

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

3/2017

Present - Councillors Linda Richards (Chair)
Helena Buck
James Pirie

Kate Race
Pete Dunn

Also present were one resident, Ward Councillor Alan Lamb, PCSO Emma Leighton (part) and the clerk.

PUBLIC SESSION

There was no public session as there was only one resident present at the meeting.

1. **APOLOGIES** – Cllrs. Ian Dalton, June Halliday & Val Whitbread.

2. **DECLARATIONS OF PECUNIARY INTEREST** – Cllr. Dunn regarding Grit Bins (item 8.11) and Cllr. Buck regarding 29 Low Way (item 7).

3. **MINUTES OF THE PARISH COUNCIL MEETING**

It was **resolved** that the minutes of the Parish Council (PC) meeting held on 5th June 2017 be approved and that the Chair be authorised to sign, proposed Cllr. Race, seconded Cllr. Richards, all were in favour.

4. **CRIME REPORT**

Three crimes were reported in June, one *Theft non specific* (Meadow Lane), one of Blackmail (message on Snapchat) and one of *Criminal damage* (Lyndon Avenue). Crime figures for other villages were provided for comparison. The PCSO asked for suitable places to display information about the scams and fraud talk at Boston Spa Village Hall on 11th July at 2pm, the Post Office and the Hairdressers were suggested. Cllr. Race had seen reports of further crimes in Bramham on Facebook regarding attempts to illegally enter vehicles and properties on Folly Lane and High Street; these would appear on the July crime figures. The PCSO advised that regular checks were being carried out on Bramham House, most of those caught were children who were ghost-hunting but the Police were aware the this venue had been used by youths for drug dealing.

5. **CLERK'S REPORT**

The Clerk's report had been circulated giving a breakdown of the 499 e-mails he had received or been copied into.

6. **CORRESPONDENCE**

A list was circulated of correspondence received since the last meeting (items 180-188). There were no questions or comments.

7. **PLANNING MATTERS**

The Clerk had used his delegated authority to reply on behalf of the PC (having first liaised with members of the Planning Working Party) to respond to the following;

17/03344/FU/NE 7 Folly Lane - Single storey rear extension. **No objection**

17/03290/FU/MIN 29 Low Way - Amendment to condition nine of planning approval H31/329/91 to allow replacement of windows with UPVC windows, French doors with UPVC doors, front door with red composite glazed door and rear door with a white UPVC door or removal/variation of condition 9 to allow replacement of windows and doors with any materials. The reasons for the resident wanting to make these changes was understood but it was felt that there were other ways to achieve this which would have less of an impact on the street scene in a Conservation Area. As such the PC raised **objections** to this application.

VW

The Clerk's response to these applications was formally approved. It was noted that the Clerk should not assume that the default to not getting a response from the Planning Working Party was to assume there were no objections.

Three applications were considered at the meeting;

- 17/03648/FU/NE The Old Barn Paradise Way - Detached garage
- 17/03614/FU/NE 5 Folly View - Single storey rear extension to form ancillary accommodation
- 17/04202/TR Bayford And Company Limited Bowcliffe Hall - T1735 Oak, T1818 Sweet Chestnut, T1634 & T1685 Japanese Maple, T1827p & T1827 Sycamore Elder, T1828 Swedish Whitebeam, T1829 & T1830 Lime, T1833 Elm

There were **No objections** to any of these applications. In fact the PC had not raised any objections to the previous application made regarding The Old Barn. Leeds City Council (LCC) had objected to this and the applicant had gone to great lengths to address the basis for these objections. It was agreed that not only would the PC not object but that the letter would express disappointment at the position originally taken by LCC and the lack of consultation with the PC in adopting this position. It was noted that Bowcliffe Hall trees are subject to a professional survey done annually.

Regarding Farfield House, an e-mail had been sent to LCC Planning asking where the application stood following a communication Steven Wilkinson, Senior Planning Officer which suggested that the very special circumstances needed to build on Greenbelt could not be demonstrated in this case. The Clerk had not had a reply and would chase this further commenting that other concerns about affordable housing and flooding had not been addressed. The site still features as Phase Three of the recent Site Allocations Plan and it was unclear whether this application had been dismissed or deferred pending

8. OTHER ITEMS

8.1 Senior Citizen's Centre (SCC) and Wildlife Area – Cllr. Lamb was thanked for his considerable help with section 106 funding having provided very useful contact information. Cllr. Richards had sent this contact a proposal for using this funding for the SCC which had received a favourable response. She reported that things were moving forward, she had received another e-mail at 5pm on the day of the meeting confirming that LCC were happy with the premise. The other Councillors were very complimentary about Cllr. Richards' e-mail. Accessibility would need to be considered if the proposal for toilets went ahead. Cllr Dunn had researched the matter of business rates and whether there would be any impact on the Pavilion's exemption from Business Rates. The Pavilion is rated but gets (and would still get) full Business Rate relief. He reported that the PC doesn't pay business rates on a property with a rateable value of £12K or less. Normally when a second property is rated, existing relief on the main property is retained for twelve months but small business rate relief on the main property can be retained after this if none of the other properties have a rateable value above £2,899 and the total rateable value of all PC properties is less than £20,000. The Pavilion is currently rated at £3250 and the Shelter is not currently rateable. Cllr. Richards thanked everyone who had been involved. She had been in contact with the Parish of Farlington who had received Lottery funding for a similar project. There have been several offers of help and support.

8.2 Senior Citizen's Centre garden – There had been a report of Japanese Knotweed in the garden last summer, this plant had been positively identified by a botanical expert as Himalayan Balsam. A subsequent report in 2017 was investigated and the Environmental Agency had been out and photographs taken and sent to Bev Kirk (Environmental Action officer at LCC) who had positively identified this as Japanese Knotweed. Cllr. Whitbread had contacted Nick Pritchard (Bramham Park Estate) about this. Although the land is owned by Bramham Park Estate, as tenants the PC has responsibility to deal with this. An accredited company had been contacted



who had advised that there is only a very small amount and that the plant needed to be allowed to grow further in order to be able to kill it; they confirmed that it was newly established. They had quoted two treatments at £450 each. Following contact from Cllr Buck, the first treatment would be in July. It was **resolved** that this quote be accepted and that the treatment go ahead, proposed Cllr. Dunn, seconded Cllr. Race, all were in favour. In the meantime this part of the garden could be fenced off to prevent it spreading through contact with people. Treatment would be in line with current legislation. The contractor was recommended by LCC, where plants are near watercourses; the treatment plan may be subject to Environment Agency permits, clarification about this would be sought from the Environmental Agency.

8.3 Proposal to buy a gazebo – a suitable gazebo for community use would cost £579 and £10 delivery. Joint ownership with Bramham Community Action Group had been considered but this would cause complications regarding the asset register and insurance. It was **resolved** that the PC purchase a gazebo at this price, proposed Cllr. Race, seconded Cllr. Dunn. The Community Action Group would be welcome to make a contribution towards the cost. It was suggested that an additional charge might be levied to those hiring it as part of a Pavilion booking.

8.4 A request for a shed or container to go in the compound behind the Pavilion. Also replacing the hedging around the car park edges – An issue had been raised by the closure the previous day of the Red Lion Public House as the landlord had kindly allowed part of his premises to be used for storage of Neighbourhood Plan display and other materials. Cllr. Dalton had researched two options, one being a shed similar to the one outside the Village Hall and the other option being for a plastic shed which did not need a concrete base and would be more durable. Community groups could use this storage space in return for a charge for the space used. It was **resolved** that standing orders be suspended to allow a resident to speak, she spoke about sheds in the region of £1,500 to £2,000. Due to the information about the proposed sheds not being available at the meeting it was **resolved** that this be pushed back to the September meeting, proposed Cllr. Richards, seconded Cllr. Race, all were in favour. Regarding the car park, the hedging around the edges had already been removed. Two options were being considered one of which was the use of solar lights. The other option would be a small fence made up of small posts with chain between each one. A quote had been obtained for £1,100 for the fence and £500 for the labour (£4.99 per post and £8.00 per two metre length of chain). The need to have a barrier at all was queried. It was felt that there were not sufficient benefits to justify sending £1,600 and the chain between the posts presented a Health and Safety risk (children might be tempted to try to jump over it). On occasions there weren't enough spaces in the car park and it was **resolved** that instead signs be bought directing motorists to Headley Lane to park, proposed Cllr. Dunn, seconded Cllr. Richards, all were in favour. The Pavilion Committee would be made aware of the decision and the costs of providing signage would be investigated.

8.5 Playground – report of findings/feedback and corrective actions if necessary – Cllr. Pirie had updated the playground rota and was collating concerns raised by the inspection team. Three uprights were missing from the boundary fencing and two on the main access gate. Cllr. Pirie had used sandpaper to remove graffiti. He had concerns that the grass inside the playground boundary was not getting cut. Cllr. Lamb suggested a handyman who does occasional work for Wetherby Town Council and suggested an e-mail to their Clerk (Iona Taylor). There had been a lot of litter following the gala and one of the inspection team had suggested bigger bins with lids. Cllr. Pirie or the Clerk would contact Bev Kirk to see if these could be replaced with bins which have a sensor to say when they are full. Cllr. Pirie suggested that the inspection team also check the outdoor gym – he will contact members of the inspection team about this.

8.6 Meeting in Walton to discuss transport needs common to the local villages – The Clerk had attended a meeting in Walton on 22nd June to discuss transport needs common to the local villages. Ward Cllr. Lamb was there together with representatives of Clifford, Boston Spa, Thorpe Arch, Walton and Bilton-in-Ainsty with Bickerton. LCC had received funding from central government in lieu of the cancelled trolley bus and this committee was looking to present a unified

case for some of this to be spent on better public transport across the villages represented. Draft minutes had been circulated and future meetings were planned.

8.7 Bramham Wooden Village Signs – work had been carried out to make the sign with the rotten base of the post secure. The Clerk's delegated authority was retrospectively approved.

8.8 Pavilion – Earlier that day, refreshments had been provided for Bramham in Bloom judging. The 10K run would be 16th July and the school would be involved. The barbeque was planned for August; Five-Star Sports were having extra bookings in the summer, the Pavilion was being used for Festival Ticket collection. The number of bookings had increased. The football season starts in August. Cllr. Race would further promote the Pavilion on Social Media. Feedback was given regarding the low take-up of the shuttle bus provided to help the elderly attend the Gala. It was **resolved** that standing orders be suspended to allow a resident to speak. She indicated that other local taxi and minibus services may provide better value transport than the minibus firm used.

8.9 Leeds City Council offer of bins and Dog fouling sign competition – the bins were all now in place, the Clerk would try to get a key for the bin which can carry advertising. The Village Hall have asked for a dog fouling sign in addition to the six the PC have requested.

8.10 Almshouse Hill Garden Plot – a valuation of this plot has been requested – the Clerk will chase this.

8.11 Grit bins on Lyndon Road – The Clerk would e-mail Cllrs. Lamb and Wilkinson with the details of the location.

8.12 Festival Tickets – the village website has been revised so that there is a separate page specifically for Festival related information. An update had just gone out regarding the new traffic flow arrangements and the new gate and transport. Information about ticket collection had also been communicated. After Tuesday, any uncollected tickets would be reallocated. It was **resolved** that standing orders be suspended to allow a resident to speak. She volunteered to help with ticket distribution. Wrist bands were being provided for the bus and parking tickets would be allocated. A further update was due in the next magazine. The Festival ticket registration day for 2018 is 4th March. There would be a second opportunity for Festival ticket registration but this time it would be in the Pavilion.

8.13 Neighbourhood Plan – Informal discussions have been held with LCC and their comments taken on board, the plan had been re-written to reflect this. The next meeting of the Steering Group would be 12th July 2017. The next stage would be a pre-submission draft followed by a pre-submission open day, possibly in August. It is hoped to submit it in December and to have a referendum in the spring. Thanks were expressed to everyone involved in this.

8.14 Bus Shelter Offer and shelter repairs – The repairs to the bus shelter on Clifford Road near the Lyndon Road junction had been completed. West Yorkshire Passenger Transport Executive had previously indicated that the PC offer would be considered by their executive board at the end of May but a more recent communication has suggested that this would now be in July and that the shelters might be subject to a review in years two or three. There had still been no response to a request to see the terms and conditions of the offer. A reply would be sent asking why the position had changed and to repeat the request to see terms and conditions.

8.15 Highways meeting and news regarding the speed limit on Bramham Road near the school – Cllr. Lamb was still trying to arrange a meeting with Highways. The Clerk would go through minutes and e-mails to capture all Highways issues ahead of the meeting and send these to Cllr. Dunn. There was disappointment that the request to get the speed limit on the approach to the school reduced had been declined until the 2018/19 review due to lack of evidence. A letter would be sent asking when the sample of data had been taken and from which stretch of road and asking why official Highway's guidance about the frequency of speed limit changes over a 600

metre stretch were not being followed. In reaching this decision, Highways could have considered a package of measures but had simply focused on the issue of speed and not addressed wider concerns about car parking and the pavement. It was **resolved** that the Clerk replies to Highways about the above issues, proposed Cllr. Dunn, seconded Cllr. Richards, all were in favour. The Clerk will circulate a draft reply to all for comment.

8.16 List of projects which could be funded by grant opportunities – It was suggested that a wish list of things the PC would like to do be made up so that any future funding opportunities could be responded to promptly. Cllr. Race agreed to draw up a list and present it to the next meeting. This would be an agenda item in its own right.

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £578.99 and payments totalling £1697.95.

9.2 Report of invoices and payments to be made for July and August – The Responsible Financial Officer (RFO) presented the Cash Book showing two cheque payments totalling £55.54, thirteen BACS payments of £2,028.71 and two direct debit payments of £6.00.

9.3 Report of the last meeting of the Finance Working Party - The Finance Working party had considered a consolidation of the number of Bank and Building Society Accounts but as none of the members of the Working Party were part of the PC when these accounts were set up, decided to seek advice of more experienced Councillors before taking any action. Similarly, advice would be taken from experienced Councillors regarding the reasoning behind a resolution passed in February 2016 to create a separate asset management account following an increase in precept and whether this remained necessary. The recommendations of the Internal Auditor were noted, the Clerk would buy a back up storage device to be kept at a separate location. The other recommendation was a budget monitor; Cllr. Dunn was preparing a template. Cllr. Buck was reviewing Standing Orders to present at the September meeting. A suggestion to increase in the salaries of the Caretaker and Cleaner would be referred to the staffing committee for the September meeting. The Working Party were looking for a mutually convenient date for the next quarterly spot check.

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 At the April meeting, 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 (item 11.2). The local farmer (Inghams) and Ward Councillor Wilkinson had responded to this very promptly and action had been taken to address this (missing logs having been replaced). It was agreed that the minutes should record the appreciation of the PC to both parties for such prompt action.

10.2 Flooding Down Church Hill and Tenter Hill – Cllr. Buck had taken photographs of the bottom of Church Hill during a period of heavy rainfall showing streams of water flowing along the road and kerb. This carried a lot of debris and dirt with it leaving the bottom of the hill in need of a clear up. It was **resolved** that the Clerk writes a letter to Highways about drainage concerns in Bramham generally, proposed Cllr. Richards, seconded Cllr. Buck, all were in favour.

10.3 A request by the Friends of Bramham School for Financial Support for their display. The Friends of Bramham School were hoping that the PC would contribute £80 towards the cost of this. The request was received too late to be legally considered at the July meeting – it would have to be section 137 funding and therefore would be an agenda item in September.

11. DATE OF NEXT MEETING: Parish Council meeting Wednesday 6th September 2017 at the Sports Pavilion at 7:30pm.

There being no further business the meeting concluded at 9:40pm.

Signed



Val Whitbread

Chair

6 September 2017

BRAMHAM PARISH COUNCIL

Payment Schedule September 2017

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
102108	Pavilion Committee Expenses – Painting Skirting Boards			£14.00	
102109	Caretaker – September			£27.67	
BACS	Cleaner – September			£80.00	
BACS	HMRC (cleaner £19.20, caretaker £7.00, Clerk £441.16)			£467.36	
BACS	Gazebo (£588.95 plus £27.91 for stakes/delivery)	£514.05	£102.81	£616.86*	
BACS	Renewal of bramhamparishcouncil.org.uk domain	£23.88	£4.78	£28.66	
BACS	Hand dryer (£170) and four LED lights (£308)	£378.00	£75.60	£453.60	
BACS	10K First Aid Cover - North East Medical Services	£153.75	£23.00	£176.75	
BACS	10K expenses – Val Whitbread (water containers)			£19.98	
BACS	10K expenses – Val Whitbread (laminator pouches)			£9.95	
BACS	10K expenses – Val Whitbread (printer cartridge)			£37.70	
BACS	10K expenses – Marie Lynch			£71.96	
BACS	10K expenses - Jo Edwards	£114.61	£11.00	£125.61	
CASH	10K Donation to Otley Running Club for loan of equipment			£50.00	
BACS	10K - Timings/Results - UKTimers			£150.00	
BACS	Wristbands for the Festival (£168 plus £7.50 delivery)	£173.50	£35.10	£210.60	
BACS	Bench on Clifford Road (paid for by a donor)	£444.50	£88.90	£533.40	
BACS	Installation of Bench on Clifford Road (paid by grant)			£300.00	
BACS	Village Hall Hire – Annual Parish Meeting			£24.00	
BACS	Village Hall Hire – Mums and Tots (eleven weeks)			£132.00	
BACS	Yorkshire Water Authority - Pavilion			£56.76	
BACS	Repairs to Playground following vandalism			£200.00	
BACS	Paper Cups - Marie Lynch	£52.16	£11.72	£70.33	
BACS	Bus Shelter repairs (covered by insurance less excess)	£1204.50	£240.90	£1445.40	
BACS	Chair's Expenses - Pavilion mobile phone voucher			£10.00	
BACS	Chair's Expenses - two mats for the Pavilion			£7.98	
BACS	Chair's Expenses - Pavilion Keys			£9.00	
BACS	Chair's Expenses - Pavilion vacuum cleaner bags			£8.99	

BACS	Chair's Expenses - plastic "glasses" for the Barbeque				£20.27	
BACS	Chair's Expenses - Pavilion cleaning materials				£18.95	
BACS	Chair's Expenses - Senior Citizen's Centre mole control				£85.00	
BACS	10K Run - 121 medals (£1.25 each, £7.91 delivery)		£133.95	£26.79	£160.74	
BACS	10K Run - 80 Stickers (25p each)		£16.67	£3.33	£20.00	
BACS	10K Run - 500 Safety Pins				£6.99	
BACS	Reliance Electrics - repairs to Playground fence		£50.00	£10.00	£60.00	
BACS	Refund - cancelled Pavilion booking (Loynes)				£40.00	
BACS	Clerk - July including 71 additional hours worked				£997.33	
BACS	Clerk's Expenses - Gas/Electric Meter Cupboard keys				£1.68	
BACS	Clerk's Expenses - USB Memory Stick 128GB for back up of data and remote storage				£8.88	
BACS	Clerk's Expenses - Land Registry Search				£3.00	
BACS	Clerk's Expenses - Software to manage, split and merge .pdf documents (cost shared)				£32.91	
BACS	Clerk's Expenses - Mobile Telephone Top Ups				£40.00	
BACS	Clerk's Expenses - Mileage				£22.97	
BACS	Valuation of Land on Almshouse Hill		£200.00	£40.00	£240.00	
BACS	YLCA - Guide to Finance 4 x £1 + £1.78 postage				£5.78	
BACS	Signs for the car park - to use Headley Lane when full		£75.00	£15.00	£90.00	
Direct Debit	NPower (Electricity) - Pavilion - paid 3 rd July				£5.00	
Direct Debit	NPower - Shelter - paid 5 th July 2017				£1.00	
Direct Debit	NPower (Electricity) - Pavilion - paid 1 st August				£5.00	
Direct Debit	NPower - Shelter - paid 7 th August 2017				£1.00	
Direct Debit	NPower (Gas) - Pavilion - paid 21 st August				£90.87	
102108	Pavilion Committee Expenses - Painting Skirting Boards				£14.00	
102109	Caretaker - September				£27.67	

* Note: Bramham Community Action Group had already bought the Gazebo, therefore £308.43 has been paid to them, the difference being treated as a contribution by them towards the cost

Val Whitbread

V Whitbread

Linda Richards

L Richards

Chair

Vice-Chair

6 September 2017

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 1 September 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	£39,102.53	Aug	£6,779.04	£7,053.52
		Sep		
less payments for 2017-18	-£14,858.95	Oct		
		Nov		
	£115,800.67	Dec		
		Jan		
		Feb		
		Mar		
	£115,800.67		£14,858.95	£39,102.53

Represented by **Parish Council accounts**

HSBC Community account no 51051350	£9,701.59
HSBC Business Money Manager Account no 31158333	£31,513.87
Reserves – Skipton BS account no 975803201	£22,134.90
Land sale - Skipton BS 975804608	£52,450.31
	£115,800.67

RECEIPTS - JULY AND AUGUST 2017

19/07/2017 Bramham Community Action Group - Donation towards the Gazebo	£308.43 *
17/07/2017 Saturday kitchen	£35.25
17/07/2017 Sale of refreshments - 10K Run	£439.75
17/07/2017 10K - Income from those who booked online	£1,139.00
19/07/2017 Pavilion Booking for 23rd July (Kirsty Loynes)	£40.00
03/07/2017 Bramham Village Hall - rental of loft space	£10.00
03/07/2017 KQF LTD t/a FIVE STAR SPORTS	£25.00
18/07/2017 Pavilion Booking for 8th July (Nikki Lister, JBA Bentley)	£100.00
18/07/2017 Collingham Juniors - Hire of Sports Fields for 2017/18 season	£640.00
07/07/2017 Entrance	£66.00
07/07/2017 Saturday kitchen	£10.26
07/07/2017 Locality Grant - for the Consultant for the Neighbourhood Plan	£2,920.00
03/07/2017 Gala Car Parking	£173.88
03/07/2017 Saturday kitchen	£60.00
28/07/2017 Pavilion Booking for 21st July (Jo Croucher)	£20.00
10/08/2017 Saturday kitchen	£45.00
02/08/2017 Pavilion Booking for 5th August (Sue Craggs)	£20.00
02/08/2017 Bramham Village Hall - rental of loft space	£10.00
24/07/2017 10K - Income from those who booked on the day (Less donation £50 to Otley n	£176.00
03/08/2017 Saturday kitchen	£8.50
03/08/2017 Entrance	£111.50
17/08/2017 Payment for Bench on Clifford Road	£334.95
16/08/2017 KQF LTD t/a FIVE STAR SPORTS	£360.00
TOTAL	£7,053.52

Summary of Payments**Total Cheques**

Two cheques as listed on the July Agenda (numbers 102106-102107)	£55.54
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Total BACS payments

Eight BACS payments as listed on the July Agenda	£1,263.37
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Twenty-Three BACS payments as listed on the September Agenda*	£5,357.26
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Total Direct Debits

Five Direct Debits as listed on the September Agenda	£102.87
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* Note: Bramham Community Action Group had already bought the Gazebo, therefore £308.43 has been paid to them, the difference being treated as a contribution by them towards the cost.