondence item 233). It was agreed that the PC pays for a Pavilion Committee entry (£10) – proposed Cllr. Dunn and seconded Cllr. Halliday. All were in favour.

8.5 Almshouse Hill Garden Plot – the tenant of this plot has e-mailed to confirm that he is happy in principle to terminate the lease by mutual consent without waiting for expiry of the three year notification period, but had asked that consideration be given to putting in place safeguards to prevent the plot being built on. In the absence of the Chair it was decided to carry this matter forward as an agenda item to the next meeting for a more comprehensive report.

8.6 Senior Citizen's Centre – there was no new news to report.

8.7 Relocating the Battle of Bramham Moor Information Display Board/Percy Cross – The information display board, the nearby stone, the road sign at the Bowcliffe Hall turning and the bottle banks had all been sprayed with graffiti. This had been reported to the appropriate LCC team. Approaches had been made to various people and organisations about the proposal to relocate the above listed items and so far, all those contacted were supportive. The cost would be covered by a combination of grants and a local resident. One of the people involved in this project has contacted someone about the stone.

8.8 Festival – the date of the 2018 ticket allocation event had been advertised in the last Church Magazine.

8.9 Neighbourhood Plan update – three quotes have been received for design and printing of the Plan. The Steering Group's next meeting would be the next day (2nd November). There were still aspirations to reach referendum stage by May 2018.

8.10 Bus Shelter Offer – update – The Clerk had pursued the Highways Liaison Coordinator of the WYCA for an update (having been previously advised that this would be considered by their leadership team in September) and was advised that last minute inputs from other teams meant that this would now be presented to the Board week commencing 30th October. The Clerk would press him for an update the following week. It was noted that it is almost a year since the Council first submitted its offer for consideration by WYCA.

8.11 List of projects which could be funded by grant opportunities – in the absence of Cllr. Race this was carried forward as an agenda item to the next meeting.

8.12 Public transport group – following the initial meeting (see item 8.6 of the meeting of 5th July) the Clerk had attended a second meeting of this group on 19th October and a report of that meeting and the minutes had been circulated. Specific examples of those whose opportunities were directly affected by lack of transport links would be needed as evidence of need.

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £2437.50 and payments totalling £2898.26. It was noted that the income included £1,930.50 Community Infrastructure Levy (CIL) relating to a development in Bradford.

9.2 Report of invoices and payments to be made for November – The Responsible Financial Officer (RFO) presented the Payment Schedule showing one cheque payment of £28.82, ten new BACS payments of £3,403.24 and two direct debit payments of £6.00. Retrospective adjustments to three previously reported BACS amounts were also shown. There was a query regarding where the insurance covered liabilities for Bramham in Bloom. This had been raised with the Chair of that group. It was felt that they would be probably be covered by the PC insurance whilst working on PC land but not otherwise. The RFO would confirm the situation with the insurers.

9.3 Finance Working Party - a date for the next meeting (and spot check of the accounts) would be agreed between available members of the group.

9.4 Skipton accounts – the process of getting the new signatories recognised by the Skipton Building Society was on-going and would be carried forward as an agenda item.

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.

- The promised salt-bin had still not arrived, the Clerk would pursue this.
- The promised drilling of a trial hole in the fields behind Lyndon Road to increase resilience to flooding is imminent now that the harvest has been gathered.
- A reply had been received from Ward Cllr. Wilkinson regarding the flooding on Church Hill, he would be contacted again about this.

11. DATE OF NEXT MEETING: PC meeting Wednesday 13th December 2017 at the Sports Pavilion at 7:30pm. (Note the later than normal date).

There being no further business the meeting concluded at 9:25pm.

BRAMHAM PARISH COUNCIL

Payment Schedule December 2017

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
102112	Caretaker – December				
BACS	Neighbourhood Plan – Professional Consultancy Fees			£28.82	
BACS	Yorkshire Water – Pavilion			£525.00	
BACS	Campaign to Protect Rural England (CPRE) annual subscription			£100.87	
				£36.00	
BACS	Councillor's Mileage Expenses – Training Event			£31.20	
BACS	Pavilion Expenses – frying pan (£16.87), grill (£99.99), £10			£126.86	
BACS	Tree lights (£14.99), batteries (£3.99), paperclips (£1.40)			£20.38	
BACS	Annual Newsletter – printing costs			£544.00	
BACS	Neighbourhood Plan – Professional Consultancy Fees			£481.25	
BACS	JJH Electrical – Pavilion lighting			£443.87	
BACS	Bramham Community Action Group – Christmas Tree			£250.00	£250.00
BACS	Cleaner – December			£79.75	
BACS	HMRC (£19.80 cleaner, £7.20 caretaker, Clerk £247.17)			£274.17	
BACS	Clerk – December 2017			£708.84	
BACS	Clerk's Expenses – Mobile Telephone Top Up			£60.00	
BACS	Clerk's Expenses – Land Registry Searches (£3 and £6)			£9.00	
BACS	Clerk's Expenses - Mileage			£6.26	
BACS	Refund of CIL money paid to Bramham in error			£1,930.50	
BACS	Repair of the Bramham Village Sign on Bowcliffe corner glass £30, creosote £11.16, beading £25.20			£66.36	
Direct Debit	NPower (Gas) - Pavilion - paid 20 th November	£67.10	£3.35	£70.45	
BACS	Fields In Trust Change Request			£100.00	
BACS	LCC pre-planning application			£150.00	
Direct Debit	NPower (Electricity) - Pavilion - paid 1 st November			£5.00	
Direct Debit	NPower – Shelter – paid 6 th November 2017			£1.00	

Val Whitbread
Chair

Linda Richards

Vice-Chair

Linda Richards

13 December 2017

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 1 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	£43,731.83	Aug	£6,779.04	£7,053.52
		Sep	£4,359.20	£798.52
less payments for 2017-18	-£24,339.17	Oct	£2,898.26	£2,437.50
		Nov	£2,222.76	£1,393.28
	£110,949.75	Dec		
		Jan		
		Feb		
		Mar		
	£110,949.75		£24,339.17	£43,731.83

Represented by **Parish Council accounts**

HSBC Community account no 51051350

£6,302.04

HSBC Business Money Manager Account no 31158333

£21,515.89

Reserves – Skipton BS account no 975803201

£22,319.62

Land sale - Skipton BS 975804608

£60,812.20

£110,949.75**Receipts - November 2017**

30/10/2017 Pavilion Booking (Tanya Willis)	£48.00
02-Nov-17 Bramham Village Hall - rental of loft space	£10.00
01-Nov-17 KQF LTD t/a FIVE STAR SPORTS	£20.00
17-Nov-17 Saturday kitchen	£100.00
17-Nov-17 Meadow Lane Allotments Annual rent	£400.00
22-Nov-17 Saturday kitchen	£80.00
22-Nov-17 Saturday kitchen	£42.00
November 17 Interest earned on Skipton Building Society account no 975803201	£184.72
November 17 Interest earned on Skipton Building Society account no 975804608	£444.56
23-Nov-17 Community Fund - Shuttle Bus/Administration Expenses	£64.00
TOTAL	£1,393.28

Summary of Payments**Total Cheques**

One cheque as listed on the November Agenda (number 102111) £28.82

Total BACS payments

Six BACS payments as listed on the November Agenda £1,424.42

Four BACS payments as listed on the December Agenda £693.07

Total Direct Debits

Three Direct Debits as listed on the December Agenda £76.45

TOTAL £2,222.76