

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

3/2018

Present - Councillors Pete Dunn (Chair)
 David Hopps
 Helena Buck
 James Pirie
 June Halliday
 Kate Race

Also present were two residents, Ward Councillors Alan Lamb and Norma Harrington and the Clerk.

PUBLIC SESSION

Ward Cllr. Lamb updated the Parish Council (PC) regarding ongoing issues as follows;

- i. Bramham House – revised plans have been submitted. A meeting would be arranged between ward and parish councillors to consider what potential planning obligations and Community Infrastructure Levy (CIL) might be applied to the development with a view to forming a position in advance of planning conditions being determined. Cllr. Dunn would write to Cllr. Lamb with suggestions.
- ii. Section 106 Woodyard development – although it had not been possible to secure direct funding for the Senior Citizen's Centre (SCC), alternative money had been found from ward based initiative funding. Ward Cllr. Lamb would confirm this in writing to the Clerk and Chair.
- iii. Farfield House – Ward Councillors opposition to the proposed development remains unchanged.
- iv. Site Allocations – the inspection starts on Monday 9th July. Cllr. Lamb felt that reconsideration of the boundaries of the Housing Market Characteristic Areas (HMCAs) used to calculate the number of houses needed in each area of Leeds was needed and also felt that some HMCAs had incorrectly not been included putting additional burdens on the others.
- v. Schools – an academy order had been granted for Boston Spa school.
- vi. Highways – Ward Cllr. Lamb expressed his concern at the lack of progress made prior to the meeting with the Chief Highways Officer and suggested that progress with the actions agreed at the meeting be reviewed in 8 weeks time.

1. APOLOGIES – Cllrs. Ian Dalton, Linda Richards and Val Whitbread

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Dunn and Halliday regarding Farfield House and a planning application for 63 Lyndon Road. Cllr. Hopps regarding the tree works application for 17 Folly Lane.

3. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the PC meeting held on 4th June 2018 be approved and that the Chair be authorised to sign, all were in favour.

4. CRIME REPORT

The crime report was received noting one crime in the Parish in June being the theft of livestock from one of the Tenter Hill allotment plots.

The PSCO would be asked how the surgery was going and about the crime prevention advice articles in the church magazine.

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.

An updated Action Calendar had also been circulated. The Clerk was reminded to update information on progress with routine tasks and urgently progress (and report back on) those outstanding tasks that had passed their due date – in particular relating to contracts, rentals, health & safety and publications.

The Action List was considered and updates provided for those items not otherwise on the agenda. The annual rent for the Almshouse Hill plot had not been collected as this land was in the process of being sold. The Clerk would check whether the rent was collected in advance or in arrears and pursue this if the latter was the case.

The agreement with Collingham Juniors had been agreed but they had requested an additional practice session one Thursday or Friday night. It was agreed that such sessions may take place subject to prior approval from the PC. They were proposing to have a presentation evening which might generate additional traffic, therefore it was **resolved** that, on that occasion, permission be given for the cars to park on the grass in similar manner to the 10K run, proposed Cllr. Hopps, seconded Cllr. Dunn, all were in favour and Cllr. Hopps agreed to make the club aware.

6. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 295 to 307).

There was discussion regarding a proposal by Bramham In Bloom to erect a structure in the form of metal flowers constructed from horseshoes in the central bed of the SCC garden. Standing orders were suspended to allow a resident to comment on this.

It was **resolved** that the metal structure could be installed subject to recognising that it will need to be removable given plans for development of the SCC will be progressed once LCC funds are made available, proposed Cllr. Dunn, seconded Cllr. Hopps. There was one vote against the proposal based on the alternative suggestion that the central space could be replanted with an ornamental tree to replace the tree that had been removed. It was **agreed by all** that for the future, Bramham in Bloom would be asked to present their annual plan to the parish council in order to consider any repercussions for the management of parish assets.

7. PLANNING MATTERS

Applications had been received for the following;

- APP/N4720/W/18/3194862 (Planning Inspectorate Reference) Farfield House Wetherby Road - Construction of 15 houses, layout out of access road, open space and ancillary works; demolition of existing house and outbuildings – original reference 16/06046/FU
- 18/03573/TR - Milnthorpe Cottage, Wetherby Road - T1 and T2 Beech - Remove to ground level, T3 and T4 Conifer - Remove to ground level, T5 Whitebeam - Crown lift over driveway to 4m, G1 Mixed - Growing along roadside. Crown lift on road side to 5m. The trees in the fenced off area belong to the applicant and he wishes to lift them as they are growing out over the footpath.
- 18/04090/TR - 17 Folly Lane: T1 Ash - Prune back to boundary; T2 Rowan - Crown reduce and shape by approx 1m leaving tree height of approx 4m; T3 Copper Beech - Reduce by approx 2m and shape leaving a height of approx 5m
- 18/03714/FU/NE – 63 Lyndon Road, Bramham – Single storey side extension.

The Clerk had replied to the Lyndon Road application using his delegated authority to confirm that the PC had **no objections**. The Clerk's response to this application was approved. There were **no objections** to the application regarding Folly Lane.

The documents associated with the application for the tree work for Milnthorpe Cottage did not explain why the applicant felt that this work was necessary and, as this was in a conservation area, it was decided to **object** to this application on the basis of insufficient evidence.

The outcome of the appeal against refusal of the Farfield House application were awaited and Ward Councillor's comments during the public session regarding this application and Bramham House were noted. There had been no further developments regarding Old Hall Cottage. The position regarding Church Hill will continue to be monitored pending any planning application.

All Parishes in the Outer North-East Area (except Aberford and Barwick in Elmet & Scholes) had received a letter from M & G Real Estate regarding their proposals for development of the Parlington Estate. The letter sought to meet with local councils to discuss these proposals, it was **resolved** that this offer is not taken up, proposed Cllr. Dunn, seconded Cllr. Hopps, all were in favour.

8. OTHER ITEMS

8.1 Neighbourhood Plan (NP) - standing orders were suspended to allow the Chair of the NP Steering Committee to speak. The Plan has now reached the Regulation 16 consultation phase. So far, there had been five comments, those from statutory consultees being identical to their comments made in response to the previous consultation. The need to publish comments on both PC and Leeds City Council websites was noted. The Chair of the Steering Committee will put a reminder on the We Are Bramham website to encourage further responses before the deadline of 9 July. It was **resolved** that the PC endorses the Plan and the proposals for the publication of the representations, proposed Cllr. Dunn, seconded Cllr. Race, all in favour

8.2 War Memorial – it was **resolved** that a quote for cleaning the War Memorial be accepted, proposed Cllr. Dunn, seconded Cllr. Halliday, all were in favour. Cllr. Hopps and Paul Marshall were thanked for organising ropes around the memorial to prevent adjacent car parking.

8.3 Centenary beacon 11th November 2018 – it was **resolved** that the PC donates £100 to Bramham Community Action Group towards the cost of the event being planned to commemorate the 100th anniversary of the end of World War One, proposed Cllr. Dunn, seconded Cllr. Halliday, all were in favour. The group would be made aware that the First World War Heritage Fund can also provide help to groups to mark the centenary of WW1.

8.4 Christmas lunch at the Village Hall – it was **resolved** that the PC makes a donation towards the cost of the planned second Community Christmas lunch at the Village Hall to match the amount donated to the 2017 event, proposed Cllr. Dunn, seconded Cllr. Halliday, all were in favour

8.5 Bramham Community Action Group – the dates for forthcoming events were noted as follows; 11th November - commemoration of the 100th anniversary of the end of World War One; 24th November – Christmas fair; 30th November – Christmas lights switch on; 15th June 2019 – Gala.

8.6 Bus Shelters – the agreement has been signed and payment made. Cllr. Pirie agreed to organise regular inspection of the shelters to ensure the West Yorkshire Combined Authority meets its obligations as stated in their Service Level Agreement.

8.7 Report of the meeting on 13th June by Cllr. Hopps with senior Highways officers—Cllr. Hopps had met with the Chief Highways Officer and Ward Cllr. Lamb on 13th June in Leeds Civic Hall to discuss lack of progress on actions agreed at an on-site meeting the previous summer and circulated a copy of the actions agreed by the Chief Highways Officer who had acknowledged failings. A target of eight weeks had been agreed for much of this work to be carried out and Cllr. Hopps would be monitoring this. More evidence was needed that a street light had gone missing before action could be taken and there was a suggestion that solar power could be used to illuminate the Bowcliffe Road give way sign, Cllr. Hopps suggested that agreed actions be pursued first with a phase two to consider further unresolved matters. There had been an apparent reluctance by officers to discuss issues relating to car parking outside the school, so in the meantime it was suggested that an approach be

made to the Diocese regarding use of nearby land, possibly with support from Clifford PC, the School and Friends of Bramham School.

8.8 Sports Field – the Clerk would seek advice from Fields in Trust and others to find out the legal position and powers of the Council in relation use of the sports fields by the public following an incident involving people with a motorbike, a quad bike, gazebo and barbeque.

8.9 Tenter Hill Allotments –Cllr. Buck gave a report. Advantage had been taken of a free thirty minute consultation with the solicitors. A quote would be obtained for legal fees in relation to drawing up a tenancy agreement and advice would be sought from the National Allotment Society.

8.10 New Data Protection Legislation (GDPR) – the Clerk had send out e-mails to nearly 100 contacts advising them that the Privacy Policy of the PC had been updated and had started disposals of all documents (digital and paper) outside the Document Retention policy of the PC. The clerk was charged with reviewing and updating the PC's Document Retention Policy and Publication Scheme, as well as checking compliance and considering whether a further communications policy was needed on the use of emails, internet and social media.

8.11 Electricity supply to Pavilion and Shelter – the Responsible Financial Officer (RFO) had circulated quotes ahead of the meeting. These would be considered at the September meeting.

8.12 Approval of additional expenditure on Pavilion car park – the cost of the car park would be £2,760, £2,300 of this would be paid out of grant funding, it was **resolved** that the £460 difference be paid for out of earmarked reserves (i.e. Land sale account), proposed Cllr. Hopps, seconded Cllr. Halliday all were in favour.

8.13 Health and Safety Inspection of Parish Council assets – the Clerk would review all PC Health and Safety responsibilities and outstanding tasks for consideration at the September meeting.

8.14 Pavilion – it was **resolved** that a quote for annual Legionella monitoring and set-up of £250 for the first year (to include thermometer) and £150 annually thereafter be accepted, proposed Cllr. Dunn, seconded Cllr. Halliday, all were in favour. Volunteers would be sought to undertake, log and report on the quarterly shower head cleaning and monthly temperature checks

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £971.29 and payments totalling £3,809.33.

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	£137
9.2.1	BACS	Play equipment for Playgroup			£152.56	
9.2.2	BACS	Car Park work - Green guard CS Limited – materials costs			£1600.00	
9.2.3	BACS	YLCA – New Councillor Training Course – 19 th July			£45.00	
9.2.4	BACS	Playground Repairs	513	102.60	£615.60	
9.2.5	BACS	Councillor's Expenses for the 10K - coffee cups/printing	84.10	8.49	£92.59	
9.2.6	BACS	Expenses for the 10K – medals	£177.33	£35.47	£212.80	
9.2.7	BACS	Transfer of shelters to West Yorkshire Combined Authority			£1400.00	
9.2.8	BACS	Councillor's Expenses - showerhead cleaner			£16.97	
9.2.9	BACS	10K numbers (200 sets) – Pymmwenn Printing	£34.45	£6.89	£41.34	

9.2.10	102123	Caretaker – July	£29.84
9.2.11	BACS	Cleaner – July 2018	£55.00
9.2.12	BACS	HMRC (£13.80 cleaner, £7.40 caretaker, £104.00 Clerk)	£125.20
9.2.13	BACS	Clerk – July 2018	£416.55
9.2.14	102124	Caretaker – August	£29.64
9.2.15	BACS	Cleaner – August 2018	£68.80
9.2.16	BACS	HMRC (£17.20 cleaner, £7.60 caretaker, £104.20 Clerk)	£129.00
9.2.17	BACS	Clerk – August 2018	£416.35
9.2.18	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 11 th June	£5.00
9.2.19	Direct Debit	NPower - Pavilion - paid 1 st June	£31.00
9.2.20	Direct Debit	NPower (Gas) - Pavilion - paid 1 st June	£107.00
9.2.21	Direct Debit	NPower – Shelter – paid 5 th June 2018	£28.00

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. He would arrange a meeting of the Finance Working Party to consider variances and report back to the September meeting. In the meantime, he would provide the FWP with the 2017-18 year-end reports on spend against each earmarked grant and funding stream for consideration at their meeting.

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.

- BT Openreach had been contacted about a junction box damaged by a vehicle. Action had been promised but so far not forthcoming, the Clerk would pursue this.
- A resident had approached Cllr. Hopps regarding the idea of Little Libraries – small roadside kiosks of books – this would be considered at the September meeting.

11. DATE OF NEXT MEETING:

Wednesday 5th September at the Sports Pavilion at 7:30 pm

There being no further business the meeting concluded at 10:05pm.

BRAMHAM PARISH COUNCIL

Payment Schedule September 2018

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Village Hall - Mum's and Tots - 12 sessions at £12			£144.00	
BACS	Hirst Conservation - cleaning the War Memorial	£1,130	£226.00	£1,356.00	
BACS	Donation to Village Hall for the Christmas lunch			£150.00	
BACS	Donation towards the Centenary beacon event			£100.00	£100.00
BACS	Yorkshire Water Authority - Pavilion			£47.19	
BACS	Bench - Realise Futures	£522.07	£104.41	£626.48	
BACS	Rollinsons - Festival Bus			£1,950.00	
BACS	Councillor's Expenses - 10K run			£212.08	
BACS	Chairmanship Skills training course - 2 delegates			£90.00	
BACS	Otley Running Club - Donation in lieu of loan of equipment			£50.00	
BACS	North East Medical Services - 10K	£197.58	£27.60	£225.18	
BACS	Refund of Deposit - Pavilion Booking (F. Taylor)			£20.00	
BACS	Car Park work - Green guard CS Limited - balance			£1,790.00	
BACS	Councillor's Expenses - Festival Wrist Bands	£181.10	£36.22	£217.32	
BACS	Wasp nest in ground at playground - Green Guard CS Ltd			£40.00	
BACS	Annual Boiler Service and Safety Check - HDM Northern			£50.00	
BACS	Councillor's Expenses - Printing Planning Documents			£13.95	
BACS	Councillor's Expenses - pavilion keys/loo roll/BBQ posters			£41.85	
BACS	Clerk's Expenses - Printer Paper(£3.95), Mileage(£12.53)	£15.82	0.66	£16.48	
102125	Caretaker - September 2018			£29.84	
BACS	Cleaner - September 2018			£103.20	
BACS	HMRC (£25.80 cleaner, £7.40 caretaker, £104.00 Clerk)			£137.20	
BACS	Clerk - September 2018			£416.55	

Direct Debit	ID Mobile Limited – Mobile Telephone – paid 1 st July	£5.00
Direct Debit	NPower - Pavilion - paid 2 nd July	£31.00
Direct Debit	NPower (Gas) - Pavilion - paid 2 nd July	£107.00
Direct Debit	NPower – Shelter – paid 5 th July 2018	£28.00

Direct Debit	ID Mobile Limited – Mobile Telephone – paid 9 th August	£5.00
Direct Debit	NPower - Pavilion - paid 1 st August	£31.00
Direct Debit	NPower (Gas) - Pavilion - paid 1 st August	£107.00
Direct Debit	NPower – Shelter – paid 6 th August 2018	£28.00

Linda Richards

L Richards

Val Whitbread

V Whitbread

Chair
5 September 2018

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 30 August 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	£33,871.70	Aug		
		Sep		
less payments for 2018-19	-£19,413.52	Oct		
		Nov		
	£116,178.10	Dec		
		Jan		
		Feb		
		Mar		
	£116,178.10		£19,413.52	£33,871.70

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£6,514.52
General reserve easy access account Money Manager Account no 31158333 -	£16,531.76
General reserves – Skipton BS account no 989386433	£32,319.62
Earmarked reserves - Land sale - Skipton BS 989386440	£60,812.20
	£116,178.10

Receipts - July/August 2018

02-Jul-18 Bramham Village Hall - rental of loft space	£10.00
12-Jul-18 Festival Republic	£80.00
12-Jul-18 Payment for the logs from the compound at the back of the Pavilion	£25.00
17-Jul-18 BookitZone.com - 10K - Income from those who booked online	£1,119.00
17-Jul-18 Kitchen profits from the 10K Run	£397.60
17-Jul-18 Saturday kitchen	£180.00
10-Jul-18 Pavilion Booking for 14th July (Emma Jarvis)	£20.00
05-Jul-18 Pavilion Booking (Bramham Pooch Patrol)	£8.00
06-Jul-18 Pavilion Booking for 15th July (M +J D Taylor)	£20.00
02-Jul-18 Five Star Sports - Pavilion Booking	£45.00
19-Jul-18 10K - Income from those who paid on the day	£275.00
23-Jul-18 Friends of Bramham School - Donation for the Fun Run	£13.75
02-Aug-18 Bramham Village Hall - rental of loft space	£10.00
02-Aug-18 Kitchen	£40.00
02-Aug-18 Mums and Tots entrance	£80.00
17-Aug-18 Five Star Sports - Pavilion Booking	£360.00
17-Aug-18 Barbeque profits	£101.00
22-Aug-18 Barbeque bar sales	£555.57
28-Aug-18 Mums and Tots entrance	£170.00
TOTAL	£3,509.92

Summary of Payments**Total Cheques**

Two cheques as listed on the July Agenda (numbers 102123 and 102124)	£59.48
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Total BACS payments

Twelve BACS payments as listed on the July/August Payment Schedule	£3,593.86
Seventeen BACS payments as listed on the September Payment Schedule	£7,082.20

Total Direct Debits

Eight Direct Debits as listed on the September Agenda	£342.00
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TOTAL £11,077.54