

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

11/2017

Present - Councillors Val Whitbread (Chair)

Helena Buck

Ian Dalton

James Pirie

June Halliday

Kate Race

Linda Richards

Pete Dunn

Also present were Ward Councillor Alan Lamb, Police Community Support Officer (PSCO) Emma Leighton, four residents and the Clerk.

PUBLIC SESSION

Two residents attended to object to a planning application which was due to be made to develop the Old Hall Cottage (it had been submitted a day or two earlier). They circulated a report including photographs, title deeds, land registry maps and historical background information. They were concerned about removal of trees, the need for a new roadway, excavation work and retaining walls being created. They had objections on the grounds of amenity, over-development, design issues, proposals not in keeping with the Conservation Area status of this area, and party wall issues. Ward Cllr. Lamb agreed to speak to the case officer dealing with this application and request that it goes to Plans Panel for consideration if the case officer was minded towards anything other than refusal.

1. APOLOGIES – Cllr. David Hopps

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Pirie & Dunn & Halliday declared an interest regarding item 7 (Planning Matters), in the Farfield House development and Cllr. Halliday regarding item 9.2.3 being a payment to a family member.

3. MINUTES OF THE PARISH COUNCIL MEETING

It was resolved that the minutes of the Parish Council (PC) meeting held on 5th February 2018 be approved and that the Chair be authorised to sign, proposed Cllr. Whitbread and seconded Cllr. Halliday, all were in favour.

There were a couple of retrospective corrections to previous minutes.

- Agenda item 3 meeting of 5th July 2017 should read "It was resolved that the minutes of the Parish Council (PC) meeting of 7th June be approved" (not 5th June).
- Agenda item 10.2 for the meeting of 6th September 2017 should read "The Responsible Financial Officer (RFO) presented the Payment Schedule showing two cheque payments totalling £41.67, twenty-eight BACS payments of £6,484.53" (not thirty-two BACS payments).

4. CRIME REPORT

This agenda item was considered first as in order to allow the PSCO to get to her next appointment.

There were two cases of *Criminal damage*, one on Clifford Road and one on Lyndon Avenue (a window in passenger door of van was smashed). There were two cases of *Theft from Motor Vehicle* (on Back Street and on Bowcliffe Road), one of *Burglary Residential* (Vicarage Lane) and one of *Theft Other* (Croft Drive where a suspect entered the garden and stole items). There have been two further crimes in March which will be reported next month.

The PSCO reported that;

- Audis and BMWs are a particular target of car thieves
- TS007*** standard locks are the most secure type of lock on the market
- The high level of crimes can't be blamed on dark nights, many of the above crimes took place in daylight.

A resident felt that there seemed to be a lot of burglaries recently – the PSCO advised that levels of crime are not evenly distributed throughout the year; the current level of crime was not a cause for concern.

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

The Clerk's report and action list had been circulated before the meeting. Progress on the items on the action list were considered as follows;

- The Statutory Expiry Date for the planning application for the grass reinforcement to create extra Pavilion car parking is 20th March.
- The response of the LCC Highways Officer who met Parish Councillors and others onsite last August was noted. It was felt that it lacked any commitment to progress issues or time specific information. The Clerk had e-mailed another Highways Officer who has taken over responsibilities of a colleague who has left. This is the officer who has responsibility for erecting pedestrian barriers on the pavement near the school and for measures to stop lorries parking on the slip road near the allotments. The Clerk had also e-mailed an officer in Highways Development Control regarding the impact of the primary school expansion but got an out of office auto-reply saying that this officer was unavailable until 3rd April. Ward Cllr. Lamb agreed to take up all Highways matters with relevant officers and the Clerk will forward him appropriate e-mail chains.
- The Planning application for the Farfield House development will go to the Plans Panel on 22nd March (unless Planning Officers are minded to refuse it). The PC would be informed. Meanwhile the clearance of the site continues with concerns regarding asbestos. The Clerk will send Ward Cllr. Lamb a copy of the briefing produced by Cllr. Dunn and Environmental Health and the Health and Safety Executive would be informed.
- There will be a consultation event regarding Bramham House on Monday 26th March 2018 at 7:45pm in the Village Hall. As this is in the public interest, the Village Hall have offered the venue free of charge.
- The Bramham Park Estate manager has responded to say that he is satisfied the response of the resident who has created access to the wildlife area and is proposing to secure the gate and ultimately replace it with a solid fence. He was concerned to hear about the assertions of debris. As for the tree work, Bramham Park Estate have tree surgeons attending in the Park in the spring and the Estate manager proposes asking them to take a look at the trees and wants an onsite meeting to look at the trees in question.
- Cllr. Whitbread has been pursuing the repairs to the bus shelter on Lyndon Road. West Yorkshire Combined Authority (WYCA) have advised what their Service Level Agreement is with their contractors regarding repairs to shelters. It was **resolved** that the offer made by WYCA be accepted and that the agreement be signed subject to a copy of the Service Level Agreement being included, proposed Cllr. Dunn and seconded Cllr. Whitbread, all were in favour.
- Cllr. Race is marrying up funding sources with possible projects. She has identified twenty to thirty potential streams. The need to justify some grant applications given the level of reserves the PC has was noted. Cllrs. Were encouraged to send ideas for projects to Cllr. Race.
- The Chair of Bramham in Bloom has provided a copy of their insurance certificate.
- The publicly displayed copy of the PCs Employers Liability certificate is dated 2016; the Clerk will ensure that the most recent certificate is displayed.
- The Yorkshire Local Council's Associations (YLCA) have been made aware that the PC is interested in becoming a dementia friendly Council, Cllr. Dunn will follow this up as necessary.

- The agreement with Bramham Football Club has been revised to address concerns expressed about the use of weed killer for line marking. Further correspondence has been received about this. A response from Collingham Juniors is awaited.
- Cllr. Dunn will be updating the Action Calendar and putting it into a spreadsheet format.

6. CORRESPONDENCE

The Clerk presented the list of correspondence received since the last meeting (items 267 to 277).

7. PLANNING MATTERS

Applications had been received for the following;

- 18/00533/FU/NE – Wynrush, Back Street - Conservatory to side
- 18/01189/FU/NE - Town Hill House, Town Hill - Two storey, first floor and single storey rear extension including conversion of part of garage to a habitable room and new first floor window to side; widen existing vehicle access and driveway to front

There were **no objections** to the latter application; there were also **no objections** to the application for a conservatory to the side of Wynrush subject to Planner's satisfaction that appropriate materials would be used in keeping with the conservation area status of this part of the village.

On Monday 19th February 2018, Cllr. Richards had attended a drop-in session at Leeds Civic Hall as part of the Site allocations consultation. The accepted housing need in Leeds is less than originally forecast and this has been reflected in the revised Site allocations Plan. The Farfield House site has now been given a broad location status which means that there is no immediate need for it to be developed. Cllr. Richards commented that the session had been very user friendly.

It was noted that landscaping work at a property on Church Hill has begun. This has been going on for a week. A greenhouse has been taken down and a fire has been burning. There is a tree in the garden and it was noted that this has been left. Nothing has been done which is in breach of Planning Regulations; Cllr. Pirie will raise any concerns if this is no longer the case.

A response to the Old Hall Cottage Planning Application would be considered once the PC received notification that a formal application had been received (see public session above). If necessary, an extension of the deadline for responses would be requested in order to consider this at fully at the next PC meeting, the Clerk would only respond using delegated authority if such an extension was not given.

8. OTHER ITEMS

8.1 Review of Standing Orders – Cllr. Buck had circulated a revised set of Standing Orders incorporating the relevant parts of the National Association of Local Councils (NALC) template with the previous PC Standing Orders and suggestions from Councillors and the Clerk. The Code of Conduct had also been reviewed and the Finance Working Party had reviewed the Financial Regulations and the Financial Risk Documents. It was **resolved** that the revised Standing Orders, Code of Conduct, Financial Regulations and Financial Risk Documents (Risk Policy Statement, Risk Management Procedure and Risk Assessment) be adopted, proposed Cllr. Whitbread and seconded Cllr. Richards, all were in favour. Internal Controls would be reviewed and appropriately documented. The Action Calendar would be revised to include the appointment of an Internal Auditor.

8.2 Almshouse Hill land sale – it was **resolved** the press and public be excluded for this agenda item, proposed Cllr. Whitbread and seconded Cllr. Halliday, all were in favour. It was **resolved** that the PC gives notice and sells the land at market value with no clawback but with the inclusion of a covenant to prevent the land being used for housing development, proposed Cllr. Dalton and seconded Cllr. Dunn, all were in favour. The Clerk would write to serve the termination notice.

8.3 Playground – weekly inspections had identified seven issues, a broken swing, graffiti on one of the signs, a entrance gate having dropped due to the gatepost being rotten, scorch marks below one of the wooden pyramids, concerns that the open top litter bins were inappropriate, scorch marks on the wooden pyramid and a missing bolt on the roundabout (safety was not compromised by this). The scorch marks were due to an unsuccessful attempt by two children to start a fire, at least one of them attended the local primary school and the school had agreed to use one of their assemblies to address all children about socially acceptable behaviour. It was **resolved** that a playground maintenance company be contacted with instructions to repair the swing and replace the missing bolt, to repair the scorched Astroturf and to assess the structural integrity of the pyramid and repair if necessary and to approach a local joiner to repair the gate post, proposed Cllr. Richards and seconded Cllr. Race, all were in favour. It was resolved that LCC be approached about replacing the bins with the type similar to those used at the entrance to Freely Lane, proposed Cllr. Whitbread and seconded Cllr. Dunn, all were in favour. Hazard tape had been put across the broken swing but this had not lasted very long. Cllr. Pirie would attempt to clean off the graffiti – if this could not be removed then a replacement sign would be needed.

8.4 Annual Parish Meeting – it was agreed that the Annual Parish Meeting be held on 30th April (as it had not been possible to have the meeting on the date agreed at the February meeting).

8.5 Neighbourhood plan update – Cllr. Whitbread had circulated an update to all Councillors. It was **resolved** that £1,000 be allowed to cover the remaining costs of producing the Plan, proposed Cllr. Whitbread and seconded Cllr. Race. Cllr. Whitbread would circulate responses from residents and LCC. The professional consultant employed by the group will attend the April meeting.

8.6 Tenter Hill Allotments – a management committee has now been created. They have had their first meeting and are in the process of agreeing a set of rules and a constitution. Their next meeting would be 12th March 2018. There is now a list of allotment holders and a record of payments made. LCC have been involved in dealing with fly-tipping concerns and the Environmental Action Officer is willing to prosecute offenders if witnesses are willing to provide statements. A positive approach is being encouraged.

8.7 Festival update – the first ticket allocation event took place on 4th March 2018, this went very well. £125 from sale of refreshments would go to Pavilion funds. Councillors wished to record a thank you to all the volunteers.

9. FINANCIAL MATTERS

9.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £361 and payments totalling £1558.58

9.2 Report of invoices and payments to be made for March – The RFO presented the Payment Schedule as follows;

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	£137
9.2.1	102117	Caretaker – March			£28.82	
9.2.2	BACS	Councillor's Expenses – Defibrillator pads	£69.85	£13.97	£83.82	
9.2.3	BACS	Installation of extra lighting in the Pavilion – dimmer switch			£90.00	
9.2.4	BACS	Yorkshire Water Authority – Pavilion			£61.19	
9.2.5	BACS	Website hosting			£14.40	
9.2.6	BACS	Website hosting			£129.46	
9.2.7	BACS	Cleaner – March 2018			£79.75	
9.2.8	BACS	HMRC (£20.00 cleaner, £7.20 caretaker, Clerk £155.32)			£185.52	

9.2.9	BACS	Clerk – March 2018 plus additional hours worked 18:00		£572.85
9.2.10	BACS	Clerk's Expenses - Time Sheet software		£13.29
9.2.11	BACS	Clerk's Expenses – Printer Paper		£3.00
9.2.12	Direct Debit	ID Mobile Limited – Mobile Telephone–paid 12 th February		£5.00
9.2.13	Direct Debit	NPower (Gas) - Pavilion - paid 1 st February	£15.02	£78.68
9.2.14	Direct Debit	NPower (Electricity) - Pavilion - paid 1 st February		£5.00
9.2.15	Direct Debit	NPower – Shelter – paid 5 th February 2018		£1.00

There was a query about the Clerk's expenses (time sheet software) and whether the low value of monthly direct debits for energy supply meant that a shortfall in payments was building up. This would be considered at the April meeting as part of a review of direct debits.

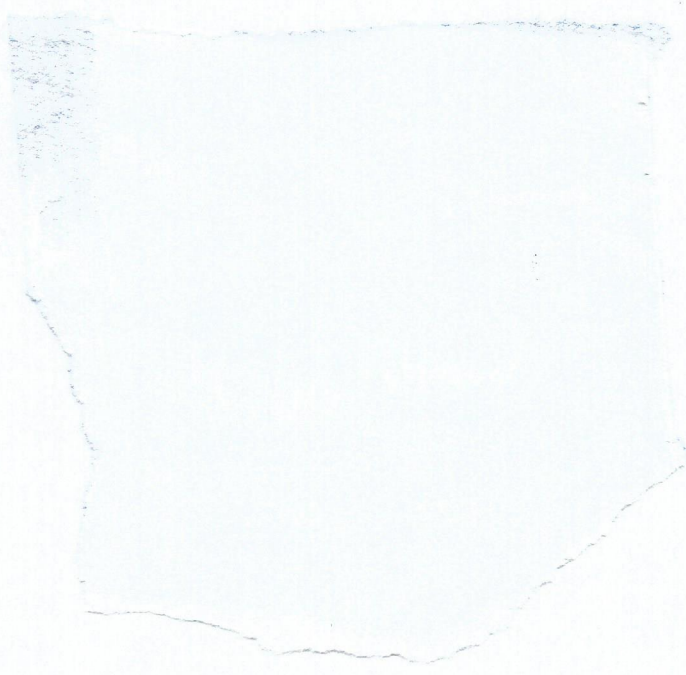
It was noted that the boiler is due for service.

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.

- Cllr. Halliday had attended a meeting regarding the proposal to close the secondary school at Boston Spa which was also attended by the Chairs of Thorp Arch, Clifford and Boston Spa. She commented that an official position on this issue had not yet been agreed by the PC. Two sites in Wetherby had been considered for a replacement combined Boston Spa/Wetherby school. It was noted that there had been no intake from Bramham this year. The irony of a decision to close a primary school in Clifford some years ago due to lack of numbers was noted given that local primary schools were now oversubscribed and needing to extend provision. The Chair of Thorp Arch PC would be writing to Lord Agnew (Parliamentary Under Secretary of State for the School System). A survey had been conducted but many did not accept the conclusions of this feeling that the survey was not scientific.

11. DATE OF NEXT MEETING: Wednesday 4th April 2018 at the Sports Pavilion at 7:30pm.

There being no further business the meeting concluded at 09:50pm.



VW

BRAMHAM PARISH COUNCIL

Payment Schedule March 2018

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Neighbourhood Plan – Printing and website	£2174.00	£434.00	£2608.00	
BACS	Royal Mail Response Services	£52.00	£10.40	£62.40	
102116	Royal British Legion – wreath			£50.00	£50.00
102117	Caretaker – March			£28.82	
BACS	Councillor's Expense0s – Defibrillator pads	£69.85	£13.97	£83.82	
BACS	Installation of extra lighting in the Pavilion – dimmer switch			£90.00	
BACS	Yorkshire Water Authority – Pavilion			£61.19	
BACS	Website hosting			£14.40	
BACS	Website hosting			£129.46	
BACS	Cleaner – March 2018			£79.75	
BACS	HMRC (£20.00 cleaner, £7.20 caretaker, Clerk £155.32)			£185.52	
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BACS	Clerk's Expenses - Time Sheet software			£13.29	
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Direct Debit	NPower (Electricity) - Pavilion - paid 1 st February			£5.00	
Direct Debit	NPower – Shelter – paid 5 th February 2018			£1.00	
Note: The top three have been previously reported. The £2608.00 amount was previously incorrectly reported as £2578.00 (the two sub-totals were correct) The £62.40 was paid on a reminder – a copy of the original invoice has since been received showing that that £10.40 of this included VAT. The Royal British Legion was reported last month as a BACS payment but they have since stated that they prefer payment by cheque.					

Val Whitbread

Linda Richards

Chair
7 March 2018

Vice-Chair

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 28 February 2018

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,093.29	£25,323.00
		May	£4,288.67	£6,147.02
Balance brought forward at 1 April 2017	£91,557.09	Jun	£1,697.95	£578.99
		Jul		
add receipts for 2017-18	£46,256.90	Aug	£6,779.04	£7,053.52
		Sep	£4,359.20	£798.52
less payments for 2017-18	-£37,145.82	Oct	£2,898.26	£2,437.50
		Nov	£2,222.76	£1,393.28
	£100,668.17	Dec	£9,455.40	£1,963.87
		Jan	£1,792.67	£200.20
		Feb	£1,558.58	£361.00
		Mar		
	£100,668.17		£37,145.82	£46,256.90

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£6,018.29
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
	£100,668.17

Receipts - February 2018

02-Feb-18 Bramham Village Hall - rental of loft space	£10.00
07-Feb-18 Saturday kitchen	£100.00
07-Feb-18 Pavilion Booking for 15th February (Wetherby Scouts)	£16.00
08-Feb-18 KQF LTD t/a FIVE STAR SPORTS	£25.00
16-Feb-18 Kitchen	£20.00
16-Feb-18 Mum's and Tots Entrance Money	£113.00
16-Feb-18 Saturday kitchen	£57.00
20-Feb-18 Pavilion Booking for 9th June (Samantha Sagar)	£20.00
TOTAL	£361.00

Summary of Payments**Total Cheques**

One cheque as listed on the February Agenda (number 102115)	£28.82
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Total BACS payments

Seven BACS payments as listed on the February Payment Schedule	£1,205.07
Three BACS payment as listed on the March Payment Schedule	£235.01

Total Direct Debits

Four Direct Debits as listed on the March Agenda	£89.68
TOTAL	£1,558.58

Unpresented cheque

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