

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

2/2017

Present - Councillors Val Whitbread (Chair)
Helena Buck
Kate Race
Linda Richards

Also present were one resident, PCSO Alan Stead (part) and the clerk.

PUBLIC SESSION

There was no public session as there was only one resident present at the meeting who was considering becoming a Parish Councillor and was attending to find out more. It was **resolved** that standing orders be suspended for the duration of the meeting to allow him to ask any questions, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour.

1. **APOLOGIES** – Cllrs. Ian Dalton, James Pirie, June Halliday & Pete Dunn.

2. **DECLARATIONS OF PECUNIARY INTEREST** – No one had any interests to declare.

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

It was **resolved** that the minutes of the Annual Parish Council meeting held on 3rd May 2017 be approved and that the Chair be authorised to sign, proposed Cllr. Whitbread, seconded Cllr. Race, all were in favour.

4. **CRIME REPORT**

Two crimes were reported in May, one *Burglary business and community* (Spen Common Lane) and one *Burglary residential* (The Square). The suspects for the first of these crimes had been recorded on Closed Circuit Television.

5. **CLERK'S REPORT**

The Clerk's report had been circulated showing some activities not covered by other agenda items and some which were.

6. **CORRESPONDENCE**

A list of correspondence received since the last meeting (items 165-179) had been circulated and the contents noted. There were comments about the following;

169 - Crime Commissioner's May 2017 newsletter which contained details of the Safer Communities Grant.

178 - YLCA – Details of a new scheme from Fields in Trust (the Active Spaces programme) to provide grant funding of up to £5,000 towards delivery of a physical activity project on-site to serve local needs and target identified groups of inactive people.

The closing date for the Safer Communities Grant had been 26th May and there had not been time to consider an application. It was suggested that a wish list of things the Parish Council 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. The school could be contacted for suggestions.

174 - Conference on Monday 25th September 2017 at Hull looking at road safety and highways issues and how casualties can be reduced by interventions, integration and understanding of a Safe Systems Approach. It was suggested that Cllr. Dunn might consider this.

175 - Yorkshire Local Council's Associations (YLCA) e-mail advising that new hard copy of The Good Councillor's Guide 2017 is now available. Cllr. Whitbread agreed to make sure Cllr. Pirie has the password to the member's only section of the YLCA website.

176 - YLCA – PowerPoint summary of the presentation made at the Leeds Branch Meeting 21 February regarding a proposed 20mph speed restriction in residential areas.

7. PLANNING MATTERS

There had been minor changes to the proposal to build fifteen houses on the Farfield House site. The revised plans still did not take account of drainage or add extra affordable housing. The closing date for opportunity to comment on the revised plans had been 18th May; therefore the Clerk had used his delegated authority to reply on behalf of the Parish Council (having first liaised with members of the Planning Working Party). It was **resolved** to retrospectively approve the Clerk's reply, proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour.

8. OTHER ITEMS

8.1 Senior Citizen's Shelter – consultation feedback – Cllrs. Richards and Whitbread had collated the responses to the consultation. Enquiries had been made about Business Rates and a reply had been received but further clarification was still needed. The Clerk would reply to one of the letters received addressing concerns about consultation. Enquiries regarding s.106 funding from the Sawmills development were still being made. Ward Cllr. Lamb had replied to Cllr. Richards at 7am that morning and the Clerk had also been pursuing contacts at Leeds City Council. The s.106 funding has to be spent on enhancing green spaces. Cllr. Richards will speak to Cllr. Lamb on Monday. A named contact has been obtained and Cllr. Richards would e-mail him the following day. There have also been lots of offers of help with painting and other work; the local Brownies have also offered to help. Cllr. Whitbread will e-mail those who have offered help and is maintaining a database of skills, however it was noted that it will be important to have any building project professionally managed with full insurance cover and that any voluntary help would be subject to this. Consideration was given to matched funding to enhance that already promised. Sources of funding include capital from the sale of land and the Lottery, Councillors were mindful of the need to avoid using up all funding opportunities on one single project. S.106 money could be spent on green space elsewhere and the money which would have been so spent used for the shelter. It was decided to go ahead in principle with installation of water and toilet facilities and to bring this back as an agenda item to the next meeting for an informed decision. The Council's decision would be reported in the notice board and in the Church Magazine and Cllr. Richards would speak to Jim. Cllr. Whitbread will update the Lane-Foxes.

8.2 Almshouse Hill Garden Plot – Cllr. Whitbread had had an on-site meeting with Alan Borland who rents this plot and who had expressed an interest in buying it. An alternative to selling it would be to change the one-year lease to a seven-year lease. A valuation had been done a few years ago. Mr. Borland has offered to pay the legal fees for changing the lease. It was **resolved** to get the land valued at a cost of £200 + VAT, proposed Cllr. Race, seconded Cllr. Richards, all were in favour. The Clerk will contact the PC solicitors regarding the details of the current lease.

8.3 Bramham Wooden Village Signs – the Clerk had used his authority under section 4.1 of the Financial Regulations to give instructions for a contractor to address a concern that one of the Wooden Village Signs was dangerous and at risk of falling. Comments had been received that the picture on the sign needed restoration. Cllr. Buck would take a look at this and this would be carried forward as an agenda item to the next meeting.

8.4 Collingham Junior Football Club – a signed copy of the agreement had been returned by the Junior Football Club. All parties were happy with it, they start in August. Extending Saturday Kitchen to cater for this usage had been considered but more volunteers are needed, Cllr. Race would put an appeal on Facebook.

8.5 Pavilion expenditure – two new strip lights were needed in the kitchen three lights in the hall and the referees room needed to be replaced by LED lights. Bulbs need to be replaced with LED lights, it was **resolved** that this work should go ahead up to a value of £400 without further reference to the Parish Council, proposed Cllr. Race, seconded Cllr. Richards, all were in favour. A hand dryer would be bought; the first £100 of the cost would be paid for out of the Community Fund. Quotes for the work have been obtained. Work also needed to be done to the car park edging, posts with solar lighting being suggested.

8.6 Grit bins on Lyndon Road – Ward Cllr. Lamb had offered to fund a grit bin and one lot of salt out of his discretionary fund. This was on the condition that the Parish Council accepts the cost of subsequent refills. Cllr. Lamb's offer was subject to agreement from the other two Ward Councillors. It was agreed to accept this offer.

8.7 Playground rota – The Playground Inspection rota had expired, Cllr. Pirie had circulated a new rota to all those on the list. Cllr. Pirie was thanked for doing this.

8.8 Bus Shelter Offer – the Clerk had not had a reply to his request for a copy of the terms and conditions of West Yorkshire Passenger Transport Executive taking over the bus shelter. This was being put before their Board for approval at their meeting which was due to meet at end of May. In the absence of any further news this was carried forward as an agenda item for the July meeting. There had also been a request from a resident for a shelter for the bus stop near the Senior Citizen's Centre. The pavement may be too narrow at this point for a shelter to be considered.

8.9 Neighbourhood Plan – update – the next meeting of the Steering Committee was the day following the Parish Council meeting. Ian McKay (Leeds City Council's Neighbourhood Planning Manager) would be coming. The Clerk had applied to Locality for additional funding to pay for the Consultant and was applying for Lottery funding (Awards for All) to pay for a new website.

8.10 Leeds City Council offer of bins and Dog fouling sign competition – Leeds City Council have now placed three bins at the locations on the map which was sent to them. They will place a bin for advertising at the Heygate Lane/Windmill Lane junction and move the bin which they had placed at this location to the entrance to the Pavilion car park. Other locations had been considered, the Parish Council will wait to see how effective the new bins have been before considering buying more. Regarding the signs for the Dog fouling competition, the Clerk was given authority to progress this and thus avoid delays by having to report back to Councillors. E-mail clarification regarding the locations has been sought, this was confirmed.

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated to all showing receipts totalling £6,147.02 and payments totalling £4,288.67.

9.2 Report of invoices and payments to be made for June – The Responsible Financial Officer (RFO) presented the Cash Book showing two cheque payments totalling

£154.87, eight BACS payments of £1,180.08 and three direct debit payments of £95.22. There was a query about the invoices for fire and intruder alarms.

9.3 Getting signatories changed on both Skipton and HSBC accounts – It had previously been decided that it would be easier to close the Skipton Accounts and open new ones rather than getting the signatures changed. Cllr. Whitbread had been to the local branch about this and had been advised that the new accounts would not attract the same level of interest as the old ones and she recommended to the meeting that the accounts are retained with new signatures. A letter would be needed.

Regarding getting signatories changed for the HSBC accounts, Cllr. Buck, being Clerk of another parish, has already had experience of this and has a copy of the necessary form which Cllr. Whitbread would complete.

It was **resolved** that the Bank Accounts for both HSBC and Skipton Building Society be changed to Cllrs. Dalton, Race, Richards and Whitbread, Proposed Cllr. Whitbread, seconded Cllr. Richards, all were in favour.

9.4 Finance Working Party – the RFO will agree a convenient date during the last week of June with members of the Working Party by exchange of e-mail.

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 Festival. Cllrs. Halliday, Race and Richards had attended a meeting at Bramham Park House on 11th April to meet Festival Republic staff and event organisers regarding the traffic plans for 2017 which have changed since 2016 and which reflect feedback given. Lucy Kinsella of Festival Republic had spoken to Cllr. Richards the previous evening and would like a communication about this to go in the next Parish Magazine and on the website. The deadline for the applications spreadsheet is 14th July 2017. Residents have been informed about the new collection arrangements for tickets. Cllr. Whitbread will put something about this in the Parish Council article in the Church Magazine and arrange for it to go on the website.

10.2 Pavilion Five-Star Sports will be having three two-day sessions in the summer in addition to their Saturdays, other users of the field and Pavilion have been made aware.

10.3 Councillor Training – Cllr. Pirie will be informed of any New Councillor training courses.

10.4 Bench on the allotments – there had been an offer to refurbish a bench on the allotments, there was uncertainty as to whether it belonged to the Parish Council (the asset register records nine benches but doesn't specify their locations).

11. DATE OF NEXT MEETING: Parish Council meeting Wednesday 5th July 2017 at the Sports Pavilion at 7:30pm.

There being no further business the meeting concluded at 9:10pm.

BRAMHAM PARISH COUNCIL

Payment Schedule July and August 2017

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
102106	Caretaker – July			£27.67	
BACS	Cleaner – July			£51.20	
BACS	HMRC (cleaner £12.80, caretaker £7.00, Clerk £179.79)			£199.59	
BACS	Reliance Electrics – Repair of Wooden Sign	£80.00	£16.00	£96.00	
BACS	Wetherby Minibus and Private Hire Limited – Gala Bus	£208.43	£41.67	£250.00	
BACS	Chair's Expenses – Cleaning materials for pavilion			£15.60	
BACS	Neighbourhood Plan expenses for business questionnaire			£125.15	
BACS	Race Numbers for the 10K Run	£29.00	£5.80	£34.80	
BACS	Chair's Expenses - Print Cartridges			£11.00	
BACS	Clerk – July including 22½ additional hours worked			£608.68	
BACS	Clerk's Expenses – Postage			£0.76	
BACS	Clerk's Expenses – Mobile Telephone Top Up			£20.00	
BACS	Clerk's Expenses - Mileage			£18.79	
Direct Debit	NPower (Electricity) - Pavilion - paid 1 st June			£5.00	
Direct Debit	NPower – Shelter – paid 5 th June 2017			£1.00	
102107	Caretaker – August			£27.87	
BACS	Cleaner – August			£64.00	
BACS	HMRC (cleaner £16.00, caretaker £6.80, Clerk £102.00)			£124.80	

L Richards

Ian Dalton

L Richards

Councillor

Chair
5 July 2017

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 1 July 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	£32,049.01	Aug		
		Sep		
less payments for 2017-18	-£8,079.91	Oct		
		Nov		
	£115,526.19	Dec		
		Jan		
		Feb		
		Mar		
	£115,526.19		£8,079.91	£32,049.01

Represented by Parish Council accounts

HSBC Community account no 51051350	£39,427.11
HSBC Business Money Manager Account no 31158333	£1,513.87
Reserves – Skipton BS account no 975803201	£22,134.90
Land sale - Skipton BS 975804608	£52,450.31
	£115,526.19

Receipts - June 2017

01/06/2017 Pavilion Booking for 4th June (SJ Rhodes)	£20.00
13/06/2017 Pavilion Booking for Personal Trainer Workouts (Alison Mackie)	£32.00
02/06/2017 Bramham Village Hall - rental of loft space	£10.00
09/06/2017 Entry Fees	£107.81
09/06/2017 Kitchen	£17.19
15/06/2017 Pavilion Booking for 15th July (Jodie Grant)	£20.00
19/06/2017 Pavilion Booking for 22nd July (S O'Brien)	£40.00
28/06/2017 Pavilion Booking for 6th August (Bryony Hudson)	£60.00
28/06/2017 Saturday kitchen	£91.85
28/06/2017 Pavilion Booking for 24th June (Karen Linyard)	£40.00
01/06/2017 Interest earned on Money Manager Account	£0.14
13/06/2017 Pavilion Booking for 17th June (Sue Craggs)	£20.00
25/04/2017 Pavilion Booking for 17th June (Sue Craggs)	£40.00
20/06/2017 Cheque	£40.00
19/04/2017 Pavilion Booking for 20th May (Michelle Baxter)	£20.00
11/05/2017 Pavilion Booking for 20th May (Michelle Baxter)	£20.00
TOTAL	£578.99

Summary of Payments

Total Cheques

Two cheques as listed on the June Agenda (numbers 102104-102105)	£154.87
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Total BACS payments

Eight BACS payments as listed on the June Agenda	£1,180.08
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Three BACS payments as listed on the July Agenda	£357.00
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Total Direct Debits

Two Direct Debits as listed on the July Agenda	£6.00
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Unpresented cheque:

102105 HMRC (cleaner £19.20, caretaker £7.00, Clerk £101.00)	£127.20
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Unbanked cheque

JM Bentley Limited	£50.00
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