

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 6th SEPTEMBER AT 7:30PM IN THE PAVILION**

5/2017

Present - Councillors Val Whitbread (Chair)
Ian Dalton
James Pirie

June Halliday
Linda Richards

Also present were three residents, PCSO Lou Crossland (part) and the Clerk.

PUBLIC SESSION

Two members of the Pavilion Committee expressed their disappointment at the Parish Council (PC) decision at the previous meeting not to support edging round the car park (item 8.4) after the hedging had been removed. Their previous communication had made no mention of chains between the posts and they felt that the PC had not fully appreciated the type of fencing being proposed. Sight of the actual fence proposed with photos and reference to the Bramham Primary school helped the Council have a better idea of the nature of the proposed fence. The price given to the PC was a rough estimate rather than a formal quote. The fencing would prevent children running into the car park and an example was given where two children had managed to exit the Playgroup unsupervised. The ladies also reported damage done to the Sports Field by a fork lift truck crossing the grass to get access to the back garden of an adjoining property which a fence would have prevented. A barrier would also prevent cars parking dangerously close to the outdoor gym equipment. In terms of funding, they suggested that there may be some remaining from funds supplied by the National Grid a couple of years ago.

1. **APOLOGIES** – Cllrs. Helena Buck, Kate Race, Pete Dunn and Ward Cllrs. Gerald Wilkinson and John Proctor.
2. **VACANCY ON THE PARISH COUNCIL** – this agenda item was included as there had been an expression of interest and statutory requirements would prevent the interested party being co-opted until October without this item. The person who had expressed an interest wasn't present.
3. **DECLARATIONS OF PECUNIARY INTEREST** – Cllr. Pirie regarding Ivy Cottage, Wetherby Road and Cllrs. Dalton & Whitbread regarding 16 Firbeck Road (both item 8). Cllr. Dalton due to his Village Hall connections (item 9.15).
4. **MINUTES OF THE PARISH COUNCIL MEETING**
It was **resolved** that the minutes of the PC meeting held on 5th July 2017 be approved and that the Chair be authorised to sign, proposed Cllr. Pirie and seconded Cllr. Richards (being the only two Councillors who were present at the previous meeting). All were in favour.

5. CRIME REPORT

Seven crimes were reported in August, two *Theft non specific* (both of paving stones on Windmill Lane), one of *criminal damage non-specific* (a weather vane on Lyndon Avenue), one of *criminal damage motor vehicle* (brake pipes cut, Town Hill) and three *burglary residential* (car keys stolen and used to make off in the vehicle - Toulston Lane, a pedal cycle - Town Hill and The Square – the suspects fled after being disturbed). Although there had been no PC meeting in August, the crime figures for July had been circulated showing two crimes including vandalism to the Playground.

Warnings were given about identify theft where fraudulent bank accounts are opened after stealing correspondence from externally mounted post boxes – the PC had published a warning about this in the Church Magazine.

An on-site meeting with Police and Dave Gold (Leeds City Council) officers is being arranged regarding the problems relating to Bramham House.

6. CLERK'S REPORT

The Clerk's report had been circulated showing e-mail activity, meetings attended, actions taken and hours worked. The Clerk had taken a week's annual leave and had used part of this to go

through the contents of the two four-drawer filing cabinets and to condense the documents into one cabinet.

7. CORRESPONDENCE

A list was circulated of correspondence received since the last meeting (items 189-214). There was support for a trader who was considering applying for a trader's license in order to sell fruits and vegetables from his vehicle in Bramham (189). The PC had received a suggestion that it registers the Red Lion public house as an asset of community value (199) – it was decided not to pursue this. There was agreement with the views expressed by a resident who was concerned about the large banners attached to fencing near the Paradise Way/Bowcliffe Road junction advertising the new properties built on the site of the old sawmill (211). The Clerk had responded to a request made via the Yorkshire Local Councils Associations from another Parish Council embarking on a Neighbourhood Plan (213) wanting to know how much of a time commitment it is for their Clerk (no acknowledgment had been received).

8. PLANNING MATTERS

There were **No Objections** to the following applications;

- 16 Firbeck Road - Two storey and single storey rear extension (17/04130/FU/NE)
- Old Fox Cottage Aberford Road – Tree work (17/05185/TR)
- University Of Leeds, Spen Farm, Spen Common Lane - Variation of conditions 6 (landscaping), 11 (turning and parking), 12 (access works), 14 (cycle/motorcycle parking), 17 (bat and bird features), 18 (biodiversity) and 19 (drainage works) of approval 16/07798/FU to amend wording of pre-commencement conditions (17/05021/FU/NE)

Regarding plans for a two storey side/rear extension including new parking bay with steps to rear garden area and vehicle access onto Wetherby Road for Ivy Cottage, Wetherby Road (17/04670/FU/NE), there were **No Objections** subject to Planner's satisfaction on the impact on existing stone boundary walls and other concerns.

9. OTHER ITEMS

9.1 Proposal for handyman jobs such as clearing a section of the wildlife area and completing the fencing in the Pavilion compound and clearing the weeds – Cllrs. Halliday, Pirie and Whitbread and the Clerk had visited the Wildlife area immediately prior to the meeting to see firsthand the area adjoining the garden of 3 Tenter Hill. The resident had offered to clear this himself if the PC paid his expenses and had obtained quotes for clearing the fly-tipping (bricks and stones which appeared to have been there quite a while). Cllr. Whitbread had already arranged for branches of the trees overhanging the resident's garden to be cut. it was **resolved** that the barbed wire and the smaller bricks and pieces of concrete and wood be removed but that the larger items be left in place, proposed Cllr. Pirie, seconded Cllr. Dalton, all were in favour. Cllr. Pirie volunteered to deal with this personally and the Clerk would inform the resident of the decision and thank him for his offer. There were some very large weeds growing in the Pavilion compound, these will be dealt with by the PC. It was felt that there was no immediate need to do anything about the fencing round this compound.

9.2 Insurance renewal quote – Three quotes had been received for insurance cover from Hiscox, Ecclesiastical and Inspire (AXA). Although not entirely like for like it was **resolved** that being the cheapest, the Hiscox quote be accepted, proposed Cllr. Dalton, seconded Cllr. Richards, all were in favour.

9.3 Almshouse Hill Garden Plot – valuation – A valuation of the land had been carried out. Currently the plot attracts £60.90 annual rent. A vote on a proposal to sell the plot was taken which showed no overall agreement on this issue. It was agreed that a longer term lease at a higher price be considered with maintenance costs (such as tree pruning being borne by the leaseholder). It was felt that a truly informed decision could only be made once Councillors had had sight of a copy of

the lease. The Clerk would contact the Solicitors to see if they held a copy and in the meantime this would be deferred as an agenda item to the October meeting.

9.4 Pavilion – a request by the Committee to reconsider a fence round the car park –

Further discussion followed the presentation made by two members of the Pavilion Committee at the public session (see above). There was an additional concern that there was no deterrent to members of the travelling community to use Sports Fields as a base. It was **resolved** that funding be provided for fencing of the type suggested by the Pavilion Committee, proposed Cllr. Dalton, seconded Cllr. Richards, all were in favour. Three quotes would be needed and the Pavilion Committee would be asked to make appropriate enquiries.

9.5 Offer by an anonymous donor to buy a bench –

the bench paid for by an anonymous donor had been fitted on Clifford Road, Ward Councillors having funded the installation. The cost of the bench was well below what the donor budgeted for and as a result an offer has been made for a second bench. Although there would be no cost to the PC for the bench, it would be unreasonable to assume further Ward Councillor funding for installation and this would probably come out of PC funds. It was **resolved** that the offer be accepted and that the PC pays for installation if necessary, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour.

9.6 Request for support from Bramham Primary School –

The PC has supported the school in the past and is likely to do so again, however, it was **resolved** that request of £80 to support the cost of a display celebrating Bramham Primary School's 50th anniversary be declined, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour.

9.7 Clearing/tidying the area over the fence from the garden of 3 Tenter Hill - Wildlife Area –

this agenda item had been dealt with as part of agenda item 9.1 above.

9.8 Relocating the Battle of Bramham Moor Information Display Board/Percy Cross –

This agenda item was taken early (proposed Cllr. Whitbread, seconded Cllr. Pirie) as a resident was present with particular interest in this item. Standing orders were suspended to allow him to contribute to the discussion. The village has a lot of history including the Battle of Bramham Moor with one side led by Henry Percy, 1st Earl of Northumberland. There is a stone in his honour known as the Percy Cross and there is an Information Display Board and Crossed Swords Plaque at the Spen Common Lane/Paradise Way junction. The plaque was mounted on a double sided stone with a Bramham Village welcome sign on the other side, both had been stolen, replacements had been obtained but not yet fitted. It was suggested that this stone be relocated to West Woods Way (near the allotments) and that the welcome sign be fitted to one side (leaving the other side empty). A new stone would be bought to go near the traffic lights near Bowcliffe Hall and that the Information Display Board and Percy Cross be moved from their current locations to the heart of the village. There had already been an offer of funding for a new rock for the Bowcliffe site and other external funding was being sought. Four or five organisations are involved including Nick Lane Fox (Bramham Park Estate), The Battlefields Trust and Historic England. Bramham Historic Access conservation group will investigate the removal of the Spen Common Way rock and board. It was **resolved** that the PC agree in principal to the above proposals, proposed Cllr. Richards, seconded Cllr. Pirie, all were in favour.

9.9 Christmas Tree –

It was **resolved** that the PC supports the £250 cost of a Christmas Tree which includes putting it up, proposed Cllr. Halliday, seconded Cllr. Richards, all were in favour.

9.10 Review of salaries for Cleaner and Caretaker –

It was **resolved** that the salaries of the Cleaner and Caretaker be increased in line with the current retail price index and that this be backdated to the start of the Financial Year, proposed Cllr. Halliday, seconded Cllr. Richards, all were in favour.

9.11 Playground – replacement bins –

In response to a query about overflowing bins in the Children's Playground, an enquiry had been made with Leeds City Council who had offered bigger bins with lids for £210 each. It was felt that the overflowing bin issue was related specifically to the

gala and that the cost did not justify the expense for this once a year occurrence. It was **resolved** not to buy new bins but to keep the situation under review, proposed Cllr. Richards, seconded Cllr. Halliday, all were in favour. Cllr. Pirie will feed back the decision to the Playground team. It was noted that the Playground attracts a lot of positive feedback from those who use it.

9.12 2017 Annual Report – based on 2016 rates of £568 for printing and £200 for delivery, it was **resolved** that a budget of £850 be allowed for printing and distribution of the 2017 Annual Report, proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour. A suggestion will be made to the Church that the cover of the Magazine is revamped drawing the attention of readers to some of the content.

9.13 Senior Citizen's Centre – to report on progress regarding section 106 funding– Cllr. Richards has spoken to Anup Sharma (LCC Planning Officer). The LCC legal team decided by a narrow margin that funding toilets for the Shelter was outside the terms and conditions of the section 106 funding. Mr Sharma suggested a meeting be arranged with the Ward Councillors to find ways in which the matter could be progressed. Mr Sharma offered to lend his support to this meeting. Ward Cllr. Lamb had agreed to convene a meeting; Cllr. Richards would contact him again the day following the meeting.

9.14 Highways meeting – A meeting had taken place on 31st August with an LCC Highways Officer involving Cllrs. Dunn and Whitbread, Ward Cllr. Wilkinson, a Clifford Resident and the Clerk. This had considered traffic concerns around the school, lighting and speeding on Bowcliffe Road, accident prevention & lorry parking on West Woods Road, surface water on Clifford Road and blocked drains down Church Hill with rain water running onto New Road. As Chair of a relevant Committee, Cllr. Wilkinson was able to promise to get the drains on Church Hill seen to. The Highways Officer suggested that 20mph restrictions would be brought into Bramham the next financial year and promised pedestrian barriers to be erected on the pavement outside the school, rumble strips for West Woods Road and would investigate lighting the Give Way sign at the Bowcliffe Road/Paradise Way junction. He apologised for the delay regarding finger post signs and would chase this up. A full report of the meeting had been circulated.

9.15 Community Christmas Dinner for the more isolated and lonely in the village – Consideration of a section 137 contribution towards the cost. – Cllr. Dunn had chaired a meeting in the Village hall on 30th August which brought together representatives of Wetherby in Support of the Elderly (WiSE), the surgery and other community groups with particular concern for the elderly and lonely. A Christmas Day lunch for the elderly and lonely in the Village hall was proposed with drinks on arrival followed by a Christmas dinner and a screen to watch the Queen's Speech followed by a film. Vegetables have been donated by allotment holders and Morrison's Supermarket had also promised donations of food. Cllr. Pirie works for Arla and would arrange for them to contribute and Cllr. Dalton has similar connections with Taylors/Bettys'. It was **resolved** that the PC agree in principal to make a donation towards the cost of this event, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour. The event would be advertised in the Church Magazine.

9.16 Pavilion Update – Since the last PC meeting there have been two major fund raising events, the 10K run and the barbeque. The former raised £1,100 and the barbeque raised £450. Mum's & Tots and a summer playgroup provided a much appreciated service throughout the summer months. Collingham Juniors have started using the Sports Fields. Tadcaster Triathlon club were looking to book the Pavilion for a biathlon event, they have supported the 10K the last two years supplying equipment free of charge. It was **resolved** that the PC agree that Tadcaster Triathlon club be offered a discount for using the Pavilion as thank you for their help with the 10K run, the amount to be decided in agreement with the Pavilion Committee, proposed Cllr. Whitbread, seconded Cllr. Pirie, all were in favour. The need for extra security fobs was noted, It was **resolved** that extra fobs be bought where necessary up to a maximum of £150, proposed Cllr. Dalton, seconded Cllr. Whitbread, all were in favour.

9.17 Damage to the Playground (see Crime Report – item 5 above). It was noted that this had been repaired, the repair cost being below the insurance excess.

9.18 Dog Fouling signs designed by local children have been put up. – It was noted that these signs have now been put up at various points round the village as previously agreed, however the additional sign requested by the Village Hall has not appeared, the Clerk will pursue this.

9.19 Festival – report. – This will be considered at the October meeting to allow more time to reflect on the 2017 event. The Football Club had received their wristbands. All those involved were thanked for the time they had put into this. The Ticket Allocation date for 2018 will be 4th March.

9.20 Neighbourhood Plan update. – the Plan is now nearly at pre-submission stage and it is hoped to have it completed by the middle of next year. A further Locality Grant of £2920 had been received.

9.21 Bus Shelter Offer – The offer made by the PC for West Yorkshire Passenger Transport Executive (WYPTE) to take over the PC shelters for £1400 over a five year period was still ongoing. WYPTE had asked about the cleaning regime (the shelters are not cleaned) and had been unable to supply a terms and conditions document. An offer for a face to face meeting with Councillors had been declined.

9.22 List of projects which could be funded by grant opportunities. – In the absence of Cllr. Race this was deferred to the October meeting.

10. FINANCIAL MATTERS

10.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £7053.52 and payments totalling £6779.04.

10.2 Report of invoices and payments to be made for September – The Responsible Financial Officer (RFO) presented the Payment Schedule showing two cheque payments totalling £41.67, thirty-two BACS payments of £6,484.53 (forty-three items listed but several items of Chair's and Clerk's expenses being combined into single transactions), one cash payment of £50.00 and five direct debit payments of £102.87. It was **resolved** to approve these payments where necessary, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour. The RFO had been working with the Finance Working Party and in particular, Cllr. Dunn to produce a Budget Monitor, a few minor revisions were still needed.

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 The signs for the entrance to the Pavilion car park directing overflow traffic to park on Headley Lane had been bought. However, a local farmer expressed concerns that due to the wide nature of farm equipment, that he would not be able to get past parked vehicles on Headley Lane without damaging them. The Clerk will make enquiries with Highways about this green lane.

11.2 The lights in the Pavilion disabled toilets had been left on, Cllr. Halliday will get quotes for having a sensor fitted.

11.3 Concern was expressed about the **expansion of the Primary School** and being just outside the Parish, the fact that the PC is not a statutory consultee for any planning applications. This had been raised at the on-site meeting with a Highways officer and the PC had been referred to a department known as Highways Development Control.

11.4 The grass verge on Paradise Way near Spen Common Lane was looking unkempt. The Clerk will prompt Leeds City Council to tidy it up.

11.5 It was reported that there had been a **fire on the land next to the Meadow Lane allotments** and that a fire engine had attended to put the fire out.

12. DATE OF NEXT MEETING: Parish Council meeting Wednesday 4th October 2017 at the Sports Pavilion at 7:30pm.

There being no further business the meeting concluded at 10:00pm.

Signed

A handwritten signature in dark ink, appearing to read 'Val Whitbread', written in a cursive style.

Val Whitbread
Chair
4 October 2017

BRAMHAM PARISH COUNCIL

Payment Schedule October 2017

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
102108	Pavilion Committee Expenses – Painting Skirting Boards	£11.66	£2.34	£14.00	*
BACS	Chair's Expenses - two mats for the Pavilion	£6.65	£1.33	£7.98	*
BACS	Chair's Expenses - plastic "glasses" for the Barbeque	£16.89	£3.38	£20.27	*
102110	Caretaker – October			£35.32	
BACS	Yorkshire Local Councils Associations - Accounts and Local Council Finance training			£115.00	
BACS	Rollinson Safeway – Festival Shuttlebus			£1950.00	
BACS	Leeds City Council – Dog-fouling signs designed by local children (6 X £42 plus VAT)	£252.00	£50.40	£302.40	
BACS	Chair's Expenses - paper cups for pavilion	£31.48	£6.30	£37.78	
BACS	Cleaner – October			£96.32	
BACS	HMRC (cleaner £24.00, caretaker £8.80, Clerk £131.00)			£163.80	
BACS	Section 137 payment – contribution to the Church for delivering the Annual Parish Newsletter			£200.00	£200
BACS	Section 137 payment – Parish Christmas Tree			£250.00	£250
BACS	Clerk – October 2017			£523.61	
BACS	Clerk's Expenses – USB Memory Stick 128GB for back up of data and remote storage			£9.08	
BACS	Clerk's Expenses - Mileage			£12.53	
Direct Debit	Annual renewal of Data protection registration			£35.00	
Direct Debit	NPower (Electricity) - Pavilion - paid 1 st September			£5.00	
Direct Debit	NPower – Shelter – paid 5 th September 2017			£1.00	

* Note: These items appeared on last month's agenda and Payment Schedule. They have been reported again to show the VAT element which was not shown previously

Val Whitbread *U Whitbread*

Linda Richards

L Richards

Chair

4 October 2017

Vice-Chair

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 1 October 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	£39,901.05	Aug	£6,779.04	£7,053.52
		Sep	£4,359.20	£798.52
less payments for 2017-18	-£19,218.15	Oct		
		Nov		
	£112,239.99	Dec		
		Jan		
		Feb		
		Mar		
	£112,239.99		£19,218.15	£39,901.05

Represented by **Parish Council accounts**

HSBC Community account no 51051350

£8,221.56

HSBC Business Money Manager Account no 31158333

£21,515.89

Reserves – Skipton BS account no 975803201

£22,134.90

Land sale - Skipton BS 975804608

£60,367.64

£112,239.99**Receipts - September 2017**

05/09/2017 Saturday kitchen	£73.53
05-Sep-17 Barbeque	£471.97
18-Sep-17 Saturday kitchen	£84.00
07-Sep-17 Entrance	£50.00
07-Sep-17 Kitchen sales	£15.00
27-Sep-17 Entrance	£57.00
27-Sep-17 Kitchen sales	£10.00
04/09/2017 Bramham Village Hall - rental of loft space	£10.00
27/09/2017 KQF LTD t/a FIVE STAR SPORTS	£25.00
01/09/2017 Interest earned on Money Manager Account	£2.02
TOTAL	£798.52

Summary of Payments**Total Cheques**

Two cheques as listed on the September Agenda (numbers 102109 & 102109) £41.67

Total BACS payments

Five BACS payments as listed on the September Agenda £1,744.13

Four BACS payments as listed on the October Agenda £2,567.40

Total Direct Debits

Two Direct Debits as listed on the October Agenda £6.00

TOTAL £4,359.20