

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 12th DECEMBER AT 7:30PM IN THE PAVILION**

8/2018

Present - Councillors Linda Richards (Chair)
 Helena Buck
 Ian Dalton

Pete Dunn
Val Whitbread

Also present were PCSO Lou Crossland (part), one resident and the Clerk.

PUBLIC SESSION

There were no issues brought to the Parish Council (PC).

1. APOLOGIES – Cllrs. David Hopps, June Halliday & James Pirie and Ward Cllrs. Harrington & Wilkinson

2. DECLARATIONS OF PECUNIARY INTEREST – There were no declarations. There would be a separate agenda item next month to consider guidelines for giving dispensations.

3. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the PC meeting held on 7th November 2018 be approved and that the Chair be authorised to sign, proposed Cllr. Dunn & seconded Cllr. Whitbread, all were in favour.

4. CRIME REPORT

The crime report was received noting two crimes in the Parish in November including the theft of a tractor and a vehicle stolen from Lyndon Crescent on 24th November. The Police Community Support Officer (PCSO) reported that a cross-border initiative has been started. There had been a traffic incident on Firbeck Road one evening. Concern was expressed regarding vehicles going through the traffic lights at red.

5. CLERK'S REPORT (AND UPDATE OF ONGOING ISSUES PREVIOUSLY DISCUSSED).

Issues on the Action Tracker were considered, many of which were still ongoing or items otherwise on the agenda. Cllr. Dunn had organised an event as part of the Parish Council's commitment towards becoming a dementia friendly council to be held at 7:30pm on 30th January 2019 in the Pavilion.

6. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 340 to 354).

The following were considered further;

- Resident concerned about speed of traffic through Bramham and request for traffic calming measures such as electronic speed display boards (343)
- Parent expressing concerns about the amount of dog-fouling, especially around the school (349)
- Concerns about car parking along Freely Lane and that the provision of additional car park space had not resolved the problem. In particular, the complainant posited that the Council had failed to acknowledge its responsibility for allowing use of the playing field facility by an organisation from outside Bramham, without proper regard to its impact. The council strenuously refuted the implication that it had not made any attempt to manage Collingham FC's use of the facilities under the terms of the agreement it has with the club. (353)

Replies had been sent or were in the process of being prepared. There would be an appeal to dog owners in the magazine to clear up after their pet.

7. OTHER ITEMS

7.1 War Memorial – a complaint had been received of walkers changing into their muddy boots on the steps of the war memorial. It was felt that putting up a sign to deter people from standing on the War Memorial would not be in keeping with the nature of the memorial. An e-mail would be sent to the resident advising them that the situation was being monitored. Cllr. Richards would speak to Leeds City Council's Bereavement Service to see if they had advice based on experiences elsewhere.

7.2 Defibrillator training – in response to queries from residents, it was felt that another defibrillator training course would be useful. Cllr. Dalton would make enquiries. Cllr. Whitbread would write a short article for the Church Magazine.

7.3 Neighbourhood Plan update – a report had been circulated ahead of the meeting. Cllr. Whitbread would be meeting with the Chair of the Neighbourhood Plan Steering Committee on 13th December following which a version of the Plan incorporating recommended revisions would be sent to the designer. The changes (requested by the examiner and checked by Leeds City Council) are about clarification rather than significant change - some textual changes plus two new maps showing wildlife areas and green spaces. It was **resolved** that a budget of up to £300 be set for publication of the revised Plan, proposed Cllr. Whitbread & seconded Cllr. Dunn, all were in favour. The referendum date would be 14th February 2019 (subject to final confirmation).

7.4 Pavilion Matters – it was **resolved** to set a hire charge of £6 per booking for a personal trainer over a six-week period, proposed Cllr. Richards & seconded Cllr. Dalton, all were in favour. The agreement with 5* Sports was reviewed, although the hire is officially from 10am to 11am, it was noted that they often use the field and Pavilion from 9am. It was decided not to increase the hire charges and an agreement for 2019 would be sent with a note to highlight concerns about car parking. Legionnaires checks were being regularly carried out. The recent Santa's Grotto went well. On Saturday 8th December, Collingham Juniors had had a dedicated person organising parking.

7.5 Noise levels - A1(M) – a meeting has been arranged with a Highways England representative for 20th December at their offices – Cllrs. Dunn and Richards would attend.

7.6 Planning for Senior Citizens Shelter upgrade – the Working Group had meet twice since the last PC meeting. It was reported that meetings with a local builder and with LCC's Senior Conservation Officer (Planning) had taken place and new advice and recommendations obtained. The implications for the choice of refurbishment options had been considered. A 2014 structural engineer's report on building condition had been found. Information gathering, costings and plans for community engagement would be presented in detail at a future meeting.

8. FINANCIAL MATTERS

8.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £7,121.93 and payments totalling £1,370.93.

8.2 Report of invoices and payments to be made for November – The Responsible Financial Officer (RFO) presented the Payment Schedule as follows;

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
8.2.1	BACS	Chair's Expenses – Mileage (£16.25) and car parking (£6)		£1.00	£22.25	
8.2.2	BACS	Campaign to Protect Rural England – Subscription renewal			£36.00	
8.2.3	BACS	Society of Local Council Clerks Annual Subscription			£48.75	
8.2.4	BACS	Pavilion Expenses – keys (£13.50), showerhead cleaner (£13.98) and other cleaning materials (£17.70)			£45.18	
8.2.5	102128	Caretaker – December 2018			£29.64	
8.2.6	BACS	Cleaner – December 2018			£103.20	
8.2.7	BACS	HMRC (£25.80 cleaner, £7.60 caretaker, £104.00 Clerk)			£137.40	

8.2.8	BACS	Clerk – December 2018	£416.55
8.2.9	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 9 th November	£5.00
8.2.10	BACS	Clerk's Expenses – Land Registry Documents	£9.00
8.2.11	Direct Debit	NPower - Pavilion - paid 1 st November	£31.00
8.2.12	Direct Debit	NPower (Gas) - Pavilion - paid 1 th November	£69.00
8.2.13	Direct Debit	Power – Shelter – paid 5 th November 2018	£78.00

The query raised last month regarding an invoice from Edmunds Electrical had been resolved.

8.3 External Auditor's report – this had been received and their comments noted.

8.4 It was **resolved** not to increase delegated limits on revenue expenditure, proposed Cllr. Dunn & seconded Cllr. Richards, all were in favour.

8.5

- It was **resolved** to set the 2019/20 budget for £26,155, proposed Cllr. Dunn & seconded Cllr. Buck, all were in favour.
- The proposed precept for 2019/20 would be subject to the new tax base as supplied by Leeds City Council with 3.3% inflation applied. The final figure would be presented at the January meeting, proposed Cllr. Dunn & seconded Cllr. Buck, all were in favour.

8.6 VAT – the RFO would look at all PC expenditure to determine whether it was below the de minimus amount above which it would have to register for VAT and would report to the next meeting.

9. PLANNING MATTERS

Applications had been received for the following;

- 18/07133/FU - 4 Milnthorpe Garth - Single storey rear extension; patio area and glass canopy to rear
- 18/07274/TR – Hillside, Town Hill - T1 Eucalyptus - Reduce crown by 15%, T2 Conifer – Fell, T3 Pine – Fell
- 18/07408/FU/NE - Milnthorpe Cottage, Wetherby Road - Demolish existing dwelling and outbuildings, erection of one detached house and four semi-detached houses with associated works

There were **no objections** to the first two applications.

The Milnthorpe Cottage application was a repeat of a previous application (17/07827/FU) and therefore the PC would reply along similar lines to the earlier one as new application did not address concerns previously expressed.

Ward Cllr. Lamb had been approached about the Farfield House application (although an application for four dwellings had been refused due to Green Belt considerations, one for fifteen houses was still under consideration). The outcome of the Site Allocations Plan review was awaited.

The Bramham House application is being considered at the December Plans Panel on Thursday 13th December which will include a site visit. Parish Councillors had met with Ward Councillors Harrington and Lamb on 11th December. Ward Cllr. Lamb has a four-minute slot to present the views of the PC and residents and will press for affordable housing. A consultative forum will be set up to include representatives of the PC, Ward Councillors, residents, the site foreman.

Building Regulations had spoken to Cllr. Whitbread regarding the Church Hill site and have been to the site several times. They have raised concerns with the Health and Safety Executive and Cllr. Whitbread has done likewise.

10. To consider **Minor items** and to notify the clerk of matters for inclusion on the agenda of the next meeting.

- Concern regarding the condition of the notice board. Cllr. Richards would speak to a local handyman to get him to tidy this up.
- Cllr. Dalton reported that he and four others would be stepping down from the Village Hall Committee with a sixth to leave later, he would also be stepping down from his role in the drama group and would not be seeking re-election as a Parish Councillor.
- Cllr. Buck noted that the hyperlink to the privacy policy on the Clerk's auto signature was broken.
- Cllr. Buck reported regarding the transport initiative pressing for improved connectivity (especially to York). The group needs the PC to reaffirm its support and will forward an e-mail to the Clerk.
- Plans for the Christmas lunch were underway, this will cater for twenty people, so far ten have confirmed that they are coming.

11. DATE OF NEXT MEETING:

Wednesday 9th January at the Sports Pavilion at 7:30pm.

There being no further business the meeting concluded at 9:43pm.

Signed

Linda Richards
Chair
9 January 2019

BRAMHAM PARISH COUNCIL

Payment Schedule January 2019

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Employee Gifts			£56.00	
102129	Caretaker – January 2018			£29.84	
BACS	Cleaner – January 2018			£82.40	
BACS	HMRC (£20.80 cleaner, £7.40 caretaker, £104.20 Clerk)			£132.40	
BACS	Clerk – January 2019			£416.35	
BACS	Bramham Village Hall - Mum's and Tots – 10 sessions at £12			£120.00	
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 12 th December			£9.39	
Direct Debit	NPower - Pavilion – Final - paid 4 th December			£96.24	
Direct Debit	NPower (Gas) - Pavilion - paid 3 rd December			£69.00	

Linda Richards

Val Whitbread

Chair

9 January 2019

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 30 December 2018

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,009.22	£25,552.00
		May	£2,517.43	£3,838.49
Balance brought forward at 1 April 2018	£101,719.92	Jun	£3,809.33	£971.29
		Jul	£11,077.54	£3,509.92
add receipts for 2018-19	£56,123.96	Aug		
		Sep	£928.12	£1,483.06
less payments for 2018-19	-£32,168.70	Oct	£9,433.53	£13,282.62
		Nov	£1,370.93	£7,121.93
	£125,675.18	Dec	£1,022.60	£364.65
		Jan		
		Feb		
		Mar		
	£125,675.18		£32,168.70	£56,123.96

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£12,795.80
General reserve easy access account Money Manager Account no 31158333	£6,540.89
General reserves – Skipton BS account no 989386433	£34,190.32
Earmarked reserves - Land sale - Skipton BS 989386440	£72,148.17
	£125,675.18

Receipts - December 2018

07-Dec-19 Interest earned on Money Manager Account - HSBC Account 31158333	£5.07
03-Dec-18 Bramham Village Hall - rental of loft space	£10.00
04-Dec-18 Saturday Kitchen	£82.60
07-Dec-18 Mums & Tots entrance fees	£100.00
11-Dec-18 Pavilion Booking (Willis Academy)	£12.00
14-Dec-18 Reimbursement of Edmunds Electrical charges invoiced to the Parish Council in error	£48.00
14-Dec-18 Five Star Sports - Pavilion Booking	£50.00
14-Dec-18 Saturday Kitchen	£50.50
17-Dec-18 Final Invoice credit - Npower - Senior Citizen's Centre	£6.48
TOTAL	£364.65

Summary of Payments**Total Cheques**

One cheque as listed on the October Agenda (number 102128)	£29.64
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Total BACS payments

Eight BACS payments as listed on the November Payment Schedule	£818.33
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Total Direct Debits

Three Direct Debits as listed on the January Agenda	£174.63
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TOTAL £1,022.60