

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

5/2018

Present - Councillors	Linda Richards (Chair)	
	Helena Buck	Kate Race
	Ian Dalton	Pete Dunn
	June Halliday	Val Whitbread

Also present were two residents, Ward Councillor Norma Harrington and the Clerk.

PUBLIC SESSION

No issues were raised.

1. APOLOGIES – Cllrs. David Hopps and James Pirie

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Dunn and Halliday regarding Farfield House and Cllr. Halliday regarding a Pavilion quote.

3. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the Parish Council (PC) meeting held on 4th July 2018 be approved and that the Chair be authorised to sign, proposed Cllr. Race and seconded Cllr. Halliday, all were in favour.

4. CRIME REPORT

The crime report was received noting six crimes in the Parish in July & August being two of *theft* (Front Street and Thorner Road), one of *theft from motor vehicle* (Tenter Hill, front bumper and number plate), one of burglary residential (Church Hill – car keys stolen from property and used to steal the vehicle), one of *burglary business & community* (Back Street) and one of *criminal damage* (padlock to Tenter Hill allotment gates).

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

The Clerk had circulated a copy of his timesheet before the meeting showing hours worked and tasks performed. At his appraisal review it had been suggested that using bullet points would make the information easier to digest.

The Action List was considered and updates provided for those items not otherwise on the agenda.

An updated Action Calendar had also been circulated and outstanding actions were noted.

6. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 308 to 325).

- The Clerk had not replied to a request for a link on the Parish Council website relating to the government's campaign to encourage people to switch to smart meters as this could be interpreted as PC support for the business concerned (319).
- Cllr. Richards would arrange to meet a bereaved daughter looking for an appropriate Bramham charity to donate to in her mother's memory (322)
- There had been a comment that the Percy coat of arms appears as Henry IV's coat of arms on the battle of Bramham Moor Information board (324). Cllr. Whitbread was investigating and the Clerk would look at historical e-mails and files on the PC laptop.
- Correspondence items 317 and 323 would be considered as separate agenda items.

7. PLANNING MATTERS

Applications had been received for the following;

- 18/04441/FU/NE - 3 Tenter Hill - Two storey part single storey side and rear extension*
- 18/04574/FU/NE - The Mill House, Windmill Road - Single storey rear extension*
- 18/04675/FU/NE - Land to The Rear Of The Barn House, High Street - Construction of one bungalow*
- 18/04890/TR/TRE - Bardon House, Vicarage Lane - T1 - Fell and remove*
- 18/04477/FU/NE - Oglethorpe Hall Farm - Conversion and extension of building to form dwelling*
- 18/04099/TR - Old Vicarage House, Vicarage Lane - T1 Sycamore - Removal of lower branches that are growing over boundary fence and are now touching neighbouring property. T2 Holly - Fell due to tree sitting on boundary fence and touching neighbouring property. T3 Cherry - Fell due to tree now dead. No blossoms or growth in 2018. Risk of large branches now falling*
- 18/04889/FU/NE - 3 Wetherby Road - Two storey rear extension with raised patio and steps
- 18/01609/FU/NE - Bramham House Bowcliffe Road - revised plans*
- 18/05030/FU/NE - 2 Fossards Close - Two Storey Rear Extension*
- 18/04921/FU/NE - Farfield House - Construction of 15 houses, layout out of access road, open space and ancillary works; demolition of existing house and outbuildings

Following consultation with the Planning Working Group the Clerk had replied to the applications marked with an asterisk using his delegated authority. There had been **significant objections** to the proposed bungalow on land to the rear of The Barn House on grounds of layout & loss of privacy, parking, flood risk and effect on the conservation area. He had also responded to the Bramham House application restating the position of the PC (see meeting notes below). In all the other cases there had been **no objections**.

The Clerk would continue to monitor the Milnthorpe Cottage situation and it was noted that The Old Hall Cottage had been sold. There were **no objections** to the application for 3 Wetherby Road.

Regarding Farfield House, this appears to be identical to a previous application for fifteen houses which was refused and is subject to appeal, and as such, the PC will **object** restating its previous position (loss of green belt and flood risk). Cllr Richards will attend the appeal hearing on 26th September. There had been representations made to the Site Allocation Plan inspector about the status of the site as a broad location. There was concern that earlier measures to reduce noise coming from the A1(M) had been undermined by the removal of mature trees on the site leading to a discussion about previous commitments made by Highways England (HE). It was **resolved** that an approach be made to HE to review their noise mitigation measures in view of recent developments, proposed Cllr. Dunn and seconded Cllr. Richards, all were in favour.

There had been no progress regarding the broken telecommunications cabinet on Lyndon Avenue other than to establish that it was the responsibility of Virgin Media who have not responded to any communications. In contrast, BT Openreach had been far more responsive regarding requests to remove their redundant cabinet on Clifford Road, which Cllr. Halliday believed had already been removed.

Cllrs. Dunn, Halliday and Richards had attended a meeting in Leeds Civic Hall with Leeds City Council (LCC) planning officer Adam Ward (Team Leader Outer North East Team). Matters discussed included the PC's position regarding Bramham House Section 106 planning conditions and the Community Infrastructure Levy. The PC had pressed for affordable housing, employment of local staff, reassurances regarding traffic management (including the widening of Freely Lane before any work commences) and maximisation of greenspace and habitat. Planners were disinclined to press the affordable housing issue too hard as there was a risk that the developer might make changes to avoid any obligation in this respect. A formal update on these matters is awaited from Adam Ward. In the meantime it was noted that early ratification of the Neighbourhood Plan would increase the proportion of CIL available for the village.

Regarding Church Hill, there had been communications over the summer from those most directly affected. Cllr. Whitbread was in regular contact with Building Regulations. A retrospective planning

application had not been published on the LCC website. There was a recommendation that photographs be taken. There was an additional concern that the property owner was using the Village Hall car park as a personal car parking space (the Village Hall Committee are pursuing this).

8. OTHER ITEMS

8.1 Standing Orders – revised Standing Orders had been circulated based on the National Association of Local Councils (NALC) model. It was **resolved** that these be formally adopted, proposed Cllr. Dalton, seconded Cllr. Dunn, all in favour.

8.2 Insurance Renewal – only one quote had been received which the existing insurer not responding to e-mails. It was **resolved** that the Clerk pursues Came and Company and that provided that their quote was competitive, to renew with them on a 36-month agreement, proposed Cllr. Richards, seconded Cllr. Halliday, all were in favour.

8.3 Broadband – correspondence item 323 was regarding the rollout of Broadband. Cabinet 15 is not part of the current deployment plan. Vouchers of £3,000 for businesses and £500 for residential premises are available for those affected, these vouchers can be used to bring fibre to Bramham. A resident is taking the lead on this and will deliver letters towards the end of September to all affected properties and will arrange a meeting in the Pavilion. The PC was supportive of his initiative.

8.4 Wildlife Area – it was **resolved** that quotes be obtained for clearing the rubble dumped in the wildlife area for consideration at the October meeting, proposed Cllr. Dunn, seconded Cllr. Whitbread, all were in favour. Cllr. Richards was willing to speak to the resident on Tenter Hill who had raised this issue. Although not on the public highway, Leeds City Council could be approached to see if they would clear this for a fee, Cllr. Halliday and Richards would obtain photographs.

8.5 Policy Review – the social media policy of a neighbouring parish had been circulated and the Clerk would use this as a template for a PC policy for website content. Councillors were satisfied that having reviewed the document retention policy earlier in the year, no further changes were needed. The publication scheme and communications policies needed review and the Clerk would use the NALC template as the basis for a revised policy to be considered next time.

8.6 Pavilion matters

Various proposals were agreed;

- it was **resolved** that a quote for loft lighting & grab rail of £438.12 be accepted, proposed Cllr. Whitbread, seconded Cllr. Dunn, all were in favour (Cllr. Halliday did not participate due to a pecuniary interest).
- it was **resolved** that a quote for £184 for heating repairs be accepted, proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour.
- it was **resolved** to retrospectively approve £730 expenses for organising the 10K run, proposed Cllr. Whitbread, seconded Cllr. Dalton, all were in favour.
- it was **resolved** to retrospectively approve £3390 expenses for the fencing, proposed Cllr. Richards, seconded Cllr. Halliday, all were in favour. The bollards are still to be done.

Current Financial Regulations allow up to £100 to be spent between meetings on repairs subject to agreement from the Responsible Financial Officer (RFO) and Chair or vice-Chair. This figure would be reviewed at the October meeting.

Cllr. Whitbread reported on successful funding raising events during the summer. The 10K made over £1,100 profit and the barbeque made about £650 (the Clerk would make further enquiries regarding the sale of alcohol). There had also been a sports event which went well. An income and expenditure spreadsheet had been circulated showing the accounts of Saturday Kitchen and the Mums & Tots group. The handling of cash and banking arrangements were considered under

Finance (below). Cllr. Whitbread appealed for more helpers to run Saturday kitchen. More events are planned including a flower festival and something at Christmas.

A training session regarding how to carry out Legionnaire's checks had been arranged for Thursday 2nd October 2018 at 10:30, Cllrs. Hopps and Whitbread and a resident would participate.

Appreciation was expressed to everyone involved.

8.7 Electricity supply to Pavilion and Shelter – a spreadsheet comparing energy renewal prices of several suppliers with options for 12, 24 and 36-month agreements had been circulated. It was **resolved** that a further quote be obtained from Bulb Energy and that if competitive, would be accepted, otherwise the quote from British Gas would be taken up, proposed Cllr. Halliday, seconded Cllr. Richards, all were in favour.

8.8 Neighbourhood Watch – a drop in session on 13th September from 6:45pm to 9pm at the Wetherby Mercure Hotel has been planned which hopes to develop a coordinated approach. Standing Orders were suspended to allow a resident who used to be involved in the scheme to speak.

8.9 Planning for Senior Citizens Shelter upgrade – it was **resolved** to set up a Working Group to take this forward with terms of reference, proposed Cllr. Richards, seconded Cllr. Whitbread, all were in favour. Cllrs. Dunn and Richards would be part of this. Standing Orders were suspended to allow a resident to suggest someone who could be approached.

8.10 Tenter Hill Allotments update – Cllrs. Buck and Richards had attended a meeting the previous Saturday. Another dumping area has been cleared and the allotment holders are looking for a meeting place; the Committee is looking to apply to the Community Fund for support. Regarding governance, it was agreed to retain the existing committee members with thanks for the work already achieved. Standing orders were suspended to allow the Ward Councillor to offer advice. It was **resolved** that the National Allotment Association be approached for advice, proposed Cllr. Dunn, seconded Cllr. Dalton, all were in favour.

8.11 Highways issues update – no progress had been made and the promised deadlines had not been met. Ward Cllr. Harrington has a meeting booked with the Chief Highways Officer and will use the opportunity to press him for an update and action.

8.12 Neighbourhood Plan update – (this agenda item was taken as part of the report of Planning Matters). The Plan is now in the hands of the examiner.

8.13 Health and Safety Inspection of Parish Council assets – a review of assets was considered. A new contractor was needed to carry out the annual check of Pavilion fire extinguishers (previously done by one of Bramham Football Club). Street assets would be inspected informally. A need to look at checks done in the Senior Citizen's Centre was identified.

8.14 New Data Protection Legislation (GDPR) – the Clerk is continuing to ensure that the PC is compliant.

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £3,509.92 and payments totalling £11,077.54.

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
9.2.1	BACS	Village Hall - Mum's and Tots – 12 sessions at £12			£144.00	
9.2.2	BACS	Hirst Conservation – cleaning the War Memorial	£1,130	£226.00	£1,356.00	
9.2.3	BACS	Donation to Village Hall for the Christmas lunch			£150.00	
9.2.4	BACS	Donation towards the Centenary beacon event			£100.00	£100
9.2.5	BACS	Yorkshire Water Authority – Pavilion			£47.19	
9.2.6	BACS	Bench - Realise Futures	£522.07	£104.41	£626.48	
9.2.7	BACS	Rollinsons - Festival Bus			£1950.00	
9.2.8	BACS	Councillor's Expenses – 10K run			£212.08	
9.2.9	BACS	Chairmanship Skills training course – 2 delegates			£90.00	
9.2.10	BACS	Otley Running Club - Donation in lieu of loan of equipment			£50.00	
9.2.11	BACS	North East Medical Services - 10K	£197.58	£27.60	£225.18	
9.2.12	BACS	Refund of Deposit – Pavilion Booking (F. Taylor)			£20.00	
9.2.13	BACS	Car Park work – Green guard CS Limited – balance			£1790.00	
9.2.14	BACS	Councillor's Expenses – Festival Wrist Bands	£181.10	£36.22	£217.32	
9.2.15	BACS	Wasp nest in ground at playground - Green Guard CS Ltd			£40.00	
9.2.16	BACS	Annual Boiler Service and Safety Check - HDM Northern			£50.00	
9.2.17	BACS	Councillor's Expenses – Printing Planning Documents			£13.95	
9.2.18	BACS	Councillor's Expenses – pavilion keys/loo roll/BBQ posters			£41.85	
9.2.19	BACS	Clerk's Expenses – Printer Paper (£3.95), Mileage (£12.53)	£15.82	0.66	£16.48	
9.2.20	102125	Caretaker – September 2018			£29.84	
9.2.21	BACS	Cleaner – September 2018			£103.20	
9.2.22	BACS	HMRC (£25.80 cleaner, £7.40 caretaker, £104.00 Clerk)			£137.20	
9.2.23	BACS	Clerk – September 2018			£416.55	
9.2.24	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 11 th July			£5.00	
9.2.25	Direct Debit	NPower - Pavilion - paid 2 nd July			£31.00	
9.2.26	Direct Debit	NPower (Gas) - Pavilion - paid 2 nd July			£107.00	
9.2.27	Direct Debit	NPower – Shelter – paid 5 th July 2018			£28.00	
9.2.28	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 9 th August			£5.00	
9.2.29	Direct Debit	NPower - Pavilion - paid 1 st August			£31.00	
9.2.30	Direct Debit	NPower (Gas) - Pavilion - paid 1 st August			£107.00	
9.2.31	Direct Debit	NPower – Shelter – paid 6 th August 2018			£28.00	

There was a comment regarding the Festival Bus suggesting that the Community Fund could contribute towards this (currently paid for by adding £4 to each ticket sold to residents).

9.3 Presentation of Quarterly Variance Report – The RFO had circulated a summary of the Quarterly Budget Variance Report for the First Quarter of 2018/19. This had been reviewed by the Finance Working Party – most income and expenditure streams are on track and there are valid explanations where necessary. In-year pressures on the Pavilion budget had been more than offset by the increase in income. It was noted that pressure on the budget is likely to increase once work on the Senior Citizen's Centre begins.

9.4 Proposal to adopt payment terms of 30 days – It was **resolved** that PC adopt payment terms of 30 days, proposed Cllr. Dunn and seconded Cllr. Richards, all were in favour.

9.5 Appointment of Internal Auditor – It was **resolved** that the Terms of Reference circulated by the RFO (incorporating suggestions from Councillors) be used to get quotes which would be presented to the PC at the October meeting with a view to appointing an Internal Auditor for 2019, proposed Cllr. Buck, seconded Cllr. Halliday, all in favour. Approaches would be made locally for recommendations.

9.6 Reports on spend v each earmarked grant & income stream – The RFO had circulated 2017-18 year-end reports on spend against each earmarked grant and funding stream. Cllr. Dunn had presented this to the Pavilion Committee as reassurance that the money raised by them was being earmarked for the Pavilion. An end of year report would show a summary breakdown of grant expenditure.

There had been correspondence expressing concerns about Pavilion finance and the handling of cash (item 317). Regarding cash, the RFO and PC were satisfied that the processes were in accord with paragraphs 9.5 and 9.9 of the Financial Regulations which consider the banking arrangements and require more than one person to be present when cash is counted and emphasise the security and safety of those banking cash. Further assurance will be sought from the new Internal Auditor in due course. The RFO will respond to the sender of the correspondence. A letter would be sent to the Committee members thanking them for their hard work and confirming that the PC is satisfied that the financial controls they have in place are adequate and in line with financial regulations.

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.

- The Christmas lunch would be an agenda item next time
- Former Councillor Mrs. Elizabeth Bustard had passed away. She was on the PC when the recreation ground was acquired. Her funeral was the Friday following the PC meeting.
- The roots of the willow tree close to the Senior Citizen's Centre were now in the beck. Cllr. Whitbread agreed to speak to the tree surgeon who will be doing the work in the wildlife area.
- The notice board needs attention. Cllr. Richards will pursue this.

11. DATE OF NEXT MEETING:

Wednesday 3rd October at the Sports Pavilion at 7:30 pm

There being no further business the meeting concluded at 10:45pm.

Signed

Linda Richards
Chair
3 October 2018

BRAMHAM PARISH COUNCIL

Payment Schedule October 2018

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Came and Company - Insurance Renewal			£1,792.32	
BACS	Groundtrax Systems Limited - grass reinforcement	£2,025.75	£405.15	£2,430.90	
BACS	JJH Electrical Limited – strip lights & safety rail in loft			£438.12	
BACS	Councillor's Expenses - cleaning products for SCC			£5.05	
102126	Caretaker – October 2018			£29.84	
BACS	Cleaner – October 2018			£82.60	
BACS	HMRC (£20.60 cleaner, £7.40 caretaker, £104.20 Clerk)			£132.20	
BACS	Clerk – October 2018			£416.35	
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 11 th September			£5.00	
Direct Debit	NPower - Pavilion - paid 3 rd September			£31.00	
Direct Debit	NPower (Gas) - Pavilion - paid 3 rd September			£69.00	
Direct Debit	NPower – Shelter – paid 5 th September 2018			£78.00	

Linda Richards

Val Whitbread

Chair
3 October 2018

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 27 September 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	£35,354.76	Aug		
		Sep	£928.12	£1,483.06
less payments for 2018-19	-£20,341.64	Oct		
		Nov		
	£116,733.04	Dec		
		Jan		
		Feb		
		Mar		
	£116,733.04		£20,341.64	£35,354.76

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£7,065.40
General reserve easy access account Money Manager Account no 31158333	£16,535.82
General reserves – Skipton BS account no 989386433	£32,319.62
Earmarked reserves - Land sale - Skipton BS 989386440	£60,812.20
	£116,733.04

Receipts - September 2018

03-Sep-18 Bramham Village Hall - rental of loft space	£10.00
06-Sep-18 Interest earned on Money Manager Account - HSBC Account 31158333	£4.06
05-Sep-18 Five Star Sports - Pavilion Booking	£45.00
19-Sep-18 Pavilion Booking for 20th September (Hazel Sibson, Wetherby District Scouts)	£16.00
20-Sep-18 Collingham Junior Football Club (£450 each Saturday/Sunday teams plus £190 pitch)	£1,090.00
20-Sep-18 Pavilion Booking for 8th October (David Hopps, Elmet & Rothwell Liberal Democrats)	£18.00
25-Sep-18 Saturday Kitchen	£300.00
TOTAL	£1,483.06

Summary of Payments**Total Cheques**

One cheque as listed on the September Agenda (number 102125)	£29.84
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Total BACS payments

Five BACS payments as listed on the September Payment Schedule	£715.28
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Total Direct Debits

Four Direct Debits as listed on the October Agenda	£183.00
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TOTAL £928.12