

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 3rd JANUARY AT 7:00PM IN THE PAVILION**

9/2017

Present - Councillors Val Whitbread (Chair)
David Hopps
Helena Buck
Ian Dalton
James Pirie

June Halliday
Kate Race
Linda Richards
Pete Dunn

Also present were Ward Councillor Gerald Wilkinson, Clifford Parish Councillor Nick Fawcett, about twenty-three residents, the Clerk and five people representing the Bramham House site developers including Andrew Simpson, Andrew Windress (ID Planning), Phil Cable (CFK Developments) and John Crompton (Architect). Most of these people left the meeting after the Public Session.

PUBLIC SESSION

Andrew Simpson spoke about the proposed development on the Bramham House site. They have a contract to buy the land which is subject to planning consent being obtained. The building itself would become a care home for the elderly and there would be additional sheltered housing and some detached properties. Andrew Windress, Phil Cable and John Crompton about spoke about the proposals after which those present were invited to ask questions.

There were concerns about traffic volumes and access by emergency vehicles. The proposals would mean a widening of the lane and there were concerns that Freely Lane would therefore lose its character. The Developers were asked if improvements to the Freely Lane junction with Aberford Road would be addressed as part of the proposals as there was a feeling that this junction is hazardous and were asked if the road would be improved ahead of any work being done to the site. There was a feeling that widening the lane would encourage double parking. The main point of access would be directly opposite the children's playground (which doesn't have car parking), a new access would be created. There were suggestions that access from Bowcliffe Road should have been considered. This would be a steep slope and would mean cutting down trees. The Developers pointed out that the decision not to consider this access route had been taken by Leeds City Council (LCC). There were concerns about car parking. The Care Home would employ forty full-time equivalent staff and there would be twenty-five car parking spaces. The Developer believed that this is adequate based on equivalent Care Homes elsewhere (they operate six), the experience of some of the residents when visiting relatives in Care Homes is very different. One of the spaces would be reserved for any visiting doctor. The Developers were asked if they would allow the car park to be used as an overspill when there were events on the recreation ground or in the Pavilion. The footpath to Bowcliffe Road would be retained. Andrew agreed to take some of these concerns to the Highways consultant.

There were concerns about ecology. There is a UK BAP deciduous woodland within the boundaries of the site. Established trees would be retained but all self-seeded trees would be removed. There would be a green space as part of the proposed development.

There were questions about the houses to be built on the plot. There was a mismatch between what the Developer and what residents consider affordable. Residents envisaged these properties being bought by young people starting out on the property ladder; the Developers see these properties as being bought by people at the opposite end of their working lives. Bramham House itself would be retained with a new façade at the front and possibly for the other sides too. Drone photographs were shown to the meeting.

There were also concerns about the increased demands this would make of the doctor's surgery and questions about timescales (a formal Planning application will be made at the end of the month or early next month). The developers were asked for contact details. The LCC case officer is Adam Ward and Andrew Windress will ensure his contact details are available.

One of the Village Hall committee suggested a follow up meeting and offered the hall on either 10th or 17th January where there would be more space and more time.

1. APOLOGIES – There were no apologies.

2. VACANCY ON THE PARISH COUNCIL – two people were present who had expressed an interest in the vacancy. Both were invited to say a bit about themselves. It was noted that David Hopps had expressed an interest in the vacancy over the last two months, attended the last meeting and addressed the Council then, whereas the other candidate had not previously expressed an interest. It was **resolved** that David Hopps be co-opted to fill the vacancy, proposed Cllr. Whitbread and seconded Cllr. Richards, all were in favour. David duly signed his declaration of acceptance of office.

3. DECLARATIONS OF PECUNIARY INTEREST – Cllr. Pirie declared an interest regarding item 7 (Planning Matters), in particular the Hillside, Town Hill application (being his property).

4. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the Parish Council (PC) meeting held on 13th December 2017 be approved and that the Chair be authorised to sign, proposed Cllr. Whitbread and seconded Cllr. Dunn, all were in favour. This was subject to clarification regarding item 8.7 (Commemoration of World War One plane crash). It had been agreed in principle that the event be commemorated and it was suggested that there be an article in the Magazine. Cllr. Richards would make an approach to a local historian.

5. CRIME REPORT

As the PCSOs had been unable to stay, Cllr. Richards reported the crime figures for December. There had been one crime, a *Vehicle interference* on Vicarage Lane. Cllr. Dunn agreed to contact PSCO Emma Leighton regarding a crime prevention news item in the Parish Magazine and to pass on concerns about unsafe parking in the vicinity of the Brooke Babes nursery.

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

The Clerk's report had been circulated. There was frustration at the lack of response from Highways officers and a suggestion that an e-mail followed by a telephone call be made to the head of Highways for LCC making reference to the number of previous attempts to contact officers. There were further concerns that many road signs are now hidden by foliage and that motorists are jumping the lights at the Bowcliffe Hall junction. There was a suggestion that Highways officers be invited to a PC meeting. There has been further damage to the bus shelter nearest the school, the lower panels having been removed and left by the shelter. The Chair now has these in her garage for safe keeping until the contractor doing the repair is available. Hazard warning tape will alert pedestrians to the lack of panels following a report of a child nearly falling in to the road after leaning against the shelter unaware that the panels weren't there. Meanwhile West Yorkshire Passenger Transport Executive have supplied the name of one of their legal team to take forward the transfer of responsibility to them. The application for planning permission for the grass reinforcement is in hand as is an e-mail to the resident who has created gated access from his land to the wildlife area. The PC position regarding the Farfield House proposals has been restated. The Chair will progress the sale of the Almshouse Hill plot and will make appropriate contact. Cllr. Race has researched second hand boot scrapers and is watching one online. It was suggested that the village blacksmith could make one – Cllrs. Halliday and Whitbread will investigate. The insurance status of Bramham in Bloom was still ongoing – one of the residents present being Chair of that group will investigate this (standing orders being suspended at this point – proposed Cllr. Whitbread, seconded Cllr. Halliday, all were in favour). The grit bins still have not been supplied, Ward Cllr. Alan Lamb will be contacted. Standing orders were resumed.

7. CORRESPONDENCE

The Clerk presented the list of correspondence received since the last meeting (items 251 to 258). There has been no further communication regarding item 252 (suggestion of a more robust process for recording the income and expenditure of the Pavilion Committee members)

8. PLANNING MATTERS

Applications had been received for the following;

- 17/07973/LI/NE – Hillside, Town Hill - Listed building application for part two storey part single storey rear extension; two roof lights; internal alterations including installation of partition walls and new doors
- 17/07972/FU/NE - Hillside, Town Hill - Part two storey part single storey rear extension; patio/decking to rear
- 17/07827/FU/NE - Milnthorpe Cottage, Wetherby Road - Demolish existing dwelling and outbuildings, erection of 6 semidetached dwellings and associated works

There were **no objections** to the Hillside application subject to a number of concerns being addressed, i.e. retention of the chimney, removal the velux windows and concerns that appropriate materials be used and that the close proximity of trees to the footprint of the proposed extension being taken into consideration.

Regarding the Milnthorpe Cottage application, there were concerns about access to the site, the increased level of traffic (especially if the Farfield House development goes ahead given that access to that site is very close), over-development, close proximity to existing dwellings with some being overlooked by the new houses. There was particular objection to the inclusion of three-storey properties in the proposals and disappointment that none of the proposed homes were affordable properties and that the proposal doesn't take into account the Conservation Area Management Plan. As such, there were **considerable objections** to this application.

There had also been an application for works to protected trees at Bowcliffe Hall (reference 17/08246/TR). The Planning Working party felt that there was no need to comment on this as works had already been authorised by the LCC tree officer in view of safety considerations.

It was **resolved** that the PC accept the recommendations of the Planning Working Party, proposed Cllr. Richards, seconded Cllr. Dunn, all were in favour.

9. OTHER ITEMS

9.1 Wildlife area issues - treework – Cllr. Whitbread has requested a quote for getting work done to the trees and will chase this up.

9.2 Meadow Lane allotments – Cllrs. Buck and Richards have arranged a meeting with Ruth Thompson who is the liaison for these plots. The meeting has been arranged for 11th January 2018 and will consider a number of issues – the main one being regarding livestock. The spread of bird-flu has resulted in the Department for Environment, Food and Rural Affairs (DEFRA) issuing new restrictions which are legally binding on those who have fifty birds or more. A list of allotment holders will be requested and a list of wildlife. Cllrs. Buck and Richards suggested that the allotment holders could consider applying to the Community Fund to pay for a meeting place.

9.3 Grant funding opportunities – these will be considered further next month. Cllr. Race has set up some telephone calls. Cllr. Hopps will research sources of sports funding which could be used to pay for a track round the field.

9.4 Neighbourhood plan update & consider funding – a summary of the pre-submission plan has been delivered to every property in the Parish with a questionnaire. Full copies of the plan are also available in central locations. Groundwork funding of £9,000 has helped pay for a professional consultant and other costs but that has all been spent and future costs will be taken out of precept. Cllr. Race will research other sources of funding for Neighbourhood plan groups.

9.5 Community fund application – the window for applications to the Community Fund for grant funding will soon be open. Suggested projects for which a grant could be applied were grass reinforcement to allow additional Pavilion car parking, the fence around the edges of the car park and the installation costs of a bench on Clifford Road (the bench itself being paid for by an anonymous donor).

9.6 Community Christmas Dinner – the 2017 dinner was a huge success and some of those who came have already booked for 2018. Many people dropped in on the day to express support or donate gifts. Cllr. Dunn's ode was well received. Thanks were expressed to all those involved in this project. It was **resolved** to suspend Standing Orders to allow one of the residents to comment, proposed Cllr. Richards, seconded Cllr. Dunn, all were in favour. Two people had taken up the offer of takeaways. Standing orders were resumed.

9.7 Pavilion – the Christmas Workshop had gone very well (the organisers getting three cheers from the children). The Village Hall were thanked for hosting this event. The quote for the lighting is still awaited.

10. FINANCIAL MATTERS

10.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £1,963.87 and payments totalling £9,455.40. The high levels of reserves were noted. Considerable amounts had been spent in recent years on projects such as the Pavilion, the playground and the adult gym equipment but there was still a substantial amount left from the sale of land. It was agreed that the village should be consulted in order to spend this in keeping with identified needs. The Responsible Financial Officer (RFO) was asked to add a short explanation of each account in the reconciliation statements.

10.2 Report of invoices and payments to be made for January – The RFO presented the Payment Schedule showing two cheque payments of £236.82, ten BACS payments of £5,111.37 and three direct debit payments of £142.04. The contribution to the Village Hall (item 8.14 of the previous minutes) was still to be paid.

10.3 2017-18 Quarterly Budget Monitoring Report - the RFO presented a quarterly budget monitoring report showing actual income and expenditure against forecast, broken down into various sub-headings for each of quarters one, two and three. Overall, there was a projected 10% overspend. However, the report showed that, although income generated was running above expectations, there was a significant overspend on administration and salaries in particular. It was requested that the administration costs be broken down into further sub-headings for the next meeting so that councillors could better understand attribution and cost pressures in this area, and that the Employment Working Group consider what action could be taken to contain salary costs.

10.4 2018-19 Budget and precept - the 2017-18 budget monitoring report suggested that an increase may be required in the precept requirement for 2018/19. The Finance Working Party will meet again before the next PC meeting to consider the RFO's budget proposals further (taking into account the 2017-18 variances, service requirement, projected income and inflation) and report back to full council with recommendations. A review of internal controls together with the routine spot checks of the accounts will also be done at that meeting. Cllr. Buck has completed a revision of the Standing Orders and will send a copy to Cllr. Dunn and the clerk with a view to issuing a draft for approval at the next full council meeting.

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.

- A meeting with Bramham Football Club has been arranged for 11th January 2018 at 7:30pm. Cllrs. Dunn, Hopps and Whitbread will be representing the PC.
- Cllr. Race expressed disappointment that some motorists are parking on the grass where the memorial garden is. An appeal to park more respectfully will be put in the Magazine.
- Cllr. Buck reported Yorkshire Local Councils Associations guidelines regarding the new Data Protection act and the appointment of a Data Protection Officer.
- Cllr. Richards commented in the need for a grit bin on Tenter Hill (where there used to be one).
- The Festival Ticket allocation date is Sunday 4th March 2018.
- Cllr. Pirie reported that there had been considerable standing surface water on Windmill Hill near Heygate Lane. He will forward a photograph to the Clerk who will report this to appropriate LCC officers.

12. DATE OF NEXT MEETING: PC meeting Wednesday 7th February 2018 at the Sports Pavilion at 7:30pm.

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

Signed

Val Whitbread
Chair
7 February 2018

BRAMHAM PARISH COUNCIL

Payment Schedule February 2018

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
102115	Caretaker – February			£28.82	
BACS	Councillor's Expenses – Thank you gift for Christmas Event	£18.32	£3.66	£21.98	
BACS	Councillor's Expenses – printer cartridge set			£18.99	
BACS	Chair's Expenses - grass reinforcement application			£97.50	
BACS	Chair's Expenses - pavilion cleaning materials			£23.36	
BACS	Chair's Expenses - staff Christmas gifts			£41.35	
BACS	Chair's Expenses - Fields in Trust		£20.00	£20.00	
BACS	Chair's Expenses – Ordnance Survey Map of the field	£18.99	£3.80	£22.79	
BACS	Royal British Legion – wreath			£50.00	£50.00
BACS	New "No Dogs" sign for the Playground	£25.00	£5.00	£30.00	
BACS	Paper cups	£64.43	£12.89	£77.32	
BACS	Royal Mail Response Services			£62.40	
BACS	Cleaner – February 2018			£79.75	
BACS	Hebe Works Limited - Domain and web hosting fees (2018)	£140.00	£28.00	£168.00	
BACS	Donation to Village Hall for the Christmas lunch			£150.00	
BACS	HMRC (£20.00 cleaner, £7.20 caretaker, Clerk £151.90)			£179.10	
BACS	Clerk – February 2018 plus additional hours worked 17:20			£567.33	
BACS	Clerk's Expenses - Mileage			£12.53	
BACS	Clerk's Expenses – Mobile Telephone top Up			£5.00	
BACS	Clerk's Expenses – Print Cartridges			£20.57	
Direct Debit	NPower (Gas) - Pavilion - paid 2 nd January			£78.68	
Direct Debit	NPower (Electricity) - Pavilion - paid 2 nd January			£5.00	
Direct Debit	NPower – Shelter – paid 5 th January 2018			£1.00	

Val Whitbread

Linda Richards

Chair
7 February 2018

Vice-Chair

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 31 January 2018

Bank Reconciliation Statement

			Payments	Receipts
			Apr	£25,323.00
			May	£6,147.02
Balance brought forward at 1 April 2017	£91,557.09		Jun	£578.99
			Jul	
add receipts for 2017-18	£45,695.70		Aug	£7,053.52
			Sep	£798.52
less payments for 2017-18	-£33,794.57		Oct	£2,437.50
			Nov	£1,393.28
			Dec	£1,963.87
			Jan	
			Feb	
			Mar	
		£103,458.22	£33,794.57	£45,695.70

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£8,808.34
General reserve easy access account Money Manager Account no 31158333 -	£11,518.06
General reserves – Skipton BS account no 975803201	£22,319.62
Earmarked reserves - Land sale - Skipton BS 975804608	£60,812.20
	£103,458.22

Receipts - January 2017

02-Jan-18 Bramham Village Hall - rental of loft space	£10.00
17-Jan-18 Saturday kitchen	£61.00
17-Jan-18 Kitchen	£20.00
17-Jan-18 Mums & tots Entrance	£69.20
22-Jan-18 Pavilion Booking (Sam Marsden)	£40.00
TOTAL	£200.20

Summary of Payments**Total Cheques**

One cheque as listed on the January Agenda (number 102113)	£28.82
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Total BACS payments

Five BACS payments as listed on the January Payment Schedule	£970.27
Five BACS payment as listed on the February Payment Schedule	

Total Direct Debits

Three Direct Debits as listed on the February Agenda	£84.68
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TOTAL £1,083.77**Unpresented cheque**

102114 Leeds City Council - Highways licence application/Planning	£208.00
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