

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 4th APRIL AT 7:30PM IN THE PAVILION**

12/2017

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

June Halliday
Kate Race
Pete Dunn

Also present were Ward Councillor Gerald Wilkinson, Police Community Support Officers (PSCO) Susan Broadwell and Louise, four residents, two people representing the Old Hall Cottage Planning application and the Clerk.

PUBLIC SESSION

Two residents expressed concerns regarding the Bramham House Planning application, in particular the conflict of interest regarding Leeds City Council (LCC) granting itself Planning permission.

The applicants for the Old Hall Cottage Planning Application presented their view to the Parish Council (PC) that their application was appropriate and that they had been sympathetic to the surrounding area and conservation area status.

1. APOLOGIES – Cllrs. James Pirie and Linda Richards.

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Halliday & Dunn declared an interest regarding item 8 (Planning Matters, in particular the Farfield House development).

3. It was **resolved** that the **PRESS AND PUBLIC BE EXCLUDED** for item 9.10, proposed Cllr. Whitbread and seconded Cllr. Race, all were in favour.

4. MINUTES OF THE PARISH COUNCIL MEETING

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

5. CRIME REPORT

The PSCOs reported that there were five crimes in the Parish during March, two of the farms and Bowcliffe Hall were among those affected.

6. 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. He has also circulated a copy of the action tracker (a copy of which is appended). Progress of issues previously discussed were considered and updates provided.

7. CORRESPONDENCE

The Clerk presented the list of correspondence received since the last meeting (items 278 to 281). Cllr. Hopps had responded to an e-mail from a resident expressing concern that the football club use weed killer when marking out the white lines on the pitch (item 280), a copy of his response would be circulated.

8. PLANNING MATTERS

Applications had been received for the following;

- 18/01458/FU/NE – Old Hall Cottage Back Lane - Single storey and two storey extension to existing house and construction of two dwellings to rear garden
- 18/01609/FU/NE - Bramham House Bowcliffe Road - Demolition of Bramham House, retention of front facade and redevelopment to form care home, with 8 close-care dwellings, 6 close-care apartments and 10 detached houses, laying out of access road and new vehicle access to Freely Lane

It was **resolved** that standing orders were suspended to allow the applicants for the Old Hall Cottage proposal to speak, proposed Cllr. Whitbread and seconded Cllr. Race, all were in favour. There were **objections** to this application for several reasons including loss of privacy, the adverse effect on the character of the village, concerns about the effect on the natural habitat and the need for any development to be in keeping with the conservation area status of this location.

The principle of development of Bramham House was accepted but there were concerns regarding the details and disappointment that the plans presented at the public meeting in the Village hall in March did not seem to take on board any of the feedback from the meeting in the Pavilion in January and the PC did not feel that it could support the application with concerns about the affordable housing ratio, lack of clarity regarding which trees would be felled, car parking and other issues. Cllr. Hopps agreed to draft a reply for consideration by other PC members.

It was **resolved** that standing orders were suspended to allow Cllr. Wilkinson to speak about Farfield House, proposed Cllr. Whitbread and seconded Cllr. Dalton, all were in favour. Cllr. Wilkinson would ascertain whether this application would be considered by the Plans Panel.

Concerns were expressed regarding the work on Church Hill, LCC Planning Enforcement have been involved and the work was ordered to be stopped on 20th March as Planning Permission would be needed. Cllr. Whitbread has been pursuing this with Planning Enforcement and Building Control.

9. OTHER ITEMS

9.1 Planning Permission for the grass reinforcement – Cllr. Whitbread reported that this has now been granted.

9.2 Annual Parish Meeting (APM) – Cllr. Whitbread gave an update regarding the APM.

9.3 Senior Citizen's Centre (SCC) funding – It was **resolved** that standing orders be suspended to allow Cllr. Wilkinson to speak about this, proposed Cllr. Whitbread and seconded Cllr. Dunn, all were in favour. Cllr. Wilkinson advised that £10,000 of the section 106 money had been spent elsewhere in the Wetherby Ward in lieu of a similar amount spent in funding the Pavilion some years earlier from section 106 monies from developments outside the parish. Ward Councillors were willing to consider supporting the SCC from their discretionary funding. This would be considered further at the May meeting.

9.4 Management of Legionnaires checks at pavilion – Cllr. Whitbread reported that the heating engineer would be checking the water temperature on the Saturday following the meeting.

9.5 Community Fund – Cllr. Whitbread reported on the outcome of the PC application to the Community Fund noting that all requests had been accepted.

9.6 Review staff salaries – this would be deferred to the next meeting so that any pay awards would be in line with the previous award in terms of the appropriate measure of inflation to be used.

9.7 Contribution to Parish magazine – It was **resolved** that standing orders be suspended to allow a representative of the magazine to speak about this, all were in favour. It was **resolved** that £400 be given to the Church magazine as a section 137 contribution towards the cost of numerous PC and pavilion articles, proposed Cllr. Whitbread and seconded Cllr. Race, all were in favour.

9.8 Tenter Hill Allotments – Cllr. Buck updated the PC regarding progress including meeting dates and the challenges encountered. The PC agreed to support Cllrs. Buck and Richards in setting up of an allotments association with constitution and rules. Cllr. Buck would draft a letter from the PC stating the intentions.

9.9 Neighbourhood Plan – Cllr. Whitbread updated Councillors regarding the progress of the Plan.

9.10 Almshouse Hill Plot Sale – Members of the public were asked to leave at this point. Two offers had been received and it was **resolved** to accept the higher offer, proposed Cllr. Dalton and seconded Cllr. Dunn, all were in favour. Cllr. Whitbread would instruct the Solicitors.

9.11 Senior Citizen Garden – It was **resolved** that £400 be given to the Bramham in Bloom as a contribution towards the cost of maintenance, proposed Cllr. Hopps and seconded Cllr. Whitbread, all were in favour. Bramham in Bloom would ask for funding for specific projects separately.

10. FINANCIAL MATTERS

10.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £2332.41 and payments totalling £1556.66

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	£137
10.2.1	BACS	Councillor's Expenses - 4m tubular cuffing			£16.00	
10.2.2	BACS	Yorkshire Local Councils Associations Annual Subscription			£430.00	
10.2.3	BACS	Royal Mail Response Services			£22.46	
10.2.4	BACS	Payne's Plumbing and Heating – Pavilion Boiler repairs	£308.68	£61.74	£370.42	
10.2.5	102118	Tenter Hill Allotments			£200.00	
10.2.6	102119	Caretaker – April			£28.82	
10.2.7	BACS	Cllr. Halliday – Festival Ticket allocation day expenses			£10.72	
10.2.8	BACS	Contribution to Parish Magazine			£450.00	£450
10.2.9	BACS	Cleaner – April 2018 and backdated correction			£155.26	
10.2.10	BACS	HMRC (£38.60 cleaner, £7.20 caretaker, Clerk £102.00)			£147.80	
10.2.11	BACS	Clerk – April 2018			£408.34	
10.2.12	BACS	Clerk's Expenses - Mileage			£12.53	
10.2.13	BACS	Clerk's Expenses – Postage Stamp for large envelope			£0.76	
10.2.14	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 14 th March			£7.01	
10.2.15	Direct Debit	NPower (Gas) - Pavilion - paid 1 st March			£78.68	
10.2.16	Direct Debit	NPower – Shelter – paid 5 th March 2018			£1.00	

10.3 It was noted that the **Internal Auditor** would be coming on 30th April and that this will be his final year – the appointment of a new Internal Auditor would be considered later in the year.

10.4 Review of Direct Debit payments and approval of payments by Bank Transfer. The RFO reported all payments currently being made by Direct Debit. It was agreed that this was an appropriate method of payment in these cases and it was also agreed that Bank Transfer was an appropriate payment method for other payments.

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.

- The death of one of the Bramham Football Club committee members, Mick Wright was noted. It was **resolved** to dedicate a bench or to make a donation in his memory, proposed Cllr. Dalton and seconded Cllr. Dunn, all were in favour. Cllr. Whitbread would consult the family regarding what they felt would be appropriate. A memorial match was being planned.
- Saturday Kitchen was being registered with LCC regarding food hygiene.

12. DATE OF NEXT MEETINGS:

Annual Parish Meeting: 30th April 2018 – Village Hall, 8pm

Annual Parish Council Meeting Wednesday 2nd May 2018 at the Sports Pavilion at 7:30pm.

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

Signed


~~Val Whitbread~~
Chair
2 May 2018

LT RICHARDS

BRAMHAM PARISH COUNCIL

Payment Schedule May 2018

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Trustees of 1989 Heirs Trust - Wildlife area rent			£60.00	
BACS	Village Hall - Mum's and Tots - 11 sessions at £12	£50.00	£10.00	£60.00	
BACS	Funding for Senior Citizen Garden Maintenance			£132.00	
BACS	Bus Shelter Repair - Bus Shelters Limited			£400.00	£400.00
BACS	Annual inspection - Play Inspection Company Limited	£420.00	£84.00	£504.00	
BACS	Neighbourhood Plan - amendments to the Plan by Zeppo	£65.00	£13.00	£78.00	
102120	Caretaker - May	£250.00	£50.00	£300.00	
BACS	Cleaner - May 2018			£28.82	
BACS	HMRC (£19.80 cleaner, £7.20 caretaker, Clerk £102.00)			£79.95	
BACS	Clerk - May 2018			£129.00	
BACS	Clerk's Expenses - Mileage			£408.34	
Direct Debit	ID Mobile Limited - Mobile Telephone - paid 11 th April			£12.53	
Direct Debit	NPower - Pavilion - paid 3 rd April			£9.99	
Direct Debit	NPower (Gas) - Pavilion - paid 3 rd April			£31.00	
Direct Debit	NPower - Shelter - paid 5 th April 2018			£107.00	
				£28.00	

Val Whitbread

Chair
2 May 2018

Linda Richards

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,009.22	£25,552.00 *
		May		
Balance brought forward at 1 April 2018	£101,719.92	Jun		
		Jul		
add receipts for 2018-19	£25,552.00	Aug		
		Sep		
less payments for 2018-19	-£2,009.22	Oct		
		Nov		
	£125,262.70	Dec		
		Jan		
		Feb		
		Mar		
	£125,262.70		£2,009.22	£25,552.00

Represented by Parish Council accounts

HSBC Community account no 51051350 - Current account	£5,603.41
General reserve easy access account Money Manager Account no 31158333 -	£36,527.47
General reserves - Skipton BS account no 975803201	£22,319.62
Earmarked reserves - Land sale - Skipton BS 975804608	£60,812.20
	£125,262.70

Receipts - April 2018

03-Apr-18 Bramham Village Hall - rental of loft space	£10.00
03-Apr-18 Precept	£24,350.00
03-Apr-18 Local Council Tax Support grant	£657.00
29-Mar-18 Frendeal Limited - Pinfold Rent	£200.00 *
29-Mar-18 Saturday kitchen	£76.00 *
01-Apr-18 Five Star Sports - Pavilion Booking - Easter	£80.00
09-Apr-18 Insurance Claim for bus shelter - Hiscox	£170.00
12-Apr-18 Kitchen Sales	£40.00
12-Apr-18 Entrance Fees	£95.00
23-Apr-18 Saturday kitchen	£150.00
TOTAL	£25,828.00

Summary of Payments

Total Cheques	
One cheque as listed on the April Agenda (number 102119)	£28.82
Total BACS payments	
Seven BACS payments as listed on the March Payment Schedule	£1,612.41
Two BACS payment as listed on the May Payment Schedule	£192.00
Total Direct Debits	
Four Direct Debits as listed on the May Agenda	£175.99
TOTAL	£2,009.22

* These two figures added to the balance brought forward from 2017/19, not included in the receipts column

ACTION LIST				
BRAMHAM PARISH COUNCIL				
Subject	Action required	Responsibility	Deadline	Review Date
Playing Field & Pavilion – Traffic Management	Planning application to LCC for grass reinforcement Await outcome	Val	-	20/3/2018
Highways issues	Urgently follow up all overdue agreed actions with LCC Highways and Development Control Forward email exchanges to Cllr Lamb with a view to further escalation	Keith	14/3/2018	4/4/2018
	Monitor Church Hill drainage issues	Keith	-	4/4/2018
Planning Issues	Escalate concerns about revised Farfield House application to LCC Plans Panel scheduled for 22 March if necessary Keith to check position and action as required. Copy briefing to Cllr Lamb	Keith	15/3/2018	4/4/2018
	Raise concerns about possible asbestos in relation to Farfield House site clearance with HSE and Environmental Health	Keith	14/3/2018	4/4/2018
	Prospective developers of Bramham House to present their revised plans at a pop-in session for residents at the Village Hall on 26 March Receive revised plans pending formal planning application	-	-	-
Wildlife area	Review fly tipping and tree work issues with Bramham Park (NP)	Keith	30/4/2018	2/5/2018
Allotments	Meadow Lane Allotment Association Management Committee to meet to agree rules and constitution	Helena/Linda	12/3/2018	4/4/2018
Bus shelters	Make safe and arrange for urgent repair of Lyndon Road bus shelter	Keith	14/3/2018	4/4/2018
	Confirm Agreement with WY Combined Authority subject to provision of full SLA	Keith	22/3/2018	4/4/2018

Asset Management	- Pursue sale of Almshouse Hill Garden Plot.	Val	-	4/4/2018
Grants	- Match potential grant funding sources with possible projects. Councillors to suggest possible projects	Kate/All	22/3/2018	4/4/2018
	- Confirm outcome of Community Fund application for pavilion grass reinforcement, car park boundary, Clifford Road bench installation and carry forward of £19k for Senior Citizens Shelter to 2018-19 pending decisions on refurbishment options	Val/Keith	4/4/2018	4/4/2018
Finance	- Report back on insurance position of Bramham in Bloom and other volunteer groups	Helena	4/4/2018	4/4/2018
	- Set date for next Finance Working Party (to inc review of internal controls)	Keith/Helena/Pete/June	23/4/2018	4/4/2018
Playground	- Arrange for agreed repairs and approach LCC about providing replacement bins	Keith/James	4/4/2018	4/4/2018
Other	- Pursue interest in being Dementia Friendly Council <i>Await YLCA</i>	Pete	-	4/4/2018
	- Amend agreement with Collingham Juniors to clarify line marking rules	Val	14/3/2018	4/4/2018
	- Review Action Calendar – ongoing <i>Pete to amend format</i>	Keith	28/3/2018	4/4/2018
DATE	7 MARCH 2018			