

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 11th DECEMBER 2019 AT 7:30PM IN THE PAVILION**

7/2019

Present	Linda Richards (Chair)		
Councillors	Belinda Heaton	June Halliday	Pete Dunn
	Helena Buck	Keith Innocent	Val Whitbread
	James Ingham	Pam Corrigan	

Also present were Ward Cllr. Alan Lamb, three residents and the Clerk.

Pre Meeting Presentation

Prior to the meeting, the CIAT architectural technologist had presented to the Parish Council (PC) an outline of plans for the Senior Citizen's Centre (SCC) with estimated costs for each stage of the proposal and timescales and opportunity for Councillors to raise questions. There would be costs associated with stage two for tree, bat, ecology and bird surveys and for a flood risk report and for checks on drainage and ground contamination. The architectural technologist would invite tenders from at least four contractors.

Public Session

The Clerk had circulated to the Council, items of correspondence from a resident who attended the meeting to address the PC regarding the issues raised;

- Concerns that the passing place on Freely Lane was being used for car parking by those connected with Collingham Junior Football Club. The Clerk would contact them with a reminder about responsible parking.
- Reassurances being sought regarding the Bramham Ball. The PC had liaised with Bramham Ball Committee and a formal response was being prepared. The resident was concerned about a possible breach of personal data as those outside the PC seemed to be aware of this correspondence.
- The resident noted from the draft minutes of the November meeting and the agenda of the December meeting that Financial Controls were being considered. Advice was offered by the resident, in particular relating to the handling and reporting of Pavilion finances. Assurance was given that these suggestions were purely to protect those involved and there was no suggestion that anyone's integrity was being questioned.

1. APOLOGIES – None.

2. DECLARATIONS OF PECUNIARY INTEREST. Cllrs. Dunn and Halliday regarding the Farfield House proposals. Cllr. Richards declared that she was standing for election as a Ward Councillor in the forthcoming elections. Councillors (and their partners) had received an invitation to a Christmas party on 19th December at Bramham Park House which was declared as receipt of a gift of hospitality.

3. MINUTES OF THE PARISH COUNCIL MEETING. It was **resolved** that the minutes of the PC meeting held on 6th November 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Dunn & seconded Cllr. Innocent, all were in favour.

4. CRIME REPORT

The crime report had been circulated showing five crimes in the Parish, three cases of *burglary residential* and two cases of *theft from vehicle*. Details of the Neighbourhood Watch would be posted on the We Are Bramham social media page.

5. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 481 to 496).

- 481 was the Crime Commissioner's October 2019 newsletter which advised that the window for applications to the Safer Communities Fund was open. The school had been made aware.
- 492 was from the television production company who make the programme "The Repair Shop" wanting to circulate flyers and post on the website to encourage residents to bring items for repair. They would be advised of opportunities to promote their programme in the Church Magazine.
- 494 was from a resident about the increase in noise levels on the A1M. The Clerk would respond advising the resident of discussions in the previous year between the PC and the Highways Agency regarding this issue.
- 495 and 496 had been discussed as part of the public participation session (above).

It was proposed by the Chair that Planning matters be taken next, all in favour.

6. OTHER ITEMS

6.1 Concerns regarding Northern Gas and Yorkshire Water roadworks. Cllr. Heaton had attended a meeting on 12th November with Ward Cllr. Lamb and representatives of the water authority, the gas board, Highways and Morrisons the contractors. Northern Gas had given an undertaking to wait for the school to break up for the Christmas holiday before carrying out essential road works. In spite of this commitment, work had already begun causing a lot of traffic related issues compounded by failures of the traffic lights. Ward Cllr. Lamb agreed to make a formal complaint and encouraged all present to send him photographs or short reports as evidence to reinforce his complaint. He will keep the PC informed. Cllr. Heaton would post the customer care number of We Are Bramham for the benefit of residents. Cllrs. Heaton and Richards had met with workmen and Cllr. Heaton had had a visit from an official of Northern Gas Networks on 19th November offering to make a donation to a community project, and it was felt this should be followed up and a significant contribution sought in view of the disruption.

6.2 Neighbourhood Improvement Programme. Cllr. Dunn gave a report on this. Several Parish Council led projects had been identified from the Neighbourhood Plan and i bids for other community driven projects were due at the end of January. The need to prioritise these projects and to understand the levels of reserves and other available funding sources was noted. Proposed section 106 and Community Infrastructure Levy funding from Bramham House could be used to fund projects not able to be funded from immediate reserves. Funding from grant applications would also be considered. There would be an agenda item at the January meeting to consider this further.

6.3 Senior Citizen's Centre – following the presentation by the CIAT architectural technologist at the start of the meeting, it was **resolved** to approve a fee for stage one of £730 + VAT and a fee of £1,070 + VAT for stage two of the project and to approve costs of surveys needed for planning approval of up to £7000 + VAT, proposed Cllr. Corrigan, seconded Cllr. Ingham, all in favour. It was noted that the Community Fund had agreed to support part of the cost.

6.4 Wayleave agreement. It was **resolved** to accept a Wayleave agreement from Northern Powergrid offering £11.77 a year for the land on Tenterhill Allotments on which there is an electricity pylon, proposed Cllr. Richards, seconded Cllr. Heaton, all in favour. It was **resolved** to seek to get the agreement backdated to 2010, proposed Cllr. Richards, seconded Cllr. Buck, all in favour.

6.5 Highways issues. It was noted that Cllr. Heaton had attended a meeting on 12th November regarding Highways issues, in particular relating to the work being carried out by Yorkshire Water – see 6.1 above.

6.6 War memorial reception. Cllrs. Buck & Heaton had attended a reception at Wetherby Town Hall on 3rd December regarding war memorials in the Wetherby area. They shared with the meeting a 2016 report produced by the Imperial War Museum which noted that Bramham was one of the first communities to erect a memorial to honour those who had given their lives in the 1914-18 conflict. Cllr.

Heaton agreed to write a short report for the magazine and the local historian for the village would be contacted.

6.7 Leeds Festival update. Cllr. Halliday had investigated the cost of a card reader, there being three options, temporary hire (costs awaited), pay-as-you-go (£195 plus administration fees of 25% of each transaction plus £4.5p for each transaction) or an eighteen-month minimum contract (£20 a month plus £1.5p for each transaction). She had calculated that the last option worked out at £662 less than the pay-as-you-go option (this could cover two ticket allocation events). Payment by cheque would cease to be an option. These costs covered just having a single card reader. The Parish Council has administered the ticket allocation and payment arrangements on behalf of the Community Fund Committee who would be asked to review these arrangements and consider options for the future, including commissioning and paying for a card reader. Cllr. Halliday would contact them about agreement in principle and circulate to Cllr. Richards. Regarding funds from the 2019 event still being held in the PC account, the Responsible Financial Officer (RFO) had made some progress on this and now had an invoice from Festival Republic. He would liaise with Cllr. Halliday to ensure that this was correct before processing.

6.8 Allotment finances. It was noted that the PC receives £400 a year from Tenterhill Allotment association. Rent collection from tenants is now based on plot size and is now collected annually at the start of each financial year. It was noted that the fencing project and clearance of previous derelict sites had considerably improved the overall allotment site.

6.9 Pavilion

Standing Orders were suspended to allow residents with interests in the Pavilion to speak.

- It was noted that a grill pan had been bought for the kitchen at a cost of £89.99 which had been paid for out of Saturday Kitchen takings.
- It was **resolved** to accept a £250 quote for a storage bench in the changing rooms and to set a budget of £200 to put brackets on the wall above to hang chairs on, proposed Cllr. Whitbread, seconded Cllr. Dunn, all in favour.
- The memorial plaque dedicated to Mick Wright had been bought. It was **resolved** to set a budget of £200 towards the cost of an event being held on 21st December in recognition of his contribution towards the football in the community, proposed Cllr. Whitbread, seconded Cllr. Halliday, four were in favour with two abstentions and three against.
- It was **resolved** that following an amendment to a proposal to clarify the wording of a January 2015 minute regarding Pavilion finances, this be deferred to the agenda of the January meeting so that Councillors could consider this further, proposed Cllr. Dunn, seconded Cllr. Corrigan, all in favour. Cllr. Dunn would circulate the wording of the resolution to be considered.
- The Clerk would try to get a third quote for the Five-Year Electrical Inspection.
- The annual fire extinguisher check had been completed.
- The Clerk will pursue the outstanding gas inspection.
- The agreement with Bramham Football Club would be renewed, there would be no increase in charges as agreed at a previous meeting.
- The latest income/expenditure spreadsheet had been circulated.

6.10 Community Christmas Lunch. Cllr. Dunn reported that between thirteen and seventeen guests were expected for the Christmas Lunch. Many people had offered to help on the day and there had been several donations towards the cost. All were thanked for their support and the meeting expressed thanks to Cllr. Dunn for taking the lead on this.

6.11 Grievance and Disciplinary procedure. It was **resolved** to adopt the updated Grievance and Disciplinary procedure using the template supplied by the National Association of Local Councils, proposed Cllr. Richards, seconded Cllr. Corrigan, all in favour.

6.12 Mobile telephone contract. The mobile telephone provided for the Clerk is on a £5 a month contract. It was felt that there was unlikely to be a better deal available. The contract was

sufficient to cover the Clerk's normal usage and telephone calls which may exceed the number of minutes allowed are automatically terminated.

7. FINANCIAL MATTERS

7.1 2020-21 budget setting. The proposed 2020-21 budget will be presented at the January 2020 meeting together with a full statement of funding sources and available reserves so that Council can determine revenue requirements and future capital investment priorities/timings. The precept request will be considered in view of budget proposals and made accordingly before the prescribed date.

7.2 Proposals for process improvements and an independent internal audit review of accounting records and internal controls. Members of the Finance Working Party had carried out a financial risk assessment according to Governance and Accountability Regulations which highlighted a number of concerns. Following a meeting of the Finance Working Party and the RFO, a number of process improvements had been put forward for consideration. These included a simplified template to show forecast against actual income/expenditure to replace the quarterly variance report and a numbered system of receipts/payments. Councillors were also advised that personal bank accounts should only be used for PC purchases where there was no other easy alternative; that paying in slips should be counter-signed by a councillor; and that invoices should not give an option to pay by cash. There were further proposals in relation to Pavilion transactions and reconciliation, the details of which required further consideration and discussion. Financial Regulations will need to be reviewed by the RFO to reflect any subsequent changes. Standing Orders were suspended to allow residents with interests in the Pavilion to speak. There would be an item early on the January agenda to review the concerns in more detail and consider the need for a further, independent review. In the meantime, it was agreed that advice would be taken from the Yorkshire Local Councils Association.

7.3 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £1,494.73 and payments totalling £7,428.93.

7.4 Report of invoices and payments to be made for December. The RFO presented the Payment Schedule as follows;

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
7.4.1	Direct Debit	NPower (Gas) - Pavilion - paid 1 st November			£78.00	
7.4.2	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 11 th November			£5.00	
7.4.3	Direct Debit	British Gas – Pavilion (12 th July to 10 th October to 6 th November) – paid 27 th November	£57.49	£2.87	£60.36	
7.4.4	BACS	Recoil Industrial Doors - repair of patio door shutter			£441.70	
7.4.5	BACS	Cleaner – December 2019			£105.75	
7.4.6	BACS	Pavilion Annual Fire Extinguisher Inspection	£32.00	£6.40	£38.40	
7.4.7	BACS	Memorial Plaque – Val Whitbread	£58.33	£11.67	£70.00	
7.4.8	BACS	DTMS Group – pest control in the Wildlife Area	£425.00	£85.00	£510.00	
7.4.9	BACS	Mike Rhodes – tree cutting in the Wildlife Area	£100.00	£20.00	£120.00	
7.4.10	BACS	Campaign for the Protection of Rural England - membership			£36.00	
7.4.11	BACS	Society of Local Council Clerks – renewal				
7.4.12	102145	Donation to Royal British Legion for a Remembrance Day wreath			£50.00	£50.00
7.4.13	102146	Caretaker – December 2019			£30.53	
7.4.14	BACS	HMRC (£26.40 cleaner, £7.60 caretaker, £107.40 Clerk)			£141.40	
7.4.15	BACS	Clerk – December 2019			£429.50	
7.4.16	BACS	All Saints' Church - Donation in lieu of the entry fee to the Christmas Tree festival			£10.00	£10.00
7.4.17	BACS	Pam Corrigan – Saturday kitchen expenses – eggs, milk, sausages			£9.23	
7.4.18	BACS	Pam Corrigan – Recyclable cups and lids	£66.86	£13.37	£80.23	
7.4.19	BACS	Clerk's Expenses – Mileage in October & November			£25.06	
7.4.20	BACS	S J Danby Limited – Playscheme - Wet pour repairs	£284.00	£56.80	£340.80	

7.5 Remembrance Day wreath. It was **resolved** to approve a payment to made under section 137 of the 1972 Local Government Act for £50 for a Remembrance Day wreath, proposed Cllr. Innocent, seconded Cllr. Richards, all in favour.

8. PLANNING MATTERS

An application had been received for the following;

- 19/05902/FU - Westwood Town Hill - Construction of outbuilding with basement to side of dwelling This being a re-consultation

The view of the PC had not changed regarding this application and therefore a response would be sent restating the original position of the PC.

Standing orders were suspended to allow Ward Cllr. Lamb to speak about the planning matters below.

Farfield House. Cllrs. Dunn and Richards and Ward Cllr. Lamb had attended a meeting on 7th November with representatives of Farfield House to discuss the latest proposals. Nobody attended representing Leeds City Council's planning department (their view was awaited). This was a useful meeting. There had been a public consultation event the previous month attended by about fifteen people who were generally supportive of the revised plans and the alignment. The revised plans have now been submitted and it was **resolved** that the Clerk use his delegated authority to express support on behalf of the PC for the revised plan subject to any residual concerns about Highways and Flooding being addressed, proposed Cllr. Dunn, seconded Cllr. Richards, all in favour.

Church Hill. Ward Cllr. Lamb will organise a site visit early in the New Year.

Bramham House. Ward Cllr. Lamb reported that the section 106 agreement had not been signed and that planning permission could not be given until it was. The developer hasn't pursued this. Ward Cllr. Lamb would chase this.

The concerns raised at the November meeting that the view of the PC doesn't seem to have carried any weight in the granting of planning permission in some cases had led to an exchange of e-mails with Leeds City Council (LCC) officers. Ward. Cllr. Lamb advised that there was now a new Chief Planning Officer and suggested that this presented opportunity to arrange for him to meet members of the PC, he agreed to pursue this.

9. ACTION TRACKER AND CLERK'S REPORT

Ongoing issues as shown on the Action List were considered, the following were noted.

- Clifford PC had declined an approach to jointly consider the viability of a car parking scheme adjacent to the school. This would be an agenda item for the January 2020 meeting.
- The Japanese Knotweed problem near the SCC had been dealt with.
- A report regarding the tree cut down in the Wildlife Area had been produced.
- The Wildlife Area agreement between the PC and Bramham Park Estate had been added to the records held by the solicitors.
- The soundproof fence damaged by grass cutting had been repaired.
- Three quotes had been obtained for an exercise track.
- The solicitor had been instructed regarding Windmill Gardens. It was noted that it might be several weeks before Land Registry confirmed registration, therefore this would not be an agenda item until the February 2020 meeting.
- Repairs to the playground had been carried out, the wetpour by a playground specialist and the fence by a resident. Cllr. Corrigan reported that some of those on the weekly inspections rota don't do the inspections when it is their turn and therefore she undertook to do weekly inspections herself from the New Year.

- Cllr. Halliday suggested alternative dates for a defibrillator training session having been in contact with those who deliver the courses. 22nd or 29th February were suggested subject to venue availability. It was noted that those listed as being guardians for the defibrillators were stepping down, an appeal for replacements would be advertised in the church magazine.
- Free first aid training offered by the Red Cross had been held in the Pavilion on 19th November attended by eight delegates.
- It was noted that the YLCA were offering a webinar on the new website accessibility regulations. This would be £15. Cllr. Buck would attend.

10. MINOR ITEMS.

- It was noted that a former Councillor, Paul Topping had passed away. His contribution to village life was noted and condolences expressed to his family.
- The increase in grass cutting charges from 2015 to 2019 had been challenged. This could not be explained solely by the claim from LCC that this was due to an annual 3% increase and this would be pursued further.
- A communication from the YLCA had been circulated being a consultation regarding police powers regarding unauthorised encampments and making trespassing illegal. This would be an agenda item for the January 2020 meeting.
- Councillors were reminded that when submitting items for the agenda, that they be specific regarding details of the proposal to reduce discussion time during the meeting.

11. DATE OF NEXT MEETING:

Wednesday 8th January 2020 at the Sports Pavilion at 7:30 pm (the **second** Wednesday of the month).

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

Signed

Linda Richards
Chair
8 January 2020