

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

7/2018

Present - Councillors Linda Richards (Chair)
David Hopps
June Halliday

Pete Dunn
Val Whitbread

Also present were Ward Cllr. Norma Harrington, three residents and the Clerk.

PUBLIC SESSION

The residents present had interests in specific agenda items and standing orders were suspended during the meeting as appropriate to allow them to contribute.

1. APOLOGIES – Cllrs. Helena Buck, Ian Dalton, James Pirie & Kate Race and Ward Cllrs. Lamb & Wilkinson

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Dunn and Richards had attended a Chairmanship training course. One of the learning outcomes was the need to ensure compliance with declarations of Pecuniary Interest, in particular asking those with an interest to leave the room. Clarification was being sought regarding giving dispensations and a National Association of Local Councils legal paper on this subject had been downloaded and its content was being digested. It was clarified that this applies to pecuniary (financial) interest. This would be an agenda item next time. There were no declarations relating to items discussed below.

3. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the Parish Council (PC) meeting held on 3rd October 2018 be approved and that the Chair be authorised to sign, proposed Cllr. Whitbread & seconded Cllr. Richards, all were in favour.

4. CRIME REPORT

The crime report was received noting four crimes in the Parish in October, one *Burglary Residential* on the 28th (keys stolen and used to steal the vehicle – Back Street), one *Criminal Damage* on the 12th (a corrosive liquid thrown onto a vehicle on Thorner Road) and two of *Other Theft* on the 4th and the 13th (fence panels removed on Tenter Hill and a taxi driver on High Street being only paid £15 for a £65 fare).

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

The Clerk was still pursuing the new bins for the Playground and the bus stop on Clifford Road, an e-mail reply earlier that day from Leeds City Council (LCC) suggested that there were no bins in stock and that none had been ordered. Clerk will involve Ward Cllr. Wilkinson in pursuing this further.

Playground inspections had identified a missing plastic cap exposing a bolt, the company who did the annual inspection were to be asked if they could advise where spares could be obtained.

Bramham in Bloom had been invited to the January meeting to present their plans for 2019. A reminder would be sent.

Nothing further had been heard from Yorkshire Local Councils Associations regarding being a Dementia Friendly Council, therefore initially, Cllr. Dunn will arrange for an awareness session for the Parish Council from a local Dementia Friends Champion, Ward Cllr. Harrington and Cllr. Dunn both have contacts through WiSE has a couple of contacts.

There were other ongoing issues on the Action List reported below under the appropriate headings.

An updated Action Calendar had also been circulated and it was noted that most outstanding actions were in hand.

6. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 331 to 339).

Item 332 (Resident concerned about slow broadband speeds willing to pledge £2,000 towards upgrade costs and seeking Parish Council support) was considered as part of agenda item 7.3

Item 338 was an appeal from Bramham Primary School for PC support for replacing the perimeter fence. This was due to the mobile classrooms being broken into with damage to a window and a door and the theft of laptop and camera equipment. A second attempt was unsuccessful after the suspects were disturbed. It was **resolved** to suspend Standing Orders to allow a representative of the school friends group to speak, proposed Cllr. Dunn, seconded Cllr. Whitbread, all in favour. The suspects had removed slats from the perimeter fence to gain access at around 6:15/6:30pm. More secure fencing, floodlighting and Closed-Circuit Television (CCTV) were being considered but the school has no budget and Leeds City Council have declined a request for help. Clifford PC had been approached. Funding suggestions included the Community Fund, the Safer Communities Fund, the Tesco Carrier Bag fund and Ward Councillor support. Secure storage of this type of equipment was also being considered. It was noted that Planning Permission would be required for a change to the fencing. Resident was asked to put together a more specific costed proposal for funding from the package of potential measures, taking into account other potential costs and all potential streams of support, and present this to the council to consider in due course.

7. OTHER ITEMS

7.1 Pavilion matters –

- Cllr. Whitbread had circulated a report ahead of the meeting which showed the success of fundraising efforts, over £2,000 since April and £200 from the Rigby & Pellar evening. Saturday kitchen is very successful, but it falls to only a few people, more helpers are needed.
- Apart from the bollards, the car park work is now completed and the grass reinforcement can accommodate nine cars.
- Cllr. Hopps had spoken to Bramham Football Club (BFC) about outstanding pitch rolling and had conveyed that the Parish Council wished to see evidence of the work before passing on a financial contribution from Collingham. The issue of taking rubbish away had also been discussed. Cllr. Hopps had made a sign to display in the home team dressing room summoning the spirit of the Leeds United manager, Marcelo Bielsa, whose encouragement of his players to clean up their changing room had been widely publicised. It was **resolved** to increase BFC rent in line with inflation to £545 (plus £100 for cleaning) per team, proposed Cllr. Hopps, seconded Cllr. Dunn, all in favour. An invoice would be sent. A review of the agreement with 5* would be an agenda item next time.
- The solar panel heating repair has been done but further work is needed as an error message is still showing.
- Legionnaires checks are ongoing.
- Investigation into ownership of the land behind the Pavilion had been put on hold until parking needs become clearer.
- The dog-fouling sign has now been put up.

7.2 Bramham Historic Asset Conservation Group – Standing Orders remained suspended for this agenda item. The PC were shown photographs of the World War One Roll of Honour in the Village Hall and the one which used to be in Clifford Methodist Chapel which had been rediscovered (there also being a list on the war memorial). It has been agreed the latter can come back to Bramham – the Village Hall being the preferred location. The fasteners will be replaced with tamperproof ones. The PC were fully supportive on these proposals.

The issue raised on the September correspondence list as item 324 (comment that the Percy coat of arms appears as Henry IV's coat of arms on the battle of Bramham Moor Information board) was

being addressed. It was **resolved** that up to £100 be spent on scanning two copies of the graphic at the British Library in as good a condition as possible, proposed Cllr. Dunn, seconded Cllr. Hopps, all in favour.

7.3 Broadband issues and request for Parish Council support - following the Public Session at the October meeting, the resident had sent an e-mail explaining the issues with broadband speed, giving a history of previous communications with Openreach and asking for PC support. The letters from Openreach stated that funding from local councils would require formal procurement and state aid approval and as such, the PC felt that it could not commit financial support to this. It was **resolved** to suspend Standing Orders to allow a resident with experience of dealing with Openreach to speak, proposed Cllr. Richards, seconded Cllr. Hopps, all in favour. He advised the PC of the gigabyte grant scheme. This would provide fibre to the premises. There was an option to provide fibre to premises to 198 properties in Bramham at a cost of £200,000. It was agreed to reply to the e-mail from the resident expressing support in principle and to ask the local Member of Parliament to press for the upgrade.

7.4 Planning for Senior Citizens Shelter upgrade – the upgrade of the shelter had been considered at a meeting of council members on 19th October. Cllrs. Buck and Richards then met with a Builder and a Project Manager who had given free advice regarding options. The same two Councillors had met with Leeds City Council's Senior Conservation Officer (Planning) on 6th November to look at possible options from a Conservation perspective. The Officer was sympathetic to the aim of improving the facilities and thereby increasing access and use of the building. The council working group will meet again to further consider the specification (taking into account the advice given), the appointment of a project manager and future engagement with community stakeholders.

7.5 PC bench on Folly Allotments – it was **resolved** to allow members of the Folly Allotments' Association to refurbish and re-site the PC bench situated there, proposed Cllr. Richards, seconded Cllr. Dunn, all in favour.

7.6 Community Led Housing – Cllr. Whitbread had attended an event in York on 16th October and circulated a report to the PC ahead of the meeting. It was about groups who had got together to create housing to meet the needs of their areas. Funds were available, but groups needed to set themselves up as a legal entity, she found the event very inspirational.

7.7 Chairmanship Skills Training – Cllrs. Richards and Dunn attended this event on Thursday 25th October, a report of which had been circulated to all prior to the meeting. One of the learning outcomes was concerning Declarations of Pecuniary Interest – see item 2 above. The training covered aspects of PC working including Committee structure. There was a strong emphasis on Committees as opposed to Working Groups. Cllr. Richards had circulated a report showing the advantages and disadvantages of each. It was felt that the existing structure at Bramham works well. It was **resolved** to retain the existing structure, proposed Cllr. Richards, seconded Cllr. Whitbread, all in favour.

7.8 Highways issues update – the Chief Highways Officer had contacted Cllr. Hopps on 17th and 19th October. There had been progress since the last meeting on some of these issues but Cllr. Hopps would follow up on those outstanding or unresolved.

- Rumble strips had been put at the Thorner Road/West Wood Road junction and timber bollards had been installed to prevent lorries parking on the slip road near the allotments.
- The request for 30mph roundels had been declined as the planned reduction to a 20mph zone is imminent.
- A barrier had been put outside the school to stop children from that exit point running into the road – this was welcomed but the PC had expected something extending further along the road.

- The request for lighting of the sign at the Bowcliffe Road/Paradise Way junction had been rejected as there was no cost-effective way to deliver power from the nearest supply – the idea of using solar energy does not seem to have been considered.
- The missing street light on Bowcliffe Road had been referred to SSE, the contractor with whom responsibility sits.
- The issue regarding the signs is still outstanding.
- The parking issue is not being pursued.

7.9 Noise levels - A1(M) – The offer from Highways England (HE) of further discussion regarding the A1(M) noise levels would be taken up. This offer had been made by Daniel Edwards, HE's representative for the A1 Darlington to Dishforth stretch (which covers the A1(M) in the Bramham area). Cllr. Dunn volunteered to represent the PC at any meeting and would contact Daniel Edwards in the first instance.

7.10 Cenotaph – it was noted that the post and chains have been repaired by LCC Bereavement Services. An approach would be made to them to ensure that maintenance is ongoing.

7.11 Bramham School parking – it was resolved to suspend Standing Orders to allow a representative of the Friends of Bramham School to contribute to the discussions, proposed Cllr. Hopps, seconded Cllr. Richards, all in favour. In an attempt to alleviate car parking issues by Bramham School, Cllr. Hopps had begun to investigate whether it was possible to extend the area by the bottle bank. Theoretical options were circulated. The basis of the agreement between LCC and Leeds Diocese regarding the siting of the bottle banks on what was presumed at this stage to be the latter's land would need to be clarified. Preference was expressed for pursuing the option to develop both sides of the tarmacked area to house more than 20 vehicles. Further work would be done and this would be an agenda item at the next meeting.

7.12 Wildlife Area – LCC Environmental Action had quoted for removal of the rubble in the Wildlife Area. This was felt to be excessive for the amount that needed to be removed and was dependent on the consent of the adjacent property owner regarding access. It was felt that nevertheless, the rubble should be removed, Cllr. Richards will speak to a builder, Cllr. Hopps was willing to help. It was noted that the gate of the adjacent property giving the resident direct access to the Wildlife Area had not been padlocked as promised. An e-mail would be sent requesting that he addresses this within thirty days.

8. FINANCIAL MATTERS

8.1 Bank Reconciliation – the Bank Reconciliation had been circulated showing receipts totalling £13,282.62 and payments totalling £9,433.53. A Festival Republic cheque of £80 had been declined by the bank.

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	£137
8.2.1	N/A	Tomlinsons Estate Agent Fees - Sale of Almshouse Hill			£900.00	
8.2.2	BACS	Edmunds Electrical – PAT testing	£40.00	£8.00	£48.00	
8.2.3	BACS	Expert Water Service – legionnaires checks	£350.00	£70.00	£420.00	
8.2.4	N/A	Ware and Kay Solicitors – fees for Sale of Almshouse Hill	£630.00	£126.00	£756.00	
8.2.5	BACS	Community Action Group - Christmas Tree			£250.00	£250
8.2.6	BACS	Green guard CS Limited - Car Park work			£716.68	
8.2.7	BACS	Archer Signs & Panels Limited - dog fouling signs	£17.85	£3.57	£21.42	
8.2.8	BACS	Mum's and Tots – 7 sessions at £12			£84.00	
8.2.9	BACS	Kelham Fire Protection – Fire Extinguisher Annual Check	£32.00	£6.40	£38.40	
8.2.10	BACS	Write Design Print Ltd. - Annual Newsletter – printing costs			£544.00	

8.2.11	BACS	Yorkshire Water Authority – Pavilion			£109.65
8.2.12	BACS	DTMS Limited – 3 treatments of weeds – Wildlife Area	£375.00	£75.00	£450.00
8.2.13	BACS	Councillor's Expenses – Mileage to Training Event			£37.70
8.2.14	BACS	Domain Name renewal - bramhamparishcouncil.org.uk	£19.98	£4.00	£23.98
8.2.15	BACS	Clerk's Expenses – Land Registry Documents			£9.00
8.2.16	BACS	Clerk's Expenses - Mileage			£6.26
8.2.17	102127	Caretaker – November 2018			£29.84
8.2.18	BACS	Cleaner – November 2018			£82.60
8.2.19	BACS	HMRC (£20.60 cleaner, £7.40 caretaker, £104.20 Clerk)			£132.20
8.2.20	BACS	Clerk – November 2018			£416.35
8.2.21	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 10 th October			£5.00
8.2.22	Direct Debit	NPower - Pavilion - paid 1 st October			£31.00
8.2.23	Direct Debit	NPower (Gas) - Pavilion - paid 1 th October			£69.00
8.2.24	Direct Debit	Power – Shelter – paid 5 th October 2018			£78.00
8.2.25	Direct Debit	Information Commissioner - Data Protection Registration			£35.00

The invoice from Edmunds Electrical was not recognised, although addressed to the PC, the invoice reference suggested that this should have been sent to the Church, the RFO will pursue this. Further treatments of the wildlife area might be needed in 2019.

8.3 To receive the Q2 quarterly variance report – the RFO presented the Q2 quarterly variance report which had been reviewed by the FWP. Variances were noted and currently the overall forecast was projecting a surplus of around £3k this financial year, largely due to the success of Pavilion fundraising. Although work on the Pavilion car park is not fully completed, the Community Fund grant set aside for these works would be claimed. The five-yearly review of rents had been considered by the Finance Working Party (FWP) and current land values had been requested – a reply was still awaited and the Clerk would report back with proposals to the next meeting.

8.4 To consider the budget for 2019/20 and precept request – a suggested budget for next year had been circulated ahead of the meeting. This was informed by consideration of the Q2 variance report. There would be an adjustment to this to allow for inflation. It was noted that there potentially could be an election in May 2019 and this had not been factored into the budget. The Clerk would check previous accounts when there had been an election to get an estimate of likely costs and report back next time. Possible future pressures on the proposed 2019-20 budget, for which funding sources would need to be agreed, included the development of the Senior Citizens Centre (SCC), the creation of a running track and any car parking spaces for the school.

8.5 Level of Reserves - the FWP had considered the level of reserves with a recommendation that these need to be actively managed to ensure they do not become too high. The levels should be reviewed again in February 2019 to take into account any emerging capital projects. It was also suggested that residents could be approached with a view to identifying any possible capital community projects which could be funded from PC reserves in 2019-20.

8.6 Internal Controls – it was noted that the system of internal controls had been reviewed by the FWP who were satisfied that appropriate controls were in place.

8.7 Remembrance Day wreath – It was **resolved** that under Section 137 of the Local Government Act 1972, a contribution of £50 be made for the Remembrance Day wreath, proposed Cllr. Whitbread, seconded Cllr. Dunn, all were in favour

9. PLANNING MATTERS

Applications had been received for the following;

- 18/06360/FU/NE - Prospect Farm Cottage, Vicarage Lane - Alterations to part of garage to form new store room/gym
- 18/06488/FU/NE - 5 Timber Close - Single storey side and rear extension

- 18/06808/TR - Flat 1 Bay House Bowcliffe Road - G1 Willows – repollard, T2 Ash – Fell, T3 - T7 Sycamore - Fell

The tree work is that commissioned by the Parish Council in the Wildlife Area. There were **no objections** to the Vicarage Lane application and the Clerk had replied to this effect using his delegated authority.

It was **resolved** to reply to the Timber Close application saying that there were **no objections** subject to planner's satisfaction that the design and materials used were appropriate for the Conservation Area and that the application be assessed by the LCC Flood risk Management team, proposed Cllr. Dunn, seconded Cllr. Whitbread, three in favour, one against and one abstention.

The Bramham House application will probably be considered at the December Plans Panel. The deadline for comments is 12th November, Cllr. Dunn will follow up with Adam Ward (Team Leader – North East Team, Department of Planning).

There were no further developments regarding the Fairfield House application. The Clerk will check the status of the Milnthorpe Cottage application. It was noted that LCC had rejected the Barn House application.

Cllr. Whitbread continues to address the Church Hill excavation issue. Building Control had said that someone was doing a site visit on 6th November. Cllr. Whitbread will e-mail all three Ward Councillors about this.

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. Whitbread had circulated an update regarding the Neighbourhood Plan to all ahead of the meeting. The examiner's report had been done. The referendum is set for 14th February 2019, there had been delays due to a European Court ruling requiring all UK Councils to redraft any 'live' Strategic Environmental Assessments.
- There had been a request by an art work group to use the SCC on a Tuesday morning – there were no objections to this.
- There had also been a request by Tenterhill Allotments Association to use the SCC for a meeting - there were no objections to this.
- The Festival Ticket allocation day had been set for 10th March 2019.
- There was a reminder about the Bramham Community Christmas Day lunch and a request that councillors help promote the event.
- It was noted that arrangements were in hand to ensure the war memorial was clear of parked cars on Remembrance Sunday morning.
- Concern was expressed that a resident on Lyndon Road had painted their boundary fence and gate along a length of about twenty yards in colours which were not in keeping with the surrounding area. There are no enforcement powers to address this.
- The Clerk was thanked for volunteering to represent the Parish Council with the laying of the wreath on Remembrance Sunday morning.

11. DATE OF NEXT MEETING:

Wednesday 12th December at the Sports Pavilion at 7:30 pm

There being no further business the meeting concluded at 11:00pm.

BRAMHAM PARISH COUNCIL

Payment Schedule December 2018

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Chair's Expenses – Mileage (£16.25) and car parking (£6)		£1.00	£22.25	
BACS	Campaign to Protect Rural England – Subscription renewal			£36.00	
BACS	Society of Local Council Clerks Annual Subscription			£48.75	
BACS	Pavilion Expenses – keys (£13.50), showerhead cleaner (£13.98) and other cleaning materials (£17.70)			£45.18	
102128	Caretaker – December 2018			£29.64	
BACS	Cleaner – December 2018			£103.20	
BACS	HMRC (£25.80 cleaner, £7.60 caretaker, £104.00 Clerk)			£137.40	
BACS	Clerk – December 2018			£416.55	
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 9 th November			£5.00	
BACS	Clerk's Expenses – Land Registry Documents			£9.00	
Direct Debit	NPower - Pavilion - paid 1 st November			£31.00	
Direct Debit	NPower (Gas) - Pavilion - paid 1 th November			£69.00	
Direct Debit	Power – Shelter – paid 5 th November 2018			£78.00	

Linda Richards

Val Whitbread

Chair
12 December 2018

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 30 November 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	£55,759.31	Aug		
		Sep	£928.12	£1,483.06
less payments for 2018-19	-£31,146.10	Oct	£9,433.53	£13,282.62
		Nov	£1,370.93	£7,121.93
	£126,333.13	Dec		
		Jan		
		Feb		
		Mar		
	£126,333.13		£31,146.10	£55,759.31

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£13,458.82
General reserve easy access account Money Manager Account no 31158333	£6,535.82
General reserves – Skipton BS account no 989386433	£34,190.32
Earmarked reserves - Land sale - Skipton BS 989386440	£72,148.17
	£126,333.13

Receipts - November 2018

02-Nov-18 Bramham Village Hall - rental of loft space	£10.00
01-Nov-18 Skipton Building Society - Interest earned on Account 989386433	£214.70
01-Nov-18 Skipton Building Society - Interest earned on Account 989386440	£491.97
12-Nov-18 Saturday Kitchen	£150.00
01-Nov-18 Entrance Fees - Mums & Tots	£60.00
19-Nov-18 Saturday Kitchen	£200.00
19-Nov-18 Mums & Tots	£50.00
09-Nov-18 Pavilion Booking for 15th December (Farthing)	£60.00
29-Nov-18 Saturday Kitchen	£85.26
30-Nov-18 Community Fund grant	£5,800.00
TOTAL	£7,121.93

Summary of Payments**Total Cheques**

One cheque as listed on the October Agenda (number 102127)	£29.84
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Total BACS payments

Six BACS payments as listed on the November Payment Schedule	£1,158.09
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Total Direct Debits

Four Direct Debits as listed on the December Agenda	£183.00
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TOTAL £1,370.93