MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON WEDNESDAY 10th APRIL 2019 AT 8:15PM IN THE VILLAGE HALL SUPPER ROOM

13/2018

Present - Councillors Linda Richards (Chair)
Belinda Heaton
David Hopps
Helena Buck
June Halliday
Pam Corrigan
Pete Dunn
Val Whitbread

Also present were Ward Cllr. Alan Lamb and the Clerk.

1. APOLOGIES – Cllr. Race.

2. DECLARATIONS OF PECUNIARY INTEREST – None.

3. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the Parish Council (PC) meeting held on 6th March 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Richards & seconded Cllr. Halliday, all were in favour.

4. CRIME REPORT

There were five reported crimes in March. Cllr. Dunn had contacted the local Police Community Support Officer regarding reports of trespass on the Farfield House site following the recent fire. There were suggestions that the same individuals may be responsible for recent damage to the playground.

5. ACTION TRACKER AND CLERK'S REPORT

Issues on the Action Tracker were considered, many of which were still ongoing or items otherwise on the agenda. In addition;

- It was **resolved** that a quote of £315 for the repair of the solar panel heating be accepted, proposed Cllr. Whitbread & seconded Cllr. Richards, all were in favour.
- A meeting with representatives of Collingham Junior football had been arranged for 27th April, Cllrs. Richards and Whitbread would attend.
- It was **resolved** that there be a price freeze for Bramham Football Club for 2020, proposed Cllr. Hopps & seconded Cllr. Dunn, all were in favour.
- The Clerk would pursue outstanding Highways issues, in particular the use of solar lighting to illuminate the Give Way sign at the Bowcliffe Road/Paradise Way junction and the cutting back of tree growth. It was noted that rumble strips of West Woods Road had been improved.
- Ward Cllr. Lamb would follow up funding for a Speed Indicator Device near the school.
- Ward Cllr. Lamb would seek to move forward the stalemate regarding the Church Hill excavation.
- Cllr. Hopps had helped in the Wildlife Area moving wood from the felled trees. Bramham Park Estate had been invoiced for the tree work carried out and the invoice had been paid. Councillors expressed appreciation to Bramham Park Estate for their support.
- The notice board had been renovated by a local resident and the high quality of the work done was noted. The lettering had been done by the PC Caretaker. It was **resolved** that the resident be reimbursed for his expenses of just under £150, proposed Cllr. Richards & seconded Cllr. Hopps, all were in favour.
- Cllr. Dunn had spoken to the practice manager at the Medical Centre who was happy to be involved in building a dementia friendly community in Bramham. There had been one response from a resident to an article in the Magazine expressing interest in attending a dementia awareness session. The Clerk would send Cllr. Dunn contact details for the village

organisations which feature in the Annual Parish Newsletter so that they can be invited to participate.

- Defibrillator training is being organised by Ian Dalton who is waiting to hear from his contact at the National Health Service.

6. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 375 to 399). There had been a complaint that Tenter Hill allotment holders were throwing garden waste and grass cuttings into a field where horses graze and a request that an appropriate letter is sent to allotment holders (390). This would be dealt with by the Allotment Association. A resident of Milnthorpe Close had complained about the state of the footway outside her property (394). This had been referred to LCC Highways and Ward Councillors following which Highways officers visited the site and spoke to the resident.

7. OTHER ITEMS

7.1 Cleaner and Caretaker Salaries. It was resolved that the Cleaner and Caretaker be awarded a cost of living pay increase with effect from 1st April, proposed Cllr. Halliday & seconded Cllr. Corrigan, all were in favour.

7.2 Proposals for a 20mph zone in the Parish. The PC had responded to the Leeds City Council (LCC) Highways consultation regarding their proposals for a 20mph zone throughout most of the Parish indicating agreement with most of their proposal but expressing disappointment that the proposals for Clifford Road were insufficient, in particular the extent of the 20mph zone near the school. It was **resolved** that a further response would be sent expressing support for Clifford Parish Council’s comments regarding Windmill Road, proposed Cllr. Richards & seconded Cllr. Heaton, all were in favour.

7.3 Dog fouling issues. Cllr. Heaton had researched the costs of poo-bag dispensers. Other Parishes had seen a 60% reduction in dog-fouling issues once these had been provided**.** It was **resolved** that two dispensers be bought at £308 each (including VAT and artwork) to be situated near the school and at near the playground, proposed Cllr. Heaton & seconded Cllr. Dunn, all were in favour. A local dog care business has agreed to sponsor one dispenser; Cllr. Heaton would enquire whether they were willing to sponsor the second one. It was noted that Planning permission was not needed. The dog care business would ensure that the dispensers would be replenished when necessary.

7.4 Windmill Gardens. It was **resolved** to pursue formal registration of Windmill Gardens through the PC solicitors and to get a quote for doing so, proposed Cllr. Dunn & seconded Cllr. Richards, all were in favour

7.5 School liaison. A response had been received from the Chair of the school governors to which Cllr. Dunn had sent an interim reply. Subsequently, Cllr. Dunn had spoken to Cllr. Hill (Clifford) to ensure both Parish Councils were aligned in their collaborative approach to supporting the school through joint efforts to manage the traffic situation and associated safety issues. It was **resolved** that Cllr. Dunn draft a further response for consideration by other Councillors, clarifying the position of the PC and offering further support, proposed Cllr. Dunn & seconded Cllr. Richards, all were in favour. It was noted that Cllr. Richards was going into the school outside of her role as a Parish Councillor.

7.6 School car parking. This was deferred to the May meeting.

7.7 Playground Inspections. Cllr. Corrigan had attended a Playground Inspection training course on 20th March which she found very useful. This had shown the strengths of the current weekly inspections process but this was undermined by lack of a paper trail as evidence in the event of an incident. Weekly inspection records should be kept for twenty-one years. As well as a weekly visual inspection and an annual professional inspection, operational inspections need to be carried out where the equipment is robustly tested and soil removed from the foot of posts etc. to check for rot. Cllr. Corrigan had carried out such an inspection and had taken photographs. The form used by those doing visual inspections needed extra columns to record action taken to address identified problems, Cllrs. Buck and Corrigan would review this. It was noted that a Playground Risk Assessment is needed. Cllr. Corrigan needed to know how many incidents of vandalism there had been and had recruited four new people onto the inspections team.

7.8 Forthcoming PC elections. Posters had been displayed at key locations around the village and on the website. Cllr. Dunn had been available in the Pavilion on Saturday 16th March to meet anyone interested in putting themselves forward as a Parish Councillor, however, no new potential candidates had come along. Following the deadline for applications, Electoral Services had confirmed that eight existing Councillors had sought re-election and one new candidate had put their name forward, which would result in all nine being elected unopposed on 2nd May.

7.9 Pavilion Matters. It was **resolved** that up to £400 be spent on planters and up to £100 for a steam cleaner, proposed Cllr. Whitbread & seconded Cllr. Dunn, all were in favour

7.10 Wildlife area rental agreement with Bramham Park. Cllrs. Hopps and Whitbread had looked at the draft wildlife area rental agreement. Some changes were suggested and the proposed agreement had been circulated to all for consideration. It was **resolved** that the proposed agreement be sent to Bramham Park Estate and, subject to agreement by both parties, be sent to the PC Solicitors to be formalised, proposed Cllr. Hopps & seconded Cllr. Dunn, all were in favour.

7.11 Community Fund application. It was noted that a successful application had been made to the Community Fund for £1,750 for items for the playing field and £1,310 for equipment for the 5K and 10K runs. They had declined a request for funds to tidy up the garden and provide for planters for the Pavilion car park as being more appropriate for Parish Council consideration. It was **resolved** that up to £1,750 be spent on the items for the playing field which the Community Fund had agreed to support, proposed by Cllr. Dunn, seconded by Cllr. Whitbread, all in favour. The contractor would be able to start work on 11th April.

7.12 Festival Ticket Allocation Day. Cllr. Halliday reported on the Festival Ticket Allocation day held 10th March. All residents' tickets were allocated within two hours and there is a substantial waiting list. 38 out of the 50 full price tickets allocated have been sold. There had been good feedback, especially to the introduction of payment by Credit Card. The money from sale of tickets was being transferred to the PC account and cheques had been forwarded and banked. The deadline for changes to names of tickets is 10th July and ticket collection dates are 18th, 20th and 21st August at the Pavilion. Cllr. Race will continue to be involved. Cllr. Buck gave advice regarding the legal position of using the Electoral Register as part of the process.

7.13 Review of Standing Orders and Financial Regulations. It was **resolved** to add "Contracts below £25,000 will normally be exempt from a tendering or procurement exercise" to paragraph 23d of the Standing Orders and to paragraph 11b of the Financial Regulations, proposed by Cllr. Buck, seconded by Cllr. Corrigan, all in favour.

7.14 Health and Safety Policy. The Clerk would circulate a draft Health and Safety Policy giving Councillors adequate time to consider with a view to formal adoption at the May meeting.

7.15 Code of Conduct. There was discussion about the Code of Conduct, in particular regarding registration of non-pecuniary interests in view of the potential for conflicts of interests in these areas. It was noted that Cllr. Buck and the Clerk were due to attend LCC training on the subject during April. It was **resolved** to carry this forward to the next meeting on the understanding that clarification would be sought at the training days, proposed by Cllr. Corrigan, seconded by Cllr. Richards, all in favour.

7.16 Senior Citizens' Centre. Advertisements had been placed for a project manager resulting in several enquiries; all the applicants had submitted their curricula vitae. None had completed the response pro-forma so far. The Working Party would meet to discuss selection criteria and would arrange a date at the end of the PC meeting.

7.17 Annual Parish Meeting. The Annual Parish Meeting had taken place immediately prior to the PC meeting, half a dozen residents and Ward Cllr. Lamb had attended.

7.18 Tenterhill Allotments. The Community Fund had approved a grant of £3,450 for surrounding security fencing. There are new tenants. A new lease is in the process of being created and is with the solicitors. A review of rents is being undertaken.

7.19 A1M noise. A reply from the Department for Environment, Food & Rural Affairs (DEFRA) had been received and circulated to all. This explained the traffic noise mapping process at a high level. It was felt that future representations directly to Highways England would be more likely to gain a favourable response.

8. FINANCIAL MATTERS

8.1 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £3,098.88 and payments totalling £4,420.35.

8.2 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	s137
8.2.1	BACS	M. Rhodes – Tree work in the Wildlife Area	£2400.00	£480.00	£2880.00	
8.2.2	BACS	Yorkshire Local Councils Associations – Annual Subscription			£440.00	
8.2.3	BACS	Bramham Village Hall - Mum's and Tots – 10 sessions at £12			£120.00	
8.2.4	BACS	Trustees of 1989 Heirs Trust - Wildlife Area rent	£50.00	£10.00	£60.00	
8.2.5	BACS	Councillor's Expenses – Printer Cartridges			£28.00	
8.2.6	BACS	Festival Expenses			£6.00	
8.2.7	BACS	JPI Media Publishing – SCC Project Manger advertisement	£689.00	£137.80	£826.80	
8.2.8	BACS	Green guard CS Limited – car park bollards			£650.00	
8.2.9	BACS	Clerk's Expenses - Mileage			£6.26	
8.2.10	102133	Caretaker – April 2019			£29.64	
8.2.11	BACS	Cleaner – April 2019			£82.60	
8.2.12	BACS	HMRC (£20.60 cleaner, £7.60 caretaker, £107.40 Clerk)			£135.60	
8.2.13	BACS	Clerk – April 2019			£429.50	
8.2.14	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 13th March			£5.00	
8.2.15	Direct Debit	NPower (Gas) - Pavilion - paid 1st March			£78.00	
8.2.16	Direct Debit	British Gas - Pavilion - paid 26th March			£75.20	

8.3 Finance Working Party (FWP) meeting. The FWP had met on 18th March. They had considered the Quarterly Variance Report and suggested an adjustment to the 2019/20 budget relating to the Senior Citizens' Centre. They had conducted a full Financial Risk Assessment and considered adequacy of insurance cover in preparation for annual audit. There had been an update on the five year rent review and a site-visit to identify the Windmill Gardens plot. A spot-check of the accounts had been carried out. The May PC meeting would consider updating the authorised signatories.

8.4 Internal Auditor. It was noted that the Internal Auditor had been booked for 24th April.

9. PLANNING MATTERS

Applications had been received for the following;

- 19/01264/TR - Estate Cottage, Tenter Hill - T1 Apple – Fell, T3 Apple -Remove and replant. To note that a delegated reply has been sent.
- 19/01272/FU/NE - Bowcliffe Hall - Construction of a new events and exhibition centre known as The Wheel; demolish existing office building and construct new office accommodation to be known as The Gatehouse
- 19/01273/LI/NE - Bowcliffe Hall - Listed Building Application for construction of a new events and exhibition centre known as The Wheel; demolish existing office building and construct new office accommodation to be known as The Gatehouse
- 19/01688/TR - 5 Timber Close - 5 DAY NOTICE, T1, T2 and T3 Ash - Remove due to tree's have drowned due to road drainage into garden
- 19/01734/TR - 1 Church View - T1 and T2 Leylandii Cyprus - To Fell due to danger to public and buildings, too high, inappropriate location and main highway drain is within 1 metre of both trees.
- 19/01120/TR - Woodland Adjoining Back Garden Of 8 Tenter Hill - T1 - T6 Sycamore - Remove

Regarding Bowcliffe Hall, a meeting had been arranged with the applicant for 16th May. This was after the deadline for comments, Ward Cllr. Lamb would ensure LCC Planning would be notified that that the Parish Council's formal response would follow this meeting.

There were no objections to the above tree applications as long as replacements were planted where specified in the application. The Clerk had used his delegated authority to reply to the Estate Cottage application.

A meeting had taken place with LCC Planning (Adam Ward and Neil Chamberlain) to seek assurances about the planning conditions, Section 106 contributions and future consultation on the Bramham House development. . Serious concern was expressed and objections raised about the apparent change in LCC Planning Officers' original position in that substantial funds would not now be made available for green space, apparently on the grounds that those likely to live in the care home and sheltered housing would be unlikely to utilise such space. Ward Cllr. Lamb advised that, as a Ward Councillor, ultimately he has the right to send the application back to Plans Panel, but that he would seek to find an outcome favourable to the Parish and would ensure early commitment to the setting up of a consultative forum. He was thanked for his support. Meanwhile a list of potential village "greenspace" projects had been prepared to support the claim for Section 106 funding.

10. To consider **Minor items** and to notify the Clerk of matters for inclusion on the agenda of the next meeting.

- There was unanimous agreement that a vote of thanks be recorded to Mavis Wilson for her work with the Monday Club.

11. DATE OF NEXT MEETING:

Wednesday 8 May at the Pavilion at 7:30pm.

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

Signed

Linda Richards
Chair
8 May 2019

BRAMHAM PARISH COUNCIL

Payment Schedule May 2019

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Car parking bollards - Greenguard			£650.00	
BACS	Fitting of boarding to post and rail fence at rear of Pavilion			£280.00	
BACS	Yorkshire Water Authority - Pavilion			£35.05	
BACS	Annual Playground Inspection - Play Inspection Company Ltd	£65.00	£13.00	£78.00	
BACS	ESS Security – repair of damage to two call points	£90.00	£18.00	£108.00	
BACS	Clerk's Expenses – Recorded delivery letter			£1.77	
BACS	Food hygiene certificate			£11.99	
BACS	Pavilion phone top up			£10.00	
BACS	loo rolls for pavilion			£4.80	
BACS	Outdoor rubber doormats			£27.96	
BACS	Internal Auditor – P. Harrison			£171.30	
102135	Renovation of Parish Council notice board	£128.57	£17.71	£146.28	
102134	Caretaker – May 2019			£31.22	
BACS	Cleaner – May 2019			£86.60	
BACS	HMRC (£21.60 cleaner, £7.80 caretaker, £107.20 Clerk)			£136.60	
BACS	Clerk – May 2019			£429.70	
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 10th April			£5.00	
Direct Debit	NPower (Gas) - Pavilion - paid 1st April			£78.00	
Direct Debit	British Gas – Senior Citizen's Centre – to be paid 10th May	£292.97	£14.64	£307.61	

Linda Richards

Val Whitbread

Chair
8 May 2019

BRAMHAM cum OGLETHORPE PARISH COUNCIL	as at 30 April 2019

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,897.40	£51,351.84
		May		
Balance brought forward at 1 April 2018	£122,882.41	Jun		
		Jul		
add receipts for 2018-19	£51,351.84	Aug		
		Sep		
less payments for 2018-19	-£2,897.40	Oct		
		Nov		
	£171,336.85	Dec		
		Jan		
		Feb		
		Mar		
	£171,336.85		**£2,897.40**	**£51,351.84**

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£32,728.46
General reserve easy access account Money Manager Account no 31158333	£32,269.90
General reserves – Skipton BS account no 989386433	£34,190.32
Earmarked reserves - Land sale - Skipton BS 989386440	£72,148.17
	£171,336.85

The amounts marked with an asterisk below have been paid into the Money Manager Account

Receipts - April 2019

02-Apr-19	Precept	£25,120.00	*
02-Apr-19	Local Council Tax Support grant	£606.00	*
01-Apr-19	Mums & Tots	£85.56	
01-Apr-19	Saturday Kitchen	£84.77	
02-Apr-19	Bramham Village Hall - rental of loft space	£10.00	
06-Apr-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00	
09-Apr-19	Pavilion Booking (Willis Academy)	£32.00	
08-Apr-19	Sale of tickets for Bramham Park Festival	£10,000.00	
09-Apr-19	Sale of tickets for Bramham Park Festival	£10,000.00	
10-Apr-19	Sale of tickets for Bramham Park Festival	£5,000.00	
12-Apr-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00	
12-Apr-19	Five Star Sports - Pavilion Booking	£45.00	
17-Apr-19	Mums & Tots	£72.91	
11-Apr-19	Pavilion Booking (Wetherby Scouts)	£16.00	
12-Apr-19	Pavilion Booking (Brian Dean)	£110.00	
18-Apr-19	Pavilion Booking Deposit	£20.00	
20-Apr-19	Pavilion Booking (Jordan Walsh - personal trainer)	£30.00	
26-Apr-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00	
29-Apr-19	Saturday Kitchen	£47.60	
	TOTAL	**£51,351.84**	

Summary of Payments

Total Cheques		
One cheque as listed on the April Payment Schedule (number 102133)		£29.64
Total BACS payments		
Eleven BACS payments as listed on the April Payment Schedule		£2,784.76
Total Direct Debits		
Two Direct Debits as listed on the May Payment Schedule		£83.00
	TOTAL	**£2,897.40**