

**MINUTES OF A MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD
ON WEDNESDAY 5th APRIL AT 7:30 PM IN THE PAVILION**

11/2016

Present - Councillors Val Whitbread (chair)
Ian Dalton
James Pirie
June Halliday

Katie Race
Linda Richards
Pete Dunn

Also present were two Bramham residents and the clerk.

PUBLIC SESSION

Following the Festival Ticket allocation event the previous Sunday, a resident came to address Councillors about this. She works weekends and cannot attend either ticket allocation event. Councillors advised that no system will please everyone and there was an option for nominated tickets. She presented the Parish Council (PC) with a written list of questions from a number of named individuals. The lady was there as representative of them all. The volunteers at the event stayed until 2pm although the queue was finished by 10:30am. and tickets were still available until 1pm after which applicants were put on a waiting list. Previous experience had shown that people drop out and very few people on the waiting list don't get a ticket. The resident suggested using an external agency but this was not considered cost effective. Under the old system, volunteers had had people going to their home addresses and getting verbal abuse. Collectively, the volunteers had put in 250 hours and had received good feedback (and many more hours work would still be involved). One Councillor commented that this was the first time ticket allocation had been done differently and that as people get used to the system their experience will be different. Evaluation would be done at the end of the process and it was recognised that some things could be improved. There had been challenges around communication. The resident felt that hysteria developed by having a first come first served process (but this was no different to the previous method of handling applications). The Parish Council would be more than happy to listen if any resident suggested an alternative way of handling applications if the suggestion was fully thought through. Much time and advice had been given by Thorner who use a similar process. The process has tried to be fair to all. Payment by credit card is being considered for next year. Councillors were satisfied that the new process had solved more problems than it had created.

1. APOLOGIES – Cllr. Helena Buck and Ward Councillors Gerald Wilkinson and John Proctor

2. VACANCIES ON THE PARISH COUNCIL – TO CONSIDER CO-OPTION OF A POTENTIAL NEW COUNCILLOR

It was **resolved** that James Pirie be co-opted onto the Parish Council, Proposed Cllr. Whitbread, seconded Cllr. Halliday, all were in favour.

3. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Dunn and Halliday regarding agenda item 8 (in particular planning application 16/06046/FU, the construction of sixteen houses at Farfield House) and item 9, grit bins on Lyndon Road.

4. MINUTES OF LAST MEETING

It was **resolved** that the minutes of the PC meeting held on 1st March 2017 be approved and that the Chair be authorised to sign, Proposed Cllr. Whitbread, seconded Cllr. Dunn, all were in favour.

5. CRIME REPORT

The PCSO had already been but had had to leave before the meeting started. There were two crimes in Bramham in March. One *Burglary other* where items had been stolen from a garage and one *Interference with a Motor Vehicle* where entry had been gained to the vehicle but nothing was taken.

There were a number of Highways issues including another accident at the T-junction near Meadow Lane allotments where a car bumper bar had been left on the crash barrier.

6. CLERK'S REPORT

The clerk's report had been circulated. There had been a query about tree cutting on the recreation grounds which the Clerk had been dealing with. Clerk would ask Richard Lapis to remind the contractor of due process involved in working in a conservation area. The Clerk was asked to establish the facts of any query in future before responding.

7. CORRESPONDENCE

A list of correspondence received since the last meeting (items 139-150) had been circulated and the contents noted. There was a Complaint that the footpath which runs between Folly Lane & Freely Lane is dangerous due to bushes creating an obstruction and leaves falling from a tree in one of the adjacent gardens (item 150). The Leeds City Council Environmental Action Officer had agreed to send someone out to look at this. It was suggested that the number to contact about such matters be advertised to help speed up the handling of such queries. It was noted that at the January meeting, Ward Cllr. Wilkinson had reported that leaf clearance was taking place in the Outer North-East area and he had asked councillors to let him know of any streets they wanted to be given priority in this programme.

8. PLANNING MATTERS

There were **no objections** to application 17/01733/FU - Outbuilding to front of The Bungalow, 7 The Crag. There were also **no objections** to the two sets of Works to Protected Trees, i.e. 17/01757/TR Beckside, 8A New Road and 17/01177/TR Bowcliffe Hall, Paradise Way. The tree works had been handled using the clerk's delegated authority and the decisions were retrospectively endorsed.

There were **considerable objections** to 16/06046/FU a construction of sixteen houses at Farfield House. The applicant had submitted a revised application showing a new outline but no text to explain the changes. None of the concerns previously raised had been addressed and the number of affordable houses had been reduced in the revised plan. Flooding concerns had been noted and an access road would be widened. The Parish Council will reply (copying in Ward Councillors) raising the same concerns as before and additionally commenting about the affordable housing and the fact that concerns are not being addressed. This development had been highlighted to a local Ward Councillor who had not previously been aware.

There had been two communications regarding Enforcement Case 16/00265/NCP3, land adjoining Bowcliffe Road. One was the official reply from the Enforcement Officer who felt that the contractor had fulfilled their obligations regarding re-aligning the public highway and restoring verges and one was from a resident who felt that this was not the case. The lack of sufficient street lighting was noted. It was decided to respond to the enforcement case to ensure restoration issues were addressed and the case not closed. Another experienced Enforcement Officer would be contacted.

VW

At the previous meeting, the Ward Councillor had agreed to arrange a walk round the village with Highways officers to discuss issues of concern. There had been no progress since then, this would be followed up and expedited.

9. OTHER ITEMS

9.1 Senior Citizen's Shelter – consultation feedback – the consultation leaflet had been circulated and responses were now coming in. However there had been no deadline set. This will be addressed in the Parish Council article in the Church Magazine (an early May deadline was suggested). The Clerk will contact Ward Councillor Lamb who had agreed at the last meeting to pursue outstanding section 106 money. There had already been several comments via the Neighbourhood Plan consultation.

9.2 Annual Playground Inspection Report – the Annual Report had been circulated. All risks had been assessed as Low Risk or Very Low Risk. It was noted that there is no longer a Councillor with specific responsibility for the playground. This will be addressed at the Annual Parish Council meeting.

9.3 Annual Parish Meeting 2017 – An advertisement had gone in the April magazine. Proceeds from the bar will go to the Pavilion. The focus will be on village groups. An agenda will be prepared; Cllr. Halliday will not be able to attend.

9.4 Almshouse Hill Garden Plot - sale of the plot – the person who rents this land has approached the Parish Council about buying it outright. It was decided to defer this agenda item in the hope that he could attend in May. Meanwhile the Clerk will look at the agreement and the process for selling this plot will be looked into and a valuation of the land obtained.

9.5 Leeds City Council offer of bins for dog waste – Leeds City Council (LCC) have responded to a request for more bins with an offer that they will supply a litter bin free of charge for each one the Parish Council buys. Cllr. Race has had a conversation with a local business who are willing to sponsor the cost of a bin, the Clerk will find out from LCC if advertising on their bins is acceptable and Cllr. Race will follow up this lead. An advertisement in the magazine might attract other sponsors. It was **resolved** that in principle, the Parish Council would buy two bins under this offer (four in total), Proposed Cllr. Whitbread, seconded Cllr. Race, all were in favour.

9.6 Bramham Wooden Village Signs – the condition of these signs had been reported to the Parish Council, in particular the rotten wood at the base of the Bowcliffe Road sign. It was agreed to get someone out to take a look at them and quote for any repair work and to take immediate to take the signs down if there was any risk of them falling over.

9.7 Community Fund application – it was reported that the grant request had been accepted. The things applied for in 2016 which were not bought are still eligible, i.e. the notice board and the loft hand rail. A local contractor was coming the day after the Parish council meeting to fit the radiators.

9.8 Dog fouling sign competition – Cllrs. Halliday and Richards attended a meeting of the uniformed organisations and presented prizes to the winners. Two of each design would be put up at various hot-spots around the village. Various suggestions were put forward for the locations including one at the school, near the playground, New Road, ginnel entrances, the sports field and near the garage. Cllr. Race will walk round the village and report back recommendations for locations.

9.9 Grit bins on Lyndon Road – Cllr. Lamb had seen the Clerk and advised that he had positive news about this, further details were awaited. The Clerk will ask Leeds City Council why the location outside the Church and Village Hall do not meet the criteria when the one on Prospect Bank does.

9.10 Festival Tickets – feedback on the Ticket Allocation day, clerk's report on transport – this had been covered at the beginning of the meeting. Thorner had put a cap on the number of tickets per household; this was not the case in Bramham. Residents had not been given priority over nominated tickets, they used to be first. Most of the nominated tickets were for people who lived in the village. Reminders to the follow up event had been individually sent out. Six applicants were on the waiting list. Once the deadline has expired there will be no further opportunities for people to apply for tickets. An approach will be made to Colin Pool to see if any of the cheques have bounced. Full price tickets are still available. It was felt that the new allocation process had proved successful; volunteers had attended two meetings prior to the actual event. Feedback has been good and about £250 had been raised for the Pavilion from refreshment sales. The written questions handed in by the resident will be responded to by e-mail.

The Clerk had attended a meeting at Bramham Park to discuss revised travel arrangements and there will be a follow up meeting on 11th April. Concerns about the Festival Buses had been addressed following conversations with Cllr. Richards, there will be a dedicated gate for buses. Wrist bands for bus users were being considered (they cost £100 per thousand). It was suggested that there should be a sign telling people that the bus was for wrist band holders only. They could be distributed with the tickets. It was noted that some festival goers park in Bramham.

9.11 Neighbourhood Plan – Cllr. Whitbread will circulate a copy of the latest draft of the plan to all councillors. Ian MacKay, Leeds City Council's Neighbourhood Planning Manager would be coming to the next meeting of the Steering Group.

9.12 WiSE/Neighbourhood Network review briefing – A meeting had taken place the previous day between Cllr. Dunn and members of Bramham in Bloom, the Monday Club, the Neighbourhood Plan Group, the Village Hall Committee and the local GP practice manager. This meeting had been arranged following concerns about the apparent low level of take-up of WiSE (Wetherby in Support of the Elderly) services among Bramham residents, and in response to a Neighbourhood Network joint service review being undertaken by LCC Adult Social Care and Public Health. A number of ideas and suggestions were discussed. Cllr. Dunn, Cllr. Whitbread, Rev. Stanley Menzies and the GP practice manager will feed back to the LCC Neighbourhood Network Services Review Team the following Monday 10 April.

In order to further promote WiSE services and activities there will be a WiSE stand at the Annual Parish Meeting and a leaflet drop with the May edition of the parish magazine. In addition it was reported that the Village Hall Committee are considering arranging a community Christmas event for the elderly in the village. The Clerk will make enquiries to see if there is any information to help in understanding the age profile of the Parish, and in particular the number of elderly residents.

9.13 Pavilion update – Five Star Sports are running activities during the Easter Holidays, a fee of £40 per day was agreed by the Pavilion Committee for this. There is interest from Collingham Juniors from September (Saturday morning bookings). It would be used by Bramham in Bloom judges after their walk round. The Community Action Group have booked the Pavilion on 11th June for plants and Prosecco on Open Gardens day.

9.14 The Official Opening of the Scooter Shelter at Bramham Primary School – Cllrs. Richards and Whitbread attended this event. A Thank You card was presented to them. There was also a feature in the Wetherby News.

10. FINANCIAL MATTERS

10.1 Bank Reconciliation – the Bank Reconciliation had been circulated to all showing receipts totalling £580.65 and payments totalling £3,997.02.

10.2 Report of invoices and payments to be made for April – The Responsible Financial Officer (RFO) presented the Cash Book showing seven cheque payments totalling £494.73, six BACS payments of £1592.56 and two direct debit payments of £85.00.

10.3 Financial Regulations adoption – Cllr. Buck had circulated a new set of Financial Regulations to all councillors, Cllr. Dunn had proof read them and suggested a couple of alterations to paragraphs 3.1 and 4.8. It was **resolved** that subject to these alterations, the new Financial Regulations be adopted, proposed Cllr. Whitbread, seconded by Cllr. Dunn, all were in favour.

11. 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.

11.1 Cllr. Dalton reported that one of the defibrillators had been used.

11.2 Cllr. Richards reported that some fencing and hedgerow had been removed near Paradise Farm (near the cycle path on the road side) and expressed concerns that this land was now accessible to travellers. The Clerk will contact Leeds City Council about this.

11.3 Cllr. Richards reported that verge work at Folly Allotments was being done and should be completed by the end of the week.

11.4 Bramham in Bloom had reported damage to the war memorial. The Clerk has a contact who may be able to repair this.

11.5 Cllr. Dunn, the Clerk, Ward Councillor Wilkinson and seven residents of Lyndon Road had met the previous day with two officers of LCC to discuss concerns about flooding, this will be an agenda item next time.

12. DATE OF NEXT MEETINGS: Annual Parish Meeting 26th April 2017 at the Village Hall at 7:30pm.

Annual Parish Council Meeting Wednesday 3rd May 2017 at the Sports Pavilion at 7:30pm (Cllr. Dalton will not be able to attend).

There being no further business the meeting concluded at 10:05pm.

Signed



Val Whitbread
Chair
3 May 2017

BRAMHAM PARISH COUNCIL

Payment Schedule May 2017

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
102096	Caretaker – May			£27.87	
102097	Cleaner – May			£76.80	
102098	HMRC (cleaner £19.20, caretaker £6.80, Clerk £162.69)			£188.69	
102099	Sports Facilities Group – Carpet Tiles	£798.75	£159.75	£958.50	
102100	Felt Board and White Board	£44.61	£8.92	£53.53	
102101	Chair's Expenses – Printing costs for Annual Meeting			£13.00	
102102	Festival Allocation Event expenses - Refreshments			£8.05	
102102	Festival Allocation Event expenses - Stationary			£16.92	
BACS	Village Hall hire charges – Festival Ticket registration			£160.00	
BACS	Village Hall hire charges – Mums & Tots			£72.00	
BACS	A new radiator in the pavilion			£220.00	
BACS	Crown Lift of Beech Trees on the Sports Field	£240.00	£48.00	£288.00	
BACS	Internal Auditor's Fee			£127.50	
BACS	Village Gateway Sign/Battle of Bramham Moor Sign	£871.50	£174.30	£1045.80	
BACS	Clerk – May			£583.85	
BACS	Apple - Filemaker Pro 15 software	£149.96	29.99	£179.95	
BACS	Clerk's Expenses – Print Cartridge	£49.95	£9.99	£59.94	
BACS	Clerk's Expenses – Mobile Telephone Top Up			£20.00	
BACS	Clerk's Expenses – A4 paper, dividers, plastic wallets	£24.43	£4.89	£29.32	
BACS	Clerk's Expenses - Mileage			£18.79	
BACS	Top up of Pavilion booking mobile telephone			£10.00	
BACS	Coat stand for the pavilion	£29.12	£5.82	£34.94	
Direct Debit	NPower (Electricity) - Pavilion - paid 3 rd April			£5.00	
Direct Debit	NPower – Shelter – paid 5 th April 2017			£1.00	

V Whitbread

L Richards

Chair
3 May 2017

Councillor

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 1 May 2017

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,093.29	£25,323.00
		May		
Balance brought forward at 1 April 2017	£91,557.09	Jun		
		Jul		
add receipts for 2017-18		Aug		
		Sep		
less payments for 2017-18		Oct		
		Nov		
	£91,557.09	Dec		
		Jan		
		Feb		
		Mar		
	£91,557.09		£2,093.29	£25,323.00

Represented by **Parish Council accounts**

HSBC Community account no 5105350	£38,827.86 *
HSBC Business Money Manager Account no 31158333	£1,373.73
Reserves – Skipton BS account no 975803201	£22,134.90
Land sale - Skipton BS 975804608	£52,450.31
	£114,786.80

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

Receipts - April 2017	
03/04/2017 Parish Precept	£24,240.00
03/04/2017 Local Council Tax Support grant	£703.00
03/04/2017 Bramham Village Hall - rental of loft space	£10.00
03/04/2017 Playgroup Entrance money	£80.00
07/04/2017 Saturday Kitchen takings	£50.00
07/04/2017 Pavilion Booking for 30th April (Erin Langford)	£40.00
10/04/2017 Pavilion Booking for Five Star for Easter Week	£160.00
25/04/2017 Bramham Pooch Patrol	£40.00
TOTAL	£25,323.00

Summary of Payments	
Total Cheques	
Seven cheques as listed on the March Agenda (numbers 102089 to 102095)	£494.73
Total BACS payments	
Seven BACS payments as listed on the April Agenda	£1,592.56

Total Direct Debits

Two Direct Debits as listed on the May Agenda

£6.00

Unpresented cheque:

102095 Trustees of 1989 Heirs Trust - Wildlife area rent

£60.00

The Trustees have e-mailed a couple of times to say that this cheque has not been received (it was posted to them on 19th April). May need to cancel the cheque and issue another one.

